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**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, LA 70161, (734) 384-9138. The City of Monroe website address is [www.monroemi.gov](http://www.monroemi.gov).

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**AGENDA - CITY COUNCIL REGULAR MEETING  
MONDAY, AUGUST 1, 2011  
7:30 P.M.**

- I. **CALL TO ORDER.**
- II. **ROLL CALL.**
- III. **INVOCATION/PLEDGE OF ALLEGIANCE.**
- IV. **CONSENT AGENDA.** (All items listed under the Consent Agenda are considered to be routine by Mayor and Council and will be approved by one motion, unless a Council member or citizen requests that an item be removed and acted on as a separate agenda item)
  - A. Approval of the minutes of the Special Meeting held on Monday, July 18, 2011, the minutes of the Regular Meeting held on Monday, July 18, 2011, and the minutes of the Special Meeting held on Monday, July 25, 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.
- 153 Appointments Resolution.
  - 1. Communication from the Mayor's Office, submitting a proposed resolution for an appointment to fill the vacancy on the Monroe Housing Commission and recommending the resolution be adopted.
  - 2. Supporting documents.
  - 3. Accept, place on file and the resolution be adopted.
- 154 Arthur Lesow Community Center "Back to School, Backpack Event".
  - 1. Communication from the City Manager's Office, reporting back on a request from Anthony Hoskins, ALCC Activities Director, for permission to hold the annual "Back 2 School, Supplying Our Future Backpack Event" on August 20, 2011, to use the back parking lot of the ALCC and to close East Second Street between Winchester and Eastchester Streets from 10:00 a.m. – 2:00 p.m., and recommending that Council approve the request contingent upon items being met as outlined by

- the administration, subject to no additional overtime 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.
2. Supporting documents.
  3. Accept, place on file and the recommendation be carried out.
- 155 Hollywood in the Woods Block Party.
1. Communication from the City Manager's Office, reporting back on a request from Millie Degraer, Chair Person of the Block, for permission to hold their annual Hollywood in the Woods block party on September 17, 2011 and to close Hollywood Drive between Cole Road and Oakwood from 3:00 p.m. – 6:30 p.m., 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, 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.
- 156 4<sup>th</sup> Annual Bed Race to Aid Children in Monroe County.
1. Communication from the City Manager's Office, reporting back on a request from Kenneth J. Miller, Bed Race Committee President, for permission to hold the 4<sup>th</sup> annual charity bed race to aid needy children in Monroe County on October 16, 2011, to close E. First Street between Monroe and Macomb Street and Washington Street between E. Front and E. Second Streets from 8:00 a.m. – 6:00 p.m. (rain date 10/23/11), and recommending that Council approve the request contingent upon items being met as outlined by the administration, subject to no additional overtime 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.
- 157 Proposed Resolution to Recognize Monroe County Quilt Guild as a Non-Profit Organization.
1. Communication from the City Manager's Office, submitting a proposed resolution that would officially reconfirm the Monroe County Quilt Guild as a non-profit organization in the Monroe community, and recommending that the resolution be adopted.
  2. Supporting documents.
  3. Accept, place on file and the recommendation be carried out.
- 158 9/11 Memorial Bike Night.
1. Communication from the City Manager's Office, reporting back on a request from Tom Ford, Chairman 9/11 Memorial Bike Night, on behalf of the Firefighters Local 326 for permission to hold the annual 9/11 Memorial Bike Night, to close E. First Street between S. Macomb and S. Monroe Streets, Washington Street between E. Second and E. Front Streets, E. Front Street from S. Macomb Street to S. Monroe Streets from 5:00 p.m. – 10:00 p.m. for the purpose of parking motorcycles for display and to use the Loranger Square pavilion for music, and recommending that Council approve the request contingent upon items being met as outlined by the administration, subject to costs recovery & fee waivers in accordance with City Council adopted policy, 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.

159 Water Service Connection Materials Bids.

1. Communication from the Director of Water & Wastewater Utilities, reporting back on bids received for the purchase of Water Service Connection Materials and the lowest bidders meeting all bid specifications for each respective division are as follows: Division I – 8" Service Saddle Connections – to Etna Supply for a total cost of \$6,496.29; Division II – Corporation Stops – Ball Valve to East Jordan Iron Works, Inc for a total cost of \$5,825.40; Division III – Compression Curb Stop – Ball Valve to East Jordan Iron Works, Inc for a total cost of \$9,120.60; Division IV – Compression Couplings – 3/4"x1" to SLC Meter Service for a total cost of \$773.80; Division V – Compression Couplings – 1" to SLC Meter Service for a total cost of \$115.50; Division VI – Compression Pack Joint Couplings 3/4" Iron to 1" Copper to SLC Meter Service for a total cost of \$121.92; Division VII – Compression Pack Joint Couplings 3/4" xs Led to 1" to SLC Meter Service for a total cost of \$243.00; Division VIII – Curb Stop Boxes and Rods to Kuhlman Corp. for a total cost of \$10,830.60; Division IX – 1" Copper (60' ROLLS) to ETNA Supply for a total cost of \$27,417.60; Division X – 1" Copper (100' ROLLS) to ETNA Supply for a total cost of \$9,520.00, and recommending that the bidders be awarded the respective divisions and for purchase orders be issued in the amounts shown for providing Water Service Connection Materials in accordance with the bid specifications.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

160 Land Division, Parcel #59-01900-000.

1. Communication from the Director of Economic & Community Development, submitting a request from the Port of Monroe for land division of Parcel #59-01900-000, located at the northeast corner of E. Elm Street and Detroit Avenue, adjacent to the River Raisin National Battlefield Park, and recommending that Council approve the proposed land division of parcel #59-01900-000 and authorize City staff to complete all required procedural steps and documentation to create three (3) new parcels.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

161 Community Development Block Grant FIX Project Award.

1. Communication from the Director of Economic & Community Development, reporting back on bids received for a Community Development Block Grant FIX project located at 116 Lorain Street, and recommending that Council award this Community Development Block Grant FIX contract with a budget of \$21,853 plus an additional \$3,147 in contingencies to Carter Building Services and authorize staff to take the necessary steps to complete each project in compliance with federal regulations. This will include drafting a contract to be signed by each homeowner and the contractor.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

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



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: ARTHUR LESOW COMMUNITY CENTER "BACK 2 SCHOOL, BACKPACK EVENT"**

**DISCUSSION:** The City received a request from Anthony Hoskins, ALCC Activities Director, for permission to hold the annual "Back 2 School, Supplying Our Future Backpack Event" on August 20, 2011. Specifically the request is to use the back parking lot of the ALCC and to close East Second Street between Winchester and Eastchester Streets from 10:00 a.m. – 2:00 p.m. for the event.

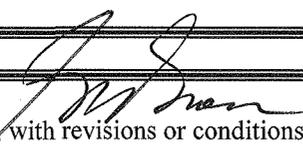
The request was reviewed by the administrative staff and there were no objections to the request subject to emergency vehicle access being maintained.

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

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project \$

Cost of This Project Approval \$

Related Annual Operating Cost \$

Increased Revenue Expected/Year \$

**SOURCE OF FUNDS:**

City

Account Number

Amount

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

Other Funds

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** City Manager's Office

**DATE:** 7/25/11

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 8/1/11

## Weaver, Patricia

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**From:** Anthony Hoskins [ahoskalcc@yahoo.com]  
**Sent:** Wednesday, July 13, 2011 12:44 PM  
**To:** Weaver, Patricia  
**Subject:** Use of the parking lot

Ms. Weaver,

I would like to reserve the parking lot and have <sup>2nd</sup> 1st street between Winchester and Eastchester blocked off for our annual Back 2 School, Supplying Our Future Backpack Event, on August 20th, from 10am - 2pm.

We, here at the ALCC, are also wondering if the fee could be waved. Please let us know the answer,

Thank you very much for yur continued support of the ALCC.

Anthony Hoskins  
Anthony Hoskins  
Activities Director  
Arthur Iesow Community Center  
120 Eastchester St.  
Monroe, MI 48161  
734-241-4313  
[ahoskalcc@yahoo.com](mailto:ahoskalcc@yahoo.com)



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: HOLLYWOOD IN THE WOODS BLOCK PARTY**

**DISCUSSION:** The City received a request Millie Degraer, Chair Person of the Block, for permission to hold the annual Hollywood In the Woods block party on September 17, 2011. Specifically the request is to close Hollywood Drive between Cole Road and Oakwood from 3:00 p.m. – 6:30 p.m. for their annual party.

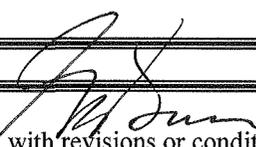
The request was reviewed by the administrative staff and there were no objections to the request subject to emergency vehicle access being maintained.

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 Afternoon Shift Commanders 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, Attorney, Engineering, Fire, Finance, Building and Manager

## **FINANCES**

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

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

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** City Manager's Office

**DATE:** 7/25/11

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 8/1/11

July 11, 2011

Mayor & City Council  
120 E. 1<sup>st</sup> St  
Morrow, MO 48162

JUL 11 4 00 PM '11

RECEIVED  
CHARLES D. EVANS

Re: Hollywood In the Woods Block Party

Dear Mayor & City Council

The residents of Hollywood In The Woods which is between Cole Road and Oakwood are planning a neighborhood block party Saturday September 17<sup>th</sup> from 3:00 p.m. to 6:00 p.m.

We are requesting that the street (Hollywood Drive) be blocked off from two till 6:30 p.m.

Your approval and consideration is very much appreciated by the neighborhood.

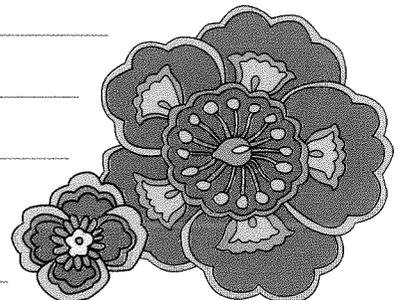
Sincerely

Millie Dyson  
Chair Person of the Block

RECEIVED

JUL 12 2011

MAYOR'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:** July 19, 2011  
**Re:** **Staff Study – “Hollywood in the Hills” Neighborhood Block Party**

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I have reviewed the request submitted by Mrs. Millie Degraer, a resident of Hollywood Drive to have a block party, for the residents of “Hollywood in-the Woods,” on Saturday, September 17, 2011 between the hours of 3:00 pm – 6:00 pm. She is requesting that a portion of Hollywood Drive be closed to vehicular traffic so the residents can congregate in the street for the duration of their event. The requested closure is between Cole Road & Oakwood Drive. I do not anticipate this event to require any direct police supervision, but periodic checks by the “6a-6p shift” will be encouraged.

This requested closure should not significantly impact any necessary emergency response nor should it significantly impact other motorists as there are plenty of other alternate routes to Cole Road and the surrounding streets.

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 for the safety of all attending. I will notify the “6a-6p Shift” Commander of the event so he can have his squad make periodic checks of the event.

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

**EVENT CONTACT PERSON:** Mille Degraer  
1555 Hollywood Drive  
Monroe, MI 48162  
Telephone: 734-242-0537



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** 4<sup>th</sup> ANNUAL BED RACE TO AID CHILDREN IN MONROE COUNTY

**DISCUSSION:** The City received a request from Bed Race Committee President Kenneth J. Miller for permission to hold the 4<sup>th</sup> annual charity bed race to aid needy children in Monroe County on October 16, 2011, close the affected streets, and to waive the special event fees. Specifically the request is to close East First Street between Monroe and Macomb Streets and Washington Street between E. Front and E. Second Streets from 8:00 a.m. - 6:00 p.m. (In case of inclement weather a rain date of 10-23-11 is requested.)

The request was reviewed by the administrative staff and there were no objections to the request subject to emergency vehicle access being maintained, special event application and that all insurance requirements are met.

DPS has no objections to event and staff will supply barricades on straight time prior to event and collect on following Monday. In past years, applicant has requested bleachers, and if needed, **applicant will need to contact DPS at least one week prior and pay all associated fees.**

The three previous events have gone smoothly and have been well attended. The organizers are estimating upwards of 2400 spectators and participants. The police department recommends an officer be assigned exclusively to this event due to the projected pedestrian traffic and road closures in the area. The estimated cost (wages only) for this officer will be approximately \$249.90.

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:** Fire, DPS, Police, Finance, and Building

**FINANCES**

<b>COST AND REVENUE PROJECTIONS:</b>	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

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

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** City Manager's Office

**DATE:** 7/25/11

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 8/1/11



552 Rambow Dr  
Monroe, MI 48161

734-241-2811 (Ph)  
734-241-2821 (fax)

## Bed Race to Aid Children Inc

July 19, 2011

Mr. George Brown, City Manager  
City of Monroe  
120 E First St.  
Monroe, MI 48161

Dear Mr. Brown,

The purpose of this letter is to request your approval to conduct the 4th annual "Bed Race to Aid Children" to aid needy children in Monroe County.

As was the case for last year's bed race event, we are requesting to again use the city property area surrounding the Loranger Square Gazebo as the central point our event along with limited use of Washington and First Streets for our race course (see attached document: "2011 Monroe County Children's Bed Race Benefit Information Sheet" for event Details).

Given that we will have various volunteer groups assisting in managing the clean up, safety and general administration of the race events, we are requesting that the City of Monroe again waive the usual "Special Events Application" fee associated with this request. Please know that all funds collected in this annual event from individuals, corporate sponsors and racing teams go totally to the program's promotion and purchase of beds for needy children in the county.

Should you have any questions regarding this request, please give me a call at (248) 514-8494 (cell phone) or contact me via email at [kenmiller1@ameritech.net](mailto:kenmiller1@ameritech.net). Your timely consideration and response is appreciated.

Sincerely,

  
Kenneth J. Miller, LUTCF, 755  
Bed Race Committee President

**RECEIVED**

JUL 19 2011

MAYOR'S OFFICE

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

Name of Applicant (Organization): Bed Race to Aid Children, Inc

Contact Person: Ken Miller (Chairman)

Address: 552 RAMBOU DR.

Phone: (734) 241-2811 / (248) 514-8494<sup>cell</sup> Fax: (734) 241-2821

Dates Requested: Sunday October 16<sup>th</sup> NOON - 5 p.m

Location Requested:  City Park     Private Property     Public Property

PROJECT LOCATION (Address): Lorange Square - Monroe, MI

**PROPERTY OWNER INFORMATION**

Name: CITY OF Monroe

Address: 120 E. Front St. MONROE, MI 48161

Phone: (734) 384-9144 Fax: \_\_\_\_\_

**EVENT DESCRIPTION:**

4<sup>th</sup> Annual Bed Race to Aid Children to aid  
needy children in Monroe County. Just like last year's  
event held on Washington/First St See ATTACHED 2010  
Monroe County info sheet. for details

TYPE OF BUSINESS ON SITE: CITY PARK (LORANGER Square)

<u>See Attached letter Request to WAIVE FEE</u>	Application Fee	<u>\$ 150.00</u>
	\$20.00 wk	<u>\$</u>
	<b>Total Fee</b>	<u>\$</u>

**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: Kenneth J Miller

DATE: 7/19/2011

## The 2010 Monroe County Children's Bed Race Benefit Information Sheet

- The "bed Race Benefit" is planned to be the 3<sup>rd</sup> annual fund raising event for the purpose of providing beds for needy children in Monroe County
- The date and time of the event is planned for Sunday, October 17 2010 from 1:00 pm to 6:00pm (Rain date - ~~10/24/10~~)  
10/23/11 PW
- The planned location for this event is the Town Square area at the intersections of Washington Street and First Street in downtown Monroe
- The "Gazebo" adjacent to the above intersection will be used for communications and administrative purposes for managing the race events.
- We are anticipating between 75 and 100 teams using no more than four race beds at a time during any given racing heat.
- We are expecting 1800-2400 plus spectators for the event
- In the interest of safety, personnel from the race committee will be on hand to properly manage the event.
- A special one day insurance policy will be obtained, which will cover the City and all participants /spectators that interact with the race.
- Personnel form the race committee will insure that all litter will be picked up at the end of the day.

**Note: If there are any other questions please call Ken Miller at (248) 514-8494 (cell)**

### Street Closures

E. First St. between Monroe and Macomb and  
Washington St. between E. Front and E. 2nd Streets  
(Close @ 8am - 6pm.)

## Order Details

### info

customer	Steve Swartz
company	Bed Race to Aid Children 7342412811
phone	M. Bosanac
processed by	
description	Park Pavilion Reservation
ordered	7/19/2011

### status

order status	shipped
order history	
payment status	Non-cc payment
auth code	Hold (none)
shipping method	standard
shipped	not shipped
order number	1110719-38695

### mailing address

Steve Swartz  
552 Rambow Drive  
Monroe, MI 48161

### billing address

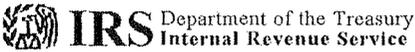
Steve Swartz  
552 Rambow Drive  
Monroe, MI 48161

Labels are printed on the Dymo LabelWriter.

item(s) subtotal	\$0.00
shipping & handling	\$0.00
convenience fee	\$0.00
<b>total</b>	<b>\$0.00</b>

### order comments

There are no comments on this order.



P.O. BOX 2508  
CINCINNATI OH 45201

In reply refer to: 9999999999  
Jan. 12, 2011 LTR 3367C S0  
27-2043869 000000 00  
00021586  
BODC: TE

BED RACE TO AID CHILDREN INC  
552 RAINBOW DR  
MONROE MI 48161



014084

Employer Identification Number: 27-2043869  
Tax Form: 1023  
Document Locator Number: 17053-362-33403-0  
For assistance, call: 1-877-829-5500

Dear Applicant,

We received your application for exemption from Federal income tax and your user fee payment.

During the initial review process, applications for exemption are separated into three groups:

1. Those that can be processed immediately based on information submitted,
2. Those that need minor additional information to be resolved, and
3. Those that require additional development.

If your application falls in the first group or second group, you will receive your determination letter stating that you are exempt from Federal income tax or a request for information via phone, fax, or letter. If your application falls within the third group, you will be contacted when your application has been assigned to an Exempt Organizations specialist for technical review. You can expect to be contacted within approximately 90 days from the date of this notice.

IRS does not issue "tax exempt numbers" or "tax exempt certificates" for state or local sales or income taxes. If you need exemption from these taxes, contact your state or local tax offices.

General information about the application process and tax-exemption can be found by visiting our website, [www.irs.gov/eo](http://www.irs.gov/eo). If you are unable to locate the information needed, you may call our toll free number shown above Monday through Friday. When communicating with us, please refer to the employer identification number and document locator number shown above.

Sign up for Exempt Organizations' EO Update, a regular e-mail newsletter that highlights new information posted on the Charities pages of [irs.gov](http://irs.gov). To subscribe, go to [www.irs.gov/eo](http://www.irs.gov/eo) and click on "EO Newsletter."

**MICHIGAN DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH  
BUREAU OF COMMERCIAL SERVICES**

Date Received

APR 04 2011

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Tran Info: 1 16716713-1 03/17/11  
CPKH: 12644 Amt: \$10.00  
ID: KENNETH MILLER

**FILED**

APR 04 2011

EFFECTIVE DATE:

Name

BED RACE to Aid CHILDREN, INC.

Address

552 Rainbow DR.

City

MONROE

State

MI

ZIP Code

48161

Administrator

BUREAU OF COMMERCIAL SERVICES

Document will be returned to the name and address you enter above.  
If left blank, document will be returned to the registered office.

**CERTIFICATE OF AMENDMENT TO THE ARTICLES OF INCORPORATION**

For use by Domestic Profit and Nonprofit Corporations

(Please read information and instructions on the last page)

Pursuant to the provisions of Act 284, Public Acts of 1972, (profit corporations), or Act 162, Public Acts of 1982 (nonprofit corporations), the undersigned corporation executes the following Certificate:

1. The present name of the corporation is: BED RACE TO AID CHILDREN, INC

The identification number assigned by the Bureau is:

6

706820

3. Article ~~VI~~<sup>a,b</sup> ORGANIZATION of the Articles of Incorporation is hereby amended to read as follows:

a) SAID organization if organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the INTERNAL Revenue Code, or corresponding sections of any future federal tax codes.

b) Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively

# 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:** July 20, 2011  
**Re:** **Staff Study: Bed Race to Aid Children Inc., Sunday, October 16, 2011**

---

Kenneth Miller the Bed Race Committee President is requesting permission to hold the 4<sup>th</sup> annual "Bed Race to Aid Children" fundraiser to help needy children in Monroe County. The event is scheduled for Sunday, October 16, 2011 from 12:00 pm - 5:00 pm. The organizers are requesting the following street closures: East First Street between South Monroe & South Macomb Street and Washington Street between East Front Street & East Second Street. The past three events were held at the same location with the same street closures. The three previous events have gone smoothly and have been well attended.

The organizers are estimating upwards of 2400 spectators and participants. Because of this amount of pedestrian traffic, coupled with the road closures in the core downtown area, I recommend that an officer be assigned exclusively to this event for its duration. The officer can assure that the road closures are obeyed and handle any other safety or public relation concerns. The estimated cost for this officer is \$249.90 (wages only).

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

**Event Coordinator: Kenneth Miller Cell: 248-514-8494**



# CITY COUNCIL AGENDA FACT SHEET

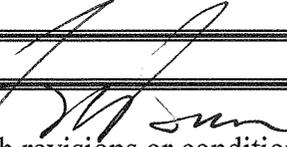
**RELATING TO: PROPOSED RESOLUTION TO RECOGNIZE THE MONROE COUNTY QUILT GUILD AS A NON-PROFIT ORGANIZATION**

**DISCUSSION:** The Monroe County Quilt Guild has requested that they be officially reconfirmed as a non-profit organization in the Monroe community. The Resolution of official recognition is necessary in order to apply for a charitable gaming license from the State of Michigan Lottery Division.

The Monroe County Quilt Guild was recognized as a non-profit organization by the City of Monroe in 2000.

The proposed Resolution is presented for your review and approval. It is recommended that the Resolution be adopted.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:**

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**

For

Against

**REASON AGAINST:**

**INITIATED BY:**

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:**

## **FINANCES**

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project \$

Cost of This Project Approval \$

Related Annual Operating Cost \$

Increased Revenue Expected/Year \$

**SOURCE OF FUNDS:**

City

Account Number

Amount

\$

\$

\$

\$

\$

Other Funds

\$

\$

\$

\$

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** City Manager's Office

**DATE:** 7/26/11

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 8/1/11

July 22, 2011

City of Monroe  
120 E. First Street  
Monroe, Michigan 48161

To whom it may concern,

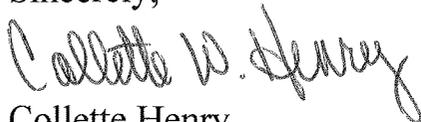
The Monroe County Quilt Guild is asking that the City Council pass a resolution stating that they still recognize the Monroe County Quilt Guild as a local civic nonprofit organization in the community.

Attached are a copy of the resolution passed in 2000 and a copy of the State of Michigan requirements for obtaining a raffle license. We have held a quilt raffle every other year since 2000. The State is just asking us to update our status.

I have also supplied a copy of our by-laws, which has a dissolution clause that reverts all of the organization's assets, upon dissolution, to the benefit of the local government.

I thank you in advance for your assistance in this matter.

Sincerely,



Collette Henry  
President MCQG  
467 W. Hurd  
Monroe, Michigan 48162

**RECEIVED**

JUL 22 2011

**MAYOR'S OFFICE**

## RESOLUTION

1           **WHEREAS**, the Monroe County Quilt Guild has been a successful nonprofit  
2 organization doing business in the City of Monroe for many years; and

3           **WHEREAS**, the Monroe County Quilt Guild has and continues to serve social  
4 recreational needs in the community; and

5           **WHEREAS**, the Michigan Bureau of State Lottery requires organizations seeking  
6 licenses or registering for future licensing to be recognized by resolution adopted by the  
7 city in which the organization conducts its principal activities as a "local civic  
8 organization"; and

9           **WHEREAS**, the Monroe County Quilt Guild has requested that the City Council  
10 of the City of Monroe pursuant to regulations of the Michigan Bureau of State Lottery  
11 formally reconfirm the Monroe County Quilt Guild as a nonprofit organization operating  
12 in the community for the purpose of obtaining gaming licenses issued by the Michigan  
13 Lottery.

14           **NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of  
15 Monroe hereby formally recognizes and reconfirms the Monroe County Quilt Guild as a  
16 nonprofit organization operating in the community for the purpose of obtaining gaming  
17 licenses issued by the Michigan Bureau of State Lottery.

18           **BE IT FURTHER RESOLVED**, that a certified copy of this Resolution be  
19 provided to the Monroe County Quilt Guild so that it may file with the Michigan Bureau  
20 of State Lottery.



Charitable Gaming Division  
 Box 30023, Lansing, MI 48909  
 OVERNIGHT DELIVERY:  
 101 E. Hillsdale, Lansing MI 48933  
 (517) 335-5780  
 www.michigan.gov/cg

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES**

(Required by MCL 432.103(K)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from Monroe County Quilt Guild of Monroe  
NAME OF ORGANIZATION CITY

county of Monroe, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_  
APPROVAL/DISAPPROVAL

**APPROVAL**

**DISAPPROVAL**

Yeas: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Absent: \_\_\_\_\_

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

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
ADDRESS

COMPLETION: Required.  
 PENALTY: Possible denial of application.



# CITY COUNCIL AGENDA FACT SHEET

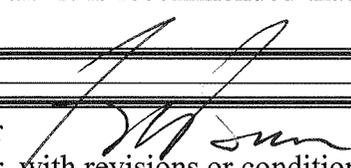
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**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:**

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**

For

Against

**REASON AGAINST:**

**INITIATED BY:**

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:**

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project \$

Cost of This Project Approval \$

Related Annual Operating Cost \$

Increased Revenue Expected/Year \$

**SOURCE OF FUNDS:**

City

Account Number

Amount

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

Other Funds

\$  
\$  
\$  
\$

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** City Manager's Office

**DATE:** 7/26/11

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 8/1/11

July 22, 2011

City of Monroe  
120 E. First Street  
Monroe, Michigan 48161

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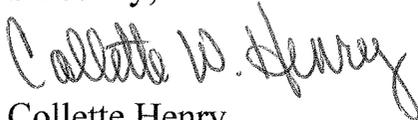
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467 W. Hurd  
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**RECEIVED**

JUL 22 2011

MAYOR'S OFFICE

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**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES**  
 (Required by MCL.432.103(K)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from Monroe County Quilt Guild of Monroe  
NAME OF ORGANIZATION CITY

county of Monroe, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_  
APPROVAL/DISAPPROVAL

**APPROVAL**

**DISAPPROVAL**

Yeas: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Absent: \_\_\_\_\_

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

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
ADDRESS

COMPLETION: Required.  
 PENALTY: Possible denial of application.

## MONROE COUNTY QUILT GUILD BY-LAWS

### Article I - Name and Location

This organization shall be known as the Monroe County Quilt Guild, nonprofit organization, and shall be located in Monroe, Michigan.

### Article II - Objectives

Section 1 - To promote the preservation of traditional quilting and the development of contemporary quilting. To encourage personal growth and excellence in craftsmanship.

Section 2 - To preserve the history and safeguard the legacy of quilts handed down from our ancestors and add to this legacy the contemporary quilts that will become tomorrow's treasures.

Section 3- To promote, through personal contacts, communications, meeting, and exhibition, the many facets of quilting.

Section 4 - This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code.

### Article III - Membership

Section 1 - Membership shall be open to all persons 18 years or older whose objectives are in accordance with article II, upon application and payment of dues.

The Guild encourages quilters between the ages of 5 and 18 years (or youngsters who may be interested in quilting/sewing) to attend meetings who wish to present their quilt projects to the general membership. These young quilters must be accompanied by a current member who assumes responsibility for their conduct during the meeting.

Section 2 - Required dues, as set by the Executive Board, are \$25.00. If dues are received for the following year before December 31, the member will receive a discount of \$5.00, making the yearly dues \$20.00. New members joining after July 1<sup>st</sup> shall pay one-half of the regular dues. Guests will pay \$3.00.

Section 3 - An active member shall be defined as one who has paid current dues, attends a minimum of one-half of the general meetings, and renders service to the Guild. Active members shall receive priority for membership renewal and registration for field trips, workshops and other Guild events.

Section 4 - The membership list shall be used for Guild business only.

### Article IV - Officers

Section 1 - Elected officer shall be:

President - who presides over meetings and coordinates Guild activities by delegating duties and workloads to committees.

Vice-President - who shall assume duties of the President if for whatever reason the President cannot fulfill Guild duties to the end of their term; and who may preside in the absence of the President; and who may assist the President in any matters deemed necessary.

Program Director - who may preside in the absence of the President and Vice-President and who is Program Director for the current year.

Program Planner - who plans lectures and workshops for the calendar year following the year of their two (2) year term of office, and may preside as President in the absence of the President and/or Vice-President. The second year of office they move into the Program Director position.

Secretary - who takes minutes at all General and Executive Board Meetings.

Treasurer - who is in charge of collecting and disbursing funds, maintaining financial records, bank accounts, and publishing an annual financial report.

- Co-officers may hold any office, with the exception of the Treasurer. Co-officers would be elected as one unit for that office.
- Slate of officers will be elected during the November general meeting.

These officers shall perform duties in accordance with the Roberts Rules of Order, Newly Revised.

Section 2 - The officers shall be elected to serve one year, with the exception of the Program Planner who is elected for two (2) years. Their term of office shall begin at the December Executive Board Meeting. Vacancies shall be filled by appointment by the Executive Board. Persons thus appointed shall serve until the following January.

Section 3 - The Past President shall continue to attend Executive Board Meetings the year following her last term in office, in the position of Past President. She shall serve as an advisor to the new President and help provide continuity in leadership. The Past President may also preside in the absence of the President.

Section 4 - A member may hold only one elected office at a time. A member may serve in the same elected office for a maximum of two years. A member may serve as an elected officer for a maximum of four consecutive years. A member may again serve as elected officer following an absence from the Board of at least one year.

Section 5 - Elected officers are required to attend a majority (one more than half) of the Executive Board of Directors and General Membership Meetings. Any officer unable to attend such meeting shall make arrangements for another guild member to perform her duties in her absence.

Section 6 - The Program Director shall plan lectures and workshops for the calendar year of her term of office. She will act as agent for the Guild and sign written contracts. In the year following her term of office, she shall assist the new Program Planner and follow through on arrangements made during her term of office.

Section 7 - Board of Directors consist of six elected positions and all standing committee members. All the above-mentioned members represent one vote at each Board Meeting.

Section 8 - Use of Funds: The President and the Treasurer shall sign all checks on the Guild Account, except in the absence of either, in which case the Vice-President will. Two signatures shall be required on all checks. All requests for financial reimbursement shall be made in writing to the Treasurer. The Treasurer shall pay budgeted amounts. Unbudgeted amounts over \$25.00 shall first be submitted to the Board of Directors for approval. Purchases of \$100.00 or more must be voted on at a General Membership Meeting.

## Article V - Meetings and Quorums

Section 1 - Unless otherwise ordered by the membership or by the Board of Directors, the regular meetings of this organization shall be held monthly from January to December.

Section 2 - The meetings of the Board of Directors (which include elected officers and all standing committee chairpersons) shall be held monthly at the call of the President.

Section 3 - Special meetings can be called by the President, as deemed necessary.

Section 4 - To transact business, except for an amendment to the By-laws, the quorum for the Board of Directors shall consist of at least one-half of the members of the elected officers and standing committee chairpersons.

Section 5 - To transact business, except for an amendment of the By-laws, the quorum for membership meetings shall consist of at least one-third of the regular members.

Section 6 - Non-board members of the Guild are always welcome at Executive Board Meetings, but do not have a vote.

Section 7 - By-Laws may be changed, when deemed necessary, by the board members and will be voted and approved by the General Membership.

## Article VI - Indemnification

To the extent permitted by law, every person who is or was an officer, committee member of the Guild shall have a right to be indemnified by the Guild against all reasonable action, suit, or proceeding in which he/she may become involved as a party or otherwise, by reason of his/her being or having been as officer, or committee member of the Guild.

## Article VII - Dissolution

Upon dissolution or winding up of the organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization, shall be distributed to the local government.

**Newly Revised November 8, 2010**

LOCAL GOVERNING BODY RESOLUTION  
FOR GAMING LICENSES ISSUED BY THE MICHIGAN LOTTERY

(Authorized by MCL 432.101 et seq)

At a regular meeting of the Monroe City Council  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Acting Mayor Worrell on March 20, 2000 at  
DATE

7:30 p.m. a.m./p.m. the following resolution was offered:  
TIME

Moved by Councilwoman Hall and supported by Councilman Conner

that the request from the Monroe County Quilt Guild of Monroe  
NAME OF ORGANIZATION CITY

county of Monroe, asking that they be recognized as a nonprofit  
COUNTY NAME

organization operating in the community for the purpose of obtaining a gaming license or

registration be considered for approval.  
APPROVAL/DISAPPROVAL

APPROVAL

DISAPPROVAL

Yeas: 5

Yeas: \_\_\_\_\_

Nays: 0

Nays: \_\_\_\_\_

Absent: 2

Absent: \_\_\_\_\_

State of Michigan ) SS  
County of Monroe )

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted  
by the Monroe City Council at a regular meeting held on  
March 20, 2000

\*\*\* NOTARY \*\*\*



SIGNED: \_\_\_\_\_

TOWNSHIP, CITY, OR VILLAGE CLERK

Charles D. Evans, Clerk-Treasurer  
PRINTED NAME AND TITLE

120 E. First St., Monroe, MI 48161  
ADDRESS

The Michigan Lottery does not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, qualified disability or political belief in its activities or in its hiring or employment practices.

COMPLETION: Required.  
PENALTY: Possible denial of application.

BSL-CG-1153(R3/98)

**RESOLUTION**

**R2000-028**

**WHEREAS**, the Monroe County Quilt Guild has been a successful nonprofit organization doing business in the City of Monroe for many years; and

**WHEREAS**, the Monroe County Quilt Guild has determined that it may be necessary or appropriate to conduct raffles or similar fund-raising activities as part of its future fundraising efforts in order to continue its service to the Monroe community; and

**WHEREAS**, the Michigan Bureau of State Lottery requires organizations seeking licenses or registering for future licensing to be recognized by resolution adopted by the city in which the organization conducts its principal activities as a "local civic organization"; and

**WHEREAS**, the Monroe County Quilt Guild has requested that the City Council of the City of Monroe pursuant to regulations of the Michigan Bureau of State Lottery formally recognize the Monroe County Quilt Guild as a nonprofit organization operating in the community for the purpose of obtaining gaming licenses issued by the Michigan Lottery.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Monroe hereby formally recognizes the Monroe County Quilt Guild as a nonprofit organization operating in the community for the purpose of obtaining gaming licenses issued by the Michigan Bureau of State Lottery.

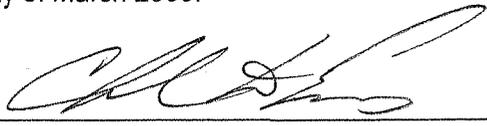
**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution be provided to the Monroe County Quilt Guild so that it may file with the Michigan Bureau of State Lottery.

Supported by: Councilman Conner  
Ayes: 5 Nays: 0

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 20<sup>th</sup> Day of March 2000.

(SEAL)

  
\_\_\_\_\_  
Charles D. Evans  
City Clerk-Treasurer

# MONROE COUNTY QUILT GUILD

City of Monroe  
120 E. 1st St.  
Monroe, Mi 48161

As required by the State of Michigan, bureau of State Lottery to obtain a license for conducting a raffle, we are requesting a City Council Resolution stating that the Monroe County Quilt Guild is a recognized nonprofit organization in the community.

The IRS has designated our Guild as a nonprofit status under Section 501(c)3.

Thank you for your assistance.

Sincerely

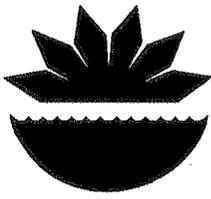


Shelly Florence  
President

res

RECEIVED  
MAR 13 2020

OFFICE OF THE MAYOR



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** 9/11 MEMORIAL BIKE NIGHT

**DISCUSSION:**

The City received a request from Tom Ford, Chairmen 9/11 Memorial Bike Night, on behalf of the Firefighters Local 326 for permission hold the annual 9/11 Memorial Bike Night and to close the affected streets. Specifically the request is to close East First Street between S. Macomb and S. Monroe, Washington Street between E. Second and E. Front Street, and E. Front Street from S. Macomb to S. Monroe Street from 5:00 p.m. – 10:00 p.m. for the purpose of parking motorcycles for display and to use the Loranger Square pavilion for music.

Donations from this event will be collected and all proceeds will be donated to the Great Lakes Burn Camp.

The request was sent to the administrative staff for their review. We do not foresee any problems or objections to the request subject to emergency vehicle access being maintained and certificate of insurance. It was also recommended that residents and businesses in the downtown area be made aware of the event and street closures.

DPS personnel will place and pick up barricades on normal hours (9/9 & 9/12); volunteers will need to set up and remove during actual closure. Also, while unlikely to be at this location by 9/11, water main replacement is occurring on Monroe Street from Jones – River, and may include part of the area.

The Police Department recommends a minimum of three officers and a supervisor be assigned to the event this year (same amount of staffing as last year). The officers will monitor the closed roadways, assure motorcycles are parking properly (not on sidewalks/crosswalks), and make bar checks of the nearby establishments to monitor the participants behavior and possible LCC violations. (Police Dept.'s labor estimate for this event is approximately \$873.80.) **In addition, MPD strongly recommends that the "moment of Noise" be shortened to the original minute.** Last year's moment of noise was closer to 10 minutes and we did receive noise complaints from residents. The Monroe Fire Department could give a short blast on their siren to signify the start of the moment proceeded by a longer blast to signify the end of it.

Permission to use the Loranger Square pavilion must be obtained through the County of Monroe.

Therefore, it is recommended, that City Council approve the request contingent upon items being met as outlined by the administration, subject to costs recovery & fee waivers in accordance with City Council adopted policy, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:**

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**

For

Against

**REASON AGAINST:**

**INITIATED BY:** City Manager's Office

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

## FINANCES

**COST AND REVENUE PROJECTIONS:**

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

**SOURCE OF FUNDS:**

City

Account Number

Amount

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

Other Funds

\$  
\$  
\$  
\$

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** City Manager's Office

**DATE:** 7/26/11

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 8/1/11



**Monroe Fire Fighters Association**  
Local 326 International Association of Fire Fighters  
75 Scott Street  
Monroe, Michigan 48161



Dear Mayor and Council

September 11, 2011 will mark the 10<sup>th</sup> anniversary of 9/11. The Monroe Firefighters will be holding it annual 9/11 Memorial Bike Night in the Downtown Streets of Monroe. We are asking for permission to close the following streets as we have done in the past.

The street closure request is as follows:

E. Front St. between S. Monroe St. and S. Macomb St.

E. First St. between S. Monroe and Macomb

Washington St. between E. Second St. and E. Front St.

Thank You

Tom Ford

Chairmen

9/11 Memorial Bike Night

**RECEIVED**

JUL 21 2011

MAYOR'S OFFICE

**CITY OF MONROE TEMPORARY USES, SALES, BUILDINGS;  
SEASONAL OR SPECIAL EVENTS APPLICATION** JAL 4/30/2007

**Name of Applicant (Organization):** Monroe Firefighters Lo. 326

**Contact Person:** Tom Ford

**Address:** 75 Scott St. Monroe MI. 48161

**Phone:** 734-755-1943 **Fax:** 734-241-5347

**Dates Requested:** September 11<sup>th</sup> 2011

**Location Requested:**  City Park  Private Property  Public Property

**PROJECT LOCATION (Address):** Downtown Streets (E. Front, E. First, Washington)

**PROPERTY OWNER INFORMATION**

**Name:** City of Monroe

**Address:** 120 E. First Monroe MI. 48161

**Phone:** **Fax:**

**EVENT DESCRIPTION** 9/11 Memorial Bike Night. Requesting the closure of the streets to park Motorcycles. Requesting street closures as follows. E. Front from S. Monroe to S. MaComb, E. First from S. Monroe to S. MaComb, Washington From E. Second to E. Front.

**TYPE OF BUSINESS ON SITE:**

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:**  
**APPLICANT:** Tom Ford

**DATE:**  
**DATE:** 07/27/2011

**RECEIVED**

JUL 28 2011

MAYOR'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:** July 21, 2011  
**Re:** Staff Study – Monroe Fire Firefighters Association “9/11 Memorial Bike Night”

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The City of Monroe Fire Fighters Association Local 326 is once again organizing a “9/11 Memorial Bike Night” to benefit the Great Lakes BURN Camp. This will be the fifth such event and it will mark the 10<sup>th</sup> anniversary of 9/11. They are requesting the closure of Washington Street between East Front Street & East Second Street, East Front Street between South Monroe Street & South Macomb Street, as well as East First Street between South Monroe Street & South Macomb Street, to allow room for parking the motorcycles. The event is slated for Sunday, 09/11/11 from 5:00 pm - 10:00 pm. The organizers plan on charging \$5.00 per bike. Area businesses will be offering discounts on food and beverages to participants that have the proper wrist bands.

Last year the event had over 1000 motorcycles with approximately 1500 participants (passengers included), including members of two local motorcycle gangs, the “Iron Coffins” and the “Highwaymen.”

I recommend that a minimum of three officers and a supervisor are assigned to the event this year (the same amount of staffing as last year). The officers will perform several functions: monitor the closed roadways, assure motorcycles are parking properly (not on sidewalks/crosswalks), and make bar checks of the nearby establishments to monitor the participants behavior and possible LCC violations. Last year, the attendance was very large. Although the crowd was well behaved, a minor disturbance could quickly escalate into a large brawl, especially with the presence of two motorcycle gangs at the event.

In addition, it should be noted that the “moment of noise” that started out as a minute in duration each year has become progressively longer. Last year’s moment of noise was closer to ten minutes of non-stop 1000 motorcycles revving their engines at full throttle. I am not suggesting eliminating the “moment of noise” but strongly recommend that the duration be shortened to the original minute. This should be stressed by the event organizer. In past events, MFD gave a short blast on their siren to signify the start of the moment. They should also give a longer blast to signify the end of it.

The total cost for the event with staffing as recommended will be approximately \$873.80, which includes shift premium and was computed using a senior Corporal’s hourly rate.

I recommend approval of this event provided the recommend police coverage is authorized and any applicable permits are obtained.

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

**EVENT COORDINATOR:** Tom Ford 241-1626

# CITY OF MONROE INTERDEPARTMENT ACTIVITY FORM

**ADMINISTRATIVE ACTIVITY:** Request from Fire Fighter Tom Ford for permission to hold the annual 9/11 Memorial Bike Night in the downtown streets of Monroe on September 11, 2011 from 5:00 p.m. – 10:00 p.m., to close E. First Street between Monroe and Macomb, Washington Street between E. Front and E. 2<sup>nd</sup> Streets, and E. Front Street between Monroe and Macomb

**INITIATING DEPARTMENT:** City Manager's Office

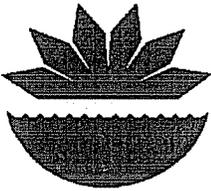
**DATE:** 7/21/11      **SUSPENSE:** A.S.A.P.

**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	7/21/11	7/21/11	<i>[Signature]</i>
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:**

Note: Applicant was sent email asking them to fill out a special event application. No objections to event, DPS can provide barricades Friday before & pick up Monday after, applicants can place when needed. While unlikely to be at this location by 9/11, water main replacement is occurring on Monroe Street from Jones-River, and may include part of area.



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** REPORT BACK FROM THE WATER DEPARTMENT FOR BIDS RECEIVED ON WATER SERVICE CONNECTION MATERIALS

**DISCUSSION:** The Water Department received five (5) bids on July 25, 2011 for the purchase of Water Service Connection Materials. Attached is bid tabulation for reference. The lowest bidders meeting all bid specifications for each respective division are as follows:

Description	No. of Units	Units	Lowest \$/Unit	Cost	Lowest Bidder	
Division I - 8" Service Saddle Connections	171	Each	\$37.99	\$6,496.29	ETNA SUPPLY	
Division II - Corporation Stops - Ball Valve	190	Each	\$30.66	\$5,825.40	EAST JORDAN IRON	
Division III - Compression Curb Stop - Ball Valve	180	Each	\$50.67	\$9,120.60	EAST JORDAN IRON WORKS INC	
Division IV - Compression Couplings - 3/4"x1"	73	Each	\$10.60	\$773.80	SLC METER SERVICE	
Division V - Compression Couplings - 1"	11	Each	\$10.50	\$115.50	SLC METER SERVICE	
Division VI - Compression Pack Joint Couplings 3/4" Iron to 1" Copper	12	Each	\$10.16	\$121.92	SLC METER SERVICE	
Division VII - Compression Pack Joint Couplings 3/4"xs Lead to 1" Copper	10	Each	\$24.30	\$243.00	SLC METER SERVICE	
Division VIII - Curb Stop Boxes and Rods	180	Pair	\$60.17	\$10,830.60	KUHLMAN CORP	
Division IX - 1" Copper (60' ROLLS)	5760	LFT	\$4.76	\$27,417.60	ETNA SUPPLY	
Division X - 1" Copper (100' ROLLS)	2000	LFT	\$4.76	\$9,520.00	ETNA SUPPLY	
<b>Total</b>				<b>\$70,464.71</b>		
Lowest Bidder	Division	Total Amount	Proj Code 11W01	Proj Code 12W04	New Services	Service Renewals
ETNA SUPPLY	I, IX, X	\$43,433.89	\$16,974.59	\$3,615.80	\$16,751.60	\$6,091.90
EAST JORDAN IRON WORKS INC	II, III	\$14,946.00	\$8,743.62	\$1,322.58	\$3,253.20	\$1,626.60
SLC METER SERVICE	IV, V, VI, VII	\$1,254.22	\$1,042.22	\$212.00	\$0.00	\$0.00
KUHLMAN CORP	VIII	\$10,830.60	\$6,378.02	\$842.38	\$2,406.80	\$1,203.40
<b>TOTAL</b>		<b>\$70,464.71</b>	<b>\$33,138.45</b>	<b>\$5,992.76</b>	<b>\$22,411.60</b>	<b>\$8,921.90</b>

The bid specifications were developed to allow for materials in each division to be awarded individually in an effort to obtain the lowest possible price on each respective item. The materials will be used for the connection / reconnection of water services for approved fiscal year 2011-2012 Capital Improvement Program projects along with new and renewed water service installations. The materials will be placed into the Water Department's Inventory until needed.

IT IS RECOMMENDED that the bidders be awarded the respective divisions and for purchase orders be issued in the amounts shown for providing Water Service Connection Materials in accordance with the bid specifications.

**CITY MANAGER RECOMMENDATION:**

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

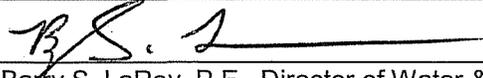
**APPROVAL DEADLINE:** August 24, 2011

**REASON FOR DEADLINE:** Bids are good for thirty (30) days.

**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, Engineering Department, Construction Inspectors & Contractors

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$ 1,015,500.00
Cost of This Project Approval	\$ 70,464.71
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

**SOURCE OF FUNDS:**

City	Account Number	Amount
Water System	591-40.538-972.000 11W01	\$ 33,138.45
Water System	591-40.538-972.000 12W04	\$ 5,992.76
New Cust Inst Supplies	591-40.538-750.055	\$ 22,411.60
Cust Renewal Supplies	591-40.538-750.065	\$ 8,921.90
Total		\$ 70,464.71

Other Funds

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** July 26, 2011

**REVIEWED BY:**

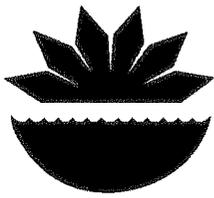
**DATE:**

**COUNCIL MEETING DATE:** August 1, 2011

**Water Service Connection Materials**  
**BID TABULATIONS**  
**Bids Due: July 25, 2011**

Div.	Item	1 - Perrysburg Pipe	2 - HD Supply Waterworks	3 - East Jordan Iron Works	4 - ETNA Supply Co.
		Amount	Amount	Amount	Amount
1	8" Service Saddle Connections	39.50	43.00	43.98	<b>37.99</b>
2	Corporation Stops - Ball Valve	31.80	32.20	<b>30.66</b>	30.96
3	Compression Curb Stop - Ball Valve	52.55	55.00	<b>50.67</b>	51.16
4	Compression Couplings - 3/4" X 1"	11.20	11.00	10.80	10.90
5	Compression Couplings - 1"	11.00	10.89	10.64	10.74
6	Compression Pack Joint Couplings - 3/4" Iron Pipe to 1" Copper Pipe	10.65	No Bid	11.56	10.39
7	Compression Pack Joint Couplings - 3/4"xs Lead to 1" Copper Pipe	25.55	No Bid	25.73	24.84
8	Curb Stop Boxes & Rods	No Bid	64.52	72.65	60.25
9	1" Copper 60' Rolls	No Bid	5.25	5.41	<b>4.76</b>
10	1" Copper 100' Rolls	No Bid	5.25	5.41	<b>4.76</b>

No.	Item	5 - Kuhlman Corp.	6 - SLC Meter	7 - Michigan Meter
		Amount	Amount	Amount
1	8" Service Saddle Connections	43.31	38.35	38.00
2	Corporation Stops - Ball Valve	32.03	30.88	30.94
3	Compression Curb Stop - Ball Valve	54.71	51.02	51.00
4	Compression Couplings - 3/4" X 1"	11.21	<b>10.60</b>	10.90
5	Compression Couplings - 1"	11.49	<b>10.50</b>	10.73
6	Compression Pack Joint Couplings - 3/4" Iron Pipe to 1" Copper Pipe	No Bid	<b>10.16</b>	10.87
7	Compression Pack Joint Couplings - 3/4"xs Lead to 1" Copper Pipe	No Bid	<b>24.30</b>	25.98
8	Curb Stop Boxes & Rods	<b>60.17</b>	No Bid	82.00
9	1" Copper 60' Rolls	4.88	5.00	No Bid
10	1" Copper 100' Rolls	4.88	5.00	No Bid



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Approval of a land division creating three new parcels from parcel number 59-01900-000 generally located at the northeast corner of East Elm Street and Detroit Avenue.

**DISCUSSION:** The property owner, Homrich Incorporated, recently entered into a purchase agreement to sell certain property, as well as donate certain property, which is adjacent to the River Raisin National Battlefield Park (RRNBP). The properties will initially be transferred to the Port of Monroe with title ultimately being conveyed to the National Park Service and the Fish and Wildlife Service for incorporation into the RRNBP and Detroit River International Wildlife Refuge respectively. The applicant is requesting to divide the subject property to create three (3) separate parcels identified on the attached survey as parcels "A", "B", and "C." The parcel division will define those parcels which are to be sold and those that are to be donated.

The subject parcel, as well as those to the north and east, are zoned I-2, General Industrial. The General Industrial District is intended to provide locations for medium to heavy industrial uses, such as manufacturing, assembly and fabrication. In addition to the manufacturing component of the district other permitted uses include hotels, motels, heating and electric generating plants, warehouses, and retail establishments. Special uses range from manufacturing facilities to chemical plants, composting yards and recycling and recovery centers.

The Future Land Use Map in the Comprehensive Plan identifies the subject property's western half as Riverfront Mixed Use and its eastern half as Parks/Open Space/Natural Preserves. The Riverfront Mixed Use designation is intended to replace the current Waterfront District in the Zoning Ordinance and is defined in the Comprehensive Plan as the "...primary gateway into the City..." having the "...potential to create a dramatic entrance to the community..." The Parks/Open Space/Nature Preserves is intended for precisely what the name implies and is an appropriate fit for the proposed addition to the RRNBP and Wildlife Refuge. The City will want to encourage future rezoning of these properties from General Industrial to one of the Comprehensive Plan recommended designations after the sale and transfers are completed.

The City Zoning Code (Sec. 1269.14) requires that all parcel or lot divisions be completed in conformance with the provisions of the Code and in compliance with the Land Division regulations (Chapter 630, Code of the City of Monroe). The three (3) new parcels as proposed all meet the requirements of the Zoning Code in terms of area and dimensions. The proposed division also provides for access to public or private rights-of-way through either direct access or private easement. Parcels "A" and "B" have direct access to either E. Elm Street or Detroit Avenue, and the applicant has proposed a 30 foot wide ingress/egress easement from Detroit Avenue to access Parcel "C." Given these findings, the Department of Economic & Community Development has determined that the proposed land division meets the requirement of the Zoning Code and Land Division regulations, and is consistent with the Comprehensive Plan.

IT IS RECOMMENDED that the City Council approve the proposed land division of parcel 59-019000-000 and authorize City staff to complete all required procedural steps and documentation to create the three (3) new parcels.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** August 1, 2011

**REASON FOR DEADLINE:** To complete the property sale, donation and transfer in a timely manner.

**STAFF RECOMMENDATION:**           X For            Against

**REASON AGAINST:** N.A.

**INITIATED BY:** Port Commission, Port of Monroe

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** River Raisin National Battlefield Park, Port of Monroe, Assessing Department, Department of Economic and Community Development

## FINANCES

<b>COST AND REVENUE PROJECTIONS:</b>	Cost of Total Project	\$ TBD
	Cost of This Project Approval	\$ 0
	Related Annual Operating Cost	\$ TBD
	Increased Revenue Expected/Year	\$ (1,810.00)*

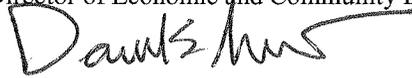
\* Property will become tax exempt

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

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** Dan Swallow, Director of Economic and Community Development   **DATE:** 07/26/2011

**REVIEWED BY:** George Brown, City Manager



**DATE:**

**COUNCIL MEETING DATE:** August 1, 2011



Land Division Application Form

City of Monroe
Planning Department
120 E. First Street
Monroe, MI 48161
734.243.0700 (P) 734.384.9108 (F)

Receipt Stamp

Application #

Owner Information

Name Homrich Incorporated
Address 200 Mattlin Road, Carleton, MI 48117
Telephone 734-654-9800 Fax 734-654-3116 Email renee.m@homrichinc.com

Applicant Information

Name Port of Monroe
Address 2929 E. First St., Monroe, MI 48182
Telephone 734 241 6480 Fax 734 241 2964 Email msul@portofmonroe.com
msul@portofmonroe.com

Property Description

Property Address N/A
Located between E. Elm and Detroit Ave Streets
Property ID# 59-01900-000 Existing Zoning F2

Required Information

- A survey drawn by a professional Surveyor, Architect or Engineer that includes the following information:
o Depicting the proposed parcels, their dimensions and area;
o Indicating the placement of all buildings, setbacks and easements; and
o Provide a legal description for each resulting parcel.

Submittal Procedure

- o Applicant submits a complete application with all required information;
o Planning Department staff will verify completeness;
o Application will be placed on the next available Citizens Planning Commission (CPC) agenda;
o A public hearing will be held at the CPC meeting;
o The CPC will make a recommendation to the City Council; and
o If final approval is obtained by the City Council, the City Assessor will finalize the land division for the tax roll.



**Land Division Application Form**

Application # \_\_\_\_\_

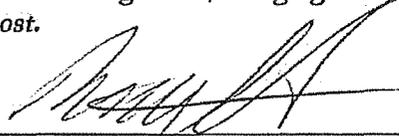
City of Monroe  
Planning Department  
120 E. First Street  
Monroe, MI 48161  
734.243.0700 (P) 734.384.9108 (F)

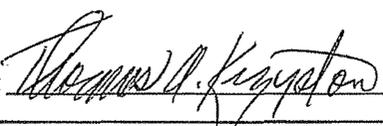
**Authorization**

*I/We hereby request in accordance with City Ordinances for the regulation and control of the subdivision of the land in the City of Monroe, that the City approve the Request for a Lot Split and place the property(s) on the assessment and tax roll.*

*The information, plans and materials submitted herewith in support of this application are to the best of my/our knowledge, true and correct.*

*In addition, I/We understand that this application will be placed on the next available Citizens Planning Commission regular meeting agenda, unless I/We request a special meeting to be held for an additional cost.*

Owner  Date 7/19/11

Applicant  Date 7/20/11

**Department Use Only**

Fee Paid \$ \_\_\_\_\_

Special Meeting Date \_\_\_\_\_

Authorization of Completeness \_\_\_\_\_

\_\_\_\_\_  
Planning Department Staff

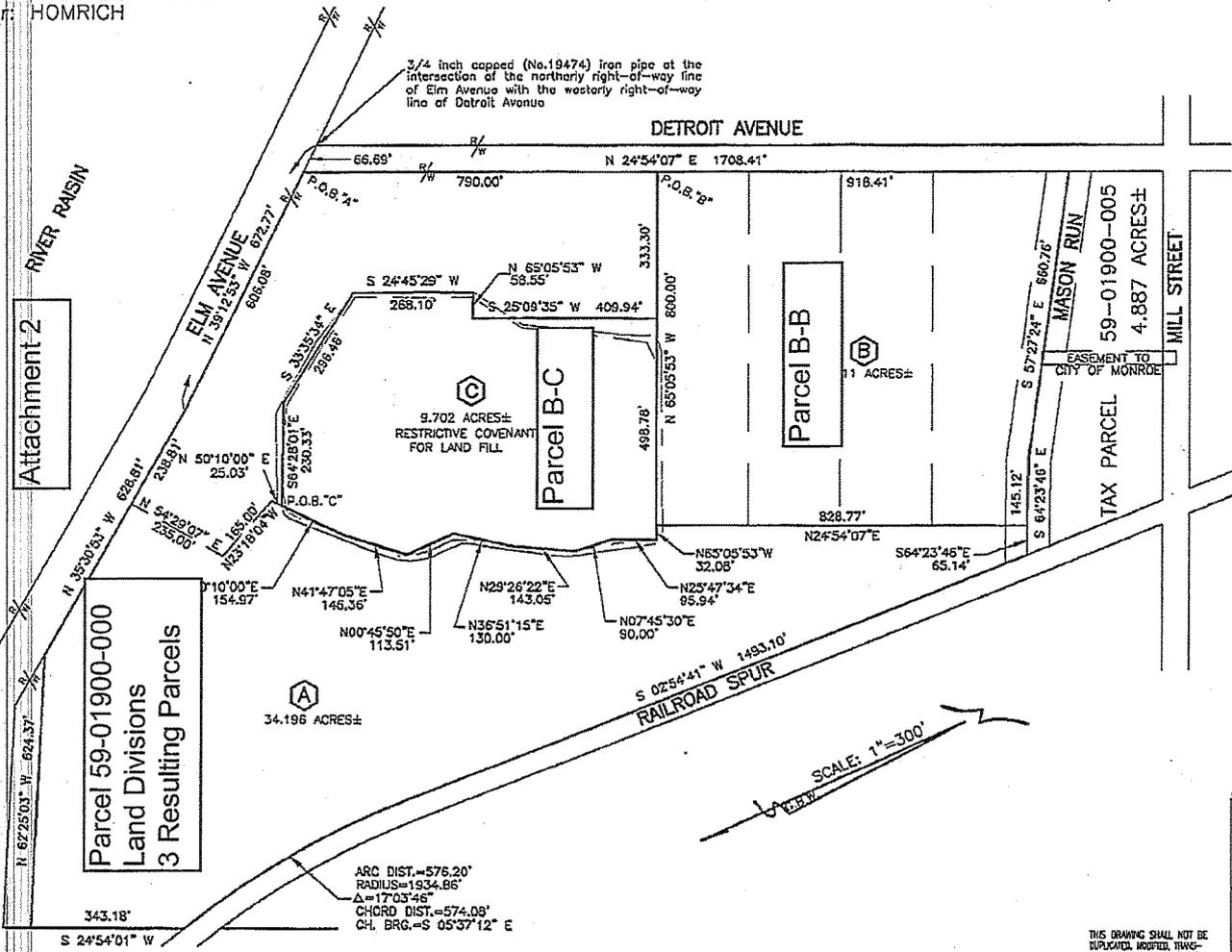
**Fees**

Land Division	\$ 300.00
CPC Special Meeting	\$ 400.00

JOB No. 01-0182-4  
For: HOMRICH

SKETCH  
PROPOSED LAND DIVISIONS

PART OF PRIVATE CLAIMS 82 AND 571,  
CITY OF MONROE, MONROE COUNTY, MICHIGAN.  
TAX PARCEL 59-01900-000 59.809 ACRES±  
(SEE SHEETS 2 AND 3 FOR DESCRIPTIONS)



PARCEL NOTES

- (A) 34.196 AC.± PARCEL WITH FRONTAGE ON DETROIT & ELM AVE.
- (B) 15.911 AC.± PARCEL WITH FRONTAGE ON DETROIT AVE. FOUR (4) ADDITIONAL DIVISIONS ARE SHOWN WITH DASHED LINES THREE (3) HAVING 205 FEET OF FRONTAGE WITH REMAINING HAVING 303.41 FEET.
- (C) 9.702 AC.± PARCEL HAS NO FRONTAGE ON PUBLIC ROAD. DESCRIPTION IS FROM 2007 PLAN FOR LIMITS/KEY OF LAND FILL LIGHT LINE SHOWS FINAL KEY, TOE & SWALES AROUND FINAL CLAY LAND FILL CAP FINISHED IN 2009. THESE LINES ARE OUTSIDE OF THIS DESCRIBED PARCEL IN SOME AREAS.

BASIS OF BEARING IS RELATIVE TO BEARINGS AS SHOWN ON PARCEL "C" OF G.B.WARNKE SURVEY 91-0669 REVISED:2-27-1991

\* THIS IS NOT A BOUNDARY SURVEY \*

AUTO CAD REL:2007 01-0182-4sketch.dwg  
G.B. WARNKE & ASSOCIATES, INC.  
PROFESSIONAL LAND SURVEYORS  
727 W. Temperance Rd. (734) 847-7567  
Temperance, MI 48182 FAX (734) 847-1867

SURVEY	DRAWN	CHECKED	SHEET
N/A	KW	SAW	3 OF 3
SURVEY COMPLETED		DRAWING COMPLETED	
N/A		6-22-2011	

THIS DRAWING SHALL NOT BE REPRODUCED, COPIED, TRANSMITTED OR ISSUED WITHOUT THE WRITTEN CONSENT OF G.B. WARNKE & ASSOCIATES, INC. ©2011 SCOTT A. WARNKE

# G. B. WARNKE & ASSOCIATES, INC.

Professional Land Surveyors - Michigan & Ohio

Boundary Surveys  
Topographic Surveys  
Mortgage Locations

Established in 1972  
727 West Temperance Road  
Temperance, MI 48182-1600

(734) 847-7567  
Fax (734) 847-1867

## PARCEL "A" Parcel with Frontage on Detroit & Elm Ave.

Situated in the City of Monroe, Monroe County, Michigan. Part of Private Claims 82 and 571 described as:

Commencing at a 3/4 inch capped (No. 19474) iron pipe at the intersection of the northerly right-of-way line of Elm Avenue with the westerly right-of-way line of Detroit Avenue, thence along the northerly right-of-way line of Elm Avenue, South 39°12'53" East 66.69 feet to the easterly right-of-way line of said Detroit Avenue for the point of beginning;

thence along said easterly right-of-way line, North 24°54'07" East 790.00 feet;

thence South 65°05'53" East 333.30 feet;

thence South 25°09'35" West 409.94 feet;

thence North 65°05'53" West 58.55 feet;

thence South 24°45'29" West 268.10 feet;

thence South 33°35'34" East 296.46 feet;

thence South 64°28'01" East 230.33 feet;

thence North 50°10'00" East 154.97 feet;

thence North 41°47'05" East 146.36 feet;

thence North 00°45'50" East 113.51 feet;

thence North 36°51'15" East 130.00 feet;

thence North 29°26'22" East 143.05 feet;

thence North 07°45'30" East 90.00 feet;

thence North 25°47'34" East 95.94 feet;

thence North 65°05'53" West 32.08 feet;

thence North 24°54'07" East 828.77 feet to the approximate centerline of Mason Run;

thence along said approximate centerline, South 64°23'46" East 65.14 feet to the westerly right-of-way line of railroad spur;

thence along said right-of-way line the following two (2) courses: (1) South 02°54'41" West 1493.10 feet to a point of curvature, and (2) along said curve to the left, having a central angle of 17°03'46", a radius of 1934.86 feet,

an arc distance of 576.20 feet, and a chord bearing and distance of South 05°37'12" East 574.08 feet to the easterly line of Private Claim 571;

thence along said easterly line, South 24°54'01" West 343.18 feet to the northerly line of parcel described in deed recorded in Liber 484, Page 563, Monroe County Records;

thence along said northerly line, North 62°25'03" West 624.37 feet to the northerly right-of-way line of Elm Avenue;

thence along said northerly right-of-way line, the following two (2) courses: (1) North 35°30'53" West 628.81 feet and (2) North 39°12'53" West 606.08 feet to the point of beginning.

Contains 34.196 acres, more or less. Subject to all highways, easements, and restrictions of record.

Note: This description is based on past surveys and deeds in the area. No boundary survey has been performed, nor were irons set as of 6-22-2011.

Job No. 01-0182-4  
For: Homrich Inc.  
Date: 6-22-2011  
By: KW Ck: SAW  
Sheet 1 of 3

# G. B. WARNKE & ASSOCIATES, INC.

Professional Land Surveyors - Michigan & Ohio

Boundary Surveys  
Topographic Surveys  
Mortgage Locations

Established in 1972  
727 West Temperance Road  
Temperance, MI 48182-1600

(734) 847-7567  
Fax (734) 847-1867

## PARCEL "B" Parcel with Frontage on Detroit Ave.

Situated in the City of Monroe, Monroe County, Michigan. Part of Private Claims 82 and 571 described as:

Commencing at a 3/4 inch capped (No.19474) iron pipe at the intersection of the northerly right-of-way line of Elm Avenue with the westerly right-of-way line of Detroit Avenue, thence along the northerly right-of-way line of Elm Avenue, South 39°12'53" East 66.69 feet to the easterly right-of-way line of said Detroit Avenue, thence along said easterly right-of-way line, North 24°54'07" East 790.00 feet to the point of beginning;

thence continuing along said easterly right-of way, North 24°54'07" East 918.41 feet to the approximate centerline of Mason Run;

thence along said approximate centerline the following two (2) courses: (1)South 57°27'24" East 660.76 feet and (2) South 64°23'46" East 145.12 feet;

thence South 24°54'07" West 828.77 feet;

thence North 65°05'53" West 800.00 feet to the point of beginning.

Contains 15.911 acres, more or less. Subject to all highways, easements, and restrictions of record.

Note: This description is based on past surveys and deeds in the area. No boundary survey has been performed, nor were irons set as of 6-22-2011.

## PARCEL "C" Same as parcel described in Restrictive Covenant for Land Fill. Parcel has no frontage on a public road.

Situated in the City of Monroe, Monroe County, Michigan. Part of Private Claims 82 and 571 described as:

Commencing at a 3/4 inch capped (No.19474) iron pipe at the intersection of the northerly right-of-way line of Elm Avenue with the westerly right-of-way line of Detroit Avenue, thence along the northerly right-of-way line of Elm Avenue the following two (2) courses: (1) South 39°12'53" East 672.77 feet, (2) South 35°30'53" East 238.81 feet; thence North 54°29'07" East 235.00 feet; thence North 23°18'04" West 165.00 feet; thence North 50°10'00" East 25.03 feet to the point of beginning;

thence North 64°28'01" West 230.33 feet;

thence North 33°35'34" West 296.46 feet;

thence North 24°45'29" East 268.10 feet;

thence South 65°05'53" East 58.55 feet;

thence North 25°09'35" East 409.94 feet;

thence South 65°05'53" East 498.78 feet;

thence South 25°47'34" West 95.94 feet;

thence South 07°45'30" West 90.00 feet;

thence South 29°26'22" West 143.05 feet;

thence South 36°51'15" West 130.00 feet;

thence South 00°45'50" West 113.51 feet;

thence South 41°47'05" West 146.36 feet;

thence South 50°10'00" West 154.97 feet to the point of beginning.

Containing 9.702 acres, more or less. Subject to easements, and restrictions of record.

Note: This description is based on past surveys and deeds in the area. No boundary survey has been performed, nor were irons set as of 6-22-2011.

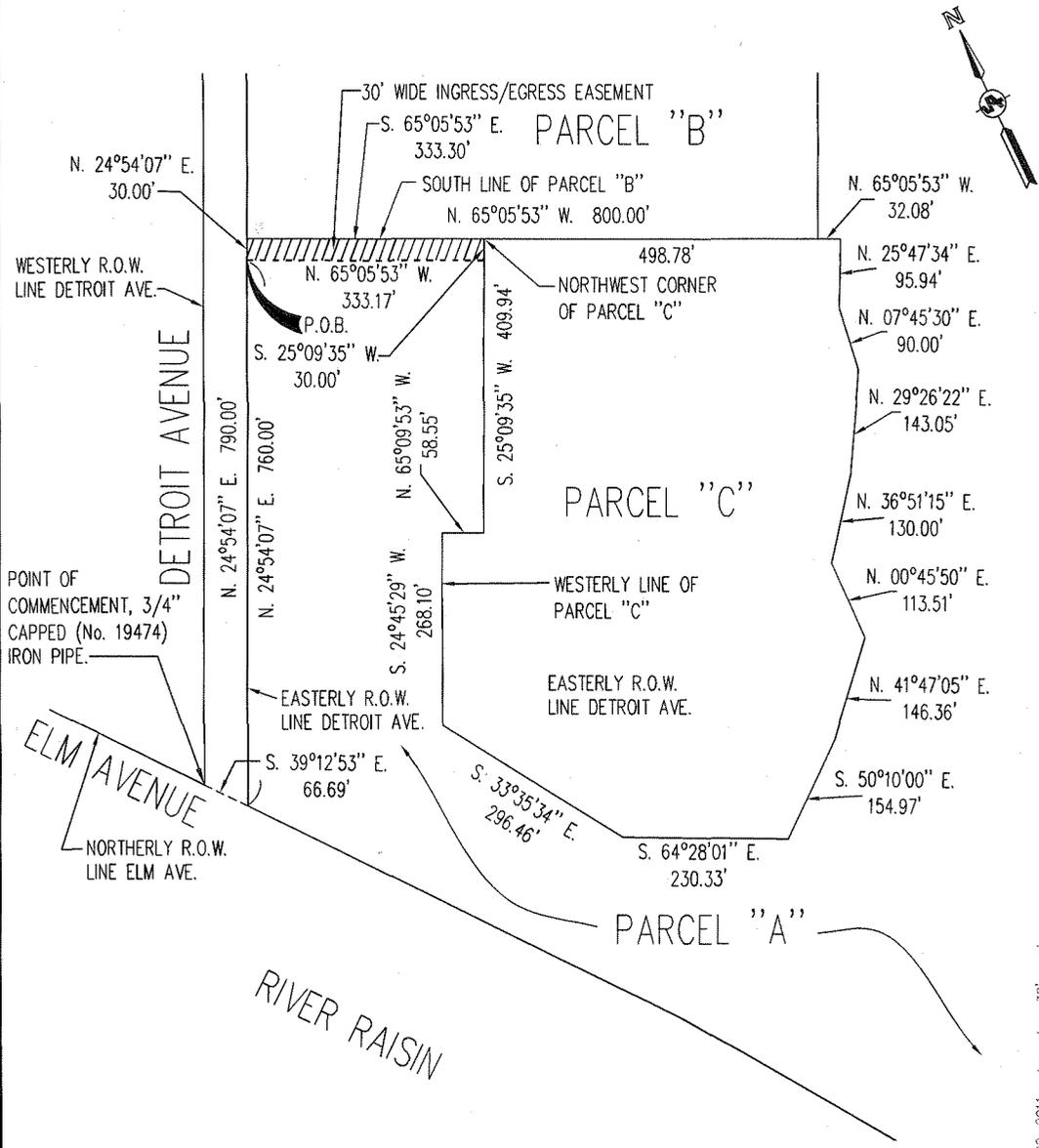
Job No.01-0182-4  
For: Homrich Inc.  
Date: 6-22-2011  
By: KW Ck: SAW  
Sheet 2 of 3

**30 Foot Wide Ingress/Egress Easement over Parcel "A" for the benefit of Parcel "C"**

Situated in the City of Monroe, Monroe County, Michigan. Part of Private Claim 82 described as:

Commencing at a 3/4 inch capped (No. 19474) iron pipe at the intersection of the northerly right-of-way line of Elm Avenue with the westerly right-of-way line of Detroit Avenue, thence along the northerly right-of-way line of Elm Avenue, South 39°12'53" East 66.69 feet to the easterly right-of-way line of said Detroit Avenue, thence along said easterly right-of-way line, North 24°54'07" East 760.00 feet to the point of beginning;

Thence continue along said easterly right-of-way line of Detroit Avenue, North 24°54'07" East 30.00 feet to the south line of Parcel "B"; thence along said south line South 65°05'53" East 333.30 feet to the northwest corner of Parcel "C"; thence along the westerly line of Parcel "C" South 25°09'35" West 30.00 feet; thence North 65°05'53" West 333.17 feet to the westerly right-of-way line of Detroit Avenue and being the point of beginning.



Jul 22, 2011 Layout = 30' esmt L:\0-Port of Monroe\16610 Battlefield MDOT grant\16610 ingress-egress to Parcel B-C.dwg

**EASEMENT EXHIBIT**

SCALE: VERT. 1" = 200'  
HORIZ. 1" = 200'

<b>Johnson &amp; Anderson</b> 4494 Elizabeth Lake Road Waterford, Michigan 48328 tel (248) 681-7800 fax (248) 681-2860 1060 W. Norton Avenue, Suite 7 Muskegon, Michigan 49441 tel (231) 780-3100 fax (231) 780-3115 3910 Lapeer Road Port Huron, Michigan 48060 tel (810) 987-7820 fax (810) 987-7895			<b>PORT OF MONROE</b> 2929 E. FRONT STREET MONROE, MICHIGAN 48161		JOB NO. 16610 DATE ISSUED 07-22-2011 SHEET NO. 1
DESIGN: TWW	CHECKED: TWW	DRAWN: rdl			

# staff analysis

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## Citizens Planning Commission

**DATE:** July 22, 2011

**CASE:** S 11-001

**SITE ADDRESS/  
LOCATON:** 1405 E. Elm Avenue / Northeast corner of E. Elm Avenue and  
Detroit Avenue

**PARCEL:** 59-01900-000

**APPLICANT/  
OWNER:** Port of Monroe / Roger Homrich / Homrich Incorporated



Figure 1 - Proposed site of land division outlined in red

## **REQUEST**

Roger Homrich recently signed a purchase agreement to sell certain parcels of land, as well as donate certain parcels of land, which are owned by Homrich Incorporated and are adjacent to or near the River Raisin National Battlefield Park (RRNBP). The properties will be initially transferred to the Port of Monroe with title ultimately being conveyed to the National Park Service for incorporation into the River Raisin National Battlefield Park.

The applicant is requesting to divide the subject property so as to create three (3) separate parcels identified on the attached survey as Parcels "A," "B," and "C." The applicant has indicated that the divided parcels will help better identify those which are to be sold and those that are to be donated.

## **CURRENT ZONING**

The subject parcel, as well as parcels immediately north and east, are zoned I-2, General Industrial. The General Industrial district is intended to provide locations for medium to heavy industrial uses, such as manufacturing, assembly and fabrication. In addition to the manufacturing component of the district other permitted uses include: Hotels and motels; heating and electrical generating plants; warehouses; and retail establishments, such as building, lumber, and home improvement centers. Special uses range from manufacturing facilities, such as stamping and pressing plants to chemical plants, composting yards, sewage disposal plants, salvage yards, resource recycling and recovery centers, and open storage. Wireless communications towers can also be found in the I-2 district.

The vacant lands west of Detroit Avenue and north of E. Elm Avenue, which are now owned by the National Park Service, as well as the residential properties located north of E. Elm Avenue are zoned PUD, Planned Unit Development. Residential properties south of E. Elm Avenue are zoned R-1C, Single-Family Residential. The "L-shaped" parcel on which the River Raisin National Battlefield Park Visitors' Center is located is PROS, Public Recreation and Open Space.

## **EXISTING LAND USE**

The property is currently vacant but has been marketed for development in recent years. Aerial photos and assessing records indicate that historically the property has been vacant with the southern half being used as a landfill by prior owners, with the northern half farmed. A residential structure was located at about midpoint on the property with a drive providing access to Detroit Avenue.

## **FUTURE LAND USE**

The Future Land Use (FLU) Map identifies the subject property's western half as *Riverfront Mixed Use* and it's eastern half as *Parks/Open Space/Natural Preserves*.

The Comprehensive plans defines the *Riverfront Mixed Use* area as the "...primary gateway into the City..." having the "...potential to create a dramatic entrance to the community." While noting the potential for redevelopment as a "water-focused district" it also notes the importance of the Frenchtown Settlement and River Raisin Battlefield areas and the need for them to "...be restored and preserved to promote this strong, historic feature in the City."

The *Parks/Open Space/Nature Preserve* identifies areas "...that, due to the presence of sensitive natural features on some sites and the historical significance of the other, should be preserved in their natural state." In addition to expounding the unique attributes of this district, the intent of this designation is also to identify potential areas for acquisition, which are not owned by the City.

### **DEPARTMENT REVIEW / ANALYSIS**

Section 1269.14 of the City Zoning Code states that "no parcel or lot division shall be made which results in a parcel or lot being in nonconformance with any provision of this Zoning code or in violation of the Subdivision Regulations."

The proposed land division creates three new parcels. As the Schedule of Regulations (Section 1263.23) does not delineate minimum lot widths or area in the I-2, General Industrial District, the resulting parcels comply with the dimensional standards of the Zoning Code.

The other primary concern, given the proposed land division configuration, is providing direct access to a public or private road right-of-way from each parcel created by the division (Section 1269.17). While Parcels "A" and "B" have access to either E. Elm Avenue, Detroit Avenue, or both, Parcel "C" appears to be landlocked. To remedy this situation and meet Section 1269.17, the applicant is proposing a "30 foot wide ingress/egress easement" which will cross over Parcel "A" providing Parcel "C" with access to Detroit Avenue.

The proposed use of the divided parcels, i.e., incorporation into the River Raisin National Battlefield Park is also consistent with proposed future use and development of the area as described in the City's Comprehensive Plan.

Given these findings, the Department of Economic & Community Development has determined that the proposed land division meets the requirements of the Zoning Code and is consistent with the Comprehensive Plan and therefore recommends that the Citizens Planning Commission support the proposed request and forward a recommendation to the City Council indicating same.

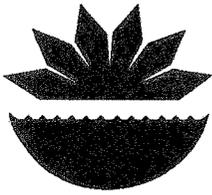
An additional finding by the Department is that if the request is granted, the I-2, General Industrial zoning will no longer be appropriate for these properties. As noted above, the proposed inclusion of these parcels into the national battlefield under the direction of the

National Park Service would meet the stated goals laid out in the Comprehensive Plan of preserving both natural and historic features in this area. As such, the City, the applicant, and the National Park Service may wish to consider future action changing this area a more appropriate zoning designation such as PROS, Public Recreation and Open Space District.

Submitted:

Jeffrey Green, AICP  
City Planner / Historic Preservation Officer

July 22, 2011



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Consider Awarding a Community Development Block Grant FIX Project to Carter Building Services

**DISCUSSION:** As part of its Community Development Block Grant program, the City of Monroe has instituted a home rehabilitation program intended to provide low- and moderate-income homeowners an opportunity to make needed improvements to their homes. The assistance comes in the form of no interest, deferred loans of up to \$25,000. These loans do not have to be paid back as long as the recipients do not sell their home within five years of receiving the assistance.

As part of the program, city staff advertises requests for bids for a rehabilitation projects. This project is located on Lorain Street and involves replacing the home's roof, chimney and windows as well as making interior ceiling repairs and electrical upgrades. To do the work listed, the lowest bid of \$21,853 was submitted by Carter Building Services, with the other bid of \$30,900 coming from Global Green Services Group, LLC.

Both of these contractors are certified to complete this work using lead-based paint safe work practices, as is required by the Department of Housing and Urban Development regulations.

[Note: Federal regulations require anonymity for program recipients.]

IT IS RECOMMENDED that Council award this Community Development Block Grant FIX contract with a budget of \$21,853 plus an additional \$3,147 in contingencies to Carter Building Services and authorize staff to take the necessary steps to complete each project in compliance with federal regulations. This will include drafting a contract to be signed by each homeowner and the contractor.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** No set deadline

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**           X For                    Against

**REASON AGAINST:** N/A

**INITIATED BY:** Department of Economic and Community Development

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** Dept. of Economic and Community Development, Local homeowners

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$ 25,000
Cost of This Project Approval	\$ 25,000
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ *

\*Exact revenue is unknown, as it depends largely on future increases in valuation to homes assisted with CDBG programs

<b><u>SOURCE OF FUNDS:</u></b>	<u>City</u>	Account Number	Amount
	<u>Other Funds</u>	Community Development Block Grant	\$25,000

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** Matt Wallace, Planner

**DATE:** July 25, 2011

**REVIEWED BY:** Dan Swallow, Director of Economic and Community Development

**DATE:** July 25, 2011

**COUNCIL MEETING DATE:** August 1, 2011

Residential Rehabilitation  
 FIX Program  
 City of Monroe

BID DATE: April 29, 2011

BID TABULATION

CONTRACTOR	LICENSE	INSURE	116 Lorain		
Global Green	X	X	\$42,750 (\$30,900)		
Carter Building	X	X	\$28,903 (\$21,853)		

Items bid but deleted to remain within budget:

- Basement Windows (\$1,618)
- Replace Entry and Screen Doors (\$1,193)
- Replace Gutters (\$1,275)
- Insulate Attic (\$1,180)
- Repair Porch Floor (\$1,784)

All estimates should **include permit costs**. Work must be completed according to local building codes and doing so may include tasks not included in specifications.

### Replace Roof including Porch, Flat and Bay Roofs

Remove all existing shingles and flashings

Includes replacement of up to 50' of 1"x 6" roof boards or 3 sheets of 7/16 OSB

Additional sheeting at: 38.00 per SHEET

1" X 6" boards at: 6.00 per FOOT

Install 15 lb. felt underlayment on roof and 30 lb. roll roofing in all valleys if applicable

Install ice and water shield

Install new soil pipe flashing and stack pipe cover(s)

Install new metal step and counter flashing at chimney

If roof is found to have a pitch shallower than 4:12, install single ply roofing member or equal (contact housing rehab specialist to discuss method to be used)

Provide and install to manufacturer's specifications GAF, CertainTeed, or approved equal Class A laminated architectural type of shingles

Minimum 30 year warranty. Color: Homeowner's choice from samples provided by contractor

Install roof ventilation system per MRC 2006 requirements

If roof vents are used – use bird proof vents

Removed and dispose of all nails, scrap and debris

Provide manufacturer's warranty to housing rehab specialist

Cost of Roofing: \$ 7,888.00

### Repair Chimney

Correct chimney at roof line. Remove masonry. Install B-vent from attic area to exterior with approved liner to basement gas unit(s).

Cost of Chimney: \$ 825.00

## Replace Windows

Remove all existing windows and install vinyl replacement double-hung windows with Low-E glass and welded frame and sash. Include insulation and exterior aluminum trim around windows. Install interior wood trim if needed. Caulk all openings. Color should either match existing or match owner's request.

*Cost of Replacement Windows: \$ 5590.00*

Install five (5) Low E basement windows to code. *Note: block windows do not meet current Michigan energy efficiency requirements.*

*Cost of Basement Windows: \$ 1618.00*

## Repair Doors

Replace front entry door. Use steel new construction door with a half-round window. Install new dead bolt and entry lock sets keyed alike. Install new interior casing and exterior aluminum trim on doors.

Install Triple track aluminum self-storing storm door in the rear entrance – (Trapp, Fox or equivalent)

*Cost of Entry Doors: 868.00*

*Cost of Storm Doors: 325.00*

## Replace Gutters

Remove existing gutters, gutter attachments and downspouts.

Install new gutters and downspouts, matching existing dimensions and materials and replacing all existing downspouts.

Gutters shall be of the continuous design with no middle seams and supported with hidden hangers. (Gutters nails shall not be used)

*Cost of Gutters: \$ 1275.00*

### **Repair Interior Ceiling**

Inspect living room ceiling for structural damage and repair as necessary to smooth finish.

Once repair work is complete, prepare rooms for painting (tape off trim and place tarp over floor) and paint the entire ceiling (not just the repaired area) with two coats of homeowner's desired color and finish (e.g. flat white).

*Cost of Ceiling Repair: \$ 2100.00*

### **Insulate Attic**

Insulate attic to R-38 as needed. Provide continuous baffle vents from eaves up sloped roof line to flat ceiling area. Fill sloped ceiling areas with insulation. If this method is not feasible, then block in rafter ends and dense pack sloped ceiling areas with insulation and fill flat ceilings to R-38. Provide ventilation to code. Please note on your bid material type and method to complete job as described above.

*Cost of Insulation: \$ 1180.00*

### **Repair Porch Floor**

The northeast corner of the front porch is soft. Inspect to determine if entire porch floor needs replaced or if this limited area can be repaired to sufficiently address problem. Repair floor as necessary and either paint or stain (according to homeowner's preference) to achieve uniform look across entire porch floor. *(Replace Floor and Paint)*

*Cost of Porch Repair: \$ 1784.00*

### **Electrical Upgrades**

Knob and tube wiring installed in top of panel must be in separate connectors.  
Remove dead ended cable near furnace.  
Ground all metal junction boxes in basement.  
Install missing covers on junction boxes in basement.  
Install junction box at open splice locations in basement.  
Replace knob-and-tube wiring in walls to be insulated and attic if insulated.  
Ensure that three way switches for stairway to second floor work properly.

*Cost of Electrical Upgrades: \$ 1950.00*

*Total Project Cost: \$ 25,403.00*

## Lead-Based Paint

As this project is being financed with federal funds, all work that disturbs lead-based painted surfaces (as determined by a lead-based paint hazard assessment to be shared with the homeowner and the contractor) will require lead-based paint safe work practices. The contractor is also required to distribute the *Lead hazard information pamphlet*, as required by the U.S. Department of Housing and Urban Development.

It will also required that lead safe work practices be used in the interior work areas and that those areas are isolated from any area of the house considered to be free of lead-based hazards. For this reason, please submit a detailed description of the process you propose to use to ensure lead safe work practices within the home, which should be compliant with the rules detailed in 24 CFR 35.930. Also, please show in the space provided the cost of using lead safe work practices (as opposed to completing the work without using lead safe work practices; this amount should be less than the estimate provided on the prior page.)

\$ 3500.00

Please be aware that once the interior work has been completed, a clearance test will need to be performed while the work areas are still isolated from the rest of the home. This will require coordination between your workers, the City of Monroe and a certified lead testing professional.