
RULE OF THE CHAMBER

Any person wishing to address City Council shall step up to the lectern, state their name and address in an audible tone of voice for the record, and unless further time is granted by the presiding officer, shall limit their address to **three (3) minutes**. A person may not give up or relinquish all or a portion of their time to the person having the floor or another person in order to extend a person's time limit in addressing the Council.

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

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

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

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

The City of Monroe will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon one week's notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, 120 E. First St., Monroe, LA 70161, (734) 384-9138. The City of Monroe website address is www.monroemi.gov.

AGENDA - CITY COUNCIL REGULAR MEETING

MONDAY, MAY 5, 2014

7:30 P.M.

AMENDED

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PRESENTATION.

Presentation by Barry LaRoy, Director of Water & Wastewater Utilities and Johnson Controls, Inc. Regarding the Monroe Metropolitan Wastewater Facility Energy Performance Based Contracting Services – Final Proposal.

V. PUBLIC HEARING.

75 Public hearing to receive and review comments on Installation of New Public Sanitary Sewer – West Fourth Street Between Hubble and Harrison Streets – Special Assessment Resolution Number 2 – Sewer SAD #232. There are no comments on file in writing in the Clerk-Treasurer's Office.

76 Public hearing to receive and review comments on proposed Ordinance No. 14-002, an ordinance to amend Article I., Municipal Employees' Retirement System, Chapter 296, Section 127-13, and Section 127-51 of the Codified Ordinances of the City of Monroe. There are no comments on file in writing in the Clerk-Treasurer's Office.

V. COUNCIL ACTION.

76 Proposed Ordinance No. 14-002, an ordinance to amend Article I., Municipal Employees' Retirement System, Chapter 296, Section 127-13, and Section 127-51 of the Codified Ordinances of the City of Monroe, up for its final reading.

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

A Approval of the Minutes of the Regular City Council Meeting held on Monday, April 7, 2014, the Minutes of the Work Session held on Wednesday, April 16, 2014 and the Minutes of the Regular City Council Meeting held on Monday, April 21, 2014.

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

78 Bed Race to Aid Children Banner Request.

1. Communication from the City Manager's Office, reporting back on a request from the Bed Race to Aid Children for permission to display a banner across Monroe Street from September 1 – 22, 2014, announcing The Bed Race to Aid Children, and recommending approval of the request.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

79 Monroe Missionary Baptist Church Banner Request.

1. Communication from the City Manager's Office, submitting a request from the Monroe Missionary Baptist Church for permission to display a banner across Monroe Street from August 11 – 16, 2014, announcing their summer festival, and recommending approval of the request.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

80 Annual Bed Race to Aid Children in Monroe County.

1. Communication from the City Manager's Office, submitting a request from the Bed Race Committee for permission to hold the annual charity bed race to aid needy children in Monroe County on September 21, 2014 (rain date September 28) and to close East First Street between South Monroe and South Macomb Streets and Washington Street between East Front and East Second Streets from 8:00 a.m. – 6:00 p.m., and recommending that Council approve the request contingent upon items being met as outlined by the administration, subject to no additional overtime or other costs to the city 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.

81 Wastewater Treatment Plant – West Centrifuge Primary Cyclo Gear Repairs Bid.

1. Communication from the Director of Water & Wastewater Utilities, reporting back on bids received for completing the repairs on the West Centrifuge Primary Cyclo Gear at the Wastewater Treatment Plant, and recommending that a purchase order in the amount of \$14,197 and a total amount of \$15,000 be encumbered to include a 5% contingency, be awarded to Alfa Laval Ashbrook Simon-Hartley, Inc out of Houston, TX for completing the West Centrifuge Primary Cyclo Gear Repairs in accordance with their quote.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

82 Installation of New Public Sanitary Sewer – West Fourth Street Between Hubble and Harrison Streets – Special Assessment Resolution Number 3 – Sewer SAD #232.

1. Communication from the Director of Engineering & Public Services, submitting Resolution No. 3 which is a determination of public necessity of this project, and authorizes the Engineering Department to secure bids for the work, and recommending that attached Resolution 3 be adopted, declaring this project to be a public necessity, and that the Engineering Department be authorized to seek bids for the work.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

83 Raw Water Pump Station Variable Frequency Drive Replacement – Water Department.

1. Communication from the Director of Water & Wastewater Utilities, submitting a quote to replace a variable frequency drive (VFD) at the Pointe Aux Peaux Raw Water Pump Station, and recommending that a

purchase order in the amount of \$17,610 and a total amount of \$18,500 be encumbered to include a 5% contingency be issued to McNaughton-McKay Electric Company out of Madison Heights, MI to provide for the VFD replacement equipment as outlined in their quote (OK06X0087A) dated April 22, 2014 and that the bid process be waived, and further recommending that Council authorize the Director of Water & Wastewater or his designee to be authorized to sign all necessary documents on behalf of the City of Monroe (if needed).

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

84 Street Sweeper Gear Box Replacement.

1. Communication from the Director of Engineering & Public Services, submitting quotes for repairs to the gear box on the 2001 Athey Street Sweeper, and because this unit is important for daily usage and the formal bid process would delay repair for at least two (2) weeks longer than necessary, it is recommended that a purchase order be awarded to Lacal Equipment, Inc. in the amount of \$5,415.15, and that the competitive bidding process be waived for this purchase.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

85 Half Street Block Party.

1. Communication from the City Manager's Office, submitting a request from the residents and families of Half Street for permission to hold a block party on May 17, 2014, to close the 400 block of Half Street between Fourth Street and the cemetery from 2:00 p.m. – 11:00 p.m., and recommending Council approve the request contingent upon items being met as outlined by the administration, **subject to no additional overtime or other costs to the city**, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

86 Trinity Lutheran Church Neighborhood Picnic.

1. Communication from the city Manager's Office, submitting a request from Valerie Parron on behalf of Trinity Lutheran Church for permission to hold their annual neighborhood picnic on September 6, 2014, close the affected street from 9:30 a.m. – 3:00 p.m. and use of the City of Monroe Parking Lot for overflow parking, and recommending that Council approve the request contingent upon items being met as outlined by the administration, **subject to no additional overtime or other costs to the city**, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

87 Alzheimer's Association – Annual Walk to End Alzheimer's.

1. Communication from the City Manager's Office, submitting a request from the Alzheimer's Association for permission to hold the Annual Walk to End Alzheimer's at St. Mary's Park on September 20, 2014 at 9:00 a.m., with use of the bandshell, electricity, and that all fees to use St. Mary's 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, **with no reduction in fees to use St. Mary's Park**, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

88 Downtown Development Authority Movie Night.

1. Communication from the City Manager's Office, submitting a request from the Downtown Development Authority to hold a Movie Night on August 22, 2014, at dusk, to use Loranger Square and Washing Street to show a G-PG rated movie, close the affected streets, use of two sets of bleachers, electricity, and that the fees are waived, and recommending that Council approve the 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.

89 Energy Performance Based Contracting Services – Resolution Wastewater Department.

1. Communication from the Director of Water & Wastewater Utilities, submitting a resolution to formally recommend that the County of Monroe enter into the Performance Contract with Johnson Controls, Inc to complete the overall improvement project and name the City of Monroe as Authorized Agent, and recommending that City of Monroe approve the attached resolution recommending that the County of Monroe enter into a Performance Contract with Johnson Controls, Inc. and to proceed with selling appropriate bonds up to a maximum amount of \$12,500,000 in accordance with the above resolutions and contracts before the June 16, 2014 allocation expiration date so as to provide overall project funding once all final contract approvals have been obtained, and further recommending that the Finance Director be authorized to pay for project cost overages above the \$10.5 million State of Michigan Qualified Energy Conservation Bond allocation with Wastewater Reserves up to \$100,000.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

90 Michigan High School Fishing State Tournament Championship, The Bass Federation.

1. Communication from the Recreation Manager, submitting a request to hold the Michigan High School Fishing State Championship Fishing Tournaments at Hellenberg Park on June 21 & 22, 2014 to highlight the River Raisin and expand tourism opportunities, and recommending that Council enter into a contract with The Bass Federation for the 2014 Michigan High School Fishing State Championship to be held at Hellenberg Park on June 21 & 22, 2014 for a price totaling \$1,000 according to the attached contract.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

91 Western Avenue Water Main Replacement and Resurfacing – Change Order.

1. Communication from the Director of Engineering & Public Services, submitting a change order to the Western Avenue water main replacement and resurfacing work, and recommending that Council award a change order to the Western Avenue / Huron Street Water Main Replacement and Resurfacing project for water main and resurfacing work on Winston Court and Western Avenue from Winston Court to Huron Street to Salenbien Trucking and Excavating, Inc. in the amount of \$323,340.85, that a total of \$372,000 be encumbered to include a 15% project contingency, and that the Finance Director be authorized to allocate the necessary funding to the appropriate fiscal year as needed from either Water Fund reserves or the Local Street Fund balance, and further recommending that the Director of Engineering & Public Services be authorized to sign a change order for this work on behalf of the City of Monroe.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

92 Classification & Compensation Study.

1. Communication from the Human Resources Director, reporting back on bids received for a Classification & Compensation Study review of all the non-union and employees groups, excluding public safety, and

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

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

93 Emergency Repairs of Engine 1.

1. Communication from the Fire Chief, submitting a request for emergency repairs to Engine 1, frontline fire suppression vehicle, and recommending that Council confirm the administrative decision to perform an emergency direct purchase and approve a payment to West Shore Fire in the amount of **\$12,245.68**.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

VII. COUNCIL COMMENTS.

VIII. MAYOR'S COMMENTS.

IX. CITY MANAGER COMMUNICATION.

X. CITIZEN COMMENTS

XI. ADJOURNMENT.

CITY OF MONROE
REGULAR COUNCIL MEETING
MONDAY, APRIL 7, 2014

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

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

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

Mayor Clark led the pledge of allegiance to the flag.

Public Hearing.

44 This being the date set to hear public comments on the special assessment roll for the expenses of unpaid rental property inspection fees where the owners have failed to pay for same and there being no comments on file in writing in the Clerk-Treasurer's Office, the Mayor declared the hearing open.

Ray Rose, 4240 W. Dunbar Road said he owes another \$225 for an inspection that has a certificate of compliance for the rental inspection from 6/30/13 – 6/30/2016 and prior to that the house was almost completely destroyed. He said he replaced the windows, doors and flooring, and at that time he went to the Building Department to have the inspection of the house put on hold, but no one made a record of it. He said it took almost a year to get the insurance settlement, the contractor's hired and to have the work done. He said that he isn't sure how they've come up with an extra \$225 in fees.

Mayor Clark asked if he received the first notice and did he respond to it.

Ray Rose, 4240 W. Dunbar Road said he had a number of notices that he's responded to and has spoken to several people at the Building Department but has not been listened to.

Mayor Clark asked when he was last here to talk to someone concerning this item.

Ray Rose, 4240 W. Dunbar Road said this is the first time they said they were going to put it on his taxes.

Council Member Iacoangeli inquired as to the address of the property.

Ray Rose, 4240 W. Dunbar Road said the rental is located at 223 Conant Avenue.

Council Member Molenda said that he is not sure what this property owner is asking nor does he know the circumstances of his situation. He said it sounds like the inspections were conducted in 2013 and maybe the amount in question is the payment for inspection fees that were ignored and have now compounded with penalties despite the property owner having gotten notice to pay those.

Ray Rose, 4240 W. Dunbar Road said that you have to pay before an inspection is complete so they wouldn't give the certificate of compliance without payment and inspection.

Council Member Hensley asked Mr. Rose if he received a notice that he did not pay.

Ray Rose, 4240 W. Dunbar Road said that he went down to the city to find out what was going on but doesn't remember what they said.

Council Member Hensley asked what he did with the second notice.

Ray Rose, 4240 W. Dunbar Road said he put it with the first notice.

Council Member Hensley clarified that Mr. Rose was familiar with the rental property ordinance and clarified that for the past few years Mr. Rose has been here for similar issues and he is trying to understand why Mr. Rose did not take care of the initial invoice and the second one.

Ray Rose, 4240 W. Dunbar Road said that he went to talk to Butch in the Building Department who said that he would look into it and he talked to someone who was going to do something else but they have no record of him even putting the inspection of the house on hold during the disaster that went on there.

Council Member Sisk said it appears to him that Council has limited information and he said he thinks the situation could be streamlined if Mr. Brown would meet with Mr. Rose sometime tomorrow and then report back to Council or maintain communication with the Mayor. He said that we can talk for a long time but information is limited on both sides.

George Brown, City Manager said he had a meeting with Mr. Rose and another Council Member several months ago and the late payment charge was discussed. He checked to see if there was an error from within the department but did not find an error. He noted that at the time Mr. Rose had paid the \$75 after the second late notice and the additional late penalties were added. He said that he does not have the authority to waive the late fees which other property owners pay under similar circumstances and he found the charges legitimate under current ordinances and policies.

Ray Rose, 4240 W. Dunbar Road said if the inspection had been on hold like he requested they wouldn't have even been adding additional fees at that time.

George Brown, City Manager said it is standard policy to register rentals on a three year cycle and that the property is not always inspected at the beginning of that cycle for a number of reasons, some of the practices being altered but the notices that go out with the registration renewal communication and the billing, \$75 per unit, indicate that the owner is to make an appointment to have them inspected. He explained that during property file maintenance, if the property owner pays their fee, they're not billed delinquent but over the weeks and months ahead as staff does file maintenance if they find that rentals have not been inspected at the beginning of the cycle, staff attempts to make appointments and there is a charge of additional fees if there is a failure to show, but it does not extend the three year registration. He said rentals that are temporarily vacant are included in the three year registration; they are not pulled out and put back in. He said the city understands that for various reasons, remodeling, damage from tenants, weather or otherwise, a rental property might be vacant temporarily while repairs and remodeling are occurring but it's still in the cycle and is still a rental property. He said the city will hold an inspection until the work gets done but the only way to pull a property out of the system is for the owner to attest that the property has been pulled out of rental property commission completely and is being used for owner occupancy.

Council Member Iacoangeli noted that we have over 2000 rental properties in Monroe which equates to 38% of our housing stock and said that we should be at about 15% rental. He said some neighborhoods are approaching 67%-75% rental. He said it is his opinion that rental property is one of the factors that causes neighborhood decline and devaluation of home ownership property. He said he thinks it is incumbent and responsible for people who have rental property to maintain it, to follow the certificate and to file their fees; if they're going to own rental properties it is a source of income, it's a business. He noted that most of the people on the list live outside of the City of Monroe, from various other cities and are obviously absentee landlords. He continued that it is the people who live here that have to put up with and are confronted with the issues of rental property. He explained it is his position that if the city has sent out multiple notices to a property owner, then they are delinquent on their fees. He said it's incumbent on

the property owner to pay the penalty because rental property, according to the IRS code, is a legitimate business and it should be treated appropriately.

Mayor Clark said he is not sure if there is other recourse for those who are on the list following action by Council later in the Agenda this evening.

Tom Ready, City Attorney said the only recourse that he is aware of is for the objecting party to bring it back to Council for reconsideration or since it is an assessment of sorts, they can take it to the tax tribunal.

Mayor Clark said that Council cannot start waiving fees for those that decide to come and speak but Council is here to listen to a procedural error that the City Manager could look into, but it appears that he already has looked into this particular case previously because Mr. Rose was here last year also.

There being one (1) person present commenting and no comments on file in writing in the Clerk-Treasurer's Office, the Mayor declared the public hearing closed.

45 This being the date set to hear public comments on the special assessment roll for the expenses of unpaid blight removal fees where the owners have failed to pay for same and there being no comments on file in writing in the Clerk-Treasurer's Office, the Mayor declared the hearing open.

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

46 This being the date set to hear public comments on the special assessment roll for the expenses of unpaid weed and grass cutting fees where the owners have failed to pay for same and there being one (1) comment on file in writing in the Clerk-Treasurer's Office, the Mayor declared the hearing open.

Michelle J. LaVoy, Clerk-Treasurer read a letter from Mrs. C. K. Hill into the record.

William Young, 416 Almyra Avenue said that he only saw Dave's Lawn Service one time and explained that they broke into his yard, damaged the fence, cut three rose bushes and two pine trees down and scared the ground with their equipment. He said afterwards the City billed him three times and then notified him that they plan to place it on his 2014 taxes. He said his complaint is that the City gave someone the right to trespass onto and damage his property, but they won't say who is responsible for the damage. He said he thinks the City is responsible because they hired Dave's Lawn Service. He said that the City Manager came to look at the damage but he hasn't heard back from him. He also explained that he cut the grass and two days later Dave's Lawn Service came out to cut it also. He said that three rose bushes and two pine trees are not an exceptional amount but they were his.

Mayor Clark said that Mr. Brown will respond to the site visit and that the ordinance states how the long the grass is allowed to be before the City will have it cut and it also states that it can be cut when it exceeds that length. He said if there is damage the City will look into that to make sure that was something done by the company hired by the City and if so that would be something they would hold the company responsible for.

George Brown, City Manager said that he saw the location of the plants and that they unfortunately were in the turf and they were not separated with soil or mulch. He said that he understands why Mr. Young would be disappointed that his landscape plants were mowed over. He said in all of these cases, the inspectors are trained to make a determination that the grass exceeds the eight inches and it's only then that they're turned in for mowing. He said sometimes it takes a few days for the contractor to get out to the property to mow and the contractor is directed to mow only if it hasn't been mowed since the initial inspection and order for mowing. He said that he did not find error in the process other than they need to be more careful especially with landscape beds.

Mayor Clark said that if there is damage to the yard, what is the expectation is from the contractor.

George Brown, City Manager said that we expect the contractor to take reasonable care.

Council Member Hensley suggested there be a meeting between the City Manager, Mr. Young and the contractor to see if it can be rectified.

Council Member Vining clarified that Mr. Young said the contractor mowing occurred two days after he mowed the yard.

William Young, 416 Almyra Avenue said he cut the grass carefully around the rose bushes and said the contractor was carless in his workmanship and even bent the fence as he cut down the 10" pine trees that he had planted there.

Mayor Clark explained that if the trees are that small and the ordinance doesn't take effect until the grass is over eight inches high, he can see how it would be difficult for the contractor to see the trees and the grass isn't going to get cut if it is less than eight inches. He asked Mr. Young to stop into City Hall tomorrow to speak with the City Manager regarding the saplings.

Troy Overstreet, 317 Kentucky Avenue said he had recently bought his house and the next day the contractors showed up to cut his grass. He said when his girlfriend asked the man what he was doing he told her about the weed and grass ordinance eight inch length stipulations, and she told him that she would cut the grass. He said it would have to be done today and then he drove away. He said a couple of weeks later he received a letter in the mail that said he had to pay for mowing of his property but noted he was the one who mowed the grass.

Rebecca, 317 Kentucky Avenue explained that she went to City Hall to discuss the letter and logged her complaint with four people in the past several months and said she just can't understand why they have to pay this bill.

Council Member Iacoangeli asked if Mr. Overstreet said he had just purchased the house but were not the owners at the time the previous owners were notified of the high grass.

Mayor Clark asked what date Rebecca had the conversation with the contractor when the grass was to be cut.

Rebecca, 317 Kentucky Avenue said the date was May 29, 2013.

Mayor Clark said that this has come up before, when there has been a transition of a home ownership, where someone has moved in and the person has received a notice that was meant for the previous owner and that's why he needs to clarify dates.

Council Member Molenda asked if the contractor has mowed the lawn at all since they have live at the property.

Troy Overstreet, 317 Kentucky Avenue said that he has mowed the grass each time and May 29th was the only time the contractor has been to their house.

Mayor Clark asked if they have the letter or invoice with them.

Troy Overstreet, 317 Kentucky Avenue said yes and passed it to the Clerk.

Michelle J. LaVoy, Clerk-Treasurer noted that the service date of invoice 1192 is May 29, 2013 for grass, weed cutting, mowing fee, equipment, lienable items, miscellaneous revenue and penalty, in the amount of \$51.34.

Mayor Clark asked if that is the day they moved in.

Michelle J. LaVoy said that she read the wrong invoice number, it is 162177, and also there is a note on the invoice that the mowing of the property at 317 Kentucky took place on 5/30/13.

Mayor Clark asked them to come into City Hall this week to speak with the City Manager and/or the Director of Engineering & Public Services.

Ray Rose, 4240 West Dunbar Road said that he has a couple of kids mow his property on Conant Street if the grass needs to be mowed they mowed it. He said there is no proof that the grass was over eight inches tall. He said the first time he was bill the amount was \$47.68 and now the next mowing is \$65.

Mayor Clark said that a homeowner's property is their responsibility and that he has had this conversation with other landlords who said they had an agreement with the tenant to mow, or shovel but when it doesn't get done they think that the City should go to the tenant to get it resolved, but the City goes to the property owner.

Ray Rose, 4240 West Dunbar Road said he paid the first invoice and that he did not think his grass was over eight inches high. He said he would like to see someone out there with a measuring tape.

Council Member Iacoangeli said he doesn't have a problem having DPS or the Building Department go out with a tape measure and a camera but that employees' time would be added to the bill for the administrative cost.

George Brown, City Manager said that the City is not an economical mowing service and as noted it is not a desirable part of the business to be on blight and property maintenance activities. He noted that there is an administrative and inspection fee added to the invoices so it is best that property owners stay on top of the maintenance of their property because it is more expensive if the City has to contract a company to do it.

Ray Rose, 4240 West Dunbar Road asked how the grass cutting fees can be \$47.68 at one time and then a couple months later be billed at \$65.

George Brown, City Manager said that with some multiple billings, the amounts vary because of various equipment used, how long the grass is and the time it takes to complete the job. He said there will be a different system in place this year and also different contractors but there will still be administrative and inspection charges added.

Nina Spaulding, 326 West Front Street (also owner of 603 & 605 West Front) said that she spoke with Mr. Wagner and Mr. Swallow about her problem, that she has a receipt from the service that she hires to cut the grass from July 1, 2013 and she has a bill from the City that states the contractor cut the grass on July 2, 2013, so there is a discrepancy of who cut the grass. She said that she spoke with the guy who she employees to cut her grass and he said that he was there and had cut the grass. She also commented on the different amounts that are being charged by the contractors. She thinks they cut the vacant lot next to her and used her address as a billing address.

Mayor Clark asked for the billing invoice number.

Dan Swallow, Director of Economic & Community said the number is 162649.

Mayor Clark said that he knows of the vacant lot next to her address and that there is no address because the house has been removed. He said that he would like to compare her invoice to that parcel number so he asked her to come back through the week at her convenience and ask that she speak with Mr. Lewis or Mr. Swallow.

Council Member Vining said she's had had property owners ask her how they would know if their grass was really more than 8 inches when the contractor cut it and how does the City prove it or do they have to prove it.

Mayor Clark said that if you look at the list of hundreds that are listed, he doesn't see how they would find the time to cut a lawn that wasn't.

Council Member Vining asked what process a property owner should take if they still don't agree with the charge from the City after the Public Hearing.

Tom Ready, Attorney explained that under the grass cutting ordinance there is not a notice process given the extent of the list to argue the fact of the eight inches and after the mowing the property owner can contest the charges either at the tax tribunal or in court if the property owner is of the strong opinion that the City made an error in some way but the burden of proof would be on the property owner to demonstrate that the grass was not eight inches at the time it was cut.

There being five (5) person present commenting and one comment on file in writing in the Clerk-Treasurer's Office, the Mayor declared the public hearing closed.

47 This being the date set to hear public comments on the special assessment roll for the expenses of unpaid sidewalk fees where the owners have failed to pay for same and there being no comments on file in writing in the Clerk-Treasurer's Office, the Mayor declared the hearing open.

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

48 This being the date set to hear public comments on the special assessment roll for the expenses of unpaid demolition fees where the owners have failed to pay for same and there being no comments on file in writing in the Clerk-Treasurer's Office, the Mayor declared the hearing open.

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

Council Action.

51 This item was postponed at the March 17, 2014 meeting.

The communication from the City Manager's Office, submitting a proposal from Ready, Heller & Ready, PLLC for the continuation of routine, general legal services for another two (2) year term and appointment, and recommending that Council strongly consider accepting Mr. Ready's legal services proposal and re-appointing him as City Attorney for the term of July 1, 2014 to June 30, 2016. It was moved by Council Member Sisk and seconded by Council Member Iacoangeli that item 51 be postponed until the next Regular Council Meeting.

It was moved by Council Iacoangeli and seconded by Council Member Sisk that item 51 be placed on the floor for discussion.

Ayes: 7 Nays: 0

Motion carried.

Council Member Sisk thanked Council for allowing him time to speak with Mr. Ready by postponing this item. He shared that he asked Mr. Ready to be diligent at holding him accountable to other Council Members and to the public if Mr. Ready found that he was doing something wrong and he also asked Mr. Ready how he would adjust to a situation involving people that he was close to, be they a Council person or somebody in city government and Mr. Ready gave him two answers. He said that he does not sweep anything under the rug, and said if he was too close to a situation that he felt he could not 100% maintain his objectivity, he would ask that a neutral party do the investigation. Council Member Sisk said that was an outstanding answer.

Council Member Iacoangeli said that the term of the Attorney's contract is up for renewal as the new Council Members take their seats so he is of the opinion that the contract should be for one (1) year so that the contract from that point forward is in the middle of any Council Member's term therefore giving any new Council Members an opportunity to work with the City Attorney in order to appropriately evaluate their services to the City.

It was moved by Council Member Iacoangeli and seconded by Council Member Sisk to approve the proposal from Ready, Heller & Ready for continuation of routine general legal services for one year, for the term July 1, 2014 through June 30, 2015.

Council Member Rafko asked if at the end of the approved year if the contract reverts back to a two year cycle.

Mayor Clark answered yes. He said that he understands the reasoning, but at the same time you'll then extend the contract into a new Council, with an assessment time or not, won't have the ability to change it but he wants to look and see what the ending clause may be.

Tom Ready, Attorney noted that the current contract has been in effect since 2008 and it provides, among other things, that it can be terminated either by the city or by the firm with a 90 day notice.

Council Member Hensley said that Tom Ready had given outstanding service and representation to Council and he does not see a reason to change the process now.

Mayor Clark asked if there are any Charter provisions that might permit or not permit changing the term of the contract.

George Brown, City Manager said there is a Charter provision that mentions Council Appointment of a City Attorney for a two year term.

Michelle J. LaVoy, Clerk-Treasurer read from the City Charter, C-47 Appointive Officers Designated- The appointive officers of the said City are hereby fixed and designated as follows and shall be appointed by the Council: One City Attorney, for a term of two years.

Council Member Iacoangeli withdrew his motion but said he takes these appointments very seriously and would like this item to be postponed until the June 2nd Council Meeting to give him an opportunity to evaluate the performance of the City Attorney.

It was moved by Council Member Iacoangeli and seconded by Council Member Vining that item 51 be postponed until the Jun 2, 2014 Regular Council Meeting.

Council Member Sisk said that based on the time he spent with Mr. Ready he can say that he will support him but understands and supports Council Member Iacoangeli the same due diligence.

Following discussion a vote was taken on the motion.

Ayes: 7 Nays: 0

Motion carried.

53 It was moved by Council Member Molenda and seconded by Council Member Rafko that Proposed Ordinance No. 14-001, an ordinance to adopt the Fiscal Year 2014-2015 Budget for the City of Monroe be placed on its first reading and that the public hearing be set for Monday, April 21, 2014.

Ayes: 7 Nays: 0

Motion carried.

Proposed Ordinance No. 14-001, was then presented for the first time and laid over for its second reading and public hearing on April 21, 2014.

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

- A. Approval of the Minutes of the Work Session held on Monday, March 17, 2014, Regular City Council Meeting held on Monday, March 17, 2014, the Minutes of the Work Session held on Tuesday, March 25, the Minutes of the Special City Council Meeting held on Wednesday, March 26, 2014 and the minutes of the Work Session held on Wednesday, March 26, 2014.
- B. Approval of payments to vendors in the amount of \$622,509.67.
Action: Bills be allowed and warrants drawn on the various accounts for their payment.

Michelle J. LaVoy, Clerk-Treasurer noted that item 54, Appointments Resolution has been amended and items 51, 58 and 61 have updated totals reports.

54 Appointments Resolution.

- 1. Communication from the Mayor's Office, submitting a proposed resolution for appointments to various boards, commissions and committees, and recommending that the resolution be adopted.
- 2. Supporting documents.
- 3. Action: Accept, place on file and the resolution be adopted.

55 Special Olympics Half Marathon/5K Road Race on November 9, 2014.

- 1. Communication from the City Manager's Office, submitting a request from the Special Olympics for permission to hold the 2nd annual Monroe Half Marathon and 5K race on Sunday, November 9, 2014 at 8:30 a.m., and specifically to hold a half-marathon road race from Sterling State Park through the streets of Monroe and back to Sterling State Park, 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, **receipt of deposit in full of estimated costs no later than 14 days prior to event**, and that the City Manager be granted authority to alter/amend the event due the health and/or safety reasons.
- 2. Supporting documents.
- 3. Action: Accept, place on file and the recommendation be carried out.

56 Custer Airport – Professional Consultant Award.

- 1. Communication from the Director of Engineering & Public Services, reporting back on proposals for professional consultant services on aviation construction projects at Custer Airport, and recommending that Council approve the selection of RS & H as the City's aviation consultant for the years 2014 through 2018, and that the Director of Engineering & Public Services be authorized to execute any necessary or desirable agreements to this effect on behalf of the City.
- 2. Supporting documents.
- 3. Action: Accept, place on file and the recommendation be carried out.

- 57 Purchase of Mosquito Larvicide Tablets and Detention Pond Pellets.
1. Communication from the Director of Engineering & Public Services, reporting back on the mosquito control larvicide application in storm sewer catch basins throughout the City, and recommending that Council approve the purchase of fifteen (15) cases of larvicide briquettes and four (4) cases of pellets for detention ponds at a total cost of \$12,827.12 from Clarke Mosquito Control Products, Inc., that the Director of Engineering & Public Services be authorized to carry out the purchase, and that the formal competitive bidding process be waived for these purchases.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 58 Assessment Roll – Blight Removal Expenses.
1. Communication from the City Clerk-Treasurer, submitting a proposed resolution authorizing the City Assessor to spread the special assessment roll for the expenses of blight removal on the 2014 summer tax roll, and recommending that the resolution be adopted and the charges be placed on the Summer 2014 tax Roll.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 59 Assessment Roll – Demolition Expenses.
1. Communication from the City Clerk-Treasurer, submitting a proposed resolution authorizing the City Assessor to spread the special assessment roll for the expenses of demolitions on the 2014 summer tax roll, and recommending that the resolution be adopted and the charges be placed on the Summer 2014 Tax Roll.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 60 Assessment Roll – Rental Property Inspection Expenses.
1. Communication from the City Clerk-Treasurer, submitting a proposed resolution authorizing the City Assessor to spread the special assessment roll for the expenses of rental property inspections on the 2014 summer tax roll, and recommending that the resolution be adopted and the charges be placed on the Summer 2014 Tax Roll.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 61 Assessment Roll – Sidewalk Repair Expenses.
1. Communication from the City Clerk-Treasurer, submitting a proposed resolution authorizing the City Assessor to spread the special assessment roll for the expenses of sidewalk repairs on the 2014 summer tax roll, and recommending that the resolution be adopted and the charges be placed on the Summer 2014 Tax Roll.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 62 Assessment Roll – Weed and Grasse Cutting/Tree Removal Expenses.
1. Communication from the City Clerk-Treasurer, submitting a proposed resolution authorizing the City Assessor to spread the special assessment roll for the expenses of weed and grass cutting and tree

removal on the 2014 summer tax roll, and recommending that the resolution be adopted and the charges be placed on the Summer 2014 Tax Roll.

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

63 Blue Star Memorial Request from the Lotus Garden Club for Placement at the Sawyer Homestead.

1. Communication from the Director of Economic & Community Development, submitting a request from the Lotus Garden Club to place a "Blue Star Memorial" at the City-owned Sawyer Homestead property, and recommending that Council approve the Blue Star Memorial request from the Lotus Garden Club with the condition that it be placed at Soldiers & Sailors Park due to the site's stronger connection to Veterans, and further recommending that a letter be sent to the applicant that the City supports the establishment of a marker under the Blue Star Memorial Program, subject to final location being identified with City staff at Soldiers & Sailors Park.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

64 Preventative Maintenance Service Contract for Refrigeration System.

1. Communication from the Finance Director, submitting a Preventative Maintenance Service Contract for Refrigeration Systems at the Monroe Multi-Sports Complex (MMSC), and recommending that Council authorize Rink Management Services and/or the City of Monroe to enter into a three year preventative maintenance agreement with Toromont Cimco with a three-year price total of \$25,295.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

It was moved by Council Member Molenda and seconded by Council Member Sisk that items 54, 55, 56 and 57 be approved as presented and that items B, 58, 59, 60, 61, 62, 63 and 64 be removed and considered separately.

Ayes: 7 Nays: 0

Motion carried.

B. Approval of payments to vendors in the amount of \$622,509.67, was presented, action: Bills be allowed and warrants drawn on the various accounts for their payment.

Council Member Iacoangeli noted that he will abstain from the vote on this item because there is a final invoice from Beckett & Raeder Inc, a firm of which he is part owner.

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

Ayes: 6 Nays: 0 Abstain: 1 (Council Member Iacoangeli)

Motion carried.

58 The communication from the City Clerk-Treasurer was presented, submitting a proposed resolution authorizing the City Assessor to spread the special assessment roll for the expenses of blight removal on the 2014 summer tax roll, and recommending that the resolution be adopted and the charges be placed on the Summer 2014 tax Roll.

Council Member Vining asked about the disputed invoices and what will happen to them if the item is approved.

Tom Ready, Attorney said if the assessment roll is approved as presented there could be a correction made at a later date if need be. He said another option is to accept or take out those persons who made objections and were

directed or opted to speak with the administration in the coming week and they would not be on the roll unless there was further action at another meeting.

It was moved by Council Member Iacoangeli and seconded by Council Member Hensley that item 58 be accepted, placed on file and the resolution be adopted.

Ayes: 7 Nays: 0

Motion carried.

59, 60, 61, 62 The communication from the City Clerk-Treasurer was presented, submitting a proposed resolution authorizing the City Assessor to spread the special assessment roll for the expenses of demolitions, rental property inspections, sidewalk repairs, weed and grass cutting and tree removal on the 2014 summer tax roll, and recommending that the resolution be adopted and the charges be placed on the Summer 2014 Tax Roll.

It was moved by Council Member Iacoangeli and seconded by Council Member Rafko that item 59, 60, 61 & 62 be accepted, placed on file and the resolution's be adopted.

Ayes: 7 Nays: 0

Motion carried.

63 The communication from the Director of Economic & Community Development was presented, submitting a request from the Lotus Garden Club to place a "Blue Star Memorial" at the City-owned Sawyer Homestead property, and recommending that Council approve the Blue Star Memorial request from the Lotus Garden Club with the condition that it be placed at Soldiers & Sailors Park due to the site's stronger connection to Veterans, and further recommending that a letter be sent to the applicant that the City supports the establishment of a marker under the Blue Star Memorial Program, subject to final location being identified with City staff at Soldiers & Sailors Park.

Council Member Vining said she would like to approve placement of the "Blue Star Memorial" at the City-owned Sawyer Homestead property and said she is confused by the two different agenda fact sheets on this item. She said the first fact sheet had a recommendation against placement of the "Blue Star Memorial" for lack of compatibility and direct connection with its surroundings. She said that she disagrees with that and thinks there is a direct connection in the area of the Sawyer Homestead and said there are historical markers on that site.

Council Member Molenda noted that there is something to be said about having a unified theme within any park or facility and said there are two (2) parks that are dedicated to military service. He said to start spreading memorials and markers to other facilities that have identities unique in and of themselves takes him back to his point about a unified feel or theme.

Council Member Vining said that the Sawyer House holds the Founder's Day program, they are involved in re-enactments every year and all of that lines up with the plans for the Battlefield Nation Park project. She said she does not think the request is off base or starting some new trend, she thinks that the Sawyer House has been involved in this in some capacity for many years.

Council Member Hensley spoke against placement of the Blue Star Memorial at the Sawyer Homestead.

Council Member Iacoangeli spoke in favor of placing the Blue Star Memorial at the Sawyer Homestead.

Mayor Clark spoke against placement of the Blue Star Memorial at the Sawyer Homestead.

Council Member Rafko spoke in favor of placing the Blue Star Memorial at the Sawyer Homestead.

Following discussion, it was moved by council Member Vining and seconded by Council Member Rafko that the Blue Star Memorial be placed at the Sawyer Homestead not at Soldiers and Sailors Park, as identified.

Council Member Molenda said he feels like this is not the normal process in which memorial placement requests are made and asked if there has been some deviation in the policy.

George Brown, City Manager said that this request was expedited.

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

Ayes: 4 Nays: 3 (Council Member Molenda, Hensley and Mayor Clark)

Motion carried.

64 The communication from the Finance Director was presented, submitting a Preventative Maintenance Service Contract for Refrigeration Systems at the Monroe Multi-Sports Complex (MMSC), and recommending that Council authorize Rink Management Services and/or the City of Monroe to enter into a three year preventative maintenance agreement with Toromont Cimco with a three-year price total of \$25,295.

Council Member Rafko would like to delay Council action on this item in light of discussion that has taken place at Work Sessions regarding the Monroe Multi-Sports Complex and the Recreation Department. She thinks more discussion is needed on this item.

Council Member Molenda said that his concern is that this is a three-year contract and he doesn't think there is a three-year plan for the facility. He is also concerned that there is no termination clause.

Council Member Hensley suggested that staff meet with the contractor and establish a 30, 60 or 90 day out with this contract.

Mayor Clark asked if Mr. Brown had a timeframe that would be appropriate to have this item revisited.

George Brown, City Manager said there is not a critical deadline to have this contract executed.

Council Member Iacoangeli noted that the professional service agreement has a clause that if there are any disputes, they shall be resolved in the Ontario court system and he would like to see that changed that they will be handled here in the United States.

It was moved by Council Member Rafko and seconded by Council Member Hensley that item 64 be postponed until the May 19th Council Meeting.

Adam Yeager, 1833 South Custer Road asked if the MMSC is self funded.

Council Member Iacoangeli said no.

Lou Lambardo, Rink Management, MMSC said that he will address Councils concerns but unfortunately running one compressor as it gets warmer, and not getting this item approved until the end of May can be detrimental to the ice surface.

Council Member Molenda said the issue is the termination clause and that it is a single issue so it may not be necessary to hold this item until the middle of May.

Council Member Rafko agreed to change her motion to read "no later than May 19th" and Council Member Hensley supported the change to the motion.

Following discussion, a vote was taken on the motion.

Ayes: 7 Nays: 0
Motion carried.

Council Comments.

Mayor Clark recognized Ray Solo and Jim Solo, two former City of Monroe Fire Chiefs and said that he would have Council Comments first and then invite them to speak.

Council Member Molenda commented on Earth Day and the Humane Society Auction. He noted that Waterloo Elementary School entered into a contest sponsored by Bridgestone Tire to improve green spaces and playgrounds. He urged everyone to go to the Bridgestone Tire website and place their vote daily for Waterloo Elementary School. He also commented on a performance at RRCA, Coppelia, and said that he is the Mayor of the fictitious town in the play.

Council Member Rafko commented on the Celebrate Children event at the mall and the Easter Egg Hunt at Munson Park. She alerted Patrick Lewis, Director of Engineering & Public Services that the sidewalk at Monroe and Noble is blocked and it is a safety issue for children who cross at that intersection.

Council Member Sisk thanked Mr. Brown, City Manager, Mr. Ready, Attorney and Carole Snider, Human Resources for their time and effort in providing him with information that he requested.

Council Member Iacoangeli recognized former Mayor Knabusch, the service that he provided to the City of Monroe and noted that he passed away last week.

Council Member Vining encouraged City of Monroe residents to attend Council meetings to voice their concerns and to learn about the process. She said that residents have a voice and that voice will compel Council to address their issues.

Mayor Comments.

Mayor Clark recognized the students who were in attendance from MCCC and gave them encouragement. He also commented about former Mayor Milton Knabusch. He announced Comcast Care Day on April 26th at the ALCC.

Citizen's Comments.

Ray Solo, former City of Monroe Fire Chief, served for 17 years and retired in 1997. He introduced his dad, Jim Solo who also served as City of Monroe Fire Chief beginning in 1947 and retired in 1980. He said that he is disappointed in what has happened to the Fire Department, how it's been reduced to one or two firemen on duty per shift. He said apparently fire protection is no longer a priority for the community and it saddens him.

Jim Solo, former City of Monroe Fire Chief said the hardest job he had as a Fire Chief was to establish the East Side Fire Station even though Mayor Mignano lived on the east side. He noted that the West Side Fire Station is now being manned with two men and he doesn't see how that can work. He noted that he regrets to see how the operation of the Fire Department has been reduced.

Richard Micka, 47 East Elm Avenue said on behalf of the applicant, The Lotus Garden Club and as a veteran he appreciates the opportunity to speak regarding the Blue Star Memorial honoring all veterans and the love of gardening. He thanked Dan Swallow, Jeff Green and Council for making considerable effort to get this request on the Council agenda and approved. He acknowledged the Lotus Garden Club for their efforts to bring another Blue Star Memorial to Monroe as he continued to read his statement.

Carolyn Harmon, 6100 North Dixie Highway said she's a member of the Lotus Garden Club but is not here to speak on behalf of the club; she is here to speak as a teacher, a mother and a grandparent. She said she is an advocate of veterans and spoke against the concern of having all memorials in just a few locations around town.

Rosalie Pasko, 508 East Front Street, member of the Lotus Club said she lives across from Soldiers and Sailors Park and one block from the Sawyer Homestead. She thanked Council Member Vining for her support to place the memorial at the Sawyer Homestead and said it will be much easier for the garden club to maintain in that location.

Adjournment.

It was moved by Council Member Iacoangeli and seconded by Council Member Hensley that the meeting adjourn at 9:53 p.m. until the Regular Meeting on Monday, April 21, 2014 at 7:30 p.m.

Ayes: 7 Nays: 0

Motion carried.

Michelle J. LaVoy
City Clerk-Treasurer

Robert E. Clark
Mayor

**CITY OF MONROE
COUNCIL WORK SESSION
WEDNESDAY, APRIL 16, 2014**

Work Session of the City Council of the City of Monroe, Michigan held on Wednesday, April 16, 2014 at 6:30 p.m. in the City Hall Council Chambers.

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

Also Present: George Brown, City Manager
Tom Ready, Attorney
Tom Moore, Director of Public Safety
Manuel Hoskins, Fire Chief
Joe Mominee, Deputy Director of Public Safety
Ed Sell, Finance Director

Mayor Clark explained that this Work Session was scheduled to hear a presentation from the Director of Public Safety regarding Emergency Medical, Fire and Police Services. He said that Tom Moore, Director of Public Safety will begin and a presentation will be given by Manuel Hoskins, Fire Chief.

Tom Moore, Director of Public Safety & Chief of Police gave a presentation regarding the Public Safety Division, the Police Department, the Fire Department and noted that the biggest obstacles that law enforcement in this community is faced with presently are drugs, drug related crime, home invasions, breaking & entering, assaults, robberies, and motor vehicle thief's which are some of our most violent crimes. He explained where the Police Department and Fire Department stood in staffing levels five years ago and how they've changed since the inception of the Public Safety Division.

Manuel Hoskins, Fire Chief gave a PowerPoint presentation that covered training of the Public Safety Officers, commercial building inspections, number of calls responded to year-to-date and his staffing recommendations.

Joe Mominee, Deputy Director Public Safety gave a PowerPoint presentation regarding EMS on behalf of the Public Safety Division.

Following discussion, Mayor Clark declared the meeting adjourned at 8:39 p.m.

Michelle J. LaVoy
Clerk-Treasurer

Robert E. Clark
Mayor

CITY OF MONROE
REGULAR COUNCIL MEETING
MONDAY, APRIL 21, 2014

Regular meeting of the City Council of the City of Monroe, Michigan held on Monday, April 21, 2014 at 7:30 p.m. in the City Hall Council Chambers.

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

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

Mayor Clark led the pledge of allegiance to the flag.

Public Hearing.

53 This being the date set to hear public comments on proposed Ordinance No. 14-001, an ordinance to adopt the fiscal Year 2014-2015 Budget for the City of Monroe and there being five (5) comments on file in writing in the Clerk-Treasurer's Office, the Mayor declared the hearing open.

George Brown, City Manager noted that in the month of March, Council held a goal setting work session and several budget work sessions and all were open to the public. He continued that as required by City Charter, a proposed FY 2014-2015 Budget was presented to Mayor and Council during the first week of April and the first reading of the Budget Ordinance was held on April 7th. He further stated that considering additional inputs and requests from Council regarding the budget and operating priorities some modifications were made to the proposed general fund budget in order to fund those initiatives and efforts. He said that the budget proposed is balanced and he cited projects, public services, other areas of the budget along with their costs. He cited areas that are proposed to increase funding to the budget.

Mayor Clark gave a brief overview of what has been covered during budget discussions on Public Safety, the Monroe Multi-Sports Complex and Parks & Recreation. He asked Ed Sell, Finance Director to help with a PowerPoint Presentation to show information regarding those areas. He noted that there are comments on file in writing in the Clerk-Treasurer's Office and asked Michelle J. LaVoy, Clerk-Treasurer to read those comments into the record.

Michelle J. LaVoy, Clerk-Treasurer read a letter from Ralph Mahalak Jr., City of Monroe, a letter from Ellen Ivey, Frenchtown Township, a letter from Mike Shatley, Frenchtown Township, a letter from Susan Keshen, Monroe Township and a letter from Kelly Gotha, LaSalle Township into the record.

Dawn Godo, 8898 Armstrong Road, Newport, President, Journey Figure Skating Club introduced a few members of the club. She explained how figure skating has grown at the MMSC and asked Council approve the repair of the compressor so that the club can continue.

Ginger Stuck, 1326 Union Street said that she worked at MMSC and all five (5) of her children utilize the facility. She also noted some of the benefits it provides within the community.

Sheri Enwood, 727 Roeder Street said she has two (2) children who are members of the Journey Skating Club and participate in various other activities. She spoke in favor of keeping the MMSC open as a recreation facility.

Brian Huges, 12800 Eggert Road, Dundee Head Coach St. Mary's Hockey Team spoke in favor of the MMSC and of the additional revenue that visitors bring to other business within the city.

Pauline Fick, 3340 Reinhardt Road asked if Council has taken a vote on the request to repair the compressor.

Mayor Clark explained that the City Manager presents a proposed budget to Council for approval which includes funding for the MMSC and will be voted on during this agenda. He noted that also on the agenda is the maintenance service contract for the compressor at the MMSC and said that item will also be voted on this evening.

Adam Yeager, 1833 S. Custer Road spoke against the MMSC and asked that Council eliminate it because it has nothing for senior citizens.

Matt Vititoe, 114 Glendale Court clarified that there are 56 positions for Public Safety, three (3) of them are management positions and said he does not understand why there are three (3) management positions. He said that City Charter contemplates two (2) positions, Chief of Fire and Chief of Police and said the funds used for the third position could be used to add another Firefighter or Police Officer. He noted that the current budget includes funding for the MMSC but in the proposed budget it seemed as though Council was going to repurpose the MMSC for something else.

Mayor Clark said that during a work session there was discussion regarding the MMSC but that at no time during the work session was there discussion about closing the MMSC. He explained that Council had discussion about sustainability and alternatives but that is with any business when you look at current issues. He said that no decisions were made at a work session on a repurposing plan for the MMSC.

Council Member Molenda noted that year after year Council is confronted with deficits and that will always be a topic of conversation and that over the years Council has continued to recognize the benefit of the MMSC to the community. He said that one of Council's goals it to make the MMSC self sustaining although it may never be, so other options is always a topic. He cited how much the city subsidizes for the MMSC.

Council Member Hensley said he agrees that the MMSC is needed but Council needs to look at ways to change it and he recommended that an analysis be conducted to determine the best use of the facility.

Council Member Iacoangeli said he would like to see 15 Firefighters and a Fire Chief at the Fire Department and would like to see the Deputy Director of Public Safety position phased out. He said he would like to start looking for a new recruit for Police Chief but not to replace the Director of Public Safety. He said he is concerned about transition and succession because Fire Chief Hoskins is eligible to retire soon and Director Moore is on a Drop Program which could end in a couple of years. He would like to see a Police Chief position replace the Deputy Director of Public Safety position. He spoke in favor of continuing education in the Public Safety Division. He would like to see a formal request to the surrounding townships and a formal answer from the townships about their willingness to get involved and participate with the city in the operation and subsidiaries of the MMSC. He commented on reorganizing the Parks and Recreation Department but is concerned with lack of timing and wants to take action on it now.

Council Member Sisk spoke in favor of the MMSC. He told of 6 youth who approached him and said that they use the MMSC facility and they told him of their concern about the fate of the MMSC. He said he is in favor of removing funding for the Deputy Public Safety Director and to use the money to put another Firefighter in place. He said he agrees with the Fire Chiefs recommendation for staffing.

Council Member Rafko thanked those who came to speak at the public hearing and said she heard a lot of good ideas. She spoke about the cultural activities, the park system and the school system as being assets that will create desire for people to visit and to live in our community.

Council Member Molenda spoke to the recommendation from the Fire Chief regarding staffing levels for Firefighters and said he is if favor of filling those numbers with Public Safety Officers as opposed to hiring more firefighters.

Mayor Clark spoke to the concern about the Deputy Public Safety Director and the tasks and function that position is responsible for and where those duties be absorbed. He commented about Council Members concern with the

succession of each position. He spoke about funding, revenue, training of PSO's, firefighters, police officers and command officers.

There being seven (7) person present commenting and five (5) comments on file in writing in the Clerk-Treasurer's Office, the Mayor declared the public hearing closed.

69 This being the date set to hear public comments on FY 2013-14 Amendment to Community Development Block Grant (CDBG) Annual Action Plan and there being no comments on file in writing in the Clerk-Treasurer's Office, the Mayor declared the hearing open.

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

Council Action.

53 It was moved by Council Member Molenda and seconded by Council Member Iacoangeli that Proposed Ordinance No. 14-001, an ordinance to adopt the Fiscal Year 2014-2015 Budget for the City of Monroe be placed on the floor for its final reading.

Ayes: 7 Nays: 0

Motion carried.

Council Member Sisk said that he cannot support the budget as it is and asked if Council honored Chief Hoskins staffing recommendation, how it would be funded.

George Brown, City Manager said that would take some review and study, to look at the scope of available revenue resources. He said it would be difficult with the available funding to add additional personnel without shifting resources from other areas of operations. He said he would need several days and the target of a work session next week to come back with some options with more specificity.

Council Member Sisk said he understands it takes a lot of staff hours and many work sessions to prepare a budget document like this but plans to take Chief Hoskins at his word as our Fire Chief and he thinks it is critical that we have staffing levels at his recommendation. He reinforced that Chief Hoskins said his recommendation provides the best safety for residents, for Firefighters and the Chief said he was more comfortable sending veteran Firefighters in as lead in collaboration with PSO's should there be an incident or a fire.

Mayor Clark noted that Chief Hoskins also said a PSO would be ok as well and said the Chief responded positively to both manners in which fire response could be delivered. The Mayor said that we're at 56 right now and we're not sure if the funding is available for 15 additional positions in one department.

Council Member Molenda noted that at the same work session Tom Moore, Public Safety Director also requested additional personnel, so if we are to consider one request we should consider both.

Council Member Rafko said that as she remembers it, Chief Hoskins said they could come from the ranks but that they would need to remain at the Fire Houses as a fulltime traditional Firefighter and that they be trained as a paramedic.

Mayor Clark said that Council has had conversation back and forth regarding Public Safety, fire response, police response and medical response and it seems to come back to the medical response structure. He noted that we have PSO's that are medical first responders. He explained that Chief Hoskins said having the people together and working together is going to be better response because you get familiarity, continuity and consistency. He further explained that would not happen if there are different shifts, a 24 hour shift employee and a 12 hour shift employee because it becomes a disassociation.

Council Member Hensley said he respects the Fire Chiefs recommendation on staffing levels at the Fire Stations although there is nothing to assure us that a new hire Fireman will be a veteran Firefighter.

Council Member Iacoangeli said it is apparent that the city doesn't have an actual consolidated policy because these departments are not functioning well together and there is constant upheaval in terms of who's going to be replaced, are we going to give them enough deployment staff, is leadership going to morph into something that's more consistent with the Operational Assessment. He noted that Council is not doing the community a favor by not making a decision.

Following lengthy discussion, it was moved by Council Member Sisk and seconded by Council Member Iacoangeli that the contract for the Deputy Director of Public Safety be terminated in 180 days from today, April 21, 2014 and that he be notified.

Following further discussion, a vote was taken on the motion.
Ayes: 5 Nays: 2 (Council Member Molenda and Hensley)
Motion carried.

Mayor Clark noted that Council is still working on item 53, to adopt the Fiscal Year 2014-2015 Budget for the City of Monroe.

It was moved by Council Member Iacoangeli and seconded by Council Member Rafko that the Administration presents to Council, by July 1, 2014, a plan to reorganize the current Recreation Department into a Parks, Recreation, and Cultural & Tourism Events Department.
Ayes: 7 Nays: 0
Motion carried.

It was moved by Council Member Iacoangeli and seconded by Council Member Hensley that Ordinance 14-001, the Fiscal Year 2014-2015 Budget for the City of Monroe be accepted, placed on file and the recommendation be carried out.

Following further discussion, a vote was taken on the motion.
Ayes: 7 Nays: 0
Motion carried.

64 This item was postponed at the April 7, 2014 meeting.

The communication from the Finance Director, submitting a Preventative Maintenance Service Contract for Refrigeration Systems at the Monroe Multi-Sports Complex (MMSC), and recommending that Council authorize Rink Management Services and/or the City of Monroe to enter into a three year preventative maintenance agreement with Toromont Cimco with a three-year price total of \$25,295. It was moved by Council Member Rafko and seconded by Council Member Hensley that item 64 be postponed to no later than May 19, 2014.

It was moved by Council Member Hensley and seconded by Council Member Iacoangeli that item 64 be placed on the floor for discussion.
Ayes: 7 Nays: 0
Motion carried.

It was moved by Council Member Hensley and seconded by Council Member Iacoangeli that item 64 be accepted, placed on file and the recommendation be carried out.
Ayes: 7 Nays: 0
Motion carried.

76 It was moved by Council Member Molenda and seconded by Council Member Rafko that Proposed Ordinance No. 14-002, an ordinance to amend Article I., Municipal Employees' Retirement System, Chapter 296, Section 127-13, and Section 127-51 of the Codified Ordinances of the City of Monroe be placed on its first reading and that the public hearing be set for Monday, May 5, 2014.

Ayes: 7 Nays: 0

Motion carried.

Proposed Ordinance No. 14-002, was then presented for the first time and laid over for its second reading and public hearing on May 5, 2014.

Mayor Clark noted that although there was a motion made and carried to pass the Budget Ordinance, the formal procedure was not followed. After the second reading, the Mayor asks "Shall this ordinance pass?" and that step in the process was lost in the discussion.

Tom Ready, Attorney suggested a redo.

Proposed Ordinance No. 14-001 was then presented for the second time after which the Mayor asked, "Shall this Ordinance pass?"

Ayes: 7 Nays: 0

Motion carried.

Consent Agenda.

Michelle J. LaVoy, Clerk-Treasurer noted that the Consent Agenda will be amended to add item 77.

- A. Approval of the Minutes of the Work Session held on Monday, March 31, 2014, the Minutes of the Work Session held on Tuesday, April 1, 2014, the Minutes of the Work Session held on Wednesday, April 2, 2014, and the Minutes of the Work Session held on Monday, April 7, 2014.
- B. Approval of payments to vendors in the amount of \$521,438.08.
Action: Bills be allowed and warrants drawn on the various accounts for their payment.

65 Relay for Life of Monroe Banner Request.

- 1. Communication from the City Manager's Office, reporting back on a request from the Relay for Life of Monroe for permission to display a banner across Monroe Street from May 19 – June 9, 2014 announcing the Monroe Relay for life on June 7-8, 2014, and recommending approval of the request subject to meeting qualifications outlined in the banner policy.
- 2. Supporting documents.
- 3. Action: Accept, place on file and the recommendation be carried out.

66 Downtown Development Authority – Second Annual Downtown Monroe Flea Market.

- 1. Communication from the City Manager's Office, submitting a request from the Downtown Development Authority to hold the second annual Downtown Monroe Flea Market on Saturday, June 14, 2014 from 9:00 a.m. – 2:00 p.m., to use the sidewalks within the DDA district, the on-street parking space areas in the 0-100 block of East Front Street, the 0-100 block of Washington Street, as well as the sidewalks on the east and west side of the 0-100 block of South Monroe Street for the outdoor display of products offered by District business and other vendors, and recommending that Council approve this request contingent upon items being met as outlined by the administration, subject to emergency vehicle

access being maintained, 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.

67 FY 2014-15 Community Development Block Grant (CDBG) Annual Action Plan.

1. Communication from the Director of Economic & Community Development, submitting the Community Development Block Grant Annual Action Plan for Fiscal Year 2014-15 as required by the Department of Housing and Urban development (HUD), and recommending that Council approve distribution of the draft FY 2014-15 CDBG Annual Action Plan for a 30-day public comment period and schedule a public hearing and action item for the May 19th meeting agenda.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

68 Approval of the Sub-recipient Agreement with the Monroe Housing Commission (MHC) for Recreation Services at Greenwood Housing Complex.

1. Communication from the Director of Economic & Community Development, submitting a Sub-recipient Grant agreement with the Monroe Housing Commission for Recreation Services at Greenwood Housing Complex, and recommending that Council approve the proposed CDBG sub-recipient agreement with the MHC for the summer of 2014 and authorize the City Manager to execute the agreement.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

69 FY 2013-14 Amendment to Community Development Block Grant (CDBG) Annual Action Plan.

1. Communication from the Director of Economic & Community Development, submitting an amendment to the Fiscal Year 2013-14 Community Development Block Grant Annual Action Plan to add a \$17,000 budget for streetlight upgrades in low and moderate income neighborhoods, and recommending that Council approve the proposed amendment after the public hearing to be held at this meeting.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

70 COMEA UNIT I (City of Monroe Employees Association).

1. Communication from the Director of Human Resources, submitting an agreement with COMEA Unit I to extend the current collective bargaining agreement dated November 21, 2011 through December 31, 2014 for one additional year, and recommending that Council approve the attached extension of the COMEA Unit I Collective Bargaining Agreement.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

71 Approval of a Proposed Consent Judgment with the Property Owner at 49 Scott Street.

1. Communication from the Director of Economic & Community Development, submitting a request for approval of a Consent Judgment, proposed by the City with the acceptance of the property owner at 49 Scott Street, and recommending that Council approve the proposed Consent Judgment with the property owner at 49 Scott Street.

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

72 Approval of a Revocable Encroachment Easement for Property at 78-84 West Front Street.

1. Communication from the Director of Economic & Community Development, submitting a request for approval of a Revocable Encroachment Easement for property at 78-84 West Front Street, and recommending that Council approve the attached Grant of Revocable Encroachment Easement to the property owner at 78-84 West Front Street (currently JDK, LLC); and authorize the City Manager to execute the Easement, and further recommending that the City Manager be authorized to make minor amendments to the easement that may be necessary due to unanticipated conditions, subject to review and approval by the City Attorney.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

73 Approval of the Agreement for Donation of Lands with the U.S. Fish and Wildlife Service.

1. Communication from the Director of Economic & Community Development, submitting a request for approval of the agreement for Donation of Lands with the U.S. Fish and Wildlife Service, and recommending that Council approve the attached Agreement for Donation of Lands with the United States of America [U.S. Department of the Interior, U.S. Fish and Wildlife Service] for the donation of the City's interest in the parcel of property totaling 16.64 acres generally bounded by North Dixie Highway on the north, East Elm Street on the south, Canadian National railway on the west, and Interstate 75 on the east; and authorize the Mayor and Clerk-Treasurer to execute the Agreement and any other documentation necessary to complete the donation of lands (Exp. Deed).
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

74 Hydrofluosilicic Acid Bulk Tanks Removal and Replacement – Water Treatment Plant Bids.

1. Communication from the Director of Water & Wastewater Utilities, reporting back on bids received for the Hydrofluosilicic Acid Bulk Tanks removal and replacement, and recommending that a purchase order in the amount of \$60,880 and a total amount of \$70,000 be encumbered to include a 15% contingency, be awarded to TSP Environmental out of Redford, MI for the Removal and Replacement of the two HFS Bulk Tanks at the WTP as part of the FY 2014-15 CIP project in accordance with the bid specifications, and further recommending that the Finance Director advance the project funding to FY 2013-2014 in an effort to complete the project on time and meet the MDCH grant requirements.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

75 Installation of New Public Sanitary Sewer – West Fourth Street Between Hubble and Harrison Streets – Special Assessment Resolution Number 2 – Sewer SAD #232.

1. Communication from the Director of Engineering & Public Services, submitting Resolution No. 2 in the special assessment process declaring the installation of a new public sanitary sewer to service the properties located on West Fourth Street between Hubble and Harrison Streets, and recommending that the attached Resolution 2 be adopted, and that the public hearing be scheduled for May 5, 2014 at 7:30 p.m. in the City Council Chambers.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

77 Emergency Repairs to Traffic Signals at Front and Roessler Streets – Funding allocation and Potential Contractor Award.

1. Communication from the Director of Engineering & Public Services, reporting back on funding allocation and potential contractor award for emergency repairs to traffic signals at Front and Roessler Streets, and recommending that up to \$25,000 be appropriated from the Major Street Fund to Provide for the emergency repairs to the traffic signals at the intersection of Front and Roessler Street, and that the Director of Engineering and Public Services and/or City Manager be authorized to award a contract to the most advantageous vendor following solicitation of additional quotes.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

It was moved by Council Member Molenda and seconded by Council Member Sisk that items 65, 68, 69, 70, 71, 72, 73, 74 and 75 of the Amended Consent Agenda be approved as presented and that item 66, 67 and 77 be removed and considered separately.

Ayes: 7 Nays: 0

Motion carried.

66 The communication from the City Manager's Office, submitting a request from the Downtown Development Authority to hold the second annual Downtown Monroe Flea Market on Saturday, June 14, 2014 from 9:00 a.m. – 2:00 p.m., to use the sidewalks within the DDA district, the on-street parking space areas in the 0-100 block of East Front Street, the 0-100 block of Washington Street, as well as the sidewalks on the east and west side of the 0-100 block of South Monroe Street for the outdoor display of products offered by District business and other vendors, and recommending that Council approve this request contingent upon items being met as outlined by the administration, subject to emergency vehicle access being maintained, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

Council Member Molenda said the original document does not request a closure of West Front Street and the final recommendation does so he would like clarification of what Council is approving.

Mayor Clark said that the Fact Sheet lists the closure but the request from the DDA does not have the request.

George Brown, City Manager apologized for the discrepancy and recommended that Council authorize the closure of West Front Street. He said it seemed like they used that segment last year and if they don't use it, it could be left open but the authorization is there if they should need the closure.

It was moved by Council Member Molenda and seconded by Council Member Hensley that item 66 be accepted, placed on file and the recommendation be carried out.

Ayes: 7 Nays: 0

Motion carried.

67 The communication from the Director of Economic & Community Development, submitting the Community Development Block Grant Annual Action Plan for Fiscal Year 2014-15 as required by the Department of Housing and Urban development (HUD), and recommending that Council approve distribution of the draft FY 2014-15 CDBG Annual Action Plan for a 30-day public comment period and schedule a public hearing and action item for the May 19th meeting agenda.

Council Member Iacoangeli said he would like to see the FIX Program reduced which is used to rehabilitate four (4) homes for this segment and an additional seven (7) from previous years. He would like to see that reduced

from \$286,000 to \$270,000 with the \$16,000 being appropriated under the Hellenberg Field Plan and he wants to change that as well. He further explained he would like to bump the \$8,500 up to \$24,500 in order to do a contract with the firm to design Labor Park which is the Park that's adjacent to the Arthur Lesow Community Center and Father Cairns Park. He said those two parks are in the recently adopted Parks & Recreation Plan as a priority action item to do master plans for those two (2). He also noted that both of those areas are in low to moderated income neighborhoods.

It was moved by Council Member Iacoangeli and seconded by Council Member Rafko that item 67 be accepted, placed on file and the recommendation be carried out.

Ayes: 7 Nays: 0

Motion carried.

77 The communication from the Director of Engineering & Public Services, reporting back on funding allocation and potential contractor award for emergency repairs to traffic signals at Front and Roessler Streets, and recommending that up to \$25,000 be appropriated from the Major Street Fund to Provide for the emergency repairs to the traffic signals at the intersection of Front and Roessler Street, and that the Director of Engineering and Public Services and/or City Manager be authorized to award a contract to the most advantageous vendor following solicitation of additional quotes.

Council Member Molenda said he pulled this item because the City Engineer indicated that there was a revised fact sheet.

Patrick Lewis, Director of Engineering & Public Services apologized for the late add-on and said that there is a pole down at Roessler and Front Street that needs immediate attention to make the repairs. He said they just received their first quote and are still in process of soliciting quotes but it is apparent that Council approval is necessary to award one of the quotes. He noted that the correction on the Fact Sheet asks for an appropriation of up to \$25,000 from the major street fund. He said he hopes the number comes in better than that but as of right now the quote they have is a little under that amount. He said that they didn't want to reveal the vendor or their quote but unfortunately it was listed on page two of the fact sheet so the number now on the second page is \$25,000.

Council Member Hensley said that this downed pole is a result of a vehicle accident and asked if possibly insurance may cover it down the road.

Patrick Lewis, Director of Engineering & Public Services said that is correct, it is their intent to seek restitution from the at fault party because it was an issue beyond the City's control.

It was moved by Council Member Hensley and seconded by Council Member Iacoangeli that item 77 be accepted, placed on file and the recommendation be carried out.

Ayes: 7 Nays: 0

Motion carried.

Mayor Clark welcomed Dale Zorn, State Representative and invited him to address Council.

Dale Zorn, State Representative, 56th District and candidate for Michigan Senate said it is a privilege to visit Mayor and Council because it brings back memories of his days on the County Board. He said it's always exciting to see local government work as well as it does and that's why it is so important that government in Lansing make sure that local government remains strong. He said it's not about government making our lives better; it's about you, me and all of those who are in the audience which makes our communities better. He said this is government at its finest. He talked about revenue sharing ideas and going forward with a two year

budget and said that Monroe's revenue sharing is about \$1.9 million dollars. He said that the Governors recommendation was \$1.6 million but with the Economic & Vitality Program added an additional \$294,000 for the City of Monroe and that is about \$40 million dollars more than what the City received for 2013. He said the Governor also has a supplemental appropriation which is another \$103,000 so the Governor's recommendation, if it passes, would be about \$2 million dollars for the City of Monroe which is certainly good news for the City. He said the House recommendation was at \$1.6 million, plus \$288,000 for the Economic Vitality Program which comes to about \$1.8 million dollars, so that's an increase of \$43,000. He said the Senate has not provided their numbers yet and explained that at this point, all of these numbers are fluid. He explained that once the Senate brings out their budget, they will all pass their budgets, they will all be rejected by each other and it will go into a conference committee, and that will be for the real meat of the budget discussion. He said that no matter what happens, the City of Monroe will see an increase in revenue sharing and the increases that are proposed are about 3% which is the largest increase we've seen in revenue sharing since 2002. He noted that they are looking to reform the Personal Property Tax but he said that 100% reimbursements will be made so the City will not lose any revenue from Personal Property Tax. He said it is a 10 year phase out that will help the City make decisions and time to deal with the process also. He said it will insure that schools and local governments have a reliable revenue source and said it all depends on an election in November, a referendum that will allow for the reform in the Personal Property Tax. He also explained that the Governor recommends an increase in the Homestead Property Tax Credit which is currently at \$50,000 and he wants to increase it to \$60,000 and that will include about 1.3 million more people that will receive that tax credit.

Council Comments.

It was moved by Council Member Iacoangeli and seconded by Council Member Sisk that correspondence be sent from the Mayor and Manager to Monroe Charter Township Supervisor and Frenchtown Charter Township Supervisor to request their participation and support in funding of Monroe Multi Sports Complex.

Ayes: 7 Nays: 0

Motion carried.

Mayor Clark said he would make sure the correspondence is comprehensive to include some background and detail of Council's discussion and findings.

Council Member asked Mr. Lewis to explain the issue with alleyway between Third and Fourth Streets/ Half and Kentucky and the plan for the area of roadway between the two sets of tracks at Eastchester and Railroad Street to Council and the public.

Patrick Lewis, Director of Engineering & Public Services said the challenge that he faces with the alleys is the grading is similar to the process that the County Road Commission does with unpaved roads. He explained that it is difficult to grade them in March and April because we're still getting frost and the ground is still pretty wet so they try to wait until May or June to do our first and usually only pass through each unimproved alley in town. He also explained that as part of the just approved budget East Railroad and Eastchester is a good candidate for spot patching but there is a 100 foot run that is just deplorable so he said that they will try and bid those with their resurfacing project this year to get better pricing. He said that he will not make promises as to specific roadways although he does acknowledge that area is high on the list for maintenance.

Mayor Comments.

Mayor Clark reminded everyone about the Comcast Care Days on Saturday, April 26 at the ALCC, a neighborhood clean up day. He also reported that Arbor Day is on Saturday, April 26, 2014 and the River Raisin National Battlefield Park will have 2000 native trees planted across the battlefield. He noted that May is

motorcycle awareness month and urged everyone to be aware of the increase of motorcycle traffic. He thanked the DDA and the volunteers who showed up for Cleanup day on April 12.

City Manager's Comments.

George Brown, City Manager commented on the relationship between the Director of Public Safety and the Deputy Public Safety Director currently and prior to establishment of the Public Safety Division when the two were Police Chief and Fire Chief. He also said that Joe Mominee, Deputy Public Safety Director's was one of our best credentialed instructors and we're grateful for his long service and his full career but also for the stint he has done here as Deputy.

Citizen's Comments.

Adam Yeager, 1833 South Custer Road noted that item 64 was under Council Action and asked if he could have made comment on the item.

Mayor Clark said that item 64 is an action item that had been postponed from the last Council Meeting.

Adam Yeager, 1833 South Custer Road said he is not supportive of the MMSC and doesn't think that \$28,285 should have been given to them. He said that there are not any programs for senior citizens and thinks if you have a recreation center, it should be for everyone in the community.

Adjournment.

It was moved by Council Member Rafko and seconded by Council Member Iacoangeli that the meeting adjourn at 10:35 p.m. until the Regular Meeting on Monday, May5, 2014 at 7:30 p.m.

Ayes: 7 Nays: 0

Motion carried.

Michelle J. LaVoy
City Clerk-Treasurer

Robert E. Clark
Mayor

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE
EXP CHECK RUN DATES 04/22/2014 - 05/05/2014
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK
PRELIMANRY REPORT

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
0000000063	ARCTIC AIR INC 805	APRIL MAINTENANCE PROGRAM	3,063.00		
TOTAL FOR: ARCTIC AIR INC			3,063.00		
0000000114	BS&A SOFTWARE 96006	ANNUAL SERVICE TAX, SPEC ASSESSMENT & DELIQUENT PERSONAL	2,514.00		
TOTAL FOR: BS&A SOFTWARE			2,514.00		
MISC	BUCHANAN, LISA 4/23/14	REFUND TEAM ENTRY FEE, SPONSOR PAID	250.00		
TOTAL FOR: BUCHANAN, LISA			250.00		
0000006562	TOWNSHIP OF CANTON 2014-00000018	POLICE CYCLIST ACHOOL	2,100.00		
TOTAL FOR: TOWNSHIP OF CANTON			2,100.00		
0000006547	CHEMTRADE CHEMICALS COPORATION 90639004	LIQUID ALUMINUM SULFATE PURCHASE	3,417.30		
	90641515	LIQUID ALUMINUM SULFATE PURCHASE	3,414.30		
	90641516	LIQUID ALUMINUM SULFATE PURCHASE	3,489.00		
TOTAL FOR: CHEMTRADE CHEMICALS COPORATION			10,320.60		
0000000204	CINTAS CORPORATION 306 306155360	SHOP TOWELS FOLDED RED	62.70		
	306155361	BLACK MATS	194.17		
TOTAL FOR: CINTAS CORPORATION 306			256.87		
0000000285	CLARKE MOSQUITO CONTROL PRODUCTS IN 5059808	2014 MOSQUITO CONTROL PRODUCTS PER 4/7/14 COUNCIL	2,597.12		
	5059864	2014 Mosquito Control Products per 4/7/14 Council	10,230.00		
	5060005	MOSQUITO CONTROL DUET FOR MONROE COUNTY FAIR	1,001.66		
TOTAL FOR: CLARKE MOSQUITO CONTROL PRODUCTS IN			13,828.78		
0000006310	COLASANTI CONSTRUCTION SERVICES INC 0938 EST # 4	OZONE SYSTEM MODIFICAITONS PER 12/23/13 COUNCIL	414,171.80		
TOTAL FOR: COLASANTI CONSTRUCTION SERVICES INC			414,171.80		
0000000296	COMPREHENSIVE RISK SERVICES INC 4/30/14	REIMBURSE CRS DISBURSEMENTS # 3628-3636	3,572.52		
TOTAL FOR: COMPREHENSIVE RISK SERVICES INC			3,572.52		
MISC	COTTON, ALICE 4/23/14	REFUND YOUTH FLAG FOOTBALL FEE	36.00		
TOTAL FOR: COTTON, ALICE			36.00		
0000006494	CRYSTAL FLASH				

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Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
	770355	76 MP GEAR LUBE 80W90	245.38		
	771048	ASSESSOR VEHICLE FUEL 4/1 - 4/15/14	11.20		
	771049	BUILDING DEPT VEHICLE FUEL 4/1 - 4/15/14	167.71		
	771050	D P S VEHICLE FUEL 4/1 - 4/15/14	2,628.16		
	771051	ENGINEERING VEHICLE FUEL 4/1 - 4/15/14	189.89		
	771052	FIRE DEPT VEHICLE 4/1 - 4/15/14	770.95		
	771053	POLICE DEPT VEHICLE FUEL 4/1 - 4/15/14	4,558.17		
	771054	WASTEWATER VEHICLE FUEL 4/1 - 4/15/14	751.66		
	771055	WATER DEPT VEHICLE FUEL 4/1 - 4/15/14	2,364.20		
TOTAL FOR: CRYSTAL FLASH			11,687.32		
0000000353	DELTA DENTAL PLAN OF MICHIGAN 4/30/14	DENTAL INSURANCE FOR MAY 2014	1,666.50		
TOTAL FOR: DELTA DENTAL PLAN OF MICHIGAN			1,666.50		
000000359A	DTE ENERGY 7809-7 0314	0000-7809-7 STREET/TRAFFIC LIGHTS 3/1 - 3/31/14	34,607.50		
	7834-5 0314	0000-7834-5 AIRPORT 3/1 - 3/31/14	69.95		
TOTAL FOR: DTE ENERGY			34,677.45		
0000000398	DUNDEE FIRE & SAFETY INC 3236-AJM	FIRE EXTINGUISHERS & VARIOUS SUPPLIES	295.50		
TOTAL FOR: DUNDEE FIRE & SAFETY INC			295.50		
0000006065	DYKEMA GOSSETT PLLC 1568925	MONTHLY RETAINER	5,076.00		
TOTAL FOR: DYKEMA GOSSETT PLLC			5,076.00		
0000006552	EGEN, JODY 4/23/14	PROFESSIONAL SERVICE-RIVER RAISIN DAM REMEDIATION INTERPR	3,200.00		
TOTAL FOR: EGEN, JODY			3,200.00		
0000000429	EMPCO INC 3281	OFF THE SHELF EXAM V656 WATER PLANT OPERATOR	36.00		
	3289	PER CANDIDATE V741 OPERATIONS JOB LEADER	11.00		
TOTAL FOR: EMPCO INC			47.00		
0000001005	EYE SURGEONS ASSOCIATES PC 55568 4/3/14	MEDICAL SERVICES 3/11/14	145.00		
TOTAL FOR: EYE SURGEONS ASSOCIATES PC			145.00		
0000000463	FIFTH THIRD BANK 4/16/12	DISBURSEMENT OF WINTER 2011 TIR FUNDS	2,415.55		
TOTAL FOR: FIFTH THIRD BANK			2,415.55		

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Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
463A	FIFTH THIRD BANK 03-14 006273	FIFTH THIRD MARCH 2014 SERVICE CHARGES	1,300.00		
TOTAL FOR: FIFTH THIRD BANK			1,300.00		
0000000484	FRENCHTOWN CHARTER TWP 4/29/14	APRIL BILLING OF SEWER CUSTOMERS JAN-APR FINALS	79,841.25		
TOTAL FOR: FRENCHTOWN CHARTER TWP			79,841.25		
0000006062	GBS INC GOVERNMENTAL BUSINESS SYS 14-18373 14-18558	MI SPEC/MUNICIPAL PRECINT KIT WITH ELECTRONIC SPECIAL NOTICE OF VIOLATION	44.34 171.96		
TOTAL FOR: GBS INC GOVERNMENTAL BUSINESS SYS			216.30		
0000006512	GLEASON CONSTRUCTION CO 4/29/14 EST # 7	MONROE STREET WATER MAIN REPLACEMENT PER 9/16/13 CITY COU	2,750.00		
TOTAL FOR: GLEASON CONSTRUCTION CO			2,750.00		
MISC	HARRIS, ROB & GERALYN 4/24/14	REFUND ANDREW FEE, DID NOT WANT TO PLAY	36.00		
TOTAL FOR: HARRIS, ROB & GERALYN			36.00		
0000000617	HD SUPPLY WATERWORKS, LTD. C246770	8" Mechanical Joint Gate Valve	4,333.86		
TOTAL FOR: HD SUPPLY WATERWORKS, LTD.			4,333.86		
0000001522	KEVIN HELLER 2/20/14	CLASS D WASTEWATER LICENSE RENEWAL	95.00		
TOTAL FOR: KEVIN HELLER			95.00		
0000006416	JOHNSON BROS. RUBBER CO. 85014-IN	RUBBER VIBRATIONS FOR WEST CENTRIFUGE	3,626.40		
TOTAL FOR: JOHNSON BROS. RUBBER CO.			3,626.40		
MISC	JOHNSON, BEVERLY 4/24/14	REFUND DILLON FEE FOR BRRSR	36.00		
TOTAL FOR: JOHNSON, BEVERLY			36.00		
0000000731	KUSHNER & COMPANY INC. 48531	COBRA & FSA ADMINSTRATIVE FEE	318.10		
TOTAL FOR: KUSHNER & COMPANY INC.			318.10		
0000000818	SHARON C MALOTKY 4/28/14	OVER NIGHT CHARGES MARANEZ CD RECORDING EQUIPMENT	216.00		
TOTAL FOR: SHARON C MALOTKY			216.00		
MISC	MATTHEWS, PAUL				

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Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
	4/25/14	REFUND NOT ENOUGH PLAYERS	34.00		
TOTAL FOR: MATTHEWS, PAUL			34.00		
MISC	MCCARTHY, BRIAN 4/29/14	GAS FOR FORD FUSION TRIP TO MGFOA 4-17-14	20.00		
TOTAL FOR: MCCARTHY, BRIAN			20.00		
0000003795	MEADOWBROOK INC 109428	RENEWAL POLICY COMMERCIAL AIRCRAFT	5,404.00		
TOTAL FOR: MEADOWBROOK INC			5,404.00		
0000000627	MERCY MEMORIAL HOSPITAL 2600000019 03/14	EMPLOYEE PHYSICALS	363.00		
TOTAL FOR: MERCY MEMORIAL HOSPITAL			363.00		
0000000638	MICHIGAN AMATEUR 27	SOFTBALL ASSN 72 DOZ SOFTBALLS FOR ADULT SOFTBALL HOUSE LEAGUE AND TOUR	2,880.00		
TOTAL FOR: MICHIGAN AMATEUR SOFTBALL ASSN			2,880.00		
0000000930	MICHIGAN GAS UTILITIES 0602-7 4/14 6807-1 0414	4560602-7 2205 E FRONT 3/18 - 4/17/14 5246807-1 317 E FIRST 3/19 - 4/17/14	108.25 42.46		
TOTAL FOR: MICHIGAN GAS UTILITIES			150.71		
5789	STATE OF MICHIGAN 4/23/14 4/23/14	VEHICLE LICENSE APPLICATIONS BUILDER LICENSE RENEWAL	150.00 150.00		
TOTAL FOR: STATE OF MICHIGAN			300.00		
0000001142	STATE OF MICHIGAN WA 365355	AIRPORT WEATHER OBSERVATION DATA SYSTEM	499.82		
TOTAL FOR: STATE OF MICHIGAN			499.82		
MISC	MIGNANO, JOHN 4/24/14	REFUND FOR SVEN FEE BRRSR	36.00		
TOTAL FOR: MIGNANO, JOHN			36.00		
MISC	MILLER JR, MICHAEL 4/15/14	REFUND CANT PLAY BALL	36.00		
TOTAL FOR: MILLER JR, MICHAEL			36.00		
0000000848	MONROE COUNTY DRAIN COMMISSION 55 59 01897 000	DR MASON RUN ASSESSMENT PARCEL 55 59 01897 000	1,085.53		
TOTAL FOR: MONROE COUNTY DRAIN COMMISSION			1,085.53		
0000005684	COUNTY OF MONROE PRINTING				

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE
EXP CHECK RUN DATES 04/22/2014 - 05/05/2014
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK
PRELIMANRY REPORT

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
	0214-576-23	BUSINESS CARDS FUHER - FOLEY - WALL	140.00		
	0214-576-24	FIRE &SAFETY INSPECTION 2 PART	409.75		
TOTAL FOR: COUNTY OF MONROE PRINTING			<u>549.75</u>		
0000002308	MONROE FEEDS 4/25/14	FOOD & SUPPLIES FOR K-9	499.86		
TOTAL FOR: MONROE FEEDS			<u>499.86</u>		
0000000867	MONROE GLASS COMPANY 1921	REPAIRED GLASS IN MAYOR OFFICE	150.00		
TOTAL FOR: MONROE GLASS COMPANY			<u>150.00</u>		
0000006555	MONROE SIGNS 2014-1027	RR LEGACY INTREPRETIVE SIGNS-GLC GRANT	4,560.00		
TOTAL FOR: MONROE SIGNS			<u>4,560.00</u>		
0000006549	MONROE URGENT CARE P.C. # 2	DOT RE-CERTIFICATION PHYSICAL	65.00		
TOTAL FOR: MONROE URGENT CARE P.C.			<u>65.00</u>		
0000006018	NEW WORLD SYSTEMS CORPORATION 34940	MOBILE LAPTOP SOFTWARE AGREEMENT	1,202.00		
TOTAL FOR: NEW WORLD SYSTEMS CORPORATION			<u>1,202.00</u>		
0000006110	RON NOEL LAWN SERVICE 04/22/14 1	2014-2018 LAWN MAINTENANCE CONTRACT - WORK GROUPS A, C, A	7,250.00		
	4/22/14 1	2014-2018 LAWN MAINTENANCE CONTRACT - WORK GROUPS A, C, A	1,450.00		
	4/22/14 1	2014-2018 LAWN MAINTENANCE CONTRACT - WORK GROUPS A, C, A	7,250.00		
TOTAL FOR: RON NOEL LAWN SERVICE			<u>15,950.00</u>		
0000006476	OHM ADVISORS 155187	UTILITY SERVICE AREA GIS PER 6/17/13 COUNCIL	16,215.32		
TOTAL FOR: OHM ADVISORS			<u>16,215.32</u>		
0000000983	PAMELA OSELETT 4/23/14	MEALS PRISONER TRANSPORT	11.00		
TOTAL FOR: PAMELA OSELETT			<u>11.00</u>		
0000006560	PHILLIPS PRO SYSTEMS LLC PPA11223	FIXED ALL MIC JACKS	280.00		
TOTAL FOR: PHILLIPS PRO SYSTEMS LLC			<u>280.00</u>		
0000001021	POLYDYNE INC 875549	CATONIC POLYMER FY13-14	4,987.40		
TOTAL FOR: POLYDYNE INC			<u>4,987.40</u>		

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE
EXP CHECK RUN DATES 04/22/2014 - 05/05/2014
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK
PRELIMANRY REPORT

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
000006254	PRANAM GLOBALTECH INC 4/18/14 EST # 3	MUNSON PARK BALL DIAMOND RESTROOM REHABILITATION CONTRACT	6,951.00		
TOTAL FOR: PRANAM GLOBALTECH INC			6,951.00		
000001032	PRINTING SYSTEMS INC 83748	UB BILLING FORMS AND ENVELOPES	1,866.53		
TOTAL FOR: PRINTING SYSTEMS INC			1,866.53		
000001040	PSYBUS 14721 14799	PSYCHOLOGICAL EVALUATION Fitness for Duty/Police Officer	585.00 4,070.00		
TOTAL FOR: PSYBUS			4,655.00		
000006478	QUALITY CONSTRUCTION OF MICHIGAN 2014-009	Demolition and Asbestos Abatement for 1765 Riverside Driv	8,450.00		
TOTAL FOR: QUALITY CONSTRUCTION OF MICHIGAN			8,450.00		
000005090	REDSTONE ARCHITECTS 8038	PUBLIC SAFETY BUILDING ARCHITECTURAL STUDY	13,576.00		
TOTAL FOR: REDSTONE ARCHITECTS			13,576.00		
000001181	SNAP ON INDUSTRIAL 3927880	ANNUAL SOFTWARE UPDATE FOR MECHANIC COMPUTER DIAGNOSTIC	1,488.00		
TOTAL FOR: SNAP ON INDUSTRIAL			1,488.00		
000006527	THOMAS CONVEYOR COMPANY 28-0038743	FRIEGHT CHARGES FOR PARTS	425.00		
TOTAL FOR: THOMAS CONVEYOR COMPANY			425.00		
MISC	TIDWELL, JAMES 4/24/14	REFUND ST MARY'S SHELTER FOR 6-24-14	45.00		
TOTAL FOR: TIDWELL, JAMES			45.00		
000001857	CHAD TOLSTEDT 4/19/14	MEALS EMU STAFF & COMMAND	5.93		
TOTAL FOR: CHAD TOLSTEDT			5.93		
000001265	TTL ASSOCIATES INC 9071-030	MONROE STREET WATER MAIN TESTING	60.00		
TOTAL FOR: TTL ASSOCIATES INC			60.00		
MISC	WELCH, MATT 4/28/14	REFUND FOR BRADY FLAG FOOTBALL	50.00		
TOTAL FOR: WELCH, MATT			50.00		
000006447	WILLIAMS PAINTING CO				

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE
EXP CHECK RUN DATES 04/22/2014 - 05/05/2014
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK
PRELIMANRY REPORT

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
	4/14/14	FIX PROGRAM 426 WINCHESTER COUNCIL APPROVED 10/21/13	13,160.00		
TOTAL FOR: WILLIAMS PAINTING CO			<u>13,160.00</u>		
0000001169	E R ZEILER EXCAVATING INC 4/29/14 FINAL	CASS STREET WATER MAIN REPLACEMENT AND RESURFACING PER 7/	42,952.85		
TOTAL FOR: E R ZEILER EXCAVATING INC			<u>42,952.85</u>		
TOTAL - ALL VENDORS			751,057.50		

Balance Detail Report
City Of Monroe
05/01/2014 11:32

Account: [REDACTED] Checking - Payroll - Report On: Previous Day Data
 USD
 Start Date: 04/16/2014 00:00 Transaction Groups: ACH Debit
 End Date: 04/30/2014 23:59 ZBA Display: Both Credit and Debit
 Sorted By: Account Number, Date, Credit/ Debit
 Orientation: Portrait

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

Account : [REDACTED] - Checking - Payroll - USD

Date	Transaction Type	Customer Ref. #	Bank Ref. #	Credit Amount	Debit Amount
04/16/2014	ACH Debit Received		100107914501		78,844.14
	Description: CITYOFMONR 9653 TAX PYMT 3860046380 041614 OFFSET TRANSACTION				
04/24/2014	ACH Debit Received		100105992589		1,954.25
	Description: CITYOFMONR 9653 CHILD SUPP 3860046380 042414 OFFSET TRANSACTION				
04/24/2014	ACH Debit Received		100105992592		2,446.86
	Description: CITYOFMONR 9653 RHCF 3860046380 042414 OFFSET TRANSACTION				
04/24/2014	ACH Debit Received		100105992584		2,673.71
	Description: CITYOFMONR 9653 DUES 3860046380 042414 OFFSET TRANSACTION				
04/24/2014	ACH Debit Received		100105992596		3,262.48
	Description: CITYOFMONR 9653 RHS 3860046380 042414 OFFSET TRANSACTION				
04/24/2014	ACH Debit Received		100105992595		3,441.06
	Description: CITYOFMONR 9653 NWRS 457 3860046380 042414 OFFSET TRANSACTION				
04/24/2014	ACH Debit Received		100105992585		25,569.59
	Description: CITYOFMONR 9653 ICMA 457 3860046380 042414 OFFSET TRANSACTION				
04/24/2014	ACH Debit Received		100105992586		69,054.79
	Description: CITYOFMONR 9653 PENSION 3860046380 042414 OFFSET TRANSACTION				
04/24/2014	ACH Debit Received		100105992583		223,668.09
	Description: CITYOFMONR 9653 PAYROLL 3860046380 042414 OFFSET TRANSACTION				
04/24/2014	ACH Debit Received		100107542631		192.31
	Description: FUNDS TRANSFER TO CK: XXXXXX7018 REF # 00610882979				
04/25/2014	ACH Debit Received		100107064060		11,827.78
	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 042514				
04/30/2014	ACH Debit Received		100109278032		82,782.97
	Description: CITYOFMONR 9653 TAX PYMT 3860046380 043014 OFFSET TRANSACTION				

	Credits	Debits
Total Amount	0.00	505,718.03
Total Number of Items	0	12

Confidential

Balance Detail Report
City Of Monroe
05/01/2014 11:33

Account: [REDACTED] - Checking - General - USD Report On: Previous Day Data
 Start Date: 04/16/2014 00:00 Transaction Groups: ACH Debit
 End Date: 04/30/2014 23:59 ZBA Display: Both Credit and Debit
 Sorted By: Account Number, Date, Credit/ Debit
 Orientation: Portrait

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

Account : [REDACTED] Checking - General - USD

Date	Transaction Type	Customer Ref. #	Bank Ref. #	Credit Amount	Debit Amount
04/16/2014	ACH Debit Received		100107914576		2,739.58
	Description: CITYOFMONR 1243 TAX TRANS 3860046383 041614 OFFSET TRANSACTION				
04/18/2014	ACH Debit Received		100102439198		100.65
	Description: BANKSERV - ACH 1190000836 C3APAX RTNS REIMB 347085430 MONROECITYUTILMI 041814				
04/18/2014	ACH Debit Received		100102439202		160.92
	Description: BANKSERV - ACH 1190000836 C3APAX RTNS REIMB 347085066 MONROECITYUTILMI 041814				
04/18/2014	ACH Debit Received		100102439197		713.85
	Description: BANKSERV - ACH 1190000836 C3APAX RTNS REIMB 347085378 MONROECITYUTILMI 041814				
			Credits	Debits	
Total Amount			0.00	3,715.00	
Total Number of Items			0	4	

Confidential



CITY COUNCIL AGENDA FACT SHEET

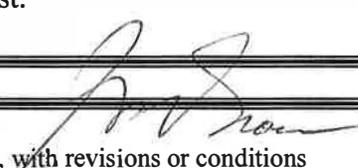
RELATING TO: REQUEST FROM THE BED RACE TO AID CHILDREN FOR PERMISSION TO DISPLAY A BANNER ACROSS MONROE STREET FROM SEPTEMBER 1 – 22, 2014

DISCUSSION: The City received a request from The Bed Race to Aid Children for permission to display a banner. Specifically the request is to display a banner across Monroe Street from September 1 – 22, 2014 announcing *The Bed Race to Aid Children*.

The request has been sent to the various departments for their review and there were no objections. After Council approval, advance notification will be sent to MDOT.

Manager: The City Manager recommends approval of the request.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

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: 4/21/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 5/5/14



CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant Kim Hooper

Name of Organization Bed Race To Aid Children

Applicant's Affiliation with Organization First Presbyterian Church of Monroe

Applicant's Home Address 108 Washington Street, Monroe

Mailing Address (if different) Same

Day Phone 734-748-1801 Evening Phone Same

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

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

 E. Front St. Dates Requested September 1 – 22, 2014

 W. First St.

 X Monroe St.

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

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

No. of Banners: <u> </u> Monroe St. (42)	<input type="radio"/> Spring (March-May)
<u> </u> Elm Ave. (8)	<input type="radio"/> Summer (June-Aug.)
<u> </u> First St. (8)	<input type="radio"/> Fall (Sept.-Nov.)
<u> </u> Macomb St. (8)	<input type="radio"/> Winter (Dec.-Feb.)

Company Fabricating Banners: _____

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

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

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

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

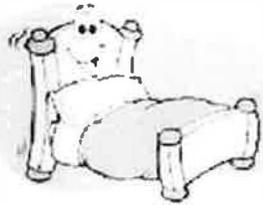
RECEIVED

APR 17 2014

Applicant *Kim Hooper*

Date 4-17-14

CITY MANAGER'S OFFICE



Bed Race to Aid Children

Loranger Square
1 p.m., September 21

No longer than 26 feet wide and three feet high



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM MONROE MISSIONARY BAPTIST CHURCH FOR PERMISSION TO DISPLAY A BANNER ACROSS MONROE STREET FROM AUGUST 11 - 16, 2014

DISCUSSION: The City received a request from Monroe Missionary Baptist Church for permission to display a banner. Specifically the request is to display a banner across Monroe Street from August 11 - 16, 2014 announcing their summer festival.

The request has been sent to the various departments for their review and there were no objections. Due to this locations' limited availability, the Engineering Department offered the applicant the option for banner placement on First or Front Streets for the whole month but they declined. The applicant wants the single week on Monroe Street. Crews will do their best to get the Jazz Festival banner down right away so we can put this banner up. After Council approval, advance notification will be sent to MDOT.

Manager: The City Manager recommends approval of the request.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office **DATE:** 4/21/14

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: 5/5/14

SUMMER FESTIVAL

734-241-6860

FREE

MONROE MISSIONARY BAPTIST CHURCH

SAT
AUG 25
9-4

14280 S. SIXTH HWY.

SUMMER FESTIVAL

FREE

734-241-6860

MONROE MISSIONARY BAPTIST CHURCH

↓
AUG 17

16



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: ANNUAL BED RACE TO AID CHILDREN IN MONROE COUNTY

DISCUSSION: The City received a request from Bed Race Committee Chairperson Kim Hooper for permission to hold the annual charity bed race to aid needy children in Monroe County on September 21, 2014 (rain date Sept. 28), and to close the affected streets. Specifically the request is to close East First Street between South Monroe and South Macomb Streets and Washington Street between East Front and East Second Streets from 8:00 a.m. - 6:00 p.m.

The request was reviewed by the administrative staff and there were no objections to the request subject to emergency vehicle access being maintained, special event application, that they provide an insurance certificate that names the City as an additional insured, and , **receipt of deposit in full of estimated costs no later than 14 days prior to event.**

DPS has no objections to event and staff will supply barricades on straight time prior to event and collect on following Monday.

The Police Department has reviewed the request and has no objections. The five previous events have gone smoothly and have been well attended. The organizers are estimating upwards of 1000 spectators and participants. The Police department recommends an officer be assigned exclusively to this event due to the projected pedestrian traffic and road closures in the area. The estimated cost for this officer will be \$270.64.

Therefore, it is recommended, that City Council approve the request contingent upon items being met as outlined by the administration, subject to no additional overtime or other costs to the city 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 *[Signature]*

For with revisions or conditions

Against

No Action Taken/Recommended

APPROVAL DEADLINE: N/A
REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against
REASON AGAINST: N/A

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Fire, DPS, Police, Finance, and Building

FINANCES			
COST AND REVENUE PROJECTIONS:			
	Cost of Total Project		\$ N/A
	Cost of This Project Approval		\$ N/A
	Related Annual Operating Cost		\$ N/A
	Increased Revenue Expected/Year		\$ N/A
SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A
Budget Approval: _____			

FACT SHEET PREPARED BY: City Manager's Office **DATE:** 4/9/14
REVIEWED BY: **DATE:**
COUNCIL MEETING DATE: 5/5/14



Bed Race To Aid Children of Monroe

108 Washington Street, Monroe Michigan 48161

Dear Honorable Mayor and City Council Members:

The board members of Monroe's Bed Race To Aid Children would like to thank you for your past support. As you may remember the Bed Race to Aid Children has been run in downtown Monroe for the last six years. The bed race is made up of five person teams who pay a \$200 entry fee (the price of one bed to a child) to race beds on a Sunday afternoon. Last year we were able to raise enough funds to provide 135 beds to children in Monroe County with the vast majority coming from the greater Monroe City area.

Please let me take a minute to tell you of a couple of children I met on deliveries in Monroe this year. This Christmas we gave five beds to a disabled veteran's family. All of this veteran's children were sleeping on the floor of their old home located on the north side of the city. The home was clean and well-kept but when we arrived mom was sitting on the floor with the five boys doing homework. They had a stove and they were keeping their food cold in a cooler since their refrigerator had just broken. They had no other furniture.

The second family once again involved a veteran's family. While dad was serving in the Air Force the couple had a little girl who had an extreme heart condition. Doctors told the couple that there was nothing they could do for the newborn and they should call in hospice. Mom and Dad did not accept the hospital's findings and found a procedure that their insurance would not cover. Mom and Dad liquidated everything they had to provide this medical procedure for their daughter. I am pleased to tell you their daughter just turned five years old. Mom and dad did not have money for beds, since they are still attempting to recover from the medical bills. Their five year old, and her sister were delivered new beds two months ago due to the proceeds from the Bed Race To Aid Children.

We thank you for your past support and would ask you to approve our request to once again to run the Bed Race to Aid Children in Downtown Monroe on September 21st. Our program is totally run by volunteers with all donations going to beds, sheets, blankets and pillows. If any fees for the race could be lowered or forgiven that would provide more funds for beds.

For more information on the Bed Race you can go to our website <http://www.bedracetoaidchildren.org> or contact me directly at either hooperk@resa.net or 734-748-1801.

We once again thank you for your consideration and assisting us in serving local children.

Sincerely

Kim Hooper
Race Coordinator

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

Name of Applicant (Organization): Bed Race To Aid Children

Contact Person: Kim Hooper

Address: 108 Washington St, Monroe, Mi 48181

Phone: 734-748-1801

Fax: _____

Dates Requested: Sunday, September 21, Rain Date September 28th, 2014

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:

Bed Race To Aid Children

TYPE OF BUSINESS ON SITE: Church

Application Fee \$150⁰⁰

\$20.00 wk \$ -

Total Fee \$150⁰⁰

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
MAR 18 2014

OWNER: _____

DATE: MAYOR'S OFFICE

APPLICANT: Kim Hooper

DATE: 3-15-14

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

Building Department

Invoice For Permit: PBD-14-0066
 Date: 03/21/2014

Pay by Account In Full



Pay by Account In Full

\$ 75.00

BED RACE TO AID CHILDREN
 108 WASHINGTON ST
 Monroe MI 48161

Invoice Number	Permit Number	Address	Amount Due
00040854	PBD-14-0066	120 E FIRST ST	\$ 75.00



Fee Details:	Quantity	Description	Balance
	1.00	Special Event	\$ 75.00

Total Amount Due \$ 75.00

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

Received From:
 BED RACE TO AID CHILDREN
 108 WASHINGTON ST
 Monroe MI 48161

Date: 03/21/2014
 Time: 2:38:27 PM
 Receipt: 531049
 Cashier: kwoolum
 Workstation: STN2
 Drawer: 1

ITEM REFERENCE	AMOUNT
BDINV Building Dept. Inv	
00040854	\$75.00
TOTAL	\$75.00
CHECKS 1069	\$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 25, 2014
Re: **Staff Study: "Bed Race to Aid Children"**

Kim Hooper the Bed Race Chairperson is requesting permission to hold the 6th annual "Bed Race to Aid Children" fundraiser to help provide beds for children in need from Monroe County. The event is scheduled for Sunday, September 21, 2014 from 12:00 pm - 4:00 pm (with a rain date planned for Sunday, September 28th), with downtown street closures beginning at 8:00 am. The organizers are requesting the following street closures: East First Street between South Monroe & South Macomb Street and Washington Street between East Front Street & East Second Street. The past four events were held at the same location with the same street closures. The five previous events have gone smoothly and have been well attended.

The organizers are estimating upwards of 1000 spectators and participants. Because of this amount of pedestrian traffic, coupled with the road closures in the core downtown area, I recommend that an officer be assigned exclusively to this event for its duration. The officer can assure that the road closures are obeyed and handle any other safety or public relation concerns that may. The estimated cost for this officer is \$270.64.

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

Event Chairperson: Kim Hooper Cell: 734-748-1801



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REPORT BACK ON BIDS RECEIVED FOR WEST CENTRIFUGE PRIMARY CYCLO GEAR REPAIRS - WASTEWATER TREATMENT PLANT

DISCUSSION: No bids were received for completing the repairs on the West Centrifuge Primary Cyclo Gear. Wastewater staff contacted a few of the normal vendors to investigate why no bids were received. It was discovered that there was inadequate time to provide a bid due to the long material lead times on the quotes is needed and there are a limited number of vendors available that make repairs to the type of equipment we own.

The Wastewater Treatment Plant (WWTP) has two centrifuges which are an integral function to the facilities secondary treatment process. The centrifuges process liquid sludge 8 hours a day, five days a week. The material and environment the machines are subjected to are harsh such that keeping the equipment in optimal operating condition is difficult to maintain where routine maintenance and repairs are necessary to allow the WWTP to process sludge efficiently. The two centrifuges were installed in 1998 & 2001 and the centrifuges operated excellently for the first 5 years of operation. However, over the past 8-10 years WWTP staff has laboriously worked to maintain both centrifuges via projects and preventative maintenance to maintain sludge dewatering activities. Most recently in December 2013 the west centrifuge was out of service for cyclo gear repairs and the east centrifuge auger failed. WWTP staff pilfered parts between the machines to maintain dewatering operation while waiting for repair parts to the east centrifuge auger. The east centrifuge repairs are done and parts for the west centrifuge primary cyclo gear are needed. Note, the east primary cyclo gear was repaired in 2012. Specifications for the cyclo gear repairs were developed by WWTP staff such that the repair scope is attributed to normal wear and tear the equipment incurs along with the age of the equipment. The repairs are of a specialty skill set and the work is not able to be completed by staff to machine the parts needed to make the repairs. WWTP staff can reassemble the equipment once repair parts are received to put the centrifuge back into service. Currently the WWTP is down to one centrifuge where loss of either centrifuge leaves the WWTP without redundancy. Redundancy is required per the 10 State Standards so as to insure all plant secondary processes run continuously and maintain compliant with our NPDES permit. Adequate funding has been budgeted for the work.

Attached you will find a quote from Alfa Laval Ashbrook Simon-Hartley, Inc out of Houston, TX for \$14,197.00 to complete the necessary repairs for the West Centrifuge Primary Cyclo Gear. Alfa Laval Ashbrook Simon-Hartley, Inc has not worked for the City previously, however this company has been in the sludge dewatering market for several years and has performed similar repairs for other municipal facilities such that we are confident they will perform for us. In an effort to expedite the west centrifuge repairs to provide the WWTP sludge dewatering redundancy and have a backup unit it is recommended to allow the City Manager to purchase the services on the open market in accordance with City Ordinance 114-6 A (3): "In case no sealed bids are received...the Manager may order that...with specific authorization of City Council, purchase the...equipment or services concerned in the open market...."

In an effort to improve operations the WWTP has been working with Johnson Controls, Inc (JCI) out of Auburn Hills, MI on a Project Development Agreement (PDA) as part of a proposed Energy Based Performance Contract to investigate: WWTP high energy costs, reduces operational risk, provide capital for facility infrastructure, provide a plan to holistically reduce energy consumption, meet permit requirements including unfunded mandates while maintaining sewer rates. One of the facility improvements JCI is proposing is new sludge dewatering technologies to replace the existing centrifuges with technology that meets the PDA requirements. The work may not be completed for up to 18 months such that maintaining the existing centrifuges is necessary.

The quote along with the respective terms and conditions has been reviewed by Tom Ready, City Attorney.

IT IS RECOMMENDED that a purchase order in the amount of \$14,197.00 and a total amount of \$15,000.00 be encumbered to include a 5% contingency, be awarded to Alfa Laval Ashbrook Simon-Hartley, Inc out of Houston, TX for completing the West Centrifuge Primary Cyclo Gear Repairs in accordance with their quote.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: ASAP

REASON FOR DEADLINE: Make necessary repairs to maintain WWTP sludge dewatering operations and redundancy.

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: City Council, Wastewater Department and Customers

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 15,000.00
Cost of This Project Approval	\$ 15,000.00
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Operating Equipment	590-75.527-933.000	\$ 15,000.00

Other Funds

Budget Approval:



FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** April 28, 2014

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: May 5, 2014

TERMS AND CONDITIONS OF SALE

These Terms and Conditions Apply to All Quotations, Orders, and Contracts for Alfa Laval Inc. Products (hereafter "Equipment"). As used in these Terms and Conditions of Sale, the word "Equipment" includes all hardware, parts, components, software and options.

- 1. ACCEPTANCE:** Our sale to you is limited to and expressly made conditional on your assent to the terms and conditions of sale herein and, if applicable, on the attendant quotation, both of which form a part of this order and which supersede and reject all prior agreements, representations, discussions or negotiations, whether written or oral, with respect hereto and any conflicting terms and conditions of yours, or any statement therein, whether or not signed by you. We will furnish only the quantities and Equipment specifically listed on the face hereof or the pages attached hereto. We assume no responsibility for terms or conditions of, or for furnishing other equipment or material shown in, any plans and/or specifications for a project to which the Equipment quoted or ordered herein pertain or refer.
- 2. PRICES:** Unless otherwise specified in writing, all quoted prices are firm for thirty (30) days from the date of offer. Stenographic, clerical and mathematical errors are subject to correction.
- 3. DELIVERY:** Dates for the furnishing of services and/or delivery or shipment of Equipment are approximate only and are subject to change. Quoted lead times are figured from the date of receipt of complete technical data and approved drawings as such may be necessary. We shall not be liable, directly or indirectly, for any delay in or failure to deliver caused by carriers or delays from labor difficulties, shortages, strikes or stoppages of any sort, failure or delay in obtaining materials from ordinary sources, fires, floods, storms, accidents, or other acts of God or *force majeure*, by any statute, regulation, administrative order or decree or order or judgment of a court of law or other causes beyond our reasonable control. Unless otherwise specifically agreed in writing by us, in no event shall we be liable for any damages or penalties whatsoever, or however designated, resulting from our failure to perform or delay in performing due to any of the causes specified in this paragraph 3.
- 4. SHIPMENT, RISK OF LOSS, TAXES:** Prices are in U.S. Dollars, F.O.B. Alfa Laval shipping point, unless otherwise noted. Duty, brokerage fees, insurance, packing and handling as applicable are not included unless otherwise noted. Our prices do not include federal, state, municipal or other government excise, sales, use, occupational, processing, transportation or like taxes now in force or enacted in the future. You shall pay any taxes we may be required to collect or pay now or at any time in the future (including interest and penalties imposed by any governmental authority), or any taxes you may be required to pay, that are imposed upon the sale, delivery or support of Equipment purchased or licensed as a part of this order, or you shall provide us with a tax exemption certificate acceptable to the appropriate taxing authorities.
- 5. CREDIT AND PAYMENT:** Unless otherwise noted on the face hereof payment for Equipment shall be (30) days net. *Pro rata* payments shall become due with partial shipments. Any discount period which may be granted by us begins on the invoice date and all payments are due 30 days after the invoice date. All payments shall be made without deduction, deferment, set-off, lien or counterclaim of any nature. All amounts due not paid within 30 days after the date such amounts are due and payable shall bear interest at the lesser of 1.5 percent per month or the maximum rate of interest allowed by law. We reserve the right at any time to suspend credit or to change credit terms provided herein, when, in our sole opinion, your financial condition so warrants. Failure to pay invoices when such invoices are due and payable, at our election, shall make all subsequent invoices immediately due and payable irrespective of terms, and we may withhold all subsequent deliveries until the full account is settled. We shall not, in such event, be liable for delay of performance or nonperformance of contract in whole or in part subsequent to such event.

6. **CANCELLATIONS AND CHANGES:** Orders which have been accepted by us are not subject to cancellation or changes in specification except upon prior written agreement by us and upon terms that will indemnify us against all losses resulting from or arising out of such cancellation or change in specifications. In the absence of such indemnification, we shall be entitled to recover all damages and costs of whatever nature permitted by the Uniform Commercial Code.

7. **DEFERRED SHIPMENT:** If shipment is deferred at your request, payment of the contract price shall become due when you are notified that the Equipment is ready for shipment. If you fail to make payment or furnish shipping instructions we may either extend the time for so doing or cancel the contract. In case of deferred shipment at your request, storage and other reasonable expenses attributable to such delay shall be payable by you.

8. **EQUIPMENT WARRANTY AND REMEDY:**

(a) For new Equipment only, we warrant to you that the Equipment that is the subject of this sale is free from defects in design (provided that we have design responsibility), material and workmanship. The duration of this warranty is twelve (12) months from delivery to you (the "Warranty Period"). If you discover within the Warranty Period a defect in design, material or workmanship, you must promptly notify us in writing. Within a reasonable time after such notification, we will correct any such defect with either new or used replacement parts, at our option. Such repair, including both parts and labor, is at our expense.

(b) For repairs, parts and service provided by us, we warrant to you that the repairs parts and service we provide to you will be free from defects in material and workmanship. The duration of this warranty is ninety (90) days from as applicable (i) the date the machine which required the repairs, parts or service is returned to you by us, (ii) the date of your receipt of the part, or (iii) the date of repair, if performed at your facility. If during this ninety day period you discover a defect in the repairs, parts or service you must promptly notify us in writing.

(c) All warranty service is subject to our prior examination and approval and will be performed by us at your facility or at service centers designated by us. All transportation to and from the designated service center will be at our expense. If we are unable to repair the Equipment to conform to the warranty after a reasonable number of attempts, we will provide, at our option, one of the following: (i) a replacement for such Equipment, or (ii) full refund of the purchase price. These remedies are your exclusive remedies for breach of warranty. Unless otherwise agreed in writing by us, our warranty extends only to you and is not assignable to or assumable by any subsequent purchaser, in whole or in part, and any such attempted transfer shall render all warranties provided hereunder null and void and of no further force or effect.

(d) We will use all reasonable efforts to obtain for you any manufacturer's guarantees or warranties for any sub-assemblies included in the Equipment. To the extent such warranties are assignable, we hereby assign to you all warranties that are granted to us by our suppliers of any sub-assemblies contained in the Equipment.

(e) The warranties set forth above are inapplicable to and exclude (i) any product, components or parts not manufactured by us or covered by the warranty of another manufacturer, (ii) damage caused by accident or the negligence of you or any third party, normal wear and tear, erosion, corrosion or by disasters such as fire, flood, wind and lightning, (iii) damage caused by your failure to follow all installation and operation instructions or manuals or to provide normal maintenance, (iv) damage caused by unauthorized or improper installation of attachments, repairs or modifications, (v) damage caused by a product or component part which we did not design, manufacture, supply or repair, or (vi) any other abuse or misuse by you or any third party.

9. **LIMITATION OF LIABILITY:** In no event shall we be liable, and you hereby waive any claims against us and release us from liability to you, for any indirect, special, punitive, incidental or consequential damages whatsoever based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory. Excluded damages include, but are not limited to, loss of profits, loss of savings or revenue, loss of use of the Equipment or any associated equipment, cost of capital, cost of any substitute Equipment, facilities or services, downtime, the claims of third parties including customers, and injury to property. This limitation does not apply to claims for personal injury. Some states do not allow limits on warranties, or on remedies for breach in certain transactions. In such states, certain of the limitations in this paragraph and in subparagraph 8(c) may not apply.

10. **OWNERSHIP:** All drawings, designs and specifications supplied by us have been prepared or assembled by us and are solely our property. Such drawings, designs and specifications have been furnished in order to provide full documentation and on the condition that they shall not be reproduced or copied in any manner whatsoever, in whole or in part, except for your internal use as necessary, and upon the further condition that, as our sole property, they shall not be used, in whole or in part, for furnishing information to others or for any purpose not specifically authorized in a writing signed by one of our corporate officers. These ownership provisions shall not be superseded by any printed form used in connection with or arising out of a sale induced by a proposal or otherwise.

11. **PATENT INFRINGEMENT**

(a) We warrant that the Equipment in the condition sold to you is free of the rightful claim of infringement of any apparatus claims of any third-party U.S. patent issued as of the date of our acknowledgement and acceptance of your order, and we will defend, indemnify and hold you harmless from such claims; provided, however, we make no express or implied warranties of non-infringement and undertake no indemnification in respect of third-party rights where the alleged patent infringement is based upon or related to (i) any method, process or product claims in third-party U.S. patents; (ii) any combination of the Equipment with other equipment not supplied by us; or (iii) any modifications of the Equipment made by you and not approved by us.

(b) You shall notify us within 30 days of your receipt of notice of an alleged third-party patent infringement claim that would entitle you to patent infringement indemnification pursuant to paragraph 11(a), and we shall thereupon assume defense of the claim at our expense. We shall have the sole right to settle or otherwise compromise such a third-party claim, including but not limited to the right to either (i) modify the Equipment to avoid infringement if you are agreeable to the modification, (ii) repurchase the Equipment from you at a price equal to the then-current fair market value of the Equipment, or (iii) secure rights by assignment or license to permit continued use of the Equipment.

(c) If a third party charges us with patent infringement relating to Equipment sold by us to you, we shall have the right to either (i) modify the Equipment to avoid infringement if you are agreeable to the modification, (ii) repurchase the Equipment from you at a price equal to the then-current fair market value of the Equipment, or (iii) secure rights by assignment or license to permit continued use of the Equipment. If a third party charges us with patent infringement on the bases set forth in paragraph 11(a)(i), (ii) or (iii), you shall hold us harmless for all expenses and awards of damage assessed against us, and we shall also have the right to modify or repurchase the Equipment or to secure rights for continued use by way of assignment or license as set forth in this paragraph.

(d) Our total, cumulative liability under paragraphs 11(a), (b) and/or (c) is limited to 100% of the price paid to us by you for the Equipment.

12. **SAFETY AND HEALTH STANDARDS:** The Equipment described herein (or on the specifications provided herewith) complies with applicable safety and health standards issued pursuant to the Occupational Safety and Health Act of 1970 (the Act) and in effect on this date as such standards are interpreted and understood by us. These standards may be amended and/or their meaning may be clarified prior to shipment or performance, and if such change or clarification requires changes in the Equipment described herein, we shall make the necessary changes available to you. You shall pay for any and all such changes at our prices therefore in effect at time of shipment or performance, as the case may be. Because actual compliance by employers with the Act is beyond our control, we cannot and do not represent that the use of the Equipment described herein, nor the location, installation or maintenance thereof, will comply with the Act or regulations and standards issued pursuant thereto. We make no representation of compliance with safety and health standards contained in any statute, regulations or ordinance of any state or political subdivision thereof applicable to the Equipment described herein unless you have notified us of the existence and contents of such standards and we have agreed in writing to the incorporation of such standards in the specifications relating to such Equipment. Nothing in this provision shall operate to modify or affect in any manner whatsoever our disclaimer of any liability for consequential damages contained elsewhere in these terms and conditions of sale.

13. **INSPECTION:** Upon prior written notice, you may make reasonable inspections of Equipment at our facility. We reserve the right to determine the reasonableness of the request and to select an appropriate time and location for such inspection. You agree to execute appropriate confidentiality provisions upon our request prior to visiting our facility. All costs of inspection shall be solely determined by us and shall be payable by you. No inspection or expediting by you at the facilities of our suppliers is authorized.

14. **SOFTWARE PROVISIONS:** If software is provided hereunder, you are granted a nonexclusive, royalty free license only for your use of the software provided with our Equipment. Under this license you may: (i) use our software in machine readable object code only and only with the Equipment provided; (ii) copy our software into any machine readable object code form for back up purposes in support of your use of our software on the Equipment provided; and (iii) create one additional copy of the software for archival purposes only. This license may not be assigned, sublicensed or otherwise transferred by you without our prior written consent. You hereby recognize and acknowledge that the software provided to you hereunder comprises valuable trade secret and/or copyright property of Alfa Laval [or its licensor] and you covenant that you will take adequate precautions against access to the software by, or disclosure of the software to, anyone not authorized hereunder to use or have access to the software.

15. **TIME LIMIT FOR BRINGING SUIT:** Any action you file against us, whether for breach of contract, including but not limited to breach of warranty, or for negligence or strict tort, must be commenced within 90 days following the expiration of the Warranty Period.

16. **MODIFICATION OF TERMS:** The terms and conditions of sale set forth herein are an integral part of our proposal and/or confirmation of order. These terms shall not be deemed altered or modified by printed or other "standard" terms in a purchase order, acceptance or similar document. Our confirmation or acknowledgment of any order is with the express understanding that all printed or other "standard" language on any such documents submitted by you will be entirely disregarded to the extent that it varies from the terms and conditions of this proposal/order which may be modified only by typed or handwritten language in the body of your order, acceptance or similar document, together with a written acknowledgment and acceptance of such modification by us.

17. **LIMITATION ON WARRANTIES:** THE WARRANTIES SET FORTH HEREIN ARE IN LIEU OF ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING AN IMPLIED WARRANTY OF MERCHANTABILITY, AN IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, AND AN IMPLIED WARRANTY OF NONINFRINGEMENT. WE HEREBY EXPRESSLY EXCLUDE FROM THIS CONTRACT THE IMPLIED WARRANTY OF MERCHANTABILITY, THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, AND THE IMPLIED WARRANTY OF NONINFRINGEMENT. OUR WARRANTIES AND LIABILITIES HEREUNDER ARE LIMITED AS STATED HEREIN.

18. **APPLICABLE LAW:** Any controversy or claim arising out of the contract or the breach thereof shall be finally decided with binding effect on both parties by the courts of Virginia and in accordance with the laws of the Commonwealth of Virginia, without giving effect to the provisions thereof relating to conflict of laws.

THE EQUIPMENT AND PARTS DESCRIBED IN THESE TERMS AND CONDITIONS OF SALE MAY CAUSE INJURY IF NOT OPERATED PROPERLY AND FOR THIS REASON ALL OPERATORS SHOULD BECOME THOROUGHLY FAMILIAR WITH THE OPERATING INSTRUCTIONS BEFORE OPERATING THE EQUIPMENT.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: INSTALLATION OF NEW PUBLIC SANITARY SEWER – WEST FOURTH STREET BETWEEN HUBBLE AND HARRISON STREETS – SPECIAL ASSESSMENT RESOLUTION NUMBER 3 – SEWER SAD #232

DISCUSSION: The homes fronting the 200 and 300 blocks of West Fourth Street lack a public sanitary sewer, except most of those immediately adjacent to the corners of Hubble, Smith, and Harrison Streets. Over the years, the Wastewater Department has been made aware of numerous issues with the various shared private sewer lines serving these homes, but the situation worsened significantly in November 2011, when extremely heavy rains caused a number of flooding issues within the City. During this time period, the shared private sewer line now known to be serving 312, 311, 219, and 220 West Fourth and 404 Smith experienced a catastrophic failure, resulting in some property owners having to pump raw sewage out of their basements and into the roadway. In response to this urgent public health issue, the Wastewater Department did perform emergency repairs on this line, and the City Council passed Resolution 1 on December 19, 2011, which referred the project to the Engineering Department for survey and design of a new public main. At this time, it was believed that the work would be limited to the 300 block, but subsequent in-depth investigations into the routing of all homes in the area revealed that homes in the 200 block also shared the same line that did not connect to the public main on Smith Street as expected but actually bypassed it entirely, so the project has now expanded to this area as well. Due to the length of time needed for investigation of all of the house lead routings, coupled with the fact that the acute hazard had been mitigated, this project was originally postponed into 2013, then again into 2014 as the Engineering Department also sought funding to simultaneously reconstruct the roadway, which has now been secured through the 2014-15 Capital Improvements Program. In addition, we plan to utilize previously-budgeted funds to replace the section of existing storm sewer between Smith and Harrison Streets. Originally, the Engineering Department had planned to construct a new storm sewer for the block between Hubble and Smith Streets, and then provide house storm leads for future connection of sump pump lines, roof drains, etc. However, after review and resident input, it appears there is little benefit based on the age and construction of the adjacent dwellings, so this will be omitted in the final plans.

The City Charter provides for the installation of public sewers at the discretion of the City Council and provides for recovery of most of the cost by a Special Assessment against the benefiting properties. By Charter, a minimum of one-sixth of the project costs are borne by the Wastewater Fund. However, since the properties in the district have historically shared various private lines, they have still paid system depreciation and debt charges to the Wastewater Fund, and in consideration of this, the Wastewater Fund share of the assessable project costs is instead proposed to be 50%, consistent with other recent projects. The remaining share of the costs is then divided among the benefitting properties on a Residential Equivalent Unit (REU) basis, where each residential dwelling unit accounts for one share. The proposed plans and cost estimate have now been completed, and the public informational meeting was held on Monday, April 14, 2014. The outline of the meeting has been attached with this fact sheet, and the meeting was attended by only one (1) property owner at 322 West Fourth. A map of the proposed district has been attached with this fact sheet, as well as the cost estimates presented at the meeting, for both the sanitary sewer component and the overall costs (including roadway paving and storm sewer replacement that will be paid 100% by the City), and a breakdown of the proposed assessments between properties in the district. Lastly, since the private lead routings serving the homes on these blocks are very complicated, a set of construction plans has been attached, which color-codes the location of the existing public mains, proposed new public main and leads, and the location of the different private sewer lines as verified by the Engineering and Wastewater Department staff. It should be noted that 7 of the 8 corner lots already have direct taps to a public main, and are not included in the district. Resolution 2, which set May 5, 2014 as the date of the Public Hearing on the necessity of the project, was passed at the April 21, 2014 Council meeting. The next step in the process is the approval of the attached Resolution 3, which declares the project a public necessity and authorizes the Engineering Department to seek bids, which will tentatively be opened on May 23. This district, if confirmed, would be known as Sewer Special Assessment District Number 232.

IT IS RECOMMENDED that the attached Resolution 3 be adopted, declaring this project to be a public necessity, and that the Engineering Department be authorized to seek bids for the work.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible.

REASON FOR DEADLINE:

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

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

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$285,639.94*
	Cost of This Project Approval	\$N/A
	Related Annual Operating Cost	\$N/A
	Increased Revenue Expected/Year	\$N/A

*Present estimate of costs, including construction estimate, 15% engineering and 10% contingencies for all project components including sanitary sewer installation, some storm sewer replacement, and roadway reconstruction. Exact costs will be determined during bidding process.

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

*Funds will not be appropriated until confirmation of the Special Assessment District

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 04/28/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: May 5, 2014



RESOLUTION NUMBER 3

WHEREAS, May 5, 2014 was the date set for the hearing and consideration of objections regarding the installation of a sanitary sewer of adequate size to service some or all of the properties located on West Fourth Street between Hubble Street and Harrison Street; and

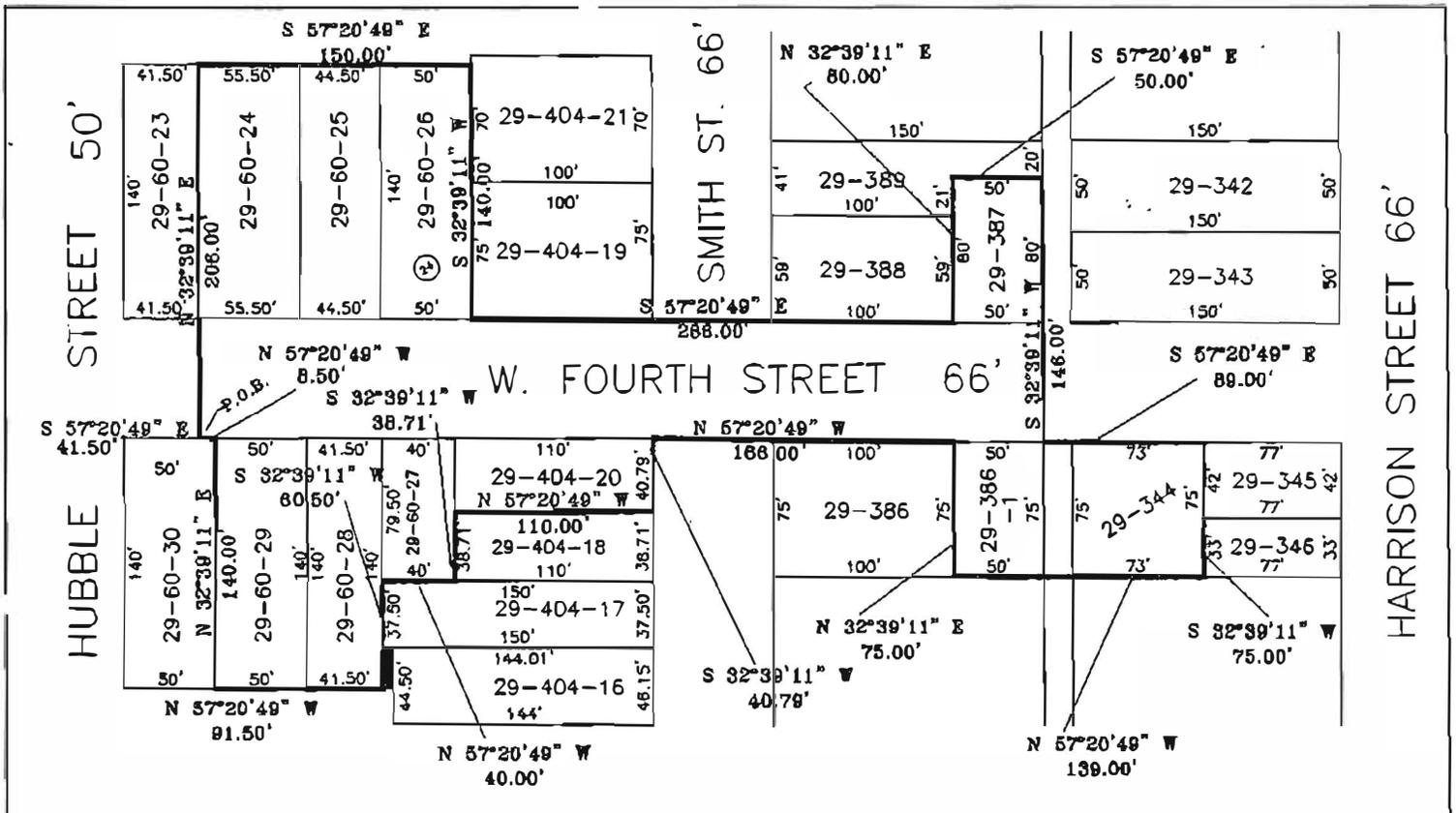
WHEREAS, the Clerk-Treasurer reported no objections on file to the public necessity of the project, and comments were considered at the public hearing; therefore, be it

RESOLVED, that there be constructed in the City of Monroe, Michigan, as a necessary public improvement, a sanitary sewer of adequate size to service some or all of the properties located on West Fourth Street between Hubble Street and Harrison Street.

\$61,436.28 of the costs, which represents a one-half (1/2) share of the assessable project work, shall be paid from the Monroe Wastewater Department Fund, and the remainder of the said cost and expense thereof shall be assessed according to benefits upon the property benefited by the improvement, and included within the special district delimited; and be it further

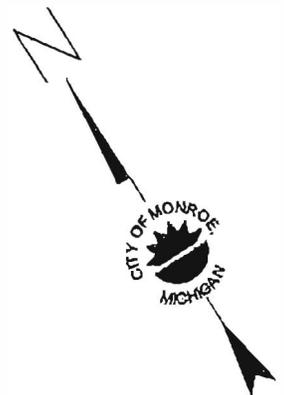
RESOLVED, that the plan, plat, profile, diagram, estimate, and specifications for said improvements now on file, be and hereby is accepted and adopted as Sewer Special Assessment District Number 232; and be it further

RESOLVED, that the City Assessor of the City of Monroe, Michigan be and hereby is instructed and directed to cause a special assessment roll to be prepared for Sewer Special Assessment District Number 232, in which he is instructed to levy upon the property benefited by said improvement, and within this district, the sum of \$61,436.29.



SANITARY SEWER SPECIAL ASSESSMENT DISTRICT NO. 232

Commencing at the easterly right-of-way of Hubble Street (50' R/W) and the southerly right-of-way West Fourth Street (66' R/W);
 thence S 57°20'49" E 41.50 feet to the point of beginning;
 thence N 32°39'11" E 206.00 feet; thence S 57°20'49" E 150.00 feet;
 thence S 32°39'11" W 140.00 feet; thence S 57°20'49" E 266.00 feet;
 thence N 32°39'11" E 80.00 feet; thence S 57°20'49" E 50.00 feet;
 thence S 32°39'11" W 146.00 feet; thence S 57°20'49" E 89.00 feet;
 thence S 32°39'11" W 75.00 feet; thence N 57°20'49" W 139.00 feet;
 thence N 32°39'11" E 75.00 feet; thence N 57°20'49" W 166.00 feet;
 thence S 32°39'11" W 40.79 feet; thence N 57°20'49" W 110.00 feet;
 thence S 32°39'11" W 38.71 feet; thence N 57°20'49" W 40.00 feet;
 thence S 32°39'11" W 60.50 feet; thence N 57°20'49" W 91.50 feet;
 thence N 32°39'11" E 140.00 feet;
 thence N 57°20'49" W 8.50 feet to the point of beginning.



SCALE 1" = 100'

REVISIONS		
NO.	DRAWN BY:	DATE:
DWG. OF RECORD		
DATE: _____		

CITY OF MONROE, MICHIGAN
 ENGINEERING DEPARTMENT
 W. FOURTH STREET SANITARY SEWER
 SPECIAL ASSESSMENT DISTRICT NO. 232
 HUBBLE STREET TO SMITH STREET

SCALE: 1"=100'

FILE NO. A-XXX

DATE: APRIL 2014

SHEET NO. 1 OF 1

APPROVED: _____

CITY ENGINEER

PUBLIC INFORMATIONAL MEETING OUTLINE

New Public Sanitary Sewer – West Fourth Street – Hubble to Harrison – SAD #232

3:00 P.M.

Monday, April 14, 2014

- **Project Background / Conception**
 - In fall 2011, some residents on block between Hubble and Smith had extreme sanitary backups into basements, and most homes on this block are served by private sewer lines.
 - Wastewater Department performed emergency repairs to part of system, which is typically not done except for immediate public health crisis. These repairs appear to have temporarily mitigated problem.
 - As a result, Engineering Department recommended new public main be constructed, but project has been postponed in favor of other projects and desire to fund street work at same time.
 - During design, it was determined that block between Hubble and Smith is linked to block between Smith and Harrison, with no connection to public main on Smith as originally believed.
 - As a result, the district will need to include both blocks together.
 - By City Ordinance, any new mains are installed by Special Assessment District, but this does not preclude City participation above minimum cost sharing requirements.

- **Assessment Procedure**
 - Resolution #1 passed December 19, 2011
 - Engineering prepares plans
 - Informational Meeting held April 14, 2014
 - Resolution #2 – To be placed on City Council agenda for April 21, 2014
 - Public Hearing on necessity of the project – May 5, 2014
 - Resolution #3 (declaration of necessity) – tentatively set for May 5, 2014
 - Project will be bid immediately after, likely opening May 23 or May 27
 - Resolution #4 – June 2, 2014 (tentative)
 - Public Hearing on distribution of assessable costs – June 16, 2014 (tentative)
 - Resolution #5 – June 16, 2014 (tentative)
 - Construction – sometime between July and September (tentative)

- **Proposed Design**
 - New 8" sanitary sewer to serve all homes not already tapped directly to mains on north-south streets.
 - Reconstruct entire roadway and all drive approaches in 8" concrete (100% City)
 - Replace existing storm sewer where needed (100% City)
 - Optional - Install new storm sewer between Hubble and Smith (City will pay all of main line if majority of residents petition for special assessment add-on to pay for leads if desired)
 - Wyes and leads to be installed to serve each lot, generally connections made to existing where known and feasible (317 and 321 W. Fourth route to the rear and are not planned for reconnection)
 - Existing layout of private leads shown on project drawings (color coded)
 - Special Assessment benefit proposed on a per residential equivalent unit (REU) basis
 - City pays 1/6 of cost of sanitary construction per ordinance, plus any additional amount determined by Council (in this case Engineering proposing to pay 50% of costs of sanitary sewer)

- **Estimated Costs (Rounded)**
 - Total \$122,873
 - City (50% share – above ordinance requirement) \$ 61,437
 - Property Owners (remaining) \$ 61,436 (\$4,726 per REU)
 - Assessments can be spread over 10 years, with interest set at about 1% over the rate available for the City to borrow funds (last year rate was 2.75%, likely higher in 2014)
 - Deferral possible for over 65 with income threshold per Michigan Act 225 of 1976

- **Questions and Answers**

West Fourth Street Cost Estimates - Revised April 15

WEST 4TH SANITARY / PAVING - OVERALL COST - ALL WORK ITEMS				ENGINEER'S ESTIMATE	
ITEM NO.	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	COST
1	R&D EXST'G. PAVEMENT	1105.3	SYD	\$ 10.00	\$ 11,053.00
2	R&D CURB & GUTTER	1123.8	LFT	\$ 12.00	\$ 13,485.60
3	R&D SIDEWALK	947.7	SFT	\$ 2.00	\$ 1,895.40
4	R&D EXST'G ST. SEWER	35.0	LFT	\$ 25.00	\$ 875.00
5	R&D EXST'G STRUCTURE	1.0	EA	\$ 1,500.00	\$ 1,500.00
6	F&I 8" SDR 35 PVC SANITARY MAIN	471.0	LFT	\$ 55.00	\$ 25,905.00
7	F&I 8" SDR 35 PVC STORM MAIN	0.0	LFT	\$ 55.00	\$ -
8	F&I 12" RCP STORM MAIN	385.8	LFT	\$ 85.00	\$ 32,793.00
9	F&I 6" SDR 35 PVC SANITARY MAIN	165.0	LFT	\$ 50.00	\$ 8,250.00
10	F&I 6" STORM SEWER AT 1.0% MIN. W/WATERTIGHT CAP	0.0	LFT	\$ 55.00	\$ -
11	ADJUST VALVE BOX	3.0	EA	\$ 300.00	\$ 900.00
12	ADJUST. CLEAN, & PLASTER STRUCTURE	5.0	EA	\$ 750.00	\$ 3,750.00
13	F&I 4' DIA MANHOLE	4.0	EA	\$ 2,000.00	\$ 8,000.00
14	TAP EXISTING STRUCTURE	7.0	EA	\$ 500.00	\$ 3,500.00
15	F&I 2' x 6" PVC WYE	0.0	EA	\$ 100.00	\$ -
16	F & I EJIW #1040 WATERTIGHT CASTING	7.0	EA	\$ 750.00	\$ 5,250.00
17	F & I EJIW #7045 CASTING	3.0	EA	\$ 750.00	\$ 2,250.00
18	F&I CONTROL DENSITY BACKFILL	540.0	CYD	\$ 90.00	\$ 48,600.00
19	F&I 4" CONCRETE SIDEWALK	556.2	SFT	\$ 3.50	\$ 1,946.70
20	F&I 6" ADA CONCRETE SIDEWALK	391.5	SFT	\$ 3.50	\$ 1,370.25
21	F&I 6" CONCRETE PAVEMENT	168.9	SYD	\$ 32.00	\$ 5,404.80
22	F&I 8" CONCRETE PAVEMENT W/INTEGRAL CURB	936.4	SYD	\$ 38.00	\$ 35,583.20
23	F&I BITUMINOUS HAND PATCH	58.0	TON	\$ 150.00	\$ 8,700.00
24	CUT & CAP SEWER	3.0	EA	\$ 500.00	\$ 1,500.00
25	TRAFFIC CONTROL	1.0	LS	\$ 3,000.00	\$ 3,000.00
26	SITE RESTORATION	1.0	LS	\$ 3,000.00	\$ 3,000.00
				CONSTRUCTION COST	\$ 228,511.95
				CONSTRUCTION COST TOTAL	\$ 228,511.95
				CONTINGENCIES (10%)	\$ 22,851.20
				ENGINEERING (15%)	\$ 34,276.79
				PROJECT TOTAL COST	\$ 285,639.94

West Fourth Street Cost Estimates - Revised April 15

WEST 4TH SANITARY - SANITARY ITEMS COST ONLY				ENGINEER'S ESTIMATE	
ITEM NO.	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	COST
1	R&D EXST'G. PAVEMENT	0.0	SYD	\$ 10.00	\$ -
2	R&D CURB & GUTTER	0.0	LFT	\$ 12.00	\$ -
3	R&D SIDEWALK	473.9	SFT	\$ 2.00	\$ 947.70
4	R&D EXST'G ST. SEWER	0.0	LFT	\$ 25.00	\$ -
5	R&D EXST'G STRUCTURE	0.0	EA	\$ 1,500.00	\$ -
6	F&I 8" SDR 35 PVC SANITARY MAIN	471.0	LFT	\$ 55.00	\$ 25,905.00
7	F&I 8" SDR 35 PVC STORM MAIN	0.0	LFT	\$ 55.00	\$ -
8	F&I 12" RCP STORM MAIN	0.0	LFT	\$ 85.00	\$ -
9	F&I 6" SDR 35 PVC SANITARY MAIN	165.0	LFT	\$ 50.00	\$ 8,250.00
10	F&I 6" STORM SEWER AT 1.0% MIN. W/WATERTIGHT CAP	0.0	LFT	\$ 55.00	\$ -
11	ADJUST VALVE BOX	0.0	EA	\$ 300.00	\$ -
12	ADJUST. CLEAN, & PLASTER STRUCTURE	0.0	EA	\$ 750.00	\$ -
13	F&I 4' DIA MANHOLE	5.0	LFT	\$ 2,000.00	\$ 10,000.00
14	TAP EXISTING STRUCTURE	3.0	EA	\$ 500.00	\$ 1,500.00
15	F&I 8"x6" PVC WYE	10.0	EA	\$ 100.00	\$ 1,000.00
16	F & I EJIW #1040 WATERTIGHT CASTING	7.0	EA	\$ 750.00	\$ 5,250.00
17	F & I EJIW #7045 CASTING	0.0	EA	\$ 750.00	\$ -
18	F&I CONTROL DENSITY BACKFILL	270.0	CYD	\$ 90.00	\$ 24,300.00
19	F&I 4" CONCRETE SIDEWALK	278.1	SFT	\$ 3.50	\$ 973.35
20	F&I 6" ADA CONCRETE SIDEWALK	0.0	SFT	\$ 3.50	\$ -
21	F&I 6" CONCRETE PAVEMENT	0.0	SYD	\$ 32.00	\$ -
22	F&I 8" CONCRETE PAVEMENT W/INTEGRAL CURB	0.0	SYD	\$ 38.00	\$ -
23	F&I BITUMINOUS HAND PATCH	0.0	TON	\$ 150.00	\$ -
24	CUT & CAP SEWER	3.0	EA	\$ 500.00	\$ 1,500.00
25	TRAFFIC CONTROL	1.0	LS	\$ 3,000.00	\$ 3,000.00
26	SITE RESTORATION	1.0	LS	\$ 3,000.00	\$ 3,000.00
X	*ALLOWANCE FOR TRENCH PAVEMENT REPLACEMENT	1.0	LS	\$ 12,672.00	\$ 12,672.00
	*(SYD of trench pavement replacement due to sanitary but absorbed in new road - SYD unit cost equal to sum of items 1 and 22 on roadway estimate)				
				CONSTRUCTION COST	\$ 98,298.05
				CONSTRUCTION COST TOTAL	\$ 98,298.05
				CONTINGENCIES (10%)	\$ 9,829.81
				ENGINEERING (15%)	\$ 14,744.71
				PROJECT TOTAL COST	\$ 122,872.57
	(ASSESSABLE COSTS ARE 50% OF TOTAL SANITARY COSTS)			ASSESSABLE COSTS	\$ 61,436.29
				RESIDENTIAL EQUIV. UNITS	13
				ASSESSMENT PER REU	\$ 4,725.87

SEWER SPECIAL ASSESSMENT DISTRICT 232 - ASSESSMENT BREAKDOWN

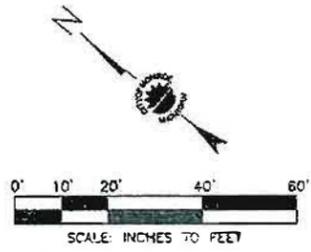
PARCEL ID	PROPERTY ADDRESS	OWNER NAME	OWNER ADDRESS	OWNER CITY	REUs	ASSESSMENT
29-00060-024	322 W. Fourth Street	Church, Joel	322 W. Fourth Street	Monroe, MI 48161	1	\$4,725.85
29-00060-025	318 W. Fourth Street	Brown, Charles / Deborah	318 W. Fourth Street	Monroe, MI 48161	1	\$4,725.85
29-00060-026	312 W. Fourth Street	Sowards, William L.	312 W. Fourth Street	Monroe, MI 48161	1	\$4,725.85
29-00060-027	311 W. Fourth Street	Marcelo, Jonathon & Donald J.	311 W. Fourth Street	Monroe, MI 48161	1	\$4,725.85
29-00060-028	317 W. Fourth Street	Brown, Ricky & Helen	2703 Nadeau Road	Monroe, MI 48162	1	\$4,725.85
29-00060-029	321 W. Fourth Street	Sauro, Joseph W.	309 W. Third St., Apt. 1	Monroe, MI 48161	3	\$14,177.55
29-00344-000	211 W. Fourth Street	Braden, Racheil Ann	211 W. Fourth Street	Monroe, MI 48161	2	\$9,451.70
29-00386-001	219 W. Fourth Street	Kurtz, Mary E.	13510 Cambridge, Apt. 208	Southgate, MI 48195	1	\$4,725.85
29-00387-000	220 W. Fourth Street	Ourlan, Jack	220 W. Fourth Street	Monroe, MI 48161	1	\$4,725.85
29-00404-020	404 Smith Street	Davis, James & Jacqueline	404 Smith Street	Monroe, MI 48161	1	\$4,725.85
TOTAL					13	\$61,436.05
					COST PER REU	\$4,725.85

W FOURTH ST (66' R/W)

MATCH EXISTING PAVEMENT
HAND PATCH AGAINST NEW
CONCRETE AS NEEDED

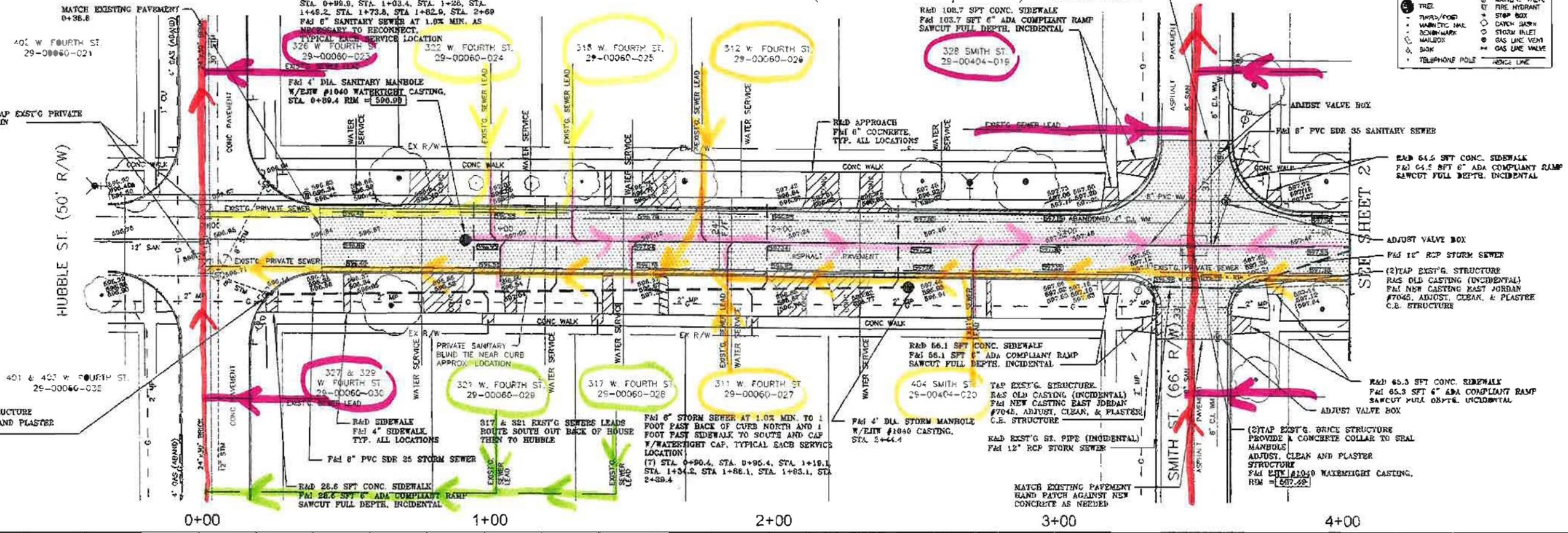
LEGEND

- SHOVE
- TREE
- MANHOLE
- VALVE BOX
- BOX
- TELEPHONE POLE
- MANHOLE
- FIRE HYDRANT
- STOP BOX
- CATCH BASIN
- STORM INLET
- GAS LINE VENT
- GAS LINE VALVE
- POWER LINE



NOTES:
 CONTRACTOR SHALL LOCATE & VERIFY ALL SERVICE LEADS IN THE FIELD DURING INSTALLATION. INCIDENTAL SERVICE LEADS COULD NOT BE CONFIRMED BY TELEVISION THE SANITARY SEWER DUE TO THE POOR CONDITION OF THE SANITARY SEWER.
 TAPS AT MAIN ARE PER PLAN STATIONING. LEAD ROUTING UNKNOWN.
 AT ADDRESSES LISTED BELOW, THE CONTRACTOR IS REQUIRED TO RECONNECT THE EXIST'G. SANITARY LEAD TO THE NEW LEAD:
 401 SMITH ST.
 311 W. 4TH
 312 W. 4TH
 318 W. 4TH
 328 W. 4TH
 AT ADDRESSES LISTED BELOW, THE CONTRACTOR IS REQUIRED TO RUN A NEW LEAD TO 7' BEYOND BACK OF CURB AND CAP WITH WATER TIGHT CAP:
 317 W. 4TH
 321 W. 4TH
 ADDRESSES LISTED BELOW, ARE NOT INCLUDED IN THIS PROJECT, HAVE EXIST'G LEADS TO A PUBLIC SAN SEWER:
 320 SMITH ST.
 322 W. 4TH
 327/328 W. 4TH

- REMOVE & DISPOSE ROADWAY PAVEMENT PER TYPICAL CROSS SECTION
- REMOVE & DISPOSE F&I CONCRETE DRIVE OR SIDEWALK
- REPLACE IN 6" OR 4" WALK/RAMP
- 000.00 EXISTING ELEVATION
- 000.00 PROPOSED ELEVATION, GUTTER AND CL.



Station	Description	Profile	Station
598	ANY REMOVAL OF ABANDON C.I. W.M. POS. INSTALLATION OF ANY NEW STORM OR SANITARY SEWER MAINS OR MANHOLES WILL BE INCIDENTAL.	EXISTING CENTERLINE W FOURTH STREET	598
596	Existing Public Main	PROPOSED CENTERLINE 0+36.8 TO 0+50 BLEND TO MATCH 0+50 TO 2+50 @ +0.18% (GUTTERS @ MIN. 0.3%) 2+50 TO 3+80 @ +0.3% 3+80 TO 4+00 VARIES	596
594	Proposed New Public Main	225.0 LF PROPOSED 6" ST. 8" L&T	594
592	Not in District - Tie in on N/S frontage	8" PVC WM	592
590	Private System A	255.0 LF PROPOSED 8" 6DR55 PVC SAN. @ 0.4%	590
588	Private System B	ROCK	588
586	Private System C	STA 0+19.4 TO 0+50 @ 0.39% PROPOSED 8" @ 582.80	586
584	Private System D	STA 0+19.4 TO 0+50 @ 0.39% PROPOSED 8" @ 582.80	584
582		STA 3+28.8 TO 3+30.90 @ 0.37% PROPOSED 8" @ 582.80	582
580		STA 3+44.4 TO 3+50 @ 0.37% PROPOSED 8" @ 582.80	580

REVISIONS

NO.	DRAWN BY	DATE

**CITY OF MONROE, MICHIGAN
ENGINEERING DEPARTMENT**

**W FOURTH ST
SANITARY SEWER CONSTRUCTION
HUBBLE ST TO HARRISON ST**

SCALE: 1"=20'
1"=2'
DATE FEB. 2014

FILE NO. F-
SHEET NO. 1 OF 2

DWG. OF RECORD
DATE: _____
APPROVED: _____
CITY ENGINEER



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: RAW WATER PUMP STATION VARIABLE FREQUENCY DRIVE REPLACEMENT – WATER DEPARTMENT

DISCUSSION: The Water Department requests to replace a variable frequency drive (VFD) at the Pointe Aux Peaux Raw Water Pump Station. As part of a fiscal year 2013-2014 Capital Improvement Program (CIP) project a VFD on one of Frenchtown Water System pumps failed and replacement has been programmed as a CIP project. The existing VFD equipment is an Allen-Bradley VFD such that replacement is proposed to be in-kind to maintain all pump VFD manufacturers, redundancy and reliability within the raw water station. The City of Monroe, as operator of the Raw Water Partnership, is responsible for maintaining, repairing, and replacing equipment for both the City of Monroe and Frenchtown Charter Township in accordance with the Raw Water Partnership Agreement. City of Monroe Water Plant staff will perform the physical VFD equipment replacement for this project.

Attached is a letter (dated April 28, 2014) from Rockwell Automation indicating that McNaughton-McKay Electric Company is the only distributor appointed and authorized to sell Allen-Bradley Standard Controls, Drives, PLC/MMI (programmable logic control and man made interface), Rockwell Software products and all service offerings within the geographic area of City of Monroe facilities. Attached is a quote (QK06X0087A) from McNaughton-McKay Electric Company out of Madison Heights, MI to provide the Allen-Bradley replacement VFD cabinets, equipment and startup services necessary for the project. The quoted price and letter are current. The Water Department requests that McNaughton-McKay Electric Company be considered the sole source provider to provide the Allen Bradley equipment / startup services and for this purchase to be made without bids.

It is recommended to replace the existing VFD for the 40 HP pump with a Powerflex 753 VFD along with applicable cabinets as described in the attached quote including startup services by purchasing from McNaughton-McKay Electric Company. The attached quote includes all labor, transportation, equipment, shipping & material costs to deliver and provide startup services for the new VFD and applicable equipment/cabinets for a total price of \$17,610.00. Adequate funding has been budgeted as part of the overall FY 2013-2014 CIP project.

IT IS RECOMMENDED that a purchase order in the amount of \$17,610.00 and a total amount of \$18,500.00 be encumbered to include a 5% contingency be used to McNaughton-McKay Electric Company out of Madison Heights, MI to provide for the VFD replacement equipment as outlined in their quote (QK06X0087A) dated April 22, 2014 and that the bid process be waived. **IT IS FURTHER RECOMMENDED** to authorize the Director of Water and Wastewater or his designee to be authorized to sign all necessary documents on behalf of the City of Monroe (if needed).

CITY MANAGER RECOMMENDATION:

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

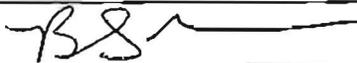
APPROVAL DEADLINE: ASAP

REASON FOR DEADLINE: Re-establish operation of the Frenchtown Water System raw water pump.

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: Raw Water Partnership (City of Monroe & Frenchtown Charter Township)

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 18,500.00
	Cost of This Project Approval	\$ 18,500.00
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Maintenance-Equipment	59940521 977000 14W09	\$ 18,500.00

Other Funds

Budget Approval: 

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** April 28, 2014

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: May 5, 2014

Detroit District Office
1441 W. Long Lake Road
Troy, MI 48098
248-696-1200

**Rockwell
Automation**

Monday, April 28, 2014 .

Mr. Christopher Knight
City of Monroe
120 E. First Street
Monroe, MI 48161

Re: *McNaughton-McKay Electric Company*

Dear *Mr. Knight*,

This is to confirm that *McNaughton-McKay Electric Company* currently is the only distributor appointed and authorized to sell Allen-Bradley Standard Controls, Drives, PLC/MMI, Rockwell Software products and all services offerings in the geographic area in which your *City of Monroe Water/Wastewater* facility is located. As a matter of Company policy, full factory product and sales support is made available only to the local authorized distributor, and it is Rockwell Automation's practice and policy to always promote and recommend the use of that distributor to customers in that geographic area. Rockwell Automation discourages the use of other non-authorized sources, including distributors who may hold an Allen-Bradley appointment in another locale.

Should you have any questions regarding the above, please do not hesitate to contact either *McNaughton-McKay Electric Company, Inc.* at 248-399-7500 or our local Rockwell Automation sales office at 248-696-1200.

Very truly yours,

Jeff McGee
Channel Sales Manager



LISTEN.
THINK.
SOLVE.™

CITY OF MONROE
40HP (52A) POWERFLEX 753 480VAC
CUSTOM CONFIGURED AC DRIVE W/BYPASS

COMMERCIAL DOCUMENT

FIXED PRICE PROPOSAL
NUMBER: QKO6X0087A

APRIL 22, 2014



The information contained in this proposal consists of technical, commercial and/or financial information, which is confidential and proprietary to Rockwell Automation, Inc. This information is furnished in confidence and with the understanding that it may not be disclosed to third parties or reproduced or used, in whole or in part, for any purpose other than evaluation of this proposal. The recipient agrees to return the proposal to Rockwell upon request.

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**Rockwell
Automation**



Revision History			
Reference:	Date:	Description of change:	Edited by:
A	April 22, 2014	Original Bid Documents	T. Hiller

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1.2	Services Included	4
1.3	Pricing	Error! Bookmark not defined.
1.4	Pricing Notes	5



1 Basis for Proposal

ITEM #	GENERAL	DESCRIPTION
1	NEMA 12 Cabinet	<p>Cabinet Specification</p> <ul style="list-style-type: none"> ▪ NEMA 12 Enclosures ▪ Wall Mounted/Floor Mounted ▪ Filter Fans ▪ 12" Leg Stand ▪ Cabinet Dimensions 48" x 32" x 12" (not including legs) ▪ Standard Rockwell Cabinet Color Scheme (ANSI 61 Gray) <p>Internal Mounted Devices</p> <ul style="list-style-type: none"> ▪ Main Input Circuit Breaker – Flanged Disconnect (Adjustable Cable) ▪ 3 Contactor Bypass Nema Rating with Motor Overload ▪ 3% Input Line Reactor ▪ 120VAC Control Transformer ▪ 3 Contactor Bypass with Overload <p>Drive Specifications</p> <ul style="list-style-type: none"> ▪ 52 Amps Continuous ▪ 120V Drive IO card ▪ Powerflex 753 Drive with imbedded IO ▪ 150% Overload <p>External Mounted Devices 800T Style</p> <ul style="list-style-type: none"> ▪ Remote mounted Enhanced HIM Module ▪ Drive Running LT ▪ Drive Bypass LT ▪ Drive Faulted LT ▪ Hand/OFF/Auto S.S. ▪ VFD/BYPASS S.S. <p>Other Supplied Material</p> <ul style="list-style-type: none"> ▪ Approval Drawings
2	Drive Sub-Plate	<p>40HP Powerflex 753 on Subplate – Replacement Drive</p> <ul style="list-style-type: none"> ▪ Mounted on Subplate ▪ 52Amps Continuous ▪ Updated Electrical Drawings
3	Startup Service	<p>Drive Startup</p> <ul style="list-style-type: none"> ▪ Local Engineer within 75 Miles of End User Location ▪ Monday – Friday ▪ No Holidays ▪ 2 Weeks Prior Scheduling required ▪ Estimate is for 1 Day Startup



Rockwell Automation Services and Support Options

1.1 Services Not Covered

The following items are NOT offered in this proposal.

- Installation Engineering
- Installation work of any kind.
- Full time site assistance during installation.
- Structural, civil, piping, or mechanical designs and installation.

1.2 Services Included

- Rockwell Standard Drawing Package



Pricing Notes

Proposal Terms:
All pricing provided is in US Dollars.
Validity: <ul style="list-style-type: none">- Pricing is valid for a period of 45 days (1.5 month) from date of issue- Please contact your Local Solutions Center for renewal beyond this period.
Delivery: <ul style="list-style-type: none">- 8 weeks A.R.O.- 6.5 Weeks after Approval of Drawings- Contact your LSC Location for scheduling of faster delivery requirements- Within United States
Warranty: <ul style="list-style-type: none">- Rockwell Automation standard warranties apply.- Standard warranty is 18 months from date of shipment, or 12 months in operation, whichever occurs first.
Freight Terms: <ul style="list-style-type: none">- F.O.B. Point of Origin- Excludes any Duty or Export Fees
Payment Terms: <ul style="list-style-type: none">- Net 10th or 25th with no payment discounts- <i>Rockwell Automation standard terms and conditions apply</i>



McNAUGHTON-McKAY
ELECTRIC COMPANY
 1357 East Lincoln Avenue
 Madison Heights, MI 48071
 (248) 399-7500
 FAX (248) 399-6828

QUOTATION

DOCUMENT: Quote Order

CUST.#: 23166

CUSTOMER FAX: 7342438683

BILL TO:

CITY OF MONROE
 120 E 1ST ST
 MONROE, MI 48161-2288



REFERENCE.

SHIP TO:

CITY OF MONROE
 WATER FILTRATION
 915 E FRONT ST
 MONROE, MI 48161-1936

QUOTE #
13253697-00
PAGE #
1
QUOTED BY
krk
DATE ENTERED
04/23/14

INSTRUCTIONS:		TERMS	
		Net 30 Days	
SHIP POINT	VA	COD	SHIPPED
Madison Heights Branch	UPS GROUND		

McNAUGHTON-McKAY IS PLEASED TO PRESENT THE FOLLOWING QUOTATION FOR YOUR REVIEW

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY QUOTED	EXPECTED SHIP DATE	QTY. U/M	UNIT PRICE	PRICE U/M	AMOUNT (NET)
1	ABZLDS-QK06X0087A-1 Non Stock-40HP POWERFLFX 753 NEMA12 CABINET	1	06/20/14	each	11140.00	each	11140.00
2	ABZLDS-QK06X0087A-2 Non Stock-40HP POWERFLEX 753 CABINET ON SUBPLATE	1	06/20/14	each	4330.00	each	4330.00
3	ABZLDS-QK06X0087A-3 Non Stock DRIVE STARTUP ASSISTANCE	1	06/20/14	each	2140.00	each	2140.00
3	Lines Total	Qty Shipped Total	3		Total		17610.00
					Invoice Total		17610.00

Thank you for the opportunity to quote on your requirements.

All quotations are valid for thirty days, except for pipe and wire, unless otherwise noted above. Quotations for pipe and wire are valid for 24 hours unless otherwise noted above.

Last Page

Date: 04/23/14 Time: 12:02 User: krk

The sale of products and services by Seller is subject to Seller's general terms and conditions of sale ("Seller's Terms") as attached to this document or as otherwise posted on Seller's website at <http://terms.mc-mc.com/mi>. Seller objects to and rejects any terms or conditions that may appear on or be referenced in Customer's purchase order or other document that are in addition to or otherwise inconsistent with Seller's Terms. Customer's receipt or acceptance of delivery of any ordered item above will constitute its acceptance of Seller's Terms. The above link also includes Seller's Return Policy for customer reference.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: STREET SWEEPER GEAR BOX REPLACEMENT

DISCUSSION: The Department of Public Services maintains two (2) Athey street sweepers (1998 and 2001 models), which are used on a daily basis for normally around eight (8) months a year to keep our roadways free of debris. We were also fortunate to have been the recipient of a 1990 Elgin model when Ford Motor Company disposed of its equipment following the shuttering of its Monroe facility, and we have used this as our backup unit. As would be expected, all of these units are very maintenance-intensive due to their large number of moving parts and the wear and tear caused by daily use. During the season, we run two (2) sweepers, one on each side of the river, and generally can sweep all streets on approximately a two-week cycle or so. The equipment is owned by the Stores and Equipment Fund, and labor and equipment costs are charged to the City's Refuse Fund. In addition to improving the appearance of the community, the Michigan Department of Environmental Quality (MDEQ) greatly supports our efforts as one of the best ways to meet the Good Housekeeping term of our Municipal Separate Storm Sewer System (MS4) permit.

As a part of the budget process, the Department of Public Services has set aside funding to rent a few different types of sweepers as we review options for the eventual purchase of at least one new unit, which is likely necessary in the next year or two. However, at the present time we have at least one maintenance issue with all of the sweepers, with two of them relatively minor and able to be handled through our internal purchasing and maintenance activities. One component replacement does require the approval of the City Council at this time. The gear box on the 2001 Athey sweeper must be completely replaced, as this is essentially the transmission of the sweeper. Given the age of the sweeper and the fact that it is no longer manufactured, we have had a very difficult time locating the necessary part. The sweeper is functional at the present time, but can only be operated in "sweep" mode, so the brushes are running at all times, which can create issues in certain circumstances. After extensive review, the Stores and Equipment Supervisor was able to obtain two (2) quotes, which are attached to this fact sheet. The low quotation is from Lecal Equipment, Inc. of Jackson Center, Ohio, at a price of \$5,415.15.

Though this cost is above the threshold where competitive bids are normally required, this unit is important for our daily usage, and a delay due to formal bid advertisement would result in the unit being out of service for at least two (2) weeks longer than necessary. Given the difficulty in even finding this nearly obsolete part, there is no advantage to competitive bidding in this circumstance.

IT IS RECOMMENDED that a purchase order be awarded to Lecal Equipment, Inc. in the amount of \$5,415.15, and that the competitive bidding process be waived for this purchase.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: This vehicle is necessary for our core work program, and should be serviced as soon as possible.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

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

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$5,415.15
	Cost of This Project Approval	\$5,415.15
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	General Contract Services	641-60.521-818.020	\$5,415.15*

Other Funds

*Requires transfer from fund reserves.

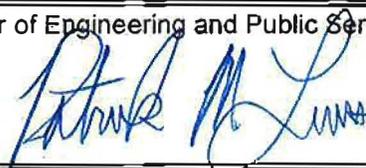
Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 04/28/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: May 5, 2014



Lewis, Patrick

From: Hayter, Shana
Sent: Thursday, April 24, 2014 8:27 AM
To: Lewis, Patrick
Subject: Emailing: UNIT 635 GEAR BOX QUOTE
Attachments: UNIT 635 GEAR BOX QUOTE.PDF

Hi Pat,

Attached are 2 quotes for replacement of the 2-speed gear box for street sweeper Unit #635. The third vendor that we called, Jack Doheny Supplies, said they could not get this part for us and, therefore, did not submit a quote. Due to the cost, Bill told me to forward the quotes to you since it will need Council approval (fact sheet). Let me know if you need any further detail on the replacement of this part.

Thank you,

Shana Hayter
Motor Pools/Forestry Supervisor
City of Monroe
222 Jones Avenue
Monroe, Michigan 48161
734-241-2024-direct
734-241-5856-fax



Quote

Order Number: 0237198
Order Date: 4/21/2014

Salesperson: 0107
Customer Number: 00-0105115

Lacal Equipment, Inc
901 W. Pike Street
P.O. Box 757
Jackson Center, OH 45334
(937) 596-6106

Sold To:
CITY OF MONROE
222 JONES AVE.
MONROE, MI 48161

Ship To:
CITY OF MONROE
222 JONES AVE.
MONROE, MI 48161

Confirm To:

JIM 734-241-5856

Customer P.O.	Shio VIA	F.O.B.	Terms CREDIT CARD/MASTERCARD				
Item Number	Unit	DCode	Ordered	Shipped	Back Order	Price	Amount
LSP2000765	EACH	1	1.00	0.00	1.00	5,415.150	5,415.15
2-SPEED GEARBOX (6182185)							

Price includes jst

- Thanks

Bary

Net Order:	5,415.15
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	5,415.15
Less Deposit:	0.00

Bell
Equipment Company
 78 Northpointe Drive
 Lake Orion, Michigan 48359
 Phone: (248) 370-0000
 Fax: (248) 370-0011

SALES QUOTE

REMIT PAYMENT TO:
 Bell Equipment Company
 7315 Solution Center
 Chicago, IL 60677-7003

Sales Quote Number: SQ-010238

Sales Quote Date: 04/23/14

Page: 1

Sell
 To: CITY OF MONROE
 DEPT OF PUBLIC SERVICE
 222 JONES AVENUE
 MONROE, MI 48161-1396

Ship
 To: CITY OF MONROE
 DEPT OF PUBLIC SERVICE
 222 JONES AVENUE
 MONROE, MI 48161-1396

Customer ID M-MONR

Ship Via Direct Ship

Terms Net 30 Days

SalesPerson Jimmy Bell

Item No.	Description	Unit	Quantity	Unit Price	Total Price
8182185	GEARBOX, 2 SPEED	Each	1	8,080.00	8,080.00
MI FREIGHT	Michigan Freight (estimated)	Each	1	150.00	150.00

LESS INPUT ADAPTER

***SPECIAL ORDER,
 NON-CANCELLABLE ONCE ORDER IS
 PLACED, NON-RETURNABLE**

Amount Subject to Sales Tax	0.00	Amount Exempt from Sales Tax	8,230.00	Subtotal:	8,230.00
				Invoice Discount:	0.00
				Total Sales Tax:	0.00
				Total:	8,230.00



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: HALF STREET BLOCK PARTY

DISCUSSION: The City received a request from the residents and families of Half Street for permission to hold a block party on May 17, 2014. Specifically the request is to close the 400 block of Half Street between Fourth Street and the cemetery from 2:00 p.m. – 11:00 p.m. for the party.

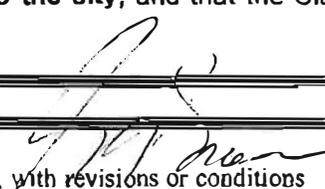
The request was reviewed by the administrative staff and there were no objections to the request subject to emergency vehicle access being maintained. City staff has confirmed with the applicant that the adjacent property owners on the south side of Fourth Street were contacted and they support the event.

DPS personnel will place and pick up barricades on normal hours, residents can place in street.

The Police Department does not foresee any traffic issues as long as D.P.S. provides barricades to prevent motor vehicle traffic within the requested area. The Afternoon Shift Commanders will be made aware of the event so their shifts can make periodic checks.

Therefore, it is recommended, that City Council approve the request contingent upon items being met as outlined by the administration, **subject to no additional overtime or other costs to the city**, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

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, Building 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:** 4/29/14

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: 5/5/14

April 22, 2014

- 70 -

The Honorable Robert E. Clark
Mayor of Monroe and members of the
Monroe City Council.

Dear Mayor Clark and members of the
Monroe City Council: The residents
and families of Half St. Monroe Mich
request permission to hold a Birthday
Block party on Saturday, May 17, 2014
from 2 P.M. to 11 P.M., We also request
permission to use city-owned bar-
riades to block off the 400 Block
of Half St. from 4th to the cemetery
for the purpose of having a Birthday
Block party and barbeque.

Thank you for your consideration on this
matter.

Sincerely, Terry Pruitt the Birthday Boy
and the residents and families of the 400
Block of Half St.

Terry Pruitt 413 Half St. 734-497-1491

Betty Ranville 405 Half St 734-457-5720

RECEIVED

APR 22 2014

MAYOR'S OFFICE

Memorandum

To: Thomas C. Moore III, Chief of Police
From: Lt. Gregory N. Morgel
cc: Patricia Weaver, Executive Secretary to the Mayor/Manager City of Monroe, file
Date: April 22, 2014
Re: **Staff Study – “Block Party” in the 400 block of Half Street**

I have reviewed the request submitted by the residents of Half Street to hold a neighborhood birthday block party in the 400 block of Half Street on Saturday, May 17, 2014 from 2:00 pm – 11:00 pm. The organizers have also requested to have this block of Half Street closed to traffic.

This event should not require any direct police supervision. There should not be any traffic issues as long as DPS provides barricades to prevent motor vehicle traffic on Half Street at East Fourth Street. Any necessary emergency responses should not be significantly impacted by the closure. As long as DPS delivers the necessary barricades on Friday, May 16th, the organizers will place them and remove them.

I recommend approval of this block party. I will coordinate with DPS to ensure the proper barricades are in place for the event. I will notify the respective Shift Commanders of the event so they can have their squads make periodic checks of the block party.

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

EVENT CONTACT PERSONS:	Terry Pruitt	413 Half Street	734-497-1491
	Betty Ranville	405 Half Street	734-457-5720



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: TRINITY LUTHERAN CHURCH NEIGHBORHOOD PICNIC

DISCUSSION: The City received a request from Valerie Parron on behalf of Trinity Lutheran Church for permission to hold their annual neighborhood picnic on September 6, 2014. Specifically the request is to close the 300 block of East Fourth Street between Wadsworth and Scott Streets from 9:30 a.m. – 3:00 p.m. for the picnic, and the possible use of the City of Monroe employee parking lot at East First Street and Scott Street for overflow parking.

The request was reviewed by the administrative staff and there were no objections to the request subject to emergency vehicle access being maintained. An insurance certificate naming the city as an additional insured would need to be provided, if the church plans to use the city parking lot.

DPS personnel will place and pick up barricades on normal hours, residents can place in street.

The Police Department does not foresee any traffic issues as long as D.P.S. provides barricades to prevent motor vehicle traffic within the requested area. The Shift Commanders will be made aware of the event so their shifts can make periodic checks.

Therefore, it is recommended, that City Council approve the request contingent upon items being met as outlined by the administration, **subject to no additional overtime or other costs to the city,** and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: D.P.S., Police, Engineering, Fire, Finance, 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:** 4/29/14

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: 5/5/14



Trinity Lutheran
Church & School
LCMS

Church Office
323 Scott Street
Monroe, MI 48161
734-242-2308
Fax: 734-242-2762

School Office
315 Scott Street
Monroe, MI 48161
734-241-1160
Fax: 734-241-6293

Rev. Jeffrey Heimsoth
Administrative Pastor

Rev. Karl Fuhlbrgge
Visitation Pastor

Cindy Lucas
Principal

City of Monroe
Mr. George Brown, City Manager
120 E. 1st Street
Monroe, MI 48161

April 14, 2014

Mr. Brown

RE: Proposed street closure

My name is Valerie Parron and I am the 6th Vice President of Fellowship at Trinity Lutheran Church in Monroe. In an effort to foster additional community relationships as we minister to the needs of our neighbors we are planning our annual neighborhood picnic.

The neighborhood picnic is scheduled for September 6, 2014. Due to outside activities that may take up a portion of our parking lot, we are seeking other parking alternatives.

We are looking for nearby parking lots that would grant us permission to use their lot and transport people to our church. In addition we would ask that 4th Street between Wadsworth and Scott Streets be closed to traffic so we could utilize this area as handicap parking. We would plan to park cars in this area between 9:30am and 3:00pm. If this could be an option please let me know so we can continue with our planning.

Thank you for your consideration in this matter.

Valerie Parron
6th VP of Fellowship

RECEIVED

APR 15 2014

CITY MANAGER'S OFFICE

Memorandum

To: Thomas C. Moore III, Chief of Police
From: Lt. Gregory N. Morgel
cc: Patricia Weaver, Executive Secretary to the Mayor/Manager City of Monroe, file
Date: April 16, 2014
Re: **Staff Study – Trinity Lutheran Church Neighborhood Picnic**

I have reviewed the request submitted by Mrs. Valerie Parron, the 6th Vice President of Fellowship at Trinity Lutheran Church, to hold their annual neighborhood picnic on their church grounds on Saturday, September 6, 2014 from 9:30 am – 3:00 pm. Mrs. Parron has also requested to have the 300 block of East Fourth Street between Scott Street and Wadsworth Street closed to thru traffic.

This event should not require any direct police supervision. There should not be any traffic issues as long as DPS provides barricades to prevent motor vehicle traffic on East Fourth Street between Scott Street and Wadsworth Street. Any necessary emergency responses should not be significantly impacted by the closure.

I recommend approval of this event and I will coordinate with DPS to ensure that the proper barricades are in place for it. I will notify the respective Shift Commander of the event so they can have their squad make periodic checks of the picnic.

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

EVENT CONTACT PERSON: Valerie Parron
323 Scott Street
Monroe, MI 48161
Telephone: 734-242-2308



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE ALZHEIMER'S ASSOCIATION FOR PERMISSION TO HOLD THE ANNUAL WALK TO END ALZHEIMER'S AT ST. MARY'S PARK ON SEPTEMBER 20, 2014

DISCUSSION: The City received a request from Erica Outhwaite on behalf of the Alzheimer's Association for permission to hold the Annual Walk to End Alzheimer's at St. Mary's Park on September 20, 2014 at 9:00 a.m. Specifically the request is to hold a walk-a-thon event beginning at St. Mary's Park, use of band shell, electricity, and that the fees to use St. Mary's 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 Day Squad 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 will make sure the power is on at the band shell.

The Recreation Department has reviewed the request and has no objections to the event. The band shell and shelter have been reserved. The cost for the rental of the band shell is \$182.50 (\$365 less 50% discount for non-profit) and \$150 key deposit.

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, **with no reduction in fees to use St. Mary's Park**, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

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: 4/29/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 5/5/14

800.272.2900
Helpline

Michigan Great Lakes Chapter
310 N. Main Street, Suite 100
Chelsea, MI 48118

Capital Area Region
5303 S. Cedar St. Building 1
Lansing, MI 48911

South West Region
350 E. Michigan Ave., Ste. 28
Kalamazoo, MI 49007

West Shore Region
1740 Village Drive, Suite 338
Muskegon, MI 49444

www.alz.org/mglc

734.475.7043 p
734.475.7089 f

517.999.3004 p
517.999.3358 f

269.342.1482 p
269.488.3622 f

231.780.1922 p
231.780.1494 f

alzheimer's association®

March 25, 2014

To whom It may concern,

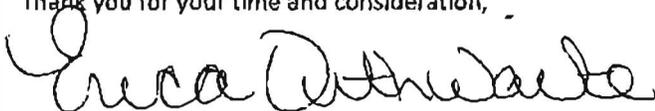
I am writing to ask that you waive our Permit fee for the use of St. Mary's Park on 111 W Elm St.

The Alzheimer's Association Walk to End Alzheimer's is the Nation's largest event to raise awareness and funds for Alzheimer's Care. Walk to End Alzheimer's serves as the chapter's largest source of awareness building and revenue to support local programs and services to the Monroe County area.

The Alzheimer's Association is the leading voluntary health organization in Alzheimer's Care, Support, and research, and is dedicated to finding prevention methods, treatment and an eventual cure for Alzheimer's. The Alzheimer's Association is the leading source of information, education and support for millions of individuals, caregivers and care professionals who face dementia every day.

On September 20th we hope to see over 300 people participant in our signature event. We have budgeted no more than 5% for expenses and for that reason ask for your support to carry out our mission of a World without Alzheimer's.

Thank you for your time and consideration,



Erica Outhwaite

Walk Manager

Alzheimer's Association/MGLC

734-475-7043

RECEIVED

APR 11 2014

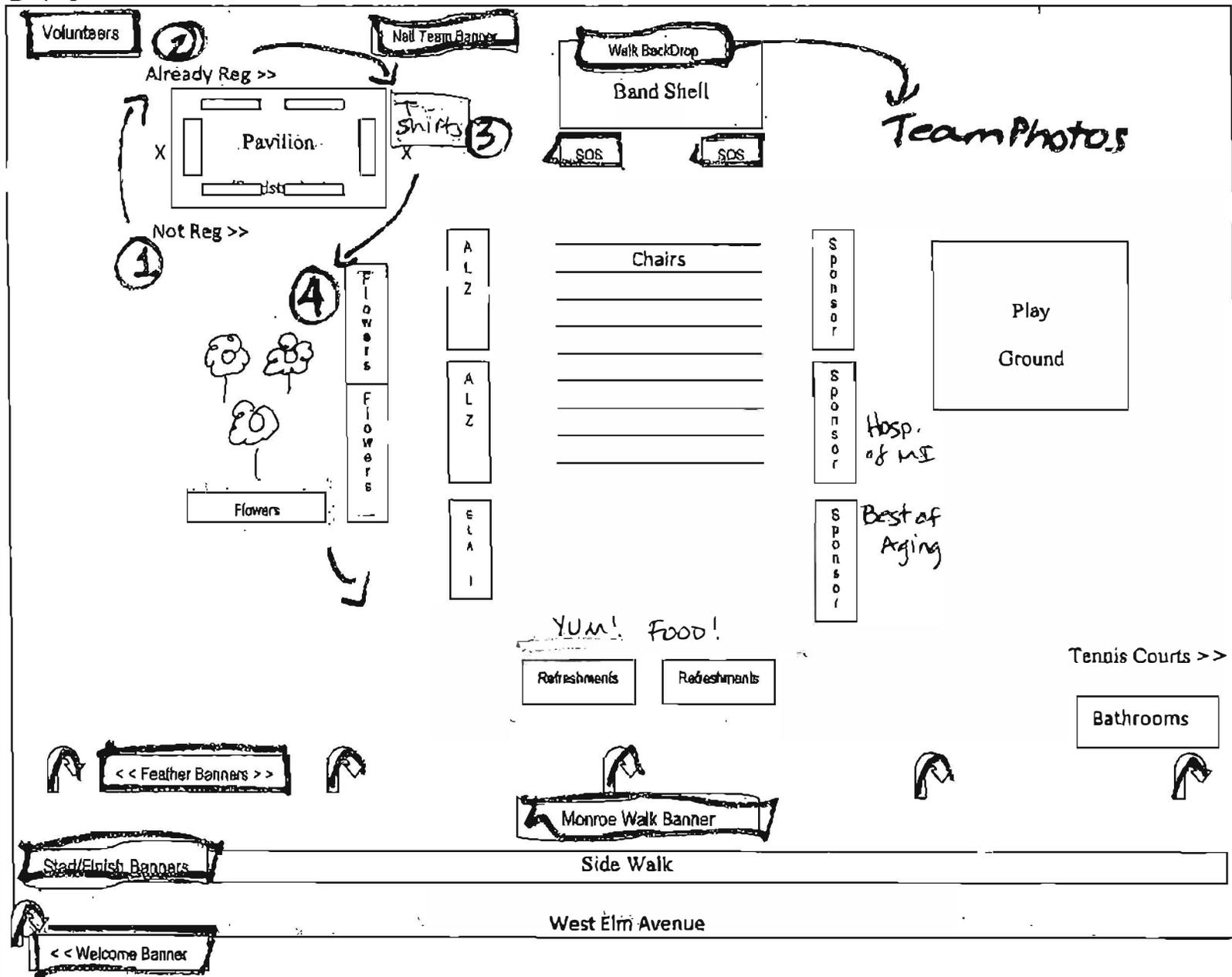
CITY MANAGER'S OFFICE

In Monroe Walk 2: file / Logistics

^^ Bridge Crosswalk (Additional Parking)

Checklist

River



Received Time Mar. 25. 2014

2:40PM No. 2015

Mar. 25. 2014 3:46PM

No. 0603 P. 5

RECEIVED

MAR 26 2014

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

BUILDING DEPARTMENT
City of Monroe, Mich

Name of Applicant (Organization): Alzheimer's Association /MICH

Contact Person: Erica Outhwaite

Address: 310 N Main, Ste 100, Chelsea MI 48118

Phone: 734-475-7043 Fax: 734-475-7089

Dates Requested: September 20th, 2014

Location Requested: City Park Private Property Public Property

PROJECT LOCATION (Address): St. Mary's Park HW Elm Ave

PROPERTY OWNER INFORMATION

103

Name: _____

Address: _____

Phone: _____ Fax: _____

EVENT DESCRIPTION:

Walk to End Alzheimer's is the nation's largest event to raise awareness and funds for Alzheimer's care, support and research. Walk will have about 300 Participants and starts at 9:00am over at 3:00pm

TYPE OF BUSINESS ON SITE: _____

RECEIVED

APR 11 2014

Application Fee \$ 150.00

\$20.00 wk \$

Total Fee [Stamp]

CITY MANAGER'S OFFICE

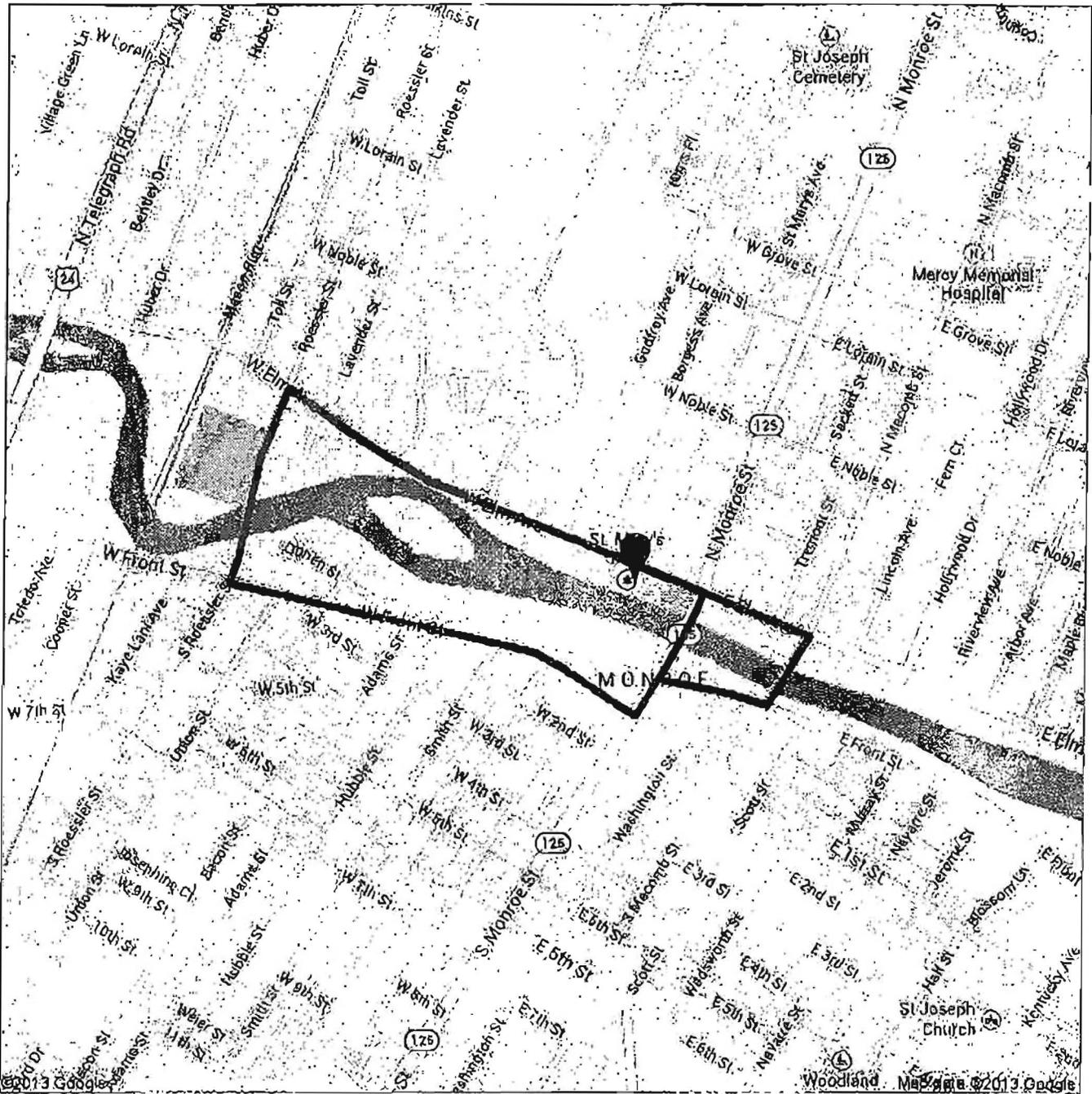
SIGNATURES (I/we hereby apply for a temporary use/special event permit in accordance with Section 12.69.25 of the City of Monroe Zoning Ordinance. The information, plans and materials submitted herewith in support of this application are, to the best of my/our knowledge, true and correct):

OWNER: _____

DATE: _____

APPLICANT: Erica Outhwaite

DATE: 3-25-14



2013 Monroe Walk to End Alzheimer's

Walk Map

Public · 23 views

Created on Aug 19 · By Brlen · Updated Aug 18



Walk Starting Point



Walk Ending Point

City of Monroe

120 E. First Street

Monroe, MI 48161-2169

(734) 384-9186

Building Department

Invoice For Permit: PBD-14-0109

Date: 04/11/2014

Pay by Account In Full



Pay by Account In Full

\$ 75.00

ALZHEIMER'S ASSOCIATION OF MICHIGAN

310 N MAIN STE 100

Chelsea MI 48118

Invoice Number	Permit Number	Address	Amount Due
00040970	PBD-14-0109	103 W ELM AVE	\$ 75.00



Fee Details:	Quantity	Description	Balance
	1.00	Special Event	\$ 75.00

Total Amount Due \$ 75.00

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

Received From:
 ALZHEIMER'S ASSOCIATION
 310 N MAIN STE 100
 Chelsea MI 48118

Date: 04/11/2014
 Time: 3:18:33 PM
 Receipt: 534009
 Cashier: scarroll
 Workstation: Drawer: 1

ITEM REFERENCE	AMOUNT
BDINV Building Dept. Inv	
00040970	\$75.00
TOTAL	\$75.00
CHECKS 11207	\$75.00
Total Tendered:	\$75.00
Change:	\$0.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/8/2013

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 Hyant Group Inc - Ann Arbor 24 Frank Lloyd Wright Dr J4100 Ann Arbor MI 48105	CONTACT NAME: PHONE (A/C No. Ext): 734-741-0044 E-MAIL: ADDRESS:	FAX (A/C No): 734-741-1850
	INSURER(S) AFFORDING COVERAGE	
INSURED Alzheimer's Disease & Related Disorders Association 310 N. Main St., Ste. 100 Chelsea MI 48118	INSURER A: Philadelphia Indemnity Ins Co NAIC # 18058	
	INSURER B: Michigan Insurance Company NAIC # 10857	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 1517133567 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY		PHPK886760	7/15/2013	7/15/2014	EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person)	\$5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY
						GENERAL AGGREGATE	\$3,000,000
						PRODUCTS - COMPROP AGG	\$3,000,000
							\$
	AUTOMOBILE LIABILITY		PHPK886760	7/15/2013	7/15/2014	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident)	\$
							\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE	\$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE	\$
	DED	RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		WCJ0009331	1/28/2013	1/28/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	<input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI)	<input type="checkbox"/> Y/N	N/A			EL EACH ACCIDENT	\$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					EL DISEASE - EA EMPLOYEE	\$1,000,000
						EL DISEASE - POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (As per ACORD 101, Additional Remarks Schedule. If more space is required)
 City of Monroe is listed as an additional insured as required by written contract.
 Re: Walk at St. Mary's Park.

CERTIFICATE HOLDER City of Monroe Building Department 120 W. First St. 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

800.272.2400
Helpline

Michigan Great Lakes Chapter
370 N. Main Street, Suite 100
Chalco, MI 48818

Capital Area Region
1300 B. Cedar St. Building 1
Livonia, MI 48150

South West Region
380 E. Michigan Ave., Ste. 20
Kalamazoo, MI 49007

West Shore Region
1740 Village Drive, Suite 33A
Muskegon, MI 49440

www.alz.org/mglo

734.478.7042 p
734.478.7049 f

817.999.3004 p
817.999.3863 f

268.342.1482 p
268.488.7822 f

231.780.1822 p
231.780.1494 f

alzheimer's association®



CINCINNATI OH 45999-0038

In reply refer to) 0248222119
July 18, 2013 LTR 4167C 0
15-3039601 000000 00
00110356
800C: TE

ALZHEIMER DISEASE AND RELATED
DISORDERS ASSOCIATION INC
ALZHEIMERS ASSOC
* RICHARD HOWLAND COO/CFO
228 N MICHIGAN AVE STE 1700
CHICAGO IL 60601-7682



004764

Employer Identification Number: 13-5039601
Group Exemption Number: 2556
Person to Contact: Kaye Keyes
Toll Free Telephone Number: 1-877-829-8500

Dear Taxpayer:

This is in response to your July 09, 2013, request for information about your tax-exempt status.

Our records indicate that you were issued a determination letter in June, 1989, and that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from Federal income tax under section 501(c)(3) of the Code.

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

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,


Richard Hokes, Department Manager
Accounts Management Operations



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE DOWNTOWN DEVELOPMENT AUTHORITY FOR PERMISSION TO HOLD A MOVIE NIGHT ON AUGUST 22, 2014

DISCUSSION: The City received a request from the Monroe D.D.A. to hold a Movie Night on August 22, 2014, at dusk. Specifically the request is to use Loranger Square and Washington Street to show a G-PG rated movie, close the affected streets, use of two sets of bleachers, electricity, and that the fees are waived.

The request has been routed to the administrative staff for their review and there were no objections. The Recreation Department is partnering with the DDA to bring Movie Night from St. Mary's Park to the downtown to increase attendance. DPS staff will coordinate needed services with the DDA Director and expect that costs will be minimal, less than \$500.

The Police Department has no objections to the event, as detailed. The Midnight Squad Shift Commander will be made aware of this event and will make periodic checks/walk-throughs during the event. The event will not entail any overtime or extra costs from the Department.

Therefore, it is recommended, that City Council approve the 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
- [Handwritten signature]*

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:

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

FINANCES

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 4/29/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 5/5/14

March 26, 2014

City of Monroe
ATTN: Honorable Mayor and City Council
120 East First Street
Monroe, Michigan 48161

Dear Mayor and Council:

The Monroe DDA is petitioning for a permit for temporary Use, Seasonal, or Special Event(s) and Temporary Building(s) and Structure(s) to be located in the central business district and greater DDA District.

The purpose of this permit is to hold a Movie Night on Friday, August 22, 2014, in Loranger Square beginning at dusk.

We are requesting the use of Loranger Square, and Washington Street from East Second to East Front, and First Street from Monroe to Macomb.

We are also requesting the following street closures: Washington Street from East Second to East Front and East First Street from Monroe to Macomb from 5:00 p.m. until midnight on the day of the event. Our committee will be responsible for opening the street after the event to avoid overtime.

We will need electrical in Loranger Square for the projector and two sets of bleachers. We also request that street lights be turned off in that area for the evening.

We request a waiver of fees associated with this one-day event.

Thank you for your consideration.

Sincerely,



Mary Gail Beneteau
Chairperson, DDA Promotions Committee



Janet Berns
Chairperson, Monroe DDA

RECEIVED
MAR 31 2014
MAYOR'S OFFICE

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

Name of Applicant (Organization): MONROE DDA / MONROE PARKS & RECREATION

Contact Person: MARY GAIL BENETEAU / LORETTA LAPOINTE

Address: 15 E FRONT ST.

Phone: 242 5840 Fax: _____

Dates Requested: AUGUST 22, 2014

Location Requested: City Park Private Property Public Property

PROJECT LOCATION (Address): LORANGER SQUARE

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone: _____ Fax: _____

EVENT DESCRIPTION:

SEE ATTACHED

TYPE OF BUSINESS ON SITE: _____

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

PLEASE
WAIVE

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):

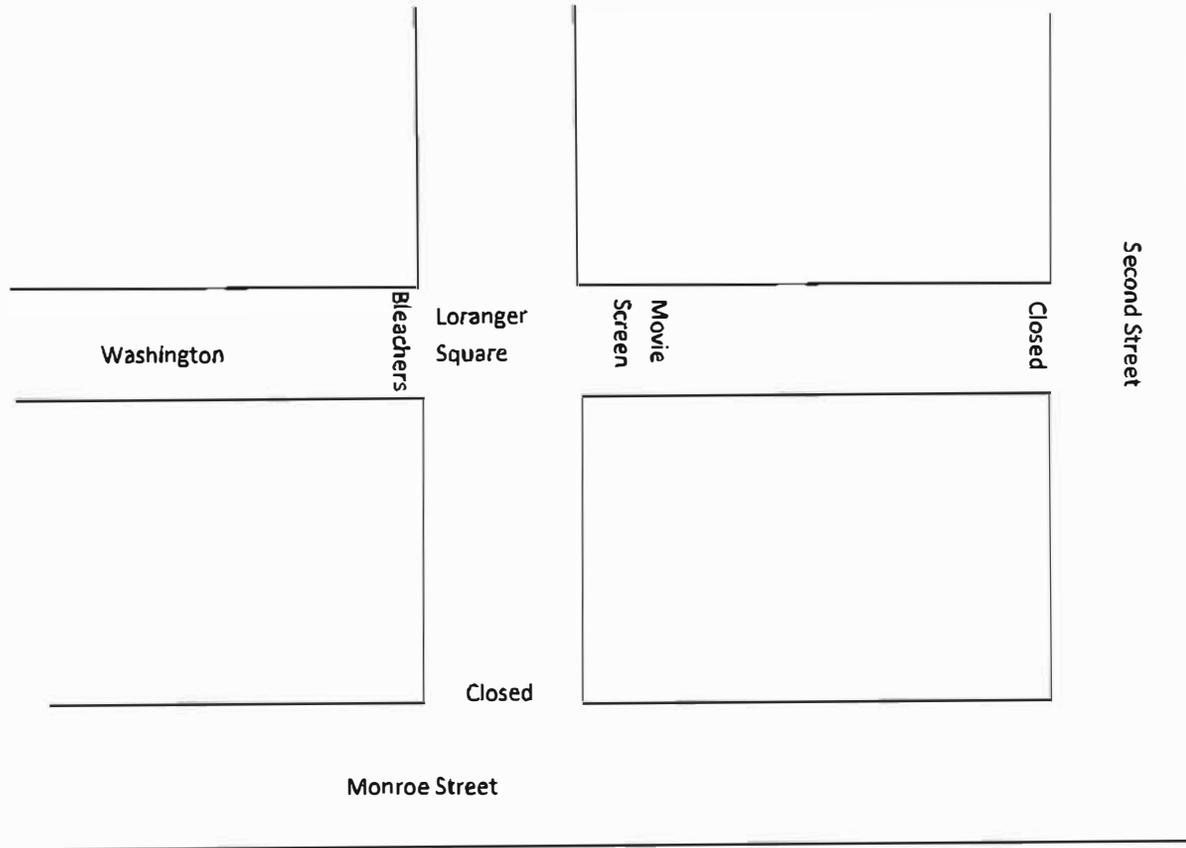
OWNER: _____

DATE: _____

APPLICANT: Mary Gail Beneteau

DATE: 3-27-2014

Movie in the Square



RECEIVED

APR 15 2014

CITY MANAGER'S OFFICE



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: ENERGY PERFORMANCE BASED CONTRACTING SERVICES – RESOLUTION
WASTEWATER DEPARTMENT

DISCUSSION: The primary function of the Wastewater Department is the efficient operation and maintenance of the Monroe Metropolitan Wastewater Facility. The department is charged with the protection of the environment and public health by the collection, transportation, treatment and disposal of the community's wastewater. The Wastewater system has had several improvements over the past few years primarily due to unfunded mandates from regulatory agencies which required the improvements to be completed as part of the wastewater system NPDES discharge permit. The last phase of improvements is currently ongoing and scheduled to be completed in 2014.

The facility has additional critical facility items that need to be addressed to maintain facility functionality which were delayed due to the need to complete the regulatory improvements mentioned above. As a means to address these items and improve the wastewater facility, Energy Performance Based Contracting (EPBC) was investigated as an option with Johnson Controls, Inc. EPBC addresses high energy costs, reduces operational risk, provides capital for facility infrastructure, provides a plan to holistically reduce energy consumption, meets permit requirements including unfunded mandates and maintains sewer rates. Through a Request for Qualification selection process, the Monroe City Council approved entering into a Project Development Agreement (PDA) with Johnson Controls, Inc (JCI) MI at their August 19, 2013 meeting. The PDA authorized JCI to start a detailed evaluation study to determine the facility operational expenditures & efficiency measures, characteristics, identify infrastructure improvements, procedures, installations and services in an effort to recommend improvements to meet all goals identified and provide for a self-funded project.

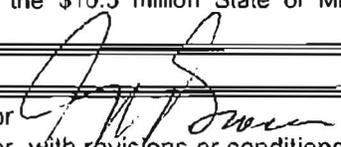
The PDA outlines that if JCI provides a self-funded project to the City of Monroe and if it is decided not to move forward with the project, the City will be obligated to pay up to \$700,000. JCI has provided a Final Project Proposal that has been reviewed by staff that has been determined to be acceptable and meet the facilities objectives. The overall project includes self-funded infrastructure improvement projects with guaranteed cost savings including: sludge handling process, upgrading pumping systems, lighting and upgrades to other major facility infrastructure. The project is self-funded which will not affect sewer rates. It incorporates completing past and future capital improvements and instituting an energy efficiency program performance contract that aligns with the objectives of the wastewater system. The City of Monroe, Monroe Charter Township, Frenchtown Charter Township and the County of Monroe have: Approved various resolutions, Entered into Act 342 contracts, Provided publication of notice, Notice of intent, Obtained bond authorization, Allocated County of Monroe Qualified Energy Conservation Bonds, and Obtained State of Michigan Qualified Energy Conservation Bond allocation to fund the overall project. By completing the improvements the bond debt service will be paid for through energy savings, reduced operating costs coupled with past and future capital improvement funds being retained in reserves. Currently the authorized bond maximum amount is \$12,500,000; however the current project scope (all but one scope item) has an approximate \$10.6 million estimate. One project scope item (Asset Management) that is not being financed at this time is being delayed to allow for the City of Monroe to be eligible to obtain an MDEQ SAW grant and avoid having to pay bond interest. A \$10.5 million State of Michigan Qualified Energy Conservation Bond allocation has been obtained such that it is recommended that any cost overages of the \$10.5 million allocation be paid for with Wastewater reserves.

The City of Monroe is the Operating Manager of the Monroe Metropolitan Water Pollution Control System (made up of the City of Monroe, Monroe Charter Township and Frenchtown Charter Township) through the Master Agreement of 2001. In order to satisfy the requirements of the Act 342 contracts with the County of Monroe the City of Monroe will be designated as the Authorized Agent to administer the overall contract with the County of Monroe executing the Performance Contract. The attached resolution outlines all responsibilities.

The PDA agreement, Performance Contract and Resolution have been reviewed by Tom Ready, City Attorney.

IT IS RECOMMENDED for the City of Monroe to approve the attached resolution recommending that the County of Monroe enter into a Performance Contract with Johnson Controls, Inc. and to proceed with selling appropriate bonds up to a maximum amount of \$12,500,000 in accordance with the above resolutions and contracts before the June 16, 2014 allocation expiration date so as to provide overall project funding once all final contract approvals have been obtained. **IT IS FURTHER RECOMMENDED** that the Finance Director be authorized to pay for project cost overages above the \$10.5 million State of Michigan Qualified Energy Conservation Bond allocation with Wastewater Reserves up to \$100,000.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: ASAP

REASON FOR DEADLINE: Recommend that the County of Monroe enter into a contract with JCI and to sell bonds to complete the overall project.

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: Wastewater Department, City of Monroe, Customers

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ 0
Increased Revenue Expected/Year	\$ 0

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

Other Funds

Budget Approval: 

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** April 30, 2014

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: May 5, 2014

**RESOLUTION RECOMMENDING COUNTY OF MONROE TO SELL BONDS
FOR WASTEWATER SYSTEM IMPROVEMENTS**

1 **WHEREAS**, the City of Monroe is the Operating Manager of the Monroe Metropolitan Water Pollution
2 Control System through the Master Agreement of 2001 which is made up of the City of Monroe, Monroe
3 Charter Township and Frenchtown Charter Township; and

4 **WHEREAS**, the Monroe Metropolitan Water Pollution Control System recognizes the need to make
5 improvements to its existing wastewater system; and

6 **WHEREAS**, the City of Monroe, in cooperation with Johnson Controls, Inc through a Project
7 Development Agreement approved on August 19, 2013, has investigated, developed, determined and propose a
8 self-funded, capital improvement and energy efficiency program performance contract that aligns with the
9 objectives of the wastewater system; and

0 **WHEREAS**, said performance contract includes self-funded infrastructure improvement projects with
1 guaranteed savings and cost including: sludge handling process, upgrading pumping systems, lighting and
2 upgrades to other major facility infrastructure; and

3 **WHEREAS**, the City of Monroe, Monroe Charter Township, Frenchtown Charter Township and the
4 County of Monroe have approved resolutions, entered into contracts and allocated: Act 342 contracts,
5 publication of notice, notice of intent, bond authorization and execution, allocation of County of Monroe
6 Qualified Energy Conservation Bond Volume Cap and State of Michigan Qualified Energy Conservation Bond
7 allocation to fund the overall project; and

8 **WHEREAS**, in order to satisfy the requirements of the Act 342 contracts with the County of Monroe
9 the City of Monroe shall be designated as the Authorized Agent which will possess the appropriate resources
0 and expertise to administer the acquisition and construction of the improvements and shall act on behalf of the
1 County of Monroe and to administer all matters relating to the engineering, plans and specifications of final
2 construction contracts, the approval of work and materials thereunder, and construction supervision, in
3 cooperation with the County of Monroe;

4 **NOW THEREFORE BE IT RESOLVED:**

- 5 1. The City of Monroe formally recommends that the County of Monroe enter into a Performance Contract
6 with Johnson Controls, Inc to complete the overall improvement project and name the City of Monroe as
7 Authorized Agent.
- 8 2. City of Monroe recommends that the County of Monroe proceed with selling of appropriate bond
9 necessary up to a maximum amount of \$12,500,000 in accordance with above resolutions and contracts
0 before the June 16, 2014 allocation expiration date in order to provide project funding so as to complete
1 the overall improvement project.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Michigan High School Fishing State Tournament Championship, The Bass Federation

DISCUSSION: The Recreation Department has been researching possible fishing tournaments to highlight the River Raisin and expand opportunities for tourism through fishing tournaments. The Bass Federation/National Bass Anglers Association responded with a proposal to hold the Michigan High School Fishing State Championship at Hellenberg Park on June 21 & 22, 2014. The Bass Federation, located in Ponca City, Oklahoma, is a C-Corporation that operates like a non-profit. They have three core values: Youth, Conservation, and Fishing. Some of the Bass Federation/National Bass Angler's tournaments are televised on NBC Sports (<http://bassfederation.com/>). If the events would be featured on a televised show, the host city is introduced and areas may be featured.

The proposal by The Bass Federation includes a one day tournament based at Hellenberg Park. A Bass Federation trailer and sponsors will set up in the parking area. Using the boat ramps, fishing participants will fish in the River area and Lake Erie for the day. An award ceremony will be held in the evening. No city staff is needed during the event.

The contract between The Bass Federation and the City of Monroe agrees to host the tournament in Monroe in exchange for a fee of in-kind services and cash not to exceed \$1,000. This fee will help The Bass Federation cover hotel and some advertising expenses as explained in the attachments.

It is recommended that City Council enter into a contract with The Bass Federation for the 2014 Michigan High School Fishing State Championship to be held at Hellenberg Park on June 21 & 22, 2014 for a price totaling \$1,000 according to the attached contract.

CITY MANAGER RECOMMENDATION:

For *J. M. Dean*
 For with revisions or conditions
 Against
 No Action Taken/Recommended

APPROVAL DEADLINE: May 5, 2014

REASON FOR DEADLINE: The tournament would be held on June 21-22, 2014

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Loretta LaPointe, Recreation Manager

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 1,000.00
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Recreation Dept Budget	General Contracted Services	101-70.761-818.020	\$ \$1,000.00
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: 

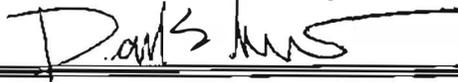
FACT SHEET PREPARED BY: Loretta LaPointe, Recreation Manager

DATE: April 15, 2014

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

DATE: April 30, 2014

COUNCIL MEETING DATE: May 5, 2014



STUDENT ANGLER FEDERATION/TBF
MICHIGAN HIGH SCHOOL CHAMPIONSHIP

This agreement is entered into by and between The City of Monroe, (hereinafter referred to as the site host), and The Bass Federation, (hereinafter referred to as TBF.)

WHEREAS: TBF is the Organizer, Promoter, Management and owner of all rights to a bass fishing tournament designated as the SAF Michigan High School Championship, and

WHEREAS: the "site host", expects to derive promotional and economic value from its participation in the tournament via direct dollars, print and electronic media, and

WHEREAS: TBF through hosting this event, has direct impact on the tourism industry/ local economy via tournament participants, sponsors, staff, and guest, and

WHEREAS: the "site host" desires to promote tourism to The City of Monroe, and to take advantage of the benefits offered by the exposure generated by hosting this tournament.

WHEREAS: TBF, desires to headquarters and conduct the tournament in/from The City of Monroe, and

NOW, THEREFORE, the parties hereto agree as follows:

1. TBF agrees to host the MICHIGAN HIGH SCHOOL CHAMPIONSHIP fishing tournament with headquarters in The City of Monroe, MI.
2. The site host agrees to pay TBF a fee of in-kind services and cash not to exceed \$1000.00. (*see attachment "B" for a breakdown.*) Those services contained herein shall be those facilities, labor, equipment and other mutually agreed upon services provided to TBF, and normally measured at a mutually agreed upon fair market price. All in-kind goods and services must be approved and agreed to by TBF.
3. TBF. Has no right of cancellation except for causes below:
An act of God, any acts of war, terrorism, unavoidable accident, strike or other labor dispute, fire, riot or civil commotion, government action or decree, or for any reason beyond the control of you or the TBF, then neither you nor we shall be obligated in any manner to the other with respect to such events. (Including payment of the rights fee for such event.) However, in the event that any event shall be postponed or delayed, then we shall have the right to elect to reschedule the event date in accordance with all the terms hereof.

4. The site host understands that TBF, will have complete control of the tournament's and events operation, site set-up, promotions, sales or signage within the event area's and site functions and governing policies. It is further understood that the event (s) will conduct itself in compliance with all national, state, county and local governing laws.

In return for agreeing to the above, TBF agrees to provide complete recognition to the site host area with editorial coverage in local, state, regional and national tournament news releases and state, regional, and national publications within TBF control.

The City of Monroe and TBF are independent contracting parties and nothing contained in the agreement shall be deemed to create a partnership, joint venture or agency relationship between them.

Event dates shall be June 21 to June 22, 2014. Registration will be Saturday, Tournament will be Sunday.

This agreement constitutes the entire agreement between the parties and no change or modification thereof can be made except in writing signed by both parties in the same manner as this agreement is signed and approved.

Copies of this agreement may be produced, or reproduced, any such copy, properly executed by the parties hereto and approved in the manner, may be used as originals for any purpose for which an original may be needed.

IN WITNESS HEREOF, the parties have caused the signature of the appropriate officers for each of them to be affixed hereto on the date below.

Signed

Signed

Date

Date

Accepted by:

Accepted by:

Robert L. Carlidge, President
The Bass Federation
Ponca City, Oklahoma 74601
580-765-9031 Office
580-765-2890 Fax

ATTACHMENT "A"
ESTIMATED COMMUNITY REVENUES (Attachment-A)

ESTIMATED NUMBER OF GUEST "In Town":

Fisherman	30
Family/Friends/Spectators	20
Press	1
Sponsors	2
TBF/SAF Staff	<u>3</u>
Total Approx. Guest	56

ACCOMMODATIONS:

Rooms	30 @ \$80.00 average x 1 nights	\$2400.00
-------	---------------------------------	-----------

GAS:

Boats (gas)	15 x 30 gallons @ \$3.50 x 2	\$3150.00
Vehicles	15 x 1 tank @ \$75.00 per	\$1125.00

MEALS:

56 people x \$35.00 per day x 2 days average	\$3920.00
--	-----------

ENTERTAINMENT:

56 people x \$25.00 x 2	\$2800.00
-------------------------	-----------

MISCELLANEOUS:

Fishing supplies/ Tackle 30 fishermen x \$20.00 MINIMUM	\$600.00
Grocery/ Drug items 30 x \$20.00	\$600.00

<u>TOTAL COMMUNITY REVENUES:</u>	\$14595.00
---	-------------------

*NOTE: This is a low estimate; most communities will realize larger revenues.

*NOTE: It should be noted that these are averages; many fisherman will be on site pre-fishing for 4-6 days and 3-4 weekends prior to the event. That impact is **NOT** included in these totals.

*NOTE: It should be noted that not included in the above benefits to the community is nationwide media exposure (websites, television, newspapers, magazines, etc.) derived from this event.

ATTACHMENT "B"

ESTIMATED COMMUNITY EXPENSES/ IN KIND SERVICES

\$1000.00 cash site host fee to TBF/SAF	\$590.00
Banquet facility and meal for 75 people	\$250.00

COMPLIMENTARY ROOMS (See attached requirements)

2 Rooms 1 nights, ground floor if possible, <u>MUST HAVE HIGH SPEED INTERNET</u> to be used by TBF/SAF staff for media output.	
2 room nights @ \$80.00 per night.	\$160.00

TOTAL COST TO COMMUNITY fees and "in-kind services **\$1000.00**

SUMMARY

Total estimated revenues	\$14,595.00
Total estimated expenditures	\$ 1,000.00
Total DIRECT DOLLARS benefit to community	\$13595.00
Total Economic Impact (Using 3 to 1 rollover ratio)	\$40785.00

ATTACHMENT "C"

REQUIREMENTS FOR COMPLIMENTAY HOTEL ROOMS

2 complimentary hotel room nights are required. **High Speed Internet** in the rooms is a requirement so we can get standings and media coverage out daily.

One (1) room should be "larger" a suite will work fine or a larger than normal room. To be used for computer set up room and equipment storage. Can also be used as a sleeping room.

All incidental charges for specified rooms direct billed to TBF/SAF, unless otherwise agreed.

Rooms are preferred on the bottom floor. (Required if no elevator) Rooms will be utilized as office space and support housing; ample light is required. At least 3 plug outlets should be available or extension cords provided.

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return) The Bass Federation, Inc	
Business name, if different from above TBF	
Check appropriate box: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.) 5998 N. Pleasant View Road	Requester's name and address (optional)
City, state, and ZIP code Ponca City, Oklahoma 74601	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
: : : :
or
Employer identification number
41 : 2100727

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of Robert Carlidge U.S. person ▶	<small>Digitally signed by Robert Carlidge DN: cn=Robert Carlidge, c=US, o=TBF, Inc email=Robert@bassfederation.com Reason: I attest to the accuracy and integrity of this document. Date: 2011.02.24 12:58:21 -05'00'</small>
		Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7)

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases.

- The U.S. owner of a disregarded entity and not the entity,

ACORD₁₁

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/02/14

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 K & K Insurance Group, Inc. P.O. Box 2338 Fort Wayne, In 46801	CONTACT NAME: SPORTS
	PHONE (AC, No. Ext): 800-441-3994 FAX (A/C, No): 260-459-5120
	E-MAIL ADDRESS: KK.SPORTS@KANDKINSURANCE.COM
	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: NATIONWIDE LIFE INSURANCE COMP 66669
	INSURER B: NATIONAL CASUALTY COMPANY 11991
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

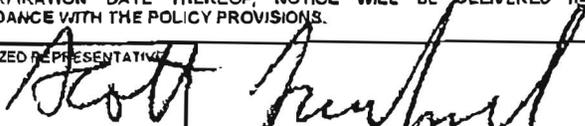
COVERAGES CERTIFICATE NUMBER: 1740643 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. NC=NOT COVERED

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
9	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <u>Owners & Contractors</u> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			KK06004138700	12:01AM 1/27/14	12:01AM 1/27/15	EACH OCCURRENCE 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) 300000 MED EXP (Any one person) 5000 PERSONAL & ADV INJURY 1000000 GENERAL AGGREGATE NONE PRODUCTS-COMP/OP AGG 1000000 Part Lgl Liab 1000000
	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) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER, EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> W/C STAT. <input type="checkbox"/> OTHER EL EACH ACCIDENT EL DISEASE - EA EMPLOYEE EL DISEASE - POLICY LIMIT
11	Participant Accident			SPX0026196300	12:01AM 1/27/14	12:01AM 1/27/15	AD&D 10000 Primary Medical NC Excess Medical 25000 Weekly Indemnity NC

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

EVENT: MICHIGAN STATE HIGH SCHOOL STATE CHAMPIONSHIP FISHING TOURNAMENTS
 CERTIFICATE HOLDER IS NAMED AS ADDITIONAL INSURED AS RESPECTS THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED. SEE ATTACHED ADDENDUM

CERTIFICATE HOLDER	CANCELLATION
CITY OF MONROE 120 E. FIRST STREET MONROE, MI 48161	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
THIS CERT. VOIDS/REPLACES #1738609	AUTHORIZED REPRESENTATIVE 

AGENCY CUSTOMER ID: _____

LOC # _____

CERTIFICATE: 1740643 DATE ISSUED: 4/02/14

ACORDTM

ADDITIONAL REMARKS SCHEDULE

Page . 1 of 1

<small>AGENCY</small> K & K INSURANCE GROUP, INC.		<small>NAMED INSURED</small> THE BASS FEDERATION, INC D/B/A TBF, INC. AND ITS MEMBER STATE FEDERATIONS 5998 N. PLEASANT VIEW RD. PONCA CITY, OK 74601
<small>POLICY NUMBER</small> GL KKO0004138700 PA SPX0026196300		
<small>CARRIER</small> SEE ACORD 25	<small>NAIC CODE</small>	<small>EFFECTIVE DATE:</small> SEE ACORD 25

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

DATES: 06/21-22/14

LOCATION: LAKE ERIE, CITY OF MONROE, MI

Michigan High School Fishing State Championship Application

Date of Event: June 21-22, 2014

Name/Purpose of Event: Michigan High School Fishing State Championship

Organization information:

Name: National Bass Anglers/The Bass Federation

Phone: 580-765-9031

Fax: 580-765-2890

Address: 5998 N. Pleasant View Rd, Ponca City, OK 74604

Website: <http://www.highschoolfishing.org/about-saf/>

<http://bassfederation.com/about/fags/>

The National Bass Anglers Association's tournaments may be televised on NBC sports.

<http://www.federationangler.com/>

Contact Person:

Doug Scott

Cell: 580-716-6973

doug@NBAA-Bass.com

Mark Gintert

TBF National Youth Director

580-716-4251

mark@bassfederation.com

Site Fee cash required: \$1,000 paid by the City of Monroe to include:

1. Two hotel rooms for two nights, June 21 & 22, 2014.
2. Other items TBD, such as food for participants
3. Monies not used in the above areas to be paid directly to NBAA for tournament advertising after all other fees are accounted for, not to exceed \$1,000.
4. Terms are explained in the attached contract.
5. The City would provide porta cans for the day due to the conditions of the bathroom at Hellenberg Park.

Saturday, June 21

1. Two complimentary hotel rooms with high speed internet.

Sunday, June 22, Tournament: 4 am – 10 pm, Hellenberg Park

Park Facilities/Amenities Requested: Hellenberg Park

1. Boat launch
2. 12-15 boats to launch and parking spots

3. NBAA will bring a trailer is a 20 ft, with 12 foot wings that are put up for the event with sponsor banners.
4. Some sponsors may come to set up exhibits, e.g. Ranger Boats may bring a boat, Mercury Motors may bring an exhibit, etc. These exhibits will be on the paved parking only, and will not park on the grass.
5. Electricity not required. Trailers have built in generators.
6. Amenities do not need exclusive use by TBF.
7. No city staff is required. Recreation staff will be present at the tournament awards ceremony to speak and represent the City.
8. Tournaments may be televised on NBC sports.

Loretta LaPointe
April 1, 2014



**“ OWNED BY THOSE WE SERVE,
DEDICATED TO THE SPORT
OF FISHING. ”**

To: Loretta LaPointe

Recreation Manager

City of Monroe, Michigan

Dear Loretta,

Thank you for the opportunity to bring our Student Angler Federation Michigan High School State Bass Fishing Championship to the city of Monroe.

Our High School fishing movement is one of the fastest growing youth programs in the country and this year our organization will conduct over 40 state championships, 6 National Open events, 5 Regional events, a High School National Championship and the High School Fishing World Finals. We are excited to see the city of Monroe join this outstanding lineup.

We have included a W9 form with this letter as well as our insurance certificate. Please let us know if there is anything else that you need.

Sincerely

Mark Gintert

TBF National Youth Director

How to Become a TBF Member

It's easy to become a TBF Member or to get your club registered as a TBF Affiliated Club.

- Any individual can join as a TBF PREMIUM MEMBER and start receiving PREMIUM benefits. No hassle and no worries for 2, 3 or 5 years, your choice. TBF guarantees you will save money with a PREMIUM membership or we will refund any unused portions.
- To fish your home state events or to join as a \$15 standard member you must be a member of a local TBF affiliated fishing club.
- You also must be a Gold or Standard member of FLW Outdoors. www.flwoutdoors.com (included with PREMIUM memberships)
- You can start a new club (6 member minimum), join an existing TBF club or sign up an already-formed club
- Your club must belong to its home state TBF Federation.
- Your club will submit your membership roster and dues, then keep it updated using the TBF online Club Roster Management system!

JOIN NOW!

Questions? Call TBF at 580.765.9031
visit our website www.BassFederation.com
eMail us at tbf@BassFederation.com

**TBF IS PROUDLY PARTNERED WITH
THE FOLLOWING BUSINESSES:**



**NATIONAL
GUARD**

Walmart*
Save money. Live better.



**Ranger
BOATS**

**CHEVY
EVINRUDE
OUTBOARD**

YAMAHA

Castrol



Polarized Sunglasses



Catch More Fish.

LOWRANCE

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**The Bass Federation
2300 E Coleman Rd
Ponca City, OK 74604
www.BassFederation.com**



The Bass Federation

TBF
FEDERATION

www.BassFederation.com

*Owned By Those We Serve,
Dedicated To The Sport Of Fishing.*



YOUTH - CONSERVATION - FISHING

"The Federation" is the oldest and largest organized grassroots fishing organization in the world and truly is the backbone of the entire sport. Since 1968, the independent state bass Federations have worked together to support the growth of the entire sport of fishing and the outdoors industry.

TBF is proudly partnered in fishing with FLW Outdoors.



"Owned By Those We Serve, Dedicated To The Sport Of Fishing."

What is The Bass Federation? (TBF)

The main focus of the Federation is to work for:

- Our members
- The industry as a whole
- Youth, by establishing activities for them that foster their learning and skill levels pertaining to the sport of fishing
- Conservation, by joining together to demand clean waters, to protect anglers rights and by making additional funds available to the member states through our partners, sponsors and other avenues to assist with conservation projects
- Fishing, by providing a means for our members to compete in the majority of the most prestigious tournaments in the world

"The Federation" has three core values: Youth, Conservation and Fishing. The success of the Federation in improving and furthering the sport of fishing through the support of these values has been monumental and continues to be felt worldwide.



REEL KIDS: JUNIOR MEMBERS

STUDENT ANGLERS: ASSOCIATION OF COLLEGE ANGLERS

In the youth arena, we have focused our efforts on the sport's number one priority, getting young people fishing. That includes getting a fishing rod in their hands, as well as getting families outdoors. These efforts are key when it comes to facilitating the recruitment of young anglers and introducing them to the values and ethics of fishing and the outdoors. TBF has a fantastic youth fishing program that is fun for the entire family. Young anglers can learn the basics of fishing, as well as, the techniques used by the top pros to find and catch fish! Youth can get involved with outdoor conservation projects in their area and/or choose to learn how to fish for fun or in tournaments.

We have four main youth initiatives that allow us to contact young people of all ages:

- **TBF Reel Kids Casting Events** are held nationwide; they're free and open to the public. Three primary presentation techniques are taught, Flipping, Pitching and Casting.
- **TBF Junior Clubs** are for 7-18 year olds; only 6 members are needed to start. Get to your State Championship, and you could qualify for the National Guard Junior World Championship, the world's premier junior tournament. An action packed event, which includes seminars, a two day tournament and their share of a possible \$42,000 in scholarship cash and prizes!
- **TBF Student Angler Federation** is free to any school system. It's designed to expose students to fishing; also, to form TBF Student Angler school clubs, which use our lesson plans to teach how basic elements of education are used by anglers everyday. Specific items like math, science and language arts play a huge roll in fishing and in life. Depending on state participation, you could earn a spot in the State Championship, which could lead to the National Guard Junior World Championship! Best of all... **IT'S FISHING IN SCHOOL!**
- **Association of College Anglers** has nearly 100 TBF college clubs and it's growing daily. Any size college or university can join with six members minimum and an official college club sanctioning. Qualify at the Collegiate National Championship, and fish to advance to the TBF Federation National Championship.

For more information on any of our youth programs, contact our national youth programs manager, Mark Ginterl at Mark@BassFederation.com

Conservation

Conservation of our natural resources is TBF's commitment. It's a widely known fact among sportsmen and women outdoors enthusiasts have done far more to protect and conserve natural habitats ("the environment") than any "environmental groups." Among that elite crowd, no group has done more, or for longer, than Federation members. Federation efforts in conservation are very broad based, including everything from habitat projects, stocking fish and forage, educating anglers about fish care, to fighting polluters, working with fish and game departments, and weighing-in on local, state and federal legislation, plus much, much more. These efforts and accomplishments are unmatched in fishing. You can't put a price on the time and labor federation members spend every year supporting fisheries for all to enjoy. The future of fishing and the family values associated with it, along with providing fun and fraternal experiences in the great outdoors are our main goals.

Fish For Fun OR Fish Your Way to "LIVING THE DREAM" & Beyond!

Close to home, less cost, your choice.

The TBF National Championship presented by the National Guard is the ultimate goal for a TBF member looking to compete outside their club level. The Boater with the heaviest cumulative weight from all three days of competition will be crowned TBF National Champion and will receive the "Living the Dream" prize package. Boaters and Co-anglers representing 7 TBF divisions nationwide will compete during the year and qualify through a series of tournaments with your TBF club, TBF state and TBF divisional championship series to compete in the TBF National Championship.

'Living the Dream' & Beyond!

1. Join or start a TBF affiliated club, our clubs are grassroots anglers just like YOU! You can fish only club events for fun or fish all the way to the pro tour! It is VERY cost effective! On a national average, to fish through TBF all the way to the Pro tour, including: your club dues, TBF national dues, FLW Outdoors gold membership and state tournament entry fees average less than \$200.00* per year. (* national average of all states...varies by state)
2. Join and fish your state events, close to home, qualify for your states 12 person state team.
3. **ADVANCE!** To the **NO ENTRY FEE**, TBF Divisional Championship Series. Held in your home division to keep travel costs down, cash payouts and every state team gets a check. Top two anglers from each state. (1 out of every 6 advance)
4. **ADVANCE!** To the **NO ENTRY FEE**, TBF Federation National Championship, presented by the National Guard, with a payout of nearly a quarter of a million dollars in cash and prizes. Top 2 anglers from each division **ADVANCE!** 14 TBF members advance (approx. 1 in 7)
5. All 14 TBF division champions advance from the TBF Federation National Championship to the **NO ENTRY FEE**, \$1 million Wal-Mart BFL All-American! Where all the anglers there have another chance to win
6. In addition to the \$1 Million BFL All-American, the TBF Federation Champion Boater & Champion Non-Boater automatically **ADVANCE** directly to the **NO ENTRY FEE**, \$2 Million Forrest Wood Cup Championship!
7. The TBF Federation National Champion (Boater) earns the TBF 'Living The Dream' package to include: \$10,000 cash **PLUS**, fully paid entry fees to their choice of the FLW Tour or the FLW Series as a tour pro, **PLUS**, use of a custom, Living The Dream wrapped Chevy Truck and wrapped Ranger Boat on tour for the year, **PLUS** a travel stipend for each event... **PLUS!**





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: WESTERN AVENUE WATER MAIN REPLACEMENT AND RESURFACING – CHANGE ORDER
AWARD

DISCUSSION: At the July 15, 2013 City Council meeting, a contract was awarded for water main replacement, 3" deep milling and resurfacing, and curb replacement on the following roadways:

- Western Avenue – Huron to South Custer (water main full length, resurface / replace curbs from Huron to Erie)
- Huron Street – Western to east of Jefferson Court (water main and resurfacing / curb replacement)
- Western Court – full length (resurfacing / curb replacement only)
- Custer court – full length (resurfacing / curb replacement only)

Rather than bidding the water main and resurfacing work under separate contracts, it was felt that all work should be grouped together into one contract to minimize the total disruption time for the adjacent residents. On all roadways, all curbs will be replaced prior to resurfacing, along with all associated driveway approaches and sidewalk ramps. Both the water main and roadways are now approximately sixty (60) years old. The low bidder for the work was Salenbien Trucking and Excavating of Dundee, and they were awarded a contract for \$416,231.35 with a total authorized award including contingencies of \$480,000. While they had planned to start work in September following other contract work for the City for water main replacement on North Telegraph Road, that project experienced significant delays not of the fault of the contractor, and they were not able to commence work until early October. Given the sequence of operations and the typical climate during the fall, the City and contractor agreed to delay all work until spring of 2014, and given the early onset of winter and intensity of the winter, this decision proved correct. They now plan to begin work the week of May 12. As a condition of this delay, Salenbien agreed to hold their unit prices firm should the City elect to award additional work in 2014. As a part of the 2014-15 Capital Improvements Program, the City Council has now funded the following projects immediately adjacent to the original contract area:

- Western Avenue – Winston Court to Huron Street (water main full length, resurface / replace curbs)
- Winston Court – full length (resurfacing / curb replacement only)

The Engineering Department highly recommends that this additional work be awarded to Salenbien Trucking and Excavating rather than bidding it separately, due to the obvious advantages of known unit prices, known quality and workmanship of the prime contractor, and the fact that these are immediately adjacent to the previously-awarded work. As such, we have now completed all design work and have compiled the costs based on a carry-over of the unit prices. The original bid tabulation from July 2013 and the breakdown of pay quantities for the proposed change order have been attached to this Fact Sheet. All pay items are carry-overs except for items 57-59, which are generally unique to each site. These have been adjusted proportionally based on the footage of water main pipe on the original contract versus the additional quantities. The proposed award is within the budgeted funding for all line items.

IT IS RECOMMENDED that the City Council award a change order to the Western Avenue / Huron Street Water Main Replacement and Resurfacing project for water main and resurfacing work on Winston Court and on Western Avenue from Winston Court to Huron Street to Salenbien Trucking and Excavating, Inc. in the amount of \$323,340.85. that a total of \$372,000 be encumbered to include a 15% project contingency, and that the Finance Director be authorized to allocate the necessary funding to the appropriate fiscal year as needed from either Water Fund reserves or the Local Street Fund balance. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to sign a change order for this work on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Contractor plans to start work on the previously-awarded section soon, and efficiency can be gained if they can continue immediately to the south

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

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

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$852,000*
	Cost of This Project Approval	\$372,000
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Includes previously-awarded work and contingencies (\$480,000) plus this award of \$372,000 including contingencies.

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Western Resurfacing	203-60.451-818.020 14L03	\$175,000*
	Winston Court Resurfacing	203-60.451-818.020 15L01	\$30,000*
	Western Water Main	591-40.538-972.000 15W02	\$167,000*

*All projects have funding not technically available until July 1, 2014, Finance Director should be given the authority to allocate the costs into the correct fiscal year from Water Fund reserves and Local Street fund balance.

Other Funds

Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 04/30/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: May 5, 2014



WESTERN AVENUE SOUTH SECTION WATER MAIN REPLACEMENT AND RESURFACING

ITEM NO.	DESCRIPTION	UNIT PRICE	UNITS	NO. OF UNITS	COST
1	R&D CURB & GUTTER	\$ 6.00	LFT	2293.1	\$13,758.60
2	R&D SIDEWALK	\$ 1.00	SFT	1152.4	\$1,152.40
3	R&D PAVEMENT & APPROACH	\$ 9.00	SYD	618.6	\$5,567.40
4	R&D EXISTING 6" WATER MAIN	\$ 20.00	LFT	12.0	\$240.00
5	R&D EXISTING 12" WATER MAIN	\$ 20.00	LFT	0.0	\$0.00
6	R&D EXISTING VALVE BOX	\$ 250.00	EA	1.0	\$250.00
7	R&S EXISTING HYDRANT	\$ 500.00	EA	3.0	\$1,500.00
8	CUT & CAP EXISTING 6" WATER MAIN	\$ 800.00	EA	2.0	\$1,600.00
9	R&D ROCK	\$ 150.00	CYD	15.0	\$2,250.00
10	F&I 8" C-900 PVC WATER MAIN	\$ 54.00	LFT	921.9	\$49,782.60
11	F&I 8" D.I. CL 52 POLYWRAPPED WATER MAIN	\$ 66.00	LFT	191.8	\$12,658.80
12	F&I 12" D.I. CL 52 POLYWRAPPED WATER	\$ 225.00	LFT	0.0	\$0.00
13	F&I STANDARD SETTING HYD BR, COMPLETE	\$ 2,800.00	EA	4.0	\$11,200.00
14	F&I 8" X 8" X 6" D.I. TEE	\$ 800.00	EA	4.0	\$3,200.00
15	F&I 8" X 8" X 8" D.I. TEE	\$ 800.00	EA	1.0	\$800.00
16	F&I 12" X 12" X 8" D.I. TEE	\$ 800.00	EA	0.0	\$0.00
17	F&I 8" 90-DEG. D.I. BEND & THRUST BLOCK	\$ 400.00	EA	0.0	\$0.00
18	F&I 8" 45-DEG. D.I. BEND & THRUST BLOCK	\$ 400.00	EA	15.0	\$6,000.00
19	F&I 8" 22-1/2-DEG. D.I. BEND & THRUST BLOCK	\$ 400.00	EA	0.0	\$0.00
20	F&I 8" 11-1/4-DEG. D.I. BEND	\$ 400.00	EA	0.0	\$0.00
21	F&I 8" X 6" D.I. REDUCER	\$ 400.00	EA	2.0	\$800.00
22	F&I 8" SOLID SLEEVE	\$ 400.00	EA	2.0	\$800.00
23	F&I 12" A.C. TO D.I. ADAPTER	\$ 2,400.00	EA	0.0	\$0.00
24	F&I 8" GATE VALVE AND BOX	\$ 1,400.00	EA	3.0	\$4,200.00
25	RECONNECT WATER SERVICE, SHORT SIDE	\$ 1,000.00	EA	35.0	\$35,000.00
26	REPLACE WATER SERVICE, SHORT SIDE	\$ 1,800.00	EA	0.0	\$0.00
27	F&I 2" TEMPORARY BLOWOFF	\$ 500.00	EA	1.0	\$500.00
28	F&I 1" CHLORINATION TAP	\$ 500.00	EA	0.0	\$0.00
29	F&I CONTROLLED DENSITY BACKFILL	\$ 80.00	CYD	51.0	\$4,080.00
30	EARTH EXCAVATION	\$ 25.00	SYD	0.0	\$0.00
31	SUBGRADE UNDERCUTTING	\$ 25.00	CYD	25.0	\$625.00
32	COLD MILL PAVEMENT	\$ 2.25	SYD	3371.0	\$7,584.75
33	ADJUST VALVE BOX	\$ 500.00	EA	0.0	\$0.00
34	ADJUST, CLEAN, & PLASTER STRUCTURE	\$ 650.00	EA	3.0	\$1,950.00
35	CLEAN & PLASTER STRUCTURE	\$ 650.00	EA	0.0	\$0.00
36	RECONSTRUCT STRUCTURE	\$ 1,600.00	EA	0.0	\$0.00
37	ABANDON / REMOVE STRUCTURE	\$ 500.00	EA	0.0	\$0.00
38	F&I 2' DIA. STRUCTURE	\$ 1,200.00	EA	0.0	\$0.00
39	F&I 4' DIA. STRUCTURE	\$ 2,400.00	EA	0.0	\$0.00
40	F&I #1040 WATERTIGHT EJ CASTING	\$ 650.00	EA	3.0	\$1,950.00
41	F&I #1040 EJ CASTING	\$ 650.00	EA	0.0	\$0.00
42	F&I #7045 EJ CASTING	\$ 800.00	EA	4.0	\$3,200.00
43	F&I #7065 EJ CASTING	\$ 800.00	EA	0.0	\$0.00
44	F&I 12" R.C.P. STORM SEWER	\$ 65.00	LFT	0.0	\$0.00
45	F&I 12" PVC STORM SEWER	\$ 65.00	LFT	0.0	\$0.00
46	TAP EXISTING STRUCTURE	\$ 500.00	EA	0.0	\$0.00
47	RECONNECT CURB DRAIN	\$ 500.00	EA	0.0	\$0.00
48	F&I 6" CONCRETE PAVEMENT & APPROACH	\$ 68.00	SYD	618.6	\$42,064.80
49	F&I 6" CONCRETE ADA RAMP	\$ 18.00	SFT	258.5	\$4,653.00
50	F&I 4" CONCRETE SIDEWALK	\$ 4.00	SFT	893.9	\$3,575.60
51	F&I MDOT 21A STONE	\$ 24.00	TON	25.0	\$600.00
52	F&I SPOT CURB & GUTTER	\$ 50.00	LFT	0.0	\$0.00
53	F&I MDOT F-4 CURB & GUTTER	\$ 14.00	LFT	2293.1	\$32,103.40
54	F&I HAND PATCH	\$ 180.00	TON	0.0	\$0.00
55	F&I MDOT 13A BIT. PAVE. LEVELING	\$ 75.00	TON	324.5	\$24,337.50
56	F&I MDOT 36A BIT. PAVE. WEARING	\$ 88.00	TON	324.5	\$28,556.00
57	MAINTAIN WATER MAIN / SERVICE TRENCH	\$ 1.00	LS	1.0	\$1.00
58	TRAFFIC CONTROL	\$ 8,200.00	LS	1.0	\$8,200.00
59	SITE RESTORATION	\$ 8,600.00	LS	1.0	\$8,600.00
	CONSTRUCTION COSTS				\$323,340.85
	ENCUMBERED COSTS INC. 15% CONTIGENCY				\$371,841.98

WESTERN AVENUE AND HURON STREET WATER MAIN REPLACEMENT AND RESURFACING - BID TABULATION				ENGINEER'S ESTIMATE		1 - SALENBIEN EXCAVATING		2 - E.R. ZEILER EXCAVATING, INC.	
ITEM NO.	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
1	R&D CURB & GUTTER	2664.0	LFT	\$10.00	\$ 26,640.00	\$ 6.00	\$ 15,984.00	\$ 3.00	\$ 7,992.00
2	R&D SIDEWALK	1677.9	SFT	\$1.50	\$ 2,516.85	\$ 1.00	\$ 1,677.90	\$ 2.00	\$ 3,355.80
3	R&D PAVEMENT & APPROACH	437.4	SYD	\$10.00	\$ 4,374.00	\$ 9.00	\$ 3,936.60	\$ 10.00	\$ 4,374.00
4	R&D EXISTING 6" WATER MAIN	18.0	LFT	\$25.00	\$ 450.00	\$ 20.00	\$ 360.00	\$ 50.00	\$ 900.00
5	R&D EXISTING 12" WATER MAIN	6.0	LFT	\$25.00	\$ 150.00	\$ 20.00	\$ 120.00	\$ 75.00	\$ 450.00
6	R&D EXISTING VALVE BOX	2.0	EA	\$250.00	\$ 500.00	\$ 250.00	\$ 500.00	\$ 350.00	\$ 700.00
7	R&S EXISTING HYDRANT	4.0	EA	\$500.00	\$ 2,000.00	\$ 500.00	\$ 2,000.00	\$ 400.00	\$ 1,600.00
8	CUT & CAP EXISTING 6" WATER MAIN	4.0	EA	\$250.00	\$ 1,000.00	\$ 800.00	\$ 3,200.00	\$ 1,100.00	\$ 4,400.00
9	R&D ROCK	10.0	CYD	\$15.00	\$ 150.00	\$ 150.00	\$ 1,500.00	\$ 150.00	\$ 1,500.00
10	F&I 8" C-900 PVC WATER MAIN	924.0	LFT	\$50.00	\$ 46,200.00	\$ 54.00	\$ 49,896.00	\$ 55.00	\$ 50,820.00
11	F&I 8" D.I. CL 52 POLYWRAPPED WATER MAIN	364.3	LFT	\$65.00	\$ 23,679.50	\$ 66.00	\$ 24,043.80	\$ 90.00	\$ 32,787.00
12	F&I 12" D.I. CL 52 POLYWRAPPED WATER MAIN	6.0	LFT	\$95.00	\$ 570.00	\$ 225.00	\$ 1,350.00	\$ 300.00	\$ 1,800.00
13	F&I STANDARD SETTING HYD BR, COMPLETE	4.0	EA	\$3,500.00	\$ 14,000.00	\$ 2,800.00	\$ 11,200.00	\$ 4,000.00	\$ 16,000.00
14	F&I 8" X 8" X 6" D.I. TEE	4.0	EA	\$500.00	\$ 2,000.00	\$ 800.00	\$ 3,200.00	\$ 350.00	\$ 1,400.00
15	F&I 8" X 8" X 8" D.I. TEE	2.0	EA	\$500.00	\$ 1,000.00	\$ 800.00	\$ 1,600.00	\$ 400.00	\$ 800.00
16	F&I 12" X 12" X 8" D.I. TEE	1.0	EA	\$500.00	\$ 500.00	\$ 800.00	\$ 800.00	\$ 700.00	\$ 700.00
17	F&I 8" 90-DEG. D.I. BEND & THRUST BLOCK	1.0	EA	\$300.00	\$ 300.00	\$ 400.00	\$ 400.00	\$ 300.00	\$ 300.00
18	F&I 8" 45-DEG. D.I. BEND & THRUST BLOCK	24.0	EA	\$300.00	\$ 7,200.00	\$ 400.00	\$ 9,600.00	\$ 300.00	\$ 7,200.00
19	F&I 8" 22-1/2-DEG. D.I. BEND &	1.0	EA	\$300.00	\$ 300.00	\$ 400.00	\$ 400.00	\$ 300.00	\$ 300.00
20	F&I 8" 11-1/4-DEG. D.I. BEND	2.0	EA	\$300.00	\$ 600.00	\$ 400.00	\$ 800.00	\$ 300.95	\$ 601.90
21	F&I 8" X 6" D.I. REDUCER	3.0	EA	\$300.00	\$ 900.00	\$ 400.00	\$ 1,200.00	\$ 250.00	\$ 750.00
22	F&I 8" SOLID SLEEVE	4.0	EA	\$300.00	\$ 1,200.00	\$ 400.00	\$ 1,600.00	\$ 300.00	\$ 1,200.00
23	F&I 12" A.C. TO D.I. ADAPTER	2.0	EA	\$300.00	\$ 600.00	\$ 2,400.00	\$ 4,800.00	\$ 650.00	\$ 1,300.00
24	F&I 8" GATE VALVE AND BOX	6.0	EA	\$1,500.00	\$ 9,000.00	\$ 1,400.00	\$ 8,400.00	\$ 1,300.00	\$ 7,800.00
25	RECONNECT WATER SERVICE, SHORT SIDE	10.0	EA	\$750.00	\$ 7,500.00	\$ 1,000.00	\$ 10,000.00	\$ 1,800.00	\$ 18,000.00
26	REPLACE WATER SERVICE, SHORT SIDE	8.0	EA	\$1,000.00	\$ 8,000.00	\$ 1,800.00	\$ 14,400.00	\$ 2,000.00	\$ 16,000.00
27	F&I 2" TEMPORARY BLOWOFF	2.0	EA	\$400.00	\$ 800.00	\$ 500.00	\$ 1,000.00	\$ 300.00	\$ 600.00
28	F&I 1" CHLORINATION TAP	1.0	EA	\$400.00	\$ 400.00	\$ 500.00	\$ 500.00	\$ 300.00	\$ 300.00
29	F&I CONTROLLED DENSITY BACKFILL	187.8	CYD	\$80.00	\$ 15,024.00	\$ 80.00	\$ 15,024.00	\$ 80.00	\$ 15,024.00
30	EARTH EXCAVATION	25.0	SYD	\$5.00	\$ 125.00	\$ 25.00	\$ 625.00	\$ 50.00	\$ 1,250.00

WESTERN AVENUE AND HURON STREET WATER MAIN REPLACEMENT AND RESURFACING - BID TABULATION				ENGINEER'S ESTIMATE		1 - SALENBIEN EXCAVATING		2 - E.R. ZEILER EXCAVATING, INC.	
ITEM NO.	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
31	SUBGRADE UNDERCUTTING	25.0	CYD	\$25.00	\$ 625.00	\$ 25.00	\$ 625.00	\$ 55.00	\$ 1,375.00
32	COLD MILL PAVEMENT	5067.8	SYD	\$2.00	\$ 10,135.60	\$ 2.25	\$ 11,402.55	\$ 2.50	\$ 12,669.50
33	ADJUST VALVE BOX	1.0	EA	\$300.00	\$ 300.00	\$ 500.00	\$ 500.00	\$ 450.00	\$ 450.00
34	ADJUST, CLEAN, & PLASTER STRUCTURE	23.0	EA	\$500.00	\$ 11,500.00	\$ 650.00	\$ 14,950.00	\$ 650.00	\$ 14,950.00
35	CLEAN & PLASTER STRUCTURE	4.0	EA	\$250.00	\$ 1,000.00	\$ 650.00	\$ 2,600.00	\$ 500.00	\$ 2,000.00
36	RECONSTRUCT STRUCTURE	1.0	EA	\$750.00	\$ 750.00	\$ 1,600.00	\$ 1,600.00	\$ 1,200.00	\$ 1,200.00
37	ABANDON / REMOVE STRUCTURE	1.0	EA	\$500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00
38	F&I 2' DIA. STRUCTURE	1.0	EA	\$1,500.00	\$ 1,500.00	\$ 1,200.00	\$ 1,200.00	\$ 1,500.00	\$ 1,500.00
39	F&I 4' DIA. STRUCTURE	2.0	EA	\$2,250.00	\$ 4,500.00	\$ 2,400.00	\$ 4,800.00	\$ 2,200.00	\$ 4,400.00
40	F&I #1040 WATERTIGHT EJ CASTING	6.0	EA	\$750.00	\$ 4,500.00	\$ 650.00	\$ 3,900.00	\$ 700.00	\$ 4,200.00
41	F&I #1040 EJ CASTING	7.0	EA	\$750.00	\$ 5,250.00	\$ 650.00	\$ 4,550.00	\$ 675.00	\$ 4,725.00
42	F&I #7045 EJ CASTING	14.0	EA	\$750.00	\$ 10,500.00	\$ 800.00	\$ 11,200.00	\$ 850.00	\$ 11,900.00
43	F&I #7065 EJ CASTING	1.0	EA	\$750.00	\$ 750.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
44	F&I 12" R.C.P. STORM SEWER	10.0	LFT	\$60.00	\$ 600.00	\$ 65.00	\$ 650.00	\$ 100.00	\$ 1,000.00
45	F&I 12" PVC STORM SEWER	10.0	LFT	\$50.00	\$ 500.00	\$ 65.00	\$ 650.00	\$ 100.00	\$ 1,000.00
46	TAP EXISTING STRUCTURE	1.0	EA	\$250.00	\$ 250.00	\$ 500.00	\$ 500.00	\$ 1,300.00	\$ 1,300.00
47	RECONNECT CURB DRAIN	2.0	EA	\$200.00	\$ 400.00	\$ 500.00	\$ 1,000.00	\$ 200.00	\$ 400.00
48	F&I 6" CONCRETE PAVEMENT & APPROACH	175.5	SYD	\$30.00	\$ 5,265.00	\$ 68.00	\$ 11,934.00	\$ 55.00	\$ 9,652.50
49	F&I 6" CONCRETE ADA RAMP	312.3	SFT	\$9.00	\$ 2,810.70	\$ 18.00	\$ 5,621.40	\$ 14.00	\$ 4,372.20
50	F&I 4" CONCRETE SIDEWALK	1722.2	SFT	\$4.00	\$ 6,888.80	\$ 4.00	\$ 6,888.80	\$ 5.00	\$ 8,611.00
51	F&I MDOT 21A STONE	50.0	TON	\$25.00	\$ 1,250.00	\$ 24.00	\$ 1,200.00	\$ 35.00	\$ 1,750.00
52	F&I SPOT CURB & GUTTER	6.0	LFT	\$20.00	\$ 120.00	\$ 50.00	\$ 300.00	\$ 35.00	\$ 210.00
53	F&I MDOT F-4 CURB & GUTTER	2774.0	LFT	\$12.00	\$ 33,288.00	\$ 14.00	\$ 38,836.00	\$ 20.00	\$ 55,480.00
54	F&I HAND PATCH	10.0	TON	\$150.00	\$ 1,500.00	\$ 180.00	\$ 1,800.00	\$ 250.00	\$ 2,500.00
55	F&I MDOT 13A BIT. PAVE. LEVELING	557.5	TON	\$75.00	\$ 41,812.50	\$ 75.00	\$ 41,812.50	\$ 85.00	\$ 47,387.50
56	F&I MDOT 36A BIT. PAVE. WEARING	418.1	TON	\$80.00	\$ 33,448.00	\$ 88.00	\$ 36,792.80	\$ 96.00	\$ 40,137.60
57	MAINTAIN WATER MAIN / SERVICE TRENCH	1.0	LS	\$3,000.00	\$ 3,000.00	\$ 1.00	\$ 1.00	\$ 1,000.00	\$ 1,000.00
58	TRAFFIC CONTROL	1.0	LS	\$2,500.00	\$ 2,500.00	\$ 9,500.00	\$ 9,500.00	\$ 1,500.00	\$ 1,500.00
59	SITE RESTORATION	1.0	LS	\$5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00
			TOTAL		\$ 368,122.95		\$ 416,231.35		\$ 440,175.00

WESTERN AVENUE AND HURON STREET WATER MAIN REPLACEMENT AND RESURFACING - BID TABULATION				3 - PAMAR ENTERPRISES, INC.	
ITEM NO.	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	COST
1	R&D CURB & GUTTER	2664.0	LFT	\$ 4.00	\$ 10,656.00
2	R&D SIDEWALK	1677.9	SFT	\$ 1.00	\$ 1,677.90
3	R&D PAVEMENT & APPROACH	437.4	SYD	\$ 10.00	\$ 4,374.00
4	R&D EXISTING 6" WATER MAIN	18.0	LFT	\$ 30.00	\$ 540.00
5	R&D EXISTING 12" WATER MAIN	6.0	LFT	\$ 40.00	\$ 240.00
6	R&D EXISTING VALVE BOX	2.0	EA	\$ 200.00	\$ 400.00
7	R&S EXISTING HYDRANT	4.0	EA	\$ 350.00	\$ 1,400.00
8	CUT & CAP EXISTING 6" WATER MAIN	4.0	EA	\$ 500.00	\$ 2,000.00
9	R&D ROCK	10.0	CYD	\$ 100.00	\$ 1,000.00
10	F&I 8" C-900 PVC WATER MAIN	924.0	LFT	\$ 90.00	\$ 83,160.00
11	F&I 8" D.I. CL 52 POLYWRAPPED WATER MAIN	364.3	LFT	\$ 135.00	\$ 49,180.50
12	F&I 12" D.I. CL 52 POLYWRAPPED WATER MAIN	6.0	LFT	\$ 300.00	\$ 1,800.00
13	F&I STANDARD SETTING HYD BR, COMPLETE	4.0	EA	\$ 3,500.00	\$ 14,000.00
14	F&I 8" X 8" X 6" D.I. TEE	4.0	EA	\$ 500.00	\$ 2,000.00
15	F&I 8" X 8" X 8" D.I. TEE	2.0	EA	\$ 550.00	\$ 1,100.00
16	F&I 12" X 12" X 8" D.I. TEE	1.0	EA	\$ 700.00	\$ 700.00
17	F&I 8" 90-DEG. D.I. BEND & THRUST BLOCK	1.0	EA	\$ 300.00	\$ 300.00
18	F&I 8" 45-DEG. D.I. BEND & THRUST BLOCK	24.0	EA	\$ 275.00	\$ 6,600.00
19	F&I 8" 22-1/2-DEG. D.I. BEND &	1.0	EA	\$ 275.00	\$ 275.00
20	F&I 8" 11-1/4-DEG. D.I. BEND	2.0	EA	\$ 275.00	\$ 550.00
21	F&I 8" X 6" D.I. REDUCER	3.0	EA	\$ 225.00	\$ 675.00
22	F&I 8" SOLID SLEEVE	4.0	EA	\$ 3,000.00	\$ 12,000.00
23	F&I 12" A.C. TO D.I. ADAPTER	2.0	EA	\$ 7,000.00	\$ 14,000.00
24	F&I 8" GATE VALVE AND BOX	6.0	EA	\$ 1,500.00	\$ 9,000.00
25	RECONNECT WATER SERVICE, SHORT SIDE	10.0	EA	\$ 1,400.00	\$ 14,000.00
26	REPLACE WATER SERVICE, SHORT SIDE	8.0	EA	\$ 2,500.00	\$ 20,000.00
27	F&I 2" TEMPORARY BLOWOFF	2.0	EA	\$ 500.00	\$ 1,000.00
28	F&I 1" CHLORINATION TAP	1.0	EA	\$ 100.00	\$ 100.00
29	F&I CONTROLLED DENSITY BACKFILL	187.8	CYD	\$ 100.00	\$ 18,780.00
30	EARTH EXCAVATION	25.0	SYD	\$ 50.00	\$ 1,250.00

WESTERN AVENUE AND HURON STREET WATER MAIN REPLACEMENT AND RESURFACING - BID TABULATION				3 - PAMAR ENTERPRISES, INC.	
ITEM NO.	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	COST
31	SUBGRADE UNDERCUTTING	25.0	CYD	\$ 30.00	\$ 750.00
32	COLD MILL PAVEMENT	5067.8	SYD	\$ 6.00	\$ 30,406.80
33	ADJUST VALVE BOX	1.0	EA	\$ 100.00	\$ 100.00
34	ADJUST, CLEAN, & PLASTER STRUCTURE	23.0	EA	\$ 500.00	\$ 11,500.00
35	CLEAN & PLASTER STRUCTURE	4.0	EA	\$ 400.00	\$ 1,600.00
36	RECONSTRUCT STRUCTURE	1.0	EA	\$ 650.00	\$ 650.00
37	ABANDON / REMOVE STRUCTURE	1.0	EA	\$ 500.00	\$ 500.00
38	F&I 2' DIA. STRUCTURE	1.0	EA	\$ 1,950.00	\$ 1,950.00
39	F&I 4' DIA. STRUCTURE	2.0	EA	\$ 3,500.00	\$ 7,000.00
40	F&I #1040 WATERTIGHT EJ CASTING	6.0	EA	\$ 500.00	\$ 3,000.00
41	F&I #1040 EJ CASTING	7.0	EA	\$ 400.00	\$ 2,800.00
42	F&I #7045 EJ CASTING	14.0	EA	\$ 600.00	\$ 8,400.00
43	F&I #7065 EJ CASTING	1.0	EA	\$ 650.00	\$ 650.00
44	F&I 12" R.C.P. STORM SEWER	10.0	LFT	\$ 300.00	\$ 3,000.00
45	F&I 12" PVC STORM SEWER	10.0	LFT	\$ 300.00	\$ 3,000.00
46	TAP EXISTING STRUCTURE	1.0	EA	\$ 1,500.00	\$ 1,500.00
47	RECONNECT CURB DRAIN	2.0	EA	\$ 500.00	\$ 1,000.00
48	F&I 6" CONCRETE PAVEMENT & APPROACH	175.5	SYD	\$ 80.00	\$ 14,040.00
49	F&I 6" CONCRETE ADA RAMP	312.3	SFT	\$ 15.00	\$ 4,684.50
50	F&I 4" CONCRETE SIDEWALK	1722.2	SFT	\$ 5.00	\$ 8,611.00
51	F&I MDOT 21A STONE	50.0	TON	\$ 40.00	\$ 2,000.00
52	F&I SPOT CURB & GUTTER	6.0	LFT	\$ 80.00	\$ 480.00
53	F&I MDOT F-4 CURB & GUTTER	2774.0	LFT	\$ 12.00	\$ 33,288.00
54	F&I HAND PATCH	10.0	TON	\$ 250.00	\$ 2,500.00
55	F&I MDOT 13A BIT. PAVE. LEVELING	557.5	TON	\$ 150.00	\$ 83,625.00
56	F&I MDOT 36A BIT. PAVE. WEARING	418.1	TON	\$ 165.00	\$ 68,986.50
57	MAINTAIN WATER MAIN / SERVICE TRENCH	1.0	LS	\$ 2,000.00	\$ 2,000.00
58	TRAFFIC CONTROL	1.0	LS	\$ 30,000.00	\$ 30,000.00
59	SITE RESTORATION	1.0	LS	\$ 10,000.00	\$ 10,000.00
			TOTAL		\$ 610,780.20



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: CLASSIFICATION & COMPENSATION STUDY

DISCUSSION: As you may recall during Council orientation and the budget workshop, the City Manager and I discussed the need for a Classification/Compensation Study and that we would be soliciting proposals from professional consulting firms to conduct a comprehensive compensation/benefits review of all its non-union and employee groups, excluding public safety. The consultant selected will assist the City in reviewing the existing compensation/benefits system and make recommendations for improvement of the existing system(s) or the implementation of a new system. The City currently operates with two job evaluation instruments---one governing Teamsters Local 214 which is approximately 40 years old and is outdated and obsolete and the other job evaluation instrument governing COMEA Unit I, is approximately 14 years old and needs updating. The City does not have a job evaluation system/plan for the non-union group or COMEA Unit II (supervisors).

Requests for proposals (RFP) for this project were solicited by advertisement through the Michigan Intergovernmental Trade Network (MITN), with two (2) proposals received by the deadline established. Proposals were received from Municipal Consulting Services, Inc. and the Michigan Municipal League. This project consists of performing a review of the City's existing classification plan(s), performing a salary survey (*excluding Public Safety*), and preparing one or more pay plan schedules. The lowest proposal for the work is Municipal Consulting Services, Inc. of Ann Arbor, Michigan. Their proposal of not more than \$42,170 is 39% less than the other bidder who quoted \$58,500. Municipal Consulting Services has performed work for the City in the past and would be very capable of performing this project again.

The fiscal year 2014 Human Resources Department budget originally included \$40,000 in the Contractual Services Account for the funding of this study. Due to a higher volume of hiring and personnel issues, the budget has had to fund more employee testing, background checks, fitness testing and medical and psychological evaluations than originally anticipated. In addition, employee eligibility lists will need to be created for the positions of Fire Chief, Police Chief, and Firefighter. For these reasons an additional appropriation from General Fund Contingency is requested to fund all of the items that are needed.

IT IS RECOMMENDED that City Council award a contract for the City's Classification & Compensation Study project to Municipal Consulting Services, Inc. in the amount of \$42,170, and that the Finance Director be authorized to make a budget transfer of \$45,000 from the General Fund Contingency to the Human Resources Department. **IT IS FURTHER RECOMMENDED** that the Mayor and Clerk-Treasurer be authorized to execute any necessary ~~agreements~~ on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: May 5, 2014

REASON FOR DEADLINE: Review and update of the City's Classification & Compensation system.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Peggy A. Howard, Human Resources Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: ALL EMPLOYEE GROUPS EXCLUDING PUBLIC SAFETY.

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$42,170
	Cost of This Project Approval	\$42,170
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	
	Human Resources Budget FY 14	101-35.226-818.020	\$20,000
	Human Resources Budget FY 15	101-35.226-818.020	\$22,170
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: 

FACT SHEET PREPARED BY: Peggy A. Howard, Human Resources Director  **DATE:** 4/29/14

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: 5/05/14



**CITY OF MONROE, MICHIGAN
REQUEST FOR PROPOSAL FOR
CLASSIFICATION & COMPENSATION STUDY
MARCH 14, 2014**

The City of Monroe invites qualified personnel management consultants to submit proposals to perform a review of the existing classification plan(s), perform a salary survey, and prepare one or more pay plan schedules. All work will be done with regular involvement of the City's Human Resources Director or designee. Regular presentations and meetings with this individual or groups, incorporating their input into the process, are expected. Presentations to Monroe City Council may also be part of this project.

SCOPE OF WORK:

Review existing City of Monroe classification and pay plan(s) and benefits for appropriateness, internal equity, and external competitiveness. The following describes the various tasks that are expected to be completed to meet the requirements of this Request for Proposal:

1. Begin task by May 1, 2014 and complete task by July 1, 2014.
2. Meetings with key City employees to discuss any specific concerns with respect to the development of a compensation and classification plan. The City desires meaningful participation of key employees in the compensation/classification process and year-to-year maintenance of the system.
3. A comprehensive evaluation of every job, *excluding Public Safety*, within the municipality to determine relative worth within the organization (internal equity) and for the establishment of pay ranges, including but not limited to updating existing job descriptions. Also included should be a comparison and analysis of salaries, wages, and benefits of like or similar jobs (external equity) in comparable government entities and private employers in the Monroe County area for which the municipality competes for a labor supply.
4. Recommend needed changes to existing plan and implementation options that consider available revenue sources.
5. Work with senior management to review current compensation procedures, policies, and philosophies and make recommendations for modification.
6. Provide a procedure manual and training for Human Resources Director and key City management staff (5-8) enabling them to maintain the recommended classification and pay plans.

7. The classification/compensation and position evaluation system to be developed as the product of this scope of services must adhere to the following basic elements and characteristics:
 - a) Must meet all legal requirements, be nondiscriminatory, and provide for compliance with all pertinent federal, state, and local requirements.
 - b) The system must be easy for management to administer, maintain, and defend.
 - c) The system must easily accommodate organization change.
 - d) The system should be based upon sound compensation principles in which both internal and external equity are considered within the pay structure as well as the concepts of equal pay for equal work, equal pay for similar work, and equal pay for comparable work.
 - e) The system must address pay compression.
 - f) The system should provide for new positions to be incorporated into the compensation plan as well as appropriate adjustments to maintain the pay plan's competitiveness.

PROPOSAL REQUIREMENTS:

Proposals are to be organized to facilitate evaluation by the City according to the following outline:

- I. A statement of your understanding of the work, descriptions of the approach and illustrations of the procedures to be employed.
- II. A synopsis, prepared for management review, covering the salient features of the proposal including overall costs and term of work.
- III. A detailed breakdown and description of the specific steps, services and study products that will be provided as a result of the Scope of Work previously listed in this RFP. Firms may elect to include in this section any innovative methods or concepts that might be beneficial to the City of Monroe as long as the minimum requirements set out in this RFP are met.
- IV. All study costs to include professional services, supplies, etc., proposed contract terms and conditions are to be submitted. Also, the not-to-exceed fees for performing each phase of the study, including out-of-pocket and travel expenses. Do not include cost of "Additional Services" outside the scope of work with response to this item.
- V. The proposed implementation schedule to include specific milestones.
- VI. Additional Services (Optional) - any other related and recommended products or services not specified in this RFP, which may be considered essential or beneficial by the firm. These services should be priced separate from item "IV" above and shown here.

- VII. A brief introduction, limited to no more than four (4) typewritten pages describing the firm's organization and services. A list identifying the project manager and/or staff who would be assigned to this project as well as their professional experiences, qualifications, responsibilities, functions, and work of similar size and scope. Promotional literature and other public relations documents should NOT be included.
- VIII. Client References - a list of clients the firm has provided compensation/classification services to since January 1, 2004, including the organization, contact person, address, telephone number, fax number and a brief description of the compensation/classification services provided.
- IX. A statement that the proposer agrees to:
 - 1. Deliver at least ten (10) copies of the final report to the Human Resources Director;
 - 2. Provide the final report, tables, schedules, job descriptions, charts, spreadsheets, procedures manual, salary surveys and other materials necessary for the implementation and maintenance of the compensation/classification system in an electronic medium (CD) in Microsoft Office 2007 format with PDF; and
 - 3. Appear at a scheduled Council meeting to discuss the recommendations and final report.

REPORT:

The following final report elements are expected, as a minimum, at the completion of the study.

- 1. Recommended classification plan;
- 2. Recommended compensation plans;
- 3. Methods used to conduct the salary survey and to develop recommended pay plans;
- 4. Implementation options to include cost (yrs. 1-5);
- 5. System maintenance and procedures manual to include proposed schedule of action steps, instruction on utilization of future salary survey results and methodology of job evaluation and equity determination.

BACKGROUND INFORMATION:

The City's non-union staff consists of twelve (12) full-time and two (2) part-time employees, ranging from one part-time secretary, one administrative assistant, one part-time Accountant, ten managerial positions, and one elected official. Currently there is no position evaluation, classification and wage schedule system in place for the non-union group.

The union groups (*excluding Public Safety*) consist of COMEA Unit I/general group (45 members, 44 classifications), COMEA Unit II/mid level supervisory group (6 members, 6 classifications), and Teamsters Local 214/general labor & skilled craft (64 members, 26

classifications). Currently there is no position evaluation and classification system in place for COMEA Unit II. There is an evaluation and classification system in place for COMEA Unit I (established back in 2000) and one for the Teamsters that is over 40 years old.

The City's present policy allows for an automatic step increase July 1 each year for COMEA Unit I bargaining group. All other groups receive an annual step increase on their anniversary date of hire or date of promotion. The Monroe City Council approved a 2% increase for July 1, 2014. Many of the job descriptions are out-dated and will need to be updated.

GENERAL INFORMATION:

1. All inquiries concerning this RFP shall be directed in writing to:

Peggy A. Howard, Director of Human Resources
City of Monroe
120 E. First St.
Monroe, Michigan 48161
Phone: (734) 384-9173
FAX: (734) 243-8683

Email: Peggy.Howard@monroemi.gov

2. The consultant shall furnish the necessary qualified personnel, materials and services, and work closely with the City of Monroe and its Administrative Department as well as other City Departments as required to accomplish the work. Upon request, the City will furnish an on-site office space.

INSTRUCTIONS TO PROPOSERS:

1. **SUBMISSION OF PROPOSALS:** Four (4) copies of the proposal must be submitted to the City Clerk/Treasurer no later than 4:00 p.m., April 4, 2014.

- a) Submittal in Person:

Proposals submitted must be in sealed envelopes and clearly marked as follows:

Request for Proposal/Classification & Compensation Study
City of Monroe
Attn: City Clerk/Treasurer

- b) Submittal by Mail:

Proposals submitted by mail should be addressed as follows:

City of Monroe
Attn: City Clerk/Treasurer
Request for Proposal/Classification & Compensation Study
120 E. First St.
Monroe, Mi. 48161

If the proposals are mailed, it is the sole responsibility of the consultant to have the proposal delivered to the City of Monroe by the date and time specified in the RFP. Any proposals received later than the specified date and time will not be accepted nor considered.

SELECTION/CRITERIA & PROCESS:

1. **PROCESS**: The consultant will be selected by the City Council following recommendation of the City Manager and a review and ranking by a committee consisting of the City Manager, Finance Director, and the HR Director. The committee may require an interview of the top three (3) proposers to be held in Monroe the week of April 7, 2014.

2. **CRITERIA**:
 - a) Demonstration of the firm's ability to successfully complete all requirements as specified in the Scope of Work;
 - b) Cost of Services;
 - c) Experience in Similar Consulting Services;
 - d) Qualifications of Project Staff;
 - e) Performance History (References);
 - f) Demonstration of the firm's ability to utilize existing information in order to reduce initial and future costs of service.

PROJECTED SCHEDULE:

1. March 14, 2014, Distribute RFP
2. April 4, 2014, RFP submittal deadline
3. April 7, 2014, Evaluation of proposals by Administration
4. April 14, 2014, City Council votes on the selection
5. May 1, 2014, Begin project
6. July 1, 2014, Project Completed

LIMITATIONS:

This Request for Proposal does not obligate the City of Monroe to award a contract, pay any costs incurred in preparation, or travel to Monroe to present a proposal to this request, or to procure or contract for services.

All proposals submitted in response to this Request for Proposal become the property of the City of Monroe. The City of Monroe reserves the right to accept or reject any or all proposals received or to cancel this Request for Proposal in part or in its entirety. After proposals are reviewed, the City will select the proposal in the best interest of the City.

CITY OF MONROE



PROPOSAL TO CONDUCT A CLASSIFICATION AND COMPENSATION STUDY

MUNICIPAL CONSULTING SERVICES LLC

MUNICIPAL CONSULTING SERVICES LLC

April 1, 2014

Ms. Peggy A. Howard
Director of Human Resources
City of Monroe
120 E. First Street
Monroe, MI 48161

Dear Ms. Howard,

We are pleased to submit this proposal to perform a classification and compensation study for the City of Monroe. We have performed numerous studies of this type for Michigan's public entities, and we look forward to working with you to develop a pay system that is both internally equitable and externally competitive.

Our proposal, contained in the following pages, is organized in accordance with your instructions into the following categories:

- Project statement and synopsis
- Our approach and work plan
- Project timing, fees and conditions
- Our organization and project consultant
- Our qualifications for conducting the study.

We appreciate the opportunity to be of assistance to you. Should you have questions or desire additional information, please do not hesitate to contact me at 734.904.4632.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

CITY OF MONROE

PROPOSAL TO CONDUCT A COMPENSATION AND CLASSIFICATION STUDY

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SECTION I

PROJECT STATEMENT AND SYNOPSIS

SECTION I

PROJECT STATEMENT AND SYNOPSIS

The City of Monroe has expressed an interest in utilizing an experienced compensation consultant in conducting a classification and compensation study encompassing ninety classifications. In regard to project objectives, it will be our intent to develop a compensation system that will enhance the City's ability to recruit, retain and motivate quality employees. To accomplish this, we will:

- Develop a solid understanding of the specific duties and responsibilities of each position included in the study.
- Develop new job descriptions to the extent required to clearly state responsibilities and reporting relationships, and the required knowledge, skills and abilities for each position.
- Establish a competitive labor market and conduct a market survey of wages and benefits.
- Develop a comprehensive pay grade structure and pay ranges based on job evaluation and a thorough evaluation of the established labor market.
- Develop and include methodologies for evaluating current pay status and the impact of modifying current pay levels and moving employees through the pay ranges over time.
- Recommend procedures for ongoing system maintenance including pay system administration and compensation system upkeep.
- Provide the tools necessary for ongoing job description development and update, position reclassification processes and other pay system procedures.

As specified in the following sections of the report we will employ a very thorough and comprehensive approach to conducting the study. The City has gone through significant consolidation and these new duties need to be recognized in determining compensation levels for individual (remaining) positions. Related to this, we recognize the need for a participative project approach that allows employees to clearly articulate the important duties of their positions and feel confident in the study process.

The labor market that is studied will be broad and consensus will be achieved regarding its applicability to the City of Monroe. The final product will be clear, concise and available to all. Most importantly, old and updated systems will be replaced by a comprehensive pay system that can be used to govern pay progression for the City's employees for years to come.

Section II describes the particular tasks that we will perform in conducting the study. Project costs and timing are discussed in Section III and the following Sections IV and V discuss our project consultant and qualifications for conducting the study – including a long list of client references.

* * * * *

In the following section, we present our approach to conducting the study.

SECTION II
OUR APPROACH AND WORK PLAN

SECTION II

OUR APPROACH AND WORK PLAN

Our Approach

Our approach for achieving your objectives will incorporate several important overall rationales. Specifically:

- *Client-consultant communications will be a paramount consideration.* We will work closely with you and the members of the various bargaining units to assure concurrence on the conduct, and progress of the engagement, as it relates to thoroughness, scope and applicability.
- *Employee participation will be emphasized,* thus assuring that positional duties are clearly understood and opportunity for input is provided. To accomplish this, we will interview at least one employee from each classification included in the study and any additional employees that desire personal interview.
- *The labor market survey will be customized,* with minimal, or no, reliance on “canned” data. Related:

- We will develop a custom survey instrument that clearly specifies the duties of the City of Monroe’s positions.
- We will define the most appropriate labor market for both municipal comparisons and Monroe County specific compensation.
- We will survey both base wages and employee benefits, thus providing a more accurate appraisal of “total compensation”.

Project Work Plan

In developing the classification and compensation system we will structure the project into specific tasks, as follows:

Task 1: Meet With the City and Employee Representatives and Refine Work Plan

It will be our intention to work closely with the City and employees to develop the classification and compensation system. Related, as a first step in the study process, we will meet with City officials and bargaining unit representatives to:

- Further define, and logistically plan, our approach and work schedule

- Determine an approach for ongoing feedback.
- Assure that all concerns are discussed and questions answered.

Task 2: Collect and Review Compensation-Related Documentation

Additionally, at this time we will also collect and review relevant compensation information, including existing job descriptions, benefits data, compensation-related personnel policies and all other information that will provide us with an understanding of classification and compensation issues.

Task 3: Provide Employee Orientation and Elicit Employee Input

At this time, we will also schedule group meetings with the employees. The purpose of these meetings will be threefold, including:

- Orienting employees to the project work plan and objectives.
- Explaining the importance of their input in working with our project consultant.
- Eliciting their assistance in the study process – more specifically, to complete a job analysis questionnaire document regarding their specific job duties, reporting relationships and other aspects of their job pertaining to compensation.

Task 4: Conduct Individual Employee Interviews

The completed job questionnaires, in conjunction with your existing job descriptions, will provide our consulting team with a good overview of job duties and reporting relationships. However, we do not feel that the questionnaire is sufficient for fully understanding the function of the position within the larger organization. Consequently, we consider it important that additional information be gathered through a subsequent personal interview. Therefore, after reviewing the completed questionnaire, we will schedule individual employee interviews with representatives of each classification included in the study. All employees will be afforded the opportunity to interview. No employee will be denied this potential input. The interviews will focus on:

- Obtaining a broader definition of duties and responsibilities for purposes of point factoring and determining relative grade positioning.
- Clearly defining key duties to be used to compare the position to the labor market.

To assure the accuracy of employee input, the interviews will be scheduled in an inverse organizational ladder, with more senior personnel providing a “reality check” within the interview chain.

Task 5: Create New Job Descriptions

Having gained a full understanding of each position, we will create new ADA-compliant job descriptions that clearly specify required knowledge, skills and abilities. We will return the draft job descriptions to you for review prior to finalization. Any suggested modifications will be reviewed and, if warranted, incorporated in the final job descriptions.

Task 6: Develop List of Market Comparables in Consultation with the City and With Union Concurrence.

To establish compensation parameters for the City’s labor force, we must first define the labor market. Ideally, the defined market will be comprised of a mix of similar municipal governments.

In Task 6, we will work with you to define a representative labor market. To accomplish this, we will:

- Present the City with a listing of potential comparable public sector employers. We will develop and present profile data on each entity to support this process – comprised of a mix of financial, geographic and demographic data.
- With input from you, we will also identify those positions that are amenable to private sector labor market comparisons. Related to this, wage and benefit information will be elicited from both public and private sector entities within Monroe County. If needed, this data will be supplemented by prepared survey data from organizations such as the American Society of Employers, Bureau of Labor Statistics and other relevant sources.

Task 7: Develop Survey Instrument

Having completed Task 6, we will develop a survey instrument to elicit feedback regarding each position. This will be a “custom survey” that briefly describes each position. In addition to salary, we will survey other relevant compensation data, such as:

- Incumbent’s years in the position
- Key duties that differ from the City’s positional duties

Task 8: Develop Survey Instrument for Other Employee Benefits

We will also survey other employee benefits including:

- Off-time provisions, including sick, personal, vacation, holiday and other.
- Sick-time bank policies, accrual limits and payout provisions.
- Health care coverage including PA 152 compliance, employee cost sharing requirements, prescription drug co-pay levels, payment-in-lieu of insurance options and other health care issues.
- Disability coverages including short-term disability, all purpose day programs, long-term disability – as well as life insurance levels.
- Retirement benefits including defined benefit (DB) or defined contribution (DC) retirement program usage. As appropriate, DB employee contribution, final average multiplier and program type (and/or) employer DC contribution and required match, plus any supplemental employer-paid contributions.
- Employer-paid retiree health care provision including percentage paid, spousal coverage, Medicare supplemental provision and/or any Retirement Savings Account benefits.
- Work hours, work week and related conditions.

In our experience, the broad-based employee benefits survey that we are proposing will provide the City with a strong indication of total compensation, and target specific areas where the benefit package may be high or low. The data will be arrayed in easy to read schedules accompanied by a narrative presentation. We will summarize our suggestions on issues or areas where the City should focus its efforts and, in turn, help to determine the most appropriate level for base wages, within the larger context of total compensation. It should be noted, that this is not a “costing” exercise. Rather, it is presented as an overview of benefits that may help the City focus on areas where discrepancies are apparent.

Task 9: Conduct Survey Process and Finalize Results

Having developed the survey instrument, we will mail the survey, and tabulate the incoming results. Follow-up calls will be made to clarify particular points, and supplementary surveys will be developed for any positions that are not adequately represented in our survey results.

Task 10: Develop Pay Grades

Point-factoring is a process in which each position is point-ranked relative to all other positions in the organization or group. Ideally, point-factoring is considered as a means of establishing internal equity, and in turn, pay grade placement.

In this task, we will perform a point-factor analysis encompassing all positions included in the study. In this process, each position will be ranked in relation to eleven factors. The results will be used to develop a grade structure (or multiple structures if preferred), and establish grade placement for each individual position.

Task 11: Apply Survey Results and Develop Pay Ranges for Each Pay Grade

In Task 11, we will use the results of the survey process to develop a pay range for each applicable pay grade. The result will be a comprehensive pay grade structure(s) that includes all of the studied positions.

Task 12: Analyze Each Position within the Confines of the New Pay Grade Structure

We will then proceed to evaluate the wage levels of each position relative to the newly established pay ranges. We will first determine any “red circled” positions that are paid at a level higher than the recommended range maximum and any “green circled” positions that are below the range minimum. All positions will be evaluated using a compa-ratio analysis to illustrate their specific positions within their respective ranges and the related cost impacts associated with possible changes (such as movement to midpoint etc.)

Task 13: Develop Pay Progression Options

There are various methods for implementing a pay system. Many clients prefer a multi-year methodology for advancing employees through the pay range. This may depend on performance evaluation results or be more structured (such as a step system with progressive pay increases linked to performance evaluation). Related to this, we will also:

- Revisit and discuss the City’s current compensation adjustment process with City representatives.
- Introduce several examples of pay progression systems that are currently used in the public sector.
- Provide cost data to illustrate the impact of different approaches – and adjustments based on the study results.

Task 14: Develop Final Report Document

At the conclusion of Task 13, we will develop a comprehensive final report document. This will include:

- Written summation of all project methodologies.
- All schedules and summary results developed in Tasks 1-13.
- The recommended pay grade structure including all classifications.
- Identification of any positions that fall below or above the range parameters specified for their respective classifications.
- Pay progression implementation options and analysis intended to facilitate future negotiation and implementation of the study's results including related cost analysis for viable scenarios.
- Specification and documentation of annual procedures required to update the system for ongoing use.
- New ADA-compliant job descriptions for all positions.

Task 15: Create Manual and Instruct Administration in Pay Plan Utilization

The final report document will include all instruments and methodologies used to create the pay system. In addition to this documentation, we will create a procedural manual for pay system usage and update. We will also provide City administration with an overview and instruction in the use and upkeep of the developed classification and compensation system, using the manual as a training tool. This will include instruction in point factoring for purpose of reclassification, "slotting" of new positions, annual update of the pay ranges and other uses.

Task 16: Present Final Report to the City Council

At the conclusion of Task 15 we will schedule and provide a report presentation to the City Council.

* * * * *

In the following section, we discuss project timing, fees and conditions.

SECTION III

PROJECT TIMING, FEES AND CONDITIONS

SECTION III

PROJECT TIMING, FEES AND CONDITIONS

Project Timing:

You have requested a 60-day project timeframe with a July 1 completion date. This is not possible for our firm in regard to a completion date. Moreover, in our opinion the project requires a longer time frame

If engaged to perform the work, we would be available to begin the project on June 1. We would anticipate completing the project within 90 days of the day we begin work. We recognize the City's desire to finish expediently and will shorten the time frame to the extent possible but prefer to specify a realistic timeline on the front end. A task-by-task timeline is included on the following page.

Professional Fees - Not-to-Exceed:

You have requested a cost breakdown regarding different phases of the project. Unfortunately, we do not cost our project work in this manner, instead utilizing a per classification fee of \$475. Based on an estimate of 90 total classifications to be included in the study, the City of Monroe could anticipate a fee of \$42,750.

In compiling the proposal, we have summarized several of your requested sectional breaks and/or consolidated the requested information in fewer sections. This has been done to limit our time commitment in a time of heavy workload. In turn, we can pass the cost savings on to the City of Monroe, thereby reducing the not-to exceed bid as follows:

- Standard fee for 90 classifications: \$42,750
- Reduction for cost savings in proposal preparation -\$1,000
- Project expenses (mileage only) based on expected nine trips (750 miles) \$420

TOTAL NOT-TO-EXCEED PROJECT COST \$42,170

Other Conditions:

This proposal will remain effective for 90 days from the date of submittal.

The City of Monroe will be billed on a calendar monthly basis for work completed in the previous period. All invoices will be due within thirty days of submittal.

Project Deliverables:

The City of Monroe will receive ten bound copies of the final report document and an electronic file of the final report from which additional copies can be printed or source data can be extracted for future use.

The City will also receive an electronic file containing updated job descriptions for positions included in the study as well as electronic files of all components of the compensation analysis such as point factor analysis, wage and benefit schedules and all others.

Possible Additional Services:

As noted, in developing the pay system, our consultant will employ an extremely thorough and defensible methodology, with objectivity and quantification serving as overriding factors. Despite this approach, individual employees will sometimes question grade placement or other project outcomes.

Related to this, we have not included an appeal process in our work plan. In truth, we do not typically experience a high level of appeal activity due to the thoroughness of the study process. However, if the City desires an appeal process, it would require an additional fee. This total fee cannot be determined at this time – on an hourly basis the City could anticipate \$110 per hour.

In regard to substance, if it is decided to have an appeal process, we would suggest keeping it simple and straightforward. For example, any employees with objections could be provided the opportunity to submit a written appeal, and each such appeal could be thoroughly evaluated. If the appeal was found to be valid, corrective action could be taken. In either event, the employee would receive a written response and rationalization.

* * * * *

In the following section, we discuss our organization and project team.

SECTION IV

OUR ORGANIZATION AND PROJECT TEAM

SECTION IV

OUR ORGANIZATION AND PROJECT TEAM

Municipal Consulting Services LLC is a management consulting firm incorporated in and licensed by the State of Michigan. The firm was established to provide human resources and operational-based consulting to public sector clients, including cities, townships, counties, school districts, institutions of higher education and other not-for-profit organizations. With more than 50 years of combined experience with Michigan's public sector and the completion of hundreds of management studies, we are able to provide our clients with a vast array of products, covering a broad spectrum of organizational and human resources consulting services.

This project, for the City of Monroe, will be conducted by Mark Nottley, Principal for Municipal Consulting Services LLC. Mr. Nottley has performed over 100 compensation and human resource-related projects for public sector clients. Clients have included cities, townships, not-for-profits, school districts, county governments and other public sector entities.

Mr. Nottley is certified as a Senior Professional in Human Resources by the Society for Human Resources Management (SHRM) and holds a Master degree in Public Administration from Wayne State University. His biography is included in Appendix A and a listing of client entities is included in the following section.

* * * * *

A résumé for the project consultant is included in Appendix A. In the following section we discuss our specific experience.

SECTION IV

OUR QUALIFICATIONS FOR CONDUCTING THE STUDY

SECTION IV

OUR QUALIFICATIONS FOR CONDUCTING THE STUDY

As noted, our proposed project team has conducted numerous classification and compensation studies of public entities. We have listed below a number of project references, followed by a more complete listing of experience. We will be pleased to provide client references for any of these engagements upon request.

SELECT REFERENCES FOR MARK NOTTLEY

- Client:*** ***City of Wyoming***
Project: Classification and Compensation System
Contact: Mr. James Kohmescher, Director of Administrative Services
Phone: 616.530.7240
- Client:*** ***City of Rochester***
Project: Classification and Compensation System
Contact: Mr. James Vettraino
Phone: 248.651.9061
- Client:*** ***Grand Rapids Community College***
Project: Classification and Compensation System
Contact: Ms. Cathy Wilson, Executive Director of Human Resources
Phone: 616.234.3971
- Client:*** ***City of Bloomfield Hills***
Project: Classification and Compensation System
Contact: Mr. Jay Cravens, City Manager
Phone: 248.644.1520
- Client:*** ***City of Grand Rapids Pension Systems***
Project: Executive Compensation Study and Performance Evaluation System
Contact: Mr. Patrick Scripps, Board Chairperson
Phone: 616.856.2614
- Client:*** ***Grand Valley Metropolitan Council***
Project: Executive Compensation Study
Contact: Mr. Curtis Holt, REGIS Board Chairperson
Phone: 616.530.7272
- Client:*** ***State of Michigan***
Project: 2011 State-wide Survey of Wages and Benefits
Contact: Ms. Jan Winters, Director of the Office of the State Employer
Phone: 517.335.2579

Client: *City of Eastpointe*
Project: Classification and Compensation System
Contact: Mr. Randy Altimus, Assistant City Manager
Phone: 586.445.5016

Client: *Southern Clinton County Municipal Utility Authority*
Project: Classification and Compensation System
Contact: Mr. Glen Chinavare, Director
Phone: 517.669.8311

Client: *Michigan Municipal Risk Management Authority (second system)*
Project: Executive Compensation Study and Classification and Compensation System
Contact: Mr. Michael Rhyner, Executive Director
Phone: 734.513.0300

Client: *City of Jackson*
Project: Classification and Compensation System
Contact: Ms. Cathy Brechtelsbauer, (former) Director of Human Resources
Phone: 517.768.5155

Client: *Oakland Community College (current project)*
Project: Classification and Compensation System
Contact: Dr. Timothy Meyer, Chancellor
Phone: 248.341.2116

Client: *Manistee County*
Project: Classification and Compensation System and Updates
Contact: Mr. Tom Kaminski, County Administrator
Phone: 231.398.3500

Client: *Barry County*
Project: Classification and Compensation System (Bill Rye) and Updates (Mark Nottley)
Contact: Mr. Michael Brown
Phone: 269.945.1284

Client: *Meridian Charter Township*
Project: Classification and Compensation System
Contact: Mr. Paul Brake, (former) Deputy Township Manager
Phone: 810.694.1118

Client: *City of Zeeland*
Project: Classification and Compensation System
Contact: Mr. Timothy Klunder, City Manager
Phone: 616.772.6400

Client: City of Norton Shores

Project: Classification and Compensation System
Contact: Ms. Carrie Larks, Assistant City Manager
Phone: 231.798.4391

Client: Spring Lake Township

Project: Classification and Compensation System
Contact: Mr. John Nash, Supervisor
Phone: 616.844.2100

Client: Grand Rapids Community College

Project: Classification and Compensation System
Contact: Ms. Cathy Wilson, Executive Director of Human Resources
Phone: 616.234.3971

Client: Ottawa County

Project: 2014 Survey of Elected Officials Compensation
Contact: Mr. Keith Van Beek, Assistant County Administrator
Phone: 616.738.4642

Client: Brighton Charter Township (current project)

Project: Classification and Compensation Study
Contact: Mr. Brian Vick, Township Manager
Phone: 810.494.0710

Client: Union Charter Township

Project: Classification and Compensation Study
Contact: Mr. Brian Smith, Township Manager
Phone: 989.772.4600

Client: Pittsfield Charter Township

Project: Classification and Compensation System
Contact: Ms. Kristin Orłowski, (former) Director of Personnel, now Chief Talent Officer, University of Michigan Athletics
Phone: 734.764.8370

Client: Meridian Charter Township

Project: Classification and Compensation System
Contact: Mr. Paul Brake, (former) Deputy Township Manager, now City of Grand Blanc City Manager

Client: DeWitt Charter Township

Project: Classification and Compensation Study
Contact: Mr. Rod Taylor, Township Manager
Phone: 517.668.0270

Client: *Saginaw Charter Township*
Project: Classification and Compensation System
Contact: Mr. Rob Grose, Township Manager
Phone: 989.791.9800

Client: *Eaton County (current project)*
Project: Classification and Compensation System
Contact: Ms. Connie Soble, Deputy Controller
Phone: 517.543.2175

PAST EXPERIENCE IN CONDUCTING CLASSIFICATION AND COMPENSATION STUDIES (NOTTLEY & RYE)

Alger-Marquette Community Action Board
Alpena Community College
Antrim County
Barry County
Barry County Road Commission
Bay County
Bay County Water & Sewer
Bloomfield Charter Township
Branch County
Calhoun County
Capital Area Negotiators Association
[36 school districts]
Cass County
City of Albion
City of Allen Park
City of Alpena
City of Bad Axe
City of Berkley
City of Birmingham
City of Charlotte
City of Clio
City of Crystal Falls
City of Durand
City of East Lansing
City of Ecorse
City of Fenton

Eaton County
Alpena County
Arenac County
Barry County Commission on Aging
Barry-Eaton Health Department
Bay County Road Commission
Benzie County
Bloomfield Hills Schools
Brighton District Library
Calhoun County Probate Court
Capital Region Airport Authority
Chippewa County
City of Eaton
City of Alma
City of Auburn Hills
City of Benton Harbor
City of Big Rapids
City of Brighton
City of Cheboygan
City of Corunna
City of Dowagiac
City of East Jordan
City of Eastpointe
City of Fennville
City of Ferndale

Delta Township
DeWitt Public Schools
Eaton County
Emmett Charter Township
Grand Rapids Community College
Grand Valley Metro Council
Gratiot County Community Mental Health
Ingham County
Ingham County Road Commission
Ionia County Road Commission
Jackson County
Kent County
Lake County
Lansing Board of Water & Light
Lansing Township
Leelanau County
Mackinac County
Manistee County
Marquette County
Mecosta County

Michigan Catastrophic Claims Association
Michigan Sheriffs Association
Midland County Central Dispatch Authority
Monroe County
Monroe County Community Mental Health
Montcalm County
Municipal Employers' Retirement System
North Central Community Mental Health
Oakland County
Osceola County
Otsego County

Oxford Charter Township

Pittsfield Charter Township

Region VII Area Agency on Aging
Saginaw County

Shiawassee County

Southeastern Berrien County Landfill

Detroit Public Schools
District Health Department No. 2
Eighth District Court
Grand Haven Charter Township
Grand Traverse County
Gratiot County
Holt Public Schools
Ingham County Medical Care Facility
Ionia County Community Mental Health
Isabella County
Kalamazoo County Road Commission
Kent County Road Commission
Lake Township
Lansing Housing Commission
Lapeer County
Livingston County
Macomb County
Manistee County Library
Marquette County Health Department
Meridian Charter Township
Michigan Municipal Risk Management Association
Midland County
Mid-South Substance Abuse Commission
Monroe County Community College
Monroe County Opportunity Program
Montmorency County
Newaygo County
Oakland Community College
Orion Charter Township
Oscoda Charter Township
Ottawa County
Pathways
 [formerly Alger-Marquette CMH]

Redford Township

Saginaw Charter Township
Shelby Charter Township
Shiawassee County Community Mental Health
Southeastern Oakland County Water Authority

Authority

Southfield Township

St. Joseph County

State of Michigan-Department of State Police

State of Michigan-Legislative Council

State of Michigan-Senate Fiscal Agency

State of Michigan-Supreme Court

Union Township

Village of Almont

Village of Bingham Farms

Village of Dexter

Village of Franklin

Village of Milford

Washtenaw County

Waterford Charter Township

White Lake Charter Township

St. Joseph Commission on Aging
State of Michigan-Department of Civil
Service

State of Michigan-Department of
Transportation

State of Michigan-Office of the State
Employer

State of Michigan-State Senate

Tuscola County

Van Buren County

Village of Beverly Hills

Village of Chelsea

Village of Fowlerville

Village of Grosse Pointe Shores

Village of Vicksburg

Washtenaw County Road Commission

West Bloomfield Charter Township

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A résumé for the project consultant is included in Appendix A

APPENDIX A

PROJECT CONSULTANT RÉSUMÉ

MARK W. NOTTLEY

PRESENT POSITION:

Principal, Municipal Consulting Services LLC

AREAS OF CONSULTING EXPERTISE:

Personnel Issues, Compensation and Employee Benefits Evaluation - Conducted classification and compensation studies and employee benefit analyses for municipalities and other public entities to determine appropriate salary, retirement and benefit levels. Developed personnel policies, manuals and performance evaluation systems as components of comprehensive personnel systems.

Organizational and Operational Analysis - Conducted operations analyses for most areas of government service provision including police and fire services, vehicle and building maintenance, community development, public works, recreation, transportation and health and human services. In this capacity, identified specific opportunities for improved performance and increased operational cost-effectiveness.

Financial Models - Prepared comprehensive spreadsheet-based financial models for a number of municipalities, estimating future years' conditions for each of the various revenue and expenditure sources and categories. Following development of the models, frequently worked with the particular municipality in defining long-range fiscal strategies.

Executive Search Services – Conducted or oversaw the conduct of more than 100 executive searches focusing on City and Village Managers, Department Heads and various other municipal professional classifications.

Tax Policies - Reviewed tax policies for a number of local governments, ranging from the analyses of specific millages and service charges to comprehensive city-wide evaluations of user fees. Recommendations resulting from these reviews have resulted in more equitable tax assignment and increased revenue generation through more competitive fee structuring.

Privatization - Assessed privatization options for a number of local governments including the potential cost-saving and/or service improvement associated with sole source and competitive private contracting and combination public/private service provision. Areas of review have included golf course operation, turf mowing, forestry services, landfill operation, vehicle maintenance, emergency medical services, transportation, sanitation, water and wastewater operations, and the use of auxiliary paid-on-call firefighters.

Productivity Improvement - Performed ongoing research related to operational performance and productivity improvement. Conducted several major productivity studies including an eight-city comparative analysis of police and fire services effectiveness in the Detroit Metropolitan Area.

Municipal Improvement and Growth Strategies - Assisted numerous municipal clients in defining strategies for urban development and infrastructure upgrade as well as strategies for maintaining existing municipal and community assets.

Market Analysis - Prepared and assisted in the preparation of market analyses/feasibility studies designed to facilitate future planning and development, including downtown office/commercial development, reuse of historic structures, housing development, and the construction of a major marina/hotel complex.

PRIOR ORGANIZATIONAL AFFILIATIONS:

Rehmann, Public Accountants and Management Consultants

Principal and Director of Public Sector Consulting Services with responsibility for managing or conducting consulting projects focusing on financial analysis, operational performance, future planning, human resource issues and other areas of relevance to municipal management.

Michigan Municipal League

Founder and Director of the League's Municipal Consulting Services Division with responsibility for managing and performing a full range of management consulting projects, focusing on municipal operations and finance, and human resources management.

Plante & Moran, Public Accountants and Management Consultants

Manager in local government consulting practice with responsibility for managing or conducting consulting projects focusing on financial analysis, operational performance, future planning, human resource issues and other areas of relevance to municipal management.

Coopers & Lybrand, Public Accountants and Management Consultants (now Pricewaterhouse Coopers)

Senior consultant in the firm's national practice for local government consulting specializing in financial and operational consulting and municipal productivity assessment and improvement.

EDUCATION:

Wayne State University - Master of Public Administration (Summa cum Laude)

Wayne State University - Bachelor of Arts (with distinction)

Certification as a Senior Professional in Human Resources

PROFESSIONAL AFFILIATIONS:

International Personnel Management Association
Society for Human Resources Management
International City/County Management Association
Government Finance Officers Association
American Public Works Association
Pi Alpha Alpha, National Honor Society for Public Administration



CITY COUNCIL AGENDA FACT SHEET

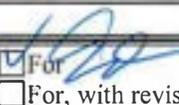
RELATING TO: Repairs of Engine 1

DISCUSSION: Pursuant to the purchasing ordinance, the City Manager approved an emergency direct purchase for the repairs to Engine 1. The Monroe Fire Department is requesting payment for repairs made to Engine 1, a frontline fire suppression vehicle. The vehicle was sent to DPS for repair, but it was determined by them that the repairs were beyond their ability. West Shore a fire engine service shop was contacted and they made all necessary repairs; the vehicle had extensive electrical wiring and computer module issues.

The repair of the vehicle was an emergency direct purchase due to the severity of the mechanical issues and that two of the three available fire engines were out of service.

It is recommend that the City Council confirm the administrative decision to perform an emergency direct purchase and approves a payment to West Shore Fire in the amount of \$ 12,245.68

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: Manuel J. Hoskins

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Fire Department

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 12,245.68
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

City

Account Number
101-55.336-933.005

Amount
\$ 12,245.68
\$ N/A
\$ N/A
\$ N/A
\$ N/A

Other Funds

\$ N/A
\$ N/A
\$ N/A
\$ N/A

Budget Approval: 

FACT SHEET PREPARED BY: Manuel J. Hoskins *Manuel J. Hoskins*

DATE: 5/2/14

REVIEWED BY: Thomas C. Moore Director of Public Safety

DATE: 5/2/14

COUNCIL MEETING DATE: 5/5/14



6620 Lake Michigan Dr.
P.O. Box 188

Invoice

Date	Invoice #
4/9/2014	7534

Bill To
CITY OF MONROE FIRE DEPT 75 SCOTT ST. MONROE, MI 48161

Ship To
2003 E-ONE CYCLONE II S/O 125346 MILEAGE: 57696 HOURS: 6878

Rep	Supplier Code	P.O. No.	Terms	Due Date	Ship Date
SHOP			Net 30	5/9/2014	4/9/2014

Item	Description	Invoiced	Rate	Amount
591919	MODULE VEC CHAS PWR	1	396.81	396.81
SHIPPING	SHIPPING CHARGES FROM E-ONE TO CITY OF MONROE FOR VEC MODULE	1	21.68	21.68T
LABOR 3	BOB J. LABOR TO DIAGNOSE ISSUE WITH TRUCK, FOUND BAD VEC MODULE, ORDERED PARTS FROM E-ONE	3	75.00	225.00
TRAVEL	TRAVEL TWO TRIPS 4-7-2014--4-11-2014, 4-14-2014, 4-16-2014	1	800.00	800.00T
LABOR 3	BOB J. LABOR CALLED BACK TO THE DEPT 4-11-2014 TO INSTALL NEW VEC MODULE AND TO CHECK OUT WIRING THAT WAS A MESS, FOUND NO POWER TO ENGINE ECM, CALLED AND SPOKE WITH T.C. AT E-ONE PERFORMED SEVERAL TESTS, BROUGHT IN COMPUTER TO READ NO POWER TO ENGINE OR TRANSMISSION PROBLEM, FINALLY ENGINE TO CRANK BUT STILL WONT START, WILL GO BACK MONDAY AND TRY TO FINISH UP 4-14-2014	6	75.00	450.00
LABOR 3	BOB J. LABOR TO INSTALL 5 NEW GROUND LIGHTS AND WIRE PIGTAILS SUPPLIED BY DEPT,	5	75.00	375.00
625381	STBLT 3PT 144	2	113.95	227.90T
625380	STBLT BUCKLE RECEIVER 18"	1	31.95	31.95T
625382	STBLT BUCKLE RECEIVER 12.5"	1	31.95	31.95T
SHIPPING	SHIPPING CHARGES FOR SEAT BELTS	1	94.16	94.16T
LABOR 3	BOB J. LABOR TO INSTALL SEAT BELTS, HAD TO PULL BOTH SIDE PANELS TO GAIN ACCESS TO NUT ON SEAT BELTS, ALSO HAD TO REMOVE AND REPLACE BOTH FRONT SEATS	8.5	75.00	637.50

Thank you for choosing West Shore Fire, Inc.

Please remit payment ASAP to West Shore Fire P.O. Box 188
Allendale, MI 49401

Check, Visa, Mastercard, and Money Order accepted.

			Total
			Payments/Credits
			Balance Due
Phone #	Fax #	E-mail	
616-895-4347	616-895-7158	saylworth@westshorefire.com	



6620 Lake Michigan Dr.
P.O. Box 188

Invoice

Date	Invoice #
4/9/2014	7534

Bill To
CITY OF MONROE FIRE DEPT 75 SCOTT ST. MONROE, MI 48161

Ship To
2003 E-ONE CYCLONE II S/O 125346 MILEAGE: 57696 HOURS: 6878

Rep	Supplier Code	P.O. No.	Terms	Due Date	Ship Date
SHOP			Net 30	5/9/2014	4/9/2014

Item	Description	Invoiced	Rate	Amount
LABOR 3	BOB J. LABOR TO FIND POWER PIN 11 ON ENGINE, FOUND AND FIX WIRE, ENGINE WILL NOW START BUT ONLY WITH A JUMPER LINE, FOUND THE BAD CIRCUITS, REPAIRED ENGINE NOW STARTS PROPERLY, HAD CUMMINGS COME IN AND CLEAR A CHECK ENGINE LIGHT.	24.5	75.00	1,837.50
TRAVEL	TRAVEL CHARGE TO BRING TRUCK TO OUR FACILITY FOR REPAIRS	6.5	50.00	325.00T
SUB CONTRACT...	SUB CONTRACT LABOR CUMMINGS, FOUND 474 FAULT CODE, TURNED OFF STARTER RELAY PARAMETER IN THE ECU AND FAULT CODE IS NOW INACTIVE	1	560.90	560.90
TRAVEL	TRAVEL FOR CUMMINGS TO COME OUT AND FIND/CLEAR CODES	1	145.00	145.00T
11a	MAKE NEW LID FOR POWER DISTRIBUTION BOX	1	125.00	125.00T
SUB CONTRACT...	CONNECT TRUCK TO J-PRO FLEET DIAGNOSTICS	2	150.00	300.00
LABOR	DENNIS LABOR TO ASSIST B. JOHNSON WITH REPAIRS AND DIAGNOSTICS	3.5	75.00	262.50
LABOR	DENNIS LABOR TO ASSIST WITH WIRING AND J-PRO DIAGNOSTICS	7	75.00	525.00
LABOR	DENNIS LABOR TO ASSIST WITH SEAT BELT INSTALL	1	75.00	75.00
SHOP SUPPLIES	SHOP SUPPLIES	1	50.00	50.00T
	Sales Tax		6.00%	111.16

Thank you for choosing West Shore Fire, Inc.

Please remit payment ASAP to West Shore Fire P.O. Box 188
Allendale, MI 49401

Check, Visa, Mastercard, and Money Order accepted.

			Total	\$7,609.01
			Payments/Credits	\$0.00
			Balance Due	\$7,609.01
Phone #	Fax #	E-mail		
616-895-4347	616-895-7158	saylworth@westshorefire.com		



6620 Lake Michigan Dr.
P.O. Box 188

Invoice

Date	Invoice #
4/28/2014	7617

Bill To
CITY OF MONROE FIRE DEPT 75 SCOTT ST. MONROE, MI 48161

Ship To
2003 E-ONE CYCLONE II S/O 125346 MILEAGE: 57926 HOURS: 6878

Rep	Supplier Code	P.O. No.	Terms	Due Date	Ship Date
SHOP			Net 30	5/28/2014	4/28/2014

Item	Description	Invoiced	Rate	Amount
LABOR 3	BOB J. LABOR TO REPAIR ROTATOR IN LIGHT BAR	2	75.00	150.00
546-0370-53-0	REPAIR KIT FOR VPS POWER SHIFT	1	69.10	69.10T
LABOR 3	BOB J. LABOR TO REPAIR AIR LEAK IN PUMP SHIFT	4.5	75.00	337.50
591876	MPLX PDM 12 RLY ESKEY VER1	2	979.10	1,958.20T
SHIPPING	SHIPPING CHARGES ON NEW ESKEYS FROM E-ONE	1	18.00	18.00T
LABOR 3	BOB J. LABOR TO R&R ESKEY CIRCUIT BOARDS AND CHECK OPERATION	8	75.00	600.00
LABOR 3	BOB J. LABOR TO CHECK OUT NO HEADLIGHTS, FOUND A SHORT IN 00 BOARD CAUSING PROBLEM, REPLACED BOARD AND FIXED PROBLEM	4	75.00	300.00
TRAVEL	CHARGE TO RETURN TRUCK TO CITY OF MONROE	1	200.00	200.00T
SHOP SUPPLIES	SHOP SUPPLIES	1	25.00	25.00T
11a	DIESEL FUEL	29	4.00	116.00T
	Sales Tax		6.00%	143.18

Thank you for choosing West Shore Fire, Inc.

Please remit payment ASAP to West Shore Fire P.O. Box 188
Allendale, MI 49401

Check, Visa, Mastercard, and Money Order accepted.

Total	\$3,916.98
Payments/Credits	\$0.00
Balance Due	\$3,916.98

Phone #	Fax #	E-mail
616-895-4347	616-895-7158	saylworth@westshorefire.com



6620 Lake Michigan Dr.
P.O. Box 188

Invoice

Date	Invoice #
3/31/2014	7461

Bill To
CITY OF MONROE FIRE DEPT 75 SCOTT ST. MONROE, MI 48161

Ship To
2003 E-ONE CYCLONE II S/O 125346 MILEAGE: 57696 HOURS: 6878

Rep	Supplier Code	P.O. No.	Terms	Due Date	Ship Date
SHOP			Net 30	4/30/2014	3/31/2014

Item	Description	Invoiced	Rate	Amount
LABOR	LABOR TO DIAGNOSE INTERMITTENT DOME LIGHT FLASHING, FOUND 450 FAULT CODES IN SYSTEM, CLEARED THEM, GOT A RETURN FAULT- OO OPTION 3= MULTIPLEX BOARD HEATER ISSUE FOUND RELAY BAD	3	75.00	225.00
LABOR	LABOR TO CHECK OUT INTERMITTENT DOME LIGHTS AND DOOR AJAR LIGHTS, FOUND SEVERAL DAMAGED GROUND CLEARANCE LIGHTS WITH WILL CAUSE THIS ISSUE, TOLD SCOTT AND HE WILL CHECK WITH THE DEPT AND DETERMINE IF THEY WILL REPAIR OR HAVE WSF COME BACK TO REPAIR.	2.5	75.00	187.50
TRAVEL	MILEAGE CHARGE	1	175.00	175.00T
11a	40 AMP RELAY	1	12.64	12.64T
11a	20 AMP CIRCUIT BREAKER	1	7.77	7.77T
	TECH: ROBERT JOHNSON Sales Tax		6.00%	11.72

Thank you for choosing West Shore Fire, Inc.

Please remit payment ASAP to West Shore Fire P.O. Box 188
Allendale, MI 49401

Check, Visa, Mastercard, and Money Order accepted.

Total	\$619.63
Payments/Credits	\$0.00
Balance Due	\$619.63

Phone #	Fax #	E-mail
616-895-4347	616-895-7158	saylworth@westshorefire.com



6620 Lake Michigan Dr.
P.O. Box 188

Invoice

Date	Invoice #
4/1/2014	7480

Bill To
CITY OF MONROE FIRE DEPT 75 SCOTT ST. MONROE, MI 48161

Ship To
2003 E-ONE CYCLONE II S/O 125346

Rep	Supplier Code	P.O. No.	Terms	Due Date	Ship Date
RS			Net 30	5/1/2014	4/1/2014

Item	Description	Invoiced	Rate	Amount
585742-001	PIGTAIL 10" DEUTSCH CONN	6	12.57	75.42T
SHIPPING	SHIPPING CHARGES	1	18.98	18.98T
	Sales Tax		6.00%	5.66

Thank you for choosing West Shore Fire, Inc.

Please remit payment ASAP to West Shore Fire P.O. Box 188
Allendale, MI 49401

Check, Visa, Mastercard, and Money Order accepted.

			Total	\$100.06
			Payments/Credits	\$0.00
Phone #	Fax #	E-mail	Balance Due	\$100.06
616-895-4347	616-895-7158	saylworth@westshorefire.com		