



**CITY COMMISSION
MEETING
December 3, 2012**



PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
MONDAY,
DECEMBER 3, 2012**

The City Commission will meet for a pre-meeting study session on Monday, December 3, 2012 at 5:30 p.m. at the City Chambers at 159 East Maumee Street, Adrian, Michigan.

1. Discussion regarding the name of the Farmer's Market Building.
2. Discussion of the Merit computer system at the Library.
3. Other items as time permits.



MINUTES

**MINUTES
ADRIAN CITY COMMISSION
NOVEMBER 19, 2012
7:00 P.M.**

Official proceedings of the November 19, 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 DuMars and Commissioners Gallatin, Warren, Jacobson, Faulhaber, Carrico and Berryman Adams.

Mayor DuMars in the Chair.

Commissioner Carrico motioned to approve the minutes from the November 5, 2012 Commission meeting, with the above mentioned correction; seconded by Commissioner Berryman Adams, and the motion was carried by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher # 3706 through # 3712	\$114,603.07
General Fund Vouchers # 21200 through # 21216	\$264,698.86
Clearing Account Vouchers amounting to	<u>\$266,296.56</u>
TOTAL EXPENDITURES	<u>\$645,598.49</u>

On motion by Commissioner Faulhaber, seconded by Commissioner Carrico, this resolution was adopted by a unanimous vote.

PUBLIC COMMENT

No public comment

COMMUNICATIONS

1. **C-1. Finance.** State Revenue Sharing – Update.

REGULAR AGENDA

SPECIAL ORDERS

SO-1. Public hearing to provide project information for cleanup activities to be completed at 410 E Beecher Street, and to hear comments and answer questions from the public.

Ron Swan from TSP Environmental gave an explanation of the cleanup activities and the current status of the area. Dane Nelson also gave background on what has led up to

this cleanup process and how it is funded (\$200,000. EPA grant, \$20,000 from the City and \$20,000 from the County).

Daniel Roseboro, 427 E Beecher St; Larry McAnally, 404 Mulzer St; and Jerry Moore, 439 E Beecher Street all expressed concerns about the identified contaminants and what their exposure would mean to their properties. Mr. Nelson stated that the contaminants were migrating west and northwest of the property, not east.

The work by TSP Environmental will include the removal of concrete and the truck bay and then the removal of soil 13 to 14' deep, which will then be tested and will then be taken either to a local landfill or to a hazardous material landfill, depending on the contaminant level. This will then be replaced with clean soil.

Mr. Nelson also mentioned that an ordinance will be introduced and adopted in the near future that will prohibit the drinking of well water in this area.

When the Mayor call for final objections; there were no further objections, and he declared the hearing closed.

SO-2. Public hearing to hear and consider comments to the special assessment rol for SAD # 384 – Seeley Street from Locust to Comstock.

Carol Hashley of 826 N Locust St called in to complain that she had requested her drive approach be made a single drive approach but said that it was left a double wide. Kristin Bauer, the City Engineer stated that the drive approach was smaller that it originally was and that Ms. Hashley was concerned about the amount of her bill.

When the Mayor called for final objections; there were no further objections, and he declared the hearing closed.

RESOLUTION R12-127

RE: ENGINEERING – Confirm Special Assessment Roll for SAD # 384 – Seeley Street from Comstock to Locust

WHEREAS, the City Assessor has reported the Special Assessment Roll to the City commission for improvements on Seeley Street from Comstock to Locust, together with the certificate relating thereto; and

WHEREAS, the said Roll has been filed with the city Clerk for public examination; and

WHEREAS, said notice has been given and a hearing held for the purpose of reviewing the said Roll and considering any objections thereto; and

WHEREAS, all objections to the said Roll have been duly considered.

NOW, THEREFORE, BE IT RESOLVED, that the said special assessment project cost in the amount of Ninety Seven Thousand Eight Hundred Twenty Nine Dollars and Ninety Seven cents (\$97,829.97) for said improvements on Seeley Street from Comstock to Locust is hereby confirmed; and

BE IT FURTHER RESOLVED that said Special Assessment Roll in the amount of Twenty Two Thousand Six Hundred Sixty Nine Dollars and Twenty Cents (\$22,669.20) for improvements on Seeley Street from Comstock to Locust, said project being known and designated as SAD # 384, be and the same is hereby confirmed.

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

RESOLUTION R12-128

RE: FIRE DEPARTMENT – Acquisition of Replacement Rescue Vehicle

WHEREAS, the Adrian City Commission, by Resolution # R12-045 dated May 7, 2012, adopted the FY 2012- 2013 Budget and General Appropriations Act, including a \$150,000 appropriation for acquiring a replacement vehicle for Rescue # 1; and

WHEREAS, the Purchasing Office, in collaboration with the Fire Department and Motor Vehicle Pool, solicited bids for the subject vehicle with the following results:

<u>Manufacturer</u>	<u>Location</u>	<u>Amount</u>
Mercy Sales, Inc./Osage (less Stryker cot)	Saginaw, Michigan	\$166,495 \$153,595
Mercy Sales, Inc./Marque (less Stryker cot)	Saginaw, Michigan	\$166,495 \$153,595
Emergency Vehicles Plus/Wheeled Coach	Milan, Michigan	\$160,710 Does not meet specifications

; and

WHEREAS, the low bid does not meet specification of a chassis warranty with full terms from the manufacturer; and

WHEREAS, the Assistant Finance Director indicates that sufficient funds are available in the FY 2012 – 2013 Motor Pool Fund for this purpose (account 662.336.62-977.000); and

WHEREAS, the Fire Chief, City Engineer and City Administrator recommend selection and bid of the Marque, Inc. rescue vehicle from Mercy Sales, Inc. from Saginaw, Michigan at a cost not to exceed \$153,595.00.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acquisition of the Marque rescue vehicle from Mercy Sales, Inc., of Saginaw, Michigan as specified by the fire department at a cost not to exceed \$153,595.00.

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

RESOLUTION R12-129

RE: CITY COMMISSION – Resolution to reappoint member to the Adrian Building Authority.

WHEREAS, the term of Dane C. Nelson on the Adrian Building Authority has expired;
and

WHEREAS, he has agreed to be reappointed for a new term; and

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of Mr. Nelson.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the appointment of Dane C. Nelson to the Adrian Building Authority for a term to expire in 2018.

Dane Nelson gave a brief history of the Building Authority and explained that this will allow us to have a meeting, dissolve the Building Authority and turn the property over to D&P Communications.

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

RESOLUTION R12-130

RE: CITY COMMISSION – Resolution to appoint member to the Adrian Building Authority.

WHEREAS, there is a vacancy on the Adrian Building Authority; and

WHEREAS, this vacancy must be filled in accordance with the Adrian City Charter;
and

WHEREAS, Cindy Prue, Assistant Finance Director for the City of Adrian, has expressed a willingness to serve on said board if appointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of Ms. Prue.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the appointment of Cindy Prue to the Adrian Building Authority for a term to expire in 2018.

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

RESOLUTION R12-131

RE: POLICE DEPARTMENT – Resolution to make a temporary traffic control order permanent by installing a new Handicap Parking Space in parking lot # 3, directly behind Sauce Restaurant.

WHEREAS, the City Administrator has approved certain temporary control orders, and after review has now made recommendation that they be made permanent, therefore so be it,

RESOLVED, that the permanent traffic control orders, adopted October 6, 1958, be amended to include or change the following:

A new Handicap Parking Space in parking lot # 3, be installed directly behind Sauce Restaurant.

Respectfully,
Vincent P Emrick
Chief of Police
Dated 11-14-12

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

MISCELLANEOUS

1. Adrian Fire Department Report.
2. Departmental Report.
3. D.A.R.T. Passenger Ridership Report.
4. Skate and Bike Park 5 Year Attendance and Revenue/Expense Report.

PUBLIC COMMENTS

No public comment

COMMISSIONER COMMENTS

1. Commissioner Carrico congratulated Pat Baker and the Clerk's Office on a successful election.
2. Commissioner Faulhaber appreciated all of the work that went into the restoration of S Main Street, it looks great.

The next regular meeting of the Adrian City Commission will be held on Monday, December 3, 2012 at 7:00 p.m. in the City Chambers Building, 159 E. Maumee St, Adrian, MI 49221.

Greg DuMars
Mayor

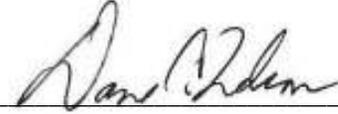
Pat Baker
City Clerk



CHECK REGISTER

December 3, 2012

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



Dane C. Nelson
City Administrator

DCN:mlD

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 # 3713 through # 3717	\$122,740.28
General Fund	
Vouchers # 21217 through # 21231	\$370,492.12
Clearing Account Vouchers	
amounting to.....	<u>\$398,482.59</u>
TOTAL EXPENDITURES	<u>\$891,714.99</u>

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

Dec. 3, 2012

**UTILITIES FUND
CHECK REGISTER**

CHECK#	AMOUNT	PAYEE	DESCRIPTION
3713	\$ 45,834.79	City of Adrian Clearing Acct	Check Reg 11/19
3714	\$ 44,680.36	City of Adrian General Fund	October Expenses
3715	\$ 63,331.95	City of Adrian Payroll	Payroll 11/21
3716	\$ 36.70	Frontier	Telephone 11/12
3717	14,691.27	Consumers Energy	Electric 11/12
	\$ 168,575.07		
	\$ (45,834.79)	Less: Check 3713	
	\$ 122,740.28	TOTAL	

December 3, 2012

Dec. 3, 2012

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
21217	\$ -	Void	
21218	\$ 135.04	City of Adrian - Utilities	
21219	\$ -	Void	
21220	\$ 199,719.28	City of Adrian Clearing Account	Check Register 11/19
21221	\$ 49.50	City of Adrian - Utilities	
21222	\$ 35,785.50	Avery Oil & Propane	Fuel and Gas purchase
21223	\$ 3,945.24	Quick Service Trans Inc	Payroll w/e 11/17
21224	\$ 185.86	City of Adrian Trust Fund	Check printing charge
21225	\$ 222,443.64	City of Adrian Payroll	Payroll 11/21
21226	\$ 14,936.11	First Federal Bank	Soc Sec 11/21
21227	\$ 83,925.39	Blue Cross Blue Shield of Mich	Health Insurance Nov 12
21228	\$ 4,052.46	Quick Service Trans Inc	Payroll w/e 11/24
21229	\$ 1,284.64	Frontier	Telephone 11/12
21230	\$ 588.88	Consumers Energy	Electric 11/12
21231	\$ 3,159.86	Citizens Gas	Heat 11/12

\$ 570,211.40

\$ (199,719.28) Less : Check 21220

\$ 370,492.12

December 3, 2012

EXP CHECK RUN DATES 12/03/2012 - 12/03/2012
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. ERIC ADAMS	156.18		
2. CITY OF ADRIAN	111.89		
3. ADRIAN COMMUNICATIONS	201.00		
4. ADRIAN ENVIRONMENTAL LLC	1,200.00		
5. ADRIAN FABRICARE CENTER INC.	678.75		
6. ADRIAN LOCKSMITH & CYCLERY	476.94		
7. ADRIAN MECHANICAL SERVICES CO	1,637.38		
8. AIRGAS USA, LLC	329.28		
9. AMERICAN PLANNING ASSOC	550.00		
10. APPLE MAT RENTAL	126.50		
11. ARCH WIRELESS	34.73		
12. ASSOCIATED ENGINEERS & SURVEYORS	8,680.00		
13. AUTO ZONE COMMERCIAL	274.67		
14. BAKER & TAYLOR BOOKS	569.79		
15. BATTERY WHOLESALE	44.58		
16. BEACON FORMS & LABELS INC.	758.54		
17. GREG BELL CHEVROLET CADILLAC INC	143.35		
18. BELL EQUIPMENT CO	1,319.08		
19. BELSON ASPHALT PAVING INC	31,296.00		
20. BLACK BOOK	71.50		
21. THE BLADE	216.84		
22. BS&A SOFTWARE	3,000.00		
23. BUCK & KNOBBY EQUIP CO INC	97.07		
24. C & R FIRE EQUIPMENT SALES	100.87		
25. CHIEF SUPPLY CORPORATION	1,255.55		
26. CHIEF SUPPLY	50.19		
27. CLIFT BUICK-GMC	318.23		
28. COMPUTER CARE COMPANY, INC.	179.90		
29. CORRPRO COMPANIES, INC	1,735.00		
30. COVERT TRACK GROUP, INC	600.00		
31. CUTLER DICKERSON CO	38.30		
32. DOAN COMPANIES	215.00		
33. JACK DOHENY SUPPLIES INC	4,350.00		
34. DUKE'S ROOT CONTROL INC	3,997.26		
35. E & B SALVAGE LLC	24.30		
36. ENGLEWOOD ELECTRICAL SUPPLY	207.54		
37. FEDERAL EXPRESS	273.09		
38. FLUID PROCESS EQUIPMENT INC	83.80		
39. GALE	105.72		
40. GALLANT & SON	67.68		
41. GALL'S INC	89.29		
42. GEN POWER PRODUCTS INC.	4,383.25		
43. GENERAL TRUCK SALES	40.57		
44. GOVERNMENTAL BUSINESS SYSTEMS INC	2,380.00		
45. GRAINGER INC.	109.85		
46. HACH COMPANY	2,410.76		
47. HUBBARD'S AUTO CENTER INC	491.13		
48. I C M A VANTAGE POINT	5,511.85		
49. ICMA RETIREMENT CORPORATION	158.68		

EXP CHECK RUN DATES 12/03/2012 - 12/03/2012
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
50. J & B MEDICAL SUPPLY	570.00		
51. CITY OF JACKSON	950.75		
52. JONES & HENRY ENGINEERS, LTD.	9,285.06		
53. KAR LABORATORIES INC	1,590.00		
54. KEMIRA WATER SOLUTIONS INC	3,361.00		
55. KIMBALL MIDWEST	639.27		
56. WALTER GREG LANFORD	63.60		
57. LANSING SANITARY SUPPLY INC	462.30		
58. LEGACY PRINTING	1,250.53		
59. LENAWEE COUNTY FAIR	1,800.00		
60. LENAWEE TIRE & SUPPLY CO, INC.	295.94		
61. LENAWEE UNITED WAY AND	600.00		
62. DUSTIN LENT	25.68		
63. LEXIS-NEXIS MATTHEW BENDER	791.17		
64. LIBRARY OF MICHIGAN	30.00		
65. LJ CONSTRUCTION, INC.	71,800.00		
66. MANPOWER OF LANSING MI INC.	2,015.70		
67. MCGOWAN ELECTRIC SUPPLY INC	150.86		
68. MCMASTER- CARR SUPPLY CO.	65.44		
69. STATE OF MICHIGAN	1,185.50		
70. MICHIGAN TECH UNIVERSITY	40.00		
71. MIDWEST TAPE	245.90		
72. MUGS N' MORE IMAGING	6.00		
73. MUNICIPAL EMPLOYEES' RETIRE	86,854.75		
74. MUNICIPAL WEB SERVICES	850.00		
75. NILES DISTRICT LIBRARY	5.99		
76. NORTH EASTERN UNIFORMS & EQUIPMENT	454.50		
77. OCE IMAGISTICS INC	227.97		
78. OTIS ELEVATOR COMPANY	744.55		
79. PARAGON LABORATORIES INC	1,240.00		
80. PLATINUM PLUS	851.86		
81. JOSEPH G POLLARD CO INC	790.04		
82. PROAIR	60.00		
83. QUARTERMASTER	49.99		
84. QUICK SERVICE TRANSPORTATION	7,818.43		
85. QUILL CORPORATION	47.97		
86. RECORDED BOOKS LLC.	99.00		
87. REG II PLANNING COMMISSION	5,705.91		
88. RORICK LANDSCAPING LLC	6,433.00		
89. ROWE PROFESSIONAL SERVICES CO	3,108.75		
90. SAFEWAY MOVING & STORAGE	1,116.00		
91. CHARLES SCHMENK	80.00		
92. SEBCO BOOKS	53.13		
93. SERVICE MASTER OF LENAWEE	856.75		
94. SIEMENS PUBLIC INC	45,942.01		
95. SIENA HEIGHTS UNIVERSITY	3,143.12		
96. STAPLES CREDIT PLAN	53.34		
97. STAPLES CREDIT PLAN	263.98		

EXP CHECK RUN DATES 12/03/2012 - 12/03/2012
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
98. STATE BAR OF MICHIGAN	380.00		
99. STATE INDUSTRIAL PRODUCTS	411.84		
100. STEVENS DISPOSAL	39,853.95		
101. STEVENSON LUMBER, INC.	122.47		
102. STITCH WIZARD EMBROIDERY INC	83.00		
103. TEAM SOFTWARE SOLUTIONS	125.00		
104. TEMP GUARD CONSTRUCTION INC	330.00		
105. THOMSON WEST	1,218.31		
106. TOLEDO PHYSICAL EDUCATION SUPPLY	147.13		
107. TRUCK & TRAILER SPECIALITIES, INC	48.34		
108. UNITED PARCEL SERVICE	12.01		
109. UNUM LIFE INSURANCE COMPANY	2,303.31		
110. UTILITIES INSTRUMENTATION SERVICE I	2,367.00		
111. VERIZON	41.90		
112. WEISKOPF INDUSTRIES CORP	150.25		
113. WESTERN LIME CORPORATION	5,281.32		
114. KRISTEN WETZEL	102.14		
115. F.B. WRIGHT CO	277.00		
TOTAL ALL CLAIMS	398,482.59		



REGULAR AGENDA



MEMO

Date: December 3, 2012

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

From: Jeffrey C. Pardee, Finance Director

A handwritten signature in black ink, appearing to read 'Jeffrey C. Pardee', written over the printed name.

Re: Approval of FY2011-12 Comprehensive Annual Financial Report (CAFR) and Authorization of Year-End Encumbrances and Carry-Forwards, as well as Designations of General Fund Unassigned Fund Balance

Public Act 2 of 1968, (MCL 141.424), the Uniform Budgeting and Accounting Act (as amended) specifies that the Chief Administrative Officer of each local unit shall make an annual financial report...and Chapter Eight, Section 8.7 of the City Charter further specifies that *The City Administrator shall prepare an annual report of the affairs of the City, including a financial report.* The Governmental Accounting Standards Board (GASB) Statement #54, Fund Balance Reporting, indicates that Designations of General Fund Unassigned Fund Balance can be authorized by either the Chief Administrative Officer or City Commission, and lastly, the Government Finance Officers' Association (GFOA) of the United States and Canada recommends that the legislative branch of local government authorize Year-End Encumbrances and Carry-Forwards as amendments to the ensuing year's budget.

The Comprehensive Annual Financial Report (CAFR) has been prepared and presented and the audit completed by the independent Certified Public Accounting firm Robertson, Eaton & Owen, PC, reflecting an Unqualified (clean) Opinion as follows:

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Adrian, Michigan, as of June 30, 2012, and the respective changes in financial position and cash flows, where applicable thereof, and the budgetary comparison for all the major governmental funds for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Included in the CAFR, the City Administrator recommends the following Designations to General Fund Unassigned Fund Balance:

1) Accumulated Sick & Vacation Liability	\$ 500,000
2) Building Space Cost Allocation	400,000
3) Pending Michigan Tax Tribunal Claims	400,000
4) Comstock Park – Retaining Wall Renovation	145,000
5) Cemetery Building	50,000
6) Four Corners Repair and Beautification	50,000
7) Property Acquisitions, Demolitions and Options	50,000
8) Local Grant Match	25,000
9) Bohn Pool Analysis	18,000
Total	<u>\$1,638,000</u>

I respectfully recommend approval of a resolution including: 1) Comprehensive Annual Financial Report (CAFR), 2) Designations to General Fund Unassigned Fund Balance detailed above, and 3) year-end encumbrances and carry-forwards in the total amount of \$1,321,590.04 (copy attached), of which \$74,742.03 pertains to the General Fund.

The attached resolution has been prepared for your consideration at the December 3, 2012 Commission Meeting. If you have any questions or need for further information, please contact my office.

CITY OF ADRIAN
ENCUMBRANCE REPORT
JUNE 30, 2012

<u>ACCOUNT #</u>	<u>PO#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
<u>GENERAL FUND</u>				
<u>101-209 ASSESSING</u>				
00-803.000		Carry Forward	Tax Tribunal	\$8,000.00
<u>101-265 CITY HALL</u>				
00-931.001	55084	Adrian Mechanical	Chamber Front Roof Drain	\$7,055.00
<u>101-276 CEMETERY</u>				
00-743.000	55066	Arrow Uniforms	Short Sleeve Shirt	\$11.68
00-975.000	54764	Adrian Design Group	Design Maint Bldg	<u>\$197.50</u>
				\$209.18
<u>101-301 POLICE DEPT</u>				
00-743.000		Carry Forward	Uniforms	\$7,500.00
00-957.170		Carry Forward	302 Training Funds	<u>\$6,800.00</u>
				\$14,300.00
<u>101-336 FIRE DEPT</u>				
00-743.000	55129	Superior Uniforms	Uniforms	\$1,679.25
00-743.000	55130	Stitch Wizard Embroidery	Uniforms	\$810.25
00-743.000		Carry Forward	Uniforms	\$3,400.00
00-931.000	55109	Adrian Mechanical	Replace Exhaust Fan	\$650.00
00-977.000		Carry Forward	AED Equipment	<u>\$9,000.00</u>
				\$15,539.50
<u>101-441 DEPT PUBLIC WORKS</u>				
00-743.000	55068	Arrow Uniforms	Uniforms	\$756.17
<u>101-691 RECREATION</u>				
00-741.055	55142	Natural Sand Company	Game-on Red Topdressing	\$2,500.00
00-741.061	55133	Dixie Medical Inc		\$85.00
00-741.061	55136	Walters Swim Suppliers		\$358.25
00-741.061	55140	O.P. Aquatics		\$1,988.00
00-931.059	55103	TTB Cleaning LLC		\$700.00
00-975.000	55116	Schug Concrete Const		\$1,550.00
00-975.000		Carry Forward	Baseball Dugouts	\$6,000.00
00-977.000		Carry Forward	Erie St Playground	<u>\$10,000.00</u>
				\$23,181.25
<u>101-697 PARKS & TREES</u>				
00-743.000	55067	Atrow Uniforms	Uniforms	\$580.93
00-801.000	55116	Schug Concrete	Step Replacement Riversid	\$1,920.00
00-975.000	54306	MI Building Specialties	Roofing/Siding/Labor	<u>\$3,000.00</u>
				\$5,500.93

CITY OF ADRIAN
ENCUMBRANCE REPORT
JUNE 30, 2012

<u>ACCOUNT #</u>	<u>PO#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
<u>101-738 ADRIAN PUBLIC LIBRARY</u>				
00-801.000	54077	Todd Seidel	Print & Drawings	\$200.00
TOTAL GENERAL FUND				\$74,742.03 =====
 <u>MAJOR STREET FUND</u>				
<u>202-473 ROUTINE MAINTEN</u>				
00-801.000	53054	Tetra-Tech Inc	Bridge Maintenance	\$1,305.00
TOTAL MAJOR STREET				\$1,305.00 =====
 <u>LOCAL STREET FUND</u>				
<u>203-444 SIDEWALKS</u>				
00-801.000		Carry Forward	Sidewalks	\$17,000.00
TOTAL LOCAL STREET				\$17,000.00 =====
 <u>FEE ESTATE</u>				
<u>205-699 FEE ESTATE</u>				
00-975.000	54788	Rowe Professional Serv	Design Comstock Park	\$259.00
00-975.000		Carry Forward	Trestle Park Wall	\$23,000.00
00-975.000		Carry Forward	W Maumee Trail Head	<u>\$40,000.00</u>
TOTAL FEE ESTATE				\$63,259.00 =====
 <u>BROWNFIELD REDEVELOP</u>				
<u>279-290 ADMINISTRATION</u>				
00-801.000	55056	TSP Services Inc	Buckeye EPA Site Cleanup	<u>\$20,000.00</u>
TOTAL BROWNFIELD				\$20,000.00 =====
 <u>DDA -TIFA</u>				

CITY OF ADRIAN
ENCUMBRANCE REPORT
JUNE 30, 2012

<u>ACCOUNT #</u>	<u>PO#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
281 <u>00-290.000 ADMINISTRATION</u>	55051	A.J. Baylon		<u>\$7,628.25</u>
		TOTAL TIFA		\$7,628.25 =====

WATER CAPITAL

<u>496-531 METER READ MAINT</u>				
00-977.502		Carry Forward	ARB Large Meters	\$14,142.00
00-977.504		Carry Forward	Meter Replacement	<u>\$17,940.00</u>
				\$32,082.00
<u>496-539 OAKWOOD FACILITY</u>				
00-975.108		Carry Forward	Capital- Merrick St	\$10,000.00
<u>496-548 WATER PLT CAP EQ</u>				
00-977.513		Carry Forward	Lime Dust Collection	\$60,000.00
<u>496-549 WATER PLT CAP IMP</u>				
00-977.567		Carry Forward	Beecher St Tank Paint	\$125,000.00
<u>496-551 WATER DIST CAP EQ</u>				
00-977.527	55128	Adrian Communications	Underground Piercing Tool	\$2,100.00
		TOTAL WATER CAPITAL		\$229,182.00 =====

WASTEWATER CAPITAL

<u>497-553 WW PLANT CAP IMP</u>				
00-975.115	54941	Schug Concrete	Primary Tank Wall	\$6,523.00
00-977.526		Carry Forward	WWTP Instrumentation	<u>\$5,000.00</u>
				\$11,523.00
<u>497-555 SEWER COLLECTION</u>				
00-975.127		Carry Forward	Manhole Renovations	\$ 14,474.00
00-975.142	55237	Jones & Henry Eng	Brick Arch Design Serv	\$ 15,624.52
00-975.142		Carry Forward	San Sewer Improvements	\$ 150,000.00
00-977.548		Carry Forward	I&I Abatement	<u>\$ 18,940.00</u>
				\$ 199,038.52
		TOTAL WASTEWATER CAPITAL		\$210,561.52 =====

CITY OF ADRIAN
ENCUMBRANCE REPORT
JUNE 30, 2012

<u>ACCOUNT #</u>	<u>PO#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
AUTO PARKING SYSTEM				
<u>585-546 OPERATING EXPENSE</u>				
00-801.000		Carry Forward	Parking Lots	\$ 95,000.00
00-975.000	54932	Sieler Construction	Farmers Mkt Structure	\$ 30,667.00
				\$ 125,667.00
		TOTAL AUTO PARKING		\$ 125,667.00
				=====

WASTEWATER				
<u>590-540 TREATMENT PLANT</u>				
00-741.133	54938	Best Aire LLC	Seal Kit; Lever; Slider Nut	\$ 60.20
00-741.133	55097	J.O. Galloup Co	Seal Kit; Brass	\$ 4,937.70
00-741.602	55041	Thomas Scientific	Uniforms	\$ 1,213.30
00-743.000	55071	Arrow Uniforms	Uniforms	\$ 1,187.45
				\$ 7,398.65
		TOTAL WASTEWATER		\$ 7,398.65
				=====

WATER DEPARTMENT				
<u>591-536 PURIFICATION & PUMPING</u>				
00-741.133	55104	Adrian-Tecumseh Fence	Gate Replacement	\$ 1,420.40
00-743.000	55072	Arrow Uniforms	Uniforms	\$ 1,255.19
00-801.000	54755	Spicer Group	Lake Adrian Dam Inspect	\$ 1,500.00
00-801.133	53691	Corrpro Companies	Cathodic Inspection	\$ 1,735.00
00-801.133	55031	Utilities Instrumentation	Service Primary Switches	\$ 2,367.00
00-801.133	55124	Jones & Henry Eng	WSPS Flow Study	\$ 5,500.00
00-801.501	54233	Siemens Water Tech	DI Water Service	\$ 698.00
00-801.501	54254	Enviromental Resource	Lab Proficiency Test	\$ 254.11
				\$ 14,729.70

<u>591-537 MAINT & DISTRIBUT</u>				
00-743.000	55069	Arrow Uniforms	Uniforms	\$ 376.85
00-812.000	55124	Jones & Henry Eng	WSPS Flow Study	\$ 3,000.00
				\$ 3,376.85

<u>591-538 ADM. CUSTOMER SER</u>				
00-728.000	55076	Beacon Forms & Labels	Blank Water Bills	\$ 523.00

TOTAL WATER **\$ 18,629.55**
=====

STORM WATER UTILITY				
<u>598-445 DRAINS PUBLIC BENEFIT</u>				
00-801.094	55015	Pollution Control System	Cath Basin Cleanings	\$ 35,941.00

CITY OF ADRIAN
ENCUMBRANCE REPORT
JUNE 30, 2012

<u>ACCOUNT #</u>	<u>PO#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
<u>598-547 ENGINEERING</u>				
00-801.000	54905	Tetra Tech Inc	Rain Garden Contract	\$ 2,175.00
TOTAL STORM UTILITY				\$ 38,116.00 =====
<u>INFORMATION TECHNOLOGY</u>				
<u>661-220 GIS SERVICES</u>				
00-801.000	54221	Pictometry International		\$ 45,381.00
00-811.000		Carry Forward	Oracle to SQL Upgrade	\$ 5,000.00
				\$ 50,381.00
<u>661-290 ADMINISTRATION</u>				
00-811.000		Carry Forward	Polaris Upgrade	\$ 8,000.00
00-812.000		Carry Forward	Oracle to SQL Upgrade	\$ 5,000.00
00-977.000	55074	Black Rock Technology	Probook 4730S	\$ 1,188.04
00-977.000		Carry Forward	Polaris Upgrade	\$ 23,000.00
				\$ 37,188.04
TOTAL INFO TECHNOLOGY				\$ 87,569.04 =====
<u>MOTOR VEHICLE POOL</u>				
<u>662-000</u>				
00-140.000	54901	Spencer Manufacturing	Fire Vehicle	\$377,871.00
<u>662-290 ADMINISTRATION</u>				
00-977.000	54892	Truck & Trailer Spec	Small Dump Box & Plow	\$19,615.00
00-977.000	54893	Signature Ford	Ford 350	\$23,046.00
				\$42,661.00
TOTAL MOTOR VEHICLE POOL				\$420,532.00 =====
GRAND TOTAL:				\$1,321,590.04

R12 - 133

RE: DEPARTMENT OF FINANCE – Approval of FY2011-12 Comprehensive Annual Financial Report (CAFR) and Authorization of Year-End Encumbrances and Carry-Forwards, as well as Designations of General Fund Unassigned Fund Balance

RESOLUTION

WHEREAS Public Act 2 of 1968, (MCL 141.424), the Uniform Budgeting and Accounting Act (as amended) specifies that the Chief Administrative Officer of each local unit shall make an annual financial report...and Chapter Eight, Section 8.7 of the City Charter further specifies that *The City Administrator shall prepare an annual report of the affairs of the City, including a financial report; and*

WHEREAS the Governmental Accounting Standards Board (GASB) Statement #54, Fund Balance Reporting, indicates that Designations of General Fund Unassigned Fund Balance can be authorized by either the Chief Administrative Officer or City Commission, and lastly, the Government Finance Officers' Association (GFOA) of the United States and Canada recommends that the legislative branch of local government authorize Year-End Encumbrances and Carry-Forwards as amendments to the ensuing year's budget; and

WHEREAS the Comprehensive Annual Financial Report (CAFR) has been prepared and presented and the audit completed by the independent Certified Public Accounting firm Robertson, Eaton & Owen, PC, reflecting an Unqualified (clean) Opinion as follows:

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Adrian, Michigan, as of June 30, 2012, and the respective changes in financial position and cash flows, where applicable thereof, and the budgetary comparison for all the major governmental funds for the year then ended in conformity with accounting principles generally accepted in the United States of America; and

WHEREAS, included in the CAFR, the City Administrator recommends the following Designations to General Fund Unassigned Fund Balance:

1) Accumulated Sick & Vacation Liability	\$ 500,000
2) Building Space Cost Allocation	400,000
3) Pending Michigan Tax Tribunal Claims	400,000
4) Comstock Park – Retaining Wall Renovation	145,000
5) Cemetery Building	50,000
6) Four Corners Repair and Beautification	50,000
7) Property Acquisitions, Demolitions and Options	50,000
8) Local Grant Match	25,000
9) Bohn Pool Analysis	18,000
Total	<u>\$1,638,000</u> ; and

WHEREAS the Finance Director and City Administrator recommend approval of this resolution including: 1) Comprehensive Annual Financial Report (CAFR), 2) Designations to General Fund Unassigned Fund Balance detailed above, and 3) year-end encumbrances and carry-forwards in the total amount of \$1,321,590.04 (copy attached), of which \$74,742.03 pertains to the General Fund.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution and in accordance with Public Act 2 of 1968, (MCL 141.424), the Uniform Budgeting and Accounting Act (as amended), hereby approves this resolution including: 1) Comprehensive Annual Financial Report (CAFR), 2) Designations to General Fund Unassigned Fund Balance detailed above, and 3) year-end encumbrances and carry-forwards in the total amount of \$1,321,590.04.

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

November 19, 2012



MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Project changes in Major Street Fund

In May 2012 the City Commission approved the 2012-13 FY budget. As part of that budget several streets were scheduled to have work completed on them. In the past several months several different issues have arisen associated with each of these projects such that they need to be postponed at least 1 year to have other underground work completed.

We have reviewed our five year plan and the projects slated for the 2013-14 FY are ready and work could be done on them in the 2013 calendar year. At this time we are requesting that the following projects be substituted for the previously budgeted 2012-13 FY projects.

Currently budgeted 2012-13:

	<u>BUDGET</u>
Elm Street Reconstruction (Siena Heights to Oakwood)	\$136,111
Winter Street Milling (N. Maple to Front St.)	\$37,500
Washburn Street Milling (N. Winter St. to N. Main St.)	<u>\$20,700</u>
TOTAL:	\$194,311

Proposed projects for substitution:

	<u>BUDGET</u>
Metcalf Milling (S. Main St. to S. Winter St.)	\$95,000
Dawes Milling (S. Winter St. to S. Division St.)	<u>\$95,000</u>
TOTAL:	\$190,000

We respectfully request that the City Commission grant these changes and the currently budgeted FY 2012-13 project will be rescheduled for FY 2013-14 or as soon as other associated projects on these streets are completed.

R12-133

RE: Engineering – Major Street Project Revisions

RESOLUTION

WHEREAS, in May 2012 the FY2012-13 budget was accepted by the Adrian City Commission which included the proposed FY2012-13 Major Street construction projects; and

WHEREAS, the City Engineer had proposed projects on Elm St – Siena Heights to Oakwood Rd (reconstruction), N. Winter St. – W. Maple to W. Front St., Washburn St. – N. Winter St. to N. Main St., it has been determined that other projects or issues have arisen associated with these projects resulting in a need to postpone them; and

WHEREAS, the City Engineer has reviewed the City’s five (5) year Major Street construction plan and determined that the projects proposed for the FY2013-14 budget year are ready to be completed and can be substituted for the current years projects. This includes Metcalf St. – S. Main to S. Winter St. and Dawes St. – S. Winter St. to Division St.; and

Currently budgeted 2012-13:

	<u>BUDGET</u>
Elm Street Reconstruction (Siena Heights to Oakwood)	\$136,111
Winter Street Milling (N. Maple to Front St.)	\$37,500
Washburn Street Milling (N. Winter St. to N. Main St.)	<u>\$20,700</u>
TOTAL:	\$194,311

Proposed projects for substitution:

	<u>BUDGET</u>
Metcalf Milling (S. Main St. to S. Winter St.)	\$95,000
Dawes Milling (S. Winter St. to S. Division St.)	<u>\$95,000</u>
TOTAL:	\$190,000

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the City Engineer to substitute the FY2013-14 Major Street construction projects of Metcalf St. and Dawes St. for the previously budgeted FY2012-13 Major Street projects. The previously budgeted projects will be rescheduled in future years as associated projects are completed.

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



135 E. Maumee St. Adrian, Michigan 49221

City Assessor

(517) 264-4830 Fax (517) 266-4693

MEMO

Date: November 26, 2012

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

From: Kristen Wetzel, Assessing Officer
Jeffrey C. Pardee, Finance Director

RE: POLICY FOR GRANTING POVERTY EXEMPTION

Section 211.7u of the General Property Tax Act of 1893 (as amended) provides for the granting of hardship exemptions, in whole or in part, on the principal residence of persons who in the judgment of the Board of Review, by reason of poverty, are unable to contribute toward the public charges.

In accordance with the Act, the Adrian City Commission shall determine and make available to the public the policy and guidelines the Assessing Office uses for granting of exemptions under this Act. the guidelines shall include, but not be limited to, the specific income and asset levels of the claimant and total household income and assets.

The Board of Review shall follow the policy and guidelines as established by the City Commission for granting or denying an exemption under this policy, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and guidelines and the substantial and compelling reasons are communicated in writing to the claimant.

The City Assessor and Finance Director have prepared a proposed Policy for Granting Poverty Exemption, in accordance with the provisions of Section 211.7u of the General Property Tax Act of 1893 (as amended) and recommend adoption by the City Commission.

In accordance with the State Tax Commission requirement to renew this policy annually, the attached resolution has been prepared for City Commission consideration at their December 3, 2012 meeting. If you have any questions or need for further information, please contact my office.

CITY OF ADRIAN

POLICY
for
GRANTING POVERTY EXEMPTION

THE GENERAL PROPERTY TAX ACT
Act 206 of 1893 (as amended)

Prepared by

City Assessor and Finance Director

March 3, 2008

**CITY OF ADRIAN
POLICY
for
GRANTING POVERTY EXEMPTION**

I. PURPOSE

The purpose of this policy for granting a poverty exemption is to provide guidance to the City of Adrian's Board of Review in making determinations regarding applications under Section 211.7u of the General Property Tax Act of 1893 (as amended).

II. STATEMENT OF POLICY

In compliance with the Poverty Exemption provision of the General Property Tax Act (MCL 211.7u), the principal residence of persons who, in the judgment of the Board of Review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation under that Act. This section does not apply to the property of a corporation.

III. DEFINITIONS

As used in this policy, "principle residence" means principal residence or qualified agricultural property as those terms are defined in Section 211.7dd, as follows:

- A. "Principal residence" means the one place where an owner of the property has his or her true, fixed, and permanent home to which, whenever absent, he or she intends to return and that shall continue as a principal residence until another principal residence is established. Principal residence includes only that portion of a dwelling or unit in a multiple-unit dwelling that is subject to ad valorem taxes and that is owned and occupied by an owner of the dwelling or unit. Principal residence also includes all of an owner's unoccupied property classified as residential that is adjoining or contiguous to the dwelling subject to ad valorem taxes and that is owned and occupied by the owner. Contiguity is not broken by a road, a right-of-way, or property purchased or taken under condemnation proceedings by a public utility for power transmission lines if the two parcels separated by the purchased or condemned property were a single parcel prior to the sale or condemnation. Principal residence also includes any portion of a dwelling or unit of an owner that is rented or leased to another person as a residence as long as that portion of the dwelling or unit that is rented or leased is less than 50% of the total square footage of living space in that dwelling or unit. Principal residence also includes a life care facility registered under the living care disclosure act, 1976 PA 440, MCL 554.801 to 554.844. Principal residence also includes property owned by a cooperative housing corporation and occupied by tenant stockholders.

- B. "Qualified agricultural property" means unoccupied property and related buildings classified as agricultural, or other unoccupied property and related buildings located on that property devoted primarily to agricultural use as defined in section 36101 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.36101. Related buildings include a residence occupied by a person employed in or actively involved in the agricultural use and who has not claimed a principal residence exemption on other property. Property used for commercial storage, commercial processing, commercial distribution, commercial marketing, or commercial shipping operations or other commercial or industrial purposes is not qualified agricultural property. A parcel of property is devoted primarily to agricultural use only if more than 50% of the parcel's acreage is devoted to agricultural use. An owner shall not receive an exemption for that portion of the total state equalized valuation of the property that is used for a commercial or industrial purpose or that is a residence that is not a related building.

IV. ELIGIBILITY REQUIREMENTS AND CLAIM PROCEDURE

To be eligible for exemption, a person shall do all of the following on an annual basis:

- A. Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- B. File a claim with the Board of Review on a form provided by the City of Adrian Assessing Office, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediate preceding year or in the current year. The filing of a claim constitutes an appearance before the Board of Review for the purpose of preserving the claimant's right to appeal the decision of the Board of Review regarding the claim.
- C. Produce a valid driver's license or other form of identification, if requested by the Board of Review.
- D. Produce a deed, land contract, or other evidence of ownership of the property for which the exemption is requested, if required by the Board of Review.
- E. Meet the federal poverty guidelines updated annually in the Federal Register by the United States Department of Health and Human Services, under authority of Section 673 of Subtitle B of Title VI of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, 42 U.S.C. 9902, or alternative guidelines adopted by the Adrian City Commission, provided the alternative guidelines do not provide income eligibility requirements less than the federal guidelines.
- F. The application for exemption under this policy shall be filed after January 1 but before the day prior to the last day of the Board of Review.

- G. A person who files a claim under this policy is not prohibited from also appealing the assessment on the property for which that claim is made before the Board of Review in the same year.

V. POLICY FORMULATION AND ADMINISTRATIVE EXECUTION

- A. The Adrian City Commission shall determine and make available to the public the policy and guidelines the Assessing Office uses for the granting of exemptions under this policy. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and total household income and assets.
- B. The Board of Review shall follow the policy and guidelines as established by the City Commission for granting or denying an exemption under this policy, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and guidelines and the substantial and compelling reasons are communicated in writing to the claimant.

December 3, 2012

R12-134

RE: CITY OF ADRIAN ASSESSING OFFICE – Policy for Granting Poverty Exemption

RESOLUTION

WHEREAS, Section 211.7u of the General Property Tax Act of 1893 (as amended) provides for the granting of hardship exemptions, in whole or in part, on the principal residence of persons who in the judgment of the Board of Review, by reason of poverty, are unable to contribute toward the public charges; and

WHEREAS, in accordance with the Act, the Adrian City Commission shall determine and make available to the public the policy and guidelines the Assessing Office uses for granting of exemptions under this Act; and

WHEREAS, the guidelines shall include, but not be limited to, the specific income and asset levels of the claimant and total household income and assets; and

WHEREAS, the Board of Review shall follow the policy and guidelines as established by the City Commission for granting or denying an exemption under this policy, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and guidelines and the substantial and compelling reasons are communicated in writing to the claimant; and

WHEREAS, the City Assessor and Finance Director have prepared a proposed Policy for Granting Poverty Exemption, in accordance with the provisions of Section 211.7u of the General Property Tax Act of 1893 (as amended); and

WHEREAS, the City Administrator recommends adoption of the proposed Policy for Granting Poverty Exemption.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby adopts the attached Policy for Granting Poverty Exemption and delegates the administration of such to the City of Adrian Board of Review.

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

November 26, 2012

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Sidewalk Snow & Ice Removal 12-13



I concur with the recommendation of the City Engineer to award the bid for the purchase sidewalk snow and ice removal to Slusarski Excavating of Adrian Michigan.

Slusarski Excavating was the sole bidder. Funds are budgeted for this purpose in the Major Street Fund Winter Maintenance Account.

A handwritten signature in black ink, appearing to read "Dane Nelson".

Dane C. Nelson
City Administrator

We received bids for sidewalk snow removal within the city for the FY2012-13 on November 20, 2012. This contract includes two parts; part one is for the cleaning of sidewalks along the railroad properties during most winter storm events and part two is for private walk cleaning on an as needed basis throughout the winter.

The bid tabulations are as follows:

ITEM	Slusarski Excavating Adrian, MI	
Railroad Crossings & Misc. Properties – Lump Sum	\$ 425.00	
Private Walks – per sf	\$ 0.39 SF	
Color photos - each	\$5.00 each	

This request for bid was directly mailed to 3 bidders and the request was placed on the City website and in the newspaper. The bid prices presented by the one bidder are slightly higher than in 2011. (\$399.00 for railroad properties and \$0.35/SF for private walks)

We recommend award of this contract to Slusarski Excavating for the above rates. Funds for this snow removal of the railroad crossings and miscellaneous properties will be drawn from the Major Street Fund Winter Maintenance account (202-478.000-801.111) and are available.

All work on the personal property snow removal will be assessed directly to the property owners where the work was completed. This is assessed on a square foot basis based on the amount of walk cleared, a fee for pictures and an administrative fee.

R12-135

RE: DEPARTMENT OF PUBLIC WORKS –Sidewalk Snow & Ice Removal Contract

RESOLUTION

WHEREAS the Adrian City Commission, by Resolution # 12-045 dated May 7, 2012, adopted the FY2012-13 Budget and General Appropriations Act, which included \$1,500.00 in the Major Street Fund - Winter Maintenance account (202-478.000-801.111) for the City’s Sidewalk Snow & Ice Removal Program; and

WHEREAS bids were solicited by the Purchasing Office and one (1) bid proposal was submitted on Tuesday, November 20, 2012, as follows:

<u>Service</u>	<u>Slusarski Excavating Adrian, MI</u>
Private Walks - Labor, Equip & Material	
Per Square Foot	\$0.39
Color Photos	\$5.00
 13 Railroad Crossings & Misc. Properties	 \$425.00

WHEREAS snow removal from railroad crossings and misc. City properties is the responsibility of the City; any work on private property snow removal will be assessed directly to property owners where the work is done; and

WHEREAS the Finance Director indicates that sufficient funds are available in the FY2012-13 Major Street Fund – Winter Maintenance Budget (Account # 202-478.00-801.111 Contract Services) for the railroad crossings; and.

WHEREAS, the City Engineer and City Administrator recommend acceptance of the bid from Slusarski Excavating, Adrian, MI at a price of \$0.39 per square foot, \$5.00 for photos and \$425.00 per event to remove snow from Railroad Crossings; and

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the bid from Slusarski Excavating, Adrian, MI at a price of \$0.39 per square foot, and \$5.00 for photos for the FY2012-13 City’s Sidewalk Snow & Ice Removal Program and \$425.00 per event to remove snow from Railroad Crossings.

On motion by Commissioner _____,

seconded by Commissioner _____,

this resolution was adopted by a _____ vote