
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, NOVEMBER 4, 2013
7:30 P.M.**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PROCLAMATION.

248 "Homeless Awareness Week" – November 10 – 17, 2013.

V. PUBLIC HEARINGS.

VI. COUNCIL ACTION.

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 October 21, 2013 and the Minutes of the Regular Council Meeting held on October 21, 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.

249 Humane Society of Monroe County Gobble Wobble & Turkey Trot.

1. Communication from the City Manager's Office, submitting a request from the Humane Society of Monroe County for permission to hold a Gobble Wobble & Turkey Trot walk/run event at St. Mary's Park on November 16, 2013 at 10:00 a.m., to use the park, picnic shelter, parking lot and the Elm Avenue bike path, and recommending that Council approve the request contingent upon items being met as outlined by the administration, subject to costs recovery & fee waivers in accordance with City Council adopted policy, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

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

250 Approval of a Professional Services Agreement for Electrical Inspection and Plan Review Services.

1. Communication from the Director of Economic & Community Development, submitting a proposed Professional Services Agreement for Electrical Inspection and Plan Review Services, and recommending that Council approve the proposed Professional Services Agreement with Mr. Anthony Dawes to provide contracted electrical inspection and plan review services, and authorize the City Manager to execute the Agreement subject to final review and recommendation by the City Attorney.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

251 Competitive Grant Assistance Program Resolution.

1. Communication from the Finance Director, submitting a proposed resolution to accept a Competitive Grant Assistance Program Grant for additional funding to enhance the information technology services provided by the Monroe County IT Department, and recommending that Council approve the attached Resolution Accepting the CGAP Grant.
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. ADJOURNMENT.

**CITY OF MONROE
REGULAR COUNCIL MEETING
MONDAY, OCTOBER 21, 2013**

Regular meeting of the City Council of the City of Monroe, Michigan held on Monday, October 21, 2013 at 7:30 p.m. in the City Hall Council Chambers.

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

Sharon C. Malotky, Deputy Clerk, gave the invocation.

Mayor Clark led the Pledge of Allegiance.

Sharon C Malotky, Deputy City Clerk announced that the presentation by John Patterson has been removed from the agenda.

Presentation.

Presentation by Loretta LaPointe, Recreation Manager regarding the City of Monroe Parks Volunteer Program.

Public Hearing.

241 This being the date set to hear public comments on the Transfer of an Industrial Facilities Tax Exemption Certification for existing real property and for new real and personal property, pursuant to Public Act 198 of 1974, as amended, from PreBesto Homes, LLC to Hanwha L&C Alabama, LLC for the property located at 1530 E. Front Street, Monroe, Michigan, parcel #49-01498-003, and there being no comments on file in writing in the Clerk-Treasurer's Office, the Mayor declared the hearing open.

Council Member Molenda said it would be appropriate to have the Director of Economic & Community Development to highlight this project.

Dan Swallow, Director of Economic & Community Development explained that this project is related to what was a vacant building on the east side of the community near I75, located at 1530 East Front Street, the former home of manufactured home producers, ProBesto Homes, LLC and that is why they are referenced in this action. He said that the tax abatement is from Hanwha L&C, Alabama and their parent company is in South Korea. He noted that they are an auto parts supplier of glass fiber mat reinforced thermal plastics or expanded polypropylene, like headliners, dash components, door parts, etc. He said it will hopefully be an original equipment manufacturer; maybe to supply some of the big 3 automobile manufactures some of the component parts. He noted that they're looking to grow their business here in Monroe, they've purchased the building and they're investing significant amount of money to bring the vacant facility up to a state of the art manufacturing facility; it represents about an 8.2 million dollar investment to buy the company. He noted that after a review with staff and the Economic Development Review Committee, the recommendation is that Council grant this abatement; not only the transfer from ProBesto Homes, LLC to Hanwha L&C, but that there is a remainder of a prior abatement that was granted to this facility and also a new 12 year abatement through the industrial facility exemption process, which is a 15% reduction in the

milage rate that they would pay for new equipment. He said that the city would receive full rate tax revenue on existing equipment.

There being two persons present commenting and no comments on file in writing in the Clerk-Treasurer's Office, the Mayor declared the public hearing closed.

Council Action.

226 Tabled at the October 7, 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 Hall that Item 226 be tabled until the next regular meeting on October 21, 2013.

It was moved by Council Member Molenda and seconded by Council Member Hall that item 226 be removed from the table for further discussion.

Ayes: 7 Nays: 0

Motion carried.

Council Member Molenda said that he moved to table this item due to late review and suggestions that were submitted. He said that the changes have been made and Council has had a chance to review.

It was moved by Council Member Molenda and seconded by Council Member Hall that item 226 be accepted, placed on file and the recommendation be carried out.

Ayes: 7 Nays: 0

Motion carried.

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 October 7, 2013.

B. Approval of payments to vendors in the amount of \$814,249.72.

Action: Bills be allowed and warrants drawn on the various accounts for their payment.

241 Approval of an Industrial Facilities Property Tax Exemption for Hanwha L&C Alabama, LLC for its Facility Located at 1530 East Front Street.

1. Communication from the Director of Economic & Community Development, submitting a proposed resolution to approve an application for transfer of Industrial Facilities Property Tax Exemption for Hanwha L&C Alabama, LLC for its facility located at 1530 East Front Street, and recommending that Council approve the transfer of Industrial Facilities Exemption Certificate #2002-466 for the existing property from PreBesto Homes, LLC to Hanwha L&C Alabama, LLC for the 2013 tax year in the form of the attached resolution: following consideration of any comments received at the public hearing, and further recommending that Council approve a new Industrial Facilities

Exemption for Hanwha L&C Alabama, LLC for their facility located at 1530 E. Front Street for a period of 12-years, in the form of the attached resolution and authorize the Mayor and Clerk-Treasurer to complete the requisite documentation and Agreement; following consideration of any comments received at the public hearing.

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

242 Huron Valley Sport Fishing Club Banner Request.

1. Communication from the City Manager's Office, submitting a request from the Huron Valley Sport Fishing Club for permission to display a banner across Monroe Street from January 20 – February 9, 2014 announcing their expo on February 8 & 9, 2014, and recommending approval of the request.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

243 Monroe Catholic Elementary Schools PTO School Event.

1. Communication from the City Manager's Office, submitting a request from Kimberly Blackmore, MCESW Hospitality Coordinator, on behalf of the Monroe Catholic Elementary Schools PTO for permission to use St. Mary's Parking Lot for a school event on October 25, 2013, and recommending that Council approve the request contingent upon items being met as outlined by the administration, subject to no additional overtime on other costs to the city, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

244 Department of Public Services Vehicle Purchases.

1. Communication from the Director of Engineering & Public Services, submitting a request to replace four (4) full size pickup trucks used for regular DPS work activities, the Engineering Department's survey pickup and a unit for the Waste Water Treatment Department and three (3) one-ton dump trucks used by DPS for cold patching, and recommending that Council authorize the purchase of one (1) 2014 Ford F350 truck with custom body in the amount of \$27,746 and a total of six (6) 2014 Ford F250 trucks in the total amount of \$118,407 from Signature Ford of Owosso, and that the Director of Engineering & Public Services be authorized to prepare a purchase order for the above amount.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

245 Consider Awarding Community Development Block Grant FIX Projects to Williams Painting Co.

1. Communication from the Director of Economic & Community Development, submitting a request for the consideration of awarding two (2) Community Development Block Grant FIX Projects to Williams Painting Co., and recommending that Council award the Community Development Block Grant FIX contracts to Williams Painting for both projects with a budget of \$24,080 plus an additional \$919 in contingencies for the East Third Street project and a budget of \$20,058 plus an

additional \$4,012 in contingencies for the Winchester Avenue project, and further recommending that Council authorize staff to take the necessary steps to complete each project in compliance with federal regulations, including drafting agreements to be signed by each homeowner and contractor.

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

246 Refuse Collection Contract – Three-Year-Extension Award.

1. Communication from the Director of Engineering & Public Services, submitting a request to extend the current Refuse Collection Contract with Waste Management for a three-year term, and recommending that Council authorize a three-year extension of the Refuse Collection Contract through February 28, 2017 to Waste Management, Inc. as provided for in the attached documentation.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

247 Sawyer House Restoration Contractor Agreement.

1. Communication from the Finance Director, submitting an agreement for repairs to the Sawyer House, and recommending that Council authorize waiving the bid process and entering into a contract with Belfor Property Restoration for the repairs to the Sawyer House required as a result of the July 20, 2013 fire and water damage that will be covered by insurance, with the contract to be approved by the City Attorney, and that the City Manager be authorized to execute any necessary agreements related to the repair project.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

It was moved by Council Member Molenda and seconded by Council Member Hensley that all items of the Consent Agenda be approved as indicated.

Ayes: 7 Nays: 0

Motion carried.

Mayor's Comments.

Mayor Clark noted that the Monroe Area Soccer Association, MASA has given a check in the amount of \$350 to the City of Monroe and said that we receive them periodically, almost quarterly, to put back into our recreation program. He also noted that the leaf bag distribution has been very successful this year.

Citizens Comments.

Bob Vergiels, commented on the "Make a Difference" breakfast at Manor School on Friday, October 25th from 7:15 a.m. to 8:30 a.m. and asked the Fourth Grade leader's to make a presentation to Mayor and Council.

Mayor Clark recognized the Monroe County Community College students who were in attendance at the meeting.

Ken Laird, 815 W. Front Street commented on the Monroe CYO Soccer League and on the lighting on the south side of Monroe Environmental.

Closed Executive Session.

It was moved by Council Member McKart and seconded by Council Member Kansier that Council go into Closed Executive Session to discuss potential property acquisition at 8:01 p.m.

Ayes: 7 Nays: 0

Motion carried.

It was moved Council Member Hall and seconded by Council Member Beneteau that Council reconvene to open session at 8:49 p.m.

Ayes: 7 Nays: 0

Motion carried.

Adjournment.

It was moved by Council Member Beneteau and seconded by Council Member Hall that the meeting adjourn at 8:50 p.m. until the next Regular Meeting on Monday, November 4, 2013 at 7:30 p.m.

Ayes: 7 Nays: 0

Motion carried.

Sharon C. Malotky
City Deputy Clerk

Robert E. Clark
Mayor

**CITY OF MONROE
COUNCIL WORK SESSION
MONDAY, OCTOBER 21, 2013**

Work Session of the City Council of the City of Monroe, Michigan held on Monday, October 21, 2013 at 6:00 p.m. in the City Council Chambers.

Present: Council Members Molenda, Kansier, Beneteau (arrived at 6:11 p.m.), Hensley, McKart, Hall and Mayor Clark.

Also Present: George Brown, City Manager
Tom Ready, City Attorney
Peggy Howard, Director of Human Resources
Ed Sell, Finance Director

Mayor Clark noted that Council will hear from Peggy Howard, Director of Human Resources regarding the provision of the Affordable Care Act related to dependent coverage until age 26 and from Ed Sell, Finance Director regarding Microsoft Surface Tablet Orientation.

Following the presentation and orientation, the meeting adjourned at 7:18 p.m.

Sharon C. Malotky
Deputy City Clerk

Robert E. Clark
Mayor

PROCLAMATION

- WHEREAS,** every day there are men, women, and children in Monroe County who do not have a place they can call home; and

- WHEREAS,** every year, public and private agencies observe Homeless Awareness Week to increase awareness and focus attention on the needs of homeless individuals and families; and

- WHEREAS,** The Monroe County Network on Homelessness and the Monroe County Ten Year Planning Committee’s vision is to prevent and eliminate homelessness so that every person in our community has a home that is safe, affordable and accessible and a continuum of supportive services is available to build self-sufficiency and ensure that the housing is sustained; and

- WHEREAS,** the Monroe City Council recognizes that hunger and homelessness continues to be a serious problem for many individuals and families in Monroe. The annual Point-in-Time count reported 137 sheltered and 3 unsheltered individuals throughout Monroe County; and

- WHEREAS,** accomplishments in 2012 included the opening of Paula’s House II, MCOP celebrated its 50th *Bridge Out of Poverty* graduate, and the Emergency Shelter System provided 35,091 nights of shelter stay between the Salvation Army, Sunrise House, Fairview, and the Philadelphia House; and

- WHEREAS,** the City of Monroe supports the vision of the Monroe County Network on Homelessness and the Ten Year Planning Committee to end homelessness and we pledge our continued support to seek solutions to eradicate homelessness.

NOW, THEREFORE, I, Robert E. Clark, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim the week of November 10 - 17, 2013 as “**HOMELESS AWARENESS WEEK**” in Monroe, and we encourage all citizens to recognize and support the efforts of service agencies working toward ending homelessness.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 4th day of November 2013.

Council Members:	<hr style="width: 200px; margin: 0 auto;"/> Robert E. Clark, Mayor
<hr style="width: 200px; margin: 0 auto;"/> Jeffery A. Hensley, Precinct 1	<hr style="width: 200px; margin: 0 auto;"/> Jerry McKart, Precinct 2
<hr style="width: 200px; margin: 0 auto;"/> Willie R. Hall, Precinct 3	<hr style="width: 200px; margin: 0 auto;"/> Jeremy J. Molenda, Precinct 4
<hr style="width: 200px; margin: 0 auto;"/> James R. Kansier, Precinct 5	<hr style="width: 200px; margin: 0 auto;"/> Brian P. Beneteau, Precinct 6



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE HUMANE SOCIETY OF MONROE COUNTY FOR PERMISSION TO HOLD A GOBBLE WOBBLE & TURKEY TROT AT ST. MARY'S PARK ON NOVEMBER 16, 2013

DISCUSSION: The City received a request from Wendy Bullen-Beaubien, Director of Operations for the Humane Society, for permission to hold a Gobble Wobble (walk) and Turkey Trot (run) at St. Mary's Park on November 16, 2013 at 10:00 a.m. Specifically the request is to hold a walk/run event beginning at St. Mary's Park, use of the park, picnic shelter, parking lot, and the Elm Avenue bike path.

The request was reviewed by the administrative staff and there were no objections subject to special event application, all insurance requirements are met, proper permits are obtained, and **receipt of deposit in full of estimated costs no later than 14 days prior to event.**

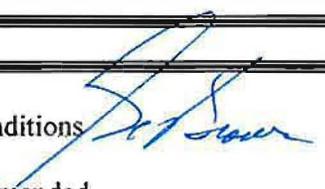
The Police Department has no objections to the event and there is no need for police presence at this event. The Squad Supervisor will be informed of the event so they can make periodic checks of this event.

The Department of Engineering and Public Services has no objections to this event. **Applicant should be made aware that the restrooms will be closed for the season and unavallable.**

The Recreation Department has reviewed the request and has no objections to the event. The park and shelter have been reserved. The cost for the rental of the picnic shelter is \$55.00 (\$105.00 less 50% discount for non-profit).

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

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

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

FINANCES

COST AND REVENUE PROJECTIONS:

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

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

Budget Approval: _____

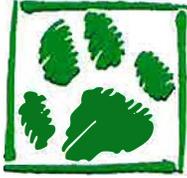
FACT SHEET PREPARED BY: City Manager's Office

DATE: 10/29/13

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 11/4/13



Humane Society

of Monroe County

Thursday, October 17, 2013

City of Monroe
Special Events Permit Required Information

The Humane Society of Monroe County is requesting the use of St. Mary's Park & Picnic shelter along with the Elm Avenue bike path downtown. We would like to hold a Gobble Wobble (walk) & Turkey Trot (run) to raise funds for our animal shelter. We would like to use the park, Elm avenue bike path, and picnic shelter on November 16, 2013.

We plan to use the parking area next to the park for our participants and the public for parking. HSMC will have signs up that state where to park with arrows etc. As far as waste disposal, we would have no issue bagging up any garbage and taking it with us to our own dumpsters located at 833 N. Telegraph Rd., 48162 and/or 15649 S. Telegraph Rd., 48161. Many volunteers will be on-hand along with HSMC employees to ensure it is a peaceful event & to clean up after ourselves.

Our goal is to have a healthy event to raise money for our animals but at the same time show off our beautiful city parks & the River Raisin. We want to bring people from in and around the county to this event to bring them together for a great cause and a lot of fun. We hope to be able to let participants bring their dogs with three specific rules in place that they must be on a leash, no aggressive animals allowed, and all deposits must be picked up off the ground in doggy poop bags. We will have watering stations along the bike path for both dogs and people to get water refreshments.

If I have missed any points that need to be explained, please do not hesitate to call me. Thank you for your time and cooperation with this fundraiser. We sincerely appreciate all you do.

Sincerely,

Wendy Bullen-Beaubien
Director of Operations
Humane Society of Monroe County
(734) 240-0562
hsmcdirector@monroehumane.com

P.O. Box 1457 Monroe, Michigan 48161
Telephone: 734-240-0562 Fax : 734-243-1696
www.monroehumane.com

RECEIVED
OCT 23 2013
MAYOR'S OFFICE

RECEIVED

OCT 22 2013

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

BUILDING DEPARTMENT
City of Monroe, Mich.

Name of Applicant (Organization): Humane Society of Monroe County

Contact Person: Wendy Bullen-Beaubien, Director

Address: P.O. Box 1457, Monroe, MI 48161

Phone: 734-240-0562 Fax: 734-240-0560

Dates Requested: November 16, 2013

Location Requested: City Park Private Property Public Property (03.4.11)

PROJECT LOCATION (Address): W. Elm Ave & N. Monroe St.

PROPERTY OWNER INFORMATION & Elm Ave Bike Path

Name: N/A City of Monroe

Address: _____

Phone: _____ Fax: _____

St. Mary's Park

EVENT DESCRIPTION:

Gobble Wobble (walk) & Turkey trot (Run)
Bake Sale w/ beverages under the Picnic
Shelter along w/ merchandise sales. Prizes
awarded to winners of the run & costume contest.

TYPE OF BUSINESS ON SITE: non-profit

Application Fee \$ 150.00

\$20.00 wk \$

Total Fee \$ 150.00

* Reserved through the Recreation Dept. Contact Loretta Lapointe

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

OWNER: _____

DATE: _____

APPLICANT: Wendy Bullen-Beaubien

DATE: 10/16/13

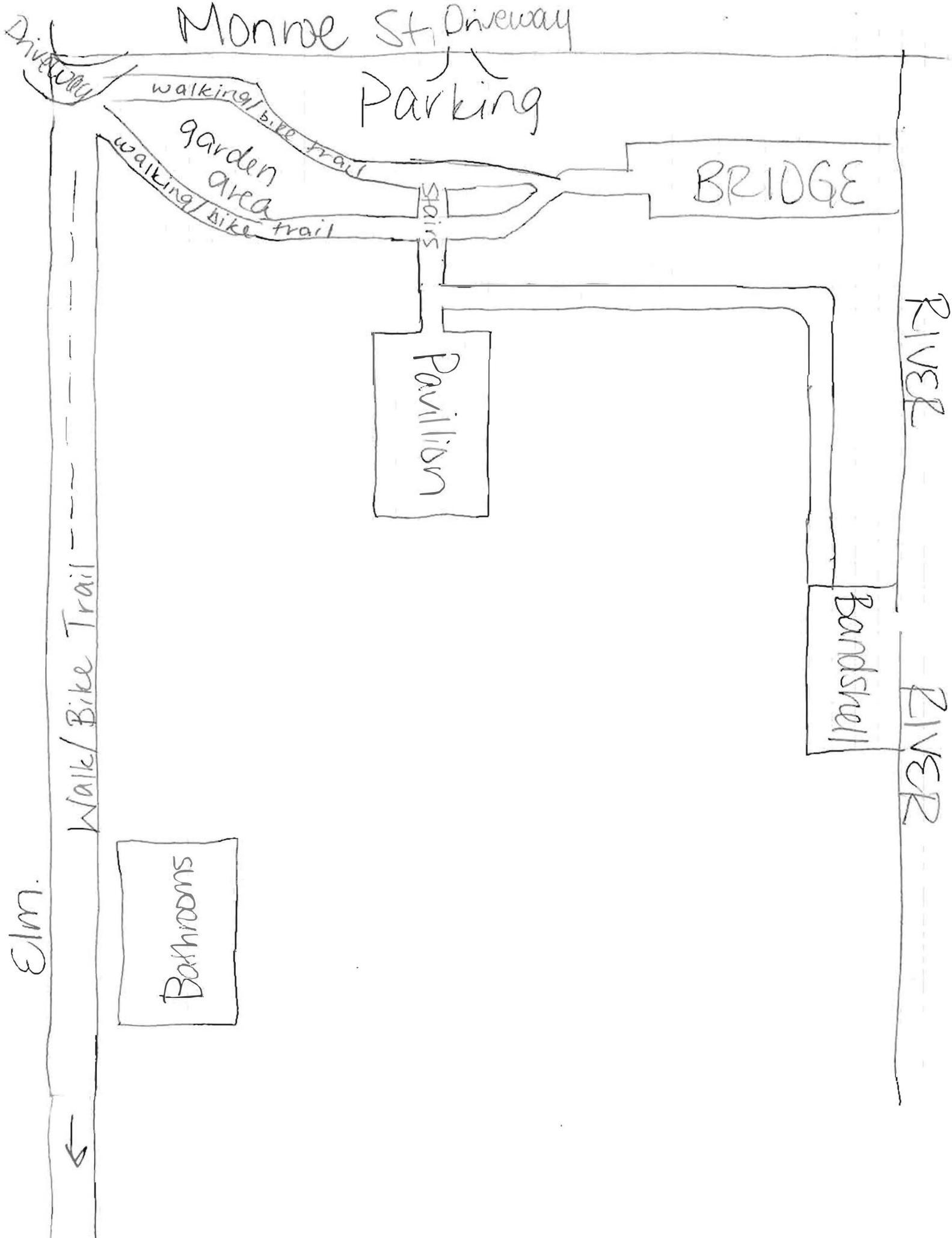


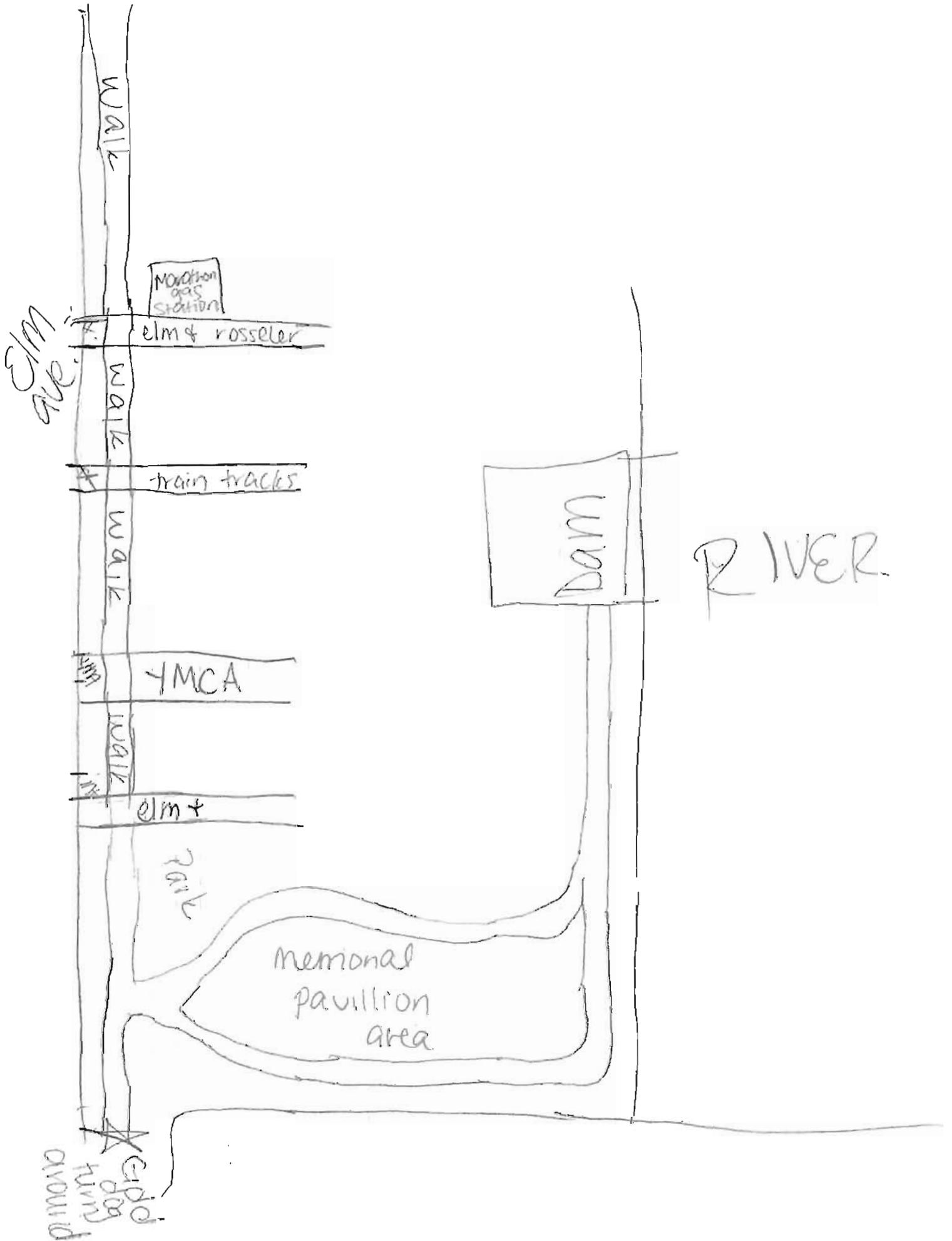
Humane Society

of Monroe County

Gobble Wobble & Turkey Trot Walk/Run description:

- Registration pick up begins at 8:30AM
 - The run will begin at 10:00AM with waves leaving every 5 minutes.
- 1) The run will begin at the sign of St. Mary's Park located after the parking lot on Elm Ave Bike Path.
 - 2) They will start walking and running towards the bathrooms located on the park.
 - 3) Once they pass the bathrooms they continue on the path going towards Marathon Gas Station located on the corner of Elm and Rossler.
 - 4) They will then continue and pass a set of train tracks just past the intersection of Elm and Rossler.
 - 5) Once they go over the train tracks they will come upon the YMCAs driveway.
 - 6) Past the driveway they will continue to pass the Elm and Custer Dr. intersection they do not have to go through the intersection because they are on the other side of the intersection.
 - 7) Then they will go underneath the bridge located just past the intersection and continue the walk and run heading towards Veteran's Park.
 - 8) They will come up to the veteran's park and continue heading towards the West Elm Ave Fire Station
 - 9) Just past the park they will see a gold dog located on the West Elm Ave Fire Stations lawn. This is going to be where the participants can get some refreshments and then this is the point where the participants turn around and head back to the starting point.





City of Monroe

120 E. First Street

Monroe, MI 48161-2169

(734) 384-9186

Building Department

Invoice For Permit: PBD-13-1132

Date: 10/23/2013

Pay by Account In Full



Pay by Account In Full

\$ 150.00

HUMANE SOCIETY OF MONROE COUNTY

P O BOX 1457

Monroe MI 48161

Invoice Number	Permit Number	Address	Amount Due
00040110	PBD-13-1132	103 W ELM AVE	\$ 150.00



Fee Details:	Quantity	Description	Balance
	1.00	Special Event	\$ 150.00

Total Amount Due	\$ 150.00
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*pd 10-23-13
ck #6927*

MEMORANDUM

TO: G. Brown
T. Ready
P. Lewis
G. Morgel

FROM: City Clerk/Treasurer's Office

DATE: October 23, 2013

SUBJECT: Application for Charitable Solicitations Permit

Attached for your information and review is a copy of an Application for a Charitable Solicitations Permit submitted by the Humane Society of Monroe.

Activity: Request permission to hold a fundraiser on Saturday, November 16, 2013 to raise money for homeless animals at the Humane Society of Monroe County Shelter at St. Mary's Park. (See attached).

Please provide your comments and return to the Clerk/Treasurer's Office as soon as possible.

Thank you.

COMMENTS:

(Signature)

(Date)

APPLICATION FOR CHARITABLE SOLICITATIONS PERMIT

Date Approved: _____

Charles D. Evans - Clerk/Treasurer
City Hall, City of Monroe
120 East First Street, Monroe, MI 48161
(734) 243-0700, ext. 2136 or 2138

Permit # _____

Issued _____

Date of Application: 10-17-13

Answer all of the following questions, or state why such information cannot be furnished.

1. Name of Applicant (Organization): Humane Society of Monroe County
Address: P.O. Box 457, Monroe, MI 48161
Telephone Number: (734) 240-0562 (or 833 N. Telegraph)
48162

2. If the applicant is not an individual, state names and addresses of the applicant's principal officers and manager:
Jerry W. Kovach Linda Bissen
511 E. EM Ave, Monroe, MI 48162 5755 Oakville Waltz Rd. 48164 New Boston
Karen Feldman Jane Wellington
780 St. Anne Lane, Monroe 48162 4882 W. NINE Mile Rd. Irons, MI 48164
Wendy Bullen-Beaubien, 8932 Whitewood, Temperance 48182, Director

Please See Attached

3. State the purpose of the solicitation and the use or disposition to be made of any receipts therefrom:
To raise money for the homeless animals
at the Humane Society of Monroe Co. Shelter.

4. State the name(s) of the persons by whom the receipts of the solicitation will be disbursed:
Wendy Bullen-Beaubien
Jerry W. Kovach

5. State the names and addresses of the person or person who will be in direct charge of coordinating the solicitation:
Wendy Bullen-Beaubien
8932 whitewood
Temperance, MI 48182

6. Describe the method or methods to be used in coordinating the solicitation.
Will obtain Special Events permit to use St. Man's
Park. Will Sell Home Logo Merchandise &
Bake Sale Items.

RECEIVED
CHARLES D. EVANS

10-22-13
2:22 PM

7. Dates of proposed solicitation:

Beginning: November 16, 2013 Ending: Nov. 16, 2013

8. Times of proposed solicitation:

Beginning: 9:00 AM Ending: 4 pm

9. Will all net proceeds derived from the solicitations be used exclusively for charitable purposes?

YES Yes NO _____

10. Will any of the gross proceeds derived from the solicitation be divided in any way with the persons who actually make the solicitation?

YES _____ NO NO _____

If yes, (1) _____ is such division of proceeds done as compensation for services, or (2) _____ is such division of proceeds pursuant to an equal division of funds which the applicant regularly distributes to its membership?

11. Will the proceed of the solicitation be divided, or in any manner shared, either directly or indirectly, with any person or organization other than the applicant for the permit or the person or organization for whose benefit the solicitation is made?

YES _____ NO NO _____

12. Will the expenses incidental to the solicitation exceed twenty five percent (25%) of the gross proceeds, or where the solicitation is incidental to the sale of something claimed to be of value, will the expenses incidental to the solicitation exceed twenty five percent (25%) of the difference between the gross proceeds and the cost to the applicant of the things for value?

YES _____ NO NO _____

I swear that the above answers are true and complete. I further state that I am aware that the granting of a permit pursuant to this application is not an endorsement by the City of Monroe or either the purpose of the solicitation or the persons making the solicitation, and that any such representation is subject to the provisions for revocation of the permit and criminal liability. I further state that I am aware of the regulations governing charitable solicitation, as set forth in City of Monroe Ordinance No .81-013.

Karen Feldman
NOTARIZED SIGNATURE OF APPLICANT

Subscribed and sworn to before me, on _____, 200_____.

_____, Notary Public

My Commission Expires: _____



Humane Society

of Monroe County

Application for Charitable Solicitations Permit

Board Member Information:

Karen Feldman
Vice President
780 St. Anne Lane
Monroe, MI 48162

Linda Bissen
Secretary
5755 Oakville Waltz Rd.
New Boston, MI 48164

Jane Wellington
4882 W. Nine Mile Rd.
Irons, MI 49644

Jerry W. Kovach
Treasurer
511 E. Elm Ave
Monroe, MI 48162

Director of Operations Information:

Wendy Bullen-Beaubien
Director of Operations
8932 Whitewood
Temperance, MI 48182

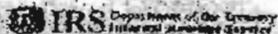
HSMC Mailing Address:
P.O. Box 1457
Monroe, MI 48161

The Board of Directors is aware that we are requesting to have a "Gobble Wobble (walk) & Turkey Trot (run)" at St. Mary's Park. They are aware that our goal is to raise funds for the HSMC animals and shelter. We will be raising funds by charging for registration to the race, selling HSMC logo items, and bake sale goods at the event on November 16, 2013. The funds will be deposited 100% into the Humane Society of Monroe County checking account & used for HSMC purposes.

x *Karen Feldman*
Karen Feldman, Vice President

10-22-13

Date 10-22-2013



Department of the Treasury
Internal Revenue Service
P.O. Box 2500, Room 4810
Cincinnati OH 45201

In reply refer to: 4077550279
Oct. 20, 2011 LTR 4168C 0
38-4965565 000000 00.

09026361
BODC: TE

HUMAN SOCIETY OF MONROE COUNTY INC
PO BOX 1457
MONROE WI 53161-4457

Employer Identification Number: 38-6045565
Person to Contact: Sophie Brown
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Aug. 12, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in October 1990.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/ee for information regarding filing requirements. Specifically, section 6033(a) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(a) of the Code on our website beginning in early 2011.

Memorandum

To: Thomas C. Moore III, Chief of Police
From: Lt. Gregory N. Morgel
CC: Patricia Weaver, Executive Secretary to the Mayor/Manager City of Monroe
Date: October 24, 2013
Re: **Staff Study: Humane Society of Monroe County "Gobble Wobble" & "Turkey Trot"**

I have reviewed the event request from the Humane Society of Monroe County to host an event at St. Mary's Park on Saturday, November 16, 2013 from 8:00 am - 2:00 pm. The majority of the event will be held at the park and along the bike path along the River Raisin. The event will consist of a charitable solicitations run and walk. The event will not require any dedicated police presence.

The runners and walkers will begin at St. Mary's Park and run or walk westbound using the bike path and sidewalks on the south side of West Elm Avenue. When the participants reach the Westside Fire Station at 1775 North Custer Road, they will turn around and head back to St. Mary's Park using the same route.

I do not have any objections to this event as planned. The event as detailed will not create any unusual problems or issues for the Police Department.

As long as all applicable permits are secured, I recommend approval of this event.

I will advise the "6a-6p" squad supervisor of this event, so he is aware of it. I will also inform the supervisor to have his squad make periodic checks of this event.

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

EVENT ORGANIZER: **Wendy Bullen-Beaubien**
Director of Operations for the Humane Society of Monroe
Office TX: 734-240-0562



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Approval of a Professional Services Agreement for Electrical Inspection and Plan Review Services

DISCUSSION: The City of Monroe conducts 725 electrical inspections in an average year (Low: 424 in 2010, High: 893 in 2006) based on between 125 and 200 electrical permits, which generate between \$15,000 and \$30,000 in revenue. These inspections have traditionally been done by a full-time Electrical Inspector with a contractually set annual salary of \$59,402 plus benefits (30.46/hr + benefits). Because the electrical permit revenues clearly do not cover expenses, this employee was assigned work in the rental inspection program and maintenance supervision of City Hall and other City facilities to fill out a full-time schedule. The employee that held the Electrical Inspector position has since moved to another position within the Department of Public Services. While this employee has been able to cover electrical inspections on a temporary basis, the job description within the Department of Public Services demands a full time commitment. Therefore, the Building Department must find another means to cover the electrical inspection and plan review services.

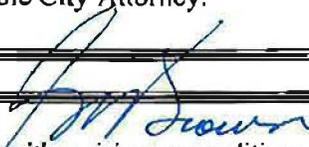
Without sufficient revenue to cover a full-time position, alternatives that were explored included a professional services agreement with a contractor to provide electrical inspection and plan review services, or a part-time City Employee. City administration is recommending that a contractor be engaged because it provides the most flexibility for the City in terms of payment options and work schedule, and minimizes administrative requirements. A request for proposals was advertised which resulted in three responses, of which only one was deemed acceptable. However, administration was not able to reach acceptable terms related to the flexibility of services provided, schedule, personnel assigned as the inspector, and requested hourly rate(s).

Subsequently, Mr. Anthony Dawes submitted his credentials (resume attached) and his interest in providing electrical inspection and plan review services for the City. Mr. Dawes is highly qualified and was able to offer more flexible terms in meeting the service requirements of the City. He holds Master Electrician and Electrical Inspector registrations with the State of Michigan, and has worked in a variety of residential, commercial and industrial settings. Mr. Dawes currently provides electrical inspection services for the Village of South Rockwood on a contractual basis and resides nearby, allowing him to provide quick response if needed. He is pursuing a graduate level degree and as a student has a flexible schedule that allows him to work with the City Building Department in establishing a beneficial inspection schedule for the permit holders.

The attached Professional Services Agreement outlines the scope of work, schedule of work, compensation, indemnification, and termination rights. As currently proposed, the City will pay Mr. Dawes 80% of the electrical permit fees collected for inspection and plan review services, with an optional \$40.00/hr rate for non-permit related work. The projected electrical permit revenue for FY 2013-14 is \$24,000, resulting in projected fees paid under this Agreement of \$19,200. There is anticipated non-permit related (optional) services of at least \$1,200 / 30 hours, resulting in an estimated total estimated cost of \$20,400. The optional services must be pre-approved by the City. As an independent contractor, Mr. Dawes is not eligible for any employee benefits and he is responsible for paying his own taxes.

IT IS RECOMMENDED that the City Council approve the proposed Professional Services Agreement with Mr. Anthony Dawes to provide contracted electrical inspection and plan review services, and authorize the City Manager to execute the Agreement subject to final review and recommendation by the City Attorney.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: November 4, 2013

REASON FOR DEADLINE: Relieve Department of Public Service employee of extra electrical inspection duties.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N.A.

INITIATED BY: Economic and Community Development Division

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Building Department, Electrical Inspections Program, Electrical contractors and homeowners conducting electrical work in the City.

FINANCES

<u>COST AND REVENUE PROJECTIONS:</u>		
	Cost of Total Project	\$ 20,535.00*
	Cost of This Project Approval	\$ 135.00**
	Related Annual Operating Cost	\$ 0
	Increased Revenue Expected/Year	\$ 0

* **ESTIMATED**- Based on 80% of projected annual permit revenues. Actual costs will vary with actual permit revenues.

** Cost of insurance premium, which is non-refundable.

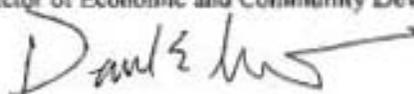
<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Building Safety Fund	General Contracted Services	249-65.371-818.020	\$20,400.00*
	<u>Other Funds</u>		
Building Safety Fund	Insurance Premium	249-65.371-910.000	\$ 135.00**

Budget Approval: 

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

DATE: 10/29/2013

REVIEWED BY: George Brown, City Manager



DATE:

COUNCIL MEETING DATE: November 4, 2013

**CITY OF MONROE
PROFESSIONAL SERVICES AGREEMENT
Electrical Inspection and Plan Review Services**

1. **Parties and Date.** This Agreement is made effective as of the ____ day of November, 2013, by and between CITY OF MONROE, MICHIGAN, a municipal corporation (“City”), and MR. ANTHONY DAWES, a sole proprietor (“Contractor”).
2. **General Purpose and Intent.** The purpose of this Agreement is to engage a qualified contractor to provide electrical inspections, plan review services and Building Department counter assistance to electrical permit applicants. The City’s goal for building and trade inspections is to minimize response time and provide a high level of customer service in a cost conscious manner by utilizing contracted services in the areas of electrical inspections, electrical plan review services, and counter assistance.
3. **Services by Contractor.**
 - a. Contractor shall perform the services described in the Scope of Work attached hereto as **Exhibit “A”** (the “Scope of Work”). The services performed by the Contractor shall not exceed the Scope of Work without prior written authorization from the City.
 - b. The City may from time to time require changes or modifications in the Scope of Work. Such changes, including any decrease or increase in the amount of compensation, shall be agreed to by the parties and incorporated in written amendments to the Agreement.
4. **Schedule of Work.**
 - a. The Contractor will be expected to be “on-call” for electrical inspections in the City **at least** 3, ½ days (4 hour window) out of any 5-day work week. These on-call inspection days shall be provided on a consistent schedule (Exp. Monday-Wednesday-Friday) which is subject to review and approval by the City Building Official or Director of Economic and Community Development. Alternate or reduced schedules may be pre-approved by the City Building Official or Director of Economic and Community Development for weeks with recognized holidays, to accommodate scheduled vacations, or in the event unforeseen illness. In most cases, it is expected that the Contractor will be able to complete inspections within 48-hours of scheduling. In the event of unusually low permit volume the required on-call days may be temporarily reduced to 2-days/week by the City Building Official or Director of Economic and Community Development.
 - b. Plan reviews shall be completed and returned to the City Building Department by the Contractor with documentation of any conditions for approval no later than 10 business days (2 weeks) from the date of receipt. Re-submittals and subsequent plan reviews shall be returned to the City no later than 5 business days (1 week) from the date of receipt.

5. Compensation.

- a. The contractor shall be paid for inspection and plan review services based on a calculation of **80% of the Electrical Permit Fees** collected by the City for which the Contractor provided inspection or plan review services, including the published application fee (See **Exhibit “B”**: City of Monroe Electrical Permit Fee Schedule). Of the 80% payable to the Contractor, 20% will be paid subsequent to the issuance of the permit, 50% subsequent to the completion of rough inspection(s) and 30% subsequent to final inspection. The percentages due at each phase of completion may be modified upon written concurrence of the parties. For larger more complex projects, the payment for the rough and/or final inspection phase(s) may be made in increments relative to the percentage completed of the total rough and/or final inspections needed.
- b. For projects or work without an associated Electrical Permit Fee(s) [E.G.: Health & Safety or Rental Property Inspections], the City hereby agrees to pay Contractor the sum of **\$40.00** per hour. These “extra” services must be pre-approved by the City Building Official or Director of Economic and Community Development.
- c. Fees requested for unsolicited inspections, plan reviews or unapproved services shall not be paid as part of this Agreement.

6. Payment.

- a. The Contractor shall be paid on a two times per month schedule following the City’s regular approval of invoices by the City Council (1st and 3rd Mondays).
- b. Prior to payment approval, the Contractor shall attest to (sign) an itemized list of completed inspections and/or plan reviews. This list shall contain at minimum, the permit applicant’s name, address of the project/work, and date(s) the inspection(s) and/or plan review was completed. The Contractor shall also provide an itemized list of any extra services provided and a complete accounting to the nearest ¼ hour of the time spent providing those services.
- c. The City shall provide an estimated payment amount and anticipated payment date no later than 7-days (one-week) following verification of the services provided by the Contractor. Any discrepancies or disagreement in the proposed payment(s) must be noted by the Contractor no later than the **next** payment cycle (two weeks). The Contractor and City shall attempt to resolve any discrepancy or disagreement in a timely and reasonable manner. The City may reject any payment requests not made in a timely manner.

- 7. Coordination of Contract Documents.** This Agreement consists of this professional services agreement form and Exhibits “A” and “B”. If there is any inconsistency between this professional services agreement form and the Exhibits, the professional services agreement form shall take precedence.

8. Term and Termination of Agreement

- a. This Agreement shall continue for an indeterminate period of time until said Agreement is terminated or suspended by either party as provided for in subsections b. and c. below or by mutual agreement of the parties.
- b. This Agreement may be terminated by the City at any time upon the default of the Contractor or upon public convenience, in which event all finished or unfinished documents, reports, or other material or work of Contractor pursuant to this Agreement shall be submitted to City, and Contractor shall be entitled to just and equitable compensation for any satisfactory work completed prior to the date of termination, not to exceed the total compensation set forth herein. Contractor shall not be entitled to any reallocation of cost, profit or overhead. Contractor shall not in any event be entitled to anticipated profit on work not performed because of such termination. Contractor shall use its best efforts to minimize the compensation payable under this Agreement in the event of such termination. If the Agreement is terminated for default, the Contractor shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default.
- c. The City may suspend this Agreement, at its sole discretion, upon one week's advance notice to Contractor. Such notice shall indicate the anticipated period of suspension. Any reimbursement for expenses incurred due to the suspension shall be limited to the Contractor's reasonable expenses, and shall be subject to verification. The Contractor shall resume performance of services under this Agreement without delay when the suspension period ends.

9. Standard of Care. Contractor represents and warrants that it has the requisite training, skill and experience necessary to provide the services under this Agreement and is appropriately accredited and licensed by all applicable agencies and governmental entities. Specifically, the Contractor warrants that they are a registered Electrical Inspector with the State of Michigan Bureau of Construction Codes and will maintain this registration throughout the term of this Agreement at the Contractor's cost. Any training required to continue this registration will also be completed by the Contractor at the Contractor's cost. Services provided by Contractor under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in similar circumstances.

10. Vehicle Use. The Contractor shall utilize its own vehicle(s) for conducting the inspection services outlined in this Agreement and shall be responsible for procuring and maintaining the necessary insurance specified below in Section 13, Insurance.

11. Ownership of Work Product. All data, materials, reports, memoranda, and other documents developed under this Agreement whether finished or not shall become the property of City, shall be forwarded to City at its request and may be used by City as it sees fit. Upon termination of this Agreement pursuant to paragraph 8 above, all finished or unfinished documents, reports, or other material or work of Contractor pursuant to this Agreement shall be submitted to City. City agrees that if it uses products prepared by Contractor for purposes other than those intended in this Agreement, it does so at its sole risk and it agrees to indemnify and hold Contractor harmless therefore.

12. Indemnification/Hold Harmless. The Contractor, its agents and employees will be required to defend, indemnify and hold the City of Monroe harmless for the cost of the defense of any claim, demand, suit or cause of action arising from the negligence or independent action of the Contractor.

13. Insurance.

- a. The City shall procure and maintain for the duration of this Agreement, General Liability insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees. City's maintenance of insurance shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity. City shall obtain insurance of the type described below:
 - i. General Liability insurance. The Contractor shall be named as an additional insured under the City's General Liability insurance policy with respect to the work performed for the City.
- b. The Contractor shall procure and maintain for the duration of this Agreement Automobile Liability insurance and any required Workers' Compensation insurance. Contractor shall obtain insurance of the types and limits described below:
 - i. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. If necessary, the policy shall be endorsed to provide contractual liability coverage. Contractor shall maintain the following insurance limits:
 1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 - ii. Workers' Compensation coverage as required by the laws of the State of Michigan.
- c. Verification of Coverage. Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

City of Monroe Professional Services Agreement

- d. **Notice of Cancellation.** The Contractor shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- e. **Failure to Maintain Insurance.** Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving 5 business days notice to the Contractor to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

14. Assigning or Subcontracting. Contractor shall not assign, transfer, subcontract or encumber any rights, duties, or interests accruing from this Agreement without the express prior written consent of the City, which consent may be withheld at the City's sole discretion.

15. Independent Contractor. Contractor is and shall be at all times during the term of this Agreement an independent contractor.

16. Notice. Any notice or communication required by this Agreement must be in writing, and may be given either personally, electronically with evidence of receipt, by express delivery service, or by registered or certified mail, return receipt requested. Such notices or communications shall be given to the Parties at their addresses set forth below:

City:
Building Department
City of Monroe
120 E. First Street
Monroe, MI 48161

Contractor:
Mr. Anthony Dawes

17. Disputes. Any action for claims arising out of or relating to this Agreement shall be governed by the laws of the State of Michigan and the venue shall be in Monroe County.

18. Attorneys Fees. In any suit or action instituted to enforce any right granted in this Agreement, each party shall be responsible for its own attorney's fees.

19. Extent of Agreement/Modification. This Agreement, together with the Exhibits or addenda, represents the entire and integrated Agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

Signatures on following page

City of Monroe Professional Services Agreement

CITY OF MONROE:

By: _____

George A. Brown, City Manager

CONTRACTOR:

Mr. Anthony Dawes, sole proprietor

By: _____

Printed Name: _____

EXHIBIT A
Scope of Work
Electrical Inspection and Plan Review Services

Scope of Work

The selected Contractor shall provide electrical inspections, plan review services and counter assistance on a regular basis for the City of Monroe. Such services shall include review of construction drawings to assure compliance with City and State adopted laws and Codes (Exp. Michigan Residential Code and National Electrical Code); interfacing with City Building and Community Development staff; completion of on-site inspections of electrical installations; enforcement of the adopted State electrical code; and responding to electrical code related questions during scheduled office hours. Specific projects may include residential, commercial or industrial projects. Any single job may require one and/or subsequent on-site inspections. The type of proposed work may include new construction, remodel, additions, or rental unit inspections.

On-Site Electrical Inspections

On-site electrical inspection services will primarily include comprehensive field inspection in accordance with the approved documents and Michigan Electrical Codes including, but not limited to, standards in the Michigan Residential Code (MRC) and National Electrical Code (NEC). The Contractor will be responsible for inspecting projects from start to finish and reporting results to the City's Building Department. The City of Monroe Building Department will schedule the inspections, and notify the Contractor the preceding day as to inspection times and locations. The inspection results shall be provided to the City Building Department within 48-hours (2-days) of the scheduled inspections. The contractor will be required to input inspection results into the City's computerized permit tracking system (BS&A Software). The City will provide a city-owned laptop or tablet computer and specific training on the permit tracking system. City support/clerical staff will also be available to provide technical assistance in the event of a system problems or unique data entry situations.

Plan Reviews

The Contractor shall review plans prepared on or on behalf of an applicant for compliance with the State of Michigan Electrical Codes and generally accepted electrical system installation guidelines. When satisfied that the plans can comply with the Michigan Electrical Codes, the Contractor shall recommend approval or revision of the plans, and forward the plans with any recommended conditions to the City Building Department for issuance of a permit.

Extra Services

The City may request "extra" inspection or plan review services for projects or work without associated permit(s). Examples of these extra services include, but are not limited to, health and safety inspections of a suspected dangerous building or electrical system issues at City owned facilities. Additionally, the City currently conducts a rental property inspection program that only has an associated "flat" fee, for which there is not an exclusive electrical

City of Monroe Professional Services Agreement

system inspection component. In these cases, the Contractor may be asked to conduct on-site inspections, review plans and specifications, provide a professional opinion, conduct research on applicable codes, and/or prepare a written report. These services will be tracked and paid on an hourly basis.

EXHIBIT B
City of Monroe Electrical Permit Fee Schedule

7. FEE CLARIFICATIONS

Items #1 and #26 Rough Inspection
 The application fee includes one inspection. If the project requires more than one inspection, as in a trench inspection and a rough, or a rough and a final, the applicant needs to include those fees or you will be billed for them later. Consequently there will be no more inspections done until those fees are paid.

Items #27 & #28 Re-inspection and reactivation
 A re-inspection fee will be charged if the installation does not meet minimum code requirements on the first inspection.
 A reactivation fee will be charged for permits that have expired.

FEE CHART- Enter the number of items being installed, multiply by the unit price for the total fee.

	FEE	#ITEMS	TOTAL		FEE	#ITEMS	TOTAL
1. Application Fee <i>Fee includes one inspection</i>	\$50.00	1	\$50.00	19. 21-50 hp/kva	\$15.00		
2. Service / Panel 0-200 Amp	\$15.00			20. Over 50 hp/kva	\$20.00		
3. 201 - 600 Amp	\$20.00			21. Fire Alarms 0-10 sta	\$50.00		
4. 601 - 800 Amp	\$30.00			22. Fire Alarms over 10	\$5.00 each		
5. 801 - 1200 Amp	\$40.00			23. S-Type Fuse Adap.	\$15.00		
6. Over 1200 Amp GFI	\$50.00			Data/Communication			
7. Circuits	\$5.00			24. 1-19 Devices	\$5.00 each		
8. Outlets per 25	\$6.00			25. 20-300 Devices	\$100.00		
9. Dishwasher	\$5.00			26. Over 300 Devices	\$300.00		
10. Furnace-Unit Heater	\$5.00			27. Conduit only or grounding only	\$45.00		
11. Baseboard Heat /6ft.	\$5.00			28. New House up to 2500 Sq ft	\$200.00		
12. Power Outlet (range, dryer, etc, welder)	\$8.00			29. New House per 1000 Sq ft over 2500	\$100.00		
13. Pool	\$25.00			30. Additional Inspections	\$50.00		
14. Signs / Unit	\$20.00			31. Special/Safety insp.	\$50.00		
15. Letter	\$20.00			32. Final Inspection	\$50.00		
16. Neon - each 25 feet	\$20.00			33. Re-insure expired permit	\$50.00		
17. Feeders-Bus/ 50 ft.	\$6.00			34. Contractor Registration	\$25.00/yr		
18. Motor/Equip 20hp/kva	\$10.00						

Starting work without a permit will be equal to amount of permit

Describe work being done: _____

TOTAL FEES _____

IX. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Electrical work shall not be started until the permit has been issued by the City of Monroe, Building Department. All installations shall be in accordance with the State Electrical Code. No work shall be concealed until it has been approved.
 When ready for an inspection, call the City of Monroe Building Department (734-384-9186). Please provide 24 hr notice. The inspector will need the job location and permit number.

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED.

OFFICE USE

LICENSE: YES NO CHECK # _____ \$ _____ RETURNED: _____
Amount Date Reason

MAILED: _____ Date PICKED-UP: _____ Date

COMMENTS _____

ANTHONY DAWES

6167 Edwards

South Rockwood, MI 48179

734.693.1236

anthony@anthonydawes.com

MARKET EXPERIENCE

- +18 years of accomplished construction and supervision experience
- +8 years Nuclear Experience
- Supervisor of +MM electrical /construction projects
- Designer of +MM Nuclear Electrical Engineering Design Modifications
- Proven world leader in electrical, occupational safety and human performance
- Contributed to teams in the following construction markets :
 - Nuclear Power Generation
 - Coal Fired Power Generation
 - Chemical and Oil Refining
 - Auto Manufacturing
 - Food Processing
 - Fire Alarm/ Security
 - Hospitals
 - Large Custom Built Homes
 - Hotels
 - Water Treatment Facilities
 - Schools
 - High Rise Buildings & Structure

EDUCATION

- Associate of Science Degree in Pre-Engineering: anticipated completion date: 08/13
 - Dean's List- Henry Ford Community College- 2012
 - Dean's List- Henry Ford Community College- 2013
- Associate of Science Degree in Construction Electricity
- Associate of Science Degree in Business Administration
- Licensed Electrical Inspector-State of Michigan-2011
- Licensed Electrical Plan Reviewer-State of Michigan-2011
- Licensed Master Electrician-State of Michigan-2008
- Advanced Welding Certification-IBEW-2008
- BISCO Level II Low Voltage Installer Certification-2007
- Motor Control Center- Bucket Maintenance - Fermi Nuclear Power Station - 2005
- Fire Alarm License – City of Toledo, OH – 2004
- Licensed Electrical Journeyman- City of Toledo, OH -2004
- Licensed Electrical Journeyman- State of Michigan -2003
- Electrical Safety Training NFPA 70E
- OSHA 30 Training
- Licensed Residential, Commercial, Industrial Bldg Contractor-State of Tennessee -2003
- Licensed General Construction Builder-State of Michigan -2002
- Presidential Scholarship Winner-MCCC -1992
- Graduated 3rd in Class with Honors-Airport High School -1992
- Eagle Scout –Boy Scouts of America -1989

PROJECT EXPERIENCE

TVA- Tennessee Valley Authority, Watts Bar II Nuclear Generating Station - Spring City, TN
Senior Construction Engineer - Bechtel

- Watts Bar Unit II - New Construction Field Electrical Engineering

PROJECT EXPERIENCE – continued

**Detroit Edison, Enrico Fermi II, Nuclear Generating Station, 1,173 MW - Monroe, Michigan
Electrical Designer – Electrical Engineering - URS**

- Fukushima Response - FLEX Strategy
- Fukushima Response - Spent Fuel Pool Instrumentation
- EDP 32110 - Station Blackout Diesel Generator
- EDP 33417 - Security System Upgrade - Security Diesel Generator Installation
- EDP 33418 - Security Upgrade Computer System (SCS)
- EDP 35607 - Replace EDG Feeder Cable to 4.16kV Buses
- EDP 35633 - Cyber Security Data Diode
- EDP 36373 - Main Steam Line & Steam Manifold Vibration Monitoring
- EDP 36647 - Circuit Changes to Resolve Issues with Multiple Spurious Operations (MSO)
- EDP 36648 - Loss of Shutdown Cooling Inventory Due to Multiple Spurious Operations (MSO)
- EDP 36708 - Security Fiber Optic Cable Routing
- EDP 36817 - Turbine Building HVAC Modification- Remove Interferences
- EDP 36674 - Turbine Building HVAC
- EDP 36879 - CAS UPS Power
- EDP 36904 - Buried Pipe Inspection & Install Guided Wave Perm. Monitoring Systems (gPIMS)
- EDP 36984 - Abandon South Reactor Feed Pump Turbine (SRFPT) I&C Electrical Isolations
- Electrical Design Calculation Reconstitution – AC Calcs
- Reg Guide 1.200
- ISFCSI – Independent Spent Fuel Storage Installation - Load Verification

Job Description: facilitate plant operability via (PSE) Plant Support Engineering consultations, create plant electrical modification designs, calculation reconstitution research and verification, engineering support for implementation, prepare CAD- microstation drawings, field walk-downs, create and organize information into computer information systems (including CECO, CRIMS, MAXIMO), database/computer training, advise for BOM's, technical electrical consulting , electrical engineering estimating

**Detroit Edison, Enrico Fermi II, Nuclear Generating Station, 1,173 MW - Monroe, Michigan
Electrical Superintendent - URS Lead First Line Electrical Supervisor- RF14 Implementation:**

- EDP 35621 - Degraded Voltage Improvements
- EDP 36238 - Install Leading Edge Flow Meter (LEFM)- Feedwater Ultrasonic Flow Measurement System
- EDP 36239 - Online Noble Chemistry (OLNC)- Hydrogen Water Chemistry
- EDP 36240 - OLNC- Injection Skid
- EDP 36241 - OLNC- Mitigation Monitoring
- EDP 36320 - Feedwater DCS- EMI Reduction
- EDP 36045 - Install HI-COMM- NIAS room

Job Description: lead first line electrical supervision, oversee radiation protection compliance, reinforce procedural adherence, prepare implementation success paths, support maintenance personnel, direct human performance behavior , motivate workforce, develop successful implementation workflow, maintain communication of project scope status, streamline plan of the plan of day activities, resource scheduling, interpret work orders, cross reference computer databases (including CECO, CRIMS, MAXIMO).

First Energy, Davis Besse, Nuclear Generating Station, 889 MW - Oak Harbor, Ohio

- Security Modifications
- Underground Duct-bank installation

Job Description: Electrician, Security Upgrade, Underground Duct-bank Installation

ANTHONY DAWES - Resume

PROJECT EXPERIENCE – continued

**Detroit Edison, Enrico Fermi II, Nuclear Generating Station, 1,173 MW - Monroe, Michigan
Electrical Foreman-URS**

- EDP 35680 - Installation of the ISFSI Storage Building and Cable Pulls
- EDP 35954 - Replace South Reactor Recirculation Pump Motor
- EDP 36013 - South Condenser Pump N2001C018 Motor Replacement
- EDP 35501 - Degraded Cables on Unitized Actuators
- EDP 34948 - Fire Detection System Upgrade
- EDP 36382 - Flame Detector Relocation

Job Description: Electrical Foreman, Electrician, Protection Leader, Welding, Fabricating, Print Reading, Temporary Power Distribution, High Voltage Splicing, Preventative Maintenance, Distribution Bus Work, Switchgear Maintenance, Testing, Troubleshooting, Fire Alarm, Computer Information Systems, Database/Computer training (including CECO, CRIMS, MAXIMO), Design/Build Applications, At-Risk Installations, Confined Space Work and Energized Work Applications, Payroll, Timekeeping and Implementation Management

BP Toledo Refinery - Oregon, OH

Job Description: Electrical Field Supervisor - Foreman, Job Leader Welding, Fabricating, Rigging, Instrumentation, Electrical Installations, Temporary Power Distribution, Confined Space Work and Troubleshooting.

Detroit Edison, Monroe Power Station, 3280 MW - Monroe, Michigan

Job Description: Welding, Fabricating, Rigging, Electrical Installer & confined space work

Jeep-Suppliers- HADEN, MOBIS AND KUKA - Toledo, OH

Job Description: Low Voltage Installation and termination (Twisted Pair, Fiber optic, Co-axial), Motor Controls, Pipe and Wire Installation, General Electrical Installations, High Voltage Bus Work, High Voltage Supply, Troubleshooting, Welding, Fabrication and Line Feeders/Control.

OTHER LOCATIONS:

Multiple Auto Production Plants (Ford, Visteon, Chrysler, Mitsubishi, Hyundai), Auto Dealerships, Multiple water treatment plants AUTO DEALERSHIPS, MULTIPLE WATER TREATMENT PLANTS, COLLEGES, SCHOOLS, REXAM CAN-BOTTLE MANUFACTURER, SOFO FOODS-FOOD PROCESSING, PACKAGING PLANTS

Job Description: Motor and Instrument Controls, Low Voltage Controls, Troubleshooting, Service Work, Telecommunications, High Voltage, Grounding, Lighting, Photovoltaic, Service Disconnects, Interruptible Services, UPS Systems, Generator Transfer Services and Multiple Miscellaneous Electrical Tasks

FERMI II QUALIFICATIONS:

Plant Support Engineering - PSE32 EDP
Plant Support Engineering - PSE38 Cable Routing
Plant Support Engineering – PSE30 CECO Changes
Safeguard Information
Electrical Hazard Protection-MMA 18
Asbestos-Information
Welding Certification-B741
Workplace First Aid
Establish Contract as Protection Leader
Community CPR
High Voltage Splicing
Information Security Awareness
4 Pin Crimper Qualification
Install /Remove Hilti Quick Bolts
Use of Small Crimpers
Precision Tools Torque Wrench
Temporary - First Line Supervisor
F2 Confined Space Entry/Attendant Training
Locate Embedded Rebar Using Profometer
F2 Confined Space Entry Supervisor
Fall Protection/Prevention
EMS Environmental Awareness
Meggers
Fire Watch Training
Heat Shrink Tubing Qualification
Electrical-Breaker Trained/PM Certification
Crimper Use-Wt1300 Crimper
Atmospheric Testing Equip-Confined Space
Concurrent Verification
FME Awareness Qualification
Soldering/Desoldering Electrical
Temporary - First Line Supervisor
F2 Confined Space Entry/Attendant Training
Locate Embedded Rebar Using Profometer
F2 Confined Space Entry Supervisor
Fall Protection/Prevention
EMS Environmental Awareness
Meggers
Fire Watch Training
Heat Shrink Tubing Qualification
Electrical-Breaker Trained/PM Certification
Crimper Use-Wt1300 Crimper
Atmospheric Testing Equip-Confined Space
Concurrent Verification
FME Awareness Qualification



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Competitive Grant Assistance Program Resolution

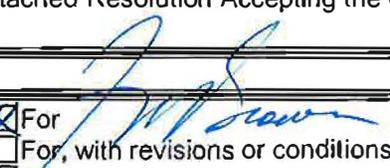
DISCUSSION: When statutory revenue sharing was replaced with the Economic Vitality Incentive Program (EVIP), a grant program was also put in place to incentivize communities to cooperate, collaborate, and consolidate services where possible. The City has previously received funding under the grant for the Public Safety Division. In June 2013, Monroe County submitted a grant application to the Competitive Grant Assistance Program (CGAP) through the State of Michigan.

The City of Monroe, along with four other governmental agencies, was listed as an additional applicant participating in the project because the grant requested additional funding to enhance the information technology services provided by the Monroe County IT Department to the governmental agencies. Specifically, the grant application requested funds to hire an additional IT staff person for three years. The grant approval allowed for hiring the staff person for one year. The approved grant amount is \$57,846.

A resolution is required from all of the participating governmental agencies in order for the County to receive the grant funds. Participation in the grant means we will agree to continue to use the County's IT services for the duration of the grant and that we will look to share services in additional areas where it makes sense. After the one year of the grant agreement funding is complete, the County attends to apply for a second year of funding based on the goals of the grant program being met and an expected track record of performance.

It is recommended that the Mayor and City Council approve the attached Resolution Accepting the CGAP Grant.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: 11/18/13

REASON FOR DEADLINE: Grant acceptance deadline

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Edward Sell, Finance Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: All City Departments

FINANCES

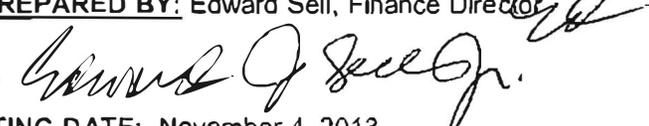
COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ N/A
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

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

Budget Approval: _____

FACT SHEET PREPARED BY: Edward Sell, Finance Director

DATE: 10/29/13

REVIEWED BY: 

DATE: 10/29/13

COUNCIL MEETING DATE: November 4, 2013

33 I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, County of Monroe, State of Michigan do
34 hereby certify that the foregoing is a true and exact copy of a Resolution adopted by the City Council of
35 said City at a regular meeting thereof held on the 4th day of November, 2013 and public notice of said
36 meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 Public Act
37 267, and that the minutes of said meeting were kept and will be or have been made available as required
38 by said Act.

39

40

41

42

Charles D. Evans
City Clerk-Treasurer



MONROE COUNTY
FINANCE DEPARTMENT

125 East Second Street · Monroe, Michigan 48161-2197
Telephone: (734) 240-7250 · Fax (734) 240-7266

October 21, 2013

Mr. George A. Brown
City Manager
Monroe City Hall
120 East First Street
Monroe, MI 48161

**Re: Grant Award to Monroe County from Michigan Department of Treasury for
Competitive Grant Assistance Program (CGAP)-Resolution**

Dear Mr. Brown:

This is a follow up to my communication of October 10, 2013 concerning the above grant. The Michigan Department of Treasury has asked that each local unit who is part of the grant approve the attached sample resolution at a meeting of the governing board. We have completed the sections related to the grant and have left blank the others that must be completed by you pending the resolution being approved with the specific date and governing board members present at the meeting.

Once you have the resolution approved and completed, please forward to me and the County will assemble all of the local unit's resolutions and submit them to the grant office at the Michigan Department of Treasury.

Thanks again for the support of Mr. Ed Sell and yourself on this grant application.

Sincerely,

A handwritten signature in cursive script that reads "Michael Bosanac".

Michael Bosanac
Administrator/Chief Financial Officer



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

ANDY DILLON
STATE TREASURER

September 24, 2013

Michael Bosanac
Administrator/Chief Financial Officer
County of Monroe
125 East Second Street
Monroe, MI 48161

Dear Mr. Bosanac:

Re: Notification of Intent to Award - CGAP FY 2013 (Round 2)

The Michigan Department of Treasury (Treasury) - Office of Revenue and Tax Analysis (ORTA) received your grant application for the Competitive Grant Assistance Program (CGAP). We are pleased to inform you that the project your governmental unit submitted entitled *Enhanced Collaboration of Information Technology Services* has been selected for a grant award in the maximum amount of \$57,846.00.

Enclosed is the intent to award approved budget for your grant project.

Grant Application Conditions

For your reference, enclosed is a copy of the CGAP Information and Conditions. Please review the conditions of the grant award. The conditions contain important information pertaining to the grant award (i.e. requirements for final award, reporting, reimbursement, etc.). Reminder, grant funds are distributed on a reimbursement basis.

Next Step

To receive the Grant Notice of Final Award, Treasury must receive all the required Board Resolution(s), Board Meeting Minutes, or Inter-local Agreements for all participating local units (as indicated in the Conditions of the grant application packet) by Monday, November 25, 2013. If the resolutions, minutes or agreements have not been received for all participating local units, the project funding will be subject to automatic cancellation.

Submission of the resolutions, minutes or agreements will be considered an agreement to all provisions specified in the grant application packet and this intent to award letter, and will signify acceptance of the grant award.

County of Monroe
September 24, 2013
Page 2

Please send the required documents by e-mail to TreasRevenueSharing@michigan.gov or by mail to:

Michigan Department of Treasury
Office of Revenue and Tax Analysis
PO Box 30722
Lansing, MI 48909

Congratulations to you on the grant award. We appreciate your interest in the CGAP and look forward to working with you on this project. We ask that you inform all participating local units of this intent to award. If you have any questions, please let us know. We can be reached at (517) 373-2697.

Sincerely,



Evah Cole, Administrative Manager
Office of Revenue & Tax Analysis

Enclosures

c: Mr. Andy Dillon, Treasurer
Mr. Brom Stibitz, Director of Executive Operations
Mr. Jay Wortley, Director of Office of Revenue & Tax Analysis
Mr. Edward Koryzno, Acting Director of Local Government Services
Ms. Claire Allard, Strategy Advisor
Mr. Terry Stanton, Administrator of Communications

County of Monroe
 September 24, 2013
 Enclosure: Intent to Award Approved Budget Amounts

Enhanced Collaboration of Information Technology Services

Below is the approved budget for your grant project. Please note, all feasibility studies were funded at 25%. We have assigned budget categories to each of your original budget line items. Please use these categories when submitting your reimbursement requests.

Budget Category	Budget Description	Application Budget Amount	Intent to Award Budget Amount	Comments
Administration	Total Employee Wages Years 1-3	\$108,143.00	\$35,381.00	One year of wages Only
Administration	Total Employee Fringe Costs Years 1-3	\$67,395.00	\$22,465.00	One year of fringe costs Only
	Budget Total	\$173,538.00	\$57,846.00	

Reimbursement requests must include copies of invoices and cancelled checks supporting the costs.

Additionally, the reimbursement requests should include documentation to support the rate of pay for the payroll costs/fringes and a job description detailing job duties related to the CGAP project.