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**RULE OF THE CHAMBER**

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

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

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

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

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

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

The City of Monroe will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon one week's notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, 120 E. First St., Monroe, LA 70501, (734) 384-9138. The City of Monroe website address is [www.monroemi.gov](http://www.monroemi.gov).

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**AGENDA - CITY COUNCIL REGULAR MEETING**

**MONDAY, SEPTEMBER 16, 2013**

**7:30 P.M.**

**AMENDED**

**I. CALL TO ORDER.**

**II. ROLL CALL.**

**III. INVOCATION/PLEDGE OF ALLEGIANCE.**

**IV. PROCLAMATIONS.**

210 Meadow Montessori School Peace Day – September 21, 2013.

211 United Way of Monroe County Month – October, 2013.

212 "Drive 4 Pledges Day" – September 19, 2013

213 Halloween Trick-or-Treat Night – October 31, 2013.

**V. PRESENTATION.**

Presentation by Dan Stefanski, River Raisin PAC Chairman and Commissioner on the City of Monroe Commission on the Environment & Water Quality regarding River Projects and DMAPL Sediment Removal.

**VI. COUNCIL ACTION.**

208 Tabled at the September 3, 2013 meeting.

The communication from the Director of Economic & Community Development, submitting amendments to the Building Department Plan Review Fee Schedule, and recommending that Council adopt the amended Building Department Plan Review Fee Schedule. It was moved by Council Member Hall and seconded by Council Member Beneteau that item 208 be tabled until the next Regular Council Meeting

214 Communication from the Director of Engineering & Public Services, submitting proposed Ordinance No. 13-007, an Ordinance to amend Chapter 680, Vehicles and Traffic, article III, Section 680-18 of the Code of the City of Monroe.

Proposed Ordinance No. 13-007, up for its first reading and recommending that the public hearing be set for Monday, October 7, 2013.

**VII. COMMUNICATIONS.**

- 215 Communication from the Local Officers Compensation Commission Chairman, giving a recommendation for salaries of the local elected officials of the City of Monroe.

**VIII. 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 City Council Meeting held on September 3, 2013.

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

- 216 The Home Builders & Remodelers Association Banner Request.

1. Communication from the City Manager's Office, submitting a request from the Home Builders & Remodelers Association for permission to display a banner across Monroe Street from February 7 – March 3, 2014, announcing the annual Home Builders & Remodelers Show, and recommending approval of the request.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

- 217 The Homeless Network Banner Request.

1. Communication from the City Manager's Office, submitting a request from the Homeless Week Committee Network for permission to display a banner across Monroe Street from November 7 – 16, 2013 announcing Homeless Awareness Week, and recommending approval of the request.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

- 218 21<sup>st</sup> Annual Holiday Season Kick-Off and Christmas Tree Lighting.

1. Communication from the City Manager's Office, reporting back on a request from the Downtown Development Authority for permission to hold the 21<sup>st</sup> annual Holiday Season Kick-Off and Christmas Tree Lighting in conjunction with the Holiday Parade on Saturday November 23, 2013 from 4:00 p.m. – 8:00 p.m., specifically for electrical access for the pavilion and all electrical needs for the entertainment and tree lighting, assistance in decorating and permission to light the tree in front of the County Courthouse, reserve parking spaces on the west side of Washington Street at East First Street for loading & unloading passengers on the free horse carriage/wagon rides around the central business district, trash pick-up prior to the event, and to close East First Street between South Monroe and South Macomb Streets to vehicular traffic, as well as Washington Street between East Second and West Front Streets due to the high volume of pedestrian traffic and reduced lighting in the area, and recommending that Council approve this request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, emergency vehicle access being maintained, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

- 219 Monroe County Chamber of Commerce Annual Holiday Parade.

1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Chamber of Commerce for permission to hold the annual Holiday Parade in conjunction with the DDA's Christmas Tree Lighting Ceremony on Saturday, November 23, 2013 at 4:00 p.m., specifically

to close the affected streets along the parade route (the corner of Jones Avenue/Monroe Street, Monroe Street between Jones Avenue and Elm Avenue and West Front Street from Monroe Street to the Laurel-Finzel parking lot, where the parade will disband), and recommending that Council approve this request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, emergency vehicle access being maintained, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

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

220 Monroe High School – Annual Homecoming Parade Request.

1. Communication from the City Manager's Office, reporting back on a request from Monroe High School for permission to hold their annual Homecoming Parade on October 11, 2013 at 5:00 p.m., and to close the affected streets, and additional help from the Police Department and the Department of Public Services, and recommending that Council approve this request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

221 Monroe Street Water Main Replacement Bid.

1. Communication from the Director of Engineering & Public Services, reporting back on bids received for the Monroe Street Water Main Replacement project, and recommending that Council award a contract for the Monroe Street Water Main Replacement project to Gleason Construction Company, Inc. in the amount of \$357,361, and that a total of \$411,000 be encumbered to include a 15% 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. Action: Accept, place on file and the recommendation be carried out.

222 Sign Truck Purchase.

1. Communication from the Director of Engineering & Public Services, submitting a contract to purchase a 2014 Ford F350 to replace the sign truck, and recommending that Council authorize the purchase of one (1) 2014 Ford F350 truck with custom body in the amount of \$29,317 from Signature Ford of Owosso, and that the Director of Engineering & Public Services be authorize to prepare a purchase order for the above amount.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

223 West Front Street Curb Replacement – Change Order.

1. Communication from the Director of Engineering & Public Services, submitting a request for a change order to the West Front Street Curb Replacement project, and recommending that Council award a change order to the 2012-13 Concrete Paving Program to G.V. Cement Contracting Co. for the West Front Street Curb Replacement project in the amount of \$30,012.03, that a total of \$34,500 be encumbered to include a 15% project contingency, and that the Finance Director be authorized to make the necessary transfer from the Major Street Fund Balance, and further recommending that the Director of Engineering & Public Services be authorized to sign the change order on behalf of the City of Monroe.

2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.
- 224 Day-N-Night Taxi Service.
1. Communication from the Director of Public Safety, submitting a request from Allister Jones, Owner of Day-N-Night Taxi Cab Service of Monroe, Michigan, to operate a Taxi Service within the City of Monroe, and recommending that the application be approved pending the passing of vehicle inspections and provided the necessary permits, fee's and licenses are obtained.
  2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.
- 225 Purchase of 6 Scott – Self Contained Breathing Apparatus (SCBA).
1. Communication from the Fire Chief, submitting a request to purchase 6 Scott SCBA's units for use in fire suppression,, chemical, biological, radiological, nuclear and explosive incidents, at a cost of \$5,628.25 each, and recommending that Council approve the purchase of 6 Scott SCBA's from Argus-Hazco for a total amount of \$33,769.50.
  2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.
- 226 City Policies and Procedures – Vehicle Fleet Safety Policy No. 21.
1. Communication from the Director of Human Resources, submitting a revised Vehicle Fleet Safety Policy, and recommending that Council approve the attached Vehicle Fleet Safety Policy, No. 21 and direct City administration to proceed with implementation.
  2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.
- 227 ICMA-RC Deferred Compensation Loans.
1. Communication from the Director of Human Resources, submitting amendments to the ICMA-RC Deferred Compensation Loan Guidelines Agreement, and recommending that Council approve the attached Loan Guidelines Agreement and that the Mayor be authorized to sign the Agreement on behalf of the City of Monroe.
  2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.
- 228 Appointments.
1. Communication from the Mayor's Office, submitting a proposed resolution for appointment's to various City Boards and Commissions, and recommending the proposed Resolution be adopted.
  2. Supporting documents.
  3. Action: Accept, place on file and the resolution be adopted.
- 229 Approval of Detroit Avenue Closure for the "*Liberation of Frenchtown*" Event at the River Raisin National Battlefield Park.
1. Communication from the Director of Economic & Community Development submitting a request from the River Raisin National Battlefield Park under the direction of National Parks Services for permission to close Detroit Avenue for the "*Liberation of Frenchtown*" event, as an ongoing celebration of the Bicentennial of the War of 1812, and recommending Council approved the

proposed closure of Detroit Avenue from 12:00 noon until 9:00 p.m. on Saturday, September 28, 2013 for the "*Liberation of Frenchtown*" event, to assist in directing the event traffic and to provide parking for the anticipated buses.

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

230 Sanitary Manhole Installation on South Monroe Street – Change Order Award.

1. Communication from the Director of Engineering & Public Services, submitting a change order to the 2013 Water Main Replacement Program contract, (Location A) Sanitary Manhole Installation on South Monroe Street, and recommending that Council award a change order to the 2013 Water Main Replacement Program contract (Location A) to Salenbien Trucking & Excavating, Inc. for the installation of a 48" diameter manhole on South Monroe Street in the amount of \$18,350, that a total of \$20,000 be encumbered to include a 9% project contingency, and that the competitive bidding process be waived for this work, and further recommending that the Director of Engineering & Public Services be authorized to sign the change order on behalf of the City of Monroe.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

IX. MAYOR'S COMMENTS.

X. COUNCIL COMMENTS.

XI. CITY MANAGER COMMUNICATION.

XII. CITIZEN COMMENTS.

XIII. ADJOURNMENT.

CITY OF MONROE  
REGULAR COUNCIL MEETING  
TUESDAY, SEPTEMBER 3, 2013

Regular meeting of the City Council of the City of Monroe, Michigan held on Tuesday, September 3, 2013 at 7:30 p.m. in the City Hall Council Chambers.

Present: Council Member Hall, Molenda, Kansier, Beneteau, Hensley, McKart and Mayor Clark.

Charles D. Evans, Clerk-Treasurer, gave the invocation.

Mayor Clark led the Pledge of Allegiance.

Charles D. Evans, Clerk-Treasurer announced that the Consent Agenda will be amended to add Item 209, Demolition Bid – 520 Almyra Avenue, 1020 East First Street and 728 East Fourth Street.

It was moved by Council Member McKart and seconded by Council Member Hensley to amend the Consent Agenda to add item 209.

Ayes: 7 Nays: 0

Motion carried.

Mayor Clark noted that item 209 is for authorization to award Demolition Contracts to the next lowest responsible bidders for 520 Almyra Avenue, 1020 East First Street and 728 East Fourth Street and said that Mr. Swallow has extra copies of the agenda fact sheet for those who would like a copy.

Consent Agenda. (All items listed under the Consent Agenda are considered to be routine by Mayor and Council and may be approved by one motion. Any item may be removed for separate discussion by a Councilperson or citizen.)

A. Approval of the Minutes of the Council Work Session held on August 19, 2013 and the Minutes of the Regular City Council Meeting held on August 19, 2013, the Minutes of the Council Work Session held on August 26, 2013, and the minutes of the Special Meeting held on Wednesday, August 28, 2013.

B. Approval of payments to vendors in the amount of \$ 1,897,417.34.  
Action: Bills be allowed and warrants drawn on the various accounts for their payment.

203 Landscaping of City Property at Intersection of Front, Third and Union Streets – Funding Allocation.

1. Communication from the Director of Engineering & Public Services, submitting a request for the landscaping of City property located at the intersection of West Front Street, West Third Street and Union Street, and recommending that up to \$7,425 be appropriated from General Fund contingencies to provide for the complete installation of a sprinkler system for this project.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

204 Professional Services Agreement with Beckett & Reader Inc. for the Recreation Plan Update.

1. Communication from the Director of Economic & Community Development, reporting back on the City of Monroe Recreation Plan update, and recommending that Council award a professional services agreement to Beckett & Reader Inc. for the update of the City of Monroe Recreation Plan (a.k.a. Recreation Systems Plan) in an amount not to exceed \$14,000, and authorize the City Manager to execute the agreement, and further recommending that Council approve a budget amendment in the amount of \$3,000 to cover public meeting, advertising and printing costs; for a total project budget of \$17,000.

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

205 Computer Network Upgrade.

1. Communication from the Finance Director, submitting a proposal from Sentinel Technologies for the computer network upgrade plan, and recommending that Council approve the Network Upgrade proposal submitted by Sentinel Technologies in the total amount of \$81,764.42 and that a total amount of \$86,000 be encumbered to allow for any contingencies that may arise, and further recommending that the City Manager be approved to execute the agreement on the City's behalf.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

206 New Public Safety Building – Professional Services Award for Run Time Analysis.

1. Communication from the Director of Engineering & Public Services, submitting a change order to the new Public Safety Building Professional Services Award for Run Time Analysis, and recommending that Council award a change order to the original service agreement to Redstone Architects, Inc., for the above work at a fixed fee of \$1850, and that the City Manager, Director of Engineering & Public Services, or their designee be authorized to execute any necessary and appropriate agreements on behalf of the City.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

207 Traffic Committee Meeting.

1. Communication from the Director of Engineering & Public Services, submitting the minutes of the Traffic Committee meeting held on August 28, 2013, and recommending that Council place on file the August 28, 2013 Mayor's Traffic Committee meeting, and direct the Engineering Department to coordinate with the City Attorney to develop an ordinance to lower the speed limit on North Dixie Highway to 35 miles per hour for its entire length within the City of Monroe.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

208 Amendments to Building Department Plan Review Fee Schedule.

1. Communication from the Director of Economic & Community Development, submitting amendments to the Building Department Plan Review Fee Schedule, and recommending that Council adopt the amended Building Department Plan Review Fee Schedule.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

209 Demolition Bid – 520 Almyra Avenue, 1020 East First Street and 728 East Fourth Street.

1. Communication from the Director of Economic & Community Development, reporting back on bids received for properties at 520 Almyra Avenue, 1020 East First Street and 728 East Fourth Street, and recommending that Council authorize the City Manager to award and execute demolition contracts with the following next lowest responsible bidders, after exhausting all efforts to proceed with the lowest bidder – Universal Consolidated Enterprises. 1.) International Construction in the amount of \$5,900 for the demolition of 520 Almyra avenue, and that a total amount of \$9,900 be encumbered to allow for a contingency of \$4,000 to deal with any unforeseen circumstances, 2.) Ahern Contracting in the amount of \$8,000 for the demolition of 1020 East First Street, and that a total of \$12,000 be encumbered to allow for a contingency of \$4,000 to deal with an unforeseen circumstances, and 3.) Ward Close & Sons excavating

in the amount of \$6,750 for the demolition of 728 East Fourth Street, and that a total of \$16,000 be encumbered to allow for a contingency of \$4,000 to deal with any unforeseen circumstances.

2. Supporting documents.

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

It was moved by Council Member Hall and seconded by Council Member McKart that item 203, 204, 205, 206 and 209 of the Consent Agenda be approved as indicated and item 207 and 208 be removed and considered separately.

Ayes: 7 Nays: 0

Motion carried.

207 The communication from the Director of Engineering & Public Services was presented, submitting the minutes of the Traffic Committee meeting held on August 28, 2013, and recommending that Council place on file the August 28, 2013 Mayor's Traffic Committee meeting, and direct the Engineering Department to coordinate with the City Attorney to develop an ordinance to lower the speed limit on North Dixie Highway to 35 miles per hour for its entire length within the City of Monroe.

Adam Yeager, 1833 South Custer Road asked who has the right-of-way on the street when bicyclists are going in the wrong direction with no headlights at night.

Mayor Clark explained that bicyclists have the right-of-way on the road in the right lane of travel if there is not a bike lane; they should be riding with traffic and should have lights and reflectors on the bike. He also noted that the Police Department has a booklet on bike safety.

It was moved by Council Member Hall and seconded by Council Member Hensley that item 207 be accepted, placed on file and the recommendation be carried out.

Ayes: 7 Nays: 0

Motion carried.

208 The communication from the Director of Economic & Community Development was presented, submitting amendments to the Building Department Plan Review Fee Schedule, and recommending that Council adopt the amended Building Department Plan Review Fee Schedule.

Council Member Beneteau noted that since these costs are pretty much the funding source for the Building Department, he asked why the fees are being reduce and what effect it will have on the funding of the department.

Dan Swallow, Director of Economic & Community Development explained the major components of the three (3) fees and the factors surrounding incremental decrease in the fees.

Following discussion, it was moved by Council Member Hall and seconded by Council Member Beneteau that item 208 be tabled until the next Regular Council Meeting.

Ayes: 7 Nays: 0

Motion carried.

#### Council Comments.

Council Member Hall commented on the past weekend events and expressed concern about the issue with the election dates.

Mayor Clark suggested that Mr. Evans make comment to Council Member Hall's concern.

Charles D. Evans, Clerk-Treasurer explained that the City Clerk's Office received a call from the County Clerk's Office to inform us that we missed the August 13 deadline to submit our candidate's petitions for the November 5, 2013 General Election. He said that a conversation with the County Clerk reveled that a law passed by the state in

2010 changed our Charter and no longer allowed to use our filing dates and that we have to comply with state law. He explained that there is an effort afoot to go to Circuit Court here in Monroe County and have that vacated temporarily to enable us to give our citizens the full timeline that has always been required in our City Charter to prepare for and vote in our election. He continued that the ballots have to be available to the public by September 21<sup>st</sup> and Write-in Candidates have until October 25<sup>th</sup> to declare that status so unless we can get some type of restraining order, our process would be to mail out blank absentee ballots in the beginning of October. He continued that the positions would be open for election and there would be no names on the ballot. He also explained that in Circuit Court, he would be the Plaintiff and the County Clerk and County Board of Canvassers would be the Defendant's and that the point of Court action is to prevent petition from being rejected prior to the filing deadline.

Council Member McKart noted that if Council does not take action regarding the construction on the North Dixie Highway project that would mean construction will begin tomorrow. He expressed concern that Council will not do anything and just let the project continue.

Mayor Clark asked Tom Ready, Attorney if Council Member McKart wants to make any changes to the project, can he do it at this time.

Tom Ready, Attorney said that he is not sure he understands the question and noted that there is a contract in place and construction is underway, so is the question whether Council can do anything to interrupt or discontinue that process.

Council Member McKart said that he voted against the project and doesn't think that he can make a motion to reconsider a certain phase of the project, in reference to the proposed medians from Noble to Elm Avenue.

Tom Ready, Attorney said that he doesn't think it would be a motion to reconsider; it would be more of a motion to amend or attempt to amend the contract at this point.

It was moved Council Member McKart and seconded by Council Member Kansier that the median phase of the work on North Dixie Highway between Noble Avenue and Elm Avenue be discontinued and to amend the contract and request that the State alter the contract.

Council Member Kansier noted that Mr. Ready indicated that there is a chance it would change the project cost and liability but we don't know what it would be one way or the other and should that be part of the motion to find out that information before proceeding.

Patrick Lewis, Director of Engineering & Public Services said that the base project without the medians and the additional bike path to the Multi Sports Complex, our usual federal aid dollars require us to enter into a contract with MDOT and then MDOT enters into a contract with the vendor. He said that if the medians were eliminated it would be essentially a deduct change order. He continued that the medians represent about 40% of a supplemental tap grant that we applied for in a competitive process which was discretionary money, \$5,000,000 for the whole SEMCOG Region. He noted that he doesn't think they would pull the entire grant but that it could weigh on their minds for future submittals from the City of Monroe. He noted that the cost for the medians is approximately \$38,000 and about \$31,000 of that is federal money at an 80/20 federal split so the City's savings would only be about \$7,000.

Following extensive discussion, a vote was taken on the motion.

Ayes: 1 Nays: 6 (Council Members Hall, Molenda, Kansier, Beneteau, Hensley and Mayor Clark)  
Motion failed.

#### Mayor's Comments.

Mayor Clark commented on the Orchard East Homecoming Event, awareness of children at the school bus stop and the American Cancer Society and that September is Ovarian Cancer Awareness Month.

Citizen's Comments

Kenneth Kreuchauf, 313 Ross Drive expressed concern about the North Dixie Highway medians and the removal of two of the traffic lanes in that same project.

Closed Executive Session.

It was moved by Council Member Molenda and seconded by Council Member Hensley that Council go into Closed Executive Session to discuss Pending Litigation and Potential Real Estate Acquisition at 8:37 p.m.

Ayes: 7 Nays: 0

Motion carried.

It was moved by Council Member Kansier and seconded by Council Member Beneteau that Council reconvene to Open Session at 9:20 p.m.

Ayes: 7 Nays: 0

Motion carried.

Adjournment.

It was moved by Council Member Kansier and seconded by Council Member McKart that the meeting adjourn at 9:25 p.m. until the next Regular Meeting on Monday, September 16, 2013 at 7:30 p.m.

Ayes: 7 Nays: 0

Motion carried.

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Charles D. Evans  
City Clerk-Treasurer

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Robert E. Clark  
Mayor

**PROCLAMATION**

**WHEREAS,** the global observance of the International Day of Peace seeks to unite the world in peace; and

**WHEREAS,** in 1982 the United Nations proclaimed the International Day of Peace be “devoted to commemorating and strengthening the ideals of peace both within and among all nations and peoples.” And, in 2001 the observance was expanded to include the call for a day of global ceasefire and non-violence, and invited all nations and people to honor a cessation of hostilities for the duration of the Day; and

**WHEREAS,** Meadow Montessori School will hold its annual Peace Day celebration on Friday, September 20<sup>th</sup> at its’ Peace Pole with student readings, songs, and various peace related activities; and

**WHEREAS,** by bringing together Americans of all ages, the International Day of Peace observance is a powerfully way of calling attention to the need for peace in our cities, our nation and our world; and

**WHEREAS,** local communities can do a great deal to unite and build peaceful relations with your neighbors; and

**WHEREAS,** Monroe residents are encouraged to participate in International Peace Day activities and discover ways to live a more peaceful life.

**NOW, THEREFORE,** I, Robert E. Clark, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim September 21, 2013, as “**PEACE DAY**” in Monroe, and we encourage all citizens to commemorate, in an appropriate manner, the International Day of Peace, and to aspire for the day when peace shall ring from every human heart and good will towards others will reign in every community across the nation and around the world.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 9<sup>th</sup> day of September 2013.

\_\_\_\_\_  
Robert E. Clark, Mayor

Council Members:

\_\_\_\_\_  
Jeffery A. Hensley, Precinct 1

\_\_\_\_\_  
Jerry McKart, Precinct 2

\_\_\_\_\_  
Willie R. Hall, Precinct 3

\_\_\_\_\_  
Jeremy J. Molenda, Precinct 4

\_\_\_\_\_  
James R. Kansier, Precinct 5

\_\_\_\_\_  
Brian P. Beneteau, Precinct 6

**PROCLAMATION**

- WHEREAS,** the United Way of Monroe County has been assisting local residents since 1926; and
- WHEREAS,** the annual campaign of the United Way begins mid-September and runs thru the end of October; and
- WHEREAS,** the United Way of Monroe County generates and allocates funds to about 25 area agencies that supply residents with emergency and basic needs, health care and research, senior citizen services, day care, youth development and recreation, substance and physical abuse help, counseling and advocacy, and specialized transportation; and
- WHEREAS,** this year's campaign theme is "**Energize Monroe County Lives - Live United**"; and
- WHEREAS,** campaign Chair Molly Luempert-Coy, Vice Chair Craig Haugen, Labor Chair Robin Perry, and Labor Vice Chair Jane Wolfenbarger will be assisted by over 100 volunteers from community leaders, as well as hundreds of individuals and corporate volunteers, to raise the necessary funds to help the United Way meet its 2013 goal.

**NOW, THEREFORE,** I, Robert E. Clark, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim the month of October 2013, as "**UNITED WAY OF MONROE COUNTY MONTH**" in Monroe, and we take this opportunity to extend our appreciation to all of the volunteers and agencies involved in this campaign for their caring and dedication for their community and we urge the citizens of Monroe to contribute to this worthwhile cause to the best of their ability.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 16<sup>th</sup> day of September 2013.

\_\_\_\_\_  
Robert E. Clark, Mayor

Council Members:

\_\_\_\_\_  
Jeffery A. Hensley, Precinct 1

\_\_\_\_\_  
Jerry McKart, Precinct 2

\_\_\_\_\_  
Willie R. Hall, Precinct 3

\_\_\_\_\_  
Jeremy J. Molenda, Precinct 4

\_\_\_\_\_  
James R. Kansier, Precinct 5

\_\_\_\_\_  
Brian P. Beneteau, Precinct 6

**PROCLAMATION**

- WHEREAS,** texting has become the way many people communicate today, which means some people are doing it at the worst possible time – while driving; and
- WHEREAS,** texting while driving is involved in over 100,000 motor vehicle crashes each year, often causing injuries and deaths; and
- WHEREAS,** those who text while driving are 23 times more likely to be involved in some type of safety critical event as compared to those drivers who don't text while they drive; and
- WHEREAS,** in 2009 AT&T launched the public awareness campaign "It Can Wait" to educate the public about the dangers of texting while driving by encouraging consumers to take the personal pledge not to text while driving; and
- WHEREAS,** the State of Michigan Motor Vehicle Law prohibits the reading, typing, or sending text messaging while operating a moving vehicle on the highway or street in this state; and
- WHEREAS,** the Monroe City Council supports efforts to raise public awareness about the dangers of texting while driving.

**NOW, THEREFORE,** I, Robert E. Clark, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim September 19, 2013, as "**DRIVE 4 PLEDGES DAY**" in Monroe to focus attention on the dangers of texting while driving, and we encourage others to take the pledge not to text and drive.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 16<sup>th</sup> day of September 2013.

Council Members:	_____ Robert E. Clark, Mayor
_____ Jeffery A. Hensley, Precinct 1	_____ Jerry McKart, Precinct 2
_____ Willie R. Hall, Precinct 3	_____ Jeremy J. Molenda, Precinct 4
_____ James R. Kansier, Precinct 5	_____ Brian P. Beneteau, Precinct 6

**PROCLAMATION**

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

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

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

**NOW, THEREFORE**, I, Robert E. Clark, Mayor of the City of Monroe, with the support of City Council, do hereby proclaim the night of Thursday, October 31, 2013, between the hours of 6:30 p.m. and 8:00 p.m., as Halloween Trick-or-Treat night.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 16<sup>th</sup> day of September 2013.

\_\_\_\_\_  
Robert E. Clark, Mayor

Council Members:

\_\_\_\_\_  
Jeffery A. Hensley, Precinct 1

\_\_\_\_\_  
Jerry McKart, Precinct 2

\_\_\_\_\_  
Willie R. Hall, Precinct 3

\_\_\_\_\_  
Jeremy J. Molenda, Precinct 4

\_\_\_\_\_  
James R. Kansier, Precinct 5

\_\_\_\_\_  
Brian P. Beneteau, Precinct 6



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** ORDINANCE NUMBER 13-007, PROPOSED AMENDMENTS TO CHAPTER 680, VEHICLES AND TRAFFIC, ARTICLE III, SECTION 680-18 OF THE CODE OF THE CITY OF MONROE

**DISCUSSION:** At the September 3, 2013 City Council meeting, the Engineering Department was directed to coordinate with the City Attorney to develop an ordinance amendment to lower the speed limit on North Dixie Highway from 45 miles per hour (from north of Noble to the north City line) to 35 miles per hour on the entire length. Unlike all other traffic regulations that are adopted by a single motion of City Council through the adoption of traffic control orders, historically the speed limits within the City have been codified in the Monroe Code. Therefore, though the speed limit change to 35 miles per hour was recommended by the Traffic Committee, it has not yet been formally adopted by the City Council.

Upon review of the existing applicable code section, it has been determined that many of the speed limits cited are either are not consistent with existing field postings, or attempt to regulate roadways on which the City has no jurisdiction, such as M-125 and M-50. As such, it is felt that this may be the appropriate time to amend Section 680-18 to remove all specific speed limit regulations for all roadways, and providing for these regulations to instead be made by the passage of traffic control orders adopted by resolution of the City Council in the future. Should this amendment be adopted by the City Council, attached Traffic Control Orders 038-002 (North Custer Road), 044-003 (North Dixie Highway), 049-002 (East Elm Avenue), and 050-005 (West Elm Avenue) should also be adopted at the second reading to provide for the remaining speed limits in locations that are still applicable. As before, speed limits on all roadways that are consistent with the statutory speed limit of 25 miles per hour do not require any specific regulation by the City. In all cases other than on North Dixie Highway, the existing speed limits are being retained, and of course the speed limit on North Dixie Highway is recommended to be lowered to 35 miles per hour consistent with action of the Mayor's Traffic Committee on August 28.

**IT IS RECOMMENDED** that the City Council approve the first reading of Ordinance 13-007, proposed amendments to Chapter 680, Vehicles and Traffic, Article III, Section 680-18 of the Code of the City of Monroe, and schedule the public hearing and second reading for adoption at its October 7, 2013 regular meeting. **IT IS FURTHER RECOMMENDED** that the attached Traffic Control Orders 038-002, 044-003, 049-002, and 050-005 be held over for adoption at the October 7, 2013 meeting in conjunction with the adoption of the ordinance amendment.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** N/A

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**            X For             Against

**REASON AGAINST:** N/A

**INITIATED BY:** Department of Engineering and Public Services

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** Engineering Department, Department of Public Services, Police Department, traveling public, adjacent residents and businesses

## FINANCES

<b>COST AND REVENUE PROJECTIONS:</b>	Cost of Total Project	\$1,000*
	Cost of This Project Approval	\$1,000*
	Related Annual Operating Cost	\$N/A
	Increased Revenue Expected/Year	\$N/A

\*Approximate cost of signage replacement.

<b>SOURCE OF FUNDS:</b>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Major St. Signs - Supplies	202-60.475.775.000	*
	Major St. Signs - Labor	202-60.475-825.010	*
	Major St. Signs - Equipment	202-60.475-943.000	*
			\$1,000.00 total

\*Installation costs of new signage will be split between these accounts as appropriate, existing budget is sufficient to provide for all work.

Other Funds

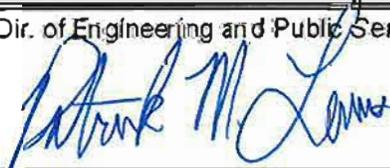
Budget Approval: 

**FACT SHEET PREPARED BY:** Patrick M. Lewis, P.E., Dir. of Engineering and Public Services    **DATE:** 09/10/13

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** September 16, 2013



**ORDINANCE 13-007**

An Ordinance to amend § 680-18, Speed limits, of the Code of the City of Monroe.

**THE CITY OF MONROE ORDAINS:**

**SECTION 1 AMENDMENT OF § 680-18. SPEED LIMITS.**

§ 680-18, Speed limits., shall be amended to read as follows:

**§ 680-18. Speed limits.**

~~Speed limits are established by traffic control orders, that are recommended by the Traffic Committee and adopted by the Mayor and Council, in accordance with the Uniform Traffic Code and the Michigan Vehicle Code, as adopted in Article II and Article IV of this chapter, the following designated streets, or parts thereof, shall be governed by the following designated speed limitations, as provided in Sections 2.44 and 5.10 of the Uniform Traffic Code, and no person shall operate a motor vehicle on any such street or part of any such street in excess of such designated speed limitations:~~

<del>Name of Street</del>	<del>Speed</del>	<del>Location</del>
<del>_____</del>	<del>Limit</del>	<del>_____</del>
<del>_____</del>	<del>(mph)</del>	<del>_____</del>
<del>Alley beginning at and being</del>	<del>15</del>	<del>Extending westerly to its ending at 118 West Front</del>
<del>contiguous with 6 South</del>	<del>_____</del>	<del>Street</del>
<del>Monroe Street</del>	<del>_____</del>	<del>_____</del>
<del>Veterans Park</del>	<del>15</del>	<del>Located along North Custer Road</del>
<del>Hellenberg Field</del>	<del>15</del>	<del>Located off East Front Street</del>
<del>Custer Road (South)</del>	<del>30</del>	<del>From Telegraph Road to the western City limits</del>
<del>Elm Avenue</del>	<del>30</del>	<del>From Telegraph Road to Detroit Avenue</del>
<del>Monroe Street</del>	<del>30</del>	<del>From the southern City limits northerly to Grove</del>
<del>_____</del>	<del>_____</del>	<del>Street</del>

25 ~~Custer Road (North) 35 From U.S. 24 to the western City limits~~  
 26 ~~Dixie Highway (North) (M 50) 35 From East Elm Avenue to a point 500 feet north of~~  
 27 ~~East Noble Avenue~~  
 28 ~~Elm Avenue (East) 35 From Detroit Avenue easterly to the end of the~~  
 29 ~~street~~  
 30 ~~Monroe Street (North) 35 From Grove Street to northern City limits~~  
 31 ~~Dixie Highway (North) (M 50) 4535 From a point 500 feet north of East Noble Avenue~~  
 32 ~~northerly to the northern City limits~~

33 SECTION 2. REPEALER.

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

36 SECTION 3. SAVINGS CLAUSE.

37 All proceedings pending and all rights and liabilities existing, acquired or incurred under §  
 38 680-18 of the Code of the City of Monroe at the time this Ordinance takes effect are saved and may  
 39 be consummated according to the law in force when they are/were commenced.

40 SECTION 4. SEVERABILITY.

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

44 SECTION 5. EFFECTIVE DATE.

45 This Ordinance shall be in full force and effect Twenty (20) days after final passage and  
 46 publication.

MICHIGAN VEHICLE CODE (EXCERPT)  
Act 300 of 1949

**257.629 Prima facie speed limits; establishment; limitations; signs; civil infraction; "local authority" defined.**

Sec. 629. (1) Local authorities may establish or increase the prima facie speed limits on highways under their jurisdiction subject to the following limitations:

(a) A highway within a business district on which the prima facie speed limit is increased shall be designated a through highway at the entrance to which vehicles shall be required to stop before entering, except that where 2 of these through highways intersect, local authorities may require traffic on only 1 highway to stop before entering the intersection.

(b) The local authorities shall place and maintain, upon all through highways in which the permissible speed is increased, adequate signs giving notice of the special regulations and shall also place and maintain upon each highway intersecting a through highway, appropriate signs which shall be reflectorized or illuminated at night.

(c) Local authorities may establish prima facie lawful speed limits on highways outside of business districts that are consistent with the limits established in section 627(2).

(2) The state transportation department shall establish the speed upon all trunk line highways located within cities and villages as follows:

(a) A written copy of the authorization or determination shall be filed in the office of the county clerk of the county or counties where the highway is located and a certified copy of the authorization or determination shall be prima facie evidence in all courts of the issuance of the authorization or determination.

(b) When the state transportation department increases the speed upon a trunk line highway as provided in this act, subject to section 627a, the state transportation department shall place and maintain upon these highways adequate signs giving notice of the permissible speed fixed by the state transportation commission.

(3) Local authorities are authorized to decrease the prima facie speed limits to not less than 15 miles per hour in public parks under their jurisdiction. A decrease in the prima facie speed limits is binding when adequate signs are duly posted giving notice of the reduced speeds.

(4) Local authorities are authorized to decrease the prima facie speed limits to not less than 25 miles an hour on each street or highway under their jurisdiction that is adjacent to a publicly owned park or playground. A decrease in the prima facie speed limits is binding when adequate signs are duly posted giving notice of the reduced speeds. As used in this subsection, "local authority" includes the county road commission with the concurrence of the township board of a township for a street or highway within the boundaries of the township.

(5) The maximum rates of speed allowed under this section are subject to the maximum rate established under section 629b.

(6) A person who exceeds a lawful speed limit established under this section is responsible for a civil infraction.

(7) As used in this section, "local authority" means the governing body of a city or village, except as provided in subsection (4).

History: 1949, Act 300, Eff. Sept. 23, 1949;—Am. 1974, Act 28, Imd. Eff. Mar. 2, 1974;—Am. 1976, Act 75, Imd. Eff. Apr. 11, 1976;—Am. 1978, Act 42, Imd. Eff. Mar. 7, 1978;—Am. 1978, Act 510, Eff. Aug. 1, 1979;—Am. 1979, Act 21, Eff. Mar. 27, 1980;—Am. 1980, Act 222, Imd. Eff. July 18, 1980;—Am. 1987, Act 193, Imd. Eff. Dec. 2, 1987;—Am. 1988, Act 368, Imd. Eff. Dec. 21, 1988;—Am. 2006, Act 85, Eff. Nov. 9, 2006.



**CITY OF MONROE**  
**TRAFFIC CONTROL ORDER**

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**ORDER NO. 038-002 Proposed**

**EFFECTIVE DATE: October 2013**

When official traffic control signs conforming to the mandate of this order shall have been erected.

The following regulations shall apply to North Custer Road:

**Parking**

1. "No Parking" in all areas, both sides.

**Roadway Geometry**

2. North Custer Road shall be a three lane street, with the center lane restricted to left turns only, from the westerly City limit to North Telegraph Road.

**Speed Limits**

3. Thirty-five (35) miles per hour from the western City limit to North Telegraph Road, both directions.

The following Traffic Control Orders shall hereby be rescinded: 038-001

---

\_\_\_\_\_  
City Traffic Engineer

\_\_\_\_\_  
City Clerk-Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



CITY OF MONROE  
TRAFFIC CONTROL ORDER

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ORDER NO. 044-003 PROPOSED

EFFECTIVE DATE: October 2013

When official traffic control signs conforming to the mandate of this order shall have been erected.

The following regulations shall apply to North Dixie Highway:

**Parking**

1. "No Parking" in all areas, both sides.

**Intersection Control**

2. Traffic signals with pedestrian signals shall be placed at the intersection of North Dixie Highway and East Elm Avenue.
3. Traffic signals shall be placed at the intersection of North Dixie Highway and East Noble Avenue.
4. Traffic signals with a special left turn phase for traffic turning from North Dixie Highway onto Ternes Drive and the Truckstops of America driveway shall be placed at the intersection of North Dixie Highway and Ternes Drive / Truckstops of America truck driveway.

**Roadway Geometry**

5. North Dixie Highway shall be a three lane street, with center lane reserved for left turns only except where restricted by raised median sections, along with bicycle lanes in each direction, from East Elm Avenue to Detroit Avenue.
6. North Dixie Highway shall be a five lane street, with the center lane restricted to left turns only, from Detroit Avenue to the north City limit.

**Speed Limits**

7. Thirty-five (35) miles per hour from East Elm Avenue to the north City limits, both directions.

The following Traffic Control Orders shall hereby be rescinded: 044-002

---

\_\_\_\_\_  
City Traffic Engineer

\_\_\_\_\_  
City Clerk-Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**CITY OF MONROE**  
**TRAFFIC CONTROL ORDER**

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**ORDER NO. 049-002 PROPOSED**

**EFFECTIVE DATE: October 2013**

When official traffic control signs conforming to the mandate of this order shall have been erected.

The following regulations shall apply to East Elm Avenue:

**PAGE ONE**

**Parking**

1. "No Parking" from South Monroe Street to the eastern terminus, north side.
2. "No Parking" from South Monroe Street to a location 360 feet east of the Canadian National Railroad crossing, south side.
3. "No Parking" from a location 1110 feet east of the Canadian National Railroad crossing to the eastern terminus, south side.
4. Permitted parking, with no time limitations, from a location 360 feet east of the Canadian National Railroad crossing to a location 1110 feet east of the Canadian National Railroad crossing, south side.

**Intersection Control**

5. Traffic signals with pedestrian signals shall be placed at the intersection of East Elm Avenue and North Monroe Street.
6. Traffic signals with pedestrian signals shall be placed at the intersection of East Elm Avenue and North Macomb Street.
7. Traffic signals shall be placed at the intersection of East Elm Avenue and North Dixie Highway/Winchester Parkway.

**Roadway Geometry**

8. East Elm Avenue shall be a three-lane street from North Monroe Street to Lincoln Avenue, with the center lane restricted to left turns only.



**CITY OF MONROE**  
**TRAFFIC CONTROL ORDER**

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**ORDER NO. 049-002 PROPOSED**

**EFFECTIVE DATE: October 2013**

When official traffic control signs conforming to the mandate of this order shall have been erected.

The following regulations shall apply to East Elm Avenue:

**PAGE TWO**

**Roadway Geometry**

9. East Elm Avenue shall be a four-lane street, with two lanes in each direction from Detroit Avenue to the eastern terminus.
10. Special "Left Turn Only" and "Right Turn Only" lanes shall be provided for eastbound East Elm Avenue traffic at North Dixie Highway/Winchester Street.
11. A pedestrian crosswalk shall be provided in front of Christ Lutheran Church.

**Speed Limits**

12. Thirty (30) miles per hour from Monroe Street to Detroit Avenue, both directions.
13. Thirty-five (35) miles per hour from Detroit Avenue to the eastern terminus, both directions.

The following Traffic Control Orders shall hereby be rescinded: 049-001

---

\_\_\_\_\_  
City Traffic Engineer

\_\_\_\_\_  
City Clerk-Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**CITY OF MONROE**  
**TRAFFIC CONTROL ORDER**

---

**ORDER NO. 050-005 PROPOSED**

**EFFECTIVE DATE: October 2013**

When official traffic control signs conforming to the mandate of this order shall have been erected.

The following regulations shall apply to West Elm Avenue:

**Parking**

1. "No Parking" from North Telegraph Road to North Monroe Street, both sides.

**Intersection Control**

2. Traffic control signals with a special left turn phase for traffic turning from eastbound Elm Avenue onto northbound Custer Drive, and pedestrian signals in all directions shall be placed at the intersection of West Elm Avenue and Custer Drive.
3. Traffic signals with pedestrian signals shall be placed at the intersection of West Elm Avenue and North Roessler Street.
4. Traffic signals with pedestrian signals shall be placed at the intersection of West Elm Avenue and North Monroe Street.

**Roadway Geometry**

5. West Elm Avenue shall be a three-lane street from North Telegraph Road to just west of Lavender Street, with the center lane restricted to left turns only.
6. A special "Left Turn Only" lane shall be provided at North Monroe Street.
7. A special "Left Turn Only" lane shall be provided at Godfroy Avenue.
8. A pedestrian crosswalk shall be provided in front of St. Mary's Catholic Church, at a location 110 feet west of North Monroe Street.

**Speed Limits**

9. Thirty (30) miles per hour from North Telegraph Road to North Monroe Street, both directions.

The following Traffic Control Orders shall hereby be rescinded: 050-004

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\_\_\_\_\_  
City Traffic Engineer

\_\_\_\_\_  
City Clerk-Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

September 9, 2013

Mr. Charles Evans  
Clerk-Treasurer  
City of Monroe  
120 E. First Street  
Monroe, MI 48161

Re: Local Officers Compensation Commission Decision

Dear Clerk Evans:

By a vote of the members of the City of Monroe Local Officers Compensation Commission, the following salaries have been determined for the local elected officials herein described, beginning the dates described:

MAYOR	October 10, 2013	\$14,625
COUNCIL	October 10, 2013	\$7,313
CLERK-TREASURER	October 10, 2013	\$63,375

Respectfully,



Dyan M. Smith  
Chairman  
Local Officers Compensation Commission

215

Local Officers Compensation Commission  
Meeting Minutes  
August 29, 2013

Present: Michelle Dugan, Doug Kuras, Jacob McLaughlin, Dyan Smith, and Myron Smolinski

Excused: C. D. Cappuccilli

Others: Mayor Robert Clark, Peggy Howard, Human Resource Director, and Pat Weaver

Chairman Smith called the meeting to order at 5:05 p.m.

1. Approval of Minutes

Chairman Smith asked if anyone had any additions, deletions or corrections to the minutes. There being no comment, Chairman Smith called for a vote. A motion was made by Mr. Smolinski, supported by Mr. Kuras: "To approve the minutes from the August 8, 2013, meeting." The motion passed unanimously.

2. New Business

A. Discussion of Compensation for Mayor, City Council, and Clerk-Treasurer

The Commission reviewed and discussed the informational material provided regarding salary comparisons with other surrounding municipalities. The Commission thanked staff for providing the material.

Mr. Smolinski asked Mayor Clark for his comments. Mayor Clark addressed the Commission. He spoke briefly about the personal property tax base in the city and employee compensation. He further said that he felt the elected officials shouldn't receive an increase in their salary before the city employees do and felt the compensation should remain as is.

The Commission asked Ms. Howard to recount what she said at the last meeting regarding upcoming raises for current employees. Ms. Howard said the employees received no raises in 2011, 2012, or 2013 and that beginning in July 1, 2014; most of the bargaining units will receive a 2% increase in wages. She further said the Police and Command Units have renegotiated for a 0% increase thru 2015.

There being no further discussion, a motion was made by Mr. Smolinski, supported by Mr. Kuras: "To give a 2% increase to the Mayor, Council, and Clerk-Treasurer." Before the vote was called there was brief discussion.

Mr. Kuras said he supports the motion because the current rate of inflation is 2%.

Chairman Smith stated that as she reviewed the material she noted that there were at least 7 duties previously performed by the Clerk-Treasurer now being handled by the Finance Director. She also stated that the State Board of Elections takes care of elections and the city has a balanced budget because the State mandates it.

There was a brief discussion about the taxable value in the city, personal property taxes, and the city's budget.

Ms. Dugan said she felt the Commission shouldn't recommend a raise for the elected officials until the employees get a raise and the tax values have rebounded further.

Mr. McLaughlin concurred with Ms. Dugan and stated that he feels the officials are fairly compensated with other municipalities.

There being no further discussion, Chairman Smith called for a vote on the motion. The motion failed 2-3. (Nays: Dugan, McLaughlin, Smith)

Chairman Smith asked if there were any other motions.

Ms. Dugan made a motion, supported by Mr. Laughlin: "To keep the salaries the same across the board with a 0% increase for the Mayor, Council, and Clerk-Treasurer thru 2015." The motion passed 3-2 (Nays: Smolinski, Kuras).

### 3. Other Business

There was a brief discussion about what material the Commission will want to see the next time they meet to review salaries in 2015. The Commission said they would like to see almost all of the same material with the addition of two sets of minutes.

There being no other business, a motion was made by Mr. Smolinski, supported by Ms. Dugan: "To adjourn the meeting." The motion passed.

official of the City the amount so determined in the same manner and at the same time as general City taxes are certified for collection.

- C. The City shall collect the downtown development tax at the same time and in the same manner as other City taxes are collected. The tax shall be paid to the Treasurer of the Authority and credited to the general fund of the Authority for the purposes provided in Act 197.

ARTICLE IV  
Local Officers' Compensation Commission  
[Adopted 12-8-1986 by Ord. No. 86-018]

**§ 22-11. Establishment; purpose.**

There is hereby established a Local Officers' Compensation Commission in and for the City, which Commission shall determine the salaries of all local elected officials.

**§ 22-12. Membership; terms of office.**

- A. The Local Officers' Compensation Commission shall consist of seven members.
- B. Members shall be registered electors of the City.
- C. Members shall be appointed by the Mayor subject to confirmation by a majority of the members elected to and serving on the Council.
- D. Except for the initial appointment, as provided for in Subsection E hereof, the terms of office shall be for seven years.
- E. The initial appointments shall be as follows: one each shall be appointed for terms of one, two, three, four, five, six and seven years.
- F. All first members shall be appointed within 30 days of the effective date of this article.
- G. Thereafter, members shall be appointed before October 1 of the year of appointment.
- H. Vacancies shall be filled for the remainder of the unexpired term.
- I. No member or employee of the legislative, judicial or executive branch of any level of government shall be eligible to be a member of the Commission.
- I. No member of the immediate family of any such person as set forth in Subsection I hereof shall be eligible to be a member of the Commission.

**§ 22-13. Meetings.**

- A. The Local Officers' Compensation Commission shall meet every odd-numbered year.
- B. The Commission shall make its decision within 45 calendar days of its first meeting.

- C. The Commission shall have its first meeting during the first week of August and shall have completed its deliberations within 45 days.
- D. A majority of the members of the Commission shall constitute a quorum for conducting the business of the Commission.
- E. The Commission shall not make determinations or take action without a concurrence of a majority of the members appointed and serving on the Commission.
- F. A Chairperson shall be elected by the Commission from among its members.
- G. Session days mean any calendar day on which the Commission meets and a quorum is present.

**§ 22-14. Compensation of members.**

Members of the Local Officers' Compensation Commission shall receive no compensation but shall be entitled to their actual and necessary expenses incurred in the performance of their duties.

**§ 22-15. Determinations.**

- A. The Local Officers' Compensation Commission shall determine the salaries of all local elected officials, which determination shall be the salaries unless Council, by a resolution adopted by two-thirds of its members, rejects them.
- B. The Commission's determination of salaries shall be effective 30 days after filing such determination with the Clerk/Treasurer, unless it is rejected by Council.

**§ 22-16. Review of determination procedure.**

After one year following the effective date of this article, the procedure for establishing the compensation of elected officials may be changed by Charter amendment or revision.

ARTICLE V

**Planning Commission**

[Adopted by Ch. 1220 of the 1995 Codified Ordinances of Monroe]

**§ 22-17. Establishment.**

Pursuant to the authority conferred by MSA 5.2991 et seq., there is hereby established the Citizens Planning Commission.

**§ 22-18. Powers and duties.**

The Citizens Planning Commission shall be vested with the powers and duties set forth in MSA 5.2991 et seq.



# CITY COUNCIL AGENDA FACT SHEET

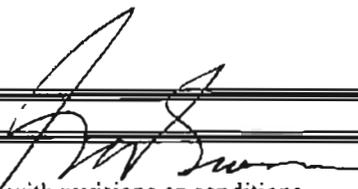
**RELATING TO: REQUEST FROM THE HOME BUILDERS & REMODELERS ASSOCIATION FOR PERMISSION TO DISPLAY A BANNER ACROSS MONROE STREET FROM FEBRUARY 7 – MARCH 3, 2014**

**DISCUSSION:** The City received a request from the Home Builders & Remodelers Association for permission to display a banner. Specifically the request is to display a banner across Monroe Street from February 7 – March 3, 2014, announcing the annual Home Builders & Remodelers Show.

The request was reviewed by the administration and there were no objections. After Council approval, advance notification will be sent to MDOT.

The staff therefore, recommends that the request be approved.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:**

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**

For

Against

**REASON AGAINST:**

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

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** D.P.S./Engineering, and Manager

## FINANCES

**COST AND REVENUE PROJECTIONS:**

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

**SOURCE OF FUNDS:**

City

Account Number

Amount

\$  
\$  
\$  
\$  
\$

Other Funds

\$  
\$  
\$  
\$

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

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

**DATE:** 9/6/13

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 9/16/13



# CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant Amanda Phebus  
 Name of Organization Home Builders & Remodelers Association  
 Applicant's Affiliation with Organization Committee Member  
 Applicant's Home Address \_\_\_\_\_  
 Mailing Address (if different) PO Box 1602 Monroe, MI 48162  
 Day Phone 734-384-8268 Evening Phone \_\_\_\_\_

Type of Banner a *Overhead Banner (\$150)*  
 Overhead Banner Locations: (List as 1 for first choice, 2 for second...)  
 \_\_\_\_\_ E. Front St. Dates Requested February 7 - March 3 2014  
 \_\_\_\_\_ W. First St.  
 Monroe St.

Type of Banner a *Vertical Pole Banner (\$25/banner)*  
 Vertical Pole Banner Locations: (List the total number of banners to be displayed and choice of placement location.) Dates Requested \_\_\_\_\_  
 No. of Banners: \_\_\_\_\_ Monroe St. (12)      a Spring (March-May)  
                                 \_\_\_\_\_ Elm St. (8)                                      a Summer (June-Aug.)  
                                 \_\_\_\_\_ First St. (8)                                      a Fall (Sept.-Nov.)  
                                 \_\_\_\_\_ Macomb St. (8)                                      a 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.**

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, fees, cost of repair or replacement of any damaged poles or electrical equipment, costs, attorney fees and expenses which may arise out of, result from or be caused by Applicant's banner installation.  
 Applicant covenants and agrees to strictly comply with all terms and conditions of the Banner Policy, and further understands and agrees that the City Council, in its sole and absolute discretion, may approve, deny or set any conditions or limitations on any banner(s) which may be approved, or may at any time alter, amend, modify, rescind or revoke any approval, all without recourse or remedy by the Applicant, or liability of the City.

Applicant Amanda Phebus

Date 8/20/2013

**RECEIVED**  
**AUG 21 2013**



<b>MARCH</b> <b>1-3</b>	<b>HOME IMPROVEMENT SHOW</b> <b>hbamonroe.com</b> <b>734-457-8790</b>	<b>MBT</b> <b>EXPO</b> <b>CENTER</b>	<b>HOME IMPROVEMENT SHOW</b> <b>hbamonroe.com</b> <b>734-457-8790</b>	<b>MARCH</b> <b>1-3</b>
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# CITY COUNCIL AGENDA FACT SHEET

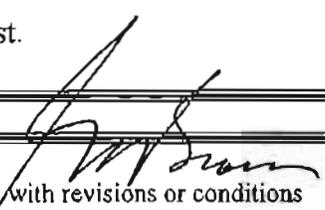
**RELATING TO: REQUEST FROM THE HOMELESS NETWORK FOR PERMISSION TO DISPLAY A BANNER ACROSS MONROE STREET FROM NOVEMBER 7 – 16, 2013**

**DISCUSSION:** The City received a request from Bonnie Finzel-Doster on behalf of The Homeless Week Committee-Network for permission to display a banner. Specifically the request is to display a banner across Monroe Street from November 7 – 16, 2013 announcing *Homeless Awareness Week*.

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	\$

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

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

**FACT SHEET PREPARED BY:** City Manager's Office      **DATE:** 9/6/13

**REVIEWED BY:**      **DATE:**

**COUNCIL MEETING DATE:** 9/16/13



## CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant Bonnie Finzel Doster - Rusty Davis  
 Name of Organization Homeless Week Committee - Network  
 Applicant's Affiliation with Organization Vice-chair  
 Applicant's Home Address 718 E. Elm Ave., Monroe, MI 48162  
 Mailing Address (if different) \_\_\_\_\_  
 Day Phone <sup>734</sup> 242-2310 ~~Alternative~~ Evening Phone 241-7759 R. Davis - U. Way

Type of Banner  **Overhead Banner (\$150)**

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

2 E. Front St.                      Dates Requested Nov. 7-16, 2013  
3 W. First St.  
1 Monroe St.

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

Vertical Pole Banner Locations: (List the total number of banners to be displayed and choice of placement location.)      Dates Requested \_\_\_\_\_

No. of Banners: \_\_\_\_\_ Monroe St. (42)                       Spring (March-May)  
                                  \_\_\_\_\_ Elm St. (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.**

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

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

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

Applicant Bonnie Finzel Doster Date 8-26-13

**RECEIVED**

**AUG 27 2013**

**MAYOR'S OFFICE**

Homeless Awareness Week



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: REQUEST FROM THE DOWNTOWN DEVELOPMENT AUTHORITY TO HOLD THE ANNUAL HOLIDAY SEASON KICK-OFF AND CHRISTMAS TREE LIGHTING**

**DISCUSSION:** The City received a request from the Downtown Development Authority for permission to hold the annual Holiday Season Kick-off and Christmas Tree Lighting in conjunction with the Holiday Parade on Saturday, November 23, 2013 from 4:00 p.m. – 8:00 p.m. Specifically the request is for electrical access for the pavilion and all electrical needs for the entertainment and tree lighting, assistance in decorating and permission to light the tree in front of the County Courthouse, free horse carriage/wagon rides around the central business district, reserve parking spaces for loading/unloading passengers on the west side of Washington Street at East First Street, and trash pick-up prior to the event, and to close East First Street between South Monroe and South Macomb Street to vehicular traffic, as well as Washington Street between East Second and West Front Street due to the high volume of pedestrian traffic and reduced lighting in the area.

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

The Department of Public Services has no objection to the event. Engineering has reserved the overhead banner location on Monroe Street for holiday decorations starting Nov. 1. Public Service crews will provide barricading, and will staff lighting ceremony as needed. Estimated costs for advanced event decorating is \$1,000 which includes banner and overhead garland displays (not all of this work is directly attributable to the event per se.)

The Police Department will staff the ceremony with one officer to assist with traffic and crowd control. The estimated cost incurred by the Monroe Police Department for coverage should be approximately \$236.81. The event has never been an issue for the Police Department and the officers enjoy working this detail, as it is a family-oriented affair.

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

**CITY MANAGER RECOMMENDATION:**

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

*[Signature]*

**APPROVAL DEADLINE:**

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**       For       Against

**REASON AGAINST:**

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

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

## **FINANCES**

**COST AND REVENUE PROJECTIONS:**

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

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

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

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

**DATE:** 9/9/13

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 9/16/13

August 23, 2013

City of Monroe  
ATTN: Honorable Mayor and City Council  
120 East First Street  
Monroe, MI 48161

Dear Mayor and Council:

We are hereby petitioning for a permit for Temporary Use, Seasonal, or Special Event(s) and Temporary Building(s) and Structure(s) to be located in Loranger Square and adjacent area.

The reason for this request is for the purpose of hosting the annual Holiday Season Kick-off and Christmas Tree Lighting on Saturday evening, November 23, 2013 from 4:00 p.m. to 8:00 p.m.

From the City Police Department we request that permission be given to allow two horse-drawn carriages to follow the following route through downtown Monroe as we have used in the past: Loading and unloading passengers at E. First and Washington Streets and proceed north on Washington to E. Front St., then west on E. Front St. to S. Monroe St., then south on S. Monroe St. to E. First St. and east on E. First St. to Washington. As per a recommendation from the City Police, we request that E. First St. be closed at S. Monroe St. and Washington St. be closed at E. Second St.

From the D.P.S. we request that electrical access and that all electrical needs for the entertainment and tree-lighting and any designated electrical drops be prepared no later than 3:00 p.m. on Saturday, November 23, 2013. We would also like to borrow 8 traffic cones so we may make a line for the carriage rides.

Also from D.P.S. we request their cooperation in installing the seasonal banners throughout downtown and decorating/lighting the tree in front of the courthouse prior to this event.

We respectfully request that all the fees be waived as you have in the past.

Attached is the insurance policy naming the City of Monroe as an additional insured. We have also sent a letter to the County of Monroe requesting their permission as well.

Thank you for your consideration.

Sincerely,



Mary Gail Beneteau  
Chairperson, Monroe Downtown Development Authority Promotions Committee

RECEIVED

SEP - 3 2013

MAYOR'S OFFICE

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

**Name of Applicant (Organization):** MONROE DDA

**Contact Person:** MARY GAI / BENETEAU - PAULA STANIFER

**Address:** % CITY OF MONROE, 120 E. FIRST ST. MONROE

**Phone:** 242-5840 **Fax:** \_\_\_\_\_

**Dates Requested:** NOVEMBER 23 2013

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

**PROJECT LOCATION (Address):** LORANGER SQUARE

**PROPERTY OWNER INFORMATION**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**EVENT DESCRIPTION:**

ANNUAL HOLIDAY SEASON KICK-OFF (combined with the Chamber's  
Holiday Parade) IN LORANGER SQUARE with Entertainment and  
Carnage Rides

**TYPE OF BUSINESS ON SITE:** \_\_\_\_\_

Application Fee	<u>\$ 150.00</u>
\$20.00 wk	<u>\$</u>
<b>Total Fee</b>	<u>\$</u>

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

**OWNER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICANT:** Mary Gai Beneteau **DATE:** 9-3-13

S. MONROE ST.

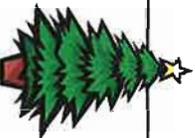
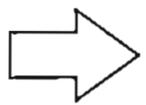
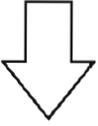
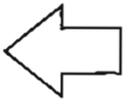
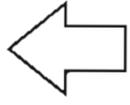
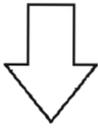
PAVILION

WASHINGTON ST.

E. FIRST ST.

E. FRONT ST.

Loading & Unloading





# CERTIFICATE OF LIABILITY INSURANCE

OP ID: JF

DATE (MM/DD/YYYY)

09/03/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

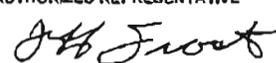
<b>PRODUCER</b> FROST & REMER INSURANCE PO BOX 7-28660 TELEGRAPH ROAD FLAT ROCK, MI 48134	Phone: 734-782-2411 Fax: 734-782-6258	<b>CONTACT NAME:</b> Mary Gail Beneteau <b>PHONE (A/C, No, Ext):</b> 734-242-5840 <b>FAX (A/C, No):</b> 734-242-5844 <b>E-MAIL ADDRESS:</b> <b>PRODUCER CUSTOMER ID #:</b> DOWNT-1
	<b>INSURED</b> Downtown Monroe Business Netwo MARY GAIL BENETEAU 15 E FRONT STREET MONROE, MI 48161	
		<b>INSURER(S) AFFORDING COVERAGE</b>
		<b>INSURER A:</b> FRANKENMUTH MUTUAL INS. CO. <b>NAIC #</b> 13986
		<b>INSURER B:</b>
		<b>INSURER C:</b>
		<b>INSURER D:</b>
		<b>INSURER E:</b>
		<b>INSURER F:</b>

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X		CPP1977726	09/18/2013	09/18/2014	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000						
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COM/PROP AGG \$ 2,000,000
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DEDUCTIBLE</b> <b>RETENTION \$</b>						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe in order DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATUTORY LIMITS
							OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 The City of Monroe is listed as Additional Insureds, subject to the terms and conditions of the Downtown Monroe Business Network's Frankenmuth Mutual Insurance Company policy. EVENT: CHRISTMAS TREE LIGHTING CEREMONY 11-23-2013.

<b>CERTIFICATE HOLDER</b>  MONROCI  THE CITY OF MONROE 120 E FIRST STREET MONROE, MI 48161	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--

Carriage: \_\_\_\_\_  
Horse: \_\_\_\_\_

Leave By: \_\_\_\_\_

Driver: \_\_\_\_\_  
Header: \_\_\_\_\_

**Pinecrest Percherons and Carriage Service**  
1775 Imlay City Road  
Lapeer MI 48446  
(810) 667-2721 Office/Fax

**Service Contract**

This contract entered into this the 20<sup>th</sup> day of August, 2013 between Pinecrest Percherons & Carriage Service &

Downtown Monroe Business Network  
15 E. Front Street, Monroe, MI 48162  
Office: (734) 242-5840 or Mary Gail's Cell: (734) 735-1666  
[ingbeneteau@sbcglobal.net](mailto:ingbeneteau@sbcglobal.net)

1. Pinecrest Percherons & Carriage Service agrees to rent horse-drawn vehicles on 11-23-2013 for the purpose of using for said event [Tree Lighting/Public Rides]. Event will take place [Downtown Monroe: Washington St./Front St./Monroe St./First St., Client will provide map of route and parking]. Will coordinate with client.
2. Downtown Monroe Business Network hereafter referred to as the "Client" agrees to pay Pinecrest Percherons & Carriage Service a minimum \$200.00 deposit (non-refundable) towards the agreed price of said event, with balance to be paid in full 7 days prior to event date. The agreed price of said event will be \$980.00. Price will include 3 hours of service, (2) Horses, (2) Sleighs, Bells, and (4) Properly attired Drivers. **An Additional Insured certificate will be provided for City of Monroe as requested. Fee for certificate (\$55.00) is already included in event price.**
3. Pinecrest Percherons & Carriage Service retains sole discretion to call emergency (break down, accident, etc.) in which case the client will be so paid.
4. Cancellation by client for any reason will result in a \$200.00 payment. Service being forfeited as liquidated damages.
5. There will be absolutely **No Smoking** in the vehicle or the ignition. Doing so will result in immediate breach of the contract and termination.
6. Client understands that the vehicles are horse drawn on public streets. Service cannot protect client from the negligence of others not associated with Service.
7. There will be a service charge of \$30.00 added to event price if fuel is used.
8. Time for use of Horse/Carriage begins on the hour indicated: 5:00pm. 15 minutes early.

*As soon as I receive the insurance certificate for the carriage ride I will bring to Pat at City Hall  
Mary Gail*

**(ANY OVERTIME WILL BE \$50.00 PER 30 MINUTES per UNIT)**

9. Client agrees to bind his/hers heirs, assigns and personal representation to the terms of this agreement.

**\*NOT RESPONSIBLE FOR PERSONAL INJURY OR LOST PROPERTY.**

**\*\*Pinecrest will not accept CHECK, MONEY ORDER, or CREDIT CARD on day of event. CASH ONLY!\*\***

Pinecrest Percherons & Carriage Service: R. Warne Date: 08-20-2013  
(Authorized Signature)

Acceptance of Contract: *The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to provide the services specified. Payment will be made as outlined above.*

Signature: \_\_\_\_\_ Date: 8.27.13 Phone: \_\_\_\_\_  
(Signature and Deposit Required to Reserve Date)

Driver Gratuity Not Included CK 2398  
Mary Gail 780

# Memorandum

**To:** Thomas C. Moore III, Chief of Police  
**From:** Lt. Gregory N. Morgel  
**CC:** Patricia Weaver, Executive Secretary to the Mayor/Manager City of Monroe, file  
**Date:** September 4, 2013  
**Re:** **Staff Study – 2013 Holiday Parade and Tree Lighting Ceremony**

---

The annual Holiday Parade is scheduled for Saturday, November 23, 2013 at 4:00 pm. This year's parade will again be held on a Saturday at 4:00 pm with the 21<sup>st</sup> annual "Christmas Tree Lighting Ceremony" (Holiday Season Kick-off event) to be held right after the parade. The Chamber of Commerce will sponsor the parade and the "DDA" will sponsor the Tree Lighting ceremony

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

The Parade Event Coordinator, Michelle Dugan, advised that Santa Claus will be at the Monroe Bank Trust headquarters' lobby immediately after the parade. The "Christmas Tree Lighting Ceremony" will begin at 6:30 pm and run until 9:00 pm, with the tree lighting at 7:30 pm.

Last year's event cost \$1,308.54 to staff. Twelve officers were involved in last year's parade. The optimum number of officers to staff this parade is twelve. This amount will vary somewhat due to different pay scales and not yet knowing which grade of officers will be assigned to it. The approximate cost incurred by Monroe Police Department for parade coverage should be approximately \$1,800.00.

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

I recommend once again that East First Street is closed to vehicular traffic between South Monroe Street and South Macomb Street due to the high volume of pedestrian traffic, coupled with the reduced lighting in the area. A large amount of attendees gather in the street just prior to the lighting causing a hazardous situation when vehicles are allowed

through. This closure would also close Washington Street between East Second Street and West Front Street.

The Tree Lighting ceremony normally goes smoothly and is well organized. Last year's event was staffed with one officer on an overtime basis. The officer is utilized for public relations and to provide a sense of security for those attending, as well as traffic control. I would recommend staffing the event again with one officer. With the implemented road closures, one officer should be able to handle any traffic problems that arise and can always call on the "6p-6a shift" for any problems requiring additional assistance. The cost coverage for one officer on overtime would be approximately \$236.81. The cost could vary slightly depending on the pay grade of the assigned officer.

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

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

**EVENT COORDINATORS:** Mary Gail Beneteau (DDA) 734-243-5840



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: REQUEST FROM THE MONROE COUNTY CHAMBER OF COMMERCE TO HOLD THE ANNUAL HOLIDAY PARADE**

**DISCUSSION:** The City received a request from the Monroe County Chamber of Commerce for permission to hold the annual Holiday Parade in conjunction with the DDA's Christmas Tree Lighting Ceremony on Saturday, November 23, 2013 at 4:00 p.m..

Specifically the request is to close the affected streets along the parade route (the corner of Jones Avenue/Monroe Street, Monroe Street between Jones Avenue and Elm Avenue and W. Front Street from Monroe Street to the Laurel-Finzel parking lot, where the parade will disband). The parade will begin promptly at 4:00 p.m. and end by 5:15 p.m.

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

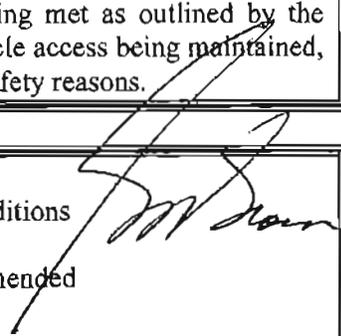
The Department of Public Services has no objection to the event. Engineering has reserved the overhead banner location on Monroe Street for holiday decorations starting Nov. 1. The Department of Public Services will staff the event as in the past, set up advance detour route, and move barricades the day of the event. The estimated overtime cost to staff this event is approximately \$1,000 to \$1,500. After City Council approval, advance notification will be sent to MDOT.

The Police Department will coordinate with DPS, the Monroe County Sheriff Department, and Engineering Department to assure that all safety aspects are covered. The estimated cost incurred by the Monroe Police Department for parade coverage should be approximately \$1,800.

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

**CITY MANAGER RECOMMENDATION:**

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



**APPROVAL DEADLINE:**

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**       For       Against

**REASON AGAINST:**

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

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

## **FINANCES**

**COST AND REVENUE PROJECTIONS:**

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

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

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

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

**DATE:** 9/9/13

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 9/16/13



MONROE COUNTY  
CHAMBER OF COMMERCE

September 3, 2013

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

Dear Honorable Mayor Clark and City Council Members:

The Monroe County Chamber of Commerce requests permission to hold our annual Holiday Parade in conjunction with the DDA's Tree Lighting Ceremony on Saturday, November 23, 2013, at 4:00 p.m.

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

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

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

Thank you for your consideration in this matter. We appreciate your support and exceptional cooperation which allows us to host this annual community event. We request that trash containers on Washington, Front and First Streets be emptied before the parade if full.

If more information is needed please contact Tammy Clark, Event Coordinator at The Chamber at (734) 384-3366 x.3.

With Warm Regards,

Michelle Dugan  
Executive Director

**RECEIVED**

**SEP - 6 2013**

**MAYOR'S OFFICE**

# Memorandum

**To:** Thomas C. Moore III, Chief of Police  
**From:** Lt. Gregory N. Morgel  
**CC:** Patricia Weaver, Executive Secretary to the Mayor/Manager City of Monroe, file  
**Date:** September 9, 2013  
**Re:** **Staff Study – 2013 Holiday Parade and Tree Lighting Ceremony**

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The annual Holiday Parade is scheduled for Saturday, November 23, 2013 at 4:00 pm. This year's parade will again be held on a Saturday at 4:00 pm with the 21<sup>st</sup> annual "Christmas Tree Lighting Ceremony" (Holiday Season Kick-off event) to be held right after the parade. The Chamber of Commerce will sponsor the parade and the "DDA" will sponsor the Tree Lighting ceremony

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

The Parade Event Coordinator, Michelle Dugan, advised that Santa Claus will be at the Monroe Bank Trust headquarters' lobby immediately after the parade. The "Christmas Tree Lighting Ceremony" will begin at 6:30 pm and run until 9:00 pm, with the tree lighting at 7:30 pm.

Last year's event cost \$1,308.54 to staff. Twelve officers were involved in last year's parade. The optimum number of officers to staff this parade is twelve. This amount will vary somewhat due to different pay scales and not yet knowing which grade of officers will be assigned to it. The approximate cost incurred by Monroe Police Department for parade coverage should be approximately \$1,800.00.

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

I recommend once again that East First Street is closed to vehicular traffic between South Monroe Street and South Macomb Street due to the high volume of pedestrian traffic, coupled with the reduced lighting in the area. A large amount of attendees gather in the street just prior to the lighting causing a hazardous situation when vehicles are allowed

through. This closure would also close Washington Street between East Second Street and West Front Street.

The Tree Lighting ceremony normally goes smoothly and is well organized. Last year's event was staffed with one officer on an overtime basis. The officer is utilized for public relations and to provide a sense of security for those attending, as well as traffic control. I would recommend staffing the event again with one officer. With the implemented road closures, one officer should be able to handle any traffic problems that arise and can always call on the "6p-6a shift" for any problems requiring additional assistance. The cost coverage for one officer on overtime would be approximately \$236.81. The cost could vary slightly depending on the pay grade of the assigned officer.

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

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

**EVENT COORDINATORS:** Mary Gail Beneteau (DDA) 734-243-5840



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: REQUEST FROM MONROE HIGH SCHOOL FOR PERMISSION TO HOLD THEIR ANNUAL HOMECOMING PARADE ON OCTOBER 11, 2013**

**DISCUSSION:** The City received a request from Monroe High School for permission to hold their annual Homecoming Parade on Friday, October 11, 2013 at 5:00 p.m. Specifically the request is to close the affected streets (500 block of Washington Street, 100 block of E. Fifth Street, South Monroe Street, and East & West Front Street to the Knights of Columbus Hall where the parade will disband) and additionally for a police escort.

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

The Police Department will coordinate with DPS and the Monroe County Sheriff's Department, as well as the event organizers to assure that all safety aspects are covered. A total of 9 officers are required to safely staff the parade. The estimated cost to staff the parade is \$1,239.83.

The Department of Public Services has no objections to the route and will staff the event as in past years. The estimated cost to staff the event will be in the range of \$800 to \$1,000, similar to the SMCC homecoming, though could be on the lower end as the route isn't quite as long. After City Council approval, advance notification will be sent to MDOT.

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

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:**

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**       For       Against

**REASON AGAINST:**

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

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

**FINANCES**

**COST AND REVENUE PROJECTIONS:**

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

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

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

**FACT SHEET PREPARED BY:** City Manager's Office      **DATE:** 9/9/13

**REVIEWED BY:**      **DATE:**

**COUNCIL MEETING DATE:** 9/16/13



## Monroe Public Schools

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MONROE HIGH SCHOOL  
901 Herr Road  
Monroe, MI 48161

August 27, 2013

To Whom It May Concern:

Monroe High School Student Council would like to request permission to conduct the Monroe High School Homecoming Parade on Friday, October 11, 2013. The parade will begin at 5:00 pm. We would like the parade route to run from Monroe Middle School, North on Monroe St. and West on Front St. to the Knights of Columbus Hall.

Thank you,

Anne Knabusch  
Student Council Advisor  
Monroe High School  
734-265-3677  
[knabuscha@monroe.k12.mi.us](mailto:knabuscha@monroe.k12.mi.us)

**RECEIVED**

**SEP - 9 2013**

**MAYOR'S OFFICE**

**NOTICE OF NONDISCRIMINATION**

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

# City of Monroe – Parade Permit Application

(Ordinance No. 474.04)

This Parade Permit application shall be filed with the Chief of Police not less than ten days or more than thirty days before the date on which it is proposed to conduct the parade. A copy of Ordinance No. 474 "Parades" will be provided with the Parade Permit application.

Name of Applicant Anne Knabusch  
Address of Applicant 4498 S. Custer Rd. Monroe, MI 48161  
Telephone Number of Applicant Home: (734) 243-5567  
Work: (734) 265-3477  
Cell Phone or Pager: (734) 735-9870

Name of Organization Monroe High School  
Address of Organization 901 Herr Rd. Monroe, MI 48161  
Telephone Number of Organization (734) 265-3400

Name of Chairperson \_\_\_\_\_  
Address of Chairperson \_\_\_\_\_  
Telephone Number of Chairperson Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Cell Phone or Pager: \_\_\_\_\_

(This section can be left blank if the applicant is the chairperson)

If the parade is held by or on behalf of or for any other person other than the applicant, the applicant for such permit shall file with the Chief of Police a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his or her behalf.

Date of Parade or Event October 11, 2013  
Starting Time & Ending Time of Parade or Event ~~5:30 pm~~ 5:00 pm  
Time that Organizers & Participants will begin to assemble ~~4:30 pm~~ 4:00 pm  
If Parade, route to be traveled, including staging area, starting point, and termination point see attached sheet  
If Event, proposed location of the event \_\_\_\_\_  
Map or Layout of Parade Route or Event \_\_\_\_\_  
Will Parade occupy entire width of roadway? Yes  No   
Approximate number of Persons \_\_\_\_\_  
Approximate number of Vehicles and a Description \_\_\_\_\_  
Approximate number of Animals and Type N/A  
Interval of spacing to be maintained by parade units \_\_\_\_\_

Attached Written Communication if required, from the Organization proposing the parade/event, authorizing the applicant to apply for the permit on its behalf. (See Ordinance 474.04, Paragraph C, section 12; for further information).

Applicant's Signature Anne Knabusch Date Submitted 9/6/13

Use attached page for any additional information.

Any additional information that the applicant wishes to provide. (See Ordinance 474.04, Paragraph C, Section 12; for further information).

Staging Area: Monroe Middle School

Starting Point: Monroe Middle School

Termination Point: K of C Hall

Route: The parade will ~~begin~~ begin at MMS proceeding to Monroe St. The parade will turn right on Monroe St., proceeding north. The parade will then turn left on Front St. and proceed west to the Knights of Columbus Hall. All of the vehicles will turn into the K of C Hall and the occupants of the vehicles will exit the vehicles in the parking lot.

For Any Additional Info. Deputy Michael Preadmore (MHS Liaison)  
Can be Contacted @ 734-265-3447

For use by the Chief of Police only:

Approved Forward to:  Mayor  City Manager  Fire Chief  DPS  Ambulance  LETC  
 Permit to applicant within five days.

Disapproved  Return application within five days to applicant with reasons for rejection listed.

Chief of Police \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

# Memorandum

**To:** Thomas C. Moore III, Chief of Police  
**From:** Lt. Gregory N. Morgel  
**CC:** Patricia Weaver, Executive Secretary to the Mayor/Manager City of Monroe, file  
**Date:** September 9, 2013  
**Re:** **2013 Monroe High School Homecoming Parade**

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The annual Monroe High School (MHS) Homecoming Parade is scheduled for Friday, October 11, 2013 at 5:00 pm.

This year's parade route will revert back to the route that was used several years ago and will travel on South Monroe Street for five blocks. The parade will stage at the Monroe Middle School in the 500 block of Washington Street and the 100 block of East Fifth Street. The parade will then proceed northbound on South Monroe Street to East Front Street. At South Monroe Street and Front Street the parade will turn left and travel westbound on West Front Street, where it will disband in the Knights of Columbus parking lot.

The procession usually consists of approximately 30 units, most of which were vehicles carrying members of the Homecoming Court. The entire parade usually lasts no more than thirty minutes. The parade is usually led by the School Resource Officer at Monroe High School (Deputy Michael Preadmore of the Monroe County Sheriff's Office). After the parade disbands at the Knights of Columbus parking lot, Deputy Preadmore escorts the floats that are mobile to Monroe High School.

To safely staff this parade, a total of nine officers (including the supervisor) is required. These officers are paid two hours of overtime, plus the appropriate shift premium pay. I estimate the cost of this year's parade to be approximately \$1,239.83, at the high end. This cost is dependent on which officers volunteer for the parade due to their different pay scales.

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

**Chairperson:** Anne Knabusch (Student Council Advisor of MHS) 734-265-3677



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: MONROE STREET WATER MAIN REPLACEMENT – REPORT ON BIDS RECEIVED**

**DISCUSSION:** Bids for this project were opened by the Engineering Department on September 5. There were four (4) bidders, and a bid tabulation is attached for your review. This project consists of work in five (5) different locations, with the largest being the completion of the last section of needed main running parallel to Monroe Street from just north of Front Street to just north of the River Raisin crossing. The existing water main that crosses through the river is being replaced with a new main that will be hung from the Monroe Street bridge, saving extensive shoring and permit compliance costs and minimizing disruption to the adjacent property owners when compared with the extensive required excavations and structural modifications that would be required were this to be replaced through or under the river channel. This contract also includes four (4) different crossings of North Monroe Street (at Noble, at Lorain, north of Grove, and south of Sylvan) where the age of the mains would dictate their replacement at this time.

The low bidder for the work as read is E.R. Zeiler Excavating, Inc. of Temperance. Their low bid of \$325,698.00 is 13.2% above the Engineer's Estimate of \$287,866.00. Unfortunately, immediately following bid opening, they conveyed to us that they had made a major error in line item 56 of the bid (Hanger Assemblies) as per the attached letter. Their submitted line item bid of \$120.00 per unit was intended to be \$1,200.00, and when projected across 44 units, this line item error results in an increase of \$47,520 in their overall bid price, which then should have been \$373,218.00. They have requested relief from completing the work at their overall bid price submitted, and this error actually results in them no longer remaining the low bid contractor. Given that the unit prices for this item from the other three (3) bidders is \$1,000, \$675, and \$1,000 respectively, their stated intent to bid a unit price of \$1,200 rather than \$120 does seem reasonable. While the City would have the legal right to claim the 5% bid bond and apply it in this case, this error does seem to be borne of any malicious intent, and given our long-standing relationship with this local contractor, the City is likely best served over the long term by allowing them to withdraw their bid without penalty. Should the City Council determine that we should make attempts to secure this bid bond, the Engineering Department respectfully requests that the recommendation contained in this Fact Sheet be modified to direct us as such, otherwise we will allow for this bid withdrawal without penalty.

The second low bidder for the work is Gleason Construction Company, Inc. of Holland, Ohio. They have performed work for the City in the past, though their last contract with the City was for the 2003 Underground Utility Program where they performed a variety of water main and sanitary sewer installation and replacement projects on our behalf. We believe they remain, as before, capable of performing this project satisfactorily. Their bid of \$357,361.00 is 24.2% above the Engineer's Estimate. Unfortunately, due to the need to complete all of this work ahead of the 2014 resurfacing of Monroe Street by the Michigan Department of Transportation (MDOT), rebidding this project is not a reasonable option, and since all bidders on this season's other major water main projects except one already participated in submitting bids on this project, it is unlikely that pricing would be significantly more favorable even if we tried to complete work next spring. As it stands now, the completion date is December 14, 2013, and even then it is possible that some final paving / restoration items might still have to be completed in spring 2014 before MDOT starts their work.

**IT IS RECOMMENDED** that the City Council award a contract for the Monroe Street Water Main Replacement project to Gleason Construction Company, Inc. in the amount of \$357,361.00, and that a total of \$411,000 be encumbered to include a 15% 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:** Work should be completed this construction season.

**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, Water Department, water customers

## FINANCES

<b>COST AND REVENUE PROJECTIONS:</b>	Cost of Total Project	\$455,218*
	Cost of This Project Approval	\$411,000
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

\*Includes construction costs and contingencies, plus previously-allocated \$44,218 in design costs.

<b>SOURCE OF FUNDS:</b>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Monroe St. Water Main Mod.	591-40.538-972.000 14W04	\$402,000
	Downtown Brick Paver Repl.	401-95.449-818.020 14C11	\$9,000*

\*Includes replacement of existing brick paver area south of the Monroe Street Bridge on east side of the roadway.

Other Funds

Budget Approval: 

**FACT SHEET PREPARED BY:** Patrick M. Lewis, P.E., Director of Engineering and Public Services   **DATE:** 09/09/13

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** September 16, 2013



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**E. R. ZEILER EXCAVATING, INC.**  
125 Substation Road, Temperance, MI 48182  
(734) 847-5745 · Fax (734) 847-8073

September 6, 2013

City of Monroe, Michigan  
Mr. Pat Lewis  
120 E. First Street  
Monroe, MI 48161

Re: Monroe Street Water Main Replacement

Dear Mr. Lewis:

Regarding the above mentioned project bid on September 5, 2013, I would like to withdraw my bid due to an error made on my bid tabulation.

Item No. 56 – Hangar Assemblies, was incorrectly entered on my bid. The unit price entered was \$120.00 each but should have been entered at \$1200.00 each. My total unit price for material, labor, equipment, bond, and profit/overhead equaled \$1206.68. When rounding on my worksheet, I entered \$120.00 rather than the intended amount of \$1200.00.

Thank you for your consideration.

Yours truly,



Lisa Zeiler  
President

MONROE STREET WATER MAIN REPLACEMENT - BID TABULATION				ENGINEER'S ESTIMATE			1 - E. R. ZEILER EXCAVATING, INC.			2 - GLEASON CONSTRUCTION COMPANY, INC.		
ITEM NO.	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	
	BASE WATER MAIN CONSTRUCTION ITEMS											
1	ABANDON EXISTING WATER VALVE MANHOLE	1.0	EA	\$ 500.00	\$ 500.00	\$ 900.00	\$ 900.00	\$ 300.00	\$ 300.00			
2	R & D PAVEMENT	257.0	SYD	\$ 10.00	\$ 2,570.00	\$ 20.00	\$ 5,140.00	\$ 25.00	\$ 6,425.00			
3	R & D SPOT CURB	150.0	LFT	\$ 10.00	\$ 1,500.00	\$ 6.00	\$ 900.00	\$ 3.00	\$ 450.00			
4	R & D SIDEWALK	442.0	SYD	\$ 2.00	\$ 884.00	\$ 2.00	\$ 884.00	\$ 0.50	\$ 221.00			
5	R & D DRAINAGE STRUCTURE	2.0	EA	\$ 500.00	\$ 1,000.00	\$ 300.00	\$ 600.00	\$ 400.00	\$ 800.00			
6	R & D CURB STOP	1.0	EA	\$ 100.00	\$ 100.00	\$ 400.00	\$ 400.00	\$ 100.00	\$ 100.00			
7	R & D EXISTING WATER MAIN	171.0	LFT	\$ 10.00	\$ 1,710.00	\$ 13.00	\$ 2,223.00	\$ 4.00	\$ 684.00			
8	R & D EXISTING SEWER	23.0	LFT	\$ 10.00	\$ 230.00	\$ 15.00	\$ 345.00	\$ 4.00	\$ 92.00			
9	R & D EXISTING TAPPING SLEEVE	1.0	EA	\$ 300.00	\$ 300.00	\$ 350.00	\$ 350.00	\$ 500.00	\$ 500.00			
10	R & D EXISTING GATE VALVE & BOX	1.0	EA	\$ 300.00	\$ 300.00	\$ 350.00	\$ 350.00	\$ 200.00	\$ 200.00			
11	R & D 12" 90-DEGREE BEND	1.0	EA	\$ 500.00	\$ 500.00	\$ 350.00	\$ 350.00	\$ 25.00	\$ 25.00			
12	R & S EXISTING GATE VALVE & BOX	2.0	EA	\$ 300.00	\$ 600.00	\$ 350.00	\$ 700.00	\$ 200.00	\$ 400.00			
13	R & S EXISTING HYDRANT BRNACH, HYDRANT, & VALVE BOX	1.0	EA	\$ 500.00	\$ 500.00	\$ 570.00	\$ 570.00	\$ 500.00	\$ 500.00			
14	CUT & CAP EXISTING 6" WATER MAIN	2.0	EA	\$ 1,000.00	\$ 2,000.00	\$ 600.00	\$ 1,200.00	\$ 500.00	\$ 1,000.00			
15	CUT & CAP EXISTING 8" WATER MAIN	2.0	EA	\$ 1,200.00	\$ 2,400.00	\$ 800.00	\$ 1,600.00	\$ 500.00	\$ 1,000.00			
16	CUT & CAP EXISTING 12" WATER MAIN	3.0	EA	\$ 1,400.00	\$ 4,200.00	\$ 1,000.00	\$ 3,000.00	\$ 500.00	\$ 1,500.00			
17	F & I 1-1/2" COPPER PIPE	16.0	LFT	\$ 8.00	\$ 128.00	\$ 140.00	\$ 2,240.00	\$ 110.00	\$ 1,760.00			
18	F & I 8" D.I. CL. 52 POLYWRAPPED WATER MAIN	673.0	LFT	\$ 120.00	\$ 80,760.00	\$ 95.00	\$ 63,935.00	\$ 195.00	\$ 131,235.00			
19	F & I 12" D.I. CL. 52 POLYWRAPPED WATER MAIN	224.0	LFT	\$ 160.00	\$ 35,840.00	\$ 110.00	\$ 24,640.00	\$ 158.00	\$ 35,392.00			
20	F & I 8" GATE VALVE & BOX	3.0	EA	\$ 1,600.00	\$ 4,800.00	\$ 1,700.00	\$ 5,100.00	\$ 1,400.00	\$ 4,200.00			
21	F & I 12" GATE VALVE & BOX	6.0	EA	\$ 2,200.00	\$ 13,200.00	\$ 3,500.00	\$ 21,000.00	\$ 2,100.00	\$ 12,600.00			
22	F & I STANDARD SETTING HYDRANT BRANCH, COMPLETE	1.0	EA	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00			
23	F & I 8" X 8" X 6" TEE	1.0	EA	\$ 750.00	\$ 750.00	\$ 500.00	\$ 500.00	\$ 400.00	\$ 400.00			
24	F & I 12" X 12" X 6" TEE	1.0	EA	\$ 700.00	\$ 700.00	\$ 695.00	\$ 695.00	\$ 600.00	\$ 600.00			
25	F & I 12" X 12" X 8" TEE	2.0	EA	\$ 800.00	\$ 1,600.00	\$ 735.00	\$ 1,470.00	\$ 200.00	\$ 400.00			
26	F & I 12" X 12" X 12" TEE	3.0	EA	\$ 1,000.00	\$ 3,000.00	\$ 930.00	\$ 2,790.00	\$ 850.00	\$ 2,550.00			
27	F & I 8" X 8" X 8" D.I. CROSS	1.0	EA	\$ 1,200.00	\$ 1,200.00	\$ 800.00	\$ 800.00	\$ 700.00	\$ 700.00			
28	F & I 12" X 12" X 12" X 8" D.I. CROSS	1.0	EA	\$ 1,400.00	\$ 1,400.00	\$ 925.00	\$ 925.00	\$ 1,200.00	\$ 1,200.00			
29	F & I 12" X 12" X 12" X 12" D.I. CROSS	1.0	EA	\$ 1,600.00	\$ 1,600.00	\$ 1,175.00	\$ 1,175.00	\$ 1,000.00	\$ 1,000.00			
30	F & I 8" 45-DEGREE D.I. BEND & THRUST BLOCK	6.0	EA	\$ 350.00	\$ 2,100.00	\$ 560.00	\$ 3,360.00	\$ 200.00	\$ 1,200.00			
31	F & I 12" 45-DEGREE D.I. BEND & THRUST BLOCK	4.0	EA	\$ 500.00	\$ 2,000.00	\$ 595.00	\$ 2,380.00	\$ 500.00	\$ 2,000.00			
32	F & I 8" 90-DEGREE D.I. BEND & THRUST BLOCK	1.0	EA	\$ 350.00	\$ 350.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00			
33	F & I 12" 90-DEGREE D.I. BEND & THRUST BLOCK	1.0	EA	\$ 500.00	\$ 500.00	\$ 690.00	\$ 690.00	\$ 600.00	\$ 600.00			
34	F & I 6" D.I. SOLID SLEEVE	1.0	EA	\$ 350.00	\$ 350.00	\$ 245.00	\$ 245.00	\$ 150.00	\$ 150.00			
35	F & I 12" D.I. SOLID SLEEVE	1.0	EA	\$ 600.00	\$ 600.00	\$ 515.00	\$ 515.00	\$ 400.00	\$ 400.00			
36	F & I 8" X 6" D.I. REDUCER	2.0	EA	\$ 350.00	\$ 700.00	\$ 225.00	\$ 450.00	\$ 200.00	\$ 400.00			
37	F & I 12" X 6" D.I. REDUCER	3.0	EA	\$ 400.00	\$ 1,200.00	\$ 385.00	\$ 1,155.00	\$ 350.00	\$ 1,050.00			
38	F & I CURB STOP	1.0	EA	\$ 100.00	\$ 100.00	\$ 695.00	\$ 695.00	\$ 300.00	\$ 300.00			
39	RECONNECT WATER SERVICE, SHORT SIDE, COMPLETE	3.0	EA	\$ 1,200.00	\$ 3,600.00	\$ 1,150.00	\$ 3,450.00	\$ 1,500.00	\$ 4,500.00			
40	REPLACE WATER SERVICE, SHORT SIDE, COMPLETE	1.0	EA	\$ 2,000.00	\$ 2,000.00	\$ 1,650.00	\$ 1,650.00	\$ 1,600.00	\$ 1,600.00			
41	F & I 2" TEMPORARY WATER SERVICE	1.0	EA	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00			
42	F & I 2" TEMPORARY BLOWOFF	6.0	EA	\$ 300.00	\$ 1,800.00	\$ 400.00	\$ 2,400.00	\$ 800.00	\$ 4,800.00			
43	F & I 1" CHLORINATION TAP	5.0	EA	\$ 300.00	\$ 1,500.00	\$ 400.00	\$ 2,000.00	\$ 800.00	\$ 4,000.00			
44	F & I 4" CONCRETE SIDEWALK	33.0	SFT	\$ 4.00	\$ 132.00	\$ 6.00	\$ 198.00	\$ 6.00	\$ 198.00			
45	F & I 4" ADA CONCRETE SIDEWALK	69.0	SFT	\$ 6.00	\$ 414.00	\$ 20.00	\$ 1,380.00	\$ 11.00	\$ 759.00			
46	F & I 6" CONCRETE SIDEWALK	340.0	SFT	\$ 6.00	\$ 2,040.00	\$ 8.50	\$ 2,890.00	\$ 7.00	\$ 2,380.00			
47	F & I 6" CONCRETE PAVEMENT	20.0	SYD	\$ 35.00	\$ 700.00	\$ 75.00	\$ 1,500.00	\$ 63.00	\$ 1,260.00			

MONROE STREET WATER MAIN REPLACEMENT - BID TABULATION				ENGINEER'S ESTIMATE			1 - E. R. ZEILER EXCAVATING, INC.			2 - GLEASON CONSTRUCTION COMPANY, INC.		
ITEM NO.	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	
48	F & I 8" CONCRETE PAVEMENT	12.0	SYD	\$ 40.00	\$ 480.00	\$ 85.00	\$ 1,020.00	\$ 68.00	\$ 816.00			
49	F & I 11-1/2" CONCRETE PAVEMENT	265.0	SYD	\$ 55.00	\$ 14,575.00	\$ 140.00	\$ 37,100.00	\$ 110.00	\$ 29,150.00			
50	F & I PAVT. MRKG., OVERLAY COLD PLASTIC, 8" C.W.	50.0	LFT	\$ 4.00	\$ 200.00	\$ 30.00	\$ 1,500.00	\$ 16.50	\$ 825.00			
51	F & I SPOT CURB	150.0	LFT	\$ 30.00	\$ 4,500.00	\$ 35.00	\$ 5,250.00	\$ 34.00	\$ 5,100.00			
52	F & I CONTROLLED DENSITY BACKFILL	225.0	CYD	\$ 85.00	\$ 19,125.00	\$ 85.00	\$ 19,125.00	\$ 70.00	\$ 15,750.00			
53	F & I 15" RCP CLASS IV STORM SEWER	38.0	LFT	\$ 50.00	\$ 1,900.00	\$ 85.00	\$ 3,230.00	\$ 86.00	\$ 3,268.00			
54	F & I DR. STR. 48" DIA. W/ MDOT CLASS D COVER	2.0	EA	\$ 2,500.00	\$ 5,000.00	\$ 1,900.00	\$ 3,800.00	\$ 1,500.00	\$ 3,000.00			
55	F & I INLET PROTECTION	1.0	EA	\$ 10.00	\$ 10.00	\$ 195.00	\$ 195.00	\$ 75.00	\$ 75.00			
56	F & I HANGAR ASSEMBLIES	44.0	EA	\$ 200.00	\$ 8,800.00	\$ 120.00	\$ 5,280.00	\$ 1,000.00	\$ 44,000.00			
57	F & I LINK SEALS	2.0	EA	\$ 1,500.00	\$ 3,000.00	\$ 775.00	\$ 1,550.00	\$ 500.00	\$ 1,000.00			
58	MAINTAIN WATER MAIN / SERVICE TRENCH	1.0	LS	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00			
59	TRAFFIC CONTROL	1.0	LS	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 6,000.00	\$ 6,000.00			
60	SITE RESTORATION	1.0	LS	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 750.00	\$ 750.00			
	<b>SUBTOTAL BASE WATER MAIN ITEMS:</b>				\$ 268,898.00		\$ 276,990.00		\$ 349,715.00			
	<b>BRICK REPLACEMENT AREA ITEMS</b>											
101	R & D TREE GRATE	2.0	EA	\$ 100.00	\$ 200.00	\$ 500.00	\$ 1,000.00	\$ 100.00	\$ 200.00			
102	R & D BRICK PAVERS & CONCRETE BASE	820.0	SFT	\$ 2.00	\$ 1,640.00	\$ 4.00	\$ 3,280.00	\$ 1.50	\$ 1,230.00			
103	R & D SPOT CURB	58.0	LFT	\$ 10.00	\$ 580.00	\$ 5.00	\$ 290.00	\$ 3.00	\$ 174.00			
104	R & D EXISTING VALVE & BOX	1.0	EA	\$ 300.00	\$ 300.00	\$ 400.00	\$ 400.00	\$ 200.00	\$ 200.00			
105	R & D EXISTING TRENCH DRAIN	1.0	EA	\$ 500.00	\$ 500.00	\$ 400.00	\$ 400.00	\$ 200.00	\$ 200.00			
106	F & I 6" CONCRETE SIDEWALK, ADA COMPLIANT	456.0	SFT	\$ 7.00	\$ 3,262.00	\$ 20.00	\$ 9,320.00	\$ 1.00	\$ 466.00			
107	F & I 6" STAMPED COLORED CONCRETE	348.0	SFT	\$ 7.00	\$ 2,436.00	\$ 41.25	\$ 14,355.00	\$ 1.00	\$ 348.00			
108	F & I 21A AGGREGATE BASE, 6"	91.0	SYD	\$ 10.00	\$ 910.00	\$ 23.00	\$ 2,093.00	\$ 8.00	\$ 728.00			
109	F & I EJIW 8678 TREE GRATE, 72" DIAMETER, ADA COMPLIANT	2.0	EA	\$ 2,000.00	\$ 4,000.00	\$ 5,300.00	\$ 10,600.00	\$ 100.00	\$ 200.00			
110	F & I SPOT CURB	58.0	LFT	\$ 30.00	\$ 1,740.00	\$ 35.00	\$ 2,030.00	\$ 20.00	\$ 1,160.00			
111	F & I 8" PVC STORM SEWER	15.0	LFT	\$ 80.00	\$ 1,200.00	\$ 100.00	\$ 1,500.00	\$ 46.00	\$ 690.00			
112	F & I I DR. STR., 24" DIA. W/NEENAH TYPE C COVER OR EQUAL	1.0	EA	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 800.00	\$ 800.00			
113	F & I I DR. STR., 48" DIA. W/MDOT TYPE B COVER OR EQUAL	1.0	EA	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,250.00	\$ 1,250.00			
	<b>SUBTOTAL BRICK REPLACEMENT AREA ITEMS</b>				\$ 18,768.00		\$ 48,768.00		\$ 7,646.00			
	<b>TOTAL ALL WORK LOCATIONS</b>		<b>TOTAL</b>		\$ 287,666.00		\$ 325,698.00		\$ 357,361.00			

MONROE STREET WATER MAIN REPLACEMENT - BID TABULATION						3 - LAWRENCE M. CLARKE, INC.			4 - PAMAR ENTERPRISES, INC.		
ITEM NO.	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST		
	<b>BASE WATER MAIN CONSTRUCTION ITEMS</b>										
1	ABANDON EXISTING WATER VALVE MANHOLE	1.0	EA	\$ 1,500.00	\$ 1,500.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00		
2	R & D PAVEMENT	257.0	SYD	\$ 15.00	\$ 3,855.00	\$ 22.00	\$ 5,654.00	\$ 22.00	\$ 5,654.00		
3	R & D SPOT CURB	150.0	LFT	\$ 20.00	\$ 3,000.00	\$ 22.00	\$ 3,300.00	\$ 22.00	\$ 3,300.00		
4	R & D SIDEWALK	442.0	SYD	\$ 3.00	\$ 1,326.00	\$ 2.00	\$ 884.00	\$ 2.00	\$ 884.00		
5	R & D DRAINAGE STRUCTURE	2.0	EA	\$ 1,500.00	\$ 3,000.00	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00		
6	R & D CURB STOP	1.0	EA	\$ 200.00	\$ 200.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		
7	R & D EXISTING WATER MAIN	171.0	LFT	\$ 30.00	\$ 5,130.00	\$ 15.00	\$ 2,565.00	\$ 15.00	\$ 2,565.00		
8	R & D EXISTING SEWER	23.0	LFT	\$ 30.00	\$ 690.00	\$ 15.00	\$ 345.00	\$ 15.00	\$ 345.00		
9	R & D EXISTING TAPPING SLEEVE	1.0	EA	\$ 800.00	\$ 800.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00		
10	R & D EXISTING GATE VALVE & BOX	1.0	EA	\$ 800.00	\$ 800.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00		
11	R & D 12" 90-DEGREE BEND	1.0	EA	\$ 500.00	\$ 500.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		
12	R & S EXISTING GATE VALVE & BOX	2.0	EA	\$ 600.00	\$ 1,200.00	\$ 700.00	\$ 1,400.00	\$ 700.00	\$ 1,400.00		
13	R & S EXISTING HYDRANT BRNACH, HYDRANT, & VALVE BOX	1.0	EA	\$ 1,500.00	\$ 1,500.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00		
14	CUT & CAP EXISTING 6" WATER MAIN	2.0	EA	\$ 900.00	\$ 1,800.00	\$ 650.00	\$ 1,300.00	\$ 650.00	\$ 1,300.00		
15	CUT & CAP EXISTING 8" WATER MAIN	2.0	EA	\$ 1,000.00	\$ 2,000.00	\$ 750.00	\$ 1,500.00	\$ 750.00	\$ 1,500.00		
16	CUT & CAP EXISTING 12" WATER MAIN	3.0	EA	\$ 2,500.00	\$ 7,500.00	\$ 850.00	\$ 2,550.00	\$ 850.00	\$ 2,550.00		
17	F & I 1-1/2" COPPER PIPE	16.0	LFT	\$ 80.00	\$ 1,280.00	\$ 100.00	\$ 1,600.00	\$ 100.00	\$ 1,600.00		
18	F & I 18" D.I. CL. 52 POLYWRAPPED WATER MAIN	673.0	LFT	\$ 310.00	\$ 208,630.00	\$ 400.00	\$ 269,200.00	\$ 400.00	\$ 269,200.00		
19	F & I 12" D.I. CL. 52 POLYWRAPPED WATER MAIN	224.0	LFT	\$ 300.00	\$ 67,200.00	\$ 450.00	\$ 100,800.00	\$ 450.00	\$ 100,800.00		
20	F & I 18" GATE VALVE & BOX	3.0	EA	\$ 1,600.00	\$ 4,800.00	\$ 1,800.00	\$ 5,400.00	\$ 1,800.00	\$ 5,400.00		
21	F & I 12" GATE VALVE & BOX	6.0	EA	\$ 3,000.00	\$ 18,000.00	\$ 2,900.00	\$ 17,400.00	\$ 2,900.00	\$ 17,400.00		
22	F & I STANDARD SETTING HYDRANT BRANCH, COMPLETE	1.0	EA	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		
23	F & I 8" X 8" X 6" TEE	1.0	EA	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00		
24	F & I 12" X 12" X 6" TEE	1.0	EA	\$ 800.00	\$ 800.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00		
25	F & I 12" X 12" X 8" TEE	2.0	EA	\$ 800.00	\$ 1,600.00	\$ 700.00	\$ 1,400.00	\$ 700.00	\$ 1,400.00		
26	F & I 12" X 12" X 12" TEE	3.0	EA	\$ 900.00	\$ 2,700.00	\$ 900.00	\$ 2,700.00	\$ 900.00	\$ 2,700.00		
27	F & I 8" X 8" X 8" D.I. CROSS	1.0	EA	\$ 1,800.00	\$ 1,800.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00		
28	F & I 12" X 12" X 12" X 8" D.I. CROSS	1.0	EA	\$ 1,000.00	\$ 1,000.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00		
29	F & I 12" X 12" X 12" X 12" D.I. CROSS	1.0	EA	\$ 3,000.00	\$ 3,000.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00		
30	F & I 18" 45-DEGREE D.I. BEND & THRUST BLOCK	6.0	EA	\$ 600.00	\$ 3,600.00	\$ 400.00	\$ 2,400.00	\$ 400.00	\$ 2,400.00		
31	F & I 12" 45-DEGREE D.I. BEND & THRUST BLOCK	4.0	EA	\$ 900.00	\$ 3,600.00	\$ 600.00	\$ 2,400.00	\$ 600.00	\$ 2,400.00		
32	F & I 18" 90-DEGREE D.I. BEND & THRUST BLOCK	1.0	EA	\$ 600.00	\$ 600.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00		
33	F & I 12" 90-DEGREE D.I. BEND & THRUST BLOCK	1.0	EA	\$ 1,000.00	\$ 1,000.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00		
34	F & I 16" D.I. SOLID SLEEVE	1.0	EA	\$ 400.00	\$ 400.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00		
35	F & I 12" D.I. SOLID SLEEVE	1.0	EA	\$ 700.00	\$ 700.00	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00		
36	F & I 18" X 6" D.I. REDUCER	3.0	EA	\$ 400.00	\$ 1,200.00	\$ 250.00	\$ 750.00	\$ 250.00	\$ 750.00		
37	F & I 12" X 6" D.I. REDUCER	2.0	EA	\$ 600.00	\$ 1,200.00	\$ 450.00	\$ 900.00	\$ 450.00	\$ 900.00		
38	F & I CURB STOP	1.0	EA	\$ 1,000.00	\$ 1,000.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00		
39	RECONNECT WATER SERVICE, SHORT SIDE, COMPLETE	3.0	EA	\$ 2,200.00	\$ 6,600.00	\$ 1,200.00	\$ 3,600.00	\$ 1,200.00	\$ 3,600.00		
40	REPLACE WATER SERVICE, SHORT SIDE, COMPLETE	1.0	EA	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00		
41	F & I 2" TEMPORARY WATER SERVICE	1.0	EA	\$ 1,500.00	\$ 1,500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00		
42	F & I 2" TEMPORARY BLOWOFF	6.0	EA	\$ 1,000.00	\$ 6,000.00	\$ 500.00	\$ 3,000.00	\$ 500.00	\$ 3,000.00		
43	F & I 1" CHLORINATION TAP	5.0	EA	\$ 600.00	\$ 3,000.00	\$ 400.00	\$ 2,000.00	\$ 400.00	\$ 2,000.00		
44	F & I 4" CONCRETE SIDEWALK	33.0	SFT	\$ 10.00	\$ 330.00	\$ 10.00	\$ 330.00	\$ 10.00	\$ 330.00		
45	F & I 4" ADA CONCRETE SIDEWALK	69.0	SFT	\$ 20.00	\$ 1,380.00	\$ 20.00	\$ 1,380.00	\$ 20.00	\$ 1,380.00		
46	F & I 6" CONCRETE SIDEWALK	340.0	SFT	\$ 10.00	\$ 3,400.00	\$ 12.00	\$ 4,080.00	\$ 12.00	\$ 4,080.00		
47	F & I 6" CONCRETE PAVEMENT	20.0	SYD	\$ 70.00	\$ 1,400.00	\$ 65.00	\$ 1,300.00	\$ 65.00	\$ 1,300.00		

MONROE STREET WATER MAIN REPLACEMENT - BID TABULATION							3 - LAWRENCE M. CLARKE, INC.	4 - PAMAR ENTERPRISES, INC.
ITEM NO.	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	COST	UNIT PRICE	COST	
48	F & I 18" CONCRETE PAVEMENT	12.0	SYD	\$ 80.00	\$ 960.00	\$ 110.00	\$ 1,320.00	
49	F & I 1 1/2" CONCRETE PAVEMENT	265.0	SYD	\$ 100.00	\$ 26,500.00	\$ 140.00	\$ 37,100.00	
50	F & I PAVT. MRKG., OVERLAY COLD PLASTIC, 6" C.W.	50.0	LFT	\$ 40.00	\$ 2,000.00	\$ 22.00	\$ 1,100.00	
51	F & I SPOT CURB	150.0	LFT	\$ 40.00	\$ 6,000.00	\$ 65.00	\$ 9,750.00	
52	F & I CONTROLLED DENSITY BACKFILL	225.0	CYD	\$ 100.00	\$ 22,500.00	\$ 55.00	\$ 12,375.00	
53	F & I 15" RCP CLASS IV STORM SEWER	38.0	LFT	\$ 100.00	\$ 3,800.00	\$ 150.00	\$ 5,700.00	
54	F & I DR. STR. 48" DIA. W/MDOT CLASS D COVER	2.0	EA	\$ 3,000.00	\$ 6,000.00	\$ 2,500.00	\$ 5,000.00	
55	F & I INLET PROTECTION	1.0	EA	\$ 200.00	\$ 200.00	\$ 125.00	\$ 125.00	
56	F & I HANGAR ASSEMBLIES	44.0	EA	\$ 675.00	\$ 29,700.00	\$ 1,000.00	\$ 44,000.00	
57	F & I LINK SEALS	2.0	EA	\$ 3,000.00	\$ 6,000.00	\$ 5,000.00	\$ 10,000.00	
58	MAINTAIN WATER MAIN / SERVICE TRENCH	1.0	LS	\$ 4,000.00	\$ 4,000.00	\$ 1,500.00	\$ 1,500.00	
59	TRAFFIC CONTROL	1.0	LS	\$ 16,000.00	\$ 16,000.00	\$ 175,000.00	\$ 175,000.00	
60	SITE RESTORATION	1.0	LS	\$ 16,000.00	\$ 16,000.00	\$ 10,000.00	\$ 10,000.00	
	<b>SUBTOTAL BASE WATER MAIN ITEMS</b>				\$ 530,681.00		\$ 775,758.00	
	<b>BRICK REPLACEMENT AREA ITEMS</b>							
101	R & D TREE GRATE	2.0	EA	\$ 1,000.00	\$ 2,000.00	\$ 150.00	\$ 300.00	
102	R & D BRICK PAVERS & CONCRETE BASE	820.0	SFT	\$ 10.00	\$ 8,200.00	\$ 4.00	\$ 3,280.00	
103	R & D SPOT CURB	58.0	LFT	\$ 50.00	\$ 2,900.00	\$ 22.00	\$ 1,276.00	
104	R & D EXISTING VALVE & BOX	1.0	EA	\$ 300.00	\$ 300.00	\$ 200.00	\$ 200.00	
105	R & D EXISTING TRENCH DRAIN	1.0	EA	\$ 1,000.00	\$ 1,000.00	\$ 200.00	\$ 200.00	
106	F & I 6" CONCRETE SIDEWALK, ADA COMPLIANT	468.0	SFT	\$ 15.00	\$ 6,960.00	\$ 24.00	\$ 11,184.00	
107	F & I 6" STAMPED COLORED CONCRETE	348.0	SFT	\$ 30.00	\$ 10,440.00	\$ 30.00	\$ 10,440.00	
108	F & I 21A AGGREGATE BASE, 6"	91.0	SYD	\$ 20.00	\$ 1,820.00	\$ 55.00	\$ 5,005.00	
109	F & I E/J/W 8678 TREE GRATE, 72" DIAMETER, ADA COMPLIANT	2.0	EA	\$ 6,000.00	\$ 12,000.00	\$ 2,000.00	\$ 4,000.00	
110	F & I SPOT CURB	58.0	LFT	\$ 50.00	\$ 2,900.00	\$ 65.00	\$ 3,770.00	
111	F & I 18" PVC STORM SEWER	15.0	LFT	\$ 100.00	\$ 1,500.00	\$ 140.00	\$ 2,100.00	
112	F & I I DR. STR., 24" DIA. W/NEENAH TYPE C COVER OR EQUAL	1.0	EA	\$ 2,000.00	\$ 2,000.00	\$ 2,200.00	\$ 2,200.00	
113	F & I I DR. STR., 48" DIA. W/MDOT TYPE B COVER OR EQUAL	1.0	EA	\$ 4,000.00	\$ 4,000.00	\$ 2,500.00	\$ 2,500.00	
	<b>SUBTOTAL BRICK REPLACEMENT AREA ITEMS</b>				\$ 56,050.00		\$ 46,455.00	
	<b>TOTAL ALL WORK LOCATIONS</b>		<b>TOTAL</b>		\$ 586,731.00		\$ 822,213.00	



# CITY COUNCIL AGENDA FACT SHEET

## RELATING TO: SIGN TRUCK PURCHASE

**DISCUSSION:** The City's Stores and Equipment Fund, an Internal Service Fund, is responsible for the maintenance and purchase of most City vehicles and equipment, including all in the Building, Engineering, Police, Planning, Assessing, and Public Services Department, and selected vehicles in the Water, Wastewater Departments. The Stores and Equipment Fund is managed by the Department of Public Services, and like most City functions, has been attempting to focus on capital replacement of its assets in an appropriate and timely fashion. Fortunately, over the last few years, the fund is beginning to show a positive trend due to right-sizing of the staffing levels and promoting efficiency through incorporation of the Police vehicles to the fleet while maintaining the same staffing level as before.

One unit within the Stores and Equipment Fund that is in need of replacement due to its age and intense use is the 1998 Dodge truck that has been outfitted with a custom body and has been used for all of our sign installation, removals, and maintenance since its original purchase. Our five-year replacement plan for our heavy equipment proposed the replacement of this unit within the 2013-14 budget year, and funding was allocated for this purpose. The mileage on this truck presently stands at 132,675.

The Stores and Equipment Supervisor has investigated various alternatives for purchase of this unit. She has determined, as has been the case in past years for a variety of vehicles, that the pooled bids for the Urban counties and the State of Michigan are by far the greatest advantage due to their massive volume, with the lowest bids being obtained for this particular truck type through the State's MiDeal contract. The lowest of the three (3) available domestic models researched is the 2014 Ford F350, at a price of \$19,983.00 for the cab and the chassis from Signature Ford in Owosso. In addition, since a custom body is required, we have also obtained the attached quotation for our needed items, and this additional work in the amount of \$9,334.00 will also be performed by a State-approved subcontractor (Truck & Trailer Specialties of Howell) and billed through Signature Ford at no additional markup. While we would welcome the opportunity to purchase from the local Ford dealership, they have repeatedly indicated in the past that they cannot come close to the aforementioned bid pricing. The quotations from the vendors are attached to this Fact Sheet. The Stores and Equipment Fund is eventually paid back for the purchase of this unit by charging an hourly rate (currently \$16.27) back to the Major Street Fund, Local Street Fund, General Fund, or other appropriate fund each time this piece is used.

**IT IS RECOMMENDED** that the City Council authorize the purchase of one (1) 2014 Ford F350 truck with custom body in the amount of \$29,317 from Signature Ford of Owosso, and that the Director of Engineering and Public Services be authorized to prepare a purchase order for the above amount.

### CITY MANAGER RECOMMENDATION:

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

**APPROVAL DEADLINE:** As soon as possible

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**           X For            Against

**REASON AGAINST:** N/A

**INITIATED BY:** Department of Engineering and Public Services

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** City Council, Department of Public Services

## FINANCES

<b>COST AND REVENUE PROJECTIONS:</b>	Cost of Total Project	\$29,317.00
	Cost of This Project Approval	\$29,317.00
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

<b>SOURCE OF FUNDS:</b>	<u>City</u>	Account Number	Amount
	Vehicles – Stores & Equip.	641-60.521-981.000	\$29,317.00

Other Funds

Budget Approval: 

**FACT SHEET PREPARED BY:** Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 09/09/13

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** September 16, 2013





September 9, 2013

City of Monroe  
Attn: Shana Hater  
120 First Street  
Monroe, MI 48161

Dear Shana Hater:

Price on 2014 Vehicle State of Michigan Contract #071B1300009 Bid:

**2014 Ford F350 Regular Cab 4x2 Chassis 141"WB, 60 CA in White \$19,983.00 ea**

Standard Service Contract: 36,000 miles or 36 months factory Bumper to Bumper Warranty and 60,000miles 60 months Powertrain Warranty . Service to be handled by your local Ford Dealer.

**Order Cutoff Date: September 30<sup>th</sup>, 2013.**

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

Bill Campbell

Bill Campbell  
Government & Fleet Sales

## State of Michigan Contract # 071B1300009

Spec 3958-0072

### 2014 F-350 DRW-Chassis Cab Reg. Cab, SuperCab, Crew Cab Major Standard Equipment

#### Powertrain/Functional

- Alternator, Extra Heavy Duty – 200-amps (Diesel)
- Alternator, Heavy Duty – 155-amps, (Gas)
- Battery, Diesel engine, 750 CCA, 78-AH, dual
- Battery, Gas engine, 650 CCA, 72-AH
- Brakes – 4-wheel Anti-lock Braking System
- Engine, 6.2L 2-Valve SOHC EFI modular V8 gas
- Fuel tank – 40 gallon aft-axle
- Shock absorbers – heavy duty gas
- Springs, rear auxiliary
- Stabilizer bars – front & rear
- Stationary Elevated Idle Control (SEIC)
- Steering damper
- Steering – power
- Trailer wiring – 7-wire harness w/relays, blunt cut & labeled
- Transmission – 6-speed SelectShift Automatic O/D

#### Exterior

- “3-Blink” Lane change signal
- Bumper – front, black painted
- Door handles – black
- Fender vents – front
- Front License Plate Bracket
- Glass – solar tinted
- Grille – black painted
- Headlamps – dual beam jewel effect
- Lights – roof/marker clearance lights
- Mirrors – manually telescoping trailer tow mirrors w/manual glass & 2-way fold
- Tires – LT245/75R17E BSW A/S (6)
- Tow hooks – (2) front
- Underhood service light
- Wheels – 17" argent painted steel
- Window – rear, fixed

#### Interior

- Air conditioning – manual
- Audio – AM/FM stereo w/digital clock & 2-speakers
- Convenience

#### Auxiliary power point

- Coat hooks, RH/LH color coordinated
  - Dash-top tray
  - Dome lamp w/dual map lights (front & rear w/Crew Cab), RH/LH door activated & I/P switch operated w/delay
  - Grab handles, driver & front passenger
  - Roof ride handles, front passenger (also over rear doors on Crew Cab)
  - Door trim – armrest/grab handle and reflector
  - Floor covering – black vinyl full
  - Headliner – color coordinated molded cloth
  - Hood release
  - Horn – dual electric
  - Instrumentation – Multifunction switch message center with ice blue lighting (three button message control on steering wheel)
  - Mirror – rearview 11.5" day/night
  - Power point, auxiliary
  - Scuff plates – color coordinated
  - Seat – Front, HD vinyl, 40/20/40 split bench w/center armrest, cupholder & storage (manual lumbar – driver side)
  - Steering wheel – black vinyl, with telescoping steering column
  - Sunvisors – color coordinated vinyl, single driver w/pocket, single passenger w/mirror insert
  - Upfitter switches (4) on the instrument panel
  - Windshield Wipers – interval control
- #### Safety/Security
- Air bag
    - Driver and Passenger frontal and side air bag/curtain
    - Passenger side air bag deactivation switch (not incl. w/Crew Cab)
  - Belt-Minder® – chime & flashing warning light on I/P if belts not buckled
  - Safety Belts – color coordinated w/height adjustment (front outboard seating positions only)
  - SOS Post Crash Alert System

(13,000 GVWR, 7,300 Payload) **Reg. Cab 141 WB, CA 60"** (13,000 GVWR, 6,900 Payload)

<input checked="" type="checkbox"/>	Base Price 4x2 (F3G/640a)	\$19,749.00
<input type="checkbox"/>	Base Price 4x4 (F3H/640a)	\$22,878.00

(14,000 GVWR, 7,879 Payload) **Reg. Cab WB 165, CA 84"** (14,000 GVWR, 7,447 Payload)

<input type="checkbox"/>	Base Price 4x2 (F3G/640a)	\$20,508.00
<input type="checkbox"/>	Base Price 4x4 (F3H/640a)	\$23,048.00

(14,000 GVWR, 7,625 Payload) **SuperCab WB 162, CA 60"** (14,000GVWR, 7,133 Payload)

<input type="checkbox"/>	Base Price 4x2 (X3G/640a)	\$22,335.00
<input type="checkbox"/>	Base Price 4x4 (X3H/640a)	\$24,862.00

(14,000 GVWR, 7,365 Payload) **Crew Cab WB 176, CA 60"** (14,000 GVWR, 6,936 Payload)

<input type="checkbox"/>	Base Price 4x2 (W3G/640a)	\$23,135.00
<input type="checkbox"/>	Base Price 4x4 (W3H/640a)	\$25,667.00

State of Michigan Required Options Included in this Price	Option#
Cruise Control	525
Axle, Limited Slip	X4L

Available Standard Options	Option	Reg.&Super/Crewcab
[ ] 6.7L Power Stroke 4V Diesel V8 (B20)/TorqShift 6-Spd Auto.	99T/44W	6,787.00
[ ] Seats, 40/20/40 Split Bench Cloth	1S	95.00/310.00
[ ] Seat, Vinyl 40/Mini-Console/40 (Regular Cab only)	LS	340.00
[ ] Seats, Cloth 40/Mini-Console/40	2S	510.00/615.00
[ ] LT245/75RX17E BSW All-Terrain (6) 4x4 only	TBM	135.00
[ ] Engine Idle Shutdown (avail. w/6.7L diesel Only)	63T	230.00
[ ] 2-Ton Mechanical Jack	61J	50.00
[ ] Spare Tire & Wheel-Includes 2-ton mechanical jack	512	300.00
[ ] Dual Alternators, Diesel only, Total of 320 AMP	67A	370.00
[ ] Electric Shift on the fly (4x4 only)	213	170.00
[ ] Skid Plate Transfer Case 4x4 only (SuperCab & CrewCab Only)	41P	90.00
[ ] Keys Extra for SecuriLock Anti-Theft Ignition	Sig	35.00 ea
[ ] Fuel Tank-19 Gallon Mid-Ship-Replaces 40 gal. aft-axle tank	65M	114.00
[ ] Fuel Tank-Dual Diesel (Adds 19 Gal. Mid-Ship to the 40 Gal.Aft.)	65C	710.00
[ ] TowCommand System-Aftermarket trailer brake wiring kit, <b>Trailer brake controller not included</b>	531	140.00
[ ] Tow Command Integrated Trailer Brake Controller (Verified to be compatible w/electric-actuated drum brakes only: Deletes Trailer Brake Wiring Kit included w/std. Trailer tow Pkg.)	52B	220.00
[ ] Transmission Power Take-Off Provision Diesel only	62R	265.00
[ ] Cab Steps-Black Molded	18B	315.00/365.00
[ ] Window, Rear Sliding w/Privacy Glass(Deep Tint)	433	117.00
[ ] AM/FM Stereo/Single CD/MP3/Player/Clock w/4 Speakers	585	255.00
[ ] Rapid-Heat supplemental Cab Heater-Req. 6.7L Diesel Engine & 67A Dual Alternators	41A	240.00
[ ] Extra Heavy Suspension Package(N/A 67H or 473)	67X	115.00
[ ] Suspension Package, Heavy Service(N/A 67X or 473)	67H	115.00
[ ] Power Locks, Window, Mirror, & Remote Keyless Entry	90L	766.00/980.00cc
[ ] Snow Plow Prep Package(N/A 67H or 67X)	473	85.00
[ ] <b>XL Value Pkg</b> (Chrome front bumper, AM/FM Stereo/Single CD w/4 Speakers, Bright chrome hub covers and center Ornaments)	96V	505.00
[ ] <b>XL Value Pkg with SYNC System</b> (Chrome front bumper, AM/FM Stereo/Single CD w/4 Speakers, Bright chrome hub covers and center Ornaments, & SYNC)	96V/91M/62D	895.00
[ ] Daytime running Lights	942	44.00
[x] Delivery Charge \$2.00 Per Mile from Owosso, MI 48867	\$2.00	<u>234.00</u>

Total Chassis Price \$19,983.00 ea

<u>Exterior Colors</u>	Colors for F-350	
		<u>Interior Steel (Grey)</u>
Sterling Grey Metallic	[UJ]	[ ]
Vermillion Red	[F1]	[ ]
Blue Jeans Metallic	[N1]	[ ]
Green Gem Metallic	[W6]	[ ]
Ingot Silver Metallic	[UH]	[ ]
Tuxedo Black	[UH]	[ ]
Oxford White	[Z1]	[x]
Pale Adobe Metallic	[LQ]	[ ]

# Truck & Trailer Specialties, Inc.

1200 Victory Dr.

Howell, MI. 48843

Ph: 855-710-3855/Fax: 517-552-3666

## Quotation

September 4, 2013

For: City of Monroe

Attention: Shana Hayter

Chassis: Ford 2014 F350, 60" CA, Dual rear wheel

**Install Monroe Custom Body service body**

Model: SB 108 M 2053

108" long, 93.5" wide, 20" deep compartments and 53.5" wide cargo area

Street side compartments:

1<sup>st</sup> vertical -32" wide, 42.5" high and 20" deep

1 adjustable divider tray and 1 adjustable shelf

Horizontal - 54" wide, 21" high and 20" deep

1 fixed shelf

Rear vertical – 22" wide, 42.5" high and 20" deep

1 adjustable shelf

Curbside compartments:

1<sup>st</sup> vertical -32" wide, 42.5" high and 20" deep

1 adjustable divider tray and 1 adjustable shelf

Horizontal - 54" wide, 21" high and 20" deep

1 fixed shelf

Rear vertical – 22" wide, 42.5" high and 20" deep

No shelves

**Body Features:**

Body construction 14 ga. Galvanneal

Drain holes in bottom of all compartments

Compartment tops smooth 14 ga. Galvanneal

Loadside walls smooth 14 ga. Galvanneal

Bulkhead 14 ga. Galvanneal

Rubber fenderettes

Floor 12 ga. Galvanneal treadplate

Underframe – 10ga. Formed channel – E Z mount

Doors: Double panel, 14 and 16 ga. Galvanneal

Hinge assembly hidden design

## **Truck & Trailer Specialties, Inc.**

1200 Victory Dr.

Howell, MI. 48843

Ph: 855-710-3855/Fax: 517-552-3666

Rotary paddle handles stainless steel single point

Clip on gasket weather seals

Air cylinder hold open/ restraints on vertical doors, chains on horizontal doors

Tailgate: 12 ga. Galvanneal lift and latch design with support cables, stainless pins/brackets

Paint: white urethane primer inside and outside

Paint: top coat single stage single white urethane to match cab

Lighting: LED rear stop, tail and turn lights and FMVSS body clearance lights

**Install** Slanted ladder rack with roller assembly and tie down on Driver's side compartment top

**Install** Rear Tread plate bumper with recess and class 4 receiver hitch tube included

**Install** Front bulkhead window protector with warning light mount tabs

**Paint** One color finish top coat

Above installed and painted complete

**Price \$9,334.00**

Option:

Install two Star model 255HTCL-A amber LED flashers mounted on the light brackets of the bulkhead and wired to a switch in the cab.

**Add \$ 356.00**

Respectfully submitted,

Tom Giles/Dan Bouwman

00/04/13



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: WEST FRONT STREET CURB REPLACEMENT – CHANGE ORDER AWARD**

**DISCUSSION:** As a part of the 2013-14 Capital Improvements Program (CIP), \$30,000 was set aside for the replacement of the existing curbs along the north side of West Front Street from Island Street to a location 445 feet to the west. The curbs in this area are either poor or nonexistent, and during the decades when this roadway was under the jurisdiction of the Michigan Department of Transportation (MDOT), the roadway was overlaid multiple times and only an inch or two of curb face remains. As a part of this project, we plan to remove the existing curbs, and replace with new MDOT E-4 curbs, which will raise the back of curb height by several inches to provide a functional barrier, but which will also require the replacement and re-grading of all of the sidewalks as well for proper drainage.

Originally, this project was included as Location E of the 2013 Curb Replacement and Resurfacing Program. When the bids were tabulated, the total low bid cost for this work was \$37,882.05, well over the Engineer's Estimate and the budgeted funding. Since this work location consists of nearly entirely concrete work, it was determined that we would instead solicit a quotation for the unique MDOT E-4 Curb and Traffic Control items from the 2012-13 Concrete Paving Program contractor, G.V. Cement Contracting Co., as they had already submitted bid pricing for the remaining work items as a part of previous awards. Their attached cost quotation including all work items is attached with this fact sheet. Indeed, their pricing does represent a significant savings from the 2013 Curb Replacement and Resurfacing Program low bid, though at \$30,012.03, the cost is still above the budgeted funding. Including the typical 15% contingency amount, roughly \$34,500 should be set aside for this work. Since \$4,000 of the original CIP funding is set aside for engineering costs, only \$26,000 of the \$30,000 project budget is presently available, so an additional \$8,500 will need to be appropriated from the Major Street Fund Balance to complete this work. Given the small project size and the fact that we now have pricing from both major street program contractors, it is highly unlikely that this project could be bid separately and yield lower pricing. Therefore, we recommend proceeding with a change order for this work, though the contractor has indicated that work may not commence for a month or so due to their previous commitments, some of them on City of Monroe projects.

**IT IS RECOMMENDED** that the City Council award a change order to the 2012-13 Concrete Paving Program to G.V. Cement Contracting Co. for the West Front Street Curb Replacement project in the amount of \$30,012.03, that a total of \$34,500 be encumbered to include a 15% project contingency, and that the Finance Director be authorized to make the necessary transfer from the Major Street Fund Balance. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to sign the change order 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:** The next available Council meeting is not until October 7, and contractor may wish to begin work by this date.

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:** N/A

**INITIATED BY:** Department of Engineering and Public Services

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

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$34,500
Cost of This Project Approval	\$34,500
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

**SOURCE OF FUNDS:**

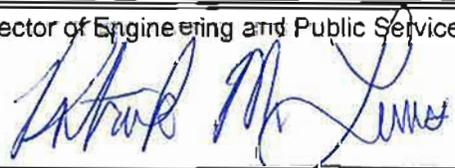
<u>City</u>	<u>Account Number</u>	<u>Amount</u>
West Front Street Curbs	202-60.451-818.020 14M03	\$26,000
Major Street Fund Balance		\$8,500*

\*To be transferred into 14M03 project account.

Other Funds

Budget Approval: 

**FACT SHEET PREPARED BY:** Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 09/10/13

**REVIEWED BY:** 

**DATE:**

**COUNCIL MEETING DATE:** September 16, 2013

**WEST FRONT STREET CURB REPLACEMENT - COST QUOTATION**

ITEM NO.	DESCRIPTION	UNIT PRICE	UNITS	QUANTITY	COSTS
1	R&D CURB & GUTTER	\$5.00	LFT	445.0	\$2,225.00
2	R&D SIDEWALK	\$1.10	SFT	2271.9	\$2,499.09
3	R&D PAVEMENT & APPROACH	\$7.00	SYD	80.6	\$564.20
12	ADJUST, CLEAN, & PLASTER STRUCTURE	\$180.00	EA	1.0	\$180.00
20	F&I #7045 EJ CASTING	\$480.00	EA	1.0	\$480.00
26	F&I 6" CONCRETE PAVEMENT & APPROACH	\$30.00	SYD	83.0	\$2,490.00
28	F&I 6" CONCRETE ADA RAMP	\$12.00	SFT	48.1	\$577.20
29	F&I 4" CONCRETE SIDEWALK	\$2.85	SFT	2244.4	\$6,396.54
34	F&I MDOT E-4 CURB	\$20.00	LFT	445.0	\$8,900.00
35	F&I HAND PATCH	\$170.00	TON	10.0	\$1,700.00
53	TRAFFIC CONTROL - LOCATION E	\$3,000.00	LS	1.0	\$3,000.00
54	SITE RESTORATION - LOCATION E	\$1,000.00	LS	1.0	\$1,000.00
	<b>BASE COSTS (UNIQUE ITEMS IN BOLD PRINT)</b>				\$30,012.03
	<b>ENCUMBERED COSTS INC. 15% CONTIGENCY</b>				\$34,513.83
	<b>BUDGETED FUNDING FROM CIP (INCL. CONTIGENCIES)</b>				\$26,000.00



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Day-N-Night Taxi Service

**DISCUSSION:**

On July 31<sup>st</sup> 2013 Allister Jones, owner of Day-N-Night taxi cab service applied with the City of Monroe Clerks office to operate a Taxi Service within the City of Monroe. Subsequently the Monroe Police Department conducted a thorough investigation which included a criminal history check, and a full explanation of City Ordinance 644-3 to Mr. Jones. Based upon this it is recommended that the application be approved pending the passing of vehicle inspections and provided the necessary permits, fee's and licenses are obtained.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** N/A

**REASON FOR DEADLINE:** N/A

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:** N/A

**INITIATED BY:** Police Department

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** Clerk/ Treasurer/ City Council

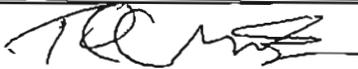
## FINANCES

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

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

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

**FACT SHEET PREPARED BY:** Thomas C. Moore III



**DATE:** Sept 9, 2013

**REVIEWED BY:** Thomas C. Moore III

**DATE:** Sept 9, 2013

**COUNCIL MEETING DATE:** September 16, 2013

# Memorandum

**To:** Chief of Police Thomas C. Moore III  
**From:** Lt. Gregory N. Morgel   
**CC:** file  
**Date:** August 16, 2013  
**Re:** Staff Study - New Cab Company Request

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I have received and reviewed the request from "Day-n-Nite" Taxi Service regarding their desire to operate a taxi cab company within the City of Monroe.

In the packet of information that "Day-n-Nite" returned to the City Clerk's office all of the information in the company's application was completed, including a copy of the certificate of liability insurance.

On Thursday, August 15<sup>th</sup> I spoke with Mr. Allister Jones, the owner of "Day-n-Nite" Taxi Service about his proposed business, as well as some other questions and information that may have been overlooked in the application process.

The first issue I discussed with Mr. Jones was how many drivers and vehicles he would have working in the City of Monroe. Mr. Jones advised that initially the business would operate one cab that would be shared by two drivers. He said that he would offer a "24/7" response. Mr. Jones added that within six months, it is his hope to have three cabs licensed in the City of Monroe, along with six licensed drivers. I advised him of the amount of the fees charged for each taxi cab inspected and for each driver that is licensed to operate in the City. Mr. Jones replied that these fees were reasonable and acceptable.

The second issue I discussed with Mr. Jones was the taxi cab rates for the City of Monroe which are set by the City Council. I quoted Mr. Jones the current rates for the "initial pick up" (\$2.50), the rate on the meter after the initial first mile (\$4.75) and the rate per 2/10 mile after the initial pick up and first mile (\$.45). I advised Mr. Jones that all of the taxi cabs that "Day-n-Nite" Taxi Service would operate in the City of Monroe must be equipped with meters. I also advised Mr. Jones that the meter in the cabs must always be running when the vehicle is "in service" and that flat fees for certain destinations was not permitted. Mr. Jones replied that he would have the meters for the taxi cab that will be stationed in the City of Monroe adjusted to comply with the City's rates. Mr. Jones stated that he was going to offer a senior and student discount to his passengers.

Mr. Jones stated that he has had Herkimer Radio Service install two-way radios in his cabs. Mr. Jones said that all the dispatching of his cabs will be done from the company's base to each individual cab.

After having these issues answered, I advised Mr. Jones that it would be my recommendation that "Day-n-Nite" Taxi Service be allowed to operate a Taxi Cab business in the City of Monroe, pending approval of this business by the Monroe City Council, as well as payment of any fees and Police Department inspection of her cab and issuance of taxi cab licenses for her drivers by the City Clerk's Office.

I advised Mr. Jones that final approval would still be weeks away as there were still some necessary steps in the process before his request comes before the Monroe City Council. I advised Mr. Jones that my report would be forwarded to the Chief of Police for his approval and he would in turn forward this report along with his approval to the City Clerk's Office where a date would be set to have this item placed on the Council's agenda. Mr. Jones stated that he was aware that this was a slow moving process. Mr. Jones added that he would like to be advised of the date that this item would be on the agenda because he would like to present at the meeting in order to answer any questions that the Mayor and/or City Council might have. Mr. Jones provided me with his cell phone number: 1-734-693-1034.

I recommend approval of this application by "Day-n-Nite" Taxi Service" to obtain a license to operate a Taxi Cab business in the City of Monroe provided the necessary permits, fees, inspections and licenses are obtained.

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

Applicant: Mr. Allister I. Jones ("Day-n-Nite" Taxi Service of Monroe, MI)  
Cell Phone: 1-734-639-1034

To whom it concerns,

I, Allister F. Jones on this day of July 29, 2013 have submitted all the proper paperwork and complied with the rules and regulations in order to obtain the required Licenses/Permits To Legally Do business in the city of Monroe.

I, Allister F. Jones. Does understand and accepts all responsibilities that concerns "DAY-N-NITE" Tax service.

My objective is to uphold an excellent reputation for my business while becoming one of the top accredited Customer services that the city of Monroe has and also by ~~doing~~ my part of stimulating growth in Jobs in our community. So I asked that I be considered to be approved for all the required Licenses/Permits so that I may succeed in becoming a pillar in the business aspect of the city of Monroe. Thank you for your

Time.

Sincerely,



City of  
CHARLES G. EVANS

JUL 30 3 42 PM

81,39 mileage

APPLICATION FOR LICENSE TO OPERATE A TAXI CAB

Company: DAY-N-NITE (Taxi Service) Date: 7/29/2013

Name: Allister I. Jones Phone No. (734) 639-1034

Address: 1132 S. Telegraph rd. Age: 38

Car Make: Ford Body Style: Crown Vic. Year: 2009

Engine No. 94257543 Serial No. 5420472-AA Plate No. (Mich.) C.F.08615

Seating Capacity: 4-5 people Weight of Cab: 5158 lbs.

Have you any unpaid or unbonded judgements on record against you: N/A

If so, give particulars N/A

State your experience in the operation of taxicabs, buses or any other motor vehicle. Less Than 1 yr.

Have you ever been convicted of a criminal offense? YES

If so, give the particulars May of 2010 for Marijuana case

Location of business 1132 S. Telegraph No. of cabs now licensed 3

Are you the owner of the cab for which this license is being applied for? YES

If no, give particulars N/A

Is this cab paid for? YES If not, give particulars N/A



Applicant's Signature

Signed and sworn to before me, a Notary Public, in and for Monroe County, Michigan this 29th day of July 2013.

JAMES E WHITE JR. Notary Public - Michigan Lenawee County My Commission Expires Oct 20, 2017 Acting in the County of MONROE

James E White Jr. Notary Public Commission Expires: 20 OCT 2017

Approved \_\_\_\_\_ Plate # \_\_\_\_\_ License # \_\_\_\_\_

MICHIGAN <sup>MI</sup> USA

ENHANCED  
CHAUFFEUR LICENSE



J 520 051 343 587  
DOB 07-26-1975  
ALLISTER IRWIN JONES  
3093 MONROHA DR  
MONROE, MI 48162-4845

ISS 05-23-2013  
EXP 07-26-2016

MICHA  
07-28-1975

Sex M Hgt 508  
Lic Type E,C - End CY

Eyes BRO



Restrictions NONE



*[Signature]*

DD 0850179831115

Rev 07-01-2012

CITY OF MONROE

TAXI CAB DRIVER'S LICENSE APPLICATION

Company: DAY-N-NITE Date 7/29/2013

Physical: \_\_\_\_\_ D.O.B. 7/26/1975

Name: ALLISTER F. JONES Address: 1132 S. Telegraph Rd.

Age: 38 Phone: (734) 639-1034 Occupation: OWNER of Taxi cab business

Residence in past five years: 3093 Monowade, Monroe Mich 48161

Court convictions for any cause? Marijuana possession reduced to usage

When? May 2010

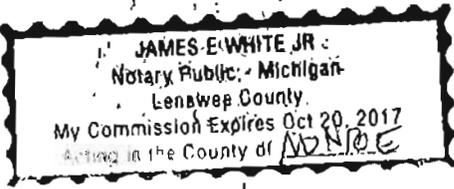
Has your driver's license ever been revoked? No

If so, for what reason? N/A

Chauffeurs License No. J-520-051-343-587 (Mich.)

[Signature]  
Signature of Applicant

Signed and sworn to before me, a Notary Public, in and for Monroe County, Michigan this 29th  
day of JULY 20 13



James E. White Jr.  
Signature of Notary  
Commission Expires: 20 OCT 2017

Approved by: \_\_\_\_\_  
Charles D. Evans, CMC, CMFA  
Clerk/Treasurer

Fee \_\_\_\_\_

License # \_\_\_\_\_



**TAXI CAB DRIVER'S PHYSICAL EXAMINATION**

Name: Allister I Jones Date: 7/30/2013

Address: 1132 S. Telegraph rd Phone No.: (734) 639-1034

Date of Birth: 7/26/1975 Age: 38

**PAST HISTORY**

Where Last Employed: B.G.S.U Address: Bowling Green OH

Medical: N/A

Surgery: N/A Trauma: \_\_\_\_\_

Current Medication: None

Last Tetanus Toxoid: \_\_\_\_\_ Allergies: N/A

**PHYSICAL EXAMINATION**

Ht. 68 Wt. 316 B.P. 131/79 P. 59 R. 16 T. 98.0

Vision OD \_\_\_\_\_ OS \_\_\_\_\_ Color \_\_\_\_\_ Hearing R \_\_\_\_\_ L \_\_\_\_\_

CEPH WNL ENT WNL

NECK WNL CHEST WNL

LUNGS WNL HEART WNL

ABD. WNL HERNIA WNL

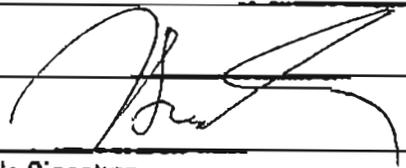
BACK WNL EXT. WNL

NEURO WNL SKIN WNL

SUMMARY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physician's Signature



7/30/13  
Date Physical Completed



WNL II within normal limits



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/09/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NEW AMERICA INSURANCE P.O. BOX 366 AVON OH 44011-0366	CONTACT NAME: LOU SUKALSKI PHONE (A/C, No, Ext): 440-934-7766 E-MAIL ADDRESS: newamlou@msn.com	FAX (A/C, No): 440-934-1941
	INSURER(S) AFFORDING COVERAGE INSURER A: AMERICAN SERVICE INSURANCE NAIC # 42897	
INSURED DAY-N-NITE 1132 S. TELEGRAPH RD MONROE, MI 48161	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 434 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADJL SUBR INSR WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		MI-1000000408-00	7/11/2013	7/11/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 300,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UM/UM \$ 50,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In MI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Transportation  
 2009 CHRYSLER Veh ID # 2A8HR44E39R520663 - UNIT 1  
 2009 FORD Veh ID # 2FAHP71V79X111120 UNIT 2  
 2008 FORD Veh ID # 2FAFP71VX8X144134 UNIT 3

<b>CERTIFICATE HOLDER</b> CITY OF MONROE /POLICE CHIEF 100 E 2ND ST MONROE MI 48161	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE LOU SUKALSKI
--	--

*ATTN: To chief of Police ON Behalf of DAY-N-NITE*

# Automobile Liability

## Coverage Provided

- Bodily Injury Liability \$ \_\_\_\_\_ Each Person  
\_\_\_\_\_ Each Accident
- Property Damage Liability \_\_\_\_\_ Each Accident
- Single Limit (if applicable) 300,000
- Personal Property Insurance  
Personal Injury Protection (no fault)
- Uninsured Motorist Bodily Injury *50,000 G/M*  
~~25,000~~ Each Person  
50,000 Each Accident
- Non-owned including hired or  
leased motor vehicles
- Broad form drive other car coverage
- UNDERINSURED MOTORIST

Total Annual Liability Premium \$ 15748

Comments: ONLY SCHEDULED DRIVERS AND VEHICLES COVERED

INCLUDES COMP/COLLISION \$500 DEDUCTIBLE

2009 CHRYSLER

2009 FORD

2008 FORD

DAY-N-NITE  
MONROE MI

NEW AMERICA INSURANCE  
JULY 10, 2013

**August 19, 2013**

**To Whom It May Concern:**

**I'd like to give this letter of recommendation for Allister Irwin Jones / Day and Nite Cab Service.**

**I've appreciated my new tenant for his organization, cleanliness and neatness in the unit I am leasing to him. I've appreciated his regularity in his payments. I've also noticed the improvements he has made to the unit to accommodate his new business have been preformed in a professional manner and no expense has been spared.**

**Other things that are mentionable:**

- 1. He has done everything he has said he was going to do.**
- 2. He has satisfied all my concerns about the improvements.**
- 3. His vehicles to be used in the business are very impressive to me.**
- 4. His staff is neat in their appearance and professional at their jobs.**
- 5. Management has good correspondence with landlord.**

**As a career business person, myself, I envision all these factors to be all the proper characteristics of a successful business.**

**Sincerely,**

**Joseph Mignano, Landlord**

A handwritten signature in black ink that reads "Joseph Mignano". The signature is written in a cursive, flowing style.



# CITY COUNCIL AGENDA FACT SHEET

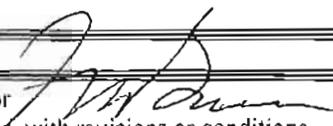
**RELATING TO:** The purchase of 6 Scott - Self Contained Breathing Apparatus (SCBA)

**DISCUSSION:** The Monroe Fire Department is requesting to purchase 6 Scott SCBA's for use in fire suppression and chemical, biological, radiological, nuclear and explosive incidents. The Monroe Fire Department has researched all available products and has determined that the Scott SCBA's are the choice of this Department. The cost of each unit is \$5628.25 for a total of \$33,769.50

Bids were requested and opened on September 9, 2013. Argus-Hazco of Chesterfield, Michigan submitted the low bid of \$33,769.50.

I recommend the City of Monroe purchase 6 Scott SCBA's from Argus-Hazco

**CITY MANAGER RECOMMENDATION:**

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION:  For  Against

REASON AGAINST:

INITIATED BY: Manuel J. Hoskins, Fire Chief

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Fire Department

## FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 33,769.50
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  
101-55.336.977.000

Amount  
\$ 33,769.50  
\$ N/A  
\$ N/A  
\$ N/A  
\$ N/A

Other Funds

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

Budget Approval:



FACT SHEET PREPARED BY: Manuel J. Hoskins *Manuel J. Hoskins*

DATE: 9/10/13

REVIEWED BY: Thomas C. Moore, Director of Public Safety

DATE: 9/10/13

COUNCIL MEETING DATE: 9-16-13

PROPOSAL FORM

9-4-13

(date)

**SELF CONTAINED BREATHING APPARATUS (SCBA) BID**

Bids due no later than 3:00 P.M. (local time) on Monday, August 26, 2013, in the City Clerk's office.

Honorable Mayor and City Council  
120 E First St  
Monroe MI 48161-2288

Dear Mayor and Council Members,

We, the undersigned, propose to furnish the City of Monroe, Michigan with six (6) Self Contained Breathing Apparatus (SCBA) for the Public Safety Division at the price(s) shown below, in accordance with specifications provided. The bid meets the product specifications provided.

LUMP SUM BID

\$ 33,769.50

Inasmuch as the City of Monroe is exempt from all Federal Excise Tax and Michigan State Sales Tax, these items are not included in the above prices. Payment terms shall be net 30. We agree to comply with the terms of the bid specifications.

A Bid Bond, cashier's check, certified check or money order in the amount equal to five percent (5%) of the total bid is enclosed. If we receive a purchase order by September 20, 2013, the products will be delivered by November 1, 2013. We further agree to a \$25.00 per day liquidated damage penalty if the products are not delivered by November 1, 2013. - See enclosure A

We understand the City reserves the right to reject any or all bids and to waive any informality and to make award in the best interest of the City of Monroe. It is agreed that this bid may not be withdrawn for thirty (30) days from the opening of this bid.

Respectfully submitted,

Name of Bidder: Argus - Hazco

Address: 46400 Continental Dr.  
Chesterfield MI 48047

Phone: 800-323-0456

Signed By: [Signature] Hebecca Schneider

Title: Inside Sales

City of Monroe, Mi 2013 Self Contained Breathing Apparatus ( SCBA)

**Bids due Monday, August 26, 2013**

1. 6 Scott Air Paks (# CSTM20133212637185) 75 4.5, the SCBA is to include: harness, backframe, EZ Flo+ Regulator w.HUD, UAC/RIC Connection, Pak- Alert Pass Device, AV – 30000 Facepiece and 45 minute 4500psi Carbon Cylinder
2. 6 Spare Scott 4500psi (# SC804722-01) 45 minute Carbon Cylinders
3. 6 Quick Disconnect Option (CSTM20133214212691) installed on SCBAs
4. 6 Dual EBSS option (CSTM20133214214703) installed on SCBAs
5. 6 Scott Fleece Facepiece Bags (SC805524-01)
6. 6 AV3000 Sureseal W/Kevlar Headnet (SC805773-82) sizes: 3 mediums and 3 larges
7. Delivery by November 1, 2013 (see enclosure A)

Enclosure A

This bid contains (6) no charge spare cylinders under manufacturer promotion, SCBA's must be purchased at bid quantities specified to remain eligible. *For initial order against this bid only.*

Argus-Hazco and Scott Safety will act to ensure delivery is met by the requested date of November 1, 2013. However, recent changes mandated by NFPA to SCBA manufacturers have increased delivery times; typical lead time is approximately 8 weeks. These changes have extended the NFPA 1981 2007 edition to SCBA's, these changes will not be effective as per NFPA until September 15, 2013. Argus-Hazco will not adhere to the liquidated damages penalty due to any circumstances beyond our control.

Please contact us at 800-873-0456 if you have any questions.



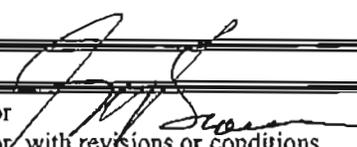
# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** CITY POLICIES AND PROCEDURES – VEHICLE FLEET SAFETY POLICY NO. 21.

**DISCUSSION:** The purpose of the above referenced policy is to revise and include language regarding the State's ban on texting while driving and to provide further guidance and direction for those employees who possess a Commercial Drivers License (CDL) and medical certification.

After review and input from Administration, I am recommending that the Mayor and City Council approve the attached policy and direct City administration to proceed with implementation.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** None  
**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**      X For       Against  
**REASON AGAINST:** N/A

**INITIATED BY:** Peggy A. Howard, Human Resources Director

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** ALL EMPLOYEES OF THE CITY OF MONROE

<b>FINANCES</b>			
<b>COST AND REVENUE PROJECTIONS:</b>			
	Cost of Total Project		\$ N/A
	Cost of This Project Approval		\$ N/A
	Related Annual Operating Cost		\$ N/A
	Increased Revenue Expected/Year		\$ N/A
<b>SOURCE OF FUNDS:</b>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A
Budget Approval: _____			

**FACT SHEET PREPARED BY:** Peggy A. Howard, Human Resources Director *P. Howard*      **DATE:** 9/10/13  
**REVIEWED BY:**      **DATE:**  
**COUNCIL MEETING DATE:** 9/16/13

Section Name: Employee Relations  
Section Number: 400  
Policy Number: 021  
Page: 1 of 56

Effective Date: September 20, 2010  
Date of Revision: September 16, 2013

Subject: ~~Vehicle Fleet Safety Policy~~ State of Michigan Operator's Driver's and Commercial Driver's License Policy

1. Purpose. ~~The City of Monroe places the highest value on the safety and health of its employees and the well being of its citizenry. This policy sets the standards for managing and operating City fleet vehicles, as well as personal vehicles, when used for "City business".~~ This policy sets the standards for those employees who are required to maintain a valid State of Michigan driver's license, Commercial Driver's License (CDL), and CDL medical certification when operating City fleet vehicles, as well as personal vehicles, when used for "City business".

2. Statement of Policy.

The City of Monroe has full authority to determine who shall drive a vehicle, to establish vehicle operator standards, and to revoke the right to drive for failure to meet the standards. This policy defines the minimum standards for all employees. Nothing herein shall limit individual departments from setting higher standards that may be needed to meet their particular needs.

3. Definitions.

City Vehicle: Any owned, leased or rented passenger car, pick-up, truck, trailer or other similar type vehicle in or by which a person or property is or may be transported or drawn on public highways or roads. This definition includes personal vehicles when operated on "City business".

~~Preventable: Any incident in which the operator failed to take reasonable action to avoid such an occurrence.~~

~~Non preventable: An incident where the operator exercised all reasonable means to avoid the incident.~~

~~Vehicle Accident: Any event where a City vehicle, other vehicle or property is damaged during the operation or as a result of the operation of the City vehicle.~~

Driver: An individual who is authorized and/or required to use a city vehicle as a part of their job duties.

~~Operation: The process of driving, operating or maneuvering a vehicle in a forward, backward, or sideward motion.~~

4. Application. This policy applies to all employees of the City of Monroe who have reason to operate a City vehicle or who operate personal vehicles on employer-related business or who are required to drive as a necessary part of their job responsibilities.

5. Responsibility. The City's ~~Vehicle Fleet Safety Policy~~ **Driver's and Commercial Driver's License policy** depends on the participation and cooperation of employees at all levels of the organization. The specific responsibilities of the employees are identified below.

**Department Heads and designated Supervisors** – Department Heads or their designees shall:

- Ensure that all employees are informed of this policy.
- Ensure the safe maintenance and operation of all City vehicles.
- Ensure that all vehicle operators are trained in the safe operation of all assigned motor vehicles.
- Enforce City-wide and departmental vehicle operating standards and procedures.
- Ensure that all assigned vehicles are inspected as prescribed by the administration and any applicable State or Federal requirements.
- Ensure that thorough and timely accident investigations are conducted and reported.
- Identify all employees who operate a vehicle on the job and those who must possess a Commercial Driver's License (CDL).
- In cooperation with the HR Department, ensure that all employees who operate vehicles have a valid State of Michigan driver's license, a valid Commercial Driver's License, and a current CDL medical certification card for the vehicle types driven.
- Ensure that any individual departmental policies that define how unsafe vehicle operators will be disciplined are consistent with the overall intent of this policy.
- Promptly report in writing to the department head and the HR Department any situation, event or circumstances that might constitute a violation or deviation from this policy.

~~Note: Any supervisor who fails to report the information outlined herein will be subject to appropriate disciplinary action.~~

**Employees** – All vehicle operators shall:

- Safely operate their assigned City vehicles.
- Not operate City vehicles when their license and/or associated medical certification has been lost, suspended, revoked or expired.
- ~~Maintain~~ and provide the Employer with a valid Commercial ~~Driver's License~~ (CDL) and a valid State of Michigan driver's license (correct license/endorsement for the type of vehicle(s) driven as part of job duties.)
- Maintain and provide the Employer with a copy of a current Commercial Driver's License medical certification card. Drivers are required to carry a current copy of his/her medical certification card on their person at all times while on duty.
- Advise the supervisor and the Human Resource Department in writing within thirty (30) days when his/her CDL medical certification is due to expire and to coordinate the scheduling of the required medical exam with the supervisor and the HR Department, prior to the expiration. ~~immediately of the loss of a valid driver's license by suspension, revocation, or expiration.~~ Failure to comply may result in discipline up to and including dismissal.
- Perform safety checks on vehicles at the beginning of each work-shift as described in departmental policies.
- Promptly report in writing to the supervisor and the HR Department any physical or medical condition that would prohibit, disqualify, or may interfere with the safe

operation of a commercial motor vehicle. Failure to report such impairments may result in discipline up to and including employee dismissal.

- Promptly report to a supervisor any vehicle safety defect found during inspection. Failure to report safety defects found during inspection may result in discipline up to and including employee dismissal.
- Properly use furnished seat belts and/or other vehicle safety restraints.
- Avoid using cellular telephones and other electronic devices while driving or at times when such use might be distracting to the user or otherwise cause a dangerous situation.
- Employees shall not read, manually type, or send a text message on a wireless 2-way communication device that is located in the employee's hand or in the employee's lap, including a wireless telephone used in cellular telephone service or personal communication service while operating a motor or commercial vehicle that is moving on a highway or street, including while temporarily stationary due to traffic, a traffic control device, or other momentary delays. Exceptions include drivers who: 1) report a traffic accident, medical emergency, or serious road hazard; 2) report a situation in which the person believes his/her personal safety is in jeopardy; 3) report or avert the perpetration or potential perpetration of a criminal act against the individual or another person; and 4) carry out official duties as a police officer, law enforcement official, firefighter, or operator of an emergency vehicle.
- Employees compelled to use cellular telephones while driving are required to use a "hands-free" apparatus or safely pull to the side of the road and stop to conduct a phone call.
- Employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones or electronic devices at all times.
- Avoid using tobacco products while in any city vehicle.

**Human Resources Department** – The Human Resources Department shall:

- In cooperation with other departments and affected employees, ensure that all employees who operate vehicles have a valid State of Michigan driver's license, a valid Commercial Driver's License and a current medical certification card for the vehicle types driven.
- Assist with scheduling required medical, training and testing appointments or programs.
- Assist with maintaining files, databases and schedules related to vehicle operator licensing.
- Report driving record activity to the City's Safety Committee and the employee's supervisor for review and policy compliance.
- Provide consultation and training to the departments as needed.

6. Administrative Procedures:

**General**

- All individuals who operate City vehicles or operate personal vehicles on employer-related basis and who receive payment related to vehicle expenses, and/or are required to drive as a necessary part of their job must possess and maintain a valid State of Michigan driver's license, a valid Commercial Driver's License and a

current CDL medical certification card, as required, when operating City fleet vehicles.

- Individuals who drive City vehicles or are required to drive, as a necessary part of their job must notify their immediate supervisor **in writing** if they receive a ticket/citation that affects and/or restricts their right to operate a motor vehicle. Such notification must take place immediately upon reporting for work after receipt of the citation.
- Individuals are prohibited from operating a City vehicle or personal vehicle on business when their driving ability has been impaired for any reason, including but not limited to the ingestion of drugs, medication, or alcoholic beverages; physical impairment or restrictions; or other situations/conditions within the individual's control. Any illegal use of controlled substances is strictly prohibited.
- All employees shall use seatbelts or other safety restraints provided whenever they are operating or riding in a vehicle.
- Only those employees who are determined to be safe operators will be allowed to drive a vehicle on behalf of the City.
- All federal, state, and local laws or DOT Motor Carrier Safety Regulations must be obeyed.

### **Vehicle Use**

- Use of City vehicles shall be for official City business only. Use of City vehicles at conventions, conferences and training programs shall be considered official City business.
- Department Heads will specify, by position title, which employee may take City vehicles home, and specify the reasons for approval. A copy of all approvals will be provided to the Finance Director and the City Manager.
- Employees who live outside the city limits are prohibited from taking City vehicles home, unless specifically approved by the City Manager.
- Employees who operate their own vehicles on City business will be reimbursed at the established IRS mileage rate.
- The Human Resources Director will request that the Secretary of State conduct driving record review of all employees who operate City vehicles or personal vehicles on City business.
- City vehicles should not be utilized to transport non-employees who are not on City business.

### **Corrective Action, Including Discipline**

The City's **HR Director** ~~Safety Committee~~ is responsible for reviewing **the overall accidents and the City's overall** driver safety record to determine if there should be changes in policy or procedure; or if other corrective action (such as training, equipment changes, etc.), should be implemented to enhance the safe operation of the City's vehicles, and/or personal vehicles on City business. **The HR Director shall also provide the City's Safety Committee with a copy of the accident/injury report, along with his/her recommendations.** ~~The Committee shall meet as often as practicable or as incidents and accidents occur. However, the review should be conducted shortly after the facts of an accident are known. If litigation resulting from the accident occurs or is anticipated, the timing of the review should be discussed with legal counsel to insure the review does not prejudice the litigation.~~

The goal of corrective action is to ensure that employees who are entrusted with the operation of vehicles are **properly licensed and safe** drivers. Awareness and knowledge through training are the keys to safe driving. Whenever possible, training should be a first step in a corrective action program. Discipline may also be an appropriate form of corrective action.

~~An unacceptable motor vehicle driving record is one indication that an employee may not be a safe driver. The Human Resources Director will identify employees who develop unacceptable driving records and will be responsible for notifying the Department Head, City's Safety Committee and the appropriate department. Departments are encouraged to immediately enroll these employees in a driver's training program, at the employee's cost, or consult with the Human Resources Department about other appropriate training opportunities, and monitor the employee's driving performance.~~

~~Accidents involving stationary objects are the most frequent and preventable type of vehicular accident. Preventable accidents involving stationary objects may result in disciplinary action up to and including dismissal. Involvement in a preventable accident shall be considered unsatisfactory job performance, which may result in disciplinary action up to and including dismissal. Employees who are charged with traffic violations resulting from the use of their cellular phone or electronic devices while driving will be solely responsible for all liabilities that result from such actions.~~

**Failure to properly notify the supervisor or the HR Department in writing of driving convictions or loss of driving privileges or failure to comply with any part of this policy will result in discipline, up to including termination. This applies any time driving privileges are revoked, suspended or limited in any way by any court, the Michigan Department of Motor Vehicles, any Administrative agency of the State of Michigan, any state jurisdiction, or the City's physician.**

**Any supervisor who fails to report the information outlined herein will be subject to appropriate disciplinary action.**

~~Failure to comply with any part of this policy shall be considered unsatisfactory job performance, which may result in disciplinary action.~~

### **Applicant Screening Guide**

~~Conviction of law violations or civil infractions may serve as a basis for disqualification. The applicant's total record will be evaluated; the applicant must have at least two years of documented driving experience. The pattern of law violations, the seriousness, the surrounding circumstances, and the number and recency of violations will be considered. For example, multiple convictions for the same offense can be disqualifying, as they indicate a pattern of inadequate responsibility and disregard for law and order, which may affect safety. Likewise, traffic misdemeanors which do not carry points (e.g. improper plates, expired plates) or civil infractions may indicate an inability to follow rules and disregard for the law.~~

~~For purposes of determining disqualifying violations, the City shall consider only those offenses followed by a conviction (e.g. forfeited bond, jailed, fined, or ordered to attend~~

~~traffic school). For purposes of establishing time frames for disqualification, the City shall use the date of the actual violation. Here are suggested disqualifying guidelines:~~

~~*The circumstances noted below will be cause for automatic disqualification:*~~

- ~~1. Conviction of a driving related felony.~~
- ~~2. Loss of driving privilege through suspension or revocation of license due to an unsatisfactory driving record as defined by the Michigan Department of State.~~

~~**Exception:** Applications from those who maintain a driving record free of license suspension or revocation and moving violation conviction(s) or civil infraction determination(s) in the five years previous to making application to the City will be accepted.~~

- ~~3. An at fault accident resulting in a fatality (an at fault accident is defined as one in which the applicant has been fined, sued, and received an adverse judgment, applicant's insurance company settled for damages to other party, or applicant settled out of court or otherwise was determined to be liable).~~

~~**In the five years prior to application, the following circumstances will be cause for automatic disqualification:**~~

- ~~4. Accumulated more than six points on the driving record.~~
- ~~5. Convicted of any alcohol/drug related offense.~~
- ~~6. Convicted of driving while license was suspended or revoked.~~

~~**In the year prior to application, the following circumstances will be cause for automatic disqualification:**~~

- ~~7. Accumulated more than three points on the driving record.~~

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe City Council, dated September 20, 2010.

Revised pursuant to action of the Monroe City Council, dated September 16, 2013.



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** ICMA-RC Deferred Compensation Loans

**DISCUSSION:** The City currently offers two (2) Deferred Compensation Programs, one with ICMA-RC and another program with Nationwide. As you know, these programs allow employees the opportunity to voluntarily contribute a portion of their wages to a special account and to direct these contributions to one or more investment options, as well as offer a valuable savings alternative that can be used to supplement their retirement income and save for their future at no cost to the City. These funds are contributed by the employee and transferred by the City into an account held by ICMA-RC or Nationwide, the third party administrators. While the funds are held by the third party administrators, the City of Monroe is still responsible for decisions such as borrowing potential.

Currently the City allows employees to borrow funds from their ICMA-RC Deferred Compensation Plan but only one loan per calendar year and one (1) outstanding loan at one time.

As a result of employee requests, it is my recommendation that the City modify Section III, **Frequency of Loans** to allow employees the flexibility and ability to withdraw funds through loans from their ICMA-RC deferred account for no more than five (5) loans outstanding at one time and to modify Section X, **Acceleration** to state that "All loans are due and payable when a participant receives a distribution of all of his/her account balance after separation from service. The amount of the outstanding loan balance will be reported as a distribution in addition to the amount of cash distributed from the plan".

(Attached you will find the current Loan Guidelines Agreement that was previously approved by City Council back on October 5, 2009).

IT IS RECOMMENDED that City Council approve the attached Loan Guidelines Agreement and that the Mayor be authorized to sign the Agreement on behalf of the City of Monroe.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** None  
**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**      X For       Against  
**REASON AGAINST:** N/A

**INITIATED BY:** Peggy A. Howard, Human Resources Director

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

<b>FINANCES</b>			
<b>COST AND REVENUE PROJECTIONS:</b>			
	Cost of Total Project		\$ N/A
	Cost of This Project Approval		\$ N/A
	Related Annual Operating Cost		\$ N/A
	Increased Revenue Expected/Year		\$ N/A
<b>SOURCE OF FUNDS:</b>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A
Budget Approval: _____			

**FACT SHEET PREPARED BY:** Peggy A. Howard, Human Resources Director *P. Howard*      **DATE:** 9/10/13  
**REVIEWED BY:**      **DATE:**  
**COUNCIL MEETING DATE:** 9/16/13

# LOAN GUIDELINES AGREEMENT FOR A RETIREMENT PLAN



## **INSTRUCTIONS**

**(Please refer to the previous section, "A Guide to Implementing a Loan Program")**

These Loan Guidelines must be completed before loans can be made from your retirement plan. You should consider each option carefully before making your selections because your selections will apply to all loans made while the selection is in effect. If you later change any provision, the changes will apply only to loans made after the change is adopted. Loans in existence at the time of any future changes will continue to operate under the guidelines that were in effect at the time the loan was originally made.

Note: If loans are available to your employees from other plans (e.g. other Section 457 deferred compensation plans or other Section 401 plans), calculation of the maximum loan amount must consider the aggregate of all loans from all 401 and 457 plans in which the employee participates. See the Maximum Loan Amount Worksheet on page 7 of *A Guide to Implementing a Loan Program*, found in this packet.

Name of Plan (please state the Employer's complete name, including state): City of Monroe  
120 E. First St., Monroe, Mi. 48161

Plan Type:  401(a) Money Purchase Plan  401 Profit-Sharing Plan  457 Deferred Compensation Plan

ICMA-RC Plan Number: 301766

### I. Purpose

The purpose of these guidelines is to establish the terms and conditions under which the Employer will grant loans to participants. This is the only official Loan Provision Document of the above named Plan.

### II. Eligibility

Loans are available to all active employees. Loans will not be granted to participants who have an existing loan in default. Loans will be pro-rated among all the funds in which the participant is invested at the time the loan is made.

For 401 plans only:

Loans are available from the following sources: (select one or both)

- Employer Contribution Account (vested balances only)
- Participant Contribution Accounts (pre- and post-tax, if applicable, including Employee Mandatory, Employee Voluntary, Employer Rollover, and Portable Benefits Accounts, but excluding the Deductible Employee Contribution/Qualified Voluntary Employee Contribution Account)

For Roth 401(k) plans only:

A participant's Designated Roth Account balance can be used to secure a participant loan.

Designated Roth Account balances (select one)

- will not (default option) be available as a source for loans under the Plan.
- will be available as a source for loans under the Plan. (Note: Using the Roth source for loans may have negative tax consequences for participants.)

For all plan types:

Loans are available for the following purposes: (select one)

- All purposes
- Loans shall only be granted in the event of a participant's hardship or for the purpose of enabling a participant to meet certain specified financial situations. The employer shall approve the participant's loan application after determining, based on all relevant facts and circumstances, that the amount of the loan is not in excess of the amount required to relieve the financial need. For this purpose, financial need shall include, but not be limited to: unreimbursed medical expenses of the participant or members of the participant's immediate family, establishing or substantially rehabilitating the principal residence of the participant, or paying for a college education (including graduate studies) for the participant or his/her dependents.

**III. Frequency of loans** [select one]

- Participants may receive one loan per calendar year. Moreover, participants may have only one (1) outstanding loan at a time.
- Participants may receive one loan per calendar year. Moreover, no participant may have more than five (5) loans outstanding at one time.

**IV. Loan amount**

The minimum loan amount is \$1,000.

The maximum amount of all loans to the participant from the plan and all other plans sponsored by the Employer that are qualified employer plans under section 72(p)(4) of the Code is the *lesser* of:

- (1) \$50,000, reduced by the highest outstanding balance of all loans from any 401 or 457 plans for that participant during the one-year period ending on the day before the date a loan is to be made, or
- (2) one half of the participant's vested account balance, reduced by the current outstanding balance of all 401 and 457 loans from all plans for that participant.

If a participant has any loans outstanding at the time a new loan is requested, the new loan will be limited to the maximum amount calculated above reduced by the total of the outstanding loans.

A loan cannot be issued for more than the above amount. The participant's requested loan amount is subject to downward adjustment without notice due to market fluctuation between the time of application and the time the loan is made.

**V. Length of loan**

A loan must be repaid in substantially equal installments of principal and interest, at least monthly, over a period that does not exceed five (5) years.

Loans for a principal residence must be repaid in substantially equal installments of principal and interest, at least monthly, over a period that does not exceed 5 YEARS [state number of years] years (maximum 30 years).

**VI. Loan repayment process**

Loan repayments for active employees must be through (choose one):

- Payroll deduction only.  
PL642(2) = 2
- ACH debit only.  
PL642(2) = 0
- Employee may choose either payroll deduction or ACH debit.  
PL642(2) = 1

If payroll deduction repayment is allowed, and the employee wishes to use this method, the employee must notify the Employer so that the Employer can ensure that repayment will begin as soon as practicable on a date determined by the Employer's payroll cycle. Failure to begin payroll deduction in a timely way could lead to the employee's loan entering delinquency status. Payroll deduction should begin within two payroll cycles following the employee's receipt of the loan.

## Loan Guidelines Agreement

Repayments through payroll deduction will be sent via check or wire by the Employer to ICMA-RC on the following cycle (choose one):

- Weekly (52 per year)
- Bi-weekly (26 per year)
- Semi-monthly (24 per year)
- Monthly (12 per year)

If ACH debit repayment is allowed, debits from the employee's designated bank account will begin approximately one month following the date the employee's signed ACH authorization form is received and processed by ICMA-RC, or, in the case of online loans, approximately one month following the date the loan check has been cleared for payment. Debits will normally be made on a monthly basis.

Loans outstanding for former employees or employees on a leave of absence must be repaid on the same schedule as if payroll deductions were still being made unless they reamortize their loans and establish a new repayment schedule that provides that substantially equal payments are made at least monthly over the remaining period of the loan.

Loan payments, including loan payments from former employees, are allocated to the participant's current election of investment options on file with ICMA-RC.

The participant may pay off all or a portion of the principal and interest early without penalty or additional fee. Extra payments are applied forward to both principal and interest as specified in the original repayment schedule, unless the additional payment is for the balance due.

### VII. Loan interest rate

The rate of interest for loans of five (5) years or less will be based on prime plus 0.5%.

The rate of interest for loans for a principal residence will be based on the FHA/VA rate.

Interest rates are determined on the last business day of the month preceding the month the loan is disbursed. The interest rate is locked in at the time a loan is approved and remains constant throughout the life of the loan.

The prime interest rate is determined on the last business day of each month using [www.nfsn.com](http://www.nfsn.com) as the source. The FHA/VA interest rate is also determined on the last business day of each month using [www.bankofamerica.com](http://www.bankofamerica.com) as the source.

Loan interest rates for new loans taken in different months may fluctuate upward or downward monthly, depending on the movement of the prime and FHA/VA interest rates.

The employer may modify the manner in which loan interest rates will be determined, but only with respect to future loans.

### VIII. Loan application procedure

Loans must be requested using the following method (check one):

- Online only:** All loans must be requested online by employees through ICMA-RC's Account Access site at [www.icmarc.org](http://www.icmarc.org), with Employer pre-authorization as outlined in italics below.

If an employee is married at the time of application, and spousal consent is required by the Plan for the loan, the employee's spouse must consent, in writing, to the loan and the consent must be witnessed by a plan representative or notary public. Such consent must be received in writing by ICMA-RC no more than ninety (90) days before the loan request is submitted through Account Access.

The promissory note, truth-in-lending rescission notice and disclosure statement are presented to the employee online through Account Access at the time the employee submits the loan request. The employee confirms receipt and acceptance of these documents by clicking on the affirmative buttons on the Account Access program.

ICMA - RC

*The employer hereby authorizes all future loans requested through the online process via Account Access, as well as any requests that employees submit on paper forms, pending review of the application by ICMA-RC. Notice of loan issuance will be provided to the Employer via reports posted on the EZLink site.*

The loan amount will generally be redeemed from the employee's account on the same day as the employee's successful submission of the loan request through Account Access, if it is submitted prior to 4:00 p.m. ET on a business day. If not, the loan amount will be redeemed on the next business day following submission. The loan check is generally issued on the next business day following redemption, and will be mailed directly to the employee. The employee's presentment of the loan check for payment constitutes an acknowledgment that the employee has received and read the loan disclosure information provided by ICMA-RC and agrees to the terms therein.

Loan repayment will begin as soon as practicable following the employee's presentment of the loan check for payment.

**Online and through Direct Loan application:** All loans must be requested either online by employees through ICMA-RC's Account Access site at [www.icmarc.org](http://www.icmarc.org), or through the Direct Loan application, both of which require pre-authorization by the Employer as outlined in italics below.

If an employee is married at the time of application, and spousal consent is required by the Plan for the loan, the employee's spouse must consent, in writing, to the loan and the consent must be witnessed by a plan representative or notary public. Such consent must be received in writing by ICMA-RC no more than ninety (90) days before the loan request is submitted through Account Access. In the case of the Direct Loan Application, spousal consent should be sent along with the application.

The promissory note, truth-in-lending rescission notice and disclosure statement are mailed to the employee along with the issued loan check. The employee confirms receipt and acceptance of these documents and terms at the time the endorsed check is presented for payment.

*The Employer hereby authorizes all future loans requested through the online process via Account Access, as well as any requests that employees submit on paper forms, pending review of the application by ICMA-RC. Notice of loan issuance will be provided to the Employer via reports posted on the EZLink site.*

The loan amount will generally be redeemed from the employee's account on the same day as either ICMA-RC's receipt of a loan application (complete and in good order), or the employee's successful submission of the loan request through Account Access, if it is submitted prior to 4:00 p.m. ET on a business day. If not, the loan amount will be redeemed on the next business day following submission. The loan check is generally issued on the next business day following redemption, and will be mailed directly to the employee. The employee's presentment of the loan check for payment constitutes an acknowledgment that the employee has received and read the loan disclosure information provided by ICMA-RC and agrees to the terms therein.

Loan repayment will begin as soon as practicable following the employee's presentment of the loan check for payment.

**Direct Loan application only:** All loans must be requested through the Direct Loan application, which requires pre-authorization by the Employer as outlined in italics below.

If an employee is married at the time of application, and spousal consent is required by the Plan for the loan, the employee's spouse must consent, in writing, to the loan and the consent must be witnessed by a plan representative or notary public. Such consent must be received in writing by ICMA-RC along with the Direct Loan Application.

The promissory note, truth-in-lending rescission notice and disclosure statement are mailed to the employee along with the issued loan check. The employee confirms receipt and acceptance of these documents at the time the endorsed check is presented for payment.

*The employer hereby authorizes all future loans requested on paper forms, pending review of the application by ICMA-RC. Notice of loan issuance will be provided to the Employer via reports posted on the EZLink site.*

The loan amount will generally be redeemed from the employee's account on the same day as ICMA-RC's receipt of a loan application (complete and in good order).

## *Loan Guidelines Agreement*

The loan check will generally be issued from the employee's account on the next business day following redemption. The loan check will be mailed directly to the employee. The employee's presentment of the loan check for payment constitutes an acknowledgment that the employee has received and read the loan disclosure information provided by ICMA-RC and agrees to the terms therein.

Loan repayment will begin as soon as practicable following the employee's presentment of the loan check for payment.

- Loan application through the Employer:** All loans must be requested in writing on an application approved by the plan administrator. The application must be signed by the participant. The Employer must review and approve each participant's application.

The participant will be required to sign a promissory note evidencing the loan and a disclosure statement that includes an amortization schedule prior to receiving a loan check. Loan checks will generally be issued on the next business day following ICMA-RC's receipt of a complete loan application. The loan check, promissory note, disclosure statement and truth-in-lending rescission notice will be sent to the employer, who will obtain the necessary signatures and deliver the check to the participant. All executed documents must be returned to ICMA-RC within 10 calendar days from the date the check is issued.

### **IX. Security/Collateral**

That portion of a participant's account balance that is equal to the amount of the loan is used as collateral for the loan. The collateral amount may not exceed 50 percent of the participant's account balance at the time the loan is taken. Only the portion of the account-balance that corresponds to the amount of the outstanding loan balance is used as collateral.

### **X. Acceleration** (select one)

- All loans are due and payable in full upon separation from service.
- All loans are due and payable when a participant receives a distribution of **all** of his/her account balance after separation from service. The amount of the outstanding loan balance will be reported as a distribution in addition to the amount of cash distributed from the plan.
- All loans are due and payable when a participant receives a distribution of **part** of his/her account balance after separation from service. The amount of the outstanding loan balance will be reported as a distribution in addition to the amount of cash distributed from the plan.

### **XI. Reamortization**

Any outstanding loan may be reamortized. Reamortization means changing the terms of a loan, such as length of repayment period, interest rate, and frequency of repayments. A loan may not be reamortized to extend the length of the loan repayment period to more than five (5) years from the date the loan was originally made, or in the case of a loan to secure a principal residence, beyond the number of years specified by the employer in Section V above.

A participant must request the reamortization of a loan in writing on a reamortization application acceptable to the plan administrator. Upon processing the request, a new disclosure statement will be sent to the employer for endorsement by the participant and approval by the employer. The executed disclosure statement must be returned to the plan administrator within 10 calendar days from the date it is signed. The new disclosure statement is considered an amendment to the original promissory note, therefore a new promissory note will not be required.

A reamortization will not be considered a new loan for purposes of calculating the number of loans outstanding or the one loan per calendar year limit.

## **XII. Refinancing existing loans**

If a participant has one outstanding loan, that loan may be refinanced. If a participant has more than one outstanding loan, no loans may be refinanced. Refinancing means concurrently repaying an existing loan and borrowing an additional amount through a new loan. Refinancing includes any situation in which one loan replaces another loan and the term of the replacement loan does not exceed the latest permissible term of the replaced loan.

In order to refinance an existing loan, a participant must request this in writing on an application approved by the plan administrator. Such request must be made at a time when the participant is eligible to obtain a loan as defined by the employer in Section III above. The amount of the additional loan amount requested for the purpose of refinancing is subject to the loan limits specified in Section IV above.

Because a refinancing is considered a new loan, only active employees may refinance an outstanding loan.

## **XIII. Reduction of Loan**

If a participant dies prior to full repayment of the outstanding loan(s), the outstanding loan balance(s) will be deducted from the account prior to distribution to the beneficiary(ies). The unpaid loan amount is a taxable distribution and may be subject to early withdrawal penalties. The participant's estate is responsible for taxes or penalties on the unpaid loan amount, if any. A beneficiary is responsible for taxes due on the amount he or she receives. A Form 1099 will be issued to both the beneficiary and the estate for these purposes.

## **XIV. Deemed Distribution**

Loan repayments must be made in accordance with the plan document, plan loan guidelines, and as reflected in the promissory note signed by the participant. If a scheduled payment is not paid within 30, 60, and/or 90 days of the due date, a notice will be sent to both the employee and the employer.

A loan will be deemed distributed when a scheduled payment is still unpaid at the end of the calendar quarter following the calendar quarter in which the payment was due. If the total amount of any delinquent payment is not received by ICMA-RC by the end of the calendar quarter following the calendar quarter in which the payment was due, the loan is considered a taxable distribution, and the principal balance, in addition to any accrued interest, is reported as a distribution to the IRS. However, no money is paid in this distribution, because the participant already has the loan proceeds.

The loan is deemed distributed for tax purposes, but it is not an actual distribution and therefore remains an asset of the participant's account. Interest continues to accrue. The outstanding loan balance and accrued interest are reported on the participant's account statement.

Repayment of a deemed distribution will not change or reverse the taxable event.

The loan continues to be outstanding, and to accrue interest, until it is repaid or offset using the participant's account balance. An offset can occur only if the participant is eligible to receive a distribution from the plan as outlined in the plan document.

Participants are required to repay any outstanding loan which has been deemed distributed before they can be eligible for a new loan. The deemed distribution and any interest accrued since the date it became a taxable event is taken into account when determining the maximum amount available for a new loan. New loans must be repaid through payroll deduction.

*Loan Guidelines Agreement*

The employer is obligated by federal regulation to comply with the loan guideline requirements applicable to participant loans, and to ensure against deemed distribution by monitoring loan repayments, regardless of the method of repayment, and by advising employees if loans are in danger of being deemed distributed. The tax-qualified status or eligibility of the entire plan may be revoked in cases of frequent repayment delinquency or deemed distribution.

**XV. Fees**

Fees may be charged for various services associated with the application for and issuance of loans. All applicable fees will be debited from the participant's account balance and/or from the participant's loan repayments prior to crediting the repayment of principal and interest to the participant's account. A schedule of fees applicable to this plan is specified in ICMA-RC's current publication of *Making Sound Investment Decisions: A Retirement Investment Guide*.

**XVI. Other**

The employer has the right to set other terms and conditions as it deems necessary for loans from the plan in order to comply with any legal requirements. All terms and conditions will be administered in a uniform and non-discriminatory manner.

In Witness Whereof, the employer hereby caused these Guidelines to be executed this 6<sup>th</sup> day  
of October, 2009.

EMPLOYER

By: Mark Geboneil

Title: Mayor

Attest: \_\_\_\_\_

Accepted: ICMA RETIREMENT CORPORATION

By: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_



# 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

**APPROVAL DEADLINE:** N/A

**REASON FOR DEADLINE:** N/A

**STAFF RECOMMENDATION:**

For

Against

**REASON AGAINST:** N/A

**INITIATED BY:**

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

## FINANCES

**COST AND REVENUE PROJECTIONS:**

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

**SOURCE OF FUNDS:**

City

Account Number

Amount

\$ N/A

\$ N/A

\$ N/A

\$ N/A

\$ N/A

Other Funds

\$ N/A

\$ N/A

\$ N/A

\$ N/A

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

**FACT SHEET PREPARED BY:** Mayor's Office

**DATE:** 9/11/13

**REVIEWED BY:** Robert E. Clark, Mayor



**DATE:** 9-11-13

**COUNCIL MEETING DATE:** 9/16/13







## CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Approval of Detroit Avenue Closure for the "*Liberation of Frenchtown*" Event at the River Raisin National Battlefield Park

**DISCUSSION:** On Saturday, September 28, 2013, the River Raisin National Battlefield Park (RRNBP) under the direction of National Parks Service will be hosting the "*Liberation of Frenchtown*" event as an on-going celebration of the Bicentennial of the War of 1812. The event started as an individual performance by the Navy Band with modest crowd estimates; and has grown to include participation from an additional five (5) regional bands, including several high schools the Monroe County Community College Band, and the Frenchtown Fiddlers, with estimates for overall attendance that may exceed 1,200 visitors. Due to the growth in the event, the National Park Service staff has requested a partial closure of Detroit Avenue from 12:00 noon until 9:00 PM on Saturday, September 28, 2013. The closure will keep event traffic flowing in a one-way direction (south) and allow for bus parking along Detroit Avenue, north of the Park entrance. It is anticipated that there will be a complete closure (northbound and southbound lanes) of Detroit Avenue between Mill Street on the north and the Park entrance on the south, to allow for the high school band bus parking. Only the northbound lane of Detroit Avenue will be closed between the park entrance and E. Elm Street, keeping traffic that traverses through the Park moving in a one-way, southerly direction.

To accommodate the requested street closure, the Department of Public Services will need to deliver and retrieve barricades on Saturday, outside of normal business hours. Additionally, the Department of Public Safety has recommended a dedicated police presence, which will require having an "extra" officer on duty during the anticipated peak attendance times for this event (3:00 PM - 8:00 PM). Due to these additional work duties, the Department of Public Services anticipates incurring overtime and vehicle costs of up to \$1,000.00 and the Department of Public Safety has estimated costs associated with an "extra" officer of around \$400.00. According to City policy, not-for-profit organizations would enjoy at least a 50% reduction in the City costs associated with a community event. As a co-sponsor of this event, the City has agreed to cover the in-kind expenses for the event. Beyond the in-kind staffing expenses described above, there are no direct City costs associated with this event.

**IT IS RECOMMENDED** that the City Council approve the proposed closure of Detroit Avenue from 12:00 noon until 9:00 PM on Saturday, September 28, 2013 for the "*Liberation of Frenchtown*" event, to assist in directing the event traffic and to provide parking for the anticipated buses.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** September 16, 2013

**REASON FOR DEADLINE:** Recent growth of the event and lack of a subsequent City Council meeting prior to the event.

**STAFF RECOMMENDATION:**           X For                    Against

**REASON AGAINST:** N.A.

**INITIATED BY:** National Parks Service- River Raisin National Battlefield Park

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** National Parks Service- River Raisin National Battlefield Park, Department of Public Safety, Department of Public Services

## FINANCES

<b>COST AND REVENUE PROJECTIONS:</b>	Cost of Total Project	\$ 1,400.00*
	Cost of This Project Approval	\$ 700.00*
	Related Annual Operating Cost	\$ NA
	Increased Revenue Expected/Year	\$ NA

\* Rough estimates

<b>SOURCE OF FUNDS:</b>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Mayor & Council, Community Promotions:		101-05.101-880.000	\$700.00
	<u>Other Funds</u>		

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

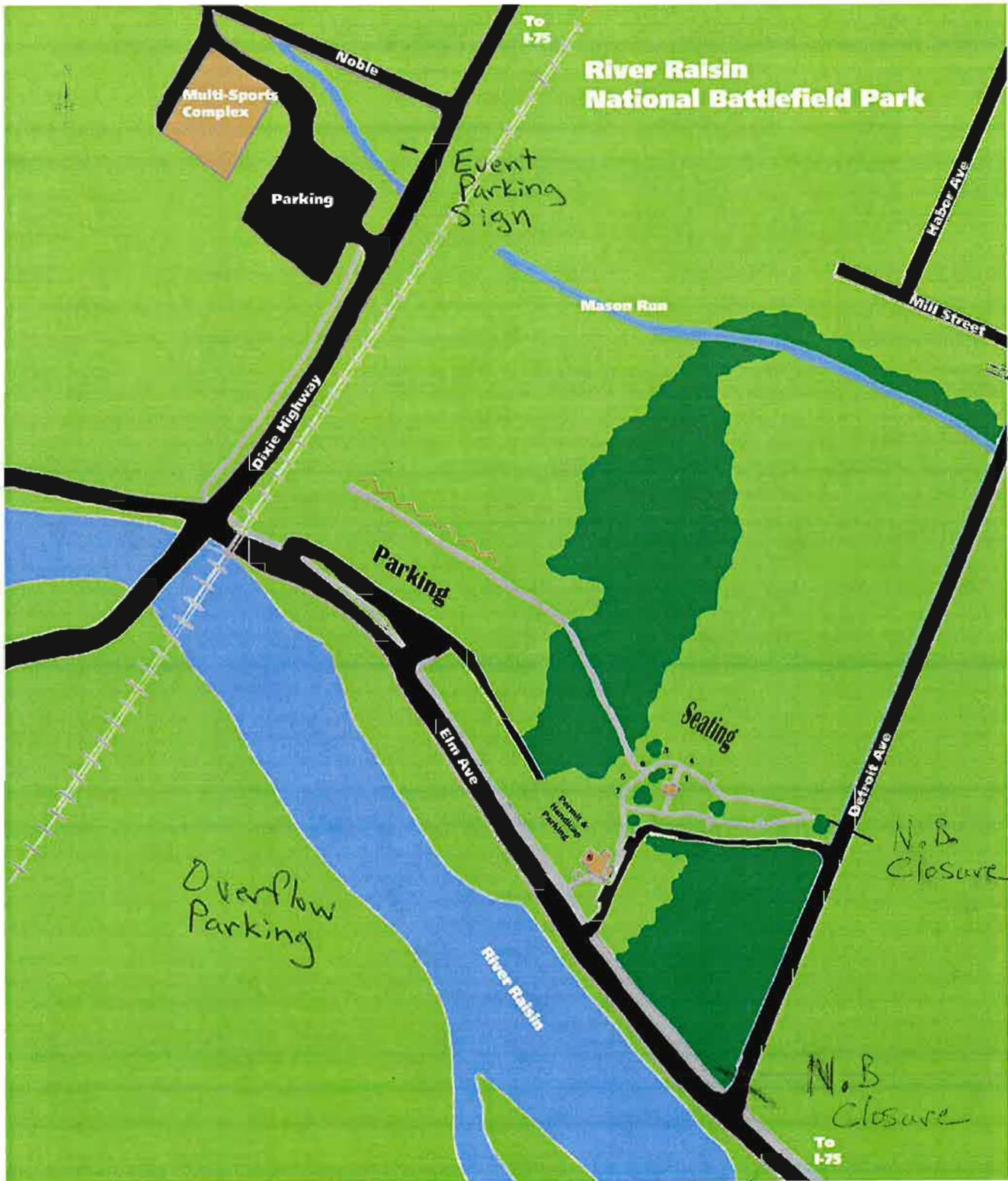
**FACT SHEET PREPARED BY:** Dan Swallow, Director of Economic and Community Development   **DATE:** 09/16/2013

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



**DATE:**

**COUNCIL MEETING DATE:** September 16, 2013



**River Raisin  
National Battlefield Park**

Multi-Sports  
Complex

Parking

Event  
Parking  
Sign

Mason Run

Mill Street

Complete  
Closure

Parking

Sealing

Parent &  
Family  
Parking

No. B  
Closure

Overflow  
Parking

River Raisin

No. B  
Closure

To  
I-75

To  
I-75

Noble

Dixie Highway

Elm Ave

Detroit Ave

Haibor Ave



ALL ARE WELCOME TO JOIN US FOR THE



BICENTENNIAL  
OF THE  
LIBERATION OF  
FRENCHTOWN

SATURDAY, SEPTEMBER 28, 2013

RIVER RAISIN NATIONAL  
BATTLEFIELD PARK

1403 E ELM AVE, MONROE, MI 48162 (734) 243-7136

CELEBRATION STARTS AT NOON

**12:00 - Period Encampment, Demonstrations  
& Unveiling of the Treaty of Ghent Table - Running All Day**

**4:00 - Frenchtown Fiddlers Performance**

**Ida High School Band Performance**

**Monroe High School Band Performance**

**Bedford High School Band Performance**

**Monroe College - Community Symphonic Band Performance**

**6:00 U.S. Navy Band of the Great Lakes joined in a Grand Finale  
with all bands to conclude the concerts!**

All Concerts and Activities Are Free

Food Vendors and Refreshments Available for Purchase

Bring your lawn chairs, blankets, cameras, family and friends...



DTE Energy



# **Liberation of Frenchtown Celebration**

## **Saturday, September 28, 2013**

### **Please Provide Immediately:**

A program of the performances will be provided. Please send a list of all performers in your bands along with the instrument or section they perform in. Please also send the names of the pieces that will be performed and any other information you would like included in the program about solos or your group. This information is needed by the end of the day Tuesday, September 17, 2013. This information should be emailed to [scott\\_bentley@nps.gov](mailto:scott_bentley@nps.gov) and [daniel\\_downing@nps.gov](mailto:daniel_downing@nps.gov). If you have any questions, please don't hesitate to call the Battlefield at 734-243-7136 and ask for Scott or Dan.

### **Draft Run of Show:**

- |             |  |
|-------------|--|
| 8:00 A.M.   | Navy Band Stage 1 Setup  |
| 12:00 Noon  | Period Encampment & Demonstrations including the Treaty of Ghent table unveiling, cannon's, musket's, cooking, weaving, spinning, flint knapping and more. |
| 3:00        | College Community Symphony Band (Director Mark Felder)<br><br>Food Concession Setup  |
| 3:30        | Navy Band Setup (Director Lt. Patrick K. Sweeten)  |
| 4:00 – 4:25 | <b>Frenchtown Fiddlers Performance</b> (Director Ann Felder) – Stage 3   |
| 4:30 – 4:45 | <b>Ida High School Band Performance</b> (Director Chris Bennett) – In front of Navy Stage 1  |
| 4:50 – 5:05 | <b>Monroe High School Band Performance</b> (Director James Nuechterlein) – In front of Navy Stage 1  |
| 5:10 – 5:25 | <b>Bedford High School Band Performance</b> (Director Cory Meggitt) – In front of Navy Stage 1   |
| 5:30 – 6:05 | <b>Monroe College - Community Symphonic Band Performance</b> (Director Mark Felder) – Stage\Performance Area 2   |
| 6:05        | Special Welcome & Presentation   |

- 6:25 VFW Honor Guard Presentation of the Colors - & Musket\Cannon Volley
- 6:30 **United States Navy Band of the Great Lakes Performance** (Director Lt. Patrick K. Sweeten)
- Joint Performance of all bands** of “Stars and Stripes Forever” for the closing grand finally song – Music to be provided in advance by U.S. Navy Band. Under the direction of the United States Navy Band.
- Possible cannon firing signaling the end of the concert
- 8:00 P.M. Band and Stage Teardown

**SPECIAL NOTES:**

Performers should arrive well in advance of their performance. Performers can be dropped off at the Battlefield and then buses and equipment vehicles will be parked along Detroit Ave. Volunteers will be on-site to assist with locating parking and performance areas.



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** SANITARY MANHOLE INSTALLATION ON SOUTH MONROE STREET – CHANGE ORDER AWARD

**DISCUSSION:** On June 6, 2013, the City Council awarded sanitary sewer rehabilitation work in five (5) locations to Lanzo Lining Services, Inc. of Deerfield Beach, Florida in the amount of \$308,816. One of these projects is the lining of the existing 18" diameter sewer on South Monroe Street between Second Street and the 42" interceptor sewer on the south bank of the river. While work on most of this section has already been completed, we have recently become aware of some major deficiencies in portions of the line between Front Street and the river that affect the ability of the contractor to complete lining work. These were not apparent prior to construction, due to the lack of any original record drawings and the inability to videotape the line due to the presence of two 45-degree bends in the line, which are atypical for sanitary sewers. Late last week, after consultation with the contractor, it was determined that at least some portions of this heavily deteriorated and crushed sanitary sewer could still be lined, but in order to do so, an additional manhole will need to be installed. Unfortunately, as a lining contractor, they are not equipped to perform this work, particularly at the expected depth (12 to 13 feet) so the City will have to arrange for this work to be performed by another contractor.

Due to the required short turnaround time to complete this installation, we solicited pricing from the underground contractor presently working on the Telegraph Road Water Main Replacement project, Salenbien Trucking and Excavating of Dundee. This contract was awarded by the City Council in the amount of \$667,777 on June 20, and was also the result of public bidding. At the present time, while we have two (2) other contractors expected to start underground work in other areas (one to be awarded on tonight's meeting for the Monroe Street project) within the next month, Salenbien is the only one presently mobilized, and as such, we believe will likely offer the best price. While we could solicit additional quotations from other contractors, the combination of additional mobilization costs from others and the justifiable extra costs from the lining contractor in further project delays (equipment and personnel downtime, etc.) combine to make it highly unlikely that a lower overall price could be achieved. As such, we solicited a price from Salenbien to install a new manhole in the location described, and they responded within one days' time to enable us to place this for approval at tonight's meeting in order to avoid another 3-week delay in awarding the work. Their quotation is attached for your reference, and totals \$18,350.00. Salenbien will be able to commence work shortly.

**IT IS RECOMMENDED** that the City Council award a change order to the 2013 Water Main Replacement Program contract (Location A) to Salenbien Trucking & Excavating, Inc. for the installation of a 48" diameter manhole in Monroe Street in the amount of \$18,350.00, that a total of \$20,000 be encumbered to include a 9% project contingency, and that the competitive bidding process be waived for this work. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to sign the change order 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:** The next available Council meeting is not until October 7, and delay costs from the lining contractor could be substantial if an award cannot be made at this meeting.

**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 businesses and residents

## FINANCES

<b>COST AND REVENUE PROJECTIONS:</b>	Cost of Total Project	\$787,900*
	Cost of This Project Approval	\$20,000
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

\*Includes this \$20,000 award, plus the original \$767,900 encumbrance for the Telegraph Road Water Main Replacement (\$667,777 plus contingencies)

<b>SOURCE OF FUNDS:</b>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Sanitary Sewer Rehab	590-75.529-973.000 02Z05	\$20,000
	<u>Other Funds</u>		

Budget Approval: 

**FACT SHEET PREPARED BY:** Patrick M. Lewis, P.E., Director of Engineering and Public Services   **DATE:** 09/16/13

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** September 16, 2013



# SALENBIEN TRUCKING AND EXCAVATING, INC.

18419 Milwaukee Road

Dundee, MI 48131

Office: 734-529-3823 Fax: 734-529-3848

May 3, 2012

City of Monroe Engineering

Pat Lewis

120 E. First Street

Monroe, MI 48161

Reference: Monroe Street MH

Dear Pat,

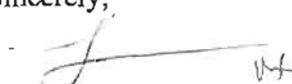
The following price quotation is to install (1) 48" diameter manhole on Monroe Street:

- 12' doghouse manhole
- Castings
- Concrete for base
- K-crete
- Trucking
- Labor and equipment

**\$18,350.00**

Thank you for the opportunity to quote on this project. Please contact me if you have any questions (734-777-6423).

Sincerely,

  
Leon G. Salenbien, Jr.  
President

LGS/vmf