



# PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION  
AGENDA  
PRE-MEETING STUDY SESSION  
APRIL 18, 2011  
5:30 P.M.**

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The City Commission will meet for a pre-meeting study session on Monday, April 18, 2011 at 5:30 p.m. in the City Chambers Building, 159 E. Maumee St., to discuss the following:

- I. FY2011-12 City of Adrian Budget Recommendations
- I I. Other Items as Time Permits



# COMMISSION AGENDA

**AGENDA  
ADRIAN CITY COMMISSION  
APRIL 18, 2011  
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF MINUTES OF THE APRIL 4, 2011 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. PUBLIC COMMENTS
- VI. COMMUNICATIONS
  - 1. **C-1. Finance Department.** FY2009-10 Poplar Annual Financial Report (This will be distributed at Monday's meeting.)
- VII. CONSENT AGENDA
  - A. RESOLUTIONS
    - 1. **CR11-009. Police Department.** Resolution to make temporary traffic control orders permanent by rescinding the "2-Hour Parking 8 a.m. – 6 p.m. Mon-Fri on various streets in the downtown business district.
    - 2. **CR11-010. Fire Department.** Resolution to award bids for Fire Department uniforms, sweatshirts, tee shirts and polo shirts.
    - 3. **CR11-011. Parks and Recreation.** Resolution to award bid for lawn fertilization and weed control at the parks, baseball fields and Oakwood Cemetery for 2011-2012.
    - 4. **CR11-012. Engineering Department.** Resolution to award bids for traffic signal upgrades on Beecher St. at Winter, Division, Center and Treat Streets and Maple Ave. at Broad Street.
    - 5. **CR11-013. Finance Department.** Resolution to set a Public Hearing date to hear and consider the FY2011-12 Budget and General Appropriations Act.

V I I I. REGULAR AGENDA

A. ORDINANCE

1. **Ord. 11-001. Community Development.** Introduction of an Ordinance to amend the Code of the City of Adrian by amending Article II – Definitions and Article IV – General Provisions of the Zoning Development Regulations to establish guidelines for medical marihuana “caregivers” and facilities.

B. SPECIAL ORDER

1. **SO-1. Finance Department.** Public Hearing to hear and consider comments to a Special Assessment Roll for delinquent invoices, including a 10% penalty for late payment.
2. **SO-2. Finance Department.** Public Hearing to hear and consider comments to a Special Assessment Roll for delinquent water and sewer charges, including a 10% penalty for late penalty.

C. RESOLUTIONS

1. **R11-033. Finance Department.** Resolution to approve a Special Assessment Roll for delinquent charges for storm water utilities, rental registration/inspection fees, parking assessments, improvements or abatements of public hazards on single lots and other miscellaneous invoices, including a 10% penalty for late payment.
2. **R11-034. Finance Department.** Resolution to approve a Special Assessment Roll for delinquent water and sewer charges, including a 10% penalty for late payment.
3. **R11-035. Engineering.** Resolution to consider a request from Adrian College for construction of a new access street from US-223 to a location at the corner of Charles and Michigan Avenue.
  - **Option I:** Resolution in support of the street construction and authorizing the City Engineer to proceed with the notification of MDOT for this purpose.
  - **Option II:** Resolution to deny the construction of the access street.
  - **Option III:** Resolution in support of the street construction, with the addition of a Development

Agreement to ensure that Adrian College pays for the entire cost of the project and holds the City harmless financially for this project.

4. **R11-036. Administration.** Resolution to approve a Farm Lease Agreement with James Marvin for rental of city-owned farmland on W. Beecher (former Marvin Farms) and authorizing the Mayor to execute said agreement.
5. **R11-037. Administration.** Resolution to approve a Farm Lease Agreement with Fred Feight for rental of city-owned farmland on N. M-52 (former Witt Farm) and authorizing the Mayor to execute said agreement.
6. **R11-038. City Commission.** Resolution to consider a request for public access to Lake Adrian for fishing activities.
  - **Option I:** Resolution to approve public access to Lake Adrian for fishing activities, directing the Utilities Director to open an area at the Water Plant for this purpose and designating the department who would be responsible for maintenance of the area and costs associated with same.
  - **Option II.** Resolution to deny public access to Lake Adrian for fishing and boating activities.
7. **R11-039. Engineering Dept.** Resolution authorizing the Mayor and City Clerk to execute a Federal Highway Administration Contract Agreement with MDOT for reconstruction of Bent Oak Hwy. from Riverside Ave. to the North city limits.
8. **R11-040. Community Development.** Resolution to encourage the Michigan Legislature to retain the Brownfield and Historic Tax Credit Program.
9. **R11-041. Dept. of Public Works.** Resolution to award bids for paving Hunt Street (Main to Trestle Park); Winter (Hunt to north end), Logan (Division to Center) and five alleyways, as well as milling and resurfacing of Westwood, Oregon and Hawthorne.
10. **R11-042. Engineering Dept.** Resolution to award bids for curb and gutter replacement on Hunt St. (Main to Trestle Park) Winter (Hunt to north end), Logan (Division to Center) and ADA ramps on Maple/Westwood and Maple/Oregon.

11. **R11-043. Engineering Dept.** Resolution to award bids for pavement marking on various city streets and approval of the resulting budget amendments.
12. **R11-044. Parks and Recreation.** Resolution to authorize Kent Power to perform electrical repairs at Island Park.
13. **R11-045. Engineering Dept.** Resolution to retain Insituform Technologies for lining 12" and 18" storm sewers under the Norfolk & Southern Railroad and that the bid process be waived.
14. **R11-046. Attorney's Office.** Resolution to extend a temporary moratorium upon the issuance of permits, licenses and zoning approvals for the sale or dispensation of medical marihuana.
15. **R11-047. Parks & Recreation.** Resolution to approve additional design engineering services by ROWE Professional Services for the Non-Motorized Bridge Project that will extend the Kiwanis Trail into Riverside Park.
16. **R11-048. Parks & Recreation.** Resolution to approve construction engineering services for the Kiwanis Trail Non-Motorized Bridge Project. The construction engineering services are eligible for an 80% grant (\$30,400) with a 20% local match (\$7,600).
17. **R11-049. Parks & Recreation.** Resolution authorizing the use of Swigert Estate funds to partially defray the cost of Piotter Center renovations to accommodate the Day Break Adult Services Program and the resulting budget amendments.
18. **R11-050. Information Technology.** Resolution authorizing Utility Reduction Specialists, Inc. to perform a telecom, cellular and energy audit to ensure that the City of Adrian is not overpaying for telecommunications or energy needs as a result of billing errors or overpriced and/or underused services.

I X. MISCELLANEOUS

1. D.A.R.T. Passenger Ridership Report
2. Departmental Report
3. Fire Department Report (Feb. & March)
4. Adrian Senior Center Quarterly Usage Report
5. Planning Commission Minutes (April 5, 2011)
6. Zoning Board of Appeals Minutes (April 5, 2011)

X. PUBLIC COMMENTS

X I. COMMISSION COMMENTS



# MINUTES

**MINUTES  
ADRIAN CITY COMMISSION  
APRIL 4, 2011  
7:00 P.M.**

Official proceedings of the April 4, 2011 regular meeting of the City Commission, Adrian, Michigan.

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

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

Mayor McDowell in the Chair.

Commissioner DuMars moved to approve the minutes of the March 21, 2011 regular meeting of the Adrian City Commission, seconded by Commissioner Warren, motion carried by a unanimous vote.

**PRESENTATION OF ACCOUNTS**

Utility Department Receiving Fund Voucher #3427 through #3432	\$ 116,713.09
General Fund Vouchers #20355 through #20373	\$ 421,767.12
Clearing Account Vouchers amounting to	<u>\$ 206,081.22</u>
<b>TOTAL EXPENDITURES</b>	<u><b>\$ 744,561.43</b></u>

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

Dustin Krasny, from Congressman Tim Walberg's office, gave an update on the 112<sup>th</sup> Congress.

**COMMUNICATION**

1. **C-1. Finance Department.** Communication from Finance Director regarding the Michigan Government Finance Officers' 2011 Spring Seminar attended by the Finance Director, Asst. Finance Director and the City Treasurer.

**CONSENT AGENDA**

**RESOLUTION CR11-004**

**RE: DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT –  
Authorization for Demolition of House Acquired from U.S. Department  
of Housing and Urban Development – 353 Merrick Street**

WHEREAS, in a program designed to move foreclosed residential properties back into the private marketplace, the City has acquired several houses from the U.S. Department of Housing and Urban Development for a nominal fee, including the property located at 353 Merrick Street (Property No. XAO-380-0012-00) on August 14, 2008; and

WHEREAS, at the request of the City of Adrian Housing Department, the U.S. Department of Housing & Urban Development has approved a plan to eliminate the structures at 353 Merrick Street and convert the lot to an access lane with the intention of developing the city-owned land locked parcel to the south for affordable housing; and

WHEREAS, bid specifications for demolition were issued by the Purchasing Office six (6) qualified bids were received on March 24, 2011, with the following results:

<b><u>Bidder</u></b>	<b><u>Amount</u></b>
Wilson Backhoe, Britton, MI	\$15,784.00
Slusarski Excavating, Adrian, MI	\$18,970.00
Smalley Construction, Scottville, MI	\$23,450.00
Beal, Inc., Ann Arbor, MI	\$28,260.00
Lester Brothers, Jackson, MI	\$32,160.00
Jule Swartz, Jackson, MI	\$34,000.00

WHEREAS, an additional three (3) bids were received, but were disqualified because they did not comply with the bid specification addendum issued to include HUD required provisions for asbestos removal; and

WHEREAS, the Housing Development Coordinator and the City Administrator recommend that the lowest bid be selected and that Wilson Backhoe, Britton, MI be engaged in the City's Standard Professional Services Contract for demolition of the property located at 353 Merrick Street at a cost not to exceed \$15,784.00, and that appropriate budget amendment be authorized.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes engagement of Wilson Backhoe, Britton, MI in the City's Standard Professional Services Contract for demolition of the property located at 353 Merrick Street at a cost not to exceed \$15,784.00.

BE IT, FURTHER, RESOLVED that the FY2010-11 Budget be amended as follows:

**Community Development Fund  
(275)**

Expenditures:		<u>Amount</u>
(275-826.00-801.000)	Contract Services	\$15,784.00
(275-990.00-990.000)	Contingency	<u>(15,784.00)</u>
	Total	<u>\$ .00</u>

**RESOLUTION CR11-005**

**RE: DEPARTMENT OF PUBLIC WORKS – MOTOR VEHICLE POOL – SALE OF  
1996 GMC SINGLE-AXLE DUMP TRUCK**

WHEREAS, the City of Adrian Department of Public Works – Motor Vehicle Pool has a 1996 GMC single-axle dump truck available for sale due to replacement; and

WHEREAS, the Department of Public Works, in conjunction with the Office of Purchasing, solicited and received quotations on March 24, 2011 with the following results:

<u>Bidder</u>	<u>Amount</u>
Dixie Surplus Machinery, Pollock, LA	\$8,678.00
Neil, Inc., Adrian, MI	\$5,675.00

WHEREAS, the Finance Director indicates that the Blue Book value of this vehicle is estimated to be \$8,000.00.

WHEREAS, the Assistant Finance Director/Purchasing Officer and City Administrator recommend selection of the highest qualified bidder, Dixie Surplus Machinery, Pollock, LA, for the disposition and sale of a 1996 GMC single-axle dump truck at a price of \$8,678.00 and that the proceeds be recorded in the Motor Vehicle Pool Revenue account (662-000.00-685.000) - Sale of Equipment.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes selection of the highest qualified bidder, Dixie Surplus Machinery, Pollock, LA, for the disposition and sale of a 1996 GMC single-axle dump truck at a price of \$8,678.00 and that the proceeds be recorded in the Motor Vehicle Pool revenue account (662-000.00-685.000) - Sale of Equipment.

**RESOLUTION CR11-006**

**RE: DEPARTMENT OF PARKS & RECREATION – Authorization to Purchase  
Chemicals for Bohn Pool**

WHEREAS, the City Purchasing Officer, on Thursday March 24, 2011, received sealed bids on behalf of the Department of Parks & Recreation for the purchase of Pulsar calcium hypochlorite briquettes (chlorine) and muriatic acid to be used at Bohn Pool; and

WHEREAS, nine (9) vendors were invited to bid, with four (4) responding as follows:

<u>Company</u>	<u>Location</u>	<u>Amount</u>
B & B Pools	Livonia, MI	\$ 1.987 per lb Chlorine \$ 4.75 per gallon Muriatic Acid
Northwest Pools, Inc.	Toledo, OH	\$ 2.08 per lb. Chlorine \$ 5.00 per gallon Muriatic Acid
JCI Jones Chemicals	Riverview, MI	No Bid - Chlorine No Bid - Muriatic Acid
Bel-Aqua Pool Supply	New Rochelle, NY	No Bid - Chlorine No Bid - Muriatic Acid

WHEREAS, as explained in the accompanying cover memo, the Parks & Recreation Director recommends engagement of the B&B Pools, Livonia, MI at an estimated cost of \$8,942 for chlorine and \$570 for muriatic acid; and

WHEREAS, the Finance Director indicates that funding for this purchase is available in the General Fund – Recreation Division (Account #101-691.00-741.061) Aquatic Supplies; and

WHEREAS, the City Administrator recommends approval of this resolution, since the total cost amounts to \$9,512, which is \$528 less than last year.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the purchase of the aforementioned chemical supplies from B&B Pools, Livonia, MI at a total estimated cost of \$9,512.

#### **RESOLUTION CR11-007**

#### **RE: FINANCE DEPARTMENT – Special Assessment Roll – Delinquent Invoices**

WHEREAS, the City Administrator has directed the City Treasurer, pursuant to Sections 70-12 and 74-169 of the Adrian City Code, to prepare a Special Assessment Roll to cover all delinquent charges for storm water utilities, rental registration and inspection fees, parking assessments, improvements or abatements of public hazards on single lots in the City of Adrian, and other miscellaneous invoices; and

WHEREAS, such assessment roll shall be reported to the City Commission in the same manner as other rolls and, likewise, includes a ten (10%) percent penalty for late payment; and

WHEREAS, the City Administrator and City Treasurer have forwarded said roll to the City Commission with recommendation that it be approved; and

WHEREAS Notice of Hearing on the confirmation of the roll shall be given not less than ten (10) days before the hearing by first class mail, addressed to the owner or party in interest of the land to be assessed as shown by the last local tax assessment records in the office of the City Assessor; and

WHEREAS, upon confirmation of the aforementioned Special Assessment Roll, the special assessments shall constitute a lien upon the premises and a charge against the owner thereof until paid.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the Special Assessment Roll for delinquent storm water utilities, rental registration and inspection fees, parking assessments, improvements or abatements of public hazards on single lots in the City of Adrian, and other miscellaneous invoices, including a ten (10%) percent penalty for late payment, and that said Special Assessment Roll be filed forthwith in the office of the City Clerk for public examination.

BE IT, FURTHER, RESOLVED that the City Commission shall meet in the Commission Chambers, 159 E. Maumee Street, Adrian, MI, at 7:00 p.m. on Monday, April 18, 2010, for the purpose of reviewing said roll and hearing and considering any objections thereto.

BE IT, FURTHER, RESOLVED that the City Clerk is hereby directed to give notice that the said Special Assessment Roll is on file for public examination and to give notice of said meeting and hearing set forth above pursuant to the provisions of Title I, Chapter 8, Section 70-13 of the Adrian City Code.

#### **RESOLUTION R11-008**

**RE: FINANCE DEPARTMENT – Special Assessment Roll – Delinquent Water and Sewer Charges**

WHEREAS, Section 94-247 of the Adrian City Code specifies that charges for water service and sanitary sewer service, under the provisions of Public Act No. 94 of 1933 (MCL 141,101 et seq.), are made a lien on the premises to which furnished; and

WHEREAS, the aforementioned Section further requires the City Administrator to annually present, at the first Commission meeting in April, a report of all delinquent charges that have remained unpaid for a period of six months; and

WHEREAS, the City Administrator and Utilities Director have forwarded said report to the City Commission for unpaid amounts totaling \$31,061.14 dating to December 1, 2010, with recommendation that it be approved; and

WHEREAS, Section 70-12 of the Adrian City Code, Single Lot Assessment, requires that Notice of Hearing on the confirmation of the roll shall be given not less than ten (10) days before the hearing by first class mail, addressed to the owner or party in interest of the land to be assessed as shown by the last local tax assessment records in the office of the City Assessor; and

WHEREAS, upon confirmation of the aforementioned Special Assessment Roll of delinquent water and sewer charges, the special assessments shall constitute a lien upon the premises and a charge against the owner thereof until paid.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the Special Assessment Roll for delinquent water and sewer charges, in the amount of \$31,061.14 including a ten (10%) percent penalty

for late payment, and that said Special Assessment Roll be filed forthwith in the office of the City Clerk for public examination.

BE IT, FURTHER, RESOLVED that the City Commission shall meet in the Commission Chambers, 159 E. Maumee Street, Adrian, MI, at 7:00 p.m. on Monday, April 18, 2011, for the purpose of reviewing said roll and hearing and considering any objections thereto.

BE IT, FURTHER, RESOLVED that the City Clerk is hereby directed to give notice that the said Special Assessment Roll is on file for public examination and to give notice of said meeting and hearing set forth above pursuant to the provisions of Title I, Chapter 8, Section 70-13 of the Adrian City Code.

On motion by Commissioner DuMars, seconded by Commissioner Steele, Consent Resolutions CR11-004 through CR11-008 were adopted by a unanimous vote.

### **REGULAR AGENDA**

#### **RESOLUTION R11-031**

#### **DEPARTMENT OF FINANCE – Delinquent Personal Property Taxes – Main Street Business LLC**

WHEREAS, in accordance with the General Property Tax Act (Public Act 206 of 1893, as amended) the City of Adrian Treasurer's Office administers and collects Real and Personal Property Taxes used to provide basic City services, such as Police and Fire services, and road improvements; and

WHEREAS, Main Street Business, LLC purchased the former Citgo gas station, located at 587 S. Main Street, in 2010; however, the outstanding delinquent personal property taxes, including administrative fee, for tax years 2007 through 2009, were not settled during the ownership transfer; and

WHEREAS, the delinquency has continued unsettled to the present with the following obligation currently outstanding:

2007-2009 Tax and Administrative Fee	\$10,115.57
2010 Tax Including April Penalty	2,512.34
Prior Jeopardy Fee	<u>120.00</u>
Total Tax Obligation	<u>\$12,747.91</u>

WHEREAS, the owner has responded to our inquiries regarding payment with an offer to bring all taxes current but requesting relief from the imposition of penalties imposed for the years 2007 through 2009, since he acquired the property in 2010; and

WHEREAS, the Treasurer's Office responded by requiring submission of a cashier's check in the amount of \$7,570.12 (including the 2010 tax of \$2,512.34 and one-half of the 2007-2009 taxes for \$5,057.78), in return for forwarding the request to the City Commission to forgive penalties on delinquent taxes for tax years 2007-2009 in the amount of \$3,927.38; and

WHEREAS, the taxpayer has submitted the required cashier's check on March 24, 2011, which is being held pending City Commission action on taxpayers request; and

WHEREAS, because Main Street Business, LLC has expressed a good faith effort to meet its tax obligations, the Finance Director and City Administrator recommend that the City Commission waive the penalties on delinquent taxes for tax years 2007-2009 in the amount of \$3,927.38 contingent upon payment of the remaining balance of \$5,177.79.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby accepts the \$7,570.12 cashier's check, submitted by Main Street Business, LLC in partial settlement of its outstanding delinquent Personal Property Tax liability for tax years 2007 through 2010 and, further, that the City Commission waive the penalties on delinquent taxes for tax years 2007-2009 in the amount of \$3,927.38 contingent upon payment of the remaining balance of \$5,177.79.

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

#### **RESOLUTION R11-032**

#### **RE: DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT – Michigan Community Development Block Grant Award Acceptance for Farmer's Market Improvement Project (MSC 210012-FMK)**

WHEREAS, the Adrian City Commission, by resolution #R10-158 dated December 10, 2010, authorized submission of a \$280,000 grant application for the Farmers' Market Improvement Project (Project No. MSC 210012-FMK) under the Michigan Community Development Block Grant (CDBG) Farm to Food Grant Program, with a commitment to fund the \$60,000 local matching requirement; and

WHEREAS, the City of Adrian's local match requirement will be met by paving the North Toledo Street parking lot, utilizing funds from the Auto Parking Fund Capital Improvement Budget; and

WHEREAS, the City has received formal notification (copy attached) from the Michigan Strategic Fund, the funding agent for the subject grant program, that the grant has been awarded for the requested amount of \$280,000; and

WHEREAS, the Community Development & Economic Development Department and City Administrator recommend acceptance of the \$280,000 CDBG Grant Award for the Farmers' Market Improvement Project (Project No. MSC 210012-FMK), authorization to complete the required environmental review and for the City Administrator to sign all necessary contract documents and request release of funds; and

WHEREAS, the Finance Director indicates that sufficient funds are available for the grant match in the Auto Parking Fund Facility Improvement Account (585-546.00-975.000).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby accepts the \$280,000 CDBG Grant Award for the Farmers' Market Improvement Project (Project No. MSC 210012-FMK), and authorizes completion of the required environmental review and the City Administrator to sign all necessary contract documents and request release of funds.

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

### **PUBLIC COMMENTS**

The following comments were heard regarding Adrian College's request for an access drive from US-223:

- Kristi Hottenstein, Adrian College, gave an overview of what the College has done so far and requested the support of the Commission to continue.
- Shirley Ehnis, Michigan Ave. resident, is against the proposed access; feels that the drawbacks outweigh the benefits to the citizens of Adrian.
- Fred Aldrich, Michigan Ave., concerned about traffic congestion. Feels that the traffic study was not clear.
- Dale Stultz, University Ave., doesn't have a problem as long as the access is a closed access and exits into the college campus only. Feels the city has had to absorb the problem the college has caused.
- Francis Coscarelli, Michigan Ave., against – neighborhood does not need any more traffic.
- Bob Ohrman, Michigan Ave., against – would cause too much traffic for the neighborhood.
- Gaylord Hill, University Ave., against – feels that the access would not help any of the residents. Fears an increase in speed people are already driving in the area.
- Richard Knorr, Michigan Ave., concerned that on-street parking on Michigan Ave. would be lost if the access drive goes in.
- Dan Ybarra, Adrian Township, was concerned about the extra traffic on Michigan Ave.
- Charlotte Kindinger, S. Scott St., against – felt that the convenience of the access drive would divert traffic away from the small businesses on W. Maumee St.
- Rhea Mills, Michigan Ave., felt that the traffic study was not far-reaching enough.
- Jon Weatherbee, Highland Dr., feels that we should do what we can to help both Adrian College and Siena Heights University.

Mayor McDowell also stated that there were 20 responses received from residents - 18 were in favor of the access drive and 2 were against it. Also feels that we should support our colleges.

Commissioner Steele stated that we are becoming more and more of a college town. We are fortunate to have Adrian College, Siena Heights University and Jackson Community College in our city.

Commissioner Clegg said he does not want to see the neighborhood change but feels that the college brings good things to the City. Thinks it could be a real improvement.

Commissioner Warren asked the college representative if the positive letters that were sent were solicited.

Jerry Wright, VP of Business Affairs, stated that the maintenance building would be relocated to behind Country Market off of Stratford Dr. That will limit any truck traffic through the neighborhood.

Commissioner Carrico felt that no one wants to deny the college an access drive from US-223 but feels that the closed access is worth looking into again.

Commissioner DuMars sees more positive than negative aspects to the access drive and feels that we should support the college as they have done so much for the city.

Commissioner Osborne feels that we have all of the information and have heard the comments. Now the Commission has to make a decision.

NOTE: The issue of the Adrian College access drive will be considered at the April 18, 2011 City Commission meeting.

#### **PUBLIC COMMENTS**

1. Duane Doyle, 604 Tabor St., presented a petition of 566 signatures to reopen Lake Adrian to fishing.
2. Allen Kern, 1249 Vine Street, asked what was happening at Cargotainer. Are they coming in or going out of town?

#### **COMMISSION COMMENTS**

No further comments.

The next regular meeting of the Adrian City Commission will be held on Monday, April 18, 2011, at 7:00 p.m. in the Chambers Building located at 159 E. Maumee St., Adrian, MI 49221.

Gary E. McDowell  
Mayor

Pat Baker  
City Clerk



# CHECK REGISTER

April 18, 2011

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

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

DCN:bjw

RESOLVED, that disbursements be and they are hereby authorized for warrants directed to be drawn on the City Treasurer for the following:

Utility Department Vouchers	
Vouchers #3433 through #3438.....	\$130,887.16
General Fund	
Vouchers #20374 through #20398 .....	\$234,702.49
Clearing Account Vouchers	
amounting to.....	<u>\$730,195.38</u>
TOTAL EXPENDITURES .....	<u>\$1,095,785.03</u>

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

April 18, 2011

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
3433	City of Adriab: Payroll	Payroll for April 1	\$ 66,718.49
3434	Consumers Energy	Water Plant Electric	\$ 10,315.62
3435	City of Adrian: Clearing Acct	April 4 Check Register	\$ 131,888.11
3436	Frontier	Wastewater Phone Bill	\$ 39.93
3437	City of Adrian: General Fund	March Expenses	\$ 46,779.07
3438	City of Adrian	March IT & MVP Exp	\$ 7,034.05

**Total \$ 262,775.27**

Less: CK #3435 \$ 131,888.11

**TOTAL \$ 130,887.16**

WW = \$ 170,141.36

WAT= \$ 92,633.91

18-Apr-11

GENERAL FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
20374	\$ 15.00	Len Country Register of Deeds	Release of Lein
20375	\$ 208,778.07	City of Adrian: Payroll	Payroll for April 1
20376	\$ 15,659.56	First Federal Bank	Soc Security April 1
20377	\$ 147.16	Consumers Energy	Heritage Park Electric
20378	\$ 68.00	Diane Hoover	Recreation Refund
20379	\$ 68.00	Dwayne Dalgard	Recreation Refund
20380		***Void***	
20381	\$ 68.00	Pat Graham	Recreation Refund
20382	\$ 68.00	Patricia St George	Recreation Refund
20383	\$ 68.00	Joyce Dahart	Recreation Refund
20384	\$ 55.00	Rita Holmes	Recreation Refund
20385	\$ 55.00	Marjorie Evans	Recreation Refund
20386	\$ 80.00	Regina Reyna	Recreation Refund
20387	\$ 150.00	Lenawee County 4H	Recreation Refund
20388	\$ 60.00	Nicole Champanois	Recreation Refund
20389	\$ 38,285.50	City of Adrian: Clearing Acct	April 4 Check Register
20390	\$ 78.00	State of Michigan	Police license plates
20391	\$ 21.12	City of Adrian	Storm Util Billing
20392	\$ 5.00	City of Adrian: Water Dept	Transfer of Funds
20393	\$ 4,291.47	Quick Service Transportation	Payroll W/E Apr 2
20394	\$ 336.50	Frontier	Various Phone Bills
20395	\$ 315.21	City of Adrian	Petty Cash
20396		City of Adrian: Utilities	Transfer State MI Funds
20397	\$ 4,046.03	Quick Service Transportation	Payroll W/E Apr 9
20398	\$ 269.37	Frontier	Various Phone Bills

\$ 272,987.99  
\$ (38,285.50) Less: CK# 20389  
\$ 234,702.49

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ABB INC	148.12		
2. ABBEY CARPET OF ADRIAN INC	407.45		
3. ABSOPURE WATER COMPANY	151.35		
4. ADRIAN CHARTER TOWNSHIP	13,615.77		
5. ADRIAN COMMUNICATIONS	631.39		
6. ADRIAN LOCKSMITH & CYCLERY	15.13		
7. ADRIAN MECHANICAL SERVICES C	1,144.71		
8. ADRIAN WATER CONDITIONING IN	19.50		
9. ADRIAN-TECUMSEH FENCE CO	195.36		
10. AIRGAS GREAT LAKES	102.45		
11. ALERE TOXICOLOGY SERVICES IN	386.00		
12. ALL AROUND CONSTRUCTION	312.00		
13. ALLEN COUNTY PUBLIC LIBRARY	4.00		
14. ALLIED WASTE SERVICES #259	2,403.00		
15. AMAZON CREDIT PLAN	217.02		
16. AMERICAN LIBRARY ASSOCIATION	31.05		
17. AMERICAN OFFICE SOLUTIONS, I	45.50		
18. AMERICAN PUBLIC WORKS ASSOC	476.00		
19. AMERICAN WATER WORKS ASSN	265.00		
20. APPLE MAT RENTAL	339.50		
21. AQUATIC TECHNOLOGY INC	61.20		
22. AUTO ZONE COMMERCIAL	346.77		
23. BAKER & TAYLOR BOOKS	1,075.11		
24. BANK OF NEW YORK MELLON	1,000.00		
25. THE BANK OF NEW YORK	393,003.14		
26. BATTERY WHOLESALE	23.34		
27. KRISTIN BAUER	20.00		
28. BILL'S SERVICE, INC.	768.63		
29. ROBERT BISHOP	236.88		
30. BLACKSTONE AUDIOBOOKS	234.40		
31. BOOK OF THE MONTH CLUB	37.62		
32. BRAKES-N-MORE	2,911.99		
33. BREATHING AIR SYSTEMS	175.00		
34. TODD BROWN	20.00		
35. BWI	249.22		
36. CHAMBERS CONTROL COMPANY	1,354.00		
37. CLEGG ELECTRIC INC.	4.00		
38. CLIFT BUICK-GMC	65.58		
39. COAST TO COAST DELI	62.88		
40. COMCAST	92.69		
41. CONTINENTAL SERVICE	997.58		
42. MIKE COON	35.00		
43. CUTLER DICKERSON CO	68.12		
44. D & N UPHOLSTERY, INC.	107.50		
45. D&P COMMUNICATIONS, INC.	1,888.78		
46. THE DAILY TELEGRAM	1,881.81		
47. DAN'S FARM SUPPLY INC	99.78		
48. JERRY DAVIS	31.79		
49. E & B SALVAGE LLC	18.50		
50. STEVE EBERLE	20.00		
51. ENGLEWOOD ELECTRICAL SUPPLY	2,232.94		
52. FASTENAL COMPANY	257.08		
53. FISHER SCIENTIFIC COMPANY LL	978.50		
54. MARK GIGAX	123.83		
55. DENISE GRITZMAKER	20.00		
56. HADDEN TIRE COMPANY	21.80		
57. SHAWN HATTERY	26.03		
58. MARGOT HAYWARD	300.00		
59. SHANE HORN	20.00		
60. HUBBARD'S AUTO CENTER INC	406.29		
61. I C M A VANTAGE POINT	5,706.64		
62. I.T. RIGHT	135.00		
63. ICMA RETIREMENT CORPORATION	155.76		
64. INFO USA MARKETING INC.	271.00		
65. JACKSON TRUCK SERVICE INC.	18.10		
66. JANWAY COMPANY USA INC	314.44		
67. TIM JUDKINS	87.03		
68. KAPNICK INSURANCE GROUP	945.00		
69. KELLER THOMA, P.C.	1,187.50		
70. KERKSTRA PRECAST	5,085.40		
71. KONICA MINOLTA BUSINESS SOLU	188.86		
72. LANSING SANITARY SUPPLY INC	503.20		
73. LEGACY PRINTING	214.08		
74. LENAWEЕ COUNTY COMMUNITY	40.00		
75. LENAWEЕ COUNTY HEALTH DEPT	295.00		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. LENAWEЕ COUNTY PROSECUTORS	546.60		
77. LENAWEЕ COUNTY TREASURER	515.71		
78. LENAWEЕ TIRE & SUPPLY CO, IN	1,843.40		
79. LENCO PAINTING, INC.	1,297.00		
80. LEWIS AUTO TRIM	335.00		
81. LEXIS NEXIS RM INC	150.00		
82. LEXISNEXIS OCC HEALTH SOLUTI	64.93		
83. LOWE'S CREDIT SERVICES	878.67		
84. LYDEN OIL COMPANY	1,686.20		
85. CHARTER TOWNSHIP OF MADISON	53,779.68		
86. MANPOWER OF LANSING MI INC.	2,632.50		
87. MAPLE CITY GLASS INC.	159.43		
88. MAPLE CITY SWINGERS	285.00		
89. MASSON'S ELECTRIC, INC	240.00		
90. GARY MCDOWELL	20.00		
91. MCGOWAN ELECTRIC SUPPLY INC	85.10		
92. MICHIGAN DEPARTMENT OF	1,052.57		
93. MICHIGAN METER TECHNOLOGY GR	4,300.00		
94. MICHIGAN OFFICE SOLUTIONS	243.45		
95. MICHIGAN REC & PARK ASSOC	40.00		
96. STATE OF MICHIGAN	1,085.79		
97. MICHIGAN STATE POLICE	950.00		
98. MICROMARKETING LLC	391.14		
99. MIDWEST TAPE	321.16		
100. MILLIPORE CORPORATION	441.78		
101. MUNICIPAL EMPLOYEES' RETIRE	72,500.55		
102. MUNICIPAL UNEMPLOYMENT COMP	96,055.01		
103. MUNICIPAL WEB SERVICES	357.50		
104. NEXTEL COMMUNICATIONS	1,086.11		
105. OCCUHEALTH - WOLF CREEK	84.00		
106. OFFICEMAX CONTRACT INC.	222.33		
107. MIKE OSBORN	132.36		
108. PAIN ENTERPRISES, INC.	635.00		
109. PARAGON LABORATORIES INC	60.00		
110. DAVID PATE	20.00		
111. PEERLESS SUPPLY INC	112.41		
112. PET'S SUPPLIES PLUS	52.98		
113. PETERSON'S	110.61		
114. GLENN PRESTON	20.00		
115. QUICK SERVICE TRANSPORTATION	3,001.65		
116. QUILL CORPORATION	1,124.66		
117. R & B SUPPLY CO, INC.	85.00		
118. RECREATION SUPPLY CO	682.69		
119. RED PAINT PRINTING LLC	30.00		
120. REHMANN ROBSON	1,075.00		
121. TIM RITCHIE	20.00		
122. SAFETY SYSTEMS INC.	111.00		
123. SAFEWAY MOVING & STORAGE	588.00		
124. SCHOLASTIC INC	313.65		
125. SHERWIN-WILLIAMS CO	39.90		
126. SHIVELY-BOUMA INC	2,175.00		
127. SIGN LANGUAGE SIGNS, INC.	135.00		
128. ANN-MARIE SNYDER	100.00		
129. CAROL SOUCHOCK	28.56		
130. STEVENS DISPOSAL	2,330.00		
131. STEVENSON LUMBER, INC.	126.48		
132. JEFFREY A. STICKNEY, DO,PC	16.00		
133. STODDARD SILENCERS, INC	280.76		
134. TDS SECURITY	409.50		
135. THOMAS SCIENTIFIC, INC	801.65		
136. TIME EMERGENCY EQUIPMENT INC	459.64		
137. TIPTON, GLENNA M	13.62		
138. TOLEDO ZOO EDUCATION DEPT.	100.00		
139. TRACTOR SUPPLY COMPANY	671.93		
140. TRI-COUNTY INTERNATIONAL TRU	299.60		
141. PAUL TRINKA	20.00		
142. TTB CLEANING LLC	3,240.00		
143. ULTIMATE SHOP, LLC	10.00		
144. UPSTART LIBRARY PROMOTIONS	695.40		
145. UTILITIES INSTRUMENTATION SE	5,685.41		
146. VAN BRUNT TRANSPORT INC	2,034.72		
147. VICTORY LANE QUICK OIL CHG	25.97		
148. VISION PERFORMANCE GROUP	1,699.00		
149. WARREN HOLDING CO LLC	1,370.00		
150. WASHOVIA SERVICES INC	5,045.18		

04/13/2011  
12:53 pm

CITY OF ADRIAN

PAGE 3

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. KRISTEN WETZEL	139.23	_____	_____
152. RYAN WHITE	20.00	_____	_____
153. WRIGHT TREE SERVICE, INC	3,062.12	_____	_____
**TOTAL ALL CLAIMS**	730,195.38		



# CONSENT AGENDA

CR-1

**RESOLUTION**  
**04-5**

WHEREAS, the City Administrator has approved certain temporary control orders, and after review has now made recommendation that they be made permanent, therefore so be it,

RESOLVED, that the permanent traffic control orders, adopted October 6, 1958, be amended to include or change the following:

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LOCATION: Downtown Parking

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TYPE OF WORK:

**RESCIND** "2 HR PARKING 8AM-6PM MON-FRI" on the following downtown City Streets:

1. **Main Street** between Church and Maumee Streets, both sides of the street facing south six signs (three signs on each side of the Street) evenly spaced the entire length of the block.
2. **Main Street** between Toledo and Maumee Streets, both sides of the street facing south, six signs (three signs on each side of the Street) evenly spaced the entire length of the block.
3. **Main Street** between Front and Toledo Streets, both sides of the street facing south, six signs (three signs on each side of the Street) evenly spaced the entire length of the block.
4. **Toledo Street** between Broad and Main Streets, both sides of the street where parking is permitted, one sign for each area on each side of the street
5. **Toledo Street** between Main and Winter Streets, both sides of the street where parking is permitted, on sign for each area on each side of the street.
6. **Maumee Street** between Broad and Main Streets, both sides of the street, six signs (three on each side of the Street) evenly spaced the entire block.
7. **Maumee Street** between Winter and Main Streets, both sides of the street, six signs (three on each side of the Street) evenly spaced the entire block.
8. **Winter Street** between Maple and Front, both sides of the street, four signs (two signs on each side) evenly spaced in the block.
9. **Winter Street** between Maumee and Pearl Streets, on the west side only, two signs evenly spaced designating the beginning and ending of 2-hour parking.
10. **Winter Street** between Pearl and Church Streets, on the west side only, two signs evenly spaced designating the beginning and ending of 2-hour parking.
11. **Pearl Street** between Winter and College Streets, on the south side only, two signs evenly spaced designating the beginning and ending of 2-hour parking.

**12. Maiden Lane** – post four 2-hour parking signs. From the point the sidewalk stops on Main Street, 35 feet west on the south side of Maiden Lane, Post “No Parking Anytime.”

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Respectfully,

A handwritten signature in black ink that reads "Terrence B. Collins". The signature is written in a cursive style with a large, prominent "T" and "C".

TERRENCE B. COLLINS,  
Chief of Police

TBC/skj

DATED: 4-6-11

CR-2

## Adrian Fire Department



# Memorandum

**To:** Mayor Gary McDowell, Adrian City Commission  
**From:** Paul G. Trinka  
**CC:** City Administrator Dane Nelson, Cindy Prue, Jeff Pardee  
**Date:** April 14, 2011  
**Re:** Uniform Bid

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Bids were received March 29, 2011 for Fire Department uniforms. After review, the Fire Chief has recommended that the bids be awarded to Superior Uniform of Toledo, OH for uniforms and to Stitch Wizard of Tecumseh, MI for the tee shirts, sweatshirts and polo shirts. I concur with his recommendation.

Three firms responded to the offer to bid. I urge your favorable consideration to award the uniform bid to Superior Uniform and Stitch Wizard for the prices as listed in the attached bid tabulation.

Respectfully submitted,

  
Dane C. Nelson  
City Administrator

The Fire Department solicited bids for station uniforms. Vendors bid on all or part of the specification. The specifications were written for Elbeco uniform shirts and trousers and a t-shirt, sweatshirt and polo shirt as part of the package. The Elbeco line is a mid-grade uniform supplier.

Due to varying quantities from year to year it is difficult to predict an exact amount for the bid. Reviewing the submissions I would recommend the bid from Superior Uniform (Elbeco) from Toledo, Ohio for the uniform components and Stitch Wizard of Tecumseh, Michigan for the tee shirts, sweatshirts and polo shirts.

CITY OF ADRIAN, MICHIGAN  
 FIRE UNIFORMS  
 DUE DATE: MARCH 29, 2011

ITEM	North Eastern Uniform Saline, MI	Superior Uniform Toledo, OH	Stitch Wizard Tecumseh, MI
Uniform Shirt-LS	\$ 37.00	\$ 33.75	
Uniform Shirt-SS	\$ 33.00	\$ 29.50	
Uniform Pant	\$ 53.00	\$ 50.75	
Uniform Pant-Alt		\$ 44.25	
EMS Trouser	\$ 93.50	\$ 48.50	
EMS Trouser-Alt	\$ 59.00	\$ 73.25	
EMS Cargo Pant		\$ 58.25	
EMS Shorts	\$ 23.00	\$ 20.75	
Coveralls	\$ 35.00	\$ 27.75	
Uniform Jacket #1	\$ 89.00	\$121.75	
Uniform Jacket #2	\$ 89.00	\$111.00	
Uniform Jacket #3	\$ 99.95	\$ 98.75	
Tee Shirt	\$ 15.00		
Sweatshirt	\$ 25.00		
EMS Jacket		\$ 350.00	
Sweaters	\$ 45.00	\$ 30.25	
Turtleneck Shirt	\$ 24.00	\$ 27.50	
Golf Shirt	\$ 25.00		\$ 19.75 \$28.00 2XLT \$ 29.00 3XLT
Uniform Tie-Clip On	\$ 3.50	\$ 5.75	
Uniform Tie-Regular	\$ 3.50	\$ 5.25	
Uniform Belt-Hidden	\$ 16.00	\$ 14.75	
Uniform Belt-Velcro	\$ 16.00	\$ 23.00	
Uniform Hat	\$ 44.50	\$ 39.75	
Duluth Tees			\$ 18.00 up to 2XLT \$ 21.00 2XLT
Game Workshirt Style 870-applied on back			\$ 53.00
Game Workshirt Style 8025T			\$ 46.00 \$ 51.00 for Tall
Sew Patches on sleeves			\$ 2.00
Delivery	30 days	30 days	14 days

**CR11-010**

April 18, 2011

**RE: FIRE DEPARTMENT – Award Bid for Uniforms for the Firefighters**

**RESOLUTION**

WHEREAS, sealed bids were received on March 29, 2011 for the annual purchase of Fire Department uniforms; and

WHEREAS, said bids have been tabulated and recommendations made by the Fire Chief and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the bid for Fire Department uniforms be awarded to Superior Uniform of Toledo, OH, and Stitch Wizard of Tecumseh, MI for the items and prices as listed in the bid tabulation and under the terms and conditions as specified and as proposed in their sealed bids dated March 29, 2011.

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

CR-3

# MEMO

---



DATE: April 14, 2011  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Lawn Fertilization and Weed Control

I concur with the recommendation of the Parks & Recreation Director to award the bid for lawn fertilization and weed control to Beaubien Landscape Development Property Maintenance of Adrian, MI for the items and prices as listed in the bid tabulation. As noted in the attached memo, the average application price per acre was used to determine the lowest bidder. The work will include the Fee Parks, in-town baseball fields and broadleaf and grub control at Oakwood Cemetery.

Six firms responded to the offer to bid. Sufficient funds are available in the Fee Estate (\$5,400) and from Parks General (\$1,000) for this annual expense. I urge your favorable consideration authorizing this expense for the 2011 and 2012 season.

Respectfully submitted,

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

Dane C. Nelson  
City Administrator

DCN:bjw

CR-3

**TO:** Dane C. Nelson, City Administrator  
**FROM:** Mark K. Gasche, Parks and Recreation Director  
**DATE:** April 12, 2011  
**SUBJECT:** Bid Recommendation – Lawn Fertilization and Weed Control

Sealed bids were received on Thursday April 7, 2011 for lawn care services at various locations throughout the City of Adrian. Six vendors responded and five met the specifications (TruGreen did not meet the specifications for fertilizer). The bid tabulation is attached.

After review with staff, it is my recommendation the bid be awarded to Beaubien Landscape Development and Property Maintenance for the per acre prices listed below:

<u>Service</u>	<u>2011</u>	<u>2012</u>
Crabgrass Control	\$65.00	\$70.00
Fertilization	\$70.00	\$75.00
Broadleaf Control	\$65.00	\$70.00
Spring Grub Control	\$75.00	\$80.00
Summer Grub Control	\$90.00	\$95.00

The average application price per acre was used to determine the lowest bid. Beaubien's per acre price is \$73.00 which is \$22.00 lower than then the next lowest bid from WeedMan (Holland, OH). It should also be noted that the discrepancy in price for grub control was caused by four of the vendors bidding a more expensive product than we specified in our bid. We estimate that the total cost for 2011 will be \$6,400 (\$5,400 from the Fee Estate and \$1,000 from Parks General) which will cover the Fee Parks, the in-town baseball fields and broadleaf and grub control for Oakwood Cemetery.

If the successful bidder provides acceptable service, staff requests the ability to renew this contract for the 2012 at the pricing listed above.

**CITY OF ADRIAN, MICHIGAN**  
**LAWN FERTILIZATION**  
**DUE DATE: APRIL 7, 2011**

**2011 Pricing per acre**

<b>Per Acre</b>	<b>TruGreen Ypsilanti MI</b>	<b>Beaubien Co Adrian, MI</b>	<b>Family Lawncare Adrian, MI</b>	<b>Weed Man Holland OH</b>	<b>GreenBlade Addison, MI</b>	<b>United Lawnscape Washington Twp MI</b>
<b>CrabgrassControl:</b>						
.1 to .5 acre	\$30.00	\$65.00	\$105.00	\$95.00	\$75.00	\$110.00
.6 to 1 acre	\$30.00	\$65.00	\$105.00	\$95.00	\$75.00	\$ 88.00
1.1 and up acre	\$30.00	\$65.00	\$105.00	\$95.00	\$75.00	\$ 74.00
<b>Fertilization:</b>						
.1 to .5 acre	\$79.50	\$70.00	\$105.00	\$95.00	\$138.00	\$ 96.00
.6 to 1 acre	\$79.50	\$70.00	\$105.00	\$95.00	\$138.00	\$ 82.00
1.1 and up acre	\$79.50	\$70.00	\$105.00	\$95.00	\$138.00	\$ 66.00
<b>Broadleaf:</b>						
.1 to .5 acre	\$16.00	\$65.00	\$135.00	\$95.00	\$46.00	\$ 82.00
.6 to 1 acre	\$16.00	\$65.00	\$135.00	\$95.00	\$46.00	\$ 70.00
1.1 and up acre	\$16.00	\$65.00	\$135.00	\$95.00	\$46.00	\$ 59.00
<b>Spring Grub:</b>						
.1 to .5 acre	\$400.00	\$75.00	\$195.00	\$95.00	\$400.00	\$ 132.00
.6 to 1 acre	\$400.00	\$75.00	\$195.00	\$95.00	\$400.00	\$ 121.00
1.1 and up acre	\$400.00	\$75.00	\$195.00	\$95.00	\$400.00	\$ 111.00
<b>Summer Grub:</b>						
.1 to .5 acre	\$200.00	\$90.00	\$175.00	\$95.00	\$400.00	\$ 132.00
.6 to 1 acre	\$200.00	\$90.00	\$175.00	\$95.00	\$400.00	\$ 121.00
1.1 and up acre	\$200.00	\$90.00	\$175.00	\$95.00	\$400.00	\$ 111.00

**RE: PARKS & RECREATION – Lawn Fertilization and Weed Control Contract**

**RESOLUTION**

WHEREAS, sealed bids were received Thursday, April 7, 2011 for lawn care services at various locations throughout the City of Adrian; and

WHEREAS, six (6) vendors responded and five (5) met the specifications (Trugreen did not meet the specifications for fertilizer); the bid tabulation is attached; and

WHEREAS, the Parks & Recreation Director and City Administrator recommend the bid be awarded to Beaubien Landscape Development and Property Maintenance, Adrian, MI for the per acre prices listed below for the period 2011 and 2012:

<u>Service</u>	<u>2011</u>	<u>2012</u>
Crabgrass Control	\$65.00	\$70.00
Fertilization	\$70.00	\$75.00
Broadleaf Control	\$65.00	\$70.00
Spring Grub Control	\$75.00	\$80.00
Summer Grub Control	\$90.00	\$95.00

WHEREAS, the average application price per acre was used to determine the lowest bid; Beaubien’s per acre price is \$73.00, which is \$22.00 lower than the next lowest bid from WeedMan, Holland, OH; and

WHEREAS, the Finance Director estimates the annual cost to be \$6,400 and indicates that sufficient funds are available for this purpose, \$5,400 from the Fee Estate and \$1,000 from Parks General, which will cover the Fee Parks, the in-town baseball fields and broadleaf and grub control for Oakwood Cemetery.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby selects the recommended bid and authorizes engagement of Beaubien Landscape Development and Property Maintenance, Adrian, MI for the per acre prices listed above for the period 2011 and 2012 for lawn care services at various locations throughout the City of Adrian.

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

CR-4

# MEMO

---



DATE: April 14, 2011  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Traffic Signal Upgrades

I concur with the recommendation of the City Engineer to award the bid for traffic signal upgrades to Rauhorn Electric, Inc. of Macomb, MI in the amount of \$8,875.00. Work will include signal upgrades on Beecher Street at the intersections of Winter, Division, Center and Treat, as well as on Broad at Maple.

Four firms responded to the offer to bid. Sufficient funds are available in the Major Street Fund – Contract Services - Signal Maintenance account.

Respectfully submitted,

Dane C. Nelson  
City Administrator

DCN:bjw

CR-4

April 12, 2011



**MEMORANDUM**

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Traffic Signal Upgrade Bids

We received bid on April 7, 2011 for Traffic Signal Upgrades on Beecher St. at Winter, Division, Center and Treat and Maple St. & Broad St. Below are the tabulations for the bids received:

CITY OF ADRIAN, MICHIGAN  
TRAFFIC SIGNAL UPGRADES  
DUE DATE: APRIL 7, 2011

BIDDER	AMOUNT	
Rauhorn Electric Inc Macomb, MI	\$ 8,875.00	Begin: 10 days Complete: 25 days
Masson's Electric Adrian, MI	\$ 9,725.00	Begin: 30 days Complete: 30 days
JR Howell Airport Lighting Luther MI	\$ 9,800.00	Begin: 110 days Complete: 120 days
Severance Electric Kalamazoo, MI	\$ 13,677.85	Begin: 30 days Complete: 60 days

I recommend all parts of this bid be awarded to Rauhorn Electric of Macomb, MI. in the amount of not to exceed \$8,875.00. We have checked references on this contractor and have confirmed they are experienced with this type of work. There were no bids that met the requirements of the Local Preference Policy for any of the sections of work.

Funds for these projects are available in the following fund:

Major Street Fund: 202-474.00-801.108

**CR11-012**

**April 18, 2011**

**RE: DEPARTMENT OF PUBLIC WORKS – TRAFFIC SIGNAL UPGRADE CONTRACT**

**RESOLUTION**

WHEREAS, on behalf of the Department of Public Works, the City of Adrian Purchasing Office has solicited and received bids on Thursday, April 7 traffic signal upgrades on Beecher St. at Winter, Division, Center and Treat and Maple St. & Broad St.; and

WHEREAS, in response to a Request-for-Proposal, a total of four (4) bids were received, detailed as follows:

BIDDER	AMOUNT	
Rauhorn Electric Inc Macomb, MI	\$ 8,875.00	Begin: 10 days Complete: 25 days
Masson's Electric Adrian, MI	\$ 9,725.00	Begin: 30 days Complete: 30 days
JR Howell Airport Lighting Luther MI	\$ 9,800.00	Begin: 110 days Complete: 120 days
Severance Electric Kalamazoo, MI	\$ 13,677.85	Begin: 30 days Complete: 60 days

WHEREAS the City Engineer and City Administrator recommend acceptance of the low bid, Rauhom Electric, Inc, Macomb, MI for \$8,875.00 traffic signal upgrades on Beecher St. at Winter, Division, Center and Treat and Maple St. & Broad St; and

WHEREAS the Finance Director has verified compliance with the Local Preference Policy and indicates that sufficient funds are available for this purpose in the Major Street Fund (202-474.00-801.108) Contract Services – Signal Maintenance Account.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the low bid and engagement of Rauhom Electric, Inc, Macomb, MI in the City's Standard Professional Services Contract to provide traffic signal upgrades on Beecher St. at Winter, Division, Center and Treat and Maple St. & Broad St. at a cost not to exceed \$8,875.00.

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

CR-5

**CR11-013**

April 18, 2011

**RE: DEPARTMENT OF FINANCE – FY2011-12 BUDGET AND GENERAL APPROPRIATIONS ACT – NOTICE OF PUBLIC HEARING**

**RESOLUTION**

WHEREAS, the Adrian City Charter, as well as Michigan Public Act 5 of 1982, requires that a Public Hearing be held prior to the adoption of the proposed Budget and General Appropriations Act and that a notice of such hearing be published in a newspaper of general circulation at least one (1) week in advance of said hearing; and

WHEREAS, the Adrian City Charter provides that a budget be adopted no later than the second week of May for the ensuing fiscal year, accompanied by action authorizing a millage rate to fund said budget.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission shall meet in the Commission Chambers, 159 E. Maumee Street, on Monday, May 2, 2011 at 7:00 p.m. for the purpose of hearing comments regarding the adoption of the proposed FY2011-12 Budget and General Appropriations Act.

BE IT, FURTHER, RESOLVED that the City Clerk is hereby directed to publish a Public Notice of said hearing, in accordance with the provisions of the City Charter, as well as state and federal statutes.

BE IT, FURTHER, RESOLVED that Notice of Public Hearing shall include the date, time and place of said hearing, a summary of the entire budget, the citizens' right to present oral and written comments, and statements of where and when the proposed budget may be examined.

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



# REGULAR AGENDA

0-1

April 13, 2011

Honorable Mayor  
and City Commission:

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

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

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

Respectfully submitted,



Denise Cook, Secretary

**ORDINANCE NO. 11-001**

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

The City of Adrian Ordains:

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

**2.90.01      Medical Marihuana**

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

**2.90.02      Medical Marihuana Primary Caregiver**

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

**2.90.03      Medical Marihuana Caregiver Facility**

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

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

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

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

- a. **No such facility shall be situated within 1,000 feet of any of the following uses:**

1. **any similar facility**
2. **a school, public or private, including pre-school through college**

- b. **No such facility shall be situated within 500 feet of any of the following uses:**

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

INTRODUCTION-----April 18, 2011

SUMMARY PUBLISHED-----

ADOPTION-----

COMPLETE PUBLICATION-----

EFFECTIVE DATE-----

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

50-11 R-1

April 18, 2011

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments to approval of a Special Assessment Roll for delinquent invoices for storm water utilities, rental registration/inspection fees, parking assessments, improvements or abatements of public hazards on single lots in the City of Adrian and other miscellaneous invoices.

Discussion

When the Mayor called for final objections \_\_\_\_\_  
\_\_\_\_\_ and he declared the hearing closed.

**R11-033**

April 18, 2011

**RE: FINANCE DEPARTMENT – Approve Special Assessment Roll for Delinquent Invoices**

**RESOLUTION**

WHEREAS, Sections 70-12, 74-169, 10-94 and 10-98 of the Adrian City Code provides that any expense or cost incurred by the City upon or in respect to any single lot, delinquent storm water utility, rental property registration and/or inspection fees and parking assessments requires that the City Treasurer prepare a Special Assessment Roll for any such charges which have not been paid; and

WHEREAS, notice has been given and a hearing held for the purpose of reviewing the said Roll and hearing and considering any objections thereto.

NOW, THEREFORE, BE IT RESOLVED that the said Special Assessment Roll for the attached delinquencies be, and the same is hereby confirmed.

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

50-2, R-2

April 18, 2011

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments to approval of a Special Assessment Roll for delinquent water and sewer charges.

Discussion

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

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

City of Adair  
Special Assessment roll

RE: Property 112 Seely SE.

I am the landlord of the above property  
my name is (Joe Alshabi)

1. The above property was rented to Dawn Lindsay  
The water was turned on by her name, she was paying  
every water bill, after she left the property she told me  
that she will take care of the water bill!
2. The same property was rented to Aaron Deakins again  
The water was turned on in his name, he moved  
out without paying the water bill.

my case is in your hands, all I am asking  
you to be fair.

thank you

~~Joe Alshabi~~

Joe Alshabi

4.12.11

# PAST DUE REMINDER

**CITY OF ADRIAN**  
UTILITIES DEPARTMENT  
135 E. MAUMEE STREET  
ADRIAN MI, 49221  
(517) 264-4821



### Service Address

112 SEELEY ST

Account Number	Notice Date
0307-00680-28-1	03/07/2011

**Amount Past Due** \$116.67

**Amount Enclosed**

SHABI, JOSEPH AL  
826 N MAIN ST  
ADRIAN, MI 49221

**PAY BY CREDIT CARD**  
[www.ci.adrian.mi.us](http://www.ci.adrian.mi.us)  
or partial payments by phone  
1-800-272-9829 (J-Code 7093)



Detach and return the above portion with your payment  
When paying in person, please bring entire notice

**CITY OF ADRIAN**  
UTILITIES DEPARTMENT  
135 E. MAUMEE STREET  
ADRIAN MI, 49221  
(517) 264-4821

# PAST DUE REMINDER

*Retain this portion for your records*

### Service Address

112 SEELEY ST

Account Number	Notice Date
0307-00680-28-1	03/07/2011

**Amount Past Due** \$116.67

**OUR RECORDS INDICATE THAT THE ABOVE ACCOUNT IS UNPAID.  
IF PAYMENT HAS BEEN MADE, PLEASE DISREGARD THIS NOTICE.**

**PROTECT YOUR CREDIT...PAY TODAY!**

*Payment arrangements must be made in person at the Utilities Department.  
Office Hours: 8:00 a.m. to 4:30 p.m.  
Monday through Friday*

# PAST DUE REMINDER

**CITY OF ADRIAN**  
UTILITIES DEPARTMENT  
135 E. MAUMEE STREET  
ADRIAN MI, 49221  
(517) 264-4821



## Service Address

112 SEELEY ST

## Account Number

0307-00680-29-1

## Notice Date

02/07/2011

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The City of Adrian Utilities Department - Adrian City Hall - 135 E. Maumee Street - Adrian MI 49221  
Phone (517) 264-4821 Fax (517) 266-4693

**NOTICE OF HEARING TO REVIEW  
SPECIAL ASSESSMENT ROLL**

To the OWNERS OF PROPERTY wherein an expense or cost has been incurred by the City of Adrian, Michigan for charges on delinquent water and sewer charges in the City of Adrian.

WHEREAS, Section 94-247 of the Adrian City Code specifies that charges for water service and sanitary sewer service under the provisions of Public Act No. 94 of 1933 (MCL 141.101 et. seq.) are made a lien on the premises to which furnished.

TAKE NOTICE that a special assessment roll has been prepared in accordance with the provisions of Section 70-12 and Section 74-169 of the Adrian City Ordinance to cover all delinquent charges for water and sewer charges in the City of Adrian.

That said SPECIAL ASSESSMENT ROLL is on file for public examination with the City Clerk and any person deeming him/herself aggrieved by said roll may appear and be heard at the hearing specified below.

TAKE FURTHER NOTICE that the Adrian City Commission will meet in the **CHAMBERS BUILDING at 159 E. MAUMEE ST., ADRIAN, MI at 7:00 p.m. on MONDAY, APRIL 18, 2011** for the purpose of reviewing the said roll and hearing and considering any objections thereto.

**TAKE FURTHER NOTICE** that appearance and protest at this hearing is required in order to appeal the amount of the special assessment to the State Tax Tribunal if an appeal should be desired. A property owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment or may file his or her objection by letter delivered to the City Clerk by 4:00 p.m. on Monday, April 18, 2011 and his or her personal appearance shall not be required. The property owner, or any person having an interest in the property subject to the proposed special assessment, may file a written appeal of the special assessment with the State Tax Tribunal within thirty (30) days after confirmation of the special assessment roll if that special assessment is protested at this hearing.

If you have any questions concerning the amount listed below, please contact the Utilities Department at 517-264-4835 or the City Treasurer at 517-264-4826.

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ACCOUNT NO: 0307-00680-29-1  
PROPERTY NO: XAO-250-5023-00  
PROPERTY ADDRESS: 112 Seeley St.  
OWNER: Joseph Al Shabi  
AMOUNT DUE: \$113.77

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PROPERTY NO: XAO-250-5023-00  
PROPERTY ADDRESS: 112 Seeley St.  
OWNER: Joseph Al Shabi  
AMOUNT DUE: \$116.67

Luis & Susan Lee  
3381 Spielman Rd.  
Adrian, MI 49221

April 11, 2011

City Clerk Office  
Attn: Pat Baker  
Water Department  
135 E. Maumee  
Adrian, MI 49221

Dear Pat:

RE: Account # 0210-03120-07-1 /Property #XA0-610-0054-00 /640 Gulf St. Adrian

I am writing to object to the charges of water accessed on the above property. This situation could have been avoided had the matter been handled differently at the water dept. This particular tenant moved in December of 2009. They never paid **any** water bills.

I had started eviction in March of 2010 and went down to the water dept. and explained that this particular individual was incarcerated and his girlfriend and others were living at the premises. He or no one for that matter had paid any water bills since moving in and I asked the water dept. to please shut off the water that I would not be responsible for the bills.

The water department explained the policies regarding shut off procedures which I disagreed with because technically the bill was already two months in arrears. The water dept. told me it would be turned off on in approximately two weeks because someone had called in and asked for an extension. I explained it could not have been Josh Slaughter (tenant) because he was incarcerated. The water dept. told me that it would be shut off in approximately two weeks that date came and went and they still had not shut off the water! I knew this because I would go to the house daily to request rent and the eviction was still going through its process in court. So again I called the water dept. and told them that they did not shut the water off on the date they promised. They told me "Ed" was on vacation and my reply was "well doesn't someone else have the tool to shut the water off?" It ultimately was turned off that day the tenants moved that evening.

My point here is you allowed a tenant to use the system because you (City of Adrian) know that we landlords are going to pay in the end. I now am aware of the \$150 deposit option after many complaints over this particular case. This deposit option was brought to my attention. Apparently this option was never sent out in letter form to landlords?

This was unjust for you to allow a person(s) to use the system to their advantage and penalize a property owner **especially** since I brought this to the attention of the water dept. repeatedly. My thoughts are that it was obvious to the water dept. that these people were not going to pay. They never paid anything since moving in and I believe it was unfair for the water dept. to allow these tenants to continue to use water on my dime. Common sense could have been used in this situation and from a collection stand point I feel it was blatantly obvious what was happening. Therefore I object to this bill and ask the City of Adrian to collect it from Josh Slaughter, the tenant and not us.



Luis Lee  
Susan Lee

**DELINQUENT UTILITY ACCOUNTS 2011**

ADDRESS	TAX ID	OWNER	AMOUNT PAID	ACCOUNT	PREVIOUS OWNER/TENANT
134 PARK	XA0-220-3006-00	BENNINA TREVINO	\$ 20.69	0101-02120-06-1	BENINA TREVINO
4 MAUMEE CT	XA0-630-0004-00	JEFFREY HOUGHTON	\$ 221.44	0101-03140-03-1	SCOTT HOSLER
117 E MAUMEE ST	XA0-000-0029-00	P & S 500 PROPERTIES	\$ 223.60	0102-02580-02-1	PAUL WIESMAN
115 E MAUMEE ST	XA0-000-0029-00	P & S 500 PROPERTIES	\$ 190.28	0102-02600-02-1	WIESMAN, PAUL
145 CHANDLER ST	XA0-450-0006-00	MICHAEL MOORE	\$ 165.64	0102-03620-07-1	ABEL TREVINO
157 CHANDLER ST	XA0-450-0002-01	MAX SOTO	\$ 105.76	0102-03660-17-1	ENRIQUE CAVASOS
316 SUMMER ST	XA0-390-0010-00	GORDON BUSSING	\$ 149.85	0103-00880-09-1	BRIDGETT SLATER
104 TOLEDO ST	XA0-000-0024-02	NICHOLAS BISHOP	\$ 114.51	0103-02640-06-1	JOHNNIES DAWG HOUSE
137 N MCKENZIE ST	XA0-640-0015-00	STORNANT, BENEDICT	\$ 150.59	0104-00080-21-1	EMILY DEATRICK
546 NORTHWESTERN DR	XA0-675-0049-00	NAGYPAL, JAMES N	\$ 69.23	0105-00180-09-1	NAGYPAL, JAMES A
460 NORTHWESTERN DR	XA0-675-0061-00	CHADWICK DINIUS	\$ 44.19	0105-00420-07-1	JUSTIN HAYES
701 LELAND CT	XA0-675-0086-00	BILLY CHESSE	\$ 123.51	0105-01280-17-1	ROBERT ALCOCK
718 LELAND CT	XA0-675-0091-00	RONALD ROWLEY	\$ 248.37	0105-01380-11-1	ALBERTO RIOS
109 BUDLONG ST	XA0-445-0059-00	GARRY KNADLER	\$ 222.16	0106-03540-07-1	YOLANDA ALBA
145 BUDLONG ST	XA0-445-0053-00	MICHAEL POLLEY	\$ 65.60	0106-03660-05-1	ASHLEY RODRIGUEZ
922 BRADISH ST	XA0-100-0358-02	ROBERT MCFARLAND	\$ 158.90	0107-01345-11-1	BRANDON KREIGHBAUM
629 S SCOTT ST	XA0-405-5027-00	WILLIAM PAGEL	\$ 22.00	0107-01640-12-1	WILLIAM PAGEL
1344 HARRISON PL	XA0-455-0008-00	NOEMI KLIPFEL	\$ 26.10	0108-01940-08-1	ERIN SPAHR
147 N CHARLES ST	XA0-600-0006-01	CAROLYN BARTLETT	\$ 100.90	0108-03020-22-1	CAROLYN BARTLETT
1515 CANTERBURY ST	XA0-810-0099-00	JOHN GUZMAN	\$ 141.81	0109-02620-07-1	AMBER SEXTON
1510 CANTERBURY ST	XA0-810-0002-00	THOMAS MILLER	\$ 139.51	0109-02720-12-1	JOSHUA MOOREHEAD
1341 TRENTON RD	XA0-780-0010-00	ISAAC BLUMENAUER	\$ 22.40	0110-00540-11-1	R E GOEDERT/RICHARD KING
1033 W MAPLE AVE	XA0-275-0028-00	HORACE HODGES	\$ 54.73	0110-03320-11-1	H P K HODGES
1502 BROOKFIELD CT	XA0-720-0047-00	TERRY BYARS	\$ 48.90	0110-05450-13-1	PATRICA DAMON
1207 SAND CREEK HWY	XA0-133-3340-00	TAMMY MCCOY	\$ 65.26	0110-07204-03-1	MICHELLE SWINEHART
745 COLLEGE AVE	XA0-305-4011-00	LOUIS DEROECK	\$ 117.51	0201-00080-07-1	MICHAEL BLAIR
1110 PETOSKEY CT	XA0-555-0034-00	VISION PROPERTIES	\$ 183.04	0201-02620-13-1	LINDA ELMORE
412 MERRICK	XA0-380-0018-00	CONNIE CARRASCO	\$ 148.22	0202-03340-14-1	CONNIE CARRASCO
468 MERRICK	XA0-380-0039-00	MEL LEWIS	\$ 299.84	0202-03520-14-1	JEANETTE SOBOTA
474 MERRICK	XA0-380-0041-00	BSVAK, LLC	\$ 362.48	0202-03540-29-1	CRYSTAL LANTZ
513 MICHIGAN AVE	XA0-100-0139-01	ALBERT HULSHOF	\$ 20.66	0202-03880-40-1	XAVIEN GAUNA
450 S MAIN ST	XA0-245-4010-00	KYLE NORTON	\$ 234.25	0203-01680-04-1	KYLE NORTON
450 S MAIN ST	XA0-245-4010-00	KYLE NORTON	\$ 88.51	0203-01680-05-1	JEFF IRVINE
730 S MAIN ST	XA0-246-0017-01	TSOU PARTNERSHIP	\$ 1,315.99	0203-02780-07-1	VASQUEZ VENTURES INC.
1001 S MAIN ST	XA0-340-0038-01	PIZZA HUT OF AMERICA INC	\$ 392.73	0203-03077-02-1	PIZZA HUT 10801
964 CATON AVE	XA0-340-0063-00	CATON VALLEY LLC	\$ 794.48	0203-03081-04-1	MEL LEWIS
517 S MAIN ST	XA0-570-0019-00	FIRST HORIZON HOME	\$ 173.30	0203-03720-17-1	ROLANDO GOMEZ
823 CATON AVE	XA0-340-0108-00	KERRI CHAPA	\$ 94.42	0204-00680-22-1	HERBERT MIXON
424 W SUMMIT ST	XA0-340-0102-00	BETTY HILL	\$ 76.40	0204-00800-24-1	JILL RENFROE
424 W SUMMIT ST	XA0-340-0102-00	BETTY HILL	\$ 44.28	0204-00800-25-1	ALLEN NAPIER
415 W BEECHER ST	XA0-225-1006-00	BSVAK LLC	\$ 206.62	0204-01020-16-1	MICHAEL JONES
422 S WINTER ST	XA0-245-2011-00	BAXTER PROPERTIES	\$ 178.62	0205-00120-19-1	BAXTER PROPERTIES
422 S WINTER ST	XA0-245-2011-00	BAXTER PROPERTIES	\$ 242.63	0205-00120-20-1	CANDY GARCIA

**DELINQUENT UTILITY ACCOUNTS 2011**

ADDRESS	TAX ID	OWNER	AMOUNT DUE	ACCOUNT	PROPERTY OWNER/TENANT
422 S WINTER ST	XAO-245-2011-00	BAXTER PROPERTIES LLC	\$ 27.57	0205-00120-21-1	BAXTER PROPERTIES
241 JORDAN ST	XAO-570-0026-00	CHRISTOPHER OWENS	\$ 194.87	0205-00520-14-1	JEFF MASON
241 JORDAN ST	XAO-570-0026-00	CHRISTOPHER OWENS	\$ 110.35	0205-00520-15-1	OWENS, CHRISTOPHER
950 S WINTER ST	XAO-340-0329-00	NANCY A SMITH	\$ 117.62	0205-01550-32-1	SEXTON, JENNIFER
958 S WINTER ST	XAO-340-0326-00	MELVIN LEWIS	\$ 221.75	0205-01570-18-1	TIFFANY GARCIA
958 S WINTER ST	XAO-340-0326-00	MELVIN LEWIS	\$ 202.15	0205-01570-19-1	DORIS HEISTAND
958 S WINTER ST	XAO-340-0326-00	MELVIN LEWIS	\$ 81.47	0205-01570-20-1	JANE LEWIS
958 S WINTER ST	XAO-340-0326-00	MELVIN LEWIS	\$ 505.74	0205-01570-21-1	SUCHMAN, CASSANDRA
939 S WINTER ST	XAO-395-1022-01	DANNY PEIFFER	\$ 174.98	0205-01760-08-1	CELSO ORTIZ
849 S WINTER ST	XAO-395-6012-01	MELISSA CRAWFORD	\$ 193.95	0205-01820-16-1	ELAIN LAESSER
849 S WINTER ST	XAO-395-6012-01	MELISSA CRAWFORD	\$ 42.54	0205-01820-17-1	ROD CRAWFORD
729 S WINTER ST	XAO-395-1016-00	US BANK NA	\$ 299.05	0205-02070-13-1	GRIESINGER, MALISA
655 S WINTER ST	XAO-422-1011-00	FREAKY INVESTMENTS	\$ 229.92	0205-02180-09-1	ERIKA FETTERS
443 S WINTER	XAO-400-4010-00	MELVIN LEWIS	\$ 32.51	0205-02700-10-1	MEL LEWIS
524 1/2 DENNIS ST	XAO-400-9021-00	INNOVATIVE CONSTR	\$ 74.39	0205-03290-02-1	GALINDO, ALYSIA
526 DENNIS ST	XAO-400-9021-00	INNOVATIVE CONSTR	\$ 69.00	0205-03300-18-1	GINA RYAN
121 E MICH ST	XAO-400-5017-00	CARLA AYERS	\$ 106.62	0205-03740-06-1	DEBBY HAGEMYER
121 E MICH ST	XAO-400-5017-00	CARLA AYERS	\$ 23.86	0205-03740-07-1	CARLA AYERS
140 BERRY ST	XAO-422-2006-00	TIMOTHY AMES	\$ 9.69	0206-01360-12-1	CHAD MILLER
670 STATE ST	XAO-422-2016-00	BRIAN HARPER	\$ 76.28	0206-02100-05-1	HARPER, BRIAN
215 E BEECHER ST	XAO-422-3014-00	HENRY ROMERO	\$ 77.42	0206-02320-03-1	HENRY ROMERO
215 E BEECHER ST	XAO-422-3014-00	HENRY ROMERO	\$ 243.05	0206-02320-04-1	JASON SMITH
222 E SUMMIT ST	XAO-395-4004-00	GREG WICKERING	\$ 58.71	0207-00200-07-1	KELLI POWELL
327 E BEECHER ST	XAO-615-5009-00	WILLIAM BEDDOES	\$ 159.29	0207-01380-11-1	MARIE WEAVER
503 MICHIGAN AVE	XAO-100-0141-00	RODNEY CRAWFORD	\$ 186.27	0207-01700-23-1	EDUARDO CASANOVA
312 LOGAN ST	XAO-615-2003-00	BOBBIE TRINIDAD	\$ 127.76	0207-01860-07-1	BOBBIE JO DELATRINIDAD
312 LOGAN ST	XAO-615-2003-00	BOBBIE TRINIDAD	\$ 81.36	0207-01860-08-1	TERRY OSTRUM
554 DIVISION ST	XAO-422-4005-00	NICK CREGER	\$ 143.68	0207-01960-08-1	BRIAN CASEY
554 DIVISION ST	XAO-422-4005-00	NICK CREGER	\$ 187.07	0207-01960-09-1	DORIS HEISTAND
618 DIVISION ST	XAO-422-3026-00	MICHAEL MOORE	\$ 89.91	0207-02060-06-1	KENNETH SNYDER
236 E MICHIGAN ST	XAO-400-7017-00	MATTHEW D MYERS	\$ 432.35	0207-02660-08-1	MYERS, MATT
307 E MICHIGAN ST	XAO-515-0357-00	ROGER GRAYER	\$ 124.30	0207-02860-11-1	AMY MORAN
341 E MICHIGAN ST	XAO-515-0363-00	ROGER FOX	\$ 127.72	0207-02920-13-1	JOSEPH KATINSKY
367 E MICHIGAN ST	XAO-515-0368-00	JUSTUS JOHNSON	\$ 75.07	0207-03000-10-1	KATY FLORES
358 ERIE ST	XAO-515-0343-00	JOSEPH BROWN	\$ 18.69	0207-03240-05-1	JOSEPH BROWN
316 1/2 S LOCUST ST	XAO-515-0274-00	JAMAL AWAD	\$ 51.84	0207-03382-01-1	JIM AWAD
986 DIVISION ST	XAO-395-8035-00	CHRISTOPHER MILLER	\$ 115.01	0208-00060-24-1	TINA BURGETT
410 APRIL LANE	XAO-770-0101-00	SCOTT DENUYL	\$ 214.15	0208-01580-09-1	SHANE PARKER
231 SOUTHFIELD DR	XAO-755-0004-00	CHANG CHUN YANG	\$ 75.90	0208-03120-03-1	ESPENOSA, KATELYN
439 FRANK ST	XAO-515-0186-01	JOSEPH FISHER	\$ 352.48	0209-00028-08-1	JESSICA RODRIGUIZ
404 ERIE ST	XAO-515-0339-00	ANTHONY PATE	\$ 93.92	0209-00580-11-1	JONATHAN HARBECK
404 ERIE ST	XAO-515-0339-00	ANTHONY PATE	\$ 84.49	0209-00580-12-1	JOSHUA SELLICK
541 S CENTER ST	XAO-615-6017-01	JOHN SHERMAN	\$ 260.45	0209-01000-08-1	PETTY, NANCY
538 FRENCH ST	XAO-615-6032-00	MAUMEE PROPERTIES LLC	\$ 54.79	0209-01440-13-1	MELANIE JOHNSON

**DELINQUENT UTILITY ACCOUNTS 2011**

ADDRESS	TAX ID	OWNER	AMOUNT PAST DUE	ACCOUNT	PREVIOUS OWNER/TENANT
655 FRENCH ST	XAO-615-7004-00	KATIE RAPER	\$ 42.25	0209-01660-05-1	ZACHARY MILLER
506 TABOR ST	XAO-615-7025-00	SERNQUIST, ROBERT	\$ 129.73	0209-02120-11-1	SAMUEL COCCIA
609 E BEECHER ST	XAO-615-7002-00	THEO AMMERMAN	\$ 25.00	0209-02580-10-1	TED AMMERMAN
710 TREAT ST	XAO-235-1015-00	CAROL WALLERSTEIN	\$ 155.54	0209-03600-03-1	TEACHOUT, JON
916 OAK ST	XAO-530-3014-00	JOHNNY BURCIAGA	\$ 227.38	0210-00320-04-1	JOHNNY BURCIAGA
903 OAK ST	XAO-530-4001-01	MARY BARKELOO	\$ 2,158.87	0210-00460-03-1	MARY BARKELOO
508 JAMES ST	XAO-235-1011-01	RAUL MORA	\$ 236.83	0210-01280-07-1	DANIEL MORA
508 JAMES ST	XAO-235-1011-01	RAUL MORA	\$ 136.61	0210-01280-10-1	EVETTE ARANDA
539 JAMES ST	XAO-820-1007-00	MARK JOHNSTON	\$ 211.69	0210-01420-30-1	APRIL MERRITT
1335 LOWE AVE	XAO-610-0083-00	JEFF WILD	\$ 136.95	0210-02920-13-1	BETTY WOODSON
640 GULF ST	XAO-610-0054-00	LUIS LEE	\$ 298.31	0210-03120-07-1	JOSHUA SLAUGHTER
1110 LOWE AVE	XAO-610-0042-00	NOEMI LOPEZ	\$ 15.59	0210-03300-07-1	ANN RAMIREZ
1141 TREAT ST	XAO-730-0004-02	MASONIC BUILDINGS LLC	\$ 79.60	0210-03920-05-1	PERFECTED DEATAILING
616 ERIE ST	XAO-515-0323-00	JESSICA MILLER	\$ 90.67	0210-05660-13-1	MILLER, JESSICA
813 ERIE ST	XAO-515-0303-00	JOHN SHERMAN	\$ 9.12	0210-06020-12-1	ARCHEVAL
813 ERIE ST	XAO-515-0303-00	JOHN SHERMAN	\$ 119.52	0210-06020-13-1	KNOBLAUCH, DONNA
811 ERIE ST	XAO-515-0303-00	JOHN SHERMAN	\$ 142.66	0210-06040-23-1	KELLY, JENNIFER
710 FRANK ST	XAO-515-0224-00	FANNIE MAE	\$ 146.66	0210-06740-04-1	ROBERT PARISH
910 FRANK ST	XAO-480-7002-00	JOHN SHERMAN	\$ 402.63	0210-06980-07-1	MORGAN, CAMERON
916 FRANK ST	XAO-480-7003-00	JOHN SHERMAN	\$ 174.55	0210-07000-10-1	FRANCES CLARKE
1013 ERIE ST	XAO-480-8008-00	LOVINA CLARK	\$ 58.48	0210-07140-02-1	LOVINA CLARK
1119 FRANK ST	XAO-480-6013-00	ANGELA MERRITT	\$ 89.85	0210-07940-09-1	GREGORY KENT
1119 FRANK ST	XAO-480-6013-00	ANGELA MERRITT	\$ 126.87	0210-07940-10-1	NICK GRIFFES
1119 FRANK ST	XAO-480-6013-00	ANGELA MERRITT	\$ 144.89	0210-07940-11-1	SCHULTZ, MICHELLE
803 FRANK ST	XAO-515-0205-00	SCOTT NIMTZ	\$ 230.84	0210-08380-12-1	TRUDY CHOATE
719 FRANK ST	XAO-515-0202-00	JOHN SHERMAN	\$ 28.87	0210-08440-05-1	DAVID LINDSEY
719 FRANK ST	XAO-515-0202-00	JOHN SHERMAN	\$ 87.28	0210-08440-06-1	DAVID LINDSEY
719 FRANK ST	XAO-515-0202-00	JOHN SHERMAN	\$ 136.76	0210-08440-07-1	CONSTANCE MORGAN
1203 E CHURCH ST	XAO-525-0004-00	NICK CREGER	\$ 151.33	0301-00920-16-1	DORIS LUCE
1119 E CHURCH ST	XAO-480-3015-00	FEDERAL NATIONAL MTG	\$ 189.94	0301-01040-26-1	TINCHER, CRYSTAL
1009 E CHURCH ST	XAO-480-2007-00	ADDIE KUNEY	\$ 206.58	0301-01180-09-1	RICHARD KUNEY
833 E CHURCH ST	XAO-515-0134-00	DAVID NOFFSINGER	\$ 167.55	0301-01320-10-1	LOLLEY, ARVEL
613 E CHURCH ST	XAO-515-0116-00	DAVID KOVALESKI	\$ 151.98	0301-01720-18-1	ERNETINA RAMEREZ
517 E CHURCH ST	XAO-515-0111-00	RICHARD WEICHMAN	\$ 277.06	0301-01820-02-1	RUFUS DELACRUZ
343 E CHURCH ST	XAO-210-7019-00	LUONNE DALY	\$ 895.90	0301-02020-03-1	DALY, LUONNE
702 1/2 E MAUMEE ST	XAO-515-0085-00	MARK PAGAN	\$ 88.60	0301-02981-11-1	SARAH LEWIS
1110 E MAUMEE ST	XAO-480-3001-00	DAVID NOFFSINGER	\$ 322.11	0301-03440-11-1	JENNIFER KARDATZKE
1110 E MAUMEE ST	XAO-480-3001-00	DAVID NOFFSINGER	\$ 118.50	0301-03440-12-1	SHERMAN KARTZKE
1210 E MAUMEE ST	XAO-525-0002-00	JASON KROHN	\$ 155.44	0301-03700-10-1	TRISHA STEELE
433 E MAUMEE ST	XAO-515-0044-01	SAUL BURCIAGA	\$ 99.23	0302-00280-05-1	STEFANIE CANNON
506 TOLEDO ST	XAO-210-6008-00	MICHAEL NOVESKEY	\$ 50.16	0302-01280-10-1	MICHAEL NOVESKEY
506 TOLEDO ST	XAO-210-6008-00	MICHAEL NOVESKEY	\$ 102.09	0302-01280-11-1	JAMES HALE
104 N CENTER ST	XAO-515-0048-00	JOSEPH FISHER	\$ 106.10	0302-01380-34-1	ROMERO HENRY
104 N CENTER ST	XAO-515-0048-00	JOSEPH FISHER	\$ 325.91	0302-01380-35-1	BROOKS, COURTNEY

**DELINQUENT UTILITY ACCOUNTS 2011**

ADDRESS	TAX ID	OWNER	AMOUNT FAST DUE	ACCOUNT	PREVIOUS OWNER/TENANT
523 TOLEDO ST	XAO-001-2009-00	PAUL LINARES	\$ 179.66	0302-02120-03-1	SHANNON JOHNS
241 N BROAD ST APT 2	XAO-000-0120-01	WASHOVIA	\$ 133.69	0302-02424-41-1	DARREN BAKER
204 ELM ST	XAO-100-0032-00	ROY VARGAS	\$ 122.13	0302-04060-06-1	JOSEPH MOTA
819 E FRONT ST	XAO-485-5004-00	JEFF MUTTER	\$ 237.31	0303-00120-03-1	JEFF MUTTER
617 E FRONT ST	XAO-001-7002-00	ELIZABETH SHAWL	\$ 137.46	0303-00340-05-1	ELIZABETH SHAWL
136 E MAPLE AVE	XAO-205-2007-00	GREG WORKER	\$ 91.95	0303-00980-26-1	JODY MILLER
410 E MAPLE AVE	XAO-205-5001-00	ERIC DITTMER	\$ 102.99	0303-01200-14-1	NELLIE GUINN
1036 E MAPLE AVE	XAO-485-1007-00	JOHN BUSSING	\$ 73.40	0303-01820-11-1	CREMEANS, CHRISTOPHER
307 ADDISON ST	XAO-485-1023-00	MARK JOHNSTON	\$ 141.56	0303-01880-15-1	BALGER, ELLEN
511 E MAPLE AVE	XAO-002-2014-00	MARISA BUSTUMANTE	\$ 95.04	0303-02580-08-1	MICHAEL KELLEY
511 E MAPLE AVE	XAO-002-2014-00	MARISA BUSTUMANTE	\$ 112.37	0303-02580-09-1	BUSTAMANTE, MARISA
417 E MAPLE AVE	XAO-002-1014-00	JEFF RISING	\$ 197.73	0303-02640-06-1	SANDRA BLANCARTE
1018 E BUTLER ST	XAO-485-4014-00	HUNTINGTON BANK	\$ 188.62	0304-00840-10-1	ROBINSON, MONICA
423 E BUTLER ST	XAO-002-8011-00	MELVIN LEWIS	\$ 49.77	0304-01900-23-1	MEL LEWIS
218 E HUNT ST	XAO-000-0308-00	JAMIE BEACH	\$ 42.42	0304-02780-16-1	JAMIE BEACH
623 CLINTON ST	XAO-250-2006-00	ERIC JOHNSTON	\$ 124.04	0305-01940-14-1	HATHCEW, PATRICIA
623 ORMSBY ST	XAO-003-4008-00	RALPH RODRIQUEZ	\$ 130.60	0305-02560-09-1	BRADLEY HARRIS
623 ORMSBY ST	XAO-003-4008-00	RALPH RODRIQUEZ	\$ 48.10	0305-02560-10-1	JENNA MOBLEY
615 ELM ST	XAO-486-8010-00	FRED ALLEN	\$ 168.75	0305-02750-19-1	JASON JENKINS
1003 CHESTNUT ST	XAO-486-5001-00	NICK CREGER	\$ 179.32	0305-03600-05-1	LALONNIE STETTEN
719 CHESTNUT ST	XAO-490-4008-00	DALE SMITH	\$ 33.43	0305-03804-09-1	KATARINA GARZA
320 BRISTOL ST	XAO-003-8006-00	DANNY PEIFFER	\$ 71.70	0306-00780-16-1	OATLEY, DAWN
718 N LOCUST ST	XAO-003-7004-00	FIRST FEDERAL BANK	\$ 100.31	0306-00920-12-1	STOUT JR, WILLIAM
710 ORMSBY ST UP	XAO-490-4002-00	DALE SMITH	\$ 235.30	0306-01042-11-1	GARCIA, STEVEN
710 ORMSBY ST DOWN	XAO-490-4002-00	DALE SMITH	\$ 62.01	0306-01044-22-1	ROZELLE, LYDIA
710 ELM ST	XAO-490-6003-00	CITIMORTGAGE INC	\$ 123.98	0306-01220-12-1	JESSE TORRES
831 GEDDES ST	XAO-490-7011-00	ANNA BURCIAGA	\$ 265.22	0306-01940-12-1	ANNA MARIA BURCIAGA
829 ADDISON ST	XAO-595-0023-00	RICKY MCALLISTER	\$ 195.26	0306-02620-13-1	NATHAN CUELLAR
960 ADDISON ST APT A	XAO-100-0020-00	GILBERT M HENRY	\$ 141.43	0306-02780-18-1	JOHNSON, MARCELLA
607 BRISTOL ST	XAO-100-0035-00	FIRST FEDERAL BANK	\$ 307.85	0307-00240-03-1	CONSUELO CAVASOS
803 N BROAD ST	XAO-250-5012-00	HAYDEN CARRUTH	\$ 175.00	0307-00440-03-1	PAM CORNELIUS
143 BRISTOL ST	XAO-250-5009-00	DAVID KOVALESKI	\$ 222.55	0307-00500-15-1	FRANKLIN HANES
125 BRISTOL ST	XAO-250-5006-00	JEFFREY MACKAY	\$ 307.38	0307-00560-15-1	ALLEN, TRACEY
112 SEELEY ST	XAO-250-5023-00	JOSEPH SHABI	\$ 116.67	0307-00680-28-1	DAWN LINDSEY
112 SEELEY ST	XAO-250-5023-00	JOSEPH SHABI	\$ 113.77	0307-00680-29-1	AARON DEAKINS
818 COMSTOCK ST	XAO-004-3003-01	DONALD LOFTON	\$ 320.45	0307-01380-18-1	THOMAS HERNANDEZ
417 SEELEY ST	XAO-004-5009-00	STONECREST INVEST	\$ 189.88	0307-01480-05-1	FRANKLIN LAUFFER
112 E SIENA HGTS	XAO-425-0003-00	DAVID KOVALESKI	\$ 498.25	0307-01920-19-1	ARETHA TINDALL
500 SPRINGBROOK AVE	XAO-495-0005-00	ABRAHAM REAL ESTATE	\$ 207.46	0308-01720-08-1	CARLEY FRANK
634 HELME ST	XAO-765-0029-00	SARA BLASKIEWICZ	\$ 222.08	0308-02540-10-1	MELISSA WOODRUF
716 SPRINGBROOK AVE	XAO-765-0001-00	PAULINE MCCARTY	\$ 262.49	0308-02760-07-1	JAMES WOODRUFF
417 RIVERSIDE AVE	XAO-710-0003-00	STEVEN GUNN	\$ 116.75	0308-02940-02-1	GUNN, STEVE
709 RIVERSIDE AVE APT 8	XAO-285-0028-00	JEFFREY TOSH	\$ 90.05	0309-00571-12-1	ASHLEE HILL

DELINQUENT UTILITY ACCOUNTS 2011

ADDRESS	TAX ID	OWNER	AMOUNT PAST DUE	ACCOUNT	PREVIOUS OWNER/TENANT
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\$ 30,288.56

**R11-034**

April 18, 2011

**RE: FINANCE DEPARTMENT – Approve Special Assessment Roll for Delinquent Water and Sewer Charges**

**RESOLUTION**

WHEREAS, Section 94-247 of the Adrian City Code specifies that charges for water and sanitary sewer service, under the provisions of Public Act No. 94 of 1933 (MCL 141.101 et seq) are made a lien on the premises to which furnished; and

WHEREAS, notice has been given and a hearing held for the purpose of reviewing the said Roll and hearing and considering any objections thereto.

NOW, THEREFORE, BE IT RESOLVED that the said Special Assessment Roll for the attached delinquent water and sewer charges be, and the same, is hereby confirmed.

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

R-3

# MEMO

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DATE: April 11, 2011  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Adrian College Request – New Access Street

Attached are three potential resolutions regarding a request from Adrian College for the City to create a new city street. One is to support the construction and authorizes the City Engineer to proceed with the notification to MDOT for this purpose, but has no requirements for the College to pay or reimburse the City. The second is to not support the construction. The third supports the application, but adds conditions that would be placed in a development agreement to ensure that Adrian College pays for the entire cost of the project and holds the City harmless financially from this project. In the event any or all of these conditions are not acceptable, they obviously can be removed from such resolution if desired by the Commission.

Respectfully submitted,

  
Dane C. Nelson  
City Administrator

DCN:bjw

attachments

**OPTION 1**

**R11- 035**

April 18, 2011

**RE: ENGINEERING DEPT. – Approval of Adrian College’s Request for Construction of a New Access Street**

**RESOLUTION**

WHEREAS, Adrian College has requested the Adrian City Commission to support the construction of a new city street to be constructed from an existing stoplight on US-223 to a location at the corner of Charles Street and Michigan Avenue; and

WHEREAS, the Adrian City Commission has heard public comments regarding the request and has reviewed a presentation of a traffic study conducted on behalf of Adrian College by URS.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Adrian City Commission does hereby support the construction of said new city street; and

FURTHER RESOLVES, that the City Engineer is directed to draft and send correspondence to the Michigan Department of Transportation to request authority for the city to proceed with said construction project.

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

**OPTION II**

**R11-035**

April 18, 2011

**RE: ENGINEERING DEPT. – Denial of Adrian College’s Request for Construction of a New Access Street**

**RESOLUTION**

WHEREAS, Adrian College has requested the Adrian City Commission to support the construction of a new city street to be constructed from an existing stoplight on US-223 to a location at the corner of Charles Street and Michigan Avenue; and

WHEREAS, the Adrian City Commission has heard public comments regarding the request and has reviewed a presentation of a traffic study conducted on behalf of Adrian College by URS.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Commission does not support the construction of the new city street.

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

## **OPTION III**

**R11-035**

April 18, 2011

**RE: ENGINEERING DEPT. – Approval of Adrian College’s Request for Construction of a New Access Drive Subject to Development Agreement Conditions**

### **RESOLUTION**

WHEREAS, Adrian College (hereinafter referred to as “College”) has requested the Adrian City Commission to support the construction of a new city street to be constructed from an existing stoplight on US-223 to a location at the corner of Charles Street and Michigan Avenue; and

WHEREAS, the Adrian City Commission has heard public comments regarding the request and has reviewed a presentation of a traffic study conducted on behalf of Adrian College by URS.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Adrian City Commission does hereby support the construction of said new city street; and be it

FURTHER RESOLVED, that the City Engineer is directed to draft and send correspondence to the Michigan Department of Transportation to request authority for the city to proceed with said construction project; and be it

FURTHER, RESOLVED that this resolution is subject to Adrian College entering into a development agreement with the city with the following provisions:

1. In the event the status of any city street is changed by the State of Michigan due to the construction of said street, Adrian College will annually pay to the city a sum equal to the reduction in revenue that would have been realized by the city had the street status not been changed.
2. Prior to the approval of bids for the construction by the city, the college shall transmit funds to the city equal to the bid to be approved, plus a contingency amount of ten (10%) percent.

3. The college will agree to pay all costs for all required studies and construction of said new street and shall reimburse the city for all expenses and any time expended by the City Engineering Department to assist in the creation, design and overseeing construction of the project.
  
4. In the event any property currently on the tax rolls of the city is acquired by the College for this project and is, thus, removed from the city tax rolls, the College will annually reimburse the city for the city's share of the loss of tax revenue that would have been paid to the city had the properties not been acquired by the College for this purpose.

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

R-4

**R11-036**

April 18, 2011

**RE: ADMINISTRATION – Farm Lease Agreement – Former Marvin Farm**

**RESOLUTION**

WHEREAS, the City of Adrian is the owner of approximately 157 acres of land adjacent to Beecher Road in the City of Adrian; and

WHEREAS, a portion of the real estate is tillable; and

WHEREAS, the City Administrator has negotiated a proposed Lease Agreement with the previous farmer of said property, which terms have been reviewed by the City Commission and found to be in the best interest of the City to ratify.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Mayor is hereby authorized to enter into a Farm Lease Agreement with James Marvin to rent approximately 157 acres of tillable ground on the aforementioned parcel of real estate for One Hundred (\$100.00) Dollars per acre for a period ending December 30, 2011, and subject to other terms acceptable to the City Administrator.

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

## FARM LEASE

This Lease Agreement entered into this \_\_\_\_ day of April, 2011, between the undersigned Landlord and undersigned Tenant:

WITNESSETH:

The Landlord for and in consideration of the rents and covenants hereinafter mentioned to be paid and performed by the said Tenant, has demised, leased, and by these premises does demise, lease and let unto the said Tenant the following described land, to-wit:

One hundred fifty-seven (157) acres of land adjacent to Beecher Road in the City of Adrian. The exact area to be farmed shall be the land purchased by the Landlord on May 23, 2003, from members of the Marvin family.

1. The term of this lease shall be from the date of this agreement to the last day of December 2011.
2. As rent hereunder, the Tenant shall pay the sum of \$100.00 per acre for 157 acres, said rent to be paid as follows: \$15,700.00 when the crops are removed, but not later than January 30, 2012.
3. The Landlord shall pay all taxes on the real estate above described.
4. The Landlord shall give the Tenant quiet and peaceful possession of the above-described premises so long as Tenant performs the terms and conditions contained herein. Notwithstanding this covenant, the Tenant understands that the Landlord may endeavor to use the rented land for purposes other than farming during the term of this Lease. It is understood by the Tenant that the Landlord, or anyone authorized by the Landlord, may enter onto the rented land for inspections. If any damage occurs to any growing crops, the Landlord will reimburse the Tenant for any such loss. The Landlord is also authorized to terminate this Lease as to a portion or all of the rented land during the term of this Lease and in the event the Landlord chooses to do so, the Tenant will be reimbursed for any loss sustained.
5. The Tenant shall not remove any trees, bushes, other natural vegetation, or fencing and fence posts without the written consent of the Landlord.
6. The Tenant covenants and agrees that he shall not assign, transfer, or sublet said premises, or any part thereof, without the written consent of the Landlord.
7. The Tenant shall farm the crop land in an efficient and businesslike way, doing the plowing, seeding, cultivating, fertilizing, herbiciding and harvesting at the proper time and in the proper manner in accordance with the usual farming practices followed in this area.
8. The Tenant shall not commit waste on or damage to the premises and will use due care to prevent their employees, agents, or others entering on the premises with their permission from so doing.

9. The Tenant agrees to yield possession of the demised premises at the end of the term of this lease, however, if climatic conditions prevent the Tenant from removing their crops by the end of the term of this lease, they shall have a reasonable period of time after the term to do so.
10. The Tenant agrees to discontinue the practice of no-till farming and will plow under debris present after harvest.
11. The Tenant shall not plant any crops on the premises which could not normally be harvested prior to the end of the term of this lease.
12. The Tenant has been advised by the Landlord that the land is now subject to an oil and gas lease and that the holder of the lease has the right to enter said property for testing, drilling, etc.
13. If default is made in the payment of rent above referred to or any part thereof, or any of the agreements herein contained to be kept by the Tenant, it shall be lawful for the Landlord, without notice, to declare the term ended and to remove and put out the Tenant or any person or persons occupying the premises, using such force as may be deemed necessary in so doing. In the event of such a default, the Landlord shall have a lien on the growing crops and may, at his option, take over the farming operations and harvest and market the crops, the proceeds of which shall be applied first to the reasonable labor and expenses of the Landlord in growing and marketing said crops, with the then remaining balance to be applied to the unpaid rent due hereunder, and the remaining balance, if any, to be divided equally between the Landlord and the Tenant, after affording the Tenant a reasonable amount for his costs and labor in connection with the crops.
14. The Landlord does covenant that the Tenant, on paying the aforesaid installments of rent and performing all of the covenants aforesaid, shall and may peacefully and quietly have, hold, and enjoy the premises for the term aforesaid.
15. Tenant agrees to work with the Landlord to eliminate water-borne debris onto adjacent property.

This agreement shall be binding on the parties hereto, their respective heirs, representatives, successors and assigns.

IN WITNESS WHEREOF we make our hands and seals the date first above written.

IN THE PRESENCE OF:

\_\_\_\_\_

LANDLORD:  
City of Adrian:

By: \_\_\_\_\_  
Gary E. McDowell  
Its: Mayor

TENANT:

\_\_\_\_\_

By: \_\_\_\_\_  
James Marvin  
7151 W. Beecher Rd.  
Clayton, MI 49235

R-5

**R11-037**

April 18, 2011

**RE: ADMINISTRATION – Farm Lease Agreement – Former Witt Farm**

**RESOLUTION**

WHEREAS, the City of Adrian is the owner of approximately sixty-two (62) acres of land adjacent to M-52, formerly known as the Witt Farm; and

WHEREAS, a portion of the real estate is tillable; and

WHEREAS, the City Administrator has negotiated a proposed Lease Agreement with the previous farmer of said land, which terms have been reviewed by the City Commission and found to be in the best interest of the City to approve.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Mayor is hereby authorized to enter into a Farm Lease Agreement with Fred Feight to rent approximately sixty-two (62) acres of tillable ground on the aforementioned parcel of real estate for One Hundred (\$100.00) Dollars per acre for a period ending December 31, 2011, and subject to other terms acceptable to the City Administrator.

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

## FARM LEASE

This Lease Agreement entered into this \_\_\_\_\_ day of April, 2011, between the undersigned Landlord and undersigned Tenant:

WITNESSETH:

The Landlord for and in consideration of the rents and covenants hereinafter mentioned to be paid and performed by the said Tenant, has demised, leased, and by these premises does demise, lease and let unto the said Tenant the following described land, to-wit:

Sixty-two (62) acres of land adjacent to M-52 in the City of Adrian. The exact area to be farmed shall be agreed between the parties.

1. The term of this lease shall be from the \_\_\_\_\_ day of April, 2011, to the last day of December, 2011.
2. As rent hereunder, the Tenant shall pay the sum of \$100.00 per acre for 62 acres, said rent to be paid as follows: \$3,100.00 on or before September 1, 2011 and the balance of \$3,100.00 on or before December 15, 2011.
3. The Landlord shall pay all taxes on the real estate described above.
4. The Landlord shall give the Tenant quiet and peaceful possession of the above-described premises so long as Tenant performs the terms and conditions contained herein. Notwithstanding this covenant, the Tenant understands that the Landlord may endeavor to use the rented land for purposes other than farming during the term of this Lease. It is understood by the Tenant that the Landlord, or anyone authorized by the Landlord, may enter onto the rented land for inspections. If any damage occurs to any growing crops, the Landlord will reimburse the Tenant for any such loss. The Landlord is also authorized to terminate this Lease as to a portion or all of the rented land during the term of this Lease and in the event the Landlord chooses to do so, the Tenant will be reimbursed for any loss sustained.
5. The Tenant shall not remove any trees, bushes, other natural vegetation, or fencing and fence posts without the written consent of the Landlord.
6. The Tenant covenants and agrees that he shall not assign, transfer, or sublet said premises, or any part thereof, without the written consent of the Landlord.
7. The Tenant shall farm the crop land in an efficient and businesslike way, doing the plowing, seeding, cultivating, fertilizing, herbiciding and harvesting at the proper time and in the proper manner in accordance with the usual farming practices followed in this area.
8. The Tenant shall not commit waste on or damage to the premises and will use due care to prevent their employees, agents, or others entering on the premises with their permission from so doing.

9. The Tenant agrees to yield possession of the demised premises at the end of the term of this lease, however, if climatic conditions prevent the Tenant from removing their crops by the end of the term of this lease, they shall have a reasonable period of time after the term to do so.
10. The Tenant shall not plant any crops on the premises which could not normally be harvested prior to the end of the term of this lease.
11. The Tenant has been advised by the Landlord that the land is now subject to an oil and gas lease and that the holder of the lease has the right to enter said property for testing, drilling, etc.
12. If a default be made in the payment of rent above referred to or any part thereof, or any of the agreements herein contained to be kept by the Tenant, it shall be lawful for the Landlord, without notice, to declare the term ended and to remove and put out the Tenant or any person or persons occupying the premises, using such force as may be deemed necessary in so doing. In the event of such a default, the Landlord shall have a lien on the growing crops and may, at his option, take over the farming operations and harvest and market the crops, the proceeds of which shall be applied first to the reasonable labor and expenses of the Landlord in growing and marketing said crops, with the then remaining balance to be applied to the unpaid rent due hereunder, and the remaining balance, if any, to be divided equally between the Landlord and the Tenant, after affording the Tenant a reasonable amount for his costs and labor in connection with the crops.
13. The Landlord does covenant that the Tenant, on paying the aforesaid installments of rent and performing all of the covenants aforesaid, shall and may peacefully and quietly have, hold, and enjoy the premises for the term aforesaid.
14. Should the Landlord remove a portion of the land for development purposes after the Tenant has planted that year's crop, the Landlord agrees to pay the Tenant for the cash outlay of seed, fertilizer and herbicide used on that portion of said land.

This agreement shall be binding on the parties hereto, their respective heirs, representatives, successors and assigns.

IN WITNESS WHEREOF we make our hands and seals the date first above written.

IN THE PRESENCE OF:

\_\_\_\_\_

LANDLORD:  
City of Adrian:

By: \_\_\_\_\_  
Gary E. McDowell  
Its: Mayor

TENANT:

\_\_\_\_\_

By: \_\_\_\_\_  
Fred Feight  
1760 W. Russell Road  
Tecumseh, MI 49286

R-6

# MEMO \_\_\_\_\_



DATE: April 12, 2011  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Lake Adrian Access

Several months ago, a group of individuals requested that the City reopen Lake Adrian for public fishing and boating activities. The Director of Utilities recommended that such a request not be approved and no formal action was taken by the City Commission at that time.

Once again, this matter was raised at a recent City Commission meeting and the Mayor asked that the matter be placed on the agenda for consideration. I have prepared two proposed resolutions with one to allow public access and the other to continue the operation as it currently stands. In the event public access is approved, I have left a decision to be made in the resolution as to which department would be responsible for maintenance and costs involved with this access. While Lake Adrian is associated with the Utilities Department, the operation and maintenance of normal recreation areas would be handled by the Parks & Recreation Department, so I left this matter up to the Commission to decide.

One unknown item is access to the area in question, which would be subject to ADA regulations. There has been no study done as to what may need to be done in this matter, but there are no funds budgeted for any improvements to the area.

Respectfully submitted,

  
Dane C. Nelson  
City Administrator

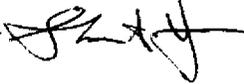
DCN:bjw



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## MEMORANDUM – UTILITIES DEPARTMENT

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DATE: April 12, 2011  
TO: Dane C. Nelson, City Administrator  
FROM: Shane A. Horn, Utilities Director   
SUBJECT: Lake Adrian Public Access

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I have included the most recent documentation regarding the Lake Adrian public access issue that has occurred over the course of the past year and a half. My concern continues to be the security of the Water Treatment Plant. Allowing public access to this site increases my security concerns. Some of these concerns could be addressed by the addition of fencing that would restrict access to the area around the plant but would allow access along the bank of Lake Adrian. The additional fencing is currently not in the budget nor does it appear in the 2011-12 capital budget.

I respectfully recommend that we continue to restrict access to this critical facility due to the security issues presented. Please feel free to contact me if you have any further questions or concerns upon reading through the attached information.

cc: Jeff Pardee, Finance Director  
Tim Ritchie, WTP Supt.



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## MEMORANDUM – UTILITIES DEPARTMENT

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DATE: September 30, 2009

TO: Dane C. Nelson, City Administrator

FROM: Shane A. Horn, Utilities Director  
Mark K. Gasche, Parks & Recreation Director  
Kristin L. Bauer, City Engineer

SUBJECT: Lake Adrian Public Access

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In considering the question of public access to Lake Adrian for fishing we recognize that fishing is an outstanding recreational activity. It is available to people of all ages, it is a low cost activity, and it something that can be done throughout most of the year. Many of us grew up fishing and have many fond memories of fishing with family and friends. Unfortunately, in the case of Lake Adrian, public access wasn't taken into consideration when the lake was built and as the surrounding property was developed over the years. Now there isn't a suitable location around the lake to provide public access other than near the Water Treatment Plant. And that brings security and liability into the decision process of whether or not public access is granted.

Our current security policy at the water plant is to prohibit public access to Lake Adrian as well as the pond in front of the plant. The security fence and motorized gate have been relocated to better accommodate chemical deliveries and to improve aesthetics along Bent Oak Avenue. The motorized gate on our main service drive is closed at all times. We have an intercom at the gate that the public may use to talk with plant personnel and gain entry to the plant.

We respectfully recommend that our present policy of restricting public access be continued, for the following reasons:

- The Vulnerability Assessment completed in 2004 recommended that we continue the perimeter fence to restrict access.
- Michigan Department of Environmental Quality sanitary survey recommended improved security procedures including perimeter fencing.
- The water plant provides an essential service to the community.
- Restricting public access may reduce our liability for future claims by utilizing fencing and signage.
- We have addressed security deficiencies at the plant as a result of the 2004 Vulnerability Assessment. Allowing unrestricted access would be taking a step backwards in regards to security and liability.
- We have made fishing available to the public through the Burr Ponds Park renovation project.

The following City of Adrian employees comprised the committee to further explore the public access issue at Lake Adrian:

Shane Horn	Utilities Department
Tim Ritchie	Utilities Department
Mark Gasche	Parks & Recreation
Robert Gentry	Parks & Recreation
Kristin Bauer	Engineering Department

The committee met at the water plant on Lake Adrian on Thursday August 6, 2009 to walk the grounds and discuss the alternatives discussed at the August 3, 2009 commission pre-meeting at the water plant.

### **Public Access from Riverside Avenue:**

The committee concluded that public access from Riverside Avenue would not be advisable for the following reasons:

- Clearing of the area could accelerate erosion of the bank and impact the existing roadway.
- The existing grade would require a large switch back to comply with ADA requirements.
- The construction costs involved with this site due to the existing grade features would make this site impractical for development.<sup>1</sup>

<sup>1</sup> The committee recommended the hiring of a consultant to further discuss this alternative and develop cost estimates if further discussion was requested. It is the opinion of the committee that this site would be cost prohibitive to develop into a public access site due to existing grade features.

### **Access From the North Drive:**

#### **Option 1:**

If public access is ultimately granted, one option to consider would be to open the North drive gate and continue fencing from the gate along the access road and tie into the existing fence that runs behind the plant (See Option 1 Drawing). A small parking area could be created just off of the access road. The intake area would be fenced off and protected from access. This would essentially open up the shoreline at the plant and also provide the security for the treatment plant and intake. We would not provide a boat launch; boats would be required to be carried from the parking area. I would recommend that we utilize the same private security firm that the Parks Department uses to clear the grounds and close the gate. The hours available for public access would be set from 7am-10pm everyday including weekends. The costs associated for Option #1 would be the following:

<u>Improvements</u>	<u>Estimated Cost</u>
788 ft. of fencing with installation	\$14,000
Private security (Based on 1/2 hr. per day)	\$ 2,093 annually
Mowing and trash pick-up (2 hrs per week for 36 weeks)	\$ 720 annually

**Option 2:**

While it is the opinion of the committee that the following additional improvements should be made to improve the safety and accessibility to the public, the following improvements could be phased in as funds become available.

<u>Improvements</u>	<u>Estimated Cost</u>
North drive paving	\$18,500
788 ft. of fencing with installation	\$14,000
ADA accessible switch back ramp with retaining wall	\$30,000
Clearing and grubbing	\$ 5,000
Bank slope improvements	\$30,000
Floating fishing pier w/abutment	\$90,000

Attachments: Security Measures at Water Treatment Facilities  
Lake Adrian Dam Observed Deficiencies and Recommendations  
Michigan Department of Public Health Letter  
Letter from Former Utilities Director Mr. Carl Nelson  
Excerpt from the Michigan Penal Code Act 328 of 1931  
July 2007 Sanitary Survey Recommendations  
Aerial Photo of WTP Showing Fencing Options



John Engler, Governor

**DEPARTMENT OF PUBLIC HEALTH**

3423 N. LOGAN/MARTIN L. KING JR., BLVD.  
P.O. BOX 30195, LANSING, MICHIGAN 48909

Dennis L. Schornack, Acting Director

January 17, 1991

TO: Michigan Municipalities

ATTENTION: Water Superintendent

SUBJECT: Security Measures at Water Supply Facilities

Gentlemen:

Given the events which are transpiring in the Middle East and our country's involvement with those actions, the threat to vital facilities in our state from terrorist actions is certainly a possibility. As water system managers and regulatory officials, we must exercise reasonable precautions to avert possible impacts to water supply systems and respond appropriately should such a threat be posed.

As part of your overall contingency plan, we ask that you give thought to this area of potential risk and if necessary, make changes to your plan to address this concern. Particular attention must be given to providing reasonable security for your source, treatment and storage facilities. All possible means of access to these facilities should be locked at all times. Any suspicious activity by unauthorized persons in or around water supply facilities should be questioned and if warranted, local law enforcement officials alerted.

We suggest that you address this concern in a most discreet manner and not draw undue attention to the potential risk. Should you wish to discuss any element of your contingency plan or security measures with us, please contact your district engineer at your convenience.

Very truly yours,

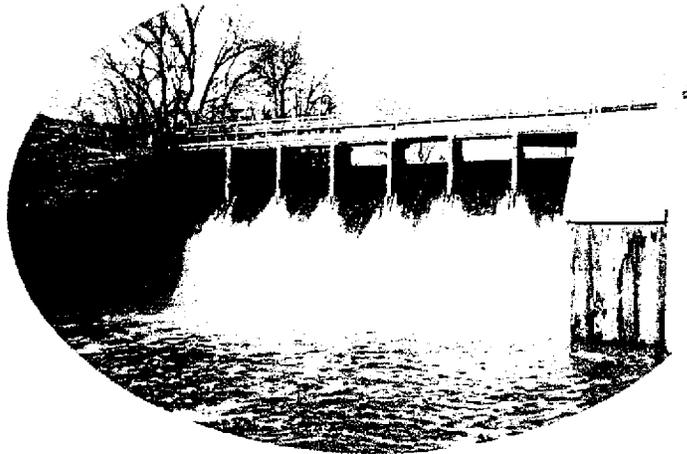
James K. Cleland, P.E., Chief  
Division of Water Supply  
Bureau of Environmental and  
Occupational Health

JKC:MKM

# LAKE ADRIAN DAM INSPECTION

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Dam Identification No. 594  
Hazard Potential: High  
Section 35, T. 06 S. – R.03 E.  
City of Adrian, Lenawee County, Michigan  
Wolf Creek



Per Part 315, Act 451 of 1994  
PREPARED FOR:

*City of Adrian Water Treatment Plant*  
*Attn: Tim Ritchie*  
*815 Bent Oak Avenue*  
*Adrian, Michigan 49221*  
*(517) 263-0923*

PREPARED BY:

*Spicer Group, Inc.*

INSPECTED BY:

Raymond S. Trudgeon, P.E. #56257

Date of Inspection: **April 10, 2009**  
Date of Report: **August 31, 2009**

Project I.D. Number 117648SG2009

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**Spicer**  
group

## CONCLUSIONS AND RECOMMENDATIONS

### A. Overall Condition

Visual inspection of the dam indicates that the dam and its appurtenant structures are in fair to satisfactory overall condition. The spillways appeared to be in fair condition and their capacities adequate if properly operated. The calculated normal freeboard is 0.8 feet for the design event. The earthen embankment appeared to be sound and structurally stable at the time of the inspection and is in fair condition. The following is a list of observed deficiencies and recommendations.

### B. Observed Deficiencies and Recommendations

1. *Observation:* The riprap placed along approximately 500 lineal feet of the left upstream slope of the earth embankment is comprised of recycled reinforced concrete and is not uniform in its sizing or placement. Erosion has occurred around several of the larger pieces of riprap. Also certain pieces of riprap contain exposed sections of reinforcing steel, which poses a safety risk.

*Recommendation:* Remove the existing riprap material. In order to utilize materials, the removed riprap could be used as a form of energy dissipation in the outlet channel. Use engineered fill to widen the dam crest and reduce the gradient of the upstream slope of the embankment. Also install wave erosion protection through the use of filter fabric and riprap or other devices.

2. *Observation:* There are several areas of sloughing and beaching of embankment materials along the upstream slope. The riprap protection in these areas is irregular in sizing and placement. Also ruts from a gravel truck are present near the left end of the upstream slope of the earthen embankment. The continued erosion of embankment material may compromise the integrity of the dam and lead to its failure.

*Recommendation:* The use of engineered fill to repair the erosion problems shall be addressed at the same time as the previous recommendation.

3. *Observation:* At the time of the inspection sections of the left downstream embankment slope were void of vegetation since they were currently under construction. Soil erosion and sedimentation control measures were installed to prevent the migration of soil materials. Per owner these slopes have become vegetated with grass since the time of the inspection.

STATE OF MICHIGAN



John Engler, Governor

**DEPARTMENT OF PUBLIC HEALTH**

3423 N. LOGAN/MARTIN L. KING JR., BLVD.  
P.O. BOX 30195, LANSING, MICHIGAN 48909

Vernice Davis Anthony, Director

June 25, 1991

Mr. John Jenkins Director of Public Utilities  
City of Adrian  
City Hall  
100 East Church Street  
Adrian, Michigan 49221

WSSN: 0040

Subject: Lake Adrian

Dear John:

This letter will confirm our meeting on June 11, 1991. In this meeting, we discussed the vulnerability of the city's raw water supply to any contamination in Lake Adrian.

As I stated in the meeting, the Michigan Department of Public Health would support the city in its efforts to eliminate motorized boat traffic on Lake Adrian. Our support is due to potential gasoline spills near the raw water intake, erosion problems with the banks, and stirring of sediments. Also, we support your efforts due to the potential for accidental damage or vandalism to either the intake structure or the dam.

Recently, the U.S. EPA has promulgated strict regulations dealing with volatile organic chemicals in drinking water. Several of the components of gasoline are covered by these regulations. As an example, an enforceable maximum contaminant level (MCL) has been set at 5 ug/l for benzene. Due to this low level, it is very conceivable that a spill at the right time and place would result in the city temporarily violating the drinking water standards. This scenario is very likely due to the public's easy access to the backwater area near the intake structure.

Wake damage to banks and other water side facilities has been well documented by the U.S. Army Corps of Engineers. Due to the relatively small size of Lake Adrian and its steep banks, erosion and structure damage due to wakes is highly probable. This damage will result in costly repairs and force the city to dredge the lake bottom sooner than expected. However, due to other environmental concerns, the city may be prevented from initiating the dredging operation and forced to live with the reduced reservoir storage capacity.

Mr. John Jenkins  
June 25, 1991  
Page 2

During the past several years, many water utilities have limited public access to their raw water impoundments and reservoirs. This nationwide tendency has been due to a combination of legal liability and the potential for damage. In addition, access has been limited due to stricter monitoring requirements being forced on the utilities by the U.S. EPA.

If there are any comments or questions, please feel free to contact me.

Sincerely,



Jon W. Bloemker, P.E.  
District Engineer  
Division of Water Supply  
Bureau of Environmental and  
Occupational Health

JWB:lw  
cc: Jerry McFarland, Water Superintendent  
cc: Lenawee County Health Department

August 10, 2009

Gary McDowell, Mayor  
100 E Church Street  
Adrian, MI 49221

Dear Mayor Mc Dowell,

I have enjoyed fishing since I was a kid and I think the fishing docks such as at Burr Park are great. However, I am concerned about the proposed fishing dock for kids at the site of the Water Department dam and the Water Plant intake.

The hatred and violence so often displayed in today's society whether from mental revenge or get even reasons within society today, makes it prudent to prevent access to the extent possible at the Water Plant dam including the intake.

Sincerely,

A handwritten signature in cursive script that reads "Carl Nelson".

Carl Nelson  
Former Utilities Director

THE MICHIGAN PENAL CODE (EXCERPT)  
Act 328 of 1931

750.552c Entering or remaining in key facility; prohibition; "key facility" defined; posting signs; violation as felony; penalty; scope of section.

Sec. 552c.

(1) A person shall not intentionally and without authority or permission enter or remain in or upon premises or a structure belonging to another person that is a key facility if the key facility is completely enclosed by a physical barrier of any kind, including, but not limited to, a significant water barrier that prevents pedestrian access, and is posted with signage as prescribed under subsection (2). As used in this subsection, "key facility" means 1 or more of the following:

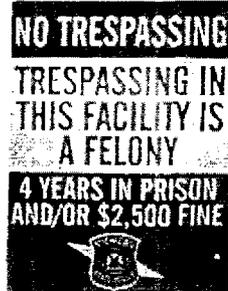
- (a) A chemical manufacturing facility.
- (b) A refinery.
- (c) An electric utility facility, including, but not limited to, a power plant, a power generation facility peaker, an electric transmission facility, an electric station or substation, or any other facility used to support the generation, transmission, or distribution of electricity. Electric utility facility does not include electric transmission land or right-of-way that is not completely enclosed, posted, and maintained by the electric utility.
- (d) A water intake structure or water treatment facility.
- (e) A natural gas utility facility, including, but not limited to, an age station, compressor station, odorization facility, main line valve, natural gas storage facility, or any other facility used to support the acquisition, transmission, distribution, or storage of natural gas. Natural gas utility facility does not include gas transmission pipeline property that is not completely enclosed, posted, and maintained by the natural gas utility.
- (f) Gasoline, propane, liquid natural gas (LNG), or other fuel terminal or storage facility.
- (g) A transportation facility, including, but not limited to, a port, railroad switching yard, or trucking terminal.
- (h) A pulp or paper manufacturing facility.
- (i) A pharmaceutical manufacturing facility.
- (j) A hazardous waste storage, treatment, or disposal facility.
- (k) A telecommunication facility, including, but not limited to, a central office or cellular telephone tower site.
- (l) A facility substantially similar to a facility, structure, or installation listed in subdivisions (a) to (k) or a resource required to submit a risk management plan under 42 USC 7412(r).

(2) A key facility shall be posted in a conspicuous manner against entry. The minimum letter height on the posting signs shall be 1 inch. Each posting sign shall be not less than 50 square inches, and the signs shall be spaced to enable a person to observe not less than 1 sign at any point of entry upon the property.

(3) A person who violates this section is guilty of a felony punishable by imprisonment for not more than 4 years or a fine of not more than \$2,500.00, or both.

(4) This section does not apply and shall be not construed to apply to a lawful assembly or a peaceful and orderly petition for a redress of grievances, including, but not limited to, a labor dispute between an employer and its employees.

History: Add. 2008, Act 30, I;— Apr. 15, 2008



Sign manufacturer:  
Michigan Graphics & Signs  
1110 E. Steen Street  
St. Johns, MI, 48879  
(989) 224-1936  
POC: Bruce DeLong  
Website: [www.misigns.com](http://www.misigns.com)  
E-mail: [misigns@verizon.net](mailto:misigns@verizon.net)

**SANITARY SURVEY REPORT**

**OF THE**

**CITY OF ADRIAN WATER SYSTEM  
WSSN: 40**

**Prepared By:**

**Michigan Department of Environmental Quality  
Water Bureau  
Field Operation Section**

**July 2007**

## RECOMMENDATIONS

### **Purpose and Authority**

Section 15 (1) of the Act states:

"When deemed necessary for protection of the public health, the department shall notify a supplier of water of the need to make changes in operations, to provide treatment, to make structural changes in existing systems, or to add additional capacity as necessary to produce and distribute an adequate quantity of water meeting the state drinking water standards."

Section 15(2) of the Act states, in part:

"The department shall inspect a waterworks system or part thereof, and the manner of operation of the system or part. If upon inspection the department determines the waterworks system to be inadequate or so operated as to not adequately protect the public health, the department may order the supplier of water to make alterations in the waterworks system or its method of operation as may be required or deemed advisable by the department to assure the public water supply shall be adequate, healthful, and in conformance with state drinking water standards....."

Rule 702 (1) (R325.10702) states, in part:

" ... the department shall make sanitary surveys, on-site inspections, surveillance observations, or other special purpose investigations for the purpose of evaluating the adequacy and condition of public water supplies ...."

Rule 703 (R325.10703) states:

On-site inspections and surveillance observations of public water supplies may include, but are not necessarily limited to, a review of all the following:

- (a) Waterworks system physical facilities and equipment.
- (b) Administration and record keeping.
- (c) Sampling techniques, and monitoring activities for water quality.
- (d) The maintenance program for the waterworks system.
- (e) The design and operation of the waterworks system.
- (f) Compliance with operator certification requirements for treatment systems and distribution systems.
- (g) A cross connection control program.
- (h) The reliability of the waterworks system.

- (i) Security measures provided to protect the water quality and the operation of the waterworks system.”

This survey has attempted to investigate both existing impacts as well as to identify impacts that may come about as future regulations are passed by the U.S. EPA. Unfortunately, the survey is not designed to highlight the “good” aspects of the overall operation, of which there are many. Water department staffs are to be commended for their willingness to help with the collection of information necessary to complete this report. We would especially like to thank Mr. James Caldwell, P.E., Director of Utilities; Mr. Shane Horn, Water Treatment Plant Supervisor; Mr. Tim Ritchie, Chief Water Treatment Plant Operator and Mr. Steve Eberle, Water Distribution System Supervisor, for their assistance in providing data and in reviewing the draft document.

The following recommendations are intended to be a concise summary of the more detailed discussions which are contained in the previous sections. Reference numbers in parentheses following the recommendations indicate pages where the subject is presented in more detail.

#### **A.) Water Treatment Plant**

**1. Intake:** Routine inspection of the intake structure is recommended. Potassium permanganate must be injected at the raw water line and should not be dripped inside the intake structure. (Page 8, 26, 30)

Routinely flush the intake line and exercise the valve that opens to Wolf Creek when line is flushed. Make sure the chemical applied in the raw water line is off when flushing is being performed. (Page 8)

#### **2. Settling Basins:**

Settling basins overflow must be re-routed such that it will not be directed to Wolf Creek or NDPEs permit will need to be obtained if the existing overflow is to be maintained. (Page 11, 28)

Provide settling basins with enclosure (roof and wall structure) to eliminate short circuiting due to windy and icy conditions. This will also reduce the potential for water contamination from bird droppings and others.

Complete repair of the basins concrete walls and replacement of the sludge removal system. (Page 11, 28)

#### **3. Upflow clarifiers**

Continue routine inspection and maintenance of upflow clarifiers. (Page 12, 28)

#### **4. Filters:**

Filter to waste line is provided which discharges to the pretreatment header, but have not been used. It is recommended that this filter to waste line be utilized when turbidity spikes at any filter is experienced. Procedure to use this unit operation should be included in the plant's contingency plan so that in case of emergency, staff would know that this unit is provided. (Page 14)

Routine inspection of the filter media and filter drains must be conducted to determine its efficiency and effectiveness and for use in planning for filter media replacement. (Page 13, 14)

#### **5. Individual Filter Turbidimeter:**

Continue to follow the individual turbidimeter manufacturer's recommendation on how to operate, maintain and calibrate online turbidimeters. (Page 13, 28)

#### **6. Treatment Optimization:**

A copy of "Recommended Practices for Treatment Optimization" is provided in Appendix H. This is a guidance document prepared by this office in association with water industry, which was provided to all water plants in May of 1995. It is recommended that these practices be studied to determine ways in which treatment may be further optimized. While the details of the document will not be reiterated here, certain practices have proven useful for other water plants. It is hoped that as many practices as possible will be implemented. (Page 31)

#### **7. Clearwells:**

Routine inspection of the clearwells must be maintained.

Since the clearwells are the main source of the water plant's disinfectant contact time, it is recommended that when any of the clearwell is taken out of service, the recalculation of the CT be performed using the unit that will provide CT credit in exchange of the clearwell that is being taken out of service. It is recommended that this procedure must also be included in the water system contingency plan (Page 15, 40)

Although parking at the top of the clear wells has not been a problem in the past, provision of an alternative parking is recommended to prevent the weakening of the clearwell structure due to the stress and load made by cars/trucks driven or parked on top of the clearwell. Accidental collapse can be prevented, which has happened to some water system's underground storage in the state. (Page 15, 29)

#### **8. Fluoride Feeders:**

The fluoride feeders are manually operated. While the plant always has an operator on site and fluoride levels at the day tank are monitored in the computer, a redundant fluoride feed activation mechanisms and redundant anti-siphon valves must be provided due to fluoride's hazardous nature. It is recommended that the fluoride feed pumps must be provided with an electrical control system with fail safe flow switch, so that fluoride can only be fed when there is flow in the water line. (Page 18, 29)

#### **9. Cross Connection:**

The domestic line that feeds water to the new building addition (built in 2004) is provided with an RPZ, however, it is not certain that the older portion of the plant is provided with domestic water that is protected from cross connection with the process water. Evaluation of piping route be traced to determine whether cross connection exists. Safe drinking water throughout the plant must be provided and any cross connections must be eliminated. (Page 21)

#### **10. Bulk Water Sales Station:**

The bulk water sale station is located right in front of the water treatment plant's entrance and by the clearwells. For security reasons, it is recommended that this station be moved outside of

the water plant's compound. It may be located outside of the plant's fence by the gate or other location, which will not compromise the plant and the finished water storage security, and to a location which is more accessible to the public.

**11. Operational Monitoring for Nitrate:**

Testing for nitrate (raw and plant tap) must be increased from Monthly to Daily during rainy and high run off days. When daily test is over half the MCL of 10 mg/l and rain and flooding is expected to continue, the testing frequency must be increased to 2 times per day to every 4 hours or to every hour depending on the situation to make sure that the MCL is not exceeded at the plant tap. (Page 23, 42)

**12. Security:**

Complete fencing of the water plant and provision of entry alarms is recommended. The plant site is currently partially fenced, and no entry alarms provided at the plant's entrance doors. The plant's compound is open to the public and some people go in and out of the compound to fish at the lake or the pond in front of the plant. Bulk water sales are also conducted at the front of the plant. Plant security needs to be enhanced by first reviewing and evaluating the city's Vulnerability Assessment Study to determine how to enhance the water facilities security. (Page 5, 22, 31)

**13. Wells:**

Routine inspection and pump testing of wells by a professional well driller is recommended. It is also recommended that plans to provide auxiliary power to west side wells be considered. This will enable the city to use the wells when the power in that area is out and when Lake Adrian's water is having problems that may be brought about by accidental spills, runoff contamination and other emergency situations. (Page 8, 27)

**14. Pumps:**

All of the WTP pumps should be routinely inspected and maintained to ensure proper functioning.

Maintain adequate records of pumping facilities, operating procedures and preventative maintenance program. (Page 27)

**15. Redundant overfeed protection on all chemical feeders**

City should provide a flow switch mechanism on all chemical feeders to prevent overfeeding of chemicals.

**16. Double containment for all day tanks should be provided.**

The potassium permanganate and phosphate day tanks are not provided with double containment. It is recommended that double containment is provided for both chemicals.

**B.) Distribution System:**

**1. Water Storage Tanks at Distribution System**

The end of the overflow discharge piping of the storage tanks needs to be cut to provide adequate air gap (at least 2 times the diameter of overflow pipe or a foot from the ground) to where it is discharged. The screens of the overflow pipes also need to be changed. (Page 33)

## **2. Percent Unaccounted Water**

It is recommended that the city keep track with the unaccounted water to determine water losses that may be caused by water main leaks and other causes. (Page 1)

## **3. Distribution System Storage**

The city's water storage tanks are recommended to be provided with automatic telemetry system, such that the high service pumps may be programmed to kick on/off based on the water level in the tanks. (Page 33)

Continue routine inspection of all tanks by a professional water storage tank inspector.

## **4. ISO Evaluation/Rating**

The city's Capital Improvement Project is underway, and replacement of the old and undersized water mains is expected to improve flow and pressure. It is recommended that an ISO evaluation be performed when the CIP is completed.

## **5. General Plan Update**

The water system's general plan must be updated when the capital improvement project is completed. The general plan should include all recent updates in the entire water system facilities. (Page 40)

## **6. Hydrants:**

Need to provide auxiliary shut off valve to 2 hydrants without it. In the meantime locations of these 2 hydrants must be indicated in the general plan so that in case of emergencies, staff would know which ones do not have auxiliary shut off valve.

(Page 37)

## **7. Cross Connection Control Program:**

It is recommended that current cross connection program be updated to include a requirement for testing of backflow protection devices. This would also be a good time to review the entire program to ensure that all accounts that require inspections are included. As a means to expedite the process, it is recommended that the city use the model ordinance and program contained in the department's "Cross Connection Rules Manual". Cross connection inspection should include the water treatment plant facility and other city owned facilities that have not been inspected.

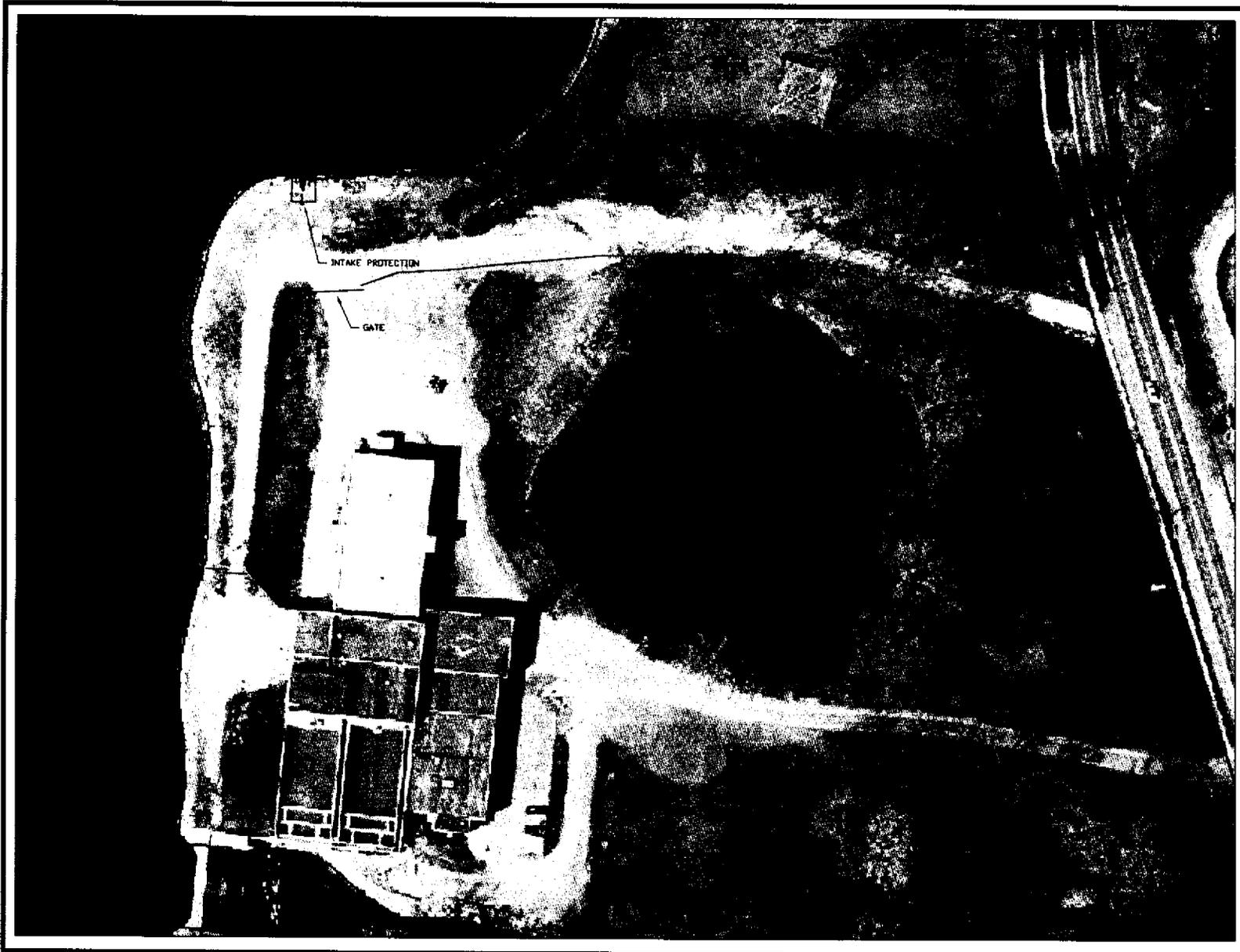
(Page 39)

## **8. Bacteriological Site Plan**

The city's bacteriological site plan needs to be updated to reflect changes in personnel, contact persons and recent changes in the water system facilities. (Page 41)

## **9. Contingency Plan**

The city's contingency plan should be updated routinely to add any important items that are necessary to improve the existing plan. Emergency procedures and alternative operations during emergencies must be included in the plan for staff to review and use. Include form to use to take notes on water complaints, water emergency phone calls, water main breaks and others. This will help operators take accurate important information and to facilitate response during to emergencies. (Page 40)



UTILITIES DEPARTMENT  
 CITY HALL  
 100 E. CHURCH STREET  
 ADRIAN, MI 49221  
 (517) 264-4825

LAKE ACCESS  
 PROJECT  
 2009

WTP  
 BENT OAK

NO.	ISSUE/REVISION	DATE

**OPTION 1**

— EXISTING FENCE  
 — PROPOSED FENCE

DATE	September 14, 2009	SHEET NO.	1 of 1
NO.	N15		
DESIGNED BY	TJB-SAM		

**OPTION I**

**R11-038**

April 18, 2011

**RE: CITY COMMISSION – Approve Public Access at Lake Adrian & Determine Departmental Responsibility for Maintenance of Access Site**

**RESOLUTION**

WHEREAS, Lake Adrian has been closed to public access for fishing and boating for a number of years; and

WHEREAS, the City Commission has reviewed this matter to determine if the current operation schedule should be altered.

NOW, THEREFORE, IT IS RESOLVED, that Lake Adrian will be made open for public access and that the Director of Utilities is directed to open an area at the Adrian Water Plant for lake access and to allow for access to Lake Adrian for the purpose of fishing and that the (Utilities Department) or (Parks & Recreation Department) will be responsible for continued maintenance of the area and costs associated with same.

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

**OPTION II**

**R11-038**

April 18, 2011

**RE: CITY COMMISSION – Disallow Public Access at Lake Adrian**

**RESOLUTION**

WHEREAS, Lake Adrian has been closed to public access for fishing and boating for a number of years; and

WHEREAS, the City Commission has reviewed this matter to determine if the current operation schedule should be altered.

NOW, THEREFORE, IT IS RESOLVED that Lake Adrian shall continue to be closed to public access for fishing and boating until further resolution by the Adrian City Commission.

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

R-1



**MEMO**

Date: April 12, 2011

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

From: Kristin Bauer, City Engineer 

**Re: Federal Highway Administration Grant Agreement with the Michigan Department of Transportation (MDOT) for Reconstruction of Bent Oak from Riverside Avenue to City Limits**

The Adrian City Commission, by Resolution #R11-009 dated February 7, 2011, adopted the Recommended FY2011-17 City of Adrian Capital Improvement Program (CIP) and FY2011-12 Capital Budget Recommendation, including the reconstruction of Bent Oak from Riverside Avenue to City Limits. The Adrian City Commission, by Resolution #R10-097 dated August 2, 2010, authorized the engagement of Associated Engineers, Adrian, MI, at a cost of \$17,750 to perform design/survey engineering services in preparation for the reconstruction of Bent Oak from Riverside Avenue to City Limits.

The Michigan Department of Transportation (MDOT) has submitted a proposed contract to perform the subject reconstruction project at an estimated cost of \$542,200, including a \$357,000 Federal Highway Administration (FHWA) grant to partially fund the project. The subject contract [Control Section STUL 46417, Job Number 109053, Project STP 1146 (015), Federal Item No. HH 7209, CFDA No. 20.205, and Contract No. 11-5146] includes a pre-bid estimate of \$542,200 for Total Project Cost, including Federal Funding of \$357,000, leaving a balance of local match amounting to \$185,200 (34%), together with design engineering fees of \$17,750 equal a total local obligation of \$202,950.

The engineering work has been completed and the remaining local matching requirement (\$185,200) is provided for in the City Administrator's FY2011-12 Budget Recommendation, including \$93,000 for paving in the Major Street Fund (202) and \$92,200 for curb and gutter work in the Storm Water Utility Fund (598).

MDOT has requested a certified resolution of the City Commission authorizing the Mayor and City Clerk to sign the subject contract. The attached resolution approving the contract has been prepared for City Commission consideration at its regularly scheduled meeting of April 2, 2011. I respectfully recommend approval of this resolution authorizing the Mayor and City Clerk to sign the Federal Highway Administration (FHWA) Contract Agreement with the Michigan Department of Transportation (MDOT) reconstruction of Bent Oak from Riverside Avenue to City Limits.

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

March 11, 2011

EXHIBIT I

CONTROL SECTION	STUL 46417
JOB NUMBER	109053
PROJECT	STP 1146(015)

ESTIMATED COST

CONTRACTED WORK

Estimated Cost	\$542,200
----------------	-----------

COST PARTICIPATION

GRAND TOTAL ESTIMATED COST	\$542,200
Less Federal Funds*	<u>\$357,000</u>
BALANCE (REQUESTING PARTY'S SHARE)	\$185,200

\*Federal Funds for the PROJECT are limited to an amount as described in Section 5.

NO DEPOSIT

**RE: CITY ENGINEER – Federal Highway Administration Grant Agreement with the Michigan Department of Transportation (MDOT) for Reconstruction of Bent Oak from Riverside Avenue to City Limits**

**RESOLUTION**

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

WHEREAS, the Adrian City Commission, by Resolution #R10-097 dated August 2, 2010, authorized the engagement of Associated Engineers, Adrian, MI, at a cost of \$17,750 to perform design/survey engineering services in preparation for the reconstruction of Bent Oak from Riverside Avenue to the city limits; and

WHEREAS, the Michigan Department of Transportation (MDOT) has submitted a proposed contract to perform the subject reconstruction project at an estimated cost of \$542,200, including a \$357,000 Federal Highway Administration (FHWA) grant to partially fund the project; and

WHEREAS, the subject contract [Control Section STUL 46417, Job Number 109053, Project STP 1146 (015), Federal Item No. HH 7209, CFDA No. 20.205, and Contract No. 11-5146] includes a pre-bid estimate of \$542,200 for Total Project Cost, including Federal Funding of \$357,000, leaving a balance of local match amounting to \$185,200 (34%), together with design engineering fees of \$17,750 equal a total local obligation of \$202,950; and

WHEREAS, the engineering work has been completed and the remaining local matching requirement (\$185,200) is provided for in the City Administrator's FY2011-12 Budget Recommendation, including \$93,000 for paving in the Major Street Fund (202) and \$92,200 for curb and gutter work in the Storm Water Utility Fund (598); and

WHEREAS, MDOT has requested a certified resolution of the City Commission authorizing the Mayor and City Clerk to sign the subject contract; and

WHEREAS, the City Engineer and City Administrator recommend approval of this resolution authorizing the Mayor and City Clerk to sign the Federal Highway Administration (FHWA) Contract Agreement with the Michigan Department of Transportation (MDOT) for reconstruction of Bent Oak from Riverside Avenue to the city limits.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the Mayor and City Clerk to sign the Federal Highway Administration (FHWA) Contract Agreement with the Michigan Department of Transportation (MDOT) for reconstruction of Bent Oak from Riverside Avenue to the city limits.

BE IT, FURTHER, RESOLVED that a certified copy of this resolution be provided to the Michigan Department of Transportation (MDOT).

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

R-8

**R11-040**

April 18, 2011

**RE: COMMUNITY DEVELOPMENT – Encourage Legislature to Retain the Brownfield and Historic Tax Credit Programs**

**RESOLUTION**

WHEREAS, Governor Snyder proposes to eliminate the Brownfield and Historic Tax Credit Programs as they have existed, and

WHEREAS, these have been highly effective economic development tools with a significant return on the public investment, have resulted in contaminated, blighted, and/or obsolete buildings being demolished or rehabilitated, have resulted in increased employment, have resulted in significant infusions of private investment, have resulted in additional revenues to local units and to the state, have accomplished their objective of reusing existing buildings and preserving green spaces and are fair to all potential project locations and units of government; and

WHEREAS, the City of Adrian has utilized the Brownfield Program to raze the obsolete and structurally dangerous silos on Logan Street, where the new City/County Transportation Building was constructed; and

WHEREAS, the City/County Transportation Building could not have been completed on that site absent the Brownfield Program; and

WHEREAS, the City of Adrian has utilized the Brownfield Program to raze the obsolete Spielman's True Value Hardware store on North Main, allowing the construction of The North Towne Commons, a project with 6 new storefronts and, to date, five (5) new City of Adrian businesses, including the expansion of an existing pharmacy to a second location, a new restaurant, a credit union, an insurance agency, and a chiropractic office; and

WHEREAS, the City of Adrian has utilized the Brownfield Program to raze an obsolete industrial building and remediate a contaminated industrial site on Beecher Street, paving the way for future construction; and

WHEREAS, the City of Adrian, in conjunction with a private development firm, and together with the Student Town Initiative, Adrian College, Jackson Community College, the Lenawee Intermediate School District, and Siena Heights University, are engaged and planning to construct a multi-story, mixed use rehabilitation project anchored by a unique restaurant in downtown Adrian, designed to involve the award-winning LISD Culinary Arts Program, together with the outstanding business, marketing, and accounting departments at Adrian College and Siena Heights University, and the Jackson Community College Culinary Arts Program; and

WHEREAS, the reuse of any of the existing downtown Adrian buildings identified as suitable for this project are historical buildings, largely abandoned, and in need of extensive rehabilitation; and

WHEREAS, such rehabilitation would be too costly to induce any private investment absent Historic and Brownfield Tax Credits; and

WHEREAS, this project is a continuation of the City of Adrian's efforts to revitalize its core downtown district and create the Sense of Place so critical to future growth; and

WHEREAS, the City of Adrian and local merchants have already invested millions of dollars in this revitalization effort.

NOW, THEREFORE, BE IT RESOLVED that the Commission of the City of Adrian encourages the Michigan Legislature, with the strongest possible voice, to retain the Brownfield and Historic Tax Credit Programs because they are an outstanding economic development tool, they are fair to all, they allow all communities in the State of Michigan an opportunity to re-imagine their most challenging buildings and properties, they allow us to revitalize our neighborhoods and downtowns, they attract further investment in our communities, they increase our property values, they facilitate the salvage of our treasured historic landmarks, and most importantly, they leverage the preservation of our heritage and exceptional American way of life for generations to come.

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

R-9

# MEMO

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DATE: April 13, 2011  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Paving Bids

Asphalt paving bids were recently received, and after review, the City Engineer has recommended that American Asphalt, Inc. of Lansing, MI be awarded the bid in the amount of \$241,049.00. Paving includes portions of Hunt, Winter and Logan, in addition to five alleyways. Streets to be milled and resurfaced include Westwood, Oregon and Hawthorne.

Seven firms responded to the offer to bid. There are sufficient funds in the Local and Major Street Funds for this work and urge your favorable consideration to award the bid to American Asphalt, Inc. of Lansing, MI in the amount of \$241,049.00.

Respectfully submitted,

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

Dane C. Nelson  
City Administrator

DCN:bjw



0 each							
Repair Water Valve 0 each	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Adj Manhole 24 each	\$9,240.00	\$21,720.00	\$ 9,240.00	\$ 7,200.00	\$ 9,456.00	\$ 4,320.00	\$ 6,000.00
Adj Water Valve 11 each	\$3,355.00	\$ 9,955.00	\$ 3,355.00	\$ 3,300.00	\$ 3,410.00	\$ 1,100.00	\$ 1,650.00
3"- 4" Milling 12250 SY	\$12,250.00	\$23,275.00	\$ 12,862.50	\$15,925.00	\$25,480.00	\$13,475.00	\$19,355.00
<b>TOTAL B</b>	\$149,074.60	\$199,900.00	\$150,850.30	\$163,916.00	\$167,115.50	\$139,782.00	\$ 153,366.90
<b>PART C:</b>							
HMA, 3C 240 Ton	\$19,440.00	\$ 21,600.00	\$ 16,800.00	\$ 24,720.00	\$ 16,860.00	\$ 16,248.00	\$ 17,707.20
HMA, 4C 240 Ton	\$20,880.00	\$ 24,960.00	\$18,480.00	\$ 23,520.00	\$ 19,260.00	\$ 17,520.00	\$ 19,156.80
Bond Coat 136 gal	\$ 952.00	\$ 340.00	\$ 258.40	\$ 680.00	\$ 1,020.00	\$ 272.00	\$ 476.00
<b>TOTAL C</b>	\$41,272.00	\$ 46,900.00	\$ 35,538.40	\$ 48,920.00	\$ 37,140.00	\$ 34,040.00	\$ 37,340.00
<b>GRANDTOTAL</b>	\$269,382.10	\$346,002.50	\$260,354.80	\$290,128.00	\$80,379.00	\$241,049.00	\$263,908.90

I recommend all parts of this bid be awarded to American Asphalt, Inc. of Lansing MI in the amount of \$241,049.00. We have checked references on this contractor and have confirmed they are experienced with this type of work. There were no bids that met the requirements of the Local Preference Policy for any of the sections of work.

Funds for these projects are available in the following funds and have been bid as approved in the Capitol Outlay for FY2010-2011:

Part A: Major Street Fund (202-451.08-801.000) - \$38,759.00  
Local Street Fund (203-451.12-801.000) - \$28,468.00

Part B: Local Street Fund (203-451.10-801.000) - \$139,782.00

Part C: Local Street Fund (203-451.80-801.000) - \$34,040.00

ADVERTISEMENT FOR BIDS  
ASPHALT PAVING  
ADRIAN, MICHIGAN

Sealed bids for surfacing with specified Bituminous Pavements on the streets as indicated below, will be received in the Office of the Purchasing Officer, City Hall, 135 E. Maumee Street, Adrian, Michigan 49221 until 2:00 p.m. E.D.T. on Thursday, April 7, 2011 at which time they will be publicly opened and read aloud:

The description of the work is as follows:

**PART A:**

Reconstructed Streets:

North Winter St. - 150 LF south of Hunt St. to Northern Limits  
Hunt St. - Trestle Park to Main St.  
Logan St. - Division St. to Center St.

**PART B:**

Local Milled & Resurfaced Streets

3" to 4" Milling with 3" to 4" of Asphalt overlays on the following Local streets:

Local Streets: Westwood - Maple to Maple  
Oregon - Maple to Westwood  
Hawthorne - Oregon to Trenton

**PART C:**

Alleys

Placement of 3" to 4" of Asphalt with one 10' wide lane on the following Alleys:

Alley A: Between Maumee St. & Charles St. - Terrace & University  
Alley B: Between Maple Ave. & Butler St. - Paralleling Comstock & Finch  
Alley C: Between Butler St. & Hunt St. - Paralleling Comstock & Finch  
Alley D: Between Beecher St. & Berry St. - Paralleling Winter & Dennis  
Alley E: Between Beecher St. & RR North of Berry St. - Paralleling State & Division

Specifications may be obtained from the Purchasing Office by making a deposit of Ten Dollars (\$10.00) per set. The full amount of the deposit will be refunded to each bidder for the one set of documents under which a bona fide proposal is submitted to the City. For subcontractors, Five Dollars (\$5.00) will be refunded for each set of documents returned in good condition (unmarked) and within ten (10) days after the bidding date. An additional nonrefundable fee of Three Dollars (\$3.00) will be charged for each set of documents, which are to be mailed to the prospective bidder.

A certified check or bidder's bond in an amount equal to five percent (5%) of the total amount of the proposal will be required to accompany the proposal.

The right to accept any proposal, to reject any or all proposals and to waive any irregularities in any proposal is reserved by the City of Adrian. The City also reserves the right to award parts of the project separately.

Cindy L Prue  
Assistant Finance Director

**R11-041**

April 18, 2011

**RE: DEPARTMENT OF PUBLIC WORKS – ASPHALT PAVING PROGRAM FOR 2011**

**RESOLUTION**

WHEREAS, on behalf of the Department of Public Works, the City of Adrian Purchasing Office has solicited and received bids on Thursday, April 7 for the 2011 construction season for (Part A) Logan Street between Division and Center, Winter from Hunt to North End, and Hunt from Main to Trestle Park, and (Part B) paving of Oregon Road – Maple to Westwood, Hawthorne Road – Oregon to Trenton and Westwood Road – Maple to Maple, and (Part C) paving of five (5) alleys; and

WHEREAS, in response to a Request-for-Proposal, a total of seven (7) bids were received, detailed as follows:

<b><u>Vendor</u></b>	<b><u>Part A</u></b>	<b><u>Part B</u></b>	<b><u>Part C</u></b>	<b><u>Total</u></b>
American Asphalt Paving Lansing, MI	\$67,227.00	\$139,782.00	\$34,040.00	\$241,049.00
Gerken Paving Napoleon, OH	\$73,966.10	\$150,850.30	\$35,538.40	\$260,354.80
Quality Asphalt Homer, MI	\$73,202.00	\$153,366.90	\$37,340.00	\$263,908.90
Barrett Paving Ypsilanti, MI	\$79,035.50	\$149,074.60	\$41,272.00	\$269,382.10
Slusarski Excavating Adrian, MI 49221	\$76,123.50	\$167,115.50	\$37,140.00	\$280,379.00
Michigan Paving Jackson, MI	\$77,292.00	\$163,916.00	\$48,920.00	\$290,128.00
Crestline Toledo, OH	\$99,202.50	\$199,900.00	\$46,900.00	\$346,002.50

WHEREAS, the City Engineer and City Administrator recommend acceptance of the low bid, American Asphalt Paving, Lansing, MI for Parts A, B and C (\$241,049.00); and

WHEREAS, the Finance Director has verified compliance with the Local Preference Policy and indicates that sufficient funds are available for this purpose in the Major Street Fund (202) and Local Street Fund (203), derived from the Road Improvement Millage Renewal, detailed as follows:

Part A: Major Street Fund (202-451.08-801.000)	\$ 38,759.00
Local Street Fund (203-451.12-801.000)	28,468.00
Part B: Local Street Fund (203-451.10-801.000)	139,782.00
Part C: Local Street Fund (203-451.80-801.000)	<u>34,040.00</u>
Total	<u>\$241,049.00</u>

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the low bid and engagement of American Asphalt, Lansing, MI in the City's Standard Professional Services Contract to provide asphalt paving for the aforementioned streets and alleys, at a cost estimated at \$241,049.00.

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

R-10

# MEMO

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DATE: April 13, 2011  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Curb & Gutter Bids

Bids were received on April 7, 2011 for curb and gutter replacement, and the City Engineer has recommended that the bid be awarded to Eastlund Concrete of Holt, MI in the amount of \$94,788.00. Curb and gutters will be replaced on portions of Hunt, Winter and Logan. In addition, ADA ramps will be installed on Maple/Westwood and Maple/Oregon.

Six firms responded to the offer to bid. There are sufficient funds in the Major and Local Street Funds for this work and urge your favorable consideration to award the bid to Eastlund Concrete of Holt, MI in the amount of \$94,788.00.

Respectfully submitted,

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

Dane C. Nelson  
City Administrator

DCN:bjw

April 12, 2011

## MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Curb & Gutter Bids – CG -1-2011



We received bid on April 7, 2011 for curb & gutter on Hunt St. from Main to Trestle Park, Winter St. from Hunt to the north end, Logan St. from Division to Center St. and ADA ramps on Maple & Westwood and Maple & Oregon. Below are the tabulations for the bids received:

CITY OF ADRIAN, MICHIGAN  
CURB & GUTTER CG-1-2011  
DUE DATE: APRIL 7, 2011

	Eastlund Concrete Holt MI	Goretski Construction Milford, MI	Smith Paving Norwalk OH	Doan Construction Ypsilanti MI	Audia Concrete Milford, MI	Davenport Bros Belleville, MI
MDOT C-4 curb 3550 LF	\$52,540.00	\$ 44,375.00	\$ 52,895.00	\$ 52,540.00	\$ 98,867.50	\$ 86,500.00
MDOT E-1 Curb 110 LF	\$ 1,958.00	\$ 2,750.00	\$ 2,271.50	\$ 2,117.50	\$ 3,231.80	\$ 3,300.00
Curb Remove & Dispose 240 LF	\$ 2,280.00	\$ 6,000.00	\$ 1,068.00	\$ 1,200.00	\$ 4,200.00	\$ 2,400.00
4-inch concrete 1350 SF	\$ 5,535.00	\$ 5,670.00	\$ 6,615.00	\$ 8,302.50	\$ 4,428.00	\$ 5,737.50
6-inch concrete 6850 SF	\$ 2,195.00	\$ 32,126.50	\$ 38,360.00	\$ 42,127.50	\$ 25,002.50	\$ 37,675.00

Cast-in-Place Warning Plates 14 each	\$ 280.00	\$ 5,600.00	\$ 4,200.00	\$ 1,750.00	\$ 3,990.00	\$ 3,500.00
<b>TOTAL</b>	<b>\$94,788.00</b>	<b>\$ 96,521.50</b>	<b>\$105,409.50</b>	<b>\$108,037.50</b>	<b>\$139,719.80</b>	<b>\$133,112.50</b>

I recommend this bid be awarded to Eastlund Concrete of Holt, MI in the amount of \$94,788.00. This contractor is experienced with this type of work and has completed this work for the City of Adrian. There were no bids that met the requirements of the Local Preference Policy for any of the sections of work.

Funds for these projects are available in the following funds and have been bid as approved in the Capitol Outlay for FY2010-2011:

- Major Street Fund (202-451.08-801.000) - \$46,766.00
- Local Street Fund (203-451.12-801.000) - \$48,022.00

**R11-042**

April 18, 2011

**RE: DEPARTMENT OF PUBLIC WORKS – Construction Contract for Curbs and Gutters**

**RESOLUTION**

WHEREAS, on behalf of the Department of Public Works, the City of Adrian Purchasing Office has solicited and received bids on Thursday, April 7 for the 2011 construction season for curb & gutter work on Logan Street between Division and Center, Winter from Hunt to North End, and Hunt from Main to Trestle Park, as well as ADA ramps on Maple & Westwood and Maple & Oregon; and

WHEREAS, in response to a Request-for-Proposal, a total of six (6) bids were received, detailed as follows:

	Eastlund Concrete Holt MI	Goretski Construction Milford, MI	Smith Paving Norwalk OH	Doan Construction Ypsilanti MI	Audia Concrete Milford, MI	Davenport Bros Belleville, MI
MDOT C- 4 curb 3550 LF	\$52,540.00	\$ 44,375.00	\$52,895.00	\$ 52,540.00	\$98,867.50	\$ 6,500.00
MDOT E- 1 Curb 110 LF	\$ 1,958.00	\$ 2,750.00	\$ 2,271.50	\$ 2,117.50	\$ 3,231.80	\$ 3,300.00
Curb Remove & Dispose 240 LF	\$ 2,280.00	\$ 6,000.00	\$ 1,068.00	\$ 1,200.00	\$ 4,200.00	\$ 2,400.00
4-inch concrete 1350 SF	\$ 5,535.00	\$ 5,670.00	\$ 6,615.00	\$ 8,302.50	\$ 4,428.00	\$ 5,737.50
6-inch concrete 6850 SF	\$32,195.00	\$ 32,126.50	\$38,360.00	\$ 42,127.50	\$25,002.50	\$ 7,675.00
Cast-in- Place Warning Plates 14 each	\$ 280.00	\$ 5,600.00	\$ 4,200.00	\$ 1,750.00	\$ 3,990.00	\$ 3,500.00
<b>TOTAL</b>	<b>\$94,788.00</b>	<b>\$ 96,521.50</b>	<b>\$105,409.50</b>	<b>\$108,037.50</b>	<b>\$139,719.80</b>	<b>\$133,112.50</b>

WHEREAS, the City Engineer and City Administrator recommend acceptance of the low bid, Eastlund Concrete of Holt, MI in the amount of \$94,788.00 for curb & gutter work on Logan Street between Division and Center, Winter from Hunt to North End, and Hunt from Main to Trestle Park, as well as ADA ramps on Maple & Westwood and Maple & Oregon; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Major Street Fund (202) and Local Street Fund (203), derived from the Road Improvement Millage Renewal, detailed as follows:

Major Street Fund (202-451.08-801.000) - \$	46,766.00
Local Street Fund (203-451.80-801.000) -	<u>48,022.00</u>
Total	<u>\$ 94,788.00</u>

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the low bid and engagement of Eastlund Concrete of Holt, MI in the City's Standard Professional Services Contract for curb & gutter work on Logan Street between Division and Center, Winter from Hunt to North End, and Hunt from Main to Trestle Park, as well as ADA ramps on Maple & Westwood and Maple & Oregon, at a cost estimated at \$94,788.00.

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

R-11

# MEMO

---



DATE: April 13, 2011  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Pavement Marking Bids

Bids were received April 7, 2011 for pavement marking on various streets throughout the city. The City Engineer has reviewed the bids and has recommended that PK Contracting of Troy, MI be awarded the bid in the amount of \$55,396, which includes additional markings

Three firms responded to the offer to bid. Funds are available in the Major Street Fund – Undesignated Fund Balance.

I urge your favorable consideration to award the bid for pavement marking to PK Contracting of Troy, MI in the amount of \$55,396 and approval of the resulting budget amendments.

Respectfully submitted,

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

Dane C. Nelson  
City Administrator

DCN:bjw

R 11

April 12, 2011

## MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Pavement Marking Bids



We received bid on April 7, 2011 for City Wide Pavement Marking. Below are the tabulations for the bids received:

CITY OF ADRIAN, MICHIGAN  
PAVEMENT MARKING  
DUE DATE: APRIL 7, 2011

ITEM	P.K. Contracting Troy, MI	Mich Pavement Marking Wyoming, MI	Mich Pavement Marking Wyoming, MI
<b>BASE CONTRACT:</b>			
Double Yellow, Paint 17376 LF	\$3,425.20	\$ 1,563.84	
Skip/Solid Yellow, Paint 3852 LF	\$ 481.50	\$ 308.16	
Skip Yellow, 12.5 ft per line, Paint 7057 LF	\$ 705.70	\$ 635.13	
Two-Way Left Turn Lane, Paint 2021 LF	\$ 505.25	\$ 161.68	
Solid White, Paint 19036 LF	\$ 1,903.60	\$ 1,142.16	
RR X symbol w/3 stop bars Cold Plastic, 20 each	\$ 9,900.00	\$8,000.00	\$ 1,200.00
Left Arrows, Cold Plastic 30 each	\$ 2,850.00	\$ 3,750.00	\$ 600.00
Right Arrows, Cold Plastic 10 each	\$ 950.00	\$ 1,250.00	\$ 200.00
"Other" Arrows, Cold Plastic 11 each	\$ 1,815.00	\$ 1,375.00	\$ 220.00
"ONLY" Marking, Cold Plastic 35 each	\$ 3,675.00	\$ 4,375.00	\$ 700.00

"SCHOOL" Marking, Cold Plastic, 20 each	\$ 3,300.00	\$ 3,500.00	\$ 800.00
<b>BASE TOTAL</b>	<b>\$ 29,561.25</b>	<b>\$ 20,310.97</b> <b>Cold Plastic</b> <b>\$16,500.00</b>	<b>\$ 3,720.00</b> <b>Waterborne</b> <b>Alternate</b>
<b>ALTERNATES:</b>			
Double Yellow, Paint 13673 LF	\$ 11,485.32	\$ 13,673.00	
Skip/Solid Yellow, Paint 2592 LF	\$ 1,373.76	\$ 2,592.00	
Skip Yellow, 12.5 ft per line, Paint, 17082 LF	\$ 7,174.44	\$ 17,082.00	
Two-Way Left Turn Lane, Yellow Paint, 4839 LF	\$ 5,080.95	\$ 4,839.00	
Solid White, Paint 1713 LF	\$ 719.46	\$ 1,713.00	
<b>TOTAL ADD'L WORK</b>	<b>\$ 25,833.93</b>	<b>\$ 39,899.00</b>	
<b>PRODUCT</b>	Sherwin-Williams or equal	Sherwin-Williams	

I recommend all parts of this bid be awarded to PK Contracting, of Troy, MI. for the base bid of \$29,561.25 and the additional work in the amount of \$25,833.93. This contractor is experienced with this type of work and has completed work within the City in previous years. There were no bids that met the requirements of the Local Preference Policy for any of the sections of work.

Funds for these projects are available in designated fund balance of the Major Street Fund.

**R11-043**

April 18, 2011

**RE: DEPARTMENT OF PUBLIC WORKS – Pavement Marking Contract Agreement**

**RESOLUTION**

WHEREAS, on behalf of the Department of Public Works, the City of Adrian Purchasing Office has solicited and received bids on Thursday, April 7 for the 2011 construction season for execution of the citywide pavement marking program; and

WHEREAS, in response to a Request-for-Proposal, a total of three (3) bids were received, detailed as follows:

ITEM	P.K. Contracting Troy, MI	Mich Pavement Marking Wyoming, MI	Mich Pavement Marking Wyoming, MI
<b>BASE CONTRACT:</b>			
Double Yellow, Paint 17376 LF	\$3,425.20	\$ 1,563.84	
Skip/Solid Yellow, Paint 3852 LF	\$ 481.50	\$ 308.16	
Skip Yellow, 12.5 ft per line, Paint 7057 LF	\$ 705.70	\$ 635.13	
Two-Way Left Turn Lane, Paint 2021 LF	\$ 505.25	\$ 161.68	
Solid White, Paint 19036 LF	\$ 1,903.60	\$ 1,142.16	
RR X symbol w/3 stop bars Cold Plastic, 20 each	\$ 9,900.00	\$8,000.00	\$ 1,200.00
Left Arrows, Cold Plastic 30 each	\$ 2,850.00	\$ 3,750.00	\$ 600.00
Right Arrows, Cold Plastic 10 each	\$ 950.00	\$ 1,250.00	\$ 200.00
"Other" Arrows, Cold Plastic 11 each	\$ 1,815.00	\$ 1,375.00	\$ 220.00
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"SCHOOL" Marking, Cold Plastic, 20 each	\$ 3,300.00	\$ 3,500.00	\$ 800.00
<b>BASE TOTAL</b>	<b>\$ 29,561.25</b>	<b>\$ 20,310.97</b> <b>Cold Plastic</b> <b>\$16,500.00</b>	<b>\$ 3,720.00</b> <b>Waterborne</b> <b>Alternate</b>

<b>ALTERNATES:</b>			
Double Yellow, Paint 13673 LF	\$ 11,485.32	\$ 13,673.00	
Skip/Solid Yellow, Paint 2592 LF	\$ 1,373.76	\$ 2,592.00	
Skip Yellow, 12.5 ft per line, Paint, 17082 LF	\$ 7,174.44	\$ 17,082.00	
Two-Way Left Turn Lane, Yellow Paint, 4839 LF	\$ 5,080.95	\$ 4,839.00	
Solid White, Paint 1713 LF	\$ 719.46	\$ 1,713.00	
<b>TOTAL ADD'L WORK</b>	<b>\$ 25,833.93</b>	<b>\$ 39,899.00</b>	
<b>PRODUCT</b>	Sherwin-Williams or equal	Sherwin-Williams	

WHEREAS, the City Engineer and City Administrator recommend the acceptance of the low bid of PK Contracting, of Troy, MI. for the base bid of \$29,561.25 and the additional work \$25,833.93 and engagement in the City's Standard Professional Services Contract for execution of the citywide pavement marking program, at a total cost estimated at \$55,395.18, and that the FY2010-11 Budget be amended, accordingly; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Major Street Fund Undesignated Fund Balance account (202-000.00-390.000).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the low bid of PK Contracting of Troy, MI. for the base bid of \$29,561.25 plus \$25,833.93 for the additional work and engagement in the City's Standard Professional Services Contract for execution of the citywide pavement marking program, at a total cost estimated at \$55,395.18.

BE IT, FURTHER, RESOLVED that \$55,396 be appropriated from the Major Street Fund Undesignated Fund Balance account (202-000.00-390.000) and that the FY2010-11 Budget be amended as follows:

**Major Street Fund (202)**

Revenue:		<u>Amount</u>
(202-000.00-697.000)	Prior Years' Revenue	\$55,396
Expenditures:		
(202-474.00-801.000)	Routine Maintenance - Contract Services	<u>55,396</u>
	Total	<u>\$ -0-</u>

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

R-12

# MEMO

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DATE: April 14, 2011  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Electrical Repair Work at Island Park

The Parks and Recreation Director solicited and received quotes for electrical repairs at Island Park. Significant electrical outages have been a common occurrence, which disrupts activities in the park. Although most of the electrical system needs to be replaced at the park, a short-term solution is to replace two pole-mounted overhead transformers with a single new transformer.

Kent Power of Grand Rapids was the only firm who could perform this work in a timely manner with a completion date no later than May 6<sup>th</sup> and possibly as soon as April 29<sup>th</sup>. In addition, their price includes disposal of the of the old transformers, regardless of the PCB status.

I, therefore, urge your favorable consideration authorizing Kent Power of Grand Rapids, MI to perform electrical work at Island Park at a cost of \$5,660.00.

Respectfully submitted,

  
Dane C. Nelson  
City Administrator

DCN:bjw

R-12

# Memo

**To:** Dane C. Nelson, City Administrator  
**From:** Mark K. Gasche, Parks and Recreation Director  
**Date:** April 13, 2011  
**Re:** Electrical repair work in Island Park

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Last fall we experienced significant electrical outages in Island Park that stopped electrical service to about half of the street lights throughout the park, the back restroom, the concession/storage building, the grinder pump which is needed to operate both restrooms, the lights in the Poplar shelter, and the service for the pitching machine. Being unsure if the problem was with our internal system within the park or in the electrical service to the park, we contacted Consumers Energy to assist us with diagnosing the problem. They were able to determine that the problem did lie within our internal park system so we hired them to do some diagnostic work, troubleshooting, and make a recommendation for repairs with a cost estimate.

After a series of attempts to troubleshoot the problem and try to get the system running again, we began discussing alternatives with them and their sub-contractor on this job, Clegg Electric. Knowing that most of the electrical system in the park is very old and will need to be substantially replaced sometime in the relatively near future (it is budgeted in for in the 2014-15 and 2015-16 FY's in the CIP), but that would be a large dollar amount that we do not have resources for at this time, we asked them to give us a low cost, short-term alternative. They, consequently, gave us a report that basically said the lowest cost solution would be to replace two of the pole mounted overhead transformers with a single new transformer, and the related equipment. The cost in their proposal to replace the two transformers with a single new transformer, and all of the related equipment and labor is \$5,945. Their proposal includes testing of the existing transformers for PCB levels; if they are determined to be PCB contaminated then Consumers Energy will provide us with a further cost for proper environmental disposal of them. The time frame for completion of this work is 4-6 weeks because the transformer will be a special order.

In discussing this proposal with City Commissioner Clegg, who was familiar with the situation from the diagnostic work that his company performed earlier, he felt like the proposal made by Consumers was a reasonable approach and solution to the problem and that the price they quoted was fair for the scope of work and equipment being provided.

We also asked Masson's Electric, who has the electric service work contract with the City, to give us a quote on the project. They said that they were not able to do this level of work but they recommended that we get a quote from Kent Power, which we did. Their quote was for \$5,660 and it included disposal of the old transformers regardless of the PCB status. Their time frame for completion of the work is April 29<sup>th</sup> or May 6<sup>th</sup>. They do work in this area on Fridays and they are able to get a transformer quicker because their supplier has one in stock.

Our third quote was from MB Electric. Their price is \$5,500 but it does not include disposal of the transformers and they have estimated a 6-week delivery time for the transformer.

None of the contractors are located within the city, although MB Electric is within Lenawee County. Consumers Energy would be the most familiar with the project since they have been involved all along with the diagnostic work for the project. Kent Power is the only one who can perform the work in a relatively short time frame because they have a supplier who can provide the necessary transformer in 3-5 working days.

Due to the time sensitivity of this project with the fast approaching spring season and scheduled programs, it is staff's recommendation that we award this work to Kent Power. The cost from all three contractors is fairly close but the time frame that Kent Power can provide will allow for the least negative impact on the programs and park users.

Funds for this project are not budgeted so I recommend that we use budgeted money in the Recreation Capital Improvement account that had been approved for roof replacements in various parks. Some of that money will be saved from volunteer work that the Seina Heights baseball team did in replacing the dugout roofs in Riverside Park and the balance will just result in fewer roof replacements at this time.

**R11-044**

April 18, 2011

**RE: DEPARTMENT OF PARKS & RECREATION – Authorization to Perform Electrical Repairs at Island Park**

**RESOLUTION**

WHEREAS, last fall, Island Park experienced significant electrical outages that stopped electrical service to about half of the street lights throughout the park, the back restroom, the concession/storage building, the grinder pump which is needed to operate both restrooms, the lights in the Poplar shelter, and the service for the pitching machine; and

WHEREAS, after a series of attempts to troubleshoot the problem and diagnostics performed by Consumers Energy, it was determined that a short-term fix involves the replacement of two pole-mounted aging transformers with a single new pole-mounted transformer and related equipment at an estimated cost of \$5,945; and

WHEREAS, alternative sources were investigated to acquire the aforementioned equipment, with the firm of Kent Power, Grand Rapids, MI being able to provide such within the required timeframe (May 6, in order to minimize impact on scheduled recreation activities) at a cost of \$5,660; and

WHEREAS, the Parks & Recreation Director recommends selection of Kent Power, Grand Rapids, MI for the purpose of performing the necessary electrical repairs at Island Park at a cost not to exceed \$5,660; and

WHEREAS, the Finance Director indicates that there are sufficient funds for this purpose in the Parks & Recreation Capital Improvement account (101-691.00-975.000).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the engagement of Kent Power, Grand Rapids, MI for the purpose of performing the necessary electrical repairs at Island Park at a cost not to exceed \$5,660.

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

R-13

April 12, 2011

## MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Beecher St. Sewer



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The City received a grant to complete a partial reconstruction of Beecher Street from Treat to the eastern city limits. This project will be in conjunction with the Lenawee County Road Commission as they received a similar grant to complete their section of road from our city limits to Parr Hwy.

In preparation for this project we have inspected the entire storm sewer along this section of road. The sections under the Norfolk and Southern Railroad are in poor shape and the cost for reconstruction of this sewer would be cost and logistically prohibitive within the railroad ROW.

Insituform Technologies is a subcontractor of Gleason Construction who is performing the sewer work through Riverside Park on the River Interceptor sewer. Insituform is responsible for lining 600 feet of 12" sewer in this project. The lining process will restore deteriorated areas of our sewer main by using a cured-in-place (CIPP) treatment process. The CIPP system is a seamless pipe within a pipe that essentially lines an existing pipeline with a new pipe that maintains structural stability with a 100-year design life. This process will also work for storm sewer and revitalize the sewer under the railroad.

We received the enclosed quote from Insituform for this work and mobilization has been waived as they will be the City completing other projects for the City's Utility department.

We respectfully request the bid process be waived and award the lining of the 12" and 18" sewer under the railroad to Insituform Technologies in the amount of \$25,428.00. Funds for this project will come from the Stormwater Utility fund (598-445.00) balance.



April 4, 2011

# Proposal

**Project Name: City of Adrian, Michigan, Railroad Storm Lines**

Insituform Technologies USA, Inc. herein proposes to furnish a Proposal for all labor, materials, equipment, and services necessary to reconstruct the referenced project.

## Proposal Pricing

ITEM	DESCRIPTION	QTY	U/M	UNIT PRICE	AMOUNT
1	Install CIPP 12" Dia. Storm w/RR load design of 9mm	241	LF	\$48.00	\$ 11,568.00
2	Install CIPP 18" Dia. Storm w/RR load design of 12mm	77	LF	\$180.00	\$ 13,860.00
<b>TOTAL</b>					<b>25,428.00</b>

**Note:** Shot are to be completed when the other Adrian work is being completed or Proposal will have to be renegotiated.

### Other considerations and notes:

- \*\* Railroad Insurance is not included in the unit price. Additional charges will be required if insurance is needed.
- \*\* Any coordination with the Railroad will be done by the City of Adrian, MI.
- \*\* Access must be provided by owner to and from the inversion and termination manhole or access
- \*\* Designs include Railroad Loading.
- \*\* Water access to be provided by owner
- \*\* Any unforeseen excavations will be done at the owner's expense.
- \*\* Traffic control other than minor devices to be provided by others or contractor.

### Assumptions and Qualifications

If conditions are materially different from those communicated to Insituform Technologies USA, Inc., we reserve the right to void or renegotiate the pricing contained in this proposal.

We have based this proposal on a nominal wall thickness for the Insitube as shown in the price. This is based on the best available information at the time of this proposal. Existing pipe deterioration in excess of the conditions assumed, ground water loads in excess of those assumed, or other loads or conditions may increase the recommended thickness for all or portions of the work. Final recommendations may be submitted to you following the completion of the preliminary TV phase of the project. Stated prices are subject to adjustment if design changes are agreed upon.

Specific service connections will be reconnected only when written directions are received from the Owner/Prime Contractor with an additional charge for each service connection. The Owner/Prime Contractor will indemnify and hold Insituform Technologies USA, Inc. harmless from all claims arising from backups and other effects of such actions or inaction's from services not opened at the owner's request. In the event that Insituform is unable to locate or reconnect a service lateral internally, the Owner/Prime Contractor will externally reconnect the service at no cost to Insituform. Water shall be provided at no cost to Insituform Technologies USA, Inc. for all construction phases of this project. Insituform Technologies USA, Inc. will follow all required deposit, backflow prevention, and metering procedures.

The Owner/Prime Contractor will provide access to both ends of the line, traffic control, and point repairs if

### Proposal Inclusions

The prices stated in this proposal include:

1. Pipe line cleaning. Loose debris and "normal" deposits only. Extraordinary conditions will need to be treated as a point repair.
2. Pre-Video inspections and documentation of existing pipe prior to reconstruction with the Insituform process for pipe rehabilitated by CIPP.

## **Insituform® Proposal –**

3. Final video inspection following completion of the installation to document your new pipe rehabilitated by CIPP.
4. Insitutube wetout using 400,000 Flexural Modulus resin, inversion, curing, and finishing.
5. Confined space safe entry practices.
6. One-year standard construction warranty.
7. Certificate of insurance with a standard coverage

## **Proposal Exclusions**

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Not included in the prices stated in this estimate are costs associated with the items listed below. These items, if needed or found to be applicable, would be provided by Insituform Technologies USA, Inc. at your additional cost; or would be furnished by others, at your direction, at no cost to Insituform Technologies USA, Inc.:

- a) Clear access to sewer through new or existing manhole, manhole frame and chimney/corbel removed.
- b) Access to a sanitary sewer on site to dispose of cure water.
- c) If preliminary video inspection of the pipe interior indicates excessive damage, or other extra-ordinary condition, which will require excavation, or other extraordinary remedy, to prepare the pipe for installation of the Insitutube, then those services will be provided by the Prime contractor or Owner. This will include excessive roots, excessive debris and protruding taps that can not be cut.
- d) Additional cleaning and televising mobilizations and/or setups due to point repairs, obstruction removals, or delays out of our control will be an additional charge.
- e) Manual operation of any pumping and/or metering stations.
- f) Water from fire hydrants within a convenient distance from each cleaning and inversion site location.
- g) Legal dumpsite for debris resulting from pipe cleaning.
- h) *If any hazardous or toxic materials are encountered during the project, the Owner/Prime Contractor will be responsible for the removal and disposal of the materials.*
- i) Installation of cleanouts, or other ports, if required for special bypass pumping requirements for businesses.
- j) Manhole installation, rehabilitation, and/or replacement, if needed to install CIPP.
- k) Additional premiums for special insurance coverage(s) demanded by you or other parties particular to this project.
- l) Performance and Payment Bond not included. This is available upon request, but if required please add 2.5% to the total project cost.

## **Proposal Terms and Conditions**

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- a) **Limits of Liability.** In consideration of Insituform Technologies USA, Inc.'s agreement to maintain no less than \$5,000,000 of comprehensive general liability insurance in the form required by the Contract, Insituform Technologies USA, Inc.'s liability to the Owner for any matter covered by such insurance will be limited to the extent of such insurance and the Owner will indemnify and hold Insituform Technologies USA, Inc. harmless from any third party claims covered by such insurance to the extent such claims exceed the limits of such insurance. Neither party shall be liable to the other for consequential damages relating to the contract. In case of conflict between this provision and any other provision in the Contract as ultimately executed, this provision shall govern and prevail.
- b) **LIMITED WARRANTY.** IN LIEU OF ALL OTHER EXPRESSED, IMPLIED AND/OR STATUTORY WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, CONTRACTOR AGREES TO CORRECT ANY DEFECTS IN THE MATERIALS OR SERVICES PROVIDED BY CONTRACTOR WHICH ARE BROUGHT TO THE ATTENTION OF CONTRACTOR WITHIN ONE YEAR FOLLOWING COMPLETION OF CONTRACTOR'S WORK, PROVIDED OWNER AFFORDS CONTRACTOR SUITABLE ACCESS AND WORKING CONDITIONS TO ACCOMPLISH SUCH CORRECTION.
- c) **MUTUAL RELEASE OF CONSEQUENTIAL DAMAGES.** Neither party shall be liable to the other for consequential damages relating to or arising out of the Contract.
- d) **PROPOSAL SUBJECT TO NEGOTIATION OF OTHER STANDARD TERMS OF AGREEMENT.** This proposal is subject to agreement of the parties on other terms and conditions as are customary in contracts of this nature.
- e) Quantities are estimated. Unit prices apply for actual invoice and payment.

**Insituform® Proposal –**

- f) Payments are due at net within thirty days of invoice. Final payment is due within thirty days of completion of project.
- g) Monthly progress partial payments may be requested for the value of work in progress or completed, including materials secured and on site.
- h) Prices stated are in effect for thirty days from the date of this proposal. The acceptance period may be extended at the sole option of Insituform Technologies USA, Inc.
- i) Conflicts. In case of conflict between the provision of the aforesaid paragraphs and any other provision in the Contract as ultimately executed the provisions as set forth above shall govern and prevail.

**Offered By:**

**Accepted By:**

Insituform Technologies USA, Inc.

*Ken Quillen*

Senior Project Manager / Business Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Organization

**Accepted by: Insituform Technologies USA, Inc.**

\_\_\_\_\_  
Date: \_\_\_\_\_

Is this Project Tax Exempt? \_\_\_\_\_ If Yes, please provide Tax Exemption Form and, where applicable, Project Exemption Form.

Does this Project require Certified Payroll? \_\_\_\_\_ Are there wage rates? \_\_\_\_\_. If yes, please provide a copy of the wage rates.

This accepted proposal constitutes a formal agreement. If you initiate a purchase order or other contract document it shall not be acknowledged without this accepted proposal as an attachment.

**RE: CITY ENGINEER – Storm Water Utility Fund – Beecher Street Storm Sewer Lining Project**

**RESOLUTION**

WHEREAS, the City of Adrian received a grant to complete a partial reconstruction of Beecher Street from Treat to the eastern city limits; this project will be in conjunction with the Lenawee County Road Commission as they received a similar grant to complete their section of road from the city limits to Parr Hwy; and

WHEREAS, in preparation for this project, the entire storm sewer along this section of road has been inspected; the sections under the Norfolk and Southern Railroad are in poor shape and the reconstruction of this sewer would be logistically and cost prohibitive within the railroad right-of-way (ROW); and

WHEREAS, Insituform is currently a subcontractor of Gleason Construction, who is performing the sewer work in Riverside Park; Insituform is responsible for lining 600 feet of 12" sewer in this project; and

WHEREAS, the lining process will restore deteriorated areas of the sewer main by using a cured-in-place (CIPP) treatment process; the CIPP system is a seamless pipe within a pipe that maintains structural stability, with a 100-year design life; and

WHEREAS, a proposal has been solicited and received from Insituform in the amount of \$25,428.00 to provide 12" and 18" storm water sewer lining under the railroad crossing at Beecher Street; and

WHEREAS, \$5,200 mobilization costs would be saved by engaging Insituform while they are deployed on the River Interceptor Project; and

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose in the Storm Water Utility Fund – Contract Services - Drain Repair Account (598-445.00-801.096); and

WHEREAS, due to the economies that can be achieved, the Utilities Director and City Administrator recommend waiving the competitive bid process and approval of this resolution for authorization to engage Insituform Technologies USA, Inc. Howell, MI in the City's Standard Professional Services Contract for purposes of providing 12" and 18" storm water sewer lining under the railroad crossing at Beecher Street at a cost not to exceed \$25,428.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Insituform Technologies USA, Inc. Howell, MI in the City's Standard Professional Services Contract for purposes of providing 12" and 18" storm water sewer lining under the railroad crossing at Beecher Street at a cost not to exceed \$25,428.00.

BE IT, FURTHER, RESOLVED that, in the best interests of the City, the competitive bid process be waived, in accordance with the City's Purchasing Policy as specified in Chapter 12 of the City Charter and Section 2-304 of the Codified City Ordinances.

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

R-14

**R11-046**

April 18, 2011

**RE: ATTORNEY'S OFFICE - A RESOLUTION TO EXTEND A TEMPORARY MORATORIUM UPON THE ISSUANCE OF PERMITS, LICENSES AND ZONING APPROVALS FOR THE SALE OR DISPENSATION OF MEDICAL MARIHUANA**

**RESOLUTION**

WHEREAS, the sale or dispensation of medical marihuana was not envisioned when the current Zoning Ordinance was adopted or was most recently amended and is not regulated in any way; and

WHEREAS, allowing the sale or dispensation of medical marihuana prior to the amendment of the Zoning Ordinance would be contrary to the City of Adrian's Code of Ordinances and the 2006 City of Adrian Comprehensive Plan; and

WHEREAS, the City of Adrian desires to ascertain the best and safest path to compliance with the Michigan Medical Marihuana Act, PA 2008, initiated law, MCL 333.2622 et. seq., in order to protect the public health, safety and welfare; and

WHEREAS, the Planning Commission has submitted to the City Commission its proposed amendment to the Zoning Ordinance pertaining to medical marihuana; and

WHEREAS, said amendment to the Zoning Ordinance is on the agenda for introduction only; and

WHEREAS, an ordinance has been drafted for licensing medical marihuana care-giving facilities, which is also on the agenda for introduction; and

WHEREAS, adoption of both ordinances cannot take place before May 2<sup>nd</sup>, 2011; and

WHEREAS, the current moratorium expires April 19, 2011.

NOW THEREFORE, BE IT RESOLVED, that the moratorium that is currently in place shall be extended for an additional 60 days to allow the city commission to fully consider both the amendments to the zoning ordinance and the adoption of a licensing ordinance.

On motion of Commissioner \_\_\_\_\_, supported by  
Commissioner \_\_\_\_\_, the above Resolution was  
\_\_\_\_\_ by a \_\_\_\_\_ vote.

R-15  
**Memo**

**To:** Dane C. Nelson, City Administrator

**From:** Mark K. Gasche, Parks & Recreation Director

**Date:** April 13, 2011

**Re:** Professional Services Recommendation – Additional Engineering Design services for the Non-Motorized Bridge Project on the Kiwanis Trail

We selected ROWE Professional Services to provide design engineering services for the non-motorized bridge project extending the Kiwanis Trail into Riverside Park. They were one of three firms we interviewed from the six who submitted proposals and they met all of the qualifications that we were seeking for this project, including significant past experience on similar projects. They had the lowest fee at \$15,117, which was under our budgeted amount of \$18,000 for the design engineering services.

During the design process and through discussions regarding permitting with MDNRE, it was determined that the original proposed design of an earthen approach to the bridge crossing the River Raisin would delay the permitting process, and therefore jeopardize grant funding, and create an impediment to the water flow that would cause other design problems. The solution was to design a raised boardwalk approach to the bridge which would allow water to flow freely underneath; that solution was approved by MDNRE. However, that would be a more costly construction project, so we needed to request additional grant funding to cover the cost. The additional funding was approved but it was only available in specific amounts because it had to come from other previously approved projects which had been awarded a specific amount. Two local agencies agreed to delay their projects, thereby freeing up funding for our project. That additional funding provided an opportunity to pave the parking lot in Riverside Park that will be used as the trail head on the southern end of the trail. That was something that we were planning to request funding for through our capital budget process, so it was fortunate that the additional grant funding was now available to complete that work as part of this project. However, that also necessitated that additional design engineering work be performed. There was also additional design work necessitated in order to accommodate the bridge and trail project with the new sewer interceptor project planned for the same location and river crossing.

ROWE Professional Services gave us a proposal for the additional work, which we originally planned to roll into the construction engineering fees, which are grant eligible as opposed to the design engineering fees. However, we now realize that the grant funding for construction engineering fees are limited, so we are not able to roll the previous work into that portion of the project.

Therefore, I am recommending that we approve an additional \$7,000 to be paid to ROWE Professional Services for work performed, including:

- Design of boardwalk versus paved approach and re-design of north approach based on revised sanitary sewer alignment. This work includes new survey alignment, adjusting the north trail approach to coordinate with sewer project removals.
- Additional design for paved parking area, including section and pavement and marking details, etc.
- Additional coordination with easement, letting, etc.

Funds for this work are available in the Fee Estate account from the undistributed net income.



# ROWE PROFESSIONAL SERVICES COMPANY

*Large Firm Resources. Personal Attention.™*

March 30, 2011

Mr. Mark Gasche, Director of Parks and Recreation  
City of Adrian Parks and Recreation Department  
135 East Maumee Street  
Adrian, MI 49221

RE: Kiwanis Bridge Additional Services

Dear Mr. Gasche:

ROWE Professional Services Company has at your request revised our previous proposal of August 4, 2010, for additional services on the above mentioned project.

ROWE is delighted to have worked with you on coordinating the sewer project, and the pedestrian bridge in conjunction with helping to expedite the endeavor to preserve funding.

While we attempt to be flexible and act as a team, there are several areas we identified which were outside our original scope, they are as follows:

- *Design of boardwalk versus paved approach and re-design of north approach based on revised sanitary sewer alignment. This includes new survey alignment, adjusting the north trail approach to coordinate with sewer project removals.*
- *Additional design of paved parking area. This includes section and pavement marking details, etc.*
- *Additional coordination with easement, letting, etc.*

**Fees:**

**\$7,000**

At your direction and due to the project schedule we have proceeded and tracked our time for some of these tasks. Although we recognize some savings by utilizing survey completed by others, there was additional office time required on our end to convert this information into our formatting.

Additionally, the city has requested that ROWE assist Kristin Bauer, P.E. with construction services including:

- *Attending the pre-construction meeting with LJ Construction (general contractor)*
- *Complete office technician duties which includes: input of field manager data to process pay requests and change orders*
- *Shop drawing review*
- *Concrete testing*
- *Construction staking*

Mr. Mark Gasche  
March 30, 2011  
Page 2

- *Observation of pile driving operations*
- *Bi-weekly progress meetings, based on a 90 day construction period*
- *Preparation of record drawings based on information provided by the city and/or contractor*

We understand that Ms. Bauer will be performing field manager documentation and administration for the CMAQ grant.

*We anticipate the following field trips and approximate hours:*

- (1) Pre-construction meeting / two staff members (12 hours)
  - (1) Two man survey crew for stakeout
  - (2) Pile driving / blow counts (*note that due to changes in standards, this effort now requires two individuals to complete this work, which is reflected in our current fee*) (48 hours)
  - (8) Concrete testing for bridge piers (three separate pours) and abutments (64 hours)
  - (3) Concrete testing for boardwalk supports (32 hours)
  - (2) Density testing for HMA path (visual proof-roll by city staff)
  - (2) Density testing of aggregate base for parking lot
  - (6) Progress meetings (36 hours)
  - (1) Final punch preparation (8 hours)
- Office technician time includes setup, closout and an estimate of five hours / week for 90 days (125 hours)

We have assumed a total of 10 Concrete Quality Assurance samples for lab testing at a charge of \$65 each. Our field staff rates range from \$80 to \$88 / hr. Our project engineer and project manager rates range from \$99 to \$116 / hr.

Estimated Fees for Construction based on approximately 400 hours: **\$36,000 to \$38,000**

Efficiencies with multiple testing / tasks will be passed to the city; we will work with Ms. Bauer and the contractor to maximize our time on site whenever possible. ROWE proposes to complete the work described above on a time and materials basis. This proposal is valid for 60 days. Monthly invoices will be issued and are due upon receipt.

If you should have any questions regarding our proposal, please feel free to contact Doug Schultz or me at (810) 341-7500 at your earliest convenience.

Sincerely,  
ROWE Professional Services Company



Rick A. Freeman, P.E.  
Senior Project Manager / Vice President

**RE: DEPARTMENT OF PARKS & RECREATION – Revised Design Engineering Contract for Construction of Non-Motorized Pedestrian Bridge Extending Kiwanis Trail into Riverside Park**

**RESOLUTION**

WHEREAS, the Adrian City Commission, by Resolution #R09-085 dated May 4, 2009, authorized the submission of a Congestion Mitigation Air Quality (CMAQ) grant application to fund non-motorized/pedestrian bridge construction extending Kiwanis Trail into Riverside Park; and

WHEREAS, the Adrian City Commission, by Resolution #R10-064 dated May 17, 2010, accepted the aforementioned grant award through the Michigan Department of Transportation (MDOT), including selection and engagement of ROWE Professional Services Co., Flint, MI, in the City’s Standard Professional Services Contract to provide design engineering services for this project at a cost not to exceed \$15,117; and

WHEREAS, due to unforeseen requirements imposed by the Michigan Department of Natural Resources and Environment (MDNRE), the Parks & Recreation Director is recommending approval of an additional \$7,000 to be paid to ROWE Professional Services for work performed, including:

- Design of boardwalk versus paved approach and re-design of north approach based on revised sanitary sewer alignment. This work includes new survey alignment, adjusting the north trail approach to coordinate with sewer project removals;
- Additional design for paved parking area, including section and pavement and marking details, etc;
- Additional coordination with easement, letting, etc; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose from Undistributed Fee Estate Net Income and recommends that the FY2010-11 Budget be amended accordingly.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the recommended \$7,000 revision to the design engineering services contract with ROWE Professional Services Co., Flint, MI for services related to construction of the Non-Motorized/Pedestrian Bridge Extending Kiwanis Trail into Riverside Park.

BE IT, FURTHER, RESOLVED that \$7,000 be appropriated from Undistributed Fee Estate Net Income and that the FY2010-11 Budget be amended as follows:

**Fee Estate Fund (205)**

Revenue:		
(205-000.00-697.000)	Prior Years’ Revenue	\$7,000
Expenditures:		
(205-699.00-801.000)	Contract Services	<u>7,000</u>
	Total	<u>\$0</u>

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

R-16

# Memo

**To:** Dane C. Nelson, City Administrator  
**From:** Mark K. Gasche, Parks & Recreation Director  
**Date:** April 13, 2011  
**Re:** Professional Services Recommendation – Construction Engineering and related services for the Kiwanis Trail Non-Motorized Bridge Project

The construction bids for the Kiwanis Trail bridge project have been received by MDOT; the project has been awarded to LJ Construction and the tentative start date is May 2, 2011. The pre-construction meeting was held last week. Our design engineering firm, ROWE Professional Services, has worked with LJ Construction on a previous bridge/trail project. At the pre-con meeting, there was discussion about coordinating the project with the sewer interceptor project occurring at the same location.

For the construction phase of the project, we need a firm to provide construction engineering and related services, so we asked ROWE to give us a proposal since they are familiar with the project from providing the design engineering. They are also pre-qualified through MDOT to perform this type of service and they are certified to use the Field Manager program, which is required by MDOT to manage construction progress and process pay requests.

The construction engineering is eligible for grant funding at 80%, with a 20% local match. The proposal from ROWE includes the following scope of services:

- Participate in pre-construction meeting with general contractor  
Complete office technician duties, including input of Field Manager data to process pay requests and change orders (City staff will collect and document data for Field Manager)
- Shop drawing review
- Concrete testing
- Construction staking
- Observation of pile driving operations
- Bi-weekly progress meeting, based on a 90 day construction period
- Preparation of record drawings based on information provided by the city and/or contractor

Estimated fees for construction engineering/management are based on approximately 400 hours for an amount up to \$38,000; efficiencies with multiple testing/tasks will be passed on to the city. Of the \$38,000 fee \$30,400 is grant eligible with the local match being \$7,600. Funds are available for these services from the Fee Estate account in the undistributed net income. After review with staff, it is my recommendation that ROWE Professional Services be hired to perform construction engineering and related services for the Kiwanis Trail Bridge Project with the 20% local match coming from Fee Estate funds.

**R11-048**

April 18, 2011

**RE: DEPARTMENT OF PARKS & RECREATION – Professional Services  
Recommendation – Construction Engineering and Related Services for the  
Kiwanis Trail Non-Motorized Bridge Project**

**RESOLUTION**

WHEREAS, the Adrian City Commission, by Resolution #R09-085 dated May 4, 2009, authorized the submission of a Congestion Mitigation Air Quality (CMAQ) grant application (\$398,120) to fund non-motorized/pedestrian bridge construction extending Kiwanis Trail into Riverside Park; and

WHEREAS, the Adrian City Commission, by Resolution #R10-064 dated May 17, 2010, accepted the aforementioned grant award through the Michigan Department of Transportation (MDOT), including selection and engagement of ROWE Professional Services Co., Flint, MI, in the City's Standard Professional Services Contract to provide design engineering services for this project; and

WHEREAS, construction bids for the Kiwanis Trail bridge project have been received by MDOT; the project has been awarded to L J Construction and the tentative start date is May 2, 2011; and

WHEREAS, for the construction phase of the project, we need a firm to provide construction engineering and related services, so we asked ROWE to give us a proposal since they are familiar with the project from providing the design engineering. They are also pre-qualified through MDOT to perform this type of service and they are certified to use the Field Manager Program, which is required by MDOT to manage construction progress and process pay requests; and

WHEREAS, estimated fees for construction engineering/management are based on approximately 400 hours for an amount up to \$38,000, including the following scope of services:

- Participate in pre-construction meeting with general contractor  
Complete office technician duties, including input of Field Manager data to process pay requests and change orders (City staff will collect and document data for Field Manager)
- Shop drawing review
- Concrete testing
- Construction staking
- Observation of pile driving operations
- Bi-weekly progress meeting, based on a 90-day construction period
- Preparation of record drawings based on information provided by the city and/or contractor; and

WHEREAS, the Finance Director indicates that the \$38,000 fee is 80% grant eligible (\$30,400), with funding for the 20% local match (\$7,600) being available from Undistributed Fee Estate Net Income and recommends that the FY2010-11 Budget be amended accordingly.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the recommended engagement of ROWE Professional Services

Co., Flint, MI for construction engineering/management services related to construction of the non-motorized/pedestrian bridge extending Kiwanis Trail into Riverside Park at an estimated cost of \$38,000 (80% grant funded and 20% local match).

BE IT, FURTHER, RESOLVED that \$7,600 be appropriated for the local match obligation from Undistributed Fee Estate Net Income and that the FY2010-11 Budget be amended as follows:

**Fee Estate Fund (205)**

Revenue:		
(205-000.00-697.000)	Prior Years' Revenue	\$7,600
Expenditures:		
(205-699.00-801.000)	Contract Services	<u>7,600</u>
	Total	<u>\$ -0-</u>

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

R-17

# Memo

**To:** Dane C. Nelson, City Administrator  
**From:** Mark K. Gasche, Parks and Recreation Director  
**Date:** 4/14/2011  
**Re:** Use of Swigert Estate funds for Day Break renovation at Plotter Center

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As you know we have been seeking alternative uses and revenue sources for the Plotter Center since we knew the Boys & Girls Club would be moving back to the APS 5/6 building. For some time now we have been planning on Day Break adult services moving into a portion of the space previously occupied by the B&G Club. This will be a very good fit for the Plotter Center with the current primary use during daytime hours on weekdays being from the Adrian Senior Center and the evening and weekend hours for City recreation programs. Day Break is very compatible with those primary uses in terms of schedule (they will be primarily weekday/daytime hours) as well as demographics of typical users with the senior center. Plus they will be able to compliment the staff at the senior center since that is where their meals are prepared and they both are under the umbrella of the Lenawee County Department on Aging. This is also a big step which is part of a long range plan that we hope will result in the Department on Aging taking over ownership of the Plotter Center and the City leasing space from them.

In order to make this space work for Day Break there was renovation needed to the building. Bids were received on March 17, 2011 for this work and Kreighoff-Lenawee was awarded the job as the low bidder. (The bid tabulation is attached.) The total amount of renovations is \$101,838 plus there have been other expenses incurred by the Department on Aging for the design work and asbestos testing and removal. There will be additional expenses incurred from the move to the new location.

As part of this project we agreed to help cover a portion of the renovation cost with Swigert Estate funds. Our commitment is to provide \$25,000 from the Swigert Estate account, which we will do over two fiscal years. As part of our investment and allocation policy for the Swigert Estate we plan to spend approximately \$25,000 each fiscal year from the account. \$12,000 of that amount is used to help offset the operating costs of the Plotter Center; the remaining amount is available to use for building improvements. It is from that portion of the fund that we propose to support the renovation expenses for the Day Break project. We would take \$12,500 from the current fiscal year, 2010-11, and the next fiscal year, 2011-12 to cover our portion of the project.

We have already agreed to a rental amount with the Department on Aging for use of the Day Break space in the amount of \$2,200 per month, which amounts to \$26,400 annually. That is \$10,200 more annually than we were collecting in rent from the B&G Club.

Based on all of the above information I recommend that Swigert Estate funds in the amount of \$25,000, to be allocated over the 2010-11 and 2011-12 fiscal years for the Day Break renovation project at Plotter Center.

CITY OF ADRIAN, MICHIGAN  
PIOTTER DAY BREAK RENOVATIONS  
DUE DATE: MARCH 17, 2011

BID TABULATION

BIDDER	BASE BID	ALTERNATIVES	TOTAL BID
Krieghoff-Lenawee Adrian, MI	\$ 85,962.00	\$15,876.00	\$101,838.00
Michigan Building Specialties Adrian, MI	\$ 102,000.00	\$11,000.00	\$113,000.00
ACP of Lenawee Clayton, MI	\$ 109,925.00	\$23,943.00	\$133,866.00

**RE: DEPARTMENT OF PARKS & RECREATION – Authorization to Use Swigert Estate Funds to Partially Defray Cost of Piotter Center Renovation to Accommodate Day Break Adult Services Program**

**RESOLUTION**

WHEREAS, the non-profit Day Break Adult Services organization is relocating to the Piotter Center, partially using space previously occupied by the Boys & Girls Club; and

WHEREAS, the Lenawee County Department on Aging has selected the low bidder and engaged Kreighoff-Lenawee, Adrian, MI, at a cost of \$101,838 to perform necessary renovations at the Piotter Center to accommodate Day Break; and

WHEREAS, to ensure the negotiated Piotter Center annual rental income from Day Break amounting to \$26,400 (\$10,200 more than rent paid by the Boys & Girls Club), the City Parks & Recreation Director recommends that \$25,000 of Swigert Estate funds be appropriated (\$12,500 for FY2010-11 and \$12,500 for FY2011-12) to partially fund the aforementioned renovations, with the \$76,838 balance provided by the Lenawee County Department on Aging; and

WHEREAS, the Finance Director indicates that sufficient funds are available from the Thelma Swigert Endowment for the Senior Citizens Trust; and

WHEREAS, the Parks & Recreation Director and City Administrator recommend approval of this resolution authorizing the appropriation of \$25,000 of Swigert Estate funds (\$12,500 for FY2010-11 and \$12,500 for FY2011-12) to partially fund the aforementioned renovations, with the \$76,838 balance provided by the Lenawee County Department on Aging.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the appropriation of \$25,000 of Swigert Estate funds (\$12,500 for FY2010-11 and \$12,500 for FY2011-12) to partially fund the Piotter Center renovations to accommodate the Day Break Adult Services Program, with the \$76,838 balance provided by the Lenawee County Department on Aging.

BE IT, FURTHER, RESOLVED that \$25,000 be appropriated from the Thelma Swigert Endowment for the Senior Citizens Trust and that the FY2010-11 Budget and FY2011-12 Budget be amended as follows:

<b>General Fund (101)</b>			
<b>Revenue:</b>			
(101-691.00-675.000)	Private Donations	<u>FY2010-11</u>	<u>FY2011-12</u>
		\$12,500	\$12,500
<b>Expenditures:</b>			
(101-691.00-801.000)	Contract Services	<u>12,500</u>	<u>12,500</u>
	Total	<u>\$ -0-</u>	<u>\$ -0-</u>

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

**DEPARTMENT OF INFORMATION TECHNOLOGY – Utility Audit Proposal**

**RESOLUTION**

WHEREAS, to ensure that the City of Adrian is not overpaying for telecommunications or energy needs as a result of billing errors or over-priced and/or under-used services, the Information Technology Director solicited a proposal from Utility Reduction Specialists, Inc., Clemmons, NC to perform a Telecom, Cellular & Energy Audit; and

WHEREAS, the Scope of Services, which are paid for on a contingency basis, are as follows:

Specific to conducting a **telecommunications audit**, URS agrees to analyze telephone bills and records. This will include seeking refunds and credits as well as create a cost savings plan.

URS utilizes proprietary and tested techniques to achieve maximum cost reductions. In the area of telecommunications our services include the following:

- Audit of equipment and maintenance charges
- Line inventory and verification of all charges
- Voice Traffic studies
- Toll call analysis and unauthorized calls
- Analysis of local service vendor alternatives
- Analysis of cellular vendors and services
- Internet and data line review
- Yellow page analysis and Cellular phone bill analysis

In the area of **energy and utility audits**, our services include the following:

- Our focus here will be to ensure the Client is spending less for what they use – not using less.
- We will secure one copy of every power bill received by the Client and as possible register online with vendors to receive a 12 month billing history of usage.
- Our individual bill reviews will include such things as:
  - Rate analysis
  - Taxes and other regular fees
  - Demand contracts
  - Extra facility charges
  - Meter multiplier errors
- Reporting will be on an exception basis on those bills where either errors are found or future savings opportunities have been noted; and

WHEREAS, the Finance Director indicates that there is no up-front cost but, rather, the firm charges a contingency fee of 45% of the refund or credit and payable after the City has received the credit, as well as 45% of the cost identified reductions as realized by the City over a 24-month period; and

WHEREAS, the Information Technology Director and City Administrator recommend engagement of Utility Reduction Specialists, Inc., Clemmons, NC to perform a Telecom, Cellular & Energy Audit for the City of Adrian.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes engagement of Utility Reduction Specialists, Inc., Clemmons, NC to perform a Telecom, Cellular & Energy Audit for the City of Adrian on a contingency fee basis.

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

*City of Adrian, MI*

***Telecom, Cellular & Energy Bill Audit***

**Auditing Services**

Prepared by

**URS**  
INCORPORATED  
*a cost management company*

**UTILITIES REDUCTION SPECIALISTS, Inc.**

October 12, 2010

**URS**  
INCORPORATED

**Utilities Reduction Specialists, Inc., (URS)** is an S-Corp with a 19 year track record of providing cost reduction services to local governments in NC, SC, TN, and VA. Founded in December of 1991, URS has worked with over 170 city/county governments during that time and have saved local governments over **\$5 Million** from our efforts. We employ a staff of 7 professionals and have served over 700 clients across all business sectors. In the past year we have expanded our geographical footprint, serving financial institutions across the country and are now poised to do the same with local governments. We exhibited at the national GFOA Conference in June and as a result, within 2 months, four local governments have engaged our services and several dozen more are showing a strong interest. With the internet and access to client and vendor information online we are not having to travel to client sites to perform this work.

Our experience in working with local governments has equipped us with a knowledge of where to look for opportunities for cost savings and a knowledge of the legislation and government tariffs that one must navigate to be successful in what we do. Our engagements with local governments over the years have also created a wealth of cost saving innovative ideas that we bring to our clients as well.

We are an active participant in many local government organizations as well.

We look forward to helping you ***“Find Money”*** and ***“Keep More”*** of what you already have.

# PROPOSAL FOR INDEPENDENT AUDIT REVIEW FOR UTILITY BILLS

## 1. Work Plan/Scope of Services – Telecommunications and Energy Services

We agree to perform the “scope of work” as outlined herein.

### Statement of Solution

Typically our clients are overpaying for their telecommunications and energy needs in two ways: (1) as a result of billing errors that our firm corrects and for which we secure refunds and credits, and (2) as a result of over-priced and/or under-used services which we identify and for which we recommend more cost-effective alternatives. While the majority of our recommendations are accepted because they make good business sense, we strongly believe that our clients should remain in complete control of their services and expenses. Therefore, it is important to note that **you are under no obligation to accept our implement our recommendations**. To summarize; we assure that:

- You are receiving the equipment and services for which you are paying.
- You are using the equipment and services for which you are paying.
- You are paying the lowest price by contract and tariff.
- You are provided with more cost effective options and alternatives where appropriate.

### Work Plan

Specific to conducting a **telecommunications audit**, URS agrees to analyze telephone bills and records. This will include seeking refunds and credits as well as create a cost savings plan.

URS utilizes proprietary and tested techniques to achieve maximum cost reductions. In the area of telecommunications our services include the following:

- Audit of equipment and maintenance charges
- Line inventory and verification of all charges
- Voice Traffic studies
- Toll call analysis and unauthorized calls
- Analysis of local service vendor alternatives
- Analysis of cellular vendors and services
- Internet and data line review
- Yellow page analysis and Cellular phone bill analysis

In the area of **energy and utility audits**, our services include the following:

- Our focus here will be to ensure the Client is spending less for what they use – not using less.
- We will secure one copy of every power bill received by the Client and as possible register online with vendors to receive a 12 month billing history of usage.
- Our individual bill reviews will include such things as:
  - Rate analysis
  - Taxes and other regular fees
  - Demand contracts
  - Extra facility charges
  - Meter multiplier errors
- Reporting will be on an exception basis on those bills where either errors are found or future savings opportunities have been noted.

Upon completion of our analysis the Client will be presented with a final report consisting of an executive summary, savings summary and complete documentation of our findings. The findings will identify refunds and recommendations for cost savings measures. Furthermore, you reserve the right to reject any recommendation made by URS without obligation.

The nature of our service does not require us to work on site. We request that you provide one month's bill copies and work electronically with your vendors from that point forward.

We will complete our report within 4 months of the time we received a signed contract, letter of authorization, and bill copies. Typically you will receive interim reports notifying you of our progress and cost reduction opportunities during the audit process. Often our clients have realized the majority of the refunds/savings opportunities by the time they receive our final report.

## **2. Prior Experience**

Our firm has worked with over 700 clients, **170** of which are city and county governments. These municipalities and counties range in population from 15,000 to over 600,000. On average we have been able to reduce our government clients' annual telecommunication expenses by nearly **\$24,000**. Find enclosed reference list.

### **Project Staffing**

Our firm employs ten employees. Our company functions much like an accounting practice and we use the team audit approach. Both Steve Mann, President, and Ken Burkel, VP of Marketing and Sales interface with the auditors and have the responsibility of presenting audit results back to clients and securing client agreement to accept our cost reduction recommendations. An auditor typically works on 5 - 6 audits simultaneously and is responsible to employ the methods and systems to conclude the audit. Because circumstances surrounding each client vary significantly, extensive URS management involvement is typical. Mr. Burkel and Mr. Mann have been with the company since its inception. Our auditors average over 10 years experience with our company.

### **Audit and Review Reports**

During the course of our engagement, you can expect to receive the following reports from URS:

**Preliminary Report.** You will receive this report within 30 to 45 days after we obtain your billing information. This report outlines the areas that we plan to explore for cost reduction and/or refund opportunities and identifies any opportunities already uncovered after our first review of your records.

**Interim Correspondence.** As required, we will provide you with updates as we uncover additional opportunities and investigate in more detail those identified in our preliminary report. We will also copy you in on any important correspondence to or from your vendors. We may also ask you for permission to make cost reduction changes as we progress.

**Audit Report.** After our analysis is complete, we will present an audit report consisting of an executive summary, savings summary, and a detailed documentation of our findings. The report will identify and quantify refunds and savings associated with recommendations for cost reduction measures. This report will also serve as the basis to present any recommendations and to secure your approval for implementation of any outstanding items.

## Responsibilities and Requirements of the Client

- 1) Inform URS of any billing errors currently being contested by the Client.
- 2) Inform URS of any other telecommunication cost reduction measures under investigation by the Client.
- 3) Inform URS of any other anticipated changes in service or equipment
- 4) Make available one months copies of all bills to be audited
- 5) Although we cannot determine the exact man hours required by the Client, the times shown below could be considered typical for a client your size.

a) Clerical (pulling bills for us to copy)	2 hours
b) Answering questions during the audit process	3 hours
c) Evaluating our final report	5 hours

Total 10 Hours

- 6) Provide a point of contact for billing and technical questions

UTILITIES REDUCTION SPECIALISTS takes pride in our expertise and professionalism. We will be happy to make a presentation of our services either in person or teleconference. We believe our experience with city/county governments makes us eminently qualified to provide maximum financial benefit to the Client.

### 3. City/County Reference Clients

#### URS UTILITY AUDIT CLIENT REFERENCES

July 2010

<u>CLIENT</u>	<u>LOCATION</u>	<u>CONTACT</u>	<u>TELEPHONE</u>
City of Burlington	Burlington, NC	Bill Ray	336-222-5014
City of Fayetteville	Fayetteville, NC	Stanly "Vic" Victrum	910-433-1990
City of Hendersonville	Hendersonville, NC	Jim Rudisill	828-697-3020
City of Hickory	Hickory, NC	Deanna Rios	828-323-7417
Town of Mooresville	Mooresville, NC	Maia Setzer	704-663-3185
City of Raleigh	Raleigh, NC	Martin Petherbridge	919-996-3162
City of Salisbury	Salisbury, NC	Teresa Harris	704-638-5313
City of Winston-Salem	Winston, Salem	Denise Bell	336-747-6900
Brunswick County Government	Bolivia, NC	Ann Hardy	910-253-2070
Guilford County Government	Greensboro, NC	Butch Dawson	336-641-6727
Lincoln County Government	Lincolnton, NC	Leon Harmon	704-736-8487

#### **4. Individual as a point of contact**

Ken Burkel, Partner

**UTILITIES REDUCTION SPECIALISTS, Inc.**

PO Box 1810

Clemmons, NC 27012

Phone: (336) 397-7101

Fax: (336) 766-1553

Email: [ken.burkel@urs-solutions.com](mailto:ken.burkel@urs-solutions.com)

Respectfully submitted,



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Ken Burkel, Partner

URS/TRS

#### **5. Individual Price Proposal**

Our firm is compensated on a performance basis.

We require no up-front money or deposits. If there are no cost reductions or refunds, there are no fees.

- For refunds and credits our fee is **45%** of the refund or credit and payable after the Client has received the credit. Our firm also works with your providers to secure the refunds or credits.
- For all future cost reductions associated with error corrections or accepted recommendations our firm is compensated **45%** of the cost reduction as realized by the Client over a 24-month period. All costs reductions must be quantifiable to your satisfaction. The Client is obligated to compensate our firm only for cost reductions detailed in our final report. Any additional cost reductions attributable to either Client personnel or vendors will not qualify for compensation to our firm. As stated earlier, the Client is free to accept or reject any recommendations.



# Appendix



# MISCELLANEOUS

M-1

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

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

WEEK END:	MAR 4	MAR 11	MAR 18	MAR 25	MAR 31	TOTAL
MONDAY	0	344	350	282	281	1257
TUESDAY	322	318	298	351	263	1552
WEDNESDAY	309	337	335	318	279	1578
THURSDAY	436	345	347	328	312	1768
FRIDAY	392	382	341	368	0	1483
	1459	1726	1671	1647	1135	7638

	MAR 2011	MAR 2010	+/-	FEB 2011
SERVICE DAYS	(23)	(23)		(20)
SENIORS	1035	796	239	726
HDCP SENIORS	882	894	-12	620
HANDICAPPED	3455	3498	-43	2619
WHEELCHAIRS **	358	374	-16	269
GENERAL	2266	2100	166	1896
	7638	7288	350	5861

RIDERSHIP INFORMATION INCLUDES NIGHT SERVICE.

MONTH	2009	2010	2011	%
APRIL	6915	6388		-8%
MAY	6119	5598		-9%
JUNE	6453	5639		-13%
JULY	6098	5747		-6%
AUGUST	5711	5986		5%
SEPTEMBER	5788	5759		-1%
OCTOBER	6440	5722		-11%
NOVEMBER	5594	5917		6%
DECEMBER	6419	6195		-3%
JANUARY	6532	6594		1%
FEBRUARY	6267	5861		-6%
MARCH	7288	7638		5%
	75624	73044		-3%

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

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**DEPARTMENTAL REPORT**

APRIL 18, 2011

	MARCH 2011	FEBRUARY 2011	MARCH 2010	YEAR-TO-DATE 2011	YEAR-TO-DATE 2010
<b>POLICE DEPARTMENT</b>					
Complaints Answered	833	767	805	2,306	2,141
VIOLATIONS					
Moving Citations	262	218	231	615	446
3-6 am Parking Tickets	241	155	143	621	509
Non-Moving Citations	15	12	10	54	98
Downtown Parking Tickets	0	0	0	0	0
TOTAL VIOLATIONS	518	385	384	1,290	1,053
ARRESTS	122	122	144	346	354
<b>FIRE DEPARTMENT (See M-4)</b>					
<b>INSPECTION DEPARTMENT</b>					
Building Permits	32	7	19	48	36
Electrical Permits	43	20	13	80	36
Mechanical Permits	28	17	21	66	51
Plumbing Permits	12	5	4	25	13
Sidewalk Permits	0	0	0	0	0
Sign Permits	6	6	7	22	26
TOTAL PERMITS	121	55	64	241	162
Estimated Bldg.Costs			\$195,850		\$1,560,077
<b>PARKING SYSTEM</b>					
Parking Assessment	\$2,552	\$19,603	\$938	\$30,849	\$19,729
Lot Revenue	\$0	\$0	\$280	\$0	\$467
Street Revenue	\$0	\$0	\$0	\$0	\$0
Misc. Revenue	\$0	\$7	\$14	\$14	\$56
Permits	\$100	\$0	\$6,700	\$25	\$6,938
Fines	\$0	\$100	\$289	\$125	\$389
Collection Fees	\$0	\$0	\$725	\$0	\$800
Token Sales	\$0	\$0	\$0	\$0	\$0
Contribut-GenFund	\$0	\$10,000	\$0	\$10,000	\$0
TOTAL REVENUE	\$2,652	\$29,710	\$8,946	\$41,013	\$28,379
<b>WASTE WATER DEPARTMENT</b>					
M. G. Pumped	216.962	142.936	168.979	480.704	420.207
Cost of Plant Operation		\$138,019	\$234,374	\$566,700	\$433,414
<b>WATER DEPARTMENT</b>					
M. G. Pumped	88	78	72	247	223
Number of Customers	6,221	6,223	6,211		
	<b>Industrial</b>	<b>Commercial</b>	<b>Residential</b>	<b>Other</b>	<b>TOTAL</b>
M. G. Sold Revenue	\$23,453	\$76,797	\$109,646	\$55,153	58,357 \$241,596

\*Figure not available

ML-3

Adrian Fire Department  
Monthly Report  
February 2011  
**Total Property Loss Content Loss**

**Fire**

Fire, Other	2	\$3,000	\$200
Passenger vehicle fire	2	\$2,000	
Brush or brush-and-grass mixture fire	1		
Outside equipment fire	1		
	<hr/>		
	6		

**Rescue**

Rescue, EMS incident, other	26		
Medical assist, assist EMS crew	1		
EMS call, excluding vehicle accident with injury	112		
EMS call, PDA	3		
EMS call, refused treatment/transport	10		
Motor vehicle accident with injuries	2		
Motor vehicle/pedestrian accident (MV Ped)	2		
Motor Vehicle Accident with no injuries	1		
Removal of victim(s) from stalled elevator	1		
	<hr/>		
	158		

**Hazardous Condition**

Hazardous condition, Other	5		
Carbon monoxide incident	1		
Power line down	250		
Arcing, shorted electrical equipment	1		
	<hr/>		
	257		

**Service Call**

Service Call, other	5		
Water problem, Other	1		
Smoke or odor removal	1		
Smoke investigation, No action taken	5		
Assist invalid	4		
Unauthorized burning	1		
	<hr/>		
	17		

**Good Intent**

Good intent call, Other	1		
Dispatched & cancelled en route	4		
Wrong location	1		
No Incident found on arrival at dispatch address	1		
Steam, vapor, fog or dust thought to be smoke	1		
	<hr/>		
	8		

**False Alarm**

False alarm or false call, Other	8		
System malfunction, Other	4		
Smoke detector activation due to malfunction	1		
Unintentional transmission of alarm, Other	4		
Detector activation, no fire - unintentional	1		
Alarm system activation, no fire - unintentional	2		
	<hr/>		
	20		

**Severe Weather**

Severe weather or natural disaster, Other	2		
	<hr/>		
	2		

**Total** 468 \$5,000 \$200

m-3

Adrian Fire Department  
Monthly Report

March 2011

Fire	Total	Property Loss	Content Loss
Fire, Other	1		
Passenger vehicle fire	1	\$500	
	2		
Rescue			
Rescue, EMS incident, other	39		
Medical assist, assist EMS crew	5		
EMS call, excluding vehicle accident with injury	129		
EMS call, PDA	2		
EMS call, refused treatment/transport	10		
Motor vehicle accident with injuries	1		
	186		
Hazardous Condition			
Hazardous condition, Other	1		
Combustible/flammable gas/liquid condition, other	1		
Gas leak (natural gas or LPG)	1		
Electrical wiring/equipment problem, Other	1		
Power line down	6		
	10		
Service Call			
Service Call, other	2		
Ring or jewelry removal	1		
Smoke or odor removal	1		
Smoke Investigation, No action taken	3		
Public service assistance, Other	2		
Assist invalid	1		
Unauthorized burning	5		
	15		
Good Intent			
Good intent call, Other	2		
Dispatched & cancelled en route	5		
No Incident found on arrival at dispatch address	2		
	9		
False Alarm			
False alarm or false call, Other	7		
Central station, malicious false alarm	1		
Local alarm system, malicious false alarm	1		
System malfunction, Other	1		
Smoke detector activation due to malfunction	2		
Unintentional transmission of alarm, Other	1		
Smoke detector activation, no fire - unintentional	2		
Detector activation, no fire - unintentional	1		
Alarm system activation, no fire - unintentional	1		
	17		
Total	239	\$500	

M-4

**Adrian Senior Center  
Quarterly Facility Usage Report  
January-March 2011**

Room/Program	Jan	Feb	March	TOTAL
<b>Gym</b>				
Line Dancing Advanced Wed	63	59	51	173
Line Dancing Beginning Wed	63	51	126	240
Line Dancing Advanced Fri	69	51	49	169
Line Dancing Beginning Fri	66	62	63	191
RC Flyers	50	44	86	180
Shuffleboard Daily	8	14	5	27
Startercise	383	230	291	904
Friday Musicians	90	126	142	358
Gym Walkers	69	98	98	265
Zumba	85	57	57	199
Other		49		49
<b>TOTAL GYM</b>	<b>946</b>	<b>841</b>	<b>968</b>	<b>2,755</b>
<b>Room 1</b>				
Advisory Board Meeting	12	18	18	48
Bible Study	15	4	26	45
Cards - Daily	31	27	31	89
Cards - Euchre Tourny	16	16	20	52
Cards - Monday Night	67	61	88	216
Cards - Pepper Tourny	16		24	40
China Painting	3	10	26	39
FGP Inservice	30			30
Golf			14	14
Hymn Sing	17		28	45
Red Hat Society Meetings	12		12	24
Zumba	35			35
Other	68	20	59	147
<b>TOTAL ROOM 1</b>	<b>322</b>	<b>156</b>	<b>346</b>	<b>824</b>
<b>Room 2</b>				
Daily Computer Use	50	38	52	140
Exercise Equipment	40	53	59	152
Puzzles	49	33	70	152
Wii Games	97	82	98	277
Wood Burning	8	5	8	21
Other	8		10	18
<b>TOTAL CRAFT ROOM</b>	<b>252</b>	<b>211</b>	<b>297</b>	<b>760</b>
<b>Room 3 (Game Room)</b>				
Pool - Daily	262	247	374	883
Pool Tourny - Tuesday	21	14	22	57
Pool Tourny - Wednesday	9	13	28	50
Misc.			56	56
<b>TOTAL GAME ROOM</b>	<b>292</b>	<b>274</b>	<b>480</b>	<b>1,046</b>
<b>Room 4</b>				
Hand Chimes			37	37
Other		76	67	143
<b>TOTAL ROOM 4</b>	<b>0</b>	<b>76</b>	<b>104</b>	<b>180</b>
<b>Lounge</b>				
Blood Pressure w/Gt Lakes	30	21	34	85
Blood Pressure w/Pat Anderson	25	23	28	76
Book Club	13	15	12	40
Massages	19	7	14	40
Cards Daily			11	11
Movie Matinee	8	13	17	38
Taxes			23	23
Other			43	43
<b>TOTAL LOUNGE</b>	<b>95</b>	<b>79</b>	<b>182</b>	<b>356</b>
<b>Cafeteria</b>				
Meals	1,236	979	1,390	3,605
Birthday Party	77	55	66	198
New Clients	51		16	67
Special Events/Other Usage		129	83	212
<b>TOTAL CAFETERIA</b>	<b>1,364</b>	<b>1,163</b>	<b>1,555</b>	<b>4,082</b>
<b>TOTAL SENIOR CENTER USAGE</b>	<b>3,271</b>	<b>2,800</b>	<b>3,932</b>	<b>10,003</b>

m-5

**ADRIAN CITY PLANNING COMMISSION**  
APRIL 5, 2011  
REGULAR MEETING  
MINUTES

The regular meeting of the Adrian City Planning Commission was called to order by Chair Jacobitz at 7:10 p.m. in the City Chambers at 159 East Maumee Street.

Present:           Mike Jacobitz           Chair  
                  Marilyn Schebil       Vice Chair  
                  Mike Clegg            City Commissioner  
                  James Caldwell  
                  Mel Dye  
                  Chuck Jacobson

Also Present:     Dave Pate            Building Official

Absent:           Chad Johnson  
                  Carl Phipps  
                  Brian Watson

APPROVAL OF MINUTES OF THE  
MARCH 1, 2011, REGULAR MEETING

There were no corrections or additions to the minutes. Commissioner Dye moved that the Minutes of the March 1, 2011, regular meeting be approved as presented. Commissioner Clegg supported. Motion carried unanimously.

CASE NO. 11-005  
PUBLIC HEARING TO HEAR AND CONSIDER COMMENTS  
TO A ZONING EXCEPTION APPLICATION  
FOR 1182 GLENDALE AVENUE

Chair Jacobitz explained to the audience the procedure for public hearings. The public hearing was opened. Mr. Scott Machniak, owner of the property was present. His wife is proposing to open a group day care home at their home; she and one other person would watch up to 12 children. They plan on installing a fence in the backyard. This property is zoned R-1 Single Family Residential, which allows this use through a Zoning Exception Permit. There were no questions from the Commission. One telephone call was received from Tom Barto, 1162 Glendale, against the request. The Chair asked if there were any comments from the audience. Gorman Culver, 1172 Glendale, against request, feel this will be a chipping away of residential zoning. Mr. Culver submitted a signed statement explaining their objections to this request. William Marvin, 1142 Glendale, there is plenty of properties available to accommodate this business;

this neighborhood should be kept 100% residential. Gary Owen, 1195 Auborne, feels house is too small for this type of business, concerned about parking. Pat Maquire, 574 Hawthorne, against request. There were no further comments. Public hearing was closed. Chair Jacobitz read from Section 25.01 the general requirements that the Planning Commission shall consider when reviewing applications for zoning exception permits. The Commission was in receipt of a Staff Analysis in support of this request. The applicant has submitted documentation that the requirements of Section 25.02 have been met. Commissioner Clegg moved that the Planning Commission adopt the following resolution to approve this request for a group family day care at 1182 Glendale Avenue:

### RESOLUTION

WHEREAS, Ms. Kathryn Machniak has submitted a Zoning Exception Permit request to operate a Group Day Care home at her residence located at 1182 Glendale Avenue (Parcel XA0-780-0054-00); and

WHEREAS, the subject parcel's Zoning District designation is R-1 Single Family Residential District; which permits Group Day Care homes via a Zoning Exception Permit; and

WHEREAS, the Community Development Department has conducted a review of the applicant's request in accordance with the standards found in the City of Adrian Zoning/Development Regulations that pertain to process and approval requirements; and

WHEREAS, review of the proposed use finds that it meets requirements, is generally compatible to residential uses on adjacent parcels and within the R-1 District.

NOW THEREFORE BE IT RESOLVED that the Adrian City Planning Commission accepts the review and analysis conducted by the Community Development Department; and

BE IT FURTHER RESOLVED that the Adrian City Planning Commission finds that the application is in compliance with the standards for a Zoning Exception Permit as found in the Zoning/Development Regulations; and

BE IT FURTHER RESOLVED that the Adrian City Planning Commission hereby approves the request for a Zoning Exception Permit for 1182 Glendale Avenue, Parcel XA0-780-0054-00, with the contingency that the required fencing shall be installed prior to operating group day care.

Commissioner Dye supported.

The Commission was in agreement that this request meets the criteria as specified for each use being subject to a zoning exception permit, that the granting of this permit would not adversely affect environmental conditions or the value of surrounding properties, that this proposed use is compatible in regards to adjacent and surrounding

properties, and would be consistent with the City's future land use plan. There were no further comments from the Commission. A roll call vote was made.

In Favor of Motion: Caldwell, Jacobson, Schebil, Dye, Clegg, Jacobitz

Against Motion: none

Motion carried unanimously.

CASE NO. 10-024  
DISCUSSION AND CONSIDERATION OF APPROVAL ON  
PROPOSED ORDINANCE LANGUAGE PERTAINING TO  
MEDICAL MARIHUANA FACILITIES

The Planning Commission held the public hearing for this in February. The issue was discussed and tabled at the March meeting. The Commission was in receipt of the final draft of the ordinance. There were no further questions or comments from the Commission. Commissioner Dye moved that the Planning Commission recommend to the City Commission the approval of the proposed changes to the Zoning/Development Regulations as follows, and that this language be compatible with the proposed licensing ordinance: (new language is shown in bold)

ARTICLE II DEFINITIONS

**2.90.01 Medical Marihuana**

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

**2.90.02 Medical Marihuana Primary Caregiver**

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

**2.90.03 Medical Marihuana Caregiver Facility**

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

ARTICLE XIV  
B-2 COMMUNITY BUSINESS DISTRICT

SECTION 14.03 USES SUBJECT TO A ZONING EXCEPTION PERMIT:

- 14. Medical Marihuana Caregiver Facility, subject to the following conditions:**
- a. No such facility shall be situated within 1,000 feet of any of the following uses:**
    - 1. any similar facility**
    - 2. a school, public or private, including pre-school through college**
  - b. No such facility shall be situated within 500 feet of any of the following uses:**
    - 1. a church**
    - 2. a public park or playground**
    - 3. a state licensed day-care facility as defined in the City of Adrian Zoning Ordinance, definition(s) 2.64**
  - c. No such facility shall be situated adjacent to or abutting a zoning district or lot zoned for single-family residential use (R-1 through R-4).**
  - d. Cultivation or distribution of medical marihuana shall not occur in connection with or at a location at which any other commodity, product or service is offered for sale.**
  - e. No equipment or process shall be used in the processing or cultivation which creates noise, dust, vibration, glare, fumes, odors or electrical interference detectable to the normal senses beyond the property boundaries.**
  - f. Signage shall be limited to one identification sign, to be affixed flat against the front wall of the facility of size not to exceed eight (8) sq ft.**
  - g. The outdoor growth and/or cultivation of marijuana plants is prohibited.**
  - h. Drive-through, drive-up or curbside service facilities are prohibited.**
  - i. All such facilities shall be licensed and in compliance with the requirements specified in Chapter 46, Sect. 46-500 of the Adrian City Code.**

Commissioner Caldwell supported. A roll call vote was made.

In Favor of Motion: Caldwell, Schebil, Dye, Clegg, Jacobitz

Against Motion: Jacobson

Motion carried.

#### COMMUNICATION ITEM

Any Commissioner interested in attending the Lenawee County Planning Conference on April 21 should contact the secretary.

There being no further business the meeting adjourned at 7:41 p.m.

Respectfully submitted,

Denise Cook, Secretary

m-6

**ZONING BOARD OF APPEALS**

APRIL 5, 2011

REGULAR MEETING

MINUTES

The regular meeting of the Zoning Board of Appeals was called to order by Vice Chair Bily at 6:30 p.m. in the City Chambers at 159 East Maumee Street.

Present: Cindy Bily Vice Chair  
Greg DuMars City Commissioner  
Mike Jacobitz  
Gerry Burg

Also Present: Dave Pate Building Official

Absent: Mike Berthold Chair  
Maralee Koleski  
Michael McGrath

APPROVAL OF MINUTES OF THE  
FEBRUARY 1, 2011, REGULAR MEETING

There were no corrections or additions to the minutes. Board Member Burg moved that the Minutes of the November 2, 2010, regular meeting be approved as presented. Board Member DuMars supported. Motion carried unanimously.

CASE NO. 11-006  
REQUEST FOR SIGN VARIANCE FOR  
MCDONALD'S, 1235 NORTH MAIN STREET

Ms. Carrie Demlow, representing Allied Signs was present for this meeting. Petitioner proposes to install one additional wall sign of 16 square feet on the drive-through (south) side of the building. The ordinance allows for a maximum of two elevations to have signage. The new building would have signage at the front and north side. The Board discussed the proposed sign and consistency in the ordinance. One telephone call was received from Mr. Galen, representing Burger King, with no objections to the variance request. There were no comments from the audience. Board Member Burg moved that the Zoning Board of Appeals allow a variance for a golden arch sign on the south side of the building. Board Member DuMars supported. The Board discussed the findings of Section 30.22 in order to grant this variance. The Board did not find the criteria in the affirmative. A roll call vote was made.

In Favor of Motion: Burg, DuMars

Against Motion: Jacobitz, Bily

Motion defeated.

There was discussion on tabling this until next month when more members could be present. Ms. Demlow was in agreement with this motion. Board Member Jacobitz moved that the Zoning Board of Appeals table this request until the May meeting. Board Member DuMars supported. Motion carried unanimously.

CASE NO. 11-008  
REQUEST FOR SIGN VARIANCE AT  
922 EAST BEECHER STREET

Mr. Ben Casarez, business owner of the Sizzling Grill was present for this meeting. The applicant proposes to install a 30 square foot monument sign in the front of the building, for the purpose of operating a restaurant in this building. There is already an existing pole sign for the vehicle repair business at the west end of the property; this vehicle repair business is in a separate building at the rear of the property. Section 30.10 (2) of the Zoning/Development Regulations allows an exception when there is more than one ground floor business on a single parcel of land, which is that each business may have the number of signs permitted, with a distance of 100 feet between ground-pole or monument signs. A variance to this distance is being requested. Mr. Casarez explained that a wall sign at the front of the building would not comply with the requirements of being 8 feet or higher above grade level. The graphic submitted by the applicant showing the dimensions and siting of the proposed sign indicate two wall designs on the building; these designs have the same design element that is shown on the proposed sign. Mr. Casarez indicated he wasn't going to use them; they measured 12" wide x 3' tall. The Board asked if there were any comments from the audience. Tom Faulhaber is against the sign ordinance, feels it is a deterrent to business. There were no further comments from the audience. Based on the fact there are two businesses on one parcel there would be a practical hardship, Board Member Jacobitz moved that the Zoning Board of Appeals approve a variance to allow a second sign at 922 East Beecher Street as presented. Board Member DuMars supported.

Findings of Fact: (Section 30.22):

1. That the alleged hardships or practical difficulties, or both, are exceptional and peculiar to the property of the person requesting the variance, and result from conditions which do not exist generally throughout the city.

***There are two businesses on the same lot. It is reasonable to expect to have a sign to identify a business.***

2. That the alleged hardships and practical difficulties, or both, which will result from the failure to grant a variance, include substantially more than mere inconveniences, inability to attain a higher financial return, or both.

***There are practical difficulties that will result from the failure to grant a variance. Most businesses prefer to have a sign out at the front of their property to help vehicle traffic locate their business.***

3. That allowing the variance will result in substantial justice being done, considering the public benefits intended to be secured by this article, the individual hardships that will be suffered by a failure of the Board to grant a variance, and the rights of others whose property would be affected by the allowance of the variance.

***This would be a hardship if denied a sign.***

The findings have been found in the affirmative. A roll call vote was made.

In Favor of Motion: Jacobitz, Bily, DuMars, Burg

Against Motion: none

Motion carried unanimously.

#### ELECTIONS FOR CHAIR AND VICE CHAIR

Nominations were opened. Board Member Jacobitz moved to nominate the existing officers. Board Member DuMars supported. There were no further nominations. Nominations closed. Motion carried unanimously.

#### INVITATION TO LENAWE COUNTY PLANNING COMMISSION CONFERENCE ON APRIL 21, 2011

Any member interested in attending may contact the secretary.

There being no further business the meeting adjourned at 7:05 p.m.

Respectfully submitted,

Denise Cook, Secretary