



**CITY COMMISSION
MEETING
July 2, 2012**



PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
MONDAY,
JULY 2, 2012**

The City Commission will meet for a pre-meeting study session on Monday, July 2, 2012 at 5:30 p.m. in the City Chambers Building, 159 E. Maumee St., to discuss the following:

1. District Library discussion.
2. Closed Session to discuss labor negotiations if time permits.
3. Other items as time permits.



COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
JULY 2, 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 18, 2012 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. PUBLIC COMMENT ON AGENDA ITEMS
- VI. COMMUNICATIONS
 1. **C-1. Finance.** Report on Government Finance Officers Association (GFOA) 106th Annual Conference.
 2. **C-2. Finance.** FY2012-13 Finance Calendar.
 3. **C-3. Library.** Adrian Public Library - Stubnitz & KKE Donations.
- VII. CONSENT AGENDA
 1. **CR12-030. Utilities Department.** Resolution to award a bid for the annual purchase of treatment chemicals for the Water and Wastewater Plants.
 2. **CR12-031. Utilities Department.** Resolution to award a bid for the annual purchase of street castings.
 3. **CR12-032. Utilities Department.** Resolution to award a bid for the annual purchase of ductile iron pipe and fittings.
 4. **CR12-033. Engineering Department.** Resolution to award a bid for the annual purchase of backfill material.
 5. **CR12-034. Engineering Department.** Resolution to award a bid for the annual purchase of electrical services.
 6. **CR12-035. Engineering Department.** Resolution to award a bid for the annual purchase of limestone.
 7. **CR12-036. Engineering Department.** Resolution to award a bid for the annual purchase of motor oil and grease.
 8. **CR12-037. Engineering Department.** Resolution to award a bid for the annual purchase of precast concrete.

9. **CR12-038. Engineering Department.** Resolution to award a bid for the annual purchase of ready mix concrete.
10. **CR12-039. Engineering Department.** Resolution to award a bid for the annual purchase of equipment rental.
11. **CR12-040. Engineering Department.** Resolution to set a public hearing date of July 16, 2012 to hear and consider comments to the establishment of a Special Assessment District for improvements on Elm Street from Oakwood to Siena Heights.
12. **CR12-041. Engineering Department.** Resolution to set a public hearing date of July 16, 2012 to hear and consider comments to the establishment of a Special Assessment District for improvements on Croswell Street from Bristol to Dead End and Martinez Street from Croswell to Dead End.

VIII. REGULAR AGENDA

A. SPECIAL ORDER

1. **SO-1.** Public Hearing to receive comments on the Industrial Facilities Exemption Certificate from Inergy Automotive Systems, LLC.

B. REGULAR AGENDA

1. **R12-070. Community Development.** Resolution to approve the application of Inergy for an Industrial Facilities Exemption Certificate with regard to the facility located in Adrian Industrial Development District No. 33 for a period of twelve (12) years.
2. **R12-071. Library.** Resolution to consider the establishment of a district library.
 - **Option I:** Resolution to authorize the Mayor and Library Director to continue with the development of a District Library Agreement.
 - **Option II:** Resolution to direct the Mayor and Library Director to notify the District Library Planning Committee that the City Commission no longer wishes to proceed with the establishment of a District Library.
3. **R12-072. Utilities Department.** Resolution to award a bid for the exterior painting of the Beecher Street elevated water storage tank.
4. **R12-073. Utilities Department.** Resolution to waive the bid process and authorize the engagement of Dixon Engineering to perform specified oversight services related to the painting of the Beecher Street elevated water storage tank.
5. **R12-074. Engineering Department.** Resolution to award a bid for the annual purchase of asphalt patches.

6. **R12-075. Engineering Department.** Resolution to waive the bid process and extend the janitorial services contracts with Clean Care Inc. of Toledo, Ohio and Top to Bottom Cleaning of Tipton, Michigan.
7. **R12-076. Police Department.** Resolution to waive the bid process and authorize the purchase of two patrol vehicles.

IX. PUBLIC COMMENT

X. COMMISSIONERS COMMENTS



MINUTES

**MINUTES
ADRIAN CITY COMMISSION
JUNE 18, 2012
7:00 P.M.**

Official proceedings of the June 18, 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 Carrico, Warren, Jacobson, Faulhaber and Berryman Adams.

ABSENT: Commissioner Gallatin

Mayor DuMars in the Chair.

Commissioner Faulhaber moved to excuse Commissioner Gallatin; seconded by Commissioner Jacobson, motion carried by a unanimous vote.

Commissioner Berryman Adams moved to approve the minutes of the June 4, 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 # 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 Carrico, seconded by Commissioner Warren, this resolution was adopted by a unanimous vote.

PUBLIC COMMENT

1. Allen Kern – 1249 Vine St – had questions about some of the items on the clearing account vouchers; Jeff Pardee answered his questions.

CONSENT AGENDA

RESOLUTIONS

CR12-027

RE: ADMINISTRATION. Transfer of stock in Los Jimadores, Inc. from Juan Garcia to Emmanuel Ramirez Rocha

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

Called to order by Mayor DuMars on June 18, 2012 at 7:00 PM.

The following resolution was offered:

Moved by Commissioner Faulhaber, and supported by Commissioner Jacobson.

That the request from Los Jimadores, Inc to transfer all stock interest in escrowed 2011 Class C licensed corporation, located at 730 S Main Street, Adrian, MI 49221, Lenawee County, wherein Juan Garcia transfers 500 shares of stock to new stockholder, Emmanuel Ramirez Rocha (Step1).

Be considered for Approval
(Approval or Disapproval)

APPROVAL	DISAPPROVAL
Yeas: <u>6</u>	Yeas: _____
Nays: <u>0</u>	Nays: _____
Absent: <u>1</u>	Absent: _____

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

Recommended for issuance
(Recommended or Not Recommended)

State of Michigan _____)

County of Lenawee)

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

offered and adopted by the Adrian City Commission at
(Township Board, City or Village Council)

A Regular meeting held on June 18, 2012
(Regular or Special) (Date)

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

(Mailing address of township, City or Village)

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

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-

CR12-029

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

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 Faulhaber, seconded by Commissioner Jacobson, Consent Agenda resolutions CR12-027 thru CR12-029 are approved by unanimous vote.

REGULAR AGENDA

RESOLUTIONS

RESOLUTION R12-065

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

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 Warren, seconded by Commissioner Carrico, this resolution was adopted by a unanimous vote.

RESOLUTION R12-066

RE: FINANCE DEPARTMENT - City of Adrian Fixed Asset Appraisal

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

RESOLUTION R12-067

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

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 89,000
Total \$ -0-

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 89,000
Total \$ -0-

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

RESOLUTION R12-068

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

RESOLUTION R12-069

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

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

PUBLIC COMMENTS

1. Chief Terry Collins addressed the Commission, thanking them and the staff for their support, friendship and dedication; it has been a pleasure working with everyone.
2. Jamin Baker – asked if we considered allowing the colleges to use the Adrian Training School.

COMMISSIONER COMMENTS

1. All of the Commission, including Administrator Nelson, shared their gratitude and their congratulations to Chief Collins as he retires at the end of the month. There will be an open house on Friday, June 23rd at the Commission Chambers from 1:00 to 3:00pm.
2. Commissioner Warren also requested that the Commission consider re-naming Erie Street Park, the Robert Parish Memorial Park.
3. Commissioner Faulhaber again requested that we get a quote as to how much it would cost to put in sidewalks down Division Street and along S Main Street by the Mall.

The next regular meeting of the Adrian City Commission will be held on Monday, July 2, 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

JUNE 30, 2012

**UTILITIES FUND
CHECK REGISTER**

CHECK#	AMOUNT	PAYEE	DESCRIPTION
3635	\$70.40	Frontier Communications	Telephone bills
3636	\$782.40	Citizens Gas Fuel	Various Heat Bills
3637	\$0.00	VOID	
3638	\$59,100.43	City of Adrian Clearing	Check Register June 18
3639	\$41,952.21	Consumers Energy	Various Electric Bills
3640	\$62,140.69	City of Adrian Payroll	Payroll for June 22
3641	\$12.85	City of Adrian Utilities	Water Bill
3642	\$105.43	Citizens Gas Fuel	Various Heat Bills
	\$164,164.41		
	-\$59,100.43	CK 3638	
	\$105,063.98	TOTAL	

JUNE 30, 2012

JUNE 30, 2012

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
20991	\$ 40.00	Amanda Rodriquez	Recreation Refund
20992	\$ 60.00	Jeni LaGore	Recreation Refund
20993	\$ 50.00	Tim Hamilton	Recreation Refund
20994	\$ 35.00	Charlotte Owen	Recreation Refund
20995	\$ 85.00	Tara Coumondouros	Recreation Refund
20996	\$ 130.00	Paramjeet Chadha	Recreation Refund
20997	\$ 135.00	Kim Horstman	Recreation Refund
20998	\$ -	City of Adrian Major Street	EFT Transfer
20999	\$ 654.56	Citizens Gas Fuel	Various Heat Bills
21000	\$ 313,606.54	City of Adrian Clearing	Ck Register June 18
21001	\$ 29,412.50	Consumers Energy	Various Electric Bills
21002	\$ -	City of Adrian Utilities	EFT Transfer
21003	\$ 4,001.04	Quick Service Transportation	Payroll w/e June 16
21004	\$ -	City of Adrian Auto Parking	EFT Transfer
21005	\$ 299,672.68	City of Adrian Payroll	Payroll June 22
21006	\$ 22,477.52	First Federal Bank	Soc. Sec. June 22 Payroll
21007	\$ 30.60	Deborah Burciaga	Refund-Overpayment
21008	\$ 30.60	Sam Lieto	Refund-Overpayment
21009	\$ 311.67	City of Adrian Petty Cash	Petty Cash
21010	\$ 1,242.56	Citizens Gas Fuel	Various Heat Bills
21011	\$ 4,347.09	Quick Service Transportation	Payroll w/e June 23

\$ 676,322.36

\$ (313,606.54) Less: CK# 21000

\$ 362,715.82

JUNE 30, 2012

User: CPRUE

DB: ADRIAN

EXP CHECK RUN DATES 06/26/2012 - 06/30/2012
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

June 30, 2012

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. ADRIAN CHARTER TOWNSHIP	232.50		
2. ADRIAN LOCKSMITH & CYCLERY	169.30		
3. ADRIAN MECHANICAL SERVICES CO	492.35		
4. AMAZON CREDIT PLAN	432.65		
5. APPLE MAT RENTAL	282.20		
6. APPLIED INDUSTRIAL TECHNOLOGIES	892.68		
7. APPLIED SPECIALTIES INC	4,432.00		
8. ARCHBOLD EQUIPMENT CO	215.29		
9. AUTO ZONE COMMERCIAL	3.99		
10. AUTOMATED BUSINESS MACHINES, INC	3,087.00		
11. BADER & SONS CO	18.75		
12. BAKER & TAYLOR BOOKS	1,128.78		
13. BARANCIN'S LANDSCAPING	32.00		
14. BARRETT'S GARDEN CENTER, INC	119.85		
15. GREG BELL CHEVROLET CADILLAC INC	19.95		
16. BELSON ASPHALT PAVING INC	42,692.30		
17. BEST WAY INC	187.10		
18. JOSH BISHOP (Permit Refund)	50.00		
19. BLACK SWAMP EQUIPMENT	259.36		
20. BOOK OF THE MONTH CLUB	40.04		
21. BUCK & KNOBBY EQUIP CO INC	3,187.37		
22. NEIL BUEHRER	89.90		
23. BWI	373.41		
24. CALIFORNIA CONTRACTORS SUPPLIES INC	1,118.88		
25. CHELSEA RECREATION	350.00		
26. CITIZENS INSURANCE CO.	877.00		
27. CLIFT BUICK-GMC	28.68		
28. C-N CONSTRUCTION SUPPLIES INC	61.89		
29. COAST TO COAST DELI	77.97		
30. COCA-COLA BTLG CO OF MICHIGAN	424.08		
31. COIN-OP SPECIALISTS INC.	49.86		
32. COMCAST	90.19		
33. COMFORT ENTERPRISES INC.	109.59		
34. COMMSPEC, INC.	263.50		
35. COMPUTER CARE COMPANY, INC.	229.85		
36. CORROSION FLUID PRODUCTS CORP.	4,287.34		
37. CROSS LAKE CONSTRUCTION	66,992.00		
38. CUTLER DICKERSON CO	486.35		
39. DIXON ENGINEERING, INC.	900.00		
40. DOAN COMPANIES	124.00		
41. E & B SALVAGE LLC	219.73		
42. ENGLEWOOD ELECTRICAL SUPPLY	2,153.14		
43. FASTENAL COMPANY	1,470.25		
44. FEDERAL EXPRESS	126.02		
45. FELLOWSHIP OF CHRISTIAN ATHLETES	950.00		
46. FLATLANDERS SCULPTURE SUPPLY	2,100.00		
47. FOSTER SWIFT COLLINS & SMITH	2,142.00		
48. FUN EXPRESS	95.75		
49. FYR-FYTER SALES & SERVICE	157.00		

User: CPRUE

DB: ADRIAN

EXP CHECK RUN DATES 06/26/2012 - 06/30/2012
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
50. GALE	162.98		
51. GALLANT & SON	299.71		
52. J.O. GALLOUP COMPANY	350.47		
53. GM & SONS INC	72,680.66		
54. GOODWILL INDUSTRIES	92.00		
55. GORDON FOOD SERVICE	1,754.84		
56. GRAINGER INC.	567.11		
57. GRAPHICS UNLIMITED	150.00		
58. GREAT LAKES IRRIGATION SERVICE	514.43		
59. HACH COMPANY	361.91		
60. HOSPICE OF LENAWEE	320.00		
61. HUBBARD'S AUTO CENTER INC	336.68		
62. HUNTER MOVING & STORAGE INC	127.50		
63. IDEXX LABORATORIES, INC.	2,227.91		
64. INFOGROUP	2,312.00		
65. INFORMATION TODAY INC	253.55		
66. INGRAM LIBRARY SERVICES	125.13		
67. CITY OF JACKSON	961.21		
68. JOHN DEERE LANDSCAPES	324.80		
69. JOHNSON'S SPORTING GOODS	60.00		
70. JONES & HENRY ENGINEERS, LTD.	6,928.95		
71. TIM JUDKINS	67.82		
72. K.A. STEEL CHEMICALS, INC.	2,879.14		
73. KARLE NURSERY & LANDSCAPING LLC	1,200.00		
74. KIMBALL MIDWEST	107.81		
75. KNISEL'S TREE SERVICE	3,800.00		
76. BRENT KUBALEK	459.41		
77. KUSTOM SIGNALS, INC.	164.65		
78. WALTER GREG LANFORD	153.27		
79. LANSING SANITARY SUPPLY INC	73.21		
80. LEGACY PRINTING	123.38		
81. LENAWEE CO. DEPT ON AGING	327.74		
82. LENAWEE TIRE & SUPPLY CO, INC.	336.50		
83. LENCO PAINTING, INC.	4,398.00		
84. LONG'S OUTDOOR POWER	879.20		
85. MANPOWER OF LANSING MI INC.	1,228.50		
86. MAPLE CITY GLASS INC.	180.54		
87. MASSON'S ELECTRIC, INC	1,014.35		
88. MCGOWAN ELECTRIC SUPPLY INC	98.50		
89. MCMASTER- CARR SUPPLY CO.	1,034.50		
90. MICHIGAN BUILDING SPECIALTIES	3,000.00		
91. MICHIGAN DEPARTMENT OF	2,256.44		
92. MICHIGAN REC & PARK ASSOC	543.00		
93. STATE OF MICHIGAN	3,823.72		
94. MICHIGAN STATE POLICE	1,658.53		
95. MIDWEST MUNICIPAL INSTRUMENTATION	1,465.00		
96. MIDWEST TAPE	27.09		
97. MOTA, VALERIE	23.42		

EXP CHECK RUN DATES 06/26/2012 - 06/30/2012
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
98. MUGS N' MORE IMAGING	733.00		
99. MUNICIPAL WEB SERVICES	602.50		
100. NORTHWEST POOLS, INC.	154.34		
101. OCE IMAGISTICS INC	154.83		
102. OHIO MI SUMMER SWIM LEAGUE	880.00		
103. OMNIGRAPHICS INC.	163.70		
104. PARAGON LABORATORIES INC	535.00		
105. PEERLESS SUPPLY INC	822.28		
106. PHILIPS HEALTHCARE	39.00		
107. PLATINUM PLUS	3,510.25		
108. POLLUTION CONTROL SYSTEMS	9,996.00		
109. HENRY PRATT CO	2,035.62		
110. PRINTING SYSTEMS INC	301.28		
111. QUILL CORPORATION	725.51		
112. RECORDED BOOKS LLC.	552.40		
113. RED PAINT PRINTING LLC	770.25		
114. ROBERTSON, EATON & OWEN, PC	5,500.00		
115. SAND CREEK LITTLE LEAGUE	225.00		
116. CHARLES SCHMENK	80.00		
117. SCHUG CONCRETE CONSTRUCTION INC	6,470.65		
118. SHERWIN-WILLIAMS CO	262.56		
119. SHINE'S AUTO CLEAN	70.00		
120. SIELER CONSTRUCTION INC	46,000.50		
121. ST MARY'S OF GOOD COUNCIL	9,115.59		
122. STADIUM TROPHY, INC.	58.74		
123. STEVENSON LUMBER, INC.	354.89		
124. STOP TECH, LTD	83.55		
125. THOMSON WEST	385.06		
126. TIME EMERGENCY EQUIPMENT INC	88.45		
127. TODAY'S DISTRIBUTOR	248.30		
128. TRACTOR SUPPLY COMPANY	10.50		
129. UIS PROGRAMMABLE	2,106.00		
130. ULOTH FARMS & GREENHOUSE	1,350.00		
131. UNITED PARCEL SERVICE	28.64		
132. USA BLUEBOOK	248.46		
133. UTILITIES INSTRUMENTATION SERVICE I	476.00		
134. UTILITIES REDUCTION SPECIALISTS INC	823.89		
135. VAN BRUNT TRANSPORT INC	21,496.05		
136. WALTERS SWIM SUPPLIERS INC	9.04		
137. WESTERN LIME CORPORATION	10,064.88		
138. WHITCHER PLUMBING & HEATING	10.00		
TOTAL ALL CLAIMS	394,102.11		

June 30, 2012

User: CPRUE

DB: ADRIAN

EXP CHECK RUN DATES 07/01/2012 - 07/01/2012
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. HISTORICAL SOCIETY OF MICHIGAN	65.00		
2. LESLIE SCIENCE & NATURE CENTER	245.00		
3. MICHIGAN LIBRARY ASSOC	904.00		
4. MIDWEST COLLABORATIVE FOR	125.00		
5. QUICK SERVICE TRANSPORTATION	6,334.21		
6. UNUM LIFE INSURANCE COMPANY	2,288.60		
TOTAL ALL CLAIMS	9,961.81		

July 1, 2012



COMMUNICATIONS



MEMO

Date: June 21, 2012

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

From: Jeffrey C. Pardee, Finance Director

Re: Report on Government Finance Officers Association (GFOA) 106th Annual Conference

The Government Finance Officers Association (GFOA) of the United States and Canada held its 106th Annual Conference, "Winds of Change: Public Finance in Transition," June 8-13, 2012 in Chicago, IL. Each year, I attend the conference to earn thirty (30) Continuing Professional Education (CPE) credits in order to maintain status as a Certified Public Finance Officer (C.P.F.O.). City Travel Policy provides for reimbursement of travel expenses every other year for out-of-state travel; this was my year to pay.

The GFOA Annual Conference unites over 6,200 public-sector accounting and finance practitioners to gain knowledge from leading industry experts, revolutionary theorists, and each other. Attendees have the opportunity to listen to keynote speakers, and participate in small discussion groups, pre-conference seminars, and conference sessions focusing on the following topics: accounting, auditing, and financial reporting; budgeting and financial planning; cash management and investing; debt management; risk management and policy; purchasing, pensions and benefits; and technology and digital government.

Pre-Conference Seminars

Friday, June 8, 2012 (8:30am-12:30 pm; 4 CPE Credits) – *Best Practices in Procurement*

Speakers:

Tina Borger, Director, National Institute of Governmental Purchasing, Herndon, VA
Cathy Muse, Purchasing Director, Fairfax County, VA
Jennifer Sulentic, Program Manager, U.S. Communities, Chicago, IL

Procurement Practices can make a substantial contribution to the bottom line. Inefficient, overly time-consuming processes can result in unnecessary cost, while innovative, customer-focused procurement procedures can cut the time and costs for providing services to the community. This workshop was designed to provide finance officers with a practical understanding of recent innovations and best practices in public-sector procurement that simultaneously provide effective stewardship and excellent customer service. Some of the concepts covered included best practices in managing vendor and supplier relationships, performance contracting, and value-based contract management.

Friday, June 8, 2012 (1:00pm-5:00 pm; 4 CPE Credits) – *Using the CIPFA-GFOA FM Model to Achieve Financial Management Goals*

Speakers:

Michael Bailey, Finance Director, City of Redmond, WA

Susan Iverson, Director of Finance and Administrative Services, City of Arden Hills, MN

Bob Roque, Senior Manager, Research and Consulting Center, Government Finance Officers Association, Chicago, IL

The GFOA's new financial management self-assessment tool, the CIPFA-GFOA FM Model, enables governments to compare their current financial management practices to best practices and to pinpoint areas for improvement. This session focused on using the FM model to understand an organization's current financial management "profile", whether it's basic stewardship, performance-focused, or strategic financial support, and how to change practices to conform to the profile a government aspires to. Practitioners who have used the model discussed their experience. The session concluded with an overview of how to report progress toward achieving financial management goals.

Saturday, June 9, 2012 (8:30am-12:30 pm; 4 CPE Credits) – *The Finance Officer's Role in Labor Relations*

Speakers:

Bob Bruno, Professor, Scholl of Labor & Employment Relations, Director, Labor Education Program, University of Illinois, Chicago, IL

Jay Goldstone, Chief Operating Officer, City of San Diego, CA

Gary Storrs, Labor Economist, Department of Research and Collective Bargaining Services, American Federation of State, County and Municipal Employees (AFSCME), Washington, DC

The fiscal impact of bargaining agreements is an important factor in maintaining structural balance in state and local governments. This session focused on what the finance officer must know to effectively participate in formulating and carrying out their government's labor relations strategies. Presenters covered key practices for structuring negotiations, modeling the cost of proposals, and reaching win-win outcomes. This session also addressed how to make financial analyses understandable to non-financial participants in the bargaining process and factors that make the finance officer an effective member of the government's negotiating team.

Saturday, June 9, 2012 (1:00pm-5:00 pm; 4 CPE Credits) – *Using Performance Management to Rethink Service and Funding Priorities*

Speakers:

Rick Hoppe, Chief of Staff, City of Lincoln, NE

Jay Panzica, Chief Financial Officer, City of San Buenaventura, Ventura, CA

Janet Woolum, Managing for Results Facilitator, Maricopa County, AZ

Governments across the country have been applying the National Performance Management Advisory Commission's recommended framework and incorporating performance-based practices into their planning, budgeting and management processes. This pre-conference seminar provided a review from the field on what has been accomplished, and how performance management techniques are helping governments to rethink their funding priorities and service strategies, as well as to understand and learn from the results. Practitioners discussed which performance-based tools have been most effective, how they have gained support for performance-driven management, and what they learned along the way.

Key Note Speakers

On Monday, June 11 the keynote speaker for the Opening Session was **Chicago Mayor Rehm Emanuel**, former White House Chief of Staff. He took this opportunity to argue for more public investment in infrastructure and education, along with negotiated changes to make public pensions more sustainable. Emanuel said a growing Chicago is poised to join New York City and Los Angeles among the ranks of global "Mega Cities" in the coming decades. He said the key to fostering economic growth and private-sector investment is to give employer's certainty that they'll have reliable public services and access to a trained workforce that meets their needs. The Mayor also lamented Federal gridlock, citing Congressional failure to pass a long-term reauthorization of the Federal transportation-funding law.

(2 CPE Credits)

On Monday, June 12 the Keynote Speaker was commentator and political analyst **Mark Shields**. Drawing on his fifty years experience in Washington, D.C., he delivered a panorama of party politics from Teddy Roosevelt to Barack Obama and almost everyone in between. It was dynamite; so I've ordered a CD, if anyone would like to hear it.

(2 CPE Credits)

Conference Concurrent Sessions

Sunday, June 10, 2012 (1:30pm-2:20 pm; 1 CPE Credits) – *Optimizing Your Total Compensation Package*

Speakers:

Mary Ann Boyle, Treasurer, Metropolitan Water Reclamation District of Greater Chicago, Chicago, IL

Joshua M. Franzel, Vice President of Research, Center for State and Local Excellence, Washington, D.C.

Laurie Van Pelt, Director of Management & Budget, Oakland County Michigan, Waterford, MI (Note: Laurie is my successor at Oakland County; I hired her in 1990.)

Continuing fiscal constraints have public employers looking carefully at their benefit packages and the role that benefits play in meeting workforce goals. Non-competitive compensation weakens government's ability to hire the best qualified, while excessive compensation costs can damage a government's financial position and its reputation with constituents. In this session, we learned how experienced practitioners have developed creative solutions to containing costs while providing a competitive total compensation package and an appropriate level of benefits.

Sunday, June 10, 2012 (2:40pm-3:30pm; 1 CPE Credits) – *How to Talk About Your Budget*

Speakers:

Lise Valentine, Deputy Inspector General, Audit and Program Review, City of Chicago Inspector General's Office, Chicago, IL

Louis Boglioli, III, Financial Services Assistant Director, City of Stuart, FL

Linda Cramer, Finance Director, County of Chatham, Savannah, GA

Kathy T. Seay, Director of Finance and Management Services, County of Hanover, Mechanicsville, VA

The ability to make effective in-person presentations is a critical skill for budget officers. While reports and budget documents are important ways to communicate budget information to officials and the public, in-person presentations provide opportunities to explain budget recommendations, clarify concepts, explain to the public the benefits they are receiving from budgeted services, and answer questions on the spot. Presenters at this session discussed how to develop and deliver key messages clearly and how to use graphics to make financial information understandable, resulting in concise and memorable public presentations.

Sunday, June 10, 2012 (3:50pm-4:40pm; 1 CPE Credits) – *Gaining Efficiency through IT Governance*

Speakers:

Nancy Zielke, Senior Director, Alvarez & Marsal, Kansas City, MO (former GFOA President)

William P. Pate, Assistant City Manager, City of High Point, NC

Phil Bertolini, Deputy County Executive and Chief Information Officer, Oakland County, MI (Note: I hired Phil as the Equalization Director for Oakland County in 1997.)

Having an effective governance structure for technology is a proven way to increase the value of technology and save money. Presenters at this session described how finance and technology staff can work together to identify the most appropriate investments, size IT budgets, and evaluate the results of technology spending.

Monday, June 11, 2012 (10:30am-12:10pm; 2CPE Credits)-*Identifying, Costing, and Selecting Alternative Service Levels*

Speakers:

Tanya Anthony, Chief Administrative Officer, Chicago Park District, Chicago, IL
Eric Johnson, Director, Strategic Planning and ERP Implementation, Hillsborough County, Office of the County Administrator, Tampa, FL (Note: Eric and I served together on the GFOA Budget & Management Committee.)

Josie La Vita, Financial Planning Director, Toronto, ON

Melinda Munro, Manager, Office of Continuous Improvement, City of Windsor, ON

As governments continue to look for ways to maintain services while balancing their budgets, they are particularly interested in understanding the impacts of alternative levels of service in key programs. Presenters in this session described successful approaches to identifying alternative service levels, understanding costs and the potential impact of service-level changes, and how to frame this information in a way that helps leaders choose service levels that are affordable but still have impact.

Monday, June 11, 2012 (1:30pm-3:10pm; 2CPE Credits)-*What Works in Retirement Plan Design?*

Speakers:

Barbara Avard, Administrator, Charlotte Firefighters Retirement System, Charlotte, NC

Debby Cherney, Director of Finance, Irvine Ranch Water District, Irvine, CA

Jim Link, Managing Director, PFM Asset Management, Philadelphia, PA

Ann Shawver, Director of Finance, City of Roanoke, VA

Governments across the country are redesigning their defined benefit pension plans to ensure that they are fiscally sustainable. What designs appear to work best for key stakeholders – employees, management, elected officials, and the public? At this session, industry experts and practitioners who have successfully implemented pension redesigns shared their experiences.

Monday, June 11, 2012 (3:30pm-5:10pm; 2CPE Credits)-*What's the Alternative? Rethinking In-House Service Delivery*

Speakers:

Carolyn J. Harrison, Director of Financial Services, City of St. Joseph, MO

Cynthia Eisenhauer, Government Finance Consultant, Ankeny, IA

John R. Flint, City Manager, City of Weston, FL

Leonard A. Martin, City Manager, City of Carrollton, TX

New fiscal realities require new ways of thinking about service provision. Whether considering outsourcing, managed competition, intergovernmental service sharing, or some other alternative to current methods, attendance at this session was a good idea.

Options were presented that are working well in the current economic environment. Speakers identified basic principles of alternative service delivery, new approaches, and how to get the best deal for a municipality.

Tuesday, June 12, 2012 (10:20am-12:00pm; 2CPE Credits)-*Meeting an Old Friend for the First Time: The New "Blue Book"*

Speakers:

Anne Harty, Chief Financial Officer, City of Rock Hill, SC

Stephen J. Gauthier, Director, Technical Services Center, GFOA, Chicago, IL

The Government Finance Officers Association has just published the new and greatly expanded edition of the GFOA's classic "Blue Book," *Governmental Accounting, Auditing and Financial Reporting (GAAFR)*. This session examined the format, contents, and special features of the latest *GAAFR*, which provides comprehensive coverage of authoritative guidance through GASB Statement No. 66.

Tuesday, June 12, 2012 (2:00pm-3:40pm; 2CPE Credits)-*The Big Picture: Effective Popular Reporting*

Speakers:

Carla Sledge, CFO and Director of Management & Budget, Charter County of Wayne, Detroit, MI

Raul Garcia, Director, Accounting Services, Oakton Community College, Des Plaines, IL

Prashant Shah, Finance Director, City of Westlake, OH

Each year, more than 200 governments submit a popular annual financial report (PAFR), including the City of Adrian, to the GFOA's Popular Annual Financial Reporting Award Program. This session explored a number of different techniques that governments in that program have found to tell their financial story to a popular audience in an effective and compelling way.

Wednesday, June 13, 2012 (8:30am-10:10am; 2CPE Credits)-*Hosting Alternatives for Financial Management Systems: Cloud Computing*

Speakers:

Beverly Sanders, Budget Officer, Metropolitan Water Reclamation District of Greater Chicago, IL

Aaron Erickson, Director of Government Innovation, Oracle, Reston, VA

Mike Duffield, General Manager – Workday Education & Government, Workday, Pleasanton, CA

Aaron Hood, Project Director, Indianapolis and Marion County, Indianapolis, IN

Nancy A. Lalli, Controller, City of Newport, RI

As system maintenance costs continue to increase, local governments are beginning to consider cloud-based solutions for their financial systems. I attended this session to hear the pros and cons of using the cloud to support transactional systems, including risks and benefits to be considered. While not many governments are currently using the cloud,

finance professionals who are planning ahead for the next iteration of financial systems will be glad they attended this session.

Wednesday, June 13, 2012 (10:30am-12:10pm; 2CPE Credits)-Down to a Science: Getting Systematic About Capital Assets

Speakers:

Michelle Attreed, Deputy Finance Director, Prince William County Government – Finance Department, Prince William, VA

Daniel Huge, CFO, Capital Improvement Board, Indianapolis, IN

Michael Nielsen, Director, Government Fixed Asset Services, Inc., Chicago, IL

Accounting for Capital Assets has gained a reputation for being challenging. Fortunately, it is possible to avoid most of these challenges by putting into place a comprehensive set of policies and procedures. This session explored the essential components of a comprehensive set of capital asset-related policies and procedures, with special emphasis on “what works” and “what doesn’t.” The Adrian City Commission, by Resolution # R12-066 dated June 18, 2012, authorized the engagement of Deyo/Stone Associates, Inc., to perform a comprehensive appraisal of all fixed assets for the purpose of loading that information into the City’s new Fixed Asset Management System.

New Executive Board Elected

Christopher P. Morrill, City Manager, City of Roanoke, Virginia, became GFOA’s new president at the association’s annual business meeting in Chicago, Illinois, on June 12, 2012. Morrill accepted the gavel from 2011-2012 President Linda C. Davidson, Director of Financial Services, City of Boca Raton, Florida.

Also at the business meeting, the association’s members elected a new GFOA president-elect and five new members-at-large, who will each serve a three-year term beginning immediately.

President-elect

- **Timothy L. Firestine**, Chief Administrative Officer, Montgomery County, Maryland

Members-at-large

- Ade’ Ariwoola, Finance Director, City of Ellensburg, Washington
- Joe Costello, Executive Director, Regional Transportation Authority of NE Illinois
- Linda B. Cramer, Finance Director, Chatham County, Georgia
- John Martin, Chief Financial Officer, City of Moncton, New Brunswick
- David C. Olsen, City Treasurer, City of Warwick, Rhode Island

In conclusion, I would like to express my appreciation to the City Administration and City Commission for allowing me the opportunity to attend the GFOA 106th Annual Conference where I not only garnered knowledge on the many foregoing topics and gained enough CPE credits to maintain my certification as a Public Finance Officer, but also was able to visit the Field Museum to see “Sue” the Taurantasorous Rex, as well as attend the live *CHICAGO* concert and *Second City* comedy entertainment on Navy Pier.

If you have any questions or need for additional information, please contact my office.



MEMO

Date: June 25, 2012

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

From: Jeffrey C. Pardee, Finance Director

Re: **FY2012-13 Finance Calendar**

The following is the finance events for Fiscal Year 2012-13:

July 1, 2012	Beginning of FY2012-13 Fiscal Year
July 2, 2012	Issue Summer Tax Statements
August 20, 2012	Present Unaudited FY2011-12 Financial Report
August 31, 2012	Summer Taxes Due and Payable
October 1, 2012	Set Public Hearing for Downtown Special Assessment for Auto Parking
October 1, 2012	Michigan Department of Treasury Economic Vitality Incentive Program (EVIP) Due Date for Category 1 Accountability & Transparency Requirement, including: <ul style="list-style-type: none"> - Produce a Citizens Guide - Produce a Performance Dashboard - Public a Projected Budget Report for current and succeeding year, including debt service payments and assumptions used
October 15, 2012	Hold Public Hearing and Approve Downtown Special Assessment for Auto Parking
October 15, 2012	Presentation of FY2012-13 First Quarter Financial Forecast and Recommended Budget Amendments

October 31, 2012	Michigan Department of Transportation Deadline for Submission of Act 51 Street Financial Report for Cities and Villages
November 1, 2012	Issue Downtown Special Assessment for Auto Parking
November 1, 2012	Issue FY2013-19 Capital Improvement Program Instructions to Department Heads
December 3, 2012	Issue Winter Tax Statements
December 15, 2012	City Commission and Planning Commission Joint Work Session to Review Departmental Requests for FY2013-19 Capital Improvement Program
December 14, 2012	Downtown Special Assessment for Auto Parking Due and Payable
December 17, 2012	Present Audited FY2010-11 Comprehensive Annual Financial Report
December 31, 2012	State Department of Treasury Deadline for Submitting F-65 Local Government Financial Report
December 31, 2012	Municipal Debt Disclosure Annual Filing Deadline – Required by Municipal Securities Rulemaking Board (MSRB), as detailed in the continuing disclosure agreement, through the EMMA (Electronic Municipal Market Access System) and with MAC (Municipal Advisory Council of Michigan)
December 31, 2012	U.S. Office of Management & Budget filing deadline for Single Audit (Form SF-SAC) with Federal Audit Clearinghouse.
December 31, 2012	Government Finance Officers Association of the United States and Canada Deadline for Submission of Audited FY2011-12 Comprehensive Annual Financial Report and Popular Annual Financial Report
January 25, 2013	Issue FY2013-14 Budget Instructions to Departments

February 1, 2013	Michigan Department of Treasury Economic Vitality Incentive Program (EVIP) Due Date for Category 2 Consolidation of Services Requirement, including: <ul style="list-style-type: none"> - Produce a Consolidation Plan - If first time, include past endeavors and associated cost savings - Must include one new initiative with savings estimate and timeline - If no new initiatives identified, must address why it is not feasible to enter into any new consolidation efforts - If second time, report on progress of prior plan, including barriers
February 6, 2013	Presentation of FY2012-13 Second Quarter Financial Forecast and Recommended Budget Amendments (Completed by January 25)
February 6, 2013	Presentation of FY2013-14 Preliminary Revenue Estimates (Completed by January 25)
February 14, 2013	Winter Taxes Due and Payable
February 18, 2013	City Commission Approval of FY2013-19 Capital Improvement Program and FY2013-14 Capital Budget Recommendation
March 1, 2013	Deadline for submission of Departmental Budget Requests to Finance Department for FY2013-14 Operating Budget
March 1, 2013	Delinquent Taxes Transmitted to Lenawee County
March 11, 2013 through March 15, 2013	Departmental Budget Presentations to City Administration
April 1, 2013	Presentation of Recommended Budget to Mayor and City Commission
April 6, 2013 (Tentative)	Budget Review and Work-Session for the Mayor and City Commission
April 15, 2013	City Commission Finalization of Proposed Balanced Budget and Authorization of Notice of Public Hearing and presentation of FY2012-13 Third Quarter Financial Forecast
April 25, 2013	Publication of Proposed Budget Summary and Notice of Public Hearing for Budget Adoption and 2013 Tax Levy

May 6, 2013	City Commission Holds Public Hearing and Adopts FY2013-14 Budget and 2013 Tax Levy
May 6, 2013	Presentation of FY2012-13 Third Quarter Financial Forecast and Recommended Budget Amendments
June 1, 2013	Michigan Department of Treasury Economic Vitality Incentive Program (EVIP) Due Date for Category 3 Employee Compensation Requirement; this requirement has 3 options: Option 1 – Modified Compensation Plan Option 2 – Compliance with PA152 of 2011 Option 3 – Certify that no medical benefits are offered.
June 30, 2013	End of FY2012-13 Fiscal Year

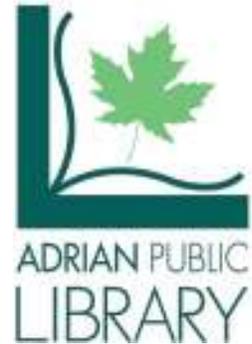


Adrian Public Library

143 E. Maumee St. • Adrian, Michigan 49221-2773

(517) 265-2265 • Fax (517) 265-8847

www.adrian.lib.mi.us

June 26, 2012**To: Honorable Mayor Greg DuMars and City Commission****From: Carol Souchock, Adrian Public Library Director and
Cathy Chesher, Youth Services Librarian****CC: Dane Nelson, City Administrator and Jeff Pardee, Finance Director****Re: Adrian Public Library – Stubnitz Foundation and KKE Donations**

The Adrian Public Library recently received two generous donations that will be used to expand our youth services. This communication is an acknowledgement of the generous donations received from two organizations that have provided support to the library and our community for many years: The Maurice & Dorothy Stubnitz Foundation and Kappa, Kappa Epsilon (KKE) Sorority.

Cathy Chesher our youth services librarian and I have been planning the creation of a special area for tweens for several years. Due to the generous support of The Maurice & Dorothy Stubnitz Foundation these plans are now a reality. The tween area will be created on the youth floor near the elevator. This will be a designated area for children 9 – 12 years old to read, study, meet with friends, etc. A special place for tweens similar to the teen area located on the main floor. Please see the attached design drawing which highlights the new tween area. You will notice that the shelving in this area will be turned opening up a line of sight from the elevator to the youth desk. This creates a warm open “entrance” from the elevator to the body of the youth room.

The Stubnitz Foundation has provided a grant for \$7,965 to install carpeting to define the tween area, relocate the tween shelving, and install data/electrical for the youth services computer area. We plan on starting construction of the tween area in late August or early September as the library is particularly busy with Summer Reading for the next few months.

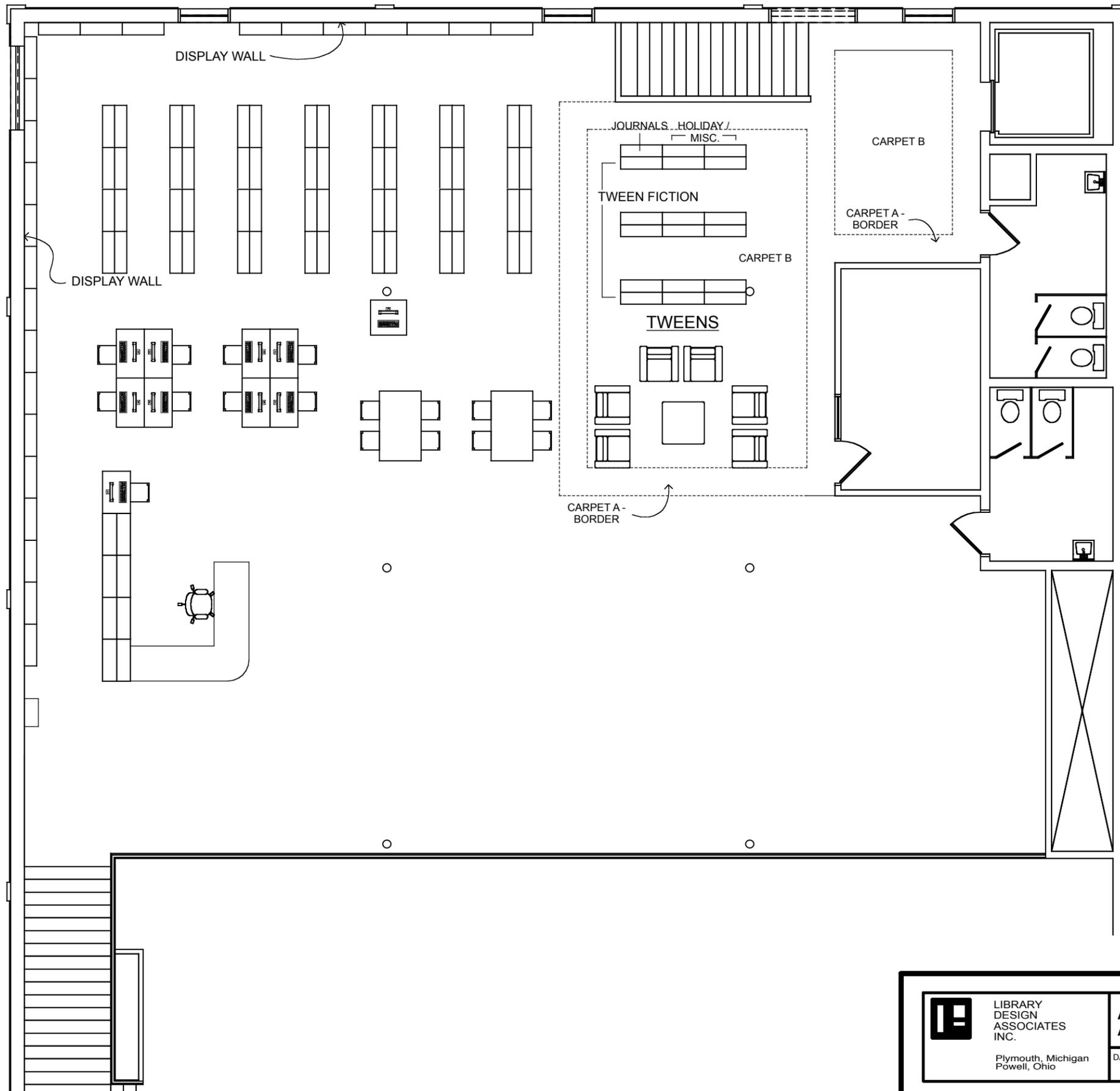
Other donations and grants will be used to purchase the furniture for the tween area which is to be named in honor of long time children’s librarian Julia Cruikshank. Cathy Chesher our youth services librarian and I initiated this project in memory of Mrs. Cruikshank a few years ago. However, without the support of the Stubnitz Foundation to cover the infrastructure expenses we would not be able to move forward with the creation of a tween area.

Kappa Kappa Epsilon Sorority, a long time sponsor of our youth service department, has also donated \$3,125 to purchase library materials in new formats for children: online resources and audio and video Playaways. These materials will encourage reading and are expected to be very popular with our young patrons.

Cathy and I greatly appreciate the longtime support both KKE and the Stubnitz Foundation have provided to our library and the community.

I request permission from the City Commission to accept this donation from The Maurice & Dorothy Stubnitz Foundation and Kappa, Kappa Epsilon and to thank these organizations and the family and friends of Mrs. Cruikshank for their generosity.

In accordance with the Gift and Donation Policy adopted by the City Commission (Resolution #R04-182, dated November 1, 2004) the purpose of this communication is to appropriately notify the City Commission of the donation and the fact that there is no matching requirement for the eventual expenditure. If you have any questions or need for further information, please let me know.



 LIBRARY DESIGN ASSOCIATES INC. Plymouth, Michigan Powell, Ohio	ADRIAN PUBLIC LIBRARY	
	ADRIAN, MI	
DATE:	12.2.10	SCALE: 1/8"=1'
DRAWING:	2	



CONSENT AGENDA



MEMORANDUM – UTILITIES DEPARTMENT

DATE: June 26, 2012

TO: Dane C. Nelson, City Administrator

FROM: Shane A. Horn, Utilities Director

SUBJECT: Annual Bids for Treatment Chemicals at Water and Wastewater Plants

I concur with the recommendation of the Utilities Director, Water Plant Superintendent, and Wastewater Plant Superintendent to award the annual bid for treatment chemicals for the Water and Wastewater plants to low bidder for each chemical listed below.

A handwritten signature in black ink, appearing to read 'Dane Nelson', written over a horizontal line.

Dane C. Nelson
City Administrator

DCN:mlb

Sealed bids were received at the purchasing office on June 21, 2012 for the annual purchase of treatment chemicals at the water and wastewater plants. Attached are memos from Tim Ritchie, Water Plant Superintendent, and Ken Wesley, Wastewater Plant Superintendent with a recommendation of award. I respectfully recommend that we accept the bids for treatment chemicals using the low bidder for every chemical.

Chemical	Recommended Supplier	Bid Price per lb.	% Change from previous year
Ferric Chloride	Kemira Water Solutions	\$0.192	+1.6%
Ferric Sulfate	General Chemical	\$0.1245	+7.6%
Pebble Lime	Western Lime	\$132.00 ton	+4.5%
Sodium Hypochlorite	JCI Jones Chemical	\$0.070	-2.7%
Phosphate	Carus Corporation	\$0.51	-13.6%
Carbon Dioxide	Continental Carbonic	\$0.032	+3.1%

cc: Jeff Pardee, Finance Director
Tim Ritchie, Water Plant Superintendent
Ken Wesley, Wastewater Plant Superintendent

DEPARTMENTAL CORRESPONDENCE

Date: 6/26/2012

Subject: Annual Ferric Chloride Bid

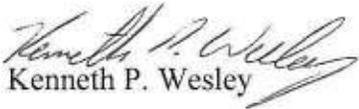
To: Shane Horn

Dept.: Utilities

From: Kenneth P. Wesley

Dept.: Wastewater Plant

After reviewing the bids received for Ferric chloride, I recommend that the bid be awarded to Kemira Water Solutions of Lawrence, KS. Kemira Water Solutions was the low bidder for the amount of \$0.192 per dry pound.


Kenneth P. Wesley

WWTP Superintendent



Water Treatment Plant 815 Bent Oak Avenue

MEMORANDUM

Date: June 26, 2012
To: Shane Horn
From: Tim Ritchie
Subject: Annual Chemical Bids

I would like to recommend we accept the bids for the following chemicals needed for treatment at our Water Plant:

Carus Phosphates: Liquid Phosphate @ \$0.51 per lb, decrease of \$0.08 per lb
KA Steel Chemical: Sodium Hypochlorite @ \$0.073 per lb, increase of \$0.001 per lb
Western Lime: Quick Pebble Lime @ \$132.00 per ton, increase of \$5.00 per ton
General Chemical: Ferric Sulfate @ \$0.1245 per lb, increase of \$0.0095 per lb
Continental Carbonic: Liquid Carbon Dioxide @ \$0.032 per lb, increase of \$0.001 per lb

Respectfully,
Timothy W Ritchie
Water Plant Superintendent

July 2, 2012

CR12-030

RE: UTILITIES DEPARTMENT –Annual Bids for Treatment Chemicals at Water and Wastewater Plants

WHEREAS, the City Commission, by Resolution # R12-045 dated May 7, 2012, adopted the FY2012-13 Budget and General Appropriations Act, which included appropriations for treatment chemicals at the Water (\$225,000) and Wastewater (\$67,000) Plants; and

WHEREAS, the Purchasing Office, in conjunction with the Utilities Department, solicited and received a total of twelve (12) bids on Thursday, June 21, 2012 for the six (6) chemicals used in the various treatment processes; and

WHEREAS, the Utilities Director recommends acceptance of the low bid in every case; and

WHEREAS, a summary of the recommended vendors follows:

<u>Chemical</u>	<u>Recommended Supplier</u>	<u>Bid Price</u>	<u>% Chg</u>
Ferric Chloride	Kemira Water Solutions-Lawrence, KS	\$0.192	+ 1.6%
Ferric Sulfate	General Chemical-Parsippany, NJ	\$0.1245	+ 7.6%
Pebble Lime	Western Lime-West Bend, WI	\$132/ton	+ 4.5%
Sodium Hypochlorite	JCI Jones – Riverview, MI	\$0.070	-2.7%
Phosphate	Carus Corp. – Peru, IL	\$0.51	13.6%
Carbon Dioxide	Continental Carbonic – Decatur, IL	\$0.032	+ 3.1%

WHEREAS, the City Administrator recommends approval of this resolution.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the bid recommendations detailed above for the FY2012-13 Fiscal Year.

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.



MEMORANDUM – UTILITIES DEPARTMENT

DATE: June 26, 2012
TO: Dane C. Nelson, City Administrator
FROM: Shane A. Horn, Utilities Director
SUBJECT: Annual Bid for Street Castings

I concur with the recommendation of the Utilities Director and O&M Superintendent to award the annual bid for street castings to East Jordan Iron Works of East Jordan, MI for the items and prices as listed in the attached bid tabulation. We have dealt with East Jordan Iron Works for a number of years and have been pleased with their products and service.

Two firms responded to the offer to bid. Funds are included in the 2012-13 budget for this annual expense.

A handwritten signature in black ink, appearing to read 'Dane C. Nelson', written over a horizontal line.

Dane C. Nelson
City Administrator

DCN:mlb

Sealed bids were received at the purchasing office on June 21, 2012 for the annual purchase of street castings. Attached is a memo from Steve Eberle, O&M Superintendent with a recommendation of award. I respectfully recommend that all street castings be awarded to East Jordan Iron Works of East Jordan, MI. The majority of our system is currently East Jordan and we have been satisfied with their products and level of service for many years.

cc: Jeff Pardee, Finance Director
Steve Eberle, O&M Superintendent

CITY OF ADRIAN, MICHIGAN
STREET CASTINGS
DUE DATE: JUNE 21, 2012

ITEM	EJ USA East Jordan MI	Neenah Foundry Neenah, WI	
Manhole Castings:			
1046 EJ w/lid	163.77	208.00	
1040 EJ	188.15	212.00	
Manhole Lids:			
Type M1	125.43	117.00	
Type M3 ADAgrate	188.40	144.00	
Type 01	131.24		
1040AGS cover	161.46		
1040A cover	134.73		
1040APT assembly	335.65		
	Frame & cover		
Catch Basin Castings:			
7045 w/adj back	423.98	450.00	
	Frame, grate, back		
7065 w/driveway back	430.02	418.00	
	Frame, grate, back		
7000 w/adj back	414.94	390.00	
	Frame, grate, cover		
Catch Basin Grates:			
Type M1	107.51	123.00	
Type M2	117.27	105.00	
Misc:			
8560 Series box	157.02		
5BR250 Hydrant	1,445.95 no storz 1,681.90 w/storz		
#8500 Series Risers:			
1" high	17.06	12.00	
1-1/2" high	20.65	15.00	
2" high	23.34		
2-1/2" high	26.04		
3" high	29.63		
Manufacturer	EJ USA	Neenah Foundry	
Delivery	10 days	10 days	
Discounts	N/A	N/A	



Utilities Department Operations & Maintenance

MEMORANDUM

Date: June 27, 2012
To: Shane Horn, Utilities Director
From: Steve Eberle, Superintendent of O&M
Subject: Street Castings

On June 21, 2012 the City of Adrian took sealed bids for street castings for the 2012-2013 fiscal year annual bids. Two suppliers submitted bids; East Jordan Iron Works from Oak Park, MI; and Neenah Foundry Company from Neenah, WI. After reviewing the bids I would like to make the following recommendation:

All street castings are awarded to East Jordan Iron Works from Oak Park, MI.

CR12-031

July 2, 2012

RE: UTILITIES DEPARTMENT – Street Castings-Annual Bid

RESOLUTION

WHEREAS, two (2) sealed bids were received June 21, 2012 for the annual purchase of street castings; and

WHEREAS, based on anticipated volumes and adherence to bid specifications, said bids have been tabulated and recommendations made by the Utilities Director, Asst. Finance Director and the City Administrator to select qualified bidder EJ USA, Inc., East Jordan, MI, having adhered to bid specifications in each case (Ref: attached bid tabulation), and based on the fact that the majority of the City's system is currently East Jordan Iron Works and products and service have been satisfactory for many years; and

WHEREAS, said bids have been considered by the Adrian City Commission.

NOW THEREFORE BE IT RESOLVED that the bids for street castings be awarded to the qualified bidder, EJ USA, Inc., East Jordan, MI, under the terms and conditions as submitted and as proposed in their sealed bids dated June 21, 2012.

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.



MEMORANDUM – UTILITIES DEPARTMENT

DATE: June 26, 2012

TO: Dane C. Nelson, City Administrator

FROM: Shane A. Horn, Utilities Director

SUBJECT: Annual Bid for Ductile Iron Pipe and Fittings

I concur with the recommendation of the Utilities Director to award the annual bid for all Class 52 Ductile Iron pipe and fittings to Etna Supply of Grand Rapids, MI, and that the bid for all Ductile Iron Mechanical Joint Fittings, Gate Valves with accessories, Tapping Valves, Tapping Sleeves, Retaining Glands, Gaskets and Accessory kits also be awarded to the low bidder, Etna Supply of Grand Rapids, MI.

Three firms responded to the offer to bid. Funds were included in the 2012-13 budget for this annual expense.

A handwritten signature in black ink, appearing to read 'Dane C. Nelson', written over a horizontal line.

Dane C. Nelson
City Administrator

DCN:mld

Sealed bids were received at the purchasing office on June 19, 2012 for the annual purchase of ductile iron pipe and fittings. Attached is a memo from Steve Eberle, O&M Superintendent with a recommendation of award. I respectfully recommend that all Class 52 Ductile Iron pipe be awarded to Etna Supply of Grand Rapids, MI. Etna Supply was the low bidder for these items. I respectfully recommend that all Ductile Iron Mechanical Joint Fittings, Gate Valves with accessories, Tapping Valves, Tapping Sleeves, Retaining Glands, Gaskets and Accessory kits be awarded to the low bidder for these items, Etna Supply of Grand Rapids, MI.

cc: Jeff Pardee, Finance Director
Steve Eberle, O&M Superintendent



Utilities Department Operations & Maintenance

MEMORANDUM

Date: June 27, 2012
To: Shane Horn, Utilities Director
From: Steve Eberle, Superintendent of O&M
Subject: Ductile pipe and fittings

On June 19, 2012 the City of Adrian Utilities Department took sealed bids for ductile iron pipe and fittings for the 2012-2013 fiscal year annual bids. Three suppliers submitted bids; East Jordan Iron Works from Oak Park, MI; and Etna Supply from Grand Rapids, MI, and Kuhlman Corporation from Maumee OH. After reviewing all bids I would like to make the following recommendations:

All Class 52 Ductile Iron Pipe be awarded to Etna Supply from Grand Rapids MI.

All Ductile Iron, Mechanical Joint Fittings, Retaining Glands, Accessory kits and Gaskets are awarded to Etna Supply from Grand Rapids MI.

All Gate Valves, Tapping Valves, and Tapping Sleeves are awarded to Etna Supply of Grand Rapids, MI.

CITY OF ADRIAN, MICHIGAN
D.I. PIPE & FITTINGS
DUE DATE: June 19, 2012

ITEM		East Jordan Iron East Jordan, MI	Etna Supply Grand Rapids, MI	Kuhlman Corp Maumee OH	
Pipe:					
4" Class 52 DI			\$14.30	\$15.93	
6" Class 52 DI			\$15.69	\$17.54	
8" Class 52 DI			\$21.45	\$23.71	
12" Class 52DI			\$32.32	\$39.11	
MJ DI Fittings w/hdwr					
6"x18" Anchor Coup		\$144.18	\$116.00	\$120.00	
6" Anchor 90deg. Bend		\$180.63	\$145.35	\$157.00	
6" 22.5 deg. Bend		\$81.81	\$59.95	\$65.00	
6" 45 deg. Bend		\$99.63	\$65.85	\$71.00	
6" 90 deg. Bend		\$74.52	\$80.20	\$87.00	
8" 45 deg. Bend		\$116.64	\$93.85	\$101.00	
8" 22.5 deg. Bend		\$114.21	\$91.90	\$100.00	
8" 90 deg. Bend		\$146.61	\$118.00	\$127.00	
10" 22.5 deg. Bend		\$163.62	\$131.70	\$142.00	
10" 45 deg. Bend		\$168.48	\$135.60	\$147.00	
10" 90 deg. Bend		\$254.34	\$204.70	\$222.00	
12" 22.5 deg. Bend		\$248.67	\$200.15	\$217.00	
12" 45 deg. Bend		\$293.22	\$236.00	\$255.00	
12" 90 deg. Bend		\$369.36	\$297.30	\$323.00	
4"x6" reducer		\$57.51	\$46.30	\$50.00	
6"x8" reducer		\$95.58	\$76.90	\$84.00	
8"x6" tee		\$180.63	\$145.40	\$158.00	
6"x6" tee		\$144.18	\$116.05	\$125.00	
8"x8" tee		\$215.46	\$173.40	\$188.00	
MJ Valves w/hdwr					
2" Wedge Gate Valve		\$215.44	\$198.00		
4" Wedge Gate Valve		\$337.34	\$313.00		
6" Wedge Gate Valve		\$424.72	\$400.00		
8" Wedge Gate Valve		\$683.86	\$637.00		
10" Wedge Gate Valve		\$1,066.48	\$994.00		
12" Wedge Gate Valve		\$1,349.34	\$1,258.00		
16" Wedge Gate Valve		\$4,523.25	\$4,424.00		
MJ Tapping Valves					
2" Wedge Gate Valve			\$198.00		
4" Wedge Gate Valve		\$424.74	\$395.00		
6" Wedge Gate Valve		\$599.54	\$559.00		
8" Wedge Gate Valve		\$890.10	\$830.00		
10" Wedge Gate Valve		\$1,353.16	\$1,251.00		
Tapping Sleeve					
8" x 4"			\$332.75	\$448.00	
8" x 6"			\$370.15	\$500.00	
6" x 4"			\$321.40	\$433.00	
6" x 6"			\$366.20	\$493.00	
10" x 4"			\$361.50	\$487.00	

10" x 6"			\$392.50	\$529.00	
10" x 8"			\$526.95	\$670.00	
12" x 4"			\$427.60	\$475.00	
12" x 6"			\$470.45	\$633.00	
12" x 8"			\$568.80	\$765.00	
12" x 10"			\$895.80	\$1,205.00	
16" x 6"			\$749.15	\$980.00	
16" x 8"			\$892.30	\$1,167.00	
16" x 10"			\$1,239.00	\$1,617.00	
16" x 12"			\$1,420.00	\$1,858.00	
Retaining Glands					
4" Retaining Glands		\$21.72	\$16.00	\$17.00	
6" Retaining Glands		\$25.55	\$18.50	\$21.00	
8" Retaining Glands		\$38.98	\$28.10	\$31.00	
10" Retaining Glands		\$57.69	\$41.61	\$46.00	
Accessories					
2" MJ accessory kit			\$10.00	\$13.00	
4" MJ accessory kit		\$18.63	\$13.70	\$16.00	
6" MJ accessory kit		\$22.68	\$16.00	\$21.00	
8" MJ accessory kit		\$25.92	\$19.00	\$23.00	
10" MJ accessory kit		\$36.45	\$27.00	\$31.00	
12" MJ accessory kit		\$38.88	\$29.00	\$34.00	
16" MJ accessory kit		\$67.23	\$48.00	\$59.00	
Gaskets					
2" MJ Gasket			\$1.90	\$2.00	
4" MJ Gasket		\$2.81	\$2.50	\$3.00	
6" MJ Gasket		\$3.44	\$3.00	\$3.25	
8" MJ Gasket		\$4.16	\$3.50	\$4.00	
10" MJ Gasket		\$5.92	\$4.00	\$4.25	
12" MJ Gasket		\$6.48	\$5.00	\$6.00	
Delivery					
		14 days	3-21 days	30 Days	

CR12-032

July 2, 2012

RE: UTILITIES DEPARTMENT - Ductile Iron Pipe and Fittings-Annual Bid

RESOLUTION

WHEREAS, three (3) sealed bids were received June 19, 2012 for the annual purchase of ductile iron pipe and fittings; and

WHEREAS, based on anticipated volumes and adherence to bid specifications, said bids have been tabulated and recommendations made by the Utilities Director, Asst. Finance Director and the City Administrator to select the lowest qualified bidder adhering to bid specifications in each case (Ref: attached bid tabulation), with the following results:

- All Class 52 Ductile Iron Pipe be awarded to low bidder, Etna Supply, Grand Rapids, MI
- Ductile Iron Mechanical Joint Fittings, Gate Valves with accessories, Tapping Valves, Tapping Sleeves, Retaining Glands, Gaskets and Accessory Kits be awarded to low bidder, Etna Supply, Grand Rapids, MI; and

WHEREAS, said bids have been considered by the Adrian City Commission.

NOW, THEREFORE, BE IT RESOLVED that the bids for ductile iron pipe and fittings be awarded to the low bidder, Etna Supply, Grand Rapids, MI under the terms and conditions as submitted and as proposed in their sealed bids dated June 19, 2012.

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.

June 26, 2012

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Backfill Material



I concur with the recommendation of the City Engineer to award the annual bid for backfill material to G.S. Materials of Sylvania, OH.

Two firms responded to the offer to bid, with G.S. Materials being the low bidder. Sufficient funds have been budgeted in the respective departmental budgets for this annual expense.

Dane C. Nelson
City Administrator

DCN:mld

We received bids on June 21, 2012 for our annual purchase of Backfill Material. Below are the tabulations for the bid received:

CITY OF ADRIAN, MICHIGAN
BACKFILL MATERIAL
DUE DATE: JUNE 19, 2012

	Van Brunt Transport Onsted, MI	G.S. Materials Sylvania, OH
Sand – cu.yd	N/B	\$9.03
Sand - ton	\$ 6.95	\$ 6.95
Top Soil – per ton	\$ 17.00	\$ 15.00

We recommend award of this contract to G.S. Materials of Sylvania, OH.

Funds for purchase of these products come from the departments purchasing the materials.

July 2, 2012

CR12-033

RE: DEPARTMENT OF PUBLIC WORKS – Backfill Material Annual Bid

WHEREAS the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Thursday, June 21 for the 2012 construction season for purchase of backfill material, with the following results:

	Van Brunt Transport Onsted, MI	G.S. Materials Sylvania, OH
Sand – cu.yd	N/B	\$9.03
Sand - ton	\$ 6.95	\$ 6.95
Top Soil – per ton	\$ 17.00	\$ 15.00

; and

WHEREAS, the City Engineer and City Administrator recommend the selection of the low bidder G.S. Materials, Sylvania, OH for engagement in the City’s Standard Professional Services Contract for purchase of backfill material; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2012-13 Annual Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the selection of the low bidder G.S. Materials, Sylvania, OH for engagement in the City’s Standard Professional Services Contract for purchase of backfill material under the terms and conditions as submitted and as proposed in their sealed bids dated June 21, 2012.

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

June 26, 2012

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: 2012-13 Electrical Work



I concur with the recommendation of the City Engineer to award the annual bid for electrical services to Clegg Electric of Adrian, MI.

Three firms responded to the offer to bid, with Clegg Electric of Adrian, MI being the low bidder. Sufficient funds have been budgeted in the respective departmental budgets for this annual expense.

Dane C. Nelson
City Administrator

DCN:mld

We received bids on June 19, 2012 for our annual purchase of Electrical Services. Below are the tabulations for the bid received:

CITY OF ADRIAN, MICHIGAN
ELECTRICAL WORK
DUE DATE: JUNE 19, 2012

BIDDER	AMOUNT	CONDITIONS
Clegg Electric Adrian, MI	\$ 44.00	25% Response: 48 hours
Masson's Electric Adrian, MI	\$ 45.00	8% Response: 1 hour
Saunders & Son Adrian, MI	\$ 85.00	20% 1hr to 48 hrs

We recommend award of this contract to Clegg Electric of Adrian, MI.

Funds for purchase of these products come from the departments using this service.

July 2, 2012

CR12-034

RE: **CITY ENGINEER – Electrical Services Annual Bid**

WHEREAS the City of Adrian Purchasing Office, in collaboration with the City Engineer, has solicited and received bids on Tuesday, June 19 for the 2012 purchase of electrical services, with the following results:

BIDDER	AMOUNT	CONDITIONS
Clegg Electric Adrian, MI	\$ 44.00	25% Response: 48 hours
Masson’s Electric Adrian, MI	\$ 45.00	8% Response: 1 hour
Saunders & Son Adrian, MI	\$ 85.00	20% 1 hr to 48 hrs

; and

WHEREAS, the City Engineer and City Administrator recommend the selection of the low bidder Clegg Electric, Adrian, MI for engagement in the City’s Standard Professional Services Contract for purchase of electrical services; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2012-13 Annual Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the selection of the low bidder Clegg Electric, Adrian, MI for engagement in the City’s Standard Professional Services Contract for purchase of electrical services under the terms and conditions as submitted and as proposed in their sealed bids dated June 19, 2012.

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

June 26, 2012

MEMORANDUM

TO: Dane Nelson, City Administrator

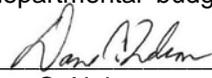
FROM: Kristin Bauer, City Engineer

SUBJECT: 2012-13 Limestone



I concur with the recommendation of the City Engineer to award the annual bid for limestone to Van Brunt Transport of Onsted, MI.

Two firms responded to the offer to bid, with Van Brunt Transport being the low bidder. Sufficient funds have been budgeted in the respective departmental budgets for this annual expense.



 Dane C. Nelson
 City Administrator

DCN:mld

We received bids on June 19, 2012 for our annual purchase of Limestone Material. Below are the tabulations for the bid received:

CITY OF ADRIAN, MICHIGAN
 LIMESTONE
 DUE DATE: JUNE 19, 2012

	Van Brunt Transport Onsted, MI	Stoneco of Michigan Monroe, MI
#1 – City storage	\$ 12.10	\$ 12.75
#1 – Construction site	\$ 12.10	\$ 12.75
#2 – City storage	\$ 12.10	\$ 12.75
#2 – Construction site	\$ 12.10	\$ 12.75
#6 – City storage	\$ 13.65	\$ 16.25
#6 – Construction site	\$ 13.65	\$ 16.25
#411 – City storage	\$ 10.85	\$ 11.85
#411 – Construction site	\$ 10.85	\$ 11.85
#304 – City storage	\$ 10.85	\$ 11.60
#304 – Constuction site	\$ 10.85	\$ 11.60
Delivery	1 – 2 days	As needed
Size of truckload	45 ton	50 ton
Payment Terms	Net 20 days	
Discount to city	\$0.20/ton	\$0.25/ton

We recommend award of this contract to Van Brunt Transport of Onsted, MI.

Funds for purchase of these products come from the departments purchasing the materials.

July 2, 2012

CR12-035

RE: DEPARTMENT OF PUBLIC WORKS – Limestone Annual Bid

WHEREAS the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Tuesday, June 19 for the 2012 construction season for purchase of limestone, with the following results:

	Van Brunt Transport Onsted, MI	Stoneco of Michigan Monroe, MI
#1 – City storage	\$ 12.10	\$ 12.75
#1 – Construction site	\$ 12.10	\$ 12.75
#2 – City storage	\$ 12.10	\$ 12.75
#2 – Construction site	\$ 12.10	\$ 12.75
#6 – City storage	\$ 13.65	\$ 16.25
#6 – Construction site	\$ 13.65	\$ 16.25
#411 – City storage	\$ 10.85	\$ 11.85
#411 – Construction site	\$ 10.85	\$ 11.85
#304 – City storage	\$ 10.85	\$ 11.60
#304 – Constuction site	\$ 10.85	\$ 11.60
Delivery	1 – 2 days	As needed
Size of truckload	45 ton	50 ton
Payment Terms	Net 20 days	
Discount to city	\$0.20/ton	\$0.25/ton

; and

WHEREAS, the City Engineer and City Administrator recommend the selection of the low bidder Van Brunt Transport, Onsted, MI for engagement in the City's Standard Professional Services Contract for purchase of limestone; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2012-13 Annual Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the selection of the low bidder Van Brunt Transport, Onsted, MI for engagement in the City's Standard Professional Services Contract for purchase of limestone under the terms and conditions as submitted and as proposed in their sealed bids dated June 19, 2012.

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

June 26, 2012

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Motor Oil & Grease



I concur with the recommendation of the City Engineer to award the annual bid for motor oil and grease to Lyden Oil of Lansing, MI.

Two firms responded to the offer to bid, with Lyden Oil of Lansing, MI being the low bidder. Lyden Oil has been providing this material to the City for the past year satisfactorily. Sufficient funds have been budgeted in the motor pool budget for this annual expense.

Dane C. Nelson
City Administrator

DCN:mld

We received bids on June 21, 2012 for our Annual purchases of Motor Oil & Grease. Below are the tabulations for the bids received:

CITY OF ADRIAN, MICHIGAN
'MOTOR OIL & GREASE'
DUE DATE: JUNE 21, 2012

ITEM	Eastern Oil Pontiac MI	Lyden Oil Lansing, MI
Motor Oil 15w40	\$ 9.26 gal	\$ 8.09 gal
Motor Oil 5w20	\$ 9.05 gal	\$ 7.34 gal
Motor Oil 5w30	\$ 10.57 gal	\$ 9.49 gal
Transmission Oil	\$ 8.40 gal	\$ 7.00 gal
Multi-Purpose Gear Oil	\$ 1.84 lb.	\$ 1.57 lb.
#2 Lithium Grease	\$ 4.16 lb.	\$ 2.40 lb.
Anti-Freeze	\$ 8.03 gal	\$ 5.19 gal
Hydraulic Oil	\$ 18.40 gal	\$ 7.67 gal
EBL Grease	\$ 50.60 gal	\$ 18.13 gal
Tractor Hydraulic Fluid	\$ 8.85 gal	\$ 6.84 gal
Delivery	2 – 3 days	2 days
Discount	None	None
Terms	Net 30	Net 30

We recommend award of this contract to Lyden Oil of Lansing, MI. They have been providing this material over the past year satisfactorily.

Funds for these materials are available in Motor Vehicle Pool fund for annual service on City Motor Pool Vehicles.

July 2, 2012

CR12-036

RE: DEPARTMENT OF PUBLIC WORKS – Pavement Patching Program

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Thursday, June 21 for the 2012 Motor Vehicle Pool contract for purchase of motor oil & grease, with the following results:

ITEM	Eastern Oil Pontiac MI	Lyden Oil Lansing, MI
Motor Oil 15w40	\$ 9.26 gal	\$ 8.09 gal
Motor Oil 5w20	\$ 9.05 gal	\$ 7.34 gal
Motor Oil 5w30	\$ 10.57 gal	\$ 9.49 gal
Transmission Oil	\$ 8.40 gal	\$ 7.00 gal
Multi-Purpose Gear Oil	\$ 1.84 lb.	\$ 1.57 lb.
# 2 Lithium Grease	\$ 4.16 lb.	\$ 2.40 lb.
Anti-Freeze	\$ 8.03 gal	\$ 5.19 gal
Hydraulic Oil	\$ 18.40 gal	\$ 7.67 gal
EBL Grease	\$ 50.60 gal	\$ 18.13 gal
Tractor Hydraulic Fluid	\$ 8.85 gal	\$ 6.84 gal
Delivery	2 – 3 days	2 days
Discount	None	None
Terms	Net 30	Net 30

; and

WHEREAS, the City Engineer and City Administrator recommend the acceptance of the low bid of Lyden Oil, Lansing, MI. and engagement in the City’s Standard Professional Services Contract for the 2012 Motor Vehicle Pool contract for purchase of motor oil & grease; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2012-13 Annual Motor Pool Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the low bid of Lyden Oil, Lansing, MI. and engagement in the City’s Standard Professional Services Contract for the 2012 Motor Vehicle Pool contract for purchase of motor oil & grease, under the terms and conditions as submitted and as proposed in their sealed bids dated June 21, 2012. .

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

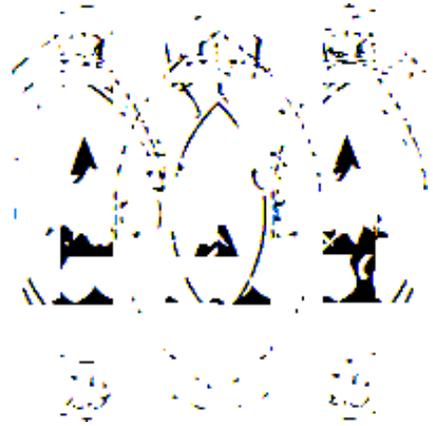
June 26, 2012

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Precast Concrete Products



I concur with the recommendation of the City Engineer to award the annual bid for limestone to Grand Valley Concrete Products of Grand Rapids, MI.

One firm responded to the offer to bid. Sufficient funds have been budgeted in the respective departmental budgets for this annual expense.



 Dane C. Nelson
 City Administrator

DCN:mld

We received bids on June 21, 2012 for our Annual purchases of Precast Concrete Products. Below are the tabulations for the bid received:

CITY OF ADRIAN, MICHIGAN
 PRECAST CONCRETE PRODUCTS
 DUE DATE: JUNE 21, 2012

ITEM	Grand Valley Concrete Products Grand Rapids, MI
Manhole Accessories:	
2' base 8" x 48"	\$ 56.70
4' base 8" x 72"	\$ 86.40
4" base 8" x 58"	\$ 144.00
Adjusting Rings:	
2" x 24"	\$ 18.00
3" x 24"	\$ 22.00
6" x 24"	\$ 48.00
Manhole Sumps:	
24" x 24". 6" walls	\$ 143.00
48" x 24"	\$ 211.00
Barrel block:	
24" x 6"	\$ 1.80
48" x 6"	\$ 1.80
Load charge	\$300 less than full truck
Minimum order	
Conditions	Net 30

We recommend award of this contract to Grand Valley Concrete Products of Grand Rapids, MI. Funds for purchase of these products come from the departments purchasing the materials.

July 2, 2012

CR12-037

RE: DEPARTMENT OF PUBLIC WORKS – Precast Concrete Products Annual Bid

WHEREAS the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Thursday, June 21 for the 2012 construction season for purchase of precast concrete products, with the following results:

ITEM	Grand Valley Concrete Products Grand Rapids, MI
Manhole Accessories:	
2' base 8" x 48"	\$ 56.70
4' base 8" x 72"	\$ 86.40
4" base 8" x 58"	\$ 144.00
Adjusting Rings:	
2" x 24"	\$ 18.00
3" x 24"	\$ 22.00
6" x 24"	\$ 48.00
Manhole Sumps:	
24" x 24". 6" walls	\$ 143.00
48" x 24"	\$ 211.00
Barrel block:	
24" x 6"	\$ 1.80
48" x 6"	\$ 1.80
Load charge	\$300 less than full truck
Minimum order	
Conditions	Net 30

; and

WHEREAS, the City Engineer and City Administrator recommend the selection of the sole bidder Grand Valley Concrete Products, Grand Rapids, MI for engagement in the City's Standard Professional Services Contract for purchase of precast concrete products; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2012-13 Annual Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the selection of the sole bidder Grand Valley Concrete Products, Grand Rapids, MI for engagement in the City's Standard Professional Services Contract for purchase of precast concrete products under the terms and conditions as submitted and as proposed in their sealed bids dated June 21, 2012.

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

June 26, 2012

MEMORANDUM

TO: Dane Nelson, City Administrator

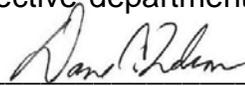
FROM: Kristin Bauer, City Engineer

SUBJECT: Ready Mix Concrete



I concur with the recommendation of the City Engineer to award the annual bid for ready mix concrete to Doan Companies of Adrian, MI.

Three firms responded to the offer to bid. Doan Companies of Adrian MI has been supply these materials to the City for the last year satisfactorily. Sufficient funds have been budgeted in the respective departmental budgets for this annual expense.



 Dane C. Nelson
 City Administrator

DCN:mld

We received bids on June 21, 2012 for our annual purchase of Ready Mix Concrete. Below are the tabulations for the bid received:

CITY OF ADRIAN, MICHIGAN
 READY-MIX CONCRETE
 DUE DATE: JUNE 21, 2012

ITEM	Darby Ready Mix Addison MI	Doan Companies Adrian MI	Kuhlman Corp Adrian MI
Class P1 6 bag	\$ 77.50	\$ 77.50	\$ 80.00
Class HE	\$ 82.50	\$ 83.25	\$ 84.00
Chloride	\$1.50 per 1%	\$1.50 per 1%	\$.75 per 1%
Heat in Winter	\$ 5.00	\$4.25	\$5.00
Extra for Fiber	\$ 5.00	\$ 5.00	\$ 6.00
Minimum Load	None	None	\$75 less 2 yds
Flowable Fill	\$60.00	\$63.50	\$62.00
Delivery	2 hours	3 hrs	2 hrs

Price to city work	Will extend	Will extend	Will extend
Payment terms	Net 30	Net 30	2% 10th

We recommend award of this contract to Doan Companies of Adrian, MI. They have been providing satisfactory service for the last year and they work closely with the City to accommodate our busy schedule.

Funds for purchase of these products come from the departments purchasing the materials.

July 2, 2012

CR12-038

RE: DEPARTMENT OF PUBLIC WORKS – Ready Mix Concrete Annual Bid

WHEREAS the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Thursday, June 21 for the 2012 construction season for purchase of ready mix concrete, with the following results:

ITEM	Darby Ready Mix Addison MI	Doan Companies Adrian MI	Kuhlman Corp Adrian MI
Class P1 6 bag	\$ 77.50	\$ 77.50	\$ 80.00
Class HE	\$ 82.50	\$ 83.25	\$ 84.00
Chloride	\$1.50 per 1%	\$1.50 per 1%	\$.75 per 1%
Heat in Winter	\$ 5.00	\$4.25	\$5.00
Extra for Fiber	\$ 5.00	\$ 5.00	\$ 6.00
Minimum Load	None	None	\$75 less 2 yds
Flowable Fill	\$60.00	\$63.50	\$62.00
Delivery	2 hours	3 hrs	2 hrs
Price to city work	Will extend	Will extend	Will extend
Payment terms	Net 30	Net 30	2% 10th

; and

WHEREAS, the City Engineer and City Administrator recommend execution of the Local Preference Policy and the selection of Doan Companies, Adrian, MI for engagement in the City’s Standard Professional Services Contract for purchase of ready mix concrete; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2012-13 Annual Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the execution of the Local Preference Policy and the selection of Doan Companies, Adrian, MI for engagement in the City’s Standard Professional Services Contract for purchase of ready mix concrete under the terms and conditions as submitted and as proposed in their sealed bids dated June 21, 2012.

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

TO: Dane C. Nelson City Administrator

FROM: Cindy L. Prue Assistant Finance Director

SUBJECT: Annual Bid – Equipment Rental June 26, 2012

I concur with the recommendation of the Assistant Finance Director to award the annual bid for equipment rental to the sole bidder, Slusarski Excavating of Adrian, MI.



Dane C. Nelson
City Administrator

DCN:mlld

Sealed bids were received until 2:00 p.m. E.D.T. on Tuesday, June 19, 2012, at the Purchasing Office, for the city's annual equipment rental rates. I recommend the bid be awarded to the low bidder, Slusarski Excavating. The prices are remaining unchanged for the coming fiscal year.

ITEM	Slusarski Excavating Adrian MI	Pricing 2011-12
Motor Grader	\$99.00	\$99.00
Earth Mover	\$99.00	\$99.00
Small Backhoe	\$79.00	\$79.00
Large Backhoe – ½ cy	\$85.00	\$85.00
Large Backhoe – ¾ cy	\$105.00	\$105.00
Large Backhoe – 1 cy	\$125.00	\$125.00
Drum Compactor	CAT \$92.00	\$92.00
	Champion \$82.00	\$82.00
Bulldozer-Small	\$82.00	\$82.00
Bulldozer-Large	\$89.50	\$89.50
Tri-Axle Dump Truck	\$82.00	\$82.00
Quad-axle Dump Truck	\$89.00	\$89.00
Low Boy	\$98.00	\$98.00
Notice	2 days	

Respectfully submitted,

Cindy L. Prue
Assistant Finance Director

July 2, 2012

CR12-039

RE: DEPARTMENT OF PUBLIC WORKS – Equipment Rental Annual Bid

WHEREAS the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Tuesday, June 19 for the 2012 construction season for equipment rental, with the following results:

ITEM	Slusarski Excavating Adrian MI	Pricing 2011-12
Motor Grader	\$99.00	\$99.00
Earth Mover	\$99.00	\$99.00
Small Backhoe	\$79.00	\$79.00
Large Backhoe – ½ cy	\$85.00	\$85.00
Large Backhoe – ¾ cy	\$105.00	\$105.00
Large Backhoe – 1 cy	\$125.00	\$125.00
Drum Compactor	CAT \$92.00	\$92.00
	Champion \$82.00	\$82.00
Bulldozer-Small	\$82.00	\$82.00
Bulldozer-Large	\$89.50	\$89.50
Tri-Axle Dump Truck	\$82.00	\$82.00
Quad-axle Dump Truck	\$89.00	\$89.00
Low Boy	\$98.00	\$98.00
Notice	2 days	

and;

WHEREAS the City Engineer and City Administrator recommend the selection of the sole bidder Slusarski Excavating, Adrian, MI for engagement in the City’s Standard Professional Services Contract for equipment rental; and

WHEREAS the Finance Director indicates that sufficient funds are available for this purpose in the FY2012-13 Annual Operating Budget.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the selection of the sole bidder Slusarski Excavating, Adrian, MI for engagement in the City’s Standard Professional Services Contract for equipment rental under the terms and conditions as submitted and as proposed in their sealed bids dated June 19, 2012.

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

June 27, 2012

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: 2013 Special Assessment District



In conjunction with the Capitol Project Plan for the Fiscal Year 2012-13 the following projects have been scheduled for road reconstruction projects. As it has been the practice for at least the last 30 years, the costs for the concrete curb and drive approaches will be assessed to the property owners with frontages and sideages on the street to be reconstructed.

In staying consistent with this past practice, I am proposing the establishment of Special Assessment Districts (SAD) for the following streets:

STREET	CROSS STREETS	TOTAL COST EST.	ESTIMATED ASSESSMENT
Elm Street	Oakwood to Siena Heights	\$ 140,000	\$ 40,000
Croswell Street	Bristol to Dead End	\$ 110,000	\$ 30,000
Martinez Street	Croswell to Dead End	\$ 50,000	\$ 11,000

These numbers are based on: \$19.00/LF Curb Removal & Replacement
 \$ 5.25/SF 6" thick Concrete Costs
 \$ 4.25/SF 4" thick Concrete Costs

Enclosed with this memo are the list of owners who currently own property on Elm, Croswell and Martinez Streets. It should be noted that following establishment of this SAD we will be placing a curb and gutter lien on the each properties with the Tax Assessor's office.

I am requesting that at the July 2, 2012 meeting a public hearing be set for the July 16, 2012 City Commission meeting for establishment of these Special Assessment Districts.

1040 ELM ST
XA0-100-0054-05
SIENA HEIGHTS UNIVERSITY
1247 E SIENA HEIGHTS DRIVE
ADRIAN MI 49221

XA0-100-0055-02
BOURDETTE, DAVID R & KATI
1049 ELM ST
ADRIAN MI 49221

1029 ELM ST
XA0-100-0053-01
GREENE, BARBARA L
6760 N KY 706
SANDY HOOK KY 41171

XA0-100-0364-01
AUTUMN RIDGE APARTMENT
411 MILL RD-OFFICE
ADRIAN MI 49221

XA0-100-0046-04
SIENA HEIGHTS UNIVERSITY
1247 E SIENA HEIGHTS DR
ADRIAN MI 49221

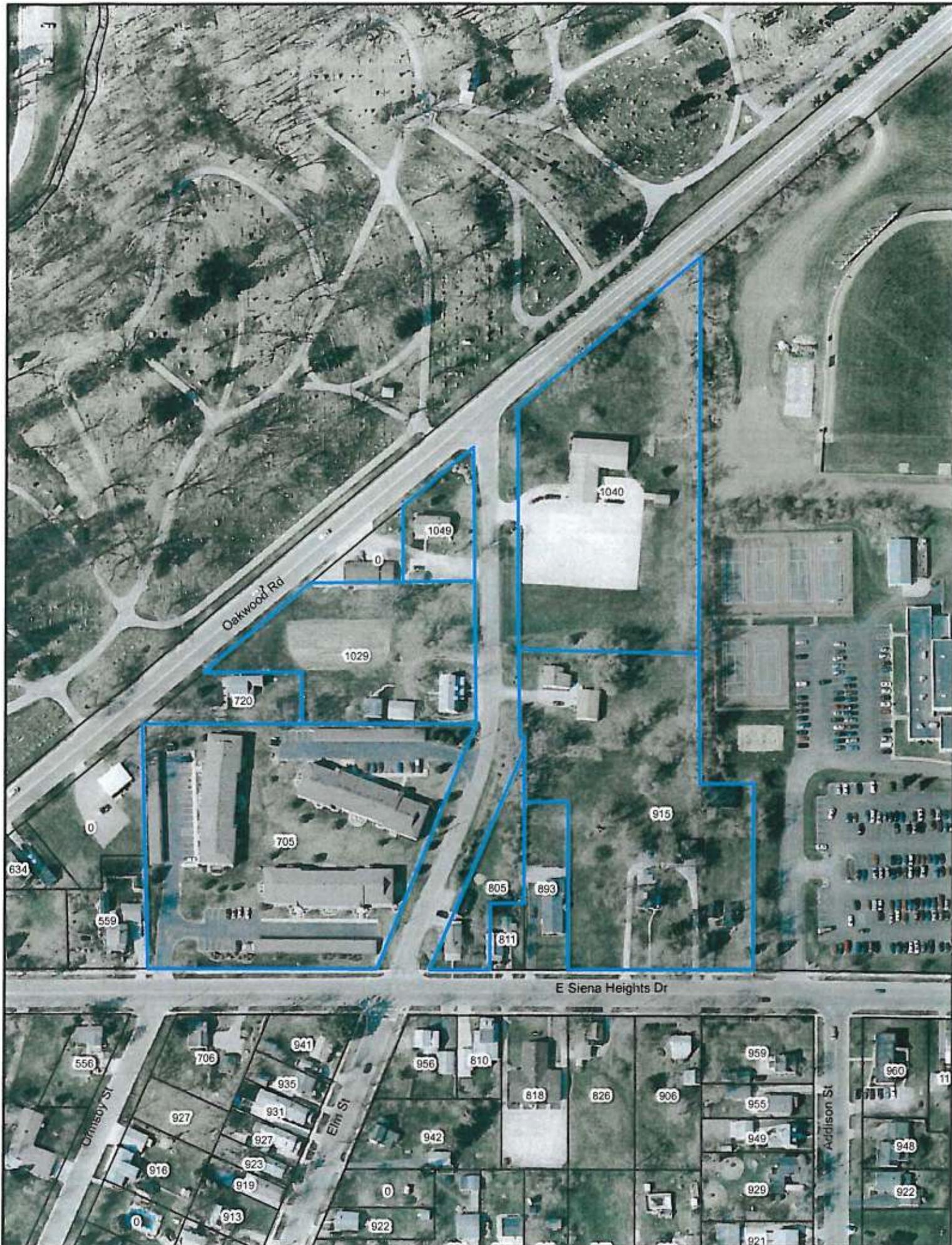
XA0-100-0050-00
CREGER, NICK LEE
805 E SIENA HEIGHTS DR
ADRIAN MI 49221

705 E, SIENA HTS

915 E SIENA HTS DR.

805 E- SIENA HTS DR.

ELM - STREET
OAKWOOD TO SIENA HTS.



"respect for the individual voice, service for the common good"

RE: ENGINEERING DEPT. – Establish Special Assessment District for Improvements on Elm Street from Oakwood to Siena Heights (SAD #385)

RESOLUTION

WHEREAS, the City Administrator has recommended that Elm Street from Oakwood to Siena Heights, be improved by the construction of curb and gutter, driveway approaches, road base, asphalt surfaces and other appurtenances on a special assessment basis, has prepared and filed plans and specifications for the proposed construction, and has prepared and filed a report and recommendation relating thereto pursuant to the provisions of Section 1.205 of the Adrian City Code.

NOW, THEREFORE, BE IT RESOLVED:

1. That the City Commission deems and declares its intention to improve Elm Street from Oakwood to Siena Heights.
2. That the estimated cost thereof is \$140,000.
3. That \$40,000 of the said estimated cost shall be defrayed by special assessment and \$100,000 shall be paid by local street funds.
4. That the proposed special assessment district shall include the following land and premises:

Special Assessment Properties

Elm Street from Oakwood to Siena Heights

5. That special assessments to defray the cost of the proposed improvements shall be levied on the lands and premises within the proposed special assessment district according to frontage.
6. That the report of the city Administrator be filed with the City Clerk forthwith for public examination.
7. That the City Commission will meet in the City Chambers Building at 155 E. Maumee Street, Adrian MI, at 7:00pm on Tuesday, July 16, 2012 for the purpose of hearing and considering comments to the proposed improvements or to the inclusion of any property within the proposed special assessment district.
8. That the City Clerk will mail notice of the intention to make the said improvements to all interested parties pursuant to the provisions of Section 1.260 of the Adrian City Code.

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.

CR-12

✓ XA0-595-0012-01
DILLON, RHONDA R
873 ADDISON ST
ADRIAN MI 49221

✓ XA0-491-0008-01
DILLON SR, JACK R & RHONDA
873 ADDISON ST
ADRIAN MI 49221

✓ XA0-491-0007-01
TERRAZAS, FELIX
836 CROSWELL ST
ADRIAN MI 49221

✓ XA0-491-0006-00
TERRAZAS, FELIX
836 CROSWELL ST
ADRIAN MI 49221

✓ XA0-491-0004-00
MCGEE, WILLIAM & RUTH RE
826 CROSWELL ST
ADRIAN MI 49221

✓ XA0-491-0012-00
DELACRUZ, DIONICIA
01038 MARTINEZ ST
ADRIAN MI 49221

✓ XA0-491-0013-00
DELACRUZ, DIONICIA
01038 MARTINEZ ST
ADRIAN MI 49221

✓ XA0-491-0003-00
MEDINA, SAMUEL & DORA
00822 CROSWELL ST
ADRIAN MI 49221

✓ XA0-491-0001-00
STOCKS, KARL R & GLORIA A
1005 BRISTOL ST
ADRIAN MI 49221

✓ XA0-490-8015-00
SARABIA, JOSEFINA
821 CROSWELL ST
ADRIAN MI 49221

✓ XA0-490-8017-00
MILLER, ALVIA
921 BRISTOL ST
ADRIAN MI 49221

✓ XA0-490-8014-00
WARREN, GILBERT
00825 CROSWELL ST
ADRIAN MI 49221

✓ XA0-490-8013-00
CEPIDA, SAMUEL
829 CROSWELL ST
ADRIAN MI 49221

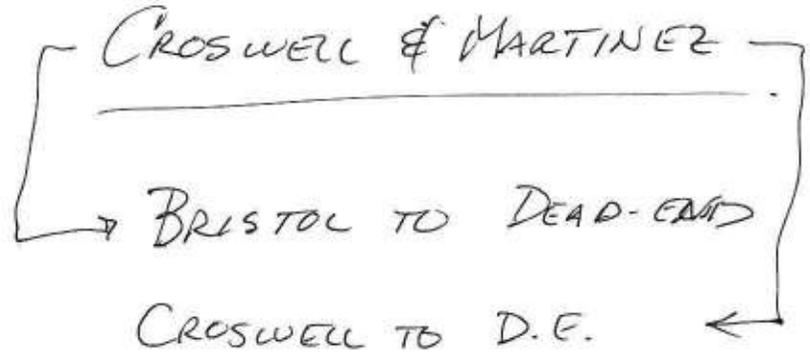
✓ XA0-490-8012-00
MARRIOTT, KAREN
833 CROSWELL ST
ADRIAN MI 49221

✓ XA0-490-8011-00
HEATH JR, LARRY L
837 CROSWELL ST
ADRIAN MI 49221

✓ XA0-490-8010-00
GARCIA, GUILLERMO
00841 CROSWELL ST
ADRIAN MI 49221

✓ XA0-490-8009-00
CHURCH, CYNTHIA M
00845 CROSWELL ST
ADRIAN MI 49221

✓ XA0-491-0011-01
TERRAZAS, FELIX
836 CROSWELL ST
ADRIAN MI 49221



RE: ENGINEERING DEPT. – Establish Special Assessment District for Improvements on Croswell Street from Bristol to Dead End and Martinez Street from Croswell to Dead End (SAD #386)

RESOLUTION

WHEREAS, the City Administrator has recommended that Croswell Street from Bristol to Dead End and Martinez Street from Croswell to Dead End, be improved by the construction of curb and gutter, driveway approaches, road base, asphalt surfaces and other appurtenances on a special assessment basis, has prepared and filed plans and specifications for the proposed construction, and has prepared and filed a report and recommendation relating thereto pursuant to the provisions of Section 1.205 of the Adrian City Code.

NOW, THEREFORE, BE IT RESOLVED:

1. That the City Commission deems and declares its intention to improve Croswell Street from Bristol to Dead End and Martinez Street from Croswell to Dead End.
2. That the estimated cost thereof is \$160,000.
3. That \$41,000 of the said estimated cost shall be defrayed by special assessment and \$119,000 shall be paid by local street funds.
4. That the proposed special assessment district shall include the following land and premises:

Special Assessment Properties

Croswell Street from Bristol to Dead End and Martinez Street from Croswell to Dead End

5. That special assessments to defray the cost of the proposed improvements shall be levied on the lands and premises within the proposed special assessment district according to frontage.
6. That the report of the city Administrator be filed with the City Clerk forthwith for public examination.
7. That the City Commission will meet in the City Chambers Building at 159 E. Maumee Street, Adrian MI, at 7:00pm on Tuesday, July 16, 2012 for the purpose of hearing and considering comments to the proposed improvements or to the inclusion of any property within the proposed special assessment district.
8. That the City Clerk will mail notice of the intention to make the said improvements to all interested parties pursuant to the provisions of Section 1.260 of the Adrian City Code.

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



REGULAR AGENDA

SO-1

July 2, 2012

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments regarding the application for an Industrial Facilities Exemption Certificate from Inergy Automotive Systems, Inc.

Discussion

When the Mayor call for final objections _____

and he declared the hearing closed.

**MEMO**

135 E. Maumee, Adrian, MI 49221-2703

DATE: June 27, 2012

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

FROM: Chris Miller
DDA & Economic Development Coordinator

SUBJECT: Inergy IFT

Ladies and Gentlemen,

I am sending you this memo to express support for an IFT application the city has received from Inergy Automotive Systems. Inergy is purchasing two pieces of new equipment, whose total cost is 11.4 million dollars. This equipment will allow them to continue to be the leading producer of automotive fuel tanks in N. America. These custom machines use a blow molding process that results in the manufacture of very sophisticated and complex fuel tanks.

Currently, Inergy employs 251 staff and all will be retained in part because of this purchase. In addition, they anticipate adding 24 staff within the next 24 months. Inergy has extended an invitation for the commission to tour their facility, and I encourage you to do so. It's a facility and an employer that we can be proud resides in our community.

They are seeking a twelve (12) year exemption.

I urge support for this project and would be happy to respond to questions or thoughts about this request.

Best Regards,

Chris

Chris Miller
DDA & Economic Development Coordinator

RESOLUTION

RE: COMMUNITY DEVELOPMENT - INERGY - ACT 198 INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE

WHEREAS, pursuant to 1974 PA 198, MCLA Sec. 207.551 et. Seq., after a duly notice Public Hearing held on the 5th day of June, 1995, this Commission, by resolution, established Adrian Industrial Development District No. 33; and

WHEREAS, an application has been filed by Inergy for an Industrial Facilities Exemption Certificate for the facility located in the Adrian Industrial Development District # 33, and was received by the Adrian City Clerk on the 31st day of May, 2012; and

WHEREAS, the Adrian City Clerk, pursuant to 1974 PA 198, Section 5 (2) did notify the Adrian City Assessor and the legislative body of each taxing unit which levies ad valorem taxes on the property located within said Adrian Industrial Development District # 33 that the application for an Industrial Facilities Exemption Certificate by Inergy would be considered at a meeting of the Adrian City Commission on Monday, July 2nd, 2012 and that an opportunity to be heard would be provided to the Assessor and to a representative of each of the bodies so notified.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Adrian City Commission finds:
 - (a) That the purchase and installation of the equipment had not occurred earlier than twelve (12) months before May 31st, 2012, the date of acceptance of the application of the Industrial Facilities Exemption Certificate;
 - (b) That the application relates to a purchase and equipment installation program which, when completed, will be situated within Adrian Industrial Development District #33, established June 5th 1995 by resolution of the Adrian City Commission.
 - (c) That completion of the equipment installation is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to create and retain employment in the City of Adrian.
 - (d) That the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Adrian, after granting this certificate, will not exceed five (5) percent of an amount equal to the sum of SEV of the City plus the SEV of personal real property thus exempted. The Adrian City Commission specifically finds that the granting of the exemption applied for will not substantially impede the operation of or impair the financial soundness of any local government.
2. That the application of Inergy for an Industrial Facilities Exemption Certificate with regard to the facility located in Adrian Industrial Development District No. 33, be and is hereby approved for a period of twelve (12) years.

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

MEMO



DATE: June 26, 2012

TO: Honorable Mayor and City Commission

FROM: Dane C. Nelson, City Administrator

SUBJECT: District Library

On January 3, 2012, the City Commission appointed the Mayor and the Library Director to serve on a District Library Committee to explore the creation of a potential district library. Other communities within the county were invited to serve on the planning committee, but eventually only Lenawee County and the City of Adrian agreed to participate and serve on a planning committee. Legal counsel was hired by the committee with costs being shared by both Lenawee County and the City. Several meetings were held leading up to the last meeting, wherein differences of opinion surfaced leading to a pre-meeting to be held on this subject on July 2nd. The Mayor has requested that I prepare two draft resolutions for consideration after the pre-meeting discussion concludes. The first resolution authorizes the Mayor and Library Director to continue with the development of a district library, which would provide that the board of directors of a new district library would be charged with the decision as to operations and management of the new library. The second proposed resolution terminates the involvement of the Mayor and Library Director on the District Library Committee and sets forth the decision of the City Commission to no longer proceed with the establishment of a district library at the present time.

Respectfully submitted,

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

Dane C. Nelson
City Administrator

DCN:mlb

OPTION I

July 2, 2012

R12-071

RE: LIBRARY – Abandonment of plans to proceed with the establishment of a District Library

RESOLUTION

WHEREAS, in a resolution adopted January 3, 2012 the City Commission resolved to appoint the Mayor and Library Director as representatives to a District Library Planning Committee, which was created to explore the benefits of a District Library, and which committee was charged with preparing a proposed district library agreement; and

WHEREAS, the planning committee has met several times with legal council to study a proposed district library agreement; and

WHEREAS, the City Commission has considered the verbal report of its representatives as to the outcome of said meetings.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Library Director are directed to notify the District Library Planning Committee that the City Commission no longer wishes to proceed with the establishment of a District Library.

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