



REGULAR MEETING OF THE DOWAGIAC CITY COUNCIL

Municipal Building, 241 S. Front Street, Dowagiac, Michigan

Monday, April 27, 7:00 p.m.

AGENDA

- CALL TO ORDER -Mayor Donald D. Lyons
- PLEDGE OF ALLEGIANCE TO THE FLAG -Mayor Donald D. Lyons
- ROLL CALL
 - Mayor Donald D. Lyons
 - Mayor Pro-Tem Leon Laylin
 - Councilmember Charles Burling
 - Councilmember James Dodd
 - Councilmember Danielle Lucas
 - Councilmember Lori Hunt
 - Councilmember Bob Schuur

APPROVAL OF MINUTES OF PREVIOUS MEETING – April 13, 2015

QUESTIONS FROM CITY COUNCIL –

COMMENTS FROM THE AUDIENCE (NON-AGENDA) –

COMMENTS FROM THE AUDIENCE (AGENDA) –

RESOLUTIONS –

1. Resolution to tentatively award a construction contract for wastewater system improvements.
2. Resolution to authorize an agreement for construction engineering services with Fleis & Vandenbrink for services related to the construction contract for wastewater system improvements.
3. Resolution to authorize a MERS 457 Supplemental Retirement Program that allows for voluntary employee retirement contributions.
4. Resolution to authorize quarterly budget amendments.
5. Resolution to authorize and direct the City Treasurer to pay the following bills and payroll due: (Roll Call)

BILLS	PAYROLL	TOTAL
\$647,682.03	\$117,321.68	\$765,003.71

CITY MANAGER REPORT ON QUESTIONS FROM COUNCIL FROM PREVIOUS MEETINGS –

COMMENTS FROM CITY OFFICIALS –

RESOLUTIONS (continued)—

6. Resolution to go into closed session pursuant to the Michigan Open Meetings Law, Public Act 267 of the Public Acts of 1976 as amended, to discuss the purchase of real property and matters of litigation.

ADJOURNMENT –

Kevin P. Anderson
City Manager

Attachments

DOWAGIAC CITY COUNCIL MEETING

Monday, April 13, 2015

A regular meeting of the Dowagiac City Council was called to order by Mayor Lyons at 7:07 p.m.

Mayor Lyons led the Pledge of Allegiance to the flag.

PRESENT: Mayor Donald D. Lyons; Councilmembers James B. Dodd, Lori A. Hunt, Danielle E. Lucas and Bob B. Schuur.

ABSENT: Mayor Pro-Tem Leon D. Laylin; Councilmember Charles K. Burling.

STAFF: Kevin P. Anderson, City Manager; Rozanne H. Scherr, Assistant City Manager.

Councilmember Hunt moved and Councilmember Lucas seconded that the minutes of the March 23, 2015 regular meeting be approved.

Approved unanimously.

PROCLAMATIONS

1. Dowagiac Dogwood Fine Arts Festival – Mayor Lyons read the following proclamation:

WHEREAS, the Dowagiac Dogwood Fine Arts Festival began with a small group of local citizens with one big idea; and

WHEREAS, that one big idea has blossomed and grown from a single author visiting the City of Dowagiac to a major multi-day cultural event that includes a diverse experience in arts and culture; and

WHEREAS, world-wide renowned authors, speakers, performers and celebrities have visited and performed in our community to expand our own appreciation of the arts; and

WHEREAS, the Dowagiac Dogwood Fine Arts Committees continue to use the Festival to assure that our children and our community are given ample opportunity to experience and embrace the power of artistic expression by being personally engaged with internationally renowned authors and artists; and

WHEREAS, the Dogwood Fine Arts Festival presents the very best in the fine arts in Southwest Michigan each year; and

WHEREAS, the 2015 Dogwood Fine Arts Festival marks its 24th anniversary season.

NOW, THEREFORE BE IT PROCLAIMED; that I, Donald D. Lyons, Mayor of the City of Dowagiac, tender this Proclamation to the Dogwood Fine Arts Festival and urge all citizens to join me in this sincere expression of our appreciation and our best wishes for a very exciting festival the week of May 8 through May 17, 2015.

DOWAGIAC CITY COUNCIL MEETING

Monday, April 13, 2015

Page Two

The proclamation was presented to Jim Benedix, President of the Dogwood Fine Arts Festival.

2. Arbor Day – Proclamation moved to April 27, 2015 City Council Meeting.
3. Green Michiana.

COMMUNICATIONS

1. Borgess Lee Memorial Flower Sale.
2. Farm and Artisan Market.
3. City Wide Garage Sale Weekend.
4. White Cane Week.

Mayor Lyons thanked the sponsoring organizations for their dedication to these worthy causes and events. All Communications approved in one motion: Councilmember Schuur moved and Councilmember Dodd seconded approval for the events.

RESOLUTIONS

1. Resolution to authorize the first amendment to the Installment Purchase Agreement for the Front & Main Building Condominium Project.

Councilmember Schuur offered and moved the adoption of the following resolution; seconded by Councilmember Hunt.

WHEREAS, the Bond Counsel is recommending that the City Council correct a clerical error in a resolution from December 2013 regarding the length of the financing of bonds for the James E. Snow Professional Building, and;

WHEREAS, the correction will clarify the original intent to finance the building for 10 years.

NOW, THEREFORE BE IT RESOLVED that the Mayor and City Clerk be and hereby are authorized to execute any and all documents necessary and appropriate to effectuate said agreement.

APPROVED unanimously.

DOWAGIAC CITY COUNCIL MEETING

Monday, April 13, 2015

Page Three

AMENDMENT TO INSTALLMENT PURCHASE AGREEMENT

This AMENDMENT TO INSTALLMENT PURCHASE AGREEMENT (the “Amendment”) is entered into as of March 9, 2015, by and among the City of Dowagiac, Michigan, organized and existing under the Constitution and laws of the State of Michigan (the “City”), Van Buren Cass Community Health Properties, a Michigan nonprofit corporation (the “Seller”), and PNC Bank National Association, Kalamazoo, Michigan, as assignee of the Seller (the “Financial Institution”), for the purpose of making corrections to the schedule of principal payments set forth in Exhibit C to the Installment Purchase Agreement, Series 2013 (Front & Main Building Condominium Project), dated December 19, 2013 (the “Agreement”) as originally executed by said parties, which on its face contains certain payment dates and amounts that are in error and inconsistent with the original intent and authorizations of said parties.

NOW, THEREFORE, in consideration of the premises, the parties hereto agree as follows:

1. The principal and interest payment schedule set forth in Exhibit C to the Agreement is hereby amended by replacing said schedule in its entirety with the following schedule:

Amortization Schedule

		June 1, 2019	\$10,333.33
December 1, 2014	\$10,333.33	December 1, 2019	\$10,333.33
June 1, 2015	\$10,333.33	June 1, 2020	\$10,333.33
December 1, 2015	\$10,333.33	December 1, 2020	\$10,333.33
June 1, 2016	\$10,333.33	June 1, 2021	\$10,333.33
December 1, 2016	\$10,333.33	December 1, 2021	\$10,333.33
June 1, 2017	\$10,333.33	June 1, 2022	\$10,333.33
December 1, 2017	\$10,333.33	December 1, 2022	\$10,333.33
June 1, 2018	\$10,333.33	June 1, 2023	\$10,333.33
December 1, 2018	\$10,333.33	December 1, 2023	\$124,000.06

2. The definition of “Payment Date” set forth in the Agreement is hereby amended to replace the reference to “December 1, 2022” (as the final payment date) with “December 1, 2023”.

3. The terms of this Amendment shall be deemed effective as of December 19, 2013, being the original date of execution of the Agreement. All other provisions contained in the Agreement, and all other documents and instruments executed in connection with the Agreement, except as specifically amended hereby, shall remain in full force and effect.

DOWAGIAC CITY COUNCIL MEETING

Monday, April 13, 2015

Page Four

The parties hereto may execute separate copies of this Amendment, which shall become binding upon execution of the Amendment by all of the parties.

IN WITNESS WHEREOF, the City, the Seller and the Financial Institution have caused these presents to be signed all as of the day and year first above written.

CITY OF DOWAGIAC

“City”

By: _____

Donald D. Lyons
Mayor

By: _____

Jane P. Wilson
City Clerk

VAN BUREN CASS COMMUNITY HEALTH

PROPERTIES

“Seller”

By: _____

John Bruning, President

PNC BANK NATIONAL ASSOCIATION

“Financial Institution”

By: _____

Raymond R. Sebastian, Senior Vice President

2. Resolution to authorize an agreement with Yeo & Yeo for auditing services for 2015, 2016 and 2017.

Councilmember Schuur offered and moved the adoption of the following resolution; seconded by Councilmember Lucas.

WHEREAS, an annual independent audit of the City of Dowagiac’s financial system is an important evaluation tool for City Council and an important transparency document for the public, and;

DOWAGIAC CITY COUNCIL MEETING

Monday, April 13, 2015
Page Five

WHEREAS, the City Council desires to enter into an Agreement for Auditing Services for fiscal years ending September 30, 2015, 2016, and 2017 with Yeo and Yeo CPAs & Business Consultants.

NOW, THEREFORE BE IT RESOLVED that the Mayor be and hereby is authorized to execute any and all documents necessary and appropriate to effectuate said agreement.

ADOPTED unanimously.



March 17, 2015

Kevin Anderson, City Manager
City of Dowagiac
PO Box 430
Dowagiac, MI 49047-0430

Dear Kevin:

We are pleased to submit our proposal for the years ending September 30, 2015, 2016, and 2017. Our audit will be conducted in accordance with accounting standards generally accepted in the United States of America and, accordingly, will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

The following are the maximum fees to complete the financial audit in accordance with generally accepted auditing standards:

Year ended September 30, 2015 \$ 19,300
Year ended September 30, 2016 \$ 19,600
Year ended September 30, 2017 \$ 19,900

If an A-133 Single Audit is required due to increased federal funding, the annual fee is \$2,500.

We have enjoyed working with you and your staff and feel we have been able to provide a quality audit team. Kristi Watson will continue to be the manager in-charge of your audit engagement. I have lead the audit each of the past two years and will continue to have an active role. We have a deep understanding of how the City operates, which helps us identify key areas during our audit to identify weaknesses, offer opportunities to strengthen controls, and make suggestions to increase operating efficiencies.

We value being your trusted advisor and we look forward to continuing our mutually beneficial relationship. Again, thank you for this opportunity and should you have any questions, feel free to contact me at your convenience.

Sincerely,

Yeo & Yeo, P.C.
CPAs and Business Consultants

Jamie L. Rivette, CPA
Principal

Acknowledged:

City of Dowagiac

Kevin Anderson
City Manager

DOWAGIAC CITY COUNCIL MEETING

Monday, April 13, 2015

Page Six

3. Resolution to accept the bid from MTL Mowing Trimming and Landscaping to mow properties not maintained by owners and several properties owned by the city.

Councilmember Schuur offered and moved the adoption of the following resolution; seconded by Councilmember Hunt.

WHEREAS, bids have been received for the 2015 lawn mowing contract,

NOW, THEREFORE BE IT RESOLVED that the bid be awarded to MTL Mowing Trimming and Landscaping and that the City Manager be and hereby is authorized to execute any and all documents necessary and appropriate to effectuate said award.

ADOPTED unanimously.

DOWAGIAC CITY COUNCIL MEETING

Monday, April 13, 2015

Page Seven

3/30/15 Mowing Bid Opening
 Time Opened: 3:00 p.m.
 Attended by: Jim Bradford, Latoi Wilson, Sue Watson
 Time Closed: 3:25p.m.

**CITY OF DOWAGIAC
 MOWING BID TABULATION - March 30, 2015**

Business	Substations, Residential Mowing Min. Per Lot Rate	Commercial Center & Industrial Park Min. Per Acre Rate	Brush Hog WWT/TP	Right of Ways (Rudy, Commercial, Industrial)	Fuel Surcharge	Available Min. 2 Days Per Wk (Y/N)	List of Powered Equipment Provided (Y/N)	Proof of Insurance Provided (Y/N)	Other Notes
Real Pro Solutions LLC M/M Tim & Michelle Schuur 13508 Marcellus Hwy Marcellus, MI 49067 269.757.1056	\$40.62/subs, \$29/lot	\$25/acre	\$25.00	\$40/acre	3% if over \$4.00/gal	Yes	Yes	Yes	Can provided before & after photos
Mowing Trimming Landscaping M/M Mike & Leslie Main 55235 Garrett Rd Dowagiac MI 49047 269-782-3090	\$29.00	\$19.50/acre	Will quote	\$24.50/ acre	3% if over \$3.65/gal	Yes	Will provide if awarded	Will provide if awarded	Can provided before & after photos
Steele & Sons Diversified Services M/M Craig & Kathy Steele 106 Adams St. Dowagiac, MI 49047 269.782.8916	\$30/subs, \$24/lot	\$24/acre		\$24/acre	3% if over \$4.00/gal	Yes	Will provide if awarded	Will provide if awarded	Can provided before & after photos
Scott Saylor Scott's Custom Lawn Care 95535 62nd St Dowagiac, MI 49047	\$38.75/subs, \$45/lot	\$47.50/acre	\$650.00		None		Yes	Yes	

DOWAGIAC CITY COUNCIL MEETING

Monday, April 13, 2015

Page Eight

4. Resolution of intent to participate with the Cass County Library for the development of the Building Code/Essentials Standards Library.

Councilmember Dodd offered and moved the adoption of the following resolution; seconded by Councilmember Schuur.

WHEREAS, the State of Michigan requires that all municipalities that provide building inspection services have or have access to a print version of all appropriate code books; and

WHEREAS, the cost of developing a library necessary to accommodate all the required books would likely exceed \$30,000; and

WHEREAS, a consortium of communities in Cass, Van Buren and Berrien Counties are working together to share a library so that cost to each community can be greatly reduced,

NOW, THEREFORE, BE IT RESOLVED that the Dowagiac City Council hereby express its intent to participate in a shared Building Code/Essential Standards Library at the Cass Central Library.

ADOPTED unanimously.

5. Resolution to accept the bid from J. Allen & Company, Inc. for the 2015 Local Street Paving Projects.

Councilmember Schuur offered and moved the adoption of the following resolution; seconded by Councilmember Dodd.

WHEREAS, bids have been received for the 2015 Local Street Paving Bid Award, and;

WHEREAS, staff has reviewed the bids and recommends that J. Allen & Co., Inc., of Galesburg, MI be awarded said bid,

NOW, THEREFORE BE IT RESOLVED that the bid be awarded to J. Allen & Co., Inc., of Galesburg, MI and that the Mayor and Clerk be and hereby are authorized to execute any and all documents necessary and appropriate to effectuate said award.

APPROVED unanimously.

BID OPENING

Sealed bids for the 2015 Local Street Paving Projects were received at the office of the City Clerk at City Hall, 241 South Front Street, Dowagiac, Michigan, until 2:00 p.m., Thursday, March 26, 2015, at which time bids were opened and read publicly.

DOWAGIAC CITY COUNCIL MEETING

Monday, April 13, 2015

Page Nine

Those present were:

Jane Phillipson Wilson, City Clerk
James D. Bradford, DPS Director
Susan L. Watson, DPS Administrative Assistant

BIDDER	TOTAL BID AMOUNT
J. Allen & Co., Inc. Galesburg, MI	\$92,011.20
Rieth-Riley Construction Co., Inc. Kalamazoo, MI	\$92,822.55
Michigan Paving & Materials, Inc. Paw Paw, MI	\$95,235.60

No further bids were received, the opening concluded at 2:03 p.m.

6. Resolution to authorize the purchase of a dump truck to replace unit #107 in the amount of \$126,262.28.

Councilmember Schuur offered and moved the adoption of the following resolution; seconded by Councilmember Lucas.

WHEREAS, the City of Dowagiac Department of Public Services has determined that the replacement of a vehicle is necessary, and;

WHEREAS, the City has funds available in the Motor Pool to fund this replacement,

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by the affirmative vote of its City Council, does hereby approve the purchase of a Cab/Chassis and Dump Body in the amount of \$126,262.28.

BE IT FURTHER RESOLVED, that the City Manager is hereby authorized and directed to act as signatory for the execution of same.

ADOPTED unanimously.

DOWAGIAC CITY COUNCIL MEETING

Monday, April 13, 2015

Page Ten

7. Resolution to authorize cancellation of the Council meeting for 5/25/15, Memorial Day.

Councilmember Lucas offered and moved the adoption of the following resolution; seconded by Councilmember Hunt.

WHEREAS, the regularly scheduled May 25, 2015 City Council meeting falls during the Memorial Day holiday; and

WHEREAS, the Mayor and City Council desire to cancel the May 25, 2015 City Council meeting; and

WHEREAS, cancellation of the May 25, 2015 City Council meeting will not have an adverse effect on the conduct of City business.

NOW, THEREFORE, BE IT RESOLVED that the Dowagiac City Council hereby cancels the regularly scheduled City Council meeting of Monday, May 25, 2015.

ADOPTED unanimously.

8. Resolution to authorize an update to the Classification & Compensation System.

Councilmember Schuur offered and moved the adoption of the following resolution; seconded by Councilmember Dodd.

WHEREAS, Section 7.7 of the Dowagiac City Charter sets forth the duties of the City Manager, and;

WHEREAS, the City Manager shall see that all laws, ordinances, rules and regulations adopted by the City Council and provisions of the Charter are properly enforced, and;

WHEREAS, the City Manager shall recommend to the Council for consideration such measures as he may deem necessary and expedient, and;

WHEREAS, the City Manager recommends to Council the approval of a modification to the Classification and Compensation System as follows: Establishment of a Finance Director position, Grade 10; Elimination of DART Driver position, Grade 1.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by the affirmative vote of its City Council, does hereby approve and adopt the modification to the Classification and Compensation System as follows: Establishment of a Finance Director position and elimination of the DART Driver position.

ADOPTED unanimously.

DOWAGIAC CITY COUNCIL MEETING

Monday, April 13, 2015

Page Eleven

9. Resolution to approve a Project Authorization Agreement with MDOT relating to the FY 2015 operating grant for the Dial-A-Ride Transit program.

Councilmember Schuur offered and moved the adoption of the following resolution; seconded by Councilmember Dodd.

WHEREAS, pursuant to a grant agreement between the Michigan Department of Transportation and the City of Dowagiac it is necessary for the City of Dowagiac to enter into a project authorization agreement for its local transportation program for the fiscal year 2015 in order to receive State and Federal financial assistance under provision of Act 51; and

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by the affirmative vote of its City Council, does hereby authorize Transportation Coordinator Rozanne Scherr to execute the Project Authorization, FY 2015 Section 5311 Operating, attached hereto and by reference made a part hereof as required to receive financial assistance from the Michigan Department of Transportation, in accordance with Act 51; and

BE IT FURTHER RESOLVED that, for all public transportation matters, the Transportation Coordinator shall provide such information as deemed necessary by the State Transportation Commission or Department for its administration of Act 51 for fiscal year 2015.

ADOPTED unanimously.

DOWAGIAC CITY COUNCIL MEETING

Monday, April 13, 2015
Page Twelve

Date: March 4, 2015
Agreement No.: 2012-0076
Authorization No.: P5/R1
Project No.: 125908
Agenda: MA

**REVISED PROJECT AUTHORIZATION
CITY OF DOWAGIAC
FY 2015 SECTION 5311 OPERATING
FORMULA GRANTS FOR
RURAL AREAS PROGRAM**

This information is required by the Michigan Department of Transportation (DEPARTMENT) in order to record agreement of utilization of funds provided by the Federal Transit Administration, United States Department of Transportation and the DEPARTMENT. The funds shall be used by the AGENCY in accordance with the above referenced Master Agreement.

Authorization Effective Date: October 1, 2014
Authorization Expiration Date: September 30, 2015
Fiscal Year Effective Contract Clauses: 2015

The Federal grants associated with the PROJECT AUTHORIZATION are MI-18-X055-04 and MI-18-X055-05.

Award Year: 2015 Federal Item Number: WK0055

The Catalog of Federal Domestic Assistance Number for the Federal Transit Administration Formula Grants for Rural Areas Program is 20.509.

Funding reflects the amount of funds currently available under the Federal appropriation. If additional funds become available, a grant amendment and PROJECT AUTHORIZATION will be prepared.

Payments to the AGENCY under this PROJECT AUTHORIZATION will be based on 18.5% of the estimated eligible costs. The maximum amount to be paid will not exceed 18.5% of the AGENCY's audited costs. If Section 5311 operating assistance funds are insufficient to reimburse at 18.5% of audited costs, a new reimbursement percentage will be calculated for all participating agencies.

In accordance with Section 7 of the Master Agreement, the dollar amount for third party contracts as identified in COMMISSION policy is \$25,000. All agencies who are not self-certified must submit third party contracts over \$25,000 to the DEPARTMENT for approval. Please refer to Section 7 of the Master Agreement for competitive bidding requirements.

The AGENCY will be financially and legally responsible for the terms and conditions of the Special Section 5333(b) labor warranty as agreed to in your annual application. The Special Section 5333(b) Warranty for Section 5311 can be found at: www.dol.gov/dol/esa/public/regs/compliance/olms/13factsheet.htm.

DOWAGIAC CITY COUNCIL MEETING

Monday, April 13, 2015
Page Thirteen

City of Dowagiac
Agreement No.: 2012-0076
Authorization No.: P5/R1
Project No.: 125908
Page: 2 of 2

The AGENCY agrees to prepare and submit to the DEPARTMENT quarterly operating assistance reports via the Public Transportation Management System (PTMS). Instructions on preparing the report are available in the "Local Public Transit Revenue and Expense Manual" (October 1, 2014, through September 30, 2015). The manual is available on the web at www.michigan.gov/mdototd by locating the resources box on the home page and opening the item listed "Audit/Accounting Information."

The purpose of Revision 1 is to increase operating assistance funds by \$19,362.

Funding source:
2015/7509 \$37,234 (F)

PRF Nos.: 2014-729
2015-162

CITY OF DOWAGIAC

Signature

Print Name and Title

Signature

Print Name and Title

MICHIGAN DEPARTMENT OF TRANSPORTATION

Title: Department Director

DOWAGIAC CITY COUNCIL MEETING

Monday, April 13, 2015
Page Fourteen

10. Resolution to authorize additional tree harvesting on city owned land by L&M Lumber in the amount of \$41,250.

Councilmember Schuur offered and moved the adoption of the following resolution; seconded by Councilmember Dodd.

RESOLVED that the City of Dowagiac accept the L&M Lumber proposal to harvest timber in 2 additional areas of the City property in the amount of \$41,250.

APPROVED unanimously.

STANDING TIMBER PROPOSAL:

FOR CITY OF DOWAGIAC.

2/13/15 L&M LUMBER LLC.

1ST LOCATION Sec. 2 PARAGON TWP. 6 S. RANGE 16 W.

543 TREES AS FOLLOWS: SOFT MAPLE 328, PIN OAK 44, ASH 42,
CHERRY 23, BURR OAK 19, SYCAMORE 19, HICKORY 16, WHITE OAK 15, RED OAK 11,
TULIP 10, ELM 8, COTTONWOOD 4, BEACH 3, WALNUT 1 = TOTAL 543 TREES

\$ 32,750.00
EAGLES TRACE

2ND LOCATION Sec. 11 PARAGON TWP. 6 S RANGE 16. W

150 TREES AS FOLLOWS: 130 PIN OAK
10 SOFT MAPLE
5 CHERRY
4 COTTONWOOD
1 BURR OAK

Industrial Park
W. EXT.
\$ 8,500.00

150 TOTAL TREES { \$41,250.00 }
TOTAL

DOWAGIAC CITY COUNCIL MEETING

Monday, April 13, 2015

Page Fifteen

11. Resolution to authorize and direct the City Treasurer to pay the following bills and payroll due:

Councilmember Schuur offered and moved the adoption of the following resolution; seconded by Councilmember Dodd.

WHEREAS, the following information has been reviewed by the City Manager and City Treasurer and is being presented to City Council with a recommendation to approve invoices and payroll #14 for the period ending 03/29/15:

Invoices	\$333,845.69
Payroll	<u>\$126,943.44</u>
Total	\$460,789.13

BE IT RESOLVED that the City Manager and City Treasurer are hereby authorized and directed to pay the following bills and payroll due:

<u>BILLS</u>	<u>PAYROLL</u>	<u>TOTAL</u>
\$333,845.69	\$126,943.44	\$460,789.13

ADOPTED on a roll call vote.

Ayes: Four (4) Dodd, Hunt, Schuur, Lucas

Nays: None (0)

Absent: Two (2) Burling, Laylin

Abstain: None (0)

COMMENTS FROM CITY OFFICIALS

ADJOURNMENT

Upon motion by Councilmember Schuur and seconded by Councilmember Dodd, the Dowagiac City Council adjourned at 7:31 PM.

Donald D. Lyons, Mayor

Jane Phillipson-Wilson, City Clerk

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: April 24, 2015

SUBJECT: Wastewater Treatment Plant SRF Project

For the past three+ years, the City of Dowagiac has been working with consulting engineering firms to development a plan consistent with the State Revolving Loan Fund (SRF) so that the City can qualify for grants and low interest loans for major improvement projects at the wastewater treatment facility. The plan calls for a phased approach for making improvements over the next 10 years. The initial plan calls for two major construction projects that will increase capacity and reduce operating costs by replacing existing blowers with smaller, more efficient units with variable speed drives.

There are two items on the agenda that are needed to keep this project moving forward.

First, design is complete and bids have been received. The low bidder was within the Engineer's estimate of costs. The engineer has reviewed the bids and is recommending award for projects to L. D. Docsa Associates, Inc. in the amount of \$1,946,550.

It is anticipated that the project will be paid for through a combination of grants, low interest loans, energy efficiency savings and budgeted capital funds. Since closing on the state sponsored loan will not be finalized until late June, the award of the bid needs to be tentative and contingent upon the receipt of the loan. The bidders were made aware of this prior to bidding.

Second, Council construction administration/engineering. It is important to have strong professional oversight of a project of this magnitude and part of the financing requirements is that a qualified engineering firm represents the city during the entirety of the project. Fleis & Vandenbrink has provided design services and it would be the logical choice for them to remain responsible for construction of their design. The projected costs are as follows:

Proposed Budget for Construction Services			
	Professional Services	Direct Expenses	Phase Sub-Totals
Phase IV – Construction Admin – Office	\$81,300	\$5,520	\$86,820
Phase V – Construction Admin – Field	\$82,330	\$15,580	\$97,910
TOTALS	\$163,630	\$21,100	\$184,730

Also, on May 11, 2015 City Council will be considering the final bond resolution for this project. That act will complete the required city approvals. It is expected that construction will begin by late July and last for about 14 months.

RECOMMENDATION

Approve a Resolutions 1 & 2 that will provide tentative award of the bid to L. C. Docsa Associates and construction engineering and administration services to Fleis & Vandenbrink.

Support Documents:

- Cover Memo-City Mgr.
- Resolution 1
- Engineer Recommendations
- Bid Tab
- Resolution 2
- Fleis Letter
- Task Summary

**A RESOLUTION TO TENTATIVELY AWARD
A CONSTRUCTION CONTRACT
FOR WASTEWATER SYSTEM IMPROVEMENTS**

WHEREAS, the City of Dowagiac (*applicant*) wishes to construct improvements to its existing wastewater treatment and collection system; and

WHEREAS, the wastewater system improvements project formally adopted on November 28, 2013 will be funded through Michigan's SRF Program; and

WHEREAS, the City of Dowagiac (*applicant*) has sought and received construction bids for the proposed improvements and has received a low bid in the amount of \$ 1,946,550.00 from L. D. Docsa Associates, Inc. (*contractor*); and

WHEREAS, the project engineer, Fleis & Vandenbrink Engineering, Inc., has recommended awarding the contract to the low bidder.

NOW THEREFORE BE IT RESOLVED, that the City of Dowagiac (*applicant*) tentatively awards the contract for construction of the proposed wastewater system improvements project to L. D. Docsa Associates, Inc. (*contractor*), contingent upon successful financial arrangements with the SRF Program.

Yeas:

Nays:

Abstain:

Absent:

I certify that the above Resolution was adopted by Dowagiac City Council (*the governing body of the applicant*) on April 27, 2015.

BY:

Name and Title (*please print or type*)

Signature

Date



RECOMMENDATION OF TENTATIVE AWARD

April 22, 2015

Kevin P. Anderson, City Manager
City of Dowagiac
241 South Front Street
Dowagiac, MI 49047

RE: 2015 WWTP Improvements Project, SRF No. 5604-01

Dear Mr. Anderson:

We have reviewed the bids for the 2015 WWTP Improvements project and have summarized the bids on the attached spreadsheet. Two (2) bids were received with one (1) bid being below our estimate of \$2,112,000. The bids are fair and competitive.

The low bid for both Segments of the work was submitted by L. D. Docsa Associates, Inc. Based on our experience with L. D. Docsa Associates, Inc., we are confident that they are capable of doing a quality project for the City.

Having reviewed the bids received and the equipment being offered, and having discussed the work with L. D. Docsa Associates, Inc., we recommend proceeding with Segment 1 and Segment 2 Alternate A. Based on the above, we recommend tentative award to L. D. Docsa Associates, Inc. in the amount of \$1,946,550.00, contingent upon receipt of the anticipated State Revolving Fund loan.

Please feel free to call me with any questions.

Sincerely,

FLEIS & VANDENBRINK

Jeff Pugh, P.E.
Sr. Project Manager, Associate

Enclosure(s)

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

**City of Dowagiac
Cass County, Michigan**

**2015 WWTP Improvements
SRF Project Number 5604-01**

F&V Project No.819790

**BID OPENING
4/20/2015 2:00 PM**

Bidder	Segment 1 Total	Segment 2 Base Bid	Segment 2 Alternate A	Segment 2 Alternate B	Recommended Total*	Bid Bond	ADD. #1	Signed
1. L. D. Docsa Associates, Inc.	\$1,084,050.00	\$974,500.00	\$862,500.00	\$853,500.00	\$1,946,550.00	Yes	Yes	Yes
2. Davis Construction, Inc.	\$1,486,040.00	\$1,252,810.00	\$1,223,524.00	\$1,194,880.00	\$2,709,564.00	Yes	Yes	Yes
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

* NOTE: Recommended Total is for Segment 1 + Segment 2 Alternate A.

Councilmember _____ offered and moved the adoption of the following resolution; seconded by Councilmember _____.

WHEREAS, the City of Dowagiac has received a proposal from Fleis & Vandenbrink for Construction Administration Services during the anticipated 2015 WWTP Improvements; and

WHEREAS, Fleis & Vandenbrink has provided design services for the anticipated 2015 WWTP Improvements and can provide required oversight needed to assure the construction adheres to the design; and

WHEREAS, the City Administration recommends approval of the contract as written.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by the affirmative vote of its City Council, does hereby accept Fleis & Vandenbrink's proposal dated April 22, 2015 for Construction Administration Services; and

BE IT FURTHER RESOLVED that the City Manager be authorized and directed to act as signator for the execution of same.

ADOPTED/REJECTED



April 22, 2015

Mr. Kevin P. Anderson, City Manager
City of Dowagiac
241 South Front Street
P.O. Box 430
Dowagiac, MI 49047

RE: 2015 WWTP Improvements – Proposal for Construction Administration Services

Dear Mr. Anderson:

Having received bids, issued our recommendation for tentative award and prepared Part III of the SRF Loan Application, we anticipate that MDEQ will issue its Order of Approval as scheduled on June 3, 2015. MDEQ has also indicated that loan closing is currently scheduled for June 25, 2015. Therefore, we are now preparing for the construction administration of the project. Our recommended work plan for construction administration is divided into two phases. Phase four is the construction administration office services, and phase five is the construction administration field services, which includes the part-time resident project representative services.

The various tasks required in each phase are described in the attached Segment 1 + 2 – Construction Phase Services Summary. The provision of this summary, describing the effort required for each task, is intended to provide assurance that the project will be thorough and will be monitored on a task/completion basis based upon sound engineering practices.

The proposed budget for the work is as follows:

Proposed Budget for Segment 1 + 2 Construction Phase Services

	Professional Services	Direct Expenses & Sub-C Costs	Phase Sub-Totals
Phase IV – Construction Admin – Office	\$81,300	\$5,520	\$86,820
Phase V – Construction Admin – Field	\$82,330	\$15,580	\$97,910
TOTALS	\$163,630	\$21,100	\$184,730

In general, the proposed Construction Administration services will begin just before the effective date of the construction contract. We anticipate approximately 15 months to construction completion plus 1 month of construction closeout services. To maintain the current project schedule, we request your review and approval of the proposed Phases IV and V – Construction Administration scope of services before MDEQ issues its Order of Approval on June 3, 2015.

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

If you require further clarification on any of the above information, please call me at 616-942-3616.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in blue ink, appearing to read "Jerry J. Powell".

Jerry J. Powell, P.E.
Sr. Environmental Engineer

A handwritten signature in blue ink, appearing to read "Jeff Pugh".

Jeff Pugh, P.E.
Sr. Project Manager, Associate

Enclosures: Segment 1 + 2 – Construction Phases Services Summary

cc: Jim Bradford, DPS Director

**CITY OF DOWAGIAC - 2015 WWTP IMPROVEMENTS
SEGMENT 1 + 2 - CONSTRUCTION PHASES SERVICES SUMMARY**

PHASE IV – CONSTRUCTION ADMINISTRATION – OFFICE SERVICES

During the Contract Administration phase, F&V will provide office-based construction administration and professional services to monitor and confirm that the design intent of the contract documents is properly implemented by the construction contractor on a timely basis. In general this involves monitoring the quality and progress of the construction work, preparing and maintaining project records, along with providing clarifications and guidance to the contractor of the design intent of the contract documents as follow.

Task IV-1 Project Coordination - Office. Coordinate the activities of F&V staff and sub-consultants with the contractor's activities, consult with the contractor to clarify design intent, communicate such information and decisions to the project team , and prepare and distribute project correspondence to document same. Up to sixteen months of part-time project coordination is anticipated.

Task IV-2 Preconstruction & Progress Meetings Agenda/Minutes. Schedule the referenced meetings with the MDEQ project manager, City staff, the RPR and the contractor. Prepare and distribute the progress meeting agenda, minutes and supporting documents to the project team. One preconstruction meeting and up to fifteen monthly progress meetings are anticipated.

Task IV-3 Shop Drawings, Submittals and Acceptance Processing. Receive, log, evaluate, and process all shop drawings, submittals, color/material samples, and finish acceptance requests from the contractor to confirm conformance with the design intent of the Contract Documents. Maintain a record of all such submittals and acceptance requests, identify any delinquent submittals and the consequences of related delays, and notify the contractor of the disposition of all submittals. Two reviews of up to forty-eight submittals are anticipated, one set per technical specification, five copies distributed. Electronic markup and distribution will be employed where practical to minimize printing expense.

Task IV-4 Contractor Performance & Schedule Progress. Receive and review the contractor's proposed construction schedule, evaluate whether it will achieve the work on schedule, and then monitor the contractor's work progress for adherence to the approved construction schedule. Monitor and evaluate the contractor's work performance, quality assurance procedures and adherence to the design intent of the contract documents. Perform administrative action(s) prescribed in the contract documents to cause the contractor to correct construction deficiencies and/or to perform the work on schedule. Sixteen monthly reviews of construction performance and progress are anticipated.

Task IV-5 Payment Requests Processing. Receive, review and comment on the contractor's draft monthly payment requests. Review for completeness and accuracy, comparing to the construction progress information provided by field staff. Review for compliance with SRF loan terms. Michigan Fair Contracting Center, our subcontractor, will perform the Davis-Bacon Act on-site worker interviews and up to thirteen monthly payroll reviews. Review each acceptable draft pay request with the City. Process the accepted monthly pay requests, including contractual retainage, and submit for an appropriate SRF loan draw. A total of up to sixteen monthly payment requests, including the final request, are anticipated.

Task IV-6 Construction Quality Control and Materials Testing Program. Coordinate the activities of F&V testing staff and any testing sub-consultants with the contractor's work activities to implement the quality control and materials testing program. Receive and review test reports/data for compliance with contract documents. Perform administrative action(s) prescribed in the contract documents to cause the contractor to correct deficiencies in the quality of materials or workmanship. Review of nuclear density test reports for soils (3 locations) and asphalt (1 location), concrete slump, air and compressive strength test reports (9 pours & 3 rehabs) and concrete core samples (5 locations) are anticipated.

**CITY OF DOWAGIAC - 2015 WWTP IMPROVEMENTS
SEGMENT 1 + 2 - CONSTRUCTION PHASES SERVICES SUMMARY**

Task IV-7 Claims, Complaints & Change Orders Processing. Claims, complaints and change proposals that are received will be logged in and copies distributed to the City. The information provided will be reviewed and investigated, in consultation with the construction observer and the contractor's superintendent. Insurance claims will be forwarded to the appropriate insurance carriers for action, with copies to the City. Proposed change orders will be reviewed as to their necessity, reasonableness, available alternatives, and whether to contract separately. Recommended change orders will be submitted to the City and the MDEQ project manager for final determination as to acceptability. If accepted, the order will be executed and distributed for implementation. Up to one man-day per month (16 months) is anticipated. Distribution of five copies is budgeted.

Task IV-8 Record of Construction Documents. Following the contractor's submission of a properly annotated set of project plans, and any revised submittal drawings, record drawings will be prepared. Up to five sets of record drawings will be plotted and distributed to the City and MDEQ, along with a digital copy if requested.

Task IV-9 Compile O&M Manuals, Startup & Testing Data. Staff will collect and organize the O&M manuals, startup and testing data on all equipment provided as a part of this project. The materials will be organized to conform to the City's existing format. Up to five sets of twenty-seven documents are anticipated. Note that if MDEQ determines that a major revision of the plant O&M Manual is necessary F&V will provide a separate proposal for these services.

Task IV-10 Administrative Completion & Contract Close-Out. Following the satisfactory substantial completion inspection, F&V will prepare the draft Certificate of Substantial Completion and the remaining work punch list for City review, revise the documents as appropriate and issue the final versions to the contractor. Following startup and substantial completion, the project file will be reviewed to ensure that all required inspections, test data, approvals, record documents, O&M manuals, warranties, guarantees, consent of surety, and releases/waivers of liens have been received and accepted. Upon completion of the punch listed work and satisfactory receipt of all required documentation along with the final payment request, the recommendation for release of final payment and retainage will be issued to the City for payment processing. In addition, the final loan eligible project costs will be tabulated and reviewed with the MDEQ project manager, and the final loan disbursement request will be prepared and submitted to MDEQ.

**CITY OF DOWAGIAC - 2015 WWTP IMPROVEMENTS
SEGMENT 1 + 2 - CONSTRUCTION PHASES SERVICES SUMMARY**

PHASE V – CONSTRUCTION ADMINISTRATION – FIELD SERVICES

During the Contract Administration phase, F&V will provide construction oversight and field services to monitor and confirm that the design intent of the contract documents is properly implemented by the construction contractor on a timely basis. In general this involves providing clarifications and guidance to the contractor of the design intent of the contract documents, on-site monitoring of the quality, quantity and progress of the construction work, testing and inspection of the work, along with preparing and maintaining records of important construction and startup activities as follow.

Task V-1 Project Coordination - Field. Coordinate the activities of F&V field staff, surveyors and sub-consultants with the contractor's activities, coordinate with City staff and the contractor to ensure continued plant operation during construction, consult with the contractor to clarify design intent, communicate such information and decisions to the project team, and maintain field records to document same. Up to sixteen months of part-time project coordination (2 hr/meeting day) plus one day of benchmark surveying is anticipated.

Task V-2 Preconstruction & Progress Meetings. Preside at the preconstruction and progress meetings and record the meeting minutes, documenting important progress, performance, quality and scheduling information. One preconstruction meeting and up to fifteen monthly progress meetings (2 hrs/meeting day plus travel time and mileage) are anticipated.

Task V-3 Claims, Complaints & Change Order Meetings. Preside at these problem solving meetings and record the meeting minutes, documenting important facts, information, investigations, settlements and decisions. Monthly problem solving meetings will occur on the same days as the monthly progress meetings. Up to sixteen monthly problem solving meetings (1 hr/meeting day) are anticipated.

Task V-4 Resident Project Representative, Part-Time. Provide field oversight of the construction and field services to monitor and confirm that the design intent of the contract documents is properly implemented by the construction contractor on a timely basis. In general this involves providing clarifications and guidance to the contractor of the design intent of the contract documents, on-site monitoring of the quality, quantity and progress of the construction work, testing and inspection of the work, along with preparing and maintaining records of important construction events and startup activities. With respect to change requests, a recommendation by the RPR for incorporation of the change into the contract documents will be made for those changes deemed necessary, meritorious, and reasonable in cost. With respect to payment requests, the RPR will record and reconcile the quantities of work with the contractor, and report same to F&V office staff during payment request processing. The RPR will also aid in investigating claims and complaints, and will report findings to office staff. Up to forty-three weeks of part-time RPR presence (1 day/week plus travel time, test equipment and mileage) is anticipated, in addition to the monthly meeting days. Expenses for this task also include the nuclear density compaction testing of soils (3 locations) and asphalt (1 location), slump, air and compressive strength testing of concrete (9 pours & 3 rehabs) and concrete core samples (5 rehab locations).

Task V-5 Startup, Testing & Initiation of Operation. Schedule, witness and document equipment startup, testing, initial operation and training activities to confirm that the intent of the contract documents is properly implemented by the construction contractor. Coordinate with City staff, the contractor and the engineer to ensure continued plant operation during all startup, testing and training activities. Up to seven weeks of part-time RPR presence (3 days/week plus travel time, lodging and mileage) is anticipated, in addition to the monthly meeting days.

**CITY OF DOWAGIAC - 2015 WWTP IMPROVEMENTS
SEGMENT 1 + 2 - CONSTRUCTION PHASES SERVICES SUMMARY**

Task V-6 Substantial Completion – Prefinal Inspection & Punch Listing. Schedule, witness and document the prefinal inspection with the engineer, the MDEQ project manager, the City’s representative, and the contractor to determine whether the contractor has achieved substantial completion. The RPR will prepare the draft punch list of remaining work for inclusion in the Certificate of Substantial Completion. One day of engineer and RPR presence, including travel time and mileage, is anticipated for this inspection.

Task V-7 Final Completion – Final Inspection & Acceptance. Upon completion of the punch listed work and satisfactory receipt of all required documentation, the RPR will schedule, witness and document the final inspection with the engineer, the MDEQ project manager, the City’s representative, and the contractor to confirm that the contractor has achieved final completion. One day of engineer and RPR presence, including travel time and mileage, is anticipated for this inspection.

**CITY OF DOWAGIAC - 2015 WWTP IMPROVEMENTS
SEGMENT 1 + 2 - CONSTRUCTION PHASES SERVICES**

Summary of Proposed Budget for Construction Phases Services

	Professional Services	Direct Expenses & Sub-C Costs	Phase Sub-Totals
Phase IV – Construction Admin – Office	\$81,300	\$5,520	\$86,820
Phase V – Construction Admin – Field	\$82,330	\$15,580	\$97,910
TOTALS	\$163,630	\$21,100	\$184,730

CITY OF DOWAGIAC

MEMO TO: Mayor Lyons and City Council Members

FROM: Kevin P. Anderson, City Manager

DATE: April 27, 2015

SUBJECT: MERS 457 Supplemental Savings Program

A resolution is on Monday's agenda to establish a deferred compensation program for employees that want to further invest for retirement. The city currently participates in a similar program through the ICMA-RC, but MERS program has lower average fees and is a more familiar program for employees.

A memo that further details the plan has been prepared by Rozanne Scherr, HR Director/Asst. City Manager, and is included in the agenda packet.

This plan will provide another good option to make available to employees who are budgeting for their retirement.

RECOMMENDATION

Authorize the resolution that establishes MERS 457 Supplemental Savings Program.

Support Documents:

Cover Memo-City Mgr.

Resolution

Dept. Backup

MERS Uniform 457 Supplemental Retirement Program Resolution



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmich.com

This Resolution, together with the MERS 457 Supplemental Retirement Program and Trust Master Plan Document and the MERS 457 Supplemental Retirement Program Participation Agreement and any Addendum thereto, constitute the entire MERS 457 Deferred Compensation Plan Document.

WHEREAS, the Municipal Employees Retirement Act of 1984, Section 36(2)(a), MCL 38.1536(2)(a) (MERS Plan Document (Section 36(2)(a)) authorizes the Municipal Employees' Retirement Board (the "Board") to "establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other postemployment benefit programs," and on November 8, 2011, the Municipal Employees' Retirement Board adopted the MERS 457 Deferred Compensation Plan.

WHEREAS, this Uniform Resolution has been approved by the Board under the authority of Section 36(2)(a), and the Board has authorized the MERS 457 Deferred Compensation Plan, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution.

WHEREAS, the Participating Employer, a participating "municipality" (as defined in Section 2b(2) in the Municipal Employees Retirement Act of 1984; MCL 38.1502b(2); Plan Document Section 2b(4)) or participating "court" (circuit, district or probate court as defined in Section 2a(4) – (6) of the Act, MCL 38.1502a(4) – (6); Plan Document Section 2a(4) – (6)) within the State of Michigan has determined that in the interest of attracting and retaining qualified employees, it wishes to offer a deferred compensation plan;

WHEREAS, the Participating Employer has also determined that it wishes to encourage employees' saving for retirement by offering salary reduction contributions;

WHEREAS, the Participating Employer has reviewed the MERS 457 Supplemental Retirement Program ("Plan");

WHEREAS, the Participating Employer wishes to participate in the Plan to provide certain benefits to its employees, reduce overall administrative costs, and afford attractive investment opportunities;

WHEREAS, the Participating Employer is an Employer as defined in the Plan;

WHEREAS, concurrent with this Resolution, and as a continuing obligation, this Governing Body has completed and approved, and submitted to MERS and the Board documents necessary for adoption and implementation of the Plan; and

WHEREAS, the Governing Body for and on behalf of the Participating Employer is authorized by law to adopt this Resolution approving the Participation Agreement on behalf of the Participating Employer. In the event any alteration of the terms or conditions stated in this Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty to continue to administer (or to have administered) the MERS 457 Supplemental Retirement Program for the Participating Employer.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body adopts the MERS 457 Supplemental Retirement Program as provided below.

MERS Uniform 457 Supplemental Retirement Program Resolution

- I. The Participating Employer adopts the Plan for its Employees.
- II. The Participating Employer hereby adopts the terms of the Participation Agreement, which is attached hereto and made a part of this Resolution. The Participation Agreement sets forth the Employees to be covered by the Plan, the benefits to be provided by the Participating Employer under the Plan, and any conditions imposed by the Participating Employer with respect to, but not inconsistent with, the Plan. The Participating Employer reserves the right to amend its elections under the Participation Agreement, so long as the amendment is not inconsistent with the Plan or the Internal Revenue Code or other applicable law and is approved by the Board.
- III. The Participating Employer shall abide by the terms of the Plan, including amendments to the Plan made by the Board, all investment, administrative, and other service agreements of the Plan and the Trust, and all applicable provisions of the Internal Revenue Code and other applicable law.
- IV. The Participating Employer acknowledges that the Board is only responsible for the Plan and any other plans of the Employer administered by MERS and that the Board has no responsibility for other employee benefit plans maintained by the Employer that are not part of MERS.
- V. The Participating Employer accepts the administrative services to be provided by MERS and any services provided by a Service Manager as delegated by the Board. The Participating Employer acknowledges that fees will be imposed with respect to the services provided and that such fees may be deducted from the Participants' accounts.
- VII. The Participating Employer acknowledges that the Plan contains provisions for involuntary Plan termination.
- VIII. The Participating Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights shall be held in trust for the exclusive benefit of Participants and their Beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries and for defraying reasonable expenses of the Plan. All amounts of compensation deferred pursuant to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights held as part of the Plan, shall be transferred to the Board to be held, managed, invested and distributed as part of the Trust Fund in accordance with the provisions of the Plan. All contributions to the Plan must be transferred by the Participating Employer to the Trust Fund. All benefits under the Plan shall be distributed solely from the Trust Fund pursuant to the Plan.
- IX. This Resolution and the Participation Agreement shall be submitted to the Board for its approval. The Board shall determine whether the Resolution complies with the Plan, and, if it does, shall provide appropriate forms to the Participating Employer to implement participation in the Plan. The Board may refuse to approve a Participation Agreement by an Employer that does not possess State statutory authority to participate in the Plan. The Governing Body hereby acknowledges that it is responsible to assure that this Resolution and the Participation Agreement are adopted and executed in accordance with the requirements of applicable law.

MERS Uniform 457 Supplemental Retirement Program Resolution

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the Plan until a certified copy of this adopting Resolution is filed with MERS, and MERS determines that all necessary requirements under the 457 Supplemental Retirement Program Plan and Trust, the Participation Agreement, and this Resolution have been met. All dates for implementation of the Plan shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer.

In the event an amendatory Resolution or other action by the municipality is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred by this Governing Body and MERS (and a third-party administrator, if applicable and necessary). The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on

April 27, 2015, 20____. _____ Jane P. Wilson, City Clerk

(Signature of authorized official)

Municipality name: City of Dowagiac

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____

(Authorized MERS signatory)

MERS 457 Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711 www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS 457 Program provided by the Municipal Employees' Retirement System of Michigan, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. **Employer Name:** City of Dowagiac
(Name of municipality or court)

Municipality Number: 1401 **Division Number** (if amendment): _____

If new to MERS, please provide your municipality's fiscal year: _____ through _____
Month Month

II. **Effective Date:** The MERS 457(b) Program will be effective as follows (choose one):

- Original Adoption.** The MERS 457(b) Program will be effective May, 2015,
(Month and year) with respect to contributions upon approval by the Program Administrator.
- To establish a new plan or replace current 457 carrier with the MERS 457 Program.
- To add the MERS 457 Program in addition to another 457 carrier.

Plan Name(s) and Provider(s):
ICMA-RC

VERY IMPORTANT: All eligible programs of a Participating Employer are considered to be a single plan for purposes of compliance with Code Section 457(b). Thus, if a Participating Employer has more than one eligible 457 (or additional investment options under a 457(b) arrangement with more than one vendor), the Participating Employer is responsible for ensuring that all of its arrangements, treated as a single program, comply with the 457(b) requirements. In order to fulfill its responsibility for monitoring coordination of multiple programs, the Participating Employer must carefully review the Master Plan Document provisions.

- Amendment and Restatement.** The amended and restated MERS 457(b) Program will be effective _____, with respect to contributions upon approval by the
(Month and year) Program Administrator. The MERS 457(b) Program was originally effective _____.
(Month and year)

III. **Eligible Employees:** Only Employees as defined in the Program may be covered by the Participation Agreement. Subject to other conditions in the Program, this Agreement, and Addendum (if applicable), the following Employees are eligible to participate in the Program:

All Employees

IV. **Contributions will be remitted** (check one):

- Weekly
- Bi-Weekly (every other week)
- Semi-Monthly (twice each month)
- Monthly
- Other (must specify) _____

MERS 457 Participation Agreement

V. **Roth Deferral Contributions:** shall be permitted shall not be permitted

If **Roth Deferral Contributions** are elected, the Program will allow Roth rollover contributions from other designated Roth 457(b), 401(k), or 403(b) Plans. Roth in-plan rollovers will also be allowed. Roth in-plan rollovers allow a participant who has reached 70½ or who has incurred a severance from employment to elect to have all or a portion of his or her pre-tax contribution account directly rolled into a designated Roth rollover account under the plan if the amount would otherwise be permitted to be distributed as an eligible rollover distribution. Any amounts that are rolled to the Roth rollover account are considered to be irrevocable and may not be rolled back to the pre-tax account.

VI. **Loans:** shall be permitted shall not be permitted

If Loans are elected, please complete and attach the *MERS 457 Loan Addendum*.

VII. **Automatic Enrollment:** shall be permitted shall not be permitted

If selected, please complete and attach the *MERS 457 Eligible Automatic Contribution Arrangement (EACA) Addendum*.

VIII. **Employer Contributions:** shall be permitted shall not be permitted

If selected, please complete and attach the *MERS 457 Employer Contribution Addendum*.

IX. **Modification of the Terms of the Participation Agreement**

If the employer desires to amend any of its elections contained in the Participation Agreement, including attachments/addendums, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Participation Agreement. The amendment of the new agreement is not effective until approved by MERS.

X. **Enforcement**

1. This Participation Agreement, including attachments/addendums may be terminated only in accordance with the Master Plan Document
2. The Employer hereby agrees to the provisions of the *MERS 457 Supplemental Retirement Program and Trust Master Plan Document*.
3. The employer hereby acknowledges it understands that failure to properly fill out this Participation Agreement may result in the ineligibility of the program.

XI. **Execution**

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by City of Dowagiac on
the 27th day of April, 2015. (Name of Approving Employer)

Authorized signature: Rozanne H. Scherr

Title: HR Director/Assistant City Manager

Witness signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

Checklist for Adoption

(Defined Contribution, Hybrid, 457, Health Care Savings Program)



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmich.com

1. Municipality Information

Employer Name: City of Dowagiac Municipality #: 1401

Effective Date: 5/1/15 Approximately how many people are eligible: 46

Date of your first contribution report to MERS: June 09

Product adopted (complete separate form for each newly adopted product):

Defined Contribution Hybrid 457 Health Care Savings Program

2. Contact Information

Name of Individual for MERS Reporting purposes: Rozanne Scherr

Phone: (269) 782-2195 Best day/time to contact: _____

Email: RScherr@dowagiac.org

Is this Individual already listed as Reporting Contact? Yes No

3. Personnel Information

How your municipality will be submitting census data* (check one):

- Emailing census data** (available for MERS 457 only)
 Remitting forms for initial group of employees on _____ (Date)
 Employer is enrolling participants through the online Employer Portal

**If forms will not be mailed within 30 days of this checklist, participating employees will need to be entered by the employer into the Employer Portal prior to reporting contributions.*

Copies of Personal Information Forms for each participating employee should be mailed to MERS. However, 457 Quick Enrollment cards should be retained by the municipality.

4. Enrollment

Have you already held an education and enrollment meeting for your eligible employees? Yes No

If not, has it already been scheduled? Yes No

Would you like to schedule an educational session now? Yes No

Preferred dates, times, locations: _____

5. Plan Transfers

If assets are transferring for the whole group from your current provider, please complete the following:

Current Provider: _____ Name of Contact: _____

Phone: _____ Email: _____

Number of employees participating: _____ Active: _____ Terminated: _____

MEMO

TO: Kevin Anderson, City Manager

FROM: Rozanne Scherr, HR Director/Asst. City Manager

DATE: April 20, 2015

RE: MERS 457 Supplemental Savings Program

Attached with this memo are documents relating to the MERS 457 Supplemental Savings Program. The MERS 457 Program is a deferred compensation program for public sector employees that allow the employee to decide the level of contribution and how to invest their assets to meet their retirement goals. The City participates with MERS on employee pensions and health care savings programs, which are separate from the 457 Program.

The City currently offers a 457 Program through the International City Managers Association Retirement Corporation (ICMA-RC) which I recommend we keep in place for employees that prefer to stay with this program. I am requesting the MERS 457 Supplemental Savings Program be added in addition to the ICMA-RC program as it offers lower fees to participants, thereby allowing for increased growth of the account. Over time, lower fund expenses may provide 20-30% more available funds to the employee for retirement. As of 12/31/14, the ICMA average fee was 1.44%, the MERS average fee was .58%.

Please review the attached information, and if acceptable, present it at the next City Council meeting. MERS requires the program to be adopted by the governing body of the municipality.

For employees choosing to participate in a 457, they must choose to participate in either the ICMA-RC or the MERS program. IRS rules still apply for deferred compensation annual maximum contributions. Similar to ICMA-RC, MERS provides guidance on investments.

Once the program is adopted by City Council, we will hold employee meetings to present the program to them in early May. Based on the savings from the reduced administration fees, I feel this is a good program to add to the benefits available to our employees.

Should you have any questions or comments please do not hesitate to contact me.

CITY OF DOWAGIAC

MEMO TO: Mayor and Council Members

FROM: Kevin P. Anderson, City Manager

DATE: April 27, 2015

SUBJECT: Budget Amendments

Each year budgets are reviewed on a quarterly basis for the purpose of making recommendations to Council to amend the budget based on actual financial activity and revised expectations. A review of the recommendations through the second quarter of Fiscal Year 2014-2015 is attached for your review and consideration.

Attached you will find a report that lists the detailed budget amendments. These items have been reviewed by the City Accountant Becky Grabemeyer and staff.

RECOMMENDATION

Approve the resolution authorizing budget amendments as presented.

Support Documents:

Cover Memo – City Mgr.
Resolution
Budget Amendments

Resolution #4
April 27, 2015

Councilmember _____ offered and moved the adoption of the following resolution;
seconded by Councilmember _____.

WHEREAS, the City administration has reviewed the attached budgets for the 2014-15 fiscal year and the actual revenues and expenditures through the second quarter of 2014-15 fiscal year; and

WHEREAS, the City administration recommends revision of the attached budgets in accordance with the latest projections available; and

WHEREAS, the attached report for these funds indicates the current budget and the recommended budget revisions.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by the affirmative vote of its City Council, does hereby adopt the attached, recommended revised budgets.

ADOPTED/REJECTED

A motion to make the following adjustments to the original budget.

Account	Description	Amount	Reason for Change			
101 General Fund						
R 101-301-607.10	SOR Fees	900	Increase Budget			
101-191-801.00	Printing & Publishing	2,000	Reclass within Fund			
101-209-853.00	Telephone	350	Increase Budget			
101-210-801.00	Contractual/Professional Services	15,000	Reclass within Fund			
101-210-806.00	Non-Retainer Legal Services	(15,000)	Reclass within Fund			
101-215-702.00	Salaries & Wages	(2,000)	Reclass within Fund			
101-263-920.00	Utilities	19,400	Increase Budget			
101-263-956.00	Miscellaneous Expense	300	Increase Budget			
101-301-743.00	Uniforms and Accessories	(975)	Reclass within Fund			
101-301-970.00	Capital Assets	2,500	Reclass within Fund			
101-302-743.00	Uniforms and Accessories	975	Reclass within Fund			
101-302-920.00	Utilities	(11,000)	Reclass within Fund			
101-371-956.00	Miscellaneous Expense	500	Increase Budget			
101-537-920.00	Utilities	2,300	Increase Budget			
101-985-965.00	Transfer to Other Funds	10,000	Increase Budget			
101-985-965.47	Transfer to Other Funds	(18,000)	Decrease Budget			
	Revenue	900	Expense	6,350	Overall	(5,450) Increase / (Decrease) Fund Bal.
202 Major Streets						
R 202-476-530.00	Federal Grant	5,500	Increase Budget			
202-448-970.00	Capital Items	4,000	Increase Budget			
202-463-970.00	Capital Items	5,500	Increase Budget			
202-479-702.00	Salaries & Wages	(500)	Decrease Budget			
202-479-702.25	Regular Overtime	1,600	Increase Budget			
202-479-715.00	FICA Taxes	700	Increase Budget			
202-479-716.00	Health/Dental Insurance	20	Increase Budget			
202-479-718.00	Retirement Contributions	(600)	Decrease Budget			
202-479-784.00	Repair Maint Supply	(7,800)	Decrease Budget			
202-479-801.00	Contractual/Professional Services	(8,500)	Decrease Budget			
202-479-946.00	Equipment Rental	(7,500)	Decrease Budget			
202-486-783.51	Snow & Ice Control M-51	(1,200)	Decrease Budget			
202-486-783.62	Snow & Ice Control M-62	(1,200)	Decrease Budget			
	Revenue	5,500	Expense	(15,480)	Overall	20,980 Increase / (Decrease) Fund Bal.
203 Local Streets						
203-463-702.00	Salaries & Wages	28,000	Reclass Budget (661 & 245)			
203-479-702.00	Salaries & Wages	550	Increase Budget			
203-479-702.25	Regular Overtime	1,900	Increase Budget			
203-479-715.00	FICA Taxes	150	Increase Budget			
203-479-716.00	Health/Dental Insurance	50	Increase Budget			
203-479-718.00	Retirement Contributions	(900)	Decrease Budget			
203-479-784.00	Repair Maint Supply	(14,000)	Decrease Budget			
	Revenue		Expense	15,750	Overall	(15,750) Increase / (Decrease) Fund Bal.
208 Parks						
R 208-718-675.25	Park Donations	10,000	Increase Budget			
208-718-956.00	Miscellaneous Expense	10,000	Increase Budget			
208-718-934.00	Site Maintenance & Improvement	20,000	Increase Budget			
	Revenue	10,000	Expense	30,000	Overall	(20,000) Increase / (Decrease) Fund Bal.

226 Solid Waste

NO ADJUSTMENTS SUGGESTED

	<i>Revenue</i>	<i>Expense</i>		<i>Overall</i>	<i>- Increase / (Decrease) Fund Bal.</i>
240 Industrial/Economic Development					
R	240-261-668.00	Rental Income		(20,000)	Reclass Budget (265)
R	240-261-676.52	Transfer from Electric Utility		165,000	Increase Budget
R	240-261-695.00	Miscellaneous Income		55,000	Increase Budget
	240-261-725.00	Property Taxes		3,000	Increase Budget
	240-261-970.00	Capital Items		90,000	Increase Budget
	240-261-970.06	Capital Project (Ambulance Bld)		34,000	Increase Budget
	Revenue	200,000	Expense	127,000	Overall 73,000 Increase / (Decrease) Fund Bal.

243 LDFA Project

NO ADJUSTMENTS SUGGESTED

	<i>Revenue</i>	<i>Expense</i>	-	<i>Overall</i>	<i>- Increase / (Decrease) Fund Bal.</i>
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244 Economic Development

NO ADJUSTMENTS SUGGESTED

	<i>Revenue</i>	<i>Expense</i>	-	<i>Overall</i>	<i>- Increase / (Decrease) Fund Bal.</i>
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245 DDA - TIF Project

R	245-850-607.08	Farmer's Market Revenue		4,000	Increase Budget
r	245-850-608.00	Chamber Reimbursement		(22,500)	Reduce Budget
	245-850-702.00	Salaries & Wages		(15,000)	Reclass Budget (203)
	Revenue	(18,500)	Expense	(15,000)	Overall (3,500) Increase / (Decrease) Fund Bal.

252 Rehab Loan Payments

R	252-821-676.00	Transfer from Other Funds		10,000	Increase Budget
	Revenue	10,000	Expense	-	Overall 10,000 Increase / (Decrease) Fund Bal.

255 Rental Rehab

NO ADJUSTMENTS SUGGESTED

	<i>Revenue</i>	-	<i>Expense</i>	-	<i>Overall</i>	<i>- Increase / (Decrease) Fund Bal.</i>
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265 Municipal Facilities/Improvement

R	265-264-665.00	Interest Income		(5,000)	Reduce Budget
R	265-264-668.00	Rental Income		20,000	Reclass Budget (240)
	265-264-801.00	Contractual/Professional Services		200	Reclass Budget (299)
	265-264-853.00	Telephone		2,400	Increase Budget
	265-264-920.00	Utilities		15,400	Increase Budget
	Revenue	15,000	Expense	18,000	Overall (3,000) Increase / (Decrease) Fund Bal.

266 City Drug Forfeiture

NO ADJUSTMENTS SUGGESTED

	<i>Revenue</i>	-	<i>Expense</i>	-	<i>Overall</i>	<i>- Increase / (Decrease) Fund Bal.</i>
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268	Federal Drug Forfeiture				
	NO ADJUSTMENTS SUGGESTED				
	Revenue	-	Expense	-	Overall - Increase / (Decrease) Fund Bal.
299	Depot				
	299-959-801.00	Contractual/Professional Services		(200)	Reclass Budget (265)
	Revenue	-	Expense	(200)	Overall 200 Increase / (Decrease) Fund Bal.
497	M-51 S Commercial Development				
R	497-850-676.00	Transfer from Other Funds		(18,000)	Decrease Budget (101)
	Revenue	(18,000)	Expense		Overall (18,000) Increase / (Decrease) Fund Bal.
499	Capital Project Fund				
	NO ADJUSTMENTS SUGGESTED				
	Revenue	-	Expense	-	Overall - Increase / (Decrease) Fund Bal.
582	Electric Utility				
R	582-440-665.00	Interest Income		(5,000)	Decrease Budget
	582-442-716.00	Health/Dental Insurance		23,500	Increase Budget
	582-483-965.00	Transfer to Other Funds		165,000	Increase Budget
	Revenue	(5,000)	Expense	188,500	Overall (193,500) Increase / (Decrease) Fund Bal.
588	Dial A Ride Transportation				
	588-959-720.00	Worker's Compensation Insurance		(702)	Reduce Budget
	Revenue		Expense	(702)	Overall 702 Increase / (Decrease) Fund Bal.
590	Sewer Utility				
	NO ADJUSTMENTS SUGGESTED				
	Revenue		Expense		Overall - Increase / (Decrease) Fund Bal.
591	Water Utility				
	591-442-801.00	Contractual/Professional Svcs		3,000	Increase Budget
	591-536-784.10	Repair/Maint Supply		6,000	Reclass Budget
	591-536-801.00	Contractual/Professional Svcs		(6,000)	Reclass Budget
	Revenue		Expense	3,000	Overall (3,000) Increase / (Decrease) Fund Bal.
661	Motor Pool/Equipment				
R	661-932-665.00	Interest Income		6,000	Increase Budget
R	661-932-695.00	Miscellaneous Income		15,000	Increase Budget
	661-932-702.10	Wages		(13,000)	Reclass Budget (203)
	661-932-716.00	Health/Dental Insurance		11,740	Increase Budget
	661-932-956.00	Miscellaneous Expense		3,000	Increase Budget
	Revenue	21,000	Expense	1,740.00	Overall 19,260 Increase / (Decrease) Fund Bal.
662	Computer Replacement Fund				

662-932-853.00	Telephone		700	Increase Budget	
	Revenue	Expense	700.00	Overall	(700) Increase / (Decrease) Fund Bal.

677 Self Insurance

677-951-718.00	Retirement Contributions		15,750	Increase Budget	
	Revenue	Expense	15,750.00	Overall	(15,750) Increase / (Decrease) Fund Bal.

678 Self Insurance - MMRMA

NO ADJUSTMENTS SUGGESTED

	Revenue	Expense		Overall	- Increase / (Decrease) Fund Bal.
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711 Cemetery Trust

NO ADJUSTMENTS SUGGESTED

	Revenue	-	Expense		Overall	- Increase / (Decrease) Fund Bal.
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733 Retiree Insurance

R	733-861-677.00	Retiree Contributions	(50,000)	Decrease Budget	
R	733-861-677.10	Employer Retiree Contribution	(14,000)	Decrease Budget	
	733-861-955.00	BCBS Payments	(14,000)	Decrease Budget	

	Revenue	(64,000)	Expense	(14,000)	Overall	(50,000) Increase / (Decrease) Fund Bal.
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753 Public Art

NO ADJUSTMENTS SUGGESTED

	Revenue	-	Expense		Overall	- Increase / (Decrease) Fund Bal.
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All Funds (204,508) Increase / (Decrease) Fund Bal.

Signature

Date Approved

Councilmember _____ offered and moved the adoption of the following resolution;
seconded by Councilmember _____.

WHEREAS, the following information has been reviewed by the City Manager and City Treasurer and is being presented to City Council with a recommendation to approve invoices and payroll #15 for the period ending 4/12/15:

Invoices
Payroll #15 for Period Ending 4/12/15 \$117,321.68
Total \$117,321.68

BE IT RESOLVED that the City Manager and City Treasurer are hereby authorized and directed to pay the following bills and payroll due:

<u>BILLS</u>	<u>PAYROLL</u>	<u>TOTAL</u>
\$647,682.03	\$117,321.68	\$765,003.71

Ayes:

Nays:

Absent:

Abstain:

Vendor		Description	Amount
1ST CHOICE AUTOMOTIVE	0007967	REPAIRS - EXPLORER VEH #091	1,566.44
1ST SOURCE BANK - EILEEN JACKSON	04/21/2015	UB refund for account: 03-0921-2	109.54
ABSOPURE WATER COMPANY	83584593	BOTTLED WATER/DEPOSITS	46.00
ACCOUNTING CONSULTANTS, PC	511	CONSULTING SVC THROUGH 3/31/15	3,483.00
ACD.NET	1000001	RELOCATE FIBER	2,000.00
AIRGAS GREAT LAKES	9926422003	WELDING SUPPLIES	55.53
ALEXANDER CHEMICAL A CARUS COMPANY	SLS 10031114	WTP CHEMICALS	1,662.90
AMERICAN ELECTRIC POWER	CDOW_201503_01	MARCH 2015 ENERGY	399,674.61
AMERICAN ELECTRIC POWER	049-501-336-1-3	CCWS - VANDALIA TOWER	41.97
AMERICAN ELECTRIC POWER	040-050-210-0-3	VINEYARD PL LIFT STATION	38.05
AMERICAN ELECTRIC POWER	044-619-354-0-7	M-62 W LIFT STATION	39.12
AVFUEL CORPORATION	007321210	AIRPORT FUEL	20,469.42
BRESSLER, ELIZABETH	04/21/2015	UB refund for account: 05-1138-3	78.24
BURLING CONSTRUCTION	238	MUSEUM 2ND FLOOR	36,649.95
CASSOPOLIS AREA UTILITIES AUTHORITY	4/17/15	CASS WATER SYSTEM	6,522.91
CHET NICHOLS, INC	566036	BLOWER RESISTOR #6	4.70
CLARK, PAUL & LEITING, NICOLE	04/21/2015	UB refund for account: 15-2049-1	169.31
COMCAST	8771 40 238	INTERNET SERVICE-CH	138.91
COMMERCIAL WELDING, INC	96980	14 & 10 GAUGE STEEL #4 TOOL BOX	70.00
CONESTOGA-ROVERS & ASSOCIATES	544509	2014 RES WELL SAMPLING	174.50
CONESTOGA-ROVERS & ASSOCIATES	544507	OMM ACTIVITIES	1,960.58
CORE TECHNOLOGY CORPORATION	65443	LEIN SUPPORT FEES	600.00
DAVE'S CONCRETE PRODUCTS, INC	21231	MATERIAL FOR MAIN & PENN - PARKING LOT	1,393.60
DOBER GT5 LLC	04/21/2015	UB refund for account: 04-5390-00	630.44
DODD, JOAN	04/21/2015	UB refund for account: 05-1979-15	112.59
DUST BUSTERS	4/20/15	CLEANING SERVICES 05/15	1,725.00
EAST JORDAN IRON WORKS, INC	3818011	ADJ RINGS LOCAL ST /FRAME/COVER -	988.21
EAST JORDAN IRON WORKS, INC	3822387	FRAME & COVERS FOR MAIN ST PARKING LOT	629.28
EAU CLAIRE FRUIT EXCHANGE	673229	GRASS SEED/FERTILIZER/STUMP KILLER	493.43
ELECTION SYSTEMS & SOFTWARE, INC	925814	BREAK/FIX - HDW MTC	63.20
FIA CARD SERVICES	35439	MML CONFERENCE	220.00
FIA CARD SERVICES	102-7822961-	SURFACE PEN FOR TABLET	39.99
FIA CARD SERVICES	1309229	ECON DEV MEETING	34.26
FIA CARD SERVICES	3/24/15	MML CONFERENCE	650.61
FIA CARD SERVICES	4186	MML CONFERENCE	20.95
FIA CARD SERVICES	3/25/15	MML CONFERENCE	119.51
FIA CARD SERVICES	1653240	MML CONF - LYONS	138.94
FIA CARD SERVICES	1653242	MML CONF - ANDERSON	148.94
FIA CARD SERVICES	1653243	MML CONF - BURLING	148.94
FIA CARD SERVICES	1653244	MML CONF - DODD	138.94
FIA CARD SERVICES	1653246	MML CONF - HUNT	138.94
FIA CARD SERVICES	1653247	MML CONF - LAYLIN	138.94
FIA CARD SERVICES	1653248	MML CONF - SCHUUR	148.94
FIA CARD SERVICES	HKFGMMV	MML CONF - WILSON	226.00
FIA CARD SERVICES	1653245	MML CONF - LUCAS	138.94
FIA CARD SERVICES	485819085	EMAIL RECOVERY SOFTWARE	49.00
FIA CARD SERVICES	38325	USB CONVERTER - SEWER CAMERA TRUCK	42.17
FIA CARD SERVICES	0001	SPRING CONF REG/LODGING - BRADFORD	225.00
FIA CARD SERVICES	MHF6J6FQX9	MONTHLY IPHONE BACKUP	0.99

Vendor		Description	Amount
FIA CARD SERVICES	031515-	EBAY LISTING FEES	1,446.28
FIA CARD SERVICES	658809018	FAX SERVICE - LIFT STATION REPORTS	24.99
FIA CARD SERVICES	3072449008	FAX SERVICE - LIFT STATION ALARMS	24.99
FIA CARD SERVICES	176726	GIFT TREES - ARBOR DAY	200.00
FIA CARD SERVICES	15033166862991	CCDET REGISTRATION - EQUINOX (BAZAN)	8.16
FIA CARD SERVICES	0002	PLAQUE - CLERK	60.95
FLEETMATICS USA, LLC	IN563554	VEHICLE TRACKING SERVICE	40.00
FRONTIER	26978201001022145	SNOW BLDG - PHONE SERVICE	181.29
FRYMAN'S CONSTRUCTION, INC	2320	AMBULANCE BLDG - FINAL ON INITIAL	9,816.05
GARAGE DOORS PLUS MORE, INC	2037	AUTO GATE REPAIR - DPS GARAGE	109.00
GINGER VALLEY, INC	1780	CITY REPLACEMENT TREES	1,912.50
GOODRICH, TRACEY L.	04/21/2015	UB refund for account: 06-0649-2	596.64
GRAINGER, INC	9702779597	BULBS FOR FILTER CONTROL PANEL	55.90
GRAMES TIRE & BATTERY, INC	4146	TIRE REPAIR	16.95
HAGGIN FORD & MERCURY INC	48337	BRAKE CONTROL MODULE #101	185.00
HAGGIN FORD & MERCURY INC	230733	OIL CHANGE - PD VEH #53	38.40
HAGGIN WIMBERLY CHEVY OLDS GEO INC	182647	OIL CHANGE/MANIFOLD PD VEH #6002	517.87
HALE'S HARDWARE, INC	C110636	LIGHT BULB - INDIAN HILLS	20.36
HALE'S HARDWARE, INC	C112143	TAPE MEASURE	9.69
HALE'S HARDWARE, INC	C110597	ANGLE IRON - #132 ARM	25.20
HALE'S HARDWARE, INC	C110574	EYE BOLT/CHAIN - ROTARY/DAILEY RD PK	32.47
HALE'S HARDWARE, INC	D75982	WWTP SUPPLIES	79.41
HALE'S HARDWARE, INC	C111482	CREDIT RETURN/WWTP SUPPLIES	(4.85)
HALE'S HARDWARE, INC	C112354	STARTER FERTILIZER	35.98
HALE'S HARDWARE, INC	D76459	BOLTS (SEWER RODDING MACHINE)	2.73
HALE'S HARDWARE, INC	D76522	CONNECTORS/CABLE TIES	61.74
HANSON BEVERAGE SERVICE	227430	LAB WATER	40.50
HARDING'S MARKET, INC	4/13/15	SUPPLIES - FD	31.96
HARTLINE, BOBBIE JO	4-17-15	COUNCIL WORKSHOP LUNCH - REIMBURSEMENT	62.61
HELEN A EBY	LF16552	WATER TESTING REIMBURSEMENT	100.00
IBEX INSURANCE AGENCY	0037586275	HEALTH INSURANCE PREMIUM-MAY 2015	55,420.16
INDIAN LAKE VOLUNTEER FIRE DEPT	4/20/15	TRAINING - MCGOWAN/BAUMAN	30.00
JUDD LUMBER COMPANY, INC	1504-639346	EXTINGUISHER TRAINER GAS	57.60
JUDD LUMBER COMPANY, INC	1504-639496	EXTINGUISHER TRAINER GAS	15.84
JUDD LUMBER COMPANY, INC	1504-638833	MORTAR MIX - STORM INLETS	7.98
JUDD LUMBER COMPANY, INC	1504-638867	MORTAR MIX - STORM INLET REPAIRS	19.95
JUDD LUMBER COMPANY, INC	1504-638551	GRN PAINT - PARK SHOP BARRELS	8.98
JUDD LUMBER COMPANY, INC	1504-638393	MUSEUM - 2ND FLOOR MATERIALS	42.60
JUDD LUMBER COMPANY, INC	1504-638179	MUSEUM - 2ND FLOOR MATERIALS	216.78
JUDD LUMBER COMPANY, INC	1504-638228	MUSEUM - 2ND FLOOR MATERIALS	524.92
JUDD LUMBER COMPANY, INC	1503-635660	MUSEUM - 2ND FLOOR MATERIALS	69.27
JUDD LUMBER COMPANY, INC	1503-635471	MUSEUM - 2ND FLOOR MATERIALS	31.08
JUDD LUMBER COMPANY, INC	1503-636549	MUSEUM - 2ND FLOOR MATERIALS	556.90
JUDD LUMBER COMPANY, INC	1503-636522	MUSEUM - 2ND FLOOR MATERIALS	27.62
JUDD LUMBER COMPANY, INC	1503-637209	MUSEUM - 2ND FLOOR MATERIALS/CREDITS	366.92
JUDD LUMBER COMPANY, INC	1503-635781	MUSEUM - 2ND FLOOR MATERIALS	143.91
JUDD LUMBER COMPANY, INC	1504-638704	MUSEUM - 2ND FLOOR MATERIALS	6,088.03
JUDD LUMBER COMPANY, INC	1504-638829	MUSEUM - 2ND FLOOR MATERIALS	35.45
JUDD LUMBER COMPANY, INC	1504-638361	MUSEUM - 2ND FLOOR MATERIALS	434.55

Vendor		Description	Amount
JUDD LUMBER COMPANY, INC	1503-637890	MUSEUM - 2ND FLOOR MATERIALS	10.62
JUDD LUMBER COMPANY, INC	1503-637441	MUSEUM - 2ND FLOOR MATERIALS (CREDIT)	(23.39)
JUDD LUMBER COMPANY, INC	1504-639067	PLYWOOD/NUTS/BOLTS/SCREWS	42.10
JUDD LUMBER COMPANY, INC	1504-639500	CEDAR ST MANHOLES - MORTAR MIX	39.90
JUDD LUMBER COMPANY, INC	1504-639599	S PAUL ST - MORTAR MIX	19.95
JUDD LUMBER COMPANY, INC	1504-639642	HELENA ST - MORTAR MIX	23.46
JUDD LUMBER COMPANY, INC	1504-639833	MANHOLES - HELENA ST (GRAVEL MIX	19.35
JUDD LUMBER COMPANY, INC	1504-640081	MORTAR MIX - STORM SEWER (PARKING LOT)	7.98
KIESLER'S POLICE SUPPLY, INC	0748104A	AMMO	120.75
KIESLER'S POLICE SUPPLY, INC	0755124	TRAINING GUNS	129.00
LAKE MICHIGAN MAILERS, INC	322995	POSTAGE	5,000.00
LAMPERT, TERESA F	04/21/2015	UB refund for account: 03-0676-2	155.00
LAVANWAY, JULIA	04/21/2015	UB refund for account: 08-2209-15	64.33
LAWSON PRODUCTS, INC	9303211614	MECH WIRE/D-CELL BATTERIES	93.43
LAWSON PRODUCTS, INC	9303208317	ELECT TAPE/HEX SCREWS/BRAKE CLNR/SPLICE	243.56
MICHAEL C JACKSON	4-21-15	REIMBURSE MAILBOX DAMAGE	25.00
MICHIGAN PUBLIC POWER AGENCY	20150410022	ENERGY EFF SVC COMM FEE MAR 2015	69.11
MICHIGAN STATE POLICE-CASHIERS OFC	551-442301	SOR VALIDATION FEE	570.00
MIKE CLOUD	4/14/15	REIMBURSE - SEWER RODDING 417 W RAILROAD	225.00
MUNICIPAL CODE CORPORATION	00254419	COPIES OF SUPP #18 TO CODE OF ORDINANCES	934.72
NATIONAL IMPRINT CORPORATION	26366	PD JR BADGE STICKERS	227.05
NEDDEAU, DON	04/21/2015	UB refund for account: 11-1706-18	113.21
NELSON, ROBERT	4/21/15	CONFINED SPACE RESCUE TRAINING -	212.75
PAULEY, NANETTE	04/21/2015	UB refund for account: 09-2670-5	87.93
PETTY CASH	4/21/15	PETTY CASH REIMBURSEMENT	46.03
POSITIONING SOLUTIONS COMPANY	INV10321	MARKING SUPPLIES	475.90
POWER LINE SUPPLY, INC	5914802	GROUND ROD - STOCK	303.59
POWER LINE SUPPLY, INC	5915474	CONNECTOR - TRANSFORMER (WO 14-1028)	127.50
POWER LINE SUPPLY, INC	5916563	CRIMPITS - STOCK	82.23
POWERNET GLOBAL COMMUNICATIONS	34091075	LONG DISTANCE SERVICE 3/12/15 - 4/12/15	21.31
PRECISION DATA PRODUCTS, INC.	I0000433279	BATTERY PACK - NETWORK RM UPS	144.95
PREFERRED PRINTING, INC	28139	BUSINESS CARDS - COUNCIL/CLERK	195.00
PREIN & NEWHOF	29849	AIRPORT C91 EASMENT ACQUISITION	6,738.00
PREIN & NEWHOF	29850	AIPORT C91 TERMINAL STUDY	3,641.20
PRIORITY COMPUTER SERVICES, INC	202995	EMAIL FILTER SERVICE	28.00
QUALITY PRECAST, INC	8434	CB FOR AMBULANCE BLDG	608.60
REBECCA GRABEMEYER	4/22/15	TRAINING - REIMBURSEMENT	87.69
RIMES, SHARON OR FAUST, TIA	04/21/2015	UB refund for account: 11-1589-21	148.09
ROHDY'S HEATING & COOLING, LLC	PRO2258	BOOSTER STA. - HEATER INSTALLATION	1,290.00
RUCHNIAK, HANK	04/21/2015	UB refund for account: 05-2425-2	47.51
RUTH SCHILLING	4/21/15	REIMBURSE - PROPERTY DAMAGE	412.00
SCHERER, JOE DBA LONELY PI	04/20/15	05/15 MONTHLY PMT ACCT 7508450033	6,174.53
SEMCO ENERGY GAS COMPANY	0149138.502	GAS SVC 3/2/15 - 3/31/15	130.19
SEMCO ENERGY GAS COMPANY	0346992.502	GAS SVC 2/26/15 - 3/27/15	239.47
SEMCO ENERGY GAS COMPANY	0147944.500	GAS SVC 3/2/15 - 3/30/15	86.70
SEMCO ENERGY GAS COMPANY	0357529.501	GAS SVC 3/2/15 - 3/31/15	107.06
SEMCO ENERGY GAS COMPANY	0149089.500	GAS SVC 3/02/15 - 3/31/15	219.79
SEMCO ENERGY GAS COMPANY	0149077.500	GAS SVC 3/02/15 - 03/31/15	525.15
SEMCO ENERGY GAS COMPANY	0359334.500	TURN ON FEE-AMBULANCE BLDG	50.00

Vendor		Description	Amount
SEMCO ENERGY GAS COMPANY	0149080.500	GAS SVC 3/2 - 3/31/15	556.86
SEMCO ENERGY GAS COMPANY	0148902.500	GAS SVC 3/2 - 3/31/15	281.35
SEMCO ENERGY GAS COMPANY	0146763.501	GAS SVC 3/2 - 3/30/15	642.14
SEMCO ENERGY GAS COMPANY	0148809.501	GAS SVC 3/2 - 3/31/15	421.91
SHELL OIL COMPANY	00000000065260523	FUEL EXPENSE	101.14
SIMMONS TREE & LAWN	4/1/15	LAWN MTCE - MOWING CITY FACILITIES	10,260.00
SINGLETON, CHARLES	04/21/2015	UB refund for account: 03-2334-2	51.65
SOUTH BEND UNIFORM	25039	UNIFORM EXPENSE - BELTS	149.55
STATE OF MICHIGAN	ME-0200312	SALES & TAX-MARCH 2015	14,205.55
STATE OF MICHIGAN-MDOT	AA 376348	AERO LOC SPONSOR DEPOSIT	800.00
STATE OF MICHIGAN-MDOT	AA 376347	AERO LOC SPONSOR DEPOSIT	225.00
STEWART, RICHARD A	04/21/2015	UB refund for account: 14-2264-16	50.32
TASER INTERNATIONAL	SI1396414	TASER DPMS	123.36
THE RIDGE COMPANY	613577	OIL & AIR FILTERS (#127)	17.04
THE RIDGE COMPANY	613705	MARKER LAMPS (UTILITY TRAILER)	8.96
THE RIDGE COMPANY	613907	TAIL LIGHT (#3)	4.99
THE RIDGE COMPANY	614031	12V BATTERY/CORE DEPOSIT (#141)	116.33
THE RIDGE COMPANY	614089	OIL FILTER #10	4.46
THE RIDGE COMPANY	614733	REPAIR PARTS FOR HYDRANT DIVERTER	2.79
THE RIDGE COMPANY	613009	CLAMP/WIRE HARNESS - UTILITY TRAILER	6.12
THE RIDGE COMPANY	613029	FLAT BLK PAINT/WIRE HARNESS - UTILITY	9.77
THE RIDGE COMPANY	612905	PLUG/CONNECTOR/WIRE - UTILITY TRAILER	63.09
THE RIDGE COMPANY	612417	CONNECTOR #105	7.77
THE RIDGE COMPANY	612409	PINTLE HOOK 3105	58.99
TOUGH GUY ENTERPRISES	36957	RADIATOR REPAIR (#131)	132.50
UNDERGROUND PIPE & VALVE, INC	7001581	SEWER LINE PIPE - AMBULANCE BLDG	1,295.00
UNDERGROUND PIPE & VALVE, INC	1007877	FERNCO 8" CLAY X 8" PVC - STOCK	153.00
UNIQUE CUTTING & METAL WORKS CORP	1244	REBUILD BOOM ARM	140.00
UNUM LIFE INSURANCE CO OF AMERICA	0150597-001	LIFE INSURANCE-APRIL 2015	1,081.92
UNUM LIFE INSURANCE CO OF AMERICA	0150597-001	LIFE INSURANCE-MAY 2015	1,076.66
USA BLUEBOOK	611535	FLUORIDE SCALE & COLORIMETER	2,656.46
USA BLUEBOOK	614464	NOZZLE FOR FIRE HOSE - CLEANING TANKS	273.25
USA BLUEBOOK	616937	MEMBRANE KITS/LAB SUPPLIES	161.76
VALENCIA, STEPHAN	04/21/2015	UB refund for account: 15-3036-16	103.08
VANDERVRIES, EDWARD	4/20/15	ASSESSING SERVICES 05/15	1,775.00
VINEYARD PRESS	3/31/15	BUSINESS RECRUITMENT ADVERTISING	72.00
W MI CRIMINAL JUSTICE TRAINING	2261	CONSORTIUM FEES	552.94
WASTE MANAGEMENT OF MICHIGAN, INC.	7395080-2529-6	SLUDGE DISPOSAL DUMPSTERS	3,192.80
WATSON'S TREE SERVICE	3120817	TREE REMOVAL AT 100 W RAILROAD - SAFETY	3,500.00
WATSON'S TREE SERVICE	3120781	OH LINE CLEARANCE	3,500.00
WIGGINS, DANIEL	4/20/15	MILEAGE - COURT	9.20
WIGHTMAN & ASSOCIATES, INC	49204	RIVERSIDE DRIVE EXT	5,129.03
WILSON, JANE P.	4/21/15	ELECTION INSPECTOR TRAINING -	17.25
WILSON, JANE P.	4/17/15	QVF TRAINING	157.00
Total:			647,682.03

Councilmember _____ offered and moved the adoption of the following resolution;
seconded by Councilmember _____.

WHEREAS, the Michigan Open Meetings Law, Public Act 267 of the Public Acts of 1976 as amended, provides that public bodies may meet in closed session for the purpose to discuss the purchase of real property and matters of litigation and; and

WHEREAS, the Mayor and City Council desire to meet with the City Manager to discuss the aforementioned items.

NOW, THEREFORE, BE IT RESOLVED the City Council will hereby adjourn to closed session to discuss the purchase of real property and matters of litigation.

ADOPTED/REJECTED

Moved by:

Seconded by:

Ayes:

Nays:

Absent:

Abstain:

Jane P. Wilson, City Clerk