
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, JULY 7, 2014

7:30 P.M.

AMENDED

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PRESENTATION.

Presentation by Mark Buis of Gabriel Roeder, Smith & Company regarding the Retiree Healthcare Valuation.

Presentation by Monroe Public Schools and the Monroe County Library System regarding "Mini-Library."

V. PUBLIC HEARING.

114 Public hearing to receive and review comments on proposed Ordinance No. 14-004, an Ordinance to amend Chapter 720, Zoning, Sections 720-9, 720-39, 720-40, 720-41, 720-57, 720-75, 720-144, 720-162, and 720-192 related to Salvage Yards, of the Codified Ordinances of the City of Monroe. There are no comments on file in writing in the Clerk-Treasurer's Office.

VI. COUNCIL ACTION.

114 Proposed Ordinance No. 14-004, an Ordinance to amend Chapter 720, Zoning, Sections 720-9, 720-39, 720-40, 720-41, 720-57, 720-75, 720-144, 720-162, and 720-192 related to Salvage Yards, of the Codified Ordinances 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 Work Session Meeting held on June 16, 2014 and the Minutes of the Regular City Council Meeting held on Monday, June 16, 2014.

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

128 2014 Bituminous Pavement Maintenance Program Bids.

1. Communication from the Director of Engineering & Public Services, reporting back on bids received for the 2014 Bituminous Pavement Maintenance Program, and recommending that Council award the above contract to D.G. Slurry Seal of Toledo in the amount of \$90,865.51, and that a total of \$109,000 be encumbered to include a 20% project contingency, and further recommending that the Finance Director be authorized to make the necessary fund transfers from the Major Street and Local Street fund balance, 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.
- 129 2014 Bridge Inspections Consultant Award.
1. Communication from the Director of Engineering & Public Services, reporting back on a contract for the 2014 Bridge Inspection Consultant Award, and recommending that the City award a contract for inspection services to the Great Lakes Engineering Group, LLC, in the amount of \$3,000 and that the Director of Engineering & Public Services be authorized to execute the agreement on behalf of the City.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 130 2014 Sanitary Sewer Rehabilitation Program Bids.
1. Communication from the Director of Engineering & Public Services, reporting back on bids received for the 2014 Sanitary Sewer Rehabilitation Program, and recommending that Council award the above contract to Insituform Technologies USA, Inc., in the revised amount of \$77,758.80, that a total of \$85,500 be encumbered to include a 10% project contingency, and that the Finance Director be authorized to make any necessary transfers between individual project accounts, 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.
- 131 2014 Sidewalk Program – Final Notice to Affected Property Owners.
1. Communication from the Director of Engineering & Public Services, reporting back on the final notice to the affected property owners included in the 2014 Sidewalk Program, and recommending that Council resolve to direct the Engineering Department to repair the walks of those property owners on the attached list that do not do so within the next ten (10) calendar days, and to authorize the Engineering Department to bill the cost to them following repairs.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 132 2014 Sidewalk Replacement Program Bid.
1. Communication from the Director of Engineering & Public Services, reporting back on bids received for the 2014 Sidewalk Replacement Program, and recommending that Council award the above contract to G.V. Cement Contracting Co. in the amount of \$64,906.10, and that a total of \$81,500 be encumbered to include a 20% project contingency and additional funding for the Manor Park shelter pad, and further recommending that the Mayor and Clerk-Treasurer be authorized to sign the contracts on behalf of the City of Monroe, and that the Finance Director be authorized to make any necessary funding transfers.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried.
- 133 Self Contained Breathing Apparatus (SCBA).

1. Communication from the Fire Chief, reporting back on bids received for the purchase of 6 Scott-Self Contained Breathing Apparatus for use in fire suppression and chemical, biological, nuclear and explosive incidents, and recommending that a purchase order in the amount of \$41,404 be awarded to Argus-Hazco of Chesterfield, Michigan for the purchase of 6 SCBA's in accordance with the bid specifications.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 134 Bulk Rock Salt Bids.
1. Communication from the Director of Engineering & Public Services, reporting back on bids received for Bulk Rock Salt for de-icing of major streets and intersection approaches on our local street system, and recommending that Council award a contract for up to 1,800 tons of bulk rock salt to The Detroit Salt Co. LLC., in the amount of \$95,364 for the 2014-15 season, and to award the second and third year options at \$54.57 per ton and \$56.21 per ton, respectively, and further recommending that the Director of Engineering & Public Services be authorized to issue a purchase order for up to \$95,364 against the Fiscal Year 2014-15 budget as needed.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 135 COMEA Unit II (City of Monroe Employee's Association).
1. Communication from the Director of Human Resources, submitting an agreement with COMEA Unit II to extend the current collective bargaining agreement dated January 1, 2012 through December 31, 2014 for an additional year, and recommending that Mayor and Council approve the attached extension of the COMEA Unit II Collective Bargaining Agreement.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 136 Keegan Road, Albain Road, and Main Court Water Main Replacement Chang Order.
1. Communication from the Director of Engineering & Public Services, submitting a Change Order to the Keegan Road, Albain Road and Main Court Water Main Replacement, and recommending that Council award a change order to the East Noble Avenue Water Main Replacement to Salenbien Trucking and Excavating, Inc. for water main replacement on Keegan Road, Albain Road and Main Court in the amount of \$200,514, that a total of \$230,000 be encumbered to include a 15% contingency, and that the Finance Director be authorized to make any necessary transfers from available capital projects in the Water Fund, and further recommending that the Director of Engineering & Public Services be authorized to sign a change order for this work on behalf of the City of Monroe.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 137 Monroe County Convention & Tourism Bureau Labor Day Parade Request.
1. Communication from the City Manager's Office, submitting a request from the Monroe County Convention & Tourism Bureau for permission to hold a Labor Day Parade on August 30, 2014, specifically to close Monroe Street from Jones Avenue to Elm Avenue, ending at St. Mary's Park and for assistance from the City, and recommending that Council approve this request contingent upon items being met as outlined by the administration, including **insurance requirements being met, a parade permit being obtained, emergency vehicle access being maintained, that the MCCTB pay ½ of the City's out-of-pocket cost to hold the parade**, 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.

138 Mobis North America Annual "Mobis Day" Company Event.

1. Communication from the City Manager's Office, submitting a request from Mobis North America for permission to hold their annual "Mobis Day" Company Event at Munson Park on August 10, 2014 from 10:00 a.m. – 6:00 p.m., specifically to erect a tent with tables, bounce house, use of the volleyball and tennis courts, soccer field, playground and that the application fee be waived, and recommending that Council approve this request contingent upon items being met as outlined by the administration, subject to costs recovery and payment of fees in accordance with City Council adopted policy, **with no reduction in fees to use Munson Park**, and that the City Manager be granted authority to alter/amend the event due to health an or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried.

139 Monroe Firefighters Association, Local 326.

1. Communication from the Director of Human Resources, submitting an agreement with Monroe Firefighters Association, Local 326 to extend the current collective bargaining agreement dated September 14, 2011 through December 31, 2014 for an additional year, and recommending that Mayor and Council approve the attached extension of Firefighters Collective Bargaining Agreement.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

140 River Raisin Dam Remediation – Phase Two Change Order.

1. Communication from the Director of Engineering & Public Services, submitting a change order to the River Raisin Dam Remediation Phase Two for additional work, and recommending that Council authorize additional expenditures of up to \$143,000 for Phase Two grant-eligible activities to Lee and Ryan Environmental Consulting, Inc., and /or Cardno JFNew as needed, subject to grant funding limitations, and further recommending that the Director of Engineering & Public Services or his designee be authorized to execute any necessary documents on behalf of the City.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

141 Professional Services Contract for Provision of an Analysis of Impediments to Fair Housing for the City's CDBG Program.

1. Communication from the Director of Economic & Community Development, reporting back on bids received for a Professional Services Contract for provisions of an Analysis of Impediments to Fair Housing for the City's CDBG, and recommending that Council award the Community Development Block Grant Analysis of Impediments to Fair Housing to Fair Housing Center of Metropolitan Detroit with a budget of \$16,000 and authorize the City Manager to execute any required contract documents.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

142 Consider Awarding Community Development Block Grant FIX Projects to Pranam GlobalTech.

1. Communication from the Director of Economic & Community Development, reporting back on bids received for the recipients of the CDBG FIX Program, and recommending that Council award the Community Development Block Grant FIX contracts to Pranam GlobalTech with a budget of \$19,100 plus an additional \$3,820 in contingencies, and further recommending that Council authorize staff to take the necessary steps to complete each project in compliance with federal regulations, including drafting agreements to be signed by each homeowner and contractor.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

- 143 Resolution Authorizing the Acquisition of 19 Winchester Street from the Monroe County Treasurer through the Tax Foreclosure Procedure in the General Property Tax Act.
1. Communication from the Director of Economic & Community Development, submitting a resolution authorizing the acquisition of 19 Winchester Street from the Monroe County Treasurer through the Tax Foreclosure Procedure in the General Property Tax Act, and recommending that Council approve the resolution authorizing acquisition of 19 Winchester Street from the Monroe County Treasurer through the Tax Foreclosure Procedure; and authorize the expenditure of up to \$1,100 to cover the minimum bid price estimated by the County Treasurer 's Office.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 144 Cost Sharing with the Monroe County Treasurer for the Demolition of the Buildings Located at 1102-1114 East Second Street.
1. Communication from the Director of Economic & Community Development, reporting back on cost sharing with the Monroe County Treasurer for the demolition of 1102-1114 East Second Street, and recommending that Council approve \$34,300 from the City's demolition service budget to cost share with the Monroe County Treasurer for the demolition of the buildings located at 1102-1114 East Second Street; in accordance with the low bid received by the Monroe County Treasurer's Office from McBee Trucking & Excavating, and further recommending that Council approve and encumber an additional \$11,075 in contingency funding to cover the cost of a survey and abatement of any Asbestos Containing Materials (ACM) resulting in a total City contribution of up to \$45,375.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 145 Appointments Resolution.
1. Communication from the City Manager's Office, submitting a proposed resolution for appointments to various boards, commissions and committees, and recommending that the resolution be adopted.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.

VIII. COUNCIL COMMENTS.

IX. MAYOR'S COMMENTS.

X. CLERK-TREASRUER'S COMMENTS.

XI. CITY MANAGER COMMUNICATION.

XII. CITIZEN COMMENTS

XIII. ADJOURNMENT.

**CITY OF MONROE
COUNCIL WORK SESSION
MONDAY, JUNE 16, 2014**

Work Session of the City Council of the City of Monroe, Michigan held on Monday, June 16, 2014 at 6:30 p.m. in the First Floor Conference Room.

Present: Council Member Sisk, Hensley, Iacoangeli, Vining, Molenda, Rafko and Mayor Clark.

Also Present: George Brown, City Manager
Dan Swallow, Director of Economic & Community Development
Loretta LaPointe, Recreation Manager
Patrick Lewis, Director of Engineering & Public Services
Keith Woodcock, Building Official

Council and Staff discussed Parks, Recreation, Cultural and Tourism, revenue & expenditure report, and structure suggestions. They also discussed where the MMSC might fall in the reconfiguration, maintenance issues and who prioritizes and supervises. Discussion led to the challenges facing DPS in terms of management and being stretched thin in terms of accomplishing tasks.

Council Member Iacoangeli distributed documentation for a Parks, Recreation and Cultural Heritage Department and discussed ideas that he would propose competition for resources internally, and looking for someone in DPS that could shift attention to Parks. Also discussed were revenue issues, enhancement of programming, and an expanded vision of what "we do".

The City Manager will work with staff on structure, cost and numbers of possible other options.

Following discussion, Mayor Clark declared the meeting adjourned at 7:27 p.m.

Michelle J. LaVoy
Clerk-Treasurer

Robert E. Clark
Mayor

CITY OF MONROE
REGULAR COUNCIL MEETING
MONDAY, JUNE 16, 2014

Regular meeting of the City Council of the City of Monroe, Michigan held on Monday, June 16, 2014 at 7:30 p.m. in the City Hall Council Chambers.

Present: Council Members Sisk, Hensley, Iacoangeli, Vining, Molenda, Rafko and Mayor Clark.

Michelle J. LaVoy, Clerk-Treasurer gave the invocation.

Mayor Clark led the pledge of allegiance to the flag.

Council Member Iacoangeli asked that Council and guests share in a moment of silence in honor of Corporal Foley, City Police Officer, and Public Safety Department, who passed away unexpectedly.

Public Hearings.

104 This being the date set to hear public comments on Proposed Ordinance No. 14-003, an Ordinance to add Chapter 528, Property Tax Exemptions, to provide a service charge in lieu of taxes for a proposed multiple family dwelling project, of the Code of the City of Monroe and there being no comments on file in writing in the Clerk-Treasurer's Office, the Mayor declared the hearing open.

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

107 This being the date set to hear public comments on the installation of a New Public Sanitary Sewer, West Fourth Street between Hubble and Harrison Streets, Special Assessment Resolution Number 4, Sewer SAD # 232 and there being no comments on file in writing in the Clerk-Treasurer's Office, the Mayor declared the hearing open.

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

120 This being the date set to hear public comments on the FY 2014-15 Community Development Block Grant Annual Action Plan and there being no comments on file in writing in the Clerk-Treasurer's Office, the Mayor declared the hearing open.

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

Council Action.

104 It was moved by Council Member Molenda and seconded by Council Member Hensley Ordinance No. 14-003, an Ordinance to add Chapter 528, Property Tax Exemptions, to provide a service charge in lieu of taxes for a proposed multiple family dwelling project, of the Code of the City of Monroe, be placed on its final reading.
Ayes: 7 Nays: 0
Motion carried.

Proposed Ordinance No. 14-003, was then presented for the second time after which the Mayor asked, "Shall this ordinance pass?"
Ayes: 7 Nays: 0
Motion carried.

114 Communication from the Director of Economic & Community Development, submitting proposed Ordinance No. 14-004, an Ordinance to amend Chapter 720, Zoning, Sections 720-9, 720-39, 720-40, 720-41, 720-57, 720-75, 720-144, 720-162, and 720-192 related to Salvage Yards, of the Codified Ordinances of the City of Monroe.

Council Member Molenda said that he would like to propose a couple of minor changes, grammatical and structural, beginning with line 18, the paragraph that begins with storage containers. He said that since both of the them are excluded from the definition, he believes that line 18 and going forward should read "storage containers and processing activities which are located on the premises of a residential, commercial or manufacturing use, and which are used solely for the recycling of materials generated by the residential property, business or manufacturer are excluded from this definition".

Mayor Clark asked Council Member Molenda for a page number to reference the issue.

Council Member Molenda said it is on page 56. He also noted that in lines 134 and 135 he would propose that the word "junk yard" be changed to salvage yard. He also noted other changes that he would suggest in line 201.

Council Member Iacoangeli said that he appreciates the effort by Council Member Molenda but would suggest that in the future the grammatical changes be given to the City Manager or the City Attorney so that the changes can be made prior to the City Council Meeting.

Council Member Molenda said that he decided not to push and stress staff out with the eleventh hour corrections, knowing that Council has two (2) weeks to work with it.

Mayor Clark said it is up for the first reading so he thinks that some recommendations can be taken into consideration before it comes back to Council.

It was moved by Council Member Molenda and seconded by Council Member Sisk that Proposed Ordinance No. 14-004, an Ordinance to amend Chapter 720, Zoning, Sections 720-9, 720-39, 720-40, 720-41, 720-57, 720-75, 720-144, 720-162, and 720-192 related to Salvage Yards, of the Codified Ordinances of the City of Monroe be placed on its first reading and that the public hearing be set for Monday, July 7, 2014.

Ayes: 7 Nays: 0

Motion carried.

Proposed Ordinance No. 14-004, was then presented for the first time and laid over for its second reading and public hearing on Monday, July 7, 2014.

Consent Agenda.

- A. Approval of the Minutes of the Work Session Meeting held on June 2, 2014 and the Minutes of the Regular City Council Meeting held on Monday, June 2, 2014.
- B. Approval of payments to vendors in the amount of \$2,192,440.03.
Action: Bills be allowed and warrants drawn on the various accounts for their payment.

115 2014 Curb Replacement and Resurfacing Program Bids.

- 1. Communication from the Director of Engineering & Public Services, reporting back on bids received for the 2014 Curb Replacement and Resurfacing Program, and recommending that Council award a contract for the 2014 Curb Replacement and Resurfacing Program to Cadillac Asphalt, LLC in the amount of \$509,248.58, that a total of \$563,000 be encumbered to include a 15% project contingency, and that the Finance Director be authorized to make the necessary transfers as shown in the financial details, 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.

116 Mercy Memorial Cancer Connection 5K *Run For Hope*.

1. Communication from the City Manager's Office, reporting back on a request from Karen Whitmire on behalf of the Mercy Memorial Cancer Connection for permission to hold the 5K *Run For Hope* on September 6, 2014 from 8:00 a.m. – 1:00 p.m., beginning at the Food Town Supermarket, 211 N. Telegraph Road, through the Riverside Manor neighborhood, and ending at the Supermarket, and that all fees to hold the event be waived, and recommending that 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.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

117 Installation of New Public Sanitary Sewer – Sewer SAD #232 – West Fourth Street Between Hubble and Harrison Streets – Special Assessment Resolution Number 5.

1. Communication from the Director of Engineering & Public Services, submitting Resolution No. 5, confirming the special assessment roll and reporting back on bids received for the installation of new public sanitary sewer on West Fourth Street between Hubble and Harrison Streets, and recommending that the attached Resolution 5 be adopted, that the Sewer Special Assessment District 232 be confirmed, and further recommending that Council award a contract for the work to G.V. Cement Contracting Co., in the amount of \$216,034.65, and that the Finance Director be authorized to transfer the necessary funding as listed in the financial detail provided.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

118 Sunset Pump Station Grinding Unit Replacement – Wastewater Department.

1. Communication from the Director of Water & Wastewater Utilities, submitting a quote for the replacement of the sewage grinding unit (Channel Monsters) at the Sunset Pump Station, and recommending that a purchase order in the amount of \$23,861.20 and a total amount of \$25,000 be encumbered to include a 5% contingency, be issued to JWC Environmental Care of Hamlett Environmental Technologies Company to repair and upgrade the existing Channel Monster grinding unit used at the Sunset Pump Station per their quote # 20400 dated May 20, 2014 to re-establish the intended pump station operation and efficiencies, and that the bid process be waived, and further recommending that the Director of Water & Wastewater Utilities 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.

119 Firefighter Turnout Gear Bid Award.

1. Communication from the Fire Chief, reporting back on bids received for three (3) sets of Janesville firefighter turnout gear for personnel, and recommending that a purchase order in the amount of \$5,394 be awarded to Phoenix Safety Outfitters of Springfield, Ohio for the purchase of three (3) sets of Janesville turnout gear in accordance with the bid specification.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried.

120 FY 2014-15 Community Development Block Grant Annual Action Plan.

1. Communication from the Director of Economic & Community Development, submitting the Community Development Block Grant Annual Action Plan for Fiscal Year 2014-15 as required by the Department of Housing and Urban Development (HUD), and recommending that Council approve the draft of the proposed FY 2014-15 CDBG Annual Action Plan, and after considering any comments at the public hearing, authorize staff to submit it in accordance with federal regulations.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

121 Classification & Compensation Study, RFP Award.

1. Communication from the Director of Human Resources, reporting back a proposal to conduct a Classification & Compensation Study of all its non-union and employee groups, excluding public safety, and recommending that Council award a contract for the City's Classification & Compensation Study project to Municipal Consulting Services, Inc. in the amount of \$42,170, and that the Finance Director be authorized to make a budget transfer of \$45,000 from the General Fund Contingency to the Human Resources Department, and further recommending that the Mayor and Clerk-Treasurer be authorized to execute any necessary agreements on behalf of the City of Monroe.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

122 Water Treatment Plant Fiscal Year 2014-2015 Chemical Requirements.

1. Communication from the Director of Water & Wastewater Utilities, reporting back on bids received for Liquid Aluminum Sulfate, Fluoride, Liquid Oxygen, Sodium Hypochlorite, and Zinc Orthophosphate for use at the Monroe Water Treatment Plant, and recommending that purchase orders be awarded to the following vendors for the durations and estimated chemical requirements at the Water Treatment Plant based on the bid unit prices: General Chemical LLC, Liquid Aluminum Sulfate, for a total cost of \$116,000, Alexander Chemical Corporation, Fluoride, for a total cost of \$20,480, Linde, LLC, Liquid Oxygen, for a total cost of \$37,500, JCI Jones Chemicals, Inc, Sodium Hypochlorite, for a total cost of \$56,941.89, and Shannon Chemical Corporation, Zinc Orthophosphate, for a total cost of \$31,330.20, and further recommending that the Director of Water & Wastewater Utilities 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.

123 Funding Agreement between the City of Monroe and the River Raisin National Battlefield Park Foundation, Inc.

1. Communication from the Director of Economic & Community Development, submitting a proposed Funding Agreement between the City of Monroe and the River Raisin National Battlefield Park Foundation, Inc. for the establishment and initial staffing of the River Raisin National Battlefield Park Foundation, and recommending that Council approve the proposed Funding Agreement between the City of Monroe and the River Raisin National Battlefield Park Foundation, Inc., and that the Mayor and Clerk-Treasurer be authorized to execute the agreement, and approve payment of the first installment of \$25,000 as outlined in the Agreement.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

124 Google Apps Agreement.

1. Communication from the Finance Director, submitting an agreement with Onix Networking Corporation to upgrade our software and replace our network server to Google Apps, and recommending that Mayor and Council approve the Onix Networking Government Customer Agreement that is attached and approve up to \$16,000 to be encumbered to cover the first year licensing, up to forty (40) hours of technical support from Onix, and contingencies, and further recommending that the City Manager be approved to execute any necessary agreements related to the implementation of Google Apps on behalf of the City of Monroe.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

125 FY 2013-14 Budget Amendment.

1. Communication from the Finance Director, submitting an amendment to the fiscal year 2013-14 budget, and recommending that Mayor and Council approve a budget amendment to add \$20,000 to the Refuse Fund Refuse Pick-Up account, increase the Brownfield Authority budget by \$692,195 and increase the Stores and Equipment Fund Repair and Maintenance Supplies line item by \$25,000.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried.

126 Railroad Street Block Party.

1. Communication from the City Manager's Office, submitting a request from Candice McIntosh for permission to hold a block party in the 400 block of Railroad Street on June 28, 2014, from 6:00 p.m. – 10:00 p.m., and to close the 400 block of Railroad Street between Third and Fifth Streets, and recommending that Council approve the request contingent upon items being met as outlined by the administration, **subject to no additional overtime or other costs to the city**, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

127 Autism Speaks Walk.

1. Communication from the City Manager's Office, submitting a request from Kristen Gibson on behalf of Autism Speaks for permission to hold a Walk/Charity event at St. Mary's Park on June 29, 2014, from 10:00 a.m. – 3:00 p.m. with use of the bandshell, electricity, and that the fees to use St. Mary's Park be reduced, and recommending that 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, **with no reduction in fees to use St. Mary's Park**, 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.

It was moved by Council Member Molenda and seconded by Council Member Iacoangeli that items 115, 116, 117, 118, 119, 120, 122, 123, 124, 125, 126 and 127 of the Consent Agenda be approved as presented and that item 121 be removed and considered separately.

Ayes: 7 Nays: 0

Motion carried.

121 The communication from the Director of Human Resources was presented, reporting back a proposal to conduct a Classification & Compensation Study of all its non-union and employee groups, excluding public safety, and recommending that Council award a contract for the City's Classification & Compensation Study project to

Municipal Consulting Services, Inc. in the amount of \$42,170, and that the Finance Director be authorized to make a budget transfer of \$45,000 from the General Fund Contingency to the Human Resources Department, and further recommending that the Mayor and Clerk-Treasurer be authorized to execute any necessary agreements on behalf of the City of Monroe.

Council Member Sisk said that he is disappointed that only one bid was generated in the rebid process for this project and asked Mr. Brown if it is our normal practice to send RFP's to just one publication.

George Brown, City Manager said that he can speak to what he understands but that Mr. Sell is here and can give details on the vendor solicitation process.

Ed Sell, Finance Director said that there isn't always one single practice used, that it usually depends on the bid. He noted that the purchasing ordinance states that it is up "us" to decide whether to publish it in the paper or not, depending on what the item is that they're trying to get proposals or bids on. He explained that in this case they wouldn't have advertised it in the paper because it wouldn't have made much sense to do that, but after that our normal source is to advertise it on the Michigan Intergovernmental Trade Network (MITN) which is a website that was formed by a cooperative agreement of municipalities in this state and vendors go there to sign up to receive RFP's or requests for Bids from various governmental entities. He said that the first time this item was posted it went to almost 500 firms and the second time around we sent it to about 200 Firms. He explained that they started advertising on MITN because it allowed them to reach a larger variety of potential vendors.

Council Member Molenda asked if half of the cost of this study was funded out of the general fund last year.

Ed Sell, Finance Director said that \$40,000 was budgeted for this study in the 2014 Budget. He noted that because of the various vacancies that have been in place this year that have either been tested for, had to have physicals, background checks or lists created to fill a position, costs have been incurred that weren't budgeted for, so some of that \$40,000 was used for those costs.

Following Discussion, it was moved by Council Member Hensley and seconded by Council Member Iacoangeli that item 121 be accepted, placed on file and the recommendation be carried out.

Ayes: 6 Nays: 1 (Council Member Sisk)

Motion carried.

Council Comments.

Council Member Hensley commented on the plantings at the intersection of Third and Front Streets and thanked everyone who was involved to bring the project to fruition.

Council Member Iacoangeli noted that Beckett & Rader dedicated the landscaping plan for the median part of that project to the City of Monroe. He asked if Council could get a copy of the minutes of various boards and commissions in their packets because it would give Council an opportunity to know what issues and topics the boards and commissions cover at their meetings. He commented on the presentation given to Council by Keith Woodcock, Building Official and Dan Swallow, Economic & Community Development and wonders where they are in the process of getting some of the programs the presented up and running.

Dan Swallow, Director of Economic & Community Development said they are bringing the current program up to speed, that they've hired a part time position to work on the rental inspection program and she is actively working to make contact with inactive rental property owners and to address new property maintenance issues. He spoke to the fee structure set by Ordinance and the Neighborhood Enterprise project.

Council Member Iacoangeli asked if Mr. Swallow thought that the Garage sale ordinance needs to be modified.

Dan Swallow, Director of Economic & Community Development noted that he has looked into that section of the ordinance and found some changes that may need to be made to that section, but not immediately.

Mayor Clark spoke regarding signage placement, quantity and type used to advertise garage sales.

Council Member Rafko thanked Betsy Pipis and Kristie LaRoy for opening the Art Gallery downtown and spoke to all of the assets that Monroe has to offer, including the Historic Museum, Jazz Bands at various businesses during spring and summer, and the bands at St. Mary's Park every Thursday evening. She commented about the beauty of the flowers at Memorial Park, and at the junction of Third and Front Street. She commented about the Commission on the Environment meeting that she attended and the improvements to the River Raisin.

Mayor's Comments.

Mayor Clark also commented on the Commission on the Environment, the River Raisin Watershed Council, Concerts in the Park, The Michigan High School State Fishing Tournament, the National Association of Regional Councils, NARC, and the TEMACOG and SEMCOG.

Clerk-Treasurer's Comments.

Michelle J. LaVoy, Clerk-Treasurer reiterated that the Clerk's Office is the repository for City Documents and that includes meeting minutes of all boards, commissions and committees and she asked that all current meeting minutes be forwarded to the Clerk's Office and they will forward on to Council Members. She noted that approved minutes will be available on the City's Website for Council as well as residents. She announces that the State Primary Election is on August 5th and said the last day to register to vote for that Election is July 7th, either at the Clerk's Office or at the Secretary of State Office or on their website. She also noted that the Clerk's Office is looking for individuals who would like to be Election Inspectors and applications are available at the Clerk's Office.

City Manager's Comments.

George Brown, City Manager noted that the bands playing at the Concert in the Park on June 19th is Shades of Blue and their music is blues and doo whop and on June 26th is the Dean Sokoll Project and they do blues, funky and classic rock.

Citizen's Comments.

Don Kroeger, 433 Toll Street said the drainage ditch behind his house needs to be cleaned out and he gave Council a short presentation on the issue.

Matt Vititoe, 114 Glendale Court, President of the Civil Service Commission said he was looking at the job vacancy posting for the Firefighter Paramedic and he noticed that it was really long, which is not necessarily a bad thing and that there are about 11 more qualifications listed that weren't on the list in 2007. He named a few of the qualifications that were added but said he is not sure how MCOLES, Michigan Commission on Law Enforcement Standards, got on the list. He said that the City's Civil Service is required to approve or scrutinize eligibility lists, promotions and hiring's, etc. He said that since he has been on the Commission he hasn't seen much scrutiny. He continued and discussion was lengthy.

Executive Closed Session.

It was moved by Council Member Iacoangeli and seconded by Council Member Rafko that Council convene to Closed Executive Session to discuss Potential Real Estate Acquisition at 9:15 p.m.

Ayes: 7 Nays: 0

Motion carried.

It was moved by Council Member Iacoangeli and seconded by Council Member Rafko that Council reconvene to Open Session at 10:03 p.m.

Ayes: 7 Nays: 0

Motion carried.

Adjournment.

It was moved by Council Member Iacoangeli and seconded by Council Member Hensley that the meeting adjourn at 10:03 p.m. until the Regular Meeting on Monday, July 7, 2014 at 7:30 p.m.

Ayes: 7 Nays: 0

Motion carried.

Michelle J. LaVoy
City Clerk-Treasurer

Robert E. Clark
Mayor

RESOLUTION

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

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

THEREFORE BE IT RESOLVED that the following person is hereby appointed to the office and the term hereinafter indicated, July 7, 2014

MONROE MUNICIPAL BUILDING AUTHORITY

Building Director	6 year term ending June 30, 2020
City Attorney	6 year term ending June 30, 2020

RECREATION ADVISORY COMMISSION

Cheryl Miller	3 year term ending June 30, 2017
Robert Cebina	3 year term ending June 30, 2017

DOWNTOWN DEVELOPMENT AUTHORITY

Shaun McGowan	4 year term ending June 30, 2018
Anthony Trujillo	4 year term ending June 30, 2018
Chris Bica	4 year term ending June 30, 2018

LAKE ERIE TRANSPORTATION COMMISSION

Joseph Lybik	2 year term ending June 30, 2016
Susan Iott	2 year term ending June 30, 2016

MONROE PORT COMMISSION

Thomas Myers	3 year term ending June 30, 2017
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RIVER RAISIN WATERSHED COUNCIL

Robert Clark (Delegate)	2 year term ending January 11, 2016
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CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2014 BITUMINOUS PAVEMENT MAINTENANCE PROGRAM – REPORT ON BIDS RECEIVED

DISCUSSION: The Engineering Department opened bids for the above project on Wednesday, June 25, 2014. Each year the Engineering Department manages a program for routine maintenance on bituminous (asphalt) streets, including crack sealing and slurry sealing, both of which are designed to lengthen the service life of these pavements. This program typically includes streets that have been targeted for maintenance activities that can extend their surface life for five years or more, and for permanent pavement patching in areas where the Water Department has had main breaks within the past year.

As in previous years, we have identified numerous streets that would benefit from crack sealing based on visual inspection, and also since 2007 have been taking an asset management approach to other asphalt roadways by making sure that every newly-resurfaced roadway receives its first crack sealing treatment within three (3) years of its last resurfacing, sometimes sooner depending on conditions. This list is contained in the supplemental specifications, and due to its length, has been attached with this fact sheet rather than listed here separately. We also select a few roadways to perform a slurry sealing application, which provides new life to pavement surfaces that are aging but the underlying layers are generally stable, and thus can extend the pavement life significantly without having to perform a full resurfacing, typically at least 5-7 years. These locations this year are East Second Street from Scott Street to Half Street, and Bentley Drive from Fredericks Drive to the northern dead end.

There was only one (1) bidder, and a bid tabulation is attached for your review. The bidder, D.G. Slurry Seal of Toledo, submitted a bid of \$90,865.51, which is 3.0% above the Engineer's Estimate of \$88,194.00. D.G. Slurry Seal was the only bidder for this project in 2005, 2006, 2007, 2009, 2010, 2011, and 2013, and were awarded a change order in both 2008 and 2012 to previous contracts since they agreed to hold their unit prices from the previous year. They have performed satisfactorily each year, and we of course recommend awarding this contract to them as well. Since this contract is for maintenance type work, our prevailing wage requirements do not apply to this project. Given the flexible nature of this type of contract, and the fact that often additional maintenance needs (primary new water main breaks) are identified through the contract term, we are again recommending a 20% contingency be allocated from all funding sources instead of the usual 15%.

IT IS RECOMMENDED that the City Council award the above contract to D.G. Slurry Seal of Toledo in the amount of \$90,865.51, and that a total of \$109,000 be encumbered to include a 20% project contingency. **IT IS FURTHER RECOMMENDED** that the Finance Director be authorized to make the necessary fund transfers from the Major Street and Local Street fund balance. **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 *DW*
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Bids are only good for sixty (60) days.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

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

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$109,000*
	Cost of This Project Approval	\$109,000*
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Includes 20% contingency

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	Local Streets – Surface Main.	203-60.464-818.020	\$63,500*
	Major Streets – Surface Main.	202-60.464-818.020	\$28,200**
	Water Department Contr.	591-40.538-818.020	\$17,300

*Requires a transfer of \$11,800 from Local Street Fund Balance

**Requires a transfer of \$28,200 from Major Street Fund Balance

Other Funds

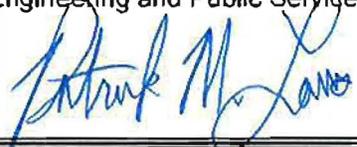
Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 06/25/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: July 7, 2014



2014 Bituminous Pavement Maintenance Program

BID TABULATION

BIDS DUE: Wednesday, June 25, 2014

Page 1 of 1

No.	Item	# units	Units	0 - Engineer's Estimate		1 - D.G. Slurry Seal of Toledo	
				Unit Price	Amt.	Unit Price	Amt.
1	Remove and Dispose Pavement	125.60	SYD	40.00	5,024.00	61.27	7,695.51
2	Furnish & Install Bit. Hand Patching	39.40	TON	225.00	8,865.00	225.00	8,865.00
3	Furnish & Install Overband Crack Seal	20000.00	LBS	2.35	47,000.00	2.35	47,000.00
4	Furnish & Install Emulsified Slurry Seal	10922.00	SYD	2.50	27,305.00	2.50	27,305.00
Total					<u>88,194.00</u>		<u>90,865.51</u>

STREETS INCLUDED IN CONTRACT:

Crack Sealing Locations:

The following locations of streets are proposed for crack sealing, in priority order:

1. East Second Street – Scott to Half
2. Bentley Drive – Fredericks Drive to north end
3. East Elm Avenue – Monroe to Dixie
4. East First Street – Winchester to Conant
5. Almyra Avenue – First to Third
6. Maple (West) Boulevard – Elm to Scottwood
7. Riverside Drive – Donnalee to Richards
8. Riverside Court – Full Length
9. North Roessler Street – Lorain to concrete (north)
10. West Front Street – Harrison to Monroe
11. Cass Street – City line to Third
12. North Dixie Highway – Elm to Spaulding
13. North Dixie Highway – Detroit to Ternes
14. Scott Street – Sixth to Front
15. Donnalee Drive – Riverside to Richards
16. West Eighth Street – Union to Monroe
17. West Seventh Street – Union to Monroe
18. West Elm Avenue – Lavender to Monroe
19. East Fourth Street – Kentucky to Eastchester
20. Winchester Street – Third to Fourth
21. North Custer Road – Cranbrook to Telegraph

If it appears that the bid quantity will be insufficient to complete all crack sealing work, streets will be eliminated with the highest number first by the Engineer. Prior to undertaking work on any of these locations, Contractor shall perform required crack sealing on the streets that are to be slurry sealed later (#1 through #2), to ensure that sufficient quantity exists in the contract to perform work on these streets listed above. Contractor should, as much as practical given geographic proximity of the streets to each other, seal the highest priority streets first. The City reserves the right to add, modify, and / or delete streets to this and other operations, and this is expected given the estimated nature of the crack sealing program.

Patch Locations:

Listing of bituminous patches, consisting primarily of Water Department patches, is also included in the Appendix. The City typically will add patches to this list as more are discovered, and additional utility work takes place between contract bidding and actual construction. As with the crack sealing portion of the contract, the City reserves the right to add, modify, and / or delete patch locations as well. Contractor should be advised that additional patches may be added outside of the City limits should additional water main breaks or other work be undertaken. Contractor shall undertake such work

in the outlying areas at the same unit price, and no additional requests for mobilization or other compensation will be considered.

Slurry Seal Locations:

Presently, based on the estimated pay quantities in other areas, the City is planning to slurry seal two (2) roadways as follows:

1. East Second Street – Smith to Half (5,182.0 SYD estimated)
2. Bentley Drive – Fredericks to north end (5,740.0 SYD estimated)

Some preparatory work, including crack sealing and patching, is required prior to slurry sealing. Patch removal and replacement and overband crack sealing will be paid for at the contract unit prices for those items. Given that actual crack sealing quantities may affect the project budget, the City reserves the right to add, modify, and / or delete streets from this list during the contract term. The following are the sizes of patches that will be needed (as known presently) on the above locations prior to slurry sealing operations, and these quantities have been included in the plan quantities for the patching items:

1. East Second Street (stationing runs west to east starting at P.T. curbs east of Scott Street)
 - 2+24 right – 8' x 3' (2.7 SYD removal, 0.6 Tons replacement)
 - 2+52 left – 2' x 2' (0.4 SYD removal, 0.1 Tons replacement)
 - 4+49 left – 4' x 3' (1.3 SYD removal, 0.3 Tons replacement)
 - 9+84 centerline – 10' x 3' (3.3 SYD removal, 0.7 Tons replacement)
 - 10+72 right along manhole – 6' x 6' (4.0 SYD removal, 0.9 Tons replacement)
 - 14+18 left – 10' x 6' (6.7 SYD removal, 1.5 Tons replacement)
 - 18+20 right – 2' x 2' (0.4 SYD removal, 0.1 Tons replacement)
 - Total Patches: 18.8 SYD removal, 4.2 Tons replacement
2. Bentley Drive – no patches needed



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2014 BRIDGE INSPECTIONS – CONSULTANT AWARD

DISCUSSION: Every even-numbered year, the City of Monroe is mandated through the State of Michigan to inspect all bridges with a span length of more than 20 feet. Currently this includes three bridges over the River Raisin (Roessler Street, Macomb Street, and Winchester Street), the Kentucky Avenue bridge over Plum Creek, the East Elm Avenue bridge over Mason Run Drain, and the railroad underpass structure at North Dixie Highway. These inspections must include all elements that can be accessed, including, but not limited to, the deck surface, underside of the deck, any beam ends, abutments, piers, sidewalks, railings, roadway approaches, and slope protection. In 2000, 2002, 2004, and 2006, these required inspections were performed by the Engineering Department, but due to lack of available staff time and qualifications, we utilized The Mannik and Smith Group to perform this work on our behalf in 2008, 2010, and 2012.

As the Engineering Department estimated the cost of this work to be over \$5,000, multiple quotes were required as a part of the City's Purchasing Policy for Professional Service Contract (attached) dated May 28, 2014. While the Engineering Department estimated the cost to be between \$5,000 and \$15,000, which would require only three (3) quotations, we went above the requirements of this policy and solicited proposals utilizing the full selection process normally required for work over \$15,000 as described in sections 3 and 4 of the policy. The Request for Proposals (RFP) was advertised on the Michigan Intergovernmental Trade Network (MITN), and is attached for your information. Twenty (20) firms downloaded the RFP and four (4) proposals were received by the deadline. One proposal, from HH Engineering Ltd., was delivered unsealed to the Engineering Department within an hour prior to the opening of proposals, but was delivered immediately to the Clerk's office and not viewed until after the 10:00 A.M. opening. All firms met the required pre-qualification for "Bridge Safety Inspection" through the Michigan Department of Transportation (MDOT).

Proposals were reviewed and rated by both the Director of Engineering and Public Services and the Director of Water and Wastewater Utilities, based upon the criteria in the RFP. Since all four (4) firms were very qualified to perform the work, the only major differences between the proposals were in the categories of cost and local familiarity. The Mannik and Smith Group of Frenchtown Township has by far the most local familiarity given their extensive familiarity with our structures in inspection and construction management, whereas the Great Lakes Engineering Group, LLC of Lansing submitted the proposal with the lowest pricing, \$3,000 for all structures. Since they also have some local experience, having performed an MDOT file audit of our inspection activities in the past and having worked as a sub-consultant on the Macomb Street Bridge Rehabilitation project, they were selected as the top vendor based on all factors. Pricing for the proposals ranged from \$3,000 to \$7,600. While award to a vendor for less than \$5,000 technically may not require Council action, given that proposals were formally solicited, we felt it appropriate to forward the decision to the City Council for approval of the selected vendor. The proposal from Great Lakes Engineering Group, LLC is attached for review.

IT IS RECOMMENDED that the City award a contract for inspection services to the Great Lakes Engineering Group, LLC, in the amount of \$3,000.00, and that the Director of Engineering and Public Services be authorized to execute the agreement on behalf of the City.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Inspections must be completed this summer.

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, traveling public

FINANCES

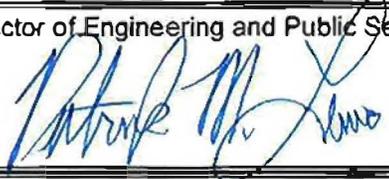
COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$3,000.00
	Cost of This Project Approval	\$3,000.00
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Major Streets – Bridge Maln.	202-60.473-818.020	\$3,000.00

Other Funds

Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 06/26/14

REVIEWED BY: 

DATE:

COUNCIL MEETING DATE: July 7, 2014

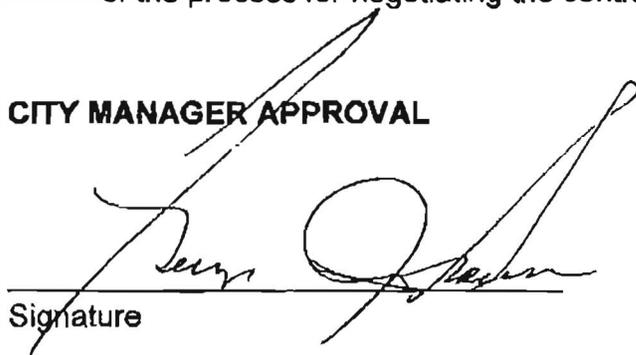
**CITY OF MONROE
PURCHASING POLICY
PROFESSIONAL SERVICE CONTRACTS**

1. Professional service contracts with an estimated contract cost of \$5,000 or less may be entered into after receiving approval of the Finance Director *and* City Manager.
2. Professional service contracts with an estimated contract cost of more than \$5,000, but less than \$15,000 may be entered into after receiving at least three (3) quotes and after receiving approval of the City Council.
3. Professional service contracts with an estimated contract cost of more than \$15,000 may only be entered into after requesting sealed proposals and receiving approval of the City Council.
4. When solicited under the seal-proposal process, requests for proposals (RFP) for professional services shall include language which specifies that the sealed proposal shall be submitted or mailed to the office of the City Clerk and that all proposals submitted will be opened on a specified date and time and at a specified place. The opening of sealed-proposals shall be performed under the supervision of the City Clerk or his/her designee at the specified time and place. The opening of sealed proposals shall be conducted in a place which is open to the public at the time of opening. One copy of each proposal submitted shall remain in the possession of the City Clerk until presented to and acted on by the City Council, and be made available for public examination when requested.
5. A purchase order will be required for any contract with an estimated cost greater than \$1,000.
6. These rules may be waived with approval of the City Manager. All contracts with a cost greater than \$5,000 will require the approval of the City Council regardless of the process for negotiating the contract.

CITY MANAGER APPROVAL

Signature

Date



5/28/2014

CITY OF MONROE REQUEST FOR PROPOSALS 2014 BRIDGE INSPECTIONS

1. Purpose of Work:

The City of Monroe is soliciting a Request for Proposals for the purpose of obtaining the services of a consulting firm to perform its biennial bridge inspections at six (6) bridge locations. Proposals will be accepted from only those firms that are pre-qualified through the Michigan Department of Transportation (MDOT) in the category "Bridge Safety Inspection".

2. Work to be Performed by Consultant:

Selected firm must be able to perform all inspection work using own personnel, vehicles, equipment, and complete all reporting through the MDOT MiBridge inventory program on behalf of the City of Monroe by October 31, 2014. Both the "Bridge Safety Inspection Report" (Form P2502) and the "Structure inventory and Appraisal" (Form 1717A) should be completed and / or revised as appropriate for each of the bridges subject to inspection. As each of the structures had a very thorough inspection performed in 2012 using a "snooper" vehicle, this is not necessary for 2014 work. However, inspection activities should be comprehensive enough to completely ascertain the appropriate ratings and note any defects that are readily apparent. All testing shall be non-destructive (other than the use of items such as small chipping hammers, chain drags, etc.). In addition to completion of the required report forms, firms should be prepared to provide a basic narrative report including representative photographs documenting the general condition of each basic element of each structure (i.e., beams, piers, abutments, deck) and specific photographs for any areas found of concern or that may deviate substantially from the overall element rating.

Inspection shall include the following portions / elements of the bridges as may be appropriate:

- Superstructure
- Substructure
- Wearing surfaces
- Sidewalks and railings on bridges themselves
- Approach pavement and guardrails / railings
- Channel areas immediately upstream and downstream of headwalls and culverts
- Embankment areas

The following work items are not required as a part of this proposal, and if subsequently are found to be necessary, a separate fee will be negotiated:

- Structural analysis or design
- Load rating
- Hydraulic modeling and analysis
- Destructive testing
- Underwater inspection

The City of Monroe has six (6) bridges that will require inspection in 2014 as follows:

1. East Elm Avenue over Mason Run Drain (Fed. ID 584450600040B01)
2. Roessler Street over River Raisin (Fed. ID 584450600062B01)
3. Macomb Street over River Raisin (Fed. ID 584450600081B01)
4. Kentucky Avenue over Plum Creek (Fed. ID 584450600096B01)

5. Winchester Street over River Raisin (Fed. ID 584450600115B01)
6. NS / CN Railroads over North Dixie Highway (Fed. ID 584450600087X01)

It should be noted that while the Macomb Street bridge was inspected in 2013 due to the completion of construction, the City wishes to re-inspect this year to place it back on the same cycle as other City locations. 2012 inspection reports are available upon request and can be scanned to .pdf format, and are also believed to be available through the MDOT system.

3. Proposal Submission:

The proposal shall consist of as few pages as possible, and shall include, at a minimum, a listing of available project personnel with resumes and listing of qualifications, certifications, and general experience, statement of experience on similar projects, and any other relevant information. As the City plans to use the professional services agreement form provided by the consultant in lieu of a standard form of its own, consultant shall provide this with the submittal as well. Liability insurance must be provided by the consultant in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, and evidence of this should be submitted in the proposal. Since the City wishes to ascertain the total required budget for these work activities, a "Not to Exceed" price should be listed for the total of all six (6) locations, and such price shall include all services described in this request. As this is a professional services selection, the City reserves the right to award to any firm in its sole best interest, though the total "Not to Exceed" cost will be considered to some degree in determining the selected vendor. In no case shall proposals exceed 10 pages, excluding resumes, insurance certificate, and example professional services agreement form.

Questions on this RFP must be submitted in writing via fax or email by the close of business (4:30 P.M.) on Thursday, June 19, 2014. No phone call responses to questions will be provided. All consultants desiring to submit proposals for review should notify the City of Monroe in writing or via email of their intention no later than this date, to ensure that all interested consultants will directly receive emailed answers to questions raised. Responses to all questions will be sent to all consultants that have notified the City of Monroe of their intention to submit by the close of business on Monday, June 23, 2014, and the responses and / or any revisions to the RFP will be sent to all of these consultants and posted to the Michigan Intergovernmental Trade Network (MITN). Questions should be submitted to Patrick M. Lewis, P.E., Director of Engineering and Public Services, 120 East First Street, Monroe, MI 48161 or email patrick.lewis@monroemi.gov.

Four (4) original submittals are due by 10:00 A.M. on Wednesday, June 25, 2014 to the office of the Clerk-Treasurer, where a public acknowledgement of their submission will be made, but pricing will not be read. Proposals will be available for public inspection for a short time following their opening, and subsequently upon request. The Engineering Department plans to award a contract at the July 7, 2014 City Council meeting, but submitting firms should be aware that it is possible this award could be delayed until the July 21 City Council meeting if additional time is desired to review proposals.

Proposal should be submitted to:
Michelle J. LaVoy, Clerk-Treasurer
City of Monroe
120 East First Street
Monroe, MI 48161

4. Costs:

All prices shall be quoted in U.S. dollars. If any uncertainty exists, quote estimated cost or a range of costs. Unless respondents specifically note otherwise, any and all quoted prices will be considered firm through December 31, 2014. A "Not to Exceed" price should be supplied for all of the required work activities. Cost will not be the sole determining factor, but will be considered as a part of the consultant selection.

5. Selection Process:

Selection of the consultant shall be based on a review of all submitted proposals and the assignment of a representative point value for each of the categories listed below. A final score sheet will not be released, though individualized feedback may be provided to non-selected consultants upon request. The scoring will be as follows (total of 100 points possible):

- Understanding of Service 20 points
- Past Experience of Firm on Similar Projects 30 points
- Qualifications of Project Team 30 points
- Local Experience / Familiarity 10 points
- Cost 10 points

The selection team will consist of the City Director of Engineering and Public Services and additional City representatives as deemed appropriate.



Bridge Inspection Qualification Statement 2014 Biennial Bridge Inspections

Prepared for:
City of Monroe

June 20, 2014

PRIME VENDOR

GREAT LAKES ENGINEERING GROUP, LLC
521 Seymour Street
Lansing, MI 48933
Phone: (517) 363-4400
Fax: (517) 363-4036
E-mail: info@glengineering.com
Federal I.D. Number: 38-3526743

Great Lakes Engineering Group is a Limited Liability Corporation and licensed in the State of Michigan. **Great Lakes Engineering Group is certified as a DBE company with the Michigan Department of Transportation.**

Contact Person: Amy L. Trahey, P.E.
Approved Negotiator: Amy L. Trahey, P.E.

Great Lakes Engineering Group, LLC is pre-qualified with MDOT for this project in the following classification:

- Bridge Safety Inspections
- Bridge Load Ratings
- Underwater Bridge Inspections

Great Lakes Engineering Group agrees to have in effect all insurance required by law. In addition, the Engineer will carry Professional Liability Insurance with an annual aggregate limit of not less than \$1,000,000.



Understanding of Service

Great Lakes Engineering Group, LLC (GLEG) understands that this project consists of providing the Routine Bridge Safety Inspections for 6 bridges located within the City of Monroe in 2014. GLEG will report directly to Mr. Patrick Lewis, P.E, the Director of Engineering. We will provide field inspections, complete bridge inspection reports, communicate findings to the City, and respond to review, audit, or evaluation comments.

The following specific Bridge Inspection Engineering Services will be performed by GLEG for the City's Routine Bridge Inspections:

- A. **Project Schedule:** We will develop a project schedule for the inspection of the bridges. We realize that inspections must be completed within the same month of the due date listed in MDOT's database. Currently, the City has 4 bridges due in August 2014, 1 bridge (Macomb Street over River Raisin) that is due in 2015, but will be moved up to August 2014, and one bridge due in October 2014 (NS/CN Railroads over North Dixie Highway). GLEG recommends moving the October inspection up to August as well, to make the inspection schedule more efficient. GLEG will complete all of the inspections on time to ensure compliance with MDOT and the FHWA.
- B. **Preparation:** In order to ensure the approved project schedule is met, and each inspection is done with the greatest efficiency, Great Lakes Engineering Group, LLC utilizes basic inspection preparation procedures. Basic Preparation Activities:
 - Review existing structure/bridge file.
 - Organize tools and equipment needs (hand tools, boat, waders, probing rod, dye penetration kit, grinder...)
 - Prepare field forms for data collection and notes.
 - Hold an internal project initiation meeting to review inspection procedures and schedule.
- C. **Inspection:** During this phase of the work, the hands-on visual work and non-destructive testing are performed to examine the structure and each of its components. Inspection procedures as defined by the National Bridge Inspection Standards (NBIS) and MDOT will always be followed. Basic Inspection Activities:
 - Visual examination of bridge components
 - Physical examination of bridge components including scour investigation
 - Evaluation of bridge components
- D. **Reports:** The quality of a filled out inspection report reflects the quality and depth of the actual inspection. The reports will have coherent content, and utilize the consistent language set forth in the NBI manual. The following reports will be completed and submitted in a format that is compatible with the City's current bridge inspection files.



- Bridge Safety Inspection Report (BSIR)
- Structure Inventory and Appraisal Report (SI&A)
- Work Recommendations
- Structure Photo Log (Using digital camera)
- Request for Action Report (RFA) (As needed)

The documentation for the City's files will also be submitted electronically in .pdf format. The final deliverable will be submitted to the City by October 31, 2014. The documentation required by MDOT will be submitted via the MiBRIDGE website.

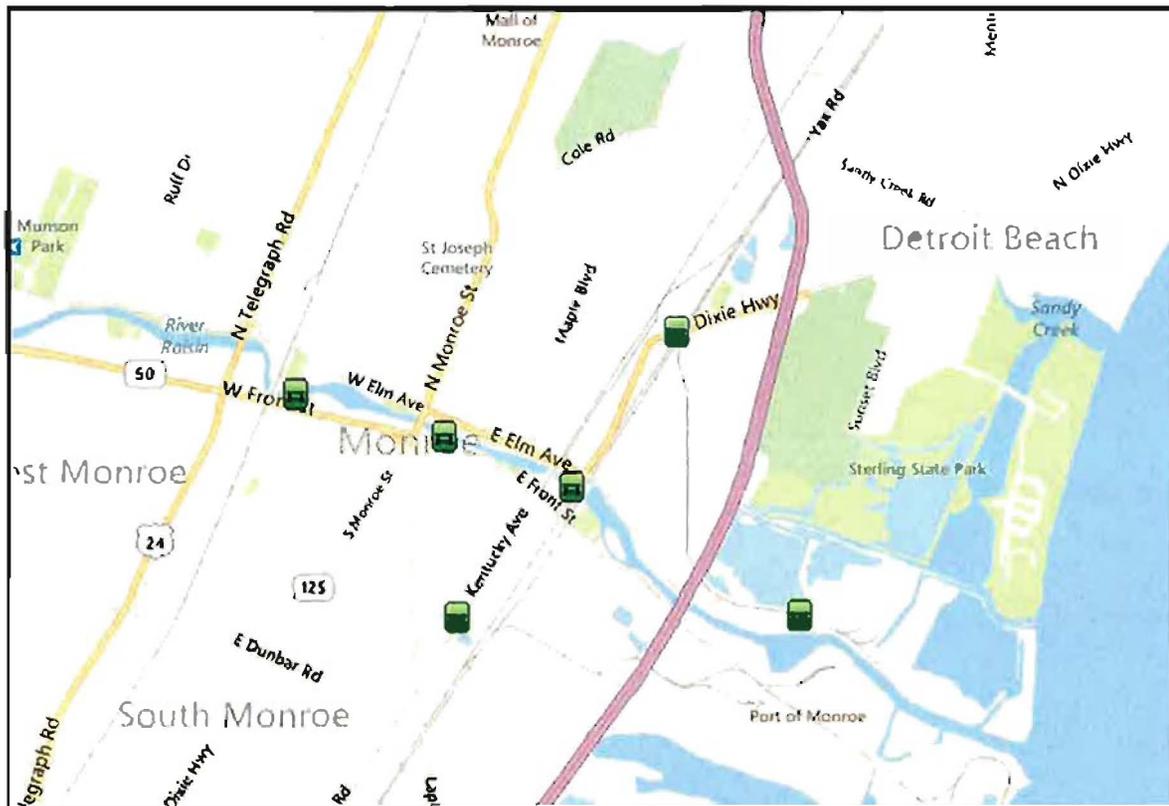
- E. **Equipment:** GLEG has all the necessary equipment to fulfill the bridge inspection obligations (work truck with safety lights, ladders, boat, hammers, thickness gauge, tape measures, digital camera, laptop computer, waders, probing rods, grinders, dye pen kit, marking keel and paint, crack gauges).
- F. **Notification for Unusual Situations:** GLEG understands that if an unusual circumstance or situation is observed, the City Engineer will be notified immediately via telephone, e-mail, or fax. The initial contact will always be followed-up by written notifications in the form of an RFA detailing the findings with supporting photographs. The RFA will be sent within three days to the City Engineer. RFA's will be utilized only to convey deficient structural conditions, functional problems, or to request a detailed inspection or load analysis.
- G. **Load Analysis:** If a bridge is inspected and it is advised that a load analysis be conducted based on the level of deterioration to structural elements, we will request this need in writing to the City Engineer with justification. A detailed inspection may be required, but will not be done unless prior approval is received from the City of Monroe.

Qualifications of Project Team

The team listed below meets all the requirements as detailed in the Request for Proposals.

Casey Collings, P.E. will serve as **Inspection Team Leader**. He will be responsible for performing the field inspections, communicating any critical findings to the County, and the final bridge inspection report preparation. He will act as the point of contact for the Project Manager. Mr. Collings will ensure any issues are recognized and resolved in a timely manner and coordinate all aspects of this project. Mr. Collings meets all the requirements for an Inspection Team Leader as defined by the NBIS. He has performed bridge safety inspections and load ratings for local agencies throughout Michigan, including the safety inspections for the Oakland County, Saginaw County, the City of Midland, and Bay County. He also has a thorough understanding of the MDOT Local Bridge Program and the selection and funding of bridges through this program.

Eric Rickert, P.E. is the secondary member of the bridge inspection team. He will also serve as an **Inspection Team Leader** for this project. Mr. Rickert is a project engineer who is also a Qualified Inspection Team Leader; he has completed the two-week NHI Bridge Inspection Training class, the NHI Frac-



GLEG is familiar with the bridges in the City of Monroe, having performed QA/QC reviews for MDOT/FHWA in 2009. In May of 2011, GLEG performed an Underwater Inspection of the Macomb over River Raisin Bridge in conjunction with a bridge rehabilitation design performed by Spaulding DeDecker. We also performed the Underwater Inspection and Detailed Inspection of the I-75 bridges over the River Raisin and Front Street in 2012. GLEG performed the routine safety inspections for the bridges in Monroe County for the MDOT University Region in the past and are familiar with the location, site logistics, railroad crossings, and waterways.

Bridge Safety Inspection References / Past Performance / Experience



Project Location, Year	Project Description	GLEG's Role and Contributions
Tuscola County Road Commission 2014	As-Needed Bridge Inspection Services	Performed routine bridge inspections for structures with increased inspection frequencies, completed Level II Load Ratings, completed a Scour Plan of Action, assembled and submitted the County's 2014 Local Bridge Program Applications Michele Zawerucha, P.E. 989.673.2128
Saginaw County Road Commission 2014-2015	Bi-Annual Bridge Inspection (206 Bridges) and Load Ratings	Performed routine bridge inspections, completed MDOT required forms and created a bridge management inventory database including work recommendations. Completed load analysis of deteriorated bridges and updated SI&A forms. Bridge inspections were performed according to MDOT and NBI standards. Conducted load analyses in LRFR. Utilized MDOT's MBIS, BOW to enter inspection data. Joe Wisniewski, P.E. 989.752.6140
Midland County Road Commission 2013, 2011	Bi-Annual Bridge Inspection (76 Bridges) and Load Ratings	Performed routine bridge inspections (including a fracture critical inspection on a historic truss), completed MDOT required forms and created a bridge management inventory database including work recommendations and MDOT local bridge program applications for rehab/repair funding. Completed load analysis of deteriorated bridges and updated SI&A forms. Bridge inspections were performed according to MDOT and NBI standards. Conducted load analyses in LRFR. Utilized MDOT's MBIS, BOW to enter inspection data. Sam SanMiguel 989.687.9060
Washtenaw County Road Commission 2014, 2013, 2012	Bi-Annual Bridge Inspection (113 Bridges) and Load Ratings	Performed routine bridge inspections (including two fracture critical inspections on historic trusses), completed MDOT required forms and created a bridge management inventory database including work recommendations. Completed load analysis of deteriorated bridges and updated SI&A forms. Bridge inspections were performed according to MDOT and NBI standards. Conducted load analyses in LRFR. Utilized MDOT's MBIS, BOW to enter inspection data. Kelly Jones, P.E. 734.327.6647
Road Commission for Oakland County 2014, 2012, 2010, 2008, 2006	Bi-Annual Bridge Inspection (104 Bridges) and Load Ratings	Performed routine bridge inspections, completed MDOT required forms and created a bridge management inventory database including work recommendations and MDOT local bridge program applications for rehab/repair funding. Completed load analysis of deteriorated bridges and updated SI&A forms. Bridge inspections were performed according to MDOT and NBI standards. Conducted load analyses in LRFR and created bridge files. Utilized MDOT's MBIS, BOW to enter inspection data. Tom Blust, P.E. 248.645.2000



Project Location, Year	Project Description	GLEG's Role and Contributions
Hillsdale County Road Commission 2014, 2012,	Bi-Annual Bridge Inspections (93 Bridges) and Load Ratings	<p>Performed routine bridge inspections, completed MDOT required forms and created a bridge management inventory database including work recommendations. Bridge Inspections were performed according to MDOT and NBI standards. Completed load analysis of deteriorated bridges.</p> <p>Stan Clingerman, P.E. 517.437.4458</p>
MDOT Construction & Technology 2014, 2013, 2012, 2011, 2010, 2009, 2008	QA/QC Statewide Reviews for Bridge Inspections	<p>Provided Quality Control and Quality Assurance reviews on MDOT and local agencies statewide. Reviewed bridge files, reports, load ratings, scour evaluations, photo logs, and recommendations. Performed field review of bridge inspections. Prepared a final report summarizing findings and making recommendations to further improve the bridge inspection program. Prepared a presentation to give to MDOT and FHWA summarizing the findings and recommendations.</p> <p>Richard Kathrens, P.E. 517.322.5715</p>
City of Leslie 2014, 2013, 2012, 2011, 2010, 2008	Bi-Annual Bridge Inspection, Detailed Inspection and Load Analysis	<p>Performed routine bridge inspections, completed MDOT required forms including BSIR, CSIR, SI&A, core element rating, work recommendation, stream cross section Spreadsheets. Bridge inspections, detailed inspection and load rating were performed according to MDOT and NBI standard. Utilized MDOT's MBIS, BOW to enter inspection data.</p> <p>Brian Reed, Manager, 517.819.8236</p>
Ingham County Road Commission 2011, 2009	Bi-Annual Bridge Inspections (87 Bridges) and Load Ratings	<p>Performed routine bridge inspections, completed MDOT required forms and created a bridge management inventory database including work recommendations. Bridge Inspections were performed according to MDOT and NBI standards. Completed load analysis of deteriorated bridges.</p> <p>Robert Peterson, P.E. 517.676.9722</p>
City of Jackson 2011, 2009, 2007	Bi-Annual Bridge Inspections (19 Structures) and Bridge Management Services	<p>Performed routine bridge inspections, completed MDOT required forms and created a bridge management inventory database including work recommendations and MDOT local bridge program applications for rehab/repair funding. Completed load analysis of deteriorated bridges and updated SI&A forms. Bridge Inspections were performed according to MDOT and NBI standards.</p> <p>Troy White, P.E. 517.788.4160</p>



City of Monroe
2014 BIENNIAL BRIDGE INSPECTION PROGRAM
PRICE PROPOSAL

Work Description	Number of Bridges	Price per Bridge	Total LSUM Price
BIENNIAL BRIDGE INSPECTIONS-2014	6	\$ 500.00	\$ 3,000.00
LUMP SUM NOT TO EXCEED TOTAL:			\$ 3,000.00

STAFF EDUCATION AND EXPERIENCE REPORT

NAME Eric Rickert, P.E.	TITLE Bridge Engineer	ROLE ON THIS SERVICE Qualified Team Leader
COMPANY NAME Great Lakes Engineering Group, LLC	YEARS OF EXPERIENCE 4 with company 12 with other consultant/vendors	

EDUCATION

B.S. Civil Engineering, 1998, Michigan State University, East Lansing MI

LICENSES & REGISTRATIONS

Michigan Professional Engineer # 49224	NHI course – Bridge Inspection Refresher Training (2008)
MDEQ Certified Storm Water Operator # C03832	NHI course – Inspection of Fracture Critical Bridges (2009)
NHI course – Safety Inspection of In-Service Bridges (2004)	NHI course -135085 - Plan of Action (POA) for Scour Critical Bridges
NHI course – Stream Stability & Scour at Highway Bridges (2007)	
NHI course - 130099 Bridge Inspectors NDE Showcase	

GENERAL EXPERIENCE & QUALIFICATIONS

Mr. Rickert's 16-year career has been centered on the safety inspection, and load analysis of Michigan's bridges. He is a Qualified Team Leader and has inspected bridges and culverts throughout the state of Michigan for county road commissions and local agencies. Eric has served as Bridge Load Rating Engineer for MDOT and local agencies and is well versed in AASHTOWare BrR software. He possesses a thorough understanding of state and federal policy and MDOT design and construction standards and has successfully completed NHI course #130055, "Safety Inspection of In-Service Bridges"; NHI course #130053, "Bridge Inspection Refresher Training"; and NHI course #130078, "Inspection of Fracture Critical Bridge". Eric is a Professional Engineer and conducts Load Rating Analysis, and Scour Evaluations (Level I & II) for clients using MathCAD, Excel, and Hec-Ras. He is familiar with the AASHTO Manual for Bridge Evaluation, the Michigan Structure Inventory & Appraisal Coding Guide, the MDOT Bridge Analysis Guide, and the National Bridge Inspection Standards.

SPECIFIC EXPERIENCE

KEY*	1: General description of service 2: Role of person in the service 3: Service budget 4: Year service was completed 5: Name of client	6: Role of submitting firm in the service 7: Name & phone number of client contact 8: If construction-related, include route name, limits of construction, construction budget, & general description of type of construction
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PROJECT ID

Bi-Annual Bridge Inspections, Load Analysis, Stream Cross Sections & Bridge Management, Washtenaw County

ROLE & DESCRIPTION OF SERVICE

3: \$100,000	1: Inspection of 93 bridges in Washtenaw County, including load-rating analysis and stream cross sections, plotted in graph format and Level I Scour Analysis. 2: Team Leader/Lead Load Rating Engineer: Responsible for performing the field inspection, entering the report into MBIS, load ratings and final deliverable. Load Ratings performed on various structure types based on deterioration and Tier II compliance with MDOT. 5: Washtenaw County Road Commission 7: Kelly Jones. 734-645-2000.
4: 2013-2014	
6: Prime	

PROJECT ID

MDOT JN118821, Bridge Scoping for Evergreen Road over I-96

ROLE & DESCRIPTION OF SERVICE

3: \$125,000	1: Bridge scoping for Evergreen Road over I-96 and CSX RR in accordance with the National Bridge Inspection Standards. The work included site inspection, (Steel beam end inspection, concrete deck surveys, substructure sounding), non-destructive testing, and report preparation. 2: Bridge Engineer: Assisted in field investigation, quantity calculations, drafting of field sketches including beam end repairs, repair recommendations and analysis. 5: Big Bridge 7: Linda Reed, P.E., 517.322.5622
4: 2013	
6: Prime	

PROJECT ID

Bi-Annual Bridge Inspections, Load Analysis, Stream Cross Sections & Bridge Management, Branch County

STAFF EDUCATION AND EXPERIENCE REPORT

Eric Rickert

ROLE & DESCRIPTION OF SERVICE	
3: \$140,000	1: Inspection of 78 bridges in Branch County, including load-rating analysis and stream cross sections, plotted in graph format and Level I Scour Analysis.
4: 2013	
6: Prime	2: Team Leader/Lead Load Rating Engineer: Responsible for performing the field inspection, entering the report into MBIS, load ratings and final deliverable. Load Ratings performed on various structure types based on deterioration. Inspections entail field investigations and final report preparation that includes, BSIR, SI&A, Core Elements, Work Recommendations (maintenance and contract), and Photo's. Assisted in Local Bridge Program prioritization of critical and functionally obsolete bridges.
	5: Branch County Road Commission 7: Trent Arver; 517-278-2022

PROJECT ID	
Bi-Annual Bridge Inspections, Load Analysis, Stream Cross Sections & Bridge Management, Oakland County	
ROLE & DESCRIPTION OF SERVICE	
3: \$130,000	1: Inspection of 91 "A" classification bridges (over 20' in length) in Oakland County, including load-rating analysis on all bridges inspected and consultation with RCOC. Additional services included stream cross sections, plotted in graph format and Level I Scour Analysis.
4: 2012-2014	
6: Prime	2: Team Leader/Load Rating Engineer: Responsible for performing the field inspection, entering the report into MBIS, and final deliverable. Photo's are taken in the field and compiled in a photo log. Inspections entail field investigations and final report preparation that includes, BSIR, SI&A, Core Elements, Work Recommendations and Load Posting Recommendations. Assisted in Local Bridge Program prioritization of critical and functionally obsolete bridges.
	5: Road Commission of Oakland County 7: Thomas Blust, PE; 248-645-2000

PROJECT ID	
Bridge Safety Inspections, Bridge Management, Bridge Load Rating, Bridge Scoping & Stream Cross Sections, Ingham County Road Commission	
ROLE & DESCRIPTION OF SERVICE	
3: \$75,000.00	1: Provided bridge safety inspections for 67 in-service structures located throughout Ingham County in accordance with the National Bridge Inspection Standards. The work included bridge file review, field inspections, notice of critical situations, and preparation of the final inspection report which includes the Bridge Safety Inspection Report (BSIR) MDOT form 2502, CoRe Element Report & Work Recommendations Report, Stream Cross Section Report, Photographs, Posting Documentation and Request for Action Reports. Also performed load analysis on all of the inspected bridges.
4: 2013/2012	
6: Prime	2: Bridge Load Rating Engineer: Conducted load analysis according to LFR, the MDOT Bridge Analysis Guide and AASHTO's Manual for Bridge Evaluation. Also conducted detailed inspection of suspect beams ends with use of a reachall, and ultrasonic thickness gauge to measure section loss in steel beam ends and H-bearings.
	5: Ingham County Road Commission 7: Robert Peterson, P.E.; 517.676.9722

PROJECT ID	
MDOT Statewide Bridge Safety Inspection Quality Assurance and Quality Control Review Services	
ROLE & DESCRIPTION OF SERVICE	
3: \$270,000	1: Performing quality assurance activities at both local and state agencies to ensure that bridge inspection quality control is being performed and is meeting the requirements of the National Bridge Inspection Standards.
4: 2013	
6: Prime	2: Project Engineer/Bridge Inspector/Load Rating Reviewer: Responsible for reviewing load ratings in bridge file and determining method of analysis, proper coding of the SI&A, posting recommendations, and verifying in the field if load posting signs were present if recommended.
	5: Michigan Department of Transportation 7: Richard Kathrens, P.E. 517.322.5715

STAFF EDUCATION AND EXPERIENCE REPORT

NAME Casey J. Collings, P.E.	TITLE Bridge Engineer	ROLE ON THIS SERVICE Qualified Team Leader
COMPANY NAME Great Lakes Engineering Group, LLC	YEARS OF EXPERIENCE 2 with company 10 with other consultant/vendors	

EDUCATION
B.S. Civil Engineering, Michigan State University 2001

LICENSES & REGISTRATIONS	
NHI Certified for Safety Inspection of In-Service Bridges (Lansing, MI 2006)	Michigan Professional Engineer (54234)
MDOT Density Technology Certification	MI LTAP – Scour – Level 1 & 2 Evaluations, Plans for Actions & Countermeasures (2009)
Michigan Concrete Field Testing – Level 1 Proficient with Virtis Load Rating Software	MI LTAP – Bridge Safety Inspection Safety Refresher (2010)
FHWA – Bridge Load Rating Analysis in accordance with the AASHTO LRFR Bridge Specifications (2008)	MI LTAP – MDOT Bridge Load Ratings Workshop (2011)
NHI Stream Stability & Scour at Highway Bridges	NHI Plan of Action (POA) for Scour Critical Bridges (2012)
	NHI Bridge Inspection Non-Destructive Evaluation

GENERAL EXPERIENCE & QUALIFICATIONS
Casey has over 12 years' experience in bridge safety inspections, scour analysis, load analysis and fracture critical inspection of steel members. He is a Qualified Team Leader and meets the requirements according to federal regulations 23 CFR Part 650. He has inspected bridges for MDOT in both Bay and Metro Region, and has performed bridge inspections, Level I and Level II hydraulic analysis, stream cross sections, and load ratings for several local agencies. He is responsible for setting up the inspection schedule and performs timeliness checks to ensure compliance with MDOT/FHWA. Casey has also performed several detailed inspection on both steel and concrete structures. He utilizes ultrasonic thickness gages, grinders, calipers, dye penetrant test to perform NDT on bridge elements. He has sounded bridge deck surfaces, soffits, fascias, and substructure units and provides detailed field notes with quantity calculations. He assists in recommending the most cost effective repair strategy for bridge during the bridge scoping process and has experience in writing technical reports. He is familiar with NBIS, Pontis, AASHTO Manual for Bridge Evaluation, the MDOT Bridge Inspection Rating and Frequency guidelines, the Michigan SI&A Manual and the BIRM. He is proficient in Bridge Load Rating and in using AASHTOWare BrR software.

SPECIFIC EXPERIENCE

KEY*	1: General description of service 2: Role of person in the service 3: Service budget 4: Year service was completed 5: Name of client	6: Role of submitting firm in the service 7: Name & phone number of client contact 8: If construction-related, include route name, limits of construction, construction budget, & general description of type of construction
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PROJECT ID
Bridge Load Ratings for Isabella County Road Commission

ROLE & DESCRIPTION OF SERVICE	
3: \$35,000	1: Perform load ratings for all Tier II structures per MDOT.
4: 2013-2014	2: Load Rating Engineer; responsible for reviewing bridge inspection reports for deterioration and analyzing using MDOT Bridge Analysis Guide and AASHTOWare BrR (formally Virtis) software in addition to MathCad files.
6: Prime	5: Isabella County Road Commission 7: Patrick Gaffney, P.E.

PROJECT ID
MDOT JN118821, Bridge Scoping for Evergreen Road over I-96

ROLE & DESCRIPTION OF SERVICE	
3: \$125,000	1: Bridge scoping for Evergreen Road over I-96 and CSX RR in accordance with the National Bridge Inspection Standards. The work included site inspection, (Steel beam end inspection, concrete deck surveys, substructure sounding), non-destructive testing, and report preparation.
4: 2013	2: Bridge Engineer: Assisted in field investigation, quantity calculations, drafting of field sketches including beam end repairs, repair recommendations and analysis.
6: Prime	5: Big Bridge 7: Linda Reed, P.E., 517.322.5622

STAFF EDUCATION AND EXPERIENCE REPORT

PROJECT ID	
Bi-Annual Bridge Inspections, Load Analysis, Stream Cross Sections & Bridge Management, Branch County	
ROLE & DESCRIPTION OF SERVICE	
3: \$140,000	1: Inspection of 78 bridges in Branch County, including load-rating analysis and stream cross sections, plotted in graph format and Level I Scour Analysis.
4: 2013	
6: Prime	2: Team Leader/Load Rating Engineer: Responsible for performing the field inspection, entering the report into MBIS, load ratings and final deliverable. Load Ratings performed on various structure types based on deterioration.
	5: Branch County Road Commission 7: Trent Arver; 517-278-2022
PROJECT ID	
Routine Bridge Inspections for MDOT – Metro Region	
ROLE & DESCRIPTION OF SERVICE	
3: \$150K	2: Lead qualified team leader (QTL) for multiple bridge/grade separation inspections along I-75, I-94, I-96, I-375, US-12, M-8, M-10, M-39, M-53, M-59, and M-85. Performed routine bridge inspections in accordance with the Bridge Inspector's Reference Manual and in compliance with FHWA and NBI requirements. Coordinated daily with MDOT Permit and Freeway Operations engineers. Coordinated and utilized MDOT's impact attenuator truck for designated inspections. Prepared reports that detail inspection findings, along with recommended repairs. Provided prompt feedback on items that required immediate attention. Prepared and coordinated requests for actions as needed. 5:MDOT, Metro Region 7:Contact: Olukayode Adefeso, PE, 248.483.5214
4: 2013	
6: Prime	
PROJECT ID	
Bridge Safety Inspection and Load Rating Services for Saginaw County Road Commission	
ROLE & DESCRIPTION OF SERVICE	
3: \$155,000	1: Routine safety inspections of 200 bridge and load rating of all Tier I bridges.
4: 2012	2: Project manager and qualified team responsible for compliance with MDOT and FHWA NBIS requirements. Bridge structures are inspected and Bridge Inspection Report and Michigan Structure Inventory and Appraisal forms are completed using Michigan Bridge Inspection System software. Load Ratings were performed per MDOT Bridge Analysis Guide and utilized Virtis Software in addition to Leap software. MDOT's Assumption and Summary forms were compiled. 5:Saginaw County Road Commission 7:Contact: Ryan Whiteherse, 989.752.6140
6: Prime	
PROJECT ID	
In-Depth Bridge Inspections for MDOT – Bay Region	
ROLE & DESCRIPTION OF SERVICE	
3: \$200K	2: Lead bridge inspector/bridge scoping engineer for 28 bridge inspections along I-75, I-475, I-675, I-69, US-10 US-27, M-13, M-19, M-46, M-53, M-54, M-83, in various counties. Performed in-depth bridge inspections in accordance with the Bridge Inspector's Reference Manual and in compliance with FHWA and NBI requirements. Detailed inspections included sounding the deck surface and underside, fascias, soffits, and substructures for delaminated and spalling concrete. Conducted visual inspections of the surface of the bridge and measured beam end deterioration as needed. The project included traffic control and night work.
4: 2011	
6: Prime	5: Bay Region 7: Contact: Steve Katenhus, PE, 989.754.0878
PROJECT ID	
In-Depth Bridge Inspections for MDOT – Bay Region	
ROLE & DESCRIPTION OF SERVICE	
3: \$120K	2: Lead qualified team leader and confined space coordinator for 16 bridge/culvert inspections along I-75, I-69, M-54, M-15, I-475, M-53, M-20, M-24, M-84, M-81 and I-675 in Bay, Genesee, Huron, Isabella, Lapeer and Saginaw Counties. Performed routine and in-depth bridge/culvert inspections in accordance with the Bridge Inspector's Reference Manual and in compliance with FHWA and NBI requirements.
4: 2010	
6: Prime	5: Bay Region 7: Contact: Jason Garza, PE, 989.754.0878

STAFF EDUCATION AND EXPERIENCE REPORT

NAME Amy Trahey, PE	TITLE President	ROLE ON THIS SERVICE Project Manager
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COMPANY NAME Great Lakes Engineering Group, LLC	YEARS OF EXPERIENCE 14 with company 6 with other consultant/vendors
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EDUCATION
B.S. Degree in Civil Engineering – Michigan Technological University - 1994

LICENSES & REGISTRATIONS	
Professional Engineer, MI 46138	Thermography in Bridge Inspection, 2012 IR Camera
Safety Inspection of In-Service Bridges FHWA-NHI-130055 1999 - Recert 2006, 2011	NHI Bridge Management Certification
Pontis Bridge Management FHWA-NHI-134056 2000	NHI Fracture Critical Bridge Training Certification
AASHTO Geometric Design/Highway Traffic Safety	FHWA Bridge Load Rating, 2007, 2008
NHI Fatigue Resistant Steel Details	FHWA/NHI Underwater Bridge Inspection Certification
	Load and Resistance Factor Design for Highway Bridges
	NHI Stream Stability and Scour for Highway Bridges, POA's

GENERAL EXPERIENCE & QUALIFICATIONS
Over the course of her 20-year career, Ms. Trahey's focus has been centered on the design, inspection, scoping, analysis, and construction of bridges. She is a Qualified Team Leader and has inspected over 3500 bridges and culverts throughout the state of Michigan for both state and local agencies. She has served as Project Manager and Team Leader on several Bridge Scoping, In-Depth Bridge Inspection, and New and Rehabilitation Bridge design projects. Ms. Trahey possesses a thorough understanding of state and federal policy and MDOT design and construction standards. Ms. Trahey has successfully completed NHI course #130055, "Safety Inspection of In-Service Bridges"; NHI course #130053, "Bridge Inspection Refresher Training"; and NHI course #134056, "Pontis Bridge Management". She is a Professional Engineer and conducts Load Analysis, Scour Evaluations (Level I & II) for clients using MathCAD, Excel, Virtis and Hec-Ras. She is familiar with the AASHTO Manual for Bridge Evaluation, the Michigan Structure Inventory & Appraisal Coding Guide, the MDOT Bridge Analysis Guide, and the National Bridge Inspection Standards. She is very familiar with the MDOT Bridge Design Manual and Design Guides, the MMUTCD, and MDOT's Mobility Policy.

SPECIFIC EXPERIENCE

KEY*	1: General description of service 2: Role of person in the service 3: Service budget 4: Year service was completed 5: Name of client	6: Role of submitting firm in the service 7: Name & phone number of client contact 8: If construction-related, include route name, limits of construction, construction budget, & general description of type of construction
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PROJECT ID
JN118821, Bridge Scoping for Evergreen Road over I-96

ROLE & DESCRIPTION OF SERVICE	
3: \$125,000 4: 2013 6: Prime	1: Bridge scoping for Evergreen Road over I-96 and CSX RR in accordance with the National Bridge Inspection Standards. The work included site inspection, (Steel beam end inspection, concrete deck surveys, substructure sounding), non-destructive testing, and report preparation. 2: Project Manager & Qualified Team Leader: Responsible for leading the field inspection, performing the engineering analysis, recommendation of the repair option, preparation of the cost estimates and the final scoping reports. Also coordinated with the TSC's for lane closure permits. 5: Big Bridge 7: Linda Reed, P.E., 517.322.5622

PROJECT ID
JN108198 CS84917; MDOT Bridge "As-Needed" In-Depth Inspection for Metro Region

ROLE & DESCRIPTION OF SERVICE	
3: \$143,000 4: 2013 5: Prime	1: Bridge In-Depth inspection of 13 structures located throughout the Metro Region in accordance with NBIS. The work included site inspection, (Steel beam end inspection; concrete deck surveys, deck soffit surveys using IR Camera, substructure sounding; bridge railing sounding), non-destructive testing, and report preparation. False decking was removed to access deck soffits and beam ends. 2: Project Manager & Qualified Team Leader: Responsible for leading the field inspection, performing the engineering analysis, recommendation of the repair option, preparation of the cost estimates and the final scoping reports. 5: Metro Region 7: Kay Adfeso, P.E., 248-483-5214

STAFF EDUCATION AND EXPERIENCE REPORT

Amy Trahey, PE

PROJECT ID

JN113107 CS84916; MDOT Bridge Scoping for University Region, 21 Bridges in Ingham County

ROLE & DESCRIPTION OF SERVICE

3: \$220,000
4: 2012
5: Prime

1: Bridge scoping for 21 structures located throughout the University Region in accordance with the National Bridge Inspection Standards. The work included site inspection, (Steel beam end inspection; concrete beam inspection, concrete deck surveys, substructure sounding; bridge railing sounding), non-destructive testing, and report preparation. **IR camera was utilized on 4 bridge decks.**
2: Project Manager & Qualified Team Leader: Responsible for leading the field inspection, performing the engineering analysis, recommendation of the repair option, preparation of the cost estimates and the final scoping reports. Also coordinated with the TSC's for lane closure permits, and coordinated with the Reach all crew. 5: MDOT – University Region 7: Janiene DeVinney, 517-450-0423

PROJECT ID

JN – 112332 MDOT Bridge Scoping to Develop Alternatives for Design for US-131 over the Muskegon River

ROLE & DESCRIPTION OF SERVICE

3: \$93,000
4: 2011
5: Prime

1. Performing a Bridge Scope of the US-131 (NB & SB) over the Muskegon River, multi-span, post-tensioned, concrete segmental box girder structure. Additional special features include modular expansion joints and pot bearings. The complex structural design characteristics of this bridge are not common and required specific knowledge of the engineering of this type of structural system.
2: Project Manager & Qualified Team Leader: Responsible for leading the field inspection, performing the engineering analysis, recommendation of the repair option, preparation of the cost estimates and the final scoping reports. Also coordinated with the TSC's for lane closure permits, and coordinated with the Reach all crew for inspection of structures over water. 5: MDOT – C&T 7: Linda Reed, PE, 517-322-5622

PROJECT ID

JN-111821; MDOT Bridge In-Depth Inspection for Bay Region, 10 Bridges

ROLE & DESCRIPTION OF SERVICE

3: \$78,000
4: 2011
5: Sub ROWE

1: Bridge In-Depth inspection of 10 structures located throughout the Bay Region. The work included site inspection, (Steel beam end inspection; concrete beam inspection, concrete deck surveys, substructure sounding; bridge railing sounding), non-destructive testing, and report preparation.
2: Project Manager & Qualified Team Leader: Responsible for leading the field inspection, performing the engineering analysis, repair recommendations, cost estimates and the final scoping reports.
5: Michigan Department of Transportation - Bay Region 7: Steven Katenhus, P.E. 989.754.0878

PROJECT ID

JN – 111468 & 111601 MDOT Bridge Scoping for Metro Region, 18 Bridges

ROLE & DESCRIPTION OF SERVICE

3: \$231,000
4: 2011
5: Prime

1: Bridge scoping for 18 structures located throughout the Metro Region in accordance with NBIS. The work included site inspection, (Steel beam end inspection; concrete beam inspection, concrete deck surveys, substructure sounding; bridge railing sounding), non-destructive testing, and report preparation.
2: Project Manager & Qualified Team Leader: Responsible for leading the field inspection, performing the engineering analysis, recommendation of the repair option, preparation of the cost estimates and the final scoping reports. Also coordinated with the TSC's for lane closure permits, and coordinated with the Reach all crew for inspection of structures over water. 5: MDOT 7: Kay Adefeso, P.E. 248.483.5214

PROJECT ID

JN - 84917 MDOT Bridge Scoping for Metro Region, 26 Bridges

ROLE & DESCRIPTION OF SERVICE

3: \$149,261
4: 2010
6: Prime

1: Bridge scoping for twenty-six (26) structures located throughout the Metro Region in accordance with the National Bridge Inspection Standards. The work included site inspection, (Steel beam end inspection; concrete beam inspection, concrete deck surveys, substructure sounding; bridge railing sounding), non-destructive testing, and report preparation. Seven culverts were also part of the scoping package. 2: PM & Qualified Team Leader 5: MDOT 7: Kay Adefeso, P.E. 248.483.5214



CERTIFICATE OF LIABILITY INSURANCE

GRELK-1

OP ID: BH

DATE (MM/DD/YYYY)

06/24/2014

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

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

PRODUCER David Chapman Agency, Inc. 5700 W. Mt. Hope Highway Lansing, MI 48917- Brian Hudson	CONTACT NAME: Teri Huhn PHONE (A/C, No., Ext): 517-321-4600 FAX (A/C, No.): 517-321-9443 E-MAIL ADDRESS: thuhn@davidchapmanagency.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: CNA</td> <td>36289</td> </tr> <tr> <td>INSURER B: Travelers Property & Casualty</td> <td>26874</td> </tr> <tr> <td>INSURER C: Victor O Schinnerer & Co Inc</td> <td></td> </tr> <tr> <td>INSURER D: Michigan Insurance Company</td> <td>10867</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: CNA	36289	INSURER B: Travelers Property & Casualty	26874	INSURER C: Victor O Schinnerer & Co Inc		INSURER D: Michigan Insurance Company	10867	INSURER E:		INSURER F:
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INSURED Great Lakes Engineering Group LLC 521 Seymour Ave. Lansing, MI 48933														

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

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR W/VD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab. GEN'L AGGREGATE LIMIT APPLIES PTR: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		B4024440771	01/31/2014	01/31/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MEN EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/DPAGG \$ 1,000,000
D	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		CCJ 0004810	01/31/2014	01/31/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	8KUB-6B583888 INCL JONES ACT COVERAGE	08/10/2013	08/10/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liab Retro Date 5/20/01		AEH288344394	01/31/2014	01/31/2015	Per Claim 1,000,000 Aggregate 2,000,000

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

CERTIFICATE HOLDER CITYMO1 City of Monroe 120 East First St. Monroe, MI 48181	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>David Chapman</i>
--	--

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EXAMPLE

2014-2015 Bridge and Inspection Services Contract

PLEASE INCLUDE THE FOLLOWING BCRC PROJECT No.'s ON YOUR INVOICES:

P-14-502 for PRIMARY ROAD BRIDGES

L-14-500 for LOCAL ROAD BRIDGES

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made this 14TH day of MAY, 2014, by and between the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF BAY, a body corporate, with offices at 2600 East Beaver Road, Kawkawlin, Michigan, 48631 ("OWNER"), and GREAT LAKES ENGINEERING GROUP, LLC ("PROFESSIONAL").

For good and valuable consideration, OWNER and PROFESSIONAL agree as follows:

ARTICLE 1

THE WORK OF THIS CONTRACT

The PROFESSIONAL will perform the work under the terms, conditions, covenants and agreements set forth in the OWNER's Request for Proposal and in the PROFESSIONAL's letter/proposal dated April 8, 2014 which is attached hereto and incorporated herein by reference thereto as Exhibit A. The OWNER shall provide the PROFESSIONAL with the information and/or data as set forth in Exhibit A. If any provisions of the PROFESSIONAL's letter/proposal contradict or are in conflict with this Agreement, this Agreement shall be deemed to be controlling.

ARTICLE 2

COMPENSATION OF PROFESSIONAL

The OWNER agrees to pay PROFESSIONAL as compensation for its services:



ARTICLE 3

INDEMNIFICATION AND INSURANCE

INDEMNIFICATION

PROFESSIONAL shall protect, defend, indemnify, and hold the OWNER and its members, employees, and agents harmless from and against any and all losses, penalties,

damages, professional fees, including attorney fees and all costs of litigation and judgments arising out of any willful misconduct or negligent act, error or omission of the PROFESSIONAL, its subconsultants, agents or employees, arising out of or incidental to the performance of this Agreement or services performed thereunder, including any claim(s) brought against the OWNER, its members, employees or agents by any employee of the PROFESSIONAL, any subconsultant, or anyone directly or indirectly employed by any of them. The PROFESSIONAL's obligation under this Article shall not be limited in any way by the agreed-upon total compensation specified in this Agreement or the PROFESSIONAL's limit of, or lack of, sufficient insurance protection, including any limitation on the amount or type of damages, compensation or benefits payable by or for the PROFESSIONAL under Worker's Compensation Acts, disability benefit acts or other employee benefit acts. This indemnification agreement is meant to provide the OWNER with indemnification for its own negligence, provided that the OWNER's negligence is not the sole proximate cause of any claimed loss or damage. The parties agree that one percent (1%) of the total compensation to the PROFESSIONAL for the performance of services authorized by this Agreement is specific consideration for the PROFESSIONAL's indemnification of the OWNER.

INSURANCE

PROFESSIONAL agrees to purchase, at its own expense, and keep in force comprehensive general liability insurance insuring bodily injury, personal injury and property damage resulting from any act or omission arising out of, incidental to, or in connection with the work set forth in Article 1. OWNER is required to be named as an additional insured under any policy purchased pursuant to this paragraph and as further described below. Any comprehensive general liability insurance or professional liability insurance required by this paragraph shall include coverage for contractual liability for the obligations assumed in the indemnification undertaking set forth in Article 3 above. PROFESSIONAL shall purchase and keep in force Insurance to cover Bodily Injury and Property Damage arising out of the ownership, maintenance or use of vehicles, including automobiles, water craft or aircraft when used pursuant to or incidental to the requirements of this Agreement with liability limits equal to the limits required for Automobile Liability set forth below. These coverages shall extend through any contract guarantee period. All of the policies of insurance so required to be purchased and kept in force (or the certificates or other evidence thereof) shall contain a provision or endorsement that the coverage afforded will not be canceled, materially changed or renewal refused until at least thirty (30) days' prior written notice has been given to OWNER. All such insurance shall remain in effect at all times when PROFESSIONAL may be correcting or replacing defective work.

Comprehensive General Liability Insurance. The minimum limits for the required general Comprehensive Liability Coverages are: \$1,000,000 for Bodily Injury, Personal Injury and Property Damage resulting from any one occurrence and \$3,000,000 in aggregate. The OWNER, its officers, employees and agents shall be named as Additional Insured.

Comprehensive Automobile Liability. PROFESSIONAL shall purchase and maintain a Comprehensive Automobile Liability policy to cover Bodily Injury and Property Damage arising out of the ownership, maintenance or use of any motor vehicle, including owned, non-owned and hired vehicles. The Comprehensive Auto Liability shall be written in the minimum amount of \$1,000,000 for Bodily Injury Liability and Property Damage Liability. Coverage will comply with all applicable automobile insurance statutes and no fault laws of the State of Michigan, or elsewhere, if applicable.

Worker's Compensation Insurance. PROFESSIONAL shall provide for its employees Worker's Compensation insurance, including Employer's Liability (with a minimum limit per occurrence of \$500,000), to cover employee injuries or disease compensable under the Worker's Compensation Statutes of Michigan, or Federal Compensation Acts, if applicable. Self-insurance plans approved by the regulatory authorities in Michigan are acceptable. Evidence of the acceptability of such self-insurance plan must be presented to OWNER.

Professional Liability Insurance. PROFESSIONAL shall purchase and keep in force Professional Liability Insurance which shall protect the OWNER from the errors and omissions of the PROFESSIONAL which arise out of, are incidental to, are caused by, or result from the negligent acts or failures to act of the PROFESSIONAL in any of its performances and obligations under this Agreement, which shall include coverage for the acts or failures to act of PROFESSIONAL, its employees, agents, representatives or consultants in an amount of not less than \$1,000,000.

PROFESSIONAL shall provide to OWNER, at the time it delivers the executed Agreement to OWNER, with evidence of all required insurance coverages and with applicable limits therefor.

PROFESSIONAL agrees to provide a complete copy of any insurance policy secured pursuant to this agreement, upon demand by the owner.

ARTICLE 4
DATE OF COMMENCEMENT AND COMPLETION

The PROFESSIONAL shall commence the performances set forth herein on and as of _____ April 17, 2014 _____.

The PROFESSIONAL shall complete the performances set forth herein no later than as follows: _____ August 1, 2014 _____.

ARTICLE 5
EMPLOYMENT PRACTICES

Where applicable, PROFESSIONAL shall comply with all employment practices mandated by applicable federal and state laws and regulations, including (without limitation) the "Davis-Bacon Act" (40 USC Section 276a et seq.) and the "Prevailing Wage Act" (MCL 408.551 et seq.).

ARTICLE 6
COUNTERPARTS

This Agreement may be executed in several counterparts, each of which shall be deemed an original, all of which together shall constitute one and the same agreement.

ARTICLE 7
CAPTIONS

The captions contained in this Agreement are not part of this Agreement. They are only for the convenience of the parties and do not in any way modify or amplify this Agreement. They do not give full notice of any of the terms, covenants, or conditions of any portion of this Agreement and are not relevant to the interpretation of any provision of this Agreement.

ARTICLE 8
ASSIGNMENT

Neither party shall assign or transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the other party.

ARTICLE 9
ARBITRATION

There shall be no arbitration of disputes, claims, or any other matter arising out of this Agreement or the performances hereunder.

ARTICLE 10
ATTACHMENTS

In the event there is, or could be, any contradiction or inconsistency between the terms, provisions or conditions of this Professional Services Agreement, on one hand, and any term, provision or condition of any exhibit, schedule or like paper attached or appended to this Professional Services Agreement, on the other hand, then, under such circumstances, the terms, provisions or conditions of this Professional Services Agreement shall control and govern the rights, duties and obligations of the parties hereto.

ARTICLE 11
ENTIRE AGREEMENT

This Agreement and all related documents, schedules, exhibits, or certificates represent the entire understanding and agreement between the parties with respect to the subject matter and supersede all prior agreements or negotiations between the parties. This Agreement may be amended, supplemented, or changed only by an agreement in writing that makes specific reference to this Agreement or the agreement delivered pursuant to it and that is signed by the party against whom enforcement of any such amendment, supplement, or modification is sought.

ARTICLE 12
PARTIES IN INTEREST

This Agreement shall inure to the benefit of, and be binding on, the named parties and their respective successors and permitted assigns, but not any other person. No other person is intended to be, or is a third-party beneficiary of this contract unless otherwise specified.

ARTICLE 13
TERM AND TERMINATION

The term of this Agreement shall be from April 17, 2014 until August 1, 2014; provided that, each of the parties may terminate this Agreement by giving the other party written notice of termination at least 30 days before termination is to become effective.

Such notice may be sent by first class mail and shall be sent to the other party at the address shown in the preamble, above. In the event of a termination by the OWNER under this Article, PROFESSIONAL shall be paid for expenses and services provided to effective date of termination.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF BAY ("OWNER")

Witnesses:

Edward A. Pinet 5/14/14 By: [Signature]
Date Richard S. Gromaski, Chairman Date
Michael Brown 5-14-14 By: Danean Wright
Date Danean Wright, Clerk Date

Great Lakes Engineering Group, LLC
(Company Name) ("PROFESSIONAL")

Witnesses:

Marla Rao 4.28.2014 By: AMY TRASHLEY 04.28.2014
Date (Name) Date
[Signature] 4-28-2014 Its: PRESIDENT
Date (Title)



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2014 SANITARY SEWER REHABILITATION PROGRAM – REPORT ON BIDS RECEIVED

DISCUSSION: The Engineering Department opened bids for the above project on Wednesday, June 25, 2014. There were three (3) bidders, and a bid tabulation is attached for your review. This contract consists of rehabilitation of approximately 0.3 miles of 10" diameter sanitary sewers including the following locations:

- Location A: East Noble Avenue – Monroe to Macomb
- Location B: Conant Avenue – Peters to Fifth
- Location C: East Third Street – Kentucky to 290 feet west
- Location D: Alley north of West Noble between Borgess and Saint Mary's

These locations are the source of excessive infiltration and inflow and are structurally deficient due to their age, and it is felt that rehabilitation using a Cured-in-Place Pipe (CIPP) liner is a much more cost-effective way to address these concerns than more expensive open cut, full replacement options. Further, several manholes in the project areas will be addressed as well through this program. Funding for these projects was appropriated in the 2014-15 Capital Improvements Program, and for the East Noble and East Third locations, represent the continued coordination between the Engineering Department and Wastewater Department to address needs in combination with upcoming (Noble in 2014) and future (Third in 2015) street projects.

The low bidder for the work is Insituform Technologies USA, Inc. of Chesterfield, Missouri, with a local office in Howell. Their low bid of \$88,588.40 is 34% below the Engineer's Estimate of \$134,381, though bids for unique locations and small quantities on work such as this are typically difficult to estimate properly. Insituform has worked for the City in the past, most recently as the contractor for the 2010 Sanitary Sewer Rehabilitation Program (which was extended with additional change orders as well). As such, we believe they are certainly capable of completing this work satisfactorily.

In order to award this work within budget, we are making some minor revisions to the project work by eliminating rehabilitation of four (4) of the original ten (10) manhole rehabilitations contemplated by the bid documents, and one of these will be completely replaced with the East Noble Avenue Resurfacing project at essentially the same price. As such, although the low bid amount was \$88,588.40, we will issue a change order deducting \$10,829.60 from the pay quantities for a revised contract amount of \$77,758.80, though the initial award paperwork may include the "as bid" amount for clarity.

IT IS RECOMMENDED that the City Council award the above contract to Insituform Technologies USA, Inc. in the revised amount of \$77,758.80, that a total of \$85,500 be encumbered to include a 10% project contingency, and that the Finance Director be authorized to make any necessary transfers between individual project accounts. **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:

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

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

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$85,500*
	Cost of This Project Approval	\$85,500*
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Includes 10% contingencies.

SOURCE OF FUNDS:	City	Account Number	Amount
	East Noble Sanitary Sewer	590-75.529-973.000 15Z01	\$42,000.00*
	Conant Sanitary Sewer	590-75.529-973.000 15Z02	\$10,300.00*
	East Third Sanitary Sewer	590-75.529-973.000 15Z03	\$18,600.00*
	Alley E of Noble Sanitary	590-75.529-973.000 15Z04	\$14,600.00*

*May require some transfers between project accounts.

Other Funds

Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Dir. of Engineering and Public Services **DATE:** 06/26/14

REVIEWED BY:  **DATE:**

COUNCIL MEETING DATE: July 7, 2014

2014 Sanitary Sewer Rehabilitation Program

BID TABULATION

BIDS DUE: Wednesday, June 25, 2014

Page 1 of 1

No.	Item	# units	Units	0 - ENGINEER'S ESTIMATE		1 - INSITUFORM TECHNOLOGIES USA, LLC		2 - INLAND WATERS POLLUTION CONTROL, INC.		3 - LIQUIFORCE SERVICES	
				Unit Price	Amt.	Unit Price	Amt.	Unit Price	Amt.	Unit Price	Amt.
1	MOBILIZATION - DIVISION A (EAST NOBLE)	1.00	LS	3,000.00	3,000.00	700.00	700.00	500.00	500.00	3,000.00	3,000.00
2	MOBILIZATION - DIVISION B (CONANT)	1.00	LS	3,000.00	3,000.00	700.00	700.00	500.00	500.00	3,000.00	3,000.00
3	MOBILIZATION - DIVISION C (EAST THIRD ST.)	1.00	LS	3,000.00	3,000.00	700.00	700.00	500.00	500.00	3,000.00	3,000.00
4	MOBILIZATION - DIVISION D (WEST NOBLE)	1.00	LS	3,000.00	3,000.00	700.00	700.00	500.00	500.00	3,000.00	3,000.00
5	CLEAN & TELEWISE 10" SANITARY SEWER PRIOR TO RELINING	1568.00	LFT	5.00	7,840.00	4.50	7,056.00	3.25	5,086.00	2.00	3,136.00
6	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION A (EAST NOBLE)	1.00	LS	3,000.00	3,000.00	558.30	558.30	1,250.00	1,250.00	1,000.00	1,000.00
7	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION B (CONANT)	1.00	LS	3,000.00	3,000.00	139.60	139.60	1,250.00	1,250.00	1,000.00	1,000.00
8	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION C (EAST THIRD ST.)	1.00	LS	3,000.00	3,000.00	139.60	139.60	1,250.00	1,250.00	1,000.00	1,000.00
9	MAINTENANCE/PUMP OF DAILY SANITARY SEWER FLOW - DIVISION D (WEST NOBLE)	1.00	LS	3,000.00	3,000.00	139.60	139.60	1,250.00	1,250.00	1,000.00	1,000.00
10	FURNISH & INSTALL 10" CURED-IN-PLACE SEWER LINING	1568.00	LFT	37.00	58,016.00	28.30	44,374.40	35.00	54,880.00	28.00	43,904.00
11	LOCATE SANITARY SERVICE TAP AND CUT OPEN	43.00	EA	175.00	7,525.00	120.70	5,190.10	80.00	3,440.00	150.00	6,450.00
12	REHABILITATE SEWER MANHOLE	10.00	EA	2,750.00	27,500.00	2,707.40	27,074.00	2,600.00	26,000.00	2,860.00	28,600.00
13	TRAFFIC CONTROL - DIVISION A (EAST NOBLE)	1.00	LS	3,500.00	3,500.00	279.20	279.20	500.00	500.00	1,000.00	1,000.00
14	TRAFFIC CONTROL - DIVISION B (CONANT)	1.00	LS	2,000.00	2,000.00	279.20	279.20	1,000.00	1,000.00	1,000.00	1,000.00
15	TRAFFIC CONTROL - DIVISION C (EAST THIRD ST.)	1.00	LS	2,000.00	2,000.00	279.20	279.20	1,000.00	1,000.00	1,000.00	1,000.00
16	TRAFFIC CONTROL - DIVISION D (WEST NOBLE)	1.00	LS	2,000.00	2,000.00	279.20	279.20	1,000.00	1,000.00	1,000.00	1,000.00
	TOTAL				<u>134,381.00</u>		<u>88,588.40</u>		<u>89,916.00</u>		<u>102,090.00</u>



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2014 SIDEWALK PROGRAM – FINAL NOTICE TO AFFECTED PROPERTY OWNERS

DISCUSSION: Every year, the City Council selects an area of the City for replacement of sidewalks, and this year's program area is east of North Monroe Street, west of North Macomb Street, and north of the River Raisin. This program began in 1978, and generally the program proceeds on an 8-year to 10-year cycle rotating counter-clockwise around the City. This program was originally developed in order to continue to improve the City's sidewalk system and protect the City from excessive liability due to defective sidewalk sections, goals that are still very valid today.

An informational letter was sent to all of the residents of this area on May 12, 2014, prior to the inspection of any sidewalks. The sidewalks were then inspected and all potentially hazardous sidewalks were marked with either a "C", "X", or "T". A "C" indicates that the necessary repairs will be made by the City at its expense. If the walk is marked with an "X", the necessary repairs are the responsibility of the property owner. A "T" indicates a utility trench settlement caused by a house water service and the cost is shared equally between the City and the property owner. As have been our typical standards, "potentially hazardous" sidewalks are those that exhibit deterioration or spalling greater than a single crack per square, or are separated from the adjacent square by $\frac{3}{4}$ " or more.

In accordance with the Monroe Code, the property owners affected by this program are required to receive two (2) notices; one which gives them thirty (30) days to make the necessary repairs, and a final notice which gives them a ten (10) day extension. On June 17, 2014, the first notice was sent to the affected property owners.

Attached please find a list of property owners who have not repaired their walks. Once the original 30-day period has elapsed, these property owners will receive a letter stating that they have a ten (10) day extension in which to make the repairs. Also on this City Council agenda for your approval is a request to award a contract for this work, and the Contractor will be directed not to commence work on any of the walks that are to be assessed to the property owners until this 10-day period has expired.

IT IS RECOMMENDED that the City Council resolve to direct the Engineering Department to repair the walks of those property owners on the attached list that do not do so within the next ten (10) calendar days, and to authorize the Engineering Department to bill the cost to them following repairs.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Sidewalk program typically commences in late July or early August

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, fronting property owners, pedestrians at large

FINANCES

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

*Cost of overall project will be reported with 2014 Sidewalk Program bid award.

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

Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Dir. of Engineering & Public Services

DATE: 06/26/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: July 7, 2014



2014 Sidewalk Replacement Program - List of Property Owners Liable for an Assessment

	A	B	C	D	E	F	G	H
	TAX_NO	NBR	STREET	NAME	ADDRESS	CITY	ST	ZIP
1								
2	69-01515-000	38	E ELM AVE	SWITLIK, MATTHEW & VIOLA	38 E ELM AVE	MONROE	MI	48162
3	69-00016-000	57	E ELM AVE	COSIELLO, MARY P	57 E ELM AVE	MONROE	MI	48162
4	69-00022-000	103	E ELM AVE	SOTTILE, ANDRE M	P O BOX 2031	MONROE	MI	48161
5	69-00024-000	115	E ELM AVE	HIGH BEAM INVESTMENTS, LLC	448 N MACOMB ST	MONROE	MI	48162
6	69-01248-000	423	GEE DR	WEST, MARK & BRENDA	423 GEE DR	MONROE	MI	48162
7	69-01249-000	429	GEE DR	BICA, JAMES II/SCONOCHIA, ARTHUR II	120 EAST FRONT ST	MONROE	MI	48161
8	69-01250-000	433	GEE DR	EHMAN, JENNIFER J	433 GEE DR	MONROE	MI	48162
9	69-01251-000	437	GEE DR	MCELVANY, MEGHAN	437 GEE DR	MONROE	MI	48162
10	69-00287-000	37	E GROVE ST	DOMINGUEZ, CHRISTOPHER & S GIBSON	37 E GROVE ST	MONROE	MI	48162
11	69-00283-000	103	E GROVE ST	MCMURRAY, LOUIS & SANDRA	103 E GROVE ST	MONROE	MI	48162
12	69-00003-000	118	E GROVE ST	FEDERAL NATIONAL MORTGAGE ASSOC	14523 SW MILLIKAN WAY	BEAVERTO	OR	97005
13	69-00207-000	17	LEMERAND ST	LIETAERT, KRISTIN A	17 LEMERAND ST	MONROE	MI	48162
14	69-00208-000	21	LEMERAND ST	HOSKINS, SHANNON M	130 ABERDEEN DR	MONROE	MI	48161
15	69-00319-000	120	LEMERAND ST	OLIVER, PAUL W	30111 POINTE DR	GILBRALTA	MI	48173
16	69-01291-000	18	E LORAIN ST	NELS, HOBBY & PAULA	204 LINCOLN AVE	MONROE	MI	48162
17	69-01300-000	31	E LORAIN ST	URBANIAK, RUSSELL & JACLYN	31 E LORAIN ST	MONROE	MI	48162
18	69-01550-000	119	MACOMB CT	COUNTRYCLUB ASSOCIATES	1100 N MONROE ST	MONROE	MI	48162
19	69-00035-000	143	N MACOMB ST	FRENCH, RYAN C & RACHEL J	143 N MACOMB ST	MONROE	MI	48162
20	69-00036-000	151	N MACOMB ST	WICKENHEISER, JOHN D (ETAL)	P O BOX 1243	MONROE	MI	48161
21	69-00042-000	219	N MACOMB ST	LAROY, JACOB & CHRISTINA	219 N MACOMB ST	MONROE	MI	48162
22	69-00062-000	307	N MACOMB ST	STAHL, MELVIN E	307 N MACOMB ST	MONROE	MI	48162
23	69-01214-000	401	N MACOMB ST	DOVER, THOMAS & NANCY	2330 YARGERVILLE RD	LASALLE	MI	48145
24	69-01215-000	405	N MACOMB ST	STRITT, RICHARD & LAURIE	405 N MACOMB ST	MONROE	MI	48162
25	69-01216-000	411	N MACOMB ST	PIPIS, BEATRICE A	411 N MACOMB ST	MONROE	MI	48162
26	69-01217-000	417	N MACOMB ST	VANDENDRIESSCHE, AMY/ MARGETTE KIPF	417 N MACOMB ST	MONROE	MI	48162
27	69-01224-000	469	N MACOMB ST	AUSTERBERRY, JOHN & CAROL	469 N MACOMB ST	MONROE	MI	48162
28	69-01225-000	473	N MACOMB ST	FEDERAL NATIONAL MORTGAGE ASSOC	14221 DALLAS PARKWAY STE 1000	DALLAS	TX	75254
29	69-01226-000	503	N MACOMB ST	ROUSSELO, NELDA M (TR)	316 W LORAIN ST	MONROE	MI	48162
30	69-01228-000	515	N MACOMB ST	JOHNSON, HUGH & BEATRICE	515 N MACOMB ST	MONROE	MI	48162
31	69-00276-000	603	N MACOMB ST	TAILFORD, LEWIS & MARY	603 N MACOMB ST	MONROE	MI	48162
32	69-00298-000	621	N MACOMB ST	ELY, JANICE D	621 N MACOMB ST	MONROE	MI	48162
33	69-00322-000	705	N MACOMB ST	SEIBT, CAROL	705 N MACOMB ST	MONROE	MI	48162
34	69-01230-001	721	N MACOMB ST	NORTH MACOMB PROFESSIONAL PLAZA	13331 REECK RD	SOUTHGAT	MI	48195
35	69-01231-002	901	N MACOMB ST	REMINGTON BUILDING, LLC	901 N MACOMB ST	MONROE	MI	48162
36	69-01231-003	905	N MACOMB ST	R & R REAL ESTATE ENTERPRISES LTD	PO BOX 2165	MONROE	MI	48161
37	69-01233-000	927	N MACOMB ST	BRIARWYCK ARMS APARTMENTS, INC	621 HUNTERS RUN	PERRYSBURG	OH	43551
38	69-01305-000	20	N MONROE ST	SPILLSON, R (TR)/VUICH, LUCILL	1585 ARBOR AVE	MONROE	MI	48161
39	69-00263-000	202	N MONROE ST	FIRST OF AMERICA-SOUTHEAST NATIONAL C	PO BOX 52427	ATLANTA	GA	30355
40	69-00268-000	216	N MONROE ST	UNITED WAY OF MONROE CO	216 N MONROE ST	MONROE	MI	48162
41	69-00267-000	220	N MONROE ST	MCMULLEN, MARGARET	903 NORMA CT PARRISH PINE	MARY EST	FL	32569
42	69-00255-000	314	N MONROE ST	JAY PROPERTIES INVESTMENTS LLC (LC)	314 N MONROE ST	MONROE	MI	48162
43	69-01322-000	428	N MONROE ST	CRAWFORD, JAMES P (ETAL)	428 N MONROE ST	MONROE	MI	48162

2014 Sidewalk Replacement Program - List of Property Owners Liable for an Assessment

	A	B	C	D	E	F	G	H
	TAX_NO	NBR	STREET	NAME	ADDRESS	CITY	ST	ZIP
1								
44	69-01323-000	440	N MONROE ST	DBRA, LLC	440 N MONROE ST	MONROE	MI	48162
45	69-01324-000	444	N MONROE ST	JEFFERSON MONROE 444 INVEST TR	402 E FRONT ST	MONROE	MI	48161
46	69-01331-000	470	N MONROE ST	VANDERPOOL, DEANA	221 W ELM AVE	MONROE	MI	48162
47	69-01330-000	476	N MONROE ST	TFAM PROPERTIES, LLC	4940 POST RD	NEWPORT	MI	48166
48	69-01332-000	504	N MONROE ST	WEAVER, JOHN F (TR)	305 W ELM	MONROE	MI	48162
49	69-01334-000	526	N MONROE ST	ATWATER HOLDINGS LLC	526 N MONROE ST	MONROE	MI	48162
50	69-01336-000	532	N MONROE ST	BOLGER, TIMOTHY G	532 N MONROE ST	MONROE	MI	48162
51	69-01362-000	602	N MONROE ST	FORTUNE, AMY/CATHERINE DOBBERSTEIN	602 N MONROE ST	MONROE	MI	48162
52	69-01364-000	612	N MONROE ST	PACITTI, FRANK & JANET	635 RUFF DR	MONROE	MI	48162
53	69-01348-001	734	N MONROE ST	MCCORMICK, EDWARD J JR & PATRICIA	1515 HOLLWOOD	MONROE	MI	48162
54	69-01359-000	930	N MONROE ST	MONROE COUNTY MENTAL HEALTH	P O BOX 726	MONROE	MI	48161-0726
55	69-01318-000	7	E NOBLE AVE	GOSSARD, GREGORY & MICHELLE	4142 BLOHM RD	MONROE	MI	48161
56	69-01247-000	11	E NOBLE AVE	KAEMMING, DAVID W & SHIRLEY M	216 MAIDEN LANE	PLEASANT	MI	49272
57	69-01246-000	17	E NOBLE AVE	WELCH, RICHARD T & LAVONDA M	13725 LAPLAISANCE RD	MONROE	MI	48161
58	69-01245-000	21	E NOBLE AVE	LIETO, RONALD K, SR	21 E NOBLE AVE	MONROE	MI	48162
59	69-00071-002	38	E NOBLE AVE	MUSHUNG, FREDERICK H	155 DONNALEE DR	MONROE	MI	48162
60	69-01240-000	45	E NOBLE AVE	GEENENS, LEO J & LEILA J (TR)	476 BORGESS AVE	MONROE	MI	48161
61	69-00071-000	48	E NOBLE AVE	FOUNTAIN, WILLIAM C & JENNIFER	7790 GLENFIELD	MONROE	MI	48161
62	69-01239-000	101	E NOBLE AVE	THIBERT, JASON M	810 SMITH ST	MONROE	MI	48161
63	69-01237-000	109	E NOBLE AVE	CAMPBELL, JULIAN & PAULA	109 E NOBLE AVE	MONROE	MI	48162
64	69-01236-000	115	E NOBLE AVE	PIPIS, JOHN S& BEATRICE A	411 N MACOMB STREET	MONROE	MI	48162
65	69-01252-000	416	SACKETT AVE	GIBSON, CHARLES N & MARIE	416 SACKETT AVE	MONROE	MI	48162
66	69-01264-000	417	SACKETT AVE	GIBSON, CHARLES N & MARIE	416 SACKETT AVE	MONROE	MI	48162
67	69-01265-000	421	SACKETT AVE	EVANS, CLYDE & COLETTE	421 SACKETT AVE	MONROE	MI	48162
68	69-01254-000	426	SACKETT AVE	THOMAS, LINDA	426 SACKETT AVE	MONROE	MI	48162
69	69-01255-000	430	SACKETT AVE	SLAUGHTER, MARK & MEI ISSA	430 SACKETT AVE	MONROE	MI	48162
70	69-01269-000	457	SACKETT AVE	WOLF, TANIS F	457 SACKETT AVE	MONROE	MI	48162
71	69-01262-000	462	SACKETT AVE	MILLER, VERONICA A	462 SACKETT AVE	MONROE	MI	48162
72	69-01271-000	465	SACKETT AVE	THOMPSON, MICHAEL	131 ROTH BLVD	CLAWSON	MI	48017
73	69-00289-000	38	SHERIDAN DR	COTTON, PAUL W & ALICE A	38 SHERIDAN DR	MONROE	MI	48162
74	69-00058-000	304	TREMONT ST	KAISER, KYLE C	304 TREMONT ST	MONROE	MI	48162
75	69-00059-000	310	TREMONT ST	DAMAN, CARRIE LUCILLE	310 TREMONT ST	MONROE	MI	48162
76	69-00068-000	325	TREMONT ST	KATITUS, CARL & KATHLEEN	325 TREMONT ST	MONROE	MI	48162
77	69-00047-000	54	E VINE ST	TCHAKAROV, TCHAVDAR & VERONIKA	335 AVE DELAFAYETTE	MONROE	MI	48162
78	69-01313-000	28	E WILLOW ST	MONROE CO GROWERS ASSN	5331 SECOR RD	IDA	MI	48140
79	69-00012-000	38	E WILLOW ST	CENTA, PETER & JAN	309 W ELM AVE	MONROE	MI	48162
80	69-00013-000	42	E WILLOW ST	SMITH, NANCY J	42 E WILLOW ST	MONROE	MI	48162
81	69-00050-000	43	E WILLOW ST	HELLER, RACHAEL & PHOEBE	43 E WILLOW ST	MONROE	MI	48162
82	69-00014-001	44	E WILLOW ST	GOUGOULAS, VERA (TR)	15781 CUMBERLAND ST	RIVERVIEW	MI	48192



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2014 SIDEWALK REPLACEMENT PROGRAM BID AWARD

DISCUSSION: Every year, the City Council selects an area of the City for replacement of sidewalks, and this year's program area is east of North Monroe Street, west of North Macomb Street, and north of the River Raisin. This program began in 1978, and generally the program proceeds on an 8-year to 10-year cycle rotating counter-clockwise around the City. This program was originally developed in order to continue to improve the City's sidewalk system and protect the City from excessive liability due to defective sidewalk sections, goals that are still very valid today. In addition to the quantities described above, each year there are numerous "extra areas" that are scattered throughout the City where concrete driveway approaches, sidewalks, and street pavements must be replaced due to water main breaks and other utility repairs, along with isolated concrete patches on major and local streets. Also, some of these are complaints that we receive throughout the year outside the program area, mostly related to City trees heaving sidewalks, and other related issues. This list is compiled prior to bidding of the program, but as expected does expand somewhat between bidding and program completion, due to the near-constant referrals that come to the City's attention.

The Engineering Department opened bids for this project on Wednesday, June 25, 2014. There were two (2) bidders for this project and a bid tabulation is attached for your review. The low bidder is G.V. Cement Contracting Co. from Brownstown, and their low bid of \$64,906.10 is 4.7% above the Engineer's Estimate of \$61,990.35. They were the successful bidder for the 2010, 2011, and 2013 Sidewalk Replacement Program, and 2012 Concrete Paving Program (subsequently extended into 2013) and performed well in all cases, so we would recommend awarding to them again.

There has recently been one large concrete item that has come to our attention that was not included in the original bid documents that City staff would like to address in 2014, and this is the replacement of the concrete pad at the shelter at Manor Park, which is used for summer tot lot programs. As this represents a 20' x 30' section, funding beyond the normal contingency amount should also be appropriated for this replacement, and we are asking for this to be appropriated from a transfer from the Parks Operating budget in the amount of \$3,500. Bid unit prices will be used for this work as well. Given the flexible nature of this type of contract, and the fact that often additional maintenance needs (primary new water main breaks) are identified through the contract term, we are recommending a 20% contingency be allocated from all funding sources instead of the usual 15%.

IT IS RECOMMENDED that the City Council award the above contract to G.V. Cement Contracting Co. in the amount of \$64,906.10, and that a total of \$81,500 be encumbered, which includes a 20% project contingency and additional funding for the Manor Park shelter pad. **IT IS FURTHER RECOMMENDED** that the Mayor and Clerk-Treasurer be authorized to sign the contracts on behalf of the City of Monroe, and that the Finance Director be authorized to make any necessary funding transfers.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Contractor may be ready to start work in the area as soon as the 10-day notice to property owners has expired.

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, fronting property owners, disabled individuals, pedestrians at large, Water Department

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$81,500*
	Cost of This Project Approval	\$81,500*
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

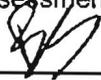
*Includes 15% contingency

SOURCE OF FUNDS:	City	Account Number	Amount
	Sidewalk Repl. Program	401-95.449-818.020 15C01	\$41,500*
	Water Dept. Contractual	591-40.538-818.020	\$12,600
	Parks – Repair & Main. Supp.	101-60.756-775.000	\$3,500

*If full contingency is actually used, allocation of City share of program will require transfer of \$1,500 from Capital Projects Fund, as present non-assessable allocation is only \$40,000.

<u>Other Funds</u>		
Property Owner Assessments	401-81.400-672.000	\$23,900*

*Property owner assessments are typically encumbered against 401-95.449-818.020 15C01 until billed.

Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Dir. of Engineering & Public Services

DATE: 06/25/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: July 7, 2014



**2014 Sidewalk Replacement Program
 BID TABULATION
 BIDS DUE: Wednesday, June 25, 2014
 Page 1 of 1**

No.	Item	# units	Units	0 - Engineer's Estimate		1 - G.V. Cement Contracting Co.		2 - Audia Concrete Const., Inc.	
				Unit Price	Amt.	Unit Price	Amt.	Unit Price	Amt.
1	Remove & Dispose Conc. & Misc. Flatwork	11172.70	SFT	1.50	16,759.05	1.75	19,552.23	2.00	22,345.40
2	Remove & Dispose Curb & Gutter	12.00	LFT	10.00	120.00	6.00	72.00	20.00	240.00
3	Furnish & Install Curb & Gutter	12.00	LFT	20.00	240.00	21.00	252.00	30.00	360.00
4	Furnish & Install 4" Concrete Flatwork	7697.40	SFT	3.50	26,940.90	3.50	26,940.90	4.65	35,792.91
5	Furnish & Install 6" Concrete ADA Ramps	63.60	SFT	12.00	763.20	12.00	763.20	15.00	954.00
6	Furnish & Install 6" Concrete Flatwork	2744.30	SFT	4.00	10,977.20	3.90	10,702.77	5.50	15,093.65
7	Furnish & Install 8" Concrete Flatwork	668.00	SFT	5.00	3,340.00	4.75	3,173.00	8.00	5,344.00
8	Furnish & Install Reinforcing Wire Mesh	500.00	LBS	1.20	600.00	1.20	600.00	1.15	575.00
9	Furnish & Install Bituminous Hand Patching	10.00	TON	200.00	2,000.00	250.00	2,500.00	400.00	4,000.00
10	Adjust Structure	1.00	EA	250.00	250.00	350.00	350.00	500.00	500.00
Total					61,990.35		64,906.10		85,204.96



CITY COUNCIL AGENDA FACT SHEET

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

DISCUSSION: The Monroe Public Safety Division is requesting to purchase 6 Scott-Self Contained Breathing Apparatus (SCBA) for the use in fire suppression, chemical, biological, nuclear and explosive incidents. The Monroe Public Safety Division has researched all available products and determined that the Scott SCBA's are the choice of the Division. The total cost is \$41,404.00.

Bids were requested and opened on June 30, 2014. Argus-Hazco of Chesterfield, Michigan submitted the only bid of \$41,404.00.

It is recommended that a purchase order in the amount of \$41,404.00 be awarded to Argus-Hazco of Chesterfield, Michigan for the purchase of 6 SCBA's in accordance with the bid specifications.

CITY MANAGER RECOMMENDATION:

- 
- For
 - 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: Manuel J. Hoskins, Fire Chief

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 41,404.00
	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
		101-55.336-977.000	\$ 41,404.00
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: 

FACT SHEET PREPARED BY: Manuel J. Hoskins *Man J Hoskins* **DATE:** 6/30/2014

REVIEWED BY: Thomas C. Moore, Director of Public Safety **DATE:** 6/30/2014

COUNCIL MEETING DATE: July 7, 2014

City of Monroe, Mi 2014 Self Contained Breathing Apparatus (SCBA)

Bids due Monday, June 30, 2014

1. 6 Scott Air Paks (# CSTM20133212637185) 75 4.5, the SCBA is to include: harness, backframe, EZ Flo+ Regulator w.HUD, UAC/RIC Connection, Pak- Alert Pass Device, AV – 30000 Facepiece and 45 minute 4500psi Carbon Cylinder
2. 8 Spare Scott 4500psi (# SC804722-01) 45 minute Carbon Cylinders
3. 6 Quick Disconnect Option (CSTM20133214212691) installed on SCBAs
4. 6 Dual EBSS option (CSTM20133214214703) installed on SCBAs
5. 6 Scott Fleece Facepiece Bags (SC805524-01)
6. 6 AV3000 Sureseal W/Kevlar Headnet (SC805773-82) sizes: 3 mediums and 3 larges
7. **Delivery by September 30, 2014**
8. **Agree to a \$25 per day liquidated damage penalty if products are not delivered by September 30, 2014**

PROPOSAL FORM

6-24-14
(date)

SELF CONTAINED BREATHING APPARATUS (SCBA) BID

Bids due no later than 3:00 P.M. (local time) on Monday, June 30, 2014, in the City Clerk's office.

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

Dear Mayor and Council Members,

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

LUMP SUM BID

\$ 41,404.00 (see Enclosure A)

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

A Bid Bond, cashier's check, certified check or money order in the amount equal to five percent (5%) of the total bid is enclosed. If we receive a purchase order by July 25, 2014, the products will be delivered by September 30, 2014. We further agree to a \$25.00 per day liquidated damage penalty if the products are not delivered by September 30, 2014.

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

Respectfully submitted,

Name of Bidder: Argus - Hazco

Address: 46400 Continental Dr.
Chesterfield MI 48047

Phone: 800-873-0456

Signed By: [Signature]

Title: Fire Service Representative

Enclosure A

Please note that NFPA standards have changed. The Air-Pak 75 is still available under these new standards but the configuration has changed:

- Low-Pressure Alarm changes from 25% of cylinder pressure to 33% cylinder pressure.
- More rigorous testing of the facepiece and facepiece lens (new high temp and radiant head tests).
- Enhanced communication performance requirements
- Universal PASS alarm

The SCBA quoted is to the department specification as identical to the previous SCBA's purchased. The configuration will include the Quick Disconnect Option, Dual EBSS Option as requested. The AV3000 Sureseal has been replaced by the AV-3000 HT, which meets the new standard. This facepiece is also backward compliant with the current NFPA 2007 edition Scott SCBA's currently being utilized by the department.



CITY OF MONROE

Department of Finance

June 12, 2014

Ladies and/or gentlemen,

The City Clerk of Monroe, Michigan will receive sealed proposals until 3:00 p.m. (local time) on Monday, June 30, 2014, for six (6) Self Contained Breathing Apparatus (SCBA) for the City of Monroe Public Safety Division at the address listed on the attached proposal form. Product specifications for the SCBA are included. The proposal must meet the product specifications.

Please complete and return one copy of the enclosed Proposal Form and submit it in a sealed envelope. Please mark on the front of the envelope "SCBA bid – due 6/30/2014" and address it to Michelle LaVoy, City Clerk, 120 East First Street, Monroe, Michigan 48161-2169. Failure to properly identify your envelope may result in rejection of your bid. Bids sent through facsimile machines or e-mail will not be accepted or considered.

A Bid Bond, cashier's check, certified check or money order in an amount equal to five percent (5%) of your estimated total cost must accompany your bid. The bond must be from a company authorized to do business in the State of Michigan. **Company and personal checks are not acceptable.** City Council award of the bid is expected by July 21, 2014. Delivery must occur by September 30, 2014. A liquidated damage penalty of \$25.00 per day will be applied if delivery does not occur by that date.

The City reserves the right to reject any or all bids, to waive any informality, to modify quantities and to make award in the best interest of the City. Direct any questions regarding the bid specifications to Manuel Hoskins, Fire Chief, at (734)241-1626 or manuel.hoskins@monroemi.gov.

Sincerely,

Edward J. Sell Jr.
Finance Director

Encl.

City of Monroe, Mi 2014 Self Contained Breathing Apparatus (SCBA)

Bids due Monday, June 30, 2014

1. 6 Scott Air Paks (# CSTM20133212637185) 75 ^{2013 edition} 4.5, the SCBA is to include: harness, backframe, EZ Flo+ Regulator w.HUD, UAC/RIC Connection, Pak- Alert Pass Device, ~~AV-30000~~ Facepiece and 45 minute 4500psi Carbon Cylinder ~~AV-3000~~ HT facepiece
2. 8 Spare Scott 4500psi (# SC804722-01) 45 minute Carbon Cylinders (see enclosure A)
3. 6 Quick Disconnect Option (CSTM20133214212691) installed on SCBAs
4. 6 Dual EBSS option (CSTM20133214214703) installed on SCBAs
5. 6 Scott Fleece Facepiece Bags (SC805524-01)
6. 6 AV3000 Sureseal W/Kevlar Headnet (SC805773-82) sizes: 3 mediums and 3 larges
7. **Delivery by September 30, 2014**
8. **Agree to a \$25 per day liquidated damage penalty if products are not delivered by September 30, 2014**



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: BULK ROCK SALT – REPORT ON BID OPENING

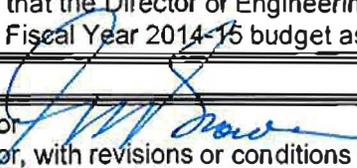
DISCUSSION: As a part of its Winter maintenance operations, the City of Monroe, like most governmental entities, utilizes rock salt for de-icing on our major streets and at intersection approaches on our local street system. The long-term average usage of salt is approximately 1,800 tons per season, and we have the capability to store approximately half this total amount at one time at our on-site storage facility at 222 Jones Avenue. For the winters 2011-12 through 2013-14, we were operating under a three-year contract with The Detroit Salt Company, with per ton pricing ranging from \$48.49 the first year to \$51.44 in 2013-14. Prior to that, they were also the low bidder in 2009-10 and 2010-11, when the City awarded only one-year contracts.

The Finance Department recently solicited bids again on our behalf for one, two, and three-year options, beginning with the 2014-15 season. There were three (3) bidders, and the bid information is attached for your review. The low bidder for all options was again The Detroit Salt Company, with a first-year price of \$52.98 per ton. If our entire contract amount is purchased, the total price would be \$95,364 for the 2014-15 season. The second year option from them was the lowest price as well at \$54.57 per ton, as was the third year option at \$56.21 per ton. Both the second and third year options, if exercised, would represent a straight 3% increase over the previous year. If awarded, the City would pay \$98,226 for the second year, and \$101,178 for the third year.

Given that we have had a very good experience with the low bidder during the past five years, we certainly recommended working with them again. During the winter of 2013-14 when many other entities were having a difficult time having salt delivered in a timely fashion, the City was never in jeopardy, and since The Detroit Salt Company mines within 30 miles of the City, we are mostly insulated from Great Lakes shipping difficulties. While it is difficult to project potential salt prices a year or more in advance, a 3% annual increase seems to be a reasonable hedge against diesel fuel and supply spikes, particularly since the price was offered without any sort of fuel surcharge. The vendor has also appeared willing in past years to allow us to exceed our contract amount at the same price if desired, and in such a fashion we could even purchase ahead if we are able to store the excess over a summer, as we did this past spring at the end of our previous contract term. Accordingly, insulating us from excessive risk by awarding a multi-year contract seems appropriate at this time, and having our own dedicated contract allows us to serve our citizens without concerns over prioritization if we were under the umbrella of a larger purchasing consortium.

IT IS RECOMMENDED that the City Council award a contract for up to 1,800 tons of bulk rock salt to The Detroit Salt Co., LLC. in the amount of \$95,364 for the 2014-15 season, and to award the second and third year options at \$54.57 per ton and \$56.21 per ton, respectively. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to issue a purchase order for up to \$95,364 against the Fiscal Year 2014-15 budget as needed.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Bids are only good for 60 days.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Public Services Department, traveling public

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$95,364
	Cost of This Project Approval	\$95,364
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	Repair & Main. Suppl.-S & E	641-60.521-775.000 (2014-15 FY)	\$95,364

Other Funds

Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 06/26/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: July 7, 2014



PROPOSAL FORM

06/24/14

(date)

BULK ROCK SALT

Bids due no later than 10:00 A.M. (local time) on Wednesday, June 25, 2014, in the City Clerk's office.

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

Dear Mayor and Council Members,

We, the undersigned, propose to furnish the City of Monroe, Michigan with anti-caking BULK ROCK SALT (cc or #1 grade) for highway ice melting at the price(s) shown below including delivery to 222 Jones Avenue, Monroe, MI in accordance with State of Michigan Department of Transportation specifications. It is agreed that the bid prices contained herewith are firm for a minimum period of sixty (60) days from the date of bid opening, and once awarded, the pricing will be valid for subsequent years.

<u>QTY</u>	<u>DESCRIPTION</u>	<u>CONTRACT YEAR</u>	<u>BID PRICE/TON</u>
1,800	First Year	07/01/14-06/30/15	\$ <u>52.98</u>
TONS	Second Year Option	07/01/15-06/30/16	\$ <u>54.57</u>
(+ or -)	Third Year Option	07/01/16-06/30/17	\$ <u>56.21</u>

Based upon an estimated delivery of 1,800 tons during the first year of the contract, the total estimated contract price for the first year would be \$ 95,364.00.

Depot location nearest to Monroe, MI: Detroit MI

DELIVERY TIME 3-5 days Price firm for days TERMS: Net 30

Inasmuch as the City of Monroe is exempt from all Federal Excise Tax and Michigan State Sales Tax, these items are not included in the above prices.

We have included a Bid Bond, cashier's check, certified check or money order in an amount equal to five percent (5%) of the estimated total first year cost.

We understand the City reserves the right to reject any or all bids and to waive any informality and to make award in the best interest of the City of Monroe.

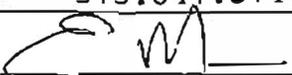
Respectfully submitted,

Name of Bidder: The Detroit Salt Company

Address: 12841 Sanders Street

Detroit MI 48217

Phone: 313.841.5144

Signed By: 

Title: 06/24/14

PROPOSAL FORM

6/25/2014
(date)

BULK ROCK SALT

Bids due no later than 10:00 A.M. (local time) on Wednesday, June 25, 2014, in the City Clerk's office.

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

Dear Mayor and Council Members,

We, the undersigned, propose to furnish the City of Monroe, Michigan with anti-caking BULK ROCK SALT (cc or #1 grade) for highway ice melting at the price(s) shown below including delivery to 222 Jones Avenue, Monroe, MI in accordance with State of Michigan Department of Transportation specifications. It is agreed that the bid prices contained herewith are firm for a minimum period of sixty (60) days from the date of bid opening, and once awarded, the pricing will be valid for subsequent years.

<u>QTY</u>	<u>DESCRIPTION</u>	<u>CONTRACT YEAR</u>	<u>BID PRICE/TON</u>
1,800	First Year	07/01/14-06/30/15	\$ <u>79.50</u>
TONS	Second Year Option	07/01/15-06/30/16	\$ <u>87.75</u>
(+ or -)	Third Year Option	07/01/16-06/30/17	\$ <u>96.80</u>

Based upon an estimated delivery of 1,800 tons during the first year of the contract, the total estimated contract price for the first year would be \$ 143,100.⁰⁰

Depot location nearest to Monroe, MI: Toledo, Ohio

DELIVERY TIME 3-5 days Price firm for 60 days TERMS: N30

Inasmuch as the City of Monroe is exempt from all Federal Excise Tax and Michigan State Sales Tax, these items are not included in the above prices.

We have included a Bid Bond, cashier's check, certified check or money order in an amount equal to five percent (5%) of the estimated total first year cost.

We understand the City reserves the right to reject any or all bids and to waive any informality and to make award in the best interest of the City of Monroe.

Respectfully submitted,

Name of Bidder: NORTH AMERICAN SALT COMPANY
A COMPASS MINERALS COMPANY
Address: 9900 WEST 109TH STREET
OVERLAND PARK, KS 66210
TEL. 800-323-1641

Phone: _____

Signed By: [Signature]

Title: Sr. Sales Manager

PROPOSAL FORM

June 19, 2014
(date)

BULK ROCK SALT

Bids due no later than 10:00 A.M. (local time) on Wednesday, June 25, 2014, in the City Clerk's office.

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

Dear Mayor and Council Members.

We, the undersigned, propose to furnish the City of Monroe, Michigan with anti-caking BULK ROCK SALT (cc or #1 grade) for highway ice melting at the price(s) shown below including delivery to 222 Jones Avenue, Monroe, MI in accordance with State of Michigan Department of Transportation specifications. It is agreed that the bid prices contained herewith are firm for a minimum period of sixty (60) days from the date of bid opening, and once awarded, the pricing will be valid for subsequent years.

<u>QTY</u>	<u>DESCRIPTION</u>	<u>CONTRACT YEAR</u>	<u>BID PRICE/TON</u>
1,800	First Year	07/01/14-06/30/15	\$ 83.94
TONS	Second Year Option	07/01/15-06/30/16	\$ NO BID
(+ or -)	Third Year Option	07/01/16-06/30/17	\$ NO BID

Based upon an estimated delivery of 1,800 tons during the first year of the contract, the total estimated contract price for the first year would be \$ 151,092.00.

Depot location nearest to Monroe, MI: Detroit, MI

DELIVERY TIME 1-5 days Price firm for 60 days TERMS: Net 30 Days

Inasmuch as the City of Monroe is exempt from all Federal Excise Tax and Michigan State Sales Tax, these items are not included in the above prices.

We have included a Bid Bond, cashier's check, certified check or money order in an amount equal to five percent (5%) of the estimated total first year cost.

We understand the City reserves the right to reject any or all bids and to waive any informality and to make award in the best interest of the City of Monroe.

Respectfully submitted,

Name of Bidder: Morton Salt, Inc.

Address: 123 N. Wacker Drive

Chicago, IL 60606-1743

Phone: For ordering: 855/665-4540

Signed By: *Anthony T. Patton*

Title: Anthony T. Patton, Mgr. U.S. Gov't. Bulk Ice Control Sales & Mktg.

Prices quoted herein are firm from
7/1/2014 - 6/30/2015.

Sales Rep. Debbi Jones
PH# 708/891-5847

1 *Leah Pittacora*
Leah Pittacora
Project Manager Ice Control
Salt Group



Deicing Technology
24950 Country Club Blvd., Suite 450
North Olmsted, OH 44070
Phone: 800-600-7258
Fax: 440-716-0763

6/18/2014

City of Monroe
Department of Finance
120 East First Street
Monroe, Michigan 48161-2288

RE: Bid for BULK ROCK SALT

Cargill, Incorporated-Deicing Technology regrets that we will be unable to submit a bid for your deicing requirements for the winter season 2014/2015.

Please retain our name on your bidders list for possible future consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Elaine Dembinski".

Elaine Dembinski
Customer Solutions Specialist
Cargill Incorporated-Deicing Technology



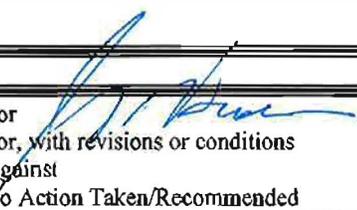
CITY COUNCIL AGENDA FACT SHEET

RELATING TO: COMEA UNIT II (City of Monroe Employee's Association)

DISCUSSION: The City of Monroe and the City of Monroe Employee's Association (COMEA II) (representing the division supervisors) have reached an agreement to extend the current collective bargaining agreement dated January 1, 2012 through December 31, 2014, for one additional year. The new agreement will expire on December 31, 2015; will not reflect any wage increases or changes in benefits or working conditions; with the exception that it will meet the requirements imposed by Public Act 349 regarding the "Right to Work" for public employers.

IT IS RECOMMENDED that the Mayor and City Council approve the attached extension of the COMEA UNIT II Collective Bargaining Agreement.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: July 7, 2014

REASON FOR DEADLINE: Collective Bargaining Agreement Extension

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Peggy A. Howard, Human Resources Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: COMEA UNIT II

FINANCES

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

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

Budget Approval: _____

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

DATE: 6-26-14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 7-07-14

EXTENSION AGREEMENT

The City of Monroe and COMEA Unit II hereby agree that their January 1, 2012 through December 31, 2014 Collective Bargaining Agreement ("Current Agreement") shall automatically be extended upon its expiration for a period of one (1) year, commencing January 1, 2015, and expiring December 31, 2015 ("Extended Agreement"). The terms of the Extended Agreement shall be the same as those provided in the Current Agreement, except as provided below:

1. To comply with applicable law, Article IV, ASSOCIATION SECURITY, pp. 2-4 of the Current Agreement, shall be deleted and replaced in the Extended Agreement with Article IV, VOLUNTARY ASSOCIATION DUES DEDUCTIONS (Attachment 1).

2. Appendix B, Wage Schedule, p. 38, shall be amended to reflect that it is effective July 1, 2014, through December 31, 2015.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the ____ day of _____, 2014.

CITY OF MONROE

COMEA UNIT II

Robert E. Clark, Mayor



Christopher S. Knight, President

George A. Brown, City Manager



Spencer A. Maniaci, Vice President

Peggy A. Howard, Director of Human Resources



Kevin M. Armstrong, Secretary

Michelle M. LaVoy, Clerk/Treasurer

William E. Walters, Treasurer

ARTICLE IV
VOLUNTARY ASSOCIATION DUES DEDUCTIONS

Section 1. Dues Deductions.

(a) Employees may have monthly membership dues deducted from their earnings by signing an Authorization Form (agreed to by the Association and the Employer), or they may pay dues directly to the Association.

(b) During the life of this Agreement and in accordance with the terms of the Authorization Form and to the extent the laws of the State of Michigan permit, the Employer agrees to deduct the above-referenced Association membership dues from the pay of each employee who, as of the fifteenth (15th) day of the month preceding the month in which a deduction is to be made, has a currently executed Authorization Form on file with the Employer. The Association's Financial Officer shall submit to the Employer's Payroll Office written certification of the amount of dues to be deducted pursuant to the provisions of this Article.

(c) Each employee shall execute the required Authorization Form for deduction of Association membership dues before any payroll deductions shall be made. Deductions shall be made only under the Authorization Forms which have been properly executed and are in effect. Any Authorization Form which is incomplete or in error will be returned to the Association's Financial Officer by the Employer.

(d) Deductions under all properly executed Authorization Forms shall become effective at the time the application is tendered to the Employer and if received on or before the fifteenth (15th) day of the month preceding the month in which a deduction is to be made, shall be deducted from the first (1st) pay of such month, and biweekly thereafter.

(e) All sums deducted by the Employer shall be remitted to the Association's Financial Officer within thirty (30) calendar days following the payday in which deductions were made, together with a list which identifies current employees for whom Association dues have been deducted, the amount deducted from the pay of each employee and any employees who have terminated their Authorization during the previous month. Employees may terminate such Check-off at any time by serving written notice thereof to the Employer.

(f) Once any funds are remitted to the Association by the Employer, their disposition shall be the sole and exclusive obligation and responsibility of the Association. In cases where a deduction is made that duplicates a payment that an employee already has made to the Association, or where a deduction is not in conformity with the provisions of the Constitution of the Association or applicable state or federal law, refunds to the employee shall be made by the Association to the employee.

(g) The Employer shall not be liable to the Association for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by employees.

Section 2. Save Harmless. The Association shall indemnify, protect and hold harmless the Employer from any and all claims, actions, demands, suits, proceedings, and other forms of liability, including all costs and attorney fees, that shall arise out of or by reason of any action taken or not taken by the Employer for the purpose of complying with the provisions of this Article.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: KEEGAN ROAD, ALBAIN ROAD, AND MAINE COURT WATER MAIN REPLACEMENT – CHANGE ORDER AWARD

DISCUSSION: The Water Department has recently identified 1773 feet of water mains on Keegan Road (1220 feet), Albain Road (140 feet), and Maine Court (413 feet) in Monroe Charter Township that have suffered from an excessive number of main breaks (26 between 2003 and 2013), to the point where replacement of pipes is proving to be essential, but funding was not provided as a part of the 2014-15 Capital Improvements Program. Fortunately, the Director of Water and Wastewater Utilities has identified a number of existing capital projects where funding remains, such that monies can be transferred to address these needs in 2014. Since this work is essentially spot replacement of existing water mains in place with only a few service reconnections and driveway replacements in this somewhat rural area, detailed plans were not necessary and the work is ready to be contracted at this time.

At the July 15, 2013 City Council meeting, a contract in the amount of \$416,231.35 was awarded to Salenbien Trucking and Excavating of Dundee for water main replacement, 3" deep milling and resurfacing, and curb replacement on various sections of Western Avenue, Huron Street, Western Court, and Custer Court, based on public bidding. At the May 5, 2014 City Council meeting, this contract was extended to additional portions of Western Avenue and Winston Court using existing unit prices, for an additional amount of \$323,340.85, for a total contract amount of \$739,572.20. Additionally, at the June 6, 2014 Council meeting, a separate contract to Salenbien was awarded as a result of public bidding for the replacement of water mains on East Noble Avenue in the amount of \$381,783.70, which was 9% and nearly \$36,000 lower than the next lowest bidder. They expect to be completed with all work on the Western Avenue contract by the end of July, and plan to complete work on East Noble Avenue by early September.

While ordinarily work such as this new work on Keegan / Albain / Maine would be advertised separately for public bids, Salenbien has expressed a willingness to schedule this additional work at their and our convenience between other work already under contract on behalf of the City, likely immediately following completion of their existing work in September or October. In such a fashion, the City would avail ourselves of a qualified local contractor at a preferred scheduling window. Since they were the low bid contractor on the most recent two (2) water main projects of similar size and scope, we believe the intent and spirit of our purchasing policy has been met should the City Council wish to award a change order to them for this additional work. The Engineering Department solicited the attached quotation from them for the work, which totals \$200,514, and represents roughly \$113 per foot of water main, which is consistent with other recent low bids. In order to provide a cost comparison, we also solicited a quotation from Pamar Enterprises, which recently completed contract work for water main replacement on Dunbar Road, and they verbally indicated their pricing would be well over \$300,000, so they did not finalize their detailed quotation. While there is always a chance that public bidding of this work separately could result in a slightly lower price, based on their performance to date and willingness to work within our schedule, it is our recommendation to award this work as a change order to the East Noble Avenue Water Main Replacement contract.

IT IS RECOMMENDED that the City Council award a change order to the East Noble Avenue Water Main Replacement to Salenbien Trucking and Excavating, Inc. for water main replacement on Keegan Road, Albain Road, and Maine Court in the amount of \$200,514, that a total of \$230,000 be encumbered to include a 15% project contingency, and that the Finance Director be authorized to make any necessary transfers from available capital projects in the Water Fund. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to sign a change order for this work 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: We would like to award this work so as to ensure that it can be included in the Contractor's 2014 schedule

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

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

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$250,000*
	Cost of This Project Approval	\$250,000*
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Includes \$230,000 for this contract change order award, \$10,000 in service material purchases from the Water Department, and \$10,000 in Engineering costs for inspection and administration.

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Contract Services	591-40.538-972.000 15W10	\$230,000*
	Service Materials	591-40.538-972.000 15W10	\$10,000*
	Engineering	591-40.538-825.005 15W10	\$10,000*

*Require transfer from other capital project funds as determined by the Water and Finance Departments.

Other Funds

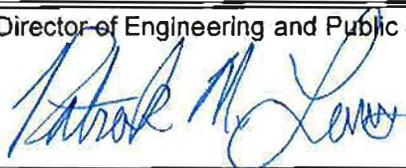
Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 06/26/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: July 7, 2014



SALENBIEN TRUCKING AND EXCAVATING, INC.

18419 Milwaukee Road

Dundee, MI 48131

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

June 20, 2014

City of Monroe
Attn: Pat Lewis, Barry Laroy
120 E. First Street
Monroe, MI 48161

Subject: Albain and Keegan Rds water main

Thank you for the opportunity to quote on the aforementioned water main replacement.
We are pleased to present the following price quote for your review:

Albain Road - \$20,300

Reference: Sheet #2
140 LF of 12" C-900 water main
2 - 12" solid sleeves
3 - Reconnects
Driveway repair - gravel
Restoration

Keegan Road - \$95,430

Reference: Sheet #5 Top half
910 LF of 12" C-900 watermain
1 - 12" GV&B
1 - Fire Hydrant, GV & B
1 - 12" Hymax coupling (AC to DI)
1 - 12" sleeve
6 - Reconnects
2- long services (new)
Restoration

Keegan Road - \$32,680

Reference: Sheet #5 - Bottom half
310 LF of 12" C-900 water main
2 - Solid sleeves 12"
1 - 12" GV&B
1 - Reconnect
Restoration

Maine Court - \$27,044

Reference: Sheet 6 - Top half
233 LF of 8" C-900 water main
Install 12" culvert supplied by others (2): 1 - 35' and 1 -20'
Install 16 LF of 10" concrete culvert
6 - Reconnect
Restoration

Mainc Court - \$25,060

Reference: Sheet 6 – Bottom half

180 LF of 8" C-900 water main

6 - Reconnect

2 - 8" sleeve

Repair concrete drive

Install 40 LF of 12" CMP (supplied by others)

Restoration

Notes: Excludes rock removal.

We look forward to working with you on this project. Please contact me if you have any questions (734) 777-6423.

Sincerely,



Leon Salenbien Jr.

LGS/vmf



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE COUNTY CONVENTION & TOURISM BUREAU FOR PERMISSION TO HOLD A LABOR DAY PARADE ON AUGUST 30, 2014

DISCUSSION: The City received a request from the Monroe County Convention & Tourism Bureau (MCCTB) to amend the River Raisin Labor Day BBQ Festival to include a Parade on August 30, 2014 at 10:00 a.m. Specifically the request is to close the affected streets (Monroe Street from Jones Avenue to Elm Avenue, ending at St. Mary's Park) and for assistance from the City.

The Police Department will coordinate with DPS, the Monroe County Sheriff Department, Central Dispatch, City Engineer, Monroe Fire Department, as well as the event organizers to assure that all safety aspects are covered. A total of 13 officers (including the supervisor) are needed to ensure a safe, smooth event. The estimated cost to staff the parade is \$1,819.07 (see attached for more detail).

The Department of Public Services estimated costs to staff the parade is about \$500 above our already committed numbers for the BBQ festival. If approved, advance notification will be sent to MDOT and a detour will be posted.

Staff conducted a meeting with the MCCTB representative to discuss some of the concerns which were raised in the staff review. As a result of that discussion, and the conditions agreed upon, we agreed to recommend approval of this request subject to **insurance requirements being met, a parade permit being obtained, emergency vehicle access being maintained, and that the MCCTB will pay half (1/2) the City's extra out-of-pocket cost to provide logistics and public safety support for the parade.** The MCCTB representative will also attempt to secure police personnel from the county and state to assist, in order to reduce the number of City officers needed. It was also agreed that if the parade has a low turnout it will be discontinued next year.

Therefore, it is recommended, that City Council approve this request contingent upon items being met as outlined by the administration, including **insurance requirements being met, a parade permit being obtained, emergency vehicle access being maintained, the that MCCTB pay 1/2 of the City's out-of-pocket cost to hold the parade,** 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	\$

SOURCE OF FUNDS:	<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: 6/20/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 7/7/14

April 28, 2014

Dear Mayor & Council:

I would like to amend my application for the 9th Annual River Raisin Labor Day BBQ Festival to include the possibility of a Labor Day Parade. Time period to possibly be 10 am till Noon (will be amended depending on the number of parade entries).

Starting point would be Jones Ave. (would like to use the City DPS yard as the holding location for start) and ending at St. Mary's Park. The parade would flow into the Downtown area just in time for the start of the festival and hopefully everyone will benefit from the increase attendance. And, it will be the first time there has been a Labor Day Parade in Monroe in 50 years.

I am happy to submit additional information as it comes available, but all we are asking from the city is use of the street (Jones Ave to St. Mary's Park with appropriate temporary street closings along the route), the use of the DPS yard as the holding area and St. Mary's Parking lot for disbanding the parade at the end.

It is also understood that if construction on Monroe Street is ongoing at that time that we would need to cancel the parade.

Thank you!

All the best,

A handwritten signature in black ink, appearing to read "John Patterson". The signature is stylized with a large loop at the beginning and a horizontal line across the middle.

John Patterson

RECEIVED

APR 29 2014

CITY MANAGER'S OFFICE

Memorandum

To: Thomas C. Moore III, Chief of Police
From: Lt. Gregory N. Morgel
cc: Patricia Weaver, Executive Secretary to the Mayor/Manager City of Monroe, file
Date: May 1, 2014
Re: **Staff Study – Labor Day Parade**

John Patterson of the Monroe County Convention & Tourism Bureau has proposed the possibility of a Labor Day Parade to be held before the 9th annual River Raisin Labor Day BBQ Festival on Saturday, August 30, 2014. Mr. Patterson wishes to hold the parade at 10:00 am on this date.

The parade route to be used would be the same as the Memorial Day Parade. The parade units would assemble in the DPS lot then stage in the 0-200 block of Jones Avenue. This proposed parade would travel westbound on Jones Avenue to South Monroe Street and then travel northbound on Monroe Street to the St. Mary's Parking Lot where it would disband.

As usual, barricades would be utilized at minor intersections to keep staffing costs to a minimum. I would coordinate with DPS to insure that all intersections are covered by actual police officers and/or barricades.

A total of thirteen officers (12 patrol officers and one command officer) are needed to ensure a safe, smooth event. One officer would lead the parade on a department motorcycle and another officer would be assigned to ride a bicycle and work as a "floater" along the parade route, and the other officers would be assigned to intersections along the parade route.

I have estimated the cost of this parade to be \$1,819.07. This figure includes two hours planning time as well as fringe benefits and the applicable shift premium. This figure was derived using the top pay rate of a Cpl/PSO. The figure may be less, depending on the rank of officer that volunteers for the parade.

NOTE: I do not recommend approval of this parade for several reasons. First, with this being the last summer holiday weekend of the year, getting enough staff to volunteer for this event will be a challenge. Secondly, with the parade being held at 10:00 am it will be over by 10:30 am, so it will not have an impact on the crowd since the festival begins at 12:00 pm. Even if it was held later in the morning, it would not have much effect on the crowd attendance. I have worked the past three festivals and the attendance has never been more than 250 people at any one time. The larger crowd is usually there at 6:30 pm, nearer when the headline performer is scheduled to play. Third, the cost of this parade (\$1,819.07) has not been budgeted for in the 2014-2015FY Public Safety budget and may cause a strain to it later in the fiscal year.

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

Weaver, Patricia

From: Lewis, Patrick
Sent: Thursday, May 01, 2014 10:16 AM
To: Weaver, Patricia; Hoskins, Manuel; Laroy, Barry; Moore, Thomas; Mominee, Joseph; Sell, Edward; Swallow, Dan; Woodcock, Keith
Cc: Brown, George; Morgel, Gregory; Palmer, Alline; Rinne, Michele; Walters, William; Tubbs, David; Hayter, Shana
Subject: RE: Labor Day Parade

All,

DPS has reviewed the event, and while we do not necessarily have any specific objections, we would join the Police Department is questioning whether or not the likely attendance for such an event would justify the additional staff resources. We have a little rougher estimate of the staff costs, partly due to the fact that we would already commonly be working on Saturday morning leading up to the Bar-B-Q for electrical connections and the like, so we might save a little on the call-in pay. The parade itself would require additional barricades at all of the affected cross streets and likely would require detour signs as well. While some of the preparatory work could be performed on straight time on Friday and again on Tuesday, there would still likely have to be 2 additional employees called in to work the parade alone. As the Police, the exact wages would depend on which staff members worked the event, but at a top end billable cost of \$50 / hour, 2 additional employees for a minimum call-in would be another \$200 on top of the existing event charges, but this could be higher if we elect to pick up all barricades on Saturday to prevent having them laying around in the terraces until Tuesday straight time, which is probably desirable. My better guess is that, all things considered, if this turns into a full-blown parade, we're probably looking at an incremental cost of about \$500 above our already-committed numbers for the Bar-B-Q.

The other item for discussion is the construction project on M-125, which is expected to be completed well ahead of this event. The present schedule projection by the prime contractor is that the construction on the west half of the roadway will be complete around Memorial Day and then traffic will be flipped, then the construction on the east side would last until approximately early July. Beyond that, they would then be working north of Stewart Road.

Hope that helps.

Sincerely,
Patrick M. Lewis, P.E.
Director of Engineering and Public Services
City of Monroe
patrick.lewis@monroemi.gov
(734) 384-9124 phone
(734) 384-9108 fax

From: Weaver, Patricia
Sent: Tuesday, April 29, 2014 4:02 PM
To: Hoskins, Manuel; Laroy, Barry; Lewis, Patrick; Moore, Thomas; Mominee, Joseph; Sell, Edward; Swallow, Dan; Woodcock, Keith
Cc: Brown, George; Morgel, Gregory; Palmer, Alline; Rinne, Michele
Subject: FW: Labor Day Parade

All,

Please review and comment. Attached is the Labor Day Festival fact sheet for your reference.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM MOBIS NORTH AMERICA FOR PERMISSION TO HOLD THEIR ANNUAL "MOBIS DAY" COMPANY EVENT AT MUNSON PARK ON AUGUST 10, 2014

DISCUSSION: The City received a request from Brent Draeger on behalf of Mobis North America for permission to hold their annual "Mobis Day" company event at Munson Park on August 10, 2014 from 10:00 a.m. – 6:00 p.m. Specifically the request is to hold their company picnic within Munson Park, erect a tent with tables, bounce house, use of the volleyball and tennis courts, soccer field, and playground, and that the application fee be waived.

The request was reviewed by the administrative staff. We do not foresee any problems with this request subject to special event application, certificate of insurance naming the City as an additional insured for the date of the event, **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. We do not have any sprinklers in the location of the bounce house, so they can stake it as needed. Park users cannot park on grassy areas, and if the lots are full, they will need to park in the auxiliary stone parking areas near the soccer fields.

The Recreation Department has reviewed the request and has no objections to the event. The following are recommende : 1. Applicant can use any practice soccer field by the pavilions that have nets set up. 2. The bounce house would need a certificate of insurance. 3. The grill should be cordoned off with caution tape in such a fashion that will not allow casual park users to wander into an area that would allow for injury with a hot grill. 4. Cost to rent the sand volleyball courts and a tennis court for 8 hours @ \$15/hr (\$120) x 3 courts = \$360. They could also just use what's available at no charge, first come, first served.

The Building Department has no objections. If the tent has drop down sides, it will require a temporary structures permit. They will need to provide staking instructions and wind loads data, the current fire protection treatment certification, and a detail of safety precautions that will be used to protect the upper ends of the tent stakes from accidental fall.

Mr. Draeger was informed that no pavilion is available for their use, as both have already have been rented to other groups and there could be up to 200 more people milling around the same area, using both the bathrooms and the playscape.

Therefore, it is recommended, that City Council approve this request contingent upon items being met as outlined by the administration, subject to costs recovery and payment of fees in accordance with City Council adopted policy, **with no reduction in fees to use Munson Park**, 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

<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>	Account Number	Amount
			\$
			\$
			\$
			\$
			\$
	<u>Other Funds</u>		\$
			\$
			\$
			\$

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 6/20/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 7/7/14

Dear Mayor / City Council Member,

On August 10, 2014 Mobis North America intends to hold our annual "Mobis Day" company event at Munson Park, 2770 N. Custer Rd. Monroe MI.

Mobis North America is an automotive supplier with plants locally in Toledo, OH and Detroit, MI. We currently have a salary staff of 130, working different shifts around the clock each day of the week.

The goal for our event this year was to host the event at a location more centrally located between the two plants to help increase attendance and share the gratitude our company has to all of its salary employees. With this in mind, the city of Monroe, MI is the ideal location to accommodate our wishes, specifically Munson Park.

Our event will be just the one day, with set up starting at 10 am and clean up concluding at 6 pm. During this time we intend to have full use of the sand volleyball courts, a soccer field, one tennis court, the children's playground, pavilion and restrooms. We also plan to set up a large tent between the volleyball court and tennis courts to accommodate our catered lunch, a barbecue grill and guests while enjoying their meal. A bounce house will also be set up near the children's playground that will have adult supervision throughout the duration of our event. Bouncee Thing will have a copy of their certificate of liability insurance at the time of the event.

In preparation for parking Mobis will post temporary signs and will have an employee directing all guest to the designated parking lot as well as to the tent for check in.

We will be giving out wrist bands to all of our employees and their family members that attend this event so that we are able to distinguish our guests from the general public there enjoying the park as well.

Disposable cardboard waste containers lined with plastic garbage bags will be placed around the areas of the park being used by Mobis and disposed of by Mobis at the conclusion of our event.

We intend to abide by all of the rules and regulations of Munson Park as well as the City of Monroe, and ask that the application fee be waived as we will be delighted to bring our Mobis family to your park on August 10th 2014.

If you would like to discuss this request further, please contact me at 248-727-4062. Thank you for your time and consideration.

Sincerely,



Brent Draeger

RECEIVED

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

JUN 17 2014

BUILDING DEPARTMENT
City of Monroe, Mich.

Name of Applicant (Organization): Mobis North America

Contact Person: Brent Draeger

Address: 6401 W. Fort St. Detroit MI 48209

Phone: 248-727-4062 Fax: 313-297-2760

Dates Requested: 8/10/14 ALTERNATE DATE 8/17/14

Location Requested: City Park Private Property Public Property

PROJECT LOCATION (Address): Munson Park 2770 N. Custer Rd.

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone: _____ Fax: _____

EVENT DESCRIPTION:

Company event to include grilled lunch, tent with tables, bounce house, use of sand volleyball, 1 tennis court, 1 soccer field, children's playground, pavillion and restrooms. Event hours from 10 am - 6 pm.

TYPE OF BUSINESS ON SITE: Automotive

Application Fee \$ 150.00

\$20.00 wk \$

Total Fee \$

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

RECEIVED

JUN 18 2014

OWNER: _____

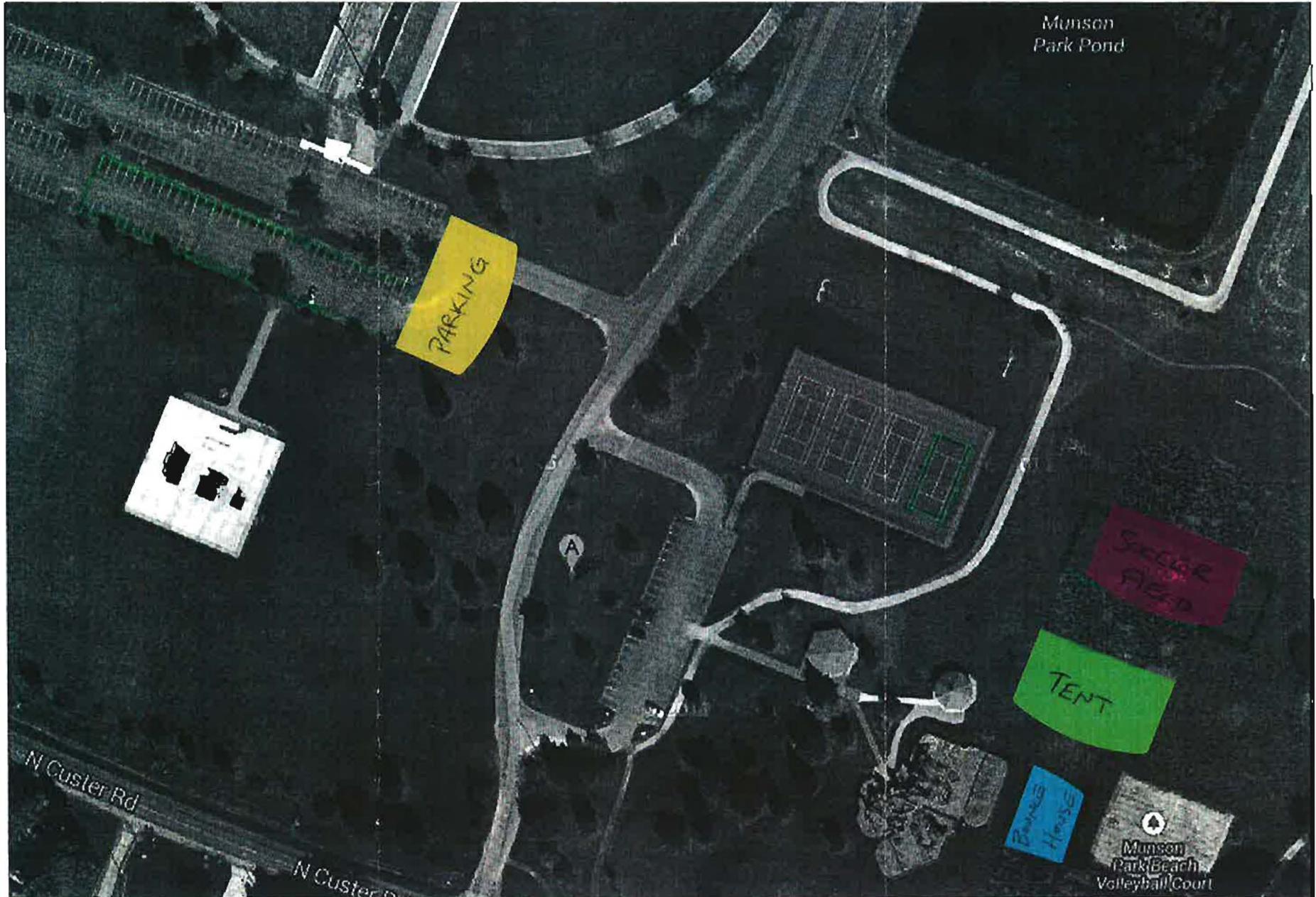
DATE: _____ CITY MANAGER'S OFFICE

APPLICANT: B. Draeger

DATE: 5/22/14

Google

To see all the details that are visible on the screen, use the "Print" link next to the map.



City of Monroe

120 E. First Street
Monroe, MI 48161-2169
(734) 384-9186

Building Department

Invoice For Permit: PBD-14-0286
Date: 06/16/2014

Pay by Account In Full



Pay by Account In Full

\$ 150.00

MOBIS NORTH AMERICA
6401 W FORT ST
Detroit MI 48209

Invoice Number	Permit Number	Address	Amount Due
00041642	PBD-14-0286	2770 N CUSTER RD	\$ 150.00



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

Total Amount Due \$ 150.00

City of Monroe
Treasurers Office
120 E. First Street
Monroe, MI 48161
Phone : (734) 243-0700

Received From:
MOBIS NORTH AMERICA
6401 W FORT ST
Detroit MI 48209

Date: 06/18/2014
Time: 8:04:09 AM
Receipt: 545452
Cashier: slaboe
Workstation: STN2
Drawer: 1

ITEM REFERENCE	AMOUNT
BDINV Building Dept. Inv	
00041642	\$150.00
TOTAL	\$150.00
CHECKS 027576	\$150.00
Total Tendered:	\$150.00
Change:	\$0.00



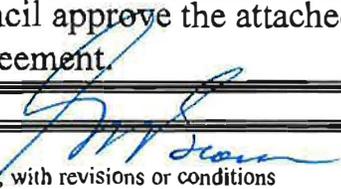
CITY COUNCIL AGENDA FACT SHEET

RELATING TO: MONROE FIREFIGHTERS ASSOCIATION, LOCAL 326

DISCUSSION: The City of Monroe and the Firefighters Association (representing the firefighters) have reached an agreement to extend the current collective bargaining agreement dated September 14, 2011 through December 31, 2014, for one additional year. The new agreement will expire on December 31, 2015; will not reflect any wage increases or changes in benefits or working conditions; and will meet the requirements imposed by Public Act 152 regarding the "hard caps".

IT IS RECOMMENDED that the Mayor and City Council approve the attached extension of the Firefighters Collective Bargaining Agreement.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: 7/07/14

REASON FOR DEADLINE: Collective Bargaining Agreement Extension

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Peggy A. Howard, Human Resources Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: FIREFIGHTERS ASSOCIATION

FINANCES

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

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

Budget Approval: _____

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

DATE: 6-26-14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 7/07/14

EXTENSION AGREEMENT

The City of Monroe (the "Employer") and the Monroe Firefighters Association, AFL-CIO, Local 326 (the "Association") hereby agree that their September 14, 2011 through December 31, 2014 collective bargaining agreement including Appendices A through G ("Current Agreement") shall automatically be extended upon its expiration for a period of one (1) year, commencing January 1, 2015, and expiring December 31, 2015. The terms of the extended Agreement shall be the same as those provided in the Current Agreement, except as provided below:

1. Appendix A, Wage Schedule, pp. 40 & 42, shall be amended to reflect that it is effective July 1, 2014, through December 31, 2015.

2. Notwithstanding anything in the Current Agreement or this Extension Agreement to the contrary, effective January 1, 2015, the Employer's contributions to the cost of employee health care benefits shall comply with Section 3 of the Publicly Funded Health Insurance Contribution Act, Act No. 152 of the Michigan Public Acts of 2011, commonly referred to as the "hard caps" section of the Public Act. The Employer will follow the same administrative procedures in determining these contributions as are currently followed for all other employee groups that have been subject to the provisions of the Public Act for calendar years 2012 and 2013.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the ____ day of _____, 2014.

CITY OF MONROE

MONROE FIREFIGHTERS
ASSOCIATION, AFL-CIO, LOCAL 326

Robert E. Clark, Mayor

Thomas R. Ford, President

George A. Brown, City Manager

Michael T. Foley, Vice President

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

Richard S. Smiley, Secretary

Peggy A. Howard, Director of Human
Resources

Joseph Bentley, Treasurer

Michelle M. LaVoy, Clerk/Treasurer



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: RIVER RAISIN DAM REMEDIATION – PHASE TWO – CHANGE ORDER FOR ADDITIONAL WORK

DISCUSSION: Over the past four years, the City of Monroe, along with substantial assistance and support from the Monroe County Drain Commissioner and citizen members of the Commission on Water Quality and the Environment, has been working within the terms of two different grants through the United States Environmental Protection Agency (EPA) under their Great Lakes Restoration Initiative (GLRI) for improvements to provide fish passage along the River Raisin. The first phase of this project, substantially completed in fall 2012 (with final items finished in spring 2013), included complete removal of Dam #2 (west of the Macomb Street bridge) and Dam #3 (adjacent to St. Mary's Park), and installation of rock arches at Dam #1 (adjacent to Water Filtration plant) and Dam #6 (east of Winchester Street). The second phase of the project, begun in fall 2013, included the installation of rock arches at dam #4 (west of St. Mary's Park) and dam #5 (east of Ressler Street) in the River Raisin, along with a bypass channel for the Waterloo Dam and modifications to the mill race at the Grape Dam in Raisinville Township. This overall project concept has been specifically listed as a target project in the River Raisin Area of Concern (AOC) report, as it would eliminate a significant Beneficial Use Impairment (BUI), and in conjunction with other area projects, may result in the eventual delisting of the River Raisin as an AOC. Grant funding for Phase Two was originally provided in the amount of \$1,495,000, and was subsequently increased by \$200,000 to \$1,695,000 in 2013 to account for increased costs necessary to meet the scope of the project. At the July 15, 2013 City Council meeting, the construction contract for the Phase Two work was awarded to Lee and Ryan from Greenfield, Indiana in the amount of \$1,139,448.60 and with contingencies a total of \$1,310,000 (subject to funding limitations) was authorized to be spent by the City. The consulting firm representing the City on this project, Cardno JFNew of Ann Arbor, has been performing all design, construction management and inspection, and monitoring on both phases, and their current total authorization amount for Phase Two stands at \$405,500. Technically, the total of these two authorizations (\$1,715,500) already exceed the grant amount, but some of the post-construction monitoring from Phase One is being tracked through Phase Two instead, increasing our available funds.

At the present time, based on numerous additional work items that are necessary and desirable from a functionality standpoint, the City Administration has authorized various change orders to the contractor up to a total amount of \$1,289,500 which, when coupled with the authorized consultant work, now stands at just under the total authorized grant amount. Based on extensive ice jams this past winter, there was some movement of the rock arches at Dams #4 and #5, particularly #4, such that additional work to further reinforce and pin these arches is necessary and desirable to ensure they will continue to function as originally designed for fish passage and reduce future maintenance costs. In order to complete all of this additional work, we have asked the EPA to use up to \$143,000 in remaining funds from Phase One be made available for Phase Two, since the two projects are in synch in terms of their overall objective. While we do not yet have a formal grant amendment to this effect, we have been given written assurance (email) that this has been approved by the Michigan Department of Environmental Quality (MDEQ) and the EPA. For the work at Dam #4, the contractor will need to take access through the northwest corner of the Riverfront Parking Lot by the fishing pier, but they will be taking appropriate precautionary measures to protect this new investment and will be responsible for correcting any damage caused by their activities. Work will occur in July to ensure it is completed by the Jazz Festival. By the terms of the respective grants, the City must enter into contracts for all vendors, costs are on a reimbursement basis, and other than an expected reimbursement delay of a week or so, no out-of-pocket costs need to be budgeted by the City. In order to allow City staff appropriate flexibility in bringing this project to completion, we are asking for authority to approve up to \$143,000 in additional costs to Lee and Ryan and / or Cardno JFNew as needed, for a total Phase Two project spending authority of \$1,858,000.

IT IS RECOMMENDED that the City Council authorize additional expenditures of up to \$143,000 for Phase Two grant-eligible activities to Lee and Ryan Environmental Consulting, Inc. and / or Cardno JFNew as needed, subject to grant funding limitations. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services or his designee be authorized to execute any necessary documents on behalf of the City.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: July 7, 2014, if possible

REASON FOR DEADLINE: The Contractor and their subcontractor have an available construction window to perform Dam #4 work that may not be available again before the final grant deadline of September 30, 2014

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services and Commission on Environment and Water Quality

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering and Public Services Department, Water and Wastewater Utilities Department, various advocacy groups, River Raisin users, various fish species

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$1,858,500*
	Cost of This Project Approval	\$143,000**
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Includes \$1,715,500 as previously authorized plus the requested \$143,000 in additional funds.

**Additional work specifically authorized by this Fact Sheet includes up to \$143,000 for the contractor and consulting firm in any proportion necessary.

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	<u>Other Funds</u>		
	Great Lakes Restoration Initiative (EPA)		\$143,000*

Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Dir. of Engineering & Public Services
Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities

DATE: 06/27/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: July 7, 2014





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Professional Services Contract for provision of an Analysis of Impediments to Fair Housing for city's CDBG Program

DISCUSSION: In May 2014, the city sent out a request for qualifications and bids to three regional fair housing centers for the provision of an Analysis of Impediments (AI) to Fair Housing. This is a report required by the Department of Housing and Urban Development in conjunction with the Community Development Block Grant (CDBG) Five Year Consolidated Plan, which guides how grant recipients spend CDBG funds. The AI is a report used to evaluate, monitor, address and suggest solutions to fair housing issues that may be present in the City of Monroe.

The purpose of the AI is to provide essential and detailed information to policy makers, staff, housing providers, lenders and fair housing advocates. It involves a comprehensive review of a jurisdiction's laws, regulations, policies, procedures and practices. It assesses how those laws, regulations, etc. affect the location, availability and accessibility of housing, services, commercial and retail development. Finally, it provides an assessment of conditions, both public and private, affecting fair housing choice in areas of high and low opportunity.

A request for qualifications and bids was sent to the Fair Housing Center of Metropolitan Detroit (FHCMD), the Toledo Fair Housing Center (TFHC) and the Fair Housing Center of Southeastern Michigan (FHCSEM). Bids were received from FHCMD and FHCT. Both organizations were able to establish ample experience in providing such reports. FHCMD offered to provide a draft of the AI on January 15, 2015 for a cost of \$16,000. TFHC offered to provide a draft by December 31, 2014, for a cost of \$35,000.

IT IS RECOMMENDED that City Council award the Community Development Block Grant Analysis of Impediments to Fair Housing to Fair Housing Center of Metropolitan Detroit with a budget of \$16,000 and authorize the city manager to execute any required contract documents.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: January 2015

REASON FOR DEADLINE: Provides direction for city's CDBG Five Year Consolidated Plan

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Economic and Community Development

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Dept. of Economic and Community Development, public housing, City of Monroe residents

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	\$ *

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

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	<u>Other Funds</u>	Community Development Block Grant 273.65.730.818.027	\$16,000

Budget Approval: 

FACT SHEET PREPARED BY: Matt Wallace, Planner

DATE: June 30, 2014

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

DATE: June 30, 2014

COUNCIL MEETING DATE: July 7, 2014





CITY COUNCIL AGENDA FACT SHEET

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

DISCUSSION: As part of its Community Development Block Grant program, the City of Monroe has instituted a home rehabilitation program intended to provide low- and moderate-income homeowners an opportunity to make needed improvements to their homes. The assistance comes in the form of no interest, deferred loans of up to \$24,999. These loans do not have to be paid back as long as the recipients do not sell their home within five years of receiving the assistance. To gain bids for the current project, area contractors qualified to complete the work were sent bid packages.

The project is located on Winchester and the specifications requested bids for work including reconstructing the front porch, replacing the leaking roof, insulating the attic, replacing the siding, electrical upgrades, addressing lead-based paint concerns and minor interior repairs. To complete the work specified, the lowest bid of \$27,200 was submitted by Pranam GlobalTech. The other bid received was \$35,850 from Williams Painting. Since these amounts exceeded the program's spending cap, the project was reviewed for non-essential elements and replacing the house's siding was removed from the project. This lowered Pranam GlobalTech's bid to \$19,100 and Williams Painting's bid to \$27,050.

All of the contractors bidding are certified to complete this work using lead-based paint safe work practices, as is required by the Department of Housing and Urban Development regulations.

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

IT IS RECOMMENDED that City Council award the Community Development Block Grant FIX contracts to Pranam GlobalTech with a budget of \$19,100 plus an additional \$3,820 in contingencies. It is also recommended that City Council authorize staff to take the necessary steps to complete each project in compliance with federal regulations, including drafting agreements to be signed by each homeowner and contractor.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: No set deadline

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Economic and Community Development

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Dept. of Economic and Community Development, Local homeowners

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 22,920
	Cost of This Project Approval	\$ 22,920
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ *

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

SOURCE OF FUNDS:	City	Account Number	Amount
	<u>Other Funds</u>	Community Development Block Grant 273.65.730.818.027	\$22,920

Budget Approval: 

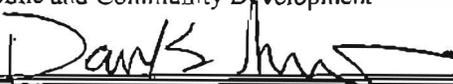
FACT SHEET PREPARED BY: Matt Wallace, Planner

DATE: June 30, 2014

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

DATE: June 30, 2014

COUNCIL MEETING DATE: July 7, 2014





All estimates should include permit costs. Work must be completed according to local building codes and doing so may include tasks not included in specifications. Please be aware Michigan Code specifies this home will be required to have hard-wired smoke and carbon monoxide detectors in addition to ~~\$600.00~~ having the work below completed.

Front Porch

Demo entire porch assembly, including roof and stairs. Replace porch assembly to match dimensions of existing with new roof assembly, preferably pitched to a slope that requires shingle covering. Replace existing foundation footing for porch. Install new stair assembly. Ensure porch and stairs have proper height handrails and guardrails.

Cost of Porch Repairs: \$ ~~4,800.00~~ 5,000

Replace Roof

Remove all existing shingles and flashings throughout the home (i.e. including all bays and additions). Repair of ceiling after tear-off includes replacement of up to 50' of 1" x 6" roof boards or 3 sheets of 7/16 OSB.

Additional sheeting: at \$ 58.00 per sheet of 7/16 OSB
boards: at \$ 5.00 per linear ft. of 1" X 6" boards

Replace fascia as necessary at \$ 5.00 per linear ft.

Install 15 lb. felt underlayment on roof and 30 lb. roll roofing in all valleys if applicable

Install ice and water shield. Install new soil pipe flashing and stack pipe cover(s). Install new metal step and counter flashing at chimney. Provide and install to manufacturer's specifications GAF, CertainTecd, or approved equal. Class A laminated architectural type of shingles, Minimum 30 year warranty.

Color: Homeowner's choice from samples provided by contractor

Install roof ventilation system per MRC 2006 requirements

If roof vents are used - use bird proof vents

Install new single ply rubber roofing or equal (contact Building Inspector to discuss other methods to be used) where pitch of roof is shallower than 4:12

Remove and dispose of all nails, scrap and debris

Provide manufacturer's warranty to housing rehab specialist

Cost of Roof Replacement: \$ 6,050.00

Plumbing/Mechanical

Install washing machine drain to code. Locate dryer vent and install so it is properly vented outside the home.

Cost of Plumbing/Mechanical Repairs: \$ 600.00

Interior repairs

Repair and paint ceilings in utility room and kitchen
Repair bathroom floor and install new vinyl floor covering.

Cost of Interior Repairs: \$1,500.00

Insulate Attic

Insulate attic to R-42 as needed. Provide continuous baffle vents from eaves up sloped roof line to flat ceiling area. Fill sloped ceiling areas with insulation. If this method is not feasible, then block in rafter ends and dense pack sloped ceiling areas with insulation and fill flat ceilings to R-42. Provide ventilation to code. Please note on your bid material type and method to complete job as described above.

Cost of Insulation: \$1550.00

Replace Siding and Install insulation in walls

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

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

All J-Channel intersections shall be mitered.

Siding \$8,100.00

Cost of Siding: \$ ~~Insulation \$2,300.00~~

Other Lead Based Paint Concerns

Replace door system for exterior door that leads to kitchen. Use steel new construction door with a half-round window. Install new dead bolt and entry lock sets keyed alike. Install new interior casing and exterior aluminum trim on doors. Install Triple track aluminum self-storing storm doors – (Trapp, Fox or equivalent)

Replace door thresholds for both doors leading to the front porch

Both door jambs and stops in dining room represent deteriorated friction surfaces. Refit doors to eliminate friction points, wet scrape/sand all surfaces, repair as necessary, install weather stripping or other friction/impact reducing material, stabilize and paint all surfaces to match current color (unless homeowner dictates otherwise)

Wet scrape/sand, repair, stabilize and paint baseboards in kitchen

Replace door between upstairs bedrooms. Wet scrape/sand, repair, stabilize and paint door jamb for doorway between the two rooms

Wet scrape/sand, repair, stabilize and paint stair railing and baluster for stairs to second floor

Cost of Lead-Based Paint Concerns: \$ ~~9100.00~~

Electrical Repairs

Install proper number of GFIC receptacles for kitchen counters to comply with code and eliminate extension cords to appliances. Install additional receptacles in both upstairs bedrooms and front porch. Install light fixture for front porch. Get approval from homeowner. Add compliant feed to pool pump. Light fixture servicing stairs to second floor needs to be 3 wayed.

*Cost of Electrical Repairs: \$*4,000.00

LEAD-BASED PAINT NOTICE

As this project is being financed with federal funds, all work that disturbs lead-based painted surfaces (as determined by a lead-based paint hazard assessment to be shared with the homeowner and the contractor) will require lead-based paint safe work practices. The contractor is also required to distribute the *Lead hazard information pamphlet*, as required by the U.S. Department of Housing and Urban Development.

It will also be required that lead safe work practices be used in the interior work areas and that those areas are isolated from any area of the house considered to be free of lead-based hazards. For this reason, please submit a detailed description of the process you propose to use to ensure lead safe work practices within the home, which should be compliant with the rules detailed in 24 CFR 35.930.

Please be aware that once the interior work has been completed, a clearance test will need to be performed while the work areas are still isolated from the rest of the home. This will require coordination between your workers, the City of Monroe and a certified lead testing professional. The City of Monroe will pay to have the initial assessment completed as well as the first clearance test. **Any clearance tests required beyond the initial test will be paid for by the contractor.**

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

*Total Project Cost: \$*27,200.00

*Estimated Cost of Lead Safe Practices: \$*_____

Homeowner Signature:
(to verify site visit)





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Resolution Authorizing the Acquisition of 19 Winchester Street from the Monroe County Treasurer through the Tax Foreclosure Procedure in the General Property Tax Act

DISCUSSION: The property located at 19 Winchester Street, Property Identification Number 49-01017-000, has been foreclosed upon by the Monroe County Treasurer due to nonpayment of property taxes. The General Property Tax Act, Section 78m (Michigan Compiled Laws 211.78m) grants the City the right to purchase the property for a public purpose by payment of the minimum bid consisting of delinquent property taxes and any costs associated with the foreclosure action. The current minimum bid estimated by the Treasurer’s office is \$1,100.00.

The City has an interest in the property due to its location within the River Raisin Heritage Corridor-East Master Plan, which designates this area as a proposed Peace Garden. The City of Monroe Parks and Recreation Master Plan (2014) further supports the acquisition of this property for development of the planned Peace Garden. The property is also immediately adjacent to the City’s Rauch Park. The only other reasonable use for the property is in combination with the parcel to the south for commercial redevelopment. Due to its small size, the property is not viable for commercial development by itself. Any future commercial development of the property would require the acquisition and combination of multiple parcels. Therefore, acquisition of this property would add to existing park land in the short term, and provide for common ownership by the City if future redevelopment was considered.

It is important to note that acquisition of property by the City through the tax foreclosure process must be for an identified “public purpose.” If for any reason the City chose to sell the property for a non-public purpose, any excess amount above and beyond the minimum bid, and demolition and maintenance costs would need to be returned to the Monroe County Treasurer. Therefore, the resolution specifically states the public purpose envisioned by the City.

IT IS RECOMMENDED that the City Council approve the resolution, authorizing acquisition of 19 Winchester Street from the Monroe County Treasurer through the Tax Foreclosure Procedure; and authorize the expenditure of up to \$1,100.00 to cover the minimum bid price estimated by the County Treasurer’s Office.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: July 7, 2014

REASON FOR DEADLINE: July deadline for submittal of application to Monroe County Treasurer

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Economic and Community Development Division

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Department of Public Services, Recreation Department

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 1,100.00
	Cost of This Project Approval	\$ 1,100.00
	Related Annual Operating Cost	\$ 400.00 (est.)
	Increased Revenue Expected/Year	\$ 0

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Capital Improvement Fund	TBD	\$1,100.00
	<u>Other Funds</u>		

Budget Approval: 

FACT SHEET PREPARED BY: Dan Swallow, Director of Economic and Community Development **DATE:** 07/01/2014

REVIEWED BY: George Brown, City Manager



DATE:

COUNCIL MEETING DATE: July 7, 2014

**CITY OF MONROE
RESOLUTION**

Authorizing the Acquisition of 19 Winchester Street from the Monroe County Treasurer through the Tax Foreclosure Procedure in the General Property Tax Act

WHEREAS, the property located at 19 Winchester Street, Property Identification Number 49-01017-000, has been foreclosed upon by the Monroe County Treasurer due to nonpayment of property taxes; and

WHEREAS, the General Property Tax Act (MCL 211.78m) grants the City the right to purchase the property for a public purpose by payment of the minimum bid consisting of delinquent property taxes and any costs associated with the foreclosure action; and

WHEREAS, the City has an interest in the property for use as a "Peace Garden" associated with the River Raisin National Battlefield Park as further described in the River Raisin Heritage Corridor-East Master Plan (2013) and City of Monroe Parks and Recreation Master Plan (2014) as; and

WHEREAS, use of the property as a public park constitutes a public purpose under the General Property Tax Act.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Monroe hereby authorizes the City Manager and City staff to prepare and execute an application to the Monroe County Treasurer and any other necessary documents to purchase the tax foreclosed property located at 19 Winchester Street, Property Identification Number 49-01017-000, for a public purpose.

BE IT FURTHER RESOLVED, the City Council hereby authorizes the expenditure of funds to pay the minimum bid, not to exceed \$1,100.00, for purchase of the property as required by the General Property Tax Act.

Motion:

Seconded by:

Ayes: Nays: Absent:

I, Michelle J. LaVoy, City Clerk-Treasurer of the City of Monroe, State of Michigan, do hereby certify that the foregoing resolution is an exact copy of a Resolution adopted by the City Council of said City, at a regular meeting thereof held on the ____ day of _____, 2014.

Michelle J. LaVoy
City Clerk-Treasurer

Application to Obtain Real Estate for Public Purpose

Pursuant to Michigan Compiled Laws, Section 211.78m

Name, Address, Phone number and Contact Person of Local Unit making application:

City of Monroe 120 E. First Street Monroe, MI 48161 Contact: Dan Swallow, Director of Economic & Community Development (734) 384-9134

Parcel Information:

Tax ID #: 55-49-01017-000

County: Monroe

City/Village/Township Name: City of Monroe

Street address: 19 Winchester (vacant)

Public Purpose for acquiring this property is (describe in detail):

To be held as public open space or park property. Identified in the River Raisin Heritage Corridor-East Master Plan (2013) and City of Monroe Parks and Recreation Master Plan (2014) as a "Peace Garden" associated with the River Raisin National Battlefield Park.
--

This acquisition has has not been specifically authorized by resolution of the governing body of the Local Unit. (**Attach minutes and resolution**)

The Local Unit does does not plan to resell or transfer this property to another person, entity or group.

Entity is:

- Individual(s) A non-profit entity A for Profit entity
- A government Board, Commission, Agency or Department.

Name and address of Purchaser (if known at this time):

If property is being sold or transferred, please state end-users Public Purpose of this property:

Creation of a publically accessible "Peace Garden" associated with the River Raisin National Battlefield Park.

Will property be returned to the tax roll?

Yes

No

Applicable regulation Disclosure:

The Foreclosing Governmental Unit (FGU) discloses that MCL 211.78m requires:

- That a sale/transfer under this section must be for a "**Public Purpose**";
- That if the property is sold or transferred at a profit (as therein defined), that such profit **MUST be returned to the FGU** and deposited in its delinquent tax property sales proceeds account for the year in which the property was purchased by the city, village, township, or county.

The Foreclosing Governmental Unit (FGU) requires, as a condition of this application, that the Local Unit agrees to:

- **Fully indemnify the FGU** and its agents for any and all costs, damages, awards, fees and other matters which may arise from, or as a consequence of, the foreclosure through which the property was obtained, including (but not limited to): title defense actions, environmental remediation, and boundary disputes.
- **Maintain and perpetuate the “Public Purpose” use** of the property.
- **Reconvey the property to the FGU** (at the unilateral option of the FGU, without “profit” as defined in MCL 211.78m) at any time it is no longer used for the specific “public purpose” given herein, unless a suitable alternate “public purpose” has been approved by the FGU.
- **Obtain approval of the FGU for any sale or transfer** of this property not herein disclosed, at any time in the future that it may occur, at least 14 days prior to such event.
- **Provide copies** of all transfer documents and financial settlement statements regarding any sale or transfer, within 30 days of such event, without further request.
- **Compensate the FGU** for any “profit” (as defined in MCL 211.78m) in this same time period if the property is sold or transferred.

These conditions must be agreed to by the Applicant, and will be made covenants/restrictions to such transfer in the conveyance documents.

The Applicant **agrees** **does not agree** to the terms disclosed above, and consents to their inclusion in the documents of conveyance.

Submitted by : City of Monroe, MI

Signature: _____

Name and official capacity:

George A. Brown City Manager City of Monroe

Application dated : 07 / 07 / 2014

Kay Sisung, Monroe County Treasurer

Date: / / Response: Approved Denied



Geographic Information System (GIS)
Engineering Department

1 inch = 100 feet

July 1, 2014

City of Monroe

19 Winchester St



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.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Cost Sharing with the Monroe County Treasurer for the Demolition of 1102-1114 East Second Street

DISCUSSION: The properties at 1102-1114 East Second Street were the subject of Tax Foreclosure due to non-payment of property taxes over the last few years. Prior to tax foreclosure, the City Building Department pursued property maintenance violations and orders on the buildings due to their unsafe condition, including but not limited to, sub-standard and hazardous electrical systems, non-functional mechanical systems and structural deficiencies. The building located at 1114 East Second Street also incurred a front façade failure, with the bricks ultimately falling off the front of the building. Upon documentation of the unsafe conditions, the excessive costs to repair the buildings, and failure of the former property owner to make the necessary repairs, the Building Department ordered that the buildings be demolished (See attached demolition order).

Based on the extremely poor condition of the buildings, the Treasurer’s Office has determined it is preferable to keep the buildings out of its foreclosure auction and look for a way to demolish the structures prior to disposition of the properties. The Monroe County Treasurer’s office determined it could allocate \$10,000.00 toward the demolition of the buildings from its foreclosure fund. Based on the low bid received for the demolition, the actual cost is estimated to be \$44,300.00 (See attached copies of three bids received); leaving a short fall of at least \$34,300.00. The Treasurer’s office approached the City with the request to fund this shortfall out of its annual demolition budget. As noted in the attached bids, the building has yet to be surveyed for Asbestos Containing Materials (ACM). Due to the age of the building it is likely that some ACM will be discovered that requires removal or abatement prior to the demolition. To cover the costs of an ACM survey and any necessary abatement, the Building Department staff is recommending a contingency of 25% of the demolition costs or \$11,075.00. This brings the total estimated demolition cost to \$55,375.00 and the cost share request from the City to \$45,375.00.

If the City chooses not to partner with the Monroe County Treasurer’s office on the demolition of this structure, it is likely they would have to place the property in the foreclosure auction and it could either pass to a private owner or come back to the County Treasurer as an unsold property. It is the Economic and Community Development Division’s opinion that it would be better to demolish the structure and allow Monroe County to take ownership and market the property for future redevelopment. Upon consultation with the City Attorney, the City may also want to pursue a civil action in court in an attempt to recover some of the demolition costs from the former property owner.

IT IS RECOMMENDED that City Council approve \$34,300.00 from the City’s demolition service budget to cost share with the Monroe County Treasurer for the demolition of the buildings located at 1102-1114 E. Second Street; in accordance with the low bid received by the Treasurer’s office from McBee Trucking & Excavating. **IT IS FURTHER RECOMMENDED** that City Council approve and encumber an additional \$11,075.00 in contingency funding to cover the cost of a survey and abatement of any Asbestos Containing Materials (ACM) resulting in a total City contribution of up to \$45,375.00.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: July 7, 2014

REASON FOR DEADLINE: Timely authorization for the demolition contractor to proceed.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N.A.

INITIATED BY: Monroe County Treasurer's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council and Building Department

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 45,375.00*
	Cost of This Project Approval	\$ 45,375.00*
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

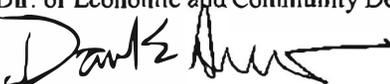
*Includes contingency of \$11,075.00

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Demolition Service	101-65.805-818.030	\$ 45,375.00
	<u>Other Funds</u>		

Budget Approval: 

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

DATE: 07/01/2014

REVIEWED BY: George Brown, City Manager 

DATE:

COUNCIL MEETING DATE: July 7, 2014

McBee Trucking & Excavation
2767 N. Telegraph
Monroe Mi. 48162

Date
6/6/2014

Name/Address
County Treasure
51 S. Macomb
Monroe, Mi. 48161

Proposal
1483

Description

Demolish home 1102-1110 East Second

We propose hereby to furnish material & labor. Complete in accordance with above specifications for the sum of \$ 38,500.00 dollars.

Any alterations or deviations from above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge over an above estimate.

All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance upon above work. Workman's compensation and public liability insurance on above work to be taken out by McBee Trucking & Excavation.

McBee Trucking & Excavation
2767 N. Telegraph
Monroe Mi. 48162

Date
6/6/2014

Name/Address
County Treasure
51 S. Macomb
Monroe, Mi. 48161

Proposal
1463

Description
Demolish home 1114 East Second

We propose hereby to furnish material & labor. Complete in accordance with above specifications for the sum of \$ 7,800.00 dollars.
Any alterations or deviations from above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge over an above estimate.
all agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance upon above work. Workman's compensation and public liability insurance on above work to be taken out by McBee Trucking & Excavation.

\$ 44,300



CITY OF MONROE
BUILDING DEPARTMENT
120 East First Street
Monroe, Michigan 48161-2169
734-384-9186

FILE COPY

03/11/2014

CITY OF FAITH CHRISTIAN CENTER
1030 E SECOND ST
MONROE, MI 48161

Re: 1102 E SECOND ST

Dear CITY OF FAITH CHRISTIAN CENTER:

NOTICE AND ORDER

Due to the present condition and the failure to repair the structure at 1102 E SECOND ST, and all address' on the same property, it has become so old, dilapidated and out of repair as to be dangerous, unsafe, unsanitary, or otherwise unfit for human habitation or occupancy, and such that it is unreasonable to repair that the structure be demolished and removed. (Section 110 of the 2009 International Property Maintenance Code).

ACTION TO BE TAKEN

It is, therefore, required that you shall secure the required demolition permit within 20 days of March 11, 2014 and demolition completed within 30 days of issuance. That should you fail to comply with this order within the time prescribed, I shall cause the structure to be demolished per the City of Monroe demolition specifications and the cost of such demolition and removal shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate. The cost shall also be the personal obligation of the property owner which may be collected by the use of any and all appropriate legal remedies.

Any person directly affected by a decision of the code official, the Building Official or a notice or order issued under this code shall have the right to appeal to the Construction Board of Appeals, provided that a written application for appeal is filed within 21 days after the day the decision, notice or order was served and with a filing fee of four hundred dollars (\$400.00). An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means or that the strict application of any requirement of this code would cause an undue hardship.

If you have any questions, please feel free to contact this office.

Sincerely,

Randy Harris / Building Inspector

Copies: File
Kelth Woodcock / Building & Zoning Official



Building Department
120 East First Street
Monroe, MI 48161-2169
(734) 384-9186

FILE COPY

January 30, 2014

CITY OF FAITH CHRISTIAN CENTER
1102 E SECOND ST
MONROE, MI 48161

RE: 1102 E SECOND ST

DEAR, CITY OF FAITH CHRISTIAN CENTER

An inspection was conducted at 1102 East Second St. on 01/24/2014 in response to the fire call conducted on 01/23/2014. The Building Department conducted an inspection with the permission from two [2] of the current tenants. Our review of records show the entire building should be vacant. No commercial occupancy or residential "Certificate of Compliance" has ever been issued in your name. Therefore the property is to be vacated and remain vacant until the building is brought into compliance.

To make the correction to the following issues, the documents submitted for the required corrections shall be prepared by a design professional registered with the State of Michigan, shall include objective structural and building systems evaluation, and shall be submitted within 30 days. The building permit shall be issued to a builder licensed in the State of Michigan following review of the building permit application, and permits issued for other trades work shall be issued to licensed contractors.

Each commercial space to be occupied shall require a separate "Zoning Compliance" inspection. Plans for developing each space shall be submitted as required, City of Monroe permits must be obtained for building and trade work by State of Michigan licensed contractors.

108.1 General. When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be condemned pursuant to the provisions of this code.

304.1.1 #8. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of deterioration, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects;

304.1.1 #5. Structural members that have evidence of deterioration or that are not capable of safely supporting all nominal loads and load effects;

304.1.1 #12. Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including guards and handrails, are not structurally sound, not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

304.2 Protective treatment. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints, as well as those between the building envelope and the perimeter of windows,

doors and skylights, shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

304.7 Roofs and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

304.10 Stairways, decks, porches and balconies. Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

304.12 Handrails and guards. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

304.13 Window, skylight and door frames. Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

304.14 Insect screens. During the period from [DATE] to [DATE], every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition

305.1 General. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. Occupants shall keep that part of the structure which they occupy or control in a clean and sanitary condition. Every owner of a structure containing a rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.

305.1.1#5. Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the International Building Code or the International Existing Building Code as required for existing buildings. Stairs, landings, balconies, and all similar walking surfaces, including guards and handrails, are not structurally sound, not properly anchored or are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

305.3 Interior surfaces. All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

305.4 Stairs and walking surfaces. Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

305.5 Handrails and guards. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

307.1 Handrails and Guardrails. Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches (762 mm) above the floor or grade below shall have guards. Handrails shall not be less than 30 inches (762 mm) high or more than 42 inches (1067 mm) high measured

vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches (762 mm) high above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

504.1 General. All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. All plumbing fixtures shall be maintained in a safe, sanitary and functional condition.

505.3 Supply. The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely, and free from defects and leaks.

505.4 Water heating facilities. Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a temperature of not less than 110 deg.F (43 deg.C). A gas-burning water heater shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless adequate combustion air is provided. An approved combination temperature and pressure-relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters.

506.2 Maintenance. Every plumbing stack, vent, waste, and sewer line shall function properly and be kept free from obstructions, leaks, and defects.

602.2 Residential occupancies. Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68 deg.F (20 deg.C) in all habitable rooms, bathrooms and toilet rooms based on the winter outdoor design temperature for the locality indicated in Appendix D of the International Plumbing Code. Cooking appliances shall not be used to provide space heating to meet the requirements of this section.

Exception: In areas where the average monthly temperature is above 30 deg.F (-1 deg.C), a minimum temperature of 65 deg.F (18 deg.C) shall be maintained.

602.3 Heat supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from [DATE] to [DATE] to maintain a temperature of not less than 68 deg.F (20 deg.C) in all habitable rooms, bathrooms and toilet rooms.

Exceptions:

1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the International Plumbing Code.
2. In areas where the average monthly temperature is above 30 deg.F (-1 deg.C) a minimum temperature of 65 deg.F (18 deg.C) shall be maintained.

603.1 Mechanical appliances. All mechanical appliances, fireplaces, solid fuel-burning appliances, cooking appliances and water heating appliances shall be properly installed and maintained in a safe working condition, and shall be capable of performing the intended function.

604.3 Electrical system hazards. Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.

701.2 Responsibility. The owner of the premises shall provide and maintain such fire safety facilities and equipment in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any premises that do not comply with the requirements of this chapter.

703.1 Fire-resistance-rated assemblies. The required fire-resistance rating of fire-resistance-rated walls, fire stops, shaft enclosures, partitions, and floors shall be maintained. (repair all fire separations between the commercial and residential occupancies to required rated assemblies.)

704.2 Smoke alarms. Single- or multiple-station smoke alarms shall be installed and maintained in groups R-2, R-3, R-4 and in dwellings not regulated in Group R occupancies, regardless of occupant load at all of the following locations.

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

Single- or multiple-station smoke alarms shall be installed in other groups in accordance with the International Fire Code.

It is, therefore, required that the conditions described above be repaired or improvements made to abate the unsafe condition and that you contact us within 14 calendar days of 01/30/2014 to secure all required permits, the work must show progress within 30 days after issuance of the permit and all work shall be completed within 180 days from the date of this order.

Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the Construction Board of Appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served and with a filing fee of four hundred dollars (\$400.00). An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

Please be advised that if the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

We look forward to your prompt response.

Respectfully,

Randy Harris
Randy Harris / Building Inspector

Copies:
File
Keith Woodcock / Building & Zoning Official *kw*

FILE COPY

HOMRICH



June 5, 2014

DEBI TORO
Monroe County Treasurer Department
51 S Macomb Street
Monroe, MI 48161

Re: Demolition of Commercial Structures located @
1102, 1110 and 1114 East Second Street
Monroe, MI

Dear Ms. Toro:

We are pleased to submit our proposal for work to be performed at the above referenced project as follows:

Provide all necessary labor, equipment and material to demolish, remove and legally dispose of the above referenced commercial structures, including slabs and foundations. Areas of demolition are to be backfilled upon completion.

The above work to be performed for a lump sum of..... \$53,000.00
****FIFTY THREE THOUSAND AND NO/100 DOLLARS****

- Notes:
- If any item not explicitly noted above, it is not included
 - Quote/Proposal is based on current conditions
 - Homrich, Inc. standard current liability insurance will apply
 - Removal of hazardous and/or contaminated material is not included (i.e. asbestos (friable and/or non-friable), Freon, PCBs, lead, mercury, etc.)
 - Soil erosion not included
 - Cost of utility disconnects not included

If you have questions or require additional information, please contact Scott I. Homrich @ 734-777-6775.

Sincerely,

Scott J. Homrich
Vice President
Homrich

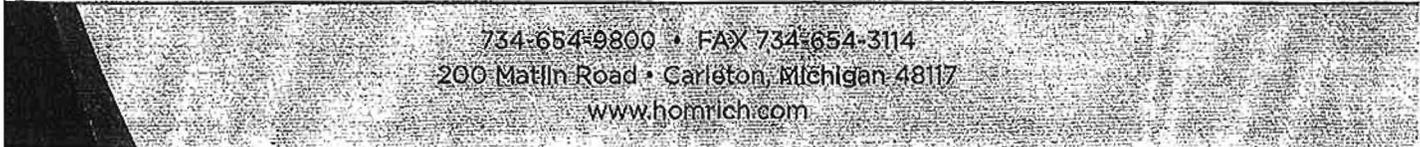
Proposal is good for 30 Days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and hereby accepted.
You are authorized to perform the work as specified.

DATE: _____ SIGNATURE: _____
PRINT: _____
TITLE: _____

pjg



**EARTH WORKS
CONCRETE & EXCAVATING , LLC
12536 JONES STREET
CARLETON, MI 48117**

OWNER: KEVIN PEARSALL
PHONE: (734)777-2392
FAX: (734)654-9064

QUOTE

Customer:
Monroe County Treasurer
Attn: Debi Toro
Phone: (734) 240-7372
Fax: (734) 240-7374

WE HEREBY SUBMIT PRICING FOR :

Demolishing houses/buildings according to City of Monroe Building Dept. Demo regulations. Includes permits, sewer plug, and curb replacement where necessary. Does not include asbestos survey or water disconnects.

1102-1110 & 1114 E. Second St.- \$66,000.00

1020 Humphrey- \$8,100.00

734 Hubble- \$8,500.00

\$ 82,600

■ Earth Works promises to do the above services with professional quality and in a timely manner. Earth Works is a registered L.L.C. (Limited Liability Company) with the state of Michigan, Licensed builder (#2102201222), Licensed septic contractor through Monroe County Health Department and fully insured.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Appointments

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

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

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Operations

FINANCES

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

SOURCE OF FUNDS:	<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: Mayor's Office

DATE: 6/10/14

REVIEWED BY: Robert E. Clark, Mayor 

DATE: 7-2-14

COUNCIL MEETING DATE: 6/16/14

RESOLUTION

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

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

THEREFORE BE IT RESOLVED that the following person is hereby appointed to the office and the term hereinafter indicated, July 7, 2014

MONROE MUNICIPAL BUILDING AUTHORITY

Building Director	6 year term ending June 30, 2020
City Attorney	6 year term ending June 30, 2020

RECREATION ADVISORY COMMISSION

Cheryl Miller	3 year term ending June 30, 2017
Robert Cebina	3 year term ending June 30, 2017

DOWNTOWN DEVELOPMENT AUTHORITY

Shaun McGowan	4 year term ending June 30, 2018
Anthony Trujillo	4 year term ending June 30, 2018
Chris Bica	4 year term ending June 30, 2018

LAKE ERIE TRANSPORTATION COMMISSION

Joseph Lybik	2 year term ending June 30, 2016
Susan Iott	2 year term ending June 30, 2016

MONROE PORT COMMISSION

Thomas Myers	3 year term ending June 30, 2017
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RIVER RAISIN WATERSHED COUNCIL

Robert Clark (Delegate)	2 year term ending January 11, 2016
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