
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) 384-9138. The City of Monroe website address is www.monroemi.gov.

AGENDA - CITY COUNCIL REGULAR MEETING

MONDAY, MARCH 18, 2013

7:30 P.M.

AMENDED

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. COUNCIL ACTION.

39 Tabled at the March 4, 2013 meeting.

The communication from the Director of Engineering and Public Services was presented, submitting a change order to the Lawn Maintenance Contract (Group B) for additional work, and recommending that Council award a change order for all of the additional work for the 2013 season to Noel Lawn Service in the amount of \$23,975.00 and that the Director of Engineering and Public Services be authorized to execute it on behalf of the City. It was moved by Council Member Hensley and seconded by Council Member Kansier that item 39 be tabled until March 18, 2013 until which time Council is provided with a cost analysis and a review of last year's bid.

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

A. Approval of the Minutes of the Work Session held on March 4, 2013 and the Minutes of the Regular City Council Meeting held on March 4, 2013.

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

45 2013-2015 Parks Service Contract Awards.

1. Communication from the Director of Engineering & Public Services, reporting back on bids received for the 2013-2015 Parks Service Contract, and recommending that both the 2013-

2015 Ball Field Maintenance (\$22,580 cost in 2013) and the 2013-2015 Parks Custodial Services Contracts (\$36,607 cost in 2013) be awarded to World Class Landscaping & Contracting, Inc., and that authorization be given to exceed these contractual amounts if needs dictate, within the annual budgetary limitations of each line item, and further recommending that the Mayor and Clerk-Treasurer be authorized to execute the contracts on behalf of the City.

2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 46 Mercy Memorial Cancer Connection's "Canines 4 A Cause."
1. Communication from the City Manager's Office, submitting a request from Mary Goode on behalf of the Mercy Memorial Cancer Connection for permission to hold the "Canines 4 A Cause" Event at Munson Park on May 19, 2013 from 12:30 p.m. – 5:30 p.m. with an obstacle course for the dog's use, use of one of the trails, both shelters, electricity and that all fees to use Munson Park be waived, and recommending that Council approve this request contingent upon items being met as outlined by the administration, subject to costs recovery & fee waivers in accordance with City Council adopted policy, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 47 Consider Awarding Community Development Block Grant Lead-Based Paint & Asbestos Testing to ETC.
1. Communication from the Director of Economic & Community Development, reporting back on bids received to complete testing services for the city's home rehabilitation program, and recommending that Council award the Community Development Block Grant LBP and asbestos testing contract to Environmental Testing and Consulting, Inc. with an agreement to provide the desired services on a "per unit" basis and further recommending that Council authorize the City Manager to execute a service agreement with this vendor to provide these services for one year from the date of signing with a total cost not to exceed the established budgetary limitations of the home rehabilitation program (FIX Program) as a whole.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 48 Monroe Dog Run Committee 5K Walk/Run.
1. Communication from the City Manager's Office, submitting a request from Nancy Wain on behalf of the Monroe Dog Run Committee for permission to hold a 5K Walk/Run at Munson Park on June 8, 2013 at 10:00 a.m., use of the walking trails and use of the parking lot adjacent to the skate park, and recommending that Council approve this request contingent upon 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.

- 49 Authorization for Sale of Scrap Brass and Copper from the Water Department Inventory.
1. Communication from the Director of Water & Wastewater Utilities, reporting back on bids received for the authorization for sale of scrap brass and copper fittings/appurtenances in the Water Department Meter Shop inventory as part of complying with a new federal law, and recommending that Council authorize the Water Department to sell scrap brass and copper fittings and appurtenances in the Water Department Meter Shop Inventory that do not meet the requirements of the Reduction of Lead in Drinking Water Act at the bid price of \$2.36 per pound to SLC Recycling out of Warren, MI or at the highest available price to other vendors due to volatile market conditions with these materials per the City Purchasing Ordinance.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 50 Mercy Memorial Cancer Connection "Walk of Hope."
1. Communication from the City Manager's Office, submitting a request from Mary Goode on behalf of the Mercy Memorial Cancer Connection for permission to hold the "Walk of Hope" at Munson Park on September 14, 2013 from 8:00 a.m. – 2:00 p.m., use of one of the trails, both shelters, electricity, and that all fees to use Munson Park be waived, and recommending that Council approve this request contingent upon items being met as outlined by the administration, subject to costs recovery & fee waivers in accordance with City Council adopted policy, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 51 Payment Collection Contract with Monroe County Community Credit Union.
1. Communication from the Finance Director, submitting an agreement with Monroe County Community Credit Union, MCCCUCU, a contract for collection of payments due to the City of Monroe, for a minimum term of one (1) year to provide services under this agreement and after that time, either party can terminate the agreement with sixty (60) days written notice, and recommending that Council approve the attached "Contract for Collection of Payments Due to the City of Monroe" and further approve the Mayor and Clerk/Treasurer to sign the agreement on the City's behalf.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 52 Engineering & Public Services Department Sedan Purchase.
1. Communication from the Director of Engineering & Public Services, submitting a request to purchase one (1) 2013 Ford Fusion SE to be used by the Director of Engineering & Public Services, and recommending that Council award a contract to purchase one (1) 2013 Ford Fusion SE for a price of \$19,107.10 from Signature Ford of Owosso, Michigan, and further recommending that the Director of Engineering & Public Services be authorized to prepare a purchase order for the above amount.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

53 MONROE Rotary Club Superhero 5K Run / Walk.

1. Communication from the City Manager's Office, submitting a request from The Monroe Rotary Club for permission to hold a "Superhero 5K Run / Walk" on May 4, 2013 at 7:00 a.m., to run on the affected streets and for assistance from the City and Police Department, and recommending that Council approve this request contingent upon items being met as outlined by the administration, subject to costs recovery & fee waivers in accordance with City Council adopted policy, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

VI. MAYOR'S COMMENTS.

VII. COUNCIL COMMENTS.

VIII. CITY MANAGER COMMUNICATION.

IX. CITIZEN COMMENTS.

X. CLOSED EXECUTIVE SESSION TO DISCUSS PROPERTY ACQUISITION & PENDING LITIGATION.

XI. ADJOURNMENT.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: LAWN MAINTENANCE CONTRACT (GROUP B) – CHANGE ORDER AWARD FOR ADDITIONAL WORK

DISCUSSION: On April 6, 2009, the City Council awarded two separate contracts for lawn maintenance of various City-owned properties, for a five-year term ending in November 2013. Group A consisted of only Munson Park and Custer Airport, considered unique due to their large size and relatively open nature, while Group B included all remaining, generally smaller sites, requiring a higher degree of detail work per acre. Pricing at the time of award was considered very good, and in general our experience with contracting this work (rather than self-performing all work as was done prior to 2008) has been a positive experience that has resulted in significant cost savings to the City. For the 2012 season, the total cost to perform this work across both contracts was \$113,371.01, which included \$6,641.44 to start two weeks early due to the unusually warm spring last year. Annual adjustments are made according to changes in the Consumer Price Index (CPI), which was just under 4% last year, and this year's adjustment will be determined shortly.

These contracts, in general, include all grass cutting and string trimming throughout the entire properties in question and all obstacles. However, the specifications do not include maintenance of vegetation along the various City-owned river and stream banks. A few years ago, tasks such as this were scheduled a few times a year to be performed by a crew of individuals that were performing community service hours, supervised by a part-time City employee. For various reasons, this arrangement is no longer regularly available to the City, so for the past few years this work has been accomplished in somewhat of a stopgap fashion by City crews and occasional contracting. In anticipation of incorporating this work into our next long-term bidding for the lawn maintenance contract (likely to be for the 2014-2018 seasons), the Public Services Department solicited the attached quotation from the Group B contractor (the work group with the most similar work activities in general) for occasional removal of riparian vegetation in a few of our high-profile locations, including 1) River Raisin frontage along the North Custer Road bicycle path (Cranbrook Park to homes west of Veterans' Park), 2) both sides of Mason Run Drain across the Multi-Sports Complex property, 3) River Raisin frontage along Hellenberg Park, 4) River Raisin frontage behind the West Side Fire Station, and 5) River Raisin frontage along Soliders and Sailors Park. At this point, we believe allowing for one cut each in April, June, August, and October (could be shifted slightly based on weather conditions) is appropriate, and should keep the vegetation from growing to a woody state. The total cost for all five locations, for a total of four cuts in 2013, is \$8,000.

Another work activity that was also not included in the contract work before (since they do not require weekly cutting based on their rough nature) was the monthly cutting of the large vacant properties owned by the City in the Mason Run subdivision, both south of Noble Avenue and two different large parcels north of the development on the north side of Noble Avenue. The attached quote indicates that this work can be performed for \$995 per monthly cut, which is competitive with our work crews with less wear and tear on our equipment, for a total of \$5,970 (May through October). It is also anticipated that this work will be included in our next long-term contract as well.

Lastly, as you are no doubt aware, the completion of the Riverfront Parking Lot in late 2012 greatly enhanced the downtown area with a variety of new landscaped areas and other aesthetic features. However, due to the vastly increased maintenance now needed, including mowing, weeding, pruning of vegetation, fertilizing, and general clean-up, additional outside support is needed. As before, the attached quotation was solicited for the 2013 season, with the expectation that this work will be bid with the 2014-2018 contract. A weekly price was provided, and anticipating 29 weeks (mid-April through the end of October), the total cost for the work will be \$10,005. Given our positive experience with the contractor, Ron Noel Lawn Service, we believe they are capable of satisfactorily completing all work.

IT IS RECOMMENDED that the City Council award a change order for all of the above work for the 2013 season to Noel Lawn Service in the amount of \$23,975.00 and that the Director of Engineering and Public Services be authorized to execute it on behalf of the City.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Services are likely to begin within 6-8 weeks

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, users of parks and other City-owned properties

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$23,975.00
	Cost of This Project Approval	\$23,975.00
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	City	Account Number	Amount
	Parking Fund (FY 12-13)	231-60.444-818.020*	\$4,140.00
	Parking Fund (FY 13-14)	231-60.444-818.020*	\$5,865.00
	Parks Contractual (FY 12-13)	101-60.756-818.020**	\$2,800.00
	Parks Contractual (FY 13-14)	101-60.756-818.020**	\$2,800.00
	DPS Contractual (FY 12-13)	101-60.441-818.020***	\$3,190.00
	DPS Contractual (FY 13-14)	101-60.441-818.020***	\$5,180.00

*Includes Riverfront Parking Lot work only (12 weeks at \$345 in FY 12-13, 17 weeks at \$345 in FY 13-14)

**Includes weed cutting along River at Bike Path, Soldiers & Sailors, and Hellenberg (\$5,600 total, split between 2 fiscal years evenly)

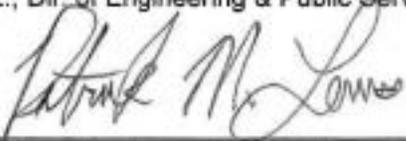
***Includes weed cutting at Multi-Sports Complex and West Side Fire Station (\$2,400 total, split between 2 fiscal years evenly) and monthly cutting at Mason Run Development (\$1,990 in FY 12-13, \$3,980 in FY 13-14)

Other Funds

Budget Approval: 

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

DATE: 02/26/13

REVIEWED BY: 

DATE:

COUNCIL MEETING DATE: March 4, 2013

Noel Lawn Service

831 Cole Road

Monroe, MI 48162

(734) 777-1576 FAX (734) 457-3893

* Insured * Dependable *

* 30 Years Experience *

2013 LAWN SERVICE BID TO:

CITY OF MONROE

ATTN: BILL WALTERS

DITCH BANKMENTS / 4 CUTS PER YEAR EACH

- | | |
|---------------------------|-------------------------------|
| 1. N. CUSTER | \$500.00 PER CUT = \$2,000.00 |
| 2. ICE ARENA | \$500.00 PER CUT = \$2,000.00 |
| 3. HELLENBURG PARK | \$500.00 PER CUT = \$2,000.00 |
| 4. WESTSIDE FIRE STATION | \$100.00 PER CUT = \$ 400.00 |
| 5. SOLDIERS & SAILORS PK. | \$400.00 PER CUT = \$1,600.00 |

Noel Lawn Service

831 Cole Road

Monroe, MI 48162

(734) 777-1576 FAX (734) 457-3893

* Insured * Dependable *

* 30 Years Experience *

2013 LAWN SERVICE BID TO:

CITY OF MONROE

ATTN: BILL WALTERS

MASON RUN VACANT LOTS

1. MONTHLY CUT AND TRIM \$995.00

Noel Lawn Service

831 Cole Road

Monroe, MI 48162

(734) 777-1576 FAX (734) 457-3893

* Insured * Dependable *

* 30 Years Experience *

2013 LAWN SERVICE BID TO:

CITY OF MONROE

ATTN: BILL WALTERS

RIVER/FRONT PARKING LOT

1. CUT, TRIM, BLOW W/ DEBRIS PICK UP , WEEDING,
PRUNING, AND CURB CLEANING.
2. 6 STEP FERTILIZATION PROGRAM (WEED & FEED)
3. COST PER WEEK OF \$345.00



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2013-2015 PARKS SERVICE CONTRACT AWARDS

DISCUSSION: Beginning with the 2011 season, two (2) contracts were bid and awarded for most regular and recurring maintenance activities in various City parks, including regular ball diamond grading and lining on one contract (Ball Field Maintenance Contract), and daily restroom cleaning and daily trash collection on the other (Parks Custodial Services Contract). Since this represented a wholesale change in the mode of operation for these services, only a one-year contract was initially bid in 2011, to allow for any necessary contractual revisions to be made before a long-term contract was contemplated, though this contract was extended by the City Council in 2012 to allow for some expansion of services found to be necessary but that were not included in the base contract initially, such as grading of the sand volleyball courts and weekly cleaning of some of the heavily used and rented shelters. In addition to the primary parks activities, watering of downtown concrete planter units (at cost to the Downtown Development Authority) was included in the Custodial Services contract, since these contracts afforded a good opportunity to save costs in these regular maintenance activities as well. City staff still retains some involvement within the parks, and these must be scheduled in priority with the other activities of our Operations Crew. Examples include opening and winterizing the restrooms each year, heavy repairs to play equipment, repairs to and moving of picnic tables, etc. Unfortunately, 2012 was also a particularly bad year for vandalism as well, which is nearly impossible to include in a broad contract, and said damage took a large amount of City staff time to resolve properly. However, on balance, after two years of experience with this model, coupled with other operational improvements, it appears that contracting the regular and predictable services to an outside vendor is cost-effective for the City, and is much more flexible in meeting the needed 7-day per week coverage. As such, with the contract model reasonably developed, a three-year contract was bid for the 2013-2015 seasons, with an annual price adjustment according to the Consumer Price Index (CPI).

There were only two (2) bidders for each contract, and bid tabulations for each are attached for your information. The low bidder on both contracts is World Class Landscaping & Contracting, Inc. from Carleton, who also was awarded the previous contracts for this work. Their low bid amount was \$22,580.00 for the Ball Field Maintenance contract and \$36,607.00 for the Custodial Services contract, both significantly below the second low bidder. Given their past experience with our parks contracts, we feel that World Class is qualified to continue to provide these services to the City. In addition to the bid tabulations for each contract, a summary of the services performed in 2012 and their corresponding costs for each contract has been attached. It should be noted that in 2012, \$24,015.00 was expended for the Ball Field Maintenance contract, and \$48,082.50 was expended for the Custodial Services contract, though \$3,570 of this was for the watering of downtown trees that is not included in this year's bidding. Although the exact level of service provided each season is somewhat variable due to weather conditions and other factors, it is estimated that this year's bidding will result in approximately a \$10,000 savings to the General Fund over the 2012 pricing. The specifications governing the work products for both contracts have also been attached to this fact sheet, though there have been very few changes in them since the original bidding of the work. It should also be noted for reference that all grass mowing outside of the ball field fences is performed by another contractor, and 2013 is the last year of a five-year contract for that work. The authorization to award the downtown planter watering item would be contingent upon the DDA providing funding, and it is believed that they intend to pursue this again in 2013. We intend to start trash collection on Good Friday, March 29, and tentatively plan to open restrooms by Friday, April 12, though these dates are adjustable based on weather conditions. As with past years, the Engineering and Public Services Department will be the overall administrator of the contracts, and will be in charge of directly supervising the Custodial Services contract, while the Recreation Department will schedule and supervise the Ball Field Maintenance contract to be responsive to the overall programming needs.

IT IS RECOMMENDED that both the 2013-2015 Ball Field Maintenance (\$22,580 cost in 2013) and the 2013-2015 Parks Custodial Services contracts (\$36,607 cost in 2013) be awarded to World Class Landscaping & Contracting, Inc., and that authorization be given to exceed these contractual amounts if needs dictate, within the annual budgetary limitations of each line item. **IT IS FURTHER RECOMMENDED** that the Mayor and Clerk-Treasurer be authorized to execute the contracts on behalf of the City.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: March 18, 2013

REASON FOR DEADLINE: Given the upcoming Easter holiday schedule, trash service is recommended to begin prior to the next scheduled City Council meeting.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering and Public Services Department, Recreation Department, adult and youth ball players, Monroe Public Schools, all parks users

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$59,187.00*
	Cost of This Project Approval	\$59,187.00*
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Includes estimate of necessary services for both contracts, staff is requesting authority to exceed this amount up to the budgetary limitations in the respective line items, should actual needs vary somewhat from approved contract amounts.

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Parks General Contractual	101-60.756-818.020 (FY 12-13)	\$12,806.00*
	Parks General Contractual	101-60.756-818.020 (FY 13-14)	\$19,801.00*
	Rec. Prog. General Contr.	101-70.756-818.020 (FY 12-13)	\$ 6,703.00**
	Rec. Prog. General Contr.	101-70.756-818.020 (FY 13-14)	\$15,877.00**
	DDA General Contractual	751-65.691-818.020 (FY 12-13)	\$ 1,440.00***
	DDA General Contractual	751-65.691-818.020 (FY 13-14)	\$ 2,560.00***

Note: Estimates based on projected usage each fiscal year, may vary from projections. Through this authorization, Council approval for services at the bid unit prices is requested, subject to the budgetary restrictions in each line item.

*Includes daily restroom cleaning and trash collection in all parks, weekly cleaning of certain shelters.

**Includes ball diamond, sand volleyball court preparatory work as needed and directed by Recreation staff.

***Includes watering of concrete downtown planter units and trash collection along Riverwalk as directed by DDA board.

Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering & Public Services **DATE:** 03/11/13

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: March 18, 2013



City of Monroe Ball Field Maintenance - 2013-2015 Seasons
BID TABULATION
BIDS DUE: Monday, March 4, 2013

No.	Item	# units	Units	1 - World Class Landscaping		2 - Ron Noel Lawn Service	
				Unit Price	Amt.	Unit Price	Amt.
1	Reg. Main. - 4 adult ball dia. - Munson	200.0	DAY	30.00	6,000.00	30.00	6,000.00
2	Reg. Main. - 2 youth ball dia. - Munson	85.0	DAY	60.00	5,100.00	30.00	2,550.00
3	Reg. Main. - #1 adult ball dia. - Roessler	45.0	DAY	30.00	1,350.00	40.00	1,800.00
4	Reg. Main. - 3 other ball dia. - Roessler	100.0	DAY	60.00	6,000.00	70.00	7,000.00
5	Reg. Main. - 1 adult ball dia. - Cairns	30.0	DAY	10.00	300.00	40.00	1,200.00
6	Reg. Main. - 1 adult ball dia. - Navarre	12.0	DAY	25.00	300.00	40.00	480.00
7	Reg. Main. - 1 adult ball dia. - Hellenberg	25.0	DAY	5.00	125.00	40.00	1,000.00
8	PS Prep. - 4 adult ball dia. - Munson	4.0	DAY	15.00	60.00	100.00	400.00
9	PS Prep. - 2 youth ball dia. - Munson	2.0	DAY	25.00	50.00	100.00	200.00
10	PS Prep. - #1 adult ball dia. - Roessler	1.0	DAY	40.00	40.00	100.00	100.00
11	PS Prep. - 3 other ball dia. - Roessler	3.0	DAY	15.00	45.00	100.00	300.00
12	PS Prep. - 1 adult ball dia. - Cairns	1.0	DAY	35.00	35.00	100.00	100.00
13	PS Prep. - 1 adult ball dia. - Navarre	1.0	DAY	25.00	25.00	100.00	100.00
14	PS Prep. - 1 adult ball dia. - Hellenberg	1.0	DAY	10.00	10.00	100.00	100.00
15	Weekly Nail Dragging - 4 adult - Munson	90.0	DAY	2.00	180.00	20.00	1,800.00
16	Weekly Nail Dragging - 2 youth - Munson	30.0	DAY	1.00	30.00	20.00	600.00
17	Weekly Nail Dragging - #1 Roessler	20.0	DAY	1.00	20.00	20.00	400.00
18	Weekly Nail Dragging - 3 others - Roess.	45.0	DAY	2.00	90.00	20.00	900.00
19	Reg. Main. - Sand Volleyball Courts	20.0	DAY	25.00	500.00	20.00	400.00
20	PS Prep. - Sand Volleyball Courts	1.0	LS	200.00	200.00	300.00	300.00
21	Grass Mowing - b. Munson Adult Fields	30.0	DAY	25.00	750.00	20.00	600.00
22	Post-Season Weed Treatment - per field	13.0	DAY	50.00	650.00	100.00	1,300.00
23	Install Base Pegs (Various Fields)	36.0	EACH	20.00	720.00	100.00	3,600.00
Total					22,580.00		31,230.00

**City of Monroe Parks Custodial Services - 2013-2015 Seasons
BID TABULATION**

BIDS DUE: Monday, March 4, 2013

No.	Item	# units	Units	1 - World Class Landscaping		2 - Ron Noel Lawn Service	
				Unit Price	Amt.	Unit Price	Amt.
1	Munson Park Playground Restroom Cleaning	199.0	DAY	15.00	2,985.00	16.00	3,184.00
2	Munson Park Ball Complex Restroom Cleaning	199.0	DAY	15.00	2,985.00	16.00	3,184.00
3	Veterans' Park Restroom Cleaning	199.0	DAY	15.00	2,985.00	16.00	3,184.00
4	Saint Mary's Park Restroom Cleaning	199.0	DAY	15.00	2,985.00	16.00	3,184.00
5	Hellenberg Park Restroom Cleaning	199.0	DAY	5.00	995.00	8.00	1,592.00
6	Refuse Collection - Munson Park (1-25 containers)	248.0	DAY	20.00	4,960.00	25.00	6,200.00
7	Refuse Collection - Munson Soccer (1-20 containers)	120.0	DAY	5.00	600.00	15.00	1,800.00
8	Refuse Collection - Other Parks (1-35 containers)	248.0	DAY	40.00	9,920.00	40.00	9,920.00
9	Refuse Collection - Riverwalk (1-5 containers)	248.0	DAY	4.00	992.00	15.00	3,720.00
10	Watering of Flowers in Downtown (1-42 total)	100.0	DAY	40.00	4,000.00	35.00	3,500.00
11	Cleaning of Pavilion - Munson Restroom Shelter	40.0	DAY	20.00	800.00	25.00	1,000.00
12	Cleaning of Gazebo - Munson Park	40.0	DAY	20.00	800.00	25.00	1,000.00
13	Cleaning of Shelter - Saint Mary's Park	40.0	DAY	20.00	800.00	25.00	1,000.00
14	Cleaning of Shelter - West Side of Veterans' Park	40.0	DAY	20.00	800.00	25.00	1,000.00
Total					36,607.00		43,468.00

2012 Ball Field Maintenance Contract Summary

Inv. #	Date	Paid	Description	Cost	Munson - 4 Adult Ball Diamonds - \$140.00 each	Munson - 2 Youth Ball Diamonds - \$75.00 each	Roesler #1 Field - \$40.00 each	Roesler #2, #3, #4 Fields - \$75.00 each	Carma - Adult Diamond - \$40.00 each	Newman Field - Adult Diamond - \$40.00 each	Hellenberg Field - Adult Diamond - \$10.00 each	Munson - 4 Adult Diamonds - Pre-Season Prep. - \$100.00	Munson - 2 Youth Diamonds - Pre-Season Prep. - \$75.00	Roesler #1 - Pre-Season Prep. - \$75.00	Roesler #2, #3, #4 - Pre-Season Prep. - \$75.00	Carma - Pre-Season Prep. - \$75.00	Newman - Pre-Season Prep. - \$75.00	Hellenberg - Pre-Season Prep. - \$75.00	Munson - 4 Adult - Weekly Nail Dragging - \$25.00 each	Munson - 2 Youth - Weekly Nail Dragging - \$10.00 each	Roesler #1 - Weekly Nail Dragging - \$10.00 each	Roesler #2, #3, #4 - Weekly Nail Dragging - \$20.00 each	Sand Volleyball - Regular Maintenance - \$25.00 each	Sand Volleyball Courts - Munson - Pre-Season Prep. - \$200.00	Grass Mowing - Access Aisles - Munson - \$50.00 each	Post-Season Weed Treatment per field - \$80.00	Other Work		
919	8/1/12	5/20/12	Basic Services, P.S Prep	\$2,850.00	5	4	7	4	4	2		1	1	1	1	1	1	1	2	2	5	5	2	1	4				
942	8/31/12	5/18/12	Basic Services	\$4,205.00	15	5	8	5	5	4										5	5	5							
961	8/31/12	5/18/12	Install New Base Peps	\$855.00																									
1011	7/2/12	6/30/12	Basic Services	\$5,410.00	20	11	9	11	4											4		4							
1023	8/1/12	9/4/12	Basic Services	\$4,080.00	16	8	6	5	4											4		4							
1042	9/4/12	9/17/12	Basic Services	\$2,555.00	7	5	5	5	5											3		4							
1054	9/30/12	10/15/12	Basic Services	\$2,440.00	8	4	4	4	4											4		4							
1073	11/6/12	Unpaid?	Basic Services	\$1,620.00	5	4	4	4	4											4									
Total - Actual Contract Work					76	41	43	38	30	6	0	1	1	1	1	1	1	1	1	22	0	16	0	19	1	1	98	0	
2012 Original Contract Quantity					85	45	45	40	25	12	25	1	1	1	1	1	1	1	1	20	15	20	10	20	1	1	90	13	
2011 Quantity Used					86	42	44	37	25	11	0																	25	

Summary of Costs per Fiscal Year	
FY 2011-12	\$13,120.00
FY 2012-13	\$10,895.00

2012 Parks Custodial Services Contract Summary

Inv. #	Date	Paid	Description	Total Cost	101-60.756 DPS Parks	101-60.468 Forestry	751-65.691 DDA	Munson Playground Restroom Cleaning - \$17.50 / day	Munson Ball Complex Restroom Cleaning - \$17.50 / day	Veterans' Park Restroom Cleaning - \$17.50 / day	St. Mary's Park Restroom Cleaning - \$17.50 / day	Hellenberg Park Restroom Cleaning - \$7.50 / day	Refuse Collection in Munson Park - \$25.00 / day	Refuse Collection - Munson Soccer - \$16.25 / day	Refuse Collection in Other Parks - \$50.00 / day	Refuse Collection along Riverwalk - \$5.00 / day	Watering of Flowers Downtown - \$40.00 / day	Cleaning of Pavilion - Munson Shelter - \$30.00 / day	Cleaning of Gazebo - Munson Park - \$30.00 / day	Cleaning of Shelter - St. Mary's Park - \$30.00 / day	Cleaning of Shelter - West Side of Veterans' Park - \$30.00 / day	Watering of Tree Downtown - \$85.00 / day	Replaced Soap Dispenser - \$85.00 each	
958	4/10/12	5/7/12	March	\$655.00	\$655.00			2	2	2	2	2	8		6									
978	5/1/12	5/7/12	April	\$5,345.00	\$5,345.00			30	30	30	30	30	30	8	30				4	4	4	4		
990	5/31/12	6/18/12	May	\$6,412.50	\$5,777.50	\$255.00	\$380.00	31	31	31	31	31	31	20	31	20	7	4	4	4	4	3	1	
1012	7/2/12	6/30/12	June	\$7,510.00	\$5,850.00	\$1,020.00	\$640.00	30	30	30	30	30	30	20	30	30	16	5	5	5	5	12		
1022	8/1/12	8/20/12	July	\$7,517.50	\$5,807.50	\$1,190.00	\$720.00	31	31	31	31	31	31		31	31	18	4	4	4	4	14	1	
1041	9/4/12	9/17/12	August	\$7,092.50	\$5,682.50	\$850.00	\$560.00	31	31	31	31	31	31		31	31	14	5	5	5	5	10		
1055	9/30/12	10/15/12	September	\$6,025.00	\$5,690.00	\$255.00	\$80.00	30	30	30	30	30	30	20	30	30	2	4	4	4	4	3		
1072	11/6/12	11/19/12	October	\$5,445.00	\$5,445.00			30	30	30	30	30	31		31	31		4	4	4	4			
1081	11/28/12	12/17/12	November	\$2,080.00	\$2,080.00								26			26								
Total - Actual Contract Work				\$48,082.50	\$42,132.50	\$3,570.00	\$2,380.00	215	215	215	215	215	248	68	246	199	57	30	30	30	30	42	2	
2012 Original Contract Quantity				\$47,840.00	\$38,110.00	\$4,590.00	\$5,140.00	184	184	184	184	184	228	120	228	228	100	40	40	40	40	0	0	
2011 Quantity Used				\$35,915.75	\$32,195.75	\$1,350.00	\$800.00	186	186	186	186	186	206	116	206	206	46	0	0	0	0	46	1	

Note: Tree watering was added as a change order to contract on June 6, at pricing of \$85.00 total per occasion, total of \$4590. Includes downtown, Soldier & Sailors, Crescent

Summary of Costs per fund		
FY 2011-12	101-60.756 DPS Parks	\$17,627.50
FY 2011-12	101-60.468 Forestry	\$1,275.00
FY 2011-12	751-65.691 DDA	\$1,020.00
FY 2012-13	101-60.756 DPS Parks	\$24,805.00
FY 2012-13	101-60.468 Forestry	\$2,295.00
FY 2012-13	751-65.691 DDA	\$1,360.00

DIVISION K: SUPPLEMENTAL SPECIFICATIONS
CITY OF MONROE BALL FIELD MAINTENANCE
2013-2015 SEASONS

1. SCOPE OF WORK:

The City of Monroe wishes to contract for maintenance of ball fields and related work within City-owned and / or operated facilities. This work shall include all labor, materials, and equipment necessary to maintain the locations described herein in a superior condition.

2. RELATIONSHIP TO OTHER CONTRACT PROVISIONS:

This contract form heretofore adopted is the typical City of Monroe Construction Contract form, with a few modifications to the Instructions to Bidders section (Division A). Some sections, particularly in the General Conditions and Specifications (Division D) may not appear on the surface to have applicability to this type of contract. However, all provisions remain in force should the need arise, and if applicable. If any discrepancy exists between any areas of the contract documents, Division D indicates the order of priority of the respective provisions.

3. TERM OF CONTRACT:

Contractor awarded this work is expected to commence operations on or around March 29 of each season, unless other arrangements are made. Each activity will be paid at the daily rate for each line item for the actual number of days where work is performed. Since the ball schedules fluctuate somewhat and are dependent on weather conditions, the total number of days where services will be needed has been estimated for each facility, and in general, all maintenance activities will be completed by October 15 of each season. The bid units for pay items 1 through 7 reflect this, with a total expected number of days based on preliminary ball schedules. Dates for subsequent years will be established by the City with at least two weeks' notice to the Contractor.

4. PRE-QUALIFICATIONS:

All bidders must provide references per Page B-6 of the bid documents, indicating previous contract work of a similar nature. The City reserves the right to reject bids from contractors that do not appear to have substantial experience of a similar nature, or accept bids from Contractors with experience in similar maintenance activities where the overall organizational structure and other relevant qualifications indicate that they are capable of success, though they may lack contract-specific experience.

5. SPECIAL INSTRUCTIONS TO BIDDERS:

Bid items 1 through 7 set forth in this contract (set forth on Pages B-2-1 through B-2-2) assume the number of days expected for a typical season during the contract term, and include providing the relevant service once per day as directed, which may not necessarily be every day during any particular week. For example, the bid item "Regular Maintenance of Adult Ball Diamonds at Munson Park" has a bid quantity of 200.0 days. Bidder shall determine their costs to maintain each field separately on a per day basis, and this shall be reported on the unit price line in words and numbers. The "Total Amount" column shall be computed by multiplying the unit price figures (per day) by the expected number of days. Payment for each line item shall be made on a per month

basis for the actual number of days during that month when the service was provided. **For all line items that include locations where there are multiple fields, payment will be made on a per item, per day rate for the number of fields serviced on each particular day (please note that this is different from previous years' bids). For example, line item 1 includes 200.0 days of maintenance at the adult fields at Munson Park. If the contractor performs grading operations on all four (4) fields on one day, followed by two (2) fields on the next day, and one (1) field on the following day, total payment would be for seven (7) "days" in total. Contractor should anticipate that on some occasions they will be asked to grade multiple fields, some days only one.** The Roessler Field ball diamond #1 has been broken out to a separate line item, since this field will be used far more often for SMCC softball games, and the service performed will be skewed toward the earlier spring, compared to the other fields at this location.

Bid items 8 through 14 set forth in this contract are to provide for a separate payment that will be made to the contractor for each field at a location for the initial preparatory work for the season. As it is expected that the initial preparatory work will involve significantly more effort than daily maintenance throughout the season, these line items are intended to be paid as a lump sum for each location or group of locations, and after payment of these items for the first maintenance of the season, subsequent payment for each field or group of fields will be made at the daily rate in pay items 1 through 7. Again, for locations where there are multiple fields present, the item will reflect this (i.e., four (4) units for Munson Park adult fields, two (2) units for Munson Park youth fields, and so on).

Bid items 15 through 18 provide for a payment to be made to the Contractor to nail drag all fields with highest usage level (Munson and Roessler) on a weekly basis per field. This work can occur simultaneously with the daily maintenance when needed, and these items are to be used to compensate for the **additional** effort needed over and above the normal daily grading activities to perform this more intensive work.

Bid items 19 and 20 provide for the pre-season preparatory work and weekly maintenance needed to maintain the Munson Park sand volleyball courts on a weekly basis for up to 20 weeks as directed by City supervisory staff. Since the sand volleyball courts will all be used at once, these line items shall include **ALL** fields.

Bid item 21 provides compensation for the Contractor to mow all grass in the access aisles between the four (4) adult diamonds at Munson Park on a weekly basis.

Bid item 22 provides for the contractor to perform post-season weed treatment on each field that is included in the contract, when directed by City supervisory staff.

Bid item 23 provides for the installation or resetting of base pegs when needed and directed by City staff.

6. HOURS AND DAYS OF WORK:

All work must be performed within the codes, standards and municipal ordinances of the City of Monroe. Work shall not generally commence before 7:00 A.M. and shall not continue past 7:00 P.M., seven (7) days per week, and shall not interfere with the ball game schedules provided to the contractor. Work at other times shall require prior approval of the City of Monroe, and from time to time, due to expected special events,

the City may direct that work be performed outside of these hours. Should the City desire an adjustment in the work hours, a minimum of 24 hours notice will be provided. No schedule is required from the Contractor, provided that work activities are contained within these hours, and that daily maintenance is being provided on the days directed by the City's Recreation Supervisor or her designee. The City will provide contact names and phone numbers for the Contractor's usage following award. Contractors should assume that maintenance activities may be necessary up to 7 days in any given week. Final schedules will be provided at the time of contract execution, with updates provided weekly.

7. FAMILIARITY WITH WORK AREAS:

It is each bidder's responsibility to visit all work sites called out in this bid package and to become familiar with the work activities that will be required, site boundaries, parking, restrictions, etc. City of Monroe staff is available to accompany each bidder to these locations and answer questions regarding the work called for in this proposal. A minimum of 24-hour notice must be provided to the City Department of Public Services in order to schedule a tour of these sites if City staff assistance is needed for access to fenced and / or locked areas.

8. EQUIPMENT:

The Contractor shall provide a list of available equipment to be used on this contract, and the vehicles used to transport the equipment for this contract. This list must be submitted along with the bid. The Owner reserves the right to physically inspect and view the equipment at any time upon request. The Contractor shall immediately remove any and all equipment from City property solely determined by the Owner to be unsafe. All of Contractor's vehicles need to be clearly marked with the company name. All equipment will be mechanically sound, properly maintained, and shall not pose a hazard to any individuals that may come into contact with it during work activities. Any manufacturer installed safety equipment must not be modified, removed or rendered inoperable at any time. All machines will be operated by trained and qualified persons. **At no time shall an operator of a piece of equipment leave that equipment unoccupied and running.**

9. RESPONSIBILITY FOR DAMAGE AND INJURY:

The Contractor shall be responsible for all damages to the City's property caused by either equipment or operator error. The City reserves the right to repair all damages with other sources if the Contractor fails to do so within forty-eight (48) hours. The Contractor shall be back-charged for all costs required to complete this work. In the event that the Contractor causes building or property damage, the Contractor is responsible for immediate communication with the City. This provision is designed to supplement, not replace, other liability and indemnification clauses listed throughout other sections of the contract.

10. APPEARANCE OF EMPLOYEES:

Contractor's employees shall maintain a neat and clean appearance at all times. Employees shall wear appropriate shoes, long pants or manufactured shorts (no shaggy cutoffs, bathing suits, etc.) and a shirt at all times. All work shall be performed in a professional, courteous manner using quality equipment and materials, all of which must be maintained and operated with the highest standard as well as complying with all OSHA and MIOSHA safety requirements.

11. SUBCONTRACTING / SOLE PROPRIETORS:

Subcontracting will be allowed, with all subcontractors subject to all of the same requirements as the prime contractor. However, the City must approve of any subcontractors prior to commencement of their work activities. A listing of all work items to be performed by subcontractors will be required to be submitted on a weekly basis to the City, no later than 8:00 A.M. each Monday, unless their assignments remain consistent from week to week. Insurance requirements will be the same as for the prime contractor. The City reserves the right, but not necessarily the obligation, to require that 50% of the contract value be performed by the prime contractor as well. The City will allow sole proprietors to bid on this contract work, however, if this award is made, a schedule of replacement individual(s) to perform work during expected leave days is required prior to bid award. The City reserves the sole discretion to reject award to sole proprietors if, in its opinion, there is concern over the ability to properly staff the work. If the award is made to a corporate entity, the City has the right to require that all individuals performing the work be employees and not self-employed individuals. All other provisions of contract pages A-2 and A-3 relative to subcontracting shall continue in force as well.

12. CONTRACTOR CONTACT:

The Contractor shall provide the City with a means of immediate communication regarding site completion, emergencies, or any other occasion that may arise. The City's emergency contact shall be determined from the Public Services "on-call" schedule, which will be provided to the Contractor upon award.

13. PERFORMANCE REVIEW:

Performance will be evaluated based upon the expectation of a neat, professional looking final product. After the third week of the Contract, the City and Contractor shall meet, if requested by the City, for the purpose of evaluating the Contractor's performance. Failure of the City to request said meeting at that time does not exempt the Contractor from continuing with his / her obligations in this regard throughout the term of the contract.

If the Contractor fails to complete work activities at any of the locations as specified, the City reserves the right to complete the task with either in-house personnel or other Contracted Services, provided that the Contractor has been given at least 24 hours prior written notice to cure any defect in service. The Contractor shall then be back-charged for all costs required to complete this work, which should be understood to potentially be higher than the contract amount for this service. If the Contractor fails to meet the specifications of this contract, the City reserves the right to review and / or terminate the contract at any time, with payment made for work activities completed satisfactorily.

14. CHANGES IN BID QUANTITIES:

As previously discussed, the City reserves the right to delete days from the contract, due to changes in ball schedules, rain days, cancellations, etc. Further, should special events or other circumstances cause the City to find it in its best interest to take over some or all of the contract operations with its own forces, days may be deleted from the contract as well. In all cases, the City will provide a minimum of 24 hours notice. Should the City determine through the bidding of this contract, that it is in the City's best interest to contract some activities and continue some with its own forces, only some of the line items may be awarded. In all of the above cases, the awarded and /or remaining pay quantities will be paid only at the "per day" price, and no adjustments in the bid prices

will be paid. Provisions of Contract pages D-17 and D-18 (Section 20), dealing with changes in pay quantities will also apply to this section.

15. PAYMENT:

Payment will be made monthly, paid at the City Council meeting on the third Monday of each month, with Contractor invoices submitted no later than two full weeks prior. Checks will be available for pick-up or mailing on the Thursday following the third Monday in each month. No portion of the final monthly payment shall be made until the Contractor has fulfilled the requirements of page D-29, section 38.6 (Final payment) of the contract, excepting that a Maintenance Bond (subsection b) is not required due to the nature of this type of contract.

16. BONDING REQUIREMENTS:

Due to the type of work being undertaken, the requirement for Performance Bond will be reduced to twenty-five percent (25%) of the total contract price. The Labor and Material Bond requirement shall be the full value of the contract. Both bonds will remain in force for the life of the contract. A certified check for the equivalent amount made payable to the City of Monroe is acceptable in lieu of bonding, and this check will be held in the Finance Department until fulfillment of all contract obligations.

17. WAGE RATE REQUIREMENTS:

Since this contract is for maintenance activities only, the City's wage provisions normally applicable to construction contracts shall not apply. Bidders shall be required to comply with all applicable Federal and State laws regarding employment of labor and payment of wages, but no specific City requirements are imposed upon the Contractor.

18. ADDITIONAL INSURANCE REQUIREMENTS:

In addition to the insurance requirements set forth in Division D of the specifications, since some of the contract work may occur on property owned by entities other than the City of Monroe, should those agencies require Contractor to include them as an additional insured on the required contract insurance policies, this shall be included as a general item in the contract, and no additional compensation will be paid.

19. BALL FIELD MAINTENANCE REQUIREMENTS:

Contractor activities will be those normally associated with ball field preparation including, but not necessarily limited to, adding infield stone, dragging / grading of infield, and setting of bases at the proper distances for the age group utilizing the field during the afternoon or evening following work activities. Infield grading must be completed in such a fashion that there are no hazards, clumps, mounds (other than pitcher's mound) and that dimensions are within a reasonable tolerance on all base settings. The City of Monroe will provide a weekly schedule of all games, though Contractor may expect that weather conditions will occasionally cause postponement and rescheduling of games. All field maintenance shall be conducted outside of the times of scheduled games, and should be completed a minimum of 30 minutes prior. As much notice as possible will be provided by the City Recreation Department when games will need to be rescheduled. Maintenance activities shall generally be performed on an "as needed" basis throughout the term of the contract, with the expected maximum number of work days indicated on the bid submittal forms. The Contractor will be responsible for monitoring the condition of the fields and performing the required maintenance accordingly. The City reserves the right to contact the Contractor to report deficient field conditions in accordance with the Contract specifications.

The Contractor will be required to provide any required infield stone needed for grading, and any storage of this shall be in locations as directed by the City, generally within the same facility (property) where it will be used. The City will provide bases and settings as necessary to allow the Contractor to place them in their proper location, secured for play. Mowing of the outfields and any associated trimming along fence lines is included in the daily maintenance price, though it is expected that mowing will not need to occur more frequently than every other calendar day. Any grass intrusions into the infield, foul lines, warning tracks, etc., will be handled by the contractor as well. At Navarre Field, where a portion of the infield is grass, the Monroe Public Schools is responsible for mowing infield, so Contractor is not responsible for this upkeep. For fenced fields, Contractor shall be required to cut grass to the edge of the fences (cut grass within fully enclosed diamonds, or the ends of the foul line fences where they are not fully enclosed). All areas outside of these parameters, including dugouts, around benches, etc., shall be cut by the City's grass contractor. The City plans to run sprinklers for the Munson Park adult diamonds, so this will affect the grass growth in these areas.

All infield and outfield foul lines shall be chalked daily, contractor shall be responsible for purchasing and supplying chalk. A field drying agent shall be used when necessary due to light rain events. Chalk and field drying agent may be stored in the various utility rooms or storage closets in the parks in question, but Contractor should plan on breaking down any delivered palettes, as the rooms are not wide enough for the palettes to be stored in one unit. For unfenced fields, chalk or spray for foul lines shall only be required to the edge of the infield. Field dry to be used shall match existing color of each field unless otherwise directed.

Foul line stone areas and stone warning tracks do not necessarily need to be graded every day, but Contractor should figure adequate costs into the bid to ensure that they are mowed when necessary, which could be as often as every other day. In no case shall in-field grass be allowed to exceed a maximum of three inches (3"). Contractor shall also be responsible for collecting and disposing of trash in any infield dugout areas and player benches. This same work around and under bleachers of other areas outside of any field fencing and not otherwise described above shall not be included.

Keys will be provided by the City for access to required storage buildings / ball sheds as required and will be turned in at final billing of contract. Any lost or missing keys will be charged against the final payment at a rate of \$25.00 per key. Contractors shall not be required to regularly clean any storage rooms, except as required by their own usage and due to their own activities, and are allowed to store their own supplies in them, provided they are clearly marked as Contractor property. Any supplies not specifically marked may become the property of the City of Monroe. Contractor shall not assume the ability to store anything in the primary Parks Maintenance Building located west of the adult ball diamonds at Munson Park nor use of City field dragging or other equipment. Bidders should be made aware that the Monroe Public Schools has access rights to the storage shed at Roessler Field, so the City cannot make any guarantees of availability of storage space nor absolute security at that location.

Contractor is not responsible for the removal of any graffiti, nor repair of any bleachers, fences, dugouts, player benches, etc., but is required to notify the appropriate Public Services Department supervisor (regular or "on-call" as appropriate) should any condition be discovered that threatens public health and safety. Graffiti of an

inflammatory or racial nature shall be reported immediately to the on-call Public Service supervisor.

For the pre-season maintenance pay items, work shall include, but not necessarily be limited to, the following work items not otherwise included in the specifications: screen dragging field, removing leaves from within the fenced areas, and touching up any potholes.

Since the daily maintenance items include mowing, and it is likely that Hellenberg Field will not be used more often than weekly, the Contractor shall, at a minimum, be responsible for mowing and weeding of the field once per week, and will be compensated at the bid rate, even if the field(s) is not scheduled for play.

20. SAND VOLLEYBALL COURT MAINTENANCE REQUIREMENTS:

Under the regular maintenance item, Contractor shall be responsible for breaking up any existing clumps, removing any weeds or other vegetation, removing and refuse or other debris, and grading sand to achieve a uniform surface. If additional sand is found to be necessary to achieve required play surface grades, it shall be clean commercial grade athletic court sand, gradation to be approved by the City if requested. For the pre-season preparation item, work activities will be similar, but expected to be more intensive, and this item will be paid for the first such activity, which must be performed at least one week prior to the expected start of league activities.

21. GRASS MOWING REQUIREMENTS:

Mowing is required as a part of some of the daily field maintenance items, and as a part of the Munson Park ball diamond access aisles item. Mowers are to be set to cut at three (3) inches unless otherwise specified. All areas shall be free of clippings, which shall be removed by blowers, sweeping, or other means. All litter such as paper, cans, bottles, branches, etc. will be picked up and disposed of by the Contractor prior to cutting. All areas will be mowed with major mowing equipment in such a manner as to not cause damage to the turf, sprinklers, etc. Trimming shall be performed as needed with each mowing using nylon cord trimming equipment in any area inaccessible with mowing equipment. This includes fence lines, back stops, under bleachers (if they cannot be moved), and around all obstacles such that a neat, even appearance to the total turf area is achieved. Trimming shall be performed at the same time as mowing. The cost of trimming is included in the overall lawn maintenance price.

22. POST-SEASON WEED TREATMENT REQUIREMENTS:

At the option of the City, the Contractor may be directed to perform post-season weed treatment on any or all of the fields included in this contract, following completion of all season activities. The product used must meet the approval of the City. Payment for this item will be made on a per field basis.

23. BASE PEG SETTING REQUIREMENTS:

After any preseason work is completed that may alter the existing height of the Munson Park infields, base pegs may need to be reset so that bases will seat properly and securely. Bases should be cemented in and fit level with the playing field and have no edges sticking up to cause injury to players. Any base peg found to be at a dangerous level for players will need to be reset properly. Also, new base peg distances are expected to be added in 2013 for additional adult softball leagues. Any base peg that is found to be missing on a field should be added so that all fields have the appropriate

pegs at the distances specified. The Contractor will receive instruction from the Recreation Department on page peg distances needed on each field before the work will begin.

24. ANNUAL PRICE ADJUSTMENT:

Given that it is expected that equitable adjustments will need to be made in the contract price for future years 2014 and 2015, the annual price will be adjusted using the latest available Consumer Price Index (CPI) from the United States Bureau of Labor Statistics, for the Detroit Metropolitan Statistical Area (MSA) – all urban customers. This link is available at <http://www.bls.gov/cpi> at the present time. In such a fashion, the annual contract cost shall be increased (or decreased as the case may be) by the percentage change in the CPI as is current as of February 1 of each year, and this could be from end of year to end of year, or month of one year to the same month of the following year, whichever is most current. **If, due to extraordinary inflation, the chosen CPI exceeds ten percent (10%) in any given year, the City will have the right to terminate the contract at that point in their sole discretion.**

Bidders should be advised that the City will not award a contract based on a fuel surcharge of any type for the current or any future years, and any bids with contingencies placed as such may be rejected on their face. The CPI percentage adjustment shall be the only adjustment made during the life of the contract. For simplicity in computations, bid pricing for items shall be adjusted upwards or downwards to the nearest multiple of \$0.25 only. For example, an original unit price of \$17.50 with a CPI adjustment of 2%, would result in a unit price for the subsequent year of \$17.85, which would then be subsequently rounded up to \$18.00 per unit.

25. BID QUESTIONS:

There is a **MANDATORY pre-bid meeting** that will be held on **Monday, February 25, 2013** starting at **9:00 A.M.** at the First Floor Conference Room at Monroe City Hall, 120 East First Street (check in at Engineering Department). The pre-bid meeting for the custodial services and ball field maintenance meetings will be combined, and tours of the various facilities can follow as necessary. Bids will be rejected from bidders not represented at this meeting. Bidders should familiarize themselves with these specifications and the work locations and activities prior to submission of bids, and if there are any questions, they should be raised at the pre-bid meeting. Should it be necessary, a contract addendum will be forwarded to all bidders no later than 4:30 P.M., Wednesday, February 27, 2013 via fax. No questions regarding this contract will be answered verbally.

26. LOCATION MAP:

A location map has been provided following this page that delineates the general location of each facility where service is to be performed under this contract.

DIVISION K: SUPPLEMENTAL SPECIFICATIONS
CITY OF MONROE PARKS CUSTODIAL SERVICES
2013-2015 SEASONS

1. SCOPE OF WORK:

The City of Monroe wishes to contract for daily cleaning of restroom facilities and daily collection of trash receptacles within City-owned and / or operated facilities, plus shelter / pavilion cleaning on a weekly basis as directed. This work shall include all labor, materials, and equipment necessary to maintain the locations described above in a superior condition. An additional line item is being included for regular watering of up to 28 planter units in the downtown area as well, should the Downtown Development Authority elect to continue this activity as they have done in past years.

2. RELATIONSHIP TO OTHER CONTRACT PROVISIONS:

This contract form heretofore adopted is the typical City of Monroe Construction Contract form, with a few modifications to the Instructions to Bidders section (Division A). Some sections, particularly in the General Conditions and Specifications (Division D) may not appear on the surface to have applicability to this type of contract. However, all provisions remain in force should the need arise, and if applicable. If any discrepancy exists between any areas of the contract documents, Division D indicates the order of priority of the respective provisions.

3. TERM OF CONTRACT:

Contractor awarded this work shall commence all daily operations for the 2013 season on the approximate dates listed on the bid submittal forms (B-2-1 through B-2-4). Shelter / pavilion cleaning is generally expected to be performed weekly on Fridays, prior to weekend rentals, and there are additional days built into the contract for occasions where conditions and / or vandalism may prove necessary. While bid quantities are intended to represent the estimated number of service days in each season, some variation is to be expected due to weather, expected usage, and other conditions. Each activity will be paid at the daily rate for each line item for the actual number of days where work is performed. Should the City elect to award the line item for downtown planter unit watering, the term of this work will be from May 1 through September 30 of each year, with watering performed a baseline of four times per week, and with additional waterings as climate dictates and as directed by the City with input from the Downtown Development Authority (DDA) that is funding the work. Dates for subsequent years will be established by the City with at least two weeks' notice to the Contractor.

4. PRE-QUALIFICATIONS:

All bidders must provide references per Page B-6 of the bid documents, indicating previous contract work of a similar nature. The City reserves the right to reject bids from contractors that do not appear to have substantial experience of a similar nature, or accept bids from Contractors with experience in similar maintenance activities where the overall organizational structure and other relevant qualifications indicate that they are capable of success, though they may lack contract-specific experience.

5. SPECIAL INSTRUCTIONS TO BIDDERS:

The bid items set forth in this contract (set forth on Pages B-2-1 through B-2-3) assume the number of days expected for a typical season during the contract term, and include providing the relevant service once per day, weekly, or multiple times per week, as directed. For example, the bid item "Munson Park Playground Pavilion Restroom Cleaning (Both Sexes) – Once Per Day" has a bid quantity of 199.0 days. Bidder shall determine their costs to clean and service that location on a per day basis during the first season (2013), and this shall be reported on the unit price line in words and numbers. The "Total Amount" column shall be computed by multiplying the unit price figures (per day) by the expected number of days. Payment for each line item shall be made on a per month basis for the actual number of days when the service was provided.

6. HOURS AND DAYS OF WORK:

All work must be performed within the codes, standards and municipal ordinances of the City of Monroe. Work shall not generally commence before 7:00 A.M. and shall not continue past 7:00 P.M., seven (7) days per week. Work at other times shall require prior approval of the City of Monroe, and from time to time, due to expected special events, the City may direct that work be performed outside of these hours. Should the City desire an adjustment in the work hours, a minimum of 24 hours notice will be provided. No schedule is required from the Contractor, provided that work activities are contained within these hours. The City will provide contact names and phone numbers for the Contractor's usage following award.

7. FAMILIARITY WITH WORK AREAS:

It is each bidder's responsibility to visit all work sites called out in this bid package and to become familiar with the work activities that will be required, site boundaries, parking, restrictions, etc. City of Monroe staff is available to accompany each bidder to these locations and answer questions regarding the work called for in this proposal. A minimum of 24-hour notice must be provided to the City Department of Public Services in order to schedule a tour of the restroom facilities, since they will not be opened to the public prior to bid opening.

8. EQUIPMENT:

Any equipment used by the Contractor shall be properly maintained and shall not pose a hazard to any individuals that may come into contact during work activities. At no time shall vehicles or equipment being used to clean restrooms or collect trash be driven over grassy surfaces. Use of paved or stone surfaces adjacent to any restroom facility is acceptable provided any stone surface is adequately free of surface moisture and not susceptible to rutting. Should any equipment used require electrical power, connections in the facilities may be used, provided that Contractor verifies that use of such will not overload existing circuitry capacity. Equipment used for watering of planter units shall not be parked on or over any sidewalk, sidewalk ramp, curb, or private property, but shall be legally parked in a designated area at all times.

9. RESPONSIBILITY FOR DAMAGE AND INJURY:

The Contractor shall be responsible for all damages to the City's property caused by either equipment or operator error. The City reserves the right to repair all damages with other sources if the Contractor fails to do so within forty-eight (48) hours. The Contractor shall be back-charged for all costs required to complete this work. In the event that the Contractor causes building or property damage, the Contractor is responsible for immediate communication with the City. This provision is designed to supplement, not

replace, other liability and indemnification clauses listed throughout other sections of the contract.

10. APPEARANCE OF EMPLOYEES:

Contractor's employees shall maintain a neat and clean appearance at all times. Employees shall wear appropriate shoes, long pants or manufactured shorts (no shaggy cutoffs, bathing suits, etc.) and a shirt at all times. All work shall be performed in a professional, courteous manner using quality equipment and materials, all of which must be maintained and operated with the highest standard as well as complying with all OSHA and MIOSHA safety requirements.

11. SUBCONTRACTING / SOLE PROPRIETORS:

Subcontracting will be allowed, with all subcontractors subject to all of the same requirements as the prime contractor. However, the City must approve of any subcontractors prior to commencement of their work activities. A listing of all work items to be performed by subcontractors will be required to be submitted on a weekly basis to the City, no later than 8:00 A.M. each Monday, unless their assignments remain consistent from week to week. Insurance requirements will be the same as for the prime contractor. The City reserves the right, but not necessarily the obligation, to require that 50% of the contract value is performed by the prime contractor as well. The City will allow sole proprietors to bid on this contract work, however, if this award is made, a schedule of replacement individual(s) to perform work during expected leave days is required prior to bid award. The City reserves the sole discretion to reject award to sole proprietors if, in its opinion, there is concern over the ability to properly staff the work. If the award is made to a corporate entity, the City has the right to require that all individuals performing the work be employees and not self-employed individuals. All other provisions of contract pages A-2 and A-3 relative to subcontracting shall continue in force as well.

12. CONTRACTOR CONTACT:

The Contractor shall provide the City with a means of immediate communication regarding site completion, emergencies, or any other occasion that may arise. The City's emergency contact shall be determined from the Public Services "on-call" schedule, which will be provided to the Contractor upon award.

13. PERFORMANCE REVIEW:

Performance will be evaluated based upon the expectation of a neat, professional looking final product. After the third week of the Contract, the City and Contractor shall meet, if requested by the City, for the purpose of evaluating the Contractor's performance. Failure of the City to request said meeting at that time does not exempt the Contractor from continuing with his / her obligations in this regard throughout the contract term.

If the Contractor fails to complete work activities at any of the locations as specified, the City reserves the right to complete the task with either in-house personnel or other Contracted Services, provided that the Contractor has been given at least 24 hours prior written notice to cure any defect in service. The Contractor shall then be back-charged for all costs required to complete this work, which should be understood to potentially be higher than the contract amount for this service. If the Contractor fails to meet the specifications of this contract, the City reserves the right to review and / or terminate the contract at any time, with payment made for work activities completed satisfactorily.

14. CHANGES IN BID QUANTITIES:

As previously discussed, due to weather, expected usage, and other conditions, the City reserves the right to delete days from the contract. Further, should special events or other circumstances cause the City to find it in its best interest to take over some or all of the contract operations with its own forces, days may be deleted from the contract as well. In all cases, the City will provide a minimum of 24 hours notice. Should the City determine through the bidding of this contract, that it is in the City's best interest to contract some activities and continue some with its own forces, only some of the line items may be awarded. In all of the above cases, the awarded and /or remaining pay quantities will be paid only at the "per day" price, and no adjustments in the bid prices will be paid. Provisions of Contract pages D-17 and D-18 (Section 20), dealing with changes in pay quantities will also apply to this section. Bidders should also note that for subsequent years, the dates listed on the bid forms may vary somewhat depending on weather conditions and holidays.

15. PAYMENT:

Payment will be made monthly, paid at the City Council meeting on the third Monday of each month, with Contractor invoices submitted no later than two full weeks prior. Checks will be available for pick-up or mailing on the Thursday following the third Monday in each month. No portion of the final monthly payment shall be made until the Contractor has fulfilled the requirements of page D-29, section 38.6 (Final payment) of the contract, excepting that a Maintenance Bond (subsection b) is not required due to the nature of this type of contract.

16. BONDING REQUIREMENTS:

Due to the type of work being undertaken, the requirement for Performance Bond will be reduced to twenty-five percent (25%) of the total contract price. The Labor and Material Bond requirement shall be the full value of the contract. Both bonds will remain in force for the life of the contract. A certified check for the equivalent amount made payable to the City of Monroe is acceptable in lieu of bonding, and this check will be held in the Finance Department until fulfillment of all contract obligations.

17. WAGE RATE REQUIREMENTS:

Since this contract is for maintenance activities only, the City's wage provisions normally applicable to construction contracts shall not apply. Bidders shall be required to comply with all applicable Federal and State laws regarding employment of labor and payment of wages, but no specific City requirements are imposed upon the Contractor.

18. ADDITIONAL INSURANCE REQUIREMENTS:

In addition to the insurance requirements set forth in Division D of the specifications, since some of the contract work may occur on property owned by entities other than the City of Monroe, should those agencies require Contractor to include them as an additional insured on the required contract insurance policies, this shall be included as a general item in the contract, and no additional compensation will be paid.

19. RESTROOM CLEANING REQUIREMENTS:

Contractor activities will include all those normally associated with general cleaning of parks-type restroom facilities. City will supply water and electricity to each facility as appropriate for use in cleaning and maintenance, subject to the electrical capacity limits specified in other specifications sections. General cleaning may include simple "hosing

down” of the interior of the facility, provided that care is taken not to damage any of the furnishings, appurtenances including hand dryers, sinks, toilets, and the like, and that undue damage is not caused to the interior or exterior paint due to contractor negligence. Contractor shall be responsible for providing toilet paper (2-ply, 7500 sheet rolls, no specific brand), liquid dispenser soap (no specific brand, but not merely hand sanitizer), and any other incidental items required to complete regular cleaning and restocking activities, and all of these items shall be fully re-stocked daily. Contractor shall provide Material Safety Data Sheets on all products used on under this Contract. Contractor shall be responsible for regularly (though not necessarily daily) cleaning any vents to prevent excessive accumulation of dust, cobwebs, etc. Hand dryers shall be wiped clean and polished if appropriate. For those facilities with drinking fountains attached to the building or within the same park property, Contractor shall remove any debris within the bowl or drain hole, wipe down, and polish, to be done daily. None of the restrooms utilize hand towels, so no stocking of these items will be necessary.

Keys will be provided by the City for access to the utility rooms of each restroom facility as required and will be turned in at final billing of contract. Any lost or missing keys will be charged against the final payment at a rate of \$25.00 per key. Contractors shall not be required to regularly clean the utility rooms, except as required by their own usage and due to their own activities, and are allowed to store their own supplies in them, provided they are clearly marked as Contractor property. Any supplies not specifically marked may become the property of the City of Monroe.

As the bid items include maintenance of “both sexes”, this term shall mean that the intent of the City of Monroe is to make payment for each building separately, with each building including restrooms of each gender where delineated, or where genders are not delineated, shall include maintenance of all unmarked or unisex facilities within the building.

Contractor is not responsible for the removal of any graffiti, nor repair of any interior or exterior hardware, but is required to notify the appropriate Public Services Department supervisor (regular or “on-call” as appropriate) immediately should any condition be discovered that threatens public health and safety, or is unduly disruptive to individual privacy. Graffiti of an inflammatory or racial nature shall be reported immediately to the on-call Public Service supervisor. Contractor is responsible for notifying the City as soon as possible of any other non-urgent maintenance deficiencies for which the Contractor is not responsible. Contractor is responsible for conforming with any applicable State requirements regarding certifications for blood-borne pathogens and any applicable vaccinations.

The number of toilets in each of the restrooms is as follows:

- Bid Item 1: Munson Park Playground Pavilion: 3 toilets in Men's, 3 toilets in Women's, no urinals
- Bid Item 2: Munson Park Ball Complex: 2 toilets and 2 urinals in Men's, 3 toilets in Women's
- Bid Item 3: Veterans' Park: 1 toilet in each of 2 single use rooms
- Bid Item 4: Saint Mary's Park: 1 toilet in each of 2 single use rooms
- Bid Item 5: Hellenberg Park: 1 toilet in each of 2 single use rooms

The City is expecting to purchase additional toilet paper to be stored at Munson Park to allow the league directors to re-stock if supplies run low during games. This will be stored in a separate location so as not to risk league directors utilizing the contractor's regular supply. The Contractor will also be provided with secured areas to store their products as well, and this will be separate from this contingency ball storage area. The City is also expecting to purchase additional toilet paper to be stored at Saint Mary's Park to allow for re-stocking during concerts and other special events. Since this supply must be stored in the same storage room as Contractor items, City will notify Contractor upon request prior to special events so that Contractor may relocate items to avoid having their supply inadvertently used.

20. REFUSE COLLECTION REQUIREMENTS:

Bid items 6 through 9 on pages B-2-1 through B-2-3 of the contract include daily collection of refuse from containers placed by the City of Monroe. All except those on the Riverwalk are similar in size (55 gallon capacity), and refuse from within can be collected by one individual alone. Other refuse containers will already be placed at the time of contract commencement, are marked with the City of Monroe logo, and are available for inspection at any time within the parks. Contractor shall be responsible for collecting existing refuse from within container, and concentrated debris that may have been placed or otherwise accumulated within 25 feet of the receptacle. In addition, at the two (2) skate park locations listed in the succeeding paragraphs, Contractor shall also be responsible for collecting refuse from within 10 feet of the outside of the fencing, and from completely within the fenced areas at the two skate park locations (one at the Monroe Multi-Sports Complex and one at Munson Park) at least once per week. Contractor shall not be responsible for collecting scattered debris outside of this radius unless it appears reasonable to do so or it is an immediate safety or health hazard. Contractor shall supply all new bags, 6 mil thickness, 2-ply, color black, 55 gallon capacity, and shall be responsible for transportation and disposal of refuse to an off-site location. Contractor is not responsible for spraying any containers for pests. Contractor is not responsible for collection of blue recycling containers that may be placed within any City park, as these are collected by the City's primary refuse collection contractor when and if they are set out.

From time to time, the City may wish to vary somewhat the number of refuse containers, particularly during Special Events, and / or arrange for collection by its own forces. Each week by 8:00 A.M. Monday, the City will provide a listing of refuse container locations that the Contractor is responsible for collection from, unless no change has been made from the previous week's listing. Pay item 6 shall provide for payment for collection of containers from Munson Park, from a minimum of 1 to a maximum of 25. These may be placed at any location in the park, except that none will be placed north of the northerly limit of the exercise trail, where it meets the entrance to the nature trails, and that payment for cans above the maximum of 25 in this line item located adjacent to the Munson Park Soccer complex (including restrooms, fields, and parking areas located north of the Jarbo Drain) will be made as a part of Pay Item 7. Daily compensation for collection shall be the same regardless of the number of or location of containers within this range. Pay Item 7 shall provide for payment for collection of containers from within the Munson Park Soccer complex, and these containers will generally only be placed during soccer season. City Supervisory staff will advise when collection of these units is necessary, and when it is, collection will be made daily, from a minimum of 1 to a maximum of 25. Pay item 8 shall provide for payment for collection of containers from any other Park or City-owned or operated facility, from a minimum of 1 to a maximum of

35. These may be placed at any or all of the following facilities at any time, and their placement may be varied from week to week:

- Veterans' Park – along North Custer Road west of Telegraph Road
- North Custer Road Bicycle Path – south side of road between Veterans' Park and Munson Park
- Cranbrook Park – North Custer Road at Cranbrook Boulevard
- Frenchman's Bend Park – Avenue de Lafayette at Payson Avenue
- Manor Park – Donnalee Drive north of Richards Drive
- Lavender Park – Lavender Street at Calkins Drive
- James and Hendricks Park – North Roessler Street at Hendricks Drive
- Calgary Park – John L Drive at curve at Calgary Drive
- Saint Mary's Park and Parking Lot – located along West Elm Avenue between Godfroy Avenue and North Monroe Street
- Arbor / Lorain Park – at intersection of Arbor and Lorain
- Cappuccilli Park – East Elm Avenue at Baptiste Avenue, along river
- Crescent Park – East Elm Avenue at Baptiste Avenue / Mason Run Blvd.
- 1812 Battlefield – visitor center on East Elm Avenue west of Detroit Avenue, and bicycle path from this center to the entrance to the State Park approximately ¼ mile east along East Elm Avenue.
- Winston Park – along Winston Court
- Hoffman Park – located south of dead end of Jennie Place, east of Huron Street dead end
- Memorial Place – northwest corner of South Monroe Street and West Seventh Street
- Boyd Park – northeast corner of Harrison Street and West Fourth Street
- Soldiers and Sailors Park – along East Front Street between Murray Street and Water Filtration Plant
- Altrusa Park – along East Front Street, east of Washington Street, along River
- Martin Luther King Jr. Park – south of Oak Street, west of Norwood Drive
- Rauch Park – west of Winchester Street (new section), east of old Winchester Street
- Plum Creek Park – along Plum Creek, west of Kentucky Avenue
- Hellenberg Field – along East Front Street, between Eastchester Street and Link Street
- Cairns Field – between Union Street and Roessler Street, south of West Eighth Street
- Roessler Field – west side of North Roessler Street between River Raisin and West Elm Avenue
- Navarre Field – Jones Avenue west of LaPlaisance Road
- Skate Park in front of the Monroe Multi-Sports Complex, located at the southwest corner of North Dixie Highway and East Noble Avenue.
- Any City-owned parking lot bounded by River Raisin, South Monroe Street, West Front Street, and the Knights of Columbus property

Should the City elect to increase the number of containers to an amount greater than the maximum spelled out in the appropriate bid item, the line item payment will be increased by five percent (5%) for each additional container beyond the maximum, only for those days when the increased number is actually collected, for either line item.

Pay item 9 shall provide for payment for collection of containers that are placed along the Monroe Riverwalk, which is located on the south bank of the River Raisin from the footbridge to St. Mary's Park, east to Soldiers and Sailors Park, up to five (5) containers. Since these containers include a locking mechanism, keys will be provided to the successful bidder upon award.

It is also expected that, from time to time, volunteers may be utilized for park-wide or targeted clean-up, weeding activities, etc., particularly in Veterans' Park. If additional bags of yard waste or general refuse are generated from such activities, Contractor shall not be responsible for pickup, but shall notify City supervisory staff, who will then arrange for pickup.

21. WATERING SPECIFICATIONS:

Pay item 10 provides for the regular watering of up to **42** planter units in the downtown area, and may be awarded with the base contract or omitted depending on the pricing provided and concurrence from the Downtown Development Authority (DDA) Board, which will be funding the work. If this pay item is awarded, Contractor will be responsible for watering and fertilizing the contents of all concrete ground planters with flowers or other vegetation installed, from May 1 through September 30 of each season. This watering must occur at least four days per week throughout this time period, but the pay item includes 100 days, which would allow for an additional 12 days beyond the baseline to be used as directed when climatic conditions dictate. Additional watering beyond four baseline watering occasions per week will be as directed by the Director of Public Services or his designee. Fertilizer type used shall be as appropriate for the time of year, at the recommendation of Four Star Greenhouse in Carleton (supplier) but shall be a 16-5-16 or 17-4-17 mix at a rate suitable to the current planter units, which are currently visible in the downtown area. Contractor shall be responsible for securing and transportation of water. The use of City Parks facilities for filling water tanks is not permitted.

22. SHELTER / PAVILION CLEANING REQUIREMENTS:

Bid items 11 through 14 on pages B-2-1 through B-2-3 of the contract include weekly cleaning of shelters / pavilions, etc. in four (4) different locations that are often rented to individuals for reserved usage for a fee. Shelter / pavilion cleaning is generally expected to be performed weekly on Fridays, prior to weekend rentals, and there are additional days built into the contract for occasions where conditions and / or vandalism may prove necessary. The locations where pricing must be submitted include the pavilion adjacent to the restrooms in Munson Park (by the playscape and tennis courts), the gazebo to the east of the restrooms in Munson Park, the shelter in Saint Mary's Park, and the shelter on the west side of Veterans' Park (closest to the dam).

For each location, Contractor will be responsible for the collection of all refuse within a 50-foot perimeter of the shelter, realigning any picnic tables into a logical fashion to allow for the shelter's listed capacity to be met, power washing of all walls, picnic tables (including undersides), concrete slabs, and other appurtenances, and other minor related items. City supervisory staff will notify Contractor if additional cleaning is necessary, and this may often happen after weekends where multiple rentals utilize the same shelter, and after any significant acts of vandalism. The Contractor will not be responsible for repairs to any items damaged by park patrons, only for those damaged by actual Contractor negligence in cleaning activities.

23. ANNUAL PRICE ADJUSTMENT:

Given that it is expected that equitable adjustments will need to be made in the contract price for future years 2014 and 2015, the annual price will be adjusted using the latest available Consumer Price Index (CPI) from the United States Bureau of Labor Statistics, for the Detroit Metropolitan Statistical Area (MSA) – all urban customers. This link is available at <http://www.bls.gov/cpi> at the present time. In such a fashion, the annual contract cost shall be increased (or decreased as the case may be) by the percentage change in the CPI as is current as of February 1 of each year, and this could be from end of year to end of year, or month of one year to the same month of the following year, whichever is most current. **If, due to extraordinary inflation, the chosen CPI exceeds ten percent (10%) in any given year, the City will have the right to terminate the contract at that point in their sole discretion.**

Bidders should be advised that the City will not award a contract based on a fuel surcharge of any type for the current or any future years, and any bids with contingencies placed as such may be rejected on their face. The CPI percentage adjustment shall be the only adjustment made during the life of the contract. For simplicity in computations, bid pricing for items shall be adjusted upwards or downwards to the nearest multiple of \$0.25 only. For example, an original unit price of \$17.50 with a CPI adjustment of 2%, would result in a unit price for the subsequent year of \$17.85, which would then be subsequently rounded up to \$18.00 per unit.

24. BID QUESTIONS:

There is a **MANDATORY pre-bid meeting** that will be held on **Monday, February 25, 2013** starting at **9:00 A.M.** at the First Floor Conference Room at Monroe City Hall, 120 East First Street (check in at Engineering Department). The pre-bid meeting for the custodial services and ball field maintenance meetings will be combined, and tours of the various facilities can follow as necessary. Bids will be rejected from bidders not represented at this meeting. Bidders should familiarize themselves with these specifications and the work locations and activities prior to submission of bids, and if there are any questions, they should be raised at the pre-bid meeting. Should it be necessary, a contract addendum will be forwarded to all bidders no later than 4:30 P.M., Wednesday, February 27, 2013 via fax. No questions regarding this contract will be answered verbally.

25. LOCATION MAP:

A location map has been provided following this page that delineates the general location of each facility where service may be performed under this contract.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM MARY GOODE ON BEHALF OF THE MERCY MEMORIAL CANCER CONNECTION FOR PERMISSION TO HOLD THE CANCER CONNECTION'S "CANINES 4 A CAUSE" EVENT AT MUNSON PARK ON MAY 19, 2013

DISCUSSION: The City received a request from Mary Goode on behalf of the Mercy Memorial Cancer Connection for permission to hold the *Canines 4 a Cause Event* at Munson Park on May 19, 2013 from 12:30 p.m. – 5:30 p.m. Specifically the request is to hold a dog related event called *Canines 4 a Cause* within Munson Park with an obstacle course for the dog's use, use of one of the trails, both shelters, electricity, and that all fees to use Munson Park be waived.

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

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

The Department of Engineering and Public Services has no objections to this event. We had city staff check the electrical capacity of both shelters at Munson Park and found that there are 200 amps available at each location.

The Recreation Department has reviewed the request and has no objections to the event. The applicant should follow guidelines set by the Department for placement of the agility course.

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

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

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

FINANCES

<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: 3/11/13

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 3/18/13

RECEIVED

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

FEB 08 2013

BUILDING DEPARTMENT

City of Monroe, Mich.

Name of Applicant (Organization): MERCY MEMORIAL CANCER CONNECTION

Contact Person: MARY GOODE

Address: 5473 SCOTFIELD CARLETON RD, CARLETON 48117
734-587-3323 (H)

Phone: 734-755-2789 (C) Fax: 734-240-1998

Dates Requested: 19 MAY 2013

Location Requested: City Park Private Property Public Property

PROJECT LOCATION (Address): MUNSON PARK, MONROE, MI

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone: _____ Fax: _____

EVENT DESCRIPTION:

FUND RAISER FOR MERCY MEMORIAL CANCER CONNECTION WHICH WILL
INCLUDE RAFFLES AND PARTICIPANTS WITH THEIR CANINE COMPANIONS

TYPE OF BUSINESS ON SITE: _____

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

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

RECEIVED
FEB 14 2013

OWNER: _____

DATE: CITY MANAGER'S OFFICE

APPLICANT: Mary Goode

DATE: 8 Feb 2013



Cancer Connection

800 Stewart Road
Monroe, Michigan 48162
(734) 240-5400

mercyhospital.org

Corporate Connection
(734) 240-4150

Home Respiratory
(734) 240-8888

HomeCare Connection
(734) 240-1717

Hospice of Monroe
(734) 240-8940

Macomb Pharmacy
(734) 240-4100

Monroe Cancer Center
(734) 240-1800

Nursing Center
(734) 240-1820

Outpatient Behavioral
Health Services
(734) 240-1760

Outpatient Surgery
Center
(734) 240-1900

Outreach Services
Diagnostic Center
(734) 240-4127

Rehabilitation Center
(734) 240-1950

Services in Dundee
(734) 240-3000
(866) 403-8900

Sleep Disorders
Centers
(888) 664-4968

Statement of Intent/Usage of Munson Park

Sunday, May 19, 2013

12:30– 5:30 p.m.

Mercy Memorial Cancer Connection will host a fundraising event at Munson Park May 19. This will be a dog related event called "CANINES 4 A CAUSE." The areas requested to hold our event are indicated on the attached map.

It is our intention to have an obstacle course set up for the dog's use. All items are free standing. The dog agility course will be set up at least 25 feet from any walking path or parking lot or recreational amenity. The agility course will NOT cross over or use any part of the walking paths.

Tables will be set up for raffles, contests and for local pet businesses. Traffic cones will be used for signs instead of in-ground posts.

All dogs will be required to be leashed and under their owner's control at all times. Owners will sign a waiver that they will maintain control of their animals at all times and that they will pick up behind their dogs. Designated pooper-scoopers will be on duty for the duration of the event. All waste will be bagged and placed in trash cans, away from shelters.

Set up for the event will be from 12:30 – 1:30 p.m. The event is from 1:30 – 4:30 p.m. Clean up is from 4:30 – 5:30 p.m. Every effort will be made to leave the park in the same conditions it was before the set up of this event.

We intend to have a DJ with music under the main pavilion. DJ will need electricity in the pavilion. The DJ and amplification system will be at such a level that it will only be heard close to the shelter we are renting, according to Park ordinance II. F-2.C. The amplification will not disturb other park users.

Mercy Memorial Cancer Connection
800 Stewart Road
Monroe, MI 48162
734-240-5400

Supported by





Cancer Connection

800 Stewart Road
Monroe, Michigan 48162
(734) 240-5400

mercymemorial.org

Corporate Connection
(734) 240-4150

Home Respiratory
(734) 240-8888

HomeCare Connection
(734) 240-1717

Hospice of Monroe
(734) 240-8940

Macomb Pharmacy
(734) 240-4100

Monroe Cancer Center
(734) 240-1800

Nursing Center
(734) 240-1820

Outpatient Behavioral
Health Services
(734) 240-1760

Outpatient Surgery
Center
(734) 240-1900

Outreach Services
Diagnostic Center
(734) 240-4127

Rehabilitation Center
(734) 240-1950

Services in Dundee
(734) 240-3000
(866) 403-8900

Sleep Disorders
Centers
(888) 664-4968

Supported by



February 7, 2013

Recreation Department
City of Monroe
120 East First Street
Monroe, MI 48161

To Whom It May Concern,

Cancer Connection is respectfully requesting that ALL FEES concerned with the use of Monson Park for Mercy Memorial CANCER CONNECTION's "Canines 4 a Cause" fundraising event be waived.

Cancer Connection is a 501c3 non-profit organization that provides many much-needed services to Monroe County residents who are battling cancer. We have served since 2003, and currently have over 300 active clients and the number grows each week.

Services are provided to our clients all on a donation basis because of the financial support of events such as Canines 4 a Cause. We are a United Way agency and obtain additional funding from community, schools, and businesses.

As with every fundraising event we host, we look to area businesses to sponsor our events to pay for all event costs, thus ensuring that every penny we earn during the event goes directly to our program. **We are asking that the \$150.00 park rental fee be waived** so that waived fees can be used toward our continued good work for cancer survivors across our county.

Please note: we help ALL ages, ALL cancers, and ALL of Monroe County. We are 100% local and have attached a sheet to show you the massive amounts of service we provide on our \$110,000 annual budget. No one is ever billed for service or denied because of ability to make a donation.

Your consideration is greatly appreciated.

Sincerely,

Donna Hwang
Cancer Connection Coordinator

Mary Goode & Rolfe (Therapy Dog)
Canines 4 A Cause- event planner

Building Department

Invoice For Permit: PBD-13-0483

Date: 02/13/2013

Pay by Account In Full



Pay by Account In Full

\$ 75.00

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

ION

Address

Amount Due

2770 N CUSTER RD

\$ 75.00

Entity Description

Balance

1.00

Special Event

\$ 75.00

\$ 75.00

Received From:
GODDE, MARY A
5473 SCOFIELD RD
Carleton MI 48117

Date: 02/13/2013

Time: 11:21:39 AM

Receipt: 463341
Cashier: shudson
Workstation: STN2
Drawer: 1

ITEM REFERENCE	AMOUNT
BDINV Building Dept. Inv 00038125	\$75.00
TOTAL	\$75.00
CHECKS 1306	\$75.00
Total Tendered:	\$75.00
Change:	\$0.00

APPLICATION FOR CHARITABLE SOLICITATIONS PERMIT

Date Approved: _____

Charles D. Evans - Clerk/Treasurer
City Hall, City of Monroe
120 East First Street, Monroe, MI 48161
(734)384-9137 or (734)384-9138

Permit # _____

Issued _____

Date of Application: 8 FEB 2013

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

1. Name of Applicant (Organization): MERCY MEMORIAL CANCER CONNECTION
Address: 800 STEWART RD, MONROE, MI 48162
Telephone Number: 734-240-5400

2. If the applicant is not an individual, state names and addresses of the applicant's principal officers and manager:

MARY GOODE

5473 SCOTFIELD CARLETON RD

CARLETON 734-587-3323 (H) 734-755-2789 (C)

3. State the purpose of the solicitation and the use or disposition to be made of any receipts therefrom:

ALL PROCEEDS WILL GO TO MERCY MEMORIAL CANCER CONNECTION FOR THE EXPRESS PURPOSE OF OFF-SETTING COSTS OF TRANSPORTATION OF AND SUPPLIES GIVEN TO MONROE CANCER PATIENTS

4. State the name(s) of the persons by whom the receipts of the solicitation will be disbursed:

MERCY MEMORIAL CANCER CONNECTION

5. State the names and addresses of the person or person who will be in direct charge of coordinating the solicitation:

MARY GOODE (SAME AS #2)

DONNA HWANG

301 ST ANNE ST, MONROE 48162

6. Describe the method or methods to be used in coordinating the solicitation.

RAFFLES, REGISTRATION FEES AND PLEDGES FOR MONEY TO BE RAISED

BY PARTICIPANTS IN THIS EVENT

2/22/13 - forwarded to the Clerk

7. Dates of proposed solicitation:

Beginning: 1 MARCH 2013 Ending: 19 MAY 2013

8. Times of proposed solicitation:

Beginning: DURING THE DAY TIME Ending: _____

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

YES _____ NO _____

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

YES _____ NO _____

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

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

YES _____ NO _____

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

YES _____ NO _____

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

[Signature]
NOTARIZED SIGNATURE OF APPLICANT

Subscribed and sworn to before me, on FEB 7 .. 20013

[Signature] Notary Public

My Commission Expires: 5-27-17



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/05/2013

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

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

PRODUCER Marsh Management Services Cayman Ltd. Governors Square, Building 4, 2nd Floor 23 Lime Tree Bay Ave, P.O. Box 1051 Grand Cayman KY1-1102 490628--GL-2012	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: M TRUST ASSURANCE COMPANY, LTD.</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: M TRUST ASSURANCE COMPANY, LTD.		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER B:														
INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
INSURED Mercy Memorial Hospital Corporation 718 North Macomb Street Monroe, MI 48162														

COVERAGES **CERTIFICATE NUMBER:** CHI-004269289-07 **REVISION NUMBER:** 3

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			MTAC 4112-1	04/01/2012	04/01/2013	EACH OCCURRENCE	\$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Mercy Memorial Hospital Corporation is insured as stated above as respects the Cancer Connection, Canines 4 a Cause to be held at Munson Park on May 19, 2013.

CERTIFICATE HOLDER City of Monroe 120 E. First Street Monroe, MI 48161	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Marsh Management Services Cayman Ltd.</i>
--	---

Internal Revenue Service
P.O. Box 2508
Cincinnati, Ohio 45201

Department of the Treasury

Date: DEC 21 2007

MERCY MEMORIAL HOSPITAL CORPORATION
C/O FINANCE DEPARTMENT
718 N MACOMB STREET
MONROE, MI 48162-7815

Person to Contact - ID#:
JOSEPH R KENNEDY - 31-08655
Contact Telephone Numbers:
877-829-5500 Phone
Federal Identification Number:
38-1984289

Dear Sir or Madam:

By our determination dated March 1973, you were held to be exempt from Federal Income Tax under the provisions of section 501(c)(3) of the Internal Revenue Code.

You recently furnished us information that Mercy Memorial Hospital Foundation (EIN: 38-274263) merged with Mercy Memorial Hospital Corporation (EIN: 38-1984289) on January 1, 2007. Based on the information submitted, we have determined that the merger does not affect your exempt status. The organization will continue using Employer Identification Number 38-1984289.

Please let us know about any further changes in your character, purposes, method of operation, name or address.

If you have any questions regarding this matter, please contact the person whose name and telephone number appear in the heading of this letter.

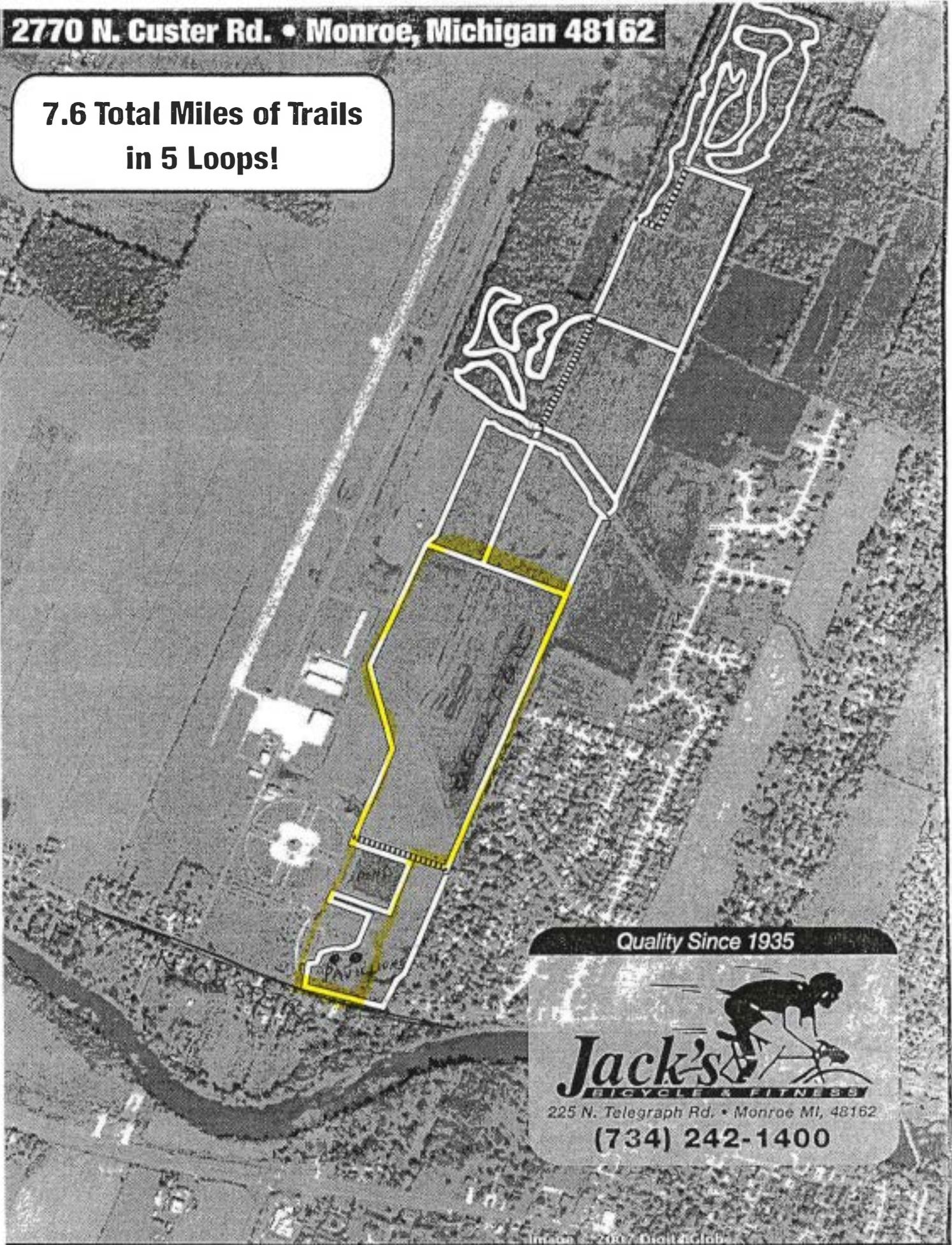
Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

2770 N. Custer Rd. • Monroe, Michigan 48162

7.6 Total Miles of Trails
in 5 Loops!



Quality Since 1935



Jack's
BICYCLE & FITNESS

225 N. Telegraph Rd. • Monroe MI, 48162
(734) 242-1400

SOCCER FIELDS TO THE EAST OF THE POND ARE NOT INCLUDED; NOR THE PLAY SCAPES ^{OR TENNIS COURTS.} BOTH FRUITLIONS, ~~XXXXXXXXXX~~ AND WALKING-PATHS ARE INCLUDED.

CANCER CONNECTION 2012 - Service Report

Services provided by Mercy Memorial Cancer Connection to Monroe County:

Month	Aquaphor	Cards - greeting	Blanket/pillow	Disposable briefs	DME	Fuel cards	Hat/scarf	Medical supplies	Ensure, EPlus, Gluc.	Ostomy bags/wafers	Pads/chucks	Prosthesis/cami	Sunshine calls	Support/Classes	Transportation	Visit - home/hospital	Wigs
jan	20	8	8	158	2	\$320	40	38	1183	0	128	0	44	18	34	1	10
feb	36	38	11	134	1	\$300	22	64	1697	55	40	2	24	18	68	1	1
mar	42	15	6	114	1	\$420	19	46	1728	0	35	0	77	48	73	0	3
apr	38	23	8	144	1	\$380	7	15	1727	0	20	0	16	48	54	1	1
may	29	16	5	142	1	\$340	29	42	2116	0	87	0	36	40	65	0	0
jun	37	20	6	358	3	\$280	20	10	1656	95	93	0	32	51	82	0	0
jul	61	39	9	252	2	\$220	16	129	2269	0	108	2	47	13	74	0	2
aug	66	22	22	295	5	\$365	37	110	2671	24	86	4	32	33	48	1	10
sep	12	22	16	134	2	\$530	22	14	2447	15	75	2	25	24	58	3	2
oct	30	30	2	434	4	\$425	10	46	1748	48	100	0	28	36	98	3	12
nov	12	32	8	275	2	\$235	47	501	1716	0	136	3	76	38	58	2	6
dec	42	285	8	182	9	\$330	44	121	1435	30	20	0	7	29	46	0	4
	425	550	109	2,622	33	\$4,145	313	1,136	22,393	267	928	13	444	396	758	12	51



2012 - unduplicated client count: 408

male	female
136	272

ALL Ages, ALL Cancers
ALL of Monroe County

DME - Durable Medical Equipment

including: 3 walkers, 3 elevated toilet seats, 6 portable commodes, 3 shower chairs, 3 IV poles, 3 canes, 3 transfer bench, 3 wheelchair, 1 hospital bed

Medical Supplies

including: bandages, feed syringes & bags, gloves, saline, safety handles, trach bibs & cleaning kits, washable bed pads, wipes

Transportation

Our team of 20 volunteer drivers traveled a total of **24,458** miles during 2012! Volunteers receive mileage reimbursement.

758 one-way trips including: hospitals in Detroit, Ann Arbor, Toledo, Downriver, locally = any cancer related appointment within a **50-mile area**.

Cost to Clients

All Cancer Connection services are provided free of charge to participants. Donations are welcome - but not required.

Funding Our Program

Cancer Connection services are provided by generous funding and support from **UNITED WAY Monroe**, **Mercy Memorial Hospital**, local business, fundraising events (Canines 4 a Cause, Motorcycle Ride, Walk of Hope, Italian Dinner), donations, and memorials.

New in 2012

New services offered to our clients this year included HEALING ARTS series (watercolor, acrylics, knitting, and jewelry making), Monthly Book Club, WE CAN for women with advanced cancer, relaxation class and monthly wig clinic.





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Consider Awarding Community Development Block Grant Lead-Based Paint and Asbestos Testing to ETC

DISCUSSION: As part of its Community Development Block Grant (CDBG) program, the City of Monroe has instituted a home rehabilitation program intended to provide low- and moderate-income homeowners an opportunity to make needed improvements to their homes. Since this program is funded with federal funds, the City of Monroe must comply with all federal regulations related to home rehabilitation. These regulations include properly handling and remediating or abating lead-based paint (LBP) and asbestos.

Compliance with these federal regulations requires a risk assessment for homes that may contain lead-based paint or asbestos. Once it is established either LBP or asbestos is present in a home to be rehabilitated with federal funds, safe work practices must be used in addressing any associated hazards. Once the rehabilitation has been completed, the home is tested again to ensure all the hazards identified in the risk assessment have been addressed. Additionally, if asbestos is present in a home being rehabilitated, it may be necessary to contract with a vendor who is qualified to monitor the worksite to ensure the workplace is kept safe.

City of Monroe staff submitted a Request for Proposals (RFP) on the Michigan Inter-governmental Trade Network requesting bids from licensed, qualified vendors to complete these testing services for the city's home rehabilitation program. The RFP explained that the winning bidder would complete risk assessments, clearance tests and potentially site monitoring services for a one year period with an option to renew the contract for an additional year. The city anticipates completing between nine (9) and twelve (12) home rehabilitations in this period.

The City of Monroe received nine bids in response to the RFP and the bid tab sheet detailing the results is attached. Each submission was checked to ensure the vendor was licensed and qualified to complete the work and had completed similar projects elsewhere. Once this was established, the vendor's timeframe for completing the desired work was considered along with cost per unit of the various tasks. Environmental Testing and Consulting, Inc. (ETC) submitted the lowest bid, offering to complete LBP Lead Inspection/Risk Assessments for \$385 and LBP Clearance Testing for \$210. Their bid for asbestos services were \$265 for surveys (plus \$10 per sample), \$340 per day for site monitoring, and \$240 per day for post-abatement clearance testing.

The cost of LBP services was more strongly considered in selecting the lowest and best bid since the need for asbestos testing services is fairly rare. Regardless, ETC submitted the lowest cost bid and established in their bid package they have the capacity to provide the desired services with licensed, insured and experienced staff.

IT IS THEREFORE RECOMMENDED that City Council award the Community Development Block Grant LBP and asbestos testing contract to Environmental Testing and Consulting, Inc. with an agreement to provide the desired services on a "per unit" basis. It is also recommended that City Council authorize the City Manager to execute a service agreement with this vendor to provide these services for one year from the date of signing with a total cost not to exceed the established budgetary limitations of the home rehabilitation program (FIX Program) as a whole.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: No set deadline

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Economic and Community Development

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

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 7,500 approx.
	Cost of This Project Approval	\$ 7,500 approx.
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ 0

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	<u>Other Funds</u>	Community Development Block Grant 273.65.730.818.027	\$7,500 approx.

Budget Approval: 

FACT SHEET PREPARED BY: Matt Wallace, Planner

DATE: March 11, 2013

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

DATE: March 11, 2013

COUNCIL MEETING DATE: March 18, 2013

Lead-Based Paint/Asbestos Testing Services
 FIX Program
 City of Monroe

BID DATE: February 22, 2013

BID TABULATION

CONTRACTOR	Cert Lead	Cert Asbestos	Exper.	Turn around	LBP Test	LBP Clear	Asbestos Test	Asbestos Clear
Performance Environmental Svcs	X	X	Sufficient	1 week	\$450	\$300	\$475	\$350
DAC	X	X	Sufficient	1 week	\$550	\$280	\$475	\$375
ETC	X	X	Sufficient	1 week	\$385	\$210	\$345	\$240
Green Solutions Environmental Group	X	X	Sufficient	7-10 Bus. Days	\$450	\$225	\$480	\$275
TEK	X	X	Sufficient	1 week	\$580	\$460	\$385	\$250
TTL	X	X	Sufficient	5 Bus. Days	\$575	\$295	\$525	\$525
Mannik & Smith	X	X	Sufficient	10 Bus. Days	\$600	\$300	\$600	\$300
DMD Environmental	?	?	Not provided	Not provided	\$350	\$400	\$250	\$250
NOVA	X	X	Sufficient	1 week	\$1,200	\$465	\$720	\$470



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE DOG RUN COMMITTEE FOR PERMISSION TO HOLD A 5K WALK / RUN AT MUNSON PARK ON JUNE 8, 2013

DISCUSSION: The City received a request from Nancy Wain on behalf of the Monroe Dog Run Committee for permission to hold a 5K Walk/Run on June 8, 2013 at 10:00 a.m. Specifically the request is to hold a 5K event within Munson Park, use of walking trails, and use of the parking lot adjacent to the skate park (see attached).

The event is a fundraiser to subsidize the fencing for the proposed Dog Park at Munson Park. The route will be contained within the park and tables will be stationed at various points for the runners and walkers.

The City is an active participant in the Committee and is co-sponsoring the event. The City Manager recommends that all fees be waived, as the proceeds will benefit the city's Dog Park.

The request was reviewed by the administrative staff and there were no objections subject to special event application, all insurance requirements are met, and proper permits are obtained.

The Police Department has no objections to the event and there is no need for any direct police supervision, as the event is self-contained to the park property.

Therefore, it is recommended, that City Council approve this request contingent upon 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: City Manager's Office

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

FINANCES

COST AND REVENUE PROJECTIONS:

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 3/11/13

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 3/18/13



March 7, 2013

Monroe Parks and Recreation
City of Monroe
120 E. First Street
Monroe, MI 48161

Dear Mr. Brown,

I am writing on behalf of the Monroe Dog Run. On behalf of the Board, I am asking permission to use the facilities at Munson Park to help raise funds to erect a fence for the dog park. We are asking to use the park to have a 5K Run/ Walk on June 8, 2013. This would take place from 10 AM until 2 PM.

We are planning to provide snacks for all participants. We have arrangements for tables and garbage cleanup. Participants will be permitted to walk with their dogs during the event. Other agencies have been invited to attend the event, such as the Monroe Dog Pound. They plan to bring a few animals and have a display table.

A few tables will be set up for participants to register and t-shirts distributed. The dog walk will be managed by volunteers who understand the complexity of organizing run/walks.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nancy Wain".

Nancy Wain

RECEIVED

MAR - 7 2013

CITY MANAGER'S OFFICE

RECEIVED

FEB 26 2013

BUILDING DEPARTMENT
City of Monroe, Mich

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

Name of Applicant (Organization): Monroe Dog Run

Contact Person: Nancy Wain

Address: 1763 Ida Maybee Rd. Monroe, MI. 48162

Phone: 734.770.9227 Fax: _____

Dates Requested: June 8, 2013

Location Requested: City Park Private Property Public Property

PROJECT LOCATION (Address): Munson Park

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone: _____ Fax: _____

EVENT DESCRIPTION: located at munson park

5K/Walk proceeds for fence. High School track team/staff will set up stations for the walkers.

TYPE OF BUSINESS ON SITE: Non Profit

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: _____

DATE: _____

APPLICANT: Nancy Wain

DATE: 2/14/13

Memorandum

To: Thomas 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 28, 2013
Re: **Staff Study: *Monroe Dog Run 5K Run/Walk at Munson Park***

Nancy Wain on behalf of "Monroe Dog Run" has requested to hold a 5K Run/Walk race at Munson Park on Saturday, June 8, 2013 between the hours of 10:00 am and 2:00 pm.

The event is a fundraiser to subsidize the fencing for the proposed "Dog Park" at Munson Park.

Because the race's course is all self-contained to the park proper, there is no need for any direct police supervision. This event is no different than any of the cross county jamborees that are held annually at Munson Park that do not require any police oversight. In fact, this race will be quite a bit smaller than the usual running events held at Munson Park.

The Police Department should have no objections to this request. I recommend approval of the event, as long as all the proper permits are obtained.

If this event is approved, I will advise the Day Shift shift commander, so his shift will be aware of the event and can make some periodic checks.

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

Event Coordinator: Nancy Wain 734-770-9227



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: AUTHORIZATION FOR SALE OF SCRAP BRASS AND COPPER FROM THE WATER DEPARTMENT INVENTORY

DISCUSSION: The Water Department received seven (7) bids for scrap brass and copper fittings / appurtenances in the Water Department Meter Shop Inventory as part of complying with a new federal law (Reduction of Lead in Drinking Water Act). The bidder meeting all bid specifications and providing the highest price per pound is SLC Recycling out of Warren, MI at \$2.36 per pound (see bid tabulation attached). An estimated 7,100 pounds of scrap brass and copper fittings and appurtenances in the Water Department Inventory does not meet the new federal law requirements where scraping the materials is recommended to comply with the new federal law. Scraping the material is recommended to reduce inventory and make room for materials that meet the new law requirements.

The Reduction of Lead in Drinking Water Act has changed the definition of lead-free to mean materials not containing more than a weighted average of 0.25% lead when used with respect to the wetted surfaces of pipes, pipe fittings, plumbing fittings, and fixtures. Starting January 4, 2014, no person may introduce into commerce or use any pipe, or any pipe or plumbing fitting or fixture, in the installation or repair of any public water system or any plumbing in a residential or nonresidential facility providing water for human consumption, that is not lead-free under the new definition. Water Department Inventory that does not meet the 0.25% lead-free calculation cannot be installed after January 3, 2014, unless it is exempt from the prohibitions. The inventory proposed to be scraped is not exempt from the new law prohibitions.

As part of the fiscal year 2012-2013 Water Department budget, it has been budgeted to scrap the materials that do not meet the new federal law requirements in an effort to scrap/make room/replace the necessary inventory (~7,100 lbs) in time to meet the new federal law deadline of January 4, 2014. The brass and copper market is highly volatile such that scraping the material now versus closer to the new law deadline is highly recommended to obtain the highest scrap price possible so as to come into compliance with the new law. Due to the scrap value being over \$500.00 and in accordance with the City Purchasing Ordinance the scrap material was publically bid to obtain the highest value. The inventory to be scraped will be charged as an expense in the current fiscal year 2012-2013 budget and the revenue generated from the bid will help offset the expense/loss to meet the new federal law.

IT IS RECOMMENDED that the City Council authorize the Water Department to sell scrap brass and copper fittings and appurtenances in the Water Department Meter Shop Inventory that do not meet the requirements of the Reduction of Lead in Drinking Water Act at the bid price of \$2.36 per pound to SLC Recycling out of Warren, MI or at the highest available price to other vendors due to volatile market conditions with these materials per the City Purchasing Ordinance.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: April 10, 2013

REASON FOR DEADLINE: Bid is good for thirty (30) days.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:


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

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Water Department

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost (FY 2012-13)	\$ 61,481.67
Increased Revenue Expected/Year (FY 2012-13)	\$ 16,756.00

SOURCE OF FUNDS:

City	Account Number	Amount
Repair & Maint Supplies	59140538 775000	\$ 8,612.55
New Cust Install Supplies	59140538 750055	\$38,007.66
Cust Renewal Supplies	59140538 750065	\$ 6,447.81
Repair & Maint Supplies	59140540 775000	\$ 3,681.17
Water System	59140538 972000 09W08	\$ 502.50
Water System	59140538 972000 10W03	\$ 1,400.00
Water System	59140538 972000 11W01	\$ 1,965.18
Water System	59140538 972000 12W02	\$ 65.40
Water System	59140538 972000 12W04	\$ 201.40
Water System	59140538 972000 13W01	\$ 490.00
Water System	59140538 972000 13W03	\$ 108.00

Total Expense \$61,487.67

Total Revenue Sales-Scrap 59181400 643075 \$16,756.00

Budget Approval: 

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** March 12, 2013

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: March 18, 2013

**BIDS RECEIVED LIST FOR THE SALE OF SCRAP BRASS AND
COPPER FOR THE WATER DEPARTMENT. BID REQUESTS
DISTRIBUTED 2/28/2013.**

BIDS DUE MONDAY, MARCH 11, 2013.

<u>NAME</u>	<u>BID AMOUNT</u>
ALL BIDS MADE ON A PER POUND (LB) BASIS	
SLC Recycling Warren, MI	\$2.36 
Carleton Iron & Metal Carleton, MI	\$2.25
OmniSource Toledo, OH	\$2.01(w/qualifications)
Matthew June Carleton, MI	\$1.52
Basic Metals, Inc. Mt. Clemens, MI	\$1.85
Winston Bros. Iron & Metal Co. Detroit, MI	\$2.00
Madalyn's Contracting, LLC Berkley, MI	\$1.00



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM MARY GOODE ON BEHALF OF THE MERCY MEMORIAL CANCER CONNECTION FOR PERMISSION TO HOLD THE WALK OF HOPE AT MUNSON PARK ON SEPTEMBER 14, 2013

DISCUSSION: The City received a request from Mary Goode on behalf of the Mercy Memorial Cancer Connection for permission to hold the Walk of Hope at Munson Park on September 14, 2013 from 8:00 a.m. – 2:00 p.m. Specifically the request is to hold a walk-a-thon event within Munson Park, use of one of the trails, both shelters, electricity, and that all fees to use Munson Park be waived.

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

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

The Department of Engineering and Public Services has no objections to this event. We had city staff check the electrical capacity of both shelters at Munson Park and found that there are 200 amps available at each location.

The Recreation Department has reviewed the request and has no objections to the event. The applicant should note that the trails can't be reserved and must be shared with all park users.

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

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

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

FINANCES

COST AND REVENUE PROJECTIONS:

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

SOURCE OF FUNDS:

City

Account Number

Amount

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

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 3/11/13

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 3/18/13

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

Name of Applicant (Organization): MERCY MEMORIAL CANCER CONNECTION

Contact Person: _____

Address: 800 STEWART RD, MONROE LA 70002

Phone: 734-240-5400 **Fax:** 734-240-1998

Dates Requested: 14 SEPT 2013

Location Requested: City Park Private Property Public Property

PROJECT LOCATION (Address): MUNSON PARK 2770 N. CUSTER RD

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone: _____ **Fax:** _____

EVENT DESCRIPTION:

FUND RAISER FOR CANCER CONNECTION. PARTICIPANTS WILL WALK AND TAKE PLEDGES FOR MONEY, RAFFLES / PRIZE DRAWINGS

TYPE OF BUSINESS ON SITE: _____

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: _____

DATE: _____

RECEIVED

APPLICANT: Mary Gule

DATE: FEB 15 2013

CITY MANAGER'S OFFICE



Cancer Connection

800 Stewart Road
Monroe, Michigan 48162
(734) 240-5400

mercymemorial.org

Corporate Connection
(734) 240-4150

Home Respiratory
(734) 240-8888

HomeCare Connection
(734) 240-1717

Hospice of Monroe
(734) 240-8940

Macomb Pharmacy
(734) 240-4100

Monroe Cancer Center
(734) 240-1800

Nursing Center
(734) 240-1820

Outpatient Behavioral
Health Services
(734) 240-1760

Outpatient Surgery
Center
(734) 240-1900

Outreach Services
Diagnostic Center
(734) 240-4127

Rehabilitation Center
(734) 240-1950

Services in Dundee
(734) 240-3000
(866) 403-8900

Sleep Disorders
Centers
(888) 664-4968

February 15, 2013

Recreation Department
City of Monroe
120 East First Street
Monroe, MI 48161

To Whom It May Concern,

Cancer Connection is respectfully requesting that ALL FEES concerned with the use of Munson Park for Mercy Memorial CANCER CONNECTION's "WALK OF HOPE" fundraising event be waived.

Cancer Connection is a 501c3 non-profit organization that provides many much-needed services to Monroe County residents who are battling cancer. We have served since 2003, and currently have over 300 active clients and the number grows each week.

Services are provided to our clients all on a donation basis because of the financial support of events such as WALK OF HOPE. We are a United Way agency and obtain additional funding from community, schools, and businesses.

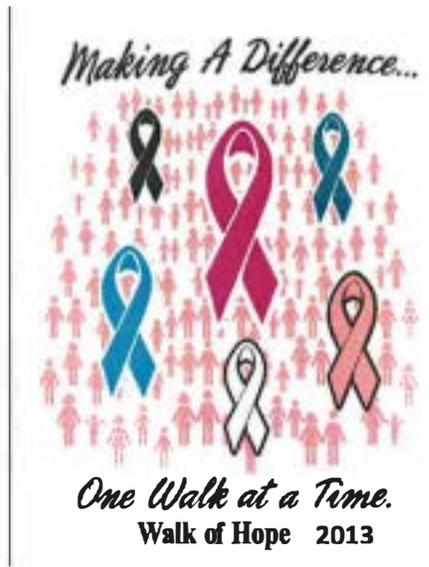
As with every fundraising event we host, we look to area businesses to sponsor our events to pay for all event costs, thus ensuring that every penny we earn during the event goes directly to our program. **We are asking that the \$150.00 park rental fee be waived** so that waived fees can be used toward our continued good work for cancer survivors across our county.

Please note: we help ALL ages, ALL cancers, and ALL of Monroe County. We are 100% local and have attached a sheet to show you the massive amounts of service we provide on our \$110,000 annual budget. No one is ever billed for service or denied because of ability to make a donation.

Your consideration is greatly appreciated.

Sincerely,

Donna Hwang
Cancer Connection Coordinator



Supported by





Cancer Connection

800 Stewart Road
Monroe, Michigan 48162
(734) 240-5400

mercyhospital.org

Corporate Connection
(734) 240-4150

Home Respiratory
(734) 240-8888

HomeCare Connection
(734) 240-1717

Hospice of Monroe
(734) 240-8940

Macomb Pharmacy
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Monroe Cancer Center
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Health Services
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Center
(734) 240-1900

Outreach Services
Diagnostic Center
(734) 240-4127

Rehabilitation Center
(734) 240-1950

Services in Dundee
(734) 240-3000
(866) 403-8900

Sleep Disorders
Centers
(888) 664-4968

Statement of Intent/Usage of Munson Park Saturday, September 14, 2013 8 a.m. – 2 p.m.

Mercy Memorial Cancer Connection will host a fundraising event at Munson Park September 14. This will be a walk-a-thon event called "WALK OF HOPE." The areas requested to hold our event are indicated on the attached map.

Tables will be used for raffles, contests and displays. Traffic cones will be used for signs instead of in-ground posts.

Set up for the event will be from 8 a.m. – 9:30 a.m. The event is from 10 a.m. – 1 p.m. Clean up is from 1 -2 p.m. Every effort will be made to leave the park in the same conditions it was before the set up of this event.

We intend to have a DJ with music under the main pavilion. DJ will need electricity in the pavilion. The DJ and amplification system will be at such a level that it will only be heard close to the shelter we are renting, according to Park ordinance II. F-2.C. The amplification will not disturb other park users.

**Mercy Memorial Cancer Connection
800 Stewart Road
Monroe, MI 48162
734-240-5400**

Supported by



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

Pay by Account In Full



TOTAL AMOUNT DUE

\$ 75.00

Received From:
MARY A GOODE
5473 SCOFIELD RD
Carleton MI 48117

Date: 02/15/2013
Time: 10:28:17 AM
Receipt: 464248
*** REPRINT ***
Cashier: shudson
Workstation: STN2
Drawer: 1

Record No.	Invoice No.	Address	Amount Due
13-0486	00038136	2770 N CUSTER RD	\$ 75.00
	Fee Detail: 1.00	Special Event	
			\$ 75.00

ITEM REFERENCE	AMOUNT
BDINV Building Dept. Inv	
00038136	\$75.00
TOTAL	\$75.00
CHECKS 1309	\$75.00
Total Tendered:	\$75.00
Change:	\$0.00

APPLICATION FOR CHARITABLE SOLICITATIONS PERMIT

Date Approved: _____

Charles D. Evans – Clerk/Treasurer
City Hall, City of Monroe
120 East First Street, Monroe, MI 48161
(734)384-9137 or (734)384-9138

Permit # _____

Issued _____

Date of Application: _____

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

1. Name of Applicant (Organization): MERCY MEMORIAL CANCER CONNECTION

Address: 800 STERNETT RD, MONROE, MI 48162

Telephone Number: 734-240-5400

2. If the applicant is not an individual, state names and addresses of the applicant's principal officers and manager:

JENNIFER FOUNTAIN

247-9393

3. State the purpose of the solicitation and the use or disposition to be made of any receipts therefrom:

FUND RAISER FOR MERCY MEMORIAL CANCER CONNECTION. ALL MONIES RAISED WILL BE USED TO PROVIDE RIDES, NUTRITIONAL SUPPLIES AND DURABLE MEDICAL EQUIPMENT FOR MONROE CANCER PATIENTS.

4. State the name(s) of the persons by whom the receipts of the solicitation will be disbursed:

MERCY MEMORIAL CANCER CONNECTION

5. State the names and addresses of the person or person who will be in direct charge of coordinating the solicitation:

JENNIFER FOUNTAIN

242-9393

DIRECTOR,
MERCY MEMORIAL CANCER CONNECTION

240-5400

6. Describe the method or methods to be used in coordinating the solicitation.

PARTICIPANTS WILL TAKE MONETARY PLEDGES AS DONATIONS FOR WALKING, RAFFLES AND PRIZES WILL ALSO BE USED.

*2/22/13- forwarded to Clerk.
rw.*

7. Dates of proposed solicitation:

Beginning: NOW UNTIL Ending: 14 Sept 2013

8. Times of proposed solicitation:

Beginning: DAY TIME TO Ending: 14 Sept 2013

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

YES _____ NO _____

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

YES _____ NO _____

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

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

YES _____ NO _____

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

YES _____ NO _____

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

[Signature]
NOTARIZED SIGNATURE OF APPLICANT

Subscribed and sworn to before me, on February 15 .. 200 2013

[Signature] Notary Public
My Commission Expires: 5/5/2018



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/05/2013

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

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

PRODUCER Marsh Management Services Cayman Ltd. Governors Square, Building 4, 2nd Floor 23 Lime Tree Bay Ave, P.O. Box 1051 Grand Cayman KY1-1102	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL: _____ ADDRESS: _____
	INSURER(B) AFFORDING COVERAGE: _____ NAIC #: _____ INSURER A: M TRUST ASSURANCE COMPANY, LTD.
490628--GL-2012	INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____

COVERAGES **CERTIFICATE NUMBER:** CHI-004269289-07 **REVISION NUMBER:** 3

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

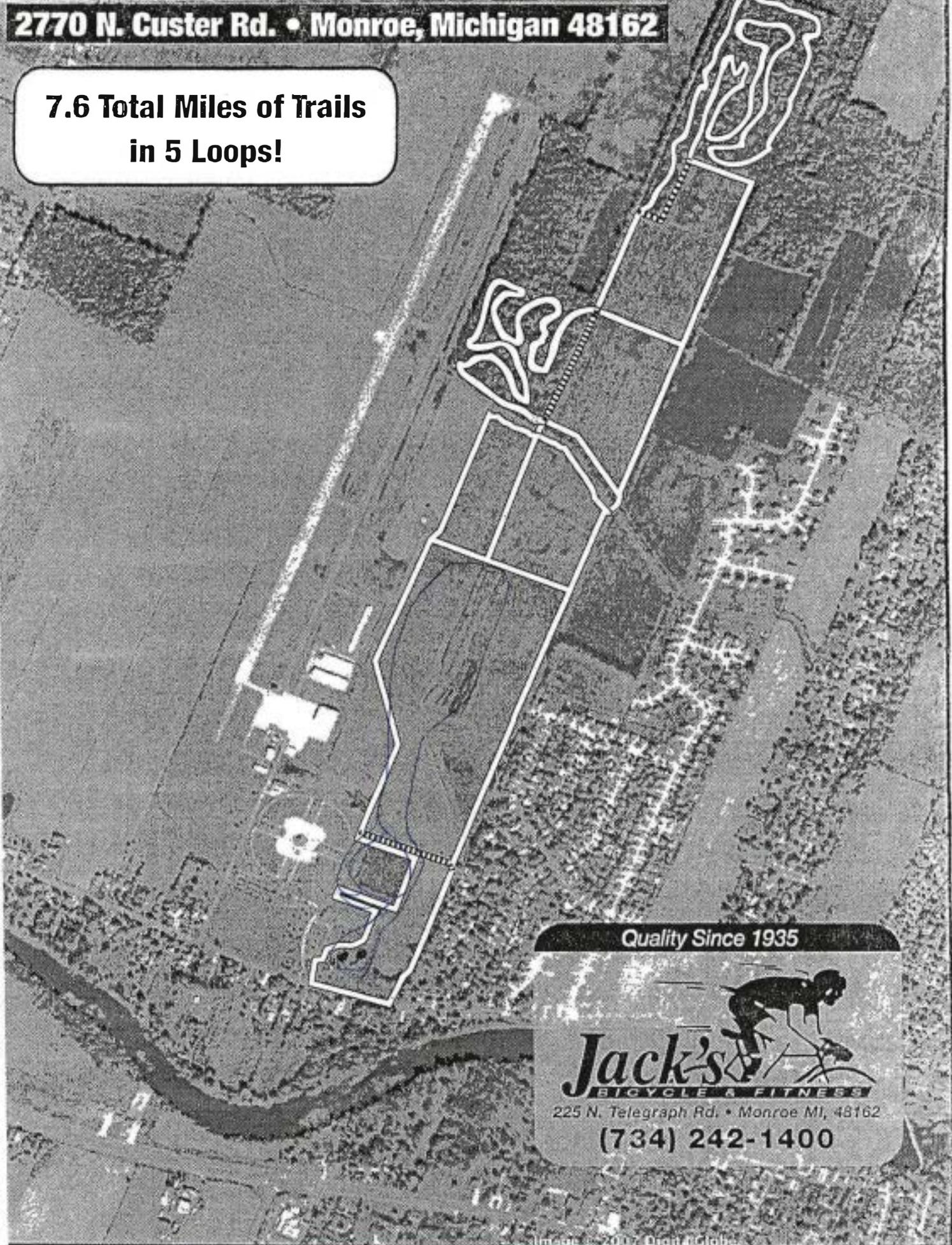
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			MTAC 4112-1	04/01/2012	04/01/2013	EACH OCCURRENCE \$ \$3,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ \$7,000,000 PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS HIRED AUTOS <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR CESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Mercy Memorial Hospital Corporation is insured as stated above as respects the Cancer Connection, Canines 4 a Cause to be held at Munson Park on May 19, 2013.

CERTIFICATE HOLDER City of Monroe 120 E. First Street Monroe, MI 48161	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Marsh Management Services Cayman Ltd.</i>
--	--

2770 N. Custer Rd. • Monroe, Michigan 48162

**7.6 Total Miles of Trails
in 5 Loops!**



Quality Since 1935



Jack's
BICYCLE & FITNESS
225 N. Telegraph Rd. • Monroe MI, 48162
(734) 242-1400

*BOTH PAVILIONS & WALKING PATHS; NO TENNIS COURTS, PLAY SCAPE
NO SOCCER FIELDS, BALL DIAMONDS*

Internal Revenue Service
P.O. Box 2508
Cincinnati, Ohio 45201

Department of the Treasury

Date: DEC 21 2007

MERCY MEMORIAL HOSPITAL CORPORATION
C/O FINANCE DEPARTMENT
718 N MACOMB STREET
MONROE, MI 48162-7815

Person to Contact - ID#:
JOSEPH R KENNEDY - 31-08655
Contact Telephone Numbers:
877-829-5500 Phone
Federal Identification Number:
38-1984289

Dear Sir or Madam:

By our determination dated March 1973, you were held to be exempt from Federal Income Tax under the provisions of section 501(c)(3) of the Internal Revenue Code.

You recently furnished us information that Mercy Memorial Hospital Foundation (EIN: 38-274263) merged with Mercy Memorial Hospital Corporation (EIN: 38-1984289) on January 1, 2007. Based on the information submitted, we have determined that the merger does not affect your exempt status. The organization will continue using Employer Identification Number 38-1984289.

Please let us know about any further changes in your character, purposes, method of operation, name or address.

If you have any questions regarding this matter, please contact the person whose name and telephone number appear in the heading of this letter.

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

CANCER CONNECTION 2012 - Service Report

Services provided by Mercy Memorial Cancer Connection to Monroe County:

Month	Aquaphor	Cards - greeting	Blanket/pillow	Disposable briefs	DME	Fuel cards	Hat/scarf	Medical supplies	Ensure, EPlus, Gluc.	Ostomy bags/wafers	Pads/chucks	Prosthesis/camli	Sunshine calls	Support/Classes	Transportation	Visit - home/hospital	Wigs
jan	20	8	8	158	2	\$320	40	38	1183	0	128	0	44	18	34	1	10
feb	36	38	11	134	1	\$300	22	64	1697	55	40	2	24	18	68	1	1
mar	42	15	6	114	1	\$420	19	46	1728	0	35	0	77	48	73	0	3
apr	38	23	8	144	1	\$380	7	15	1727	0	20	0	16	48	54	1	1
may	29	16	5	142	1	\$340	29	42	2116	0	87	0	36	40	65	0	0
jun	37	20	6	358	3	\$280	20	10	1656	95	93	0	32	51	82	0	0
jul	61	39	9	252	2	\$220	16	129	2269	0	108	2	47	13	74	0	2
aug	66	22	22	295	5	\$365	37	110	2671	24	86	4	32	33	48	1	10
sep	12	22	16	134	2	\$530	22	14	2447	15	75	2	25	24	58	3	2
oct	30	30	2	434	4	\$425	10	46	1748	48	100	0	28	36	98	3	12
nov	12	32	8	275	2	\$235	47	501	1716	0	136	3	76	38	58	2	6
dec	42	285	8	182	9	\$330	44	121	1435	30	20	0	7	29	46	0	4
	425	550	109	2,622	33	\$4,145	313	1,136	22,393	267	928	13	444	396	758	12	51



2012 - unduplicated client count: 408

male	female
136	272

ALL Ages, ALL Cancers
ALL of Monroe County

DME - Durable Medical Equipment

including: 3 walkers, 3 elevated toilet seats, 6 portable commodes, 3 shower chairs, 3 IV poles, 3 canes, 3 transfer bench, 3 wheelchair, 1 hospital bed

Medical Supplies

including: bandages, feed syringes & bags, gloves, saline, safety handles, trach bibs & cleaning kits, washable bed pads, wipes

Transportation

Our team of 20 volunteer drivers traveled a total of **24,458** miles during 2012! Volunteers receive mileage reimbursement. **758 one-way trips** including: hospitals in Detroit, Ann Arbor, Toledo, Downriver, locally = any cancer related appointment within a **50-mile area**.

Cost to Clients

All Cancer Connection services are provided free of charge to participants. Donations are welcome - but not required.

Funding Our Program

Cancer Connection services are provided by generous funding and support from **UNITED WAY Monroe, Mercy Memorial Hospital**, local business, fundraising events (Canines 4 a Cause, Motorcycle Ride, Walk of Hope, Italian Dinner), donations, and memorials.

New in 2012

New services offered to our clients this year included HEALING ARTS series (watercolor, acrylics, knitting, and jewelry making), Monthly Book Club, WE CAN for women with advanced cancer, relaxation class and monthly wig clinic.





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: PAYMENT COLLECTION CONTRACT WITH MONROE COUNTY COMMUNITY CREDIT UNION

DISCUSSION: In January 2013, an employee holding the position of Cashier in the Clerk/Treasurer's Office elected to fill a vacant position in the Building Department. The Cashier position has remained vacant since that time. Overtime and help from staff in the Clerk's office have been used to complete the work previously performed by the Cashier.

In the past, discussions have been held with the Monroe County Community Credit Union (MCCCU) regarding the possibility of contracting with the credit union to collect and deposit payments on behalf of the City of Monroe. MCCCU has a branch on the first floor of city hall directly across from the Treasurer's Office. They lease the space from the City and are currently on a month to month agreement.

With the vacancy in the Cashier position, Charles Evans, Clerk/Treasurer, and I opened up discussions again with MCCCU regarding a contract that would have MCCCU takeover the collection of and accounting for all income items coming due to the City of Monroe. These tasks had previously been performed by the Cashier position, but also the Deputy Treasurer. We met in January and all of us were able to agree to move forward with contracting. In February, we also met with the COMEA I union on two occasions to discuss and bargain over the effect on the union and union employees. We were able to agree to enter into a Memorandum of Agreement with the union to allow this contract to move forward.

Under the agreement, all customer payments received by the City, whether through the mail, in person, or electronically, that are currently being receipted by the Treasurer's Office into our Equalizer Cash Receipt program, Parking Ticket program, or Recreation scheduling program will be processed by MCCCU. They will be connected to our cash receipts program through the City computer network and they will deposit the funds to our bank account that is currently in place with Fifth Third Bank. We will move our receipt window computers to the credit unions offices for use in this process. MCCCU has scheduled training for March 26, 2013 on the software. The training will be performed by BS&A Software. If the City Council were to approve this agreement, we are hopeful that MCCCU will get started on March 28, 2013 by processing any mail payments received that day and then on April 1, 2013, MCCCU would begin handling all payments received that are covered by the agreement. We would expect that the Treasurer's Office would not take any payments as of that date, except for those that are entered electronically directly into the property tax software module.

For the services provided under this agreement, the contract would pay MCCCU \$.50 for each receipt they process. We expect this will be 70,000 or fewer receipts per year, making our maximum cost be \$35,000. If the Cashier position had been removed completely from the 2013 budget, the cost removed would have been \$49,116. The Memorandum of Agreement with the union to allow this process to move forward calls for the Deputy Treasurer to move to a forty (40) hour per week status for a temporary period of six (6) months, beginning on the implementation date of the contract. This will cost approximately \$1,600.00. At the end of the six (6) month period, the City will assess the impact and need for the continuation of the forty (40) hour work week.

The agreement with MCCCU calls for a minimum term of one (1) year and after that time, either party can terminate the agreement with sixty (60) days written notice. The agreement was primarily drafted by City Attorney Tom Ready with input and review by the Clerk/Treasurer and me.

It is recommended that the Mayor and City Council approve the attached "Contract for Collection of Payments Due to the City of Monroe" and further approve the Mayor and Clerk/Treasurer to sign the agreement on the City's behalf.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Training and Contract Start Date

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Clerk/Treasurer and Finance Departments

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Clerk/Treasurer and Finance Departments, Citizens making payments to the City of Monroe

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$35,000
	Cost of This Project Approval	\$35,000
	Related Annual Operating Cost	\$(15,000)
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	101-15.260-818.020		\$35,000

Other Funds

Budget Approval: _____



FACT SHEET PREPARED BY: Edward Sell, Finance Director 

DATE: 3/12/13

REVIEWED BY: 

DATE: 3-14-13

COUNCIL MEETING DATE: March 18, 2013

**CONTRACT FOR COLLECTION OF PAYMENTS DUE
TO THE CITY OF MONROE**

This is an Agreement made this ____ day of _____, 2013, between the City of Monroe, Michigan (“City”) and Monroe County Community Credit Union (“Credit Union”).

RECITALS:

The City of Monroe is a Michigan Municipal Corporation located at 120 E. First Street, Monroe, Michigan.

Monroe County Community Credit Union is a credit union established in Monroe County, Michigan with a branch located within the City Hall building at 120 E. First Street, Monroe, Michigan.

The City of Monroe desires to delegate to the Monroe County Community Credit Union the collection of and accounting all income items coming due to the City of Monroe including taxes, water/sewer bills, special assessment payments and other fees and income items. The Monroe County Community Credit Union is willing to undertake this work.

The parties therefore agree:

SERVICES PROVIDED BY THE CREDIT UNION:

- Serve as a collection agent/cashier for all City over-the-counter, mail, and electronic payments made to the City including accepting the funds, providing change (if necessary), entering a proper receipt and providing the payor/customer a printed receipt.
- Maintain and keep City funds segregated from general credit union funds and deposits.
- Enter all payments into required City software including “Equalizer”, “Parking” and “Active” (recreation).
- Deposit all funds to the City designated depository with the City to provide all supplies/materials necessary to make such deposits.
- Respond to and provide service to the City related to payment questions that occur at the point of service (not including responding to phone calls).
- Process returned checks through City software as required for property taxes, “Parking” and “Active”.

- Provide a daily report of collections
- Collections are to take place only at the Credit Union location located in the Monroe City Hall and not at any other location unless mutually agreed by the parties.
- The hours of the collection are to coincide with the regular business hours kept by the Credit Union. No less than two employees of the Credit Union shall be on-hand to handle collections during regular Credit Union business hours.
- Credit Union to respond to questions, provide customer service with regard to receipts previously processed including responses by telephone, over-the-counter or in conjunction with City staff.
- Credit Union employees accepting payment on behalf of the City are to be trained in conjunction with the City of Monroe employees including training from BS&A on the “Equalizer” software. BS&A fees to be paid by Credit Union.
- Credit Union to provide insurance to the City of Monroe for potential liability related to acting as collection agent/cashier on behalf of the City in an amount satisfactory to the City Manager and to provide proof that Credit Union employees doing collection on behalf of the City are properly bonded.
- Documentation of proper internal controls to be demonstrated to the City prior to the initiation of collections.

OBLIGATIONS OF THE CITY OF MONROE:

- Pay to the Credit Union the sum of fifty (.50) cents per item processed. The number of receipts processed is to be determined through the “Equalizer Cash Receipt” program and payment made monthly.
- To provide access to the Monroe County Community Credit Union to the City software and other City equipment used in receipting.
- To participate in training Credit Union personnel (for approximately 30 day period) on accepting payments on behalf of the City of Monroe in the City of Monroe environment including training from BS&A on the Equalizer software.
- To review with the cooperation of the Credit Union, and document the Monroe County Community Credit systems of internal controls so as to insure that the City funds are safeguarded. This may be done at any time during the life of the contract.

EFFECTIVE DATE AND TERM OF CONTRACT:

The effective date of this Contract shall be _____, 2013 and the Contract shall continue for a minimum term of one (1) year and then continue indefinitely subject to the right of termination by either party by providing no less than sixty (60) days written notice of intent to terminate.

Witnesses:

City of Monroe

By: _____

Robert E. Clark, Mayor

Dated: _____

Dated: _____

By: _____

Charles Evans, Clerk/Treasurer

Dated: _____

Dated: _____

Witnesses:

Monroe County Community Credit Union

By: _____

, President

Dated: _____

Dated: _____

By: _____

, Vice President

Dated: _____

Dated: _____



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: ENGINEERING AND PUBLIC SERVICES DEPARTMENT SEDAN PURCHASE

DISCUSSION: The City's Stores and Equipment Fund, an Internal Service Fund, is responsible for the maintenance and purchase of most City vehicles, including all in the Building, Engineering, Police, Planning, Assessing, and Public Services Departments, and selected vehicles in the Water, Wastewater, and Fire Department. The Stores and Equipment Fund is managed by the Department of Public Services, and like most City functions, has been attempting to focus on capital replacement of its assets in an appropriate and timely fashion. Fortunately, over the last few years, the fund is beginning to show a positive trend due to right-sizing of the staffing levels and promoting efficiency through incorporation of the Police vehicles to the fleet while maintaining the same staffing levels as before.

While we strive to keep fleet vehicles in use for one purpose or another for as long as possible, usually up to ten (10) years for many of the sedans, we have come to a point recently where many of these have had to be replaced at once, after many years without replacing any in the general (non-public safety) fleet. In 2011, a new Ford Fusion was purchased to replace both a Ford Ranger that was used by the Assessing Department and a Mercury Milan sedan used by the Planning Department when its lease expired. While it is being billed to those two departments on a 50/50 basis, it is intended to be used as a City-wide "pool" car to some degree if needed for rare conferences and other uses by other departments. In 2012, the Building Official's vehicle was also replaced with a Ford Fusion, as the vehicle in use by that individual was over ten (10) years old and had severe body deterioration.

The last remaining older vehicle, by design, was the sedan used by the Director of Engineering and Public Services. Since this is not a particularly high-mileage vehicle, in order to make maximum use of existing fleet assets, the vehicle supplied for this purpose was typically rotated into service after several years as an unmarked Police vehicle. Up until now, this arrangement was working quite well, and the vehicle was also made available to other City departments when other vehicles were otherwise committed for use. Following our comprehensive surplus vehicle auction in November 2012, only two (2) older Ford Taurus models were retained, with one already in use and the other kept as a "loaner" during service times. Unfortunately, in quick succession over the last two (2) months, both have been removed from service due to the need for costly repairs. Since the only remaining extra vehicles in the fleet are relatively high-mileage pickups, it appears appropriate that a new sedan be purchased for use by the Engineering and Public Services Department as well as others that may have occasional need of a dependable vehicle as well. In the future, if needs change, this vehicle would remain appropriate for transfer to the Police Department as an unmarked unit as well, since it is not likely to see particularly heavy use in its first few years.

The Stores and Equipment Supervisor has investigated various alternatives for purchase of this unit. She has determined, as has been the case in past years for a variety of vehicles, that the pooled bids for the Urban counties and the State of Michigan are by far the greatest advantage due to their massive volume, with the lowest bid again this year being through Macomb County. While we would welcome the opportunity to purchase from the local Ford dealership, they have repeatedly indicated that they cannot come close to the aforementioned bid pricing. The Ford Fusion SE with 2.5-liter, 4 cylinder engine is being purchased with the standard package, with the listing of included items attached to this Fact Sheet. While leases were considered, since this vehicle could have a variety of other uses in the future, purchase appears to be the most advantageous. It should be noted that the price for this model has actually decreased by nearly \$1,000 since our last purchase in 2012.

IT IS RECOMMENDED that the City Council award a contract to purchase one (1) 2013 Ford Fusion SE for a price of \$19,107.10 from Signature Ford of Owosso, Michigan. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to prepare a purchase order for the above amount.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Department of Engineering and Public Services, other City Departments as needed, traveling public

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$19,107.00
	Cost of This Project Approval	\$19,107.00
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	Vehicles – Stores & Equip.	641-60.521-981.000	\$19,107.00

Other Funds

Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 03/12/13

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: March 18, 2013



2013 Ford Fusion Major Standard Equipment

MECHANICAL

- 2.5L i-VCT Engine
- 6-Speed Automatic Transmission
- Electric Power Assist Steering
- SelectShift (SST with thumb switch on gear shift)

EXTERIOR

- 16" Steel Wheels – P215/60H16 BSW Tires
- Chrome Exhaust Tip
- Chrome Grille
- Color-Keyed Exterior Door Handles
- Color-Keyed Front and Rear Bumpers
- Color-Keyed Mirrors with Power Adjust
- Fixed Mast Antenna
- Solar Tinted Glass
- Steel mini Spare Wheel/Tire (T125/80d16)

INTERIOR/COMFORT

- 2-Way Manual Passenger Seat
- 4-Way Front Seat Head Restraints
- 4-Way Manual Driver Seat
- Cloth Trim Seats
- Fold Down Split Rear-Seatback (60/40)
- Rear-Seat Headrests – 2-Way Adjustable
- Front Carpeted Floor Mats
- Front Center Console w/Fixed Armrest
- Halogen Projector Headlamps
- Illuminated Glovebox with Lockable Door
- LED Center High Mount Stop Light
- LED Rear Taillamps
- MIC Black Rocker Moldings
- Overhead Console
- Perimeter Lighting
- Seat Back Map Pockets
- Seating – 5 Passenger
- Solar Tinted Glass
- SYNC® with MyFord® – Voice-Activated Communications and Entertainment System with 911 assist® & Vehicle Health Reports.

Note: SYNC® Services available for a \$60 annual subscription fee

SAFETY & SECURITY

- 8 Airbags
- Driver & Passenger Knee
- Dual Front Airbags
- Side Airbags

- Side Air Curtains
- AdvanceTrac® w/ESC & Brake Traction Control
- Anti-lock Braking System
- Electric Parking Brake
- Emergency Brake Assist
- LATCH (Lower Anchors & Tethers for Children)
- Perimeter Alarm
- Remote Keyless-Entry System with Trunk Release (Fob Integrated Into Key) Integrated Keyhead Remote Transmitter
- Seat Belt Pretensioners
- SecuriLock® (Passive Anti-Theft System)
- Tire Pressure Monitoring System

FUNCTIONAL

- AM/FM Stereo/MP3/Single CD (4 Speakers)
- Audio Input Jack
- Automatic Headlamps
- Dome Lamp with Map Lights
- Driver and Passenger Dual Visors w/Illuminated Mirrors
- Easy Fuel® Capless Refuel
- Electric Parking Brake
- Front and Rear Roof Grab Handles
- Global Open/Close
- Hill Start Assist
- Integrated Spotter Mirror
- Intermittent/Speed Sensitive Wipers
- Message Center w/Trip Computer
- MyKey®
- Power Door-Locks
- Power Windows w/Driver/Pass/Rear with Global 1-Touch Up/Down
- Rear Window Defroster
- Redundant Audio Controls on Steering Wheel
- Remote Decklid Release
- Steering Wheel Mounted Cruise Control
- SYNC® with MyFord® – Voice-Activated Communications and Entertainment System with 911 assist® & Vehicle Health Reports
- Note: SYNC® Services available for a \$60 annual subscription fee
- Three Powerpoints
- Tilt and Telescoping Steering Wheel

[] Fusion S, Model Base Price P0G/100A/44W PKG (2.5L 4 Cyl Eng) \$17,509.00

<u>Available Standard Options</u>	<u>Option #</u>	<u>Price</u>
[] Front License Plate Bracket	153	N/C
[] Daytime running Lamps	942	45.00
[] Engine Block Heater	41H	35.00
[] All Weather Floor Mats(Black) – Front and Rear	55M	75.00
[] Powercode Remote Start System	55S	345.00

Fusion SE, Model Price P0H/203A/44W PKG(2.5L 4 Cyl Engine) \$19,032.00
 Fusion SE, Model Price P0H/203A PKG(99R/44W 1.6L EcoBoost Engine) \$19,724.00

SE CONTAINS ALL BASE EQUIPMENT PLUS:

- 6 Speakers
- 10-Way Power Driver with Power Lumbar
- 17" Aluminum Wheels
- Body-Color Rocker Moldings
- Compass
- Outside Temperature Indicator
- Rear A/C Ducts
- Rear Center Armrest with 2 Cupholders
- SecuriCode™ Keypad
- SIRIUS® Satellite Radio
- SYNC® with MyFord®
- Upgraded Exterior Mirrors
 - Heated Mirrors
 - Signal Indicator
 - Puddle Lamps

Available Options for all SE Package's

	<u>Option #</u>	<u>Price</u>
<input type="checkbox"/> Appearance Package (1.6L EcoBoost Engine Only, 18" Premium Painted Sport Wheels, Rear Decklid Spoiler, Leather-Wrapped Steering Wheel, Fog Lamps, Red Stitching on armrest, center console and seat, and Charcoal EcoCloth Interior. Not available with Stop Start (47B)	204A	410.00
<input type="checkbox"/> SE Technology Package (Rear Video Camera, Dual Zone Electronic Automatic Temperature Control, SYNC® with MyFord Touch®, 2 Driver configurable 4.2" LCD displays in cluster, 8" LCD touch-screen in center-stack, Media hub with USB Ports (2) SD Card Reader & RCA Video input jacks, 5-way controls located on steering wheel, and SYNC® Services (Traffic reports, GPS based turn-by-turn directions and information services).	14K	930.00
<input type="checkbox"/> SE Technology Package with Voice Activated Navigation	14K/90A	1670.00
<input type="checkbox"/> 2.0L EcoBoost® Engine w/Automatic Transmission Optional w/204A Pkg Only	999/44W	950.00
<input type="checkbox"/> Moonroof with Universal Garage Door Opener	13B	825.00
<input type="checkbox"/> Front License Plate Bracket	153	N/C
<input type="checkbox"/> Reverse Sensing System	43P	280.00
<input type="checkbox"/> Daytime running Lamps	942	45.00
<input type="checkbox"/> Engine Block Heater	41H	35.00
<input type="checkbox"/> Premium Floor Mats	12C	170.00
<input checked="" type="checkbox"/> All Weather Floor Mats(Black) – Front and Rear	55M	75.00
<input type="checkbox"/> Trunk Cargo Net	96B	25.00
<input type="checkbox"/> Powercode Remote Start System	55S	345.00

\$19,107.00

Fusion Titanium, Model Price P0K/400A PKG \$24,687.00

Fusion Titanium, AWD Model Price P0D/400A PKG \$26,427.00

CONTAINS ALL SE EQUIPMENT PLUS

- 1.6L EcoBoost Engine
- 18" Polished Aluminum Wheels
- 110v Power Outlet
- Aluminum Scuff Plates – Front Doors
- Aluminum Sport Pedals
- Ambient Lighting
- Decklid Spoiler
- Driver Seat: 10-Way Power
- Dual Integrated Bright Exhaust
- Dual Zone Electronic Automatic Temperature Control
- Electrochromatic Interior Rearview Mirror
- Exterior Mirrors (Auto-Dimming, Body-Colored, Electrochromatic, Heated, Memory, Power, Puddle Lamp, Signal Lamps)
- Intelligent Access with Push Button Start
- Leather & Heated Sport Seats w/3 Memory Settings
- Leather-Wrapped Shifter
- Leather-Wrapped Steering Wheel
- Passenger Seat: 2-Way Power w/Power Recline
- Rear Floor Mats
- Rear View Camera
- Remote Start
- Reverse Sensing System
- Sony® Premium Audio w/12 Speakers & HD Radio™
- Sport Suspension
- SYNC® with MyFord Touch® – Voice-Activated Communications and Entertainment with 911 assist® & Vehicle Health Reports. Includes SYNC® Services

Available Options for Titanium Package

	<u>Option #</u>	<u>Price</u>
<input type="checkbox"/> Voice Activated Navigation	60N	735.00
<input type="checkbox"/> Active Park Assist with Forward Sensing System	18C	735.00
<input type="checkbox"/> Adaptive Cruise Control	53B	925.00
<input type="checkbox"/> 19" H-Spoke Dark Stainless Aluminum Wheel	64W	635.00
<input type="checkbox"/> Moonroof with Universal Garage Door Opener	13B	825.00
<input type="checkbox"/> Daytime running Lamps	942	45.00
<input type="checkbox"/> Engine Block Heater	41H	35.00
<input type="checkbox"/> Premium Floor Mats	12C	170.00
<input type="checkbox"/> All Weather Floor Mats(Black) -- Front and Rear	55M	75.00
<input type="checkbox"/> Trunk Cargo Net	96B	25.00

Exterior and Interior Colors

Fusion S Model Exterior Colors

Bordeaux Reserve Red	[FQ]
Deep Impact Blue	[J4]
Ginger Ale	[JY]
Tuxedo Black Metallic	[UH]
Sterling Gray Clearcoat Metallic	[UJ]
Ingot Silver Metallic	[UX]
Oxford White	[YZ]
Ruby Red \$375.00 Add	[RR]

Interior Trim Colors

Earth AE

[]
[]
[]
[]
[]
[]
[]
[]

Fusion SE Model Exterior Colors

Bordeaux Reserve Red	[FQ]
Deep Impact Blue	[J4]
Ginger Ale	[JY]
Tuxedo Black Metallic	[UH]
Sterling Gray Clearcoat Metallic	[UJ]
Ingot Silver Metallic	[UX]
Oxford White	[YZ]
Ruby Red \$375.00 Add	[RR]
White Platinum(Tri-Coat) \$455.00 Add	[UG]

Interior Trim Colors

Charcoal Black AW/DW Dune AQ

[]	[]
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]
[]	[]

Titanium Model Exterior Colors

Bordeaux Reserve Red	[FQ]
Deep Impact Blue	[J4]
Ginger Ale	[JY]
Tuxedo Black Metallic	[UH]
Sterling Gray Clearcoat Metallic	[UJ]
Ingot Silver Metallic	[UX]
Oxford White	[YZ]
Ruby Red \$375.00 Add	[RR]
White Platinum(Tri-Coat) \$455.00 Add	[UG]

Interior Trim Colors

Charcoal Black CW

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CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE ROTARY CLUB FOR PERMISSION TO HOLD A SUPERHERO 5K RUN/WALK ON MAY 4, 2013

DISCUSSION: The City received a request from the Monroe Rotary Club for permission to hold a "Superhero 5K Run/Walk on May 4, 2013 at 7:00 a.m. Specifically the request is to run on the affected streets (see attached) and for assistance from the City and Police Department.

The route spans 3.1 linear miles in length and will be in the roadway through downtown, and nearby residential neighborhoods on the south side of the River Raisin and off any main thoroughfares. The Club's members will marshal the course at the intersections along with the Police Department. The organizers are expecting approximately 100 participants.

The request was reviewed by the administrative staff. We do not foresee any problems with this request subject to emergency vehicle access being maintained, special event application, all insurance requirements are met, **receipt of deposit in full of estimated costs no later than 14 days prior to event.**

The Police Department has no objections to the revised race route as presented. Staff will coordinate with DPS and the Monroe Rotary Club and coordinate which intersections will be staffed by the Police Department (major intersections) and which intersections would be staffed with volunteer race marshals to assure that all safety aspects are covered. A minimum of eight officers will be needed for the event. The estimated cost to staff the event is \$1,114.77. Limited involvement will be needed from DPS for road closures, as officers can temporarily close the majority of the intersections with their patrol cars and motor units.

The Department of Public Services will have very little involvement, as the Police Department will control the event. The applicant is advised that **the Macomb Bridge project is going to require the reconstruction of the intersection of Macomb and Front as well, so if construction has begun, they might have to tweak the route one last time, maybe use the Riverwalk instead of that intersection. As the time gets closer, the applicant may have to make a one-block modification.**

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

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

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

FINANCES

COST AND REVENUE PROJECTIONS:

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 3/14/13

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 3/18/13

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

RECEIVED

FEB 05 2013

BUILDING DEPARTMENT
City of Monroe Mich

Name of Applicant (Organization): Monroe Rotary Club

Contact Person: Eddie Harwood

Address: 214 E. Elm Ave., Ste. 104 Monroe, La

Phone: 734-242-2408 work Fax: 734-242-2031
734-735-7506 cell

Dates Requested: Saturday, May 4, 2013

Location Requested: City Park Private Property Public Property

PROJECT LOCATION (Address): Loranger Square

PROPERTY OWNER INFORMATION

Name: City of Monroe

Address: _____

Phone: _____ Fax: _____

EVENT DESCRIPTION:

5k run/walk event starting in Loranger Square
going through city neighborhoods (see attached map) and
ending in Loranger Square. Estimated start time ~ 7am
ending approximately ~~12:00pm~~ Noon

TYPE OF BUSINESS ON SITE: _____

Application Fee \$ 150.00

\$20.00 wk \$

Total Fee \$

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

RECEIVED

FEB 14 2013

OWNER: _____

DATE: CITY MANAGER'S OFFICE

APPLICANT: Eddie T. Harwood

DATE: 01/26/2013

President
Ryan Timiney
President Elect
Eddie Harwood
Secretary
Donna Hwang
Treasurer
Don Lieto
Directors:
David Bagnall
Jean Guyor
Patty Thompson
Nancy Young
Immediate Past President
John Betrus



SERVICE

Above Self

International Service
Jean Guyor
Vocational Service
Matthew Budds
New Generations
Corey Curtiss
Rotary Foundation
Paul Howey
Membership & Retention
Steve Pipis
Youth Exchange
Patrick Barley
Public & Media Relations
Bill LaVoy
Programs & Presentations
Bill Saul

The Rotary Club of Monroe

Visit our Website at www.monroerotaryclub.com

February 1, 2013

RE: Request of Special Event Fee Waiver

Dear Mayor and Council members,

The Rotary Club of Monroe is asking for your support and a fee waiver for our event scheduled to be held, Saturday, May 4, 2013 in downtown Monroe. We are hosting our first annual Superhero 5k Run/Walk event through downtown Monroe to raise funds to support our service projects within our community.

Our decision to hold the race through downtown was simple. As a club we not only look to support our community through service but also to highlight the wonderful city we live in. The race will start and finish in Loranger Square by taking runners through some of the downtown neighborhoods, along the riverfront on Elm Ave. and then back down Front St. into downtown.

Any expenses we forego help build our service fund and in-turn, allow us to help more Monroe residents. We hope you can help us in this endeavor and as always, we look forward to partnering with you to make our city a great place to live and visit.

If you have any further questions about this event please feel free to call me at 734-242-2408. I can be reached by email at eddieharwood@harwoodinvestments.com. The Monroe Rotary Superhero 5k website is available at <http://monroesuperheroraces.com>.

Sincerely,

Edwin T. Harwood
President Elect
Rotary Club of Monroe

RECEIVED

FEB 1 2013

BUILDING DEPARTMENT
City of Monroe, MI

Monroe Rotary's Superhero 5k

Saturday, May 4, 2013

Event Description: A 5k run/walk through the city to showcase our downtown, neighborhoods and riverfront. Our goal is not only to raise funds for future community service projects but to highlight and promote our city and bring people downtown for a fun, family oriented event.

Event Time: Starts approximately 7am and ends approximately 12 noon.

Event Location: Staging Area is Loranger's Square. Race Start and finish are Loranger's Square. The gazebo will most likely be used during the event.

Race Course: (see attached map)

1. Starts south down Washington to East 5th
2. Left on East 5th to Wadsworth
3. Left on Wadsworth to East 3rd
4. Left at East 3rd to Scott St
5. Left on Scott to East 5th
6. Right on East 5th to S. Macomb
7. Right on S. Macomb headed north to E. Elm
8. Right on E. Elm headed east all the way to N. Dixie
9. Right on N. Dixie to E. Front.
10. Right on E. Front headed west to Washington
11. Left on Washington to finish line in Loranger's Square.

Event Parking: Participants will be encouraged to park in public city parking lots including;

1. Lorel-Finzel lot on Front St.
2. St. Mary's lot on Elm Ave.
3. Public Parking lot next to Subway on the corner of Monroe and Elm.
4. Public Parking lot on Front and Maccomb.
5. Street Parking were permitted.

Traffic: Traffic cones and volunteers will be placed at all cross streets to block traffic when needed. A police patrol car located at the corner of Elm and Maccomb and Elm and Dixie will be needed to block traffic from the time the race starts until the last runner has cleared that section. Sections of the course will be opened to traffic as the last runner clears that area and it is safe to do so.

Safety: 2 First Aid stations are planned along the course. Water stations will be placed along the course in 3 locations as well.

1

1 EMS Jean

RECEIVED

FEB 05 2013

BUILDING DEPARTMENT
City of Monroe, LA

Trash: Each water station will have trash bins and volunteers to collect trash. Several trash bins will be needed in Loranger's Square. Volunteers will help collect the trash.

Sanitation: We would like to set up a hand full of portable bathrooms somewhere in the square.

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FEB 05 2013

BUILDING DEPARTMENT
City of Monroe, LA



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/29/2013

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

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

PRODUCER LOCKTON COMPANIES, LLC-K CHICAGO 525 W. Monroe, Suite 600 CHICAGO IL 60661 (312) 669-6900	CONTACT NAME: Lockton Companies, LLC	
	PHONE: 1-800-921-3172 FAX: 1-312-681-6769 E-MAIL ADDRESS: Rotary@lockton.com	
INSURED All Active US Rotary Clubs & Districts Attn: Risk Management Division 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: ACE American Insurance Company	22667
	INSURER B: ACE Property & Casualty Insurance Co	20699
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	N	PMI G23861355 004	7/1/2012	7/1/2013	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	N	PMI G23861355 004	7/1/2012	7/1/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	N	M00534092 004	7/1/2012	7/1/2013	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Yes, describe under DESCRIPTION OF OPERATIONS below <input checked="" type="checkbox"/> N/A		NOT APPLICABLE			<input type="checkbox"/> WORKERS COMPENSATION LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

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

The Certificate Holder is included as Additional Insured where required by written and signed contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER CANCELLATION

City of Monroe 120 E. First St. Monroe, MI 48162 <div style="text-align: center;"> RECEIVED FEB 05 2013 BUILDING DEPARTMENT City of Monroe Mich </div>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Building Department

Invoice For Permit: PBD-13-0481

Date: 02/13/2013

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

Pay by Account In Full



Pay by Account In Full

\$ 75.00

Received From:
MONROE ROTARY CLUB
214 E. Elm Ave. Ste 104
Monroe MI 48161

Date: 02/13/2013
Time: 11:08:28 AM
Receipt: 463329
Cashier: shudson
Workstation: STN2
Drawer: 1

Address	Amount Due
120 E FIRST ST	\$ 75.00

Qty	Description	Balance
1.00	Special Event	\$ 75.00

\$ 75.00

ITEM REFERENCE	AMOUNT
BDINV Building Dept. Inv 00038123	\$75.00
TOTAL	\$75.00
CHECKS 4522	\$75.00
Total Tendered:	\$75.00
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: March 14, 2013
Re: ***“Superhero 5K Run/Walk” - Saturday, May 4, 2013 @ 7:00 am***

The “Monroe Rotary Club” is planning a “Superhero 5K Run/Walk” for Saturday, May 4, 2013 at 7:00 am. The majority of the race will be in the roadway through downtown, and nearby residential neighborhoods on the south side of the River Raisin and off any main thoroughfares. The route is detailed below. This is a first time event but the organizers are expecting approximately 100 participants.

To provide maximum safety to the runners, a minimum of eight officers will be needed to staff this run; seven officers and a supervisor. The officers assigned to the event will leap frog intersections to ensure constant traffic control. Several volunteer race marshals will assist along the course at minor intersections. The estimated cost to staff this event will be approximately **\$1,114.77**. This amount includes one hour of planning time.

Limited involvement will be needed from DPS regarding road closures as officers can temporarily close the majority of the intersections with their patrol cars and motor units, as the runners pass by. The entire event is normally over within one hour. If approved, I will coordinate with DPS to assure the necessary barricades and cones are in place.

RACE ROUTE

The participants will start in Loranger Square (East First Street & Washington Street) and proceed S/B on Washington Street to East Fifth Street. The participants will head E/B on East Fifth Street to Navarre Street. The participants will head N/B on Navarre Street to East Third Street. They will head W/B on East Third Street to Scott Street and then head S/B on Scott Street to East Fifth Street. The runners will then head W/B on East Fifth Street to South Macomb Street. The participants will head N/B on South Macomb Street to East Front Street. They will then head E/B on East Front Street to Navarre Street. The runners will then head S/B on Navarre Street to East First Street. They will then head E/B on East First Street to Kentucky Avenue. The participants will then proceed N/B on Kentucky Avenue to East Front Street. They will then travel W/B on East Front Street back to Washington Street and then turn left (S/B) on Washington Street to the finish line at East First Street, where they will finish in Loranger Square.

Listed below is a link to the race route:

<https://maps.google.com/maps/ms?msid=213086048203350826104.0004d7438571292bc354d&msa=0&ll=41.913671,-83.393644&spn=0.005357,0.013078>

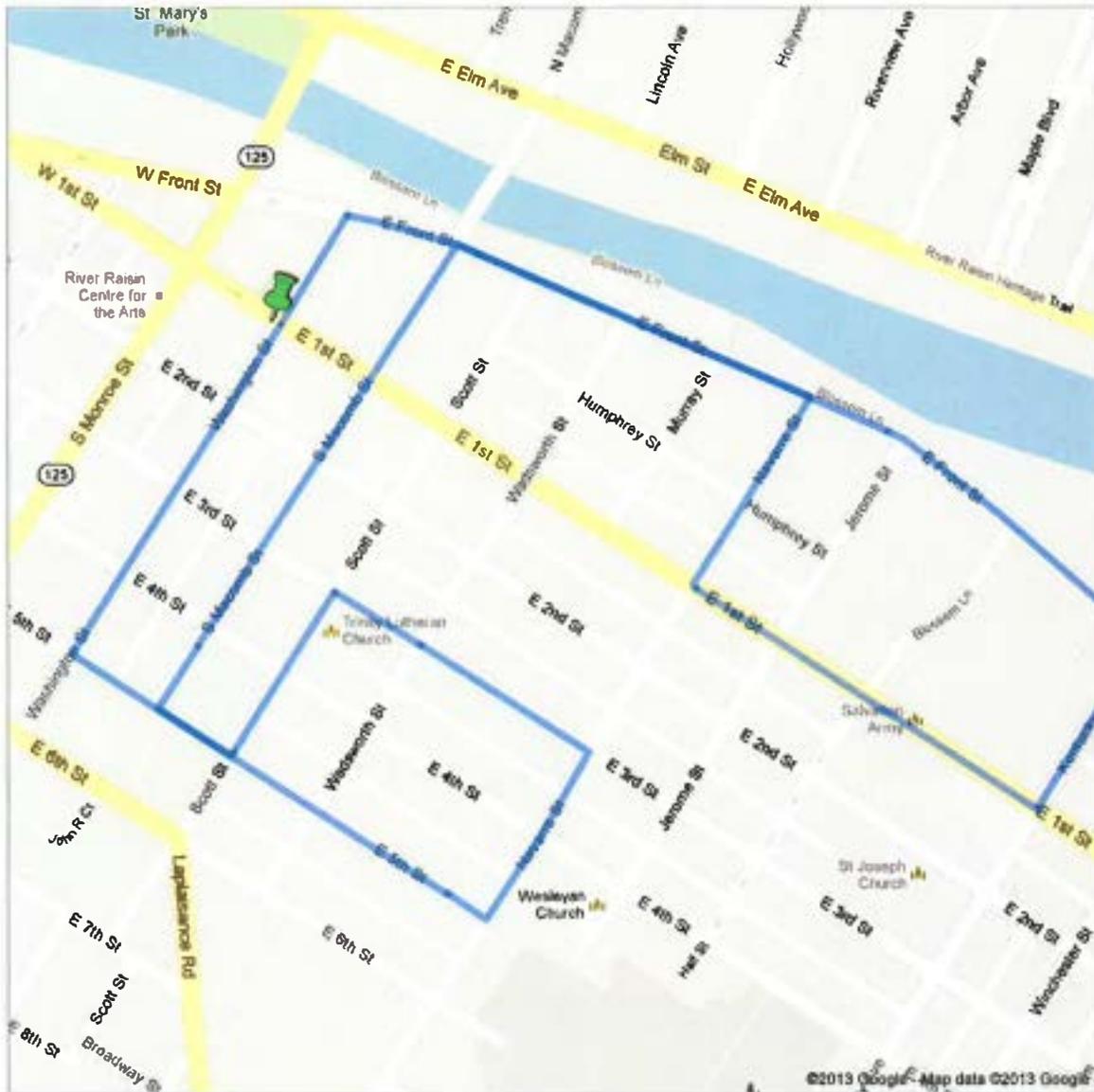
Event Coordinator: Eddie Harwood

Work: 734-242-2408

Cell: 734-735-7506



Get Google Maps on your phone
Text the word "GMAPS" to 466453



Superhero 5k Run/Walk - May 4, 2013

Public · 55 views
Created on Mar 6 · By [Eddie](#) · Updated yesterday

- Start
- Finish
- Line 3
- Superhero 5k Course Map