
RULE OF THE CHAMBER

Any person wishing to address City Council shall step up to the lectern, state their name and address in an audible tone of voice for the record, and unless further time is granted by the presiding officer, shall limit their address to **three (3) minutes**. A person may not give up or relinquish all or a portion of their time to the person having the floor or another person in order to extend a person's time limit in addressing the Council.

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

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

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

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

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

**AGENDA - CITY COUNCIL REGULAR MEETING
MONDAY, SEPTEMBER 19, 2011
7:30 P.M.**

- I. CALL TO ORDER.**
- II. ROLL CALL.**
- III. INVOCATION/PLEDGE OF ALLEGIANCE.**

IV. PROCLAMATION.

188 October 31, 2011 – Halloween Trick-or-Treat Night.

V. COUNCIL ACTION.

189 Communication from the City Manager, submitting Proposed Ordinance No. 11-009, an ordinance to amend Chapter 127, Retirement, to establish a Deferred Retirement Option Program ("DROP") within and governed by the City's Retirement System Ordinance and in a manner that complies with all requirements of the Internal Revenue Code (and its related treasury regulations), of the Code of the City of Monroe.

Proposed Ordinance No. 11-009, up for its first reading and recommending that the second reading and public hearing be set for Monday, October 3, 2011.

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

- A. Approval of the minutes of the Regular Meeting held on Tuesday, September 6, 2011, the minutes of the Special Meeting held on Tuesday, September 13, 2011 and the minutes of the Special Meeting held on Wednesday, September 14, 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.
- 190 Monroe High School – Annual Homecoming Parade Request.

1. Communication from the City Manager's Office, reporting back on a request from Monroe High School for permission to hold their annual Homecoming Parade on October 21, 2011 at 5:00 p.m., and to close the affected streets, and additional for a police escort, and recommending that Council

approve this request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, and that the City Manager be granted the 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.

191 19th Annual Holiday Parade and Christmas tree Lighting.

1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Chamber of Commerce and the Downtown Development Authority for permission to hold the 19th Annual Holiday Season Kick-Off (parade and Christmas tree lighting) on Saturday, November 19, 2011 at 4:00 p.m., to close the affected streets along the parade route, electrical access for the pavilion and all electrical needs for the entertainment and tree lighting, assistance in decorating and permission to light the tree in front of the County Courthouse, reserve parking spaces for loading/unloading for the passengers on the west side of Washington Street at East First Street for the free horse carriage/wagon rides around the central business district and trash pick-up prior to the event, and recommending Council approve this request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, emergency vehicle access being maintained 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.

192 Alliance for Spay-Neuter and Pet Rescue - Resolution.

1. Communication from the City Manager's Office, submitting a proposed resolution to recognize the Alliance for Spay-Neuter and Pet Rescue 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 resolution be adopted.

193 Mon-Arc of Monroe, Inc. - Resolution.

1. Communication from the City Manager's Office, submitting a proposed resolution to recognize The Mon-Arc of Monroe 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 resolution be adopted.

194 Monroe Woman's Club - Resolution.

1. Communication from the City Manager's Office, submitting a proposed resolution to recognize The Monroe Woman's Club as a non-profit organization in the Monroe community and recommending that the Resolution be adopted contingent upon items being met as outlined by the administration and that the City Clerk be authorized to convey a certified copy of the attached resolution upon being provided with written notice from a club representative that the State required changes to their by-laws have been adopted by the Club membership.
2. Supporting documents.
3. Accept, place on file and the resolution be adopted.

195 Appointments Resolution.

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

196 Flooding Pumping Station Roof Replacement Bids.

1. Communication from the Director of Water & Wastewater Utilities, reporting back on bids received for the Flooding Pumping Station Replacement Project, and recommending that a purchase order be awarded in the amount of \$9,889 and a total of \$10,900 be encumbered to include a 10% contingency for the Flooding Pumping Station Replacement Project be issued to M.W. Morss Roofing, Inc out of Romulus, MI in accordance with the bid specifications.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

197 Wastewater System Level Control Replacement Project Bids.

1. Communication from the Director of Water & Wastewater Utilities, reporting back on bids received for the Wastewater System Level Control Replacement Project, and recommending that a purchase order be awarded to Process Control & Instrumentation, LLC out of Detroit, MI in the amount of \$104,191.61 and that a total of \$114,650 be encumbered to include a 10% contingency for the Wastewater System Level Control Replacement Project in accordance with the bid specifications.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

198 Wet Weather Improvements – Engineering Services.

1. Communication from the Director of Water & Wastewater Utilities, reporting back on proposals from qualified engineering firms to prepare a facilities plan for the Wet Weather Improvements, and recommending that a purchase order be awarded to the URS Corporation for Engineering Services – Wet Weather Improvements in the amount of \$900,000 as outlined in the attached proposal.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

199 Suicide Vigil in Loranger Square.

1. Communication from the City Manager's Office, reporting back on a request from the United Way of Monroe County, Inc., on behalf of the Suicide Prevention Committee for permission to close East First Street between Monroe and Washington Street from 5:30 p.m. – 7:00 p.m. for their annual vigil, 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.

200 Community Development Block Grant FIX Project Awards.

1. Communication from the Director of Economic & Community Development, reporting back on bids received for two (2) Community Development Block Grant FIX projects located on Riverview and Palmwood and recommending that Council award two (2) Community Development Block Grant

FIX contracts to Carter Building Services with a budget of \$18,265 plus an additional \$3,653 in contingencies for the Riverview project and a budget of \$15,655 plus an additional \$3,131 in contingencies for the Palmwood project, and further recommending that Council authorize staff to take the necessary steps to complete each project in compliance with federal regulations, including drafting agreements to be signed by each homeowner and the contractor.

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

201 Monroe Performing Arts Series - Grant Application.

1. Communication from the Director of Economic & Community Development, submitting a grant application to the Michigan Council for Arts and Cultural Affairs for the Monroe Performing Arts Series, and recommending that Council authorize City staff to submit the grant application to the Michigan Council for Arts and Cultural Affairs requesting \$4,000 for the Monroe Performing Arts series and authorize the City Manager to execute the application and any required grant agreements.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

202 City Policies and Procedures – Policy No. 002 – Retiree Health Care Policy for Non Bargained Employees.

1. Communication from the Director of Human Resources, submitting a policy to update the current retiree health care benefits that are now provided for all regular full-time, non-union employees and retirees and their spouses, and recommending that Council approve the revised Retiree Health Care Policy and direct City administration to proceed with implementation.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

VII. MAYOR'S COMMENTS.

VIII. CITY MANAGER COMMUNICATION.

IX. COUNCIL COMMENTS.

X. CITIZEN COMMENTS

XI. ADJOURNMENT.

PROCLAMATION

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

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

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

NOW, THEREFORE, I, Robert E. Clark, Mayor of the City of Monroe, with the support of City Council, do hereby proclaim the night of Monday, October 31, 2011, between the hours of 6:30 p.m. and 8:00 p.m., as Halloween Trick-or-Treat night.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 19th day of September 2011.

Council Members:

Robert E. Clark, Mayor

Jeffery A. Hensley, Precinct 1

Edward F. Paisley, Precinct 2

Christopher M. Bica, Precinct 3

Jeremy J. Molenda, Precinct 4

Mary V. Conner, Precinct 5

Brian P. Beneteau, Precinct 6



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Ordinance 11-009, an Ordinance to amend Chapter 127, Retirement, to establish a Deferred Retirement Ordinance Program (DROP), within and governed by the City's Retirement System Ordinance and in a manner that complies with all requirements of the Internal Revenue Code (and its related treasury regulations), of the Code of the City of Monroe

DISCUSSION: The Mayor, City Council and management staff have previously identified retention of the members of the Public Safety management team as an important factor for the successful implementation of initiatives to improve delivery and better coordinate public safety services. The City Council has since adopted an ordinance establishing the Division of Public Safety and the position of Director of Public Safety, and confirmed the subsequent appointment of Thomas Moore to that position.

Director Moore will be eligible to retire by the end of this year but has expressed an interest to continue his service with the City if he is able to do so without experiencing a reduction in his retirement benefits. In addition to providing continuity of leadership, retaining Director Moore in his current position would also be advantageous for budgetary reasons. Due to the fact that the City has not provided for adequate pre-funding of retiree healthcare benefits, annual retirement health care expenses are funded by annual operating revenues. The process of vacancy backfilling that would occur upon Director Moore's retirement would result in the City funding retiree pension contributions and regular employee healthcare for a newly hired employee, while continuing to fund Director Moore's healthcare.

If adopted, the attached Retirement Ordinance amendment would establish a Deferred Retirement Option Program (DROP). This Program would enable an eligible employee to elect to "freeze" his/her retirement benefits and continue employment with the City, without earning or contributing toward additional retirement service credits. Director Moore would be the only employee eligible for the DROP under the eligibility terms proposed here. In this case, the advantages of the proposed DROP for the City include leadership retention and the avoidance of the additional costs incurred for new-hire healthcare benefits and city-share pension contributions, during the period that the employee extends his employment under DROP. The advantages for the employee include continued employment by the City and the preservation of his retiree healthcare benefit under the current coverage and terms. This program does not enhance the value or cost of the retirement benefits currently in place.

I am respectfully recommending that proposed Ordinance 11-009, an Ordinance to amend Chapter 127, Retirement, to establish a Deferred Retirement Ordinance Program (DROP), within and governed by the City's Retirement System Ordinance and in a manner that complies with all requirements of the Internal Revenue Code (and its related treasury regulations), of the Code of the City of Monroe, be placed on the floor for its first reading on September 19, 2011, and that the public hearing, second reading and anticipated passage of the Ordinance be scheduled on October 3, 2011.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: October 3, 2011

REASON FOR DEADLINE: In order to provide sufficient time for ordinance publication, administrative implementation and voluntary application to participate in the program.

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: George A. Brown, City Manager

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Public Safety Division, Retirement Board & Program

FINANCES

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: George A. Brown, City Manager

DATE: 9/14/2011

REVIEWED BY: N/A

DATE:

COUNCIL MEETING DATE: September 19, 2011 & October 3, 2011

ORDINANCE 11-009

1 An Ordinance to amend Chapter 127, Retirement, to establish a Deferred Retirement
2 Option Program (“DROP”) within and governed by the City’s Retirement System Ordinance and
3 in a manner that complies with all requirements of the Internal Revenue Code (and its related
4 treasury regulations), of the Code of the City of Monroe.

5 **THE CITY OF MONROE ORDAINS:-**

6 **SECTION 1. AMENDMENT OF § 127-6, DEFINITIONS.**

7 §127-6, Definitions, shall be amended to add the following new definitions:

8 DROP - A Deferred Retirement Option Program, as established pursuant to Article III,
9 Drop Amendment, § 127-54 of the Retirement System Ordinance.

10 DROP MEMBER - An individual whose application has been accepted by the Board of
11 Trustees to participate in the Deferred Retirement Option Program under § 127-54.

12 DROP PARTICIPATION PERIOD - The number of years selected by a DROP Member
13 to participate in the DROP; provided, however, that such period must be no less than two (2)
14 years and no more than five (5) years beginning as of the effective date of the DROP election for
15 such Member. Each Member shall designate his/her DROP Participation Period on the DROP
16 Election form that is accepted by the Board of Trustees.

17 **SECTION 2. AMENDMENT OF § 127-7, MEMBERSHIP; TERMINATION OF**
18 **MEMBERSHIP.**

19 §127-7, Membership; termination of membership, shall be amended to add the following
20 subparagraph:

21 (E) As of the effective date of a DROP election, a DROP Member shall cease to be an active
22 Member of the Retirement System with respect to (i) accruing additional years of
23 Credited Service or taking into account Final Average Compensation earned after such

24 date for purposes of calculating his/her retirement allowance; and (ii) making additional
25 Member contributions, pursuant to Section 127-54; (i.e. a DROP Member's years of
26 Credited Service and Final Average Compensation are frozen and no further Member
27 contributions shall be required as of the effective date of his/her DROP election).

28 **SECTION 3. ESTABLISHMENT OF ARTICLE III, DEFERRED RETIREMENT**
29 **OPTION PROGRAM (DROP).**

30 **ARTICLE III. DEFERRED RETIREMENT OPTION PROGRAM (DROP)**

31 **§ 127-54 DEFERRED RETIREMENT OPTION PROGRAM (DROP)**

32 A. **Overview.** Effective October 10, 2011, the City establishes a DROP within the
33 Retirement System in accordance with the terms set forth in this Section 127-54.

34 The purpose of the DROP is to allow an eligible Member (as defined below) to:
35 (a) remain actively employed by the City for a minimum of two (2) additional years up to
36 a maximum of five (5) additional years of employment; (b) freeze his or her regular
37 retirement allowance level on the effective date of the DROP election (i.e. upon the
38 DROP effective date, the member's regular retirement allowance will be calculated as if
39 that was his/her date of retirement); and (c) receive certain DROP contributions to his/her
40 DROP account. In other words, the DROP is created to add flexibility to the Retirement
41 System and a DROP Member by providing him with access to a lump sum benefit at time
42 of his/her actual retirement in addition to his regular retirement allowance that is frozen
43 upon his/her DROP election. The DROP is intended to be cost neutral.

44 B. **Eligibility.** A non-union Member with 25 years of Credited Service may voluntarily
45 elect to participate in the DROP at any time during the DROP Window Period (see
46 paragraph (c) below). Union Members or Members with less than 25 years of Credited
47 Service as of the last day of the DROP Window Period generally shall not be eligible to

48 become a DROP Member, unless the City resolves to extend the DROP Window Period
49 or the City opens it to a union Benefit Group through the terms of an applicable collective
50 bargaining agreement.

51 C. **DROP Window Period, Election Procedure and Effective Date.** An eligible Member
52 who desires to voluntarily elect to participate in the DROP must do so no later than 4:30
53 p.m. (EST) on December 16, 2011. Such a Member must properly complete, execute and
54 timely submit the DROP Election form(s). The Board of Trustees shall review the
55 application and make a determination as to the Member's eligibility for participation in
56 the DROP within a reasonable time period.

57 A DROP Member's election generally shall become effective as of the date
58 selected by such Member following the Board of Trustees' approval and acceptance of
59 his DROP election, but in no event later than December 31, 2011. Members electing
60 DROP participation shall not have an effective DROP date earlier than the Member's
61 date of application and acceptance by the Board of Trustees.

62 D. **Irrevocability of DROP Election.** Once a Member's DROP Election form has been
63 accepted by the Board of Trustees and becomes effective, the Member may not revoke
64 his/her participation in the DROP or his/her DROP Participation Period. A DROP
65 Member is solely responsible for any federal, state or local tax due as a result of his or
66 her participation in the DROP.

67 E. **Impact of DROP Election.** Except as otherwise provided herein, a DROP Member
68 generally will remain an active employee of the City eligible to receive any applicable
69 wages and benefits in accordance with the City's normal policies for active employees;
70 except as otherwise provided below:

71 (1) On the date that the Member's DROP election becomes effective, he/she shall
72 become a DROP Member and shall cease to be an active Member of the
73 Retirement System. The amount of Credited Service, multiplier and average final
74 compensation under the Retirement System for purposes of determining such
75 Member's regular retirement allowance shall be fixed as of the effective date of
76 becoming a DROP Member. Increases in compensation, final average earnings,
77 multiplier and accrual of additional service during the DROP participation will
78 NOT be factored into the regular retirement allowance of active or former DROP
79 Members.

80 (2) A DROP Member who is a non-union member of the Division of Public Safety or
81 Police or Fire Department, was employed by the City prior to July 1, 2008, and
82 enters the DROP prior to January 1, 2012, shall be entitled to the retiree health
83 care benefits under the same terms and conditions as those provided to members
84 of the City of Monroe Command Officers Association of Michigan in effect as of
85 December 31, 2011. Coverage under the City's retiree health plan for such a
86 DROP Member, and his eligible family members, shall begin as of the date his
87 DROP election first becomes effective, and, as of that date, they shall cease to be
88 eligible for active coverage under the City's group health care plans offered to
89 active employees.

90 F. **DROP Benefit and DROP Account.** A DROP Account shall be created in the
91 accounting records of the Retirement System for each DROP Member. The DROP
92 Member's Account shall be credited, throughout the duration of his/her DROP

93 Participation Period (or if earlier, the date he/she ceases active employment with the City
94 or DROP participation), as follows:

- 95 (1) An amount equal to each of his/her monthly regular retirement allowance (as
96 calculated pursuant to Section 127-14) to which such Member would have been
97 entitled if the Member had actually retired and began receiving his regular
98 retirement allowance as of the DROP effective date;
- 99 (2) An interest payment at the rate of 3% per annum, prorated for any fraction of a
100 year; and
- 101 (3) Scheduled COLA adjustments as otherwise granted under the terms of the
102 Retirement System, Sections 127-14, 127-15, 127-48(A)(8); but
- 103 (4) Subject to the vesting requirements set forth in Section 127-54(H) below.

104 The DROP Account is a “nominal” account established within the Retirement
105 System. A DROP Member does not have a claim on the assets of the Retirement System
106 with respect to his or her DROP Account, nor will the System set aside any assets for a
107 DROP Member that are separate from other System assets.

108 G. **Duration and Condition of Participation in DROP.** A DROP Member must indicate
109 on his/her DROP Election form the number of years that he/she wants to participate in
110 the DROP; provided, however, that such period must be no less than two (2) years and no
111 more than five (5) years beginning as of the effective date of the DROP election for such
112 Member.

113 As a condition for participation in the DROP, the Member agrees to sever his/her
114 employment with the City at the conclusion of his/her DROP Participation Period.
115 Failure to sever employment after the expiration of the elected DROP Participation

116 Period will result in forfeiture of the DROP Member’s monthly pension benefit otherwise
117 payable to their DROP account until he/she severs employment with the City.

118 H. **Termination of DROP Participation.** The Board will terminate a DROP Member’s
119 participation in the DROP, and thus not credit any additional amounts to his/her DROP
120 Account, on the earliest date on which: (1) such DROP Member is no longer employed
121 by the City, (2) his/her DROP Participation Period expires, (3) he/she dies, or (4) he/she
122 is granted a disability retirement under the Retirement System. Upon termination of
123 DROP participation, the following shall apply:

124 (1) A DROP Member who voluntarily leaves City employment before the expiration
125 of his/her DROP Participation Period shall receive a percentage of the amount
126 credited to his/her DROP Account in accordance with the following schedule:

Years actually worked during DROP Period:	Stay less than 1	Stay less than 2	Stay less than 3	Stay less than 4	Stay Less than 5	Complete Full Term
2 Year DROP Participation Period	70%	90%	n/a	n/a	n/a	100%
3 Year DROP Participation Period	50%	70%	90%	n/a	n/a	100%
4 Year DROP Participation Period	40%	50%	70%	90%	n/a	100%
5 Year DROP Participation Period	30%	40%	50%	70%	90%	100%

127 (2) A DROP Member shall be entitled to receive 100% of the credits to his/her DROP
128 Account upon termination of his/her DROP participation under the following
129 circumstances:

130 (a) The DROP Member continues employment with the City until the
131 expiration of his/her DROP Participation Period.

132 (b) The City unilaterally terminates the employment of a DROP Member prior
133 to the expiration of the DROP Participation Period.

134 (c) The DROP Member's employment with the City ends prior to the
135 expiration of his/her DROP Participation Period by reason of his/her death
136 or disability as set forth in Section 127-54(L) or (M) below.

137 (3) Notwithstanding anything to the contrary herein, the DROP, as part of the
138 Retirement System, is subject to the "Public Employee Retirement Benefits
139 Forfeitures Act" (MCL §38.2701, et. seq.), and, consequently, any forfeitures
140 required under such Act shall include credits to a DROP Account.

141 I. **Leaves of Absence.** Except as otherwise required by law, if a DROP Member takes a
142 leave of absence under FMLA or military leave, he/she may still participate in the DROP,
143 but will receive credit to his/her DROP Account for each month of leave only to the
144 extent he or she has accumulated leave that continues him/her on the City's active
145 payroll.

146 J. **Member Contributions to Retirement System.** A DROP Member shall not be required
147 to make further member contributions to the Retirement System on or after his/her DROP
148 election effective date.

149 K. **Distribution of Regular Retirement Allowance and DROP Account.** A DROP
150 Member shall be entitled to receive his/her monthly retirement allowance, as calculated
151 pursuant to Section 127-14 and limited by this Section 127-54, and a distribution of the
152 amounts credited to his/her DROP Account (as determined under Section 127-54 (F) and
153 (H)) only upon termination of his or her employment with the City and satisfaction of any
154 other requirements set forth under the Retirement System Ordinance or by law. A DROP
155 Member shall not have any claim to any funds in his/her DROP Account until such time
156 as he/she retires after his/her DROP participation ends.

157 Upon termination of DROP participation and commencement of his/her regular
158 retirement allowance, the former DROP Member shall receive the amount credited to
159 his/her DROP Account (as determined under Section 127-52(F) and (H)) in a single lump
160 sum distribution (which may qualify as an “eligible rollover distribution” in accordance
161 with the rules under Code Section 401(a)(31)). Notwithstanding anything herein to the
162 contrary, a former DROP Member must receive a distribution of the total balance
163 credited to his/her DROP Account no later than April 1 following the later of the
164 calendar year in which the DROP Member severs and retires all employment with the
165 City or attains age 70-1/2.

166 L. **Total and Permanent Disability During DROP Participation**. A DROP Member who
167 becomes totally and permanently incapacitated for employment by the City, by reason of
168 personal or duty-related injury or disease, shall:

- 169 (1) Immediately cease participating in the DROP;
- 170 (2) be retired and entitled to commence receiving his regular retirement allowance
171 computed according to Section 127-14 based on the Member’s age, Credited
172 Service and Final Average Compensation in effect on the day he/she became of
173 DROP Member, but shall be subject to the workers compensation offset provision
174 in Section 127-19(C), and shall be determined without regard to Section 127-20;
175 and
- 176 (3) shall receive the amounts credited to his/her DROP Account as earned through the
177 date the DROP Member ceases active employment with the City as a result of
178 his/her disability (as determined pursuant to Section 127-54(F) and (H)).

179 M. **DROP Member's Death During DROP Participation.** If a DROP Member dies while
180 participating in DROP before his/her account has been fully paid, his or her
181 Beneficiary(ies) will receive:

- 182 (1) All amounts credit to the deceased DROP Member's DROP Account as of the
183 date of his/her death (as determined pursuant to Section 127-54(F) and (H)).; and
- 184 (2) Any survivor retirement allowance due and payable under Section 127-22, 127-23
185 or 127-24, but the regular retirement allowance as computed according to Section
186 127-14 shall be based on the deceased Member's age, Credited Service and Final
187 Average Compensation in effect on the day he/she became of DROP Member.

188 For purposes of paying a Beneficiary the DROP Account of a deceased DROP
189 Member under paragraph (m)(i) above, the term Beneficiary shall mean those individuals
190 who have been duly designated on a DROP Designation of Beneficiary form accepted by
191 the Board of Trustees. If the Board of Trustees does not have an accepted DROP
192 Designation of Beneficiary Form on file for a DROP Member, then the DROP Account
193 shall be payable to the deceased DROP Member's beneficiary with respect to his/her
194 regular retirement allowance under the Retirement System, and, if there is no such
195 beneficiary, the balance credited to such DROP Member's Account shall be paid to
196 his/her estate.

197 For purposes of paying a survivor retirement allowance under paragraph (M)(2)
198 above, Section 127-22, 127-23 or 127-24 (as applicable) shall govern who shall be
199 recognized as the member's beneficiary.

200 N. **Not an Employment Agreement.** A Member's participation in the DROP is completely
201 voluntary and does not guarantee continued employment with the City. Except as

202 otherwise provided herein (including paragraph (f) above), a DROP Member will remain
203 an active employee of the City eligible to receive any applicable wages and benefits, will
204 be subject to the applicable civil service rules and regulations, and will be subject to
205 policies and procedures of the City in the same manner as if he or she had not elected to
206 participate in the DROP.

207 O. **Assignments.** Except as required under State law regarding eligible domestic relation
208 orders, the anti-alienation provisions of Section 127-40 of the Retirement System shall
209 apply.

210 P. **Internal Revenue Code Compliance.** Despite any other provision to the contrary, the
211 provisions of this Section 127-54 are subject to the requirements of the Internal Revenue
212 Code (“Code”) and related regulations issued thereunder for the Retirement System to
213 remain a tax qualified retirement plan including, but not limited to, the following:

- 214 (1) The limitations of Code Section 415(b) relating to the amount of benefits that can
215 be paid.
- 216 (2) The limitations of Section 401(a)(9) relating to the time that benefit payments
217 must begin;
- 218 (3) The rules of Section 401(a)(31) relating to the rollover of benefits; and
- 219 (4) The limitations of Section 401(a)(25) relating to definitely determinable” benefits.

220 If the City receives notification from the United States Internal Revenue Service
221 that any portion of the DROP under this Section 127-54 will cause the Retirement
222 System to be disqualified for tax purposes under the Internal Revenue Code, then the
223 portion that will cause the disqualification or violation does not apply.

224

224

225 **SECTION 4. REPEALER.**

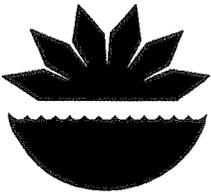
226 This Ordinance repeals and replaces all former ordinances or parts thereof conflicting or
227 inconsistent with the provisions of this Ordinance.

228 **SECTION 5. SEVERABILITY.**

229 If any section, subsection, sentence, clause or phrase of this Ordinance is declared
230 unconstitutional by a court of competent jurisdiction, such decision or holding shall not affect the
231 validity of the remaining portions of this Ordinance.

232 **SECTION 6. EFFECTIVE DATE.**

233 This Ordinance shall be in full force and effect upon publication.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM MONROE HIGH SCHOOL FOR PERMISSION TO HOLD THEIR ANNUAL HOMECOMING PARADE ON OCTOBER 21, 2011

DISCUSSION: The City received a request from Monroe High School for permission to hold their annual Homecoming Parade on Friday, October 21, 2011 at 5:00 p.m. Specifically the request is to close the affected streets (500 block of Washington Street, 100 block of E. Fifth Street, and East & West Front Street to the Knights of Columbus Hall where the parade will disband) and additionally for a police escort.

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

The Police Department will coordinate with DPS and the Monroe County Sheriff's Department, as well as the event organizers to assure that all safety aspects are covered. This will be the second year that Monroe High School will utilize the revised parade route that keeps the procession off of South Monroe Street during Friday evening rush hour. A total of 10 officers are required to safely staff the parade. The estimated cost to staff the parade is \$800.

The Department of Public Services will staff the event as in past years. The maximum estimated cost to staff the event will be \$500. After City Council approval, advance notification will be sent to MDOT.

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

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

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

FINANCES

COST AND REVENUE PROJECTIONS:

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 9/8/11

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/19/11



Monroe Public Schools

MONROE HIGH SCHOOL
901 Herr Road
Monroe, MI 48161

August 30, 2011

To whom it may concern:

Monroe High School Senior Class would like to request permission to conduct the Monroe High School Home Coming Parade on Friday, October 21, 2011. The parade will begin at 5:00 pm. We would like the parade route to run from Monroe Middle School, North on Washington St. and West on Front St. to the Knights of Columbus Hall or Post office.

Thank you,

Montyne Barbee

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

**Letter corrected to reflect correct date. *MB*

RECEIVED

AUG 30 2011

MAYOR'S OFFICE

NOTICE OF NONDISCRIMINATION

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

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: August 30, 2011
Re: 2011 Monroe High School Homecoming Parade

The annual Monroe High School Homecoming Parade is scheduled for Friday, October 21, 2011 at 5:00 pm.

This will be the second year that Monroe High School will utilize the revised parade route that keeps the procession off of South Monroe Street during Friday evening rush hour. The parade will stage at the Monroe Middle School in the 500 block of Washington Street and the 100 block of East Fifth Street. The parade will then proceed northbound on Washington Street to East Front Street. At Washington Street and East Front Street the parade will turn left and travel westbound on East Front Street crossing South Monroe Street. The parade will then continue west on West Front Street, where it will disband in the Knights of Columbus parking lot.

The procession usually consists of approximately 30 units, most of which were vehicles carrying members of the Homecoming Court. The entire parade usually lasts twenty minutes. The parade is usually led by Deputy Todd Sulfaro of the Monroe County Sheriff's Office. After the parade disbands at the Knights of Columbus parking lot, Deputy Sulfaro escorts the floats that are mobile to Monroe High School.

To safely staff this parade, a total of ten officers (including the supervisor) is required. These officers are paid two hours of overtime, plus the appropriate shift premium pay. I estimate the cost of this year's parade to be approximately \$800.00.

The cost of last year's parade to the Monroe Police Department was **\$877.80**.

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

CITY OF MONROE INTERDEPARTMENT ACTIVITY FORM

*Friday
10/21/11 per Pat Weaver*

ADMINISTRATIVE ACTIVITY: Request from Monroe High School for permission to hold their annual Homecoming Parade on October 23, 2011 at 5:00 p.m., and to close the affected streets (see attached)

INITIATING DEPARTMENT: City Manager's Office

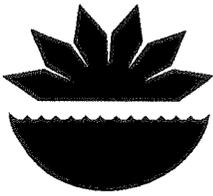
DATE: 8/29/11 **SUSPENSE:** A.S.A.P.

DEPARTMENT ROUTING:

DEPARTMENT	ACTIVITY REQUIRED	DATE RECEIVED	DATE TRANSMITTED	DEPARTMENT SIGNATURE
L. LaPointe Cc: D. Swallow	Review and Comment			
B. LaRoy	Review and Comment			
✓ P. Lewis	Review and Comment	8/29/11	8/31/11	<i>Patricia Lewis</i>
J. Mominee	Review and Comment			
T. Moore	Review and Comment			
E. Sell	Review and Comment			
G. Brown	Review / Approve			

SUMMARY:

No objections, Public Services will likely staff event as in past years. 2010 costs were \$126, but it is believed that some overlap with SMCC Homecoming Parade kept costs attributed to Monroe Event lower than otherwise. Maximum expected cost for DPS services likely to be \$500 or so.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE DOWNTOWN DEVELOPMENT AUTHORITY AND THE MONROE COUNTY CHAMBER OF COMMERCE TO HOLD THE ANNUAL HOLIDAY PARADE AND CHRISTMAS TREE LIGHTING

DISCUSSION: The City received a request from the Monroe Downtown Development Authority and the Monroe County Chamber of Commerce for permission to hold the annual Holiday Season Kick-Off (parade and Christmas tree lighting) on **Saturday**, November 19, 2011 at 4:00 p.m. (This year's event is a combination of both events on the same day.)

Specifically the request is to close the affected streets along the parade route (the corner of Jones Avenue/Monroe Street, Monroe Street between Jones Avenue and Elm Avenue and W. Front Street from Monroe Street to the Laurel-Finzel parking lot, where the parade will disband). **The parade will begin promptly at 4:00 p.m. and end by 5:15 p.m. (Start time is two hours later than previous year and the parade will be held on a Saturday instead of Sunday.)** Additionally, for the Christmas tree lighting the organizers request electrical access for the pavilion and all electrical needs for the entertainment and tree lighting, assistance in decorating and permission to light the tree in front of the County Courthouse, free horse carriage/wagon rides around the central business district, reserve parking spaces for loading/unloading passengers on the west side of Washington Street at East First Street, and trash pick-up prior to the event. **It is also recommended that East First Street between South Monroe and South Macomb Street be closed to vehicular traffic, as well as Washington Street between East Second and West Front Street due to the high volume of pedestrian traffic and reduced lighting in the area.**

The request was reviewed by the administrative staff and there were no objections to the request subject to insurance requirements being met, a parade permit, and that emergency vehicle access being maintained.

This event is identified in the City's Special Event Fee and Cost Recovery Policy.

The Police Department will coordinate with DPS, the Monroe County Sheriff Department, and Engineering Department to assure that all safety aspects are covered. The estimated cost for parade coverage should be close to \$1300 and \$103 for the tree lighting ceremony (see attached memo from Police Dept.). Public Services staff will be on hand as needed for barricades and electrical support. Event costs in 2010 were approximately \$1,600 but this amount is expected to decrease with both events occurring on the same day. These events are identified in the City's Special Event Fee Waiver Policy as Community Events in which the City participates without charge or cost recovery.

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

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

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION:

For

Against

REASON AGAINST:

INITIATED BY: City Manager's Office

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

FINANCES

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: 9/8/11

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/19/11

September 7, 2011

City of Monroe
Honorable Mayor and City Council
120 E. First St.
Monroe, MI 48161

Dear Mayor and Council,

The Monroe Downtown Development Authority and Monroe County Chamber of Commerce are hereby submitting a Special Event Application for the 19th Annual Holiday Season Kick-Off (tree-lighting) on Saturday, November 19, 2011 from 4:00-9:00pm in Loranger Square and the adjacent area.

This year's event is a combination of both of our efforts for the holiday season.

The Monroe County Chamber of Commerce requests permission to hold our annual Holiday Parade on Saturday, November 19, 2011 at 4:00 p.m.

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

We are requesting that traffic be stopped at the appropriate time (to be determined by City Police) on Monroe Street between Jones Avenue and Elm Avenue for the purpose of organizing the parade in that area. The parade will begin promptly at 4:00 p.m. and end by 5:15 p.m.

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

We are trying to find another vendor to offer the free horse-drawn wagon rides. They will take the same route as last year (described as Washington to East Front to South Monroe to East First and back to Washington Street). I have also included that route on the enclosed map. We would also like to invite area service groups to join our celebration by setting up tables in Loranger Square for various fundraising or informational efforts. Holiday characters will be passing out candy, live music will be enjoyed throughout the event and more.

We would like to meet with City Staff to go over the details of the event, application requirements and discuss those services that we will request from the City including electrical access, trash pick-up prior to the event, and assistance in decorating the tree in front of the Courthouse once we receive approval from the County of Monroe (which we have requested).

Thank you for your consideration in this matter. We appreciate your support and

exceptional cooperation which allows us to host these annual community events.

If you have any questions or comments please feel free to contact Michelle Dugan, Executive Director at The Chamber, (734) 384-3368 or me at (734) 241-2665

Thank you,

Janet Berns
Chairperson, Monroe Downtown Development Authority Promotions Committee

Enclosures

September 7, 2011

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

Dear Mayor Clark:

The Monroe Downtown Development Authority and the Monroe County Chamber of Commerce would like to invite you to be a part of this year's 19th annual Holiday Season Kick-Off.

We are combining our efforts for a really great afternoon and evening of holiday events.

We invite you to participate by turning on the Christmas tree lights at 7:30 p.m.

Please let us know if you can join us this year.

Sincerely,

Janet Berns
Chairperson, Monroe DDA Promotions Committee

Michelle Dugan
Executive Director, Monroe County Chamber of Commerce

RECEIVED
SEP - 7 2011
MAYOR'S OFFICE

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

Name of Applicant (Organization): MONROE DDA & MONROE CO. CHAMBER

Contact Person: JANET BERNS (DDA) MICHELLE DUGAN (CHAMBER)

Address: _____

Phone: ^{BOOK NOOK} 241-2665 / ^{CHAMBER} 384-3368 **Fax:** _____

Dates Requested: Saturday, NOVEMBER 19, 2011

Location Requested: City Park Private Property Public Property

PROJECT LOCATION (Address): S. MONROE ST (Parade) LORANGER SQUARE

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone: _____ **Fax:** _____

EVENT DESCRIPTION:

HOLIDAY SEASON KICK-OFF : Holiday Parade and Tree Lighting

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: _____

DATE: _____

APPLICANT: Janet Berns

DATE: 9/7/11

S. MONROE ST.

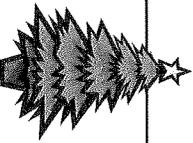
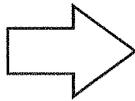
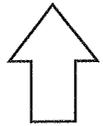
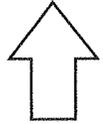
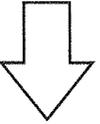
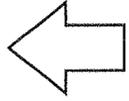
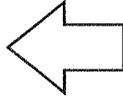
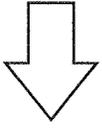
PAVILION

WASHINGTON ST.

E. FIRST ST.

E. FRONT ST.

Loading & Unloading



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: September 14, 2011
Re: **Staff Study – 2011 Holiday Parade and Tree Lighting Ceremony**

The annual Holiday Parade is scheduled for Saturday, November 19, 2011 at 4:00 pm. This year's parade has a few changes to it. It is scheduled to be held on a Saturday instead of Sunday and it will start at 4:00 pm instead of the usual 2:00 pm start time. These changes are totally different than in past years because the "DDA" and the "Monroe County Chamber of Commerce" wish to combine both the "Holiday Parade" and the 19th annual "Christmas Tree Lighting Ceremony" (Holiday Season Kick-off event) and hold them on the same day. The Chamber of Commerce will sponsor the parade and the "DDA" will sponsor the tree lighting ceremony.

The parade is an annual event and is normally well organized. Last year's parade consisted of 71 units and approximately the same amount of units are expected to participate this year. The parade normally is approximately one hour in duration. The parade route is the usual route. It will begin at Jones Avenue, then travel northbound on South Monroe Street, to westbound on West Front Street, and head to the Laurer-Finzel parking lot where the parade units will disband.

The Parade Event Coordinator, Michelle Dugan, advised that there is no after parade activities planned this year, except for Santa Claus being available at the Monroe Bank & Trust lobby downtown. The "Christmas Tree Lighting Ceremony" will begin at 6:30 pm and run until 9:00 pm, with the tree lighting at 7:30 pm.

The approximate cost incurred by Monroe Police Department for parade coverage should be close to \$1300.00. Last year's event cost \$1313.89 to staff. Fifteen officers were involved in last year's parade. This amount will vary somewhat due to different pay scales and not yet knowing which grade of officers will be assigned to it.

The Christmas Tree is actually in front of the Courthouse at the southeast corner of Washington Street & East First Street, however various other activities are held in the nearby area of Loranger Square, the Dorsch Library and at various downtown businesses. Free horse drawn carriage rides are once again planned as they have been the past several years.

I recommend once again that East First Street is closed to vehicular traffic between South Monroe Street and South Macomb Street due to the high volume of pedestrian traffic, coupled with the reduced lighting in the area. A large amount of attendees gather in the

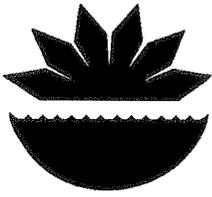
street just prior to the lighting causing a hazardous situation when vehicles are allowed through. This closure would also close Washington Street between East Second Street and West Front Street.

The tree lighting ceremony normally goes smoothly and is well organized. Last year's event was staffed with one officer on an overtime basis. The officer is utilized for public relations and to provide a sense of security for those attending, as well as traffic control. I would recommend staffing the event again with one officer. With the implemented road closures, one officer should be able to handle any traffic problems that arise and can always call on the "6p-6a shift" for any problems requiring additional assistance. The cost coverage for one officer on overtime would be approximately \$103.18. The cost could vary slightly depending on the pay grade of the assigned officer.

I will contact DPS to coordinate the placement of barricades for the street closures for both the parade and the tree lighting ceremony. I will coordinate with the Monroe County Sheriff's Office for traffic assistance, as well as the Engineering Department concerning the temporary closure of State Route "M-125."

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

EVENT COORDINATORS: Michelle Dugan (Chamber of Commerce) 734-384-3368
Janet Berns (Downtown Development Authority) 734-241-2665



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: PROPOSED RESOLUTION TO RECOGNIZE THE ALLIANCE FOR SPAY-NEUTER AND PET RESCUE AS A NON-PROFIT ORGANIZATION

DISCUSSION: The Alliance for Spay-Neuter and Pet Rescue has requested that they be officially confirmed 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 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: 9/9/11

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/19/11

RESOLUTION

WHEREAS, the Alliance for Spay-Neuter and Pet Rescue 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 Alliance for Spay-Neuter and Pet Rescue has requested that the City Council of the City of Monroe pursuant to regulations of the Michigan Bureau of State Lottery formally confirm the Alliance for Spay-Neuter and Pet Rescue 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 and confirms the Alliance for Spay-Neuter and Pet Rescue 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 Alliance for Spay-Neuter and Pet Rescue so that it may file with the Michigan Bureau of State Lottery.

Alliance for Spay-Neuter and Pet Rescue
P.O. Box 2531
Monroe, MI 48161

September 1, 2011

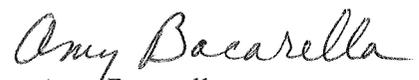
Robert Clark, Mayor of City of Monroe
Monroe City Counsel
120 E. First St.
Monroe, MI 48161

Dear Sirs:

Alliance for Spay-Neuter and Pet Rescue plans to register as a qualified local civic organization under Michigan's charitable gaming laws. Those laws require a resolution by the local governing body recognizing that the organization is a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses. Please approve the attached resolution.

Alliance for Spay-Neuter and Pet Rescue was established in 2004 as a 501(c) 3 nonprofit corporation for the purpose of improving animal welfare by rescuing homeless dogs and cats and assisting pet owners to spay or neuter pets. A copy of Articles of Incorporation is attached.

Sincerely,


Amy Bacarella
President

RECEIVED

SEP. 1 2011

MAYOR'S OFFICE



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 Monroe City Council
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 Alliance for Spay-Neuter & Pet Rescue 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.
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.
 BSL-CG-1153(R6/09)

BCS/CD-515 (Rev. 12/03)

MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH BUREAU OF COMMERCIAL SERVICES	
Date Received	(FOR BUREAU USE ONLY)
	This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.
Name Rosalind Reiser, Esq.	
Address 324 Washington St.	
City Monroe, MI	State MI
	ZIP Code 48161
EFFECTIVE DATE:	

Document will be returned to the name and address you enter above. If left blank document will be mailed 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:	Monroe County Spay-Neuter Foundation
2. The identification number assigned by the Bureau is:	788427

3. Article 1 of the Articles of Incorporation is hereby amended to read as follows:

"The name of the corporation is Alliance for Spay-Neuter and Pet Rescue."

BCS/CD-515 (Rev. 12/03)

6. (For a nonprofit corporation whose Articles state the corporation is organized on a directorship basis.)

The foregoing amendment to the Articles of Incorporation was duly adopted on the 20th day of September, 2005 by the directors of a nonprofit corporation whose articles of incorporation state it is organized on a directorship basis (check one of the following)

- at a meeting the necessary votes were cast in favor of the amendment
- by written consent of all directors pursuant to Section 525 of the Act.

Signed this 21st day of September, 2005

By Amy Bacarella
(Signature of President, Vice-President, Chairperson or Vice-Chairperson)

Amy Bacarella, President
(Type or Print Name) (Type or Print Title)

Michigan Department of Consumer and Industry Services

Filing Endorsement

This is to Certify that the ARTICLES OF INCORPORATION - NONPROFIT

for

MONROE COUNTY SPAY-NEUTER FOUNDATION

ID NUMBER: 788427

received by facsimile transmission on August 19, 2004 is hereby endorsed filed on August 19, 2004 by the Administrator. The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 19th day of August, 2004.

A handwritten signature in black ink, appearing to read "Andrew G. Mitchell".

, Director

Bureau of Commercial Services

ARTICLES OF INCORPORATION
OF
MONROE COUNTY SPAY-NEUTER FOUNDATION
A MICHIGAN NONPROFIT CORPORATION

Pursuant to the provisions of the Michigan Nonprofit Corporations Act, Act 162, Public Acts of 1982 (the "Act"), as amended, the undersigned corporation executes the following articles:

ARTICLE I

The name of the corporation is Monroe County Spay-Neuter Foundation.

ARTICLE II

The purposes for which the corporation is organized are:

(a) The corporation is organized to receive and administer funds to prevent cruelty to animals in Monroe County, Michigan, by operating low cost or no cost spay-neuter programs for dogs and cats in Monroe County, supporting low cost or no cost spay-neuter programs operated in Monroe County by governmental entities or other charitable organizations, or educating pet owners of Monroe County about the benefits of and need for spaying or neutering pets.

(b) The corporation is organized exclusively for charitable and educational 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 of 1986 (or the corresponding provision of any future United States Internal Revenue Law), and, more specifically, to receive and administer funds for such charitable purposes, all for the public by bequest, devise, gift, purchase, or lease, either absolutely or in trust for such objects and purposes or any of them, any property, real, personal or mixed, without limitation as to amount of value, except such limitations, if any, as may be imposed by law; to sell, convey, and dispose of any such property and to invest and reinvest the principal thereof, and to deal with and expend the income therefrom for any of the before-mentioned purposes, without limitation, except such limitations, if any, as may be contained in the instrument under which such property is received; to receive any property, real, personal, mixed, in trust, under the terms of any will, deed of trust, or other trust instrument for the foregoing purposes or any of them, and in administering the same to carry out the directions, and exercise the powers or any of them, and in administering the same to carry out the directions, and exercise the powers contained in the trust instrument under which the property is received, including the expenditure of the principal as well as the income, for one or more of such purposes, if authorized or directed in the trust instrument under which it is received, but no gift, bequest or devise of any such property shall be received and accepted if it be conditioned or limited in such manner

Articles of Incorporation, Nonprofit Corporation

as shall require the disposition of the income or its principal to any person or organization other than an "exempt organization" or for other than "exempt purposes" within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as now in force or afterward amended, or as shall, in the opinion of directors, jeopardize the federal income tax exemption of the corporation pursuant to section 501(c)(3) of the Internal Revenue Code of 1986, as now in force or later amended; to receive, take title to, hold, and use the proceeds and income of stocks, bonds, obligations, or other securities of any corporation or corporations, domestic or foreign, but only for the foregoing purposes, or some the them; and, in general, to exercise any, all and every power for which a nonprofit corporation organized under the applicable provisions of the Michigan Compiled Laws for charitable purposes all for the public welfare, can be authorized to exercise, but only to the extent the exercise of such powers are in furtherance of exempt purposes.

(c) No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these articles. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation (except that, if the corporation so elects, it may make such expenditures in conformity with section 501(h) of the Internal Revenue Code) and the corporation shall not participate in or intervene in (including publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on: (a) by a corporation exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code or 1986 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United State Internal Revenue Law).

(d) To do all and everything necessary, suitable and proper for the accomplishment of any of the purposes or the attainment of any of the objects or the furtherance of any of the powers earlier set forth, either alone or in association with other corporations, firms, or individuals, and to do every other act or acts, thing or things, incidental or appurtenant to or growing out of or connected with the aforesaid objects or purposes of any part or parts thereof, provided the same are not inconsistent with the laws under which the corporation is organized.

Articles of Incorporation, Nonprofit Corporation

ARTICLE III

The corporation is organized upon a nonstock, directorship basis. The corporation possesses the following assets:

Real property: none.

Personal property: none.

The corporation is to be financed under the following general plan: grants, fundraisers and donations.

ARTICLE IV

The address of the initial registered office is: 466 Birdie Ct., Monroe, Michigan 48162.

The mailing address of the initial registered office is:466 Birdie Ct., Monroe, Michigan 48162.

The name of the initial resident agent at the registered office is Amy Bacarella.

ARTICLE V

The name and address of the incorporators are:

Amy Bacarella, 466 Birdie Ct., Monroe, Michigan 48162

Jean Guyor, 303 N. Macomb St., Monroe, Michigan 48162

Rosalind Reiser, 324 Washington St. Monroe, Michigan 48161

Amanda Palmer, 2817 Geiger Rd., Ida, Michigan 48140.

ARTICLE VI

Any action required or permitted by the Act to be taken at a meeting of the directors may be taken without a meeting, prior notice, or a vote, if a consent in writing setting forth the action so taken is signed by all the directors.

ARTICLE VII

On dissolution of the corporation, after paying or providing for the payment of all of the liabilities of the corporation, the corporation's assets shall be distributed (1) for one or more exempt purposes within the meaning of IRC 501(c)(3), or the corresponding section of any future federal tax code or (2) to the federal government, or to a state or local government, for a public purpose. Any assets not disposed of shall be disposed of by the circuit court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations that the court shall determine and that are organized and operated exclusively for such purposes.

Articles of Incorporation, Nonprofit Corporation

ARTICLE VIII

When a compromise, an arrangement, or a plan of reorganization is proposed between this corporation and its creditors directors, a court of equity jurisdiction within this state may order a meeting of the affected creditors or directors. The corporation, a creditor or director of the corporation, or a receiver appointed for the corporation may apply to the court for a meeting. The meeting shall be summoned in such manner as the court directs. If a majority in number representing 3/4 in value of the affected creditors or 3/4 of the affected directors agree to a compromise or arrangement, the compromise, arrangement, or reorganization of this corporation resulting from the compromise or arrangement, if approved by the court, shall be binding on all the creditors and directors, and also on this corporation.

ARTICLE IX

No member of the board of directors of the corporation who is a volunteer director, as that term is defined in the Michigan Nonprofit Corporation Act (the "Act"), or a volunteer officer shall be personally liable to this corporation for monetary damages for a breach of the director's or officer's fiduciary duty; provided, however, that this provision shall not eliminate or limit the liability of a director or officer for any of the following:

1. a breach of the director's or officer's duty of loyalty to the corporation;
2. acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law;
3. a violation of section 551(1) of the Act;
4. a transaction from which the director or officer derived an improper personal benefit;
5. an act or omission occurring before the filing of these articles of incorporation; or
6. an act or omission that is grossly negligent.

The corporation assumes all liability to any person, other than the corporation for all acts or omissions of a director who is a volunteer director, as defined in the Act, or a volunteer officer incurred in the good faith performance of the director's or officer's duties. However, the corporation shall not be considered to have assumed any liability to the extent that such assumption is inconsistent with the status of the corporation as an organization described in IRC 501(c)(3) or the corresponding section of any future federal tax code.

If the Act is amended after the filing of these articles of incorporation to authorize the further elimination or limitation of the liability of directors or officers of nonprofit corporations, then the liability of members of the board of directors or officers, in addition to that described in

Articles of Incorporation, Nonprofit Corporation

Article X, shall be assumed by the corporation or eliminated or limited to the fullest extent permitted by the Act as so amended. Such an elimination, limitation, or assumption of liability is not effective to the extent that it is inconsistent with the status of the corporation as an organization described in IRC 501(c)(3) or corresponding section of any future federal tax code. No amendment or repeal of Article X shall apply to or have any effect on the liability or alleged liability of any member of the board of directors or officer of this corporation for or with respect to any acts or omissions occurring before the effective date of any such amendment or repeal.

ARTICLE X

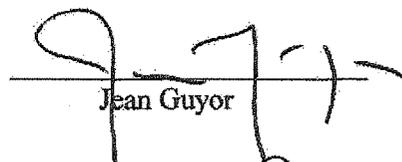
The corporation assumes the liability for all acts or omissions of a volunteer if all of the following conditions are met:

1. The volunteer was acting or reasonably believed he or she was acting within the scope of his or her authority.
2. The volunteer was acting in good faith.
3. The volunteer's conduct did not amount to gross negligence or willful and wanton misconduct.
4. The volunteer's conduct was not an intentional tort.
5. The volunteer's conduct was not a tort arising out of the ownership, maintenance, or use of a motor vehicle for which tort liability may be imposed as provided in section 3135 of the Insurance Code of 1956, Act No. 218 of the Public Acts of 1956, being section 500.3135 of the Michigan Compiled Laws.

These Articles of Incorporation are signed by the Incorporators on August 13, 2004.



 Amy Bacarella



 Jean Guyor



 Rosalind Reiser



 Amanda Palmer

Michigan Department of Labor & Economic Growth

Filing Endorsement

*This is to Certify that the CERTIFICATE OF AMENDMENT - CORPORATION
for
ALLIANCE FOR SPAY-NEUTER AND PET RESCUE*

ID NUMBER: 788427

*received by facsimile transmission on September 21, 2005 is hereby endorsed filed on
September 22, 2005 by the Administrator. The document is effective on the date filed,
unless a subsequent effective date within 90 days after received date is stated in the
document.*



*In testimony whereof, I have hereunto set my
hand and affixed the Seal of the Department,
in the City of Lansing, this 26nd day
of September, 2005.*

A handwritten signature in black ink, appearing to read 'Andrew G. Mitchell'.

, Director

Bureau of Commercial Services

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 26 2004**

MONROE COUNTY SPAY-NEUTER
FOUNDATION
C/O AMY BACARELLA
466 BIRDIE CT
MONROE, MI 48162

Employer Identification Number:
20-1521109
DLN:
17053240006024
Contact Person:
JOAN C KISER ID# 31217
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
DECEMBER 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
YES
Effective Date of Exemption:
AUGUST 10, 2004
Contribution Deductibility:
YES
Advance Ruling Ending Date:
DECEMBER 31, 2008

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

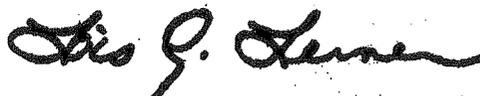
THIS LETTER CONSTITUTES A FINAL DETERMINATION OF THE SERVICE. IT IS NOT SUBJECT TO REVIEW BY THE TAX COURT OR THE FEDERAL COURTS. IF YOU ARE NOT SATISFIED WITH THIS DETERMINATION, YOU MAY REQUEST A REHEARING OF THIS DETERMINATION BY THE SERVICE. YOU MUST REQUEST A REHEARING WITHIN 90 DAYS OF THE DATE OF THIS LETTER. IF YOU DO NOT REQUEST A REHEARING WITHIN 90 DAYS, THIS DETERMINATION WILL BE FINAL. IF YOU REQUEST A REHEARING, YOU MUST FILE A REHEARING REQUEST WITH THE SERVICE WITHIN 90 DAYS OF THE DATE OF THIS LETTER. IF YOU DO NOT FILE A REHEARING REQUEST WITHIN 90 DAYS, THIS DETERMINATION WILL BE FINAL. IF YOU FILE A REHEARING REQUEST WITHIN 90 DAYS, THIS DETERMINATION WILL BE FINAL. IF YOU DO NOT FILE A REHEARING REQUEST WITHIN 90 DAYS, THIS DETERMINATION WILL BE FINAL.

SEE ENCLOSED INFORMATION

Letter 1045 (DO/CG)

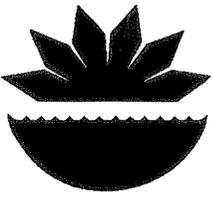
MONROE COUNTY SPAY-NEUTER

Sincerely,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: PROPOSED RESOLUTION TO RECOGNIZE THE MON-ARC OF MONROE, INC. AS A NON-PROFIT ORGANIZATION

DISCUSSION: The Mon-Arc of Monroe, Inc. has requested that they be officially confirmed 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 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 \$

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 9/9/11

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/19/11

RESOLUTION

WHEREAS, the Mon-Arc of Monroe, Inc. 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 Mon-Arc of Monroe, Inc. has requested that the City Council of the City of Monroe pursuant to regulations of the Michigan Bureau of State Lottery formally confirm the Mon-Arc of Monroe, Inc. 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 and confirms the Mon-Arc of Monroe, Inc. 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 Mon-Arc of Monroe, Inc. so that it may file with the Michigan Bureau of State Lottery.



Advocacy ~ Rights ~ Community

Kelly L. Tyler
Executive Director

Bonnie Reaume
Office Manager

September 8, 2011

Robert Clark, Mayor of City of Monroe
Monroe City Counsel
120 E First Street
Monroe, Michigan 48161
Phone: 734.3843.9144
Fax: 734.243.8683

Dear Member of Counsel,

The Mon-Arc of Monroe, Inc. (aka: the Arc of Monroe) plans to register as a qualified local civic organization under Michigan's Charitable Gaming laws. The law requires a resolution by the local governing body recognizing our organization as a nonprofit entity operating in the community. I have attached the form to record this resolution. Please approve the attached resolution.

The Mon-Arc of Monroe Inc. was established in 1962 as a 501©3 corporation. The Mon-Arc of Monroe, Inc. promotes the general welfare of all persons with Intellectual and Developmental Disabilities and their families through advocacy, counseling, education and community/program services.

Sincerely,

Kelly L. Tyler
Executive Director

RECEIVED

SEP. 7, 2011

MAYOR'S OFFICE

The MON-ARC of Monroe, Inc.
752 S. Monroe Street, Suite B ■ Monroe, MI 48161-1430
Phone 734.241.5881 Fax 734.241.3694

~ Serving People with Intellectual/Developmental Disabilities and Their Families since 1962 ~



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 _____ of _____
NAME OF ORGANIZATION CITY

county of _____, 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.

BSL-CG-1153(R6/09)

Michigan Department of Labor & Economic Growth

Filing Endorsement

This is to Certify that the ARTICLES OF INCORPORATION - NONPROFIT

for

THE MON-ARC OF MONROE, INC.

ID NUMBER: 70111K

*received by facsimile transmission on January 22, 2007 is hereby endorsed
Filed on January 22, 2007 by the Administrator.*

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



*In testimony whereof, I have hereunto set my
hand and affixed the Seal of the Department,
in the City of Lansing, this 22ND day
of January, 2007:*

, Director

Bureau of Commercial Services

10500-400 (Rev. 11/99)

MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH BUREAU OF COMMERCIAL SERVICES					
Date Received	(FOR BUREAU USE ONLY)				
This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.					
Name	Asad S. Farah				
Address	10699 Lewis Ave., P.O. Box 541				
City	Temperance	State	MI	Zip Code	48162
EFFECTIVE DATE					

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

ARTICLES OF INCORPORATION
For use by Domestic Nonprofit Corporations
(Please read information and instructions on the last page)

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is: The MON-ARC of Monroe, Inc.

ARTICLE II

The purpose or purposes for which the corporation is organized are:
To advance and advocate the rights of the developmentally disabled.

ARTICLE III

1. The corporation is organized upon a nonstock basis.
(Stock or Nonstock)
2. If organized on a stock basis, the total number of shares which the corporation has authority to issue is _____ . If the shares are, or are to be, divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class are as follows:

01/22/2007 4:10PM

ARTICLE III (cont.)

3. a. If organized on a nonstock basis, the description and value of its real property assets are: (if none, insert "none")
none

b. The description and value of its personal property assets are: (if none, insert "none")
certain office furniture, computer, printer and copier - \$300.

c. The corporation is to be financed under the following general plan:
Membership and Fund-raising activities

d. The corporation is organized on a membership basis
(Membership or Directorship)

ARTICLE IV

1. The address of the registered office is:
10599 Lewis Ave Temperance Michigan 48182
(Street Address) (City) (ZIP Code)

2. The mailing address of the registered office, if different than above:
Michigan
(Street Address or P.O. Box) (City) (ZIP Code)

3. The name of the resident agent at the registered office is:
Asad S. Farah

ARTICLE V

The name(s) and address(es) of the incorporator(s) is (are) as follows:

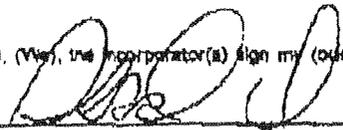
Name	Residence or Business Address
Asad S. Farah	10599 Lewis Ave., P.O. Box 541 Temperance, MI. 48182

06/25/2007 09:43 7348542927
Jan 22 2007 5:40PM Law Offices
01/22/2007 4:31:21 PM FAXCOM
Jan 22 2007 5:06PM Law Offices

COLLINS & ASSOCIATES
7348541936
PAGE 5 OF 5
7348541936 p. 5

Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

I, (We), the incorporator(s) sign my (our) name(s) this 22 day of January, 2007.



01/22/2007 4:10PM

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

Date Received

(FOR BUREAU USE ONLY)

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

Name

Asad S. Farah

Address

10599 Lewis Ave., P.O. Box 541

City

Temperance

State

MI

Zip Code

48182

EFFECTIVE DATE:

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

RESTATED ARTICLES OF INCORPORATION
For use by Domestic Nonprofit Corporations
(Please read information and instructions on the last page)

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Restated Articles:

1. The present name of the corporation is: The MON-ARC of Monroe, Inc.

2. The identification number assigned by the Bureau is:

70111K

3. All former names of the corporation are:

4. The date of filing the original Articles of Incorporation was: January 22, 2007

The following Restated Articles of Incorporation supersede the Articles of Incorporation as amended and shall be the Articles of Incorporation for the corporation:

ARTICLE I

The name of the corporation is: The MON-ARC of Monroe, Inc.

ARTICLE II

The purpose or purposes for which the corporation is organized are:

The MON-ARC of Monroe, Inc. promotes the general welfare of all persons with developmental disabilities and their families through advocacy, counseling, education, and community/program services.

ARTICLE III

1. The corporation is organized on a nonstock basis.
(stock or nonstock)

2. If organized on a stock basis, the aggregate number of shares which the corporation has authority to issue is _____ . If the shares are, or are to be divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences, and limitations of the shares of each class are as follows:

3. If organized on a nonstock basis, the description and value of its real property assets are: (if none, insert "none")

None

and the description and value of its personal property assets are: (if none, insert "none")

certain office furniture, computer, printer and copier - \$300.00

(The valuation of the above assets was as of January 22, 2007)

The corporation is to be financed under the following general plan:

Membership and Fund-Raising activities

The corporation is organized on a directorship basis.
(membership or directorship)

ARTICLE IV

1. The address of the registered office is:

10599 Lewis Avenue Temperance, Michigan 48182
(Street Address) (City) (ZIP Code)

2. The mailing address of the registered office, if different than above:

_____, Michigan _____
(Street Address or P.O. Box) (City) (ZIP Code)

3. The name of the resident agent is: Asad S. Farah

ARTICLE V (Additional provisions, if any, may be inserted here; attach additional pages if needed.)

In the event of the dissolution of this Association, or in the event it shall cease to exist for the stated purpose, all the property and assets shall be distributed to an organization or agency serving persons with mental retardation and other developmental disabilities which have been granted exemption from the Federal Income Tax under the provisions of Section 501(c)3. Under no circumstances shall any of this property or assets of this Association during the existence and/or upon the dissolution thereof, go and be distributed to any officer, member or subsidiary of this Association.

5. COMPLETE SECTION (a) IF THE RESTATED ARTICLES DO NOT FURTHER AMEND THE ARTICLES OF INCORPORATION; OTHERWISE, COMPLETE SECTION (b).

a. These Restated Articles of Incorporation were duly adopted on the _____ day of _____, _____, in accordance with the provisions of Section 642 of the Act by the Board of Directors without a vote of the members or shareholders. These Restated Articles of Incorporation only restate and **integrate and do not further amend** the provisions of the Articles of Incorporation as heretofore amended and there is no material discrepancy between those provisions and the provisions of these Restated Articles.

Signed this _____ day of _____, _____

By _____

(Signature of Authorized Officer or Agent)

(Type or Print Name)

b. These Restated Articles of Incorporation were duly adopted on the 26th day of June, 2007 in accordance with the provisions of Section 642 of the Act. These Restated Articles of Incorporation restate, integrate, and **do further amend** the provisions of the Articles of Incorporation and: (check one of the following)

were duly adopted by the shareholders, the members, or the directors (if organized on a nonstock directorship basis). The necessary number of votes were cast in favor of these Restated Articles of Incorporation.

were duly adopted by the written consent of **all** the shareholders or members entitled to vote in accordance with Section 407(3) of the Act.

were duly adopted by the written consent of **all** the directors pursuant to Section 525 of the Act as the corporation is organized on a directorship basis.

were duly adopted by the written consent of the shareholders or members having not less than the minimum number of votes required by statute in accordance with Section 407(1) and (2) of the Act. Written notice to shareholders or members who have not consented in writing has been given. (Note: Written consent by less than all of the shareholders or members is permitted only if such provision appears in the Articles of Incorporation)

Signed this 26th day of June, 2007

By _____
(Signature of President, Vice-President, Chairperson, or Vice-Chairperson)

Harold Corrigan

(Type or Print Name)

Vice President

(Type or Print Title)

Preparer's name Margaret A. Slick, Executive Director

Business telephone number (734) 241-5881

INFORMATION AND INSTRUCTIONS

1. The Articles of Incorporation cannot be restated until this form, or a comparable document, is submitted.
2. Submit one original of this document. Upon filing, the document will be added to the records of the Bureau of Commercial Services. The original will be returned to your registered office address, unless you enter a different address in the box on the front of this document.

Since this document will be maintained on electronic format, it is important that the filing be legible. Documents with poor black and white contrast, or otherwise illegible, will be rejected.

3. This document is to be used pursuant to the provisions of Act 162, P.A. of 1982 for the purpose of restating the Articles of Incorporation of a domestic nonprofit corporation. Restated Articles of Incorporation are an integration into a single instrument of the current provisions of the corporation's Articles of Incorporation, along with any desired amendments to those articles.
4. Item 2 - Enter the identification number previously assigned by the Bureau. If this number is unknown, leave it blank.
5. Item 5 - Restated Articles of Incorporation which do not amend the Articles of Incorporation may be adopted by the Board of Directors without a vote of the shareholders by completing Item 5(a). Restated Articles of Incorporation which amend the Articles of Incorporation require adoption by the shareholders, by the members, or by the Board of Directors if organized on a nonstock directorship basis by completing Item 5(b). A nonprofit corporation organized on a nonstock directorship basis as authorized by Section 302 of the Act may or may not have members, but if it does, the members are not entitled to vote.
6. This document is effective on the date endorsed "filed" by the Bureau. A later effective date, no more than 90 days after the date of delivery, may be stated.
7. This document must be signed by: (COMPLETE Item 5(a) or 5(b), BUT NOT BOTH)
 Item 5(a): must be signed in ink by an authorized officer or agent.
 Item 5(b): must be signed in ink by the president, vice-president, chairperson or vice-chairperson of the corporation.
8. **NONREFUNDABLE FEE:** Make remittance payable to the State of Michigan. Include corporation name and identification number on check or money order. **\$10.00**

To submit by mail:

Michigan Department of Labor & Economic Growth
Bureau of Commercial Services
Corporation Division

P.O. Box 30054
Lansing, MI 48909

To submit in person:

2501 Woodlake Circle
Okemos, MI
Telephone: (517) 241-6470

Fees may be paid by VISA or Mastercard
when delivered in person to our office.

MICH-ELF (Michigan Electronic Filing System):

First Time Users: Call (517) 241-6470, or visit our website at <http://www.michigan.gov/corporations>
Customer with MICH-ELF Filer Account: Send document to (517) 636-6437

MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH BUREAU OF COMMERCIAL SERVICES			
Date Received	(FOR BUREAU USE ONLY)	FILED	
	ADJUSTED PURSUANT TO TELEPHONE AUTHORIZATION <i>Margaret</i>	JUN 28 2007	
	This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.		
Name Asad S. Farah		Administrator Bureau of Commercial Services Tran Info: 13058046-1 06/27/07 Chkd: 20473 Amt: \$19.00 ID: 70111K EFFECTIVE DATE:	
Address 10599 Lewis Ave., P.O. Box 541			
City Temperance	State MI		Zip Code 48182

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

RESTATED ARTICLES OF INCORPORATION
For use by Domestic Nonprofit Corporations
(Please read information and instructions on the last page)

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Restated Articles:

1. The present name of the corporation is: The MON-ARC of Monroe, Inc.	
2. The identification number assigned by the Bureau is:	70111K
3. All former names of the corporation are:	
4. The date of filing the original Articles of Incorporation was:	January 22, 2007

The following Restated Articles of Incorporation supersede the Articles of Incorporation as amended and shall be the Articles of Incorporation for the corporation:

ARTICLE I

The name of the corporation is: The MON-ARC of Monroe, Inc.

ARTICLE II

The purpose or purposes for which the corporation is organized are: The MON-ARC of Monroe, Inc. promotes the general welfare of all persons with developmental disabilities and their families through advocacy, counseling, education, and community/program services.
--

SP

ARTICLE III

1. The corporation is organized on a nonstock basis.
(stock or nonstock)

2. If organized on a stock basis, the aggregate number of shares which the corporation has authority to issue is _____ . If the shares are, or are to be divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences, and limitations of the shares of each class are as follows:

3. If organized on a nonstock basis, the description and value of its real property assets are: (if none, insert "none")
None

and the description and value of its personal property assets are: (if none, insert "none")
certain office furniture, computer, printer and copier - \$300.00

(The valuation of the above assets was as of January 22, 2007)

The corporation is to be financed under the following general plan:

Membership and Fund-Raising activities

The corporation is organized on a directorship basis.
(membership or directorship)

ARTICLE IV

1. The address of the registered office is:

10599 Lewis Avenue Temperance, Michigan 48182
(Street Address) (City) (ZIP Code)

2. The mailing address of the registered office, if different than above:

_____, Michigan _____
(Street Address or P.O. Box) (City) (ZIP Code)

3. The name of the resident agent is: Asad S. Farah

ARTICLE V (Additional provisions, if any, may be inserted here; attach additional pages if needed.)

In the event of the dissolution of this Association, or in the event it shall cease to exist for the stated purpose, all the property and assets shall be distributed to an organization or agency serving persons with mental retardation and other developmental disabilities which have been granted exemption from the Federal Income Tax under the provisions of Section 501(c)3. Under no circumstances shall any of this property or assets of this Association during the existence and/or upon the dissolution thereof, go and be distributed to any officer, member or subsidiary of this Association.

5. COMPLETE SECTION (a) IF THE RESTATED ARTICLES DO NOT FURTHER AMEND THE ARTICLES OF INCORPORATION; OTHERWISE, COMPLETE SECTION (b).

a. These Restated Articles of Incorporation were duly adopted on the _____ day of _____, _____, in accordance with the provisions of Section 642 of the Act by the Board of Directors without a vote of the members or shareholders. These Restated Articles of Incorporation only restate and integrate and do not further amend the provisions of the Articles of Incorporation as heretofore amended and there is no material discrepancy between those provisions and the provisions of these Restated Articles.

Signed this _____ day of _____, _____

By _____
(Signature of Authorized Officer or Agent)

(Type or Print Name)

b. These Restated Articles of Incorporation were duly adopted on the 26th day of June, 2007 in accordance with the provisions of Section 642 of the Act. These Restated Articles of Incorporation restate, integrate, and do further amend the provisions of the Articles of Incorporation and: (check one of the following)

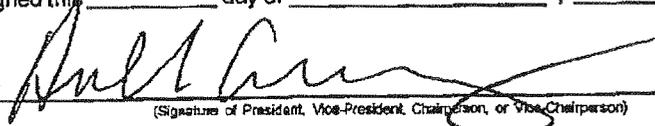
were duly adopted by the shareholders, the members, or the directors (if organized on a nonstock directorship basis). The necessary number of votes were cast in favor of these Restated Articles of Incorporation.

were duly adopted by the written consent of all the shareholders or members entitled to vote in accordance with Section 407(3) of the Act.

were duly adopted by the written consent of all the directors pursuant to Section 525 of the Act as the corporation is organized on a directorship basis.

were duly adopted by the written consent of the shareholders or members having not less than the minimum number of votes required by statute in accordance with Section 407(1) and (2) of the Act. Written notice to shareholders or members who have not consented in writing has been given. (Note: Written consent by less than all of the shareholders or members is permitted only if such provision appears in the Articles of Incorporation)

Signed this 26th day of June, 2007

By 
(Signature of President, Vice-President, Chairperson, or Vice-Chairperson)

Harold Corrigan Vice President
(Type or Print Name) (Type or Print Title)

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 07 2007

THE MON-ARC OF MONROE INC
752 S MONROE ST STE B
MONROE, MI 48161-1430

Employer Identification Number:
20-8521595
DLN:
17053187033027
Contact Person:
CASEY A SUTFIELD ID# 31474
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
September 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
January 22, 2007
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
September 30, 2011

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

THE MON-ARC OF MONROE INC

Sincerely,

A handwritten signature in cursive script, appearing to read "Robert Choi".

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)
Statute Extension

THE MON-ARC OF MONROE, INC.

BY-LAWS

ARTICLE I: THE MON-ARC OF MONROE, INC.

The name of this organization shall be The MON-ARC of Monroe, Inc. hereinafter called The ARC within this document.

ARTICLE II: PURPOSE

Section 1. The MON-ARC of Monroe, Inc. promotes the general welfare of all persons with developmental disabilities and their families through advocacy, counseling, education, and community/program services. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations qualifying as an exempt organization from Federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code.

- a. Foster the development of programs in their behalf.
- b. Promotes the participating by persons with developmental disabilities and encourages self-advocacy.
- c. Encourages research related to mental retardation and other developmental disabilities.
- d. Advises and aids parents in the solution of their problems and to coordinate their efforts and activities.
- e. Works to develop a better understanding of the problems of persons with developmental disabilities by the public.
- f. Cooperates with all public, private, and religious agencies and professional groups in the furtherance of these ends.
- g. Associates with and supports financially the State and National ARC to promote the common cause.

- h. Solicits and receives funds for the accomplishment of the above purposes.

Section 2. The ARC is a non-profit, nonsectarian organization. No part of the net earnings shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purpose not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future Federal tax code.

Section 3. This association provides equal membership/employment/service opportunities to all eligible persons without regard to race, religion, color, national origin, citizenship, age, sex, marital status, parental status, handicap, membership in any labor organization, or political affiliation.

ARTICLE III: MEMBERSHIP

Section 1. Membership shall be open to all persons with developmental disabilities, their parents, relatives, guardians, foster parents, and to other persons interested in the purposes of The ARC.

Section 2. Control of The ARC shall rest with the Board of Directors. Any action by the Board of Directors shall not be subject to review by the membership on request of any member at a regular meeting or at a special meeting called for that purpose. A copy of the annual auditors report will be available to members at their request.

Section 3. The corporation is to be financed under the following general plan: Membership and Fund-Raising activities. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the

organization shall be the carrying on of propoganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purpose not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future Federal tax code.

Section 4. Yearly membership may be one of the following: Individual, Family, Silver, Gold, Patron or Developmentally Challenged. An Individual Membership shall entitle the member to hold office and to vote at the General Membership Meetings. A Family Membership shall entitle 2 persons to hold office and to vote at General Membership Meetings.

Section 5. A member in good standing is one whose dues are not delinquent or have not been waived.

Section 6. Members whose dues have not been waived and who are in arrears for 90 days shall be dropped from the membership rolls.

Section 7. Control of The ARC shall rest with the Board of Directors. Any action by the Board of Directors shall not be subject to review by the membership on request of any member at a regular meeting or at a special meeting called for that purpose. A copy of the annual auditor's report will be available to members at their request.

ARTICLE IV: DUES

Section 1. Members shall pay yearly local Association dues, as designated by membership. A family membership shall be considered a single membership in paying dues to the State and National ARC.

Section 2. Dues are payable on or before the anniversary date of a specific membership and shall become delinquent on that date annually.

Section 3. Dues may be waived in specific cases by the Board of Directors when the payment of dues would constitute a hardship or when an honorary membership is bestowed.

ARTICLE V: MEETINGS

Section 1. There shall be an Annual Membership Meeting once a year. Other meetings shall be called by the President of the Board of Directors. Members shall be notified in advance of all meetings.

Section 2. The regular membership meeting held in the fall shall be designated as the ANNUAL MEETING.

Section 3. Upon written request of at least 5 members, special meetings may be called by the President. No other business may be transacted at a special meeting.

Section 4. For all membership meetings a quorum shall consist of 10%, or five of the members in good standing. Members must be present to vote.

ARTICLE VI: FISCAL YEAR

The fiscal year shall begin on October 1st and end on September 30th.

ARTICLE VII: OFFICERS

The officers shall be a President, Vice President, Secretary, and Treasurer.

ARTICLE VIII: BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the elected and appointed officers, the Immediate Past President, and the Directors.

Section 2. There shall be a minimum of 9 and a maximum of 15 Directors.

Section 3. Chairs of all committees shall have the right to attend and speak at a meeting of the Board of Directors but shall not vote unless they are also members of the Board.

Section 4. The Board of Directors shall hold a monthly meeting unless a majority of the Board of Directors vote not to have one.

Section 5. Special meetings of the Board may be called by the President or by the Secretary upon written request of three Board Members, at any time, on not less than 24 hours notice. Notice shall include special meeting agenda items. No other business may be transacted at a special meeting.

Section 6. A quorum shall consist of a majority of the Board Members.

Section 7. The Board of Directors shall be responsible for the conduct of the business of The ARC and shall be empowered to employ an Executive Director as required to administer the affairs of The ARC and to prescribe that person's duties and terms of employment. The Board of Directors shall exercise all other powers inherent in The ARC except those expressly reserved to the membership

Section 8. The Board of Directors can amend the By-Laws only by a two-third vote at a qualified meeting.

Section 9. Two signatures are required on all bank transactions. Authorized signatures will include President, Treasurer, Executive Director, and the Office Manager.

Section 10. Removal of Board Members. Any Director who fails to attend two (2) consecutive Board Meetings without being excused by the President or presiding officer shall receive from the secretary forthwith the following notice:

"You are hereby notified pursuant to Article VIII, Section 10 of the By-Laws that failure on your part to attend the next Board of Directors meeting of The ARC, without excuse by the President or presiding officer, shall constitute your automatic resignation from the Board of Directors, and the President shall be required to deem your seat vacant."

In the event the member of the Board fails to attend the next meeting without proper excuse from the President or presiding officer, the Board of Directors shall proceed to fill the vacancy in due course of office.

Once having received a "letter" of reminder, for a six month period, any unexcused absence will be considered automatic resignation.

Section 11. No director may participate in any decision in which they, directly or indirectly, have a financial interest.

Section 12. No member of the Board of Directors or The ARC staff shall act in an official capacity on behalf of The ARC without prior approval from the President, the Executive Committee, the Board of Directors or the Executive Director.

ARTICLE IX: EXECUTIVE COMMITTEE

Section 1. The elected officers shall compose the Executive Committee. The Executive Committee shall be composed of : President, Vice President, Secretary,

Treasurer and the Immediate Past President.

Section 2. The Executive Committee shall hold regular meetings prior to the regular Board meeting. Any additional meetings of the Executive Committee may be called by any member of the Committee.

Section 3. A quorum for conduct of business shall be 50% of the members of the Executive Committee.

Section 4. The Executive Committee shall exercise all powers of the Board of Directors during the intervals between the meeting of the Board. All proceedings of the Executive Committee shall be reported to the Board at its next meeting, and be subject to revision or alteration by the Board, providing no irrevocable rights of third parties shall be affected by such revision or alteration.

ARTICLE X: TERMS OF OFFICE

Section 1. The officers of the Association shall serve for a term of two years, following their election, or until the qualification of their successors.

Section 2. The President and Treasurer shall be elected in an even numbered year to take office in that year. The Vice President and Secretary shall be elected in an odd numbered year to take office in October of that year.

Section 3. Each Board Director shall serve for a term of two years, following their election, or until a successor is elected.

Section 4. Board of Directors members may be re-elected indefinitely to serve additional terms.

Section 5. An officer (President, Vice President, Secretary, Treasurer) may be re-elected to a position, after having served two consecutive terms, if another term separates the re-election. All vacancies in the elective positions, except that of President, shall be filled for the unexpired term by persons elected by the Board of Directors.

ARTICLE XI: DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of The ARC and of the Board of Directors. With the exception of the Nominating Committee, the President shall yearly (or as needed) appoint the chairperson of all committees and supervise directly or indirectly their work. The President shall act as the executive officer of The ARC and, in general, perform the duties usually associated with the office of the President. He/she shall present an annual report to the membership immediately following the

close of the fiscal year and be responsible for it being sent to the State and National ARC, along with the audited financial report, not later than 90 days after the close of the fiscal year.

Section 2. The Vice President shall succeed to the presidency in case of a vacancy in that office and shall perform the duties of the President in his/her absence or disability. The Vice President shall undertake such other responsibilities as the President may assign. The Vice President shall succeed to the office of President when the President is not re-elected to office.

Section 3. The Secretary shall handle all correspondence of the Association, except such normal correspondence as may be delegated to the staff of The ARC. The Secretary shall maintain a record of rotation of Directors. The Secretary shall be custodian of all records of The ARC other than financial records. The Secretary shall file with The ARC/U.S. two copies of the By-Laws when amended. The Secretary shall send copies of the previous month Board of Directors meeting minutes at least one week prior to the scheduled monthly meeting.

Section 4. The Treasurer shall maintain and be responsible for all financial business of The ARC, including all financial records, accounts, and all funds received and disbursed, except such duties as may be delegated to the staff of The ARC.

ARTICLE XII: ELECTIONS

Section 1. There shall be a Nominating Committee composed of three members. One member shall be appointed by the Board of Directors from among its members. The other two members shall be elected by the membership at the Annual Meeting to serve for the following year. The membership of the committee shall elect the chairperson.

Section 2. The Nominating Committee shall prepare a slate of candidates for election as Officers and Nominating Committee for the following year, and shall secure the consent of its nominees to serve if elected. It shall report its nominations to the membership 30 days prior to the Annual Meeting.

Section 3. The election of Officers, and Nominating Committee will take place at the "Annual Meeting".

Section 4. Nominations shall be permitted from the floor. All nominees, whether nominated by the Committee or from the floor, shall be members in good standing who have given consent to the nomination.

ARTICLE XIII: STANDING COMMITTEES

Section 1. The Standing Committees shall be Fund Raising, Program, Membership, Governmental Affairs, Finance and Personnel Committee Recreation, PARC and Public Relations.

Section 2. Annually, the President shall name Chairpersons of Standing Committees.

Section 3. Special committees may be appointed by the President.

Section 4. Terms of all committee chairperson shall expire at fiscal year end, but can be re-appointed indefinitely to serve additional terms.

ARTICLE XIV: DUTIES OF STANDING COMMITTEES

Section 1. Fund Raising Committee -- This Committee shall plan and conduct, or provide for, fund raising projects or other means of financial support that will furnish the income needed to finance The ARC's activities, and to support the State and National components in accordance with their current policies. The Committee shall coordinate its activities with those of the State and National components in order to present a united and consistent front to the public insofar as this is practical. It shall annually plan a Fund Raising Calendar.

Section 2. Program Committee -- This Committee shall evaluate the programs and services provided for persons with developmental disabilities in the area served by The ARC and shall develop a long-range program covering all services for all persons with developmental disabilities in the area. It shall advise the Board of Directors with respect to the need to expand existing services and initiate new services, including services by public and private agencies as well as services provided by The ARC itself, and shall recommend priorities for such services. The Board of Directors shall receive the recommendations of this committee and take appropriate action.

Section 3. Membership Committee -- This Committee shall be responsible for informing new and potential members about The Arc and for receiving applications for membership. It shall keep an up-to-date membership list, including addresses and telephone numbers and maintain contact with current members and endeavor to recruit and retain members.

Section 4. Governmental Affairs -- This Committee shall compile information concerning the legal status of persons with developmental disabilities, parental rights, questions of taxations, inheritance, etc., analyze legislative needs, and work to coordinate such activity at the state and national levels.

Section 5. Finance Committee -- This Committee shall prepare a budget for approval by the Board of Directors for the forthcoming fiscal year and assist the Board of Directors in adjusting the Budget. This Committee will also serve as an advisory group to the Treasurer in all his/her activities.

The Committee shall contract for an independent professional audit if necessary. It shall establish a committee of three members of the corporation to review quarterly the financial records. Audits shall be performed immediately following the end of the fiscal year.

The President shall send a copy of this audited financial report to the State and National components.

Section 6. Personnel Committee -- This Committee will annually review personnel policies, review salary ranges, and, as may be appropriate, make recommendations to the Board of Directors.

Section 7. Recreation Committee -- This Committee will be responsible for planning programs for membership meetings, which includes the Annual meeting. This committee shall also plan and conduct recreational activities for persons with developmental disabilities and shall present to the Board of Directors a calendar of events.

Section 8. Public Relations Committee -- This Committee shall work with the Executive Director to promote, inform and increase community awareness of the nature, the challenges and the potential of developmentally disabled citizens and the programs and policies of the ARC to other agencies and lay groups through public speaking, preparation of special materials such as pamphlets, brochures and reports; assist in the publication and distribution of The ARC newsletter and planning for releases to newspapers, radio and television, and other mass media of communication.

Section 9. PARC (Parents of ARC) Committee -- This committee shall plan and host ARC's monthly membership meeting. These meetings will not only provide an open forum where parents can voice their concerns but will also provide a venue where guest speakers can speak on various topics related to the developmentally disabled.

ARTICLE XV: EXECUTIVE DIRECTOR

Section 1. The Executive Committee shall select and recommend to the Board of Directors an Executive Director for employment, establish his/her duties and fix his/her salary.

He/she shall serve as an at-will employee. The Executive Director shall function at

all times within the policies established by The ARC and the Board of Directors.

Section 2. The Executive Director shall be the administrative head of The ARC, serving at all times under the direction of the Board of Directors through the President. The Executive Director shall be responsible for carrying out the policies of the Board of Directors of The Mon-Arc of Monroe, Inc. and, in consultation with officers, directors, and committee members, develop the overall programs of The ARC established by the Board of Directors.

Section 3. The Executive Director shall have delegated authority from the Board of Directors, and in conformity with current personnel policies, to employ, terminate and fix the duties and recommend salaries of employees of The ARC.

ARTICLE XVI: RELATIONSHIP WITH STATE AND NATIONAL ARC

The ARC agrees to maintain membership in the State and National Arc, to support them in every way, and to adhere at all times to their policies. The ARC further agrees to send the State and National ARC a copy of its annual report, and its audited financial report, including a list of all income and disbursements, within 90 days after the close of its fiscal year, and to support, financially, the activities of the State and National ARC in accordance with their stated policies.

ARTICLE XVII: DISSOLUTION

In the event of the dissolution of this Association, or in the event it shall cease to exist for the stated purpose, all the property and assets shall be distributed to an organization or agency serving persons with mental retardation and other developmental disabilities which have been granted exemption from the Federal Income Tax under the provisions of Section 501(c)3. Upon the 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 for such purposes.

ARTICLE XVIII: PARLIAMENTARY AUTHORITY

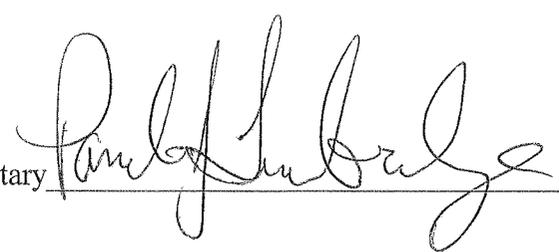
Robert's Rules of Order shall govern the conduct of business in all cases in which

they are applicable and are not in CONFLICT WITH THIS CONSTITUTION AND BY-LAWS.

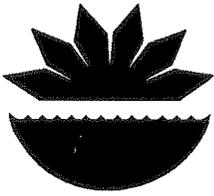
ARTICLE XIX: AMENDMENTS

Any proposed amendment, along with the date it is to be voted upon, shall be presented in writing to the Board of Directors at least three weeks prior to the meeting at which it is to be voted WITH a quorum present and affirmation by two-thirds of THOSE BOARD OF DIRECTORS PRESENT required for ratification.

This is the current Constitution and By-Laws adopted and approved by the Board of Directors on September 16, 2008.

President  Secretary 

By-Laws Amended: April 21, 2009



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: PROPOSED RESOLUTION TO RECOGNIZE THE MONROE WOMAN'S CLUB AS A NON-PROFIT ORGANIZATION

DISCUSSION: The Monroe Woman's Club has requested that they be officially confirmed 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 request was reviewed by the Administration and there were no objections subject to the Monroe Woman's Club changing their by-laws to comply with State of Michigan requirements.

The proposed Resolution is presented for your review and approval. Therefore, it is recommended that the Resolution be adopted contingent upon items being met as outlined by the administration and that the City Clerk be authorized to convey a certified copy of the attached resolution upon being provided with written notice from a club representative that the State required changes to their by-laws have been adopted by the Club membership.

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: 9/9/11

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/19/11

RESOLUTION

WHEREAS, the Monroe Woman's Club 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 Woman's Club has requested that the City Council of the City of Monroe pursuant to regulations of the Michigan Bureau of State Lottery formally confirm the Monroe Woman's Club 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 and confirms the Monroe Woman's Club 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 Woman's Club so that it may file with the Michigan Bureau of State Lottery.

The Monroe Woman's Club
412 S. Macomb St.
Monroe, MI 48161

September 1, 2011

Robert Clark, Mayor of City of Monroe
Monroe City Counsel
120 E. First St.
Monroe, MI 48161

Dear Sirs:

The Monroe Woman's Club plans to register as a qualified local civic organization under Michigan's charitable gaming laws. Those laws require a resolution by the local governing body recognizing that the organization is a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses. Please approve the attached resolution.

The Monroe Woman's Club was established in 1924 for the purpose of helping promote the well being of the community. In 2010, The Monroe Woman's Club gave financial support to the following nonprofit organizations serving the City of Monroe: Sawyer Homestead, River Raisin Center for Arts, Heartbeat of Monroe, the Salvation Army of Monroe and Family Counseling and Woman's Shelter. A member's booklet is attached that contains more information about The Monroe Woman's Club.

Sincerely,



Rosalind Reiser
Past President

RECEIVED

SEP. 1 2011

MAYOR'S OFFICE



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 Monroe City Council
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 The Monroe Woman's Club 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.
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.

Constitution of the Monroe Woman's Club

Monroe, Michigan

Revised Sept. 1983, Oct. 1991, Nov. 1995, Feb. 1997
and Apr. 2002

ARTICLE I: NAME

This organization shall be known as the Monroe Woman's Club.

ARTICLE II: PURPOSE

The purpose of this club is to promote the well-being of women and children, to encourage an intelligent understanding of civics and politics, and to cooperate in the advancement of the cultural development of the community.

ARTICLE III: GOVERNMENT

Section 1: This club shall be governed by the Board of Directors consisting of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, the Past President and three other members at large.

Section 2: The Officers of the club shall be the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and other officers as the club shall from time to time deem necessary.

Section 3: The club shall enact all necessary by-laws prescribing the method of election, tenure of office, removal, duties and qualifications of its Board of Directors.

Section 4: The club is hereby empowered to, and shall enact all necessary by-laws governing the method of admission, dues, obligations, qualifications and status of membership.

ARTICLE IV: MEMBERS

Any woman may become a member of this club upon complying with the rules and regulations that are or may hereafter be adopted by the club governing membership.

ARTICLE V: GENERAL POWERS

The club shall have the power to pass any and all by-laws that may, in judgment, be necessary to carry into full effect the provisions of this constitution and shall provide by-laws for the amendment or revisions of any article or section thereof.

BY-LAWS OF THE MONROE WOMAN'S CLUB

Monroe, Michigan

Revised Sept. 1963, Oct. 1991, Nov. 1995, Feb. 1997,
Apr. 2002, Feb. 2007 and Apr. 2010

ELECTION

Section I The club shall elect a President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer for the term of two years. This election shall be held in even years. The Past President and three active members in good standing shall serve on the Board. The President and Vice-President shall not serve two consecutive terms.

Section II In September of odd years, the President shall appoint a Nominating Committee consisting of three members. The Chairman of the Nominating Committee shall present a slate of officers at the March meeting. Nominations from the floor and the election shall be conducted at the April meeting. Officers shall be installed at the annual meeting in May.

Section III Vacancies in office may be filled by a majority vote of the Board of Directors.

Section IV The President shall have the authority to appoint any committee.

OFFICERS

Section I PRESIDENT: The President shall be the executive head of the club. She shall preside at all meetings and shall perform such duties as the by-laws and Board of Directors shall prescribe.

Section II VICE-PRESIDENT: The Vice-President shall exercise all the powers of the President in the absence of the President. In the event the President cannot complete her term, the Vice-President shall become the President and a new Vice-President shall be appointed by the Board. In the absence of the President and the Vice-President, the meeting shall elect its own Chairman. The Vice-President shall serve as Chairman of the Program Committee and shall succeed to the office of President at the end of her term.

Section III RECORDING SECRETARY: The Recording Secretary shall have charge of the books and records of the

club and shall act as secretary of the meetings and keep such records as shall be subscribed by the Constitution and by-laws.

Section IV CORRESPONDING SECRETARY: The Corresponding Secretary shall conduct the correspondence of the club as directed by the President, including letters of appreciation and condolence.

Section V TREASURER: The Treasurer shall have charge of all funds of the club and shall deposit, receive and disburse the same under regulations prescribed by the Board of Directors.

BOARD OF DIRECTORS

Section I The Board of Directors shall meet at the call of the President or any three of its members.

Section II A majority of the members of the Board shall constitute a quorum for the transaction of business.

Section III They shall pass upon all applications membership and report the results to the club with the Board's recommendations.

Section IV Disbursements of monies shall have the approval of the Board of Directors and the majority of the general members.

MEMBERSHIP

Section I Except in the case of a former member, admission shall be made by verbal application sponsored by two members in good standing, presented to the Board of Directors. The Board will act upon the proposed membership and may introduce the new member to the general membership at the next meeting. Admission of a former member shall be made by verbal application sponsored by two members in good standing, presented to the Executive Committee of the Board of Directors. The Executive Committee will act upon the proposed membership and the Board may introduce the new member to the general membership at the next meeting following approval of the member by the Executive Committee.

Section II A member shall remain in good standing as long as:

- a. She has paid her dues on time.
- b. She attends a minimum of four meetings during the program year. (When circumstances prevent a member from attending the minimum number of meetings, the Board of Directors will use their

discretion in recommending the status of the member to the general membership.

- c. She has found a substitute for any assigned responsibilities for a meeting from which she has been excused.

Associate membership is an alternative if a member is unable to attend a majority of the meetings. (See section IV below)

Section III When necessary a member may request a leave of absence from a Board member and may obtain it by a majority vote of the club. She shall do the work assigned to her or provide a substitute to do the same.

Section IV Any member is good standing for a minimum of ten years may request and by a majority vote of those present, be placed on the Associate Membership list, in which case she will no be required of services though she may attend any meetings of the club.

Section V The President shall inform a new member, in writing, of her acceptance in the Monroe Woman's Club.

DUES

The annual dues of active members and associate members shall be twenty-five dollars. (\$25.00). Dues are payable at the September meeting and must be paid at or before the November meeting.

MEETINGS

Section I The annual meeting shall be in May. Officers and Committee chairmen shall present their annual reports at this meeting. Copies of these reports shall be given to the President.

Section II Regular meetings shall be held on the fourth Tuesday of each month from September to May excepting June, July, August and December, unless otherwise specified by the President.

Section III Special meetings may be called by the President. Each member must have a week's notice of the time of the meeting, the place and the business to be transacted. No business shall be transacted except the stated in the call.

Section IV A majority of members present at any request or special meeting duly called shall constitute a quorum the transaction of any business that may come before meeting.

ADMENDMENTS

The Constitution and By-laws may be amended at any regular meeting by a majority vote of the members present. The Board approved amendment shall be submitted to the general membership before being voted upon at that regular meeting. Upon approval, the amendment will take effect immediately.

PARLIAMENTARY PROCEDURE

The rules of parliamentary practice comprised in Roberts' Rule of Order Revised shall be observed.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Appointments

DISCUSSION: The attached Resolution recommends appointment to various City Boards and Commissions whose terms have expired and/or where there is a vacancy.

Therefore, it is recommended, that City Council approve the proposed Resolution making appointments to various City Boards and Commissions.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Operations

FINANCES

COST AND REVENUE PROJECTIONS:

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: Mayor's Office

DATE: 9/13/11

REVIEWED BY: Robert E. Clark, Mayor

DATE:

COUNCIL MEETING DATE: 9/19/11

R E S O L U T I O N

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

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

THEREFORE BE IT RESOLVED that the following person is hereby appointed to the office and the term hereinafter indicated, September 19, 2011

LOCAL OFFICERS COMPENSATION COMMISSION

Dyan Smith

7 year term to October 1, 2018



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REPORT BACK ON BIDS RECEIVED FOR THE FLOOD PUMPING STATION ROOF REPLACEMENT-
WASTEWATER DEPARTMENT

DISCUSSION: The Wastewater Department received two (2) bids on September 12, 2011 for the Flooding Pumping Station Replacement Project. The bidder meeting all bid specifications is M.W. Morss Roofing, Inc out of Romulus, MI for \$9,889.00. Attached is bid tabulation for reference.

The existing roof scheduled to be replaced is over the Wastewater 1935 Flood Pumping Station building located at the Water Treatment Plant. The building houses the National Weather Service River Gauge, pumps, equipment and the electrical service for other Water Plant buildings routed through it such that maintaining the building integrity is necessary. The roof is original and has had several repairs, but has reached it expected service life. A fifteen (15) year limited labor and material warranty comes with the newer technology membrane roof system. It will be installed over the existing roof deck once the old roofing system has been removed. The low bidder has installed similar roofing systems over numerous City buildings with excellent results such that we are confident they will perform satisfactorily. Adequate funding has been budgeted.

IT IS RECOMMENDED that a purchase order be awarded in the amount of \$9,889.00 and a total amount of \$10,900.00 be encumbered to include a 10% contingency for the Flooding Pumping Station Replacement Project be issued to M.W. Morss Roofing, Inc out of Romulus, MI in accordance with the bid specifications.

CITY MANAGER RECOMMENDATION:

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

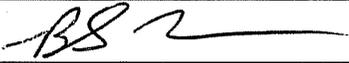
APPROVAL DEADLINE: November 11, 2011

REASON FOR DEADLINE: Bid is good for sixty (60) 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: Wastewater and Water Department, National Weather Service

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 10,900.00
Cost of This Project Approval	\$ 10,900.00
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Bldgs & Bldg Improvements	59075527 975000 12Z11	\$ 10,900.00
<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** September 12, 2011

REVIEWED BY: _____ **DATE:** _____

COUNCIL MEETING DATE: September 19, 2011

**Flood Pumping Station
Roof Replacement
BID TABULATIONS
Bids Due: September 12, 2011**

Bidder	Amount
M. W. Morss Roofing Inc.	\$ 9,889.00
Crane Roofing Inc.	\$ 12,800.00



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REPORT BACK ON BIDS RECEIVED FOR THE WASTEWATER SYSTEM LEVEL CONTROL REPLACEMENT PROJECT – WASTEWATER DEPARTMENT

DISCUSSION: The Wastewater Department received two (2) bids on September 12, 2011 for the Wastewater System Level Control Replacement project. The low bidder meeting all bid specifications is from Process Control & Instrumentation (PCI) LLC out of Detroit, MI. The bid includes replacing the level control systems at the Wastewater Treatment Plant (WWTP) and the Sunset and Detroit Beach Pump Stations. The WWTP level control system replacement bid is \$53,881.09 and the Sunset and Detroit Beach pump stations level control system replacement bid is \$25,155.26 each. The total bid is \$104,191.61. Attached is bid tabulation for reference.

The Wastewater System consists of the collection system including 36 pump stations that convey sewage to the WWTP. The Sunset & Detroit Beach pump stations are the largest stations in the system that services almost all of Frenchtown Charter Township via collecting / lifting / pumping sewage. Both stations were constructed in the 1970's such that both stations level control system are in need of replacement. The overall project includes replacing the current level control system for the primary raw sewage pumps at the WWTP and the Sunset & Detroit Beach pump stations. The WWTP level control functions by controlling the four (4) main raw sewage pumps along with the pump speed and number of pumps running. The function of the Sunset & Detroit Beach pump stations level control system are to monitor the wet well levels so as to adjust pumping speed along with selecting the number of pumps to run to maintain desired levels in the wet wells.

PCI has not worked for the City of Monroe in the past, however after checking past project references we are confident they will perform well. The Wastewater project budget has adequate funding budgeted for the project.

IT IS RECOMMENDED that a purchase order be awarded to from Process Control & Instrumentation, LLC out of Detroit, MI in the amount of \$104,191.61 and that a total of \$114,650.00 be encumbered to include a 10% contingency for the Wastewater System Level Control Replacement project in accordance with the bid specifications.

CITY MANAGER RECOMMENDATION:

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

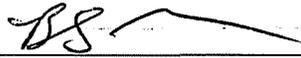
APPROVAL DEADLINE: November 11, 2011

REASON FOR DEADLINE: Bid is good for sixty (60) 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: Wastewater Department, Wastewater Customers, Frenchtown Charter Township

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 160,000.00
	Cost of This Project Approval	\$ 114,650.00
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	City	Account Number	Amount
	Wastewater System	590-75.527-973.000 12Z01	\$ 59,300.00
	Wastewater System	590-75.530-973.000 12Z02	\$ 55,350.00
	Total		\$ 114,650.00
	<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** September 12, 2011

REVIEWED BY: _____ **DATE:** _____

COUNCIL MEETING DATE: September 19, 2011

City of Monroe WWT System Level Control Replacement

BID TABULATION

BIDS DUE: Monday, September 12, 2011

Page 1 of 1

Item	Wastewater Treatment Plant Amount	Sunset Pump Station Amount	Detroit Beach Pump Station Amount
Process Control & Instrumentation LLC	\$53,881.09	\$25,155.26	\$25,155.26
Romanoff Electric Co. LLC	\$89,637.00	\$46,180.00	\$46,180.00



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: WET WEATHER IMPROVEMENTS – ENGINEERING SERVICES – WASTEWATER DEPARTMENT

DISCUSSION: As you may recall, the current Monroe Metropolitan Wastewater Treatment Plant (MMWTP) National Pollutant Discharge Elimination System (NPDES) permit requires that wet weather blending / discharges at the wastewater plant must be eliminated by November 2015 to remain in permit compliance. The objective is to eliminate wet weather flow blending for the 25 year – 24 hour design storm event to treat all sewage to the secondary standard. In order to meet the requirement, the MMWTP has made three attempts to comply by submitting Project Plans (June 2006, 2009, & 2011) for low-interest State Revolving Fund (SRF) loans to install wet weather retention facilities. In 2006 & 2009, all components of the Project Plans submitted were accepted except for the wet weather retention component which was deemed not eligible for SRF funding. The MDEQ concluded that the long-term cost-effectiveness of wet weather retention had not been established from the submitted 2007 & 2009 studies. In order to satisfy the requirements and at the MDEQ request, a work plan was submitted in January 2010 and approved in February 2010 to complete additional investigation, data collection, and analysis on the remaining portion of the collection system (291 miles or 96% of collection system) and submit a wet weather facilities plan to validate the original recommendations. The work was completed in 2011 with the development of a Wet Weather Facilities Plan and the 2011 Project Plan.

City Council awarded URS Corporation to complete design of the Wet Weather Facilities in September 2006, as part of the initial plant improvements. As mentioned above the MDEQ required further investigation of collection system flows and infiltration / inflow (I/I) reduction measures to be evaluated prior to final selection of wet weather storage capacity. The design fees were reallocated to perform the investigation work which resulted in a Flow Study and limited SSSES. These were submitted to the MDEQ in June 2009. Attached is a proposal for Engineering Services for the design of Wet Weather Improvements based on the completed 2011 Wet Weather Facility Plan in the amount of \$900,000.00.

City Council has awarded previous contracts to the URS Corporation for related services as follows:

1. Complete a Wastewater Facilities Plan (January 3, 2006 - \$25,500);
2. Project Plans (June 2006, 2009, 2011 - Fees Included in Engineering Services);
3. Applications for a State Revolving Fund (SRF) Loan & S2 Grant (2006, 2007, 2011 - Fees Included in Engineering Services);
4. Engineering Services (September 18, 2006, July 7, 2008, and April 20, 2009 - \$1,929,995 total)
5. Limited Sewer System Evaluation Survey and Flow Monitoring Study (November 17, 2008 - \$194,000)
6. Sewer System Evaluation Survey (system-wide) and Wet Weather Facilities Plan (March 15, 2010-\$400,000)

In 2005 the Wastewater Department solicited proposals from qualified engineering firms to prepare a facilities plan including a replacement schedule for plant improvements, upgrading treatment works to meet maximum design capacity, addressing component obsolescence to be consistent with current and future governmental regulations. Proposals were received from nine (9) qualified firms and were reviewed by a four-person City review team. URS Corporation was recommended and awarded the contract to complete the project in January 2006. URS is currently performing construction engineering services with the Wastewater System Improvements - Phase II (Non-Flow Components) and are very familiar with all MDEQ / NPDES permit requirements and with the Wastewater System facilities, collection system, studies, and permit deadlines. URS Corporation has performed satisfactorily in all prior contract awards mentioned above where it is recommended to utilize them for Professional Engineering Services without soliciting proposals to finish the overall intent of the original 2006 Wastewater Facilities Plan. It would not be cost effective to solicit proposals and potentially select another consultant at this time given that another consultant will need to be well-informed of our system, facilities, and past efforts. Making a consultant change would likely alter the MDEQ approved Wet Weather Facility Plan and delay the previously negotiated NPDES permit deadlines to ultimately provide a wet weather retention facility. All costs associated with the Wet Weather Improvements project can be reimbursed from the SRF Loan; however they must first be fronted by the Wastewater Fund. It is recommended to utilize Wastewater Fund Reserves to fund the URS Corporation proposal to complete the Engineering Services for design of the Wet Weather Improvements. Once approved Engineering Services can commence so as to complete plans and specifications for a March 2012 MDEQ submittal in accordance with the SRF 4th Quarter 2012 schedule, currently the project is ranked 5th in the state. Funding of the overall project is anticipated to be an SRF low interest loan (~2.5%) to install the wet weather retention facility so as to be in compliance with the November 2015 NPDES permit.

IT IS RECOMMENDED that a purchase order be awarded to the URS Corporation for Engineering Services – Wet Weather Improvements in the amount of \$900,000.00 as outlined in the attached proposal.

CITY MANAGER RECOMMENDATION:

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

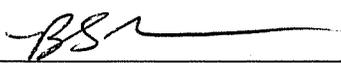
APPROVAL DEADLINE: ASAP

REASON FOR DEADLINE: Complete plans and specifications before March 2012 for the Wet Weather Improvements to meet the MDEQ SRF & NPDES permit November 2015 deadlines and obtain a lower loan interest rate (~2.5%).

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:


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

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

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 18,000,000.00
	Cost of This Project Approval	\$ 900,000.00
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	City	Account Number	Amount
	General Contract Services	59075527 818020 12Z12	\$ 900,000.00
	<u>Other Funds</u>		
	Transfer from WW Fund Reserves	59000000 395000	<\$900,000.00>

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** September 12, 2011

REVIEWED BY: _____ **DATE:** _____

COUNCIL MEETING DATE: September 19, 2011



September 12, 2011

Mr. Barry S. LaRoy, P.E.
Director of Water and Wastewater Utilities
City of Monroe
120 East First Street
Monroe, MI 48161

Re: Proposal for Engineering Services – Wet Weather Improvements

Dear Mr. LaRoy:

At your request, URS Corporation has prepared this Proposal for Engineering Services associated with design of the wet weather and miscellaneous improvements, as identified in the 2012 SRF Project Plan.

The Monroe Metropolitan Pollution Control System (MMPCS) is undertaking improvements to their wastewater collection and treatment facilities. The overall objectives of the project are elimination of wet weather flow blending for the 25-yr-24-hr design storm and replacement/rehabilitation to prolong the useful life of the facilities. The NPDES permit requires that the blending process be eliminated by November, 2015.

Wet weather storage facilities were originally identified in the June 2006 SRF Project Plan for reducing the necessity for partial treatment (blending process) under wet weather conditions. Design of the wet weather facilities was awarded to URS by the City in September 2006, as part of the initial plant improvements. However, following review of the Project Plan, the MDEQ requested that further investigation of collection system flows and infiltration/inflow reduction measures be evaluated prior to final selection of the wet weather storage capacity. A work plan for this work was prepared for MDEQ approval.

In March 2007, the design fees for the wet weather facilities portion of the project (reimbursed under the S2 Grant Program) were reallocated to performance of a Flow Study and limited Sewer System Evaluation Survey (LSSSES), in accordance with the approved Work Plan. The Flow Study and LSSSES were completed in 2009. Based on the results of the Flow Study and LSSSES, the MDEQ requested that a system-wide SSES be performed, along with a plant capacity evaluation to determine final sizing of the wet weather facilities. This work was completed in 2011 with development of a Wet Weather Facilities Plan and 2012 SRF Project Plan.



The 2012 Project Plan includes the following proposed improvements:

- 1. Infiltration and inflow (I/I) removal through collection system rehabilitation.**
The Wet Weather Facilities Plan identified approximately 8.3 MG of I/I that could cost-effectively be eliminated in advance of the 2015 milestone for elimination of flow blending at the WWTP. I/I elimination will be accomplished through collection system rehabilitation, including repair of cleanouts, disconnection of gutters/downspouts, elimination of cross connections and rehabilitation of manholes.
- 2. Construction of a 7 million gallon (MG) wet weather equalization facility, along with ancillary conveyance and pumping appurtenances.**
The recently completed Wet Weather Facilities Plan identified that wet weather equalization facilities in combination with the I/I elimination will be required to eliminate the current blending operation for treating peak wastewater flows. As indicated in the Wet Weather Facilities Plan, an equalization (EQ) basin capacity of approximately 7 MG will be required. The wet weather equalization basin will include an above-grade concrete tank, pumping facilities, supply and return piping, monitoring systems and flushing/washdown appurtenances. The proposed location of the EQ basin is on City-owned property, just east of the WWTP.
- 3. Sludge pad replacement**
An existing concrete pad used for dewatering of screenings and grit is currently not functional due to plugging. A new concrete pad and drainage facilities will be constructed to restore the dewatering capabilities.
- 4. Concrete rehabilitation**
Several concrete structures have experienced cracking or spalling. To restore these structures to fully functional condition, concrete repairs will be completed.
- 5. Electrical equipment replacement**
During previous plant upgrades, the variable frequency drive for Settled Waste Pump No. 4, Motor Control Center P-1 and Equipment Bldg. Panelboard D were found to need replacement for long term reliability.

The City recently completed a Wet Weather Facilities Plan and leveraged that plan in the development of a 2012 State Revolving Fund (SRF) Project Plan to secure a low interest loan for these projects. The project is currently on track for funding as a 4th Quarter 2012 project. As such, draft plans and specifications will need to be submitted to the MDEQ in March, 2012.

Presented below is a proposed Scope of Services for Preliminary Design, Final Design and Coordination services to be provided.



SCOPE OF SERVICES

Task 1 - Preliminary Design of Collection System Improvements

Design of the collection system improvements will require some advanced planning. Through the Sewer System Evaluation Survey program, cross connections between the sanitary and storm sewer systems were identified by smoke testing. Prior to determining appropriate methods of remediation of these cross connections, the exact location and type of cross connection will need to be identified through a dye testing program.

The 210 storm sewer catch basins with positive smoke test results will be dye tested to confirm the source of I/I. URS will perform the dye testing program to locate the points where cross connections between the storm and sanitary sewers are suspected. The dye testing program will include:

1. Traffic control
2. Inserting inflatable plugs, where possible, into the storm sewer, or through the use of sand bags, and filling the catch basin and or sewer with dyed water, creating a rainfall simulation. URS will use a water truck as the source of water. The truck will fill at locations designated by the City.
3. The sanitary sewer manholes in the vicinity of the catch basins and storm sewers that are being tested will be observed for dye transfer. Once dye is observed, field crews will insert a URS owned camera into the sanitary sewer to identify the location and type of leak. All data will be logged into a computer for data processing. If dye does not transfer, the catch basin will be removed from the rehabilitation list generated by smoke testing.
4. URS will complete a field table for each sewer tested to identify the testing information and results of each dye test.
5. URS will prepare a memo and facilitate a design meeting with the City to communicate the dye test results and intended approaches for the repair/rehabilitation of each location.

Task 2 - Preliminary Design of Equalization Basin

Design of the wet weather equalization facilities will also require some advanced planning, related to dimensions and layout of the basin, location and method of diversion and return of flow to the WWTP, site layout and available utilities, etc. Initial activities will focus on developing a preliminary layout and Basis of Design for the wet weather equalization facilities in conjunction with the plant staff. The initial activities will:

- Identify spatial requirements for a 7 MG EQ basin capacity
- Evaluate availability of utilities and environmental conditions (wetlands/floodplains) of the proposed property.



SCOPE OF SERVICES

- Complete soil borings and a geotechnical evaluation of the site to establish foundation requirements and construction procedures. Five soil borings will be completed in the vicinity of the proposed basin, each to a depth of 35 ft. or refusal.
- Prepare a process flow diagram and hydraulic profile showing integration of the wet weather facilities with the existing treatment process.
- Prepare a preliminary site layout.
- Develop a written process description for wet weather handling (including facility washdown after use).
- Prepare a preliminary opinion of probable cost for the wet weather equalization facilities.
- Develop a Basis of Design table to identify major equipment and motor requirements, control methods and design criteria.

A Preliminary Design meeting will be held with the plant and City staff to review and discuss options for the wet weather equalization facilities.

Task 3 – Final Design

Following the Preliminary Design Review meetings, URS will prepare the Pre-Final (50%) and Final (95%) Design Packages. The resolution of issues raised at the Preliminary Design stage will be incorporated into the plans and specifications. A project cost estimate will be prepared and additional details added to the plans. A complete Project Manual, including bid forms, bonds and insurance requirements, agreement, technical specifications and general and special conditions will be compiled. Five sets of plans and two sets of specifications will be provided to the City for review. Draft plans and specifications will be submitted to the MDEQ following the 95% Design review as required by the milestone schedule.

Following the Final Design Review meeting, permit applications (including the Part 41 construction permit) will be completed for the City to submit (along with the plans and specifications) to the governmental authorities having jurisdiction to review or approve the final design documents. Permit fees will be the responsibility of the City. URS will assist in consultation with the appropriate authorities, as appropriate.

Following receipt of comments from the City and MDEQ, the Contract Documents will be finalized and submitted to MDEQ for approval.

A preliminary drawing list has been developed and is presented as an attachment.



Schedule and Fee Estimate

To meet the expected milestone schedule for a 4th Quarter 2012 SRF project, the following schedule is proposed:

- Kickoff Meeting/Site Visit 09/19/11
- Preliminary Design (Dye Testing) 09/26/11 – 11/18/11
- Preliminary Design (EQ Basin) 09/26/11 – 11/18/11
- Prel. Design Review Meeting 11/22/11
- Final Design 11/22/11 – 06/08/12
- 50% Final Design Review 01/20/12
- 95% Final Design Review 03/02/12
- MDEQ Draft Submittal 03/09/12
- MDEQ Final Submittal 05/05/12
- MDEQ Approval 06/08/12
- Bid Advertisement 06/08/12

URS is prepared to begin this project immediately upon written authorization. Based on the scope of services presented above, URS proposes a not-to-exceed fee of **\$900,000**. A breakdown of the work hours and fees is attached.

Assumptions

In preparing this proposal, certain assumptions have been made to establish the scope of services and estimated fees. These assumptions include:

- Catch basins that are found to be connected to the sanitary sewer will be designed for rerouting to the storm sewer, if a storm sewer is present in the immediate vicinity of the catch basin. If no storm sewer is available, the City will be consulted about the need for installing additional storm sewers. New storm sewers are not included in the scope of services.
- The City shall provide water for filling the water truck(s) at no cost to URS.
- The City shall provide URS staff access (consent) to enter upon public and private property as required for the performance of the Work.
- The City shall be responsible to provide, only if necessary, any sewer cleaning prior to any of the CCTV inspection of the sanitary sewer
- Bidding and Construction Services will be provided by a separate proposal.
- The City staff will coordinate the design activities associated with repair of clean-outs and/or disconnection of downspouts/gutters being performed through the City's maintenance budget.



We appreciate the opportunity to be of continued assistance to the City of Monroe. If you should have any questions or desire additional information, please contact me.

Sincerely,
URS CORPORATION

A handwritten signature in black ink, appearing to read "Jan. M. Hauser". The signature is written in a cursive style with a long horizontal stroke at the end.

Jan. M. Hauser, P.E.
Vice President

cc: T. Woodward - URS

PART I**Section B. Schedule of Compliance****1. Collection System and Treatment Facility Work Plan**

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

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

2. Electrical Upgrades

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

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



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: SUICIDE VIGIL IN LORANGER SQUARE

DISCUSSION: The City received a request from Rusty Davis, United Way of Monroe County, Inc. Program Manager, on behalf of the Suicide Prevention Committee, for permission to close East First Street on September 20, 2011. Specifically the request is to close East First Street between Monroe and Washington Street from 5:30 p.m. – 7:00 p.m. for their annual vigil.

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.

It is also suggested that the United Way of Monroe County contact the County Purchasing Department to reserve the pavilion.

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

CITY MANAGER RECOMMENDATION:

- For
 - For, with revisions or conditions
 - Against
 - No Action Taken/Recommended
- [Handwritten signature]*

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: 9/13/11

REVIEWED BY:

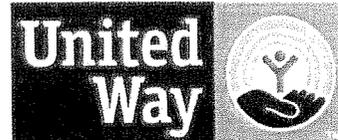
DATE:

COUNCIL MEETING DATE: 9/19/11

216 North Monroe Street
Monroe, MI 48162

www.monroeuw.org

(734) 242-1331 Phone
(734) 242-3378 Fax



United Way
of Monroe County

Executive Director
Connie L. Carroll

Board President
Linda McCormick

1st Vice President
Patricia Poupard

2nd Vice President
Lucina DeWalt

3rd Vice President
Molly Luempert-Coy

Treasurer
Dustin Leach

Immediate Past President
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Patricia Kosanovich
Molly Luempert-Coy

John Manor

James McDevitt

David J. Taylor

Jane Wolfenbarger

Campaign Chair
Bob Pinkston

9-13-2011

George Brown, City Manager
120 E. First Street,
Monroe, MI 48161

Dear George,

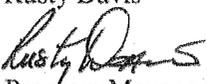
I am writing on behalf of the Suicide Prevention Committee, a sub-committee of the Human Services Collaborative Network.

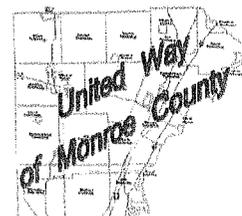
We are planning a Suicide Vigil in Loranger Square for September 20th from 5:30 pm until 7 pm. Suicide is a bigger problem in our community than most know and this is the seventh year we have conducted this vigil. It is a very sobering commemoration. Surviving family members, support staff and other supportive community members attend.

We usually have an opening musical presentation, two or three presentations by families of suicide, information about services and available help in the community followed by a closing musical piece and candle lighting. Our attendance is usually around 100 people.

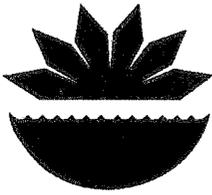
We are requesting the closure of First Street between Monroe Street and Washington Street during our Vigil.

Please let us know if you have any questions. Your favorable consideration is appreciated. If you have questions, I can be reached at 734-242-1331.

Rusty Davis

Program Manager
United Way of Monroe County
Phone: 734-242-1331
Fax: 734-242-3378



Our Mission Statement: Improve lives by mobilizing the caring power of Monroe County's communities.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Consider Awarding Two (2) Community Development Block Grant FIX Projects 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. To gain bids for the two current projects, area contractors qualified to complete the work were sent bid packages.

The first project is located on Riverview and involves replacing the home's windows, installing screen doors, upgrading the electrical service, repairing the front and rear porches, and other minor interior repairs needed within the home. To complete the work listed, the lowest bid of \$18,265 was submitted by Carter Building Services, with the other bid of \$24,400 coming from Global Green Services Group, LLC.

The second project is located on Palmwood and involves re-roofing the home, cleaning the gutters, replacing the screen doors, upgrading the electrical service and bringing the home's porches up to code. To complete the work listed, the lowest and best bid of \$15,655 was submitted by Carter Building Services. The other bid came from Global Green Services, LLC, and while it totaled \$14,600 it did not include a line item for the electrical upgrade. Since the cost of this line item is expected to exceed the \$1,055 difference in the two bids, it is recommended Carter Building Services be awarded the full contract rather than re-bidding the electrical service and awarding the balance of the work to Global Green Services.

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 City Council award two (2) Community Development Block Grant FIX contracts to Carter Building Services with a budget of \$18,265 plus an additional \$3,653 in contingencies for the Riverview project and a budget of \$15,655 plus an additional \$3,131 in contingencies for the Palmwood project. It is also recommended that City Council authorize staff to take the necessary steps to complete each project in compliance with federal regulations, including drafting agreements 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: N/A

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	\$ 46,918
Cost of This Project Approval	\$ 46,918
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

<u>SOURCE OF FUNDS:</u>	<u>City</u>	Account Number	Amount
	<u>Other Funds</u>	Community Development Block Grant 273.65.730.818.027	\$46,918

Budget Approval: _____

FACT SHEET PREPARED BY: Matt Wallace, Planner

DATE: September 13, 2011

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

DATE: September 13, 2011

COUNCIL MEETING DATE: September 19, 2011

Residential Rehabilitation
FIX Program
City of Monroe

BID DATE: September 2, 2011

BID TABULATION

CONTRACTOR	LICENSE	INSURE	Riverview	Palmwood
Global Green Services	X	X	\$24,400	\$14,600*
Carter Building Services	X	X	\$15,390	\$15,655

*did not include item for electrical service upgrade

PALMWOOD - Carter

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 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. (Do not replace basement windows)

Cost of Replacement Windows: \$ 6800.00

Install vinyl replacement double-hung windows with screens for the entire porch enclosure. These do not need to be Low-E glass since the porch is not a heated space.

Cost of Porch Windows: \$ 3090.00

Replace Roofing

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: 125 per sq' / Ln'

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: \$ 8170.00

Clean Gutters and Install leafguards

While replacing the roof, remove all debris from existing gutters and install a gutter guard that prevents further intrusion from leaves and other debris

Cost of Gutter Cleaning: \$ 450.00

Replace screen doors

Remove existing storm doors on side and rear of house. Install two (2) Triple track aluminum self-storing storm doors – (Trapp, Fox or equivalent)

Cost of Storm Doors: \$ 650.00

Electrical Service

Upgrade electrical to enable proper service to entire house
Install two (2) outlets with GFCI in kitchen

Cost of Electrical Work: \$ 1400.00

Side Porch and Handrails

Remove existing steps for dwelling's side entrance. Construct a small deck with landing and steps running parallel to the driveway (so homeowner doesn't have to open door while on steps). Ensure porch and steps have proper handrails.

For front porch and back porch, install handrails.

Add handrail on stairs going from side landing to kitchen

Add handrail on left side of interior stairs going from 1st floor to 2nd floor. Match existing materials as best as possible.

Cost of Porch and handrails: \$ 1785.00

Alternate: All items listed under "Side porch and handrails", except don't construct new porch for side entrance and just add handrail to existing steps.

Cost of alternate: \$ 1510.00

LEAD-BASED PAINT NOTICE

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.

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. The City of Monroe will pay to have the initial assessment completed as well as the first clearance test. **Any clearance tests required beyond the initial test will be paid for by the contractor.**

Please include anticipated costs related to lead-based paint in each of the individual items listed in these specifications. The total cost given under "Estimated Cost of Lead Safe Practices" is intended to show extra costs added to the project by meeting these requirements. **It is the city's intent that the Lead Safe Practices costs be included in the Total Project Cost listed above this item.**

Total Project Cost: \$ 22,345.00
OR Alternate 22,070.00

Estimated Cost of Lead Safe Practices: \$ 3,200.00

Homeowner Signature: 
(to verify site visit)

Carter Building Services, Inc.
7447 S. Telegraph Rd.
Temperance, MI 40182
734-847-7161

PALMWOOD - Global Green

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 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. (Do not replace basement windows)

Cost of Replacement Windows: \$ 13,200

Install vinyl replacement double-hung windows with screens for the entire porch enclosure. These do not need to be Low-E glass since the porch is not a heated space.

Cost of Porch Windows: \$ 3,600

Replace Roofing

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: \$ 40 per 15/ft

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: \$ 8,600

Clean Gutters and Install leafguards

While replacing the roof, remove all debris from existing gutters and install a gutter guard that prevents further intrusion from leaves and other debris

Cost of Gutter Cleaning: \$ 1,200.

Replace screen doors

Remove existing storm doors on side and rear of house. Install two (2) Triple track aluminum self-storing storm doors – (Trapp, Fox or equivalent)

Cost of Storm Doors: \$ 1,500

Electrical Service

Upgrade electrical to enable proper service to entire house
Install two (2) outlets with GFCI in kitchen

Cost of Electrical Work: \$ NO BID

Side Porch and Handrails

Remove existing steps for dwelling's side entrance. Construct a small deck with landing and steps running parallel to the driveway (so homeowner doesn't have to open door while on steps). Ensure porch and steps have proper handrails.

For front porch and back porch, install handrails.

Add handrail on stairs going from side landing to kitchen

Add handrail on left side of interior stairs going from 1st floor to 2nd floor. Match existing materials as best as possible.

Cost of Porch and handrails: \$ 2,400

Alternate: All items listed under "Side porch and handrails", except don't construct new porch for side entrance and just add handrail to existing steps.

Cost of alternate: \$ 900.

LEAD-BASED PAINT NOTICE

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.

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. The City of Monroe will pay to have the initial assessment completed as well as the first clearance test. **Any clearance tests required beyond the initial test will be paid for by the contractor.**

Please include anticipated costs related to lead-based paint in each of the individual items listed in these specifications. The total cost given under "Estimated Cost of Lead Safe Practices" is intended to show extra costs added to the project by meeting these requirements. **It is the city's intent that the Lead Safe Practices costs be included in the Total Project Cost listed above this item.**

Total Project Cost: \$ 31,400⁰⁰

Estimated Cost of Lead Safe Practices: \$ 4,000

Homeowner Signature:
(to verify site visit)



Riverview - Global Green

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 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: \$ 6,900

Screen Doors

Install Triple track aluminum self-storing storm door in the rear entrance - (Trapp, Fox or equivalent) - and replace existing storm door at front entry with the same.

Cost of Screen Doors: \$ 1,600

Repair Floors

Remove existing floor cover in kitchen and "mud room" (the room between kitchen and rear entry door). Inspect remaining floor to determine whether there is a subfloor. Install or repair subfloor as necessary. Install new linoleum to be selected by owner.

Cost of Kitchen Floor: \$ 6,100

Relocate bathtub in upstairs bathroom in order to remove existing floor cover and subfloor. Complete necessary repairs required where the existing floor has a hole (currently beneath bathtub). After structural repairs to floor have been made, install new subfloor and linoleum (to be selected by owner).

Cost of Bathroom Floor: \$ 2,900

Steps and Handrails

Rear Porch: Add handrail and guardrail to back porch. Both must be installed to code and guardrail should be painted to match existing color of porch.

Cost of Rear Porch: \$ 1,500

Front Porch: Replace steps, install handrail and repair floor panels between front door and porch steps. Paint steps and floor to match existing floor color.

Cost of Front Porch: \$ 3,000

Electrical Repairs

Ensure that receptacles in the nook area work. If they do not, install new receptacles.

Install GFCI protection for bathroom receptacle.

Install shorter downrod or re-install ceiling fan in living room as a "ceiling hugger".

Cost of Electrical Repairs: \$ 1,000

Other Repairs

Install return grate in dining room floor. The existing grate in the dining room floor is missing. Measure the existing hole and install a properly sized grate.

Repair exterior siding as necessary – there are areas around the house where the siding is pulling away or popping off the house. Assess where these areas exist and make necessary repairs.

Cost of Additional Repairs: \$ 1,400

LEAD-BASED PAINT NOTICE

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.

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. The City of Monroe will pay to have the initial assessment completed as well as the first clearance test. **Any clearance tests required beyond the initial test will be paid for by the contractor.**

Please include anticipated costs related to lead-based paint in each of the individual items listed in these specifications. The total cost given under "Estimated Cost of Lead Safe Practices" is intended to show extra costs added to the project by meeting these requirements. **It is the city's intent that the Lead Safe Practices costs be included in the Total Project Cost listed above this item.**

Total Project Cost: \$ 24,400

Estimated Cost of Lead Safe Practices: \$ 4,000

Homeowner Signature _____
(to verify site visit)

Riverview - Carter

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 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: \$ 5760.00

Screen Doors

Install Triple track aluminum self-storing storm door in the rear entrance – (Trapp, Fox or equivalent) – and replace existing storm door at front entry with the same.

Cost of Screen Doors: \$ 775.00

Repair Floors

Remove existing floor cover in kitchen and "mud room" (the room between kitchen and rear entry door). Inspect remaining floor to determine whether there is a subfloor. Install or repair subfloor as necessary. Install new linoleum to be selected by owner.

Ceramic Tile - per client

2.00 sq' allowance to purchase
Tile only

Cost of Kitchen Floor: \$ 3810.00

Relocate bathtub in upstairs bathroom in order to remove existing floor cover and subfloor. Complete necessary repairs required where the existing floor has a hole (currently beneath bathtub). After structural repairs to floor have been made, install new subfloor and linoleum (to be selected by owner).

Cost of Bathroom Floor: \$ 1940.00

Ceramic Tile per client
Allowance - 2.00 sq' to purchase Tile

Steps and Handrails

Rear Porch: Add handrail and guardrail to back porch. Both must be installed to code and guardrail should be painted to match existing color of porch.

Cost of Rear Porch: \$ 575.00

Front Porch: Replace steps, install handrail and repair floor panels between front door and porch steps. Paint steps and floor to match existing floor color.

Cost of Front Porch: \$ 1225.00

Electrical Repairs

Ensure that receptacles in the nook area work. If they do not, install new receptacles. Install GFCI protection for bathroom receptacle. Install shorter downrod or re-install ceiling fan in living room as a "ceiling hugger".

Cost of Electrical Repairs: \$ 910.00

Other Repairs

Install return grate in dining room floor. The existing grate in the dining room floor is missing. Measure the existing hole and install a properly sized grate.

Repair exterior siding as necessary – there are areas around the house where the siding is pulling away or popping off the house. Assess where these areas exist and make necessary repairs.

Cost of Additional Repairs: \$ 395.00

LEAD-BASED PAINT NOTICE

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.

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. The City of Monroe will pay to have the initial assessment completed as well as the first clearance test. **Any clearance tests required beyond the initial test will be paid for by the contractor.**

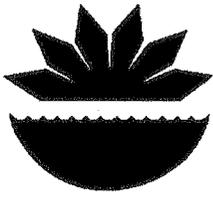
Please include anticipated costs related to lead-based paint in each of the individual items listed in these specifications. The total cost given under "Estimated Cost of Lead Safe Practices" is intended to show extra costs added to the project by meeting these requirements. **It is the city's intent that the Lead Safe Practices costs be included in the Total Project Cost listed above this item.**

Total Project Cost: \$ 15,390.00

Estimated Cost of Lead Safe Practices: \$ 2,875.00

Homeowner Signature: _____
(to verify site visit)

Carter Building Services, Inc.
7447 S. Telegraph Rd.
Temperance, MI 48182
734-847-7161



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Authorization of a grant application to the Michigan Council for Arts and Cultural Affairs for the Monroe Performing Arts Series.

DISCUSSION:

The City of Monroe puts on an annual concert in the park series, held weekly on Thursday or Friday from June through August. Funding for the series is obtained through a combination of general fund allocation, private contributions and grants. For the 2012 season, the Recreation Department has secured a majority of the performers and has estimated a total cost of \$10,397 to fund the series. The attached proposal is seeking \$4,000 in grant funding, which would reduce the anticipated subsidy from the General Fund. The funding would also allow the Recreation Department to enhance the summer concert series with a movie in the park.

The local match identified in the proposal would come from a combination of General Fund sources and private donations. For the 2011 series, the Recreation Department was able to secure \$2,500 in private donations. It is anticipated a similar amount in private donations will be secured for the 2012 series, providing a portion the local match requirement.

IT IS RECOMMENDED that City Council authorize City staff to submit the grant application to the Michigan Council for Arts and Cultural Affairs requesting \$4,000 for the Monroe Performing Arts Series and authorize the City Manager to execute the application and any required grant agreements.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: September 19, 2011

REASON FOR DEADLINE: Grant application deadline of October 1, 2011

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Recreation Department

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Department of Public Services, Department of Economic and Community Development

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 10,397.00 (est.)
	Cost of This Project Approval	\$ 3,897.00 (est.)
	Related Annual Operating Cost	\$ NA
	Increased Revenue Expected/Year	\$ 4,000.00*

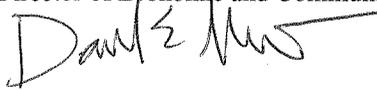
**Requested grant amount, if funded.*

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	General Contract Services	101-70.761.818.020	\$ 3,897.00 (est.)
	<u>Other Funds</u>		
	Private Contributions		\$ 2,500.00 (est.)
	Grants		\$ 4,000.00*

Budget Approval: _____

FACT SHEET PREPARED BY: Dan Swallow, Director of Economic and Community Development **DATE:** 9/14/11

REVIEWED BY: George Brown, City Manager



DATE:

COUNCIL MEETING DATE: September 19, 2011

for staff use
date received:
control number:

Michigan Council for Arts and Cultural Affairs

FY 2012 Minigrant Application

This application must be submitted by the deadline to be considered for funding. Before preparing the application, read the Minigrant Guidelines. Codes needed to complete your application are listed in the Minigrant Guidelines. (Authorized by Exec. Order 1991-92.)

SECTION 1: APPLICANT ORGANIZATION INFORMATION

Organization's Legal Name City of Monroe		Other Common Name, if applicable N/A		
Organization's Official Mailing Address 120 E. First St.		City Monroe	Zip code 48161	
Organization's Telephone Number 734-243-0700	Fax Number 734-243-8683	Office Hours 8am-4:30pm	Organization's County Name Monroe	County Code 58
Authorized Official's Name and Title (May NOT be Project Director) George Brown, City Manager		Organization's Website (URL), if applicable www.monroemi.gov		
Board Chairperson (MAY be Authorized Official) Robert Clark, Mayor		Board Chair's Address & Telephone Number 120 E. First St., Monroe, MI 734-384-9144		
Federal Identification Number 38-6004638	Status Code 08	Institution Code 37	Organization's Discipline Code 02	
U.S. Representative John Dingell		District Number 15		
State Senator Randy Richardville		District Number 17		
State Representative Dale Zorn		District Number 56		

SECTION 2: PROJECT INFORMATION

Project Title Monroe Performing Arts Series		Start Date June 14, 2012	End Date August 24, 2012
Project Director's Name and Title (May NOT be Authorized Official) Loretta LaPointe, Recreation Manager		Project Director's Email Address loretta.lapointe@monroemi.gov	
Project Director's Address 120 E. First St.		City Monroe	Zip Code 48161
Project Dir.'s Daytime Phone 734-384-9193	Office Hours 8:30 am-4:30 pm	Project's Discipline Code 02	Project's Primary County Name and Code Monroe 58
Have you applied, or are you planning to apply for other MCACA program grants (or Arts & Humanities Touring grant), for this project, or any overlap with this project? If Yes, which grant program? Yes* <input checked="" type="checkbox"/> No <input type="checkbox"/> Grant Program: Michigan Humanities Council Touring Program * NOTE: If you are awarded BOTH grants, you will be assigned the grant with the higher dollar amount			If Yes, for how much funding? \$280
Are you applying to any State of Michigan agency or department for support of this project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		If Yes, to which agency or department? If Yes, for how much funding?	

SECTION 3: PROJECT BUDGET SUMMARY (complete pages 2 and 3 first)

Total Match (Copy Box 1A, page 3) \$6,397	Total Income (Copy Budget Line 12) \$10,397	Total Expenses (Copy Budget Line 22) \$10,397
Minigrant Request (Copy Budget Line 9) \$4,000	Total Income must = Total Expenses; Matching Funds Test must be met	

SECTION 4: PARTICIPANT STATISTICS

Michigan Artists Participating 21	Dollars to Michigan Artists \$6,775	Total Artists Participating 77	Dollars to All Artists \$9,096
Number of Individuals Benefiting 10,000		Number of Youth Benefiting 3,000	

Applicant Organization's Name City of Monroe

Application Form, Page 2: PROJECT BUDGET

You must complete this form. It must be typed, complete, and accurate. Round dollars to the nearest whole dollar (do not include cents) and be sure that the budget balances. Note that In-Kind contributions are listed twice – as income for the value of donated services or products as well as expenses (for the cost of service or product if it was purchased). The total should be the same.

PROJECT INCOME	CASH		IN-KIND
EARNED INCOME:			
Line 1 Total Admissions (i.e. Ticket Sales)			
Line 2 Total Other Earned Income			
Line 3 TOTAL EARNED INCOME (Add Lines 1+2)			
UNEARNED INCOME:			
Line 4 Donations & Private Grants (from Corporations, Private Foundations and Individuals – NOT Government Grants) How much of Line 4 has been received or promised? _____			
Line 5 Grants from Public Sources (i.e. Government Grants) How much of Line 5 has been received or promised? _____			
Line 6 Total Other Unearned Income (i.e. Endowment Funds)			
Line 7 Applicant Cash (contributed from the Organization)	\$6,397		
Line 8 TOTAL UNEARNED INCOME (Add Lines 4+5+6+7)		\$6,397	
Line 9 MINIGRANT REQUEST (Amount you are asking for)		\$4,000	
Line 10 TOTAL CASH INCOME (Add Line 3 + Line 8 + Line 9)		\$10,397	
Line 11 TOTAL IN-KIND SUPPORT (Copy from Line 21)			
Line 12 TOTAL PROJECT INCOME (Add Line 10 + Line 11)			\$10,397

PROJECT EXPENSES	CASH	IN-KIND	MCACA \$
Line 13 Total Staff costs (Administration, Operations, Marketing, Artistic.)	\$1,120		
Line 14 Total Non-staff costs (All Contractual Artists, Technicians, etc.)	\$9,096		\$4,000
Line 15 Space Rental			
Line 16 Travel			
Line 17 Marketing, Promotion, Publicity	\$181		
Line 18 Capital Expenses and Acquisitions (i.e. equipment, building, etc.)			
Line 19 Total Other Expenses			
Line 20 TOTAL CASH EXPENSES (Must equal Line 10) Add Lines 13-19, Cash Column	\$10,397		
Line 21 TOTAL IN-KIND EXPENSES (Must equal Line 11) Add Lines 13-19, In-Kind Column			
Line 22 TOTAL PROJECT EXPENSES (Must equal Line 12) Add Lines 20 + 21			\$10,397

Applicant Organization's Name: City of Monroe

Application Form, Page 3: Total Match, Matching Funds Test, and Assurances

Using Project Budget information (Application Form, Page Two), complete the following:

TOTAL MATCH	Add Line 3 + Line 8 + Line 11	BOX 1A	\$6,397
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MATCHING FUNDS TEST	Enter Minigrant Request (Copy from Line 9)	BOX 1B	\$4,000
	Multiply Line 1B by 2, and enter in Line 2B	BOX 2B	\$8,000
	Enter Total Expenses (Copy from Line 22)	BOX 3B	\$10,397

Test: The Number in Box 3B (Total Expenses) must be equal to or greater than the number in Box 2B.

Using information from the Project Budget, Total Match, and Matching Funds Test (above), complete the Project Budget Summary (Application Form, Page One, Section 3).

ASSURANCES	Your organization's Authorized Official must sign this <i>Assurances</i> section, which must bear the signature of an individual with legal authority to obligate your organization.
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If a grant is awarded, the applicant gives assurance that:

- A. grant funds will be administered by the applicant,
- B. funds received under this grant will not be used to supplant funds normally budgeted for same and that funds received will be used solely for contracted Minigrant activities,
- C. the applicant has read and will conform to the Minigrant guidelines,
- D. the filing of this application by the undersigned individual who is officially authorized to represent the applicant organization, has been duly approved by, or will be approved by the governing board of the applicant organization.

The filing of this application was approved by the applicant organization's governing board on

September 19, 2011

enter date board approved your filing of this application

or

The filing of this application is scheduled to be approved by the applicant organization's governing board on

_____.
enter date board will approve your filing of this application

Authorized Official (May NOT be the Project Director) :

George Brown, City Manager

Type Name

Signature and date *Assurances* was signed

If the filing of this Minigrant application has not yet been authorized by your governing board, notify your Regranting Agency of the action taken as soon as possible. If notification is not received prior to application review, your project may not be recommended for funding.

Applicant Organization's Name City of Monroe

Application Form, Page 4: CHECKLIST

The following forms and attachments make up your application packet. As you are assembling and checking off the following items, be sure that you include the minimum number of pages, but not more than the number of pages allowed. See the Minigrant Guidelines for complete instructions on assembling and mailing your application.

PLEASE USE BOXES (☐) NEXT TO EACH ITEM BELOW, TO CHECK-OFF (✓) THE NUMBER OF PIECES THAT YOU INCLUDE IN YOUR APPLICATION PACKET.

APPLICATION FORM

You must submit the original 4-page MCACA Minigrant application form plus 5 copies of the form (6 total). Be certain that each section of each page is complete and accurate.

- Page One (Cover page).....
- Section 1: Applicant Organization Information
- Section 2: Project Information
- Section 3: Project Budget Summary
- Section 4: Participant Statistics
- Page Two (Project Budget page).....
- Page Three (Total Match, Matching Funds Test, and Assurances).....
- Page Four (Checklist---this page).....

REQUIRED ATTACHMENTS

The following must be attached to each application form. Be certain that each is complete and accurate:

- Attachment 1: Project Narrative (No more than 3 pages).....
- Attachment 2: Budget Itemization (No more than 2 pages).....
- Attachment 3: Proof of Non-Profit Status (1 page).....
- Attachment 4: Board of Directors List (No more than 1 page)
- Attachment 5: Project Director's Resume or Bio Information (No more than 1 page)
- Attachment 6: Artist(s) Resume or Bio Information (No more than 1 page, per artist)
- Attachment 7: Organizational Profile / history (No more than 1 page)
- Attachment 8: CDP Funder Report

OPTIONAL ATTACHMENTS: Support Materials

The following may be attached to EACH of the application packets, and are encouraged, but not required: brochures, programs, reviews, newsletters, artists' multi-page curriculum vitae, etc. Please note, you have the option to include links to these materials online in your narrative or to send paper copies with your full application.

- Attachment 9: Support Materials (No more than 5 items)

KEEP COPIES OF EVERYTHING YOU SUBMIT – APPLICATIONS WILL NOT BE RETURNED

**Mail your application packet to:
 Attention: Cindy Johnson
 The Arts Alliance
 202 East Huron Street, Suite 202
 Ann Arbor, MI 48104**

A. Project Description, Management, and Feasibility

What is your project? The Monroe Performing Arts Series is held weekly on Thursday or Friday, from June 14 through August 24, 2012. We will present 2 (two) court dances, 1 (one) Movie in the Park, and 7 (seven) concerts. This series is held in St. Mary's Park, centrally located in downtown Monroe. All events are free and open to the public. Local artists from the Monroe Area Art League and Magic Brush attend each event. The artists set up as a group and encourage all to view the process by which they create art in different mediums; painting with oils, acrylics, watercolor, and woodworking. Court Dances serve as a vehicle to get seniors moving through dance and socializing. Approximately 16,000 people attended the series in 2011. It is our goal that the Monroe Performing Arts Series provide access to free cultural arts opportunities, promoting quality of life, and community cohesiveness for all who attend.

When and where will it take place? Is the location accessible, safe, and appropriate for the project? The series is held in St. Mary's Park, 111 W. Elm Ave, Monroe, MI 48161, beginning June 14, ending August 24, 2012. The band shell, shelter, and restrooms are handicap accessible. The park is approximately one half mile from the City of Monroe Police station. Ample handicap accessible parking is available in the adjacent parking lot and across the bridge in public parking connected by a foot bridge over the River Raisin.

Who is involved, and how many participants are you expecting? The event has grown from 5,600 attendees in 2005 to over 16,000 in 2011. It is estimated that 10,000 individuals attend, with some repeat attendance. One City of Monroe Recreation full time staff member oversees the event. One part time recreation staff member is on duty at each event. The part time staff person coordinates the arrival of the bands and oversees operations of the park, making sure patrons are safe and events are held in a timely and orderly fashion.

Management: Who is the Project Director? For well over 20 years, the Recreation Manager for the City of Monroe has planned and hired all performers, coordinated, and budgeted for the series. Since taking over the concerts in the Park in 2008, the current Recreation Manager has expanded the series and attendance has nearly tripled in the last 4 years. The City of Monroe has received the Michigan Arts and Humanities Touring grant several times and has satisfactorily completed all paperwork and reports.

Feasibility: Is there a reasonable number / amount of people, activities, space, funds, and time to successfully complete this project? Yes, planning is done well ahead of time. Donations are sought from local businesses to aid with the costs of the series, but cover only a small portion of the total costs. City staff supports the marketing and organization of the event, ensuring adequate staff support and coordination.

City of Monroe

How will you evaluate the project? A questionnaire will be available for event participants to express their ideas and give feedback. Attendance records are kept, and at the end of the series these factors are used to determine the success of the series. The City also regularly solicits input through our annual newsletter and publishes staff contact information.

B. Artistic / Cultural Merit

Who are the artists involved and who were they chosen? The musicians are chosen for their contribution to a specific genre of music for a well rounded offering. Ethnic music is chosen when possible to encourage attendees to appreciate culture and heritage. Two years ago the Gratitude Steel Drum Band was hired to introduce island music with instruments not locally used. Linda Lee, who performs regularly for The Bavarian Inn in Frankenmuth, has been chosen for this series specifically to recognize the German heritage of the residents of Monroe. Being a small rural town, concert goers seem to prefer and respond to familiar music. The Johnny Knorr orchestra has been playing big band music for decades. Many people that attend this concert are elderly and remember the times during which big band music was popular. All artists have been contacted and agreed by contract to participate in the series for 2012. The Air National Guard of the Great Lakes Band will contribute greatly to the classical, patriotic and jazz portion. All musicians are contracted through the city on an equal basis of pay and working conditions.

Two local art groups; the Monroe Art League and Magic Brush were invited to share their talents and art by working on actual art projects that include painting and wood carving during the events. These artists love to create and welcome event attendees to chat and watch as they create. It is an excellent opportunity to see on a practical level what tools they use and how an idea takes form and shape. The intent is to remove barriers and broaden interests by bringing the artistic process up close and personal in a low key, casual, and encouraging venue.

The Court Dances were held at St. Mary's Park tennis courts in the 50s through the late 60s. Residents had expressed a desire to resurrect that event. In 2010, the court dance made a comeback to the delight of the original crowd. It went so well in fact, that two dances were held in 2011 and two are planned for 2012. Many people are not able to dance, but enjoy very much getting out, seeing old friends, and enjoying the music of their teen years. Only music from the 50's and 60's is played. Two local car clubs from the area park vintage cars in the park, allowing seniors to reminisce about times gone by. This is a significant opportunity for seniors to socialize, exercise while dancing, and enjoy a safe, free event in the park.

As the county seat of a rural county, the Monroe Performing Arts Series is the only free ongoing summer event in the county. The City of Monroe has sought to engage the highest quality artists our budget allows to provide for the most professional performances possible. Since many residents are not able to afford venues that charge or would involve a

commute to another county for free entertainment, this series is essential to provide high quality entertainment for all residents, regardless of income.

C. Community Impact

The community has given very positive feedback about the concert series, expressing the desire for the series to grow. It has become an important event that all may attend and participate in for free in a centrally located park. It provides a weekly opportunity for residents to get out, enjoy themselves, and feel part of their community. Many participants walk or bike to the events. The series is advertized in the Recreation Department spring newsletter. The newspaper has enthusiastically contributed by voluntarily covering each event as a feature article the week before it happens, including location, time, what to bring and what is provided at the park. This has increased our marketing ability for no cost, allowing us to put our funds towards the entertainment itself. The newsletter is linked through our website. Our newsletters are also placed at Sterling Sate Park to invite those camping to join us. The campers can drive, or the park is now connected by the River Raisin Heritage Trail, enabling park users to ride the 1.5 mile trail that connects the City of Monroe to Sterling State Park. Weekly reminders are made on the City of Monroe Facebook page.

St. Mary's Park is located in the middle of the city, giving ample opportunity for bikers, walkers, and drivers to reach the events with minimal effort. Certain concerts are tailored for seniors such as the Johnny Knorr Orchestra and Linda Lee. One of the local independent living centers for seniors provides free transportation to the park for its residents.

Drawing as many as 5,000 people per concert into the downtown area encourages economic impact to our restaurants, gas stations, and businesses. The Monroe Performing Arts Series plays an important supporting role in the City of Monroe throughout the summer. With challenging economic times, the court dances, movie, art appreciation, and concerts in the park provide a high quality arts and culture venue for city and county residents to enjoy a free evening in the park.

BUDGET ITEMIZATION

Artist / Group Name	Total Compensation	Type and Number of Activity
1. Court Dance: Bruce Bezeau	\$450	2 Court Dances
2. Linda Lee	\$650	1 Concert
3. Wildfire	\$725	1 Concert
4. Air National Guard Band of the Great Lakes	0	1 Concert
5. Lady Luck	\$750	1 Concert
6. Guy Loius	\$700	1 Concert
7. SHOUT! Beatles Tribute	\$2,000	1 Concert
8. Johnny Knorr Orchestra	\$1,600	1 Concert
9. Paul Adams; Great Outdoor Movies	\$1,500	Furnish equipment/show 1 movie
10. Swank Motion Pictures	\$721	Movie rental / license Mary Poppins
11. Staff costs	\$1,120	(PT \$500) (FT, 20 hrs @ \$31/hr)
12. Newsletter Advertising	\$181	Full page of the Recreation newsletter
Total	\$10,397	



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: RETIREE HEALTH CARE BENEFITS FOR NON BARGAINED FOR EMPLOYEES

DISCUSSION: The purpose of the attached revised policy is to update the current retiree health care benefits that are now provided for all regular full-time, non-union employees and retirees and their spouses. In addition, new language has been inserted for those employees who elect to participate in the deferred retirement option plan (DROP), if approved by Council. It also includes language for the City's Retiree Health Care Savings Program which affects employees hired on or after July 1, 2008; language defining the time frame in which monthly premiums costs must be paid and new language for the non-union group to start contributing 3% to the City's Retiree Health Care fund, effective January 1, 2013.

I respectfully recommend that the Mayor and City Council approve the revised Retiree Health Care Policy and direct City administration to proceed with implementation.

CITY MANAGER RECOMMENDATION:

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

[Signature]

APPROVAL DEADLINE: September 19, 2011

REASON FOR DEADLINE:

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Peggy A. Howard, Human Resources Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: Peggy A. Howard, Human Resources Director *P. Howard* **DATE:** September 15, 2011

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/19/11

Section Name: Human Resources Effective Date: June 2, 2008
Section Number: 400 Date of Revision: July 7, 2008
Policy Number: 002 **Date of Revision: September 19, 2011**
Page: 1 of ___

Subject: Retiree Health Care Benefits

1. Purpose: The purpose of this policy is to provide health care benefits to certain Retirees commencing at the time of their retirement, if they are eligible to receive and elect coverage under the policy and also receive monthly benefits under the City of Monroe Employees' Retirement System (the "Retirement System"). This policy also provides health care benefits to the Retiree's current Spouse, as defined in this policy.

2. Statement of Policy:

2.1 Eligibility Requirements. To be eligible to receive health care benefits under this policy, an individual must:

- a) be a Retiree, or the eligible Spouse of a Retiree, who has enrolled for benefits under this policy;
- b) have been employed by the City in a regular full-time non-union capacity on or before June 30, 2008;
- c) timely pay all applicable monthly premiums under this policy; and
- d) enroll and maintain his/her participation in Medicare Part B, upon attainment of Social Security Normal Retirement Age, or have been entitled to Social Security Disability Benefits for two years, or have end-stage renal disease, whichever is earlier. (Note: The Retiree and, where applicable, the Retiree's Spouse, shall be responsible for all associated costs of Medicare Part B enrollment and participation.)

Only a Retiree who retires from the City and immediately commences receiving payments, **or an employee who elects to participate in the deferred retirement option plan (DROP)**, under the Retirement System and simultaneously requests benefits to commence under this policy will be eligible for benefits under this policy. A Retiree who does not elect immediate commencement of benefits under the Retirement System and this policy will not be eligible to commence benefits under this policy at a later date.

2.2 Commencement of Participation. A Participant shall begin receiving benefits under this policy on the first day he or she satisfies the eligibility requirements set forth above, provided the individual has enrolled for coverage on such date.

2.3 Enrollment.

- a) Enrollment Forms. A Retiree and Spouse may enroll for coverage on a form or forms provided by and filed with the City. In connection with his/her enrollment for coverage, a Retiree and Spouse shall furnish all pertinent information requested by the City, including but not limited to the names, relationships and birth dates of the Retiree's Spouse. The City may rely upon all such forms and information furnished.
- b) Spouses. The current Spouse of a Retiree shall be eligible for coverage as provided under the terms of this policy. A Retiree who remarries after the effective date of his or her retirement is not permitted to add a new spouse for coverage under this policy. A Spouse who is enrolled under this policy at the time of the Retiree's death may continue to participate in the health care benefits provided under this policy as long as he or she continues to receive the Retiree's Survivor benefits under the Retirement System. If a deceased Retiree's current Spouse remarries, health care benefits under this policy shall not be available to the new spouse.

2.4 Termination Events. Except as provided in this policy, participation in the health care benefits shall terminate in accordance with this policy on the earliest of:

- a) the termination of this policy;
- b) a Participant's non-payment of any required contributions to the City;
- c) the death of the Participant;
- d) the loss of Spouse Status; or
- e) failure to enroll for **and maintain** Part B Medicare Benefits upon reaching Social Security Normal Retirement Age, if the Participant is eligible for such benefits.

2.5 Scheduled Benefits.

- a) **Except for the employees described in 2.5b below, the City shall provide each regular full-time non-union employee hired on or before June 30, 2008, and who retires on or after July 1, 2008, and, if elected, the Employee's eligible Spouse, the same health care benefits in retirement that the City provides its active non-union employees until the Retiree becomes eligible for Medicare.**

~~If the Retiree or the Retiree's Spouse is not eligible to participate in Medicare, coverage shall continue to be provided at the same health care benefit levels and illustrated premium costs as the City provides for its active employees. The City hereby expressly and unqualifiedly reserves the right to change such benefits from time to time for the Retiree and his/her Spouse, to reflect the changes in coverage the City provides its active employees.~~ **Until the retiree, and his/her eligible spouse becomes eligible for Medicare, the healthcare benefit plans to be provided under this provision shall be the same as those the City provides its active non-union employees. For each year of credited service¹ (up to a maximum of 25 years credited service), the City will pay an amount equal to 4% of its share of the illustrated premium cost of coverage of the Plan selected by the retiree and, where applicable, his/her eligible spouse.² Retirees, and, where applicable, his/her eligible spouse shall pay the remaining portion of all costs, if any, of the plan selected. The retiree's and, where applicable, spouse's contributions, shall be made through automatic withholding from their monthly pension benefits.**

When the retiree and his/her spouse become eligible for Medicare Part B benefits the City shall provide the retiree and his/her spouse Blue Cross Supplement Plan benefits, which Plan shall have the same prescription drug benefits the City thereafter provides its active non-union employees.³ The City will pay the same percentage share of the cost of such Blue Cross Supplemental and prescription drug benefits for eligible retirees and spouses becoming entitled to Medicare. Retirees shall pay the

¹ For the purposes of this provision, credited service shall be defined under the City of Monroe Employees' Retirement Ordinance.

² For that period preceding eligibility for Medicare, the Employer's contribution, in combination with any state or federal subsidy, on behalf of a retiree (including his/her eligible spouse) with 25 or more years of service shall not be less than what it would have been required to contribute toward the illustrated premium cost of coverage for the retiree and his/her eligible spouse, whatever may be applicable, under the health care plan requiring the lowest Employer contribution at the time the retiree commenced his/her retirement. The Employer's minimum contribution on behalf of retirees (including their eligible spouse) with less than 25 years of credited service shall be determined by multiplying that percentage of premium to which the retiree is entitled based upon his/her credited service by the illustrated premium cost of coverage for the retiree and his/her eligible spouse, whatever may be applicable, under the health care plan requiring the lowest Employer contribution at the time the retiree commenced his/her retirement.

³ Retirees and/or his/her eligible spouses who do not meet the eligibility requirement for Medicare benefits shall continue to receive the health care benefits for which they are otherwise eligible under this policy.

remaining portion of such costs, if any, through automatic withholding from their monthly pension benefits. Retirees and eligible Spouses participating in the Part B Medicare Program shall be permitted to participate in the Blue Cross Supplemental Plan provided by the City, which Plan shall have the same prescription drug benefits the City thereafter provides its active employees. The City hereby expressly and unqualifiedly reserves the right to change such benefits from time to time for the Retiree and his/her Spouse, to reflect the changes in coverage the City provides its active employees. The City will pay the same percentage share of the cost of such Blue Cross Supplemental and prescription drug benefits for eligible retirees and spouses as it paid prior to their entitlement to Medicare. Retirees shall pay the remaining portion of such costs, if any, through automatic withholding from their monthly pension benefits. In the event the retiree's required contributions toward the premium exceeds the retiree's monthly pension benefits, the City will invoice the retiree or his/her eligible spouse for the remaining balance of the necessary payments. The City will terminate the retiree's and/or spouse's health care benefits if the retiree or spouse fails to timely pay all applicable monthly premiums within (30) days of the invoice due date. A retiree's or spouse's failure to receive an invoice from the City does not constitute just cause for not making timely payments.

~~For each year of service (up to a maximum of 25 years service) as a former employee of the City, the City will pay cost of coverage under its for the Retiree and, where applicable, his or her eligible Spouse. Retirees shall pay the remaining portion of all costs, if any, of the plan selected. The Retirees contributions shall be made through automatic withholding from his or her monthly pension benefits.~~

Each Retiree shall annually provide the City's Human Resources Department a signed affidavit indicating whether or not he and his Spouse is employed and/or receiving health care benefits through another source. Retirees who fail to report such employment and/or receipt of health care benefits from another source, or falsify such affidavit, shall forfeit all health care benefits under this policy for himself and his Spouse. To receive benefits under this policy, Retirees and Spouses must cooperate in the coordination of coverage to limit the City's expense.

In the event a Retiree obtains employment following his/her retirement from the City and is provided health care benefits equal to or better than those provided to the Retiree by the City through that employment, the City shall not provide coverage while the Retiree is so employed. Upon termination of subsequent employment, the

Retiree, after giving notice to the City, shall be eligible to have his health care benefits reinstated.

Notwithstanding the foregoing, if the Retiree is employed long enough to obtain retiree health benefits through another Employer and such benefits are equal to or greater than those provided to the Retiree by the City, the City shall have no further obligation to provide health care benefits to the Retiree.

- b) **Non-union members of the Division of Public Safety or Police Department or Fire Department, who were employed by the City prior to July 1, 2008, and retire or enter the DROP program under the Retirement System prior to January 1, 2012, shall be eligible to receive the same retiree health care benefits under the same terms as those provided to members of the City of Monroe Command Officers Association of Michigan or the Monroe Firefighters Association in effect at that time.**

2.6 Coordination of Benefits.

- a) General Rule. The City intends that this policy shall provide each Participant with payments toward eligible health care expenses incurred by the Participant as a Retiree and, if eligible, the Retiree's Spouse. The City does not intend that payments made under this policy and any other health care plan shall exceed the amount of the expenses incurred. For this reason, this policy coordinates benefits with other health care plans in accordance with applicable Michigan law.
- b) Reimbursement. If an expense is paid by the City on behalf of a Retiree or a Retiree's Spouse, and such expense subsequently is paid from any other source, in whole or in part, the Retiree or Spouse shall remit to the City an amount equal to the duplicated benefit. In addition, the City may reimburse any other health care plan, person or entity that has paid an expense on behalf of a Retiree or Spouse that is an expense payable under this policy. In such event, the City shall be relieved of all further responsibility with respect to that expense.

2.7 Employees Hired On or After July 1, 2008.

All employees hired on or after July 1, 2008, are excluded from retiree health care coverage provided in Section 2.5 above.

2.8 Retiree Health Care Savings Program

All regular full-time non-union employees hired on or after July 1, 2008, are excluded from retiree health care benefits provided in Section 2.5 above. In lieu of said benefits, all regular full-time employees hired on or

after July 1, 2008, shall participate in a Retiree Health Care Savings Program. All covered employees and the City shall contribute to the Plan. Employees employed from July 1 through June 30 of each year shall contribute 3% of the average annualized base wages of all regular full-time employees of the City of Monroe, which amount shall be calculated based upon the wages paid on June 30 of each year. (Note: Once this amount is determined it shall not later be adjusted to account for changes in the workforce or compensation preceding the next following June 30.) The employee's contribution shall be paid through automatic payroll withholdings in 26 equal biweekly increments during the 12 month period commencing July 1 extending through and including the following June 30. The City shall contribute an equal amount to the Plan on behalf of each employee concurrent with the employee's contribution. Employees employed less than a full 12 month period extending from July 1 - June 30 shall make prorated contributions. Such contributions shall be payable during the period of their actual employment in biweekly increments equal to 1/26th of the maximum amount subject to contribution by individuals employed the entire 12 month period.

- 2.9 **Retiree Health Care Fund.** Effective January 1, 2013, non-union employees hired on or before June 30, 2008, shall contribute 3% of the average annualized base wages of all regular full-time employees of the City to the City's Retiree Health Care Fund, which amount shall be calculated based upon the wages paid on June 30 of each year. (Note: Once this amount is determined it shall not later be adjusted to account for changes in the workforce or compensation preceding the next following June 30.) The employee's contribution shall be paid through automatic payroll withholdings in 26 equal biweekly increments during the 12 month period commencing July 1 extending through and including the following June 30. If the employee quits or leaves City employment for any reason and is ineligible for retiree health care benefits, the employee shall be refunded the amount he contributed to the Retiree Health Care Fund. Interest will be credited in the same manner as employee contributions to the pension fund.

3. **Definitions:**

- a) "**Employee**" means a regular full-time, non-union employee of the City of Monroe who was hired on or before June 30, 2008, and is eligible to participate in the Retirement System. All other non-union employees of the City of Monroe are not eligible to receive benefits under this policy.
- b) "**Participant**" means a Retiree or the Spouse of a Retiree covered by this policy at the time of the Employee's retirement.

- c) "City" means the City of Monroe, Michigan.
- d) "Retiree" means an individual who, on or after July 1, 2008, enrolls for benefits under this policy, satisfies all eligibility requirements for benefits under the policy, has retired from the City, receives monthly retirement benefits from the Retirement System and who, immediately before the individual became an active retirant under the Retirement System, was contributing to the Retirement System as an Employee.
- e) "Spouse" means a Retiree's spouse by legal marriage at the time of the Employee's retirement, and provided that the marriage status exists at the time expenses for medical claims under this policy are incurred. A Retiree who remarries after the effective date of his or her retirement is not eligible to add a new spouse for coverage under this policy. A Spouse who is covered under this policy at the time of a Retiree's death may continue to participate in the benefits provided under this policy as long as the Spouse receives the Retiree's survivor payments under the Retirement System. If the Spouse of a Retiree remarries after the Retiree's Death, his or her new spouse is not eligible to receive coverage under this policy.
- f) "**timely pay**" means **all applicable monthly premiums or retiree contributions to the premiums under this policy must be paid within thirty (30) days from the due date of the invoice.**

- 4. Application: This policy shall supersede and cancel all prior policies and actions of the City Council related to health care benefits for Retirees and their eligible Spouses as defined above.
- 5. Responsibility: The Human Resources Director or designee shall be responsible for implementing and overseeing this policy.
- 6. Administrative Procedure: None
- 7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe City Council, dated June 2, 2008.

Revised pursuant to action of the Monroe City Council, dated July 7, 2008.

Revised pursuant to action of the Monroe City Council, dated September 19, 2011