

CITY OF TECUMSEH
COUNCIL MEETING
TECUMSEH CITY HALL
JULY 5, 2016
7:30 P.M.
AGENDA

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approval of Agenda
5. Welcome Guests
6. Public Comment Re: Items on the Agenda
7. Report of the City Manager
8. Consent Agenda: (All matters listed under item #8 are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. However, if discussion is desired, that item will be removed from the consent agenda and will be considered separately. (roll call)
 - A. Approve Council minutes from the regular meeting held June 20, 2016
9. New Business:
 - A. Resolution Re: Approve payment of bills (roll call)
 - B. Resolution Re: Approval of quote for Replacement of City Hall Front Office Flooring (roll call)
10. Public Comment Re: Items not on the Agenda
11. Miscellaneous business
12. Adjournment

The City of Tecumseh provides for reasonable accommodations for its programs, services and meetings under Title VI of its Non-Discrimination Policy and Limited English Proficiency Policy, with an advance 7 day notice to Dan Swallow at 517 424 6555.



To: Tecumseh City Council
From: Dan Swallow, City Manager
Subject: City Manager’s Report
Date: July 5, 2016

N. Evans, N. Maumee and Burt Streets Project in Progress

The grant funded roadwork for N. Evans, N. Maumee and Burt Streets is underway with curb work and other concrete replacement such as crosswalk ramps and drive approaches. The long term detour restricting traffic to southbound only on N. Evans Street and northbound only on N. Maumee Street has been set up and will be in place throughout the project. When the Burt Street construction begins, it will also be restricted to one-way eastbound only traffic. All of the side streets will remain open to minimize the detour’s impact on nearby residents and businesses; and all work is scheduled to be completed by late August. Questions or concerns about the project can be directed to City Hall at (517) 423-2107.

Phase III of Local Road Construction Starts

The next phase o the local (streets millage supported) road work is starting in preparation for paving of Brown, Spring, Brook, Ternes, and Wenonah Streets. The current work in this area includes replacement of sections of curb that are in poor condition. Milling of these streets should start in the next week or so, as paving of the previous “phase II” streets is completed.

Parking Lot Sealing and Striping – Sunday July 10

The City Hall Parking Lot and portions of the Downtown Southeast Parking Lot (between S. Evans Street and S. Ottawa Street) will be closed for surface seal coating and restriping on **Sunday, July 10**. These lots will be reopened in time for the Monday morning normal business hours. We apologize for any inconvenience caused by this activity.

Fiscal Year 2015-16 Close Out

The Treasurer’s Office is in the process of closing out fiscal year 2015-16. This is a challenge to ensure all the costs attributable to the fiscal year are accurately recorded and the financial statements are reviewed in preparation for the upcoming audit. City vendors need to ensure their invoices are delivered in a timely manner so that they can be paid and recorded in the proper fiscal year. The Treasurer’s office must receive all invoices attributable to work competed in the prior fiscal year (before July 1) by early August in order to close out the financial statement s and prepare for the annual audit that will begin in mid-late August.

Downtown Activities and Events

The Downtown Summer Events schedule continues, with the following upcoming activities:

- **July 8 (Friday) – Movies in the Park** featuring the movie “Max,” at Adams Park starting at dusk (~9:00 PM).

- **July 15 and 16** (Friday and Saturday)– Sidewalk Sales and Summer Street Party. The Summer Street Party will be held on S. Evans Street, in front of the Evans Street Station; and will include a food and beverage tent, live music, kid’s games and displays by local service organizations. The Pet Parade down Chicago Blvd. will take place on Saturday, July 16 starting at approximately 10:00 AM at the Presbyterian Church and will entail a 60’s theme for pet costumes.
- **July 21** (Thursday) – Classic Car & Bike Show and Music in the Park at Adams Park. The Classic Car & Bike Show will feature classic rock music and exclusive activities from the event sponsor- ididit. Music in the Park will start around 6:00, with local band *Banna Fish and the Infernal Chimps*.

Tecumseh Center for the Arts

The TCA received a \$2000 grant from ETC, a theater lighting company. TCA Technical Director, Karen Bunch, submitted the grant application. ETC is very supportive of the youth tech crew that works at the Tecumseh Center for the Arts.

There is still time to register for Drama Camp at the Tecumseh Center for the Arts. The TCA in partnership with Tecumseh Youth Theatre offers separate camps for elementary, middle, and high school students. Camps begin July 11.

Find out more by calling the box office at 517-423-6617 or visit www.thetca.org. Summer hours at the TCA box office are as follows: Wednesday through Friday from noon to 5 pm.

Parks and Recreation

Splash Pad is up and running! It is currently running at 2/3 capacity; two features have been deactivated due to leaking pipes under the concrete pad. The pipes will be addressed in the fall; this will allow the community to enjoy the Splash Pad for the remainder of the summer months. The activator button has also been replaced and is operating as it should! Thank you to the Utilities Department and Brian Radant for their help in getting our Splash Pad back up and running.

CITY OF TECUMSEH
COUNCIL MEETING
JUNE 20, 2016
TECUMSEH CITY HALL
7:30 P.M.

The meeting was called to order by Mayor Baker.

Mayor Baker led the Pledge of Allegiance.

Roll call was taken as follows:

PRESENT: Mayor Baker, Council members Fox, Harmon, Keiser, Naugle, Philo,
and Wimple.

ABSENT: None.

Guests were welcomed to the meeting by Mayor Baker.

Motion Harmon and seconded Naugle, to approve the June 20, 2016 agenda as presented. Motion carried unanimously.

Motion Wimple and seconded Riddle, to receive and place on file the report of the City Manager. The following items were added or discussed: 1) Phase II of Local Road Construction; 2) Repaving Project Awarded; 3) Parks & Recreation Receives \$600 Grant from Lenawee Community Foundation; 4) TCA Black Box Summer Series; and 5) Fireworks Rules & Regulations. Motion carried unanimously.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To adopt the Consent Agenda, approving, receiving and placing on file the following: (1) City Council minutes from the regular meeting held June 6, 2016; (2) Budget Report; (3) May 2016 Report of the Police Department; and (4) May 2016 Report of the Fire Department.

RESOLUTION was offered by Council member Harmon and supported by Council member Fox. A roll call vote was taken as follows:

YES: Keiser, Naugle, Riddle, Wimple, Baker, Fox, and Harmon.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To approve the June 20, 2016 list of bills to be paid.

RESOLUTION was offered by Council member Naugle and supported by Council member Harmon. A roll call vote was taken as follows:

YES: Naugle, Riddle, Wimple, Baker, Fox, Harmon, and Keiser.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To purchase one (1) 2017 Ford Utility Police Interceptor from Signature Ford, 1960E. Main St., Owosso, MI 48867, through the State of Michigan/Macomb County Bid program, in the amount of \$26,473 authorizing the City Manager to sign a purchase order for same.

RESOLUTION was offered by Council member Harmon and supported by Council member Keiser. A roll call vote was taken as follows:

YES: Riddle, Wimple, Baker, Fox, Harmon, Keiser, and Naugle.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To accept low bid and proceed with purchase for compact tractor and attachments July 1, 2016.

RESOLUTION was offered by Council member Wimple and supported by Council member Harmon.

YES: Wimple, Baker, Fox, Harmon, Keiser, Naugle, and Riddle.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To approve the request from Evans Street Station to hold a beer tent on S. Evans Street during Sidewalk Sales from 12 noon Friday, July 15 through midnight Saturday, July 16, 2016 (Sunday morning).

Further, the conditions of the approval should be that a proper Michigan Liquor Control License and adequate liquor liability insurance is obtained, naming the City of Tecumseh as an additional insured and adequate security is provided while beer is being served.

RESOLUTION was offered by Council member Riddle and supported by Council member Harmon.

YES: Baker, Fox, Harmon, Keiser, Naugle, Riddle, and Wimple.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To hold a public hearing on July 18, 2016 at 7:35 p.m. on the proposed Brownfield Plan for 100 East Patterson Street, 402, 404, and 805 South Evans Street and 600 South Ottawa Street in Tecumseh.

RESOLUTION was offered by Council member Keiser and supported by Council member Fox.

YES: Baker, Fox, Harmon, Keiser, Naugle, Riddle, and Wimple.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To reschedule the July 4, 2016 City Council meeting to Tuesday, July 5, 2016, due to the July 4th holiday.

RESOLUTION was offered by Council member Wimple and supported by Council member Harmon.

YES: Baker, Fox, Harmon, Keiser, Naugle, Riddle, and Wimple.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To approve the proposed fiscal year 2015-16 budget amendments in accordance with the attached table.

RESOLUTION was offered by Council member Harmon and supported by Council member Naugle.

YES: Baker, Fox, Harmon, Keiser, Naugle, Riddle, and Wimple.

NO: None.

RESOLUTION DECLARED ADOPTED.

Motion Harmon and seconded Naugle, to adjourn the meeting at 7:55 p.m. Motion carried unanimously.

Jackson L. Baker, Mayor

Jessica Emrick, City Clerk



Agenda Item Review Form
City Council
City of Tecumseh

Agenda Item Number: 9. New Business, Item A	Submitted by: Dan Swallow
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Item: July 5, 2016 Check Register	Department: City Managers Office
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Summary:
Approve the July 5, 2016 list of bills to be paid.

Recommendation:

RESOLUTION

The City Council of the City of Tecumseh hereby resolves:
to approve the July 5, 2016 list of bills to be paid.

Council Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

Budgeted \$ _____
_____ Page(s) in FY Budget
 Not Budgeted

Dan E. Swallow City Manager 6/28/16
Signature Title Date

06/29/2016

CHECK REGISTER FOR CITY OF TECUMSEH
CHECK NUMBERS 58067 - 99999

Check Date	Check	Vendor Name	Description	Amount
Bank TEC ACCOUNTS PAYABLE				
06/16/2016	58067	DANIEL J KESTERKE	PARKS-ARTIST STIPEND	500.00
06/20/2016	58068	ENCORE DANCE STUDIOS	TCA-TICKET SALES	2,789.54
06/20/2016	58069	ENCORE DANCE STUDIOS	TCA-TICKET SALES	13,865.00
06/20/2016	58070	INFUSION PERFORMING ARTS ACADEMY	TCA-TICKET SALES	1,530.00
06/23/2016	58071	THE LINCOLN NATL LIFE INS CO	LIFE INS PREMIUM-JULY 2016	346.71
06/23/2016	58072	U S BANK EQUIPMENT FINANCE	CITY HALL/EMS-COPIER LEASE-2-	421.00
06/23/2016	58073	UNITED STATES POSTAL SERVICE	POSTAGE	1,000.00
06/23/2016	58074	BANKCARD PROCESSING CENTER		
		AMERICAN PLANNING ASSOCIATION	CITY HALL-MEMBERSHIP DUES	510.00
		COMFORT INN	POLICE-TRAINING EXPENSE	76.50
		FABRICARE CLEANERS	PARKS-DRYCLEANING-2-	27.00
		HOLIDAY INN EXPRESS	POLICE-TRAINING EXPENSE	388.15
		MICHIGAN ECONOMIC DEV ASSOC	PARKS-MCACA APPLICATION FEES	100.00
		MICHIGAN ECONOMIC DEV ASSOC	ECON DEV-GRANT APPLICATION FEE	50.00
		NATIONAL HOSPITALITY INSTITUTE	TCA-TAVERN LICENSE	30.00
		PRIELIPP FARMS	MEM DAY CEREMONY FLOWERS	26.00
		TRACTOR SUPPLY CO	PARKS-WEED CONTROL	24.99
		FACEBOOK	TCA-BIG BAND ADS	20.00
		MICROSOFT CORPORATION	EXCHANGE/OFFICE 365-MAY 2016	260.00
		FRANKLIN COVEY	CALENDAR PLANNER PAGES	33.26
		BUFFALO WILD WINGS	POLICE-TRAINING EXPENSE	17.30
		HOPSCOTCH KIDS	ECON DEV-ART WALK SUPPLIES	10.60
		LIONS DEN	POLICE-TRAINING EXPENSE	13.59
		SHARKS CLUB	POLICE-TRAINING EXPENSE	12.54
		SMARTHOME	CITY HALL-TRAINING/CANCELLATION	<u>(0.41)</u>
		TOTAL BANKCARD PROCESSING CENTER		1,599.52
07/01/2016	58075	BLUE CROSS BLUE SHIELD OF MICH	HEALTH/DENTAL INS PREMIUM-JULY	42,421.21
07/01/2016	58076	OLD NATIONAL WEALTH MANAGEMENT	2005 MTF BOND-PRINCIPAL/INTERES'	40,055.00
07/01/2016	58077	CONSUMERS ENERGY	UTILITIES-28-	18,441.46
07/05/2016	58078	AMERICAN LEAK DETECTION	PARKS-LEAK DETECTION SERVICES	495.00
07/05/2016	58079	APPLE MAT RENTAL	CITY HALL/POLICE-FLOOR MATS	90.60
07/05/2016	58080	AUTO-WARES GROUP	CEM/EQ MTC-SUPPLIES-7-	148.22
07/05/2016	58081	STEVE BARRON'S AUTO REPAIR & TOWING	EQ MTC-VEHICLE REPAIRS	1,041.54
07/05/2016	58082	BELL EQUIPMENT COMPANY	EQ MTC-SUPPLIES	148.32
07/05/2016	58083	RAUL BURCIAGA	CAR SHOW-DJ SVCS-MAY/JUNE 2016	100.00
07/05/2016	58084	CADILLAC ASPHALT LLC	LOCAL/WATER-ASPHALT	950.40
07/05/2016	58085	CINTAS CORPORATION-306	WATER-SUPPLIES-2-	174.16
07/05/2016	58086	CMP DISTRIBUTORS INC	POLICE-VEST	810.00
07/05/2016	58087	CONTINENTAL HYDRODYNE SYS INC	WATER-TEST KITS/BOTTLES-2-	961.98
07/05/2016	58088	CRUISERS	POLICE-SPOTLIGHT HANDLE	29.00
07/05/2016	58089	CUMMINS BRIDGEWAY LLC	WW-BATTERIES	636.75
07/05/2016	58090	DARBY CONCRETE PRODUCTS	LOCAL/MILLAGE-CONCRETE-4-	2,977.50
07/05/2016	58091	JOHN DEERE FINANCIAL	CEM/WW/EW MTC-SUPPLIES-3-	103.84
07/05/2016	58092	F & S LANDSCAPE INC	CITY HALL/PARKS/LOCAL/BLDG-OUTS	1,934.50
07/05/2016	58093	FASTENAL COMPANY	EQ MTC-SHOP SUPPLIES	47.48
07/05/2016	58094	FLYING OTTER WINERY LLC	PARKS-PROGRAM SVCS	75.00

07/05/2016	58095	DANIEL GREEN	WW-A/C REPAIRS	421.00
07/05/2016	58096	GBS INC	ELECTION SUPPLIES-3-	359.78
07/05/2016	58097	GERKEN PAVING INC	MILLAGE-RED MILL/RIVER ACRES	207,092.48
07/05/2016	58098	GREAT LAKES SERVICE & SUPPLIES	WW-SKIDS	119.96
07/05/2016	58099	I.T. RIGHT INC	CITY HALL/WW/TCA-COMPUTERS/SU	2,936.00
07/05/2016	58100	IHEART MEDIA	ART IN PARK/PURE MI-RADIO ADS-2-	938.00
07/05/2016	58101	INSIGNIA GRAPHICS INC	MAJOR-STOP SIGNS	202.47
07/05/2016	58102	JERRY'S MARKET	TCA-CONCESSION WATER	1.99
07/05/2016	58103	LENAWEE ECON DEVP CORPORATION	2016 ANNUAL DUES-PYMT 2 OF 4	3,750.00
07/05/2016	58104	JOHN MARION INC	PARKS/WW-GLYPHOSATE-2-	108.75
07/05/2016	58105	STATE OF MICHIGAN	TCA-SALES TAX-JUNE 2016	3.84
07/05/2016	58106	MICHIGAN WILDFLOWER FARM	PARKS-FLOWER SEEDS	140.75
07/05/2016	58107	MT BUSINESS TECHNOLOGIES INC	CITY HALL-COPY CHGS	319.94
07/05/2016	58108	NCI SALES	PARKS-TRASH LINERS	210.85
07/05/2016	58109	OFFICE MAX INCORPORATED	TCA-INK CARTRIDGES/PENS	127.48
07/05/2016	58110	PINNACLE IRRIGATION INC	PARKS-SPRINKLER SYSTEM	685.00
07/05/2016	58111	REPUBLIC SERVICES #270	WW-ROLLOFF	580.37
07/05/2016	58112	SAFETY SYSTEMS INC	PARKS-FIRE SYS INSPECTIONS	90.00
07/05/2016	58113	SCHMIDT & SONS OF TECUMSEH INC	EMS-SUPPLIES	12.97
07/05/2016	58114	KYLE SCHROEDER	PARKS-LIFEGUARD SVCS	40.00
07/05/2016	58115	SUDZY DUZ IT INC	POLICE-CAR WASHES	248.00
07/05/2016	58116	SUMMIT ENVIRONMENTAL TECH INC	WATER-WATER TESTING	271.01
07/05/2016	58117	TERI GATES	UB refund for account: EVA2-000309-	1,491.58
07/05/2016	58118	USA BLUEBOOK	WW/WATER-LAB SUPPLIES-4-	1,588.30
07/05/2016	58119	WLEN RADIO	PARKS-RADIO ADS	175.00
07/05/2016	58120	Void		
		Void Reason: Added from add void check tool		
07/05/2016	58121	CONSUMERS ENERGY	UTILITIES-17-	<u>2,974.78</u>

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TEC TOTALS:

Total of 55 Checks:	358,584.03
Less 1 Void Checks:	<u>0.00</u>
Total of 54 Disbursements:	358,584.03

CITY COUNCIL MEETING

July 5, 2016

ACCOUNTS PAYABLE	7/5/2016	\$358,584.03	
PAYROLL	6/24/2016	\$122,801.39	
SOCIAL SECURITY TAXES	6/24/2016	\$9,356.36	
WORKERS COMP	6/24/2016	\$2,448.02	
EMPLOYEE'S RETIREMENT	6/24/2016	<u>\$20,730.48</u>	
TOTAL:		\$513,920.28	

PAYROLL	6/24/2016	\$88,017.24	
A/C PAYABLE - C.M.	7/5/2016	\$53,420.04	38330.17 FY 16-17
SOC SECURITY TAXES FOR PAYROLL	6/24/2016	\$6,698.35	
WORKERS COMP	6/24/2016	\$1,979.70	
EMPLOYEE'S RETIREMENT	6/24/2016	\$15,001.05	
TR-EQUIP RENTAL -		\$0.00	
TR-EQUIP MTC-Q/E		<u>\$0.00</u>	
TOTAL GENERAL FUND		\$165,116.38	

PAYROLL	6/24/2016	\$0.00	
A/C PAYABLE - C.M.	7/5/2016	\$202.47	
SOC SECURITY TAXES FOR PAYROLL	6/24/2016	\$0.00	
WORKERS COMP	6/24/2016	\$0.00	
EMPLOYEE'S RETIREMENT	6/24/2016	\$0.00	
TR-EQUIP RENTAL -		\$0.00	
TR-TRUNKLINE MTCE-QUAR		<u>\$0.00</u>	
TOTAL MAJOR STREET & TRUNKLINE FUND		\$202.47	

PAYROLL	6/24/2016	\$0.00	
A/C PAYABLE - C.M.	7/5/2016	\$2,277.40	
SOC SECURITY TAXES FOR PAYROLL	6/24/2016	\$0.00	
WORKERS COMP	6/24/2016	\$0.00	
EMPLOYEE'S RETIREMENT	6/24/2016	\$0.00	
TR-EQUIP RENTAL -		<u>\$0.00</u>	
TOTAL LOCAL STREET FUND		\$2,277.40	

PAYROLL	6/24/2016	\$5,610.58	
A/C PAYABLE - C.M.	7/5/2016	\$1,668.02	1640.27 FY 16-17
SOC SECURITY TAXES FOR PAYROLL	6/24/2016	\$427.91	
WORKERS COMP	6/24/2016	\$17.41	
EMPLOYEE'S RETIREMENT	6/24/2016	\$1,035.16	
TR-EQUIP RENTAL -		\$0.00	
TR-EQUIP MTC-Q/E		<u>\$0.00</u>	
TOTAL ECONOMIC DEVELOPMENT FUND		\$8,759.08	

CITY COUNCIL MEETING-8/17/15

PAGE 2

PAYROLL	6/24/2016	\$3,662.39	
A/C PAYABLE - C.M.	7/5/2016	\$1,955.82	1801.02 FY 16-17
SOC SECURITY TAXES FOR PAYROLL	6/24/2016	\$279.59	
WORKERS COMP	6/24/2016	\$24.08	
EMPLOYEE'S RETIREMENT	6/24/2016	\$746.36	
TR-EQUIP RENTAL -		\$0.00	
TR-EQUIP MTC-Q/E		<u>\$0.00</u>	

TOTAL DEVELOPMENT SERVICES FUND **\$6,668.24**

PAYROLL	6/24/2016	\$12,590.06	
A/C PAYABLE - C.M.	7/5/2016	\$17,493.61	FY 12794.22
SOC SECURITY TAXES FOR PAYROLL	6/24/2016	\$963.12	
WORKERS COMP	6/24/2016	\$214.02	
EMPLOYEE'S RETIREMENT	6/24/2016	\$2,312.71	
WIRE TRANSFER TO BANK OF NEW YORK-MI MUN BOND AUTH		\$0.00	
WATER/SEWER BILL	AUG 2015	\$0.00	
TR-EQUIP MTC-Q/E		<u>\$0.00</u>	

TOTAL WASTEWATER FUND **\$33,573.52**

PAYROLL	6/24/2016	\$7,593.35	
A/C PAYABLE - C.M.	7/5/2016	\$8,215.56	5859.50 FY 16-17
SOC SECURITY TAXES FOR PAYROLL	6/24/2016	\$580.94	
WORKERS COMP	6/24/2016	\$178.39	
EMPLOYEE'S RETIREMENT	6/24/2016	\$1,098.90	
WATER/SEWER BILLING	AUG 2015	\$0.00	
TR-EQUIP RENTAL -		<u>\$0.00</u>	

TOTAL WATER FUND **\$17,667.14**

PAYROLL	6/24/2016	\$0.00	
A/C PAYABLE - C.M.	7/5/2016	\$1,687.72	284.56 FY 16-17
SOC SECURITY TAXES FOR PAYROLL	6/24/2016	\$0.00	
WORKERS COMP	6/24/2016	\$0.00	
EMPLOYEE'S RETIREMENT	6/24/2016	<u>\$0.00</u>	

TOTAL EQUIPMENT FUND **\$1,687.72**

PAYROLL	6/24/2016	\$0.00	
A/C PAYABLE - C.M.	7/5/2016	\$0.00	
SOC SECURITY TAXES FOR PAYROLL	6/24/2016	\$0.00	
WORKERS COMP	6/24/2016	\$0.00	
EMPLOYEE'S RETIREMENT	6/24/2016	\$0.00	
TR-EQUIP RENTAL -		<u>\$0.00</u>	

TOTAL SPECIAL ASSESSMENT FUND **\$0.00**

CITY COUNCIL MEETING-8/17/15

PAGE 3

A/C PAYABLE - C.M.	7/5/2016	<u>\$0.00</u>	
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TOTAL 2015 GOB PROJECT FUND		\$0.00	
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PAYROLL	6/24/2016	\$5,166.27	
A/C PAYABLE - C.M.	7/5/2016	\$21,477.71	3102.51 FY 16-17
SOC SECURITY TAXES FOR PAYROLL	6/24/2016	\$394.10	
WORKERS COMP	6/24/2016	\$30.17	
EMPLOYEE'S RETIREMENT	6/24/2016	\$536.30	
TR-EQUIP RENTAL -		<u>\$0.00</u>	
TOTAL TECUMSEH CIVIC AUDITORIUM FUND		\$27,604.55	

PAYROLL	6/24/2016	\$0.00	
A/C PAYABLE - C.M.	7/5/2016	\$0.00	
SOC SECURITY TAXES FOR PAYROLL	6/24/2016	\$0.00	
WORKERS COMP	6/24/2016	\$0.00	
EMPLOYEE'S RETIREMENT	6/24/2016	<u>\$0.00</u>	
TOTAL MOVIES IN THE PARK FUND		\$0.00	

A/C PAYABLE - C.M.	7/5/2016	<u>\$26.00</u>	
TOTAL MEMORIAL DAY PARADE FUND		\$26.00	

PAYROLL	6/24/2016	\$0.00	
A/C PAYABLE - C.M.	7/5/2016	\$374.00	
SOC SECURITY TAXES FOR PAYROLL	6/24/2016	\$0.00	
WORKERS COMP	6/24/2016	\$0.00	
EMPLOYEE'S RETIREMENT	6/24/2016	\$0.00	
TR-EQUIP RENTAL -		<u>\$0.00</u>	
TOTAL MUNICIPAL PURCHASE FUND, SERIES 2004		\$374.00	

PAYROLL	6/24/2016	\$0.00	
A/C PAYABLE - C.M.	7/5/2016	\$879.00	
SOC SECURITY TAXES FOR PAYROLL	6/24/2016	\$0.00	
WORKERS COMP	6/24/2016	\$0.00	
EMPLOYEE'S RETIREMENT	6/24/2016	\$0.00	
TR-EQUIP RENTAL -		<u>\$0.00</u>	
TOTAL CAPITAL IMPROVEMENT FUND		\$879.00	

PAYROLL	6/24/2016	\$0.00
A/C PAYABLE - C.M.	7/5/2016	\$0.00
SOC SECURITY TAXES FOR PAYROLL	6/24/2016	\$0.00
WORKERS COMP	6/24/2016	\$0.00
EMPLOYEE'S RETIREMENT	6/24/2016	\$0.00
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>

TOTAL WEST CHICAGO STREETSCAPE FUND **\$0.00**

PAYROLL	6/24/2016	\$161.50
A/C PAYABLE - C.M.	7/5/2016	\$25.20 25.20 FY 16-17
SOC SECURITY TAXES FOR PAYROLL	6/24/2016	\$12.35
WORKERS COMP	6/24/2016	\$4.25
EMPLOYEE'S RETIREMENT	6/24/2016	\$0.00
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>

TOTAL DOWNTOWN DEVELOPMENT AUTH FUND **\$203.30**

PAYROLL	6/24/2016	\$0.00
A/C PAYABLE - C.M.	7/5/2016	\$0.00
SOC SECURITY TAXES FOR PAYROLL	6/24/2016	\$0.00
WORKERS COMP	6/24/2016	\$0.00
EMPLOYEE'S RETIREMENT	6/24/2016	\$0.00
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>

TOTAL ANDREW J SMITH FUND **\$0.00**

A/C PAYABLE - C.M.	7/5/2016	<u>\$208,212.48</u>
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TOTAL 2015 GOB PROJECT FUND **\$208,212.48**

A/C PAYABLE - C.M.	7/5/2016	<u>\$50.00</u>
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TOTAL DDA PUBLIC ART FUND **\$50.00**

A/C PAYABLE - C.M.	7/5/2016	<u>\$40,055.00</u> 40,055.00 FY 16-17
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TOTAL 2005 MTF BOND FUND **\$40,055.00**

A/C PAYABLE - C.M.	7/5/2016	<u>\$0.00</u>
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TOTAL ECON DEV PROJECT-MDEQ FUND **\$0.00**

A/C PAYABLE - C.M. 7/5/2016 \$564.00

TOTAL PURE MICHIGAN FUND \$564.00

A/C PAYABLE - C.M. 7/5/2016 \$0.00

TOTAL LOCAL DEV FINANCE AUTHORITY FUND \$0.00

A/C PAYABLE - C.M. 7/5/2016 \$0.00

TOTAL ECON DEV-REHAB PROJECT FUND \$0.00

A/C PAYABLE - C.M. 7/5/2016 \$0.00

WIRE TRANSFER TO BANK OF NEW YORK MELLON-BOND PAYMENT \$0.00

TOTAL LTGO BABS, SERIES 2010 DEBT SERVICE FUND \$0.00



**Agenda Item Review Form
City Council
City of Tecumseh**

Agenda Item Number: 9. New Business, Item B	Submitted by: Dan Swallow
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Item: Approval of Quote for Replacement of City Hall Front Office Flooring	Department: Tecumseh City Manager
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Summary:

There was \$25,000 set aside in the fiscal year 2015-16 Capital Improvement Program (CIP) budget for improvements to City Hall, and CIP projects can be carried forward to the next fiscal year. While the specific improvements were not identified, the highest needs include replacement of the existing carpeting and front office furniture. The carpeting has become so worn in the higher traffic areas that it is no longer able to be effectively cleaned. The furnishings in the front office are a residential quality and have deteriorated to the point they are no longer fully functional.

In place of the carpeting in the entryway and service counter hallways, commercial (heavy) grade vinyl flooring with a faux wood appearance has been proposed. The carpeting in the office areas will be replaced with a commercial grade carpeting squares, similar to the existing back office carpeting. The carpeting squares are easier to partially replace if they are stained or damaged. Additional work to follow includes updating the layout of the front office which may require some light construction, installation of baseboard trim, and purchase and installation of commercial grade furniture for the front office staff.

While the low quote for the flooring component of this project is below the threshold requiring City Council approval, because this is part of a larger overall project, City Council is being asked to review and approve the flooring component of this project. Two written quotes were received, from Carpet on Wheels of Tecumseh and Abbey Carpet of Adrian (attached). The low quote was received from Abbey Carpet of Adrian and the difference exceeded the local preference allowance in the City's purchasing ordinance.

Recommendation:

RESOLUTION

THE CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES:

to approve the written quote from Abbey Carpet of Adrian for the replacement of the front office flooring in the amount of \$9,101.84, plus a contingency of 5% or \$455.09 for an amount not to exceed \$9,556.93; and to authorize the City Manager to execute the quote and any other required documents.

Council Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

Budgeted \$ _____
 _____ Page(s) in FY Budget
 Not Budgeted

Daniel E. Swallow Digitally signed by Daniel E. Swallow
Date: 2016.06.30 06:17:54 -04'00'

 Signature

City Manager _____ **6/30/16**

 Department Head Date

Daniel E. Swallow Digitally signed by Daniel E. Swallow
Date: 2016.06.30 06:18:28 -04'00'

 Signature

City Manager _____ **6/30/16**

 City Manager Date

Abbey Carpet of Adrian

(517) 263-2377
 3292 N. Adrian Hwy
 Adrian, MI 49221

Estimate

Date	Estimate #
6/16/2016	735504

Name / Address
City of Tecumseh 309 E Chicago Blvd Tecumseh, MI 49286




City of
Tecumseh

309 E. Chicago Blvd.
 Tecumseh, MI 49286
 517.424.6541 Direct
 517.423.3610 Fax

Jessica Emrick
 City Clerk
 jemrick@tecumseh.mi.us

www.mytecumseh.org
 www.downtowntecumseh.com

Innovative • Timeless • Anytime

Description	
Halls Scarifying Luxury Vinyl Plank Radius 6 Degrees 22ctn-C04 Adhesive-powerhold 6200 Freight/Shipping Install of ungrouted Luxury Vinyl Plank Cement Based- Feather Finish Leveling Material Prep, Priced per hour T-Molding (Snapcap) Install metal or vinyl moldings, priced per linear foot Freight/Shipping Snapcap-Track With / WO Teeth (per foot) No furniture or appliance removal----no base Excessive prep will be additional Disposal @ Abbey Carpet per square foot Rip Up Carpet, no disposal of direct glued carpet, priced per square foot Sales Tax- <i>DSS</i>	 <p>MANDY PIOTROWSKI Residential & Commercial Specialist / Interior Designer 3292 N. Adrian Hwy. Adrian, MI 49221</p> <p>Main (517) 263-2377 Cell: (517) 206-1020 Fax: (517) 263-3495 Email: a-winkler@hotmail.com</p>
Total	
\$5,412.91	

Customer Signature _____


Abbey Carpet of Adrian

(517) 263-2377
 3292 N. Adrian Hwy
 Adrian, MI 49221

Estimate

Date	Estimate #
6/16/2016	735505

Name / Address
City of Tecumseh 309 E Chicago Blvd Tecumseh, MI 49286




309 E. Chicago Blvd.
 Tecumseh, MI 49286
 517.424.6541 Direct
 517.423.3610 Fax

Jessica Emrick
 City Clerk
 jemrick@tecumseh.mi.us

www.mytecumseh.org
 www.downtowntecumseh.com

Innovative • Timeless • Inviting

Description	
Danube7041 01 Brown quarter turned 22ctn Adhesive Disposal @ Abbey Carpet per square foot Rip Up Carpet, no disposal of direct glued carpet, priced per square foot Carpet Glue down, not including Glue cost Prep, Priced per hour No base or furniture removal-(appliances) Excessive prep wil. be additional Sales Tax - <i>DES</i>	 <p>MANDY PIOTROWSKI Residential & Commercial Specialist / Interior Designer 3292 N. Adrian Hwy. Adrian, MI 49221</p> <p>Main: (517) 263-2377 Cell: (517) 206-1020 Fax: (517) 263-3495 Email: a-winkler@hotmail.com</p>
<p>Total \$3,688.93</p>	

Customer Signature _____

CARPET ON WHEELS

119 W. Chicago Blvd. • Tecumseh, MI 49286
 Phone: (517) 423-4329 • Fax: (517) 424-7402

Complete Line of Inlaid Linoleum & Tile • Hardwood
 Guaranteed Professional Installation

INV. # _____
 DATE 2-29-16
 SALES PERSON ED
 CUSTOMER TELEPHONE 423-2107
 INSTALLATION OR DELIVERY DATE _____

Bill To:
CITY OF TECUMSEH
309 E CHICAGO BLVD
TECUMSEH MICHIGAN 49286

Install At:

DIRECTIONS: _____

SPECIAL INSTRUCTIONS: _____

SIZE	SQ. YARDS	DESCRIPTION	UNIT PRICE	TOTAL
		CITY HALL (MAIN HALL & CHAMBER ENTRY)		
		KARNDEN ~ LUXURY VINYL TILE (DA VINCI SERIES)		
		ADHESIVE RIP UP & DISPOSE OLD INSTALL NEW		
		(D.P.W TO RIR ALL FURNITURE & THEY'LL APPLY BASE TRIM)		
		MTUS & LABOR.		9366.25
		CITY HALL (OFFICE AREAS)		
		KRAUS ~ CARPET TILES CALATRAVA COLOR GRAPHITE		
		RIP UP & DISPOSE OF OLD INSTALL NEW		
		(D.P.W TO RIR ALL FURNITURE & THEY'LL APPLY BASE TRIM)		
		MTUS & LABOR		7134.17
		GRAND TOTAL		\$16,500.37

I (We) ACCEPT THE ABOVE PROPOSAL AND CONTRACT FOR THE SAME, SUBJECT TO ALL THE TERMS AND CONDITIONS. I (WE) ALSO AGREE TO PAY THE INSTALLER THE BALANCE DUE ON COMPLETION OF THIS JOB.

All invoices unpaid after 30 days will be subject to a finance charge at the monthly periodic rate of 1.5% which is an annual percentage rate of 18%. Please pay installer. Statement will not be rendered unless requested.

 Contract

MATERIAL	
SALES TAX	
LABOR	
TOTAL	
DEPOSIT	
CHECK #	
BALANCE DUE	

GUARANTEE: We guarantee that we will install the product properly according to the manufacturer's specifications and job conditions as specially noted in our contract, and that any defect in material or workmanship occurs within one year from date of completion of work, and is reported us within the same year, we will remedy such defect at no cost to the Purchaser, except that this guarantee shall not cover damages due to accidents, misuse, negligence, or other causes not the responsibility of manufacturer, retailer or installer, or consequential damages.

- *CARPET ON WHEELS DOES NOT UNDERTAKE CUTTING OF DOORS IF REQUIRED
- *QUARTER ROUND MUST BE APPLIED TO ROUGH EDGES OF LINOLEUM BY CUSTOMER
- *NO GUARANTEE ON LINOLEUM OVER UNDERLAYMENT NOT INSTALLED BY US
- *SPECIAL ORDERED MATERIAL FROM MILLS OR DISTRIBUTORS WILL BE CHARGED 25% FOR RESTOCKING CHARGES IF CANCELLED
- *ALL MATERIALS ORDERED TO BE DELIVERED OR INSTALLED, WILL BE ON AN "AS SOON AS POSSIBLE" BASIS, WE CAN NOT BE RESPONSIBLE FOR DELAYS BY THE MANUFACTURERS.