



AGENDA

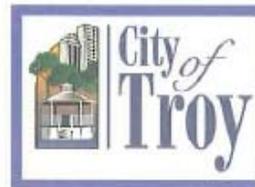
Regular Meeting of the

CITY COUNCIL OF THE CITY OF TROY

NOVEMBER 8, 2010
CONVENING AT 7:30 P.M.

Submitted By
The City Manager

NOTICE: Persons with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk at (248) 524-3316 or via e-mail at clerk@troymi.gov at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.



TO: The Honorable Mayor and City Council
Troy, Michigan

FROM: John Szerlag, City Manager

SUBJECT: Background Information and Reports

Ladies and Gentlemen:

This booklet provides a summary of the many reports, communications and recommendations that accompany your Agenda. Also included are suggested or requested resolutions and/or ordinances for your consideration and possible amendment and adoption.

Supporting materials transmitted with this Agenda have been prepared by department directors and staff members. I am indebted to them for their efforts to provide insight and professional advice for your consideration.

As always, we are happy to provide such added information as your deliberations may require.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John Szerlag". The signature is fluid and cursive.

John Szerlag, City Manager



CITY COUNCIL AGENDA

November 8, 2010 – 7:30 PM
Council Chambers
City Hall - 500 West Big Beaver
Troy, Michigan 48084
(248) 524-3317

INVOCATION: Pastor Dan Lewis of Troy Christian Chapel **1**

PLEDGE OF ALLEGIANCE: **1**

A. CALL TO ORDER: **1**

B. 1. ROLL CALL: **1**

B. 2. INSTALLATION CEREMONY: 2010-2011 City Council Convenes: **1**

- a) Appointment of Mayor Pro Tem 1
- b) Adoption of Rules of Procedure 1

C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS: **2**

C-1 Certificates of Recognition and Special Presentations Scheduled 2

- c) MML Worker's Compensation Fund Loss Control Achievement Award 2
- d) University of Michigan-Dearborn's Center for Innovation Research (iLabs)
Recognizing the City of Troy as a *Five Star Community* for Attracting and
Retaining Entrepreneurial Companies..... 2

D. CARRYOVER ITEMS: **2**

D-1 Discussion and Possible Action on Censuring of Council Member Martin Howrylak 2

E. PUBLIC HEARINGS: **2**

E-1 No Public Hearings Scheduled 2

<u>F.</u>	<u>PUBLIC COMMENT:</u>	<u>2</u>
<u>G.</u>	<u>RESPONSE / REPLY TO PUBLIC COMMENT</u>	<u>3</u>
<u>H.</u>	<u>POSTPONED ITEMS:</u>	<u>3</u>
H-1	Paint Creek Center for the Arts' Regional Arts	3
<u>I.</u>	<u>REGULAR BUSINESS:</u>	<u>5</u>
I-1	Appointments to Boards and Committees:	5
I-2	Nominations for Appointments to Boards and Committees: None Scheduled	5
I-3	Request for Closed Session	5
I-4	City of Troy Investment Policy and Establishment of Investment Accounts	6
<u>J.</u>	<u>CONSENT AGENDA:</u>	<u>6</u>
J-1a	Approval of "I" Items NOT Removed for Discussion	6
J-1b	Address of "I" Items Removed for Discussion by City Council	6
J-2	Approval of City Council Minutes	6
J-3	Proposed City of Troy Proclamations: None proposed	6
J-4	Standard Purchasing Resolutions:	7
	a) Standard Purchasing Resolution 4: MITN Purchasing Cooperative – City of Ann Arbor – Premium Laser Compatible Ink and Toner Cartridges	7
	b) Standard Purchasing Resolution 1: – Award to Low Bidder – Water System Materials	7
	c) Standard Purchasing Resolution 1: – Award to Low Bidder – Water Pressure Reducing Valve (PRV) Vault #9 Replacement Rochester Road South of South Boulevard	7
	d) Standard Purchasing Resolution 3: – Exercise Renewal Option – Tax Bill Printing Services.....	8

e)	Standard Purchasing Resolution 1: – Award to Low Bidder – Wind Turbine Systems.....	8
J-5	Manhole Frames & Covers	9
J-6	Guardian Tracking Software Application	9
J-7	Resolution Modification #2010-04-074 H4 - Core Network Upgrade	10
K.	<u>MEMORANDUMS AND FUTURE COUNCIL AGENDA ITEMS:</u>	10
K-1	Announcement of Public Hearings:	10
K-2	Memorandums (Items submitted to City Council that may require consideration at some future point in time): No Memorandums Forwarded	10
L.	<u>COUNCIL REFERRALS:</u>	10
L-1	Scheduling of a Special City Council Meeting – Purpose of Revising 2011/Future Budgets to Provide Funding for the Library – Referred by City Council Member Fleming	10
M.	<u>COUNCIL COMMENTS</u>	11
M-1	No Council Comments Advanced	11
N.	<u>REPORTS</u>	11
N-1	Minutes – Boards and Committees:	11
	a) Board of Zoning Appeals/Final – September 21, 2010.....	11
	b) Board of Zoning Appeals-Study Session/Final – September 21, 2010	11
	c) Liquor Advisory Committee/Draft – October 4, 2010	11
	d) Historic Commission/Final – October 5, 2010	11
	e) Planning Commission/Draft – October 12, 2010	11
	f) Planning Commission/Final – October 12, 2010	11
	g) Civil Service Commission (Act 78)/Draft – October 14, 2010.....	11
N-2	Department Reports:	11
	a) Council Member McGinnis Travel Expense Report – MML 2010 Annual Convention in Dearborn, Michigan on September 21 through 24, 2010.....	11

b)	Council Member Kerwin Travel Expense Report – MML 2010 Annual Convention in Dearborn, Michigan on September 21 through 24, 2010.....	11
c)	2010 Year-to-Date Calls for Police Service Report	11
d)	Final Reporting – BidNet On-Line Auction Services – September 2010	11
e)	Permits Issued September 2010	11
N-3	Letters of Appreciation:	11
a)	Letter of Appreciation from Bill Tonissen to Water Department Commending the Department for Fast Service and Professionalism	11
b)	Letter of Appreciation from Maryann Sanders to Cynthia Stewart offering compliments to the City Water Department.....	11
N-4	Proposed Proclamations/Resolutions from Other Organizations: None Proposed	11
N-5	Memorandum: Alcohol Service at the Community Center	11
N-6	Memorandum: Thank You Letters to Attendees of the October 13, 2010 City Manager’s Roundtable Meeting	11
N-7	Communication: State of Michigan-Liquor Control Commission – Notice of Impending Investigation – OTB Acquisition, LLC	11
<u>O.</u>	<u>STUDY ITEMS</u>	11
O-1	No Study Items	11
<u>P.</u>	<u>CLOSED SESSION:</u>	12
P-1	Troy v Ida Rudack Trust	12
<u>Q.</u>	<u>ADJOURNMENT</u>	12
	<u>FUTURE CITY COUNCIL PUBLIC HEARINGS:</u>	12
	None Scheduled	12
	<u>SCHEDULED CITY COUNCIL MEETINGS:</u>	12
	Monday, November 15, 2010 Regular Meeting	12
	Monday, November 22, 2010 Regular Meeting	12
	Monday, December 6, 2010 Regular Meeting	12
	Monday, December 13, 2010 Regular Meeting	12

Monday, December 20, 2010 Regular Meeting 12

SCHEDULED SPECIAL CITY COUNCIL MEETINGS: **12**

None Scheduled 12

INVOCATION: Pastor Dan Lewis of Troy Christian Chapel

PLEDGE OF ALLEGIANCE:

A. CALL TO ORDER:

B. 1. ROLL CALL:

- a) Mayor Louise E. Schilling
Robin Beltramini
Mayor Pro Tem Wade Fleming
Martin Howrylak
Mary Kerwin
Maureen McGinnis
Dane Slater

b) Excuse Absent Council Members:

Suggested Resolution

Resolution #2010-11-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **EXCUSES** the absence of _____ at the Regular City Council Meeting of Monday, November 8, 2010 due to _____.

Yes:

No:

B. 2. INSTALLATION CEREMONY: 2010-2011 City Council Convenes:

a) Appointment of Mayor Pro Tem

b) Adoption of Rules of Procedure

a) Appointment of Mayor Pro Tem

Rules of Procedure for the City Council addresses the appointment of Mayor Pro Tem as follows:

1. APPOINTMENT OF MAYOR PRO TEM

The Mayor Pro Tem shall be elected by the Council from among its members, annually in November.

Suggested Resolution

Resolution #2010-11-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **APPOINTS** _____ to serve as Mayor Pro Tem for the City Council of the City of Troy for a term scheduled to expire at 7:30 PM on Monday, November 14, 2011.

Yes:

No:

b) Adoption of Rules of Procedure

Suggested Resolution

Resolution #2010-11-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby (**ADOPTS** or **AMENDS**) the Rules of Procedure of the City Council of the City of Troy as recorded by the City Clerk in the Minutes of this meeting.

Yes:

No:

C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS:

C-1 Certificates of Recognition and Special Presentations Scheduled

- c) MML Worker's Compensation Fund Loss Control Achievement Award**
- d) University of Michigan-Dearborn's Center for Innovation Research (ILabs) Recognizing the City of Troy as a *Five Star Community* for Attracting and Retaining Entrepreneurial Companies**

D. CARRYOVER ITEMS:

D-1 Discussion and Possible Action on Censuring of Council Member Martin Howrylak

E. PUBLIC HEARINGS:

E-1 No Public Hearings Scheduled

F. PUBLIC COMMENT:

In accordance with the Rules of Procedure of the City Council, Article 16 – Members of the Public and Visitors

Any person not a member of the City Council may address the Council with recognition of the Chair, after clearly stating the nature of his/her inquiry or comment. *City Council requests that if you do have a question or concern, to bring it to the attention of the appropriate department(s) whenever possible. If you feel that the matter has not been resolved satisfactorily, you are encouraged to bring it to the attention of the City Manager, and if still not resolved satisfactorily, to the Mayor and Council.*

- Petitioners shall be given a fifteen (15) minute presentation time that may be extended with the majority consent of City Council.
- Any member of the public, not a petitioner of an item, shall be allowed to speak for up to five (5) minutes to address any Public Hearing item.
- Any member of the public, not a petitioner of an item, shall be allowed to speak for up to five minutes to address Postponed, Regular Business or Consent Agenda items or any other item as permitted under the Open Meetings Act during the Public Comment portion of the agenda.
- City Council may waive the requirements of this section by a majority of the City Council members.
- City Council may wish to schedule a Special Meeting for Agenda items that are related to topics where there is significant public input anticipated.
- Through a request of the Chair and a majority vote of City Council, public Comment may be limited when there are fifteen (15) or more people signed up to speak either on a Public Hearing item or for the Public Comment period of the agenda.

G. RESPONSE / REPLY TO PUBLIC COMMENT

H. POSTPONED ITEMS:

H-1 Paint Creek Center for the Arts' Regional Arts

Postponed Resolution
 Resolution #2010-11-
 Moved by Schilling
 Seconded by Kerwin

RESOLVED, That Troy City Council hereby **NOMINATES** *The Image and Arts Council of Troy* to represent the City of Troy in the Paint Creek Center for the Arts' "2011 Regional Arts Awards" competition.

Yes:
 No:

Resolution to Amend *The Image and Arts Council of Troy* for the Arts' 2011 Regional Arts Awards Competition Nomination

Suggested Resolution
 Resolution #2010-11-
 Moved by
 Seconded by

RESOLVED, That Troy City Council hereby **AMENDS** the resolution for *The Image and Arts Council of Troy* for the Arts' "2011 Regional Arts Awards" competition by **STRIKING** it in its entirety and **INSERTING**:

WHEREAS, The Paint Creek Center for the Arts (PCCA) is hosting its 1st annual Regional Arts Awards on Thursday, March 24, 2011. The awards encompass

eight Mayor's Arts Awards honoring those who are fostering arts & culture in their local communities;

WHEREAS, PCCA wants to work with the eight municipalities in their service region including Auburn Hills, Oakland Township, Orion Township, Rochester, Rochester Hills, Shelby Township, Troy and Washington Township;

WHEREAS, At the October 18, 2010 City Council meeting, it was suggested that the Image and Arts Council of Troy (I/ACT) be selected as the award recipient representing Troy;

WHEREAS, The Image and Arts Council of Troy was formed in July 2006 with an objective to: "Enhance Troy's Image through Arts, Culture and Urban Design. They also provide networking opportunities for local artists; and

WHEREAS, The Image and Arts Council of Troy has sponsored The Brown Bag Lecture Series at the Troy Public Library; hosted numerous art events and workshops; and continues to promote local artists through the I/ACT website (www.troyarts.org) as well as the local media and the Troy Chamber of Commerce;

NOW THEREFORE, BE IT RESOLVED, That the Troy City Council hereby **SELECTS** the Image and Arts Council of Troy to be the first recipient of the Paint Creek Center for the Arts (PCCA) Mayor's Art Award for the City of Troy, to be presented on March 24, 2011; and

BE IT FURTHER RESOLVED, That Troy City Council hereby **RECOGNIZES** and **APPLAUDS** the Image and Arts Council of Troy for their hard work and dedication to enhance Troy's image through arts, culture and urban design.

Yes:

No:

Resolution to Nominate *The Image and Arts Council of Troy* for the Arts' "2011 Regional Arts Awards" Competition as Amended

Suggested Resolution

Resolution #2010-11-

Moved by Schilling

Seconded by Kerwin

WHEREAS, The Paint Creek Center for the Arts (PCCA) is hosting its 1st annual Regional Arts Awards on Thursday, March 24, 2011. The awards encompass eight Mayor's Arts Awards honoring those who are fostering arts & culture in their local communities;

WHEREAS, PCCA wants to work with the eight municipalities in their service region including Auburn Hills, Oakland Township, Orion Township, Rochester, Rochester Hills, Shelby Township, Troy and Washington Township;

WHEREAS, At the October 18, 2010 City Council meeting, it was suggested that the Image and Arts Council of Troy (I/ACT) be selected as the award recipient representing Troy;

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WHEREAS, The Image and Arts Council of Troy has sponsored The Brown Bag Lecture Series at the Troy Public Library; hosted numerous art events and workshops; and continues to promote local artists through the I/ACT website (www.troyarts.org) as well as the local media and the Troy Chamber of Commerce;

NOW THEREFORE, BE IT RESOLVED, That the Troy City Council hereby **SELECTS** the Image and Arts Council of Troy to be the first recipient of the Paint Creek Center for the Arts (PCCA) Mayor's Art Award for the City of Troy, to be presented on March 24, 2011; and

BE IT FURTHER RESOLVED, That Troy City Council hereby **RECOGNIZES** and **APPLAUDS** the Image and Arts Council of Troy for their hard work and dedication to enhance Troy's image through arts, culture and urban design.

Yes:

No:

I. REGULAR BUSINESS:

I-1 Appointments to Boards and Committees:

a) **Mayoral Appointments: None Scheduled**

b) **City Council Appointments/Confirmation: None Scheduled**

I-2 Nominations for Appointments to Boards and Committees: None Scheduled

I-3 Request for Closed Session

Suggested Resolution

Resolution #2010-11-

Moved by

Seconded by

BE IT RESOLVED, That Troy City Council **SHALL MEET** in Closed Session, *Troy v Ida Rudack Trust*, as permitted by MCL15.268 (e), Pending Litigation.

Yes:

No:

I-4 City of Troy Investment Policy and Establishment of Investment AccountsSuggested Resolution

Resolution #2010-11-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **APPROVES** the *Investment Policy and Establishment of Investment Accounts* as outlined in the memorandum from Assistant City Manager-Finance and Administration, John M. Lamerato dated November 2, 2010; copy of which shall be **ATTACHED** to the original Minutes of this meeting.

Yes:

No:

J. CONSENT AGENDA:

J-1a Approval of "I" Items NOT Removed for DiscussionSuggested Resolution

Resolution #2010-11-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **APPROVES** all items on the Consent Agenda as presented with the exception of Item(s) _____, which **SHALL BE CONSIDERED** after Consent Agenda (I) items, as printed.

Yes:

No:

J-1b Address of "I" Items Removed for Discussion by City Council

J-2 Approval of City Council MinutesSuggested Resolution

Resolution #2010-11-

RESOLVED, That Troy City Council hereby **APPROVES** the Minutes of the Regular City Council Meeting of October 18, 2010; the Minutes of the Special City Council Meeting of October 28, 2010; and the Minutes of the Special City Council Meeting of November 1, 2010 as submitted.

J-3 Proposed City of Troy Proclamations: None proposed

J-4 Standard Purchasing Resolutions:**a) Standard Purchasing Resolution 4: MITN Purchasing Cooperative – City of Ann Arbor – Premium Laser Compatible Ink and Toner Cartridges**Suggested Resolution

Resolution #2010-11-

RESOLVED, That Troy City Council hereby **AWARDS** a contract for the purchase of premium laser compatible ink and toner cartridges on an as needed basis, with an option to renew for two (2) additional one (1) year periods to the lowest bidder meeting specifications, from Preferred Toner Solutions of Canton, MI, through a MITN Cooperative Award hosted by the City of Ann Arbor at unit prices contained in Appendix A, a copy of which shall be **ATTACHED** to the original Minutes of this meeting expiring July 31, 2011; and

BE IT FURTHER RESOLVED, That Troy City Council hereby **AWARDS** the contract for purchase **CONTINGENT** upon the contractor's submission of properly executed contract documents, including insurance certificates and all other specified requirements.

b) Standard Purchasing Resolution 1: – Award to Low Bidder – Water System MaterialsSuggested Resolution

Resolution #2010-11-

RESOLVED, That Troy City Council hereby **AWARDS** contracts to provide one-year requirements of Water System Materials to the following low bidders: Gunners Meters & Parts of Pontiac, MI; SLC Meter Service, Inc of Davisburg, MI and HD Supply Waterworks of Shelby Township, MI at unit prices contained in the bid tabulation opened September 30, 2010, a copy of which shall be **ATTACHED** to the original Minutes of this meeting; and

RESOLVED, That Troy City Council hereby **REJECTS** bids for Item #5. Manhole Frames and Covers due to budgetary limitations; and

BE IT FURTHER RESOLVED, That Troy City Council hereby **AWARDS** Gunners Meters & Parts Item.6 – Mueller Improved Fire Hydrant Parts at prices as contained on the Hydraflo Replacement Parts List dated March 2008.

c) Standard Purchasing Resolution 1: – Award to Low Bidder – Water Pressure Reducing Valve (PRV) Vault #9 Replacement Rochester Road South of South BoulevardSuggested Resolution

Resolution #2010-11-

RESOLVED, That Troy City Council hereby **AWARDS** contract No. 10-4, Water Pressure Reducing Valve (PRV) Vault #9 Replacement, Rochester Road South of South Boulevard, to Dan's Excavating, Inc., 12955 23 Mile Road, Shelby Township, Michigan 48315 for their low total bid amount of \$328,629.39; and

BE IT FURTHER RESOLVED, That Troy City Council hereby **AWARDS** contract **CONTINGENT** upon submission of proper contract and bid documents, including bonds, insurance certificates and all specified requirements, and if additional work is required such additional work is authorized in an amount not to exceed 10% of the total project cost.

d) Standard Purchasing Resolution 3: – Exercise Renewal Option – Tax Bill Printing Services

Suggested Resolution
Resolution #2010-11-

WHEREAS, On March 30, 2009, a one-year contract to provide printing and mailing services for the 2009 summer and winter tax bills with options to renew for two additional one (1) year tax periods was awarded to the lowest acceptable bidder, DivDat of Ferndale, Michigan (Resolution #2009-03-105-F-4d) as amended;

WHEREAS, On March 1, 2010, Troy City Council exercised the first one-year option to renew the contract for tax bill printing and first class mailing services of the 2010 summer and winter tax bills with DivDat at prices originally bid (Resolution #2010-03-059-14d); and

WHEREAS, DivDat has agreed to exercise the second option to renew the contract for one additional tax year under the same pricing, terms and conditions;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **EXERCISES** the second one-year option to renew the contract to provide tax bill printing and first class mailing services for the 2011 summer and winter tax bills with DivDat at prices contained in the bid tabulation opened February 25, 2009, plus the actual cost of first class postage and over-runs not to exceed 5%, with a contract expiration of December 31, 2011.

e) Standard Purchasing Resolution 1: – Award to Low Bidder – Wind Turbine Systems

Suggested Resolution
Resolution #2010-11-

RESOLVED, That Troy City Council hereby **AWARDS** a contract to furnish all equipment, material and labor to install two (2) new Windspire Vertical Axis Wind Turbine Systems on the grounds of the City's Municipal Campus to the low total bidder, Bazen Electric Company of Grand Rapids, MI, for an estimated total cost of \$28,725.00, which includes monitoring software and a three-year maintenance contract at prices contained in the bid tabulation opened October 5, 2010, a copy of which shall be **ATTACHED** to the original Minutes of this meeting; and

BE IT FURTHER RESOLVED, If the system is successful, Troy City Council hereby **AUTHORIZES** the installation of additional Windspire units from Bazen Electric Company at a cost of \$11,750.00 each provided there is an appropriate level of funding; and

BE IT FINALLY RESOLVED, That Troy City Council hereby **AWARDS** the contract **CONTINGENT** upon the contractor's submission of properly executed bid and contract documents, including insurance certificates and all other specified requirements.

J-5 Manhole Frames & Covers

Suggested Resolution

Resolution #2010-11-

WHEREAS, East Jordan Iron Works (EJIW) of Michigan is the manufacturer of sanitary manhole frames and covers; and

WHEREAS, The City of Troy has standardized on EJIW sanitary manhole frames and covers to alleviate problems with inventory and maintenance issues;

NOW, THEREFORE, BE IT RESOLVED, That Troy City Council **DETERMINES** it to be in the City's best interest to purchase directly from the manufacturer and hereby **AUTHORIZES** the purchase of 1040ZPTs, sanitary manhole frames and covers from East Jordan Iron Works of Michigan at a cost of \$325.94 per assembly in accordance with Quote #5209108 dated October 26, 2010; a copy of which shall be **ATTACHED** to the original Minutes of this meeting to expire on October 26, 2011.

J-6 Guardian Tracking Software Application

Suggested Resolution

Resolution #2010-11-

WHEREAS, It is necessary to document employee performance for evaluation and disciplinary purposes;

WHEREAS, Due to staff reductions, it will become increasingly difficult to properly supervise employees and/or volunteers and document their behavior and performance;

WHEREAS, Personnel Performance Documentation / Early Intervention Software will assist both the Police and Fire Departments in creating and maintaining a readily accessible record of employee performance, as well as allow the employee to monitor and comment on their own historical record; and

WHEREAS, Guardian Tracking, LLC is the sole known provider of this proprietary software and research has failed to find another supplier to provide a program that meets or exceeds their capabilities;

NOW, THEREFORE, BE IT RESOLVED, That Troy City Council hereby **APPROVES** a contract to purchase the Personnel Performance Documentation / Early Intervention Software from Guardian Tracking LLC of Anderson, IN, for an estimated total cost of \$9,240.00 for up to 350 user licenses; and ongoing technical support and updates at an annual maintenance fee of \$1,964.00 for three years and thereafter, the maintenance fee will not exceed 17% of that year's software price.

J-7 Resolution Modification #2010-04-074 H4 - Core Network UpgradeSuggested Resolution

Resolution #2010-11-

WHEREAS, On Monday, April 5, 2010, Troy City Council approved and authorized the purchase of replacement hardware, services and software as detailed in Attachment B for an estimated total cost of \$51,300.00 (Resolution #2010-04-074 Item H-4); and

WHEREAS, CDW-G was identified in Attachment B to provide installation services for the network upgrade; and subsequently, it was determined to be in the City's best interest to work directly with Hewlett Packard, the original equipment manufacturer;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **CONFIRMS** and **RATIFIES** the contract with Hewlett Packard for network deployment services on the Core Network Upgrade at a fixed price of \$5,750.00; and rescinds the award on April 5, 2010, to CDW-G for installation services in the amount of \$7,000.00.

K. MEMORANDUMS AND FUTURE COUNCIL AGENDA ITEMS:**K-1 Announcement of Public Hearings:**

- a) Industrial Development District (IDD) and Industrial Facilities Exemption Certificate (IFEC) for Silk Route Global, LLC (950 Stephenson) and P3 North America, Inc. (1957 Crooks, Suite B)

K-2 Memorandums (Items submitted to City Council that may require consideration at some future point in time): No Memorandums Forwarded**L. COUNCIL REFERRALS:**

Items Advanced to the City Manager by Individual City Council Members for Placement on the Agenda

L-1 Scheduling of a Special City Council Meeting – Purpose of Revising 2011/Future Budgets to Provide Funding for the Library – Referred by City Council Member FlemingSuggested Resolution

Resolution #2010-11-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **SCHEDULES** a Special Meeting on _____, in the Council Boardroom of Troy City Hall, 500 W. Big Beaver, Troy, MI 48084 for the purpose of revising the 2011 budget and future year's budgets with the goal of providing funding for the library.

Yes:

No:

M. COUNCIL COMMENTS

M-1 No Council Comments Advanced

N. REPORTS

N-1 Minutes – Boards and Committees:

- a) Board of Zoning Appeals/Final – September 21, 2010
 - b) Board of Zoning Appeals-Study Session/Final – September 21, 2010
 - c) Liquor Advisory Committee/Draft – October 4, 2010
 - d) Historic Commission/Final – October 5, 2010
 - e) Planning Commission/Draft – October 12, 2010
 - f) Planning Commission/Final – October 12, 2010
 - g) Civil Service Commission (Act 78)/Draft – October 14, 2010
-

N-2 Department Reports:

- a) Council Member McGinnis Travel Expense Report – MML 2010 Annual Convention in Dearborn, Michigan on September 21 through 24, 2010
 - b) Council Member Kerwin Travel Expense Report – MML 2010 Annual Convention in Dearborn, Michigan on September 21 through 24, 2010
 - c) 2010 Year-to-Date Calls for Police Service Report
 - d) Final Reporting – BidNet On-Line Auction Services – September 2010
 - e) Permits Issued September 2010
-

N-3 Letters of Appreciation:

- a) Letter of Appreciation from Bill Tonissen to Water Department Commending the Department for Fast Service and Professionalism
 - b) Letter of Appreciation from Maryann Sanders to Cynthia Stewart offering compliments to the City Water Department
-

N-4 Proposed Proclamations/Resolutions from Other Organizations: None Proposed

N-5 Memorandum: Alcohol Service at the Community Center

N-6 Memorandum: Thank You Letters to Attendees of the October 13, 2010 City Manager's Roundtable Meeting

N-7 Communication: State of Michigan-Liquor Control Commission – Notice of Impending Investigation – OTB Acquisition, LLC

O. STUDY ITEMS

O-1 No Study Items

P. CLOSED SESSION:

P-1 Troy v Ida Rudack Trust

Q. ADJOURNMENT

Respectfully submitted,



John Szerlag, City Manager

FUTURE CITY COUNCIL PUBLIC HEARINGS:

None Scheduled

SCHEDULED CITY COUNCIL MEETINGS:

Monday, November 15, 2010	Regular Meeting
Monday, November 22, 2010	Regular Meeting
Monday, December 6, 2010	Regular Meeting
Monday, December 13, 2010	Regular Meeting
Monday, December 20, 2010	Regular Meeting

SCHEDULED SPECIAL CITY COUNCIL MEETINGS:

None Scheduled



**RULES OF PROCEDURE FOR THE
CITY COUNCIL
CITY OF TROY, MICHIGAN**

Adopted: July 12, 2010

1.	APPOINTMENT OF MAYOR PRO TEM	1
2.	DESIGNATION OF ACTING MAYOR	1
3.	SPECIAL MEETINGS	1
4.	REGULAR MEETINGS	2
5.	AGENDA	2
6.	ORDER OF BUSINESS	2
7.	CABLE CASTING OF CITY COUNCIL MEETINGS.....	3
8.	MINUTES	3
9.	PROCLAMATIONS	3
10.	RECONSIDERATION OF QUESTIONS.....	3
11.	RESCISSION OF QUESTIONS.....	3
12.	WITHDRAWAL OF MOTIONS PRIOR TO VOTING.....	4
13.	PUBLIC HEARING	4
14.	CONSENT AGENDA	4
15.	APPOINTMENTS.....	4
15.1	APPOINTMENT OF CITY OF TROY REPRESENTATION TO SEMCOG AND SOCRRA	5
16.	MEMBERS OF THE PUBLIC AND VISITORS	5
17.	POSTPONE	6
18.	RULES OF ORDER	6
19.	MISCELLANEOUS EXPENSES	6
20.	EXPENSES: OUT-OF-TOWN TRAVEL FOR CITY BUSINESS.....	6
21.	ABSENCES AT COUNCIL MEETINGS.....	6
22.	SUSPEND RULES	6
23.	COUNCIL DISCUSSION.....	6
24.	AGENDA ITEMS SUBMITTED BY COUNCIL MEMBERS	7
25.	VIDEO AND AUDIO PRESENTATIONS	7
26.	CONTINUED AGENDA ITEMS NOT CONSIDERED BEFORE 12:00 AM.....	7
27.	VIOLATIONS.....	7
28.	WIRE COMMUNICATIONS BY AND TO COUNCIL MEMBERS DURING ANY MEETING OF COUNCIL.....	7

1. APPOINTMENT OF MAYOR PRO TEM

The Mayor Pro Tem shall be elected by the Council from among its members, annually in November.

2. DESIGNATION OF ACTING MAYOR

In the absence or disability of the Mayor and the Mayor Pro Tem, the Council Member present who has served longest shall be designated Acting Mayor and shall perform the duties of the Mayor.

3. SPECIAL MEETINGS

A. CALLING OF SPECIAL MEETINGS (Pursuant to City Charter Section 4.2):

Special meetings shall be called by the Clerk on the written request of the Mayor, or any two members of the Council on at least twenty-four hours written notice to each member of the Council, served personally or left at his usual place of residence; but a special meeting may be held on shorter notice if all members of the Council are present or have waived notice thereof in writing.

B. DOCUMENTATION:

Special meetings shall be exclusively limited to items specifically referenced in the Call of the Meeting.

- **Special Meeting Posting:** Pursuant to City Charter a printed meeting notice for each specially called meeting shall contain the items indicated in the written notice calling the meeting.
- **Study Session (Special Meeting) Agenda and Posting:** Study Session Agendas shall contain the items as indicated in the motion calling the meeting.

C. POSTING AND DELIVERY:

Special Meeting Calling Notice and/or Agenda shall be personally delivered to each Council Member and posted for public display at least twenty-four (24) hours in advance of the meeting.

D. ORDER OF BUSINESS:

At each Study Session (Special Meeting) of the Council, the business to be considered shall include the items listed and in the following order:

A. Call to Order

B. Roll Call:

- 1) Listing of Council Members
- 2) Excuse Absent Council Members pursuant to Rule Number 21.

C. Items as Indicated in the Motion Calling of the Meeting

D. Items Not Indicated in the Motion Call the Meeting (Pursuant to City Charter Sections 4.2 and 4.3):

- 1) Special meetings are limited to what is expressly indicated in the Call of the Meeting (Motion of Council or written notice).

- 2) If all members of City Council approve of agenda amendments or additions in writing prior to the desired action, then Council can entertain such desired action only when all members present at the meeting consent to allow the amendment/addition to the agenda.

- E. **Public Comment**
- F. **Adjournment**

4. **REGULAR MEETINGS**

Regular meetings shall be held in the Council Chambers at 7:30 P.M. Meeting dates will be established, by resolution, prior to the end of the preceding calendar year.

5. **AGENDA**

A. Regular Meeting Agenda: A printed agenda for each regularly scheduled meeting shall be produced at least forty-eight (48) hours in advance of the meeting. Every item of business to come before the Council shall be filed with the City Clerk by noon on the Wednesday preceding the Monday on which the Council meets. It shall be the duty of the City Clerk to have delivered, as soon as practical, to each member of the Council a complete agenda of the items to be considered at the following meeting. Each item on the agenda shall have sufficient explanation to indicate its intent. All questions introduced that do not appear on the agenda will be referred to a later meeting, except by suspension of these rules. A packet, excluding all confidential items, will be posted on the City's Website at least 48 hours prior to Council meetings.

B. Closed Session Agenda: Where a Closed Session is requested of a pending case, the specific name(s) is to be included pursuant to MCL 15.268 (e), even though the specific name(s) is not technically required under the Open Meetings Act. Where a Closed Session is requested for any collective bargaining unit, the specific name(s) is to be included pursuant to MCL 15.268 (c), even though not technically required under the Open Meetings Act.

6. **ORDER OF BUSINESS**

At each Regular meeting of the Council, the business to be considered shall be taken up for consideration and disposition in the following order:

Invocation

Pledge of Allegiance

A. Call to Order

B. Roll Call

- 1) Listing of Council Members

- 2) Excuse Absent Council Members pursuant to Rule Number 21

C. Certificates of Recognition and Special Presentations

D. Carryover Items

E. Public Hearings

F. Public Comment – In accordance with the Rules of Procedure of the City Council, Rule Number 16 - Members of the Public and Visitors

G. Response/Reply to Public Comment

H. Postponed Items

- I. **Regular Business**
- J. **Consent Agenda**
 - 1) Approval of "I" Items NOT Removed for Discussion
 - 2) Address of "I" Items Removed for Discussion
- K. **Memorandums and Future Council Agenda Items**
- L. **Council Referrals** - Items appearing under Council Referrals are items brought forward by the Mayor or Council Members before the City Manager's agenda deadline for consideration at the next regular meeting.
- M. **Council Comments** - Items brought forward by Mayor and Council will be placed on the next Regular Meeting Agenda for Action. Items appearing under Council Comments are not intended for discussion or action at the meeting at which they first appear.
- N. **Reports**
- O. **Study Items**
- P. **Closed Session**
- Q. **Adjournment**

7. **CABLE CASTING OF CITY COUNCIL MEETINGS**

All City Council Meetings will be broadcast on WTRY, with the exception of Closed sessions and Council retreats.

8. **MINUTES**

- A. **Minutes:** The minutes will be distributed to the Council prior to their approval. The minutes will be placed on the Consent Agenda for approval.
- B. **Closed Session Minutes:** Where a Closed Session is requested for discussion of a pending case, the specific name(s) is to be included pursuant to MCL 15.268 (e), even though the specific name(s) is not technically required under the Open Meetings Act. Where a Closed Session is requested ~~of~~ for any collective bargaining unit, the specific name(s) of a collective bargaining unit is to be included pursuant to MCL 15.268 (c), even though not technically required under the Open Meetings Act.

9. **PROCLAMATIONS**

Proclamations shall be included in the agenda under Reports and Communications and may be brought before Council for consideration by any member. Proclamations will be placed on the Consent Agenda for approval.

10. **RECONSIDERATION OF QUESTIONS**

Reconsideration of any vote of the Council may be made by either side of the voted motion and shall require the affirmative vote of the majority of the Council Members*. Reconsideration of any vote of the Council may further be made by either side of the voted motion and shall require the affirmative vote of the majority of the Council Members provided that new information has been brought forward. *Charter states "majority of the members elect."

11. **RESCISSION OF QUESTIONS**

Rescission of any vote of the Council shall require the affirmative vote of the majority of the Council Members. *Charter states "majority of the members elect."

12. WITHDRAWAL OF MOTIONS PRIOR TO VOTING

Any motion may be withdrawn by its maker. A motion to withdraw must receive a second and the affirmative vote of the majority of the Council Members present.

13. PUBLIC HEARING

Public Hearings will be held after required notice has been provided. Notices shall inform recipients of possible continuations of hearings. The City Council may upon affirmative vote of a majority of its members "continue" said hearing at a future date designated in the resolution. If the City Council elects to continue the Public Hearing it will appear in the designated meeting Agenda under the topic of "Public Hearings".

14. CONSENT AGENDA

The Consent Agenda includes items of a routine nature and will be approved with one motion. That motion will approve the recommended action for each item on the Consent Agenda. Any Council Member may ask a question regarding an item as well as speak in opposition to the recommended action by removing an item from the Consent Agenda and ~~have~~ having it considered as a separate item. Any item so removed from the Consent Agenda shall be considered after other items on the consent portion of the agenda have been heard. Public comment on Consent Agenda Items will be permitted under Agenda Item F.

15. APPOINTMENTS

A. Appointments to Boards, Commissions and Committees:

The Mayor shall, with City Council concurrence, appoint members of Boards or Committees as governed by State Statute or local ordinances.

The Mayor Pro Tem will contact incumbents to determine their interest in being nominated for reappointment.

The Mayor or any Council Member desiring to nominate a person for appointment to a Board, Commission, or Committee shall at the meeting prior to the appointment, submit such name, for nomination. A brief summary of background and personal data as to nominee's qualifications should be presented at the time of nomination, except that such a resume shall not be required for the re-nomination of a current member, or if the Council unanimously agrees that a resume is not necessary. Resumes will be submitted on or before the time of nomination.

Nominations will occur during any regular meeting of the Council. A resolution to nominate will be considered during the "Regular Business" of the agenda. All nominations are subject to Section "B" which appears below.

B. Method of Voting on Nominees:

- 1) Where the number of nominees does not exceed the number of positions to be filled, a roll call vote shall be used.
- 2) Where the number of nominations exceeds the number of positions to be filled, voting shall take place by the City Clerk calling the roll of the Council and each Council Member is to

indicate the names of the individuals he/she wishes to fill the vacancies

- 3) When no candidate receives a majority vote, the candidate(s) with the least number of votes shall be eliminated from the ensuing ballot.
- 4) No member of the City Council shall serve on any committee, commission or board of the City of Troy, except the Retirement System Board of Trustees, Retiree Health Care Benefits Plan and Trust Board, and the Local Development Finance Authority (LDFA) unless membership is required by Statute or the City Charter.
- 5) Persons nominated, but not appointed during this process will be sent a letter thanking them for their willingness to serve the community.
- 6) Recognition will be given to persons who have concluded their service to the community on Boards and Commissions.

15.1 APPOINTMENT OF CITY OF TROY REPRESENTATION TO SEMCOG AND SOCRRA

SEMCOG (Southeastern Michigan Council of Governments) Representation: The Mayor and City Council shall appoint one Delegate and one Alternate to serve on the SEMCOG General Assembly for a term of two-years expiring at 7:30 PM on the Monday following the Regular City Council Election. The appointments shall be made at the organizational meeting of Council at the first Regular meeting of every odd-year November.

SOCRRA (South Oakland County Resource Recovery Authority) Representation: The Mayor and City Council shall appoint one delegate and one alternate to serve on the SOCRRA Board for a term of one-year expiring on June 15th.

16. MEMBERS OF THE PUBLIC AND VISITORS

Any person not a member of the City Council may address the Council with recognition of the Chair, after clearly stating the nature of his/her inquiry or comment. **NOTE TO THE PUBLIC:** *City Council requests that if you do have a question or concern, to bring it to the attention of the appropriate department(s) whenever possible. If you feel that the matter has not been resolved satisfactorily, you are encouraged to bring it to the attention of the City Manager, and if still not resolved satisfactorily, to the Mayor and Council.*

- Petitioners shall be given a fifteen (15) minute presentation time that may be extended with the majority consent of City Council.
- Any member of the public, not a petitioner of an item, shall be allowed to speak for up to five (5) minutes to address any Public Hearing item.
- Any member of the public, not a petitioner of an item, shall be allowed to speak for up to five (5) minutes to address Postponed, Regular Business or Consent Agenda items or any other item as permitted under the Open Meetings Act during the Public Comment portion of the agenda.
- City Council may waive the requirements of this section by a majority of the City Council members.
- Agenda items that are related to topics where there is significant public input anticipated should initiate the scheduling of a Special meeting for that specific purpose.
- Through a request of the Chair and a majority vote of City Council, public Comment may be limited when there are fifteen (15) or more people signed up to speak either on a Public Hearing item or for the Public Comment period of the agenda.

17. POSTPONE

A motion to postpone may be made for a definite period of time. Items will automatically appear on the appropriate agenda.

18. RULES OF ORDER

Robert's Rules of Order, current edition, as clarified by the City Clerk, is hereby adopted and made a part hereof, except as modified by these Rules of Procedure, the Charter, and the City Code.

19. MISCELLANEOUS EXPENSES

Reasonable and necessary expenses incurred in service on behalf of the City shall be paid the Mayor and Council, provided that at the end of each month a detailed expense report is submitted and approved by the City Council.

20. EXPENSES: OUT-OF-TOWN TRAVEL FOR CITY BUSINESS

- A. Funds providing for Council representation at State and National conferences sponsored by affiliations of cities will be annually approved in the budget for the subject fiscal year. The City Council will by advance resolution grant authorization for out of town travel to specific places, for conference purposes. Members of the City Council will submit expense vouchers exceeding \$50.00 per day to attend out-of-town meetings and conferences, with additional allowances being made for transportation (paid at the air coach rate, City pool car, City Vehicle rental rate, or gas mileage at current IRS guidelines, depending upon the mode of transportation) and lodging. Expenses may be authorized for payment by the City Manager, and a copy of the expense report form will be placed on the Council agenda under Reports and Communications.
- B. Detailed and receipted expenses, not to exceed \$150.00, to attend legislative committee hearings, legislative meetings, etc., may be authorized for payment by the City Manager without prior authorization by the Council, and a copy of the expense report form, along with receipts, will be placed on the Council agenda under Reports and Communications.

21. ABSENCES AT COUNCIL MEETINGS

- A. Council members who are unable to attend a Council meeting and desire an excused absence shall notify the City Manager, City Attorney and City Clerk of their absence in writing prior to the meeting and indicate the reason for the absence. The reason shall be entered in the proceedings of the Council at the time of each absence.
- B. In the event of an absence of a Council member at a meeting, the City Manager is directed to supply such absent Council member with information about any special meetings that may have been scheduled.

22. SUSPEND RULES

The Rules of Procedure may be waived by a simple majority.

23. COUNCIL DISCUSSION

No member of Council shall speak a second time on any item under discussion until all other

members desiring to speak on that item have been heard. No member of Council shall be allowed to speak for more than five (5) minutes at a time.

24. AGENDA ITEMS SUBMITTED BY COUNCIL MEMBERS

Mayor and Council Members submitting an item for a vote shall send the item to the City Manager in a timely manner in writing. Staff professional opinion will be written to accompany the item for discussion and a vote on the matter. Presentations at the Council table shall be limited to 15 minutes.

25. VIDEO AND AUDIO PRESENTATIONS

Video and Audio Presentations may not be submitted for presentation at a Council meeting unless submitted by 12:00 Noon on the day of the meeting. Inappropriate material will be prohibited.

26. CONTINUED AGENDA ITEMS NOT CONSIDERED BEFORE 12:00 AM

Any item on the Council agenda that has not been discussed by 12:00 AM of the morning following the beginning of the meeting shall be continued to the next regular meeting as a Carryover Item, unless City Council takes action to the contrary.

27. VIOLATIONS

The City Clerk shall be responsible for reporting violations of time limitations or speaking sequence to the Chair.

28. WIRE COMMUNICATIONS BY AND TO COUNCIL MEMBERS DURING ANY MEETING OF COUNCIL

All communications are subject to the Michigan Open Meetings Act, therefore members of the City Council shall not engage in any form of wire communication, as defined by U.S. Code Title 18, Part I, Chapter 119, Section 2510, during any meeting of the Council.



michigan municipal league

Workers' Compensation Fund

Better Communities. Better Michigan.

October 22, 2010

John Szerlag, City Manager
City of Troy
500 W Big Beaver
Troy, MI 48336-1165

Dear Mr. Szerlag:

Congratulations to you and your employees for receiving one of 28 Loss Control Achievement Awards presented annually by the Michigan Municipal League Workers' Compensation Fund. These awards recognize our members' for their outstanding efforts in maintaining safe work environments and their dedication to reducing workers' compensation losses through employee training.

The City of Troy is being recognized for having one of the two lowest experience modification factors for the policy year beginning July 1st 2010 in Category 1, which is those Fund members with premiums \$100,001 - above.

Enclosed is a certificate recognizing your achievement. Also, we will publish the winners in the next *Membership News* eblast the Fund issues, as well as sending a press release to local print media. If you are interested in having a presentation photograph taken for use in your local newspaper, please contact Jennifer Orr at (734) 669-6341 or jorr@mml.org, so that a convenient time can be arranged.

On behalf of your 846 fellow members of the League Workers' Compensation Fund, thank you for your commitment to safe work practices.

Sincerely,

A handwritten signature in black ink that reads "Michael Forster".

Michael Forster
Fund Administrator

A handwritten signature in black ink that reads "Jennifer Orr".

Jennifer Orr
Membership Services Specialist

C-1b



CITY COUNCIL AGENDA ITEM

Date: November 1, 2010

To: Mayor and Members of Troy City Council

From: John Szerlag, City Manager
Lori Grigg Bluhm, City Attorney
Tonni L. Bartholomew, City Clerk

Subject: Continuation of Special Meeting Agenda Item

A Special Meeting was called for Monday, November 1, 2010 at 10:00 am, as allowed under the Troy Charter. This meeting was called for the day prior to the General Election, and as a result, the City Council chambers were unavailable for the meeting. Due to space limitations at City Hall, caused by the impending Regular Election, the meeting was scheduled for the largest available room at City Hall- the Council Board Room. The Council Boardroom did not accommodate the crowds that appeared for the Special Meeting. Although the Open Meetings Act requires reasonable accommodation for the anticipated number of members of the public, the State Statute recognizes that there is no way of predicting the actual number of persons who will be in attendance at any given meeting. Due to logistics and fire code limitations, many members of the audience were required to remain in the hallway after the meeting was convened. Minutes after convening the meeting, there were shouts objecting to the situation, and vehement requests to accommodate all members of the public in attendance. This resulted in the adjournment of the meeting shortly after it was called to order.

The prompt adjournment of the meeting prohibited City Council from conducting the business for which the meeting was called, and similarly precluded public comment. As such, the business from the Special Meeting will be continued as the first business item at the November 8, 2010 Regular City Council Meeting.



CITY COUNCIL AGENDA ITEM

October 26, 2010

To: The Honorable Mayor and City Council Members

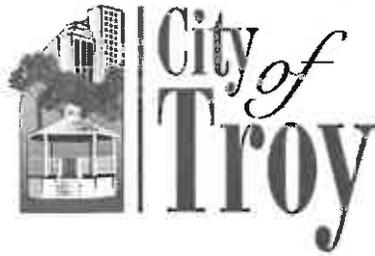
From: John Szerlag, City Manager
Cindy Stewart, Community Affairs Director

Subject: Paint Creek Center for the Arts' Regional Arts Awards

The Paint Creek Center for the Arts (PCCA) is hosting its 1st annual Regional Arts Awards on Thursday, March 24, 2011. The awards encompass eight Mayor's Arts Awards honoring those who are fostering arts & culture in their local communities. PCCA wants to work with the eight (8) municipalities in their service region including Auburn Hills, Oakland Township, Orion Township, Rochester, Rochester Hills, Shelby Township, Troy and Washington Township.

At the October 18, 2010 City Council meeting, it was suggested that the Image and Arts Council of Troy (I/ACT) be selected as the award recipient representing Troy. I/ACT was formed in July 2006 with an objective to: "Enhance Troy's image through arts, culture and urban design". They also provide networking opportunities for local artists.

I/ACT has sponsored The Brown Bag Lecture Series at the Troy Public Library; hosted numerous art events and workshops; and continues to promote local artists through the I/ACT website (www.troyarts.org) as well as the local media and the Troy Chamber of Commerce.



CITY COUNCIL AGENDA ITEM

November 2, 2010

TO: John Szerlag, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance & Administration 

SUBJECT: City of Troy Investment Policy and Establishment of Investment Accounts

The current investment policy was initially approved in November, 1999 and each year thereafter with the stipulation that it be reviewed and approved annually by City Council. The current policy has served us well during the past several years and is in compliance with Act 20 PA 1943, as amended.

I would also like to update our resolution authorizing the establishment of investment accounts at the following institutions: Bank of America; Charter One; Citizens Bank; First Michigan Bank; Comerica; Fifth Third Bancorp; Flagstar Bank; Huntington Bancshares; JP Morgan Chase & Co.; Merrill Lynch; Michigan Class-MBIA; Morgan Stanley Smith Barney; PNC Financial Services; Private Bancorp; and TCF National Bank.

This policy is established in order to provide for the safety and diversification of investment accounts.

The investment policy is in compliance with Act 20 PA 1943, as amended.

CITY OF TROY INVESTMENT POLICY
To Comply with Act 20 PA 1943, as amended

Purpose: It is the policy of the City of Troy to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the City and comply with all State statutes governing the investment of public funds.

Scope: This investment policy applies to all financial assets of the City. These assets are accounted for in the various funds of the City and include the general fund, special revenue funds, debt service funds, and capital project funds (unless bond ordinances and resolutions are more restrictive), enterprise funds, internal service funds, trust and agency funds, and any new fund established by the City.

Objectives: The primary objectives, in priority order, of the City's investment activities shall be:

Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

Diversification – The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment – The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority to Make Investments: Authority to manage the investment program is derived from the following: City of Troy City Council's most current resolution establishing investment accounts (2009-11- 349 - I - 8). Management responsibility for the investment program is hereby delegated to the City of Troy Assistant City Manager/Finance and Administration who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to safekeeping, cash purchase or delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Assistant City Manager/Finance and Administration. The Assistant City Manager/Finance and Administration shall be responsible for all transactions undertaken and shall establish a system of controls. The Investment Policy shall be reviewed and approved by the City Council annually.

List of Authorized Investments: The Assistant City Manager/Finance and Administration is limited to investments authorized by Act 20 of 1943, as amended, and may invest in the following:

- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- (b) Certificates of deposit, savings accounts, deposit accounts, or depository of a financial institution. Authorized depositories shall be designated by the City of Troy City Council.
- (c) Commercial paper rated at the time of purchase with the highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- (d) Repurchase agreements consisting of instruments listed in (a).
- (e) Bankers' acceptances of United States banks.
- (f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated investment grade by not less than one standard rating service.
- (g) Investment pools through an interlocal agreement under the urban cooperation act of 1967, 1987 (Ex Sess) PA 7, MCL 124.501 to 124.512
- (h) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, 129.111 to 129.118.
- (i) The investment pools organized under the local government investment pool act, 1986 PA 121, MCL 129.141 to 129.150.

Safekeeping and Custody: All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Assistant City Manager/Finance and Administration may be on a cash basis or a delivery vs. payment basis as determined by the Assistant City Manager/Finance and Administration. Securities may be held by a third party custodian designated by the Assistant City Manager/Finance and Administration and evidenced by safekeeping receipts as determined by the Assistant City Manager/Finance and Administration.

Prudence: Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Pastor Stephen Husava of Northfield Hills Baptist Church gave the Invocation. The Pledge of Allegiance to the Flag was given.

A. CALL TO ORDER:

A Regular Meeting of the Troy City Council was held Monday, October 18, 2010, at City Hall, 500 W. Big Beaver Road. Mayor Schilling called the Meeting to order at 7:30 PM.

B. ROLL CALL:

Mayor Louise E. Schilling
 Robin Beltramini
 Mayor Pro Tem Wade Fleming
 Martin Howrylak
 Mary Kerwin
 Maureen McGinnis
 Dane Slater

C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS:

C-1 Certificates of Recognition and Special Presentations Scheduled

- a) A presentation was given awarding Susan Leirstein, Purchasing Director, and Julie Hamilton and Sumita Austen of the Purchasing Department its 8th *Achievement of Excellence in Procurement Award*.
- b) A legislative update was received from State Representative Marty Knollenberg, District 41.

D. CARRYOVER ITEMS:

D-1 No Carryover Items

E. PUBLIC HEARINGS:

E-1 Community Development Block Grant - 2011 Application

Mayor Schilling opened the public hearing.

Mayor Schilling closed the public hearing after receiving no comment from the public.

Resolution #2010-10-228

Moved by Beltramini

Seconded by Kerwin

WHEREAS, Oakland County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs;

WHEREAS, Oakland County has requested CDBG eligible projects from participating communities for inclusion in the Action Plan;

WHEREAS, The City of Troy has duly advertised and conducted a public hearing on October 18, 2010 for the purpose of receiving public comments regarding the proposed use of PY 2010 Community Development Block Grant funds (CDBG) in the approximate amount of \$173,970.00, and

WHEREAS, The City of Troy found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need:

<u>Account Number</u>	<u>Project Name</u>	<u>Amount</u>
172140-730789	General Program Administration	\$34,794.00
172160-732170	Public Services (Yard Services)	\$52,191.00
172170-731332	Parks-Recreational Facilities	\$86,985.00

THEREFORE, BE IT RESOLVED, The Troy City Council hereby **AUTHORIZES** the submittal of the CDBG application to Oakland County for inclusion in Oakland County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and that the Mayor is hereby **AUTHORIZED** to **EXECUTE** all documents, agreements, or contracts which result from this application to Oakland County.

Yes: Schilling, Beltramini, Fleming, Howrylak, Kerwin, McGinnis, Slater

No: None

MOTION CARRIED

Vote on Resolution to Suspend Rules of Procedure for the City Council, Rule #6 – Order of Business

Resolution #2010-10-229

Moved by Schilling

Seconded by Kerwin

RESOLVED, That Troy City Council hereby **SUSPENDS** Rules of Procedure for the City Council, Rule #6 *Order of Business* to take action on an item that does not appear on the Agenda.

Yes: Beltramini, Howrylak, Kerwin, McGinnis, Slater, Schilling

No: Fleming

MOTION CARRIED

Vote on Resolution to Reduce Public Comment, Rule #16 – Members of the Public & Visitors

Resolution #2010-10-230

Moved by Schilling

Seconded by Slater

RESOLVED, That Troy City Council hereby **REDUCES** Public Comment, Council Rule #16, *Members of the Public & Visitors*, from five minutes to three minutes at the request of the Chair and by majority vote of City Council members elect.

Yes: Kerwin, McGinnis, Slater, Schilling, Beltramini

No: Fleming, Howrylak

MOTION CARRIED

F. PUBLIC COMMENT:

Neil Yashinsky: Spoke in support of *Library Proposal I*.
Judy Baker: Spoke in support of *Library Proposal I*.
Paul Beck: Spoke in opposition of the Transit Center, city employee benefits and requested City Management to reevaluate their priorities based upon citizen
Julie Sigler: Spoke in support of *Library Proposal I*.
Gordon Schepke: Spoke in opposition of all library proposals; offered alternatives for funding the library.
Tony Cruz: Supports keeping the library open; opposed to raising taxes.
Mike Choly: Spoke in support of *Library Proposal I*; opposes other three library proposals.
Tim Burns: County Commissioner, District 19th Discussed upcoming fundraising events in Oakland County; provided brief update regarding the County budget.
Gerard Staeger: Supports library petition currently circulating; opposes all library ballot proposals.
Mary Ann Bernardi: Supports keeping the Charter Revision Committee membership at seven.
Wayne Shu: Student Spoke in support of keeping the library open.
Xiao Zhu: Student Spoke in support of *Library Proposal I*.
Aaron Green: Spoke in support of *Library Proposal I*.
Rhonda Hendrickson: Provided clarification in response to remarks made by those opposed to the library proposals; spoke in support of *Library Proposal I*.
Kim Yanchyshyn: Spoke in support of *Library Proposal I*.
Linda Kajma: Spoke in support of *Library Proposal I*.
Jeanne Stine: Spoke in support of *Library Proposal I*.
Sharon MacDonell: Spoke in support of *Library Proposal I*.
Leonard Krause: Supports keeping the library open.
Thomas Burke: Spoke in opposition of all four library proposals.

G. RESPONSE / REPLY TO PUBLIC COMMENT

The meeting **RECESSED** at 9:09 PM.

The meeting **RECONVENED** at 9:20 PM.

H. POSTPONED ITEMS:

H-1 No Postponed Items
I. REGULAR BUSINESS:

I-1 Appointments to Boards and Committees:

a) Mayoral Appointments: None Scheduled

b) City Council Appointments/Confirmation: None Scheduled

I-2 Nominations for Appointments to Boards and Committees: None Scheduled

I-3 Request for Closed Session – None Requested

I-4 2011 City Council Meeting Schedule

Resolution #2010-10-231

Moved by Beltramini

Seconded by Kerwin

RESOLVED, That Troy City Council **SHALL HOLD** Regular Meetings in 2011 according to the following schedule at 7:30 PM:

Monday, January	10, 24 & 31
Monday, February	7, 21 & 28
Monday, March	7, 21 & 28
Monday, April	4 & 18
Monday, May	9 & 16
Monday, June	6 & 20
Monday, July	11 & 25
Monday, August	8, 22 & 29
Monday, September	12 & 26
Monday, October	3 & 17
Monday, November	14, 21 & 28
Monday, December	5 & 19

BE IT FURTHER RESOLVED, That Troy City Council **SHALL HOLD** Special Study Sessions for the purpose of budget discussions in 2011 according to the following schedule at 7:30 PM:

Monday, April	25
Monday, May	2

BE IT FURTHER RESOLVED, That Troy City Council **SHALL ADD** Regular Liquor Violation Hearing Meetings to the Regular Meeting schedule as appropriate; and

BE IT FINALLY RESOLVED, That Troy City Council **MAY SCHEDULE** other Special Meetings as needed.

Yes: Howrylak, Kerwin, McGinnis, Slater, Schilling, Beltramini, Fleming
No: None

MOTION CARRIED

J. CONSENT AGENDA:

J-1a Approval of “I” Items NOT Removed for Discussion

Resolution #2010-10-232
Moved by Kerwin
Seconded by Slater

RESOLVED, That Troy City Council hereby **APPROVES** all items on the Consent Agenda as presented with the exception of Item J-04b, which **SHALL BE CONSIDERED** after Consent Agenda (I) items, as printed.

Yes: Kerwin, McGinnis, Slater, Schilling, Beltramini, Fleming, Howrylak
No: None

MOTION CARRIED

J-2 Approval of City Council Minutes

Resolution #2010-10-232-J-02

RESOLVED, That Troy City Council hereby **APPROVES** the Minutes of the Special and the 7:30 PM Regular City Council Meetings of October 11, 2010 as corrected.

J-3 Proposed City of Troy Proclamations: None proposed

J-4 Standard Purchasing Resolutions:

a) Standard Purchasing Resolution 2: Bid Award – Lowest Bidders Meeting Specifications Picnic Shelter and Swing Sets

Resolution #2010-10-232-J-04

RESOLVED, That Troy City Council hereby **AWARDS** contracts to furnish new materials and components for an All Steel Picnic Shelter and two (2) Swings Sets to the lowest bidder meeting specifications for the shelter, Miracle Recreation of Michigan A Division of Miracle Recreation Equipment Company from Okemos, MI, for an estimated total cost of \$11,835.00; and the low total bidder for both swing sets, Sinclair Recreation of Holland, MI, for an estimated total cost of \$4,100.00, at unit prices contained in the bid tabulation opened September 30, 2010, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

J-5 Sole Source – Recreation Equipment

Resolution #2010-10-232-J-05

WHEREAS, Playworld Midstates of Holland, MI, is the sole distributor in the area for LifeTrail recreation equipment manufactured by Playworld Systems designed for active adults over fifty (50) years old; and

WHEREAS, LifeTrail equipment qualifies for purchase under the Community Development Block Grant Program and will be installed in Milverton Park within close proximity to the Troy American House senior complex;

NOW, THEREFORE, BE IT RESOLVED, That Troy City Council hereby **WAIVES** formal bidding procedures and **AUTHORIZES** the purchase of LifeTrail recreation equipment from the sole area distributor, Playworld Midstates of Holland, MI, for an estimated total cost of \$24,770.00; and

BE IT FINALLY RESOLVED, That Troy City Council hereby **AUTHORIZES** the installation of the LifeTrail recreation equipment in the City's newest park, Milverton Park utilizing Community Development Block Grant Funding.

J-6 2010 Request to Waive Recapture Form

Resolution #2010-10-232-J-06

WHEREAS, The U.S. Department of Housing and Urban Development (HUD) mandates that Community Development Block Grant (CDBG) balances not exceed 1.5 times the current program year allocation sixty (60) days prior to the end of the program year (February 28th);

WHEREAS, The Oakland County Board of Commissioners adopted a policy allowing communities to protect funds from their two most recent program years to help comply with this regulation;

WHEREAS, All unobligated 2008 and older funds are at risk of recapture December 31, 2010;

WHEREAS, The City of Troy may protect unobligated 2008 funds from recapture for one additional year by requesting a waiver; and

WHEREAS, A separate waiver request form must be submitted for each 2008 line item to the Manager of the Oakland County Community & Home Improvement Division no later than Monday, November 29, 2010;

NOW THEREFORE, BE IT RESOLVED, That Troy City Council hereby **REQUESTS** to waive recapture of 2008 CDBG funds as follows:

<u>Account Number</u>	<u>Project Name</u>	<u>Amount</u>
730744	Flood Drain Improvements	\$84,811.00
732170	Yard Services	\$71,010.00

J-7 Troy Youth Assistance Proposed By-law Changes

Resolution #2010-10-232-J-07

WHEREAS, The City of Troy is a sponsor of the Troy Youth Assistance (TYA);

WHEREAS, TYA's bylaws mandate that as a sponsor of TYA the City of Troy must approve proposed changes to TYA's bylaws before they are adopted; and

WHEREAS, That on October 18, 2010 TYA submitted to the Troy City Council proposed bylaw changes;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **APPROVES** Troy Youth Assistance's bylaw changes as revised and placed on the table.

J-1b Address of "I" Items Removed for Discussion by City Council**b) Standard Purchasing Resolution 1: Award to Low Bidder – Demolition of Buildings and Structures – 6675 John R**

Resolution #2010-10-233

Moved by Beltramini

Seconded by McGinnis

RESOLVED, That Troy City Council hereby **AWARDS** a contract to provide demolition of various buildings and structures including the above ground swimming pool at 6675 John R Road to the low bidder, S.A. Torello Demolition, Inc. of Port Huron, MI for an estimated total cost of \$12,387.00 as detailed in the bid tabulation opened on October 7, 2010, a copy of which shall be **ATTACHED** to the original Minutes of this meeting; and

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon the contractor's submission of properly executed bid and contract documents, including insurance certificates and all other specified requirements.

Yes: McGinnis, Slater, Schilling, Beltramini, Fleming, Kerwin

No: Howrylak

MOTION CARRIED**Vote on Resolution to Suspend Rules of Procedure for the City Council, Rule #6 – Order of Business**

Resolution #2010-10-234

Moved by Schilling

Seconded by Kerwin

RESOLVED, That Troy City Council hereby **SUSPENDS** Rules of Procedure for the City Council, Rule #6 *Order of Business* to take action on agenda item N-5 *Memorandum from Community Affairs Director Regarding: Paint Creek Center for the Arts' Regional Arts Awards.*

Yes: Slater, Schilling, Beltramini, Fleming, Howrylak, Kerwin, McGinnis

No: None

MOTION CARRIED

Resolution to Nominate The Image and Arts Council of Troy for the Paint Creek Center for the Arts' 2011 Regional Arts Awards

Resolution

Moved by Schilling

Seconded by Kerwin

RESOLVED, That Troy City Council hereby **NOMINATES** *The Image and Arts Council of Troy* to represent the City of Troy in the Paint Creek Center for the Arts' 2011 Regional Arts Awards competition.

Vote on Resolution to Postpone Nomination for the Paint Creek Center for the Arts' 2011 Regional Arts Awards

Resolution #2010-10-235

Moved by Beltramini

Seconded by Kerwin

RESOLVED, That Troy City Council hereby **POSTPONES** their nomination for the Paint Creek Center for the Arts' 2011 Regional Arts Awards until the Monday, November 8, 2010 Regular City Council Meeting.

Yes: Schilling, Beltramini, Fleming, Howrylak, Kerwin, McGinnis, Slater

No: None

MOTION CARRIED

K. MEMORANDUMS AND FUTURE COUNCIL AGENDA ITEMS:

K-1 Announcement of Public Hearings: No Announcements Forwarded

K-2 Memorandums (Items submitted to City Council that may require consideration at some future point in time): No Memorandums Forwarded

L. COUNCIL REFERRALS:

Items Advanced to the City Manager by Individual City Council Members for Placement on the Agenda

L-1 No Council Referrals Advanced

M. COUNCIL COMMENTS

M-1 No Council Comments Advanced

N. REPORTS

N-1 Minutes – Boards and Committees:

- a) Civil Service Commission (Act 78)/Final – August 25, 2009
 - b) Historic Commission/Final – June 22, 2010
 - c) Planning Commission-Regular/Draft – September 14, 2010
 - d) Planning Commission-Regular/Final – September 14, 2010
 - e) Board of Zoning Appeals-Regular/Draft – September 21, 2010
 - f) Board of Zoning Appeals-Study/Draft – September 21, 2010
 - g) Planning Commission-Special-Study/Draft – September 28, 2010
 - h) Planning Commission-Special-Study/Final – September 28, 2010
- Noted and Filed

N-2 Department Reports: None Forwarded

N-3 Letters of Appreciation:

- a) Certificate of Appreciation Received from Dr. Ronny Otero, Chair for Supporting the *Tour de Ford* held on Sunday, September 12, 2010.
 - b) E-mail received from David and Beth Hamada to Carla Vaughan in Appreciation of the Troy Senior Garden.
 - c) Letter of Appreciation Received from Snehamay and Meena Khasnabis to the Troy Fire Department for the Help they Rendered in Fighting a Fire in their Home in May 2009.
- Noted and Filed

N-4 Proposed Proclamations/Resolutions from Other Organizations: None Proposed

The meeting **RECESSED** at 9:59 PM.

The meeting **RECONVENED** at 10:09 PM in the Council Boardroom.

O. STUDY ITEMS

O-1 Streamlining Boards and Committees

As determined by a consensus of City Council members, City Management was directed to prepare appropriate agenda materials relative to boards and committees for the November 8, 2010 Regular City Council meeting as follows:

BOARD / COMMITTEE:	CITY COUNCIL CONSENSUS:
Advisory Committee for Persons with Disabilities Advisory Committee for Senior Citizens Ethnic Issues Advisory Board	Dissolve; November agenda item regarding the possible formation of a <i>Lifetime Learning Committee</i>
Animal Control Appeal Board	Investigate possibility of allocating

	duties to Board of Zoning Appeals
Board of Canvassers	Dissolve
Board of Review	Operate at status quo
Board of Zoning Appeals	Operate at status quo
Brownfield Redevelopment Authority	Operate at status quo
Building Code Board of Appeals	Operate at status quo
Cable Advisory Committee	Dissolve
Charter Revision Committee	Operate at status quo
Civil Service Commission (Act 78)	Operate at status quo
Downtown Development Authority	Operate at status quo
Economic Development Corporation	Operate at status quo
Election Commission	Operate at status quo
Employee Retirement System Board of Trustees / Retiree Health Care Benefits Committee	Operate at status quo
Historical Commission	Dissolve June 30, 2011
Historic District Commission	Operate at status quo
Library Advisory Board	Dissolve June 30, 2011
Liquor Advisory Committee	Operate at status quo
Local Development Finance Authority	Operate at status quo
Municipal Building Authority	Operate at status quo
Parks and Recreation Board	Quarterly meetings; ordinance amendment required to change membership
Personnel Board	Operate at status quo
Planning Commission	Operate at status quo
Traffic Committee	Meetings scheduled as needed
Troy Daze Committee	Dissolve
Youth Council	Dissolve

CLOSED SESSION: None Requested

P. ADJOURNMENT

The meeting **ADJOURNED** at 11:24 PM.

Louise E. Schilling, Mayor

Tonni L. Bartholomew, MMC
City Clerk

A. CALL TO ORDER:

A Special Meeting of the Troy City Council was held Thursday, October 28, 2010, at City Hall, 500 W. Big Beaver Road. Mayor Schilling called the Meeting to order at 4:30 PM.

B. ROLL CALL:**City Council:**

Mayor Louise E. Schilling
 Robin Beltramini
 Mayor Pro Tem Wade Fleming
 Martin Howrylak
 Mary Kerwin
 Maureen McGinnis
 Dane Slater

C. ITEM AS INDICATED IN THE CALL OF THE MEETING**Approval of Request from Macy's Department Store to Conduct a Fireworks Display**

Resolution #2010-10-237
 Moved by Kerwin
 Seconded by Howrylak

RESOLVED, That Troy City Council hereby **ISSUES** a fireworks permit to Zambelli Fireworks Manufacturing Company of New Castle, PA for Macy's Department Store, located at Oakland Mall – 500 West Fourteen Mile Road – Troy, Michigan to conduct a fireworks display on Friday, November 5, 2010; and

BE IT FURTHER RESOLVED, That Troy City Council hereby **DIRECTS** the Fire Prevention Division to inspect the fireworks to be used along with the site to assure compliance with applicable codes and standards for such a fireworks display.

Yes: Schilling, Beltramini, Fleming, Howrylak, Kerwin, McGinnis, Slater

No: None

MOTION CARRIED**D. PUBLIC COMMENT:**

Jeanne Stine: Spoke in opposition of mailing sent by Council Member Howrylak in regard to the library proposals on the November 2, 2010 General Election ballot.

Linda Kajma: Spoke in opposition of mailing sent by Council Member Howrylak in regard to the library proposals on the November 2, 2010 General Election ballot.

E. ADJOURNMENT

The meeting **ADJOURNED** at 4:40 PM.

Louise E. Schilling, Mayor

Tonni L. Bartholomew, MMC
City Clerk

A. CALL TO ORDER:

A Special Meeting of the Troy City Council was held Monday, November 1, 2010, at City Hall, 500 W. Big Beaver Road. Mayor Schilling called the Meeting to order at 10:03 AM.

B. ROLL CALL:**City Council:**

Mayor Louise E. Schilling
 Robin Beltramini
 Mayor Pro Tem Wade Fleming
 Martin Howrylak
 Mary Kerwin
 Maureen McGinnis
 Dane Slater

Resolution to Excuse Absent Council Member McGinnis

Resolution #2010-11-238

Moved by Beltramini

Seconded by Fleming

RESOLVED, That Troy City Council hereby **EXCUSES** the absence of Council Member McGinnis at the City Council Special Meeting of Monday, November 1, 2010 due to being out of the county.

Yes: Schilling, Beltramini, Fleming, Howrylak, Slater

No: Kerwin

Absent: McGinnis

MOTION CARRIED**C. ITEM AS INDICATED IN THE CALL OF THE MEETING****Discussion and Possible Action on Censuring of Council Member Martin Howrylak**

Mayor Schilling adjourned the meeting immediately after opening the item for discussion.

The meeting **ADJOURNED** at 10:09 AM.

Louise E. Schilling, Mayor

Tonni L. Bartholomew, MMC
 City Clerk



CITY COUNCIL AGENDA ITEM

October 29, 2010

To: John Szerlag, City Manager

From: John M. Lamerato, Assistant City Manager/Finance & Administration
Susan A. Leirstein, Purchasing Director
Gertrude Paraskevin, IT Director

Subject: Standard Purchasing Resolution 4: MITN Purchasing Cooperative – City of Ann Arbor – Premium Laser Compatible Ink and Toner Cartridges

Background

On May 21, 2009, the City of Ann Arbor obtained bids for premium laser compatible ink and toner cartridges (ITB-4023) via the Michigan Intergovernmental Trade Network (MITN) website of which the City of Troy is a member. The bid stated that the cartridges could not be refurbished or refilled. Additionally, all inner components had to be new. No reused parts were allowed except for the outer hard shell of the cartridges.

The City of Ann Arbor reviewed the specifications for the cartridges bid by each company. After careful review it was determined that Preferred Toner Solutions was the lowest bidder meeting specifications and provided the best product and service guarantees.

In July 2009, the City of Ann Arbor administratively awarded a two (2) year contract with an option to renew for two (2) additional one (1) year periods to Preferred Toner Solutions of Canton, MI to provide premium laser compatible ink and toner cartridges.

For the past three (3) months, Troy's IT department has conducted testing of these cartridges in various City printers and is satisfied the cartridges perform to the standards of the OEM brand.

The City spends, on average, \$38,000.00 per year on laser jet toner cartridges. By switching to the compatible cartridges the City will save an average of 27% or \$10,000.00 per year.

Recommendation

City management recommends awarding a contract for the purchase of premium laser compatible ink and toner cartridges to the lowest bidder meeting specifications, Preferred Toner Solutions of Canton, MI, as a result of a MITN Cooperative award hosted by Ann Arbor for an estimated total cost of \$28,000.00 at unit prices contained in attached Appendix A.

Fund Availability

Funds for these materials are available through the 2010-2011 office supply accounts for each department.

ITB-4023 Toner Contract Price List

APPENDIX A

Hewlett Packard Laser Compatible Black Cartridges - Monochrome

MFG#	PP#	Machine Model	Pg. Yield	Price
C3900A	00A	4V, 4MV	8100	\$ 79.95
C3903A	03A	5P, 6P	4000	\$ 46.95
CE505A	05A	P2035, P2055	2300	\$ 66.95
C3906A	06A	5L, 6L, 3100, 3150	2500	\$ 44.95
C3909A	09A	5si, 8000	15,000	\$ 84.95
Q2610A	10A	2300	6000	\$ 64.95
Q6511A	11A	2400 (low yield)	6000	\$ 89.95
Q6511X	11X	2400 (high yield)	12,000	\$ 124.95
Q2612A	12A	1010 - 1022 3015 - 3055	2000	\$ 49.95
Q2613X	13X	1300	4000	\$ 54.95
C7115X	15X	1000, 1200, 3330, 3380	3500	\$ 56.95
Q7516A	16A	5200	12,000	\$ 121.95
Q2624A	24A	1150	2500	\$ 49.95
C4127X	27X	4000, 4050	10,000	\$ 56.95
C4129X	29X	5000, 5100	10,000	\$ 99.95
CB435A	35A	P1005, P1006	1500	\$ 49.95
CB436A	36A	P1505, M1522n	2000	\$ 54.95
Q1338A	38A	4200	12,000	\$ 87.95
Q1339A	39A	4300	18,000	\$ 109.95
Q5942A	42A	4240, 4250, 4350	10,000	\$ 87.95
Q5942X	42X	4250, 4350 only	20,000	\$ 109.95
C8543X	43X	9000, 9050	30,000	\$ 159.95
Q5945A	45A	MFP 4345	18,000	\$ 124.95
Q5949A	49A	1160, 1320, 3390	2500	\$ 59.95
Q5949X	49X	1320, 3390	6000	\$ 76.95
Q7551A	51A	P3005, M3035MFP	6500	\$ 84.95
Q7551X	51X	P3005, M3035MFP	15,000	\$ 124.95
Q7553A	53A	P2015	3000	\$ 64.95
Q7553X	53X	P2015	7000	\$ 99.95
C8061X	61X	4100	10,000	\$ 62.95
CC364A	64A	P4014, P4015, P4515	10,000	\$ 114.95
Q7570A	70A	M5025, M5035 MFP	12,000	\$ 129.95
92274A	74A	4L, 4ML, 4P, 4MP	3350	\$ 49.95
C4182X	82X	8100, 8150	20,000	\$ 99.95
C4092A	92A	1100, 3200	2500	\$ 42.95
C4096A	96A	2100, 2200	5000	\$ 57.95
92298A	98A	4, 4Plus, 5, 5N	6800	\$ 49.95
92298X	98X	4, 4Plus, 5, 5N	8800	\$ 59.95

Hewlett Packard Laser Compatible Cartridges - Color

MFG#	PP#	Machine Model	Pg. Yield	Price
C9700A	1500B	HP 1500, 2500, Black	5000	\$ 64.95
C9701A	1500C	HP 1500, 2500, Cyan	4000	\$ 64.95
C9702A	1500Y	HP 1500, 2500, Yellow	4000	\$ 64.95
C9703A	1500M	HP 1500, 2500, Magenta	4000	\$ 64.95
Q6000A	1600B	1600, 2600 CM1015 Black	2500	\$ 62.95

ITB-4023 Toner Contract Price List

Q6001A	1600C	1600, 2600 CM1015 Cyan	2000	\$ 65.95
Q6002A	1600Y	1600, 2600 CM1015 Yellow	2000	\$ 65.95
Q6003A	1600M	1600, 2600 CM1015 Magenta	2000	\$ 65.95
Q3960A	1500B	2550, 2884, 2840 Black	5000	\$ 64.95
Q3961A	1500C	2550, 2884, 2840 Cyan	4000	\$ 64.95
Q3962A	1500Y	2550, 2884, 2840 Yellow	4000	\$ 64.95
Q3963A	1500M	2550, 2884, 2840 Magenta	4000	\$ 64.95
Q7560A	3000B	3000 Black	6500	\$ 104.95
Q7561A	3000C	3000 Cyan	3500	\$ 99.95
Q7562A	3000Y	3000 Yellow	3500	\$ 99.95
Q7563A	3000M	3000 Magenta	3500	\$ 99.95
Q2670A	3500/3700B	3500, 3550 Black	6000	\$ 104.95
Q2671A	3500C	3500, 3550 Cyan	4000	\$ 99.95
Q2672A	3500Y	3500, 3550 Yellow	4000	\$ 99.95
Q2673A	3500M	3500, 3550 Magenta	4000	\$ 99.95
Q6470A	3600/3800B	3600 Black	6000	\$ 89.95
Q6471A	3600C	3600 Cyan	4000	\$ 99.95
Q6472A	3600Y	3600 Yellow	4000	\$ 99.95
Q6473A	3600M	3600 Magenta	4000	\$ 99.95
Q2670A	3500/3700E	3700 Black	6000	\$ 104.95
Q2681A	3700C	3700 Cyan	6000	\$ 114.95
Q2682A	3700Y	3700 Yellow	6000	\$ 114.95
Q2683A	3700M	3700 Magenta	6000	\$ 114.95
Q6470A	3600/3800B	3800 Black	6000	\$ 89.95
Q7581A	3800C	3800 Cyan	6000	\$ 106.95
Q7582A	3800Y	3800 Yellow	6000	\$ 106.95
Q7583A	3800M	3800 Magenta	6000	\$ 106.95
C4191A	4500B	4500, 4550 Black	9000	\$ 59.95
C4192A	4500C	4500, 4550 Cyan*	6000	\$ 76.95
C4193A	4500M	4500, 4550 Magenta*	6000	\$ 76.95
C4194A	4500Y	4500, 4550 Yellow*	6000	\$ 76.95
C9720A	4600B	4600, 4650 Black	9000	\$ 104.95
C9721A	4600C	4600, 4650 Cyan	8000	\$ 119.95
C9722A	4600Y	4600, 4650 Yellow	8000	\$ 119.95
C9723A	4600M	4600, 4650 Magenta	8000	\$ 119.95
Q5950A	4700B	4700 Black	11,000	\$ 119.95
Q5951A	4700C	4700 Cyan	10,000	\$ 159.95
Q5952A	4700Y	4700 Yellow	10,000	\$ 159.95
Q5953A	4700M	4700 Magenta	10,000	\$ 159.95
Q6460A	4730B	CM4730 MFP Black	12,000	\$ 119.95
Q6461A	4730C	CM4730 MFP Cyan	12,000	\$ 159.95
Q6462A	4730Y	CM4730 MFP Yellow	12,000	\$ 159.95

ITB-4023 Toner Contract Price List

Q6463A	4730M	CM4730 MFP Magenta	12,000		\$ 159.95
C9730A	5500B	5500, 5550 Black	20,000	Xerox cpt	\$ 179.95
C9731A	5500C	5500, 5550 Cyan	12,000	Xerox cpt	\$ 239.95
C9732A	5500Y	5500, 5550 Yellow	12,000	Xerox cpt	\$ 239.95
C9733A	5500M	5500, 5550 Magenta	12,000	Xerox cpt	\$ 239.95

Lexmark Laser Compatible Cartridges

MFG#	PP#	Machine Model	Price
69G8256	Optra E	Optra E, E+, EP	\$ 44.95
1282925	Optra S	Optra S 1250, 1620, 1650, 1855, 2420, 2450	\$ 99.95
12A8400	Opt 230/330	Optra E230, 232, 234, 238, 240, 330, 332, 340, 342	\$ 84.95
12A5849	Optra T	Optra T 610, 612, 614, 616	\$ 139.95
12015SA	E120	E120 - 2000 pp.	\$ 59.95
E250A11A	E250	E250 - 3500 pp.	\$ 91.95
E352H11A	E350/352	E350, 352 - 9000 pp.	\$ 129.95
12A6735	T522	T 520, 522 - 20,000 pp.	\$ 159.95
12A6765	T620	T 620, 622 - 30,000 pp.	\$ 179.95
12A7362	T630	T 630, 632, 634 HY - 21,000 pp.	\$ 179.95
12A7365	T632/634	T 632,634 XHY - 32,000 pp.	\$ 179.95
64035HA	T640	T 640, 642, 644 - 21,000 pp.	\$ 189.95

IBM Laser Compatible Cartridges

28P2494	IBM1120	Infoprint 1120/1125	\$ 149.95
28P2010	IBM1130	Infoprint 1130/1140	\$ 169.95
75P5711	IP1412	Infoprint 1412/1512	\$ 79.95
75P6961	IBM1552	1532/1552/1572	\$ 189.95

Brother Laser Compatible Cartridge

MFG#	PP#	Machine Model	Price
TN-250	TN250	DCP 1000/MFC 4800	\$ 24.95
TN-350	TN350	2820, 2920, MFC7220	\$ 42.95
TN-360	TN360	HL 2140/2170W/MFC7840	\$ 49.95
TN-460	TN460	TN-430, TN-460	\$ 49.95
TN-560	TN560	MFC-8420, DCP-8020	\$ 49.95
TN-570	TN570	TN-540, TN-570	\$ 49.95
TN-580	TN580	HL 5240, 5250, 5280	\$ 59.95
DR-350	DR350	DR-350 compatible drum	\$ 82.95
DR-400	DR400	DR-400 compatible drum	\$ 109.95
DR-500	DR500	MFC-8420, DCP-8020	\$ 99.95

Canon Laser Compatible Cartridges

MFG#	PP#	Machine Model	Price
Can. 104	Can 104	L120/MF4150	\$ 59.95
Can. 106	Can 106	MF6530, 6550, 6560, 6580	\$ 119.95
H11-6321-220	FX-2	L 5000, 5500, 7500	\$ 49.95
H11-6381-220	FX-3	IC 1100, LC 2060, L 3500, LC 4000, LC 4500, L 600	\$ 49.95
H11-6401-220	FX-4	LC 8500, 9000, 9500	\$ 54.95
H11-6431-220	FX-6	LC 3170, 3175	\$ 69.95

ITB-4023 Toner Contract Price List

7621A001AA	FX-7	LC 710, 720, 730	\$	64.95
8955A001AA	FX-8	LC 510	\$	64.95
F41-8801-710	E-40	PC 710, 720, 730, 740, 745, 770, 775	\$	79.95
8489A001AA	X25	ICMF 5500	\$	67.95
7833A001AA	S35	D 320, D 340	\$	74.95
6812A001AA	L50	PC 1060, PC 1080, ICD 660, D 680	\$	84.95

Sharp Fax Compatible Cartridges

MFG#	PP#	Compatible Cartridge		Price
FO45ND	45ND	FO 4500, 5500, 5600, 6500, 6600	\$	49.95
FO47ND	47ND	FO 4700	\$	59.95
FO50ND	50ND	FO 440, DC500, DC600	\$	59.95

Dell Compatible Cartridges

MFG#	PP#	Machine Model		Price
GC502	Dell 1100	1100, 1110**	2000	\$ 64.95
310-3543	Dell P1500	P1500	6000	\$ 79.95
X5015	Dell 1600	1600n**	5000	\$ 69.95
X5009	Dell 1700	1700, 1710**	6000	\$ 72.95
310-8709	Dell 1720	1720	6000	\$ 89.95
310-7945	Dell 1815	1815	5000	\$ 67.95
D1851	5200/5300LY	5200N/5300N (low yield)	21,000	\$ 124.95
W2989	5200/5300HY	5200N/5300N (high yield)	27,000	\$ 154.95
UG216	5210/5310	5210N/5310N		\$ 159.95



October 28, 2010

Susan Leirstein
Purchasing Director
City of Troy
500 W. Big Beaver
Troy, MI 48084

Dear Ms. Leirstein:

On April 30, 2009 the City of Ann Arbor, MI, Procurement Unit issued ITB-4023 for Premium Compatible Toner Cartridges – NOT Refurbished or Refilled. Bids were received from 22 companies on the deadline date of May 21, 2009, 2:00 p.m.

Due to very bad experiences in the past with non-OEM cartridges, the specification in the bid was very stringent and required 100% new internal parts. The only component allowed to be recycled/reused is the outer core. HP and other companies also re-use the outer core.

The Procurement Unit reviewed each bid carefully and in many cases called the plant directly to determine what percentage of internal parts were actually new. Many of the vendors were eliminated at this point because they did not meet the bid specification.

Preferred Toner Solutions, was awarded this bid for the best product, service and rebate program. They are a Michigan-based company and meet or exceed all specifications of the bid. The City had previously tested toner cartridges for approximately 15 months.

Contracts for award must be approved by City Council at the \$25,000 and up level. Since the City's procurement is decentralized, each Service Area/Unit orders separately and none of the Service Areas/Units reach that dollar level in a fiscal year. In fact, the estimated bid received from Preferred Toner Solutions was approximately \$23,000 for all Service Area/Units combined.

Additionally, a purchase order is not required unless the total individual order is \$3,000 or above, per the City Administrator's Administrative Policy. This level has never been reached.

The City is very satisfied with Preferred Toner Solutions and the Procurement Unit will renew their contract unless there is an unforeseen problem.

Sincerely,

Dee Lumpkin
Procurement Assistant
City of Ann Arbor, MI

A SUMMARY OF ITB-4023

ISSUED APRIL 29, 2009

The City of Ann Arbor is soliciting bids for the purchase of premium **laser compatible** toner cartridges and supplies for a two (2) year period, with an option to renew two (2) additional 1-year periods. The City will not accept bids for **refurbished or refilled** products, either in whole or in part....

ADDENDUM #1 (May 11, 2009)

PLEASE BE ADVISED THAT THE ONLY COMPONENT OF THE CARTRIDGES YOU SUBMIT YOUR BID FOR THAT CAN BE "REUSED" IS THE OUTER HARD SHELL OF THE CARTRIDGE; NO INNER COMPONENTS ARE TO BE REUSED PARTS AND NO "REFILLED" CARTRIDGES.

Extension of Award to the MITN Purchasing Cooperative and Other Governmental and Non-Profit Entities.

All vendors awarded contracts from this Bid may, upon mutual agreement, extend pricing to the Michigan Governmental Trade Network (MITN) Purchasing Cooperative and other Governmental and Non-Profit Entities. Each entity is responsible for its own payments and is to be considered individually for billing and collection purposes. Each entity will provide its own purchase order and delivery location(s) and must be invoiced separately to the address indicated on their purchase order.

OUR HISTORY WITH CITY OF ANN ARBOR

January 2007 – September 2007

City of Ann Arbor begins evaluation of PrecisePrint cartridges/Preferred Toner Solutions.

October 2007 – June 2009

Preferred Toner Solutions is a non-contract laser cartridge vendor for City of Ann Arbor.

July 2009

Preferred Toner Solutions is awarded the contract under ITB-4023.



CITY OF ANN ARBOR - INVITATION TO BID

PREMIUM LASER COMPATIBLE INK AND TONER CARTRIDGES (NOT REMANUFURBISHED OR REFILLED) AND MISCELLANEOUS PRINTER PARTS

ITB-4023

ISSUED APRIL 29, 2009 – DUE MAY 21, 2009

The City of Ann Arbor is soliciting bids for the purchase of premium laser **compatible** ink and toner cartridges and supplies for a two (2) year period, with an option to renew two (2) additional 1-year periods. The City will not accept bids for **refurbished or refilled** products, either in whole or in part. The City of Ann Arbor has numerous locations throughout the City that will be serviced under this bid. The Vendor will be required to deliver their products to each of these locations on an as-needed basis. Cost includes delivery to various City-owned buildings located in Ann Arbor and to various Service Area Units located at the Ann Arbor Municipal Building. The City reserves the right to split or abstract any or all bids and award multiple contracts for the same bid, based on price, availability and service when, in its judgment, best serves the City of Ann Arbor; therefore, it is necessary that you provide pricing for every item.

Sealed bids must be received by the Procurement Unit, 100 N. Fifth Ave., Fifth Floor, P.O. Box 8647, Ann Arbor, MI no later than 2:00 p.m. May 21, 2009. Bids must be clearly identified as **ITB-4023, Premium Laser Compatible Ink and Toner Cartridges**, and should be directed to the attention of Dee Lumpkin, Procurement Assistant, Phone: 734.794.6576; E-Mail: dlumpkin@a2gov.org. Bids will be opened and read publicly aloud at that time. Late bids will not be accepted.

Questions must be received in writing prior to May 14, 2009 at 3:00 p.m. Any questions received after the date and time above will not be considered. Vendors are encouraged to include product specifications and information sheets with their submittals. All materials are to be shipped to various City-owned buildings in the City of Ann Arbor.

The City of Ann Arbor officially posts bids on the Michigan Intergovernmental Trade Network (MITN) www.govbids.com. Copies of bid documents obtained from any other private source are not considered official copies. Only those vendors who obtain bid documents from the MITN System are guaranteed access to receive addendum information, if such information is issued. Bid documents and amendments may also be obtained on the City of Ann Arbor Purchasing webpage at www.a2gov.org. Final bid results will be posted on the Purchasing website and on the MITN website.

Definitions.

1. Owner or City shall refer to the City of Ann Arbor.
2. Service Company, Vendor, Contractor or Proposer shall refer to the company providing a bid, quote or proposal for the work outlined in the bid specifications.

General Conditions.

No bid will be accepted from, or contract awarded to any person, firm or corporation that is in arrears or is in default to the City of Ann Arbor upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City of Ann Arbor.

All vendors are held to prices as proposed for 90 days or award, whichever comes first, except the successful proposer, whose prices shall remain firm through the contract expiration.

Any deviation from the scope of work must be noted in the bid document.

Each delivered package shall be properly identified with an outside label with appropriate information to deliver product to end user and a packing slip. Acceptance of the total delivery and signature based upon piece count and manifest does not represent a transfer of responsibility to the City for the content of each package. In the event shortage, overage or damage exists within the packages, the Vendor will accept City documentation for resolution.

There is no guarantee that the City will purchase any/all of the items listed; the City reserves the right to purchase product(s) at the proposed price during the contract period. Additionally, the products listed are not all inclusive and the City may purchase additional related items.

No contract will be automatically renewed at the end of any contract term.

No gas or fuel surcharges will be billed to or paid by the City at any time.

All pricing and information regarding this ITB is public information.

Specifications.

The City of Ann Arbor is soliciting quotations for the purchase of premium compatible ink and toner cartridges and supplies for a two (2) year period, with an option to renew for two (2) additional 1-year periods. The City of Ann Arbor has numerous locations throughout the City that will be serviced under the contract awarded. The Vendor will be required to deliver its products to each of these locations on an as-needed basis. Cost includes delivery to various City-owned buildings located in Ann Arbor and to various units located at the Ann Arbor Municipal Building.

The City reserves the right to split or abstract any or all quotations and award multiple contracts for the same quotation, based on price, availability and service when, in its judgment, best serves the City of Ann Arbor; therefore, it is not necessary that you provide pricing for every item.

Vendor shall provide all new materials in original packaging where applicable.

****THE CITY WILL NOT ACCEPT BIDS FOR
REFURBISHED OR REFILLED CARTRIDGES****

Vendor shall indicate on the Bid Form a minimum order amount, if any, and service charge for any order below the minimum, if applicable.

Prices shall be stated in units of quantity specified in the Bid Document. In case of a discrepancy in computing the amounts of the quotation, or other mathematical error, the unit price quotation will govern.

It is recommended, but not required, that the Vendor be able to provide the City with a number of computer-generated reports by service area unit, individual location and by the City as a total as applicable.

It is recommended, but not required, that the Vendor designate an individual to support the supply system and provide a primary interface between the City and the Vendor.

All vendors shall include with their bid, a list of at least three (3) current references to whom comparable items have been sold. This list shall include company name, person to contact, address and telephone number. Failure to include references may be ample cause for rejection of your bid as non-responsive.

Warranty/Guarantee

All warranties by manufacturer shall apply. Proposer shall, as part of its bid, **furnish its warranty/guarantee** for all goods to be furnished hereunder. Proposer shall be obligated to replace all defects in material, which are discovered or exist during the warranty period; all transportation shall be at Proposer's expense.

Award of Purchase Order

The City reserves the right to reject any and all bids, and to waive any defect or irregularity in the bids. The City reserves the right to accept and separate items in the bid; and to accept the bid that, in the opinion of the City, is to the best advantage and interest of the public it serves.

The bid will be awarded to the responsible, responsive vendor whose bid, conforming to this solicitation, will be the most advantageous to the City, with qualifications, experience, comparable projects, work plan and price considered in the evaluation process and award of a contract.

Invoice and Payment Terms

Payments will be made after the merchandise has been:

- Received in full.
- Inspected and found to comply with all specifications and be free of damage or defect.
- Properly invoiced.

All invoices, packing lists and correspondence associated with a purchase should reference the purchase order number. Invoices should be submitted to the attention of the Accounts Payable, City of Ann Arbor, P.O. Box 8647, Ann Arbor, Michigan, 48107.

Payment will be mailed within thirty (30) days of the receipt and acceptance of merchandise and properly completed invoice. Partial payments are not authorized on individual written purchase orders issued for this procurement. Advanced payments will not be authorized. Products delivered that fail to meet specifications will be replaced or credited. Items that must be returned to the Vendor due to damage, miss pick, ordering error, etc. will be documented by the Service Area Unit, indicating the reason for the return. Upon return to the Vendor, a credit memo will be provided to the City or alternatively, the product may be exchanged with a correct and/or undamaged cartridge. The City will **not** be assessed restocking or any other form of return charges for items.

Taxes

The City of Ann Arbor is exempt from all sales, excise and transportation taxes; do not include such taxes in the bid document. Any unit prices in the quotation shall be exclusive of all such taxes and will be so construed. The City will furnish the successful vendor with a tax exemption certificate when requested.

Fiscal Non-Appropriation Clause

In the event sufficient budgeted funds are not available for a new fiscal period, the City shall notify the vendor of such occurrence and the contract shall terminate on the last day of the current fiscal period without penalty or expense to the City.

Bankruptcy or Insolvency

In the event bankruptcy proceedings are commenced by or against the awarded Vendor or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, the City shall be entitled to terminate without further cost or liability. The City may cancel the Agreement/Contract or affirm the Contract and hold the Vendor responsible for damages.

Michigan Freedom of Information Act (FOIA)

All costs incurred in the preparation and presentation of this bid, in any way whatsoever, shall be wholly absorbed by the prospective firm. All supporting documentation shall become the property of the City of Ann Arbor unless requested otherwise at the time of submission.

Michigan FOIA requires the disclosure, upon request, of all public records that are not exempt from disclosure under Section 13 of the Act, which are subject to disclosure under the Act. Therefore, confidentiality of information submitted in response to this Quotation is not assured.

Material Safety Data Sheets

All purchases that require a Material Safety Data Sheet (MSDS), where applicable, must be in compliance with the MIOSHA "Right to Know" Law. A MSDS must be provided for each required item.

Termination

The City of Ann Arbor reserves the right to terminate the contract without penalty upon thirty (30) days written notice due to poor performance or for reasons deemed to be in its best interest. A designated representative of the City of Ann Arbor will be solely responsible for determining acceptable performance levels. The City of Ann Arbor reserves the right to re-award the contract to the second most qualified bid, re-bid the contract or do whatever is deemed to be in its best interest.

Assignment

This agreement shall be binding on the parties and their heirs, successors and assigns. Neither party may assign, transfer or subcontract its interests, in whole or in part, without first obtaining the written prior approval of the City of Ann Arbor before any consent is given, the successful vendor and its assignee shall bring current all monies owing to the City. No consent shall be given by the City unless the assignee agrees to be liable for any payment outstanding on this agreement at time of assignment.

Subcontractors and Assignment of Agreement and other Contractors

No contract may be sublet without the written consent of the City of Ann Arbor. Any subcontractor, so approved, shall be bound by the terms and conditions of this contract. The contractor shall be fully liable for all acts or omissions. The Vendor shall not assign the Agreement or any part thereof without the written consent of the City. The City reserves the right to let other agreements in connection with this work, even if of like character, for work under an agreement. The Vendor shall coordinate his/her work with theirs. If any part of the Vendor's work depends on the proper execution of any other contractor, the Vendor shall inspect and promptly report to the City any defects in such work that renders it unsuitable for such proper execution. Failure to inspect and report shall constitute an acceptance of the other Vendor's work.

COMPLIANCE REQUIREMENTS

Nondiscrimination

The Consultant agrees to comply with the nondiscrimination provisions of Chapter 112 of the Ann Arbor City Code and to take affirmative action to assure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate any inequality based upon race, national origin or sex. The Consultant agrees to comply with the provisions of Section 9:161 of Chapter 112 of the Ann Arbor City Code, Exhibit A

Wages

Under this Contract, the Contractor shall conform to Chapter 14 of Title I of the Code of the City of Ann Arbor as amended; which in part states "...that all craftsmen, mechanics and laborers employed directly on the site in connection with said improvements, including said employees of subcontractors, shall receive the prevailing wage for the corresponding classes of craftsmen, mechanics and laborers, as determined by statistics for the Ann Arbor area compiled by the United States Department of Labor. At the request of the City, any contractor or subcontractor shall provide satisfactory proof of compliance with the contract provisions required by the Section." Where the Contract and the Ann Arbor City Ordinance are silent as to definitions of terms required in determining contract compliance with regard to prevailing wages, the definitions provided in the Davis-Bacon Act as amended (40 U.S.C. 278-a to 276-a-7) for the terms shall be used.

Further, to the extent that any employees of the Contractor providing services under this contract are not part of the class of craftsmen, mechanics and laborers who receive a prevailing wage in conformance with Section 1:319 of Chapter 14 of Title I of the Code of the City of Ann Arbor, the Contractor agrees to conform to Chapter 23, Living Wage, of Title I of the Code of the City of Ann Arbor, as amended. The Contractor agrees to pay those employees providing Services to the City under this Agreement a "living wage," as defined in Section 1:815 of the Ann Arbor City Code; to post a notice approved by the City of the applicability of Chapter 23 in every location in which regular or contract employees providing services under this agreement are working; to maintain records of compliance; if requested by the City, to provide documentation to verify compliance; to take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee or person contracted for employment in order to pay the living wage required by Section 1:815; and otherwise to comply with the requirements of Chapter 23. A copy of selected provisions of Chapter 23 of the Ann Arbor City Code is attached as Exhibit B. The current living wage rates under Section 1:815 of the Ann Arbor City Code, as adjusted in accordance with Section 1:815(3) of the Ann Arbor City Code, is \$11.71 an hour for a covered employer that provides employee health care to its employees and \$13.06 an hour for a covered employer that does not provide health care to its employees.

INSURANCE; INDEMNIFICATION

The Contractor shall procure and maintain during the life of this Contract, including the guarantee period and during any warranty work, such insurance policies, including those set forth below, as will protect itself from all claims for bodily injuries, death or property damage which may arise under this Contract; whether the acts were made by the Contractor or by any subcontractor or anyone employed by them directly or indirectly. The following insurance policies are required:

1. Worker's Compensation Insurance in accordance with all applicable state and federal statutes. Further, Employers Liability Coverage shall be obtained in the following minimum amounts:

Bodily Injury by Accident - \$500,000 each accident
Bodily Injury by Disease - \$500,000 each employee
Bodily Injury by Disease - \$500,000 each policy limit

2. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 07 98. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements including, but not limited to: Products and Completed Operations, Explosion, Collapse and Underground coverage or Pollution. Further, the following minimum limits of liability are required:

\$1,000,000 Each occurrence as respect Bodily Injury Liability or Property Damage Liability, or both combined.

\$2,000,000 Per Job General Aggregate

\$1,000,000 Personal and Advertising Injury

\$2,000,000 Products and Completed Operations Aggregate

Additional Products

Additional products may be added to or deleted from the list during the contract term at the discretion of the City. Vendor shall provide a percentage (%) discount off manufacturer's list.

Points Not Addressed

Vendors are encouraged to list any points not addressed in these specifications that they feel will improve or enhance this bid.

PREFERRED TONER

Extension of Award to the MITN Purchasing Cooperative and Other Governmental and Non-Profit Entities.

All vendors awarded contracts from this Bid may, upon mutual agreement, extend pricing to the Michigan Governmental Trade Network (MITN) Purchasing Cooperative and other Governmental and Non-Profit Entities. Each entity is responsible for its own payments and is to be considered individually for billing and collection purposes. Each entity will provide its own purchase order and delivery location(s) and must be invoiced separately to the address indicated on their purchase order.

William W. Barber, Jr
(Contractor Signature)
Preferred Toner Solutions, LLC
Company Name (Printed)
May 20, 2009
(Dated)

Manufacturer Warranty information:

Describe your return/warranty policy:
We offer a "no-questions-asked" warranty on every cartridge.
All cartridges come with a 100% satisfaction guarantee. Defective cartridges are replaced promptly, typically next business day.

Acknowledge that the City will not be assessed restocking or any other form of return charges for items. WB (initial here). Comments:
No restocking or return charges will be assessed to the City.

Describe your policy in the event that a defective cartridge causes needed repairs or cleaning of a printer:
In the rare event that a cartridge damages a printer, we promptly dispatch an HP- and Brother-certified technician to clean and/or repair the printer. We have a technician assigned to our customer base in the Ann Arbor area, so we are able to offer prompt emergency response as needed.

Do you require a minimum order dollar amount? Yes ___ or No X

If yes, what is the minimum order dollar amount: \$ —

Do you require an "Additional Charge" for orders less than minimum? Yes ___ or No X

If yes, what is the dollar amount of the "Additional Charge?"
\$ —

Do you publish your own full-line catalog? Yes X or No _____

If not, what catalog do you use? _____

What is the catalog discount to the City? 10%-30% (depending on specific cartridge model)

Please include one (1) copy of the catalog you are using with your bid – additional copies may be requested at a later date. Yes X or No _____

Additional products may be added to or deleted from the list during the contract term at the discretion of the City. For items not specified, provide a percentage (%) discount off manufacturer's list: 10%-30% off list or provide comments:

The City (and other MITN partners) will receive a 10%-30% discount off manufacturer's list pricing. The percentage of discount is typically greater as the list price increases.

List the various methods for ordering products (i.e., telephone, fax, e-mail, on-line):

- ① ONLINE : www.PreferredTonerSolutions.com/a2gov (customized order site for the City)
- ② EMAIL : sales@preferredtonersolutions.com
- ③ PHONE : 734-751-4180
- ④ FAX (if requested)

Do you offer on-line ordering? Yes X or No _____

If yes, provide information on your Internet capability, including availability of on-line pricing.

We have a customized online order page for City of Ann Arbor. The page includes on-line pricing; drop-down menus of city departments and "ship to" addresses of all City departments.

How are Material Safety Data Sheets (MSDS) provided to the City?

Material Safety Data Sheets are available for all of our compatible cartridges. They are provided electronically upon request of the customer.

What types of computer-generated reports are available to the City and how will they be provided (i.e., via Internet, mailed to City, etc.)? If none, indicate "none."

We are pleased to provide reports to the City or an individual department upon request. Reports may be requested for cartridge volume, total dollars spent, and names of personnel who ordered. Reports are delivered by email using spreadsheet attachments.

What is the time from placing order to on-site delivery?

Orders are delivered next day when order is received by 2:00 pm.

All products under this Bid are to be delivered no more than three (3) days after receipt of order. Deliveries will be made between 8:00 a.m. and 5:00 p.m., local time, Monday through Friday.

Describe your method of delivery and guaranteed delivery (example: your truck, common carrier, etc.)

Delivery via company vehicles; FedEx or UPS. Tracking numbers available on request.

Note: If delivery is by your truck, the City requires insurance, naming the City of Ann Arbor as Additional Insured.

Cost includes delivery to various City-owned buildings located in Ann Arbor and Service Units located at the Ann Arbor Municipal Building. Acknowledge that the above pricing includes delivery WB (initial here).

Do you offer "desk-top" delivery to various departments located at City of Ann Arbor Building? Yes or No Comments: _____

Does your company accept Purchasing Card transactions? Yes or No

Does your company offer a rebate of any type to the City of Ann Arbor for sales volume, on-line ordering or additional contracts to your company under the Extended Contract clause? Yes or No

If Yes, please describe in detail the rebate program:

For additional contracts that result from this contract with City of Ann Arbor (e.g. MITN Purchasing Cooperative partners), we will issue a rebate credit to City of Ann Arbor in the amount of \$3.00 per PrecisePrint compatible ordered. The rebate will be issued quarterly and reported to City of Ann Arbor's Procurement Assistant or her representative.

Does your company offer a credit for returned cartridges? Yes or No

If Yes, please describe the credit program:

We issue a credit of \$2.00 per empty PrecisePrint laser cartridge that is returned to us. The credit is applied to the account of the department that returns the cartridge.

Describe the method for returning used cartridges:

We pick up empty cartridges directly from each department at the time we deliver a new order. Departments may also request a pick-up at any time. We also currently pick up empties from the lobby on 1st floor at City Hall at least once a week.

Indicate the name and phone number of the account representative that will serve as the primary interface between the City and the Vendor. If none, indicate "none."

(Name and local office address)

Bill Barber
2006 Bellingham St.
Canton, MI 48188

Office Tel: 734-751-4180 Cellular Tel: 734-751-4180

Fax: 734-397-2847

Can the vendor periodically visit the City on-site to provide information concerning products and/or services upon request? Yes or No

Provide at least three (3) references (including name and phone number):

- ① Annette Clark - Panalpina on 6 Continents, Inc. - Van Buren Twp., MI
- ② Nicole O'Dea - 48th District Court
- ③ Rosie Gomez - Option Care (Walgreens) Specialty Pharmacy - Ann Arbor, MI

* Note: Please see attached "REFERENCES" sheet for full contact information.

Can you meet the City's Insurance requirements? Yes No

State any exceptions, substitutions or deviations from the City specifications along with reason for same below:

Additional value-added offers/programs not addressed above:

- ① Same-day delivery in cases of emergency orders
- ② 30% parts & labor discount on all "break/fix" service calls
- ③ \$25,000 Equipment Protection Policy (see attached brochure)

The Vendor should submit with the bid the latest printed literature and detailed specifications on items the Vendor offers to furnish. This literature is for informational purposes only.

Has literature been provided? Yes No

The City of Ann Arbor is a member of the MITN Purchasing Cooperative. If your company is awarded item(s) referenced in the Invitation to Bid, the MITN cooperative governmental entities, may wish to use this contract and will issue a purchase order for the item(s) awarded in the quotation. Each entity is responsible for its own payments and is to be considered individually for billing and collection purposes. Each entity will provide their own purchase order and delivery location(s) and must be invoiced separately to the address indicated on their purchase order. If an award is made by the City of Ann Arbor, it is agreed that the contract will be extended to the MITN Purchasing Cooperative and other agreed upon Government Entities and Non-Profit Agencies under the same prices, terms and conditions.

Yes Our Company agrees to extend the contract.
 Our Company is NOT interested in extending the contract.

Contract prices are firm through the initial 2-year contract and are then subject to adjustment with maximum allowable increase of 5 % for subsequent renewal periods.

Vendor Information

It is understood that all bid prices shall remain in effect for at least ninety (90) days from the date of the quote opening or the award, whichever comes first, except for the successful proposer whose prices are to remain firm through contract.

The proposer affirms that he/she is duly authorized to execute bid, that this company, corporation, firm partnership or individual has not prepared this bid in collusion with any other proposer and that the contents of this bid as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the proposer has full authority to execute any resulting contract awarded as a result of, or on basis of the quotation.

The submission of a bid hereunder shall be considered evidence that the proposer is satisfied with respect to the conditions to be encountered and the character, quantity and quality of the work to be performed.

COMPANY NAME: Preferred Toner Solutions, LLC

ADDRESS: 2006 Bellingham St.

CITY: Canton STATE: MI ZIP: 48188

TELEPHONE: 734-751-4180 FAX: 734-397-2847

EMAIL: sales@preferredtonersolutions.com WEBSITE: www.preferredtonersolutions.com

AUTHORIZED REPRESENTATIVE'S NAME:

Bill Barber

SIGNATURE: 

TITLE: owner DATE: 5/20/09

The City reserves the right to split or abstract any or all quotations and award multiple contracts for the same quotation, based on price, availability and service when, in its judgment, best serves the City of Ann Arbor; therefore, it is necessary that you provide pricing for every item.

TERMS AND CONDITIONS

1. The right is reserved to cancel this order if not filled within the time and in accordance with the terms specified.
2. Invoices, Bills of Lading, Shipping Documents and all correspondence relating to this order must show the Purchase Order Number.

Preferred Toner Solutions Customer References

Ms. Annette Clark
Panalpina on 6 Continents, Inc.
8500 Haggerty Rd., Suite 100
Van Buren Twp., MI 48111
734-784-2219

Ms. Nicole O'Dea, Mr. James Harkins
48th District Court
4280 Telegraph Rd.
Bloomfield Hills, MI 48302
248-647-1141

Ms. Rosie Gomez, Ms. Christine Rose
OptionCare Walgreen's Specialty Pharmacy
1143 Highland Dr., Suite D
Ann Arbor, MI 48108
734-929-1741

Ms. Carole LeBlanc
City of Farmington Public Safety
23600 Liberty St.
Farmington, MI 48335
248-474-5500

Ms. Sheryl Samborn
15th District Court
101 E. Huron St.
Ann Arbor, MI 48104
734-222-3393

Ms. Amanda Furca
Tishkoff & Associates
107 N. Main St.
Ann Arbor, MI 48104
734-663-4077

*PrecisePrint laser compatible cartridges are also used by University of Michigan Law School, The Ann Arbor News, Eastern Michigan University Computer Labs, Wayne State University Purchasing Dept., City of Novi, University of Michigan Hospital (multiple depts.), et al

PREFERRED TONER SOLUTIONS

"The PrecisePrint™ Advantage"

MADE IN MICHIGAN

PrecisePrint laser compatibles are manufactured by Precision Printer Services in Portage, MI. PPS has been in business for 18 years, virtually since the beginning of the laser imaging revolution.

PPS is an HP Business Partner and our technicians are HP- and Brother-certified.

PPS builds compatibles for virtually every HP laser printer. They also build compatibles for the most popular business printers by Brother, Lexmark, Dell, Canon and Sharp.

Cartridge Manufacturing and Quality

1. PrecisePrint cartridges are *premium laser compatibles*. Unlike most remanufactured laser products, our cartridges are **neither "refurbished"** (i.e., visually inspected and only certain components are replaced) **nor "refilled"** (i.e., cleaned and refilled with toner).
2. The only part of our cartridge that is reused is the OEM outer shell. This is a non-wearable, non-consumable part. **All internal components are replaced with 100% new components**, including photo-sensitive drum, magnetic rollers, wiper blades, etc.
3. Our cartridges are built to meet or exceed OEM specifications, so our customers can expect our cartridges to be **functionally identical to OEMs in print quality and page yield.**
4. Our warranty rate is approximately 2% on monochrome cartridges, and slightly higher on color cartridges. Our **"no-questions-asked" replacement guarantee** makes the switch to PrecisePrint a no-risk decision.

Who is Currently Using PrecisePrint Laser Compatibles?

City of Ann Arbor
City of Portage
University of Michigan Law School
Eastern Michigan University Computer Labs
Wayne State University
University of Michigan Hospital
48th District Court (Bloomfield Hills)
Michigan State University
Booth Newspapers

...along with hundreds of businesses, law firms, banks, hospitals, school districts and auto dealerships across Michigan.

Cartridge Manufacturing Overview



Premium Compatible Toner Cartridges

PrecisePRINT Cartridge Manufacturing Information

Overview

PrecisePrint compatible cartridges are manufactured through a multiple step process of inspection, manufacturing and testing. Our unique process ensures quality by allowing us to quickly recognize and remedy any problems that may develop in the manufacturing and testing process.

Pre-Inspection

The first step in our manufacturing process is the inspection of all incoming toner cartridges. During this step all cartridges are thoroughly examined to ensure that the exterior cases are not damaged. If the cartridges pass this inspection process they are retained and are ready for manufacturing. If the cartridges fail our initial inspection, the cartridges are disassembled and sent to a local recycling center.

Compatible Cartridge Manufacturing

After the toner cartridges pass our initial inspection process, they are ready to be manufactured. All cartridges are completely disassembled. Any waste or remaining toner is removed with clean, dry, refrigerated air to reduce the amount of static build-up during the remanufacturing process. After the cartridges are completely cleaned, and the internal components are removed, the cartridge casings are then given a second inspection to insure that they are free of cracks or other defects. Next, **the internal components of the cartridges are replaced with 100% new internal components.** These components include the optical imaging drum, the wiper blade, the metering blade, the magnetic roller, the primary charge roller, and various mylar blades and foam seals. The cartridges are then filled with pre-bottled, engine specific toner, ensuring that each cartridge is receiving the OEM-specified amount of toner every time. Finally, the cartridges are re-assembled, cleaned with an anti-static toner cloth, labeled with tracking information, and sent to our cartridge testing area.

Cartridge Post Testing

Upon completion of our manufacturing process, a member of our quality control team tests each cartridge. The first step in our testing process is a visual inspection to ensure that every cartridge is correctly assembled, all external components are present, and that there are no cracks or other defects to the cartridge case. The next step is to test each cartridge on a specially designed cartridge analyzer, which tests the internal operating components of the cartridge. The analyzer also tests the OPC drum, the magnetic roller, and the primary charge roller coating thickness to ensure that no mid-cycle failures will occur. The final step in our testing process is to run a variety of print tests in a laser printer to ensure that the quality of each cartridge meets or exceeds our rigorous quality standards.

Packaging

After each cartridge has been tested and has passed our quality control process, it is then sent to the packaging area. The first step at the packing area is to wipe the cartridge with an anti-static cloth and apply the specified labels. Then the appropriate smart chip technology is added to the cartridge. Next, the cartridge is placed in a heat sealed mylar bag, which protects the cartridge from exposure to light and moisture. Finally, the cartridge is then fitted with specially designed protective foam inserts and placed into our private-label packaging.

Cartridge Tracking

After each cartridge has been remanufactured it is marked with a tracking label that includes the cartridge number, build date, and batch number of the toner. In addition to this information, a detailed database is maintained to track which technician built the cartridges and a detailed listing of all the new components that were installed during the remanufacturing of the cartridges.

Manufacturing Process

Inspection of incoming empty cartridges

OEM Compatible Cartridge



Emptied and Cleaned

Internal Parts Replaced

Filled with Toner

Reassembled and cleaned

Post Testing



Visually

Cartridge Analyzer

Print Tests

Packaging



Wipe off Cartridge

Apply appropriate labels

Place in heat sealed Mylar bag

PPS Quality

Quality Control Testing

To ensure that our cartridges perform as good as their OEM equivalents, we test the yields of the cartridges monthly, following the industry standard 5% page coverage (see page 10). Example - the HP 4000 (27X cartridge) uses a 500 Gram load from a pre-measured bottle of toner and with a new Fuji drum, which yields 10,500 pages, based on 5% coverage. After the cartridges are boxed and put into inventory, a percentage of the cartridges are then randomly pulled and tested to ensure our quality standards.

Quality Control of Incoming Goods Used in Production

When cartridge components are received, our Quality Control team pulls a sample lot and conducts specific tests to ensure that the components meet or exceed our quality standards. If the components are accepted, they are put into inventory. If the components do not meet our standards, they are refused and sent back to our vendor. Some of the tests we perform include weighing the pre-measured bottles of toner to ensure that they are filled properly, and testing the coating thickness on the OPC drum, magnetic rollers, and primary charge rollers.

Reliability Assurances

PPS has an approximate warranty rate of 2.0%. This compares to an approximate OEM fail rate of 0.75%. Most customers are quite comfortable with that differential, considering the amount of money that they can save by purchasing our compatibles. We will exchange or credit back any cartridge that experiences a quality issue. We also have a warranty program that if a printer is damaged from a cartridge and a service technician needs to be called, we will pay for the service call and repair. In over 17 years of selling cartridges, we have had to pay for 2 service calls due to cartridge issues. PrecisePrint guarantees that all cartridges will meet or exceed OEM yield, reliability, and quality standards.

Vendor Information

It is understood that all bid prices shall remain in effect for at least ninety (90) days from the date of the quote opening or the award, whichever comes first, except for the successful proposer whose prices are to remain firm through contract.

The proposer affirms that he/she is duly authorized to execute bid, that this company, corporation, firm partnership or individual has not prepared this bid in collusion with any other proposer and that the contents of this bid as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the proposer has full authority to execute any resulting contract awarded as a result of, or on basis of the quotation.

The submission of a bid hereunder shall be considered evidence that the proposer is satisfied with respect to the conditions to be encountered and the character, quantity and quality of the work to be performed.

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE: _____ **FAX:** _____

EMAIL: _____ **WEBSITE:** _____

AUTHORIZED REPRESENTATIVE'S NAME:

SIGNATURE: _____

TITLE: _____ **DATE:** _____

The City reserves the right to split or abstract any or all quotations and award multiple contracts for the same quotation, based on price, availability and service when, in its judgment, best serves the City of Ann Arbor; therefore, it is necessary that you provide pricing for every item.

TERMS AND CONDITIONS

1. The right is reserved to cancel this order if not filled within the time and in accordance with the terms specified.
2. Invoices, Bills of Lading, Shipping Documents and all correspondence relating to this order must show the Purchase Order Number.

3. The prices indicated on this order are not subject to change without written notification in advance.

4. All shipments must be accompanied by Packing Slips and containers properly marked with Purchase Order Number, Invoice Number, etc. No charges will be allowed for boxing or packing unless agreed herein.

5. Acceptance of this order includes specifications, prices, delivery and conditions included herein. Material is subject to inspection on our property. If rejected, we agree to first advise Vendor before returning goods. All freight and extra handling charges derived from any rejection shall be borne by the Vendor.

6. Purchase Order is subject to correction of typographical errors.

7. The City of Ann Arbor is a Michigan Municipal Corporation and as such is exempt from Federal Excise and Michigan Sales Taxes.

8. All orders are F.O.B. destination, unless otherwise indicated.

9. To the fullest extent permitted by law, the Vendor agrees to defend, pay in behalf of, indemnify, and hold harmless the City of Ann Arbor, its elected and appointed officials, employees and volunteers and others working in behalf of the City of Ann Arbor against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Ann Arbor, its elected and appointed officials, employees, volunteers or others working in behalf of the City of Ann Arbor, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

10. The vendor shall carry insurance as follows: 1) Workers Compensation in accordance with all laws of the State of Michigan; 2) Commercial General Liability insurance, including contractual liability, products and completed operations, and independent contractors coverages, and 3) Vehicle Liability insurance, including Michigan No-Fault coverages, covering all owned, non-owned and hired vehicles. Certificates of insurance for all coverages shall be furnished to the City of Ann Arbor upon request. Limits of liability shall be determined solely by the City of Ann Arbor. The vendor shall name the City of Ann Arbor as additional insured.

11. Invoice orders promptly and separately.

12. For all applicable items, Material Safety Data Sheets must be shipped with each product.

13. The Purchase Order number shall appear on all invoices and shippers associated with the Purchase Order.

14. The Terms and Conditions on the front and reverse side of the City of Ann Arbor purchase order and bid submittal are the only Terms and Conditions that will be accepted and no other terms and conditions will be accepted.

15. The Vendor, on this purchase order, will provide guaranteed, certified delivery.

PURCHASE ORDER TERMS AND CONDITIONS

1. No changes may be made in this order without written authorization of the purchasing agent.
2. The purchasing agent may in writing grant additional time for delivery when the buyer is at fault or if he is satisfied the delay is beyond the control of the vendor.
3. In case of default of the contractor, the buyer may procure the articles or services from other sources and the contractor will be liable for increased costs or any other damages caused by the default.
4. Quantities specified in the order are not to be exceeded.
5. Inspection of delivered goods will be made at the delivery point, materials must be properly packaged. Damaged material will not be accepted.
6. The purchaser is exempt from the provisions of the Robinson-Patman Act and from Federal Transportation and Excise Taxes and from State Sales Tax.
7. All prices must be F.O.B. delivery point. The vendor shall prepay shipping charges and add same to invoice where specified purchase is negotiated F.O.B. shipping point.
8. Unless otherwise specified all containers or reels shall become the property of the purchaser.
9. At the vendor's risk and expense, all rejected material will be returned to the vendor.
10. All claims for payment must be submitted in duplicate. Claims for partial deliveries must be so indicated.
11. It is agreed that materials, goods, and services delivered shall comply with all Federal, State or Local Laws relative thereto.
12. FAIR EMPLOYMENT PRACTICE - The vendor agrees not to discriminate against any employee or applicant for employment based upon that persons race, religion, national origin, age or sex and to comply with the affirmative action provisions of Chapter 112 of the Ann Arbor City Code.
13. INDEMNITY CLAUSE - Vendor agrees to indemnify, defend and hold harmless the City of Ann Arbor and its agents and employees from any claims as a result of any personal injury or property damage which may occur as a result of the vendor's performance of any activity undertaken pursuant to this agreement.
14. All materials and supplies shall meet the requirements of OSHA and MOSHA.

**ITB-4023
ADDENDUM NO. 2**

Questions and City's Responses:

1. Can you provide me with any current pricing information that you are paying for these items? If this was bid out last year, a copy of last years bid tabulation would suffice

Response: These cartridges were not bid out last year. I do not have a prepared list of current pricing information.

2. Do you require Cartridges to be STMC or ASTM Certified. (These are specific certifications in our industry that pertain to compatible cartridges. They ensure that the cartridges are constructed with the highest quality and meet all OEM specifications)

Response: Cartridges that are quoted must be guaranteed to perform as stated in your bid response so certifications should be included, if applicable.

REVISED BID LIST INCLUDES COLUMN FOR YIELD PER CARTRIDGE.

Dee Lumpkin
Procurement Assistant
City of Ann Arbor
TEL: 734-794-6576
FAX: 734-994-1795



CITY COUNCIL AGENDA ITEM

October 27, 2010

To: John Szerlag, City Manager

From: Mark F. Miller, Acting Assistant City Manager/Economic Development Services
Susan A. Leirstein, Purchasing Director
Timothy L. Richnak, Public Works Director

Subject: Standard Purchasing Resolution 1: Award To Low Bidders – Water System Materials

Background

On September 30, 2010, bid proposals were received to furnish one-year requirements of water system materials. Items were competitively bid in accordance with City Charter and Code with 188 vendors notified via the MITN system, and three (3) companies responding. All items recommended represent the lowest bidder for each line item. Quantities are estimated and shall be purchased at quoted unit prices, on an as needed basis.

Recommendation

City management recommends awarding contracts to the following low bidders: Gunners Meters & Parts of Pontiac, MI; SLC Meter Service, Inc of Davisburg, MI and HD Supply Waterworks of Shelby Township, MI for an estimated total cost of \$4,197.00, \$17,275.25 and \$1,375.60 respectively, at unit prices contained in the bid tabulation opened September 30, 2010; and to reject Item #5. Manhole Frames and Covers due to budgetary limitations.

In addition, staff recommends Gunners Meters & Parts be awarded the contract to provide Item.6 – Mueller Improved Fire Hydrant Parts which are manufactured by Hydraflo and equal to Mueller at prices as contained on their parts list dated March 2008.

Fund Availability

Funds are available in the Water Department Operating Budget.

VENDOR NAME:			jh/sl		SLC Meter Service, Inc		HD Supply Waterworks	
ITEM #	EST QTY	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
ITEM #1			CURB BOX ITEMS					
1	120	2 X 1 1/2" BLACK BUSHING	\$ 2.05	\$ 246.00	\$ 2.25	\$ 270.00		
2	450	Ext Curb Box w/45" or 42" Stationary Rod	\$ 27.74	\$ 12,483.00	\$ 28.60	\$ 12,870.00		
		MANUFACTURER	AY McDonald		AY McDonald			
		MODEL	5660 / 5613		#5613 & 5660			
ITEM #2			WATER SERVICE PARTS					
1	150	1" CORPORATION STOPS w/nuts	\$ 28.70	\$ 4,305.00	\$ 29.60	\$ 4,440.00		
2	200	3/4"x 1" CCU or 3-part Union	\$ 11.89	\$ 2,378.00	\$ 12.25	\$ 2,450.00		
3	100	3/4"x 1" PBC or Piggy Back Coupling	\$ 9.52	\$ 952.00	\$ 9.90	\$ 990.00		
4	25	3/4" CPS or Corporation Stops	\$ 22.37	\$ 559.25	\$ 23.10	\$ 577.50		
5	25	3/4" CBS or Curb Stops	\$ 35.99	\$ 899.75	\$ 35.90	\$ 897.50		
6	10	1-1/2" 90 Degree bend Brass Fitting	\$ 47.66	\$ 476.60	\$ 68.00	\$ 680.00		
		MANUFACTURER	Except line 5 - Ford AY McDonald		AY McDonald			
		MODEL	Listed in Bid		Listed in Bid			
ITEM #3			FULL CIRCLE REPAIR CLAMPS					
1	5	8"x 12" FS1 OD 8.99"-9.39" Ductile Iron Pipe	\$ 85.28	\$ 426.40	\$ 136.00	\$ 680.00		
		MANUFACTURER	Ford		Romac SS-1			
		MODEL	FS1 9.39 x 12.5		SS-1			
ITEM #4			VALVE BOX PARTS					
1	10	D-Box Riser - Screw in type	No Bid		\$ 34.56	\$ 345.60		
2	10	D-Box Top Section 26"	No Bid		\$ 54.00	\$ 540.00		
3	10	D-Box Lid	No Bid		\$ 13.25	\$ 132.50		
		MANUFACTURER			Union / Tyler			
		MODEL						
ITEM #5			MANHOLE FRAMES AND COVERS		RECOMMEND REJECTION			
1	100	EJIW 1040ZPT Frame & Cover - Stamped	No Bid		\$ 390.00	\$ 39,000.00		
		MANUFACTURER			EJIW			
		MODEL			1040PT			
ITEM #6			PARTS FOR MUELLER IMPROVED FIRE HYDRANTS					
		DISCOUNT	No Bid		12%			
		Parts Price List			Mueller Co - Sect 9-46			
		Dated			1/26/2009			
ESTIMATED TOTAL AWARDED ITEMS:			\$	17,275.25	\$	1,375.60		
CONTACT INFORMATION:			Hrs of Operation		8AM - 5PM		7:30AM - 4:30PM M-F	
			24 Hr Phone No.		(248) 343-6400		(248) 521-4355	
PAYMENT TERMS:					N-30		Net 30	
WARRANTY:					Standard Factory		Manufacturer	
DELIVERY:					Stock - 10 Days		3-7 Days	

VENDOR NAME:

SLC Meter Service, Inc.		HD Supply Waterworks	
UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
ALL OR NONE AWARD Yes or No		No	
EXCEPTIONS:		Blank	
		AY McDonald Brass	
		Union / Tyler Valve Boxes	
ACKNOWLEDGEMENT: Signed - Y or N		Yes	

PROPOSAL: One-Year Requirements of Water System Materials

ATTEST:

Emily Frontera
Richard Shepler
Diane Fisher
Julie Hamilton

G:/WaterSystemMaterial ITB-COT 10-33

Susan Leirstein CPPO CPPB
 Purchasing Director

VENDOR NAME:

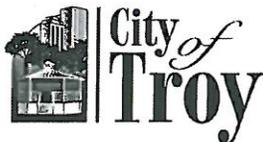
VENDOR NAME:			Gunners Meters		
ITEM #	EST QTY	DESCRIPTION	UNIT PRICE	TOTAL	
ITEM #1					
CURB BOX ITEMS					
1	120	2 X 1 1/2" BLACK BUSHING	\$ 2.00	\$ 240.00	
2	450	Ext Curb Box w/45" or 42" Stationary Rod	\$ 32.00	\$ 14,400.00	
		MANUFACTURER	AY McDonald		
		MODEL	5613		
ITEM #2					
WATER SERVICE PARTS					
1	150	1" CORPORATION STOPS w/nuts	\$ 22.90	\$ 3,435.00	
2	200	3/4"x 1" CCU or 3-part Union	\$ 12.50	\$ 2,500.00	
3	100	3/4"x 1" PBC or Piggy Back Coupling	\$ 10.00	\$ 1,000.00	
4	25	3/4" CPS or Corporation Stops	\$ 26.00	\$ 650.00	
5	25	3/4" CBS or Curb Stops	\$ 40.00	\$ 1,000.00	
6	10	1-1/2" 90 Degree bend Brass Fitting	\$ 52.80	\$ 528.00	
		MANUFACTURER	AY McDonald		
		MODEL	4701-4701B-6104		
ITEM #3					
FULL CIRCLE REPAIR CLAMPS					
1	5	8"x 12" FS1 OD 8.99"-9.39" Ductile Iron Pipe	\$ 125.00	\$ 625.00	
		MANUFACTURER	Ford		
		MODEL	FS1-939 x 12.5		
ITEM #4					
VALVE BOX PARTS					
1	10	D-Box Riser - Screw in type	\$ 47.50	\$ 475.00	
2	10	D-Box Top Section 26"	\$ 52.20	\$ 522.00	
3	10	D-Box Lid	\$ 13.80	\$ 138.00	
		MANUFACTURER	EJIW		
		MODEL	Same		
ITEM #5					
MANHOLE FRAMES AND COVERS			RECOMMEND REJECTION		
1	100	EJIW 1040ZPT Frame & Cover - Stamped	\$ 351.73	\$ 35,173.00	
		MANUFACTURER	EJIW		
		MODEL	Same		
ITEM #6					
PARTS FOR MUELLER IMPROVED FIRE HYDRANTS					
DISCOUNT			Net		
Parts Price List			Hydra Flo		
Dated			March 2008		
ESTIMATED TOTAL AWARDED ITEMS:			\$ 4,197.00		
CONTACT INFORMATION:					
Hrs of Operation			8 to 5		
24 Hr Phone No.			(248) 545-6304		
PAYMENT TERMS:			Net 30 Days		
WARRANTY:			1 Year		
DELIVERY:			1 - 2 Weeks		

VENDOR NAME:

Gunners Meters		
UNIT PRICE	TOTAL	
ALL OR NONE AWARD		Yes or No
EXCEPTIONS:		No
Mueller Hydrant Parts are Manufactured by		
Hydra Flo & Are equal to Mueller		
ACKNOWLEDGEMENT: Signed - Y or N		Yes

PROPOSAL: One-Year Requirements of Water System Materials

HIGHLIGHTED ITEMS DENOTES LOW BIDDER(S)



CITY COUNCIL AGENDA ITEM

Date: November 2, 2010

To: John Szerlag, City Manager

From: Mark F. Miller, Acting Assistant City Manager/Economic Development Services
Steven J. Vandette, City Engineer *SV*

Subject: Agenda Item – Standard Purchasing Resolution #1: Award to Low Bidder
Contract 10-4 – Water Pressure Reducing Valve (PRV) Vault #9 Replacement
Rochester Road South of South Boulevard

Background

Bids were received and publicly read on October 27, 2010. The low bid of \$328,629.39 as submitted by Dan's Excavating, Inc. as can be seen in the attached tabulation of bids. The engineer's estimate at the time of bidding was \$652,292.00. The low bid is therefore \$328,629.39 or 49.6% below the engineer's estimate.

Pressure Reducing Valve (PRV) #9 is used to increase or decrease water pressure from Detroit's water supply line to Troy's water system, depending on local water demand in the northeast corner of the City. The work consists of construction of a new below ground, reinforced concrete PRV vault to replace the existing 40 year old vault along Rochester Road south of South Boulevard. The PRV vault construction also includes new 16" and 24" water mains, pressure reducing valves, isolation valves, sump pump, dehumidifier, ventilation supply fan, ductwork and associated instrumentation and electrical work. Construction is anticipated to start in December 2010. Final cleanup and restoration will take place in the spring of 2011.

Recommendation

It is recommended that City Council award a contract for PRV Vault #9 Replacement, Rochester Road Sought of South Boulevard to Dan's Excavating, Inc., 12955 23 Mile Road, Shelby Township, Michigan 48315 for their low total bid amount of \$328,629.39.

In addition, we are requesting authorization to approve additional work, if needed, not to exceed 10% of the original project cost.

Fund Availability

Funds for this work are included in the 2010-11 Water Fund. The budgeted amount includes funds for construction, inspection and contingencies. Enterprise funds are being used to fund this project, which can only be used for the operation, maintenance and improvements to the water system.

Legal Considerations

Work was competitively bid and publicly opened with six (6) bidders responding. The award is contingent upon submission of proper proposal and bid documents, including insurance certificates, bonds and all specified requirements.



HUBBELL, ROTH & CLARK, INC
Consulting Engineers

Principals
George E. Hubbell
Thomas E. Biehl
Walter H. Alix
Peter T. Roth
Michael D. Waring
Keith D. McCormack
Curt A. Christeson
Thomas M. Doran

Chief Financial Officer
J. Bruce McFarland

Senior Associates
Gary J. Tressel
Lawrence R. Ancypa
Kenneth A. Melchior
Dennis M. Monsere
Randal L. Ford
David P. Wilcox
Timothy H. Sullivan

Associates
Thomas G. Maxwell
Nancy M.D. Faught
Jonathan E. Booth
Michael C. MacDonald
Marvin A. Olane
William R. Davis
Daniel W. Mitchell
Jesse B. VanDeCreek
Robert F. DeFrain
Marshall J. Grazioli
Thomas D. LaCross
Dennis J. Benoit
James F. Burton

November 2, 2010

City of Troy
500 W. Big Beaver Road
Troy, Michigan 48084

Attn: Steven J. Vandette, P.E., City Engineer

Re: PRV Vault No. 9 Replacement
Rochester Road South of South Boulevard
Bid Tab and Recommendation

HRC Job No. 20080575

Dear Mr. Vandette:

Enclosed herewith is a Bid Tabulation of the five (5) bids received on Wednesday, October 27, 2010 for construction of the PRV Vault No. 9 Replacement Project.

The low bid for the project of \$328,629.39 was submitted by Dan's Excavating, Inc., located at 12955 23 Mile Road, Shelby Township, Michigan 48315.

During our review of the results we spoke with Dan's Excavating, Inc. regarding their bid to clarify the amount of their bid. They feel that their bid is an accurate reflection of the work as specified in the bid documents and that they were likely the low bidder since they will be using their own personnel for the majority of the work, rather than subcontractors like other bidders, and they have other projects in the area to minimize project costs. In our opinion, the low bid submitted conforms to the requirements of the Specifications and reflects the value of the work. Therefore, we recommend award of the Contract to Dan's Excavating, Inc., in the amount of \$328,629.39, when the necessary financial arrangements have been made.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

Michael MacDonald, P.E.
Associate

MM/mm
Attachment
pc: HRC; W. Alix, File

Y:\200805\20080575\Design\Corrs\Award_Letter.docx

555 Hulet Drive, PO Box 824
Bloomfield Hills, Michigan 48303-0824
Telephone 248 454 6300 Fax 248 454 6312
www.hrc-engr.com

RECEIVED
NOV 2 2010
ENGINEERING

Engineering. Environment. Excellence.

BID TABULATION
 PRV Vault No. 9 Replacement (Rochester Road South of South Boulevard)
 CITY OF TROY
 OAKLAND COUNTY, MICHIGAN

Bids Due: October 27, 2010
 HRC Job # 20080575

Engineer's Estimate

Dan's Excavating, Inc.
 12955 23 Mile Road
 Shelby Twp., MI 48315
 586-254-2040

DIPonio Contracting, Inc.
 51173 Simone Industrial Drive
 Shelby Twp., MI 48316
 586-997-4150

Pamar Enterprises, Inc.
 58021 Grant
 New Haven, MI 48048
 586-749-8593

Item	Quantity	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1. Mobilization, (Max. 5% Total)	1	LS	\$30,000.00	\$30,000.00	\$15,000.00	\$15,000.00	\$15,000.00
3. Silt Fence	140	lft.	\$1.50	\$210.00	\$1.25	\$175.00	\$280.00
2. Inlet Protection, Fabric Drop	3	ea.	\$130.00	\$390.00	\$25.00	\$75.00	\$75.00
4. 16" Water Main, Rem	10	ft.	\$30.00	\$300.00	\$12.00	\$120.00	\$75.00
5. 24" Water Main, Rem	55	ft.	\$45.00	\$2,475.00	\$14.00	\$770.00	\$2,475.00
6. 24" Gate Well, Rem	1	ea.	\$900.00	\$900.00	\$200.00	\$200.00	\$550.00
7. Removal and Disposal of Existing PRV Vault Structure, Piping, Equipment, Electrical, Etc.	1	LS	\$75,000.00	\$75,000.00	\$8,000.00	\$8,000.00	\$12,500.00
8. Concrete Pavement, Rem	200	syd.	\$10.00	\$2,000.00	\$4.50	\$900.00	\$1,900.00
9. Concrete Walk, Rem	320	sft.	\$8.00	\$2,560.00	\$0.50	\$160.00	\$256.00
10. Sawcut Pavement, Full Depth	150	lft.	\$4.50	\$675.00	\$2.40	\$360.00	\$675.00
11. Dr. Structure, Rem	3	ea.	\$500.00	\$1,500.00	\$172.00	\$516.00	\$200.00
12. Sewer, Rem, Less than 24 inch	70	lft.	\$10.00	\$700.00	\$12.00	\$840.00	\$60.00
13. 12" Storm Sewer	63	lft.	\$45.00	\$2,835.00	\$36.00	\$2,268.00	\$33.00
14. 18" Storm Sewer	5	lft.	\$60.00	\$300.00	\$51.00	\$255.00	\$47.00
15. 2" Sump Discharge	20	lft.	\$20.00	\$400.00	\$17.00	\$340.00	\$10.00
16. Dr. Structure, 48" dia	1	ea.	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$800.00
17. 48" dia. Catch Basin w/2' Sump	2	ea.	\$2,000.00	\$4,000.00	\$800.00	\$1,600.00	\$975.00
18. Dr. Structure Cover	1,665	lbs.	\$2.00	\$3,330.00	\$0.80	\$1,332.00	\$1.25
19. Temporary Storm Drainage System Operation	1	LS	\$7,500.00	\$7,500.00	\$0.01	\$0.01	\$1,400.00
20. 16" Water Main	56	lft.	\$120.00	\$6,720.00	\$147.00	\$8,232.00	\$200.00
21. 24" Water Main	30	lft.	\$200.00	\$6,000.00	\$495.00	\$14,850.00	\$11,200.00
22. 24" Dia. Gate Valve & Well (84" Dia)	1	ea.	\$15,000.00	\$15,000.00	\$27,000.00	\$27,000.00	\$595.00
23. Concrete Pavement, Misc, Nonreinf, 9 1/2 inch	40	syd.	\$60.00	\$2,400.00	\$40.00	\$1,600.00	\$59.00
24. Curb and Gutter, Conc, Det F3	50	lft.	\$25.00	\$1,250.00	\$18.00	\$900.00	\$33.00
25. Curb and Gutter, Coen, Det "M" Opening	48	lft.	\$50.00	\$2,400.00	\$19.00	\$912.00	\$32.00
26. Driveway, Nonreinf, Conc, 8 inch	95	syd.	\$50.00	\$4,750.00	\$30.00	\$2,850.00	\$54.00
27. Aggregate Base, 21 AA Limestone	60	ton	\$24.00	\$1,440.00	\$40.00	\$2,400.00	\$19.50
28. Cold Weather Protection for Concrete Pavement and Curb, if required	400	sft.	\$9.00	\$3,600.00	\$0.75	\$300.00	\$0.50
29. Sidewalk, Conc, 6 inch	800	sft.	\$4.50	\$3,600.00	\$3.00	\$2,400.00	\$5.00
30. Maintenance Aggregate	25	ton	\$25.00	\$625.00	\$0.01	\$0.25	\$22.00
31. Watering Sod, 1000 Gal. Unit	3	unit	\$50.00	\$150.00	\$0.01	\$0.03	\$45.00
32. Mowing	2	time	\$100.00	\$200.00	\$50.00	\$100.00	\$225.00
33. Turf Restoration (including topsoil)			Incidental	Incidental	Incidental	Incidental	Incidental
34. Pressure Reducing Valve Vault Structure including excavation, backfill, concrete, misc. metals, piping, valves, equipment, etc.	1	LS	\$425,000.00	\$425,000.00	\$205,950.00	\$205,950.00	\$220,000.00
35. Minor Traf Devices (Max. 0.50%)	1	LS	\$3,000.00	\$3,000.00	\$500.00	\$500.00	\$1,200.00
36. Concrete Barrier, Temp, Furn	120	lft.	\$15.00	\$1,800.00	\$10.00	\$1,200.00	\$25.00
37. Concrete Barrier, Temp, Oper	120	lft.	\$15.00	\$1,800.00	\$2.00	\$240.00	\$1.00
38. Lighted Arrow, Type B, Furn	1	ea.	\$500.00	\$500.00	\$600.00	\$600.00	\$600.00
39. Lighted Arrow, Type B, Oper	1	ea.	\$100.00	\$100.00	\$1.00	\$1.00	\$1.00
40. Plastic Drum, High Intensity, Furn	48	ea.	\$50.00	\$2,400.00	\$16.00	\$768.00	\$20.00
41. Plastic Drum, High Intensity, Oper	48	ea.	\$1.50	\$72.00	\$0.01	\$0.48	\$0.48
42. Sign, Type B, Temp, Prismatic, Furn	184	sft.	\$4.00	\$736.00	\$5.00	\$920.00	\$5.00
43. Sign, Type B, Temp, Prismatic, Oper	184	sft.	\$1.00	\$184.00	\$0.50	\$92.00	\$0.50
44. Sweeping	1	LS	\$500.00	\$500.00	\$1.12	\$1.12	\$1,250.00
45. Prefabricated Portable Sanitary Facility	1	LS	\$1,000.00	\$1,000.00	\$159.00	\$159.00	\$225.00

BID TABULATION
 PRV Vault No. 9 Replacement (Rochester Road South of South Boulevard)
 CITY OF TROY
 OAKLAND COUNTY, MICHIGAN

Bids Due: October 27, 2010
 HRC Job # 20080575

Item	Quantity	Engineer's Estimate		Dan's Excavating, Inc.		DiPonio Contracting, Inc.		Pamar Enterprises, Inc.		
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	
46. Color Audio-Video Route Survey	1	LS	\$1,200.00	\$1,200.00	\$725.00	\$725.00	\$725.00	\$725.00	\$725.00	
47. Electrical Work	1	LS	\$20,000.00	\$20,000.00	\$12,500.00	\$12,500.00	\$12,500.00	\$15,000.00	\$15,000.00	
48. Contaminated Soil Removal and Disposal, if required	40	cyd.	\$25.00	\$1,000.00	\$37.00	\$1,480.00	\$45.00	\$1,800.00	\$1,600.00	
49. MDOT Permit Allowance	1	LS	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	
50. Pavt. Mfg. Ovly Cold Plastic, 4 inch, White, WRI	50	ft.	\$5.00	\$250.00	\$10.75	\$537.50	\$10.00	\$500.00	\$500.00	
Total Amount of Bid				\$652,292.00		\$328,629.39		\$362,133.73		\$419,653.84

Additional Bidders
 Pamar Enterprises, Inc. \$419,653.84
 FDM Contracting, Inc. \$545,917.00
 Superior Excavating, Inc. \$755,401.00

* Corrected by Engineer

ENGINEER:
 Hubbell, Roth & Clark, Inc.
 555 Hulet Drive
 P. O. Box 824
 Bloomfield Hills, MI 48083-0824



CITY COUNCIL AGENDA ITEM

October 27, 2010

To: John Szerlag, City Manager

From: John M. Lamerato, Assistant City Manager/Finance & Administration
Susan A. Leirstein, Purchasing Director
James A. Nash, Financial Services Director
Sandra Kasperek, City Treasurer

Subject: Standard Purchasing Resolution 3: Exercise Renewal Option – Tax Bill Printing Services

Background

On March 30, 2009, Troy City Council approved a one-year contract to provide printing and mailing services for the 2009 summer and winter tax bills to the lowest acceptable bidder, DivDat of Ferndale, MI, with options to renew for two additional one (1) year tax periods, in accordance with the City Charter and Code. CC Resolution #2009-30-105-F-4d – As amended.

On March 1, 2010, Troy City Council exercised the first one (1) year option to renew the contract under the same pricing, terms and conditions. CC Resolution #2010-03-059-I-4d

Vendor is required to provide laser printed tax bills inserted in envelopes, presorted and delivered to the post office by a specified date.

DivDat of Ferndale, MI, agreed to renew the current contract under the same prices, terms and conditions until December 31, 2011.

The Purchasing Department performed a market survey and based on the results concluded that it is in the City's best interest to exercise the option to renew with DivDat.

Recommendation

City management and the Finance division recommend exercising the second, one (1) year option to renew tax bill printing and mailing services with DivDat of Ferndale, MI, under the same prices, terms and conditions to expire December 31, 2011.

Fund Availability

Funds for these services are available in the printing and postage accounts in the operating budget of the Treasurer's Office.

October 18, 2010

TO: Susan Leirstein
Purchasing Director

FROM: Julie Hamilton
Buyer

RE: MARKET SURVEY – PRINTING OF SUMMER/WINTER TAX BILLS

TGI DIRECT – Kim Hannon (800) 337-2237 x 5239

Kim stated that the paper market has been up and down recently. She indicated that it might be a good time to bid out these services since printing vendors are hungry for business. Some companies that may not normally have bid this type of job may bid it now just to stay busy.

DATAMATX, INC – Ron Shear (770) 936-5600

Mr. Shear stated that the printing business is currently stagnant due to the fact that there is a lot of competition from the direct mail houses.

LASERCOM LLC – David Grudzinski (248) 585-2800

Left messages but received no response.

CENTRON DATA SERVICES, INC. - Michael Andrus (800) 732-8787

Per Mr. Andrus, there has been a constant increase in envelope costs whereas paper is less volatile. He would have to pass on the increase in paper only, other costs have remained steady.

Based on these comments further research was conducted by looking at the current bid results of neighboring communities. Of all the bids solicited, Macomb Township most closely resembled Troy's bid specifications. In reviewing Macomb's results, their lowest proposed pricing was slightly higher on all items than that of the City of Troy's current vendor.

Based upon this research, I respectfully recommend that the City accept the offer to renew the contract for the Printing of Summer/Winter Tax Bills with the current vendor. This recommendation is based on the comparison of neighboring communities bid results and the resulting labor involved by City staff to assist a new vendor with the set up of these tax statements.

CC: File



Taxes 9/22/10
ME

September 22, 2010

ATTN: Stephanie Warren
DivDat
10811 Northend
Ferndale MI 48220

Dear Ms. Warren:

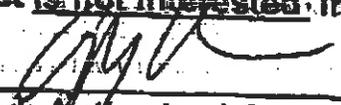
On March 1, 2010, the City of Troy entered into contract #2010-00000806 with DivDat to provide one-year requirements of printing and mailing services for the summer and winter tax bills. This contract contains an additional one-year option to renew under the same prices, terms, and conditions as the original contract.

Please fax this letter back indicating if DivDat wishes ²⁹ to renew this contract until December 31, 2011. Our fax number is (248) 524-3336. It should be understood that this request to renew the contract is subject to a favorable market survey. A request by City staff to determine the successful bidder's interest in renewing the contract in no way obligates the City. The option cannot be exercised without Troy City Council approval and a blanket purchase order issued.

CHECK ONE:

DivDat is interested in renewing the contract under the same prices, terms, and conditions:

DivDat is not interested in renewing the contract:

X 
Signed: **Authorized Company Representative**

Date: 9/22/2010

Thank you,
Sandra Kasperek
Treasurer's Office
City of Troy

RESOLVED, That Troy City Council hereby **POSTPONES** H-2 *Nominations for Appointments to Boards and Committees: b) Council Nomination: Building Code Board of Appeals* until after such time City Council has the opportunity to meet in a Study Session and evaluate all of the boards and committees or should a need for this appointment emerge.

Yes: McGinnis, Slater, Schilling, Beltramini, Kerwin

No: Howrylak, Fleming

MOTION CARRIED

H-3 2009-10 Budget Amendment No. 1

Resolution #2010-03-058

Moved by Beltramini

Seconded by McGinnis

RESOLVED, That Troy City Council hereby **APPROVES** 2009-10 Budget Amendment No. 1 as submitted, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

Yes: All-7

No: None

MOTION CARRIED

I. CONSENT AGENDA:

I-1a Approval of “I” Items NOT Removed for Discussion

Resolution #2010-03-059

Moved by McGinnis

Seconded by Fleming

RESOLVED, That all items as presented on the Consent Agenda are hereby **APPROVED** as presented with the exception of Items I-2, I-4a, I-4b, and I-4c, which **SHALL BE CONSIDERED** after Consent Agenda (I) items, as printed.

Yes: All-7

No: None

MOTION CARRIED

I-3 Proposed City of Troy Proclamations: None Submitted

I-4 Standard Purchasing Resolutions:

d) Standard Purchasing Resolution 3: Exercise Renewal Option – Tax Bill Printing Services

Resolution #2010-03-059-I-4d

WHEREAS, On March 30, 2009, a one-year contract to provide printing and mailing services for the 2009 summer and winter tax bills with options to renew for two additional one (1) year tax periods was awarded to the lowest acceptable bidder, DivDat of Ferndale, Michigan (Resolution #2009-03-105-F-4d) as amended; and

WHEREAS, DivDat has agreed to exercise the option to renew the contract for one additional tax year under the same pricing, terms and conditions;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **EXERCISES** the first one-year option to renew the contract to provide tax bill printing and first class mailing services for the 2010 summer and winter tax bills with DivDat at prices contained in the bid tabulation opened February 25, 2009, with over-runs not to exceed 5% to expire December 31, 2010.

e) Standard Purchasing Resolution 3: Exercise Renewal Option – Pavement Marking

Resolution #2010-03-059-I-4e

WHEREAS, On August 11, 2008, a two (2) year contract with an option to renew for one (1) additional year to furnish major street pavement marking was awarded to the low total bidder, R.S. Contracting Inc of Casco Twp, MI (Resolution #2008-08-254-F-4d); and

WHEREAS, R.S. Contracting Inc has agreed to exercise the one-year option to renew the contract under the same pricing, terms and conditions;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **EXERCISES** the option to renew the contract with R.S. Contracting Inc to furnish major street pavement marking under the same prices, terms and conditions for one year at unit prices contained in the bid tabulation opened July 11, 2008, not to exceed amounts budgeted estimated at \$60,000.00 to expire June 30, 2011.

f) Standard Purchasing Resolution 1: Award to Low Bidder – Contract 09-10 Supervisory Control and Data Acquisition (SCADA) System Improvements

Resolution #2010-03-059-I-4f

RESOLVED, That Troy City Council hereby **AWARDS** Contract No. 09-10, SCADA System Improvements to Motor City Electric Technologies, Inc., 9440 Grinnell, Detroit, MI 48213 at an estimated total cost of \$541,808.00; and

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon submission of proper contract and bid documents, including bonds, insurance certificates and all specified requirements, and if additional work is required, Troy City Council hereby **AUTHORIZES** such additional work in an amount not to exceed 25% of the total project cost.

g) Standard Purchasing Resolution 1: Award to Low Bidder – Parking Lot Maintenance



CITY COUNCIL ACTION REPORT

February 18, 2010

TO: John Szerlag, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance and Administration
Susan A. Leirstein, Purchasing Director
James A. Nash, Financial Services Director
Sandra Kasperek, City Treasurer

SUBJECT: Standard Purchasing Resolution 3: Exercise Renewal Option – Tax Bill Printing Services

Background

- On March 30, 2009, Troy City Council approved a one-year contract to provide printing and mailing services for the 2009 summer and winter tax bills to the lowest acceptable bidder, DivDat of Ferndale, MI, with options to renew for two additional one (1) year tax periods. CC Resolution #2009-03-105-F-4d – As amended
- Vendor is required to provide laser printed tax bills inserted in envelopes, presorted and delivered to the post office by a specified date.
- DivDat of Ferndale agreed to renew the current contract under the same prices, terms and conditions until December 31, 2010.
- The Purchasing Department performed a market survey and based on the results concluded that it is in the City's best interest to exercise the option to renew with DivDat.
- DivDat proved to be reliable by meeting required deadlines.

Financial Considerations

- Funds for these services are available in the operating budget of the Treasurer's Office
Accounts 101.191.253.7901 and 101.191.253.7730

Legal Considerations

- ITB-COT 09-03, to provide tax printing and mailing services for summer and winter tax bills for one year with options to renew for two additional (1) year tax periods was competitively bid, in accordance with the City Charter and Code.

Recommendation

- City management and the Finance Division recommend exercising the first, one (1) year option to renew tax bill printing and mailing services with DivDat of Ferndale, MI, under the same prices, terms and conditions to expire December 31, 2010.

January 27, 2010

TO: Susan Leirstein
Purchasing Director

FROM: Linda N. Bockstanz
Associate Buyer

RE: MARKET SURVEY – PRINTING OF SUMMER/WINTER TAX BILLS

TGI DIRECT – Betsy Christianson (810) 237-5252

Betsy has indicated that prices for the printing of Tax bills would stay the same. Base on competition that is out there.

DATAMATX, INC – Robert Grant (770) 936-5600

Mr. Grant told me that his company's material prices would stay the same; even if the paper prices would increase. (Per the Paper Mills - they will increase from 1% to 5%.) Because of competition that is out there – he needs to keep his prices the same.

LASERCOM LLC – David Grudzinski (248) 585-2800

David received information from the Paper Mills that paper will increase 1% or better. He does think at this time he will keep his prices the same on materials. But with Postage cost going to increase – he will have to increase his prices in that area.

CENTRON DATA SERVICES, INC. - Michael Andrus (800-732-8787

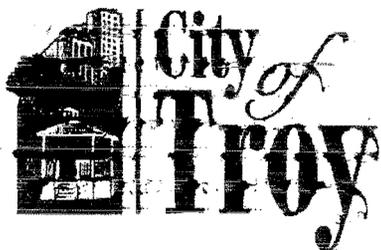
Per Mr. Andrus, there will be an increase in paper costs – about 2% or better – which will affect paper and envelope costs. He will have to increase his costs on some of these items.

OAKLAND COUNTY – Vickie Smith & Tom Papandrea (248) 975-9735

Vickie has indicated that with postage increasing – they would have to pass that cost on to the consumer. Tom has indicated that they buy in bulk (paper and envelopes) and can storage them on site. They have also been working with vendors on the cost of envelopes to keep them down. They were told by the paper mills there would be an increase in paper prices. But since they buy paper in bulk and can store it, their costs would stay the same; unless the paper used is not in their stock and they have to order it from the paper mills.

Based upon the above comments, I respectfully recommend that the City accept the offer to renew the contract for the Printing of Summer/Winter Tax Bills with the current vendor based on the costs of paper will increase in the coming year.

CC: File



January 18, 2010

ATTN: Stephanie Warren
DIVDAT
10811 Northend
Ferndale, MI 48220

Dear Ms. Warren:

On April 1, 2009, the City of Troy entered into contract #2009-00000956 with DIVDAT to provide one-year requirement of laser printed tax bills. This contract contained an option to renew for two additional one year tax periods under the same prices, terms, and conditions as the original contract.

Please fax this letter back indicating if DIVDAT wishes to renew this contract for one additional tax year until December 31, 2010. Our fax number is (248) 524-3328. A request by City staff to determine the successful bidder's interest in renewing the contract in no way obligates the City. The option cannot be exercised without Troy City Council approval and a blanket purchase order issued.

If you have any questions please call me at (248) 524-3333.

CHECK ONE:

DIVDAT is interested in renewing the contract under the same prices, terms, and conditions:

DIVDAT is not interested in renewing the contract:

X *Sandra Kasperek*
Signed: Authorized Company Representative

Date: 1-20-10

Thank you,
Sandra Kasperek
Treasurer's Office
City of Troy

F-5 Private Agreement for 1401 Crooks – Phase I – Project No. 08.928.3

Resolution #2009-03-115-F-5

RESOLVED, That Troy City Council hereby **APPROVES** the Contract for the Installation of Municipal Improvements (Private Agreement) between the City of Troy and 1401 Troy Associates Limited Partnership, for the installation of water main and storm sewer on the site and in the adjacent right of way, and hereby **AUTHORIZES** the Mayor and City Clerk to execute the document, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

F-7 Correction to City Council Minutes for Regular Meeting of June 5, 2006

Resolution #2009-03-115-F-7

RESOLVED, That Troy City Council hereby **APPROVES** the typographical correction made to agenda item D-1 *Adoption of City Ordinance, Chapter 28 – Tree Ordinance and the Landscape Design & Tree Preservation Standards-Resolution #2006-06-234* by **STRIKING** “Broomfield” and **INSERTING** “Beltramini” in the Regular City Council meeting minutes of June 5, 2006.

F-8 Approval to Temporarily Waive Parking Restrictions – Smith Middle School

Resolution #2009-03-115-F-8

RESOLVED, That Troy City Council hereby **WAIVES** the no parking restrictions on Donaldson from Square Lake to Cotswald on May 15, 2009, between the hours of 5:30 PM to 9:30 PM.

F-9 Reconsideration of Resolution #2009-03-105-F-4d–Tax Bill Printing Services**a. Vote on Resolution to Reconsider Resolution #2009-03-105-F-4d – Tax Bill Printing Services**

Resolution #2009-03-115-F-9a

RESOLVED, That Troy City Council hereby **RECONSIDERS** Resolution #2009-03-105-F-4d, Moved by Beltramini and Seconded by Eisenbacher as it appears below:

RESOLVED, That Troy City Council hereby AWARDS a contract to provide printing services for the 2009 Summer and Winter Tax Bills with options to renew for two (2) additional one-year tax periods to the lowest acceptable bidder, DivDat, of Ferndale, MI, at prices contained in the bid tabulation opened February 25, 2009, a copy of which shall be ATTACHED to the original Minutes of this meeting, with a contract expiration of December 31, 2009.

Yes: Fleming, Kerwin, Schilling, Beltramini, Broomfield, Eisenbacher

No: None

Absent: Howrylak

MOTION CARRIED

b. Vote on Resolution to Amend Reconsidered Resolution #2009-03-105-F-4d Standard Purchasing Resolution 2: Bid Award – Lowest Bidder Meeting Specifications – Tax Bill Printing Services

Resolution #2009-03-115-F-9b

RESOLVED, That Troy City Council hereby **AMENDS** Resolution #2009-03-105-F-4d, *Standard Purchasing Resolution 2: Bid Award – Lowest Bidder Meeting Specifications – Tax Bill Printing Services* by INSERTING “*plus the actual cost for first class postage and overruns not to exceed 5%,”* AFTER “meeting”.

c. Vote on Resolution for Reconsidered Resolution #2009-03-105-F-4d Standard Purchasing Resolution 2: Bid Award – Lowest Bidder Meeting Specifications – Tax Bill Printing Services as Amended

Resolution #2009-01-105-F-4d

Moved by Beltramini

Seconded by Eisenbacher

RESOLVED, That Troy City Council hereby **AWARDS** a contract to provide printing services for the 2009 Summer and Winter Tax Bills with options to renew for two (2) additional one-year tax periods to the lowest acceptable bidder, DivDat, of Ferndale, MI, at prices contained in the bid tabulation opened February 25, 2009, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, plus the actual cost for first class postage and overruns not to exceed 5%, with a contract expiration of December 31, 2009.

F-1b Address of “F” Items Removed for Discussion by City Council and/or the Public

F-4 Standard Purchasing Resolutions

a) Standard Purchasing Resolution 2: Bid Award – Low Bidder Meeting Specifications – Asphalt Patching Material - Cold

Resolution #2009-03-116a

Rescinded August 31, 2009 (Resolution #2009-08-267-F-9)

Moved by Beltramini

Seconded by Kerwin

RESOLVED, That Troy City Council hereby **AWARDS** a contract to provide one-year requirements of Asphalt Patching Material - Cold to the lowest bidder meeting specifications, Ultimate Epoxy d/a C&D Holdings Limited of Lake Orion, MI, at unit prices contained in the bid tabulation opened March 3, 2009, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, to commence May 1, 2009 and expire February 28, 2010; and

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon contractor submission of properly executed bid and proposal documents, including insurance certificates and all other specified requirements.

Yes: All-7



CITY COUNCIL ACTION ITEM

March 25, 2009

TO: Philip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance & Administration
Susan Leirstein, Purchasing Director
James A. Nash, Financial Services Director
Sandra Kasperek, City Treasurer

SUBJECT: Reconsideration of Resolution #2009-03-105-F-4d – Tax Bill Printing Services

Background

- City Council approved Resolution #2009-03-105-F-4d – Tax Bill Printing Services at their Regular City Council meeting held on Monday, March 23, 2009.
- An omission in the resolution was discovered subsequent to the approval - Postage will be paid for by the City via escrow account. In addition, overruns are limited to 5%.

Financial Consideration

- Funds for postage are available in the operating budget of the Treasurer's Office, Account #101.191.253.7730

Legal Consideration

- There are no additional legal considerations associated with this item.

Policy Consideration

- There are no additional policy considerations associated with this item.

Options

- City management recommends the use of an escrow account to manage the postal charges associated with the mailing of the City's tax bills.

Attachment

- There are no attachments associated with this item.

d) **Standard Purchasing Resolution 2: Bid Award – Lowest Bidder Meeting Specifications – Tax Bill Printing Services**

Resolution #2009-03-105-F-4d **Reconsidered: March 30, 2009 Res #2009-03-115-F-9a**

RESOLVED, That Troy City Council hereby **AWARDS** a contract to provide printing services for the 2009 Summer and Winter Tax Bills with options to renew for two (2) additional one-year tax periods to the lowest acceptable bidder, DivDat, of Ferndale, MI, at prices contained in the bid tabulation opened February 25, 2009, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, with a contract expiration of December 31, 2009.

e) **Standard Purchasing Resolution 3: Exercise Renewal Options – Municipal Testing Services**

Resolution #2009-03-105-F-4e

WHEREAS, On March 20, 2006, two (2) three-year contracts to provide professional municipal testing services effective April 1, 2006 through March 31, 2009, with the option to renew for an additional three (3) year period were awarded to Professional Service Industries, Inc. (PSI) and Testing Engineers and Consultants, Inc. (TEC), as a result of a best value process, at prices contained in the bid tabulation opened February 22, 2006 (Resolution #2006-03-143-E4d); and

WHEREAS, Professional Service Industries, Inc. (PSI) and Testing Engineers and Consultants, Inc. (TEC) have offered to renew their contracts for three (3) additional years under the same pricing schedule, terms and conditions as the 2006 contract;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **EXERCISES** the three-year option to renew the contracts for municipal testing services with Professional Service Industries, Inc. (PSI) of Auburn Hills and Testing Engineers and Consultants, Inc. (TEC) of Troy, MI, under the same pricing schedule, terms and conditions as the 2006 contract with additional services as outlined in their respective rate schedules, effective April 1, 2009 through March 31, 2012, with a provision for an increase based on the consumer price index inflation calculator or the (CPI) computation for the published Urban-Detroit/Ann Arbor Area between the base year of April 2009 and the current contract year, whichever is lower.

f) **Standard Purchasing Resolution 2: Bid Award – Lowest Bidder Meeting Specifications – Vehicle Graphics**

Resolution #2009-03-105-F-4f

RESOLVED, That Troy City Council hereby **AWARDS** a two-year contract to provide Police, Fire and Fleet departments with vehicle graphic material and/or installation, with an option to renew for two additional years, to the lowest acceptable total bidder, Majik Graphics, Inc. of Clinton Township, MI, at unit prices contained in the bid tabulation opened February 11, 2009, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, with a contract expiration of March 31, 2011; and



CITY COUNCIL ACTION REPORT

March 6, 2009

TO: Phillip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance & Administration
Susan Leirstein, Purchasing Director
James A. Nash, Financial Services Director
Sandra Kasperek, Treasurer

SUBJECT: Standard Purchasing Resolution 2: Bid Award-
Lowest Bidder Meeting Specifications -Tax Bill Printing Services

Background

- On February 25, 2009, bids were received and opened for IBT-COT 09-03 to provide printing services for the 2009 summer and winter tax bills with options to renew for two additional (1) year tax periods.
- 147 vendors were notified via the MITN system.
- Nine (9) bid proposals were received from eight (8) vendors. International Security Products, the apparent low bidder, did not meet specifications by failing to include a sample document demonstrating completion of a similar project.
- Vendors are required to provide laser printed tax bills inserted in envelopes, presorted and delivered to the post office by a specified date.
- The lowest acceptable bidder meeting specifications was DivDat of Ferndale, MI.

Financial Considerations

- Funds for these services are available in the operating budget of the Treasurer's Office, Account #101.191.253.7901.

Legal Considerations

- ITB-COT 09-03 was competitively bid and vendors were given the opportunity to respond with their level of interest in supplying summer and winter tax bill printing services for 2009.

Policy Considerations

- A contract award saves labor costs in personal service, and is a more efficient means of creating and distributing approximately 35,000 tax bills per billing season in a timely manner with little or no disruption to staff or our customers. (Outputs for Priority Funding M,T)

Options

- City management and the Finance division recommend awarding a contract for printing services for the 2009 summer and winter tax bills to the lowest bidder meeting specifications, DivDat of Ferndale, MI, at prices contained in the bid tabulation dated 2/25/09 with a contract expiration of December 31, 2009.

Opening Date -- 2/25/09
 Date Prepared -- 2/25/09
 sl

CITY OF TROY
 BID TABULATION
 PRINTING OF TAX BILLS

VENDOR NAME:

DIVDAT	Centron Data	Lasercom LLC	Datamatx, Inc.
	Services, Inc.		
CHECK # -	697669728	ON FILE	9117600985 1202182450
CHECK AMOUNT -	\$3,000.00	\$3,000.00	\$3,000.00 \$3,000.00

PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE PRINTING SERVICES FOR THE 2009 SUMMER/WINTER TAX BILLS WITH OPTIONS TO RENEW FOR TWO (2) ADDITIONAL ONE-YEAR TAX PERIODS

EST QTY	DESCRIPTION	\$ PER BILLING	\$ PER BILLING	\$ PER BILLING	\$ PER BILLING
LASER PRINTED TAX BILLS					
10,000	INFORMATION STATEMENT 8.5" x 11" 70# White offset stock COMPLETE FOR THE SUM OF:	\$ 226.00	\$ 485.00	\$ 500.00	\$ 140.00
29,000	TAX STATEMENT 8.5" x 11" 70# White offset stock COMPLETE FOR THE SUM OF:	\$ 655.00	\$ 875.00	\$ 1,450.00	\$ 406.00
35,000	LASER IMPRINT FACE OF STATEMENT COMPLETE FOR THE SUM OF:	\$ 913.00	\$ 875.00	\$ 1,050.00	\$ 1,225.00
ENVELOPES					
35,000	#10 STANDARD WINDOW ENVELOPE 24# White wove stock COMPLETE FOR THE SUM OF:	\$ 737.00	\$ 1,010.00	\$ 805.00	\$ 1,085.00
25,000	#9 REPLY ENVELOPE 24# White wove stock COMPLETE FOR THE SUM OF:	\$ 537.00	\$ 870.00	\$ 625.00	\$ 625.00
FULFILLMENTS					
10,000	INFORMATION STATEMENT Fold form, Insert form into window envelope etc COMPLETE FOR THE SUM OF:	\$ 242.00	\$ 200.00	\$ 250.00	\$ 240.00
25,000	TAX STATEMENT Fold form, Insert form and return envelope into window envelope etc COMPLETE FOR THE SUM OF:	\$ 634.00	\$ 500.00	\$ 625.00	\$ 600.00
SET UP & PROGRAMMING CHARGE					
	COMPLETE FOR THE SUM OF:	\$ -	\$ 100.00	\$ 250.00	\$ 750.00
PRESORT & DELIVER TO POST OFFICE (Do NOT Include Postage)					
35,000	PRESORT COMPLETE FOR THE SUM OF:	\$ 525.00	\$ 175.00	\$ -	\$ 630.00
35,000	DELIVERY TO POST OFFICE COMPLETE FOR THE SUM OF:	\$ -	\$ -	\$ -	\$ -
ESTIMATED GRAND TOTALS:		\$ 8,938.00	\$ 10,180.00	\$ 11,110.00	\$ 11,402.00
COMPLETION SCHEDULE:					
Can meet		XX	XX	XX	XX
Cannot meet					
SERVICE FACILITY:					
Location	10811 Northend Ferndale, MI	1175 Devin Dr. Norton Shores, MI	2230 Elliot Troy, MI	0430 Lakeridge Pkwy Ashland, VA	
Hours of Operations	8 AM to 6 PM	M-F 24/7	M-F 7AM to 7PM	7am-12am M-F	
24HR Phone Number	248-721-2787	800-732-8787	248-670-1120	800-943-5240	

Opening Date -- 2/25/09
 Date Prepared -- 2/25/09

CITY OF TROY
 BID TABULATION
 PRINTING OF TAX BILLS

VENDOR NAME:

		DIVDAT	Centron Data	Lasercom LLC	Datamatx, Inc.
			Services, Inc.		
SAMPLE DOCUMENT	Y or N	Yes	Yes	Yes	Yes
PAYMENT TERMS		Net 30	Net 30	N-30	Net 30
DELIVERY		10 Calendar Days - As Specified			
EXCEPTIONS:		None	None	Blank	None
ACKNOWLEDGEMENT:	Y or N	Yes	Yes	Yes	Yes
COST BREAKDOWN	Y or N	Yes	Yes	Yes	Yes

DMS:
 International Security Products - Paso Robles, CA (\$8580) Reason: No sample document included with bid as specified.

HIGHLIGHTED AREA DENOTES LOWEST ACCEPTABLE BIDDER

ATTEST:
 Debra Painter

 Sandra Kasperek

 Linda Bockstanz

 Susan Leirstein CPPB
 Purchasing Director

Opening Date -- 2/25/09
 Date Prepared -- 2/25/09

CITY OF TROY
 BID TABULATION
 PRINTING OF TAX BILLS

VENDOR NAME:

TGI Direct, Inc	American	University	University
	Mailers, Inc	Lithoprinters, Inc	Lithoprinters, Inc
9110701232	714305286	134106	134106
\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00

CHECK # -

CHECK AMOUNT -

PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE PRINTING SERVICES FOR THE 2009 SUMMER/WINTER TAX BILLS WITH OPTIONS TO RENEW FOR TWO (2) ADDITIONAL ONE-YEAR TAX PERIODS

EST QTY	DESCRIPTION	\$ PER BILLING	\$ PER BILLING	\$ PER BILLING	\$ PER BILLING
<u>LASER PRINTED TAX BILLS</u>					
10,000	INFORMATION STATEMENT 8.5" x 11" 70# White offset stock COMPLETE FOR THE SUM OF:	\$ 430.00	\$ 972.50	\$ 760.00	\$ 760.00
				ALTERNATE RE-USEABLE ENVELOPE	
29,000	TAX STATEMENT 8.5" x 11" 70# White offset stock COMPLETE FOR THE SUM OF:	\$ 986.00	\$ 1,581.25	\$ 960.00	\$ 960.00
35,000	LASER IMPRINT FACE OF STATEMENT COMPLETE FOR THE SUM OF:	\$ 1,050.00	\$ 1,225.00	\$ 1,590.00	\$ 1,590.00
<u>ENVELOPES</u>					
35,000	#10 STANDARD WINDOW ENVELOPE 24# White wove stock COMPLETE FOR THE SUM OF:	\$ 980.00	\$ 1,045.80	\$ 1,460.00	\$ 1,560.00
25,000	#9 REPLY ENVELOPE 24# White wove stock COMPLETE FOR THE SUM OF:	\$ 650.00	\$ 765.75	\$ 1,030.00	\$ -
<u>FULFILLMENTS</u>					
10,000	INFORMATION STATEMENT Fold form, Insert form into window envelope etc COMPLETE FOR THE SUM OF:	\$ 225.00	\$ 250.00	\$ 1,040.00	\$ 1,040.00
25,000	TAX STATEMENT Fold form, Insert form and return envelope into window envelope etc COMPLETE FOR THE SUM OF:	\$ 485.00	\$ 600.00	\$ 1,975.00	\$ 1,975.00
<u>SET UP & PROGRAMMING CHARGE</u>					
	COMPLETE FOR THE SUM OF:	\$ 775.00	\$ 400.00	\$ -	\$ -
<u>PRESORT & DELIVER TO POST OFFICE</u> (Do NOT Include Postage)					
35,000	PRESORT COMPLETE FOR THE SUM OF:	\$ 90.00	\$ 250.00	\$ -	\$ -
35,000	DELIVERY TO POST OFFICE COMPLETE FOR THE SUM OF:	\$ 40.00	\$ 80.00	\$ -	\$ -
ESTIMATED GRAND TOTALS:		\$ 11,422.00	\$ 14,340.60	\$ 17,630.00	\$ 15,770.00
COMPLETION SCHEDULE:					
Can meet		XX	XX	XX	XX
Cannot meet					
SERVICE FACILITY:					
Location		5365 Hill 23 Dr Flint, MI	100 American Way Detroit, MI	4150 Varsity Dr Ann Arbor, MI	4150 Varsity Dr Ann Arbor, MI
Hours of Operations		6 AM to 11 PM M-F	7 AM to 5 PM	24/6 M-S	24/6 M-S
24HR Phone Number		800-337-2237	248-252-4675	734-973-9414	734-973-9414

Opening Date -- 2/25/09
 Date Prepared -- 2/25/09

CITY OF TROY
 BID TABULATION
 PRINTING OF TAX BILLS

VENDOR NAME:

VENDOR NAME:		TGI Direct, Inc.	American Mailers, Inc.	University Lithoprinters, Inc.	University Lithoprinters, Inc.
SAMPLE DOCUMENT	Y or N	No	Yes	No	No
PAYMENT TERMS		Net 30	N-30	Net 30	Net 30
DELIVERY		10 Calendar Days - As Specified			
EXCEPTIONS:		None	No Exceptions	Attached	Accepting our alternate proposal - we will need 5 to 7 extra days to print re-usable envelope only
			Postage must be paid in advance of delivery to PO	To Bid	
		Yes	Yes	Yes	
ACKNOWLEDGEMENT:	Y or N	Yes	Yes	Yes	Yes
COST BREAKDOWN	Y or N	Yes	Yes	Yes	Yes



CITY COUNCIL AGENDA ITEM

October 12, 2010

To: John Szerlag, City Manager

From: John M. Lamerato, Assistant City Manager/Finance and Administration
Mark F. Miller, Acting Assistant City Manager/Economic Development Services
Susan A. Leirstein, Purchasing Director
Steven A. Pallotta, Director of Building Operations
Zachary Branigan LEED AP, Consultant

Subject: Standard Purchasing Resolution 1 – Award To Low Bidder: Wind Turbine Systems

Background

On October 5, 2010, two (2) bid proposals were received to furnish and install two (2) Windspire vertical axis wind turbines on the grounds of the City's municipal campus. A total of ninety-two (92) vendors were notified via the MITN system.

Carlisle / Wortman Associates, Inc under the direction of Zachary Branigan, LEED AP, AICP Associate developed funding recommendations that were approved through the Energy Efficiency and Conservation Block Grant Program.

The Energy Efficiency and Conservation Block Grant required Rapid Energy Assessment Programs to identify a series of factors where the City could realize significant energy savings. The Windspires were chosen for their vertical axis turbine design, noise level, size, power output, aesthetics, and being a Michigan made product and less expensive to install.

This project will allow the City to analyze the performance of Michigan –manufactured wind energy conservation systems. The wind turbines are intended to provide power to our next Rapid Energy Assessment Project which will be the installation of LED lighting within the Veterans Plaza located in front of City Hall.

The Windspire project will incorporate a remote data acquisition, storage and monitoring software to provide wind speed, wind direction, temperature, voltage, current, and power. It will also include a maintenance contract for three additional years covering parts and labor.



CITY COUNCIL AGENDA ITEM

Recommendation

City management recommends awarding a contract to the low total bidder, Bazen Electric Company, 750 Ball NE Grand Rapids, Michigan 49503, at an estimated total cost of \$28,725.00, which includes the Windspires, monitoring software, and three-year maintenance contract. Within the next year, if successful, additional Windspire systems may be contemplated pending appropriate funding levels at a cost of \$11,750.00 per unit. The award is contingent upon contractor's submission of proper insurance certificates and all other specified requirements.

Fund Availability

Funds are available in the Building Operations capital fund for building and improvements which will be reimbursed through the Energy Efficiency and Conservation Block Grant (EECBG) Program.

G:/Bid Award 10-11 New Format/Award Standard Purchasing Resolution 1 - Wind Turbines ITB-COT 10-27 10.10.doc

s/
VENDOR NAME:

** Bazen Electric	Contractors Building		
Company	Supply, Inc		

PROPOSAL: TO FURNISH & INSTALL TWO (2) NEW WINDSPIRE VERTICAL AXIS WIND TURBINE SYSTEMS

PROPOSAL A: WINDSPIRE TURBINE SYSTEMS			
Furnish & Install two new Windspire Vertical Axis Wind Turbine Systems on the grounds of the City of Troy Municipal Campus, in accordance with the specifications			
COMPLETE FOR THE SUM OF:	\$ 23,725.00	\$ 23,500.00	

PROPOSAL B: (Optional) SOFTWARE			
Furnish & install remote data acquisition, storage and monitoring software for wind speed, wind direction, temperature, voltage, current, power & sensors			
SOFTWARE W/LICENSE: Each	\$ 200.00	No Bid	
Product Name:	Windsync v 1.4		
Manufactured by:	Windspire		

PROPOSAL C: (Optional) MAINTENANCE CONTRACT			
Maintenance Contract including all parts and labor:			
Year 3	\$ 1,600.00	No Bid	
Year 4	\$ 1,600.00	No Bid	
Year 5	\$ 1,600.00	No Bid	
MAINTENANCE CONTRACT:	Attached Y or N	Y	

PROPOSAL D: (Optional) ADDITIONAL UNITS			
Cost to Furnish & Install Windspire Vertical Axis Wind Turbine Systems at additional City of Troy Locations within one year from award date:			
COST PER UNIT INSTALLED:	\$ 11,750.00	\$ 13,000.00	

COMPLETION SCHEDULE:	Can Meet Y or N	by December 31, 2010	
		Y	Y
SITE INSPECTION:	Y or N Date	N	Y 9/27/2010
CONTACT INFORMATION:	Hours of Operation	8AM-5PM M-F	8AM-5PM
	24 Hr. Phone Number	(616) 458-7210	(231) 510-1817
INSURANCE:	Can Meet	XX	XX
	Cannot Meet but offer - Additional Cost		
WARRANTY DOCUMENT	Attached Y or N	Y	Y
MANUFACTURERS CERTIFICATION	Attached Y or N	Y	Y

VENDOR NAME:

** Bazen Electric	Contractors Building		
Company	Supply, Inc		
PAYMENT TERMS:	Net 30	Net 10 Days w/50% due upon excavation	
WARRANTY:	1 Yr Installation 5 Yrs Windspire	5 Years Attached To Bid	
DELIVERY:	As Specified		
EXCEPTIONS:	None	Blank	
ACKNOWLEDGEMENT: Signed	Y or N	Y	Y
ADDENDUM #1 Attached	Y or N	N	N

****DENOTES LOW TOTAL BIDDER**

ATTEST:

MaryAnn Hays
Diane Fisher
Julie Hamilton

 Susan Leirstein CPPO CPPB
 Purchasing Director



CITY COUNCIL AGENDA ITEM

October 28, 2010

To: John Szerlag, City Manager *JS*

From: Mark F. Miller, Acting Assistant City Manager/Economic Development Services *ML*
 Susan A. Leirstein, Purchasing Director *SL*
 Timothy L. Richnak, Public Works Director *TR*

Subject: Manhole Frames & Covers

RECEIVED

OCT 29 2010 *ML*
 CITY OF TROY
 CITY MANAGER'S OFFICE

Background

The City of Troy standardized on East Jordan Iron Works sanitary manhole frames and covers many years ago. Standardization has alleviated problems with inventory and maintenance issues. It is in the City's best interest to establish an ongoing contract directly with the manufacturer, East Jordan Iron Works rather than through distribution.

Recommendation

City management recommends awarding a contract for one-year requirements of sanitary manhole frames and covers, 1040ZPTs, directly through the manufacturer, East Jordan Iron Works at a cost of \$325.94 per assembly, in accordance with Quote No. 5209108 dated 10/26/2010.

Fund Availability

Funds are available in the Water departments operating budgets.

B I D F O R	City of Troy DPW-MI Attention Accounts Payable 4693 Rochester Road Troy, MI 48098	B R A N C H	Detroit Area Yard EAST JORDAN IRON WORKS, INC. 13000 NORTHEM AVENUE OAK PARK, MI 48237 Telephone: 800-231-3549
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10/26/10 Bid ID: 5209108 SANITARY FRAME & COVER Page 1

Quantity	UOM	Product / Description	Unit Price
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SANITARY COVERS
TROY, MICHIGAN

PRICING GOOD FOR 1 YEAR

100	EA	1040ZPT TROY SAN CITY OF TROY/SANITARY	ASY 325.94
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QUOTED BY: STEPHEN E. TERRY

FOR: SUE A LEIRSTEIN



CITY COUNCIL AGENDA ITEM

November 1, 2010

To: John Szerlag, City Manager

From: John M. Lamerato, Assistant City Manager/Finance & Administration
Susan A. Leirstein, Purchasing Director
Gert Paraskevin, IT Director
William S. Nelson, Fire Chief
Gary G. Mayer, Police Chief

Subject: Guardian Tracking Software Application

Background

Currently we track our employees work related performance history using “handwritten” employee calendars. These files are contained in a central cabinet in each division in order for supervisors to access each file. To make a proper “calendar entry” requires the following: Supervisor retrieves the employee’s file from the cabinet, meets with the individual, writes in the entry (attaching documentation as needed), initials and dates the item, has the employee initial the same, put the file back in the cabinet. This is a burdensome, and time consuming process. As each supervisor has taken on additional responsibilities with the reduction of staff, less time has been devoted to this process. Each year, as the supervisor prepares a “rating” for the employee, the calendar is partially used as the basis for the rating. The supervisor can remember numerous things the employee did, good and bad, but they are rarely documented on the calendar. This leads to disagreements on the ratings because there is no supporting documentation to support the supervisor’s position.

The fire department uses a similar handwritten memo system of tracking the performance of volunteer and career personnel. Due to the number of volunteer firefighters and their distribution between fire stations remote from fire administration in city hall, the manual paper process has resulted in incomplete files and misplaced documents.

Guardian Tracking provides “Personnel Performance Documentation / Early Intervention Software.” This program will give supervisors the ability to more efficiently, and more often, make entries regarding the employee. It gives the ability to “cut & paste” items from one document and attach it to the employee’s file. Employees would have constant access to read and make comments to their own file. An upcoming upgrade to the software will allow all employees and volunteer firefighters the ability to access their own file from their home computer.

Guardian Tracking has provided a “sole source” letter. Our research has failed to find another vendor that can provide a program that meets or exceeds the capabilities of this one. References from the



CITY COUNCIL AGENDA ITEM

Background - continued

vendor were checked by both the Police and Fire departments. All references stated that they were satisfied with the product and with Guardian Tracking LLC.

Due to staff reductions, it will become increasingly difficult to properly supervise employees and/or volunteers and document their behavior and performance. This software program will assist both departments in creating and maintaining a readily accessible record of employee performance. It also gives the employees the ability to continuously monitor and comment on their own historical record. This program can also be expanded (at a cost) to be used for all City employees.

Recommendation

City management is requesting authorization to purchase personnel performance software from Guardian Tracking LLC with up to 350 user licenses at a cost of \$9,240.00, and ongoing technical support and updates for an annual maintenance fee of \$1,964.00 for three years. Thereafter, the maintenance fee will not exceed 17% of that year's software price.

Fund Availability

Funds are available in the 2010/2011 budget and will be split 50/50 to the Police Department-Research & Technology Operating Supplies and Fire Department-Operating Equipment Office Supply accounts. The original cost estimate for the software was \$11,500.00. Guardian Tracking LLC offered us a 20% discount to be a demo site for them in the State of Michigan.



GuardianTracking

Guardian Tracking, LLC
Post Office Box 2291
Anderson, In 46018

Leon Wasilewski
765-621-6764
leon@guardian-tracking.com

Mike Reed
765-621-8424
mike@guardian-tracking.com

Nick Riggs
Product Development
nick@guardian-tracking.com

www.guardian-tracking.com

October 6, 2010

Chief Gary Mayer
Troy Police Department
500 West Big Beaver Road
Troy, MI 48084

Chief Mayer,

Guardian Tracking, LLC is the creator and the sole vendor of the Guardian Tracking Personnel Performance Documentation / Early Intervention Software. The product is considered a trade secret of our company.

No other party is capable of supplying the product or performing the various maintenance responsibilities (i.e. code corrections, product update and technical support) since there is no outside access to the source code for the product. Thus, Guardian Tracking, LLC is the sole source for sales and maintenance services on the software in question.

In addition we know of no other performance documentation / early intervention software offering similar functionality.

I hope that this meets your needs. Should you have any questions, or if we may be of further assistance, please do not hesitate to contact me.

Sincerely,

Co-Owner
Guardian Tracking, LLC



GuardianTracking

Guarding Tracking, LLC
Post Office Box 2291
Anderson, In 46018

Leon Wasilewski
765-621-6764
leon@guardian-tracking.com

Mike Reed
765-621-8424
mike@guardian-tracking.com

www.guardian-tracking.com

Proposal

October 6, 2010

Chief Gary Mayer
Troy Police Department
500 West Big Beaver Road
Troy, MI 48084

Guardian Tracking, LLC proposes the following pricing for the Troy Police Department.

Up to 350 User Licenses: \$9,240.00

(Price reflects an 20% *demonstration* site discount from the standard price of \$11,550.00)

During the first year, technical support and all updates are included. The agency has the option to pay an annual maintenance fee in the amount \$1,964.00, beginning one year from the date of this Agreement (17% of \$11,550). The maintenance fee provides the agency with continued technical support and all software updates.

Please call if you have any questions.

Thank you,

Leon Wasilewski



CITY COUNCIL AGENDA ITEM

October 26, 2010

To: John Szerlag, City Manager

From: John M. Lamerato, Assistant City Manager/Finance & Administration
Susan A. Leirstein, Purchasing Director
Gert Paraskevin, Information Technology Director

Subject: Resolution Modification #2010-04-074 H4 – Core Network Upgrade

Background

On Monday, April 5, 2010, City Council approved a Core Network Upgrade with resolution #2010-04-074. This upgrade involved the purchase and installation of network equipment. Originally, the installation was identified to be completed by CDW-G under the NIPA contract in the amount of \$7,000.00. Subsequently, it was determined that CDW-G would have to subcontract those services to Hewlett Packard, the original equipment manufacturer. CDW-G offered the City to contract directly with Hewlett Packard at a lesser rate of \$5,750.00. We chose to take advantage of that lower rate.

Recommendation

City management recommends confirmation and ratification of the contract to work directly with Hewlett Packard for network deployment services on the Core Network Upgrade at a fixed price of \$5,750.00.

Fund Availability

Funds are available in the operating accounts of the Information Technology Fund with a savings of \$1,250.00 over the initial pricing from CDW-G.



Hewlett-Packard Company
www.hp.com

David Perry
Solution Architect
HP Services

877-526-6407 Tel
972-867-0275 Fax
david.e.perry@hp.com

October 7, 2010

Gertrude Paraskevin
Director – Information Technology
City of Troy
500 West Big Beaver Rd.
Troy, Michigan 48084

RE: HP Custom Network Deployment Services
Engagement ID: DPCOT01

Dear Gertrude:

HP appreciates the opportunity to provide the City of Troy with Professional Services. The purpose of this letter is to set forth the terms and conditions under which Hewlett-Packard (“HP”) will provide services on a fixed price basis (“Professional Services”) to the City of Troy for the network refresh project. The equipment list for the City of Troy is shown in Table 1 below:

Description	Qty
HPN A5800 - Switch - 24 Ports	4
HPN IMC Enterprise License	1
HPN Direct Attach Network Cable - 4 ft	4
HPN SFP+ Transceiver Module	4
HPN SFP (mini-GBIC) Transceiver Module	12
HPN Expansion Module - 16 ports	2
HPN E4800G 150 Watt AC - Power Supply	8

Table 1: City of Troy Equipment List

This equipment in Table 1, along with the customer’s existing network equipment, will be used to build out an updated network topology with the following goals:

- Establish two independent resilient network cores using the A5800’s, one pair at City Hall and the other pair at the Police Station
- Provide resiliency at each of the two cores using IRF
- Establish link aggregation groups from the edge switches to their respective core switches

Present and proposed logical network topologies are shown in Figure 1 and Figure 2 below:

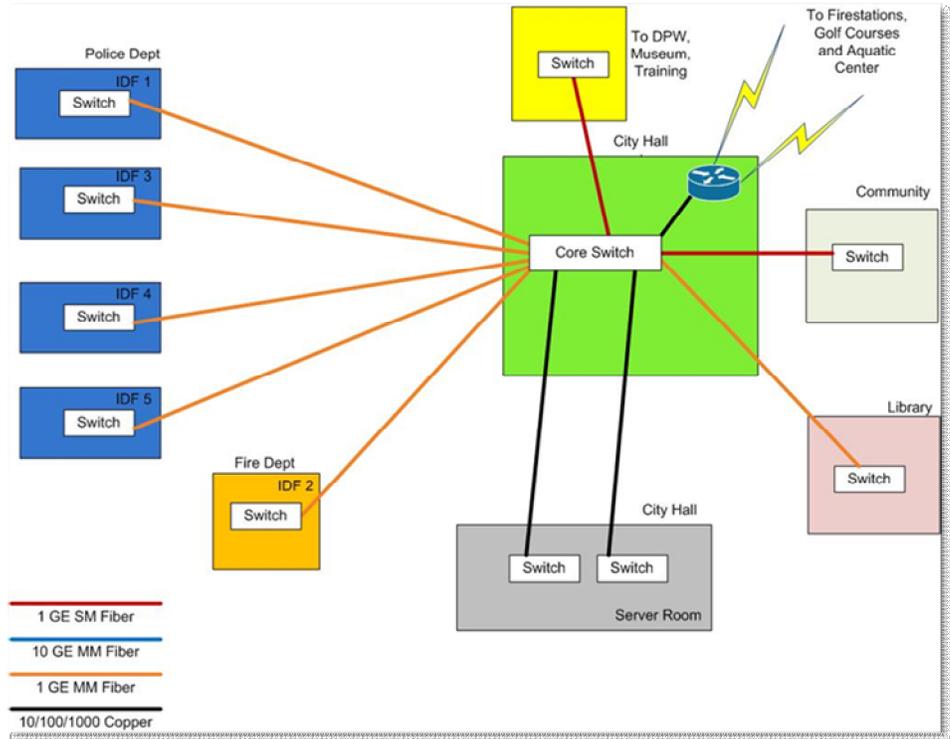


Figure 1: Present Network Topology

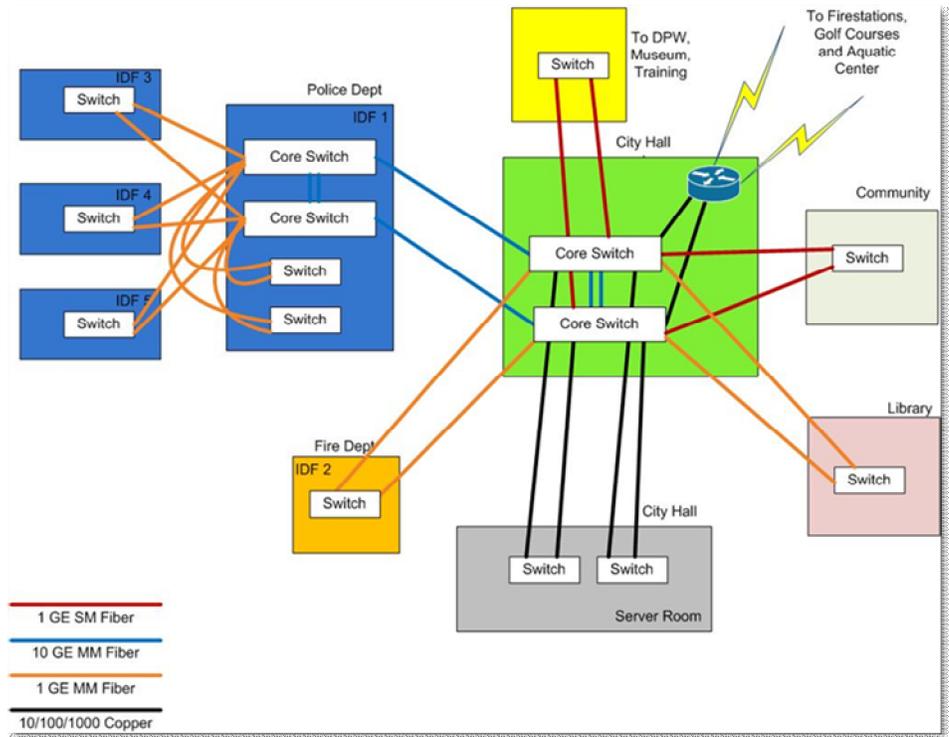


Figure 2: Proposed Network Topology

The network is currently segmented with approximately seventeen (17) VLAN's, with RIPv2 and Static Routing used to route between VLAN's. One VLAN is dedicated for voice traffic; however, it is not setup with any prioritization scheme. In addition to the goals listed earlier, the customer wants to maintain a routed environment between locations and, if necessary, setup the voice VLAN with a higher priority than other VLAN's. The customer is familiar with the legacy 3Com/H3C equipment and firmware already in place in the network and only needs assistance from HP regarding the updated firmware, the IRF virtualization feature, and the Intelligent Management Center network management software.

The HP Technology Consultant will provide these Professional Services at the direction of the City of Troy in support of the following tasks:

- Assist with the reconfiguration for the existing switches to enable the following features:
 - Link Aggregation
 - VLAN Setup – No more than twenty (20) VLANs to be configured
 - Voice VLAN prioritization
 - RIPv2 Routing
 - Static Routing
- Assist with the configuration of the A5800 pairs as the two network cores, enabling the following feature sets:
 - Intelligent Resilient Fabric (IRF)
 - Link Aggregation
 - VLAN and VLAN Trunking Setup – No more than twenty (20) VLANs to be configured
 - Voice VLAN prioritization
 - RIPv2 Routing

- Static Routing

- Install and configure the Intelligent Management Center (IMC) network management software
- Provide informal knowledge-sharing with the City of Troy network staff regarding the A5800, IRF on the A5800, and IMC
- Assist with connecting the associated Ethernet cabling from the access/edge switches to the A5820 core switches
- Assist with performing basic functionality and connectivity tests at the A5800 core switch pairs for each edge switch as they are installed, configured, and tested by City of Troy network staff

It is anticipated that the duration of the HP Professional Services delivery will be no longer than five (5) days. The target start date is October 25, 2010. The target end date is October 29, 2010. The engagement schedule and actual start date will be determined between HP and the City of Troy after HP receives a purchase order and signed acceptance of this letter from the City of Troy. If additional time and travel expenses are required, HP and the City of Troy will utilize a change management process to define the change and the additional funding required.

Services will be delivered at the following location:

City of Troy, Michigan
500 West Big Beaver
Troy, MI 48084
Attn: Steve Poirier

Obligations & Limitations

- The City of Troy will be responsible for the physical installation and Power-On-Self-Test (POST) of all switches for all locations within the City of Troy network.
- The City of Troy will be responsible for all network cutovers from the present network to the proposed updated network.
- The City of Troy will be responsible for the Wide Area Network (WAN) router configuration and connectivity back to the A5800 core switch pair.
- The City of Troy will be responsible for providing a server for the IMC network management software. The minimum configuration of the server will be as follows:
 - 3Ghz CPU or Dual/Quad Core CPU
 - 4Gb Memory
 - 500Gb Hard Drive
 - Windows Server 2005 or 2008
 - Microsoft SQL 2005 or 2008 or SQL Server 2005 Express Edition
- The City of Troy will be responsible for providing a wiring diagram for the physical data connections coming into the two A5800 core switch pairs. These maps will provide port assignments and VLAN/subnet associations.
- The City of Troy will be responsible for obtaining and delivering all third party hardware, software, and consulting services required by HP to fulfill HP's service delivery obligations under this agreement. The City of Troy will be responsible for any third party product and/or service charges including cabling both copper and fiber.
- The City of Troy will assign a Project Sponsor for the duration of the delivery of services. This person will have signature authority and provide an email confirmation upon completion of the delivery indicating that the services are complete and to the satisfaction of the City of Troy.
- The City of Troy will be responsible for all aspects of security services including, but not limited to, Radius servers, directories, DNS, DHCP, etc.
- Services will be performed during HP business working hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. local time, excluding HP holidays.
- Services will be performed at HP offices and at the City of Troy location.
- HP travel will occur during the first morning and last afternoon of each week of on-site delivery.
- Any tasks not specified in this Statement of Work will be considered out of scope and not applicable to this service execution.

Payment and Pricing

The services described herein are proposed to the City of Troy at a fixed price of \$5,750.

HP will invoice the City of Troy at the completion of Professional Services delivered.

This price is inclusive of HP time and travel expenses. Payment is due within thirty (30) days from the date of invoice. The City of Troy's purchase order should reference the following:

Engagement ID: DPCOT01

Product Number: U5575G-DNINDI

Description: HP Custom Network Deployment Services

Price: \$5,750 (plus applicable taxes)

G. POSTPONED ITEMS:

G-1 No Postponed Items

H. REGULAR BUSINESS:

H-1 Appointments to Boards and Committees: None Scheduled

H-2 Nominations for Appointments to Boards and Committees: None Scheduled

H-3 2010 Tri-Party Program

Resolution #2010-04-073

Moved by Beltramini

Seconded by Kerwin

RESOLVED, That Troy City Council hereby **APPROVES** the Cost Participation Agreement between the City of Troy and the Board of Road Commissioners for Oakland County for the 2010 Tri-Party Program at an estimated cost to the City of Troy of \$132,053.00, and hereby **AUTHORIZES** the Mayor and City Clerk to execute the agreement, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

Yes: Schilling, Beltramini, Fleming, Howrylak, Kerwin, McGinnis, Slater

No: None

MOTION CARRIED

H-4 Core Network Upgrade

Resolution #2010-04-074

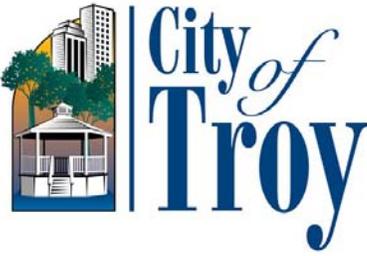
Moved by Beltramini

Seconded by Slater

WHEREAS, The City is relying more heavily on electronic functions for delivery of service, it is imperative that the City's network infrastructure performs at its peak as well as being stable and reliable to minimize downtime; and

WHEREAS, Expanding the use of virtualization improves the ability to recover in the event of failures;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **APPROVES** and **AUTHORIZES** the purchase of replacement hardware, services and software as detailed in Attachment B for an estimated total cost of \$51,300.00, with yearly maintenance fees of \$3,530.00 that may change annually based on the CPI for the Detroit-Ann Arbor Area utilizing approved purchasing procedures, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.



CITY COUNCIL ACTION REPORT

March 30, 2010

TO: John Szerlag, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance and Administration
Susan A. Leirstein, Purchasing Director
Gertrude Paraskevin, IT Director

SUBJECT: Core Network Upgrade

Background

- City departments are increasingly relying on electronic functions for delivery of service. As such it is imperative that the network and systems are as stable as possible in order to eliminate any downtime and interruption of access to those resources.
- The city's current network infrastructure relies on a single piece of hardware, referred to as the core switch. Although it is backed up by a spare, when it fails the entire network is affected until such time as the spare can be configured and installed in its place. In addition, this hardware has been in place for 6 years and is now essentially obsolete. (Sale of these devices ended in 2006).
- An alternative configuration to one core switch is to build in redundancy throughout the network such that if one piece of equipment fails another continues to function in the same capacity with no loss of network connectivity, or access to systems. The failed switch can be repaired and placed back into service without any effect on the end users. We have identified two areas where redundancy is critical: the main network within city hall, and the core network within the Police Department. Attachment A illustrates the current network configuration and the proposed alternative configuration.
- An additional benefit to implementing the proposed network configuration is that network traffic will be more isolated, thus decreasing the amount of overall network traffic resulting in faster network performance.
- Another area that will help provide more stability is the expanded use of server virtualization technology. Virtualization offers the ability to easily recover systems in the event of a failure, and transfer processing from one virtualized system to another. The city has already established a blade server environment as the basis for virtualization. The purchase of additional network ports within the blade server chassis will allow for redundantly connecting servers within that chassis to the dual core switches proposed for city hall.
- Attachment B outlines the costs associated with the changes suggest above. Network management software has also been included to provide network configuration tools as well as network monitoring and network traffic analysis tools. These will also help to ensure the network is performing at its optimum.

Financial Considerations

- Funds are available in the operating accounts of the Information Technology Fund.

Legal Considerations

- To ensure high availability of systems especially for Public Safety concerns.

Policy Considerations

- Providing more network stability and uninterrupted access to servers will allow departments more efficient use of their time and the ability to expand the electronic access even more. **(Goal II)**
- Enhance the flow of communication internally by providing faster access to information. **(Goal IV)**

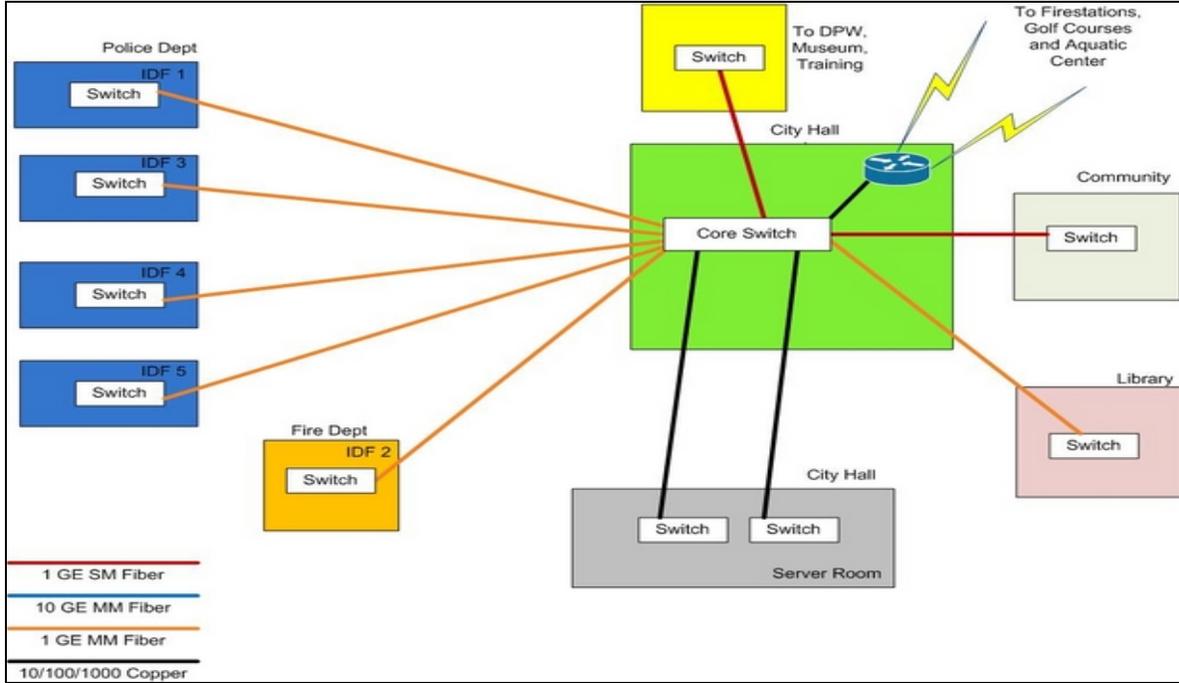
Recommendation

- In an effort to improve the reliability and recoverability of the city network infrastructure City management is requesting authorization to purchase necessary hardware, software and services from Hewlett Packard on the Regional Educational Media Consortium (REMC) contract and CDW-G utilizing the National Intergovernmental Purchasing Alliance (NIPA) contract for an estimated total cost of \$51,300 as outlined in Attachment B, and yearly maintenance of \$3,530 that may change annually based on the CPI. There would be no benefit to the city to formally bid for these products and services.

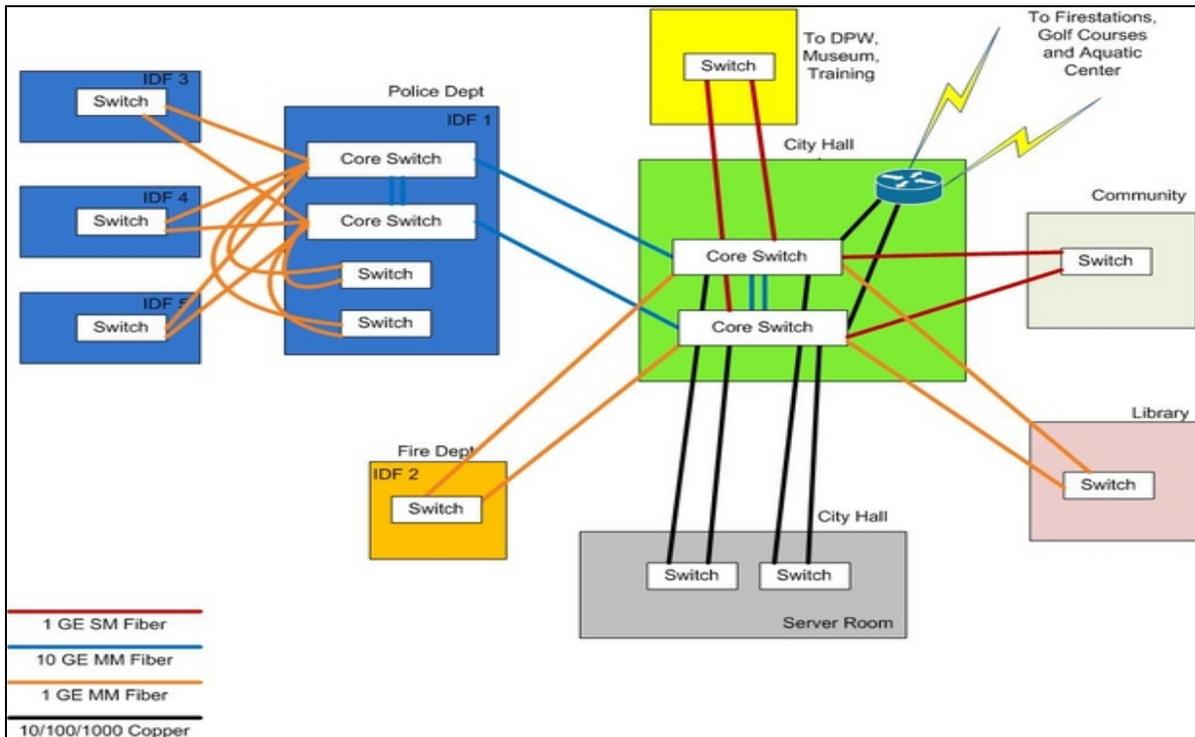
ATTACHMENT A

Configuration Diagrams

Current



Proposed



ATTACHMENT B

Pricing

Network Hardware

Description	Vendor Contract	Cost	Units	Total	Annual Maintenance
Network Core switches	CDW-G NIPA	\$9,000	4	\$36,000	1,960
Server Blade Enclosure switches	HP REMC	1,500	2	3,000	
Network Configuration/Management software	CDW-G NIPA	5,300	1	5,300	1,570
Services	CDW-G NIPA	175	40	7,000	
Total				\$51,300	\$3,530



CITY COUNCIL AGENDA ITEM

Date: November 8, 2010

To: John Szerlag, City Manager

From: John M. Lamerato, Assistant City Manager/Finance & Administration
Nino Licari, City Assessor

Subject: Announcement of Public Hearings for Industrial Development District (IDD) and Industrial Facilities Exemption Certificate for Silk Route Global, LLC (950 Stephenson), and P3 North America, Inc (1957 Crooks, Ste B)

Background

Silk Route Global, LLC, and P3 North America. Inc. have submitted applications for tax abatement for their moves into 950 Stephenson and 1957 Crooks Ste B, respectively. Silk Route will be spending \$200,000 and creating 40 new jobs. P3 NA will be spending \$145,950 and creating 23 new jobs.

Recommendation

State law dictates that City Council hold a public hearing for each IDD and each IFEC. This memo is the formal notification of the setting of the Public Hearings. The hearings will occur on December 6, 2010

TROY SCHOOL DISTRICT
MARK RAJTER
4400 LIVERNOIS
TROY MI 48098-4799

OAKLAND COMMUNITY COLLEGE
CLARENCE E BRANTLEY
2480 OPDYKE
BLOOMFIELD HILLS MI 48304-2266

OAKLAND INTERMEDIATE
SCHOOLS
2111 PONTIAC LAKE
WATERFORD MI 48328

OAKLAND COUNTY PTA
1200 N TELEGRAPH Dept 479
PONTIAC MI 48341-0479

OAKLAND COUNTY EQUALIZATION
DAVID HIEBER
250 ELIZABETH LAKE RD 1000 W
PONTIAC MI 48341

SILK ROUTE GLOBAL LLC
AMJAD HUSSAIN
950 STEPHENSON
TROY MI 48083-1172

CORE PARTNERS
TED WILSON
26622 WOODWARD STE 250
ROYAL OAK MI 48067

CITY OF TROY
PUBLIC HEARING

A Public Hearing will be held by and before the City Council of the City of Troy at City Hall, 500 W. Big Beaver, Troy, Michigan on Monday, December 6, 2010 at 7:30 P.M. to consider the establishment of an Industrial Development District (IDD) at the following location:

88-20-35-126-018 1950 Stephenson, Troy, MI. 48083-1172
T2N, R11E, Section 35 Robbins Executive Park West No. 3 Part of Lot 8

You may express your comments regarding this matter by writing to this office, or by attending the Public Hearing.

Tonni Bartholomew, MMC
City Clerk

NOTICE: *People with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk by e-mail at clerk@ci.troy.mi.us or by calling (248) 524-3317 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.*

CITY OF TROY
PUBLIC HEARING

A Public Hearing will be held by and before the City Council of the City of Troy at City Hall, 500 W. Big Beaver, Troy, Michigan on Monday, December 6, 2010 at 7:30 P.M. to consider the granting of an Industrial Facilities Exemption Certificate (IFEC) at the following location:

88-20-35-126-018 950 Stephenson, Troy, MI. 48083-1172
T2N, R11E, Section 35 Robbins Executive Park West No. 3 Part of Lot 8

You may express your comments regarding this matter by writing to this office, or by attending the Public Hearing.

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TROY SCHOOL DISTRICT
MARK RAJTER
4400 LIVERNOIS
TROY MI 48098-4799

OAKLAND COUNTY PTA
1200 N TELEGRAPH Dept 479
PONTIAC MI 48341-0479

P3 NORTH AMERICA INC
BEN BEGAN
1957 CROOKS STE B
TROY MI 48084

OAKLAND COMMUNITY COLLEGE
CLARENCE E BRANTLEY
2480 OPDYKE
BLOOMFIELD HILLS MI 48304-2266

OAKLAND COUNTY EQUALIZATION
DAVID HIEBER
250 ELIZABETH LAKE RD 1000 W
PONTIAC MI 48341

OAKLAND INTERMEDIATE
SCHOOLS
2111 PONTIAC LAKE
WATERFORD MI 48328

P3 NORTH AMERICA INC
SAMIT GHOSH
1957 CROOKS STE B
TROY MI 48084

CITY OF TROY
PUBLIC HEARING

A Public Hearing will be held by and before the City Council of the City of Troy at City Hall, 500 W. Big Beaver, Troy, Michigan on Monday, December 6, 2010 at 7:30 P.M. to consider the establishment of an Industrial Development District (IDD) at the following location:

88-20-29-426-042 1957 Crooks Ste B, Troy, MI. 48084
T2N, R11E, Section 29 Part of SE 1/4

You may express your comments regarding this matter by writing to this office, or by attending the Public Hearing.

Tonni Bartholomew, MMC
City Clerk

NOTICE: *People with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk by e-mail at clerk@ci.troy.mi.us or by calling (248) 524-3317 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.*

CITY OF TROY
PUBLIC HEARING

A Public Hearing will be held by and before the City Council of the City of Troy at City Hall, 500 W. Big Beaver, Troy, Michigan on Monday, December 6, 2010 at 7:30 P.M. to consider the granting of an Industrial Facilities Exemption Certificate (IFEC) at the following location:

88-20-29-426-042 1957 Crooks Ste B, Troy, MI. 48084
T2N, R11E, Section 29 Part of the SE 1/4

You may express your comments regarding this matter by writing to this office, or by attending the Public Hearing.

Tonni Bartholomew, MMC
City Clerk

NOTICE: *People with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk by e-mail at clerk@ci.troy.mi.us or by calling (248) 524-3317 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.*

The Board of Zoning Appeals meeting was called to order by Chair Lambert at 7:30 p.m. on September 21, 2010, in the Council Chamber of the Troy City Hall.

1. ROLL CALL

Present:

Michael Bartnik
Glenn Clark
Kenneth Courtney
Donald L. Edmunds
William Fisher
A. Allen Kneale
David Lambert

Also Present:

Paul Evans, Zoning Compliance Specialist
Lori Grigg Bluhm, City Attorney
Kathy L. Czarnecki, Recording Secretary

2. APPROVAL OF MINUTES – July 20, 2010

Resolution # BZA 2010-09-038

Motion by Edmunds
Support by Clark

MOVED, To approve the July 20, 2010 Regular meeting minutes as prepared.

Yes: All present (7)

MOTION CARRIED

3. HEARING OF CASES

- A. **VARIANCE REQUEST, WILLIAM GEORGE AND LINDA BULL, 987 EMERSON** –
In order to enlarge the existing garage, 1) a 3.5 foot variance to the minimum 10 foot side yard setback and 2) an 8.5 foot variance from the requirement that the combined total setback for both side yards is at least 25 feet.

Mr. Evans gave a brief report on the proposed variance with respect to its location and zoning of adjacent properties and briefly addressed the requested setback variances. Mr. Evans announced that prior to the beginning of tonight's meeting, the petitioner provided floor plans and an elevation drawing to further clarify the appearance of the addition should the variance be granted.

The petitioner, William George and Linda Bull, were present. Mr. and Mrs. Bull said situating the garage to the side of the house would preserve their beautifully landscaped backyard with a pond and garden. Mrs. Bull said they would like to keep the view of their backyard from their glassed-in dining area, and not look at a garage. They indicated their intent to utilize the existing garage as living space.

Mr. Edmunds confirmed, upon inspection, that the home is beautifully landscaped. He said that should the variance be granted, the neighbor closest to the proposed garage would still be considerably at a distance because the home is situated on a double lot.

PUBLIC HEARING OPENED

No one was present to speak. Chair Lambert noted the petitioner submitted signed documentation from three neighbors indicating support of the variance request.

PUBLIC HEARING CLOSED

Resolution # BZA 2010-09-039

Motion by Courtney
Support by Edmunds

MOVED, To grant the variance request.

Preliminary Findings:

- That the variance is not contrary to public interest.
- That the variance does not permit the establishment of a prohibited use within a zoning district.
- That the variance does not create an adverse effect on the neighbors.

Special Findings:

- Conformity would ruin the backyard and that is not a desired effect.

Discussion on the motion on the floor.

Mr. Clark inquired if the house closest to the proposed garage, 991 Emerson, is situated on a double lot.

Mr. Evans could not confirm that 991 Emerson is a double lot, but he indicated the lot it is clearly larger than other lots in the area, and that the setback of that house from the adjoining lot line is well over 10 feet.

Vote on the motion on the floor.

Yes: All present (7)

MOTION CARRIED

- B. **VARIANCE REQUEST, WAYNE AND JEAN PURSELL, 4912 MOONGLOW** – In order to cover the existing deck with a screened porch, an 8.2 foot variance to the required 45 foot rear yard setback.

Mr. Evans gave a brief report on the proposed variance with respect to its location and zoning of adjacent properties and briefly addressed the requested setback variance. Mr. Evans said the floor plans and elevations provided by the petitioner indicate the appearance of the proposed construction.

The petitioner, Jean Pursell, was present. Ms. Pursell addressed the intended use of the screened porch. She said there is written support from three neighbors, as well as supporting documentation from the Architectural Review Committee of the Oak River Subdivision.

David Hattis, contractor for the project, of 14895 Almont, Allenton, was present. Mr. Hattis said he would be installing a roof and screens on the existing porch.

Mr. Bartnik noted the Homeowners Association placed a condition on its approval that future use of the proposed structure shall be limited to an un-insulated screened porch. Ms. Pursell said she has no plans to insulate the porch or turn it into an addition to the house. She had no objection to place that same condition on the approval of a variance.

Mr. Hattis said it would not be feasible to turn the porch into living quarters without a substantial amount of construction.

PUBLIC HEARING OPENED

No one was present to speak. Mr. Lambert noted communications on file are the recommendation from the Homeowners Association Architectural Review Committee, and a letter of support from the neighbor to the south.

PUBLIC HEARING CLOSED

Resolution # BZA 2010-09-040

Motion by Bartnik

Support by Courtney

MOVED, To grant the variance request.

Preliminary Findings:

- That the variance is not contrary to public interest.
- That the variance is not calling for a prohibitive use within the zoning district.
- That the variance does not appear to cause an adverse effect to the immediately adjacent properties.

Special Findings:

- Conforming is unnecessarily burdensome, given the size, location and configuration of this particular piece of property.
- Approval is conditioned on the requirement that the future use is an un-insulated screened porch.

Discussion on the motion on the floor.

Mr. Bartnik addressed his reasoning in making the motion. He said it appears the nature of the request relates to the property's open space and the particular requirements of the petitioner.

Vote on the motion on the floor.

Yes: All present (7)

MOTION CARRIED

- C. **VARIANCE REQUEST, JOSEPH MANIACI, MONDRIAN PROPERTIES WESTON DOWNS LLC, VACANT SITES AT 694, 702 AND 710 SEABISCUIT AND 3901, 3909, 3925, 3933 AND 3941 APPALOOSA (WESTON DOWNS)** – In order to construct 8 detached condominium units, a variance to allow the minimum distance between buildings to be no less than 10 feet. Chapter 31.30.00 (L) of the Zoning Ordinance allows no less than a 20 foot minimum distance between buildings.

Mr. Evans gave a brief history of the site condominium development. He indicated that the petitioner is currently going through the preliminary site plan review process to receive approval to build the remaining units as single family detached units. Mr. Evans addressed the flexibility of the Planning Commission approval with respect to minimum distances between buildings. He indicated that the petitioner has provided elevations and floor plans. In response to Board member questions, Mr. Evans said there is no change in the number of units and noted it would be best to confirm with the petitioner on occupancy status of the completed units.

The petitioner, Joe Maniaci of Mondrian Properties, 50215 Schoenherr, Shelby Township, was present. Mr. Maniaci gave a brief history of the development, from its origination in 2002. He indicated the project was very successful up until the recent economic downturn, and they are now revisiting the site with the intent to complete the project and meet the obligation of creditors.

Mr. Maniaci addressed the marketing strategy of detached condominiums versus attached condominiums. He indicated detached condominiums have a greater appeal to a larger variety of people, and they are unable to construct the current units as originally planned due to the existing market conditions. He briefly addressed ownership role and responsibility of detached condominiums, impact on property values and maintenance costs. Mr. Maniaci said they have the ability to construct six units without the variance but it is their desire to build out the project completely.

Mr. Maniaci addressed the following items:

- Square footage.
- Distance between buildings.
- Open space.
- Individual condominium units in relation to distances between buildings.
- Occupancy of existing units (all built, sold and occupied).
- Architecture (blend with original development).
- Garage design (side or front entrance).
- Reputation of Mondrian Properties.
- Economic impact on sale prices (original sale prices ranged from \$400,000-\$500,000; later unit sale prices ranged from \$275,000-\$280,000).
- Maintenance costs currently shared by 16 homeowners; it is projected that owner costs will be lower if among 24 units.

Mr. Maniaci, a member of the three-member Association Board, said a board meeting was held to present the proposal. He said all homeowners were notified of the meeting. The Board was in favor of the proposal, and homeowners in attendance voiced no objections at that time.

PUBLIC HEARING OPENED

Janet Martin of 3912 Old Creek was present. Ms. Martin voiced a concern with existing water problems and the potential to increase those problems with the development of units 710, 702 and 694.

Karen Allen of 3886 Appaloosa was present. She voiced objection to the proposed development. Ms. Allen addressed property values, the number of remaining units to be constructed, and the appearance differences from the original plan to the proposed plan.

Dave Schuit 3942 Appaloosa was present. He voiced objection to the proposed development. Mr. Schuit addressed property values, marketing strategy of attached units and appearance change of overall development than what was originally presented at the time he bought his unit. He said he would rather pay a higher monthly maintenance fee going forward than put in single family units.

Mr. Bartnik referenced the board meeting that was held wherein there were no objections heard, and it appears that eight homeowners are in favor or do not care one way or another and seven are against the proposal.

Mr. Schuit said homeowners were hit cold with the proposal that night and did not have time to think about it. He said those homeowners who paid \$280,000 for their condominiums probably do not care what goes in, and a few homeowners have their units on the market hoping to sell.

Chair Lambert said communications received on the item comprise of a formal letter from a Wattles Creek Condominium owner, a petition signed by seven neighbors in opposition and four email messages, one in favor and three opposed.

Ms. Bluhm stated that no outside agreements should be considered in the Board's determination. She noted that consideration should be given to the impact on neighboring properties and documentation presented to the members this evening.

Mr. Maniaci thanked homeowners for coming to the meeting tonight. He addressed the condominium documents which allow the developer to present site alterations and request City approval. He said they must consider other options because they cannot economically build as originally planned. Mr. Maniaci addressed the architecture and density of the development. He said it is not their intent to devalue property values but to try to increase them.

Mr. Courtney asked the petitioner what option he would go with, higher density or construction of six units, should the Board deny the variance request.

Mr. Maniaci replied they would have to go back and review numbers. He said it could very likely be decided to go with the higher density and build smaller units (1200 to 1400 square feet). Mr. Maniaci confirmed that any revisions would have to go back before the Planning Commission for approval, and noted that a development of higher density would meet all Zoning Ordinance requirements. Mr. Maniaci addressed the impact of distances unit by unit should the variance request receive approval.

PUBLIC HEARING CLOSED

Mr. Evans responded to Janet Martin who identified a water problem during the Public Hearing. He advised Ms. Martin that the City Engineering Department would be happy to work with her on a resolution to the existing water problem.

Mr. Clark addressed concerns presented by both the homeowners and developer.

Mr. Evans reviewed the Site Plan Review process and Board of Zoning Appeals approval process for variance requests.

Mr. Edmunds asked Mr. Evans if he is aware of any condominium developments with units as closely distanced as the proposed plan.

Mr. Evans replied he is not prepared to answer because he conducted no research to that respect.

Ms. Bluhm advised the Board members of the following:

- Variance requests could be determined individually, in which case, separate motions should be entertained.
- Economics cannot be considered in the decision.
- Practical difficulty must be demonstrated.
- Determination should be made whether conditions are unique to the property not shared by other properties, whether there are reasonable alternatives and whether conditions are self-created.
- Consideration should be given to impact on the neighbors; not necessarily from a financial aspect.
- Developer is not required to construct on the vacant lots. The impact of vacancy on the neighboring properties could be considered.
- The developer may wish an opportunity to revise the plan before the Board makes an action; in which case, tabling the item is a consideration.

Mr. Courtney said he is not in favor of the variance request because of the close proximity between units.

Mr. Kneale said he is not very much in favor of the variance request. He suggested a hybrid plan (a "Plan C") that might be more palatable.

Mr. Bartnik said he is struggling with the economic impact on the neighbors of attached units versus detached units. He noted that units 6, 7 and 8 are most severely affected by the variance request.

Chair Lambert said a clear presentation of hardship on the part of the petitioner was not presented, other than economic. He suggested that the item be delayed to the next meeting to allow the petitioner an opportunity to arrive at an alternate plan that might accommodate both the developer and homeowners.

Resolution # BZA 2010-09-041

Motion by Courtney

Support by Clark

MOVED, To table the item until the next regular meeting.

Yes: Clark, Courtney, Fisher, Kneale, Lambert

No: Bartnik, Edmunds

MOTION CARRIED

Mr. Evans announced the item would be placed on the October 19, 2010 Regular meeting agenda.

The petitioner was asked to address the following concerns at the next meeting:

- What is the adverse economic effect on the neighbors and how would property values be affected should development (1) continue with detached units; (2) change some or all units to attached units, and (3) leave some or all units vacant.
- Clarification of a practical difficulty with the land.
- Impact on neighborhood and property values with respect to varying square footage of detached and attached condominium units.
- Address real hardship.

- D. **VARIANCE REQUEST, YACOB MURAD, VACANT LOT ADJACENT TO AND EAST OF 734 AMBERWOOD** – In order to build a new house, 1) a 5 foot variance from the required 10 foot side yard setback, and 2) a 15 foot variance from the required 45 foot rear yard setback.

Mr. Evans gave a brief report on the proposed variance with respect to its location and zoning of adjacent properties and briefly addressed the requested setback variance. He noted that the property is adjacent to a dedicated outlot for drainage purposes. Mr. Evans said the petitioner has provided an elevation drawing and floor plans of the proposed home.

Nathan Robinson of Horizon Engineering, P.O. Box 182158, Shelby Township, was present to represent the petitioner. Mr. Robinson stated that the petitioner currently resides at 685 Amberwood Court and also owns the vacant subject property. He would like to construct a home for his family of a size that satisfies the needs of his family, but the preliminary design of the house does not fit on the lot. Mr. Robinson addressed the uniqueness of the lot with respect to its bordering on two sides by a permanent easement for drainage purposes. He addressed setbacks on the east and south sides. He noted that there is no neighbor to the rear (south) and a substantial setback would remain to the neighbor to the east.

Mr. Courtney asked how much square footage would be lost should the petitioner build a home that fits on the lot and would require no variance.

Mr. Robinson said he did not calculate square footage. He assured that the overall width and depth of the structure would not exceed overall lot coverage.

Mr. Courtney asked if a completely different house design would fit on the lot.

Mr. Robinson replied most likely, but noted that the house design is one of a custom home and has been a work in progress for the petitioner.

Mr. Bartnik asked if the overhang on the second floor is part of the variance request.

Mr. Robinson said he did not show cantilevers on the plan, and does not recall if they would be allowed within the side setbacks.

Mr. Evans said it would be required to meet side setbacks.

Mr. Robinson said he would remove the cantilevers.

Mr. Clark asked if the covered concrete patio is within the proposed backyard setback.

Mr. Robinson replied in the affirmative. He said the concrete patio is basically a masonry extension of the house. Mr. Robinson said it would be required to be within the setback because it has a footing and is covered.

Mr. Clark asked how much depth there would be if the covering for the patio was removed.

Mr. Robinson replied approximately 8 to 10 feet. He said approximately 10 feet would remain to the main rear line of the house.

PUBLIC HEARING OPENED

No one was present to speak. Chair Lambert noted that there are no objections to the proposed variance request on file.

PUBLIC HEARING CLOSED

There was a brief discussion on the temporary closing of Amberwood in relation to the driveway. It appears there would be no adverse effect because the driveway is on the other side of the property.

There was a brief discussion on the height of the house. Mr. Robinson indicated he was not certain of the height but assured the Board members that it would fit within the building envelope and meet all Zoning Ordinance requirements.

Mr. Clark said a practical difficulty has not been clearly demonstrated. He said the proposed home is very beautiful and is beautifully situated on the lot, but he does not understand what the Board should be looking at with respect to a practical difficulty.

Mr. Edmunds agreed, noting he sees very little practical difficulty. He said it appears that a very substantial home could be built on the lot that would require no variances.

Resolution # BZA 2010-09-

Motion by Clark
Support by Kneale

MOVED, To deny the variance request based on the fact there appears to be no apparent practical difficulty with the land.

Discussion on the motion on the floor.

After a brief discussion, Board members were amenable to postpone the item to provide the petitioner an opportunity to come back before the Board with a slightly reduced floor plan.

Resolution # BZA 2010-09-042

Motion by Courtney
Support by Kneale

MOVED, To substitute the motion on the floor.

Yes: All present (7)

MOTION CARRIED

Resolution # BZA 2010-09-043

Motion by Courtney
Support by Kneale

MOVED, To postpone the item to the next regular meeting.

Yes: All present (7)

MOTION CARRIED

4. COMMUNICATIONS

Chair Lambert announced the following communications:

- Memorandum from City Manager and Staff regarding 2062 Charnwood.
- Michigan Association of Planning Annual Conference, Detroit.

There was a brief discussion on budget monies available for training purposes.

5. MISCELLANEOUS BUSINESS

Chair Lambert welcomed Ms. Bluhm.

Ms. Bluhm suggested that agendas in the future be inclusive of a section titled “Public Comment” in order to meet the requirement of the Open Meetings Act.

There were brief comments around the table on available training courses.

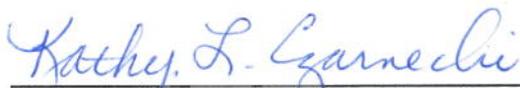
6. ADJOURNMENT

The Board of Zoning Appeals meeting adjourned at 9:22 p.m.

Respectfully submitted,



David Lambert, Chair



Kathy L. Czarnecki, Recording Secretary

The Board of Zoning Appeals Study Session meeting was called to order by Chair Lambert at 9:35 p.m. on September 21, 2010, in the Council Chamber of the Troy City Hall.

1. ROLL CALL

Present:

Michael Bartnik
Glenn Clark
Kenneth Courtney
Donald L. Edmunds
William Fisher
A. Allen Kneale
David Lambert

Also Present:

Paul Evans, Zoning Compliance Specialist
Lori Grigg Bluhm, City Attorney
Kathy L. Czarnecki, Recording Secretary

2. TRAINING PROGRAM FOR BOARD MEMBERS – Presented by Lori Grigg Bluhm, City Attorney

Ms. Bluhm conducted a training session for the Board members and identified the role and responsibility of Board members. Ms. Bluhm distributed a Board of Zoning Appeals (BZA) reference manual and highlighted the following topics:

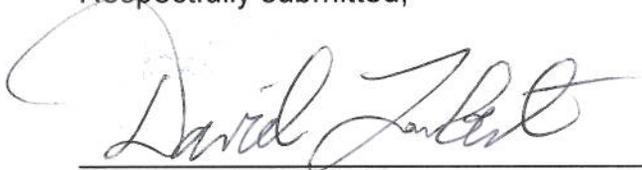
- Rules of Procedure
- Select Provisions from Troy Zoning Ordinance
- State Statute Provisions (Zoning Enabling Act)
- Standard for Non-Use Variances
- Motion Format
- MML Zoning of Appeals Handbook
- Open Meetings Act (OMA)
- Freedom of Information Act (FOIA)

A question and answer session followed.

3. ADJOURNMENT

The Board of Zoning Appeals meeting adjourned at 10:45 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "David Lambert". The signature is written in a cursive style with a large, looping initial "D".

David Lambert, Chair

A handwritten signature in blue ink that reads "Kathy L. Czarnecki". The signature is written in a cursive style with a large, looping initial "K".

Kathy L. Czarnecki, Recording Secretary

A regular meeting of the Liquor Advisory Committee was held on Monday, October 4, 2010 in the Council Board Room of Troy City Hall, 500 West Big Beaver Road. Committee member Patrick C. Hall called the meeting to order at 7:05 p.m.

Roll Call

PRESENT: W. Stan Godlewski
Patrick C. Hall
David S. Ogg
Bohdan L. Ukrainec

ABSENT: Max K. Ehlert, Chairman
Andrew Kaltsounis
Timothy P. Payne

ALSO PRESENT: Lieutenant Robert Redmond
Officer James Feld
Susan Lancaster, Assistant City Attorney
Lauren Harden, student representative
Dane Lepola, student representative
Pat Gladysz

Resolution to Excuse Committee Members Ehlert, Kaltsounis, and Payne

Resolution #LC2010-10-026

Moved by Ogg

Seconded by Godlewski

RESOLVED, That the absence of Committee members Ehlert, Kaltsounis, and Payne at the Liquor Advisory Committee meeting of October 4, 2010 be **EXCUSED**.

Yes: 4
No: 0
Absent: Ehlert, Kaltsounis, Payne

Resolution to Approve Minutes of September 13, 2010 Meeting

Resolution #LC2010-10-027

Moved by Ukrainec

Seconded by Ogg

RESOLVED, That the Minutes of the September 13, 2010 meeting of the Liquor Advisory Committee be **APPROVED**.

Yes: 4
No: 0
Absent: Ehlert, Kaltsounis, Payne

Agenda Items

1. **Macy’s Retail Holdings, Inc.** (A New York Corporation) requests to Transfer All Stock Interest In 2005 Licensing Year In 2010 Class C Licensed Business located at 500 West Fourteen Mile Road, Troy, MI 48083 and Transfer All Stock Interest in 2005 Licensing Year In 2010 Resort Class C Licensed Business located at 2752 West Big Beaver Road, Troy, MI 48084 to New Stockholder, Milan Acquisition, LLC (A Delaware Limited Liability Company) due to Corporate Merger and Restructuring. {MLCC Req. 322719}

Present to answer questions from the Committee was Sandra Cotter, attorney for Macy’s, Inc.

Ms. Cotter explained to the Liquor Advisory Committee that this Agenda Item is necessary due to a merger between May Department Stores and Federated Department Stores and name change through corporate amendment. This information was presented to the MLCC in 2005, but was not acted upon until the recent sale of a Flint Township restaurant.

This is merely a corporate transaction that does not affect the operating company. There are no changes in operations, management, or employees. The employee liquor service training will continue to be extensive.

Members of the Committee questioned the language presented on the Agenda. Documentation from the MLCC was requested in order to verify the language.

(At 7:25 p.m., the meeting recessed to allow Officer Feld to make copies of the MLCC paperwork regarding this Agenda Item. The meeting reconvened at 7:30 p.m. and all documents were distributed to the Committee.)

Committee member Hall read the resolutions directly from the MLCC documents.

1. **Macy’s Retail Holdings, Inc.** (A New York Corporation) requests to Transfer All Stock Interest In 2005 Licensing Year In 2010 resort Class C Licensed Business issued under MCL 436.1531(2), located at 2752 Big Beaver, Troy, MI 48084, Oakland County, wherein sole stockholder, the May Department Stores Company (A Delaware Corporation) transfers 249,084,436 shares of

stock to new stockholder, Milan Acquisition LLC (A Delaware Limited Liability Company) formerly known as Milan Acquisition Corp. (A Delaware Corporation) through merger, on August 30, 2005; and by dropping Milan Acquisition Corp. (A Delaware Corporation) as stockholder through transfer of 249,084,436 shares of stock to new stockholder, Macy's Inc. (A Delaware Corporation) formerly known as Federated Department Stores, Inc. (A Delaware Corporation), on August 30, 2005 (Step 1). {MLCC Req. 322719}

and

2. **Macy's Retail Holdings, Inc.** (A New York Corporation) requests to Transfer All Stock Interest In 2005 Licensing Year In 2010 Class C Licensed Business, located at 500 W Fourteen Mile, Troy, MI 48084, Oakland County, wherein sole stockholder, the May Department Stores Company (A Delaware Corporation) transfers 249,084,436 shares of stock to new stockholder, Milan Acquisition LLC (A Delaware Limited Liability Company) formerly known as Milan Acquisition Corp. (A Delaware Corporation) through merger, on August 30, 2005; and by dropping Milan Acquisition Corp. (A Delaware Corporation) as stockholder through transfer of 249,084,436 shares of stock to new stockholder, Macy's Inc. (A Delaware Corporation) formerly known as Federated Department Stores, Inc. (A Delaware Corporation), on August 30, 2005 (Step 1). {MLCC Req. 322719}

After the Committee reviewed the MLCC documentation, it was determined that the Agenda language was incorrect.

Officer Feld informed the Committee that the violation history revealed the following:

Somerset Collection location: 1997, 2007

Oakland Mall location: 1992, 1997, 1999, 2007

Both locations have successfully passed twelve compliance tests since 2007

Resolution #LC2010-10-028

Moved by Ukrainec

Seconded by Godlewski

RESOLVED, That the Liquor Advisory Committee recommends that the request of Macy's Retail Holdings, Inc. (A New York Corporation) to Transfer All Stock Interest In 2005 Licensing Year In 2010 resort Class C Licensed Business issued under MCL 436.1531(2), located at 2752 Big Beaver, Troy, MI 48084, Oakland County, wherein sole stockholder, the May Department Stores Company (A Delaware Corporation) transfers 249,084,436 shares of stock to new stockholder, Milan Acquisition LLC (A Delaware Limited Liability Company) formerly known as Milan Acquisition Corp. (A Delaware Corporation) through merger, on August 30, 2005; and by dropping Milan Acquisition Corp. (A Delaware Corporation) as stockholder through transfer of 249,084,436 shares of stock to new stockholder, Macy's Inc. (A Delaware

Corporation) formerly known as Federated Department Stores, Inc. (A Delaware Corporation), on August 30, 2005 be **APPROVED**.

Yes: 4
No: 0
Absent: Ehlert, Kaltsounis, Payne

Resolution #LC2010-10-029
Moved by Ukrainec
Seconded by Godlewski

RESOLVED, That the Liquor Advisory Committee recommends that the request of Macy’s Retail Holdings, Inc. (A New York Corporation) to Transfer All Stock Interest In 2005 Licensing Year In 2010 Class C Licensed Business, located at 500 W Fourteen Mile, Troy, MI 48084, Oakland County, wherein sole stockholder, the May Department Stores Company (A Delaware Corporation) transfers 249,084,436 shares of stock to new stockholder, Milan Acquisition LLC (A Delaware Limited Liability Company) formerly known as Milan Acquisition Corp. (A Delaware Corporation) through merger, on August 30, 2005; and by dropping Milan Acquisition Corp. (A Delaware Corporation) as stockholder through transfer of 249,084,436 shares of stock to new stockholder, Macy’s Inc. (A Delaware Corporation) formerly known as Federated Department Stores, Inc. (A Delaware Corporation), on August 30, 2005 (Step 1) be **APPROVED**.

Yes: 4
No: 0
Absent: Ehlert, Kaltsounis, Payne

Officer Feld advised the Committee on the following:

Hospitality Ventures Management, LLC (Embassy Suites)

MLCC Hearing was held 09/20/10 at 11:00 a.m. at the Sterling Heights Civic Center, 40555 Utica Road, Sterling Heights for the disturbance on 12/31/09. The three charges were: (1) allowed fights or brawls on licensed premises; (2) allowed intoxicated persons (John Doe 1 and Jane Doe 1) to loiter; and (3) allowed intoxicated persons (John Doe 2 and John Doe 3) to loiter. They pled guilty to charges (2) and (3), and charge (1) was dismissed.

Capital Grille

This business is requesting an outdoor service area. They plan to submit their paperwork for approval over the winter and, pending final inspection from the Building Department, can utilize their outdoor area as soon as completed. Approximately 70-80 outdoor seats are planned next to the valet parking area.

NH Motel Enterprises (MET Hotel)

This hotel was formerly the Northfield Hilton and has changed names a few times. They never applied for their liquor license. It appears as if they closed their restaurant/lounge. However, information was received that they occasionally would open the bar and serve customers. The MLCC was contacted and an investigation was performed. Officer Feld received notification from MLCC that the hotel has been charged with violations. The investigation is ongoing.

The meeting adjourned at 7:40 p.m.

Patrick C. Hall, Committee Member

Patricia A. Gladysz, Secretary II

TROY HISTORIC COMMISSION MINUTES – FINAL**October 5, 2010**

The rescheduled meeting of the Troy Historic Commission was held Tuesday, October 5, 2010 at the Troy Museum & Historic Village at 7:30 pm. Rosemary Kornacki called the meeting to order at 7:36 P.M.

ROLL CALL **PRESENT:** Rosemary Kornacki
 Roger Kaniarz
 Kevin Lindsey
 Terry Navratil
 Brian Wattles
 Vera Milz
 Loraine Campbell, Museum Manager

ABSENT Padma Kuppa

Resolution #HC-2010-10-001
Moved by Lindsey
Seconded by Kaniarz

RESOLVED, That the minutes of the June 22, 2010 meeting be approved

Yes: 6 — Kornacki, Kaniarz, Lindsey, Navratil, Wattles, and Milz
 No: 0

MOTION CARRIED**Old Business****A. Capital Projects**

The Eagle Scout candidate Dane Nowosatko completed the Print Shop Strip and Stain Project. The quality of the work was excellent. Loraine sent letters of recognition to Dane Nowosatko and the Boy Scout Council.

B. Programs

The museum provided special activities one day each week during the summer. These drew very good attendance. Teas and lectures were scheduled for fall and will be offered again this winter.

The Troy Historical Society is retaining consultants to provide education programs during the 1010/11 school year. School programs were adjusted slightly to accommodate reduced interpreters and to offer winter outreach opportunities.

C. Attendance

The commission reviewed quarterly attendance reports.

D. Collections

The commission reviewed the monthly collections reports.

E. Volunteer training and orientation

Anne Nagrant coached new volunteers throughout the summer. A core of volunteer ambassadors manned the front desk, welcomed patrons and assisted with other small jobs. The ambassadors also received training to answer phones, and welcome and process school groups.

An ambitious group of volunteers worked under the direction of a Troy Garden Club master gardener to maintain landscape beds on the museum campus. This group was organized and self-directed.

Ten volunteers participated in a Museum clean-up day in early September. All buildings (except the General Store and 1927 Township Hall) were thoroughly cleaned. A separate clean-up for the remaining buildings has been tentatively scheduled on October 29.

Volunteers contributed 1220 hours of service since July 1. A volunteer potluck luncheon will be held at the museum on Friday, October 15.

F. Grants

Kresge Foundation Arts Support 2010

The Troy Museum was awarded a two-year operations grant through the Kresge Foundation Arts Support 2010. The grant will provide \$20,000/ year for the periods October 31 2010-June 30, 2011 and July 1, 2011- June 30, 2012.

Strategic Alliance Project

The Troy Historical Society submitted an application for funding through the Strategic Alliance Project sponsored by the Michigan Nonprofit Association with funding provided by the Kresge and Ford Foundations. Grant notification will be provided by October 9, 2010. If awarded, the THS will receive \$250,000 over 2 years to implement a strategic alliance that would provide a new operational structure for the Troy Museum.

G. Capacity Building: Detroit

Loraine Campbell was accepted into Capacity Building: Detroit, a two-year professional development program provided by the DeVos Institute and funded by the Kresge Foundation, the John S. and James L. Knight Foundation and the Michigan Nonprofit Association. The program includes 6 daylong seminars and 12 webinars on fundraising, marketing, strategic planning, programmatic planning, and board development. The first seminar, conducted by Michael Kaiser, President of the John F. Kennedy Center for the Performing Arts was held on September 29, 2010. Representatives from the THS Board of Trustees are required to attend the seminars with Loraine.

H. Cultural Data Project (CDP)

The Michigan CDP is a new on-line system for arts and culture organizations to annually record their organizational and financial data. The system accommodates large and small, public and nonprofit organizations. Through the CDP the Troy Museum will generate a variety of reports that can be used as components of grant applications and for reports to boards of trustees, potential donors, advocates and City Council. Within the next year all major foundations will require CDP-generated financial reports for inclusion with their grant proposals. Loraine will create CDP profiles for both the Troy Museum & historic Village and the Troy Historical Society.

New Business

A. Troy Historical Society

The THS met with City Administration and City Council regarding the status of the planned Museum expansion. All parties agreed that it was prudent and necessary to move forward with the relocation of the Niles-Barnard House. This portion of the expansion will be paid for completely by the THS. The Society contracted with Frank Rewold and Sons, Inc. to relocate the Niles Barnard House to the Troy Museum site on Wattles Road immediately adjacent to the west parking lot. The scope of work includes the relocation of the house, reclamation of the Livernois Road site, construction of a new foundation for the house serviced with temporary heat and electricity, and modest exterior repairs to the house. The interior will be restored later.

The move is scheduled on October 20, 2010 with local and county authorities, utilities, Martell School, Fire Station 2 and businesses along the route.

B. Reports and Communications

Staff

The Troy Historical Society retained three interpretive consultants to provide education programs at the museum during public hours of operation. The first programs were held in September. School programs were modified slightly to accommodate fewer interpreters and transportation issues confronting teachers.

The Troy Historic Commission Meeting was adjourned at 9:45 p.m. The next regular meeting will be held Tuesday, October 26, 2010 at the Troy Museum & Historic Village at 7:30 pm.

Rosemary Kornacki
Chairperson

Loraine Campbell
Recording Secretary

The Regular Meeting of the Troy City Planning Commission was called to order by Chair Hutson at 7:30 p.m. on October 12, 2010, in the Council Chamber of the Troy City Hall.

1. ROLL CALL

Present:

Donald Edmunds
 Michael W. Hutson
 Mark Maxwell
 Philip Sanzica
 Robert Schultz
 Thomas Strat
 John J. Tagle
 Lon M. Ullmann
 Mark J. Vleck

Also Present:

R. Brent Savidant, Acting Planning Director
 Christopher Forsyth, Assistant City Attorney
 Zachary Branigan, Carlisle/Wortman Associates, Inc.
 Kathy L. Czarnecki, Recording Secretary

2. APPROVAL OF AGENDA

Mr. Savidant requested to add discussion on the Comprehensive Zoning Ordinance Rewrite (ZOTA 236) and Zoning Ordinance Map to the Agenda as item 6. A., under Other Business.

Resolution # PC-2010-10-068

Moved by: Schultz
 Seconded by: Edmunds

RESOLVED, To approve the Agenda as revised.

Yes: All present (9)

MOTION CARRIED

3. APPROVAL OF MINUTES

Resolution # PC-2010-10-069

Moved by: Edmunds
 Seconded by: Maxwell

RESOLVED, To approve the minutes of the September 28, 2010 Special/Study meeting as prepared.

Yes: All present (9)

MOTION CARRIED

4. PUBLIC COMMENTS – Items not on the Agenda

There was no one present who wished to speak.

SPECIAL USE REQUESTS

5. PUBLIC HEARING – SPECIAL USE APPROVAL AND PRELIMINARY SITE PLAN REVIEW (File Number SU 383) – Proposed Clawson-Troy Elks Lodge, Northeast Corner of Elliott and Minnesota (2549 Elliott), Section 36, Currently Zoned M-1 (Light Industrial) District

Mr. Branigan presented a summary of the proposed Special Use and Preliminary Site Plan application. He specifically addressed parking calculations and a parking analysis provided by the applicant with respect to the proposed parking reduction. Mr. Branigan and the City's Traffic Engineer are supportive of the petitioner's request to modify the number of parking spaces, based on the fact that the proposed parking exceeds comparable facilities in neighboring communities.

Mr. Branigan reported the project meets the minimum requirement for Preliminary Site Plan approval and satisfies the conditions of Special Use approval. It is recommended that the Planning Commission grant Preliminary Site Plan and Special Use approval, conditional upon the proposed parking modification from 126 spaces to 104 spaces.

Mr. Savidant addressed the following:

- Written correspondence received from Timothy Tapert of Apex Manufacturing, 243 Minnesota, distributed to members prior to the beginning of tonight's meeting. Mr. Tapert's concern relates to potential truck and forklift traffic conflicts.
- Modified proposed Resolution, wherein parking reduction reflects 105 parking spaces as indicated on the site plan.

James Butler of Professional Engineering Associates of 2430 Rochester Court, Troy, was present to represent the petitioner.

The petitioner, Jerry McCorkle of 46270 Schimmel, Utica, was also present. Mr. McCorkle addressed activities, membership and hours of operation of the Lodge. The Lodge would be open from 4 pm to 10 pm, Tuesday through Thursday, and from 4 pm to 11 pm, Friday and Saturday. Mr. McCorkle said on a few occasions the Lodge might open on a Sunday for a charitable function. He reassured the Board that the Lodge would not hold charity casino events.

Chip Faudie, project architect, of Professional Engineering Associates, 2430 Rochester Court, Troy, was also present.

Mr. Savidant confirmed a licensed architect appropriately sealed the original architectural plans submitted to the Planning Department. He said at the time the Planning Department requested an additional 16 copies for distribution to members, the project architect was out of town and not available to seal the plans.

There was discussion on the concern for potential traffic conflicts, as addressed in written correspondence from Apex Manufacturing. It was determined that:

- Public streets are for the movement and parking of traffic.
- Public streets should not be used for loading and unloading of trucks.
- Hours of operation of the Lodge would most likely not impose conflict with loading and unloading.

Mr. Schultz briefly addressed the two curb cuts on Elliott. He said it would be his preference to have only one curb cut.

PUBLIC HEARING OPENED

No one was present to speak.

PUBLIC HEARING CLOSED

Resolution # PC-2010-10-070

Moved by: Schultz

Seconded by: Ullmann

RESOLVED, The Planning Commission hereby approves a reduction in the number of required parking spaces for the proposed Clawson-Troy Elks Lodge to 105 when a total of 126 spaces are required on the site based on off-street parking space requirements, as per Article XL. This 21-space reduction is justified through a comparison of parking spaces provided for similar uses in the area, as outlined in the Parking Analysis prepared by PEA.

BE IT FURTHER RESOLVED, That Special Use Approval and Preliminary Site Plan Approval for the Clawson-Troy Elks Lodge, located on the northeast corner of Elliott and Minnesota (2549 Elliott), Section 36, within the M-1 zoning district, be granted.

Yes: All present (9)

MOTION CARRIED

6. PUBLIC HEARING – SPECIAL USE APPROVAL AND PRELIMINARY SITE PLAN REVIEW (File Number SU 315-B) – Proposed Pro Car Wash West, West side of Rochester and South of Wattles (3785 Rochester), Section 22, Currently Zoned H-S (Highway Service) District

Mr. Branigan presented a summary of the proposed Special Use and Preliminary Site Plan application. He noted the project requires relief from the Zoning Board of Appeals for rear yard setback and landscaping deficiencies; therefore no action is requested or required. He specifically addressed parking and stacking requirements, site access and circulation.

There was a brief discussion on the following:

- Handicapped spaces.
- Zero lot line.
- Dumpster.
- Designated planting areas.

The petitioner, Robert Waldron of 3785 Rochester Road, Troy, was present. Mr. Waldron briefly addressed landscaping and remodeling issues in relation to the Rochester Road widening.

PUBLIC HEARING OPENED

No one was present to speak.

PUBLIC HEARING CLOSED

There was discussion on the coordination of scheduling meetings for applications that require variances from the Board of Zoning Appeals.

OTHER BUSINESS

6.A. COMPREHENSIVE ZONING ORDINANCE RE-WRITE (ZOTA 236) AND ZONING ORDINANCE MAP

Mr. Branigan introduced the draft versions of Article 11, Sustainable Design and Environmental Standards, and Article 13, Site Design Standards. He indicated the Articles would be discussed in depth at the next study meeting.

Mr. Branigan addressed the new Zoning Ordinance map. Maps were distributed to members.

7. PUBLIC COMMENTS – Items on Current Agenda

There was no one present who wished to speak.

8. PLANNING COMMISSION COMMENTS

There was discussion on the aesthetics of the recently approved cell tower located at Troy Lanes, 1950 E. Square Lake.

Mr. Maxwell addressed the upcoming library millage.

Mr. Ullmann addressed the perception of some developers to locate projects in Troy with respect to the City's regulations and Zoning Ordinance requirements.

Mr. Edmunds complimented the staff for placing study items on a light agenda.

The Regular Meeting of the Planning Commission adjourned at 8:52 p.m.

Respectfully submitted,

Michael W. Hutson, Chair

Kathy L. Czarnecki, Recording Secretary

G:\Planning Commission Minutes\2010 PC Minutes\Draft\10-12-10 Regular Meeting_Draft.doc

The Regular Meeting of the Troy City Planning Commission was called to order by Chair Hutson at 7:30 p.m. on October 12, 2010, in the Council Chamber of the Troy City Hall.

1. ROLL CALL

Present:

Donald Edmunds
 Michael W. Hutson
 Mark Maxwell
 Philip Sanzica
 Robert Schultz
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 John J. Tagle
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Also Present:

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Resolution # PC-2010-10-068

Moved by: Schultz
 Seconded by: Edmunds

RESOLVED, To approve the Agenda as revised.

Yes: All present (9)

MOTION CARRIED

3. APPROVAL OF MINUTES

Resolution # PC-2010-10-069

Moved by: Edmunds
 Seconded by: Maxwell

RESOLVED, To approve the minutes of the September 28, 2010 Special/Study meeting as prepared.

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MOTION CARRIED

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There was no one present who wished to speak.

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PUBLIC HEARING OPENED

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PUBLIC HEARING CLOSED

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Moved by: Schultz

Seconded by: Ullmann

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Yes: All present (9)

MOTION CARRIED

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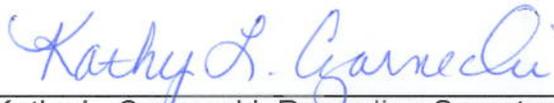
Mr. Edmunds complimented the staff for placing study items on a light agenda.

The Regular Meeting of the Planning Commission adjourned at 8:52 p.m.

Respectfully submitted,



Michael W. Hutson, Chair



Kathy L. Czárnecki, Recording Secretary

A Meeting of the Civil Service Commission (Act 78) was held Thursday, October 14, 2010, at Troy City Hall, 500 W. Big Beaver Road in the Lower Level Conference Room. Chairman/President McGinnis called the meeting to order at 7:32 AM.

A. ROLL CALL:

PRESENT: Chairman/President Donald E. McGinnis, Jr.
Commissioner David Cannon
Commissioner Andrew R. Percy

ALSO PRESENT: Lori Grigg Bluhm, City Attorney
Peggy Sears, Human Resources Director
Gary Mayer, Police Chief
Gerard Scherlinck, Police Captain
Colleen Mott, Police Captain
Barbara A. Pallotta, Deputy City Clerk
Jeanette Menig, Human Resources Specialist
John J. Higgins, President - EMPCO

B. APPROVAL OF MINUTES:

1. Approval of Minutes of Tuesday, August 25, 2009

Resolution #CSC-2010-10-001
Moved by Cannon
Seconded by Percy

RESOLVED, That the Troy Civil Service Commission (Act 78) hereby **APPROVES** the Minutes of the Tuesday, August 25, 2009 meeting as presented.

Yes: Cannon, McGinnis, Percy
No: None

MOTION CARRIED

C. PETITIONS AND COMMUNICATIONS: None

D. REPORTS: None

E. OLD BUSINESS: None

F. NEW BUSINESS:

1. Vote on Resolution to Elect President/Chair

Resolution #CSC-2010-10-002
Moved by Cannon
Seconded by Percy

RESOLVED, That the Troy Civil Service Commission (Act 78) hereby **APPOINTS** Donald E. McGinnis, Jr. as President/Chair of the Civil Service Commission (Act 78) for a period of one year.

Yes: Cannon, McGinnis, Percy
No: None

MOTION CARRIED

2. Vote on Resolution to Change the Written Test Used in the Law Enforcement Hiring Consortium

Commissioner Cannon stated he assumes the tests are validation tests.

John Higgins, President of EMPCO agreed. He explained because the testing company does not get named in court and the city does, validation is a process to make the test more defensible. Mr. Higgins reported that the old test is from the 60's and that the current science of validation has improved considerably. He added that the proposed test is used throughout the state with the exception of the consortium.

President/Chair McGinnis asked whether there has been any feedback.

Police Chief Mayer responded that there has been none. However, he added that this process will open up the candidate pool and cut costs for entry level testing.

Mr. Higgins added that counties in the western portion of the state have requested EMPCO to conduct their testing process. He reported that they are currently building a separate consortium and will provide on-line testing at their academies. He noted that all departments will have access to test scores and resumes at no cost. Mr. Higgins assured the Commission that EMPCO will continue to conduct oral boards with the City of Troy and that fees may even be lowered depending upon how the boards are organized.

Discussion took place regarding when the effective date for the change in testing should begin.

City Attorney Bluhm added that notification regarding the testing change is required as part of the process.

Resolution #CSC-2010-10-003
Moved by McGinnis
Seconded by Cannon

RESOLVED, That the Troy Civil Service Commission (Act 78) hereby **APPROVES** the request to change the written test used in the Law Enforcement Hiring Consortium from the *Law Enforcement Candidate Record (LECR)* to the *National Criminal Justice Officer Selection Inventory (NCJOSI)* effective immediately.

Yes: Cannon, McGinnis, Percy
No: None

MOTION CARRIED

PUBLIC COMMENT: None

G. ADJOURNMENT:

Resolution #CSC-2010-10-004

Moved by Cannon

Seconded by McGinnis

RESOLVED, That the Troy Civil Service Commission (Act 78) hereby **ADJOURNS** the Thursday, October 14, 2010 meeting at 7:45 AM.

Yes: Cannon, McGinnis, Percy

No: None

MOTION CARRIED

Donald E. McGinnis, Jr., Chairman

Barbara A. Pallotta, Deputy City Clerk

**CITY OF TROY
TRAVEL EXPENSE REPORT**

Name: Maureen McGinnis Position: Council Member

Other Employees Included in Request: None

Trip Destination: Dearborn, MI Date From: 9/21/2010 To: 9/24/2010

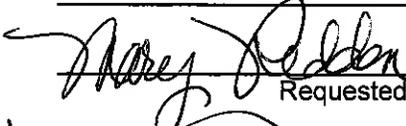
Purpose of Trip: Michigan Municipal League's 2010 Annual Convention

Items	Sun	Mon	Tues 21-Sep	Wed 22-Sep	Thurs 23-Sep	Fri 24-Sep	Sat	TOTAL
Miles (Personal Car)								
Enter Current Mileage Rate: \$ 0.50 /mile								
City Car Expense (Details on Bottom)								
Air/Bus/Train								
Registration			324.00					\$324.00
Room (Attach all Receipts)								
Meals (Include tips and taxes. Note meals included with registration)								
Breakfast:								
Lunch:								
Dinner:								
Other Detail, Explain Below								
Additional Other Detail, Explain Below								
TOTAL EXPENSE			324.00					\$324.00

Details of City Car Expense

Total Mileage	
Gasoline/Oil Purchased (Attach Receipts)	
Maintenance Work (Attach Receipts)	
Parking/Storage	
Other ()	
Total	

Cash Advanced and Prepaid Expenses	
P-Card Purchases	\$324.00
Balance Due Employee	
(or) Balance Due City	


 Requested By _____ Date 10/22/10
 Department Head _____ Date _____
 Approved - Human Resources Director _____ Date _____
 Approved - Financial Services Director _____ Date _____

Notes and Explanations:

Charge to: Council's Education & Training Account

Account # 1027960110



CITY COUNCIL AGENDA ITEM

Date: October 20, 2010

To: John Szerlag, City Manager

From: Gary G. Mayer, Chief of Police
Wendell Moore, Research & Technology Administrator

Subject: 2010 Year-To-Date Calls for Police Service Report

Each quarter the police department publishes a year-to-date report comparing the current year's data to the previous year. This data includes calls for police service, criminal offenses, arrests, clearance rates, traffic crashes, and citations issued. The police department data reporting complies with the National Incident Based Reporting System (NIBRS).

The third quarter statistics continue to reflect an overall decrease in Group A crimes in 2010. Group A crimes are typically the most serious offenses and closely correspond to the categories the FBI uses to determine serious crime rates for a community. Of additional interest are areas that may be depicting trends, specifically increases in Breaking and Entering and Destruction / Damage / Vandalism, and the decrease in Larceny/Theft Offenses. Statistics for January through September of 2010 show incidents of Breaking and Entering increased by 22.7% when compared to the same period last year (211 in January through September of 2010, which is an increase of 39 incidents), incidents of Destruction / Damage / Vandalism increased 42.7% (311 in January through September of 2010, which is an increase of 93 incidents), and incidents of Larceny/Theft Offenses decreased 14.2% (997 in January through September of 2010, which is a decrease of 165 incidents).

- Group A Crime decreased 2.1% (52 less incidents) from the 2009 level. Within the group, the following categories show notable variations:
 - Breaking and Entering: Up 22.7% (39 more incidents)
 - Counterfeiting/Forgery: Down 10.0% (2 less incidents)
 - Destruction/Damage/Vandalism: Up 42.7% (93 more incidents)
 - Drug/Narcotic Offenses: Down 2.0% (3 less incidents)
 - Embezzlement: Down 20.0% (7 less incidents)
 - Larceny/Theft Offenses: Down 14.2% (165 less incidents)
- Group B Crime decreased 9.0% (80 less incidents). Significant variations from the 2009 levels occurred in the following categories:
 - Bad Checks: Up 9.8% (4 more incidents)
 - Driving Under the Influence: Down 4.2% (12 less incidents)
 - Liquor Law Violations: Up 11.8% (4 more incidents)
- Total incidents of crime (Group A & B combined) decreased by 4.0% (132 less incidents).



CITY COUNCIL AGENDA ITEM

- Clearance rates, the percentage of offenses for which a perpetrator has been prosecuted, or positively identified but not prosecuted, continue to be high:
 - 32.0% of reported Group A Crime
 - 80.1% of reported Group B Crime
 - 45.1% of all reported crime has been cleared
- Total Arrests decreased 10.9% (186 less arrests)
 - Group A Crime Arrests: Decreased 12.3% (115 less arrests)
 - Group B Crime Arrests: Decreased 9.2% (71 less arrests)
- Group C (non-criminal) calls for police service decreased by 1.4% (313 less incidents).
- Year-to-date reported traffic crashes and citations issued are:
 - Property Damage crashes increased 2.2% (34 more property damage crashes)
 - Injury crashes decreased 38.9% (154 less injury crashes)
 - Fatal crashes increased from 1 to 3
- Total traffic citations issued decreased 11.7% (1215 less citations)
 - Hazardous traffic citations issued decreased 4.2% (288 less citations)
 - Non-Hazardous traffic citations issued decreased 25.2% (186 less citations)
 - License/title/registration citations issued decreased 11.0% (222 less citations)
 - Parking citations issued decreased 71.9% (519 less citations)
- Overall incidents or calls for service, criminal and non-criminal, are down 1.8% (470 less incidents/calls for service overall).
-
- Distracted Driving citations 192 warnings and 6 citations total issued to date
 - 1 citation and 170 warnings issued for handheld devices
 - 5 citations and 5 warnings issued for texting
 - 17 warnings and 0 citations issued for other actions

As noted in the Mid-Year Calls for Service Report, Breaking and Entering includes business break-ins, as well as home invasions. At that time we reported making twelve (12) arrests for either B/E or Home Invasion in nine (9) separate incidents. Since that report, Troy investigators have arrested nine (9) additional suspects in six (6) separate home invasions, and one (1) additional suspect for a business B/E. Much of the information leading to the identification of these suspects was generated by the Criminal Intelligence Unit at Troy PD. These arrests were possible as a result of not only technological resources available to our investigators, but surveillance conducted by members of Troy's Special Investigation and Directed Patrol Units. Without these resources, the arrests would not have been possible. Follow-up investigation revealed the suspects in several of home invasion arrests were operating not only in Troy, but in nearby communities and were responsible for numerous similar crimes throughout the area. The individual arrested in the business burglary is suspected in as many as fifteen (15) similar cases throughout the county. A significant amount of stolen property was recovered as a result of these investigations, as well.



CITY COUNCIL AGENDA ITEM

As outlined in the last report, crimes involving Destruction/Damage/Vandalism were up, and that trend continues. During the summer months the City experienced a trend where buildings and residences were being damaged by spray painting. That trend seems to have subsided, which would lend credence to the suspicion that this series of incidents was being perpetrated by the same individuals. Another factor in this crime classification may involve incidents where another crime may have been intended by the perpetrator, such as a larceny from an auto or a car theft, however there was not sufficient evidence to classify the incident as such. An example would be where a car window is smashed out and there is no evidence the perpetrator was trying to steal anything from inside it, nothing is actually missing, or there is no additional damage to the steering column. Due to crime-class definitions, these incidents are classified as damage to property crimes rather than thefts/larcenies.

Although Larceny/Theft offenses continue to trend down, the City has experienced a notable increase in Larcenies from Autos over the last several weeks that may not yet be reflected in these statistics. Thieves are targeting in-dash GPS systems of both Chrysler products and Cadillac Escalades. Information generated from both patrol and our intelligence unit has lead to an investigation similar to those outlined above involving the break-ins and home invasions. Additional comment at this point may compromise those efforts, therefore it will be more fully addressed in the year-end report. Suffice it to say that arrests of several suspects involved in this trend have already been made. As noted in the Mid-Year Report, retail fraud type crimes are also included in this crime-class. Those continue to trend down, however those crimes are typically reported to the police by Loss Prevention entities in the retail community. This trend may therefore be more attributable to staffing and commensurate reporting issues in those sectors, than an actual reduction in real crime. We are seeing a slight increase in reporting over the last two months. With the upcoming holiday season, that trend is likely to continue.

Regarding the Distracted Driving ordinance, (5) five citations were issued for texting while driving under the new city ordinance since its inception. This section is consistent with the law passed by the State of Michigan, which is being enforced throughout the state. Troy Officers have been directed to write any future citations for violations involving texting while driving under the state law, not under the city ordinance until further notice. (1) One citation was issued for driving while talking on a cell phone. That was a discretionary decision made by the officer. The motorist was satisfied with that decision, as a citation for the primary violation that lead to the stop would have involved greater fines and costs.



CITY COUNCIL AGENDA ITEM

October 20, 2010

TO: John Szerlag, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance & Administration
Susan A. Leirstein, Purchasing Director

SUBJECT: Final Reporting – BidNet On-Line Auction Services – September 2010

Background

Resolution #2004-02-075 established the auction fee of 5% and provided approval to use BidCorp with the provision that other on-line auction service options would be considered. BidNet moved forward and implemented an on-line surplus auction service for the MITN System (Michigan Inter-governmental Trade Network), which can be accessed through the City of Troy home web page. MITN is the official e-procurement website used by the City for posting bids, tabulations, quotations, and award information. Farmington Hills, Michigan was the lead agency for the bid process for an on-line auction website. It was a Purchasing goal that one e-procurement site would be operational for all functions.

In compliance with Resolution #2004-02-075, final reporting is being presented for, six (6) Dell Computers; one (1) Dell computer with monitor; one (1) lot of Dell keyboards; one (1) lot Dell laptop docking stations; one (1) lot Konica copier toner cartridges; four (4) 20" Trek bikes; one (1) office chair; one (1) printer stand; one (1) Konica model 2223 copier; one (1) lot of decorative pines and berries; two (2) lots of assorted DVD's; one (1) Sony Playstation 2; one (1) lot assorted XBOX games; one (1) Garmin GPS unit; one (1) Zune; one (1) lot car audio faceplates; one (1) lot sunglasses; one (1) Zeal goggles; one (1) Minolta 35MM camera; one (1) eMachine desktop PC and monitor; one (1) laptop bag; one (1) portable DVD player; one (1) Sony Handycam; one (1) Alpine AM/FM/CD car radio; one (1) Roadmaster 2-way speaker system; one (1) lot pond pumps; one (1) lot fish feeder and food; one (1) lot Lexmark printer cartridges; one (1) HP Deskjet printer; one (1) Minolta Microfish reader; three (3) lots miscellaneous motors; one (1) lot Plectron Receivers mobile radios; one (1) lot assorted D/C control base stations; one (1) lot Telex radio headsets; one (1) lot Scott Air Pack radio interface units; one (1) lot Motorola mobile radios; one (1) lot Motorola VHF Spectra dash mount radios; one (1) lot Firecom Fire Apparatus intercom parts; all auctioned on-line through BidNet, the City's e-procurement website, from September 20, 2010 and closed by, September 30, 2010.

Final reporting is also being presented for one (1) GE Contractor motor; one (1) metal printer stand; and two (2) wood bed side rails. After receiving no bids on these items it was determined they had no residual value. All three items were properly disposed of by the City.

The sale of surplus property is a statutory requirement of the Purchasing Department. (Chapter 7, Sec 8)

Recommendation

This agenda item reports final results of September 2010 auctions to City management. No action is required.



CITY COUNCIL AGENDA ITEM

October 20, 2010

To: John Szerlag, City Manager
 Re: Final Reporting – BidNet On-Line Auction Services – September 2010

Funding Considerations -

Final sale amounts and fees are listed below:

DESCRIPTION	PROCEEDS	SUB-TOTAL	NET INCOME
Dell computers, bikes, radios, copier, DVD's & etc.	\$ 3,012.76		
SUB-TOTAL:		\$ 3,012.76	
	FEES:		
5% (Dell computers, bikes, radios, copiers, etc.) Fee	(\$ 172.68)		
SUB-TOTAL:		(\$ 172.68)	
Sales Tax +6%,(Dell computers, bikes, radios, etc.)	\$ 180.77		
SUB-TOTAL:		\$ 180.77	
			\$ 3,020.85



[MITN Auctions](#)
 [National Auctions](#)
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 [Contact Support](#)
 [MITN Admin Menu](#)

Report For The City Of Troy, MI

Detailed Report For Seller: ALL

Reported On 10/20/2010

From: 9/1/2010 To: 9/30/2010

Item ID	Date	Sale Amount	Tax Collected	Charge	Type of Fee	Auction Description	Seller
0	9/27/2010	0	0.00	730.37	Payment		Bockstanz
7946	9/30/2010	225.01	13.50	11.25	Sale	White Trek 20" Bike #1	Hamilton
7948	9/30/2010	250.50	15.03	12.53	Sale	Black 20" Trek Bicycle #3	Hamilton
7950	9/30/2010	223.72	13.42	11.19	Sale	Black 20" Trek Bicycle #5	Hamilton
7947	9/30/2010	225.00	13.50	11.25	Sale	White Trek 20" Bike #2	Hamilton
7964	9/30/2010	36.00	2.16	1.80	Sale	B631 Dell Computer	Hamilton
7968	9/30/2010	41.00	2.46	2.05	Sale	B635 Dell Computer	Hamilton
7970	9/30/2010	11.00	0.66	0.55	Sale	Lot of Dell Keyboards	Hamilton
7975	9/30/2010	5.00	0.30	0.25	Sale	Printer Stand - Wood	Hamilton
7977	9/30/2010	10.00	0.60	0.50	Sale	Konica Model 2223 Copier	Hamilton
7982	9/30/2010	33.33	2.00	1.67	Sale	B629 Dell Computer	Hamilton
7989	9/30/2010	33.33	2.00	1.67	Sale	B636 Dell Computer with Monitor	Hamilton
7974	9/30/2010	5.00	0.30	0.25	Sale	Decorative Pines and Berries	Hamilton
7981	9/30/2010	37.00	2.22	1.85	Sale	Sony Playstation 2	Hamilton
7989	9/30/2010	25.50	1.53	1.28	Sale	Minolta 35MM SLR Camera	Hamilton
7991	9/30/2010	2.75	0.17	0.14	Sale	Laptop Bag (used)	Hamilton
7992	9/30/2010	24.50	1.47	1.23	Sale	Mustek Portable DVD Player	Hamilton
7993	9/30/2010	61.00	3.66	3.05	Sale	Sony Handycam (used)	Hamilton
7995	9/30/2010	39.33	2.36	1.97	Sale	Alpine AM/FM/CD Car Radio	Hamilton
7996	9/30/2010	22.52	1.35	1.13	Sale	Roadmaster 2-Way Speaker System	Hamilton
7998	9/30/2010	32.50	1.95	1.63	Sale	Fish Feeder and Food	Hamilton
7979	9/30/2010	24.83	1.49	1.24	Sale	1 Lot of Assorted DVD's	Hamilton
7983	9/30/2010	16.00	0.96	0.80	Sale	1 Lot Assorted XBOX Games	Hamilton
7984	9/30/2010	103.50	6.21	5.18	Sale	1 Garmin GPS Unit and 1 Zune	Hamilton
7990	9/30/2010	54.44	3.27	2.72	Sale	eMachine Desktop PC and Monitor	Hamilton
7999	9/30/2010	10.00	0.60	0.50	Sale	Lexmark Printer Cartridges (2 Boxes)	Hamilton
8014	9/30/2010	109.50	6.57	5.48	Sale	Lot 8 - Telex Radio Headsets	Hamilton
8017	9/30/2010	145.50	8.73	7.28	Sale	Lot 11 - Motorola VHF Spectra Dash Mount Radios	Hamilton
7687	9/30/2010	12.50	0.75	0.63	Sale	Dayton Motor #1	Hamilton
7682	9/30/2010	5.00	0.30	0.25	Sale	HP Deskjet Printer	Hamilton
7704	9/30/2010	5.50	0.33	0.28	Sale	Danfoss Contactor #16	Hamilton
7708	9/30/2010	7.50	0.45	0.38	Sale	Fasco: 1 AO Smith #19	Hamilton
7747	9/30/2010	10.00	0.60	0.50	Sale	Minolta RP605Z MicroFish Reader	Hamilton
7812	9/30/2010	21.50	1.29	1.08	Sale	Plectron Receivers Mobile Radios Box 3	Hamilton
7963	9/30/2010	36.00	2.16	1.80	Sale	B630 Dell Computer	Hamilton
7972	9/30/2010	16.50	0.99	0.83	Sale	Dell Laptop Docking Stations	Hamilton
7988	9/30/2010	18.00	1.08	0.90	Sale	Zeal Goggles	Hamilton
7997	9/30/2010	43.50	2.61	2.18	Sale	Pumps - Pond Master, Laguna and Penguin	Hamilton
8012	9/30/2010	11.50	0.69	0.58	Sale	Lot 7 - Assorted D/C Control Base Station	Hamilton
8015	9/30/2010	33.00	1.98	1.65	Sale	Lot 9 - Scott Air Pack Radio Interface Units	Hamilton
7980	9/30/2010	2.47	0.15	0.12	Sale	1 Lot of Assorted DVD's	Hamilton
7985	9/30/2010	5.72	0.34	0.29	Sale	Car Audio Faceplates (Used)	Hamilton
8016	9/30/2010	505.00	30.30	25.25	Sale	Lot 10 - Motorola Mobile Radios	Hamilton
8019	9/30/2010	49.00	2.94	2.45	Sale	Lot 12 - Firecom Fire Apparatus Intercom Parts	Hamilton
7971	9/30/2010	30.00	1.80	1.50	Sale	1 Lot Konica Copier Toner Cartridges	Hamilton
7973	9/30/2010	43.00	2.58	2.15	Sale	Office Chair	Hamilton
7966	9/30/2010	52.19	3.13	2.61	Sale	B633 Dell Computer	Hamilton

7987	9/30/2010	242.50	14.55	12.13	Sale	Sunglasses	Hamilton
7985	9/30/2010	54.62	3.28	2.73	Sale	B632 Dell Computer	Hamilton

Total Sales Amount	Total Tax Collected	Total Amount Charged	Total Payments	Total Balance Due for the selected date range	Total Balance Due
\$3,012.76	\$180.77	\$150.64	\$730.37	(\$579.73)	\$386.46

[Return to Reports Menu](#)

DATE: 10/4/2010

TO: John Szerlag, City Manager

FROM: Mark Miller, Acting Assistant City Manager Economic Development Services
 Mitch Grusnick, Certified Building Official
 Steve Burns, SAFEbuilt Building Official

SUBJECT: Permits issued September 2010

	NO.	VALUATION	PERMIT FEE
<u>INDUSTRIAL</u>			
Add/Alter	1	\$10,000.00	\$308.75
Sub Total	1	\$10,000.00	\$308.75
<u>COMMERCIAL</u>			
New	1	\$700,000.00	\$11,136.55
Add/Alter	22	\$1,229,902.00	\$21,689.34
Repair	2	\$18,000.00	\$543.75
Kiosk	1	\$15,043.00	\$399.75
Sub Total	26	\$1,962,945.00	\$33,769.39
<u>RESIDENTIAL</u>			
New	8	\$1,346,699.00	\$26,240.70
Add/Alter	27	\$309,197.00	\$8,015.65
Garage/Acc. Structure	6	\$228,464.00	\$4,098.50
Repair	5	\$98,110.00	\$1,632.30
Wreck	2	\$25,000.00	\$130.00
Sub Total	48	\$2,007,470.00	\$40,117.15
<u>TOWN HOUSE/CONDO</u>			
Sub Total		\$0.00	\$0.00
<u>MULTIPLE</u>			
Sub Total		\$0.00	\$0.00
<u>SCHOOL</u>			
Sub Total		\$0.00	\$0.00
<u>INSTITUTIONAL/HOSPITAL</u>			
Add/Alter	1	\$170,000.00	\$0.00
Sub Total	1	\$170,000.00	\$0.00
<u>MUNICIPAL</u>			

Sub Total		\$0.00	\$0.00
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RELIGIOUS

Sub Total		\$0.00	\$0.00
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MISCELLANEOUS

Sub Total		\$0.00	\$0.00
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TOTAL	76	\$4,150,415.00	\$74,195.29
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PERMITS ISSUED DURING THE MONTH OF SEPTEMBER 2010

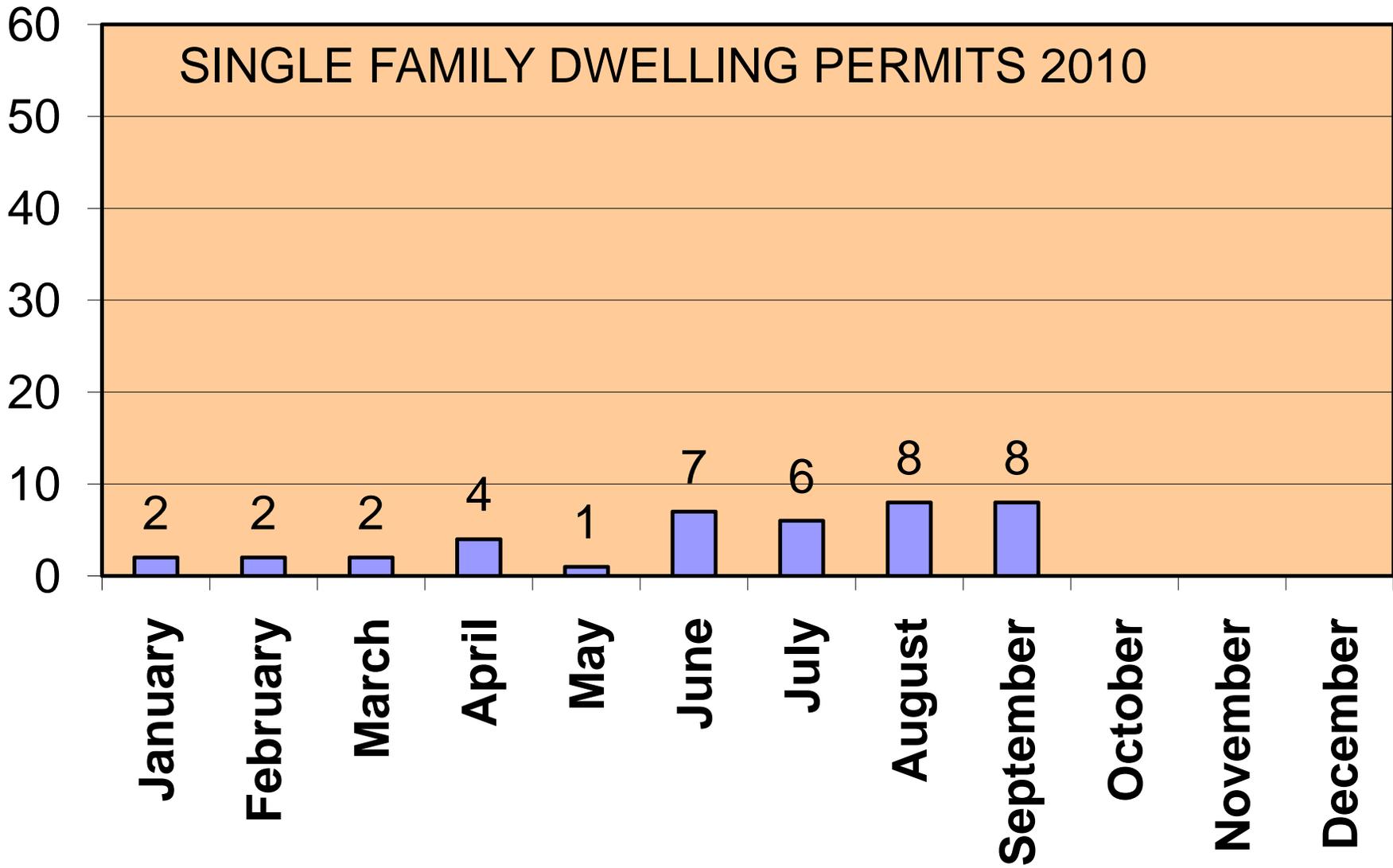
	NO.	PERMIT FEE
Mul. Dwel. Insp.	198	\$3,960.00
Cert. of Occupancy	44	\$2,041.00
Plan Review	48	\$3,047.49
Microfilm	24	\$213.00
Building Permits	76	\$74,195.29
Electrical Permits	139	\$5,876.00
Mechanical Permits	117	\$6,530.00
Plumbing Permits	75	\$5,878.00
Storm Sewer Permits	8	\$200.00
Sanitary Sewer Permits	14	\$376.00
Sewer Taps	10	\$4,250.80
TOTAL	753	\$106,567.58

LICENSES & REGISTRATIONS ISSUED DURING THE MONTH OF SEPTEMBER 2010

	NO.	LICENSE FEE
Mech. Contr.-Reg.	68	\$340.00
Elec. Contr.-Reg.	16	\$240.00
Master Plmb.-Reg.	18	\$90.00
Sign Inst. - Reg.	3	\$30.00
Bldg. Contr.-Reg.	10	\$100.00
TOTAL	115	\$800.00

BUILDING PERMITS ISSUED

	BUILDING PERMITS 2009	PERMIT VALUATION 2009	BUILDING PERMITS 2010	PERMIT VALUATION 2010	BUILDING PERMIT REVENUE 2010
JANUARY	66	\$5,215,813.00	49	\$2,919,092.00	\$32,730.00
FEBRUARY	39	\$2,463,134.00	72	\$5,986,270.00	\$56,616.00
MARCH	76	\$3,344,007.00	92	\$4,612,004.00	\$50,615.00
APRIL	95	\$3,005,226.00	107	\$7,720,562.00	\$74,500.00
MAY	122	\$1,679,112.00	119	\$4,266,176.00	\$48,880.00
JUNE	148	\$2,708,849.00	134	\$4,608,221.00	\$64,050.00
JULY	106	\$4,158,316.00	116	\$8,015,289.00	\$91,213.13
AUGUST	117	\$3,212,653.00	131	\$4,058,860.00	\$65,324.47
SEPTEMBER	113	\$3,557,220.00	81	\$4,150,415.00	\$75,245.29
OCTOBER	110	\$6,598,673.00	0	\$0.00	\$0.00
NOVEMBER	88	\$6,096,477.00	0	\$0.00	\$0.00
DECEMBER	80	\$3,346,191.00	0	\$0.00	\$0.00
TOTAL	1160	\$45,385,671.00	901	\$46,336,889.00	\$559,173.89



BRIEF BREAKDOWN OF NON-RESIDENTIAL BUILDING PERMITS
ISSUED DURING THE MONTH OF SEPTEMBER

Type of Construction	Builder or Company	Address of Job	Valuation
Commercial, Add/Alter	CENTURY PLAZA	3648 ROCHESTER	8,000
Commercial, Add/Alter	KHOSHABA SHAMOON	2927 E BIG BEAVER	77,200
Commercial, Add/Alter	YOUR CHOICE FLOORING	1409 ALLEN E	4,000
Commercial, Add/Alter	JCS CONSTRUCTION SERVICES LLC	5445 CORPORATE 400	12,000
Commercial, Add/Alter	ENVIRONMENTAL ENGINEERING CORP	2135 W MAPLE	20,000
Commercial, Add/Alter	MARYGROVE AWNINGS	1850 RESEARCH	5,112
Commercial, Add/Alter	GABRIEL PLACE LLC	42897 DEQUINDRE	20,700
Commercial, Add/Alter	CUNNINGHAM-LIMP	5600 CROOKS 2ND FL	40,000
Commercial, Add/Alter	RESTORATION TRADESMAN	4819 ROCHESTER	150,000
Commercial, Add/Alter	KIRCO MANIX	201 W BIG BEAVER	100,000
Commercial, Add/Alter	G. O. SERVICES, INC	57 E LONG LAKE	55,400
Commercial, Add/Alter	HUNTINGTON CONSTRUCTION	801 W BIG BEAVER 104	55,000
Commercial, Add/Alter	HUNTINGTON CONSTRUCTION	801 W BIG BEAVER 103	35,000
Commercial, Add/Alter	GUARANTEE INTERIORS	2600 W BIG BEAVER 1ST FL	20,000
Commercial, Add/Alter	HUNTINGTON CONSTRUCTION	801 W BIG BEAVER 400	195,000
Commercial, Add/Alter	GENERAL NUTRITION CORP	2800 W BIG BEAVER W-302	64,490
Commercial, Add/Alter	GUARANTEE INTERIORS	2600 W BIG BEAVER 1ST FL	80,000
Commercial, Add/Alter	IAN O'LAUGHLIN	2559 LIVERNOIS	10,000
Commercial, Add/Alter	TROY TECHNOLOGY PARK	1975 TECHNOLOGY B	225,000
Commercial, Add/Alter	KEMP BLDG COMPANY	1945 BARRETT -1965	700,000
Commercial, Add/Alter	INTERIOR SPACE MGMT. INC	2301 W BIG BEAVER 525	53,000
Total Commercial, Add/Alter			1,929,902
Commercial, Kiosk	HICKORY FARMS	450 W FOURTEEN MILE K	0
Total Commercial, Kiosk			0
Commercial, Repair	DENTON, ROBERT LEE	2100 W MAPLE	6,000
Commercial, Repair	KULLA CONST., INC	3626 ROCHESTER	12,000
Total Commercial, Repair			18,000
Industrial, Add/Alter	TIMLIN CONSTRUCTION SERVICES	1339 COMBERMERE	10,000
Total Industrial, Add/Alter			10,000

Printed: Oct 4, 2010

BRIEF BREAKDOWN OF NON-RESIDENTIAL BUILDING PERMITS
ISSUED DURING THE MONTH OF SEPTEMBER

Page: 2

Type of Construction	Builder or Company	Address of Job	Valuation
Institution, Add/Alter	REWOLD, FRANK & SON	60 W WATTLES	170,000
Total Institution, Add/Alter			170,000
Records 27		Total Valuation:	2,127,902

Emily Frontera

From: Bill Tonissen [btonissen@valstonepartners.com]
Sent: Friday, October 22, 2010 10:23 AM
To: Water Department Notification
Subject: Fast service - thank you!

There was a water main break on Judy Dr the evening of Thursday 10-21-2010. We neighbors realized what was going on around 8:30 pm or so and reported the situation.

The water division responded later in the evening and turned the water off before we went to bed. I was very much impressed this morning to find that the break had been repaired overnight and everything was "normal" again.

Thank you so much for responding so quickly and for the quick and effective repair. And I'm appreciative of the training, professionalism and "knowhow" that went into the whole effort. Though any of us might think we expect that kind of response - especially in our own neighborhoods, it was very impressive to see. Great work. Thanks again!

-Bill and Terri Tonissen
1289 Judy Dr
Troy

From: [Cynthia A Stewart](#)
To: [John Szerlag](#); [John M Lamerato](#); [Mark F Miller](#)
Cc: [Timothy L Richnak](#); [Thomas E Rosewarne](#); [Richard W Shepler](#)
Subject: FW: My Compliments to the City of Troy Water Department
Date: Friday, October 29, 2010 8:29:13 AM

From: Maryann Sanders [mailto:maryann.sanders@wowway.com]
Sent: Friday, October 29, 2010 8:13 AM
To: Cynthia A Stewart
Subject: My Compliments to the City of Troy Water Department

Dear Cindy,

On Thursday, October 21, 2010 at around 7 pm, I had a water main break in front of my house. I called the non-emergency police number to alert them of the situation. In about an 45 minutes, the on call supervisor, Mike (don't recall the last name) came out to assess the situation and determined that indeed it was a water main break. Mike called all the appropriate staff to come out an work on the break. In about an hour after Mike assessed the situation, the entire staff was rolling in to fix the problem. There were trucks, dirt diggers, personnel marking the utilities, etc. By now it was 10 pm in the evening.

I was so impressed at how quickly and efficiently the water department staff handled the situation. I couldn't believe that they stayed until the wee hours of the morning fixing the broken pipe. When I woke up in the morning, the water was running again, the hole was patched up and everything was back to normal.

I am so glad I live in the city of Troy! Once again, please forward my note to the water department staff and the city manager. Thank you for all your hard work.

Cordially,
Maryann Sanders
1247 Judy Drive
248.528.2178
Maryann.sanders@wowway.com

October 30, 2010

Dear Cindy,

On Thursday, October 21, 2010 at around 7 pm, I had a water main break in front of my house. I called the non-emergency police number to alert them of the situation. In about an 45 minutes, the on call supervisor, Mike (don't recall the last name) came out to assess the situation and determined that indeed it was a water main break. Mike called all the appropriate staff to come out and work on the break. In about an hour after Mike assessed the situation, the entire staff was rolling in to fix the problem. There were trucks, dirt diggers, personnel marking the utilities, etc. By now it was 10 pm in the evening.

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Cordially,
Maryann Sanders
1247 Judy Drive
248.528.2178
Maryann.sanders@wowway.com



CITY COUNCIL AGENDA ITEM

Date: October 28, 2010

To: John Szerlag, City Manager

From: John M. Lamerato, Assistant City Manager/Finance & Administration
Carol K. Anderson, Parks and Recreation Director

Subject: Alcohol Service at the Community Center Update

At the May 10, 2010 City Council meeting staff submitted a memo referencing allowing alcohol consumption for banquet functions at the Community Center.

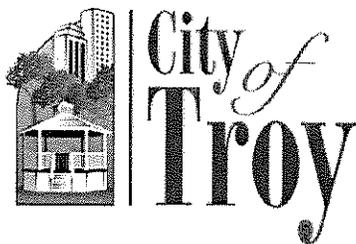
The memo submitted at the May 10, 2010 indicated that the City would terminate the existing contract for catering with A&S Catering. The contract with A&S Catering expires March 31, 2011. Terminating this lease is unnecessary. The request for proposal for Community Center catering services will be issued to commence after the expiration of the existing contract and will include the criteria and requirements for alcohol service. The agreement for catering services will be similar to the golf course agreement, in that the provider will hold the license. When/if the agreement is terminated or expires, the Contractor will be required to cooperate with the transfer of license.

The memo also indicated the possibility of terminating the lease with Emerald Food Service. Emerald Food Service provides the federally funded senior lunch program and operates the Meals on Wheels program. The lease with Emerald Food Service expires December 31, 2010, however, an extension of the lease is proposed as keeping the senior citizen lunch and Meals on Wheels program at the Community Center is desirable.

The available Class C quota license is required.

Staff will proceed with this process.

CKA/mw



CITY COUNCIL ACTION REPORT

April 30, 2010

TO: Honorable Mayor and City Council

FROM: John Szerlag, City Manager
John M. Lamerato, Assistant City Manager/Finance and Administration
Carol K. Anderson, Parks and Recreation Director

SUBJECT: Alcohol Sales at the Troy Community Center

Background

- The Troy Community Center currently does not allow alcohol to be sold, served or consumed on the premises.
- There have been numerous requests to have this service and the Community Center has not been selected to host certain events due to the policy prohibiting alcohol.
- Staff would like to amend the prohibition of alcohol policy and allow alcohol at some events.
- Policies at city parks and the golf courses allow alcohol sales and/or consumption if the alcohol content is the same or less than beer.
- It is anticipated that allowing the consumption of alcohol under stringent guidelines will increase revenues for the Community Center.
- Strict adherence to local and state Liquor Control Commission laws and standards would be followed.
- The following local municipal Parks and Recreation facilities in metro Detroit permit alcohol to be sold and consumed on site: Dearborn Performing Arts Center, Canton Summit on the Green, Farmington Hills Longacre House, Huntington Woods and Plymouth
- If approved, the City would terminate the existing catering contract (A and S catering) and rebid with alcohol as a service available by the Contractor.
- The lease with Emerald Food Service would expire on December 31, 2010 but may be terminated early by giving 60 days notice. EFS contracts space in the Community Center for its Meals on Wheels operation and serves a hot meal at lunchtime to seniors. Attendance averages 40 per day. EFS leases the kitchen, storage rooms and offices on Monday – Friday and has exclusive use of the kitchen from 5:00 am to 2:00 pm. Rent of \$9,000 annually is received from this contract.

Financial Considerations

- Under this new policy, an RFP for catering services would include several sources of revenue including rent for the use of the kitchen, office space and storage, and commissions from catering (including alcohol sales) within the Community Center.
- Based on estimates made from alcohol sales at other municipal Community Centers in Dearborn and Canton, the sale of alcohol at private events could earn, at minimum, approximately \$10,000 in additional catering commissions.

Financial Considerations - Continued

- The opportunity to serve alcohol in the Community Center could earn \$7,000 from new banquet room rentals.
- If a more well know caterer is selected from the RFP process, it is anticipated that they would be able to attract additional events to the Community Center through its brand recognition and ability to market the facility to new groups of people. A and S Catering is not known to patrons who are considering their services and provide little, if any, marketing exposure for the Center.

Policy Considerations

- Change of policy to allow the consumption and/or sale of alcohol at the Community Center would allow additional uses of the Community Center resulting in added revenue.
- All Troy Police Department and Michigan Liquor Control Commission recommendations, procedures and guidelines would be followed.
- Prior to implementing, staff will return with a report on policies and procedures.

Legal Considerations

- The caterer would be required to comply with the Michigan Liquor Control Act and the Troy City Ordinance. No license would be held in the City's name but by the user or caterer.
- A contract would also be established with the catering vendor for compliance of all licenses and guidelines.
- Liquor liability insurance with the City named as an additional insured would be required.
- Penalties and termination provisions would be established in the contract for catering services for violations of the Michigan Liquor Control Act or City Ordinance.

Recommendations

- Staff recommends that alcohol be permitted in the Community Center for events and sold by the "preferred" caterer. The contracts with A and S Catering and Emerald Food Service would be cancelled and a "preferred" caterer, with exclusive use of the kitchen and the ability to serve alcohol, would be selected through the RFP process.

Prepared By: Kraig Schmottlach, Community Center Facility Manager



CITY COUNCIL AGENDA ITEM

October 18, 2010

To: The Honorable Mayor and City Council Members

From: John Szerlag, City Manager
Pamela Valentik, Economic Development Specialist

Subject: Thank You Letters to Attendees of the October 13, 2010
City Manager's Roundtable Meeting

The attached letter addressed to Mr. Nate Forbes of The Forbes Company was also sent to the other attendees of the October 13, 2010 City Manager's Roundtable Meeting:

Mr. Robert Gigliotti of Rehmann
Mr. Alan M. Kiriluk of Kirco
Mr. Christopher Stark of Kelly Services



500 West Big Beaver
Troy, Michigan 48084
Fax: (248) 524-0851
www.ci.troy.mi.us

October 18, 2010

Mr. Nate Forbes
The Forbes Company
100 Galleria Officentre, Suite 427
Southfield, MI 48034

Area code (248)

Assessing
524-3311

Bldg. Inspections
524-3344

Bldg. Maintenance
524-3368

City Clerk
524-3316

City Manager
524-3330

Community Affairs
524-1147

Engineering
524-3383

Finance
524-3411

Fire-Administration
524-3419

Human Resources
524-3339

Information Services
619-7279

Law
524-3320

Library
524-3545

Parks & Recreation
524-3484

Planning
524-3364

Police-Administration
524-3443

Public Works
524-3370

Purchasing
524-3338

Real Estate & Development
524-3498

Treasurer
524-3334

General Information
524-3300

Dear Nate:

Thank you for attending our new City Manager's Roundtable Meeting last Wednesday morning. Your willingness to participate in this community outreach initiative is greatly appreciated and the perceptions and ideas that were shared are highly valuable. As I stated in the meeting, this recession will end, and one of our tasks as City Management is to assure that Troy is positioned to attract positive investment and retain growing businesses. To accomplish this we must create an environment that fosters innovation, leadership and customer service that cannot be found anywhere else.

My staff and I have met to discuss the many ideas, insights and suggestions that were shared at the table and I want to quickly summarize some of those items that were discussed:

- Tell our story! Develop a positive message about Troy's recent efforts to be business-minded in the management of City finances and operations by creating a lean, effective organization.
- Use all of our assets – including businesses, to spread good news about the community and "sell Troy" to potential incoming investors.
- Develop a strategy to market the City's new zoning ordinance; one of which will be to a targeted audience of key, non-residential investors and professionals including property owners, developers, financial institutions, brokers, etc.
- Create and implement a marketing strategy that develops a "Place To Be" environment for residents, businesses and our workforce.
- Develop a stronger relationship between elected City officials and the business community and recognize that local economic development success comes when City leadership and business executives work hand-in-hand.

- Get aggressive in economic development efforts by building our resource toolbox in order to be proactive in business attraction, business retention and entrepreneurship in tomorrow's growth sectors and the global economy.

As executives within your company, we understand that you represent thousands of employees that work in Troy and/or call Troy home. As we strive to address the ideas that were shared, we ask that you continue to pass on information about our initiatives within your organization. We would also like to reconvene on December 9th to recap all of our discussion points and update you on what actions the City has taken to address your comments. Please contact me if you have any questions or further ideas you would like to discuss. We look forward to seeing you in December.

Best regards,



John Szerlag
City Manager

Cc: Mayor and City Council
John M. Lamerato, Asst. City Manager/Finance & Administration
Mark F. Miller, Acting Asst. City Manager/Economic Development Services
Cindy Stewart, Community Relations Director
Pamela Valentik, Economic Development Specialist



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
LIQUOR CONTROL COMMISSION
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
ANDREW S. LEVIN, ACTING DIRECTOR

NIDA R. SAMONA
CHAIRPERSON

NOTICE: IMPENDING INVESTIGATION
(Authorized by MCL 436.7a)

August 23, 2010

REAUTHORIZED 10/25/10 DL

OTB ACQUISITION LLC
(A DELAWARE LIMITED LIABILITY COMPANY)
% KELLY MEADOWS
301 S BRONOUGH STREET, SUITE 600
TALLAHASSEE, FL 32301

Request ID # 566679

Reference: OTB ACQUISITION LLC (A DELAWARE LIMITED LIABILITY COMPANY) REQUESTS TO TRANSFER OWNERSHIP OF AN ESCROWED 2010 RESORT CLASS C LICENSED BUSINESS ISSUED UNDER MCL 436.1531(2), MINIMUM SEATING: 100, WITH SUNDAY SALES PERMIT, & OFFICIAL PERMIT (FOOD), LOCATED AT 5460 CORPORATE, TROY, MI 48098, OAKLAND COUNTY, FROM BANK OF AMERICA, N.A.; TRANSFER LOCATION (GOVERNMENTAL UNIT) TO 3930 BALDWIN, AUBURN HILLS, MI 48326, OAKLAND COUNTY.

Your request has been placed under investigation. Investigations are conducted by an investigator from the Michigan Liquor Control Commission, the local law enforcement agency, and in some instances, the local legislative body.

You will be contacted by a Commission investigator from:

District Office: FARMINGTON
Telephone Number: (248) 888-8710

You may contact that office regarding any appointments or questions, until your file is returned to the Lansing office. After the Commission's investigator has contacted you, it is your responsibility to contact the police agency having jurisdiction at the business location, for their portion of the investigation. If you do not provide requested information or keep your appointments, your file will be returned to the Lansing office which will delay the processing of your application.

You may check the status of your application via the Commission's website at <http://www2.dleg.state.mi.us/reqstatus>. To access this feature, please have the Request ID number listed at the top of this notice available.

If you are to be fingerprinted, a \$30.00 fee must be paid to the police agency for each person printed. Fingerprint fees must be paid by check or money order and made out to the State of Michigan.

When all reports are received, your file is then submitted to the Administrative Offices of the Commission for presentation to the Commission for consideration. You will be notified in writing of the Commission's decision. Any outstanding fees and closing papers will be requested only after the Commission has approved your request.

WARNING

Do not invest any money in improvements or bind yourself in any agreements until you have been officially notified by the Michigan Liquor Control Commission that your request has been approved.

OUTSTANDING VIOLATIONS

If you are buying a license from a current licensee, and that licensee has a violation pending during the time the application for transfer is being processed, final papers will not be released until disposition of the violation.

dl
cc: ATTORNEY KELLY MEADOWS
BANK OF AMERICA, N.A.
CITY OF TROY
LC-1975 Rev 08/2010
4880-1140

DELEG is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.