



# PRE-MEETING AGENDA

ADRIAN CITY COMMISSION  
AGENDA  
PRE-MEETING STUDY SESSION  
MAY 17, 2010  
5:30 P.M.

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The City Commission will meet for a pre-meeting study session on Monday, May 17, 2010, at 5:30 p.m. at the City Chambers Building, 159 E. Maumee St., to discuss the following:

- I. Residential Refuse Collection
- II. Other Items as Time Permits



# COMMISSION AGENDA

**AGENDA  
ADRIAN CITY COMMISSION  
MAY 17, 2010  
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF MINUTES OF THE MAY 3, 2010 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. PROCLAMATION
  - 1. Proclamation presented to Tim Bays and Craig Dilyard of Lenawee-Christmas Insurance Agency in recognition of their company's 100<sup>th</sup> Anniversary.
- VI. COMMUNICATIONS
  - 1. C-1. State Revenue Sharing Update
  - 2. C-2. Memo Regarding the Reorganization of the Michigan Department of Treasury
- VII. CONSENT AGENDA
  - A. RESOLUTIONS
    - 1. CR10-022. Resolution to reappoint Chip Moore and Jeff Willett to the Downtown Development Authority (DDA) and to appoint Mike Olsaver to the DDA to serve 4-year terms.
    - 2. CR10-023. Resolution to reappoint Mike Jacobitz and Maralee Koleski to the Zoning Board of Appeals to serve 3-year terms.
    - 3. CR10-024. Resolution to award bid for seal coating at Oakwood Cemetery.
    - 4. CR10-025. Resolution to award bid for weir gates for the Wastewater Treatment Plant.
    - 5. CR10-026. Resolution to make temporary traffic control orders permanent on Frank Street near the Adrian Public Schools 5/6 building.
- VIII. PUBLIC COMMENTS

I X. REGULAR AGENDA

A. ORDINANCES

1. Ord. 10-004. Introduction of an Ordinance to repeal Section 46-56 (23), Schedule Established - Parks-Concession Stands, of the Adrian City Code.

B. SPECIAL ORDERS

1. SO-1. Public hearing to hear and consider comments to submittal of an application for a CDBG Façade Grant for restoration of three downtown buildings.

C. RESOLUTIONS

1. R10-063. Resolution to approve the submittal of an application for a CDBG Façade Grant for restoration of three downtown buildings.
2. R10-064. Resolution to accept a CMAQ Grant to fund the extension of the Kiwanis Trail into Riverside Park and a non-motorized bridge across the River Raisin and to retain ROWE Professional Services Co. for design engineering of this project.
3. R10-065. Resolution to approve an amended resolution to certify compliance with the Notice of Intent and Public Hearing requirements of the Michigan Community Development Block Grant Program for the Sanitary Sewer Improvement Project. (Replaces Resolution R10-050 dated April 19, 2010.)
4. R10-066. Resolution to approve the purchase of two patrol vehicles, that the bid process be waived and that the FY2009-10 budget be amended.

X. MISCELLANEOUS

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

X I. PUBLIC COMMENTS

X I I. COMMISSION COMMENTS



# MINUTES

**MINUTES  
ADRIAN CITY COMMISSION  
MAY 3, 2010  
7:00 P.M.**

Prior to the opening of the regular meeting, Commissioner Osborne motioned to go into closed session to discuss real estate acquisition, seconded by Commission DuMars, motion approved by a unanimous vote.

Official proceedings of the May 3, 2010 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 McDowell, Commissioners Osborne, Warren, Carrico, Steele, DuMars and Clegg

Mayor McDowell in the Chair.

Commissioner DuMars moved to approve the minutes of the April 19, 2010 regular meeting of the Adrian City Commission, seconded by Commissioner Clegg, motion carried by a unanimous vote.

**PRESENTATION OF ACCOUNTS**

Utility Department Receiving Fund Voucher #3238 through #3248	\$ 112,845.34
General Fund Vouchers #19808 through #19830	\$ 378,087.45
Clearing Account Vouchers amounting to	<u>\$ 311,377.80</u>
<b>TOTAL EXPENDITURES</b>	<u><b>\$ 802,310.59</b></u>

On motion by Commissioner Steele, seconded by Commissioner Warren, motion carried by a unanimous vote.

**PRESENTATION**

1. ***A Rose for Mom*** – Children read their handwritten essays on why their Mothers are so special. Mayor McDowell and Liz Arnold presented roses to six Moms.

**COMMUNICATIONS**

1. C-1. Downtown Development Authority – FY2009-10 Third Quarter Financial Reports
2. C-2. Communication from Comcast regarding price adjustments

**CONSENT AGENDA**

**RESOLUTIONS**

**RESOLUTION CR10-018**

**RE: DIAL-A-RIDE – Resolution to Approve Agreement No. 2007-0156 with MDOT**

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

WHEREAS, a Project Authorization has been proposed which provides FY 2010 Section 5311 Operating Assistance for such service, effective October 1, 2009 and expires September 30, 2010, based on 16% of the estimated eligible costs, which are \$36,570. The maximum amount to be paid will not exceed 16% of the audited costs and if funds are insufficient to reimburse at 16% of audited costs, a new reimbursement percentage will be calculated for all agencies, and be it

RESOLVED, that the City Commission of the City of Adrian does hereby approve the proposed Agreement No. 2007-0156, Authorization No. 12 for FY2010 Section 5311 Operating Assistance, and 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, authorizes the Mayor, Gary E. McDowell, and City Clerk, Pat Baker, to execute Authorization #12 for and on behalf of the City of Adrian.

**RESOLUTION CR10-019**

WHEREAS, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the streetlighting service as provided in the Standard Streetlighting Contract between the Company and the City of Adrian, dated March 1, 1981, in accordance with the Authorization for Change in Standard Streetlighting Contract dated May 3, 2010, heretofore submitted to and considered by this Commission.

RESOLVED, further, that the Mayor and City Clerk be authorized to execute such authorization for change on behalf of the City of Adrian.

**RESOLUTION CR10-020**

**RE: SET PUBLIC HEARING - COMMUNITY DEVELOPMENT BLOCK GRANT FOR ECONOMIC DEVELOPMENT INFRASTRUCTURE PROJECTS APPLICATION**

WHEREAS, the Michigan Economic Development Corporation is offering a Community Development Block Grant for Economic Development Infrastructure Projects; and

WHEREAS, Inteva Products, LLC is seeking \$120,000 in grant assistance for the purchase of new machinery totaling \$2,398,170 and the expected creation of 20 new permanent positions; and

WHEREAS, the City of Adrian Commission approved by resolution dated April 19, 2010 to allow Community Development Staff to be the authorized local government administrator of the grant as required by grant guidelines; and

WHEREAS, Community Development staff is seeking approval from the City Commission to submit the Community Development Block Grant for Economic Development Infrastructure Projects for \$120,000 on behalf of Inteva Products, LLC for the purchase of machinery, equipment, and tooling.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby acknowledges receipt of the request to submit a Community Development Block Grant for Economic Development Infrastructure Projects and authorizes the scheduling of a public hearing for Monday, May 17, 2010, 7:00 p.m. in the City Chambers Building to receive comments on this matter.

On motion by Commissioner DuMars, seconded by Commissioner Osborne, Consent Resolutions CR10-018 through CR10-021 were adopted by a unanimous vote.

#### **PUBLIC COMMENTS**

1. John Kuschell, 632 State Street, presented a petition with 400 signatures requesting that recycling be continued. In addition to Mr. Kuschell, the following people requested that recycling be continued and emphasized the importance of recycling to our future: Sr. Kathleen Erard, 707 E. Siena Heights Dr; Victoria Powell, 2259 Greenview Dr; Marcus Matthews, 130 Budlong; Harold Frederick, 1340 Oregon Rd; Mike Donahue, 214 Finch St; Kathy LaBloom, 201 E. Maumee St; Sr. Rosario Martin, 707 E. Siena Hghts; Sr. Eileen Meyers, 1269 E. Siena Hghts. Dr; Chris Matthews, 411 Mill Rd and Bruce Weaver, 360 Crystal Springs.
2. Patty Marr, 620 Broad St., asked if it was possible to have brush picked up curbside. Administrator Nelson reported that the spring and fall pickups will continue.
3. Jim Caldwell, 1226 Trenton Rd., urged the Commission to begin budget talks in the fall and to engage the community for their input.

#### **COMMISSIONER COMMENTS**

1. Commissioners Steel, DuMars and Clegg spoke on the recycling issue, thanking the community for their support and explaining the evolution of the recycling issue.
2. Commissioner Osborne shared his concern about the budget because there is not a definite way with which the trash/recycling issue will be paid for. Administrator Nelson addressed the recycling issue, pledging that the Commission will continue to pursue a long-term solution and also stated that the program would continue until July 1<sup>st</sup>.

**REGULAR AGENDA**

**SPECIAL ORDER**

1. SO-1. Public Hearing to hear and consider comments to adoption of the FY2010-11 Budget and General Appropriations Act.

**RESOLUTIONS  
RESOLUTION #R10-057**

**CITY OF ADRIAN, MICHIGAN  
FISCAL YEAR 2010-2011 PROPOSED BUDGET  
AND  
GENERAL APPROPRIATIONS ACT  
MAY 3, 2010**

WHEREAS, in accordance with the provisions of the Adrian City Charter and Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Units of Government, it is the responsibility of the Adrian City Commission to establish and adopt the annual City Budget and work program by resolution not later than the second week of May, as well as provide for a levy of an amount necessary to be raised by taxes upon real and personal property for municipal purposes subject to the limitations contained in Section 9.1 of said Charter and the 1978 Tax Limitation Amendment contained in Article IX Section 31 of the Michigan Constitution; and

WHEREAS, the City Commission received budget requests from all City Departments, and has reviewed in detail the City Administrator's Fiscal Year 2010-2011 Budget Recommendation; and

WHEREAS, the City Commission, after due deliberation, has formulated a Proposed General Appropriations Act balancing total appropriations with available resources at \$26,635,681 for Fiscal Year 2010-2011, a summary of which is included in the Notice of Public Hearing published in a newspaper of general circulation; and

WHEREAS, a copy of the proposed Budget and General Appropriations Act was published April 23, 2010 and a Public Hearing was held on May 3, 2010 in accordance with the provisions of Section 8.3 of the Adrian City Charter, Public Act 5 of 1982, and the federal, state and local Fiscal Assistance Act of 1972 (P.L. 92-512), as amended; and

WHEREAS, included in the General Appropriations Act are the service charge rates for Dial-A-Ride transportation and Water and Sewer Utilities; Dial-A-Ride rates remain unchanged from FY2008-09; for a typical utility customer using eight units, which is approximately 6000 gallons per month, the water bill will increase \$.96 per month and the sewer bill will increase \$1.32 per month for a total increase of \$2.28 per month.

WHEREAS, the further intent of this resolution is to maintain a budgetary system for the City of Adrian on the same basis of accounting (generally accepted accounting principles) as the actual financial information is maintained; to define the powers and duties of the City's officers in relation to that system; to designate the Chief Administrative Officer and Fiscal Officer; and to provide that the City Commission and the Fiscal Officer shall be furnished with information by the departments, boards, agencies and offices relating to their financial needs, revenues and expenditures/expenses, and general affairs; to prescribe a

disbursement procedure, to provide for an allotment system; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby adopt and amend the Fiscal Year 2010-2011 Budget and General Appropriations Act recommended by the City Administrator as advertised and placed in the Clerk’s Office for public inspection, balancing total appropriations with available resources at \$26,663,681 for Fiscal Year 2010-2011.

BE IT, FURTHER, RESOLVED that the Adrian City Commission authorizes to levy a millage rate of 15.6039 (Operating-13.6293; Solid Waste- 1.0000; and Local Streets- 0.9746) mills upon the total Taxable Value of Real and Personal Property (\$442,616,703) so as to generate \$6,883,801, including additions for Industrial Facilities Tax (IFT) Revenue and excluding captured tax revenue for various economic development authorities, to support the FY2010-2011 City of Adrian General Fund Operating, Solid Waste and Local Street Budgets.

BE IT, FURTHER, RESOLVED that the Adrian City Commission authorizes Industrial Facilities Tax (IFT) collections at 15.6039 mills upon the total Taxable Value of Real and Personal Property (\$41,602,035) so as to generate \$391,942 to provide additional support for the FY2009-2010 City of Adrian General Fund Operating, Solid Waste and Local Street Budgets.

BE IT, FURTHER, RESOLVED that the Adrian City Commission authorizes the imposition of a one (1%) percent property tax administration fee as required by the General Property Tax Act (MCL211.44) and continuation of the Dial-A-Ride fares of \$2.00 for regular passengers and \$1.00 for senior citizens and handicapped riders, instituted July 1, 2005.

BE IT, FURTHER, RESOLVED that the following Water and Sewer Rate Charges continue in effect on July 1, 2010:

**Proposed FY 2010-11**  
**Water and Sewer Rates and Charges**

Water Rates. The service charges shall be as follows each month:

<u>Meter Size</u>	<u>Current Service Charge Per Month</u>	<u>Proposed Service Charge Per Month</u>
5/8"	\$ 7.92	\$ 8.24
3/4	\$ 9.45	\$ 9.83
1"	\$ 11.97	\$ 12.45
1 1/2"	\$ 18.02	\$ 18.74
2"	\$ 25.64	\$ 26.67
3"	\$ 41.38	\$ 43.04
4"	\$ 67.07	\$ 69.75
6"	\$126.10	\$131.14
8"	\$259.67	\$270.06
10"	\$391.60	\$407.26

The commodity charge shall be equally applied on each unit of 100 cubic feet used by premises.

Current commodity charge: \$2.12 per unit

Proposed commodity charge: \$2.20 per unit

Automatic Fire Sprinkler Connection charge per month shall be proportioned to open line capacity. This charge shall apply to each unmetered fire line to any premises.

<u>Connection Size (Inches)</u>	<u>Current Monthly Charge</u>	<u>Proposed Monthly Charge</u>
2 1/2 and under	\$ 7.91	\$ 8.23
3"	\$11.04	\$11.48
4"	\$14.81	\$15.40
6"	\$29.40	\$30.58
8"	\$52.55	\$54.65
10"	\$89.14	\$92.71

Private fire hydrants (fire use only) on unmetered fire lines or from public lines:

Current rate per month \$29.40

Proposed rate per month \$30.58

Bulk water at water treatment plant per 100 gallons \$ 0.88

Sewer Rates.

(2) Commodity Charge.

Current commodity charge: \$2.74 per 100 cubic feet

Proposed commodity charge: \$2.85 per 100 cubic feet

(3) Service Charge. A monthly service charge shall be applied to each bill for administrative costs and the cost of treating wastewater and infiltration as follows:

<u>Meter Size</u>	<u>Current Service Charge Per Month</u>	<u>Proposed Service Charge Per Month</u>
5/8"	\$ 10.93	\$ 11.37
3/4"	\$ 14.85	\$ 15.44
1"	\$ 18.36	\$ 19.09
1 1/2"	\$ 25.34	\$ 26.35
2"	\$ 41.94	\$ 43.62
3"	\$ 55.94	\$ 58.18
4"	\$ 83.90	\$ 87.26
6"	\$159.05	\$165.41
8"	\$262.17	\$272.66
10"	\$393.26	\$408.99

(4) Flat Rate. The charge for flat rate customers in the City of Adrian:

Current flat rate: \$39.51  
Proposed flat rate: \$39.51

(5) Outside City (Unmetered Flat Rate) per month:

Adrian Township	Current	\$40.48
Madison Township	Proposed	\$40.48

Outside City (master meter rate per unit)

Adrian Township	Current	\$2.11
	Proposed	\$2.19
Madison Township	Current	\$2.12
	Proposed	\$2.20

(6) Industrial Pretreatment Fee: A fee of \$75.00 per month shall be charged to all customers who have an Industrial Pretreatment Program Permit.

Septage Receiving Waste Fees:

Current: \$50.00 per 1000 gallons or \$0.06 per gallon

Proposed \$50.00 per 1000 gallons or \$0.06 per gallon

Current and Proposed Water and Sewer Connection Fees:

Water and sewer connection fees shall be paid by the owner for all new and renewed connections to the water and sewer system. These fees shall be paid prior to the issuance of a building permit. The Water Capacity Charge and the Sewer Impact Fee are established to recover the capital investment made to provide service. The Water Tap Installation charge recovers the cost of tapping a water main and installing a service line to the property. The fees result from an analysis of the water and sewer capital assets and capacity. The fees are based on the size of the tap and meter reflecting the potential water and sewer demand.

<b>Water Tap Unit</b>	<b>Water Meter Charge</b>	<b>Residential Equivalent Charge</b>	<b>Water Tap Installation</b>	<b>Water Capacity Size</b>	<b>Sewer Impact Size</b>
3/4"	5/8"	1	\$ 1,250.00	\$ 950.00	\$ 1,150.00
3/4"	3/4"	1.5	\$ 1,300.00	\$ 1,250.00	\$ 1,700.00
1"	1"	2.5	\$ 1,800.00	\$ 2,350.00	\$ 2,850.00
1.5"	1.5"	5	\$ 2,400.00	\$ 4,675.00	\$ 5,675.00
2"	2"	8		\$ 7,480.00	\$ 9,075.00
3"	3"	16		\$ 15,000.00	\$ 18,000.00
4"	4"	25		\$ 23,375.00	\$ 28,325.00
6"	6"	50		\$ 42,500.00	\$ 51,500.00
8"	8"	140		\$119,000.00	\$144,200.00
10"	10"	220		\$144,200.00	\$144,200.00

; and

BE IT FURTHER RESOLVED that:

1. The City Administrator is hereby designated the Chief Administrative Officer (CAO) of the City of Adrian and, further, that the Finance Director shall perform the duties of the Chief Fiscal Officer (CFO) as specified in this resolution.
2. The CFO shall provide an orientation session and written instructions for preparing departmental budget requests. These instructions shall include information that the CFO determines to be useful and necessary to assure that the budgetary estimates of the agencies are prepared in a consistent manner and the needs of the CAO and the City Commission are met.
3. Any offices, departments, commissions and boards of the City of Adrian financed in whole or in part by the City of Adrian shall transmit to the CFO their estimates of the amounts of money required for each activity in their respective agencies, as well as their estimate of revenues that will be generated from charges for services. They shall also submit any other information deemed relevant by the CAO, CFO and/or City Commission.
4. The CFO shall prescribe forms to be used by the offices, departments, commissions and boards of the City of Adrian in submitting their budget estimates and shall prescribe the rules and regulations the CFO deems necessary for the guidance of officials in preparing such budget estimates. The CFO may require that the estimates be calculated on the basis of various assumptions regarding level of service. The CFO may also require a statement for any proposed expenditure and a justification of the services financed.
5. The CFO shall prepare estimates of revenue for each budgeted fund, classified to show in detail the amount expected to be received from each source. Estimated of expenditures and revenues shall also be classified by character, object, function and activity consistent with the State Chart of Accounts and Michigan Department of Treasury accounting system classification.
6. The CFO shall review the agency estimates with a representative from each agency of the City of Adrian that has submitted such estimates. The purpose of the review shall be to clarify the estimates, ensure the accuracy, and to determine their adherence to the policies previously enumerated by the CAO, CFO and City Commission as herein required.
7. The CFO shall consolidate the estimates received from the various departments and agencies, together with the amounts of expected revenues, and shall make recommendations relating to those estimates, which shall assure that the total of estimated expenditures, including an accrued deficit, does not exceed the total of expected revenues, including an unappropriated surplus.
8. The recommended budget shall include at least the following:
  - (a) Expenditure data for the most recently completed fiscal year and estimated expenditures for the current fiscal year;
  - (b) An estimate of the expenditure amounts required to conduct the government of the City of Adrian, including its budgetary centers;
  - (c) Revenue data for the most recently completed fiscal year and estimated revenues for the current fiscal year;

- (d) An estimate of revenues, by source, to be raised or received by the City of Adrian in the ensuing fiscal year;
  - (e) The amount of surplus or deficit from prior fiscal years, together with an estimate of the amount of surplus or deficit expected in the current fiscal year;
  - (f) An estimate of the amount needed for deficiency, contingent or emergency purposes and the amounts needed to pay and discharge the principal and interest of the debt of the City of Adrian due in ensuing fiscal years;
  - (g) The amount of proposed capital outlay expenditures, except those finance by enterprise, capital projects or internal service funds, including the estimated total costs and proposed method of financing of each capital construction project for three (3) years beyond the fiscal year covered by the budget;
  - (h) An informational summary of projected revenues and expenditures/expenses of all capital projects, internal service and enterprise funds;
  - (i) A comparison of the revenue and expenditure amounts in the recommended budget to the budget previously adopted, and amended, by the City Commission, with appropriate explanation of the variances;
  - (j) Any other data relating to fiscal conditions that the CAO, CFO and/or City Commission consider to be useful in evaluating the financial needs of the City of Adrian.
9. Not less than sixty (60) days before the next succeeding fiscal year, the CAO shall transmit the recommended budget to the City Commission. The recommended budget shall be accompanied by:
- (a) A proposed general appropriation measure, consistent with the budget, which shall set forth the anticipated revenue and requested expenditure/expense authority, in such form and in such detail deemed appropriate by the City Commission;
  - (b) A budget message, which shall explain the reasons for the increases or decreases in budgeted items compared with the current fiscal year, the policy of the CAO as it relates to important budgetary items, and any other information that the CAO determines to be useful to the City Commission in its consideration of the proposed appropriations;
  - (c) A comparison of the recommended budget to the current year adopted and amended budget, together with an analysis and explanation of the variances therefrom, such variances being divided to show the portion attributable to the current year budget amendments and the portion resulting from the recommended budget.
10. The City Commission may direct the CAO and/or other appointed officials to submit any additional information it deems relevant in its consideration of the budget and proposed appropriations measure. The City Commission may conduct budgetary

reviews with the CFO and/or City Departments or agencies for the purpose of clarification or justification of proposed budgetary items.

11. The City Commission may revise, alter or substitute for the proposed general appropriations measure in any way, except that it may not change it in a way that would cause total appropriations, including an accrued deficit, to exceed total estimated revenues, including an unappropriated surplus. An accrued deficit shall be the first item to be resolved in the general appropriations measure.
12. The City Commission shall fix the time and place of a public hearing to be held on the budget and proposed appropriations measure. The City Clerk shall then have published, in a newspaper of general circulation within the City of Adrian, notice of the hearing and an indication of the place at which the budget and proposed appropriations measure may be inspected by the public. This notice must be published at least seven days before the date of the public hearing.
13. No later than June 30, the City Commission shall pass a general appropriations measure providing the authority to make expenditures and incur obligations on behalf of the City of Adrian. The supporting budgetary data to the general appropriations measure shall include at least the following:
  - (a) Expenditure data for the most recently completed fiscal year;
  - (b) The expenditure budget as originally adopted by the City Commission for the current fiscal year;
  - (c) The amended current year appropriations;
  - (d) An estimate of the expenditure amounts required to conduct the government of the City of Adrian, including its budgetary centers;
  - (e) Revenue data for the most recently completed fiscal year and estimated revenues for the current fiscal year;
  - (f) Budgeted Revenue Estimates as originally adopted by the City Commission for the current fiscal year;
  - (g) The amended current year Budgeted Revenues;
  - (h) An estimate of revenues, by source, to be raised or received by the City of Adrian in the ensuing fiscal year;
  - (i) The amount of surplus or deficit from prior fiscal years, together with an estimate of the amount of surplus or deficit expected in the current fiscal year;
  - (j) An estimate of the amount needed for deficiency, contingent or emergency purposes, and the amounts needed to pay and to discharge the principal and interest of the debt of the City of Adrian due in the ensuing fiscal year;
  - (k) The amount of proposed capital expenditures, except those financed by enterprise, capital project or internal service funds, including the estimated costs and proposed method of financing of each capital construction project and the projected additional annual operating costs and the method of

financing the operating costs of each capital construction project for three (3) years beyond the fiscal year covered by the budget;

- (l) An informational summary of projected revenues and expenditures/expenses of capital projects, internal service and enterprise funds;
  - (m) Any other data relating to fiscal conditions that the City Commission considers to be useful in considering the financial needs of the City;
  - (n) Printed copies of the City Commission's Adopted Budget, Financial Plan or any facsimile thereof shall contain all the above data unless otherwise approved by the City Commission.
14. The City Commission may authorize transfers between appropriation items by the CAO or CFO within limits stated in the appropriations measure. In no case, however, may such limits exceed those provided for in paragraph #21 of this resolution.
  15. A deviation from the original general appropriations measure shall not be made without first amending the general appropriations measure through action by the City Commission, except within those limits provided for in paragraph #16 of this resolution.
  16. Appropriations accumulated at the Department level will be deemed maximum authorization to incur expenditures. The CAO or the CFO shall exercise supervision and control of all budgeted expenditures within these limits, holding expenditures below individual line-item appropriations or allowing overruns in individual line-items, providing that at no time shall the net expenditures exceed the total appropriation for each department as originally authorized or amended by the City Commission. Line-item detail by cost center and allotments, which provide a monthly calendarization of annual appropriations, as deemed necessary by the CFO, shall be maintained and utilized as an administrative tool for management information and cost control. The CFO shall not approve any expenditure beyond that necessary to accomplish stated program or work objectives authorized in the general appropriations measure as originally approved unless amended, in which case the amendment takes precedence.
  17. The CFO shall maintain, for all budgeted funds, appropriation ledger accounts in which are to be recorded such expenditures, encumbrances and obligations for the future payment of appropriated funds as the CCFO may approve.
  18. Each Purchase Order, Voucher, or Contract of the City of Adrian shall specify the funds and appropriation designated by number assigned in the accounting system classification from which it is payable and shall be paid from no other fund or appropriation. The necessary amount of the appropriation from such account shall be transferred pursuant to the provisions of this resolution to the appropriate general appropriation account and the expenditure then charged thereto.
  19. No obligation shall be incurred against, and no payment shall be made from, any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation. Any obligation incurred or payment authorized in violation of this resolution shall be void and any payment so made illegal, except those otherwise ordered by court judgment or decree.

20. The CFO, after the end of each fiscal quarter, shall transmit to the City Commission a report depicting the financial condition of budgeted operations, including, but not limited to:
  - (a) A forecast of actual revenues by major source compared with budgeted revenues accompanied by an explanation of any significant variances; and
  - (b) A forecast of actual expenditures and encumbrances by department compared with authorized appropriations accompanied by an explanation of any significant variances.
  
21. Direct expenditure and/or transfers of any unencumbered balance or any portion thereof in any appropriation for transfer account to any other appropriations account may not be made without amendment of the general appropriations measure as provided for in this resolution, except that transfers within and between budgeted funds and departments may be made by the CFO in the following instances:
  - (a) Transfers may be made between accounts as authorized by the CAO up to a maximum of \$10,000;
  - (b) Transfers may be made from the non-departmental overtime account and fringe benefit adjustment account to the appropriate departmental budget as specific overtime requests are reviewed and approved by the CAO. Additionally, overtime appropriations may be transferred between departments, if authorized by the CAO;
  - (c) Transfers may be made from the non-departmental account for Miscellaneous Capital Outlay to the appropriate departmental budget as specific requests for these items are reviewed and approved by the CAO;
  - (d) Transfers may be made from the non-departmental appropriations accounts Emergency Salaries and Summer Help as specific requests for these items are reviewed by the Personnel Department and approved by the CAO;
  - (e) Fringe benefit rates shall be established annually in the budget process to charge all General Fund/General Purpose, Special Revenue and Proprietary Funds for actual employer fringe benefit costs. Such rates shall be sufficient to meet all fringe benefit costs including: Retirement, Social Security (FICA), Hospitalization, Disability, Dental, Life and Accident Insurance, Unemployment and Workers' Compensation Insurance. The rates shall be charged to operating departments as a percentage of salaries and all funds collected shall be transferred to a Fringe Benefit Internal Service Fund to pay the fringe benefit obligations.
  
22. The Chief Administrative Officer (City Administrator) is granted expenditure authority up to a maximum of \$10,000 per transaction and, in compliance with Section 12.1 of the City Charter, sealed bids shall be obtained for all materials, supplies and public improvements in amounts equal to or greater than the aforementioned spending limit.
  
23. The City Commission may make supplemental appropriations by amending this general appropriations measure as provided by this resolution, provided that

revenues in excess of those anticipated in the original appropriations measure become available due to:

- (a) An unobligated surplus from prior years becoming available;
  - (b) Current year revenue exceeding original estimates in amounts sufficient enough to finance increased appropriations. The City Commission may make a supplemental appropriation by increasing the dollar amount of an appropriation item in the original general appropriations measure or by adding additional items. At the same time the estimated amount from the source of revenue to which the increase in revenue may be attributed shall be increased, or other source an amount shall be added to the appropriation account in a sum sufficient to equal the supplemental expenditure amount. In no case may such appropriation cause total estimated expenditures, including an accrued deficit, to exceed total estimated revenues, including an unappropriated surplus.
24. Whenever it appears to the CAO, CFO or City Commission that actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such funds were based, the CAO shall present to the City Commission recommendations which, if adopted, will prevent expenditures from exceeding available resources for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both. After receiving the recommendations of the CAO for bringing appropriations into balance with estimated revenues, the City Commission shall amend the general appropriations measure to reduce appropriations or shall approve such measures necessary to provide revenues sufficient to equal appropriations, or both.
  25. All appropriations are annual and the unexpended portion shall lapse at year-end. Encumbrances and Appropriations Carried Forward will be recorded as a reservation of fund balance and the subsequent year's budget amended to provide authority to complete these transactions. Appropriations shall not be carried forward for more than six (6) months into the budget year following the year in which they were originally appropriated.
  26. A member of the City Commission, the CAO, CFO, appointed official, administrative officer or employee of the City of Adrian shall not: (1) create a debt, incur a financial obligation on behalf of the City against an appropriation account in excess of the amount authorized, (2) apply or divert money of the City for purposes inconsistent with those specified in this general appropriations measure as approved and amended by the City Commission, not (3) forgive a debt or write off an account receivable without appropriate authorization of the City Commission.
  27. All Internal Service Fund budgets that have depreciable assets shall have a capital budget with detail supporting the amount of annual depreciation therein included, as well as a fiscal plan for replacing, upgrading or disposing of those assets.
  28. The budgetary system shall be maintained on the same basis of accounting (generally accepted accounting principles) as the actual financial information is maintained.
  29. Any violation of the general appropriations measure by the CAO, CFO, any administrative officer, employee or member of the City Commission detected through

application of generally accepted accounting procedures utilized by the City of Adrian, or disclosed in an audit of the financial records and accounts of the City, shall be filed with the State Treasurer and reported by the State Treasurer to the Attorney General. Pursuant to Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Government, the Attorney General shall review the report and initiate appropriate action against the person or persons in violation. For use and benefit of the City of Adrian, the Attorney General or Prosecuting Attorney may institute a civil and/or criminal action in a court of competent jurisdiction for the recovery of City funds disclosed by an examination to have been illegally expended or collected as a result of malfeasance, and for the recovery of public property disclosed to have been converted or misappropriated.

30. The provisions of this resolution shall be applied to the General Fund and all Special Revenue and Proprietary Funds of the City of Adrian, including Enterprise and Internal Service Funds.

On motion by Commissioner DuMars, seconded by Commissioner Steele, this resolution was adopted by a 5-2-0 vote.

YEAS: Mayor McDowell and Commissioners Steele, Carrico, Clegg and Dumars

NAYS: Commissioners Osborne and Warren

ABSTAINED: None

#### **RESOLUTION R10-058**

**RE: UTILITIES DEPARTMENT –Authorization to Contract Engineering Services for River Interceptor Sewer Improvement Project**

WHEREAS, the City of Adrian has submitted a grant application in the amount of \$750,000 from the Michigan Strategic Fund under the Michigan Community Development Block Grant Program for Sanitary Sewer Improvement Project; and

WHEREAS, the total cost of the proposed project amounts to \$1,627,425, including local matching funds of \$877,425, involving the replacement of the existing 15-inch sanitary sewer with 24-inch sanitary sewer along approximately 2,600 linear feet from Michigan Avenue to Beecher Street; and

WHEREAS, the Adrian City Commission, by Resolution #R10-050 dated April 19, 2010, approved the prerequisite Notice of Intent and Public Hearing Requirements necessary to be awarded said grant; and

WHEREAS, Jones & Henry Engineers, LTD., Toledo, OH, prepared the preliminary design as a part of the grant application process and now the Utilities Director recommends that this same firm be engaged to complete final design engineering for this project at a cost not to exceed \$88,840; and

WHEREAS, the foregoing amount includes the cost of subcontracting with Associated Engineers and Surveyors, Inc. Adrian, MI, for Topographic Survey at a cost of \$10,840; and

WHEREAS, the Finance Director indicates that sufficient funds for this purpose are available in the Sewer Collection System Capital Budget (497-555.00-975.127); and

WHEREAS, the Utilities Director and City Administrator recommend engagement of Jones & Henry Engineers, LTD., Toledo, OH., in the City's Standard Professional Services Contract for the purpose of completing the final design engineering for the aforementioned Sanitary Sewer Improvement Project at a cost not to exceed \$88,840, and that, because of the firm's familiarity with the City's Sewer Collection System due to prior engagements, the competitive bid process be waived.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Jones & Henry Engineers, LTD., Toledo, OH, in the City's Standard Professional Services Contract for the purpose of completing the final design engineering for the aforementioned Sanitary Sewer Improvement Project at a cost not to exceed \$88,840.

BE IT, FURTHER, RESOLVED that, in the best interests of the City, the competitive bid process be waived, in accordance with the City's Purchasing Policy as specified in Chapter 12 of the City Charter and Section 2-304 of the Codified City Ordinances.

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

#### **RESOLUTION R10-059**

#### **RE: DEPARTMENTS OF PARKS & RECREATION – Concession Permit Fees in Parks**

WHEREAS, City Ordinance Article II. Conduct in Parks, Sec. 62-39 Food and beverages (c) authorizes permits for the sale of food, beverages, or other merchandise on a daily, weekend, or annual (May 1 – September 15) basis; and

WHEREAS, Section (e) further states that fees shall be set by resolution of the City Commission and may be obtained from the city clerk; and

WHEREAS, Park Concession Permit Fees are currently set as follows: daily permit - \$10.00; weekend permit - \$25.00 and annual permit - \$100.00; and

WHEREAS, the Parks & Recreation Director recommends incorporation of a clarification that each of these permits covers one park only, and that a new category be added for an annual permit that would cover all parks and set the permit fee at \$250.00; and

WHEREAS, the Finance Director indicates that experience should be gained from this change before any budget amendment is contemplated; 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 the recommendation to modify the current Parks Concession Fees to clarify that the current fees apply separately to each individual park and that a new category be added for an annual permit that would cover all parks and set the permit fee at \$250.00.

On motion by Commissioner DuMars, seconded by Commissioner Clegg, this resolution was adopted by a unanimous vote.

## **RESOLUTION R10-060**

### **RE: DEPARTMENTS OF PARKS & RECREATION – Authorization to Engage Parks Master Plan Consultant**

WHEREAS, Parks Master Planning is a beneficial process for any community to go through to set short and long-term priorities and goals for the park system and recreation programs, particularly given the tight budget times expected for the next few years; and

WHEREAS, Michigan Department of Natural Resources and Environment (MDNRE) requires that all local communities have a current 5-Year Master Plan on file in order to be eligible for grant funding through the various state grant programs; and

WHEREAS, the Parks & Recreation Director solicited and received a proposal from Landscape Architects and Planners (LAP) of Lansing to provide professional services in completing a 5-Year Plan for the City of Adrian Parks and Recreation Department that would meet the requirements of MDNRE and cost \$9,850; and

WHEREAS, as part of the 5-Year Master Plan, MDNRE additionally requires a Parks Accessibility Assessment of all parks, park structures, and recreation facilities; and

WHEREAS, on recommendation from LAP, the Parks & Recreation Director solicited and received a proposal from Roger Donaldson, AIA P.L.C. to conduct this assessment for a fee of \$3,900; and

WHEREAS, the Parks & Recreation Director recommends that Landscape Architects and Planners of Lansing, MI be hired for the amount of \$9,850 to complete the City of Adrian Parks and Recreation Plan for the period 2011-2016 and further recommends that Roger Donaldson, AIA P.L.C., of Holt, MI be hired to complete the Parks Accessibility Assessment for the City of Adrian for the fee of \$3,900; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the General Fund – Assigned Fund Balance for Bohn Pool Analysis (101-000.00-393.015); and

WHEREAS, the City Administrator recommends approval of this resolution, appropriation of funds from the General Fund – Assigned Fund Balance for Bohn Pool Analysis (101-000.00-393.015) and authorization of the appropriate budget amendments.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the engagement of Landscape Architects and Planners of Lansing, MI in the City's Standard Professional Services Contract for an amount not to exceed \$9,850 to complete the City of Adrian Parks and Recreation Plan for the period 2011-2016 and, further, that Roger Donaldson, AIA P.L.C., of Holt, MI be engaged in the City's Standard Professional Services Contract to complete the Parks Accessibility Assessment for the City of Adrian for cost not to exceed \$3,900.

BE IT, FURTHER, RESOLVED that \$13,750 be appropriated from the General Fund – Assigned Fund Balance for Bohn Pool Analysis (101-000.00-393.015) for this purpose and that the following amendments to the FY2009-10 Budget be authorized:

**General Fund (101)**

<b>Revenue:</b>		<b><u>Amount</u></b>
(101-990.00-697.000)	Prior Years' Revenue	\$13,750
<b>Expenditures:</b>		
(101-691.00-812.000)	Consultant Fees	<u>13,750</u>
	Total	<u>\$ -0-</u>

On motion by Commissioner Steele, seconded by Commissioner DuMars, this resolution was adopted by a 6-1-0 vote.

AYES: Mayor McDowell, Commissioners Warren, Steele, Carrico, Clegg and DuMars

NAYS: Commissioner Osborne

ABSTAINED: None

**RESOLUTION R10-061**

**RE: DEPARTMENT OF FINANCE – FY2009-10 THIRD QUARTER BUDGET AMENDMENTS**

WHEREAS Public Act 621 of 1978, the Uniform Budgeting and Accounting act for Local Units of Government, provides for adjustments to the Adopted Budget; and

WHEREAS the Financial Forecast, prepared by the City of Adrian's Finance Department, has identified several variances between current projections and Estimated Revenues and Appropriations included in the Adopted and Amended FY2009-10 Budget, and recommends appropriate budget amendments; and

WHEREAS the recommended budget amendments comply with the Uniform Budgeting and Accounting Act requirement that no appropriations measure may be submitted to the City Commission that would allow total expenditures/expenses, including an accrued deficit, to exceed total estimated revenues, including an available surplus; and

WHEREAS the City Administrator has reviewed the Financial Forecast and proposed budget amendments and recommends their adoption.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission authorizes the Department of Finance to amend the FY2009-10 Budget in accordance with the attached schedule entitled City of Adrian FY2009-10 Third Quarter Financial Forecast and Recommended Budget Amendments.

BE IT FURTHER RESOLVED that the resulting Amended Budget shall comply with the Uniform Budgeting and Accounting Act (Public Act 621 of 1978) for Local Units of Government, which requires that no appropriations measure may be adopted in which total expenditures/expenses, including an accrued deficit, exceed total estimated revenues, including an available surplus.

On motion by Commissioner Steele, seconded by Commissioner DuMars, this resolution was adopted by a unanimous vote.

## **RESOLUTION R10-062**

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

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

Install "Stop" signs with "4-Way" placards for the entire intersection of Main and Maumee and Main and Toledo/Washburn.

On motion by Commissioner Osborne, seconded by Commissioner DuMars, this resolution was adopted by a 6-1-0 vote.

YEAS: Mayor McDowell, Commissioners Osborne, Warren, Steele, Clegg and DuMars

NAYS: Commissioner Carrico

ABSTAINED: None

### **MISCELLANEOUS**

1. Adrian Parks & Recreation Quarterly Report
2. Parks & Recreation Non-Resident Report

### **PUBLIC COMMENTS**

1. The following people expressed their disappointment at the way the recycling issue was handled: John Kuschell, 632 State St; Victoria Powell, 2259 Greenview Dr. and Kathy LaBloom, 201 E. Maumee St.
2. The following people expressed concern over what they felt were safety issues with the two-way traffic: Harold Frederick, 1340 Oregon Rd., concerned about safety of parking on both sides of the street on Main and Maumee; Bruce Weaver, 360 Crystal Springs, safety concern with right turn lane on Main and S. Winter; Patty Marr, 620 Broad St., safety concern about Front and Broad Streets; Linda Hutchins, 109 E. Butler, witnessed a large tanker make a left turn onto Butler because they couldn't turn left at Maple.
3. K.Z. Bolton, County Commissioner, invited those with concerns about recycling to attend the Solid Waste Committee meeting at 10:00 a.m. on Wednesday, May 5, 2010.

### **COMMISSION COMMENTS**

1. Commissioner Steele commended the Commission members that voted "YES" on the budget and vowed that they will continue to pursue a resolution to the recycling issue.
2. Commissioner DuMars and Warren encouraged people to go out and vote on Tuesday, May 4<sup>th</sup>.

3. Commissioner Carrico and Clegg echoed the pledge to come up with a solution to the recycling issue and that the budget can be amended.

The next regular meeting of the Adrian City Commission will be held on Monday, May 17, 2010, at 7:00 p.m. in the Commission Chambers Building located at 159 E. Maumee St., Adrian, MI 49221.

Gary E. McDowell  
Mayor

Pat Baker  
City Clerk



# CHECK REGISTER

May 17, 2010

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

  
\_\_\_\_\_  
Dane C. Nelson  
City Administrator

DCN:bjw

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 #3249 through #3257 .....	\$112,813.30
General Fund	
Vouchers #19831 through #19857	\$288,920.88
Clearing Account Vouchers	
amounting to .....	<u>\$414,653.57</u>
TOTAL EXPENDITURES .....	<u>\$816,387.75</u>

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

May 17, 2010

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
<b><u>Receiving</u></b>			
3249	City of Adrian: Payroll	Payroll for Apr 30	\$ 50,635.90
3250	Consumers Energy	Electric Expenses	\$ 6,423.50
3251	City of Adrian: Clearing Acct	May 3 Check Register	\$ 22,941.79
3252	City of Adrian: Payroll	Payroll for May 7	\$ 15,420.65
3253	Verizon North	WW Phone Bill	\$ 40.17
3254	City of Adrian: General	Transfer permit	\$ 50.00
3255	City of Adrian: General Fund	April Charges	\$ 26,211.65
3256	City of Adrian	IT & MVP April chrgs	\$ 4,385.30
3257	Consumers Energy	Water Plant Electric	\$ 9,646.13

**Total \$ 135,755.09**

Less: CK #3251 \$ 22,941.79

**TOTAL \$ 112,813.30**

WW = \$ 46,523.39

WAT= \$ 89,231.70

17-May-10

GENERAL FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
19831	\$ 208,003.97	City of Adrian: Payroll	Payroll for April 30
19832	\$ 14,362.27	First Federal Bank	Soc Security for April 30
19833	\$ 55.00	Eralynn Cantu	Recreation Refund
19834	\$ 125.00	Brad Pike	Recreation Refund
19835	\$ 24.00	Sherrie Wiedyk	Recreation Refund
19836	\$ 11.00	Trisha Barcenas	Recreation Refund
19837	\$ 65.00	Jurlene Glover	Recreation Refund
19838	\$ 130.00	Raymond Brendel	Recreation Refund
19839	\$ 33.00	Nancy Dart	Recreation Refund
19840	\$ 2,984.15	Consumers Energy	Various Electric Bills
19841	\$ 469.70	Verizon North	Police Phone Bills
19842	\$ 272,283.71	City of Adrian: Clearing Acct	May 3 Check Register
19843	\$ 4,502.29	Quick Service Transportation	Payroll W/E Apr 30
19844	\$ 4,692.82	Citizens Gas Fuel Co	Various Heat Bill;s
19845	\$ 29,127.50	Lenawee Fuels Inc	Motor Vehicle Pool Gas & Diese
19846	\$ 9,983.43	City of Adrian: Payroll	Payroll for May 7
19847	\$ 2,124.11	First Federal Bank	Soc Security for May 7
19848	\$ 50.00	State of Michigan	Assessor Filing Fee
19849	\$ 6,000.00	City of Adrian: Auto Parking	Contribution 08-09
19850	\$ 72.00	City of Adrian: TIF	Library advertising
19851		City of Adrian: Dart	Transfer State MI Funds
19852	\$ 284.20	Verizon North	Various Phone Bills
19853	\$ 102.94	City of Adrian: Utilities	Bohn Pool Water Bill
19854	\$ 240.00	Ed Fisher	Recreation Refund
19855	\$ 175.00	Asuncion Martinez	Recreation Refund
19856	\$ 240.00	Carlos Salazar	Recreation Refund
19857	\$ 5,063.50	Quick Service Transportation	Payroll W/E May 7

\$ 561,204.59  
\$ (272,283.71) Less: CK# 19842  
**\$ 288,920.88**

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ABB INC	818.00		
2. ACORN FARMS	3,212.75		
3. ADRIAN DODGE CHRYSLER PLYMOU	13.80		
4. ADRIAN FABRICARE CENTER INC.	690.00		
5. ADRIAN LOCKSMITH & CYCLERY	49.85		
6. ADRIAN WATER CONDITIONING IN	19.50		
7. AHLBORN EQUIPMENT	19.95		
8. AIRGAS GREAT LAKES	101.90		
9. ALLIED WASTE SERVICES	49,439.52		
10. ALLIED WASTE SERVICES #259	5,487.83		
11. AMAZON CREDIT PLAN	191.43		
12. AMERICAN LIBRARY ASSOC	47.70		
13. AMERICAN PUBLIC WORKS ASSOC	464.00		
14. SHARLENE ARMSTRONG	150.00		
15. ELIZABETH ARNOLD	71.42		
16. CHRIS ATKIN	93.25		
17. AUTO ZONE COMMERCIAL	92.35		
18. BAKER & TAYLOR BOOKS	108.01		
19. VIRGINIA BARRETT	110.00		
20. BARRETT'S GARDEN CENTER	150.95		
21. BATTERY WHOLESale	179.20		
22. KRISTIN BAUER	20.00		
23. MICHELLE BEDDINGFIELD	400.00		
24. BEST AIRE LLC	628.47		
25. BIGSIGNS.COM	997.00		
26. ROBERT BISHOP	233.15		
27. BLACK SWAMP EQUIPMENT	155.52		
28. BLISSFIELD PARTS CO INC	51.12		
29. JOANNE BOLDT	110.00		
30. BOOK OF THE MONTH CLUB	40.05		
31. BRAKES-N-MORE	606.57		
32. BRODBECKS LLC	1,891.20		
33. TODD BROWN	20.00		
34. BS&A SOFTWARE	10,210.00		
35. BUCK & KNOBBY EQUIP CO INC	468.70		
36. JEANNE CARIS	150.00		
37. CHALLENGER TEAMWEAR	82.65		
38. CATHERINE CHESHER	38.96		
39. CLEAN CARE INC	4,121.00		
40. COLUMBIA UNIVERSITY PRESS	975.00		
41. COMCAST	84.61		
42. DAVE COMFORT	190.00		
43. CONTINENTAL SERVICE	822.87		
44. CUSTOM TRUCK REPAIR, L.L.C.	2,647.95		
45. CUTLER DICKERSON CO	614.00		
46. D&P COMMUNICATIONS, INC.	1,657.18		
47. THE DAILY TELEGRAM	2,886.20		
48. DETROIT ELEVATOR COMPANY	135.00		
49. DOAN CONSTRUCTION CO	414.00		
50. JACK DOHENY SUPPLIES	1,337.98		
51. NICK DUSHANE	65.00		
52. E & B SALVAGE LLC	63.50		
53. STEVE EBERLE	20.00		
54. SHIRLEY EHNIS	122.03		
55. ENGLEWOOD ELECTRICAL SUPPLY	272.89		
56. EXECUTONE COMMUNICATIONS LLC	4,237.37		
57. FASTENAL COMPANY	416.61		
58. FIRE SERVICE MANAGEMENT	331.59		
59. CAROL FISHER	150.00		
60. FISHER SCIENTIFIC COMPANY LL	113.92		
61. FLORIDA MICRO LLC	3,030.42		
62. GALL'S INC	220.46		
63. GALLANT & SON	9.44		
64. GEMINI GROUP LLC	3,534.00		
65. GEMPLER'S INC.	971.40		
66. GENTNER MATERIALS	1,097.69		
67. GENTNER TRUCKING CO	1,514.79		
68. MARK GIGAX	20.00		
69. LISA MARIE GILLIN	110.00		
70. ANN GOODACRE	110.00		
71. GOODWILL INDUSTRIES	290.20		
72. GORDON FOOD SERVICE	517.64		
73. DENISE GRITZMAKER	20.00		
74. HADDEN TIRE COMPANY	913.00		
75. HALLIDAY PRODUCTS INC	573.38		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. REBECCA HARRIS	20.00		
77. JOAN HENNING	110.00		
78. SUE HENRY	110.00		
79. BARBARA HERD	110.00		
80. MICHAEL C HILL	110.00		
81. HILLS AUTO & TRUCK REPAIR IN	16.95		
82. HILLSDALE CO. PROSECUTORS OF	32.70		
83. SHANE HORN	20.00		
84. HUBBARDS AUTO CENTER	485.12		
85. HURON LIME INC.	5,926.45		
86. I C M A VANTAGE POINT	6,132.83		
87. ICMA RETIREMENT CORPORATION	155.76		
88. IMAGE GALLERY	120.00		
89. INDUSTRIAL MILL SUPPLY CORP	543.92		
90. INFO USA MARKETING INC.	630.00		
91. INGRAM LIBRARY SERVICES	48.54		
92. INSTA-LAWN SOD FARMS	297.00		
93. ISCG	3,076.47		
94. JAMES DELIVERY SERVICE	190.00		
95. TIM JUDKINS	242.75		
96. KELLER THOMA, P.C.	404.80		
97. ADOLPH KIEFER & ASSOCIATES	752.55		
98. RUTH KNAUSS	110.00		
99. KONICA MINOLTA- ALBIN	1,236.68		
100. BRENT KUBALEK	33.45		
101. KUHLMAN CORP.	3.20		
102. KUSTOM SIGNALS, INC.	445.22		
103. LANSING SANITARY SUPPLY INC	470.60		
104. SUSAN LAUGHLIN	79.00		
105. LEGACY PRINTING	264.88		
106. LENAWEE COUNTRY CLUB	99.30		
107. LENAWEE COUNTY EQUALIZATION	3,500.00		
108. LENAWEE COUNTY PRINTER	1,623.48		
109. LENAWEE TIRE & SUPPLY CO	1,993.57		
110. LOWE'S CREDIT SERVICES	2,608.84		
111. JEAN MACNAUGHTON	110.00		
112. MANPOWER OF LANSING MI INC.	1,053.00		
113. MAPLE CITY SWINGERS	220.00		
114. MARY TIMMERMAN ESTATE	430.52		
115. MC SPORTS	1,096.50		
116. ELLIE MCCARY	100.00		
117. LEONARD MCDONALD	200.00		
118. GARY MCDOWELL	20.00		
119. SUSAN MCELDFRESH	110.00		
120. MCGOWAN ELECTRIC SUPPLY INC	190.12		
121. MICHIGAN AMATEUR SOFTBALL	530.00		
122. MICHIGAN CHAPTER I.A.E.I.	180.00		
123. MICHIGAN GREEN INDUSTRY	105.00		
124. MICHIGAN OFFICE SOLUTIONS	187.32		
125. MICHIGAN POLICE EQUIP. CO	148.00		
126. MICHIGAN REC & PARK ASSOC	27.00		
127. STATE OF MICHIGAN	2,468.63		
128. MICHIGAN STATE POLICE	435.67		
129. MICHIGAN WATER ENVIROMENT AS	105.00		
130. MICROMARKETING LLC	260.19		
131. MIDWEST TAPE	15.09		
132. ELEANOR MITCHELL	110.00		
133. MITCHELL WELDING	509.20		
134. MOVIE LICENSING USA	385.00		
135. MUNICIPAL EMPLOYEES' RETIRE	97,465.86		
136. NATARE CORPORATION	47,608.00		
137. SUE NORTH	110.00		
138. BARB NOWLAND	150.00		
139. OFFICEMAX CONTRACT INC.	386.87		
140. OLIVER OF ADRIAN, INC.	37.50		
141. LYDIA OPRSA	110.00		
142. MARY ANN OPRSA	110.00		
143. MIKE OSBORN	20.00		
144. PARAGON LABORATORIES INC	950.00		
145. JEFFREY PARDEE	82.00		
146. PEERLESS SUPPLY INC	2,749.19		
147. PERFORMANCE AUTOMOTIVE INC	109.98		
148. PEST PATROL	42.00		
149. PIONEER MANUFACTURING CO.	1,400.00		
150. PITT AUTO ELECTRIC COMPANY	4,455.50		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. PREIN & NEWHOF ENGINEERS	272.00		
152. GLENN PRESTON	20.00		
153. KATHLEEN PRYOR	110.00		
154. QUICK SERVICE TRANSPORTATION	2,119.75		
155. QUILL CORPORATION	1,580.65		
156. RANDOM HOUSE SCHOOL DIV	534.80		
157. RECORDED BOOKS LLC.	272.20		
158. RECREONICS INC.	506.36		
159. RED PAINT PRINTING LLC	98.50		
160. RIO SUPPLY MICHIGAN METER, I	5,288.71		
161. TIM RITCHIE	20.00		
162. RORICK LANDSCAPING LLC	600.00		
163. TRICIA M BACH SAWYER	25.00		
164. CHARLES SCHMENK	390.00		
165. SCHUG CONCRETE CONSTRUCTION	375.00		
166. SERVICE ELECTRIC CO OF ADRIA	2,036.00		
167. SHAHEEN CHEVROLET INC.	46,669.50		
168. SHERWIN-WILLIAMS CO	120.57		
169. SIGN LANGUAGE SIGNS, INC.	73.00		
170. SIRCHIE FINGER PRINT LABORAT	215.22		
171. JANE SMITH	150.00		
172. SPACE INC	7,321.61		
173. SPRINT NEXTEL	193.32		
174. STATE CHEMICAL MFG CO.	159.39		
175. STATE ELECTRONICS CO. INC.	6,611.51		
176. STEVENSON LUMBER, INC.	452.64		
177. JEFFREY A. STICKNEY, DO,PC	16.00		
178. STONEY CREEK NURSERY	150.00		
179. SUPER LAUNDROMAT &	67.70		
180. T & L RENTALS	160.00		
181. TDS SECURITY	441.00		
182. THOMSON WEST	1,743.76		
183. TOLEDO PHYSICAL EDUCATION SU	135.82		
184. CARLOS TORRES	150.00		
185. IRMA TORRES	110.00		
186. TOWN & COUNTRY SPORTS CENTER	2,000.00		
187. TRI-COUNTY INTERNATIONAL TRU	232.64		
188. PAUL TRINKA	20.00		
189. TTB CLEANING LLC	2,080.00		
190. TUREGRASS INC.	646.88		
191. U S POSTMASTER	1,800.00		
192. UNDERWOOD'S NURSERY LLC	1,325.00		
193. USA BLUEBOOK	567.56		
194. VAN BRUNT TRANSPORT INC	4,208.56		
195. W L E N RADIO	240.00		
196. WASHOVIA REMEDIATORS	2,598.00		
197. ROCKY WINTERS	65.00		
198. WRIGHT SIGNS	930.00		
199. WRIGHT TREE SERVICE	9,736.80		
<b>**TOTAL ALL CLAIMS**</b>	<b>414,653.57</b>		



# COMMUNICATIONS

C-1

# MEMO

To: Hon. Gary McDowell, Mayor  
City Commission  
Dane Nelson, City Administrator

From: Jeffrey C. Pardee, Finance Director



Re: **State Revenue Sharing - Update**

Date: May 3, 2010

Actual Revenue Sharing payments for August, October, December, February and April have been received and recorded. A comparison between estimated and actual is provided as follows:

	State		Variance	
	Estimated	Actual	Amount	Percent
<b>August</b>				
Constitutional	\$225,718	\$225,718	\$ -0-	0.0 %
Statutory	<u>139,634</u>	<u>139,634</u>	<u>-0-</u>	0.0 %
Sub-Total	<u>\$365,362</u>	<u>\$365,352</u>	<u>\$ -0-</u>	0.0 %
<b>October</b>				
Constitutional	\$239,158	\$239,158	\$ -0-	0.0
%Statutory	<u>116,860</u>	<u>116,860</u>	<u>-0-</u>	0.0 %
Sub-Total	<u>\$356,018</u>	<u>\$356,018</u>	<u>\$ -0-</u>	0.0 %
<b>December</b>				
Constitutional	\$236,013	\$227,111	\$( 8,902)	(3.8) %
Statutory	<u>121,619</u>	<u>135,535</u>	<u>13,916</u>	11.4 %
Sub-Total	<u>\$357,632</u>	<u>\$362,646</u>	<u>\$ 5,014</u>	1.4 %
<b>February</b>				
Constitutional	\$250,339	\$247,680	\$( 2,659)	(1.1) %
Statutory	<u>111,034</u>	<u>84,141</u>	<u>(26,893)</u>	(24.2) %
Sub-Total	<u>\$361,373</u>	<u>\$331,821</u>	<u>\$(29,552)</u>	(8.2) %
<b>April</b>				
Constitutional	\$193,683	\$207,942	\$ 14,259	7.4 %
Statutory	<u>49,348</u>	<u>74,838</u>	<u>25,490</u>	51.7 %
Sub-Total	<u>\$243,031</u>	<u>\$282,780</u>	<u>\$ 39,749</u>	16.4 %
<b>August thru April</b>				
Constitutional	\$1,144,911	\$1,147,609	\$ 2,698	0.2 %
Statutory	<u>538,495</u>	<u>551,008</u>	<u>12,513</u>	2.3 %
YTD Total	<u>\$1,683,406</u>	<u>\$1,698,617</u>	<u>\$15,211</u>	0.9 %

With the adoption of the State FY2009-10 Budget, albeit one month late, the year-to-year overall reduction amounted to \$209,643, from \$2,341,174 to \$2,131,531. The City Administration, in anticipation of these reductions, submitted a revised FY2009-10 Budget Recommendation reflecting actions that would result in a savings of \$233,814, which was adopted by the City Commission by Resolution #R09-099 dated June 1, 2009.

In addition, further actions were taken due to the union-represented employees failure to adopt the proposed health care changes. The City Administration implemented FY2009-10 Revised Budget Recommendation - Phase II reflecting additional budget reductions approved by the City Commission June 15, 2009 (Resolution #R09-109), moving \$121,615 to the General Fund Contingency Account.

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



[Michigan.gov Home](#) | [C&PE Home](#) | [FAQ](#) | [Forms & Reference](#) | [Keywords](#) | [Contact Us](#) | [Log Out](#) | [Budget Home](#)

Fri Apr 30, 2010



## View Payment Details

Review your payment details for the deposit date indicated.

### Payee

Payee number: 2386004654  
 Payee name: CITY OF ADRIAN  
 Financial Institution: FIRST FED BANK OF THE MIDWEST  
 Account Type: CHECKING ACCOUNT  
 Routing No: 241270851  
 Account No: 1116169  
 Payment Details Delivery Method: Web

Transaction type	Amount	Date	EFT event key	Reason
Deposit	\$282,780.00	04/30/10	V 030 002298987 0001	

### Invoice / Adjustment details

Payment Key : 000 060230264  
 Address : 100 E CHURCH STREET ADRIAN MI 49221 USA  
 Mail Code: E00

Seq # / Invoice No.	Date	Amount	Agency	Description
1/01		\$207,942.00	271 REVENUE SHARING (TREASURY) (517)373-2864 <u>TREASORTA@MICHIGAN.GOV</u>	CONSTITUTIONAL SALES TAX Ref #: 271 VZLRR112 001 2010

\*\*\*\*\*  
 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  
 22,068 X \$9.4228 = \$207,942

For estimates and actual payments, visit our web site at:  
<http://treas-secure.state.mi.us/apps/findrevshareinfo.asp>  
 This payment reflects sales tax receipts for the months of January and February 2010.

2/08		\$74,838.00	271 REVENUE SHARING (TREASURY) (517)373-2864 <u>TREASORTA@MICHIGAN.GOV</u>	COMBINED STATUTORY SALES TAX Ref #: 271 VZLRR112 001 2010
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\*\*\*\*\*  
 STATE REVENUE SHARING DISTRIBUTION OF COMBINED STATUTORY SALES TAX  
 CITY OF ADRIAN YOUR LOCAL UNIT CODE IS 46-2010

FY10 STATUTORY  
 STATUTORY PAYMENT AMOUNT = \$74,838



**MEMO**

Date: May 11, 2010

To: Dane C. Nelson, City Administrator  
Hon. Gary McDowell, Mayor  
City Commission

From: Jeffrey C. Pardee, Finance Director

cc: Kristen Wetzel, Michigan Certified Assessing Officer  
Cindy L. Prue, Assistant Finance Director

**Re: Michigan Department of Treasury Reorganization**

On October 29, 2009 Governor Jennifer M. Granholm approved Executive Order 2009-51, resulting in a reorganization of the Michigan Department of Treasury effective December 28, 2009. The primary change is abolition of the "Old" State Tax Commission and the State Assessor's Board and the creation of a "New" State Tax Commission, which encompasses the authority and responsibilities of the "Old" State Tax Commission and the State Assessor's Board.

This Order shall not abate any suit, action or other proceeding lawfully commenced by, against, or before any entity affected under this Order; rather such proceedings shall be maintained by the successor organization. However, the regulations subsequently formulated by the New State Tax Commission regarding the administration of the City's Assessing Office are summarized as follows:

- Certification of assessors will move to a three-year renewal cycle instead of annual certification. The annual fee for recertification will be \$100 regardless of level.
- Beginning in 2011, the continuing education requirement will be 30 hours with the three-year period, plus annual attendance at a mandatory class on assessing updates that include: legislative changes, recent court cases, State Tax Commission updates and a USPAP (ethics) update.
- Reclassification of the current assessor levels from and to:

<u>From</u>	<u>To</u>
Level I – Certified Assessor	Michigan Certified Assessing Officer
Level II – Certified Assessor	Michigan Certified Assessing Officer
Level III – Certified Assessor	Michigan Advanced Assessing Officer
Level IV – Certified Assessor	Michigan Master Assessing Officer

- Change the Personal Property Examiner Certificate to an endorsement on regular certification, with an additional fee and required continuing education.
- Move from State provided assessing education seminars to selection from a 42-page approved listing of education providers.

Both Jeff Pardee and Kristen Wetzel have moved from Level II – Certified Assessor to Michigan Certified Assessing Officer, plus Kristen also has a Personal Property Examiner Certificate. Because of its size in terms of property values and number of parcels, the City of Adrian is required to have a Michigan Advanced Assessing Officer to certify the annual Assessment Roll, hence the current contractual arrangement with Lenawee County to have the Equalization Director perform this service.

Kristen is continuing to pursue educational requirement to upgrade her classification to Michigan Advanced Assessing Officer. The expectation is that this process will be completed in late 2011 or early 2012, at which time we will reexamine our current contractual arrangement with the County. If you have any questions or need for additional information, please contact my office.



# CONSENT AGENDA

CR-1

**CR10-022**

May 17, 2010

**RE: DOWNTOWN DEVELOPMENT AUTHORITY – Appointments to Board**

**RESOLUTION**

WHEREAS, the terms of office of Chip Moore, Jeff Willett and Mary Scott on the Downtown Development Authority have expired; and

WHEREAS, these vacancies must be filled in accordance with the Adrian City Charter; and

WHEREAS, Mr. Moore and Mr. Willett have expressed a willingness to serve again, if reappointed; and

WHEREAS, Ms. Scott has declined reappointment as she is no longer affiliated with a downtown organization; and

WHEREAS, Mr. Mike Olsaver, 123 E. Maumee Street, has expressed a willingness to serve on the Downtown Development Authority to fill the vacated seat left by Ms. Scott; and

WHEREAS, the Adrian City Commission has given careful consideration to the reappointment of Chip Moore and Jeff Willett and the appointment of Mike Olsaver to the Downtown Development Authority.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the reappointment of Chip Moore and Jeff Willett and the appointment of Mike Olsaver to the Downtown Development Authority, with their terms expiring in 2014.

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

CR-2

**CR10-023**

May 17, 2010

**RE: ZONING BOARD OF APPEALS – Reappointments to Board**

**RESOLUTION**

WHEREAS, the terms of office of Mike Jacobitz and Maralee Koleski on the Zoning Board of Appeals have expired; and

WHEREAS, these vacancies must be filled in accordance with the Adrian City Charter; and

WHEREAS, Mr. Jacobitz and Ms. Koleski have expressed a willingness to serve again if reappointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the reappointment of Mr. Jacobitz and Ms. Koleski.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the reappointment of Mike Jacobitz and Maralee Koleski to the Zoning Board of Appeals, with their terms expiring in 2013.

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

CR-3

## MEMO

**To:** Dane C. Nelson, City Administrator  
**From:** Mark K. Gasche, Parks & Recreation Director  
**Date:** May 11, 2010  
**Re:** Bid Recommendation – Seal Coating at Oakwood Cemetery

I concur with the recommendation of the Parks & Recreation Director to award the bid for seal coating at Oakwood Cemetery to Wenn Seal Coating of Adrian, MI, at a cost of \$4,500.00. This price includes applying two coats of commercial grade sealer to 100,000 sq. ft. of roadway within the cemetery.

Six firms responded to the offer to bid. There are sufficient funds budgeted in the Cemetery Capital Improvement account for this work.

  
\_\_\_\_\_  
Dane C. Nelson  
City Administrator

Sealed bids were received and opened at 2:00 p.m. E.D.T. on Thursday, May 6, 2010 at the Purchasing Office for seal coating at Oakwood Cemetery. Thirteen (13) vendors were invited to bid, with six responding. The bid tabulation is below.

BIDDER	AMOUNT	MATERIAL
Wenn Seal Coating Adrian, MI	\$0.045 SF \$ 4,500.00	Star Seal Commercial Grade Sealer
K&B Asphalt Sealcoating Adrian, MI	\$0.047 SF \$ 4,700.00	Seal Pave by Surface Coating
Slusarski Excavating Adrian, MI	\$0.0495 SF \$ 4,950.00	Sealmaster Sealer
US Pavement Consultants Hastings, MI	\$0.059 SF \$ 5,900.00	Gem Seal
Belden USA Jackson, MI	\$0.069 SF \$ 6,900.00	Coal Tar Sealer
DG Slurry Seal of Toledo Holland, OH	\$0.070 SF \$7,000.00	Tarconite

After review with staff it is my recommendation that we award the bid to the low bidder, Wenn Seal Coating and Striping, Inc. of Adrian, MI at the unit price of \$0.047 SF for the not to exceed total amount of \$4,500.00. Funds for this project are budgeted in the Cemetery Capital Improvement account.

CR-3

**CR10-024**

May 17, 2010

**RE: DEPARTMENT OF PARKS & RECREATION – OAKWOOD CEMETERY – Seal Coating Bid Recommendation**

**RESOLUTION**

WHEREAS, the Department of Parks & Recreation-Oakwood Cemetery, in conjunction with the City of Adrian Purchasing Office, solicited and received bids on Thursday, May 6, 2010 for 100,000 square feet of seal coating at the Oakwood Cemetery; and

WHEREAS, thirteen (13) vendors were invited to bid and six (6) responded with the following results:

<u>VENDOR</u>	<u>LOCATION</u>	<u>UNIT COST</u>	<u>AMOUNT</u>
Wenn Seal Coating	Adrian, MI	\$ .045/SF	\$ 4,500.00
K & B Asphalt	Adrian, MI	\$ .047/SF	\$ 4,700.00
Slusarski Excavating	Adrian, MI	\$.0495/SF	\$ 4,950.00
U.S. Pavement Consultants	Hastings, MI	\$ .059/SF	\$ 5,900.00
Belden USA	Jackson, MI	\$ .069/SF	\$ 6,900.00
DG Slurry Seal of Toledo	Holland, OH	\$ .070/SF	\$ 7,000.00

WHEREAS, the Parks & Recreation Director recommends acceptance of the low bid from Wenn Seal Coating, Adrian, MI, based on the price per square foot; and

WHEREAS, the Finance Director indicates that sufficient funds for this purpose are available in the FY2009-10 Cemetery Capital Improvements Budget (101-276.00-975.000).

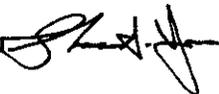
NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby accepts the low bid and authorizes the Parks & Recreation Department to purchase seal coating for 100,000 square feet of asphalt from Wenn Seal Coating, Adrian, MI and enter into the City's Standard Professional Services Contract at a cost not to exceed \$4,500.00.

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

CR-4



**MEMORANDUM – UTILITIES DEPARTMENT**

DATE: May 12, 2010  
TO: Dane C. Nelson, City Administrator  
FROM: Shane A. Horn, Utilities Director   
SUBJECT: Weir Gate Bids Wastewater Treatment Plant

I concur with the recommendation of the Utilities Director to award the bid for weir gates for the Wastewater Treatment Plant to Golden Harvest, Inc. of Burlington, WA, in the amount of \$10,500.00. These four gates will replace the existing ones located in the aeration basin that are used to close or redirect flow. Additional hardware and aluminum plates will be needed to complete the installation, which will be purchased locally.

Three firms responded to the offer to bid. There are sufficient funds in the Sewer Capital Budget for this expense.

  
Dane C. Nelson  
City Administrator

Sealed bids were received by the purchasing department on Thursday May 6, 2010 at 2:00 pm for the purchase of four (4) Weir Gates to be used at the Wastewater Treatment Plant. These Weir Gates would replace the existing gates located in our aeration basin and are used to close off or redirect flow. I respectfully recommend that we proceed with the low bidder, Golden Harvest, Inc. of Burlington, WA for a total purchase price of \$10,500.00. This equipment will be installed by plant staff later this summer. Additional material would be needed to complete this installation and this material will be purchased locally. We have budgeted \$35,000.00 for this purchase in the sewer fund capital budget (497-553.00-975.512).

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

## DEPARTMENTAL CORRESPONDENCE

Date: 5/11/2010

Subject: Weir Gate Bids

To: Shane Horn

Dept.: Utilities Department

From: Kenneth P. Wesley

Dept.: Wastewater Plant

After reviewing all bid received for the West Process weir gate replacement project, I recommend that the bid be awarded to the Golden Harvest, Inc. for the amount of \$10,500.00. Golden Harvest was the lowest bidder and met all specifications.

This project will be installed by WWTP staff late this summer. Additional aluminum plates and hardware are still needed to complete this project. The additional supplies will be purchased through local vendors to complete this project. The total project will be completed under the budgeted amount of \$35,000.00.

  
Kenneth P. Wesley  
WWTP Superintendent

CITY OF ADRIAN, MICHIGAN  
 WEIR GATES  
 DUE DATE: MAY 6, 2010

	Golden Harvest Burlington WA	Hamlett Engineering Warren, MI	MBA Distribution Jackson, MI
Weir Gate 30" X 30"	\$ 2,625.00 ea \$ 10,500.00	\$ 2,758.25 ea \$ 11,033.00	\$ 3,799.00 ea \$ 15,196.00
Make/Model	Golden Harvest GH-60	Rodney Hunt 761	Northcoast Gate Z Valve
Delivery	90 days	115 days	90 days

**CR10-025**

May 17, 2010

**RE: UTILITIES DEPARTMENT –Wastewater Treatment Plant – Authorization to Purchase Four (4) Weir Gates to Replace Existing Gates at Aeration Basin**

**RESOLUTION**

WHEREAS, on May 6, 2010, the City of Adrian Purchasing Office obtained sealed bids for four (4) weir gates to replace existing gates at the aeration basin at the Wastewater Treatment Plant, with the following results:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
Golden Harvest, Inc.	Burlington, WA	\$10,500.00
Hamlett Engineering, Inc.	Warren, MI	\$11,033.00
MBA Distribution	Jackson, MI	\$15,196.00

WHEREAS, the Utilities Director recommends selection of the low bidder for acquisition of the subject Weir Gates; and

WHEREAS, installation will be performed by in-house staff and total project costs are expected to be within the \$35,000 budgeted for this project, including additional aluminum plates and hardware, which will be purchased locally; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2009-10 Wastewater Treatment Plant Capital Budget-West Process Gate Replacement (Account #497-553.00-975.512); and

WHEREAS, the City Administrator recommends approval of the acquisition of four (4) weir gates to replace existing gates in the aeration basin at the Wastewater Treatment Plant from Golden Harvest, Inc., Burlington, WA, in the amount of \$10,500.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acquisition of four (4) weir gates to replace existing gates in the aeration basin at the Wastewater Treatment Plant from Golden Harvest, Inc., Burlington, WA, in the amount of \$10,500.00.

On motion by Commissioner \_\_\_\_\_, seconded by  
Commissioner \_\_\_\_\_, this Resolution was  
\_\_\_\_\_ by a \_\_\_\_\_ vote.

CR-5

CR10-026

May 17, 2010

**RESOLUTION**

**10-2**

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

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

Post "No Stopping, Standing, or Parking Signs, on the north side of Frank Street for a distance of 70' centered on the Adrian Public Schools 5/6 building entrance doors and "No Stopping, Standing, or Parking signs" on the south side of Frank Street for a distance of 90'. (See attached drawing.)

Respectfully,

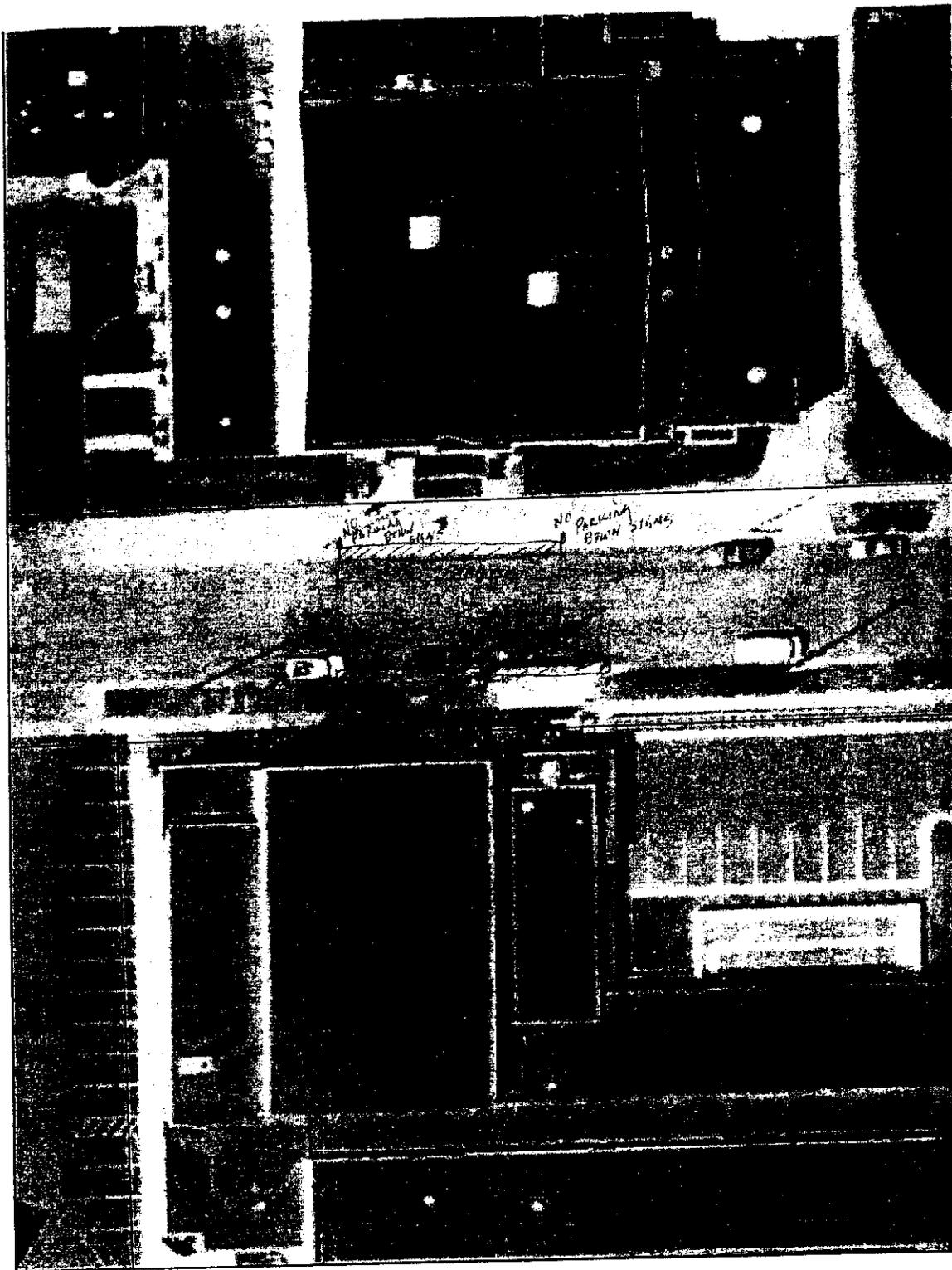


TERRENCE B. COLLINS,  
Chief of Police

TBC/skj

DATED: 5-12-2010

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



117



# REGULAR AGENDA

0-1

**ORDINANCE NO. 10-004**

AN ORDINANCE TO REPEAL A PROVISION OF THE CODE OF THE CITY OF ADRIAN,  
SECTION 46-56(23), SCHEDULE ESTABLISHED PARKS-CONCESSION STANDS.

Section 46-56(23) of Chapter 46 of the Adrian Code is hereby repealed.

INTRODUCTION .....May 17, 2010

SUMMARY PUBLISHED .....

ADOPTION .....

COMPLETE PUBLICATION.....

EFFECTIVE DATE.....

On motion by Commissioner \_\_\_\_\_, seconded by  
Commissioner \_\_\_\_\_, this Ordinance was \_\_\_\_\_  
by a \_\_\_\_\_ vote.

SO-1 R-1

May 17, 2010

**SPECIAL ORDER**

The Mayor called for the hearing and consideration of comments to submitting an application to the Michigan Economic Development Corporation (MEDC) for a Facade Grant in the amount of \$195,968 to be used in the downtown district.

Discussion

When the Mayor called for final objections \_\_\_\_\_  
\_\_\_\_\_ and he declared the hearing closed.



COMMUNITY DEVELOPMENT - HOUSING

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**MEMO**

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**DATE:** 5/11/2010

**TO:** Dane Nelson, City Administrator

**THROUGH:** Chris Atkin, Community Development Director

**FROM:** Sue Laughlin, Housing Rehabilitation

**SUBJECT:** Rental Rehabilitation Grant

A resolution has been prepared for consideration by the Adrian City Commission for the May 17, 2010 meeting that would allow the City of Adrian Community Development Staff to submit an application to the Michigan Economic Development Corporation (MEDC) for a Facade Grant in the amount of \$195,968.

This facade grant would provide funding for up to 75% of total construction cost to three (3) building owners in City of Adrian's downtown district for job creation projects for low to moderate income households.

It is the recommendation of the Housing Staff and the Community Development Director that the City Commission approve the attached resolution for submittal of the grant application. Participation in this program would further the goals of the Community Development Department in the City of Adrian Comprehensive Plan. Specific program guidelines will be developed and presented to the City Commission upon a favorable decision.

Respectfully Submitted,

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Susan Laughlin  
Housing Coordinator

**RE: DEPARTMENT OF COMMUNITY DEVELOPMENT - AUTHORIZATION FOR CITY OF ADRIAN TO SUBMIT FACADE GRANT APPLICATION TO MICHIGAN ECONOMIC DEVELOPMENT CORPORATION (MEDC)**

**RESOLUTION**

WHEREAS, the City of Adrian Community Development Department requests authorization to submit an application for a Facade Grant from the Michigan Economic Development Corporation (MEDC); and

WHEREAS, the target area will be the City of Adrian core downtown district; and

WHEREAS, in an effort to foster job opportunities for low to moderate income families and address specific community needs, improving properties in this area promotes the Housing and Community Development’s goals as outlined in the City of Adrian Comprehensive Plan; and

WHEREAS, the grant requires that 51% of the beneficiaries of the proposed project be low-moderate income persons, that no project costs be incurred prior to the formal grant award, completion of an environmental review and written authorization to incur costs is received; and

WHEREAS, the City Administrator, Dane C. Nelson, is the person authorized to sign the application forms; and

WHEREAS, the Community Development Director and City Administrator recommend a favorable decision of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby authorizes the Community Development Department staff to submit an application for facade restoration to MEDC in the amount of \$195,968 for restoration of three buildings in the core downtown area.

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

R2

# MEMO

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DATE: May 13, 2010

TO: Honorable Mayor and City Commission

FROM: Dane C. Nelson, City Administrator

SUBJECT: Acceptance of Grant & Award Bid for Engineering Design Services –  
Kiwanis Trail & Non-Motorized Bridge

I concur with the recommendation of the Parks & Recreation Director to accept a Congestion Mitigation Air Quality Grant from MDOT in the amount of \$251,120 to be used for extension of the Kiwanis Trail and a non-motorized bridge across the River Raisin. I, further, concur that the bid for design engineering services for the project be awarded to ROWE Professional Services Co. of Flint, MI, in the amount of \$15,117. The trail will be extended south of Merrick Street with a connecting trail to a parking lot in Riverside Park.

Six firms responded to the offer to bid. Matching funds in the amount of \$77,897 are available in the non-motorized transportation fund.

  
\_\_\_\_\_  
Dane C. Nelson  
City Administrator

DCN:bjw

R-2

# Memo

**To:** Dane C. Nelson, City Administrator  
**From:** Mark K. Gasche, Parks & Recreation Director  
**Date:** May 12, 2010  
**Re:** Professional Services Recommendation – Engineering Design and related services for the Non-Motorized Bridge Project on the Kiwanis Trail

We have been approved at the local, state, and federal levels for a Congestion Mitigation Air Quality (CMAQ) grant (\$251,120) that will fund an extension off of the Kiwanis Trail south of Merrick St., a non-motorized bridge over the River Raisin, and a connecting trail to a parking lot in Riverside Park that will serve as a trailhead. As part of our portion of the project, we need to hire an engineering firm for the design engineering and other related services. We sent Requests for Proposals to selected firms that we knew to have the qualifications necessary and experience with CMAQ and MDOT projects. We received proposals from six firms; they are listed in the table below.

Firm	Location	Cost
Beckett & Raeder	Ann Arbor, MI	\$137,000
C2ae	Lansing, MI	\$18,500
H & H Engineering	Detroit, MI	\$24,000
Mannik & Smith Group	Monroe, MI	\$37,461
ROWE Professional Services Co.	Flint, MI	\$15,117
Tetra Tech	Ann Arbor, MI	\$24,000

We selected three of the firms to interview as finalists; they were c2ae, ROWE Professional Services Co., and Tetra Tech. We considered each firm's staff qualifications, related project experience, scope of services, and professional fees for this project. We feel all of the firms that were interviewed are qualified to perform the work on this project and are able to meet the scheduling requirements. Staff recommends that ROWE Professional Services Company of Flint, MI be hired as design engineers for this project in the amount of \$15,117. Funds for the engineering design work on the project count as a portion of the local match for the grant and are budgeted in the non-motorized transportation fund.

**RE: DEPARTMENT OF PARKS & RECREATION – Grant Acceptance for Congestion Mitigation Air Quality (CMAQ) Grant Award to Fund Non-Motorized/Pedestrian Bridge Construction Extending Kiwanis Trail into Riverside Park**

**RESOLUTION**

WHEREAS, the Adrian City Commission, by Resolution #R09-085 dated May 4, 2009, authorized the submission of a Congestion Mitigation Air Quality (CMAQ) grant application to fund non-motorized/pedestrian bridge construction extending Kiwanis Trail into Riverside Park; and

WHEREAS, the City of Adrian has been notified of a grant award in the amount of \$251,120, a sum equal to \$20,000 more than the original request; and

WHEREAS, the local funding obligation equates to a twenty (20%) percent local match (\$62,780) plus project engineering costs (originally estimated at \$30,000), for a total preliminary project cost estimate of \$343,900; and

WHEREAS, the Parks & Recreation Department issued a Request for Proposals to selected engineering firms with requisite MDOT and CMAQ project experience, resulting in six (6) submissions with the following results:

<u>Firm</u>	<u>Location</u>	<u>Amount</u>
Beckett & Raeder	Ann Arbor, MI	\$137,000
C2ae	Lansing, MI	\$ 18,500
H & H Engineering	Detroit, MI	\$ 24,000
Mannik & Smith Group	Monroe, MI	\$ 37,461
ROWE Professional Services Co.	Flint, MI	\$ 15,117
Tetra Tech	Ann Arbor, MI	\$ 24,000

WHEREAS, the Parks & Recreation Director recommends selection of the lowest bid and engagement of ROWE Professional Services Co., Flint, MI in the City’s Standard Professional Services Contract to provide design engineering services for this project at cost not to exceed \$15,117 (which is \$14,883 less than the original estimate); and

WHEREAS, financing for this project will be administered by the Michigan Department of Transportation (MDOT), with local funds derived from the Major Street Fund (202-990.00-969.999) - \$77,897, for a revised total cost of \$329,017; and

WHEREAS, the City Administrator recommends acceptance of the grant funds, commitment of local matching funds from the Major Street Fund – Non-Motorized Vehicle Account, and approval of the low bid design engineering firm.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the acceptance of a Congestion Mitigation Air Quality (CMAQ) grant award from the Michigan Department of Transportation (MDOT) for purposes of funding non-motorized/pedestrian bridge construction extending Kiwanis Trail into Riverside Park, at a total project cost amounting to \$329,017.

BE IT, FURTHER, RESOLVED that the local matching funds requirement, amounting to \$77,897, be committed to this project as designated in the FY2009-10 Budget and General Appropriations Act.

BE IT FURTHER RESOLVED that the lowest bidder be selected , ROWE Professional Services Co., Flint, MI, and engaged in the City's Standard Professional Services Contract to provide design engineering services for this project at cost not to exceed \$15,117.

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

R-3  
R10-065

May 17, 2010

**RE: UTILITIES DEPARTMENT –Substitute Resolution Certifying Compliance with Notice of Intent and Public Hearing Requirements of the Michigan Community Development Block Grant Program for Sanitary Sewer Improvement Project**

### RESOLUTION

WHEREAS, the City of Adrian has submitted a grant application in the amount of \$750,000 from the Michigan Strategic Fund under the Michigan Community Development Block Grant Program for Sanitary Sewer Improvement Project at Riverside Park; and

WHEREAS, the Adrian City Commission, by Resolution #R10-050 dated April 19, 2010, attempted to certify compliance with the Notice of Intent and Public Hearing requirements of the Michigan Community Development Block Grant Program for the aforementioned project, however certain specific requirements were not addressed in that resolution; and

WHEREAS, a substitute resolution is required to cure the deficiencies in the April 19 resolution, specifically, the authorizing resolution must include the following components:

- 1) Identification of the proposed project and amount of funding request;
- 2) Statement that the proposed project is consistent with the local Community Development Plan as described in the application;
- 3) Statement that at least 51% of the beneficiaries of the proposed project would be low and moderate income persons;
- 4) Statement that project costs (CDBG and non-CDBG) will not be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs is received from Michigan Economic Development Corp. (MEDC) – Program Administration;
- 5) Local authorization to submit the Michigan CDBG application;
- 6) Identification by name and title of the person authorized to sign the application forms.

WHEREAS, an additional purpose of this resolution is to provide Notice of Intent to implement the proposed sanitary sewer improvement project and certify compliance with the Public Hearing requirement, which Notice of Intent and Public Hearing, held on April 19, 2010 at the City Chambers at 7:00 pm, was published in a newspaper of general circulation, *The Daily Telegram*, along with a description of the project and an invitation for interested citizens to be in attendance; and

WHEREAS, the City Administrator and Utilities Director recommend approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby certifies that a Notice of Intent and Public Hearing was held on April 19, 2010 at 7:00 pm at a regularly scheduled City Commission meeting in the City Chambers,

159 E. Maumee Street, Adrian, MI for purposes of considering a Sanitary Sewer Improvement Project to be jointly funded by the City and the Michigan Community Development Block Grant Program.

BE IT, FURTHER, RESOLVED that the following statements serve to comply with the requirements of the grant application regarding this authorizing resolution:

- 1) The total cost of the proposed project amounts to \$1,627,425, including local matching funds of \$877,425, involving the replacement of the existing 15-inch sanitary sewer with 24-inch sanitary sewer along approximately 2,600 linear feet from Michigan Avenue to Beecher Street;
- 2) The proposed project is consistent with the local community development plan as described in the application;
- 3) At least 51% of the beneficiaries of the proposed project would be low and moderate income persons;
- 4) Project costs (CDBG and non-CDBG) will not be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs is received from Michigan Economic Development Corp. (MEDC) – Program Administration;
- 5) This resolution serves as formal authorization to submit the Michigan CDBG application;
- 6) The designated Contract Administrator authorized to sign the application forms is Dane C. Nelson, City Administrator.

BE IT, FURTHER, RESOLVED that an additional purpose of this resolution is to provide Notice of Intent to implement the proposed sanitary sewer improvement project and certify compliance with the Public Hearing requirement, which Notice of Intent and Public Hearing, held on April 19, 2010 at the City Chambers at 7:00 pm, was published in a newspaper of general circulation, *The Daily Telegram*, along with a description of the project and an invitation for interested citizens to be in attendance

BE IT, FURTHER, RESOLVED that certified copies of this resolution be forwarded to the appropriate grantor agency.

On motion by Commissioner \_\_\_\_\_, seconded by  
Commissioner \_\_\_\_\_, this Resolution was \_\_\_\_\_  
by a \_\_\_\_\_ vote.

### **SECTION 5 - ADMINISTRATIVE PLAN**

Prepare a brief narrative description of how the proposed project will be administered including:

1. Identification of local official(s) or consultant(s) who will administer the proposed project; and
2. Identification of the qualifications and pertinent experience of those persons.

### **SECTION 6 - AUTHORIZING RESOLUTION**

The Authorizing Resolution consists of a local government resolution adopted after completion of the public participation requirements. At a minimum, the resolution should contain the following elements:

1. Identification of the proposed project and amount of funding requested;
2. Statement that the proposed project is consistent with the local community development plan as described in the Application;
3. Statement that at least 51% of the beneficiaries of the proposed project would be low and moderate income persons;
4. Statement that project costs (CDBG and non-CDBG) will not be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs is received from MEDC – Program Administration;
5. Local authorization to submit the Michigan CDBG Application; and
6. Identification by name and title of the person authorized to sign the Application forms.

**NOTE:** The authorizing resolution must include all of the above items.

### **SECTION 7 - CERTIFICATION AND STATEMENT OF ASSURANCES**

Complete and execute the Certification by the Applicant Local Government (Attachment 4) and Statement of Assurances (Attachment 5).

**April 19, 2010**

**RESOLUTION R10-050**

**RE: UTILITIES DEPARTMENT –Resolution Certifying Compliance with Notice of Intent and Public Hearing Requirements of the Michigan Community Development Block Grant Program for Sanitary Sewer Improvement Project**

WHEREAS, the City of Adrian has submitted a grant application in the amount of \$750,000 from the Michigan Strategic Fund under the Michigan Community Development Block Grant Program for the Sanitary Sewer Improvement Project; and

WHEREAS, the total cost of the proposed project amounts to \$1,627,425, including local matching funds of \$877,425, involving the replacement of the existing 15-inch sanitary sewer with 24-inch sanitary sewer along approximately 2,600 linear feet from Michigan Avenue to Beecher Street; and

WHEREAS, the grant award is contingent upon issuance of a Notice of Intent and Public Hearing requirement, as well as completion of an environmental review of the project area; and

WHEREAS, the environmental review is underway and will be completed shortly; and

WHEREAS, the purpose of this resolution is to provide Notice of Intent to implement the proposed sanitary sewer improvement project and certify compliance with the Public Hearing requirement, which Notice of Intent and Public Hearing, to be held on April 19, 2010 at the City Chambers at 7:00 pm, was published in a newspaper of general circulation, *The Daily Telegram*, along with a description of the project and an invitation for interested citizens to be in attendance; and

WHEREAS, this resolution, certifying the Notice of Intent, was presented and acted upon immediately following the aforementioned Public Hearing; and

WHEREAS, the City Administrator and Utilities Director recommend approval of this resolution.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby certifies that a Notice of Intent and Public Hearing was held on this date, April 19, 2010 at 7:00 pm at a regularly scheduled City Commission meeting in the City Chambers, 159 E. Maumee Street, Adrian, MI for purposes of considering a Sanitary Sewer Improvement Project to be jointly funded by the City of Adrian and the Michigan Community Development Block Grant Program; and

BE IT, FURTHER, RESOLVED that certified copies of this resolution be forwarded to the appropriate grantor agency.

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

R-4

# MEMO \_\_\_\_\_



DATE: May 14, 2010  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Purchase of Police Vehicles

I concur with the recommendation of the Police Chief to purchase two Chevrolet Impalas through the State's Cooperative Purchasing Program from Shaheen Chevrolet of Lansing, Michigan at a cost of \$46,669.50. This price includes the transfer and installation of ancillary equipment.

The State of Michigan conducts a competitive bid process for police vehicles each year, resulting in a lower purchase price for municipalities. I urge your favorable consideration authorizing the purchase of these vehicles from Shaheen Chevrolet at a cost of \$46,669.50, that the City's standard bid process be waived, and approval of the resulting budget amendments.

  
\_\_\_\_\_  
Dane C. Nelson  
City Administrator

DCN:bjw



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## MEMO

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Date: May 13, 2010

To: Dane C. Nelson, City Administrator  
Hon. Gary McDowell, Mayor  
City Commission

From: Terry Collins, Police Chief

**Re: Request Authorization to Purchase Two (2) Patrol Vehicles**

The FY2010-16 Capital Improvement Program, approved by the City Commission on February 15, 2010 (Resolution #R10-020), and the FY2010-11 Motor Vehicle Pool Budget provides for the replacement of two (2) Chevrolet Impala fully marked and equipped patrol vehicles at an estimated cost of \$55,000, including ancillary equipment. Based on approval of the CIP and in anticipation of the FY2010-11 Adopted Budget, I ordered the patrol vehicles in February through the State of Michigan Cooperative Purchasing Program from Shaheen Chevrolet, Inc., Lansing, MI, with a requested delivery date in July, subsequent to the beginning of the new fiscal year.

The State of Michigan Department of Management & Budget Cooperative Purchasing Program, using vehicle specifications identical to those of the City of Adrian, conducts a competitive bid process each year to purchase police vehicles statewide. The results of the bid process for the two (2) Chevrolet Impalas (one with a push bumper and one without), including transfer and installation of ancillary equipment, are as follows:

(2)Chevrolet Impalas	Shaheen Chevrolet, Lansing, MI	\$46,669.50
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The requested vehicles have been built and delivered prior to the new fiscal year and have been invoiced, accordingly. The Finance Director indicates that there are sufficient funds available for this purpose in the Motor Vehicle Pool Retained Earnings account (662-000.00-390.000) that could be appropriated to the current budget provided that the normal annual replacement of two (2) patrol vehicles does not occur again until the FY2011-12 Fiscal Year.

Due to the competitive bid process conducted by the State of Michigan and the economies of volume purchasing, I respectfully recommend that the City's bid process be waved as provided by Chapter Twelve of the Adrian City Charter, that the bid of \$46,669.50 be accepted and that the City purchase two(2) Chevrolet Impala fully marked and equipped patrol vehicles from Shaheen Chevrolet, Lansing, MI. and, further, that appropriate budget amendments be made.

The attached resolution has been prepared for your consideration at the regularly scheduled meeting of the City Commission on May 17, 2010. If you have any questions or need for futher information, please contact my office.

**RE: POLICE DEPARTMENT – Authorization to Purchase Two (2) Patrol Vehicles**

**RESOLUTION**

WHEREAS, the FY2010-16 Capital Improvement Program approved by the City Commission on February 15, 2010 (Resolution #R10-020), and the FY2010-11 Motor Vehicle Pool Budget provides for the replacement of two (2) Chevrolet Impala fully marked and equipped patrol vehicles at an estimated cost of \$55,000, including ancillary equipment; and

WHEREAS, based on approval of the CIP and in anticipation of the FY2010-11 Adopted Budget, the Police Chief ordered the patrol vehicles in February through the State of Michigan Cooperative Purchasing Program from Shaheen Chevrolet, Inc., Lansing, MI, with a requested delivery date in July, subsequent to the beginning of the new fiscal year; and

WHEREAS, the State of Michigan Department of Management & Budget Cooperative Purchasing Program, using vehicle specifications identical to those of the City of Adrian, conducts a competitive bid process each year to purchase police vehicles statewide; and

WHEREAS, the results of the bid process for the two (2) Chevrolet Impalas (one with a push bumper and one without), including transfer and installation of ancillary equipment, are as follows:

(2) Chevrolet Impalas     Shaheen Chevrolet, Lansing, MI     \$46,669.50

WHEREAS, the requested vehicles have been built and delivered prior to the new fiscal year and have been invoiced accordingly; and

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose in the Motor Vehicle Pool Retained Earnings account (662-000.00-390.000) that could be appropriated to the current budget provided that the normal annual replacement of two (2) patrol vehicles does not occur again until the FY2011-12 Fiscal Year; and

WHEREAS, due to the competitive bid process conducted by the State of Michigan and the economies of volume purchasing, the Police Chief and City Administrator recommend that the City’s bid process be waived as provided by Chapter Twelve of the Adrian City Charter, that the bid of \$46,669.50 be accepted and that the City purchase two(2) Chevrolet Impala fully marked and equipped patrol vehicles from Shaheen Chevrolet, Lansing, MI. and, further, that appropriate budget amendments be made.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the purchase of two (2) Chevrolet Impala fully marked and equipped patrol vehicles from Shaheen Chevrolet, Lansing, MI. at a cost not to exceed \$46,669.50.

BE IT, FURTHER, RESOLVED that, due to the competitive bid process conducted by the State of Michigan and the economies of volume purchasing, the City’s bid process be waived as provided by Chapter Twelve of the Adrian City Charter.

BE IT, FURTHER, RESOLVED that \$46,670 be appropriated from the Motor Vehicle Pool Retained Earnings account (662-000.00-390.000) and the FY2009-10 Budget be amended as follows:

**Motor Vehicle Pool (Fund 662)**

**Revenue:**

(662-000.00-697.000)	Prior Year's Revenue	\$46,670
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**Expenses:**

(662-301.62-977.000)	Capital Equipment	<u>46,670</u>
	Total	<u>\$ -0-</u>

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



# MISCELLANEOUS

m-1

**DEPARTMENTAL REPORT**

**MAY 17, 2010**

	<b>APRIL 2010</b>	<b>MARCH 2010</b>	<b>APRIL 2009</b>	<b>YEAR-TO-DATE 2010</b>	<b>YEAR TO DATE 2009</b>
<b>POLICE DEPARTMENT</b>					
Complaints Answered	781	805	843	2,922	3,041
VIOLATIONS					
Moving Citations	167	231	56	613	256
3-6 am Parking Tickets	411	143	149	920	876
Non-Moving Citations	25	10	35	123	148
Downtown Parking Tickets	235	0	252	235	252
TOTAL VIOLATIONS	838	384	492	1,891	1,588
ARRESTS	111	144	97	465	479
<b>FIRE DEPARTMENT (See M-4)</b>					
<b>INSPECTION DEPARTMENT</b>					
Building Permits	22	19	29	58	74
Electrical Permits	18	13	22	54	70
Mechanical Permits	21	21	14	72	68
Plumbing Permits	3	4	8	16	22
Sidewalk Permits	1	0	1	1	1
Sign Permits	1	7	6	27	14
TOTAL PERMITS	66	64	80	228	249
Estimated Bldg. Costs	\$195,850	\$195,850	\$302,513	\$1,560,077	\$708,223
<b>PARKING SYSTEM</b>					
Meters in Operation					
Parking Assessment	\$1,459	\$938	\$0	\$21,188	\$13,314
Lot Revenue	\$171	\$280	-\$1	\$638	\$662
Street Revenue	\$0	\$0	\$0	\$0	\$0
Misc. Revenue	\$14	\$14	\$14	\$70	\$57
Permits	\$7,650	\$6,700	\$8,203	\$14,588	\$14,829
Fines	\$890	\$289	\$871	\$1,279	\$946
Collection Fees	\$625	\$725	\$0	\$1,425	\$0
Token Sales	\$0	\$0	\$0	\$0	\$0
Contribut-GenFund	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$10,809	\$8,946	\$9,087	\$39,188	\$29,808
<b>WASTE WATER DEPARTMENT</b>					
M. G. Pumped	146.016	168.979	203.882	566.223	786.979
Cost of Plant Operation *		\$234,374	\$253,830	\$667,788	\$1,166,403
<b>WATER DEPARTMENT</b>					
M. G. Pumped	72	72	81	295	342
Number of Customers	6,211	6,211	6,256		
	<b>Industrial</b>	<b>Commercial</b>	<b>Residential</b>	<b>Other</b>	<b>TOTAL</b>
M. G. Sold Revenue	\$37,312	\$86,337	\$101,867	\$56,476	66,077 \$281,992

\*Figure not available

m-2

Adrian Fire Department  
Monthly Report  
April 2010

Incident Type	Total	Property Loss	Content Loss
<b>Fire</b>			
Fire, Other	1		
Building fire	1	\$5,000	\$0
Passenger vehicle fire	1		
Forest, woods or wildland fire	1		
	<u>4</u>		
<b>EMS</b>			
Rescue, EMS incident, other	43		
Medical assist, assist EMS crew	4		
EMS call, excluding vehicle accident with injury	107		
EMS call, PDA	3		
EMS call, refused treatment/transport	7		
Motor vehicle/pedestrian accident (MV Ped)	1		
Rescue or EMS standby	1		
Hazardous condition, Other	2		
	<u>168</u>		
<b>Hazardous Condition</b>			
Gasoline or other flammable liquid spill	1		
Gas leak (natural gas or LPG)	2		
Electrical wiring/equipment problem, Other	1		
Power line down	3		
Arcing, shorted electrical equipment	1		
Service Call, other	2		
	<u>10</u>		
<b>Service Call</b>			
Person in distress, Other	1		
Smoke Investigation, No action taken	2		
Assist police or other governmental agency	3		
Assist invalid	7		
Unauthorized burning	5		
Dispatched & cancelled en route	5		
	<u>23</u>		
<b>False Alarm</b>			
False alarm or false call, Other	4		
	<u>4</u>		
<b>Service Call</b>			
Malicious, mischievous false call, Other	2		
Smoke detector activation due to malfunction	1		
Smoke detector activation, no fire - unintentional	2		
Alarm system activation, no fire - unintentional	2		
Severe weather or natural disaster, Other	1		
	<u>8</u>		
<b>Special Calls</b>			
Citizen complaint	2		
	<u>2</u>		
<b>April 2010 Totals</b>	<b>219</b>	<b>\$5,000</b>	<b>\$0</b>

M-3

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

ADRIAN D.A.R.T. PASSENGER RIDERSHIP REPORT FOR APRIL 2010

WEEK END:	APR 2	APR 9	APR 16	APR 23	APR 30	TOTAL
MONDAY	0	292	320	311	319	1242
TUESDAY	0	342	279	307	273	1201
WEDNESDAY	0	344	327	227	259	1157
THURSDAY	320	267	306	266	252	1411
FRIDAY	200	304	287	270	316	1377
		1549	1519	1381	1419	6388

SERVICE DAYS	APR 2010	APR 2009	+/-	MAR 2010
	(22)	(22)		(23)
SENIORS	773	890	-117	796
HDCP SENIORS	900	1019	-119	894
HANDICAPPED	3000	2916	84	3498
WHEELCHAIRS **	322	345	-23	374
GENERAL	1715	2090	-375	2100
	6388	6915	-527	7288

MAY	2008	6957	2009	6119	-12%
JUNE	2008	6707	2009	6453	-4%
JULY	2008	6717	2009	6098	-9%
AUGUST	2008	6213	2009	5711	-8%
SEPTEMBER	2008	6640	2009	5788	-13%
OCTOBER	2008	7278	2009	6440	-12%
NOVEMBER	2008	6050	2009	5594	-8%
DECEMBER	2008	6734	2009	6419	-5%
JANUARY	2009	7368	2010	6532	-11%
FEBRUARY	2009	7417	2010	6267	-16%
MARCH	2009	7540	2010	7288	-3%
APRIL	2009	6915	2010	6388	-8%
		82536		75097	-9%

\*\* WHEELCHAIR TOTALS ARE INCLUDED IN HANDICAPPED PASSENGER TOTALS