



# PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION  
AGENDA  
PRE-MEETING STUDY SESSION  
JUNE 6, 2011  
5:30 P.M.**

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The City Commission will meet for a pre-meeting study session on Monday, June 6, 2011 at 5:30 p.m. in the City Chambers Building, 159 E. Maumee St., to discuss the following:

- I. CLOSED SESSION - Union Negotiation Strategy
- I I. Discussion of Oil Leases
- I I I. Other Items as Time Permits



# COMMISSION AGENDA

**AGENDA  
ADRIAN CITY COMMISSION  
JUNE 6, 2011  
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 16, 2011 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. PUBLIC COMMENTS
- VI. COMMUNICATIONS
  - 1. **C-1. City Commission.** Recommendation from the Local Officers Compensation Commission to reduce the compensation of the Mayor and City Commission by 15%. Recommendation is that the Mayor's annual salary be \$6,375 and the Commissioners' annual salary be \$3,178.
  - 2. **C-2. Police Dept.** Communication from Liquor Control Commission regarding an application from HP Adrian #84, 1390 S. Main, for a new SDM liquor license.
  - 3. **C-3. Finance Dept.** Report from Finance Director on the Government Finance Officers Association's 105<sup>th</sup> Annual Conference.
  - 4. **C-4. Finance Dept.** Communication recognizing the City of Adrian for receiving the Government Finance Officers' Association Award for Excellence in Financial Reporting for the 24<sup>th</sup> consecutive year.
- VII. CONSENT AGENDA
  - 1. **CR11-014. Parks & Recreation.** Resolution to award the annual bid for T-shirts for various recreation programs.
  - 2. **CR11-015. TPOAM Depts.** Resolution to award the annual bid for TPOAM uniforms.
  - 3. **CR11-016. Parks & Forestry.** Resolution to award bid for replacing the roof on the Maple Shelter at Island Park.

V I I I. REGULAR AGENDA

A. SPECIAL ORDER

1. **SO-1. Community Development.** Public hearing to hear and consider comments to establishing an Industrial Development District (#40) for Oliver Instruments, 1111 E. Beecher Street.

B. RESOLUTIONS

1. **R11-062. Community Development.** Resolution to approve the establishment of an Industrial Development District (#40) for Oliver Instruments, 1111 E. Beecher Street.
2. **R11-063. R11-064. Parks & Recreation.** Resolution to approve the request from Adrian Senior Center to install way-finding signs at various locations throughout the city and that the City of Adrian agrees to meet all MDOT permit requirements for the signs (4) placed in MDOT's right-of-way. The Adrian Senior Center will reimburse the City of Adrian for \$757.00 to cover the cost of installing the nine (9) signs.
3. **R11-064. Public Works.** Resolution to approve a change order in the amount of \$100,000 to the current contract with American Asphalt to include milling and resurfacing N. Scott Street (between Maumee and Maple) and the resulting budget amendments, which will also include \$35,000 of in-house construction and engineering expenses.
4. **R11-065. Parks & Recreation.** Resolution to authorize the acceptance of a \$10,000 grant from the Maurice & Dorothy Stubnitz Foundation for an expanded tree planting program, approval of said program and the resulting budget amendments.

I X. PUBLIC COMMENTS

X. COMMISSION COMMENTS



# MINUTES

**MINUTES  
ADRIAN CITY COMMISSION  
MAY 16, 2011  
7:00 P.M.**

Official proceedings of the May 16, 2011 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.

Mayor McDowell in the Chair.

Commissioner DuMars moved to approve the minutes of the May 2, 2011 regular meeting of the Adrian City Commission, seconded by Commissioner Warren, motion carried by a unanimous vote.

**PRESENTATION OF ACCOUNTS**

Utility Department Receiving Fund Voucher #3452 through #3459	\$119,822.05
General Fund Vouchers #20436 through #20455	\$249,865.32
Clearing Account Vouchers amounting to	<u>\$282,073.87</u>
<b>TOTAL EXPENDITURES</b>	<u><b>\$651,761.24</b></u>

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

**PUBLIC COMMENTS**

No comments

**COMMUNICATIONS**

1. **C-1. Parks & Recreation.** Communication regarding the Michigan Recreation and Park Association's (MRPA) Community Service Award that was recently presented to Russ Dempsey & Gregg Iddings. The award is presented to organizations or individuals who have made outstanding contributions to MRPA communities and enhanced the quality of life through recreation. Both Mr. Dempsey and Mr. Iddings were present for this recognition.
2. **C-2. Downtown Development Authority.** FY 2010-11 Third-Quarter Financial Reports for the Downtown Development Authority
3. **C-3. Administration.** Communication from Comcast regarding a change in channel lineup.

4. **C-4. Finance Department.** State Revenue Sharing Update from August, 2010 through April, 2011

#### **REGULAR AGENDA**

Mayor McDowell opened the floor for public comment regarding the medical marihuana ordinances. The following people addressed the Commission regarding this issue:

- Steven Butler, 404 Cumberland Dr., feels the ordinances violate the Michigan Marihuana Act. Does not understand why a license should be needed from the city.
- Matthew Abel, Attorney, Cannabis Council TLC, feels that the ordinances are unwise; most patients can benefit from additional services such as massage therapy, exercises, additional oils and herbs that could not be offered by the same facility as it is stated in the ordinance.
- George Estes, owner of Simply Hydro, 118 W. Church, said there are 4 businesses related to medical marihuana that have opened up in the downtown area in 6 months. Good for business.
- James Herron, 140 E. Hunt, feels the ordinances violate his rights and his privacy
- Jeremy Madsen, 511 E. Michigan St., cancer survivor, needs the medical marihuana in order to take care of his kids and his family.
- James Campbell, CPA, addressed Section 14D of Ordinance 11-001 regarding the offering of additional services and/or products; felt it was unwise of the city to take this stand.
- Nicole Williams, 227 N. Winter St., is unhappy with the ordinances and the way the city has handled the medical marihuana situation.
- Chris Bayles, 504 Comstock, feels that no one, including the police, has the right to enter his house and inspect what is being done.
- Modesta Adams, 1045 College Ave., 12-year old daughter is unaware of their medical marihuana use and is upset that a visit from the police would make her aware.
- Steve Cook, 997 S. Winter St., is also concerned about police visits as it would also make neighbors aware of the medical marihuana use.
- Ryan Dillie, 706 College Ave., felt that this violates his rights.
- Daniel Voress, business at 112 W. Maumee, reminded the Commission that they are there for the people.
- A veteran suffering from PTSD, shared what his life would be like if he did not have the caregivers giving him support and the medical marihuana that helps him stay calm.
- Rod Callahan, 712 Leland Ct., urged the City to be careful how they proceed so they don't overstep legal boundaries.
- Chris Alback said he has a patient in the city, was concerned about HIPPA violations.
- Ashley VanEtten, 8563 Church St., Jasper, MI, said medical marihuana has helped her with her kidney stones.
- Matt Harper, 605 Adrian St., Tecumseh, stated that a lot of patients are in need of medical marihuana and encouraged the Commission to do their own research.
- Trent Warner, 319 Dennis St., said medical marihuana has helped him with his PTSD symptoms.
- Dave Faulkner, 185 S. Scott, has a medical condition and the medical marihuana has stopped his seizures.

- Thomas Faulhaber, 419 Budlong St., does not use medical marihuana but feels that it will help our economy.
- Rick Strawcutter warned the Commission to listen to the special interest of this group of people.
- Jason Adams, 1045 College Ave., stated that the Commission is running people out of town and that a lot of money will be lost if these ordinances pass.
- Paulette Stephen, Tecumseh, said husband has seizures and medical marihuana helped him calm down, so it was a benefit.

Commission DuMars motioned, seconded by Commissioner Osborne, to begin Commission discussion.

Commission members stated their concerns as follows:

- Commissioner Carrico felt that we should not be regulating where the medical marihuana can be cultivated.
- Commissioner Clegg felt that we had missed the mark with the ordinances and that he was ready to look at it further.
- Commissioner Steele requested that Mike Jacobitz, Planning Commission Chairman, explain the rationale behind the ordinances.
- Mayor McDowell felt that he was not ready to vote. Suggested forming a committee with Commission members, staff and a select number of people from the audience to re-word the ordinances.
- Commissioners Carrico and Clegg did not want to vote the ordinances down and send them back to the Planning Commission.

### **ORDINANCES**

1. **Ord. 11-001. Community Development.** Second reading of an Ordinance to amend the Code of the City of Adrian by amending Article II – Definitions and Article IV – General Provisions of the Zoning Development Regulations to establish guidelines for medical marihuana “caregivers” and facilities. **\*See “Commission Comments” for additional action taken.**

On motion by Commissioner Steele, seconded by Commissioner Warren, this Ordinance was **TABLED** by a 6-1-0 vote.

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

NAYS: Commissioner Osborne

ABSTAINED: None

2. **Ord. 11-002. Community Development.** Second reading of an Ordinance to create Section 46-500 of Chapter 46 of the Adrian City Code entitled, “Medical Marihuana Caregiver Facilities” to establish the licensing criteria for such facilities. **\*See “Commission Comments” for additional action taken.**

On motion by Commissioner Steele, seconded by Commissioner Warren, this Ordinance was **TABLED** by a 6-1-0 vote.

NAYS: Commissioner Osborne

ABSTAINED: None

## **RESOLUTIONS**

### **RESOLUTION R11-056**

**RE: CITY COMMISSION – Recognition of Students from Lenawee Christian School for Public Service Project**

WHEREAS, students from Lenawee Christian School, under the direction of the Dean of Spiritual Formation, Michael Crafts, had inquired to engage in a public service project in the City of Adrian; and

WHEREAS, an opportunity and need existed for the removal of fallen tree limbs and debris caused by the recent ice storm at the site of the former Adrian Training School; and

WHEREAS, on May 4, 2011, students from Lenawee Christian School assembled at this site and worked throughout the day on this project; and

WHEREAS, the impact of this work has been extremely valuable to the overall appearance and future maintenance of this site.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Adrian City Commission does hereby extend its gratitude and appreciation to all the students and staff members from Lenawee Christian School who participated in this worthwhile civic project in the City of Adrian.

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

Michael Crafts was present to receive the recognition for Lenawee Christian School. Over 800 students, parents & faculty members participated in various cleanup activities throughout the city.

### **RESOLUTION R11-057**

**RE: CITY COMMISSION – Recognition of LISD Culinary Arts Students - National Championship**

WHEREAS, students from Lenawee Intermediate School District Culinary Arts Program recently competed in the National ProStart Invitational, a project of the National Restaurant Association Educational Foundation; and

WHEREAS, the competition brought 40 high school teams from across the nation to compete in Overland Park, Kansas; and

WHEREAS, LISD students, under the direction of their teacher, Chef Corbett Day, placed in the nation's top 10; the second year they represented Michigan as state champions.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Adrian City Commission does hereby congratulate the students and Chef Day on this outstanding accomplishment. You have brought national recognition to yourselves, the LISD Culinary Arts Program and to Adrian, and we are proud of your success.

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

Chef Corbett Day and Brittany Berg were present to receive the recognition on behalf of LISD Culinary Arts Program. They mentioned that there is also a presentation in Chicago this weekend and another competition in July.

#### **RESOLUTION R11-058**

**RE: ADMINISTRATION: Acquisition of Property Formerly Known as Adrian Training School – 2300 N. Adrian Hwy.**

WHEREAS, Public Act 373 of 2010 authorized conveyance to the City of Adrian of the property commonly known as the former Adrian Training School located at 2300 North Adrian Hwy., Adrian, MI; and

WHEREAS, in order to exercise the right to purchase, the acquisition must be completed by June 20, 2011; and

WHEREAS, the City Commission has considered the authorizing statute, its conditions and other factors regarding the potential acquisition and ownership of this property.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the City of Adrian hereby accepts the offer of the State of Michigan to purchase the property commonly known as the Adrian Training School location at 2300 North Adrian Hwy., Adrian, MI, including all surplus, salvage and scrap property and equipment remaining on the property as of the date of conveyance; and is

FURTHER, RESOLVED that the City Administrator is hereby authorized to execute all documents necessary to close said transaction on behalf of the City of Adrian.

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

#### **RESOLUTION R11-059**

**RE: CITY ENGINEER – Authorization to Increase Refuse Collection & Disposal Fee User Charge to Compensate for Vendor Contract Fuel Surcharge**

WHEREAS, on November 15, 2010, the Adrian City Commission approved Ordinance #10-009 to provide a sanitary and satisfactory method of preparation, collection and disposal of solid waste and recyclable materials and to provide for a reasonable system of user fees to defray the cost incurred by the City in collecting and administering waste removal and recycling programs; and

WHEREAS, Article III, Sec. 66-21 specifies that *"The City Commission shall establish, by resolution, all fees for residential refuse collection, curbside recycling collection, late*

charges, operation of the City's compost site and administrative costs. Such fees shall be subject to revision by the City Commission, from time to time. Owners of each residential unit shall be charged and responsible for the payment of the applicable fees"; and

WHEREAS, the initial fee, effective July 1, 2011, was established by the City Commission at \$23.00/quarter or \$7.67/month to cover these costs; however, in the interim, the cost of fuel has escalated beyond the contract threshold that triggers a fuel surcharge at an estimated additional \$23,200 annual cost; and

WHEREAS, the City Engineer, Finance Director and City Administrator recommend increasing the refuse collection & disposal fee to \$24.00/quarter or \$8.00/month to cover the increased fuel surcharge.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes increasing the refuse collection & disposal fee to \$24.00/quarter or \$8.00/month to cover the increased fuel surcharge.

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

**Solid Waste Fund (595)**

**Revenue:**

(595-000.00-640.000)	Refuse Collection & Disposal	\$23,200
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**Expenses:**

(595-528.00-801.016)	Contract Services – Fuel Surcharge	<u>23,200</u>
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	Total	<u>\$ -0-</u>
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On motion by Commissioner DuMars, seconded by Commissioner Steele, this resolution was adopted by a unanimous vote.

**RESOLUTION R11-060**

**RE: CITY ENGINEER – Bent Oak Construction Testing**

WHEREAS, the Adrian City Commission, by Resolution #R11-009 dated February 7, 2011, adopted the Recommended FY2011-17 City of Adrian Capital Improvement Program (CIP) and FY2011-12 Capital Budget Recommendation, including the reconstruction of Bent Oak from Riverside Avenue to City Limits; and

WHEREAS the Adrian City Commission, by Resolution #R11-039 dated April 18, 2011, approved contract [Control Section STUL 46417, Job Number 109053, Project STP 1146 (015), Federal Item No. HH 7209, CFDA No. 20.205, and Contract No. 11-5146] including a pre-bid estimate of \$542,200 for total project cost, including Federal funding of \$357,000; and

WHEREAS, although many of the engineering services for this project will be performed in-house, certain specialized equipment is not available to perform all construction testing requirements, leading the City Engineer to request a proposal from CTI and Associates, Inc., Wixom, MI to submit a proposal to perform the construction testing requirements on a timely basis; and

WHEREAS, CTI has submitted a proposal as requested in the amount of \$13,107; and

WHEREAS, MDOT notified the City of Adrian on May 9, 2011 that the low bid for the construction project was 9.4% below engineering estimates (\$489,438 vs. \$542,000), leaving funds available for construction testing expenses; and

WHEREAS, the City Engineer and City Administrator recommend approval of this resolution, authorizing the engagement of CTI and Associates, Inc., Wixom, MI. in the City's Standard Professional Services Contract to perform specified construction testing requirements on the Bent Oak Street Construction Project at a cost not to exceed \$13,200 and that, in the best interests of the City, the bid process be waived.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the engagement of CTI and Associates, Inc., Wixom, MI. in the City's Standard Professional Services Contract to perform specified construction testing requirements on the Bent Oak Street Construction Project at a cost not to exceed \$13,200.

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 R11-061**

**RE: COMMUNITY DEVELOPMENT – Establish an Industrial Development District (#40) for Oliver Instruments, 1111 E. Beecher St.**

WHEREAS, the State of Michigan has adopted the Plant Rehabilitation and Industrial Facilities Development Districts Act, Public Act 198 of 1974, as amended (Act 198); and

WHEREAS, Act 198 provides for creation of Industrial Development and Rehabilitation Districts, and for review and approval of exemption request certificates; and

WHEREAS, the City of Adrian has received a request from Oliver Instruments, 1111 E. Beecher, for the establishment of Adrian Industrial District #40; and

WHEREAS, the legal description of the property is as follows:

Lot Twenty-seven on the Plat of Low's Addition to the City of Adrian.  
Said lot being a part of the West half of the Southwest Quarter of  
Section One, Town Seven South, Range Three East.

Also, Lots Twenty-eight and Twenty-nine on Low's Addition to the City  
of Adrian. Commonly known as 1111 East Beecher Street, Adrian, MI  
49221

WHEREAS, Act 198 requires notification of the City Assessor, and the legislative body shall give written notice by certified mail to the owners of real property within the proposed plant Rehabilitation District or Industrial Development District and shall hold a public hearing on the establishment of the plant Rehabilitation District or Industrial Development District, at which time those owners and other residents or taxpayers of the local government unit shall have a right to appear and be heard.

District, at which time those owners and other residents or taxpayers of the local government unit shall have a right to appear and be heard.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby acknowledges receipt of said Industrial Development District request from Oliver Instruments, authorizes the scheduling of a public hearing for Monday, June 6, 2011 at 7:00 p.m. in the City Chambers Building, 159 E. Maumee Street, Adrian, MI to receive comments on this matter, and directs the City Clerk to provide notice to the appropriate real property owners and the public as required by Act 198.

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

#### MISCELLANEOUS

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

#### PUBLIC COMMENTS

1. Tom Faulhaber, 419 Budlong St., said he is working in partnership with the city to plant 500 trees.

#### COMMISSION COMMENTS

Commissioner Steele motioned and Commissioner Warren seconded to extend the marihuana moratorium for an additional 60 days, motion carried by a unanimous vote.

The next regular meeting of the Adrian City Commission will be held on Monday, June 6, 2011 at 7:00 p.m. in the City Chambers Building, 159 E. Maumee St., Adrian, MI 49221.

Gary E. McDowell  
Mayor

Pat Baker  
City Clerk



# CHECK REGISTER

June 6, 2011

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 #3460 through #3471 .....	\$223,784.21
General Fund	
Vouchers #20456 through #20490 .....	\$654,783.97
Clearing Account Vouchers	
amounting to .....	<u>\$344,167.53</u>
TOTAL EXPENDITURES .....	<u>\$1,222,735.71</u>

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

June 6, 2011

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
3460	City of Adrian: Payroll	Payroll for May 13	\$ 63,988.92
3461	City of Adrian: Clearing Acct	May 16 CK Register	\$ 44,286.43
3462	City of Adrian: Utilities	Various Water Bills	\$ 197.45
3463	Consumers Energy	Various Electric Bills	\$ 305.32
3464	Citizens Gas Fuel Co	Various Heat Bills	\$ 2,483.34
3466	Frontier	Water Phone Bills	\$ 83.96
3467	Siemens Public Inc	Digestor Cover Lease	\$ 45,942.01
3468	State of Michigan	Submission of Escheats	\$ 741.07
3469	Consumers Energy	Various Electric Bills	\$ 45,239.75
3470	Citizens Gas Fuel Co	Various Heat Bills	\$ 551.10
3471	City of Adrian: Payroll	Payroll for May 27	\$ 64,251.29
		<b>Total</b>	<b>\$ 268,070.64</b>
		Less: CK #3461	\$ 44,286.43
		<b>TOTAL</b>	<b>\$ 223,784.21</b>

WW = \$ 163,857.20

WAT = \$ 104,213.44

6-Jun-11

GENERAL FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
20456	\$ 214,238.06	City of Adrian: Payroll	Payroll for May 13
20457	\$ 15,910.33	First Federal Bank	Soc Security for May 13
20458	\$ 1,368.49	Lenawee Fuels Inc	Cemetery Fuel
20459	\$ 325.76	Frontier	Various Phone Bills
20460	\$ 45.00	Jackie Koch	Recreation Refund
20461	\$ 35.00	Lucas Wilson	Recreation Refund
20462		City of Adrian: Utilities	Transfer State MI Funds
20463	\$ 1,212.66	City of Adrian: Trust Fund	Transfer of Funds
20464	\$ 185,008.35	City of Adrian: Clearing Acct	May 16 Check Register
20465	\$ 3,927.42	Quick Service Transportation	Payroll W/E May 14
20466		City of Adrian: Comm Devel	Transfer State MI Funds
20467		****Void****	
20468	\$ 1,323.83	City of Adrian: Utilities	Various Water Bills
20469	\$ 15,445.48	Consumers Energy	Various Electric Bills
20470	\$ 2,223.92	Citizens Gas Fuel Co	Various Heat Bills
20471		City of Adrian: Utilities	Transfer State MI Funds
20472		City of Adrian: Utilities	Transfer State MI Funds
20473		Milan Fair Board	Check Replacement
20474	\$ 39,837.56	Lenawee Fuels Inc	MVP Gas & Diesel Fuel
20475	\$ 122.51	Frontier	Various Phone Bills
20476	\$ 300.00	Tonya Pontious	Recreation Refund
20477	\$ 35.00	Judy Francoeur	Recreation Refund
20478	\$ 80.00	Danielle Elston	Recreation Refund
20479	\$ 55.00	Joyce Prichard	Recreation Refund
20480	\$ 19.00	Jenna Baugh	Recreation Refund
20481	\$ 100,341.30	Blue Cross Blue Shield of MI	June Hospitalization Ins
20482	\$ 12,779.92	Consumers Energy	Various Electric Bills
20483	\$ 4,195.34	Quick Service Transportation	Payroll W/E May 21
20484	\$ 219,575.28	City of Adrian: Payroll	Payroll for May 27
20485	\$ 16,614.25	First Federal Bank	Soc Security for May 27
20486	\$ 484.29	Frontier	Various Phone Bills
20487		City of Adrian: Local St	Transfer State MI Funds
20488	\$ 25.00	Lisa Williams	Recreation Refund
20489	\$ 40.00	Jeremy Horn	Recreation Refund
20490	\$ 4,223.57	Quick Service Transportation	Payroll W/E May 28

\$ 839,792.32  
\$ (185,008.35) Less: CK# 20464  
\$ 654,783.97

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ABB INC	3,362.00		
2. ACO HARDWARE	158.88		
3. ADRIAN LOCKSMITH & CYCLERY	66.30		
4. ADRIAN MECHANICAL SERVICES C	937.18		
5. ADRIAN PAINTERS SUPPLY & EQU	29.52		
6. ADRIAN WATER CONDITIONING IN	19.50		
7. AIRGAS DRY ICE	730.25		
8. ALLIED WASTE SERVICES #259	2,403.00		
9. AMAZON CREDIT PLAN	182.64		
10. AMERICAN LIBRARY ASSOCIATION	147.15		
11. AMERICAN LIFE GUARD	892.29		
12. DEBI ANDREWS	72.93		
13. APOLLO FIRE EQUIPMENT CO.	1,665.70		
14. APPLE MAT RENTAL	284.60		
15. ARCH WIRELESS	34.63		
16. ARCHBOLD EQUIPMENT CO	117.62		
17. ART BY DEZIGN	150.00		
18. ASSOCIATED ENGINEERS & SURVE	2,576.00		
19. AUTO ZONE COMMERCIAL	222.62		
20. BADER & SONS CO	641.29		
21. BAKER & TAYLOR BOOKS	926.95		
22. BAKER, MARK	21.97		
23. BARRETT'S GARDEN CENTER, INC	418.41		
24. BATTERY WHOLESALE	228.16		
25. BEAUBIEN INC.	2,104.00		
26. LAURA BERDYCK	179.29		
27. BLACK SWAMP EQUIPMENT	920.86		
28. BLISSFIELD PARTS, INC.	172.95		
29. BLISSFIELD SOFTBALL CLUB	375.00		
30. MARTHA BLOOMFIELD	300.00		
31. BOOK OF THE MONTH CLUB	38.84		
32. BOOTBAY	74.95		
33. DAVID BOWEN	400.00		
34. BUCK & KNOBBY EQUIP CO INC	84.94		
35. PAM BUNCH	30.00		
36. BWI	1,712.37		
37. CARUS CORPORATION	6,400.90		
38. CATHY CHESHER	179.01		
39. CITIZENS INSURANCE CO.	749.00		
40. CLIFT BUICK-GMC	17.26		
41. COAST TO COAST DELI	61.93		
42. COIN-OP SPECIALISTS INC.	171.67		
43. COLLECTIVE DATA	1,236.25		
44. COMCAST	84.77		
45. COMPUTER CARE COMPANY, INC.	229.85		
46. CONSTRUCTION EQUIPMENT & SUP	213.85		
47. CONSUMER ENERGY	495.00		
48. THOMAS M COOLEY LAW LIBRARIE	95.00		
49. DEENA COVEY	550.00		
50. D & J SPORTS, INC.	387.00		
51. THE DAILY TELEGRAM	1,000.00		
52. DEMCO INC	303.24		
53. DETROIT MARKING PRODUCTS COR	121.19		
54. DETROIT POPCORN COMPANY	544.95		
55. DEXTER'S INC.	25.39		
56. DOAN COMPANIES	211.50		
57. EDWARD SUROVELL	22.07		
58. VINCENT EMRICK	32.40		
59. EXECUTONE COMMUNICATIONS LLC	6,763.84		
60. FASTENAL COMPANY	652.65		
61. FAVORABLE IMPRESSIONS	39.96		
62. FEDERAL EXPRESS	154.31		
63. FIRST TOWING LLC	176.00		
64. FISHER SCIENTIFIC COMPANY LL	663.26		
65. JEFF FLETCHER	300.00		
66. GALE	62.25		
67. GALL'S INC	233.45		
68. GALLANT & SON	31.97		
69. GAYLORD BROS INC	480.30		
70. GENERAL CHEMICAL PRODUCTS LL	3,823.56		
71. GENPOWER PRODUCTS INC.	330.99		
72. GOEDERT R.E.	23.64		
73. GOEDERT REAL ESTATE	99.40		
74. GOODWILL INDUSTRIES	92.00		
75. GORDON FOOD SERVICE	2,046.62		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. GRAINGER INC.	268.66		
77. HEART ADVISOR	54.00		
78. HUBBARD'S AUTO CENTER INC	1,125.87		
79. ICMA RETIREMENT CORPORATION	155.76		
80. IDEXX LABORATORIES, INC.	4,594.95		
81. INGRAM LIBRARY SERVICES	13.19		
82. INTERSTATE BATTERIES	211.85		
83. H. ED JACKSON	49.96		
84. JACKSON TRUCK SERVICE INC.	101.93		
85. JEFFREYS, MICHAEL	10.01		
86. JONES & HENRY ENGINEERS, LTD	1,250.33		
87. KENT POWER INC	5,660.00		
88. ADOLPH KIEFER & ASSOCIATES	389.37		
89. DAVE KNAPP FORD LINCOLN	64.90		
90. KONICA MINOLTA BUSINESS SOLU	18.82		
91. KRAIG KOURT	1,048.40		
92. BRENT KUBALEK	27.74		
93. KUDERICK, MATTHEW	216.24		
94. KUHLMAN CORP.	1,583.40		
95. LAKESHORE LEARNING MATERIALS	91.94		
96. LANDS' END BUSINESS OUTFITTE	39.00		
97. WALTER GREG LANFORD	107.95		
98. LANSING SANITARY SUPPLY INC	229.02		
99. LARRY'S MUFFLER	72.00		
100. LENAWEE COUNTRY CLUB	100.00		
101. LENAWEE COUNTY CIRCUIT	150.00		
102. LENAWEE COUNTY EQUALIZATION	3,500.00		
103. DUSTIN LENT	933.00		
104. LIGHTHALL, RONALD	7.04		
105. LONG'S SMALL ENGINE SERVICE	38.49		
106. MADISON TOWNSHIP FIRE DEPT.	29.76		
107. MANPOWER OF LANSING MI INC.	2,106.00		
108. MASSON'S ELECTRIC, INC	135.00		
109. PAUL MCCORMACK	140.00		
110. MCGOWAN ELECTRIC SUPPLY INC	278.17		
111. MCMASTER- CARR SUPPLY CO.	1,040.98		
112. MICHIGAN DEPARTMENT OF	251.50		
113. MICHIGAN ECONOMIC DEVELOPERS	240.00		
114. MICHIGAN METER TECHNOLOGY GR	7,039.45		
115. MICHIGAN MUNICIPAL WORKER'S	39,433.00		
116. MICHIGAN OFFICE SOLUTIONS	244.01		
117. STATE OF MICHIGAN	1,880.65		
118. MICHIGAN STATE POLICE	966.82		
119. MICROMARKETING LLC	1,021.65		
120. MIDWEST COLLABORATIVE FOR	2,700.00		
121. MIDWEST TAPE	152.54		
122. STEVE & CHARMAINE MILIONI	150.00		
123. MORENCI LITTLE LEAGUE	250.00		
124. MSC INDUSTRIAL SUPPLY CO	88.62		
125. MUGS N' MORE IMAGING	3,828.50		
126. MUNICIPAL EMPLOYEES' RETIRE	64,748.33		
127. MUNICIPAL WEB SERVICES	740.00		
128. NEIL'S ELECTRIC, INC	56.00		
129. NEXTEL COMMUNICATIONS	1,005.34		
130. NORON INC	393.00		
131. NORTH EASTERN UNIFORMS & EQU	62.50		
132. NORTH TOWN COMMONS LLC	1,425.77		
133. NORTHEAST WISCONSIN TECH COL	350.00		
134. NORTHWEST POOLS, INC.	165.12		
135. OCE IMAGISTICS INC	272.58		
136. OFFICEMAX CONTRACT INC.	170.78		
137. OLIVER OF ADRIAN, INC.	1,278.00		
138. PARACLETE PRESS INC	50.99		
139. PARAGON LABORATORIES INC	1,310.00		
140. PEERLESS SUPPLY INC	165.98		
141. PEST PATROL	85.00		
142. PIONEER MANUFACTURING CO.	1,450.00		
143. PLATINUM PLUS	1,640.65		
144. PRO-MED UNIFORM	503.45		
145. PURCHASE POWER	3,060.00		
146. QUICK SERVICE TRANSPORTATION	4,577.05		
147. QUILL CORPORATION	2,200.76		
148. RACO INDUSTRIES LLC	91.96		
149. RECORDED BOOKS LLC.	570.25		
150. SAFETY KLEEN SYSTEMS, INC	102.00		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. SAFEWAY MOVING & STORAGE	230.00		
152. SANCHIN SYSTEMS INC	724.50		
153. CHARLES SCHMENK	80.00		
154. SENTIMENTAL PRODUCTIONS	110.00		
155. SHERWIN-WILLIAMS CO	547.70		
156. SLUSARSKI EXCAVATING & PAVIN	1,400.00		
157. SPECTRUM PRINTERS INC	3,512.00		
158. STAPLES CREDIT PLAN	84.96		
159. STATE CHEMICAL MFG CO.	878.74		
160. STEVENS DISPOSAL	40,299.64		
161. SWEET, SHERRI	11.76		
162. T & K LAWN CARE	600.00		
163. T-MOBILE	29.99		
164. TETRA TECH INC	5,200.00		
165. THOMAS SCIENTIFIC, INC	700.24		
166. THOMPSON MUSEUM	48.00		
167. TIME EMERGENCY EQUIPMENT INC	959.95		
168. TRACTOR SUPPLY COMPANY	1,271.00		
169. TTB CLEANING LLC	3,240.00		
170. U S POSTMASTER	1,932.00		
171. UNIQUESCREEN MEDIA INC.	93.33		
172. UNITED PARCEL SERVICE	26.00		
173. UNUM LIFE INSURANCE COMPANY	2,209.69		
174. USA BLUEBOOK	84.08		
175. UTILITIES INSTRUMENTATION SE	4,512.00		
176. VAN BRUNT TRANSPORT INC	23,976.03		
177. VICTORY LANE QUICK OIL CHG	19.99		
178. WARREN HOLDING CO LLC	1,370.00		
179. WEPHOTO LLC	416.00		
180. WEST GROUP PAYMENT CENTER	1,569.50		
181. WESTERN LIME CORPORATION	9,841.23		
182. KRISTEN WETZEL	50.00		
183. WILSON BACKHOE SERVICE, INC.	15,784.00		
<b>**TOTAL ALL CLAIMS**</b>	<b>344,167.53</b>		



# COMMUNICATIONS

C-1  
Mr. Dane Nelson  
City Administrator  
City of Adrian  
100 East Church Street  
Adrian, MI 49221

May 18, 2011

Dear Mr. Nelson,

The Local Officers Compensation Commission (LOCC) met on Thursday, May 12, 2011 and has made a recommendation regarding compensation for the mayor and city commission of Adrian.

First, the LOCC recognizes and appreciates the dedicated hard work that the mayor and commissioners put forth on behalf of the citizens of Adrian for the betterment of the City. Without their and their predecessors' efforts, the City would not be what it is today.

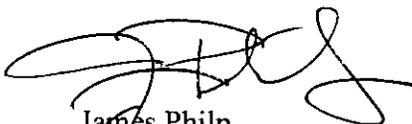
After much discussion regarding mayor and commission, the LOCC is recommending that the compensation of the Mayor be decreased by 15%, from \$7500 to \$6375 annually, and the Commissioners' salary be decreased by 15% from \$3750 to \$3178 annually.

This decision was based on several factors, but primarily due to the challenges that the local and state economies continue to face, and the cuts that other city employees are being ask to take.

The LOCC appreciates the opportunity that we have to serve the city of Adrian and believe that we have fulfilled our function as a local compensation commission. We also look forward to meeting again in 2013.

Please contact me if you have any questions regarding our recommendation.

Sincerely,



James Philp  
Chair, Local Officers Compensation Commission

Enclosures:  
Minutes from May 12, 2011 meeting

LOCAL OFFICERS COMPENSATION COMMISSION

Date: 5/12/11  
Time: 7:00 PM  
Place: Adrian City Library  
Subject: Minutes of the Commission meeting  
Attendees: Jack Georgal  
Sam Lieto  
Rhea Mills  
Ben Negron  
Peter Paullin  
Jim Philp  
JoAnn Spade

The meeting was called to order at 7:00 PM by Chairman Philp.

The discussion proceeded by reviewing the recent compensation history for the Mayor and Commission members. Also reviewed was the letter from City Administrator Dane Nelson which mentioned the recommendation of the three-member City Commission group for a 15% reduction in compensation for the Mayor and Commissioners. The following motion was presented: (Paullin/Lieto)

MOTION: The Local Officers Compensation Committee recommends a 15% salary reduction to \$6,375 (Mayor) and \$3,178 (Commissioners) for a two year period.

There was further discussion after which the motion carried unanimously.

The meeting adjourned at 7:30 PM.

Written by

Peter Paullin

Michigan Department of Energy, Labor & Economic Growth  
**MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)**  
7150 Harris Drive, P.O. Box 30005  
Lansing, Michigan 48909-7505



**LOCAL GOVERNMENT 15-DAY NOTICE**

[Authorized by R 436.1105 (2d) and (3)]

February 8, 2011

**AMENDED 3-1-11**

ADRIAN CITY COUNCIL  
ATTN: CLERK  
100 E CHURCH  
ADRIAN, MI 49221-2773

Request ID #: 579663

**GOVERNMENTAL UNIT HAS BEEN AMENDED**

The Michigan Liquor Control Commission has received an application from HP ADRIAN #84, INC. REQUESTS NEW SDM LICENSE TO BE LOCATED AT ~~1416~~ <sup>1390</sup> S MAIN, SPACE DY-1, ADRIAN, MI 49221, LENA WEE COUNTY

**STOCKHOLDERS:**

- TOM YALDO 5233 SILOH COURT, WEST BLOOMFIELD, MI 48324 H/248-789-8132 B/248-538-0000
  - HAPPY P ASKER 30201 ORCHARD LAKE, STE 200, FARMINGTON HILLS, MI 48334 H/ 248-537-0000 H/248-538-0000
  - FADIA AWDISH 28235 GOLF POINT, FARMINGTON HILLS, MI 48331 H/248-219-8650 B/248-737-6800
- CONTACT: KELLY ALLEN 40950 WOODWARD, STE. 300, BLOOMFIELD HILLS, MI 48304 B/ 248-540-7400

Specially Designated Merchant (SDM) licenses permit the sale of beer and wine for consumption off the premises only. Specially Designated Distributor (SDD) licenses permit the sale of alcoholic liquor, other than beer and wine under 21 per cent alcohol by volume, for consumption off the premises only.

For your information, part of the investigation of the application is conducted by the local law enforcement agency and investigative forms will be released to them either in person or by mail.

Although local governing body approval is not required by the Michigan Liquor Control Code, Rules and Related Laws for off-premise licenses, the local governing body, or its designee, may notify the Commission at the above address within 15 days of receipt of this letter if the applicant location will not be in compliance with all appropriate state and local building, plumbing, zoning, fire, sanitation and health laws and ordinances, or if the applicant is considered ineligible due to other factors.

All conditions of non-compliance must be outlined in detail, indicating the applicable laws and ordinances. A copy of the law and/or ordinance may be submitted with the notification.

If you have any questions, please contact Unit 3 of the Retail Licensing Division at (517) 636-0204.

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<p>LC-3104(Rev. 09/05)          Authority: R436.1105(2d) and (3)          Completion: Mandatory          Penalty: No License</p>	<p>The Department of Labor &amp; Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.</p>
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517-373-1820



Michigan Department of Energy, Labor & Economic Growth  
**MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)**  
7150 Harris Drive, P.O. Box 30005  
Lansing, Michigan 48909-7505

**POLICE INVESTIGATION REQUEST**

[Authorized by MCL 436.1201(4)]  
AMENDED 3-1-11

February 8, 2011

ADRIAN POLICE DEPARTMENT  
CHIEF OF POLICE  
155 E. MAUMEE ST  
ADRIAN, MI 49221  
**GOVERNMENTAL UNIT HAS BEEN AMENDED**

Request ID #: 579663

1390

Applicant: HP ADRIAN #84, INC. REQUESTS NEW SDM LICENSE TO BE LOCATED AT ~~1416~~ S MAIN, SPACE DY-1, ADRIAN, MI 49221, LENAWEE COUNTY.

CONTACT: KELLY ALLEN 40950 WOODWARD, STE. 300, BLOOMFIELD HILLS, MI 48304 B/ 248-540-7400

**Please make an investigation of the application. If you do not believe that the applicants are qualified for licensing, give your reasons in detail. Complete the Police Inspection Report on Liquor License Request, LC-1800, or for Detroit police, the Detroit Police Investigation of License Request, LC-1802. If there is not enough room on the front of the form, you may use the back.**

Forward your report, along with fingerprint cards (if requested) and \$30.00 for each card to the Michigan Liquor Control Commission. **\*\*Please ensure that section D of the card has been completed prior to submission.\*\***

If you have any questions, contact Unit #3 of the Licensing Division at (517)636-0204.

een

LC-1972(Rev. 09/05)  
Authority: MCL 436.1201(4)  
Completion: Mandatory  
Penalty: No License

DELEG is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities. Michigan Liquor Control Commission 7150 Harris Drive • P.O. Box 30005 • Lansing, Michigan 48909-7505 www.michigan.gov/lcc • (517) 322-1345 Lansing Office



Michigan Department of Labor & Economic Growth  
**MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)**  
 7150 Harris Drive, P.O. Box 30005  
 Lansing, Michigan 48909-7505

<b>FOR MLCC USE ONLY</b>
Request ID # <u>579663</u>
Business ID # <u>225556</u>
<b>AMENDED 3-1-1 een</b>

**POLICE INVESTIGATION REPORT**  
 [Authorized by MCL 436.1217 and R 436.1105; MAC]

Please conduct your investigation as soon as possible, complete all four sections of this report and return the completed report and fingerprint cards to the MLCC.

**LICENSEE/APPLICANT NAME, BUSINESS ADDRESS AND LICENSING REQUEST:**

HP ADRIAN #84, INC. REQUESTS NEW SDM LICENSE TO BE LOCATED AT ~~1416 S MAIN, SPACE DY-1,~~  
 ADRIAN, MI 49221, LENA WEE COUNTY 1390 S. Main St.

**Section 1. APPLICANT INFORMATION**

APPLICANT #3: FADIA AWDISH 28235 GOLF POINT FARMINGTON HILLS, MI 48331 H/248-219-8650 B/248-737-6800	APPLICANT #4:
DATE FINGERPRINTED**: <u>3/10/2011</u>	DATE FINGERPRINTED**:
DATE OF BIRTH: Is the applicant a U.S. Citizen: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No* *Does the applicant have permanent Resident Alien status? <input type="checkbox"/> Yes <input type="checkbox"/> No* *Does the applicant have a Visa? Enter status:	DATE OF BIRTH: Is the applicant a U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No* *Does the applicant have permanent Resident Alien status? <input type="checkbox"/> Yes <input type="checkbox"/> No* *Does the applicant have a Visa? Enter status:

\*\*Attach the fingerprint card and \$30.00 for each card and mail to the Michigan Liquor Control Commission\*\*

<b>ARREST RECORD:</b> <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor Enter record of all arrests and convictions (Attach a signed and dated sheet if more space is needed)	<b>ARREST RECORD:</b> <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor Enter record of all arrests and convictions (Attach a signed and dated sheet if more space is needed)
---	---

**Section 2. INVESTIGATION OF BUSINESS AND ADDRESS TO BE LICENSED**

Does applicant intend to have dancing, entertainment, topless activity, or extended hours permit?  
 No  Yes, complete LC-1636

Are motor vehicle fuel pumps at or directly adjacent to the establishment?  No  Yes, explain relationship:

**Section 3. LOCAL AND STATE CODES AND ORDINANCES, AND GENERAL RECOMMENDATIONS**

Will the applicant's proposed location meet all appropriate state and local building, plumbing, zoning, fire, sanitation and health laws and ordinances, if this license is granted?  Yes  No If No, indicate which state and local ordinances the location does not meet:  Building  Plumbing  Zoning  Fire  Sanitation  Health

**Section 4. RECOMMENDATION**

1. Is this applicant qualified to conduct this business if licensed?  Yes  No\*

2. Should the MLCC grant this request?  Yes  No\*

\*If any of the above questions were answered No, you must state your reasons for MLCC consideration of this recommendation on the back of this form or on an attached signed and dated sheet.

3. Is this recommendation subject to final inspection to determine that the proposed location meets all building, plumbing, zoning, fire, sanitation and health laws and ordinances?  Yes  No

4. Is this recommendation subject to any other conditions?  Yes  No

If Yes, list the conditions below or on an attached signed and dated sheet if more space is needed

Terrence B. Call  
 Signature (Sheriff or Chief of Police) 5-4-11  
Date

ADRIAN POLICE DEPARTMENT



Michigan Department of Labor & Economic Growth  
**MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)**  
 7150 Harris Drive, P.O. Box 30005  
 Lansing, Michigan 48909-7505

**FOR MLCC USE ONLY**  
 Request ID # 579663  
 Business ID # 225556  
**AMENDED 3-1-11**

**POLICE INVESTIGATION REPORT**  
 [Authorized by MCL 436.1217 and R 436.1105; MAC]

Please conduct your investigation as soon as possible, complete all four sections of this report and return the completed report and fingerprint cards to the MLCC.

**LICENSEE/APPLICANT NAME, BUSINESS ADDRESS AND LICENSING REQUEST:**

HP ADRIAN #84, INC. REQUESTS NEW SDM LICENSE TO BE LOCATED AT ~~1416 S MAIN, SPACE D-1,~~  
 ADRIAN, MI 49221, ~~MADISON TOWNSHIP,~~ LENA WEE COUNTY 1390 S. Main St.

**Section 1. APPLICANT INFORMATION**

APPLICANT #1: TOM YALDO 5233 SILOH COURT WEST BLOOMFIELD, MI 48324 H/248-789-8132 B/248-538-0000	APPLICANT #2: HAPPY P ASKER 30201 ORCHARD LAKE STE200, FARMINGTON HILLS, MI 48334 H/ 248-537-0000 H/248-538-0000
DATE FINGERPRINTED**: NO FINGERPRINTS NEEDED	DATE FINGERPRINTED**: NO FINGERPRINTS NEEDED
DATE OF BIRTH: Is the applicant a U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No* *Does the applicant have permanent Resident Alien status? <input type="checkbox"/> Yes <input type="checkbox"/> No* *Does the applicant have a Visa? Enter status:	DATE OF BIRTH: Is the applicant a U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No* *Does the applicant have permanent Resident Alien status? <input type="checkbox"/> Yes <input type="checkbox"/> No* *Does the applicant have a Visa? Enter status:

\*\*Attach the fingerprint card and \$30.00 for each card and mail to the Michigan Liquor Control Commission\*\*

<b>ARREST RECORD:</b> <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor Enter record of all arrests and convictions (Attach a signed and dated sheet if more space is needed)	<b>ARREST RECORD:</b> <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor Enter record of all arrests and convictions (Attach a signed and dated sheet if more space is needed)
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 No  Yes, complete LC-1636

Are motor vehicle fuel pumps at or directly adjacent to the establishment?  No  Yes, explain relationship:

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**Section 4. RECOMMENDATION**

1. Is this applicant qualified to conduct this business if licensed?  Yes  No\*

2. Should the MLCC grant this request?  Yes  No\*

\*If any of the above questions were answered No, you must state your reasons for MLCC consideration of this recommendation on the back of this form or on an attached signed and dated sheet.

3. Is this recommendation subject to final inspection to determine that the proposed location meets all building, plumbing, zoning, fire, sanitation and health laws and ordinances?  Yes  No

4. Is this recommendation subject to any other conditions?  Yes  No

If Yes, list the conditions below or on an attached signed and dated sheet if more space is needed

*Terrence B. Call*  
 Signature (Sheriff or Chief of Police)

5-4-11  
 Date

ADRIAN POLICE DEPARTMENT

C-3



**MEMO**

Date: May 31, 2011

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

From: Jeffrey C. Pardee, Finance Director

**Re: Report on Government Finance Officers Association (GFOA) 105th Annual Conference**

The Government Finance Officers Association (GFOA) of the United States and Canada held its 105<sup>th</sup> Annual Conference, "Navigating the New normal in Government Finance," May 19- 25, 2011 in San Antonio, TX. Each year, I attend the conference to earn thirty (30) Continuing Professional Education (CPE) credits in order to maintain status as a Certified Public Finance Officer (C.P.F.O.). City Travel Policy provides for reimbursement of travel expenses every other year for out-of-state travel; this was the City's year to pay.

The GFOA Annual Conference unites over 3,000 public-sector accounting and finance practitioners to gain knowledge from leading industry experts, revolutionary theorists, and each other. Attendees have the opportunity to listen to keynote speakers, and participate in small discussion groups, pre-conference seminars, and conference sessions focusing on the following topics: accounting, auditing, and financial reporting; budgeting and financial planning; cash management and investing; debt management; risk management and policy; purchasing, pensions and benefits; and technology and digital government.

**Pre-Conference Seminars**

**Friday, May 20, 2011 (9:00pm-5:00 pm; 8 CPE Credits) – *Mastering the Budget Process***

Speakers:

John D. Fishbein, Senior Manager, Technical Services Center, GFOA

Katie Gregory, Budget Coordinator, City of Peoria, AZ

Benjamin Hart, CPA, Director of Resource Management, City of Olathe, KS

Michael Mucha, Senior Consultant/Analyst, Research and Consulting Center, GFOA

The budget process can be daunting, not only in trying to balance revenues and expenditures but from the process management side. This GFOA preconference session covered the “blocking and tackling” parts of budget preparation, from initial planning through completion of the budget. The goal of this course was to help attendees minimize time devoted to process in order to maximize time available for analysis and decision support. Methods for assuring process transparency were also featured. Presenters offered structured approaches, templates and case studies that attendees could draw on to enhance their budget processes. The course also highlighted GFOA’s latest research into effective budgeting approaches: GFOA’s best practices and the GFOA Award Program for Distinguished Budget Presentation.

**Saturday, May 21, 2011 (8:30am-12:30 pm; 4 CPE Credits) – *The Benefits of Assessing your Organization’s Financial Management Performance***

Speakers:

Michael Bailey, Finance Director, City of Redmond, WA

Karen Feher, Capital Budget Coordinator, Metro, Portland, OR

Shayne Kavanagh, Senior Manager, Research and Consulting Center, GFOA

Christopher Morrill, City Manager, City of Roanoke, VA

Ann Shawver, Finance Director, City of Roanoke, VA

This session featured best practice approaches to assessing public sector financial management performance, presented by government practitioners who have conducted their own assessments and GFOA’s research staff. Presenters highlighted assessment tools and how their governments have benefitted from conducting financial management assessments. As a special feature, GFOA staff took participants through the self assessment model that the GFOA, in conjunction with its British counterpart, the Chartered Institute of Public Finance and accountancy, has developed for U.S. and Canadian governments. The Financial Management Performance Assessment Model is progressive and multi-dimensional, featuring three (3) “styles” of financial management across four (4) “dimensions”. The styles are:

- First, **Securing Stewardship** through control, accountability and compliance with regulatory requirements;
- Second, **Supporting Performance**, with a focus on efficiency, effectiveness and customer relations;
- Third, **Enabling Transformation** by managing change and risk, as well as encouraging receptivity to new ideas.

The four management dimensions consist of:

- **Leadership**, including strategic direction, business management, and “tone from the top”;
- **People**, including engagement of staff and strengthening and applying competencies;
- **Processes**, including design, management and control of financial processes;
- **Stakeholders**, including external and internal customer focus, as well as relationships with those who have an interest in the organization’s financial health.

**Saturday, May 21, 2011 (1:00pm-5:00 pm; 4 CPE Credits) – *Is a Public-Private Partnership Right for Your Government?***

Speakers:

Anne Spray-Kinney, Director, Research and Consulting Center, GFOA

Scott Kunka, Finance Director, City of Pittsburgh, PA

Eric Reese, General Manager, Business Development, Chicago Transit Authority

Phoebe S. Seldon, Senior Vice President, Scott Balice Strategies, LLC, Chicago, IL

Governments are more than ever turning to public-private partnerships as a way to balance budgets and maintain financial resiliency. This session focused on the increasingly popular practice of long-term leasing of public assets, such as parking spaces and toll roads, as well as addressed recent trends in managed competition. Attendees learned what constitutes an effective process, including valuation of assets, important contract terms, what the market views as a workable deal, and how governments have used proceeds. Participants also heard lessons learned and pitfalls to avoid from practitioners who have managed public-private initiatives.

**Key Note Speakers**

On Monday, May 23rd, keynote speaker for the Opening Session was Joseph P. Quinlan, Managing Director and Chief Market Strategist, U.S. Trust, Bank of America Private Wealth Management. He oversees the development and implementation of macro investment strategies, with a particular focus on U.S. security strategies, the emerging markets and developed markets. His research centers on the U.S. and global economy and he is frequently cited in media such as *Barron's*, *The Wall Street Journal*, and the *Financial Times*. He is the author, co-author, or contributor to fifteen books, the most recent being: *The Last Economic Superpower*, published by McGraw-Hill in November 2010.

Quinlan's nearly twenty years of financial services experience includes positions with Morhan Stanley and Merrill Lynch, where he started his career. He lectures on finance and global economics at New York University, where he has been a faculty member since 1992. He regularly debriefs policy makers and Congressmen on global trade and economic issues. He has testified before the European Parliament and served as a consultant to the U.S. Department of State, presently, serves as the U.S. representative to the Organization for Economic Cooperation and Development in Paris, France, for the U.S. Council for International Business.

His assessment of the domestic and global economies was generally upbeat with no forecast of a double-dip recession. He thinks we are about half-way through a positive business and investment cycle.

(2 CPE Credits)

On Tuesday, May 24, a panel of speakers addressed **State and Local Government Pension Plans: Myths versus Realities**

Speakers:

Jeffrey L. Esser, Executive Director and CEO, GFOA

Honorable Anthony Williams, Executive Director, Corporate Executive Board, and former Mayor, Washington, D.C.

Keith Brainard, Research Director, National Association of State Retirement Administrators, Georgetown, TX

Pat Robertson, Executive Director, Public Employees' Retirement System of Mississippi

The latest urban legend is that most public pension plans are poorly funded and their demise will bankrupt hundreds of governments. This panel discussed the facts about the funded status of public pension funds, and reform efforts in the states. More specifically:

States' long-term funding needs should not be confused with their immediate costs. Unlike most corporate pensions plans, which are required to be fully funded at all times, market participants have said they consider public pensions adequately funded at 80%, due to the continuing nature of the enterprise. Pension contributions represent a small portion of government spending, less than 3%, and two-thirds of assets have bounced back following the recession as stock prices have rejuvenated. Still, state and local governments are making legislative changes to their pension funds to reduce costs. In 2010, 21 states passed laws to reform their pension programs, including increasing the retirement age or requiring a greater contribution from new workers. The National Federation of Municipal Analysts (NFMA) is considering development of a pension-disclosure white paper that could be completed by early 2012. The goal of the project would be to help analysts evaluate a pension system's overall soundness by scrutinizing basics, such as projected returns on investments (ROI) and actuarial assumptions.  
(1 CPE Credit)

### **Concurrent Sessions**

#### **Work Better with Lean Process Improvement (2 CPE Credits)**

Speakers:

Maria Zuniga, Budget Administrator, County of Bernallilo, Albuquerque, NM

James A. Hanson, CPA, Director of Finance, City of Montgomery, OH

Shayne Kavanagh, Senior Manager, Research and Consulting Center, GFOA

David J. Krings, Director, Non-Profit & Local Government Solutions, TechSolve, Cincinnati, OH

Lean process improvement methods hold particular promise for local governments for reducing costs and streamlining processes. The Lean approach includes a collection of process improvement principles and methods that focus on identification and elimination of non-value-added activities involved in producing a product or delivering a service. Speakers at this session described the steps involved in conducting a Lean process review and provided tips for managing successful projects.

**Collective Bargaining Strategies for Employee and Retiree Benefits: What Finance Officers Need to Know (1 CPE Credits)**

Speaker:

Michael Nadol, Managing Director, PFM, Philadelphia, PA

As a costly budget item, benefits have become a highly contentious subject of labor negotiations. Finance officers, who are typically the lead financial advisors during negotiations, must have smart strategies and a thorough understanding of both the negotiation process and benefit options to effectively carry out their role. In this session, the presenter discussed effective strategies for helping participants on both sides of negotiations to understand the government's ability to fund these benefits, now and in the future, what other governments have done, and the tradeoffs involved.

**The Accounting and Auditing Year in Review (2 CPE Credits)**

Speakers:

Ed Harrington, General Manager, San Francisco Public Utilities Commission

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

Kinney Poynter, Executive Director, National Association of State Auditors, Comptrollers and Treasurers, Lexington, KY

This session offered participants a comprehensive overview of all of the major developments of the past year that affect accounting and auditing professionals who serve state and local governments. Subjects included: the latest in generally accepted auditing standards and examination of recent pronouncements and due-process documents issued by the Government Accounting Standards Board (GASB).

**Budgeting for the New Normal: How to Make Spending Decisions Based on Your Community's Priorities (2 CPE Credits)**

Speakers:

Marc S. Gonzakes, Finance Director, Clackamas County, OR

Michael Bialek, Finance Director, City of Redmond, WA

Hon. Mayro John Marchione, City of Redmond, WA

Anne-Spray Kinney, Director, Research and Consulting Center, GFOA

Traditional budget processes were designed for stable financial environment that only changed slightly each year. The "new normal" for governments necessitates a different approach. Practitioners of priority-based budgeting presented customized processes they used to implement priority-based budgeting in their jurisdictions. Attendees of this session heard about benefits, challenges and lessons learned from peers who have implemented priority-based budgeting in their communities.

**PLANNING FOR THE Long-Term within a Short-Term Culture (2 CPE Credits)**

Speakers:

Jeanne A. Haapala, Finance Director, City of Shoreview, MN

Len S. Brittain, Director, Corporate Finance, City of Toronto, ON

Paul Gill, General Manager, District of Maple Ridge, BC

Dr. Betty J. Meyer, PhD., Deputy City Manager, City of Chesapeake, VA

Immediate financial pressures, uncertain forecasts, and limited tenures in office are all forces that favor short-term thinking over long-term strategies and planning. However, a good long-term planning process can help governments overcome short-term thinking by identifying solutions for intermediate issues while simultaneously implementing strategies that promote long-term financial health. Practitioners at this session explained how they have dealt with short-term problems while developing sustainable long-term financial plans and policies for their communities.

**Benefit Changes to Increase Affordability and Sustainability (2 CPE Credits)**

Speakers:

Kingsley C. Okereke, Finance Director, City of Garden Grove, CA

Tina Leiss, Operations Officer, Nevada Employees Retirement System

Laurie VanPelt, CPFO, Director of Management & Budget, Oakland County, MI

Steve Williams, MPA, CGFO, Director of Finance and Administration, Conroe, TX

Many governments are making significant changes to their pension and retiree healthcare benefits, including closing existing plans to new employees and providing dramatically lower benefit packages, creating tiered benefits. These new benefit tiers combine alternative designs with lower costs to reduce government's funding requirements. This session featured industry experts and practitioners who have successfully made changes ranging from small tweaks to comprehensive redesigns. Attendees learned practical strategies and tactics for addressing the concerns of all stakeholders as governments rethink their pension and healthcare benefits. Attached is a schedule of Major Changes in Benefits & Compensation for Oakland County employees, covering the period 1984 to the present, including my stint as DMB Director from 1984 to 2002.

**Keeping Up with Healthcare Reform: What Governments Must Do Now (1 CPE Credit)**

Speakers:

Michael A. Hermanson, Pension Administrator, Tuscon Supplemental Retirement System

Jessica Bernanke, Senior Compliance Specialist, National Compliance Practice, Segal Co., Washington, DC

Kate Clarke Buch, Finance Director, Town of Darien, CT

Susan Smith, Executive Director, TML Intergovernmental Employee Benefit Pool, Austin, TX

As healthcare reform requirements go into effect, employers are subject to changing requirements for providing specified levels of health benefits. Public sector employers must take stock of these new requirements and adjust their healthcare programs to address reporting, eligibility, benefit levels, and other requirements. Session attendees learned about steps state and local government employers are putting into place to comply with new requirements.

### **Getting the Word Out: Effective Popular Reporting (1 CPE Credit)**

Speakers:

Janice Andrews, Director of Finance, City of Waco, TX

Jesus Amezcua, CPA, Assistant Superintendent for Business Services, Harris County  
Department of Education, Houston, TX

Robert Dolphin, Financial Manager, Utah Retirement Systems, Salt Lake City, UT

Robert K. Kellersberger, Finance Director, Utah Retirement Systems, Salt Lake City, UT

Sheralyn Wright, Assistant Finance Director, City of Arlington, TX

Some 200 governments participate each year in the GFOA's Popular Annual Financial Reporting Program. A key objective of the program is to provide readily available examples of effective and innovative approaches to communicating financial data to interested parties that may be unable or unwilling to seek that information in a Comprehensive Annual Financial Report (CAFR). This session summarized the main approaches taken to preparing popular annual financial reports and spotlighted examples of especially successful techniques for presenting financial information to a popular audience. The City of Adrian Finance Department, in conjunction with the Public Affairs College at Eastern Michigan University, has prepared a Popular Annual Financial Report for FY 2009-10 and submitted it to the GFOA Award Program for consideration.

### **Strategies for Mitigating Risk in Economic Development Agreements (2 CPE Credits)**

Speakers:

Karen Rhodes-Whitley, Budget Director, City of Plano, TX

John Gross, Finance Director, City of Aurora, CO

David N. MacGillivray, Chairman, Springsted Inc., St. Paul, MN

With developers struggling financially and consumers spending just beginning to rebound, risk associated with public funding of economic development has never been higher. As a result, managing developer relationships and understanding the nuances of developer pro forma statements is crucial. This session explored risks associated with partnering with developers in weakened financial conditions and the uncertain outcomes of capital projects. Presenters focused on methods of understanding and quantifying those risks, and presented strategies for successfully managing them.

### **Key Issues in Moving from Defined Benefit to Defined Contribution Retirement Plans (2 CPE Credits)**

Speakers:

R. Keith Overly, Executive Director, Ohio Deferred Compensation, Columbus, OH

Kris Heurich, Senior Vice President, Client Services, ICMA-RC, Washington, DC

John H. Ogden, Finance Director, City of Port Huron, MI and Board Member of the  
Michigan Municipal Employees Retirement System (MERS)

Paul Zorn, Director of Governmental Research, Gabriel, Roeder, Smith (GRS) &  
Company, Southfield, MI

Many governments are exploring a switch from a defined benefit to a defined contribution pension plan or some type of hybrid plan. Finance officers need evidence of

the impact of this change, including actual savings achieved, how public retirees have fared in defined contribution or hybrid plans, and details on making the transition. Industry experts and practitioners who have made the switch discussed these and other key decision factors at this session. The City of Port Huron switched to a hybrid program with MERS a couple of years ago for new employees. I recommend that we have John Ogden, Finance Director, City of Port Huron, meet with the City of Adrian's Pension Committee to share his experience.

## **Policy Statements**

At the GFOA's annual business meeting on Tuesday, May 24, GFOA members adopted two new policy statements - The policy statements oppose *federal intervention in the operation of state and local pension systems*, and oppose *SEC action that would define appointed members of any state or local government governing body where debt and investment issues are discussed, as municipal financial advisors*. The policy statements may be found below:

### **Opposing Federal Intervention in Public Employee Retirement Systems (2011)**

#### **Background**

State and local governments have been subject to substantial criticism about the condition of their pension plans. Critics maintain that the vast majority of public pension plans are significantly underfunded. They challenge the investment return assumptions used by public plans and question whether these plans have sufficient assets to continue paying benefits. In response, Congress is considering proposals that seek federal regulation of state and local pension plans.

States and local governments have a proven history of fiscal responsibility, and as a result, continue to modify their pension systems as part of their commitment to long-term sustainability. Most public employers consistently pay their actuarial contributions for pensions, even during periods of fiscal stress. Federal regulation of public pension plans would only serve to undermine state and local governments' authority to effectively govern and finance their retirement plans.

The vast majority of public pension funds are prudently managed under state law, where jurisdiction best resides. According to the National Association of State Retirement Administrator's (NASRA) public fund surveys, which provide annual data on funds covering more than 85% of public employees, public pension funds have maintained sustainable levels.

Claims of a crisis in state and local government pensions are based on a handful of poorly funded plans and faulty assumptions that are inconsistent with government accounting standards set forth by the Governmental Accounting Standards Board (GASB). [Over the last 25 years, the median public pension fund investment return was 9.25%, as compared to an assumed rate of return of 8%.]

### **Policy Statement**

The Government Finance Officers Association (GFOA) opposes any additional federal intervention into state and local government pension systems. This includes reporting requirements on state and local governments regarding their pension costs, which would conflict with the existing governmental accounting standards set forth by the GASB and create volatility and confusion in public pension costs and funding levels.

### **Note**

According to the Public Fund Survey, compiled by the National Association of State Retirement Administrators and the National Conference on Teacher Retirement, aggregate public pension funding levels are approximately 80 percent (based on fiscal 2009 data), which the Government Accountability Office has independently found to be an acceptable level.

### **SEC Definition of Municipal Advisors (2011)**

#### **Background**

The GFOA supports the regulation of municipal financial advisors which was included in the Section 975 of the 2010 Dodd-Frank Act. Section 975 of the Dodd-Frank Act states that independent municipal financial advisors must register with the Securities and Exchange Commission (SEC) and meet various regulatory requirements set forth by the SEC and the MSRB. These requirements include: registration requirements, meeting federal fiduciary standards, having federal securities law liabilities, paying registration fees, and meeting federal financial disclosure standards.

In its proposed rule, 34-63576, the SEC has stated that elected members, elected ex-officio, and employees of a municipal entity's governing board are exempt from the definition of "municipal financial advisors." However, non-elected (appointed) members of a governing board would be considered to be municipal financial advisors.

The SEC is proposing that anyone serving as an appointed member of a governing body, where municipal bond and investment issues are discussed, would be considered a municipal advisor and subject to SEC and MSRB rules for municipal financial advisors. This overly broad definition would include appointed members of governmental and non-profit advisory boards, public pension funds, and would also encompass employees of one jurisdiction who may serve on the board of, or simply advises, another governmental jurisdiction.

In its proposed rule, the SEC does not recognize that a state and local government governing board, comprised of appointed members, can not serve as an advisor to itself. Nor does it recognize the role of appointed members to governmental bodies, which in many instances, are appointed by an elected body, and treated as public officials. If Congress had intended for appointed members of governing bodies to be included within the municipal financial advisor definition, it would have made this point clear in the statute.

**Policy Statement**

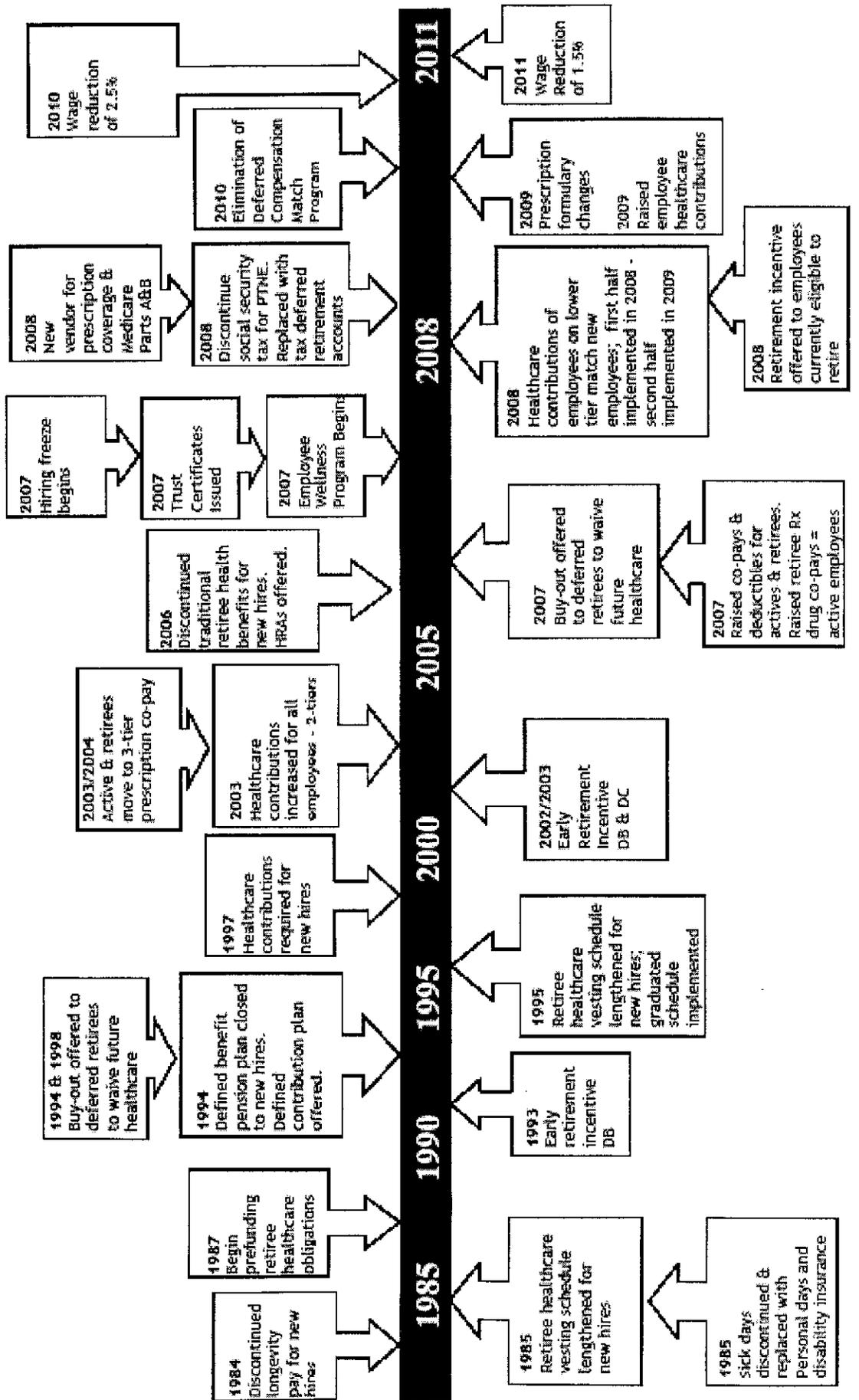
The Government Finance Officers Association opposes the proposed definition of municipal advisors to include appointed members to governing bodies. Instead, the GFOA insists that the SEC exclude all governing body members and the employees of appointed bodies, including those that serve across jurisdictional boundaries, from the municipal advisor definition.

In conclusion, I would like to express my appreciation to the City Administration and City Commission for allowing me the opportunity to attend the GFOA 105<sup>th</sup> Annual Conference where I not only garnered knowledge on the many foregoing topics and gained enough CPE credits to maintain my certification as a Public Finance Officer, but also was able to visit the Alamo and San Antonio's famed Riverwalk linear park as well as attend the San Antonio Mission Double A farm club of the San Diego Padres Major League Baseball Team, in which the Missions won with a walk-off grand slam home run.

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



# Major Changes in Benefits & Compensation



C-4



**MEMO**

Date: May 31, 2011

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

From: Jeffrey C. Pardee, Finance Director

**Re: Government Finance Officers' Association Award for Excellence in Financial Reporting for the City of Adrian's FY2009-10 Comprehensive Annual Financial Report**

For the twenty-fourth consecutive year, the City of Adrian has been accorded the Government Finance Officers' Association (GFOA) Award for Excellence in Financial Reporting for publication of its FY2009-10 Comprehensive Annual Financial Report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

The CAFR has been judged by an impartial panel to meet the high standards of the award program, including demonstration of a constructive "spirit of full disclosure" to clearly communicate the City's financial story and motivate all stakeholders to purview its contents. The Award is accorded only to those jurisdictions, approximately five (5%) percent of the 1,776 cities, villages and townships in the State of Michigan, that have implemented the Government Accounting Standards Board's (GASB) Statement No. 34, *Basic Financial Statements - and Management Discussion and Analysis - for State and Local Governments*. A 48-page checklist is used by three out-of-state practitioners to determine whether or not submissions meet the rigorous criteria of the program.

I would like to recognize those individuals in the Finance Department that make a significant contribution in time and energy throughout the year, culminating in the achievement of this prestigious honor, including:

- Cindy Prue, Assistant Finance Director
- Donna Stewart, City Treasurer
- Kylene Moore, Accounts Payable Clerk
- Jean Misseldine, Payroll Clerk
- Shelley Freiburger, Collections Clerk
- Debra Andrews, Collections Clerk

In addition, the audit firm of Robertson, Eaton & Owen, PC, particularly Gary Owen, CPA, should be recognized for its significant contribution in preparing the CAFR publication. If you have any questions or need for additional information, please contact my office.



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

May 16, 2011

Jeffrey C. Pardee  
Director of Finance  
City of Adrian  
135 E. Maumee St.  
Adrian MI 49221

Dear Mr. Pardee:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2010, qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Each entity submitting a report to the Certificate of Achievement review process is provided with a "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements in its financial reporting techniques. Your list has been enclosed. You are strongly encouraged to implement the recommended improvements into the next report and submit it to the program. If it is unclear what must be done to implement a comment or if there appears to be a discrepancy between the comment and the information in the CAFR, please contact the Technical Services Center (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

Certificate of Achievement program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. Your written responses should provide detail about how you choose to address each item that is contained within this report. These responses will be provided to those Special Review Committee members participating in the review.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. Enclosed is an AFRA for:

**Finance Department, City of Adrian**

Your Certificate of Achievement plaque will be shipped to you under separate cover in about eight weeks. We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed. We suggest that you provide copies of it to local newspapers, radio stations and television stations. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, [www.gfoa.org](http://www.gfoa.org).

A current holder of a Certificate of Achievement may include a reproduction of the award in its immediately subsequent CAFR. A camera ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year. To continue to participate in the Certificate of Achievement Program it will be necessary for you to submit your next CAFR to our review process.

In order to expedite your submission we have enclosed a Certificate of Achievement Program application form to facilitate a timely submission of your next report. This form should be completed and sent (postmarked) with three copies of your report, three copies of your application, three copies of your written responses to the program's comments and suggestions for improvement from the prior year, and any other pertinent material with the appropriate fee by December 31, 2011.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact Delores Smith ([dsmith@gfoa.org](mailto:dsmith@gfoa.org) or (312) 578-5454).

Sincerely,  
Government Finance Officers Association

A handwritten signature in cursive script that reads "Stephen J. Gauthier".

Stephen J. Gauthier, Director  
Technical Services Center

SJG/ds

# Certificate of Achievement for Excellence in Financial Reporting

Presented to

City of Adrian  
Michigan

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended  
June 30, 2010

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



President

Executive Director



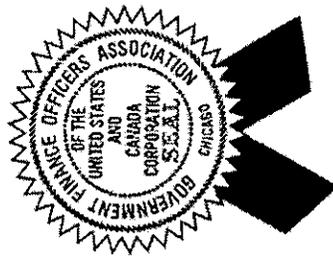
The Government Finance Officers Association  
of the United States and Canada

*presents this*

## AWARD OF FINANCIAL REPORTING ACHIEVEMENT

*to*

**Finance Department**  
City of Adrian, Michigan



*The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.*

Executive Director

Date May 16, 2011



# CONSENT AGENDA

CR-1

# MEMO

**To:** Dane C. Nelson, City Administrator  
**From:** Mark K. Gasche, Parks & Recreation Director  
**Date:** May 31, 2011  
**Re:** Bid Recommendation - T-Shirts

---

I concur with the recommendation of the Parks and Recreation Director to award the annual bid for T-shirts to Red Paint Printing of Adrian, MI for the items and prices as listed in the memo below. The T-shirts will be used for various recreation programs.

Ten vendors were invited to bid with Red Paint Printing being the only bid. Funds are available in the various recreational supply accounts for this purchase. I would, therefore, recommend your favorable consideration to approve this annual bid.

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

Sealed bids were received and opened at 2:00 p.m. E.D.T. on Thursday, May 26, 2011 at the Purchasing Office for the annual purchase of T-Shirts for various programs within the Parks and Recreation Department. Ten (10) vendors were invited to bid, with only one (1) responding. The bid details are listed below.

Price per shirt for 2-color print, one location	\$4.25
Discount per shirt if 1-color print	-\$0.25
Additional cost per shirt if printing on 2 locations	+\$0.75
Additional cost per shirt for XXL or XXXL sizes	\$1.50
Additional cost per shirt for Long Sleeve T-Shirt	\$1.75

Red Paint Printing is the only bidder this year. Even though they are the sole bidder their prices are competitive from past year's prices. Their prices are the same as last year (they were the second low bidder of five bidders last year), including each of their additional costs for changes in printing or shirt sizes/types. They are a local company who has had our t-shirt bid in the past and provided excellent service and quality. They meet our requirements for minimum shirt orders (12) and for guaranteed delivery time (7 days).

After review with the staff, it is my recommendation that the bid for T-Shirts be awarded to Red Paint Printing of Adrian, Michigan at the unit prices stated in their bid. Total purchases for the year are anticipated to be approximately \$7,000. Funds for these purchases are budgeted in various Recreation supply accounts.

**CR11-014**

June 6, 2011

**RE: PARKS & RECREATION – Annual Bid for T-Shirts for Parks & Recreation Programs**

**RESOLUTION**

WHEREAS, sealed bids were received May 26, 2011 for the annual purchase of T-shirts for various Parks & Recreation programs; and

WHEREAS, said bids have been tabulated and recommendations made by the Parks & Recreation Director, and the City Administrator; and

WHEREAS, Red Paint Printing of Adrian, MI was the only vendor to submit a bid, with the results as follows:

Price per shirt for 2-color print, one location	\$4.25
Discount per shirt if 1-color print	-\$0.25
Additional cost per shirt if printing on 2 locations	\$0.75
Additional cost per shirt for XXL or XXXL sizes	\$1.50
Additional cost per shirt for long sleeve T-shirt	\$1.75

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

NOW, THEREFORE, BE IT RESOLVED, that the bid for T-shirts be awarded to Red Paint Printing of Adrian, MI, at the aforementioned prices under the terms and conditions as submitted and as proposed in their sealed bid dated May 26, 2011.

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

CR-2

SUBJECT: Purchase of TPOAM Uniforms June 1, 2011  
 TO: Dane C. Nelson City Administrator  
 FROM: Cindy L Prue Asst. Finance Director

I concur with the recommendation of the Asst. Finance Director to award the annual bid for TPOAM Uniforms to Mugs n' More of Adrian, MI for the items and prices as listed in the bid tabulation below. We have used the services of this vendor in the past and have been pleased with their products and service.

Two firms responded to the offer to bid. Sufficient funds are available in the respective departmental budgets for this annual expense. I urge your favorable consideration authorizing the purchase of TPOAM uniforms from Mugs n' More.

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

DCN:bjw

Sealed bids were received at the Purchasing Office, at 2:00 p.m. May 10, 2011 for the purchase of uniforms for the TPOAM union members. A few items were added to this year's bid as per their union agreement. Following is a tabulation of bids received.

ITEM	Mugs n' More Adrian, MI	Aramark Uniform Burbank CA
Shirts – Long Sleeve	\$ 9.50	\$ 17.00
Shirts – Short Sleeve	\$ 8.75	\$ 16.00
Chamois Shirt – Long Sleeve	\$ 26.75	No bid
Knit Shirt – 50/50	\$ 11.25	\$ 17.00
Knit Shirt – 100% polyester *	\$ 15.50	\$ 18.00
Trousers	\$ 14.50	\$ 15.00
Name Patches	\$ 2.25	\$ 2.50
Coveralls	\$ 26.95	\$ 31.00
Jacket – Hip Length	\$ 26.95	\$ 32.00
Jacket – Waist Length	\$ 26.95	No Bid
Bib Overalls *	\$ 53.00	\$ 60.00
Insulated Coat *	\$ 58.00	\$ 58.00

\* New items this year

I recommend the bid be awarded to the low bidder, Mugs n' More of Adrian, for the items listed above. We have purchased these products from them for the past few years and have been satisfied with their service and product.

Respectfully submitted,

Cindy L Prue  
 Assistant Finance Director

RE: TPOAM Union – Award Bid for Uniforms for Members of the TPOAM Union

RESOLUTION

WHEREAS, sealed bids were received May 10, 2011 for the purchase of uniforms for TPOAM members; and

WHEREAS, said bids have been tabulated and recommendations made by the Asst. Finance Director and the City Administrator to award the bid to Mugs n’ More of Adrian, MI for the following items and prices:

ITEM	Mugs n’ More Adrian, MI	Aramark Uniform Burbank CA
Shirts – Long Sleeve	\$ 9.50	\$ 17.00
Shirts – Short Sleeve	\$ 8.75	\$ 16.00
Chamois Shirt – Long Sleeve	\$ 26.75	No bid
Knit Shirt – 50/50	\$ 11.25	\$ 17.00
Knit Shirt – 100% polyester *	\$ 15.50	\$ 18.00
Trousers	\$ 14.50	\$ 15.00
Name Patches	\$ 2.25	\$ 2.50
Coveralls	\$ 26.95	\$ 31.00
Jacket – Hip Length	\$ 26.95	\$ 32.00
Jacket – Waist Length	\$ 26.95	No Bid
Bib Overalls *	\$ 53.00	\$ 60.00
Insulated Coat *	\$ 58.00	\$ 58.00

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for TPOAM uniforms be awarded to Mugs n’ More of Adrian, MI for the items and prices as listed in the bid tabulation above and under the terms and conditions as specified and as proposed in their sealed bid dated May 10, 2011.

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 and Recreation Director  
**DATE:** May 31, 2011  
**SUBJECT:** Bid Recommendation – Roof Replacement on Island Park Maple Shelter

---

The bid is for the replacement of a metal roof on Maple Shelter at Island Park. This is a capital item that was included by the Commission at the request of the Parks & Recreation Director. I had proposed, at the time, to sand and repaint the roof rather than replace it.

The bid is for the replacement of the roof, with ACP of Lenawee, Clayton, MI being the low bidder at \$12,900. This is part of a larger project for the shelter, which includes sandblasting, painting, electrical upgrades and an ADA compliant sidewalk. These items will be bid separately. Funds are available in the Parks & Forestry Capital Improvement Fund.

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

DCN:bjw

Sealed bids were received on Thursday, May 26, 2011 for the replacement of a metal roof on the Island Park Maple Shelter. Four companies were invited to bid; the responses are listed below:

BIDDERS	AMOUNT	PRODUCT
ACP of Lenawee Clayton, MI	\$12,900	McLeroy 24 gauge 36" Multi-rib Kynar 500
Michigan Building Specialties Adrian, MI	\$13,000	Mtetal Sales 24 gauge Multi-rib Kynar – Forest Green
Superior Play, LLC Brighton, MI	\$18,070	Coverworx 24 gauge Standing Seam Kynar - Evergreen
Colin Punches Addison, MI	\$19,873	MBCI 24 gauge PBR Kynar
M.W. Morss Roffing Co. Romulus, MI	\$21,550	Firestone 24 gauge Ultra Inega Smooth Finish

After review with staff, it is my recommendation that the bid be awarded to the low bidder meeting specifications, ACP of Lenawee in the amount of \$12,900. Funds for this project are budgeted in the Parks and Forestry Capital Improvement account. The roof replacement is part of an overall project that will sandblast and paint the existing shelter frame, replace the electrical service to the shelter, and install a new ADA compliant walkway to the shelter. Each of those jobs will be quoted separately. This project is scheduled to be completed between June 13 and July 1, 2011.

**CR11-015**

June 6, 2011

**RE: PARKS & FORESTRY – Roof Replacement on Maple Shelter at Island Park**

**RESOLUTION**

WHEREAS, sealed bids were received May 26, 2011 for replacement of a metal roof on the Maple Shelter at Island Park; and

WHEREAS, said bids have been tabulated and recommendations made by the Parks and Recreation Director and the City Administrator, with the results as follows:

<u>BIDDERS</u>	<u>AMOUNT</u>	<u>PRODUCT</u>
ACP of Lenawee Clayton, MI	\$12,900	McLeroy 24 gauge, 36" Multi-rib, Kynar 500
Michigan Building Specialties Adrian, MI	\$13,000	Mtetal Sales 24 gauge, Multi-rib, Kynar – Forest Green
Superior Play, LLC Brighton, MI	\$18,070	Coverworx 24 gauge, Standing Seam, Kynar – Evergreen
Colin Panches Addison, MI	\$19,873	MBCI 24 gauge, PBR, Kynar
M.W. Morss Roofing Co. Romulus, MI	\$21,550	Firestone 24 gauge, Ultra Inega Smooth Finish

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby authorize the engagement of ACP of Lenawee, Clayton, MI in the City's Standard Professional Services Contract for replacement of a metal roof on the Maple Shelter at Island Park at a cost of \$12,900.

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



# REGULAR AGENDA

50-4 R-1

June 6, 2011

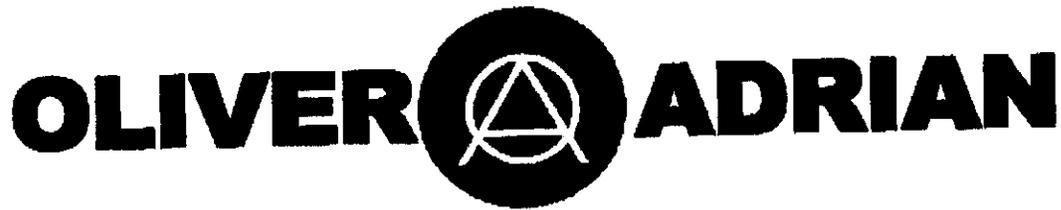
SPECIAL ORDER

The Mayor called for the hearing and consideration of comments to creation of an Industrial Development District #40 for Oliver Instruments, 1111 E. Maumee Street.

Discussion

When the Mayor called for final objections \_\_\_\_\_

\_\_\_\_\_ and he declared the hearing closed.



DRILL GRINDERS • TOOL AND CUTTER GRINDERS • DRILL POINT THINNERS

April 22, 2011

Christopher D. Miller  
135 E. Maumee Street  
Adrian, MI 49221

Dear Mr. Miller,

This letter is in request that the City of Adrian establish an Industrial Development District for our property at 1111 East Beecher Street, Adrian, MI 49221.

Property located in the City of Adrian, County of Lenawee, State of Michigan described as:

Lot Twenty-seven on the Plat of Low's Addition to the City of Adrian. Said lot being a part of the West half of the Southwest Quarter of Section One, Town Seven South, Range Three East.

Also, Lots Twenty-eight and Twenty-nine on Low's Addition to the City of Adrian. Commonly known as 1111 East Beecher Street, Adrian, MI 49221.

Sincerely,

A handwritten signature in cursive script that reads "Neal Garrison".

Neal Garrison

1111 E BEECHER STREET ~ P.O. BOX 189 ~ ADRIAN, MICHIGAN 49221 USA  
TEL (517)263-2132 • FAX (517)265-8698  
E-MAIL: [info@oliverinstrument.com](mailto:info@oliverinstrument.com) • WEBSITE: [www.oliverofadrian.com](http://www.oliverofadrian.com)

**R11-062**

June 6, 2011

**RE: COMMUNITY DEVELOPMENT – Create Industrial Development District #40 – Oliver Instruments, 1111 E. Beecher St.**

**RESOLUTION**

WHEREAS, a Public Hearing has been held to hear and consider objections to the establishment of an Industrial Development District within the City of Adrian, pursuant to the provisions of Act 198 of the Public Acts of Michigan, 1974; and

WHEREAS, it appears that the establishment of such a district is consistent with the objective of encouraging industrial development and economic expansion leading to increased employment opportunities for the citizens of Adrian; and

WHEREAS, an application has been filed by Oliver Instruments, Inc. for the establishment of an Industrial Development District for the facility located in the Adrian Industrial Park, and was received by the City Clerk on the 2nd day of May, 2011; and

WHEREAS, the Adrian City Clerk, pursuant to 1974 PA 198, Section 4 (4) did notify the Adrian City Assessor and gave written notice by certified mail to the owners of all real property within the proposed Industrial Development District and held a public hearing on the establishment of the Industrial Development District at which those owners and other residents or taxpayers of the local governmental unit had the right to appear and be heard for the property located within the Adrian Industrial Park and that the application for an Industrial Development District #40 would be considered at a meeting of the Adrian City Commission on Monday, June 6, 2011; and

WHEREAS, objections to the establishment of said District have been heard and duly considered.

NOW, THEREFORE, BE IT RESOLVED that the City Commission hereby declares established Industrial Development District #40 pursuant to said Act 198 of the Public Acts of Michigan, 1974, which District shall consist of that portion of the land hereinafter described which lies within the corporate limits of the City of Adrian:

Lot Twenty-seven on the Plat of Low’s Addition to the City of Adrian.  
Said lot being a part of the West half of the Southwest Quarter of  
Section One, Town Seven South, Range Three East.

Also, Lots Twenty-eight and Twenty-nine on Low’s Addition to the City  
of Adrian. Commonly known as 1111 East Beecher Street, Adrian, MI  
49221.

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

R-2  
May 31, 2011

## MEMORANDUM



TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer  
Mark Gasche, Parks & Recreation Director  
Terry Collins, Police Chief

SUBJECT: Adrian Senior Center Signage

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We received a request from Bronna Kahle of the Adrian Senior for some way-finding signage directing people to the senior center. Installed costs for these 18 x 24 signs is approximately \$73.00/sign. Ms. Kahle has requested that we make and install 9 signs and they will cover our costs for materials and labor.

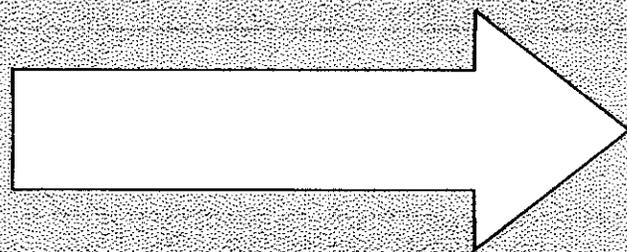
Of these 9 signs 4 will be placed within MDOT's ROW. Per the requirements of MDOT it is required that we provide with our permit request for these way-finding signs a resolution that "includes a commitment of the agency to the permit requirements, installation, maintenance, and all associated costs of the signs."

On behalf of the Adrian Senior Center we respectfully request a resolution in support of these way-finding signs. The signs will be placed in the following general areas: US-223/M-52, M-52/Beecher, Beecher/Division, Division/Erie, at the Senior Center on Erie, Erie/Locust, Locust/Maumee, M-52/Maumee and M-52/Front.

Adrian

Senior

Center



**R11-063**

June 6, 2011

**RE: DEPARTMENT OF PARKS & RECREATION – Piotter Center Way-Finding Signage**

**RESOLUTION**

WHEREAS, the Piotter Senior Center has requested way-finding signage at strategic locations throughout the City of Adrian to assist travelers in locating the senior center; and

WHEREAS, the nine (9) signs will be placed in the following general areas: US-223/M52, M-52/Beecher, Beecher/Division, Division/Erie, at the Senior Center on Erie, Erie/Locust, Locust/Maumee, M-52/Maumee, and M-52/Front streets; and

WHEREAS, four (4) of the aforementioned signs will be placed in MDOT right-of-way, which requires City commitment to absorption of all related costs associated with installation and maintenance of the subject signage; and

WHEREAS, the installed cost of these 18"X 24" signs is approximately \$73.00 each, for a total estimated cost of \$657.00; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2010-11 Parks & Recreation Budget (Piotter Center Account #101-691.00-741.059), which will be reimbursed by the Senior Citizens Trust Account (MBIA-CLASS MI-01-0062-0003); and

WHEREAS, the Parks & Recreation Director, City Engineer, Police Chief and City Administrator recommend approval of this resolution authorizing the installation of Piotter Center way-finding signage at strategic locations throughout the City of Adrian and that the City shall meet all Michigan Department of Transportation (MDOT) permit requirements for those signs placed in MDOT's right-of-way, including local responsibility for installation, maintenance and all associated costs of the signage.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes installation of Piotter Center way-finding signage at strategic locations throughout the City of Adrian and that the City shall meet all Michigan Department of Transportation (MDOT) permit requirements for those signs placed in MDOT's right-of-way, including local responsibility for installation, maintenance and all associated costs of the signage.

BE IT, FURTHER, RESOLVED that a certified copy of this resolution be included with submission of the required signage permits to MDOT.

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

R-3

May 31, 2011



**MEMORANDUM**

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: N. Scott Street – Maumee to Maple

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As you are aware, the winter months were difficult on many of the City streets in Adrian. North Scott from Maple to Maumee was hit particularly badly, which had clay sub-base pushing up through the road surface during the spring months. Scott Street is designated a local street; however, it is one of the more heavily used local streets in the City.

We recently received the preliminary results of the soil borings for this street section. These borings show a cross section of a typical road reconstruction project from past years. At this time, we are comfortable recommending a milling and resurfacing project for this section of street. We have contacted American Asphalt, Inc. and they are willing to complete this work under the current bid for the work already awarded to them. They would complete this work at the same time as their work on Westwood, Oregon, and Hawthorne, likely in late June or early July.

We received paving bids on April 7, 2011 for milling and resurfacing on Westwood, Oregon, and Hawthorne. The bids for this work were accepted by the City Commission at the April 18, 2011 meeting. Using the current bid prices and adding additional monies for the required undercutting by DPW in the "blow-out" areas, we are estimating a cost of approximately \$135,000 for this project. \$100,000 would be an estimate of the change order to the current paving contract and the other \$35,000 for construction and engineering costs for the in-house work.

Funds for this work were not planned for in our normal capital budget planning process; however, funds exist in the Local Street Fund balance to cover this expenditure. This street is also not on the current five-year plan.

**RE: DEPARTMENT OF PUBLIC WORKS – Revised Asphalt Paving Program for 2011 to Include North Scott Street from Maumee to Maple**

**RESOLUTION**

WHEREAS, the Adrian City Commission, by Resolution #R11-041 dated April 18, 2011, approved engagement of American Asphalt, Lansing, MI to implement the City’s Asphalt Paving Program for 2011, including resurfacing the streets of Westwood, Oregon and Hawthorne; and

WHEREAS, due to the harsh winter, North Scott Street, from Maumee to Maple, is badly in need of resurfacing, even though it is not currently included in the five-year Capital Improvement Plan; and

WHEREAS, recent soil borings indicate that the more economical alternative of milling and resurfacing, rather than reconstruction, would extend the life of the road a sufficient period of time to be worthwhile and, therefore, a quote was solicited from the aforementioned vendor for the expanded work that can be performed in conjunction with the current project that is scheduled for late June/early July timeframe; and

WHEREAS, the total estimated cost of this additional project work is \$135,000, including a \$100,000 change order to the current contract and \$35,000 for construction and engineering costs for in-house work; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Local Street Fund Unassigned Fund Balance (Account #203-000.00-390.000); and

WHEREAS, the City Engineer and the City Administrator recommend approval of this resolution authorizing a contract change order in the amount of \$100,000 and \$35,000 construction and engineering costs for in-house work, as well as appropriation of a total \$135,000 from Local Street Fund Unassigned Fund Balance and approval of appropriate budget amendments.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves a contract change order, in the amount of \$100,000, with American Asphalt, Lansing, MI to expand the City’s Asphalt Paving Program for 2011 to include North Scott Street from Maple to Maumee, as well as provide for related in-house construction and engineering expenses amounting to \$35,000.

BE IT, FURTHER, RESOLVED that \$135,000 be appropriated from the Local Street Fund Unassigned Fund Balance (203-000.00-390.000) and that the FY2010-11 Budget be amended as follows:

**Local Street Fund (203)**

Revenue:		
(203-000.00-697.000)	Prior Years’ Revenue	\$135,000
Expenditures:		
(203-451.10-702.209)	Street Construction- Engineering Wages	\$ 35,000
(203-451.10-801.203)	Street Construction – Contract Services	<u>100,000</u>
	Total	<u>\$135,000</u>

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

R-4



**MEMO**

Date: June 1, 2011

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

From: Mark Gasche, Director, Parks & Recreation

**Re: DEPARTMENT OF PARKS & RECREATION – Parks and Forestry  
Division - Acceptance of Gift Donation and Grant from Stubnitz Foundation  
for Tree Planting Program**

The Maurice and Dorothy Stubnitz Foundation has awarded a \$10,000 grant to the City of Adrian for an expanded Tree Planting Program to be administered by the Department of Parks & Recreation – Parks and Forestry Division. These funds have been donated for the purchase of trees, supplies and watering bags for an additional 78 trees to be planted in the Fall, over and above the normal 125 trees planted annually.

In accordance with the Gift and Donation Policy adopted by the City Commission (Resolution #R04-182, dated November 1, 2004); gift donations with a value of \$10,000 or greater must be formally accepted by the City Commission and appropriate budget amendments approved to provide proper stewardship. I respectfully recommend approval of the attached resolution accepting the generous donation and grant from the Stubnitz Foundation (which has no match requirement), approval of the expanded tree-planting program and appropriate budget amendments.

If you have any questions or need for further information, please contact my office at 264-4868.

**RE: DEPARTMENT OF PARKS & RECREATION – Parks and Forestry Division - Acceptance of Gift Donation and Grant from Stubnitz Foundation for an Expanded Tree Planting Program**

**RESOLUTION**

WHEREAS, the Maurice and Dorothy Stubnitz Foundation has awarded a \$10,000 grant to the City of Adrian for an expanded Tree Planting Program to be administered by the Department of Parks & Recreation – Parks and Forestry Division; and

WHEREAS, these funds have been donated for the purchase of trees, supplies and watering bags for an additional 78 trees to be planted in the Fall, over and above the normal 125 trees planted annually; and

WHEREAS, in accordance with the Gift and Donation Policy adopted by the City Commission (Resolution #R04-182, dated November 1, 2004); gift donations with a value of \$10,000 or greater must be formally accepted by the City Commission and appropriate budget amendments approved to provide proper stewardship; and

WHEREAS, the Parks & Recreation Director and City Administrator recommend approval of this resolution accepting the generous donation and grant from the Stubnitz Foundation (which has no match requirement), approval of the expanded tree-planting program and appropriate budget amendments.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the \$10,000 grant from the Maurice and Dorothy Stubnitz Foundation and approval of the expanded tree-planting program to be administered by the Parks & Recreation Department – Parks and Forestry Division.

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

**GENERAL FUND (101)**

REVENUE:

(101-697.00-675.081) Parks & Forestry Donations \$10,000

EXPENDITURES:

(101-697.00-741.000) Parks & Forestry Operating Supplies 10,000  
Total \$ -0-

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