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**RULE OF THE CHAMBER**

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

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

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

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

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

The City of Monroe will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon one week's notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, 120 E. First St., Monroe, MI 48161, (734) 384-9138. The City of Monroe website address is [www.monroemi.gov](http://www.monroemi.gov).

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**AGENDA - CITY COUNCIL REGULAR MEETING  
MONDAY, OCTOBER 20, 2014  
7:30 P.M.**

**I. CALL TO ORDER.**

**II. ROLL CALL.**

**III. INVOCATION/PLEDGE OF ALLEGIANCE.**

**IV. COUNCIL ACTION.**

198 Postponed at the October 6, 2014 meeting.

The communication from the Director of Engineering & Public Services, submitting a professional services Schematic Design Contract for a new Public Safety Building, and recommending that Council award a professional services contract for a full schematic design for a public safety facility in the amount of \$135,000 to Redstone Architects, Inc., and that the City Manager, Director of Engineering & Public Services, or their designee be authorized to execute any necessary and appropriate agreements on behalf of the City. It was moved by Council Member Iacoangeli and seconded by Council Member Sisk that item 198 be postponed and return with schematic for fire station and block design on build out at the next meeting.

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

A Approval of the Minutes of the Work Session held on Monday, October 6, 2014 and the Minutes of the Regular City Council Meeting held on Monday, October 6, 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.

206 Addition of 10% Interest on Unpaid Special Assessments.

1. Communication from the Clerk-Treasurer, submitting a proposed resolution authorizing the addition of a 10% interest to all delinquent special assessments and then be reassessed and added onto the winter tax bill, and recommending that the resolution be adopted.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

- 207 Installation of New Public Storm Sewer – McCormick Drive Between Lavender Street and Calgary Drive – 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 a new public storm sewer to service McCormick Drive between Lavender Street and Calgary Drive, and recommending that the attached Resolution No. 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 resolution be adopted.
- 208 Clarifier Cathodic Protection Removal and Replacement Bid – Water Treatment Plant.
1. Communication from the Director of Water & Wastewater Utilities, reporting back on quotes of costs received for Clarifier Cathodic Protection Removal and Replacement at the Water Treatment Plant, and recommending that a purchase order in the amount of \$19,800 and a total amount of \$20,800 be encumbered to include a 5% contingency, be awarded to Corpro Companies, Inc for the WTP Clarifier Cathodic Protection Removal and Replacement project as part of the fiscal year 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.
- 209 Demolition of 635 Winchester – Fire Damaged / Destroyed.
1. Communication from the Building Official, reporting back on quotes received for the demolition of 635 Winchester Street, and recommending that Council allocate \$10,199 for demolition, \$345 for water disconnect, a 10% contingency, minus \$8,426 insurance check for a total cost of \$3,177, and further recommending that Council authorize Ready, Heller and Ready, City Attorney, to pursue all legal avenues for reimbursement for the amount paid out by the City from any and all equitable lien holders in the property.
  2. Supporting documents.
  1. Action: Accept, place on file and the recommendation be carried out.
- 210 Home Builders & Remodelers Association Banner Request.
1. Communication from the City Manager's Office, submitting a request from the Home Builders & Remodelers Association for permission to display a banner across Monroe Street from February 9 – March 2, 2015, announcing the annual Home Builders & Remodelers Show, and recommending approval of the request.
  2. Supporting documents.
  3. Action: Accept, place on file and the resolution be adopted.
- 211 Property and Liability Insurance Consultant.
1. Communication from the Finance Director, submitting a proposal to hire a consultant to assist with the RFP program, and recommending that Council approve the proposal submitted by Daly Merritt Insurance, Inc., for Property and Liability Insurance Request for Proposal Consulting and Administration in an amount not to exceed \$20,000.
  2. Supporting documents.
  3. Action: Accept, place on file and the resolution be adopted.

- VI. COUNCIL COMMENTS.
- VII. MAYOR'S COMMENTS.
- VIII. CLERK-TREASRUER'S COMMENTS.
- IX. CITY MANAGER COMMUNICATION.
- X. CITIZEN COMMENTS
- XI. ADJOURNMENT.

**CITY OF MONROE  
REGULAR COUNCIL MEETING  
MONDAY, OCTOBER 6, 2014**

Regular meeting of the City Council of the City of Monroe, Michigan held on Monday, October 6, 2014 at 7:30 p.m. in the City Hall Council Chambers.

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

Excused: Council Member Vining.

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

Mayor Clark led the pledge of allegiance to the flag.

**Proclamation.**

188 Joseph Mominee Day – October 6, 2014.

Mayor Clark presented the proclamation to Joseph Mominee and invited him to speak.

Joseph Mominee thanked many people for his career.

189 United Way of Monroe County Month – October 2014.

Mayor Clark presented the proclamation to Connie Carol and Mike Smith and invited them to speak.

**Consent Agenda.**

A. Approval of the Minutes of the Work Session held on Monday, September 15, 2014 and the Minutes of the Regular City Council Meeting held on Monday, September 15, 2014.

B. Approval of payments to vendors in the amount of \$ 745,439.93.  
Action: Bills be allowed and warrants drawn on the various accounts for their payment.

190 Freedom of Information Act (FOIA) Cost Recovery and Fee Schedule.

1. Communication from the City Manager, submitting proposed resolution to establish Procedures and Guidelines for the administration of the Freedom of Information Act (FOIA) Cost Recovery and Fee Schedule, and recommending that Council adopt the proposed resolution which will establish Freedom of Information Act fees.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

191 Freedom of Information Act (FOIA) Procedures and Guidelines.

1. Communication from the City Manager, submitting proposed Procedures and Guidelines for the administration of the Michigan Freedom of Information Act, FOIA, and recommending that Council adopt the proposed FOIA Procedures and Guidelines.
2. Supporting documents.
3. Action: Accept, place on file and recommendation be carried out.

192 Michigan Municipal League – Liability and Property Pool Board of Directors.

1. Communication from the City Manager's Office, submitting an official ballot for the MML Liability and Property Pool Board of Directors, and recommending that Council cast their vote for Jason Eppler, Sue Osborn, and Dave Post.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

193 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.
1. Action: Accept, place on file and the resolution be adopted.

194 Collection of Delinquent Summer Taxes, Delinquent Special Assessments and other Assessments.

1. Communication from the Clerk-Treasurer, submitting a proposed resolution authorizing the addition of a 5% penalty to all delinquent taxes and assessments and then be collected on the winter tax bill, and recommending that the resolution be adopted.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

195 30 Inch Raw Water Intake Line Repairs – Raw Water Partnership.

1. Communication from the Director of Water & Wastewater Utilities, submitting a request to investigate the 30 inch raw water intake pipe at the Wilfred L. LePage Raw Water Pumping Station and to make repairs to the line, and recommending that a purchase order in the amount of \$70,370.80 and a total amount of \$88,000 be encumbered to include a 25% contingency be issued to Solomon Diving, Inc., to complete Phases 3-5 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.

196 Extending Moratorium on Growing, Sale and Dispensing of Medical Marihuana.

1. Communication from the Director of Economic & Community Development, submitting a proposed resolution to extend the moratorium on the growing, sale and dispensing of medical marihuana, and recommending that Council allow additional time for the courts to rule on the pending cases related to the MMMA and for the state legislature to act on the proposed bills that would change permitted uses under the MMMA; that City Council extend the moratorium on the submission or receipt of applications, and any and all City permits, licenses or approvals for the growing, sale or dispensing of medical marihuana within the City of Monroe for a period of one-year, in accordance with the attached resolution.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

- 197 Resolution Authorizing the Acquisition of 1101 E. Front Street from the Monroe County Treasurer through the Tax Foreclosure Procedure in the General Property Tax Act.
1. Communication from the Director of Economic & Community Development, submitting a proposed resolution authorizing the acquisition of 1101 E. Front Street from the Monroe County Treasurer through the tax foreclosure procedure in the General Property Tax Act, and recommending that Council approve the resolution, authorizing acquisition of 1101 E. Front Street from the Monroe County Treasurer through the Tax Foreclosure Procedure; and authorize the expenditure of \$250 for the administrative fee and up to \$2,500 to cover the cost of a Phase I Environmental Assessment.
  2. Supporting documents.
  3. Action: Accept, place on file and the resolution be adopted.
- 198 New Public Safety Building – Professional Services Award for Schematic Design.
1. Communication from the Director of Engineering & Public Services, submitting a professional services Schematic Design Contract for a new Public Safety Building, and recommending that Council award a professional services contract for a full schematic design for a public safety facility in the amount of \$135,000 to Redstone Architects, Inc., and that the City Manager, Director of Engineering & Public Services, or their designee be authorized to execute any necessary and appropriate agreements on behalf of the City.
  2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.
- 199 North Custer Bike Path Resurfacing Change Order Award.
1. Communication from the Director of Engineering & Public Services, submitting a change order to the North Custer Bike Path Resurfacing Program, and recommending that Council award a change order for the resurfacing of the North Custer Road Bike Path to the 2014 Curb Replacement and Resurfacing Program to Cadillac Asphalt, LLC in the amount of \$167,716 and that the Finance Director be authorized to make the necessary transfers as shown in the financial details, and further recommending that the Director of Engineering & Public Services be authorized to sign the change order.
  2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.
- 200 South Monroe Street Lane Reconfiguration Study – Professional Engineering Services Change Order.
1. Communication from the Director of Engineering & Public Services, submitting a change order to the South Monroe Street Lane Reconfiguration Study Professional Engineering Services, and recommending that Council authorize up to an additional \$1,000 in work to Hubbell, Roth & Clark, Inc., for the above work beyond the original \$16,000 authorized by Council on March 17, 2014, and further recommending that the Director of Engineering & Public Services be authorized to execute any necessary and appropriate agreements on behalf of the City.
  2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.
- 201 Traffic Committee Meeting.
1. Communication from the Director of Engineering & Public Services, submitting the minutes of the Traffic Committee meeting held on September 24, 2014, and recommending that Council place on file the minutes from the September 24, 2014 Mayor's Traffic Committee meeting, and approve Traffic Control Order 216-005.

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

202 Vehicle Auction Authorization.

1. Communication from the Director of Engineering & Public Services, reporting back on a request for vehicle auction authorization, and recommending that Council authorize the Department of Public Services to place the above items into a public auction hosted by Rollo A. Juckette Auctioneer and/or Brad Neuhart, Auctioneer, and to allow them to secure a 10% commission on all items sold to the highest bidder.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

203 Navarre Library Window Replacement Bid.

1. Communication from the Director of Engineering & Public Services, reporting back on bids received for the Navarre Library Window Replacement Project, and recommending that Council award the above contract for the base bid to Envision Builders Inc., in the amount of \$49,875, and that a total of \$55,000 be encumbered, which includes a 10% project contingency, and further recommending that the Mayor and Clerk-Treasurer be authorized to sign the contracts on behalf of the City of Monroe, and further recommending that a contract for professional services be awarded to James S. Jacobs Architects, PLLC in the amount of \$6,500, and that the Director of Engineering & Public Services be authorized to execute any necessary agreements on behalf of the City, and further recommending that the Finance Director be authorized to make any necessary transfer to complete the funding for this project.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

204 Arthur Lesow Community Center (ALCC) Building Improvements Phase Two Bid.

1. Communication from the Director of Engineering & Public Services, reporting back on bids received for the ALCC building improvements phase two, and recommending that Council award the above contract for the base bid and alternate #1 to Cross Renovation Inc., in the amount of \$99,615, and that a total of \$114,700 be encumbered, which includes a 15% project contingency, and further recommending that the Mayor and Clerk-Treasurer be authorized to sign the contracts on behalf of the City of Monroe, and further recommending that a contract for Professional Services be awarded to Mitchell and Mouat Architects in the amount of \$7,350, and that the Director of Engineering & Public Services be authorized to execute any necessary agreements on behalf of the City.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

205 Reimbursement of Expenditures from Future Bond Proceeds.

1. Communication from the Finance Director, submitting a proposed resolution that would give the City Manager approval to make a declaration of official intent to reimburse expenditures from future bond proceeds, and recommending that Council approve the attached "RESOLUTION AUTHORIZING CITY MANAGER TO MAKE DECLARATION OF OFFICIAL INTENT TO REIMBURSE EXPENDITURES."
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

It was moved by Council Member Molenda and seconded by Council Member Hensley that items 190, 191, 192, 193, 194, 195, 196, 199, 200, 201, 202, 203, 204 and 205 of the Consent Agenda be approved as presented and that item 197 and 198 be removed and considered separately.

Ayes: 7 Nays: 0

Motion carried.

197 The communication from the Director of Economic & Community Development was presented, submitting a proposed resolution authorizing the acquisition of 1101 E. Front Street from the Monroe County Treasurer through the tax foreclosure procedure in the General Property Tax Act, and recommending that Council approve the resolution, authorizing acquisition of 1101 E. Front Street from the Monroe County Treasurer through the Tax Foreclosure Procedure; and authorize the expenditure of \$250 for the administrative fee and up to \$2,500 to cover the cost of a Phase I Environmental Assessment.

Council Member Sisk asked if Mr. Swallow knew if there are any underground tanks on this parcel, unforeseen expenses, and any possible cleanup that may be needed and if those issues had been considered before starting to proceed with this procedure.

Dan Swallow, Director of Economic & Community Development said the short answer is no, but the information provided in the Fact Sheet identifies the need for the city to complete Phase 1 and Phase 2 Environmental Assessment and then possibly file a base line environmental assessment with the MDEQ. He noted that the preliminary review of city records did not show that there was an underground storage tank.

Council Member Sisk said that he is in favor of having the soil tested.

Council Member Iacoangeli said that he is concerned because this was a service station on that site and that Phase 1 is going to reveal that this is a contaminated site. He asked what procedure will be used if that is the finding.

Dan Swallow, Director of Economic & Community Development said that if Phase 1 comes back with an environmental concern the consultant will recommend Phase 2 which involves that actual soil boring, probing and testing. He said when those results are available; we can evaluate what direction to go from there.

Following discussion, it was moved by Council Member Iacoangeli and seconded by Council Member Sisk that the resolution be adopted, that \$250 expenditure for the administrative fee be authorized and to request that the Director of Economic & Community Development report back to Council what the budget for the overall environmental cost will be at the next regular meeting.

Ayes: 6 Nays: 0

Motion carried.

198 The communication from the Director of Engineering & Public Services was presented, submitting a professional services Schematic Design Contract for a new Public Safety Building, and recommending that Council award a professional services contract for a full schematic design for a public safety facility in the amount of \$135,000 to Redstone Architects, Inc., and that the City Manager, Director of Engineering & Public Services, or their designee be authorized to execute any necessary and appropriate agreements on behalf of the City.

Council Member Iacoangeli gave brief history of the schematic design study that was done in 2005 and said that the problems then have only gotten worse but he would like to postpone this item to give Mr. Redstone an opportunity to take a look at other studies that they've done in the event that the Public Safety Building design would need to be expanded to include other levels of personnel.

Following discussion it was moved by Council Member Iacoangeli and seconded by Council Member Rafko that item 198 be postponed and return with schematic design for fire station and block design on build out at the next meeting.

Ayes: 5 Nays: 1 (Council Member Hensley)  
Motion carried.

**Council Comments.**

Council Member Molenda commented on item 199, on the Public Safety Building and Charter language.

Council Member Rafko commented on the Public Safety Department, the facility, the Bed Race Event and the meeting regarding the recent rain and flood event. She also commented on a candle light service for someone who lost their life on the east side of Monroe.

Council Member Sisk commented on the Public Safety Department.

Council Member Iacoangeli congratulated Ed Sell, Finance Director for being elected President of the Michigan Government Finance Officers Association. He thanked the City Manager for the Recreation reorganization papers and asked if the RAC Board could have a copy. He also commented on information about climate change from Resilient Monroe and commented on Charter language and how it is defined. He also commented on the Public Safety Division.

**Mayor's Comments.**

Mayor Clark commented on clarity of dialog about the Public Safety Division.

**Citizen's Comments.**

Adam Yeager, 1833 South Custer commented on the recent flooding and the sanitary sewer.

Tony Donofrio, 607 Toledo Avenue commented on the sewer collapsing on the east side of Toledo Avenue and blight from junk cars in the area.

Patrick Lewis, Director of Engineering & Public Services announced that the leaf bag program begins on Monday, October 13 and bags will be available at City Hall from 8:00 a.m. – 4:30 p.m. Monday through Friday and they will also be available at the Monroe Police Department from 6:00 a.m. – 5:30 p.m. Monday through Friday and 6:00 a.m. – 1:00 p.m. on Saturday while supplies last.

**Closed Executive Session To Discuss Property Acquisition.**

It was moved by Council Member Iacoangeli and seconded by Council Member Molenda that Council convene to closed executive session to discuss property acquisition at 8:55 p.m.

Ayes: 6 Nays: 0  
Motion carried.

It was moved by Council Member Iacoangeli and seconded by Council Member Hensley that Council reconvene to open session at 9:35 p.m.

Ayes: 6 Nays: 0  
Motion carried.

**Adjournment.**

It was moved by Council Member Hensley and seconded by Council Member Iacoangeli that the meeting adjourn at 9:35 p.m. until the Regular Meeting on Monday, October 20, 2014 at 7:30 p.m.

Ayes: 7 Nays: 0  
Motion carried.

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Michelle J. LaVoy  
City Clerk-Treasurer

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Robert E. Clark  
Mayor

**CITY OF MONROE  
COUNCIL WORK SESSION  
MONDAY, OCTOBER 6, 2014**

Work Session of the City Council of the City of Monroe, Michigan held on Monday, October 6, 2014 at 6:02 p.m. in the City Council Chambers.

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

Excused: Council Member Vining.

Also Present: George Brown, City Manager  
Tom Ready, Attorney  
Dan Swallow, Director of Economic & Community Development  
Tom Moore, Director of Public Safety  
Rob Wight, Fire Chief  
Ed Sell, Finance Director  
Patrick Lewis, Director of Engineering & Public Services  
Historical Society Members:  
Ann Curry  
Shari Shriner  
Bill Saul  
Carol Vaught

Presentation on Peace Garden incorporated into the Corridor plan.

Brief discussion regarding Public Safety.

Following discussion, Mayor Clark declared the meeting adjourned at 7:21 p.m.

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Michelle J. LaVoy  
Clerk-Treasurer

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Robert E. Clark  
Mayor

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE  
EXP CHECK RUN DATES 10/08/2014 - 10/20/2014  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
PRELIMINARY REPORT

Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
0000000023	ACR BUSINESS SYSTEMS LLC				
	S19885	FULL FLEX COPIER MAINTENANCE	56.00		
TOTAL FOR: ACR BUSINESS SYSTEMS LLC			<u>56.00</u>		
0000005795	ALLSHRED SERVICES				
	B0076310	OFF SITE SHREDDING	92.85		
TOTAL FOR: ALLSHRED SERVICES			<u>92.85</u>		
0000004814	AMERICAN SANITATION & SEWER INC				
	12764	AIRPORT PORTABLE TOILET RENTAL 10/4 - 11/4/14	70.00		
TOTAL FOR: AMERICAN SANITATION & SEWER INC			<u>70.00</u>		
0000006615	ASHENFELTER, KEVIN				
	10/7/14	ELECTION INSPECTORS TRAINING CLASS 9/25/14	25.00		
TOTAL FOR: ASHENFELTER, KEVIN			<u>25.00</u>		
0000000038	AUDIO ALERT-MONROE				
	3335	ALARM MONITORING 4TH QTR 2014	75.00		
TOTAL FOR: AUDIO ALERT-MONROE			<u>75.00</u>		
MISC	AYERS, DANIEL				
	10/09/2014	WATER REFUND	31.02		
	10/14/2014	WATER REFUND	127.48		
TOTAL FOR: AYERS, DANIEL			<u>158.50</u>		
0000000106	B&L OFFICE MACHINES				
	12397	CLEANED & REPAIR WASTE TONER ARM, PAPER FEEDER	86.00		
	12486	DELL 1130N TONER	68.95		
TOTAL FOR: B&L OFFICE MACHINES			<u>154.95</u>		
0000005915	THE BANK OF NEW YORK MELLON				
	252-1810933	MONROE BUILDING AUTHORITY AGENT FEE	300.00		
TOTAL FOR: THE BANK OF NEW YORK MELLON			<u>300.00</u>		
MISC	BARTON, JAMES & SUZANNE				
	10/14/2014	REFUND OVERPAYMENT ON WEED INVOICE	13.20		
TOTAL FOR: BARTON, JAMES & SUZANNE			<u>13.20</u>		
MISC	BARTOS, FRANK E OR JOYCE M				
	10/14/2014	OVERPAYMENT OF SUMMER TAXES	163.07		

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE  
EXP CHECK RUN DATES 10/08/2014 - 10/20/2014  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
PRELIMINARY REPORT

Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
TOTAL FOR: BARTOS, FRANK E OR JOYCE M			163.07		
0000005169	BENTLEY SYSTEMS INC				
	47631185	WATERCAD STANDALONE 2000 PIPES SELESCT	488.50		
TOTAL FOR: BENTLEY SYSTEMS INC			488.50		
0000006603	BRONNERS CHRISTMAS WONDERLAND				
	48077	( 16 ) FOUR FOOT SPIRAL SNOWFLAKES	8,194.00		
TOTAL FOR: BRONNERS CHRISTMAS WONDERLAND			8,194.00		
0000006547	CHEMTRADE CHEMICALS COPRORATION				
	90677841	LIQUID ALUMINUM SULFATE PURCHASE	3,383.72		
TOTAL FOR: CHEMTRADE CHEMICALS COPRORATION			3,383.72		
MISC	CHURCH JOEL				
	10/14/2014	OVERPAYMENT OF SPECIAL ASSESSMENT	27.00		
TOTAL FOR: CHURCH JOEL			27.00		
0000005992	CI TECHNOLOGIES INC				
	4887	Annual maintenance fees for IAPRO and Blue Team so	1,200.00		
TOTAL FOR: CI TECHNOLOGIES INC			1,200.00		
0000000204	CINTAS CORPORATION 306				
	306224698	SHOP TOWEL FOLDED RED	73.04		
	306224699	BLACK MATS	222.10		
TOTAL FOR: CINTAS CORPORATION 306			295.14		
0000000288	COCA-COLA BOTTLING CO OF MICHIGAN				
	5096002509	SOFT DRINKS FOR VENDING MACHINE	128.32		
TOTAL FOR: COCA-COLA BOTTLING CO OF MICHIGAN			128.32		
0000006618	COLLIER, KANDIE				
	10/7/14	ELECTION INSPECTORS TRAINING CLASS 9/25/14	25.00		
TOTAL FOR: COLLIER, KANDIE			25.00		
0000000296	COMPREHENSIVE RISK SERVICES INC				
	10/15/14	REIMBURSE CRS FOR DISBURSEMENTS # 3680 - 3690	5,522.15		
	2038	EXCESS INS PREMIUM 11-1 TO 10-31-15	48,942.00		
TOTAL FOR: COMPREHENSIVE RISK SERVICES INC			54,464.15		

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE  
 EXP CHECK RUN DATES 10/08/2014 - 10/20/2014  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID  
 PRELIMINARY REPORT

Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
0000000299	CONSUMERS ENERGY				
	201003526563	1000 0023 0449 6544 E ALBAIN 9/9 - 10/8/14	389.70		
	201092335317	1000 2976 1499 5450 POPLAR 9/9 - 10/8/14	47.99		
	202249210109	1000 2952 1166 15075 S DIXIE 9/9 - 10/7/14	265.08		
	202961136471	1000 2947 2964 5537 E DARTMOOR 9/9 - 10/8/14	33.68		
	205453002909	1000 3003 6485 14411 CARDINAL 9/10 - 10/8/14	56.01		
	205630997918	1000 6043 7702 14946 S DIXIE 9/9 - 10/8/14	27.29		
	206876775465	1000 2644 0816 15756 KEEGAN 9/5 - 10/6/14	148.89		
TOTAL FOR: CONSUMERS ENERGY			<u>968.64</u>		
0000006494	CRYSTAL FLASH				
	790277	ASSESSOR VEHICLE FUEL 9/16 - 9/30/14	21.31		
	790278	BUILDING DEPT VEHICLE FUEL 9/16 - 9/30/14	212.47		
	790279	D P S VEHICLE FUEL 9/16 - 9/30/14	2,761.33		
	790280	ENGINEERING VEHICLE FUEL 9/16 - 9/30/14	357.86		
	790281	FIRE DEPT VEHICLE FUEL 9/16 - 9/30/14	713.55		
	790282	POLICE VEHICLE FUEL 9/16 - 9/30/14	4,689.42		
	790283	WASTEWATER VEHICLE FUEL 9/16 - 9/30/14	871.21		
	790284	WATER DEPT VEHICLE FUEL 9/30/14	1,660.03		
TOTAL FOR: CRYSTAL FLASH			<u>11,287.18</u>		
0000000325	CULLIGAN				
	89801	BOTTLE WATER 222 JONES	37.10		
TOTAL FOR: CULLIGAN			<u>37.10</u>		
MISC	CWS/CROP				
	10/8/14	DONATION FROM CASUAL DAYS FOR CHARITY	100.00		
TOTAL FOR: CWS/CROP			<u>100.00</u>		
0000006605	DATA STRATEGY LLC				
	24761	VMWare for Virtual Servers	4,680.14		
TOTAL FOR: DATA STRATEGY LLC			<u>4,680.14</u>		
0000000353	DELTA DENTAL PLAN OF MICHIGAN				
	9/30/14	DENTAL CLAIMS SEPTEMBER 2014	13,542.73		
TOTAL FOR: DELTA DENTAL PLAN OF MICHIGAN			<u>13,542.73</u>		
000000359A	DTE ENERGY				
	0732-8 0914	0000-0732-8 PHONE BOOTHS 8/29 - 9/29/14	21.86		

Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
TOTAL FOR: DTE ENERGY			21.86		
0000006610	FELLERS, TIFFANY				
	10/7/14	ELECTION INSPECTORS TRAINING CLASS 9/25/14	25.00		
TOTAL FOR: FELLERS, TIFFANY			25.00		
0000006137	FIFER INVESTIGATIONS LLC				
	10/6/14	3 BACKGROUND INVESTIGATIONS	2,556.00		
TOTAL FOR: FIFER INVESTIGATIONS LLC			2,556.00		
000000463B	FIFTH THIRD BANK				
	08/26/2014	OFFICE REPAIR SUPPLIES	119.43		
	08/26/2014	HOTEL INITIAL RESERVATION HOLD	116.00		
	08/26/2014	AIRPORT PARKING FOR WASHINGTON TRIP	16.00		
	08/26/2014	1/2" OFFSET NIPPLE.	3.20		
	08/26/2014	1.5"/2" FLANGES AND GASKETS	759.37		
	08/27/2014	TIRES FOR AIRPORT TUG	348.00		
	08/27/2014	INVENTORY FILTERS	176.42		
	08/27/2014	CRACK SEAL, QUIKRETE	28.41		
	08/27/2014	CRACK SEAL, MORTAR REPAIR, QUIKRETE	33.16		
	08/27/2014	VELCRO/WINDEX	48.97		
	08/27/2014	STOCK- POLICE TIRES	689.56		
	08/27/2014	HARDWARE FOR PARKS REPAIRS	30.72		
	08/27/2014	INNER/OUTER TIE RODS FIRE DEPT SUBURBAN	248.94		
	08/27/2014	LUMBER, SCREWS	68.57		
	08/27/2014	FUNERAL FLOWERS WEBB / D. JONES	50.00		
	08/27/2014	TAX CREDIT.	(37.26)		
	08/27/2014	MISC SUPPLIES	41.48		
	08/27/2014	CAULK	39.92		
	08/27/2014	REPLACEMENT PARTS	93.74		
	08/27/2014	INVENTORY-WIPER BLADES & FILTERS	21.34		
	08/27/2014	TRUCK CARE AND EMS SUPPLIES	17.05		
	08/27/2014	INVENTORY - FILTERS	97.74		
	08/28/2014	CREDIT - RETURN	(90.08)		
	08/28/2014	AWWA STANDARD D104 - CATHODIC PROTECTION	47.00		
	08/28/2014	CARD STOCK, FOLDERS	38.27		
	08/28/2014	PLANNER	13.99		
	08/28/2014	ANNUAL AERIAL INSPECTIONS #375 & 460	840.00		
	08/28/2014	TIRES FOR UNIT 310	607.08		
	08/28/2014	BATTERY	24.99		
	08/28/2014	CAULK	19.96		
	08/28/2014	ROLL OF GRIT PAPER.	122.17		

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	Invoice				
	08/28/2014	FLAT WASHERS, HEX BOLTS	19.88		
	08/28/2014	THERMAL OVERLOADS	118.86		
	08/28/2014	OFFICE/FIELD SUPPLIES	82.78		
	08/28/2014	TRASH LINERS	63.60		
	08/28/2014	DB CAMERA INSTALLATION	29.64		
	08/28/2014	HIGH VOLTAGE DC INPUT	74.44		
	08/28/2014	BROMATE TESTING - AUGUST 2014.	75.00		
	08/29/2014	FRENCHTOWN VFD PARTS	147.83		
	08/29/2014	MOBILE PHONE CASE	14.11		
	08/29/2014	1-1/2" COMPRESSION X 1"FIP COUPLING	550.00		
	08/29/2014	BRIGGS & STRANTON FUEL CAN	30.70		
	08/29/2014	2"COMP.CURB STOP,2"X 2"& 2"X 1"COMPTEE	839.00		
	08/29/2014	BACK FLOW CERTIFICATION REPAIR A/C	732.08		
	08/29/2014	1" COMPRESSION COUPLING	720.00		
	08/29/2014	FRONT BRAKE PADS FOR STOCK	35.69		
	08/29/2014	1" DOMESTIC BRASS TEE	182.86		
	08/29/2014	MONTHLY COPIER CHARGES.	30.86		
	08/29/2014	2" THREADED BALL VALVE	143.91		
	08/29/2014	2"COMP X 1-1/2"FIP,1-1/2"X 1" BUSHING	850.00		
	08/29/2014	DISK MAILERS, CD CASES	43.84		
	08/29/2014	SHIPPING CHARGES	35.00		
	08/29/2014	#635 ALTERNATOR	136.29		
	08/29/2014	(2) WATEROUS HYD. EXT	980.00		
	08/29/2014	SCREWS, MASONRY BITS	12.63		
	08/29/2014	PROMOTIONS TEXT MARKETING	127.00		
	08/29/2014	3/4"FLARE X 3/4"MIP ADAPTER	325.00		
	08/29/2014	2" 90 DEG COMPRESSION ELL	632.00		
	08/29/2014	1" LEAD X 1" COPPER UNION	366.00		
	08/29/2014	2" BRASS CAP (NPT)	264.13		
	08/29/2014	NUT DRIVER	8.69		
	08/29/2014	MISC. HARDWARE	25.37		
	08/29/2014	CRAFTSMAN WRENCH	22.97		
	08/29/2014	RETURNED GRIT PAPER.	(122.17)		
	08/29/2014	PAINT	575.03		
	08/29/2014	COLORED PAPER, DVD'S, COUNTER PEN REFILL	55.88		
	08/29/2014	OEM	297.37		
	08/29/2014	3/4" & 1" THREADED BALL VALVES	630.00		
	08/29/2014	1" FIP X 1"COMPRESSION CURB STOP	162.00		
	08/29/2014	FRONT/REAR BRAKES #5014	232.14		
	08/29/2014	CLEANING SUPPLIES, TOWELS, TOWEL DISPENS	495.85		
	08/29/2014	SAFETY GLASSES/EAR PLUGS/SCRUBS MISC	158.70		
	08/29/2014	COMCAST INTERNET 8/20-9/19/14 VENTOWER	94.85		
	08/30/2014	EAR PLUGS	63.20		

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	09/02/2014	NYLON ROPE TO PULL WIRE.	72.50		
	09/02/2014	COLD PATCH	1,000.00		
	09/02/2014	MOTOR	1,016.23		
	09/02/2014	CRIME REPORTS SUBSCRIPTION	99.00		
	09/02/2014	DOOR KEYS FOR HOUSE E 2ND ST	3.98		
	09/02/2014	DTE BILL 3000 LEWIS 7/16 - 8/14/14	41.19		
	09/02/2014	RAINCOATS	22.70		
	09/02/2014	COOLING FAN POLICE # 50-04	434.12		
	09/02/2014	ELECTRICAL BOXES AND COVERS	71.02		
	09/02/2014	DTE BILL 438 JEROME 7/21 - 8/19/14	61.25		
	09/02/2014	BUSINESS SUMMIT - RAFKO	20.00		
	09/02/2014	DTE BILL 5555 BALDWIN 7/17 - 8/15/14	66.69		
	09/02/2014	DTE BILL 1931 LEWIS 6/18 - 8/18/14	32.84		
	09/02/2014	SHOP SUPPLIES- TIRE PLUGS	55.00		
	09/02/2014	DTE BILL 1000 S RAISINVILLE 7/18 - 8/18	80.89		
	09/02/2014	1/4" WASHERS	8.49		
	09/02/2014	MATERIAL FOR STEPS REPAIR	48.27		
	09/02/2014	WIRE	1.14		
	09/03/2014	MOTOR/RETURNED	(1,016.23)		
	09/03/2014	AIR COPRESSOR REGULATOR VALVE	188.08		
	09/03/2014	LIGHTING	149.40		
	09/03/2014	DTE BILL 900 PLUM GROVE 7/18- 8/18/14	32.46		
	09/03/2014	FOUNTAIN VACUUM	14.99		
	09/03/2014	OFFICE SUPPLIES	108.31		
	09/03/2014	DTE BILL 915 REGENTS PARK 7/18 - 8/18/14	94.01		
	09/03/2014	DTE BILL 35 W FRONT 7/22 - 8/20/14	434.52		
	09/03/2014	OIL & FUEL FILTERS FOR MFD TOWER	55.02		
	09/03/2014	16" WHEEL BARROW WAGON FLAT FREE TIRE	25.95		
	09/03/2014	#541 REAR TIRE	399.57		
	09/03/2014	ELECTRICAL CODE CLASS ON 9-3-14	25.00		
	09/03/2014	DTE BILL 1410 S RAISINVILLE 7/18 - 8/18	53.27		
	09/03/2014	DTE BILL 3561 S CUSTER 7/18 - 8/18/14	3,005.69		
	09/03/2014	INVENTORY- FILTER	62.02		
	09/03/2014	BOX OF COLILERT 18	917.81		
	09/03/2014	FLAPPER SWING CHECK VALVE	59.00		
	09/03/2014	MML CONVENTION REG - RAFKO	494.00		
	09/03/2014	A T & T CELL PHONES 7/18-8/17/14	3,354.09		
	09/03/2014	DET BUREAU HEADPHONES	15.89		
	09/03/2014	SAFETY GLASSES	41.20		
	09/04/2014	CHIEFS RETIREMENT PLAQUE	68.50		
	09/04/2014	DTE BILL 620 S MONROE 7/22 - 8/20/14	119.71		
	09/04/2014	DTE BILL 320 E FRONT 7/22 - 8/20/14	254.13		
	09/04/2014	DTE BILL 111 CASS 7/22 - 8/20/14	190.36		

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	Invoice				
	09/04/2014	MML CONVENTION REGISTRATION	349.00		
	09/04/2014	DTE BILL 141 E FRONT 7/18 - 8/19/14	64.45		
	09/04/2014	MARCH PUMP - 1&2 CLARIFIER SAMPLE PUMP	285.08		
	09/04/2014	RELAY/PUMP STATION	95.88		
	09/04/2014	GRASS SEED FOR PARKS	87.80		
	09/04/2014	TOWING & TIRE REPAIR	615.00		
	09/04/2014	KEYS	2.90		
	09/04/2014	OIL GUN- SHOP TOOL	458.99		
	09/04/2014	CEMENT	118.75		
	09/04/2014	DRY ERASE BOARD FOR OFFICE	336.77		
	09/04/2014	MISC SUPPLIES	102.50		
	09/05/2014	SIREN CONTROL- EXPLORER -POLICE	392.69		
	09/05/2014	GLOVES AND RAGS	314.52		
	09/05/2014	DTE BILL 1047 MAPLE 7/21 - 8/20/14	83.38		
	09/05/2014	FIRE PREVENTION TOT BAGS AND HATS	807.00		
	09/05/2014	HTR CORE, BOX & BLND DR MTR 50-04 & 5017	598.79		
	09/05/2014	MISC SUPPLIES/PUMP STATIONS	59.20		
	09/05/2014	QUICK LINKS-ST MARY'S	27.75		
	09/05/2014	DTE BILL 922 N DIXIE 7/23 - 8/21/14	117.95		
	09/05/2014	TRAINING/LODGING	97.18		
	09/05/2014	L3 SHIPPING REPAIR	9.48		
	09/05/2014	DTE BILL 1323 E FRONT 6/23 - 8/21/14	31.65		
	09/05/2014	#635 ELEV. SPROCKETS	316.16		
	09/05/2014	TRAINING/LODGING	80.25		
	09/05/2014	FILTER LEVEL SELECTOR SWITCH.	143.33		
	09/05/2014	BLEND DOOR MOTOR 50-17	71.71		
	09/05/2014	DTE BILL 609 WINCHESTER 6/20 - 8/20/14	55.49		
	09/05/2014	RED FLAG VERIFICATION	171.75		
	09/05/2014	MANUALS/PUMP STATION	87.65		
	09/05/2014	DTE BILL 913 N MONROE 5/22 - 8/21/14	11.46		
	09/05/2014	QUICK LINKS-ST MARY'S	47.88		
	09/05/2014	TONER FOR COMPUTER	72.88		
	09/05/2014	MEMORY CARD READER	17.99		
	09/06/2014	MEASURING WHEEL	59.99		
	09/06/2014	FAX LINE FOR METER SHOP	63.48		
	09/06/2014	9V BATTERIES (BOX)	27.99		
	09/06/2014	MEASURING WHEEL,FASTNERS,DRILL BIT SET	86.47		
	09/06/2014	1/2"VAL,CEMENT,CLEAN1/2"CPVC,SHOP REPAIR	23.28		
	09/07/2014	DTE BILL 75 SCOTT 7/24 - 8/22/14	1,104.72		
	09/07/2014	DTE BILL 548 AIRPORT 7/24 - 8/22/14	91.22		
	09/07/2014	DTE BILL 546 AIRPORT 7/24 - 8/22/14	66.33		
	09/07/2014	DTE BILL 817 N TELEGRAPH 7/24 - 8/22/14	43.39		
	09/07/2014	DTE BILL 600 AIRPORT 7/24 - 8/22/14	136.95		

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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	09/08/2014	PAID THRU WORKMAN'S COMP PROCESS	(200.00)		
	09/08/2014	WIRE HOOKS-ST MARY'S	7.92		
	09/08/2014	DUST MASK AND TYVAC SUIT FOR HVAC WORK	35.27		
	09/08/2014	FASTENERS-ST MARY'S	19.00		
	09/08/2014	RAIN GAUGE	48.11		
	09/08/2014	COPY PAPER	30.50		
	09/08/2014	MATS FOR COPY ROOM	129.60		
	09/08/2014	DTE BILL 540 AIRPORT 7/24 - 8/22/14	1,004.70		
	09/08/2014	FASTENERS-ST MARY'S	177.24		
	09/08/2014	PESTICIDE AND SPRAYER	349.97		
	09/08/2014	AMMUNITION	966.02		
	09/08/2014	PLANE TICKET FH SOFTWARE	340.20		
	09/08/2014	#2 CLARIFIER SLUDGE PUMP REPAIR PARTS.	289.32		
	09/08/2014	DTE BILL 390 AIRPORT 7/24 - 8/22/14	155.58		
	09/08/2014	DTE BILL 400 AIRPORT 7/24 - 8/22/14	62.22		
	09/08/2014	DTE BILL 2770 N CUSTER BLDG. CONC 8/22	145.52		
	09/08/2014	FH SOFTWARE TRAINING	895.00		
	09/08/2014	DTE BILL 3200 N CUSTER 7/24 - 8/22/14	254.59		
	09/09/2014	HOTEL ON ROUTE TO TRAINING	94.81		
	09/09/2014	DINER AT CONFERANCE	38.00		
	09/09/2014	ELECTRICAL BOXES AND COVERS	35.42		
	09/09/2014	DUMPSTER SERVICE SEPTEMBER 2014	1,051.40		
	09/09/2014	DTE BILL 2750 N CUSTER 7/24 - 8/22/14	684.10		
	09/09/2014	SHOP SUPPLIES	80.60		
	09/09/2014	2 COILS #635	153.57		
	09/09/2014	MMSC DUMPSTER SERVICE SEPTEMBER 2014	438.84		
	09/09/2014	DTE BILL 1671 N CUSTER 5/23 - 8/21/14	42.36		
	09/09/2014	TOPSOIL/SEED	67.47		
	09/09/2014	POSTAGE-TEST APPLICATIONS, SAFETY VIDEO	9.49		
	09/09/2014	CAP/CEMENT/FILLER	26.25		
	09/09/2014	MOTOR REPAIR - EAST HEAD HOUSE SUMP	144.39		
	09/09/2014	SHOP SUPPLIES	102.00		
	09/09/2014	3/8" JOBBER	21.86		
	09/09/2014	DTE BILL 2770 N CUSTER 7/24 - 8/22/14	46.81		
	09/09/2014	FLASHLIGHT	29.99		
	09/09/2014	FED/STATE LAW POSTER	67.25		
	09/09/2014	PARTIAL REFUND FOR OVERPAYMENT	(187.39)		
	09/09/2014	DTE BILL 2226 N CUSTER 6/24 - 8/22/14	58.19		
	09/09/2014	FAN CLUTCH #1038	127.35		
	09/09/2014	2 SAFETY DIESEL CANS - 5GAL	99.98		
	09/09/2014	BID PACKAGE	5.95		
	09/09/2014	SOLENOID	527.58		
	09/09/2014	CLIP WIRE ROPE-ST MARY'S	23.92		

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	09/09/2014	SELECTOR SWITCH - FILTER LEVEL CONTROL	160.34		
	09/09/2014	3/8" DRILL BIT	6.99		
	09/09/2014	MATT CALKINS S-4 TEST APPLICATION	70.00		
	09/09/2014	RAKE	32.98		
	09/09/2014	DTE BILL 2700 N CUSTER 7/24 - 8/22/14	778.14		
	09/09/2014	TELEPHONE PUMP STATION	64.57		
	09/09/2014	AMMUNITION	836.51		
	09/09/2014	GRANULAR SORBENTS/ABSORBENTS	28.98		
	09/10/2014	CEMENT	118.75		
	09/10/2014	CEMENT	47.50		
	09/10/2014	PARTIAL REFUND FOR OVERPAYMENT	(104.98)		
	09/10/2014	SIREN BRACKETS- POLICE- FUSIONS	97.40		
	09/10/2014	#5012 DOME LIGHT	56.40		
	09/10/2014	BREAKFAST AT CONFERANCE	14.00		
	09/10/2014	#635 A/C SWITCH	162.56		
	09/10/2014	OFFICE SUPPLIES	83.91		
	09/10/2014	POLICE- TAURUS- LIGHT CONTROL	392.69		
	09/10/2014	MEAL FOR STAFF DURING FLOOD EMERGENCY	63.85		
	09/10/2014	DTE BILL 1545 N CUSTER 7/24 - 8/22/14	52.64		
	09/10/2014	DTE BILL 1296 N MONROE 7/24 - 8/22/14	126.83		
	09/10/2014	OFFICE SUPPLIES	91.77		
	09/10/2014	MISC OFFICE SUPPLIES/PAPER/SHARPIES/PENS	104.12		
	09/10/2014	DTE BILL 1242 BATES 7/25 - 8/25/14	157.20		
	09/10/2014	OFFICE SUPPLIES	5.85		
	09/10/2014	SCREWS, CLAMPS, FUSES, TAPE, BATTERY	579.34		
	09/10/2014	FASTENERS	126.36		
	09/10/2014	CANON N7055 COPIER MAINT. 8/1-9/5/14	95.07		
	09/10/2014	FILLER CAP	45.00		
	09/10/2014	HEXAGON DIE.	5.99		
	09/10/2014	AMMUNITION	974.90		
	09/10/2014	KEY	19.50		
	09/10/2014	BRAKE LINES #635	23.56		
	09/10/2014	REPAIR KIT FOR WATTS 909	252.93		
	09/10/2014	DTE BILL 1962 TETON 6/25 - 8/25/14	65.09		
	09/10/2014	FRONT DOOR LOCK REPAIR.	100.00		
	09/10/2014	CHAIN LINKS	15.92		
	09/10/2014	DTE BILL 1704 STEWART 7/25 - 8/25/14	40.73		
	09/10/2014	MOTOR REPAIR - WHSPS ROOF FAN	88.43		
	09/10/2014	SAFETY GLASSES, GLOVES	163.20		
	09/10/2014	COMCAST INTERNET 8/26-9/25/14 W FIRE	114.85		
	09/10/2014	COMCAST INTERNET 8/22-9/21/14 WATER PLAN	94.85		
	09/11/2014	FIRE DEPT. LIGHTS- EXPLORER	197.90		
	09/11/2014	COLD PATCH	1,000.00		

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	09/11/2014	BOLT	0.80		
	09/11/2014	CENTURYLINK LONG DISTANCE 8/1-31/14	2.45		
	09/11/2014	CENTURYLINK LONG DISTANCE 8/1-31/14	24.61		
	09/11/2014	CENTURYLINK LONG DISTANCE 8/1-31/14	16.41		
	09/11/2014	CENTURYLINK LONG DISTANCE 8/1-31/14	12.96		
	09/11/2014	CENTURYLINK LONG DISTANCE 8/1-31/14	85.31		
	09/11/2014	CENTURYLINK LONG DISTANCE 8/1-31/14	2.45		
	09/11/2014	CENTURYLINK LONG DISTANCE 8/1-31/14	7.35		
	09/11/2014	CENTURYLINK LONG DISTANCE 8/1-31/14	14.29		
	09/11/2014	CENTURYLINK LONG DISTANCE 8/1-31/14	11.98		
	09/11/2014	CENTURYLINK LONG DISTANCE 8/1-31/14	2.45		
	09/11/2014	CENTURYLINK LONG DISTANCE 8/1-31/14	4.27		
	09/11/2014	DTE BILL 119 LAVENDER 6/25 - 8/25/14	60.42		
	09/11/2014	ELECTRICAL TAPE	39.40		
	09/11/2014	POLICE CAR TIRES- STOCK	650.92		
	09/11/2014	DTE BILL 1060 LAVENDER 7/25 - 8/25/14	77.43		
	09/11/2014	DTE BILL 2783 NADEAU 6/25 - 8/22/14	31.09		
	09/11/2014	GLOVES, PPR TWLS, SOAP, BLEACH, TP	222.80		
	09/11/2014	SHIPPING/GAS METER	10.12		
	09/11/2014	COOLING FAN/RELAY #5008	434.12		
	09/11/2014	DTE BILL 1886 N MONROE 7/26 - 8/26/14	76.18		
	09/11/2014	DTE BILL 205 W ELM 7/25 - 8/25/14	136.17		
	09/11/2014	SHOP SUPPLIES BRAKE FLUID	39.90		
	09/11/2014	FIRST AID KITS - PAP & SCBS	75.93		
	09/12/2014	FINAL LODGING FOR CONFERANCE	432.92		
	09/12/2014	E2 PARTS, A/C COMPRESSOR	251.07		
	09/12/2014	DTE BILL 222 JONES 7/22 - 8/20/14	1,555.05		
	09/12/2014	HOSES FOR FOUNTAIN	7.87		
	09/12/2014	DTE BILL 120 E FIRST 7/18 - 8/20/14	4,479.06		
	09/12/2014	HOSES FOR FOUNTAIN	8.34		
	09/12/2014	DTE BILL 601 AVE DE LAFAYETTE 8/26/14	50.19		
	09/12/2014	DTE BILL 1510 NADEAU 7/28 - 8/25/14	148.47		
	09/12/2014	DTE BILL 6395 PTE AUX PEAUX 7/30 - 8/28	61.28		
	09/12/2014	DTE BILL 8430 N TELEGRAPH 7/30 - 8/28	70.98		
	09/12/2014	DTE BILL 4603 SYCAMORE 7/29 - 8/26/14	353.03		
	09/12/2014	DTE BILL 36 WASHINGTON 7/20 - 8/20/14	674.28		
	09/12/2014	AIR FILTER/MISC	620.86		
	09/12/2014	DTE BILL 7620 N TELEGRAPH 7/30 - 8/28/14	106.83		
	09/12/2014	DTE BILL 4357 BURKE 7/29 - 8/27/14	334.80		
	09/12/2014	REFUND	(8.34)		
	09/12/2014	FUEL FILTER #690	5.45		
	09/12/2014	PLANNER, TAPE	49.69		
	09/12/2014	BRAD WILLEY S-3 APPLICATION	70.00		

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	09/13/2014	DIRECT TV	60.99		
	09/13/2014	WATER SAMPLE SHIPPING CHARGES	96.07		
	09/15/2014	KEY	8.70		
	09/15/2014	DTE BILL 1755 N CUSTER 7/24 - 8/22/14	244.78		
	09/15/2014	EXCESS WASTE DISPOSAL AUGUST 2014	1,876.70		
	09/15/2014	HEATER CORE 50-17	91.48		
	09/15/2014	APA PROFESSIONAL MEMBERSHIP FEES	250.00		
	09/15/2014	GE BULBS	15.98		
	09/15/2014	PUMP VIBRATION TESTING (50%)	275.00		
	09/15/2014	PUMP VIBRATION TESTING (50%)	275.00		
	09/15/2014	STOCK- POLICE CAR TIRES	453.98		
	09/15/2014	DTE BILL 2850 HARBORVIEW 7/31 - 8/29/14	1,840.61		
	09/15/2014	DTE BILL 7202 N TELEGRAPH 7/30 - 8/28/14	146.37		
	09/15/2014	DTE BILL 1060 SUNSET 7/31 - 8/29/14	4,308.27		
	09/15/2014	BROMATE TESTING - SEPTEMBER 2014	75.00		
	09/15/2014	THM, HAA5, CTOC TESTING	770.00		
	09/15/2014	WATER	39.40		
	09/15/2014	L-3 MIC MOUNTS POLICE CARS	74.16		
	09/15/2014	CHAMBER BUSINESS SUMMIT	20.00		
	09/16/2014	CEMENT P1 MODIFIED	203.13		
	09/16/2014	CHIEFS RETIREMENT PLAQUE	46.49		
	09/16/2014	TRAINING SUPPLIES	20.90		
	09/16/2014	SIREN CONTROL- NEW FUSION	376.38		
	09/16/2014	ANNUAL MEMBERSHIP-AMERICAN PAYROLL ASSOC	219.00		
	09/16/2014	WATER TANK/LIFT STATION TRUCK	40.00		
	09/16/2014	TRUCK AND EMS MAINTENANCE SUPPLIES	55.59		
	09/16/2014	MISC PLUMBNG/PUMP STATIONS	109.72		
	09/16/2014	AIR BRAKE CONTROL #436	215.38		
	09/16/2014	FLAGS	905.85		
	09/16/2014	WEED TRIMMER LINE	13.99		
	09/16/2014	WEED CONTROL DEVICES FOR POND	294.90		
	09/16/2014	#302 L. F. FENDER & LINER	76.00		
	09/16/2014	MOUSE, KEYBOARD, PAPER, TAPE, STAPLES	93.33		
	09/16/2014	COMCAST CABLE TV 9/1-30/14	23.01		
	09/16/2014	COMCAST INTERNET 9/1-30/14	94.85		
	09/16/2014	L3 MEDIA CARDS FOR FIRE ENGINE 1&2	339.80		
	09/17/2014	K ARMSTRONG AWWA RENEWAL FEE	72.00		
	09/17/2014	AWWA MEMBERSHIP RENEWAL ( JOE CHARLES )	72.00		
	09/17/2014	COLD PATCH	1,000.00		
	09/17/2014	BATTERIES	85.84		
	09/17/2014	BID PACKAGE	5.95		
	09/17/2014	CITY COUNCIL BEVERAGES	18.67		
	09/17/2014	OFFICE SUPPLIES	197.09		

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	09/17/2014	RBBRBND, PAPER, STAPLE REMVR, 3X3POSTIT	51.60		
	09/17/2014	GUARD RAIL BOLTS	129.00		
	09/17/2014	FIRE PREVENTION BOOKS	194.37		
	09/18/2014	MINI LIGHTS BARS 332, 333, 336, 215	620.41		
	09/18/2014	ONLINE TRAINING FOR PLANNING COMM - MSUE	699.98		
	09/18/2014	MINI LIGHT BARS, 232, 233, 236 & 215	620.42		
	09/18/2014	CHARGING CRADLE	209.01		
	09/18/2014	PAINT PAILS	10.98		
	09/18/2014	OFFICE NEWSPAPER SUBSCRIPTION	281.84		
	09/18/2014	BATTERIES	42.08		
	09/18/2014	BELT	19.60		
	09/18/2014	V BELTS.	217.36		
	09/18/2014	GLASS FUSES SHOP SUPPLIES	2.19		
	09/18/2014	SEAL REPAIR KIT	98.00		
	09/18/2014	VEHICLE CLEANING SUPPLES	60.23		
	09/18/2014	STAKES, FLAGGING, TACKS, VEST	90.98		
	09/18/2014	RELIEF VALVE KIT	871.70		
	09/18/2014	INVENTORY- FILTERS	183.00		
	09/19/2014	O RINGS.	60.67		
	09/19/2014	DTE BILL 3000 LEWIS 8/14 - 9/15/14	40.23		
	09/19/2014	HOT WATER RUBBER HOSE/PUMP STATION	38.48		
	09/19/2014	BRAKE LINES #199	41.31		
	09/19/2014	DTE BILL 5590 GRANDVIEW 8/2 - 9/3/14	384.96		
	09/19/2014	CLAMPS & FLEX TUBE FOR STOCK	171.06		
	09/19/2014	DTE BILL 5555 BALDWIN 8/15 - 9/16/14	82.07		
	09/19/2014	OFFICE SUPPLIES (REAM PAPER, EE CERTS)	62.70		
	09/19/2014	CREDIT RETURN OF MINI LIGHT BARS	(620.41)		
	09/19/2014	EQUIPMENT FOR PLYMOVENT SYSTEM REPAIR	308.95		
	09/19/2014	CREDIT RETURN OF MINI LIGHT BARS	(620.42)		
	09/19/2014	SHOP SUPPLIES SEA FOAM	13.98		
	09/19/2014	FLASHLIGHT	23.99		
	09/19/2014	HYD STEM #635	59.50		
	09/19/2014	MONTHLY INTERNET CHARGES.	105.00		
	09/19/2014	2014 RIVERCLEANUP PORTAJOHNSINK	190.00		
	09/21/2014	LUNCH - TRIP TO MGFOA FALL INST. - BOYNE	7.90		
	09/22/2014	OPERATING SUPPLIES	239.24		
	09/22/2014	TELEPHONE	40.04		
	09/22/2014	(734) 384-9616 AIRPORT PHONE 9/1-30/14	20.58		
	09/22/2014	OFFSET OUTSTANDING CREDIT	137.38		
	09/22/2014	AIRPORT TO HOTEL	20.00		
	09/22/2014	BATTERY STOCK	199.98		
	09/22/2014	FINANCE-CALC RIBBON	3.94		
	09/22/2014	COPY-INTEROFFICE ENVELOPES	17.02		

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	Invoice				
	09/22/2014	TIRES FOR POLICE CARS (FOR STOCK)	437.28		
	09/22/2014	CONSTRUCTION ADHESIVE	77.88		
	09/22/2014	BATTERY/PUMP STATION	39.99		
	09/23/2014	DINNER 9/23	25.40		
	09/23/2014	CREDIT FOR TRAINING PAYMENT	(1,822.80)		
	09/23/2014	SUPPLIES FOR FRONT ST PRESSURE STATION	24.85		
	09/23/2014	ASBESTOS TEST KIT	41.32		
	09/23/2014	MEAL AT OUT OF TOWN TRAINING	23.97		
	09/23/2014	PLASTIC SHEET STOCK	42.08		
	09/23/2014	PESTICIDES AT MUNSON PLAYGROUND	450.00		
	09/23/2014	LANIER LD255 COPIER MAINT. 7/30-8/29/14	64.18		
	09/23/2014	FASTENERS, EPOXY, NOZZLE	204.65		
	09/23/2014	COPPER TUBE AND FITTINGS	21.97		
	09/23/2014	WEED CUTTER	20.49		
	09/23/2014	CALL OUT TO UNPLUG LINES FROM E.NOBLE	118.50		
	09/23/2014	BATTERIES FOR RANDY CAMERA	9.99		
	09/23/2014	FASTENERS	131.46		
	09/23/2014	GRAVEL FOR CATCH BASINS	58.70		
	09/23/2014	1" CPVC UNION	18.85		
	09/23/2014	COPIER SERVICE	43.98		
	09/23/2014	STONE FOR CATCH BASINS	59.37		
	09/23/2014	PHONE/INTERNET/FAX	123.47		
	09/23/2014	DINNER 9/22	16.37		
	09/23/2014	RAIN SUIT	257.56		
	09/23/2014	WIPES/SCRUBS/BATTERIES/MISC	227.12		
	09/24/2014	COLD PATCH	1,000.00		
	09/24/2014	HOTEL COST - MGFOA FALL INST. - BOYNE	300.88		
	09/24/2014	DINNER 9/24	22.21		
	09/24/2014	SAFETY VIDEO SHIPPING.	2.69		
	09/24/2014	TONER FOR ASSESSING	94.99		
	09/24/2014	PRINTER FOR ASSESSING	494.99		
	09/24/2014	EXHAUST MANIFOLD	865.23		
	09/24/2014	SEAL KIT FOR RELIEF VALVE	338.91		
	09/24/2014	FIRE HOSE NOZZLE	32.20		
	09/24/2014	PAPER, CALENDARS, SEALS	62.53		
	09/24/2014	PESTICIDE AND STRAPS	89.98		
	09/24/2014	MULTI FOLD TOWELS	42.86		
	09/25/2014	SAND	17.95		
	09/25/2014	BOX OF RAGS	114.17		
	09/25/2014	SERVUS 5 BUCKLE OVERBOOTS	64.75		
	09/25/2014	BATTERIES	7.99		
	09/25/2014	STONE	64.01		
	09/25/2014	MASON SAND	99.25		

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	09/25/2014	CEMENT	383.75		
	09/25/2014	SQUARE AND ROUND POINT SHOVELS	202.00		
	09/25/2014	PHONE CASE	31.80		
	09/25/2014	STARTER#5657 FRONT PADS #5005	165.28		
	09/25/2014	DOOR HANDLES AND CUTTING WHEEL	104.20		
	09/25/2014	CAUTION TAPE	29.97		
	09/25/2014	SHUT OFF VAVLE	14.98		
	09/25/2014	DISPOSBLE GLOVES	25.56		
	09/25/2014	TRAINING/LODGING	184.04		
	09/25/2014	HOTEL FOR TRAINING OVERNIGHT STAY	184.04		
	09/25/2014	GARBAGE BAGS	27.99		
	09/26/2014	BATH TISSUE	23.94		
	09/26/2014	PADLOCKS	140.83		
	09/26/2014	ROTARY TOOL KIT	89.99		
	09/26/2014	SPARE SUMP PUMP MOTOR.	225.00		
	09/26/2014	BATH TISSUE	23.94		
	09/26/2014	PAIL, BRASS COUPLING	8.98		
	09/26/2014	DREMEL CUTTER, FASTENERS	26.55		
	09/26/2014	WTP BOILER PUMP REPL UNIT	2,389.95		
	09/26/2014	MULTIFOLD PAPER TOWEL	22.41		
	09/26/2014	FLOW NOZZLE	(19.98)		
	09/26/2014	APWA MEMBERSHIP FEE	199.00		
	09/26/2014	GAS METER	123.05		
	09/26/2014	PLATE COUNT AGAR	187.65		
	09/27/2014	EAR MUFFS.	76.93		
	09/27/2014	BOX OF EAR PLUGS.	51.07		
TOTAL FOR: FIFTH THIRD BANK			92,669.90		
0000006419	FONDRIEST ENVIRONMENTAL INC				
	42763	THERMO ORION BENCHTOP METER WITH ELECTRODE	1,023.95		
TOTAL FOR: FONDRIEST ENVIRONMENTAL INC			1,023.95		
000000484A	FRENCHTOWN WATER DEPT				
	MONI129601 09/14	MON1-001296-0000-01 1296 N MONROE 7/2 - 9/29/14	9.45		
TOTAL FOR: FRENCHTOWN WATER DEPT			9.45		
0000006611	GANGWAY, KATELIN				
	10/7/14	ELECTION INSPECTORS TRAINING CLASS 9/25/14	25.00		
TOTAL FOR: GANGWAY, KATELIN			25.00		
0000000507	GENERAL CODE PUBLISHERS				

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	C0015936	ECODE 360 ANNUAL MAINTENANCE	1,195.00		
TOTAL FOR: GENERAL CODE PUBLISHERS			1,195.00		
0000006390	GEOGRAPHIC INFORMATION SERVICES INC				
	3758	AMAZON CLOUD SEPTEMBER 2014	145.17		
TOTAL FOR: GEOGRAPHIC INFORMATION SERVICES INC			145.17		
0000006512	GLEASON CONSTRUCTION CO				
	10/13/14 FINAL	MONROE STREET WATER MAIN REPLACEMENT PER 9/16/13 C	548.00		
TOTAL FOR: GLEASON CONSTRUCTION CO			548.00		
0000000562	GREGWARE EQUIPMENT CO				
	IG95875	10' HEAVY DUTY BORING ROD (M357510) , 1-3/4" BORIN	1,911.98		
TOTAL FOR: GREGWARE EQUIPMENT CO			1,911.98		
0000006190	GV CEMENT CONTRACTING CO				
	10/14/14	WEST FOURTH STREET SANITARY SEWER AND PAVING PER 6	68,596.15		
TOTAL FOR: GV CEMENT CONTRACTING CO			68,596.15		
0000006391	HEALTH MANAGEMENT SYSTEMS OF AMERIC				
	6971014	EMPLOYEE ASSISTANCE PROGRAM ADJUSTED COUNTS	222.11		
TOTAL FOR: HEALTH MANAGEMENT SYSTEMS OF AMERIC			222.11		
0000000591	HERKIMER RADIO SERVICE				
	80486	ASSISTED GREGG D CHECKING WATER TOWER AT ROESSLER	50.00		
	80487	REPLACE CONNECTOR FOR NO RX OR TX FROM PORT PRESSU	162.15		
	80533	RADIO SERVICE AGREEMENT JULY 2014 - 2015	356.54		
	80549	LABOR EAST COMMUNICATION SYSTEM @ WATER TREATMENT	75.00		
TOTAL FOR: HERKIMER RADIO SERVICE			643.69		
0000006607	HERRING, JOSHUA				
	10/7/14	ELECTION INSPECTORS TRAINING CLASS 9/25/14	25.00		
TOTAL FOR: HERRING, JOSHUA			25.00		
0000006609	HUTCHINS, YVONNE				
	10/7/14	ELECTION INSPECTORS TRAINING CLASS 9/25/14	25.00		
TOTAL FOR: HUTCHINS, YVONNE			25.00		
0000005363	JACK'S MOWER REPAIR				
	16072	TWO TRIMMER BLADE	134.06		

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TOTAL FOR: JACK'S MOWER REPAIR			134.06		
0000004450	JAMES S JACOBS ARCHITECTS PLLC				
	26353	NAVARRE LIBRARY WINDOW REPLACEMENT - DESIGN SERVIC	3,577.50		
TOTAL FOR: JAMES S JACOBS ARCHITECTS PLLC			3,577.50		
0000000696	JCI JONES CHEMICALS INC				
	633649	SODIUM HYPOCHLORITE PURCHASE	2,887.67		
TOTAL FOR: JCI JONES CHEMICALS INC			2,887.67		
MISC	JENNIFER N BURROUS				
	10/14/2014	OVERPAYMENT OF 2014 SUMMER TAXES	37.42		
TOTAL FOR: JENNIFER N BURROUS			37.42		
0000005923	JOHNSON & ANDERSON, INC.				
	37692	17614 SURVEY PROPERTY AT DETROIT & ELM AUGUST 2014	3,962.50		
	37784	17614 SURVEY PROPERTY DETROIT & ELM SEPT 2014	947.50		
TOTAL FOR: JOHNSON & ANDERSON, INC.			4,910.00		
0000006418	KIESLER POLICE SUPPLY INC				
	B0722222	PRACTICE AMMUNITION FOR POLICE HANDGUNS AND RIFLES	1,512.00		
TOTAL FOR: KIESLER POLICE SUPPLY INC			1,512.00		
0000000722	KENT KLEMZ				
	10/14/14	CURB & GUTTER REPLACEMENT REIMBURSEMENT	513.00		
TOTAL FOR: KENT KLEMZ			513.00		
0000000731	KUSHNER & COMPANY INC.				
	50667	MONTHLY FSA & COBRA ADMIN FEES SEPT 2014	268.28		
TOTAL FOR: KUSHNER & COMPANY INC.			268.28		
0000006614	LAFOUNTAIN, TAYLER				
	10/7/14	ELECTION INSPECTORS TRAINING CLASS 9/25/14	25.00		
TOTAL FOR: LAFOUNTAIN, TAYLER			25.00		
0000006619	LAROY, JACOB				
	10/2/14	FACADE IMPROVEMENTS 131 E FRONT ST	7,300.00		
TOTAL FOR: LAROY, JACOB			7,300.00		
0000006586	LINDE NORTH AMERICA INC				

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	50606753	LIQUID OXYGEN PURCHASE	1,022.95		
TOTAL FOR: LINDE NORTH AMERICA INC			1,022.95		
0000006612	LITTLE, TIFFNY				
	10/7/14	ELECTION INSPECTORS TRAINING CLASS 9/25/14	25.00		
TOTAL FOR: LITTLE, TIFFNY			25.00		
0000000820	MCNAUGHTON-MCKAY ELECTRIC CO INC				
	13501880-00	TECH SUPPORT	1,090.00		
TOTAL FOR: MCNAUGHTON-MCKAY ELECTRIC CO INC			1,090.00		
0000001581	MICHIGAN METER TECHNOLOGY GRP INC				
	91761	SOFTWARE AND HANDHELD MAINTENANCE CONTRACT FOR 1 Y	3,466.75		
	92497	METER ADAPTER PAIR 5/8 X 3/4 TO 1" SPUD SIZE & LEN	559.92		
	92625	WATER METER REGISTERS AND PITS	790.00		
TOTAL FOR: MICHIGAN METER TECHNOLOGY GRP INC			4,816.67		
0000001130	MICHIGAN MUNICIPAL LEAGUE				
	100GL1100717	MML POOL CLAIM DEDUCTABLE FOR CLAIM 100G1100717	24,271.40		
TOTAL FOR: MICHIGAN MUNICIPAL LEAGUE			24,271.40		
0000004255	MICHIGAN SECTION-I.M.S.A.				
	10/16/14	TRAFFIC CONTROL TECHNIQUE CERTIFICATION TRAINING	780.00		
TOTAL FOR: MICHIGAN SECTION-I.M.S.A.			780.00		
0000001142	STATE OF MICHIGAN				
	SE 370367	TRAFFIC SIGNAL ENERGY 4TH QTR	295.06		
	SM2 370897	TRAFFIC SIGNAL MAINTENANCE TELEGRAPH & FREDRICKS	86.86		
	WA 370953	AIRPORT WEATHER OBS DATA SYS 7/1 - 9/30/14	809.86		
TOTAL FOR: STATE OF MICHIGAN			1,191.78		
MISC	MILLER, MATTHEW				
	10/14/2014	WATER REFUND	123.57		
TOTAL FOR: MILLER, MATTHEW			123.57		
0000005977	TRENA K MILLER				
	10/7/14	ELECTION INSPECTORS TRAINING CLASS 9/25/14	25.00		
TOTAL FOR: TRENA K MILLER			25.00		
0000000847	MONROE COUNTY COMMUNITY CREDIT UNIO				

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	MCCCU 018	COLLECTION FEES SEPTEMBER 2014	2,280.25		
TOTAL FOR: MONROE COUNTY COMMUNITY CREDIT UNIO			2,280.25		
0000000849	MONROE COUNTY FINANCE DEPARTMENT				
	2666	2014 4TH QTR IT SERVICES	47,505.95		
TOTAL FOR: MONROE COUNTY FINANCE DEPARTMENT			47,505.95		
0000000855	MONROE COUNTY LIBRARY SYSTEM				
	5594	FIRST QUARTER CITY LIBRARIES MAINTENANCE	14,375.00		
TOTAL FOR: MONROE COUNTY LIBRARY SYSTEM			14,375.00		
0000005684	COUNTY OF MONROE PRINTING				
	814-576-28	BUSINESS CARDS, SETS RENTAL CEHCK LISTS	274.71		
TOTAL FOR: COUNTY OF MONROE PRINTING			274.71		
MISC	MONROE REAL ESTATE				
	10/14/2014	WATER REFUND	118.81		
TOTAL FOR: MONROE REAL ESTATE			118.81		
0000000882	MONROE SPORTS VARSITY ATHLETIC				
	3941	GREY T-SHIRTS FRONT PRINT LOGO	853.00		
TOTAL FOR: MONROE SPORTS VARSITY ATHLETIC			853.00		
0000000838	CITY OF MONROE				
	29-00440-000	SPECIAL ASSESSMENTS 29-00440-000	670.90		
	59-01788-500	SPECIAL ASSESSMENT BILL 59-01788-500	410.24		
TOTAL FOR: CITY OF MONROE			1,081.14		
000000838B	CITY OF MONROE				
	CUST356101 08/14	CUST-003561-0000-01 3561 S CUSTER 9/8/14	29.13		
	DIXI1507501 08/14	DIXI-*015075-0000-01 15075 S DIXIE 09/17/14	18.56		
TOTAL FOR: CITY OF MONROE			47.69		
0000006196	PABCO INDUSTRIES LLC				
	B022593A	2014 Leaf Bag Purchase	2,270.88		
TOTAL FOR: PABCO INDUSTRIES LLC			2,270.88		
0000006000	PAETEC				
	57798114	SEPTEMBER PHONE CHARGES	1,996.22		

Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
TOTAL FOR: PAETEC			1,996.22		
0000001017	PLANTE & MORAN PLLC				
	1191139	PROGRESS BILLING JUNE 30 2014 AUDIT	38,315.00		
TOTAL FOR: PLANTE & MORAN PLLC			38,315.00		
0000002353	PORT OF MONROE				
	228	BRA SUPPORT SERVICES OCT-DEC 2014	1,946.25		
TOTAL FOR: PORT OF MONROE			1,946.25		
0000006458	POWERS, MARGIE MARIE				
	10/7/14	ELECTION INSPECTORS TRAINING CLASS 9/25/14	25.00		
TOTAL FOR: POWERS, MARGIE MARIE			25.00		
0000001062	READY HELLER & READY LLP				
	TDR-0661-07	NOV 2 MONTHLY RETAINER FOR NOVEMBER 2014	11,500.00		
TOTAL FOR: READY HELLER & READY LLP			11,500.00		
0000001877	REPROGRAPHICS ONE INC				
	1027321	SVC SATA HD DISK AND LABOR FOR PRINTER REPAIR	831.04		
TOTAL FOR: REPROGRAPHICS ONE INC			831.04		
0000003975	RS CONTRACTING INC				
	10/14/14 EST# 1	2014 Pavement Marking Program	50,210.31		
TOTAL FOR: RS CONTRACTING INC			50,210.31		
0000001085	S&L FERTILIZER CO				
	3	SLUDGE HAULING FY 14-15	11,522.15		
TOTAL FOR: S&L FERTILIZER CO			11,522.15		
0000005264	SALENBIEN TRUCKING & EXCAVATING INC				
	10/14/14 EST# 4	WESTERN / HURON WATER MAIN REPLACEMENT AND RESURFA	30,800.00		
	10/15/14 EST# 3	East Noble Avenue Water Main	198,700.10		
TOTAL FOR: SALENBIEN TRUCKING & EXCAVATING INC			229,500.10		
0000005237	EDWARD J SELL JR				
	10/15/14	MILEAGE TO MGFOA FALL INSTITUTE BOYNE FALLS	157.36		
TOTAL FOR: EDWARD J SELL JR			157.36		
0000005069	SENTINEL TECHNOLOGIES INC				

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	P594306	PATCH PANEL FOR 3RD FLOOR	339.80		
TOTAL FOR: SENTINEL TECHNOLOGIES INC			339.80		
0000001115	SHANNON CHEMICAL CORP				
	26498	ZINC ORTHOPHOSPHATE PURCHASE	9,900.34		
TOTAL FOR: SHANNON CHEMICAL CORP			9,900.34		
0000001123	SIGNATURE FORD LINCOLN MERCURY				
	BQ895	Two 2015 Ford Fusion SE Sedans - Detective Bureau	38,604.00		
TOTAL FOR: SIGNATURE FORD LINCOLN MERCURY			38,604.00		
0000006616	SISUNG, LANDA				
	10/7/14	ELECTION INSPECTORS TRAINING CLASS 9/25/14	25.00		
TOTAL FOR: SISUNG, LANDA			25.00		
0000006617	SLAMIAR, CARLA				
	10/7/14	ELECTION INSPECTORS TRAINING CLASS 9/25/14	25.00		
TOTAL FOR: SLAMIAR, CARLA			25.00		
0000001086	SLC METER SERVICE INC				
	240357	1" COMPRESSION X 1" FIP COUPLING,12" HY-MAX COUPLI	2,521.07		
	240514	1" COMPRESSION X 1" FIP COUPLING,12" HY-MAX COUPLI	349.58		
TOTAL FOR: SLC METER SERVICE INC			2,870.65		
0000004895	STONECO OF MICHIGAN-DENNISTON				
	836240	STONE FOR BACKFILL	136.18		
TOTAL FOR: STONECO OF MICHIGAN-DENNISTON			136.18		
0000001224	SUPERIOR UNIFORM SALES				
	326468	INITIAL UNIFORM FOR HONOR GUARDS	2,450.40		
	327038	UNIFORMS CHIEF WIGHT	369.74		
TOTAL FOR: SUPERIOR UNIFORM SALES			2,820.14		
MISC	TAMMIE OR STANLEY TUPACZ				
	10/14/2014	OVERPAYMENT OF 2014 SUMMER TAXES	236.52		
TOTAL FOR: TAMMIE OR STANLEY TUPACZ			236.52		
0000001261	TOLEDO ELEVATOR & MACHINE CO INC				
	7041	ELEVATOR INSPECTION SERVICE DORSCH LIBRARY 9/23/14	130.00		

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE  
EXP CHECK RUN DATES 10/08/2014 - 10/20/2014  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
PRELIMINARY REPORT

Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
TOTAL FOR: TOLEDO ELEVATOR & MACHINE CO INC			130.00		
0000001265	TTL ASSOCIATES INC				
	10444-023	COMPRESSIVE STRENGTH TESTING EAST NOBLE	396.00		
TOTAL FOR: TTL ASSOCIATES INC			396.00		
0000006559	U S LAWNS				
	2426	2014-201 LAWN MAINTENANCE CONTRACT - WORK GROUPS B	3,187.50		
	2439	MOWING VARIOUS PROPERTIES 9/22/14	140.00		
	2440	MOWING VARIOUS PROPERTIES 9/25/14	140.00		
	2441	MOWING 733 WOODVILLE 9/25/14	45.00		
	2442	MOWING COUPLE PROPERTIES 9/27/14	70.00		
	2443	MOWING VARIOUS PROPERTIES 9/27/14	210.00		
	2448	MOWING VARIOUS PROPERTIES 10/6/14	280.00		
	2449	MOWING 1248 TELEGRAPH 10/6/14	45.00		
TOTAL FOR: U S LAWNS			4,117.50		
0000001289	UNITED STATES POSTAL SERVICE				
	10/10/14	FIRST CLASS MAILING PERMIT # 401 WATER DEPARTMENT	5,500.00		
TOTAL FOR: UNITED STATES POSTAL SERVICE			5,500.00		
0000006179	VIENNA JUNCTION LF				
	26304	LANDFILL DISPOSAL CHARGES FY 14-15	19,819.91		
TOTAL FOR: VIENNA JUNCTION LF			19,819.91		
0000000215	WASTE MANAGEMENT INC				
	7631709	RESIDENTIAL TRASH PICKUP & STORM PICK UP	102,433.85		
TOTAL FOR: WASTE MANAGEMENT INC			102,433.85		
MISC	WATSON HEALTH CARE, INC				
	10/14/2014	OVERPAYMENT OF 2014 SUMMER TAXES	6.72		
TOTAL FOR: WATSON HEALTH CARE, INC			6.72		
0000006613	WELLS, BYRON				
	10/7/14	ELECTION INSPECTORS TRAINING CLASS 9/25/14	25.00		
TOTAL FOR: WELLS, BYRON			25.00		
0000006608	WILLS, BAILEE				
	10/7/14	ELECTION INSPECTORS TRAINING CLASS 9/25/14	25.00		
TOTAL FOR: WILLS, BAILEE			25.00		

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE  
EXP CHECK RUN DATES 10/08/2014 - 10/20/2014  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
PRELIMINARY REPORT

Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
0000006620	WIMSATT BUILDING MATERIALS CORP				
	100202323-001	BUILDING MATERIAL FOR SAWYER HOUSE RESTORATION	252.00		
	100202366-001	BUILDING MATERIAL FOR SAWYER HOUSE RESTORATION	755.20		
	100202388-001	BUILDING MATERIAL FOR SAWYER HOUSE RESTORATION	166.45		
	100202415-001	BUILDING MATERIAL FOR SAWYER HOUSE RESTORATION	332.90		
	100202451-001	BUILDING MATERIAL FOR SAWYER HOUSE RESTORATION	9,609.10		
	300202492-001	BUILDING MATERIAL FOR SAWYER HOUSE RESTORATION	270.00		
TOTAL FOR: WIMSATT BUILDING MATERIALS CORP			<u>11,385.65</u>		
0000006278	WORLD CLASS LANDSCAPING				
	1512	2013-2015 BALL FIELD MAINTENANCE CONTRACT - SUMMER	2,347.00		
	1513	2013-2015 CUSTODIAL SERVICES CONTRACT - SUMMER / F	4,276.50		
TOTAL FOR: WORLD CLASS LANDSCAPING			<u>6,623.50</u>		
TOTAL - ALL VENDORS			944,316.37		

**Balance Detail Report**  
**City Of Monroe**  
**10/16/2014 08:36**

**Account:** ██████████ **Checking - General - USD** **Report On: Previous Day Data**  
**Start Date: 10/02/2014 00:00** **Transaction Groups: ACH Debit**  
**End Date: 10/15/2014 23:59** **ZBA Display: Both Credit and Debit**  
**Sorted By: Account Number, Date, Credit/Debit**  
**Orientation: Portrait**

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

**Account : ██████████-Checking - General - USD**

Date	Transaction Type	Customer Ref. #	Bank Ref. #	Credit Amount	Debit Amount
10/02/2014	ACH Debit Received		100108428374		100.00
	Description: BANKSERV - ACH 1190000836 C3APAX RTNS REIMB 366344502 MONROECITYUTILMI 100214				
10/02/2014	ACH Debit Received		100106104868		103.75
	Description: GLOBAL PAYMENTS BANKCARD PROCESSING GLOBAL STL 601101434472831 CITY OF MONROE 100214				
10/02/2014	ACH Debit Received		100105243147		322,607.00
	Description: BCBS Michigan ASC 007006055 CITY OF MONROE 100214				
10/03/2014	ACH Debit Received		100103466412		42.65
	Description: RETURN SETTLE RETURN 13884 100314				
10/06/2014	ACH Debit Received		100102512947		54.69
	Description: AMERICAN EXPRESS PAYMENT DATE 14277 AXP DISCNT 3211780184 CITY OF MONR3211780184 100614				
10/06/2014	ACH Debit Received		100106648434		176.72
	Description: RETURN SETTLE RETURN 5135 100614				
10/15/2014	ACH Debit Received		100108844283		28,943.07
	Description: CITYOFMONR 1243 TAX TRANS 3860046383 101514 OFFSET TRANSACTION				
			<b>Credits</b>	<b>Debits</b>	
Total Amount			0.00	352,027.88	
Total Number of Items			0	7	

**Confidential**

**Balance Detail Report**  
**City Of Monroe**  
**10/16/2014 08:40**

**Account:** ██████████-Checking - Payroll - **Report On: Previous Day Data**  
**USD**  
**Start Date: 10/02/2014 00:00** **Transaction Groups: ACH Debit**  
**End Date: 10/15/2014 23:59** **ZBA Display: Both Credit and Debit**  
**Sorted By: Account Number, Date, Credit/Debit**  
**Orientation: Portrait**

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

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

Date	Transaction Type	Customer Ref. #	Bank Ref. #	Credit Amount	Debit Amount
10/02/2014	ACH Debit Received		100108347016		5,446.10
	Description: CITYOFMONR 9653 PENSION 3860046380 100214 OFFSET TRANSACTION				
10/02/2014	ACH Debit Received		100108347018		8,156.69
	Description: CITYOFMONR 9653 PAYROLL 3860046380 100214 OFFSET TRANSACTION				
10/03/2014	ACH Debit Received		100100468914		450.00
	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 100314				
10/08/2014	ACH Debit Received		100103758524		3,362.70
	Description: CITYOFMONR 9653 TAX PYMT 3860046380 100814 OFFSET TRANSACTION				
10/09/2014	ACH Debit Received		100107255970		2,067.36
	Description: CITYOFMONR 9653 CHILD SUPP 3860046380 100914 OFFSET TRANSACTION				
10/09/2014	ACH Debit Received		100107255966		2,340.72
	Description: CITYOFMONR 9653 NWRS 457 3860046380 100914 OFFSET TRANSACTION				
10/09/2014	ACH Debit Received		100107255953		3,667.92
	Description: CITYOFMONR 9653 RHS 3860046380 100914 OFFSET TRANSACTION				
10/09/2014	ACH Debit Received		100107255951		4,741.36
	Description: CITYOFMONR 9653 DUES 3860046380 100914 OFFSET TRANSACTION				
10/09/2014	ACH Debit Received		100107255969		4,995.96
	Description: CITYOFMONR 9653 RHCF 3860046380 100914 OFFSET TRANSACTION				
10/09/2014	ACH Debit Received		100107255959		10,349.70
	Description: CITYOFMONR 9653 ICMA 457 3860046380 100914 OFFSET TRANSACTION				
10/09/2014	ACH Debit Received		100107255968		67,494.49
	Description: CITYOFMONR 9653 PENSION 3860046380 100914 OFFSET TRANSACTION				
10/09/2014	ACH Debit Received		100107255934		218,680.82
	Description: CITYOFMONR 9653 PAYROLL 3860046380 100914 OFFSET TRANSACTION				
10/09/2014	ACH Debit Received		100108947462		192.31
	Description: FUNDS TRANSFER TO CK: XXXXXX7018 REF # 00633377131				
10/10/2014	ACH Debit Received		100108406300		7,398.31
	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 101014				
10/15/2014	ACH Debit Received		100108844083		28,904.71
	Description: CITYOFMONR 9653 MI TAX 3860046380 101514 OFFSET TRANSACTION				
10/15/2014	ACH Debit Received		100108843841		80,388.49
	Description: CITYOFMONR 9653 TAX PYMT 3860046380 101514 OFFSET TRANSACTION				

	Credits	Debits
Total Amount	0.00	448,637.64
Total Number of Items	0	16

**Confidential**

# MEMORANDUM

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TO: Ed Sell, Acting City Manager

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

Cc: George Brown, City Manager  
Pat Weaver, Executive Secretary

DATE: October 15, 2014

SUBJECT: Revised Proposal for New Public Safety Building Schematic Design

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As directed by the City Council at the October 6 meeting, I have worked with Redstone Architects to provide a revised proposal that can be presented as a part of postponed item #198. After a conference call with representatives of Redstone Architects, the attached document was prepared and submitted. My belief is that it reasonably coincides with the desire of some Council members to determine the costs for a full schematic for a replacement of the Central Fire Station plus appropriate training areas, while performing only a block diagram for either of two longer-term options for a larger building, the details of which can be subsequently selected by the City Council. It is my belief that the original proposal for the full schematic as originally presented with Item #198 is still valid as well, should Council vote to pursue that option instead.

Should Council wish to approve this revised proposal, it is the recommendation of the Engineering and Public Services Department that \$84,000 be allocated to Redstone Architects for this work, and the \$15,000 cited for other background reports and studies be set aside at this time for future award to other professional firms, for a total of \$99,000. With roughly \$10,000 remaining in the project budget, allocation of both would require a transfer of \$89,000 from the City's budget contingency, line item 101-95.941-998.000.

Please let me know if you have any questions.

# 198



Law Enforcement  
Justice  
Public Safety  
Municipal  
Corporate/Commercial

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**Redstone Architects, Inc.**

2709 S. Telegraph Road, Bloomfield Hills, MI 48302-1008

October 15, 2014

Mr. George Brown, City Manager  
City of Monroe  
121 East First Street  
Monroe, MI 48161

Re: Revised Proposal  
Development of a Schematic Fire Station Design  
Monroe Public Safety Department  
Our file No: 3559.02

Dear George:

As a result of our recent conversations and the comments from Council Members at the Study Session on October 6, 2014, we are pleased to submit a revised proposal for Schematic Design for a new fire station. The Schematic Design will also include conceptual (block diagram) design for future phases of a Public Safety Facility.

Our proposal reflects the desire of Council to move forward with facilities for Fire Operations now, while still planning conceptually for a future addition to encompass additional public safety operations. As there are a number of options as to siting the new facility, use of city-owned parcels, and other design considerations, we have included time for meetings with staff and council in order to assure that a consensus will be achieved.

As in our original proposal, we believe that establishing a not-to-exceed professional fee will be best for the City of Monroe. We propose a not-to-exceed professional fee of \$84,000, which includes a traditional Schematic Design for Fire Operations and training (per the May, 2014 Program), and a conceptual, architectural design in block diagram format, for a future, second phase.

At this point we are leaving the extent of a future, second phase open as to whether it includes the complete Public Safety Facility, or just Public Safety Operations. Also not identified at this time is the actual placement of the new fire station on the selected site.

We will invoice you on an hourly rate basis, at previously submitted rates. The professional not-to exceed fee includes schematic design fees from our civil, structural, mechanical, and electrical engineering consultants, plus an administrative markup of 10%.



Mr. George Brown, City Manager  
City of Monroe

October 15, 2014  
Page 2

Reimbursable expenses, primarily mileage, would be in addition to the professional fee. Certain other items, normally provided by the Client, would also be in addition to the NTE professional fee. These items include Topographical surveys, Soil Investigations, Environmental studies that may be required. We suggest that a budget of \$15,000 be established for these items.

We continue with our assumption that we will not be preparing civil engineering and landscape documents that would normally be required for submission to the Planning Commission, as this might require a completed civil and landscape plan.

Please let me know if you have any questions, or if you wish me to attend next week's meeting.

Sincerely,

Daniel Redstone, FAIA, NCARB

President



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: NEW PUBLIC SAFETY BUILDING – PROFESSIONAL SERVICES AWARD FOR SCHEMATIC DESIGN**

**DISCUSSION:** For the past eighteen (18) months, the City Administrative team has been working with Redstone Architects, Inc. of Bloomfield Hills to review spatial needs, physical characteristics, and operational parameters for various sites that could accommodate a proposed new facility that could house some or all of the City's Public Safety functions. To date, the following expenditures have been authorized by the City Council for these work activities, all of which have been completed for some time:

<u>Award Date</u>	<u>Amount</u>	<u>General Description</u>
2/19/13	\$26,062	Needs Analysis and Concept Study
9/3/13	\$1,850	Run-Time Analysis for two (2) Generic Sites
2/18/14	\$14,940	Concept Study for Phased-in Approach
3/3/14	\$15,200	Existing Condition Report – Central Fire Station

In addition to the above, which totals \$58,052, \$45,000 was also appropriated by the City Council on July 21, 2014 for the purchase of 207 East Second Street, which is being held should the City determine to move ahead with construction on that block.

While a full discussion of all background materials relating to this study is effectively beyond this Fact Sheet narrative alone, numerous public work sessions with the City Council have been held, most recently on September 15, and one is also scheduled for October 6 at 6:00 P.M. In these work sessions, a variety of phasing schedules, site layouts, and financing options have been discussed, and in order to continue moving forward with this project in whatever form it will take, formal direction needs to be given from the City Council. Since construction of any new facility will likely require substantial additional funding such as a voted millage, significantly more in-depth schematic layouts must be developed in order to adequately determine the exact nature of a possible request before submitting it to the voters for consideration. As such, we have asked Redstone Architects for a proposal to prepare a complete schematic design for a facility that could accommodate all public safety functions, even if the Council eventually determines that only a portion of the facility should be built at the present time. We feel it is prudent to plan for the future final build-out, particularly where acquisition of property may need to occur now. This proposal, in the amount of \$135,000, has been attached for your review and consideration. It should be noted that while the proposal seems to provide for lower-cost options for a smaller facility, this does not provide any information on what would be necessary for future sizing of building systems such as HVAC, electric, plumbing, etc. should the building be expanded in the future. In such a fashion, should the City determine in the future that a larger facility should be built, there will be greater construction challenges and / or inefficiencies in simply adding on to the building without a previous plan for expansion. As such, we feel that the entire schematic design study should be awarded now if Council wishes to move forward with any part of this initiative.

**IT IS RECOMMENDED** that the City Council award a professional services contract for a full schematic design for a public safety facility in the amount of \$135,000 to Redstone Architects, Inc., and that the City Manager, Director of Engineering and Public Services, or their designee be authorized to execute any necessary and appropriate agreements on behalf of the City.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** As soon as possible

**REASON FOR DEADLINE:** Voted millage request could be placed on the ballot as soon as May 2015, and limited time remains prior to this date for a complex design process

**STAFF RECOMMENDATION:**           X For            Against

**REASON AGAINST:** N/A

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

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** City Council, Police Department, Fire Department, Engineering Department, emergency services consumers at large

## FINANCES

<b>COST AND REVENUE PROJECTIONS:</b>	Cost of Total Project	\$Unknown*
	Cost of This Project Approval	\$135,000**
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

\*Probable cost will vary, particularly depending on the results of this additional study.

\*\*Council authorization is also sought to exceed this value by a small amount (\$2,000 or less) should reimbursable expenses exceed estimated values in proposal.

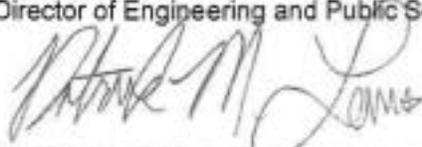
<b>SOURCE OF FUNDS:</b>	<u>City</u>	Account Number	Amount
	Fire Station Study	401-95.336-818.020 13C12	\$10,115.41
	Contingencies	101-95.941-998.000	\$125,000.00*

\*Rounded for simplicity, actually yields \$115.41 more than necessary for this project.

Other Funds

Budget Approval: 

**FACT SHEET PREPARED BY:** Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 09/30/14

**REVIEWED BY:** 

**DATE:**

**COUNCIL MEETING DATE:** October 6, 2014



Law Enforcement  
Justice  
Public Safety  
Municipal  
Corporate/Commercial

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Redstone Architects, Inc.

2709 S. Telegraph Road, Bloomfield Hills, MI 48302-1008

September 9, 2014

Mr. George Brown, City Manager  
City of Monroe  
121 East First Street  
Monroe, MI 48161

Re: Development of a Schematic Design  
Monroe Public Safety Department  
Our file No: 3559.02

Dear George:

As discussed, in order to go to the voters next May, it is important to have an accurate, project cost projection in place. In order to achieve that end, you, Patrick Lewis, and I have discussed preparing a Schematic Design that would permit the development of such an estimate.

In addition, three options were developed for the City Council and citizens to consider: Option 1 is for a fire station only; Option 2 is for a Public Safety Operations Building; and Option 3 is for a complete facility. If Option 1 or 2 were chosen, it is our understanding that the intent of the City of Monroe is to eventually construct the remainder of the Public Safety Facility.

Based on the above, we are proposing the development of a complete schematic design that takes into consideration the building of an initial smaller facility that can be expanded in the future in a well-planned manner.

Last May we presented a cost analysis of the three options. 2014 construction costs were estimated at \$3,800,000 for a fire station only, \$6,900,000 for a Public Safety Operations Building, and \$10,600,000 for a complete Public Safety Building. (Note: Soft costs were not included in these numbers).

Using the budgeted Architectural fees provided in May and applying the industry standard 15% to a schematic design phase, Schematic Design fees for a full building would be in the neighborhood of \$135,000. (By comparison, schematic design fees for a fire station only would be about \$49,000 and for a PS Operations Building about \$88,000- both assuming that there would be no future addition)



Mr. George Brown, City Manager  
City of Monroe

September 9, 2014  
Page 2

By developing a Schematic Design Model for the entire Public Safety Department, we will be able to develop a more accurate cost projection of both a complete facility and a phased facility prior making a decision on which way to proceed. The design model will also permit our design team to plan for an efficient phasing of the project, should that be the decision of the City Council.

We propose to provide you with the schematic design you need for a single or two-phased project for a not-to-exceed professional fee of \$135,000. We will invoice you on an hourly rate basis, as shown on the attached schedule. By providing you with a maximum fee for this phase, all of the savings we may be able to achieve by the use of our REVIT software will accrue directly back to the City. Our REVIT software will generate the models and renderings needed to illustrate the phasing and the look of the phases developed.

The professional not-to exceed fee includes schematic design from our civil, structural, mechanical, and electrical engineering consultants. Reimbursable expenses would be in addition to the professional fee.

Certain items, normally provided by the Client, would also be in addition to the NTE professional fee. These items include Topographical surveys, Soil Investigations, Environmental studies that may be required. We suggest that a budget of \$15,000 be established for these items.

We have made the assumption that we will not be preparing civil engineering and landscape documents that would normally be required for submission to the Planning Commission, as this might require a completed civil and landscape plan.

Please let me know if you have any questions, or if you wish me to attend next week's meeting.

Sincerely,

Daniel Redstone, FAIA, NCARB

President

FIRM NAME AND STAFF	STANDARD HOURLY RATES
<b>Redstone Architects, Inc.</b>	
Principal - Daniel Redstone, FAIA	\$150
Project Manager- Matt Berge, AIA	\$105
Architect - CAD	\$75
<b>Desai/Nasr Consulting Engineers (Structural)</b>	
Principal	\$145
Senior Engineer	\$125
CAD	\$65
<b>Sellinger Associates (Mechanical, HVAC, Plumbing)</b>	
Principal	\$135
Senior Engineer	\$110
Mechanical Engineer	\$90
Designer	\$80
CAD	\$70
Clerical	\$50
<b>ETS Associates (Electrical)</b>	
Principal	\$120
Project Engineer	\$90
CAD	\$56
Clerical	\$32
<b>CIVIL ENGINEERING/LANDSCAPE ARCH. SERVICES</b>	TO BE DETERMINED

Rates shown are for **Schematic Design Services** for the Public Safety Building





# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Addition of 10% interest on unpaid special assessments and other assessments and then be reassessed and placed on the tax roll.

**DISCUSSION:** Section 181 of the City Charter requires 10% interest be added to all delinquent special assessments and other assessments and then be reassessed and added onto the winter tax bill. The attached resolution authorizes same.

**CITY MANAGER RECOMMENDATION:**

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

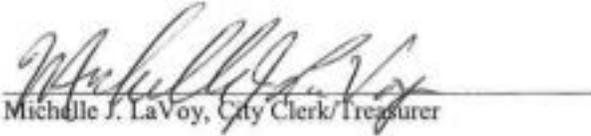
**APPROVAL DEADLINE:** N/A

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:**

**INITIATED BY:**

  
Michelle J. LaVoy, City Clerk/Treasurer

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:**

## FINANCES

**COST AND REVENUE PROJECTIONS:**

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

**SOURCE OF FUNDS:**

City

Account Number

Amount

\$  
\$  
\$  
\$  
\$

Other Funds

\$  
\$  
\$  
\$

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

**FACT SHEET PREPARED BY:** Clerk/Treasurer's Office

**DATE:** 10/01/14

**REVIEWED BY:**



**DATE:**

**COUNCIL MEETING DATE:** October 20, 2014

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**RESOLUTION**

**TO ADD 10% INTEREST TO SPECIAL ASSESSMENTS;  
REASSESS AND PLACE ON THE WINTER  
TAX ROLL**

*WHEREAS*, special assessments levied against various parcels have been returned to the Clerk/Treasurer unpaid, and

*WHEREAS*, Section 181 of the City Charter requires that these unpaid assessments have ten – (10) per cent interest added and be reassessed and then collected in all respects as other taxes, and

*NOW THEREFORE BE IT RESOLVED* that all unpaid special assessments be assessed ten- (10) per cent interest and the total amounts including interest be added to the winter tax bills, due and payable December 1, 2014.

Dated: October 20, 2014



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** INSTALLATION OF NEW PUBLIC STORM SEWER – McCORMICK DRIVE BETWEEN LAVENDER STREET AND CALGARY DRIVE – SPECIAL ASSESSMENT RESOLUTION NUMBER 1 – SEWER SAD 235

**DISCUSSION:** The Engineering Department received the attached petition on October 13, 2014 for the installation of a new storm sewer of adequate size to serve the homes on McCormick Drive between Lavender Street and Calgary Drive (its entire length). In total, there are 33 total properties that front McCormick Drive, and it appears that as many as 27 of them do not have ready access to a storm sewer with which to discharge sump lines, footer tiles, rear yard drains, etc. from their homes. Up to four (4) properties on the south end and the two (2) corner lots at Calgary Drive appear to already have the ability to tap into the storm sewers that serve their respective cross streets and collect runoff from corner catch basins (which drain the street as a whole), routing them to an existing trunk storm sewer line on Lavender Street. Of these 27 properties most likely to benefit from a new storm sewer, at least one property owner from 19 of them (70%) signed the petition, as well as five (5) others that actually already have frontage on a storm sewer and may not necessarily be involved in a Special Assessment District for a new installation.

Clearly, there is majority support for a new storm sewer in this area, and this is not surprising, given that this block is typically hard hit with excessive inflow and infiltration from footing drains connected to the sanitary sewer resulting in basement flooding in heavy rainfall events, including the most recent 4-inch rainfall on September 10. The installation of storm sewers in areas presently lacking them such as this will provide a readily available outlet for residents to connect any such clear water drains in lieu of the sanitary sewer, which in turn minimizes the risk of sanitary system surcharges during wet weather events due to the contribution of these private conveyances, provided homeowners also take appropriate steps to retrofit their internal plumbing to protect themselves from future occurrences and route discharges correctly to meet current code.

The City Charter provides for both the installation of public storm sewers at the discretion of the City Council and provides for recovery of most of the cost by Special Assessment against the benefiting properties. On sanitary sewer projects, by Charter, a minimum of one-sixth of the project costs are borne by the Wastewater Fund, and recently this same percentage has been provided by the City General Fund for storm sewer projects, with the remaining share of the costs divided among the benefiting properties on a per lot basis. It should be noted that due to relatively equal benefit between properties, the total assessable costs will likely be divided evenly between each of the properties in the district with frontage on the new storm sewer.

While this project could be as simple as installing a new storm sewer to serve just this block, given the uncertainty over the adequacy of the receiving sewers, the Engineering Department is likely to perform additional study covering the entire neighborhood before settling on a final project design. The results of this study could potentially expand the work area and could involve other measures such as enlarging or adding to the receiving sewers or even constructing in-line detention facilities, if space allows. If such additional measures are deemed necessary, the Special Assessment District could be expanded to include additional properties, and / or additional at-large City contributions may prove necessary. Depending on the expected time constraints and extents of such studies, the Engineering Department may recommend engaging the services of a consulting firm to assist, and if so, this will be brought forth for City Council approval. In any event, based on the timing of the special assessment process and seasonal construction limitations, 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 *ES, ACM*
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

**APPROVAL DEADLINE:** As soon as possible

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**            X For             Against

**REASON AGAINST:** N/A

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

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

## FINANCES

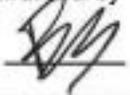
**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$TBD
Cost of This Project Approval	\$10,000*
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, could be higher if professional consulting services are engaged for a larger scope, though this will be brought for Council approval if needed.

<b><u>SOURCE OF FUNDS:</u></b>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Engineering Full-Time Salaries	101-40.449-702.000	\$10,000*
	<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:** 10/14/14

**REVIEWED BY:**



**DATE:**

**COUNCIL MEETING DATE:** October 20, 2014

## **RESOLUTION NUMBER 1**

RESOLVED that it is the intention of this Council, as a necessary public improvement, to install a storm sewer of adequate size to serve the homes located along McCormick Drive in some or all areas between Lavender Street and Calgary Drive; 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.



Geographic Information System (GIS)  
Engineering Department

1 inch = 200 feet  
October 14, 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.



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** REPORT BACK ON BIDS RECEIVED FOR CLARIFIER CATHODIC PROTECTION REMOVAL AND REPLACEMENT – WATER TREATMENT PLANT

**DISCUSSION:** One bid was received for the Water Treatment Plant (WTP) Clarifier Cathodic Protection Removal and Replacement project. The bidder is Corpro Companies, Inc out of Medina, OH and they meet all bid specifications.

The WTP has several treatment processes including clarification of the raw water. The WTP has 3 clarifiers that are metallic such that cathodic protection is used to preserve the integrity of the continuously submerged metal walls, baffles, troughs, etc as part of the treatment train. Per Public Act 399 (Safe Drinking Water Act), clarifiers are a required step in the treatment process for Water Plants that treat surface water (Lakes, Rivers, Streams, etc) such that maintaining their integrity is necessary. The three cathodic protection units were installed in the early 1970's and have been maintained such that they have exceeded their expected service life. The project is part of an overall approved fiscal year 2014-2015 Capital Improvement Program (CIP) project in which adequate funding has been budgeted.

Corpro Companies has worked for the City previously on numerous projects within the WTP, water distribution system, raw water intake lines, and with Wastewater in which excellent results were provided. We are confident they will perform again.

IT IS RECOMMENDED that a purchase order in the amount of \$19,800.00 and a total amount of \$20,800 be encumbered to include a 5% contingency, be awarded to Corpro Companies, Inc for the WTP Clarifier Cathodic Protection Removal and Replacement project as part of the fiscal year 2014-2015 CIP project in accordance with the bid specifications.

**CITY MANAGER RECOMMENDATION:**

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

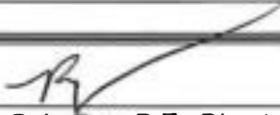
**APPROVAL DEADLINE:** November 5, 2014

**REASON FOR DEADLINE:** Bids are 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:** City Council, Water Department and Customers

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$ 22,000.00
Cost of This Project Approval	\$ 20,800.00
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

**SOURCE OF FUNDS:**

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Operating Equipment	591-40.537-977.000 15W06	\$ 20,800.00
<u>Other Funds</u>		

Budget Approval: 

**FACT SHEET PREPARED BY:** Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** October 13, 2014

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** October 20, 2014

BIDS RECEIVED LIST FOR WATER PLANT CLARIFIERS  
CATHODIC PROTECTION REMOVAL AND REPLACEMENT.

BIDS DUE MONDAY OCTOBER 6, 2014 AT 3:00 P.M.

<u>NAME</u>	<u>BID AMOUNT</u>
Corrpro Companies, Inc.	\$19,800.00



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Demolition of 635 Winchester – Fire damaged / destroyed

**DISCUSSION:** The property at 635 Winchester is a vacant foreclosure currently owned by Nationstar Mortgage Company, Lewisville, TX. It has sustained two fires this summer which have resulted in the total destruction of the dwelling. The first fire was on June 16, 2014 in the basement and front porch areas. The second fire was on July 17, 2014 which resulted in the total loss of the structure. After the Monroe Fire department crews extinguished the fire it was determined that the remaining portions of the house were unstable. Police Chief, Thomas Moore, requested that the DPS crews push whatever remained into the basement for safety. Due to the emergency nature of the site we solicited e-mail quotes from three previously used demolition contractors to expedite the full removal process.

After the fire, we attempted to get the mortgage company or the insurance company to handle the demolition of the site. To date we have only received the statutory demolition deposit of \$ 8,426.00 from Standard Guaranty Insurance Company. This amount does not cover the entire cost of demolition. There is an added cost for the demolition because the site can not have the normal asbestos remediation complete due to the unstable structure being pushed into the basement. This will now require all of the demolition debris to be taken to a classified disposal site which is more costly than a normal land fill.

As of October 20, 2014, all utilities will be properly disconnected so demolition can start as soon as possible following confirmation. Despite all efforts, we have not been able to get a commitment from anyone with an equitable interest to take demolition responsibility, we have chosen to expedite its completion and seek restitution after the fact. Proper notice was made and posted on July 18, 2014.

The three bid amounts are as follows:

Earthworks	\$ 10,199.00
Hoffman Excavating	\$ 13,650.00
Swartout Builders	\$ 15,700.00

Additional costs:

Water disconnect fee	\$ 345.00
10 % contingencies	\$ 1,059.00

**IT IS RECOMMENDED** that the City Council waive the formal bid process due to the hazard and blight this site has created in the neighborhood as well as the lack of response from any responsible party for the property. Further, by applying the demolition insurance funds to the projected, the cost to the city is below the \$ 5,000.00 threshold required for sealed bids.

**IT IS FURTHER RECOMMENDED** that the City Council allocate \$ 3,177.00 from the cities demolition services budget to complete the demolition of the subject property. (\$ 10,199.00 for demolition + \$345.00 water disconnect + 10 % contingency - \$ 8,426.00 insurance check = \$ 3,177.00 in city funding)

**IT IS FURTHER RECOMMENDED** that the City Council authorize Ready, Healer and Ready, city attorney, to pursue all legal avenues for reimbursement for the amount paid out by the city from any and all equitable lien holders in the property.

**CITY MANAGER RECOMMENDATION:**

- For *ACM*
- 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:** Building Department

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** Winchester neighborhood, City Council and Building Department

## FINANCES

<b><u>COST AND REVENUE PROJECTIONS:</u></b>	Cost of Total Project	\$ 11,603.00
	Cost of This Project Approval	\$ 3,177.00
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

<b><u>SOURCE OF FUNDS:</u></b>	<u>City</u>	<b>Account Number</b>	<b>Amount</b>
Budget Approval: 	Demolition Services	101-65-805-818.030	\$ 3,177.00

**FACT SHEET PREPARED BY:** Keith A. Woodcock, Building Official

**DATE:** 10-13-14

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** October 20, 2014

FILE COPY



7-17-2014

635 Milwaukee -

see file





# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: REQUEST FROM THE HOME BUILDERS & REMODELERS ASSOCIATION FOR PERMISSION TO DISPLAY A BANNER ACROSS MONROE STREET FROM FEBRUARY 9 – MARCH 2, 2015**

**DISCUSSION:** The City received a request from the Home Builders & Remodelers Association for permission to display a banner. Specifically the request is to display a banner across Monroe Street from February 9 – March 2, 2015, announcing the annual Home Builders & Remodelers Show.

The request was reviewed by the administration and there were no objections. After Council approval, advance notification will be sent to MDOT.

The staff therefore, recommends that the request be approved.

**CITY MANAGER RECOMMENDATION:**

- For *ES/ACM*
- 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./Engineering, and Manager

## FINANCES

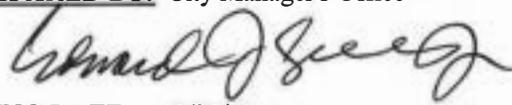
<b>COST AND REVENUE PROJECTIONS:</b>	Cost of Total Project	\$
	Cost of This Project Approval	\$
	Related Annual Operating Cost	\$
	Increased Revenue Expected/Year	\$

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

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

**FACT SHEET PREPARED BY:** City Manager's Office

**DATE:** 10/14/14

**REVIEWED BY:** 

**DATE:** 10/15/14

**COUNCIL MEETING DATE:** 10/20/14



# CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant Home Builders Association of Monroe County  
 Name of Organization u u u u u u  
 Applicant's Affiliation with Organization Bill Kipt, Executive Officer  
 Applicant's Home Address 500 Grace Dr  
 Mailing Address (if different) \_\_\_\_\_  
 Day Phone 734-770-3529 Evening Phone 734-770-3529

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

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

E. Front St.      Dates Requested ~~2-9-15~~ 2-9-15 thru 3-2-15  
 W. First St.  
 Monroe St.

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

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

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

Company Fabricating Banners: \_\_\_\_\_

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

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

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

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

**RECEIVED**  
**SEP 17 2014**

**CITY MANAGER'S OFFICE**

Applicant Bill Kipt

Date 9-11-14

MBAT Home Improvement Show

Feb 27-

Expo Center hba MONROE.COM

MAR 1

734-457-9790



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** PROPERTY AND LIABILITY INSURANCE CONSULTANT

**DISCUSSION:** The City of Monroe has been insured for property and liability insurance matters for many years through the Michigan Municipal League Property and Liability Insurance Pool. The City is one of the original members of the pool. Proposals for coverage were last requested in 2006. Over the last five years, the premiums paid and dividends received have been as follows:

	<u>Premium</u>	<u>Dividend</u>	<u>Net Premium</u>
5/1/14	\$267,157	\$37,081	\$230,076
5/1/13	251,879	34,393	217,486
5/1/12	262,047	43,380	218,667
5/1/11	266,692	50,596	216,096
5/1/10	314,653	-	314,653

The increase as of 5/1/14 was a result of a reappraisal of the City's property values, which caused our insured values to increase. The dividend is only received if coverage is renewed each year. A dividend has been declared for the 5/1/15 renewal.

The coverage and services that the City has received from the MML Pool and its claims servicer, Meadowbrook Claims Service, have been very good. In recent years, the City has been subject to sewer back up claims due to flooded basements. The City does not have insurance coverage for sewer back up claims through the MML Pool. The coverage that is available through the MML Pool is very minimal and the premium that would have to be paid is too large to justify paying for the coverage. In order to determine if better coverage is available overall from another insurer, I would like to go through a request for proposal process.

To properly run the request for proposal process and provide for a professional review of the proposals that are to be received, I would like to work with a consultant to provide industry specific professional experience in the process. The consultant's jobs would include working with me to review and adjust a request for proposal document, review and select qualified responders, participation in pre-proposal response meetings, and review and recommend the best solution for the City. The final decision regarding who will provide the City's coverage beginning May 1, 2015 will rest with the Mayor and City Council.

I am requesting that Daly Merritt Insurance, Inc. be hired to provide the services explained in this fact sheet and in their attached proposal. I have discussed the work with Kyle O'Malley of Daly Merritt and I believe they have a good understanding of what the City of Monroe needs and the experience and expertise to provide the services. I did not do a request for proposal for these services because I have discussed the services with a few other insurance industry professionals and I have found that the number of firms that serve as consultants only is very limited. Most firms will want to place the insurance as well as run the request for proposal process. I am looking for someone to work on the City's behalf only. It is also important that we get someone hired now in order to get the process started if we want to have enough time to adequately run the process for a May 1, 2015 effective date.

The funds for this service are available in the Insurance Fund that pays for the annual property and liability insurance premium. The cost proposed is a maximum of \$20,000.

It is recommended that the Mayor and City Council approve the proposal submitted by Daly Merritt Insurance, Inc. for Property and Liability Insurance Request for Proposal Consulting and Administration in an amount not to exceed \$20,000.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** October 20, 2014

**REASON FOR DEADLINE:** RFP process schedule

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:** N/A

**INITIATED BY:** Edward Sell, Finance Director

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** All City Operations

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$ 20,000
Cost of This Project Approval	\$ 20,000
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

**SOURCE OF FUNDS:**

City

Account Number

Amount

Insurance Fund – 677-30.521-818.020

\$ 20,000

Other Funds

\$ N/A

\$ N/A

\$ N/A

\$ N/A

Budget Approval: 

**FACT SHEET PREPARED BY:** Edward Sell, Finance Director 

**DATE:** 10/15/14

**REVIEWED BY:** 

**DATE:** 10-15-14

**COUNCIL MEETING DATE:** October 20, 2014

Daly Merritt Insurance, Inc.  
RFP Consulting & Administration Proposal

For  
The City of Monroe Evaluation of  
Insurance Brokerage & Risk Management Services

October 14, 2014

## Table of Contents

1. Summary
2. Scope of Services
3. Qualifications
4. Timeline
5. Cost

## **1. Summary**

The City of Monroe is seeking a qualified independent third party consultant to help prepare, administer and evaluate responders to an RFP process in review of insurance brokerage and risk management services to ensure best coverage terms, pricing and services are in place and in accordance with what is currently available in the market place today.

## **2. Scope of Services**

The City of Monroe's objective is to partner with an exceptional insurance firm and professionals to assist in preparation, evaluation and provide overall guidance in review of the current and responding property and casualty insurance providers and coverage terms. In collaboration with the independent third party, the third party services will include and not be limited to, RFP preparation, management of the RFP in regard to responders, evaluation of the responders, selecting responders to provide solutions, and final review/recommendation of the ultimate "winner" of The City of Monroe's risk management and insurance needs.

## **3. Qualifications**

Daly Merritt Insurance, a leader in providing insurance services to businesses, residents, and governmental & public entities since 1928, is built upon a tradition of integrity, industry leadership, and excellence. Headquartered in Wyandotte, Michigan and with offices in Ann Arbor, Monroe and Trenton, Daly Merritt Insurance is committed to delivering property & casualty and life & benefits solutions to thousands of clients in over 20 states. Licensed with over 150 insurance carriers, Daly Merritt Insurance was named the 12<sup>th</sup> Largest Business Insurance Agency by Crain's Detroit Business in 2013, the Number One USA Marketing Agency by Rough Notes in 2010, and received the USA Agency Technology Achievement Award by National Underwriter P & C in 2009. For more information about Daly Merritt Insurance visit [www.DalyMerritt.com](http://www.DalyMerritt.com)

### **Team Members**

**Kyle O'Malley , CIC– Office & Team Leader, Sales Consultant, Ann Arbor, MI.**

Kyle will quarterback all activity as it relates to managing the City of Monroe RFP process and exceeding customer satisfaction levels. Prior to his current position with Daly Merritt, Kyle was a Large Account Practice Team Leader and Vice President Client Executive for The Hylant Group, the nation's 7th largest privately held insurance brokerage firm. Since 2004, Kyle has been responsible for handling Risk Management services for numerous business types across the country and abroad. Kyle has participated in administering, writing, responding, evaluating RFP's for private, public and not for profit entities throughout Michigan since 2004. Most

specifically as it relates to public entities RFP related work, the Saline Area School District, the Ann Arbor School District, The City of Ann Arbor, 7 of the 11 public Universities and the Daly Merritt firm itself has deep history in serving public entities in numerous roles - The City of Trenton, The City of Wyandotte, The City of Southfield – to name a few.

Kyle is a licensed resident agent in the State of Michigan with qualifications in property and casualty, life, accident and health coverage. He holds a National Alliance for Insurance Education and Research Certified Insurance Counselor designation.

**Cathy Stannis – Customer Service Agent, Property & Casualty, Ann Arbor**

With over 25 years in the insurance services industry, Cathy defines what client service and insurance professionalism should look and feel like. With large broker experience obtained at Meadowbrook Insurance, Willis of Michigan, and The Hylant Group, Cathy has served some of the largest trucking, dairy, manufacturing firms and public entities in Michigan and abroad. Cathy is a licensed resident agent in the State of Michigan and a coverage evaluation comparison professional with a high level of expertise and qualifications.

**Marty Daly , CIC, CPCU– President & CEO of Daly Merritt Insurance, Wyandotte**

As agency Principal, Owner and Leader, Marty provides executive oversight as well as interaction (as needed) with RFP issues and selection/recommendation. Marty is a resident licensed agent in the State of Michigan with qualifications in property and casualty, life, accident and health coverage. He holds a National Alliance for Insurance Education and Research Certified Insurance Counselor designation and a Chartered Property Casualty Underwriter designation from the Insurance Research Council.

**4. Timeline**

The scope of services will run through four phases as outlined below –

Phase #1 – RFP preparation, approval for distribution, posting to the public (20 to 30 hours), post to MITN no later than 11/17/2014

Phase #2 – coordinating RFP response, open forum moderations, evaluating the responders, review and approval of finalists (30 to 40 hours), completed no later than 12/22/2014

Phase #3 – receipt of final proposals and evaluation, RFP award winner (30 to 40 hours), completed no later than 3/31/2015, timeline of additional “hurdles” in the process to be further evaluated with City of Monroe schedule

Phase #4 - Certificate process and policy delivery (30 to 45 days)

## **5. Cost**

The RFP projected maximum number of hours is 155 hours, the minimum number of hours is 100 with a minimum fee of \$15,000 or \$150/hr representing a blended hourly rate including the involvement of primarily Kyle O'Malley, Cathy Stannis and minimal involvement of Marty Daly. Regardless of the projected maximum number of hours as outlined above, the maximum billing will NOT exceed \$20,000. Payments terms and timing is proposed to begin in 2015 upon the successful execution of phase #1 and then phase #2 and be billed separately beginning January 1, 2015.

Communications can all flow through Kyle O'Malley at 734-282-2398 or via email at [kyle.omalley@dalymeritt.com](mailto:kyle.omalley@dalymeritt.com)