
RULE OF THE CHAMBER

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

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

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

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

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

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

**AGENDA - CITY COUNCIL REGULAR MEETING
MONDAY, SEPTEMBER 15, 2014
7:30 P.M.**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PRESENTATIONS.

Presentation by the Monroe Conservation District.

V. PROCLAMATIONS.

176 Manuel Hoskins Day – September 15, 2014.

177 October 31, 2014 – Halloween Trick-or-Treat Night.

VI. COMMUNICATIONS.

178 A letter on file from Mrs. Sauro regarding the sanitary sewer assessment for 321 West Fourth Street.

VII. PUBLIC HEARINGS.

167 Public hearing receive and review comments on proposed Ordinance No.14-005, an ordinance to amend Chapter 353, Flood Plain Management of the Code of the City of Monroe. There are no comments on file in writing in the Clerk-Treasurer's Office.

VIII. COUNCIL ACTION.

167 Proposed Ordinance No. 14-005, an ordinance to amend Chapter 353, Flood Plain Management of the Code of the City of Monroe, up for its final reading and recommending that the attached resolution be adopted simultaneously with the approval of the Ordinance.

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

- A Approval of the Minutes of the Work Session held on Tuesday, September 2, 2014 and the Minutes of the Regular City Council Meeting held on Tuesday, September 2, 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.

179 Geographic Information System Tree Layer Development - Professional Services Award.

1. Communication from the Director of Engineering & Public Services, submitting a request for additional Geographic Information System (GIS) Tree Layer Development, and recommending that a professional services award be made to the Remote Sensing and GIS Research and Outreach Services at Michigan State University for Phase One of the above work in the amount of up to \$50,000, and that the Director of Engineering & Public Services be authorized to execute any necessary agreement documents on behalf of the City.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

180 Paving Special Assessment District 332 – Alley East of North Monroe Street, South of East Noble Avenue – Special Assessment Resolution Number 1.

1. Communication from the Director of Engineering & Public Services, submitting Resolution No. 1 in the special assessment process declaring the installation of paving special assessment district 322, for the alley east of North Monroe Street and south of East Noble Avenue, and recommending that the attached Resolution 1 be adopted, which directs the Engineering department to prepare plans, specifications, and cost estimates for this project.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

181 Play Equipment Components Purchase – Various Parks.

1. Communication from the Director of Engineering & Public Services, submitting a request to purchase play equipment components at various City-owned parks, and recommending that Council award the purchase of various play equipment components and hardware as shown on the attached quotation form in the amount of \$11,315.96 from Playworld Midstates, that the competitive bidding process be waived and that the Director of Engineering & Public Services or his designee be authorized to issue a purchase order on behalf of the City.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

182 Sunset & Detroit Beach Pump Station Electric Meter Replacements Bid – Wastewater Department.

1. Communication from the Director of Water & Wastewater Utilities, reporting back on bids received for the Sunset & Detroit Beach Pump Station Electric Meter Replacements, and recommending that a purchase order in the amount of \$29,328 and a total amount of \$33,700 be encumbered to include a 15% contingency, be awarded to Romanoff Electric Company, LLC for the Sunset & Detroit Beach Pump Station Electric Meter Replacements project as part of an approved FY 2014-2015 CIP project in accordance with the bid specifications.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

183 Monroe High School Annual Homecoming Parade Request

1. Communication from the City Manager's Office, reporting back on a request from Monroe High School for permission to hold their annual Homecoming Parade on October 10, 2014 at 5:00 p.m., to close the affected streets and additionally for a police escort, and recommending that Council approve the

request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reason.

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

184 Monroe Catholic Elementary Schools PTO School Event.

1. Communication from the City Manager's Office, submitting a request from the Monroe Catholic Elementary Schools PTO for permission to use St. Mary's parking lot for a private school event on October 24, 2014 from 6:00 p.m. – 9:00 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, 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.

185 Monroe County Chamber of Commerce Annual Holiday Parade.

1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Chamber of Commerce for permission to hold the annual Holiday Parade in conjunction with the DDA's Christmas Tree Lighting Ceremony on Saturday, November 22, 2014 at 4:00 p.m., specifically to close the affected streets along the parade route (the corner of Jones Avenue/Monroe Street, Monroe Street between Jones Avenue and Elm Avenue and West Front Street from Monroe to the Laurel-Finzel parking lot, where the parade will disband), and recommending that Council approve the request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, 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.

186 22nd Annual Holiday Season Kick-Off and Christmas Tree Lighting.

1. Communication from the City Manager's Office, reporting back on a request from the Downtown Development Authority for permission to hold the 22nd annual Holiday Season Kick-Off and Christmas Tree Lighting in conjunction with the Holiday Parade on Saturday, November 22, 2014 from 4:00 p.m. – 8:00 p.m., specifically for electrical access for the pavilion and all electrical needs for the entertainment and tree lighting, assistance in decorating and permission to light the tree in front of the County Courthouse, free horse carriage/wagon rides around the central business district, reserved parking spaces for loading/unloading passengers on the west side of Washington Street to East First Street, and trash pick-up prior to the event, and to close East First Street between South Monroe and South Macomb Street to vehicular traffic, as well as Washington Street between East Second and West Front Street due to the high volume of pedestrian traffic and reduce lighting in the area, and recommending that Council approve the request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, 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.

187 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.

X. COUNCIL COMMENTS.

XI. MAYOR'S COMMENTS.

XII. CLERK-TREASRUER'S COMMENTS.

XIII. CITY MANAGER COMMUNICATION.

XIV. CITIZEN COMMENTS

XV. ADJOURNMENT.

**CITY OF MONROE
COUNCIL WORK SESSION
TUESDAY, SEPTEMBER 2, 2014**

Work Session of the City Council of the City of Monroe, Michigan held on Tuesday, September 2, 2014 at 6:00 p.m. in the First Floor Conference Room.

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

Also Present: George Brown, City Manager
Tom Ready, Attorney
Tom Moore, Director of Public Safety
Rob Wight, Fire Chief
Keith Woodcock, Building Official

Communication Protocol: Council, Staff and Attorney Communications. Discussion about three (3) previous standing committees, a need for policy and transparency for Council and the public, and personnel budget and inter governmental relations. Also discussed was the Sawyer Homestead and the Public Safety Facility.

Following discussion, Mayor Clark declared the meeting adjourned at 7:25 p.m.

Michelle J. LaVoy
Clerk-Treasurer

Robert E. Clark
Mayor

CITY OF MONROE
REGULAR COUNCIL MEETING
TUESDAY, SEPTEMBER 2, 2014

Regular meeting of the City Council of the City of Monroe, Michigan held on Tuesday, September 2, 2014 at 7:30 p.m. in the City Hall Council Chambers.

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

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

Mayor Clark led the pledge of allegiance to the flag.

It was moved by Council Member Molenda and seconded by Council Member Hensley that Consent Agenda item 175 be removed from the Consent Agenda and placed under Council Action.

Ayes: 7 Nays: 0

Motion carried.

Council Action.

175 Confirmation of Appointment of Robert Wight as Chief of Fire.

1. Communication from the City Manager, submitting a confirmation of Appointment of Robert Wight as Chief of Fire, and recommending that, in compliance with Public Act 78 of 1935 and the certification of the Monroe Civil Service Commission, Council confirm the appointment of Robert Wight as the Chief of Fire for the City of Monroe, with the appointment becoming effective on September 7, 2014 and subject to the terms provided for in the letter addressed and conveyed to Sergeant Wight on August 28, 2014 (attached).
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

It was moved by Council Member Iacoangeli and seconded by Council Member Hensley that item 175, Appointment of Robert Wight as Fire Chief be accepted, placed on file and the recommendation be carried out.

Ayes: 7 Nays: 0

Motion carried.

Robert Wight, Fire Chief introduced himself and gave Council brief history of his employment time with city. He thanked his family for their support throughout his career and introduced them. He also recognized Fire Chief Hoskins for 25 years of dedicated and devoted service to the community and noted that the Chief should be honored because he is a role model and a mentor within the community. He noted that he believes that the city has a good core group of PSO, Firefighters and Command Officers, all with the same goal in mind to provide the best service possible to the community. He said he's excited to fill the Fire Chief position, that he looks forward to the challenges the position presents and thanked Council for the opportunity to serve as Fire Chief in the City.

167 It was moved by Council Member Iacoangeli and seconded by Council Member Sisk that proposed Ordinance No. 14-005, an ordinance to amend Chapter 353, Flood Plain Management of the Code of the City of Monroe, be placed on its first reading and that the attached resolution be held over for adoption at the September 15, meeting and approved simultaneously with the Ordinance.

Proposed Ordinance No. 14-005 was then presented for the first time and laid over for its second reading and public hearing on Monday, September 15, 2014.

Mayor Clark invited Fire Chief Hoskins to the podium to make comments and noted that because the Appointment of Robert Wight as Chief of Fire was moved to the beginning of the agenda, Fire Chief Hoskins was not there at that time to hear the comments made by his successor.

Fire Chief Hoskins said that he regrets that he missed the Appointment of Robert Wight as Chief of Fire but he wanted to add that the community will be in good hands under Chief Wight's leadership.

Consent Agenda.

A. Approval of the Minutes of the Work Session held on Monday, August 18, 2014 and the Minutes of the Regular City Council Meeting held on Monday, August 18, 2014.

B. Approval of payments to vendors in the amount of \$ 1,818,965.30.

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

168 30 Inch Raw Water Intake Line – Raw Water Partnership.

1. Communication from the Director of Water & Wastewater Utilities, submitting a proposal to investigate and make repairs to the 30 inch raw water intake pipe at the Wilfred L. LePage Raw water Pumping Station on Pointe Aux Peaux Road, and recommending that a purchase order in the amount of \$24,510 and a total amount of \$30,600 be encumbered to include a 25% contingency be issued to Solomon Diving, Inc to complete the Phase 2 tasks as outlined in their proposal and that the bid process be waived, and further recommending that the Finance Director be authorized to amend the budget accounts listed to provide the adequate funding for this project up to the amounts shown.

2. Supporting documents.

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

169 Proposed Resolution to Recognize the River Raisin National Battlefield Park Foundation as a Non-Profit Organization.

1. Communication from the City Manager's Office, submitting a proposed resolution to recognize the River Raisin National Battlefield Park Foundation as a non-profit organization, and recommending the proposed Resolution be adopted and the City Clerk convey a certified copy of the attached resolution to the applicant for submittal to the State LLC.

2. Supporting documents.

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

170 St. Mary Catholic Central Homecoming Parade.

1. Communication from the City Manager's Office, submitting a request from St. Mary Catholic Central High School for permission to hold their annual Homecoming Parade on October 3, 2014 at 5:30 p.m., and specifically the request is to use the parade route selected by the Police Department, which is as follows: assemble at the rear of the school on West Willow Street, proceed east on Willow, south on Monroe Street, east on Fifth Street, south on Washington to Jones Avenue to the entrance at Navarre Field, and recommending that Council approve this request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, and that the City Manager be granted authority to alter/amend the even due to health and/or safety reasons.

2. Supporting documents.

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

171 Suicide Vigil in Loranger Square.

1. Communication from the City Manager's Office, submitting a request from Rusty Davis, United Way of Monroe County, Inc., on behalf of the Suicide Prevention Committee for permission to close East First Street between Monroe and Washington Streets from 5:30 p.m. – 7:00 p.m. for their annual vigil on September 18, 2014, 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.

172 Automated Weather Observation System – Michigan Department of Transportation Funding Contract.

1. Communication from the Director of Engineering & Public Services, submitting a proposed resolution approving a Funding Contract with the Michigan Department of Transportation (MDOT) for an Automated Weather Observation System (AWOS), and recommending that Council adopt the attached resolution, approve the attached funding contract, and that the Mayor and Clerk-Treasurer be authorized to sign the contract on behalf of the City.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

173 Monroe Street Water Main Replacement Change Order for Additional Quantities.

1. Communication from the Director of Engineering & Public Services, submitting a change order to the Monroe Street Water Main Replacement project for additional final pay quantities, and recommending that Council approve a change order to the Monroe Street Water Main Replacement project in the amount of \$5,809.80 for final pay item balancing, and further recommending that the Director of Engineering & Public Services be authorized to sign the change order on behalf of the City of Monroe.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

174 Purchase of New Sign Plotter.

1. Communication from the Director of Engineering & Public Services, reporting back on the purchase of a new sign plotter for production and installation of signage along the City's roadways, and recommending that Council award the purchase of a new sign plotter in the amount of \$6,960, that the competitive bidding process be waived, and that the Director of Engineering & Public Services or his designee be authorized to issue a purchase order on behalf of the City.
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 Rafko that items 168, 169, 170, 171, 173 and 174 of the Amended Consent Agenda be approved as presented and that item 172 be removed and considered separately.

Ayes: 7 Nays: 0

Motion carried.

172 The communication from the Director of Engineering & Public Services was presented, submitting a proposed resolution approving a Funding Contract with the Michigan Department of Transportation (MDOT) for an Automated Weather Observation System (AWOS), and recommending that Council adopt the attached resolution,

approve the attached funding contract, and that the Mayor and Clerk-Treasurer be authorized to sign the contract on behalf of the City.

Adam Yeager, 1833 South Custer Road said that he would like to see the cost basis of the project listed on the agenda and asked for the amount of the cost.

Mayor Clark said the Automated Weather Observation System (AWOS) contract with Michigan Department of Transportation (MDOT), shared partnership with the City has an annual operating cost of \$3,437 and that it's a three (3) year contract.

It was moved by Council Member Iacoangeli and seconded by Council Member Molenda that item 172 be accepted, placed on file and the resolution be adopted.

Ayes: 7 Nays: 0

Motion carried.

Council Comments.

Council Member Vining said that she has received several phone calls about playground equipment said that she received an email from Mr. Lewis that addressed the concerns of the residents. She asked if Mr. Lewis could elaborate on the playground equipment that needs to be replaced.

Patrick Lewis, Director of Engineering & Public Services explained that staff is trying to make headway in addressing all safety defects in the parks this year and have found that a lot of the equipment is 15-20 years old and that they're having difficulty securing parts. He cited some of the issues with the broken playground equipment and said that they are reviewing options to see what they can do about the issues. He said that two (2) parks were decommissioned and that they've got a third playground that is set to be decommissioned in the Recreation Master Plan. He said they've are reviewed whether or not it would be appropriate to shift some of the playground equipment to others parks. He noted that the Capitol Improvements Budget has \$50,000 that was set aside from a couple of years ago to fully replace one (1) or two (2) structures and that the parks that have had equipment removed will be first priority but said he is not sure if they will be able to get it done this year. He said in the meantime repairs have been made to the remaining equipment to take care of safety defects.

Council Member Vining said she receives a lot of phone calls and people stop by to speak with her at work so she wants to encourage residents to attend Council Meetings to let their voice be heard and engage in the process.

Council Member Molenda noted that as we transition into fall and that all of the schools are back in session he said he hopes everyone is mindful and careful of school busses and children as we settle into another school year.

Council Member Rafko asked Mr. LaRoy how the River Raisin Cleanup went.

Barry LaRoy, Director of Water & Wastewater Utilities said the River Raisin Cleanup was held about two (2) weeks ago and there were about 70 people, including the Mayor, who were there to help. He said the process was funded through the Tax Support Grant Funding and the County Environment Fund that the City was able to obtain. He said there were several loads of debris, scrap metal, shopping carts and other trash pulled from the river and noted that the effort by the community was good and thanked everyone who came out to work.

Council Member Rafko noted that on that day the Public Safety Division had a picnic at Munson and asked Mr. Swallow to comment on the Market Analysis that he is working on with the DDA.

Dan Swallow, Director of Economic & Community Development said that the Target Market Analysis was partially funded through the Community Development Block Grant Funding for the downtown area and/or adjacent neighborhoods. He said they looked at doing a larger study that includes targeting downtown residential properties and what the market might be for those property owners. He said that communication went to the DDA to request funding and that they had short discussion about it at their last meeting and that it was referred to the committee to develop more of a scope and actual recommendation for a dollar amount to help support that study.

Council Member Rafko asked about the \$70,000 Grant for the River Raisin National Battlefield Park.

Dan Swallow, Director of Economic & Community Development explained that through the American Battlefield Protection Program we received a grant from the Nation Park Service to look at how to best manage the Battlefield properties and those properties that surround it that will be held by the city or the private foundation. He said it will address how we coordinate the properties to make sure it's a seamless environment for visitors. He cited some of the stipulations set for the grant funding program.

Council Member Sisk congratulated Rob Wight, the new Chief of Fire and thanked Manuel Hoskins for the time he served as Fire Chief and said that he is leaving the City of Monroe with his integrity intact and he hopes the future holds bright things for him. He noted that he attended the Public Safety Day at Munson Park and said it was impressive.

Council Member Iacoangeli said the Board Members of the Recreation Advisory Commission, RAC, revised the Ordinance regarding its governance. He said it will be sent it to the City Manager and eventually to City Council for consideration. He noted that the RAC Board is interested in beginning their work on the Park Master Plan that was identified in the Capitol Improvements Budget and the Community Development Block Grant. He congratulated and thanked Thomas Kryston for the many years that he served as Chairman of the Monroe Port Authority and his guidance through some very difficult times in terms of its growth and development. He commented about Mr. Lewis' statement regarding the condition of City Park's equipment and the condition of City roadways. He also congratulated the Robert Wight, Fire Chief.

Mayor's Comments.

Mayor Clark congratulated Chief Wight for his service to date and for his future service as Fire Chief. He thanked Manuel Hoskins for his dedicated service to the City and the community as a Firefighter and as Fire Chief. He also commented on Thomas Kryston's service to the Port and City Boards and Commissions and he commented on the River Raisin Cleanup and the Public Safety Event.

Clerk-Treasurer's Comments.

Michelle J. LaVoy, Clerk-Treasurer noted that October 6 is the last day to register to vote for the November 2014 General Election. She said the Clerk's Office is accepting absentee voter application for the November 2014 General Election and that the mass mailing of the applications will be on September 15. She noted that most of the current Board and Commission Minutes are available on the City's website and are available in the Clerk's Office as well.

City Manager's Comments.

George Brown, City Manager thanked Chief Hoskins for his service and especially during the past, more than, three (3) years as Fire Chief and he congratulated Robert Wight on his recent promotion as Fire Chief.

Closed Executive Session.

It was moved by Council Member Iacoangeli and seconded by Council Member Rafko that Council convene to Closed Executive Session to discuss Pending Litigation and City Manager Performance Evaluation at 8:01 p.m.

Ayes: 7 Nays: 0

Motion carried.

It was moved by Council Member Iacoangeli and seconded by Council Member Hensley that Council reconvene to open session at 9:07 p.m.

Ayes: 7 Nays: 0

Motion carried

Adjournment.

It was moved by Council Member Rafko and seconded by Council Member Iacoangeli that the meeting adjourn at 9:07 p.m. until the Regular Meeting on Monday, September 15, 2014 at 7:30 p.m.

Ayes: 7 Nays: 0

Motion carried.

Michelle J. LaVoy
City Clerk-Treasurer

Robert E. Clark
Mayor

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
MISC	AARON BUILDERS 09/09/2014	OVERPAYMENT OF SUMMER TAXES	40.83		
TOTAL FOR: AARON BUILDERS			<u>40.83</u>		
0000000023	ACR BUSINESS SYSTEMS LLC S19808	FULL FLEX COPIER MAINTENANCE	56.00		
TOTAL FOR: ACR BUSINESS SYSTEMS LLC			<u>56.00</u>		
0000005195	AIR LIQUIDE AMERICA LP 55666523	LIQUID OXYGEN PURCHASE	1,494.00		
TOTAL FOR: AIR LIQUIDE AMERICA LP			<u>1,494.00</u>		
MISC	ANGELO, THOMAS 09/09/2014	OVERPAYMENT OF TAXES 59-00072-000	1,837.09		
TOTAL FOR: ANGELO, THOMAS			<u>1,837.09</u>		
0000000546	APEX SOFTWARE 285502	SKETCHING SOFTWARE ANNUAL MAINTENANCE	1,845.00		
TOTAL FOR: APEX SOFTWARE			<u>1,845.00</u>		
0000000056	AQUA-LINE INC 14-369	EMERGENCY LEAK DETECTION N CUSTER	513.80		
TOTAL FOR: AQUA-LINE INC			<u>513.80</u>		
0000000065	ARGUS-HAZCO 4078574	6 Self Contained Breathing Apparatus (SCBA)	41,404.00		
TOTAL FOR: ARGUS-HAZCO			<u>41,404.00</u>		
0000000106	B&L OFFICE MACHINES 12301	SERVICE CALL	78.00		
	12305	SERVICE CALL WATER DEPT REPLACE FUSER	257.95		
	12393	HAND NOTARY STAMP & INK BOTTLE	62.70		
	12425	HAND EMBOSING SEAL	86.95		
	12436	SERVICE CALL REPAIR FOLDER SEAL UNIT	80.00		
TOTAL FOR: B&L OFFICE MACHINES			<u>565.60</u>		
0000004792	CADILLAC ASPHALT LLC 9/9/14 EST# 2	2014 CURB REPLACEMENT AND RESURFACING PROGRAM PER 6/16/14	26,715.25		
TOTAL FOR: CADILLAC ASPHALT LLC			<u>26,715.25</u>		
0000006547	CHEMTRADE CHEMICALS COPORATION 90667750	LIQUID ALUMINUM SULFATE PURCHASE	3,300.49		
	90670899	LIQUID ALUMINUM SULFATE PURCHASE	3,380.82		
TOTAL FOR: CHEMTRADE CHEMICALS COPORATION			<u>6,681.31</u>		
0000000204	CINTAS CORPORATION 306				

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
	306213087	SHOP TOWELS FOLDED RED	73.04		
	306213088	BLACK MATS	222.10		
TOTAL FOR: CINTAS CORPORATION 306			<hr/>		
			295.14		
0000005900	CINTAS FIRST AID & SAFETY #325				
	5001803666	MEDICAL SUPPLIES	128.10		
	9005012364	MEDICAL SUPPLIES	95.16		
TOTAL FOR: CINTAS FIRST AID & SAFETY #325			<hr/>		
			223.26		
0000000299	CONSUMERS ENERGY				
	201626178506	1000 2644 0816 15756 KEEGAN 8/7 - 9/4/14	64.15		
TOTAL FOR: CONSUMERS ENERGY			<hr/>		
			64.15		
0000006494	CRYSTAL FLASH				
	786896	ASSESSOR VEHICLE FUEL 8/16 - 8/31/14	24.13		
	786897	BUILDING DEPT VEHICLE FUEL 8/16 - 8/31/14	225.09		
	786898	D P S VEHICLE FUEL 8/16 - 8/31/14	2,020.22		
	786899	ENGINEERING VEHICLE FUEL 8/16 - 8/31/14	294.09		
	786900	FIRE DEPT VEHICLE FUEL 8/16 - 8/31/14	788.57		
	786901	POLICE DEPT VEHICLE FUEL 8/16 - 8/31/14	5,004.68		
	786902	WASTEWATER VEHICLE FUEL 8/16 - 8/31/14	733.46		
	786903	WATER DEPT VEHICLE FUEL 8/16 - 8/31/14	1,405.80		
TOTAL FOR: CRYSTAL FLASH			<hr/>		
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0000000325	CULLIGAN				
	88875	BOTTLE WATER 222 JONES AVE	43.25		
TOTAL FOR: CULLIGAN			<hr/>		
			43.25		
0000005738	CV ENTERPRISES				
	10447	TWELVE 3 PILLAR TROPHIES	648.00		
TOTAL FOR: CV ENTERPRISES			<hr/>		
			648.00		
MISC	DORSEY, SARAH H				
	9/9/14	REIMBURSE MONEY WITHHELD FROM PAYROLL	5.00		
TOTAL FOR: DORSEY, SARAH H			<hr/>		
			5.00		
000000359A	DTE ENERGY				
	0732-8 0814	0000-0732-8 PHONE BOOTHS 7/31 - 8/28/14	21.86		
	3190-6 0814	0000-3190-6 2205 E FRONT 7/23 - 8/20/14	46,151.32		
TOTAL FOR: DTE ENERGY			<hr/>		
			46,173.18		
0000003833	EAGLE'S NEST CHURCH				
	9/9/14	REFUND KEY DEPOSIT ST MARYS PARK 9-28-14	150.00		
TOTAL FOR: EAGLE'S NEST CHURCH			<hr/>		
			150.00		

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
0000000418	EAST JORDAN IRON WORKS INC 3743709	5'6"East Jordan Fire Hydrant,6",8",12"Gate Valves,5-1/4"V	2,851.44		
	3743718	5'6"EAST JORDAN FIRE HYDRANT,6",8",12"GATE VALVES,5-1/4"V	32,362.71		
TOTAL FOR: EAST JORDAN IRON WORKS INC			35,214.15		
0000006137	FIFER INVESTIGATIONS LLC 9/4/14	BACKGROUND INVESTIGATION	852.00		
TOTAL FOR: FIFER INVESTIGATIONS LLC			852.00		
000000463B	FIFTH THIRD BANK				
	07/28/2014	WEED KILLER	179.97		
	07/28/2014	1 1/8" SOCKET FOR 1/2" DRIVE	7.99		
	07/28/2014	2 POLICE BATTERY 2 GRADER BATTERY	459.96		
	07/28/2014	WIRELESS MOUSE	14.99		
	07/28/2014	MUFFLER/TAIL PIPE #302	168.68		
	07/28/2014	HUB AND NUT #302	267.36		
	07/29/2014	TSB, UNIVER 3, EC MEDIUM, 2100N LID	369.96		
	07/29/2014	AWWA MEMBERSHIP (KEVIN N)	72.00		
	07/29/2014	AWWA MEMBERSHIP (DAVE H)	72.00		
	07/29/2014	1"X 3/4" METER ADAPTERS	583.26		
	07/29/2014	HYDRANT LOCK & ADAPTER	139.59		
	07/29/2014	REGISTER PINS	111.20		
	07/29/2014	APPROVED STEEL TOE SHOES	34.99		
	07/29/2014	SONOSCOPE LEAK DETECTOR (4)	83.30		
	07/29/2014	10LB HYDRAULIC CEMENT	9.95		
	07/29/2014	TEXT MARKETING PROGRAM	127.00		
	07/29/2014	50 LB HYDRAULIC CEMENT (4)	132.56		
	07/29/2014	3" HOSE GASKETS (6)	4.74		
	07/29/2014	AED PADS	547.41		
	07/29/2014	MML BUS TRANSPORTATION - CLARK	120.00		
	07/29/2014	COLLECTIONS SEMINAR/SCOTT & SPENCER	312.00		
	07/29/2014	REPLACE CPL. BRADY EYE GLASSES	498.00		
	07/29/2014	ASCO REBUILD KIT	79.37		
	07/29/2014	SPRINKLER PARTS	70.02		
	07/29/2014	MISS DIG MARKING FLAGS	334.80		
	07/29/2014	TRASH CAN LINERS,PAPER TOWELS (63.2%)	131.40		
	07/29/2014	D BATTERIES (36.8%)	76.51		
	07/29/2014	FINANCE - CALC RIBBONS	7.88		
	07/29/2014	MANAGER - 10X13 CLASP ENVELOPES	33.36		
	07/29/2014	OXYGEN FOR CUTTING TORCH.	24.15		
	07/29/2014	BATTERY FOR BORING MACHINE	14.99		
	07/29/2014	THERMOSTATIC MIXING VALVE	390.36		
	07/29/2014	10" MILL FILE, FASTENERS	17.25		
	07/29/2014	V BELTS FOR EAST AIR COMPRESSOR	217.36		

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
	07/29/2014	REPAIR PART FOR LOTUS FOUNTAIN	24.80		
	07/29/2014	RUBBER KIT,TEST CROCK,ADAPTER.LOTUSFOUNT	116.29		
	07/29/2014	WALK MONROE PRIZE, TABLET	159.99		
	07/29/2014	MISC SUPPLIES	222.75		
	07/29/2014	REPAIR PARTS FOR LOTUS FOUNTAIN	70.10		
	07/29/2014	CAR CLEANING PRODUCTS	34.73		
	07/29/2014	5/8" & 3/4" THREADED ROD	97.78		
	07/29/2014	AED PADS	479.96		
	07/29/2014	LEGAL PUBLICATIONS	159.00		
	07/29/2014	MOJAVE WEED KILLER	521.57		
	07/29/2014	RATCHET BINDERS	150.36		
	07/29/2014	(2) MAGNETIC LOCATORS	872.88		
	07/29/2014	POWERTRAIN FLUID	53.02		
	07/29/2014	FIRE EXTINGUISH REFILL	18.60		
	07/29/2014	PANASONIC PLC FOR SUNSET GRINDER	907.02		
	07/29/2014	COMCAST INTERNET 7/20-8/19/14 VENTOWER	94.85		
	07/30/2014	FILL FOR MAPLEWOOD AND VANDERCOOK	988.00		
	07/30/2014	AIRFARE - WASH DC: ABPP GRANT TRAINING	728.20		
	07/30/2014	MULTI FUNCTION PADS	70.70		
	07/30/2014	REPAIR PARTS FOR UNIT (1018)	454.76		
	07/30/2014	CYLINDER RETRO FIT KIT - H.S. #3 VALVE	399.11		
	07/30/2014	SUPER GLUE,1/4"AIR COUPLER QUICK CONNECT	7.78		
	07/30/2014	AIRFARE - WASH DC: ABPP GRANT TRAINING	15.00		
	07/30/2014	PIPE COMPOUND,SAWZAL BLADES	65.93		
	07/30/2014	SPRINKLER PARTS	49.52		
	07/30/2014	FIRE EXTINGUISH REFILL	74.40		
	07/30/2014	MULCH FOR PARKING LOT RIVERFRONT LOT	220.01		
	07/30/2014	(2) RAKES FOR RESTORATIONS	47.98		
	07/30/2014	GRASS WHIP FUEL LINE	3.00		
	07/30/2014	(2)ONE KEY SYSTEM PADLOCK	23.98		
	07/30/2014	SPRINKLER PARTS	5.14		
	07/30/2014	MWEA MEMBERSHIP DUES	62.00		
	07/30/2014	IPP SEMINAR REGISTRATION	125.00		
	07/30/2014	5 GAL DIESEL CAN	19.99		
	07/30/2014	STEEL PIPE NIPPLE	2.79		
	07/30/2014	QUICK LINK, INSCECT REPELLENT	53.89		
	07/30/2014	PIPE SUPPORT	33.99		
	07/30/2014	BRASS HOSE COUPLING, KEYS	223.58		
	07/30/2014	TRANSMISSION FLUID	15.96		
	07/30/2014	43LB PROPANE FOR FORKLIFT	25.39		
	07/30/2014	ASCO REBUILD KIT	146.70		
	07/30/2014	SCRATCH AWL & FASTENERS	8.15		
	07/30/2014	PHONE/FAX/INTERNET/PLANT	124.81		

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
	07/30/2014	INTERNET FOR JULY 2014.	103.34		
	07/30/2014	VALVE KIT	199.98		
	07/31/2014	FIRE DEPT. EXPLORER- EMER. LIGHTS	230.08		
	07/31/2014	WEED KILLER	69.99		
	07/31/2014	SERVICE FOR HEADSETS FROM E-1	237.40		
	07/31/2014	TRUNK ORGANIZER	163.68		
	07/31/2014	FIRE DEPT. EXPLORER- LIGHT	117.80		
	07/31/2014	HOFU CHAPERONE ROOM TAX	3.40		
	07/31/2014	CONCRETE	95.00		
	07/31/2014	ROSE BUSH	25.00		
	07/31/2014	TIRE REPAIR & TOWING	724.00		
	07/31/2014	PUSH-PULL HEADLAMP	9.99		
	07/31/2014	TAX CREDIT.	(5.42)		
	07/31/2014	#1250 EXHAUST FLUID	27.58		
	07/31/2014	BIKE UNIT REPAIR	75.39		
	07/31/2014	SPRINKLER PARTS	95.56		
	07/31/2014	INTERNET HOSTING	119.40		
	07/31/2014	MONTHLY COPIER CHARGES.	25.91		
	07/31/2014	BOX OF COLILERT 24.	809.05		
	07/31/2014	FILTERS #1250	79.56		
	07/31/2014	#635 TIRE	547.99		
	07/31/2014	APWA MEMBERSHIP RENEWAL	199.00		
	07/31/2014	TRENCH BOX RENTAL	425.00		
	07/31/2014	ST PT 1 MOTOR REPAIR	808.00		
	08/01/2014	CREDIT RETURNED/CONVERSION KIT	(295.38)		
	08/01/2014	WHEEL	45.35		
	08/01/2014	SOLID BLOCK	486.00		
	08/01/2014	ALUMINUM PICK SET, STEEL PIPE NIPPLE	15.85		
	08/01/2014	MISC SUPPLIES	324.38		
	08/01/2014	PAP BOOSTER PUMP #1 REBUILD	304.60		
	08/01/2014	MAP CONFERENCE- MOBILE WORKSHOP	25.00		
	08/01/2014	CRIME MAPPING SERVICE	99.00		
	08/01/2014	2015 ERASABLE WALL CALENDARS	203.45		
	08/01/2014	ELECTRICAL SPLICE KIT FOR FOUNTAIN	133.76		
	08/01/2014	MAP CONFERENCE REGISTRATION- DAN SWALLOW	350.00		
	08/01/2014	CONCRETE	47.50		
	08/01/2014	DIAPHRAGMS FOR SCREEN WASH PUMPS	324.07		
	08/02/2014	WINDSHIELD WIPERS	45.98		
	08/02/2014	GUTTER BROOMS FOR UNIT 637	213.50		
	08/02/2014	MISC	11.31		
	08/02/2014	TOT LOT SUPPLIES FOR 2015 SALE	155.11		
	08/02/2014	SOUTH COUNTY WATER CRISIS MATERIALS	122.34		
	08/03/2014	PAYMENT FOR FAX LINE JULY/AUGUST	123.31		

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	08/03/2014	MAP CONFERENCE LODGING 10/8-10/9/14	717.05		
	08/04/2014	CONFINED SPACE TRAINING	590.00		
	08/04/2014	GLOVES	277.70		
	08/04/2014	SHOP SUPPLIES	643.00		
	08/04/2014	MAYBEE MIXER FEED BACK SUPPLIES	83.24		
	08/04/2014	CREDIT FOR STORAGE CONTAINER	(260.00)		
	08/04/2014	BGB TUBES	26.95		
	08/04/2014	VEHICLE CLEANING SUPPLIES	20.91		
	08/04/2014	FASTENERS	1.02		
	08/04/2014	PARKING EQUIP SHIPPING	14.54		
	08/04/2014	FASTENERS	6.29		
	08/04/2014	OFFICE CHAIR FOR STATION 2	245.00		
	08/04/2014	5 LBS CO2, AND HYDRO TEST	39.01		
	08/04/2014	ALTERNATOR#1039	192.99		
	08/04/2014	BEDDING FORKS	79.98		
	08/04/2014	AIRPORT TUG	144.64		
	08/04/2014	MISC CLEANER	19.98		
	08/04/2014	PAPER TOWELS, HAND SOAP	187.30		
	08/04/2014	FILL	97.88		
	08/04/2014	BULK MULCH	220.01		
	08/05/2014	HOFU STUDENTS LUNCH/FIELDTRIP	51.00		
	08/05/2014	ELECTRICAL TAPE	29.48		
	08/05/2014	BLAZE OUT/TORCH BLAZE OUT	200.63		
	08/05/2014	MOP HEADS	35.72		
	08/05/2014	BULK MULCH	220.01		
	08/05/2014	MML CONF REG - IACOANGELI	544.00		
	08/05/2014	DTE BILL 1047 MAPLE 6/19 - 7/21/14	44.97		
	08/05/2014	3/4" THREADED BALL VALVES	240.00		
	08/05/2014	1" THREADED BALL VALVES	540.00		
	08/05/2014	DTE BILL 141 E FRONT 6/18 - 7/18/14	55.44		
	08/05/2014	1" THREADED BALL VALVES (7)	210.00		
	08/05/2014	#310 PLOW PUSH FRAME ASY.	316.30		
	08/05/2014	POSTAGE FOR CONTRACT BOOKS	10.20		
	08/05/2014	#637	32.82		
	08/05/2014	PAINT BRUSHES, ROLLERS	19.03		
	08/05/2014	RIFLE SAFE - LIAISON OFFICER	249.49		
	08/05/2014	DTE BILL 70 PORT 4/23 - 7/23/14	33.72		
	08/05/2014	ANALOG OUTPUT CARD - MAYBEE TOWER	749.00		
	08/05/2014	JUMP PAC #SHOP TOOL	165.99		
	08/05/2014	3/4" & 1" DRESSER COUPLINGS	975.00		
	08/05/2014	ROLL OF WIRE, FUSES	45.53		
	08/05/2014	RETURNED TUG PARTS	(69.77)		
	08/05/2014	PAPER TOWLS, GLOVES, TRASH LINERS	214.63		

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
	08/05/2014	#631 CHISEL GREASE- KEY SET	152.00		
	08/05/2014	DTE BILL 120 E FIRST 6/18 - 7/18/14	4,796.87		
	08/05/2014	BOX OF COLILERT 18	917.81		
	08/05/2014	DTE BILL 922 N DIXIE 6/23 - 7/23/14	68.31		
	08/06/2014	FIRE DEPT. PUSH BAR	885.46		
	08/06/2014	STREET LIGHT PARTS	419.95		
	08/06/2014	FOUNTAIN PARTS	61.62		
	08/06/2014	CHIEF'S BREAKFAST	75.50		
	08/06/2014	A T & T CELL PHONES 6/18-7/17/14	3,360.85		
	08/06/2014	CANON N7055 COPIER MAINT. 7/3-8/1/14	126.26		
	08/06/2014	CRACK FILLER	49.35		
	08/06/2014	PAINT	269.95		
	08/06/2014	12 VOLT BATTERY	24.99		
	08/06/2014	TRASH BAGS, CLEANING SUPPLIES	205.65		
	08/06/2014	MULTIMETER KIT, FOLDING HEX	44.96		
	08/06/2014	SPRING FOR E-1 DOOR HANDLE	1.29		
	08/06/2014	SHAFT COUPLER INSERT - PUMP #2	26.10		
	08/06/2014	OFFICE SUPPLIED - TONER/PENCILS/LEGAL PD	147.80		
	08/06/2014	MISC PLUMBING SUPPLIES	99.09		
	08/06/2014	BATTERY	3.98		
	08/06/2014	PAP BOOSTER PUMP #2 REBUILD	305.50		
	08/06/2014	NIELSON-DIST SHORT COURSE MDEQ TRAINING	380.00		
	08/06/2014	WILLEY-DIST SHORT COURSE MDEQ TRAINING	380.00		
	08/06/2014	WATER PUMP BELT#637	24.69		
	08/06/2014	SHOP SUPPLIES	9.98		
	08/06/2014	TIEDOWN, BATTERIES, HAMMER, CHISEL, TIES, ECT	175.99		
	08/06/2014	LOCKS AT MUNSON BALLFIELDS	334.28		
	08/06/2014	MISC	732.00		
	08/06/2014	TRIMMER LINE	34.94		
	08/06/2014	ROPE	43.00		
	08/06/2014	PINE, REED, ARMSTRONG MDEQ TRAINING	300.00		
	08/07/2014	COMMUNITY PROMOTIONS - RULERS	123.43		
	08/07/2014	ONLINE RED FLAG VERIFICATION	173.10		
	08/07/2014	STREET LIGHT PARTS	286.01		
	08/07/2014	DTE BILL 2750 N CUSTER 6/24 - 7/24/14	740.17		
	08/07/2014	ENZYMES	766.11		
	08/07/2014	DTE BILL 353 AIRPORT WEST 5/23 - 7/24/14	40.80		
	08/07/2014	HANDICAP PARKING SIGN	33.98		
	08/07/2014	LIFT STATION TRUCK	639.76		
	08/07/2014	DTE BILL 1545 N CUSTER 6/24 - 7/24/14	52.17		
	08/07/2014	COMPUTER DESK DB	400.95		
	08/07/2014	DISINFECTANT CLEANER	54.20		
	08/07/2014	CAPACITORS	3.98		

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	08/07/2014	DTE BILL 2770 N CUSTER BLDG CONC 7/24/14	145.52		
	08/07/2014	RATCHET STRAPS	59.98		
	08/07/2014	POSTAGE FOR BROCHURES	17.99		
	08/07/2014	DTE BILL 3200 N CUSTER 6/24 - 7/24/14	103.70		
	08/07/2014	DTE BILL 392 AIRPORT 4/24 - 7/24/14	34.89		
	08/07/2014	BROOMS	32.10		
	08/07/2014	DEIONIZED WATER FOR OZONE GENERATOR.	346.50		
	08/07/2014	FASTENERS	21.99		
	08/07/2014	DTE BILL 2770 N CUSTER 5/23 - 7/24/14	54.67		
	08/07/2014	PENS, BATTERIES, PAPER & TONER	179.64		
	08/07/2014	CAPACITORS	3.98		
	08/07/2014	DTE BILL 400 AIRPORT 6/24 - 7/24/14	58.73		
	08/07/2014	DTE BILL 390 AIRPORT 6/24 - 7/24/14	180.22		
	08/07/2014	DTE BILL 1296 N MONROE 6/24 - 7/24/14	117.47		
	08/07/2014	SHIPPING/LEVEL CONTROLLER	12.64		
	08/08/2014	E-Z SEAL FOR FOLDER/INSERTER	50.14		
	08/08/2014	TOOLS	189.88		
	08/08/2014	DTE BILL 546 AIRPORT 6/24 - 7/24/14	81.99		
	08/08/2014	DTE BILL 75 SCOTT 6/24 - 7/24/14	1,609.47		
	08/08/2014	DTE BILL 1242 BATES 6/25 - 7/25/14	89.47		
	08/08/2014	DTE BILL 1385 W ELM 4/25 - 7/25/14	34.19		
	08/08/2014	DTE BILL 817 N TELEGRAPH 6/24 - 7/24/14	34.74		
	08/08/2014	DTE BILL 540 AIRPORT 6/24 - 7/24/14	1,058.45		
	08/08/2014	KEYS	19.60		
	08/08/2014	TOOL	64.97		
	08/08/2014	DTE BILL 548 AIRPORT 6/24 - 7/24/14	81.40		
	08/08/2014	DTE BILL 1704 STEWART 6/25 - 7/25/14	38.26		
	08/08/2014	REAL ESTATE SALES AND RENTAL DATA	479.40		
	08/08/2014	REAL ESTATE SALES AND RENTAL DATA	358.80		
	08/08/2014	#232, 236 AMBER LIGHT BAR	604.25		
	08/08/2014	REAL ESTATE SALES AND RENTAL DATA	239.40		
	08/08/2014	DTE BILL 600 AIRPORT 6/24 - 7/24/14	140.93		
	08/08/2014	SHAFT COUPLER INSERT - PUMP #1	26.10		
	08/08/2014	DTE BILL 1060 LAVENDER 6/25 - 7/25/14	53.63		
	08/08/2014	DIFF / CHECK AMOUNT ASCAP FOR LICENSE FE	1.75		
	08/08/2014	STORAGE BAGS	6.38		
	08/09/2014	MMSC DUMPSTER SERVICE AUGUST 2014	439.09		
	08/09/2014	DUMPSTER SERVICE AUGUST 2014	781.40		
	08/10/2014	LIGHTER FOR LAB.	11.88		
	08/10/2014	TOOLS	134.95		
	08/11/2014	SHOP SUPPLIES	67.51		
	08/11/2014	RADIO REPAIR	5.00		
	08/11/2014	PENS, FOLDERS, LABELS, STAPLER, TAPE.	242.78		

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	08/11/2014	DRY ERASE BOARD	56.50		
	08/11/2014	THERMOSTATS	49.96		
	08/11/2014	DTE BILL 1510 NADEAU 6/26 - 7/28/14	155.97		
	08/11/2014	MISC	4.36		
	08/11/2014	DTE BILL 5 N ROESSLER 5/27 - 7/25/14	30.73		
	08/11/2014	DTE BILL 1201 GREENFIELD 4/28 - 7/28/14	35.25		
	08/11/2014	OIL FILTERS FOR STOCK	20.70		
	08/11/2014	DTE BILL 205 W ELM 6/25 - 7/25/14	89.81		
	08/11/2014	HEATER	99.99		
	08/11/2014	DTE BILL 1886 N MONROE 6/26 - 7/28/14	81.14		
	08/11/2014	SWITCHGEAR FUSES	961.71		
	08/11/2014	#5014 BLOWER MOTOR	57.18		
	08/11/2014	ROTOMETER RETAINER	136.63		
	08/11/2014	OFFICE SUPPLIES-METER SHOP & DIST	273.73		
	08/12/2014	INT ASS ELECT INSP MEMBERSHIP KEITH W	102.00		
	08/12/2014	CONDUIT FITTINGS	23.04		
	08/12/2014	RUBBER LEGGIN BOOT	28.99		
	08/12/2014	BRAKE PARTS FOR AIRPORT TUG	451.03		
	08/12/2014	DTE BILL 4357 BURKE 6/27 - 7/29/14	305.81		
	08/12/2014	COPIER TONER	66.97		
	08/12/2014	RECEPTACLE COVER.	7.73		
	08/12/2014	BOX, CIRCUIT BREAKERS,	56.76		
	08/12/2014	DTE BILL 690 COLE 5/20 - 7/29/14	48.85		
	08/12/2014	DTE BILL 222 JONES 6/20 - 7/22/14	1,723.30		
	08/12/2014	OIL HOUSING GASKET #5005	13.40		
	08/12/2014	LABEL TAPE	25.32		
	08/12/2014	CENTURYLINK LONG DISTANCE 7/1-31/14	2.45		
	08/12/2014	CENTURYLINK LONG DISTANCE 7/1-31/14	22.03		
	08/12/2014	CENTURYLINK LONG DISTANCE 7/1-31/14	17.25		
	08/12/2014	CENTURYLINK LONG DISTANCE 7/1-31/14	14.80		
	08/12/2014	CENTURYLINK LONG DISTANCE 7/1-31/14	89.00		
	08/12/2014	CENTURYLINK LONG DISTANCE 7/1-31/14	2.45		
	08/12/2014	CENTURYLINK LONG DISTANCE 7/1-31/14	7.35		
	08/12/2014	CENTURYLINK LONG DISTANCE 7/1-31/14	16.00		
	08/12/2014	CENTURYLINK LONG DISTANCE 7/1-31/14	10.11		
	08/12/2014	CENTURYLINK LONG DISTANCE 7/1-31/14	2.45		
	08/12/2014	CENTURYLINK LONG DISTANCE 7/1-31/14	5.99		
	08/12/2014	THM, HAA5 SAMPLING.	175.00		
	08/12/2014	LIAISON RIFLE SAFE INSTALLATION	31.47		
	08/12/2014	CONDUIT BODY, COVER, GASKET	27.12		
	08/12/2014	DTE BILL 4603 SYCAMORE 6/27 - 7/29/14	326.04		
	08/12/2014	TANDEM WINCH OUT AT 1-75 STATE LINE	325.00		
	08/12/2014	BATHROOM SINK FAUCET	49.00		

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	08/12/2014	HOSE, HOSE NOZZLE, BUSHING	40.94		
	08/12/2014	VEHICLE UNLOCK	65.00		
	08/12/2014	E-2 TOWS TO NOLLENBERGER	550.00		
	08/12/2014	DTE BILL 601 AVE DE LAFAYETTE 7/28/14	52.05		
	08/12/2014	MOVIE IN THE SQUARE RENTAL	774.00		
	08/12/2014	COMCAST INTERNET 7/26-8/25/14 W FIRE	114.85		
	08/12/2014	WASTE WASHWATER SIGHT GLASS SUPPLIES	173.26		
	08/12/2014	COMCAST INTERNET 7/22-8/21/14 WATER PLAN	94.85		
	08/13/2014	DTE BILL 7620 N TELEGRAPH 6/30 - 7/30/14	96.20		
	08/13/2014	WASP KILLER	10.45		
	08/13/2014	HOSE FOR PARKS	425.00		
	08/13/2014	DTE BILL 8430 N TELEGRAPH 6/30 - 7/30/14	67.69		
	08/13/2014	OX20	13.05		
	08/13/2014	CLAW BAR, HEX BUSHING	22.97		
	08/13/2014	DIRECT TV	60.99		
	08/13/2014	OFFICE STORAGE CABINET	296.23		
	08/13/2014	EDGE ADVANCED CRASH - TECH SUPPORT SERVI	934.20		
	08/13/2014	DTE BILL 7202 N TELEGRAPH 6/30 - 7/30/14	143.23		
	08/13/2014	40' GALVANIZED 1/2" CONDUIT	57.68		
	08/13/2014	DTE BILL 5492 MARSHALL FIELD 5/30 - 7/30	51.64		
	08/13/2014	MAILBOX ORGANIZER	203.95		
	08/13/2014	WOOD AND TOOLS	118.11		
	08/13/2014	CORDED PHONE	68.90		
	08/13/2014	FASTENERS	13.98		
	08/13/2014	#5005	167.89		
	08/13/2014	BOLT COVER	8.99		
	08/13/2014	HORNET/WASP SPRAY	5.47		
	08/13/2014	DTE BILL 6395 PTE AUX PEAUX 6/30 - 7/30	57.87		
	08/13/2014	S HOOKS, BOLTS, WASHERS	66.78		
	08/13/2014	ROPE,	22.99		
	08/14/2014	PRESCRIPTION-INJURY	8.60		
	08/14/2014	LIGHT PARTS	151.62		
	08/14/2014	DTE BILL 5590 GRANDVIEW 7/2 - 8/2/14	318.97		
	08/14/2014	DTE BILL 1755 N CUSTER 6/24 - 7/24/14	254.13		
	08/14/2014	ELECTRICAL CORDS FOR CHRISTMAS LIGHTS	15.73		
	08/14/2014	BINDERS	95.26		
	08/14/2014	DTE BILL 2850 HARBORVIEW 7/1 - 7/31/14	1,036.77		
	08/14/2014	TRASH BAGS FOR RR CLEANUP	25.98		
	08/14/2014	BOOTS FOR RR CLEANUP	468.72		
	08/14/2014	PHONE/PUMP STATION	69.43		
	08/14/2014	DTE BILL 2700 N CUSTER 6/20 - 7/24/14	61.65		
	08/14/2014	TOOLS	181.43		
	08/14/2014	ELECTRONIC BOOK RE: DEMOGRAPHICS	3.49		

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Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
	08/14/2014	1/2" PIPE FITTINGS	30.62		
	08/14/2014	CHAIN PARTS	40.54		
	08/14/2014	FIRE EXTINGUISH REFILL	33.60		
	08/14/2014	COPY - PACKAGING TAPE REFILLS	9.23		
	08/14/2014	FINANCE - WIPES AND FILE FOLDERS	14.48		
	08/14/2014	MEDICAL COSTS-INJURY	200.00		
	08/14/2014	DTE BILL 1060 SUNSET 7/1 - 7/31/14	3,953.11		
	08/14/2014	APPROVED WORK BOOTS	97.00		
	08/14/2014	SWITCH, RECEPTACLE	23.10		
	08/14/2014	SWITCHGEAR FUSES	400.00		
	08/14/2014	BRASS NIPPLE	11.99		
	08/14/2014	1/2" STRAINER	19.64		
	08/14/2014	RETURNED- ELECTRONIC BOOK	(3.49)		
	08/14/2014	FILTERS- INVENTORY	25.70		
	08/15/2014	MAM CONF ROOM - CLARK	135.45		
	08/15/2014	LABELS, POST IT NOTES,	50.80		
	08/15/2014	OFFICE WATER	39.40		
	08/15/2014	HAMMER DRILL	312.91		
	08/15/2014	MI FIRE INSPECTOR SOCIETY CONFERENCE	355.00		
	08/15/2014	ONLINE PAYMENT PROCESSING FEE	51.55		
	08/15/2014	OFFICE STORAGE CONSOLE	175.95		
	08/15/2014	MOUNTING BRACKET SUPPLIES	42.08		
	08/15/2014	FASTENERS	80.38		
	08/15/2014	GLUE	19.43		
	08/15/2014	SHOP SUPPLIES	266.22		
	08/15/2014	CALK, CALK GUN	24.08		
	08/15/2014	GAP FILLER	5.49		
	08/15/2014	GIS COURSE FEE	1,874.40		
	08/15/2014	EXCESS WASTE DISPOSAL JULY 2014	6,953.30		
	08/15/2014	NEW BIKE PATROL UNIFORM	9.00		
	08/15/2014	MOUNTING BRACKET - FILTER LEVEL DETECTOR	12.18		
	08/15/2014	SCISSOR LIFT RENTAL	410.00		
	08/16/2014	SHIPPING CHARGES.	37.82		
	08/16/2014	COMCAST CABLE TV 8/1-31/14 DPS	23.01		
	08/16/2014	COMCAST INTERNET 8/1-31/14 DPS	94.85		
	08/16/2014	KOP KIT	109.31		
	08/16/2014	DRINKS, PLATES, NAPKINS FOR RR CLEANUP	44.21		
	08/18/2014	PARKING METER PROGRAM	811.62		
	08/18/2014	STATE REQUIRED LAB TESTS	210.00		
	08/18/2014	STOCK- SWITCH	6.39		
	08/18/2014	GRASS SEED	81.95		
	08/18/2014	WIRELESS MOUSE FOR DWILSON-DPS	14.99		
	08/18/2014	RADAR REPAIR POSTAGE	13.83		

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
	08/18/2014	QUICK LINK OPENINGS	49.85		
	08/18/2014	BACKFLOW PREVENTER TESTING - 5 UNITS	647.00		
	08/18/2014	CJIC SECURITY CONFERENCE-TINA LAPLANTE	55.00		
	08/18/2014	LYSOL, DISH SOAP, ROUND UP,	114.17		
	08/18/2014	CJIC SECURITY CONFERENCE-STAR STONE	55.00		
	08/18/2014	INVENTORY	113.88		
	08/18/2014	COMMUNITY PROMOTIONS	865.80		
	08/18/2014	MICROCYSTINS ELISA KIT - OREGON, OH.	485.00		
	08/18/2014	S HOOK, QUICK LINK ZINC, SHARPIE INDUSTR	69.14		
	08/19/2014	PA BROTH, EDTA STD, PH STORAGE, SULFURIC	521.56		
	08/19/2014	TONER, YELLOW	134.83		
	08/19/2014	MANIFOLD, GASKETS, NUTS #1032	242.01		
	08/19/2014	SWITCHGEAR FUSES	735.88		
	08/19/2014	STOCK- SWITCHES	28.76		
	08/19/2014	MARKETING DOWNTOWNS BOOK	63.45		
	08/19/2014	AIR CONDITIONER CITY HALL	399.99		
	08/19/2014	BRAKE PARTS #327	24.14		
	08/19/2014	LOCK REPAIR	19.75		
	08/19/2014	WILDLIFE TRAPPING.	475.00		
	08/19/2014	SHOP TOOL	62.29		
	08/19/2014	EV-TECH FILTERS	25.90		
	08/19/2014	CLEANING SUPPLIES	14.44		
	08/19/2014	VINYL, HAMMER, ROPE LOCK	38.62		
	08/19/2014	EVIDENCE ROOM HEPA FILTER	111.90		
	08/19/2014	SPARE KEYS - IDA & MAYBEE TOWER	3.98		
	08/19/2014	#326 NEUTRAL SAFETY SWITCH	566.33		
	08/19/2014	WIRE	90.08		
	08/19/2014	AIR HOSE	425.00		
	08/19/2014	BEE AND WASP KILLER	50.16		
	08/19/2014	PHONE/FAX/INTERNET/PLANT	123.47		
	08/19/2014	INTERNET - AUGUST 2014	106.57		
	08/20/2014	GLOVES FOR RR CLEANUP	69.70		
	08/20/2014	#1032 BRAKE PARTS	155.77		
	08/20/2014	OVERCHARGE REFUND ON NEUTRAL SWITCH	(500.00)		
	08/20/2014	SAFETY EQUIPMENT	566.66		
	08/20/2014	WORKING PLATFORM FOR ROOF LADDER	555.00		
	08/20/2014	LUMBER FOR MUNSON PARK	26.32		
	08/20/2014	1"X 1"X 1" U-BRANCH	100.25		
	08/20/2014	D.O. PROBE/SHIPPING REPAIR	13.88		
	08/20/2014	HYDRAULIC COUPLINGS FOR UNIT (1190)	234.22		
	08/20/2014	BEE AND WASP KILLER	75.54		
	08/20/2014	6" SCOOP	389.00		
	08/20/2014	INCIDENT COMMAND VEST KIT	294.35		

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	08/20/2014	CORE BIT	270.00		
	08/20/2014	BUISNESS SUMMIT 9-26-14	20.00		
	08/20/2014	HALOGEN LIGHT	9.99		
	08/20/2014	ANNUAL BUSINESS SUMMIT- DAN SWALLOW	20.00		
	08/20/2014	OIL FILTERS, WIPER BLADES FOR STOCK	82.98		
	08/20/2014	TONER, MAGENTA, CYAN & BLACK	349.63		
	08/20/2014	MISC	8.17		
	08/21/2014	CLARIFIER #3 SLUDGE VALVE	899.19		
	08/21/2014	MISC ELECTRICAL	323.87		
	08/21/2014	TERMINALS, RECEPTACLES	88.13		
	08/21/2014	LIFT STATION TERMINAL	40.99		
	08/21/2014	NOTEBOOK SCREEN CLEANING WIPES	9.31		
	08/21/2014	FUSES FOR SWITCHGEAR	690.00		
	08/21/2014	CAMERA/PBT BATTERIES	38.99		
	08/21/2014	MORTAR REPAIR, POLY SEAL	23.12		
	08/21/2014	PICKUP TOOL	54.97		
	08/21/2014	PBT/CAMERA BATTERIES	84.77		
	08/21/2014	MISC SUPPLIES	9.10		
	08/21/2014	COUPLING	26.08		
	08/21/2014	COLD PATCH	1,000.00		
	08/21/2014	1 1/2" NIPPLES	9.98		
	08/21/2014	COPIER SERVICE	51.94		
	08/21/2014	ADAPTER SOCKET, #2 BIT, CHAIN LINK	33.40		
	08/21/2014	FASTENERS	16.80		
	08/21/2014	QUICK ZINC LINK, BIT SET	47.32		
	08/21/2014	NEMA-1 ENCLOSURE	672.22		
	08/21/2014	RUBBER BOOTS	172.25		
	08/22/2014	GRILL BRUSH	18.47		
	08/22/2014	COMMUNITY PROMOTIONS - DRINKING DRIVING	425.00		
	08/22/2014	SAWZALL, BLADES, GLOVES, GLASSES, LIGHT, BITS	783.02		
	08/22/2014	GAS CAN, ELECTRIC TAPE, WASP KILLER	42.70		
	08/22/2014	AXEL SEAL AIRPORT TUG	24.89		
	08/22/2014	CEMENT	26.47		
	08/22/2014	MISC	2.98		
	08/22/2014	LIFT STATION UPS	31.83		
	08/22/2014	TRASH CAN LINERS FOR DOWNTOWN TRASH CANS	360.00		
	08/22/2014	WOOD, FASTENERS	83.00		
	08/22/2014	BATTERY STOCK	574.95		
	08/22/2014	RETURNED WRONG TYPE	(45.99)		
	08/22/2014	IN CAR VIDEO SYSTEM - DVDS	480.00		
	08/22/2014	A/C SWITCH #636	45.99		
	08/22/2014	TERMINAL BLOCKS - H.S. #11	42.54		
	08/22/2014	LANIER LD144 COPIER MAINT. 6/30-7/29/14	70.59		

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
	08/22/2014	FIRST AID KIT REFILL	134.35		
	08/22/2014	NYLON GLOVES	25.29		
	08/23/2014	GLUCOMETER TEST STRIPS	64.00		
	08/23/2014	(734) 384-9616 AIRPORT PHONE 8/1-31/14	171.47		
	08/23/2014	FOOD FOR RR CLEANUP	240.00		
	08/23/2014	FLASHLIGHT	30.56		
	08/23/2014	MULTIFOLD PAPER TOWELS	44.82		
	08/23/2014	TELEPHONE	41.87		
	08/25/2014	WEED KILLER	79.99		
	08/25/2014	BOLTS	23.00		
	08/25/2014	WIRE MARKERS	12.28		
	08/25/2014	METRORAIL TICKET - WASHINGTON DC	20.00		
	08/25/2014	DINNER - WASHINGTON DC: 8/25/2014	9.21		
	08/25/2014	FASTENERS, QUICK LINK	34.14		
	08/25/2014	AIR FILTER AIRPORT TUG	3.91		
	08/25/2014	MISC SUPPLIES	36.59		
	08/25/2014	WIRE PULLING ELLS	27.59		
	08/25/2014	GLOVES	29.46		
	08/25/2014	RVC TRUE UNION VALVE	136.88		
	08/25/2014	SPRAYER WAND	29.98		
	08/25/2014	SHOP SUPPLIES	26.60		
	08/25/2014	ELBOW, FASTENERS	11.77		
	08/26/2014	HOTEL - WASHINGTON DC - 8/25/2014	216.41		
	08/26/2014	REG BUSINESS SUMMIT - CLARK	20.00		
	08/26/2014	CERTIFICATION RENEWAL - YOUNT	95.00		
	08/26/2014	CREDIT - RETURNED ITEM.	(3.17)		
	08/26/2014	FIRE SUBURBAN	3.45		
	08/26/2014	LIGHTS FOR E-1	555.08		
	08/26/2014	MAINTENANCE VEHICLE - E 2	462.75		
TOTAL FOR: FIFTH THIRD BANK			<u>105,890.01</u>		
MISC	FLOYD, JAMES ALLEN 9/10/14	REIMBURSE LICENSE ENDORSEMENT CDL	60.00		
TOTAL FOR: FLOYD, JAMES ALLEN			<u>60.00</u>		
0000006390	GEOGRAPHIC INFORMATION SERVICES INC 3256	2014-15 Support Services Block	5,000.00		
TOTAL FOR: GEOGRAPHIC INFORMATION SERVICES INC			<u>5,000.00</u>		
0000006512	GLEASON CONSTRUCTION CO 9/4/14 FINAL	Sanitary Sewer Access Pit Excavation per 12/23/13 Council	7,900.50		
	9/4/14 FINAL	Monroe Street Water Main Replacement per 9/16/13 City Cou	9,968.00		
TOTAL FOR: GLEASON CONSTRUCTION CO			<u>17,868.50</u>		

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
MISC	GRACEPOINT UPCI 9/2/14	REFUND KEY DEPOSIT ST MARYS PARK 8-31-14	150.00		
TOTAL FOR: GRACEPOINT UPCI			150.00		
000006190	GV CEMENT CONTRACTING CO 9/5/14 EST # 1	West Fourth Street Sanitary Sewer and Paving per 6/16/14	114,215.72		
TOTAL FOR: GV CEMENT CONTRACTING CO			114,215.72		
000006391	HEALTH MANAGEMENT SYSTEMS OF AMERIC 6970914	EMPLOYEE ASSISTANT PROGRAM ADJUSTMENT	222.11		
TOTAL FOR: HEALTH MANAGEMENT SYSTEMS OF AMERIC			222.11		
000000591	HERKIMER RADIO SERVICE 80294	RADIO SERVICE AGREEMENT JULY 2014 - 2015	356.54		
TOTAL FOR: HERKIMER RADIO SERVICE			356.54		
000000654	INDUSTRIAL MOTOR SERVICES INC NS1837	NEW BALDOR MOTOR	967.84		
TOTAL FOR: INDUSTRIAL MOTOR SERVICES INC			967.84		
000006185	JAY'S SEPTIC TANK SERVICE 252993	HANDICAP PORTABLE UNIT SPECIAL EVENT 8/22-25/14	250.00		
TOTAL FOR: JAY'S SEPTIC TANK SERVICE			250.00		
000000696	JCI JONES CHEMICALS INC 631358	SODIUM HYPOCHLORITE PURCHASE	3,051.50		
TOTAL FOR: JCI JONES CHEMICALS INC			3,051.50		
000000731	KUSHNER & COMPANY INC. 50333	COBRA & FSA ADMINISTRATION FEES	299.23		
TOTAL FOR: KUSHNER & COMPANY INC.			299.23		
000006357	LAKESHORE ENERGY SERVICES LLC 200-1408-1934 8/14	GAS ALLOCATION FOR AUGUST 2014	1,691.36		
TOTAL FOR: LAKESHORE ENERGY SERVICES LLC			1,691.36		
000006337	LANZO LINING SERVICES INC FL 9/5/14 FINAL	2013 Sanitary Sewer Rehabilitation Program per 6/17/13 Co	20,310.70		
TOTAL FOR: LANZO LINING SERVICES INC FL			20,310.70		
000000746	LAROY DOOR & CONTRACTING 40216	TORSION SPRING JONES AVE DOOR #3	512.00		
TOTAL FOR: LAROY DOOR & CONTRACTING			512.00		
000006472	LEGAL SERVICES OF SOUTH CENTRAL MI 8/5/14	LEGAL SERVICES PER CDBG SUBRECIPIENT AGREEMENT	3,400.00		

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
TOTAL FOR: LEGAL SERVICES OF SOUTH CENTRAL MI			3,400.00		
0000006510	M TECH COMPANY IN142258	CAMERA REPAIR	2,153.48		
TOTAL FOR: M TECH COMPANY			2,153.48		
0000000818	SHARON C MALOTKY 9/3/14	BATTERIES FOR PORTABLE RECORDER	6.34		
TOTAL FOR: SHARON C MALOTKY			6.34		
0000006498	MERIDIAN RESTORATION LLC 9/1/14	FILTER CHAMBER REHABILITATION - WATER PLANT PER 8/5/13 CO	7,932.65		
TOTAL FOR: MERIDIAN RESTORATION LLC			7,932.65		
0000000638	MICHIGAN AMATEUR 14-144	SOFTBALL ASSN 2014 FALL TEAM REGISTRATIONS (32)	672.00		
TOTAL FOR: MICHIGAN AMATEUR SOFTBALL ASSN			672.00		
0000001581	MICHIGAN METER TECHNOLOGY GRP INC 92093	METER ADAPTER PAIR 5/8 X 3/4 TO 1" SPUD SIZE & LENGTH	574.50		
	92235	5/8" STR METER COUPLING X 3/4"MIPT NO LEAD	402.80		
	92303	3/4"& 1" RUBBER WASHERS (1/8")	289.14		
TOTAL FOR: MICHIGAN METER TECHNOLOGY GRP INC			1,266.44		
0000001381	MICHIGAN STATE UNIVERSITY 9/4/14	POLICE EXECUTIVE DEVELOPMENT SEMINAR	395.00		
	9/4/14	POLICE EXECUTIVE DEVELOPMENT SEMINAR	395.00		
TOTAL FOR: MICHIGAN STATE UNIVERSITY			790.00		
0000000854	MONROE COUNTY BUSINESS 21055	ECONOMIC DEVELOPMENT & JOB CREATION	10,000.00		
TOTAL FOR: MONROE COUNTY BUSINESS			10,000.00		
0000000847	MONROE COUNTY COMMUNITY CREDIT UNIO MCCCU015	COLLECTION FEES JUNE 2014	3,676.25		
	MCCCU016	COLLECTION FEES JULY 2014	2,572.75		
	MCCCU017	COLLECTION FEES AUGUST 2014	2,511.25		
TOTAL FOR: MONROE COUNTY COMMUNITY CREDIT UNIO			8,760.25		
0000005684	COUNTY OF MONROE PRINTING 0714-576-27	PRINTING BUSINESS CARDS FOR 2	105.00		
	714-576-26	PADS OF 50 / 4.25 X 5.5 #20 BOND GREEN	45.82		
	714-576-27	PLEA AGREEMENTS & DISMISSAL FORMS	307.39		
TOTAL FOR: COUNTY OF MONROE PRINTING			458.21		
0000000866	MONROE FENCING COMPANY INC 11216	REPAIR BARBED WIRE AND C-WAY BABRARMS WATER TOWER FENCE	375.00		

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
TOTAL FOR: MONROE FENCING COMPANY INC			375.00		
0000000870	MONROE INDUSTRIAL SUPPLY CO 38-1124	KITCHEN ROLL TOWELS, SCOTT WIPE ALL & GLASS CLEANER	356.00		
TOTAL FOR: MONROE INDUSTRIAL SUPPLY CO			356.00		
0000000877	MONROE PUBLISHING CO 336971 337371	RIVER CLEAN UP	2,554.06		
TOTAL FOR: MONROE PUBLISHING CO			2,554.06		
000000838B	CITY OF MONROE ELMA20501 0814	ELMA-000205-0000-01 205 W ELM 8/12/14	1,583.67		
	MAP104701 0714	MAP -001047-0000-01 1047 MAPLE 8/5/14	10.02		
	MONR10102 0814	MONR-000101-0000-02 101 N MONROE 8/12/14	10.02		
TOTAL FOR: CITY OF MONROE			1,603.71		
0000006110	RON NOEL LAWN SERVICE				
	8	MOWING 19 WINCHESTER AUGUST 2014	200.00		
	8	MOWING 1305 E FRONT ST 8/26/14	100.00		
	8	2014-2018 LAWN MAINTENANCE CONTRACT - WORK GROUP A,C, AND	7,250.00		
	8	2014-2018 LAWN MAINTENANCE CONTRACT - WORK GROUP A,C, AND	7,250.00		
	8	31 YARDS OF MULCH 8/1 & 8/5/14	837.00		
	8	2014-2018 Lawn Maintenance Contract - Work Group A,C, and	1,450.00		
TOTAL FOR: RON NOEL LAWN SERVICE			17,087.00		
0000000956	NOLLENBERGER TRUCK CENTER INC 28551	ENGINE REPAIRS TO STREET SWEEPER UNIT #636	1,130.53		
TOTAL FOR: NOLLENBERGER TRUCK CENTER INC			1,130.53		
0000006442	PHOENIX SAFETY OUTFITTERS LLC SI-54152	3 sets of turnout gear	5,394.00		
TOTAL FOR: PHOENIX SAFETY OUTFITTERS LLC			5,394.00		
0000006596	PREMIER PEST MANAGEMENT 107237	Bed Bug Treatment at Navarre Library, 1135 E. Second St.	1,072.50		
TOTAL FOR: PREMIER PEST MANAGEMENT			1,072.50		
0000001032	PRINTING SYSTEMS INC 86478	UB Billing forms and envelopes	1,329.52		
	86573	ENVELOPES #10 GRAY WOVE ENGINEERING	227.64		
	86640	UB BILLING FORMS AND ENVELOPES	1,520.15		
TOTAL FOR: PRINTING SYSTEMS INC			3,077.31		
0000006473	PULSAR ELECTRONICS INC 78908	Replacement Fire Alarm System @ Sawyer House	4,376.00		

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
TOTAL FOR: PULSAR ELECTRONICS INC			4,376.00		
0000001062	READY HELLER & READY LLP 9/4/14	SERVICES RENDERED OCTOBER 2014 FILE # TDR-0661-07	11,500.00		
TOTAL FOR: READY HELLER & READY LLP			11,500.00		
MISC	SERVICELINK, LLC 09/09/2014	ZWARKA - 49-00138-000	161.64		
TOTAL FOR: SERVICELINK, LLC			161.64		
0000001123	SIGNATURE FORD LINCOLN MERCURY 7861Q	2015 Utility Interceptor All Wheel Drive Public Safety Pa	26,615.00		
TOTAL FOR: SIGNATURE FORD LINCOLN MERCURY			26,615.00		
MISC	SMITH, DARIOUS 8/26/14	FALL BALL TEAM WITHDREW PAYMENT APPLIED TO SMITH	325.00		
TOTAL FOR: SMITH, DARIOUS			325.00		
0000004895	STONECO OF MICHIGAN-DENNISTON 833099	STONE FOR BACKFILL	227.87		
TOTAL FOR: STONECO OF MICHIGAN-DENNISTON			227.87		
0000006561	T S P SERVICES INC I14025-01	HYDROFLUOSILICIC ACID TANK REMOVAL AND REPLACEMENT	45,510.00		
TOTAL FOR: T S P SERVICES INC			45,510.00		
0000006559	U S LAWNS				
	2362	2014-201 Lawn Maintenance Contract - Work Groups B and E	3,187.50		
	2363	MOWING VARIOUS PROPERTIES 8/6/14	210.00		
	2364	MOWING VARIOUS PROPERTIES 8/7/14	315.00		
	2365	MOWING VARIOUS PROPERTIES 8/9/14	140.00		
	2396	MOWING VARIOUS PROPERTIES 8/26/14	168.75		
	2397	MOWING VARIOUS PROPERTIES 8/26/14	350.00		
	2398	MOWING 1107 E THIRD 8/28/14	45.00		
	2399	MOWING VARIOUS PROPERTIES 8/28/14	350.00		
TOTAL FOR: U S LAWNS			4,766.25		
0000006589	UNCONVENTIONAL SOLUTIONS INC 14309	EPOXY PRIMER & STRAND MAT FOR REPAIR OF DPS ROOF	1,442.40		
TOTAL FOR: UNCONVENTIONAL SOLUTIONS INC			1,442.40		
0000001289	UNITED STATES POSTAL SERVICE 8/20/14	PERMIT FEE TYPE PI # 910	220.00		
TOTAL FOR: UNITED STATES POSTAL SERVICE			220.00		
0000001290	US POSTAL SERVICE 9/10/14	PITNEY BOWES POSTAGE	5,000.00		

Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
TOTAL FOR: US POSTAL SERVICE			5,000.00		
0000001346	WHITAKER, DARRICK 8/28/14	ELECTRICAL INSPECTIONS MILEAGE	67.76		
TOTAL FOR: WHITAKER, DARRICK			67.76		
0000006447	WILLIAMS PAINTING CO 8/26/14	FIX Program 426 Winchester Council Approved 10/21/13	10,910.00		
TOTAL FOR: WILLIAMS PAINTING CO			10,910.00		
0000006278	WORLD CLASS LANDSCAPING 1503	2013-2015 BALL FIELD MAINTENANCE CONTRACT - SUMMER / FALL	1,595.60		
	1504	2013-2015 CUSTODIAL SERVICES CONTRACT - SUMMER / FALL 201	4,341.75		
TOTAL FOR: WORLD CLASS LANDSCAPING			5,937.35		
TOTAL - ALL VENDORS			631,311.31		

Balance Detail Report
City Of Monroe
09/ 11/ 2014 08:44

Account: [REDACTED] Checking - General - USD Report On: Previous Day Data
 Start Date: 08/ 27/ 2014 00:00 Transaction Groups: ACH Debit
 End Date: 09/ 06/ 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
08/27/2014	ACH Debit Received		100100292734		378.90
	Description: CITYOFMONR 1243 EXPRSCRIPT 3860046383 082714 OFFSET TRANSACTION				
08/28/2014	ACH Debit Received		100102581172		150.00
	Description: BANKSERV - ACH 1190000836 C3APAX RTNS REIMB 362206501 MONROECITYUTILMI 082814				
08/29/2014	ACH Debit Received		100107394501		17,398.33
	Description: CITYOFMONR 1243 TAX TRANS 3860046383 082914 OFFSET TRANSACTION				
09/03/2014	ACH Debit Received		100106935762		31.39
	Description: RETURN SETTLE RETURN 12038 090314				
09/03/2014	ACH Debit Received		100106462582		153.75
	Description: GLOBAL PAYMENTS BANKCARD PROCESSING GLOBAL STL 601101434472831 CITY OF MONROE 090314				
09/03/2014	ACH Debit Received		100102568482		320,455.00
	Description: BCBS Michigan ASC 007006055 CITY OF MONROE 090314				
09/05/2014	ACH Debit Received		100101340347		60.87
	Description: AMERICAN EXPRESS PAYMENT DATE 14248 AXP DISCNT 3211780184 CITY OF MONR3211780184 090514				
09/05/2014	ACH Debit Received		100103022196		247.62
	Description: BANKSERV - ACH 1190000836 C3APAX RTNS REIMB 363210168 MONROECITYUTILMI 090514				
			Credits	Debits	
Total Amount			0.00	338,875.86	
Total Number of Items			0	8	

Confidential

Balance Detail Report
 City Of Monroe
 09/11/2014 08:46

Account XXXXXXXXXX Checking - Payroll - Report On: Previous Day Data
 USD
 Start Date: 08/27/2014 00:00 Transaction Groups: ACH Debit
 End Date: 09/06/2014 23:59 ZBA Display: Both Credit and Debit
 Sorted By: Account Number, Date, Credit/ Debit
 Orientation: Portrait

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

Account XXXXXXXXXX - Checking - Payroll - USD

Date	Transaction Type	Customer Ref. #	Bank Ref. #	Credit Amount	Debit Amount
08/28/2014	ACH Debit Received		100106364169		192.31
	Description: FUNDS TRANSFER TO CK: XXXXXX7018 REF # 00627637063				
08/28/2014	ACH Debit Received		100103575139		2,067.36
	Description: CITYOFMONR 9653 CHILD SUPP 3860046380 082814 OFFSET TRANSACTION				
08/28/2014	ACH Debit Received		100103575136		2,429.70
	Description: CITYOFMONR 9653 NWRS 457 3860046380 082814 OFFSET TRANSACTION				
08/28/2014	ACH Debit Received		100103575133		2,593.42
	Description: CITYOFMONR 9653 DUES 3860046380 082814 OFFSET TRANSACTION				
08/28/2014	ACH Debit Received		100103575122		3,541.44
	Description: CITYOFMONR 9653 RHS 3860046380 082814 OFFSET TRANSACTION				
08/28/2014	ACH Debit Received		100103575121		5,059.20
	Description: CITYOFMONR 9653 RHCF 3860046380 082814 OFFSET TRANSACTION				
08/28/2014	ACH Debit Received		100103575135		10,451.59
	Description: CITYOFMONR 9653 ICMA 457 3860046380 082814 OFFSET TRANSACTION				
08/28/2014	ACH Debit Received		100103575131		76,307.46
	Description: CITYOFMONR 9653 PENSION 3860046380 082814 OFFSET TRANSACTION				
08/28/2014	ACH Debit Received		100103575120		228,806.26
	Description: CITYOFMONR 9653 PAYROLL 3860046380 082814 OFFSET TRANSACTION				
08/29/2014	ACH Debit Received		100105748706		6,934.31
	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 082914				
09/03/2014	ACH Debit Received		100106935791		84,151.60
	Description: CITYOFMONR 9653 TAX PYMT 3860046380 090314 OFFSET TRANSACTION				
			Credits	Debits	
Total Amount			0.00	422,534.65	
Total Number of Items			0	11	

Confidential

PROCLAMATION

- WHEREAS,** it is an honor and privilege that the Mayor and City Council have been given this opportunity to pay tribute to Chief Manuel Hoskins; and
- WHEREAS,** Chief Manuel Hoskins began his career as a firefighter with the City of Monroe on August 31, 1989. He was promoted to Fire Sergeant on March 24, 2005, and Fire Lieutenant on August 11, 2008. He was promoted to Fire Chief on November 21, 2011; and
- WHEREAS,** Chief Hoskins has worked diligently to improve the quality of fire service in our community for over 25 years; and
- WHEREAS,** during his tenure as Chief he has had many accomplishments; and
- WHEREAS,** because of his leadership, integrity, and dedication to serving the citizens of Monroe, their lives have been richer and their community a safer place to live; and
- WHEREAS,** Chief Hoskins has brought honor to his community, his family, as well as to himself, by exemplifying those qualities that a role model contributes to the shaping of today's youth and future community leaders and we have been extremely proud and honored to have Chief Manuel Hoskins represent the City of Monroe, the Monroe Fire Department, and the Division of Public Safety.

NOW, THEREFORE, I, Robert E. Clark, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim September 15, 2014, as "MANUEL HOSKINS DAY" in Monroe, and we take this opportunity to commend and recognize the many contributions Manuel has made to this community and we are pleased to offer him our congratulations on his retirement and we wish him continued health, happiness, and prosperity.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 15th day of September 2014.

Robert E. Clark, Mayor

Council Members:

Jeffery A. Hensley, Precinct 1

John Iacoangeli, Precinct 2

Kellie M. Vining, Precinct 3

Jeremy J. Molenda, Precinct 4

Gloria Rafko, Precinct 5

William D. Sisk, Precinct 6

PROCLAMATION

WHEREAS, Halloween is known as a time for merrymaking for children in particular, when they dress in varying costumes as princesses, action heroes, ghosts, and witches; and

WHEREAS, the City Council sets aside October 31st, for the merry-makers to enjoy themselves in their festive and eerie costumes for the purpose of Trick-or-Treat; and

WHEREAS, it is for the safety and welfare of our children and the citizenry at large that the time be limited.

NOW, THEREFORE, I, Robert E. Clark, Mayor of the City of Monroe, with the support of City Council, do hereby proclaim the night of Friday, October 31, 2014, between the hours of 6:30 p.m. and 8:00 p.m., as Halloween Trick-or-Treat night.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 15th day of September 2014.

Council Members:

Jeffery A. Hensley, Precinct 1

Kellie M. Vining, Precinct 3

Gloria Rafko, Precinct 5

Robert E. Clark, Mayor

John Iacoangeli, Precinct 2

Jeremy J. Molenda, Precinct 4

William D. Sisk, Precinct 6

September 8, 2014

Honorable Mayor Clark and City Council
c/o Patrick Lewis, City Engineer
City of Monroe
120 East First Street
Monroe, MI 48161

RE: Sanitary Sewer Assessment for 321 West Fourth Street

Dear Mayor and Council:

I have spoken with Mr. Lewis, your City Engineer, over the past week regarding the special assessment district for the new sanitary sewer serving properties along West Fourth Street. While I recognize and appreciate the need for this new sewer to serve the adjacent homes and to replace existing private sewer lines, I am writing to ask for some relief with respect to my property assessment. I understand that most homes had their house leads connected to the new sewer in the street as a part of the project, but the leads from both my property and that of 317 West Fourth were not, as they route to the rear. The property is not currently experiencing any sewer issues, so until it does, we will not reconnect the lead to the new sewer, and will not benefit from it at this time. Since the property is used for 3 rental units, we will be paying over \$14,000 over 10 year, and I have already made one payment.

Mr. Lewis indicated to me that since the district has already been confirmed, only 2 options remain for me to appeal. These options are to ask either to have the number of residential units reduced, or to allow the remainder of the assessable balance to be deferred until the property is actually connected to the new sewer in the future. I would respectfully ask you to consider either of these options to allow me to begin saving for this future expense. Thank you very much.

Sincerely,



Frieda Sauro

RECEIVED

SEP - 8 2014

MAYOR'S OFFICE

178



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: GEOGRAPHIC INFORMATION SYSTEM TREE LAYER DEVELOPMENT – PROFESSIONAL SERVICES AWARD

DISCUSSION: Since 2004, the Engineering Department has been maintaining the City's Geographic Information System (GIS) for the benefit of nearly every City department. This system integrates property data, utility data, aerial photos, flood hazard maps, and other layers into a common mapping tool that has resulted in a significant increase in efficiency for City staff. In late 2012, this system was revamped and is now Amazon cloud-hosted with a Silverlight viewer, and its non-utility layers are now available for public use through the City's web site. We are also nearing completion of a very large project to incorporate utility data in the townships served by our water and wastewater systems, which is expected to be functional by the end of 2014 at the latest. As a part of the 2013-14 Capital Improvements Program, \$50,000 was also set aside for the development of additional GIS layers needed to assist the Department of Public Services in its maintenance responsibilities in both urban forestry and signs, with \$15,000 set aside from the Major Street Fund, \$15,000 from the Local Street Fund, and \$20,000 from the General Fund. While we had intended to proceed with this work in 2013-14, the staff demands of the utility GIS project in the township areas proved extensive. With completion of that work impending, we are now ready to continue with other layers, starting with the tree inventory first.

The Department of Engineering and Public Services Department prepared the attached Request for Proposals (RFP), which was posted on the Michigan Intergovernmental Trade Network (MITN) on July 23. Seven (7) firms provided proposals to the City, and were reviewed by a selection team consisting of the City's GIS-CAD Section Leader, the Director of Engineering and Public Services, the Director of Economic and Community Development, the Superintendent of Public Services, and Forestry Supervisor. The submitted project costs for the vendors ranged from \$74,975 to \$237,871, though only 15% of the selection was based on cost, and none of the vendors submitted a total price that was within the project budget. While there were several excellent proposals, the team agreed on the Remote Sensing and Geographic Information Systems (RS & GIS) group operating through Michigan State University (MSU), based on their combination of forestry background and GIS capabilities. In addition, while their proposed price of \$99,720 was higher than two other firms, they plan to collect all data along public rights-of-way through the Light Detection and Ranging (LiDAR) process, which will also result in them already having collected the necessary background data for the sign inventory, and not only adds significant value but further justifies the Major and Local Street Fund contributions to the project.

Unfortunately, since only \$50,000 has been set aside at this time for the project, the City must allocate additional funds to complete all work. Fortunately, per discussions with the MSU project team and per the attached two-page budget summary, they have agreed to split work into two (2) phases, with the first being the LiDAR collection, related processing, and portions of other tasks for a total of \$50,000, equal to our present available funding. Simultaneously with this award, we have also submitted a grant application (attached) through the Michigan Department of Natural Resources Community Forestry Grant Program, which could provide up to \$20,000 for the second phase that includes remaining data extraction, field inventory, and final deliverables. This second phase will still require an additional \$29,720 in City funding, plus approximately \$5,000 in integration costs from our standard system vendor. While ideally these match monies should be provided concurrently with the grant award (expected by late October if awarded), MSU has agreed to proceed to the second phase as long as they have budget assurances, so the remaining funds could be committed as a part of the 2015-16 Capital Improvements Program as well, since our commitment would be made by the end of February 2015. As such, the Engineering Department is recommending that Phase One be awarded now to the MSU RS & GIS team now, and will submit the grant application and report back on needed expenditures for Phase Two when necessary and appropriate.

IT IS RECOMMENDED that a professional services award be made to the Remote Sensing and GIS Research and Outreach Services at Michigan State University for Phase One of the above work in the amount of up to \$50,000, and that the Director of Engineering and Public Services be authorized to execute any necessary agreement documents on behalf of the City.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Data collection needs to occur prior to loss of leaves to meet required schedule

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Engineering and Public Services Department, adjacent residents, parks and properties users, streets users, community at large

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$104,720*
	Cost of This Project Approval	\$50,000
	Related Annual Operating Cost	\$N/A
	Increased Revenue Expected/Year	\$N/A

*Includes Phase One (\$50,000) and Phase Two (\$49,720) from this consultant, and roughly \$5,000 in integration costs.

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	Major Street Fund	202-60.451-818.020 14C10	\$15,000
	Local Street Fund	203-60.451-818.020 14C10	\$15,000
	General Fund	401-95.468-818.020 14C10	\$20,000

Other Funds

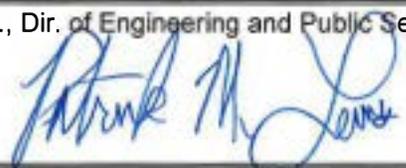
Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Dir. of Engineering and Public Services **DATE:** 09/08/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: September 15, 2014



CITY OF MONROE REQUEST FOR PROPOSALS GEOGRAPHIC INFORMATION SYSTEM TREE LAYER DEVELOPMENT

1. Purpose of Work / Project Background:

The City of Monroe presently maintains a Geographic Information System (GIS) for all areas within the City limits, and this platform is ESRI-based. Present primary layer data include property parcels, utilities, aerial photos, flood plain mapping, building footprint, and other related and ancillary layers. The GIS viewer is available online to the public at <https://cityofmonroegis.monroemi.gov/Apps/GISViewer>, though utility layers are accessible only by city staff with username and password protection. The City is presently using ESRI ArcGIS 10.2.1, and the system is hosted through the Amazon Cloud with a Silverlight Viewer. Existing attributes are generally in shapefile format and data is stored at the City of Monroe.

The City of Monroe maintains a large urban forestry program along City rights-of-way, including the portions of US-24, M-125, and M-50 within the City limits, and within other City-owned and City-operated properties throughout the City limits. At this time, the City is soliciting proposals for data collection and overall system integration necessary to create a tree inventory layer within the GIS system covering all of these areas. Proposals will be accepted from single firms or teams of firms, with only one proposal accepted per project team. This request has been placed on the Michigan Intergovernmental Trade Network (MITN), and all clarifications or changes will be posted on that site as well.

2. Scope of Work:

The selected vendor for this project will be expected to develop a tree inventory layer including all relevant features as appropriate. Vendor shall utilize existing base aerial mapping, road centerline files, building footprint data, and parcel data that will be provided by the City of Monroe through its existing GIS system. Vendor shall target each tree using Global Positioning System (GPS) coordinates within a horizontal accuracy of two (2) foot maximum, best available vertical accuracy, and shall use the results in combination with existing aerial photos when appropriate to establish the new layer. The services of a professional arborist, or equivalent, will be required for those activities that cannot be ascertained by untrained field staff alone. At a minimum, the following attributes (or their equivalent) should be included in the layer data and should be collected by the vendor:

- Species (common and scientific name)
- Height
- Girth (Diameter at Breast Height)
- Crown Spread
- Plant date (will be left blank for existing but field added for later use)
- Last trim date (will be left blank for existing but field added for later use)
- Condition / Health
- Site Characteristics (proximity to overhead lines utilities, narrow terrace, high likelihood of salt exposure, high traffic exposure, etc.)
- Hazard Potential
- Grate Present
- Planting Space (locations in commercial areas where there are empty grates or wells)
- Photo / Date (optional – please specify cost differential to perform this work)

Other attributes may be suggested by the vendor as a part of their proposals as may be seen to be advantageous to the City, and these may be considered in the final selection. Vendor shall develop database in such a fashion that users can search for particular attributes above (in particular species, height, girth, condition / health, and hazard potential). The scope of work will include all necessary and appropriate progress meetings as frequently as weekly with the City of Monroe staff, primarily Gerald Roberts, GIS-CAD Section Leader, and Shana Hayter, City Forestry Supervisor.

The City does not have an accurate numerical estimate of the number of City trees within City facilities, rights-of-way, and State highway rights-of-way. However, based on an average spacing of 50 feet (both sides of roadway) on 83 miles of City roadway, this could result in as many as 17,500 trees in City rights-of-way alone, though some roadways do not have a consistent canopy. For the purposes of preparing proposals, vendors should assume that up to 20,000 trees may need to be collected, and if this number is exceeded, a proportionate adjustment will be made to the contract as mutually agreed upon.

Upon conclusion of the project, vendor shall prepare a summary closeout report detailing the symbology used in establishing the layers, and summarizing basic parameters collected (i.e. percentage of each size of tree, species breakdown, etc.) with the understanding that such a report will be used by City staff as a working document.

Vendors should feel free to use wide latitude in suggesting alternate and / or additional scopes of work in their work plans that could accomplish the same general goals as those stated within this RFP, or could provide enhanced services that might be deemed to be desirable to the City. Inclusion of these will in no way obligate the City to accept them as a part of the final awarded proposal, and in keeping with this, vendors shall clearly delineate the add / deduct costs for such alternates in their proposals.

3. Supporting Documentation

The following documents are available for review, either for use in preparing project work plans or following consultant award, and have been posted on MITN. Parties interested in obtaining printed copies of these items will be charged appropriate copy charges by the Engineering Department. Contact City of Monroe Engineering Department, 120 East First Street, Monroe, MI 48161, (734) 384-9126, Monday through Friday, 8:00 A.M. to 4:30 P.M., or email gerald.roberts@monroemi.gov.

- a. Map of City-Owned Properties
- b. Inventory of streets under the jurisdiction of the City of Monroe

In addition to the properties and rights-of-way detailed above in a) and b), vendor is reminded that trees within the rights-of-way of US-24, M-125, and M-50 within the City (approximately 4 miles) will be collected as well. Areas of City-owned properties at Munson Park, Custer Airport, Oak Forest Park (located south of Northridge Drive and east of Donnalee Drive), and the property located east of Michigan Avenue and north of the easterly extension of Greenwood Avenue that are clearly in a dense wooded state will not be included in this inventory at this time.

4. Pre-Proposal Meetings:

There will not be a scheduled pre-proposal conference. Upon request of the City, prospective vendors may be provided with a temporary username and password that can be used to access the full functionality of the City's web site for use in preparing proposals. Should prospective vendors desire, the GIS-CAD Section Leader can assist in answering questions regarding the

existing system as well, but no formal questions on the proposals can be answered by this individual after the deadline for questions has passed.

5. Schedule:

It is anticipated that the Engineering Department will recommend an award to the Monroe City Council at either the September 2 or September 15 regular City Council meetings. Consultant should be prepared to commence work activities as soon as possible following award, and complete all work activities within one (1) year of award. Additional favorable consideration may be given to firms indicating a significantly shorter time frame in their proposals, though this will not be the sole determining factor in the award of any proposal. It is expected that data collection (particularly health and series identification) on at least a sample area will occur prior to November 2014 (loss of leaves) for City staff internal review of collection policies and potential adjustments prior to completion of the entire work area.

6. Layer Integration:

The City, through its general use GIS consultant, will be responsible for the integration of new layers with the City's existing online GIS system in past years, and for consistency and continuity purposes, the City desires that this remain the case for this tree layer as well. The selected vendor for this tree layer will be responsible for delivering all end products to the City staff, who will coordinate this integration.

7. Proposal Submission:

The successful vendor must have extensive experience in similar projects including, but not limited to, GIS development with specific focus on ESRI-based systems, previous layer development experience, field survey experience, and must engage the services of a professional arborist or equivalent to determine appropriate level of maintenance and to properly catalog tree attributes. Additional consideration will be given to those vendors that are members of the ESRI Partner Network.

A complete listing of all fees for service shall be provided, including hourly employee rates (including overtime if applicable), mileage charges, and a description of any additional fees and reimbursable expenses. As the City plans to use the professional services agreement form provided by the consultant in lieu of a standard form of its own, consultant shall provide this with the submittal as well. Liability insurance must be provided by the consultant in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, and evidence of this should be submitted in the proposal. **Proposals shall include an overall "Not to Exceed" fee for the entire Scope of Work defined in Section 2 of this Request for Proposals, which includes all work.**

The proposal shall consist of as few pages as possible, and shall include, at a minimum, a listing of available project personnel with resumes and listing of qualifications, certifications, and general experience, description of staff availability, statement of experience on similar projects, listing of quality control / quality assurance procedures, work plan, schedule, and any other relevant information. In no case shall proposals exceed 25 pages, excluding resumes, insurance certificate, and example professional services agreement form.

Questions on this RFP must be submitted in writing via fax or email by the close of business (4:30 P.M.) on Friday, August 1, 2014. No phone call responses to questions will be provided. It is recommended that all consultants desiring to submit proposals for review notify the City of Monroe in writing or via email of their intention no later than this date, to ensure that all interested consultants will directly receive emailed answers to questions raised. Responses to all questions will be sent to all consultants that have notified the City of Monroe of their intention

to submit by the close of business on Tuesday, August 5, 2014, and the responses and / or any revisions to the RFP will be sent to all of these consultants and posted to the Michigan Intergovernmental Trade Network (MITN). Questions should be submitted to Patrick M. Lewis, P.E., Director of Engineering and Public Services, 120 East First Street, Monroe, MI 48161 or email patrick.lewis@monroemi.gov.

Six (6) original submittals are due by 10:00 A.M. on Monday, August 18, 2014 to the office of the Clerk-Treasurer, where a public acknowledgement of their submission will be made, but pricing will not be read. Proposals will be available for public inspection for a short time following their opening, and subsequently upon request to the Clerk-Treasurer. The Engineering Department plans to award a contract at the September 2, 2014 City Council meeting, but submitting firms should be aware that it is possible this award could be delayed until the September 15 City Council meeting if additional time is desired to review proposals.

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

8. Costs:

All prices shall be quoted in U.S. dollars. If any uncertainty exists, quote estimated cost or a range of costs. Unless respondents specifically note otherwise, any and all quoted prices will be considered firm through the completion of all contract work, or December 31, 2015, whichever is later. A "Not to Exceed" price should be supplied for all of the required work activities. Cost will not be the sole determining factor, but will be considered as a part of the consultant selection. Additionally, the City shall reserve the right to award or omit any components delineated within the selected proposal, and to negotiate with the selected vendor to modify the scope of work prior to or after award in its sole best interest.

9. Selection Process:

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

- Understanding of Service 0-25 points
- Past Experience on similar projects 0-25 points
- Work Plan (includes personnel availability) 0-25 points
- Local Project Experience / Familiarity 0-10 points
- Cost 0-15 points

The selection team will consist of, at a minimum, the City GIS-CAD Section Leader and Director of Engineering and Public Services. The City also reserves the right to include additional City representatives or those from other relevant partner agencies in its sole best interest.

City of Monroe GIS Tree Layer Development

Response to Questions - Issued August 5, 2014

Questions in black font, answers are in red font

- Is the City of Monroe's general use GIS consultant allowed to pursue this project?
Any qualified bidder is allowed to bid on the City of Monroe GIS/Tree Layer Project.
- Is the 2010 aerial imagery the most recent aerial imagery dataset available to the city?
Yes, we partner with SEMCOG/Monroe County and our new imagery is scheduled to be flown in spring 2015 (every 5 years).
- Is the raw stereo-imagery (not the ortho-rectified tiles or mosaic) and aerial triangulation available for use by the selected consultant and if so in what format ie.TIFF images?
No the raw stereo-imagery was never part of the deliverable from SEMCOG in 2010.
- Will the City want some, or all, of the trees to be tagged in any way, or will the GIS and parcel data, coupled with discrete ID numbers be sufficient?
No, we will not be tagging any trees; the I.D. within the GIS/Tree Layer data will be acceptable.
- Will the resulting database be only for the City's internal use or will you want a database that allows online public access?
We will expect the deliverable of a shapefile and/or geodatabase format of the completed GIS/Tree Layer Project. The City of Monroe will complete the process of getting the data into the GIS Online viewer.
- Are right-of-way and property shape files available?
The shape files will be made available to the awarded consultant. For the purpose of putting together a bid proposal use the online GIS viewer.
- What are the temporary username and password?
The temporary password to access GIS data from the online viewer is:
username: Tree Layer
Password: Monroe14
- What other professionals does the city consider equivalent to a certified Arborist?
Upon further review, the City does not have a specific alternate in mind, so for the purposes of preparation of proposals, vendors should assume that a certified Arborist must be used.
- Is there a minimum size tree (diameter at breast height) that must be surveyed?
Typically, the City of Monroe will not plant any species smaller than 2" caliper, but for the purposes of proposal preparation, please assume 1-1/2" caliper will be the minimum size that will need to be surveyed.
- Is vertical elevation required?
No.

- Why is the City requesting a tree inventory be performed?**
 As the City maintains a large urban forestry program, we are interested in developing an inventory to assist with a wide variety of long-range planning, such as infill tree planting, species diversification, future trimming and removal schedules, etc.
- What is the City's classification for a landmark tree?**
 The City has no such classification within our program, and the RFP does not reference such an item.
- Are trees in parks and the airport that are not in a dense wooded state included in this inventory?**
 Yes, the City is interested in inventorying trees that stand alone and serve a purpose for those facilities other than being a component of a woodland area, with the thought being that these are maintained for landscaping, beautification, etc., rather than as a part of a passive woodland area. Long-term species tracking, planting, replacement, etc. would be impractical in such large wooded areas.
- For the purposes of this project, what is the City of Monroe's definition of a tree? Is this species-based or height-based? For example, in park areas, there may be a tree that is only a couple feet high growing naturally. Will this be considered an urban tree? Another example would be a shrub species that has a tree growth form. Would this be considered a tree?**
 Generally speaking, species that are by definition not trees but may take a tree growth form would not be considered to be a tree. For the purposes of this proposal, the City will require inventory of all non-shrub species that are at least five (5) feet in height.
- Can you confirm that sidewalk mark the boundary of the right-of-way in residential areas when they are present? What is the City's demarcation / distance for identifying the right-of-way if sidewalks are not present?**
 Generally, the City's sidewalks are installed roughly 1 foot inside of the public right-of-way line, so this line will generally mark the collection boundary. However, where walks do not exist, and where this distance varies, vendors should rely upon the property lines within the City's existing GIS.
- There is a required attribute in the RFP termed "Planting Space" that seems to refer to be potential space for planting a tree if infrastructure is present (e.g., open grate or well). This looks as though it should be a separate point feature class rather than an attribute for an existing tree. If this is the case, is there an estimate of the number of these features? Please elaborate**
 Generally, this will be a separate point feature class rather than an attribute for an existing tree. For the most part, these open grates / wells occur only within the central business district (bounded by Smith Street, Third Street, Scott Street, and the River Raisin) and the Winchester Street business corridor (within one block of Winchester Street between Fourth and Front Streets). For the purposes of this proposal, the number will be 200 or less.
- Are trees planted around the City buildings but out of the right-of-way included in this inventory?**
 Yes, and a listing of City-owned properties was included as an attachment to the RFP.



Proposal:
City of Monroe, MI GIS Tree Layer Development

Services to be rendered by

Remote Sensing & GIS Research and Outreach Services

Michigan State University

673 Auditorium Road

East Lansing, MI 48824

Phone: 517.432.0879

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Data Collection Manager: Robert Goodwin, GISP

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For

City of Monroe, Michigan

Michelle J. LaVoy

Clerk-Treasurer

120 East First Street

Monroe, MI 48161

August 15, 2014

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Project Description

The historic City of Monroe wishes to expand its existing GIS to integrate all trees located in their Rights-of-Way and on City-owned properties. This involves the creation of an in-depth tree inventory layer containing accurate geographic coordinates and detailed attribution for integration into their existing Esri-based GIS platform.

This proposal is in response to the GIS Tree Layer Development RFP. In the RFP, the City has asked that the selected vendor collect tree locations using Global Positioning System (GPS) techniques. At the same time, however, the City has given prospective vendors “wide latitude” in providing alternative solutions for meeting project requirements. RS&GIS has a long history of field data collection, GIS data development and remote sensing. Through past work efforts, RS&GIS has sought a balance between leading-edge technology, strong GIS fundamentals and efficiencies. For this project, RS&GIS believes collecting reliable and accurate GPS data beneath trees is problematic even during leaf-off conditions. In short, we do not feel that traditional GPS data collection will provide a sufficient deliverable in a timely fashion. In response, RS&GIS proposes an alternative method of collection that involves Mobile LiDAR data acquisition paired with field review and QC.

Mobile LiDAR has evolved over the years and is a proven technology for a multitude of applications. It has been used extensively for asset inventory in urban and residential areas, providing data that are highly precise and accurate.

Mobile LiDAR acquisition requires a larger investment, but the data obtained has uses far beyond this project. It is obvious that the City of Monroe is aggressively collecting assets, seeking efficiencies and improving services to the community. Mobile LiDAR data collected for the tree inventory will allow the City to address future needs, such as assisting with additional inventories, while reducing the cost of further data collection. For example, once mobile LiDAR data is collected by our team, all street sign locations will have already been acquired as well. It is a straightforward process to extract nearly all sign information, including locations and attributes, from the same dataset. Similar is true for items such as pavement markings, utility poles, traffic lights and any other asset within line of sight of the LiDAR instrument. Data is also applicable to engineering applications since the data has very good 3D spatial accuracy.

In addition to LiDAR data, high-resolution 360° street-view type imagery is collected simultaneously. This derivative could provide other departments with valuable information to assist with assessments, code enforcement and planning.

The City of Monroe estimates that there are approximately 20,000 trees spread along 83 miles of roadway and other City properties. This proposal is based upon that estimate. After Mobile LiDAR collection occurs in September/October 2014, RS&GIS will use the winter months to extract precise tree locations and nearly all attributes. RS&GIS will then be ready for field verification once leaf-out occurs.

Specific work details are outlined in the Project Components/Work Plan section.

Advantages to Mobile LiDAR Data Collection

- When mobile LiDAR is employed, all features are captured at very high accuracy in both the horizontal and vertical dimensions.
- Measurements from LiDAR data are much more objective and accurate compared to field measurements, particularly for measurements such as tree height where it is difficult to determine the actual top of the tree while standing on the ground.
- All features in the line-of-sight (e.g., ALL features in the ROW, and beyond) are captured in 3D. This includes signs, pavement markings, water/sewer infrastructure, utility lines, building facades, traffic signals, curbs, sidewalks, bridges and more.
- The City of Monroe would own all data from the LiDAR collection so future fieldwork activities could be greatly reduced or even eliminated, saving considerable money on future projects.
- 3D Point cloud data can be used for engineering and planning activities within the City.
- LiDAR data could serve as a base for 3D feature renderings.
- Photographs collected using this method provide color to the point cloud and serve as an up-to-date resource for collecting feature attributes and condition assessments, as well as identifying code enforcement issues, assisting with tax assessments and completing other activities.



Mobile LiDAR data captured by SSI along a ROW classified according to elevation and paired with intensity data.

For more information on the instrument employed by SSI, please visit the following website:
http://www.imagin.org/conference/2014/presentations/ssi_mobile_lidar_in_gis.pdf

Project Team

Remote Sensing & GIS Research and Outreach Services (RS&GIS), a geospatial services entity based at Michigan State University, will serve as the prime on this project. Founded in 1972, RS&GIS provides geospatial services to the MSU research community, local/state/federal governments, not-for-profits, and the private sector. RS&GIS has ten professional staff members with over 100 years of combined expertise in the areas of geographic information systems (GIS), image interpretation, image processing & remote sensing (RS), global positioning systems (GPS), cartography, application development, and graphic design. RS&GIS also employs up to 10 additional GIS technicians to assist with large data development projects. RS&GIS is the prime on this project and will be developing the tree layer for the City of Monroe and handling all project management.

RS&GIS is partnering with Surveying Solutions, Inc., a privately owned professional surveying firm with offices in St. Johns, Saginaw and Standish Michigan. SSI is a multi-disciplinary firm specializing in a wide range of surveying, engineering, construction services & geospatial services and provide professional services to a wide range of clientele. Services include: professional services for transportation work for the DOT's, local agencies and municipalities, commercial/residential surveying and mapping, material and construction testing services, and geospatial services. SSI will be completing data collection and processing services for this project.

For this project, RS&GIS has employed Dr. James Kielbaso, a former Michigan State University professor of Forestry and current American Society of Consulting Arborists (ASCA), Registered Consulting Arborist (RCA #203) and Michigan Registered Forester (# 498). Dr. Kielbaso has nearly 40 years of Forestry experience, including urban forestry, arboriculture and tree identification. He will be providing training, quality control and arboricultural assistance for this project.

Experience and Qualifications – RS&GIS

RS&GIS staff have considerable geospatial experience related to geodatabase design and implementation, vector and raster data development, orthoimagery interpretation, unmanned aerial systems (UAS) and field data collection. RS&GIS staff are experienced at extracting data from primary and secondary data sources and collecting GPS data at horizontal and vertical accuracies ranging from 0.010 to 2.0 meters. RS&GIS employs the latest technology in GIS and field data collection, including:

- Esri ArcInfo GIS version 10.x
- MicroStation and TopoDot
- Esri ArcPad
- ERDAS Imagine 2011
- Trimble Terrasync Mobile Software
- Trimble Geo 7x GIS-Grade GPS receivers: Capable of decimeter-level horizontal accuracies
- Trimble R6/R8/R10 RTK GPS receivers: Capable of centimeter-level horizontal and vertical accuracies
- Robotic Total Stations: Used in conjunction with RTK GPS
- Laser rangefinders: Precise to +/- 1/8 inch over 100 feet of distance
- Ruggedized handheld devices, including tablets
- Other equipment as needed: Metal detectors, manhole picks, safety equipment, etc.

Relevant project experience is included below:

City of Dearborn Water and Sewer System Data Collection and Mapping

- RS&GIS partnered with GISi to convert water and sewer system data detailed in the City of Dearborn As-Built collection to geographic data. RS&GIS staff were responsible for collecting all required point data, such as manholes, catch basins, road boxes and other features, using both Real-time Kinematic (RTK) and Carrier-Smoothed Code GPS. Horizontal and Vertical accuracy for each GPS-collected point was 30 centimeters or better. In addition to data collection, RS&GIS was responsible for integrating all new construction information into the City's existing Esri File Geodatabase. This included extracting features from scanned As-Built drawings, entering attribute data, repositioning features to match GPS locations and establishing geometric networks. Final data delivery included Esri File Geodatabase feature classes for each feature type, water and sewer networks with connectivity preserved and comprehensive metadata.

Forest Pest Risk Analysis - Department of Entomology @ MSU

- RS&GIS worked with Dr. Deborah McCullough to develop a multi-criteria geospatial model for identifying high risk invasive forest pest areas in Michigan. Sequential models were built in ArcGIS ModelBuilder that generated weight-based risk rasters. RS&GIS integrated numerous datasets into the models, including species-specific tree basal area estimates, locations of know pests, sawmill locations, state park visitor information and more. The data and models were created to assist researchers with the identification of suitable sampling/monitoring locations.

Huber Heights, Ohio Water and Sanitary Sewer System Data Collection

- RS&GIS staff teamed with OHM, an engineering, architecture and planning firm with offices in Michigan, to collect location and attribute data for water and sanitary sewer infrastructure systems in the City of Huber Heights, Ohio. RS&GIS field staff collected approximately 1,000 water valves at sub-meter horizontal accuracy using Trimble GEO XH GPS receivers. Real-time Kinematic GPS was employed to collect approximately 450 storm water manhole locations at centimeter-level horizontal and vertical spatial accuracy. A variety of attribute information was also documented for each manhole feature such as structure, wall and channel conditions, incoming and outgoing pipe sizes, depths and other information. Data delivery to OHM included vector files with attribute data along with photographs of each sanitary manhole. All data were created within an Esri Geodatabase.

City of Ann Arbor Infrastructure Data Collection

- Remote Sensing & GIS Research and Outreach Services (RS&GIS) worked with CDM, an internationally recognized engineering, construction and consulting firm, to collect high-level location and attribute data for the City of Ann Arbor's sanitary sewer and storm water infrastructure systems. RS&GIS completed field data collection of over 30,000 features in two phases. First, detailed attribution was collected for storm water catch basins. Second, high accuracy location information was recorded for catch basins and manholes using Real-time Kinematic GPS equipment, paired with Robotic Total Stations, to achieve centimeter-level spatial accuracy.

Michigan Ground Control Data Collection

- RS&GIS was selected by Vexcel, Inc. and PremierGeo to collect ground control points (GCPs) in support of an aerial imagery acquisition project spanning 3 years from 2010 to 2012. Field staff collected and processed GCPs over an area >33,000 square miles, often in difficult conditions, using real-time kinematic (RTK) GPS. Additionally, RS&GIS staff marked and collected coordinates at National Geodetic

Survey benchmarks to verify project protocols and data accuracy. Ground photographs and sketch diagrams were collected at each point location to serve as aids during image processing. The spatial accuracy of all points was +/- 5 cm in the horizontal and vertical directions (X,Y,Z), exceeding project requirements.

City of Appleton, WI Street Sign Inventory

- RS&GIS staff teamed up with GISi to collect location and attribute data for over 15,000 street signs in the City of Appleton, Wisconsin. RS&GIS field staff recorded numerous attributes and location information using a customized Esri ArcPad mobile program paired with Trimble GEO XH GPS receivers. Data were collected to meet Federal requirements for street sign retro-reflectivity and were delivered in Esri File Geodatabase format for integration into an Asset Management software solution.

Experience and Qualifications – Surveying Solutions, Inc.

SSI has many survey and material testing field crews to meet the needs of their clients. SSI crews have experience ranging from technicians, college graduates, LSIT's, and retired DOT employees. SSI staff have over 100 years of combined DOT experience. SSI currently has 7 licensed professional surveyors, several LSIT's and two professional engineers. SSI's professionals hold licenses in several states.

SSI field crews are equipped with latest state-of-the-art surveying equipment including a Mobile (MoLi™) and Rail Lidar (RaLi™) system. These systems are a great complement to SSI's surveying and LiDAR equipment repertoire and provides SSI with the latest tools to support the needs of their clientele. SSI's experience with large scale projects has allowed them to establish a work flow and system that leads to successful projects.

Relevant project experience is included below:

Mapping for Gas Distribution, Consumers Energy

- As part of a Gas Customer Attachment Program (CAP), SSI was chosen to deliver a complete asset inventory to help with the design of the new gas pipeline throughout Michigan. Given the amount of data to be collected, in addition to the quick turnaround of data, mobile LiDAR was utilized as the most efficient method for acquisition. Mapping for this contract took place in various phases throughout the state. These projects were on a compressed time schedule and required deliverables to be produced within weeks of authorization. By simultaneously collecting LiDAR data with high resolution imagery, SSI's asset extraction team was able to quickly extract all assets and utilities including: all utilities above and below ground, utility poles, manholes, hydrants, sanitary, storm, water, telephone, driveways, sidewalks, trees or tree lines, fences, and front faces of all dwellings. Final deliverables for this project included a complete graphical depiction of all assets within the existing corridor including trees.

Design Projects and Asset Extraction, MDOT

- Surveying Solutions, Inc. (SSI) is a prequalified vendor with the Michigan Department of Transportation. As such, we have been responsible for providing design surveys for the Department on numerous projects ranging in size and scope and located in every Region of the State. One specific aspect for most MDOT design projects includes the location and identification of individual trees 6" diameter or larger along the project corridor. In the past four years SSI has been utilizing Mobile LiDAR (MoLi) on almost every design survey to extract assets and features. By scanning the limits of the project, SSI can provide

a highly detailed point cloud depicting the existing conditions of the project corridor. It is then possible to extract all features required of the project including: specific size, species, and type of trees.

Asset Inventory for New Fiber Line, Hidalgo to Brownsville Texas Corridor – C2KLidar

- In order to move forward with the development of an additional fiber line, a complete base map needed to be created to show existing conditions of all assets and utilities throughout the corridor. Given the amount of detail required and the time sensitivity of the project, Mobile LiDAR was selected as the most efficient and cost effective method to provide such information. Given the portability of our Mobile LiDAR system, we were able to quickly mobilize to Texas and scan the nearly 120 mile corridor (including side streets and service drives) from Hidalgo to Brownsville, TX. Not only did the use of Mobile LiDAR reduce the amount of technicians required to be working along the hazardous roadway but it also allowed us to complete data acquisition in just over a 24 hour period. After the acquisition was complete, SSI's asset extraction team processed and delivered the data in a shapefile (.shp) format. The extracted assets and features along the roadway included: fences, bridges, guardrails, fences, buildings, water features, power poles, multi-pole structures, trees, etc. In addition to the point cloud, SSI also captured high resolution, geo-referenced images at 20' intervals throughout the entire corridor.

Woodward Avenue Street Car Project, City of Detroit – URS Corporation

- SSI was responsible for mapping 9.3 miles of roadway along the Woodward Avenue corridor between Jefferson Street and Eight Mile Road in the City of Detroit. Given the traffic conditions and the amount of detail required to perform this task, the best solution was to use Mobile LiDAR (MoLi) technology to complete the data collection. The use of MoLi eliminated the traffic disruption and improved worker and motorist safety by reducing the workers exposure to traffic. It also allowed SSI to gather all the data required to exceed the requirements of the project in a much shorter timeframe than traditional methods and with the same levels of accuracy. Once the collection of data was completed, the SSI team quickly produced an extremely detailed point cloud which allowed for the extraction of fine detailed information required by the project designer. Otherwise, this information would have been almost impossible to acquire using conventional techniques. Assets for this project included: Overhead lines, span wires, mast arms, building awnings, signs/marquees, and building thresholds. The data was also used to help supplement topographic information for the project including obscured areas that were unable to be captured by the aerial surveying component.
- This data has since been re-used to extract additional information for this project which was not part of the original project scope. The re-use of the data has provided a substantial cost savings to future projects.
- This project in conjunction with other phases of the M-1 Rail project earned SSI the 2013 ACEC Merit Award.

Key Personnel

Robert F. Goodwin, GISP

Project Manager

Remote Sensing & GIS Research and Outreach Services

- Robert F. Goodwin is a certified GIS specialist and the project manager for all field data collection projects at RS&GIS. Robert has over 15 years of geospatial experience and is skilled in various types of data creation and analysis, including GPS data collection and processing, geodatabase design, vector data processing, land cover mapping, image interpretation and digital image analysis. He is also a trained Forester and served as a timber cruiser for the United States Forest Service (USFS). Robert has managed multiple field mapping projects including Sanitary Sewer and Storm water mapping in Ann Arbor, Michigan; Sanitary Sewer and Water System mapping in Blackman Township, Michigan; Street Sign inventory in Appleton Wisconsin; Water System mapping in the City of Jackson, Michigan and ground control point (GCP) data collection for 2010, 2011 and 2012 State of Michigan aerial flights. In addition, Robert has developed and co-taught several professional training courses in GPS theory and data capture and is the instructor for the credited GPS course in the Department of Geography at Michigan State University. Robert is skilled in the operation of all levels of GPS equipment, including sub-meter GPS and centimeter-level GPS. Equipment and software expertise include Trimble GeoXH, Trimble R6 and R8, Magellan MobileMapper, Trimble Terrasync, Trimble Survey Pro and Esri ArcPad. Robert will serve as the overall project manager for this project and will handle all direct communication with the client. Robert will fill this role for the duration of the project.

Joseph Welsh

Data Collection Manager and Lead GIS Data Development Technician

Remote Sensing & GIS Research and Outreach Services

- Joseph J. Welsh is the data collection and data development manager for RS&GIS. Joseph trains and manages all field staff, develops field and safety protocols, and performs Quality Control (QC). He is skilled in the use of various survey instruments, including RTK GPS and GIS data collectors. In addition, Joseph performs various geospatial tasks, including, but not limited to, vector data analysis, aerial image rectification, and database management. Joseph will serve as the RS&GIS data collection and data development manager on this project. He will be responsible for managing all field personnel, interfacing with Surveying Solutions, Inc., assisting with processing and supervising the data extraction process. Joseph will fill these roles for the duration of the project.

Joel Lenz

Lead Application Developer

Remote Sensing & GIS Research and Outreach Services

- Joel Lenz is the lead developer at RS&GIS. Joel will serve as the application developer on this project and will be responsible for creating custom Esri tools and procedures as necessary. He has over 18 years of experience in the fields of GIS and Application Development. He manages all geospatial application development projects at RS&GIS and is skilled at the creation of custom GIS tools, automated processes for geospatial data editing, data conversion, QA/QC, reporting, testing and security. Application experience includes ESRI Suite, C#, VB .NET and Java. Joel also has considerable experience managing databases. Joel will serve in this role for the duration of the project.

GIS Technicians (up to 4)

Remote Sensing & GIS Research and Outreach Services

- GIS technicians employed by RS&GIS are trained in GIS data development and field data collection. Technicians are continuously supervised by both the Project Manager and Data Collection/Development Manager.

Andrew Semenchuk

LiDAR Manager

Surveying Solutions, Inc.

- Andrew Semenchuk is a Principal and LiDAR Manager for Surveying Solutions, Inc. (SSI). Andy has been involved with LiDAR and GIS operations since 2000. Andy has overseen and completed asset collection projects nationwide in various environments including rural corridors, downtown metro areas, interchanges, bridges etc. He has also been involved with GIS mapping for numerous private utility companies. In addition, Andy is well versed with GIS. He understands the time requirements involved in producing a LiDAR deliverable for GIS applications, allowing him to plan ahead and schedule scanning and processing resources for each phase of the project. For this project, Andy will be directing and coordinating the LiDAR collection operations to ensure that the LiDAR deliverables are ideal for producing a comprehensive GIS deliverable. Andrew will be available for the duration of the project.

Brent J. Everitt

Lead LiDAR Collection Specialist

Surveying Solutions, Inc.

- Mr. Everitt serves as SSI's Lead LiDAR Collection Specialist and has over a thousand miles of LiDAR collection for asset management under his belt. Brent is SSI's hands-on LiDAR technician and is involved with LiDAR operations from data acquisition to post processing and extraction. His experience includes a very broad range of LiDAR collection for various applications including design surveys, asset management and GIS, construction, and project development. Through his experience, Brent has a clear understanding of the amount of data required to be collected in order to create a complete deliverable. In addition, Brent has also been instrumental in providing input into the shaping and developing of software products to improve the processing and extraction of assets. For this project, Mr. Everitt will be conducting LiDAR data collection. Brent will serve in this role for the duration of the project.

Anthony Thelen

Project Surveyor/Manager

Surveying Solutions, Inc.

- As a Project Surveyor, Mr. Thelen specializes in assisting team leaders with developing and maintaining their quality control plans, developing project scopes, writing project estimates and reviewing completed field work and calculations. He ensures that projects are scheduled, coordinated, and delivered on time and within budget. For this project, Tony will provide oversight from planning to actual data delivery. He has been involved with numerous asset management projects providing him with valuable knowledge and experience which will prove to be very beneficial on this project. Mr. Thelen will be managing Lidar collection and processing during this project. Anthony will serve in this role for the duration of the project.

James Kielbaso
Arborist/Forester

- Dr. James Kielbaso retired in 2004 as Professor Emeritus in the Department of Forestry at Michigan State University, USA. He taught arboriculture and urban forestry courses among many others at Michigan State for 38 years. He also conducted research on topics such as improving compacted soils for planting, the status of street trees nationally, management practices of U.S. urban foresters, herbicide use by U.S. utilities and social attitudes toward neighborhood trees. Dr. Kielbaso has served on the National Urban and Community Forestry Advisory Council, the International Society of Arboriculture's Board of Directors and President, and the Michigan Forestry and Park Association's Board of Directors and President. He serves on the American Forests Science Advisory Board, and is Registered Consulting Arborist. Dr. Kielbaso is also a Michigan Registered Forester. Dr. Kielbaso received a bachelor's degree from University of Dayton and master's degree and doctorate in forestry from Michigan State University

Resumes for key personnel can be found in Appendix A.

Project Requirements

Requirements for creating the City tree layer and integrating it into the current Esri-based platform are detailed below:

- Provide geographic coordinates of street trees and empty planting space areas at a horizontal spatial accuracy of at least 2 feet (~61 centimeters) and vertical accuracy at best possible. RS&GIS will also provide a feature class representing stumps where trees have been cut down and stumps have not been removed.
- Provide the following attribute information for each tree point in the tree layer feature class:
 - Species – common name
 - Species – scientific name
 - Diameter at Breast Height (DBH)
 - Crown Spread Distance
 - Planting Date (no values recorded)
 - Last Trim Date (no values recorded)
 - Condition/Health (as determined through conversations with City Forestry staff and RS&GIS)
 - Hazard Potential
 - Presence of Grate
 - Site Characteristics as identified by the City of Monroe (e.g., Proximity to overhead utility lines, narrow terrace, likelihood of salt exposure, high traffic exposure and others)
- Provide photograph of each tree, along with a date of capture (optional)

Project Components/Work Plan

Project components for meeting the requirements include:

- Project Management and Communication
- Data Preparation
- Data Collection
- Quality Control

- Project Summary Report and Metadata
- Data Delivery

Project Management

RS&GIS will manage all aspects of the project from start to finish and work closely with all staff involved and the City of Monroe. The RS&GIS project manager will be the main contact for all project communication with the City of Monroe.

Key members of the team will meet with City of Monroe staff for a kickoff meeting shortly after the contract has been awarded. Regular meetings will first occur weekly during the first month and then bi-weekly through the duration of the project. The RS&GIS project manager will guide the meetings and prepare materials for participants. Regular meetings are intended to report progress, identify any concerns, and discuss any questions. It is expected that the initial meetings will take place onsite at the City of Monroe. Following meetings will be conducted via phone and internet.

A detailed timeline outlining project tasks and estimated completion dates will be provided to the City of Monroe following the kickoff meeting. Changes to the timeline will be made available as part of the project reports. A projected timeline is provided later in this proposal.

RS&GIS will draft bi-weekly project reports indicating the percentage of the project that is complete as well as any issues, concerns or changes. The project reports will also serve as a record for any mutually agreed upon changes made to the project.

RS&GIS will post features monthly to a password-protected web application using ArcGIS Online. This will allow City staff to view project progress.

Data Preparation

RS&GIS will gather all necessary geospatial data from the City of Monroe, including any existing database schema, orthoimagery, feature classes, shapefiles, parcels and other information that is available.

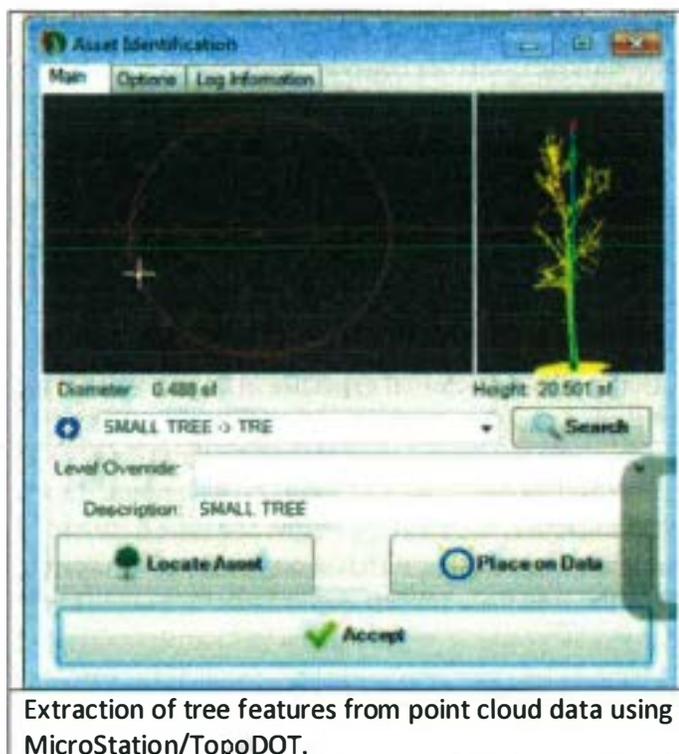
Using the existing database structure from the City, RS&GIS will create a Tree Layer point feature class inside an Esri File Geodatabase. RS&GIS staff will then establish all necessary attribute domains to facilitate data collection and editing.

All Feature Datasets and Feature Classes will be referenced to the client's choice of coordinate system. The default coordinate system is as follows:

Reference System: Michigan State Plane South
Horizontal Datum: North American Datum 1983 (2011)
Vertical Datum: North American Vertical Datum 1988
Horizontal Units: International Feet
Vertical Units: International Feet
Vertical Geoid: Geoid12

Office Data Extraction

Mobile LiDAR and street view imagery collected by SSI will form the basis for extraction of tree features and associated attributes by RS&GIS. Coordinate determination and measurements will be completed using MicroStation and TopoDOT software.



- RS&GIS will extract the X,Y,Z coordinate of the base of each tree feature from LiDAR point cloud data. The horizontal AND vertical accuracy of the extracted tree features will match the accuracy of the point cloud data collected by SSI (+/- 0.02 feet or better relative and +/- 0.25 feet or better absolute).
- RS&GIS will extract tree height, tree girth (DBH) and tree crown spread (width) from LiDAR point cloud data.
 - Measurement of tree height and crown spread using LiDAR data will be considerably more accurate than field measurements, which can be subjective.
- Using referenced photographs taken during LiDAR data collection, as well as the LiDAR data itself, RS&GIS will extract nearly all remaining attributes for each tree feature in the office. This includes site characteristics and other items.
- Up to 4 GIS technicians, along with the Data Collection/Development manager will complete data extraction.

Field Data Examination/Collection

It is expected that the vast majority of trees will be captured by Mobile LiDAR. However, trees that exist in areas that are on City property but far from roads or parking lots will need to be collected manually. Additionally, some attributes will need to be collected in the field. This includes species and any characteristic that was not interpretable from the LiDAR data or street-view imagery.

- RS&GIS field staff will travel to each feature in the field to record species information and other attributes that could not be interpreted from the LiDAR data, such as health and arboricultural issues (e.g., crown dieback, broken limbs, cankers, etc.).
 - Regarding species and arboricultural determinations, field staff will be trained by Dr. James Kielbaso. Dr. Kielbaso will also be consulted in circumstances when a species identification cannot be made by field staff. Samples may be taken from trees when necessary and will not compromise the health of the tree.
- The very few trees that cannot be collected by LiDAR will be extracted from the most recent City orthoimagery dataset. These are trees that are far from any ROW. Attributes for these trees will be collected in the field with height, spread and girth values measured using laser rangefinders and DBH tapes. Photographs of these trees will also be collected and attached to the features in the database using hyperlinks or attachment functionality.
 - The most recent orthoimagery dataset for Monroe County was captured in spring 2010. As stated in the metadata, the horizontal spatial accuracy of the 2010 data is **0.391 feet RMSE** (0.782 feet @ 95% confidence interval).
- Up to 4 field crew will be employed to complete field data collection. They will be supervised by the Data Collection/Development manager and trained by the project Arborist.

All field data collection staff must adhere to the Traffic Safety Plan (TSP) when working along and within rights-of-way (**Appendix B**) and must wear reflective clothing at all times.

Quality Control

- Upon receiving data from SSI, the RS&GIS Project Manager and Data Collection/Development Manager will review the data for completeness and spatial accuracy. Data that does not meet the specifications set forth in this proposal will be returned to SSI for re-processing.
- The RS&GIS Data Collection Manager will review 3% of all LiDAR-extracted features for proper location and correct attribution, including species and arboricultural issues. Review of features may be completed in the field or office as appropriate.
- All attribute data will be checked by the Data Collection/Development manager for logical consistency. All nonsensical information will be reviewed and corrected if necessary.
- All field staff will be trained by the project Arborist in tree species identification and arboricultural issues onsite in the City of Monroe.
- The project Arborist will review a random sample of trees to ensure species and arboricultural information is being collected in a correct and consistent manner.

Summary Report and Metadata

- RS&GIS will draft a summary closeout report that details items important to the City. This may include, but not be limited to, statistics, queries and layer symbology. For instance, the report may contain species breakdown, percentage with arboriculture issues and other items. This information will be extracted from the geodatabase.
- RS&GIS will complete comprehensive metadata and attach it to each geodatabase feature class created during the project.

Project Cost

Project costs, hourly employee rates and other financial information are provided below.

Project Tasks	Cost
Project Management	\$12,000
Data Preparation	\$3,200
Data Collection	\$56,670
Quality Control	\$9,600
Summary Report and Metadata	\$2,000
Travel Costs	\$2,250
Labor Overhead (26%)	\$14,000
Total Project Cost (not to exceed)	\$99,720

Project Staff	Hourly Rate*
Robert Goodwin	\$80
Joseph Welsh	\$80
Joel Lenz	\$80
GIS Technicians	\$20
James Kielbaso	\$125
Andrew Semenchuk	\$110
Anthony Thelen	\$110
Brent Everitt	\$95

Travel Expenses	Cost
Vehicle Rental Rate	\$17/day
Mileage Rate	\$0.56/mile

*Overtime rate is the same as regular hourly rate.

Deliverables

Unless otherwise requested, all geospatial data delivered as part of this project will be referenced to Michigan State Plane, South Zone, NAD83 (2011), International Feet. Data will be delivered on a portable hard drive.

Esri ArcGIS 10.2.1 File Geodatabase

- Tree Feature Class
- Planting Space Feature Class
- Attribute Domains as appropriate
- Photographs for trees not acquired using Mobile LiDAR stored as attachments in the database
- Comprehensive metadata

Mobile LiDAR Data

- Point Cloud data in .LAS format or similar
- LiDAR Intensity information (contained in point cloud)
- 360° Street view imagery in html format

Project Timeline

Final data delivery may occur sooner than September 2015 if conditions in the spring are conducive to early leaf-out. Additionally, data will be posted monthly to a web map for review once the extraction process begins.

Projected Timeline	SEP 2014	OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015	JUL 2015	AUG 2015	SEP 2015
Kickoff Meeting													
Project Manager, RS&GIS													
Data Manager, SSI													
CAD-GIS Mgr, Forestry Sup. - Monroe													
Progress Meetings													
Project Manager, RS&GIS													
CAD-GIS Mgr, Forestry Sup. - Monroe													
Mobile LiDAR Collection													
Data Collection Staff, SSI													
Mobile LiDAR Processing													
Data Processing Staff, SSI													
Feature Extraction													
GIS Technicians, RS&GIS													
Data Collection Manager, RS&GIS													
Field Data Collection													
GIS Technicians, RS&GIS													
Data Collection Manager, RS&GIS													
Quality Control													
GIS Technicians, RS&GIS													
Data Collection Manager, RS&GIS													
Project Arborist													
Draft Data Delivery													
Data Review and Correction													
GIS Technicians, RS&GIS													
Data Collection Manager, RS&GIS													
Final Data Delivery													
Project Manager, RS&GIS													
Summary Report and Metadata													
Data Collection Manager, RS&GIS													
Project Manager, RS&GIS													

Appendix A: Resumes of Key Personnel

Robert F. Goodwin, GISP

Project Manager, GIS/Remote Sensing Analyst

ROLE

- Mr. Goodwin is the project manager on this project and is responsible overseeing all data preparation, collection, processing and delivery.
- Responsible for project supervision and planning.

EXPERIENCE

- Mr. Goodwin has over 16 years of experience in the fields of GIS and Remote Sensing and is the Project Manager for all field survey and GPS data collection projects. He is the sole instructor for GPS methods at Michigan State University (Department of Geography) and serves as the point of contact at MSU for GPS training and methodology. Mr. Goodwin is also skilled in image processing, raster analysis and land cover mapping.
- Project manager for 2010, 2011 and 2012 GCP data collection projects in Michigan. Centimeter-level position data were collected across approximately 20 counties per year. Data were collected using Trimble R6 and R8 GPS receivers using both RTK and Fast Static techniques. Data were corrected using NGS CORS data.
- Project manager for the sanitary sewer, stormwater and hydrant data collection project in Blackman Township, Jackson, MI. Features existing only on hardcopy As-Built drawings were collected using GIS-grade GPS and then successfully integrated into ESRI geodatabase feature classes containing attribution from the field, as well as from the as-builts. This data has been extremely useful at Blackman Township for utility planning and billing.
- Project manager for the water system data collection project for the City of Jackson, MI. Using both hardcopy As-Built drawings, as well as a provisional GIS, field staff collected locations and attributes for 5330 hydrants, valves and manholes using GIS-grade GPS equipment. RS&GIS staff then updated the spatial locations and network connections of all features existing in the geodatabase, correcting geometric network errors along the way. The project provided a valuable update to the geodatabase, allowing the Water Department to better manage their resources.
- Data Collection manager for the sanitary sewer and stormwater survey project in Ann Arbor. Managed the survey collection over 30,000 features within the City of Ann Arbor, MI. Coordinated with the lead vendor to provide quality centimeter-level field data. Very detailed and precise location data, paired with exhaustive attribution, is providing City of Ann Arbor utility staff with valuable information regarding the limits of their systems and the condition of existing infrastructure. This information helps with future planning activities and maintenance.

WORK HISTORY

GIS/Remote Sensing Analyst, RS&GIS – Michigan State University, East Lansing, MI, 1998-present

GIS Technician, RS&GIS – Michigan State University, East Lansing, MI, 1997-1998

Forester, United States Forest Service, Northeast Forest Experiment Station – Vermont & New Hampshire, 1996-1997

A summary list of current and previous projects includes:

- University of Michigan Sanitary, Stormwater, Water Collection
- Ann Arbor Sanitary and Stormwater Collection
- City of Jackson – Water System Collection
- Wetland delineation – River Rouge Watershed
- Online GIS and Remote Sensing training course - NRCS

EDUCATION

BS Fisheries and Wildlife – Michigan State University, 12/1994

Specialization, Spatial Information Processing – Michigan State University, 8/1998.

Joseph Welsh

Data Development and Data Collection Manager, GIS Analyst

ROLE

- Mr. Welsh is the GIS and Data Collection lead on this project. He is responsible for data development, managing additional office and field crew, establishing protocols and ensuring safety and data quality. He is also responsible for completing weekly progress reports.

EXPERIENCE

- Mr. Welsh is experienced in field data collection, vector and raster editing, and image interpretation and processing. He is the field manager for all infrastructure mapping projects at RS&GIS.
- Mr. Welsh has considerable experience using a variety of field data collection equipment, including Real-time Kinematic GPS, GIS-Grade GPS and a variety of other field instruments.
- Mr. Welsh collected GPS data points and observed, analyzed and recorded data at each location for street signs located in Appleton, Wisconsin. He used a Trimble GeoXH GPS receiver utilizing ESRI ArcPad and worked with a team to coordinate workflow and area of interest coverage.
- Field Data Collection/Image processing – State of Michigan Aerial Acquisition, 2011 – 2012.
 - Located and collected ground control points for the 2011 BING flight of Lower Michigan using static and RTK data collection techniques.
 - Processed & reprojected .tiff images to create; county, township and city mosaics in compressed .ecw, .jp2 and .sid format.
 - Created metadata and vector files to accompany each county's image products.
 - QAQC final products to ensure there are no geospatial or quality errors.
- Image Processing – Multiple county and statewide datasets
 - Use a variety of GIS and remote sensing applications and software including; ERDAS Imagine, ER Mapper, ESRI ArcGIS and various customized Add-ins and programs associated with these software.
 - Extensive experience completely processing image datasets (importing/exporting data, mosaic creation/reprojection, compression, QC and delivery either directly or through ERDAS Apollo Essentials – Image Web Server)
 - Active role in updating and maintaining imagery web server.
- Aerial imagery interpretation and analysis – SEMCOG Imagery (Sanborn)
 - Interpret aerial mosaics and perform QC on a multi-feature classification.

WORK HISTORY

GIS Analyst, RS&GIS – Michigan State University, East Lansing, MI, March 2012 – present

GIS Technician, RS&GIS – Michigan State University, East Lansing, MI, August 2010 – March 2012

A summary list of current and previous projects includes:

- Street Sign data collection, Appleton, Wisconsin
- Ortho-imagery processing, State of Michigan
- Michigan Ground Control Point (GCP) data collection
- Manager, Aerial Imagery Archive
- Cemetery Mapping, various

EDUCATION

BA Business Administration – University of Toledo, 2008

Joel Lenz
Programmer Analyst

ROLE

- ▼ Mr. Lenz is the lead application developer on this project and is responsible custom tool development and data integration procedures.

EXPERIENCE

- ▼ Mr. Lenz has over 19 years of experience in the fields of GIS and Application Development. He is the lead Programmer Analyst at RS&GIS and manages all geospatial application development projects. Mr. Lenz has worked for state, county and local governments in Minnesota and Michigan and has focused on providing GIS solutions that are efficient and user-friendly.
- ▼ Mr. Lenz is skilled at creation of custom GIS tools, automated processes for geospatial data editing, data conversion, QA/QC, reporting, testing and security. Application experience includes ESRI Suite, C#, VB .NET and Java. Mr. Lenz also has considerable experience managing databases.
- ▼ Lead developer for State of Michigan Drinking Water Application utilizing ESRI ArcGIS Server and ESRI JavaScript API. Several analysis tools were developed interacting with a wide array of data layers. The application was developed over several years with the final release in the spring of 2013.
- ▼ Working as a contractor for the State of Michigan developing within several of the ESRI APIs including ArcGIS Desktop (ArcObjects), ArcGIS Explorer, ArcGIS Server (Server Object Extensions), and ESRI JavaScript .
- ▼ Lead developer for the Michigan Waste Biomass Inventory application. Created a client/server application that was built on ArcGIS Server using Server Object Extensions and the ESRI JavaScript API.
- ▼ Lead developer for the Michigan Imagery Solution (MIS). Provided system architecture and application development to create an application that currently serves over 1500 images to more the 700 registered State of Michigan users.

WORK HISTORY

Programmer Analyst, RS&GIS – Michigan State University, East Lansing, MI, 2007-present
Principal – River’s Edge GIS, LLC., Williamston, MI, 2003-present
Principal – PlanSight, LLC., Hastings, MI, 200-2002
Principal – PlanSight, LLC., White Bear Lake, MN, 1997-2000

DEVELOPMENT QUALIFICATIONS

- ▼ Proficient in ESRI ArcGIS Server, ESRI ArcObjects, ESRI JavaScript API, ESRI REST API, ArcGIS On-line API, ArcGIS Explorer API, ASP.NET, ASP.NET MVC, ADO.NET, LINQ to SQL, SQL Server, MySQL, PostgreSQL.
- ▼ Accomplished integration of GIS applications utilizing multiple development environments.

EDUCATION

BS Rural and Regional Planning with a minor in Conservation – Northern Michigan University, 1995

Andrew W. Semenchuk
Principal/LiDAR Manager

ROLE

- ▼ Mr. Semenchuk is the director and coordinator of the LiDAR collection operations and will ensure that the LiDAR deliverables are ideal for producing a comprehensive GIS deliverable.

EXPERIENCE

- ▼ Mr. Semenchuk is a Principal and LiDAR Manager for SSI and has 14 years of LiDAR and GIS experience.
- ▼ Mr. Semenchuk has overseen and completed asset collection projects nationwide in various environments including:
 - Rural corridors
 - Downtown metro areas
 - Interchanges
 - Bridges
- ▼ Well versed in GIS and understands the time requirements involved in producing a LiDAR deliverable for GIS applications allowing him to plan ahead and schedule scanning and processing resources for each phase of the project.
- ▼ Michigan Professional Surveyor #51487
- ▼ Wisconsin Registered Licensed Surveyor #S-2999
- ▼ Ohio Licensed Professional Surveyor #PS.8642

WORK HISTORY

Principal / LiDAR Manager, Surveying Solutions, Inc., Standish, MI, 2012 – Present

President – CEO, Geo Precision Services, Inc., Rives Junction, MI, 2010 – 2012

Chief Surveyor, Michigan Department of Transportation, Lansing, MI, 2000 – 2010

EDUCATION

BS Survey Engineering – Ferris State University, 1996

Anthony D. Thelen
Project Surveyor/Manager

ROLE

- ▼ Mr. Thelen is responsible for providing project oversight from planning to data delivery.

EXPERIENCE

- ▼ Mr. Thelen specializes in assisting team leaders with developing and maintaining their quality control plans, developing project scopes, writing project estimates and reviewing completed field work and calculations.
- ▼ Mr. Thelen ensures that projects are scheduled, coordinated and delivered on time and within budget.
- ▼ With over 15 years of experience, Mr. Thelen has been involved with numerous asset management projects providing him with the valuable knowledge and experience.
- ▼ Maintains numerous profession memberships.
- ▼ Michigan Professional Surveyor #51487.

WORK HISTORY

Project Surveyor/Manager, Surveying Solutions, Inc., Standish, MI, 2002 – Present
Staff Surveyor, Spicer Group, Saginaw, MI, 1998 – 2002

EDUCATION

MSE Surveying Engineering – Purdue University, 2001
BS Survey Engineering – Ferris State University, 2000

Brent J. Everitt
Lead LiDAR Collection Specialist

ROLE

- ▼ Mr. Everitt is responsible for day to day LiDAR QA/QC and will perform specialized tasks as the lead LiDAR crew chief. He is responsible for gathering and production information in the most efficient way possible in order to assemble final deliverables.

EXPERIENCE

- ▼ Mr. Everitt serves as SSI's Lead LiDAR Collection Specialist and has over one thousand miles of LiDAR collection for asset management under his belt.
- ▼ Mr. Everitt is involved with LiDAR operations from data acquisition to post processing and extraction.
- ▼ Experience with a broad range of LiDAR collection for various applications including:
 - Design surveys
 - Asset management and GIS
 - Construction
 - Project development
- ▼ Has been instrumental in providing input into the shaping and developing of software products to improve the processing and extraction of assets.
- ▼ Land Surveyor in Training (LSIT).

WORK HISTORY

Lead LiDAR Collection Specialist, Surveying Solutions, Inc., Standish, MI, 2006 – Present

EDUCATION

BS Survey Engineering – Ferris State University, 2010

J. James Kielbaso, Ph.D.
Professor, Urban Forestry

ROLE

- ▼ Dr. Kielbaso is the urban forestry expert on this project and is responsible for tree identification training and QA/QC.

SELECTED ADMINISTRATIVE, ADULT EDUCATION AND EXTENSION RESPONSIBILITIES

University

- ▼ Director, New Horizons Study Program, Cooperative Extension Service, 1972-74 leadership programs for young community leaders in seven counties in Michigan
- ▼ Chairman, MSU Tropical Studies Group, 1973-74
- ▼ College International Programs Study Committee, 1978 Campus Environmental Oversight Committee and Campus Natural Areas Committee

Consulting

- ▼ University of Florida and Florida Forestry Department. Short course in "Effective Management of Flora and Fauna on the Urban Scene"
- ▼ Universidad-Caolica Madre y Maestra and Santo Domingo Mayor-Elect Pena Gomes regarding an urban forestry plan for the capital district and its environs. Also included brief consultation of Plan Sierra. Under auspices of Michigan and National Partners of the Americas
- ▼ Michigan Registered Forester #498
- ▼ American Society of Consulting Arborists (ASCA) Registered Consulting Arborist RCA #203

Honors

- ▼ Outstanding Faculty Service Award, College of Agriculture and Natural Resources, Michigan State University, 1972
- ▼ International Society of Arboriculture Author's Citation, 1979
- ▼ International Society of Arboriculture Research Award, 1984
- ▼ Michigan Forestry and Park Association – Special Service and Achievement Award, 1989
- ▼ Distinguished Faculty Award, College of Agriculture and Natural Resources Alumni Association, MSU, 1991
- ▼ Award for Excellence in Arboriculture Education, International Society of Arboriculture, 2001

WORK HISTORY

Professor Emeritus, 2004

Professor, Urban Forestry, 1980; Department of Forestry, Michigan State University, (teach arboriculture, urban forestry and forest vegetation; 60% teaching, 20% research, 20% extension).

Professional Activities

- ▼ International Society of Arboriculture elected Vice President, 1991, President-Elect, 1992, President, 1993, Past President, 1994
- ▼ International Society of Arboriculture - Board of Directors, 1980-1989
- ▼ Michigan Forestry & Park Association - Board of Directors, 1982-1987, President, 1985-87
- ▼ Organized National Symposia on Systemic Chemical Treatments in Tree Culture, Michigan State University, October, 1978 and October 1987
- ▼ Society of American Foresters. Urban Forestry Working Group, 1972-76, Chairman, 1977-78
- ▼ ISA - Journal of Arboriculture Editorial Board, 1979-81, 1985-88

- ▼ National Urban and Community Forestry Advisory Committee (NUCFAC) U.S. Dept of Agr.,2007-2010
- ▼ American Forests Science Advisory Board 2012 –

Research

- ▼ Manganese deficiency in maples related to maple decline
- ▼ Municipal Tree Care in the U.S. surveys
- ▼ Rangewide provenance studies of dogwood, Rocky Mountain maple, and involvement in an English oak improvement project
- ▼ Homeowner street tree preferences
- ▼ Attitudes of Detroit residents towards trees/forests
- ▼ Tree planting techniques in heavy clay soils
- ▼ Storm damage assessments
- ▼ Shade Tree Research Plots - Michigan Association of Nurserymen
- ▼ Nat'l Urban Tree Assessment survey with American Forestry Assn

EDUCATION

PhD Forest Recreation – Michigan State University, 1968

MS Forestry – Michigan State University, 1965

BS Education – University of Dayton, 1962

SELECTED PUBLICATIONS AND MAJOR PRESENTATIONS

Kielbaso, J. James. 1990. Trends and issues in city forests. *J. of Arboriculture* 16(3):69-75.

Wu, Zeming., S. Jamieson, and J. Kielbaso. 1991. Urban forest pest management. *J. of Arbor.* 17(6):150-158.

Sampson, R.N., G.A. Moll, and J.J. Kielbaso. 1992. Opportunities to increase urban forests and the potential impacts on carbon storage and conservation. pp. 51-72. Cpt. 5 *in: Forests and Global Change.* (R.N. Sampson and D. Hair, eds.). American Forests, Washington, DC.

Sampson, R.N., and J.J. Kielbaso. 1992a. A stand level model of an urban forest. pp. 279-280. Appendix 4 *in: Forests and Global Change.* (R.N. Sampson and D. Hair, eds.). American Forests, Washington, DC.

Sampson, R.N. and J.J. Kielbaso. 1992b. Construction of a national urban forest impact model. pp. 281-285. Appendix 5 *in: Forests and Global Change.* (R.N. Sampson and D. Hair, eds.). American Forests, Washington, DC.

Kielbaso, J.J., M.N. de Araujo, A.J. de Araujo, and W.N. Cannon. 1993. Monitoring the growth and development of urban forests in Bowling Green, Ohio and Lincoln, Nebraska. Submitted. American Forests National Urban Forest Inventory.

Kielbaso, J.J. and T.S. Bynum. 1993. Exploration of an urban forestry/juvenile justice model for adjudicated youth. Department of Forestry and School of Criminal Justice. Michigan State University. East Lansing, MI.

Kielbaso, J.J. 1993. Trees need love too. First Canadian Urban Forests Conference. May. Winnipeg, Manitoba.

Kielbaso, J.J. 1993. Urban forestry and quality of life in cities. First Pan-American Forestry Conference. Sept. Curitiba, Brasil.

Kielbaso, J.J. 1994. Urban forestry - the international situation. Anais: II Congresso Brasileiro de Arborização Urbana: 3-12. São Luis, Brazil. Sept. 18-24, 1994.

Wildenthal, R. and J. Kielbaso. 1994. Michigan street trees: an assessment of twenty cities: 31-36. Michigan Forest Health, MI DNR.

Kielbaso, J.J. 1995. The urban environment and the tree. Proceedings: The First Italian Conference on the Tree in the City. L'Albero in Città Prime Giornate Internazionali Meranesi: 37-50. Merano, Italy. April. 4-6, 1995.

Zahoor, A., J. H. Ehrenreich, J.J. Kielbaso. 1995. Urban trees to ameliorate increasing temperature of cities. Proceedings: Fourth North American Agroforestry Conference: 170-172. Boise, Idaho. July 1995.

Close, R.E., P.V. Nguyen, and J.J. Kielbaso. 1996. Urban vs. natural sugar maple growth: I. Stress symptoms and phenology in relation to site characteristics. Journal of Arboriculture 22 (3): 144-150.

Close, R.E., J.J. Kielbaso, P.V. Nguyen, and R.E. Schutzki. 1996. Urban vs. natural sugar maple growth: II. Water relations. J. of Arboriculture 22 (4):187-192.

Kielbaso, J. 1997. Urban tree management. Belo Horizonte, Brazil Proceedings.

Chick and Kielbaso. 1998. Allelopathy as an inhibition factor in ornamental tree growth: implications from the literature. Journal of Arboriculture 24 (5): 274-279.

Sulak J. and J. Kielbaso. 2000. Vegetation management along transmission right-of way's in the United States and Canada. Jou of Arboriculture 26(4):198-205.

Kielbaso, J. 2003. Urban Forestry and the Eco-city. Internet conference on Eco-city Development Symposium 3-D Peri-urban forestry and vegetation, integrated planning. Jackie Foo, webmaster. Feb - June, 2003
<http://www.ias.unu.edu/proceedings/icibs/ecocity03/papers/kielbaso>

J. Eckert, M. O'Connor, & J. Kielbaso. 2004. The effects of utility line tree trimming on the spread of oak wilt. Tree Barks - Newsletter of the Michigan Forestry and Park Association. Nov-Dec 2004 15:(5)6-7.

Kielbaso, J. 2008. Management of Urban Forests in the United States. Chapter 15 in Ecology, Planning, and Management of Urban Forests - International Perspectives. Editors: M. Carreiro, Y Song, and J. Wu. Springer Series on Environmental Management, N.Y. :241-258

P. V. Nguyen and J. Kielbaso. 2011-2012. Uptake and allocation of copper by woody plants growing on mine tailings at the Torch Lake superfund site: implications for restoration. In preparation.

Publications in Preparation:

Differences in the structure of Urban and Natural forest

Urban Ecosystems

Do Street Trees Tendencies Represent Trends in the Overall Urban Forest?

Urban Forestry and Urban Greening

Overplanting Native Trees Species: How not to prepare for the Next Major Calamity

Urban Forestry and Urban Greening

Species Abundance or Overabundance in the Urban Forest

Journal of American Forestry

Structural Changes in the Urban Forest in Six Midwest, USA cities over Twenty-five Years

Ecological Applications

The Lack of Sustainability by not Replacing Dead or Hazard Trees in United States, Midwest, Cities: Unsustainability by not Replacing Trees in Cities. **(Will be submitted by February 25th)**

The International Journal of Environmental, Cultural, Economic and Social Sustainability

Urban Forests Compared to Natural Forests

Journal of Forestry

Appendix B: Traffic Safety Plan

Field Data Collection for the City of Monroe, MI

**Remote Sensing & Geographic Information Science
Research and Outreach Services
Michigan State University**

Introduction

This Traffic Safety Plan (TSP) identifies the traffic safety procedures for work to be conducted for City of Monroe, Tree Inventory data collection. This project includes feature location as well as investigation of various tree attributes. Training and implementation of this safety plan is the responsibility of RS&GIS Project Manager Robert Goodwin. This TSP may only be used for the work detailed below and is effective from September 2014 through project completion.

All RS&GIS field staff and personnel participating in the field aspects of this project must follow this plan. They are responsible for reading this plan and following its procedures.

This Traffic Safety Plan applies to locations along and on streets where field crews may be at risk from vehicular traffic.

In addition, each RS&GIS field staff will have executed a Michigan State University Travel Authorization form.

Site Information

Work on this project will occur within the City of Monroe, MI where all features are located. This will include a wide range of street types, from low-volume low-speed, to high-volume high-speed streets. Data collection will be conducted on foot, by car and/or by bicycle. RS&GIS field staff will not be working on or along federal freeways. The roadways may be either two-lane one-way, two-lane two-way, multi-lane undivided or multi-lane divided roads. Much of the work will be conducted in rural, suburban street traffic. This typically includes low to high speed roadways, wide ranges of traffic volume, narrower roadway lanes, intersections and pedestrian traffic. A small percentage of the work will occur in urban, high-speed environments.

Hazard Assessment

The Hazards associated with this work include (1) traffic and pedestrian related injuries and accidents, (2) heat/cold stress. The traffic safety plan addresses the hazards related to (1) traffic and pedestrian related injuries and accidents.

Work Activities Covered by Traffic Safety Plan

Field work will consist of crews investigating tree features by verifying and/or recording locations or attribute information throughout the project area.

In regard to safety, the following principles will be followed:

- For work along high-speed and high-volume traffic areas, field crews will consist of two field staff. Highly visible traffic cones will be used to secure the area when necessary and the work vehicle will have an oscillating warning light or light bar affixed to the rear of the vehicle. Traffic disruption is expected to be minimal and staff will schedule data collection for these areas at times when traffic volume is lower than average.
- For work along roadways or within low-speed or low-volume roadways, field crews will consist of one field staff unless assistance is needed to make appropriate observations for attribution.
- All field personnel will wear highly reflective clothing while working along or inside roadways.

- Proper bike safety will be maintained during all field data collection. This includes proper bike maintenance as well as following bicycle safety rules according to the city of Monroe, MI. Helmets will be required.

General Traffic Safety Requirements

All personnel assigned to perform the work described in this TSP must be:

- Given a personal copy of this plan
- Briefed on its safety requirements
- Acknowledge receipt of it, and willingness to comply with the TSP by signing the Employee Acknowledgment section.

Individuals refusing to sign the acknowledgment will not be permitted to conduct fieldwork. Completed agreements shall be provided to the RS&GIS Project Manager.

Traffic safety will be discussed at an initial project Health and Safety meeting to discuss the overall program and whenever a field crew is mobilized for site work. Additional briefings will be scheduled at the discretion of the Project Manager.

Site-Specific Traffic Safety Requirements

Concern for traffic safety, worker safety, and efficiency of traffic movement form an integral element of every temporary traffic control zone. Considerations must be taken for driver, pedestrian, and worker safety.

RS&GIS intends to conduct all operations in compliance with section 6 of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) produced by the Michigan Department of Transportation (MDOT). Traffic safety requirements depend of the nature of the work and site-specific needs. Work will be performed by either one-person or two-person crews depending on site-specific conditions.

Protective equipment used by field staff will include:

- Bright, highly visible reflective vest that meets the requirements of ANSI 107-1999 for traffic conditions.
- A first aid kit in each vehicle.

EMPLOYEE ACKNOWLEDGMENT

Please sign and return to RS&GIS Project Manager

I hereby certify that I have read and understand the Traffic Safety Plan for this project.

Employee name

Employee signature

In case of emergency, please contact:

1. _____
Name **Relationship** **Phone Number**

2. _____
Name **Relationship** **Phone Number**

Received by: Robert Goodwin, Project Manager

Date:

Appendix C: Certificate of Liability Insurance (sample)

ACORDTM CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 4/9/2013		
PRODUCER Phone: 248-540-3131 Alliant 1050 Wilshire Drive, Suite 210 Troy MI 48084			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED			INSURERS AFFORDING COVERAGE		NAIC #	
Michigan State University Risk Management & Insurance 408 W Circle Dr Rm 113 Olds Hall East Lansing MI 48824			INSURER A: <u>United Educators</u>		0	
			INSURER B:			
			INSURER C:			
			INSURER D:			
			INSURER E:			
COVERAGES						
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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
FORM NO./LINE NO.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR \$1,000,000 (SEE AGGREGATE LIMIT APPLIES PER POLICY)	GLX201200112600	7/1/2012	7/1/2013	EACH OCCURRENCE \$5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$0 MED EXP (Per person) \$N/A PERSONAL & ADV INJURY \$5,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS-COMP/OP AGG \$5,000,000	
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> SIR \$1,000,000	GLX201200112600	7/1/2012	7/1/2013	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$	
A	UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ <input checked="" type="checkbox"/> RETENTION \$1,000,000	GLX201200112600	7/1/2012	7/1/2013	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$ \$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	GLX201200112600	7/1/2012	7/1/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER EL EACH ACCIDENT \$5,000,000 EL DISEASE-EA EMPLOYEE \$5,000,000 EL DISEASE-POLICY LIMIT \$5,000,000	
A	OTHER Educators Legal Liability SIR \$1,000,000	ELA201200112600	7/1/2012	7/1/2013	\$5,000,000 Each Claim/ Annual Agg.	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS Michigan State University is an authorized self-insurer for Workers' Compensation and Automobile No-Fault coverage in the state of Michigan. Service Agreement: Conversion of As-Built Data to Geographic Data for City of Dearborn, MI Begins: 03/28/2013 Ends: 04/30/2014						
CERTIFICATE HOLDER			CANCELLATION: 10 days notice for non-payment			
			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.			
			AUTHORIZED REPRESENTATIVE <i>Dupe Cook</i>			

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IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

ACORD25 (2001/08)

SERVICES AGREEMENT WITH REMOTE SENSING & GIS RESEARCH AND OUTREACH SERVICES AT MICHIGAN STATE UNIVERSITY

Thank you for your request for services from Remote Sensing & GIS Research and Outreach Services (RS&GIS) at Michigan State University.

1. **Purpose.** The University, through RS&GIS, will perform the services and provide the deliverables described in Exhibit A.
2. **Payment.** You agree to pay, when you receive an invoice, the sum of money specified on Exhibit A.
3. **Confidentiality.** "Confidential Information" means any materials, written information, and data marked "Confidential" that you provide. If you provide material verbally that you want treated as confidential, you must write down that information, mark it as Confidential, and forward it to RS&GIS within 30 days of first sharing the information. Confidential Information does not include information in the public domain or independently known or obtained by the University. The University agrees to treat your Confidential Information with the same degree of care that it uses to protect its own confidential information, and, to the extent allowed by law, keep the Confidential Information confidential for a period of three (3) years from the termination date of this agreement.
4. **Intellectual Property.** Any intellectual property you provide to RS&GIS will remain your intellectual property. Any intellectual property that RS&GIS provides to the project will remain the intellectual property of the University. Any copyrighted deliverables provided to you under this agreement will be considered Works for Hire and become your property upon payment in full.
5. **Export Control.** You may not provide any export controlled data or materials to the University without the University agreeing in writing in advance.
6. **Termination.** Either you or the University may terminate this agreement by giving 10 days written notice to the other. You will pay all reasonable costs and non-cancelable obligations incurred by the University at the time of the termination. At your request and expense, the University will return to you or destroy all unused material provided by you.
7. **Independent Contractor.** The University is an independent contractor providing services to you. You and the University do not have the relationship of partners, joint venturers, principals or agents.
8. **Liability.** IN NO EVENT WILL THE UNIVERSITY BE RESPONSIBLE FOR ANY DAMAGES OR PENALTIES RESULTING FROM THE UNIVERSITY'S FAILURE TO PROVIDE, OR DELAY IN PROVIDING, THE SERVICES OR DELIVERABLES. IF A SERVICE OR DELIVERABLE IS FOUND, WITHIN SIX MONTHS OF INVOICE, TO BE SUBSTANTIALLY DEFECTIVE, THE UNIVERSITY WILL CORRECT THE DEFECTIVE PORTION OF THE SERVICE OR DELIVERABLE AT NO COST TO YOU. THIS IS YOUR SOLE AND EXCLUSIVE REMEDY UNDER THIS AGREEMENT. THE SERVICES AND DELIVERABLES ARE PROVIDED "AS IS" AND UNIVERSITY EXPRESSLY DISCLAIMS ANY WARRANTIES EXISTING BY OPERATION OF LAW, INCLUDING, BUT NOT LIMITED TO, THOSE WHICH ARE EXPRESS OR IMPLIED, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL THE UNIVERSITY BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES WHATSOEVER, NOR WILL THE UNIVERSITY'S AGGREGATE LIABILITY TO YOU EVER EXCEED THE AMOUNT PAID BY YOU UNDER THIS AGREEMENT.
9. **Conditions Beyond Control.** You and/or the University will be excused from the obligations of this agreement if the performance is delayed or prevented by circumstances (except financial) reasonably beyond control, including, but not limited to, by fire, lack of water, labor or materials, storm, flood, war, rebellion, insurrection, riot, strike, differences with workmen, failure of carriers to transport or furnish facilities for transportation, as a result of some order, requisition or necessity of government, mechanical breakdown, plant shut down, and unavailability of raw materials.
10. **General.** This agreement is non-assignable and non-transferable. The State of Michigan's laws apply to this agreement, excluding its choice of law provisions. This agreement, with its Exhibit A, is the entire agreement between the parties and can only be modified in a written change signed by both you and the University.

**REMOTE SENSING & GIS
RESEARCH AND OUTREACH SERVICES
MICHIGAN STATE UNIVERSITY**

**By: Justin M. Booth
Its: Director
Date: 9/15/2014**

PURCHASER: City of Monroe

**By: _____
Its: _____
Date: _____**



City of Monroe, MI GIS Tree Layer Development

Budget Summary

Services to be rendered by

Remote Sensing & GIS Research and Outreach Services

Michigan State University

673 Auditorium Road

East Lansing, MI 48824

Phone: 517.432.0879

Fax: 517.353.1821

Data Collection Manager: Robert Goodwin, GISP

goodwinr@msu.edu

For

City of Monroe, Michigan

Patrick M. Lewis, P.E.

Director of Engineering and Public Services

120 East First Street

Monroe, MI 48161

September 5, 2014

Budget Breakdown

Based on conversations with Mr. Patrick Lewis, Director of Engineering and Public Services, the budget for the GIS Tree Layer inventory will be split into two subprojects. The first amount, which is understood to be \$50,000.00, will be used to complete Mobile LiDAR collection, data preparation, quality control, and preliminary data extraction.

The second amount, which is also understood to be nearly \$50,000.00 (\$30,000.00 from the City of Monroe and \$20,000.00 from a MDNR grant), will be used to complete the remainder of the project. This includes: completing the data extraction and attribution process, field inventory, quality control completion, project summary report and metadata, data delivery and other associated costs.

Budget Amount #1: \$50,000

- Project Management
- Mobile LiDAR Collection and Processing (100%)
- Data Review and Preparation
- Data Extraction and Attribution (30%)
- Quality Control

Budget Amount #2: \$49,720

- Project Management
- Data Extraction & Attribution (70%)
- Field Inventory (100%)
- Remaining Quality Control
- Project Summary Report and Metadata
- Data Delivery

RS&GIS is flexible and will work with the City of Monroe to complete the work under the current budget constraints. The award of the first \$50,000.00 is expected to occur around September 15, 2014. The second \$50,000.00 may be awarded soon after if the City of Monroe receives a grant from the MDNR and is able to allocate additional funds. However, if the City of Monroe does not receive grant funding and/or cannot allocate additional funds in the current fiscal year, the money will be awarded at the beginning of the next fiscal year (e.g., July 1, 2015). Regardless of the funding scenario, RS&GIS will complete the entire project within the agreed upon timeline assuming funding assurances have been met.



CITY OF MONROE

Department of Engineering and Public Services

September 8, 2014

Community Forestry Grant Program
Michigan Department of Natural Resources
P.O. Box 30452
Lansing, MI 48909-7952

RE: Grant Application – City of Monroe

Dear Sir or Madam:

Attached please find three (3) copies of a grant application on behalf of the City of Monroe under the category of "Management and Planning" for a proposed GIS tree layer development / tree inventory. I have spoken with Kevin Sayers regarding this proposed project, which is being split into two phases to accommodate the competing needs of starting data collection this fall in order to complete all work by September 1, 2015, while not commencing work on the grant-eligible items prior to a potential award. Thus, the initial data collection (Phase 1) is being totally funded by the City of Monroe (\$50,000), whereas the balance of \$49,720 is being included in Phase 2, for which we are soliciting the maximum \$20,000 grant award to assist in offsetting our costs. In addition to pages 6, 7, and 9 (relevant pages) of the grant application form, I am including the following:

1. A copy of the City's tree ordinance (6 pages)
2. Request for Proposals (RFP) for the GIS tree layer development (4 pages)
3. RFP clarifications provided to vendors (2 pages)
4. Selected proposal from MSU RS & GIS Outreach Services (35 pages)
5. Budget summary from MSU clarifying phasing (2 pages)

Lastly, page 6 of the application indicates that the City has a tree board or responsible department, and at the present time, that entity is the Department of Public Services, of which I am the director. In addition, we have a 3-person maintenance crew and supervisor assigned primarily to these duties.

If you should need any further information, please do not hesitate to contact me at any time. Thank you very much for your consideration.

Sincerely,

Patrick M. Lewis, P.E.
Director of Engineering and Public Services

Attachment – application and items delineated above

Cc: Mr. Kevin Sayers, MDNR, via email
Dan Swallow, Director of Economic and Community Development
Bill Walters, Superintendent of Public Services
Shana Hayter, Forestry Supervisor
George Brown, City Manager
Loretta LaPointe, Recreation Manager

COMMUNITY FORESTRY GRANT PROGRAM

*This information is provided by Authority of Part 5 of Act 451, P.A. 1994, as amended,
and the U.S. Cooperative Forestry Assistance Act of 1978, CFDA 10.664.*

2014-15 APPLICATION AND INFORMATION PACKET

APPLICATION DEADLINE:

received by: **SEPTEMBER 12, 2014**

This document available on our website at: <http://www.mi.gov/ucf>

SUBMIT TO:

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES
Urban and Community Forestry Program**

Mailing Address:

**PO BOX 30452
LANSING MI 48909-7952**

Street Address:

**525 W. Allegan St., 4th Floor
LANSING MI 48933**



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GENERAL INFORMATION

The Michigan Department of Natural Resources (DNR), Urban and Community Forestry (UCF) Program in cooperation with the U.S. Department of Agriculture Forest Service (USFS) has established the Community Forestry Grants program. Federal funding is provided by the USFS, State and Private Forestry, UCF Program (**CFDA 10.664**).

Cost-share funds will be available to communities and organizations on a competitive basis for UCF projects in Michigan. A total of up to \$100,000 may be granted to eligible projects. This is a 1:1 cost share match program. Federal funds may not be used as part of the required match. Projects must be completed by **September 1, 2015**.

The purpose and objectives of this program include:

- providing financial assistance to communities and organizations to support UCF projects
- building local community capacity to manage and care for trees through education and technical assistance
- developing long-term street/park and community forestry plans
- promoting projects that assist communities in developing sustainable local tree management programs
- improving public awareness and understanding of the benefits of preserving and expanding community tree cover
- implementing successful tree planting projects
- promoting volunteerism and partnership between public, private and nonprofit organizations for public tree management
- enhancing the technical skills of people involved in planning, managing or maintaining urban and community forests
- Promoting and celebrating Arbor Day, Tree City USA and related events.

2014-15 COMMUNITY FORESTRY GRANT FUNDING PRIORITIES:

Based on the total pool of applications received, up to \$100,000 in available funding may be distributed according to the following breakdown:

- | | |
|------------------------------------|------------|
| ○ Management and Planning projects | 45% |
| ○ Tree Planting | 30% |
| ○ Education and Training | 20% |
| ○ Arbor Day Celebration | 5% |

This is a reimbursement grant program: Federal grant monies awarded under this program will be paid only upon evidence of completion of approved projects.

For additional information, visit the DNR's UCF web page at <http://www.mi.gov/ucf>, or contact:

**COMMUNITY FORESTRY GRANT PROGRAM
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30452
LANSING MI 48909-7952
(517) 284-5898**

ELIGIBILITY INFORMATION

NOTE - Priority consideration will be given to 1st time applicants and to those who have not received any DNR administered UCF program grants in the last year.

ELIGIBLE APPLICANTS:

Applications will be accepted from the following:

- local units of government (e.g. city, village, township, county, school district, public university, and other legal entities of local government)
- tribes
- non-profit organizations* ([501(c)(3)] or other granted legal status)



Individuals and private businesses are not eligible to apply but may partner with an eligible organization on a proposal.

***Non-Profit Information:** Non-profit organizations submitting applications must also:

1. provide a copy of the IRS's letter of determination indicating non-profit status.
2. provide documented permission from the landowning authority (e.g. city forester, city manager etc.) where the project will be performed, if it is not your own. Lands owned by non-profit organizations and tribal lands are eligible for use, but applicants must submit a letter from the organization or tribe ensuring that the lands are open to the public for educational purposes.

SUSPENDED AND DEBARRED PARTIES:

***Sec. 3016.35 Subawards to debarred and suspended parties.** Grantees and subgrantees must not make any award or permit any award (subgrant or contract) as any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." List of debarred parties: <http://www.epls.gov>.

LIMIT ON NUMBER OF PROPOSALS:

One application per category per organization

ELIGIBLE ACTIVITIES:

Several activities will be eligible for funding under the following categories:

1. Management and Planning
2. Education and Training
3. Tree Planting
4. Arbor Day Celebrations



Maintenance projects (e.g., tree trimming, removal, etc.) are not eligible.

Management & Planning - Includes activities such as:

- street and park tree inventories
- community forestry management plans
- urban tree canopy (UTC) assessments
- tree ordinance development/revision
- tree protection plans
- street/landscape/arboretum designs and plans
- purchase of tree inventory software (one time only)
- temporary staffing support (labor/admin, students/interns – 1yr max)

(Maximum grant request: \$20,000.00)

Education and Training - Includes activities such as:

- develop/host urban forestry related workshops
- purchase of tree-care education materials, such as books, videos, and brochures
- registration expenses for worker training events
- initial costs of certification for in-house employees by the International Society of Arboriculture
- develop/host youth education programs
- develop/purchase tree ID tags, interpretive trail signage etc.

NOTE - Educational products developed may be locally focused but ideally will have statewide or regional applicability and include a mechanism for information distribution.

(Maximum grant request: \$10,000.00)

Tree Planting – Includes the following activities only:

- Tree planting on publicly accessible property*
*streets, parks, rights-of-way, schools, botanical gardens, and neighborhood common spaces.

NOTE - Reimbursement will be made towards the purchase of trees only. Planting costs are not reimbursable, but may be used towards the match obligation. See tree planting information details below for eligible amounts and allowed reimbursement rates.

(Maximum grant request: \$4,000.00)

Arbor Day Celebrations – Includes activities such as:

- Arbor Day tree planting (typically one tree)
- Arbor Day/Tree City celebration supplies/materials (brochures, pencils, stickers, awards etc.).
- Library books/materials related to regional natural resource issues. All materials must be approved by the Grant Supervisor.

(Maximum grant request: \$500.00)

HOW TO APPLY

Submit one original application **and two copies** by the deadline listed. Late and/or faxed applications will not be accepted. Application materials are available on the DNR's website at <http://www.mi.gov/ucf> or may be sent via mail upon request.

Applications should contain detailed information for the review committee to consider when rating your proposal. Items to include (as applicable):

1. Project Narrative
2. Budget
3. Tree Planting Information (*as applicable*)
4. Attachments (*e.g. site map, IRS determination, etc.*)

Narrative Information:

Include statement of project purpose/need, goals, deliverables, anticipated results, and people involved/responsible with project as listed on the *Community Forestry Grant Application* (pg 7).

Budgetary Information:

Applications must include the total project cost, grant amount request (no more than 50% of the total project costs), and the amount and type of matching funds (cash, in-kind contributions). Federal monies may not be used as matching funds. In-kind contributions such as in-house or volunteer labor costs, equipment usage, donation of goods, services, etc. should be identified.

Volunteer labor should be valued as follows:

Adults - **\$20/hr**; Youths (up to age 16) - **\$10/hr**. Professional or technical services contributed by persons, or businesses may be valued at commercial/professional rates that are reasonable and customary, but must be documented in writing by the donor.

Applicants that have an approved overhead/indirect rate from a cognizant federal agency may include indirect costs as part of their match portion. Proof of certification will be required. This amount will be limited to 20% of the grant funds requested.

All matching funds must be directly related to the proposed project and have been incurred within the grant period. Some acceptable sources of match include:

- salaries/wages and fringes
- contractor / consulting fees
- equipment (*purchase, rental or donated*)
- tree maintenance costs (*est. for 1st year only*)
- supplies (*i.e., trees, books, brochures, mulch, stakes, etc.*)
- travel (*current federal rate of \$.555/mile*)
- delivery costs

The project budget breakdown should include information in a similar format to the Example below:

Project Title: Community Street Tree Inventory
 Total Project Cost: \$41,500
 Requested grant funds: \$20,000
 Anticipated matching funds: \$21,500

	Grant Funds	Local Match
Personnel/fringes		\$3,000
Contracted	\$20,000	\$11,000
Supplies		\$7,500
Other		
Total	\$20,000	\$21,500

Budget Detail:

Personnel – 150 hrs. @ \$20/hr;
 Contracted - consultant fees for inventory;
 Supplies – 3 computers, software and misc. other

Applicant must provide (when requested) quarterly, semi-annual and/or annual project reports. Project records must be available for audits for up to 3 years and site reviews for up to 5 years. Applicants must comply with all applicable state and federal requirements and regulations.

Tree Planting Project Category Information:

To encourage communities to build local urban forestry programs, the tree planting portion of the grant program has been divided into a tiered-award system. Local units of government, **specifically cities, villages, townships, and counties**, must indicate and provide evidence of whether they have any or all of the following components of a sustainable urban forestry program*:

- street tree/landscaping ordinance
- tree board, advisory group or responsible department
- tree inventory (e.g. street/park/campus)
- urban forest/street tree or equiv. management plan
- professional staff (e.g. city forester, consulting arborist)

The following items will be accepted as evidence of meeting the above listed components:

- copy of ordinance
- summary report of inventory (1-2 page max.)
- copy or executive summary of management plan
- Name and contact info for tree board or department
- Title and name of professional staff/consultant (*should have background in forestry, natural resources or urban planning etc.*)

*A copy of some of these documents may already be on file for your community with the DNR. Please contact Kevin Sayers at 517-284-5898 or sayersk@mi.gov for assistance.

Depending on the number of components, a community may qualify for funding at the following levels:

- \$1,000 max - no components
- \$2,000 max - one component
- \$3,000 max - two components
- \$4,000 max - three or more components



Nonprofit organizations and other applicants who would not be expected to develop an urban forestry program may apply for a maximum of \$2,000 in tree planting assistance.

The tree planting section should describe the procedures for planting trees on the project. It should be based on an overall vision of sustaining and enhancing the community as a livable place with an extensive, thriving urban forest that provides multiple benefits.

Please include the following information:

1. total number of trees to be planted
2. size (caliper inches)
3. tree planting stock type (e.g., balled & burlap, container, bare root)
4. tree species
5. location of tree planting (general area site map)
6. tree planting diagram
7. consideration of any utility issues

Tree planting project goals should include:

1. species diversity
2. right-tree/right-place
<http://www.arborday.org/trees/righttreeandplace/>
3. proper planting technique
4. commitment to tree maintenance and care
5. enhancing community canopy cover

Species diversity guidelines recommend a maximum of 20% of plantings to be from the same genus of trees and a maximum of 10% of plantings to be from the same species of tree. The table below provides the minimum number of species suggested for a given project size

Total # of Trees in Planting	Minimum # of Species
1-8	1
9-15	2
16-30	3
31-40	4
41-50	5
51-100	6
101-200	10
200+	12



Certain species, including Norway Maple, Blue Spruce, & Flowering Pear are discouraged due to their potential to become invasive or susceptibility to insects, disease, storm damage.

Native trees and species with low allergenic pollen potential (typically female varieties) are encouraged whenever possible. More info. available at: <http://www.pollenlibrary.com/> and http://www.mi.gov/documents/IC4212MichiganNativeTrees_139986_7.pdf

All planting projects should comply with minimum planting stock, tree planting and maintenance standards as set forth by the American National Standards Institute (ANSI). Base standards are:

1. *Nursery Stock* (ANSI Z60.1-1996);

2. *Tree Care Operations: Tree, Shrub, and Other Woody Plant Maintenance—Standard Practices* (ANSI A300-1995);
3. *Tree Care Operations: Pruning, Trimming, Repairing, Maintaining, and Removing Trees, and Cutting Brush—Safety Requirements* (ANSI Z133.1-1994).

Examples and instructions based on these standards may be found in:

- *How to Prune Trees*, USDA Forest Service, State and Private Forestry (NA-FR-01-95)
- *Tree Planting Detail* (IC4108) Michigan DNR
- *Tree Planting Zones* (IC 4109) Michigan DNR

Tree Planting Stock Type/Size: Planting stock selection should be determined based on species, planting location, soils, etc. Trees will be reimbursed up to the listed amount depending on tree size and actual cost. **No tree shall be reimbursed more than \$125.**

Balled and Burlap: 1 ½ - 3+ inch diameter, 10-16 feet height. Soil ball diameter 20-27 inches. Tree diameter is measured at 6 inches above ground.
Maximum reimbursement: \$125 per tree.

Bare Root: 1 to 1¾ inch caliper, 6-10 feet height. Tree caliper is measured at 6 inches above ground.
Maximum reimbursement: \$50 per tree.

Containerized/Potted (Sm.-Med.): Container size class less than #10 with depth 8-14 inches and top diameter 9 -11.5 inches. Trees typically 1-6' tall
Maximum reimbursement: \$45 per tree.

Containerized/Potted (Lg.): Container size class equal or greater than #10 with depth 12-17 inches and top diameter 14.5 and 28.5 inches. Trees typically 6-10' tall
Maximum reimbursement: \$75 per tree.

Planting stock must be obtained from a nursery stock dealer or grower certified by the originating state's department of agriculture. Nursery stock obtained from local municipal or other nurseries must meet appropriate standards (*Michigan Insect Pest and Plant Disease Act, Public Act 189, 1931*).

Maintenance Plan: All tree planting projects must include a detailed 3-year maintenance plan. This maintenance plan should address watering, pruning, pest/disease management and other routine and corrective actions. The Michigan DNR's *Tree Maintenance Guidelines* (IC4108-1) may be used as a guideline and is available online at: www.mi.gov/ucf

REVIEW AND SELECTION PROCESS

The application process is competitive. Proposals submitted for consideration will be reviewed by a grant review committee made up of DNR Forest Resources Division staff and members of the Michigan Urban and Community Forestry Advisory Council.

Reviewers will rate each proposal and formulate a recommendation to award or decline each. Awarded proposals may be funded at the requested amount or less at the recommendation of the committee. Final awards will be made by the DNR UCF program coordinator in consideration of the committee's recommendations.

Applications will be evaluated based on following criteria:

- completeness of application
- project/program goals and appropriateness
- project quality and technical merit
- budget accuracy

Project/program goals include responsiveness to stated Community Forestry Grant Program objectives (pg. 1).

Project quality includes completeness of application, well-defined project outcomes, short and long-term impacts, cost effectiveness, and proposed methods for continuation or maintenance of project beyond the grant period.

Budget accuracy will consider eligibility of requested funds (based on project category), adequate match and source, and correct use of reimbursement rates for tree planting projects.

In addition, several items related to statewide program administration may be considered including:

- likelihood that the proposed project will yield products/results that could benefit the broader Michigan UCF community
- likelihood that the proposed project will result in a community/organization/utility achieving or maintaining designation as a Tree City/Campus/Line USA
- geographic location in Michigan
- length of time since last grant award (if any)
- applicant past performance on grants

The DNR reserves the right to refine or alter the criteria at any time.

GRANT AWARD & EXECUTION OF CONTRACT

Grants will be awarded to the highest rated proposals, as determined by the review committee and the Grant Supervisor, based on application comparisons and other program administration considerations listed above. Following the rating, each applicant will be notified of their status (award and allocation, or no award)

Every effort is made to review and notify applicants as soon as possible. However, official notifications typically are not made for up to 2 months after the application closing date.

Grant recipients will receive grant documents for processing following the initial notification. In addition, grant recipients may be required to meet with DNR UCF program staff prior to beginning the grant to review and discuss project plans and activities.

Approved projects may begin only after all appropriate forms are signed and submitted by the grantee and countersigned by the DNR Grant Supervisor. Grant monies awarded will be paid ONLY upon evidence of completion of project. Project must be completed by **September 1, 2015.**

Recipients must comply with all applicable state and federal regulations and requirements

Projects receiving funds must acknowledge the support of the DNR, Urban and Community Forestry Program, and the USDA Forest Service, State and Private Forestry Program.

The DNR, FRD reserves the right to withhold award of available grant monies.

The Michigan Department of Natural Resources (DNR) provides equal opportunities for employment and access to Michigan's natural resources. Both state and federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, P O Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203

For information or assistance on this publication, contact Forest Resources Division, Michigan Department of Natural Resources, PO Box 30452, Lansing MI 48909-7952, Telephone 517-284-5900.

This publication is available in alternative formats upon request.

**APPLICATIONS FOR THE 2014-15 GRANT PROGRAM MUST BE RECEIVED BY SEPTEMBER 12, 2014.
NO FACSIMILES WILL BE ACCEPTED.**



URBAN AND COMMUNITY FORESTRY PROGRAM
2014-15 COMMUNITY FORESTRY GRANT

APPLICATION

This information is required by Authority of Part 5 of Act 451, P.A., 1994, as amended, and the U. S. Cooperative Forestry Assistance Act of 1978, CFDA 10.664, in order to be considered for a grant.

Organization Name (Community or Organization)
City of Monroe
Contact Person (Person responsible for all project correspondence)
Patrick M. Lewis, P.E., Dir. of Pub. Serv.
Address
120 East First Street
Email
patrick.lewis@monroemi.gov
City, State, Zip
Monroe, MI 48161
County
Monroe
Telephone
(734) 384-9124
Federal Employer Identification Number (FEIN):
(This 9 Digit Number Must be Provided)
38-6004638

TO BETTER HELP US DETERMINE EACH APPLICANT'S CAPACITY AND/OR LEVEL OF ASSISTANCE NEEDED TO DELIVER URBAN FORESTRY PROJECTS, PLEASE INDICATE WHICH OF THE FOLLOWING URBAN & COMMUNITY FORESTRY PROGRAM COMPONENTS YOUR COMMUNITY CURRENTLY HAS IN PLACE. (check all that apply)

- Not Applicable (e.g. non-profit organization, educational institution, tribe, etc.)
Urban Forest or Equivalent Resource-based Management Plan (Provide copy of plan, or website link)
Current Street/Park Tree Inventory (Provide a summary or website link)
[X] Tree/Landscaping Ordinance (Provide copy or provide website link)
[X] Tree Board or Responsible Department (Provide Chair or primary contact person information)
Professional Staffing (Should be relevant to urban forestry, natural resources mgmt. or planning. May include consultants)
TITLE:

PROJECT BUDGET SUMMARY
GRANT AMOUNT REQUESTED (no more than 50% of total project cost) \$ 20,000
MATCH AMOUNT (must be at least 50% of the total project cost) \$ 29,720
TOTAL PROJECT COST \$ 49,720
Estimated project starting date
12/1/2014 preferred
Estimated projection completion date:
(must be completed by 9/1/2015)
9/1/2015 or earlier

PROJECT TYPE (Check ONLY one project type)
[X] Management & Planning (\$20,000 or less)
Education & Training (\$10,000 or less)
Tree Planting (up to \$4,000 based on number of UCF components. Those checking N/A are eligible for \$2,000 max.)
\$1,000 (No urban forestry components)
\$2,000 (N/A / one or more components)
\$3,000 (Two or more components)
\$4,000 (Three or more components)
Arbor Day Celebrations (\$500 or less)
TYPE OF APPLICANT (Check one)
[X] Local Unit of Government
Non-Profit organization (must be designated as 501c3)
Educational Institution
Tribe
Other (specify)

Is your community/organization currently certified as a Tree City/Campus/Line USA? [] Yes [X] No [] Don't know [] N/A

PROJECT NARRATIVE

Answer the following questions as concisely as possible in the space provided OR attach a maximum of 3 separate pages

A Describe the purpose and objectives of the project you are proposing (i.e. why are you undertaking this project, what is the need?)

The City of Monroe presently maintains a Geographic Information System (GIS) for all areas within the City limits. Primary layer data includes property parcels, utilities, aerial photos, flood plain, building footprint, and other ancillary layers; but does not yet include any tree information. The City maintains a large urban forestry program along City rights-of-way, including the portions of US-24, M-125, and M-50 within the City limits, and within other City-owned properties. While the City has never had a comprehensive tree inventory, it is believed that as many as 20,000 trees may exist within City properties and rights-of-way. Without a tree inventory with an asset management component, the City forestry crew is simply reacting to hazards and complaints without a proactive management plan. The benefits of an improved urban forestry program are highlighted in the City's recent Resilient Monroe plan: www.resilientmonroe.org. The City has already received proposals for data collection and system integration necessary to create a tree inventory layer within the GIS system. The City plans to award at least a component of this work at the September 15 City Council meeting, but the City's original budget of \$50,000 has been exceeded. In order to complete all necessary and desirable work activities, the City may have to split this work into multiple budget years, and is soliciting funds to assist in this endeavor.

B Describe specific project outcomes and deliverables anticipated (i.e. what will be the major accomplishment(s) from this project?)

The deliverables from the project will consist primarily of a complete GIS layer including a variety of attributes such as species, height, girth, crown spread, plant date (when known), condition / health, hazard potential, other site characteristics, and photographs. In addition, a summary report will be prepared of all data collected. Initially, the tree inventory will be used to develop appropriate maintenance schedules and priorities with an eye to setting the appropriate level of staffing, maintenance, and funding for the long term. The inventory and associated maps will also allow the City to quickly assess the status of our urban trees, become proactive in our maintenance tasks, schedule work more efficiently, save mature trees that may be damaged or diseased, identify gaps in the tree coverage, and plan new tree planting opportunities. The resultant data will help the City develop anticipated benefits and values for this "green infrastructure" when presenting future proposals to City Council.

The request for proposals (RFP) for this project and the selected proposal have been attached with this submittal, and these documents provide additional detail regarding deliverables.

C Describe your strategy/timeline for completing the project. Be sure to include specific steps and preplanning info.(e.g preliminary designs, quotes, estimates etc.).

The attached RFP identifies a time window of one year from award, which is expected to be September 15, 2014, however, the selected vendor has already indicated that they can accelerate the timeline to complete all work to meet grant timelines if needed. As this completion date is predicated on their ability to secure LiDAR data collection in fall 2014, the City has spoken with the vendor, the Remote Sensing and GIS Research Center at Michigan State University, and they have agreed to split the work activities into two parts. The first of these, which will cost \$50,000 and be fully funded by the City of Monroe, will commence immediately and will collect all LiDAR data and begin some level of data extraction and review. As this work must occur prior to grant award and does have additional benefit to the City for future GIS layers such as signs, light poles, etc., this first phase is not included in the grant request. Phase two, including all field work, remaining data extraction, and final deliverables, will be specific to the tree layer and grant but can be completed between January and August 2015, within grant timelines.

D Please list the names and responsibilities of key individuals and organizations involved with the project

Patrick M. Lewis, P.E., Director of Engineering and Public Services, is the department head responsible for department overseeing the City's GIS system and the City's Forestry operations. Gerald Roberts, GIS-CAD Section Leader, is responsible for regular maintenance on the City's GIS system and will be the lead individual on this project. Bill Walters, Public Services Superintendent, and Shana Hayter, Forestry Supervisor, will assist the consultant with data collection and will update data in the future as a part of their respective work assignments.

E Upon completion of your project, what plans do you have (if any) to continue, maintain, update or assess it?

Once completed, staff intends to utilize this information to target planting in areas lacking trees, develop a comprehensive management plan and budget, plan for future replacements, and to work toward species diversification as protection against future disease. With the GIS layer and attribute data integrated into the existing system, maintenance of the inventory will be simplified and more updates can be planned with other GIS layer maintenance. Once established and continually populated with data over time, this layer will grow continually more useful in identifying the age of trees and time since last trimming, for example.

TREE PLANTING INFORMATION *(AS APPLICABLE)*

A. TOTAL NUMBER OF TREES TO BE PLANTED: _____

B. SIZE: (i.e., caliper inches or height) _____

C. NURSERY STOCK TYPE: (Check all that apply)

Balled and Burlap

Bare Root

Container: (indicate size below)

Small – Medium (<10 gal) Large (>10 gal)

D. TREE SPECIES: (Applicants are **strongly** encouraged to use a diversity of tree species – see pg.4. List quantities if known)

E. LOCATION OF TREE PLANTING PROJECT: (Check all that apply. A basic location/site map and planting diagram **must** be attached.)

Public right-of-way

Park/Nature Center

Campus

Other _____

F. HOW ARE OVERHEAD & UNDERGROUND UTILITIES BEING CONSIDERED/ADDRESSED IN THE TREE PLANTING PROJECT (e.g. right-tree/right-place: <http://www.arborday.org/trees/righttreeandplace/>)?

TREE MAINTENANCE PLAN:

All planting projects must have a three (3) year maintenance plan in place. A maintenance plan should address watering, pruning, damage control/management, insect and disease monitoring and other routine and corrective actions. **Attach a copy of the tree maintenance plan you intend to use for this tree planting project.**

Indicate who will be responsible for the maintenance activities (i.e., municipality crews, residents, contractors, etc.)

*The DNR's *Tree Maintenance Guidelines* (IC4108-1) may be used at a minimum if applicant does not have their own. Please visit <http://www.mi.gov/ucf> - MI UCF Resource Library section

CALL MISS DIG AT (800) 482-7171 OR 811 THREE DAYS BEFORE BEGINNING ANY TREE PLANTING OR DIGGING PROJECT

BUDGET INFORMATION

A budget chart must be included (see sample budget on pg. 3). Budget detail must specify total project costs, grant amount requested and matching funds. Grant amount request may be no more than 50% of the total project costs. Budgets must identify matching funds (cash, value of in-kind contributions etc.). Matching funds may not be federal and must be directly related to proposed project.

In-kind contributions include in-house or volunteer labor costs, goods and services. Volunteer labor should be valued as: **Adults** at \$20/hour, **Youths** up to age 16 at \$10/hour. Professional or technical services contributed by consultants, businesses or companies should be considered in-kind match valued at commercial/professional rates that are reasonable and customary and must be documented in writing by the donor.

Some acceptable sources of match may include:

- Labor (in-house, volunteer, contract)
- Program administration (up to 20% of requested grant funds)
- Equipment (rented, in-house, purchased)
- Tree Maintenance (1st year only)
- Supplies (i.e., books, brochures, tools, mulch, food, etc.)
- Facility rental fees
- Travel / Delivery costs
- Donations

EXAMPLE BUDGET CHART (attach separate budget sheet as needed)

Project Title: GIS Tree Layer Development - Phase Two Total Project Cost: \$ 50,000

Expenses	Requested Grant Funds	Match	Budget Detail
Personnel/Fringe	\$ _____	\$ _____	_____
Overhead	\$ _____	\$ _____	_____
Volunteer	\$ _____	\$ _____	_____
Trees	\$ _____	\$ _____	_____
Travel	\$ _____	\$ _____	_____
Equipment	\$ _____	\$ _____	_____
Supplies	\$ _____	\$ _____	_____
Contractual Services	\$ <u>20,000</u>	\$ <u>29,720</u>	City also paying \$50,000 for first phase
Other	\$ _____	\$ _____	_____
TOTAL	\$ <u>20,000</u>	\$ <u>29,720</u>	_____

Do you have written permission from the landowner (if applicable)? Yes, provide copy No, copy will be required prior to beginning

*Non-Profit Organizations: Have you attached a copy of IRS determination indicating non-profit status? Yes No

Are you currently debarred or suspended from participation in Federal Assistance Programs? (See pg 2) Yes No

As designated representative of above-named Applicant, I hereby agree to implement this project according to the application and to abide by the provisions of the Community Forestry Grant Program, including compliance with all applicable federal and state laws and regulations.

Patrick M. Lewis, P.E., Dir. of Public Services
Applicant's Designated Representative (please print)


Signature

09/08/2014
Date

APPLICATIONS MUST BE RECEIVED BY SEPTEMBER 12, 2014

DO NOT ENCLOSE MATERIALS IN FOLDERS OR BINDERS.

Please return completed application (original and two signed copies) to:

Mailing Address:

Street Address:

**COMMUNITY FORESTRY GRANT PROGRAM
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30452
LANSING MI 48909-7952**

**COMMUNITY FORESTRY GRANT PROGRAM
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
525 W ALLEGAN STREET
LANSING MI 48933**

APPLICATION CHECKLIST

Use the following checklist to ensure that your grant application is complete.

- Have you included a total of three copies of the application (one original, two copies)?
- Did you provide the required contact information (including FIN#) and answer all questions on the application?
- Did you include copies of any quotes or bids you received for the project (*as applicable*)
- Have you verified budget figures and correctly calculated the required matching funds?
- Did you provide copies of any Urban Forestry Program components as described on page 1? (*as applicable*)
- Did you include a site map where the project will be taking place? (*Tree planting grants only*)
- Did you include a tree planting diagram? (*Tree planting grants only*)
- Did you include a tree maintenance plan? (*Tree planting grants only*)
- Have you obtained written approval from landowners? (*as applicable*)
- Have you obtained all of the necessary required signatures?
- Are there any letters of support that you would like to include (*not required*)
- Have you attached a copy of your IRS Letter of Determination? (*nonprofit organizations only*)

For questions and additional information, contact Kevin Sayers, Urban Forestry Coordinator, Michigan DNR,
(517) 284-5898 or sayersk@mi.gov



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: PAVING SPECIAL ASSESSMENT DISTRICT 332 – ALLEY EAST OF NORTH MONROE STREET,
SOUTH OF EAST NOBLE AVENUE – SPECIAL ASSESSMENT RESOLUTION NUMBER 1

DISCUSSION: The Engineering Department received the attached petition on September 4, 2014 for the paving of the east-west alley located east of North Monroe Street and south of East Noble Avenue. The property map (attached) indicates that, according to the property legal descriptions, there is a total of 579 feet of frontage on each side of the alley, for a total of 1,158 feet of frontage spread across 18 different properties. Upon first review, it appears there may be some survey discrepancies in the actual field measurements of several properties, so these numbers are subject to change slightly if the special assessment process goes forward. In total, nine (9) property owners representing 528.75 feet of frontage (45.7% of the total frontage) and what appears to be a renter of another property representing 50 feet of frontage (another 4.3%) signed the petition. Additionally, in many cases, only one of two or more property owners signed the petition on behalf of their respective properties, so as it stands, there is not yet officially 50% or greater support of the adjacent property owners. Lastly, while the district has presently been drawn to include two properties at the west end of the alley (314 and 318 North Monroe Street), the portion of the alley adjacent to the entire frontage of 314 North Monroe (115 feet) was previously paved by the owner for their use to access their parking lot. To avoid having to amend the district later, these two properties with paved frontage have been included for now, but in all likelihood they will be dropped from the district following design activities.

Notwithstanding the above lack of signatures on some properties, there does appear to be significant support for the paving project, and it can still be taken up as a Council-initiated project. The City Charter provides for the paving of alleys at the discretion of the City Council and provides for recovery of some or all of the cost by a Special Assessment against the benefiting properties. In an effort to encourage residents to begin to improve their alleys, as a part of the 2012-13 Capital Improvements Program, the City Council approved a \$75,000 expenditure to provide for a 50% City match on new paving projects. While the usage of these funds is still the prerogative of the City Council, the Engineering Department would recommend that this be considered on this project and our initial estimates will reflect this funding split. Based on the timing of the special assessment process, work could not occur on this project until spring 2015.

IT IS RECOMMENDED that the attached Resolution 1 be adopted, which directs the Engineering Department to prepare plans, specifications, and cost estimates for this project.

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, adjacent property owners and residents

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$TBD
	Cost of This Project Approval	\$5,000*
	Related Annual Operating Cost	\$N/A
	Increased Revenue Expected/Year	\$N/A

*Approximate cost of survey and design work needed to develop plans for this project.

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	Engineering Full-Time Salaries	101-40.449-702.000	\$5,000*
	<u>Other Funds</u>		

*Funds to be reimbursed by Special Assessment District upon confirmation by City Council.

Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 09/08/14

REVIEWED BY:



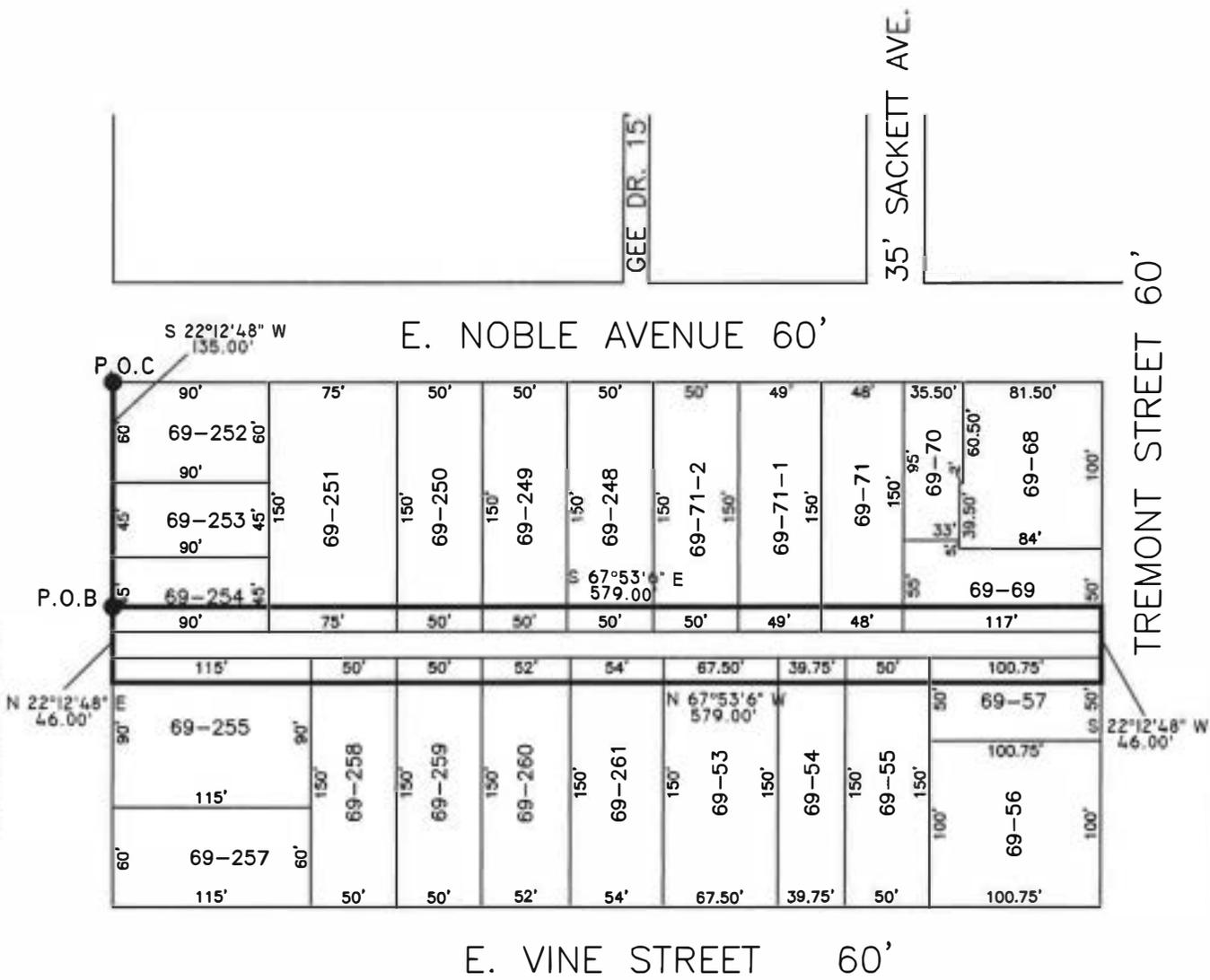
DATE:

COUNCIL MEETING DATE: September 15, 2014

RESOLUTION NUMBER 1

RESOLVED that it is the intention of this Council, as a necessary public improvement, to pave portions of the alley east of North Monroe Street and south of East Noble Avenue; that the City shall pay One Dollar (\$1.00) plus any additional amount that the Council deems proper of cost thereof, the remaining cost to be levied according to the benefits upon the property benefited thereby; and that the City Engineer is hereby instructed to prepare and file with the City Clerk-Treasurer map, plan, profile, specifications, and estimate of the cost of said improvement, upon which a map he shall delimit for the Council the district to be included in the special assessment for said improvement, which shall include such property as shall be benefited by said improvement.

N. MONROE STREET 100'



PROPOSED PAVING S.A.D NO. 332
 Commencing at the easterly right-of-way line of N. Monroe St. (100' R/W) and the southerly right-of-way line of East Noble Ave. (60' R/W);
 thence S 22°12'48" W 135.00 feet to the point of beginning;
 thence S 67°53'6" E 579.00 feet;
 thence S 22°12'48" W 46.00 feet;
 thence N 67°53'6" W 579.00 feet;
 thence N 22°12'48" E 46.00 feet to the point of beginning.



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

CITY OF MONROE, MICHIGAN
 ENGINEERING DEPARTMENT
 ALLEY PAVING
 ALLEY E. OF MONROE, S. OF NOBLE
 PAVING S.A.D. NO. 332

SCALE: 1"=100' FILE NO. A-XXX
 DATE: SEPTEMBER, 2014 SHEET NO. 1 OF 1
 APPROVED: _____
 CITY ENGINEER



Geographic Information System (GIS)
Engineering Department

1 inch = 100 feet

September 8, 2014

City of Monroe

DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various cities, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City of Monroe does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City of Monroe does not represent that the GIS data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of data provided.

Date Issued: July 24, 2014

To The Council of the City of Monroe, Michigan

Council Members:

We, the undersigned, being the owners of lands liable to be assessed in that part of the City of Monroe, Michigan, which may be constituted a special assessment district upon which may be levied a special tax for the improvement hereinafter designated, and also the City of Monroe would respectfully petition your Honorable Body to

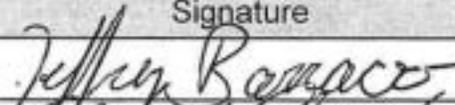
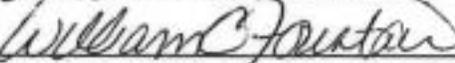
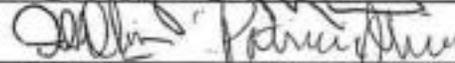
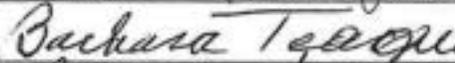
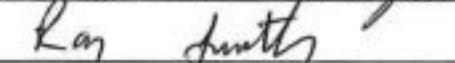
Pave the east-west alley located between Monroe and Tremont Streets, between East Noble Avenue and East Vine Street

Dated _____, 20__

Petition circulator(s) Jeffrey Barraco, 46 East Noble Avenue

Note: Where property is held jointly by husband and wife, petition must be signed by each of them. If the property is being purchased under contract, the petition must be signed by the Purchaser and the Seller. If the property is encumbered by a mortgage, the petition must be signed by the Mortgagor and the Mortgagee.

Wife's correct signature: Ruth Smith NOT: Mrs. James Smith

Signature	Printed Name	Address
	JEFFREY BARRACO	46 E NOBLE AVE.
	CLARENCE E. CHOUSTER	47 E VINE ST
	William C. Fountain	48 E Noble Ave.
	Sally Rezzino	356 E. Noble Ave
	Dale Oliver Patricia Oliver	18 E Noble Ave.
	Barbara Teague	15 E. Vine St.
	RON SMITH	21 E VINE ST
	WILLIAM M. SATKOWSKY	28 E Noble

STATE OF MICHIGAN)
) SS.
COUNTY OF MONROE)

Jeff Barraco J/Barraco, being duly sworn deposes and says that he/she has circulated the attached petition and has obtained the signatures thereto and to the best of his/her knowledge, the signatures of said petition are the genuine signatures of the persons they support to be.

State of Michigan
County of Monroe
On this 4 day of Sept 2014
before me personally appeared
Jeffrey Steven Barraco
to me known to be the person who executed the foregoing instrument, and acknowledged that he/she executed the same as his/her free act and deed.

SEAL (signed) Michele Yvonne Rinne
Notary Public

Subscribed and sworn before me this 4th day of Sept, A.D.,

2014.

Michele Yvonne Rinne
Notary Public, Monroe County, Michigan

My Commission Expires: 9/27/2020

MICHELE YVONNE RINNE
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF MONROE
My Commission Expires Sept. 27, 2020
Acting in the County of Monroe



CITY OF MONROE

Department of Engineering and Public Services

July 24, 2014

Mr. Jeffrey Barraco
46 East Noble Avenue
Monroe, MI 48162

Re: Alley Paving Petition

Dear Mr. Barraco:

It is my understanding that you have expressed interest in pursuing the paving of the alley behind your home. The City of Monroe is very supportive of capital improvements such as this, and whenever possible we encourage fronting property owners to petition for permanent paving improvements. Since the City does not receive any funds distribution for alley maintenance through Public Act 51 of 1951 as we do for dedicated roadways, we must rely upon general funds and special assessments from adjacent residents to support paving projects. However, due to the desire to further encourage property owners such as you to come forward, the City Council previously approved a capital expenditure of \$75,000 for alley paving as a part of the budget year starting July 1, 2012, and monies are still available for this purpose. It is intended that the City would provide up to a 50/50 match of all costs, but this must be formally endorsed by the Council during the Special Assessment process.

I have attached a petition for your use in soliciting signatures from your neighbors. Since the property owners themselves will be liable for an assessment, the petition must be executed by all owners of each property. By the City Charter, if 50% or more of the assessable frontage signs the petition, the project at each step of the process must be only approved by a 4-3 majority of the City Council, if the percentage is less than 50%, the vote must be at least 5-2 in favor. I would recommend that you attempt to obtain signatures from as many property owners as possible, and there is no time limit on the length of time you have to obtain them. Once you have obtained as many as possible, please bring the petition back to the Engineering Department, and I will recommend to the Council that the Special Assessment process begin. If you should desire the names and addresses of the property owners, please contact the Engineering Department and we can assist to some degree.

Though the project design must be commenced before we can develop a cost estimate, I believe that the costs of such a project would range from \$40 per foot of frontage if no storm sewer is required to \$60 per foot of frontage if storm sewer is required (this is the most likely case). All costs can be spread over a 10-year period by the property owners if desired.

Please contact me if you should have any further questions.

Sincerely,

Patrick M. Lewis, P.E.
Director of Engineering and Public Services

Attachment - petition

Cc: Deb Wilson, Public Services Departmental Aide
Tonia Satkowski, Engineering Departmental Aide



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: PLAY EQUIPMENT COMPONENTS PURCHASE – VARIOUS PARKS

DISCUSSION: One of the regular responsibilities of the Public Services Department is the maintenance of our existing play equipment within City-owned parks. As was discussed during this year's budget process, many of our existing play structures are quite old, and need substantial repairs and replacement of components. Unfortunately, staff is finding that securing replacement parts is difficult or impossible for some old structures as they are no longer manufactured. This appears to be the case in at least two parks (St. Mary's and Martin Luther King Junior), and we have removed any damaged components so that citizens may use the remainder of the structures safely while Public Services and Recreation staff prioritize full replacement of the play structures with Capital Improvements Program funding if necessary. We have continued all summer in making various minor repairs and performing widespread maintenance items, such as installing additional mulch under equipment, and replacing chains, hoses, and other minor components under \$5,000 where City Council approval is not required.

Fortunately, large replacement parts are available for equipment in three of our parks (Hellenberg, Manor, and Cairns) where more extensive repairs are needed, and staff has secured pricing from the original manufacturer, Playworld Midstates of Holland, Michigan. The quotation and listing of items is attached with this fact sheet, with the largest cost being the replacement of six slides between the locations. Since the replacement parts must fit within the existing structures, this purchase is essentially a sole source procurement. Based on expected delivery time, staff should be able to complete all installation this fall.

IT IS RECOMMENDED that the City Council award the purchase of various play equipment components and hardware as shown on the attached quotation form in the amount of \$11,315.96 from Playworld Midstates, that the competitive bidding process be waived, and that the Director of Engineering and Public Services or his designee be authorized to issue a purchase order on behalf of the City.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: City staff would like to complete replacement work this fall

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering and Public Services Department, Recreation Department, parks users

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$11,315.96
	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>
	Repair and Maint. Supplies	101-60.756-775.000	\$11,315.96

Other Funds

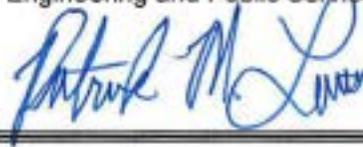
Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 09/08/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: September 15, 2014





www.playworldmidstates.com

1.800.367.4440

2127 112th Avenue • Holland, MI 49424
5826 Farley Street, Suite B • New Albany, OH 43054

Quotation

Date	Quote Number
9/3/2014	81862

Sold To
City of Monroe Purchasing Department 120 East First Street Monroe, Mi 48161

Ship To
222 Jones Avenue Monroe, MI 48161
County Monroe

Rep	Project	Type	Ship Contact/Number	P.O. No.
Corp	2014 09 Replacement Slides	Park and Rec	David Tubbs 734-777-8...	

Qty	Item	Description	Unit Price	Total
1	ZZCH3106	Hellenberg Park, 1319 E. Front Street Replacement slides, brackets and grab bar	1,223.00	1,223.00
1	ZZCH2658	Wide Glide Slide (36" Deck)	1,373.00	1,373.00
1	Challenger Adve...	Glide Slide (60in Deck)	133.00	133.00
		Part # zzch4190 Hand Hold		
		Manor Park, 511 Donnallee Drive Challenger Structure Replace Step, Slide and Barrier with Clamps		
4	BAE06673	U-Bounce Parts		
4	BAE0595	2" Button Head Bolt	2.50	10.00
1	BAD0198	3/8" Washer	0.25	1.00
4	BAE0620	U-Bounce Reinforced Rubber Platform	147.00	147.00
		3/8" Lock Nut w/ Nylon Cap	1.50	6.00
		Total weight for U-bounce parts		
1	ZZCH2658	Glide Slide (60in Deck)	1,373.00	1,373.00
2	AAU0220	3½" Pipe Clamp	35.00	70.00
		Father Cairns Park, W. Eighth Street Challenger Structure Replace all Three Slides		
1	ZZCH3126	Glide Slide (60in Deck)	1,373.00	1,373.00
1	ZZCH3106	Wide Glide Slide (36" Deck)	1,223.00	1,223.00
1	ZZCH3126	Glide Slide for 48" Deck	1,211.00	1,211.00
	Freight	YRC Freight Charges	1,032.96	1,032.96
20	ZZXX0038	Wear Mat - 3'x3'x1.5"	107.00	2,140.00
		This Quote does not include installation		

Subtotal \$11,315.96

Sales Tax (6.0%) \$0.00

Total \$11,315.96



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REPORT BACK ON BIDS RECEIVED FOR THE SUNSET & DETROIT BEACH PUMP STATION ELECTRIC METER REPLACEMENTS - WASTEWATER DEPARTMENT

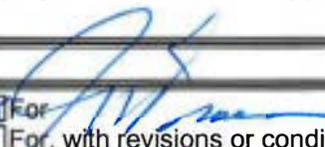
DISCUSSION: The Wastewater Department received two (2) bids for the Sunset & Detroit Beach Pump Station Electric Meter Replacements as part an approved fiscal year (FY) 2014-2015 Capital Improvement Program (CIP) project (bid tabulation attached). The low bidder meeting all bid specifications is Romanoff Electric Company, LLC out of Toledo, OH for \$29,328.00.

The overall project includes replacing the electric meters and associated cabinets at the Sunset and Detroit Beach Pump Stations. The cabinet integrity and maintenance fall on the City of Monroe as operator of the Monroe Metropolitan Pollution Control System. The meters measure the electrical usage of each respective facility such that they were installed in the mid 1970's with the original facility construction. During recent inspections failure of the cabinets were observed such that after consulting with DTE Energy the cabinets are to be maintained by the system. Per the Master Agreement maintenance / replacement of all stations within the Monroe Metropolitan Pollution Control System is handled by the City of Monroe Wastewater Department. The existing panels are failing and in need of replacement such that it is recommended to replace the cabinets to maintain operation of the electrical meters at each respective facility. The pump stations are the largest stations in the sewer system serving Frenchtown Charter Township, servicing approximately 20,000 customers. Adequate funding has been budgeted for this FY 2014-2015 CIP project.

Romanoff has successfully worked on numerous water and wastewater projects in the past such that we are confident they will perform adequately again for us.

IT IS RECOMMENDED that a purchase order in the amount of \$29,328.00 and a total amount of \$33,700.00 be encumbered to include a 15% contingency, be awarded to Romanoff Electric Company, LLC for the Sunset & Detroit Beach Pump Station Electric Meter Replacements project as part of an approved FY 2014-2015 CIP project in accordance with the bid specifications.

CITY MANAGER RECOMMENDATION:

For 

For, with revisions or conditions

Against

No Action Taken/Recommended

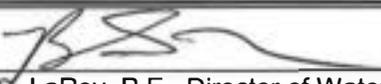
APPROVAL DEADLINE: October 8, 2014

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

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:


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

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Wastewater Department, Wastewater Customers

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 33,700.00
	Cost of This Project Approval	\$ 33,700.00
	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>
	Wastewater System	590-75.530-818.020 15Z06	\$ 33,700.00

Budget Approval:  Other Funds

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** September 9, 2014

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: September 15, 2014

BIDS RECEIVED LIST FOR SUNSET & DETROIT BEACH PUMP
STATION ELECTRIC METER CABINET REPLACEMENTS.

BIDS DUE AUGUST 8, 2014 AT 3:00 P.M.

<u>NAME</u>	<u>BID AMOUNT</u>
Romanoff Electric Co., LLC	\$29,328.00 ←
J. Ranck Electric, Inc.	\$55,706.00



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM MONROE HIGH SCHOOL FOR PERMISSION TO HOLD THEIR ANNUAL HOMECOMING PARADE ON OCTOBER 10, 2014

DISCUSSION: The City received a request from Monroe High School for permission to hold their annual Homecoming Parade on Friday, October 10, 2014 at 5:00 p.m. Specifically the request is to close the affected streets (500 block of Washington Street, 100 block of E. Fifth Street, South Monroe Street, and East & West Front Street to the Knights of Columbus Hall where the parade will disband) and additionally for a police escort.

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

The Police Department will coordinate with DPS and the Monroe County Sheriff's Department, as well as the event organizers to assure that all safety aspects are covered. A total of 9 officers are required to safely staff the parade. The estimated cost to staff the parade is \$1,264.09.

The Department of Public Services has no objections to the route and will staff the event as in past years. The estimated cost to staff the event will be in the range of \$800 to \$1,000, similar to the SMCC homecoming. After City Council approval, advance notification will be sent to MDOT.

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

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: D.P.S., Police, Engineering, Fire, Finance, 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: 9/8/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/15/14



Monroe Public Schools

MONROE HIGH SCHOOL
901 Herr Road
Monroe, Michigan 48161

September 3, 2014

To Whom It May Concern:

Monroe High School Student Council would like to request permission to conduct the Monroe High School Homecoming Parade on Friday, October 10, 2014. The parade will begin at 5:00pm. We would like the parade route to run from Monroe Middle School, North on Monroe Street and West on Front Street to the Knights of Columbus Hall.

Thank you,

Anne Knabusch
Monroe High School
Student Council Advisor
(734) 735-9870
knabuscha@monroe.k12.mi.us

RECEIVED

SEP - 4 2014

MAYOR'S OFFICE

City of Monroe – Parade Permit Application

(Ordinance No. 474.04)

This Parade Permit application shall be filed with the Chief of Police not less than **ten days** or more than **thirty days** before the date on which it is proposed to conduct the parade. A copy of Ordinance No. 474 "Parades" will be provided with the Parade Permit application.

Name of Applicant Anne Knabusch
Address of Applicant 4498 S. Custer Rd. Monroe, 48161
Telephone Number of Applicant Home: (734) 243-5567
Work: (734) 735-3677
Cell Phone or Pager: (734) 735-9870

Name of Organization Monroe High School
Address of Organization 901 Herr Rd. Monroe, 48161
Telephone Number of Organization (734) 265-3400

Name of Chairperson _____
Address of Chairperson _____
Telephone Number of Chairperson Home: _____
Work: _____
Cell Phone or Pager: _____

(This section can be left blank if the applicant is the chairperson)

If the parade is held by or on behalf of or for any other person other than the applicant, the applicant for such permit shall file with the Chief of Police a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his or her behalf.

Date of Parade or Event October 10, 2014
Starting Time & Ending Time of Parade or Event 5:00 pm
Time that Organizers & Participants will begin to assemble 4:00 pm
If *Parade*, route to be traveled, including staging area, starting point, and termination point see attached sheet
If *Event*, proposed location of the event _____
Map or Layout of Parade Route or Event _____
Will Parade occupy entire width of roadway? Yes No
Approximate number of Persons _____
Approximate number of Vehicles and a Description _____
Approximate number of Animals and Type N/A
Interval of spacing to be maintained by parade units _____

Attached Written Communication if required, from the Organization proposing the parade/event, authorizing the applicant to apply for the permit on its behalf. (See Ordinance 474.04, Paragraph C, section 12; for further information).

Applicant's Signature Anne Knabusch Date Submitted 9/3/14

Use attached page for any additional information.

Any additional information that the applicant wishes to provide. (See Ordinance 474.04, Paragraph C, Section 12; for further information).

Staging area: Monroe Middle School

Starting point: Monroe Middle School

Termination Point: K of C Hall

Route: Begin at mms and proceed north on Monroe St. to West on Front St. All of the vehicles will turn into the K of C Hall and their occupants of the vehicles will exit the vehicles in the parking lot.

For any additional info contact Joe Hammond (MHS Liason)

For use by the Chief of Police only:

Approved Forward to: Mayor City Manager Fire Chief DPS Ambulance LETC
 Permit to applicant within five days.

Disapproved Return application within five days to applicant with reasons for rejection listed.

Chief of Police _____ Date ____ / ____ / ____

-MONROE POLICE DEPARTMENT

Guidelines for Demonstrations, Picketing, and Exhibitions

The Monroe Police Department recognizes and supports citizens' constitutional right of freedom of speech. It is further recognized that citizens may peacefully demonstrate, picket, or assemble to exercise their first amendment right. Nothing contained in these guidelines is intended to prevent any person or group of people from exercising their lawful right under the constitution of the United States. However, the police department is charged with ensuring that any assembly is lawful and does not impinge on the rights of other citizens. The Monroe Police Department's objective is to keep peace and protect all citizenry and property within its jurisdiction. In order to ensure a peaceful and lawful assembly, these guidelines are established.

Any individual or group of individuals desiring to assemble for the purposes of a demonstration, to picket, or for an exhibition must comply with section 474 of the City of Monroe's codified ordinances.

According to the ordinance, a member of the event must submit application to the Chief of Police for a permit allowing the assembly. The application shall be submitted not less than ten days or more than thirty days before the event. The Chief of Police will review the application to ensure that the event will remain lawful and peaceful.

At the time of the application until the end of the event, the assembly may not:

- Impede the flow of pedestrian or vehicular traffic.
- Cause damage to any property belonging to another.
- Disturb the peace and quiet of nearby residents.
- Incite its members or others to commit an unlawful act.

To facilitate the exchange of information between the assembly and the Monroe Police Department it is necessary for the assembly to elect a chairperson. The chairperson will be named on the initial application. The Chief of Police or his/her designee shall be notified of any changes of the chairperson and should be notified of other key personnel associated with the event. Keeping communications open between the police and event personnel is beneficial to both factions and will serve to resolve concerns before they become problems.

The Monroe Police Department will defend the right of citizens to exercise freedom of speech. Understanding, however, that citizens who elect to assemble in a group to convey their concerns are typically emotionally involved with the issue. Although an assembly of persons sharing a common interest is an excellent and legal manner to be heard, it also solicits participation from people with a myriad of attitudes and levels of standards that may not concern themselves with public peace. There are some individuals who may become so emotional and influenced by the mood of the group that they choose to commit an unlawful act, usually caused by their anger. Those people often believe their identity is concealed because of the number of people contained in the group and feel they can escape prosecution from committing an illegal act. Because levels of emotion are intense within the group, and because of the size of the group, single acts of violence or destruction can quickly turn a lawful and peaceful assembly into a mob. The Monroe Police Department will not allow any unlawful act. For this reason, the chairperson and other leaders of the group should constantly reinforce the need for a peaceful assembly.

Please keep in mind that a peaceful assembly can validate a concern; a mob will cause the defeat of its purpose.

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: September 4, 2014
Re: **2014 Monroe High School Homecoming Parade**

The annual Monroe High School (MHS) Homecoming Parade is scheduled for Friday, October 10, 2014 at 5:00 pm.

The parade route has reverted back to the route that was used several years ago and will travel on South Monroe Street for five blocks. The parade will stage at the Monroe Middle School in the 500 block of Washington Street and the 100 block of East Fifth Street. The parade will then proceed northbound on South Monroe Street to East Front Street. At South Monroe Street and Front Street the parade will turn left and travel westbound on West Front Street, where it will disband in the Knights of Columbus parking lot.

The procession usually consists of approximately 30 units, most of which were vehicles carrying members of the Homecoming Court. The entire parade usually lasts no more than thirty minutes. The parade is usually led by the School Resource Officer at Monroe High School (Deputy Joseph Hammond of the Monroe County Sheriff's Office). After the parade disbands at the Knights of Columbus parking lot, Deputy Hammond escorts the floats that are mobile to Monroe High School.

To safely staff this parade, a total of nine officers (including the supervisor) is required. These officers are paid two hours of overtime, plus the appropriate shift premium pay. I estimate the cost of this year's parade to be approximately \$1,264.09, at the high end. This cost is dependent on which officers volunteer for the parade due to their different pay scales.

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

Chairperson: Anne Knabusch (Student Council Advisor of MHS) 734-265-3677



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE CATHOLIC ELEMENTARY SCHOOLS PTO FOR PERMISSION TO USE ST. MARY'S PARKING LOT FOR A SCHOOL EVENT

DISCUSSION: The City received a request from Ms. Kimberly Blackmore, MCES Hospitality Coordinator, on behalf of the Monroe Catholic Elementary Schools PTO for permission to use St. Mary's Parking lot for a private trunk-or-treat event for their elementary school students on October 24, 2014. Last year the three schools, St. Michael's, St. John's and St. Mary's, collaborated into Monroe Catholic Elementary Schools (MCES). Since the collaboration they have out grown all of their three campus parking lots. Specifically the request is to use St. Mary's Parking lot and to close the parking lot entrance on Monroe Street from 6:00 p.m. – 9:00 p.m. for this elementary school trunk-or-treating event.

The request has been sent to the administrative staff for their review and consideration and there were no objections subject to emergency vehicle access being maintained and that they provide an insurance certificate that names the City as an additional insured.

DPS has no objections to the event and staff will supply barricades on straight time prior to event and event organizers can set up. The applicant should contact the DPS the week prior to the event to determine whether or not they will need to provide portable toilets, as the restrooms may be closed for the season as we may be winterizing them and they won't be available.

The Police Department has no objections to this event as planned. There were no issues during the event last year. The midnight shift squad will be made aware of event and make periodic checks. The event will not entail any overtime or extra costs from the Police Department.

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, Engineering, Fire, Finance, and Manager

FINANCES

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 9/8/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/15/14



MCES PTO

August 28, 2014

Mayor Clark
City of Monroe Council
City of Monroe Police
City of Monroe Department of Public Services
Monroe City Hall
120 E. First Street
Monroe, Michigan 48161

Dear City of Monroe Officials,

I'm writing to you on behalf of the Monroe Catholic Schools PTO to request reserving the St. Mary's Park Parking Lot (on the corner of Elm and Monroe Streets behind the Custer statue) for a private event for our elementary school students. As you may recall, last fall we reserved the St. Mary's Park Parking Lot to hold our Annual Trunk or Treat Event for MCES and we would like to do so again this year.

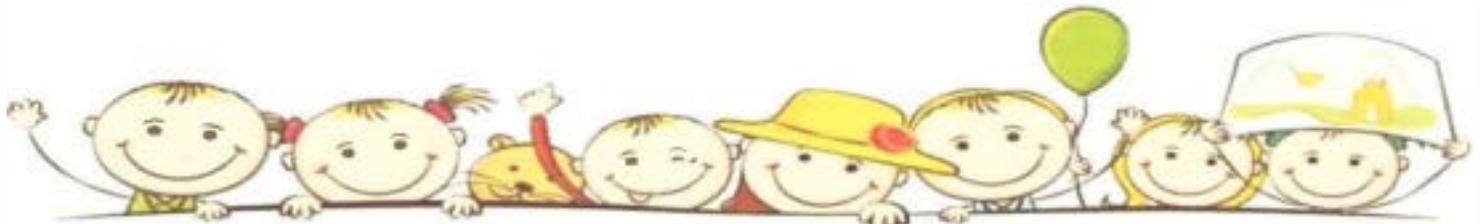
We would like to hold our event on Friday, October 24, 2014 from 6 pm – 9 pm with the same outline as the previous year. The outline of the event would be: arrival and set up time of 6 pm – 7 pm; trunk-or-treating of 7 pm – 8 pm; clean up and departure of 8 pm – 9 pm. We would also like to request a road barricade for the East driveway off Monroe Street to ensure one way of entrance from the Elm Street driveway. As the participants will be lower elementary grade children, perhaps our patrolling police officers could pass by during this time frame as well.

Our hope is to secure the venue allowing all of our MCES families to be able to participate with our Trunk-or-Treating PTO Event. Should you require any additional information, please contact me at 734.777.5186 or blackmore@charter.net.

Thank you for your time and consideration. I look to hear from you soon.

Sincerely,

Kimberly Blackmore
MCES Hospitality Coordinator



RECEIVED

AUG 28 2014

MAYOR'S OFFICE

Karen Hutchison, President
Amanda Gibson-Zukowski, Vice-President
Julie Dull, Treasurer
Michelle Leicht, Secretary

Kim Blackmore, Hospitality Coordinator
Jessica Odette, St. Michael's Campus Leader
Gaby El Rassi, St. John's Campus Leader
Jenn Judd, St. Mary's Campus Leader



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE COUNTY CHAMBER OF COMMERCE TO HOLD THE ANNUAL HOLIDAY PARADE

DISCUSSION: The City received a request from the Monroe County Chamber of Commerce for permission to hold the annual Holiday Parade in conjunction with the DDA's Christmas Tree Lighting Ceremony on Saturday, November 22, 2014 at 4:00 p.m.

Specifically the request is to close the affected streets along the parade route (the corner of Jones Avenue/Monroe Street, Monroe Street between Jones Avenue and Elm Avenue and W. Front Street from Monroe Street to the Laurel-Finzel parking lot, where the parade will disband). The parade will begin promptly at 4:00 p.m. and end by 5:15 p.m.

The request was reviewed by the administrative staff and there were no objections to the request subject to insurance requirements being met, a parade permit, and that emergency vehicle access being maintained.

The Department of Public Services has no objection to the event. The estimated cost for this parade, similar to others, is approximately \$1,000, with additional costs for electrical connections and miscellaneous items bringing the total cost to approximately \$1,500 to \$2,000. Engineering has reserved the overhead banner location on Monroe Street for holiday decorations starting Nov. 1. DPS will staff the event as in the past, set up advance detour route, and move barricades the day of the event. City staff will decorate the large tree next to the courthouse and install overhead display decorations on the bridges before the event. After City Council approval, advance notification will be sent to MDOT.

The Police Department will coordinate with DPS, the Monroe County Sheriff Department, and Engineering Department to assure that all safety aspects are covered. The estimated cost incurred by the Monroe Police Department for parade coverage should be approximately \$1,750.

Therefore, it is recommended, that City Council approve this request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, 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.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: D.P.S., Police, Engineering, Fire, Finance, 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: 9/9/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/15/14

Leading Businesses.
Leading Communities.¹⁸²

monroecountychamber.com



MONROE COUNTY
CHAMBER OF COMMERCE

September 3, 2014

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

Dear Honorable Mayor Clark and City Council Members:

The Monroe County Chamber of Commerce requests permission to hold our annual Holiday Parade in conjunction with the DDA's Tree Lighting Ceremony on Saturday, November 22, 2014, at 4:00 p.m.

The proposed parade route: Begins at the corner of Jones Avenue and Monroe Street, proceeds North on Monroe Street to Front Street, heads west on Front Street and will disband in the Laurel Finzel Parking Lot (turn off West Front Street before K of C Hall).

We are requesting that traffic be stopped at the appropriate time (to be determined by City Police) on Monroe Street between Jones Avenue and Elm Avenue for the purpose of organizing the parade in that area. The parade will begin promptly at 4:00 p.m. and end by 5:15 p.m.

After the Parade, Santa will be going to the Monroe Bank & Trust Lobby at 10 Washington Street to visit with the children.

Thank you for your consideration in this matter. We appreciate your support and exceptional cooperation which allows us to host this annual community event. We request that trash containers on Washington, Front and First Streets be emptied before the parade, if full.

If more information is needed please contact Tammy Clark, Event Coordinator at The Chamber at (734) 384-3366 x.3.

With Warm Regards,

Michelle Dugan
Executive Director

RECEIVED

SEP - 4 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: September 5, 2014
Re: **Staff Study – 2014 Holiday Parade and Tree Lighting Ceremony**

The annual Holiday Parade is scheduled for Saturday, November 22, 2014 at 4:00 pm. This year's parade will again be held on a Saturday at 4:00 pm with the 22nd annual "Christmas Tree Lighting Ceremony" (Holiday Season Kick-off event) to be held right after the parade. The Chamber of Commerce will sponsor the parade and the "DDA" will sponsor the Tree Lighting ceremony

The parade is an annual event and is well organized. Last year's parade consisted of 60 units and approximately the same amount of units are expected to participate this year. The parade normally is approximately one hour in duration. The parade route is the usual route. It will begin at Jones Avenue, then travel northbound on South Monroe Street, to westbound on West Front Street, and head to the Laurer-Finzel parking lot where the parade units will disband.

The Parade Event Coordinator, Michelle Dugan, advised that Santa Claus will be at the Monroe Bank Trust headquarters' lobby immediately after the parade. The "Christmas Tree Lighting Ceremony" will begin at 6:30 pm and run until 9:00 pm, with the tree lighting at 7:30 pm.

Last year's event cost \$1,486.93 to staff. The optimum number of officers to staff this parade is twelve. This amount will vary somewhat due to different pay scales and not yet knowing which grade of officers will be assigned to it. The approximate cost incurred by Monroe Police Department for parade coverage should be approximately \$1,750.00.

The Christmas Tree is actually in front of the Courthouse at the southeast corner of Washington Street & East First Street, however various other activities are held in the nearby area of Loranger Square, the Dorsch Library and at various downtown businesses. Free horse drawn carriage rides are once again planned as they have been the past several years.

I recommend once again that East First Street is closed to vehicular traffic between South Monroe Street and South Macomb Street due to the high volume of pedestrian traffic, coupled with the reduced lighting in the area. A large amount of attendees gather in the street just prior to the lighting causing a hazardous situation when vehicles are allowed through. This closure would also close Washington Street between East Second Street and West Front Street.

The Tree Lighting ceremony normally goes smoothly and is well organized. Last year's event was staffed with one officer on an overtime basis. The officer is utilized for public relations and to provide a sense of security for those attending, as well as traffic control. I would recommend staffing the event again with one officer. With the implemented road closures, one officer should be able to handle any traffic problems that arise and can always call on the "6p-6a shift" for any problems requiring additional assistance. The cost coverage for one officer on overtime would be approximately \$240.00. The cost could vary slightly depending on the pay grade of the assigned officer.

I will contact DPS to coordinate the placement of barricades for the street closures for both the parade and the tree lighting ceremony. I will coordinate with the Monroe County Sheriff's Office for traffic assistance, as well as the Engineering Department concerning the temporary closure of State Route "M-125."

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

EVENT COORDINATOR: Tammy Clark (Monroe County Chamber of Commerce) 734-384-3366 x3



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE DOWNTOWN DEVELOPMENT AUTHORITY TO HOLD THE ANNUAL HOLIDAY SEASON KICK-OFF AND CHRISTMAS TREE LIGHTING

DISCUSSION: The City received a request from the Downtown Development Authority for permission to hold the annual Holiday Season Kick-off and Christmas Tree Lighting in conjunction with the Holiday Parade on Saturday, November 22, 2014 from 4:00 p.m. – 8:00 p.m. Specifically the request is for electrical access for the pavilion and all electrical needs for the entertainment and tree lighting, assistance in decorating and permission to light the tree in front of the County Courthouse, free horse carriage/wagon rides around the central business district, reserve parking spaces for loading/unloading passengers on the west side of Washington Street at East First Street, and trash pick-up prior to the event, and to close East First Street between South Monroe and South Macomb Street to vehicular traffic, as well as Washington Street between East Second and West Front Street due to the high volume of pedestrian traffic and reduced lighting in the area.

The request was reviewed by the administrative staff and there were no objections to the request subject to insurance requirements being met, and that emergency vehicle access being maintained.

The Department of Public Services has no objection to the event. Engineering has reserved the overhead banner location on Monroe Street for holiday decorations starting Nov. 1. Public Service crews will provide barricading, and will staff lighting ceremony as needed. Estimated costs for the tree lighting and parade are typically combined and are in the \$1,500 to \$2,000 range.

The Police Department will staff the ceremony with one officer to assist with traffic and crowd control. The estimated cost incurred by the Monroe Police Department for coverage should be approximately \$240.00. The Department will contact DPS to coordinate the placement of barricades for the street closures. The event has never been an issue for the Police Department and the officers enjoy working this detail, as it is a family-oriented affair.

Therefore, it is recommended, that City Council approve this request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, 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.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

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

FINANCES

COST AND REVENUE PROJECTIONS:

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 9/9/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/15/14

September 9, 2014

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

Dear Mayor and Council:

We are hereby petitioning for a permit for Temporary Use, Seasonal, or Special Event(s) and Temporary Building(s) and Structure(s) to be located in Loranger Square and adjacent area.

The reason for this request is for the purpose of hosting the annual Holiday Season Kick-off and Christmas Tree Lighting on Saturday evening, November 22, 2014 from 4:00 p.m. to 8:00 p.m.

From the City Police Department we request that permission be given to allow two horse-drawn carriages to follow the following route through downtown Monroe as we have used in the past: Loading and unloading passengers at E. First and Washington Streets and proceed north on Washington to E. Front St., then west on E. Front St. to S. Monroe St., then south on S. Monroe St. to E. First St. and east on E. First St. to Washington. As per a recommendation from the City Police, we request that E. First St. be closed at S. Monroe St. and Washington St. be closed at E. Second St.

From the D.P.S. we request that electrical access and that all electrical needs for the entertainment and tree-lighting and any designated electrical drops be prepared no later than 3:00 p.m. on Saturday, November 22, 2013. We would also like to borrow 8 traffic cones so we may make a line for the carriage rides.

Also from D.P.S. we request their cooperation in installing the seasonal banners throughout downtown and decorating/lighting the tree in front of the courthouse prior to this event.

We respectfully request that all the fees be waived as you have in the past.

Attached is the insurance policy naming the City of Monroe as an additional insured. We have also sent a letter to the County of Monroe requesting their permission as well.

Thank you for your consideration.

Sincerely,



Mary Gail Beneteau
Chairperson, Monroe Downtown Development Authority Promotions Committee

RECEIVED

SEP - 9 2014

MAYOR'S OFFICE

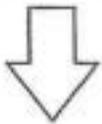
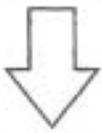
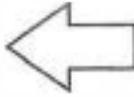
E. FRONT ST.

WASHINGTON ST.

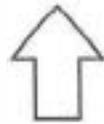
E. FIRST ST.

*LOADING
PICK-UP/DROP OFF*

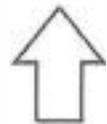
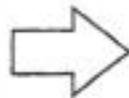
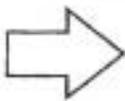
*TRUCK
TRAILER
PARKING*



STAGE



S. MONROE ST.



DRAFT

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

Name of Applicant (Organization): MONROE DDA

Contact Person: MARY GAIL BENETEAU - PAULA STANIFER

Address: 15 E FRONT ST

Phone: 234-242-5840 **Fax:** 234-242-5844

Dates Requested: SATURDAY NOVEMBER 22, 2014

Location Requested: City Park Private Property Public Property

PROJECT LOCATION (Address): FIRST ST - WASHINGTON ST. (BETWEEN FRONT ST)

PROPERTY OWNER INFORMATION

Name: CITY PROPERTY CBD

Address: _____

Phone: _____ **Fax:** _____

EVENT DESCRIPTION:

HOLIDAY SEASON KICK-OFF
PARADE (CHAMBER)
TREE LIGHTING - ENTERTAINMENT
HORSE CARRIAGE RIDE - NON PROFIT TABLES

TYPE OF BUSINESS ON SITE: _____

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

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

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SEP - 9 2014

OWNER: _____

DATE: MAYOR'S OFFICE

APPLICANT: Mary Gail Beneteau

DATE: 9-9-14

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: September 5, 2014
Re: **Staff Study – 2014 Holiday Parade and Tree Lighting Ceremony**

The annual Holiday Parade is scheduled for Saturday, November 22, 2014 at 4:00 pm. This year's parade will again be held on a Saturday at 4:00 pm with the 22nd annual "Christmas Tree Lighting Ceremony" (Holiday Season Kick-off event) to be held right after the parade. The Chamber of Commerce will sponsor the parade and the "DDA" will sponsor the Tree Lighting ceremony

The parade is an annual event and is well organized. Last year's parade consisted of 60 units and approximately the same amount of units are expected to participate this year. The parade normally is approximately one hour in duration. The parade route is the usual route. It will begin at Jones Avenue, then travel northbound on South Monroe Street, to westbound on West Front Street, and head to the Laurer-Finzel parking lot where the parade units will disband.

The Parade Event Coordinator, Michelle Dugan, advised that Santa Claus will be at the Monroe Bank Trust headquarters' lobby immediately after the parade. The "Christmas Tree Lighting Ceremony" will begin at 6:30 pm and run until 9:00 pm, with the tree lighting at 7:30 pm.

Last year's event cost \$1,486.93 to staff. The optimum number of officers to staff this parade is twelve. This amount will vary somewhat due to different pay scales and not yet knowing which grade of officers will be assigned to it. The approximate cost incurred by Monroe Police Department for parade coverage should be approximately \$1,750.00.

The Christmas Tree is actually in front of the Courthouse at the southeast corner of Washington Street & East First Street, however various other activities are held in the nearby area of Loranger Square, the Dorsch Library and at various downtown businesses. Free horse drawn carriage rides are once again planned as they have been the past several years.

I recommend once again that East First Street is closed to vehicular traffic between South Monroe Street and South Macomb Street due to the high volume of pedestrian traffic, coupled with the reduced lighting in the area. A large amount of attendees gather in the street just prior to the lighting causing a hazardous situation when vehicles are allowed through. This closure would also close Washington Street between East Second Street and West Front Street.

The Tree Lighting ceremony normally goes smoothly and is well organized. Last year's event was staffed with one officer on an overtime basis. The officer is utilized for public relations and to provide a sense of security for those attending, as well as traffic control. I would recommend staffing the event again with one officer. With the implemented road closures, one officer should be able to handle any traffic problems that arise and can always call on the "6p-6a shift" for any problems requiring additional assistance. The cost coverage for one officer on overtime would be approximately \$240.00. The cost could vary slightly depending on the pay grade of the assigned officer.

I will contact DPS to coordinate the placement of barricades for the street closures for both the parade and the tree lighting ceremony. I will coordinate with the Monroe County Sheriff's Office for traffic assistance, as well as the Engineering Department concerning the temporary closure of State Route "M-125."

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

EVENT COORDINATOR: Tammy Clark (Monroe County Chamber of Commerce) 734-384-3366 x3



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Appointments

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

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

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Operations

FINANCES

COST AND REVENUE PROJECTIONS:

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: Mayor's Office

DATE: 9/9/14

REVIEWED BY: Robert E. Clark, Mayor *R. Clark*

DATE: 9-11-14

COUNCIL MEETING DATE: 9/15/14

RESOLUTION

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

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

THEREFORE BE IT RESOLVED that the following person is hereby appointed to the office and the term hereinafter indicated, September 15, 2014

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS (TMACOG)

Delegate must always be elected official.

Gloria Rafko
(Representative)