



# PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION  
AGENDA  
PRE-MEETING STUDY SESSION  
MAY 16, 2011  
5:30 P.M.**

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The City Commission will meet for a pre-meeting study session on Monday, May 16, 2011 at 5:30 p.m. in the City Chambers Building, 159 E. Maumee St., to discuss the following:

- I. Discussion of City Properties with No Current Use
- I I. Other Items as Time Permits



# COMMISSION AGENDA

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

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- I I. ROLL CALL
- I I I. APPROVAL OF MINUTES OF THE MAY 2, 2011 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- I V. PRESENTATION OF ACCOUNTS
- V. PUBLIC COMMENTS
- V I. 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 and 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.
  - 2. **C-2. Downtown Development Authority.** FY 2010-11 Third-Quarter Financial Reports for DDA
  - 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.
- V I I. REGULAR AGENDA
  - A. 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.
    - 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.

B. RESOLUTIONS

1. **R11-056. City Commission.** Resolution to recognize students from Lenawee Christian School for the public service project they performed by removing fallen tree limbs and debris from the Adrian Training School property that came down during the recent ice storm.
2. **R11-057. City Commission.** Resolution to recognize LISD Culinary Arts students and their teacher, Chef Corbett Day, for ranking in the nation's top 10 in the recent culinary competition in Overland Park, KS.
3. **R11-058. Administration.** Resolution to approve the acquisition of the former Adrian Training School, located at 2300 N. Adrian Hwy., including all surplus, salvage and scrap property and equipment remaining on the property as of the date of conveyance.
4. **R11-059. Engineering Dept.** Resolution to approve an increase in refuse collection and disposal fee user charges to compensate for vendor contract fuel surcharges. The increase is estimated to cost an additional \$4.00/per year for the typical single-family residence.
5. **R11-060. Engineering Dept.** Resolution to retain CTI & Associates for construction materials testing services for the Bent Oak project and that the bid process be waived.
6. **R11-061. Community Development.** Resolution to set a public hearing date to hear and consider comments to establishing an Industrial Development District for Oliver Instruments, 1111 E. Beecher Street.

V I I I. MISCELLANEOUS

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

I X. PUBLIC COMMENTS

X. COMMISSION COMMENTS



# MINUTES

**MINUTES  
ADRIAN CITY COMMISSION  
MAY 2, 2011  
7:00 P.M.**

Official proceedings of the May 2, 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.

PRESENT: Mayor McDowell, Commissioners DuMars, Warren, Osborne, Carrico, Clegg and Steele

Mayor McDowell in the Chair.

Commissioner Steele moved to approve the minutes of the April 18, 2011 regular meeting of the Adrian City Commission, seconded by Commissioner DuMars , motion carried by a unanimous vote.

**PRESENTATION OF ACCOUNTS**

Utility Department Receiving Fund Voucher #3439 through #3451	\$115,609.63
General Fund Vouchers #20399 through #20435	\$411,000.18
Clearing Account Vouchers amounting to	<u>\$148,579.34</u>
TOTAL EXPENDITURES	<u>\$675,189.15</u>

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

**PUBLIC COMMENTS**

1. Nichole Williams addressed the Commission regarding the medical marihuana Ordinances. She approved of the Ordinances, but would like to be able to offer additional services, such as massage therapy and acupuncture.
2. Mike Jacobitz, Planning Commission Chair, asked that the Commission approve both Ordinances together so that the licensing is regulated as well. Mr. Jacobitz explained the Planning Commission's reasoning behind the Ordinance wording and attempted to clarify some of the wording to the Commission.
3. Rick Strawcutter, property owner, expressed that he was against zoning because it is too restrictive.

## COMMUNICATIONS

1. **C-1. Finance Department.** FY2010-11 Third Quarter Financial Forecast
2. **C-2. Finance Department.** Michigan Employees Retirement System (MERS) Annual Actuarial Valuation Report (2009)
3. **C-3. Engineering Department.** Communication from City Engineer regarding a proposed rate adjustment for trash service billed to residents due to an increase in fuel surcharges. Adjustment is estimated to cost an additional \$4.00/per year for the typical single-family resident. (The Commission requested that this be put on the agenda.)

## REGULAR AGENDA

### ORDINANCES

1. **Ord. 11-001. Community Development.** Introduction 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.

Commissioner Clegg felt that the language was too vague regarding cultivation and caregiver facilities.

2. **Ord. 11-002. Community Development.** Introduction 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.

### SPECIAL ORDER

1. **SO-1. Finance Department.** Public Hearing to hear and consider comments to adoption of the FY2011-12 Budget and General Appropriations Act. There were no comments.

### RESOLUTIONS

#### RESOLUTION R11-051

**CITY OF ADRIAN, MICHIGAN  
FISCAL YEAR 2011-2012 BUDGET  
AND  
GENERAL APPROPRIATIONS ACT  
May 2, 2011**

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

Charter and the 1978 Tax Limitation Amendment contained in Article IX Section 31 of the Michigan Constitution; and

WHEREAS, the City Commission received budget requests from all City Departments, and has reviewed in detail the City Administrator's Fiscal Year 2011-2012 Budget Recommendation; and

WHEREAS, the City Commission, after due deliberation, has formulated a Proposed General Appropriations Act balancing total appropriations with available resources at \$22,981,621 for Fiscal Year 2011-2012, a summary of which is included in the Notice of Public Hearing published in a newspaper of general circulation; and

WHEREAS, a copy of the proposed Budget and General Appropriations Act was published April 22, 2011 and a Public Hearing was held on May 2, 2011 in accordance with the provisions of Section 8.3 of the Adrian City Charter, Public Act 5 of 1982, and the federal, state and local Fiscal Assistance Act of 1972 (P.L. 92-512), as amended; and

WHEREAS, included in the General Appropriations Act are the service charge rates for Dial-A-Ride transportation and Water and Sewer Utilities; Dial-A-Ride rates remain unchanged from FY2010-11; for a typical utility customer using eight units, which is approximately 6000 gallons per month, the water bill will increase \$.96 per month and the sewer bill will increase \$1.32 per month for a total increase of \$2.28 per month; and

WHEREAS, the City Administrator recommends establishment of a new Enterprise Fund, a Solid Waste Fund (595), for the purpose of recording revenue generated from user fees and expenditures for refuse collection and disposal services; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby adopt and amend the Fiscal Year 2011-2012 Budget and General Appropriations Act recommended by the City Administrator as advertised and placed in the Clerk's Office for public inspection, balancing total appropriations with available resources at \$22,981,621 for Fiscal Year 2011-2012.

BE IT, FURTHER, RESOLVED that the Adrian City Commission authorizes to levy a millage rate of 14.6039 (Operating-13.6293; and Local Streets-0.9746) mills upon the total Taxable Value of Real and Personal Property (\$411,414,878) so as to generate \$6,006,297, including additions for Industrial Facilities Tax (IFT) Revenue and excluding captured tax revenue for various economic development authorities, to support the FY2011-2012 City of Adrian General Fund Operating and Local Street Budgets.

BE IT, FURTHER, RESOLVED that the Adrian City Commission authorizes Industrial Facilities Tax (IFT) collections at 14.6039 mills upon the total Taxable Value of Real and

Personal Property (\$9,597,162) so as to generate \$140,156 to provide additional support for the FY2011-12 City of Adrian General Fund Operating and Local Street Budgets.

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

BE IT, FURTHER, RESOLVED that the following Water and Sewer Rate Charges continue in effect on July 1, 2011:

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

<u>Meter Size</u>	<u>Current Service Charge Per Month</u>	<u>Proposed Service Charge Per Month</u>
5/8"	<del>\$ 8.24</del>	\$ 8.49
3/4"	<del>\$ 9.83</del>	\$ 10.13
1"	<del>\$ 12.45</del>	\$ 12.82
1 1/2"	<del>\$ 18.74</del>	\$ 19.30
2"	<del>\$ 26.67</del>	\$ 27.47
3"	<del>\$ 43.04</del>	\$ 44.33
4"	<del>\$ 69.75</del>	\$ 71.84
6"	<del>\$131.14</del>	\$135.07
8"	<del>\$270.06</del>	\$278.16
10"	<del>\$407.26</del>	\$419.48

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

Current commodity charge: ~~\$2.20~~ per unit

Proposed commodity charge: \$2.27 per unit

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

<u>Connection Size (Inches)</u>	<u>Current Monthly Charge</u>	<u>Proposed Monthly Charge</u>
2 1/2 and under	<del>\$ 8.23</del>	\$ 8.48
3	<del>\$11.48</del>	\$11.83
4	<del>\$15.40</del>	\$15.86
6	<del>\$30.58</del>	\$31.50
8	<del>\$54.65</del>	\$56.29
10	<del>\$92.71</del>	\$95.49

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

Current rate per month ~~\$30.58~~

Proposed rate per month \$31.51

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

Sewer Rates.

(2) Commodity Charge.

Current commodity charge: \$2.85 per 100 cubic feet  
Proposed commodity charge: \$2.97 per 100 cubic feet

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

<u>Meter Size</u>	<u>Current Service Charge Per Month</u>	<u>Proposed Service Charge Per Month</u>
5/8"	<del>\$ 11.37</del>	\$ 11.83
3/4"	<del>\$ 15.44</del>	\$ 16.06
1"	<del>\$ 19.09</del>	\$ 19.85
1 1/2"	<del>\$ 26.35</del>	\$ 27.40
2"	<del>\$ 43.62</del>	\$ 45.37
3"	<del>\$ 58.18</del>	\$ 60.51
4"	<del>\$ 87.26</del>	\$ 90.75
6"	<del>\$165.41</del>	\$172.03
8"	<del>\$272.66</del>	\$283.57
10"	<del>\$408.99</del>	\$425.35

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

Current flat rate: ~~\$39.51~~  
Proposed flat rate: \$41.10

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

Adrian Township	Current	<del>\$40.48</del>
Madison Township	Proposed	\$42.10

Outside City (master meter rate per unit)

Adrian Township	Current	<del>\$2.19</del>
	Proposed	\$2.28

Madison Township	Current	<del>\$2.20</del>
	Proposed	\$2.31

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

Septage Receiving Waste Fees:

Current: \$50.00 per 1000 gallons

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

Current and Proposed Water and Sewer Connection Fees:

Water and sewer connection fees shall be paid by the owner for all new and renewed connections to the water and sewer system. These fees shall be paid prior to the issuance of a building permit. The Water Capacity Charge and the Sewer Impact Fee are established to recover the capital investment made to provide service. The Water Tap Installation charge recovers the cost of tapping a water main and installing a service line to the property. The fees result from an analysis of the water and sewer capital assets and capacity, and remain unchanged from FY2010-11. The fees are based on the size of the tap and meter reflecting the potential water and sewer demand.

<u>Water Tap</u>	<u>Water Meter Charge</u>	<u>Residential Equivalent Charge</u>	<u>Water Tap Installation</u>	<u>Water Capacity Size</u>	<u>Sewer Impact Size</u>
3/4"	5/8"	1	\$ 1,250.00	\$ 850.00	\$ 1,030.00
3/4"	3/4"	1.5	\$ 1,300.00	\$ 1,125.00	\$ 1,545.00
1"	1"	2.5	\$ 1,800.00	\$ 2,125.00	\$ 2,575.00
1.5"	1.5"	5	\$ 2,400.00	\$ 4,250.00	\$ 5,150.00
2"	2"	8		\$ 6,800.00	\$ 8,240.00
3"	3"	16		\$ 13,600.00	\$ 16,480.00
4"	4"	25		\$ 21,250.00	\$ 25,750.00
6"	6"	50		\$ 42,500.00	\$ 51,500.00
8"	8"	140		\$119,000.00	\$144,200.00
10"	10"	220		\$187,000.00	\$226,600.00

BE IT, FURTHER, RESOLVED that a new Enterprise Fund be established, a Solid Waste Fund (595), for the purpose of recording revenue generated from user fees and expenditures for refuse collection and disposal services.

BE IT, FURTHER, RESOLVED that:

1. The City Administrator is hereby designated the Chief Administrative Officer (CAO) of the City of Adrian and, further, that the Finance Director shall perform the duties of the Chief Fiscal Officer (CFO) as specified in this resolution.
2. The CFO shall provide an orientation session and written instructions for preparing departmental budget requests. These instructions shall include information that the CFO determines to be useful and necessary to assure that the budgetary estimates of the agencies are prepared in a consistent manner and the needs of the CAO and the City Commission are met.
3. Any offices, departments, commissions and boards of the City of Adrian financed in whole or in part by the City of Adrian shall transmit to the CFO their estimates of the amounts of money required for each activity in their respective agencies, as well as their estimate of revenues that will be generated from charges for services. They shall also submit any other information deemed relevant by the CAO, CFO and/or City Commission.
4. The CFO shall prescribe forms to be used by the offices, departments, commissions and boards of the City of Adrian in submitting their budget estimates and shall prescribe the rules and regulations the CFO deems necessary for the guidance of officials in preparing such budget estimates. The CFO may require that the

estimates be calculated on the basis of various assumptions regarding level of service. The CFO may also require a statement for any proposed expenditure and a justification of the services financed.

5. The CFO shall prepare estimates of revenue for each budgeted fund, classified to show in detail the amount expected to be received from each source. Estimated of expenditures and revenues shall also be classified by character, object, function and activity consistent with the State Chart of Accounts and Michigan Department of Treasury accounting system classification.
6. The CFO shall review the agency estimates with a representative from each agency of the City of Adrian that has submitted such estimates. The purpose of the review shall be to clarify the estimates, ensure the accuracy, and to determine their adherence to the policies previously enumerated by the CAO, CFO and City Commission as herein required.
7. The CFO shall consolidate the estimates received from the various departments and agencies, together with the amounts of expected revenues, and shall make recommendations relating to those estimates, which shall assure that the total of estimated expenditures, including an accrued deficit, does not exceed the total of expected revenues, including an unappropriated surplus.
8. The recommended budget shall include at least the following:
  - (a) Expenditure data for the most recently completed fiscal year and estimated expenditures for the current fiscal year;
  - (b) An estimate of the expenditure amounts required to conduct the government of the City of Adrian, including its budgetary centers;
  - (c) Revenue data for the most recently completed fiscal year and estimated revenues for the current fiscal year;
  - (d) An estimate of revenues, by source, to be raised or received by the City of Adrian in the ensuing fiscal year;
  - (e) The amount of surplus or deficit from prior fiscal years, together with an estimate of the amount of surplus or deficit expected in the current fiscal year;
  - (f) An estimate of the amount needed for deficiency, contingent or emergency purposes and the amounts needed to pay and discharge the principal and interest of the debt of the City of Adrian due in ensuing fiscal years;
  - (g) The amount of proposed capital outlay expenditures, except those finance by enterprise, capital projects or internal service funds, including the estimated total costs and proposed method of financing of each capital construction project for three (3) years beyond the fiscal year covered by the budget;
  - (h) An informational summary of projected revenues and expenditures/expenses of all capital projects, internal service and enterprise funds;
  - (i) A comparison of the revenue and expenditure amounts in the recommended budget to the budget previously adopted, and amended, by the City Commission, with appropriate explanation of the variances;
  - (j) Any other data relating to fiscal conditions that the CAO, CFO and/or City Commission consider to be useful in evaluating the financial needs of the City of Adrian.

9. Not less than ninety (90) days before the next succeeding fiscal year, the CAO shall transmit the recommended budget to the City Commission. The recommended budget shall be accompanied by:
  - (a) A proposed general appropriation measure, consistent with the budget, which shall set forth the anticipated revenue and requested expenditure/expense authority, in such form and in such detail deemed appropriate by the City Commission;
  - (b) A budget message, which shall explain the reasons for the increases or decreases in budgeted items compared with the current fiscal year, the policy of the CAO as it relates to important budgetary items, and any other information that the CAO determines to be useful to the City Commission in its consideration of the proposed appropriations;
  - (c) A comparison of the recommended budget to the current year adopted and amended budget, together with an analysis and explanation of the variances therefrom, such variances being divided to show the portion attributable to the current year budget amendments and the portion resulting from the recommended budget.
10. The City Commission may direct the CAO and/or other appointed officials to submit any additional information it deems relevant in its consideration of the budget and proposed appropriations measure. The City Commission may conduct budgetary reviews with the CFO and/or City Departments or agencies for the purpose of clarification or justification of proposed budgetary items.
11. The City Commission may revise, alter or substitute for the proposed general appropriations measure in any way, except that it may not change it in a way that would cause total appropriations, including an accrued deficit, to exceed total estimated revenues, including an unappropriated surplus. An accrued deficit shall be the first item to be resolved in the general appropriations measure.
12. The City Commission shall fix the time and place of a public hearing to be held on the budget and proposed appropriations measure. The City Clerk shall then have published, in a newspaper of general circulation within the City of Adrian, notice of the hearing and an indication of the place at which the budget and proposed appropriations measure may be inspected by the public. This notice must be published at least seven days before the date of the public hearing.
13. No later than June 30, the City Commission shall pass a general appropriations measure providing the authority to make expenditures and incur obligations on behalf of the City of Adrian. The supporting budgetary data to the general appropriations measure shall include at least the following:
  - (a) Expenditure data for the most recently completed fiscal year;
  - (b) The expenditure budget as originally adopted by the City Commission for the current fiscal year;
  - (c) The amended current year appropriations;
  - (d) An estimate of the expenditure amounts required to conduct the government of the City of Adrian, including its budgetary centers;
  - (e) Revenue data for the most recently completed fiscal year and estimated revenues for the current fiscal year;
  - (f) Budgeted Revenue Estimates as originally adopted by the City Commission for the current fiscal year;
  - (g) The amended current year Budgeted Revenues;

- (h) An estimate of revenues, by source, to be raised or received by the City of Adrian in the ensuing fiscal year;
  - (i) The amount of surplus or deficit from prior fiscal years, together with an estimate of the amount of surplus or deficit expected in the current fiscal year;
  - (j) An estimate of the amount needed for deficiency, contingent or emergency purposes, and the amounts needed to pay and to discharge the principal and interest of the debt of the City of Adrian due in the ensuing fiscal year;
  - (k) The amount of proposed capital expenditures, except those financed by enterprise, capital project or internal service funds, including the estimated costs and proposed method of financing of each capital construction project and the projected additional annual operating costs and the method of financing the operating costs of each capital construction project for three (3) years beyond the fiscal year covered by the budget;
  - (l) An informational summary of projected revenues and expenditures/expenses of capital projects, internal service and enterprise funds;
  - (m) Any other data relating to fiscal conditions that the City Commission considers to be useful in considering the financial needs of the City;
  - (n) Printed copies of the City Commission's Adopted Budget, Financial Plan or any facsimile thereof shall contain all the above data unless otherwise approved by the City Commission.
14. The City Commission may authorize transfers between appropriation items by the CAO or CFO within limits stated in the appropriations measure. In no case, however, may such limits exceed those provided for in paragraph #21 of this resolution.
15. A deviation from the original general appropriations measure shall not be made without first amending the general appropriations measure through action by the City Commission, except within those limits provided for in paragraph #16 of this resolution.
16. Appropriations accumulated at the Department level will be deemed maximum authorization to incur expenditures. The CAO or the CFO shall exercise supervision and control of all budgeted expenditures within these limits, holding expenditures below individual line-item appropriations or allowing overruns in individual line-items, providing that at no time shall the net expenditures exceed the total appropriation for each department as originally authorized or amended by the City Commission. Line-item detail by cost center and allotments, which provide a monthly calendarization of annual appropriations, as deemed necessary by the CFO, shall be maintained and utilized as an administrative tool for management information and cost control. The CFO shall not approve any expenditure beyond that necessary to accomplish stated program or work objectives authorized in the general appropriations measure as originally approved unless amended, in which case the amendment takes precedence.
17. The CFO shall maintain, for all budgeted funds, appropriation ledger accounts in which are to be recorded such expenditures, encumbrances and obligations for the future payment of appropriated funds as the CCFO may approve.
18. Each Purchase Order, Voucher, or Contract of the City of Adrian shall specify the funds and appropriation designated by number assigned in the accounting system classification from which it is payable and shall be paid from no other fund or appropriation. The necessary amount of the appropriation from such account shall

be transferred pursuant to the provisions of this resolution to the appropriate general appropriation account and the expenditure then charged thereto.

19. No obligation shall be incurred against, and no payment shall be made from, any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation. Any obligation incurred or payment authorized in violation of this resolution shall be void and any payment so made illegal, except those otherwise ordered by court judgment or decree.
20. The CFO, after the end of each fiscal quarter, shall transmit to the City Commission a report depicting the financial condition of budgeted operations, including, but not limited to:
  - (a) A forecast of actual revenues by major source compared with budgeted revenues accompanied by an explanation of any significant variances; and
  - (b) A forecast of actual expenditures and encumbrances by department compared with authorized appropriations accompanied by an explanation of any significant variances.
21. Direct expenditure and/or transfers of any unencumbered balance or any portion thereof in any appropriation for transfer account to any other appropriations account may not be made without amendment of the general appropriations measure as provided for in this resolution, except that transfers within and between budgeted funds and departments may be made by the CFO in the following instances:
  - (a) Transfers may be made between accounts as authorized by the CAO up to a maximum of \$10,000;
  - (b) Transfers may be made from the non-departmental overtime account and salary/fringe benefit adjustment account to the appropriate departmental budget as specific overtime requests are reviewed and approved by the CAO. Additionally, overtime appropriations may be transferred between departments, if authorized by the CAO;
22. The Chief Administrative Officer (City Administrator) is granted expenditure authority up to a maximum of \$10,000 per transaction and, in compliance with Section 12.1 of the City Charter, sealed bids shall be obtained for all materials, supplies and public improvements in amounts equal to or greater than the aforementioned spending limit.
23. The City Commission may make supplemental appropriations by amending this general appropriations measure as provided by this resolution, provided that revenues in excess of those anticipated in the original appropriations measure become available due to:
  - (a) An unobligated surplus from prior years becoming available;
  - (b) Current year revenue exceeding original estimates in amounts sufficient enough to finance increased appropriations. The City Commission may make a supplemental appropriation by increasing the dollar amount of an appropriation item in the original general appropriations measure or by adding additional items. At the same time, the estimated amount from the source of revenue to which the increase in revenue may be attributed shall be increased, or other source an amount shall be added to the appropriation

account in a sum sufficient to equal the supplemental expenditure amount. In no case may such appropriation cause total estimated expenditures, including an accrued deficit, to exceed total estimated revenues, including an unappropriated surplus.

24. Whenever it appears to the CAO, CFO or City Commission that actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such funds were based, the CAO shall present to the City Commission recommendations which, if adopted, will prevent expenditures from exceeding available resources for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both. After receiving the recommendations of the CAO for bringing appropriations into balance with estimated revenues, the City Commission shall amend the general appropriations measure to reduce appropriations or shall approve such measures necessary to provide revenues sufficient to equal appropriations, or both.
25. All appropriations are annual and the unexpended portion shall lapse at year-end. Encumbrances and Appropriations Carried Forward will be recorded as a reservation of fund balance and the subsequent year's budget amended to provide authority to complete these transactions. Appropriations shall not be carried forward for more than six (6) months into the budget year following the year in which they were originally appropriated.
26. A member of the City Commission, the CAO, CFO, appointed official, administrative officer or employee of the City of Adrian shall not: (1) create a debt, incur a financial obligation on behalf of the City against an appropriation account in excess of the amount authorized, (2) apply or divert money of the City for purposes inconsistent with those specified in this general appropriations measure as approved and amended by the City Commission, not (3) forgive a debt or write off an account receivable without appropriate authorization of the City Commission.
27. All Internal Service Fund budgets that have depreciable assets shall have a capital budget with detail supporting the amount of annual depreciation therein included, as well as a fiscal plan for replacing, upgrading or disposing of those assets.
28. The budgetary system shall be maintained on the same basis of accounting (generally accepted accounting principles) as the actual financial information is maintained.
29. Any violation of the general appropriations measure by the CAO, CFO, any administrative officer, employee or member of the City Commission detected through application of generally accepted accounting procedures utilized by the City of Adrian, or disclosed in an audit of the financial records and accounts of the City, shall be filed with the State Treasurer and reported by the State Treasurer to the Attorney General. Pursuant to Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Government, the Attorney General shall review the report and initiate appropriate action against the person or persons in violation. For use and benefit of the City of Adrian, the Attorney General or Prosecuting Attorney may institute a civil and/or criminal action in a court of competent jurisdiction for the recovery of City funds disclosed by an examination to have been illegally expended or collected as a result of malfeasance, and for the recovery of public property disclosed to have been converted or misappropriated.

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

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

AYES: Mayor McDowell, Commissioners Osborne, Steele, Carrico, Clegg & DuMars

NAYS: Commissioner Warren

ABSTAINED: None

### **RESOLUTION R11-052**

#### **RE: DEPARTMENT OF FINANCE – FY2010-11 THIRD-QUARTER BUDGET AMENDMENTS**

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

WHEREAS, the Financial Forecast, prepared by the City of Adrian's Finance Department, has identified several variances between current projections and Estimated Revenues and Appropriations included in the Adopted and Amended FY2010-11 Budget, and recommends appropriate budget amendments; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission authorizes the Department of Finance to amend the FY2010-11 Budget in accordance with the attached schedule entitled "*City of Adrian FY2010-11 Third Quarter Recommended Budget Amendments*".

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

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

## RESOLUTION R11-053

**RE: CITY ADMINISTRATOR – Request Michigan State Legislature and Governor to Re-evaluate and Modify the Current Property Tax Structure to Provide for Long-Term Stability of Local Governments**

WHEREAS, in 1978, voters approved the Headlee Constitutional Tax Limitation Amendment to the 1963 State Constitution which requires, among other provisions, local governments to reduce their authorized property tax millage rates when annual value increases on existing property grows faster than the rate of inflation as measured by the Consumer Price Index (CPI); and

WHEREAS, prior to 1994, local governments were allowed to "roll up" their millage rates when the year-to-year change in value of existing property was less than inflation (CPI), however, with the passage of Proposal A in 1994, the enabling legislation was written to prohibit such "roll ups", thereby precluding local governments from sharing in the benefits of any substantial growth in existing property values; and

WHEREAS, over the past several years, local governments throughout the State of Michigan have been faced with serious financial challenges due to steadily declining property values resulting from the "Great Recession" that has impacted the entire nation, thereby diminishing their ability to provide municipal services; and

WHEREAS, in response to a precipitous decline in revenues, local governments have been forced to make tough decisions and respond to growing financial challenges by considering and/or implementing the closure of parks, senior centers and community centers, elimination of firefighters and police officers, as well as cancellation of parades and other community events; and

WHEREAS, continued decline in local revenue will further erode their ability to provide such services as libraries, recreation programs, refuse collection and removal, snow plowing, and other quality of life services, while the rest of the nation eventually recovers from the aforementioned recession; and

WHEREAS, the fear is prevalent that, while the rest of the nation slowly recovers from harsh economic times, local Michigan municipalities will be unable to keep pace because of the current constraints posed by the Proposal A enabling legislation and interaction with the previously approved Headlee Amendment, ultimately rendering the State of Michigan to a less competitive position in terms of attracting and retaining business and an educated workforce; and

WHEREAS, the City Administrator recommends approval of this resolution, urging the Michigan Legislature and Governor to re-evaluate and modify the current property tax enabling legislation in order to provide for the long-term financial stability of local units of government.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, joins with other municipalities throughout the State in urging the Michigan Legislature and Governor to re-evaluate and modify the current property tax enabling legislation in order to provide for the long-term financial stability of local units of government.

BE IT, FURTHER, RESOLVED that copies of this resolution be distributed to the legislative delegation representing the City of Adrian, as well as the Office of Governor and the City of Eastpointe.

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

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

NAYS: Commissioners Osborne & Carrico

ABSTAINED: None

Prior to voting, Commissioner Osborne said he was concerned about how the State would modify the current legislation.

### RESOLUTION R11-054

**RE: DEPARTMENT OF PUBLIC WORKS – Beecher Street Reconstruction – Treat thru City Limits to Parr Highway – Collaboration with Lenawee County Road Commission (LCRC)**

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 Beecher Street from Treat Street to City Limits; and

WHEREAS, the Adrian City Commission, by Resolution #R10-129 dated Oct. 18, 2010, authorized the engagement of Associated Engineers, Adrian, MI, at a cost of \$17,900 to perform design/survey engineering services in preparation for the partial reconstruction of Beecher Street from Treat Street to City Limits; and

WHEREAS, the Lenawee County Road Commission (LCRC) has scheduled reconstruction of Beecher Street from Adrian City Limits to Parr Highway in collaboration with the City's Project; and

WHEREAS, the City of Adrian and the LCRC jointly submitted a grant application and have been awarded a Michigan Department of Transportation (MDOT) Transportation Economic Development Fund (TED) grant to partially fund the joint project as follows:

	MDOT <u>Grant</u>	Local <u>Match</u>	Total <u>Cost</u>
City of Adrian	\$375,000	\$ 93,800	\$468,800
LCRC	<u>300,000</u>	<u>75,000</u>	<u>375,000</u>
Total	<u>\$675,000</u>	<u>\$168,800</u>	<u>\$843,800</u>

WHEREAS, the City and LCRC are collaborating services on this project, with a division of responsibilities as follows: The City will take the lead on the project with MDOT; the City will handle the financial aspects of the project, bidding the project and some construction engineering. The County Road Commission will provide pay estimates, construction engineering and Field management for the project. Both parties will work together to select contractors and cooperate to identify cost savings measure beneficial to both departments; and

WHEREAS, the third party construction agreement necessary to implement this joint project was approved by the Board of County Commissioners of the County of Lenawee at their regular meeting on April 21, 2011 and signed by the Managing Director of the Road Commission on April 25, 2011; and

WHEREAS, the City Engineer and City Administrator recommend City Commission approval of the aforementioned agreement and authorization for the City Administrator to sign the inter-local agreement.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the Inter-Local Agreement with the Lenawee County Road Commission to collaborate on the reconstruction of Beecher Street from Treat Street thru the city limits to Parr Highway and authorizes the City Administrator to sign the Inter-Local Agreement.

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

**RESOLUTION R11-055**

**RE: DEPARTMENT OF PUBLIC WORKS – Michigan Department of Transportation (MDOT) Beecher Street Reconstruction – Treat thru City Limits to Parr Highway**

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 Beecher Street from Treat Street to City Limits; and

WHEREAS, the Adrian City Commission, by Resolution #R10-129 dated Oct. 18, 2010, authorized the engagement of Associated Engineers, Adrian, MI, at a cost of \$17,900 to perform design/survey engineering services in preparation for the partial reconstruction of Beecher Street from Treat Street to City Limits; and

WHEREAS, the Lenawee County Road Commission (LCRC) has scheduled reconstruction of Beecher Street from Adrian City Limits to Parr Highway in collaboration with the City’s Project; and

WHEREAS, the City of Adrian and the LCRC jointly submitted a grant application and have been awarded a Michigan Department of Transportation (MDOT) Transportation Economic Development Fund (TED) grant to partially fund the joint project as follows:

	<b><u>MDOT Grant</u></b>	<b><u>Local Match</u></b>	<b><u>Total Cost</u></b>
City of Adrian (Part A)	\$375,000	\$ 93,800	\$468,800
LCRC (Part B)	<u>300,000</u>	<u>75,000</u>	<u>375,000</u>
Total	<u>\$675,000</u>	<u>\$168,800</u>	<u>\$843,800</u>

WHEREAS, the City and LCRC are collaborating services on this project, with a division of responsibilities as follows: The City will take the lead on the project with MDOT; the City will handle the financial aspects of the project, bidding the project and some construction engineering. The County Road Commission will provide pay estimates,

construction engineering and Field management for the project. Both parties will work together to select contractors and cooperate to identify cost savings measure beneficial to both departments; and

WHEREAS, because the City will be responsible for the financial administration of the project [Control Section EDF 46566, Contract No. 11-5182 Job Nos. Part A 110967 and Part B 110969], the City Engineer and City Administrator recommend City Commission approval of the aforementioned Federal Highway Administration (FHWA) contract and authorization for the Mayor and City Clerk to sign the appropriate documents implementing reconstruction of Beecher Street from Treat Street thru City Limits to Parr Highway.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the Federal Highway Administration (FHWA) contract [Control Section EDF 46566, Contract No. 11-5182 Job Nos. Part A 110967 and Part B 110969] and authorization for the Mayor and City Clerk to sign the appropriate documents implementing reconstruction of Beecher Street from Treat Street thru City Limits to Parr Highway.

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

#### **PUBLIC COMMENT**

1. Allen Kern, 1249 Vine St., said tree limbs are hanging in front of his house. If the limbs were to fall, would the City be liable?
2. Duane Doye, 604 Tabor, said he has been checking to make sure that the fishing area stays clean at Lake Adrian.
3. K.Z. Bolton, County Commissioner, mentioned two events: on 5/13 at 9 p.m., there will be a Candlelight Service to open Police Memorial Week. On 5/16 at 11 a.m., the annual Police Memorial Service will take place at Oakwood Cemetery.

#### **COMMISSIONER COMMENTS**

1. Mayor McDowell announced the winner of the \$1000 scholarship, Kylie Musolf.

Commissioner Steele motioned to go into closed session to discuss property acquisition and labor negotiations, seconded by Commissioner DuMars, motion carried by a unanimous vote

The next regular meeting of the Adrian City Commission will be held on Monday, May 16, 2011 at 7:00 p.m. in the Chambers Building, 159 E. Maumee St., Adrian, MI 49221.

Gary E. McDowell  
Mayor

Pat Baker  
City Clerk



# CHECK REGISTER

May 16, 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 #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>
TOTAL EXPENDITURES .....	<u>\$651,761.24</u>

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

May 16, 2011

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
3452	City of Adriab: Payroll	Payroll for April 29	\$ 61,137.70
3453	City of Adrian: Clearing Acct	May 2 CK Register	\$ 27,050.86
3454	Consumers Energy	Water Plant Electric	\$ 9,619.10
3455	Daniel Morris	Sewer Repair Reimburse	\$ 165.00
3456	Frontier	Wastewater Phone	\$ 39.83
3457	Citizens Gas Fuel Co	Merrick St Heat Bill	\$ 23.28
3458	City of Adrian: General Fund	April Charges	\$ 42,967.93
3459	City of Adrian	April IT & MVP Chrgs	\$ 5,869.21

**Total** \$ **146,872.91**

Less: CK #3453 \$ **27,050.86**

**TOTAL** \$ **119,822.05**

WW = \$ 80,503.62

WAT = \$ 102,179.45

16-May-11

GENERAL FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
20436	\$ 218,967.71	City of Adrian: Payroll	Payroll for Apr 29
20437	\$ 16,383.00	First Federal Bank	Soc Security for Apr 29
20438	\$ 35.00	Kelly Davis	Recreation Refund
20439	\$ 42.00	Sarah Young	Recreation Refund
20440	\$ 105,398.33	City of Adrian: Clearing Acct	May 2 Check Register
20441	\$ 3,897.93	Quick Service Transportation	Payroll W/E Apr 30
20442	\$ 183.68	Consumers Energy	Heritage Pk Electric
20443	\$ 332.29	Frontier	Various Phone Bills
20444		City of Adrian: Utilities	Transfer State MI Funds
20445	\$ 295.00	Len County Health Dept	Concessions License, Rec
20446	\$ 2,781.49	Citizens Gas Fuel Co	Various Heat Bills
20447	\$ 235.00	Michael Lusch	Recreation Refund
20448	\$ 33.00	Randy Grof	Recreation Refund
20449	\$ 70.00	Monica Baran	Recreation Refund
20450	\$ 50.00	Shelly Brown	Recreation Refund
20451	\$ 65.00	Kelly Horton	Recreation Refund
20452	\$ 40.00	Cynthia Hoyle	Dart Books
20453	\$ 17.17	City of Adrian: Utilities	Bohn Pool Water Bill
20454	\$ 1,987.50	City of Adrian: LDFA	Farm Rent
20455	\$ 4,449.55	Quick Service Transportation	Payroll W/E May 7

\$	355,263.65	
\$	(105,398.33)	Less: CK# 20440
\$	249,865.32	

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ADRIAN AREA CHAMBER OF COMME	72.00		
2. ADRIAN LOCKSMITH & CYCLERY	39.07		
3. ADRIAN MECHANICAL SERVICES C	639.00		
4. ADRIAN WATER CONDITIONING IN	19.50		
5. AIRGAS GREAT LAKES	102.45		
6. ALLIED WASTE SERVICES #259	2,403.00		
7. AMERICAN OFFICE SOLUTIONS, I	76.62		
8. AMERICAN WATER CENTRAL LAB.	265.00		
9. APPLE MAT RENTAL	283.60		
10. AREA AGENCIES ON AGING	24.00		
11. ASSOCIATED ENGINEERS & SURVE	8,500.00		
12. AUTO ZONE COMMERCIAL	9.59		
13. BAKER & TAYLOR BOOKS	300.95		
14. VIRGINIA BARRETT	110.00		
15. BARRETT'S GARDEN CENTER, INC	176.44		
16. TIM BARTENSLAGER	129.25		
17. BATTERY WHOLESALE	138.50		
18. KRISTIN BAUER	20.00		
19. BAUMGARTNER LLC	14,276.19		
20. BELL EQUIPMENT CO	2,364.00		
21. ROBERT BISHOP	236.88		
22. BLACK SWAMP EQUIPMENT	588.43		
23. BLISSFIELD PARTS, INC.	50.47		
24. BOOK OF THE MONTH CLUB	41.25		
25. BOOTBAY	129.95		
26. BRAKES-N-MORE	794.14		
27. TODD BROWN	20.00		
28. BS&A SOFTWARE	10,345.00		
29. BUCK & KNOBBY EQUIP CO INC	582.41		
30. BWI	107.24		
31. JEANNE CARIS	150.00		
32. CHALLENGER TEAMWEAR	631.84		
33. CHAMBERS CONTROL COMPANY	1,386.00		
34. CLEAN CARE INC	4,448.44		
35. COAST TO COAST DELI	57.29		
36. COMMSPEC, INC.	465.38		
37. CONSTRUCTION EQUIPMENT & SUP	33.90		
38. CONSUMER ENERGY	786.00		
39. CORROSION FLUID PRODUCTS COR	212.65		
40. CRUZ, MARIA	108.61		
41. CUTLER DICKERSON CO	312.55		
42. CUTTING EDGE ENGRAVING	157.15		
43. D & N UPHOLSTERY, INC.	98.00		
44. D&P COMMUNICATIONS, INC.	1,903.98		
45. THE DAILY TELEGRAM	5,763.57		
46. DAN'S FARM SUPPLY INC	251.95		
47. DETROIT ELEVATOR COMPANY	140.00		
48. DIGITAL ALLY, INC,	270.00		
49. DUNDEE FIRE & SAFETY, INC.	180.00		
50. E & B SALVAGE LLC	44.20		
51. EAST JORDAN IRON WORKS INC	1,748.74		
52. STEVE EBERLE	20.00		
53. VINCENT EMRICK	33.96		
54. ENGLEWOOD ELECTRICAL SUPPLY	888.80		
55. EXECUTONE COMMUNICATIONS LLC	390.00		
56. FASTENAL COMPANY	856.64		
57. CAROLYN FISHER	150.00		
58. FOSTER SWIFT COLLINS & SMITH	95.00		
59. FYR-FYTER SALES & SERVICE	78.30		
60. GALL'S INC	47.74		
61. MARK GIGAX	20.00		
62. ANN GOODACRE	110.00		
63. GORDON FOOD SERVICE	268.62		
64. GRAINGER INC.	90.12		
65. GREAT LAKES BOOK DISTRIB	70.18		
66. DENISE GRITZMAKER	20.00		
67. RICK & MARGARETTE GRITZMAKER	1,425.77		
68. HACH COMPANY	200.20		
69. HADDEN TIRE COMPANY	939.00		
70. HASSELBRING CLARK CO.	116.78		
71. JOAN HENNING	150.00		
72. SUE HENRY	110.00		
73. BARBARA HERD	110.00		
74. MICHAEL C HILL	125.00		
75. SHANE HORN	20.00		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. HUBBARD'S AUTO CENTER INC	1,070.37		
77. I C M A VANTAGE POINT	5,706.64		
78. I.T. RIGHT	518.75		
79. ICMA RETIREMENT CORPORATION	155.76		
80. INFO USA MARKETING INC.	630.00		
81. INGRAM LIBRARY SERVICES	62.90		
82. INTERNATIONAL CODE COUNCIL	411.50		
83. JACKSON TRUCK SERVICE INC.	96.68		
84. TIM JUDKINS	76.30		
85. K.A. STEEL CHEMICALS, INC.	2,499.86		
86. KALIDA TRUCK EQUIPMENT INC	307.12		
87. JAMES KARLE	800.00		
88. KELLER THOMA, P.C.	997.50		
89. KIMBALL MIDWEST	17.25		
90. DAVE KNAPP FORD LINCOLN	786.86		
91. RUTH KNAUSS	110.00		
92. KNISEL'S TREE SERVICE	1,600.00		
93. KONICA MINOLTA BUSINESS SOLU	221.65		
94. LANSING SANITARY SUPPLY INC	87.25		
95. LEGACY PRINTING	200.45		
96. LENAWEE COUNTY EQUALIZATION	7,000.00		
97. LENAWEE COUNTY LIBRARY	29.00		
98. LENAWEE COUNTY PRINTER	2,099.32		
99. LENAWEE INTERMEDIATE SCHOOL	1,390.26		
100. LENAWEE TIRE & SUPPLY CO, IN	3,439.70		
101. LEXIS NEXIS RM INC	150.00		
102. LIBRARY DESIGN ASSOCIATES IN	2,500.00		
103. LOWE'S CREDIT SERVICES	3,311.94		
104. LUBRICATION ENGINEERS, INC	452.90		
105. MAPLE CITY GLASS INC.	49.00		
106. MAPLE CITY SWINGERS	180.00		
107. MASSON'S ELECTRIC, INC	708.30		
108. GARY MCDOWELL	20.00		
109. SUSAN MCELDFRESH	110.00		
110. MCGOWAN ELECTRIC SUPPLY INC	363.52		
111. MCMASTER- CARR SUPPLY CO.	147.33		
112. MICHIGAN ASSOCIATION OF PLAN	625.00		
113. MICHIGAN METER TECHNOLOGY GR	4,756.84		
114. MICHIGAN MUNICIPAL LEAGUE	120.00		
115. MICHIGAN RURAL WATER ASSOC	985.00		
116. MICHIGAN TASER DISTRIBUTING,	723.49		
117. MICHIGAN TBA DISTRIBUTORS IN	63.92		
118. MICROMARKETING LLC	787.58		
119. MIDWEST COLLABORATIVE FOR	59.98		
120. MIDWEST TAPE	178.23		
121. ELEANOR MITCHELL	125.00		
122. MONROE SYSTEMS FOR BUSINESS,	140.72		
123. MOVIE LICENSING USA	385.00		
124. MUGS N' MORE IMAGING	7,135.00		
125. MUNICIPAL EMPLOYEES' RETIRE	106,603.50		
126. NORTH EASTERN UNIFORMS & EQU	673.91		
127. SUE NORTH	110.00		
128. NORTHWEST FUEL INJECTION SER	35.58		
129. BARB NOWLAND	150.00		
130. OFFICIAL PAYMENTS CORPORATIO	155.00		
131. OMNIGRAPHICS INC.	163.70		
132. LYDIA OPRSAL	110.00		
133. MIKE OSBORN	20.00		
134. OTIS ELEVATOR COMPANY	250.00		
135. TAMMY PABOLO	92.21		
136. PAIN ENTERPRISES, INC.	317.50		
137. PALMER ENVELOPE CO.	553.50		
138. PARAGON LABORATORIES INC	325.00		
139. DAVID PATE	247.70		
140. PEERLESS SUPPLY INC	80.45		
141. JAMES PERRY	195.99		
142. PET'S SUPPLIES PLUS	52.98		
143. POLK CITY DIRECTORIES	2,295.00		
144. GLENN PRESTON	20.00		
145. PRO-MED UNIFORM	213.00		
146. PRO-TEC EQUIPMENT, INC	2,000.00		
147. PROMEDICA PHYSICIANS GROUP	294.00		
148. KATHLEEN PRYOR	125.00		
149. QUICK SERVICE TRANSPORTATION	1,413.39		
150. QUILL CORPORATION	2,071.98		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. R.S. TECHNICAL SERVICES INC	984.00		
152. RECORDED BOOKS LLC.	206.60		
153. REG II PLANNING COMMISSION	50.00		
154. RIGA FIRE DEPARTMENT	250.00		
155. CAROL RIES	110.00		
156. TIM RITCHIE	20.00		
157. SAFETY KLEEN	346.33		
158. JANE SMITH	150.00		
159. STEVENS DISPOSAL	1,380.60		
160. STEVENSON LUMBER, INC.	334.62		
161. DAVID & TAMMY SWANTNER	130.00		
162. T & L RENTALS	115.00		
163. TDS SECURITY	409.50		
164. THOMAS SCIENTIFIC, INC	1,096.49		
165. THOMSON WEST	366.72		
166. TIME EMERGENCY EQUIPMENT INC	259.80		
167. TOLEDO ZOO EDUCATION DEPT.	100.00		
168. CARLOS TORRES	150.00		
169. PAUL TRINKA	20.00		
170. TTB CLEANING LLC	3,240.00		
171. U S POSTMASTER	1,800.00		
172. USA BLUEBOOK	1,175.87		
173. VAN BRUNT TRANSPORT INC	6,600.00		
174. VICTORY LANE QUICK OIL CHG	154.88		
175. WASHTENAW AREA MUTUAL AID	210.00		
176. WEISKOPF INDUSTRIES CORP	163.65		
177. JAMES WHITE LIBRARY	120.00		
178. RYAN WHITE	20.00		
179. ALAN WILKERSON & AJ BAYLON C	16,275.00		
180. ROCKY WINTERS	217.14		
181. WOODLANDS LIBRARY COOPERATIV	1,095.48		
182. WRIGHT TREE SERVICE, INC	3,227.64		
**TOTAL ALL CLAIMS**	282,073.87		



# COMMUNICATIONS

C-1

## **MRPA Community Service Award**

### **Russ Dempsey and Gregg Iddings**

Two local individuals, Russ Dempsey and Gregg Iddings, recently received the Community Service Award presented by the Michigan Recreation and Park Association (MRPA). MRPA is a professional organization representing the local park and recreation agencies in the state of Michigan. They annually present the Community Service Awards to organizations or individuals who have made outstanding contributions to MRPA communities and enhanced quality of life through recreation.

Russ Dempsey and Gregg Iddings are both long time supporters of youth recreation in the Adrian community. Their contributions and support include youth sport coaches, sponsorships, special event volunteers, park work projects, program instructors, and community advocates. Their latest contribution was a collaborative effort to develop a new program to promote fitness and a healthy lifestyle for youth.

Gregg and Russ were nominated for spearheading the effort to start a new youth program, the Splash N' Dash Youth Triathlon. They generated an idea for a new youth program, bringing together staff and resources from the City of Adrian Parks and Recreation Department, the YMCA of Lenawee County, the Adrian Kiwanis Club, and the Lenawee Probate Court. Together they spearheaded this effort that resulted in a youth triathlon, duathlon, and fun run; the inaugural Splash N' Dash event was held in 2009 with 114 youth ages 3-14 participating. The second annual event in 2010 saw an increase to 140 participants.

In addition to being a great event for youth that promotes health and fitness, the Splash N' Dash is organized to be a fundraiser for youth recreation scholarship funds at the City Parks and Recreation Department and the YMCA. Because of their initiative and hard work, and strong support from local and corporate businesses as well as service clubs, the first year's event raised over \$5,000 toward the scholarship funds, and the second year's event raised more than \$6,000.

MRPA recently hosted a reception honoring the recipients of the Community Service Awards. The reception was held at the Hannah Community Center in East Lansing. Russ and Gregg were on hand to receive the award; they were accompanied by Mark Gasche, the City of Adrian Parks and Recreation Director. The City of Adrian wishes to express their gratitude to these two gentlemen for their long standing and continued support of this community, particularly in Parks and Recreation. They truly believe that Parks and Recreation programs build community through people, parks, and programs – and they put their hearts and efforts into making sure that happens!



**MEMO**

Date: January 31, 2011

To: Christopher Miller, Coordinator  
Downtown Development Authority  
City Commission

Mayor Gary McDowell  
Dane C. Nelson, City Administrator

From: Jeffrey C. Pardee, Finance Director

Re: **Downtown Development Authority - FY2010-11 Third Quarter Financial Reports**

Please find attached the FY2010-11 Third Quarter Financial Reports, i.e., Comparative Balance Sheets and Comparative Statements of Revenues, Expenditures and Changes in Fund Balance, for the following funds:

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

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

DDA Two-Mill Fund (Fund No. 280)

Revenues exceeded Expenditures by \$19,842, resulting in a net increase in Fund Balance from \$112,243 to \$132,085. The favorability is primarily attributable to the fact that Property Taxes are collected at the beginning of the Fiscal Period and expenditures are incurred throughout the balance of the year.

Major expenditures included \$2,500 for Contract Services - Art-A-Licious, and a \$4,778 for advertising, such as: WepPhoto, LLC for services rendered in May and Wright Signs for street banners. Because the effective date of the new Downtown Parking Financial Plan is July, 2011, the \$5,000 budgeted for transfer to the Auto Parking Fund for operations and maintenance will still be necessary.

DDA Tax Increment Finance Authority (Fund No. 281)

Revenues exceeded Expenditures by \$107,317, resulting in a net increase in Fund Balance from \$258,910 to \$366,227. The favorability is primarily attributable to the fact that Property Taxes are collected at the beginning of the Fiscal Period, whereas expenditures and other commitments are incurred throughout the balance of the year.

Although the Transfer to DDA Debt Service Fund (\$90,565) has been made to ensure payment on 1992 DDA Bonds (\$1,025,000), which will be retired in 2012, a remaining commitment is the estimated \$155,032 Transfer to Schools for taxes captured in excess of debt requirements. Other significant expenses incurred include \$21,768 for Contract Services - Allied Waste Services for refuse collection. In addition, \$9,780 for advertising was incurred, including: WepPhoto, LLC, Daily Telegram and Wright Signs.

DDA Debt Service Fund (Fund No. 394)

Actual Debt Service is recorded in this Fund, which reflects principal payment of \$80,000 and interest and fees of \$5,546. This obligation is on track with sums included in the FY2010-11 Budget.

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

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

**COMPARATIVE BALANCE SHEETS  
As of March 31, 2011**

	<u>June 30</u> <u>2007</u>	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>June 30</u> <u>2010</u>	<u>Mar. 31</u> <u>2011</u>
<b>ASSETS</b>					
Cash and Cash Equivalents	\$116,849	\$108,637	\$97,340	\$115,752	\$112,661
Investments	15,053	15,820	16,027	16,065	16,079
Taxes Receivable	0	0	0	0	4,620
Loans Receivable	0	2,268	2,267	2,267	0
Accounts Receivable	4,683	1,125	1,125	1,525	1,025
Due from the Primary Government	0	50	0	0	0
<b>Total assets</b>	<b><u>\$136,585</u></b>	<b><u>\$127,900</u></b>	<b><u>\$116,759</u></b>	<b><u>\$135,609</u></b>	<b><u>\$134,385</u></b>
<b>LIABILITIES AND FUND BALANCE</b>					
Liabilities:					
Vouchers Payable	\$1,298	\$1,511	\$38	\$646	\$0
Due to Primary Government	5,020	0	10,000	20,000	0
Accrued Sick & Vacation	0	0	325	0	0
Accrued Payroll	<u>406</u>	<u>194</u>	<u>458</u>	<u>420</u>	<u>0</u>
Total Liabilities	\$6,724	\$1,705	\$10,821	\$21,066	\$0
Fund Balance:					
Reserved for:					
Downtown Development Projects					
Encumbrances	<u>2,292</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,300</u>
Subtotal Reserved Fund Balance	\$2,292	\$0	\$0	\$0	\$2,300
Net of Revenue vs Expenditures	\$779	(\$3,666)	(\$20,257)	\$8,605	\$19,842
Unreserved/Undesignated Fund Balance	<u>126,790</u>	<u>129,861</u>	<u>126,195</u>	<u>105,938</u>	<u>112,243</u>
Total Fund Balance	\$129,861	\$126,195	\$105,938	\$114,543	\$132,085
<b>Total Liabilities and Fund Balance</b>	<b><u>\$136,585</u></b>	<b><u>\$127,900</u></b>	<b><u>\$116,759</u></b>	<b><u>\$135,609</u></b>	<b><u>\$134,385</u></b>

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

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
As of March 31, 2011**

	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	FY2010-11		
					<u>Amended Budget</u>	<u>Actual thru Mar. 31</u>	<u>Remaining Budget</u>
<b>REVENUES:</b>							
Property taxes	\$32,212	\$33,720	\$35,420	\$32,473	\$31,589	\$31,564	(\$25)
Investment Earnings	616	767	207	38	300	250	(50)
Rents	1,900	0	0	0	0	0	0
Other	6,482	4,288	6	80	100	0	(100)
Other - Art's Festival	0	3,505	9,201	0	0	0	0
Winter Fest	0	0	0	725	0	0	0
Summer Intern Funding	0	0	0	8,000	0	0	0
Prior Year's Revenue	0	0	0	0	5,711	0	(5,711)
Transfer-In - DDA-TIF	0	6,600	2,000	6,000	6,000	6,000	0
<b>Total Revenues</b>	<b>\$41,210</b>	<b>\$48,880</b>	<b>\$46,834</b>	<b>\$47,316</b>	<b>\$43,700</b>	<b>\$37,814</b>	<b>(\$5,886)</b>
<b>EXPENDITURES:</b>							
<u>Administration</u>							
Wages	\$0	\$0	\$0	\$6,049	\$0	\$987	(\$987)
Social Security	0	0	0	431	0	108	(108)
Unemployment Comp	0	0	0	223	0	0	0
Office Supplies	2,203	1,463	46	457	500	29	471
Printing & Binding	14	123	0	130	0	0	0
Postage	1,101	525	0	0	500	1	499
Shipping Charges	0	0	83	0	0	13	(13)
Contract Services	9,492	5,120	5,498	1,445	0	0	0
Audit Fees	0	0	400	400	400	400	0
Memberships & Dues	239	239	450	0	500	0	500
Medical Services	0	0	90	0	0	0	0
Telephone	721	668	535	569	700	377	323
Transportation	365	1,401	90	54	500	105	395
Advertising	4,943	5,245	4,960	6,033	5,000	4,112	888
Liability Insurance	87	94	94	107	100	100	0
Building Rental	1,000	1,000	1,000	1,000	1,000	750	250
Admin. & Accounting	500	500	500	500	500	375	125
Refunds & Rebates	108	29	82	29	100	30	70
Contributions	75	5,686	0	0	0	0	0
Fascade Grant Program	8,463	5,935	13,625	2,687	7,300	0	7,300
<b>Total Administration</b>	<b>\$29,311</b>	<b>\$28,028</b>	<b>\$27,453</b>	<b>\$20,114</b>	<b>\$17,100</b>	<b>\$7,387</b>	<b>\$9,713</b>

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

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
As of March 31, 2011**

	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	FY2010-11		
					<u>Amended Budget</u>	<u>Actual thru Mar. 31</u>	<u>Remaining Budget</u>
<b>Other Projects</b>							
Wages	\$5,080	\$5,241	\$6,287	\$1,880	\$5,000	\$0	\$5,000
Fringe Benefits	1,899	3,228	3,021	1,523	2,600	56	2,544
Operating Supplies	1,559	297	445	0	500	0	500
Supplies-Maple City Fest	95	98	182	232	0	138	(138)
Supplies-Art-a-licious Fest	0	6,469	19,116	0	6,000	2,225	3,775
Contract Services-Winterfest	1,830	606	482	1,962	0	0	0
Contract Services - Art-A-Licious	0	0	0	3,000	4,000	2,500	1,500
Advertising	0	129	0	0	0	666	(666)
Vehicle Rental	42	1,198	0	0	1,000	0	1,000
Wages-Solid Waste	584	0	48	0	1,000	0	1,000
Overhead-Solid Waste	280	0	23	0	500	0	500
Operating Supplies-Solid Waste	0	0	0	0	500	0	500
Vehicle Rental-Solid Waste	<u>223</u>	<u>0</u>	<u>34</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>
<b>Total Other Projects</b>	<b>\$11,592</b>	<b>\$17,266</b>	<b>\$29,638</b>	<b>\$8,597</b>	<b>\$21,600</b>	<b>\$5,585</b>	<b>\$16,015</b>
<b>Total Operating Expenses</b>	<b>\$40,903</b>	<b>\$45,294</b>	<b>\$57,091</b>	<b>\$28,711</b>	<b>\$38,700</b>	<b>\$12,972</b>	<b>\$25,728</b>
<b>Excess of Revenue over Expenditures</b>	<b>\$307</b>	<b>\$3,586</b>	<b>(\$10,257)</b>	<b>\$18,605</b>	<b>\$5,000</b>	<b>\$24,842</b>	<b>\$19,842</b>
<b>Other Financing Sources/(Uses):</b>							
Transfer from TIF Fund	\$5,472	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Major Street Fund	0	0	0	0	0	0	0
Transfer from General Fund	0	2,748	0	0	0	0	0
Transfer to Auto Parking Fund	<u>(5,000)</u>	<u>(10,000)</u>	<u>10,000</u>	<u>10,000</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>
<b>Total Transfers</b>	<b>\$472</b>	<b>(\$7,252)</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>
<b>Net Change in Fund Balance</b>	<b>\$779</b>	<b>(\$3,666)</b>	<b>(\$20,257)</b>	<b>\$8,605</b>	<b>\$0</b>	<b>\$19,842</b>	<b>\$19,842</b>
<b>Fund Balance - Beginning of Period</b>	<b>126,782</b>	<b>127,561</b>	<b>123,895</b>	<b>103,638</b>	<b>112,243</b>	<b>112,243</b>	
<b>Fund Balance - End of Period</b>	<b>\$127,561</b>	<b>\$123,895</b>	<b>\$103,638</b>	<b>\$112,243</b>	<b>\$112,243</b>	<b>\$132,085</b>	

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

**COMPARATIVE BALANCE SHEETS  
As of March 31, 2011**

	<u>June 30</u> <u>2007</u>	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>June 30</u> <u>2010</u>	<u>Mar. 31</u> <u>2011</u>
<b>ASSETS</b>					
Cash and Cash Equivalents	\$90,832	\$126,085	\$377,575	\$276,307	\$347,481
Investments	261,520	146,969	148,892	149,243	149,373
Taxes Receivable	0	0	0	0	17,623
Taxes Receivable-DDA Trash	0	0	0	0	2,175
Accounts Receivable	0	870	1,200	1,275	600
Loan Receivable - Barley House	0	0	0	6,710	6,603
Due from Brownfield Fund	7,800	0	0	10,781	0
<b>Total assets</b>	<b><u>\$360,152</u></b>	<b><u>\$273,924</u></b>	<b><u>\$527,667</u></b>	<b><u>\$444,316</u></b>	<b><u>\$523,855</u></b>
<b>LIABILITIES AND FUND BALANCE</b>					
Liabilities:					
Vouchers Payable	\$108,476	\$94,900	\$6,041	\$0	\$544
TIF Payable	0	0	309,893	153,511	153,512
Due to Primary Government	2,000	1,853	1,391	283	0
Due to Vibrant Small Cities Fund	0	0	0	12,695	0
Due to DDA Debt Fund	0	14,385	14,385	14,385	0
Due to IT Fund	0	0	0	853	173
Accrued Payroll	<u>0</u>	<u>0</u>	<u>203</u>	<u>278</u>	<u>0</u>
Total Liabilities	\$110,476	\$111,138	\$331,913	\$182,005	\$154,229
FUND BALANCE:					
Reserved for:					
Encumbrances	<u>\$45,692</u>	<u>\$0</u>	<u>\$0</u>	<u>\$3,401</u>	<u>\$3,400</u>
Subtotal Reserved Fund Balance	\$45,692	\$0	\$0	\$3,401	\$3,400
Net of Revenue vs Expenditures	\$3,974	(\$86,890)	\$32,968	\$66,557	\$107,316
Unreserved/Undesignated Fund Balance	<u>200,010</u>	<u>249,676</u>	<u>162,786</u>	<u>192,353</u>	<u>258,910</u>
Total Fund Balance	\$249,676	\$162,786	\$195,754	\$258,910	\$366,226
<b>Total Liabilities and Fund Balance</b>	<b><u>\$360,152</u></b>	<b><u>\$273,924</u></b>	<b><u>\$527,667</u></b>	<b><u>\$444,316</u></b>	<b><u>\$523,855</u></b>

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

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
As of March 31, 2011**

	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	FY2010-11		
					Amended <u>Budget</u>	Actual thru <u>Mar. 31</u>	Remaining <u>Budget</u>
<b>REVENUES:</b>							
Property taxes	\$367,893	\$406,748	\$229,274	\$252,589	\$391,942	\$311,871	(\$80,071)
Contract Services (Refuse Collection)	0	14,842	19,381	16,350	15,000	12,400	(2,600)
Investment Earnings	14,416	12,776	7,126	2,874	5,000	1,994	(3,006)
Contribution - General Fund	7,800	0	0	0	0	0	0
Prior Year's Revenue	0	0	0	0	3,400	0	(3,400)
Sale of Bonds/Notes	0	0	0	0	0	0	0
Contrib.-Brownfield Redev. Fund	0	0	0	10,781	4,245	4,245	0
<b>Total Revenues</b>	<b>\$390,109</b>	<b>\$434,366</b>	<b>\$255,781</b>	<b>\$282,594</b>	<b>\$419,587</b>	<b>\$330,510</b>	<b>(\$89,077)</b>
<b>EXPENDITURES:</b>							
Wages	\$46,859	\$43,366	\$25,815	\$17,788	\$24,985	\$17,381	\$7,604
Fringe Benefits	13,163	11,048	7,750	4,113	6,430	4,105	2,325
Office Supplies	0	0	0	0	1,500	0	1,500
Operating Supplies	4,007	4,458	3,625	1,100	5,000	0	5,000
Contract Services	4,550	26,916	31,333	39,224	35,178	21,768	13,410
Consultant Fees	19,667	3,425	11,030	3,445	5,000	0	5,000
Transportation	25	161	0	0	200	25	175
Advertising	4,926	4,308	5,551	16,514	15,000	9,780	5,220
Liability Insurance	586	818	895	352	1,000	328	672
Info-Tech Services	13,339	10,997	10,237	10,237	2,314	1,735	579
Property Acquisition	0	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0	0
Capital Equipment	0	574	0	0	0	0	0
Façade Program	37,264	24,340	22,097	19,479	43,400	64,506	(21,106)
<b>Operating Expenses</b>	<b>\$144,386</b>	<b>\$130,411</b>	<b>\$118,333</b>	<b>\$112,252</b>	<b>\$140,007</b>	<b>\$119,628</b>	<b>\$20,379</b>
<b>Excess of Revenue over Expenditures</b>	<b>\$245,723</b>	<b>\$303,955</b>	<b>\$137,448</b>	<b>\$170,342</b>	<b>\$279,580</b>	<b>\$210,882</b>	<b>(\$68,698)</b>

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

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
As of March 31, 2011**

	<u>June 30</u> <u>2007</u>	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>June 30</u> <u>2010</u>	<u>FY2010-11</u>		
					<u>Amended</u> <u>Budget</u>	<u>Actual</u> <u>thru</u> <u>Mar. 31</u>	<u>Remaining</u> <u>Budget</u>
Other Financing Sources/(Uses):							
Transfer to Primary Government	(\$10,000)	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Community Development	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	0
Transfer to Auto Parking Fund	0	(50,000)	0	0	(5,000)	(5,000)	0
Transfer to DDA	(5,472)	(6,600)	(2,000)	(6,000)	(6,000)	(6,000)	0
Transfer to Vibrant City Grant-Local Match	0	(125,000)	0	0	0	0	0
Transfer to Schools	(107,917)	(94,900)	0	0	(155,032)	0	155,032
Transfer to DDA Debt Service	<u>(116,360)</u>	<u>(112,345)</u>	<u>(100,480)</u>	<u>(95,785)</u>	<u>(90,565)</u>	<u>(90,565)</u>	<u>0</u>
Total Transfer-Out	(241,749)	(390,845)	(104,480)	(103,785)	(258,597)	(103,565)	\$155,032
Contingency					<u>20,983</u>	<u>0</u>	<u>20,983</u>
Net Change in Fund Balance	\$3,974	(\$86,890)	\$32,968	\$66,557	\$0	\$107,317	\$107,317
Fund Balance - Beginning of Period	<u>242,301</u>	<u>246,275</u>	<u>159,385</u>	<u>192,353</u>	<u>258,910</u>	<u>258,910</u>	
<b>Fund Balance - End of Period</b>	<b><u>\$246,275</u></b>	<b><u>\$159,385</u></b>	<b><u>\$192,353</u></b>	<b><u>\$258,910</u></b>	<b><u>\$258,910</u></b>	<b><u>\$366,227</u></b>	

**NOTES -**

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

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

**COMPARATIVE BALANCE SHEETS  
As of March 31, 2011**

	<u>June 30</u> <u>2007</u>	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>June 30</u> <u>2010</u>	<u>Mar. 31</u> <u>2011</u>
<b>ASSETS</b>					
Cash and Cash Equivalents	\$15,950	\$2,670	\$2,268	\$2,360	\$16,970
Due from DDA-TIF Fund	0	14,385	14,385	14,385	0
Amount for Debt Principal	<u>405,000</u>	<u>320,000</u>	<u>240,000</u>	<u>160,000</u>	<u>80,000</u>
<b>Total assets</b>	<b><u>\$420,950</u></b>	<b><u>\$337,055</u></b>	<b><u>\$256,653</u></b>	<b><u>\$176,745</u></b>	<b><u>\$96,970</u></b>
<b>LIABILITIES AND FUND BALANCE</b>					
Liabilities:					
Accrued Interest Payable	\$15,855	\$16,762	\$7,120	\$7,973	\$2,853
Bonds Payable	<u>405,000</u>	<u>320,000</u>	<u>240,000</u>	<u>160,000</u>	<u>80,000</u>
<b>Total Liabilities</b>	<b>\$420,855</b>	<b>\$336,762</b>	<b>\$247,120</b>	<b>\$167,973</b>	<b>\$82,853</b>
FUND BALANCE:					
Net of Revenue vs Expenditures			\$89,239	\$79,239	\$85,346
Reserved For Debt Retirement	\$95	\$293	0	(80,000)	0
Unreserved/Undesignated Fund Balance	<u>0</u>	<u>0</u>	<u>(79,706)</u>	<u>9,533</u>	<u>(71,229)</u>
<b>Total Fund Balance</b>	<b>\$95</b>	<b>\$293</b>	<b>\$9,533</b>	<b>\$8,772</b>	<b>\$14,117</b>
<b>Total Liabilities and Fund Balance</b>	<b><u>\$420,950</u></b>	<b><u>\$337,055</u></b>	<b><u>\$256,653</u></b>	<b><u>\$176,745</u></b>	<b><u>\$96,970</u></b>

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

COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
As of March 31, 2011

	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	June 30 <u>2010</u>	FY2010-11		
					Amended Budget	Actual thru Mar. 31	Remaining Budget
<b>REVENUES:</b>							
Investment Earnings	\$151	\$105	\$23	\$92	\$100	\$326	\$226
<b>Total Revenues</b>	\$151	\$105	\$23	\$92	\$100	\$326	\$226
<b>EXPENDITURES:</b>							
Principal Retirement	\$85,000	\$85,000	\$80,000	\$80,000	\$80,000	\$80,000	\$0
Bond Interest Expense	33,000	26,827	10,838	16,213	10,240	5,121	5,119
Paying Agent Fees	425	425	425	425	425	425	0
<b>Total Expenditures</b>	\$118,425	\$112,252	\$91,263	\$96,638	\$90,665	\$85,546	\$5,119
Deficiency of Revenues (Under) Expenditures	(\$118,274)	(\$112,147)	(\$91,240)	(\$96,546)	(\$90,565)	(\$85,220)	\$5,345
Other Financing Uses:							
Transfer from DDA - Special Revenue	116,360	112,345	100,480	95,785	90,565	90,565	0
<b>Net Change in Fund Balance</b>	(\$1,914)	\$198	\$9,240	(\$761)	\$0	\$5,345	\$5,345
Fund Balance - Beginning of Period	2,009	95	293	9,533	8,772	8,772	
<b>Fund Balance - End of Period</b>	<u>\$95</u>	<u>\$293</u>	<u>\$9,533</u>	<u>\$8,772</u>	<u>\$8,772</u>	<u>\$14,117</u>	

2-3



April 28, 2011

Dane C. Nelson, City Administrator  
City of Adrian  
100 E. Church St.  
Adrian, MI 49221

Dear Mr. Nelson:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community, I am writing to notify you of changes to the channel lineup effective June 28, 2011. Customers will be notified of these changes via bill message.

CBS Sports Network, ch. 734, will be added to Digital Preferred. Movieplex, ch 149, will move from Digital Preferred to Expanded Basic.

Please direct any customer calls about Comcast products, services and prices to 1-888-COMCAST. Our Customer Account Executives are available 24 hours a day, 7 days a week. As always, feel free to contact me directly at 734-254-1888 with any questions you may have.

Sincerely,

Frederick G. Eaton  
Government Affairs Manager  
Comcast, Michigan Region  
41112 Concept Drive  
Plymouth, MI 48170

cc: City Comm.  
Mayor

C-4

# MEMO

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

From: Jeffrey C. Pardee, Finance Director



Re: **State Revenue Sharing - Update**

Date: May 3, 2011

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

<u>August</u>	<u>State</u>		<u>Variance</u>	
	<u>Estimated</u>	<u>Actual</u>	<u>Amount</u>	<u>Percent</u>
Constitutional	\$236,159	\$240,888	\$ 4,729	2.0 %
Statutory	133,106	133,301	195	0.1 %
Total	<u>\$369,265</u>	<u>\$374,189</u>	<u>\$ 4,924</u>	1.3 %

<u>October</u>	<u>State</u>		<u>Variance</u>	
	<u>Estimated</u>	<u>Actual</u>	<u>Amount</u>	<u>Percent</u>
Constitutional	\$243,447	\$250,529	\$ 7,082	2.9 %
Statutory	130,148	130,148	-0-	0.0 %
Total	<u>\$373,595</u>	<u>\$380,677</u>	<u>\$ 7,082</u>	1.9 %

<u>December</u>	<u>State</u>		<u>Variance</u>	
	<u>Estimated</u>	<u>Actual</u>	<u>Amount</u>	<u>Percent</u>
Constitutional	\$229,419	\$229,086	\$ ( 333)	(0.1) %
Statutory	115,358	115,357	( 1)	(0.0)%
Total	<u>\$344,777</u>	<u>\$344,443</u>	<u>\$ ( 334)</u>	(0.1) %

<u>February</u>	<u>State</u>		<u>Variance</u>	
	<u>Estimated</u>	<u>Actual</u>	<u>Amount</u>	<u>Percent</u>
Constitutional	\$250,004	\$264,121	\$ 14,117	5.6 %
Statutory	106,484	79,619	( 26,865)	(25.2)%
Total	<u>\$356,488</u>	<u>\$343,740</u>	<u>\$ ( 12,748)</u>	(3.6) %

<u>April</u>	<u>State</u>		<u>Variance</u>	
	<u>Estimated</u>	<u>Actual</u>	<u>Amount</u>	<u>Percent</u>
Constitutional	\$209,863	\$226,279	\$ 16,416	7.8 %
Statutory	47,326	39,810	( 7,516)	(15.9)%
Total	<u>\$257,189</u>	<u>\$266,089</u>	<u>\$ 8,900</u>	3.5 %

<u>August thru February</u>	<u>State</u>		<u>Variance</u>	
	<u>Estimated</u>	<u>Actual</u>	<u>Amount</u>	<u>Percent</u>
Constitutional	\$1,168,892	\$1,210,903	\$ 42,011	3.6 %
Statutory	532,422	498,235	(34,187)	(6.4)%
Total	<u>\$1,701,314</u>	<u>\$1,709,138</u>	<u>\$ 7,824</u>	4.6%

Adjustments due to Sales Tax revenue impact both Constitutional and Statutory Revenue Sharing payments because they are formula driven. Legislative adjustments affect only Statutory Revenue Sharing payments and are driven by budget considerations. Statutory Revenue Sharing is becoming a smaller percentage of the total. For FY2008-09, Constitutional comprised 64% of Revenue Sharing payments, while Statutory Revenue Sharing made up 36% of the total. For FY2010-11, Constitutional comprises 70% (est. \$1,411,351) of Revenue Sharing payments, while Statutory Revenue Sharing makes up only 30% (est. \$591,580) of the total (est. \$2,002,931).

### Future Considerations

Two considerations need discussing: First is the Governor's FY2011-12 Budget Recommendation; Second is the impact of the 2010 Census on distribution of State Revenue Sharing.

The Governor's FY2011-12 Budget Recommendation proposes to reduce Statutory Revenue Sharing from \$300 million to \$200 million statewide. The remaining \$200 million would not be distributed by "simply writing a check" to local government, but instead would be tied to the implementation of best practices, defined by the Governor as follows:

1. Accountability and Transparency – using dashboards and citizen's guides as is currently being implemented by the State;
2. Being more responsible in dealing with employee compensation matters, especially legacy costs;
3. Showing progress in service sharing and consolidation initiatives, with either neighboring entities or the State.

Although the Governor unveiled the details of his proposal in March, as part of a special message on government reform, the Senate and House have passed different versions, which will be worked out in conference committee and, likely, acted on later this month.

### **2010 Census**

The 2010 Census was conducted on April 1, 2010. The actual population counts were released by the U.S. Census Bureau in late April 2011. Published reports indicate that the population for the City of Adrian decreased from 22,304 (revised) in 2000 to 21,133 in 2010, a decrease of 1,171 or 5.3%. The total FY 2011 revenue sharing payment each local unit will receive will be based on the actual 2010 Census population count. However: the October 2010 through April 2011 payments will be based on the 2000 Census population count; and the June and August 2011 payments will be adjusted so that the total amount each local unit receives for FY 2011 (October 2010 to September 2011) is based on the actual 2010 Census population count.

**FY 2011 Revenue Sharing Estimates**

The Michigan Department of Treasury prepared FY 2011 revenue sharing payment estimates based on the sales tax estimates from the May 21, 2010, Consensus Revenue Estimating Conference, Governor Granholm's FY 2011 Executive Budget recommendation, and the 2000 Census population count. Please note these estimates do not include any 2010 Census population projections. Actual payments will differ from these estimates after the 2010 Census population count for each local unit has been accounted for. The actual payments may also differ from these estimates if actual sales tax collections are higher or lower than projected, and/or if the Legislature appropriates more or less than the Governor recommended.

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



# REGULAR AGENDA

0-1  
April 13, 2011

Honorable Mayor  
and City Commission:

At their April 5, 2011, regular meeting the Adrian City Planning Commission recommended to the City Commission the approval of the proposed changes to the Zoning/Development Regulations as submitted and that this language be compatible with the proposed licensing ordinance.

Medical Marihuana Facilities have been under discussion by the Planning Commission for close to six months now – six regular meetings and at three study sessions, one of which was a joint session with the City Commission.

The Planning Commission started discussing this issue at their November 2, 2010, meeting. At the December 7, 2010, meeting the Planning Commission reviewed draft language, and moved to recommend a 120 day moratorium to the City Commission. At the January 4, 2011, the Planning Commission reviewed changes to the language. The public hearing was held at the February 1 meeting where the Planning Commission heard from a variety of people who were involved with different aspects of this issue, from operators of different medical marihuana facilities, patients, caregivers and a retail business having a supporting role in this issue. The Planning Commission moved to table this issue and requested a group work session with the City Commission. At the March 1 meeting the Planning Commission agreed that the ordinance be redrafted for consideration at the April 5 meeting.

Respectfully submitted,



Denise Cook, Secretary

**ORDINANCE NO. 11-001**

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF ADRIAN BY AMENDING ARTICLE II – DEFINITIONS AND ARTICLE IV – GENERAL PROVISIONS OF THE CITY OF ADRIAN ZONING/DEVELOPMENT REGULATIONS

The City of Adrian Ordains:

1. That Subsections 2.90.01, 2.90.02 and 2.90.03 of Section 2.11- Terms and Words Defined of Article II of the City of Adrian Zoning/Development Regulations be added to read as follows:

**2.90.01        Medical Marihuana**

**Means marihuana as defined by the Michigan Medical Marihuana Act., MCL 333.26421 et seq., to be grown, used or transferred for Medical use as defined by the Michigan Medical Marihuana Act., MCL 333.26421 et seq.**

**2.90.02        Medical Marihuana Primary Caregiver**

**An individual, as defined by the Michigan Medical Marihuana Act., MCL 333.26421 et seq., and as authorized by and registered through the State Department of Community Health, who is at least 21 years old and who has agreed to assist with a patient’s medical use of marihuana and who has never been convicted of a felony involving illegal drugs.**

**2.90.03        Medical Marihuana Caregiver Facility**

**Means an establishment whose operation includes the sale, cultivation, distribution or transfer of Medical Marihuana.**

2. That Subsection 14 of Section 14.03 of Article XIV of the City of Adrian Zoning/Development Regulations be added to read as follows:

**SECTION 14.03 USES SUBJECT TO A ZONING EXCEPTION PERMIT:**

**14.    Medical Marihuana Caregiver Facility, subject to the following conditions:**

- a.    **No such facility shall be situated within 1,000 feet of any of the following uses:**
  1.    **Any similar facility**
  2.    **A school, public or private, including pre-school through college**

- b. **No such facility shall be situated within 500 feet of any of the following uses:**
  - 1. **A church**
  - 2. **A public park or playground**
  - 3. **A state licensed day-care facility as defined in the City of Adrian Zoning Ordinance, definition(s) 2.64**
- c. **No such facility shall be situated adjacent to or abutting a zoning district or lot zoned for single-family residential use (R-1 through R-4).**
- d. **Cultivation or distribution of medical marihuana shall not occur in connection with or at a location at which any other commodity, product or service is offered for sale.**
- e. **No equipment or process shall be used in the processing or cultivation which creates noise, dust, vibration, glare, fumes, odors or electrical interference detectable to the normal senses beyond the property boundaries.**
- f. **Signage shall be limited to one identification sign, to be affixed flat against the front wall of the facility of size not to exceed eight (8) sq ft.**
- g. **The outdoor growth and/or cultivation of marijuana plants is prohibited.**
- h. **Drive-through, drive-up or curbside service facilities are prohibited.**
- i. **All such facilities shall be licensed and in compliance with the requirements specified in Chapter 46, Sect. 46-500 of the Adrian City Code.**

INTRODUCTION .....May 2, 2011  
SUMMARY PUBLISHED .....May 10, 2011  
ADOPTION .....  
COMPLETE PUBLICATION.....  
EFFECTIVE DATE.....

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

0-2

ORDINANCE 11-002

**INTRODUCTION OF AN ORDINANCE TO CREATE SECTION 46-500 OF CHAPTER 46, OF THE ADRIAN CODE, ENTITLED “MEDICAL MARIHUANA CAREGIVER FACILITIES ”.**

**ARTICLE XI**

**DIVISION 1. GENERALLY**

**Section 46-500. Legislative Intent.** The City intends to license and regulate medical marihuana caregiver facilities to the extent they are permitted under the Michigan Medical Marihuana Act. The City does not intend that licensing and regulation under this section be construed as a finding that such businesses are legal under state or federal law. Although some specific uses of medical marihuana are allowed by the Michigan Medical Marihuana Act, marihuana continues to be classified as a Schedule 1 controlled substance under federal law, making it unlawful under federal law to use, manufacture, or distribute or dispense marihuana or to possess it with the intent to use, manufacture or dispense marihuana. By requiring a license and compliance with requirements as provided in this section, the City intends to protect to the extent possible the health, safety, and welfare of the residents of and visitors to the City of Adrian, including but not limited to medical marihuana patients, from harm that may result from the activities of persons who unilaterally on the advice of their own attorney determine that they may operate a medical marihuana caregiver facility.

**Section 46-501. Definitions.** The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except when the context clearly indicates a different meaning.

*Act* means Michigan Medical Marihuana Act

*Medical Marihuana Caregiver Facility* means an establishment whose operation includes the sale, distribution, transfer, cultivation of marihuana by one or more caregivers as defined by and permitted under the Michigan Medical Marihuana Act, MCL 333.26421 et seq.

*Medical Marihuana* means that term as defined in MCL 333.7106.

*Primary Caregiver* means a person who is registered under the Michigan Medical Marihuana Act, and is defined as a person who is at least 21 years old and who has agreed to assist with a patient’s medical use of marihuana and who has never been convicted of a felony involving illegal drugs.

*Registered Qualifying Patient* means a person who has been diagnosed by a physician as having a debilitating medical condition and who has received a registry identification card.

*Registry Identification Card* means a document issued by the Department of Community Health that identifies a person as a registered qualifying patient or registered qualifying caregiver.

*Usable Marihuana* means the dry leaves and flowers of the marihuana plant and any mixture or prep thereof, but does not include the seeds, stalks, and roots of the plant.

## **DIVISION 2. LICENSE**

### **Section 46-502. Required.**

- a. No person shall operate a medical marihuana caregiver facility at a location for which an annual license, as provided for in this section, has not been issued.
- b. The license requirements in this section apply to all facilities that exist on the effective date of this section or that are established after the effective date of this section.

### **Section 46-503. Application.**

- a. Application for a license shall be made annually on forms provided by the City Clerk.
- b. The license requirements set forth in this chapter shall be in addition to, and not in lieu of, any other licensing and permitting requirements imposed by any other federal, state, or local law.
- c. The issuance of any license pursuant to this chapter does not create an exception, defense, or immunity to any person in regard to any potential criminal liability the person may have for the production, distribution, or possession of marihuana.
- d. No license issued under this section may be transferred or assigned and no license is valid for any location other than the location specified in the license.

### **Section 46-504. Conditions of Issuance.**

The City Clerk shall not issue a license until all of the following conditions have been met:

- a. The address of the facility and any other contact information shall be listed on the application form.
- b. The name and address of the owners of all real property where the facility is located shall be listed on the application form.
- c. The name and addresses of all owners and managers of the facility shall be listed on the application form.
- d. A signed release shall be provided, on a form included with the application, permitting the City of Adrian Police Department to perform a criminal background check to ascertain whether any person named on the application has been convicted of any felony under Michigan law or the law of any other state or the United States.
- e. Proof that a valid and current certificate of occupancy has been issued by the building official indicating that all necessary inspections have been conducted, which may include but are not limited to electrical inspection, plumbing inspection and mechanical inspection.

- f. Where the application identifies electrical devices are being used or intended to be used in conjunction with a license, proof that the Fire Department has inspected and approved the use or proposed use and that any necessary permits for electrical alterations have been obtained.
- g. Where the application identifies structural modifications have been made or are intended in conjunction with the license, proof that the building code officials have inspected the property and issued the necessary permits.

Section 46-505. Conduct of Licensee.

- a. Each licensee shall, as a condition of obtaining and maintaining a license, agree to comply at all times with applicable local and state building, zoning, fire, health and sanitation statutes, ordinances and regulations.
- b. The premises shall be operated and maintained at all times consistent with responsible business practices and so that no excessive demands will be placed upon public health or safety services, nor any excessive risk of harm to the public health, safety or sanitation.
- c. There shall be no use of medical marihuana on the premises.
- d. Licensee shall immediately notify the City Clerk and update as required the information provided on the application.
- e. All marihuana in any form kept at the location of the facility shall be kept within an enclosed, locked area and shall be accessible only to a licensed caregiver or patient. The enclosed, locked area shall not be visible from any location outside of the building.
- f. Medical marihuana facilities shall be closed for business and no sale or other distribution of marihuana in any form shall occur upon the premises or be delivered from the premises between the hours of 8:00 p.m. and 8:00 a.m.
- g. No more marihuana than is permitted under the Michigan Medical Marihuana Act shall be kept on the premises of the facility.
- h. Failure to comply with the requirements contained in this section is a civil infraction.

Section 46-506. Effective license; suspension; daily violation.

- a. A license is valid only for the location identified on the license and cannot be transferred to another location in the City without a new application.
- b. A license is valid for one year from the date of issuance.
- c. A license does not prohibit prosecution by the federal government for violation of its laws or prosecution by state authorities for violations of the Act or other violations not protected by the Act.
- d. Compliance with city ordinance and state statutes is a condition of maintenance of a license and a license may be suspended for failure to comply with any of the provisions of this section.
- e. Suspension of a license is not an exclusive remedy and nothing contained herein is intended to limit the City's ability to prosecute code violations that may have

been the cause of the suspension or any other code violations not protected by this Act.

- f. Operating a medical marihuana facility without a valid license or assisting in the operation of a medical marihuana facility without a valid license for that property is a civil infraction. Each day that a person shall operate a medical marihuana facility without a license or assist in the operation of a medical marijuana facility without a valid license in effect for that property shall constitute as a separate offense.

Section 46-507. Confidentiality. Names and addresses of applicants, licensed primary caregivers and their qualifying patients shall be maintained as confidential records, not subject to disclosure, except to authorized employees of various City departments as necessary to perform official duties or except upon order of a court of competent jurisdiction.

Section 46 -508. Fees for licenses. The fees for the license herein defined shall be set by resolution of the city commission and may be obtained by the city clerk.

INTRODUCTION.....May 2, 2011  
SUMMARY PUBLISHED .....May 10, 2011  
ADOPTION .....  
COMPLETE PUBLICATION .....  
EFFECTIVE DATE .....

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

R-1

**R11-056**

May 16, 2011

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

**RESOLUTION**

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

R-2

**R11-057**

May 16, 2011

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

**RESOLUTION**

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

R.3

**R11-058**

May 16, 2011

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

**RESOLUTION**

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

R-4

April 27, 2011

## MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Fuel Surcharges



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As you are aware, our contract with Steven's Disposal & Recycling Service contains a provision for a fuel surcharge when the three-month running average for ultra low sulfur diesel fuel rises above \$3.51/gallon as posted by the U.S. Energy Information Administration.

In April 2011, the three-month average exceeded the \$3.51 threshold. For the month of April, the fuel surcharge was high enough to cost the City \$0.12/unit or \$698.00. The cost for diesel fuel is still climbing and has exceeded \$4.00/gal. The fuel surcharge for May is projected to be in the area of \$1,396. Through June 30, 2011, all fuel surcharges will be paid through the City's general fund and previous expected savings through the changes in the trash system will be reduced.

Beginning July 1, 2011 the FY 2011-12 budget contains an independent Solid Waste Fund with revenues generated through the billing of residents for the trash service. This revenue was intended to cover the administrative costs, operational costs of the compost site, Saturday recycling drop-off site and residential trash services. In 2010, the Commission set a price of \$23.00/quarter or \$7.67/month to cover these costs. With the current fuel costs increasing, it is obvious that this current planned billing rate will not cover the required intended expenses and fuel surcharge.

In 2008, the prices for diesel fuel increased to \$4.77/gal before declining. Using the data from 2008, we could expect about an average surcharge rate of \$1,667/month. This would require an additional revenue of \$20,000 minimum for the 2011-12 Fiscal Year.

In order to cover this fuel surcharge, we are requesting the City Commission to consider adjusting the current intended billing rate effective immediately. In order to cover this fuel surcharge, we request this rate be increased to \$8.00/month per residential address, at a minimum. The rate would change to \$24.00/quarter or \$96.00/year. This rate will increase \$4.00/year for the typical single-family resident and will provide an additional \$23,200 to the solid waste revenue. If billing adjustments are not made, we may be required to close the compost site to conserve funds to maintain residential trash services.

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

**RESOLUTION**

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)**

<b>Revenue:</b>		
(595-000.00-640.000)	Refuse Collection & Disposal	\$23,200
<b>Expenses:</b>		
(595-528.00-801.016)	Contract Services – Fuel Surcharge	<u>23,200</u>
	Total	<u>\$ -0-</u>

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

R-5

# MEMO

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DATE: May 16, 2011  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Bent Oak Construction Testing

The city was recently awarded a Small Urban Grant for reconstruction of Bent Oak from Riverside Avenue to the city limits. Requirements of the grant include construction materials testing. Since the city does not have the necessary equipment to perform such testing, the City Engineer requested a proposal from CTI of Wixom, MI. CTI submitted a proposal in the amount of \$13,107.00 and the City Engineer has recommended its approval. This firm has performed similar testing on other city projects and we have been pleased with their service.

The City Charter allows the bid process to be waived when it is determined that no advantage to the City would result in obtaining additional quotes. I, therefore, urge your favorable consideration authorizing CTI to perform the testing services for the Bent Oak project at an estimated cost of \$13,107.00 and that the bid process be waived.

Respectfully submitted,

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

Dane C. Nelson  
City Administrator

DCN:bjw

May 2, 2011

## **MEMORANDUM**

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Bent Oak Construction Testing



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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. The Adrian City Commission, by Resolution #R11-039 dated April 18, 2011, entered into a contract with MDOT, subject 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], for \$542,000 including a \$357,000 Small Urban Grant.

The Construction Engineering of this project will largely be handled with staff in the Engineering Department. Several requirements of this grant include testing for several items of work. The City does not have the equipment necessary to complete all the required items of work. As such, we have requested a proposal from CTI and Associates, Inc. of Wixom, MI. CTI has worked with the City very successfully over the last several years on similar projects. This proposal is an educated estimate of time required to complete the required testing to meet MDOT's grant requirements. This proposal was presented with an estimated cost of \$13,107.00.

The Engineering Department respectfully requests that we accept the enclosed fee schedule with a not to exceed contract of \$13,200 and waive the bid process.

**Jeff Pardee**

**From:** Kristin Bauer  
**Sent:** Monday, May 09, 2011 8:48 AM  
**To:** Dane Nelson; Jeff Pardee  
**Subject:** Bent Oak Ave

Dane/Jeff,

Good news... the bids were received for the Bent Oak grant project on Friday. The low bidder was C&D Hughes, who we have worked with before, for \$489,438. This bid was 9.4% below our Engineer's estimate of \$542,000. Good news. Depending on the breakdown this should be less of an expenditure in the Storm water fund. I won't know exact numbers until I can see the actual breakdown which MDOT has not released yet.

*Kristin L. Bauer, P.E.*

*City Engineer*

*City of Adrian Michigan*

*135 E. Maumee St.*

*Adrian, MI 49221*

*(517) 264-4894*



April 8, 2011

Mr. Todd Brown  
City of Adrian  
135 E. Maumee Street  
Adrian, Michigan 49221

Ph.: (517) 264-4894  
Fax: (517) 265-8798

**RE: Proposal for Construction Materials Testing Services  
Bent Oak Avenue Resurfacing (MDOT ID 46417-109053)  
Adrian, Lenawee County, Michigan  
CTI Proposal No.: 111PR02040-064**

Dear Mr. Brown:

As requested, CTI and Associates, Inc. (CTI) is pleased to submit the attached proposal for providing Construction Materials Testing Services, along with related laboratory services for the above referenced project. Presented in the proposal is the Scope of Work to be conducted by CTI and a detailed Cost Estimate for each discipline. **CTI is a Certified Minority Business Enterprise (MBE) from the state of Michigan and an Michigan Department of Transportation (MDOT) Disadvantage Business Enterprise (DBE) as well a designated Federal 8(a) firm.**

CTI's Laboratory is accredited with the American Association of State Highway Transportation Officials (AASHTO) Materials Reference Laboratory (AMRL) and is a validated laboratory with the US Army Corps of Engineers (USACE) for soils, aggregate and asphalt.

CTI will staff this Project from the Wixom, Michigan office. The CTI resources available to the project include but are not limited to the following:

- Fourteen (14) Licensed Professional Civil Engineers and five (5) PhD's in Civil Engineering;
- Two (2) International Council Code (ICC) Structural Masonry Inspectors;
- Six (6) Michigan Department of Transportation (MDOT) Certified Aggregate and Density Control Technicians;
- One (1) American Welding Society (AWS) Certified Weld Inspector (CWI);
- One (1) MDOT Certified Bituminous QC/QA Technician;
- Eight (8) Michigan Concrete Association (MCA) Certified Level I Concrete Technicians;
- One (1) Registered Professional Surveyor;
- Three (3) Certified Michigan Department of Environmental Quality (MDEQ) Storm Water Operators and
- Two (2) Soil Erosion and Sedimentation Control (SECS) Inspectors.



### **PROJECT UNDERSTANDING**

CTI proposes to provide the following services at the above referenced project. We understand that the project consists of 0.48 miles of hot mix asphalt (HMA) pavement removal and replacement, aggregate base, grading, drainage structure and utility removal and replacement, and miscellaneous curb and gutter and sidewalk removal and replacement on Bent Oak Avenue from Riverside Avenue to the north city limits of Adrian, Lenawee County.

### **SCOPE OF WORK**

The following scope of work and price breakdowns are based upon the project drawings, and information provided to us by Mr. Todd Brown with the City of Adrian. No construction schedule was provided, CTI based its cost estimate on assumptions regarding typical construction duration. These services are to include, but are not limited to the following:

1. Provide an Engineering Technician to observe a proofroll of subgrade, placement of engineered fill and verification of in-place density of fill and backfill materials with the use of a nuclear density gauge in accordance with the MDOT 2003 Standard Specifications for Construction .
2. Provide a Engineer Technician to test concrete placed as exterior sidewalk, curb and gutter, and driveway. Testing shall included slump, air content and casting of test specimens for compressive strength verification.
3. Provide a Engineering Technician to sample and observe the placement of HMA pavement and verify the in-place density of the asphalt with the use of density gauge.
4. Provide a Project Manager/Engineer for review of technical reports generated by CTI, normal management of technicians, and consultation, if necessary.
5. Provide Quality Assurance Laboratory Testing of materials used during construction, including sieve analysis (ASTM D-422) of soil and aggregate materials used for fill, compressive strength determination of field-cast concrete cylinders, and testing of HMA pavement materials including gradation and calculated bitumen content.



**FEE SCHEDULE**

The following is our proposed fee schedule for providing professional engineering and consultation services:

**Professional Services**

Engineering Technician	Hour	\$ 38.00
Engineering Technician Overtime	Hour	\$ 57.00
Project Manager / Engineer	Hour	\$ 80.00
Administrative Assistant	Hour	\$ 36.00

**Laboratory and Field Testing**

Sieve Analysis Only	Ea.	\$ 65.00
Compressive Strength Analysis	Cyl.	\$ 18.00
TMD Determination (Rice Test)	Ea.	\$ 110.00
Asphalt Extraction/Gradation	Ea.	\$ 190.00

**Transportation and Equipment Charges**

Vehicle Charge	Trip	\$ 60.00
Density Gauge Charge	Day	\$ 35.00

The rates stated in the previous section are based on the following criteria:

- Technician hours are billed on a portal to portal basis, no overtime was factored into our per day rate.
- Work performed on Saturdays or in excess of 8-hours per day will be charged at 1.5 times the normal hourly rate.
- Work performed on Sundays or holidays will be charged at 2.0 times the normal hourly rate.
- A minimum 4 hour charge will apply for on-site services.
- The hourly rates include normal supervision of field personnel, but does not include report typing, review, distribution or engineering consultation. Typically, Project Management is billed at 1/2 hour per report generated and administrative services are billed at 1/4 hour per report generated.



**COST ESTIMATE**

**FILL, BACKFILL & RELATED EARTHWORK:**

<b>FIELD SERVICES</b>	<b>EST. QUANTITY</b>	<b>RATE / FEE</b>	<b>EXTENDED COSTS</b>
Engineering Technician	72 Hrs.	\$ 38.00	\$ 2,736.00
Nuclear Density Gauge	12 Days	\$ 35.00	\$ 420.00
Vehicle Charge	12 Trips	\$ 60.00	\$ 720.00
Project Manager	12 Hrs.	\$ 80.00	\$ 960.00
Administrative Assistant	6 Hrs.	\$ 36.00	\$ 216.00
<b>LABORATORY SERVICES</b>			
Sieve Analysis Test	3 Ea.	\$ 65.00	\$ 195.00
			<b>SUBTOTAL: \$ 5,247.00</b>

**EXTERIOR CONCRETE:**

<b>FIELD SERVICES</b>	<b>EST. QUANTITY</b>	<b>RATE / FEE</b>	<b>EXTENDED COSTS</b>
Engineering Technician	36 Hrs.	\$ 38.00	\$ 1,368.00
Vehicle Charge	6 Trips	\$ 60.00	\$ 360.00
Project Manager	6 Hrs.	\$ 80.00	\$ 480.00
Administrative Assistant	3 Hrs.	\$ 36.00	\$ 108.00
<b>LABORATORY SERVICES</b>			
Concrete Cylinder Strength Test	15 Sets of 4	\$ 72.00	\$ 1,080.00
			<b>SUBTOTAL: \$ 3,396.00</b>



**BITUMINOUS PAVING:**

<b>FIELD SERVICES</b>	<b>EST. QUANTITY</b>	<b>RATE / FEE</b>	<b>EXTENDED COSTS</b>
Engineering Technician	24 Hrs.	\$ 38.00	\$ 912.00
Nuclear Density Gauge	4 Days	\$ 35.00	\$ 140.00
Vehicle Charge	4 Trips	\$ 60.00	\$ 240.00
Project Manager	4 Hrs.	\$ 80.00	\$ 320.00
Administrative Assistant	2 Hrs.	\$ 36.00	\$ 72.00

**LABORATORY SERVICES**

TMD Determination (Rice Test)	7 Ea	\$ 110.00	\$ 770.00
Asphalt Extraction/Gradation	7 Ea	\$ 190.00	\$ 1,330.00

**SUBTOTAL: \$ 3,784.00**

**SOIL SAMPLE AND TEST SPECIMEN PICK-UP:**

<b>FIELD SERVICES</b>	<b>EST. QUANTITY</b>	<b>RATE / FEE</b>	<b>EXTENDED COSTS</b>
Engineering Technician	10 Hrs.	\$ 38.00	\$ 380.00
Vehicle Charge	5 Trips	\$ 60.00	\$ 300.00

**SUBTOTAL: \$ 680.00**

**TOTAL ESTIMATED COST: \$ 13,107.00**



We appreciate the opportunity to submit this proposal for your consideration. If you have any questions or comments, please do not hesitate to contact our office at (248) 486-5100. Please indicate your acceptance of the proposal by signing and returning the acceptance copy to our office.

Sincerely,

APPROVED AND ACCEPTED

**CTI and ASSOCIATES, INC.**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Timothy A. Moore, EIT  
Staff Engineer

INVOICE ADDRESS:

Elizabeth A. Taylor, P.E.  
Senior Project Engineer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments:    General Terms and Conditions



CTI and Associates, Inc.

Corporate Office
51331 W. Pontiac Trail, Wixom, MI 48393
248.486.5100 Phone 248.486.5050 Fax
www.cticompanies.com

COMMERCIAL STANDARD FEE AND RATE SCHEDULE

2011 Rate Schedule

Fees for our services will be based upon the time worked on the project at the following unit prices.

Table with 2 columns: Job Title and Per Hour rate. Includes roles like Principal/Program Director, Sr. Project Engineer, CADD Designer, etc.

Transportation, out-of-town expenses, special equipment, materials, computer charges, special printing, photographs and subcontractor's services will be charged at cost plus 15%.

Minimum charge for any consulting/testing service will be \$250.00. A credit card or company check in advance is required for any services requested totaling less than \$500.

Branch Offices

1301 Oak, Suite 400
Kansas City, MO 64106
816.412.8204
816.960.3804 Fax

42 Griffin Road
Sandy Lake, PA 16145
724 376 7418

1202 West Washington Avenue
P.O. Box 276
Cleveland, WI 53015-0276
414-431-8139
414-433-4812 Fax



DTI and Associates, Inc.

For categories marked with an asterisk (\*) the following stipulations apply:

1. Work performed on Sundays or holidays will be charged at 2.0 times the normal hourly rate.
2. On-site services are billed portal to portal.
3. A minimum 4 hour charge will apply for on-site services.
4. The hourly fees include normal supervision of field personnel, but do not include report review, engineering evaluation and consultation which will be billed at the appropriate engineering rate.

For categories marked with two asterisks (\*\*), these are non-union positions. Should union trades be required, additional charges will apply.

**R11-060**

May 16, 2011

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

**RESOLUTION**

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

R-6



**MEMO**

135 E. Maumee, Adrian, MI 49221-2703

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DATE: May 11, 2011

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

FROM: Chris Miller  
DDA & Economic Development Coordinator

SUBJECT: Set Public Hearing for Industrial Development District #40

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Oliver of Adrian has submitted a request for the establishment of Industrial Development District (IDD) #40. This is a facility that they have relocated to at 1111 East Beecher Street in the City of Adrian. The successful establishment of the IDD will allow Oliver of Adrian to request a tax abatement for machinery they will be installing at a later date.

I respectfully request a public hearing be set at the May 16, 2011 Adrian City Commission meeting.

A handwritten signature in black ink, appearing to read 'Chris Miller', is written over a horizontal line.

Chris Miller  
DDA & Economic Development Coordinator



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 black ink 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)

**R11-061**

May 16, 2011

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

**RESOLUTION**

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.

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



# MISCELLANEOUS

M-1

**DEPARTMENTAL REPORT**

MAY 16, 2011

	APRIL 2011	MARCH 2011	APRIL 2010	YEAR-TO-DATE 2011	YEAR-TO-DATE 2010
<b>POLICE DEPARTMENT</b>					
Complaints Answered	811	833	781	3,117	2,922
<b>VIOLATIONS</b>					
Moving Citations	134	262	167	749	613
3-6 am Parking Tickets	193	241	411	814	920
Non-Moving Citations	13	15	25	67	123
Downtown Parking Tickets	0	0	235	0	235
TOTAL VIOLATIONS	340	518	838	1,630	1,891
ARRESTS	134	122	111	480	465
<b>FIRE DEPARTMENT (See M-4)</b>					
<b>INSPECTION DEPARTMENT</b>					
Building Permits	28	32	22	76	58
Electrical Permits	21	43	18	101	54
Mechanical Permits	29	28	21	95	72
Plumbing Permits	12	12	3	37	16
Sidewalk Permits	1	0	1	1	1
Sign Permits	2	6	1	24	27
TOTAL PERMITS	93	121	66	334	228
Estimated Bldg.Costs			\$195,850		\$1,755,927
<b>PARKING SYSTEM</b>					
Parking Assessment	\$2,432	\$2,552	\$1,459	\$33,281	\$21,198
Lot Revenue	\$0	\$0	\$171	\$0	\$638
Street Revenue	\$0	\$0	\$0	\$0	\$0
Misc. Revenue	\$17	\$0	\$14	\$31	\$70
Permits	\$200	\$100	\$7,650	\$225	\$14,588
Fines	\$0	\$0	\$890	\$125	\$1,279
Collection Fees	\$0	\$0	\$625	\$0	\$1,425
Token Sales	\$0	\$0	\$0	\$0	\$0
Contribut-GenFund	\$0	\$0	\$0	\$10,000	\$0
TOTAL REVENUE	\$2,649	\$2,652	\$10,809	\$43,662	\$39,198
<b>WASTE WATER DEPARTMENT</b>					
M. G. Pumped	216.273	216.962	146.016	696.977	566.223
Cost of Plant Operation		\$128,179	\$231,438	\$694,879	\$664,852
<b>WATER DEPARTMENT</b>					
M. G. Pumped	83	88	72	330	295
Number of Customers	6,229	6,221	6,211		
	<b>Industrial</b>	<b>Commercial</b>	<b>Residential</b>	<b>Other</b>	<b>TOTAL</b>
M. G. Sold Revenue	\$31,348	\$72,943	\$111,200	\$52,593	\$268,084

\*Figure not available

m-2

Adrian Fire Department  
Monthly Report  
April 2011

Fire	Total	Property Loss	Content Loss
Building fire	2	\$17,000	\$500
Natural vegetation fire, Other	1		
Grass fire	1		
Outside rubbish, trash or waste fire	1		
Dumpster or other outside trash receptacle fire	1	\$250	
	6	\$17,250	\$500
<b>Rescue</b>			
Rescue, EMS incident, other	43		
Medical assist, assist EMS crew	1		
EMS call, excluding vehicle accident with injury	132		
EMS call, PDA	1		
EMS call, refused treatment/transport	5		
Motor vehicle/pedestrian accident (MV Ped)	1		
Rescue or EMS standby	2		
	185		
<b>Hazardous Condition</b>			
Gas leak (natural gas or LPG)	2		
Oil or other combustible liquid spill	1		
Electrical wiring/equipment problem, Other	2		
Power line down	2		
	7		
<b>Service</b>			
Service Call, other	3		
Smoke or odor removal	1		
Smoke Investigation, No action taken	2		
Assist invalid	2		
Unauthorized burning	5		
Cover assignment, standby, moveup	1		
	14		
<b>Good Intent</b>			
Good intent call, Other	3		
Dispatched & cancelled en route	3		
Authorized controlled burning	1		
EMS call, party transported by non-fire agency	1		
	8		
<b>False Alarm</b>			
False alarm or false call, Other	1		
System malfunction, Other	1		
Smoke detector activation due to malfunction	1		
Unintentional transmission of alarm, Other	1		
Detector activation, no fire - unintentional	1		
	5		
<b>Total</b>	<b>225</b>	<b>\$17,250</b>	<b>\$500</b>
Year to date	1137	\$23,750	\$700
Year to date 2010	802	\$103,700	\$55,000

M-3

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

ADRIAN D.A.R.T. PASSENGER RIDERSHIP REPORT FOR APRIL 2011

WEEK END:	APR 1	APR 8	APR 15	APR 22	APR 29	TOTAL
MONDAY	0	313	306	318	309	1246
TUESDAY	0	297	309	253	270	1129
WEDNESDAY	0	282	310	289	290	1171
THURSDAY	0	269	262	301	232	1064
FRIDAY	410	320	295	176	342	1543
	410	1481	1482	1337	1443	6153

SERVICE DAYS	APR 2011	APR 2010	+/-	MAR 2011
	(21)	(22)		(23)
SENIORS	844	773	71	1035
HDCP SENIORS	789	900	-111	882
HANDICAPPED	2780	3000	-220	3455
WHEELCHAIRS **	293	322	-29	358
GENERAL	1740	1715	25	2266
	6153	6388	-235	7638

RIDERSHIP INFORMATION INCLUDES NIGHT SERVICE FOR 1 EVENING.

MONTH	2009	2010	2011	%
MAY	6119	5598		-9%
JUNE	6453	5639		-13%
JULY	6098	5747		-6%
AUGUST	5711	5986		5%
SEPTEMBER	5788	5759		-1%
OCTOBER	6440	5722		-11%
NOVEMBER	5594	5917		6%
DECEMBER	6419	6195		-3%
JANUARY	6532	6594		1%
FEBRUARY	6267	5861		-6%
MARCH	7288	7638		5%
APRIL	6388	6153		-4%
	75097	72809		-3%

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