



**CITY COMMISSION
MEETING
June 18, 2012**



PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
MONDAY,
JUNE 18, 2012**

The City Commission will meet for a pre-meeting study session on Monday, June 18, 2012 at 5:30 p.m. in the City Chambers Building, 159 E. Maumee St., to discuss the following:

1. Presentation from United Bank and Trust regarding the Fee Estate.
2. Other items as time permits.



COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
JUNE 18, 2012
7:00PM**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE JUNE 4, 2012 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. PUBLIC COMMENT ON AGENDA ITEMS
- VI. CONSENT AGENDA
 1. **CR12-027. Administration.** Resolution to approve the transfer of 500 shares of stock in Los Jimadores, Inc. from Juan Garcia to Emmanuel Ramirez Rocha.
 2. **CR12-028. Parks and Recreation.** Resolution to authorize the acceptance of the donation in the amount of \$10,000 from the Maurice and Dorothy Stubnitz Foundation and allocation to the Kiwanis Trail Endowment Fund, making funds available in the Parks & Recreation Capital Improvements Account to provide partial funding for the new playground structure at Erie Street Park.
 3. **CR12-029. Community Development.** Resolution to schedule a public hearing for Monday, July 2, 2012 at 7:00pm in the City Chambers Building to receive comments on the Industrial Facilities Exemption Certificate from Inergy Automotive Systems, LLC.
- VII. REGULAR AGENDA
 1. **R12-065. Fire Department.** Resolution to authorize the submission of a grant application to the U.S. Department of Homeland Security 2012 Assistance to Firefighters Act for the purpose of obtaining firefighter personal protective equipment.
 2. **R12-066. Finance.** Resolution to waive the bid process and authorize the engagement of Deyo/Stone Associates, Inc., of Kalamazoo, MI in the city's Standard Professional Services Contract for the purpose of performing a comprehensive appraisal of all Fixed Assets, including City buildings, contents and other personal property at a cost not to exceed \$10,500.
 3. **R12-067. Finance.** Resolution to amend the FY2012-13 General Appropriations Act to correct an audit finding.

4. **R12-068. City Commission.** Resolution to authorize a one-time payment in the amount of 1.5% of their base pay to City of Adrian non-union employees, employees represented by Local 1511 of the IAFF, employees represented by the TPOAM, and that the City FY 2011-12 budget be amended accordingly.
5. **R12-069. Parks and Recreation.** Resolution to approve the proposed lease agreement for shared use of and maintenance on the parking lot with St. Mary's Catholic Church and the Roman Catholic Bishop of Lansing and to authorize the Mayor and City Clerk to sign said lease agreement.

VIII. MISCELLANEOUS

1. Adrian Fire Department Monthly Report
2. D.A.R.T. Passenger Ridership Report
3. Departmental Report

IX. PUBLIC COMMENT

X. COMMISSIONERS COMMENTS



MINUTES

**MINUTES
ADRIAN CITY COMMISSION
JUNE 4, 2012
7:00 P.M.**

Official proceedings of the June 4, 2012 regular meeting of the City Commission, Adrian, Michigan.

The regular meeting was opened with a moment of silence and the Pledge of Allegiance to the Flag.

PRESENT: Mayor Pro-tem Carrico and Commissioners Warren, Gallatin, Jacobson and Berryman Adams.

ABSENT: Mayor DuMars and Commissioner Faulhaber were absent.

Mayor Pro-tem Carrico in the Chair.

Commissioner Warren moved to excuse Mayor DuMars and Commissioner Faulhaber, seconded by Commissioner Berryman Adams, motion carried by unanimous vote.

Commissioner Warren moved to approve the minutes of the May 21, 2012 regular meeting of the Adrian City Commission, seconded by Commissioner Jacobson, motion carried by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher # 3623 through # 3628	\$99,656.95
General Fund Vouchers # 20950 through # 20965	\$352,009.94
Clearing Account Vouchers amounting to	<u>\$244,847.89</u>
TOTAL EXPENDITURES	<u>\$696,514.78</u>

On motion by Commissioner Berryman Adams, seconded by Commissioner Gallatin, this resolution was adopted by a unanimous vote.

PUBLIC COMMENT

1. Allen Kern – 1249 Vine St – asked why the bid for the LED globes went to a contractor in Hillsdale instead of the Adrian Contractor. Administrator Nelson explained that the low bid listed was not the bid specified globe.

COMMUNICATIONS

C-1. Finance. Federal Digital Accountability and Transparency Act.

C-2. Finance. State Finance Committee Hearing on State and Local Taxes.

REGULAR AGENDA

RESOLUTIONS

RESOLUTION R12-060

RE: FIRE DEPARTMENT – Staffing for Adequate Fire and Emergency Response (SAFER) Grant Acceptance.

WHEREAS, in June of 2011, the Adrian Fire Department staff was reduced to 15 fulltime personnel because of reductions in General Fund monies, and;

WHEREAS, the United States Federal Emergency Management Agency administers the Staffing for Adequate Fire and Emergency Response Grant program, referred to as the SAFER Grant for fire departments to hire emergency responding personnel to assist fire departments in complying with recognized standards and government safety requirements, and;

WHEREAS, in February, 2012, the Adrian Fire Department applied for a SAFER Grant to hire three (3) fulltime firefighters for two (2) years and has been notified that pending the Adrian City Commission’s acceptance of the grant will be awarded \$688,982 later to be amended to \$452,982 for correction of errors in the grant review process for wages and payroll expenses, and;

WHEREAS, the City Administrator recommends approval of this resolution, acceptance of the 2011 SAFER Grant from the United States Federal Emergency Management Agency and approval of the following amendments to the FY 2012–13 budget and the implementation in the FY2013–14 budget as follows

		<u>FY2012-13</u>	<u>FY2013-14</u>	<u>Total</u>
(101-336.00-702.000)	Salaries & Wages	\$149,340	\$150,834	\$300,174
(101-336.00-715.000)	Medicaid	2,165	2,187	4,352
(101-336.00-716.000)	Health Care	38,733	38,733	77,466
(101-336.00-717.000)	Life Ins./AD&D	390	390	780
(101-336.00-718.000)	Retirement Contrib.	26,252	26,544	52,820
(101-336.00-719.000)	Workers’ Comp.	<u>7,137</u>	<u>7,208</u>	<u>14,345</u>
	Total	<u>\$225,559</u>	<u>\$227,423</u>	<u>\$452,982</u>

;and

WHEREAS, the Finance Director indicates that the Fire Department FY2012-13 Budget should be amended per the aforementioned schedule and that the FY2013-14 Budget Recommendation include the second year funding for the SAFER Grant Award.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution and contingent upon final federal approval, accepts the United States Federal Emergency Management Agency (SAFER) Grant Award for the purpose of hiring three (3) fulltime firefighters for a period of two (2) years and commits by receiving this grant that no reductions will be made in staffing at the fire department during that two year period.

BE IT FURTHER RESOLVED that the FY2012-13 Budget be amended as follows:

General Fund (101) Revenue

(101-336.00550.000) Fed. Emergency Mgt. – SAFER Grant \$225,559

Expenditures:

(101-336.00-702.000) Salaries & Wages \$149,340

(101-336.00-715.000) Medicaid 2,165

(101-336.00-716.000) Health Care 38,733

(101-336.00-717.000) Life Ins./AD&D 390

(101-336.00-718.000) Retirement Contrib 26,252

(101-336.00-719.000) Workers' Comp. 7,137

Total Expenditures \$225,559

Total \$ -0-

On motion by Commissioner Warren, seconded by Commissioner Gallatin, this resolution was adopted by a unanimous vote.

RESOLUTION R12-061

RE: CITY ENGINEER – North Toledo Street Parking Lot – LED Globes

WHEREAS the Adrian City Commission, by resolution # R11-032 dated April 4, 2011, accepted a \$280,000 Grant Award for the Farmers' Market Improvement Project (Project No. MSC 210012-FMK) under the Michigan Community Development Block Grant (CDBG) Farm to Food Grant Program, with a commitment to fund the \$60,000 local matching requirement; and

WHEREAS, the Finance Director indicates that the City of Adrian local match requirement will be met by paving the North Toledo Street Parking Lot utilizing funds from the Auto Parking Fund Capital Improvement Account (585-546.00-975.000); and

WHEREAS, the Adrian City Commission, by resolution# R12-058 dated May 21, 2012, authorized the selection of Gerken Paving, Napoleon, OH for engagement in the City's Standard Professional Services for the aforementioned parking lot improvements at an amount not to exceed \$52,080; and

WHEREAS, the Purchasing Office, in conjunction with the City Engineer, solicited and received seven (7) competitive bids on May 17, 2012 for fourteen (14) LED Globes for the North Toledo Street Parking Lot, same type and style as those previously purchased for the South Toledo Street Parking Lot, with the following results:

<u>VENDOR</u>	<u>LOCATION</u>	<u>TOTAL</u>
American Copper	Hillsdale, MI	\$18,340.00
McGowan Electric	Adrian, MI	18,690.00
Standard Electric	Jackson MI	19,250.00
Englewood Electric	Adrian, MI	19,390.00
Terry Hicks	Adrian, MI	21,602.00
Terry Hicks	Adrian, MI	12,460.56
Voss Lighting	Grand Rapids, MI	No Bid

; and

WHEREAS, the low bid, Terry Hicks, Adrian, MI, did not conform to the bid specifications; and

WHEREAS, the City Engineer and City Administrator recommend the selection of American Copper and Brass, Hillsdale, MI, for engagement in the City's Standard Professional Services Contract for the purchase and installation of fourteen (14) LED Globes for the North Toledo Street Parking Lot at an amount not to exceed \$18,340; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Auto Parking Fund (585) FY2011-12 Budget (585-546.00-801.000)

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the selection of American Copper and Brass, Hillsdale, MI, for engagement in the City's Standard Professional Services Contract for the purchase and installation of fourteen (14) LED Globes for the North Toledo Street Parking Lot at an amount not to exceed \$18,340.

Commissioner Berryman Adams motioned to adopt the resolution;
Commissioner Jacobson seconded.

There was much discussion among the Commission regarding the one bid that was much lower than the others but not the bid specified globes. The final consensus was to re-bid the globes; opening up the bidding to all contractors to submit bids on similar, lesser-priced LED globes. Commissioner Berryman Adams retracted her motion; Commissioner Jacobson retracted his second.

On motion by Commissioner Berryman Adams, seconded by Commissioner Gallatin, this revised resolution to re-bid the LED globes was adopted by a unanimous vote.

RESOLUTION R12-062

RE: PARKS & RECREATION – Adrian Youth Baseball – Softball Association Night at Toledo Mud Hens Fifth-Third Field

WHEREAS, the Department of Parks & Recreation, in conjunction with the Adrian Youth Baseball-Softball Association, is desirous of participating in what is expected to be the first annual special event at the Toledo Mud Hens Fifth-Third Field; and

WHEREAS, the special event, which will be held the evening of Wednesday, June 6, is expected to be financially self-sustaining with 215 people registered this year and 300 participants anticipated next year; and

WHEREAS, the Director of Parks and Recreation and the City Administrator recommend institutionalizing this annual special event by incorporating the activity into the City's annual operating budget, within the Little League cost center; and

WHEREAS, the Finance Director indicates that sufficient funds are available from pre-registrations and recommends that both the FY2011-12 and FY2012-13 Parks & Recreation Operating Budget, Little League cost center be amended to reflect this new program.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby endorses the Department of Parks and Recreation new annual special

event – Adrian Youth Baseball-Softball Association Night at Toledo Mud Hens Fifth-Third Field.

BE IT FURTHER RESOLVED the both the FY2011-12 and FY2012-13 Parks & Recreation Operating Budget, Little League cost center be amended to as follows to reflect this new program.

General Fund (101)

Department of Parks and Recreation (691.01)

Little League Revenue:	<u>FY2011-12</u>	<u>FY2012-13</u>
(101-691.01-651.058) Use/Admin Fees-Special Events	\$2,150	\$3,000
Little League Expenditures:		
(101-691.01-741.058) Supplies – Special Events	<u>2,150</u>	<u>3,000</u>
Total	<u>\$ -0-</u>	<u>\$ -0-</u>

On motion by Commissioner Jacobson, seconded by Commissioner Warren, this resolution was adopted by a unanimous vote.

RESOLUTION R12-063

RE: DEPARTMENT OF TRANSPORTATION – Purchase of a Kenwood Base Console from Adrian Communications.

WHEREAS, the City of Adrian desires to continue and enhance provisions of Dial-A-Ride transportation services through federal and state grant funded improvements; and,

WHEREAS, a project authorization had been proposed which granted \$17,500 for the purchase of mobile radio equipment and antennas, and,

WHEREAS, the mobile radios and antennas have been purchased, leaving remaining funds of \$5,520, and,

WHEREAS, the Transportation Coordinator and City Administrator recommend that the competitive bid process be waived in favor of using the State of Michigan Cooperative Purchasing Programs, and that a KENWOOD base console be purchased in the amount of \$5,442.00 from Adrian Communications, Adrian, MI; and,

WHEREAS, the base console has met its useful life as per the Federal Transportation Administration’s guidelines and is eligible for replacement, and be it,

RESOLVED, that the City Commission of the City of Adrian does hereby approve the purchase of a KENWOOD base console in the amount of \$5,442.00 off the State of Michigan contract under the Agreement 2007-0156, Authorization # Z8, and be it,

FURTHER RESOLVED, that the equipment and funds from the project authorization be granted to the Adrian Dial-A-Ride, and in the best interests of the City, the competitive bid process be waived in favor of using the State of Michigan Cooperative Purchasing Program, in accordance with the City’s Purchasing Policy.

On motion by Commissioner Warren, seconded by Commissioner Berryman Adams, this resolution was adopted by a unanimous vote.

RESOLUTION R12-064

RE: ADMINISTRATION – Farm Lease Agreement with James Marvin – former Marvin Farm

WHEREAS, the City of Adrian is the owner of approximately 53 acres of land adjacent to Beecher Road in the City of Adrian; and

WHEREAS, a portion of the real estate is tillable; and

WHEREAS, the City Administrator has negotiated a proposed Lease Agreement with the previous farmer of said property, which terms have been reviewed by the City Commission and found to be in the best interest of the City to ratify.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Mayor is hereby authorized to enter into a Farm Lease Agreement with James Marvin to rent approximately 53 acres of tillable ground on the above mentioned parcel of real estate for One Hundred (\$100.00) Dollars per acre for a period ending January 1, 2013, and subject to other terms acceptable to the City Administrator.

On motion by Commissioner Gallatin, seconded by Commissioner Warren, this resolution was adopted by a unanimous vote.

PUBLIC COMMENTS

1. Duane Doyle – 634 Tabor St – asked that the gate that was put up at Lake Adrian be taken down as it prevents boats from being launched from shore. He feels it is discriminatory to allow residents that live on the lake launch boats and not the general public.
2. Allen Kern – 1249 Vine St – asked if all street signs in Adrian will be replaced by the new blue signs and Administrator Nelson said yes.
3. Marissa Vargas – thanked the Commission for the City of Adrian Scholarship that she received; she will be attending Central Michigan University, studying to be a dentist.

COMMISSIONER COMMENTS

1. Commissioner Berryman Adams congratulated Ms. Vargas and wished her the best in her future.

The next regular meeting of the Adrian City Commission will be held on Monday, June 18, 2012 at 7:00 p.m. in the City Chambers Building, 159 E. Maumee St, Adrian, MI 49221.

Cary Carrico
Mayor Pro-tem

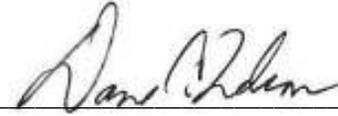
Pat Baker
City Clerk



CHECK REGISTER

June 18, 2012

I have examined the attached vouchers and recommend approval of them for payment.



Dane C. Nelson
City Administrator

DCN:mlb

RESOLVED, that disbursements be and they are hereby authorized for warrants directed to be drawn on the City Treasurer for the following:

Utility Department Vouchers	
Vouchers # 3629 through # 3634	\$118,772.99
General Fund	
Vouchers # 20966 through # 20990	\$269,926.33
Clearing Account Vouchers	
amounting to.....	<u>\$475,242.27</u>
TOTAL EXPENDITURES	<u>\$863,941.59</u>

On motion by Commissioner _____, seconded by
Commissioner _____, this resolution was _____
by a _____ vote.

June 18, 2012

**UTILITIES FUND
CHECK REGISTER**

CHECK#	AMOUNT	PAYEE	DESCRIPTION
3629	\$33,156.34	City of Adrian: Clearing Acct	June 4 Check Register
3630	\$43.65	Frontier	Wastewater Phone
3631	\$12,206.82	Consumers Energy	Water Plant Electric
3632	\$64,054.39	City of Adrian: Payroll	Payroll for June 8
3633	\$157.66	City of Adrian: Utilities	Various Water Bills
3634	\$42,310.47	City of Adrian	May expenses
	\$151,929.33		
	-\$33,156.34	Less: CK3629	
	\$118,772.99	TOTAL	

WW = \$ 56,980.66
WAT= \$ 94,948.77

June 18, 2012

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
20966	\$ 11.00	Daniel Quintanilla	Recreation Refund
20967		City of Adrian: Auto Parking	EFT Transfer
20968	\$ 125,693.14	City of Adrian: Clearing Acct	June 4 Check Register
20969	\$ 1,360.00	Dustin Lent	Softball Tournament Umpires
20970		City of Adrian: Utilities	EFT Transfer
20971	\$ 410.66	City of Adrian: Utilities	Expense payoffs
20972	\$ 21,441.87	Lenawee Fuels Inc	MVP Diesel Fuel
20973	\$ 574.91	Frontier	Various Phone Bills
20974	\$ 14.00	Len County Reg of Deeds	Jeopardy Assessment
20975		***VOID***	
20976	\$ 2,748.02	Citizens Gas Fuel Co	Various Heat Bills
20977	\$ 552.92	Consumers Energy	Heritage Park Electric
20978	\$ 25.00	Lenawee Christian School	Recreation Refund
20979	\$ 100.00	Henry Burciaga	Recreation Refund
20980	\$ 11,937.02	Lenawee Fuels Inc	MVP Gasoline
20981	\$ 3,878.13	Quick Service Transportation	Payroll W/E June 2
20982	\$ 204,386.35	City of Adfrian: Payroll	Payroll for June 8
20983	\$ 15,618.62	First Federal Bank	Soc Security for June 8
20984	\$ 1,477.58	City of Adrian: Utilities	Various Water Bills
20985		City of Adrian: Auto Parking	EFT Transfer
20986		City of Adrian: Trust Fund	Official Pymts Transfer
20987	\$ 1,235.96	Verizon Wireless	Phone Bill
20988		City of Adrian: Utilities	EFT Transfer
20989	\$ 3,829.49	Quick Service Transportation	Payroll W/E June 9
20990	\$ 324.80	Frontier	Various Phone Bills
	\$ 395,619.47		
	\$ (125,693.14)	Less: CK# 20968	
	\$ 269,926.33		

User: KMOORE

DB: ADRIAN

EXP CHECK RUN DATES 06/18/2012 - 06/18/2012

JOURNALIZED

OPEN

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. A.J. BAYLON CONSTRUCTION	32,370.75		
2. ABSOPURE WATER COMPANY	21.50		
3. ADRIAN AREA CHAMBER OF COMMERCE	112.00		
4. ADRIAN COMMUNICATIONS	4,913.00		
5. ADRIAN LOCKSMITH & CYCLERY	1,661.54		
6. ADRIAN WATER CONDITIONING INC	19.50		
7. ADVANCE AUTO PARTS COMMERCIAL CHR	14.98		
8. AIRGAS USA, LLC	142.19		
9. ALLIED WASTE SERVICES #259	1,530.49		
10. APOLLO FIRE EQUIPMENT CO.	1,731.99		
11. APPLE MAT RENTAL	282.20		
12. APPLIED BUSINESS SOFTWARE	399.60		
13. ARCHBOLD EQUIPMENT CO	34,990.77		
14. AUTO ZONE COMMERCIAL	235.69		
15. B & B POOLS & SPAS	3,538.72		
16. BADER & SONS CO	43.54		
17. BATTERY WHOLESALE	89.47		
18. BEAUBIEN INC.	200.00		
19. BEAVER RESEARCH COMPANY	537.30		
20. BEST AIRE LLC	310.08		
21. BEST WAY INC	2,308.81		
22. BIGSIGNS.COM	673.00		
23. BLACK SWAMP EQUIPMENT	657.27		
24. BLISSFIELD PARTS, INC.	146.88		
25. BLISSFIELD SOFTBALL CLUB	300.00		
26. BOOK OF THE MONTH CLUB	38.82		
27. BRAKES-N-MORE	1,243.29		
28. BRENT KUBALEK	201.72		
29. BS&A SOFTWARE	50,300.00		
30. BUCK & KNOBBY EQUIP CO INC	455.41		
31. BWI	86.05		
32. CHARLES SCHMENK	80.00		
33. CLEAN CARE INC	4,429.00		
34. CLIFT BUICK-GMC	199.83		
35. COAST TO COAST DELI	137.62		
36. COMCAST	76.77		
37. CONTINENTAL CARBONIC PRODUCTS INC	682.00		
38. CONTINENTAL SERVICE	1,637.46		
39. CUTLER DICKERSON CO	180.48		
40. D&P COMMUNICATIONS, INC.	1,690.42		
41. DAVE KNAPP FORD LINCOLN	67.37		
42. DAVID PATE	20.00		
43. DENISE GRITZMAKER	20.00		
44. DETROIT MARKING PRODUCTS CORP.	179.90		
45. DEXTER'S INC.	121.32		
46. DOAN COMPANIES	289.69		
47. DR. JOSEPHINE WEEDEN	1,134.20		
48. ENVIRONMENTAL RESOURCE ASSOCIATES	6,250.00		
49. ERIC KELLY	20.00		

User: KMOORE

DB: ADRIAN

EXP CHECK RUN DATES 06/18/2012 - 06/18/2012

JOURNALIZED

OPEN

Claimant	Amount Claimed	Amount Owed	Amount Rejected
50. FASTENAL COMPANY	349.80		
51. FIRST TELECOMMUNICATIONS	2,535.91		
52. FLINT TRADING INC	3,427.40		
53. FORT MEIGS AUTO ELECTRIC	54.71		
54. FYR-FYTER SALES & SERVICE	71.74		
55. GALE	92.26		
56. GALLANT & SON	112.46		
57. GEOGRAPHIC INFORMATION SERVICES INC	3,157.17		
58. GLENN PRESTON	20.00		
59. GOODREMONTS INC	95.40		
60. GOODWILL INDUSTRIES	184.00		
61. GORDON & SONS WELL DRILLING	400.00		
62. GORDON FOOD SERVICE	1,629.33		
63. GOVERNMENTAL BUSINESS SYSTEMS INC	113.81		
64. GRAINGER INC.	232.64		
65. GREAT LAKES BOOK DISTRIB	130.56		
66. H & H REPAIR	1,760.88		
67. HACH COMPANY	242.60		
68. HADDEN TIRE COMPANY	322.00		
69. HASSELBRING CLARK CO.	378.00		
70. HL GREEN MACHINE MOVING	1,175.00		
71. HUBBARD'S AUTO CENTER INC	562.59		
72. I C M A VANTAGE POINT	10,673.44		
73. I.T. RIGHT	1,585.35		
74. ICMA RETIREMENT CORPORATION	317.36		
75. IMAGE GALLERY	264.09		
76. INTERNATIONAL CODE COUNCIL INC	63.60		
77. JACK DOHENY SUPPLIES INC	182.96		
78. JEFFREY A. STICKNEY, DO,PC	95.00		
79. JERRY DAVIS	20.00		
80. JOHNS HOPKINS WHITE PAGES LIBRARY	181.95		
81. JOHNSON'S SPORTING GOODS	362.94		
82. KELLER THOMA, P.C.	1,330.00		
83. KELLY INFLATABLES	234.00		
84. KEMIRA WATER SOLUTIONS INC	3,328.31		
85. KONICA MINOLTA BUSINESS SOLUTIONS	170.04		
86. KRISTIN BAUER	20.00		
87. LANSING SANITARY SUPPLY INC	1,177.65		
88. LEGACY PRINTING	552.11		
89. LENAWEE COMMUNITY FOUNDATION	50.00		
90. LENAWEE COUNTRY CLUB	100.00		
91. LENAWEE COUNTY PRINTER	1,075.35		
92. LENAWEE COUNTY ROAD COMMISSION	69.62		
93. LENAWEE TIRE & SUPPLY CO, INC.	805.36		
94. LEXIS NEXIS RM INC	150.00		
95. LONG'S OUTDOOR POWER	439.96		
96. LOWE'S CREDIT SERVICES	6,469.09		
97. MANPOWER OF LANSING MI INC.	1,755.00		

EXP CHECK RUN DATES 06/18/2012 - 06/18/2012
JOURNALIZED
OPEN

Claimant	Amount Claimed	Amount Owed	Amount Rejected
98. MAPLE CITY FLORAL	82.00		
99. MARK GIGAX	20.00		
100. MASSON'S ELECTRIC, INC	816.94		
101. MATT TOMASZEWSKI	40.00		
102. MC SPORTS	327.91		
103. MCGOWAN ELECTRIC SUPPLY INC	243.05		
104. MCMASTER- CARR SUPPLY CO.	1,271.82		
105. MEISNER, WENDY	100.85		
106. MICHELLE BEDDINGFIELD	20.00		
107. MICHIGAN AMATEUR SOFTBALL	4,172.00		
108. MICHIGAN CAT CORP	175.78		
109. MICHIGAN METER TECHNOLOGY GROUP INC	8,873.50		
110. MICHIGAN MUNICIPAL WORKER'S	37,633.00		
111. MICHIGAN STATE UNIVERSITY	75.00		
112. MICROMARKETING LLC	144.60		
113. MIDWEST TAPE	716.62		
114. MIKE OSBORN	20.00		
115. MUGS N' MORE IMAGING	2,113.40		
116. MUNICIPAL EMPLOYEES' RETIRE	71,681.55		
117. NATIONAL ASSOC OF PROFESSIONAL	400.00		
118. NATIONAL LAW ENFORCEMENT	118.53		
119. NELSON TREE SERVICE INC	559.26		
120. OFFICEMAX CONTRACT INC.	127.06		
121. OHIO CAT	43.36		
122. OLIVER OF ADRIAN, INC.	350.00		
123. PARACLETE PRESS INC	54.94		
124. PARAGON LABORATORIES INC	60.00		
125. PAUL TRINKA	20.00		
126. PC MALL GOV	621.00		
127. PEERLESS SUPPLY INC	663.27		
128. PEST PATROL	1,165.00		
129. PITT OHIO EXPRESS	61.05		
130. PROMEDICA PHYSICIANS GROUP	2,640.00		
131. QUALITY BOOKS INC	79.99		
132. QUARTERMASTER	224.28		
133. QUICK SERVICE TRANSPORTATION	2,180.88		
134. QUILL CORPORATION	1,263.83		
135. RED PAINT PRINTING LLC	1,031.00		
136. ROBERT BISHOP	240.67		
137. RONALD REED	37.09		
138. RYAN WHITE	20.00		
139. SAFETY SYSTEMS INC.	120.00		
140. SCHUG CONCRETE CONSTRUCTION INC	1,845.00		
141. SHANE HORN	20.00		
142. SHERWIN-WILLIAMS CO	19.14		
143. SHINE'S AUTO CLEAN	70.00		
144. SIELER CONSTRUCTION INC	30,667.00		
145. SIGNAL 88 SECURITY, INC	1,547.56		
146. SPENCER MANUFACTURING INC.	26.35		

EXP CHECK RUN DATES 06/18/2012 - 06/18/2012
JOURNALIZED
OPEN

Claimant	Amount Claimed	Amount Owed	Amount Rejected
147. SPRINT	90.00		
148. STATE CHEMICAL MFG CO.	140.65		
149. STATE OF MICHIGAN	812.50		
150. STEVE EBERLE	20.00		
151. STEVENS DISPOSAL	41,458.10		
152. STEVENSON LUMBER, INC.	211.46		
153. STITCH WIZARD EMBROIDERY INC	78.00		
154. TDS SECURITY, INC	420.00		
155. TERRY BROWN	122.92		
156. TETRA TECH INC	9,000.00		
157. THE DAILY TELEGRAM	1,509.12		
158. TIM RITCHIE	20.00		
159. TIME EMERGENCY EQUIPMENT INC	1,403.53		
160. TRACTOR SUPPLY COMPANY	95.88		
161. TRAIL SUPPLY LLC	61.76		
162. TTB CLEANING LLC	3,240.00		
163. U S POSTMASTER	1,800.00		
164. ULOTH FARMS & GREENHOUSE	4,306.00		
165. UNITED PARCEL SERVICE	11.91		
166. USA BLUEBOOK	714.86		
167. UTILITIES REDUCTION SPECIALISTS INC	199.88		
168. VAN BRUNT TRANSPORT INC	15,660.91		
169. VERIZON WIRELESS	40.01		
170. VERMONT SYSTEMS INC.	1,536.00		
171. WALTERS SWIM SUPPLIERS INC	119.69		
172. WASHOVIA SERVICES INC	750.00		
173. WEISKOPF INDUSTRIES CORP	406.36		
174. WEPHOTO LLC	437.50		
175. WESTERN LIME CORPORATION	5,040.00		
176. WESTFALL SEALCOATING	3,075.00		
177. WOODLANDS LIBRARY COOPERATIVE	2,361.89		
TOTAL ALL CLAIMS	475,242.27		



CONSENT AGENDA



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505
 (517) 322-1400 - toll free (866) 813-0011 - www.michigan.gov/lcc

FOR MLCC USE ONLY

Business ID: 168453

Request ID: 629745:sfs

Police Investigation Report
 [Authorized by MCL 436.1217 and R 436.1105; MAC]

Date: Mar 26, 2012

COPY

Adrian Police Department
 Chief
 155 E Maumee Street
 Adrian, MI 49221-2773

Please conduct your investigation as soon as possible. Complete all sections of this report and return it, along with the finger print cards (if requested) to the Michigan Liquor Control Commission at the address listed above.

Applicant Information

Name of applicant: Los Jimadores, Inc.

Business address: 730 S Main, Adrian, MI 49221, Lenawee County

Contact: _____

Request:

Request to transfer all stock interest in escrowed 2011 Class C and SDM licensed corporation with Outdoor Service (1 area) wherein Juan Garcia transfers 500 shares of stock to new stockholder, Emmanuel Ramirez Rocha (Step 1).

Section 1. Investigation of business and address to be licensed

Provide recommendation(s) for the specific permits checked below:

Dance Recommended Not Recommended

Entertainment Recommended Not Recommended

Topless Activity Recommended Not Recommended

Outdoor Service Recommended Not Recommended

of areas: _____

Participation permit Recommended Not Recommended

with (insert name): _____

Additional bars Recommended Not Recommended

of bars: _____

Living Quarters Recommended Not Recommended

Direct Connection Recommended Not Recommended

of areas: _____

Specific purpose permit for extended hours of operation requested for (indicate permit type): _____

Weekdays: _____ A.M. to _____ A.M.

Sundays: _____ A.M. to _____ A.M./P.M.

Recommended Not Recommended

***Note: If the applicant is requesting two separate extended hour permits and the permits are for different hours, you must complete the extra box provided. If additional space is needed, please attach additional pages.**

Specific purpose permit for extended hours of operation requested for (indicate permit type): _____

Weekdays: _____ A.M. to _____ A.M.

Sundays: _____ A.M. to _____ A.M./P.M.

Recommended Not Recommended

Are motor vehicle fuel pumps at, or directly adjacent to, the establishment? No Yes

If yes, explain the relationship below:

Section 2.

Applicant Investigation

Note: If this section is blank, please continue to Section 3.

***Attach the fingerprint card and \$30.00 fee payable to the State of Michigan (for each card), if requested by the MLCC, and mail to the Michigan Liquor Control Commission with this report.

Name: Emmanuel R. Rocha, U-246 State Route 108, Napoleon, OH 43545 H(419)467-8555/B(419)599-9028

Position: Stockholder Date of birth: 12-1-87 Date fingerprinted: 5-23-12

Is the applicant a U.S. Citizen? No Yes

If no, does the applicant have permanent Resident Alien Status? No Yes

Does the applicant have a Visa? No Yes If yes, enter date of expiration: _____

If other, enter status here: _____

Has the applicant ever been arrested? No Yes If yes, attach record history

Name: _____

Position: _____ Date of birth: _____ Date fingerprinted: _____

Is the applicant a U.S. Citizen? No Yes

If no, does the applicant have permanent Resident Alien Status? No Yes

Does the applicant have a Visa? No Yes If yes, enter date of expiration: _____

If other, enter status here: _____

Has the applicant ever been arrested? No Yes If yes, attach record history

Name: _____

Position: _____ Date of birth: _____ Date fingerprinted: _____

Is the applicant a U.S. Citizen? No Yes

If no, does the applicant have permanent Resident Alien Status? No Yes

Does the applicant have a Visa? No Yes If yes, enter date of expiration: _____

If other, enter status here: _____

Has the applicant ever been arrested? No Yes If yes, attach record history

Section 3.

Recommendation

Is the request by the applicant recommended by your department at this time? No Yes

If you answered no, please provide an explanation as to why your department does not recommend this application. (List your reasons on the reverse side of this form, or attach a separate sheet if more space is needed.)



Authorized signature (Sheriff or Chief of Police)

6-5-12

Date



Department of Licensing and Regulatory Affairs
MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)
7150 Harris Drive, P.O. Box 30005
Lansing, Michigan 48909-7505

FOR MLCC USE ONLY

Request ID # 629745

Business ID # 168453

LOCAL APPROVAL NOTICE

[Authorized by MCL 436.1501]

March 26, 2012

TO: Adrian City Hall
Attention Clerk
155 East Maumee Street
Adrian, MI 49221-2773

APPLICANT: Los Jimadores, Inc.

Home Address and Telephone No. or Contact Address and Telephone No.:

Emmanuel R. Rocha, U-246 State Route 108, Napoleon, OH 43545
H(419)467-8555/B(419)599-9028

The MLCC cannot consider the approval of an application for a new or transfer of an on-premises license without the approval of the local legislative body pursuant to the provisions of MCL 436.1501 of the Liquor Control Code of 1998. For your information, local legislative body approval is also required for DANCE, ENTERTAINMENT, DANCE-ENTERTAINMENT AND TOPLESS ACTIVITY PERMITS AND FOR OFFICIAL PERMITS FOR EXTENDED HOURS FOR DANCE AND/OR ENTERTAINMENT pursuant to the provisions of MCL 436.1916 of the Liquor Control Code of 1998.

For your convenience a resolution form is enclosed that includes a description of the licensing application requiring consideration of the local legislative body. The clerk should complete the resolution certifying that your decision of approval or disapproval of the application was made at an official meeting. **Please return the completed resolution to the MLCC as soon as possible.**

If you have any questions, please contact Unit 3 of the Retail Licensing Division at (866) 813-0011.

**PLEASE COMPLETE ENCLOSED RESOLUTION AND RETURN
TO THE LIQUOR CONTROL COMMISSION AT ABOVE ADDRESS**

sfs

RESOLUTION

At a _____ meeting of the _____
(Regular or Special) (Township Board, City or Village Council)

called to order by _____ on _____ at _____ P.M.

The following resolution was offered:

Moved by _____ and supported by _____

That the request from Los Jimadores, Inc. to transfer all stock interest in escrowed 2011 Class C licensed corporation, located at 730 S Main, Adrian, MI 49221, Lenawee County, wherein Juan Garcia transfers 500 shares of stock to new stockholder, Emmanuel Ramirez Rocha (Step 1).

be considered for _____
(Approval or Disapproval)

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

It is the consensus of this legislative body that the application be:

_____ for issuance
(Recommended or Not Recommended)

State of Michigan _____)

County of _____)

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
(Township Board, City or Village Council) (Regular or Special)

meeting held on _____
(Date)

(Signed) _____
(Township, City or Village Clerk)

SEAL

(Mailing address of Township, City or Village)

MEMORANDUM

To: Dane C. Nelson, City Administrator

From: Mark K. Gasche, Parks and Recreation Director

Date: June 6, 2012

Subj: Acceptance of Stubnitz Grant for Erie St. Park Playground Project

We have received notification from the Maurice and Dorothy Stubnitz Foundation that we were awarded a grant in the amount of \$10,000 to assist in the development of a new playground structure at Erie St. Park. The grant money will be used to supplement the \$35,000 that we have budgeted in our FY 2012-13 Park Capital Improvement account for use on this project.

The Erie St. Park playground was installed in 1992 and is in dire need of replacement, as it no longer meets current safety standards and it has experienced the type of wear that you would expect over 20 years. Our plan is to have a community build project when we replace the playground structure. We hope to raise another \$5,000 to support the project, along with in-kind donations that can be used during the community build process.

I recommend that we accept this grant award and express our gratitude to the Maurice and Dorothy Stubnitz Foundation for their generous gift, as well as their support of many other city projects over the years.

C: Jeffery C. Pardee, Finance Director

CR12-028

RE: Department of Parks and Recreation – Acceptance of Gift Donations and Grants from Stubnitz Foundation for New Playground Structure at Erie Street Park

RESOLUTION

WHEREAS a private donation in the amount of \$10,000.00 from the Maurice and Dorothy Stubnitz Foundation has been received for use by the Department of Parks and Recreation for development of a new playground structure at Erie Street Park; and

WHEREAS, these funds, combined with \$35,000 capital appropriation included in the FY2012-13 Budget, will be used to complete this project; and

WHEREAS, in accordance with the Gift and Donation Policy adopted by the City Commission (Resolution # R04-182, dated November 1, 2004); gift donations must be formally accepted by the City Commission, acknowledgement given, and appropriate budget amendments approved to provide proper stewardship; and

WHEREAS the funds have been receipted into the General Fund-Parks Donation Account (101-691.00-675.000) and are available for appropriation to the Parks & Recreation Capital Improvements Account (101-691.00-975.000); and

WHEREAS the Parks & Recreation Director and City Administrator recommend approval of this resolution accepting the subject donation (which has no match requirement) and allocation of \$10,000.00 to the Parks & Recreation Capital Improvements Account (101-691.00-975.000) to provide partial funding for the new playground structure at Erie Street Park.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the generous donation in the amount of \$10,000.00 from the Maurice and Dorothy Stubnitz Foundation and allocation to the Kiwanis Trail Endowment Fund (702-000.00-310.000), making funds available the Parks & Recreation Capital Improvements Account (101-691.00-975.000) to provide partial funding for the new playground structure at Erie Street Park.

BE IT FURTHER RESOLVED that the FY 2011-12 Budget be amended as follows:

General Fund (101)

Revenue:

(101-691.00-675.000) Parks Donation Account \$10,000

Expenditures:

(101-691.00-975.000) Parks & Rec Capital Improvements 10,000
Total \$ -0-

On motion by Commissioner _____,
Seconded by Commissioner _____, this
Resolution was adopted by a _____ vote.



MEMO

135 E. Maumee, Adrian, MI 49221-2703

DATE: June 8, 2012

TO: Hon. Greg DuMars, Mayor
City Commission
Dane Nelson, City Administrator

FROM: Chris Miller
DDA & Economic Development Coordinator

SUBJECT: Inergy IFT

Mr. Mayor and Commissioners,
I am sending you this memo to express support for an IFT application the city has received from Inergy Automotive Systems, 1549 West Beecher. Inergy has purchased two new blow molders which will allow them to expand their project line and retain their position as leader in the fuel tank manufacturing industry.

Currently, Inergy has 251 employees; 24 new employees will be added as a result of this purchase. They are seeking a twelve (12) year exemption.

I urge support for this project and respectfully request a public hearing be set for the July 2, 2012 City Commission meeting. I would be happy to respond to questions or thoughts about this request.

Best Regards,

Chris

Chris Miller
DDA & Economic Development Coordinator

RE: INERGY AUTOMOTIVE SYSTEMS, LLC. – Act 198 Industrial Facilities Tax Exemption Certificate Application Establishment of Public Hearing

RESOLUTION

WHEREAS, the State of Michigan has adopted the Plant Rehabilitation and Industrial Facilities Development Districts Act, Public Act 198 of 1974, as amended (Act 198); and

WHEREAS, Act 198 provides for creation of Industrial Development and Rehabilitation Districts, and for review and approval of exemption request certificates; and

WHEREAS, the City of Adrian has received an Industrial Facilities Exemption Certificate request from Inergy Automotive Systems, Inc. for an investment of personal property within Adrian Industrial Development District # 33; and

WHEREAS, Act 198 requires notification of the City Assessor and the legislative body of each taxing unit which levies ad valorem taxes on property within said Adrian Industrial Development District # 33, and provision of an opportunity to be heard on this matter prior to consideration of action of the Industrial Facilities Exemption Certificate request.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby acknowledges receipt of said Industrial Facilities Exemption Certificate from Inergy Automotive Systems, LLC, authorizes the scheduling of a public hearing for Monday, July 2, 2012, 7:00 p.m. in the City Chambers Building to receive comments on this matter, and directs the City Clerk to provide notice to the appropriate taxing units and the public as required by Act 198.

On motion by Commissioner _____, seconded by
Commissioner _____, this resolution was adopted by a
_____ vote.



REGULAR AGENDA



Adrian Fire Department

Memorandum

To: Mayor Greg DuMars
Adrian City Commission

From: Paul G. Trinka, Fire Chief

CC: Dane Nelson, City Administrator

Date: June 7, 2012

Re: ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM

In an effort to look for low cost or no cost ways to improve our capabilities and firefighter safety, the Fire Department would like to apply for a grant from the U.S. Department of Homeland Security. The grant, known as the Assistance to Firefighter Grant Program, has a number of different program areas. AFD would like to apply for funds to purchase firefighter turnout gear, including bunker coats, bunker pants, boots, helmets and gloves for use by members of the department.

The awards will take place later this year or early next year. We have budgeted money for a limited number of sets of gear. Rather than purchase a few sets the funds would be used for our 10% match required by the program. The Assistance to Firefighter Grant Program was established 11 years ago and has had great success in replacing equipment in fire departments throughout the country. Locally the Adrian Fire Department has received grants for self-contained breathing apparatus, radios, and fire prevention aids.

R12-065

June 18, 2012

RE: FIRE DEPARTMENT – 2012 Assistance to Firefighters Act Grant Program Application

RESOLUTION

WHEREAS, the Adrian Fire Chief is requesting authorization to submit a grant application under the auspices of the 2012 Assistance to Firefighters Act Grant Program for the purpose of purchasing firefighter personal protective equipment; and

WHEREAS, the Adrian Fire Department meets the grant priorities by equipping firefighters with standard compliant personal protective equipment; and

WHEREAS, the grant provides for 90 percent of expenses involved in equipping firefighters; and

WHEREAS, the City Administrator and the Finance Director during 2012 – 2013 agreed that applying for the grant and using budgeted funds for the 10 percent matching portion were a reasonable and necessary expenditure of city funds; and

WHEREAS, successful applicants shall be notified of an award from late in 2012 or early 2013.

NOW, THEREFORE, BE IT RESOLVED that City Commission, by this resolution, authorizes the submission of a grant application to the U.S. Department of Homeland Security 2012 Assistance to Firefighters Act for the purpose of obtaining firefighter personal protective equipment.

On motion by Commissioner _____, seconded by
Commissioner _____, this resolution was
_____ by a _____ vote.



MEMO

Date: June 7, 2012

To: Dane C. Nelson, City Administrator
Hon. Greg DuMars, Mayor
City Commission

From: Jeffrey C. Pardee, Finance Director

Re: FINANCE DEPARTMENT - City of Adrian Fixed Asset Appraisal

Proper Asset Management of City buildings, contents and other personal property (vehicles, machinery and equipment), requires periodic property appraisal in order to meet two important goals:

- 1) To establish insurable values and proof-of-loss for buildings, construction, and personal property for the placement of insurance coverage, and
- 2) To establish acceptable acquired cost (historical) values of for buildings, construction, and personal property, to meet the requirements for asset control, financial reporting and perpetual asset recording; and

Although we engage a vendor to perform an annual update on a perpetual basis to reflect fluctuating prices and inventories, current records are out of date due to the fact the last comprehensive property appraisal was performed approximately twelve (12) years ago. An additional reason to proceed at this time is the timing of the appraisal will provide current data for implementation of the City's new BS&A.Net Fixed Asset Management System.

The Finance Department has solicited and received a proposal (copy attached) from Deyo/Stone Associates, Inc., Kalamazoo, MI, our current vendor, resulting in a \$10,500 quote to perform a complete fixed asset appraisal for the City of Adrian. I respectfully recommend waiving the competitive bid process in the best interest of the City and engaging Deyo/Stone Associates, Inc., Kalamazoo, MI in the City's Standard Professional Services Contract for purposes of performing a comprehensive appraisal of all Fixed Assets, including City buildings, contents and other personal property (vehicles, machinery and equipment) at a cost not to exceed \$10,500, and that the FY2012-13 Budget be amended accordingly.

The attached resolution has been prepared for City Commission consideration at their regularly scheduled meeting of June 18, 2012. If you have any questions or need for further information, please contact my office.

R12-066

RE: FINANCE DEPARTMENT - City of Adrian Fixed Asset Appraisal

RESOLUTION

WHEREAS proper Asset Management of City buildings, contents and other personal property (vehicles, machinery and equipment), requires periodic property appraisal in order to meet two important goals:

- 1) To establish insurable values and proof-of-loss for buildings, construction, and personal property for the placement of insurance coverage, and
- 2) To establish acceptable acquired cost (historical) values of for buildings, construction, and personal property, to meet the requirements for asset control, financial reporting and perpetual asset recording; and

WHEREAS, although we engage a vendor to perform an annual update on a perpetual basis to reflect fluctuating prices and inventories, current records are out of date due to the fact the last comprehensive property appraisal was performed approximately twelve (12) years ago, leading the Finance Director to recommend an update at this time; and

WHEREAS an additional reason to proceed at this time is the timing of the appraisal will provide current data for implementation of the City's new BS&A.Net Fixed Asset Management System; and

WHEREAS the Finance Department has solicited and received a proposal from Deyo/Stone Associates, Inc., Kalamazoo, MI, our current vendor, resulting in a \$10,500 quote to perform a complete fixed asset appraisal for the City of Adrian; and

WHEREAS the Finance Director and City Administrator recommend waiving the competitive bid process in the best interest of the City and engaging Deyo/Stone Associates, Inc., Kalamazoo, MI in the City's Standard Professional Services Contract for purposes of performing a comprehensive appraisal of all Fixed Assets, including City buildings, contents and other personal property (vehicles, machinery and equipment) at a cost not to exceed \$10,500, and that the FY2012-13 Budget be amended accordingly.

NOW THEREFORE BE IT RESOLVED, that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Deyo/Stone Associates, Inc., Kalamazoo, MI in the City's Standard Professional Services Contract for purposes of performing a comprehensive appraisal of all Fixed Assets, including City buildings, contents and other personal property (vehicles, machinery and equipment) at a cost not to exceed \$10,500.

BE IT FURTHER RESOLVED that the bid process be waived in the best interests of the City, in accordance with the City's Purchasing Policy as specified in Chapter 12 of the City Charter and Chapter 9 of the Codified City Ordinances.

BE IT FURTHER RESOLVED that \$10,500 be appropriated from the General Fund Contingency Account (101-990.00-990.000) and that the FY2012-13 Budget be amended as follows:

General Fund (101)

Expenditures:

(101-201.00-812.000)	Finance Dept. – Consultant Fees	\$10,500
(101-990.00-990.000)	Contingency	<u>10,500</u>
	Total	<u>\$ -0-</u>

On motion by Commissioner _____,
Seconded by Commissioner _____, this
Resolution was adopted by a _____ vote.



MEMO

Date: June 5, 2012

To: Dane C. Nelson, City Administrator
Hon. Greg DuMars, Mayor
City Commission

From: Jeffrey C. Pardee, Finance Director

**Re: Amendments to FY2012-13 General Appropriations Act and the
FY2011-12 Budget**

The Adrian City Commission, by Resolution # R12-045 dated May 7, 2012, adopted the FY2012-13 Budget and General Appropriations Act. The General Appropriations Act incorporated several changes to the City's financial Fund Structure, including: 1) Establishment of a new Internal Service Fund for Building Space Cost Allocation (663), 2) Elimination of the completed Vibrant Small Cities Grant Fund (283), 3) Elimination of the retired DDA-Debt Fund (394), 4) Elimination of the completed Local Development Finance Authority Fund (310), and 5) Consolidation of the Community Development Fund (275), the Economic Development Fund (276) and the LDFA-GAIDC Fund (282) into the City's General Fund (101).

Included in 5) above was a provision to forgive \$89,000 remaining balance of a Long-Term Advance authorized by the City Commission (Resolution # R08-123, dated September 2, 2008) from the LDFA-GAIDC Fund (282) to the Community Development Fund (275).

Upon review by the City's auditors, Robertson, Eaton & Owen, P.C., the foregoing transaction was found to be contrary to the intended purpose of the Greater Adrian Industrial Development Corporation (GAIDC), which restricted use of funding to the following stated purpose "in general, to foster the economic development of the Adrian area by encouraging expansion of business and industry" as opposed the broader scope of the Community Development Fund, which includes rehabilitation of residential housing.

An alternative source of funding, that is acceptable to the auditors, is the Economic Development Fund (276). Sufficient funds for the purpose of correcting this audit finding are available in the Economic Development Fund (276) and I respectfully recommend that the FY2012-13 General Appropriations Act and the FY2011-12 Budget be amended, accordingly. The attached resolution has been prepared for your consideration at the June 18, 2012 Commission Meeting. If you have any questions or need for further information, please contact my office.

June 18, 2012

R12 – 067

RE: DEPARTMENT OF FINANCE – Amendments to FY2012-13 General Appropriations Act and the FY2011-12 Budget

RESOLUTION

WHEREAS the Adrian City Commission, by Resolution # R12-045 dated May 7, 2012, adopted the FY2012-13 Budget and General Appropriations Act; and

WHEREAS the General Appropriations Act incorporated several changes to the City's financial Fund Structure, including: 1) Establishment of a new Internal Service Fund for Building Space Cost Allocation (663), 2) Elimination of the completed Vibrant Small Cities Grant Fund (283), 3) Elimination of the retired DDA-Debt Fund (394), 4) Elimination of the completed Local Development Finance Authority Fund (310), and 5) Consolidation of the Community Development Fund (275), the Economic Development Fund (276) and the LDFA-GAIDC Fund (282) into the City's General Fund (101); and

WHEREAS included in 5) above was a provision to forgive \$89,000 remaining balance of a Long-Term Advance authorized by the City Commission (Resolution # R08-123, dated September 2, 2008) from the LDFA-GAIDC Fund (282) to the Community Development Fund (275); and

WHEREAS, upon review by the City's auditors, Robertson, Eaton & Owen, P.C., the foregoing transaction was found to be contrary to the intended purpose of the Greater Adrian Industrial Development Corporation (GAIDC), which restricted use of funding to the following stated purpose "in general, to foster the economic development of the Adrian area by encouraging expansion of business and industry" as opposed the broader scope of the Community Development Fund, which includes rehabilitation of residential housing; and

WHEREAS an alternative source of funding, that is acceptable to the auditors, is the Economic Development Fund (276); and

WHEREAS the Finance Director indicates that sufficient funds for the purpose of correcting this audit finding are available in the Economic Development Fund (276) and the Finance Director and City Administrator recommend that the FY2012-13 Budget and General Appropriations Act be amended, accordingly.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby amends the FY2012-13 General Appropriations Act by deleting paragraph 5)b. (Tab 7; Page 8), as follows:

~~5)b. Forgiveness of \$89,000 remaining balance of a \$120,000 Long Term Advance authorized by the City Commission (Resolution #R08-123, dated September 2, 2008) from the LDFA-GAIDC Fund (Fund # 282) to the Community Development Fund (Fund # 275).~~

BE IT FURTHER RESOLVED that \$89,000 be appropriated from Economic Development Fund Unreserved/Undesignated Fund Balance (276-000.00-390.000) for transfer to the Community Development Fund (275) for purposes of retiring the Long-Term Advance to the LDFA-GAIDC Fund (282) and that the FY2011-12 Budget be amended as follows:

Economic Development Fund (276)

Revenue:

(276-000.00-697.000) Prior Years' Revenue \$89,000

Expenditures:

(276-965.00-969.275) Transfer Out – Community Develop Fund	<u>89,000</u>
Total	<u>\$ -0-</u>

Community Development Fund (275)

Revenue:

(275-000.00-676.276) Transfer In – Economic Development Fund \$89,000

Expenditures:

(275-965.00-969.282) Transfer Out – LDFA/GAIDC Fund	<u>89,000</u>
Total	<u>\$ -0-</u>

On motion by Commissioner _____, seconded by Commissioner _____, this resolution was adopted by a _____ vote.

MEMO



DATE: June 15, 2012

TO: Honorable Mayor and City Commission

FROM: Dane C. Nelson, City Administrator

SUBJECT: Cost of Living One-Time Payment

Historically, annual City budgets have included cost of living adjustments for non-union employees. In addition, annual budgets typically included payments for cost of living increases that had been agreed to in negotiations with employees represented by the union. Since 2008, this practice has not occurred, except for a 1% increase in pay over this time frame. In addition, most City employees are now required to pay 20% of healthcare premiums, which has been increased from about 5%. Furthermore, the number of City employees has been drastically reduced, causing increased responsibilities for literally all City employees without further compensation.

The City has recently received funds from the lease of City property for oil and gas interest. These are “one-time” funds that will not be paid annually. The exception would be if actual royalty payments are received in the event oil or gas is produced in an area subject to the terms of a City lease.

Do to the inability of the City to compensate City employees for typical annual cost of living increases, I am recommending that all full time non-union employees, all regular part-time employees, and employees represented by the local 1511(firefighters) and the TPOAM unions receive a one-time payment equal to 1.5% of their base pay. Those eligible would be employees of the City as of June 1, 2012. This amount would not be added to increase the base pay of any such employees receiving these payments. I believe it is important to recognize the work and sacrifices of our employees over the past few years and believe it is appropriate to expend a portion of the lease proceeds in this fashion. While the figures may vary slightly, the expected cost is \$77, 414. A resolution is attached for your consideration.

Respectfully submitted,

Dane C. Nelson
City Administrator

DCN:mlb

RESOLUTION

RE: City Commission – authorization of a one-time payment equal to 1.5% of their base pay to non-union employees, all classified regular employees, employees represented by the local 1511 of the IAFF, and employees represented by the TPOAM

WHEREAS, City of Adrian budgets since 2008 have only provided for a 1% pay increases for cost of living adjustments due to reduced tax revenues and reduced revenues from the State of Michigan; and

WHEREAS, the City has negotiated bargaining agreements with employees represented by the Technical, Professional and Office Workers Association of Michigan (TPOAM) and local 1511 of the International Association of Firefighters (IAFF), wherein said employees would be provided with any pay increases made to City non-union employees during the duration of their respective union agreements; and

WHEREAS, the City has received a partial payment of revenues from an oil and gas lease agreement with Savoy Energy that is a one-time payment that was not included in the FY2011-12 budget; and

WHEREAS, the City Administrator has recommended that the current year's budget be amended to compensate all City non-union employees, all classified regular City employees, employees in local 1511 of the IAFF, and employees in the TPOAM bargaining unit as of June 1, 2012 by providing an amount equal to 1.5% of their base pay; and

WHEREAS, the Finance Director indicates that the total cost associated with the subject bonus payment amounts to \$94,080 (\$77,979 for Salaries and \$16,101 for Fringe Benefits), and that funds for this purpose are available in the General Fund Contingency Account (101-990.00-990.000) due to a quarterly budget adjustment that previously recognized the receipt of oil lease payments.

NOW, THEREFORE, BE IT HEREBY RESOLVED that based on the recommendation of the City Administrator, a one-time payment is hereby authorized in the amount of 1.5% of their base pay as of June 1, 2012 to the following employees of the City of Adrian as of June 1, 2012 as follows: non-union employees, classified regular employees, employees represented by local 1511 of the IAFF, and employees represented by the TPOAM, and that the City FY2011-12 budget be amended accordingly.

BE IT FURTHER RESOLVED that \$77,979 for the salary portion of the bonus be appropriated from the General Fund Contingency Account (101-990.00-990.000), with the fringe benefit portion (\$16,101) to be absorbed by the employees' departmental budgets, and that the FY2011-12 Budget be amended as follows:

General Fund (101)

Expenditures:

(101-990.00-992.000)	Non-Dept. Salary Adjustment	\$77,979
(101-990.00-990.000)	Contingency	<u>(77,979)</u>
	Total	<u>\$ -0-</u>

On motion by Commissioner _____, seconded by
Commissioner _____, this resolution was adopted by a
_____ vote.

MEMO

To: Dane C. Nelson, City Administrator
From: Mark K. Gasche, Parks and Recreation Director
Date: June 13, 2012
Re: Lease Agreement with St. Mary's Catholic Church for use of parking lot

We have been sharing the parking lot between St. Mary's Catholic Church and the Piotter Center since the City bought the Catholic Central School and converted it into a Community/Senior Center. We originally had operated under a lease agreement from 1973, but that expired in 1998 and there was no renewal of that lease. We have been sharing the use and routine maintenance costs of the parking lot with the church under a verbal agreement since that time.

When the repaving of the lot was planned for fall of 2011 and we had the discussion over who would select the contractor for the paving it was discovered that the original lease had expired. So we have prepared a new lease agreement that mirrors the practices we have been operating under for many years. We have had meetings with the staff at St. Mary's Church and Sarah Osburn, our City Attorney, has reviewed the lease agreement.

The final step is to have the lease approved by the City Commission and the Roman Catholic Bishop of Lansing, who has been sent the agreement. The new lease is for three years.

I recommend that we approve the lease agreement for use of the parking lot with St. Mary's Catholic Church.

LEASE AGREEMENT

This lease has been entered into as of _____, 2012 between the City of Adrian, 135 E. Maumee Street, Adrian, Michigan (“Lessee”) and _____, Roman Catholic Bishop of Lansing, and his successors in office (“Lessor”).

Subject to the terms and conditions set forth below, the Lessor agrees to Lease to Lessee land located in the City of Adrian described as follows:

The parking lot located between St. Mary’s Catholic Church and the Piotter Center bordered by Frank Street On the north and Erie Street on the south.

Terms and Conditions

1. The Lessee shall have primary use of the parking spaces on the east end of the parking lot that abut the west end of the Piotter Center and the drive that gives access to these spaces. The Lessor shall have primary use of all other parking spaces and drives. It is agreed that both the Lessor and Lessee shall have use of each other’s allocated spaces outside of their hours of primary operation. The Lessor and Lessee shall notify each other of their primary hours of operation on the day this lease commences and shall provide notification immediately of any changes to the primary hours of operation.

2. The term of this lease is three (3) years commencing _____.

3. In lieu of rent payment, the Lessee shall remove snow and ice from the entire parking lot. Lessee shall remove said snow and ice with the same diligence that it applies to city-owned parking lots. Further, Lessee shall, at its expense, maintain and stripe the portion of the lot that it has primary use, as described in paragraph 1. The Lessor shall, at its expense, maintain and stripe the portion of the lot that it has primary use, as described in paragraph 1.

5. If both Lessor and Lessee are in agreement that general maintenance is needed to the lot in its entirety, the Lessor shall be responsible for two-thirds and the Lessee responsible for one-third of the expense.

6. Either party may terminate this agreement with ninety (90) days written notice.

7. If Lessee sells the Piotter Center to a third party, the Lessor may terminate the lease forthwith. This provision does not apply if the Piotter Center is sold to the Lenawee County Department on Aging for continued use as a senior/community center.

IN WITNESS WHEREOF, the undersigned have executed this Lease as of the date first written above.

WITNESSES:

LESSEE
THE CITY OF ADRIAN

BY: _____
Gary DuMars

ITS: MAYOR

BY: _____
Pat Baker

ITS: CITY CLERK

LESSOR

BY: _____

ITS: _____

R12-069

RE: DEPARTMENT OF PARKS & RECREATION – Lease agreement with St. Mary’s Catholic Church for use of the parking lot

RESOLUTION

WHEREAS the City of Adrian has previously operated under a lease agreement with St. Mary’s Catholic Church for use of the parking lot, since purchasing the Catholic Central School and converting it to a Community/Senior Center in 1973; and

WHEREAS the original lease expired in 1998 and the two parties have been sharing use and maintenance costs of the parking lot under a verbal agreement since that time; and

WHEREAS the City has reached an agreement with St. Mary’s Catholic Church for continued use and shared maintenance of the parking lot; and

WHEREAS the terms of the new agreement mirror the practices that the City and Church have been operating under for many years and the lease has been reviewed and approved by the City Attorney; and

WHEREAS the Parks & Recreation Director and City Administrator recommend approval of the proposed lease agreement that is for a three year term; and

WHEREAS the Finance Director indicates that there are no budgetary implications associated with the foregoing proposed lease agreement.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission by this resolution hereby approves of the proposed lease agreement for shared use of and maintenance on the parking lot with St. Mary’s Catholic Church and the Roman Catholic Bishop of Lansing and authorizes the Mayor and City Clerk to complete, sign and file all documents necessary to this proposed lease agreement.

On motion by Commissioner _____, seconded by
Commissioner _____, this resolution was adopted by a
_____ vote.



MISCELLANEOUS

Adrian Fire Department
 Monthly Report
 May 2012

Fire	Total	Property Loss	Content Loss
Building fire	1	\$4,000	\$400
Cooking fire, confined to container	1		
Dumpster or other outside trash receptacle fire	1		
	3		
Rescue			
Rescue, EMS incident, other	26		
Medical assist, assist EMS crew	3		
EMS call, excluding vehicle accident with injury	72		
EMS call, PDA	2		
EMS call, refused treatment/transport	6		
Motor vehicle accident with injuries	3		
Motor Vehicle Accident with no injuries	2		
	114		
Hazardous Condition			
Hazardous condition, Other	1		
Electrical wiring/equipment problem, Other	1		
Power line down	3		
Arcing, shorted electrical equipment	2		
	7		
Service Call			
Service Call, other	3		
Person in distress, Other	1		
Smoke or odor removal	1		
Smoke Investigation, No action taken	3		
Public service assistance, Other	2		
Assist invalid	1		
Unauthorized burning	2		
Cover assignment, standby, moveup	1		
	14		
Good Intent			
Dispatched & cancelled en route	3		
	3		
False Alarm			
False alarm or false call, Other	2		
Smoke detector activation due to malfunction	1		
Smoke detector activation, no fire - unintentional	1		
Alarm system activation, no fire - unintentional	1		
	5		
Total	146	\$4,000	\$400
Year to Date	602	\$310,000	\$25,500
2011 Year to Date	1357	\$526,970	\$366,700

ADRIAN DIAL-A-RIDE

TO: DANE C NELSON, CITY ADMINISTRATOR
 FROM: MARCIA M. BOHANNON, TRANSPORTATION COORDINATOR

ADRIAN D.A.R.T. PASSENGER RIDERSHIP REPORT FOR MAY 2012

WEEK END:	MAY 4	MAY 11	MAY 18	MAY 25	MAY 31	TOTAL
MONDAY	0	355	250	263	0	868
TUESDAY	379	317	305	266	291	1558
WEDNESDAY	273	313	309	262	252	1409
THURSDAY	343	302	247	264	220	1376
FRIDAY	333	327	307	289	0	1256
		1614	1418	1344	763	6467

SERVICE DAYS	MAY 2012 (22)	MAY 2011 (21)	+/-	APR 2012 (21)
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SENIORS	1048	954	94	840
HDCP SENIORS	779	752	27	751
HANDICAPPED	2804	2738	66	2733
WHEELCHAIRS **	271	297	-26	266
GENERAL	1836	1595	241	1883
	6467	6039	428	6207

JUNE	2010	5639	2011	5767	2%
JULY	2010	5747	2011	5625	-2%
AUGUST	2010	5986	2011	6175	3%
SEPTEMBER	2010	5759	2011	6322	10%
OCTOBER	2010	5722	2011	6330	11%
NOVEMBER	2010	5917	2011	6472	9%
DECEMBER	2010	6195	2011	6243	1%
JANUARY	2011	6594	2012	6855	4%
FEBRUARY	2011	5861	2012	6761	15%
MARCH	2011	7638	2012	6959	-9%
APRIL	2011	6153	2012	6207	1%
MAY	2011	6039	2012	6467	7%
		73250		76183	4%

** WHEELCHAIR TOTALS ARE INCLUDED IN HANDICAPPED PASSENGER TOTALS

DEPARTMENTAL REPORT

JUNE 18, 2012

	MAY 2012	APRIL 2012	MAY 2011	YEAR-TO-DATE 2012	YEAR-TO-DATE 2011
POLICE DEPARTMENT					
Complaints Answered	1,039	844	857	4,187	3,974
VIOLATIONS					
Moving Citations	126	104	98	480	847
3-6 am Parking Tickets	174	253	83	1,072	897
Non-Moving Citations	17	23	6	90	73
Downtown Parking Tickets	0	0	0	0	0
TOTAL VIOLATIONS	317	380	187	1,642	1,817
ARRESTS	163	122	115	546	595
FIRE DEPARTMENT (See M-4)					
INSPECTION DEPARTMENT					
Building Permits	22	37	26	115	102
Electrical Permits	24	25	32	127	133
Mechanical Permits	15	18	14	101	109
Plumbing Permits	13	11	7	58	44
Sidewalk Permits	0	1	3	2	4
Sign Permits	5	3	7	29	31
TOTAL PERMITS	79	95	89	432	423
Estimated Bldg.Costs	\$0	\$77,053	\$0	\$4,238,326	\$0
PARKING SYSTEM					
Parking Assessment	\$0	\$2,786	\$873	\$32,626	\$28,847
Lot Revenue	\$0	\$0	\$0	\$0	\$187
Street Revenue	\$0	\$0	\$0	\$0	\$0
Misc. Revenue	\$19	\$36	\$9	\$121	\$62
Permits	\$100	\$100	\$0	\$500	\$525
Fines	\$0	\$0	\$0	\$0	\$125
Collection Fees	\$0	\$0	\$0	\$0	\$0
Token Sales	\$0	\$0	\$0	\$0	\$0
Contribut-GenFund	\$0	\$0	\$0	\$45,000	\$10,000
Farmers Market Grant	\$122,668	\$0	\$0	\$123,568	\$0
TOTAL REVENUE	\$122,787	\$2,922	\$882	\$201,815	\$39,746
WASTE WATER DEPARTMENT					
M. G. Pumped	138.592	142.615	220.923	836.720	917.909
Cost of Plant Operation	\$111,167	\$96,398	\$116,478	\$531,880	\$404,496
WATER DEPARTMENT					
M. G. Pumped	86	78	72	399	388
Number of Customers	6,201	6,218	6,211		
	Industrial	Commercial	Residential	Other	TOTAL
M. G. Sold Revenue	\$36,412	\$81,701	\$111,723	\$64,793	\$294,629

*Figures not available