
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.

**AGENDA - CITY COUNCIL REGULAR MEETING
MONDAY, DECEMBER 1, 2014
7:30 P.M.**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PRESENTATIONS

Presentation by Plante & Moran regarding the June 30, 2014 audit.

V. COUNCIL ACTION.

231 Postponed at the November 17, 2014.

The communication from the General Manager of the Monroe Multi-Sports Complex, reporting back on quotes to repair the motor for the Ice Rink Compressor System, and recommending that Council approve the purchase of a new compressor motor from Toromont Cimco with a cap of \$7,000 which would include any unforeseen additions and that the sealed bid process be waived. It was moved by Council Member Molenda and seconded by Council Member Iacoangeli that item 231 be postponed until the next regular Council meeting on December 1, 2014, to verify labor costs and currency.

232 Communication from the Director of Human Resources, submitting Proposed Ordinance 14-007, an Ordinance to amend §127-6 of Chapter 127, Retirement, Article I, Municipal Employees' Retirement System, of the Code of the City of Monroe.

Proposed Ordinance No. 14-007, up for its first reading and recommending that the second reading and public hearing be set for Monday, December 15, 2014.

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

A Approval of the Minutes of the Work Session held on November 17, 2014 and the Minutes of the Regular City Council Meeting held on Monday, November 17, 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.

233 Appointment Resolution.

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

234 MDNR Community Forestry Grant Acceptance and Matching Funds Appropriation.

1. Communication from the Director of Engineering & Public Services, reporting back on the Michigan Department of Natural Resources (MDNR) Community Forestry Grant and Matching Funds Appropriation for the second phase of the Remote Sensing and Geographic Information System and recommending that a professional services award be made to the Remote Sensing and GIS Research and Outreach Services at Michigan State University for Phase Two (Tree Inventory and GIS Data Layer) of the above work in the amount of up to \$49,720, that a professional services award be made to Geographic Information Services, Inc., in the amount of \$4,850 for data integration, and that the Director of Engineering & Public Services be authorized to execute any necessary agreement documents for either contract on behalf of the City, and further recommending that the Director of Engineering & Public Services be authorized to execute the attached grant agreement and return to the MDNR on behalf of the City.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

235 Water Department Fiscal Year 2014-15 Cross Connection Inspection Proposals.

1. Communication from the Director of Water & Wastewater Utilities, reporting back on proposals for professional services for the fiscal year 2014-15 Cross Connection Inspection Program, and recommending that a purchase order in the amount of \$12,504 for professional services to assist with implementation of the City's annual cross-connection control / backflow prevention program be awarded to Hydro Designs, Inc in accordance with their proposal dated November 19, 2014, and further recommending that the Director of Water & Wastewater or his designee be authorized to sign all necessary documents on behalf of the City of Monroe
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

236 2015 Healthcare Contributions.

1. Communication from the Finance Director, submitting the proposed healthcare contribution sheet per group, and recommending that Council approve the City Manager to offer to each of the bargaining units that have a contract with the City that will be effective January 1, 2015, and to implement for non-union employees, the appropriate healthcare contribution sheets that are attached and marked as proposed, under the terms that this is a onetime offer for the 2015 calendar year, that it is non-precedent setting, and that the rates for 2016 will revert back to those set by the current contracts and policies in place or applicable statutory requirements. If not accepted by December 20, 2014, the rates would stay at those provided for in the current contracts, policies, and applicable law.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

237 Contract with Ron Noel Lawn Service for Downtown Curb-line Snow Removal and Sidewalk Ordinance Snow Removal.

1. Communication from the Director of Economic & Community Development submitting a contract with Ron Noel Lawn Service for Downtown Curb-line Snow Removal and Sidewalk Ordinance Snow Removal and recommending that City Council approve the proposed contract with Ron Noel Lawn Service for Downtown Curb-line Snow Removal and Sidewalk Ordinance Snow Removal in accordance with the bid specifications, noting that funding for the curb-line snow removal portion of the work will be funded in an amount not to exceed \$25,000.00 by the Monroe Downtown Development Authority, and authorize the Mayor and Clerk-Treasurer to execute the contract.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

238 Approval of an Option to Purchase 8 N. Monroe Street and Evaluate its Potential Use as a Library and Community Events/Conference Center.

1. Communication from the Director of Economic and Community Development submitting a proposed Option to Purchase Real Property located at 8 N. Monroe Street, and recommending that City Council approve the proposed Option for the Purchase of Real Property with Bernard and Mary Beneteau for the potential purchase of 8 N. Monroe Street, and authorize the Mayor and Clerk-Treasurer to execute the option agreement and further recommending that City Council authorize the City Manager and Staff to solicit proposals from qualified consultants to perform a feasibility and cost analysis for use of 8 N. Monroe Street as a library and community events/conference center.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

VII. COUNCIL COMMENTS.

VIII. MAYOR'S COMMENTS.

IX. CLERK-TREASURER'S COMMENTS.

X. CITY MANAGER COMMUNICATION.

XI. CITIZEN COMMENTS

XII. ADJOURNMENT.

**CITY OF MONROE
REGULAR COUNCIL MEETING
MONDAY, NOVEMBER 17, 2014**

Regular meeting of the City Council of the City of Monroe, Michigan held on Monday, November 17, 2014 at 7:30 p.m. in the City Hall Council Chambers.

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

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

Mayor Clark led the pledge of allegiance to the flag.

Proclamation.

224 National Native American Heritage Month – November 2014.

Presentation.

Presentation by Ed Sell, Finance Director regarding the 2015 Budget Status and 2016 Projection.

Public Hearing.

213 This being the date set to hear public comments on Proposed Ordinance No. 14-006, an Ordinance to amend Sections 699-01 and 699-32 of Chapter 699, Water, of the Code of the City of Monroe and there being no comments on file in writing in the Clerk-Treasurer's Office and no person's present commenting, the Mayor declared the hearing closed.

Council Action.

213 It was moved by Council Member Molenda and seconded by Council Member Sisk that Proposed Ordinance No. 14-006, an Ordinance to amend Sections 699-01 and 699-32 of Chapter 699, Water, of The Code of the City of Monroe be placed on its final reading.

Ayes: 7 Nays: 0

Motion carried.

Proposed Ordinance No. 14-006, was then presented for the second time after which the Mayor asked, "Shall this ordinance pass?"

Ayes: 7 Nays: 0

Motion carried.

Consent Agenda.

A. Approval of the Minutes of the Special City Council Meeting held on November 3, 2014 and the Minutes of the Regular City Council Meeting held on Monday, November 3, 2014.

Michelle J. LaVoy, Clerk-Treasurer noted that the Minutes of the Special City Council Meeting held on November 3, should be amended to add the votes of the Council Members who came in after the initial roll call, the last two (2) motions should have a total of 7 ayes.

B. Approval of payments to vendors in the amount of \$ 511,718.86.

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

225 Building & Safety Department Field Tablet, Two in One Computers Purchase.

1. Communication from the Building Official, submitting a request to purchase two in one field tablet computers for the Building & Safety Department, and recommending that Council authorize the City Manager and Finance Director to encumber the appropriate funds to purchase the tablet computers as proposed by the County of Monroe IT Department.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

226 East Lorain Street Dedication – East of Michigan Avenue.

1. Communication from the Director of Engineering & Public Services, submitting a proposed resolution to dedicate the section of East Lorain Street that was extended across the Mason Run Drain, east of Michigan Avenue into the Local Street System, and recommending that Council adopt the attached resolution accepting the above street into the City of Monroe's Local Street System.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

227 Monroe County Environmental Fund Grant Acceptance.

1. Communication from the Director of Water & Wastewater Utilities, reporting back on the Monroe County Environmental Fund Grant titled "Pilot Project to Eliminate the Flowering Rush in the River Raisin", and recommending that Council accept the Monroe County Environmental Fund Grant titled "Pilot Project to Eliminate the Flowering Rush in the River Raisin" in the amount of \$3,000 and for the City Manager or his designee be authorized to sign related grant documents on behalf of the City of Monroe to complete the project.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

228 Traffic Control Orders.

1. Communication from the Director of Engineering & Public Services, submitting a Traffic Control Order to replace the existing half-width stone roadway known as Borgess Avenue, and recommending that Council approve Traffic Control Orders 015-002, 180-002, 181-002, 184-002, and 186-002.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

229 City of Monroe Water System Reliability Study and General Plan Proposals.

1. Communication from the Director of Water & Wastewater Utilities, reporting back on proposals received for the City of Monroe Water System Reliability Study and General Plan, and recommending that a purchase order in the amount of \$24,370 for professional engineering consulting services to perform a Water System Reliability Study and General Plan on the City of Monroe Water System be awarded to Jones & Henry Engineers, Ltd. according to their proposal dated November 6, 2014, and further recommending that the Director of Water & Wastewater Utilities be authorized to sign all necessary documents on behalf of the City of Monroe (if needed).
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

230 Repair of Desiccant Wheel in Dehumidifier for Ice Rink Compressor System.

1. Communication from the General Manager of the Monroe Multi-Sports Complex, reporting back on quotes to repair the Desiccant Wheel in the Dehumidification System, and recommending that Council approve the

proposal from Thompson Plumbing, Heating & A.C. to perform the needed repairs for the MMSC dehumidification system in an amount not to exceed \$27,000, and that the sealed bid process be waived.

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

231 Repair of Motor for Ice Rink Compressor System.

1. Communication from the General Manager of the Monroe Multi-Sports Complex, reporting back on quotes to repair the motor for the Ice Rink Compressor System, and recommending that Council approve the purchase of a new compressor motor from Toromont Cimco with a cap of \$7,000 which would include any unforeseen additions and that the sealed bid process be waived.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

It was moved by Council Member Iacoangeli and seconded by Council Member Rafko that items 225, 226, 227, 228 and 229 of the Consent Agenda and the amended Minutes be approved as presented and that item 230 and 231 be pulled and considered separately.

Ayes: 7 Nays: 0

Motion carried.

230 The communication from the General Manager of the Monroe Multi-Sports Complex was presented, reporting back on quotes to repair the Desiccant Wheel in the Dehumidification System, and recommending that Council approve the proposal from Thompson Plumbing, Heating & A.C. to perform the needed repairs for the MMSC dehumidification system in an amount not to exceed \$27,000, and that the sealed bid process be waived.

Council Member Molenda said that this item has a revised Fact Sheet and that he sees a bolded, underlined word in the title and wonders if it is just a typo and asked the City Manager to comment on the revision.

George Brown explained that the word Incandescent is replace by the word Desiccant and that is the only change.

Council Member Hensley noted that this is a \$27,000 item and asked what the real purpose of it is and will the repair last a while.

Lou Lombardo, General Manager MMSC said that the Desiccant Wheel is used to pull out the humidity from within the rink and those usually last 8-10 years. He said that this one lasted only 6 years.

Council discussed future expenditures for the MMSC in relation to the overall budget as well as the need to conduct further discussion regarding future use.

Following discussion, it was moved by Council Member Sisk and seconded by Council Member Molenda that item 230 be accepted, placed on file and the recommendation be carried out.

Ayes: 7 Nays: 0

Motion carried.

231 The communication from the General Manager of the Monroe Multi-Sports Complex was presented, reporting back on quotes to repair the motor for the Ice Rink Compressor System, and recommending that Council approve the purchase of a new compressor motor from Toromont Cimco with a cap of \$7,000 which would include any unforeseen additions and that the sealed bid process be waived.

Council Member Molenda said that he noticed, while reviewing this item that the recommended bid did not include the labor costs and said labor costs may be included in the final quote but that it is not clear if that is the case.

Council Member Iacoangeli also noted that the bid is from a company out of Canada so he would like to know what currency will be used, because there is 15-17% difference in the two (2) currencies.

It was moved by Council Member Molenda and seconded by Council Member Iacoangeli that item 231 be postponed until the next regular Council Meeting to be held on December 1, 2014, to verify labor costs and currency.

Ayes: 7 Nays: 0

Motion carried.

Council Comments.

Council Member Rafko noted that she attended the anniversary for the Enlist Volunteers from Monroe Bank & Trust on Thursday, November 6 and commented about the run for the Special Olympics on Sunday, November 9. She commented on how many people came to decorate the downtown area on Saturday, November 15 and noted that they added purple ribbons in support of Chelsea Bruck who has been missing since mid October. She announced the Holiday Parade and Christmas Tree Lighting will be this weekend and next week is the Firefighters Thanksgiving dinner at St. Joes. She also announced that the Coney Island on M-50, just past Waterloo School, is hosting a free meal all day on Thanksgiving.

Council Member Sisk asked if there has been any progress hiring Firefighters.

George Brown, City Manager said that a new firefighter will start work on November 24, and he expects a report anytime on a second firefighter. He said they are going back to the list to choose a third one to go through the process. He said that they hope to have all three positions filled by Christmas.

Council Member Sisk asked if the utility vehicle for the Fire Department that was approved by Council has been delivered.

George Brown, City Manager said yes that the SUV has been delivered and is being fitted out with the necessary equipment and said it is being done in-house.

Council Member Hensley reminded everyone to please shovel their sidewalks, to clear the black ice and to drive safely during the snow event tomorrow.

Council Member Iacoangeli thanked administrative staff and City Manager for their participation in the demonstration of an application for iPhones and Androids called See, Click, Fix and said it's like having a Blight Inspector in your hand. He thanked the Director of Engineering & Public Services and the Director of Economic & Community Development for their work and diligence in obtaining a tree grant from the DNR and a tap grant from MDOT which will be used for streetscape, historic lighting and sidewalks on North Monroe Street from Elm Avenue to Willow Street on both sides of the street. He requested that the Fire Chief and the Director of Public Safety bring each new employee to a Council Meeting to be introduced and he assured the citizens that the Finance Director is extremely frugal.

Council Member Vining reminded everyone that the warming center, currently being run by Oaks of Righteousness Church, 1018 East Second Street, (734) 241-5590 is open for shelter from 8:00 p.m. – 8:00 a.m. and they serve breakfast and dinner. She noted that Pastor Heather Boone will be happy to help anyone who needs shelter or a meal or both. She noted that the shelter will also accept donations.

Council Member Molenda commented on some personal issues in his life and commented on the recent grants that have been awarded to the City.

Mayor Comments.

Mayor Clark recognized and asked the MCCC students who were in attendance at the meeting to stand. He spoke about serving on City Boards, Committees and Commissions and thanked the DDA for decorating downtown and for

their support in the search for Chelsea Bruck. He commented about the Holiday Parade and Tree Lighting events this weekend.

Clerk-Treasurer Comments.

Michelle LaVoy, Clerk-Treasurer thanked the Clerk's Office staff and Election Inspectors for their part in the Election Day process and updated Council on the progress that has been made to enable the Treasurer's Office to accept credit card payments at the counter for property taxes. She thanked the Deputy Treasurer and everyone who has helped her bring the project to completion.

City Manager Comments.

George Brown, City Manager noted that the city is widening and repaving the trail on the Mark Worrell segment of the North Custer Trail, west of Veterans Park to the crossing on North Custer.

Citizen Comments

Jayme Vick, Assistant Manager MMSC announced that the MMSC will host a special initiative canned and non-perishable food drive during the holiday season, from Thanksgiving until New Years Eve and a donation will entitle the person to \$1 off general admissions for open skate and drop and puck hockey.

Closed Executive Session.

It was moved by Council Member Iacoangeli and seconded by Council Member Vining that Council convene to closed executive session at 8:35 p.m., to discuss Pending Litigation and Collective Bargaining.

Ayes: 7 Nays: 0
Motion carried.

It was moved by Council Member Hensley and seconded by Council Member Sisk that Council reconvene to open session at 9:09 p.m.

Ayes: 7 Nays: 0
Motion carried.

Adjournment.

It was moved by Council Member Sisk and seconded by Council Member Iacoangeli that the meeting adjourn at 9:09 p.m. until the Regular Meeting on Monday, December 1, 2014 at 7:30 p.m.

Ayes: 7 Nays: 0
Motion carried.

Michelle J. LaVoy
City Clerk-Treasurer

Robert E. Clark
Mayor

**CITY OF MONROE
COUNCIL WORK SESSION
MONDAY, NOVEMBER 17, 2014**

Work Session of the City Council of the City of Monroe, Michigan held on Monday, November 17, 2014 at 6:00 p.m. in the City Council Chambers.

Present: Council Member Rafko, Sisk (arrived 6:04), Hensley, Iacoangeli, Vining, Molenda and Mayor Clark.

Also Present: George Brown, City Manager
Tom Ready, Attorney
Dan Swallow, Director of Economic & Community Development
Ed Sell, Finance Director
Loretta LaPointe, Recreation Manager

George Brown, City Manager gave a PowerPoint Presentation and also provided handouts on the Options and Analysis for re-establishment of the Department of Parks & Recreation, Forestry and the involvement of a position that would also work in public communication. Mr. Brown tied the discussion and question time into previous goals and objectives set by Council.

Council discussed staff structure and whether or not the talents of the Directors in the Engineering Department and Economic Development are being fully utilized.

Council reviewed and discussed proposed amendments to the Recreation Advisory Commission, RAC Ordinance. They discussed the request from the RAC members for additional \$30,000 allocation for a park master plan consultant.

Following discussion, Mayor Clark declared the meeting adjourned at 7:22 p.m.

Michelle J. LaVoy
Clerk-Treasurer

Robert E. Clark
Mayor

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MONROE
 EXP CHECK RUN DATES 11/18/2014 - 12/01/2014
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 PRELIMANRY REPORT

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
0000005795 84133	ALLSHRED SERVICES 3940 TECHNOLOGY DR MAUMEE OH, 45357	12/01/2014 12/01/2014 / / 12/01/2014	B0084037 0.0000	GEN N N N	OFF SITE DESTRUCTION CONFIDENTIAL MATERIAL	92.85 0.00 92.85
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-15.260-818.020	GENERAL CONTRACT SERVICES			92.85		
					VENDOR TOTAL:	92.85
0000000056 84099	AQUA-LINE INC PO BOX 1612 FINDLAY OH, 45839	12/01/2014 12/01/2014 / / 12/01/2014	14-425 000140300 0.0000	GEN N N N	PROFESSIONAL SERVICE - 2014/2015 LEAK DETECT	3,982.00 0.00 3,982.00
Open						
GL NUMBER	DESCRIPTION			AMOUNT	AMT RELIEVED	
591-40.538-818.020	2014-2015 Leak Detection Year 1			3,982.00	3,982.00	
					VENDOR TOTAL:	3,982.00
0000000063 84090	ARCTIC AIR INC 4918 FERNLEE AVE ROYAL OAK MI, 48073-1017	12/01/2014 12/01/2014 / / 12/01/2014	839 0.0000	GEN N N N	HVAC MAINTENANCE OCTOBER 2014	3,063.00 0.00 3,063.00
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-65.265-931.000	MAINTENANCE - BUILDINGS			3,063.00		
					VENDOR TOTAL:	3,063.00
0000006615 84176	ASHENFELTER, KEVIN 3660 FORDWAY DR LAMBERTVILLE MI, 48144	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-15.191-712.000	FEES & PER DIEM			125.00		
					VENDOR TOTAL:	125.00
0000006334 84182	MICHAEL J ASSENMACHER 750 N ROESSLER ST MONROE MI, 48162	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-15.191-712.000	FEES & PER DIEM			125.00		
					VENDOR TOTAL:	125.00

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Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
0000006333 84184	URSULA E ASSENMACHER 750 N ROESSLER ST MONROE MI, 48162	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER 101-15.191-712.000	DESCRIPTION FEES & PER DIEM				AMOUNT 125.00	
					VENDOR TOTAL:	125.00
000000106 84127	B&L OFFICE MACHINES 16 W FIRST ST MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	12636 0.0000	GEN N N N	HP 8100 REFILL	78.95 0.00 78.95
Open						
GL NUMBER 636-30.915-727.000	DESCRIPTION OFFICE SUPPLIES				AMOUNT 78.95	
					VENDOR TOTAL:	78.95
0000005910 84080	BEDFORD TOWNSHIP P. O. BOX H ATTN: CLERK'S DEPT. TEMPERANCE MI, 48182-0607	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	PORTION OF NOTICE OF ELECTION & REGISTRATION	117.32 0.00 117.32
Open						
GL NUMBER 101-15.191-905.000	DESCRIPTION PUBLISHING/ADVERTISING				AMOUNT 117.32	
					VENDOR TOTAL:	117.32
0000004958 84151	BONNIE S BINIECKI 3 RIVERSIDE COURT MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/1/14 0.0000	GEN N N N	ELECTION INSPECTOR TRAINING CLASS	25.00 0.00 25.00
Open						
GL NUMBER 101-15.191-712.000	DESCRIPTION FEES & PER DIEM				AMOUNT 25.00	
0000004958 84150	BONNIE S BINIECKI 3 RIVERSIDE COURT MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR ASST CHAIR	150.00 0.00 150.00
Open						
GL NUMBER 101-15.191-712.000	DESCRIPTION FEES & PER DIEM				AMOUNT 150.00	
					VENDOR TOTAL:	175.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MISC 84111	BORSVOLD, GREG & LYNNETTE 9805 FERDER RD MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/14/14 0.0000	GEN N Y N	REFUND FOR NOT USING TAPPING SADDLE	180.18 0.00 180.18
Open						
GL NUMBER 591-81.400-626.000	DESCRIPTION CUSTOMER INSTALLATIONS				AMOUNT 180.18	
					VENDOR TOTAL:	180.18
000000240 84193	BRENT'S LOCKSMITHS 34 S MONROE ST MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	8/4/14 0.0000	GEN N N Y	SERVICE CALL MUNSON PARK RESTROOM	334.22 0.00 334.22
Open						
GL NUMBER 101-60.756-818.020	DESCRIPTION GENERAL CONTRACT SERVICES				AMOUNT 334.22	
					VENDOR TOTAL:	334.22
0000006534 84125	BUILDING CODE CONSULTANTS LLC 22341 MADISON DEARBORN MI, 48124	12/01/2014 12/01/2014 / / 12/01/2014	14-0370 0.0000	GEN N N N	PLAN REVIEW BUILDING SEPERATION W FRONT ST 1	250.00 0.00 250.00
Open						
GL NUMBER 249-65.371-818.020	DESCRIPTION GENERAL CONTRACT SERVICES				AMOUNT 250.00	
					VENDOR TOTAL:	250.00
0000004792 84203	CADILLAC ASPHALT LLC 2575 S HAGGERTY RD SUITE 100 CANTON MI, 48188	12/01/2014 12/01/2014 / / 12/01/2014	11/25/14 EST# 3 000140310 0.0000	GEN N N N	2014 Curb Replacement and Resurfacing Progra	97,148.57 0.00 97,148.57
Open						
GL NUMBER 401-95.756-818.020-14C0300000	DESCRIPTION North Custer Bike Path Resurfacing				AMOUNT 97,148.57	AMT RELIEVED 97,148.57
					VENDOR TOTAL:	97,148.57
0000005893 84183	GWEN CHAPPELL 6302 GREENWYCKE LN MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER 101-15.191-712.000	DESCRIPTION FEES & PER DIEM				AMOUNT 125.00	

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Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
VENDOR TOTAL:						125.00
0000006547 84089	CHEMTRADE CHEMICALS COPRORATION P.O. BOX 533195 CHARLOTTE NC, 28290-3195	12/01/2014 12/01/2014 / / 12/01/2014	90683849 000140320 0.0000	GEN N N N	LIQUID ALUMINUM SULFATE PURCHASE	 3,380.82 0.00 3,380.82
Open						
GL NUMBER 591-40.537-752.000	DESCRIPTION LIQUID ALUMINUM SULFATE				AMOUNT 3,380.82	AMT RELIEVED 3,380.82
VENDOR TOTAL:						3,380.82
0000003810 84149	JULIE M CHRISTENSEN 505 E THIRD ST MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR CHAIR	 175.00 0.00 175.00
Open						
GL NUMBER 101-15.191-712.000	DESCRIPTION FEES & PER DIEM				AMOUNT 175.00	
VENDOR TOTAL:						175.00
0000000204 84190	CINTAS CORPORATION 306 PO BOX 630910 CINCINNATI OH, 45263-0910	12/01/2014 12/01/2014 / / 12/01/2014	306242237 0.0000	GEN N N N	SHOP TOWEL FOLDED RED	 73.04 0.00 73.04
Open						
GL NUMBER 641-60.521-750.000	DESCRIPTION OPERATING SUPPLIES				AMOUNT 73.04	
0000000204 84191	CINTAS CORPORATION 306 PO BOX 630910 CINCINNATI OH, 45263-0910	12/01/2014 12/01/2014 / / 12/01/2014	306242238 0.0000	GEN N N N	BLACK MATS	 222.10 0.00 222.10
Open						
GL NUMBER 101-60.441-818.020	DESCRIPTION GENERAL CONTRACT SERVICES				AMOUNT 222.10	
VENDOR TOTAL:						295.14
0000000283 84128	ROBERT E CLARK ,	12/01/2014 12/01/2014 / / 12/01/2014	11/24/14 0.0000	GEN N N N	MILEAGE TO ADRIAN & DETROIT	 87.36 0.00 87.36
Open						
GL NUMBER 101-05.101-860.000	DESCRIPTION TRAINING & TRAVEL				AMOUNT 87.36	
VENDOR TOTAL:						87.36

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0000000288 84093	COCA-COLA BOTTLING CO OF MICHIGAN VAN BUREN SALES CENTER 2329 PAYSPPHERE CIRCLE CHICAGO IL, 60674-2329	12/01/2014 12/01/2014 / / 12/01/2014	5046119514	GEN N N N	SOFT DRINKS FOR VENDING MACHINE	265.20 0.00 265.20
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-65.265-750.070	VENDING SUPPLIES			265.20		
					VENDOR TOTAL:	265.20
0000006310 84201	COLASANTI CONSTRUCTION SERVICES INC 672 WOODBRIDGE SUITE 100 DETROIT MI, 48226	12/01/2014 12/01/2014 / / 12/01/2014	1072 000140167	GEN N N N	OZONE SYSTEM MODIFICAITONS PER 12/23/13 COUN	70,479.95 0.00 70,479.95
Open						
GL NUMBER	DESCRIPTION			AMOUNT	AMT RELIEVED	
591-40.537-972.000-14W0700000	WATER SYSTEM			70,479.95	70,479.95	
					VENDOR TOTAL:	70,479.95
0000005701 84083	COMPLUS DATA INNOVATIONS INC 560 WHITE PLAINS RD TARRYTOWN NY, 10591	12/01/2014 12/01/2014 / / 12/01/2014	28528	GEN N N N	PARKING TICKET COLLECTION FEES OCTOBER 2015	255.60 0.00 255.60
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
231-15.260-818.020	GENERAL CONTRACT SERVICES			255.60		
					VENDOR TOTAL:	255.60
0000006580 84179	COMPORA, LINDA 411 BENTLEY MONROE MI, 48162	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-15.191-712.000	FEES & PER DIEM			125.00		
					VENDOR TOTAL:	125.00
0000006630 84158	COSBY, DEBRA 8868 N CUSTER RD MONROE MI, 48162	12/01/2014 12/01/2014 / / 12/01/2014	11//1/14	GEN N N N	ELECTION INSPECTOR TRAINING CLASS	25.00 0.00 25.00
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-15.191-712.000	FEES & PER DIEM			25.00		

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0000006630 84157	COSBY, DEBRA 8868 N CUSTER RD MONROE MI, 48162	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR ASST CHAIR	150.00 0.00 150.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-15.191-712.000	FEES & PER DIEM				150.00	
					VENDOR TOTAL:	175.00
0000005011 84148	ANGELA J COSTELLO 615 TOLEDO AVE MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/1/14 0.0000	GEN N N N	ELECTION INSPECTOR TRAINING CLASS	25.00 0.00 25.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-15.191-712.000	FEES & PER DIEM				25.00	
					VENDOR TOTAL:	25.00
0000005011 84147	ANGELA J COSTELLO 615 TOLEDO AVE MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR CHAIR	175.00 0.00 175.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-15.191-712.000	FEES & PER DIEM				175.00	
					VENDOR TOTAL:	200.00
0000006218 84142	MICHELLE COSTELLO 3912 S CUSTER RD MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/1/14 0.0000	GEN N N N	ELECTION INSPECTOR TRAINING CLASS	25.00 0.00 25.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-15.191-712.000	FEES & PER DIEM				25.00	
					VENDOR TOTAL:	25.00
0000006218 84141	MICHELLE COSTELLO 3912 S CUSTER RD MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR CHAIR	175.00 0.00 175.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-15.191-712.000	FEES & PER DIEM				175.00	
					VENDOR TOTAL:	200.00
MISC 84082	CRAVINGS 31 E FRONT ST MONROE MI, 48161	12/01/2014 12/01/2014 / /	11/13/14 0.0000	GEN N Y	REFUND COUNTY PUBLIC HEALTH LICENSE FEE	55.00 0.00

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Open		12/01/2014		N		55.00
GL NUMBER	DESCRIPTION				AMOUNT	
101-81.700-692.090	MISCELLANEOUS REVENUE				55.00	
VENDOR TOTAL:						55.00
0000006494 84103	CRYSTAL FLASH 1754 ALPINE AVE NW GRAND RAPIDS MI, 49504	12/01/2014 12/01/2014 / / 12/01/2014	794120 / / 0.0000	GEN N N Y	FIRE DEPT VEHICLE FUEL 10/16 - 10/31/14	561.60 0.00 561.60
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-55.336-750.005	OPERATING SUPPLIES - VEHICLES				561.60	
0000006494 84218	CRYSTAL FLASH 1754 ALPINE AVE NW GRAND RAPIDS MI, 49504	12/01/2014 12/01/2014 / / 12/01/2014	795431 / / 0.0000	GEN N N Y	FAM MEGAFLOW HYD OIL	599.37 0.00 599.37
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
590-75.527-933.000	MAINTENANCE - EQUIPMENT				599.37	
0000006494 84101	CRYSTAL FLASH 1754 ALPINE AVE NW GRAND RAPIDS MI, 49504	12/01/2014 12/01/2014 / / 12/01/2014	795634 / / 0.0000	GEN N N Y	DEF 2.5 GAL JUG	10.32 0.00 10.32
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
591-40.538-750.005	OPERATING SUPPLIES - VEHICLES				10.32	
0000006494 84200	CRYSTAL FLASH 1754 ALPINE AVE NW GRAND RAPIDS MI, 49504	12/01/2014 12/01/2014 / / 12/01/2014	796043 / / 0.0000	GEN N N Y	ASSESSOR VEHICLE FUEL 11/1 - 11/15/14	25.24 0.00 25.24
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
641-60.521-750.005	OPERATING SUPPLIES - VEHICLES				25.24	
0000006494 84199	CRYSTAL FLASH 1754 ALPINE AVE NW GRAND RAPIDS MI, 49504	12/01/2014 12/01/2014 / / 12/01/2014	796044 / / 0.0000	GEN N N Y	BUILDING DEPT VEHICLE FUEL 11/1 - 11/15/14	143.17 0.00 143.17
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
641-60.521-750.005	OPERATING SUPPLIES - VEHICLES				143.17	
0000006494 84198	CRYSTAL FLASH 1754 ALPINE AVE NW	12/01/2014 12/01/2014	796045	GEN N	D P S VEHICLE FUEL 11/1 - 11/15/14	2,482.58

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	GRAND RAPIDS MI, 49504	/ / 12/01/2014	0.0000	N Y		0.00 2,482.58
Open						
GL NUMBER 641-60.521-750.005	DESCRIPTION OPERATING SUPPLIES - VEHICLES				AMOUNT	2,482.58
0000006494 84197	CRYSTAL FLASH 1754 ALPINE AVE NW GRAND RAPIDS MI, 49504	12/01/2014 12/01/2014 / / 12/01/2014	796046 0.0000	GEN N N Y	ENGINEERING VEHICLE FUEL 11/1 - 11/15/14	210.11 0.00 210.11
Open						
GL NUMBER 641-60.521-750.005	DESCRIPTION OPERATING SUPPLIES - VEHICLES				AMOUNT	210.11
0000006494 84196	CRYSTAL FLASH 1754 ALPINE AVE NW GRAND RAPIDS MI, 49504	12/01/2014 12/01/2014 / / 12/01/2014	796048 0.0000	GEN N N Y	POLICE DEPT VEHICLE FUEL 11/1 - 11/15/14	4,186.42 0.00 4,186.42
Open						
GL NUMBER 641-60.521-750.005	DESCRIPTION OPERATING SUPPLIES - VEHICLES				AMOUNT	4,186.42
0000006494 84102	CRYSTAL FLASH 1754 ALPINE AVE NW GRAND RAPIDS MI, 49504	12/01/2014 12/01/2014 / / 12/01/2014	796049 0.0000	GEN N N Y	WASTEWATER VEHICLE FUEL 11/1 - 11/15/14	676.26 0.00 676.26
Open						
GL NUMBER 590-75.521-750.005	DESCRIPTION OPERATING SUPPLIES - VEHICLES				AMOUNT	435.09
641-60.521-750.005	OPERATING SUPPLIES - VEHICLES					241.17
						676.26
0000006494 84217	CRYSTAL FLASH 1754 ALPINE AVE NW GRAND RAPIDS MI, 49504	12/01/2014 12/01/2014 / / 12/01/2014	796050 0.0000	GEN N N Y	WATER DEPT VEHICLE FUEL 11/1 - 11/15/14	1,554.49 0.00 1,554.49
Open						
GL NUMBER 591-40.537-750.005	DESCRIPTION OPERATING SUPPLIES - VEHICLES				AMOUNT	91.88
591-40.538-750.005	OPERATING SUPPLIES - VEHICLES					959.57
591-40.540-750.005	OPERATING SUPPLIES - VEHICLES					445.60
641-60.521-750.005	OPERATING SUPPLIES - VEHICLES					57.44
						1,554.49
VENDOR TOTAL:						10,449.56
0000004968 84178	GWEN DAVISON 6360 AVENUE F LASALLE MI, 48145	12/01/2014 12/01/2014 / /	11/4/14 0.0000	GEN N N	ELECTION INSPECTOR	125.00 0.00

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Open		12/01/2014		N		125.00
GL NUMBER	DESCRIPTION				AMOUNT	
101-15.191-712.000	FEES & PER DIEM				125.00	
VENDOR TOTAL:						125.00
000000353 84208	DELTA DENTAL PLAN OF MICHIGAN 16082 COLLECTION CENTER DR CHICAGO IL, 60693-0001	12/01/2014 12/01/2014 / / 12/01/2014	11/25/14 / / 0.0000	GEN N N N	DENTAL INSURANCE PREMIUMS	1,699.50 0.00 1,699.50
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
670-35.854-910.000	INSURANCE PREMIUM				1,699.50	
VENDOR TOTAL:						1,699.50
0000004693 84154	BETTY DICKERSON 1504 CROWN CT APT 13 MONROE MI, 48162	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 / / 0.0000	GEN N Y N	ELECTION INSPECTOR ASST CHAIR	150.00 0.00 150.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-15.191-712.000	FEES & PER DIEM				150.00	
VENDOR TOTAL:						150.00
000000359A 84113	DTE ENERGY PO BOX 630795 CINCINNATI OH, 45263-0795	12/01/2014 12/01/2014 / / 12/01/2014	7809-7 1014 / / 0.0000	GEN N N N	0000-7809-7 STREET & TRAFFIC LIGHTS 10/1 - 1	28,733.09 0.00 28,733.09
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-60.441-921.005	STREET LIGHTING				27,371.80	
202-60.476-921.000	ELECTRIC				1,361.29	
VENDOR TOTAL:						28,733.09
000000359A 84220	DTE ENERGY PO BOX 630795 CINCINNATI OH, 45263-0795	12/01/2014 12/01/2014 / / 12/01/2014	7834-5 1014 / / 0.0000	GEN N N N	0000-7834-5 AIRPORT 10/1 - 10/31/14	69.95 0.00 69.95
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
295-60.442-921.000	ELECTRIC				69.95	
VENDOR TOTAL:						28,803.04
0000004955	KATHRYN E DUVENDACK	12/01/2014	11/1/14	GEN	ELECTION INSPECTOR TRAINING CLASS	

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84140	6162 LAPLAISANCE LASALLE MI, 48145	12/01/2014 / / 12/01/2014	0.0000	N N N		25.00 0.00 25.00
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-15.191-712.000	FEES & PER DIEM			25.00		
0000004955 84139	KATHRYN E DUVENDACK 6162 LAPLAISANCE LASALLE MI, 48145	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR CHAIR	175.00 0.00 175.00
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-15.191-712.000	FEES & PER DIEM			175.00		
					VENDOR TOTAL:	200.00
0000006065 84136	DYKEMA GOSSETT PLLC 38 FLOOR ACCOUNTING DEPT 400 RENAISSANCE CENTER DETROIT MI, 48243	12/01/2014 12/01/2014 / / 12/01/2014	1601631 0.0000	GEN N N Y	MONTHLY RETAINER OCTOBER 2014	5,000.00 0.00 5,000.00
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-35.226-818.005	LEGAL SERVICES			5,000.00		
					VENDOR TOTAL:	5,000.00
0000006610 84188	FELLERS, TIFFANY 8094 SUNDON DR LAMBERTVILLE MI, 48144	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-15.191-712.000	FEES & PER DIEM			125.00		
					VENDOR TOTAL:	125.00
0000006137 84081	FIFER INVESTIGATIONS LLC PO BOX 871533 CANTON MI, 48188	12/01/2014 12/01/2014 / / 12/01/2014	11/7/14 000150117 0.0000	GEN N N N	Background Invest/General Employees	1,704.00 0.00 1,704.00
Open						
GL NUMBER	DESCRIPTION			AMOUNT	AMT RELIEVED	
101-35.226-818.020	General Background Investigations			1,704.00	1,704.00	
					VENDOR TOTAL:	1,704.00
0000000485	FRIENDLY FORD INC	12/01/2014	284276	GEN	BDOY REPAIRS TO BLDG DEPT TRUCK UNIT #233	

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84205	PO BOX 710 MONROE MI, 48161	12/01/2014 / / 12/01/2014	000150127 0.0000	N N N		2,012.13 0.00 2,012.13
Open						
GL NUMBER	DESCRIPTION				AMOUNT	AMT RELIEVED
641-60.521-818.020	BODY REPAIRS TO 2012 CHEVY COLORADO				2,012.13	2,012.13
0000000485 84206	FRIENDLY FORD INC PO BOX 710 MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	284835 000150128 0.0000	GEN N N N	ENGINE REPLACEMENT (UNIT 50-03)	DUE TO WATE 4,961.34 0.00 4,961.34
Open						
GL NUMBER	DESCRIPTION				AMOUNT	AMT RELIEVED
641-60.521-818.020	ENGINE REPLACEMENT IN UNIT 50-03				4,961.34	4,961.34
VENDOR TOTAL:						6,973.47
0000000494 84204	DOMINIC GAGLIO CONSTRUCTION 15347 DRYSDALE SOUTHGATE MI, 48195	12/01/2014 12/01/2014 / / 12/01/2014	11/25/14 EST# 2 000150045 0.0000	GEN N N N	BORGESS AVENUE PAVING PER 8/5/2014 CITY COUN	37,630.76 0.00 37,630.76
Open						
GL NUMBER	DESCRIPTION				AMOUNT	AMT RELIEVED
203-60.451-818.020-13L0300000	Contract Work				37,630.76	37,630.76
VENDOR TOTAL:						37,630.76
0000006611 84171	GANGWAY, KATELIN 8787 BUERK DR TEMPERANCE MI, 48182	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-15.191-712.000	FEES & PER DIEM				125.00	
VENDOR TOTAL:						125.00
0000006625 84207	GASPER RECYCLING & CONTRACTING 28507 SUMPTER RD NEW BOSTON MI, 48164	12/01/2014 12/01/2014 / / 12/01/2014	11/26/14 000150122 0.0000	GEN N N N	REMOVAL OF TENNIS COURT DEBRIS FROM CAIRNS P	3,420.00 0.00 3,420.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	AMT RELIEVED
101-60.756-818.020	Asphalt, concrete, dirt spoils debris				3,420.00	3,600.00
VENDOR TOTAL:						3,420.00
0000006390 84107	GEOGRAPHIC INFORMATION SERVICES INC P. O. BOX 361227	12/01/2014 12/01/2014	3247 000140336	GEN N	GIS SILVERLIGHT VIEWER UPDATE FOR LASERFICHE	3,200.00

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	BIRMINGHAM AL, 35236	/ / 12/01/2014	0.0000	N N		0.00 3,200.00
Open						
GL NUMBER 636-30.915-818.020-14C1800000	DESCRIPTION GIS Silverlight Support w/Laserfiche Upg				AMOUNT 3,200.00	AMT RELIEVED 3,200.00
VENDOR TOTAL:						3,200.00
0000006607 84168	HERRING, JOSHUA 3181 EDGEVALE DR LAMBERTVILLE MI, 48144	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER 101-15.191-712.000	DESCRIPTION FEES & PER DIEM				AMOUNT 125.00	
VENDOR TOTAL:						125.00
0000006633 84211	HERTZ SCHRAM PC GAGLIO CEMENT CORP 1760 S TELEGRAPH RD BLOOMFIELD HILLS MI, 48302	12/01/2014 12/01/2014 / / 12/01/2014	11/21/14 0.0000	GEN N N Y	SETTLEMENT CASE#100GL0801524 GAGLIO CEMENT	14,000.00 0.00 14,000.00
Open						
GL NUMBER 677-30.865-962.000	DESCRIPTION SETTLEMENTS EXPENSE				AMOUNT 14,000.00	
VENDOR TOTAL:						14,000.00
0000000611 84085	HOPPERT FARMS INC 720 STUMPMEIER RD MONROE MI, 48162	12/01/2014 12/01/2014 / / 12/01/2014	3202 3066 0.0000	GEN N N N	12 YARDS SCREENED TOPSOIL 10/10 & 10/24/14	240.00 0.00 240.00
Open						
GL NUMBER 591-40.538-818.055	DESCRIPTION NEW CUSTOMER INSTALLATIONS				AMOUNT 240.00	
VENDOR TOTAL:						240.00
0000000614 84169	CLAUDETTE D HOSKINS 334 CONANT MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER 101-15.191-712.000	DESCRIPTION FEES & PER DIEM				AMOUNT 125.00	
VENDOR TOTAL:						125.00

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0000006315 84167	JANICE L HUNTER 921 MAY DR MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-15.191-712.000	FEES & PER DIEM				125.00	
VENDOR TOTAL:						125.00
000000683 84189	JACK'S LAWN SERVICE INC 15550 GARDEN STONE DR MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	276078 0.0000	GEN N N N	SPRINKLER SYSTEM CLOSINGS	262.50 0.00 262.50
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-60.756-818.020	GENERAL CONTRACT SERVICES				70.00	
231-60.444-818.020	GENERAL CONTRACT SERVICES				192.50	
VENDOR TOTAL:						262.50
0000004450 84084	JAMES S JACOBS ARCHITECTS PLLC 25 WASHINGTON ST MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	26361 000150088 0.0000	GEN N N Y	NAVARE LIBRARY WINDOW REPLACEMENT - PROFESS	505.00 0.00 505.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	AMT RELIEVED
401-95.265-818.020-15C0500000	Professional Serv. - Oversight				505.00	505.00
VENDOR TOTAL:						505.00
000000689 84134	CARDNO JFNEW PO BOX 123311 DALLAS TX, 75312--331	12/01/2014 12/01/2014 / / 12/01/2014	66911 000110181 0.0000	GEN N N N	PROFESSIONAL CONSULTING SERVICES PER EXECUTE	17,817.34 0.00 17,817.34
Open						
GL NUMBER	DESCRIPTION				AMOUNT	AMT RELIEVED
401-95.449-818.020-11C0900000	GENERAL CONTRACT SERVICES				5,041.14	5,041.14
401-95.449-818.020-11C0900000	Change Order per 12/3/13 Council				12,776.20	12,776.20
VENDOR TOTAL:						17,817.34
5761 84159	KATHRYN A JONES 622 BENTLEY DR MONROE MI, 48162	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR ASST CHAIR	150.00 0.00 150.00
Open						

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GL NUMBER	DESCRIPTION	AMOUNT
101-15.191-712.000	FEES & PER DIEM	150.00
VENDOR TOTAL:		150.00

0000001526	ANGELA R KATZ	12/01/2014	11/1/14	GEN	ELECTION INSPECTOR TAINING CLASS	
84153	440 HOLLYWOOD DR MONROE MI, 48162	12/01/2014		N		25.00
		/ /	0.0000	N		0.00
		12/01/2014		N		25.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-15.191-712.000	FEES & PER DIEM	25.00
VENDOR TOTAL:		150.00

0000001526	ANGELA R KATZ	12/01/2014	11/4/14	GEN	ELECTION INSPECTOR ASST CHAIR	
84152	440 HOLLYWOOD DR MONROE MI, 48162	12/01/2014		N		150.00
		/ /	0.0000	N		0.00
		12/01/2014		N		150.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-15.191-712.000	FEES & PER DIEM	150.00
VENDOR TOTAL:		175.00

0000000722	KENT KLEMZ	12/01/2014	11/10/14	GEN	MEALS MSP FIRE INVESTIGATOR I TRAINING	
84092		12/01/2014		N		79.35
		/ /	0.0000	N		0.00
		12/01/2014		N		79.35
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-50.301-860.000	TRAINING & TRAVEL	79.35
VENDOR TOTAL:		79.35

0000006614	LAFOUNTAIN, TAYLER	12/01/2014	11/4/14	GEN	ELECTION INSPECTOR	
84180	1562 W SAMARIA TEMPERANCE MI, 48182	12/01/2014		N		125.00
		/ /	0.0000	N		0.00
		12/01/2014		N		125.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-15.191-712.000	FEES & PER DIEM	125.00
VENDOR TOTAL:		125.00

0000000738	LAMOUR PRINTING CO	12/01/2014	L 14-1249	GEN	NOTICE OF SEIZURE & PARKING VIOLATION WARNIN	
84094	123 E FRONT ST MONROE MI, 48161	12/01/2014		N		190.00
		/ /	0.0000	N		0.00
		12/01/2014		N		190.00
Open						

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GL NUMBER	DESCRIPTION	AMOUNT
101-50.301-750.000	OPERATING SUPPLIES	190.00

0000000738	LAMOUR PRINTING CO	12/01/2014	L 14-1783	GEN	# 10 ENVELOPES PARKS & RECREATION	
84110	123 E FRONT ST	12/01/2014		N		116.50
	MONROE MI, 48161	/ /	0.0000	N		0.00
		12/01/2014		N		116.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-70.521-727.000	OFFICE SUPPLIES	116.50

VENDOR TOTAL: 306.50

0000006472	LEGAL SERVICES OF SOUTH CENTRAL MI	12/01/2014	10/20/14	GEN	LEGAL SERVICES PER CDBG SUBRECIPIENT AGREEME	
84135	1118 A SOUTH TELEGRAPH RD	12/01/2014	000150061	N		2,500.00
	MONROE MI, 48161	/ /	0.0000	N		0.00
		12/01/2014		Y		2,500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
273-65.730-818.020	GENERAL CONTRACT SERVICES	2,500.00	2,500.00

VENDOR TOTAL: 2,500.00

MISC	LIPAROTO CONSTRUCTION	12/01/2014	15471 & 15483	GEN	REFUND ORCHARD MEADOWS DID NOT SSE TAPPING S	
84112	33125 W JEFFERSON AVE	12/01/2014		N		280.80
	ROCKWOOD MI, 48173	/ /	0.0000	Y		0.00
		12/01/2014		N		280.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-81.400-626.000	CUSTOMER INSTALLATIONS	280.80

VENDOR TOTAL: 280.80

0000000806	MASERANT'S FEED & GRAIN	12/01/2014	529878	GEN	SUN - SHADE MIX SEED	
84088	PO BOX 162	12/01/2014		N		81.95
	NEWPORT MI, 48166	/ /	0.0000	N		0.00
		12/01/2014		N		81.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-40.538-818.055	NEW CUSTOMER INSTALLATIONS	81.95

VENDOR TOTAL: 81.95

0000000810	SANDRA MAY	12/01/2014	11/1/14	GEN	ELECTION INSPECTOR TRAINING CLASS	
84144	625 STONE ST	12/01/2014		N		25.00
	MONROE MI, 48161	/ /	0.0000	N		0.00
		12/01/2014		N		25.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
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101-15.191-712.000	FEES & PER DIEM					25.00
0000000810 84143	SANDRA MAY 625 STONE ST MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR CHAIR	175.00 0.00 175.00
Open						
GL NUMBER 101-15.191-712.000	DESCRIPTION FEES & PER DIEM				AMOUNT	175.00
VENDOR TOTAL:						200.00
0000000627 84118	MERCY MEMORIAL HOSPITAL PO BOX 67 MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	260000019 1014 0.0000	GEN N N Y	260000019 EMPLOYEE PHYSICALS OCTOBER 2014	453.00 0.00 453.00
Open						
GL NUMBER 101-35.226-818.045	DESCRIPTION EMPLOYEE PHYSICALS				AMOUNT	453.00
VENDOR TOTAL:						453.00
MISC 84232	METZGAR, LISA 102 JERICHO RIDGE RD SMITHFIELD KY, 40068-7983	12/01/2014 12/01/2014 12/01/2014 12/01/2014	11/26/2014 0.0000	GEN N Y N	UB refund for account: 16460	0.00 0.00 108.43
Open						
GL NUMBER 591-00.000-040.020 590-00.000-040.010	DESCRIPTION WATER SEWER				AMOUNT	71.05 37.38 108.43
VENDOR TOTAL:						108.43
0000000641 84131	MICHIGAN ASSESSORS ASSOCIATION PO BOX 499 WESTPHALIA MI, 48894-0499	12/01/2014 12/01/2014 / / 12/01/2014	010115 0.0000	GEN N N N	ANNUAL MEMBERSHIP DUES	75.00 0.00 75.00
Open						
GL NUMBER 101-20.209-958.000	DESCRIPTION MEMBERSHIPS & DUES				AMOUNT	75.00
VENDOR TOTAL:						75.00
0000000928 84098	MICHIGAN FIRE INSPECTORS SOCIETY PO BOX 193 KALAMAZOO MI, 49004	12/01/2014 12/01/2014 / / 12/01/2014	1/1/15 0.0000	GEN N N N	MICHIGAN FIRE INSPECTORS SOCIETY DUES 2015	30.00 0.00 30.00
Open						

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GL NUMBER	DESCRIPTION	AMOUNT
101-55.336-958.000	MEMBERSHIPS & DUES	30.00
VENDOR TOTAL:		30.00

0000001130	MICHIGAN MUNICIPAL LEAGUE	12/01/2014	11110	GEN	WEBSITE CLASSIFIED ADD BUILDING & ZONING INS	
84119	PO BOX 7409	12/01/2014		N		40.50
	ANN ARBOR MI, 48107-7409	/ /	0.0000	N		0.00
		12/01/2014		N		40.50

GL NUMBER	DESCRIPTION	AMOUNT
101-35.226-905.000	PUBLISHING/ADVERTISING	40.50
VENDOR TOTAL:		40.50

0000001046	MICHIGAN MUNICIPAL LEAGUE LIABILITY	12/01/2014	100GL1401562	GEN	MML POOL CLAIM DEDUCTIBLE CLAIM # 100GL14015	
84108	& PROPERTY POOL	12/01/2014		N		2,500.00
	PO BOX 972067	/ /	0.0000	N		0.00
	YPSILANTI MI, 48197-0835	12/01/2014		N		2,500.00

GL NUMBER	DESCRIPTION	AMOUNT
677-30.865-962.000	SETTLEMENTS EXPENSE	2,500.00
VENDOR TOTAL:		2,500.00

1166C	STATE OF MICHIGAN	12/01/2014	1216542	GEN	ELEVATOR ANNUAL CERTIFICATE 120 E FIRST	
84126	DEPT LICENSING & REGULATORY AFFAIRS	12/01/2014		N		185.00
	PO BOX 30255	/ /	0.0000	Y		0.00
	LANSING MI, 48909	12/01/2014		N		185.00

GL NUMBER	DESCRIPTION	AMOUNT
101-65.265-931.000	MAINTENANCE - BUILDINGS	185.00
VENDOR TOTAL:		185.00

0000001166	STATE OF MICHIGAN	12/01/2014	10/31/14	GEN	BRL PAYMENT MASON RUN TRADITIONAL PROJECT	
84104	DEPT OF ENVIRONMENTAL QUALITY	11/20/2014		N		80,139.56
	PO BOX 30657	/ /	0.0000	N		0.00
	LANSING MI, 48909-8157	11/20/2014		N		80,139.56

GL NUMBER	DESCRIPTION	AMOUNT
244-00.000-309.000	LONG TERM DEBT PAYABLE	80,139.56
VENDOR TOTAL:		80,139.56

0000001142	STATE OF MICHIGAN	12/01/2014	AP 371956	GEN	HOT MIX ASPHALT / RESURFACING E NOBLE	
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84210	MDOT ATTN: FINANCE CASHIER PO BOX 30648 LANSING MI, 48909	12/01/2014 / / 12/01/2014	0.0000	N N N		160,053.24 0.00 160,053.24
Open						
GL NUMBER	DESCRIPTION					AMOUNT
202-60.451-818.020-14M0100000	GENERAL CONTRACT SERVICES					160,053.24
0000001142 84202	STATE OF MICHIGAN MDOT ATTN: FINANCE CASHIER PO BOX 30648 LANSING MI, 48909	12/01/2014 12/01/2014 / / 12/01/2014	AP 371957	GEN N N N	SUIRFACE INSTALLATION CN/GTW ELM ST	3,403.34 0.00 3,403.34
Open						
GL NUMBER	DESCRIPTION					AMOUNT
202-60.451-818.020-10M1100000	GENERAL CONTRACT SERVICES					3,403.34
VENDOR TOTAL:						163,456.58
0000005008 84163	CYNTHIA L MILLER 653 DANE DRIVE MONROE MI, 48162	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER	DESCRIPTION					AMOUNT
101-15.191-712.000	FEEES & PER DIEM					125.00
VENDOR TOTAL:						125.00
0000000823 84172	WILLIAM H MILLER 653 DANE DR MONROE MI, 48162	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER	DESCRIPTION					AMOUNT
101-15.191-712.000	FEEES & PER DIEM					125.00
VENDOR TOTAL:						125.00
0000000848 84226	MONROE COUNTY DRAIN COMMISSION 1005 S RAISINVILLE RD MONROE MI, 48161-9754	12/01/2014 12/01/2014 / / 12/01/2014	11/26/14	GEN N N N	REVISED FEES MONROE METRO WATER QECB BONDS S	114.42 0.00 114.42
Open						
GL NUMBER	DESCRIPTION					AMOUNT
590-75.945-995.115	INTEREST - 2014 QECB					114.42
VENDOR TOTAL:						114.42

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0000000850 84096	MONROE COUNTY FIREFIGHTERS ASSN 987 S RAISINVILLE RD MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	EM14-5813 0.0000	GEN N N N	EDUCATIONAL METHODOLOGY CLASS OCT 4 & 5	160.00 0.00 160.00
Open						
GL NUMBER 101-50.301-860.000	DESCRIPTION TRAINING & TRAVEL					AMOUNT 160.00
0000000850 84095	MONROE COUNTY FIREFIGHTERS ASSN 987 S RAISINVILLE RD MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	ISO14-5813 0.0000	GEN N N N	ISO CLASS OCT 18 & 19 (2 STUDENTS 0	160.00 0.00 160.00
Open						
GL NUMBER 101-50.301-860.000	DESCRIPTION TRAINING & TRAVEL					AMOUNT 160.00
VENDOR TOTAL:						320.00
0000000843 84120	MONROE COUNTY TREASURER 51 S MACOMB ST MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	10/31/14 0.0000	GEN N N N	DUE TO / FROM UNITS REPORT	2,581.31 0.00 2,581.31
Open						
GL NUMBER 101-95.260-961.005 226-95.260-961.005 701-00.000-230.030 701-00.000-230.005 301-95.260-961.005 101-80.100-445.000 751-95.260-961.005	DESCRIPTION REFUND - BOR SETTLEMENT REFUND - BOR SETTLEMENT TAX COLLCTN - PORT OF MONROE TAX COLLCTN - TRANSIT COMM REFUND - BOR SETTLEMENT INT & PEN DELINQUENT TAXES REFUND - BOR SETTLEMENT					AMOUNT 1,230.18 121.16 30.21 59.24 33.83 74.59 1,032.10
						2,581.31
VENDOR TOTAL:						2,581.31
0000000870 84215	MONROE INDUSTRIAL SUPPLY CO PO BOX 642 MONROE MI, 48161-0642	12/01/2014 12/01/2014 / / 12/01/2014	38-1773 0.0000	GEN N N N	SUPER KEMITE DEGREASER 5 GAL PAIL	57.75 0.00 57.75
Open						
GL NUMBER 295-60.442-750.000	DESCRIPTION OPERATING SUPPLIES					AMOUNT 57.75
VENDOR TOTAL:						57.75
0000000882 84109	MONROE SPORTS VARSITY ATHLETIC 1307 W SEVENTH ST MONROE MI, 48161-1646	12/01/2014 12/01/2014 / / 12/01/2014	4083 0.0000	GEN N N N	RED T-SHIRTS FALL BALL CHAMPIONSHIP	294.25 0.00 294.25
Open						

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GL NUMBER	DESCRIPTION	AMOUNT
101-70.761-750.000	OPERATING SUPPLIES	294.25
VENDOR TOTAL:		294.25

000000838B 84221	CITY OF MONROE TREASURER'S OFFICE WATER BILLS	12/01/2014 12/01/2014	FIR120 0930	GEN N	FIR 000120-0000-01 120 E FIRST 7/23 - 10/20	295.54
	,	/ / 12/01/2014	0.0000	N N		0.00 295.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-65.265-923.000-120EFIRST0	WATER & WASTEWATER	295.54

000000838B 84222	CITY OF MONROE TREASURER'S OFFICE WATER BILLS	12/01/2014 12/01/2014	JONS 222 0914	GEN N	JONS-000222-0000-01 222 JONES 7/24 - 10/21/1	188.52
	,	/ / 12/01/2014	0.0000	N N		0.00 188.52

Open

GL NUMBER	DESCRIPTION	AMOUNT
641-60.521-923.000	WATER & WASTEWATER	188.52

000000838B 84223	CITY OF MONROE TREASURER'S OFFICE WATER BILLS	12/01/2014 12/01/2014	SCOT 75 0914	GEN N	SCOT-000075-0000-01 75 SCOTT 7/23 - 10/20/14	313.63
	,	/ / 12/01/2014	0.0000	N N		0.00 313.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-55.336-923.000	WATER & WASTEWATER	313.63

000000838B 84224	CITY OF MONROE TREASURER'S OFFICE WATER BILLS	12/01/2014 12/01/2014	WASH 41 0914	GEN N	WASH-000041-0000-01 41 WASHINGTON 7/23 - 10/	218.40
	,	/ / 12/01/2014	0.0000	N N		0.00 218.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-60.441-923.000	WATER & WASTEWATER	218.40

VENDOR TOTAL: 1,016.09

0000006224 84160	OLIVIA MORROW 37 JEROME MONROE MI, 48161	12/01/2014 12/01/2014	11/4/14	GEN N N N	ELECTION INSPECTOR ASST CHAIR	150.00 0.00 150.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
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101-15.191-712.000	FEES & PER DIEM				150.00	
VENDOR TOTAL:						150.00
0000000780 84115	MPACT 20 W FIFTH ST STE 103 MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/13/14 0.0000	GEN N N N	CHARTER COMMUNICATIONS FRANCHISE FEE 50%	1,442.25 0.00 1,442.25
Open						
GL NUMBER 101-95.665-966.010	DESCRIPTION GRANT-MPACT					AMOUNT 1,442.25
0000000780 84116	MPACT 20 W FIFTH ST STE 103 MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/18/14 0.0000	GEN N N N	COMCAST CABLE FRANCHISE FEE 50% AND PEG FEES	33,876.75 0.00 33,876.75
Open						
GL NUMBER 101-95.665-966.010 720-95.665-750.000-02X1100000	DESCRIPTION GRANT-MPACT PEG CABLE SUPPORT					AMOUNT 31,376.75 2,500.00 <u>33,876.75</u>
0000000780 84114	MPACT 20 W FIFTH ST STE 103 MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/5/14 0.0000	GEN N N N	AT & T FRANCHISE FEE 50% AND PEG FEES 100%	14,166.35 0.00 14,166.35
Open						
GL NUMBER 101-95.665-966.010 720-95.665-750.000-02X1100000	DESCRIPTION GRANT-MPACT PEG CABLE SUPPORT					AMOUNT 7,682.40 6,483.95 <u>14,166.35</u>
VENDOR TOTAL:						49,485.35
0000006558 84209	MUTUAL OF OMAHA POLICYHOLDER SERVICES PO BOX 2147 OMAHA NE, 68103-2147	12/01/2014 12/01/2014 / / 12/01/2014	G000ASLB 0.0000	GEN N N N	DISABILTY / LIFE INSURANCE PREMIUM	1,899.33 0.00 1,899.33
Open						
GL NUMBER 670-35.857-910.000	DESCRIPTION INSURANCE PREMIUM					AMOUNT 1,899.33
VENDOR TOTAL:						1,899.33
0000000938 84105	NATIONAL RECREATION & PARK ASSOC PO BOX 5007 MERRIFIELD VA, 22116-5007	12/01/2014 12/01/2014 / / 12/01/2014	119231 0.0000	GEN N Y N	NRPA MEMBERSHIP	165.00 0.00 165.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-70.521-958.000	MEMBERSHIPS & DUES				165.00	
VENDOR TOTAL:						165.00
0000000957 84214	NORFOLK SOUTHERN CORPORATION TREASURER PO BOX 116944 ATLANTA GA, 30368-6944	12/01/2014 12/01/2014 / 12/01/2014	90157037 0.0000	GEN N N N	LEASE GRADE CROSSING	463.56 0.00 463.56
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
202-60.474-818.020	GENERAL CONTRACT SERVICES				463.56	
VENDOR TOTAL:						463.56
0000006476 84091	OHM ADVISORS 34000 PLYMOUTH RD LIVONIA MI, 48150	12/01/2014 12/01/2014 / 12/01/2014	158447 000140009 0.0000	GEN N N N	UTILITY SERVICE AREA GIS PER 6/17/13 COUNCIL	4,893.21 0.00 4,893.21
Open						
GL NUMBER	DESCRIPTION				AMOUNT	AMT RELIEVED
590-75.529-818.020-1321200000	Wastewater System Component				4,893.21	4,893.21
VENDOR TOTAL:						4,893.21
0000006576 84106	ONIX NETWORKING CORP 18519 DETROIT AVE LAKEWOOD OH, 44107	12/01/2014 12/01/2014 / 12/01/2014	141454 000140309 0.0000	GEN N N N	GOOGLE APPS LICENSE AND PROF. SERVICES	3,720.00 0.00 3,720.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	AMT RELIEVED
636-30.915-818.020	PROFESSIONAL SERVICES AS NEEDED				3,720.00	3,720.00
VENDOR TOTAL:						3,720.00
0000006581 84174	PAIGE, BETTY 20 N ROESSLER ST # 616 MONROE MI, 48162	12/01/2014 12/01/2014 / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-15.191-712.000	FEES & PER DIEM				125.00	
VENDOR TOTAL:						125.00
0000006225 84181	GARY PARKER 815 DONNALEE DR	12/01/2014 12/01/2014	11/4/14	GEN N	ELECTION INSPECTOR	125.00

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	MONROE MI, 48162	/ / 12/01/2014	0.0000	N N		0.00 125.00
Open						
GL NUMBER 101-15.191-712.000	DESCRIPTION FEES & PER DIEM				AMOUNT	125.00
VENDOR TOTAL:						125.00
0000001021 84087	POLYDYNE INC PO BOX 404642 ATLANTA GA, 30384-4642	12/01/2014 12/01/2014 / / 12/01/2014	926902 000150055 0.0000	GEN N N N	CATONIC POLYMER	4,974.20 0.00 4,974.20
Open						
GL NUMBER 590-75.527-752.005	DESCRIPTION POLYMER				AMOUNT	4,974.20
VENDOR TOTAL:						4,974.20
0000006458 84164	POWERS, MARGIE MARIE 207 W 7TH ST MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER 101-15.191-712.000	DESCRIPTION FEES & PER DIEM				AMOUNT	125.00
VENDOR TOTAL:						125.00
0000006351 84194	PREMIER AERIAL & FLEET INSPECTIONS 2415 BOTSFORD RD HOWELL MI, 48855	12/01/2014 12/01/2014 / / 12/01/2014	13329 000150120 0.0000	GEN N N N	REPAIRS TO 1989 GMC HI-RANGER (CITY UNIT #46	3,343.45 0.00 3,343.45
Open						
GL NUMBER 641-60.521-818.020 641-60.521-818.020 641-60.521-818.020	DESCRIPTION Labor - R & R Hydraulic Swivel Swivel, Hydraulic Rotary Shipping, Hydraulic Rotary				AMOUNT	680.00 2,628.45 35.00 3,343.45
VENDOR TOTAL:						3,345.55
VENDOR TOTAL:						3,343.45
0000001040 84137	PSYBUS 29201 TELEGRAPH RD STE 326 SOUTHFIELD MI, 48034	12/01/2014 12/01/2014 / / 12/01/2014	15187 0.0000	GEN N N Y	PSYHOLOGICAL EVALUATION FIRE FIGHTER	585.00 0.00 585.00
Open						
GL NUMBER 101-35.226-818.020	DESCRIPTION GENERAL CONTRACT SERVICES				AMOUNT	585.00

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VENDOR TOTAL:						585.00
MISC 84231	RANSAW, JATHER 194 WILLEY ST GILBERTS IL, 60136	12/01/2014 12/01/2014 12/01/2014 12/01/2014	11/26/2014 0.0000	GEN N Y N	UB refund for account: 16891	 0.00 0.00 55.28
Open						
GL NUMBER	DESCRIPTION					AMOUNT
590-00.000-040.010	SEWER					19.76
591-00.000-040.020	Irrigation					18.24
591-00.000-040.020	WATER					17.28
VENDOR TOTAL:						55.28
5763 84146	DENISE L ROBERTS 382 CRAMPTON DR MONROE MI, 48162	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR CHAIR	 175.00 0.00 175.00
Open						
GL NUMBER	DESCRIPTION					AMOUNT
101-15.191-712.000	FEES & PER DIEM					175.00
VENDOR TOTAL:						175.00
0000003475 84161	JAMES E SATKOWSKI 227 BENTLEY DR MONROE MI, 48162	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR ASST CHAIR	 150.00 0.00 150.00
Open						
GL NUMBER	DESCRIPTION					AMOUNT
101-15.191-712.000	FEES & PER DIEM					150.00
VENDOR TOTAL:						150.00
0000006276 84177	PATRICIA L SCHOOLEY 436 BORGESS AVE MONROE MI, 48162	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	 125.00 0.00 125.00
Open						
GL NUMBER	DESCRIPTION					AMOUNT
101-15.191-712.000	FEES & PER DIEM					125.00
VENDOR TOTAL:						125.00
0000005069 84219	SENTINEL TECHNOLOGIES INC PO BOX 85080 CHICAGO IL, 60680-0851	12/01/2014 12/01/2014 / / 12/01/2014	P595377 000140091 0.0000	GEN N N N	Network Refresh Proposal Dated 8/28/13	 3,355.00 0.00 3,355.00

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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
636-30.915-977.000-13C1300000	Network Upgrade/Refresh	7,111.05	7,111.05
636-30.915-977.000-13C1300000	Change Order - Additional Wiring	3,355.00	3,355.00
636-30.915-977.000-13C1300000	CISCO AP Return	(5,951.05)	(5,951.05)
636-30.915-977.000-13C1300000	WIRELESS LABOR CREDIT	(1,160.00)	(1,160.00)
		<u>3,355.00</u>	<u>3,355.00</u>

0000005069	SENTINEL TECHNOLOGIES INC	12/01/2014	P595378	GEN	ETHERNET CABLE AND NETWORK MODULES FOR POLIC	
84216	PO BOX 85080	12/01/2014	000150091	N		1,098.40
	CHICAGO IL, 60680-0851	/ /	0.0000	N		0.00
		12/01/2014		N		1,098.40

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
636-30.915-750.000	OPERATING SUPPLIES	111.00	111.00
636-30.915-750.000	Catalyst 3K-X-1G Network Module	974.40	974.40
636-30.915-750.000	OPERATING SUPPLIES	13.00	0.00
		<u>1,098.40</u>	<u>1,085.40</u>

VENDOR TOTAL: 4,453.40

0000006631	SHOPSHIRE, BETH	12/01/2014	11/4/14	GEN	ELECTION INSPECTOR	
84175	428 WEST ST	12/01/2014		N		125.00
	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/01/2014		N		125.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-15.191-712.000	FEES & PER DIEM	125.00
		<u>125.00</u>

VENDOR TOTAL: 125.00

0000006629	SHOPSHIRE, KEVIN	12/01/2014	11/1/14	GEN	ELECTION INSPECTOR TRAINING CLASS	
84156	428 WEST ST	12/01/2014		N		25.00
	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/01/2014		N		25.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-15.191-712.000	FEES & PER DIEM	25.00

0000006629	SHOPSHIRE, KEVIN	12/01/2014	11/4/14	GEN	ELECTION INSPECTOR ASST CHAIR	
84155	428 WEST ST	12/01/2014		N		150.00
	HOWELL MI, 48843	/ /	0.0000	N		0.00
		12/01/2014		N		150.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-15.191-712.000	FEES & PER DIEM	150.00

VENDOR TOTAL: 175.00

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0000006314 84173	BARBARA SIKORSKI 9326 TIMBERVIEW DR W NEWPORT MI, 48166	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER 101-15.191-712.000	DESCRIPTION FEES & PER DIEM				AMOUNT 125.00	
					VENDOR TOTAL:	125.00
0000006616 84166	SISUNG, LAUDA 3861 N CUSTER MONROE MI, 48162	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N Y N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER 101-15.191-712.000	DESCRIPTION FEES & PER DIEM				AMOUNT 125.00	
					VENDOR TOTAL:	125.00
0000005016 84145	JENISE J STEINMAN 502 E FOURTH MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR CHAIR	175.00 0.00 175.00
Open						
GL NUMBER 101-15.191-712.000	DESCRIPTION FEES & PER DIEM				AMOUNT 175.00	
					VENDOR TOTAL:	175.00
0000006622 84117	DAVID G SWARTOUT-BUILDER 5436 CENTRAL MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/14/14 0.0000	GEN N N Y	ROOF PATCHING FIRE STATION	857.50 0.00 857.50
Open						
GL NUMBER 101-55.336-931.000	DESCRIPTION MAINTENANCE - BUILDINGS				AMOUNT 857.50	
0000006622 84097	DAVID G SWARTOUT-BUILDER 5436 CENTRAL MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/17/14 000150102 0.0000	GEN N N Y	ROOF REPAIR FOR CENTRAL FIRE STATION	2,271.00 0.00 2,271.00
Open						
GL NUMBER 101-55.336-931.000	DESCRIPTION roof repair at Central Fire Station				AMOUNT 2,271.00	AMT RELIEVED 2,271.00
					VENDOR TOTAL:	3,128.50
0000001480	T T TECHNOLOGIES INC	12/01/2014	167218	GEN	REPAIRS ON 3" GRUNDMAT UNDERGROUND BORING T	

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84100	2020 E NEW YORK ST AURORA IL, 60504	12/01/2014 / / 12/01/2014	000150097 0.0000	N N N		2,561.71 0.00 2,561.71
Open						
GL NUMBER	DESCRIPTION				AMOUNT	AMT RELIEVED
591-40.538-933.000	Repairs on 3" Grundomat Boring Tool				2,561.71	2,561.71
VENDOR TOTAL:						2,561.71
0000004678 84213	THOMA TRUCKING & BULLDOZING INC 847 BATES LANE MONROE MI, 48162	12/01/2014 12/01/2014 / / 12/01/2014	9681 0.0000	GEN N N N	TOPSOIL CAIRNS PARK	850.00 0.00 850.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-60.756-750.000	OPERATING SUPPLIES				850.00	
VENDOR TOTAL:						850.00
0000001261 84086	TOLEDO ELEVATOR & MACHINE CO INC 221 N DETROIT AVE PO BOX 3304C TOLEDO OH, 43607	12/01/2014 12/01/2014 / / 12/01/2014	7362 0.0000	GEN N N N	ANNUAL LOAD RATED SAFETY TEST	586.00 0.00 586.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
591-40.537-818.020	GENERAL CONTRACT SERVICES				586.00	
VENDOR TOTAL:						586.00
0000003687 84132	TOTAL ENVIRONMENTAL SERVICES LLC 1950 CLINTON ST TOLEDO OH, 43607	12/01/2014 12/01/2014 / / 12/01/2014	140813-1 0.0000	GEN N N N	ASBESTOS ABATEMENT ARTHUR LESOW CENTER	950.00 0.00 950.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
401-95.265-975.000-13C0100000	BUILDINGS & BUILDING IMPRVMENTS				950.00	
VENDOR TOTAL:						950.00
0000006226 84162	BARBARA TROTTER 550 GRACE DR MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-15.191-712.000	FEEES & PER DIEM				125.00	
VENDOR TOTAL:						125.00

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0000001265 84121	TTL ASSOCIATES INC 1915 N 12TH ST TOLEDO OH, 43604-5305	12/01/2014 12/01/2014 / / 12/01/2014	10444-024 0.0000	GEN N N N	QUALITY CONTROL TESTING EAST NOBLE	132.00 0.00 132.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
202-60.451-818.020-14M0100000	GENERAL CONTRACT SERVICES				132.00	
0000001265 84122	TTL ASSOCIATES INC 1915 N 12TH ST TOLEDO OH, 43604-5305	12/01/2014 12/01/2014 / / 12/01/2014	10444-025 0.0000	GEN N N N	QUALITY CONTROL TEST BORGESS ST RECONSTRUCTI	827.25 0.00 827.25
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
203-60.451-818.020-13L0300000	GENERAL CONTRACT SERVICES				827.25	
VENDOR TOTAL:						959.25
0000006053 84225	UNITED STATES TREASURY INTERNAL REVENUE SERVICE CINCINNATI OH, 45999-0039	12/01/2014 12/01/2014 / / 12/01/2014	38-6004638 0.0000	GEN N Y N	LATE FEE JUNE 30 2014 FORM 720FED ID# 38-600	265.12 0.00 265.12
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
670-35.852-910.000	INSURANCE PREMIUM				128.65	
675-35.852-910.000	INSURANCE PREMIUM				136.47	
					265.12	
VENDOR TOTAL:						265.12
0000006627 84130	VAJCNER, GARY JEROME 5000 STEWART MONROE MI, 48162	12/01/2014 12/01/2014 / / 12/01/2014	11/24/14 0.0000	GEN N N Y	FACADE GRANT IMPROVEMENT 111 E FIRST ST	10,000.00 0.00 10,000.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
751-65.691-818.080	FACADE IMPROVEMENTS				10,000.00	
VENDOR TOTAL:						10,000.00
0000001308 84123	VOSS LIGHTING ATTN ACCOUNTS RECEIVABLE PO BOX 22159 LINCOLN NE, 68542-2159	12/01/2014 12/01/2014 / / 12/01/2014	20134127-00 000150081 0.0000	GEN N N N	LIGHTING UPGRADES FOR VARIOUS AREAS IN CITY	2,139.68 0.00 2,139.68
Open						
GL NUMBER	DESCRIPTION				AMOUNT	AMT RELIEVED
401-95.265-975.000-09C0400000	Lighting upgrades in City Hall				2,139.68	2,139.68

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0000001308 84124	VOSS LIGHTING ATTN ACCOUNTS RECEIVABLE PO BOX 22159 LINCOLN NE, 68542-2159	12/01/2014 12/01/2014 / / 12/01/2014	20134127-01 000150081 0.0000	GEN N N N	LIGHTING UPGRADES FOR VARIOUS AREAS IN CITY	930.00 0.00 930.00
Open						
GL NUMBER 401-95.265-975.000-09C0400000	DESCRIPTION Lighting upgrades in City Hall				AMOUNT 930.00	AMT RELIEVED 966.50
VENDOR TOTAL:						3,069.68
0000005894 84185	ALFRED A WARNER JR 5432 CENTRAL MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER 101-15.191-712.000	DESCRIPTION FEES & PER DIEM				AMOUNT 125.00	
VENDOR TOTAL:						125.00
0000005895 84186	MARTIE L WARNER 5432 CENTRAL MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER 101-15.191-712.000	DESCRIPTION FEES & PER DIEM				AMOUNT 125.00	
VENDOR TOTAL:						125.00
0000006508 84212	WASHINGTON STREET PRINTERS LLC 17 WASHINGTON ST MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	2070 0.0000	GEN N N Y	DOWNTOWN DEVELOPMENT HANDBOOKS	794.00 0.00 794.00
Open						
GL NUMBER 751-65.691-955.030	DESCRIPTION DEVELOPMENT COMMITTEE				AMOUNT 794.00	
VENDOR TOTAL:						794.00
0000000215 84195	WASTE MANAGEMENT INC PO BOX 4648 CAROL STREAM IL, 60197-4648	12/01/2014 12/01/2014 / / 12/01/2014	7640882 0.0000	GEN N N N	TRASH PICKUP OCTOBER 2014	91,158.48 0.00 91,158.48
Open						
GL NUMBER 226-60.528-818.020	DESCRIPTION GENERAL CONTRACT SERVICES				AMOUNT 91,158.48	

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VENDOR TOTAL: 91,158.48

0000001339 84165	CHARLES D WELLS 612 JOHN ANDERSON CT APT 3 MONROE MI, 48162	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-15.191-712.000	FEES & PER DIEM	125.00

VENDOR TOTAL: 125.00

0000001343 84229	WEST SHORE FIRE INC PO BOX 188 6620 LAKE MICHIGAN DR ALLENDALE MI, 49401	12/01/2014 12/01/2014 / / 12/01/2014	8543 000150131 0.0000	GEN N N Y	Repairs on Engine #1 & Engine #2	707.07 0.00 707.07
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-55.336-933.005	Repairs on Engine #1	707.07	707.07

0000001343 84227	WEST SHORE FIRE INC PO BOX 188 6620 LAKE MICHIGAN DR ALLENDALE MI, 49401	12/01/2014 12/01/2014 / / 12/01/2014	8544 000150131 0.0000	GEN N N Y	REPAIRS ON ENGINE #1 & ENGINE #2	1,588.18 0.00 1,588.18
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-55.336-933.005	Repairs on Engine #2 Replaced Switches	1,588.18	1,588.18

0000001343 84228	WEST SHORE FIRE INC PO BOX 188 6620 LAKE MICHIGAN DR ALLENDALE MI, 49401	12/01/2014 12/01/2014 / / 12/01/2014	8546 000150131 0.0000	GEN N N Y	REPAIRS ON ENGINE #1 & ENGINE #2	2,200.24 0.00 2,200.24
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-55.336-933.005	Repairs on Engine #2 Transducer replacd	2,200.24	2,200.24

0000001343 84230	WEST SHORE FIRE INC PO BOX 188 6620 LAKE MICHIGAN DR ALLENDALE MI, 49401	12/01/2014 12/01/2014 / / 12/01/2014	8547 000150125 0.0000	GEN N N Y	ENGINE #2 VEHICLE MAINTENANCE REPAIR AIR CO	4,402.91 0.00 4,402.91
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-55.336-933.005	Air Conditioner Repair on Engine #2	4,402.91	4,402.91

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					VENDOR TOTAL:	8,898.40
0000006278 84192	WORLD CLASS LANDSCAPING P. O. BOX 531 12725 CRANE ST CARLETON MI, 48117	12/01/2014 12/01/2014 / / 12/01/2014	1529 000150034 0.0000	GEN N N N	2013-2015 CUSTODIAL SERVICES CONTRACT - SUMM	4,271.75 0.00 4,271.75
Open						
GL NUMBER 101-60.756-818.020	DESCRIPTION GENERAL CONTRACT SERVICES			AMOUNT 4,271.75	AMT RELIEVED 4,271.75	
					VENDOR TOTAL:	4,271.75
0000006520 84170	WRIGHT, VALENCIA L 266 HOLLY GLEN MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER 101-15.191-712.000	DESCRIPTION FEES & PER DIEM			AMOUNT 125.00		
					VENDOR TOTAL:	125.00
0000006229 84138	STACEY M WYCKOFF 7109 SHADY GROVE LANE TEMPERANCE MI, 48182	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR CHAIR	175.00 0.00 175.00
Open						
GL NUMBER 101-15.191-712.000	DESCRIPTION FEES & PER DIEM			AMOUNT 175.00		
					VENDOR TOTAL:	175.00
0000006628 84129	YOU & I BAR INC 36 WEST FRONT ST MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/24/14 0.0000	GEN N N N	FACADE GRANT IMPROVEMENT 36 W FRONT ST	10,000.00 0.00 10,000.00
Open						
GL NUMBER 751-65.691-818.080	DESCRIPTION FACADE IMPROVEMENTS			AMOUNT 10,000.00		
					VENDOR TOTAL:	10,000.00
0000006595 84187	YOURIST, JOLENE 15481 EDGEWOOD MONROE MI, 48161	12/01/2014 12/01/2014 / / 12/01/2014	11/4/14 0.0000	GEN N N N	ELECTION INSPECTOR	125.00 0.00 125.00
Open						
GL NUMBER	DESCRIPTION			AMOUNT		

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PRELIMANRY REPORT

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
101-15.191-712.000	FEES & PER DIEM				125.00	
					VENDOR TOTAL:	<u>125.00</u>
					TOTAL - ALL VENDORS:	<u>784,097.49</u>

Balance Detail Report
City Of Monroe
11/26/2014 09:05

Account: ██████████-Checking - General - **Report On: Previous Day Data**
USD
Start Date: 11/13/2014 00:00 **Transaction Groups: ACH Debit**
End Date: 11/25/2014 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
11/18/2014	ACH Debit Received		100101070904		8,550.23
	Description: CITYOFMONR 1243 TAX TRANS 3860046383 111814 OFFSET TRANSACTION				
11/25/2014	ACH Debit Received		100109730488		165.44
	Description: Point Pay Coll 8888916064 6566 City of Monroe 112514				
			Credits	Debits	
			Total Amount	0.00	8,715.67
			Total Number of Items	0	2

Confidential

Balance Detail Report
City Of Monroe
11/26/2014 09:08

Account: ██████████ **Checking - Payroll - USD** **Report On: Previous Day Data**
Start Date: 11/13/2014 00:00 **Transaction Groups: ACH Debit**
End Date: 11/25/2014 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
11/17/2014	ACH Debit Received		100106928114		20,460.52
	Description: CITYOFMONR 9653 MI TAX 3860046380 111714 OFFSET TRANSACTION				
11/17/2014	ACH Debit Received		100106928113		28,639.78
	Description: CITYOFMONR 9653 MI TAX 3860046380 111714 OFFSET TRANSACTION				
11/20/2014	ACH Debit Received		100100155048		192.31
	Description: FUNDS TRANSFER TO CK: XXXXXX7018 REF # 00639036567				
11/20/2014	ACH Debit Received		100108154563		2,067.36
	Description: CITYOFMONR 9653 CHILD SUPP 3860046380 112014 OFFSET TRANSACTION				
11/20/2014	ACH Debit Received		100108154565		2,369.51
	Description: CITYOFMONR 9653 NWRS 457 3860046380 112014 OFFSET TRANSACTION				
11/20/2014	ACH Debit Received		100108154570		2,504.36
	Description: CITYOFMONR 9653 DUES 3860046380 112014 OFFSET TRANSACTION				
11/20/2014	ACH Debit Received		100108154567		4,300.32
	Description: CITYOFMONR 9653 RHS 3860046380 112014 OFFSET TRANSACTION				
11/20/2014	ACH Debit Received		100108154571		4,964.34
	Description: CITYOFMONR 9653 RHCF 3860046380 112014 OFFSET TRANSACTION				
11/20/2014	ACH Debit Received		100108154556		10,547.81
	Description: CITYOFMONR 9653 ICMA 457 3860046380 112014 OFFSET TRANSACTION				
11/20/2014	ACH Debit Received		100108154562		77,041.13
	Description: CITYOFMONR 9653 PENSION 3860046380 112014 OFFSET TRANSACTION				
11/20/2014	ACH Debit Received		100108154553		239,572.04
	Description: CITYOFMONR 9653 PAYROLL 3860046380 112014 OFFSET TRANSACTION				
11/21/2014	ACH Debit Received		100109238032		5,883.31
	Description: FIFTH THIRD HSA PRETAX BENEFIT TRANS 5TH3RD HSA 9405386004638 CITY OF MONROE 112114				

	Credits	Debits
Total Amount	0.00	398,542.79
Total Number of Items	0	12

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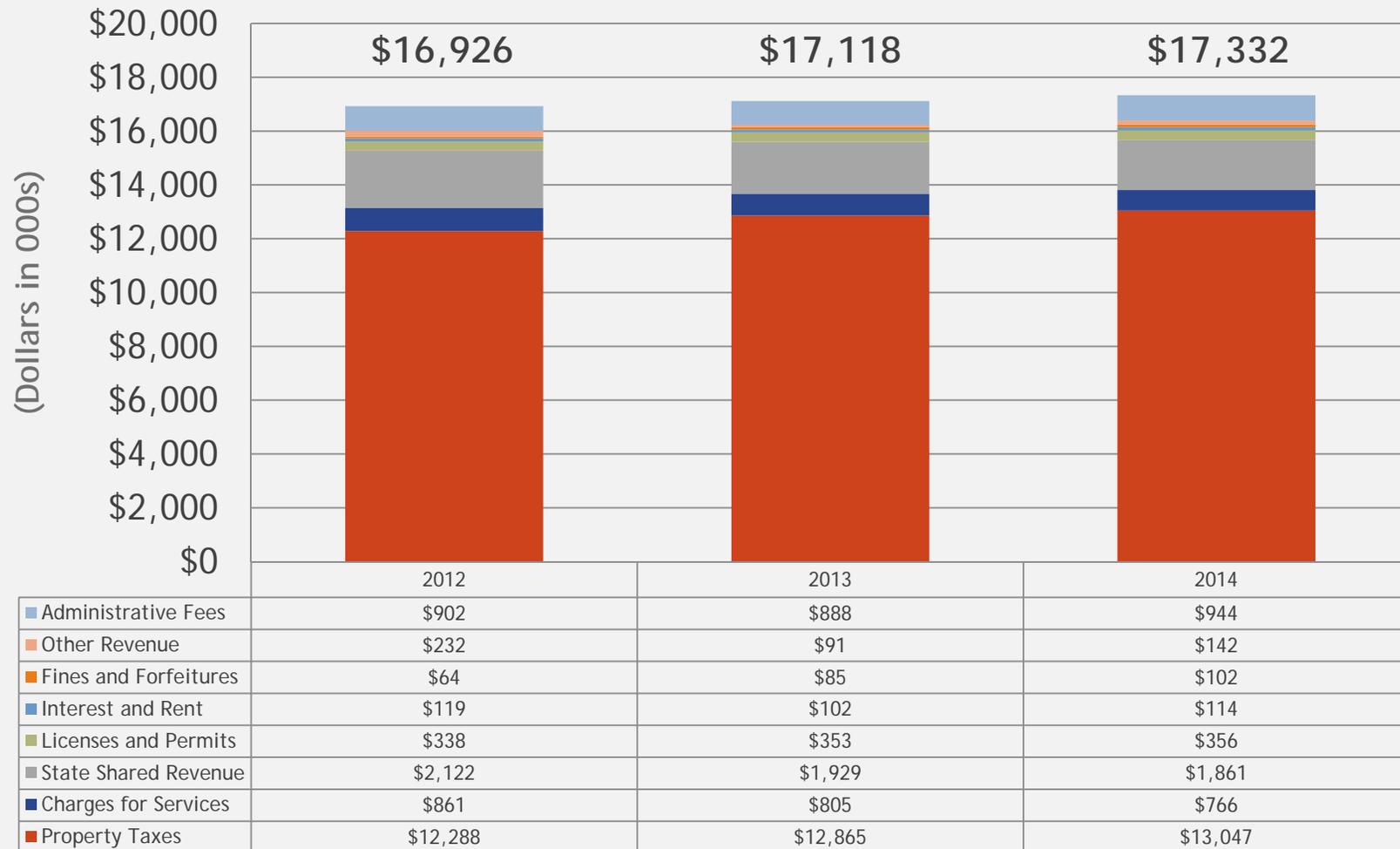


■ City of Monroe

Audit Presentation to the City Council

FOR YEAR ENDED JUNE 30, 2014

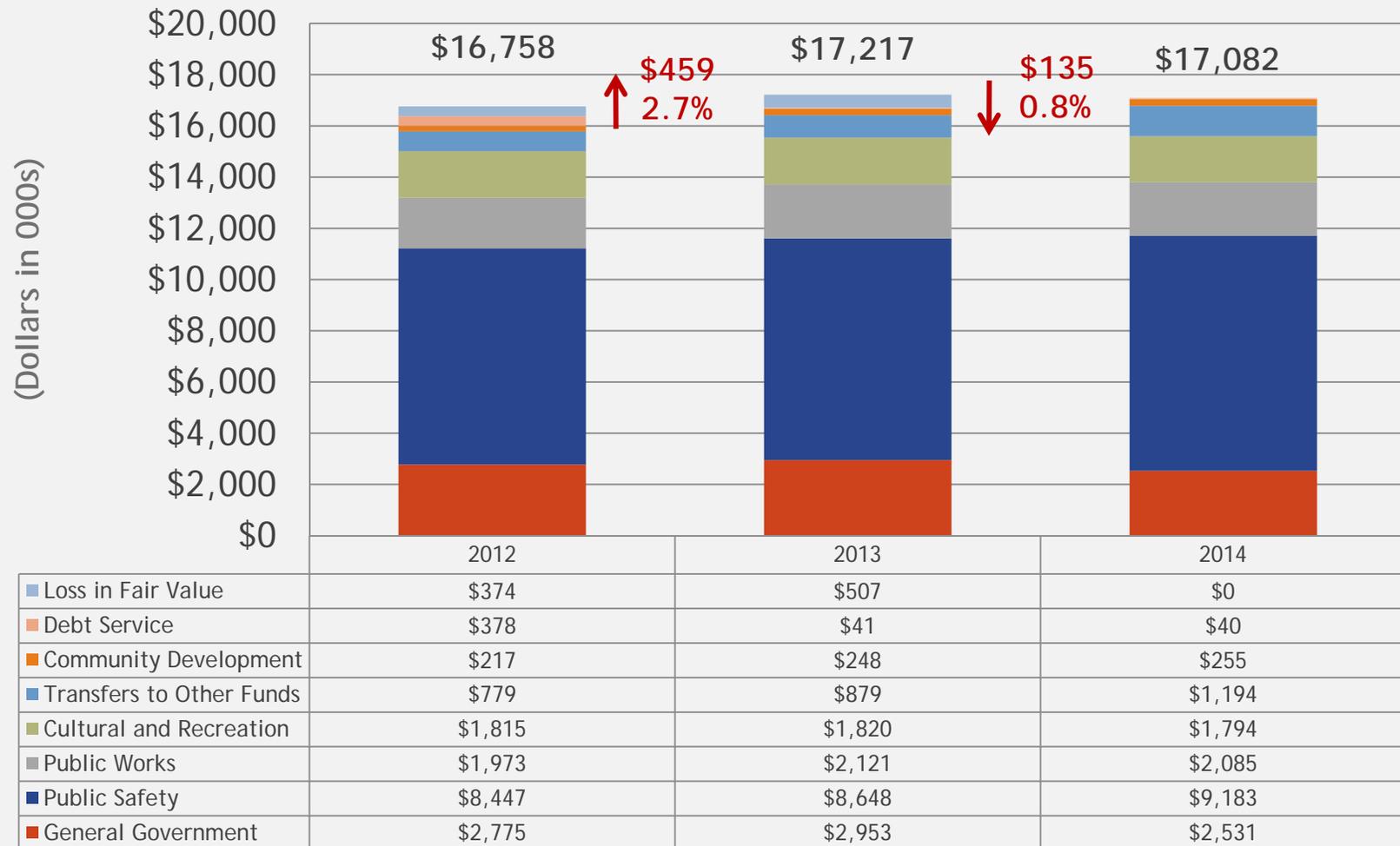
City of Monroe, Michigan General Fund Revenue - Budgetary Basis Years Ended June 30



City of Monroe, Michigan Total Taxable Value (in millions) Years Ended June 30



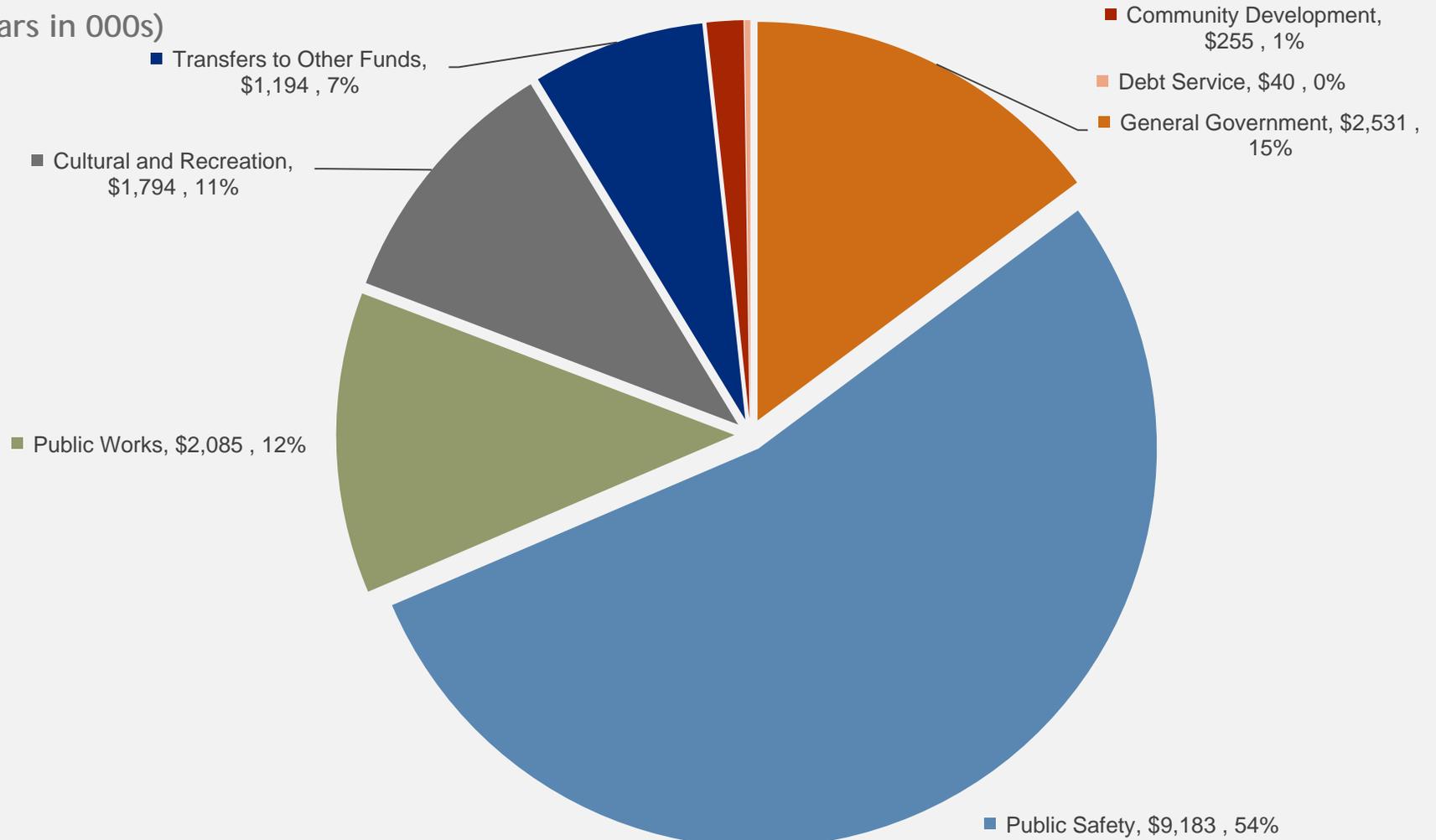
City of Monroe, Michigan General Fund Expenditures - Budgetary Basis Years Ended June 30



City of Monroe, Michigan General Fund Expenditures Fiscal Year Ended June 30, 2014



(Dollars in 000s)



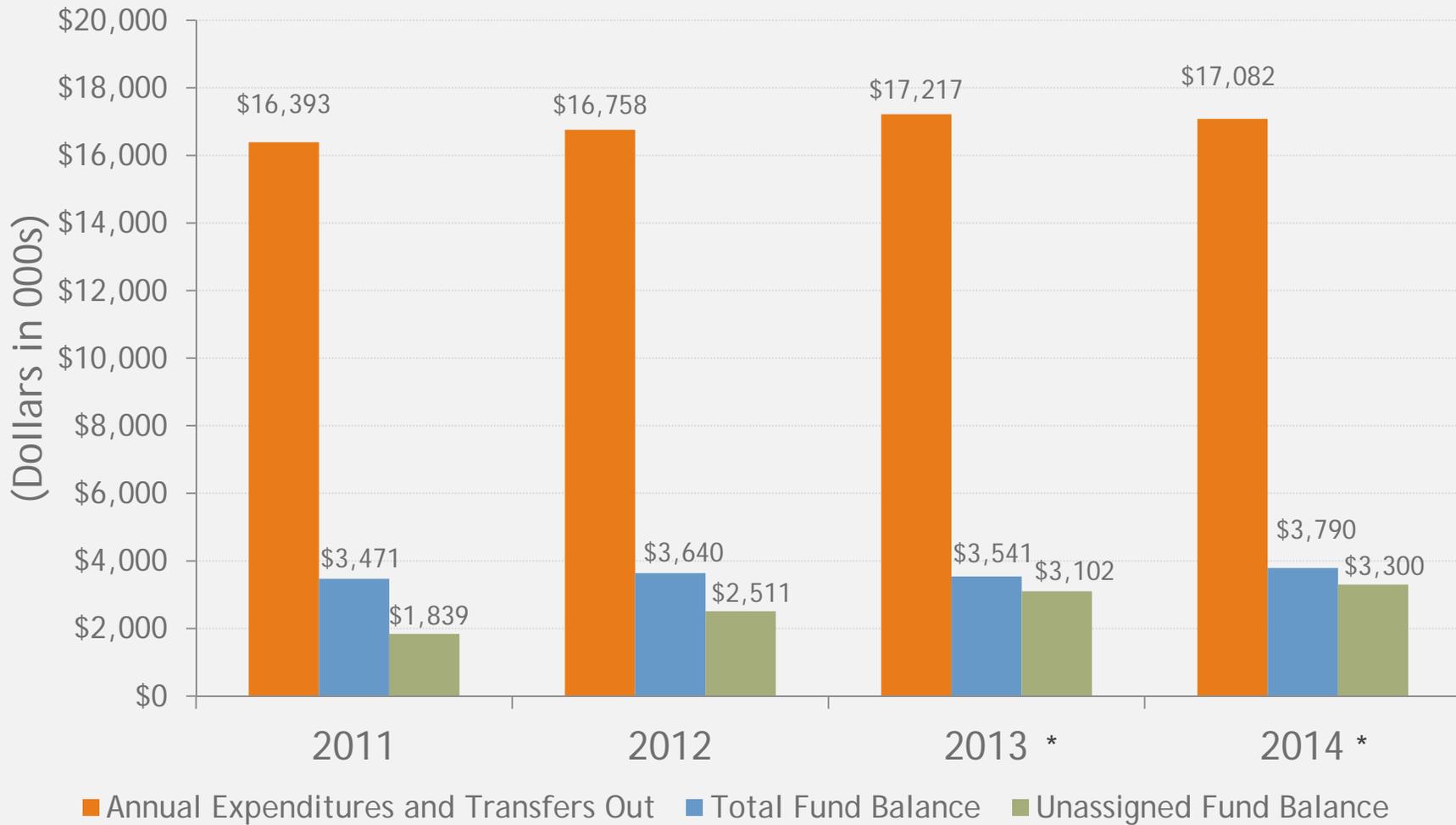
City of Monroe, Michigan

General Fund Revenue and Expenditures History

Fiscal Year Ended June 30



City of Monroe, Michigan General Fund—Fund Balance Years Ended June 30

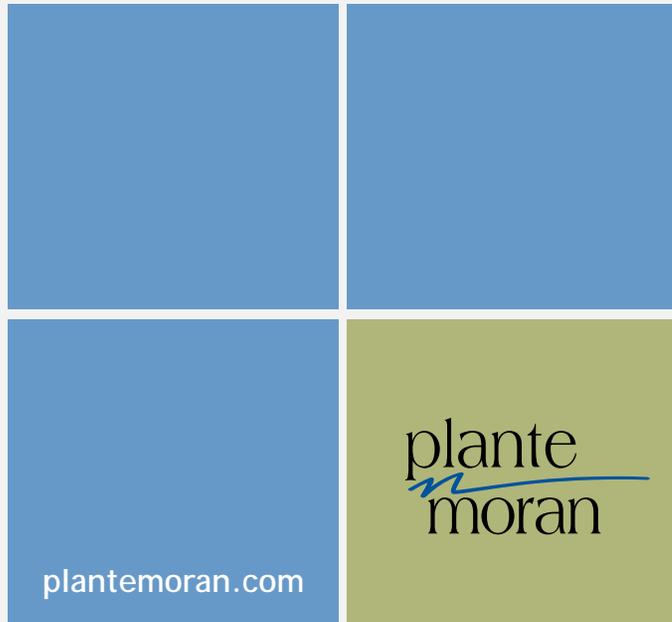


* NOTE: Fund Balance excludes Budget Stabilization Fund committed fund balance of \$2M, which is included with General Fund for financial statement purposes under GASB 54

City of Monroe, Michigan Talking Points



- Adequate unassigned fund balance
- Small increase in taxable value and property tax revenue
- Full funding of the retiree healthcare ARC
- Fully funded the pension system
- Effective budgeting
- Water and Sewer rates are in line
- Successful capital funding program, including significant use of federal funds



For more information contact:

Plante & Moran, PLLC

William Brickey, CPA
(313) 496-7231

William.Brickey@plantemoran.com

Rumzei Abdallah, CPA
(313) 496-7232

Rumzei.Abdallah@plantemoran.com

■ THANK YOU



CITY COUNCIL AGENDA FACT SHEET

REVISED
12-1-14

RELATING TO: Repair of Motor for Ice Rink Compressor System

DISCUSSION: In May, 2014 the City of Monroe and the Monroe Multi-Sports Complex entered into a Preventive Maintenance Agreement with Toromont Cimco Refrigeration Systems. While servicing the Compressors as part of the PM Agreement they started Compressor 1. The motor on Compressor 1 started to have issues and blowing fuses. It was determined by Toromont Cimco that the Motor which had been rebuilt in 2012 no longer works properly and overheats. Rink Management Services Corporation entered into discussions with Toromont Cimco regarding this issue in which Toromont Cimco feels that this motor had overheated itself and went into failure. It was also discussed that this motor was no longer under warranty by the Rebuilding Company.

Rink Management Services contacted City Staff and started to get 3 pricing for a new motor. The prices are as follows with details of each attached.

Janssen Refrigeration Co., Inc. \$6,500. This price does not include any overtime.

Thompson Plumbing, Heating & A.C.: \$10,985.

Toromont Cimco: \$6,498.90 + Install of \$2,500.00 = \$8,998.90

Prices have been given as well to rebuild this motor but Rink Management Services feels that the current motor has been rebuilt twice and a new motor will sustain a longer life.

It is Rink Management Services recommendation to purchase through Janssens with a Cap of \$7,000.00 which would include any unforeseen additions. Janssens has been informed that no overtime work will be approved and additional time will be available on additional days.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: Louis Lombardo III, General Manager ; Monroe Multi-Sports Complex

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Monroe Multi-Sports Complex Refrigeration Plant

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$7000.00
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

SOURCE OF FUNDS:

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
MMSC Operating Budget	101-70.757-933.000 (FY14)	\$7,000
		\$
		\$
		\$
		\$
<u>Other Funds</u>		\$
		\$
		\$
		\$

Budget Approval: 

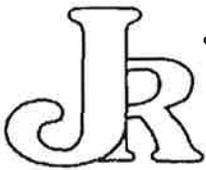
FACT SHEET PREPARED BY: Louis Lombardo III, General Manager, Monroe Multi-Sports Complex

DATE: December 1, 2014


REVIEWED BY: Edward Sell, Finance Director

DATE:

COUNCIL MEETING DATE: December 1, 2014



Janssen Refrigeration Co. Inc.

26725 Bunert Rd., Warren, MI 48089
Phone: (586) 498-1191 Fax: (586)-498-1178
Website: www.janssenrefrigeration.com

REVISED

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11/24/14

M 1049

Monroe Multi-Sports Complex
333 N. Dixie Highway
Monroe, MI 48162

Louis Lombardo
Jack Williams

Re: 125 HP Motor

Thank you for allowing Janssen Refrigeration (JR) to provide you with a quote for the replacement of your 125 HP Motor.

JR will supply and install the following:

One US open drip motor -125Hp -1800-405T- ODP-460V-Prem EFF 3-60HZ U.S./NIDEC.

The cost of the above to supply and install, including freight is -----\$6,500.00

This does not include overtime or any other parts that may be needed.

Sincerely,
Janssen Refrigeration
Bob Krieg Sr.

Accepted By _____ Date: _____ P.O.# _____

REVISED

REVISED



December 1, 2014

Monroe Multi-Sports Complex

333 N Dixie Hwy
Monroe Michigan, 48162

Attention: Louis Lombardo

Subject: Supply & Install 125 HP Motor

Quote #: 141110BW

Dear Louis,

CIMCO Refrigeration is pleased to provide pricing to supply and install a new 125 HP Motor at the Monroe Multi-Sports Complex located in Monroe, Michigan.

Scope of work (supply and install)

- Remove damaged 125 HP motor (disposal of motor not included)
- Supply & install new 125 HP US Motor
- Complete start up

Lead Time – 2 to 3 weeks (if appropriate)

Premium Efficient
NEMA Horizontal Motors - Open Drip Proof
Class F Insulation - Insulife 1000
"B" Rise at 1.00 S.F. in 40 C ambient @ 1000 M.A.S.L.
56-320 : Rolled Steel Frame Construction
360-440 : Cast Iron Frame Construction
56-250 : Aluminium End Shields
280-440 : Cast Iron End Shields
Lifting Provisions on 210 Frame & Larger
Regreasable Bearings 250 Frame & Larger

Serial number required to see if there is a special option

Motor Quote Including Freight: \$ 6,498.90 US

Installation Cost: \$ 2,500.00 US

Applicable Taxes Extra

Ottawa – Tel: 613-271-4444
Toronto – Tel: 416-465-7581



Hamilton - Tel: 905-545-1081
London – Tel: 519-434-6444



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Ordinance 14-007: An ordinance to amend §127-6 of Chapter 127, Retirement, Article I, Municipal Employees' Retirement System, of the Code of the City of Monroe.

DISCUSSION: The proposed Ordinance amendment is presented for Mayor and Council's review and consideration.

At a regular meeting of the City of Monroe's Retirement Board held on Wednesday, November 19, 2014, the Board's legal counsel, Ms. Cynthia Billings, made a recommendation that City Council approve the attached amendment to clarify the Retirement System's compliance with the Windsor decision, Rev. Rule.2013-17, and IRS Notice 2014-19 and that it should be adopted no later than December 31, 2014. By way of background, please review Ms. Billings' attached correspondence dated October 15, 2014, regarding the Windsor decision. Subsequently the Retirement Board passed a motion recommending and requesting that the City Council adopt the proposed ordinance amendment in order to bring the ordinance into compliance with the above noted decision.

IT IS MY RECOMMENDATION that Ordinance No. 14-007, an Ordinance to amend §127-6 of Chapter 127, Retirement, Article I, Municipal Employees' Retirement System, of the Code of the City of Monroe, be placed on the floor for its first reading on December 1, 2014, and that the public hearing, second reading and anticipated passage of the Ordinance be scheduled for December 15, 2014.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: First Hearing Date of December 1, 2014

REASON FOR DEADLINE: IRS Regulations.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Peggy A. Howard

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City of Monroe's Retirees & Municipal Employees' Retirement System

FINANCES

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: Peggy A Howard

DATE: November 24, 2014

REVIEWED BY: George A. Brown

DATE: November 25, 2014

COUNCIL MEETING DATE: 12/01/2014

MEMORANDUM

TO: Board of Trustees of the City of Monroe Employees' Retirement System
FROM: Cynthia J. Billings
RE: *United States vs. Windsor*
DATE: October 15, 2014

Introduction:

The IRS recently released Notice 2014-19, which explains how the Windsor decision and Rev. Rul. 2013-17 affect the application of the federal tax rules for qualified retirement plans in a series of Q&As.

Background:

As you will recall, the United States Supreme Court's Decision in *United States v. Windsor*, 570 U.S. 133 S. Ct. 2675 (2013), held that section 3 of the Defense of Marriage Act (DOMA) which prohibited recognition of same-sex spouses, was unconstitutional. As discussed, this ruling effectively changed the definition of marriage to include same-sex couples and required the Federal Government to recognize same-sex marriages that occurred in states where same-sex marriage was recognized and the individuals are domiciled in a state that recognizes such marriages.

Subsequent to that ruling, the IRS issued Guidance in Rev. Ruling 2013-17, which held that for Federal tax purposes, the IRS would recognize same-sex marriages that were entered into in a state whose laws authorize such marriage, even if the individuals were not domiciled there.

The holdings of Rev. Ruling 2013-17 apply for all Federal tax purposes, including those that apply to qualified retirement plans under Section 401(a). These holdings will apply prospectively as of September 16, 2013.

Recent Guidance

IRS Notice 2014-19 provides further guidance on the application of the decision in Windsor and the holdings of Rev. Rul. 2013-17, to qualified retirement plans. The pertinent guidance is as follows:

SULLIVAN, WARD,
ASHER & PATTON, P.C.

1. The Notice specifies that any retirement plan qualification rule that applies because a Participant is married must be applied with respect to a participant who is married to an individual of the same sex. IRS Notice 2014-19, Q&A-1.
2. The Notice discusses two compliance dates:
 - a. June 26, 2013: The plan must comply with Windsor which means the plan must recognize same-sex marriages that were validly entered into in a state whose laws authorize such marriage and the individuals are domiciled in a state that recognizes such marriages. IRS Notice 2014-19, Q&A-19, Q&A-2.
 - b. September 16, 2013: The plan must comply with Rev. Rul. 2013-17 which means (i) that the Plan must recognize same-sex marriages that were validly entered into in a state whose laws authorize the marriage of two individuals of the same sex, even if the individuals are domiciled in a state that does not recognize the validity of same-sex marriages; and (ii) individuals who entered into a registered domestic partnership, civil union, or other similar formal relationship which is not denominated as marriage under state law are not treated as married. *Id.*
3. The Notice states that whether or not a plan must be amended to reflect the outcome of Windsor and the guidance in Rev. Rul. 2013-17 depends on the terms of the specific plan. For instance, if a plan's terms define a marital relationship by reference to Section 3 of DOMA or are otherwise inconsistent with the outcome of Windsor, then an amendment to the plan is required by December 31, 2014. On the other hand, if the plan's terms are not inconsistent then no amendment is required.

Plan Amendments:

After review of the terms of the City of Monroe Employees' Retirement System, it is my recommendation to adopt the attached amendment to clarify the Retirement System's compliance with the Windsor decision, Rev. Rul. 2013-17, and IRS Notice 2014-19. This amendment should be adopted no later than December 31, 2014.

W1532485.DOCX

PROPOSED AMENDMENT TO THE
CITY OF MONROE EMPLOYEES' RETIREMENT SYSTEM

Effective June 26, 2013, Section 127-6 shall be amended by adding the following definition:

SURVIVING SPOUSE / SPOUSE – means the member's legal spouse who has met all requirements of a valid marriage contract in the state of marriage of such parties.

ORDINANCE 14-007

1 An Ordinance to amend § 127-6 of Chapter 127, Retirement, Article I, Municipal
2 Employees' Retirement System, of the Code of the City of Monroe.

3 **THE CITY OF MONROE ORDAINS:**

4 SECTION 1. AMENDMENT OF § 127-6, DEFINITIONS EFFECTIVE JUNE
5 26, 2013

6 §127-6 shall be amended to add as follows:

7 SURVIVING SPOUSE/SPOUSE – means the member’s legal spouse who
8 has met all requirements of a valid marriage contract in the state of
9 marriage of such parties.

10 SECTION 2. REPEALER.

11 This Ordinance repeals and replaces all former ordinances or parts thereof
12 conflicting or inconsistent with the provisions of this Ordinance.

13 SECTION 3. SAVINGS CLAUSE.

14 All proceedings pending and all rights and liabilities existing, acquired or
15 incurred under § 127-6 of the Code of the City of Monroe at the time this
16 Ordinance takes effect are saved and may be consummated according to
17 the law in force when they are/were commenced.

18 SECTION 4. SEVERABILITY.

19 If any section, subsection, sentence, clause or phrase of this Ordinance is
20 declared unconstitutional by a court of competent jurisdiction, such
21 decision or holding shall not affect the validity of the remaining portions
22 of this Ordinance.

23

SECTION 5. EFFECTIVE DATE.

24

This Ordinance shall be in full force and effect immediately upon passage.



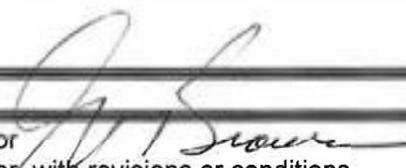
CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Appointments to City Boards and Commissions

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

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

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Operations

FINANCES

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: Mayor's Office

DATE: 11/20/14

REVIEWED BY: Robert E. Clark, Mayor 

DATE: 11-20-14

COUNCIL MEETING DATE: 12/1/14



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: MICHIGAN DEPARTMENT OF NATURAL RESOURCES (MDNR) COMMUNITY FORESTRY GRANT ACCEPTANCE AND MATCHING FUNDS APPROPRIATION

DISCUSSION: At the September 15, 2014 City Council meeting, an award was made to the Remote Sensing and Geographic Information Systems (RS & GIS) group operating through Michigan State University (MSU) in the amount of \$50,000 for the first phase of the development of a tree inventory and data layer to be incorporated into our overall GIS platform, which is available for public use. The data collection, which was performed using the Light Detection and Ranging (LiDAR) process in October, also provides background information for a future sign inventory, which is also planned for the near future but not yet funded. The data collection was originally pulled out from the overall \$99,720 proposal so as to allow us to apply for a Community Forestry Grant through the Michigan Department of Natural Resources (MDNR) for the actual tree identification and inventory, since this work could not commence until the grant was approved.

The Engineering and Public Services Department is pleased to report that the City was indeed awarded a \$20,000 grant to offset our costs for the second phase (tree identification and inventory), and this amount is double the amount of any other grant awarded this year and is 22% of the entire grant program. The press release and list of grant recipients has been attached to this fact sheet for your information.

The grant notification letter and associated agreement form and other terms, conditions, and forms relevant to our grant have been attached. To accept the award, the agreement form must be returned to the MDNR as soon as possible, and the matching funds must be appropriated by the City. This grant is a reimbursement-type grant, which means that the City must front the \$20,000 grant amount and will be reimbursed upon submission of acceptable documentation. As noted in the September 15 fact sheet, the City must still appropriate the remaining \$29,720 to the RS & GIS team to complement the previous \$50,000 for Phase One and the \$20,000 MDNR grant for this second phase. Also, we typically work with our standing vendor, Geographic Information Services, inc. (GISi) to integrate any new layers into our existing platform, and that service would need to occur in this case as well. Their quotation for services is attached, and requires an additional allocation of \$4,850. Since no further funding is available, appropriations from the City's Capital Projects, Major Street, and Local Street fund balances to cover the remaining project expenses are being requested.

IT IS RECOMMENDED that a professional services award be made to the Remote Sensing and GIS Research and Outreach Services at Michigan State University for Phase Two (Tree Inventory and GIS Data Layer) of the above work in the amount of up to \$49,720, that a professional service award be made to Geographic Information Services, Inc. (GISi) in the amount of \$4,850 for data integration, and that the Director of Engineering and Public Services be authorized to execute any necessary agreement documents for either contract on behalf of the City. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to execute the attached grant agreement and return to the MDNR on behalf of the City.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Work on the next phase cannot commence until all grant paperwork is executed.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

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

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$104,570*
	Cost of This Project Approval	\$54,570
	Related Annual Operating Cost	\$N/A
	Increased Revenue Expected/Year	\$N/A

*Includes Phase One (\$50,000) and Phase Two (\$49,720) from the MSU RS & GIS team, and \$4,850 in integration costs through GISi.

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	Capital Projects Fund Balance		\$13,770
	Major Street Fund Balance		\$10,400
	Local Street Fund Balance		\$10,400

*Note: City matching funds to complete work are allocated in same proportion as original project allocation, 40% Capital Projects, 30% Major Street Fund, 30% Local Street Fund. Street funds are eligible funding sources as the majority of City trees are located within public rights-of-way.

<u>Other Funds</u>		
MDNR Community Forestry Grant		\$20,000

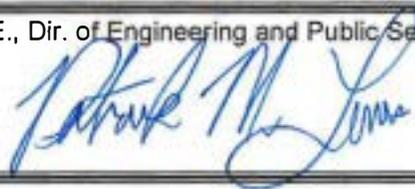
Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Dir. of Engineering and Public Services **DATE:** 11/21/14

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: December 1, 2014



4 Receive Updates Enter Email Address

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DNR announces 2014-15 Community Forestry Grant recipients

Michigan DNR sent this bulletin at 11/10/2014 01:32 PM EST

Grants totaling \$90,132 will be used for statewide urban forestry projects.

 SHARE

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Press Release

FOR IMMEDIATE RELEASE

Nov. 10, 2014

Contact: Kevin Sayers, 517-284-5898; [Debbie Munson Badini](#), 906-226-1352
or [Ed Golder](#), 517-284-5815

DNR announces 2014-15 Community Forestry Grant recipients

The Department of Natural Resources today announced that grants totaling \$90,132 for urban forestry projects statewide will be awarded to 21 recipients in 16 counties. (The full list of recipients is given in the PDF file available for download below.)

The competitive grant program – a cooperative effort between the DNR and the U.S. Forest Service – funds projects that help create and sustain local urban forestry programs. Grants are awarded for tree planting, community tree inventories, management plans, and education and training projects that enhance and promote urban forestry in Michigan.

"Healthy trees create lasting and positive social, environmental and health impacts for communities," said Kevin Sayers, DNR Urban and Community Forestry Program coordinator. "These projects will help enhance community vibrancy and livability within Michigan's urban areas."

The grants are federally funded through the Forest Service's State and Private Forestry program. Cost-share funds are available to local units of government, schools, tribal governments and nonprofit organizations. The grants require one-to-one matching funds toward projects performed on nonfederal, public lands or lands open to the public. Grant awards

will be distributed in November for projects to be completed by Sept. 1, 2015.

For more information on the grants, contact Kevin Sayers at 517-284-5898, or visit www.michigan.gov/ucf.

The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the state's natural and cultural resources for current and future generations. For more information, go to www.michigan.gov/dnr.

- [2014-15 Community Forestry Grants Award Recipients.pdf](#)

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For DNR-related questions, [contact us](#).

For suggestions on how the DNR can improve the emails you receive, please email DNR-Bulletins@michigan.gov.

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Department of Natural Resources – Forest Resources Division

**Urban and Community Forestry Program
2014-15 Community Forestry Grants
AWARD RECIPIENTS**

Organization	County	Project Type	Amount
City of Big Rapids	Mecosta	Municipal Tree Planting	\$ 1,250
City of Bronson	Branch	Municipal Tree Planting	\$ 2,000
City of Cadillac	Wexford	Municipal Tree Planting	\$ 3,000
City of East Lansing - DPW	Ingham	Municipal Tree Planting	\$ 2,000
City of Farmington Hills	Oakland	Municipal Tree planting	\$ 3,000
City of Frankenmuth	Saginaw	Municipal Tree Planting	\$ 3,000
City of Hillsdale	Hillsdale	Municipal Tree Planting	\$ 2,000
City of Holland	Ottawa	Municipal Tree Planting	\$ 4,000
City of Livonia	Wayne	Municipal Tree Planting	\$ 4,000
City of Monroe	Monroe	Street Tree Inventory	\$ 20,000
City of Muskegon	Muskegon	Staff Arboriculture Training	\$ 4,940
City of Rochester Hills	Oakland	Municipal Tree Planting	\$ 4,000
City of Saline	Washtenaw	Municipal Tree Planting	\$ 4,000
City of Three Rivers	St. Joseph	Municipal Tree Planting	\$ 3,000
City of Traverse City	Grand Traverse	Municipal Tree Planting	\$ 3,600
Genesee Conservation District	Genesee	Urban Forest Management Planning	\$ 10,000
Genesee County Parks and Rec.	Genesee	County Park Tree Planting	\$ 4,000
Michigan Association of Conservation Districts	Ingham	Michigan Envirothon Competition	\$ 4,500
North Oakland Headwaters Land Conservancy	Oakland	Natural Area Tree Planting	\$ 842
O'Hair Park Community Association	Wayne	Interpretive Park Trail Signage	\$ 6,000
Otsego Conservation District	Otsego	Park Tree Planting	\$ 1,000
TOTAL:			\$ 90,132



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



KEITH CREAGH
DIRECTOR

November 13, 2014

Mr. Patrick Lewis
City of Monroe
120 East First St.
Monroe, MI 48161

Dear Mr. Lewis,

Thank you for your interest in the Michigan Department of Natural Resources (DNR), Community Forestry Grant program. This program is administered by the DNR's Urban and Community Forestry Program, with funding from the USDA Forest Service, State and Private Forestry (CFDA #10.664).

The committee has completed reviews of the 2014-15 Community Forestry Grant applications and I am pleased to inform you that your request was among those recommended for funding.

We have approved funding in the amount of **\$20,000.00** towards completion of your project. If, for any reason, you are not able to use these grant funds, please notify me as soon as possible so that I may reissue these funds to another project.

I have enclosed two copies of the Grant Agreement (PR 4107-3). Please review the information, including the grant amount, Federal Employer Identification Number (tax number), and contact person's information for accuracy.

Please sign and return both copies of the Grant Agreement as soon as possible. The grant is not effective until I have signed/dated the agreement.

Also enclosed are the following forms:

- Grant Agreement Attachment 1 (IC 4107-3A)
- Community Forestry Grant Program Tree Maintenance Agreement/Inventory (PR 4107-4)
- Community Forestry Grant Program Volunteer Time Record (PR 4010)
- Community Forestry Grantee's Financial Grant Report (PR 4107-5)
- USDA Certification Regarding Drug-Free Workplace (Form AD-1049)
- Request for Tax Payer Identification Number and Certification (Form W-9)

Grant payment will be made upon completion of the project. Payment may be requested as soon as the project is completed; it is not necessary to wait until the end of the grant period. Payment requests must be made no later than 30 days after the grant expiration date. **The grant expires September 1, 2015, and will not be extended beyond this date.**

Please contact me if you have any questions about the grant. My return address is DNR, Forest Resources Division, P.O. Box 30452, Lansing, MI 48909-7952.

Sincerely,

Kevin Sayers
517-284-5898
sayersk@mi.gov

KTS/kr
Enclosures



URBAN AND COMMUNITY FORESTRY GRANT PROGRAM

GRANT AGREEMENT



Issued under authority of Part 5 of Act 451, P.A. 1994, as amended and the U.S. Cooperative Forestry Assistance Act of 1978, CFDA 10.664. Subject to the provisions of the law and the conditions herein contained.

Table with 3 columns: Legal Name of Grantee, Grant Number, Grant Amount, Street Address, Federal I.D. Number, Ending Date, City, State, ZIP, Grantee Contact Person, Email, Grantee Telephone.

Table with 3 columns: FINANCIAL BREAKDOWN OF ESTIMATED PROJECT COSTS, GRANT FUNDS AWARDED (MAX. 50% OF PROJECT), LOCAL MATCH* (MIN. 50% OF PROJECT). Rows include Personnel/Fringes, Overhead, Volunteer, Trees, Travel, Equipment, Supplies, Other, Contractual, and Total.

SPECIAL CONDITIONS OF GRANT (Subject to the conditions contained in Attachment 1.) * Ultimate match source(s) may differ from above. Total Est. Project Cost: \$49,720.00. Grant funds to be used towards reimbursement of contracted expenses associated with the completion of the citywide public street tree inventory project.

DEPARTMENT REPRESENTATIVE TO CONTACT RELATIVE TO THIS GRANT AGREEMENT:

Table with 3 columns: Name of Representative, Department Location/Office, Telephone Number, Mailing Address, City, State, Zip code, Fax Number.

THIS GRANT AGREEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS AND REQUIREMENTS:

- 1. This grant is subject to federal and state terms and conditions listed at http://www.whitehouse.gov/omb/grants_attach/#which and contained in MI DNR Attachment 1 (IC4167-9).
2. Grant reimbursement may be made upon verification of actual expenditures and in accordance with conditions listed in # 1 above.
3. Request for payments may be made when the project has been completed, but must be received no later than 30 days after the grant period ends and in accordance with the conditions listed in # 1 above.
4. All statements, publications or presentations concerning the grant will contain an acknowledgment of the Federal (USDA Forest Service) and State's (DNR) participation and support.
5. The Grantee hereby assures and certifies to comply with all State and Federal laws, rules, regulations, policies, guidelines, and requirements.
6. This contract is not valid until it has been signed by both the grantee, and the Department's Representative.

I, the undersigned, certify that I have read, understand, and agree to comply with this agreement the conditions listed above and in the referenced websites and attachments, and have authority to enter into this agreement on behalf of Grantee.

Signature lines for Grantee Representative's Signature, Date, DNR Representative Signature, Date.

GRANTEE: Return two (2) Original (signed) Agreements to:

URBAN AND COMMUNITY FORESTRY PROGRAM
FOREST RESOURCES DIVISION
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30452
LANSING MI 48909-7952



URBAN & COMMUNITY FORESTRY PROGRAM GRANT AGREEMENT ATTACHMENT 1

Issued under authority of Part 5 of Act 451, P.A. 1994 as amended, and the U.S. Cooperative Forestry Assistance Act of 1978, CFDA 10.664, to provide information regarding terms and conditions of Community Forestry Program grants. Subject to the provisions of the law and conditions herein contained.

In this Attachment, the State of Michigan, Department of Natural Resources, Forest Resources Division is referred to as the Department. Acting for the State is the Grant Officer, Bill O'Neill, referred to as the State. The Grant Supervisor is Kevin Sayers.

SECTION 1. GRANT

This grant consists of the Grantee's Community Forestry Grant Application and Information (PR 4107), Grant Agreement (PR 4107-3), Grant Agreement Attachment 1 (IC 4107-3A), and other written and oral instructions from the Grant Supervisor.

SECTION 2. COMPENSATION AND METHOD OF PAYMENT

The State agrees to reimburse the Grantee for authorized expenditures as listed in the Grant Agreement upon verification of actual expenditures for both the 50% federal award portion and the 50% local match portion. This sum is not to exceed the actual costs or grant award amount, whichever is less.

Request for payments may be made when the project has been completed, but must be received no later than 30 days after the grant period ends. Final payment will be made upon completion of the project and compliance with State reporting and auditing requirements. Failure to meet these deadlines may result in non-reimbursement to the Grantee.

SECTION 3. REPORTING AND AUDITING REQUIREMENTS

As well as conferring with the DNR Grant Supervisor, the Grantee will file a final summary and financial report as well as any other progress reports as requested. The final financial report will be submitted upon completion of the project. The reports shall specify total expenditures, broken down as to the federal portion and the Grantee's share of costs. Total expenditures will be broken down by major budget categories.

Reports will be accompanied by documentation showing that the charges are for allowable purposes and that the expenditure listings are accurate and suitable for audit. In addition to the summary documentation submitted to the Department, the Grantee will keep complete financial records such that all charges, whether paid from grant funds or from the Grantee's matching funds, can be readily traced to their origins. Basic documents required to be maintained for audit include purchase orders, vouchers authorizing payments, time records for individual employees' and volunteers' hours charged to this program.

The Grantee's progress report(s) will be submitted on forms supplied by the Department. Supplementary information summarizing accomplishments will be included in narrative form.

The project and related reports are subject to audit by both the Department and the USDA Forest Service. This may include both financial audits and site visits.

Grantees receiving \$300,000 or more of federal assistance in one year must comply with the Single Audit Act of 1984, which includes an audit prepared by a recognized independent certified public accountant. A copy of this report must be submitted to the Department.

SECTION 4. ADMINISTRATION OF GRANT, CHANGES

From time to time, changes may be needed in the scope of the project and the grant. All changes must be approved by the

Grant Supervisor. Changes must be in writing and approved in advance.

SECTION 5. STANDARDS OF WORK

In determining whether or not the Grantee has performed its obligations, it is agreed and understood that the Grant Officer shall rely on the evaluation of the Supervisor. The Grant Officer or the Supervisor may issue written or oral instructions. Any instructions that affect the scope of work, price, period of performance, or any other provision of the Grant must be in accordance with specific provisions of the Grant. The Grantee agrees that the performance of the services under this Grant shall be performed to high professional standards.

SECTION 6. CANCELLATION

Cancellation of the Grant by the State may be for: (a) default by the Grantee, or (b) lack of further need for the service at the location named in the Grant. Default is defined as the failure of the Grantee to comply with any term or condition of this Grant. In case of default by the Grantee, the State may cancel the Grant immediately and procure the services from other sources. The State can make payment up to 20% of the grant award for any reimbursable, non-cancelable expenditures that have been completed to the satisfaction of the Grant Supervisor and complies with other grant requirements.

In the event the State no longer needs the service specified in the Grant due to program changes, changes in laws, rules or regulations, relocation of offices, or lack of funding, the State may cancel the Grant by giving the Grantee written notice of such cancellation thirty (30) days prior to the date of cancellation. The Grantee can request reimbursement for reasonable non-cancelable expenditures made prior to the date of the written notice of cancellation that have been completed to the satisfaction of the Grant Supervisor and complies with other grant requirements.

SECTION 7. DISPUTES

Except as otherwise provided for in this Grant, any dispute arising under this Grant which is not disposed of by agreement shall be decided by the Grant Officer, who shall reduce his/her decision to writing and mail or otherwise furnish a copy to the Grantee. The decision of the Grant Officer shall be final and conclusive unless, within thirty (30) days from the date of receipt of such copy, the Grantee mails or otherwise furnishes to the Grant Officer a written appeal.

Pending final decision of disputes, the Grantee shall proceed diligently with the performance of this Grant and in accordance with the Grant Officer's decision.

SECTION 8. OFFICIALS NOT TO BENEFIT

No member of the Legislature of the State of Michigan or any individual employed by the State shall be allowed any share or part of this Grant, or to any benefit that may arise.

SECTION 9. COVENANT AGAINST CONTINGENT FEES

The Grantee warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the Grantee, to solicit or secure this Grant, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Grantee, any fee, commission, percentage, brokerage fee, gift, or other consideration contingent upon or resulting from the award or making of this Grant. For breach or violation of this warranty, the State shall have the right to annul this Grant without liability or, in its discretion, to deduct from the Grant price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

SECTION 10. INDEPENDENT CAPACITY OF GRANTEE

The parties agree that the Grantee, in the performance of this Grant, shall act in an independent capacity and not as officer, employee, or agent of the State and shall assure any and all obligations from liability that may arise out of or in connection with this grant.

SECTION 11. ASSIGNABILITY

This Grant is not assignable by the Grantee, either in whole or in part.

SECTION 12. INSPECTION AND ACCEPTANCE

Final inspection and acceptance of all work required under this Grant shall be performed by the Supervisor, the Grant Officer, or such person as he/she may duly authorize in writing.

SECTION 13. GRATUITIES

- a. The State may, by written notice to the Grantee, terminate the right of the Grantee to proceed under this Grant if it is found, after notice and hearing, by the Grant Officer or his/her duly authorized representative, that gratuities in the form of entertainment, gifts, or otherwise were offered or given by the Grantee, or any agent or representative of the Grantee, to any officer or employee of the State with a view toward securing a grant or securing favorable treatment with respect to the awarding or amending or the making of any determinations with respect to the performing of such grant; provided that the existence of the facts upon which the Grant Officer or his/her duly authorized representative makes his/her duly authorized representative makes such findings shall be in issue and may be reviewed in any competent court.
- b. The rights and remedies of the State provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Grant.

SECTION 14. DISCLOSURE OF INFORMATION, ACKNOWLEDGMENT OF PARTICIPATION

News Releases

News releases pertaining to this grant or the services, study, data, or project to which it relates will not be made without prior written State approval, and then only in accordance with the explicit written instructions from the State.

Publication

The Grantee will not use, release, or publish any analyses, findings, results or techniques developed under this agreement, or any information derived therefrom until such analyses, findings, or techniques have been reported to the State in the manner prescribed by this agreement and have become public domain. These analyses, findings or techniques will be considered in the public domain when: 1) they are submitted to the State and receive positive action, 2) they are formally accepted by the State, or 3) ninety (90) days elapse after submission to the State, whichever of the three may occur first. No material may be published which is exempt from disclosure under Public Act No. 442 of 1976 known as the "Freedom of Information Act" without express permission from the State. The Grantee will provide the State, for its review, copies of all presentations of articles being submitted for publication at least thirty (30) days in advance.

Acknowledgment of State Participation/Support and Federal Participation/Support

All publications or oral presentations concerning the analyses, findings, results or techniques developed under this agreement will contain an acknowledgment of the State's participation and support, unless the State requests in writing that their participation and support not be acknowledged. All publications or oral presentations concerning the analyses, findings, results or techniques developed under this agreement will contain an acknowledgment of the United States Department of Agriculture, Forest Service's participation and support. Furthermore, Grantee may not receive fees for any article in excess of the cost of preparation of published articles and excluding the cost of the research and compilation which was compensated under the Agreement.

Where appropriate, this credit line should be used for news releases, publications, reports, and other communications:

"This (brochure, publication, project or other appropriate title) was supported, in part, by a grant from the Michigan Department of Natural Resources, Forest Resources Division and the USDA Forest Service, State and Private Forestry Program."

Where appropriate, project signs or other information placards should acknowledge Department and USDA Forest Service support. Specific wording will be determined by the Grantee and Grant Supervisor. Use of DNR or USFS logos requires preapproval from the grant supervisor and/or USFS.

SECTION 15. NON DISCRIMINATION

In connection with the performance of work under this Grant, the Grantee agrees as follows:

- a. In accordance with Act. No. 453, Public Acts of 1976, the Grantee agrees not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges or employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this Grant.
- b. The Grantee agrees that any and all subcontracts to this Grant, where a portion of the work set forth in this Grant is to be performed, shall contain a covenant the same as set forth in paragraph a.

- c. The Grantee will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, age, sex, height, weight, or marital status. Such action shall include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- d. The Grantee will, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, age, sex, height, weight, or marital status.
- e. The Grantee will comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission (MCRC) which may be in effect prior to the taking of bids for any individual State project.
- f. In the event that the MCRC finds, after a hearing held pursuant to its rules, that a Grantee has not complied with the contractual obligations under this Grant, the MCRC may, as part of its order based upon such findings, certify said findings to the Administrative Board of the State of Michigan, which Administrative Board may order the cancellation of the Grant found to have been violated, and/or declare the Grantee ineligible for future grants with the State of Michigan and its political and civil subdivisions, departments, and officers, including the governing boards of institutions in higher education, until the Grantee complies with said order of the MCRC. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the Grantee is declared ineligible to grant as a granting party in future grants. In any case before the MCRC in which cancellation of an existing grant is a possibility, the granting agency shall be notified of such possible remedy and shall be given the option by the MCRC to participate in such proceedings.
- g. The Grantee will comply with Act 220 of the Public Acts of 1976, the Michigan Handicapper's Civil Rights Act, and Section 504 of the Rehabilitation Act of 1973, P.L. 93-112, both of which prohibit discrimination against handicapped persons.

SECTION 16. PRICE

Prices quoted by the Grantee shall be the maximum to be charged during the Grant period; the State shall receive the benefit of any decrease in price that may occur.

SECTION 17. TAXES

The State is exempt from Federal Excise Tax, and State or Local Sales Tax. Bid prices shall not include such taxes. Exemption Certificates for Federal Excise Tax will be furnished upon request.

SECTION 18. INDEMNIFICATION

The Grantee shall indemnify and hold harmless the State and its agents and employees from and against all claims, damages, losses, and expenses, including but not limited to, reasonable attorneys' fees arising out of, or resulting from the contracting out of and or performance of the work, which includes all labor, material and equipment required to produce

the commodity, construction, and/or service required by the Grant, provided that any such claim, damage, loss, or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part, by any negligent act or omission of the Grantee, any subgrantee, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified.

In any and all claims against the State or any of its agents or employees by any employee of the Grantee, any subgrantee, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Grant shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Grantee or any subgrantee under worker's compensation acts, disability benefit acts, or other employee benefits acts.

The obligations of the Grantee under this Grant shall not extend to the liability of the State, its agents or employees arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs, or specifications, or (2) the giving of or the failure to give directions or instructions by the State, its agents or employees.

SECTION 19. GRANTEE'S LIABILITY INSURANCE

The Grantee shall purchase and maintain such insurance as will protect him/her from claims set forth below which may arise out of, or result from, the Grantee's operations under the Grant, whether such operations be by himself/herself or by a subgrantee, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- a. Claims under worker's compensation, disability benefit, and other similar employee benefit act. A non-resident Grantee shall have insurance for benefits payable under Michigan's Worker's Compensation Law for any employee, resident of and hired in, Michigan; and as respects to any other employee protected by worker's compensation laws of any other state the Grantee shall have insurance or participate in a mandatory state fund to cover the benefits payable to any such employee.
- b. Claims for damages because of bodily injury, occupational sickness or disease, or death of his employee.
- c. Claims for damages because of bodily injury, sickness or disease, or death of any person other than his employee, subject to limits of liability of not less than \$300,000 each occurrence and, when applicable \$300,000 annual aggregate, for non-automobile hazards and as required by law for automobile hazards.
- d. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom, subject to a limit of liability of not less than \$50,000 each occurrence for non-automobile hazards and as required by law for automobile hazards.
- e. Insurance for subparagraphs 3 and 4 non-automobile hazards on a combined single limit of liability basis shall not be less than \$300,000 each occurrence and when applicable, \$300,000 annual aggregate.

The insurance shall be written for not less than any limits of liability specified or required by law, whichever is greater, and shall include contractual liability insurance as applicable to the Grantee's obligations under the indemnification clause of this Grant.

SECTION 20. SOURCE OF FUNDS - TERMINATION

The State's payment of funds for purposes of this Grant is subject to and conditional upon the availability of funds for such purposes, being Federal and/or State funds. No commitment is made by the State to continue or expand such activities. The State may terminate this Grant immediately upon written notice to the Grantee at any time prior to the completion of this Grant if, in the opinion of the State, funding becomes unavailable for this service such funds are restricted. In the event of termination, reimbursement of reasonable non-cancelable expenditures in accordance with Section 6 may be provided.

SECTION 21. FEES AND OTHER SOURCES OF FUNDING

The Grantee shall not seek nor obtain funding through fees or charges to any client receiving services for which the State reimburses the Grantee under this Grant. The Grantee guarantees that any claims made to the State under this Grant shall not be financed by any source other than the State under the terms of this Grant. If funding is received through any other source, the Grantee shall delete from Grantee billings, or shall immediately refund to the State, the total amount representing such duplication of funding.

SECTION 22. PUBLICATION - APPROVAL AND COPYRIGHT

The State and Grantee shall have co-copyright, property, and publication rights in all written or visual material or other work products developed in connection with this Grant. The Grantee shall not publish or distribute any printed or visual material relating to the services provided under this Grant without prior written permission of the State. However, it is mutually agreed that the Grantee shall have the right to publish and disseminate work products under this Grant, provided that the Grantee shall recover only costs associated with printing and mailing, and further that such publication shall contain a reference to the State as being the holder of the copyright to the work.

This provision applies to press releases and written and visual materials specifically identified in this Grant and shall not restrict the rights of the Grantee to publish in scholarly journals or to present new, basic information in any way.

SECTION 23. RECORDS AND ACCOUNTS

The Grantee shall maintain such records and accounts, including property, personnel, and financial records, as are deemed necessary by the Granting Officer to assure a proper accounting for all project funds. Such records shall be the property of the State and made available for audit purposes.

The Grantee shall install and maintain an accounting system to identify and support all expenditures billed to the State under this Grant. The accounting system must record all income and expenses for the Grantee's total program of which services provided under this Grant are a part. The accounting system, as a minimum, shall consist of a chart of accounts, cash receipts journal, cash disbursements journal, and general ledger. All expenditures and income must be supported by vouchers and receipts that detail the reason for the transaction.

The Grantee shall maintain, within the accounting system, salary and fringe benefits accounts that break out positions, hospitalization, retirement, worker's compensation, and other fringe benefits. The Grantee shall establish and maintain payroll

records for all employees. The Grantee, in establishing and allocating salary and wages for employees, shall support these charges by electing to establish either:

1. An adequate appointment and workload distribution system, accompanied by monthly reviews showing the actual changes in the workload distribution of each employee (i.e., an exception reporting system); or
2. A monthly after-the-fact certification system which requires persons in supervisory positions having first-hand knowledge of the services performed to report the distribution of effort (i.e., a positive reporting system).

SECTION 24. REVIEW AND MONITORING REPORTS

The Grantee shall comply with all program and fiscal review reporting procedures, as are, or may be, established by the State in completion of monitoring and progress reports at time intervals and on forms specified by the State. Any additional reports as deemed necessary by the Supervisor shall be made and submitted by the Grantee upon request.

SECTION 25. EXAMINATION AND MAINTENANCE OF RECORDS

The Grantee shall permit the State or any of its identified agent's access to the facilities being utilized at any reasonable time to observe the operation of the program. Further, the Grantee shall retain all books, records, or other documents relevant to the Grant for six years after final payment, at his/her cost, and federal auditors and any other duly authorized by the State shall have full access to, and the right to examine and audit, any of the material during the period. If an audit is initiated prior to the expiration of the six year period, and extends past that period, all documents shall be maintained until the audit is completed. The State shall provide findings and recommendations of audits to the Grantee. The State shall adjust future payments or final payment if the findings of an audit indicate over or under payment to the Grantee in the period prior to the audit. If no payments are due and owing the Grantee, the Grantee shall immediately refund all amounts which may be due the State. The Grantee shall assure, as a condition of any sale or transfer of ownership of the Grantee agency, that the new purchasers or owners maintain the above described books, records, or other documents for any unexpired portion of the six year period after final payment under this Grant or the Grantee shall otherwise maintain the records as the State may direct. The Grantee shall, if he/she ceases business operations, maintain the records as the State may direct.

SECTION 26. COMPLIANCE WITH STATE AND FEDERAL LAWS, RULES, REGULATIONS

The Grantee will comply with all State and Federal laws, rules, regulations, policies, guidelines, and requirements including all applicable administrative requirements and cost principles found at: http://www.whitehouse.gov/omb/grants_default Choose the "Which Circular do I follow" link for direction on which set of requirements to follow.

Section 27 – SUSPENDED AND DEBARRED PARTIES:

Subawards to debarred and suspended parties.

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



COMMUNITY FORESTRY GRANT PROGRAM GRANTEE'S FINANCIAL REPORT

GRANT NUMBER

This information is required under authority of Part 5 of Act 451, P.A. 1994, as amended, and the U.S. Cooperative Forestry Assistance Act of 1978, CFDA 10.664, to verify information on the Community Forestry Grant Program.

	GRANT FUNDS (Dollars)	GRANTEE MATCH (Dollars)		TOTAL
	Cash ¹ only	Cash ¹	In-Kind ²	
Personnel/Fringes				
Overhead				
Volunteer				
Trees				
Travel				
Equipment				
Supplies				
Contractual Services				
Other				
TOTAL				

¹ **Cash Contributions:** *Cash payments made to complete the project (e.g. purchase of supplies, trees, labor, equipment etc.). Must be documented with copies of paid salary stubs, receipts or invoices.*

² **In-kind services:** *Value of non-cash contribution provided to complete the project (e.g., volunteers, in-house labor/equipment/supplies or donations). Must be documented by minimum of signed/dated letterhead explaining how expense/value was calculated.*

I certify that the above information is true and correct.

Grantee Representative Name (please print)

Signature

Date

FOR GRANT REIMBURSEMENT, THE FOLLOWING DOCUMENTS MUST BE SUBMITTED:

- Project summary report (1pg max). Report should include project goals, methodology, accomplishments and impact on the community and natural resources (social, environmental, economic) and other observations.
- Signed *Community Forestry Grant Program Tree Maintenance Agreement/Tree Inventory* (PR 4107-4) (if applicable)
- Signed *Community Forestry Grant Program Grantee's Financial Report* - (PR 4107-5)
- Volunteer Time Record* (if applicable) - (PR 4010)
- USDA Certification Regarding Drug-Free Workplace Requirements - (AD-1049)
- Request for Taxpayer Identification Number and Certification - (form W-9)
- Copies of invoices, vouchers, receipts etc. that document reimbursable and match expenditures for this project
- Copies of pamphlets, reports, photos or other information developed or generated under the grant (if applicable)

Return completed report to:

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

UNITED STATES DEPARTMENT OF AGRICULTURE
CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)
ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 *et seq.*), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990 **Federal Register** (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

(Before completing Certification, read instructions on page 2)

Alternative I

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about –
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted –

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

Check if there are workplaces on file that are not identified here.

Organization Name

Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ <input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

Social security number								
or								
Employer identification number								

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

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

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

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

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

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments after December 31, 2001 (29% after December 31, 2003). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions on page 2 and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.



Geographic Information Services, Inc



September 29, 2014

Patrick Lewis
City Of Monroe
120 E. First Street
Monroe MI 48161

Dear Patrick,

GISi is pleased to submit this firm-fixed quote to support the City of Monroe, MI with the City's Silverlight Viewer with the newly created Tree Service Layer.

Thank you again for your interest. We look forward to working with you and the City of Monroe team.

Sincerely,

A handwritten signature in black ink that reads "Dawn Siegel".

Dawn Siegel
General Manager – State and Local Government
Geographic Information Services, Inc.
Phone: 205.941.0442 ext.131
Cell: 248.343.1024
Email: dsiegel@gisinc.com





01 – Scope of Work

1. Planning & Analysis
 - a. GISi will work with the City to acquire the newly created tree data
2. Pilot & Deployment
 - a. GISi will provide necessary modifications to existing Silverlight web viewer and import scripts
 - b. GISi will update map services
3. Implementation
 - a. GISi will deploy and test in the City of Monroe’s environment

Assumptions

- The City will provide GISi with the new tree data along with cartography requirements
- GISi will deploy on the City’s existing servers
- GISi will perform all work remotely

02 – Pricing

GISi proposes a firm fixed price of \$4,850 to complete this project.

03 – Acceptance

You may indicate your acceptance of the above proposal with a signature from authorized personnel at the City of Monroe, MI.

City of Monroe

Signature: _____

Name: _____

Title: _____

Date: _____

Quotation Terms and Conditions

This confidential quotation is valid for thirty (30) days unless otherwise stated and does not include shipping or tax unless otherwise stated. This quotation information is proprietary and may not be copied or released other than for the express purpose of system and service selection and purchase. This information may not be given to outside parties or used for any other purpose without written consent from Geographic Information Services, Inc. (GISi).



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REPORT BACK ON PROPOSALS RECEIVED FOR PROFESSIONAL SERVICES FOR THE FISCAL YEAR 2014-15 CROSS CONNECTION INSPECTION PROGRAM

DISCUSSION: The Water Department received one proposal for professional services to assist with the implementation of the City's annual cross-connection control / backflow prevention program. The proposal received is based on an RFP sent out to qualified consultants in the region (see attached analysis). The Water Department is required to perform / institute a cross-connection program within the City water system in accordance with MDEQ requirements and City ordinance. For all industrial, commercial, institutional facilities and miscellaneous water users cross-connection compliance is required in an effort to prevent backflows from occurring within the City water system.

The proposal's general scope includes performing 125 initial inspection / compliance / re-inspections, provide various comprehensive & MDEQ reporting, review and recommend cross-connection code updates, inventorying and documenting facility and testing data, performing oversight on all related work activities to contact / gain access / inspect individual facilities per the facility list provided by the Water Department, and establish / maintain a community wide public relations program for awareness of cross-connections. This type of work is considered a professional service due to it being a specialty service. Only a few available consultants within our region perform this type of work.

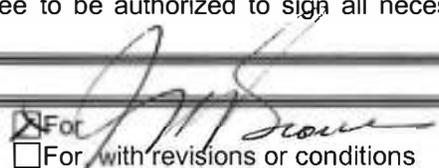
Attached are responses to the RFP sent out however only one provided a proposal. The proposal received is from Hydro Designs, Inc out of Troy, MI. The proposal schedule is to complete all fiscal year 2014-2015 inspection services by June 30, 2015. The consultant submitting the proposal can perform the work based on the fact that they have completed several past cross connection / backflow prevention programs including inspections & training for the City of Monroe Water Department the last several years. They are familiar with the water system customer base and the existing City's cross-connection control / backflow prevention code. In an effort to assist the City of Monroe with the amount of water system cross-connection / backflow inspections required and to ensure compliance with the Water Supply Cross-Connection Rules of the MDEQ it is recommended to award Hydro Designs, Inc the work based on their proposal. The cost is included in the Water Department's fiscal year 2014-2015 budget where adequate funding has been budgeted.

The proposal and service agreement has been reviewed by Tom Ready, City Attorney such that he is familiar with the documents language.

IT IS RECOMMENDED that a purchase order in the amount of \$12,504.00 for professional services to assist with implementation of the City's annual cross-connection control / backflow prevention program be awarded to Hydro Designs, Inc in accordance with their proposal dated November 19, 2014. IT IS FURTHER RECOMMENDED to authorize the Director of Water and Wastewater or his designee to be authorized to sign all necessary documents on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

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



APPROVAL DEADLINE: ASAP

REASON FOR DEADLINE: Complete required cross-connection inspections for FY 2014-15.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:


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

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

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 12,504.00
Cost of This Project Approval	\$ 12,504.00
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

<u>City</u>	Account Number	Amount
General Contract Services	591-40.540-818.020	\$ 12,504.00
<u>Other Funds</u>		

Budget Approval: 

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** November 21, 2014

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: December 21, 2014

FY 2014-2015 CROSS-CONNECTION
PROPOSAL ANALYSIS

CONSULTANT	PRICE	MEETS RFP REQ'TS
HYDRO DESIGNS, INC	\$ 12,504.00	YES
M.E. SIMPSON	RESPONSE OF NO QUOTE	YES
BACKFLOW SOLUTIONS, INC	NO RESPONSE	YES

Corporate Headquarters

5700 Crooks Rd., Ste. 100
Troy, MI 48098
800.690.6651 toll free
248.250.5000 phone
248.786.1789 fax

Wisconsin Office

2665 S. Moorland Rd., Ste. 209
New Berlin, WI 53151
800.315.4305 toll free
262.264.6402 phone
262.784.6106 fax



www.hydrodesignsinc.com

November 19, 2014

Kevin Armstrong
Water Superintendent
City of Monroe
120 East First St.
Monroe, MI 48161

Dear Kevin,

Based on your current Cross Connection Control (CCC) Program, we have prepared a program that will continue to meet your specific Cross-Connection Control Program needs. Also, included within this package is our standard Professional Services Agreement. For your convenience, this presentation has been divided into four sections. They include:

- ◆ Background
- ◆ Executive Summary
- ◆ Staff Capabilities
- ◆ Professional Services Agreement

This proposal is based upon completing a total of **125** initial inspections, compliance inspections/re-inspections of your commercial, industrial & institutional facilities on an annual basis.

This proposal is based on a period of 8 months with all proposal elements being completed by June 30, 2015. High hazard facilities will be re-inspected on an annual basis with all the remaining low hazard facilities being inspected on a five-year re-inspection frequency. HDI has assessed the degree of hazard of each facility and determined the re-inspection frequency during the initial inspection of each facility.

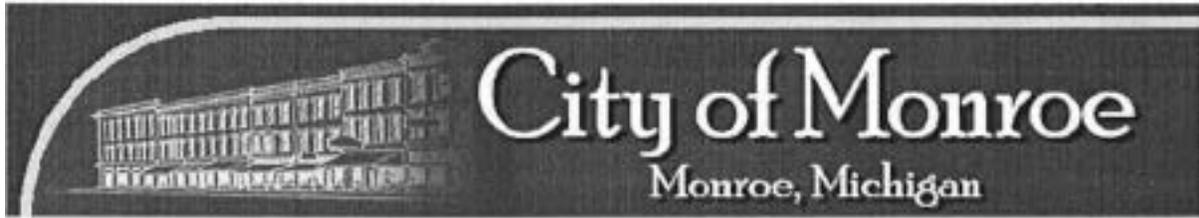
If you have any questions please feel free to contact me at 248-250-5022. We look forward to working with you and the City of Monroe again on this project.

Sincerely,

Paul Patterson

Paul Patterson
Hydro Designs, Inc.
ppatterson@hydrodesignsinc.com

Proposal

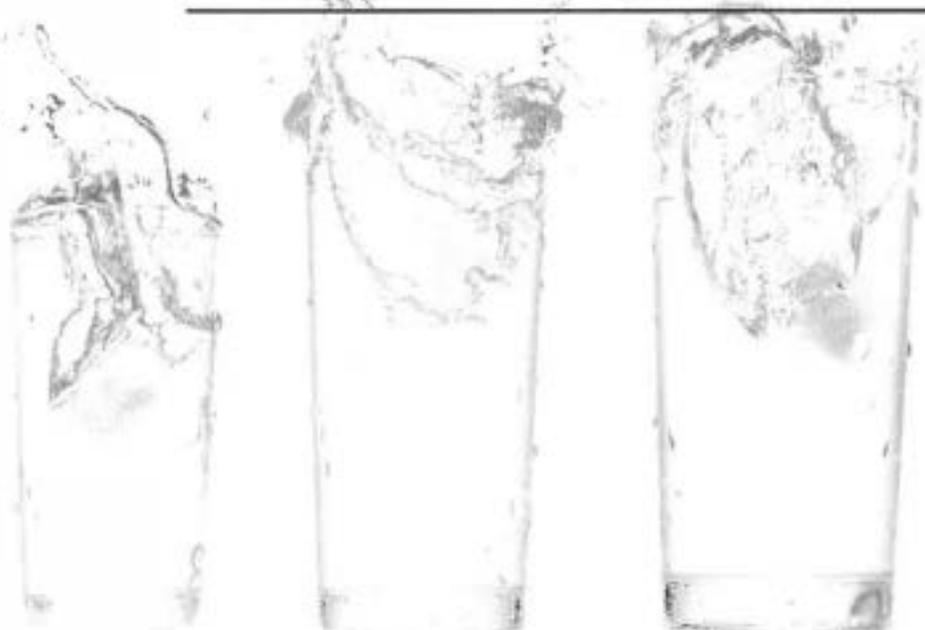


November 19, 2014

Kevin Armstrong
Water Superintendent
City of Monroe
120 East First Street
Monroe, MI 48161

Hydro Designs, Inc. Background

Executive Summary	1
Professional Service Agreement	2 - 8
Appendix	9



“Our Goal is Cost Effective Compliance”

Executive Summary

Program Recommendations

Based on your current program, HDI will provide the following services to the City of Monroe. This project is a continued effort for an on going compliant Cross-Connection Control Program and will provide the City of Monroe with the necessary data and information to keep your community in compliance with the Michigan Department of Environmental Quality (DEQ). Once this project has been approved and accepted by the City of Monroe and HDI, you may expect completion of the following elements by June 30, 2015. The components of the project include:

1. Perform **125** initial inspections and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the City of Monroe served by the public water supply for cross-connections. Inspections will be conducted in accordance with the DEQ Water Bureau Cross Connection Control regulations. One "compliance inspection" or "follow up" inspection if needed for the above facilities will be completed at no cost to the utility. (See Section 2.2 for inspection definitions.)
2. Generate and document the required program data for the facilities using the HDI Software Data Management Program.
3. Submit comprehensive management reports on a quarterly basis.
4. Conduct an annual review meeting to discuss overall program status and recommendations.
5. Provide up to six- (6) ASSE approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers, (i.e. combination) per facility as required, in order to place a facility into immediate compliance at the time of inspection.
6. Prepare the annual State of Michigan, DEQ Water Bureau Cross Connection Report.
7. Continue to assist the City of Monroe with a community wide public relations program including general awareness brochures and web site cross connection control program overview content and resources.
8. Provide ongoing support via phone, fax, internet or email.

The above services will be provided for:

Monthly Amount: \$1,563.00	Contract Amount: \$12,504.00
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Contract Amount is based upon a 8 month period. HDI will invoice in 8 equal amounts of \$1,563.00

PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this _____ by and between the City of Monroe, organized and existing under the laws of the State of Michigan, referred to as "Utility," and Hydro-Designs, Inc. a Michigan Corporation, referred to as "HDI".

WHEREAS, the Utility supplies potable water throughout its geographic boundaries to property owners; and desires to enter into a professional services contract for cross connection control program inspection, reporting and management services.

WHEREAS, HDI is experienced in and capable of supplying professional inspection of potable water distribution systems and cross connection control program management to the Utility and the Utility desires to engage HDI to act as its independent contractor in its cross connection control program.

WHEREAS, the Utility has the authority under the laws of the State of Michigan and its local governing body to enter into this professional services contract.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and subject to the terms and conditions herein stated, the parties agree as follows:

ARTICLE I. Purpose

During the term of this Agreement, the Utility agrees to engage HDI as an independent contractor to inspect its potable water distribution system in public, commercial and industrial facilities within the community and document its findings. Each party to this agreement agrees that it will cooperate in good faith with the other, its agents, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement. Both Parties to this agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping or due to access constraints within water user's facilities, complete and accurate data is not always available.

ARTICLE II. Scope of Services

The scope of services to be provided by HDI under this Agreement will include the inspections, compliance, preparation of quarterly management reports, and annual cross connection reports with respect to the Facilities to the extent specifically set forth in this Article II (hereinafter the "Scope of Service"). Should other reports be included within the scope of services, the same shall be appended to this Agreement as Exhibit 1.

2.1 PROGRAM REVIEW. HDI will review for the Utility Cross Connection Control Program. Items for review include the following:

- Review state & local regulations
- Review wording and timeliness for program notifications including:
 - Inspection Notice
 - Compliance Notice
 - Non-Compliance Notices 1-2, Penalty Notices
- Special Program Notices
- Prioritize Inspections
- Review procedures and protocol for addressing specific hazards
- Review program reporting procedures
- Review educational and public awareness brochures
- Obtain updated facility listing and address information
- Establish facility inspection schedule
- Review high hazard and large industrial facility inspection/containment procedures

- 2.2 INSPECTIONS.** HDI will perform initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with Michigan Department of Department of Environmental Quality– Water Bureau Cross Connection Control Rules.
- *Initial Inspection* – the first time an HDI representative inspects a facility for cross connections. Degree of Hazard is assigned to facility. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
 - *Compliance Inspection* – subsequent visit by an HDI representative to a facility that was non-compliant during the *Initial Inspection* to verify that corrective action was completed and meets the program requirements.
 - *Re-Inspection* – Revisit by an HDI representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (one or five year re-inspection cycle).
- 2.3 INSPECTION SCHEDULE.** HDI shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Utility designated contact person. Initial check in to include a list of inspections scheduled. An exit interview will include a list of inspections completed.
- 2.4 PROGRAM DATA.** HDI will generate and document the required program data for the facilities listed below (in 2.10) using the HDI Software Data Management Program. Program Data shall remain property of the Utility; however, the HDI Software Data Management program shall remain the property of HDI. Data Services to include:
- Prioritizing and scheduling of inspections
 - Notify users of inspections, backflow device installation and testing requirements
 - Monitor inspection and testing compliance
 - Maintenance of program to comply with all DNRE regulations
- 2.5 MANAGEMENT REPORTS.** HDI will submit comprehensive management reports on a quarterly & annual basis to the Utility, which will include the following:
- Report format to include electronic updates and/or hard copy
 - Electronic reports will be available in a downloadable format
 - Number of facilities inspected
 - Number of facilities compliant/non-compliant
- 2.6 REVIEW OF CROSS-CONNECTION CONTROL ORDINANCE.** HDI will review the current cross-connection control ordinance and cross-connection control plan. Items for review include:
- Code adoption references, standard operational procedures, program notice documentation, reporting procedures and preference standards.
 - Re-inspection frequency for all facilities.
 - Backflow prevention assembly testing requirements.
- 2.7 VACUUM BREAKERS.** Provide up to six- (6) ASSE approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place a facility into immediate compliance at the time of inspection.
- 2.8 PUBLIC RELATIONS PROGRAM.** HDI will continue to assist the Utility with a community wide public relations program including general awareness brochures and web site cross connection control program overview content and resources.

2.9 SUPPORT. HDI will provide ongoing support via phone, fax, internet or email for the contract period.

2.10 FACILITY TYPES. The facility types included in the program are as follows:

- Industrial
- Institutional
- Commercial
- Miscellaneous Water users

Complex Facilities. The primary responsibility of the water utility through the State of Michigan Cross-Connection Rules is to protect the public water supply distribution against the entrance of contaminants and/or pollutants. When the water utility is faced with a facility, (i.e., complex piping or potentially hazardous systems) whose internal piping system is difficult or too complex to follow or is subject to frequent unauthorized changes, service line protection or "containment" of the premises should be required. It is the responsibility of the owner of the property to provide adequate protection of the internal plumbing system from cross connections.

2.11 INSPECTION TERMS. HDI will perform **125** total inspections over the contract period. The total inspections include all initial inspections, compliance and re-inspections. Inspections shall be completed by June 30, 2015, all contract elements shall be completed by August 31, 2015.

2.12 COMPLIANCE WITH DEPARTMENT OF ENVIRONMENTAL QUALITY & MICHIGAN ADMINISTRATIVE CODE. HDI will assist in compliance with DEQ and Michigan Administrative Code cross connection control program requirements for all commercial, industrial, institutional and public authority facilities.

2.13 POLICY MANUAL. HDI will review the comprehensive cross connection control policy manual/plan.

2.14 INVENTORY. HDI shall inventory all accessible (ground level) backflow prevention assemblies and devices. Information for testable assemblies to include: location, size, make, model and serial number if applicable.

2.15 DATA MANAGEMENT. HDI shall provide data management and program notices for all inspection services throughout the contract period.

2.16 ANNUAL YEAR END REVIEW. HDI will conduct an on-site annual year-end review meeting to discuss overall program status and specific program recommendations.

2.17 CROSS CONNECTION CONTROL BROCHURES. HDI will provide approximately 200 cross-connection control educational brochures annually.

2.18 INSURANCE. HDI will provide all required copies of general liability, workers compensation and errors and omissions insurance naming the Utility as an additional insured if required.

ARTICLE III. Responsibilities of the Utility

- 3.1 UTILITY'S REPRESENTATIVE.** On or before the date services are to commence under this Agreement, the Utility shall designate an authorized representative ("Authorized Representative") to administer this Agreement.
- 3.2 COMPLIANCE WITH LAWS.** The Utility, with the technical and professional assistance of HDI, shall comply with all applicable local, state, and federal laws, codes, ordinances, and regulations as they pertain to the water inspection and testing and shall pay for any capital improvements needed to bring the water treatment and delivery system into compliance with the aforementioned laws.
- 3.3 NOTICE OF LITIGATION.** In the event that the Utility or HDI has or receives notice of or undertakes the prosecution of any actions, claims, suits, administrative or undertakes the prosecution of any actions, claims, suits, administrative or arbitration proceedings, or investigations in connection with this agreement, the party receiving such notice or undertaking such prosecution shall give the other party timely notice of such proceedings and will inform the other party in advance of all hearings regarding such proceedings.
- 3.4 FACILITY LISTING.** The Utility will provide HDI a complete updated list of facilities to be inspected in Microsoft Excel format. Information to include facility name, address, contact person, and phone number, (if available).
- 3.5 LETTERHEAD/LOGO.** The Utility will provide HDI with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only.

ARTICLE IV. Term

- 4.1 TERM AND TERMINATION TERM.** Services by HDI under this Agreement shall commence on December 2, 2014 and end on August 31, 2015, unless this Agreement is renewed or terminated as provided herein. The terms of this Agreement shall be valid only upon the execution of this agreement within 90 days of its receipt. Failure to execute this Agreement within the 90-day period shall deem the proposed terms void.
- 4.2 RENEWAL.** Upon the expiration of this Agreement, HDI will continue to provide services as specified in this Agreement and the Agreement will automatically continue on a month-to-month basis at the same monthly contract dollar amount unless either party notifies the other in writing prior to sixty (60) calendar days before the end of this Agreement.
- 4.3 TERMINATION.** The Utility or HDI may terminate this Agreement at any time and on any date in the initial and renewal terms of this Agreement, with or without any cause, by giving written notice of such intent to terminate to the other party at least thirty (30) days prior to the effective date of termination. Notice of the intent to terminate shall be given in writing by personal service, by an authorized agent, or by certified mail, return receipt requested. The Utility shall pay the balance of any outstanding accounts of work performed by HDI.
- 4.4 BASE COMPENSATION.** From _____ the Utility shall pay HDI as compensation ("Base Compensation") for labor, equipment, material, supplies, and utilities provided and the services performed pursuant to this Agreement, the sum of **\$1,563.00** per month for the contract period totaling **\$12,504.00**.
- 4.5 PAYMENT OF INVOICES.** Upon presentation of invoices by HDI, all payments including base and other compensation shall be due and payable on the first day of each month (due date) for which services will be or have been rendered. All such payments shall be made no later than thirty (30) days after the due date. Failure to pay shall be deemed a default under this agreement. For any payment to HDI which is not made within thirty (30) calendar days after the due date, HDI shall receive interest at one and one-half (1½) percent per month on the unpaid balance.
- 4.6 CHANGES IN SCOPE OF SERVICES.** In the event that the Utility request and HDI consents to perform additional work or services involving the consulting, management, operation, maintenance, and repair of the

Utility's water delivery system where such services or work exceeds or changes the Scope of Services contemplated under this Agreement, HDI shall be provided additional compensation. Within thirty (30) calendar days from the date of notice of such additional work or services, the parties shall mutually agree upon an equitable sum for additional compensation. This amount shall be added to the monthly sum effective at the time of change in scope. Changes in the Scope of Service include, but are not limited to, requests for additional service by the Utility, additional costs incurred in (a) treating Abnormal or Biological Toxic Materials; (b) disposing of process residue; (c) meeting new or changed government regulations or reporting requirements, including changed effluent or potable water standards which increase the cost of operating the Facilities; (d) arising from construction or modification of the Facilities, or (e) expenditures for Capital Improvement and Capital Repairs.

- 4.7 CLIENT CONFIDENTIALITY.** All communications between HDI and the Utility regarding business practices and other methods and forms of doing business will be considered confidential, subject to the requirements of the Freedom of Information Act.
- 4.8 ACCESSIBILITY.** Backflow prevention device information will be completed in full only when the identifying information (i.e. data plate, brass tag, etc.) is accessible and visible from ground level or from a fixed platform/mezzanine.
- 4.9 CONFINED SPACES –** HDI personnel will not enter into confined spaces.

ARTICLE V. Risk Management

- 5.1 INFORMATION.** Both Parties to this agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping, complete accurate data is not always available.
- 5.2 INDEMNIFICATION.** HDI agrees to and shall hold the Utility, its elected and appointed officers, and employees harmless from any liability for claims or damages for personal injury or property damage which is caused by or arises from the sole negligence of HDI in the performance of its services under this Agreements. The Utility agrees to and shall hold HDI, its officers, and employees harmless from any liability for claims or damages for personal injury or property damage which is caused by, or arises from, the sole negligence of the Utility. In the event that both HDI and the Utility are found by a fact finder to be negligent and the negligence of both is a proximate cause of such claim for damage, then in such event each party shall be responsible for the portion of the liability equal to its comparative share of the total negligence. HDI's liability to the Utility for any loss, damage, claim, or expense of any kind or nature caused directly or indirectly by the performance or non-performance of obligations pursuant to this Agreement shall be limited to general money damages in an amount not exceed or within the limits of the insurance coverage provided hereunder. HDI shall in no event be liable for indirect or consequential damages, including but not limited to, loss of profits, loss of revenue, or loss of facilities, based upon contract, negligence, or any other cause of action. Likewise, the Utility's potential liability to HDI for any loss, damage, claim or expense of any kind or nature caused by the negligence, or breach of its obligations pursuant to this agreement shall be limited to general money damages in an amount not to exceed the limits of insurance coverage provided by HDI. The Utility shall in no event be liable for indirect or consequential damages, including but not limited to, loss of profits, loss of revenue, or loss of facilities, based upon contract, negligence, or any other cause of action.
- 5.3 HDI INSURANCE.** HDI currently maintains the following insurance coverage's and limits:

	Occurrence	Aggregate
Comprehensive General Liability	\$1 Million	\$2 Million
Excess Umbrella Liability	\$5 Million	\$5 Million
Automobile Liability (Combined Single Limit)		\$1 Million
Worker's Compensation/ Employer's Liability	\$1 Million	
Errors and Omissions	\$2 Million	\$2 Million

Within thirty (30) calendar days of the start of the project, HDI shall furnish the Utility with satisfactory proof of such insurance, and each policy will require a 30-day notice of cancellation to be given to the Utility while this Agreement is in effect. These policies will be in effect at the time HDI takes possession of the Facilities. The Utility shall be named as an additional insured according to its interest under the general liability policy during the term of this Agreement.

- 5.4 UTILITY INSURANCE.** The Utility will maintain liability insurance on an all risk basis and including extended coverage for matters set forth in this agreement. The Utility and HDI agree that with respect to insurance coverage carried by either party in connection with the Facilities, such insurance will provide for the waiver by the insurance carrier of any subrogation rights against the Utility or against HDI as the case may be.
- 5.5 RELATIONSHIP.** The relationship of HDI to the Utility is that of independent contractor and not one of employment. None of the employees or agents of HDI shall be considered employees of the Utility. For the purposes of all state, local, and federal laws and regulations, the Utility shall exercise primary management, and operational and financial decision-making authority.
- 5.6 ENTIRE AGREEMENT AMENDMENTS.** This Agreement contains the entire Agreement between the Utility and HDI, and supersedes all prior or contemporaneous communications, representations, understandings, or agreements. This Agreement may be modified only by a written amendment signed by both parties.
- 5.7 HEADINGS, ATTACHMENTS, AND EXHIBITS.** The heading contained in this Agreement is for reference only and shall not in any way affect the meaning or interpretation of this Agreement. The Attachments and Exhibits to this Agreement shall be construed as an integral part of this Agreement.
- 5.8 WAIVER.** The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.
- 5.9 ASSIGNMENT.** This Agreement shall not be assigned by either party without the prior written consent of the other unless such assignment shall be to the affiliate or successor of either party.
- 5.10 REIMBURSABLE EXPENSES.** For the purpose of this Agreement, employee reimbursable expenses shall comply with the published Federal guidelines.
- 5.11 FORCE MAJEURE.** A party's performance under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of actions due to causes beyond its reasonable control such as, but not limited to, Acts of God, the acts of civil or military authority, loss of potable water sources, water system contamination, floods, quarantine restrictions, riot, strikes, commercial impossibility, fires explosions, bombing, and all such interruptions of business, casualties, events, or circumstances reasonably beyond the control of the party obligated to perform, whether such other causes are related or unrelated, similar or dissimilar, to any of the foregoing. In the event of any such force majeure, the party unable to perform shall promptly notify the other party of the existence of such force majeure and shall be required to resume performance of its obligations under this Agreement upon the termination of the aforementioned force majeure.
- 5.12 AUTHORITY TO CONTRACT.** Each party warrants and represents that it has power authority to enter into this Agreement and to perform the obligations, including any payment obligations, under this Agreement.
- 5.13 GOVERNING LAW AND VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, regardless of the fact that any of the parties hereto may be or may become a resident of a different state or jurisdiction. Any suit or action arising shall be filed in a court of competent jurisdiction within the State of Michigan, venue by Monroe County. The parties hereby consent to the personal jurisdiction of said court within the State of Michigan.

5.14 COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.

5.15 NOTICES. All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally, telecopied or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:

If to HDI:

Hydro Designs, Inc.
c/o John Hudak
5700 Crooks Road, Ste. 100
Troy, MI 48098
(248) 250-5005
(248) 789-1789 fax

If to City:
Kevin Armstrong
Water Superintendent
City of Monroe
120 East First Street
Monroe, MI 48161

5.16 SEVERABILITY. Should any part of this Agreement for any reason, be declared invalid or void, such declaration will not affect the remaining portion, which will remain in full force and effect as if the Agreement has been executed with the invalid portion eliminated.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

City of Monroe

By:
Its:

Hydro-Designs, Inc.



By: John Hudak
Its: President/COO



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2015 Healthcare Contributions

DISCUSSION: In 2011, the State of Michigan passed Public Act 152, titled "Publicly Funded Health Insurance Contribution Act". All employees of the City of Monroe receiving employer provided health insurance will be covered by the Act in 2015. The Act essentially requires public employers to limit the amount it can contribute to an employee's health insurance cost, either by limiting its cost to a set cap amount (the default option), requiring employees to pay 20% of the employers cost (requires council action), or taking official action to exempt itself from the provisions of the act (requires council action). Contract and policy language that has been adopted requires the City to comply with the set cap amount provisions of the Act. The cap amounts are set by the employee coverage selected (single, two person, family). For 2012, the cap amounts were set at \$5,500 for single coverage, \$11,000 for two person coverage, and \$15,000 for family coverage. Those cap amounts increased by 3.5% for the 2013 calendar year, 2.9% for the 2014 calendar year, and 2.3% for the 2015 calendar year. Legislation has also been signed into law to amend the act and slightly increase the two person coverage amount. I have attached a letter from the State Treasurer explaining the cap amounts that are in place for 2015.

In applying the cap amounts, they do not need to be applied on a per employee basis. The caps are applied against our employee population and a calculation is done to determine the pool of money that can be spent and the funds can be divided in almost any way the employer decides as long as the total spending does not exceed the cap amount. For example, in 2012, if we had 1 employee with single coverage, 1 with two person, and one with family, the total amount we could have spent would be \$31,500 (\$5,500 + \$11,000 + \$15,000). The amount spent on each employee could be greater or less than those cap amounts as long as we stay under the total of \$31,500 for the group.

Each year the City must complete this calculation to determine if it is under the cost caps in total. If we aren't under the allowed cost amount, a mechanism is in place to reduce the City's cost until we are under the cap amounts. The City currently offers three plans to employees. One is a high deductible health plan and the City contributes funds to a health savings account for the employee. The other two plans are preferred provider organization (PPO) plans with different deductibles and co-pays and employees pay a bi-weekly amount through payroll deduction towards the cost of those plans. The net cost to the employer is the same for each plan. If we were over the caps, we would reduce the employer contribution to the health savings account and increase employee contributions to the other plans until the net employer cost was under the allowed cap amount. There is no mechanism in place to adjust employer or employee contribution amounts if we are under the allowed cost caps.

Blue Cross Blue Shield of Michigan is our primary health insurance provider for medical and prescription drug coverage. For 2015, the renewal received from Blue Cross Blue Shield called for a 3.48% decrease in the estimated overall cost, including administrative and claims cost. The previous year, we saw a .90% increase. When these new illustrated premium rates were figured into the calculation of the City's cost as it relates to the cost caps in the Act, the City's cost was approximately \$264,000 under the cap amount in total, or \$1,847.05 per the 143 covered employees. At this point according to our contracts and policies, we were not required to do anything other than inform employees of the various employer and employee contribution amounts for the next calendar year. As was done for the last two calendar years, it was discussed whether we should offer an adjustment to the various contribution amounts to bring employees closer to the cost allowed under the cost caps and the amounts budgeted for healthcare. This adjustment would come in the form of an increased contribution to employee health savings accounts or a reduction in the bi-weekly employee contribution to the cost of the PPO plans. The net cost for each plan would increase for each plan for the employer, but we would remain under the cost caps and remain under the budgeted amount for fiscal year 2015.

The current contributions to health savings accounts are as follows:

COMECA 1/COMECA 2/Teamsters/Non-Union

Single	\$ 300.00
Two Person	\$ 800.00
Employee/Children	\$ 800.00
Family	\$1,000.00

POAM/COAM/Fire

Single	\$ 200.00
Two Person	\$ 500.00
Employee/Children	\$ 500.00
Family	\$ 650.00

The deductible for the high deductible health plan is \$2,000 for single coverage and \$4,000 for the other multiple person coverage's.

The contributions to the health savings account would be proposed to change to the following (same change that was made for calendar 2013 and 2014) for calendar year 2015 only for non-union employees and any union group that has a contract that has not expired as of January 1, 2015:

Single	\$ 650.00
Two Person	\$1,450.00
Employee/Children	\$1,450.00
Family	\$1,900.00

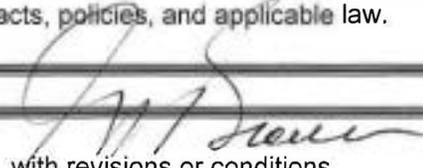
The difference in the contribution amounts would also be deducted from the employee contribution amounts for the other Blue Cross PPO plans that are offered. I have attached schedules that show each scenario. With these changes in place, the City would still remain \$169,000 under the cost caps. This is also an estimate based on the current levels of coverage selected by employees. This census data could change as we go through open enrollment, which could change the cost cap calculation. For that reason, a buffer is needed to deal with this potential situation.

Finally, new hires (employees hired after certain dates in 2011) do not receive any contribution from the employer to their health savings accounts. It will be recommended that they receive the increase into their health savings accounts if they pick that plan.

I have attached a proposed contribution sheet per group.

It is recommended that the Mayor and City Council approve the City Manager to offer to each of the bargaining units that have a contract with the City that will be effective on January 1, 2015, and to implement for non-union employees, the appropriate healthcare contribution sheets that are attached and marked as proposed, under the terms that this is a onetime offer for the 2015 calendar year, that it is non-precedent setting, and that the rates for 2016 will revert back to those set by the current contracts and policies in place or applicable statutory requirements. If not accepted by December 20, 2014, the rates would stay at those provided for in the current contracts, policies, and applicable law.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: 12/1/2014

REASON FOR DEADLINE: Open Enrollment Period/Payroll Processing

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Edward Sell, Finance Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: All City Full-time employees

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 95,000
Cost of This Project Approval	\$ 95,000
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

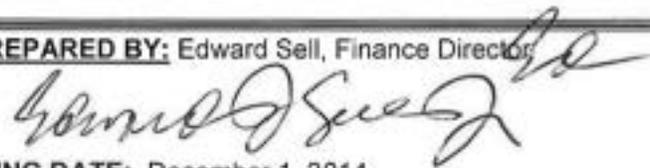
SOURCE OF FUNDS:

<u>City</u>	Account Number	Amount
Various Department Medical and Prescription Insurance Line Items		\$ 95,000
		\$ N/A
<u>Other Funds</u>		\$ N/A
		\$ N/A
		\$ N/A

Budget Approval: 

FACT SHEET PREPARED BY: Edward Sell, Finance Director

DATE: 11/24/14

REVIEWED BY: 

DATE: 12-1-14

COUNCIL MEETING DATE: December 1, 2014



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

R. KEVIN CLINTON
STATE TREASURER

September 18, 2014

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2015**

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as amended by 2013 Public Act 270, sets a limit on the amount that a public employer may contribute to a medical benefit plan.

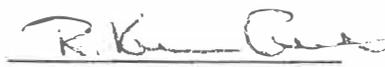
For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. For calendar year 2014, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$5,857.58 times the number of employees and elected public officials with single-person coverage
- \$12,250.00 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$15,975.23 times the number of employees and elected public officials with family coverage.

The limits for 2015 equal the 2014 limits increased by **2.3 percent**. The 2.3 percent is the percentage change in the medical care component from the period September 2012-August 2013 to the period September 2013-August 2014.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2015, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- **\$5,992.30** times the number of employees and elected public officials with single-person coverage
- **\$12,531.75** times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- **\$16,342.66** times the number of employees and elected public officials with family coverage.


R. Kevin Clinton
State Treasurer

September 18, 2014

CITY OF MONROE

Medical and Prescription Drug Plan Contribution Analysis

Hired prior to 9/26/11, 8/15/11 POAM/COAM/Fire

January 1, 2015 - December 31, 2015 (PROPOSED)

CB PPO 6 - \$250/\$500-90/10 Rx \$10 / \$60	<i>Total Annual Premium</i>	<i>HSA Contribution 1st Paydate January 2015</i>	<i>Total Annual Cost</i>	<i>Employee Contribution- Annual</i>	<i>Employer Annual Cost</i>	<i>Employee Bi-Weekly Medical</i>	<i>Employee Bi- weekly Prescription</i>
Employee	\$6,309.84	\$0.00	\$6,309.84	\$1,255.24	\$5,054.60	\$46.91	\$1.37
Employee / Spouse	\$15,143.52	\$0.00	\$15,143.52	\$3,122.36	\$12,021.16	\$116.81	\$3.28
Employee / (Child(ren))	\$13,976.04	\$0.00	\$13,976.04	\$2,769.92	\$11,206.12	\$103.51	\$3.02
Family	\$18,929.40	\$0.00	\$18,929.40	\$3,815.36	\$15,114.04	\$142.65	\$4.10
CB PPO 6 - \$500/\$1,000-80/20 Rx \$10 / \$60							
Employee	\$5,875.20	\$0.00	\$5,875.20	\$820.60	\$5,054.60	\$30.20	\$1.37
Employee / Spouse	\$14,100.12	\$0.00	\$14,100.12	\$2,078.96	\$12,021.16	\$76.68	\$3.28
Employee / (Child(ren))	\$13,013.04	\$0.00	\$13,013.04	\$1,806.92	\$11,206.12	\$66.47	\$3.02
Family	\$17,625.24	\$0.00	\$17,625.24	\$2,511.20	\$15,114.04	\$92.49	\$4.10
FB PPO 3 HSA - \$2,000/\$4,000 Rx \$10/\$60 after deductible							
Employee	\$4,404.60	\$650.00	\$5,054.60	\$0.00	\$5,054.60	\$0.00	\$0.00
Employee / Spouse	\$10,571.16	\$1,450.00	\$12,021.16	\$0.00	\$12,021.16	\$0.00	\$0.00
Employee / (Child(ren))	\$9,756.12	\$1,450.00	\$11,206.12	\$0.00	\$11,206.12	\$0.00	\$0.00
Family	\$13,214.04	\$1,900.00	\$15,114.04	\$0.00	\$15,114.04	\$0.00	\$0.00

CITY OF MONROE

Medical and Prescription Drug Plan Contribution Analysis

COME A1, COMEA2, Teamsters and Non-Union Hired after 9/26/11

January 1, 2015 - December 31, 201 (PROPOSED)

CB PPO 6 - \$500/\$1,000-80/20 Rx \$10 / \$60	<i>Total Annual Premium</i>	<i>HSA Contribution 1st Paydate January 2015</i>	<i>Total Annual Cost</i>	<i>Employee Contribution- Annual</i>	<i>Employer Annual Cost</i>	<i>Employee Bi- Weekly Medical</i>	<i>Employee Bi-weekly Prescription</i>
Employee	\$5,875.20		\$5,875.20	\$875.04	\$5,000.16	\$29.62	\$4.03
Employee / Spouse	\$14,100.12		\$14,100.12	\$2,170.02	\$11,930.10	\$73.46	\$10.00
Employee / (Child(ren)	\$13,013.04		\$13,013.04	\$1,952.61	\$11,060.43	\$66.10	\$9.00
Family	\$17,625.24		\$17,625.24	\$2,625.05	\$15,000.19	\$88.87	\$12.10
FB PPO 3 HSA - \$2,000/\$4,000 Rx \$10/\$60 after deductible							
Employee	\$4,404.60	\$300.00	\$4,704.60	\$0.00	\$4,704.60	\$0.00	\$0.00
Employee / Spouse	\$10,571.16	\$650.00	\$11,221.16	\$0.00	\$11,221.16	\$0.00	\$0.00
Employee / (Child(ren)	\$9,756.12	\$650.00	\$10,406.12	\$0.00	\$10,406.12	\$0.00	\$0.00
Family	\$13,214.04	\$900.00	\$14,114.04	\$0.00	\$14,114.04	\$0.00	\$0.00

CITY OF MONROE

**Medical and Prescription Drug Plan Contribution Analysis
COAM/POAM/Fire Hired after August 15, 2011**

January 1, 2015 - December 31, 2015 (PROPOSED)

CB PPO 6 - \$250/\$500-90/10 Rx \$10 / \$60, 20% Employee	<i>Total Premium - Annual</i>	<i>HSA Contribution 1st Paydate January 2015</i>	<i>Total Annual Cost</i>	<i>Employee Contribution- Annual</i>	<i>Employer Annual Cost</i>	<i>Employee Bi- Weekly Medical</i>	<i>Employee Bi- weekly Prescription</i>
Employee	\$6,309.84		\$6,309.84	\$1,261.92	\$5,047.92	\$43.12	\$5.41
Employee / Spouse	\$15,143.52		\$15,143.52	\$3,122.40	\$12,021.12	\$107.10	\$12.99
Employee / (Child(ren)	\$13,976.04		\$13,976.04	\$2,795.16	\$11,180.88	\$95.52	\$11.99
Family	\$18,929.40		\$18,929.40	\$3,815.40	\$15,114.00	\$130.50	\$16.24
FB PPO 3 HSA - \$2,000/\$4,000 Rx \$10/\$60 after deductible							
Employee	\$4,404.60	\$300.00	\$4,704.60	\$0.00	\$4,704.60	\$0.00	\$0.00
Employee / Spouse	\$10,571.16	\$650.00	\$11,221.16	\$0.00	\$11,221.16	\$0.00	\$0.00
Employee / (Child(ren)	\$9,756.12	\$650.00	\$10,406.12	\$0.00	\$10,406.12	\$0.00	\$0.00
Family	\$13,214.04	\$900.00	\$14,114.04	\$0.00	\$14,114.04	\$0.00	\$0.00



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Contract with Ron Noel Lawn Service for Downtown Curb-line Snow Removal and Sidewalk Ordinance Snow Removal

DISCUSSION: Following the significant snowfall events last year, the Monroe Downtown Development Authority (DDA) Board asked the City administration to work with them on developing improved snow removal procedures for the core downtown area. Based on the experience last year, there were two primary concerns identified that were the focus of the discussion and subsequent recommendation. First, there were a number of commercial property owners that were not shoveling the sidewalks adjacent to their property in a timely manner, creating potential hazards for employees and patrons of downtown businesses. While the City Department of Public Services (DPS) crews were able to eventually clear the offending sidewalks; the response was often after the DPS crews completed their primary responsibilities of street and parking lot plowing, and City facility snow removal. Second, removing the snow from the sidewalks and the excess snow from plowing the parking stalls resulted in a ridge of snow along the curb-line which prevented customers from easily traversing from their vehicles to downtown store fronts. City DPS crews were able to complete two major haul-outs, which removed this excess snow, but dealing with the curb-line ridge in the interim was a challenge.

In response to the above described concerns, the City Economic and Community Development Division obtained pricing from private contractors to help supplement DPS crews immediately following winter storm events. The City solicited bids for snow removal on City sidewalks within the downtown central business district and other commercial areas consisting of two work groups- 1) Periodic removal of snow accumulation along the curb-line between the sidewalk and the street; and 2) Ordinance enforcement snow removal from public sidewalks between the building-line and the curb-line following storm events. For the curb-line snow removal, the Contractor will be expected to remove the ridge of snow utilizing small equipment (Exp. Small snow skid steer and/or gas powered snow throwers), and hand tools. The snow will be placed in designated parking stalls, or in specified locations within nearby off-street parking lots. Salt or other ice-melting substance will be spread along the cleared curb-line following the snow removal activities. The DPS will then remove the snow in the designated parking stalls when the accumulation reaches the point it can no longer be reasonably stored in these locations.

The second part of the contract will again supplement DPS crews as needed to enforce City Ordinance §625-36. Removal of snow and ice from sidewalks. This ordinance requires the owner or occupant of each and every lot or subdivision thereof, or of any piece or parcel of land in front of or adjacent to which a sidewalk shall have been or may hereafter be constructed, to clear off and remove all accumulations of snow and ice from such sidewalk, by 8:00 a.m. on the day following the snowfall. Upon the failure of the owner or occupant to remove or cause to be removed such snow or ice from the sidewalk, the City of Monroe may cause the same to be removed from the sidewalk. Traditionally, this work has been turned over the DPS crews after they have completed their primary snow removal responsibilities. The goal of this contract is to have the option to utilize the contractor immediately following a storm event, until DPS crews are available. The cost for this work is then invoiced to the responsible property owner with the addition of a \$25.00 administration fee, in an identical manner to how the City administers the grass and weeds ordinance. Unpaid invoices will be transferred to the next available property tax bill following the requisite public hearing.

The Request for Proposals (RFP) was sent directly to local contractors and advertised on the Michigan Intergovernmental Trade Network (MITN). The City received one bid in response to the RFP from Ron Noel Lawn Services. The pricing for the two work groups was as follows:

Curb-line Snow Removal

- 1) Retainer: \$5,000.00 (50% due at the beginning, and 50% due at the end of the contract term)
- 2) Per Event: \$2,000.00

Sidewalk Ordinance Snow Removal

- 1) Show-Up Fee: \$30.00
- 2) 10 Linear Feet of Sidewalk: \$20.00

These prices include all labor, equipment, and materials to complete the work, as well as required insurance and bonding requirements detailed in the contract specifications. In order to obtain approximate values for the total contract, estimated numbers of units were placed in the bid package. Assuming that the curb-line snow removal is required 10-times during the season, the total cost for that portion of the contract would be \$25,000. Similarly, if the City utilized the contractor for 50 ordinance enforcement locations and up to 15,000 linear feet of sidewalk, the total value of that contract could be as high as \$31,500.

Ron Noel Lawn Service has completed mowing and landscaping services for the City and received favorable reviews from DPS staff and supervisors. Calls to the references listed in the bid package also resulted in favorable remarks for dedication and service demonstrated by Ron Noel Lawn Service. At its November 19, 2014 regular meeting, the DDA Board reviewed the bid results, recommended proceeding with a contract with Ron Noel Lawn Service, and authorized funding the curb-line snow removal portion of the contract in an amount not to exceed \$25,000.

IT IS RECOMMENDED that City Council approve the proposed contract with Ron Noel Lawn Service for Downtown Curb-line Snow Removal and Sidewalk Ordinance Snow Removal in accordance with the bid specifications, noting that funding for the curb-line snow removal portion of the work will be funded in an amount not to exceed \$25,000 by the Monroe Downtown Development Authority, and authorize the Mayor and Clerk-Treasurer to execute the contract.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: December 1, 2014

REASON FOR DEADLINE: Impending winter weather

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: Monroe Downtown Development Authority

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Monroe Downtown Development Authority, City of Monroe Department of Public Services, City of Monroe Economic and Community Development Division, Commercial property owners.

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 56,500.00*
	Cost of This Project Approval	\$ 56,500.00*
	Related Annual Operating Cost	\$ 0
	Increased Revenue Expected/Year	\$ 0

* Not-to-exceed amount based on *ESTIMATED* number of units.

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
General Fund DPS General Contracted Services (INVOICED TO RESPONSIBLE PROPERTY OWNERS)		101-60.441-818.020	\$31,500.00*
	<u>Other Funds</u>		
Monroe Downtown Development Authority- Gen. Contracted Services		751-65.691-818.020	\$25,000.00*

Budget Approval: _____

FACT SHEET PREPARED BY: Dan Swallow, Director of Economic and Community Development **DATE:** 11/25/14

REVIEWED BY: George Brown, City Manager



DATE:

COUNCIL MEETING DATE: December 1, 2014

DIVISION B

PROPOSAL

FOR

**DOWNTOWN CURB-LINE AND
SIDEWALK ORDINANCE SNOW REMOVAL
2014-15 SEASON**

Honorable Mayor and City Council
City of Monroe
Monroe, Michigan

Dear Mayor and Council:

1. The undersigned, having familiarized (themselves, herself, himself) with the local conditions affecting the cost of the work and with the Contract Documents including Advertisement for Bids, Instruction to Bidders, General Conditions and Specifications, Proposal, Contract, Bonds, and Supplemental Specifications, etc., hereby propose(s) to perform everything required and to provide and furnish all labor, materials, necessary tools, equipment and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for

DOWNTOWN CURB-LINE AND SIDEWALK ORDINANCE SNOW REMOVAL 2014-15 SEASON according to the Specifications.

2. **TIME OF COMMENCEMENT:**

The Contractor shall commence work under this Contract on or before a date to be specified in a written "Notice to Proceed" of the City Engineer or his authorized representative.

3. **APPROXIMATE QUANTITIES AND UNIT PRICES:**

The City shall pay the Contractor for all work included in and completed according to this Contract, the prices shown in the following schedule of quantities, but it is understood that the quantities indicated are only approximate and may not represent the actual amount of work to be performed.

4. **BID UNITS:**

COMPLETE ENCLOSED BID SHEETS: B-1-1, B-1-2 and B-1-3

**CITY OF MONROE
DOWNTOWN CURB-LINE AND SIDEWALK ORDINANCE SNOW REMOVAL
2014-15 SEASON**

ITEM NO.	UNIT	ESTIMATED NO. OF UNITS	ITEM DESCRIPTION
CURB-LINE SNOW REMOVAL			
1.	RETAINER	1.0	RETAINER TO BE PAID TO THE CONTRACTOR, 50% OF WHICH WILL BE PAID AT THE BEGINNING OF THE CONTRACT TERM AND 50% WHICH WILL BE PAID AT THE END OF THE CONTRACT TERM.

BID AMOUNT:

WRITTEN RETAINER PRICE

Five thousand DOLLARS 0 CENTS

TOTAL PRICE

\$ 5,000

2.	EVENT	10.0	REMOVAL OF SNOW FROM CURB-LINE ALONG CITY STREETS IN THE CORE DOWNTOWN AREA [APPROXIMATELY FIVE THOUSAND THREE HUNDRED EIGHTY FIVE (5,385) LINEAR FEET, AT AN AVERAGE OF TWO (2) FEET IN HEIGHT AND THREE (3) FEET IN WIDTH]. SEE MAP FOR SPECIFIC SERVICE AREAS. IF THE CURBLINE SNOW ACCUMULATION EXCEEDS TWO (2) FEET IN HEIGHT AND THREE (3) FEET IN WIDTH, ON AVERAGE, A PREMIUM OF TWENTY PERCENT (20%) OF THE UNIT PRICE SHALL BE PAID.
----	-------	------	--

BID AMOUNT:

WRITTEN PER UNIT/EVENT PRICE

Two thousand DOLLARS 0 CENTS

UNIT/EVENT PRICE

\$ 2,000

TOTAL PRICE

10 X UNIT/EVENT PRICE

\$ 20,000

ITEM NO.	UNIT	ESTIMATED NO. OF UNITS	ITEM DESCRIPTION
ORDINANCE SIDEWALK SNOW REMOVAL - COMMERCIAL PROPERTIES			
3.	SHOW-UP FEE	50.0	RESPOND TO ADDRESS OR PROPERTY BASED ON THE LIST PROVIDED BY THE DESIGNATED CITY REPRESENTATIVE.

BID AMOUNT:

WRITTEN PER UNIT/EVENT PRICE

thirty dollars DOLLARS 0 CENTS

UNIT/EVENT PRICE

\$ 30⁰⁰

TOTAL PRICE

50 X UNIT/EVENT PRICE

\$ 1500

4.	10 LINEAR FEET OF SIDEWALK OR PORTION THEREOF	1,500.0
----	---	---------

REMOVAL OF SNOW FROM THE PUBLIC SIDEWALK AND PLACEMENT OF SALT OR OTHER ICE-MELTING SUBSTANCE AS NEEDED, AT ADDRESSES AND LOCATIONS IDENTIFIED BY THE DESIGNATED CITY REPRESENTATIVE. THE LINEAR FOOTAGE SHALL BE CALCULATED USING THE ABUTTING LOT'S SIDEWALK FRONTAGE(S).

THIS SERVICE WILL BE ON-DEMAND BASED ON SNOWFALL EVENTS. LOCATIONS MAY VARY FROM EVENT TO EVENT BASED ON COMPLIANCE WITH CITY ORDINANCE PROVISIONS. THE DEPTH OR WIDTH OF THE SIDEWALK MAY VARY FROM LOCATION TO LOCATION.

BID AMOUNT:

WRITTEN PER UNIT/EVENT PRICE

Twenty dollars DOLLARS 0 CENTS

UNIT/EVENT PRICE

\$ 20⁰⁰

TOTAL PRICE

1,500 X UNIT/EVENT PRICE

\$ 30,000

TOTAL BID: \$ 50,000

5. PROPOSAL SIGNATURE:

R N Noel

Bidder's Signature

RON NOEL

Bidder's Name (Please Print)

734 777 1576 / 334 639 1201

Telephone Number

Fax Number

RON NOEL 33 AT YATTON, COM

Email Address (if applicable)

RON NOEL Lawn Service

Company Name (Please Print)

831 Cole Rd

Company Street Address

M MARE

MI 48162

City

State

Zip

7. BIDDER'S STATEMENT OF EXPERIENCE BIDDER

The bidder is requested to state below what work of similar magnitude and character he has done, and to give references that will enable the City to judge his experience, skill and business standing and his ability to conduct the work as completely and as rapidly as required under the terms of the Contract.

<u>Project Location/Name</u>	<u>Reference & Telephone Number</u>
1. <u>LAZBUY</u>	<u>JEFF 734 915 2688</u>
2. <u>MB&T</u>	<u>Michelle CAVERN 241-3431</u>
3. <u>Monroe Public Schools</u>	<u>Tim 755 8449</u>
4. <u>MCCC</u>	<u>JEFF 242-7300</u>
5. <u>MCOP (State)</u>	<u>Olivia 241-2606</u>
6. <u>City of Monroe</u>	<u>Bill 777-6623</u>
7. <u>Consumers Energy</u>	<u>Cole 734-231-8903</u>
8. <u>CABELAS</u>	<u>Jim 517 902 4943</u>

11-17-14
Date

Tom NOEL Caverni Inc
Bidding Company

By: T Noel
Agent/Officer's Signature

Owner

CITY OF MONROE

Agent

Daniel E. Swallow, Director of Economic & Community Development

Project

**DOWNTOWN CURB-LINE AND
SIDEWALK ORDINANCE SNOW REMOVAL
2014-15 SEASON**

Locations

Various Locations throughout City of Monroe

Bid Due Date

Bids Due: Monday, November 17, 2014 at 4:00 PM

City Officials

Mayor: Robert E. Clark
Council Member: Jeffery A. Hensley
Council Member: John Iacoangeli
Council Member: Kellie M. Vining
Council Member: Jeremy J. Molenda
Council Member: Gloria Rafko
Council Member: William D. Sisk

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BONDS AND FORMS

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REVISED: 10/30/14

NOTICE OF AWARD

TO: _____ Dated _____, 20____
(Bidder)

PROJECT: _____

CONTRACT FOR: _____

You are notified that your Bid dated _____, 20____ for the above Contract has been considered. You are the apparent successful bidder and have been awarded a contract for _____

The Contract Price of your Contract is _____ Dollars (\$_____).

Three copies of each of the proposed Contract Documents accompany this Notice of Award.

You must comply with the following conditions precedent within fifteen days of the date of this Notice of Award, that is by _____, 20____.

1. You must deliver to the City Engineer three fully executed counterparts of the Agreement including all the Contract Documents. Each of the Contract Documents must bear your signature where indicated.
2. You must deliver with the executed Agreement the Contract Performance Bond and the Labor and Material Bond as specified in the Instructions to Bidders.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

Within ten days after you comply with those conditions, OWNER will return to you one fully signed counterpart of the Agreement with the Contract Documents attached.

CITY OF MONROE
(Owner)

BY: _____
(Authorized signature)

(Title)

**CITY OF MONROE, MICHIGAN
C O N T R A C T**

ARTICLES OF AGREEMENT, made and entered into this _____ day of _____, 20__ by and between the City of Monroe, Monroe County, Michigan, a Michigan Municipal Corporation, Party of the First Part, and _____, party of the Second Part of the City of _____, County of _____, State of _____.

- a. That all proposals, specifications, plans, bonds, etc., hereto attached or herein referred to, shall be and are hereby made a part of this Agreement and Contract.
- b. That the Party of the Second Part, under penalty of the bonds attached, shall furnish all labor, materials, and appliances necessary, and do all the work asset forth in the proposal, and in accordance with the plans and specifications titled DOWNTOWN CURB-LINE AND SIDEWALK ORDINANCE SNOW REMOVAL 2014-15 SEASON and in accordance with the specifications which have been made a part of this Contract, in a manner, time and place, all and singular, as therein set forth.

IN CONSIDERATION WHEREOF, said Party of the First Part, for it and its successors, promises and agrees to pay to said Party of the Second Part, the sum provided in the attached proposal, specifications, etc., namely for the work performed at the unit prices in Division B all in the time and manner therein provided.

For the faithful performances of all and singular of the stipulations, terms, and conditions of this agreement, said parties respectfully bind themselves, their successors, heirs, executors, administrators and assigns.

IN WITNESS WHEREOF, said parties have hereunto set their hands and seals, in duplicate, the day and year first above written.

CITY OF MONROE:
(Party of the First Part)

WITNESS:

Robert E. Clark, Mayor

City of Monroe Witness

Michelle J. LaVoy, Clerk-Treasurer

City of Monroe Witness

(Party of the Second Part)

WITNESS:

Contractor Principal

Contractor Witness

Contractor Principal (if applicable)

Contractor Witness

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that _____
Name & Address of Contractor
_____, Contractor, as Principal, and
_____, as Surety,
Name & Address of Bonding Company

are held and firmly bound unto the CITY OF MONROE, a Michigan Municipal Corporation, hereinafter called the Owner, in the penal sum of _____ Dollars (\$ _____), good and lawful money of the United States of America, to be paid to said Owner, its legal representatives and assigns, for which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, and each and every one of them jointly and severally, firmly by these presents.

WHEREAS, the above named Principal has entered into a certain written Contract with the Owner, dated the _____ day of _____ A. D. 20____, for work entitled _____ (hereinafter called the Contract) which Contract and Specifications for said work shall be deemed a part hereof fully as is set out herein.

NOW THEREFORE, if the said Principal shall save and hold harmless the said Owner from all public liability and damages of every description in connection therewith, shall well and faithfully in all things fulfill the said Contract according to all the conditions and stipulations therein contained in all respects, and shall save and hold harmless the said Owner from and against all liens and claims of every description in connection therewith, then this obligation shall be void and of no effect; but otherwise it shall remain in full force and virtue, and said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alterations or addition to the terms of the Contract or to the work to be performed thereunder or to the Specifications accompanying the same shall in any way affect its obligations on this Bond and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work or to the Specifications.

WITNESS our hands and seals this _____ day of _____ A.D.,
20____.

WITNESSES:

Principal (CONTRACTOR) (Seal)

Surety (BONDING COMPANY) (Seal)

Signed, Sealed and Delivered
in the Presence of:

I hereby approve the form and correctness of the foregoing Bond.

Owner's Legal Officer

Date: _____

LABOR AND MATERIAL BOND

KNOW ALL MEN BY THESE PRESENTS, that we _____
(Contractor)

of _____
(Address)

hereinafter called the Principal and _____
Name & Address of Bonding Co.

_____ hereinafter called the Surety, are held and firmly bound

unto the City of Monroe in the sum of _____
Dollars (\$ _____),
to the payment whereof, well and truly to be made, we bind ourselves, our heirs, executors,
administrators, successors, and assigns, jointly and severally, firmly by these presents.

Sealed with our seals, and dated this ____ day of _____ A.D., 20__.

WHEREAS, the above named Principal has entered into a certain Contract
with the CITY OF MONROE, A Michigan Municipal Corporation, hereinafter
called the Owner, dated the _____ day of _____, 20__,
(hereinafter called the Contract) for work entitled _____

_____ which Contract and Specifications for said work shall be deemed a part hereof as fully as if set out herein.

AND WHEREAS, this Bond is given in compliance with and subject to all the provisions and conditions of Act. No. 213 of Public Acts of Michigan, for the year 1963, as amended.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH that if the above named Principal, legal representatives, or successors shall pay or cause to be paid to all subcontractors, persons, firms and corporations, as the same may become due and payable all indebtedness which may arise from said Principal to a subcontractor or party performing labor or furnishing materials, or any subcontractor to any person, firm, or corporation on account of any labor performed or materials furnished in connection with the contract, construction, and work herein referred to, then this obligation shall be void; otherwise to remain in full force and effect.

AND PROVIDED, that any changes, alterations, or modifications in the terms of said Contract, or in the work to be done under it, or the giving by the Owner of any extension of time for the performance of said Contract, or any other forbearance on the part of either party to the other, or the placing of an inspector or superintendent on the work by the Owner shall not in any way release the Principal and the Surety of either of them, their heirs, executors, administrators, successors or assigns from any liability hereunder, notice

to the Surety of any such alterations, extensions of time or any forbearance being hereby waived.

IN WITNESS THEREOF, the parties hereto have caused this instrument to be executed by their respective authorized officers this ____ day of _____ A.D., 20__.

WITNESSES:

Principal (CONTRACTOR) (Seal)

Surety (BONDING COMPANY) (Seal)

Signed, Sealed and Delivered
in the Presence of:

I hereby approve the form and correctness of the foregoing bond.

Owner's Legal Officer

Date: _____

NOTICE TO PROCEED

Dated _____, 20

TO: _____
Contractor

PROJECT: _____

CONTRACT FOR: _____

You are notified that the Contract Time under the above Contract will commence to run on _____, 20__. By that date, you are to start performing the work and your other obligations under the Contract Documents. The date of Final Completion as set forth in the Agreement is _____, 20__.

Before you may start any work at the site, you must deliver to the City a certificate of insurance in accordance with the Contract Documents.

Owner

BY: _____

Title

DIVISION K

SUPPLEMENTAL SPECIFICATIONS

DOWNTOWN CURB-LINE AND SIDEWALK ORDINANCE SNOW REMOVAL 2014-15 SEASON

1. **SCOPE OF WORK:**

The City of Monroe wishes to contract for snow removal on City sidewalks within the downtown central business district and other commercial areas. The work will consist of two components- 1) Periodic removal of snow accumulation along the curb-line between the sidewalk and the street; and 2) Ordinance enforcement snow removal from public sidewalks between the building-line and the curb-line following storm events. This work shall include all labor, materials, and equipment necessary to complete the work described herein.

2. **RELATIONSHIP TO OTHER CONTRACT PROVISIONS:**

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

3. **TERM OF CONTRACT:**

The term of this contract will be for the upcoming winter season, mid-December 2014 through mid-April 2015 (~4 months), with the option to renew for two additional seasons. This contract is intended to be presented for approval by the Monroe City Council at its regular meeting of December 1, 2014; based on a recommendation and funding provisions from the Downtown Development Authority (DDA) Board at its November 19 regular meeting. Assuming this is completed, the Contractor awarded this work shall commence operations no later than December 15, 2014, unless other arrangements are made to start earlier. With the exception of the anticipated retainer, each activity will be paid at the per-event/unit rate for each line item for the actual number of storm events after which work is performed. Since the work is highly dependent on weather conditions, the total number of events where services will be needed has been estimated, and in general, all snow removal activities will be concluded by April 15, 2015. The bid units for pay items 2 through 4 (set forth on Pages B-1-1 through B-1-2) reflect this, with a total expected number of events based on prior snowfall experience.

4. PRE-QUALIFICATIONS:

All bidders must provide references per Page B-3 of the bid documents, indicating previous contract work of a similar nature. The City reserves the right to reject bids from contractors that do not appear to have substantial experience of a similar nature, or accept bids from Contractors with experience in similar maintenance activities where the overall organizational structure and other relevant qualifications indicate that they are capable of success, though they may lack contract-specific experience.

5. SPECIAL INSTRUCTIONS TO BIDDERS:

Bid items 2 through 4 set forth in this contract (set forth on Pages B-1-1 through B-1-2) estimate the number of events in the **EXPECTED** contract term, which is not expected to be every day or even weekly, depending upon the weather. For example, the bid item "**Curb-line Snow Removal**" has a bid quantity of 10.0 events. The contract does provide for a retainer to be paid to the Contractor, 50% of which shall be paid at the beginning of the contract term, and 50% which will be paid at the end of the contract term. For the recurring bid items, bidders shall determine their costs to perform this service on an on-demand basis only, and this shall be reflected in the unit price. The "Total Amount" column shall be computed by multiplying the unit price figures (per event) by the expected number of events. Payment for each line item shall be made on a monthly basis for the actual number of events and units during that month when the service was provided.

6. HOURS AND DAYS OF WORK:

All work must be performed within the codes, standards and municipal ordinances of the City of Monroe. Work shall not generally commence before 5:00 A.M. and shall not continue past 11:00 P.M., seven (7) days per week, and timing should take into account ease of operations to avoid peak pedestrian traffic and on-street parking. Work at other times shall require prior approval of the City of Monroe, and from time to time, due to unique storm events, the City may request that work be performed outside of these hours. Should the City desire an adjustment in the work hours, a minimum of 24 hours notice will be provided. No schedule is required from the Contractor, provided that work activities are contained within these hours, and that reasonably prompt service is being provided following notices to proceed by the City's Department of Public Services on-call supervisor or his/her designee. The City will provide contact names and phone numbers for the Contractor's usage following award. Contractors should assume that service requests may be highly variable based on storm events and subsequent snow accumulation.

7. FAMILIARITY WITH WORK AREAS:

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

8. EQUIPMENT:

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

9. RESPONSIBILITY FOR DAMAGE AND INJURY:

The Contractor shall be responsible for all damages to the City's property and private property caused by either equipment or operator error. The City reserves the right to repair all damages with other sources if the Contractor fails to provide a written proposal and timeframe in which the repairs will be completed. The Contractor shall be back-charged for all costs required to complete this work. In the event that the Contractor causes building or property damage, the Contractor is responsible for immediate communication with the City. This provision is designed to supplement, not replace, other liability and indemnification clauses listed throughout other sections of the contract.

10. APPEARANCE OF EMPLOYEES:

Contractor's employees shall maintain a neat and clean appearance at all times. Employees shall wear appropriate attire and safety equipment at all times. All work shall be performed in a professional, courteous manner using quality equipment and materials, all of which must be maintained and operated in compliance with all OSHA and MIOSHA safety requirements.

11. SUBCONTRACTING / SOLE PROPRIETORS:

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

12. CONTRACTOR CONTACT:

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

13. PERFORMANCE REVIEW:

Performance will be evaluated based upon the expectation of safe and professional looking results. After the first month of the Contract, the City and Contractor shall meet, if requested by the City, for the purpose of evaluating the Contractor's performance. Failure of the City to request said meeting at that time does not exempt the Contractor from continuing with his / her obligations in this regard.

If the Contractor fails to complete work activities at any of the locations as specified, the City reserves the right to complete the task with either in-house personnel or other Contracted Services, provided that the Contractor has been given at least 24-hours prior notice to cure any defect in service. The Contractor shall expect no payment for any work completed by the City; and for lump-sum items, any and all costs incurred by the City will be deducted from the bid amount. If the Contractor fails to meet the specifications of this contract, the City reserves the right to review and / or terminate the contract at any time, with payment made for work activities completed satisfactorily.

14. CHANGES IN BID QUANTITIES:

As previously discussed, the City reserves the right to add or delete events from the contract, due to variability in the weather. Further, should special events or other circumstances cause the City to find it in its best interest to take over some or all of the contract operations with its own forces, events may be deleted from the contract as well. In all cases, the City will provide a minimum of 24 hours notice. Should the City determine through the bidding of this contract, that it is in the City's best interest to contract some activities and continue some with its own forces, only some of the line items may be awarded. In all of the above cases, the awarded and /or remaining pay quantities will be paid only at the "per event" price, and no adjustments in the bid prices will be paid. Provisions of Contract pages D-10 and D-11 (Paragraphs 15 and 16), dealing with changes in pay quantities will also apply to this section.

15. PAYMENT:

Payment will be made monthly, paid at the City Council meeting on the third Monday of each month, with Contractor invoices submitted no later than the Thursday immediately following the first Monday of each month. Checks will be available for pick-up or mailing on the Thursday following the third Monday in each month. No portion of the second installment of the retainer shall be made until the Contractor has fulfilled the requirements of page D-15, Paragraph 27 (Final payment) of the contract.

16. BONDING REQUIREMENTS:

Due to the type of work being undertaken, the requirement for Performance Bond will be reduced to twenty-five percent (25%) of the total contract price. The Labor and Material Bond requirement shall be the full value of the contract. Both bonds will remain in force for the life of the contract.

17. WAGE RATE REQUIREMENTS:

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

18. ADDITIONAL INSURANCE REQUIREMENTS:

As set forth in Division D of the specifications, since some of the contract work will occur on property owned by entities other than the City of Monroe, the Contractor will need to verify that they are covered for potential private property damage.

19. SNOW REMOVAL REQUIREMENTS:

Curb-line Snow Removal: Bid Items No. 1 and 2

Within the core downtown Monroe area snow accumulates on the curb-line due to sidewalk shoveling activities of the abutting private property owners, and displacement of snow from street and parking-stall plowing. This accumulation causes a pile or "ridge" of snow to build up on the curb-line along downtown streets. The ridge of snow prevents individuals utilizing the on-street parking from accessing the sidewalks.

The Contractor will be expected to remove this ridge of snow utilizing small equipment (Exp. Small snow skid steer and/or gas powered snow throwers), and hand tools. The snow shall be placed in designated parking stalls (1-stall located at end of each block), or in specified locations within nearby off-street parking lots. Salt or other ice-melting substance shall be spread along the cleared curb-line following the snow removal activities. Only small residual amounts of snow around structures, posts, and furnishings, or in inaccessible areas should remain following the removal activities. The City Department of Public Services will remove the accumulated snow in the designated parking stalls when the accumulation reaches the point that snow can no longer be reasonably stored in these designated locations.

The City's Department of Public Services on-call supervisor or his/her designee shall be responsible for determining how often the curb-line snow removal occurs; and the work shall be timed to prevent excessive build up at the curb-line. The Contractor shall initiate snow removal activities within 24 hours after being authorized to proceed by the designated City representative, and have the work completed no later than 72 hours after notice to proceed. The City is not responsible for payment of any work completed without prior authorization by the designated City representative.

Timing of this work will need to avoid parked cars during peak commuting and business hours. These peak hours are between 7:30 and 8:30 AM, and 4:30 and 6:00 PM. However, work during these times will be permitted, with concurrence from the designated City representative.

The bid sheets provide for a retainer amount that will be paid in two installments, 50% at the beginning of the contract term and 50% at the end of the contract term. The retainer is intended to compensate the Contractor for maintaining staff and equipment to handle the scope of work and meet the service deadlines described above. The Contractor shall invoice the City at the beginning and end of the contract term for the retainer installment payments; and this shall be a separate pay item from the recurring services.

For recurring work, the Contractor shall invoice the City on a monthly basis for any month in which work occurred. The invoices shall be itemized, and at minimum

include the date(s) and time(s) the curb-line and ordinance enforcement snow removal work was actually performed.

**Ordinance Snow Removal- Commercial Properties:
Bid Items No. 3 and 4**

City Ordinance §625-36. Removal of snow and ice from sidewalks, requires the owner or occupant of each and every lot or subdivision thereof, or of any piece or parcel of land in front of or adjacent to which a sidewalk shall have been or may hereafter be constructed, to clear off and remove all accumulations of snow and ice from such sidewalk, by 8:00 a.m. on the day following the snowfall. Upon the failure of the owner or occupant to remove or cause to be removed such snow or ice from the sidewalk, the City of Monroe may cause the same to be removed from the sidewalk.

The City Building Department and Department of Public Services will inspect commercial areas of the City following a snowfall event and generate a list of non-compliant properties. This list will be transmitted to the Contractor via e-mail or fax with direction to complete the snow removal from the public sidewalks abutting those non-compliant properties. Within 48 hours of receiving this list from the City's designated representative, the Contractor will be required to remove the snow from the abutting sidewalks and place salt or other ice-melting substance on the cleared sidewalk. Snow removal shall be accomplished using lightweight and small equipment (Exp. gas powered snow throwers), and hand tools. Only small residual amounts of snow around structures, posts, and furnishings, or in inaccessible areas should remain following the removal activities.

In some cases the property owner may remove the snow on the sidewalk in the interim between the City inspection and the contractor arriving to complete the work. In these cases, the Contractor will be paid a show up fee **only**. The show-up fee should be itemized separately on the bid forms and subsequent invoices.

The Contractor shall invoice the City on per-unit basis, which is the show-up fee plus each 10 linear feet of sidewalk or fraction thereof. The invoice shall include an itemized list of addresses where work was actually performed, and the number of units cleared at each address. The linear footage shall be calculated by using the abutting lot's sidewalk frontage. The City may use measurements from aerial photography and field observations to confirm accurate invoicing.

General Notes

- Contractor is not responsible for the existing condition of the underlying curbs or sidewalks, but is required to notify the appropriate Public Services Department supervisor (regular or "on-call" as appropriate) should any condition be discovered that threatens public health and/or safety, or could be construed and damage caused by the Contractor.

20. BID QUESTIONS:

There is a **pre-bid meeting** that will be held on **Wednesday, November 12, 2014** starting at **9:00 A.M.** at the First Floor Conference Room at Monroe City Hall, 120 East First Street (check in at Engineering Department). A tour of the downtown area will follow based on contractor demand. Bidders should familiarize themselves with these specifications and the work locations and activities prior to submission of bids, and if there are any questions, they should be raised at the pre-bid meeting. Should it be necessary, a contract addendum will be forwarded to all bidders no later than 4:30 P.M., Thursday, November 13, 2014 via e-mail or fax. Verbal responses are non-binding.

21. LOCATION MAP:

A location map has been provided following this page that delineates the general location of curb-lines under Bid Item No. 2 where service is to be performed under this contract.



Geographic Information System (GIS)
Engineering Department

1 inch = 200 feet
October 31, 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.

CODE OF THE CITY OF MONROE
CHAPTER 625. STREETS AND SIDEWALKS

§ 625-36. Removal of snow and ice from sidewalks.

[Amended 3-21-2005 by Ord. No. 05-003; 10-20-2008 by Ord. No. 08-015; 12-1-2008 by Ord. No. 08-018]

A.

Snow removal; duty of property owner and occupant. The owner or occupant of each and every lot or subdivision thereof, or of any piece or parcel of land in front of or adjacent to which a sidewalk shall have been or may hereafter be constructed, shall clear off and remove all accumulations of snow and ice from such sidewalk, as such snow or ice shall accumulate, by 8:00 a.m. on the day following the snowfall.

B.

Removal by City; collection of costs. Upon the failure of the owner or occupant to remove or cause to be removed such snow or ice from the sidewalk within 48 hours after 8:00 a.m. on the day following the snowfall, the City of Monroe may cause the same to be removed from the sidewalk.

C.

Suspension of provisions for snow emergency. At any such time that the City Manager or his/her designee shall cause a snow emergency to be declared, the requirements of Subsections A and B above may be suspended for up to 72 hours from the time of said declaration by the City Manager.

D.

Assessment of costs. The head of the Department of Public Services shall keep an accurate account of the expenses incurred with respect to each parcel of land in carrying out the provisions of chapter and shall make a sworn statement of such account and present the same to the City Treasurer. The City Treasurer shall prepare and send an invoice to the last known owner, as reflected by the current tax roll, for the cost of such work in accordance with the statement of the head of the Department of Public Services. The City Treasurer shall add 10% to the cost reflected to cover the cost of supervision and billing. In the event that the invoice is not paid forthwith, the cost shall be charged against the premises, reported to the Assessor, and levied by him/her as a special tax or assessment upon the premises. The special assessment shall be subject to review, after proper notice is given as in all other cases of special assessment provided the City Charter. When the tax is confirmed, it shall be a lien upon the premises and the same shall be collected in the same manner as other City taxes. The City may also file suit against the owner and/or occupant of the premises and collect the same as a personal obligation.

E.

Published notice. The City Manager shall cause to be published in a newspaper of general circulation of the City of Monroe a notice of the provisions and requirements of this section annually during the month of October.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Approval of an Option to Purchase 8 N. Monroe Street and Evaluate its Potential Use as a Library and Community Events Center

DISCUSSION: Attached you will find a proposed Option for Purchase of Real Property with Bernard and Mary Beneteau for the former Masonic Temple building located at 8 N. Monroe Street. The intent of the proposed option is to provide the City the opportunity to evaluate the building for use as a downtown library branch and community events center. The building was constructed in 1931 and occupied by the Mason's until 1995; at which time it was purchased by local business owners Bernard and Mary Beneteau. The Beneteau's have utilized the building for a number of retail operations, and most recently partnered with River Raisin Catering, LLC on the banquet center concept. The building has been well maintained, with upgrades that included new windows, air conditioning, new restrooms and a new boiler heating system.

Subject to City Council's and the owner's approval of the option agreement, the City will advertise a request for proposals to engage a consultant to evaluate the former Masonic Temple building's condition, the feasibility for use as a library and community events center, and to prepare cost estimates for any needed renovations. The consultant contract will come back to City Council for a subsequent approval. It is believed based on preliminary investigations that the building was constructed in such a way that it would require minimal structural modifications. It has an adaptable open floor plan and a newer elevator provides suitable accessibility, making portions of the building ready to be used "as-is," until funding for more extensive renovations can be secured. Other advantages of the building include its attractive location on the banks of the River Raisin within the downtown and an adjacent public parking lot.

Previous analyses have shown that the City of Monroe is currently underserved in terms of the available library facilities for its population. While the Dorsch Memorial Library has served as a distinctive downtown location over the decades, it is undersized and has inherent limitations because its original design as a single family residence. The potential addition of the former Masonic Temple would add the necessary facilities to bring Monroe up to contemporary standards for public libraries. If the City chooses to purchase the building and renovate it for library use, the existing Dorsch Library would continue to be used and operated for specialty library services by the Monroe County Library System. Other opportunities for the Dorsch location include partnering with community organizations to use some newly available space. The Navarre Library will also continue to be used as a library branch.

The proposed purchase price identified in the option agreement is \$515,000; with a six-month option price of \$9,000 which would be applied to the purchase price if the option is exercised. The City staff are prepared to begin working with the Monroe County Library System and our other community partners to explore this unique prospect. If the analysis of the building goes well, the City could be in a position to purchase the building in approximately six months and begin securing the financial resources necessary for renovations. The consultant hired to evaluate the building will be asked to develop a phased renovation approach that would allow the recently renovated portions of the building to be used with minimal delay, and provide time for the City and Library System to investigate other funding sources for future phases.

IT IS RECOMMENDED that City Council approve the proposed Option for the Purchase of Real Property with Bernard and Mary Beneteau for the potential purchase of 8 N. Monroe Street, and authorize the Mayor and Clerk-Treasurer to execute the option agreement. **IT IS FURTHER RECOMMENDED** that City Council authorize the City Manager and Staff to solicit proposals from qualified consultants to perform a feasibility and cost analysis for use of 8 N. Monroe Street as a library and community events/conference center.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: December 15, 2014

REASON FOR DEADLINE: Timely response to the property owners.

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office, Economic & Community Development Division

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Monroe County Library System, City Council, Monroe Library Advisory Committee, Citizens Planning Commission, Historic District Commission, Economic and Community Development Division, Building Department, Finance Department

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 515,000.00
	Cost of This Project Approval	\$ 9,000.00
	Related Annual Operating Cost	\$ 0
	Increased Revenue Expected/Year	\$ 0

*

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
Capital Projects Fund, Fund Balance			\$ 9,000.00

Other Funds

Budget Approval: 

FACT SHEET PREPARED BY: Dan Swallow, Director of Economic and Community Development **DATE:** 11/25/14

REVIEWED BY: George Brown, City Manager 

DATE:

COUNCIL MEETING DATE: December 1, 2014

OPTION FOR THE PURCHASE OF REAL PROPERTY

This option agreement ("Agreement") is entered into as of _____, 2014, between **Bernard Beneteau and Mary Beneteau**, husband and wife, whose address is 15 East Front Street, Monroe, MI 48161 ("Seller"), and the **City of Monroe**, a Michigan municipal corporation, whose address is 120 East First Street, Monroe, MI 48161 ("Buyer"), on the terms and conditions set forth below.

1. **Purpose.** Seller owns the property described in the attached Exhibit A (the "Seller Parcel"), which are the subject of the option granted by this Agreement. Buyer seeks an option to purchase the Seller Parcel. The parties enter into this Agreement to allow Buyer to acquire the Seller Parcel subject to this option Agreement.

2. **Consideration for this Agreement.** As consideration for this Agreement, Buyer shall pay the Seller an option fee of \$ 9,000.00 within 30 days of execution of this Agreement and if the option is not exercised or terminated prior to June 30, 2015 an additional \$ 4,500.00 on that date to extend the agreement until September 30, 2015.

3. **Term of the option.** This Agreement shall be in effect until **June 30, 2015**, with the ability to extend at the Buyer's discretion until September 30, 2015.

4. **Exercise of the option.** Buyer may elect to acquire the Seller Parcel at any time during the term of this Agreement by notifying Seller in writing of its election to purchase the Seller Parcel. The notice may be delivered in person, by certified mail, or by overnight delivery service. The written notice of the exercise of the option shall specify the Buyer's calculation of the balance due pursuant to the purchase price provided for below. If Seller disputes Buyer's calculation of the purchase price, Seller shall notify Buyer within 10 days after Seller receives the notice of the exercise of the option.

5. **Contract.** Upon the exercise of Buyer's option, Seller and Buyer may enter into a binding purchase and sale agreement. This Agreement will be in a form to be provided by Buyer, for the purchase of the Seller Parcel, and such Agreement shall incorporate and reflect the terms of this option Agreement. Notwithstanding the foregoing, should Buyer and Seller not enter into such separate purchase and sale agreement, following written concurrence of the Buyer and Seller, this option shall ripen into a binding sales contract, and the terms of this option shall automatically become the terms of said contract without the execution of any further instruments.

6. **Purchase price.** The purchase price for the Seller Parcel is \$ 515,000.00. If the option is exercised **100%** of the fee consideration(s) for the option in Paragraph 2 shall be applied upon the purchase price. If the option is not exercised, the consideration for the option agreement shall be retained by Bernard Beneteau and Mary Beneteau.

7. **Title.** Seller agrees to convey good and marketable title to the Seller Parcel. Any conveyance under this Agreement shall be by warranty deed. At closing, Seller shall purchase title insurance on the Seller Parcel in the name of Buyer. The insurance must show good and marketable title to be in the name of Buyer.

8. **Due diligence.** Upon execution of this Agreement, the Buyer shall have the right to perform investigations on the Seller Parcel, including but not limited to, a structural analysis of the building, feasibility analysis for the Buyer's intended uses and environmental assessments. Buyer agrees to pay all of the expenses associated with its investigations, and to repair or restore any damage to the Seller Parcel caused by the Buyer's investigations or testing. If the due diligence investigation reveals concerns regarding the condition of the building and/or excessive costs associated with the desired re-use of the building, the Buyer reserves the right to terminate this Agreement in accordance with Paragraph 12 below.

9. **Closing.** This sale shall be closed within 10 days after all the closing documents are prepared but no later than 6 months (180 days) after the date of the notice of the exercise of the option. Buyer shall be responsible for preparing the warranty deed to be signed and given at the closing. Seller shall pay the transfer tax at the closing. The closing shall take place at a Title Company of Seller's choice.

10. **Prorations.** Seller shall pay all real estate taxes invoiced on any parcel of the Seller Parcel to be conveyed before the date of the closing of that parcel. Buyer shall pay real estate taxes invoiced after the date of the closing of any parcel of the Seller Parcel. Seller shall pay any special assessments levied against any parcel of the Seller Parcel to be conveyed before the date of the closing, whether or not the assessments are payable in installments.

11. **Amendment or extension.** This Agreement may be amended or extended only by a written instrument signed by the Seller and Buyer.

12. **Termination of the option.** If Buyer fails to exercise or extend the option before it expires, Buyer's right to exercise the option shall terminate. Buyer may terminate this Agreement early without any further obligation by notifying the Seller in writing of its election to terminate the Agreement. The notice may be delivered in person, by certified mail, or by overnight delivery service.

13. **Binding effect.** This Agreement shall bind the parties to the terms of this Agreement and their successor or successors in interest.

14. **Time of the essence.** Time is of the essence in the performance of this Agreement.

15. **Exhibits.** The following exhibits are attached to and a part of this Agreement:

- a. Exhibit A- Legal descriptions of the Seller Parcel

16. **Effective date.** This Agreement shall be effective as of the date when all the parties listed below have signed it.

SELLER:
Bernard Beneteau and Mary Beneteau

Printed Name: _____
Dated: _____

Printed Name: _____
Dated: _____

STATE OF MICHIGAN)
MONROE COUNTY)

Acknowledged before me in Monroe County, Michigan on _____,
2014, by _____.

_____, Notary Public
State of Michigan, County of Monroe
My commission expires: _____
Acting in the County of Monroe

BUYER:

City of Monroe, a Michigan municipal corporation

By: **Robert E. Clark, Mayor**

Dated: _____

By: **Michelle J. LaVoy, Clerk-Treasurer**

Dated: _____

STATE OF MICHIGAN)
MONROE COUNTY)

Acknowledged before me in Monroe County, Michigan on _____,
2014, by Robert E. Clark, Mayor, and Michelle J. LaVoy, Clerk/Treasurer, on behalf of
the City of Monroe, a Michigan municipal corporation.

_____, Notary Public
State of Michigan, County of Monroe
My commission expires: _____
Acting in the County of Monroe

Drafted by:
Thomas D. Ready (P19275)
READY, HELLER & READY, PLLC
204 S. Macomb Street
Monroe, MI 48161
734/ 242-7600

Exhibit A
Legal descriptions of the Seller Parcel

8 North Monroe Street
Tax ID # 69-01304-000

COMM AT INT RIVER RAISIN WITH E LI N MONROE ST; TH N 24D
09M E 80.43 FT; TH S 71D 48M E 167.47 FT; TH S 18D 55M W 88.88
FT; TH N 68D 53M 30S W 174.92 FT TO POB IN PC 124

CITY OF MONROE REQUEST FOR PROPOSALS

FEASIBILITY AND COST ANALYSIS FOR LIBRARY AND COMMUNITY CENTER BUILDING RENOVATION

Proposal Due Date: 4:00 P.M. on January 9, 2015

1. Purpose of Work / Project Background:

The City of Monroe is pursuing potential acquisition of a historic building in downtown Monroe for use as a central library and community events/conference center, which would include space for community group gatherings, small conferences, presentations, performances, temporary displays, etc. The building is located at 8 N. Monroe Street, adjacent to the River Raisin. It was constructed in 1931 as a Masonic temple and served in that capacity until 1995 (64 years). Over that past 19 years it has been used for a variety of commercial purposes including an antique mall and most recently a banquet center. The building was designed to reflect the American Federal Style of architecture. It displays several characteristics of the Federal Style including a low pitched roof that is partially concealed behind a small accent wall, and moldings of a low relief and delicate ornamentation. Emphasis is placed on the front entrance, which is set apart with a small, one story portico. The building facades are all brick with the exception of small areas of molding and accent pillars.

The building contains approximately 16,260 square feet of gross floor area, spread over three equally sized floors (~5,420 s.f./each). There is also an attached covered patio on the lower level that has an area of 450 square feet. The main level is dominated by a large open assembly hall, with a foyer and restrooms in the front, and a small commercial kitchen and presentation stage in the back. This level has a clear span design, with a ceiling height of around 12 feet. The lower level was also designed as a gathering space, but is interrupted by periodically spaced pillars carrying the load of the beams that support the main level. Similar to the main level, the lower level has an area dedicated to restrooms and a foyer on one end and the building's mechanical and electrical systems are enclosed on the other end. The upper level was designed as the Mason's ceremonial space, with a large theater-like meeting room, anchored in the back with a significant stage. The meeting room has an arched ceiling held up by suspended trusses that are integrated into the roof structure with steel support rods. Surrounding the meeting room at the outer walls of the building are restrooms, and office and storage spaces.

The City of Monroe is soliciting proposals to perform a structural analysis, environmental investigation, evaluation of alternatives, conceptual floor plans and cost estimates for conversion of the building into a central library and community events/conference center. Proposals will be accepted from single firms or teams of firms, with only one proposal accepted per project team. This request has been placed on the Michigan Intergovernmental Trade Network (MITN), and all clarifications or changes will be posted on that site as well.

2. Supporting Documentation:

The following documents are available for review, either for use in preparing project work plans or following consultant award, and have been posted on MITN. Parties interested in obtaining printed copies of these items will be charged appropriate copy charges by the Building Department. Contact City of Monroe Building Department, 120 East First Street, Monroe, MI 48161, (734) 384-9145, Monday through Friday, 8:00 A.M. to 4:30 P.M., or email keith.woodcock@monroemi.gov.

CITY OF MONROE

REQUEST FOR PROPOSALS

- a. 1931 Construction blueprints
- b. Building permit history and drawings/specifications for known modifications.

3. Scope of Work:

The selected consultant for this project shall, at a minimum, review applicable background materials, including construction drawings and other relevant documentation, perform a structural analysis, conduct an environmental investigation, evaluate alternatives for rehabilitation, and prepare conceptual floor plans and cost estimates for conversion of the building into a central library and community events/conference center. Principal items of work will include, but not necessarily be completely limited to, the following items, all of which the selected consultant will be responsible for as part of this project:

- General structural analysis.
- Floor load structural analysis for use as a library and assembly area.
- Current HVAC system condition analysis, determination of needs and associated costs to occupy the building for library and community center uses.
- Current Plumbing system condition analysis, determination of needs and associated costs to occupy the building for library and community center uses.
- Current Electrical system condition analysis, determination of needs and associated costs to occupy the building for library and community center uses.
- Energy efficiency analysis, determination of needs and associated costs to achieve the most, cost-practical efficiency.
- Evaluation of universal accessibility, recommended improvements and associated costs.
- Inspection and analysis of slate roof condition, estimate of remaining useful life and estimate of cost to rehabilitate
- Environmental investigation for likely hazards (e.g. asbestos), confirmation testing, and estimates of costs to remediate (if necessary).
- Conceptual floor plan(s) for intended uses as a library, community events/conference center and vendor space.
- Recommended modifications and remodeling for 1) library, 2) community events and conferences, 3) vendor space and amenities, and 4) outdoor plaza and seating along the River Raisin.
- Determine the feasibility and renovation costs to convert outdoor lower level roof along the south elevation to a deck which will serve the Main level of the building.
- Itemized scope of work and cost ranges for a full or phased construction (e.g. 1st, 2nd & 3rd floor break outs).
- Estimated annual operating costs for a fully built-out and operated facility.
- Other proposed work-scope elements not listed above, but deemed essential by proposer based on prior project experience.

4. Schedule:

It is anticipated that the Economic and Community Development Division will present the selected proposal for City Council award at the January 20, 2015 City Council meeting. Consultant should be prepared to commence work activities as soon as possible following award, and complete all design activities within 120 days of award, or by May 29, 2015, whichever is later. Consultant will also prepare, for City of Monroe review, within 60 days of award, or by March 31, 2015, whichever is later, general design alternatives and floor plan layout drawings for each of the three floors, prior to completion of final alternatives and cost estimates. City of Monroe and other appropriate stakeholder groups will review and comment on proposed designs within 30 days, and provide feedback to consultant prior to

CITY OF MONROE REQUEST FOR PROPOSALS

commencement of the final alternatives analysis and cost estimates. Consultant shall provide context-sensitive solution that matches character of building and proposed uses.

5. Proposal Submission:

The successful consultant must have extensive experience in library design and/or renovation. At a minimum, the selected firm or team of firms must provide examples of past library projects for which they were the primary design consultant or consultant team member. Should the City pursue the acquisition and renovation of the building, and subject to satisfactory performance of this phase of the project, the selected firm will be given the opportunity to continue with the project's implementation.

The proposal shall consist of as few pages as possible, and shall include, at a minimum, the following information:

- Statement of experience on similar projects
- General architectural experience and certifications
- Specific experience related to rehabilitation and restoration of historic buildings
- Listing of qualifications and resumes of key personnel
- Identification of any sub-consultants that may be utilized
- Confirmation of staff availability for project
- Work Plan describing general approach to the project
- Description of quality control / quality assurance procedures
- "Not to Exceed" fee for the entire Scope of Work
- Professional services agreement form
- Other relevant information

Consultant is expected to demonstrate competence in evaluating different alternatives that will provide proper historical context, as well as functionality to provide contemporary library services. As the City plans to use the professional services agreement form provided by the consultant in lieu of a standard form of its own, consultant shall provide this with the submittal as well. In no case shall proposals exceed 20 pages, excluding resumes and example professional services agreement form.

A complete listing of all fees for service shall be provided, including hourly employee rates (including overtime if applicable), mileage charges, and a description of any additional fees. **Proposals shall include an overall "Not to Exceed" fee for the entire Scope of Work.** All prices shall be quoted in U.S. dollars. If any uncertainty exists, quote estimated cost or a range of costs. Unless respondents specifically note otherwise, any and all quoted prices will be considered firm through June 30, 2015 or the completion of all contract work, whichever is later. Cost will not be the sole determining factor, but will be considered as a part of the consultant selection.

Questions on this RFP must be submitted in writing via fax or email by the close of business (4:30 P.M.) on December 30, 2014. No phone call responses to questions will be provided. All consultants desiring to submit proposals for review should notify the City of Monroe in writing or via e-mail of their intention no later than this date, to ensure that all interested consultants will directly receive e-mailed answers to questions raised. Responses to all questions will be sent to all consultants that have notified the City of Monroe of their intention to submit by the close of business on January 2, 2015, and the responses and / or any revisions to the RFP will be sent to all of these consultants and posted to the Michigan Intergovernmental Trade Network (MITN).

CITY OF MONROE REQUEST FOR PROPOSALS

Questions should be submitted to Daniel E. Swallow, Director of Economic and Community Development, 120 East First Street, Monroe, MI 48161 or e-mail dan.swallow@monroemi.gov.

Seven (7) original submittals are due by 4:00 P.M. on Friday, January 9, 2015 to the office of the Clerk-Treasurer, where a public acknowledgement of their submission will be made, but pricing will not be read. Proposals will be available for public inspection for a short time following their opening, and subsequently upon request to the Clerk-Treasurer. The Economic and Community Development Division plans to recommend award of a contract at the January 20, 2015 City Council meeting. Proposal should be submitted to:

**Michelle J. LaVoy, Clerk-Treasurer
City of Monroe
120 East First Street
Monroe, MI 48161
(734) 384-9136**

Terms for Proposal

- a. The City of Monroe reserves the right to reject any and all proposals received as a result of this Request for Proposals (RFP). If a proposal is selected it will be the firm deemed most advantageous qualifications and capability to provide the specified product, unique experience related to library design, price, and other factors, which the City of Monroe may consider. The City does not intend to award a contract fully on the basis of price; and the City reserves the right to consider proposals for modifications at any time before a contract would be awarded. Negotiations will be undertaken with that provider whose proposal is deemed best to meet the City's specifications and needs.
- b. The City reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposals, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the City to be in the best interests of the City even though not the lowest cost proposal.
- c. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of ninety (90) days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of the award.
- d. In the event it becomes necessary to revise any part of the RFP, addenda will be provided; the deadline for submission of the RFPs may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned in triplicate on or before the specified date and time.
- e. Proposals should be prepared simply and concisely providing a straightforward, concise description of the individual's or firm's ability to meet the requirements of the RFP.

6. Selection Process:

Selection of the consultant shall be based on the qualifications and past experience of all firms submitting proposals for the work, the understanding of the consultant of the complete service to be provided, availability of staff, and costs, where a substantial difference exists. A final score sheet will not be released, though individualized feedback may be provided to non-selected consultants upon request. As this is a professional services selection, the City reserves the right to award to any firm in its sole best interest. The scoring will be as follows (total of 100 points possible):

CITY OF MONROE REQUEST FOR PROPOSALS

- Past experience on similar projects 0-25 points
- Qualifications of personnel assigned to project 0-25 points
- Understanding of service 0-20 points
- Work plan (includes personnel availability) 0-15 points
- Cost 0-15 points

The selection team will consist of the City Manager, Director of Economic and Community Development, Building Official, representative from the Monroe County Library System, a member of the Monroe Historic District Commission, member from the Monroe Citizen Planning Commission, and other representatives from the City of Monroe or other agencies, as deemed appropriate.

DRAFT