



**CITY COMMISSION
MEETING
December 1, 2014**



PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
MONDAY,
DECEMBER 1, 2014**

The City Commission will meet for a pre-meeting study session on Monday, , December 1, 2014 at 6:00 p.m. at the City Chambers at 159 East Maumee Street, Adrian, Michigan.

1. Piotter Center Rental Agreement with Lenawee County Department on Aging.
2. Alternative Revenue Discussion.
3. Other items as time permits.



COMMISSION AGENDA

AGENDA
ADRIAN CITY COMMISSION
DECEMBER 1, 2014
7:00PM

- I. PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE NOVEMBER 17, 2014 REGULAR MEETING OF THE ADRIAN CITY COMMISSION.
- IV. PRESENTATION OF ACCOUNTS
- V. CONSENT AGENDA
 - 1. **CR14-103. Utilities.** Resolution to award a bid and authorize the purchase of a replacement PEW Strainer for the Wastewater Treatment Plant.
 - 2. **CR14-104. Assessing.** Resolution to authorize the Mayor and City Clerk to sign three Quit Claim Deeds to vacate a portion of Abbot Court.
- VI. REGULAR AGENDA
 - A. SPECIAL ORDERS
 - 1. **SO-1.** Public Hearing to hear and consider comments regarding the proposed Special Assessment District #387.
 - B. RESOLUTIONS
 - 1. **R14-047. Assessing.** Resolution to confirm the special assessment roll for Special Assessment District #387.
 - 2. **R14-048. Finance.** Resolution to approve the FY2013-14 Comprehensive Annual Financial report (CAFR) and authorize year-end encumbrances and carry-forwards, as well as designations of general fund unassigned balance.
 - 3. **R14-049. Administration.** Resolution to authorize a transfer of the budget allotment for Brent Kubalek to the YMCA of Lenawee County and to authorize the transfer of the balance of the Recreation Department Scholarship Fund to the YMCA of Lenawee County.
- VII. PUBLIC COMMENT
- VIII. COMMISSIONER COMMENTS



MINUTES

**MINUTES
ADRIAN CITY COMMISSION
NOVEMBER 17, 2014
7:00 P.M.**

Official proceedings of the November 17, 2014 regular meeting of the City Commission, Adrian, Michigan.

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

PRESENT: Mayor Berryman and Commissioners Dudas, Munson, Rising, Gallatin and Berryman Adams. ABSENT: Commissioner Faulhaber

Mayor Berryman in the Chair.

Commissioner Berryman Adams motioned to excuse Commissioner Faulhaber, this was seconded by Commissioner Gallatin, and the motion was adopted by a 6-0 vote.

Commissioner Dudas motioned to approve the minutes from the regular meeting on November 3, 2014, this was seconded by Commissioner Berryman Adams, and the minutes were adopted by a 6-0 vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher #4040 through #4045	\$70,675.90
General Fund Vouchers #22139 through #22161	\$256,180.86
Clearing Account Vouchers amounting to	<u>\$630,215.77</u>
TOTAL EXPENDITURES	<u>\$957,072.53</u>

On motion by Commissioner Dudas, seconded by Commissioner Berryman Adams, this resolution was adopted by a 6-0 vote.

COMMUNICATIONS

C-1. FINANCE. – October 2014 Revenue and Expenditure Report.

CONSENT AGENDA

CR14-092

RE: CITY COMMISSION– Resolution to appoint Kathleen Eriksen to the Brownfield Redevelopment Authority for a three (3) year term

WHEREAS, a vacancy exists on the Brownfield Redevelopment Authority; and

WHEREAS, Kathleen Eriksen has expressed a willingness to serve on the Brownfield Redevelopment Authority; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does, hereby, approve the appointment of Kathleen Eriksen to the Brownfield Redevelopment Authority for a three (3) year term.

CR14-093

RE: CITY COMMISSION– Resolution to appoint Tim Robinson to the Brownfield Redevelopment Authority for a three (3) year term

WHEREAS, a vacancy exists on the Brownfield Redevelopment Authority; and

WHEREAS, Tim Robinson has expressed a willingness to serve on the Brownfield Redevelopment Authority; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does, hereby, approve the appointment of Tim Robinson to the Brownfield Redevelopment Authority for a three (3) year term.

CR14-094

RE: CITY COMMISSION– Resolution to appoint Cindy Prue to the Brownfield Redevelopment Authority for a two (2) year term

WHEREAS, a vacancy exists on the Brownfield Redevelopment Authority; and

WHEREAS, Cindy Prue has expressed a willingness to serve on the Brownfield Redevelopment Authority; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does, hereby, approve the appointment of Cindy Prue to the Brownfield Redevelopment Authority for a two (2) year term.

CR14-095

RE: CITY COMMISSION– Resolution to appoint Chris Miller to the Brownfield Redevelopment Authority for a two (2) year term

WHEREAS, a vacancy exists on the Brownfield Redevelopment Authority; and

WHEREAS, Chris Miller has expressed a willingness to serve on the Brownfield Redevelopment Authority; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does, hereby, approve the appointment of Chris Miller to the Brownfield Redevelopment Authority for a two (2) year term.

CR14-096

RE: CITY COMMISSION– Resolution to appoint Jeff Rising to the Brownfield Redevelopment Authority for a one (1) year term

WHEREAS, a vacancy exists on the Brownfield Redevelopment Authority; and

WHEREAS, Jeff Rising has expressed a willingness to serve on the Brownfield Redevelopment Authority; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does, hereby, approve the appointment of Jeff Rising to the Brownfield Redevelopment Authority for a one (1) year term.

CR14-097

RE: CITY COMMISSION– Resolution to appoint David Munson to the Brownfield Redevelopment Authority for a one (1) year term

WHEREAS, a vacancy exists on the Brownfield Redevelopment Authority; and

WHEREAS, David Munson has expressed a willingness to serve on the Brownfield Redevelopment Authority; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does, hereby, approve the appointment of David Munson to the Brownfield Redevelopment Authority for a one (1) year term.

CR14-098

RE: FINANCE DEPARTMENT – Certifying Costs and Preparing Special Assessment Roll for Improvements on Haan Street-Beecher to Dead End – SAD #387

WHEREAS, the City Clerk has certified to the City Administrator the total cost of improvements on Haan Street-Beecher Street to Dead End, said projects being known and designated as Special Assessment District #387; and

WHEREAS, the City Administrator has forwarded said report to the City Commission and recommends that it be approved.

NOW, THEREFORE, BE IT RESOLVED:

1. That the total cost of said improvements mentioned above in the amount of Ninety Four Thousand Six Hundred Eighty Five Dollars and Twenty One Cents (\$94,685.21) is hereby approved.
2. That the Finance Department is directed to apportion the said total cost as follows:
 - a. Twenty Two Thousand Three Hundred Forty Eight Dollars and Fifteen Cents (\$22,348.15) shall be spread upon the Special Assessment Roll according to the frontage against the portion of land especially benefitted, which lies within the corporate limits of the City of Adrian, which shall be known and designated as Special Assessment District #387, and which is described as follows:

Haan Street – Beecher Street to Dead End
 - b. Seventy Two Thousand Three Hundred Thirty Seven and Six Cents (\$72,337.06) shall be the City's portion of said project.

CR14-099

RE: FINANCE DEPARTMENT – Set Public Hearing for Special Assessment Roll – Haan Street-Beecher to Dead End – SAD #387

WHEREAS, the Finance Department has completed the Special Assessment Roll for improvements on Haan Street – Beecher to Dead End and has reported the same to the City Commission, together with certification that the Assessment Roll conforms to the direction of the City Commission and the provisions of the Adrian City Code.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Special Assessment Roll for SAD #387 for improvements on Haan Street-Beecher to Dead End be filed forthwith in the office of the City Clerk for public examination.
2. That the City Commission will meet in the Commission Chambers, 159 E. Maumee Street, Adrian, MI at 7:00 p.m. on Monday, December 1, 2014, for the purpose of reviewing the said roll and hearing and considering any objections thereto.
3. That the City Clerk is hereby directed to give notice that the said Special Assessment Roll is on file for public examination and to give notice of said meeting and hearing set forth above pursuant to the provisions of Title 1, Chapter 8, Section 1.213 of the Adrian City Code.

CR14-100

RE: UTILITIES – Water Main Easement Agreement Authorization

WHEREAS, the Utilities Department has accepted bids to extend water to the assisted living complex on North Adrian Highway; and

WHEREAS, based upon the location of existing storm water main in the right-of-way, we needed to secure two private easements to proceed with this project; and

WHEREAS, the first easement is from the Auburn Whatley Living Trust just North of the MDOT garage. In consideration for this easement, the City would provide a water service tap for future use as part of the water main extension project. The second easement would be from Gaslight Village Assisted Living, LLC to allow the water main to traverse in front of their development to the North property line.

NOW THEREFORE IT IS FURTHER RESOLVED, that the Adrian City Commission, by this resolution, hereby grants authorization to the Mayor and City Clerk to execute these easement agreements on behalf of the City for the water main extension project on North Adrian Highway.

CR14-101

RE: TRANSPORTATION – Resolution approving the RTAP Third Party Contract between the City of Adrian Dial-A-Ride and the Michigan Public Transit Association and authorizing the Mayor to execute said contract.

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

WHEREAS, the Rural Transit Assistance Program (RTAP) is designed primarily for rural transit agencies dispersal of funds for eligible training activities and equipment and/or technical assistance and research activities that promote or benefit rural public transportation, and be it

RESOLVED, that the City Commission of the City of Adrian does hereby approve the RTAP Third Party Contract between the City of Adrian Dial-A-Ride and the Michigan Public Transit Association for the period covering October 1, 2014 to September 30, 2017, and be it

FURTHER RESOLVED, that the funds from the Third Party Contract be granted to the Adrian Dial-A-Ride in accordance with the terms of FTA Circular C9041.1, and

HEREBY, authorizes the Mayor, Jim Berryman to execute the Contract for the City of Adrian.

CR14-102

RE: TRANSPORTATION – Resolution approving a project authorization for Operating Assistance for the Adrian Dial-A-Ride and to authorize the Mayor and City Clerk to execute said project authorization.

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 2015 Section 5311 Operating assistance for such service, effective October 1, 2014 and expiring September 30, 2015, based on 18.5% of the estimated eligible costs, and,

WHEREAS, this project authorization includes partial funding for the year, approximately 47% of the 18.5% of the estimated eligible costs which is \$36,749, and

WHEREAS, the maximum amount to be paid will not exceed 18.5% of the audited costs and if funds are insufficient to reimburse at 18.5% of the 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. 2012-0027, Authorization No: P7 for FY 2015 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 Authorization #P7, and;

HEREBY, authorize the Mayor, Jim Berryman and City Clerk, Pat Baker to execute Authorization #P7 for and on behalf of the City of Adrian.

On motion by Commissioner Rising, seconded By Commissioner Berryman Adams, Consent Agenda Resolutions CR14-092 thru CR14-102 were adopted by a 6-0 vote.

REGULAR AGENDA

RESOLUTIONS

R14-142

RE: HUMAN RESOURCES DEPARTMENT – Authorization to adopt the Uniform Transfer Provision for existing employees under the Municipal Employees Retirement System (MERS)

WHEREAS the City of Adrian joined the Municipal Employees Retirement System (MERS) of Michigan as a Charter Member in 1945 and is currently a member-in-good-standing that provides a secure pension program for all City employees; and

WHEREAS the standard MERS transfer rules became effective in August 2007; and
WHEREAS, under the Standard rules, all transferees to a new division are covered under the active employee plan in the new division; where the defined benefit plan in the new division is closed to entrants, the accrued defined benefit (based on benefits, service and wages as of transfer date) of transferees is frozen as of transfer date.

WHEREAS pursuant to Retirement Board action on November 10, 2010, the employing municipality will be allowed, on a one-time irrevocable and uniform basis, to adopt for all its MERS divisions (present and future) an alternative policy which allows all transferred employees an individual choice at the time of transfer to either be placed in: (1) the divisions open plan, **or** (2) the closed plan if it is the same plan type, provided there are active employees remaining in the plan type.

WHEREAS the alternative transfer provision applies to transferred employees only; rehired employees will continue to be enrolled into the new tier plan for their division.

NOW THEREFORE BE IT RESOLVED, that effective September 28, 2014, the Governing Body adopts this Resolution for all present and future employee divisions requiring that all transferred employees shall be given the individual choice to either be placed in the open plan or the closed division if it is the same plan type (in the division for which the employee is transferred from) provided there are active employees remaining in the closed plan type.

BE IT FURTHER RESOLVED that a certified copy this resolution be submitted to MERS, within the ten (10) day time requirement following Commission approval, to effectuate the authorized change in benefits.

On motion by Commissioner Dudas, seconded by Commissioner Munson, this resolution is adopted by a 6-0 vote.

R14-143

RE: Fire Department – Delegation of Fireworks Inspection

WHEREAS, State of Michigan Public Act 256 of 2011 allows the Michigan Department of Licensing and Regulatory Affairs to delegate inspection duties for firework point of sale locations, reimbursing local units of government \$420 for inspection of temporary facilities and \$700 for permanent facilities, and;

WHEREAS, the Adrian Fire Department has two State Certified Fire Inspectors as required by Act 256 having the certification to conduct firework point of sale inspections, and;

WHEREAS, in an effort to better serve the public the fire department wishes to conduct firework point of sale inspections, and;

WHEREAS, Michigan Public Act 256 of 2011 requires the signature of a person from the local unit of government as well as the chief of their fire department authorizing the fire department and its State Certified Fire Inspectors to conduct the firework point of sale inspections.

NOW, THEREFORE, BE IT RESOLVED The City Commission approves of the attached application for the Adrian Fire Department and its State Certified Fire Inspectors to conduct inspections at fireworks sales facilities within the City of Adrian for the 2015 season and authorizes the Mayor of the City of Adrian as well as its Fire Chief to sign a Delegation Agreement to provide such services.

FURTHER LET IT BE RESOLVED that revenue from inspections be placed in Fire Department General Ledger Account Number 101-336.00-695.000.

On motion by Commissioner Gallatin, seconded by Commissioner Munson, this resolution was adopted by a 6-0 vote.

R14-144

RE: Fire Department – Host Department for 2014 FEMA Fire Act Regional Grant

WHEREAS, the Federal Emergency Management Agency has introduced and implemented the 2014 Fire Act Grant to provide equipment, vehicles and wellness initiatives to fire and EMS agencies throughout the United States and;

WHEREAS, the Lenawee County Fire Chiefs Association organizes and coordinates a shared service in Lenawee County known as the Lenawee County Technical Rescue Team, and;

WHEREAS, the Lenawee County Fire Chiefs Association unanimously approved a request to apply for a regional grant from FEMA's 2014 Fire Act Grant program to purchase a truck and trailer for the Lenawee County Technical Rescue Team equipment, and;

WHEREAS, the 2014 FEMA Fire Act Grant requires a 10% match from the organization receiving the grant with Lenawee County Fire Chiefs Association coming from charitable donations and grants from foundations, and;

WHEREAS, the grant requires a host department to apply for and administer a regional grant with members of the Adrian Fire Department willing to undertake the task of grant host; preparing the application, specification research and bidding in the event of a successful grant.

NOW, THEREFORE, BE IT RESOLVED The City Commission approves the Adrian Fire Department to be the host department for the 2014 FEMA Fire Act Grant for the purchase of a truck and trailer for technical rescue equipment for the Lenawee County Fire Chiefs Association and its Finance Department to act as fiduciary in the event of a grant award.

On motion by Commissioner Rising, seconded by Commissioner Dudas, this resolution was adopted by a 6-0 vote.

R14-145

RE: POLICE DEPARTMENT- Vehicle outfitting recommendation

WHEREAS the Adrian City Commission, by resolution #R14-132 dated October 20, 2014, authorized the purchase of two new patrol vehicles; and

WHEREAS these funds have been budgeted to outfit said vehicles, installing standard police equipment; and

WHEREAS the City of Adrian Purchasing Office, in conjunction with the Police Department, solicited bids from four (4) police vehicle outfitters and received sealed bids November 6, 2014 for the vehicle changes; and

WHEREAS the bid tabulation follows:

ITEM	Arrowhead Vehicle Equip, LLC Lapeer, MI	Cynergy Products Troy, MI	Adrian Sign Shop Adrian, MI	Priority One Emergency Canton, MI
Federal L.E.D. Light Bar	\$6,789.20	\$5,662.50	\$7,190.00	\$6,750.00
Federal Siren and Switching System	3,598.00	2,548.50	Included in Light Bar	Included in Light Bar
Push Bumber	640.00	700.00	758.00	658.00
Driver Side Spot Light	660.00	725.00	958.00	800.00
Pair of Wig Wags Flashers/ Front Headlights	100.00	164.00	198.00	1,300.00
Pair of Wig Wags Flashers/ Rear Headlights	150.00	164.00	Included with Front Flashers	All flasher listed above
Pair of Fed R/B rear hatch lights	110.00	288.00	348.00	All flasher listed above
Pair of Fed LED R/B push bumper lights	204.00	288.00	348.00	All flasher listed above
Pair of Fed R/B license plate lights	30.00	388.00	400.00	All flasher listed above
Pair of Fed LED R/B side lights (rear windows-side)	142.00	288.00	360.00	All flasher listed above
100+ Watt Speaker System	\$198.00	400.00	348.00	Included in Light Bar
Center Console D&R Electronics	455.40	594.00	850.00	754.00
D&R 907-0254a laptop Locking Tray	172.50	250.00	250.00	224.00
Laptop Mount D&R LT7600-B	276.00	360.00	400.00	430.00
Dual cupholder-console acess	31.74	46.00	46.00	62.00
D&R partition clear, D&R electronics, etc.	1,320.00	1,501.50	1,859.90	1506.00
Rear cargo barrier screen	299.00	N/A	2,200.00	
Pro-Gard Gun Lock(s)	729.98	850.00	818.00	630.00
Plastic rear seat with seat belt extend.	1,660.00	2,500.00	Included with Cargo Screen	1,846.00
Trunk Storage Unit (Drawer Sytle)	2,480.00	4,020.00	3,258.00	2,602.00
Universal ignition relays, air bag control switches and wiring harness	1,100.00	700.00	1,116.00	426.00
Brackets for printer	170.00	100.00	200.00	200.00
Interior Dome Light Red/White	100.00	178.00	344.00	136.00
Radar, Kustom Signal	5,389.00	N/A	3,198.00	3,178.00
Extra - See Notes	Freight	Labor 4,000.00		Labor 3,050.00

	1,000.00 Service Subtotal 1,798.00	Supplies 300.00		Wire and Misc. 550.00
TOTAL	\$29,602.82	\$27,015.50	\$28,847.90	\$25,102.00

; and

WHEREAS the Police Chief and City Administrator recommend that the bid be awarded to Priority One Emergency, Canton, MI. in the amount of \$25,102.00; and

WHEREAS the Police Chief had indicated Non-Drug Forfeiture Sales monies will be used for this purchase; and

WHEREAS the Finance Director indicates that sufficient funds are available for this purpose in the following account:

701-000.00-277.000 Non-Drug Forfeiture Sales

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the recommended selections and award of bid to Priority One Emergency, Canton, MI. in the amount of \$25,102.00.

BE IT FURTHER RESOLVED that the FY2014-15 budget be amended as follows:

REVENUE:

101-301.00-676.701 Contribution – Trust Fund

EXPENDITURE:

101-301.00-977.000 Capital Outlay – Equipment

On motion by Commissioner Dudas, seconded by Commissioner Berryman Adams, this resolution as adopted by a 6-0 vote.

R14-146

RE: UTILITIES – North Adrian Highway Water Main Extension Bid Award

RESOLUTION

WHEREAS, the Purchasing Department accepted bids for the North Adrian Highway Water Main Extension Project on Monday November 10, 2014 at 2:00pm with the following results:

<u>Name</u>	<u>Location</u>	<u>Total 8" Water Main</u>	<u>Total 12" Water Main</u>
Slusarski Excavating	Adrian, MI	\$138,403.60	\$166,996.10
Salenbien Trucking	Dundee, MI	\$168,521.00	\$198,803.00
Crestline Excavating	Toledo, OH	\$204,585.60	\$174,879.36
Bailey Excavating	Jackson, MI	\$209,211.40	\$191,862.50; and

WHEREAS, there were a total of four (4) bidders for this project with the lowest bidder being Slusarski Excavating of Adrian, MI for a total price of \$166,996.10 based upon a 12" water main extension; and

WHEREAS, the Water Line Extension Agreement with Gaslight Village Assisted Living, LLC the City would pay all costs associated with this project upfront and Gaslight Village Assisted Living, LLC would pay 50% of the total final cost based upon an 8" water main. The total bid price for an 8" water main extension is \$138,403.60; and

WHEREAS, the Utilities Department decided to upsize this water main extension to a 12" in anticipation for any future development along this corridor.

NOW THEREFORE IT IS RESOLVED, that the Adrian City Commission, by this resolution, hereby authorizes a contract be awarded to Slusarski Excavating & Paving of Adrian, MI in the amount of \$166,996.10. Final water main construction costs would be split 50% Gaslight Village Assisted Living LLC and 50% City of Adrian based upon an 8" water main with Gaslight Village Assisted Living's portion to be part of a Special Assessment for a 10-year period at 4.750% interest.

BE IT FURTHER RESOLVED that the FY2014-15 Budget be amended as follows:

Water Capital Projects Fund:

496-000.00-676.591	Transfer In-Water	\$166,996
496-552.00-975.575	North Adrian Hwy Water Main Ext	\$166,996

Water Fund:

591-000.00-697.000	Prior Years Revenue	\$ 97,794
591-000.00-675.599	Contribution-Special Assessment	\$ 69,202
591-965.00-969.496	Transfer Out-Capital Projects	\$166,996

On motion by Commissioner Berryman Adams, seconded by Commissioner Gallatin, this resolution was adopted by a 6-0 vote.

MISCELLANEOUS

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

PUBLIC COMMENT

1. John Kuschell – State St – encouraged citizens to attend a public meeting at Adrian High School on Monday, December 1st at 6:00pm to voice their opinion of the ET Rover Pipeline that is proposed to go thru Pennsylvania, Ohio and will go right thru Lenawee County.

COMMISSIONER COMMENTS

1. Commissioner Rising mentioned the Lenawee United Way Celebrity Bagging Event on Friday, November 21st at Country Market on W Maumee St from 11:00am to 6:00pm. It is a great way to raise funds for Lenawee United Way.
2. Mayor Berryman mentioned several events that he wanted to make sure the residents were aware of; including the snowplow decorating being done by our colleges/schools in Adrian and our 1st Annual Christmas Comstock Riverwalk, whose lighting will coincide with the Holiday Lights Parade on December 5th.

The next regular meeting of the Adrian City Commission will be held on Monday, November 3, 2014 at 7:00 p.m. in the City Chambers Building, 159 E. Maumee St, Adrian, MI 49221.

Jim Berryman
Mayor

Pat Baker
City Clerk



CHECK REGISTER

December 1, 2014

UTILITIES FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
4046 \$	276,474.72	City of Adrian - Clearing	11/17/14 AP Check Register
4047		VOID	
4048 \$	67,315.04	City of Adrian - Utilities	October 2014 Due To/From
4049 \$	58,240.00	City of Adrian - Payroll	Payroll w/e 11/21/14
4050 \$	190.27	City of Adrian - Utilities	October 2014 Water
4051 \$	44,002.97	Consumers Energy	November 2014 Electric
4052 \$	1,404.42	Citizens Gas	October 2014 Heating
4053 \$	85.34	Frontier Communications	November 2014 Telephone
\$	447,712.76		
\$	(276,474.72)	Less: Check 4046	
\$	171,238.04	TOTAL	

December 1, 2014

December 1, 2014

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
22162	\$ 87.35	USTA - Midwest	Funds sent in error S/B YMCA
22163	\$ 150.00	Carol Newell	Refund of Appeal Fee
22164	\$ 333,915.51	City of Adrian - Clearing	AP Check 11/17/14
22165	\$ 126,012.49	City of Adrian	October 2014 Due To/From
22166		City of Adrian - Utilities	EFT State of Michigan November 2014
22167	\$ 1,194.68	Lenawee Fuels	Fuel Delivery to Cemetery 11/6/14
22168	\$ 112.79	Katie Cauley	Refund BCBS Premiums
22169	\$ 361,827.39	City of Adrian - Library Fund	Transfer to new Library Fund
22170	\$ 206,696.45	City of Adrian - Payroll	Payroll w/e 11/21/14
22171	\$ 13,650.49	First Federal Bank	Social Security 11/21/14
22172	\$ 5,299.46	City of Adrian - Utilities	October 2014 Water
22173	\$ 2,008.42	Consumers Energy	November 2014 Electric
22174	\$ 1,836.22	Citizens Gas	October 2014 Heating
22175	\$ 587.15	Frontier Communications	November 2014 Telephone
22176		VOID	
22177		City of Adrian - Utilities	EFT State of Michigan November 2014
22178	\$ 83,754.67	Blue Cross Blue Shield	December 2014 Premiums
22179	\$ 23,380.10	Avery Oil & Propane	Fuel Delivery to DPW 11/19/14
22180	\$ 7,609.64	Nola's Transportation	Payroll w/e 11/28/14
22181	\$ 3,021.23	Citizens Gas	October 2014 Heating
22182	\$ 273.94	Frontier Communications	November 2014 Telephone
	\$ 1,171,417.98		
	\$ (333,915.51)	Less : Check 22164	
	\$ 837,502.47		

December 1, 2014

User: SHOLTZ

EXP CHECK RUN DATES 01/01/2014 - 11/30/2014

DB: Adrian

BOTH JOURNALIZED AND UNJOURNALIZED

		OPEN		
Claimant		Amount Claimed	Amount Owed	Amount Rejected
1.	120 EAST MAUMEE LLC	5,891.40		
2.	ADRIAN LOCKSMITH & CYCLERY	24.72		
3.	ADRIAN MECHANICAL SERVICES CO	1,365.78		
4.	ADRIAN NAPA	32.06		
5.	ADRIAN PAINTERS SUPPLY & EQUIPMENT	53.64		
6.	ADVANCE AUTO PARTS COMMERCIAL CHR	160.00		
7.	AIRGAS CARBONIC	589.93		
8.	AIRGAS USA, LLC	200.24		
9.	ALL AMERICAN SECURITY	2,315.00		
10.	HUBERT ALLEN	115.00		
11.	DENISE ALVERSON	20.00		
12.	APPLE MAT RENTAL	87.55		
13.	ELIZABETH ASTERIOU	175.34		
14.	AUTO ZONE COMMERCIAL	75.10		
15.	BAKER & TAYLOR BOOKS	896.41		
16.	BATTERY WHOLESALE	902.91		
17.	A.J. BAYLON CONSTRUCTION	165.00		
18.	BEACON FORMS & LABELS INC.	288.28		
19.	GREG BELL CHEVROLET CADILLAC INC	55.14		
20.	BEST WAY INC	872.00		
21.	MARK BISHOP	20.00		
22.	ROBERT BISHOP	248.43		
23.	BLACK SWAMP EQUIPMENT	449.20		
24.	BRINT ELECTRIC	12,100.00		
25.	TODD BROWN	20.00		
26.	BUCK & KNOBBY EQUIP CO INC	100.00		
27.	BETH BURTLESS	10.00		
28.	CAMBRIDGE TOWNSHIP	6,270.00		
29.	JEANNE CARIS	10.00		
30.	CARMEUSE LIME INC	5,366.26		
31.	CENGAGE LEARNING	255.99		
32.	CLASSIC CHEVROLET	62,762.00		
33.	CMP DISTRIBUTORS, INC.	808.00		
34.	C-N CONSTRUCTION SUPPLIES INC	532.18		
35.	COMFORT ENTERPRISES INC.	944.86		
36.	CUMMINS BRIDGEWAY LLC	3,566.20		
37.	CUTLER DICKERSON CO	693.57		
38.	D PRINTER, INC.	278.00		
39.	THE DAILY TELEGRAM	301.34		
40.	JERRY DAVIS	20.00		
41.	MICHELLE DEWEY	20.00		
42.	DAVE DICKERSON	10.00		
43.	DIVERS MAST	200.00		
44.	DOAN COMPANIES	560.00		
45.	DRILLCO NATIONAL GROUP	1,464.00		
46.	STEVE EBERLE	20.00		
47.	ETNA SUPPLY COMPANY	3,852.00		
48.	F & S LANDSCAPE INC	30.00		
49.	FAMILY FARM AND HOME	87.39		
50.	FASTENAL COMPANY	1,853.00		

User: SHOLTZ

EXP CHECK RUN DATES 01/01/2014 - 11/30/2014

DB: Adrian

BOTH JOURNALIZED AND UNJOURNALIZED

Claimant	Amount Claimed	Amount Owed	Amount Rejected
51. FEDERAL EXPRESS	208.50		
52. FISHER SCIENTIFIC COMPANY LLC	363.93		
53. GALLANT & SON	1,225.79		
54. J.O. GALLOUP COMPANY	96.15		
55. GALL'S INC	845.30		
56. MARK GIGAX	20.00		
57. LISA MARIE GILLIN	10.00		
58. GOVERNMENTAL BUSINESS SYSTEMS INC	2,085.00		
59. GOVT FINANCE OFFICERS ASSOC	435.00		
60. GRAND VALLEY CONCRETE PRODUCTS	2,904.00		
61. GREY HOUSE PUBLISHING, INC.	440.05		
62. GS MATERIALS LLC	1,388.33		
63. GEORGE HAMDEN	10.00		
64. HD SUPPLY WATERWORKS, LTD	7,447.81		
65. WALTER HELSEL	20.00		
66. JOAN HENNING	10.00		
67. BARBARA HERD	10.00		
68. HOLIDAY LIGHTING SERVICE, INC.	4,620.00		
69. SHANE HORN	20.00		
70. HUBBARD'S AUTO CENTER INC	457.21		
71. HYDRODYNAMICS, INC.	6,047.00		
72. I C M A VANTAGE POINT	9,707.09		
73. I.T. RIGHT	33.75		
74. ICMA RETIREMENT CORPORATION	164.01		
75. INTERSTATE ALL BATTERY CENTER	136.95		
76. CITY OF JACKSON	770.17		
77. JACKSON DISTRICT LIBRARY	18.95		
78. JACKSON TRUCK SERVICE INC.	35.92		
79. K & B ASPHALT SEALCOATING, INC	11,351.95		
80. KAR LABORATORIES INC	930.00		
81. JAMES KARLE	20.00		
82. ERIC KELLY	20.00		
83. RUTH KNAUSS	10.00		
84. WALTER GREG LANFORD	8.46		
85. LENAWEE TIRE & SUPPLY CO, INC.	1,802.30		
86. LEXIS NEXIS RM INC	150.00		
87. LEXIS-NEXIS MATTHEW BENDER	699.23		
88. LITERARY GUILD	89.92		
89. LYDEN OIL COMPANY	1,060.95		
90. MICHAEL MARVIN	20.00		
91. MCGOWAN ELECTRIC SUPPLY INC	100.25		
92. MCMASTER- CARR SUPPLY CO.	411.61		
93. MCNAUGHTON-MCKAY ELECTRIC CO.	977.98		
94. CARL MEDDICK	10.00		
95. MICHIGAN ASSESSOR'S ASSN	75.00		
96. MICHIGAN ASSOCIATION CHIEFS	255.00		
97. MICHIGAN LAW ENFORCEMENT TRAINING	200.00		
98. MICHIGAN METER TECHNOLOGY GROUP INC	21,229.27		
99. MICHIGAN PIPE & VALVE INC	1,005.80		
100. MICHIGAN POLICE EQUIP. CO	5,665.00		

User: SHOLTZ

EXP CHECK RUN DATES 01/01/2014 - 11/30/2014

DB: Adrian

BOTH JOURNALIZED AND UNJOURNALIZED

Claimant	Amount Claimed	Amount Owed	Amount Rejected
101. STATE OF MICHIGAN	333,684.78		
102. MICHIGAN WATER ENVIROMENT ASSOC.	116.00		
103. MICROMARKETING LLC	510.10		
104. MIDWEST COLLABORATIVE FOR	70.00		
105. MIDWEST TAPE	130.45		
106. MOORE MEDICAL LLC	375.74		
107. MT BUSINESS TECHNOLOGIES, INC	154.97		
108. MUNICIPAL EMPLOYEES' RETIRE	117,746.56		
109. MUNICIPAL WEB SERVICES	200.00		
110. NEOPOST USA INC.	2,418.02		
111. NILFISK-ADVANCE INC.	2,479.62		
112. NOLLENBERGER TRUCK CENTER INC	303.80		
113. NORON INC	393.00		
114. NORTH EASTERN UNIFORMS & EQUIPMENT	3,826.41		
115. LYDIA OPRSAI	10.00		
116. MIKE OSBORN	20.00		
117. PARAGON LABORATORIES INC	753.00		
118. SUZANNE PARKER	10.00		
119. DAVID PATE	20.00		
120. PDR	59.95		
121. PEERLESS SUPPLY INC	3,918.47		
122. JAMES PERRY	300.00		
123. PLATINUM PLUS	3,633.15		
124. GLENN PRESTON	20.00		
125. PROMEDICA CORP OF MICHIGAN	240.00		
126. KATHLEEN PRYOR	10.00		
127. PVS TECHNOLOGIES INC	4,853.78		
128. R & W NURSERY, LLC	1,801.00		
129. RADIO SHACK CORP.	9.53		
130. RECORDED BOOKS LLC.	315.15		
131. SARA REYNA	10.00		
132. RHINO	949.46		
133. TIM RITCHIE	20.00		
134. ROPES & RIGGING TREE SERVICE, LLC	11,281.18		
135. WILLIAM SADLER	20.00		
136. CHARLES SCHMENK	80.00		
137. SIEMENS PUBLIC INC	45,942.01		
138. SIRCHIE FINGER PRINT LABORATORIES	1,114.50		
139. SLUSARSKI EXCAVATING & PAVING INC	6,123.00		
140. JANE SMITH	10.00		
141. SOURCE ONE ENVIRONMENTAL	840.00		
142. STAPLES CREDIT PLAN	133.90		
143. STEVENS DISPOSAL	40,167.29		
144. STEVENSON LUMBER, INC.	115.81		
145. STITCH WIZARD EMBROIDERY INC	711.00		
146. SUNSHINE MEDICAL SUPPLY, INC	455.95		
147. SUPERIOR INDUSTRIAL SALES	29,947.50		
148. SUPERIOR UNIFORM SALES INC.	2,827.65		
149. SUTPHEN CORPORATION	568.38		
150. SYNAGRO TECHNOLOGIES INC.	12,095.03		

EXP CHECK RUN DATES 01/01/2014 - 11/30/2014
BOTH JOURNALIZED AND UNJOURNALIZED

Claimant	OPEN Amount Claimed	Amount Owed	Amount Rejected
151. TAPCO	432.16		
152. TDS SECURITY, INC	430.50		
153. TETRA TECH INC	26,565.30		
154. THOMPSON PLUMBING AND HEATING	103,905.90		
155. THOMSON WEST	375.95		
156. T-MOBILE	29.99		
157. TRI-STATE MEDICAL SUPPLY	30.00		
158. U S POSTMASTER	2,017.00		
159. UNUM LIFE INSURANCE COMPANY	2,115.01		
160. UTILITIES INSTRUMENTATION SERVICE I	1,900.00		
161. VAN BRUNT TRANSPORT INC	5,190.12		
162. VERIZON WIRELESS	62.42		
163. DENNIS VESCELIUS	20.00		
164. RYAN WHITE	20.00		
165. WRIGHT SIGNS INC.	264.00		
166. Y M C A OF LENAWEE COUNTY	29,006.36		
TOTAL ALL CLAIMS	1,006,922.40		

December 1, 2014

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



Shane Horn
City Administrator

SAH:mld

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

Utility Department Vouchers	
Vouchers #4046 through 4053.....	\$171,238.04
General Fund	
Vouchers #22162 through #22182	\$837,502.47
Clearing Account Vouchers	
amounting to.....	<u>\$1,006,922.40</u>
TOTAL EXPENDITURES	<u>\$2,015,662.91</u>

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



CONSENT AGENDA



MEMORANDUM – UTILITIES DEPARTMENT

DATE: November 21, 2014
TO: Shane Horn, City Administrator
FROM: William Sadler, Utilities Director
SUBJECT: PEW Pump & Motor Replacement

The WWTP Plant Effluent Water (PEW) system utilizes (2) 2000 GPM pumps equipped with 150 HP motors to provide the plant with seal water for other pumps, dilution water for the thickener tanks, carrier water for ferric chloride, and water for all the fire hydrants. This water is pumped from a clear well beneath the filters and passes through a strainer that removes particles as small as 0.01” in diameter. Since this is treated wastewater and not potable water, not all solids will have been removed during the treatment process. It is important to remove these remaining solids and particulates before they impact any mechanical seals on pumps or begin to clog any water lines. The current strainer was installed in 1978 and has not functioned properly for several years. Additionally, the steel shell of the strainer is beginning to leak at seals and joints. It would not be cost effective to attempt to repair or “patch” this equipment.

On Thursday November 20, 2014, sealed bids were received to purchase a replacement strainer. Two bids were received:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
R.P. Adams	Buffalo, NY	\$41,876.00
Industrial Technical Sales	Waterford, MI	\$42,600.00

For the 2014-15 Fiscal Year, the WWTP has budgeted \$50,000.00 (497-554.00-977.596) for replacement of the PEW strainer. Both bids received were for the exact same strainer (manufacturer, model number, etc.). I respectfully recommend that we proceed with the purchase of a replacement PEW strainer and award the bid to the low bidder, R.P. Adams of Buffalo, NY for \$41,876.00. Both pumps and motors have been replaced within the past 12 months and once the strainer has been replaced all the major non-piping/valve components in the PEW system will have been updated. Feel free to contact me if you have any questions.

**RE: UTILITIES DEPARTMENT –Wastewater Treatment Plant --
Authorization to Purchase PEW Strainer**

RESOLUTION

WHEREAS the FY2014-15 Budget includes \$50,000 (Account No. 497-554.00-977.596) to purchase a replacement PEW Strainer for the Wastewater Treatment Plant; and

WHEREAS on Thursday November 20, 2014, the Purchasing Office received two (2) bids for the aforementioned PEW Strainer with the following results:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
R.P. Adams	Buffalo, NY	\$41,876.00
Industrial Technical Sales, LLC	Waterford, MI	\$42,600.00; and

WHEREAS the Finance Director indicates that funds are available for this purpose as follows:

(497-554.00-977.596) PEW Strainer \$41,876.00; and

WHEREAS the Utilities Director and City Administrator recommend selection of the lowest bidder, R.P. Adams, Buffalo, NY, for purposes of acquiring one replacement PEW Strainer for the Wastewater Treatment Plant at a total cost not to exceed \$41,876.00.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the purchase of one replacement PEW Strainer from the lowest bidder, R.P. Adams, Buffalo, NY at a cost not to exceed \$41,876.00.

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.



City Assessor

135 E. Maumee St. Adrian, Michigan 49221-2773
(517) 264 – 4830 FAX: (517) 266-4693

MEMO

DATE: November 24, 2014

TO: Shane Horn, City Administrator
Hon. Jim Berryman, Mayor
City Commissioners

FROM: Kristen Wetzel, City Assessor

SUBJECT: Vacating of Abbott Court

On December 7, 1959 the City Commission adopted a resolution to vacate a portion of Abbot Court described as, “all that portion of Abbott Court lying South of a line described as commencing at the Northeast corner of Lot 12 on the Plat of Bent Oak Hills Subdivision No. 1 and running thence Easterly in a straight line to the Northwest corner of Lot 16 on said Plat, and there ending.”

Generally, when property is vacated, the property is split and deeded to the adjacent property owners. The resolution for the vacating of Abbot Court only described an easement the City reserved as, “over and across a strip of land 15 feet in width the center line of which is described as the center line of the portion of Abbot Court herein vacated for the purpose of repairing, maintain, and using such portions of the storm sewer and water mains as have been installed and presently exist in the said Abbott Court.”

Currently, the adjacent property owners have been utilizing and maintaining the property as their own. It was brought to the City’s attention that the additional land was not included in the tax legal when one of the adjacent property owners pulled a building permit for an outbuilding to be placed on the vacated portion of their property.

For the purposes of cleaning up the title and properly conveying property, a survey was completed and a quit claim deed will need to be recorded giving the vacated portion of property to the adjacent property owners.

The information below describes how the vacated property is being conveyed:

PARCEL #: XA0-375-0012-00

OWNER NAME: NANCY S MCDERMOTT

ADDRESS: 275 OAK HILL BLVD

ORIGINAL LEGAL DESCRIPTION: LOT 12 & N 35 FT LOT 13 SUB 1 BENT OAK HILLS

PARCEL #: XA0-375-0016-00

OWNER NAME: GARY & GARRETT S HENRY

ADDRESS: 265 OAK HILL BLVD

ORIGINAL LEGAL DESCRIPTION: LOT 16 SUB 1 BENT OAK HILLS

PARCEL #: XA0-850-0236-00

OWNER NAME: CITY OF ADRIAN

ADDRESS: BENT OAK AVE

ORIGINAL LEGAL DESCRIPTION: N/A

Referencing from the attached survey:

Parcel A & Parcel B need to be deeded to parcel XA0-375-0016-00, Gary & Garrett Henry.

Parcel C needs to be deeded to parcel XA0-375-0012-00, Nancy McDermott.

Parcel D needs to be deeded to parcel XA0-850-0236-00, City of Adrian.

RESOLUTION

WHEREAS, Lyman Abbott and Esther L. Abbott, his wife, have petitioned the City Commission to vacate the portion of Abbott Court on the Plat of Bent Oak Hills Subdivision No. 1, City of Adrian, as hereinafter described; and

WHEREAS, the City Commission did by resolution duly adopted at a regular meeting of the City Commission held November 2, 1959, find and determine it necessary and in the best interests of the City of Adrian to vacate said portion of Abbott Court, and ordered public notice to be given that the City Commission would meet at 8:00 o'clock p.m., December 7, 1959, being this date, for the purpose of hearing and considering objections to the said petition; and

WHEREAS, said hearing has now been held and no objections have been filed to date, written or otherwise;

NOW, THEREFORE, BE IT RESOLVED:

1. That the City Commission finds and determines it necessary and in the best interests of the City of Adrian to vacate a portion of Abbott Court on the Plat of Bent Oak Hills Subdivision No. 1, City of Adrian, described as follows:

All that portion of Abbott Court lying South of a line described as commencing at the Northeast corner of Lot 12 on the Plat of Bent Oak Hills Subdivision No. 1 and running thence Easterly in a straight line to the Northwest corner of Lot 16 on said Plat, and there ending.

2. That the said portion of Abbott Court described above, be, and the same hereby is, vacated.
3. That the City Clerk shall record a copy of this resolution in the Office of the Register of Deeds for Lenawee County, Michigan.
4. That the Street Plan Map of the City of Adrian be, and the same hereby is, amended to conform to this resolution.
5. That the City of Adrian reserves unto itself an easement over and across a strip of land 15 feet in width the center line of which is described as the center line of the portion of Abbott Court herein vacated for the purpose of repairing, maintaining, and using such portions of the storm sewer and water mains as have been installed and presently exist in the said Abbott Court.

On Motion by Commissioner Baker, supported by Commissioner Miller, this resolution was adopted by unanimous _____ vote.

I certify that the above is a true copy of a resolution adopted by unanimous vote of the Adrian City Commission at a regular meeting held in Adrian, Michigan December 7th, 1959.


City Clerk - Adrian, Mich.

Dated - December 8, 1959

RECORDED 12-16-1959 AT 10:25 AM
L. A. WARNER, REGISTER OF DEEDS
LENAWEE COUNTY, MICHIGAN

CERTIFIED BOUNDARY SURVEY

SURVEY OF PART OF THE PLAT OF OAK HILLS SUBDIVISION NO. 1, ACCORDING TO THE PLAT AS RECORDED IN LIBER 12 OF PLATS, PAGE 40, LENAWEE COUNTY RECORDS.

CITY OF ADRIAN, LENAWEE COUNTY, MICHIGAN.

(SEE SHEET 2 FOR LEGAL DESCRIPTIONS)

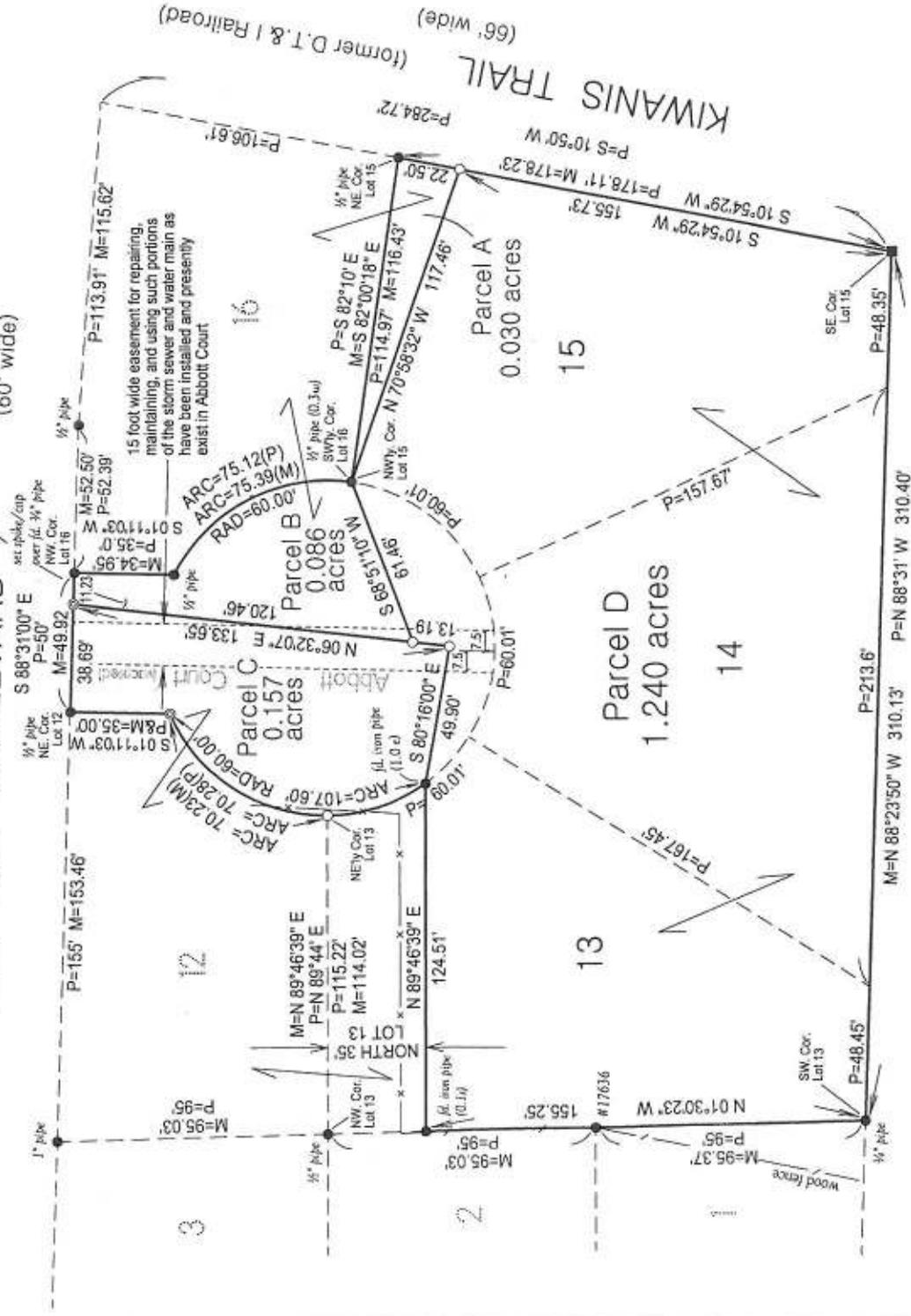
LEGEND:

- FOUND EXISTING PROPERTY CORNER AS NOTED
- SET 1/2" x 24" REBAR WITH ORANGE CAP STAMPED MICHIGAN PS 33970
- ⊙ SET MAG NAIL
- FOUND PLAT MONUMENT
- (M) MEASURED DIMENSION (THIS SURVEY)
- (P) PLAT DIMENSION (PER RECORDED PLAT)



NOTE: ABBOTT COURT VACATED BY A CITY OF ADRIAN RESOLUTION IN DECEMBER 1959

OAK HILL BOULEVARD (60' wide)



CLIENT: CITY OF ADRIAN

JOB NO: 1409002

DATE: SEPTEMBER 2, 2014



131 E. FRONT STREET
 ADRIAN, MICHIGAN 49221-2726
 PHONE: (517) 265-6887
 FAX: (517) 263-6021
 E-MAIL: BARTOLOSURVEYING@YAHOO.COM



MICHAEL J. BARTOLO, P.S.
 (MICHIGAN # 33970 - OHIO # 7261)

I hereby certify that I have surveyed the land above delineated, and that all property corners have been found or set as shown, and that there exist no encroachments onto the property, except those shown. If the signature on this plan is not violet colored, the plan is a copy that should be assumed to contain unauthorized alterations. The certification on this document shall not apply to any copies. This paper is an important document regarding your property. Please file it with other important documents such as deeds, title policies, etc. Please protect your property corners so future landowners and surveyors can find and identify your property boundary.

CERTIFIED BOUNDARY SURVEY

PARCEL A - 0.030 ACRES

Part of Lot 15, being a part of the Plat of Oak Hills Subdivision No. 1, according to the plat as recorded in Liber 12 of Plats, Page 40, Lenawee County Records, further described by Michael J. Bartolo, Professional Surveyor, as beginning at the Northeast corner of Lot 15, Plat of Oak Hills Subdivision No. 1, according to the plat as recorded in Liber 12 of Plats, Page 40, Lenawee County Records; thence South 10°54'29" West (platted as South 10°50' West), 22.50 feet along the East line of Lot 15 of said plat; thence North 70°58'32" West, 117.46 feet to the Northwesterly corner of Lot 15 of said plat; thence South 82°00'18" East, 116.43 feet (platted as South 82°10' East, 114.97 feet) along the North line of Lot 15 of said plat to the point of beginning. Contains 0.030 Acres, more or less. Subject to easements and restrictions of record. Parcel to be conveyed to the owner of Lot 16.

City of Adrian, Lenawee County, Michigan.

PARCEL B - 0.086 ACRES

Part of vacated Abbott Court, being a part of the Plat of Oak Hills Subdivision No. 1, according to the plat as recorded in Liber 12 of Plats, Page 40, Lenawee County Records, further described by Michael J. Bartolo, Professional Surveyor, as beginning at the Northwest corner of Lot 16, Plat of Oak Hills Subdivision No. 1, according to the plat as recorded in Liber 12 of Plats, Page 40, Lenawee County Records; thence South 01°11'03" West, 34.95 feet (platted as 35.0 feet) along the West line of Lot 16 of said plat; thence 75.39 feet (platted as 75.12 feet) along the arc of a curve to the right having a central angle of 71°59'31", a radius of 60.00 feet, a chord bearing and length of South 28°00'04" East, 70.53 feet along the Southwesterly line of Lot 16 of said plat to the Southwesterly corner of Lot 16 of said plat; thence South 68°51'10" West, 61.46 feet; thence North 06°32'07" East, 120.46 feet to the South line of Oak Hill Boulevard; thence South 88°31'00" East, 11.23 feet along said line to the point of beginning. Contains 0.086 Acres, more or less. Subject to easements and restrictions of record. Parcel to be conveyed to the owner of Lot 16. ALSO, subject to a 15 foot wide easement for repairing, maintaining, and using such portions of the storm sewer and water main as have been installed and presently exist in Abbott Court.

City of Adrian, Lenawee County, Michigan.

PARCEL C - 0.157 ACRES

Part of vacated Abbott Court, being a part of the Plat of Oak Hills Subdivision No. 1, according to the plat as recorded in Liber 12 of Plats, Page 40, Lenawee County Records, further described by Michael J. Bartolo, Professional Surveyor, as beginning at the Northeast corner of Lot 12, Plat of Oak Hills Subdivision No. 1, according to the plat as recorded in Liber 12 of Plats, Page 40, Lenawee County Records; thence South 01°11'03" West, 35.00 feet along the East line of Lot 12 of said plat; thence 107.60 feet along the arc of a curve to the left having a central angle of 102°45'00", a radius of 60.00 feet, a chord bearing and length of North 15°28'02" East, 93.75 feet along the Southeasterly line of Lot 12 and 13 of said plat; thence South 80°16'00" East, 49.90 feet; thence North 06°32'07" East, 133.65 feet to the South line of Oak Hill Boulevard; thence North 88°31'00" West, 38.69 feet along said line to the point of beginning. Contains 0.157 Acres, more or less. Subject to easements and restrictions of record. Parcel to be conveyed to the owner of Lot 12. ALSO, subject to a 15 foot wide easement for repairing, maintaining, and using such portions of the storm sewer and water main as have been installed and presently exist in Abbott Court.

City of Adrian, Lenawee County, Michigan.

PARCEL D - 1.240 ACRES

Part of Lot 13, all of Lot 14, part of Lot 15, and part of vacated Abbott Court, being a part of the Plat of Oak Hills Subdivision No. 1, according to the plat as recorded in Liber 12 of Plats, Page 40, Lenawee County Records, further described by Michael J. Bartolo, Professional Surveyor, as beginning at the Southwest corner of Lot 13, Plat of Oak Hills Subdivision No. 1, according to the plat as recorded in Liber 12 of Plats, Page 40, Lenawee County Records; thence North 01°30'23" West, 155.25 feet along the West line of Lot 13 of said plat; thence North 89°46'39" East, 124.51 feet along the South line of the North 35 feet of said Lot 13; thence South 80°16'00" East, 49.90 feet; thence North 06°32'07" East, 13.19 feet; thence North 68°51'10" East, 61.46 feet to the Northwesterly corner of Lot 15 of said plat; thence South 70°58'32" East, 117.46 feet to the East line of Lot 15 of said plat; thence South 10°54'29" West (platted as South 10°50' West), 155.73 feet along the East line of Lot 15 of said plat to the Southeast corner of Lot 15 of said plat; thence North 88°23'50" West, 310.13 feet (platted as North 88°31' West, 310.40 feet) along the South line of Lots 15, 14, and 13 of said plat to the point of beginning. Contains 1.240 Acres, more or less. Subject to easements and restrictions of record. Parcel to be retained by The City of Adrian. ALSO, subject to a 15 foot wide easement for repairing, maintaining, and using such portions of the storm sewer and water main as have been installed and presently exist in Abbott Court.

City of Adrian, Lenawee County, Michigan.

CLIENT: CITY OF ADRIAN

JOB NO: 1409002

DATE: SEPTEMBER 2, 2014



131 E. FRONT STREET
ADRIAN, MICHIGAN 49221-2726
PHONE: (517)-265-6887
FAX: (517) 263-6021

E-MAIL: BARTOLOSURVEYING@YAHOO.COM



MICHAEL J. BARTOLO, P.S.
(MICHIGAN # 33970 - OHIO # 7261)

I hereby certify that I have surveyed the land above delineated, and that all property corners have been found or set as shown, and that there exist no encroachments onto the property, except those shown. If the signature on this plan is not violet colored, the plan is a copy that should be assumed to contain unauthorized alterations. The certification on this document shall not apply to any copies. This paper is an important document regarding your property. Please file it with other important documents such as deeds, title policies, etc. Please protect your property corners so future landowners and surveyors can find and identify your property boundary.

RE: ADMINISTRATION – Quit Claim Deeds to Vacate a Portion of Abbot Court

RESOLUTION

WHEREAS, on December 7, 1959 the City Commission adopted a resolution to vacate a portion of Abbot Court described as

all that portion of Abbott Court lying South of a line described as commencing at the Northeast corner of Lot 12 on the Plat of Bent Oak Hills Subdivision No. 1 and running thence Easterly in a straight line to the Northwest corner of Lot 16 on said Plat, and there ending
; and

WHEREAS, the vacated property was never split and deeded to the adjacent property owners; and

WHEREAS, the adjacent property owners have been utilizing and maintaining the property as their own; and

WHEREAS, to clean up the title and properly convey the property, a survey has been done and a quit claim deed will need to be recorded deeding the vacated portion of the property to the adjacent owners.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the Mayor and City Clerk to execute three quit claim deeds vacating the above mentioned property to the adjacent property owners, being Nancy McDermott, Gary and Garrett Henry, and the City of Adrian.

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



REGULAR AGENDA

SO-1

December 1, 2014

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments regarding the proposed Special Assessment District #387.

Discussion

When the Mayor call for final objections_____

and he declared the hearing closed.

Improvement: Haan Street		SPECIAL ASSESSMENT DISTRICT										
Tax ID No.	Owner	Description	Unit Prices:	Front Footage	Curb & Gutter	Sidewalk 4"	Sidewalk 6"	Corner Lot Deduction	Drive Approach			
			\$20.00	\$5.75	\$5.00	\$5.00	\$5.75	\$5.75	\$5.75			
XAO-260-0006-00	PICKLE, G STEVEN & SHAYNA L 1311 TRENTON RD	PART OF OUTLOTS A & B & LOTS 1 & 3 ASSESSORS PLAT NO 12 BEG 503.43 FT E FR NW COR OUTLOT A TH S 0°07' E 170 FT TH N 89°52' E 50 FT TH S 0°27' E 96.5 FT TH S 89°52' W 208.15 FT TH N 0°07' W 75 FT TH N 89°53' E 85 FT TH N 0°07' W 190.9 FT TO POB	Amount Units	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.75	
XAO-260-0002-00	MCANALLY, LARRY LAWAYNE 7647 DUDLEY RD	S 150 FT OF N 530 FT LOT 3 & S 150 FT OF N 530 FT OF W 134 FT OUTLOT F ASSESSORS PLAT NO. 12	Amount Units	\$4,063.75	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,063.75		
XAO-240-1010-00	RUTTKOFSKY JR, WILLIAM J 10570 SHEELER RD	LOT 10 & E 4 FT OF LOT 11 ASSESSORS PLAT NO 8	Amount Units	\$3,140.00	\$3,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
XAO-260-0001-04	WYATT REAL ESTATE 800 LIBERTY ST	E 36 FT OF S 475 FT OUTLOT B & E 36 FT LOT 2 & E 36 FT OUTLOT C & S 646 FT LOT 3 & W 364 FT OF S 475 FT OUTLOT E & W 364 FT LOT 4 & W 364 FT OUTLOT D ASSESSORS PLAT NO 12 & ALSO BEG 646 FT N & 659 FT E FR SW COR OF NW 1/4 OF NE 1/4 OF SEC 11 T7S R3E TH E 379.84 FT TH N 116.83 FT TH W 379.86 FT TH S 116.63 FT TO POB & E 202 FT OF OUTLOTS D, E, & F & E 202 FT OF LOTS 4 & 5 ASSESSORS PLAT NO 12 EX NE COR DES AS COM AT A PT LOC 373.06 FT E OF NW COR OUTLOT F TH E 56.94 FT TH S 230.5 FT TH W 202.04 FT TH N 179.55 FT TO POB & ALSO THAT PART OF S CENTER ST VACATED & EX BEG ON W LN CENTER ST 814.70 FT N OF SE COR OUTLOT D ASSESSORS PLAT NO 12 TH W 34 FT TH N 115 FT TH E 34 FT TH S 115 FT TO POB	Amount Units	\$404.40	\$404.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
XAO-240-1009-00	BAIER-HAY, PATRICIA A 356 E BEECHER ST	LOT 9 ASSESSORS PLAT NO. 8	Amount Units	\$3,140.00	\$3,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
XAO-260-0005-01	Lenawee County	BEG AT A PT N 0°25' W 646 FT & N 89°38' E 659 FT FR SW COR NW 1/4 OF NE 1/4 SEC 11 T7S R3E TH N 116.63 FT TH E 314 FT FOR FUR POB TH N 529.77 FT TH W 314 FT TH S 380 FT TH E 150 FT TH S 150 FT TH E 163.86 FT TO POB	Amount Units	\$7,600.00	\$7,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

\$ 22,018.75

R14-047

RE: **ENGINEERING – Confirm Special Assessment Roll for SAD #387 – Haan Street-Beecher to Dead End**

RESOLUTION

WHEREAS, the City Assessor has reported the Special Assessment Roll to the City commission for improvements on Haan Street-Beecher to Dead End, together with the certificate relating thereto; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the said special assessment project cost in the amount of Ninety Four Thousand Six Hundred Eighty Five Dollars and Twenty One Cents (\$94,685.21) for said improvements on Haan Street-Beecher to Dead end is hereby confirmed; and

BE IT FURTHER RESOLVED that said Special Assessment Roll in the amount of Twenty Two Thousand Three Hundred Forty Eight Dollars and Fifteen Cents (\$22,348.15) for improvements on Haan Street-Beecher to Dead End, said project being known and designated as SAD #387, be and the same is hereby confirmed.

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



135 E. Maumee St., Adrian, Michigan 49221

Finance Director

(517) 264-4842 Fax (517) 266-4693
cprue@adrianmi.gov

Date: November 21, 2014

To: Shane Horn, City Administrator
James Berryman, Mayor
City Commission

From: Cindy L. Prue, Finance Director

RE: Approval of FY2013-14 Comprehensive Annual Financial Report (CAFR) and Authorization of Year-End Encumbrances and Carry-Forwards, as well as Designations of General Fund Unassigned Fund Balance

Public Act 2 of 1968, the Uniform Budgeting and Accounting Act (as amended) specify that the Chief Administrative Officer of each local unit shall make an annual financial report. Chapter 8, Section 8.7 of the City Charter further specifies that *The City Administrator shall prepare an annual report of the affairs of the City, including a financial report.* The GASB Statement 54, Fund Balance Reporting, indicates that Designations of General Fund Unassigned Fund Balance can be authorized by either the Chief Administrative Officer or City Commission, and the Government Finance Officers Association recommends that the legislative branch of local government authorize Year-End Encumbrances and Carry-Forwards as amendments to the following year's budget.

The CAFR has been prepared and presented and the audit completed by the independent certified public accounting firm of Robertson, Eaton and Owen, PC, reflecting an Unqualified (clean) Opinion as follows:

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component units, each major fund and the aggregate remaining fund information of the City of Adrian, Michigan, as of June 30, 2014, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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

1) Accumulated Sick & Vacation Liability	\$500,000
2) Pending Michigan Tax Tribunal Claims	150,000
3) Property Acquisitions	150,000
4) Local Grant Match	25,000
5) Wellness Initiative	25,000
6) Cemetery Building Replacement	100,000
7) Pension Liability Contribution	<u>500,000</u>
	\$1,450,000

I respectfully recommend the approval of a resolution including: 1) Comprehensive Annual Financial Report (CAFR), 2) Designations to General Fund Unassigned Fund Balance detailed above, and 3) Year-end

Encumbrances and Carry-Forwards in the total amount of \$1,921,942.30, of which \$86,214.49 pertains to the General Fund.

Respectfully,

Cindy L Prue
Finance Director

**CITY OF ADRIAN
ENCUMBRANCE REPORT
JUNE 30, 2014**

ACCOUNT	PO#	VENDOR	DESCRIPTION	AMOUNT
GENERAL FUND:				
101-226.00-803.000		Carry Forward	Arbitration	\$15,000.00
101-336.00-741.000	56559	STEVENSON LUMBER, INC.	Lumber-Tech Rescue	\$569.55
	56565	FASTENAL COMPANY	Repair Items	\$800.10
101-336.00-743.000		Carry Forward	Uniform Banks	\$4,700.00
101-336.00-977.000	55941	TIME EMERGENCY EQUIPMENT INC	Turnout Gear/Armstro	\$1,539.95
		Carry Forward	Grant Match	\$12,000.00
101-441.00-743.000	56740	LIBRA INDUSTRIES	Work Uniforms	\$51.90
	56740	LIBRA INDUSTRIES	Work Uniforms	\$195.30
	56740	LIBRA INDUSTRIES	Work Uniforms	\$33.15
	56740	LIBRA INDUSTRIES	Work Uniforms	\$251.60
	56740	LIBRA INDUSTRIES	Work Uniforms	\$104.28
	56740	LIBRA INDUSTRIES	Work Uniforms	\$47.28
	56740	LIBRA INDUSTRIES	Work Uniforms	\$65.61
	56740	LIBRA INDUSTRIES	Work Uniforms	\$177.00
	56740	LIBRA INDUSTRIES	Work Uniforms	\$94.20
101-442.00-741.000	56780	GRAND VALLEY CONCRETE PRODUCTS	Sump 24x24x6	\$396.00
	56780	GRAND VALLEY CONCRETE PRODUCTS	Barrel Block 24in	\$432.00
	56780	GRAND VALLEY CONCRETE PRODUCTS	Adj Ring 2in	\$220.00
	56780	GRAND VALLEY CONCRETE PRODUCTS	Adj Ring 3in	\$906.00
101-697.00-743.000	56742	LIBRA INDUSTRIES	Work Uniforms	\$260.40
	56742	LIBRA INDUSTRIES	Work Uniforms	\$51.90
	56742	LIBRA INDUSTRIES	Work Uniforms	\$44.40
	56742	LIBRA INDUSTRIES	Work Uniforms	\$41.08
	56742	LIBRA INDUSTRIES	Work Uniforms	\$47.28
	56742	LIBRA INDUSTRIES	Work Uniforms	\$63.45
	56742	LIBRA INDUSTRIES	Work Uniforms	\$33.90
	56742	LIBRA INDUSTRIES	Work Uniforms	\$31.05
	56742	LIBRA INDUSTRIES	Work Uniforms	\$55.38
101-697.00-801.000	56703	BUCK & KNOBBY EQUIP CO INC	Groom Pump Replacer	\$2,500.00
101-698.00-776.000	56748	AIRGAS USA, LLC	Millermatic 180	\$890.25
	56748	AIRGAS USA, LLC	Welding Wire	\$61.48
101-738.00-741.000		Carry Forward	Library Cards	\$4,000.00

**CITY OF ADRIAN
ENCUMBRANCE REPORT
JUNE 30, 2014**

ACCOUNT	PO#	VENDOR	DESCRIPTION	AMOUNT
101-738.00-805.000		Carry Forward	Organizational Membe	\$1,000.00
101-738.00-812.000		Carry Forward	Library Consultant	\$800.00
101-836.00-801.000		Carry Forward	Blight Demolition	\$24,000.00
101-836.00-801.017		Carry Forward	Training School Expens	\$11,000.00
101-895.00-969.000		Carry Forward	4th Qrt LEDC payment	\$3,750.00
TOTAL GENERAL FUND				\$86,214.49
MAJOR STREET FUND:				
202-463.00-801.103		CARRY FORWARD	Crack Fill	\$5,400.00
202-463.00-776.106	56731	SMALL ENGINE WAREHOUSE	Lawn Mower Engine	\$500.00
TOTAL MAJOR STREET FUND				\$5,900.00
LOCAL STREET FUND:				
203-444.00-801.000	56830	SCHUG CONCRETE CONSTRUCTION INC	Flatwork	\$745.00
203-463.00-801.100		CARRY FORWARD	Hot Patching	\$6,000.00
203-463.00-801.103		CARRY FORWARD	Crack Fill	\$15,000.00
203-463.00-776.106	56731	SMALL ENGINE WAREHOUSE	Lawn Mower Engine	\$500.00
203-465.00-801.095		CARRY FORWARD	Clean Leads	\$3,000.00
TOTAL LOCAL STREET FUND				\$25,245.00
FEE ESTATE FUND:				
205-699.00-801.000	56829	BEAUBIEN INC.	Weed Control	\$1,529.50
TOTAL FEE ESTATE FUND				\$1,529.50
DOWNTOWN DEVELOPMENT AUTHORITY:				
280-290.00-812.000	56681	GIBBS PLANNING GROUP INC	Marketing Consultant	\$15,000.00

**CITY OF ADRIAN
ENCUMBRANCE REPORT
JUNE 30, 2014**

ACCOUNT	PO#	VENDOR	DESCRIPTION	AMOUNT
TOTAL DOWNTOWN DEVELOPMENT FUND				\$15,000.00
WATER CAPITAL PROJECTS:				
496-531.00-977.502		CARRY FORWARD	ARB Large Meters	\$20,000.00
496-531.00-977.504	55606	MICHIGAN METER TECHNOLOGY GROUP	Meters	\$10,667.57
	56782	MICHIGAN METER TECHNOLOGY GROUP	Meters	\$23,550.10
		CARRY FORWARD	Meter Replacement	\$38,000.00
496-539.00-975.108		CARRY FORWARD	Merrick Street Demo	\$60,000.00
496-548.00-977.518		CARRY FORWARD	Safety Equipment	\$3,000.00
496-548.00-977.588	56641	C.S. RAYMER CO INC	Pump Testing Well #3	\$3,000.00
496-549.00-931.000	56737	AIRGAS CARBONIC	CO2 Tank Valve	\$3,878.20
496-549.00-975.139	56692	HYDRO GATE	Floodgates	\$35,956.00
	56775	GERACE CONSTRUCTION	Bulkhead Installation	\$27,500.00
496-549.00-975.578	56280	SPICER GROUP	Lake Adrian Dam Repa	\$11,641.50
496-552.00-975.138	56573	C.S. RAYMER CO INC	Well Field Work	\$18,110.00
TOTAL WATER CAPITAL PROJECTS				\$255,303.37
WASTEWATER CAPITAL PROJECTS:				
497-553.00-975.115		CARRY FORWARD	Structural Repairs	\$12,000.00
497-553.00-975.137	56287	CONSUMERS ENERGY	Relocate Meter	\$22,435.00
497-553.00-977.526		CARRY FORWARD	WWTP Instrumentatio	\$6,800.00
497-553.00-977.578		CARRY FORWARD	Plant Lighting	\$5,000.00
497-553.00-977.579	56483	KRIEGHOFF-LENAWEE COMPANY		\$20,000.00
	56483	KRIEGHOFF-LENAWEE COMPANY		\$29,662.00

**CITY OF ADRIAN
ENCUMBRANCE REPORT
JUNE 30, 2014**

ACCOUNT	PO#	VENDOR	DESCRIPTION	AMOUNT
497-554.00-975.125				
	56770	JGM VALVE CORP	Doors and Windows	\$350.00
	56770	JGM VALVE CORP	Doors and Windows	\$3,342.00
497-554.00-977.507		CARRY FORWARD	Equipment Replaceme	\$5,000.00
497-554.00-977.570		CARRY FORWARD	ATS Lift Station Genera	\$5,000.00
497-555.00-975.142				
	56021	JONES & HENRY ENGINEERS, LTD.	Brick Arch Design	\$5,035.69
497-555.00-975.517		CARRY FORWARD	Brick Arch Project	\$1,181,000.00
497-555.00-977.548				
	56021	JONES & HENRY ENGINEERS, LTD.	Brick Arch Design	\$4,723.42
		TOTAL WASTEWATER CAPITAL PROJECTS		\$1,300,348.11
AUTO PARKING FUND:				
585-546.00-975.000				
	56469	TETRA TECH INC	Church Street Parking I	\$7,500.00
	56666	TETRA TECH INC	Church Street Design	\$9,800.00
		CARRY FORWARD	Church Street Parking I	\$78,000.00
		TOTAL AUTO PARKING FUND		\$95,300.00
WASTEWATER FUND:				
590-540.00-731.000				
	56688	FIBERGRATE COMPOSITE STRUCTURES	FRP Stairs & Guardrail	\$585.00
590-540.00-741.124				
	56688	FIBERGRATE COMPOSITE STRUCTURES	FRP Stairs & Guardrail	\$2,465.00
	56688	FIBERGRATE COMPOSITE STRUCTURES	FRP Stairs & Guardrail	\$1,533.00
590-540.00-741.133				
	56768	HYDRODYNAMICS, INC.	Impeller	\$5,551.00
	56774	F.B. WRIGHT CO	Neoprene	\$80.00
	56774	F.B. WRIGHT CO	Neoprene	\$895.00
590-540.00-743.000				
	56745	LIBRA INDUSTRIES	Work Uniforms	\$59.92
	56745	LIBRA INDUSTRIES	Work Uniforms	\$382.80
	56745	LIBRA INDUSTRIES	Work Uniforms	\$83.75
	56745	LIBRA INDUSTRIES	Work Uniforms	\$266.40
	56745	LIBRA INDUSTRIES	Work Uniforms	\$80.16
	56745	LIBRA INDUSTRIES	Work Uniforms	\$195.30
	56745	LIBRA INDUSTRIES	Work Uniforms	\$22.10

**CITY OF ADRIAN
ENCUMBRANCE REPORT
JUNE 30, 2014**

ACCOUNT	PO#	VENDOR	DESCRIPTION	AMOUNT
590-540.00-801.133				
	56724	GENPOWER PRODUCTS INC.	Gen Block Heater	\$3,508.75
	56768	HYDRODYNAMICS, INC.	Impellor	\$496.00
590-544.00-741.000				
	56736	ENGLEWOOD ELECTRICAL SUPPLY	Supply Parts	\$91.91
	56736	ENGLEWOOD ELECTRICAL SUPPLY	Supply Parts	\$204.00
	56736	ENGLEWOOD ELECTRICAL SUPPLY	Supply Parts	\$1,115.30
	56736	ENGLEWOOD ELECTRICAL SUPPLY	Supply Parts	\$65.76
	56736	ENGLEWOOD ELECTRICAL SUPPLY	Supply Parts	\$61.68
	56736	ENGLEWOOD ELECTRICAL SUPPLY	Supply Parts	\$49.14
		TOTAL WASTEWATER FUND		\$17,791.97
WATER FUND:				
591-536.00-741.501				
	56436	HIRSCHMANN, INC.	Valves	\$41.54
	56436	HIRSCHMANN, INC.	Valves	\$44.10
591-536.00-743.000				
	56744	LIBRA INDUSTRIES	Work Uniforms	\$223.50
	56744	LIBRA INDUSTRIES	Work Uniforms	\$88.80
	56744	LIBRA INDUSTRIES	Work Uniforms	\$233.87
	56744	LIBRA INDUSTRIES	Work Uniforms	\$116.64
	56744	LIBRA INDUSTRIES	Work Uniforms	\$111.44
	56744	LIBRA INDUSTRIES	Work Uniforms	\$17.82
591-536.00-801.123				
	56773	ADRIAN-TECUMSEH FENCE CO	Repair Dam Fencing	\$900.00
591-536.00-801.133				
	56367	ENGLEWOOD ELECTRICAL SUPPLY	Rebuild Starter	\$3,720.54
	56814	WILLIAMS & WORKS	Equipment Repair	\$3,682.28
591-537.00-743.000				
	56741	LIBRA INDUSTRIES	Work Uniforms	\$92.30
	56741	LIBRA INDUSTRIES	Work Uniforms	\$148.06
	56741	LIBRA INDUSTRIES	Work Uniforms	\$40.08
	56741	LIBRA INDUSTRIES	Work Uniforms	\$134.08
	56741	LIBRA INDUSTRIES	Work Uniforms	\$60.96
	56741	LIBRA INDUSTRIES	Work Uniforms	\$93.20
	56741	LIBRA INDUSTRIES	Work Uniforms	\$266.40
	56741	LIBRA INDUSTRIES	Work Uniforms	\$11.05
	56741	LIBRA INDUSTRIES	Work Uniforms	\$223.50
591-538.00-743.508				
	56743	LIBRA INDUSTRIES	Work Uniforms	\$67.30

**CITY OF ADRIAN
ENCUMBRANCE REPORT
JUNE 30, 2014**

ACCOUNT	PO#	VENDOR	DESCRIPTION	AMOUNT
	56743	LIBRA INDUSTRIES	Work Uniforms	\$20.54
	56743	LIBRA INDUSTRIES	Work Uniforms	\$57.72
	56743	LIBRA INDUSTRIES	Work Uniforms	\$121.50
	56743	LIBRA INDUSTRIES	Work Uniforms	\$63.72
591-965.00-969.497	56826	JONES & HENRY	Brick Arch	\$5,597.93
		TOTAL WATER FUND:		\$16,178.87
SOLID WASTE FUND:				
595-528.00-776.116	56731	SMALL ENGINE WAREHOUSE	Lawn Mower Engine	\$579.99
		TOTAL SOLID WASTE FUND		\$579.99
IT FUND:				
661-220.00-811.000		CARRY FORWARD	Computer Software	\$23,000.00
661-220.00-812.000		CARRY FORWARD	GIS Consultant Fee	\$18,000.00
661-290.00-811.000	56344	XEROX GOVERNMENT SYSTEMS, LLC	Inspection License	\$995.00
		CARRY FORWARD	Software	\$13,000.00
661-290.00-812.000		CARRY FORWARD	Consultant Fee	\$1,400.00
661-290.00-977.000		CARRY FORWARD	Computer Equipment	\$41,000.00
		TOTAL IT FUND		\$97,395.00
BUILDING MAINTENANCE FUND:				
663-336.00-931.000	56691	VF & ASSOCIATES, INC.	Design Fire Station HV,	\$1,680.00
	56691	VF & ASSOCIATES, INC.	Design Fire Station HV,	\$525.00
	56691	VF & ASSOCIATES, INC.	Design Fire Station HV,	\$420.00
663-336.00-975.000	56733	SCHUG CONCRETE CONSTRUCTION INC	Concrete Work	\$1,490.00
663-738.00-931.000	56429	SAFETY SYSTEMS INC.	Power Supply	\$1,041.00
		TOTAL BUILDING MAINT FUND		\$5,156.00
		GRAND TOTAL		\$1,921,942.30

R14-048

RE: DEPARTMENT OF FINANCE-Approval of FY2013-14 Comprehensive Annual Financial Report (CAFR) and Authorization of Year-End Encumbrances and Carry-Forwards, as well as Designations of General Fund Unassigned Fund Balance

RESOLUTION

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

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

WHEREAS, the CAFR has been prepared and presented and the audit completed by the independent certified public accounting firm Robertson, Eaton & Owen, PC, reflecting an Unqualified (clean) Opinion as follows:

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Adrian, Michigan, as of June 30, 2014, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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

1) Accumulated sick & Vacation Liability	\$500,000
2) Pending Michigan Tax Tribunal Claims	150,000
3) Cemetery Building	100,000
4) Wellness Initiative	25,000
5) Property Acquisitions, Demolitions and Options	150,000
6) Local Grant Match	25,000
7) Pension Liability Contribution	<u>500,000</u>
TOTAL	\$1,450,000; and

WHEREAS, the Finance Director and City Administrator recommend approval of this resolution including: 1) Comprehensive Annual Financial Report (CAFR), 2)Designations to General Fund Unassigned Fund Balance detailed above, and 3)year-end encumbrances and carry-forwards in the total amount of \$1,921,942.30.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution and in accordance with Public Act 2 of 1968, the Uniform Budgeting and Accounting Act (as amended), hereby approves this resolution including: 1) Comprehensive Annual Financial Report (CAFR), 2) Designations to General Fund Unassigned Fund Balance detailed above, and 3) year-end encumbrances and carry-forwards in the total amount of \$1,921,942.30.

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

MEMO



DATE: November 25, 2014
TO: Honorable Mayor and City Commission
FROM: Shane A. Horn, City Administrator
SUBJECT: YMCA Agreement

At the November 3, 2014 pre-meeting we reviewed and discussed the past year's financials concerning the YMCA and the Agreement for Recreation Services with the City of Adrian. As discussed, the City had committed to providing the services of Brent Kubalek to help facilitate the transition and be a resource for the YMCA to utilize during this period. With the departure of Brent, this opportunity was not available to the YMCA. In an effort to satisfy our end of the agreement I respectfully recommend that we extend the salary that would have been paid to Brent in the amount of \$25,000.00. We also have a Recreation Department Scholarship Fund that is currently at \$4,006.36 that I recommend also be conveyed to the YMCA for the current fiscal year.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Shane A. Horn', is written over a light blue rectangular highlight.

Shane A. Horn
City Administrator

RE: ADMINISTRATION – AUTHORIZE THE TRANSFER OF FUNDS TO THE YMCA OF LENAWEЕ COUNTY FOR RECREATION SERVICES FOR THE 2014-15 FISCAL YEAR

RESOLUTION

WHEREAS, the Adrian City Commission by Resolution #R13-176 authorized an agreement to be executed on behalf of the City of Adrian and the YMCA of Lenawee County to provide recreation programming in a joint cooperative venture; and

WHEREAS, a year has passed since this agreement was executed and the YMCA has shared their financial data with the City of Adrian that shows a loss of over \$88,000 over the first year of this agreement; and

WHEREAS, the City of Adrian had agreed to continue to provide the services of Brent Kubalek as a contract employee to facilitate the transition and to coordinate schedules and facility maintenance; and

WHEREAS, with the departure of Brent Kubalek in April 2014, the City no longer provided this staffing resource to the YMCA.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes a transfer of the budget allotment for Brent Kubalek in the amount of \$25,000 (Account # 101-691.00-702.000) to the YMCA of Lenawee County for FY 2014-15.

BE IT FURTHER RESOLVED that the Adrian City Commission also authorizes the transfer of the balance of the Recreation Department Scholarship Fund in the amount of \$4,006.36 (Account #701-000.00-286.000) to the YMCA of Lenawee County for FY 2014-15.

BE IT FURTHER RESOLVED that the FY2014-15 Budget be amended as follows:

EXPENDITURE:		
101-691.00-702.000	Salaries	(\$25,000.00)
101-691.00-801.000	Contract Services	\$25,000.00)

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