
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
TUESDAY, JANUARY 17, 2012
7:30 P.M.
AMENDED**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PRESENTATION.

Presentation by Mayor Clark, Certificate of Commendation for Reid Heiser.

V. PUBLIC HEARING.

252 Public hearing for the purpose of reviewing and hearing comments on Proposed Ordinance No. 11-010, an Ordinance to amend several sections of Chapter 127, Retirement, Article I, Municipal Employees' Retirement System, and establish Article IV, Denial of Claim; Appeals, of the Code of the City of Monroe. There are no comments on file in writing in the Clerk-Treasurer's Office.

VI. COUNCIL ACTION.

252 Proposed Ordinance No. 11-010, an ordinance to amend several sections of Chapter 127, Retirement, of the Code of the City of Monroe, up for its final reading.

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

A. Approval of the minutes of the Regular Meeting held on Tuesday, January 3, 2012 and Minutes of the First Meeting of the New Council held on Tuesday, January 3, 2012.

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

- 1 Earth Day Committee Banner Request.
 1. Communication from the City Manager's Office, reporting back on a request from Mary Conner on behalf of The Earth Day 2012 Steering Committee for permission to display vertical pole banners on Monroe Street and an overhead banner across Monroe Street from April 9-30, 2012 announcing Earth Day, and recommending that Council approve the request.
 2. Supporting documents.
 3. Accept, place on file and the resolution be adopted.
- 2 Annual Earth Day Activities and Street Closure Request.
 1. Communication from the City Manager's Office, submitting a request from Mary Conner on behalf of The Earth Day 2012 Committee for permission to hold the annual Earth Day Celebration and to close East First Street between Monroe and Macomb Street and Washington Street between East Second and East Front Street on April 21, 2012 from 10:00 a.m. – 2:00 p.m. for the Earth Day Celebration, 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.
- 3 Monroe County Civil War Fallen Memorial Monument Dedication at Soldiers and Sailors Park.
 1. Communication from the City Manager's Office, submitting a request from the Planning Committee for assistance from the City to hold the Memorial Dedication and to close E. Front Street between Scott Street and east of Jerome Street (near the tennis courts to Blossom Lane), use of the city's portable stage, rental of portable toilets, bleachers, etc on Sunday, May 27, 2012 at Soldiers and Sailors Park and the Sawyer House, and recommending that Council approve the proposed request and 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.
- 4 11th Annual River Raisin Jazz Festival Service Contract.
 1. Communication from the City Manager's Office, reporting back on a request from the Monroe Convention & Tourism Bureau for permission to use St. Mary's Park to hold the 11th Annual River Raisin Jazz Festival on August 11 & 12, 2012, for the City to help sponsor the event, to close Elm Avenue from Borgess Avenue to North Monroe Street, VIP parking spots in St. Mary's parking lot, police security in Park from Friday – Sunday, clean-up of city park, install fencing around VIP viewing area, install flags and banners, signage to parking, provide bleachers, porta-potties, and garbage cans, etc., and any other touch up or clean up necessary to make the park area presentable, and recommending that Council approve the request contingent upon passage of the 2012 budget and inclusion of the funding for the event, items being met as outlined by the administration, as well as the signing of this contractual services agreement between the City and the Monroe County Convention & Tourism Bureau for the production of the 2012 River Raisin Jazz Festival, 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.
- 5 Letter of Understanding to Rehire Previous Firefighters.
1. Communication from the Director of Human Resources, submitting a Letter of Understanding between the City and the Monroe Firefighters, IAFF, Local 326 to facilitate the possible reemployment of two former employees, and recommending that Council approve the attached Letter of Understanding and authorize administration to execute the Agreements.
 2. Supporting documents.
 3. Accept, place on file and the recommendation be carried out.
- 6 Consider Awarding Community Development Block Grant FIX Project to Pranam GlobalTech.
1. Communication from the Director of Economic & Community Development, reporting back on bids received for the Community Development Block Grant Program FIX project, and recommending that Council award this Community Development Block Grant FIX contract to Pranam GlobalTech with a budget of \$22,900 plus an additional \$2,099 in contingencies, 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.
- 7 Extending Moratorium on Growing, Sale and Dispensing of Medical Marihuana.
1. Communication from the Director of Economic & Community Development, submitting a proposed resolution to extend the moratorium on the growing, sale and dispensing of medical marihuana, and recommending that council extend the Moratorium to allow additional time for the courts to rule on the pending cases related to the MMMA and for the state legislature to act on the proposed bills that would clarify permitted uses under the MMMA; that Council extend the moratorium on the submission or receipt of applications, and any and all City permits, licenses or approvals for the growing, sale or dispensing of medical marihuana within the City of Monroe in accordance with the attached resolution.
 2. Supporting documents.
 3. Accept, place on file and the resolution be adopted.
- 8 North Monroe Street Pump Station Modifications Bids.
1. Communication from the Director of Engineering & Public Services, reporting back on bids received for the North Monroe Street Pump Station modifications, and recommending that Council award the above contract to Salenbien Trucking & Excavating, Inc., in the amount of \$28,893.60, and that a total of \$30,340 be encumbered to include a 5% project contingency, and further recommending that the Mayor and Clerk-Treasurer be authorized to sign the contracts on behalf of the City of Monroe.
 2. Supporting documents.
 3. Accept, place on file and the recommendation be carried out.

- 9 2012 Sanitary Sewer Rehabilitation Program Bids.
1. Communication from the Director of Engineering & Public Services, reporting back on bids received for the 2012 Sanitary Sewer Rehabilitation program, and recommending that Council award the above contract to Lanzo Lining Services, Inc., in the amount of \$406,214 and that a total of 446,834 be encumbered to include a 10% project contingency, and further recommending that the Mayor and Clerk-Treasurer be authorized to sign the contracts on behalf of the City of Monroe.
 2. Supporting documents.
 3. Accept, place on file and the recommendation be carried out.
- 10 West Front Street FIX Project Change Order.
1. Communication from the Director of Economic & Community Development, submitting a change order to the West Front Street FIX project, and recommending that Council amend the existing contract with Pranam GlobalTech to \$24,999 to reflect the amount needed to complete the work described above, \$24,212, and a contingency of \$787 for the remaining work.
 2. Supporting documents.
 3. Accept, place on file and the recommendation be carried out.
- 11 Authorization for the City to Acquire and Transfer Property for the South Monroe Street and West Front Street Parking Lot and Greenspace Project.
1. Communication from the Director of Economic & Community Development, reporting back on a request from the DDA to authorize the City to acquire and transfer property for the South Monroe Street and West Front Street Parking Lot and Greenspace project, and recommending that Council authorize the purchase and acquisition of portions of seven (7) privately owned parcels from five (5) separate property owners necessary for the completion of the planned improvements for the South Monroe Street and West Front Street Parking Lot and Greenspace Project; including portions of parcel #29-00434-000 (a.k.a. 34 W. Front St.), parcel #29-00438-000 (a.k.a. 56 W. Front St.), parcel #29-00441-000 (a.k.a. 78-84 W. Front St.), parcel #29-00444-000 (a.k.a. 102 W. Front St.), parcel #29-00447-000 (a.k.a. 112 W. Front St.), parcel #29-00448-000 (a.k.a. 114 W. Front St.), and parcel #29-00449-000 (a.k.a. 116 W. Front St.); and further recommending that Council authorize the sale and transfer of a small strip of City owned property, currently part of parcel #29-00435-001, to WestSide Exploration LLC, necessary for the reconstruction of one wall of the building located at 116 W. Front Street, and further recommending that Council authorize the City Manager to execute all necessary documents, including but not limited to, purchase agreements, deeds and funding authorizations to complete the transactions. The purchase and acquisition of the above referenced parcels shall be subject to the conditions that the DDA fund the property acquisitions and planned improvements through their tax increment revenues and/or the capital improvement bonds being sold for the project, and further recommending that the City Assessor review the purchase prices to verify they are in the range of reasonable market values and that the City Attorney review and approve the necessary documents prior to execution.
 2. Supporting documents.
 3. Accept, place on file and the recommendation be carried out.
- 12 Appointments Resolution.
1. Communication from the Mayor's Office, submitting a proposed resolution for appointments to various boards, commissions and committees, and recommending that the resolution be adopted.

2. Supporting documents.
3. Accept, place on file and the resolution be adopted.

VIII. MAYOR'S COMMENTS.

IX. CITY MANAGER COMMUNICATION.

X. COUNCIL COMMENTS.

XI. CITIZEN COMMENTS

XII. CLOSED EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION AND ATTORNEY'S OPINION.

XIII. ADJOURNMENT.



CITY COUNCIL AGENDA FACT SHEET

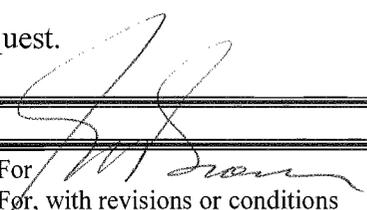
RELATING TO: REQUEST FROM THE EARTH DAY COMMITTEE FOR PERMISSION TO DISPLAY VERTICAL POLE BANNERS AND A BANNER ACROSS MONROE STREET FROM APRIL 9 – 30, 2012

DISCUSSION: The City received a request from Mary Conner on behalf of The Earth Day 2012 Steering Committee for permission to display vertical pole banners and an overhead banner. Specifically the request is to display eight vertical pole banners on Monroe Street and a banner across Monroe Street from April 9 – 30, 2012 announcing *Earth Day*.

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

Manager: The City Manager recommends approval of the request.

CITY MANAGER RECOMMENDATION:

- For
 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: 1/9/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 1/17/12



CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant MARY V. CONNER
Name of Organization MONROE COUNTY EARTH DAY
Applicant's Affiliation with Organization STEERING COMMITTEE
Applicant's Home Address P.O. BOX 1724 MONROE 48162
Mailing Address (if different) SAME
Day Phone 731-1333 Evening Phone 394-3277

Type of Banner Overhead Banner (\$150)

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

2 E. Front St. Dates Requested April 9 - April 30, 2012
3 W. First St.
1 Monroe St.

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

Vertical Pole Banner Locations: (List the total number of banners to be displayed and choice of placement location.) Dates Requested April 9 - April 30, 2012

No. of Banners: 8 Monroe St. (42) Spring (March-May)
_____ Elm Ave. (8) Summer (June-Aug.)
_____ First St. (8) Fall (Sept.-Nov.)
_____ Macomb St. (8) Winter (Dec.-Feb.)

Company Fabricating Banners: _____

Please provide a sketch complete with banner specifications and message to be displayed for City Council Review. Applications will be accepted up to eleven (11) months in advance and no later than four (4) weeks prior to proposed installation date. Same as last year

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

Applicant covenants and agrees to hold harmless from, indemnify and defend the City, its agents, officers and employees against all suits, demands, claims, judgments, liens, cost of repair or replacement of any damaged poles or electrical equipment, costs, attorney fees and expenses which may arise out of, result from or be caused by Applicant's banner installation.

Applicant covenants and agrees to strictly comply with all terms and conditions of the Banner Policy, and further understands and agrees that the City Council, in its sole and absolute discretion, may approve, deny or set any conditions or limitations on any banner(s) which may be approved, or may at any time alter, amend, modify, rescind or revoke any approval, all without recourse or remedy by the Applicant, or liability of the City.

RECEIVED

DEC 11 2011

Applicant Mary V. Conner

Date 12-13-11

MAYOR'S OFFICE

2009



LIVE GREEN: CELEBRATE EARTH DAY! CELEBRATE MONROE!

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





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE EARTH DAY COMMITTEE FOR PERMISSION TO HOLD THE ANNUAL EARTH DAY CELEBRATION ON APRIL 21, 2012, AND TO CLOSE THE AFFECTED STREETS

DISCUSSION: The City received a request from Mary Conner on behalf of The Earth Day 2012 Steering Committee for permission to hold the annual Earth Day Celebration on April 21, 2012. Specifically the request is to close East First Street between Monroe and Macomb Street and Washington Street between East Second and East Front Streets on April 21, 2012 from 10:00 a.m. – 2:00 p.m. for *Earth Day* activities.

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

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

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

It is also suggested that the Earth Day Committee contact the County Purchasing Department to reserve the Loranger Square pavilion and contact the pastor at First Presbyterian Church and alert him of the street closures.

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

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: Council Member Conner

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

FINANCES

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 1/9/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 1/17/12

Weaver, Patricia

From: Conner, Mary
Sent: Friday, December 16, 2011 11:44 AM
To: Weaver, Patricia
Cc: lwmvc@sbcglobal.net
Subject: Street Closings

On behalf of the Steering Committee, I am requesting a Street Clouser for the April 21, 2012 Monroe County Earth Day Celebration.

We will require East 1st St. between Monroe and Macomb St. and Washington St.between East 2nd and East Front Streets on April 21 from 10:00 a.m.-2:00p.m.

The request for the Street Banner and 8 Pole Banners has already been granted.

Mary Conner
Earth Day Steering Committee

RECEIVED

DEC 16 2011

MAYOR'S OFFICE



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: MONROE COUNTY CIVIL WAR FALLEN MEMORIAL MONUMENT DEDICATION AT SOLDIERS AND SAILORS PARK

DISCUSSION: City Council approved the plans for the construction of a Civil War Monument at Soldiers and Sailors park to commemorate the approximately 436 Monroe County men who were killed in the Civil War at its October 17th, 2011 meeting. The attached document outlines the sequence and timing of events planned for the Memorial dedication and activities on Sunday, May 27, 2012 at Soldiers and Sailors Park and the Sawyer House. Specifically the Planning Committee is requesting assistance from the City, to close E. Front Street between Scott Street and east of Jerome Street (near the tennis courts to Blossom Lane), use of the city's portable stage, rental of portable toilets, bleachers, etc. (see attached for complete list of items needed.)

The request was reviewed by the administrative staff and there were no objections to the request subject to insurance requirements being met for the organizations firing weapons, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

The Department of Public Services will staff the event as proposed, set up advance detour route, and move barricades the day of the event. The estimated cost to staff this dedication is approximately \$2,550.

The Police Department will coordinate with DPS, as well as the event organizers to assure that all safety aspects are covered. It is recommended that one officer be assigned exclusively to this event to assure that the barricades have been placed properly and road closures are obeyed and that the barricades have been placed properly and timely. The officer will also handle any other safety or public relation concerns. The estimated cost to staff this event with one officer for the six hour period would be approximately \$250.00 (wages only).

Since the City is a co-sponsor of the event, there will not be a special event fee or cost recovery charges.

Therefore, it is recommended, that City Council approve the proposed request and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION:

For

Against

REASON AGAINST:

INITIATED BY: VFW Post 1138

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

FINANCES

COST AND REVENUE PROJECTIONS:

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

SOURCE OF FUNDS:

City

Account Number

Amount

\$

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: -1/10/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 1/17/12

**Sequence and timing of events during the Monroe County Civil War
Fallen Memorial dedication and activities on Sunday, May 27, 2012
at Soldiers and Sailors Park and the Sawyer House**

Friday, May 25th:

- Grass mowed and trash receptacles set up
- Delivery of porta-potties
- Set up of portable stage
- Mini grave stones put up by AMVETS members (Saturday morning)

Sunday, May 27th:

- 9 a.m.-12 p.m., set up at Soldiers and Sailors Park and the Sawyer House by volunteers and organizations invited to participate
- Tables and chairs brought in by the monument committee and VVA members
- Sound system set up by Gary Vancena
- 11 a.m., Front Street closed between Scott Street and east of Jerome Street (near the tennis courts)

Events Begin:

- 10-12 p.m., Calling of the names and ringing of the bell (S&S)
- 12-12:30 p.m., Drill and musket firing demonstration by the 7th Michigan Infantry and the 15th Michigan Infantry re-enactors (SH)
- 12:30-1 p.m., Cannon crew demonstration and firing by DeGoyler's Battery H re-enactors (S&S)
- 1-1:30 p.m., President Abraham Lincoln (Fred Priebe) and General George A. Custer (Steve Alexander) presentation (SH)
- 1:30-2 p.m., Civil War music concert by the 5th Michigan Infantry Band (S&S)
- 2-3 p.m., Memorial dedication ceremony (S&S)
- 3-3:30 p.m., Drill and musket firing demonstration (SH)
- 3:30-4 p.m., Civil War music concert (S&S)
- 4 p.m., Conclusion of days events

• 1p-2p. Mayor Clark addresses crowd.

The Monroe County Civil War Fallen Memorial Dedication,
Sunday May 27, 2012 at Soldiers and Sailors Park

- Potential to attract over 1,000 visitors (general public, relatives, re-enactors, historical organization members, authors and dignitaries)
- Public events will run from 12 to 4 p.m.
- Set up at the Sawyer House and park from 9 a.m. to 12 p.m.
- Dedication ceremony from 2 to 3 p.m.

Requested services from the city:

- Use of surrounding city parking lots from 11 a.m. to 5 p.m.
- Provide reserve parking for designated participants
- Close Front Street between Scott and east of Jerome (near tennis courts)
- Use of the Sawyer House from 9 a.m. to 5 pm.
- Bleachers brought in
- Set up and take down of portable stage
- Porta-potty facilities for approximately 1,000 people
- Liability insurance to cover the event
- Permission for VFW to fire rifles
- Permission to fire cannons and muskets
- Permission to set up “mini” tombstone display & ring bells
- Permission to move the GAR boulder west of the monument

Attractions and participants:

- All Monroe County fallen “mini” grave stones display from the War of 1812 to the present at Soldiers and Sailors Park
- Historical organizations and Michigan Civil War authors at the Sawyer House
- Various camps throughout Michigan of the Sons of Union Veterans of the Civil War at the Sawyer House
- Commandery of the Military Order of the Loyal Legion of the United States at the Sawyer House
- The home front in Monroe during the war at the Sawyer House

- Civil War camp site (7th Michigan Infantry and 15th Michigan Infantry re-enactors, original regiments trained and organized in Monroe) at the Sawyer House
- 1st Michigan Light Artillery, Battery H, “DeGoylers” (also trained in Monroe) at Soldiers and Sailors Park
- President Abraham Lincoln (Fred Priebe) and General George Armstrong Custer (Steve Alexander) at the Sawyer House
- Newly unveiled Monroe County Civil War Fallen Monument with over 400 names inscribed in Soldiers and Sailors Park
- GAR boulder to the Smith Post



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: CONTRACT FOR SERVICES FOR THE 11TH ANNUAL RIVER RAISIN JAZZ FESTIVAL BETWEEN THE CITY OF MONROE AND MONROE COUNTY CONVENTION AND TOURISM BUREAU

DISCUSSION: The City received a request from the Monroe County Convention & Tourism Bureau for permission to hold the annual River Raisin Jazz Festival. Specifically the request is to use St. Mary's Park on August 11 & 12, 2012 for the 11th Annual River Raisin Jazz Festival and to close Elm Avenue from Borgess Avenue to North Monroe Street.

Attached please find a list of requests/services from the MCCTB for this year's Jazz Festival along with their request for the City to help sponsor the event. Specifically the request is to close Elm Avenue from Borgess Avenue to North Monroe Street, VIP parking spots in St. Mary's parking lot, police security in Park from Friday – Sunday, clean-up of city park, install fencing around VIP viewing area, install flags and banners, signage to parking, provide bleachers, and garbage cans, etc. and any other touch up or clean up as necessary to make the park area presentable.

The request was reviewed by the administrative staff and there were no objections to the request subject to final inspection required on the day of set up and periodically during the event for the safety of all involved by City Staff and the Fire Chief, emergency vehicle access being maintained, provide certificate of insurance naming city as additional insured for the duration of the event; \$1.0 million minimum liability coverage, and that another meeting is held prior to the event with city staff and the Tourism Bureau to finalize details.

The City's participation in this event includes an array of in-kind support services. An example of just some of the in-kind expenditures or services the City of Monroe makes includes but is not limited to: wage overtime expenses for firefighters, police officers, Department of Public Services personnel, and Recreation Department personnel; banners, signs and sign placement throughout area, site preparation and cleanup, staff event planning, logistics, and support time. With furnishing of these support services, the City's total in-kind contribution is over \$9,000.

Therefore, it is recommended, that City Council approve the request contingent upon passage of the 2012 budget and inclusion of the funding for the event, items being met as outlined by the administration, as well as the signing of this contractual services agreement between the City and the Monroe County Convention and Tourism Bureau for the production of the 2012 River Raisin Jazz Festival, 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:

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

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$9,251
Cost of This Project Approval	\$9,251
Related Annual Operating Cost	\$N/A
Increased Revenue Expected/Year	\$N/A

SOURCE OF FUNDS:

City

Account Number

Amount

101 05 101 880.000
(Community Promotion Fund)

\$9,251

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: -1/10/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 1/17/12



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

November 9, 2011

Dear Honorable Mayor Clark, City Council Members & Mr. Brown,

The Monroe County Convention & Tourism Bureau would like to request the following dates, with permission to hold the following long standing events in the City of Monroe, Downtown Monroe and St. Mary's Park, etc. and that all fees be waived for the Calendar Year 2012:

July 2 – 4, 2012 – The 14th Annual River Raisin Independence Festival & 6th Annual Freedom Walk

August 9 - 12, 2012 – The 11th Annual River Raisin Jazz Festival

September 1, 2012 – The 6th Anniversary River Raisin Labor Day Bar-B-Q Festival & Labor Walk

October 1 - 7, 2012 – The 14th Annual Custer Week Celebration & Custer Run

October 27, 2012 – The 9th Annual River Raisin Halloween Festival

Thank you for your support of the Monroe County Convention & Tourism Bureau and the line-up of high quality community events in our city that support art, culture, history, recreation and quality of life as well as promoting Monroe as a tourism destination and creating economic impact for our businesses! In the interest of our community I remain

Sincerely yours,

A handwritten signature in black ink, appearing to read "John Patterson".

John Patterson
President/CEO
Monroe County Convention & Tourism Bureau

RECEIVED

NOV 10 2011

MAYOR'S OFFICE

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

Name of Applicant (Organization): Monroe County Convention & Tourism Bureau

Contact Person: John Patterson, Pres/CEO

Address: 101 W. Front St

Phone: 734.457.1030 **Fax:** 734.457.1097

Dates Requested: August

Location Requested: City Park Private Property Public Property

PROJECT LOCATION (Address): ST. MARY'S PARK

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone: _____ **Fax:** _____

EVENT DESCRIPTION:

FREE MUSIC FESTIVAL
~~11th ANNUAL RIVER RAISIN JAZZ FESTIVAL~~

TYPE OF BUSINESS ON SITE: FREE MUSIC FESTIVAL (JAZZ)

<u>* Request Waive Fees</u>	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: John Patterson

DATE: 11.1.11

APPLICANT: [Signature]

DATE: 11.1.11

River Raisin Jazz Festival Written Description John Patterson's Cell Phone is 457.1030

First, this is the 11th Annual River Raisin Jazz Festival. We have enjoyed, thanks to our partners and supporters...and the thousands of fans who have blessed us with their attendance at our quaint little park on the river, tremendous success.

I am thoughtful again this year of how to make this event the most beneficial to our business community and community at large. I believe that putting on our best game face is the way. This will give all a sense of pride & encourage them doing the same.

THIS IS MONROE MICHIGAN'S LARGEST AND MOST SUCCESSFUL EVENT BRINGING TREMENDOUS NOTARITY AND ECONOMIC IMPACT.

I have outlined here, the things we have enjoyed and appreciated in support from the City of Monroe over the past (10) ten years.

- Close Elm Ave. from Borgess Ave. to N. Monroe St. and allow one way traffic OUT of St. Mary's Parking lot only.
- VIP Parking in spots along the River Bank in St. Mary's Parking lot. Cones with VIP Parking only.
- Electricity for the Bandshell/Stage and VIP area.
- Security in park on Saturday night to protect equipment, would like help on Friday and Sunday also...due to the VIP tents for major sponsors AND the furnishings inside them and possible early sound load in and set up.
- General park clean-up and spruce-up, trim trees and shrubs, pull weeds in traffic areas, etc. Further river bank clean up if possible. Install cedar drift fencing around VIP area. (for the fourth year, I have personally cleaned the river bank and sprayed with Round Up. This significantly reduced the necessary clean up Pre-festival)
- Fence in the entire VIP area...with drift fence and posts that I purchased and DPS stores for us...I have flag roping that can be used as well.
- Flowers for on and around stage and populated areas (*will be donated by Fourstar Greenhouse again this year as sponsorship for the festival*)
- **DOWNTOWN CLEAN UP. SIDEWALKS, CURB AND STEET SWEEPING. VERY BAD SHAPE...ESPECIALLY FROM BIRD DROPPINGS, WEEDS IN SIDEWALK AND CURB CRACKS.**
- Flags and STREET banners up ASAP. . so folks can see the fanfare AND EXCITEMENT for the week.
- Directional signage to parking, to the park from I-75 along Elm Ave. etc.
- **COULD WE FIX OR TURN ON THE LIGHTS ON THE MARTIN LUTHER KING FOOTBRIDGE!! THIS IS AN EXCEPTIONAL SITE IN THE EVENINGS.**
- Bleachers on Elm Ave. in the wings so that the view from the school is not blocked.
- Porta-potties in areas as in all previous years

Monroe County Convention & Tourism Bureau
11th Annual River Raisin Jazz Festival
VIP Tent & Sound Equipment Tents "Plan"
For St. Mary's Park Downtown Monroe

VIP Tent will be set up as has been done for the previous 10 years. It is used exclusively for sponsors and their guests, artists and production staff members and their families. It provides shelter from sun, sprinkles and a pleasant area for entertaining guests, staff, customers, artists, etc. in appreciation for their financial contributions in funding the FREE festival that is a great source of economic impact, promotes and is a point of pride for our entire community. With over 50,000 people attending per year, it is Monroe's single largest event each year.

Tent will house ONLY cold water, pop, refreshments, cold prepared food and delivered food items from the SMCC Food Court. No preparation of food will take place.

La-Z-Boy will furnish the tent with chairs, tables, etc. There will be lawn style folding chairs for guests, lighting provided by the tent company and decorations consisting of flowers, banners, etc.

There will be NO cooking in the tent.

The tent will have ONE (1) side covered facing East toward St. Mary's Parking Lot.

There will be a drift fence around the tent, with an opening at the North End available for emergency use and a continuous opening at the South End for VIP guests. A Security person will be there to manage guests.

*The framed tent will run 100 ft. North, along the East Fence of St. Mary's Park from the North side of the existing park shelter to approx. 20 feet short of the sidewalk at W. Elm Ave.

A 20' x 20' tent will be erected at the West side of the Bandshell to protect sound equipment. A 20' x 10' tent will be erected on the East side for shelter for artists. A 10' x 10' tent will be erected in the middle of the park approx. 60 feet in front of the Bandshell to shelter and protect front of house instrumentation and sound reinforcement staff.

*See drawing and photo attached.

- Dumpster for garbage pick-up and disposal
- Additional garbage cans in the park...and Downtown this year for second stage.
- DMBN has purchased sandwich boards to assist in promoting their businesses and let people know where they are...as well as inform about the FREE shuttle, etc.
- We have produced a 2nd edition dining brochure of all Downtown restaurants/cafes/pubs/etc. to assist in driving people into the Downtown.
- The LET system is providing a shuttle from St. Mary's Park to Downtown. Picking up at the base of the footbridge and dropping at E. Front and Washington.
- Hope to offer carriage rides this weekend as well.
- Any other touch-up, clean-up, spruce-up...to put our best face on. This is our **Super Bowl**...and it comes once per year!
- Make sure we are as beautiful as possible for this weekend. We have the last night of our Jazz Series on Thursday August 9, our annual preview party on Friday August 10 and the festival the 11th and 12th...Four Days In a Row of Live Music in our Music City. Let's make it the best year ever.

Thanks
Johnathan

10' x 20'
Sound
Reinforced
Tent

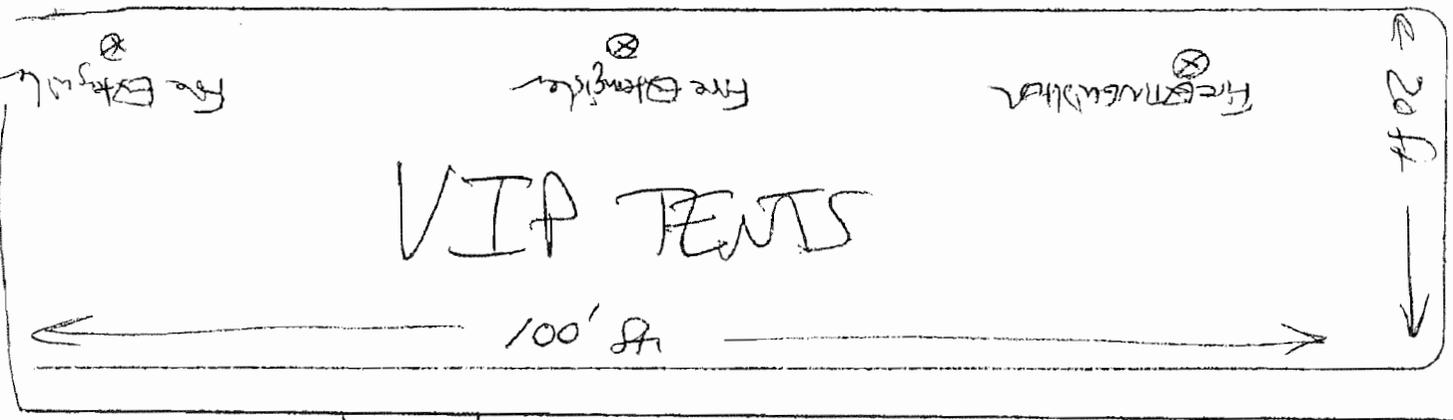
10' x 10'
Sound
Reinforced
Tent

Bandstand

10' x 20'
Aerial
Hobbying
Tent

- Fence for VIP SEATING -

opening
in
Fence



Bus
Pick-up
Drop-off

St. Mary's Parking Lot

Bandstand

Bandstand

EWM AVE CLOSED TO WEST BOUND IN 2011.
OPEN TO ST. MARY'S PARKING LOT EXIT ONLY

Contract for Services

2012 11th Annual River Raisin Jazz Festival

This agreement is made the 17th Day of January, 2012 between the City of Monroe (hereinafter referred to as City) and the Monroe County Convention & Tourism Bureau (hereinafter referred to as Bureau) for services to be performed within the City.

The City agrees to contract with the Bureau to conduct and provide services related to the 2012 River Raisin Jazz Festival to be held in St. Mary's Park.

The City agrees to provide the Bureau with in-kind support services as described in Attachment A of this agreement.

The City and the Bureau agree that the services provided by the City will not exceed those budgeted for the 2012 Jazz Festival regardless of the actual cost to the Bureau to perform the services contracted called for in this agreement.

The City contracts for these services under MCL 117.4k in that the services provided to the Bureau are for the purpose of producing the 2012 Jazz Festival and that the services are for promoting civic, artistic and cultural activities and are therefore in the public interest.

For 2012, The Bureau agrees to pay for and provide for Portable Toilets and for garbage removal as determined is necessary by The Bureau staff.

City of Monroe

By

Robert Clark, Mayor

By

Charles Evans, Clerk

Monroe County Convention and Tourism Bureau

By

John Patterson, President/CEO

**City of Monroe
Jazz Festival - 2011 & 2012
Incremental Out-of-Pocket Expenditures**

Item	Amount
Police O.T.	\$ 3,298
DPS O.T.	5,953
Contract Services (dumpster, portable toilets)	2,420
Cash	<u>2,500</u>
Requested total out-of-pocket estimate	<u><u>\$ 14,171</u></u>
less: Contracted Service for 2011	<u>2,420</u>
2011 proposed City out-of-pocket est.	<u><u>\$ 11,751</u></u>
less: Cash Payment for 2012	<u>2,500</u>
2012 proposed City out-of-pocket est.	<u><u>\$ 9,251</u></u>

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: November 15, 2011
Re: **Staff Study – 2012 “River Raisin Jazz Festival”**

The Monroe County Convention & Tourism Bureau has petitioned the City of Monroe to use St. Mary's Park and the connected parking lot on, August 11 & 12 (Saturday & Sunday) 2012, for the eleventh annual “River Raisin Jazz Festival.” The Jazz Festival is scheduled from 12:00 pm – 10:00 pm, both days.

As usual, I will coordinate with DPS to make certain that they place the necessary barricades to close West Elm Avenue between North Monroe Street & Godfroy Avenue and erect temporary handicap spaces in St. Mary's Parking Lot. DPS will also provide a “Lot Full” sign to place at the park entrance that reduces bottlenecks in the lot. Last year, I requested that they remove the rims from the basketball hoops, to help reduce the number of teens gathering after dark playing ball on the semi-secluded courts. There have been numerous minor skirmishes in that area the previous years. DPS not only removed the hoops but also placed picnic tables on the court and made it a designated grill area. This worked well and I recommend the same for the 2012 event as well as the below listed suggestions.

Suggestions to improve the 2012 event:

1. Continue this year's practice of removing the basketball rims from the ball court and placing picnic tables on the court.
2. Continue the placement of the speed trailer on Godfroy Avenue, as there were numerous reports of speeders in the area in prior years. None were received last year or in 2010.
3. Continue the practice of extra handicap spaces along the north side of St. Mary's Parking Lot.
4. Assign the VIP and band members some type of passes that can be displayed in their parked vehicles and mark the reserved area with signs that indicate “VIP Parking Only.”

There were approximately 30,000 plus visitors to St. Mary's Park last year over the two day event. This was the largest amount of people at the event in its ten year history. This was most likely due to the headliner on Saturday night, “Kenny G,” and the warm temperatures on both days.

Despite the large crowds there have been relatively few incidents requiring police intervention. This is no doubt due in part to the officers assigned to the event. Assigned officers have provided vehicular & pedestrian traffic control, responded to rescue calls, handled minor incidents, enforced park ordinances, provided a valuable public relations benefit and prevented untold number of other incidents. The crowd, although generally very well behaved, is confined to a relatively small area, and the potential for a rapidly escalating large disturbance should not be ruled out.

Last year, was the fourth year a plainclothes detective was utilized for the event. They were primarily there to videotape any problems with street preachers due to recent intelligence that the preachers were planning to disrupt the festival. They also reported to the supervisor various information gathered throughout the day on potential fights, alcohol consumption, etc, that a uniformed officer may not have noticed. I believe this practice should be continued this year due to the growing crowds and the unique ability of an undercover officer being able to observe illegal activity that may not occur when a uniform officer is in the immediate vicinity. The hours of this position should continue to be from 4:00 pm-10:00 pm each day to coincide with the peak crowds.

I recommend the same amount of officers for the 2012 event as from the previous year; four officers (one plainclothes) and one supervisor each day, with staggered coverage to coincide with peak crowd hours (see recommended staffing listed below). The below listed staffing is the minimum that I would recommend. The estimated cost for such is listed below.

This amount does not include overnight security. For the past three years, the police department has not handled this detail because Mr. Patterson advised he would arrange to have it internally. I have noticed that again this year, Mr. Patterson has requested overnight security on not only Saturday night, but on Friday and Sunday nights, as well. I would recommend that Mr. Patterson continue to handle the overnight security detail privately. The costs to the police department would be more than \$330.00 per night (eight hour shift) if staffed by a police officer. The total of overnight security for three nights would total over \$990.00 (and would increase the costs to the Monroe Police Department to \$4,339.20).

To decrease the department's cost even further, the use of the plain clothes officers could be eliminated. This would save the department \$495.12.

Supervisor for each day, 12:00 pm-10:00 pm @ \$51.92/hr for 20 hrs.	=	\$1,038.40
One officer for each day, 12:00 pm -10:00 pm @ \$41.26/hr for 20 hrs.	=	\$825.20
One plain clothes officer, 4:00 pm -10:00 pm @ 41.26/hr for 12 hrs.	=	\$495.12
Two additional officers, each night, 4:00 pm-10:00 pm @\$41.26/hr for 24 hrs.	=	\$990.24
Total estimated cost		\$3,348.96

Note: The above rate includes .65 cent shift premium. It is calculated at top corporal rate for the officers assigned and top lieutenant pay for the supervisor. Actual rates may be slightly different due to unknown rank of officers yet to volunteer. The total cost to the Monroe Police Department for the 2010 "River Raisin Jazz Fest was **\$3,324.73**.

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



CITY COUNCIL AGENDA FACT SHEET

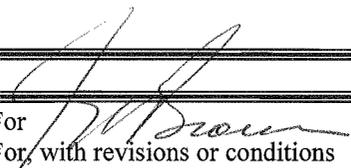
RELATING TO: LETTER OF UNDERSTANDING TO REHIRE PREVIOUS FIREFIGHTERS

DISCUSSION: Due to possible staffing needs in the Fire Department and to facilitate the possible reemployment of two former employees, the City and the Monroe Firefighters, IAFF, Local 326, have entered into an Agreement.

For your consideration, please refer to the attached Agreements.

I am respectfully recommending that the Mayor and Council approve the attached Letter of Understanding and authorize administration to execute the Agreements.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: January 17, 2012

REASON FOR DEADLINE:

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Peggy A. Howard

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Fire Department

FINANCES

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

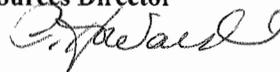
SOURCE OF FUNDS:	<u>City</u> Amount	Account	Number
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Peggy A. Howard, Human Resources Director

DATE: 1/10/12

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: 1/17/12

LETTER OF UNDERSTANDING

It is hereby agreed between the City of Monroe ("City"), Joseph Bentley and the Monroe Firefighters Association, IAFF, Local 326 ("Union") as follows:

1. At the time of the reduction in force resulting in the layoff of Joseph Bentley, the City employed 22 firefighters (excluding the Chief).
2. Article XVII, Reduction in Force, of the parties' Collective Bargaining Agreement provides in pertinent part, that "...in the event the Fire Department shall again be increased in numbers to the strength existing prior to such reductions of members, the said Firemen laid-off last under the terms of this Act shall be first reinstated before any new appointments to the Fire Department shall be made."
3. In consideration of the foregoing and to facilitate the possible reemployment of Joseph Bentley, the Union agrees that notwithstanding any provisions of the parties' Collective Bargaining Agreement, Act 78, the Civil Service Manual and any policies, rules, regulations and directives of the Monroe Civil Service Commission to the contrary, the Employer may, in its sole and absolute discretion, reemploy Joseph Bentley (a former firefighter previously laid off by the City). Except as otherwise provided herein, he shall for all purposes be regarded as a new hire having no prior service with the City and the terms and conditions of employment (including, but not limited to, those governing retirement and retiree health care benefits) that shall apply to him upon his rehire shall be the same as those that apply to other employees who are hired after December 1, 2011, as provided for under the parties' Collective Bargaining Agreement.
4. Should Joseph Bentley return to employment with the City and later retire under the City of Monroe Employees' Retirement System ("the Plan") his monthly benefit for the period extending from his date of initial employment through his date of layoff shall be determined in accordance with the Collective Bargaining Agreement and the terms of the Plan in effect as of the date of his layoff, on June 30, 2010. Joseph Bentley's monthly benefit for the period from the date of his return to active employment through their fifteenth year of creditable service shall be calculated using a multiplier of 2% and his final average compensation determined as provided for in the parties' Collective Bargaining Agreement and the terms of the Plan in effect as of the date of his reemployment by the City (or the terms of any successor Collective Bargaining Agreement or Plan that may be applicable to Joseph Bentley). Mr. Bentley's monthly benefit for the period commencing with his sixteenth year of creditable service through his date of retirement shall be calculated using a multiplier of 2.25% and his final average compensation determined as provided in the parties' Collective Bargaining Agreement and the terms of the Plan in effect as of the date of his reemployment by the City (or the terms of any successor Collective Bargaining Agreement or

Plan that may be applicable to Joseph Bentley). The total of Joseph Bentley's monthly benefit amounts for the above periods shall constitute the total retirement benefit to which he is entitled. Notwithstanding any other provision contained herein, all credited service that Joseph Bentley may have in the Plan, (with the exception of service forfeited through a withdrawal of his accumulated contributions which is not subsequently repaid in accordance with the Plan), shall be used to determine his vesting status. For example, if he had completed 8 years of service during his initial employment, did not withdraw his accumulated contributions at the time he was laid off, or he properly repaid this amount, he will be 100% vested in the benefit he accrued during his initial employment and his subsequent employment, once he completes an additional 2 years of service.

5. Notwithstanding his prior employment with the City, it is agreed that if the City desires to consider Joseph Bentley for future employment, the City may undertake a background investigation, including but not limited to a criminal records check, a medical and psychiatric evaluation, and may utilize such other employment screening procedures as are permitted by law that the City, in its sole and exclusive discretion, shall deem appropriate.
6. The Union and Joseph Bentley further agree that if the City should elect to reemploy Joseph Bentley under the terms and conditions as above stated, such action shall not be subject to the grievance procedure of the parties' Collective Bargaining Agreement or made the subject of a complaint before the Civil Service Commission by the Union, nor shall the Union and Joseph Bentley take any legal, administrative or other action or otherwise seek to contest said action in any other forum of any type or nature, including, but not limited, to those provided for under state or federal law or contract.

Agreed to this ____ day of December, 2011.

CITY OF MONROE

MONROE FIREFIGHTERS
ASSOCIATION, IAFF, LOCAL 326

George A. Brown, City Manager

Derek J. Whittaker, President

Thomas C. Moore, Director of
Public Safety/Chief of Police

Michael T. Foley, Vice President

Manuel J. Hoskins, Chief of Fire

Richard S. Smiley, Treasurer

Peggy A. Howard, Human
Resources Director

Thomas R. Ford, Secretary

Joseph Bentley

LETTER OF UNDERSTANDING

It is hereby agreed between the City of Monroe (“City”), Stuert Lada and the Monroe Firefighters Association, IAFF, Local 326 (“Union”) as follows:

1. At the time of the reduction in force resulting in the layoff of Stuert Lada , the City employed 22 firefighters (excluding the Chief).
2. Article XVII, Reduction in Force, of the parties’ Collective Bargaining Agreement provides in pertinent part, that “.....in the event the Fire Department shall again be increased in numbers to the strength existing prior to such reductions of members, the said Firemen laid-off last under the terms of this Act shall be first reinstated before any new appointments to the Fire Department shall be made.”
3. In consideration of the foregoing and to facilitate the possible reemployment of Stuert Lada, the Union agrees that notwithstanding any provisions of the parties’ Collective Bargaining Agreement, Act 78, the Civil Service Manual and any policies, rules, regulations and directives of the Monroe Civil Service Commission to the contrary, the Employer may, in its sole and absolute discretion, reemploy Stuert Lada (a former firefighter previously laid off by the City). Except as otherwise provided herein, he shall for all purposes be regarded as a new hire having no prior service with the City and the terms and conditions of employment (including, but not limited to, those governing retirement and retiree health care benefits) that shall apply to him upon his rehire shall be the same as those that apply to other employees who are hired after December 1, 2011, as provided for under the parties’ Collective Bargaining Agreement.
4. Should Stuert Lada return to employment with the City and later retire under the City of Monroe Employees’ Retirement System (“the Plan”) his monthly benefit for the period extending from his date of initial employment through his date of layoff shall be determined in accordance with the Collective Bargaining Agreement and the terms of the Plan in effect as of the date of his layoff, on June 30, 2010. Stuert Lada’s monthly benefit for the period from the date of his return to active employment through their fifteenth year of creditable service shall be calculated using a multiplier of 2% and his final average compensation determined as provided for in the parties’ Collective Bargaining Agreement and the terms of the Plan in effect as of the date of his reemployment by the City (or the terms of any successor Collective Bargaining Agreement or Plan that may be applicable to Stuert Lada). Mr. Lada’s monthly benefit for the period commencing with his sixteenth year of creditable service through his date of retirement shall be calculated using a multiplier of 2.25% and his final average compensation determined as provided in the parties’ Collective Bargaining Agreement and the terms of the Plan in effect as of the date of his reemployment by the City (or the terms of any successor Collective Bargaining Agreement or Plan that may be applicable to Stuert Lada). The total of Stuert Lada’s monthly

benefit amounts for the above periods shall constitute the total retirement benefit to which he is entitled. Notwithstanding any other provision contained herein, all credited service that Stuart Lada may have in the Plan (with the exception of service forfeited through a withdrawal of his accumulated contributions which is not subsequently repaid in accordance with the Plan), shall be used to determine his vesting status. For example, if he had completed 8 years of service during his initial employment, did not withdraw his accumulated contributions at the time he was laid off, or he properly repaid this amount, he will be 100% vested in the benefit he accrued during his initial employment and his subsequent employment, once he completes an additional 2 years of service.

5. Notwithstanding his prior employment with the City, it is agreed that if the City desires to consider Stuart Lada for future employment, the City may undertake a background investigation, including but not limited to a criminal records check, a medical and psychiatric evaluation, and may utilize such other employment screening procedures as are permitted by law that the City, in its sole and exclusive discretion, shall deem appropriate.
6. The Union and Stuart Lada further agree that if the City should elect to reemploy Stuart Lada under the terms and conditions as above stated, such action shall not be subject to the grievance procedure of the parties' Collective Bargaining Agreement or made the subject of a complaint before the Civil Service Commission by the Union, nor shall the Union and Stuart Lada take any legal, administrative or other action or otherwise seek to contest said action in any other forum of any type or nature, including, but not limited, to those provided for under state or federal law or contract.

Agreed to this _____ day of December, 2011.

CITY OF MONROE

MONROE FIREFIGHTERS
ASSOCIATION, IAFF, LOCAL 326

George A. Brown, City Manager

Derek J. Whittaker, President

Thomas C. Moore, Director of
Public Safety/Chief of Police

Michael T. Foley, Vice President

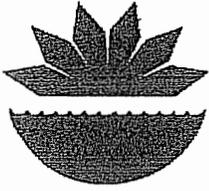
Manuel J. Hoskins, Chief of Fire

Richard S. Smiley, Treasurer

Peggy A. Howard, Human
Resources Director

Thomas R. Ford, Secretary

Stuert Lada



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Consider Awarding Community Development Block Grant FIX Project to Pranam GlobalTech

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 \$24,999. 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 current project, area contractors qualified to complete the work were sent bid packages.

The proposed project is located on West Fifth and involves structural repairs in the basement, waterproofing the basement, replacing corroded plumbing lines, replacing the gutters, repairing the front porch, replacing the windows, installing new entry doors to basement and electrical repairs. To complete the work listed, the lowest bid of \$22,900 was submitted by Pranam GlobalTech. The other bid received was \$27,550 from Global Green Service Group.

All of the contractors bidding are certified to complete this work using lead-based paint safe work practices where necessary, 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 this Community Development Block Grant FIX contract to Pranam GlobalTech with a budget of \$22,900 plus an additional \$2,099 in contingencies. 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 homeowner

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 24,999
	Cost of This Project Approval	\$ 24,999
	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

SOURCE OF FUNDS:	City	Account Number	Amount
	<u>Other Funds</u>	Community Development Block Grant 273.65.730.818.027	\$24,999

Budget Approval: _____

FACT SHEET PREPARED BY: Matt Wallace, Planner

DATE: January 9, 2012

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

DATE: January 9, 2012

COUNCIL MEETING DATE: January 17, 2012

Dan Swallow

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. Please be aware Michigan Code specifies this home **will be required to have hard-wired smoke and carbon monoxide detectors** in addition to having the work below completed.

Replace and re-route plumbing lines in basement

Remove all cast iron plumbing lines and replace all the way down to the basement floor with properly sized (per MRC) PVC. The toilet drain should remain 4", but should be re-routed in a more efficient manner to the drain. Also re-route 1 1/2" lav drain to allow for improved route from basement ceiling to the drain in the basement floor.

Cost of Plumbing Work: \$ 1,600 = 00

Structural repairs in basement

Inspect existing temporary supports in basement.

Where possible (for most of the existing temporary supports) install new floor joists next to existing joists and ensure new joists are supported on proper bearing. This should remove the need for temporary supports and when this is the case, dispose of old temporary supports.

In many locations, this will require temporary relocation of water/electrical/plumbing lines. Once new joists are installed, be sure to properly re-install any relocated water/electrical/plumbing lines (without notching or drilling holes through wood beyond what is allowed by code).

If instances where existing temporary supports cannot be removed, replace existing temporary supports with new supports which will be anchored to both the floor joist and concrete floor. Dispose of existing temporary supports.

Cost of Basement Structural Repairs: \$ \$ 1,600 = 00

Waterproof basement

Dig a trench around the perimeter of the exterior foundation and install waterproofing membrane. Backfill with approved backfill material and ensure a proper grade around the building to allow surface water to run away from house.

At surface, replace any existing landscaping cover (such as mulch or stone) with a similar material. Process used may need to be adjusted if property lines or barriers dictate.

Cost of Basement Waterproofing: \$ \$,500 = 00

Replace Gutters

Remove existing gutters, gutter attachments and downspouts.

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

Gutters shall be of the continuous design with no middle seams and supported with hidden hangers.

(Gutter nails shall not be used)

Cost of Gutters: \$ 1,800 = 00

Install new bilco door and basement entry door

Remove existing entry door into basement.

Remove existing bilco door and existing hardware if necessary to install new door.

Install new entry door for basement with weather seal.

Install new bilco door to cover existing opening, making sure to properly flash where the bilco door set meets the dwelling's siding. (Homeowner to select color, if applicable)

Cost of basement entry repairs: \$ 2,300 = 00

Repair front porch

Inspect front porch for needed repairs including soft spots or flooring that is not level. Once repairs are made, paint porch to homeowner's desire color.

Cost of Front Porch Repair: \$ 1,250 = 00

Replace Windows

Remove all existing windows and install vinyl replacement double-hung windows with Low-E glass and welded frame and sash. Include insulation and exterior aluminum trim around windows. Install interior wood trim if needed. Caulk all openings. Color should either match existing or match owner's request. All windows shall comply to current Michigan uniform entry code, and U-factor shall be submitted prior to installation.

Cost of Replacement Windows: \$ 4,200 = 00

Electrical Repairs

Repair light fixture on front porch.

Repair receptacle east of front door.

Cost of Electrical Repairs: \$ 1,250 = 00

Other Repairs

Repair damaged siding on side of house adjacent to alley

Cost of Repairs to Siding: \$ 400 = 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.

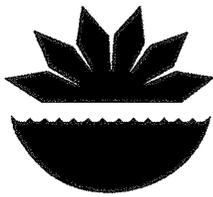
It will also required that lead safe work practices be used in the interior work areas and that those areas are isolated from any area of the house considered to be free of lead-based hazards. For this reason, please submit a detailed description of the process you propose to use to ensure lead safe 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: \$ 22,900 = 00

Estimated Cost of Lead Safe Practices: \$ 500 = 00



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Extending Moratorium on Growing, Sale and Dispensing of Medical Marihuana

DISCUSSION: Despite the fact that the Michigan Medical Marihuana Act (MMMA) was passed in late 2008 and became effective in mid-2009, there remains great uncertainty regarding the legality of various activities related to the growing, sale and dispensing of medical marihuana. A few communities have proceeded with adopting zoning and police-power ordinances in an attempt to fill in the extensive gaps and ambiguities in the State legislation. However, some of these ordinances have been challenged in the courts and the issues related to acceptable and appropriate local controls for medical marihuana remains unclear. Additionally, there has been legislation introduced that attempts to clarify some issues that have arisen since the MMMA was first passed. The City of Monroe planning staff and Citizens Planning Commission (CPC) have taken on the challenge of monitoring the current litigation, reviewing the new legislation, and analyzing the guidance documents from municipal attorneys, the prosecuting attorneys association, and other state-wide organizations in an attempt to provide the best recommendation to City Council. Based on the fact that many of the court challenges are still pending and the new legislation is still incomplete, the CPC has again recommended extending the current moratorium on growing, sale and dispensing of medical marihuana an additional 180 days.

The City planning staff and the CPC remain proactive in addressing this issue, and have formed a sub-committee that meets every 2-3 months to review the status of the court cases and state legislation. The sub-committee last met on November 7, 2011 and plans to meet again in February. The sub-committee reviewed updates related to the key court cases currently pending including *Lott vs. City of Livonia*, *City of Birmingham*, and *City of Beverly Hills* (Wayne Co.), *State of Michigan vs. McQueen, et. al.* (Isabella Co.), and *State of Michigan vs. Redden* (Oakland Co.). In the “*Lott*” case, the ACLU has filed a suit on behalf of Mr. Lott, challenging the legality of the City of Livonia’s and other community ordinances that prohibit any activities that are contrary to federal law. Federal law still regulates marihuana as a Schedule 1 drug and does NOT provide for any exemption for medical uses. In Isabella Co., the prosecutor requested an injunction closing down a “compassion club” operated by Mr. McQueen, which has since been appealed to the Michigan Court of Appeals. The key issue in this case is if the MMMA allows patient to patient transfers of any kind. In the “*Redden*” case, there is a question of whether or not the state law protects anyone but officially registered patients and associated caregivers from prosecution.

There are several pending legislative actions that will hopefully clarify what is and what is NOT allowed under the MMMA. Senate Bill 17 of 2011 would prohibit marihuana bars and clubs, House Bill 4661 would prohibit medical marihuana establishments within 500 ft. church or school, and another bill would provide law enforcement access to the registry maintained by the Michigan Department of Community Health. City staff and the CPC are also investigating recent contradictions in how the federal law enforcement agencies have approached state laws regarding medical marihuana. Legislation in Washington State that provided for licensing of medical marihuana dispensaries was recently vetoed by the governor after the US Attorney indicated anyone, including state employees, could be prosecuted for assisting in the establishment of medical marihuana facilities.

IT IS RECOMMENDED to allow additional time for the courts to rule on the pending cases related to the MMMA and for the state legislature to act on the proposed bills that would clarify permitted uses under the MMMA; that City Council extend the moratorium on the submission or receipt of applications, and any and all City permits, licenses or approvals for the growing, sale or dispensing of medical marihuana within the City of Monroe in accordance with the attached resolution.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: January 17, 2012

REASON FOR DEADLINE: Current Moratorium Expires

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

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

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

Budget Approval: _____

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

DATE: 01/10/12

REVIEWED BY: George Brown, City Manager



DATE:

COUNCIL MEETING DATE: January 17, 2012

**CITY OF MONROE
RESOLUTION**

**Extending the Moratorium on the Submission or Receipt of Applications, and any
and all City Permits, Licenses or Approvals for the Growing, Sale or Dispensing
of Medical Marihuana**

WHEREAS, on December 4, 2008 the Michigan Medical Marihuana Act (MCL 333.2641 et. seq.) took effect, exempting seriously ill patients and their primary caregivers from criminal liability for possession and cultivation of marihuana for medical purposes; and

WHEREAS, there have been reports from around the State of Michigan of increasing numbers of dispensaries, compassion clubs and home-based businesses for the growing, sale and distribution of medical marihuana; and

WHEREAS, neither the Michigan Medical Marihuana Act nor the administrative rules authorize or regulate dispensaries, compassion clubs and home-based businesses, and there have been several legal challenges filed related to these types of businesses which are currently under judicial review; and

WHEREAS, the operation of medical marihuana dispensaries, compassion clubs and home-based businesses may constitute unique threats to public health, safety and welfare; and

WHEREAS, allowing the growing, sale or dispensing of medical marihuana prior to the amendment of the City of Monroe Zoning Ordinance or Code of Ordinances would be contrary to the goals of the City Comprehensive Plan; and

WHEREAS, it is within the legal rights of the City of Monroe to establish reasonable regulations to control the growing and dispensing of medical marihuana in order to protect the public health, safety and welfare in a manner consistent with state law; and

WHEREAS, imposing a moratorium, on a limited temporary basis, is reasonable and necessary in order to allow time for consideration of the growing opinions and orders related to judicial review of the application of the Michigan Medical Marihuana Act, and development of potential amendments to the City of Monroe's ordinances; and

WHEREAS, the City Council established a moratorium on the submission or receipt of applications, and any and all City permits, licenses or approvals for the sale or dispensing of medical marihuana within the City of Monroe for a period of one hundred eighty (180) days at their regular meeting held on January 4, 2011 (R 11-01) and extended that initial moratorium an additional one hundred eighty (180) days at their regular meeting held on June 6, 2011 (R 11-32); and

WHEREAS, City staff has continued investigations and research into the provisions of the Michigan Medical Marihuana Act, monitored the status of the current legal challenges in the courts and reviewed potential regulations pertaining to medical marihuana facilities. Further, the Citizens Planning Commission has established a sub-committee to evaluate the various ordinance and licensing options available to the City and has recommended extending the moratorium an additional one hundred eighty (180) days.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Monroe hereby extends the moratorium on the submission or receipt of applications, and any and all City permits, licenses or approvals for the growing, sale or dispensing of medical marihuana within the City of Monroe; and that during the moratorium dispensaries, compassion clubs and home-based businesses for the growing, sale or distribution of medical marihuana shall not be permitted in the City.

BE IT FURTHER RESOLVED, the moratorium imposed by this resolution shall remain in effect for one hundred eighty (180) days following the adoption date of this resolution or until amendments to the City of Monroe ordinances become effective, whichever comes first.

Motion:

Seconded by:

Ayes: Nays: Absent:

I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, State of Michigan, do hereby certify that the foregoing resolution is an exact copy of a Resolution adopted by the City Council of said City, at a regular meeting thereof held on the ____ day of _____, 2012.

Charles D. Evans
City Clerk-Treasurer

**CITY OF MONROE
RESOLUTION**

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Motion:

Seconded by:

Ayes: Nays: Absent:

I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, State of Michigan, do hereby certify that the foregoing resolution is an exact copy of a Resolution adopted by the City Council of said City, at a regular meeting thereof held on the ____ day of _____, 2012.

Charles D. Evans
City Clerk-Treasurer



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: NORTH MONROE STREET PUMP STATION MODIFICATIONS – REPORT ON BIDS RECEIVED

DISCUSSION: The Engineering Department opened bids for the above project on Monday, January 9, 2012. There were three (3) bidders, and a bid tabulation is attached for your review. The project consists primarily of work at the North Monroe Street Pump Station complex (commonly referred to as the K-Mart Pump Station), which will provide for an additional overflow manhole and connector pipe to the newer of two pump stations at the location. The new station, constructed in 2004, provides for excess flow from the tributary areas to the west along the Mason Run Drain to be routed to a relief sewer along Cole Road, rather than continuing to the east along the Mason Run Drain through the older pump station. Modification of the piping leading to this newer station has been identified by the Wastewater Department as a potential flow improvement that may balance the flows between the two outlet sewers, and may provide some assistance to residents to the west during periods of heavy rains by cycling the pump station into action earlier. In addition to this pump station work, the Wastewater Department has identified a sanitary sewer on Dixie Drive that lacks a manhole on the north end where it was cut off for the North Dixie Highway Underpass project, so this contract includes this as well as a separate line item. Funding was not specifically set aside for this work, but is being re-appropriated from other projects that were approved in the 2011-12 Capital Improvements Program.

The low bidder for the work is Salenbien Trucking & Excavating Inc. of Dundee, Michigan. Their low bid of \$28,893.60 is 42% under the Engineer's Estimate of \$50,000. They have worked for the City of Monroe extensively on underground construction nearly continuously since 2009, and have completed all work very well. This project, like all others since October 2011, was bid with prevailing wages requirements consistent with the Federal Davis-Bacon Act, and though they are not required since the bid price is under \$50,000, the contractor meets these requirements nonetheless.

IT IS RECOMMENDED that the City Council award the above contract to Salenbien Trucking & Excavating, Inc. in the amount of \$28,893.60, and that a total of \$30,340 be encumbered to include a 5% project contingency. **IT IS FURTHER RECOMMENDED** that the Mayor and Clerk-Treasurer be authorized to sign the contracts on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Contractor would like to start work as soon as possible

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, Wastewater Department, adjacent residents

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$30,340*
	Cost of This Project Approval	\$30,340*
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

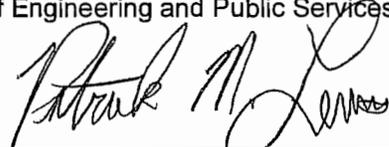
*Includes 5% contingencies

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	590-75.529-973.000 12Z14	N. Monroe Street Pump Station	\$30,340
	<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 01/10/12

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: January 17, 2012

NORTH MONROE STREET PUMP STATION MODIFICATIONS - BID TABULATION

ITEM	DESCRIPTION	NO. OF UNITS	UNITS	0 - ENGINEER'S ESTIMATE		1 - SALEBIEN TRUCKING & EXCAVATING, INC.		2 - E.R. ZEILER EXCAVATING, INC.		3 - C & D HIGHERS, INC.	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	NORTH MONROE STREET PUMP STATION - ALL WORK REQUIRED FOR OVERFLOW MANHOLE INSTALLATION AND ASSOCIATED WORK	1.0	LS	\$45,000.00	\$45,000.00	\$21,627.00	\$21,627.00	\$33,200.00	\$33,200.00	\$39,000.00	\$39,000.00
2	DIXIE DRIVE MANHOLE INSTALLATION	1.0	LS	\$5,000.00	\$5,000.00	\$7,266.60	\$7,266.60	\$7,100.00	\$7,100.00	\$20,000.00	\$20,000.00
					\$50,000.00	\$28,893.60	\$28,893.60		\$40,300.00		\$59,000.00



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2012 SANITARY SEWER REHABILITATION PROGRAM – REPORT ON BIDS RECEIVED

DISCUSSION: The Engineering Department opened bids for the above project on Monday, January 9, 2012. There were four (4) bidders, and a bid tabulation is attached for your review. This contract consists of rehabilitation of approximately 0.7 miles of sanitary sewers including the following locations:

- Location A: Front Street between Cass Street and Macomb Street (1240 LFT of 30" x 36" brick sewer)
- Location B: Maple Avenue between E. Lorain Street and Scottwood Avenue (640 LFT of 10" sewer)
- Location C: Reisig Street between the south end and E. Seventh Street (1090 LFT of 10" sewer)
- Location D: Dam #1 in River Raisin – behind Water Filtration Plant (495 LFT of 21" sewer)
- Location E: Dam #6 in River Raisin – east of Winchester Street (310 LFT of 42" sewer)

These locations are the source of excessive infiltration and inflow and are structurally deficient due to their age, and it is felt that rehabilitation using a Cured-in-Place Pipe (CIPP) liner is a much more cost-effective way to address these concerns than more expensive open cut, full replacement options. In the case of the sewers crossing behind the dams, full replacement is not even a feasible option. Further, 16 manholes will be addressed as well through this program. Funding for these projects was appropriated in the 2011-12 Capital Improvements Program, and for the Front Street, Maple Avenue, and Reisig Street locations, represent the continued coordination between the Engineering Department and Wastewater Department to address needs in combination with recent (Maple and Reisig in 2011) and future (Front in Spring 2012) street projects.

The low bidder for the work is Lanzo Lining Services, Inc. of Deerfield Beach, Florida. Their low bid of \$406,214.00 is 2.3% over the Engineer's Estimate of \$397,036.60. While we have not worked with them in the past, the Wastewater Department has reviewed their previous project references, product specifications, and bypass pumping plans, and feels that they will be able to successfully complete this project. The only issue raised by the low bidder relates to the river levels in the Spring with respect to the lining of the dam sewers, and we are willing to grant a time extension to them (or for any other bidder for that matter) until later in the summer if needed for those portions of the contract. The low bidder did not acknowledge the required addendum with their bids, but has done so after the fact. Given that the addendum consisted of only advisory and product approval information not affecting the bid pricing in a material way, we are willing to waive this minor bid irregularity in awarding the contract. This project, like all others since October 2011, was bid with prevailing wages requirements consistent with the Federal Davis-Bacon Act, and we believe the contractor will be able to meet these requirements. Though the contractor is based in Florida, they have a significant operational presence and past work experience in Michigan, so there does not appear to be any issue with their company in this respect.

IT IS RECOMMENDED that the City Council award the above contract to Lanzo Lining Services, Inc. in the amount of \$406,214.00, and that a total of \$446,834.00 be encumbered to include a 10% project contingency. **IT IS FURTHER RECOMMENDED** that the Mayor and Clerk-Treasurer be authorized to sign the contracts on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Contractor would like to start work in February if possible

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, Wastewater Department, adjacent residents

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$446,834.00*
	Cost of This Project Approval	\$446,834.00*
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

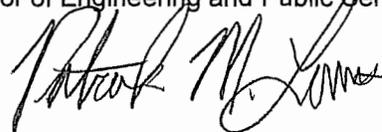
*Includes 10% contingencies.

SOURCE OF FUNDS:	City	Account Number	Amount
	590-75.529-973.000 12Z05	Sanitary Sewer – Front	\$195,710.00
	590-75.529-973.000 12Z06	Sanitary Sewer – Maple	\$48,754.00
	590-75.529-973.000 12Z07	Sanitary Sewer – Reisig	\$62,500.00
	590-75.529-973.000 12Z08	Sanitary Sewer – Dam 1	\$69,950.00
	590-75.529-973.000 12Z09	Sanitary Sewer – Dam 6	\$69,920.00
	<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 01/10/12

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: January 17, 2012

2012 SANITARY SEWER REHABILITATION PROGRAM - BID TABULATION

		0 - ENGINEER'S ESTIMATE			1 - LANZO LINING SERVICES, INC.		
	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	MOBILIZATION - DIVISION A (EAST & WEST FRONT)	1.0	LS	\$3,000.00	\$3,000.00	\$600.00	\$600.00
2	MOBILIZATION - DIVISION B (MAPLE)	1.0	LS	\$3,000.00	\$3,000.00	\$600.00	\$600.00
3	MOBILIZATION - DIVISION C (REISIG)	1.0	LS	\$3,000.00	\$3,000.00	\$600.00	\$600.00
4	MOBILIZATION - DIVISION D (DAM NO. 1-BEHIND WTP)	1.0	LS	\$3,000.00	\$3,000.00	\$600.00	\$600.00
5	MOBILIZATION - DIVISION E (DAM NO. 6-E. OF WINCHESTER)	1.0	LS	\$3,000.00	\$3,000.00	\$600.00	\$600.00
6	CLEAN & TELEWISE 10" SANITARY SEWER PRIOR TO RELINING	1730.0	LFT	\$2.10	\$3,633.00	\$4.00	\$6,920.00
7	CLEAN & TELEWISE 12" SANITARY SEWER PRIOR TO RELINING	36.0	LFT	\$2.60	\$93.60	\$4.00	\$144.00
8	CLEAN & TELEWISE 21" SANITARY SEWER PRIOR TO RELINING	495.0	LFT	\$2.60	\$1,287.00	\$6.00	\$2,970.00
9	CLEAN & TELEWISE 42" SANITARY SEWER PRIOR TO RELINING	310.0	LFT	\$3.40	\$1,054.00	\$8.00	\$2,480.00
10	CLEAN & TELEWISE 30"x36" SANITARY SEWER PRIOR TO	1240.0	LFT	\$4.50	\$5,580.00	\$8.00	\$9,920.00
11	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION A (EAST & WEST FRONT)	1.0	LS	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00
12	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION B (MAPLE)	1.0	LS	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00
13	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION C (REISIG)	1.0	LS	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00
14	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION D (DAM NO. 1-BEHIND WTP)	1.0	LS	\$50,000.00	\$50,000.00	\$22,000.00	\$22,000.00
15	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION E (DAM NO. 6-E. OF WINCHESTER)	1.0	LS	\$35,000.00	\$35,000.00	\$8,000.00	\$8,000.00
16	FURNISH & INSTALL 10" CURED-IN-PLACE SEWER LINING	1730.0	LFT	\$24.00	\$41,520.00	\$34.00	\$58,820.00
17	FURNISH & INSTALL 12" CURED-IN-PLACE SEWER LINING	36.0	LFT	\$29.00	\$1,044.00	\$160.00	\$5,760.00
18	FURNISH & INSTALL 21" CURED-IN-PLACE SEWER LINING	495.0	LFT	\$100.00	\$49,500.00	\$76.00	\$37,620.00
19	FURNISH & INSTALL 42" CURED-IN-PLACE SEWER LINING	310.0	LFT	\$100.00	\$31,000.00	\$168.00	\$52,080.00
20	FURNISH & INSTALL 30"x36" CURED-IN-PLACE BRICK SEWER	1240.0	LFT	\$80.00	\$99,200.00	\$120.00	\$148,800.00
21	LOCATE SANITARY SERVICE TAP AND CUT OPEN	75.0	EA	\$175.00	\$13,125.00	\$100.00	\$7,500.00
22	REHABILITATE SEWER MANHOLE	16.0	EA	\$2,000.00	\$32,000.00	\$2,200.00	\$35,200.00
23	TRAFFIC CONTROL - DIVISION A (EAST & WEST FRONT)	1.0	LS	\$3,500.00	\$3,500.00	\$400.00	\$400.00
24	TRAFFIC CONTROL - DIVISION B (MAPLE)	1.0	LS	\$2,000.00	\$2,000.00	\$400.00	\$400.00
25	TRAFFIC CONTROL - DIVISION C (REISIG)	1.0	LS	\$1,500.00	\$1,500.00	\$400.00	\$400.00
26	TRAFFIC CONTROL - DIVISION D (DAM NO. 1-BEHIND WTP)	1.0	LS	\$1,000.00	\$1,000.00	\$400.00	\$400.00
27	TRAFFIC CONTROL - DIVISION E (DAM NO. 6-E. OF WINCHESTER)	1.0	LS	\$1,000.00	\$1,000.00	\$400.00	\$400.00
					\$397,036.60		\$406,214.00

2012 SANITARY SEWER REHABILITATION PROGRAM - BID TABULATION

		2 - INLAND WATERS POLLUTION CONTROL, INC.			3 - INSITUFORM TECHNOLOGIES USA, INC.		
	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	MOBILIZATION - DIVISION A (EAST & WEST FRONT)	1.0	LS	\$1,500.00	\$1,500.00	\$2,800.00	\$2,800.00
2	MOBILIZATION - DIVISION B (MAPLE)	1.0	LS	\$1,500.00	\$1,500.00	\$2,800.00	\$2,800.00
3	MOBILIZATION - DIVISION C (REISIG)	1.0	LS	\$1,500.00	\$1,500.00	\$2,800.00	\$2,800.00
4	MOBILIZATION - DIVISION D (DAM NO. 1-BEHIND WTP)	1.0	LS	\$2,500.00	\$2,500.00	\$2,800.00	\$2,800.00
5	MOBILIZATION - DIVISION E (DAM NO. 6-E. OF WINCHESTER)	1.0	LS	\$2,500.00	\$2,500.00	\$2,800.00	\$2,800.00
6	CLEAN & TELEWISE 10" SANITARY SEWER PRIOR TO RELINING	1730.0	LFT	\$3.50	\$6,055.00	\$4.00	\$6,920.00
7	CLEAN & TELEWISE 12" SANITARY SEWER PRIOR TO RELINING	36.0	LFT	\$3.50	\$126.00	\$4.00	\$144.00
8	CLEAN & TELEWISE 21" SANITARY SEWER PRIOR TO RELINING	495.0	LFT	\$7.00	\$3,465.00	\$9.00	\$4,455.00
9	CLEAN & TELEWISE 42" SANITARY SEWER PRIOR TO RELINING	310.0	LFT	\$9.00	\$2,790.00	\$11.00	\$3,410.00
10	CLEAN & TELEWISE 30"x36" SANITARY SEWER PRIOR TO	1240.0	LFT	\$9.00	\$11,160.00	\$14.00	\$17,360.00
11	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION A (EAST & WEST FRONT)	1.0	LS	\$3,500.00	\$3,500.00	\$4,000.00	\$4,000.00
12	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION B (MAPLE)	1.0	LS	\$1,500.00	\$1,500.00	\$600.00	\$600.00
13	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION C (REISIG)	1.0	LS	\$1,500.00	\$1,500.00	\$600.00	\$600.00
14	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION D (DAM NO. 1-BEHIND WTP)	1.0	LS	\$50,000.00	\$50,000.00	\$69,000.00	\$69,000.00
15	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION E (DAM NO. 6-E. OF WINCHESTER)	1.0	LS	\$40,000.00	\$40,000.00	\$24,700.00	\$24,700.00
16	FURNISH & INSTALL 10" CURED-IN-PLACE SEWER LINING	1730.0	LFT	\$29.00	\$50,170.00	\$28.00	\$48,440.00
17	FURNISH & INSTALL 12" CURED-IN-PLACE SEWER LINING	36.0	LFT	\$33.00	\$1,188.00	\$166.00	\$5,976.00
18	FURNISH & INSTALL 21" CURED-IN-PLACE SEWER LINING	495.0	LFT	\$74.00	\$36,630.00	\$84.00	\$41,580.00
19	FURNISH & INSTALL 42" CURED-IN-PLACE SEWER LINING	310.0	LFT	\$219.00	\$67,890.00	\$242.00	\$75,020.00
20	FURNISH & INSTALL 30"x36" CURED-IN-PLACE BRICK SEWER	1240.0	LFT	\$125.00	\$155,000.00	\$155.50	\$192,820.00
21	LOCATE SANITARY SERVICE TAP AND CUT OPEN	75.0	EA	\$125.00	\$9,375.00	\$200.00	\$15,000.00
22	REHABILITATE SEWER MANHOLE	16.0	EA	\$2,100.00	\$33,600.00	\$2,299.00	\$36,784.00
23	TRAFFIC CONTROL - DIVISION A (EAST & WEST FRONT)	1.0	LS	\$2,500.00	\$2,500.00	\$16,825.00	\$16,825.00
24	TRAFFIC CONTROL - DIVISION B (MAPLE)	1.0	LS	\$1,500.00	\$1,500.00	\$1,682.00	\$1,682.00
25	TRAFFIC CONTROL - DIVISION C (REISIG)	1.0	LS	\$1,500.00	\$1,500.00	\$1,682.00	\$1,682.00
26	TRAFFIC CONTROL - DIVISION D (DAM NO. 1-BEHIND WTP)	1.0	LS	\$2,500.00	\$2,500.00	\$1,682.00	\$1,682.00
27	TRAFFIC CONTROL - DIVISION E (DAM NO. 6-E. OF WINCHESTER)	1.0	LS	\$2,500.00	\$2,500.00	\$1,682.00	\$1,682.00
					\$493,949.00		\$584,362.00

2012 SANITARY SEWER REHABILITATION PROGRAM - BID TABULATION

		4 - UTILITY SERVICES AUTHORITY			
	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	TOTAL
1	MOBILIZATION - DIVISION A (EAST & WEST FRONT)	1.0	LS	\$2,500.00	\$2,500.00
2	MOBILIZATION - DIVISION B (MAPLE)	1.0	LS	\$2,500.00	\$2,500.00
3	MOBILIZATION - DIVISION C (REISIG)	1.0	LS	\$2,500.00	\$2,500.00
4	MOBILIZATION - DIVISION D (DAM NO. 1-BEHIND WTP)	1.0	LS	\$15,000.00	\$15,000.00
5	MOBILIZATION - DIVISION E (DAM NO. 6-E. OF WINCHESTER)	1.0	LS	\$15,000.00	\$15,000.00
6	CLEAN & TELEWISE 10" SANITARY SEWER PRIOR TO RELINING	1730.0	LFT	\$2.00	\$3,460.00
7	CLEAN & TELEWISE 12" SANITARY SEWER PRIOR TO RELINING	36.0	LFT	\$5.00	\$180.00
8	CLEAN & TELEWISE 21" SANITARY SEWER PRIOR TO RELINING	495.0	LFT	\$30.00	\$14,850.00
9	CLEAN & TELEWISE 42" SANITARY SEWER PRIOR TO RELINING	310.0	LFT	\$55.00	\$17,050.00
10	CLEAN & TELEWISE 30"x36" SANITARY SEWER PRIOR TO	1240.0	LFT	\$15.00	\$18,600.00
11	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION A (EAST & WEST FRONT)	1.0	LS	\$45,000.00	\$45,000.00
12	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION B (MAPLE)	1.0	LS	\$2,100.00	\$2,100.00
13	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION C (REISIG)	1.0	LS	\$1,200.00	\$1,200.00
14	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION D (DAM NO. 1-BEHIND WTP)	1.0	LS	\$75,000.00	\$75,000.00
15	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION E (DAM NO. 6-E. OF WINCHESTER)	1.0	LS	\$85,000.00	\$85,000.00
16	FURNISH & INSTALL 10" CURED-IN-PLACE SEWER LINING	1730.0	LFT	\$32.00	\$55,360.00
17	FURNISH & INSTALL 12" CURED-IN-PLACE SEWER LINING	36.0	LFT	\$175.00	\$6,300.00
18	FURNISH & INSTALL 21" CURED-IN-PLACE SEWER LINING	495.0	LFT	\$150.00	\$74,250.00
19	FURNISH & INSTALL 42" CURED-IN-PLACE SEWER LINING	310.0	LFT	\$400.00	\$124,000.00
20	FURNISH & INSTALL 30"x36" CURED-IN-PLACE BRICK SEWER	1240.0	LFT	\$150.00	\$186,000.00
21	LOCATE SANITARY SERVICE TAP AND CUT OPEN	75.0	EA	\$125.00	\$9,375.00
22	REHABILITATE SEWER MANHOLE	16.0	EA	\$3,000.00	\$48,000.00
23	TRAFFIC CONTROL - DIVISION A (EAST & WEST FRONT)	1.0	LS	\$15,000.00	\$15,000.00
24	TRAFFIC CONTROL - DIVISION B (MAPLE)	1.0	LS	\$500.00	\$500.00
25	TRAFFIC CONTROL - DIVISION C (REISIG)	1.0	LS	\$500.00	\$500.00
26	TRAFFIC CONTROL - DIVISION D (DAM NO. 1-BEHIND WTP)	1.0	LS	\$2,100.00	\$2,100.00
27	TRAFFIC CONTROL - DIVISION E (DAM NO. 6-E. OF WINCHESTER)	1.0	LS	\$4,400.00	\$4,400.00
					\$825,725.00



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Change Order to West Front FIX Project

DISCUSSION: At its November 7th Council meeting, City Council approved a contract with Pranam Globaltech to complete \$17,500 in repairs and rehabilitation at a property on West Front Street as part of its FIX Program. These costs included replacing the home's boiler, water heater, basement windows, gutters, exterior siding and upgrading the home's electrical service. To cover unforeseen expenses, a \$3,500 contingency (20% of the contract amount) was also approved.

As work on this project commenced, it was discovered additional work is required related to replacing the aluminum siding. The contractor needs to replace the home's soffits as well as the aluminum trim on the windows and fascia. The contractor's estimate for these three items is a sum of \$5,862. While this change order will not cause the project to exceed the program's limit of \$24,999 per home, the significant cost of this additional work will exceed the contingency amount approved with the original contract. Therefore, we are requesting an increase of \$3,999 for a total approved contract amount, including contingencies, of \$24,999.

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

IT IS RECOMMENDED that City Council amend the existing contract with Pranam Globaltech to \$24,999 to reflect the amount needed to complete the work described above, \$24,212, and a contingency of \$787 for the remaining work.

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	\$ 24,999
	Cost of This Project Approval	\$ 3,999
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ *

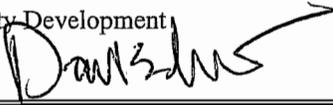
*Exact revenue is unknown, as it depends largely on future increases in valuation to homes assisted with CDBG programs

SOURCE OF FUNDS:	City	Account Number	Amount
	<u>Other Funds</u>	Community Development Block Grant 273.65.730.818.027	\$24,999

Budget Approval: _____

FACT SHEET PREPARED BY: Matt Wallace, Planner 

DATE: January 11, 2012

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

DATE: January 11, 2012

COUNCIL MEETING DATE: January 17, 2012

Wallace, Matthew

From: Vipul Patel [vipul.patel@pranamglobaltech.com]
Sent: Tuesday, January 10, 2012 3:57 PM
To: Wallace, Matthew
Subject: [REDACTED]

Importance: Low

Me. Wallace

Please find the following price for additional work at [REDACTED] W Front Street for your approval:

- Window Trim Replacement: \$1,930.00
- Soffit Replacement: \$1,840.00
- Trim work and other fascia board work as per owners request: \$2,092.00

Please call or email me if you need more information.

Thanks.

Vipul Patel

CEO

Pranam GlobalTech, Inc.

28980 Joy Road,

Livonia, MI 48150

Phone: 734-855-4960

Fax: 734-855-4961

Cell: 734-560-0827

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. Please be aware Michigan Code specifies this home **will be required to have smoke detectors** after having the work below completed.

Replace Boiler

Remove existing hot water boiler.
Install new 90% efficient boiler, appropriately sized to service dwelling. Connect all existing piping to new boiler. All piping shall meet manufacturers' installation instructions.

Cost of Boiler: \$ 4,700

Replace Water Heater

Remove existing gas water heater.
Install new Energy Star rated 40 gal. water heater connected with liner down chimney or with PVC venting. (tankless)

Cost of Water Heater: \$ 800

Electrical Upgrades/Changes

Eliminate all open splices in basement.
Install proper-sized junction boxes in basement.
Replace cable supports in basement with supports that meet code.
Install basement lighting that meets code.
Install 20 amp circuit and counter receptacles in kitchen.

Address addtl.
electrical as necessary

Cost of Upgrades: \$ 1,250

Replace Basement Windows

Remove existing basement windows. Replace with Low E basement windows to code
Note: block windows do not meet current Michigan energy efficiency requirements.

Cost of Basement Windows: \$ 1,500

Replace Siding and Install insulation in walls

Remove existing aluminum siding (leaving any other existing underlying siding) and install blown-in insulation in wall cavities.

Install insulation to meet a minimum R-15.

Install water-resistive barrier in accordance with Section R703.2 of the 2006 MRC.

Install, according to manufacturer's specifications, Wolverine American Legend Vinyl Siding, or approved equal.

All J-Channel intersections shall be mitered.

Dispose of all waste and debris resulting from siding and insulation properly.

Cost of Siding and Insulation: \$ 7,500

Replace Gutters

Remove existing gutters, gutter attachments and downspouts.

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

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

Cost of Gutters: \$ 1,750

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: \$ 17,500

Estimated Cost of Lead Safe Practices: \$ 500

Homeowner Signature:
(to verify site visit)



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Authorization for the City to acquire and transfer property for the South Monroe Street and West Front Street Parking Lot and Greenspace Project.

DISCUSSION: The City of Monroe Downtown Development Authority (DDA) has developed plans to substantially improve the function and appearance of the South Monroe Street and West Front Street Parking Lot. These plans include installation of new pavement, burying of utility lines, new lighting, pedestrian amenities and installation of a greenbelt park along the River Raisin. During the design process, the DDA Board recognized that it would be advantageous if improvements could also be made to the vacant areas adjacent to the buildings along West Front Street. The goal behind this proposal was to create an enhanced, more consistent appearance to the areas immediately behind the buildings.

The City Council previously (November 2011) authorized the DDA to purchase property for the Parking Lot and Greenspace Project to allow for a new pedestrian connection between West Front Street and the Parking Lot and facilitate private property improvements. The DDA Board and City staff have subsequently explored both purchase and lease options for the other parcels desired for the project. The City and DDA were advised by legal counsel that in order to spend bond proceeds on the improvements, they needed to be located on publicly owned property. DDA Board members and City staff have contacted several property owners regarding their willingness to sell the rear portions of their property to facilitate these improvements.

The advantage to the property owners is that the DDA will pay for significant improvements (i.e. paving, landscaping, lighting and dumpster enclosures) at NO direct expense to the property owners. After the purchase and improvements are completed, the City will assume maintenance responsibilities for these areas including snow removal and paving repairs. By including these improvements in the larger DDA project, it is also expected they can be achieved at a much more cost effective rate than individual contracts.

Based on the current plans, the project proposes improvements on seven (7) privately owned parcels with five (5) separate owners. These properties include parcel #29-00434-000 (a.k.a. 34 W. Front St.), parcel #29-00438-000 (a.k.a. 56 W. Front St.), parcel #29-0441-000 (a.k.a. 78-84 W. Front St.), parcel #29-00444-000 (a.k.a. 102 W. Front St.), parcel #29-00447-000 (a.k.a. 112 W. Front St.), parcel #29-00448-000 (a.k.a. 114 W. Front St.), and parcel #29-00449-000 (a.k.a. 116 W. Front St.). The DDA and City have jointly made preliminary purchase offers on the portions of the properties where public improvements will occur.

There is one unique situation where the property owner of parcel #29-00449-000 (a.k.a. 116 W. Front St.), WestSide Exploration LLC, needs a small strip of City owned property adjacent to their building to facilitate reconstruction of one wall of the building. Therefore, as part of the purchase of the property needed for the Parking Lot Project, the property owner and City staff are proposing that the City also transfer a narrow strip of land (Approx. 1.5 ft. X 121 ft.) to WestSide Exploration for the wall reconstruction. The City would receive compensation equal to the value of this property, toward the purchase of the property for the Parking Lot project. In other words, this transaction will involve a partial land swap.

The project plan proposes that the City of Monroe will be the owner of all of the properties acquired as part of the project, as the City already holds title to the property underlying the current parking lot. Once the improvements are completed and approved, they will also be turned over to the City. The DDA will fund all of the property acquisition and planned improvements through their tax increment revenues that will pay the debt service (principal and interest) on the capital improvement bonds being sold for the project. The DDA Board has passed a resolution dedicating their tax increment revenues for this purpose. Further, the DDA Board has authorized their Chairperson to incur the necessary costs for the property acquisition.

IT IS RECOMMENDED that City Council authorize the purchase and acquisition of portions of seven (7) privately owned parcels from five (5) separate property owners necessary for the completion of the planned improvements for the South Monroe Street and West Front Street Parking Lot and Greenspace Project; including portions of parcel #29-00434-000 (a.k.a. 34 W. Front St.), parcel #29-00438-000 (a.k.a. 56 W. Front St.), parcel #29-0441-000 (a.k.a. 78-84 W. Front St.), parcel #29-00444-000 (a.k.a. 102 W. Front St.), parcel #29-00447-000 (a.k.a. 112 W. Front St.), parcel #29-00448-000 (a.k.a. 114 W. Front St.), and parcel #29-00449-000 (a.k.a. 116 W. Front St.). That City Council authorize the sale and transfer of small strip of City owned property, currently part of parcel #29-00435-001, to WestSide Exploration LLC necessary for the of reconstruction of one wall of the building located at 116 W. Front Street. That the City Council authorize the City Manager to execute all necessary documents, including but not limited to, purchase agreements, deeds and funding authorizations to complete the transactions. The purchase and acquisition of the above referenced parcels shall be subject to the conditions that the DDA fund the property acquisitions and planned improvements through their tax increment revenues and/or the capital improvement bonds being sold for the project; the City Assessor review the purchase prices to verify they are in a range of reasonable market values; and the City Attorney review and approve the necessary documents prior to execution.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: January 17, 2012

REASON FOR DEADLINE: To complete the property acquisitions prior to the anticipated start date of the parking lot improvements.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N.A.

INITIATED BY: City of Monroe Downtown Development Authority (DDA), Department of Community and Economic Development

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City of Monroe Downtown Development Authority, Department of Economic and Community Development, Assessing Department, City Manager and City Attorney.

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 1,900,000.00*
	Cost of This Project Approval	\$ TBD
	Related Annual Operating Cost	\$ TBD
	Increased Revenue Expected/Year	\$ (1,300.00)**

* Estimated

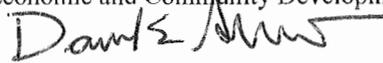
** Properties will become tax exempt

SOURCE OF FUNDS:	City	Account Number	Amount
	<u>Other Funds</u> Downtown Development Authority		TBD

Budget Approval: _____

FACT SHEET PREPARED BY: Dan Swallow, Director of Economic and Community Development **DATE:** 01/09/12

REVIEWED BY: George Brown, City Manager



DATE:

COUNCIL MEETING DATE: January 17, 2012



City of Monroe
CivicSight Map

MAP LEGEND:

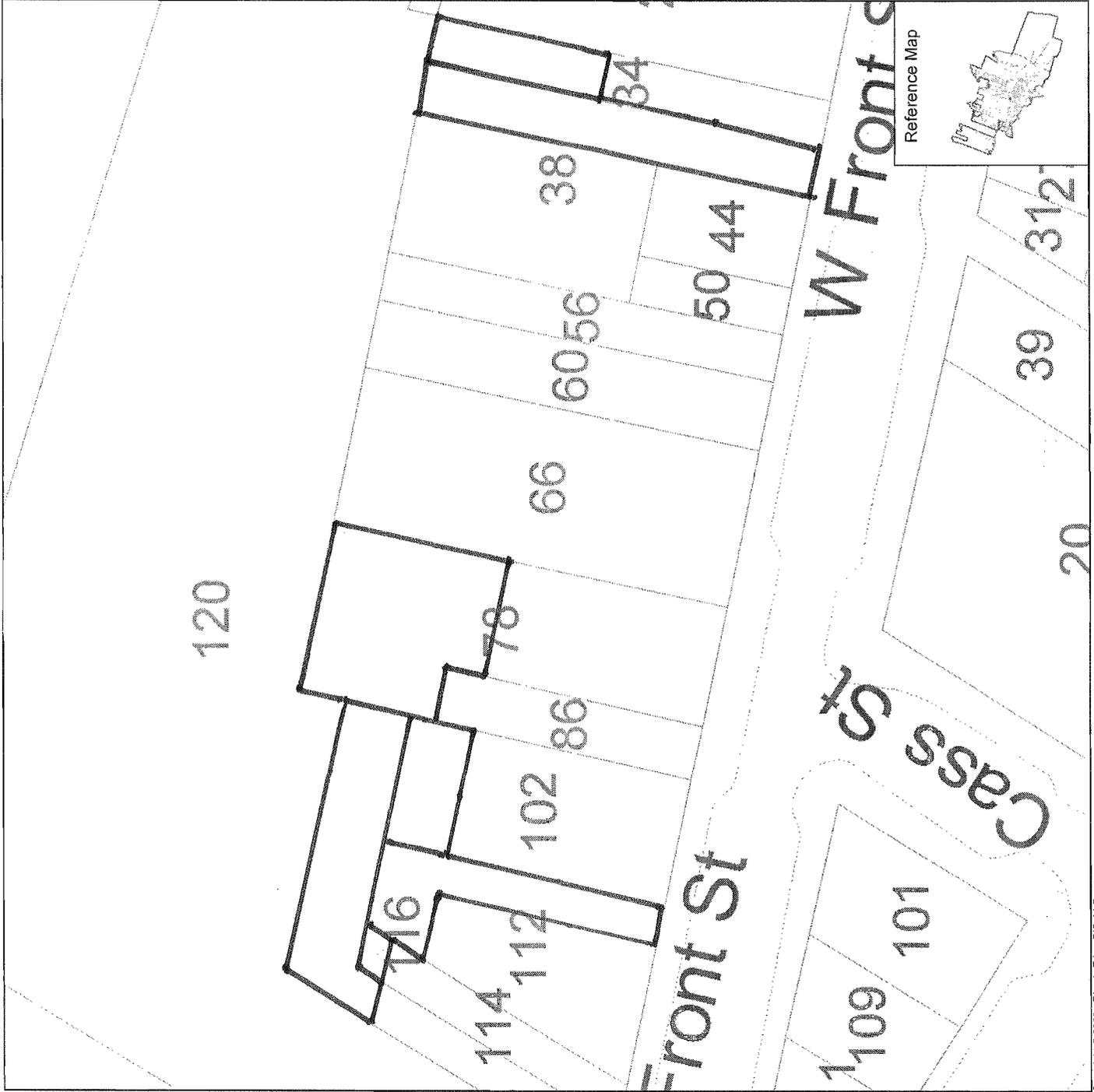
- EDGE OF PAVEMENT
- CITY LIMITS
- PARCELS



Map Scale: 1 inch = 62 feet
 Map Date: 1/11/2012
 Data Date: June 17, 2011

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

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



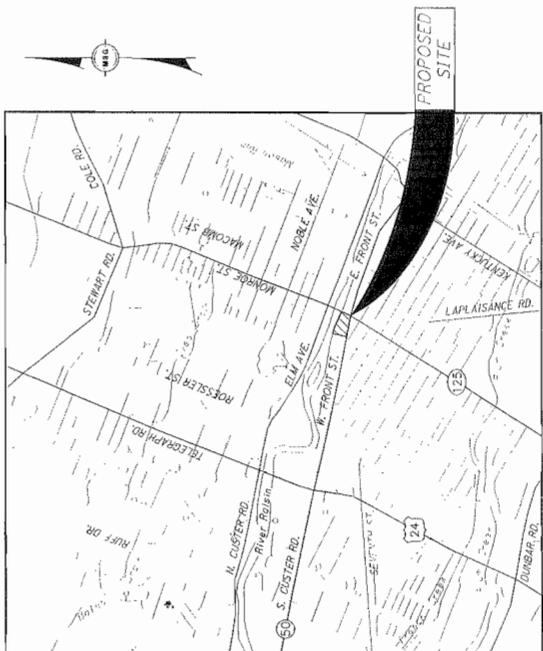
Reference Map



WEST FRONT STREET & SOUTH MONROE STREET PARKING LOT & GREENSPACE IMPROVEMENTS

IN
THE CITY OF MONROE
MONROE COUNTY, MICHIGAN

SHEET NO.	DESCRIPTION
INDEX OF SHEETS	
CIVIL PLANS	
C1.1	TITLE SHEET
C2.1	EXISTING SITE & DEMOLITION PLAN
C3.1	OVERALL SITE PLAN
C3.2	PAVING PLAN
C4.1	OVERALL GRADING & EROSION CONTROL PLAN
C4.2	ENLARGED GRADING PLAN
C4.3	ENLARGED GRADING PLAN
C4.4	ENLARGED GRADING PLAN
C4.5	ENLARGED GRADING PLAN
C5.1	STORM SEWER PLAN
C5.2	DRAINAGE PLAN
C5.3	STORM SEWER PROFILES
C5.4	STORM SEWER PROFILES
C5.5	PAVING DETAILS
C6.1	MISCELLANEOUS DETAILS
C6.2	EROSION CONTROL DETAILS & NOTES
C6.3	ADVA. SIGN. DETAILS & SPECIFICATIONS
C6.4	CITY OF MONROE STANDARD DETAILS FOR STORM SEWER
F-418	
ELECTRICAL / COMMUNICATION PLANS	
U.1	HPS PHOTOMETRIC PLAN WITH TEARDROP LUMINARIES (BY DTD)
UL1	UTILITY PLAN
UL2	SIMPLE ONE LINE DIAGRAM
UL3	UTILITY DETAILS
STRUCTURAL PLANS	
S1.1	STRUCTURAL GENERAL NOTES
S2.1	FISHING PIER DETAILS
S2.2	FISHING PIER DETAILS
S2.3	FISHING PIER DETAILS
S2.4	FISHING PIER DETAILS
S3.1	RETAINING WALL PLAN VIEW
S3.2	RETAINING WALL DETAILS
S3.3	RETAINING WALL DETAILS
S3.4	RETAINING WALL DETAILS
S4.1	MISCELLANEOUS DETAILS I
S4.2	MISCELLANEOUS DETAILS II
S4.3	MISCELLANEOUS DETAILS III
LANDSCAPING PLANS	
L1.1	LANDSCAPE PLAN
L2.1	LANDSCAPE DETAILS AND NOTES
L2.2	LANDSCAPE DETAILS AND NOTES
L3.1	IRRIGATION PLAN
L4.1	IRRIGATION DETAILS AND NOTES



LOCATION MAP
NOT TO SCALE

LIBRARY/OWNER
CITY OF MONROE
100 W. FRONT ST.
MONROE, MI 48150

DESIGNER
THE MANNIK & SMITH GROUP, INC.
100 W. FRONT ST.
MONROE, MI 48150

DATE
09/12/2011

PROJECT
WEST FRONT STREET & SOUTH MONROE STREET & PARKING LOT

PROPERTY OWNER CONTACT
MONROE DOWNTOWN DEVELOPMENT AUTHORITY
RICK FLORADAY, CHAIRMAN
100 E. FRONT ST.
MONROE, MI 48150
PH: 734-240-2458
FAX: 734-240-2457

CIVIL ENGINEER
THE MANNIK & SMITH GROUP, INC.
100 W. FRONT ST.
MONROE, MI 48150
PH: 734-240-2200
FAX: 734-240-2456

ARCHITECT
JAMES S. JACOBS' ARCHITECTS, PLLC
25 WASHINGTON ST.
MONROE, MI 48150
PH: 734-240-7833
FAX: 734-241-1181

BY: DONALD A. LINK, P.E.
PROFESSIONAL ENGINEER #23710
DATE: 09/12/2011

REV.	DATE	DESCRIPTION
1	09-12-11	DEVELOPMENT
2	09-12-11	REVISED
3	09-12-11	REVISED
4	09-12-11	REVISED
5	09-12-11	REVISED
6	09-12-11	REVISED
7	09-12-11	REVISED
8	09-12-11	REVISED
9	09-12-11	REVISED
10	09-12-11	REVISED

Mannik & Smith
Civil Engineering, Surveying and Environmental Consulting
100 W. FRONT ST.
MONROE, MI 48150

CIVIL ENGINEER
DONALD A. LINK, P.E.
PROFESSIONAL ENGINEER #23710

TITLE SHEET
PROJECT: WEST FRONT STREET & SOUTH MONROE STREET & PARKING LOT
CITY OF MONROE, MICHIGAN

C1.1



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

REVISED

1-13-12

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Operations

FINANCES

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: Mayor's Office

DATE: 1/9/12

REVIEWED BY: Robert E. Clark, Mayor 

DATE: 1-11-12

COUNCIL MEETING DATE: 1/17/12

RESOLUTION

REVISED
1/13/12

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, January 17, 2012

BROWNFIELD REDEVELOPMENT AUTHORITY

Robert E. Clark	2 year term to January 13, 2014
Dale Brose	2 year term to January 13, 2014

CITIZEN PLANNING COMMISSION

David Roberts	3 year term to January 12, 2015
Scott Neinas	3 year term to January 12, 2015
James Kansier, Council Liaison	

ECONOMIC DEVELOPMENT REVIEW COMMITTEE

Brian Beneteau (Representative)	2 year term to January 13, 2014
James Kansier (Alternate)	2 year term to January 13, 2014

EMPLOYEE RETIRMENT SYSTEM BOARD OF TRUSTEES

Mike Gaynier	4 year term to January 11, 2016
James Kansier	2 year term to January 13, 2014

LEGISLATIVE CONTACT PERSON

Robert E. Clark	1 year term to January 14, 2013
Jeremy Molenda (Alternate)	1 year term to January 14, 2013

METROPOLITAN WATER POLLUTION CONTROL BOARD

Robert E. Clark	1 year term to January 14, 2013
George Brown	1 year term to January 14, 2013
Jerry McKart (Alternate)	1 year term to January 14, 2013

MONROE HOUSING COMMISSION

(Wanda) Faye Stromber 5 year term to January 9, 2017
Jerry McKart, Council Liaison

MONROE PUBLIC ACCESS CABLE TELEVISION

Jeremy Molenda 2 year term to January 13, 2014
Edward Sell (Alternate) 2 year term to January 13, 2014

MONROE TRAFFIC COMMITTEE

Robert E. Clark 2 year term to January 13, 2014
Brian Beneteau 2 year term to January 13, 2014
Jeffery Hensley 2 year term to January 13, 2014
Thomas Moore 2 year term to January 13, 2014
Michael Milette 2 year term to January 13, 2014
James Crammond 2 year term to January 13, 2014
Dennis Polczynski 2 year term to January 13, 2014
Anthony Webb 2 year term to January 13, 2014
Scott Davidson 2 year term to January 13, 2014

RECREATION ADVISORY COMMISSION

Christopher Bica, Council Liaison

SOUTHEASTERN MICHIGAN COUNCIL OF GOVERNMENTS (SEMCOG)

Robert E. Clark 2 year term to January 13, 2014
(Delegate)
Patrick Lewis 2 year term to January 13, 2014
(Alternate)

UNITED WAY OF MONROE COUNTY

Jeffery Hensley 2 year term to January 13, 2014
(Council Liaison)

ZONING BOARD OF APPEALS

Willie Hall 3 year term to January 12, 2015
Michael Bosanac 3 year term to January 12, 2015
George O'Dell (Alternate) fill an unexpired term to January 14, 2013
Brian Beneteau 2 year term to January 13, 2014