



**CITY COMMISSION
MEETING
August 6, 2012**



PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
MONDAY,
AUGUST 6, 2012**

The City Commission will meet for a pre-meeting study session on Monday, August 6, 2012 at 5:30 p.m. in the City Chambers Building, 159 E. Maumee St., to discuss the following:

1. Discuss a real estate proposal.
2. Discuss vacant building ordinance.
3. Other items as time permits.



COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
AUGUST 6, 2012
7:00PM**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE JULY 16, 2012 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. PUBLIC COMMENT ON AGENDA ITEMS
- VI. COMMUNICATIONS
 1. **C-1. Finance.** Award for Outstanding Achievement in Popular Annual Financial Reporting.
 2. **C-2. Utilities.** Emergency Repair to Sewer Vactor.
- VII. REGULAR AGENDA
 - A. ORDINANCE
 1. **Ord. 12-002. City Attorney.** Second reading and adoption of a new ordinance entitled "Parental Responsibility", regarding the responsibility of a parent or guardian to require their minor child to attend regular school sessions.
 - **Option I:** Ordinance follows policies of the school where the minor child is attending.
 - **Option II:** Ordinance defines Excessive tardiness as arriving to school late on over 20% of the school days.
 - B. RESOLUTIONS
 1. **R12-091. Engineering.** Resolution declaring support for the concept and principles encompassed in the Complete Streets Initiative and directing that all planning processes impacted by its implementation full incorporate the precepts of the Complete Streets Initiative.
 2. **R12-092. Finance.** Resolution adopting an amended Local Preference Policy.
 3. **R12-093. Engineering.** Resolution authorizing the acceptance of a bid to implement the Downtown Four Corners Emergency Repair Project.

4. **R12-094. Engineering.** Resolution authorizing the acceptance of a bid for the purchase of LED globes for the North Toledo Street parking lot.
5. **R12-095. City Commission.** Resolution to approve a charitable gaming licenses for The Daily Bread of Lenawee.

VIII. PUBLIC COMMENT

IX. COMMISSIONERS COMMENTS



MINUTES

**MINUTES
ADRIAN CITY COMMISSION
JULY 16, 2012
7:00 P.M.**

Official proceedings of the July 16, 2012 regular meeting of the City Commission, Adrian, Michigan.

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

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

Mayor DuMars in the Chair.

Commissioner Berryman-Adams moved to approve the minutes of the June 18, 2012 regular meeting of the Adrian City Commission, seconded by Commissioner Jacobson, motion carried by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher # 3635 through # 3642	\$105,063.98
General Fund Vouchers # 20991 through # 21011	\$362,715.82
Clearing Account Vouchers amounting to	<u>\$404,063.92</u>
TOTAL EXPENDITURES	<u>\$871,842.72</u>

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

PUBLIC COMMENT

1. Chip Moore – Look at individual businesses and suspend the rules, pass the sign ordinance for certain businesses that require this while still deliberating on it.

COMMUNICATIONS

C-1. FINANCE – State Revenue Sharing Update.

CONSENT AGENDA

RESOLUTIONS

CR12-042

RE: **DEPARTMENT OF PUBLIC WORKS – Annual Sidewalk Rehabilitation Program**

WHEREAS the Adrian City Commission, by Resolution # 12-045 dated May 7, 2012, adopted the FY2010-11 Budget and General Appropriations Act, which included funding to continue the City's annual Sidewalk Rehabilitation Program; and

WHEREAS the City Engineer developed bid specifications for approximately 12,466 SF of sidewalk improvements within the area bounded by Park Street, Scott Street, Michigan Avenue and W. Maumee Street; and

WHEREAS bids were solicited by the Purchasing Office and two (2) bid proposals were submitted on July 9, 2012, as follows:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
Schug Construction Co.	Adrian, MI	Part A: \$42,498.60 Part B: <u>20,997.27</u> Total \$63,495.87
GM & Sons	Whitmore Lake, MI	Part A: \$54,815.00 Part B: <u>42,635.00</u> Total \$97,450.00; and

WHEREAS the City Engineer and City Administrator recommend acceptance of the low bid and engagement of Schug Construction Company, Adrian, MI in the City's Standard Professional Services Contract to implement the City's Annual Sidewalk Rehabilitation Program for FY2012-13 at a cost not to exceed \$63,495.87; and

WHEREAS, in accordance with Chapter 48, Section 4.49 of the Adrian City Code, the City is responsible for a portion of the contract cost (\$33,303.05), and the balance (\$30,192.82) will be assessed to the homeowners of the condemned sidewalks; and

WHEREAS the City Engineer indicates that the City share (\$33,303.05) should be allocated to the Major Street Fund – Non-Motorized Transportation Budget (\$30,841.89) and the Local Street Fund – Sidewalk Budget (\$2,461.16); and

WHEREAS the Finance Director indicates that sufficient funds are available in the FY2012-13 Local Street Fund - Sidewalk Budget (Account # 203-444.00-801.000 Contract Services) for this purpose, however, a \$25,842 appropriation from Major Street Fund (202) Unreserved/Undesignated Fund Balance is necessary to fund identified sidewalk improvements.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the low bid and engagement of Schug Construction Company, Adrian, MI in the City's Standard Professional Services Contract to implement the City's Annual Sidewalk Rehabilitation Program for FY2012-13 at a cost not to exceed \$63,495.87.

BE IT FURTHER RESOLVED that \$25,842 be appropriated from Major Street Fund (202) Unreserved/Undesignated Fund Balance (202-000.00-390.000) and that the FY2012-13 Budget be amended as follows:

Major Street Fund (202)

Revenue:

(202-000.00-697.000)	Prior Years' Revenue	\$25,842
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Expenditures

(202-480.00-801.000)	Contract Services	<u>25,482</u>
	Total	<u>\$ -0-</u>

CR12-043

RE: ADMINISTRATION – Election of Trustees to MML Workers’ Comp. Board of Trustees

WHEREAS, the City of Adrian has been a member of the Michigan Municipal League (MML) Workers’ Compensation Fund since 1992; and

WHEREAS, each year an election is held for members of the Workers’ Compensation Board of Trustees; and

WHEREAS, five (5) incumbent Trustees are seeking re-election for two-year terms beginning October 1, 2012: George Bosanic, City of Greenville; Christine Burns, City of Spring Lake; Ken Hibl, City of Clare; Elva Mills, Village of Lexington; and James Rynberg, City of Fremont; and

WHEREAS, the City Administrator requests City Commission authorization to re-elect the aforementioned incumbent Trustees.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes re-election of the aforementioned MML Workers’ Compensation Fund Trustees for two-year terms beginning October 1, 2012.

CR12-044

RE: CLERKS OFFICE – Reappointments to Election Commission

WHEREAS, the terms of office of Waneta Raloff, Jane Castle and Margaret Noe on the Election Commission have expired, which has created vacancies on this board; and

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

WHEREAS, Waneta Raloff, Jane Castle and Margaret Noe have expressed a willingness to continue serving on the Election Commission, if reappointed; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the reappointment of Waneta Raloff, Jane Castle and Margaret Noe to the Election Commission for one year terms that will expire in 2013.

CR12-045

RE: ADMINISTRATION – Appointment of Delegates to the Annual Municipal Employees Retirement System (MERS) Meeting

WHEREAS, the Michigan Employees Retirement System (MERS) is having its annual meeting of participating municipalities; and

WHEREAS, it is necessary that one officer and one employee of the City of Adrian be designated by each municipality, with respective alternates; and

WHEREAS, there has been an election held by employees of the City of Adrian.

NOW, THEREFORE, BE IT RESOLVED, that Cindy Prue be designated as the employee representative and Doug Lolley as the alternate employee delegate; and be it

BE IT FURTHER RESOLVED that Heather Lasky be designated as the City Officer delegate and that Paul Trinko be designated as the alternate officer delegate to attend the meeting at the Amway Grand Plaza, Grand Rapids, Michigan on October 3-5, 2012 in accordance with the provisions of the Municipal Employees Retirement Act No. 135, Public Act of 1945, as amended.

CR12-046

RE: CITY ENGINEER – Electrical Services Annual Bid

WHEREAS the City of Adrian Purchasing Office, in collaboration with the City Engineer, has solicited and received bids on Tuesday, June 19 for the 2012 purchase of electrical services, with the following results:

BIDDER	AMOUNT	CONDITIONS
Clegg Electric Adrian, MI	\$ 44.00	25% Response: 48 hours
Masson's Electric Adrian, MI	\$ 45.00	8% Response: 1 hour
Saunders & Son Adrian, MI	\$ 85.00	20% 1hr to 48 hrs

; and

WHEREAS, the City Engineer and City Administrator recommend the selection of the low bidder Clegg Electric, Adrian, MI for engagement in the City's Standard Professional Services Contract for purchase of electrical services; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2012-13 Annual Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the selection of the low bidder Clegg Electric, Adrian, MI for engagement in the City's Standard Professional Services Contract for purchase of electrical services under the terms and conditions as submitted and as proposed in their sealed bids dated June 19, 2012.

On motion by Commissioner Gallatin, seconded by Commissioner Warren, Consent Agenda resolutions CR12-042 thru CR12-046 are approved by unanimous vote.

REGULAR AGENDA

ORDINANCE

ORDINANCE 12-002 Introduction

AN ORDINANCE TO CREATE SECTION 58-287 OF CHAPTER 58 OF THE ADRIAN CODE, ENTITLED "PARENTAL RESPONSIBILITY"

Section 58-287. Parental Responsibility

- 1). A parent or guardian having physical custody of a minor child shall require the minor child to attend regular school sessions and to forbid the minor child to be absent from class without parental or school permission.
- 2). A parent or guardian having physical custody of a minor child shall ensure that the minor child arrives at school on time and does not have excessive tardies according to policies of the school where the minor child is attending.
- 3). A violation of this section is a misdemeanor punishable by not more than 90 days in jail or a fine of up to \$500.00, or both.

City Attorney – Initially the City Administrator was approached by Dr. Timmis regarding an ordinance to address the attendance problems in the Adrian Public School system.

Sarah Osburn met with Dr. Timmis and the school liaison officer and came up with an ordinance that Dr. Timmis thought might be helpful. Dr. Timmis explained that they haven't found any State truancy laws to address this problem.

Commissioner Carrico – talked to Dr. Timmis and understands the absentee and funding for the school issues. He was also concerned as to how we came up with the wording for the ordinance. Concerned this is a misdemeanor and a little harsh for this offense.

City Attorney – this was specifically requested by Dr. Timmis to get the attention of the Parents. This would apply to certain people that he felt needed something stronger than a civil infraction. Open to suggestions for the wording of the ordinance.

Commissioner Berryman-Adams and Commissioner Gallatin voiced concerns about the workload for the City. Commissioner Gallatin expressed concern about enforcement. Has no problem with supporting the schools.

Mayor Dumars would like to have in the future, a joint City Commission and School Board meeting. These meetings would be helpful to discuss school issues and their needs.

SPECIAL ORDERS

1. **SO-1.** Public hearing to hear and consider comments to the establishment of a Special Assessment District (SAD #385) for improvements on Elm Street from Oakwood to Siena Heights.

OPEN HEARING

Lee Johnson

Sr. Vice President - Siena Heights University

Explained the background of the University's Campus Master Plan. The University received the public hearing notice regarding the improvements on Elm Street. The University has been talking to Kristin Bauer regarding their future plans. They would like the City to postpone the work on Elm Street and not to make a large investment due to possible future plans.

CLOSED HEARING

2. **SO-2.** Public hearing to hear and consider comments to the establishment of a Special Assessment District (SAD #386) for improvements on Croswell Street from Bristol to Dead End and Martinez Street from Croswell to Dead End.

RESOLUTIONS

R12-082

RE: CITY ENGINEER – Approve Establishment of Special Assessment District (SAD# 386) – for Improvements on Croswell Street from Bristol to Dead End and Martinez Street from Croswell to Dead End

WHEREAS, the Adrian City Commission, by Resolution CR12-041 duly adopted at its July 2, 2012 regular meeting, deemed it necessary and declared its intention to construct improvements, including curb and gutter, driveway approaches, road base, asphalt surfaces and other appurtenances, on Croswell Street from Bristol to Dead End and Martinez Street from Croswell to Dead End and did provide a public hearing as provided by Chapter 70, Section 70-6 of the Adrian City Code; and

WHEREAS, said notice has been given and a hearing held.

NOW THEREFORE BE IT RESOLVED:

1. That said public improvements be made and the City Administrator be directed to proceed with the same.
2. That the plans, specifications and detailed estimates relating to said improvements, as filed with the City Clerk, be and are hereby approved and adopted and the City Administrator is directed to take action necessary to accomplish the said improvements.
3. That the estimated total cost of said improvements is determined to be \$160,000.
4. That \$41,000 of the said estimated cost shall be defrayed by special assessment and \$119,000 shall be paid by local street funds.
5. That the said special assessment may be paid in ten annual installments. The first installment shall be due and payable on or before sixty (60) days from the date said special assessment is confirmed, and one (1) installment shall

be due annually thereafter. Interest shall be charged at the rate of six (6%) percent per annum on the balance of all unpaid installments.

6. That the premiums upon which special assessments shall be levied, and which shall be hereafter known and designated as Special Assessment District # 386, are described as follows:

Special Assessment Properties

Crowell Street from Bristol to Dead End and Martinez Street from Crowell to Dead End

7. That the City Assessor is directed to prepare a Special assessment Roll in accordance with this resolution.

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

RESOLUTION R12-083

RE: DEPARTMENT OF FINANCE – AUTHORIZATION TO RENEW LIABILITY, PROPERTY AND VEHICLE FLEET INSURANCE

RESOLUTION

WHEREAS, the City of Adrian's current Liability, Property and Vehicle Fleet Insurance Policy expires July 27, 2012; and

WHEREAS, the City of Adrian has been a member of the Michigan Municipal League (MML) Liability and Property Pool (serviced by the Meadowbrook Insurance Group) since July 27, 1984; premium history for coverage with a \$2,000,000 liability limit and \$5,000 deductible per occurrence follows:

	<u>Premium</u>
FY2009-10	\$221,053
FY2010-11	\$211,141
FY2011-12	\$206,148; and

WHEREAS, the proposed premium for FY2012-13 is \$209,974, a 1.86% increase compared to the Consumer Price Index (CPI) of 2.7%; and the value of insurable City assets has grown from \$103,713,754 to \$111,671,730 (7.6%), primarily due to acquisition of State Training School Property, and coverage has been expanded to include legal fees associated with outstanding claims; and

WHEREAS, the City Finance Director/Risk Manager recommends waiving the bid process and remaining with MML Liability and Property Pool for the following reasons:

- Superior Property Coverage with no coinsurance – the insurer assumes risk on property claims up to \$111,671,730 (\$250 Deductible) for each covered occurrence;
- Liability coverage on an occurrence basis (\$5,000 deductible) – with no time limit for reporting claims, the Pool is perpetually obligated to indemnify the City;

- Automotive coverage on 97 vehicles (\$250 and \$1,000 deductible for comprehensive liability and collision insurance, respectively);
- Treasurer/Clerk Bond for \$100,000 and Sewer Back-Up Liability for \$100,000;
- Claims expertise – City has experienced excellent claims resolution;
- Loss Control and Administration Services – National League of Cities recognized model program Law Enforcement Risk Reduction and Control;
- Board members are peers – Elected Officials of Michigan Municipalities, including former Adrian Mayor, serve on Board of Directors providing interactive opportunities for improved risk management;
- No Profit Motive – Surplus is either returned to Members in the form of dividends (\$34,000 the past two years), premium stability, or coverage enhancements;
- Safety Consulting Services – provided by MML and Meadowbrook staff; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the FY2012-13 Budget to cover all of the aforementioned insurance premiums; and

WHEREAS, the City Administrator recommends approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes renewal of Property Damage, Liability and Vehicle Fleet Insurance with the Michigan Municipal League Liability and Property Pool, including the additional Endorsement for Sewer and Storm Drain Liability Exposure, as well as Treasurer/Clerk Bond, for a total annual premium of \$209,974.

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.

Commissioner Carrico – discussed raising the deductible amount for Property Damage and also increasing the amount for Employee Dishonesty Blanket and Faith Performance Coverage.

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

RESOLUTION R12-084

RE: CITY COMMISSION – Hours of accumulated vacation time included in employees' final average compensation.

WHEREAS, the City Commission has previously stated its intent to address the cost of pensions for its City employees; and

WHEREAS, one of the areas to be addressed involves the application of accumulated vacation days as part of an employee's final average compensation; and

WHEREAS, the governor has recommended that no more than 240 hours of accumulated vacation time should be allowed to be included as part of an employee's final average compensation; and

WHEREAS, current City policy provides the inclusion of up to 320 hours of accumulated vacation time in an employee's final average compensation.

NOW, THEREFORE, BE IT RESOLVED that the policy for City retirement plans for non-union City employees forthwith provide for the inclusion of a maximum of 240 hours of accumulated vacation pay in the calculation of his or her final average compensation.

IT IS FURTHER RESOLVED that this policy change shall take effect as of September 1, 2012.

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

RESOLUTION R12-085

RE: DEPARTMENT OF PUBLIC WORKS – Bridge Rehabilitation Contract- Change Order # 2

WHEREAS, the Adrian City Commission, by resolution # CR12-010 dated March 5, 2012, authorized the selection and engagement of Cross Lake Construction Company, Horton, MI to be engaged in the City's Standard Professional Services Contract to rehabilitate five (5) specified bridges at a cost not to exceed \$66,150.00; and

WHEREAS, the Adrian City Commission, by resolution # R12-055 dated May 21, 2012, authorized Change Order # 1 for \$14,535 for additional, including repair and replacement of more bridge balusters on the five (5) contracted bridges, as well as the Bent Oak Ave. bridges not previously contracted; and

WHEREAS, authorization to expend an additional \$14,378 is being sought by the City Engineer to cover the cost of Change Order # 2, resulting from discovery of additional deterioration occurring under the sidewalks that, if not repaired now, would result in significantly higher expense in the future; and

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

WHEREAS, the City Administrator recommends approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby approves Change Order # 2 to the Cross Lake Construction Company, Horton, MI contract in the amount of \$14,378 for additional bridge work, resulting from discovery of additional deterioration occurring under the sidewalks that, if not repaired now, would result in significantly higher expense in the future

BE IT FURTHER RESOLVED that \$14,378 be appropriated from the Major Street Fund Unreserved/Unassigned Fund Balance (202-000.00-390.000) and that the FY2012-13 Budget be amended as follows:

Major Street Fund (Fund # 202)

Revenue:

Prior Years' Revenue (202-000.00-697.000) \$14,378

Expenditures:

Bridge Maintenance-Contract Services (202-473.00-801.000) 14,378
Total \$ -0-

Commissioner Carrico – question to City Engineer if there was any way to foresee this problem. Kristin replied that when they took the Bridge sidewalk off additional deterioration was found.

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

RESOLUTION R12-086

RE: ADMINISTRATION – Acceptance of a proposal to review and draft a new sign ordinance for the City of Adrian.

WHEREAS, a request for proposals was prepared to retain a consultant to review and rewrite the sign ordinance currently existing in the City; and

WHEREAS, five firms responded with proposals which were reviewed by staff members, along with the chairman of the Planning Commission; and

WHEREAS, the recommendation of the reviewers was to accept the proposal of Birchler Arroyo Associates Inc, of Lathrup Village, Michigan; and

WHEREAS, the Finance Director indicates that there are sufficient funds for this purpose in the General Fund Contingency Account (101-990.00-990.000) and recommends that the FY2012-13 Budget be amended, accordingly.

NOW, THEREFORE, BE IT RESOLVED that the City does hereby accept the proposal of Birchler Arroyo Associates, Inc. to review and draft a new sign ordinance for the City of Adrian at a base cost of \$7,100 plus \$500 for deliverables (20 bound copies of the ordinance and one CD) with each additional day time meeting at a rate of \$500 and each additional night time meeting at a rate of \$750, with said firm to agree to the terms of the City Standard Professional Services Contract.

BE IT FURTHER RESOLVED that \$8,850 be appropriated from General Fund Contingency Account (101-990.00-990.000) and that the FY2012-13 Budget be amended as follows:

General Fund (101)

Expenditures:

(101-801.00-812.000)	Planning Commission Consulting Services	\$8,850
(101-990.00-990.000)	General Fund Contingency	<u>(8,850)</u>
	Total	<u>\$ -0-</u>

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

RESOLUTION R12-087

RE: DEPARTMENT OF PARKS & RECREATION – Construction Engineering Services for Comstock Park Retaining Wall Replacement Project

WHEREAS the Adrian City Commission, by Resolution R12-017 dated February 20, 2012, authorized the Parks & Recreation Department to contract for Engineering Design and related professional services from ROWE Professional Services Co., Flint, MI at a not to exceed cost of \$29,815 for Engineering Design services for the Comstock Park Retaining Wall Replacement Project (six bids ranged from \$29,815 to \$95,000); and

WHEREAS, design engineering has been completed, bid specifications prepared, and Request for Proposals distributed for return by July 26, 2012, and the MDEQ permit has also been approved; and

WHEREAS, approval for construction will be requested at the August 6 Commission meeting with construction expected to begin by late August; and

WHEREAS, the Parks & Recreation Director has solicited and received a proposal from ROWE Professional Services Co., Flint, MI for construction engineering oversight services to complete the Comstock Park Retaining Wall Replacement Project; and

WHEREAS, the estimated fee of \$28,500 is based on 190 hours of service and includes the following scope of services:

- Lead a pre-construction meeting with the contractor (1)
- Shop drawing review based on verti-crete product
- Two man survey crew for stakeout of wall (1)
- Two man survey crew for stakeout of sidewalk, terrace walls, etc. (1)
- Density testing of backfill for the wall. This will require multiple lifts. We expect a full week of full days on-site depending on the schedule of the contractor. Compaction is the critical structural element of this wall system. (5)
- Monthly progress meetings, based on a 90 day construction period (3)
- Develop a punch list
- Preparation of as-built drawings based on information provided by the city and/or contractor; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2012-13 Fee Estate Fund Capital Improvement Budget (205-699.00-975.000); and

WHEREAS, due to the familiarity of the subject project resulting from preparation of design specifications, the Parks & Recreation Director and City Administrator recommend, in the best interests of the City, waiving the competitive bid process for construction engineering oversight services and engagement of ROWE Professional Services Co., Flint, MI in the City's Standard Professional Services Contract to perform construction engineering

oversight services for the Comstock Park Retaining Wall Replacement Project at a cost not to exceed \$28,500.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes engagement of ROWE Professional Services Co., Flint, MI in the City’s Standard Professional Services Contract to perform construction engineering oversight services for the Comstock Park Retaining Wall Replacement Project at a cost not to exceed \$28,500.

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

RESOLUTION R12-088

RE: DEPARTMENT OF PUBLIC WORKS – Elevator Maintenance

WHEREAS the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Thursday, June 21 for elevator maintenance, with the following results:

BIDDERS	City Hall Per quarter	Library Per quarter	Police Depart Per quarter
Thyssenkrup Northwood OH	\$ 399.00	\$ 399.00	\$ 399.00
Otis Elevator Jackson MI	\$ 336.00	\$ 336.00	\$ 336.00
Toledo Elevator Toledo OH	\$ 579.00	\$ 579.00	\$ 579.00
Kone Elevator Grand Rapids MI	\$ 264.00	\$ 264.00	\$ 264.00
Great Lakes Elevator Williamston MI	\$ 285.00	\$ 285.00	\$ 285.00

; and

WHEREAS, although the Library Director and City Engineer would prefer to continue the contract with Otis Elevator, Jackson, MI based on prior good service, proximity, responsiveness and familiarity of the City’s elevator systems, the City Engineer and City Administrator recommend the selection of the low bidder Kone Elevator, Grand Rapids, MI for engagement in the City’s Standard Professional Services Contract for purchase of elevator maintenance services for the period July 1, 2012 through June 30, 2014; and

WHEREAS the Finance Director indicates that sufficient funds are available for this purpose in the FY2012-13 Annual Operating Budget.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the selection of the low bidder Kone Elevator, Grand Rapids, MI for engagement in the City's Standard Professional Services Contract for purchase of elevator maintenance services for the period July 1, 2012 through June 30, 2014 under the terms and conditions as submitted and as proposed in their sealed bids dated June 21, 2012.

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

RESOLUTION R12-089

RE: LIBRARY – Abandonment of plans to proceed with the establishment of a District Library

WHEREAS, in a resolution adopted January 3, 2012 the City Commission resolved to appoint the Mayor and Library Director as representatives to a District Library Planning Committee, which was created to explore the benefits of a District Library, and which committee was charged with preparing a proposed district library agreement; and

WHEREAS, the planning committee has met several times with legal council to study a proposed district library agreement; and

WHEREAS, the City Commission has considered the verbal report of its representatives as to the outcome of said meetings.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Library Director are directed to notify the District Library Planning Committee that the City Commission no longer wishes to proceed with the establishment of a District Library.

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

RESOLUTION R12-090

RE: ATTORNEY – Authorize the City Clerk and Mayor to sign an agreement between the City of Adrian and the Lenawee Intermediate School District (LISD) for legal services.

WHEREAS, Michigan statutes allow a governing body to enter into a contract for the sharing of functions, services and responsibilities which another governmental subdivision has the power to perform separately; and

WHEREAS, the revised school code, MCLA 380.601a(2), permits intermediate school districts to enter into agreements or cooperative arrangements with other entities, including public entities, as part of performing the functions of the intermediate school district; and

WHEREAS, the Lenawee Intermediate School District solicited proposals for the provision of legal services to LISD, and the City of Adrian submitted a proposal in response to such; and

WHEREAS, performance of said services for LISD will not in any way conflict with or hinder the City Attorney in the performance of her duties for the City of Adrian.

NOW, THEREFORE, BE IT RESOLVED that the City Clerk and the Mayor, upon approval from the City of Adrian liability insurance carrier, are authorized to sign a cooperative agreement between the City of Adrian and the Lenawee Intermediate School District (LISD) for legal services pursuant to the terms fully set forth in the agreement.

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

PUBLIC COMMENTS

1. Chris Miller, DDA, City of Adrian – talked about an Oktoberfest event possibly to be held on October 20th.
2. Mark Gasche, Parks & Recreation Director – Splash & Dash event held last Saturday at Riverside Park. Partnered with YMCA – 180 kids participated – largest group yet. Raised \$6,000 to go to youth scholarship funds at the YMCA and City of Adrian. Thanks to all sponsors and the support from the community and volunteers.

COMMISSIONER COMMENTS

1. Commissioner Faulhauber commented on all the support from Don Taylor and David Thomas. Appreciate all they do for the City.
2. Commissioner Berryman-Adams and Mayor commented on the Firework issue, heard from citizens regarding stress on pets, senior citizens, and children.
3. **Commissioner Carrico – Motion to approve the bus route going forward with a stipulation that we try to find private funding. Seconded by Commissioner Faulhaber.**

Motion to institute fixed route bus service on Thursday and Friday nights. Discussed cost to the City and private funding.

Mayor recognizes Don Taylor for comments.

Don Taylor – This is for all of our citizens and they use it.

Motion to institute the route not approved by a 4 no and 3 yes vote.

4. Commissioner Warren encouraged everyone to attend the Fund Raiser on Friday, July 20th to celebrate Eslyn Kubalek's life (Brent Kubalek's 4 ½ old daughter, Parks & Recreation).
5. July 23rd – Rededication of Laura Smith Haviland Statue

The next regular meeting of the Adrian City Commission will be held on Monday, August 6, 2012 at 7:00 p.m. in the City Chambers Building, 159 E. Maumee St, Adrian, MI 49221.

Greg DuMars
Mayor

Pat Baker
City Clerk



CHECK REGISTER

August 6, 2012

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



Dane C. Nelson
City Administrator

DCN:mlb

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 # 3651 through # 3659	\$221,080.43
General Fund	
Vouchers # 21034 through # 21058	\$384,850.17
Clearing Account Vouchers	
amounting to.....	<u>\$826,214.61</u>
TOTAL EXPENDITURES	<u>\$ 1,432,145.20</u>

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

Aug 6, 2012

UTILITIES FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
3651	\$144,002.29	City of Adrian: Clearing Acct	July 16 Check Register
3652	\$102,904.56	City of Adrian	June Expenses
3653	\$65,577.20	City of Adrian: Payroll	Payroll for July 20
3654	\$73.33	Frontier	Water Phone Bills
3655	\$250.00	City of Adrian: General Fund	NSF Chrgs from Rec Trust
3656	\$386.60	Citizens Gas Fuel Co	Various Heat Bills
3657	\$51,716.18	Consumers Energy	Various Electric Bills
3658	\$135.61	John Craig	Blue Cross Refund
3659	\$36.95	Frontier	Wastewater Phone Bill
	\$365,082.72		
	-\$144,002.29	CK 3651	
	\$221,080.43	TOTAL	

WW= \$203,065.35
Wat= \$162,017.37

Aug 6, 2012

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
21034	\$ 30,000.00	City of Adrian: Auto Parking	Year End Transfer
21035	\$ 308,163.37	City of Adrian: Clearing Acct	July 16 Check Register
21036		***VOID***	
21037	\$ 12.00	James Austin	Service Charge Reimbursement
21038	\$ 3,905.66	Quick Service Transportation	Payroll W/E July 14
21039	\$ 216,200.06	City of Adrian: Payroll	Payroll for July 20
21040	\$ 17,404.84	First Federal Bank	Soc Security for July 20
21041	\$ 399.07	Frontier	Various Phone Bills
21042		City of Adrian: Utilities	Transfer State of MI Funds
21043	\$ 45.00	Barbara Sprow	Recreation Refund
21044	\$ 866.44	City of Adrian: Utilities	Bohn Pool Water Bill
21045	\$ 20.00	Chester Williams	Dart Tickets Refund
21046	\$ 413.31	Citizens Gas Fuel Co	Various Heat Bills
21047	\$ 20,332.15	Consumers Energy	Various Electric Bills
21048	\$ 1,887.87	US Postmaster	Trash Bill Mailing
21049	\$ 30.60	Donna McGuire	Recycling Refund
21050	\$ 3,824.91	Quick Service Transportation	Payroll W/E July 21
21051	\$ 476.34	Citizens Gas Fuel Co	Various Heat Bills
21052		City of Adrian: Auto Parking	Transfer State of MI Funds
21053	\$ 36.00	Mary Roberts	Recreation Refund
21054	\$ 40.00	Elizabeth Fertig	Recreation Refund
21055	\$ 200.00	Crossroads Community Church	Recreation Refund
21056	\$ 84,235.90	Blue Cross Blue Shield of MI	August Hospityalization Ins
21057	\$ 458.60	Frontier	Various Phone Bills
21058	\$ 4,061.42	Quick Service Transportation	Payroll W/E July 28

\$ 693,013.54

\$ (308,163.37) Less: Ck 21035

\$ 384,850.17

EXP CHECK RUN DATES 08/06/2012 - 08/06/2012
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. ADDISON FIRE & EMS	4,500.00		
2. ADRIAN AREA CHAMBER OF COMMERCE	54.00		
3. CITY OF ADRIAN	5,185.34		
4. ADRIAN COMMUNICATIONS	1,208.00		
5. ADRIAN HARDWARE & SUPPLY CO	44.40		
6. ADRIAN HIGH SCHOOL	200.00		
7. ADRIAN MECHANICAL SERVICES CO	886.56		
8. ADRIAN PAINTERS SUPPLY & EQUIPMENT	313.33		
9. ADRIAN PUBLIC SCHOOLS	160,671.00		
10. AIRGAS USA, LLC	145.44		
11. ALERT EMERGENCY EQUIPMENT GROUP	280.00		
12. AMAZON CREDIT PLAN	549.67		
13. AMERICAN OFFICE SOLUTIONS, INC.	76.80		
14. AMERICAN WATER WORKS ASSN	170.00		
15. APOLLO FIRE EQUIPMENT CO.	118.81		
16. APPLE MAT RENTAL	423.30		
17. APPLIED INDUSTRIAL TECHNOLOGIES	2,586.62		
18. APPLIED SPECIALTIES INC	4,432.00		
19. ARCH WIRELESS	34.67		
20. ARCHBOLD EQUIPMENT CO	116.43		
21. AUTO ZONE COMMERCIAL	604.54		
22. B & B POOLS & SPAS	4,916.80		
23. BAKER & TAYLOR BOOKS	1,118.86		
24. BAKER-TAYLOR ENTERTAINMENT	0.00		
25. BARCO PRODUCTS COMPANY	161.61		
26. BARRETT'S GARDEN CENTER, INC	15.96		
27. BARTOLO SURVEYING LLC	6,720.00		
28. BEACON FORMS & LABELS INC.	777.38		
29. GREG BELL CHEVROLET CADILLAC INC	85.79		
30. BELSON ASPHALT PAVING INC	35,301.36		
31. BILL'S SERVICE, INC.	231.94		
32. BLACK SWAMP EQUIPMENT	986.00		
33. BOOKLETTERS	590.00		
34. BOOK OF THE MONTH CLUB	38.27		
35. BREAKING AWAY CAFE	26.00		
36. BRODBECKS LLC	1,500.00		
37. BUCK & KNOBBY EQUIP CO INC	122.79		
38. BWI	1,279.57		
39. CDW-G COMPUTER SUPPLIES	1,890.00		
40. CHARLESBRIDGE PUBLISHING, INC.	182.55		
41. CHARLIE'S SEWER & PLUMBING	40.00		
42. CHIPPEWA RIVER DISTRICT LIBRARY	7.99		
43. CLIFT BUICK-GMC	115.78		
44. COAST TO COAST DELI	77.01		
45. COCA-COLA BTLG CO OF MICHIGAN	74.40		
46. COIN-OP SPECIALISTS INC.	80.52		
47. COLLECTIVE DATA	1,236.25		
48. COMCAST	18.78		
49. COMPUTER CARE COMPANY, INC.	229.85		

EXP CHECK RUN DATES 08/06/2012 - 08/06/2012
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
50. CONCLUSIVE MARKETING	55.00		
51. CONTINENTAL CARBONIC PRODUCTS INC	728.50		
52. DEENA COVEY	180.00		
53. CUTLER DICKERSON CO	514.36		
54. CUTTING EDGE TRAINING	672.00		
55. JAMES DAILEY	25.00		
56. THE DAILY TELEGRAM	833.33		
57. DEMCO INC	106.58		
58. DEXTER'S INC.	39.50		
59. DIXIE MEDICAL INC	85.00		
60. DOAN COMPANIES	756.75		
61. JACK DOHENY SUPPLIES INC	4,156.39		
62. ELECTION SYSTEMS & SOFTWARE INC	491.00		
63. DONALD EMMONS	50.00		
64. ENGLEWOOD ELECTRICAL SUPPLY	573.71		
65. FAMILY SERVICE & CHILDREN'S AID	748.80		
66. FASTENAL COMPANY	1,354.87		
67. FBINAA	995.00		
68. FEDERAL EXPRESS	33.67		
69. FIRE & POLICE SELECTION, INC	538.20		
70. FIRSTLAB	35.90		
71. FISHER SCIENTIFIC COMPANY LLC	1,203.09		
72. FOSTER SWIFT COLLINS & SMITH	1,902.00		
73. FUN EXPRESS	45.75		
74. FYR-FYTER SALES & SERVICE	84.00		
75. GALE	158.19		
76. J.O. GALLOUP COMPANY	2,203.43		
77. GALL'S INC	206.94		
78. GARZA, MARYBELL	101.60		
79. GATEX INC	1,116.36		
80. GAYLORD BROS INC	110.47		
81. GERKEN MATERIALS INC.	50,112.76		
82. GFS CHEMICALS INC.	632.96		
83. GOODREMONT'S INC	52.22		
84. GORDON & SONS WELL DRILLING	9,830.00		
85. GORDON FOOD SERVICE	2,917.06		
86. GOVERNMENTAL BUSINESS SYSTEMS INC	1,112.46		
87. HACH COMPANY	159.85		
88. HADDEN TIRE COMPANY	402.00		
89. HASSELBRING CLARK CO.	1,408.00		
90. HILLS AUTO & TRUCK REPAIR INC	190.34		
91. HILLSDALE COMMUNITY LIBRARY	43.95		
92. HUBBARD'S AUTO CENTER INC	588.22		
93. HUDSON SOFTBALL CLUB	500.00		
94. I.T. RIGHT	8,900.17		
95. IMAGE GALLERY	55.00		
96. INGRAM LIBRARY SERVICES	127.04		
97. INTERSTATE ALL BATTERY CENTER	521.85		

EXP CHECK RUN DATES 08/06/2012 - 08/06/2012
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
98. J & B MEDICAL SUPPLY	144.34		
99. J & R TRACTOR, LLC	497.12		
100. JONES & HENRY ENGINEERS, LTD.	26,720.84		
101. KAPNICK INSURANCE GROUP	1,216.00		
102. KEMIRA WATER SOLUTIONS INC	3,374.57		
103. DAN KESTERKE BAND	125.00		
104. KIMBALL MIDWEST	150.96		
105. KONICA MINOLTA BUSINESS SOLUTIONS	10.03		
106. BRENT KUBALEK	99.58		
107. L.E.A. DATA TECHNOLOGIES	30.00		
108. WALTER GREG LANFORD	200.00		
109. LEGACY PRINTING	132.94		
110. LENAWEE COUNTY LIBRARY	13.00		
111. LENAWEE COUNTY SHERIFF'S OFFICE	100.00		
112. LENAWEE COUNTY TREASURER	55,718.00		
113. LENAWEE ECONOMIC DEVELOPMENT CORP.	3,750.00		
114. LENAWEE INTERMEDIATE SCHOOL	66,515.00		
115. LENAWEE TIRE & SUPPLY CO, INC.	367.05		
116. DUSTIN LENT	29.98		
117. LAURIE LILLY	160.00		
118. LOWE'S CREDIT SERVICES	1,713.33		
119. LYDEN OIL COMPANY	383.66		
120. M B ELECTRIC LLC	35.00		
121. MANPOWER OF LANSING MI INC.	1,755.00		
122. MCGOWAN ELECTRIC SUPPLY INC	419.78		
123. MENIAL TASKS LLC	350.00		
124. MICHIGAN ASSESSOR'S ASSN	75.00		
125. MICHIGAN BUILDING SPECIALTIES	58.00		
126. MICHIGAN DEPARTMENT OF	51,757.66		
127. MICHIGAN LIBRARY ASSOC	205.00		
128. MICHIGAN METER TECHNOLOGY GROUP INC	2,621.02		
129. MICHIGAN PIPE & VALVE INC	833.16		
130. MICHIGAN SECTION-AWWA	95.00		
131. MICHIGAN SECTION-AWWA	375.00		
132. MICHIGAN SECTION-AWWA	95.00		
133. MICHIGAN SECTION-AWWA	375.00		
134. STATE OF MICHIGAN	1,473.50		
135. MICHIGAN STATE POLICE	1,022.55		
136. MICHIGAN TBA DISTRIBUTORS INC	63.66		
137. MICHIGAN WATER ENVIROMENT ASSOC.	116.00		
138. MICROMARKETING LLC	1,029.35		
139. MIDWEST MUNICIPAL INSTRUMENTATION	1,465.00		
140. MIDWEST SCULPTURE INITIATIVE	1,000.00		
141. MIDWEST TAPE	554.21		
142. NICHOLAS MOOREHEAD	25.00		
143. H T MORIARTY CO INC	831.94		
144. MUGS N' MORE IMAGING	930.50		
145. MUNICIPAL EMPLOYEES' RETIRE	86,972.03		
146. NELSON TREE SERVICE INC	652.47		

User: KMOORE

DB: ADRIAN

EXP CHECK RUN DATES 08/06/2012 - 08/06/2012
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
147. NORLAB INC.	213.00		
148. NORTH EASTERN UNIFORMS & EQUIPMENT	675.47		
149. NORTHWEST POOLS, INC.	197.35		
150. OMNIGRAPHICS INC.	163.70		
151. OSBURN ASSOCIATES INC	2,781.18		
152. LYNN PEAVEY CO	82.40		
153. PEERLESS SUPPLY INC	1,085.03		
154. PLATINUM PLUS	4,915.28		
155. POLLUTION CONTROL SYSTEMS	67,963.00		
156. PRESORT SERVICES INC	979.24		
157. PURCHASE POWER	3,030.00		
158. QUALITY OVERHEAD DOOR	561.70		
159. QUICK SERVICE TRANSPORTATION	2,355.65		
160. QUILL CORPORATION	877.54		
161. R & R COLLISION CENTER INC	508.35		
162. RECORDED BOOKS LLC.	260.20		
163. RED PAINT PRINTING LLC	1,459.25		
164. SAFETY & COMPLIANCE TRAINING	1,000.00		
165. CHARLES SCHMENK	80.00		
166. PATRICIA SEEL	50.00		
167. TODD SEIDELL LLC	1,800.00		
168. SHERWIN-WILLIAMS CO	4,692.15		
169. SIGNAL 88 SECURITY, INC	2,509.50		
170. SJS INVESTMENT CONSULTING INC	750.00		
171. STAPLES CREDIT PLAN	17.50		
172. STATE CHEMICAL MFG CO.	364.75		
173. STATE INDUSTRIAL PRODUCTS	433.50		
174. STEVENS DISPOSAL	41,061.20		
175. STEVENSON LUMBER, INC.	111.74		
176. STITCH WIZARD EMBROIDERY INC	1,487.25		
177. SUNSHINE MEDICAL SUPPLY, INC	773.50		
178. SUPERIOR UNIFORM SALES INC.	1,938.52		
179. JOEL TACEY'S TIPTOP ENTERTAINMENT	375.00		
180. TECUMSEH PLYWOOD	600.00		
181. THOMSON WEST	385.06		
182. TIME EMERGENCY EQUIPMENT INC	109.90		
183. T-MOBILE	59.98		
184. TRACTOR SUPPLY COMPANY	330.36		
185. TTB CLEANING LLC	3,975.00		
186. UNITED PARCEL SERVICE	14.08		
187. UNIVERSITY OF WISCONSIN	45.00		
188. UNUM LIFE INSURANCE COMPANY	2,249.85		
189. USA BLUEBOOK	103.11		
190. UTILITIES REDUCTION SPECIALISTS INC	149.04		
191. VAN BRUNT TRANSPORT INC	11,524.79		
192. VAN ERT'S LAWN SERVICE	350.00		
193. VANCE OUTDOORS INC	136.99		
194. VERIZON WIRELESS	36.38		

EXP CHECK RUN DATES 08/06/2012 - 08/06/2012
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
195. VISION PERFORMANCE GROUP	50.00		
196. GREG WALSH	106.00		
197. WALTERS SWIM SUPPLIERS INC	358.28		
198. WATER ENVIRONMENT FED.	105.00		
199. WEISKOPF INDUSTRIES CORP	169.71		
200. WESTERN LIME CORPORATION	5,041.26		
201. WHITCHER PLUMBING & HEATING	39.00		
TOTAL ALL CLAIMS	826,214.61		



COMMUNICATIONS



MEMO

Date: July 19, 2012

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

From: Jeffrey C. Pardee, Finance Director

A handwritten signature in cursive script, reading "Jeffrey C. Pardee".

Re: Award for Outstanding Achievement in Popular Annual Financial Reporting

The Government Finance Officers Association (GFOA) of the United States and Canada has given an Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR) to the City of Adrian for its *Citizens Guide and Popular Annual Financial Report* for fiscal year ended June 30, 2011. The PAFR Award is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government popular reports.

Development and publication of the City of Adrian's Citizens Guide and Popular Annual Financial Report was prompted by the Governor's Economic Vitality incentive Program (EVIP). The purpose of the Citizens' Guide is to provide a more transparent understanding of local unit finances by the citizens. The intent is to provide a simple graphical presentation of the most important financial measures, in a manner that can be easily understood by the average citizen.

In order to receive the PAFR Award, a government must publish a Popular Annual Financial Report, with contents conform to program standards of creativity, presentation, understandability and reader appeal. A PAFR Award is valid for a one year period; the City of Adrian has been accorded this recognition for the previous two years.

I would like to take this opportunity to express my appreciation to Finance Department staff for all the work that they do to make this recognition possible. A particular note of gratitude is extended to Elizabeth Arnold, Media Coordinator, for her efforts in developing this award winning publication.

The FY2011-12 Report is expected to continue to conform to PAFR Award program requirements and will be submitted to the GFOA for consideration. If you have any questions or need for further information, please contact my office.



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

July 6, 2012

Mr. Jeffrey S. Pardee
Finance Director
City of Adrian
135 E. Maumee Street
Adrian, MI 49221

Dear Mr. Pardee:

A panel of independent reviewers has completed its examination of your Popular Annual Financial Report (PAFR). We are pleased to notify you that your PAFR for the fiscal year ended June 30, 2011, has substantially met the requirements of the PAFR Program. In the absence of authoritative standards governing the presentation, these requirements were based on an evaluation of creativity, presentation, understandability and reader appeal. The report received a weighted average score of 75.00 percent or above from three of the four highest individual reviews.

The PAFR award is valid for one year. To continue your participation in the program, it will be necessary for you to submit your next PAFR to the Government Finance Officers Association within 6 months of the end of your entity's fiscal year. Enclosed is an application form to facilitate a timely submission. Four copies of this form should be submitted with four copies of your PAFR, accompanied by the appropriate fee.

Each entity submitting a report to the PAFR Program is provided with confidential comments and suggestions for possible improvements in next year's presentation. Your comments and suggestions, as well as the summary of grading sheet are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare next year's report.

Your award plaque will be mailed separately and should arrive in approximately eight weeks. A camera-ready reproduction of the award is included for your convenience and may be included in your next report.

Jeffrey S. Pardee
July 6, 2012
Page 2

We appreciated your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain a well, presented PAFR. If we can be of further assistance, please contact Jim Phillips in the Technical Services Center.

Sincerely,

A handwritten signature in black ink, reading "Stephen J. Gauthier". The signature is written in a cursive style with a large, stylized initial "S".

Stephen J. Gauthier, Director
Technical Service Center

SJG/jp
Enclosure

**Award for
Outstanding
Achievement in
Popular Annual
Financial Reporting**

PRESENTED TO

**City of Adrian
Michigan**

for the Fiscal Year Ended

June 30, 2011



Christopher P. Morrell
President

Jeffrey L. Esser
Executive Director

City of Adrian, MI	<u>JUDGE 1</u>	<u>JUDGE 2</u>	<u>JUDGE 3</u>		
I. ELIGIBILITY REQUIREMENTS					
1. CLEAR SCOPE	Y	Y	Y		
2. REFERS TO CAFR	Y	Y	Y		
3. EXPLAINS GAAP DIFFERENCE	Y	Y	Y		
II. REPORT CHARACTERISTICS					
				<u>AVERAGE 3</u>	<u>SCORE 3</u>
<u>READER APPEAL (10%)</u>					
1. REPORT IS SHORT	5	4	4	4.33	0.0260
2. FORMAT LOGICAL	5	5	5	5.00	0.0300
3. EASY TO READ TYPE	5	3	4	4.00	0.0120
4. APPEALING TYPE	5	4	4	4.33	0.0130
5. PHOTOS,GRAPHS ENHANCE	4	5	5	4.67	0.0093
PERCENTAGE TOTAL	9.80%	8.50%	8.80%		9.03%
<u>UNDERSTANDABILITY (25%)</u>					
1. AVOIDS JARGON	5	4	4	4.33	0.0433
2. CHART/GRAPH ENHANCE DATA	4	5	4	4.33	0.0433
3. NARRATIVE HIGHLIGHT	4	4	3	3.67	0.0367
4. TREND INFORMATION	4	5	4	4.33	0.0433
5. MINIMIZES MISINTERPRETING	4	4	4	4.00	0.0400
PERCENTAGE TOTAL	21.00%	22.00%	19.00%		20.67%
<u>DISTRIBUTION (7.5%)</u>					
1 TARGET AUDIENCE	5	4	4	4.33	0.0260
2. MODE	5	4	3	4.00	0.0360
PERCENTAGE TOTAL	7.50%	6.00%	5.10%		6.20%
<u>OTHER (7.5 %)</u>					
1. NOTABLE ACHIEVEMENT	4	4	4	4.00	0.0120
2. INNOVATIVE	4	5	4	4.33	0.0130
3. USEFUL TO USERS	5	5	5	5.00	0.0150
4. USEFUL TO LEGISLATURE	5	5	4	4.67	0.0140
5. MAKES ENTITY ATTRACTIVE	4	5	5	4.67	0.0140
PERCENTAGE TOTAL	6.60%	7.20%	6.60%		6.80%
<u>SUMMARY(50%)</u>					
	4	4	4	4.00	0.4
PERCENTAGE TOTAL	40.00%	40.00%	40.00%		40.00%
TOTAL SCORE (100 %)	84.90%	83.70%	79.50%		82.70%



MEMORANDUM – UTILITIES DEPARTMENT

DATE: July 31, 2012

TO: Dane C. Nelson, City Administrator

FROM: Shane A. Horn, Utilities Director

SUBJECT: Emergency Repair to Sewer Vactor

Earlier this month our Vactor experienced a mechanical problem in the transfer case when the unit was placed into work mode. We notified our vendor where the equipment was purchased, Jack Doheny Supplies of Northville, Michigan and dropped it off to determine the cause of the failure. The bearing assembly blew apart in the transfer case which caused significant damage of other components within the transfer case. We received a rough quote of \$15,000 for labor and materials to complete this repair. We utilize the Vactor every day in the field for sewer cleaning and to aid in the repair of water main breaks. Due to the importance of having this equipment back up and running we verbally told them to order the necessary parts to complete the repairs.

The repairs have been made and we have the Vactor back in our fleet, the total parts portion of the invoice was \$9,629.37 and labor was \$3,485.63 for a total invoice price of \$13,115.00.

Due to the emergency nature of this repair and the urgency in having this equipment back in service I respectfully recommend that we process payment to Doheny Supplies of Northville, MI for \$13,115.00. We have \$15,000.00 budgeted in our O&M budget (590-542.00-801.133) for this type of expense, I would recommend that we perform a budget adjustment in the next quarter to help us through the rest of the fiscal year.

cc: Jeff Pardee, Finance Director
Steve Eberle, O&M Supt.

Remittance Address:
 Jack Doheny Supplies, Inc.
 P.O. Box 609
 Northville, Michigan 48167



Phone (248) 349-0904
 Fax (248) 349-2774
 www.dohenysupplies.com

Customer
 ADRI001

I N V O I C E

Invoice
 W36076

Pg
 1

7/18/12

Sold To
 CITY OF ADRIAN
 135 E. MAUMEE STREET
 ADRIAN MI 49221

Ship To
 CITY OF ADRIAN
 135 E. MAUMEE STREET
 ADRIAN MI 49221

517/263-2161

517/263-2161

FOB JDS NORTHVILLE MI FACILITY

Br	Trk	Make	Model	Serial	Equipment	Meter	Sls	Customer	P.O.
001		VA	2112-824	05-04V-9336	000001730	4,393	DS	VERBAL	

Ordr	Ship	B/O	Description	List	Each	Amount
			Taken By Gary Gerisch	Closed	7/18/12	

WORKORDER IS FOR REPAIRS TO THE CUSTOMERS 2006"VACTOR UNIT.
 MILES:73,609 ENGINE HRS:4393
 THE UNITS TRANSFER CASE WON'T SHIFT INTO WORK MODE.

*****DRAINED TRANSFER CASE. REMOVED FRONT & REAR DRIVE LINES
 DIS-ASSEMBLED LOWER FRONT & REAR TRANSFER CASE. REMOVED
 BLOWER ELBOWS & GEAR COVER OFF FRONT OF BLOWER.
 TOOK TRANSFER CASE BEARINGS APART. EVALUATED PARTS.
 RE-ASSEMBLED TRANSFER CASE. SERVICED BLOWER.
 RAN & TESTED RODDER PUMP & BLOWER, TESTS OK!!!
 ALSO HAD TO RE-TIME THE BLOWER.

CITY OF A
 JUL 25
 RECEIVED

1	1	VA	48051AF FILTER, OIL (48051, 4	131.79	131.79	131.79
1	1	ZZ	20150443 SHAFT, OUTPUT DRIVE	1,549.05	1,549.05	1,549.05
1	1	ZZ	20150552 INPUT SHAFT	2,234.14	2,234.14	2,234.14
1	1	ZZ	20160786	2,141.45	2,141.45	2,141.45

CONTINUED

Remittance Address:
 Jack Doheny Supplies, Inc.
 P.O. Box 609
 Northville, Michigan 48167



Phone (248) 349-0904
 Fax (248) 349-2774
 www.dohenysupplies.com

Customer
 ADRI001

I N V O I C E

Invoice
 W36076

Pg
 2

7/18/12

Sold To
 CITY OF ADRIAN
 135 E. MAUMEE STREET
 ADRIAN MI 49221

Ship To
 CITY OF ADRIAN
 135 E. MAUMEE STREET
 ADRIAN MI 49221

517/263-2161

517/263-2161

FOB JDS NORTHVILLE MI FACILITY

Br	Trk	Make	Model	Serial	Equipment	Meter	Sls	Customer	P.O.
001		VA	2112-824	05-04V-9336	000001730	4,393	DS	VERBAL	

Ord	Ship	B/O	Description	List	Each	Amount
			GEAR			
1	1		ZZ 20170077	1,068.32	1,068.32	1,068.32
			ENGAGEMENT RING GEAR			
2	2		ZZ 40010005	634.20	634.20	1,268.40
			BEARING			
1	1		ZZ 40010109	333.07	333.07	333.07
			BEARING, ROLLER			
2	2		ZZ 40010313	198.71	198.45	396.90
			BEARING			
2	2		ZZ 40020029	72.09	72.09	144.18
			BEARING, ROLLER			
2	2		ZZ 40030002	103.07	103.07	206.14
			OUTPUT SHAFT SEAL			
2	2		ZZ 40050313	48.34	48.34	96.68
			O RING			
12	12		ZZ ATF	3.75	3.75	45.00
			AUTO TRANS FLUID QT.			
3	3		ZZ ISO220	4.75	4.75	14.25
			GEAR OIL (QUART) QUART			
			TOTAL PARTS			9,629.37
			LABOR		97.50	3,168.75
32.50			SHOP SUPPLIES			316.88

CONTINUED

Remittance Address:
 Jack Doheny Supplies, Inc.
 P.O. Box 609
 Northville, Michigan 48167



Phone (248) 349-0904
 Fax (248) 349-2774
 www.dohenysupplies.com

Customer
 ADRI001

I N V O I C E

Invoice
 W36076

Pg
 3

7/18/12

Sold To
 CITY OF ADRIAN
 135 E. MAUMEE STREET
 ADRIAN MI 49221

Ship To
 CITY OF ADRIAN
 135 E. MAUMEE STREET
 ADRIAN MI 49221

517/263-2161

517/263-2161

FOB JDS NORTHVILLE MI FACILITY

Br	Trk	Make	Model	Serial	Equipment	Meter	Sls	Customer	P.O.
001		VA	2112-824	05-04V-9336	000001730	4,393	DS	VERBAL	
Order	Ship	B/O	Description			List	Each	Amount	
			MICHIGAN MUNICIPAL TAX EXEMPT					.00	

VISIT OUR WEBSITE @ www.dohenysupplies.com
 WE APPRECIATE YOUR BUSINESS

Total 13,115.00



REGULAR AGENDA