
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 weeks' 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) 384-9136. The City of Monroe website address is www.monroemi.gov.

**AGENDA - CITY COUNCIL REGULAR MEETING
MONDAY, MARCH 2, 2015**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. CITIZEN COMMENTS – NOT RELATED TO AN AGENDA ITEM.

V. COUNCIL ACTION.

21. This item was postponed at the February 17 Council Meeting.

Communication from the Director of Economic & Community Development, submitting proposed Ordinance No. 15-002, an Ordinance to add Chapter 448, Neighborhood Enterprise Zones to the Code of the City of Monroe. It was moved by Council Member Molenda and seconded by Council Member Hensley that proposed Ordinance No. 15-002, an ordinance to add Chapter 448, Neighborhood Enterprise Zone to the Code of the City of Monroe be postponed until the March 2 Council Meeting.

27. This item was postponed at the February 17 Council Meeting.

The communication from the City Manager's Office, submitting a request from the Monroe County Convention & Tourism Bureau to reserve dates in 2015 for upcoming Events / Festivals, and recommending that Council approve only the dates of the events with full approvals of the events, be subject to policy, timely submission of event planning details, staff reviews, street closure action by Council and approvals of city financial and logistical support. It was moved by Council Member Iacoangeli and seconded by Council Member Sisk that item 27 be postponed until the March 2 Council Meeting.

37. This item was postponed at the February 17 Council Meeting.

Communication from the City Manager's Office, reporting back on a request from the Monroe County Convention & Tourism Bureau for permission to hold the annual River Raisin Jazz Festival at St. Mary's Park on August 6 – 9, 2015, to close Elm Avenue from Borgess Avenue to North Monroe Street, and recommending that Council approve the request contingent upon passage of the 2015 budget and inclusion of the funding for the event, items being met as outlined by the administration, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons. It was moved by Council Member Molenda and seconded by Council Member Hensley that item 37 be postponed until the March 2 Council Meeting.

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

A. Approval of the Minutes of the Regular Meeting held on Tuesday, February 17, 2015.

B. Approval of payments to vendors in the amount of \$_____.

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

38. Relay for Life of Monroe – Banner Request.

1. Communication from the City Manager's Office, reporting back on a request from the Relay for Life of Monroe for permission to display a banner across Monroe Street from May 8 – June 8, 2015, announcing the Monroe Relay for Life on June 6 – 7, 2015, and recommending that the request be approved subject to qualifications outlined in the banner policy.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

39. Turtle Island Dream Keepers Native American Organization – Banner Request.

1. Communication from the City Manager's Office, reporting back on a request from the Turtle Island Dream Keepers Native American Organization for permission to display a banner across Monroe Street from June 8 – 29, 2015, announcing the Native American Traditional Pow Wow on June 27-28, 2015, at Monroe County Community College, and recommending that the request be approved subject to qualifications outlined in the banner policy.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

40. VFW Memorial Day Parade.

1. Communication from the City Manager's Office, reporting back on a request from the VFW Memorial Day Parade Committee for permission to hold the annual Memorial Day Parade on May 25, 2015, beginning at 2:00 p.m., to close the affected streets, and hold a brief ceremony on the bridge and to waive all permits and fees, and recommending that Council approve this request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, parade permit, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

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

41. Monroe/Lenawee AFL-CIO Labor Day Parade.

1. Communication from the City Manager's Office, reporting back on a request from the Monroe/Lenawee AFL-CIO Labor Day Parade Committee for permission to hold the annual Labor Day Parade on September 5, 2015 at 12:00 p.m. and to close the affected streets, to use St. Mary's Park, pavilion and bandshell for a post parade event from 1:00 p.m. – 8:00 p.m., including a concert, food vendors and a beverage tent with alcohol and soft drinks, and recommending that the Mayor and City Council approve the request by the Monroe Lenawee AFL/CIO to use St. Mary's Park for a post parade event, pending council's written consent to allow alcoholic beverages, the applicant receiving a special license from the State of Michigan, subject to insurance requirements being met (liquor liability insurance naming the city as an additional insured on each), and that the AFL-CIO pay half (1/2) the City's extra out-of-pocket cost to provide logistics and public safety support for the post event ($\$522.06 \div 50\% = \261.03), and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

If you choose to approve the parade request from the Monroe Lenawee AFL/CIO, it is recommended that you include in your motion that the parade request is approved, contingent upon items being met as outlined by the administration, subject to insurance requirements being met (general liability insurance naming the city as an additional insured), parade permit, and that the AFL/CIO pay half (1/2) the City extra out-of-pocket cost to provide logistics and public safety support for the parade ($\$1,856.10 + \$1,283.75 = \$3,139.85 \div 50\% = \underline{\$1,569.93}$), 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.

42. Monroe County Convention & Tourism Bureau Labor Day BBQ Festival & Labor Day Parade.

1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Convention & Tourism Bureau for permission to hold the 9th annual River Raisin Labor Day BBQ Festival along with the 2nd annual Labor Day Parade on September 5, 2015, to close the affected streets from 12 noon – 10:00 p.m. for the BBQ festival and to close Monroe Street from Jones Avenue to Elm Avenue, ending at St Mary's Park, with assistance from the City for the parade at 10:00 a.m., and recommending that the Mayor and City Council approve the BBQ festival downtown, contingent upon items being met as outlined by the administration, subject to insurance requirements being met, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons. If you choose to approve the parade request from the Monroe County Convention and Visitors Bureau, it is recommended that you include in your motion that the parade request is approved, contingent upon items being met as outlined by the administration, subject to insurance requirements being met, parade permit, emergency vehicle access being maintained, that the MCCTB pay $\frac{1}{2}$ of the City's out of pocket cost to hold the parade ($\$1,856.10 + \$1,283.75 = \$3,139.85 \div 50\% =$

- \$1,569.93), 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.

VII. COUNCIL COMMENTS.

VIII. MAYOR COMMUNICATION.

IX. CLERK-TREASURER COMMENTS.

X. CITY MANAGER COMMENTS.

XI. CITIZEN COMMENTS.

XII. CLOSED SESSION TO DISCUSS COLLECTIVE BARGAINING.

XIII. ADJOURNMENT.

CITY OF MONROE
REGULAR COUNCIL MEETING
TUESDAY, FEBRUARY 17, 2015

Regular meeting of the City Council of the City of Monroe, Michigan held on Monday, February 17, 2015 at 7:30 p.m. in the City Hall Council Chambers.

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

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

St. Mike's Troop 547 led the pledge of allegiance to the flag.

Tom Bilan, Scout Master introduced the member of Scout Troop 547.

Citizen Comments – Not Related to an Agenda Item.

Vicki Fernandez, 1858 West Albain Road updated Council on the 2015 Wounded Soldiers Softball Tournament Fundraiser.

Steve Fernandez, 1858 West Albain Road would like a copy of the City Sponsored Events Policy and would like to know if the 2015 Wounded Soldiers Softball Tournament Fundraiser is a City Sponsored Event.

Mayor Clark asked Mr. Fernandez to come to come by so they could discuss the information further.

Jason Matthews, 1445 Maple Blvd, AFL-CIO of Monroe County explained that he has had a request in for about three weeks to hold a Labor Day Parade, but his request has not been placed on the agenda.

George Brown, City Manager explained that there are two requests to hold a parade and explained why they have not been placed on the agenda.

Lee Sharpe, 411 Ypsilanti Street, Dundee, President of Monroe County AFL-CIO Central Labor Council explained why he thinks the request from the Monroe County AFL-CIO should be the only request placed on the agenda and approved.

Public Hearing.

21. This being the date set to receive and review comments on proposed Ordinance No. 15-002, an ordinance to add Chapter 448, Neighborhood Enterprise Zone to the Code of the City of Monroe, and there being no comments on file in the Clerk-Treasurers 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.

32. This being the date set to receive and review comments on the Capital Improvements Program Budget for Fiscal Years 2015-2021, and there being no comments on file 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.

Council Member Molenda said that the points of sale provisions have not been finalized and that some key aspects of the NEZ were brought to Council's attention by the City Assessor and that he has not had time to do analysis nor has Council had time to discuss the Assessor's remarks so he would like to postpone the item.

21. It was moved by Council Member Molenda and seconded by Council Member Hensley that proposed Ordinance No. 15-002, an ordinance to add Chapter 448, Neighborhood Enterprise Zone to the Code of the City of Monroe be postponed until the March 2 Council Meeting.

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

Ayes: 7 Nays: 0

Motion carried.

27. This item was postponed at the February 2 Council Meeting.

The communication from the City Manager's Office, submitting a request from the Monroe County Convention & Tourism Bureau to reserve dates in 2015 for upcoming Events / Festivals, and recommending that Council approve only the dates of the events with full approvals of the events, be subject to policy, timely submission of event planning details, staff reviews, street closure action by Council and approvals of city financial and logistical support. It was moved by Council Member Rafko and seconded by Council Member Iacoangeli that the item be postponed until the next meeting because there is a conflict with one of the events which involves another event at the same time and it needs to be addressed.

It was moved by Council Member Iacoangeli and seconded by Council Member Molenda to place item 27 on the table for discussion.

Ayes: 7 Nays: 0

Motion carried.

Council Member Iacoangeli said this item was addressed by the two citizens earlier and asked the City Manager if this issue could be resolved by the next meeting.

George Brown, City Manager said he does not know because the city is not involved with direct discussions or mediation between the parties, but are in touch with both parties who applied because that is what the process requires.

Following discussion on the item, it was moved by Council Member Iacoangeli and seconded by Council Member Sisk that item 27 be postponed until the March 2 Council Meeting.

Ayes: 7 Nays: 0

Motion carried.

32. Proposed Capital Improvements Program Budget – Fiscal Years 2015-2021.

1. Communication from the Director of Economic & Community Development, submitting the Proposed Capital Improvements Program Budget for Fiscal Years 2015-2021, and recommending that Council adopt the proposed Capital Improvements Program Budget for Fiscal Years 2015-2021; after consideration of the Citizens Planning Commission recommendation and any comments received at the public hearing.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

It was moved by Council member Iacoangeli and seconded by Council Member Hensley that item 32 be accepted, placed on file and the recommendation be carried out.

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

Ayes: 7 Nays: 0

Motion carried.

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

A. Approval of the Minutes of the Regular Meeting held on Monday, February 2, 2015 and the Minutes of the Special Meeting held on Monday, February 2, 2015.

B. Approval of payments to vendors in the amount of \$491,599.30.

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

33. River Raisin Jazz Festival – Banner Request.

1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Convention & Tourism Bureau for permission to display three banners across East Front Street, West First Street and Monroe Street from July 27 – August 10, 2015, announcing the 14th annual River Raisin Jazz Festival on August 6 – 9, 2015, and recommending that the request be approved.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

34. River Raisin Labor Day Barbeque Festival – Banner Request.

1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Convention & Tourism Bureau for permission to display three banners across East Front Street, West First Street and Monroe Street from August 24 – September 7, 2015, announcing the 9th annual Labor Day Barbeque Festival on September 5, 2015, and recommending that the request be approved.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

35. Custer Week – Banner Request.

1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Convention & Tourism Bureau for permission to display three banners across East Front Street, West First Street and Monroe Street from September 28 – October 12, 2015, announcing the 16th annual Custer Week on October 5 – 11, 2015, and recommending that the request be approved.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

36. River Raisin Halloween Festival – Banner Request.

1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Convention & Tourism Bureau for permission to display three banners across East Front Street, West First Street and Monroe Street from October 12 – 26, 2015, announcing the 12th annual River Raisin Halloween Festival on October 24, 2015, and recommending that the request be approved.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

37. 14th Annual Jazz Festival.

1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Convention & Tourism Bureau for permission to hold the annual River Raisin Jazz Festival at St. Mary's Park on August 6 – 9, 2015, to close Elm Avenue from Borgess Avenue to North Monroe Street, and recommending that Council approve the request contingent upon passage of the 2015 budget and inclusion of the funding for the event, items being met as outlined by the administration, 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 Iacoangeli and seconded by Council Member Rafko that item 33, 34, 35 and 36 of the Consent Agenda be approved as presented and that item 37 be removed and considered separately.

Ayes: 7 Nays: 0

Motion carried.

37. The communication from the City Manager's Office was presented, reporting back on a request from the Monroe County Convention & Tourism Bureau for permission to hold the annual River Raisin Jazz Festival at St. Mary's Park on August 6 – 9, 2015, to close Elm Avenue from Borgess Avenue to North Monroe Street, and recommending that Council approve the request contingent upon passage of the 2015 budget and inclusion of the funding for the event, items being met as outlined by the administration, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

Council Member Molenda said that with the discussion during a previous Council Meeting he would like to postpone this item.

It was moved by Council Member Molenda and seconded by Council Member Hensley that item 37 be postponed until the March 2 Council Meeting.

Ayes: 7 Nays: 0

Motion carried.

Council Comments.

Council Member Iacoangeli commented on information covered at the St. Joseph Sub-Committee Meeting held for the public.

Council Member Vining commented on the Fire Department staffing levels and the Public Safety Department.

Council Member Molenda commented on the Public Safety Department and Firefighter experience and staffing levels and on the public meeting held with the Sub-Committee for the Sawyer House.

Council Member Rafko commented on the Fire Department staffing levels, the Sawyer House Sub-Committee, and the St. Joseph Sub-Committee Meeting.

Council Member Sisk commented about Public Safety, Firefighter staffing and questions of the Human Resource Director.

Council Member Hensley commented on Firefighter staffing levels and about the Salvation Army Soup Day.

Mayor Comments.

Mayor Clark thanked St. Mike's Troop 547 for leading the pledge and staying for the meeting, thanked and recognized the MCCC students in attendance. He also commented about Monroe's Sister City, Hofu, Japan and his trip to the SEMCOG National Conference. He also commented about the recognition of law enforcement personnel from the Exchange Club.

Clerk-Treasurer Comments.

Michelle J. LaVoy, Clerk-Treasurer noted that in addition to accessing Council Meetings, Sawyer House and St. Joseph Sub-Committee Meetings on YouTube and MPACT, the Clerk's Office can also provide a DVD.

City Manager Comments.

George Brown, City Manager noted that a Council Work Session will be schedule during the first week of March to provide time for discussion with Public Safety Director and Fire Chief regarding staffing recommendation, standard operating guidelines and Public Safety Policy.

Citizen Comments.

Selma Rankins, 221 Ross Drive commented about diversity and Black History Month.

Stephen Fernandez, 1858 West Albain Road noted that the Recreation Manager said the 2015 Wounded Soldiers Softball Tournament Fundraiser will not be a city sponsored event and that the organization had to pay \$50 of the fee.

Brian Gee, President of the Police Patrolman's Association commented about the Public Safety Division Officers.

Close Executive Session.

It was moved by Council Member Molenda and seconded by Council Member Vining that Council convene to Closed Executive Session to discuss Attorney's Opinion at 9:04 p.m.

Ayes: 7 Nays: 0

Motion carried.

It was moved by Council Member Iacoangeli and seconded by Council Member Sisk that Council reconvene to open session at 10:07 p.m.

Ayes: 7 Nays: 0

Motion carried.

Adjournment.

It was moved by Council Member Sisk and seconded by Council Member Rafko that the meeting adjourn at 10:07 p.m. until the Regular Meeting on Monday, March 2, 2015 at 7:30 p.m.

Ayes: 7 Nays: 0

Motion carried.

Michelle J. LaVoy
City Clerk-Treasurer

Robert E. Clark
Mayor

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
0000000023	ACR BUSINESS SYSTEMS LLC S20455	FULL FLEX COPIER MAINTENANCE	56.00		
TOTAL FOR: ACR BUSINESS SYSTEMS LLC			56.00		
0000000056	AQUA-LINE INC 15-129	EMERGENCY LEAK DETECTION LORIAN & MACOMB	357.60		
TOTAL FOR: AQUA-LINE INC			357.60		
0000006577	ARROWHEAD BEHAVIORAL HEALTH LLC XYQ892882325	PARTICIPATE IN THE INTENSIVE OUTREACH PROGRAM	276.12		
TOTAL FOR: ARROWHEAD BEHAVIORAL HEALTH LLC			276.12		
0000004589	BAKER'S GAS & WELDING SUPPLIES INC 1329123 1329307	ACE900 HOTSY SOAP Hotsy 900/1400 Hot Water Pressure Washer	200.00 5,855.55		
TOTAL FOR: BAKER'S GAS & WELDING SUPPLIES INC			6,055.55		
0000000117	BSN SPORTS - COLLEGIATE PACIFIC 96173293	RECREATION SPORTS SUPPLIES	628.69		
TOTAL FOR: BSN SPORTS - COLLEGIATE PACIFIC			628.69		
MISC	CARROLL, HOWARD 02/26/2015	UB refund for account: 16747	146.01		
TOTAL FOR: CARROLL, HOWARD			146.01		
0000000204	CINTAS CORPORATION 306 306283041 306283042	SHOP TOWELS FOLDED RED BLACK MATS	73.04 213.85		
TOTAL FOR: CINTAS CORPORATION 306			286.89		
0000006439	CITY DIRECTORIES INC 83495293	CITY DIRECTORY PUBLICATION	957.00		
TOTAL FOR: CITY DIRECTORIES INC			957.00		
0000000283	ROBERT E CLARK 2/12/15	PARKING METRO DC TRIP SEMCOG CONFERENCE	48.00		
TOTAL FOR: ROBERT E CLARK			48.00		
0000000288	COCA-COLA BOTTLING CO OF MICHIGAN 5006001705	DRINKS FOR VENDING MACHINE	219.36		
TOTAL FOR: COCA-COLA BOTTLING CO OF MICHIGAN			219.36		
0000005701	COMPLUS DATA INNOVATIONS INC 29073	PARKING TICKET COLLECTION FEES JAN 2015	1,098.11		
TOTAL FOR: COMPLUS DATA INNOVATIONS INC			1,098.11		
0000000296	COMPREHENSIVE RISK SERVICES INC				

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
	2049	11/1/13 THROUGH 10/31/14 CLAIM AUDIT	3,025.00		
TOTAL FOR: COMPREHENSIVE RISK SERVICES INC			3,025.00		
0000006494	CRYSTAL FLASH				
	2779583	DRUM FAM MEGAFLOW HYD OIL	597.59		
	807380	BUILDING DEPT VEHICLE FUEL 2/1/15 - 2/15/15	108.24		
	807381	D P S VEHICLE FUEL 2/1/15 - 2/15/15	5,077.72		
	807382	ENGINEERING VEHICLE FUEL 2/1/15 - 2/15/15	62.20		
	807383	D P S VEHICLE FUEL 2/1/15 - 2/15/15	16.69		
	807384	POLICE DEPT VEHICLE FUEL 2/1/15 - 2/15/15	2,381.56		
	807385	WASTEWATER VEHICLE FUEL 2/1 - 2/15/15	699.45		
	807386	WATER DEPT VEHICLE FUEL 2/1 - 2/15/15	1,280.46		
TOTAL FOR: CRYSTAL FLASH			10,223.91		
0000000353	DELTA DENTAL PLAN OF MICHIGAN				
	1/31/15	DENTAL INSURANCE PREMIUMS JANUARY 2015	10,582.44		
	2/24/15	DENTAL INSURANCE PREMIUMS MARCH 2015	1,560.00		
TOTAL FOR: DELTA DENTAL PLAN OF MICHIGAN			12,142.44		
0000001245	THE DETROIT SALT CO LLC				
	48190	BULK ROCK SALT - WINTER 2014-15	7,847.93		
TOTAL FOR: THE DETROIT SALT CO LLC			7,847.93		
000000359A	DTE ENERGY				
	7809-7 0115	0000-7809-7 TRAFFIC AND STREET LIGHTS 1/1 - 1/31/15	33,847.53		
	7834-5 0115	0000-7834-5 AIRPORT 1/1 - 1/31/15	70.09		
TOTAL FOR: DTE ENERGY			33,917.62		
000000359C	DTE ENERGY				
	2/19/15	Roessler Street Bridge Temporary Lighting for Rehabilitat	2,763.00		
TOTAL FOR: DTE ENERGY			2,763.00		
0000006065	DYKEMA GOSSETT PLLC				
	1616901	MONTHLY RETAINER JANUARY 2015	5,004.60		
TOTAL FOR: DYKEMA GOSSETT PLLC			5,004.60		
0000006348	E4 SAFETY SERVICES INC				
	1435	SAFETY TRAINING JANUARY 28-29	4,050.00		
TOTAL FOR: E4 SAFETY SERVICES INC			4,050.00		
0000000420	EASTERN MICHIGAN UNIVERSITY				
	POL108	POLICE STAFF & COMMAND SGT LINDSAY	3,000.00		
TOTAL FOR: EASTERN MICHIGAN UNIVERSITY			3,000.00		
0000000453	ETNA SUPPLY				
	S101335133.001	AUTO FLUSHER KEYS FOR UNDERGROUND MODELS	341.71		
	S101336492.001	KUPFERLE 9400/800 AUTOFLUSH	129.82		

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
TOTAL FOR: ETNA SUPPLY			471.53		
0000001005	EYE SURGEONS ASSOCIATES PC 57514	COMPREHENSIVE EYE EXAM	145.00		
TOTAL FOR: EYE SURGEONS ASSOCIATES PC			145.00		
0000006137	FIFER INVESTIGATIONS LLC 1/29/15	Public Safety Background Investigations	3,895.50		
	2/17/15	BACKGROUND INVESTIGATION	852.00		
TOTAL FOR: FIFER INVESTIGATIONS LLC			4,747.50		
MISC	FOSTER, STEPHEN 2/25/15	REIMBURSE ZONING BOARD OF APPEALS FEE	250.00		
TOTAL FOR: FOSTER, STEPHEN			250.00		
0000006390	GEOGRAPHIC INFORMATION SERVICES INC 1003	AMAZON CLOUD JANUARY 2015	135.25		
TOTAL FOR: GEOGRAPHIC INFORMATION SERVICES INC			135.25		
0000006648	GREATMATS 1427890	Swing Set Mats	2,574.44		
TOTAL FOR: GREATMATS			2,574.44		
0000000575	MICHAEL L HAMMOND ARCHITECT 1435-B-HOE	PLAN REVIEW @ BAGHOUSE BUILDING 1/13 - 2/13/15	455.00		
TOTAL FOR: MICHAEL L HAMMOND ARCHITECT			455.00		
0000004450	JAMES S JACOBS ARCHITECTS PLLC 26404	NAVARRE LIBRARY WINDOW REPLACEMENT - PROFESSIONAL SERVICE	277.50		
TOTAL FOR: JAMES S JACOBS ARCHITECTS PLLC			277.50		
MISC	JAMIE C. ROSE 02/26/2015	126 GLENDALE CT-OVERPAYMENT OF TAXES	675.57		
TOTAL FOR: JAMIE C. ROSE			675.57		
0000004260	JONES & HENRY ENGINEERS LTD 65347	WATER SYSTEM RELIABILITY STUDY & GENERAL PLAN	1,852.26		
TOTAL FOR: JONES & HENRY ENGINEERS LTD			1,852.26		
0000000731	KUSHNER & COMPANY INC. 52145	FSA & COBRA ADMINISTRATION FEES JANUARY 2015	465.60		
TOTAL FOR: KUSHNER & COMPANY INC.			465.60		
0000006586	LINDE NORTH AMERICA INC 51415056	LIQUID OXYGEN PURCHASE	666.86		
TOTAL FOR: LINDE NORTH AMERICA INC			666.86		

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
000000766	DEREK LINDSAY 2/21/15	MEALS STAFF & COMMAND YPSILANTI 2/17 - 2/20/15	34.70		
TOTAL FOR: DEREK LINDSAY			34.70		
0000001152	THE MANNIK & SMITH GROUP INC 54738	NORTH MONROE STREET STREETScape DESIGN PER 1/5/15 CITY CO	10,502.60		
	54739	NORTH MONROE STREET STREETScape DESIGN PER 1/5/15 CITY CO	988.50		
TOTAL FOR: THE MANNIK & SMITH GROUP INC			11,491.10		
0000000627	MERCY MEMORIAL HOSPITAL 2600000019 0115	EMPLOYEE PHYSICALS JANUARY 2015	1,702.00		
TOTAL FOR: MERCY MEMORIAL HOSPITAL			1,702.00		
0000005744	STATE OF MICHIGAN 2/15/15	IFT/OPT MONROE & JEFFERSON SCHOOL OPERATING	13,317.46		
TOTAL FOR: STATE OF MICHIGAN			13,317.46		
0000001166	STATE OF MICHIGAN 905684	INDUSTRIAL SW ANNUAL PERMIT MI0028401 WWTP	260.00		
	906040	MUNICIPAL SW ANNUAL PERMIT FEE MIS040029	3,000.00		
	908635	INDUSTRIAL SW ANNUAL PERMIT MIS510381 AIRPORT	260.00		
TOTAL FOR: STATE OF MICHIGAN			3,520.00		
0000001142	STATE OF MICHIGAN SE 373925	SIGNAL ENERGY 7-1 / 9-30-14	295.06		
	SM2 373859	TRAFIC SIGNAL MAINTENANCE M125 @ M50	77.57		
TOTAL FOR: STATE OF MICHIGAN			372.63		
0000000848	MONROE COUNTY DRAIN COMMISSION 2/28/15	MONROE METRO WASTEWATER PHASE II INTEREST	100,853.61		
	2/28/15	MONROE WWTP IMPROVEMENTS 3 MIL INTEREST	29,984.00		
	2/28/15	MONROE WWTP IMPROVEMENTS 9 MIL INTEREST	89,546.50		
TOTAL FOR: MONROE COUNTY DRAIN COMMISSION			220,384.11		
0000000849	MONROE COUNTY FINANCE DEPARTMENT 2735	2014 4TH QUARTER COUNTY JAIL FACILITY	17,152.50		
	2738	WITNESS FEES REIMBURSED 4TH QUARTER 2014	25.20		
TOTAL FOR: MONROE COUNTY FINANCE DEPARTMENT			17,177.70		
0000000855	MONROE COUNTY LIBRARY SYSTEM 5627	2ND QUARTER CITY LIBRARIES MAINTENANCE	14,375.00		
TOTAL FOR: MONROE COUNTY LIBRARY SYSTEM			14,375.00		
0000005684	COUNTY OF MONROE PRINTING 115-576-03	BASEBALL FLYER 2 SIDED PACKETS OF 30	706.12		
	115-576-04	APPROVED STICKER, CORRECTION NOTICE RENTAL HOUSING INSPEC	137.72		
	115-576-05	#10 324 ENVELOPES 2 COLOR RED & BLUE	132.50		

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
TOTAL FOR: COUNTY OF MONROE PRINTING			976.34		
0000000877	MONROE PUBLISHING CO 111538	JANUARY 2015 DISPLAY & CLASSIFIED ADVERTISING	721.24		
TOTAL FOR: MONROE PUBLISHING CO			721.24		
000000838B	CITY OF MONROE				
	FIR120 01 0115	FIR -000120-0000-01 120 E FIRST 10/20/14 - 1/26/15	300.30		
	JONE2222 02 0115	JONE-000222-0000-02 222 JONES 10/21/14 - 1/26/15	240.75		
	SCOT75 01 0115	SCOT-000075-0000-01 75 SCOTT 10/20/14 - 1/26/15	242.23		
	WASH41 01 0115	WASH-000041-0000-01 41 WASHINGTON 10/20/14 - 1/26/15	79.48		
TOTAL FOR: CITY OF MONROE			862.76		
0000000780	MPACT				
	2/23/15	CHARTER COMMUNICATIONS FRANCHISE FEES (50%)	1,615.38		
	2/23/15	A T & T VIDEO FRANCHIS FEES (50%) AND PEG FEES (100%)	15,857.66		
	2/9/15	COMCAST FRANCHISE FEES (50%) AND PEG FEES (100%)	34,631.38		
TOTAL FOR: MPACT			52,104.42		
0000006558	MUTUAL OF OMAHA				
	364843504	INSURANCE PREMIUM LIFE AND LT MARCH 2015	1,986.25		
TOTAL FOR: MUTUAL OF OMAHA			1,986.25		
0000006110	RON NOEL LAWN SERVICE				
	2	Downtown Curb-Line Snow Removal Contract	4,000.00		
	2/25/15	DOWNTOWN CURB-LINE SNOW REMOVAL CONTRACT	2,500.00		
TOTAL FOR: RON NOEL LAWN SERVICE			6,500.00		
0000006576	ONIX NETWORKING CORP				
	141454A	GOOGLE APPS LICENSE AND PROF. SERVICES	1,860.00		
TOTAL FOR: ONIX NETWORKING CORP			1,860.00		
0000006000	PAETEC				
	58148460	WINDSTREAM MONTHLY PHONE CHARGES	1,999.22		
TOTAL FOR: PAETEC			1,999.22		
0000001021	POLYDYNE INC				
	947641	CATONIC POLYMER	4,994.00		
TOTAL FOR: POLYDYNE INC			4,994.00		
0000006557	RAFKO, GLORIA				
	2/11/15	MILEAGE TMACOG MEETINGS	83.83		
TOTAL FOR: RAFKO, GLORIA			83.83		
0000003622	ROMANOFF ELECTRIC CORP LLC				
	140845-1	ELECTRIC METER REPLACEMENTS	29,328.00		

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
TOTAL FOR: ROMANOFF ELECTRIC CORP LLC			29,328.00		
0000006635	RUSSOW, THOMAS P 2-2015-BRA	PROFESSIONAL FEES JULY 2-14 - JANUARY 2015 BRA	8,755.00		
TOTAL FOR: RUSSOW, THOMAS P			8,755.00		
0000005264	SALENBIEN TRUCKING & EXCAVATING INC 2/25/15 EST# 6	EAST NOBLE AVENUE WATER MAIN	15,379.80		
TOTAL FOR: SALENBIEN TRUCKING & EXCAVATING INC			15,379.80		
0000005237	EDWARD J SELL JR 2/23/15	MILEAGE MGFOA AND BRA MEETING OCT-DEC	188.50		
	2/23/15	MGFOA AND WW MEETING MILEAGE JAN-FEB	163.07		
TOTAL FOR: EDWARD J SELL JR			351.57		
0000001115	SHANNON CHEMICAL CORP 27039	ZINC ORTHOPHOSPHATE PURCHASE	10,156.21		
TOTAL FOR: SHANNON CHEMICAL CORP			10,156.21		
0000004895	STONECO OF MICHIGAN-DENNISTON 846920	STONE FOR BACKFILL	88.25		
	847078	STONE FOR BACKFILL	368.26		
TOTAL FOR: STONECO OF MICHIGAN-DENNISTON			456.51		
MISC	THE CAT DOCTOR OF MONROE 02/26/2015	OVERPAYMENT OF WINTER TAXES	176.61		
TOTAL FOR: THE CAT DOCTOR OF MONROE			176.61		
0000006164	THOMPSON PLUMBING & HEATING INC 39984	PERFORM CO TEST AT 1755 N CUSTER	90.00		
TOTAL FOR: THOMPSON PLUMBING & HEATING INC			90.00		
0000001502	ULTRABAC SOFTWARE 15020015	Backup Software Lookup Agent - 3 Pack	1,289.00		
TOTAL FOR: ULTRABAC SOFTWARE			1,289.00		
MISC	USHMAN, JOANN M 02/18/2015	2014 SUMMER REFUND - DEC BOR ADJ	70.47		
TOTAL FOR: USHMAN, JOANN M			70.47		
0000000215	WASTE MANAGEMENT INC 7670346	JANUARY TRASH PICK UP	67,138.93		
TOTAL FOR: WASTE MANAGEMENT INC			67,138.93		
TOTAL - ALL VENDORS			592,475.20		

Balance Detail Report
City Of Monroe
02/26/2015 09:08

Account: [REDACTED] - Checking - General - USD Report On: Previous Day Data
 Start Date: 02/12/2015 00:00 Transaction Groups: ACH Debit
 End Date: 02/25/2015 23:59 ZBA Display: Both Credit and Debit
 Sorted By: Account Number, Date, Credit/Debit
 Orientation: Portrait

Bank ABA# : Fifth Third Bank (Northwestern Ohio) - [REDACTED]

Account : [REDACTED] - Checking - General - USD

Date	Transaction Type	Customer Ref. #	Bank Ref. #	Credit Amount	Debit Amount
02/13/2015	ACH Debit Received		100101299988		32,707.50
	Description: USDEPTHHSCMS ACH TRANSACTION PROGRAM 0000 CITY OF MONROE 021315				
02/17/2015	ACH Debit Received		100109963857		12,338,414.68
	Description: CITYOFMONR 1243 TAX TRANS 3860046383 021715 OFFSET TRANSACTION				
			Credits	Debits	
			Total Amount	0.00	12,371,122.18
			Total Number of Items	0	2

Confidential

Balance Detail Report
City Of Monroe
02/26/2015 09:09

Account: ██████████-Checking - Payroll - **Report On: Previous Day Data**
USD
Start Date: 02/12/2015 00:00 **Transaction Groups: ACH Debit**
End Date: 02/25/2015 23:59 **ZBA Display: Both Credit and Debit**
Sorted By: Account Number, Date, Credit/Debit
Orientation: Portrait

Bank ABA# : Fifth Third Bank (Northwestern Ohio) - ██████████

Account : ██████████ Checking - Payroll - USD

Date	Transaction Type	Customer Ref. #	Bank Ref. #	Credit Amount	Debit Amount
02/12/2015	ACH Debit Received		100102990740		212.31
	Description: FUNDS TRANSFER TO CK: XXXXXX7018 REF # 00650698710				
02/12/2015	ACH Debit Received		100100608798		1,988.51
	Description: CITYOFMONR 9653 CHILD SUPP 3860046380 021215 OFFSET TRANSACTION				
02/12/2015	ACH Debit Received		100100608813		2,218.09
	Description: CITYOFMONR 9653 NWRS 457 3860046380 021215 OFFSET TRANSACTION				
02/12/2015	ACH Debit Received		100100608796		4,806.24
	Description: CITYOFMONR 9653 RHS 3860046380 021215 OFFSET TRANSACTION				
02/12/2015	ACH Debit Received		100100608793		5,043.85
	Description: CITYOFMONR 9653 DUES 3860046380 021215 OFFSET TRANSACTION				
02/12/2015	ACH Debit Received		100100608795		7,399.08
	Description: CITYOFMONR 9653 RHCF 3860046380 021215 OFFSET TRANSACTION				
02/12/2015	ACH Debit Received		100100608801		9,652.90
	Description: CITYOFMONR 9653 ICMA 457 3860046380 021215 OFFSET TRANSACTION				
02/12/2015	ACH Debit Received		100100608808		70,253.33
	Description: CITYOFMONR 9653 PENSION 3860046380 021215 OFFSET TRANSACTION				
02/12/2015	ACH Debit Received		100100608807		228,703.95
	Description: CITYOFMONR 9653 PAYROLL 3860046380 021215 OFFSET TRANSACTION				
02/13/2015	ACH Debit Received		100102025793		8,068.00
	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 021315				
02/17/2015	ACH Debit Received		100109964052		44,801.70
	Description: CITYOFMONR 9653 MI TAX 3860046380 021715 OFFSET TRANSACTION				
02/18/2015	ACH Debit Received		100105404806		84,167.80
	Description: CITYOFMONR 9653 TAX PYMT 3860046380 021815 OFFSET TRANSACTION				

	Credits	Debits
Total Amount	0.00	467,315.76
Total Number of Items	0	12

Confidential



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Ordinance 15-002, an Ordinance to add Chapter 448. Neighborhood Enterprise Zones to the Code of the City of Monroe.

DISCUSSION: The Neighborhood Enterprise Zone (NEZ) program provides a property tax incentive for the development and rehabilitation of residential housing. Under the guidelines outlined in Public Act 147 of 1992, the City of Monroe can designate one or more “zones” or areas within the City where residential properties would enjoy specific tax abatements. For new construction, the properties could apply for a ~50% reduction in the millage rate compared to what they would normally pay if the NEZ was not established. For rehabilitation projects, the taxable value can be frozen so that there is no tax increase as a result of the improvements to an existing property. A majority of the property must be owner occupied in order to qualify, so the program can help encourage owner-occupied housing.

The Citizens Planning Commission has studied this property tax incentive over the last few years and looked at existing programs in other communities. A number of communities around the State have had NEZ’s for several years including Battle Creek, Detroit, Grand Rapids, Holland, Kalamazoo, Lansing, and Wyandotte. One of the more successful programs has been in nearby Wyandotte where they have combined this incentive with Tax Increment Financing (TIF) district resources and Neighborhood Stabilization Program (stimulus) funds. While Monroe does not have TIF districts outside the Downtown Development Authority (DDA); we do have the existing CDBG FIX Program funds that could be used in combination with this tax incentive to help the designated NEZ’s.

Attached to this fact sheet, you will find maps of two areas within the City that the Citizens Planning Commission has recommended NEZ designation. The first area extends from the eastern edge of the central business district, eastward to Eastchester Street in the southeast area of the City. This Zone encompasses key redevelopment areas including the Old Village Plat, the former Lincoln School property, and the Monroe Auto Equipment Company (MAECO) site. The School property has been demolished and cleared, and the MEACO site is currently undergoing demolition. Once cleared, the most likely re-use of these properties includes predominantly residential uses, with possibly small neighborhood commercial uses as part of a mixed-use development. Therefore, this area would be targeted for new construction, which will need incentivizing in this historically industrial area of the City.

The second area recommended for designation is the southwest area of the City near the Woodcraft Square condominium complex. This area of the City has experienced declining property values through the recent housing crisis, which encouraged investors to purchase homes for rental properties. While most landlords are good about maintaining their properties, generally speaking, owner occupied homes receive a higher level of on-going investment. People are more likely to rehabilitate and upgrade a home which they own. This zone would be targeted for rehabilitation, and could be further encouraged through use of the City’s CDBG funded FIX program. Additionally, the Monroe County Opportunity Program (MCOP) has received housing rehabilitation funds through the Michigan State Housing Development Authority (MSHDA), and has targeted this area for investment.

Based on the potential to encourage investment in residential properties in the City, the Citizens Planning Commission (CPC) recommended proceeding with the implementation of a Neighborhood Enterprise Zone (NEZ) program and designating the two areas (zones) described above.

The steps involved in establishing the NEZ's is fairly straight forward, with City Council taking the following actions:

1. Adopt an ordinance that outlines the intent of the NEZ program and establishes a procedure for designation of NEZ's (*Purpose of this proposed ordinance*). While this type of ordinance amendment is not *required* by the State statute, it does formalize the procedure and provide direction for this or future Councils on how new or modified NEZ's should be established.
2. City Council by resolution designates one or more NEZ's. Each NEZ must contain, at minimum, 10 platted parcels of land, and must be "compact and contiguous."
 - a. Written notice is provided to each taxing unit (exp. County, Schools, Library, etc.) not less than 60 days before passing the resolution and a public hearing is conducted.
 - b. The Council must make a finding in the resolution that the proposed NEZ(s) are consistent with the Master Plan, neighborhood preservation and economic development goals of the City.
 - c. Council adopts a statement as part of the resolution regarding the goals, objective and policies relative to the maintenance, preservation, improvement and development of housing for all persons living within the proposed NEZ(s).
 - d. The Assessor determines and furnishes the Council the amount of true cash value of the property located with the proposed NEZ and any other information considered relevant by the Council.
 - e. The Clerk of the City notifies the State Tax Commission of the resolution passage, including a copy of the resolution and a listing of each parcel located in the NEZ.
3. City Council must pass a housing inspection ordinance that, at minimum, requires that before the sale or transfer of a unit in a new or rehabilitated facility for which a NEZ certificate is in effect, an inspection is made of the property to determine compliance with any local construction or safety codes (a.k.a. time of sale inspection ordinance).

I am proposing the following timeline for City Council actions on the NEZ implementation steps:

February 2: 1st Reading of NEZ Ordinance and distribution of 60-day notices to other taxing jurisdictions for the public hearing and NEZ adoption.

February 17: Public hearings on the 2nd reading for NEZ Ordinance adoption and establishment of the two proposed NEZ's.

March 2: 1st reading for Residential Dwelling Certification (Time of Sale) Ordinance.

March 16: Public hearing and 2nd reading for Residential Dwelling Certification (Time of Sale) Ordinance adoption; Provide City Council with the cash value of the property in the proposed NEZ's and any other pertinent/requested information.

April 6: Adopt resolution establishing the two Neighborhood Enterprise Zones.

IT IS RECOMMENDED City Council approve the first reading of Ordinance 15-002, an Ordinance to add Chapter 448. Neighborhood Enterprise Zones to the Code of the City of Monroe; and schedule the public hearing and second reading for adoption for its February 17, 2015 regular meeting. **IT IS FURTHER RECOMMENDED** that City Council authorize the distribution of the public notice for the public hearing on establishment of the proposed Neighborhood Enterprise Zones, and schedule that public hearing for its February 17, 2015 regular meeting as prescribed in Public Act 147 of 1992.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: February 17, 2015

REASON FOR DEADLINE: Timely establishment of the NEZ's for upcoming construction season.

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: Economic and Community Development Division

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Assessing Department, Building Department, Planning Department, City Council, Other taxing jurisdictions (Exp. Monroe County, Monroe Public Schools, Monroe Co. ISD, Lake Erie Transit, Monroe County Library System, and Monroe County Community College), and property owners within the proposed zones.

FINANCES

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

*While there will be diminished property tax revenues from NEZ approved properties, the program should help incentivize investment in the NEZ's which will offset this loss in property taxes.

SOURCE OF FUNDS:	City	Account Number	Amount
	Other Funds		

Budget Approval: _____

FACT SHEET PREPARED BY: Dan Swallow, Director of Economic and Community Development **DATE:** 01/27/15

REVIEWED BY: George Brown, City Manager



DATE:

COUNCIL MEETING DATE: February 2, 2015

ORDINANCE 15-002

An Ordinance to add Chapter 448. Neighborhood Enterprise Zones to the Code of the City of Monroe.

THE CITY OF MONROE ORDAINS:

1 **SECTION 1. ADDITION OF CHAPTER 448. NEIGHBORHOOD ENTERPRISE ZONES**

2 **Chapter 448: Neighborhood Enterprise Zones**

3

4 **GENERAL REFERENCES**

5 Blight — See Ch. 210.

6 Construction codes and regulations — See Ch. 275.

7 Property maintenance — See Ch. 525.

8

9 **STATUTORY REFERENCES**

10 Michigan Neighborhood Enterprise Zone Act, Public Act 147 of 1992, as amended, being MCLA 207.771
11 et seq.

12

13 **§ 448-1 Purpose.**

14 The purpose of this Chapter is to preserve City of Monroe neighborhoods and to further
15 the maintenance, preservation, improvement and development of housing for all
16 persons regardless of income level; to provide that the City, by resolution, may
17 designate one or more neighborhood enterprise zones pursuant to the Michigan
18 Neighborhood Enterprise Zone Act, Public Act 147 of 1992, as amended, being MCLA
19 207.771 et seq.; and to encourage, through ad valorem property tax benefits
20 established by said Act, the construction of new structures that have as their primary
21 purpose owner-occupied one or two unit residential housing and the rehabilitation of
22 existing structures having as their primary purpose residential housing consisting of one
23 to eight units, by bringing them into conformity with minimum standards of the Property
24 Maintenance Code of the City of Monroe and improving the livability of units.

25

26

27 **§ 448-2 Definitions.**

28 As used in this Chapter:

29

30 **CERTIFICATE OF COMPLIANCE**

31 Certificate issued by the Building Official / Zoning Administrator, or his or her
32 designee, attesting to the fact that a new or rehabilitated facility for which an
33 enterprise zone certificate is in effect is in compliance with the construction, property
34 maintenance or blight codes of the City.

35

36 **NEIGHBORHOD ENTERPRISE ZONE**

37 Zone designated by the City Council by resolution as a neighborhood enterprise
38 zone pursuant to the requirements of the Michigan Neighborhood Enterprise Zone
39 Act, Public Act 147 of 1992, as amended, being MCLA 207.771 et seq.

40

41 **NEIGHBORHOD ENTERPRISE ZONE CERTIFICATE**

42 Certificate as defined and issued pursuant to the Neighborhood Enterprise Zone Act.

43

44 **NEW FACILITY**

45 New structure or a portion of a new structure that has as its primary purpose
46 residential housing consisting of one or two units, one of which is or will be occupied
47 by an owner as his or her principal residence. "New facility" includes a new
48 individual condominium unit, in a structure with one or more condominium units,
49 which has as its primary purpose residential housing and that is or will be occupied
50 by an owner as his or her principal residence. "New facility" does not include
51 apartments.

52

53 **OWNER**

54 The record title holder of, or the vendee of the original land contract pertaining to, a
55 new facility or a rehabilitated facility for which a neighborhood enterprise zone
56 certificate is applied for or issued.

57

58 **REHABILITATED FACILITY**

59 Existing structure or a portion of a structure with a current true cash value of eighty
60 thousand dollars (\$80,000.00) or less per unit, that has or will have as its primary
61 purpose residential housing consisting of one to eight units, the owner of which
62 proposes improvements that, if done by a licensed contractor, would cost in excess
63 of five thousand dollars (\$5,000.00) per owner-occupied unit or fifty (50) percent of
64 the true cash value, whichever is less; or seven thousand five hundred dollars
65 (\$7,500.00) per non-owner-occupied unit or fifty (50) percent of the true cash value,
66 whichever is less, or the owner proposes improvements that would be done by the
67 owner and not a licensed contractor and the cost of the materials would be in excess
68 of three thousand dollars (\$3,000.00) per owner-occupied unit or four thousand five
69 hundred dollars (\$4,500.00) per non-owner-occupied unit, and will bring the structure
70 into conformity with minimum standards in the Property Maintenance Code of the
71 City of Monroe for occupancy or improve the livability of the units while meeting
72 minimum standard of the Property Maintenance Code of the City of Monroe.

73 "Rehabilitated facility" also includes an individual condominium unit, in a structure
74 with one or more condominium units, that has as its primary purpose residential
75 housing, the owner of which proposes the above described improvements.

76 "Rehabilitated facility" does not include a facility rehabilitated with the proceeds of an
77 insurance policy for property or casualty loss.

78

79 **§ 448-3 Designation of zones.**

80 The City, by resolution, may designate one or more neighborhood enterprise zones.

81

82 A. A neighborhood enterprise zone shall contain not less than ten (10) platted
83 parcels of land. All the land within a neighborhood enterprise zone shall also be
84 compact and contiguous.

85

86 B. The total acreage of the neighborhood enterprise zones designated under this
87 section shall not exceed fifteen (15) percent of the total acreage contained within
88 the boundaries of the City.

89 **§ 448-4 Application for certificate.**

90 Once a Neighborhood Enterprise Zone is established in the manner provided in **§ 448-3**
91 and the Neighborhood Enterprise Zone Act, any person who proposes to construct a
92 new facility or to rehabilitate property located in a Neighborhood Enterprise Zone, and
93 who intends to seek the tax benefits provided in the Neighborhood Enterprise Zone Act,
94 may file an application for a Neighborhood Enterprise Zone Certificate with the City
95 Clerk-Treasurer. The application must be filed before a building permit is issued for the
96 work proposed and shall be filed in the form and manner prescribed for in said Act. The
97 City shall charge a non-refundable application fee which shall be set by City Council
98 resolution and paid with the filing of the application. The application for a certificate shall
99 be subject to the requirements, approvals and conditions of the Neighborhood
100 Enterprise Zone Act.

101

102 **§ 448-5 Inspections and issuance of certificate of compliance.**

103 A. Before the sale of a new facility or a rehabilitated facility for which a
104 neighborhood enterprise zone certificate is in effect, an inspection by the Building
105 Department shall be requested and made in accordance with **Chapter 525,**
106 **Property Maintenance.**

107

108 B. No sale of any new or rehabilitated facility for which a neighborhood enterprise
109 zone certificate is in effect may be finalized until there is compliance with the
110 construction, property maintenance or blight codes of the City, and a Certificate
111 of Compliance attesting to the fact is issued by the Building Official or his or her
112 designee in accordance with **Chapter 525, Property Maintenance.**

113

114 *§ 448-6: § 448-14 Reserved*

115

116 **SECTION 2. REPEALER**

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

119 **SECTION 3. SAVINGS CLAUSE**

120 All proceedings pending and all rights and liabilities existing, acquired or incurred at
121 the time this Ordinance takes effect are saved and may be consummated according to the
122 law in force when they are/were commenced.

123 **SECTION 4. SEVERABILITY.**

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

127 **SECTION 5. EFFECTIVE DATE.**

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

Assessed Values
40,000+
30,001 to 40,000
20,001 to 30,000
10,001 to 20,000
500 to 10,000
City, Idaho



NEZ 1 – East: Boundary Description

COMMENCING at the centerline of the intersection of S. Macomb Street and E. First Street;

Thence east along the centerline of E. First Street to the centerline of Eastchester Street;

Thence south along the centerline of Eastchester Street to the intersection of Eastchester Street and E. Fourth Street;

Thence west along the centerline of E. Fourth Street to the intersection of E. Fourth Street and Wadsworth Street;

Thence south along the centerline of Wadsworth Street to the intersection of Wadsworth Street and E. Sixth Street;

Thence west along the centerline of E. Sixth Street to the intersection of E. Sixth Street and Scott Street;

Thence south along the centerline of Scott Street to the intersection of Scott Street and E. Seventh Street;

Thence west along the centerline of E. Seventh Street to the intersection of E. Seventh Street and Washington Street;

Thence north along the centerline of Washington Street to the intersection of Washington Street and E. Seventh Street;

Thence west along the centerline of E. Seventh Street to the intersection of the E. Seventh Street and Alley #29-121 (located equidistant between Washington Street and Monroe Street and running parallel with both);

Thence north along the centerline of Alley #29-121 to the intersection of Alley #29-121 and E. Sixth Street;

Thence crossing E. Sixth Street and continuing north along the centerline of Alley #29-123 (extended) to the centerline of E. Fifth Street;

Thence crossing E. Fifth Street and continuing north along the centerline of Alley #30-1 to the centerline of E. Fourth Street;

Thence crossing E. Fourth Street and continuing north along the centerline of Alley #29-6 to the centerline of E. Third Street;

Thence east along the centerline of E. Third Street to the intersection of E. Third Street and Alley #29-8 (located equidistant between Washington Street and S. Macomb Street and running parallel with both);

Thence north along the centerline of Alley #29-8 to the intersection of Alley #29-8 and E. Second Street;

Thence east along the centerline of E. Second Street to the intersection of E. Second Street and S. Macomb Street;

Thence north along S. Macomb Street to the POB (at the intersection of S. Macomb Street and E. First Street)



NEZ 2 – West: Boundary Description

COMMENCING at the centerlines of the intersection of W. Fifth Street and Adams Street;

Thence southerly along the centerline of Adams Street to the centerline of Josephine Court;

Thence westerly along the centerline of Josephine Court to the intersection of Josephine Court (extended) and Union Street;

Thence northerly along the centerline of Union Street to the intersection of Union Street and W. Fifth Street;

Thence easterly along the centerline of W. Fifth Street to the POB (at the intersection of W. Fifth Street and Adams Street).



Economic and Community Development Division

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

PUBLIC HEARING NOTICE ESTABLISHMENT OF NEIGHBORHOOD ENTERPRIZE ZONES

TO: Board of County Commissioners and Treasurer of the County of Monroe
Monroe County Community College Board of Trustees- Treasurer
Monroe Public Schools Board of Education- Treasurer
Monroe County Intermediate School District Board- Treasurer
Monroe County Library System- Treasurer
Lake Erie Transit Corporation
City of Monroe Assessor's Office
City of Monroe Clerk/Treasurer's Office
Michigan Department of Treasury
Michigan State Tax Commission

FROM: Dan Swallow
Director of Economic and Community Development

SUBJECT: Notice of public hearing on the establishment of Neighborhood Enterprise Zones (NEZ's)

DATE: February 3, 2015

Enclosed you will find a Public Hearing Notice relating to the establishment of Neighborhood Enterprise Zones (NEZ's) within the City of Monroe pursuant to Public Act 147 of 1992. The proposed NEZ's are generally located in the following locations and combined constitute a total of approximately 269 acres.

1. An area bounded by S. Monroe Street on the west, E. First Street on the north, Eastchester Street on the east, and E. Seventh Street on the south.
2. An area bounded by Union Street on the west, W. Fifth Street on the north, Adams Street on the east, and Josephine Court on the south.

The public hearing will be held at the Tuesday, February 17, 2015 Monroe City Council meeting. The meeting will begin at 7:30 PM and will take place in Council Chambers of Monroe City Hall at 120 East First Street, Monroe, Michigan 48161. Written comments received before 12:00 noon on Tuesday, February 17, 2015 will also be considered. Any written comments should be provided to the Office of the City Clerk/Treasurer located within Monroe City Hall at the above noted address.

If you should have any questions regarding the upcoming public hearing or the enclosed materials, please feel free to contact the Department of Economic and Community Development at (734) 384-9186.

Sincerely,

Daniel E. Swallow
Director of Economic and Community Development

Enclosure

**PUBLIC HEARING NOTICE
CITY OF MONROE**

On Tuesday, February 17, 2015 at 7:30 P.M. EST at the Monroe City Hall, 120 East First Street, Monroe, Michigan 48161, the Monroe City Council will conduct a public hearing for the purpose of reviewing and hearing comments on the following:

Proposed establishment of **Neighborhood Enterprise Zones** pursuant to Public Act 147 of 1992. The proposed Zones are generally located in the following areas:

1. An area bounded by S. Monroe Street on the west, E. First Street on the north, Eastchester Street on the east, and E. Seventh Street on the south.
2. An area bounded by Union Street on the east, W. Fifth Street on the north, Adams Street on the east, and Josephine Court on the south.

Further information can be obtained by contacting the City Economic and Community Development Division at (734) 384-9186. Written comments received before 12:00 noon, Tuesday, February 17, 2015 will also be considered and should be sent to the attention of the Clerk/Treasurer's Office at the above noted Monroe City Hall address.

Dan Swallow
Director of Economic and Community Development

Published: February , 2015

NEIGHBORHOOD ENTERPRISE ZONE (NEZ)

The Neighborhood Enterprise Zone (NEZ) Program was established by **Public Act 147 of 1992**, as amended. The program provides a tax incentive for the development and rehabilitation of residential housing. A qualified local unit of government may designate one or more areas as a NEZ within that local unit of government. The program was established to spur the development and rehabilitation of residential housing in communities where it may not otherwise occur. The program also encourages owner-occupied housing and new investment in communities.

WHO IS ELIGIBLE TO APPLY?

A qualified local unit of government, as defined under Section 2 of the **Obsolete Property Rehabilitation Act 2000 PA 146**, or a county seat.

HOW DOES IT WORK?

A community will reduce the taxes on property for up to 15 years in designated areas to promote the revitalization of those neighborhoods. Developers and owners must first seek approval for the NEZ benefits before starting a project. There are two different types of projects that can be undertaken in an NEZ:

- A **rehabilitated facility** is defined as an existing structure or a portion of an existing structure with a current true cash value of \$80,000 or less per unit that has or will have as its primary purpose residential housing consisting of 1–8 units.
- A **new facility** is defined as a new structure or portion of a new structure that has as its primary purpose residential housing consisting of one or two units, one of which will be owner occupied as a principal residence. This definition includes a new individual condominium unit, in a structure with one or more condominium units, that has as its primary purpose residential housing which will be owner-occupied as a principal residence. Except when project meets ALL of the following items, a new facility does not include apartments:
 - ▶ Rented or leased or is available for rent or lease.
 - ▶ A mixed use building or located in a mixed use building that contains retail business space on street level floor.

- ▶ Located in a qualified downtown district (Downtown Development Authority, Principal Shopping District or boundaries identified by the local government in an area zoned and primarily used for business).

WHAT IS THE PROCESS?

Note: The following steps are offered as general guidelines only and the legislation should be reviewed by local officials prior to starting the designation process.

Local government process to designate a NEZ

1. The governing body of a qualified local unit of government by resolution may designate one or more NEZs within that local governmental unit. The NEZ must contain, at a minimum, platted parcels of land and the land must be compact and contiguous. Minimum number of parcels and maximum percent of acreage vary depending on type of designation.
2. Written notice is provided to the assessor and to the governing body of each taxing unit not less than 60 days before passing the resolution designating a NEZ.
3. The governing body makes a finding that the proposed NEZ is consistent with the master plan, neighborhood preservation and economic development goals of the local governmental unit.
4. The governing body adopts a statement of the local unit of government's goals, objectives and policies relative to the maintenance, preservation, improvement and development of housing for all persons regardless of income level living within the proposed NEZ.
5. The governing body passes a housing inspection ordinance that, at a minimum, requires that before the sale of a unit in a new or rehabilitated facility for which a NEZ certificate is in effect, an inspection is made of the unit to determine compliance with any local construction or safety codes and that a sale may not be finalized until there is compliance with those local codes.
6. The governing body holds a public hearing not later than 45 days after the date the notice is sent but before acting upon resolution.
7. Assessor determines and furnishes the governing body the amount of true cash value of the property located

NEIGHBORHOOD ENTERPRISE ZONE (NEZ) *continued*

within the proposed NEZ and any other information considered necessary by the governing body.

8. The clerk of the governing body notifies the state tax commission of resolution passage, including a copy of the resolution and a listing of each parcel located in the NEZ, showing parcel code numbers and addresses.

Owner/developer process for obtaining a NEZ certificate

1. An owner or developer (or prospective owner or developer) of a proposed new facility or proposing to rehab property in a NEZ files an application for an NEZ certificate with the clerk of the local government. The application must be filed *before* a building permit is issued for the new construction or rehabilitation of the facility, unless they qualify for the exceptions provided for in Section 4 (2) of the Act.
2. An owner/developer obtains a building permit and submits a copy to the local unit of government.
3. Upon project completion, the property owner must submit to the local unit of government the following:
 - New Facility/Homestead Facility**—certificate of occupancy and/or an affidavit executed by the owner affirming that the facility is occupied by the owner as a principal residence.
 - Rehabilitated Facility**—an affidavit executed by the owner affirming that the facility is occupied by the owner as a principal residence, a certificate that the improvements have met the minimum cost requirements and the local building code standards issued by the local building inspector, and a certificate of occupancy if required by the local building permits or codes.
4. The local government will forward an application approved by resolution and the appropriate documentation (building permit, resolution contractor estimates, legal description and parcel number) to the state tax commission within 60 days of receiving it.
5. The State Tax Commission will issue a certificate to the applicant if it is determined that the facility complies with the NEZ program requirements within 60 days of receipt of the complete application from local government. Copies of the certificate will be sent to the applicant, assessor's office and each affected taxing unit.

Rehabilitation cost requirements

- Improvements, if done by a licensed contractor, are estimated at more than \$5,000 per owner-occupied unit or 50 percent of the true cash value (whichever is less), or \$7,500 per non-owner-occupied unit or 50 percent of the true cash value (whichever is less).
- If the owner proposes improvements that would be done by the owner, the cost of the materials must be in excess of \$3,000 per owner-occupied unit or \$4,500 per non-owner-occupied unit. Improvements estimated by the owner should not include the cost of labor.
- These improvements must bring the structure into conformance with minimum building code standards. A rehabilitated facility does not include a facility rehabilitated with the proceeds of an insurance policy for property or casualty loss.

NEZ certificate

- The NEZ certificate becomes effective December 31 of the year the new facility or rehabilitated facility is substantially completed and for a new facility occupied by an owner as a principal residence.
 - OR** If a new facility is substantially completed in a year but is not occupied by an owner as a principal residence until the following year, upon the request of the owner, the effective date of the NEZ shall be December 31 in the year immediately preceding the date of occupancy by the owner as a principal resident.
 - OR** Upon the request of the owner, the effective date of the NEZ for a rehabilitated facility shall be December 31 in the year immediately preceding the date on which the rehabilitated facility is substantially completed.
- Certificates are effective for up to 17 years, depending on the local government unit and the type of project.
- A certificate can be transferred to succeeding property owners within the 12 years provided that the new owner meets the NEZ requirements for the program.
- A certificate expires if an owner fails to complete the filing within two years after the certificate is issued.
- A certificate is automatically revoked if any one of the following exists:
 - ▶ The new facility is no longer a homestead or residential facility.

NEIGHBORHOOD ENTERPRISE ZONE (NEZ) *continued*

- ▶ The NEZ tax is not paid or property tax is not paid.
- ▶ The structure is not in compliance with local construction, building or safety codes.
- ▶ Requests for certificate revocation must be made to the State Tax Commission.

NEZ Tax

- The NEZ tax is levied on NEZ certificate holders in place of ad valorem real property taxes on the new or rehabilitated facility (not on the land on which the facility is located). The property taxes levied on the land will continue to be collected as they would without the NEZ designation.
- The NEZ tax is an annual tax payable at the same time, and in the same way, taxes under the general property tax act are collected.
- Until paid, the NEZ tax is a lien on the real property upon which the new facility or rehabilitated facility subject to the certificate is located.
- School taxes are reimbursed by the state.

New facility property tax calculation

- **Financial Residence Property**—Apply one-half of the previous year's state average principal residence millage rate to the value of the facility.
- **Non-Principal Residence Property**—Apply one-half of the previous year's state average non-principal residence millage rate to the taxable value of the facility
 - ▶ The NEZ tax on new construction attached to an existing facility will only apply to the addition. The rest of the facility will continue to be assessed regular property taxes.

Rehabilitated facility tax calculation

- Apply the current total millage rate to the previous year's taxable value of the rehabilitated portion of the facility (not including the land).

WHY WOULD A COMMUNITY WANT TO ESTABLISH A NEZ?

A Neighborhood Enterprise Zone provides a tax incentive for the development and rehabilitation of residential housing and to spur the development and rehabilitation of residential housing in communities where it may not otherwise occur. A NEZ also promotes neighborhood revitalization, encourages owner occupied housing and new investment by lowering property taxes.

CONTACT INFORMATION

For more information contact the MEDC Customer Contact Center at 517.373.9808.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE COUNTY CONVENTION & TOURISM BUREAU TO RESERVE DATES IN 2015 FOR UPCOMING EVENTS / FESTIVALS

DISCUSSION: The City received a request from the Monroe County Convention & Tourism Bureau for permission to hold several special events in 2015. (See attached communication for list of special events.)

The requested dates were reviewed by the administrative staff and there were no objections to the requested dates subject to the applicant filling out the proper paperwork (temporary use/special event application and/or park permit) for each event so staff can review items needed by city staff. **(The applicant did submit the proper paperwork and after all reviews are complete we will forward each event to the city council for final review/approval.)**

If a specific location/park facility is desired for any of the events (excluding the Jazz Festival), the MCCTB will need to supply more detailed information to hold a park/facility for the other proposed event(s).

The City Manager recommends that Council **approve only the dates of the events** with full approval of the events, being subject to policy, timely submission of event planning details, staff reviews, street closure action by Council and approvals of city financial and logistical support.

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: Building, Parks & Rec., D.P.S., Public Safety, Engineering, Community Development and Manager

FINANCES

COST AND REVENUE PROJECTIONS:

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

SOURCE OF FUNDS:

City

Account Number

Amount

\$
\$
\$
\$
\$
\$
\$
\$

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 1/21/15

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 2/2/15



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

January 10, 2015

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

The Monroe County Convention & Tourism Bureau would like to once again request the following dates, with permission to hold the following long standing and highly successful events in the City of Monroe, Downtown Monroe and St. Mary's Park, etc. and that **all fees be waived** for the Calendar Year 2015:

July 2 – 4, 2015 – The 18th Annual River Raisin Independence Festival & 8th Annual Freedom Walk

August 6 - 9, 2015 – The Award Winning 14th Annual River Raisin Jazz Festival

September 5, 2015 – The 9th Annual River Raisin Labor Day Bar-B-Q Festival, Community Parade & Labor Walk

October 5 - 11, 2015 – The 17th Annual Custer Week Celebration & 14th Annual Custer Run

October 24, 2015 – The Award Winning 12th Annual River Raisin Halloween Festival

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

Sincerely yours,

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

John Patterson
President/CEO

RECEIVED

JAN 16 2015

MAYOR'S OFFICE

2015 AUTHENTIC MONROE COUNTY

Calendar of events

202ND ANNUAL RIVER RAISIN
BATTLEFIELD COMMEMORATION
JANUARY 17, 2015 RIVER RAISIN NATIONAL BATTLEFIELD PARK

10TH ANNIVERSARY MONROE COUNTY
LAKE ERIE MUSHRAT RUN
FEBRUARY 7, 2015 W.M. C. STERLING STATE PARK

15TH ANNIVERSARY ANTIQUES IN APRIL
APRIL 11 & 12, 2015 MONROE COUNTY COMMUNITY COLLEGE

10TH ANNIVERSARY RIVER RAISIN JAZZ SERIES...
CLEAN OTHER THURSDAY MAY 14 - AUGUST 6, 2015
DOWNTOWN MONROE

9TH ANNUAL JAZZ IN THE SQUARE...
JULY 30, 17, 20, 31, 2015 LOARANGER SQUARE,
DOWNTOWN MONROE

16TH ANNUAL MRAWLY MUSIC FESTIVAL
JUNE 19 & 20, 2015 WOLVERINE PARK, DOWNTOWN DUNDICE

18TH ANNUAL RIVER RAISIN INDEPENDENCE FESTIVAL
JULY 2 & 3, 2015 - MONROE, MICHIGAN
10TH ANNIVERSARY FREEDOM WALK/ RUN
JULY 4, 2015 - ST. MARY'S PARK TO W.M. C. STERLING STATE PARK

68TH ANNUAL MONROE COUNTY FAIR
AUGUST 1 - 8, 2015 MONROE COUNTY FAIRGROUNDS

THE AWARD WINNING 14TH ANNUAL RIVER RAISIN JAZZ FESTIVAL
AUGUST 6 - 9, 2015 - MONROE, MICHIGAN
*14th Annual Preview Party Friday August 7, 2015 St. Mary's Park

9TH ANNUAL RIVER RAISIN LABOR DAY BBQ FESTIVAL
SEPTEMBER 5, 2015 - MONROE, MICHIGAN

40TH ANNIVERSARY ERIE ORCHARD APPLE FESTIVAL
SEPTEMBER 5 & 6, 2015 ERIE ORCHARD & CIDER MILL

68TH ANNUAL PTE. MOUILLEE WATERFOWL FESTIVAL
SEPTEMBER 19 & 20, 2015 PTE. MOUILLEE STATE GAME AREA

17TH ANNUAL CUSTER WEEK
OCTOBER 5 - 11, 2015 - MONROE, MICHIGAN

THE AWARD WINNING 18TH ANNUAL RIVER RAISIN
HALLOWEEN FESTIVAL
OCTOBER 24, 2015 - MONROE, MICHIGAN

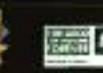
32ND ANNUAL MATTHEW EVERGREEN FARM
CHRISTMAS TREE FESTIVAL
NOVEMBER 27 - 29, 2015 MATTHEW EVERGREEN FARM IDA

37TH ANNUAL CHRISTMAS TREE FESTIVAL
DECEMBER 1 - 30, 2015 MONROE COUNTY HISTORICAL MUSEUM

33RD ANNUAL CHRISTMAS IN IDA
DECEMBER 4 - 6, 2015 DOWNTOWN IDA

THE 14TH ANNUAL PIPERS' HOLIDAY SHOW
DECEMBER 12, 2015 - THE MALL OF MONROE

photo courtesy of Reflections by Corey





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE COUNTY CONVENTION AND TOURISM BUREAU TO HOLD THE 14TH ANNUAL RIVER RAISIN JAZZ FESTIVAL ON AUGUST 6 – 9, 2015

DISCUSSION: The City received a request from the Monroe County Convention & Tourism Bureau for permission to hold the annual River Raisin Jazz Festival. Specifically the request is to use St. Mary’s Park on August 6 – 9, 2015 for the 14th Annual River Raisin Jazz Festival and to close Elm Avenue from Borgess Avenue to North Monroe Street.

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

The request was reviewed by the administrative staff and there were no objections to the request subject to final inspection required on the day of set up and periodically during the event for the safety of all involved by City Staff and the Fire Chief, emergency vehicle access being maintained, provide certificate of insurance naming city as additional insured for the duration of the event; \$5.0 million minimum liability coverage, and that another meeting is held prior to the event with city staff and the Tourism Bureau to finalize details.

The Police Department recommends the following to improve the 2015 event: 1. Continue last year’s practice of removing the basketball rims from the ball court and placing picnic tables on the court. 2. Place the speed trailer on Godfrey Avenue to deter speeders. 3. Continue the practice of extra handicap spaces along the north side of St. Mary’s Parking Lot. 4. Assign the VIP and band members some type of passes that can be displayed in their parked vehicles and marked reserved area with signs that indicate “VIP Parking Only.” We also recommend that Mr. Patterson continue to handle the overnight security detail privately, as he has done for the past four years. The Police Department will coordinate with DPS, as well as the event organizers to assure that all safety aspects are covered. The estimated cost to staff the 2015 event is \$4,638.88 (four officers (one plainclothes) and one supervisor each day) (see attached analysis).

The Department of Public Services has no objections to event nor requested service level. Request is similar to past years, and DPS staff will require significant overtime, including continuous staffing of the event for additional trash collection, as well as advance preparation for electrical setup, barricading, bleacher delivery, etc. DPS estimate of extra labor costs to staff the event is expected to be in the \$8,000 range.

The Fire Department has no objections with the request subject to receiving information and approving how tents are secured.

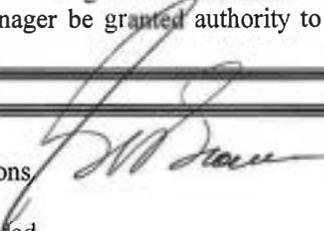
This event is identified in the City’s Special Event Fee Waiver Policy and the City Manager is given authority to make a final decision on fees and/or cost sharing. The City’s participation in this event includes an array of in-kind support services. An example of just some of the in-kind expenditures or services the City of Monroe makes includes but is not limited to: wage overtime expenses for police officers, Department of Public Services personnel, and Recreation Department personnel; banners, signs and sign placement throughout area, site preparation and cleanup, staff event planning, logistics, and support time. With furnishing of these support services, the City’s total in-kind contribution is over \$17,000 of additional operating expenses.

The MCCTB, using resources it generates from other co-sponsors, is responsible for providing portable toilets, additional trash containers, performer payments, after-event clean-up, and other expenses necessary to conduct the event.

Therefore, it is recommended, that City Council approve the request contingent upon passage of the 2015 budget and inclusion of the funding for the event, items being met as outlined by the administration, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

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



APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION:

For

Against

REASON AGAINST:

INITIATED BY:

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

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$17,361.70
Cost of This Project Approval	\$17,361.70
Related Annual Operating Cost	\$N/A
Increased Revenue Expected/Year	\$N/A

SOURCE OF FUNDS:

City

Account Number

Amount

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: -2/10/15

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 2/17/14

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

Name of Applicant (Organization): Monroe Tourism Bureau

Contact Person: John Patterson

Address: 103 W. Front St.

Phone: 734.457.1030 **Fax:** 734.457.1097

Dates Requested: August 6-9, 2015

Location Requested: City Park Private Property Public Property

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

PROPERTY OWNER INFORMATION

Name: John Patterson

Address: 103 W. Front St.

Phone: SAME **Fax:** SAME

EVENT DESCRIPTION:

14th Annual River Basin Jazz Festival
Music in St. Mary's Park

TYPE OF BUSINESS ON SITE: MUSIC FESTIVAL

Application Fee	\$ 150.00
\$20.00 wk	\$
Total Fee	\$

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

OWNER: John Patterson

DATE: 1-10-15

APPLICANT: [Signature]

DATE: 1-10-15
RECEIVED
JAN 16 2015

MAYOR'S OFFICE

Blades

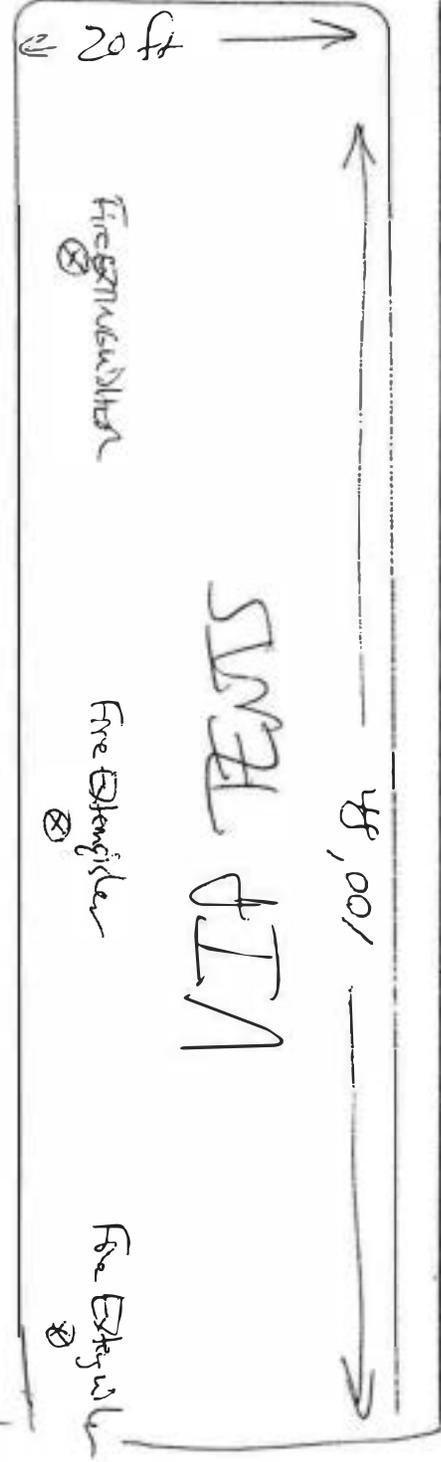
Blades

Open to ST. MARY'S PARKING LOT EXIT ONLY

10 ft x 10 ft
Sound Reinforcement
Tent

Fence for VIP Seating

opening in
Fence



Bus
Pick-up
Drop-off
ST. MARY'S PARKING LOT

10 ft x 20 ft
Sound Reinforcement
Tent

Bandstand

10 ft x 20 ft
Atrium Holding
Tent

Monroe County Convention & Tourism Bureau
14th Anniversary River Raisin Jazz Festival
VIP Tent & Sound Equipment Tents "Plan"
For St. Mary's Park Downtown Monroe

VIP Tent will be set up as has been done for the previous 13 years. It is used exclusively for sponsors and their guests, artists and production staff members and their families. It provides shelter from sun, sprinkles and a pleasant area for entertaining guests, staff, customers, artists, etc. in appreciation for their financial contributions in funding the FREE festival that is a great source of economic impact, promotes and is a point of pride for our entire community. With over 50,000 people attending per year, it is Monroe's single largest event each year.

Tent will house ONLY cold water, pop, refreshments, cold prepared food and delivered food items from the SMCC Food Court.

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

There will be NO cooking in the tent.

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

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

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

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

*See drawing and photo attached.

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

First, this is the 14th Annual River Raisin Jazz Festival. We have enjoyed, thanks to our partners and supporters...and the thousands of fans who have blessed us with their attendance at our quaint little park on the river, tremendous success.

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

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

I have outlined here, the things we have enjoyed and appreciated in support from the City of Monroe over the past (13) thirteen years.

- Close Elm Ave. from Borgess Ave. to N. Monroe St. and allow one way traffic OUT of St. Mary's Parking lot onto Elm Ave. only.
- VIP Parking in spots along the River Bank in St. Mary's Parking lot. Cones with VIP Parking only.
- Electricity for the Bandshell/Stage and VIP area. I have the pig tail to be connected to power at the Martin Luther King Bridge.
- General park clean-up and spruce-up, trim trees and shrubs, pull weeds in traffic areas, etc. Further river bank clean up if possible (for the sixth year, I have personally cleaned the river bank and sprayed with Round Up. This significantly reduced the necessary clean up Pre-festival) I also cleaned the entry to the City at the West side of town (W. First & W. Front entry)
- Fence in the entire VIP area...with cedar drift fence and posts that I purchased and DPS stores for us...I have flag roping that can be used as well.
- Flowers for on and around stage and populated areas (*will be donated by Fourstar Greenhouse again this year as sponsorship for the festival*)
- **Downtown clean up. Sidewalks, curb and street sweeping and weed removal.**
- Flags and STREET banners up ASAP. . so folks can see the fanfare AND EXCITEMENT for the week. I will provide a map of flag locations. Primarily, Monroe Street and Macomb Street Bridges...and E. Front St.
- Directional signage to parking, to the park from I-75 along Elm Ave. etc.
- Bleachers on Elm Ave. in the wings so that the view from the school is not blocked.
- Additional garbage cans in the park...and Downtown this year for second stage.
- DMBN has purchased sandwich boards to assist in promoting their businesses and let people know where they are...as well as inform about the FREE shuttle, etc.
- The LET system is providing a shuttle from St. Mary's Park to Downtown. Picking up at the base of the footbridge and dropping at E. Front and Washington.
- Any other touch-up, clean-up, spruce-up...to put our best face on. This is our **Super Bowl**...and it comes once per year!
- Make sure we are as beautiful as possible for this weekend. We have the last night of our Jazz Series on Thursday August 6th, our annual preview party on Friday August 7 and the festival the 8th and 9th...Four Days In a Row of Live Music and lots of visitors in our Music City. Let's make it the best year ever.

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: January 22, 2015
Re: **Staff Study – 2015 “River Raisin Jazz Festival”**

The Monroe County Convention & Tourism Bureau has petitioned the City of Monroe to use St. Mary's Park and the connected parking lot on, August 6,7,8 & 9 (Thursday, Friday, Saturday & Sunday) 2015, for the fourteenth annual “River Raisin Jazz Festival.”

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

Suggestions to improve the 2015 event:

1. Continue this year's practice of removing the basketball rims from the ball court and placing picnic tables on the court.
2. Continue the placement of the speed trailer on Godfroy Avenue, as there were numerous reports of speeders in the area in prior years. None were received last year or in 2013.
3. Continue the practice of extra handicap spaces along the north side of St. Mary's Parking Lot.
4. Assign the VIP and band members some type of passes that can be displayed in their parked vehicles and mark the reserved area with signs that indicate “VIP Parking Only.”

There were approximately a total of 18,000 plus combined visitors to St. Mary's Park last year over the course of the festival.

Despite the large crowds there have been relatively few incidents requiring police intervention. This is no doubt due in part to the officers assigned to the event. Assigned officers have provided vehicular & pedestrian traffic control, responded to rescue calls, handled minor incidents, enforced park ordinances, provided a valuable public relations benefit and prevented an untold number of other incidents. The crowd, although generally

very well behaved, is confined to a relatively small area, and the potential for a rapidly escalating large disturbance should not be ruled out.

I recommend the same number of officers for the 2015 event as from the previous year; four officers (one plainclothes) and one supervisor each day, with staggered coverage to coincide with peak crowd hours (see recommended staffing listed below). The below listed staffing is the minimum that I would recommend. The estimated cost for such is listed below.

This amount does not include overnight security. For the past six years, the police department has not handled this detail because Mr. Patterson advised he would arrange to have it internally. I have noticed that again this year, Mr. Patterson has requested overnight security on not only Saturday night, but on Friday and Sunday nights, as well. I would recommend that Mr. Patterson continue to handle the overnight security detail privately. The costs to the police department would be more than \$551.87 per night (eight hour shift) if staffed by a "Cpl/PSO." The total of overnight security for three nights would total \$1,655.60 (and would increase the costs to the Monroe Police Department to \$6,294.48).

Supervisor for each day, 12:00 pm - 10:00 pm	= \$1,603.63
One officer for each day, 12:00 pm - 10:00 pm	= 1,379.66
Two additional officers, each night, 4:00 pm-10:00 pm	= 1,655.60
Total estimated cost	<u>\$4,638.88</u>

Note: The above rate includes .65 cents shift premium. It is calculated at top "Cpl/PSO" rate for the officers assigned and Lieutenant's pay for the supervisor. This figure includes fringe benefits. The actual rates may be slightly different due to the unknown rank of officers who will volunteer for the detail. The total cost to the Monroe Police Department for the 2014 "River Raisin Jazz Fest was **\$4,038.98**, because all of the officers that volunteered for the detail had two years or less of seniority, so they were toward the bottom of the pay scale.

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



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE RELAY FOR LIFE OF MONROE FOR PERMISSION TO DISPLAY A BANNER ACROSS MONROE STREET FROM MAY 8 – JUNE 8, 2015

DISCUSSION: The City received a request from Chris Sims on behalf of the Relay for Life of Monroe for permission to display a banner. Specifically the request is to display a banner across Monroe Street from May 8 - June 8, 2015 announcing the Monroe Relay for Life on June 6 – 7, 2015.

The request has been sent to the various departments for their review. The Engineering Department has indicated that the date and location is available and has no objections. After Council approval, advance notification will be sent to MDOT.

Manager: The City Manager recommends approval of the request subject to meeting qualifications outlined in the banner policy.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Engineering and DPS

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 2/18/15

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 3/2/15



CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant Chris Sims
 Name of Organization Relay for Life of Monroe
 Applicant's Affiliation with Organization Committee Member / Team Captain
 Applicant's Home Address 900 N Macomb Day Phone 734-625-4247
Monroe, MI 48162
 Mailing Address (if different) _____ Evening Phone None

Type of Banner Overhead Banner (\$50) Vertical Pole Banner (\$25/banner)

Overhead Banner Locations: (List as 1 for first choice, 2 for second...)
 1 fd E. Front St. Dates Requested May 8 - June 8, 2015
 2 asdf W. First St. (new location)
 Monroe St. near First St.

****4/25/08 - W. Front Street location is broken and no requests will be taken until the pole has been repaired.**

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

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

Company Fabricating Banners: Same as past years

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

On behalf of the organization listed above, I, as applicant, hereby acknowledge receipt of the Banner Policy of the City of Monroe.
 Applicant covenants and agrees to hold harmless from, indemnify and defend the City, its agents, officers and employees against all suits, demands, claims, judgments, liens, cost of repair or replacement of any damaged poles or electrical equipment, costs, attorney fees and expenses which may arise out of, result from or be caused by Applicant's banner installation.

Applicant covenants and agrees to strictly comply with all terms and conditions of the Banner Policy and further understands and agrees that the City Council, in its sole and absolute discretion, may approve, deny or set any

RECEIVED
FEB 10 2015

MAYOR'S OFFICE

conditions or limitations on any banner(s) which may be approved, or may at any time alter, amend, modify, rescind or revoke any approval, all without recourse or remedy by the Applicant, or liability of the City.

Applicant Chris Sims

Date 2/10/2014

2015

RELAY FOR LIFE JUNE
MONROE COUNTY FAIRGROUNDS
SPONSORED BY LA-Z-BOY



RELAY FOR LIFE JUNE
MONROE COUNTY FAIRGROUNDS
SPONSORED BY LA-Z-BOY

X&X

647

647



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE TURTLE ISLAND DREAM KEEPERS NATIVE AMERICAN ORGANIZATION FOR PERMISSION TO DISPLAY A BANNER ACROSS MONROE STREET FROM JUNE 8 - 29, 2015

DISCUSSION: The City received a request from Art Robertson on behalf of the Turtle Island Dream Keepers Native American Organization for permission to display a banner. Specifically the request is to display a banner across Monroe Street from June 8 - 29, 2015 announcing the Native American Traditional Pow Wow on June 27 - 28, 2015, at Monroe County Community College.

The request has been sent to the various departments for their review. The Engineering Department has indicated that the date and location is available and has no objections. After Council approval, advance notification will be sent to MDOT.

Manager: The City Manager recommends approval of the request subject to meeting qualifications outlined in the banner policy.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Engineering and DPS

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: 2/18/15

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 3/2/15



CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant ART ROBERTSON ^{E-MAIL} art.laurel@yahoo.com
 Name of Organization TURTLE ISLAND DREAM KEEPERS NATIVE AMERICAN
 Applicant's Affiliation with Organization CHAIRMAN _{ORG.}
 Applicant's Home Address 5885 S. POSEY LAKE HWY HYDSON, MI 48247
 Mailing Address (if different) _____
 Day Phone 517 448 2233 Evening Phone 734 755 4446 755-7256

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

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

_____ E. Front St. Dates Requested 6-8-2015 to 6-29-2015
 _____ W. First St.
 1 Monroe St.

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

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

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

Company Fabricating Banners: GLOBAL PRINTING (MONROE) (734) 244-5010

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

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

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

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

Applicant Art Robertson

Date 2-9-15

2 1/2 x 20



NATIVE AMERICAN TRADITIONAL

POW W O W

MCCC

JUNE 27-28TH - 2015



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE VFW MEMORIAL DAY PARADE COMMITTEE TO HOLD THE ANNUAL MEMORIAL DAY PARADE ON MAY 25, 2015, BEGINNING AT 2:00 P.M., TO CLOSE THE AFFECTED STREETS, HOLD A BRIEF CEREMONY ON THE BRIDGE AND TO WAIVE ALL PERMITS AND FEES

DISCUSSION: The City received a request from the VFW Memorial Day Parade Committee for permission to hold the annual Memorial Day Parade on May 25, 2015 at 2:00 p.m. Specifically the request is to close the affected streets (Monroe Street from Jones Avenue to Elm Avenue) and to hold a brief ceremony on the Monroe Street Bridge with a rifle volley. The parade will disband at the St. Mary's Parking lot.

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

The Police Department will coordinate with DPS, the Monroe County Sheriff Department, City Engineer, Monroe Fire Department, as well as the event organizers to assure that all safety aspects are covered. A total of thirteen officers (12 patrol and one command officer) need to be assigned to the event to ensure a safe, smooth event. The estimated cost to staff the 2014 parade was \$1,558.90 and this year's costs should be slightly higher at \$1,885.30 (depending on the rank of officer that volunteers for the parade).

The Department of Public Services will staff the event as in the past, set up advance detour route, and move barricades the day of the event. The cost to staff this year's parade is estimated to cost between \$1,500 - \$2,000 (3-4 Teamster personnel and 1 supervisor). After Council approval, advance notification will be sent to MDOT, and a detour will be posted.

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

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

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

FINANCES

COST AND REVENUE PROJECTIONS:

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

SOURCE OF FUNDS:

City

Account Number

Amount

\$
\$
\$
\$
\$
\$
\$
\$
\$

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 2/18/15

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 3/2/15

VFW



VETERANS OF FOREIGN WARS OF THE U.S.
CITY OF MONROE POST NO. 1138
P.O. Box 1515
Monroe, Michigan 48161-1515

January 29, 2015

Honorable Robert Clark
Mayor
120 E. First St.
Monroe, Mi. 48161

Dear Mr. Clark,

The VFW Memorial Day Parade Committee would like to request the City's Approval for the 2015 Memorial Day Parade.

The parade will be Monday, May 25th at 2:00 p.m. The parade will line up at the Department of Public Works yard on Jones Avenue, turn right on Monroe Street And proceed north to St. Mary's parking lot and disband. There will be a brief ceremony at the Monroe Street Bridge to honor those who died at sea with a rifle volley. We are requesting that all permits and fees be waived.

We are actively pursuing participants for the parade and would appreciate a response to our request confirming date and time as soon as possible.

If you need more information or have any questions regarding this matter, please feel free to contact me at 734-755-1808. Thanking you in advance for your kind consideration on this matter.

Dan Burchfield

Parade Chairman

RECEIVED

FEB 11 2015

MAYOR'S OFFICE

Memorandum

To: Thomas C. Moore III, Chief of Police
From: Lt. Gregory N. Morgel
cc: Patricia Weaver, Executive Secretary to the Mayor/Manager City of Monroe, file
Date: February 13, 2015
Re: **Staff Study - 2015 Memorial Day Parade**

The annual Memorial Day Parade is scheduled for Monday, May 25, 2015 at 2:00 pm. The route will be the same as it has been in past years. The parade units will assemble in the DPS lot then stage in the 0-200 block of Jones Avenue. The parade will travel W/B Jones Avenue to N/B South Monroe Street and into the St. Mary's Parking Lot where it will disband. As in past years, there will be a ceremony on the Monroe St. Bridge, with a rifle volley, immediately after the parade. Last year's parade lasted thirty minutes. The ceremony on the Monroe St. Bridge usually lasts an additional thirty minutes.

As usual, barricades will be utilized at minor intersections to keep staffing costs to a minimum. I will coordinate with DPS to insure that all intersections are covered by actual police officers and/or barricades. The MCSO usually assists with two of their traffic units who handle a pair of intersections near the staging area of the parade route.

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

I will request that the MCSO once again provide traffic assistance at South Monroe Street & Jones Avenue as well as at Jones Avenue & LaPlaisance Avenue. I will coordinate this with the MCSO Traffic & Safety Division.

The total cost for 2014's parade was \$1,558.90. The estimated cost of this year's parade is higher due to raises that some of the officers have received as "PSOs." This figure includes two hours planning time as well as fringe benefits and the applicable shift premium. I have estimated the cost of the 2015 parade to be \$1,885.30. 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.

Provided the proper permits are obtained, I recommend approval of this event.

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



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE/LENAAWEE AFL-CIO CLC LABOR DAY PARADE COMMITTEE TO HOLD THE ANNUAL LABOR DAY PARADE ON SEPTEMBER 5, 2015, BEGINNING AT 12:00 P.M., TO CLOSE THE AFFECTED STREETS, WITH USE OF ST. MARY'S PARK TO HOLD A LABOR DAY CELEBRATION

DISCUSSION: The City received a request from Mr. Matthews, Chairman of the Monroe/Lenawee AFL-CIO CLC Labor Day Parade Committee for permission to hold the annual Labor Day Parade on September 5, 2015 at 12:00 p.m. Specifically the request is to close the affected streets (Monroe Street from Jones Avenue to Elm Avenue) and to use St. Mary's Park, pavilion and band shell for a post parade event from 1:00 p.m. – 8:00 p.m. Activities for the event include a concert, food vendors, beverage tent with alcohol & soft drinks, and family games. The parade will disband at the St. Mary's Parking lot.

The request was reviewed by the administrative staff and there were no objections to the parade request subject to insurance requirements being met (general liability insurance naming the city as an additional insured), and a parade permit.

The AFL-CIO Committee also requests use of St. Mary's Park for a post parade event that includes a beverage tent with alcohol. Alcoholic beverages are not allowed in any park, per City Park Rules, without the prior written consent of the Mayor and City Council. Also, the applicant would need to apply and receive a Special license from the State of Michigan, LCC, and liquor liability insurance naming the city as an additional insured.

The Police Department will coordinate with DPS and the Monroe County Sheriff's Department, as well as the event organizers to assure that all safety aspects are covered. A total of thirteen officers (12 patrol and one command officer) need to be assigned to the event to ensure a safe, smooth event. The estimated police cost to staff the parade is \$1,856.10 and this figure could be less depending on the rank of officer that volunteers for the parade.

The Department of Public Services will staff the event as in the past, set up advance detour route, and move barricades the day of the event. The estimated cost to staff this parade is \$1,283.75. Additionally, DPS staffing costs to staff an employee at St. Mary's Park for restrooms and trash collection is estimated to cost \$522.06. After Council approval, advance notification will be sent to MDOT, and a detour will be posted.

After the AFL-CIO Labor Council submitted this request, we also received a request from the Monroe Tourism Bureau for a similar parade beginning at 10:00 a. m. We do not believe based on staff review that two (2) parades will be successful and that the City Council should approve the parade request of one of the two organizations.

It is recommended that the Mayor and City Council approve the request by the Monroe Lenawee AFL/CIO to use St. Mary's Park for a post parade event, pending council's written consent to allow alcoholic beverages, the applicant receiving a special license from the State of Michigan, subject to insurance requirements being met (liquor liability insurance naming the city as an additional insured on each), and that the AFL-CIO pay half (1/2) the City's extra out-of-pocket cost to provide logistics and public safety support for the post event ($\$522.06 \div 50\% = \261.03), and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

If you choose to approve the parade request from the Monroe/Lenawee AFL/CIO, it is recommended that you include in your motion that the parade request is approved, contingent upon items being met as outlined by the administration, subject to insurance requirements being met (general liability insurance naming the city as an additional insured), parade permit, and that the AFL/CIO pay half (1/2) the City extra out-of-pocket cost to provide logistics and public safety support for the parade ($\$1,856.10 + \$1,283.75 = \$3,139.85 \div 50\% = \$1,569.93$), and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

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

FINANCES

COST AND REVENUE PROJECTIONS:

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

SOURCE OF FUNDS:

City

Account Number

Amount

\$
\$
\$
\$
\$
\$
\$
\$

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 2/9/15

REVIEWED BY: 

DATE: 2-26-15

COUNCIL MEETING DATE: 2/17/15



January 19, 2015

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

Dear Mayor:

On behalf of the Monroe/Lenawee County AFL-CIO Central Labor Council, I am requesting a permit for the use of St. Mary's Park for a Labor Day Celebration to be held in the City of Monroe on Saturday September 5, 2015 between the hours of 1:00 p.m. and 8:00 p.m.

We are requesting permission for the use of the park on above mentioned date and time. We would arrive at the park around 8:00 a.m. for preparations. The clean up should be done by 9:00 p.m. We would like the use of the band shell and the pavilion to hold the event.

Activities for the event include:

- Concert
- Food Vendors
- Beverage Tent (Alcohol & Soft Drinks)
- Picnic area in pavilion
- Family fun games

I have included a possible map of the event for your review.

On behalf of the Monroe/Lenawee County AFL-CIO Central Labor Council I would like to express our most sincere gratitude for taking the time to consider our request.

If there are any questions and/or concerns, please do not hesitate to contact me at 734-363-3216.

Sincerely,

JASON MATTHEWS, Chair
Labor Day Parade Committee
Monroe/Lenawee County AFL-CIO CLC

RECEIVED

JAN 20 2015

MAYOR'S OFFICE



January 16, 2015

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

Dear Mayor:

On behalf of the Monroe/Lenawee County AFL-CIO Central Labor Council, I am requesting a parade permit for this year's Labor Day Parade to be held in the City of Monroe on Saturday September 5, 2015.

We are requesting to stage participants, parade vehicles and floats at the City DPS site on Jones Ave. at 10:00 a.m.

The parade is scheduled to begin at 12:00 p.m.

Please find enclosed a map of the parade route. It is similar to last year; we would like the parade to end at St. Mary's Park which we also have requested permits for.

On behalf of the Monroe/Lenawee County AFL-CIO Central Labor Council, I would like to express our most sincere gratitude for taking the time to consider our request.

If there are any questions and/or concerns, please do not hesitate to contact me at 734-363-3216.

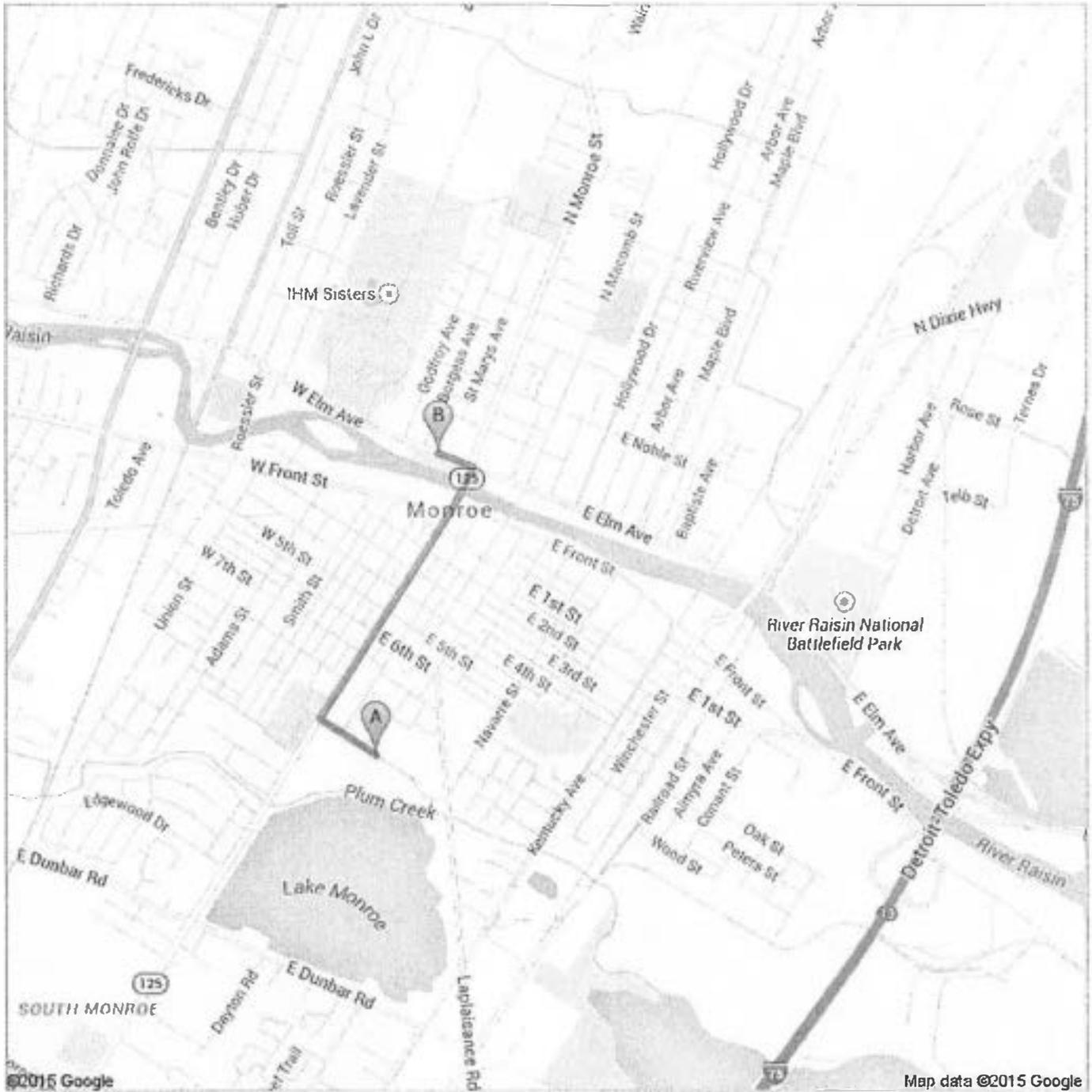
Sincerely,

JASON MATTHEWS, Chair
Labor Day Parade Committee
Monroe/Lenawee County AFL-CIO CLC

RECEIVED
JAN 16 2015
MAYOR'S OFFICE



Directions to St. Mary's Park
Blossom Lane, Monroe, MI 48162
1.1 mi – about 3 mins





Google

Family Fun Games

Food Vendors

Concerts/Shows
Concerts/Shows Park

Beverage Tent
(Alcohol & Soft Drinks)

Eating Area

W. 10th Ave

Zoom

OFFICE USE ONLY

Invoice # _____

Date Paid _____

Initials _____

R _____ NR _____

MONROE RECREATION

734-384-9156 www.monroemi.gov

120 East First Street, Monroe, MI 48161

FAX: 734-243-8683 TDD: 734-243-2338



FACILITY USE PERMIT

DATE OF APPLICATION: _____

This application is for use of open space and facilities located within city park boundaries only and may require a Special Event Permit and be subject to approval by the Monroe City Council. Special uses of the parks or other public property (i.e. monument, boulevard, street, alley, parking lot, sidewalk, right of way, historical marker) be requested **in writing** to the Monroe City Council at least two (2) months prior to date of proposed event/activity to allow ample time for review by city staff and the Monroe City Council. Special Event Permits are available through the City of Monroe Planning Department.

THE CITY OF MONROE RESERVES THE RIGHT TO GRANT OR CANCEL PERMITS AT ANYTIME. PLEASE NOTIFY MONROE PARKS AND RECREATION IF YOU NO LONGER WISH TO USE FACILITY RESERVED. GROUPS MUST VACATE THE FACILITY BY THE END OF THE TIME STATED ON PERMIT.

This permit is governed by the Park Use Policy Rules and Regulations (Enforcement: Under City Ordinance #95-017)

PRESS FIRMLY - TYPE OR PRINT CLEARLY

PARK ST. MARY'S Circle: Shelter Bandshell Other: _____

Purpose FOR CONCERT/VENDORS Number of People _____

Date of Activity 9-5-15 Time: 12:00 am (pm) to 800 am (pm)

Person Applying JASON MATTHEWS

Organization AFL-CIO

Home Address 1475 MAPLE BLVD

Organization Address 120 EAST FIRST STREET

City Monroe State MI Zip 48162

City Monroe State MI Zip 48161

Day Phone (734) 363-3216 Eve: _____

Day Phone (734) 363-3216 Eve: _____

* email: kmatth3@yahoo

I certify that I am at least 18 years of age and an authorized representative of the agency/group making application for use of park facilities. I accept full responsibility for the orderly conduct of the persons who attend the function and for any damage to park property and assume all responsibilities for damage to persons who are part of the group and hold the City of Monroe harmless in the event any injury claim or judgement is filed against said city.

Fee/Deposit: ~~M 320 373 115 868~~

Print Applicant's Name: JASON MATTHEWS

Drivers Lic. # M 32 373 115 868

Applicant's Signature: [Signature]

- WHITE copy to Applicant
- YELLOW copy to Police Department
- PINK copy to Recreation

Given copy of Park Rules: Yes _____ No _____

Facility Rental Information: Yes _____ No _____

Recreation Department Approval _____

RECEIVED

JAN 13 2015

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

Name of Applicant (Organization): MONROE / LENAWEE CENTRAL LABOR COUNCIL
City of Monroe, Mich.

Contact Person: JASON MATTHEWS

Address: 41 W FRONT ST

Phone: (734) 363-3216 **Fax:** _____

Dates Requested: SEPTEMBER 5, 2015

Location Requested: City Park Private Property Public Property

PROJECT LOCATION (Address): ST MARY'S PARK 103 W Elm Ave.

PROPERTY OWNER INFORMATION

Name: CITY OF MONROE

Address: _____

Phone: _____ **Fax:** _____

EVENT DESCRIPTION:

POST PARADE EVENT (INCLUDING PAVILLION)

TYPE OF BUSINESS ON SITE: _____

Application Fee \$ 150.00

\$20.00 wk \$

Total Fee \$ 150.00

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

OWNER: _____

DATE: _____

APPLICANT: 

DATE: 1-8-15

* email address: _____

Pay by Account In Full



TOTAL AMOUNT DUE

\$ 150.00

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

Received From:
MONROE/ LENAWEЕ CENTRAL
41 W FRONT ST
MONROE MI 48161

Date: 01/13/2015

Time: 2:38:32 PM

Receipt: 578520

Cashier: CRSubstitute

Workstation: STN2

Drawer: 1

rd No.	Invoice No.	Address	Amount Due
15-0007	00043470	103 W ELM AVE	\$ 150.00
	Fee Detail: 1.00	Special Event	
			\$ 150.00

ITEM REFERENCE	AMOUNT
BDINV Building Dept. Inv	
00043470	\$150.00
TOTAL	\$150.00
CHECKS 3644	\$150.00
Total Tendered:	\$150.00
Change:	\$0.00

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: January 22, 2015
Re: **Staff Study – 2015 Labor Day Parade (AFL-CIO Labor Council)**

The Monroe/Lenawee County AFL-CIO Central Labor Council has proposed the possibility of holding a Labor Day Parade on Saturday, September 5, 2015. The Labor Council wishes to start the parade at 12:00 pm. The Monroe Tourism Bureau has also requested to hold a Labor Day Parade on this same date, with their parade kicking off at 10:00 am

The parade route for both parades is identical, and would be the same route that is used for 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 \$1,856.10. This figure includes planning time as well as fringe benefits. 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: The Monroe Tourism Bureau has also requested permission to hold a parade on the same date, but two hours earlier at 10:00 am. The Labor Council was a major supporter of last year's parade. I don't see how two parades will be successful. I would not consider last year parade a success, as there were far more people in the procession than were watching it.

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

Parade Chairman: Jason Matthews 734-363-3216

MEMORANDUM

TO: Pat Weaver, Executive Secretary

FROM: Patrick M. Lewis, Director of Engineering and Public Services 

Cc: Bill Walters, Superintendent of Public Services

DATE: February 26, 2015

SUBJECT: Summary of Public Services Department Costs – Labor Day Weekend Events

Attached please find a spreadsheet detailing our best estimate of costs for the Public Services Department to staff the two (2) proposed events on Saturday, September 5, 2015, with the first being the Bar-B-Q festival, and the other being a parade at either 10 A.M. or 12 P.M., though at this time the approved organizing agency is not yet clear. In any event, we have made the assumption that the parade characteristics will be roughly the same regardless of which entity ends up as the organizer. The spreadsheet first calculates the employee hourly rates associated with the typical classification(s) that are assigned to these events, then makes assumptions about the necessary time needed for staffing, which are as follows:

1. For the Bar-B-Q, Public Services staff will be tasked, as normal, with barricading the necessary streets, and setting up electrical drops from the various light poles and service panels within the area. Setup can happen either Friday night, Saturday morning, or both as schedules allow, but we have assumed 4 hours for setup and 4 hours for cleanup, for a total of 8 hours. While the exact staff needs can vary based on the number of vendors and locations, this is a good representative value, and we have assumed two (2) Teamster employees (Job Leader and Maintenance Worker), plus a Supervisor for the entire time, along with the corresponding two (2) pickup trucks.
2. For the parade, we have estimated a 2 hour setup time, 2 hour cleanup time, and 1 hour event staffing, though again this could vary with the length of the procession, and whether or not the Police Department requests that full-scale detours be posted. Our activities, as with other parades, would consist of placing and arranging necessary signs and barricades, and standing by during the event to assist the Police Department as needed. Typically, this work will require 2 Maintenance Workers and a Supervisor for the entire time, and we have assumed the usage of the Supervisor's pickup and the sign truck.
3. In addition to their request to organize the parade, the AFL-CIO also requests permission to utilize St. Mary's Park from approximately 8 A.M. (setup) to 9 P.M. (cleanup). We have included costs to staff the event with one Maintenance Worker for approximately 7 hours (end of parade to roughly end of event) for the purposes of emptying trash and cleaning restrooms during this time based on expected usage, at a total cost of **\$522.06**.

In total, our best estimate of costs for the Bar-B-Q for 2015 would come out to **\$2,102.40**, whereas the parade staffing would total **\$1,283.75**, though I would again caution that no two events are ever alike, so there could be some variability in these numbers. Last year (2014), the total cost for labor and equipment between the two events was \$2,998.43, which is very close to this year's estimate of \$3,386.15 between the two.

Please let me know if you should have any further questions.

Billable Rate Computations - Public Services Department

Based on Saturday event

Employee	Base Hourly Rate	OT Multiplier	Saturday OT Rate	Overhead (%)	Event Billable Rate
Maintenance Worker #1	\$ 19.98	1.5	\$ 29.97	119.14	\$ 65.68
Maintenance Worker #2	\$ 19.98	1.5	\$ 29.97	119.14	\$ 65.68
Job Leader	\$ 24.09	1.5	\$ 36.14	119.14	\$ 79.19
Supervisor	\$ 30.46	1.5	\$ 45.69	119.14	\$ 100.13

(Carry to below)

Downtown Bar-B-Que Event

Costs attributed to Bar-B-Q portion of event only, assumes up to 4 hours setup & 4 hours cleanup

Employee / Equipment	Billable Rate	Expected hours	Labor Cost	Equipment Cost
Maintenance Worker #1	\$ 65.68	8.00	\$ 525.44	N/A
Maintenance Worker #2	\$ 65.68	0.00	\$ -	N/A
Job Leader	\$ 79.19	8.00	\$ 633.52	N/A
Supervisor	\$ 100.13	8.00	\$ 801.04	N/A
Supervisor Pickup	\$ 8.90	8.00	N/A	\$ 71.20
Sign Truck	\$ 16.36	0.00	N/A	\$ -
Job Leader Pickup	\$ 8.90	8.00	N/A	\$ 71.20
Total			\$ 1,960.00	\$ 142.40

Labor Day Parade (same cost regardless of sponsor)

Costs attributed to parade only, assuming 1-hour event, 2 hours setup and 2 hours cleanup

Employee / Equipment	Billable Rate	Expected hours	Labor Cost	Equipment Cost
Maintenance Worker #1	\$ 65.68	5.00	\$ 328.40	N/A
Maintenance Worker #2	\$ 65.68	5.00	\$ 328.40	N/A
Job Leader	\$ 79.19	0.00	\$ -	N/A
Supervisor	\$ 100.13	5.00	\$ 500.65	N/A
Supervisor Pickup	\$ 8.90	5.00	N/A	\$ 44.50
Sign Truck	\$ 16.36	5.00	N/A	\$ 81.80
Job Leader Pickup	\$ 8.90	0.00	N/A	\$ -
Total			\$ 1,157.45	\$ 126.30

St. Mary's Park Event (assumed to start after 12:00 P.M. parade completed)

Costs attributed to parade only, assuming 1-hour event, 2 hours setup and 2 hours cleanup

Employee / Equipment	Billable Rate	Expected hours	Labor Cost	Equipment Cost
Maintenance Worker #1	\$ 65.68	7.00	\$ 459.76	N/A
Pickup	\$ 8.90	7.00	N/A	\$ 62.30
Total			\$ 459.76	\$ 62.30

Summary

Breakdown Between Events

Employee / Equipment	Labor Costs	Equipment Costs	Total Costs
Bar-B-Q Festival	\$ 1,960.00	142.40	\$ 2,102.40
Parade	\$ 1,157.45	126.30	\$ 1,283.75
St. Mary's Park Event	\$ 459.76	62.30	\$ 522.06
Total Costs for all events			\$ 3,908.21



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
Toll Free (866) 813-0011 • www.michigan.gov/lcc

Requirements Checklist

Special License for Consumption on the Premises (issued under R436.575)

The following checklist is intended to assist you in completing your Application for Special License. Make sure you read the entire application carefully prior to submitting your request to the Commission for consideration.

Failure to submit your application and fees a minimum of 10 days prior to your event may result in no license being issued.

Payment for license(s) - See page 2 of Instructions for Special Licenses for fee information.

Part I of Special License Application (Pages 4 and 5):

Detailed Diagram

Diagram must contain the dimensions and how the area will be contained, secured and monitored to prevent sales to minors and sales to visibly intoxicated persons.

Church or School

Is there a church or school located within 500 feet of the scheduled event?

Yes No

Make sure both of the officer's signatures are witnessed and notarized at the bottom of the application. The witness and notary must be two different people.

Organization Board Resolution (Page 7):

Certified copy of the resolution of the membership or board of directors authorizing the application must accompany the application to the Commission, pursuant to R436.576. (Or a certified copy of the organizations minutes will be accepted)

Part II of Special License Application - Bond (Page 8):

Verify information is correct on bond:

1. Complete name of organization must be stated.

2. Address of event must be concise; include the city/township/village name of where the event is to be held.

3. Verify that the effective date and hours that the event is to be held.

4. Make sure the bond includes both the **signature of the officer of applying organization** and the insurance agent. **Also verify that the power of attorney is attached.**

**Note: No bond is required for church or school entities*

Extras:

If the event is being held on Sunday please complete section 8 on the Application for Special License (page 6)

If the event will take place at a military installation or facility operated by the military, complete Part 7 on page 6.

Escrow letter - If the event is taking place at a location where there is a liquor license currently issued.

Concession Agreement - Required if organization is contracting with person(s) to operate food business within the event area. (Please see the attached Concession Guidelines before submitting your agreement)

Non-Profit Papers - Must be submitted by any applicant who has not previously provided them to this office.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE COUNTY CONVENTION & TOURISM BUREAU FOR PERMISSION TO HOLD THE 9TH ANNUAL RIVER RAISIN LABOR DAY BBQ FESTIVAL and THE 2ND ANNUAL LABOR DAY PARADE ON SEPTEMBER 5, 2015

DISCUSSION: The City received a request from the Monroe County Convention & Tourism Bureau for permission to hold the 9th annual River Raisin Labor Day BBQ Festival along with the 2nd annual Labor Day Parade on September 5, 2015. Specifically the request is to close East Front between Monroe & Macomb Street, West Front Street between Cass & Monroe Street, and 0-100 block of Washington Street between East First and East Front Street on September 5th from 12 noon – 10:00 p.m. for the BBQ festival and to close Monroe Street from Jones Avenue to Elm Avenue, ending at St. Mary’s Park, with assistance from the City for the parade at 10:00 a.m.

The event is a family type affair with local restaurants serving BBQ items. The event’s entertainment includes music and horse drawn carriage rides.

The request was reviewed by the administrative staff and there were no objections to the request subject to emergency vehicle access being maintained, inspection of tents prior to event opening by the Fire Department (contact FD for inspection), and that insurance requirements are met. Also, if there is any special electrical equipment it will have to be approved by the electrical inspector.

The Police Department will coordinate with DPS, the Monroe County Sheriff Department, City Engineer, Monroe Fire Department, as well as the event organizers to assure that all safety aspects are covered. A total of 13 officers (12 patrol officers and 1 command officer) are needed to ensure a safe, smooth event. The estimated cost to staff the parade is \$1,856.10 (see attached for more detail). The additional street closure of Washington Street between First and Front Streets will make the area much safer for pedestrians attending this event.

The Department of Public Services will staff the event as in the past, set up advance detour route, and move barricades the day of the event. The estimated cost to staff this year’s parade is \$1,283.75 (see attached for more detail). After Council approval, advance notification will be sent to MDOT, and a detour will be posted.

We received a similar request from the AFL-CIO Labor Council for the parade beginning at 12 noon. We do not believe based on staff review that two (2) parades will be successful and that the City Council should approve the parade request of one of the two organizations.

It is recommended that the Mayor and City Council approve the BBQ festival downtown, contingent upon items being met as outlined by the administration, subject to insurance requirements being met, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons. If you choose to approve the parade request from the Monroe County Convention and Visitors Bureau, it is recommended that you include in your motion that the parade request is approved, contingent upon items being met as outlined by the administration, subject to insurance requirements being met, parade permit, emergency vehicle access being maintained, that the MCCTB pay ½ of the City’s out of pocket cost to hold the parade ($\$1,856.10 + \$1,283.75 = \$3,139.85 \div 50\% = \$1,569.93$), and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: DPS and Police

FINANCES

COST AND REVENUE PROJECTIONS:

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

SOURCE OF FUNDS:

City

Account Number

Amount

\$
\$
\$
\$
\$
\$
\$
\$

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 2/10/15

REVIEWED BY: *Robert D. Seeger, Aem*

DATE: 2-26-15

COUNCIL MEETING DATE: 3/2/15

January 10, 2015

Dear Mayor & Council:

I would like to include in my application for the 9th Annual River Raisin Labor Day BBQ Festival the 2nd Annual Labor Day Parade. Time period to be again be 10 am till Noon (will be dictated solely depending on the number of parade entries).

Starting point would once again 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.

The inaugural parade was a huge success in number of entries as well as reception by the community.

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.

Thank you!

All the best,

A handwritten signature in black ink, appearing to read "John Patterson". The signature is stylized with a large, looping initial "J" and a cursive "P".

John Patterson

RECEIVED

JAN 16 2015

MAYOR'S OFFICE

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

Name of Applicant (Organization): Monroe Town Barce

Contact Person: John Patten

Address: 103 W. Ford St

Phone: 734.457.1030 **Fax:** 734.457.1097

Dates Requested: September 5, 2015

Location Requested: City Park Private Property Public Property

PROJECT LOCATION (Address): WASHINGTON ST, E. END, WETFIELD

PROPERTY OWNER INFORMATION

Name: John Patten

Address: 103 W. Ford St

Phone: 734.457.1030 **Fax:** 734.457.1097

EVENT DESCRIPTION:

Annual BBQ Festival Including Music,
FOOD VENDORS, "LABOR DAY PARADE," Local
walk.

TYPE OF BUSINESS ON SITE: MUSIC FOOD PARADE

Application Fee	\$ 150.00
\$20.00 wk	\$
Total Fee	\$

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

OWNER: John Patten

DATE: 1.10.15

APPLICANT: [Signature]

RECEIVED
DATE: 1.10.15 **JAN 16 2015**

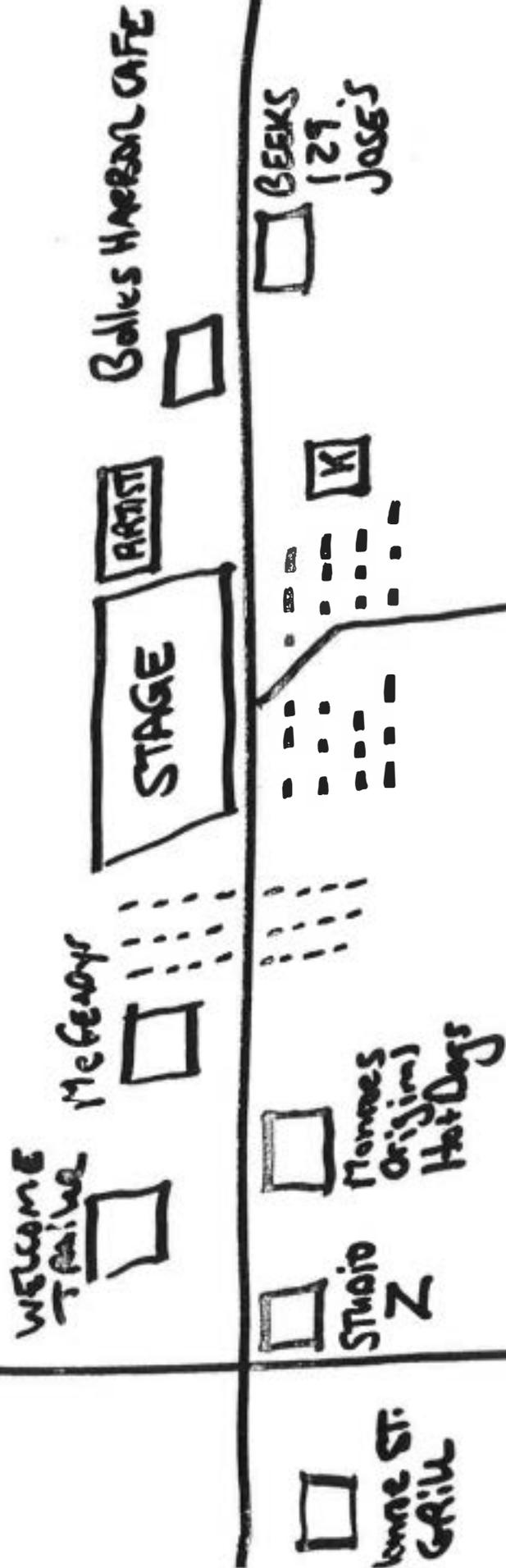
MAYOR'S OFFICE

MORROE ST

MACOMB ST



- ① Fire Dept. to fill water barrels
- ② Power from Kiosk
- ③ Power from light poles for feed tents
- ④ Picnic Tables (14 = 2 at each tent)
- ⑤ Bleachers
- ⑥ Move hanging flower to Front St.



WASHINGTON ST.

Labor Day parade returning after 50-year absence

BY MONROE NEWS STAFF

Monroe will have its first Labor Day parade in decades this year.

The Monroe County Convention & Tourism Bureau, the Monroe County Labor History Museum and labor organizations are teaming up for the march at 10 a.m. Aug. 30, kicking off the eighth annual River Raisin Labor Day BBQ Festival downtown.

"Members of the Labor History Museum Board and I have talked for a few years about doing this again in Monroe, and with this year being 50 years since the last parade, starting it up again

seemed the right thing to do," said John Patterson, president and chief executive officer of the tourism bureau.

The parade will start at Jones Ave. and head north to E. First St. At least 35 commitments to participate have been received so far, Mr. Patterson said.

Organizers hope it will become an annual event.

In past years, the Labor History Museum at the Phillip Murray Building, 41 W. Front St., has hosted activities and rallies independent of the festival.

See **PARADE**, Page 7A



Members of the AFL and CIO pose on the organizations' "Goodwill Float" before the Joint AFL-CIO Labor Day parade on Sept. 7, 1953. The parade featured more than 20 floats, four high school bands and the American Legion Drum and Bugle Corps. In 1965, the Monroe County Council AFL-CIO discontinued the parade.

— Monroe News/
Payette collection file photo

Labor Day parade's return welcomed

Monroe County has a long history of labor workers.

Workers have served in a variety of fields, including the automotive industry, pipefitters, electricians and many more.

Decades ago, these labor unions had one event where they could celebrate their accomplishments: the Labor Day parade.

However, Monroe County has not such a parade in 50 years.

It was welcomed news recently when the Monroe County Convention & Tourism Bureau, Monroe County Labor History Museum and labor organizations announced the return of the Labor Day parade this year.

Although the parade is not taking place on Labor Day, it is part of a day of festivities celebrating the community as well as the end to summer.

Parades and summertime seem to go hand in hand in Monroe, where Memorial Day and Monroe County Fair parades are held annually.

Rust Belt cities throughout the Midwest have had Labor Day parades recognizing those who

work in various industries, including the automotive sector, which has played a significant role in the county's history.

Last year, the parade in Detroit attracted thousands of marchers and in past years has drawn national attention when Vice President Joe Biden and President Barack Obama attended a year apart.

Monroe's parade might not draw national attention, but it will be a special time for union members to show pride in their work. Floats, bands and parade marchers will be featured.

John Patterson, president and chief executive officer of the tourism bureau, said he and members of the Labor History Museum board have talked for a few years about bringing the parade back.

The parade will serve as a kickoff to the eighth annual River Raisin Labor Day BBQ Festival in downtown.

If it is successful, the parade is likely to become an annual event.

Mr. Patterson, museum staff and local union leaders deserve kudos for working to restore a tradition to Monroe.



— Monroe News/Everette Payette collection file photo

Consolidated Paper Co.'s UPA-CIO float makes its way through Monroe's streets during the 1952 Labor Day parade.



— Monroe News photos by KIM BRENT

Newly crowned Miss Monroe County Alana Wilson waves to the crowd as she and fellow royalty, including Miss Monroe County Outstanding Teen Kyleigh Smith, 16, take part in the Labor Day Parade through downtown Monroe Saturday.



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: January 22, 2015
Re: **Staff Study – 2015 Labor Day Parade**

John Patterson of the Monroe County Convention & Tourism Bureau has proposed the possibility of having another Labor Day Parade to be held before the 10th annual River Raisin Labor Day BBQ Festival on Saturday, September 5, 2015. 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 \$1,856.10. This figure includes planning time as well as fringe benefits. 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: The Monroe/Lenawee County AFL-CIO Central Labor Council has also requested permission to hold a parade on the same date, but two hours later at 12:00 pm. This Labor Council was a major supporter of last year's parade. I don't see how two parades will be successful. I would not consider last year parade a success, as there were far more people in the procession than were watching it.

COMMENTS / OBSERVATIONS FROM LAST YEAR'S PARADE:

- There were more politicians in the parade than union sponsored units.
- There were more people in the parade than spectators.
- There was no one assigned to the staging area with the responsibility to get the parade units lined-up and staged on Jones Avenue. Cpl. Tamsen and I had to perform this task.
- The parade disbanded in Loranger Square where there is not enough room to spread out the parade units as they stop and disembark. The procession had several union sponsored tractor/trailer rigs which caused the procession to stop on South Monroe Street because of the congestion in Loranger Square from the semis.
- No high school bands marched, because it was the first weekend of high school football.
- There was more than one vehicle per business with several of the entries in the parade. This practice is not allowed in any other parades because it does not improve spectator interest and causes the parade to drag on.
- Because it is the last summer weekend, there was a lack of volunteers for the parade and the shift that had just terminated at 6:00 am was "ordered" in to return at 9:30 am to assist in staffing for this parade.
- If this parade is approved, a planning meeting should be held to correct the problems of last year's parade.

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

MEMORANDUM

TO: Pat Weaver, Executive Secretary

FROM: Patrick M. Lewis, Director of Engineering and Public Services 

Cc: Bill Walters, Superintendent of Public Services

DATE: February 26, 2015

SUBJECT: Summary of Public Services Department Costs – Labor Day Weekend Events

Attached please find a spreadsheet detailing our best estimate of costs for the Public Services Department to staff the two (2) proposed events on Saturday, September 5, 2015, with the first being the Bar-B-Q festival, and the other being a parade at either 10 A.M. or 12 P.M., though at this time the approved organizing agency is not yet clear. In any event, we have made the assumption that the parade characteristics will be roughly the same regardless of which entity ends up as the organizer. The spreadsheet first calculates the employee hourly rates associated with the typical classification(s) that are assigned to these events, then makes assumptions about the necessary time needed for staffing, which are as follows:

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3. In addition to their request to organize the parade, the AFL-CIO also requests permission to utilize St. Mary's Park from approximately 8 A.M. (setup) to 9 P.M. (cleanup). We have included costs to staff the event with one Maintenance Worker for approximately 7 hours (end of parade to roughly end of event) for the purposes of emptying trash and cleaning restrooms during this time based on expected usage, at a total cost of **\$522.06**.

In total, our best estimate of costs for the Bar-B-Q for 2015 would come out to **\$2,102.40**, whereas the parade staffing would total **\$1,283.75**, though I would again caution that no two events are ever alike, so there could be some variability in these numbers. Last year (2014), the total cost for labor and equipment between the two events was \$2,998.43, which is very close to this year's estimate of \$3,386.15 between the two.

Please let me know if you should have any further questions.

Billable Rate Computations - Public Services Department

Based on Saturday event

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Supervisor	\$ 30.46	1.5	\$ 45.69	119.14	\$ 100.13

(Carry to below)

Downtown Bar-B-Que Event

Costs attributed to Bar-B-Q portion of event **only**, assumes up to 4 hours setup & 4 hours cleanup

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Sign Truck	\$ 16.36	0.00	N/A	\$ -
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Total			\$ 1,960.00	\$ 142.40

Labor Day Parade (same cost regardless of sponsor)

Costs attributed to parade **only**, assuming 1-hour event, 2 hours setup and 2 hours cleanup

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Supervisor	\$ 100.13	5.00	\$ 500.65	N/A
Supervisor Pickup	\$ 8.90	5.00	N/A	\$ 44.50
Sign Truck	\$ 16.36	5.00	N/A	\$ 81.80
Job Leader Pickup	\$ 8.90	0.00	N/A	\$ -
Total			\$ 1,157.45	\$ 126.30

St. Mary's Park Event (assumed to start after 12:00 P.M. parade completed)

Costs attributed to parade **only**, assuming 1-hour event, 2 hours setup and 2 hours cleanup

Employee / Equipment	Billable Rate	Expected hours	Labor Cost	Equipment Cost
Maintenance Worker #1	\$ 65.68	7.00	\$ 459.76	N/A
Pickup	\$ 8.90	7.00	N/A	\$ 62.30
Total			\$ 459.76	\$ 62.30

Summary

Breakdown Between Events

Employee / Equipment	Labor Costs	Equipment Costs	Total Costs
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Parade	\$ 1,157.45	126.30	\$ 1,283.75
St. Mary's Park Event	\$ 459.76	62.30	\$ 522.06
Total Costs for all events			\$ 3,908.21