



PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
MONDAY,
SEPTEMBER 17, 2012**

The City Commission will meet for a pre-meeting study session on Tuesday, September 17, 2012 at 5:30 p.m. in the City Chambers Building, 159 E. Maumee St., to discuss the following:

1. Dial-A-Ride Contract.
2. Maple Village Pilot Ordinance.
3. Other items as time permits.



COMMISSION AGENDA

AGENDA
ADRIAN CITY COMMISSION
SEPTEMBER 17, 2012
7:00PM

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE SEPTEMBER 4, 2012 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. PUBLIC COMMENT ON AGENDA ITEMS
- VI. COMMUNICATIONS
 - 1. **C-1. Finance.** Downtown Development Authority – FY2011-12 Year-End (Audited) Financial Reports.
 - 2. **C-2. Finance.** Pending Legislation – House Bill 5302.
 - 3. **C-3. Finance.** State Revenue Sharing – Update.
- VII. CONSENT AGENDA
 - 1. **CR12-049. Utilities Department.** Resolution to authorize the purchase of a new ¾-ton truck for the Wastewater Treatment Plant.
 - 2. **CR12-050. Utilities Department.** Resolution to authorize the purchase of a replacement dust collection system for the Water Treatment Plant.
 - 3. **CR12-051. City Commission.** Resolution to reappoint members to the Planning Commission.
 - 4. **CR12-052. City Commission.** Resolution appointing Mayor Greg DuMars as the official representative to cast the vote at the annual MML Conference to be held October 3-5, 2012.
 - 5. **CR12-053. Parks & Forestry.** Resolution to award a bid for the purchase of trees to be planted in the fall.
 - 6. **CR12-054. Police Department.** Resolution to award a bid for the purchase of police equipment.
- VIII. REGULAR AGENDA
 - A. ORDINANCES
 - 1. **Ord. 12-003.** Second reading and adoption of an ordinance to amend Article II – Definitions, Article XVII – WH Warehouse and Wholesale

District and Article XXI – I-2 General Industrial District of the Zoning/Development Regulations.

2. **Ord. 12-004.** Second reading and adoption of an ordinance to amend Article II – Definitions, Article XIV – B-2 Community Business, Article XV – B-3 Central Business District, Article XIX – E-1 Exclusive Industrial District, Article XX – I-1 Light Industrial District of the Zoning/Development Regulations.
3. **Ord. 12-005.** Second reading and adoption of an ordinance amendment to Section 90-2, to allow the City to prosecute MCLA 257.625(1)(c) (operating with a high B.A.C.) locally.
4. **Ord. 12-006.** Second reading and adoption of an ordinance amendment to Section 58-12 to impose more specific regulations in regard to fireworks.
5. **Ord.12-007.** Introduction of a Pilot Ordinance for Maple Village.

B. SPECIAL ORDERS

1. **SO-1.** Public hearing to hear and consider comments regarding applications for two Industrial Facilities Tax Exemption Certificates by Inteva Products.

C. RESOLUTIONS.

1. **R12-110. Community Development.** Resolution to approve the application by Inteva Products for an Industrial Facilities Tax Exemption Certificate (Project # 4628).
2. **R12-111. Community Development.** Resolution to approve the application by Inteva Products for an Industrial Facilities Tax Exemption Certificate (Project # 4625).
3. **R12-112. Adrian Transportation.** Resolution to award a bid for the operation of Dial-A-Ride services for the City of Adrian and authorize the Mayor and City Clerk to execute a contract for said services.
4. **R12-113. Administration.** Resolution to confirm the appointment of Cindy Prue as the Director of Finance, commencing January 28, 2013.
5. **R12-114. Engineering.** Resolution to award a bid for the purposes of performing an Operational Analysis of N. Winter Street and W. Maple Avenue.

IX. MISCELLANEOUS

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

X. PUBLIC COMMENT

XI. COMMISSIONERS COMMENTS



MINUTES

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

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

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

PRESENT: Mayor DuMars and Commissioners Gallatin, Carrico, Warren, Jacobson, Faulhaber and Berryman Adams.

Mayor DuMars in the Chair.

Commissioner Faulhaber motioned to accept the minutes as presented; seconded by Commissioner Jacobson. Commissioner Warren requested a correction in the voting of Resolution R12-096, which tabled the sale of 238 & 250 West Church St and 307 & 309 College Ave. The correction is: Commissioner Warren voted “nay’ and Commissioner Gallatin voted “yay” to tabling the resolution.

Commissioner Faulhaber kept his motion, with the correction of the voting of Resolution R12-096, and Commissioner Jacobson seconded. The minutes were then adopted by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher # 3667 through # 3669	\$111,674.59
General Fund Vouchers # 21077 through # 21086	\$260,850.37
Clearing Account Vouchers amounting to	<u>\$396,540.51</u>
TOTAL EXPENDITURES	<u>\$769,065.47</u>

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

PUBLIC COMMENT

There were no public comments

REGULAR AGENDA

ORDINANCES

Ordinance 12-005. Introduction of an ordinance amendment to Section 90-2, to allow the City to prosecute MCLA 257.625(1)(c) (operating with a high B.A.C.) locally.

Ordinance 12-006. Introduction of an ordinance amendment to Section 58-12 to impose more specific regulations in regard to fireworks.

SPECIAL ORDER

SO-1 – Public hearing for the consideration of comments regarding closing out the Farmer’s Market Project Grant.

There were no public comments

RESOLUTIONS

RESOLUTION R12-104

RE: FORMAL GRANT CLOSE OUT of the CDBG Farmers Market Project Grant

WHEREAS, the City Of Adrian received from the Michigan Economic Development Corporation a Farm to Food Grant under the Michigan Community Development Block Grant (CDBG) Program (Project No. MSC 210012-FMK); and

WHEREAS, the City of Adrian held a public hearing prior to the grant close out; and

WHEREAS, the Grantee is required to submit a formal grant close out;

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby authorizes the formal close out of the MSC 210012-FMK Farm to Food Grant.

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

RESOLUTION R12-105

RE: DIAL-A-RIDE – Approval of REVISED Agreement No. 2012-0027.

WHEREAS, the City of Adrian desires to continue provisions of Dial-A-Ride service; and

WHEREAS, a Project Authorization had been proposed which provided FY 2012 Section 5311 Operating assistance for such service, effective October 1, 2011 and expires September 30, 2012, based on 18.5% of the estimated eligible costs, which is \$63,271. The maximum amount to be paid will not exceed 18.5% of the audited costs and if funds are insufficient to reimburse at 18.5% of audited costs, a new reimbursement percentage will be calculated for all agencies; and

WHEREAS, a REVISED Project Authorization has been proposed which provides an additional \$13,514 in operating assistance for a total of \$76,785 based on 18.5% of the estimated eligible costs.

WHEREFORE, IT IS HEREBY RESOLVED, that the City Commission of the City of Adrian does hereby approve the proposed REVISED Agreement No. 2012-0027, Authorization No: P1/R1 for FY 2012 Section 5311 Operating Assistance.

BE IT FURTHER RESOLVED, that the monies from this grant be given to Adrian Dial-A-Ride in accordance with the terms of the Contract, and hereby authorize the Mayor, Greg DuMars and City Clerk, Pat Baker to execute Authorization # P1/R1 for and on behalf of the City of Adrian.

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

RESOLUTION R12-106

RE: DIAL-A-RIDE – Approval of project authorization agreement for the purchase of a back-up generator.

WHEREAS, the City of Adrian desires to continue provisions of Dial-A-Ride service; and

WHEREAS, a project authorization has been proposed which grants \$35,000 for the purchase of a back-up generator.

WHEREFORE, BE IT HEREBY RESOLVED, that the City Commission of the City of Adrian does hereby approve Agreement 2012-0027, Authorization # P2 in the amount of \$35,000 from the FY 2012 Section 5311 Capital/Small Cities (5,000 - 50,000) Program.

BE IT FURTHER RESOLVED, that the equipment and funds from the project authorization be granted to the Adrian Dial-A-Ride in accordance with the terms of the project authorization, and hereby authorizes the Mayor, Greg DuMars and City Clerk, Pat Baker, to execute the project authorization # P2 for and on behalf of the City of Adrian.

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

RESOLUTION R12-107

RE: INTEVA PRODUCTS– 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 two Industrial Facilities Exemption Certificate requests from Inteva Products, Inc. for an investment of personal property within Adrian Industrial Development District # 29; 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 # 29, 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 applications for Industrial Facilities Exemption Certificates from Inteva Products, authorizes the scheduling of a public hearing for Monday, September 17, 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 Berryman Adams, seconded by Commissioner Faulhaber, this resolution was adopted by a unanimous vote.

RESOLUTION R12-108

RE: **DEPARTMENT OF PUBLIC WORKS –Four Corners Paving Contract- Change Order**

WHEREAS, the Adrian City Commission, by resolution # CR12-093 dated August 6, 2012, authorized the selection and engagement of Slusarski Excavating and Paving, Adrian, MI to be engaged in the City’s Standard Professional Services Contract to complete concrete and paving work at the downtown four corners at a cost not to exceed \$32,965.80; and

WHEREAS, authorization to expend an additional \$9,395 is being sought by the City Engineer to cover the cost of additional concrete work to be completed around the previous planter box areas and an additional 1” of asphalt paving; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Major Street Fund Unreserved/Unassigned Fund Balance (202-000.00-390.000) and that the FY2012-13 Budget be amended, accordingly; and

WHEREAS, the City Administrator recommends approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby approves this Change Order to the Slusarski Excavating and Paving Company, Adrian, MI contract in the amount of \$9,395 for additional concrete work and paving,

BE IT FURTHER RESOLVED that \$9,395 be appropriated from the Major Street Fund Unreserved/Unassigned Fund Balance (202-000.00-390.000) and that the FY2012-13 Budget be amended as follows:

Major Street Fund (Fund # 202)

Revenue:

Prior Years’ Revenue (202-000.00-697.000) \$9,395

Expenditures:

Bridge Maintenance-Contract Services (202-451.00-801.000) \$9,395

Total \$ -0-

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

RESOLUTION R12-109

RE: ADMINISTRATION –Authorize the sale of 238 and 250 Church Street, and 307 and 309 College Avenue to SIHB, LLC.

WHEREAS, the City has received proposals to sell lots commonly known as 238 and 250 Church Street, and 307 and 309 College Avenue; and

WHEREAS, the City has no current or projected use of these parcels, and has thoroughly considered said proposals.

NOW, THEREFORE, BE IT RESOLVED, that the proposal of SIHB, LLC, is hereby accepted subject to the agreement of the following terms and conditions:

1. Conveyance by quit claim deed.
2. Property to be accepted in its current "AS IS" condition.
3. Any title insurance or survey cost shall be the responsibility of the purchaser.
4. The roof shall be replaced with all mechanical, plumbing, electrical and building codes to be brought up to current code standards by December 31, 2013.
5. All taxes and utility costs shall be timely paid and kept current.
6. If the above conditions are not met, the purchaser shall agree to re-convey the property to the City at no cost with the property to be free and clear of encumbrances. All improvements made to the property shall be owned by the City.

BE IT FURTHER RESOLVED that in the event the terms and conditions are accepted, the Mayor and City Clerk shall execute all documents necessary to close said transaction.

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

PUBLIC COMMENTS

There were no public comments

COMMISSIONER COMMENTS

1. Commissioner Warren and Mayor DuMars thanked staff for all of their work with the 2012 Goodwill Mission with Moriyama Japan.

The next regular meeting of the Adrian City Commission will be held on Monday, September 17, 2012 at 7:00 p.m. in the City Chambers Building, 159 E. Maumee St, Adrian, MI 49221.

Greg DuMars
Mayor

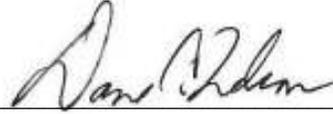
Pat Baker
City Clerk



CHECK REGISTER

September 17, 2012

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



Dane C. Nelson
City Administrator

DCN:mlD

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

Utility Department Vouchers	
Vouchers # 3670 through # 3679	\$186,600.30
General Fund	
Vouchers # 21087 through # 21112	\$389,604.90
Clearing Account Vouchers	
amounting to.....	<u>\$409,138.28</u>
TOTAL EXPENDITURES	<u>\$985,343.48</u>

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

SEPT. 17, 2012

UTILITIES FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
3670	\$61,763.06	City of Adrian Payroll	Payroll Aug.31
3671	\$110,388.49	City of Adrian Clearing	Check Register Sept 4
3672	\$101,000.00	Fedewa Inc	Water Tank Painting
3673	\$868.15	Unum Life Insurance	Sept Premium
3674	\$0.00	City of Adrian Stormwater	Transfer payment
3675	\$19,158.79	Consumers Power	Various Electric bills
3676	\$128.55	Citizens Gas	Various Heat bills
3677	\$174.17	City of Adrian Utilities	Various Water bills
3678	\$3,363.67	Consumers Power	Various Electric bills
3679	\$143.91	Frontier Communications	Various Telephone bills
	\$296,988.79		
	-\$110,388.49	CK 3671 Clearing	
	\$186,600.30	TOTAL	

SEPTEMBER 17, 2012

SEPT. 17, 2012

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
21087	\$ 201,396.80	City of Adrian Payroll	Payroll Aug 31
21088	\$ 15,372.86	First Federal Bank	Soc. Sec. Aug 31 Payroll
21089	\$ 3,879.98	Quick Service Transportation	Payroll w/e Aug 25
21090	\$ 20.00	Dawn Kuhl	Recreation Refund
21091	\$ 20.00	Sarah Ford	Recreation Refund
21092	\$ 20.00	Sarah Ford	Recreation Refund
21093	\$ 1,071.51	US Postmaster	Mail Recreation Flyers
21094	\$ 281,212.51	City of Adrian Clearing Account	Sept 4 Check Register
21095	\$ -	City of Adrian Utilities	EFT Transfer
21096	\$ 43.34	Verizon Wireless	Fire Cell Phone Use
21097	\$ 200.00	Jesus is Lord Ministries	Recreation Refund
21098	\$ 200.00	David Pearson	Recreation Refund
21099	\$ 82.50	Boys & Girls Club	Recreation Refund
21100	\$ 19.00	Nicole Sullivan	Recreation Refund
21101	\$ 1,471.33	Unum Life Insurance	Sept Premium
21102	\$ 4,081.32	Quick Service Transportation	Payroll w/e Sept 1
21103	\$ 71,863.22	Blue Cross Blue Shield	Sept Premium
21104	\$ 889.34	City of Adrian Utilities	Various Water bills
21105	\$ 1,532.45	Consumers Power	Various Electric bills
21106	\$ 898.05	Citizens Gas	Various Heat bills
21107	\$ 44,088.39	Lenawee Fuels Inc	Gasoline
21108	\$ 593.40	Verizon Wireless	Cell phone bill
21109	\$ 4,239.13	City of Adrian Utilities	Various Water bills
21110	\$ 32,439.79	Consumers Power	Various Electric bills
21111	\$ 1,175.22	Frontier Communications	Various Telephone bills
21112	\$ 4,007.27	Quick Service Transportation	Payroll w/e 09/08

\$ 670,817.41

\$ (281,212.51) Less: CK# 21094

\$ 389,604.90

SEPTEMBER 17, 2012

EXP CHECK RUN DATES 09/17/2012 - 09/17/2012
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. ACS FIREHOUSE SOFTWARE	1,115.00		
2. ADRIAN COMMUNICATIONS	2,452.25		
3. ADRIAN LOCKSMITH & CYCLERY	128.08		
4. ADRIAN WATER CONDITIONING INC	19.50		
5. ADVANCE AUTO PARTS COMMERCIAL CHRG	12.99		
6. AIRGAS USA, LLC	19.36		
7. ALERT EMERGENCY EQUIPMENT GROUP	232.50		
8. ALL METALS INC.	138.04		
9. ALLIED WASTE SERVICES #259	1,333.92		
10. ALLIED WASTE SERVICES	58.50		
11. AMERICAN OFFICE SOLUTIONS, INC.	58.59		
12. APPLE MAT RENTAL	489.65		
13. ARCHBOLD EQUIPMENT CO	876.52		
14. ARROW UNIFORM	3,917.12		
15. AUTO ZONE COMMERCIAL	513.67		
16. BAKER & TAYLOR BOOKS	141.65		
17. PATRICIA BAKER	117.25		
18. BATTERY WHOLESALE	32.11		
19. KRISTIN BAUER	20.00		
20. A.J. BAYLON CONSTRUCTION	8,563.25		
21. MICHELLE BEDDINGFIELD	20.00		
22. DAVID BIRDSSELL	100.72		
23. ROBERT BISHOP	240.67		
24. BLACK SWAMP EQUIPMENT	148.00		
25. BOOK OF THE MONTH CLUB	40.07		
26. BRAKES-N-MORE	288.24		
27. BREAKING AWAY CAFE	55.95		
28. BUCK & KNOBBY EQUIP CO INC	523.10		
29. BURNETTE, JESTIN	62.08		
30. BWI	73.58		
31. CALIFORNIA CONTRACTORS SUPPLIES INC	1,138.20		
32. CDW-G COMPUTER SUPPLIES	6,120.00		
33. CLEAN CARE INC	4,429.00		
34. CLEGG ELECTRIC INC.	266.00		
35. COAST TO COAST DELI	125.80		
36. COIN-OP SPECIALISTS INC.	30.66		
37. COMCAST	5.36		
38. CONTINENTAL SERVICE	385.53		
39. CPI INTERNATIONAL	89.50		
40. CRAFT ELECTRIC INC	20.00		
41. CROSWELL OPERA HOUSE	1,402.43		
42. D&P COMMUNICATIONS, INC.	1,680.98		
43. THE DAILY TELEGRAM	703.43		
44. JERRY DAVIS	20.00		
45. JOEL DAWSON	364.75		
46. DIXON ENGINEERING, INC.	8,680.00		
47. DOAN COMPANIES	652.00		
48. JACK DOHENY SUPPLIES INC	2,887.57		
49. H. DOMINE ENTERPRISES INC	240.00		

EXP CHECK RUN DATES 09/17/2012 - 09/17/2012
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
50. STEVE EBERLE	20.00		
51. ENGLEWOOD ELECTRICAL SUPPLY	2,083.49		
52. ETNA SUPPLY COMPANY	2,427.11		
53. EVIDENT	388.00		
54. FASTENAL COMPANY	522.63		
55. FIRST PRESBYTERIAN CHURCH	52.72		
56. WALTER FISCHOFF	46.98		
57. FISHER SCIENTIFIC COMPANY LLC	443.16		
58. FRITZ, SUE	412.91		
59. FYR-FYTER SALES & SERVICE	75.05		
60. GALLANT & SON	2.99		
61. GALL'S INC	488.16		
62. MARK GIGAX	20.00		
63. GOODREMONT'S INC	84.96		
64. GOVERNMENTAL BUSINESS SYSTEMS INC	2,837.00		
65. GRAINGER INC.	121.00		
66. DENISE GRITZMAKER	20.00		
67. HADDEN TIRE COMPANY	644.00		
68. DEREK HELINSKI	50.65		
69. NORMAN HELINSKI	50.65		
70. SHANE HORN	20.00		
71. HOUGHTON LAKE PUBLIC LIBRARY	90.00		
72. HUBBARD'S AUTO CENTER INC	25.67		
73. HYDRODYNAMICS, INC.	522.50		
74. I.T. RIGHT	739.00		
75. ICMA RETIREMENT CORPORATION	79.34		
76. ID NETWORKS INC	4,132.00		
77. IDEXX LABORATORIES, INC.	2,559.41		
78. IMAGE GALLERY	119.90		
79. INGRAM LIBRARY SERVICES	96.24		
80. J & B MEDICAL SUPPLY	233.75		
81. K & B ASPHALT SEALCOATING, INC	3,980.00		
82. KELLER THOMA, P.C.	382.40		
83. ERIC KELLY	20.00		
84. KNISEL'S TREE SERVICE	1,200.00		
85. KONICA MINOLTA BUSINESS SOLUTIONS	136.85		
86. KUHLMAN CORP.	16.00		
87. LANSING SANITARY SUPPLY INC	1,450.13		
88. LAVOY, KELLY	177.06		
89. LEGACY PRINTING	235.65		
90. LENAWEE COMMUNITY FOUNDATION	3,000.00		
91. LENAWEE COUNTRY CLUB	899.16		
92. LENAWEE COUNTY PRINTER	1,450.35		
93. LENAWEE TIRE & SUPPLY CO, INC.	2,370.92		
94. LOWE'S CREDIT SERVICES	1,793.56		
95. LYDEN OIL COMPANY	464.20		
96. MACP	995.00		
97. MANPOWER OF LANSING MI INC.	1,228.50		

User: CPRUE

DB: ADRIAN

EXP CHECK RUN DATES 09/17/2012 - 09/17/2012
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
98. MCGOWAN ELECTRIC SUPPLY INC	19.12		
99. MENIAL TASKS LLC	40.00		
100. MICHIGAN ASSOCIATION CHIEFS	115.00		
101. MICHIGAN BUILDING SPECIALTIES	37,700.00		
102. MICHIGAN DEPARTMENT OF	108,590.89		
103. MICHIGAN MUNICIPAL LEAGUE	410.90		
104. STATE OF MICHIGAN	350.00		
105. STATE OF MICHIGAN	1,228.77		
106. STATE OF MICHIGAN	972.84		
107. STATE OF MICHIGAN	400.00		
108. MICHIGAN TASER DISTRIBUTING, INC	200.89		
109. MICHIGAN WATER ENVIROMENT ASSOC.	174.00		
110. MICROMARKETING LLC	459.67		
111. MIDWEST TAPE	107.61		
112. MULCH WHOLESALERS INC	5,550.00		
113. MUNICIPAL EMPLOYEES' RETIRE	106,947.14		
114. MUNICIPAL WEB SERVICES	400.00		
115. NEXT STEP	155.00		
116. NORTH EASTERN UNIFORMS & EQUIPMENT	107.39		
117. O.P. AQUATICS	1,988.00		
118. OCAAO	50.00		
119. OHIO CONCRETE SAWING & DRILLING INC	1,358.80		
120. OMNI III	2,060.10		
121. OMNI III	49.84		
122. MIKE OSBORN	20.00		
123. PRINTLINK	459.00		
124. PARAGON LABORATORIES INC	60.00		
125. DAVID PATE	245.00		
126. PEERLESS SUPPLY INC	295.31		
127. GLENN PRESTON	20.00		
128. PROQUEST LLC	1,090.00		
129. QUICK SERVICE TRANSPORTATION	569.54		
130. RECORDED BOOKS LLC.	239.40		
131. RED PAINT PRINTING LLC	635.75		
132. TIM RITCHIE	20.00		
133. SHERWIN-WILLIAMS CO	140.97		
134. SHINE'S AUTO CLEAN	70.00		
135. SIELER CONSTRUCTION INC	1,533.00		
136. SIRCHIE FINGER PRINT LABORATORIES	329.15		
137. SLUSARSKI EXCAVATING & PAVING INC	5,275.00		
138. STAPLES CREDIT PLAN	160.45		
139. STAPLES CREDIT PLAN	111.79		
140. STEVENS DISPOSAL	1,392.40		
141. STEVENSON LUMBER, INC.	214.25		
142. JEFFREY A. STICKNEY, DO,PC	17.00		
143. SWANK MOTION PICTURES INC	321.00		
144. T & L RENTALS	135.00		
145. TDS SECURITY, INC	850.50		
146. THERMO FISHER SCIENTIFIC LLC	293.33		

EXP CHECK RUN DATES 09/17/2012 - 09/17/2012
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
147. TRACTOR SUPPLY COMPANY	13.98		
148. PAUL TRINKA	20.00		
149. TRUCK & TRAILER SPECIALITIES, INC	19,615.00		
150. TTB CLEANING LLC	3,275.00		
151. U S POSTMASTER	1,800.00		
152. U S POSTMASTER	270.00		
153. UIS PROGRAMMABLE	1,121.00		
154. UNITED PARCEL SERVICE	11.33		
155. USA BLUEBOOK	140.03		
156. UTILITIES REDUCTION SPECIALISTS INC	240.13		
157. VAN BRUNT TRANSPORT INC	1,636.91		
158. VAN ERT'S LAWN SERVICE	750.00		
159. WESTERN LIME CORPORATION	5,298.48		
160. RYAN WHITE	20.00		
161. WILD SWAN THEATER	750.00		
TOTAL ALL CLAIMS	409,138.28		



COMMUNICATIONS



MEMO

Date: August 21, 2012

To: Dane C. Nelson, City Administrator
Christopher Miller, Coordinator
Downtown Development Authority

Mayor Gregg DuMars
City Commission

From: Jeffrey C. Pardee, Finance Director

Re: **Downtown Development Authority - FY2011-12 Year-End (Audited)
Financial Reports**

Please find attached the FY2011-12 Year-End Audited Financial Reports, i.e., Comparative Balance Sheets and Comparative Statements of Revenues, Expenditures and Changes in Fund Balance, for the following funds:

- DDA Two-Mill Fund (Fund No. 280)
- DDA Tax Increment Finance Authority (Fund No. 281)
- DDA Debt Service Fund (Fund No. 394)

Financial highlights of the reporting period, for each fund, are provided as follows:

DDA Two-Mill Fund (Fund No. 280)

Revenues exceeded Expenditures by \$29,151, resulting in a net increase in Fund Balance from \$133,673 to \$162,824. The favorability is attributable to increased revenue derived from a Private Donations for the Culinary Arts Project (\$4,000) and Artilicious (\$5,000), as well as a Transfer-In from the DDA-TIF Fund (\$6,000), in conjunction with under-spending on Advertising (\$3,013) and the Façade Grant Program (\$5,000).

Major expenditures include \$621 Travel for MML Conference and Michigan Economic Developers Conference, \$5,908 for Supplies - Art-A-Licious, \$3,500 to Todd Seidell, LLC for Culinary Arts Project; \$400 for Audit Fees, \$1,000 for Building Rental, \$500 for Accounting Services and \$1,987 for advertising, such as: Daily Telegram, Uniquescreen Media and Adrian Area Chamber of Commerce.

DDA Tax Increment Finance Authority (Fund No. 281)

Expenditures exceeded Revenues by (\$99,667), resulting in a net decrease in Fund Balance from \$255,332 to \$155,664. The original FY2011-12 Adopted Budget contemplated a draw down on Fund Balance in the Amount of \$60,000 and was subsequently amended to \$100,000 by Resolution R11-145 dated December 5, 2011(copy attached), for the purpose of making necessary improvements to downtown buildings located at 101-109 E. Maumee in order to prevent further deterioration and allow for future marketing.

FY2011-12 is the first year in which an annual obligation of \$60,000 will be paid to the Auto Parking Fund for maintenance of downtown parking lots. This sum, will be matched by a similar sum from the City's General Fund Budget, as well as another \$60,000 from a Special Assessment of downtown property owners.

The first year commitment of the DDA-TIF will be drawn from Fund Balance, with subsequent years being drawn from the annual operating revenues that are freed up due to the retirement of the Streetscape Debt.

Although the Transfer to DDA Debt Service Fund (\$85,445) has been made and payment incurred on 1992 DDA Bonds (\$1,025,000), which were retired in March, 2012, a remaining commitment is the estimated \$160,000 Transfer to Schools for taxes captured in excess of debt requirements. It should be noted that, as of the June 30, 2012 closing date of FY2011-12, the current and previous two years of outstanding liabilities have not yet been paid to the schools due to the delinquency of the state audit regarding these funds. The estimated liability for the previous two years amounts to over \$282,000.

Other significant expenses incurred include \$19,865 for Contract Services - Allied Waste Services for refuse collection and \$11,802 for Advertising, as well as \$47,813 for the Façade Program (Jeff Willet's Powerhouse Gym \$22,800); Enginehouse Management, LLC \$15,263; Donna Baker \$9,750).

DDA Debt Service Fund (Fund No. 394)

Actual Debt Service is recorded in this Fund, which reflects principal payment of \$80,000 and interest and fees of \$5,120. This obligation is on track with sums included in the FY2011-12 Budget and final payoff was made in March, 2012.

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

CITY OF ADRIAN
DOWNTOWN DEVELOPMENT AUTHORITY
Two-Mill Fund
(FUND #280)

COMPARATIVE BALANCE SHEETS
As of June 30, 2012 (Audited)

	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	June 30 <u>2011</u>	June 30 <u>2012</u>
ASSETS					
Cash and Cash Equivalents	\$108,637	\$97,340	\$115,752	\$116,583	\$146,592
Investments	15,820	16,027	16,065	16,085	16,099
Taxes Receivable	0	0	0	0	0
Loans Receivable	2,268	2,267	2,267	0	0
Accounts Receivable	1,125	1,125	1,525	1,025	0
Due from DDA-TIF Fund	50	0	0	0	1,000
Total assets	<u>\$127,900</u>	<u>\$116,759</u>	<u>\$135,609</u>	<u>\$133,693</u>	<u>\$163,691</u>
LIABILITIES AND FUND BALANCE					
Liabilities:					
Vouchers Payable	\$1,511	\$38	\$646	\$20	\$867
Due to Primary Government	0	10,000	20,000	0	0
Accrued Sick & Vacation	0	325	0	0	0
Accrued Payroll	<u>194</u>	<u>458</u>	<u>420</u>	<u>0</u>	<u>0</u>
Total Liabilities	\$1,705	\$10,821	\$21,066	\$20	\$867
Fund Balance:					
Reserved for:					
Downtown Development Projects					
Encumbrances	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal Reserved Fund Balance	\$0	\$0	\$0	\$0	\$0
Net of Revenue vs Expenditures	(\$3,666)	(\$20,257)	\$8,605	\$19,130	\$29,151
Unreserved/Undesignated Fund Balance	<u>129,861</u>	<u>126,195</u>	<u>105,938</u>	<u>114,543</u>	<u>133,673</u>
Total Fund Balance	\$126,195	\$105,938	\$114,543	\$133,673	\$162,824
Total Liabilities and Fund Balance	<u>\$127,900</u>	<u>\$116,759</u>	<u>\$135,609</u>	<u>\$133,693</u>	<u>\$163,691</u>

CITY OF ADRIAN
DOWNTOWN DEVELOPMENT AUTHORITY
Two-Mill Fund
(FUND #280)

COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of June 30, 2012 (Audited)

	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	June 30 <u>2011</u>	FY2011-12		
					Amended Budget	Actual thru June 30	Remaining Budget
REVENUES:							
Property taxes	\$33,720	\$35,420	\$32,473	\$32,071	\$29,000	\$29,171	\$171
Investment Earnings	767	207	38	256	300	15	(285)
Rents	0	0	0	0	0	0	0
Other	4,288	6	80	202	100	5,000	4,900
Other - Art's Festival	3,505	9,201	0	0	0	0	0
Winter Fest	0	0	725	0	0	0	0
Summer Intern Funding	0	0	8,000	0	0	0	0
Culinary Arts Project - Donation	0	0	0	0	0	4,000	4,000
Prior Year's Revenue	0	0	0	0	0	0	0
Transfer-In - DDA-TIF	<u>6,600</u>	<u>2,000</u>	<u>6,000</u>	<u>6,000</u>	<u>2,000</u>	<u>6,000</u>	<u>4,000</u>
Total Revenues	\$48,880	\$46,834	\$47,316	\$38,529	\$31,400	\$44,186	\$12,786
EXPENDITURES:							
<u>Administration</u>							
Wages	\$0	\$0	\$6,049	\$1,323	\$0	\$0	\$0
Social Security	0	0	431	134	0	0	0
Unemployment Comp	0	0	223	0	0	0	0
Office Supplies	1,463	46	457	36	500	211	289
Printing & Binding	123	0	130	0	0	0	0
Postage	525	0	0	1	500	0	500
Shipping Charges	0	83	0	13	0	18	(18)
Contract Services	5,120	5,498	1,445	0	0	560	(560)
Culinary Arts Project	0	0	0	0	0	3,500	(3,500)
Audit Fees	0	400	400	400	400	400	0
Memberships & Dues	239	450	0	0	500	0	500
Medical Services	0	90	0	0	0	0	0
Telephone	668	535	569	398	700	4	696
Transportation	1,401	90	54	229	500	621	(121)
Advertising	5,245	4,960	6,033	4,522	5,000	1,987	3,013
Liability Insurance	94	94	107	100	100	34	66
Building Rental	1,000	1,000	1,000	1,000	1,000	1,000	0
Admin. & Accounting	500	500	500	529	500	500	0
In-Service Training	0	0	0	0	0	12	(12)
Refunds & Rebates	29	82	29	30	100	31	69
Contributions	5,686	0	0	0	0	0	0
Fascade Grant Program	<u>5,935</u>	<u>13,625</u>	<u>2,687</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>
Total Administration	\$28,028	\$27,453	\$20,114	\$8,715	\$14,800	\$8,878	\$5,922

CITY OF ADRIAN
DOWNTOWN DEVELOPMENT AUTHORITY
Two-Mill Fund
(FUND #280)

COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of June 30, 2012 (Audited)

	June 30 2008	June 30 2009	June 30 2010	June 30 2011	FY2011-12		
					Amended Budget	Actual thru June 30	Remaining Budget
Other Projects							
Wages	\$5,241	\$6,287	\$1,880	\$0	\$5,000	\$0	\$5,000
Fringe Benefits	3,228	3,021	1,523	56	1,600	0	1,600
Operating Supplies	297	445	0	0	500	52	448
Supplies-Maple City Fest	98	182	232	237	0	197	(197)
Supplies-Art-a-licious Fest	6,469	19,116	0	2,225	6,000	5,908	92
Contract Services-Winterfest	606	482	1,962	0	0	0	0
Contract Services - Art-A-Licious	0	0	3,000	2,500	0	0	0
Advertising	129	0	0	666	0	0	0
Vehicle Rental	1,198	0	0	0	1,000	0	1,000
Wages-Solid Waste	0	48	0	0	1,000	0	1,000
Overhead-Solid Waste	0	23	0	0	500	0	500
Operating Supplies-Solid Waste	0	0	0	0	500	0	500
Vehicle Rental-Solid Waste	0	34	0	0	500	0	500
Total Other Projects	\$17,266	\$29,638	\$8,597	\$5,684	\$16,600	\$6,157	\$10,443
Total Operating Expenses	\$45,294	\$57,091	\$28,711	\$14,399	\$31,400	\$15,035	\$16,365
Excess of Revenue over Expenditures	\$3,586	(\$10,257)	\$18,605	\$24,130	\$0	\$29,151	\$29,151
Other Financing Sources/(Uses):							
Transfer from TIF Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Major Street Fund	0	0	0	0	0	0	0
Transfer from General Fund	2,748	0	0	0	0	0	0
Transfer to Auto Parking Fund	(10,000)	10,000	10,000	5,000	0	0	0
Total Transfers	(\$7,252)	\$10,000	\$10,000	\$5,000	\$0	\$0	\$0
Net Change in Fund Balance	(\$3,666)	(\$20,257)	\$8,605	\$19,130	\$0	\$29,151	\$29,151
Fund Balance - Beginning of Period	129,861	126,195	105,938	114,543	133,673	133,673	
Fund Balance - End of Period	\$126,195	\$105,938	\$114,543	\$133,673	\$133,673	\$162,824	

CITY OF ADRIAN
DOWNTOWN DEVELOPMENT AUTHORITY
TAX INCREMENT FINANCING FUND
(FUND #281)

COMPARATIVE BALANCE SHEETS
As of June 30, 2012 (Audited)

	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	June 30 <u>2011</u>	June 30 <u>2012</u>
ASSETS					
Cash and Cash Equivalents	\$126,085	\$377,575	\$276,307	\$383,034	\$394,418
Investments	146,969	148,892	149,243	149,429	149,568
Taxes Receivable	0	0	0	0	0
Taxes Receivable-DDA Trash	0	0	0	0	0
Accounts Receivable	870	1,200	1,275	3,278	3,067
Loan Receivable - Barley House	0	0	6,710	6,406	0
Due from Brownfield Fund	0	0	10,781	0	0
Total assets	\$273,924	\$527,667	\$444,316	\$542,147	\$547,053
LIABILITIES AND FUND BALANCE					
Liabilities:					
Vouchers Payable	\$94,900	\$6,041	\$0	\$1,416	\$2,754
TIF Payable	0	309,893	153,511	282,904	369,852
Due to Primary Government	1,853	1,391	283	295	265
Due to Community Development Fund	0	0	0	0	333
Due to Vibrant Small Cities Fund	0	0	12,695	0	0
Due to DDA Fund	0	0	0	1,025	1,000
Due to DDA Debt Fund	14,385	14,385	14,385	0	0
Due to Auto Parking Fund	0	0	0	0	15,000
Due to IT Fund	0	0	853	193	397
Accrued Payroll	0	203	278	384	499
Accrued Sick & Vacation	0	0	0	598	1,289
Total Liabilities	\$111,138	\$331,913	\$182,005	\$286,815	\$391,389
FUND BALANCE:					
Reserved for:					
Encumbrances	\$0	\$0	\$0	\$0	\$0
Subtotal Reserved Fund Balance	\$0	\$0	\$0	\$0	\$0
Net of Revenue vs Expenditures	(\$86,890)	\$32,968	\$66,557	(\$6,979)	(\$99,667)
Unreserved/Undesignated Fund Balance	<u>249,676</u>	<u>162,786</u>	<u>195,754</u>	<u>262,311</u>	<u>255,331</u>
Total Fund Balance	\$162,786	\$195,754	\$262,311	\$255,332	\$155,664
Total Liabilities and Fund Balance	\$273,924	\$527,667	\$444,316	\$542,147	\$547,053

**CITY OF ADRIAN
DOWNTOWN DEVELOPMENT AUTHORITY
TAX INCREMENT FINANCING FUND
(FUND #281)**

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of June 30, 2012 (Audited)**

	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	June 30 <u>2011</u>	FY2011-12		
					<u>Amended Budget</u>	<u>Actual thru June 30</u>	<u>Remaining Budget</u>
REVENUES:							
Property taxes	\$406,748	\$229,274	\$252,589	\$230,765	\$364,000	\$190,443	(\$173,557)
Contract Services (Refuse Collection)	14,842	19,381	16,350	18,078	15,000	17,392	2,392
Investment Earnings	12,776	7,126	2,874	2,967	3,000	4,371	1,371
Contribution - General Fund	0	0	0	0	0	0	0
Prior Year's Revenue	0	0	0	0	100,000	0	(100,000)
Other	0	0	0	250	0	0	0
Contrib.-Brownfield Redev. Fund	0	0	10,781	4,245	4,245	0	(4,245)
Total Revenues	\$434,366	\$255,781	\$282,594	\$256,305	\$486,245	\$212,206	(\$274,039)
EXPENDITURES:							
Wages	\$43,366	\$25,815	\$17,788	\$25,125	\$26,016	\$26,382	(\$366)
Fringe Benefits	11,048	7,750	4,113	5,635	6,019	6,992	(973)
Office Supplies	0	0	0	0	200	49	151
Operating Supplies	4,458	3,625	1,100	0	3,000	109	2,891
Contract Services	26,916	31,333	39,224	29,392	39,000	19,865	19,135
Consultant Fees	3,425	11,030	3,445	416	3,000	350	2,650
Transportation	161	0	0	40	100	157	(57)
Advertising	4,308	5,551	16,514	13,963	12,000	11,802	198
Liability Insurance	818	895	352	328	400	461	(61)
Info-Tech Services	10,997	10,237	10,237	2,314	4,771	4,771	0
Capital Improvements	0	0	0	0	40,000	33,371	6,629
Capital Equipment	574	0	0	0	0	0	0
Façade Program	24,340	22,097	19,479	82,507	38,294	47,813	(9,519)
Other	0	0	0	0	0	6,306	(6,306)
Operating Expenses	\$130,411	\$118,333	\$112,252	\$159,720	\$172,800	\$158,428	\$14,372
Excess of Revenue over Expenditures	\$303,955	\$137,448	\$170,342	\$96,585	\$313,445	\$53,778	(\$259,667)

**CITY OF ADRIAN
DOWNTOWN DEVELOPMENT AUTHORITY
TAX INCREMENT FINANCING FUND
(FUND #281)**

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of June 30, 2012 (Audited)**

Other Financing Sources/(Uses):							
Transfer to Primary Government	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Community Development	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	0
Transfer to Auto Parking Fund	(50,000)	0	0	(5,000)	(60,000)	(60,000)	0
Transfer to DDA	(6,600)	(2,000)	(6,000)	(6,000)	(6,000)	(6,000)	0
Transfer to Vibrant City Grant-Local Match	(125,000)	0	0	0	0	0	0
Transfer to Schools	(94,900)	0	0	0	(160,000)	0	160,000
Transfer to DDA Debt Service	<u>(112,345)</u>	<u>(100,480)</u>	<u>(95,785)</u>	<u>(90,565)</u>	<u>(85,445)</u>	<u>(85,445)</u>	<u>0</u>
Total Transfer-Out	<u>(390,845)</u>	<u>(104,480)</u>	<u>(103,785)</u>	<u>(103,565)</u>	<u>(313,445)</u>	<u>(153,445)</u>	<u>\$160,000</u>
Contingency				<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Change in Fund Balance	(\$86,890)	\$32,968	\$66,557	(\$6,980)	\$0	(\$99,667)	(\$99,667)
Fund Balance - Beginning of Period	<u>249,676</u>	<u>162,786</u>	<u>195,754</u>	<u>262,311</u>	<u>255,331</u>	<u>255,331</u>	
Fund Balance - End of Period	<u>\$162,786</u>	<u>\$195,754</u>	<u>\$262,311</u>	<u>\$255,331</u>	<u>\$255,331</u>	<u>\$155,664</u>	

NOTES -

- 1) Operating Expenses reflect shared Salaries and Fringe Benefits for Economic/Downtown Development Coordinator. (Effective 1/1/10, 50% DDA-TIF and 50% Economic Development Fund)
- 2) Transfer to Auto Parking Fund reflects contribution for infrastructure improvements.
- 3) Transfer to DDA and Community Development represent proportional share of clerical support.
- 4) Transfer to Schools reflects tax collections in excess of debt requirements.
- 5) Transfer to DDA Debt Service reflects payment against 1992 DDA Bonds (\$1,025,000; 6.4%) retired in March, 2012.
- 6) Transfer to Vibrant Cities Grant - Local Match - Resolution #R07-210 dated Dec. 3, 2007 to provide matching funds for Two-Way Street Project

CITY OF ADRIAN
DOWNTOWN DEVELOPMENT AUTHORITY
DEBT SERVICE FUND
(FUND #394)

COMPARATIVE BALANCE SHEETS
As of June 30, 2012 (Audited)

	June 30 2008	June 30 2009	June 30 2010	June 30 2011	June 30 2012
ASSETS					
Cash and Cash Equivalents	\$2,670	\$2,268	\$2,360	\$17,012	\$17,060
Due from DDA-TIF Fund	14,385	14,385	14,385	0	0
Total assets	\$17,055	\$16,653	\$16,745	\$17,012	\$17,060
LIABILITIES AND FUND BALANCE					
Liabilities:					
Accrued Interest Payable	\$16,762	\$7,120	\$7,973	\$1,707	\$0
Total Liabilities	\$16,762	\$7,120	\$7,973	\$1,707	\$0
FUND BALANCE:					
Net of Revenue vs Expenditures	\$0	\$0	\$0	\$0	\$1,755
Reserved For Debt Retirement	293	9,533	8,772	15,305	15,305
Total Fund Balance	\$293	\$9,533	\$8,772	\$15,305	\$17,060
Total Liabilities and Fund Balance	\$17,055	\$16,653	\$16,745	\$17,012	\$17,060

CITY OF ADRIAN
DOWNTOWN DEVELOPMENT AUTHORITY
DEBT SERVICE FUND
(FUND #394)

COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of June 30, 2012 (Audited)

	June 30 2008	June 30 2009	June 30 2010	June 30 2011	FY2011-12		
					Amended Budget	Actual thru June 30	Remaining Budget
REVENUES:							
Investment Earnings	\$105	\$23	\$92	\$367	\$100	\$148	\$48
Total Revenues	\$105	\$23	\$92	\$367	\$100	\$148	\$48
EXPENDITURES:							
Principal Retirement	\$85,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$0
Bond Interest Expense	26,827	10,838	16,213	3,974	5,120	3,413	1,707
Paying Agent Fees	425	425	425	425	425	425	0
Total Expenditures	\$112,252	\$91,263	\$96,638	\$84,399	\$85,545	\$83,838	\$1,707
Deficiency of Revenues (Under) Expenditures	(\$112,147)	(\$91,240)	(\$96,546)	(\$84,032)	(\$85,445)	(\$83,690)	\$1,755
Other Financing Uses:							
Transfer from DDA - Special Revenue	112,345	100,480	95,785	90,565	85,445	85,445	0
Net Change in Fund Balance	\$198	\$9,240	(\$761)	\$6,533	\$0	\$1,755	\$1,755
Fund Balance - Beginning of Period	95	293	9,533	8,772	15,305	15,305	
Fund Balance - End of Period	\$293	\$9,533	\$8,772	\$15,305	\$15,305	\$17,060	

December 5, 2011

R11-145

DOWNTOWN DEVELOPMENT AUTHORITY – Request to Use DDA-Tax Increment Finance Fund Balance to Make Necessary Repairs to Downtown Buildings in Order to Mitigate Further Deterioration

RESOLUTION

WHEREAS, the Adrian City Commission, on March 5, 1990, established the Downtown Development Authority (DDA) for the purpose of, among other things, preparing and marketing sites for new private development in the downtown district, including the prevention of further deterioration of existing buildings; and

WHEREAS, per Public Act 197 of 1975, the DDA is a corporate entity of the City of Adrian and, therefore, is subject to the direction of the Adrian City Commission; and

WHEREAS, funds for DDA activities is derived from two sources, a two-mill tax levy on downtown businesses and Tax Increment Financing Plan, also approved by the City Commission in 1990; and

WHEREAS, the City of Adrian desires to preserve downtown buildings which differentiate the city and provide an authentic historical experience for customers and clients; and

WHEREAS, these buildings are a unique resource that speak to the heritage and future of the city that cannot be duplicated elsewhere; and

WHEREAS, several unique downtown buildings have suffered from lack of maintenance and are presently not occupied or privately owned; and

WHEREAS, the buildings at the northeast corner of Main and Maumee, the very center of downtown, include the Underwood building, the oldest building still standing downtown; and

WHEREAS, the Underwood building at 101 E. Maumee, and the two adjacent buildings, commonly known as 109 E. Maumee have been identified by the DDA board as properties requiring immediate maintenance to avoid further deterioration; and

WHEREAS, the DDA board has authorized the use of \$40,000 of Undesignated Fund Balance monies to repair the roof and board windows to prevent further water damage to 101 – 109 E. Maumee; and

WHEREAS, this expenditure requires approval from the City Commission and requisite adjustments in the city budget; and

WHEREAS, the DDA Board and City Administrator recommend approval of this resolution, appropriation of funds and amendment of the FY2011-12 Budget.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission hereby authorizes the appropriation of \$40,000 from the DDA-TIF Fund Unassigned Fund Balance (281-000.00-390.000) for the purpose of making necessary improvements to downtown buildings located at 101-109 E. Maumee in order to prevent further deterioration and allow for future marketing.

BE IT FURTHER RESOLVED that the FY2011-12 Budget be amended as follows:

DDA-TIF Fund (281)

Revenue:

(281-000.00-697.000)	Prior Years' Revenue	\$40,000
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Expenditures:

(281-290.00-975.000)	Capital Improvements	<u>40,000</u>
	Total	<u>\$ -0-</u>

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



MEMO

Date: September 5, 2012

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

cc: Kristin Bauer, City Engineer

From: Jeffrey C. Pardee, Finance Director

Re: **Pending Legislation – House Bill 5302**

Please find attached a copy of House Bill 5302. Having passed the House on June 7, this Bill is pending before the Senate Committee on Transportation. The Bill would place onerous requirements on local units of government to continue eligibility for receiving Act 51 funding (Gas & Weight Tax) that supports our Major and Local Street Budgets in the amount of \$1.1 million.

Compliance and Certification

Subsection (1) requires that, beginning September 30, 2014, each agency, including the City of Adrian, annually certify to the Michigan Department of Transportation that it satisfies certain specified conditions, including:

(a) The local road agency has developed and publicized a transportation employee compensation plan that the local road agency intends to implement with any new, modified, or extended contract or employment agreements for transportation employees not covered under contract or employment agreement. The transportation employee compensation plan that each local road agency plans to achieve shall be posted on a publicly accessible internet site and must be submitted to the department.

At a minimum, the transportation employee compensation plan shall include all of the following:

(i) New transportation employee hires who are eligible for retirement plans are placed on retirement plans that cap annual employer contributions at 10% of base salary for transportation employees who are eligible for social security benefits. For transportation employees who not eligible for social security benefits, the annual employer contribution is capped at 16.2% of base salary.

(ii) For defined benefit pension plans, a maximum multiplier of 1.5% for all transportation employees who are eligible for social security benefits, except, where postemployment health care is not provided, the maximum multiplier shall be 2.25%. For all transportation employees who are not eligible for social security benefits, a maximum multiplier of 2.25%, except, where postemployment health care is not provided, the maximum multiplier shall be 3.0%.

(iii) For defined benefit pension plans, final average compensation for all transportation employees is calculated using a minimum of 3 years of compensation and shall not include more than a total of 240 hours of paid leave. Overtime hours shall not be used in computing the final average compensation for a transportation employee.

(iv) Health care premium costs for new transportation employee hires shall include a minimum transportation employee share of 20%; or, an employer's share of the local health care plan costs shall be cost competitive with the new state preferred provider organization health plan, on a per-transportation-employee basis.

(b) Comply with 1 of the following:

(i) a local road agency that offers medical benefits to its transportation employees or elected public officials shall certify to the department by September 30, 2014 that it is in compliance with the publicly funded health insurance contribution act, PA152 of 2011 (MCL 15.561 to 15.569). Dental and vision coverages are not considered medical benefits. the department shall develop a certification process and method for local road agencies to follow.

(ii) a local road agency that does not offer medical benefits to its transportation employees or elected public officials shall certify to the department by September 30, 2014 that it does not offer medical benefits to its transportation employees or elected public officials. Dental and vision coverages are not considered medical benefits. The department shall develop a certification process and method for local road agencies to follow.

Penalty for Non-Compliance

Subsection 2 specifies: If a local road agency does not make the certification required under subsection (1), the department (MDOT) may withhold all or part of the distributions to the local road agency from the Michigan Transportation Fund under this act. A withholding under this subsection shall continue for the period of noncompliance with subsection (1) by the local road agency.

Transparency

Subsection 3 specifies: A local road agency shall maintain a searchable website accessible by the public at no cost that includes, but is not limited to, all of the following:

- (a) Fiscal year-to-date expenditures by category.
- (b) Fiscal year-to-date expenditures by appropriation unit.
- (c) Fiscal year-to-date payments to a selected vendor, including the vendor name, payment date, payment amount, and payment description.
- (d) The number of active transportation employees of the local road agency by job classification.
- (e) Job specifications and wage rates.
- (f) A financial performance dashboard.
- (g) The names and contact information for the county road commissioners.
- (h) A recognition of unfunded liabilities.
- (i) A copy of the certification required by subsection (1).

Subsection 4 specifies: a local road agency may develop and operate its own website to provide the information required under subsection (3), or the local road agency may reference this state's central transparency website as the source for the information required under subsection (3). A local road agency may also post the information required under subsection (3) on the website for the county, city, or village within which the local road agency is located.

A copy of the subject House Bill is attached. If you have any questions or need for further information, please contact my office.

HB-5302, As Passed House, June 7, 2012

SUBSTITUTE FOR
HOUSE BILL NO. 5302

A bill to amend 1951 PA 51, entitled

"An act to provide for the classification of all public roads, streets, and highways in this state, and for the revision of that classification and for additions to and deletions from each classification; to set up and establish the Michigan transportation fund; to provide for the deposits in the Michigan transportation fund of specific taxes on motor vehicles and motor vehicle fuels; to provide for the allocation of funds from the Michigan transportation fund and the use and administration of the fund for transportation purposes; to promote safe and efficient travel for motor vehicle drivers, bicyclists, pedestrians, and other legal users of roads, streets, and highways; to set up and establish the truck safety fund; to provide for the allocation of funds from the truck safety fund and administration of the fund for truck safety purposes; to set up and establish the Michigan truck safety commission; to establish certain standards for road contracts for certain businesses; to provide for the continuing review of transportation needs within the state; to authorize the state transportation commission, counties, cities, and villages to borrow money, issue bonds, and make pledges of funds for transportation purposes; to authorize counties to advance funds for the payment of deficiencies necessary for the payment of bonds issued under this act; to provide for the limitations, payment, retirement, and security of the bonds and pledges; to provide for appropriations and tax levies by counties and townships for county roads; to authorize contributions by townships for county roads; to provide for the establishment and administration of the state trunk line

fund, local bridge fund, comprehensive transportation fund, and certain other funds; to provide for the deposits in the state trunk line fund, critical bridge fund, comprehensive transportation fund, and certain other funds of money raised by specific taxes and fees; to provide for definitions of public transportation functions and criteria; to define the purposes for which Michigan transportation funds may be allocated; to provide for Michigan transportation fund grants; to provide for review and approval of transportation programs; to provide for submission of annual legislative requests and reports; to provide for the establishment and functions of certain advisory entities; to provide for conditions for grants; to provide for the issuance of bonds and notes for transportation purposes; to provide for the powers and duties of certain state and local agencies and officials; to provide for the making of loans for transportation purposes by the state transportation department and for the receipt and repayment by local units and agencies of those loans from certain specified sources; and to repeal acts and parts of acts,"

(MCL 247.651 to 247.675) by adding section 18j.

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

SEC. 18J. (1) BEGINNING SEPTEMBER 30, 2014, EACH LOCAL ROAD AGENCY SHALL ANNUALLY CERTIFY TO THE DEPARTMENT THAT IT SATISFIES 1 OF THE FOLLOWING CONDITIONS WITH RESPECT TO TRANSPORTATION EMPLOYEES:

(A) THE LOCAL ROAD AGENCY HAS DEVELOPED AND PUBLICIZED A TRANSPORTATION EMPLOYEE COMPENSATION PLAN THAT THE LOCAL ROAD AGENCY INTENDS TO IMPLEMENT WITH ANY NEW, MODIFIED, OR EXTENDED CONTRACT OR EMPLOYMENT AGREEMENTS FOR TRANSPORTATION EMPLOYEES NOT COVERED UNDER CONTRACT OR EMPLOYMENT AGREEMENT. THE TRANSPORTATION EMPLOYEE COMPENSATION PLAN THAT EACH LOCAL ROAD AGENCY PLANS TO ACHIEVE SHALL BE POSTED ON A PUBLICLY ACCESSIBLE INTERNET SITE AND MUST BE SUBMITTED TO THE DEPARTMENT. AT A MINIMUM, THE TRANSPORTATION EMPLOYEE COMPENSATION PLAN SHALL INCLUDE ALL OF THE FOLLOWING:

(i) NEW TRANSPORTATION EMPLOYEE HIRES WHO ARE ELIGIBLE FOR RETIREMENT PLANS ARE PLACED ON RETIREMENT PLANS THAT CAP ANNUAL

EMPLOYER CONTRIBUTIONS AT 10% OF BASE SALARY FOR TRANSPORTATION EMPLOYEES WHO ARE ELIGIBLE FOR SOCIAL SECURITY BENEFITS. FOR TRANSPORTATION EMPLOYEES WHO NOT ELIGIBLE FOR SOCIAL SECURITY BENEFITS, THE ANNUAL EMPLOYER CONTRIBUTION IS CAPPED AT 16.2% OF BASE SALARY.

(ii) FOR DEFINED BENEFIT PENSION PLANS, A MAXIMUM MULTIPLIER OF 1.5% FOR ALL TRANSPORTATION EMPLOYEES WHO ARE ELIGIBLE FOR SOCIAL SECURITY BENEFITS, EXCEPT, WHERE POSTEMPLOYMENT HEALTH CARE IS NOT PROVIDED, THE MAXIMUM MULTIPLIER SHALL BE 2.25%. FOR ALL TRANSPORTATION EMPLOYEES WHO ARE NOT ELIGIBLE FOR SOCIAL SECURITY BENEFITS, A MAXIMUM MULTIPLIER OF 2.25%, EXCEPT, WHERE POSTEMPLOYMENT HEALTH CARE IS NOT PROVIDED, THE MAXIMUM MULTIPLIER SHALL BE 3.0%.

(iii) FOR DEFINED BENEFIT PENSION PLANS, FINAL AVERAGE COMPENSATION FOR ALL TRANSPORTATION EMPLOYEES IS CALCULATED USING A MINIMUM OF 3 YEARS OF COMPENSATION AND SHALL NOT INCLUDE MORE THAN A TOTAL OF 240 HOURS OF PAID LEAVE. OVERTIME HOURS SHALL NOT BE USED IN COMPUTING THE FINAL AVERAGE COMPENSATION FOR A TRANSPORTATION EMPLOYEE.

(iv) HEALTH CARE PREMIUM COSTS FOR NEW TRANSPORTATION EMPLOYEE HIRES SHALL INCLUDE A MINIMUM TRANSPORTATION EMPLOYEE SHARE OF 20%; OR, AN EMPLOYER'S SHARE OF THE LOCAL HEALTH CARE PLAN COSTS SHALL BE COST COMPETITIVE WITH THE NEW STATE PREFERRED PROVIDER ORGANIZATION HEALTH PLAN, ON A PER-TRANSPORTATION-EMPLOYEE BASIS.

(B) COMPLY WITH 1 OF THE FOLLOWING:

(i) A LOCAL ROAD AGENCY THAT OFFERS MEDICAL BENEFITS TO ITS TRANSPORTATION EMPLOYEES OR ELECTED PUBLIC OFFICIALS SHALL CERTIFY

TO THE DEPARTMENT BY SEPTEMBER 30, 2014 THAT IT IS IN COMPLIANCE WITH THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT, 2011 PA 152, MCL 15.561 TO 15.569. DENTAL AND VISION COVERAGES ARE NOT CONSIDERED MEDICAL BENEFITS. THE DEPARTMENT SHALL DEVELOP A CERTIFICATION PROCESS AND METHOD FOR LOCAL ROAD AGENCIES TO FOLLOW.

(ii) A LOCAL ROAD AGENCY THAT DOES NOT OFFER MEDICAL BENEFITS TO ITS TRANSPORTATION EMPLOYEES OR ELECTED PUBLIC OFFICIALS SHALL CERTIFY TO THE DEPARTMENT BY SEPTEMBER 30, 2014 THAT IT DOES NOT OFFER MEDICAL BENEFITS TO ITS TRANSPORTATION EMPLOYEES OR ELECTED PUBLIC OFFICIALS. DENTAL AND VISION COVERAGES ARE NOT CONSIDERED MEDICAL BENEFITS. THE DEPARTMENT SHALL DEVELOP A CERTIFICATION PROCESS AND METHOD FOR LOCAL ROAD AGENCIES TO FOLLOW.

(2) IF A LOCAL ROAD AGENCY DOES NOT MAKE THE CERTIFICATION REQUIRED UNDER SUBSECTION (1), THE DEPARTMENT MAY WITHHOLD ALL OR PART OF THE DISTRIBUTIONS TO THE LOCAL ROAD AGENCY FROM THE MICHIGAN TRANSPORTATION FUND UNDER THIS ACT. A WITHHOLDING UNDER THIS SUBSECTION SHALL CONTINUE FOR THE PERIOD OF NONCOMPLIANCE WITH SUBSECTION (1) BY THE LOCAL ROAD AGENCY.

(3) A LOCAL ROAD AGENCY SHALL MAINTAIN A SEARCHABLE WEBSITE ACCESSIBLE BY THE PUBLIC AT NO COST THAT INCLUDES, BUT IS NOT LIMITED TO, ALL OF THE FOLLOWING:

(A) FISCAL YEAR-TO-DATE EXPENDITURES BY CATEGORY.

(B) FISCAL YEAR-TO-DATE EXPENDITURES BY APPROPRIATION UNIT.

(C) FISCAL YEAR-TO-DATE PAYMENTS TO A SELECTED VENDOR, INCLUDING THE VENDOR NAME, PAYMENT DATE, PAYMENT AMOUNT, AND PAYMENT DESCRIPTION.

(D) THE NUMBER OF ACTIVE TRANSPORTATION EMPLOYEES OF THE LOCAL

ROAD AGENCY BY JOB CLASSIFICATION.

(E) JOB SPECIFICATIONS AND WAGE RATES.

(F) A FINANCIAL PERFORMANCE DASHBOARD.

(G) THE NAMES AND CONTACT INFORMATION FOR THE COUNTY ROAD COMMISSIONERS.

(H) A RECOGNITION OF UNFUNDED LIABILITIES.

(I) A COPY OF THE CERTIFICATION REQUIRED BY SUBSECTION (1).

(4) A LOCAL ROAD AGENCY MAY DEVELOP AND OPERATE ITS OWN WEBSITE TO PROVIDE THE INFORMATION REQUIRED UNDER SUBSECTION (3), OR THE LOCAL ROAD AGENCY MAY REFERENCE THIS STATE'S CENTRAL TRANSPARENCY WEBSITE AS THE SOURCE FOR THE INFORMATION REQUIRED UNDER SUBSECTION (3). A LOCAL ROAD AGENCY MAY ALSO POST THE INFORMATION REQUIRED UNDER SUBSECTION (3) ON THE WEBSITE FOR THE COUNTY, CITY, OR VILLAGE WITHIN WHICH THE LOCAL ROAD AGENCY IS LOCATED.

(5) FOR PURPOSES OF THIS SECTION ONLY:

(A) "LOCAL ROAD AGENCY" MEANS THAT TERM AS DEFINED IN SECTION 9A. IN ADDITION, IF A BOARD OF COUNTY ROAD COMMISSIONERS OF A COUNTY IS DISSOLVED AS PROVIDED IN SECTION 6 OF CHAPTER IV OF 1909 PA 283, MCL 224.6, COUNTY ROAD COMMISSION INCLUDES THE COUNTY BOARD OF COMMISSIONERS OF THAT COUNTY.

(B) "TRANSPORTATION EMPLOYEE" MEANS AN EMPLOYEE PAID IN WHOLE OR IN PART THROUGH REVENUES DISTRIBUTED UNDER SECTIONS 12 TO 13 OR AN EMPLOYEE WHO IS ENGAGED PRIMARILY IN WORK FUNDED THROUGH REVENUES DISTRIBUTED UNDER SECTIONS 12 TO 13.



MEMO

Date: September 11, 2012

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

From: Jeffrey C. Pardee, Finance Director

A handwritten signature in cursive script, appearing to read 'Jeffrey Pardee', is written over the 'From:' line.

Re: **State Revenue Sharing – Update**

The State of Michigan Department of Treasury has issued the sixth of six Revenue Sharing payments in the State's FY2011-12 Fiscal Year. There are two components to the payments:

- I. Constitutional Revenue Sharing, which is a continuation of six (6) installments received at the end of October, December, February, April, June and August. The amount of the payments is dependent upon the amount of Sales Tax collected and distributed proportionately to municipalities based on population.

- II. Economic Vitality Incentive Program (EVIP) – formerly Statutory Revenue Sharing which was reduced by one-third (33%) and reconstituted as EVIP, which also is distributed in six (6) installments based on population. However, the EVIP Program has certain prerequisites to determine eligibility, including the following:
 - A. Accountability and Transparency (Required by October 1, 2011) – using dashboards and citizen's guides as specified by the State Department of Treasury, including public reporting of long-term liabilities for pension and other post-employment benefits (health care);
 - B. Creating a cooperation, collaboration, and consolidation plan (Required by January 1, 2012) – Collaborative efforts must be new initiatives.
 - C. Developing a compensation plan that the municipality intends to implement with any new, modified, or extended contract (Required by May 1, 2012). The compensation plan would be required to indicate intent to:
 1. Limit retirement plan costs to 10% (or 16.2% if not eligible for social security); of wages and salaries of employees in the plan.
 2. Require that any pensions be paid based on a final average compensation calculated using at least 3 consecutive years of salary.

3. Limit the amount of paid leave time, vacation time, and overtime hours used to calculated final average compensation to no more than 240 hours.
4. Limit retirement plan multipliers for defined benefit plans for employees eligible for social security to 1.5% (or 2.25% if no retirement health care is provided). Limits the multiple for employees not eligible for social security to 2.25% (or 3.0% if no retiree health care is provided).
5. If a health care plan is offered, state intent that employees pay at least 20% of the cost or adhere to a maximum employer cost of \$5,500 for a single employee, \$11,000 for a two-person contract, and \$15,000 for a family plan, or municipalities may opt out of this requirement with a two-thirds vote of the legislative body.

EVIP Program:

The City of Adrian qualified for all three prerequisites and received all six installments (\$67,968 for each or a total of \$407,808) on November 1, 2011, January 5, 2012, February 29, 2012, April 30, 2012, June 29, 2012, and August 31. The sixth and final payment falls in the City's FY2012-13 Fiscal Year.

Constitutional Revenue Sharing:

The first Revenue Sharing payment for FY2012-13 (August) was received and recorded. The following schedule compares state Department of Treasury estimated payments for both Constitutional and Statutory Revenue Sharing with actual payments:

<u>Payment Date</u>	<u>FY2011-12</u>	<u>FY2012-13</u>		<u>Variance</u>	
	<u>Actual</u>	<u>Estimated</u>	<u>Actual</u>	<u>Amount</u>	<u>Percent</u>
August	\$416,283	\$ 237,342	\$ 253,043	\$15,701	6.6%
October	261,937	270,222			
December	256,871	256,418			
February	231,927	259,446			
April	241,770	242,657			
June	<u>267,530</u>	<u>246,948</u>			
Total	<u>\$1,676,318</u>	<u>\$1,513,033</u>			

The August, 2011 payment reflects the 2010 census, with a population of 21,029 (which excludes an estimated 104 prisoners incarcerated in the Lenawee County jail). It also included the last Statutory Revenue Sharing payment of \$158,198.

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



State Budget Office

Department of Technology, Management & Budget



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Fri Aug 31, 2012



View Payment Details

Review your payment details for the deposit date indicated.

*Posted SAT 8/25
Entry 9/5*

Payee

Payee number: 2386004654
Payee name: CITY OF ADRIAN
Financial Institution: FIRST FED BANK OF THE MIDWEST
Payment Details Delivery Method: Web

Transaction type	Amount	Date	EFT event key	Reason
Deposit	\$318,011.00	08/31/12	V 030 003603052 0001	

Invoice / Adjustment details

Payment Key : 000 061507242
Address : 100 E CHURCH ST ADRIAN MI 492210000 USA
Mail Code: 28F

Seq #	Invoice Date	Amount	Agency	Description
1/01		\$250,043.00	271 REVENUE SHARING (TREASURY) (517)373-2864 TREASREVENUESHARING@MICHIGAN.GOV	101-990.00.575.000 CONSTITUTIONAL SALES TAX Ref #: 271 VZLRR241 001 2012

STATE REVENUE SHARING DISTRIBUTION OF CONSTITUTIONAL SALES TAX
CITY OF ADRIAN YOUR LOCAL UNIT CODE IS 46-2010

CONSTITUTIONAL:
POPULATION X DISTRIBUTION RATE = PMT AMT
21,029 X \$11.8904 = \$250,043

CREDIT YOUR ACCOUNT 101-000-574

FOR ADDITIONAL INFORMATION CALL 517/373-2697

For estimates and actual payments, visit our web site at:
<https://treas-secure.state.mi.us/apps/findrevshareinfo.asp>

This payment reflects sales tax receipts for the months of May and June 2012.

101-990.00.575.001

2/18	\$67,968.00	271 REVENUE SHARING (TREASURY) (517)373-2864 TREASREVENUESHARING@MICHIGAN.GOV	EMPLOYEE COMPENSATION Ref #: 271 VZLRR241 001 2012
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ECONOMIC VITALITY INCENTIVE PROGRAM - COMBINED EVIP DISTRIBUTION
CITY OF ADRIAN YOUR LOCAL UNIT CODE IS 46-2010

ACCOUNTABILITY AND TRANSPARENCY = \$22,656
CONSOLIDATION OF SERVICES = \$22,656
EMPLOYEE COMPENSATION = \$22,656

CREDIT YOUR ACCOUNT 101-000-574



CONSENT AGENDA

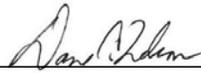


MEMORANDUM – UTILITIES DEPARTMENT

DATE: September 10, 2012
TO: Dane C. Nelson, City Administrator
FROM: Shane A. Horn, Utilities Director
SUBJECT: New Truck Purchase for the Wastewater Plant

I concur with the recommendation of the Utilities Director to award the bid for the purchase of a new $\frac{3}{4}$ ton pickup at the Wastewater Plant to Dave Knapp Ford of Adrian for \$23,410.00.

Six bids were received, with Dave Knapp Ford of Adrian being the lowest qualified bidder that met the specifications needed. Funds for this purchase are budgeted in the Wastewater Plant Capital Budget. I urge your favorable consideration authorizing the purchase of a new $\frac{3}{4}$ ton pickup for the Wastewater Plant.



Dane C. Nelson
City Administrator

DCN:mlb

Sealed bids were received by the purchasing department on Thursday September 6, 2012 at 2:00 pm for the purchase of a new $\frac{3}{4}$ ton pickup at the Wastewater Plant. There were three bidders that submitted six bid proposals.

I respectfully recommend that we proceed with the purchase of the 2012 Ford F-250 $\frac{3}{4}$ ton truck purchase and award the bid to Dave Knapp Ford of Adrian for \$23,410.00. Dave Knapp Ford also would be awarded the trade-in of our 2000 Ford F-150 for \$1,000.00. Funds for this purchase are budgeted in the Wastewater Plant Capital Budget (497-554.00-977.520).

cc: Jeff Pardee, Finance Director
Ken Wesley, WWTP Superintendent

CITY OF ADRIAN, MICHIGAN
 PICKUP TRUCK – WASTEWATER
 DUE DATE: SEPTEMBER 6, 2012

BIDDER	AMOUNT	TRADE-IN	DELIVERY
Dave Knapp Ford Adrian MI	\$ 23,410.00 2012 Ford F250 (new)	\$1,000.00	7 days
Dave Knapp Ford Adrian, MI	\$25,337.00 2013 Ford F250	\$1,000.00	60 days
Signature Ford Owosso, MI	\$ 25,369.00 2013 Ford F250	\$500.00	120 days
Signature Ford Owosso, MI	\$ 24,101.00 2012 Ford F250 \$29,061.00 w/plow	\$500.00	10 days
Signature Ford Owosso, MI	\$ 24,844.00 2012 Ford F250 \$29,804.00 w/plow	\$500.00	10 days
Greg Bell Chevrolet Adrian MI	\$ 31,000.00 Chevy ¾ ton	\$2,000.00	30-60 days
Shawn Hattery Adrian, MI		\$ 875.00	
Glen Hawkins Clayton, MI		\$ 655.00	

**RE: UTILITIES DEPARTMENT –Wastewater Treatment Plant –
Authorization to Purchase New 2012 ¾ -Ton Truck**

RESOLUTION

WHEREAS, the FY2012-13 Amended Budget includes \$30,000 (Account No. 497-554.00-977.520) to purchase a new 2012 ¾-ton truck, to be used at the Wastewater Treatment Plant; and

WHEREAS, on Thursday, September 6, 2012, the Purchasing Office received the six (6) bids for the aforementioned replacement vehicle (see attached bid tabulation), with the lowest qualified bidder that meets specifications necessary to perform job requirements identified as Dave Knapp Ford, Adrian, MI with the low bid of \$23,410.00 plus \$1,000.00 for the trade in vehicle for a total of \$22,410.00; and

WHEREAS, the Utilities Director and City Administrator recommend selection of the lowest qualified bidder, Dave Knapp Ford, Adrian, MI, for purposes of acquiring a new 2012 ¾-ton truck at a cost with trade-in not to exceed \$22,410.00; and

NOW, THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the purchase of a new ¾-ton truck from the lowest qualified bidder, Dave Knapp Ford, Adrian, MI at a cost with trade-in not to exceed \$22,410.00.

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.



MEMORANDUM – UTILITIES DEPARTMENT

DATE: September 10, 2012

TO: Dane C. Nelson, City Administrator

FROM: Shane A. Horn, Utilities Director

SUBJECT: Dust Collection System Replacement at Water Treatment Plant

I concur with the recommendation of the Utilities Director to award the bid for the purchase of a replacement dust collection system to Beckert & Hiester of Saginaw, MI for \$23,090.00.

Five bids were received, with Beckert & Hiester of Saginaw, MI being the low bidder. Funds are budgeted for this purchase in the Water Plant Capital Budget. I urge your favorable consideration authorizing the purchase of a replacement dust collection system at the Water Treatment Plant.

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 by the purchasing department on Thursday September 6, 2012 at 2:00 pm for the purchase of a replacement dust collection system to be used at the Water Treatment Plant. This system would replace the current dust collection system that was installed in 1949 and has experienced many breakdowns over the past few years. The dust collection system is designed to address the dust that accumulates as part of the unloading process for our bulk pebble lime that is used in the softening process. There were four bidders that submitted five bid proposals.

I respectfully recommend that we proceed with the purchase of a replacement dust collection system and award the bid to the low bidder, Beckert & Hiester of Saginaw, MI for \$23,090.00. This purchase is for equipment only; we will be seeking bids for installation at a later date. Funds for this purchase are budgeted in the Water Plant Capital Budget (496-548.00-977.513).

cc: Jeff Pardee, Finance Director
Tim Ritchie, WTP Superintendent

CITY OF ADRIAN, MICHIGAN
DUST COLLECTION SYSTEM
DUE DATE: SEPTEMBER 6, 2012

	DUST COLLECTOR	MAKE/MODEL	DELIVERY
Beckert & Hiester Saginaw, MI	\$ 23,090.00	Sly Model CTR-35-19- 8-WIP	
SLY Inc Strongsville, OH	\$28,448.00	Sly Model CTR-35-19- 8-WIP	7-9 weeks after approval
Slade Associates Indianapolis IN	\$31,900.00	Camcorp 5BH6x25	11-12 weeks after approval
Slade Associates Indianapolis IN	\$ 68,600.00	Camcorp 8PRTW19	
Chemco Systems LP Monongahela PA	\$52,655.00		105 days

RE: UTILITIES DEPARTMENT –Water Treatment Plant – Authorization to Purchase Replacement Dust Collection System

RESOLUTION

WHEREAS, the FY2012-13 Amended Budget includes \$60,000 (Account No. 496-558.00-977.513) to purchase a replacement dust collection system to be used at the Wastewater Treatment Plant; and

WHEREAS, on Thursday, September 6, 2012, the Purchasing Office received the five (5) bids for the aforementioned dust collection equipment replacement (see attached bid tabulation), with the lowest qualified bidder that meets specifications necessary to perform job requirements identified as Beckert & Hiester, Saginaw, MI with the low bid of \$23,090.00; and

WHEREAS, this dust collection equipment will replace the original 1949 equipment that is used to collect and ventilate dust during the off loading of bulk pebble lime used in the softening process; and

WHEREAS, the Utilities Director and City Administrator recommend selection of the lowest qualified bidder, Beckert & Hiester, Saginaw, MI, for purposes of acquiring a replacement dust collection system to be used at the Water Treatment Plant for a cost not to exceed \$23,090.00. It is noted that this purchase is for equipment only and a subsequent resolution for installation of said equipment will occur at a later date.

NOW, THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the purchase of a replacement dust collection system from the lowest qualified bidder, Beckert & Hiester, Saginaw, MI at a cost not to exceed \$23,090.00.

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.

CR12-051

September 17, 2012

RE: CITY COMMISSION– Resolution to Re-Appoint Members to the Planning Commission

RESOLUTION

WHEREAS, the terms of office of Marilyn Schebil and Mel Dye on the Planning Commission have expired; and

WHEREAS, both Marilyn Schebil and Mel Dye have expressed a willingness to serve another term; and

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of the above-named individuals.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does, hereby, approve the re-appointment of Marilyn Schebil and Mel Dye for another three year term.

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

RE: CITY COMMISSION – Designating Representatives for Voting Purposes at the Michigan Municipal League Convention

RESOLUTION

WHEREAS, the Michigan Municipal League’s Annual Conference will be held in on October 3-5, 2012 on Mackinaw Island, at which time votes will be cast for election of trustees, policies and other business that may come before the meeting; and

WHEREAS, the Michigan Municipal League’s by-laws state that governing bodies designate one official who will be in attendance at the conference to cast the vote on behalf of their municipality; and

WHEREAS, it further requires that one official be designated as an alternate in the event the other official is unable to cast the vote.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby appoint Mayor Greg DuMars as the official representative and Commissioner Milo War the alternate representative to cast the vote at the annual MML Conference to be held October 3-5, 2012 at the Grand Hotel on Mackinaw Island, Michigan.

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.

Memo

TO: Dane C. Nelson, City Administrator
FROM: Mark K. Gasche, Parks and Recreation Director
DATE: September 12, 2012
SUBJECT: Bid Recommendation – Tree purchase

Sealed Bids were received on Tuesday, September 11, 2012 for the annual purchase of City street trees and park trees. Six vendors were invited to bid, with three responding as follows:

ITEM	ACORN FARMS GALENA OH	R & W Nursery Morenci MI	Christensen's Plants Plymouth MI	Lake County Perry, OH
Cercis Canadensis (single stem) 10 ea	\$ 640.00	\$ 839.00	\$ 900.00	\$1,050.00
Malus 'Royal Raindrops' 20 ea	\$ 1,080.00	\$ 2,060.00	\$ 2,200.00	
Malus 'Spring Snow' 20 ea	\$ 1,080.00	\$ 1,960.00		
Acer griseum 10 ea	\$ 980.00	\$ 1,170.00	\$ 1,510.00	
Pyrus calleryana 'Canticeer' 20 ea	\$ 1,280.00	\$ 1,789.00	\$ 1,800.00	\$1,640.00
Ulmus Frontier 20 ea	\$ 1,500.00		\$ 1,800.00	
Aesculus Xarnoidiana 'Autumn Splendor' 20 ea	\$ 1,680.00			
	\$ 640.00	\$ 796.50	\$ 900.00	
Gleditsia triacanthos 'Skyline' 20 ea	\$ 1,280.00	\$ 1,566.00	\$ 2,400.00	

Acorn Farms of Galena, Ohio is the low bidder on each item and we have purchased trees from them in the past which we have been very pleased with. We did not receive a bid from any of the local providers. The total bid is \$10,160 for 150 trees. These trees are for a planned fall planting.

After review with staff it is my recommendation that the trees be purchased from Acorn Farms of Galena, OH in the amount of \$10,160. Funds for this purchase are budgeted in the Fee Estate operating account.

RE: **DEPARTMENT OF PARKS & RECREATION – PARKS & FORESTRY DIVISION-
Tree Purchase Bid Recommendation**

RESOLUTION

WHEREAS, the City of Adrian Purchasing Office, in conjunction with the Parks & Recreation Department – Parks and Forestry Division, solicited bids from six (6) nurseries and received sealed bids from three (3) On Tuesday, September 11, 2012 for the purchase of trees to be planted in the fall of 2012; and

WHEREAS, the bid tabulation follows:

ITEM	ACORN FARMS GALENA OH	R & W Nursery Morenci MI	Christensen's Plants Plymouth MI	Lake County Perry, OH
Cercis Canadensis (single stem) 10 ea	\$ 640.00	\$ 839.00	\$ 900.00	\$1,050.00
Malus 'Royal Raindrops' 20 ea	\$ 1,080.00	\$ 2,060.00	\$ 2,200.00	
Malus 'Spring Snow' 20 ea	\$ 1,080.00	\$ 1,960.00		
Acer griseum 10 ea	\$ 980.00	\$ 1,170.00	\$ 1,510.00	
Pyrus calleryana 'Canticeer' 20 ea	\$ 1,280.00	\$ 1,789.00	\$ 1,800.00	\$1,640.00
Ulmus Frontier 20 ea	\$ 1,500.00		\$ 1,800.00	
Aesculus Xarnoidiana 'Autumn Splendor' 20 ea	\$ 1,680.00			
Liriodendron Tulipifera 40 ea	\$ 640.00	\$ 796.50	\$ 900.00	
Gleditsia triacanthos 'Skyline' 20 ea	\$ 1,280.00	\$ 1,566.00	\$ 2,400.00	

; and

WHEREAS, the Parks and Recreation Director and City Administrator recommend that all bid items be awarded to Acorn Farms Inc., of Galena, OH.as the low bidder in the amount of \$10,160; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2012-13 Budget in the following accounts:

(205-699.00-776.000) Fee Estate – Maintenance Supplies

NOW, THEREFORE BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the recommended selections and award of bid for all items to Acorn Farms Inc., of Galena, OH. in the amount of \$10,160.

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