
RULE OF THE CHAMBER

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

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

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

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

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

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

AGENDA - CITY COUNCIL REGULAR MEETING

MONDAY, OCTOBER 7, 2013

7:30 P.M.

AMENDED

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PRESENTATION.

Presentation by Fire Chief Manuel Hoskins – Open House / National Fire Prevention Week.

V. PUBLIC HEARINGS.

214 Public hearing to receive and review comments on 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. There are no comments on file in writing in the Clerk-Treasurer's Office.

VI. COUNCIL ACTION.

226 Tabled at the September 16, 2013 meeting.

The 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. It was moved by Council Member Molenda and seconded by Council Member Hensley that item 226 be tabled for further discussion.

214 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, up for its final reading.

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

A. Approval of the Minutes of the Council Work Session held on September 16, 2013 and the Minutes of the Regular City Council Meeting held on September 16, 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.

- 231 Collection of Delinquent Summer Taxes and Other Delinquent Charges.
1. Communication from the Clerk-Treasurer, submitting a proposed resolution authorizing the addition of a 5% penalty to all delinquent taxes and assessments and then be collected on the winter tax bill, and recommending that the resolution be adopted.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 232 Addition of 10% Interest on Unpaid Special Assessment.
1. Communication from the Clerk-Treasurer, submitting a proposed resolution authorizing the addition of a 10% interest to all delinquent special assessments and then be reassessed and added onto the winter tax bill, and recommending that the resolution be adopted.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 233 Michigan Municipal League – Liability and Property Pool.
1. Communication from the City Manager's Office, submitting an official ballot for the MML Liability and Property Pool Board of Directors, and recommending that Council cast their vote for Penny Hill, Michelle Van Wert, and Jean Stegman.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 234 Lease Agreement of the Water Department House at 6369 Point Aux Peaux Road.
1. Communication from the Director of Water & Wastewater Utilities, submitting a lease agreement between the City of Monroe and William Anderson for the Water Department House at 6369 Pointe Aux Peaux Road, Newport, MI, and recommending that the City of Monroe lease the house at 6369 Pointe Aux Peaux Road to William Anderson and that the Mayor and City Clerk-Treasurer be authorized to sign the attached lease on behalf of the City of Monroe.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 235 Retiree Health Care Plan Actuarial Valuation.
1. Communication from the Finance Director, submitting a proposal for an Actuarial Valuation to calculate the annual required contribution and the total liability related to the Retire Health Care Plan, and recommending that Council approve the proposal submitted by Gabriel, Roeder, Smith & Company for the performance of an Actuarial Valuation of the Post-Retirement Health Care Plan for the City of Monroe as of December 31, 2012 in the amount of \$16,000..
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 236 Sunset Pump Station Controller Replacement - Wastewater.
1. Communication from the Director or Water & Wastewater Utilities, submitting a quote from EMICC, Inc. for the replacement of the pump speed controllers at the Sunset Pump Station, and recommending that a purchase order in the amount of \$17,700 be issued to EMICC, Inc. out of Perry, GA to replace the existing speed controllers at the Sunset Pump Station by purchasing from

EMICC, Inc., two (2) MP/F1708/G402 DCRS-8 Regutron 3 controllers and for the removal / installation / commissioning be included of the new controllers to re-establish the intended pump station operation and efficiencies in accordance with their quote dated 9/26/2013 and that the bid process be waived, and further recommending that the Director of Water & Wastewater or his designee be authorized to sign all necessary documents on behalf of the City of Monroe (if needed).

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

237 Traffic Committee Meeting.

1. Communication from the Director of Engineering & Public Services, submitting the minutes of the Traffic Committee meeting held on September 25, 2013, and recommending that Council place on file the minutes from the September 25, 2013 Mayor's Traffic Committee meeting, and that Traffic Control Orders 038-002, 042-003, 044-003, 049-002, 050-005, 095-002, 097-002 and 190-002 be approved.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

238 Pavement Markings Award.

1. Communication from the Director of Engineering & Public Services, submitting a request for pavement markings award and recommending that Council award a purchase order for City-wide pavement markings to P.K. Contracting, Inc. in the amount of \$25,596.44, that a total of \$30,000 be encumbered to include a 17% 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 issue a purchase order on behalf of the City of Monroe.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

239 Munson Park Ball Diamond Restroom Rehabilitation Bid.

1. Communication from the Director of Engineering & Public Services, reporting back on bids received for the Munson Park Ball Diamond Restroom Rehabilitation, and recommending that Council award a contract for the Munson Park Ball Diamond Restroom Rehabilitation project to Pranham Global Tech in the amount of \$49,000 and that a total of \$53,000 be encumbered to include a 8% 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.

240 Approval for the Port of Monroe to Convey up to 70 acres of Land Generally Located on E. Elm Avenue to the National Parks Service and the U.S. Fish and Wildlife Service.

1. Communication from the Director of Economic & Community Development, submitting a resolution granting approval for the Port of Monroe to convey up to 70 acres of land generally located on E. Elm Avenue to the National Parks Service and the U.S. Fish and Wildlife Service, and recommending that Council adopt the attached Resolution, approving the request from the Port Commission of the Port of Monroe to convey up to 70 acres of land generally located on East Elm Avenue subject to the condition that easements are retained for the future extension of public roads and utilities, and final approval of the terms and conditions by the Port Commission.

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

VIII. MAYOR'S COMMENTS.

IX. COUNCIL COMMENTS.

X. CITY MANAGER COMMUNICATION.

XI. CITIZEN COMMENTS.

XII. CLOSED EXECUTIVE SESSION TO DISCUSS PROPERTY ACQUISITION.

XIII. ADJOURNMENT.

**CITY OF MONROE
REGULAR COUNCIL MEETING
MONDAY, SEPTEMBER 16, 2013**

Regular meeting of the City Council of the City of Monroe, Michigan held on Monday, September 16, 2013 at 7:30 p.m. in the City Hall Council Chambers.

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

Excused: Council Member Kansier.

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

Mayor Clark led the Pledge of Allegiance.

Proclamations.

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

Mayor Clark announced that the Meadow Montessori School Peace Day Proclamation will be presented at an event, at a later date.

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

Mayor Clark presented the United Way of Monroe County Month Proclamation to Connie Carroll.

212 “Drive 4 Pledges Day” – September 19, 2013.

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

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.

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.

It was moved by Council Member McKart and seconded by Council Member Beneteau that item 208 be placed on the floor for discussion.

Ayes: 6 Nays: 0

Motion carried.

Dan Swallow, Director of Economic & Community Development reviewed the Building Department Plan Review Fee Schedule and provided an update of information regarding other communities fee schedule.

Following discussion, it was moved by Council Member Hensley and seconded by Council Member Hall that Council adopt the amended Plan Review Fee Schedule as presented on the updated Agenda Item.

Ayes: 5 Nays: 1 (Council Member Beneteau)

Motion carried.

214 It was moved by Council Member Molenda and seconded by Council Member Beneteau that 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, be placed on its first reading and that the public hearing be set for Monday, October 7, 2013.

Ayes: 6 Nays: 0

Motion carried.

Proposed Ordinance No. 13-007, was then presented for the first time and laid over for its second reading and public hearing on Monday, October 7, 2013.

Communication.

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

Charles D. Evans, Clerk-Treasurer noted that the Consent Agenda is amended to add Item 229 and Item 230.

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 Regular City Council Meeting held on September 3, 2013.

B. Approval of payments to vendors in the amount of \$403,196.98.

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 21st 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 21st 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.

It was moved by Council Member Hall and seconded by Council Member McKart that item 216, 217, 218, 219, 220, 221, 222, 223, 224, 225 and 228 of the amended Consent Agenda be approved as indicated and item 226, 227, 229 and 230 be removed and considered separately.

Ayes: 6 Nays: 0

Motion carried.

226 The communication from the Director of Human Resources was presented, 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.

Council Member Molenda noted that some of the language in the policy could use some clarification, specifically where it pertains to the commercial driver's license and said that he's been in the habit of slowly and painfully going through and making very detailed suggestions during discussion of agenda items so rather than make those suggestions now he'd rather make a motion to postpone the item so that correction can be made and returned to Council for approval.

It was moved by Council Member Molenda and seconded by Council Member Hensley that item 226 be tabled, for further discussion with staff regarding language clarification, until the next Regular Council Meeting.

Ayes: 5 Nays: 1 (Council Member Hall)

Motion carried.

227 The communication from the Director of Human Resources was presented, 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.

Council Member Molenda commented on the section that refers to use of the loans to purchase a primary residence. He noted that the term of the loan is set at five years and he would like to suggest that if the employee agrees to purchase a home within the City limits that the loan term is extended to ten years. He also noted that he realizes that this change would have to be discussed further and cannot be made immediately.

It was moved by Council Member Molenda and seconded by Council Member Beneteau that item 227 be accepted, placed on file and the recommendation be carried out.

Ayes: 6 Nays: 0

Motion carried.

229 The communication from the Director of Economic & Community Development was presented, 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.

Council Member Molenda said that when items are added to the Agenda at the last minute, Council may or may not have had time to review the item and ask questions beforehand so he pulled this item for informational purposes.

Mayor Clark reiterated that the event is on Saturday, September 28, at 12 noon and that the River Raisin National Battlefield Park is hosting the event.

It was moved by Council Member McKart and seconded by Council Member Molenda that item 229 be accepted, placed on file and the recommendation be carried out.

Ayes: 6 Nays: 0

Motion carried.

230 The 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.

Council Member Molenda said that this is one of those late additions to the Agenda also and that Council may or may not have had time to review the item and ask questions beforehand so he pulled this item for informational purposes.

Mayor Clark asked if the cost of this project is in line with similar work.

Patrick Lewis, Director of Engineering & Public Services cited a project that is comparable to this project and said that the cost is in line with other similar projects.

It was moved by Council Member Molenda and seconded by Council Member Hensley that item 230 be accepted, placed on file and the recommendation be carried out.

Ayes: 6 Nays: 0

Motion carried.

Council Comments.

Council Member Molenda commented on the upcoming River Raisin cleanup and Telegraph Road design.

Council Member McKart thanked Dan Stefanski and Richard Micka for their presentation.

Mayor's Comments.

Mayor Clark congratulated the Day and Night Taxi Service and invited Mr. Allister Jones to stand and be recognized. He also recognized the students who were in attendance.

City Manager's Comments.

George Brown, City Manager announced that lawn and leaf bags will be available at the Engineering & Public Services Departments in City Hall beginning on October 14, 2013.

Adjournment.

It was moved by Council Member McKart and seconded by Council Member Hensley that the meeting adjourn at 8:35 p.m. until the next Regular Meeting on Monday, October 7, 2013 at 7:30 p.m.

Ayes: 6 Nays: 0

Motion carried.

Charles D. Evans
City Clerk-Treasurer

Robert E. Clark
Mayor

**CITY OF MONROE
COUNCIL WORK SESSION
MONDAY, SEPTEMBER 16, 2013**

Work Session of the City Council of the City of Monroe, Michigan held on Monday, September 16, 2013 at 6:3 p.m. in the City Council Chambers.

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

Excused: Council Member Kansier.

Also Present: George Brown, City Manager
Tom Ready, City Attorney
Patrick Lewis, Director of Engineering & Public Services
Dave Thompson, County Drain Commission

George Brown, City Manager said that Patrick Lewis, Director of Engineering & Public Services will update Council on storm sewer issues in the area of Walnut Street and Monroe Crossings and that Dave Thompson, County Drain Commission will speak to the Mason Run Drain projects.

Following presentations and discussion, the meeting adjourned at

Charles D. Evans
City Clerk-Treasurer

Robert E. Clark
Mayor



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

COST AND REVENUE PROJECTIONS:	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.

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

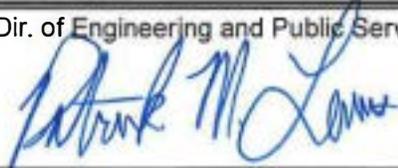
Budget Approval: 

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

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

2 **THE CITY OF MONROE ORDAINS:**

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

4 § 680-18, Speed limits., shall be amended to read as follows:

5 **§ 680-18. Speed limits.**

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

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

- 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

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

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

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

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

City Traffic Engineer

City Clerk-Treasurer

Date

Date



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

FINANCES

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

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
			\$ 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 6

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

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

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- ~~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".~~

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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.~~

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~~**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.~~

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- 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.

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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.~~

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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

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~~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.

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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.

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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 CDI 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.

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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

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CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Collection of Delinquent Summer Taxes, Delinquent Special Assessments and other Assessments.

DISCUSSION: Section 148 of the City Charter requires a 5% penalty be added to all delinquent taxes and assessments and then be rolled onto the winter tax bill. The attached resolution authorizes same.

CITY MANAGER RECOMMENDATION:

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

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R E S O L U T I O N

**TO LEVY A FIVE (5) PERCENT PENALTY ONTO
UNPAID SUMMER PROPERTY TAXES,
AND OTHER CHARGES ASSESSED
WITH THE SUMMER TAXES**

WHEREAS, unpaid city summer property taxes, both real and personal, have become delinquent, and

WHEREAS, other charges levied on the summer tax bills are unpaid, and are therefore delinquent, and

WHEREAS, Section 148 of the City Charter requires Council to direct that a five-(5) per cent penalty be assessed to all delinquent taxes.

NOW THEREFORE BE IT RESOLVED that all delinquent property taxes and other charges levied on the summer tax bills be assessed a five-(5) per cent penalty and the total amounts be collected with the winter tax bills, due and payable December 1, 2013.

Dated: October 7, 2013



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Addition of 10% interest on unpaid special assessments and other assessments and then be reassessed and placed on the tax roll.

DISCUSSION: Section 181 of the City Charter requires 10% interest be added to all delinquent special assessments and other assessments and then be reassessed and added onto the winter tax bill. The attached resolution authorizes same.

CITY MANAGER RECOMMENDATION:

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

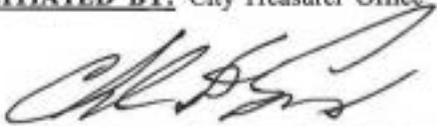
APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Treasurer' Office



Charles D. Evans, City Clerk/Treasurer

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: C. Evans

DATE: 9/24/13

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: October 7, 2013

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RESOLUTION

**TO ADD 10% INTEREST TO SPECIAL ASSESSMENTS;
REASSESS AND PLACE ON THE WINTER
TAX ROLL**

WHEREAS, special assessments levied against various parcels have been returned to the Clerk/Treasurer unpaid, and

WHEREAS, Section 181 of the City Charter requires that these unpaid assessments have ten – (10) per cent interest added and be reassessed and then collected in all respects as other taxes, and

NOW THEREFORE BE IT RESOLVED that all unpaid special assessments be assessed ten- (10) per cent interest and the total amounts including interest be added to the winter tax bills, due and payable December 1, 2013.

Dated: October 7, 2013



CITY COUNCIL AGENDA FACT SHEET

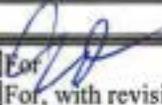
**RELATING TO: MICHIGAN MUNICIPAL LEAGUE – LIABILITY AND PROPERTY POOL
BOARD OF DIRECTORS**

DISCUSSION: Pursuant to the provisions of the League, you are requested to cast your vote by action of your governing body for three people to serve as Director of the Michigan Municipal League Liability and Property Pool. Attached is a bio of the candidates seeking re-election.

Three (3) incumbent Directors, Penny Hill, Michelle Van Wert, and Jean Stegeman have agreed to seek re-election to the MML Liability and Property Pool Board of Directors. You may also choose to write in one or more candidates.

It is recommended that you cast your vote for Penny Hill, Michelle Van Wert, and Jean Stegman.

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:

FINANCES

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 9/19/13

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 10/7/13



Liability & Property Pool

1675 Green Road
Ann Arbor, MI 48105

TEL 734.662.3246 800.653.2483
FAX 734.662.8083
WEB www.mml.org

to	Members of the MML Liability and Property Pool	from	Michael J. Forster, Pool Administrator
cc		date	September 9, 2013
		subject	2013 Pool Director Election

Dear Pool Member:

Enclosed is your ballot for this year's Board of Directors election. Three (3) incumbent Directors have agreed to seek re-election. You also may write in one or more candidates if you wish.

A brief biographical sketch of each candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than November 8. You may also submit your ballot online by going to www.mml.org. Click on *Insurance*, then *Liability and Property Pool*; the official ballot is located in the left navigation bar under *Online Forms*.

The MML Liability & Property Pool is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Pool, and for participating in the election of your governing board.

Sincerely,

A handwritten signature in black ink that reads "Michael J. Forster".

Michael J. Forster
Pool Administrator

mforster@mml.org

RECEIVED

SEP 12 2013

CITY MANAGER'S OFFICE

THE CANDIDATES

Three-year terms beginning January 1, 2014

Chair: Penny Hill, Manager, Village of Kalkaska



Penny has been a municipal government official since 1984, serving at various times as Clerk, Treasurer, and Manager. She has been a manager at three different municipalities since 1999, and currently serves as Kalkaska's Village Manager. Penny is a member of the Michigan Municipal League Board of Directors, serves as Vice Chairperson for MML Region 6, and is an active member of the MML Legislative Governance Committee and Finance Committee. Penny is also a member of the Michigan Local Government Manager's Association. She is a member of the Board of Directors for the Grand Traverse Regional Foundation, the Kalkaska Planning Commission, and the Kalkaska Downtown Development Authority. Penny is chair of the Pool and is seeking re-election to her third term as director.

Vice-Chair: Michelle Van Wert, Councilmember, City of Williamston



Michelle has nine years municipal government experience, having first been elected to council in 2005. Michelle has served as mayor, is a member of the MML Economic Development and Land Use Committee, the Michigan Association of Mayors, the Michigan Association of Planning and a number of local civic organizations. Michelle is seeking re-election to her second term as director.

Jean Stegeman, Mayor, City of Menominee



Jean has more than six years of experience as a municipal official, currently serving as Mayor in the City of Menominee. She was a member of and served as chair of the Menominee planning commission for several years prior to becoming mayor. She is also active in several local civic organizations. Jean is seeking election to her first term as director.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: LEASE AGREEMENT OF THE WATER DEPARTMENT HOUSE AT 6369 POINTE AUX PEAUX ROAD

DISCUSSION: The Water Department owns a house at 6369 Pointe Aux Peaux Road adjacent to the Raw Water Pump Station. The house and the raw water station were built in 1949. The house was originally built for an operator to live and operate the raw water pump station. Currently, the raw water pump station is operated remotely from the Monroe & Frenchtown Water Treatment Plants and has not required a full time pump station operator for many years; however, it has been past practice of the Water Department to lease the house. In the past, the house has been leased to City and Frenchtown Township water plant employees, not the general public.

William Anderson, a Frenchtown Township Water Treatment Plant Operator, has leased this home for the past eight years and has requested to rent the house for an additional three (3) years. We are confident Mr. Anderson will continue to be a fine renter based on his renting history. Mr. Anderson has been a Water Plant Operator at the Frenchtown Water Plant since 1999 and has a commendable employee record with the Frenchtown Water System. The lease agreement requires and outlines the security deposit, liability insurance, monthly rent amount, lease duration, and identifies the tenant.

The lease agreement was reviewed by the City Attorney and has been updated to include appropriate insurance requirements. A Rental House Inspection was completed by the City of Monroe Building Department in July 2013, due to Frenchtown Charter Township not having a program. No deficiencies were found with the inspection, attached is the Rental House Inspection certification.

As requested in the past, below is a summary of the annual revenue and expenses for the house/property to verify the rent charged is adequate to cover expenses. The rent revenue covers the expenses and is slightly lower than market value. In exchange for the slightly lower rent, the tenant mows the grass and picks up leaves around the rental house and pump station, provides assistance on Raw Water Pump Station related issues, performs minor repairs in and on the house, and helps keep an eye on the pump station. It is recognized that these intangibles are a benefit to the Raw Water Partnership and the tenant, especially at this time of heightened security requirements and potential terrorist activity. Therefore, it is recommended to charge a monthly rent of \$500 for the additional benefits and security of having a renter at that location. Below is a breakdown of revenue and estimated expenses:

Annual Revenue:	Rent Collected	\$6000
Annual Expenses:		
Property and Liability Insurance		\$100
Frenchtown Charter Township Taxes		\$1928
Building & Equipment Maintenance (estimated)		\$700
Depreciation (fully depreciated)		\$0
Total Estimated Annual Expenses		\$2728

IT IS RECOMMENDED that the City of Monroe lease the house at 6369 Pointe Aux Peaux Road to William Anderson and that the Mayor and City Clerk-Treasurer be authorized to sign the attached lease on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

For *AS*

For, with revisions or conditions

Against

No Action Taken/Recommended

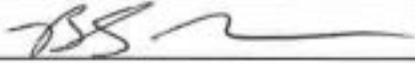
APPROVAL DEADLINE: October 30, 2013

REASON FOR DEADLINE: Current lease expires on October 30, 2013.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:


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

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City of Monroe Water System, Frenchtown Water System, Raw Water Partnership, Water Customers

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ 2,728.00
Increased Revenue Expected/Year	\$ 6,000.00

SOURCE OF FUNDS:

City	Account Number	Amount
Property Taxes (2013-14)	591-40.521-955.005	\$ 1,928.00
Building Main. (2013-14)	591-40.521-931.000	\$ 700.00
Rental-Buildings (2013-14)	591-81.400-667.015	\$ 6,000.00

Other Funds

Budget Approval: 

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** September 23, 2013

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: October 7, 2013

LEASE

This lease being entered on the 1st day of November, 2013, between the City of Monroe, a municipal corporation (Landlord) and William A. Anderson (Tenant).

Landlord and Tenant agree as follows:

1. Leased Premises: Landlord leases to Tenant, and Tenant hires from Landlord the premises commonly described as 6369 Pte. Aux Peaux Road, Newport, Michigan 48166.
2. Term: This lease begins on November 1, 2013 and ends at midnight on October 31, 2016 (3-year lease).
3. Rent: During the term of this lease, Tenant will pay rent as stated:
 - (a) The sum of Five Hundred Dollars (\$500.00) per month, payable in advance on or as close to the first day of each calendar month for the period November 1, 2013 to October 31, 2016.
 - (b) Payment will be made to the Landlord at 120 E. First Street, Monroe, Michigan.
4. Utilities: Tenant will be responsible for and will promptly pay all utility bills. Tenant agrees to maintain an active telephone service during the term of this Lease.
5. Use of Premises: The premises will be used only as a single-family residence and for no other purpose.
6. Assignment and Subletting: Tenant will not assign Lease in whole or in part or sublet all or any portion of the premises.
7. Condition of Premises:
 - (a) Tenant accepts the premises in their existing condition and acknowledges that the premises are in good order and repair.
 - (b) Tenant will maintain the premises in a clean and sanitary condition. Tenant will be responsible for grass & weed cutting, leaf and snow removal at the premises and for grass cutting, weed cutting and leaf removal at the raw water pumping station. Landlord will furnish a lawn mower and weed trimmer. Landlord will maintain said equipment, as needed. Tenant shall furnish fuel for said equipment.
 - (c) Tenant will surrender the premises at the termination of this lease in as good a condition as when received, ordinary wear and tear expected. Tenant will not paint, or otherwise redecorate the premises or make any alterations to the premises without prior written consent of Landlord. Tenant will not actively abuse the premises.

(d) Tenant will be responsible for any damage caused to the premises by Tenant, by Tenant's family members, guests, or pets, and will promptly report to Landlord any damage caused to or discovered in the premises. Landlord, upon discovery of damage to the premises or notice of damage caused to the premises, may (1) direct the Tenant to make such repairs, at the Tenant's expense, as are necessary to restore the premises to their original condition, or (2) make such repairs as are necessary to restore the premises to their original condition, and tenant will reimburse Landlord for the cost of such repairs. This subparagraph does not relate to any facilities connected with the water pumping station.

(e) Tenant may make repairs to premises and be reimbursed on mutually agreed items. All said repairs must first be inspected and approved prior to completing said repair and re-inspected once completed for reimbursement.

8. Right to Enter Premises: Landlord, or Landlord's agent, has the right to enter the premises at reasonable times and upon reasonable notice to inspect the premises, show the premises to prospective tenants or purchasers, or make repairs. In an emergency, Landlord may enter the premises without notice for any purpose reasonably connected with the emergency.
9. Indemnification: Landlord will not be liable for any damage or injury occurring on or about the premises to Tenant, Tenant's family or guests, or to any personal property that may be on the premises, except in the case of Landlord's failure to perform, or negligent performance of, a duty imposed by law. Tenant will protect, indemnify, and hold Landlord harmless from and against any loss, costs, expense, damage, or liability arising out of any accident or other occurrence on the premises causing injury to any person or property except in the case of Landlord's failure to perform, or negligent performance of, a duty imposed by law.

Tenant shall keep and maintain liability insurance with an insurer acceptable to the Landlord and naming Landlord as additional insured with single limits of no less than \$1,000,000.

This provision does not relate to any facilities connected with the water pumping station.

10. Default: If a default occurs, Landlord may terminate this lease and regain possession of the premises in accordance with applicable law. Recovery of the premises by Landlord will not relieve tenant of any obligation under this Lease.
11. Termination: It is mutually agreed that this Lease may be terminated by either party on thirty (30) days written notice to the other.
12. Holding Over: Any holding over after the expiration of the term on this lease, without written consent of Landlord, will be a month-to-month tenancy and will be governed by all applicable terms of this Lease.
13. Security Deposit: A security deposit in the amount of Five Hundred Dollars (\$500.00) is required of the tenant for the terms of this lease. The security deposit will be

refunded upon final inspection and approval of the house condition and proof that all bills related to the house have been paid.

14. Fire or Destruction: If the premises become wholly untenable through damage or destruction by fire, flood, or other natural causes not occasioned by the negligence of the Tenant, this Lease shall be void; if partially untenable, the Landlord shall repair the same in a reasonable time and manner. The obligation of the tenant to pay monthly rent shall continue during the repair period provided said repair period does not exceed forty (40) days.
15. Severability: If any part of this Lease is held invalid, the remainder will remain in full force and effect.
16. Notices: Any notice which with party may or is required to give under this Lease may be delivered personally or sent by first-class mail.
17. Truth in Renting:

NOTICE: MICHIGAN LAW ESTABLISHES RIGHTS AND OBLIGATIONS FOR PARTIES TO RENTAL AGREEMENTS. THIS AGREEMENT IS REQUIRED TO COMPLY WITH THE TRUTH IN RENTING ACT. IF YOU HAVE A QUESTION ABOUT THE INTERPRETATION OR LEGALITY OF A PROVISION OF THIS AGREEMENT, YOU MAY WANT TO SEEK ASSISTANCE FROM A LAWYER OR OTHER QUALIFIED PERSON.

CITY OF MONROE

By: _____
Robert E. Clark, Mayor

By: _____
Charles D. Evans, Clerk-Treasurer

William A. Anderson, Tenant

COMMENCEMENT AND TERMINATION INVENTORY CHECKLIST FORM (NOT INSPECTED)

“YOU SHOULD COMPLETE THIS CHECKLIST NOTING THE CONDITION OF THE RENTAL PROPERTY AND RETURN IT TO THE LANDLORD WITHIN 7 DAYS AFTER OBTAINING POSSESSION OF THE RENTAL UNIT. YOU ARE ALSO ENTITLED TO REQUEST AND RECEIVE A COPY OF THE LAST TERMINATION INVENTORY CHECKLIST WHICH SHOWS WHAT CLAIMS WERE CHARGEABLE TO THE LAST PRIOR TENANTS.”

	BEGINNING CONDITION	ENDING CONDITION
LIVING ROOM		
DOOR (INCLUDING LOCKS):	<u>GOOD, 2 LOCK SETS</u>	_____
WINDOWS:	<u>GOOD, WILL NEED PAINTING</u>	_____
CARPET OR FLOOR:	<u>REPL 2014</u>	_____
WALLS:	<u>GOOD</u>	_____
CEILING:	<u>GOOD</u>	_____
LIGHTS & SWITCHES:	<u>GOOD</u>	_____
OTHER: FIREPLACE	<u>GOOD, TEST/CLEAN 2013</u>	_____
DINING ROOM:	<u>GOOD</u>	_____
HALLWAY		
FLOOR:	<u>WOOD, INSTL CRPT 2014</u>	_____
WALLS:	<u>GOOD, PAINT 2013</u>	_____
CEILING:	<u>MNR CRKS, PAINT 2013</u>	_____
OTHER: CABINETS/CLOSET	<u>GOOD</u>	_____
KITCHEN		
WINDOWS:	<u>GOOD</u>	_____
FLOOR:	<u>GOOD</u>	_____
WALLS:	<u>GOOD</u>	_____
CEILING:	<u>GOOD</u>	_____
LIGHTS & SWITCHES:	<u>GOOD</u>	_____
STOVE:	<u>N/A-TENANTS</u>	_____
REFRIGERATOR:	<u>N/A-TENANTS</u>	_____
SINK:	<u>GOOD</u>	_____
COUNTER:	<u>GOOD, END CAP PAINTED</u>	_____
CABINETS:	<u>GOOD</u>	_____
OTHER:	<u>GOOD</u>	_____

---CONTINUED---

BEGINNING CONDITION

ENDING CONDITION

BEDROOM

FRONT

BACK

DOOR: GOOD GOOD

WINDOWS: GOOD GOOD

CARPET OR FLOOR: BOTH-REPL 2014

WALLS: GOOD GOOD

CEILING: GOOD GOOD

LIGHTS & SWITCHES: GOOD GOOD

CLOSET: GOOD GOOD

BATHROOM

DOOR: GOOD

WINDOW: GOOD

FLOOR: REPL 2013, CITY SUPPLY TILE

WALLS: GOOD

CEILING: GOOD

SINK: GOOD, REPL 2012

TUB AND/OR SHOWER: GOOD

TOILET: REPL 2013, CITY SUPPLY TOILET

CABINET, SHELVES, CLOSET: GOOD

TOWEL BARS: GOOD, REPL 2012

LIGHTS & SWITCHES: GOOD, ADD GFCI

MISCELLANEOUS

GARAGE GOOD

EXTERIOR GOOD

HOT WATER HEATER GOOD, REPL 1998

FURNACE GOOD, REPAIRED 2010

ROOFING/DNSTS/EAVES GOOD, NEW 2009

SIDING GOOD

BRICK GOOD

CHIMNEY GOOD-TEST/CLEAN 2013

PORCH: GOOD

WASH TUB: REPL 2013, CITY SUPPLY
(PLUMB TO MEET PLB CODE)

SIGNATURE OF TENANT(S) _____

ADDRESS OF UNIT 6369 PTE. AUX PEAUX, NEWPORT, MICHIGAN 48166

SIGNATURE OF LANDLORD _____

LANDLORDS ADDRESS 120 E. FIRST ST., MONROE, MI 48161

LANDLORD'S PHONE NO. (734) 384-9122

DATE _____



Monroe

**Issue
Date**

RENTAL HOUSING

07/24/2013

CERTIFICATE OF COMPLIANCE

Property Address

6369 POINTE AUX PEAUX RD

Unit Number

Owner's Name

CITY OF MONROE (CITY HALL)

Inspected by

Eldon Weiss

Owner's Address

120 E FIRST ST

Certificate Number

CR134492

This certificate expires on 08/31/2016

Failure to maintain this structure or a current certificate of compliance will result in the property being vacated. If you have any questions please contact the Building Department at (734)384-9186.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Retiree Health Care Plan Actuarial Valuation

DISCUSSION: In June 2004, the Governmental Accounting Standards Board (GASB) issued statement number 45 entitled Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions. The liability that is required to be measured by this statement is commonly referred to as the OPEB (Other post-employment benefit) liability. For many years, pension systems have been required to annually have an actuarial valuation completed to measure the funded status of the plan and to develop employer contributions to the plan. This requirement has essentially now been placed on retirement benefits other than pensions. The most common benefit that it applies to is retiree health benefits. Beginning in fiscal year 2009, the City of Monroe was required to measure and disclose an amount for annual OPEB cost related to the retiree health care plan that is provided by the City. Annual OPEB cost is equal to the employer's annual required contribution to the plan (ARC), with certain adjustments if the employer has a net OPEB obligation for past under- or overcontributions. To calculate the ARC and the total liability related to the retiree health care plan, an actuarial valuation needs to be completed at least biennially. A valuation was completed as of December 31, 2006, 2008, and 2010. These valuations covered our reporting requirements through fiscal year 2013. The December 31, 2010 report can be viewed on the City of Monroe website. A new valuation is now required as of December 31, 2012. The accounting standard does not require a specific contribution to the retiree health care system. It simply requires the calculation and disclosure of the city's liability.

The proposal you are being asked to approve is from the same actuary that the pension system uses. The price proposed is \$16,000 and the price has increased \$1,000 from the last two valuations. The actuary will be able to use much of the same data that is provided for the retirement system valuation and they have also performed all of the valuations of the retiree health care plan to date. The valuation will be done as of December 31, 2012 and the ARC that it calculates will be payable by the City during the 2015 and 2016 fiscal year.

The cost of the actuarial valuation will be paid by the Retiree Health Care Fund. The Retiree Health Care Fund was set up so that the Finance Director pays all the claims and other costs from the contributions made by the City. Any excess contributions that are not needed to pay those costs are transferred to the trust account managed by the Post-Retirement Health Care Board for investment. This cost would be paid from the funds managed by the Finance Director. For that reason, the City Council is being asked to approve this proposal, instead of the Post-Retirement Health Care Board.

It is recommended that the Mayor and City Council approve the proposal submitted by Gabriel Roeder Smith & Company for the performance of an actuarial valuation of the Post-Retirement Health Care Plan for the City of Monroe as of December 31, 2012 in the amount of \$16,000.

CITY MANAGER RECOMMENDATION:

For *[Signature]*

For, with revisions or conditions

Against

No Action Taken/Recommended

APPROVAL DEADLINE: None

REASON FOR DEADLINE: None

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Edward Sell, Finance Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: All City Departments

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 16,000
Cost of This Project Approval	\$ 16,000
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

City

Account Number	Amount
675-30.223-818.020	\$16,000
	\$ N/A
	\$ N/A
	\$ N/A

Other Funds

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

Budget Approval: 

FACT SHEET PREPARED BY: Edward Sell, Finance Director

DATE: 9/23/2013

REVIEWED BY: 

DATE: 9-23-13

COUNCIL MEETING DATE: October 7, 2013

August 8, 2013

Mr. Ed Sell
Finance Director
City of Monroe
120 East First Street
Monroe, MI 48161

**Re: Proposed Fees for the Actuarial Valuation of the Retiree Health Care Plan
for the City of Monroe**

Dear Ed:

Gabriel, Roeder, Smith & Company (GRS) would be pleased to continue providing actuarial and consulting services for the Retiree Health Care Plan provided by the City of Monroe. The engagement letter describes the scope of services and fees for preparing an actuarial valuation of these benefits. Also included is a list of data items that will be needed to complete this project.

GRS' BACKGROUND IN RETIREE HEALTH CONSULTING

GRS specializes in assessing complex health care and benefit issues. GRS has extensive experience in the design, evaluation, pricing, financing, and implementation of retiree health care benefit programs, particularly retiree health care plans sponsored by state and local governments. We have a thorough, hands-on understanding and experience with the health care marketplace, both nationally and regionally. Our expertise and insight into public employee retirement systems are highlighted by the fact that our consultants and actuaries have experience in benefit design, managed care strategies, plan administration, and legislative issues, as well as valuation related services.

SCOPE OF SERVICES

We will prepare an actuarial valuation of the retiree health care benefits provided by the City of Monroe as of December 31, 2012. The actuarial valuation encompasses three phases indicated on the following page.

CALCULATE PER CAPITA RETIREE CLAIM COST

Calculations of current per capita retiree claim costs for a large group are usually based entirely on the group's own experience. Data is obtained from the vendor, including claims, premium, enrollment data, and administrative expenses. The data is separated for each subgroup for which rates are required. We review the data for completeness and reasonableness. Claim completion factors are determined and applied and incurred monthly claim costs per member or per risk unit are determined. Appropriate trend rates are applied to trend the claim costs to the appropriate time period. Administrative expenses are added and any other adjustments are made as appropriate.

PREPARE THE VALUATION

We will prepare an actuarial valuation of the retiree health care benefits. Liabilities will be developed for present and future retirees and will reflect retiree contribution rates, if any. The valuation will provide:

- A measurement of the actuarial liability as of the valuation date.
- The estimated accounting expense for the fiscal year beginning July 1, 2014 and July 1, 2015.

The valuation will be based on assumptions and methods that are consistent with GASB Statement No. 43 and No. 45 for Other PostEmployment Benefit (OPEB) plans.

WORK PLAN

Our recommended work plan to complete the actuarial valuation would include the following steps:

- 1) Define data requirements and request information. Also, provide any preliminary recommendations relating to health care assumptions or methods.
- 2) Collect census and asset information and review for reasonableness.
- 3) Review the current substantive plan and most current actuarial valuation. Specifically, review the assumptions, methods, funding policy and accounting policy.
- 4) Gather information required to determine the per capita health care rates. Some required information would include premium rates for actives pre-age 65 and post-age 65 retirees and a distribution by family type (i.e., single, couple, family) of those covered by the medical plan. Also needed, is a brief description of all the health plans (e.g., deductible, co-insurance, co-pay, etc.).
- 5) Select other economic and demographic long-term assumptions.
- 6) Select actuarial funding or asset smoothing methods.
- 7) Perform an actuarial valuation of the retiree health plan.
- 8) Prepare a report of the actuarial valuation of the retiree health care plan.
- 9) Serve as technical advisor on matters of an actuarial nature regarding retiree health care.

PROFESSIONAL CONSULTING STAFF

The GRS team assigned to the actuarial valuation of the retiree health care benefits for the City of Monroe has extensive experience and expertise in retirement plans, health care benefits, and their associated costs.

CONSULTING FEES

Gabriel, Roeder, Smith & Company's professional consulting fees are based on the time spent by our associates in performing these services for you. The following tables show our proposed fees for a valuation of the retiree health care plan:

Valuation Project Element	Fee Schedule for December 31, 2012 Valuation
Actuarial Valuation:	\$16,000

It is our understanding that the actuarial valuation will include the following:

- Five OPEB Benefit Groups (groups with differing retirement eligibility or benefits) as follows:
 - General Units I & II, Water Units I & II, Sewage Units I & II, and Elected
 - General, Water, and Sewage Teamsters
 - Police and Fire Hired before July 1, 2008
 - Appointed/Confidential
 - Hybrid
- The Annual Required Contribution (ARC) will be calculated for the following subgroups:
 - All non-Hybrid General employees
 - Police
 - Fire
 - Hybrid employees
- Up to 17 (Medical/Rx) Premium Rate Schedules valued using an "intermediate" health care trend assumption.
- We will use a 7.0% interest rate assumption in our calculations as requested in your August 2, 2013 e-mail. This interest rate will need to be approved by your auditors.
- The retiree health plan is self-insured.

Mr. Ed Sell
August 8, 2013
Page 4

Determining OPEB Benefits Groups is an important step, as an understanding of “who gets what” is integral to producing appropriate liabilities and costs. Categorizing plan membership correctly initially would save costly time and expenses from having to redo the valuation should it later be determined that an incorrect set of benefits had been used. If the number of OPEB Benefit Groups changes, the fee quote will need to be recalculated.

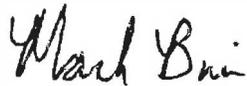
Additional Valuation Services Available	Fee Schedule for December 31, 2012 Valuation
Twenty year Benefit Projection for: Intermediate Medical Inflation Assumptions:	\$1,700
Sensitivity Analysis (sensitivity to increases in health inflation):	\$2,200

PROJECT TIMING

We are prepared to initiate the valuation upon approval of the proposal and receipt of clean and complete data. We project that a valuation will be delivered 12 to 16 weeks after receipt of clean and complete data.

Please do not hesitate to contact us at 1-248-799-9000 should you need additional information or clarification. We look forward to assisting the City in the valuation of its retiree health care benefits.

Respectfully submitted,



Mark Buis, FSA, EA, MAAA
Consulting Actuary

MB:sc
Enclosures

CITY OF MONROE DATA REQUEST

RETIREE HEALTH CARE PLAN

Upon acceptance of the Letter of Engagement, the elements included on the following pages are necessary in order to complete the valuation.

Demographic Data Requirements

The actuarial valuation will be performed using data as of December 31, 2012. Upon acceptance of the Letter of Engagement a data template for your use to submit member data will be provided.

Plan Provisions

This information has been previously provided via e-mail message on August 2, 2013.

Asset Information

It is our understanding that the City currently has assets reserved for retiree health care benefits. If these assets are in an irrevocable trust fund they can be used to offset OPEB liabilities for GASB purposes.

Please provide the market value of the assets as of December 31, 2012 and the type(s) of funding vehicle(s) being used for these assets.

OPEB Initial Per-Capita Cost Information

Please provide all data electronically, where available.

- Please explain which groups/suffixes are available for current and future retirees. If more than one group/suffix is still available, please explain what would cause a retiree to choose one group/suffix over another. We believe the easiest way to present this information is to provide a table similar to the table below. The information in the table is an example.

OPEB Group: **Sample**

Retiree Group/Suffix	Offered to Pre 65 and Post 65 Retirees	Applicable Group	Anticipated Plan Design Changes	Eligible Active Suffix(es)/Group(s)*	Comments **
696	pre 65 only	retired before Jan 1, 2006	none	closed to future retirees	
697	pre 65 only	retires after Dec 31, 1995	7/1/2008 - will change Rx Copay to \$10/\$40	001, 002 & 003	
982	post 65 only		none	open to all current/future retirees	

* Please list which active suffix(es)/plan(s) that are eligible to retire into each corresponding retiree suffix. Note that multiple retiree suffixes/plans may be available to each active suffix/plan.

** Enter any additional information which you feel may be relevant.

CITY OF MONROE DATA REQUEST

RETIREE HEALTH CARE PLAN

OPEB Initial Per-Capita Cost Information (Continued)

2. Please explain any major changes that have occurred to the retiree health plan (e.g., changes in copays, deductibles, change from self-funded to fully-insured, switching to high deductible health plans, etc.) in the past three years.
3. Please provide a summary of Health Care Coverage Plan Provisions for each health care option. For example, please list copays, and deductibles for the PPO, HMO, etc. If a summary is not available, a member booklet should suffice.
4. Please provide us with the 2011, 2012, and 2013 illustrative monthly active and retiree premium rates for one person and two person coverage. For the retirees, we would like both pre-65 (regular premium rates) and post-65 (complementary premium rates). If available, it would be helpful to have the premium rate broken down by coverage component (i.e., medical, prescription drug, dental, and/or vision).

Please provide the annual Rate Sheet for each group/suffix from your provider. For all Rate Sheets submitted, please indicate the full period these rates are effective. Billing statements do not contain the information needed; therefore they are not necessary to send. An example has been attached for your reference.

For self-funded groups/suffixes, please provide the following.

5. All active and retiree suffixes.
 - a. Monthly claims experience **by group/suffix**, separately for prescription drug and all other lines of coverage combined (i.e., facility, professional, master medical, vision and hearing) for the following periods:
 - i. Incurred 01/01/10 to 12/31/10 and paid through 06/30/2013
 - ii. Incurred 01/01/11 to 12/31/11 and paid through 06/30/2013
 - iii. Incurred 01/01/12 to 12/31/12 and paid through 06/30/2013Please note that separate claim reports for regular and comprehensive members should be provided.
 - b. Monthly exposure data by group/suffix for the periods corresponding to the above claim experience periods.
 - c. An example of parts a. and b. above is attached for reference.
6. A listing of all stop-loss reimbursements by group/suffix for the periods corresponding to the above claim experience periods. Please indicate whether the large claims are for active employees or retirees.

Pay-As-You-Go Cost

Provide the amount paid for retiree health care benefits in the year ending December 31, 2012.

ACCEPTANCE OF LETTER OF ENGAGEMENT:

The undersigned hereby authorizes Gabriel, Roeder, Smith & Company to commence work on the Actuarial Valuation of the Retiree Health Care Benefits as outlined in the proposal dated August 8, 2013.

Acceptance for: The City of Monroe

By: _____

Printed Name: _____

Title: _____

Date: _____

Please indicate which services the City of Monroe would like to include in your valuation.

____ Actuarial Valuation

____ Projection Based on Intermediate Medical Inflation

____ Sensitivity Analysis

OPEB ASSET CERTIFICATION FORM

In order for plan assets to count against OPEB liabilities under the financial reporting standards established by the GASB Statements 43 and 45 plan assets must be administered as trusts, or equivalent arrangements, through which assets are accumulated and benefits are paid as they become due in accordance with the agreement between the City of Monroe Retiree Health Care Plan, its plan members and their beneficiaries and in which:

1. Employer contributions to the plan are irrevocable.
2. Plan assets are dedicated to providing benefits to their retirees and their beneficiaries in accordance with the terms of the plan.
3. Plan assets are legally protected from creditors of the employer(s) or the plan administrators.

You may want to consult with your auditors or legal counsel if you are uncertain whether your plan assets are held in a trust or equivalent arrangement.

This certification confirms that the Plan's assets comply with the above statement.

Acceptance for: The City of Monroe

By: _____

Printed Name: _____

Title: _____

Date: _____

SAMPLE

MONTHLY SUBSCRIPTION RATE SHEET

GROUP-SUFFIX	CLUSTER	DIST. NO
	D500	40

PERSONS COVERED	SERVICE CODE			TOTAL AMOUNT	Rates Beginning				
	BLUE CROSS	BLUE SHIELD	COMMON*						
			MC F S						
ONE PERSON REGULAR	7 L M 7	M 9 G C	0 1 G 0	440.00	140.00BC	100.00DRG	50.00MM	30.00DNT	120.00BS
TWO PERSON REGULAR	7 L M 7	M 9 G C	0 2 G 0	930.00	310.00BC	220.00DRG	100.00MM	70.00DNT	230.00BS
FAMILY REGULAR	7 L M 7	M 9 G C	0 3 G 0	1,080.00	360.00BC	250.00DRG	120.00MM	90.00DNT	260.00BS
SPONSORED DEPENDENT	7 L M 7	M 9 G C	0 0 0 1	430.00	170.00BC	120.00DRG	130.00BS		
ONE COMPLEMENTARY	7 L M 8	M 9 G E	0 4 G 0	480.00	110.00BC	240.00DRG	30.00MM	30.00DNT	70.00BS
TWO COMPLEMENTARY	7 L M 8	M 9 G E	0 8 G 0	960.00	220.00BC	490.00DRG	60.00MM	70.00DNT	120.00BS
THREE COMPLEMENTARY	7 L M 8	M 9 G E	0 D G 0	1,440.00	340.00BC	730.00DRG	100.00MM	100.00DNT	170.00BS
1 PERS. REG & 1 COMP.	7 L M 8	M 9 G D	0 5 G 0	920.00	260.00BC	350.00DRG	80.00MM	70.00DNT	160.00BS
2 PERS. REG & 1 COMP.	7 L M 8	M 9 G D	0 6 G 0	1,180.00	350.00BC	370.00DRG	110.00MM	90.00DNT	260.00BS
FAMILY REG & 1 COMP.	7 L M 8	M 9 G D	0 7 G 0	1,210.00	360.00BC	380.00DRG	120.00MM	90.00DNT	260.00BS
1 PERS. REG & 2 COMP.	7 L M 8	M 9 G D	0 9 G 0	1,140.00	350.00BC	370.00DRG	110.00MM	90.00DNT	220.00BS
2 PERS. REG & 2 COMP.	7 L M 8	M 9 G D	0 B G 0	1,180.00	350.00BC	370.00DRG	110.00MM	90.00DNT	260.00BS
FAMILY REG & 2 COMP.	7 L M 8	M 9 G D	0 C G 0	1,210.00	360.00BC	380.00DRG	120.00MM	90.00DNT	260.00BS
1 PERS. REG & 3 COMP.	7 L M 8	M 9 G D	0 E G 0	1,180.00	350.00BC	370.00DRG	110.00MM	90.00DNT	260.00BS
2 PERS. REG & 3 COMP.	7 L M 8	M 9 G D	0 F G 0	1,180.00	350.00BC	370.00DRG	110.00MM	90.00DNT	260.00BS
FAMILY REG & 3 COMP.	7 L M 8	M 9 G D	0 G G 0	1,210.00	360.00BC	380.00DRG	120.00MM	90.00DNT	260.00BS
* MC-MEMBER CLASS F-FAMILY CONTINUATION OR DC-DCCR RIDER S-SPONSORED DEPENDENT									

SAMPLE

PGMNAME: YYAC52AA BLUE CROSS AND BLUE SHIELD OF MICHIGAN - FACILITY EXPERIENCE

MONTHLY EXPERIENCE REPORT

OPTION: ++

PAID BY: ALL PLANS COMBINED

INCURRED 00/00 - 12/02, MICH. PAID 01/02 - 12/02

GROUP NAME:

MICH PAID	CLAIM PAYMENTS	DAYS OR SERVICES	CASES OR CLAIMS
01/02	226,500.00	170	520
02/02	194,150.00	160	430
03/02	234,070.00	270	420
04/02	395,690.00	260	580
05/02	444,990.00	280	460
06/02	248,810.00	220	450
07/02	284,910.00	220	580
08/02	213,980.00	170	440
09/02	131,660.00	240	460
10/02	298,400.00	220	580
11/02	249,460.00	180	470
12/02	360,790.00	230	560
TOTAL	\$3,283,410.00	2,620	5,950

PGMNAME: YYAC44BA

BLUE CROSS BLUE SHIELD OF MICHIGAN
EXPOSURE (BLUE CROSS METHOD)

ALL PLANS COMBINED

PRODUCT LINE: ALL COMBINED

COBRA CODE: ALL COMBINED

PRESCRIPTION DRUG

EXPOS MONTH	INDIV CONTR	2 PERS CONTR	FAMILY CONTR	1 COMPL CONTR	1C+INDIV CONTR	1C+2 PER CONTR	1C+FAMILY CONTR	2 COMPL CONTR	2C+INDIV CONTR	2C+2 PER CONTR	2C+FAMILY CONTR
01/02	160	210	50	520	110	10	360	4	0	0	0
02/02	150	210	50	520	110	10	360	4	0	0	0
03/02	150	210	50	520	110	10	360	4	0	0	0
04/02	140	210	50	530	110	10	360	4	0	0	0
05/02	150	210	50	530	110	10	360	4	0	0	0
06/02	150	210	50	530	110	10	360	4	0	0	0
07/02	150	210	50	530	120	10	360	4	0	0	0
08/02	150	210	50	540	120	10	360	4	0	0	0
09/02	150	210	50	550	120	10	360	3	0	0	0
10/02	150	210	50	550	120	10	360	3	0	0	0
11/02	140	200	50	550	120	10	360	3	0	0	0
12/02	140	210	50	560	120	10	360	3	0	0	0
TOTAL	1780	2510	600	6430	1380	120	103	4320	44	0	0

EXPOS MONTH	3 COMPL CONTR	3C+INDIV CONTR	3C+2PER CONTR	3C+FAMILY CONTR	TOTAL CONTR	DC CONTR	FC MEMBERS	SD MEMBERS	REGULAR MEMBERS	COMPLEM MEMBERS	REG&COMP MEMBERS
01/02	0	0	0	0	1420	270	0	890	1370	2260	
02/02	0	0	0	0	1420	270	0	900	1370	2270	
03/02	0	0	0	0	1420	280	0	900	1380	2280	
04/02	0	0	0	0	1430	280	0	900	1380	2290	
05/02	0	0	0	0	1430	280	0	920	1390	2300	
06/02	0	0	0	0	1440	280	0	920	1390	2310	
07/02	0	0	0	0	1450	280	0	930	1390	2320	
08/02	0	0	0	0	1450	280	0	920	1400	2320	
09/02	0	0	0	0	1450	280	0	910	1410	2320	
10/02	0	0	0	0	1450	280	0	900	1420	2320	
11/02	0	0	0	0	1450	280	0	900	1420	2320	
12/02	0	0	0	0	1470	280	0	930	1430	2350	
TOTAL	0	0	0	0	17280	3340	0	4	10920	16750	27660



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: SUNSET PUMP STATION CONTROLLER REPLACEMENT – WASTEWATER
DEPARTMENT

DISCUSSION: The Wastewater Department requests to replace the pump speed controllers at the Sunset Pump Station. Recent equipment failures have caused the regional sized pump station to operate in a manual mode which is causing additional operational labor and material costs. Troubleshooting the situation has determined that the pump speed controllers are in need of replacement. Electric Machinery Industrial Controls Corp (EMICC), Inc out of Perry, GA is the manufacture and sole supplier for replacement parts of the Sunset Pump Station speed control equipment (Regutron 3 digital speed controllers). Attached is a quote from EMICC, Inc to replace and commission the new controllers. Also, attached is letter from EMICC, Inc (dated 9-26-13) indicating EMICC, Inc as being the manufacture and sole supplier of the controllers. The quoted price and letter from EMICC, Inc are current. The Wastewater Department requests that EMICC, Inc be considered the sole source provider to remove, replace and commission these products and for this purchase to be made without bids. The Sunset Pump Station is a regional pump station serving almost all of Frenchtown Charter Township where maintaining effective and efficient operation is vital to reduce operational costs.

It is recommended to replace the existing speed controllers by purchasing from EMICC, Inc two MP/F1708/G402 DCRS-8 Regutron 3 controllers and for EMICC, Inc to remove, install and commission the new controllers to re-establish the intended pump station operation and efficiencies. Wastewater staff cannot complete the replacement / commissioning work due to the required skills & equipment needed. The attached quote includes all labor, transportation, equipment, shipping & material costs to remove / install / commission the new controllers for a total price of \$17,700.00. Adequate funding has been budgeted as part of the overall FY 2013-2014 CIP project to replace the pumps where the cost of replacing the pump speed controllers is part of this work; however the necessary controller replacements must occur sooner due to the equipment failures.

IT IS RECOMMENDED that a purchase order in the amount of \$17,700.00 be issued to EMICC, Inc out of Perry, GA to replace the existing speed controllers at the Sunset Pump Station by purchasing from EMICC, Inc two MP/F1708/G402 DCRS-8 Regutron 3 controllers and for the removal / installation / commissioning be included of the new controllers to re-establish the intended pump station operation and efficiencies in accordance with their quote dated 9-26-13 and that the bid process be waived. **IT IS FURTHER RECOMMENDED** to authorize the Director of Water and Wastewater or his designee to be authorized to sign all necessary documents on behalf of the City of Monroe (if needed).

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: ASAP

REASON FOR DEADLINE: Re-establish the efficient operation of the Sunset Pump Station and to reduce operational labor and material costs.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:


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

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Wastewater Department

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 285,000.00
	Cost of This Project Approval	\$ 17,700.00
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	Maintenance-Equipment	59075530 977000 14Z01	\$ 17,700.00

Budget Approval:  Other Funds

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** September 30, 2013

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: October 7, 2013

EMICC, Inc.

From: Jeff Loewen
General Manager
504 Valley Drive
Perry, GA 31069
Fed Id # 74-3140233
478-987-3003 Tel
478-987-3005 Fax

September 26, 2013

To: Barry Laroy
City of Monroe
734-241-5926 Tel
734-241-7780 Fax

REF – City of Monroe - Sunset Station EM Sale # 75-2132-22

2 each MP/F1708/G402 DCRS-8 Regutron 3 at \$6,250.00 each

Installation and commissioning services are budgeted at 2 days travel and 1 day on site. Estimated travel and installation cost would be \$5,000.00 but would be billed at the attached EMICC field service rates.

Total delivered cost for the above would be \$17,700.00

All pricing is FOB Destination. Unless agreed otherwise, all shipping charges are prepaid and added to invoice. Payment terms are net 30 days from invoice date on approved accounts. Major credit cards are accepted.

Regards,

Jeff Loewen

FAX

EMICC, Inc.

To: To Whom it May Concern
City of Monroe, MI

From: Jeff Loewen

Fax:
cc:

Tel: 478-987-3003
Fax: 478-987-3005
Email: jeff@newemicc.com

N° of pages: 1

Date: 09/26/13

Subject: Replacement / Up-grade Parts

EMICC, Inc. is the manufacture and sole supplier of replacement parts for control and distribution equipment manufactured by Electric Machinery (EM), GEC Automation Projects Inc., CEGELEC Automation, GEC ALSTHOM, ALSTOM and AREVA. All replacement parts supplied by EMICC for equipment manufactured by these said companies are new and manufactured to original specifications. EMICC, Inc is also the manufacture and sole supplier for Regutron 3 digital speed controllers used at the City of Monroe, MI. These Regutron 3 controllers are an upgrade product used for the variable pump controls. These include the MP/F1708 and MP/F1730 series controllers.

Our office has specialized in the replacement, up-grade and refurbishment of products manufactured by the above companies for more than 25 years. The experience of our staff is unmatched in the industry. We, here at EMICC, do not just sell products but offer customer system solutions to insure minimal downtime and maximum equipment lifespan. For your particular application or interest, we will gladly provide a list of customers with similar products or services for your review.

Again EMICC, Inc. is the sole supplier for the above mentioned parts. These replacement parts can be purchased directly from EMICC, Inc. in Perry, GA. I can be reached at the number above should you have any further questions.

Regards,

Jeffrey A. Loewen

EMICC, Inc.
Electric Machinery Industrial Controls Corp.
504 valley Drive
Perry, GA 31069
Tel.: (478) 987-3003
Fax: (478) 987-3005



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: TRAFFIC COMMITTEE MINUTES OF SEPTEMBER 25, 2013

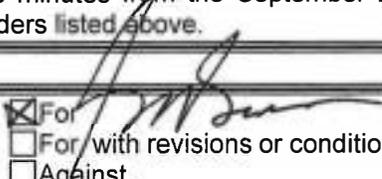
DISCUSSION: The Mayor's Traffic Committee meeting was held on September 25, 2013, and the minutes are attached for your information. The only item of discussion resulting in a regulatory change was the adoption of eight (8) traffic control orders regulating speed limits on City roadways. Also on the October 7 City Council agenda is the second reading of an ordinance amendment to Section 680-18 of the Monroe Code, which would remove all speed limits within the ordinance, therefore these regulations should now be included in traffic control orders instead. Originally, the fact sheet for the ordinance amendment included four (4) of these orders (including one that mistakenly omitted one regulation on East Elm Avenue), but upon further review, there are also other roadways where speed limits other than 25 miles per hour exist that need to be regulated. It should be noted that, other than the change to 35 miles per hour for all of North Dixie Highway, all of these speed limits reflect the present conditions. The traffic control orders are as follows:

<u>Number</u>	<u>Roadway</u>	<u>Speed Limit</u>
038-002	North Custer Road	35 mph (entire length in City)
042-003	Detroit Avenue	35 mph (Elm to Rose)
044-003	North Dixie Highway	35 mph (entire length in City)
049-002	East Elm Avenue	30 mph (Monroe to Detroit), 35 mph (Detroit to I-75), 45 mph (I-75 to east end)*
050-005	West Elm Avenue	30 mph (Telegraph to Monroe)
095-002	Jones Avenue	30 mph (entire length in City)
097-002	Kentucky Avenue	35 mph (LaPlaisance Road to Plum Creek)
190-002	Ternes Drive	30 mph (entire length in City)

*Amended from original order presented to Council as a part of the Ordinance amendment, the 45 mph section was omitted from the original draft as it was not reflected in the ordinance.

IT IS RECOMMENDED that the City Council place on file the minutes from the September 25, 2013 Mayor's Traffic Committee meeting, and approve the eight (8) Traffic Control Orders listed above.

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

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Dir. of Engineering and Public Services **DATE:** 09/30/13

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: October 7, 2013

**CITY OF MONROE
MAYOR'S TRAFFIC COMMITTEE MINUTES
September 25, 2013**

Meeting was called to order by Mayor Clark on Wednesday, September 25, 2013 at 5:00 P.M. in the City Council Chambers.

Members Present: Mayor Clark, Councilman Hensley, Lt. Greg Morgel, James Crammond, Scott Davidson, Dennis Polczynski

Members Excused: Councilman Beneteau, Michael Milette, Anthony Webb

Clerk / Staff: Patrick Lewis, Director of Engineering and Public Services

Citizens Commenting:None

1. Approval of the Traffic Committee minutes from the August 28, 2013 meeting.

Motion: It was moved by Councilman Hensley and supported by Dennis Polczynski to approve the minutes from the August 28, 2013 meeting.

Action: The motion passed unanimously.

2. Request from Traffic Committee member Dennis Polyczynski to prohibit left turns from Telegraph Road onto Custer Drive in both directions.

Motion: It was moved by Councilman Hensley and supported by Dennis Polczynski to refer this issue back to the Engineering Department for further study.

Action: The motion passed unanimously.

3. Request from the Engineering Department to adopt Traffic Control Orders regulating speed limits to replace the existing City Ordinance doing so.

Motion: It was moved by Scott Davidson and supported by James Crammond to recommend adoption of Traffic Control Orders 038-002, 042-003, 044-003, 049-002, 050-005, 095-002, 097-002, and 109-002.

Action: The motion passed unanimously.

4. Request from citizen Brock Talman to allow provisions for a Residential Parking District to serve his home at 221 South Macomb Street.

Motion: It was moved by Councilman Hensley and supported by Scott Davidson to take no action on this request.

Action: The motion passed unanimously.

5. Petition from residents of Glendale Court to establish a Residential Parking District to serve their homes.

Motion: It was moved by Councilman Hensley and supported by Scott Davidson to take no action on this request.

Action: The motion passed unanimously.

6. Update from staff on the previous request from citizen Anthony Donofrio to install a left turn arrow at the intersection of West Front Street and South Roessler Street.

Action: No action was necessary, as staff has not completed any additional analysis at this time.

7. Adjournment

Motion: It was moved by Councilman Hensley and supported by Lt. Morgel to adjourn the meeting.

Action: The motion was passed unanimously and the meeting was adjourned at 5:48 P.M.



CITY OF MONROE
TRAFFIC CONTROL ORDER

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

ORDER NO. 042-003 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 Detroit Avenue:

Parking

1. "No Parking" from East Elm Avenue to North Dixie Highway, both sides.

Intersection Control

2. Detroit Avenue shall STOP at East Elm Avenue.
3. Detroit Avenue shall STOP at North Dixie Highway.

Roadway Geometry

4. One-way bicycle lanes shall be installed in both directions adjacent to the curb line from East Elm Avenue and North Dixie Highway.

Speed Limits

5. Thirty-five (35) miles per hour from East Elm Avenue to Rose Street, both directions.
6. Twenty-five (25) miles per hour from Rose Street to North Dixie Highway, both directions.

The following Traffic Control Orders shall hereby be rescinded: 042-002

City Traffic Engineer

City Clerk-Treasurer

Date

Date



CITY OF MONROE
TRAFFIC CONTROL ORDER

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

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

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 Interstate 75, both directions.
14. Forty-five (45) miles per hour from Interstate 75 to 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

City Traffic Engineer

City Clerk-Treasurer

Date

Date



CITY OF MONROE
TRAFFIC CONTROL ORDER

ORDER NO. 095-002 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 Jones Avenue:

Parking

1. "No Parking" from South Monroe Street to a point 150 feet east of Custer Street, both sides.
2. "No Parking" from a location 20 feet west of the east gate of the Department of Public Services Building at 222 Jones Avenue to the easternmost driveway of the Michigan State Police Post located at 300 Jones Avenue, south side.
3. Permitted parking, with no time limitations, in all other areas, both sides.

Intersection Control

4. Traffic signals shall be placed at the intersection of Jones Avenue and South Monroe Street.
5. Jones Avenue shall STOP at LaPlaisance Road.

Roadway Geometry

6. Jones Avenue shall be a three-lane street, with the center lane restricted to left turns only, from South Monroe Street to a location 150 feet east of Custer Street.

Speed Limits

7. Thirty (30) miles per hour from South Monroe Street to LaPlaisance Road, both directions.

The following Traffic Control Orders shall hereby be rescinded: 095-001

City Traffic Engineer

City Clerk-Treasurer

Date

Date



CITY OF MONROE
TRAFFIC CONTROL ORDER

ORDER NO. 097-002 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 Kentucky Avenue:

Parking

1. "No Parking" from LaPlaisance Road to East Front Street, east side.
2. "No Parking" on the bridge over Plum Creek, both sides.
3. Permitted parking, with no time limitations, from LaPlaisance Road to East Front Street, in all other areas, west side.

Intersection Control

4. Kentucky Avenue shall STOP at LaPlaisance Road.
5. "Four-way STOP" at East Fourth Street.
6. Kentucky Avenue shall STOP at East Third Street.
7. Kentucky Avenue shall STOP at East Second Street.
8. Kentucky Avenue shall STOP at East First Street.
9. Kentucky Avenue shall STOP at East Front Street.

Speed Limits

10. Thirty-five (35) miles per hour from LaPlaisance Road to Plum Creek, both directions.
11. Twenty-five (25) miles per hour from Plum Creek to East Front Street, both directions.

The following Traffic Control Orders shall hereby be rescinded: 097-001

City Traffic Engineer

City Clerk-Treasurer

Date

Date



CITY OF MONROE
TRAFFIC CONTROL ORDER

ORDER NO. 190-002 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 Ternes Drive:

Parking

1. "No Parking" from the southern terminus to North Dixie Highway, both sides.

Intersection Control

2. Traffic signals, with a special left turn phase for North Dixie Highway traffic, shall be installed at the intersection of Ternes Drive and North Dixie Highway.
3. Northbound Ternes Drive and Telb Street shall STOP at southbound Ternes Drive.

Speed Limits

4. Thirty (30) miles per hour from Telb Street to North Dixie Highway, both directions.

The following Traffic Control Orders shall hereby be rescinded: 190-001

City Traffic Engineer

City Clerk-Treasurer

Date

Date



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: PAVEMENT MARKINGS AWARD

DISCUSSION: The City of Monroe is responsible for the maintenance and upkeep of nearly 83 miles of its roadway system, and we receive a distribution of funds from the Michigan Transportation Funds each year for this purpose in accordance with the provisions of Public Act 51 of 1951. One area where the City has not performed much work in the last few years is in refreshing our pavement markings on our major streets. While it is usually recommended that all painted markings be refreshed on an annual basis for optimum visibility, the fact that street lighting is generally adequate across the City helps keep the markings more visible at night than they would otherwise be in rural areas, and we have been able to stretch this timeframe somewhat to save on costs. However, in anticipation that all of our painted centerlines and lane dividing lines would be done in 2013, we budgeted \$30,000 in the Major Street Fund for this purpose for the 2013-14 budget year. For the 2014-15 budget year, we will likely proposed a similar amount to also address many of our stop bars, crosswalks, and railroad crossing markings that may be in poor condition as well.

While ordinarily a contract of this type would be publicly bid, the volume of work planned within the City is generally not likely to attract a large number of bidders, and there are only 16 contractors in the entire state that are considered prequalified for the work, with many of them not in close enough proximity to be competitive on a project of our size. As a result, we often consider working with the pavement marking subcontractor on our Federal Aid project, provided their pricing is reasonable, and in most years we have been able to secure a small amount of work under the bidding threshold of \$5,000. For 2013, our Federal Aid project is the resurfacing of North Dixie Highway, and we bid the contracts with the use of sprayable thermoplastic markings, rather than the typical regular dry paint. While vendors still recommend this type of marking be refreshed annually, we would like to experiment with this higher-quality product that may provide for a longer life in the hopes that we can continue to stretch the time period between markings. The pricing received on the North Dixie Highway project is \$0.25 per foot of 4" wide markings (standard size) for both yellow and white markings. It should be noted that this was the exact same price quoted by all five (5) bidders on the North Dixie Highway project, which means all obtained the same low bid price from subcontractor P.K. Contracting of Troy, and thus it is highly likely that this represents the best available price. We have asked P.K. Contracting if they would be willing to extend this price to all roadways within the City, and they indicated that they would as long as the work can be done in conjunction with the North Dixie Highway project, where marking is likely to occur in the next 2-3 weeks.

The attached log indicates the locations where work is to be performed. The only significant omissions from the City's master list are locations that have been done recently enough and the markings still appear to be in good shape (Elm from Monroe to Dixie, done in 2011, and Detroit Avenue, done in 2012), expected projects for 2014 (East Noble from Monroe to Dixie), and locations where we no longer feel centerline markings are needed (Kaye Lani Avenue, West Fifth from Kaye Lani to Union). In total, our estimate is 89,552 feet of yellow markings and 12,833.75 feet of white markings, for a total of 102,385.75 feet (or 19.39 miles) of pavement markings. At \$0.25 per foot, the total cost of this work would be \$25,596.44, though obviously estimates of pavement markings are not exact. If they are willing and weather conditions permit, we may also ask them to work with us on some of the worst stop bars, crosswalks, and railroad markings this year as well. Therefore, we would request the appropriation of the entire \$30,000 budget amount at this time to include contingencies. Given the nature of the work, we do not believe a full-blown construction contract is necessary, and a purchase order with certain standard liability conditions being satisfied is typically acceptable.

IT IS RECOMMENDED that the City Council award a purchase order for City-wide pavement markings to P.K. Contracting, Inc. in the amount of \$25,596.44, that a total of \$30,000 be encumbered to include a 17% 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 issue a purchase order on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: October 7

REASON FOR DEADLINE: Work may commence as soon as the North Dixie Highway project is ready for marking, which is likely to be prior to the next City Council 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 and Public Services Department, Police Department, traveling public

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$30,000
Cost of This Project Approval	\$30,000
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>
Major St. Pavement Markings	202-60.477-818.020	\$30,000

Other Funds

Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 09/30/13

REVIEWED BY: 

DATE:

COUNCIL MEETING DATE: October 7, 2013

Fall 2013 Proposed Pavement Marking Locations - 4" yellow

North Custer Rd		Feet
City Line to Cranbrook Blvd	Outside edges of shared turn lane - single lane each side	720
City Line to Cranbrook Blvd	Inside edges of shared turn lane - 3:1 skip each side	180
Cranbrook Blvd to Ann Marie Dr	Between WB through and EB Center Turn - Double Yellow Center Line	150
Ann Marie Dr to De Lafayette Ave	Outside edges of shared turn lane - single lane each side	384
Ann Marie Dr to De Lafayette Ave	Inside edges of shared turn lane - 3:1 skip each side	96
Ann Marie Dr to De Lafayette Ave	Between WB through and EB Center Turn - Double Yellow Center Line	410
De Lafayette Ave to Ruff Dr	Outside edges of shared turn lane - single lane each side	1092
De Lafayette Ave to Ruff Dr	Inside edges of shared turn lane - 3:1 skip each side	273
De Lafayette Ave to Ruff Dr	Between WB through and EB Center Turn - Double Yellow Center Line	702
Ruff Dr to Central Park Blvd	Outside edges of shared turn lane - single lane each side	846
Ruff Dr to Central Park Blvd	Inside edges of shared turn lane - 3:1 skip each side	211.5
Central Park Blvd to Riverside Dr	Outside edges of shared turn lane - single lane each side	1956
Central Park Blvd to Riverside Dr	Inside edges of shared turn lane - 3:1 skip each side	489
Riverside Dr to Custer Dr	Outside edges of shared turn lane - single lane each side	2100
Riverside Dr to Custer Dr	Inside edges of shared turn lane - 3:1 skip each side	525
Custer Dr to W Elm Ave	Outside edges of shared turn lane - single lane each side	456
Custer Dr to W Elm Ave	Inside edges of shared turn lane - 3:1 skip each side	114
	Total	10704.5
W Elm Ave		Feet
N Custer Rd to Bentley Dr	Between WB through and EB Center Turn - Double Yellow Center Line	590
Bentley Dr to Huber Dr	Outside edges of shared turn lane - single lane each side	430
Bentley Dr to Huber Dr	Inside edges of shared turn lane - 3:1 skip each side	107.5
Huber Dr to CSX Railroad Crossing	Outside edges of shared turn lane - single lane each side	1170
Huber Dr to CSX Railroad Crossing	Inside edges of shared turn lane - 3:1 skip each side	292.5
CSX Railroad Crossing to Toll St	Outside edges of shared turn lane - single lane each side	488
CSX Railroad Crossing to Toll St	Inside edges of shared turn lane - 3:1 skip each side	122
Toll St to Roessler St	Outside edges of shared turn lane - single lane each side	316
Toll St to Roessler St	Inside edges of shared turn lane - 3:1 skip each side	79
Toll St to Roessler St	Between WB through and EB Center Turn - Double Yellow Center Line	150
Roessler St to Lavender St	Outside edges of shared turn lane - single lane each side	182

Roessler St to Lavender St	Inside edges of shared turn lane - 3:1 skip each side	45.5
Roessler St to Lavender St	Inside taper from 3-lane to 2-lane - Double Yellow Center Line	308
Lavender St to Godfroy Ave	Double Yellow Center Line	236
Lavender St to Godfroy Ave	3:1 Skip Center Line	3536
Lavender St to Godfroy Ave	Between WB through and EB Center Turn - Double Yellow Center Line	368
Godfroy Ave to Borgess Ave	Double Yellow Center Line	260
Godfroy Ave to Borgess Ave	3:1 Skip Center Line	168
Borgess Ave to Monroe St	3:1 Skip Center Line	533
Borgess Ave to Monroe St	Between WB through and EB Center Turn - Double Yellow Center Line	420
	Total	9801.5

E Elm Ave

		Feet
Monroe to Dixie	Omit - Good condition from 2011 project	0
Norfolk Southern to Canadian National Railroad to River Raisin Battle Field	Double Yellow Center Line	63
Battle Field To Visitors Center	Double Yellow Center Line	630
River Raisin Visitors Center to Detroit Ave	3:1 Skip Center Line	965
Detroit Ave to I-75 South Off Ramp	Double Yellow Center Line	900
I-75 South Off Ramp to I-75 On Ramp	Double Yellow Center Line	1271
I-75 South On Ramp to I-75 North Off Ramp	Double Yellow Center Line	200
I-75 Off Ramp to Island	Double Yellow Center Line	3320
West Side of Island to Ford Plant	Double Yellow Center Line	1110
	Double Yellow Center Line	172
	Total	8631

W Front St

		Feet
Telegraph Rd to Stone St	Between EB through and WB Center Turn - Double Yellow Center Line	490
Stone St to Toledo Ave	Outside edges of shared turn lane - single lane each side	494
Stone St to Toledo Ave	Inside edges of shared turn lane - 3:1 skip each side	123.5
Toledo Ave To Cooper St	Outside edges of shared turn lane - single lane each side	414
Toledo Ave To Cooper St	Inside edges of shared turn lane - 3:1 skip each side	103.5
Cooper St to CSX Railroad	Outside edges of shared turn lane - single lane each side	466
Cooper St to CSX Railroad	Inside edges of shared turn lane - 3:1 skip each side	116.5
CSX Railroad to Roessler St	Outside edges of shared turn lane - single lane each side	1068
CSX Railroad to Roessler St	Inside edges of shared turn lane - 3:1 skip each side	267

CSX Railroad to Roessler St	Between WB through and EB Center Turn - Double Yellow Center Line	252
Roessler St to Union St	Between EB through and WB Center Turn - Double Yellow Center Line	328
Roessler St to Union St	Inside taper from 3-lane to 2-lane - Double Yellow Center Line	600
Union St to Island St	Double Yellow Center Line	638
Island St to O'Brien St	Double Yellow Center Line	588
O'Brien St to Adams St	Double Yellow Center Line	478
Adams St to Smith St	Double Yellow Center Line	1274
Smith St to W First St	Double Yellow Center Line	712
	Total	8412.5

E Front St

		Feet
Macomb St to Scott St	Between EB through and WB Center Turn - Double Yellow Center Line	478
E First St to Link St	Between EB through and WB Center Turn - Double Yellow Center Line	150
E First St to Link St	Outside edges of shared turn lane - single lane each side	724
E First St to Link St	Inside edges of shared turn lane - 3:1 skip each side	181
Link St to taper	Outside edges of shared turn lane - single lane each side	4404
Link St to taper	Inside edges of shared turn lane - 3:1 skip each side	1101
taper to I-75 North Ramp	Inside taper from 3-lane to 4-lane - Double Yellow Center Line	1224
I-75 North Ramp to I-75 South Ramp	Double Yellow Center Line	538
I-75 South Ramp to Borchert Park Dr	Double Yellow Center Line	3310
Borchert Park Dr to Steel Plant Entrance	Double Yellow Center Line	1590
Steel Plant Entrance to Port Ave	Double Yellow Center Line	450
Port Ave to DTE Plant	Double Yellow Center Line	5346
	Total	19496

E First St

		Feet
Macomb St to Scott St	Between EB through and WB Center Turn - Double Yellow Center Line	71
Macomb St to Scott St	3:1 Skip Center Line	37
Scott St to Wadsworth St	3:1 Skip Center Line	74
Wadsworth St to Murray St	3:1 Skip Center Line	74.5
Murray St to Navarre St	3:1 Skip Center Line	79
Navarre St to Jerome St	3:1 Skip Center Line	78.5
Jerome St to Half St	3:1 Skip Center Line	78.75
Half St to Kentucky Ave	3:1 Skip Center Line	118.5

Half St to Kentucky Ave	Between WB through and EB Center Turn - Double Yellow Center Line	230
Kentucky Ave to Winchester St	Solid Center Lane	247
Kentucky Ave to Winchester St	Eastbound Passing 3:1 Skip	62
Kentucky Ave to Winchester St	Between WB through and EB Center Turn - Double Yellow Center Line	96
Winchester St to Eastchester St	Between EB through and WB Center Turn - Double Yellow Center Line	254
Winchester St to Eastchester St	Solid Center Lane	249
Winchester St to Eastchester St	Westbound Passing 3:1 Skip	62
Railroad to Railroad	Double Yellow Center Line	360
Railroad to Almyra Ave	Solid Center Lane	196
Railroad to Almyra Ave	Eastbound Passing 3:1 Skip	49
Railroad to Almyra Ave	3:1 Skip Center Line	58
Almyra Ave to Conant St	3:1 Skip Center Line	79
	Total	2553.25

E Second St

Washington St to Scott St	3:1 Skip Center Line	Feet 77.5
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W Third St

Union St to Adams St	Double Yellow Center Line	Feet 486
Union St to Adams St	3:1 Skip Center Line	163
Adams St to Hubble St	3:1 Skip Center Line	59.5
Hubble St to Smith St	3:1 Skip Center Line	69.5
Smith St to Harrison St	3:1 Skip Center Line	73.25
Harrison St to Cass St	3:1 Skip Center Line	82.5
Cass St to Monroe St	3:1 Skip Center Line	24.5
Cass St to Monroe St	Between WB through and EB Center Turn - Double Yellow Center Line	440
	Total	1398.25

E Third St

Monroe St to Washington St	Between EB through and WB Center Turn - Double Yellow Center Line	Feet 630
Washington St to Macomb St	3:1 Skip Center Line	36
Washington St to Macomb St	Between WB through and EB Center Turn - Double Yellow Center Line	288
Macomb St to Scott St	3:1 Skip Center Line	504

Scott St to Wadsworth St	Between EB through and WB Center Turn - Double Yellow Center Line	268
Scott St to Wadsworth St	3:1 Skip Center Line	39
Wadsworth St to Navarre St	3:1 Skip Center Line	171.5
Navarre St to Jerome St	3:1 Skip Center Line	77.5
Jerome St to Half St	3:1 Skip Center Line	77
Half St to Kentucky Ave	3:1 Skip Center Line	113.5
Half St to Kentucky Ave	Between WB through and EB Center Turn - Double Yellow Center Line	558
Kentucky Ave to Winchester St	Double Yellow Center Line	640
Winchester St to Eastchester St	Double Yellow Center Line	648
Eastchester St to Railroad	Double Yellow Center Line	36
Railroad to Railroad	Double Yellow Center Line	466
Railroad to Almyra Ave	Solid Center Lane	240
Railroad to Almyra Ave	Eastbound Passing 3:1 Skip	60
Railroad to Almyra Ave	3:1 Skip Center Line	36.5
Almyra Ave to Conant St	3:1 Skip Center Line	77
	Total	4966

W Seventh St

Union St to Roessler St	Double Yellow Center Line	556
Roessler to Kaye Lani Ave	Double Yellow Center Line	498
Kaye Lani to Railroad	Double Yellow Center Line	210
Railroad to Cooper St	Double Yellow Center Line	460
Cooper St to Telegraph Rd	Between EB through and WB Center Turn - Double Yellow Center Line	1400
	Total	3124

W Eighth St

Cass St to Monroe St	Double Yellow Center Line	608
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Laplasiance Rd

City Limits to E Sixth St	3:1 Skip Center Line	298.5
City Limits to E Sixth St	Between SB through and NB Center Turn - Double Yellow Center Line	310
	Total	608.5

Macomb St

City Limit to taper	Double Yellow Center Line	460
taper to Maywood Ave	Inside taper from 2-lane to 3-lane - Double Yellow Center Line	272
taper to Maywood Ave	Outside edges of shared turn lane - single lane each side	634.5
taper to Maywood Ave	Inside edges of shared turn lane - 3:1 skip each side	158.5
Maywood Ave to Colonial Dr	Outside edges of shared turn lane - single lane each side	317
Maywood Ave to Colonial Dr	Inside edges of shared turn lane - 3:1 skip each side	79
Colonial Dr to Lemerand St	Outside edges of shared turn lane - single lane each side	1040
Colonial Dr to Lemerand St	Inside edges of shared turn lane - 3:1 skip each side	260
Lemerand St to Sheridan Dr	Outside edges of shared turn lane - single lane each side	510
Lemerand St to Sheridan Dr	Inside edges of shared turn lane - 3:1 skip each side	127.5
Sheridan Dr to Grove St	Outside edges of shared turn lane - single lane each side	204
Sheridan Dr to Grove St	Inside edges of shared turn lane - 3:1 skip each side	51
Sheridan Dr to Grove St	Inside taper from 3-lane to 2-lane - Double Yellow Center Line	312
Grove St to Lorain St	3:1 Skip Center Line	89
Lorain St to Noble Ave	3:1 Skip Center Line	140.5
Lorain St to Noble Ave	Between NB through and SB Center Turn - Double Yellow Center Line	324
Noble Ave to Vine St	Between SB through and NB Center Turn - Double Yellow Center Line	296
Noble Ave to Vine St	3:1 Skip Center Line	38.5
Vine St to Willow St	3:1 Skip Center Line	57.5
Willow St to Elm Ave	3:1 Skip Center Line	101
Willow St to Elm Ave	Between NB through and SB Center Turn - Double Yellow Center Line	220
Elm Ave to Front St	Omit - done in 2013	0
Elm Ave to Front St	Omit - done in 2013	0
Front St to First St	Between SB through and NB Center Turn - Double Yellow Center Line	150
Front St to First St	3:1 Skip Center Line	88.5
First St to Second St	Between SB through and NB Center Turn - Double Yellow Center Line	290
First St to Second St	3:1 Skip Center Line	28
Second St to Third St	3:1 Skip Center Line	46.5
Second St to Third St	Between NB through and SB Center Turn - Double Yellow Center Line	180
	Total	6475

Roessler St

Alley to Elm Ave	Between NB through and SB Center Turn - Double Yellow Center Line	200
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Feet

Elm Ave to Front St	Double Yellow Center Line	2846
Front St to Alley	Between SB through and NB Center Turn - Double Yellow Center Line	142
	Total	3188
W Noble Ave		Feet
St. Marys Ave to Monroe St	Between WB through and EB Center Turn - Double Yellow Center Line	134
E Noble Ave		Feet
Monroe St to N Dixie	Omit - Project in 2014	0
	Total	0
W Lorain St		Feet
Village Green Lane to Telegraph Rd	Between WB through and EB Center Turn - Double Yellow Center Line	364
Telegraph Rd to Bentley Dr	Between EB through and WB Center Turn - Double Yellow Center Line	352
	Total	716
Custer Dr		Feet
N Custer Rd to Store Entrance	Between NB through and SB Center Turn - Double Yellow Center Line	542
Store Entrance to Telegraph Rd	Between WB through and EB Center Turn - Double Yellow Center Line	390
Telegraph Rd to Bentley Dr	Between EB through and WB Center Turn - Double Yellow Center Line	494
Bentley Dr to W Elm Ave	Between SB through and NB Center Turn - Double Yellow Center Line	504
	Total	1930
Jones Ave		Feet
Laplaisance Rd to taper	Double Yellow Center Line	1476
Laplaisance Rd to taper	Solid Center Lane	575
Laplaisance Rd to taper	Eastbound Passing 3:1 Skip	144
taper to Custer St	Inside taper from 2-lane to 3-lane - Double Yellow Center Line	432
Custer St to Washington St	Outside edges of shared turn lane - single lane each side	972
Custer St to Washington St	Inside edges of shared turn lane - 3:1 skip each side	243
Washington St to Monroe St	Outside edges of shared turn lane - single lane each side	376
Washington St to Monroe St	Inside edges of shared turn lane - 3:1 skip each side	94
Washington St to Monroe St	Between EB through and WB Center Turn - Double Yellow Center Line	300
	Total	4612

Washington St		Feet
First St to Second St	3:1 Skip Center Line	65
Second St to Third St	3:1 Skip Center Line	65
	Total	130

Winchester St		Feet
Elm Ave to taper	Omit - already included in N. Dixie job	0
taper to Front St	Omit - already included in N. Dixie job	0
Front St to Humprey St	Omit - already included in N. Dixie job	0
Humprey St to Franklin St	Omit - already included in N. Dixie job	0
Franklin St to First St	Omit - already included in N. Dixie job	0
Franklin St to First St	Omit - already included in N. Dixie job	0
First St to Second St	Double Yellow Center Line	576
Second St to Third St	Double Yellow Center Line	608
Third St to Fourth St	Double Yellow Center Line	602
Fourth St to Fifth St	Double Yellow Center Line	200
		1986

Total length of markings (4" yellow City-wide)	89552
Cost for sprayable thermoplastic @\$0.25 / LFT	\$ 22,388.00

Fall 2013 Proposed Pavement Marking Locations - 4" white

North Custer Rd		Feet
Crankbrook Blvd to Ann Marie Dr	Between EB through and left turn lanes at Ann Marie Dr	37
Ann Marie Dr to De Lafayette Ave	Between EB through and left turn lanes at De Lafayette Ave	153
De Lafayette Ave to Ruff Dr	Between EB through and left turn lanes at Ruff Dr	304
	Total	494
W Elm Ave		Feet
N Custer Rd to Bentley Dr	Between EB through and left turn lanes at Bentley Dr	290
Bentley Dr to Huber Dr	Between WB through and left turn lanes at Bentley Dr	84
Toll St to Roessler St	Between EB through and left turn lanes at Roessler St	65
Roessler St to Lavender St	Between WB through and left turn lanes at Roessler St	98
Lavender St to Godfroy Ave	Between EB through and left turn lanes at Godfroy Ave	110
Borgess Ave to Monroe St	Between EB through and left turn lanes at Monroe St	166
	Total	813
E Elm Ave		Feet
Monroe St to N Dixie Hwy	Omit - good condition from 2011 project	0
River Raisin Visitors Center to Detroit Ave	3:1 Skip Lane Eastbound	50.25
River Raisin Visitors Center to Detroit Ave	3:1 Skip Lane Westbound	50.25
Detroit Ave to I-75 South Off Ramp	3:1 Skip Lane Eastbound	318.75
Detroit Ave to I-75 South Off Ramp	3:1 Skip Lane Westbound	318.75
I-75 South Off Ramp to I-75 South On Ramp	3:1 Skip Lane Eastbound	25
I-75 South Off Ramp to I-75 South On Ramp	3:1 Skip Lane Westbound	25
I-75 South On Ramp to I-75 North Off Ramp	3:1 Skip Lane Eastbound	415
I-75 South On Ramp to I-75 North Off Ramp	3:1 Skip Lane Westbound	415
I-75 Off Ramp to Island	3:1 Skip Lane Eastbound	138.75
I-75 Off Ramp to Island	3:1 Skip Lane Westbound	138.75
East Side of Island to West Side of Island	3:1 Skip Lane Eastbound	427.5
East Side of Island to West Side of Island	3:1 Skip Lane Westbound	427.5
West Side of Island to Ford Plant		21.5
West Side of Island to Ford Plant		21.5
	Total	2793.5

W Front St		Feet
Telegraph Rd to Stone St	Between EB through and left turn lanes at Telegraph Rd	235
Telegraph Rd to Stone St	3:1 Skip Lane Westbound	39.25
Telegraph Rd to Stone St	3:1 Skip Lane Eastbound	16
CSX Railroad to Roessler St	Between EB through and left turn lanes at Roessler St	84
Roessler St to Union St	Between WB through and turn lanes at Roessler St	138
Harrison St to Cass St	Solid Lane	103
Harrison St to Cass St	3:1 Skip Lane	56
Cass St to Monroe St	3:1 Skip Lane	96
	Total	767.25

E Front St		Feet
Monroe St to Washington St	3:1 Skip Lane	78
Washington St to Macomb St	3:1 Skip Lane	85
Macomb St to Scott St	Between WB through and turn lanes at Macomb St	80
E First St to Link St	Between WB through and turn lanes at Macomb St	126
taper to I-75 North Ramp	3:1 Skip Lane Eastbound	54
taper to I-75 North Ramp	3:1 Skip Lane Westbound	54
I-75 North Ramp to I-75 South Ramp	3:1 Skip Lane Eastbound	157.5
I-75 North Ramp to I-75 South Ramp	3:1 Skip Lane Westbound	157.5
I-75 South Ramp to Borchert Park Dr	3:1 Skip Lane Eastbound	430
I-75 South Ramp to Borchert Park Dr	3:1 Skip Lane Westbound	430
Borchert Park Dr to Steel Plant Entrance	3:1 Skip Lane Eastbound	208
Borchert Park Dr to Steel Plant Entrance	3:1 Skip Lane Westbound	208
Steel Plant Entrance to Port Ave	3:1 Skip Lane Eastbound	119.5
Steel Plant Entrance to Port Ave	3:1 Skip Lane Westbound	119.5
Port Ave to DTE Plant	3:1 Skip Lane Eastbound	660
Port Ave to DTE Plant	3:1 Skip Lane Westbound	660
	Total	3627

W First St		Feet
Harrison St to Cass St	3:1 Skip Lane	65
Cass St to Alley	3:1 Skip Lane	28

Alley to Monroe St	Between EB through and left turn lanes at Monroe St	160
	Total	253

E First St		Feet
Monroe St to Washington St	3:1 Skip Lane	66
Washington St to Alley	3:1 Skip Lane	29
Alley To Macomb St	Between EB through and left turn lanes at Macomb St	138
Kentucky Ave to Winchester St	Between EB through and left turn lanes at Winchester St	59
	Total	292

W Third St		Feet
Cass St to Monroe St	Between EB through and left turn lanes at Monroe St	86

E Third St		Feet
Monroe St to Washington St	Between WB through and turn lanes at Monroe St	96

W Seventh St		Feet
Cooper St to Telegraph Rd	Between WB through and turn lanes at Telegraph Rd	230

W Eighth St		Feet
Cass St to Monroe St	Between EB through and left turn lanes at Monroe St	82

Macomb St		Feet
Willow St to Elm Ave	Between SB through and left turn lanes at Elm Ave	77
Elm Ave to Front St	Omit - done in 2013	0
Elm Ave to Front St	Omit - done in 2013	0
Front St to First St	Between NB through and left turn lanes at Front St	128
	Total	205

Roessler St		Feet
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Alley to Elm Ave	Between SB through and left turn lanes at Front St	70
Elm Ave to Front St	Between NB through and left turn lanes at Elm Ave	112
Elm Ave to Front St	Between SB through and left turn lanes at Front St	176
Elm Ave to Front St	3:1 Skip Lane Northbound	355
Elm Ave to Front St	3:1 Skip Lane Southbound	198
Front St to Alley	Between NB through and left turn lanes at Front St	81
	Total	992

W Lorain St		Feet
Village Green Lane to Telegraph Rd	Between EB through and left turn lanes at Telegraph Rd	75
Telegraph Rd to Bentley Dr	Between WB through and turn lanes at Telegraph Rd	90
	Total	165

Custer Dr		Feet
N Custer Rd to Store Entrance	Between SB through and left turn lanes at N Custer Rd	130
N Custer Rd to Store Entrance	Between NB through and left turn lanes at Store Entrance	143
Bentley Dr to W Elm Ave	Between SB through and left turn lanes at W Elm Ave	290
		563

Jones Ave		Feet
Washington St to Monroe St	Between WB through and turn lanes at Monroe St	110

Washington St		Feet
Front St to First St	3:1 Skip Lane	90

N Dixie Hwy		Feet
City Limits to Ternes Dr	Between NB through and left turn lanes at City Limits	273
City Limits to Ternes Dr	3:1 Skip Lane Northbound	78
City Limits to Ternes Dr	3:1 Skip Lane Southbound	78
City Limits to Ternes Dr	Between SB through and left turn lanes at Ternes Dr	302
Ternes Dr to Detroit Ave	3:1 Skip Lane Northbound	222
Ternes Dr to Detroit Ave	3:1 Skip Lane Southbound	222

Detroit Ave to Elm Ave	Omit - Part of N. Dixie Project	0
	Total	1175
Winchester St		Feet
Elm Ave to taper	Omit - Part of N. Dixie project	0
	Total length of markings (4" white City-wide)	12833.75
	Cost for sprayable thermoplastic @\$0.25 / LFT	\$ 3,208.44



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: MUNSON PARK BALL DIAMOND RESTROOM REHABILITATION – REPORT ON BIDS RECEIVED

DISCUSSION: As a part of the 2013-14 Capital Improvements Program (CIP), \$40,000 in funding was set aside for the rehabilitation of the restrooms at the Munson Park ball diamond complex. At the July 15 City Council meeting, a design contract for \$17,000 was awarded to John D. Kohler Architect, P.C. It was initially proposed to schedule the work for completion this fall, commencing construction immediately after conclusion of the fall leagues. However, in order to provide maximum flexibility to the contractors in hopes of lowering the bid pricing, we have allowed for construction to occur anytime starting in October, with a final completion date of May 1, 2014.

Bids were opened for this project on Monday, September 30. There were three (3) bidders, and a bid tabulation has been attached for your review. All work was included in the base bid, which represented the minimum work believed to be necessary and desirable by City staff to complete this project. Three (3) different bid alternates were also offered for project flexibility. Alternates 1 and 3 were intended to be "add on" alternates, with Alternate 1 simply a price for the installation of baby changing tables in each restroom, and Alternate 3 being a replacement of the standard porcelain fixtures with stainless steel fixtures. Alternate 2 was intended to be a deduction from the base bid if the originally-specified phenolic toilet partitions are replaced with metal partitions instead. The low base bid of \$49,000 was received from Pranhm Global Tech of Livonia, and was very close to the approximate estimate of \$50,000 as stated by the architect. Pranhm Global Tech has performed a number of housing rehabilitation projects funded by the City of Monroe's Community Development Block Grant program. While we do not have evidence that they have performed a restroom project exactly like this in the past, the City's other projects are generally more complicated overall and contained many of the same elements as this contract, so we believe they would be capable of completing this project successfully. Obviously, the additional cost for Alternate 3 (\$22,225) is prohibitive, so this option was not considered. The work contemplated under Alternate 1 could be completed at a later date by City forces if desired, so we are not recommending awarding this extra \$900 cost either. Lastly, though using metal partitions instead of phenolic high-strength plastic could save an additional \$1,255 through award of Alternate 2, there is a significant difference in vandalism resistance, so we still feel the base bid specification is worth the additional cost.

As discussed with the City Council at a work session on August 26, the Engineering Department realized early on in the design process that the original project budget of \$40,000 would be exceeded. It was expected that roughly an additional \$25,000 would be needed to complete the funding package. Fortunately, earlier this year, the Finance Director reported that \$181,000 in surplus funding from a previous grant set-aside that is no longer needed could be transferred into the Capital Projects Fund for use on various projects. To date, \$63,000 of this was used for the resurfacing of Cass Street, with another \$17,000 set aside for the preparation of the Recreation Systems Plan, leaving \$101,000 still available for use. The proposed distribution of funds presented at the August 26 work session has been attached for your information. While this spreadsheet only indicates \$25,000 in additional funds is planned for this project, when this is combined with the \$23,000 remaining from the original allocation, this still leaves us \$1,000 short of the \$49,000 needed for award of the base bid. Further, we typically desire some level of contingencies for unforeseen issues. As such, we are asking for an additional \$30,000 to be transferred for use on this project, instead of the \$25,000 previously anticipated. Due to the financial constraints on this project, we will plan to complete all construction inspection and administration with Engineering Department staff, rather than engaging an architect as per normal. It should be noted that several modifications were made during the design process to ensure that only those items absolutely necessary were included in the project bid, and this included elimination of significant electrical replacement, leaving some of the masonry walls in place, and omitting some desired (but not absolutely necessary) wall modifications to allow for better plumbing access.

IT IS RECOMMENDED that the City Council award a contract for the Munson Park Ball Diamond Restroom Rehabilitation project to Pranhm Global Tech in the amount of \$49,000, and that a total of \$53,000 be encumbered to include a 8% 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: Some construction is likely to occur this fall

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, Recreation Department, Department of Public Services, Department of Economic and Community Development, ball teams and field users

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$70,000*
	Cost of This Project Approval	\$53,000
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

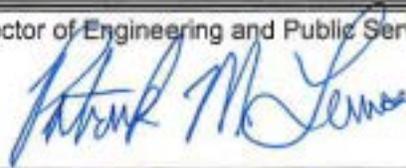
*Includes previous \$17,000 design award, \$49,000 in construction costs, and \$4,000 in contingencies.

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	Munson Ball Diamonds	401-95.756-818.020 14C05	\$23,000
	Capital Funds Transfer		\$30,000

Other Funds

Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 10/01/13

REVIEWED BY: 

DATE:

COUNCIL MEETING DATE: October 7, 2013

MUNSON PARK BALL DIAMOND RESTROOM REHABILITATION - BID TABULATION - BIDS DUE SEPTEMBER 30, 2013

		BASE BID	ALTERNATE 1 - BABY CHANGING STATION INSTALLATION (ADDITION TO BASE BID)	ALTERNATE 2 - REPLACE PHENOLIC PARTITIONS WITH ENAMEL METAL (DEDUCTION FROM BASE BID)	ALTERNATE 3 - REPLACE TOILETS WITH STAINLESS STEEL (ADDITION TO BASE BID)
BASE BID RANK	CONTRACTOR	LUMP SUM BID AMOUNT	LUMP SUM BID AMOUNT	LUMP SUM BID AMOUNT	LUMP SUM BID AMOUNT
1	PRANHAM GLOBAL TECH.	\$ 49,000.00	\$ 900.00	\$ (1,255.00)	\$ 22,225.00
2	ENVISION BUILDERS	\$ 59,890.00	\$ 512.00	\$ (2,028.00)	\$ 23,100.00
3	MONROE PLUMBING & HEATING	\$ 87,600.00	\$ 850.00	\$ (3,700.00)	\$ 23,980.00

Proposed Budget for Additional Initiatives for FY 13/14

Project	Existing Budget	Additional Funding Needed (\$181,000 Avail)	TOTAL Project Budget
Cass Street	0	\$63,000	\$63,000.00
Munson Park Restrooms	\$40,000	\$25,000	\$65,000.00
Memorial Place	\$15,000	\$15,000	\$30,000.00
Recreation Master Plan	0	\$28,000	\$28,000.00
Battlefield Foundation Staffing	0	\$50,000	\$50,000.00
Security Cameras/Lighting	\$40,000	\$0	\$40,000.00
TOTALS:	\$95,000.00	\$181,000.00	\$276,000.00



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Approval for the Port of Monroe to Convey up to 70 Acres of Land Generally Located on E. Elm Avenue to the National Parks Service and the U.S. Fish and Wildlife Service

DISCUSSION: The Port of Monroe is currently the owner or joint-owner of three (3) parcels of property totaling approximately 67.8 acres generally bounded by N. Dixie Highway on the north, E. Elm Avenue on the south, Canadian National railway on the west, and Interstate 75 on the east. The Port acquired two of the parcels from Homrich, Inc. in 2011 to hold for the future development of the River Raisin National Battlefield Park and protection of adjacent natural areas. The third parcel that parallels Interstate 75 is jointly held by the City and Port and was acquired several years earlier.

There was environmental remediation work that needed to occur on portions of the property prior to the planned conveyance to the National Parks Service and U.S. Fish and Wildlife Service. The environmental work, which included placing a protective topsoil layer on certain sections of the property, has now been completed and the final closure reports and due care plans are being prepared. With the environmental work complete, the properties have been deemed acceptable by the National Parks Service and U.S. Fish and Wildlife Service for their intended use.

The Port District Act (Public Act 234 of 1925), Section 23, requires that the Port Commission seek approval of the governing body of the jurisdiction (i.e. City Council) prior to the sale or conveyance of property. To ensure there is not a problematic delay in the transfer of the property and the Port can continue as planned, the Port Commission is requesting authorization to convey the property at this time. The final conveyance is expected to occur before the end of 2013.

IT IS RECOMMENDED that City Council adopt the attached Resolution, approving the request from the Port Commission of the Port of Monroe to convey up to 70 acres of land generally located on East Elm Avenue, subject to the condition that easements are retained for the future extension of public roads and utilities, and final approval of the terms and conditions by the Port Commission.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: October 7, 2013

REASON FOR DEADLINE: Ensure timely transfer of the property to the National Parks Service and U.S. Fish and Wildlife Service

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N.A.

INITIATED BY: Port of Monroe Port Commission

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Port Commission, Department of Economic and Community Development, Assessing

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 0*
	Cost of This Project Approval	\$ 0
	Related Annual Operating Cost	\$ 0
	Increased Revenue Expected/Year	\$ 0

*Significant costs related to the environmental remediation have been incurred by the City of Monroe Brownfield Redevelopment Authority and the Port of Monroe.

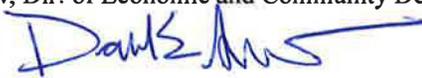
SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	<u>Other Funds</u>		

Budget Approval: _____

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

DATE: 10-01-13

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: October 7, 2013

RESOLUTION

WHEREAS, the Port of Monroe (Port) is the owner or joint-owner of certain lands within the port district and described and depicted in the attached Exhibit A as three (3) parcels of land totaling approximately 67.8 acres (Property); and

WHEREAS, the Port has the power to sell or convey the Property whenever the Port declares that the Property is no longer needed for the purpose of the port district, subject to Monroe City Council approval; and

WHEREAS, the Port has made such a declaration; and

WHEREAS, the Port has requested the approval of the Monroe City Council to convey approximately 32.6 acres of the Property to the United States of America on behalf of the National Park Service for inclusion in the River Raisin National Battlefield Park, and approximately 35.2 acres to the United States of America on behalf of the Fish and Wildlife Service for a natural area or wildlife refuge, in accordance with such terms and conditions as may be determined reasonable by the Port; and

WHEREAS, the Port and the City of Monroe have determined that it is desirous to dedicate easements for future public road and utility extensions across and through the Property prior to said conveyances; and

WHEREAS, the Monroe City Council must consent to give such approval by a 2/3 vote of its members.

NOW, THEREFORE, BE IT RESOLVED:

1. The Monroe City Council does hereby give its approval to the Port for the conveyances described above..
2. The transfer or conveyance shall be in accordance with such terms and conditions as may be determined reasonably by the Port, including dedication of easements for future public road and utility extensions.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution shall be and the same hereby are rescinded.

Motion:

Seconded by:

Ayes: Nays:

RESOLUTION DECLARED ADOPTED

I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, County of Monroe, State of Michigan, do hereby certify that the foregoing is an exact copy of a Resolution adopted by the City Council of said City, at a regular meeting thereof held on the 7th day of October, 2013.

Charles D. Evans, Clerk / Treasurer

Exhibit A

Property Legal Descriptions

Parcel 1: Parcel No. 59-01904-000

COMM AT N ROW LI OF ELM AVE AND W ROW LI OF DETROIT AVE; TH N 42D 30M 55S W 93.71 FT; TH N 39D 39M 08S W 722.92; TH N 32D 33M 09S W 625 FT; TH N 53D 45M 34S W 226.06 FT; TH N 69D 27M 05S W 69.98 FT; TH N 21D 24M E 84.34 FT; TH N 31D 54M 38S E 567.33; TH ON A CURVE TO THE RIGHT WITH A RADIUS OF 572.96 FT AN ARC LENGTH OF 107.17 AND A CHORD BEARING 37 D 16M 09S E 107.01 FT; TH ON A CURVE TO THE LEFT WITH A RADIUS OF 572.96 FT AN ARC LENGTH OF 75.50 FT AND A CHORD BEARING N 38D 51M 09S E 75.45 FT; TH ON A CURVE TO THE LEFT WITH A RADIUS OF 572.96 FT AN ARC LENGTH OF 31.66 FT AND A CHORD BEARING N 33D 29M 40S E 31.66 FT; TH N 31D 54M 38S E 67.75 FT TO POB: TH N 31D 54M 38S E 2482.37 FT; TH S 68D 17M 54S E 358.63 FT; TH S 21D 42M 06S W 2399.16FT; TH N 78D 44M 50S W 438.81 FT; TH N 62D 44M 50 W 368.79 TO THE POB. 32.561 ACRES MORE OR LESS.

Parcel 2: Parcel No. 59-019000-008

COMM AT INT N R/O/W E ELM AVE WI E R/O/W DETROIT AVE; TH N 24D 54M 07S E 1918.60 FT; TH S 65D 07M 43S E 1139.79 FT AND S 25D 07M 41S W 290.68 FT TO CL MASON RUN DRAIN BEING POB; TH E ALG CL 600 FT M/L TO E LI PRIVATE CLAIM 571; TH S 24D 54M 01S W 1899.47 FT M/L ALG E LI FORD MOTOR CO RR SPUR ALSO BEING A POINT OF CURVATURE; TH ON CURVE TO RIGHT; ARC LENGTH OF 498.37 FT; ARC ANGLE 15D 08M 58S RADIUS 1884.86 FT; CHORD BEARING N 04D 35M 48S W: ;TH N 02D 54M 41S E 1477.25 FT TO CL MASON RUN DRAIN; TH S 66D 47M 19S E 221.31 FT TO POB CONT 18.602 ACRES M/L AND SUBJECT TO EASEMENTS OF RECORD.

Parcel 3: Parcel No. 59-01892-006

COMM AT NW COR E ELM AVE & DETROIT AVE; TH S 39D 12M 53S E 606.08 FT ALG N R/O/W LI ELM AVE; TH ALG SD R/O/W LI S 35D 30M 53S E 758.05 FT ALG N R/O/W LI TO POINT OF CURVATURE; TH ALG CURVE TO LEFT; RADIUS DIST 2780.90 FT; ARC DIST 3.36 FT; CHORD BEAR & DIST S 35D 32M 58S E 3.36 FT; TH S 62D 25M 03S E 508.93 FT TO E LI PC 571; TH N 24D 54M 01S E 484.27 FT TO N LI RR SPUR FOR POB; (L 246 P 2 REG/DEEDS) ;TH N 24D 54M 01S E 1884.55 FT ALG SD LI TO APPROX S BANK MASON RUN; TH S APPROX 389 FT TO W R/O/W LI I-75 DIST ALG S BANK MORE DIRECTLY DESC AS BEING S 62D 35M 50S E 387.13 FT; TH ON CURVE TO RIGHT; RADIUS DIST 13072.13 FT; ARC DIST 1742.10 FT; CHORD BEAR & DIST S 27D 33M 09S W 1740.81 FT; TH S 31D 22M 13S W 410.59 FT ALG SD R/O/W LI TO N LI SD RR SPUR; TH ON CURVE TO RIGHT; RADIUS DIST 1884.86 FT; ARC DIST 382.18 FT; CHORD BEAR & DIST N 18D 02M 49S W 381.53 FT ALG SD N LI TO POB CONT 16.637 ACRES M/L & SUBJECT TO HIGHWAYS & EASEMENTS OF RECORD.



Geographic Information System (GIS)
Engineering Department

1 inch = 1,249 feet

October 1, 2013

City of Monroe



DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various cities, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City of Monroe does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City of Monroe does not represent that the GIS data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of data provided.