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#### **RULE OF THE CHAMBER**

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

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

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

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

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

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

The City of Monroe will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon one week's notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, and 120 E. First St., Monroe, LA 70111, (734) 384-9136. The City of Monroe website address is [www.monroemi.gov](http://www.monroemi.gov).

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#### **AMENDED**

### **AGENDA - CITY COUNCIL SPECIAL MEETING MONDAY, APRIL 12, 2010 7:00 P.M.**

#### **I. CALL TO ORDER.**

#### **II. ROLL CALL.**

#### **III. CONSENT AGENDA.**

##### **70 Forestry "Hi Ranger" equipment Inspection and Maintenance Contract Award**

1. Communication from the Director of Engineering & Public Services, reporting back on bids received for service, inspection and maintenance to the Forestry "Hi Ranger" Equipment, and recommending that a contract be awarded to Cannon Truck Equipment in the amount of \$24,125, that a total of \$27,000 be encumbered to allow for any contingencies that may arise or additional work that may be found to be necessary, and that the Director of Engineering & Public Services be authorized to issue a purchase order on behalf of the City of Monroe.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

#### **IV. CITY COUNCIL CLOSED EXECUTIVE SESSION TO DISCUSS COLLECTIVE BARGAINING.**

#### **V. ADJOURNMENT.**



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** FORESTRY "HI RANGER" EQUIPMENT INSPECTION AND MAINTENANCE CONTRACT AWARD

**DISCUSSION:** The City's Forestry maintenance operations are a part of the Public Services Department's regular work activities, and the City maintains a three-person crew that is regularly assigned to this work, except during winter operations and other high-priority events. Services provided by the forestry division range from rudimentary removal of low-lying limbs to full removal of very large trees within City parks, street rights-of-way, and other City-owned facilities. Due to the nature of this work, much of the equipment utilized is very heavy-duty and expensive, and can represent a significant hazard to the employees utilizing it and to the general public if it is not properly and regularly maintained.

One of the most heavily-used and most versatile pieces of equipment is our aerial lift tower vehicle, commonly called the "Hi Ranger" (City of Monroe equipment ID #460), which has a 500-pound capacity platform that is raised and rotated as necessary to provide workers with access to trees and limbs up to 65 feet above the ground surface. Without the use of this vehicle, the City would have to contract out all of our large tree removals and high limb removals. Given the multitude of risks (fall from high elevation, risk of electric shock, etc.) with this vehicle, the Michigan Occupational Safety and Health Administration (MIOSHA) requires that a comprehensive maintenance inspection be performed every five (5) years, which also involves long-term preventative maintenance on a number of items. This was last performed in May 2004 at a cost of \$25,334.

There are a very limited number of truck maintenance facilities that are able to perform this service to the general public, and the 2004 service was awarded as a sole source procurement to a vendor (Dueco) in Wisconsin. However, we have been able to find at least one other such facility that were willing to quote this service to us. Both quotations are attached for your review. It should be noted that since Dueco last performed this service in 2004, they have started performing this service at a facility in Medina, Ohio as well.

After consultation with the City Manager and Finance Director in early March, the Public Services Department was advised that even though few potential vendors existed, the City's purchasing policy would suggest a full public bidding would be appropriate. The Department has been preparing the formal bid documents, and the low bid was to have been placed in front of City Council for approval on May 3. Unfortunately, this week the upper boom on these piece of equipment sprung a large hydraulic leak in the hose assembly, and this unit is now completely inoperable. This is an item that would have been addressed in the comprehensive inspection.

The low quotation that had been previously provided is from Cannon Truck Equipment of Shelby Township, Michigan, in the amount of \$24,125, which includes pick-up and delivery when completed. Fortunately, after discussions with them, they will include the repairs at no additional cost as a part of the original quotation. Therefore, at this point we feel that it is imperative that repairs commence on this unit immediately, rather than advertising for formal bids at an additional delay of three more weeks.

**IT IS RECOMMENDED** that a contract be awarded to Cannon Truck Equipment in the amount of \$24,125, that a total of \$27,000 be encumbered to allow for any contingencies that may arise or additional work that may be found to be necessary, and that the Director of Engineering and Public Services be authorized to issue a purchase order on behalf of the City of Monroe.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** As soon as possible

**REASON FOR DEADLINE:** This vehicle is essential to forestry operations, is completely inoperable, and should be serviced as soon as possible

**STAFF RECOMMENDATION:**           X For                    Against

**REASON AGAINST:** N/A

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

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

## FINANCES

<b>COST AND REVENUE PROJECTIONS:</b>		
	Cost of Total Project	\$27,000.00
	Cost of This Project Approval	\$27,000.00
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

<b>SOURCE OF FUNDS:</b>	City	Account Number	Amount
	General Contract Serv. – Stores	641-60.521-818.020	\$27,000.00*
	<u>Other Funds</u>		

\*Includes contingencies

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

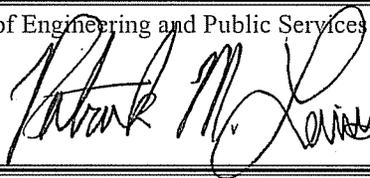
**FACT SHEET PREPARED BY:** Patrick M. Lewis, P.E., Director of Engineering and Public Services

**DATE:** 04/08/10

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** April 12, 2010





**CANNON**  
truck equipment

METRO DETROIT  
Ph: (586) 991-0054 Fx: (586) 991-0074  
REMITTANCE ADDRESS:  
51761 Danview Technology Ct.  
Shelby Twp, MI 48315

I N V O I C E  
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Invoice No S17117

CANNON ENGINEERING & EQUIPMENT CO., L.L.C.  
STATE REG# F151568, FED ID# 38-3473737  
DEALER LICENSE NUMBER: B6542

02/24/10: Invoice Date

Bill To: 2238  
CITY OF MONROE  
120 EAST FIRST STREET  
  
MONROE MI 48161

Ship To:  
CITY OF MONROE  
DEPT OF PUBLIC WORKS  
222 JONES AVE.  
MONROE MI 48161

Contact:	CUST. PO: NET 30	Page 1
MAKE:	MODEL:	YR:
UNIT/VEH:	MILEAGE:	0
TERMS: N30	TECHNICIAN:	VIN:
		STOCK ID:

\*\*\*\*\*QUOTE\*\*\*\*\*

- Estimate only for unit 460 (Mod# 6H-65 S/N#098916608)
- 1) Remove leveling rods, chains, and cables. Clean and inspect rods.
  - 2) Supply and install new chains and cables for leveling.
  - 3) Install new seals at bulkhead for leveling.
  - 4) Install new seal for gear tip.
  - 5) Supply and install new silica for upper boom.
  - 6) Remove and reseal upper control head. Inspect spools for wear. Replace bushings and cotter pins as needed.
  - 7) Supply and install new rubber boot.
  - 8) Supply and install new seals and rubber boots on lower control handles.
  - 9) Supply and Install new lift cable.
  - 10) Supply and install new lift insulator rod.
  - 11) Supply and install new compensating chain.
  - 12) Reseal upper boom lift cylinder.
  - 13) Perform structural test after completing repairs.
  - 14) Perform annual aerial dielectric inspection.
  - 15) Install new bearing bolts
  - 16) Inspect compensating idler sprocket
  - 17) Includes pick up and delivery to customer

NOTE:  
LABOR IS 100 HOURS @ \$86.00/HR

Part Number	Description	Quantity	UOM	Unit Price	Extended Price
RDS101		1.0	EA	24125	24,125.00

Subtotal 24,125.00  
Sales Tax 0.00

Cannon Equipment Co. Values It's Customers And Distributes  
Only The Highest Quality Products Manufactured.

Please Call Cannon Equipment For All Your Future Needs!

Total \$ 24,125.00

ORIGINAL INVOICE



Phone: (330) 722-6900  
Toll Free: (888) 493-8326  
Fax: (330) 722-2270  
1175 Industrial Parkway  
Medina, OH 44256

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## Estimate Proposal

02/10/2010

City of Monroe  
222 Jones Avenue  
Monroe, MI 48161  
Phone: (734) 241-5856  
Fax: (734)241-2024

Attention: Shana

Proposal Number: 210120

This is an estimate of repair for your unit 460 (Mod. 6H-65 / Sn. 098916608) as outlined within this proposal.

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- Remove leveling rods, chains, and cables. Clean and inspect rods.
  - Supply and install new chains and cables for leveling.
  - Install new seals at bulkhead for leveling.
  - Install new seal for gear tip.
  - Supply and install new silica for upper boom.
  - Remove and reseal upper control head. Inspect spools for wear. Replace bushings and cotter pins as needed. Supply and install new rubber boot.
  - Supply and install new seals and rubber boots on lower control handles.
  - Supply and install new lift cable.
  - Supply and install new lift insulator rod.
  - Supply and install new compensating chain.
  - Reseal upper boom lift cylinder while out for cable and chain replacement.
  - Inspect compensating idler sprocket for wear.
  - Perform annual inspection.
  - Perform structural test after completing repairs.
  - Supply and install new rotation bearing bolts.
- 

<b>Total Parts</b>	<b>\$</b>	<b>9,927.75</b>
<b>Total Labor</b>	<b>\$</b>	<b>17,100.00</b>
<b>Total Cost</b>	<b>\$</b>	<b>27,027.75</b>

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**Proposal Number: 210120**

Please note that applicable Federal and State Taxes have not been added to this proposal. Also the possibility exists that there may be some other damaged parts that we cannot foresee at this time that may need replacing.

OEM parts will be used throughout. Upon request, replaced-parts will be returned to the customer following completion of the repairs. This proposal is good for 30 days. F.O.B. Medina, Ohio.

Thank you for giving us the opportunity to work with you on your equipment needs. If we can be of further assistance, please feel free to call us at (888) 493-8326.

**Proposed by Dueco**

**Accepted by**

Signed: Raymond Hunter

Signed: \_\_\_\_\_

Print: Raymond Hunter

Print: \_\_\_\_\_

Date: 02/09/2010

PO# \_\_\_\_\_ Date: \_\_\_\_\_