

PRE-MEETING AGENDA

ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
JUNE 2, 2008
5:30 P.M.

The City Commission will meet for a pre-meeting study session on Monday, June 2, 2008, at 5:30 p.m. in the 2nd floor Conference Room at City Hall to discuss the following:

- I. **CLOSED SESSION** to discuss Union negotiations
- I I. Other Items as time permits

COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
JUNE 2, 2008
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- I I. ROLL CALL
- I I I. APPROVAL OF THE MINUTES OF THE MAY 5, 2008 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- I V. PRESENTATION OF ACCOUNTS
- V. COMMUNICATION
 - 1. Communication regarding a Cash Management & Investment Seminar recently attended by Jeff Pardee, Finance Director.
- V I. CONSENT AGENDA
 - A. RESOLUTIONS
 - 1. CR08-030. Resolution to award annual bid for Ready-Mix concrete.
 - 2. CR08-031. Resolution to award annual bid for Flake Calcium Chloride.
 - 3. CR08-032. Resolution to award annual bid for motor oil and grease.
 - 4. CR08-033. Resolution to award annual bid for oil change services.
 - 5. CR08-034. Resolution to award annual bid for equipment rental.
 - 6. CR08-035. Resolution to award annual bid for traffic marking paint.
 - 7. CR08-036. Resolution to award annual bid for limestone.
 - 8. CR08-037. Resolution to award annual bid for cold patch.
 - 9. CR08-038. Resolution to approve the appointment of Brian Watson to the Planning Commission for a 3-year term.

10. CR08-039. Resolution to approve the appointment of Carl Phipps to the Planning Commission for a 3-year term.
11. CR08-040. Resolution to approve reappointment of Mitch Blonde to the Zoning Board of Appeals for a 3-year term.
12. CR08-041. Resolution to award the annual bid for lawn fertilization and weed control.

V I I. PUBLIC COMMENT

V I I I. REGULAR AGENDA

A. RESOLUTIONS

1. R08-084. Resolution to approve annual car wash bid.
2. R08-085. Resolution to consider approval of the Comprehensive Plan – Revised 2008 Addendum.
3. R08-086. Resolution to award bid for the Miles Drive Pump Station Removal Project.
4. R08-087. Resolution to approve a street closure request by the Crowell Opera House for a fundraising event on June 7th. The request is for closure of E. Maumee Street between N. Main and Broad Streets.
5. R08-088. Resolution to approve an Easement Agreement with Consumers Energy for the installation of underground electrical service to the Adrian Public Library and authorizing the City Administrator to execute the easement on behalf of the City.
6. R08-089. Resolution authorizing a refund to Adrian and Madison Charter Townships for sewer charges.
7. R08-090. Resolution to approve entering into an intergovernmental agreement with MDOT for maintenance of trunk-line traffic signals, cost-sharing based on appropriate allocation to benefitting parties, and authorizing the City Engineer to execute the cost agreement forms on behalf of the city.
8. R08-091. Resolution to award the annual bid for paving portions of the Kiwanis Trail.
9. R08-092. Resolution authorizing renewal of the property damage, liability and vehicle fleet insurance with the Michigan Municipal League, adding an

endorsement for sewer and storm drain liability exposure and a Treasurer Bond.

10. R08-093. Resolution to approve the acquisition of a 2003 Dial-A-Ride bus and that the bid process be waived.

I X. MISCELLANEOUS

1. D.A.R.T. Passenger Ridership Report

X. PUBLIC COMMENT

X I. COMMISSIONERS' COMMENTS

MINUTES

**MINUTES
ADRIAN CITY COMMISSION
MAY19, 2008
7:00 P.M.**

Prior to the opening of the regular meeting, Commissioner Steele moved to go into closed session to conduct an employee evaluation, seconded by Commissioner DuMars, motion carried by a unanimous vote.

Official proceedings of the May 19, 2008 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 Osborne, Steele, Clegg, and DuMars.

ABSENT: Commissioners Valentine and Mitzel

Commissioner DuMars moved to excuse Commissioners Valentine and Mitzel; seconded by Commissioner Clegg, motion carried by a 5-0 vote.

Commissioner Steele moved to approve the minutes of the May 5, 2008, regular meeting of the Adrian City Commission, seconded by Commissioner DuMars, motion carried by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher #2819 through #2826	\$ 177,216.99
General Fund Vouchers #18662 through #18680	\$ 306,418.56
Clearing Account Vouchers amounting to	<u>\$1,372,334.88</u>
TOTAL EXPENDITURES	<u>\$1,855,970.43</u>

On motion by Commissioner Steele, seconded by Commissioner DuMars, this resolution was adopted by a 5-0 vote.

COMMUNICATION

1. State Revenue Sharing Update

INTRODUCTION

1. Introduction of Deputy City Clerk, Robin Connor

CONSENT AGENDA

RESOLUTIONS

RE: ANNUAL BID – STREET CASTINGS

RESOLUTION CR08-025

WHEREAS, sealed bids were received May 13, 2008, for the annual street casting requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the Finance Director; and

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

NOW, THEREFORE, BE IT RESOLVED that the bid for street castings be awarded to East Jordan Iron Works of Oak Park, 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 bid dated May 13, 2008.

RE: ANNUAL CAR WASH SERVICES

RESOLUTION CR08-026

Commissioner Osborne requested that Consent Resolution CR08-026 be pulled from the Consent Agenda and placed on the Regular Agenda (R08-083) for discussion.

RE: UTILITIES & PUBLIC WORKS DEPARTMENTS – ASPHALT PAVEMENT REPAIRS

RESOLUTION CR08-027

WHEREAS, sealed bids were received May 14, 2008, for the annual asphalt pavement repairs; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for asphalt pavement repairs be awarded to Belson Asphalt of Reading, MI, in the amount of \$3.09 per square foot under the terms and conditions as specified and as proposed in their sealed bid dated May 14, 2008.

RE: UTILITIES DEPT. & PUBLIC WORKS – Annual Bid for Pre-Cast Concrete Products

RESOLUTION CR08-028

WHEREAS, sealed bids were received May 13, 2008, for the annual pre-cast concrete requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for pre-cast concrete products be awarded to Kerstra Precast of Grandville, MI, for the items and amounts as specified and as proposed in their sealed bid dated May 13, 2008.

RE: REAPPOINTMENT TO BUILDING AUTHORITY

RESOLUTION CR08-029

WHEREAS, the term of office of Jeffrey Pardee on the Building Authority Board will soon expire; and

WHEREAS, this term must be filled in accordance with the Adrian City Charter; and

WHEREAS, Jeff Pardee has expressed a willingness to serve on the Building Authority if reappointed; and

WHEREAS, the City Commission has given careful consideration to the reappointment of Mr. Pardee.

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission does hereby approve the reappointment of Jeffrey Pardee to the Building Authority Board for a 6-year term, with his term to expire in 2014.

Commissioner DuMars moved to approve Consent Agenda Resolutions CR08-025, CR08-027, CR08-028 and CR08-029, seconded by Commissioner Steele, motion adopted by a 5-0 vote.

REGULAR AGENDA

RESOLUTIONS

RE: ADRIAN PUBLIC LIBRARY –Electrical Upgrade – Phase Two – Consumers Energy Project

RESOLUTION R08-077

WHEREAS, the Adrian City Commission, by Resolution #R08-047 dated March 17, 2008, authorized the engagement of Service Electric Company, Adrian, MI in the

City's Standard Professional Services Contract for the purpose of designing electrical upgrades at the Adrian Public Library at a cost not to exceed \$5,960; and by Resolution #R08-064 dated April 21, 2008, approved Change Order No. 1, adding \$1,500 to expand the scope of the project to include electrical service design that anticipates addition of the new City Hall and police facility; and

WHEREAS, in preparation for Phase 2 implementation, which includes relocation of primary electrical service from inside the library building to the northeast corner of Library Square, the Library Director recommends engagement of Consumers Energy, as a sole provider of this service, to replace three electrical poles with a single new pole with ancillary equipment at a cost not to exceed \$25,463 (up to \$3,048 of this amount is refundable, depending upon the increased load on the meter for all three buildings); and

WHEREAS, the City Finance Director indicates that sufficient funds are available for this purpose in the Library Capital Improvement Account (101-738.00-975.000); and

WHEREAS, the Library Director and City Administrator recommend approval of this resolution for the purpose of preparing the new City Hall Complex site for implementation of Electrical Upgrade – Phase 2.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the engagement of Consumers Energy to replace three electrical poles with a single new pole, with ancillary equipment, to be located at the northeast corner of Library Square, at a cost not to exceed \$25,463.

On motion by Commissioner DuMars, seconded by Commissioner Osborne, this resolution was adopted by a 5-0 vote.

RE: UTILITIES DEPARTMENT –Wastewater Plant - Replacement Parts for Clarifier Drives

RESOLUTION R08-078

WHEREAS, the clarifier drives at the Wastewater Plant are in need of replacement parts to avoid a catastrophic impact on the treatment process should one of these units fail; and

WHEREAS, a quote was solicited and obtained from the sole source provider, Walker Process, the local distributor for DuBois-Cooper Associates, Inc., Plymouth, MI, amounting to \$22,215.20; and

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose in the Wastewater Capital Project Fund (497-554.00-977.551); and

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution for the acquisition of replacement parts for the clarifier drives at the Wastewater Plant and waiver of the competitive bid process, recognizing the sole provider of the required replacement parts.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acquisition of replacement parts for the clarifier drives at the Wastewater Plant from Walker Process, the local distributor for DuBois-Cooper Associates, Inc., Plymouth, MI, at a cost not to exceed \$22,215.20.

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 Steele, seconded by Commissioner DuMars, this resolution was adopted by a 5-0 vote.

**RE: UTILITIES DEPARTMENT –Wastewater Plant – Construction
Engineering Services for Miles Drive Lift Station Removal**

RESOLUTION R08-079

WHEREAS, as contemplated in the FY2007-08 Capital Budget, the Miles Drive Lift Station Removal Project is about to be undertaken, which includes abandonment of the existing lift station at the corner of Miles Drive and Division Street and the addition of an 8 inch gravity line that will tie into a structure on March Drive; and

WHEREAS, a quote was solicited and obtained from Jones & Henry Engineers, Ltd., Toledo, OH amounting to \$8,200 to provide the following services:

- Provide technical assistance during the bidding process,
- Review shop drawings and planned construction materials,
- Provide Resident Project Representative (RPR) to perform continuous on-site inspections during the construction process,
- Review and recommend contractor's pay requests, etc.; and

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose in the Wastewater Capital Project Fund (497-553.00-975.133); and

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution and engagement of Jones & Henry Engineers, Ltd., Toledo, OH, in the City's Standard Professional Services Contract in the amount of \$8,200 to provide engineering services during the Miles Drive Lift Station Removal Project and that the competitive bid process be waived due to the contractor's ongoing familiarity with the City's Wastewater System and this project, in particular.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Jones & Henry Engineers, Ltd., Toledo, OH in the City's Standard Professional Services Contract in the amount of \$8,200 to provide engineering services during the Miles Drive Lift Station Removal Project.

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 DuMars, seconded by Commissioner Osborne, this resolution was adopted by a 5-0 vote.

**RE: UTILITIES DEPARTMENT –Wastewater Plant – Construction
Engineering Services for Concrete Restoration for Primary Settling
Tanks**

RESOLUTION R08-080

WHEREAS, a concrete restoration project for the primary settling tanks at the Wastewater Plant, contemplated in the FY2007-08 Capital Budget, is about to be undertaken; and

WHEREAS, a quote was solicited and obtained from Jones & Henry Engineers, Ltd., Toledo, OH amounting to \$8,000 to provide the following services:

- Provide technical assistance during the bidding process,
- Review shop drawings and planned restoration materials,
- Provide on-site inspections during the construction process,
- Review and recommend contractor's pay requests, etc.; and

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose in the Wastewater Capital Project Fund (497-553.00-975.115); and

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution and the engagement of Jones & Henry Engineers, Ltd., Toledo, OH in the City's Standard Professional Services Contract in the amount of \$8,000 to provide engineering services during the concrete restoration project for the primary settling tanks at the Wastewater Plant and that the competitive bid process be waived due to the contractor's ongoing familiarity with the City's Wastewater Treatment Plant and this project in particular.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Jones & Henry Engineers, Ltd., Toledo, OH in the City's Standard Professional Services Contract in the amount of \$8,000 to provide engineering services during the concrete restoration project for the primary settling tanks at the Wastewater Plant.

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 DuMars, seconded by Commissioner Steele, this resolution was adopted by a 5-0 vote.

RE: DEPARTMENT OF PARKS & RECREATION – Trestle Park Erosion Control Project

RESOLUTION R08-081

WHEREAS, the Adrian City Commission, by Resolution #CR07-085 dated May 7, 2007, adopted the FY2007-08 Budget and General Appropriations Act, which included provision for the Trestle Park Erosion Control Project; and

WHEREAS, four (4) sealed competitive bids were solicited and three (3) were received on Thursday, May 8, 2008 with the following results (Companies were invited to submit proposals for both design/build and design/supervise in order to measure any cost savings by completing the installation with in-house crews):

<u>Vendor</u>	Type of Proposal	Bid Amount	Add'l City Costs	Total Est. Cost
Conservation Design Farms Elmhurst, IL	Design/Supervise (80 Linear Ft.)	\$25,000	\$20,238	\$45,238
Biotechnical Erosion Control Harvard IL	Design/Supervise (80 Linear Ft.)	\$ 9,000	\$20,238	\$29,238
J.F. New Ann Arbor, MI	Design/Build (100 Linear Ft.)	\$30,000	\$ - 0 -	\$30,000

WHEREAS, based on estimated material costs and rental rates for both fleet equipment and a large hydrohoe necessary to complete the work, plus having 5 to 6 staff members deviated from other park maintenance projects for a week to ten days, the Parks & Recreation Director recommends the engagement of J.F. New, Ann Arbor, MI at a cost not to exceed \$30,000; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the General Fund – Fee Estate Capital Facilities Account (101-903.00-975.000); and

WHEREAS, the City Administrator recommends approval of this resolution and the engagement of J.F. New, Ann Arbor, MI in the City's Standard Professional Services Contract at a cost not to exceed \$30,000.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of J.F. New, Ann Arbor, MI in the City's Standard Professional Services Contract at a cost not to exceed \$30,000 to implement the Trestle Park Erosion Control Project.

On motion by Commissioner DuMars, seconded by Commissioner Steele, this resolution was adopted by a 5-0 vote.

RE: UTILITIES DEPARTMENT –Merrick Street Distribution Facility Valve Installation – Change Order #1

RESOLUTION R08-082

WHEREAS, the Adrian City Commission, by Resolution R08-065 dated April 21, 2008, approved Michigan Waterworks, New Hudson, MI to perform the Merrick Street Water Distribution Facility Valve Installation Project, for the purpose of enhancing the security of the Water Distribution System, at a cost not to exceed \$13,500; and

WHEREAS, in the course of performing this work, the contractor discovered that one of the sections of pipeline is 18" rather than 16", resulting in Contract Change Order #1 at an additional cost of \$7,500 for fittings and equipment; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Water Capital Project Fund – Small Water Line Distribution Construction account (496-552.00-975.110); and

WHEREAS, the Utilities Director and City Administrator recommend approval of Change Order #1 for the Merrick Street Distribution Facility Valve Installation Project with Michigan Waterworks, New Hudson, MI at an additional cost of \$7,500, for a total cost of \$21,000.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the approval of Change Order #1 for the Merrick Street Distribution Facility Valve Installation Project with Michigan Waterworks, New Hudson, MI at an additional cost of \$7,500, for a total cost of \$21,000.

On motion by Commissioner Steele, seconded by Commissioner DuMars, this resolution was adopted by a 5-0 vote.

RE: ANNUAL CAR WASH SERVICES

RESOLUTION R08-083

WHEREAS, sealed bids were received on May 13, 2008 for the annual car wash services; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for car wash services be awarded to Adrian Fabricare of Adrian, MI, in the amount of \$345.00 per month under the terms and conditions as specified and as proposed in their sealed bid dated May 13, 2008.

Commissioner Osborne motioned to adopt and was seconded by Commissioner Steele. After some discussion, Commissioner Osborne withdrew his motion and Commissioner Steele withdrew his second. This item was TABLED until the next Commission meeting.

MISCELLANEOUS

1. Departmental Report
2. Fire Report
3. Community Development Work Program Report
4. Zoning Board of Appeals Minutes

PUBLIC COMMENT

County Commissioner K. Z. Bolton extended another invitation to attend the Legislative Dinner.

COMMISSIONER COMMENTS

Mayor McDowell acknowledged Robert Gentry, City Forester, for his article in *City Trees* magazine.

Commissioner Osborne commented on the Police Officer Memorial and asked if we could look into repairing or getting a new marker for Dennis Lyon, the first Adrian Police Officer killed in the line of duty.

The next regular meeting of the Adrian City Commission will be held on Monday, June 2, 2008, in the Commission Chambers on the 2nd floor of Adrian City Hall, 100 E Church Street, Adrian, MI 49221.

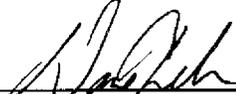
Gary E McDowell
Mayor

Pat Baker
City Clerk

CHECK
REGISTER

June 2, 2008

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 #2827 through #2835.....	\$ 92,272.71
General Fund	
Vouchers #18681 through #18706	451,131.58
Clearing Account Vouchers	
amounting to.....	<u>\$383,626.01</u>
TOTAL EXPENDITURES	<u>\$927,030.30</u>

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

June 2, 2008

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
<u>Receiving</u>			
2827	City of Adrian: Payroll	Payroll for May 16	\$ 48,138.07
2828	City of Adrian: Utilities	Various Water Bills	\$ 786.67
2829	Citizens Gas Fuel Co	Various Heat Bills	\$ 3,644.44
2830	Consumers Energy	Water Plant Electric	\$ 8,988.83
2831	City of Adrian: Clearing Acct	May 19 Check Register	\$ 971,690.27
2832	City of Adrian: Trust Fund	Correction w/Trust Check	\$ 5,365.00
2833	US Postmaster	Postage for mailing	\$ 1,450.69
2834	City of Adrian: Payroll	Payroll for May 23	\$ 22,152.95
2835	Citizens Gas Fuel Co	Various Heat Bills	\$ 1,746.06
Total			\$ 1,063,962.98
Less CK# 2831			\$ 971,690.27
TOTAL			\$ 92,272.71

2-Jun-08

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
18681	\$ 213,163.92	City of Adrian: Payroll	Payroll for May 16
18682	\$ 14,202.19	First Federal Bank	Soc Security for May 16
18683	\$ 4,371.21	Quick Service Transportation	Payroll W/E May 10
18684	\$ 132,068.89	City of Adrian: Clearing Acct	May 19 Check Register
18685	\$ 17.84	City of Adrian: Utilities	Omni Water bill
18686	\$ 3,383.16	Citizens Gas Fuel Co	Various Heat Bills
18687	\$ 5,050.87	Consuemrs Energy	Various Electric Bills
18688	\$ 429.75	Verizon North	Rec, Library Phone Bills
18689	\$ 253,357.96	City of Adrian: Clearing Acct	May 19 Check Register
18690	\$ 1,559.46	US Postmaster	Maple City Focus Mailing
18691	\$ 26,862.08	City of Adrian: Payroll	Payroll for May 23
18692	\$ 4,248.41	First Federal Bank	Soc Security for May 23
18693	\$ 4,727.00	Quick Service Transportation	Payroll W/E May 17
18694	\$ 72,119.46	City of Adrian: Clearing Acct	Special Ck for May 23
18695	\$ 84.23	Citizens Gas Fuel Co	Omni Heat Bill
18696	\$ 42,365.00	Lenawee Fuels Inc	DPW Gas & Diesel Fuel
18697	\$ 119,795.01	Blue Cross Blue Shield of MI	June Hospitalization Ins
18698	\$ 400.00	Jill Wiedmeyer	Recreation Refund
18699	\$ 25.00	Niceforo Martinez	Recreation Refund
18700	\$ 50.00	Lisa Perry	Recreation Refund
18701	\$ 104.75	St Mary's Church	Recreation Refund
18702	\$ 166.90	Verizon North	Various Phone Bills
18703	\$ 268.08	City of Adrian: Petty Cash	Petty Cash
18704	\$ 4,712.03	Quick Service Transportation	Payroll W/E May 24
18705	\$ 233.60	Verizon North	Police, Bohn Pool Phone
18706	\$ 4,911.09	Citizens Gas Fuel Co	Various Heat Bills

\$ 908,677.89
\$ (457,546.31) Less: CK# 18684 &18689 &18694
\$ 451,131.58

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ADRIAN AREA LITTLE LEAGUE	2,290.00		
2. ADRIAN LANDFILL	72.75		
3. ADRIAN LOCKSMITH & CYCLERY	3.18		
4. ADRIAN MECHANICAL SERVICES C	142.50		
5. AIRGAS GREAT LAKES	319.34		
6. ALBION DISTRICT LIBRARY	11.99		
7. ALEXANDER CHEMICAL CORP.	8,349.00		
8. AMVETS	349.85		
9. ARCH WIRELESS	28.45		
10. BAKER & TAYLOR BOOKS	647.63		
11. BATTERY WHOLESALE	19.95		
12. LAURA BERDYCK	195.80		
13. BOOK OF THE MONTH CLUB	38.22		
14. BRODBECKS LLC	1,500.00		
15. C & D HUGHES INC	2,750.00		
16. C & T TRANSPORT INC	660.00		
17. CDW-G COMPUTER SUPPLIES	886.46		
18. CHAMBERS CONTROL COMPANY	1,376.29		
19. CATHERINE CHESHER	393.40		
20. CLARKE MOSQUITO CONTROL	3,722.40		
21. CLEGG ELECTRIC INC.	1,000.00		
22. COAST TO COAST DELI	50.41		
23. COMCAST	58.46		
24. COMFORT ENTERPRISES INC.	78.38		
25. COMPUTER CARE COMPANY, INC.	129.95		
26. CONCLUSIVE MARKETING	75.00		
27. CONSUMERS ENERGY	25,463.00		
28. CONTINENTAL SERVICE	251.49		
29. CRUISERS INC	75.00		
30. DARBY READY-MIX	425.00		
31. DEXTER'S INC.	379.00		
32. DEYO-STONE ASSOC INC	2,940.00		
33. DICK'S AMOCO INC	48.00		
34. EAST JORDAN IRON WORKS INC	128.50		
35. EASTLUND CONCRETE	92,399.09		
36. ELIFEGUARD, LLC	400.38		
37. ENVIRONMENTAL RESOURCE ASSOC	950.08		
38. FASTENAL COMPANY	35.88		
39. FEDERAL EXPRESS	351.30		
40. THE FINALS	323.40		
41. FIRST FEDERAL BANK	72,119.46		
42. FISHER SCIENTIFIC COMPANY LL	219.44		
43. FLORIDA MICRO LLC	549.18		
44. GALE	45.44		
45. J.O. GALLOUP COMPANY	1,051.19		
46. GAYLORD BROS INC	424.35		
47. GEMINI GROUP LLC	3,514.00		
48. GENTNER MATERIALS	167.52		
49. GENTNER TRUCKING CO	191.95		
50. GERKEN MATERIALS INC.	3,668.83		
51. GET FRAMED LLC	12.00		
52. GORDON FOOD SERVICE	2,159.42		
53. HACH COMPANY	658.10		
54. HOBBY LOBBY	21.95		
55. HODGES BADGE COMPANY. INC.	51.75		
56. HUBBARDS AUTO CENTER	225.75		
57. HURON LIME INC.	2,812.67		
58. ICMA RETIREMENT CORPORATION	198.78		
59. IDEXX LABORATORIES, INC.	1,027.81		
60. INDUSTRIAL MILL SUPPLY CORP	841.58		
61. JACKSON TRUCK SERVICE INC.	56.26		
62. KAPNICK INSURANCE GROUP	542.00		
63. KELLER THOMA, P.C.	1,805.00		
64. KEMIRA WATER SOLUTIONS INC	4,758.60		
65. KETTREN & ASSOCIATES INC	2,060.78		
66. KONICA MINOLTA- ALBIN	19.05		
67. LANSING SANITARY SUPPLY INC	70.56		
68. LEARNING WORKS & WONDERS	195.08		
69. LEGACY PRINTING	136.45		
70. LENAWEЕ COUNTY PRINTER	408.21		
71. LENAWEЕ COUNTY REGISTER OF D	42.00		
72. LENAWEЕ RECREATION	250.00		
73. LEWIS AUTO TRIM	135.00		
74. LEXIS NEXIS RM INC	366.04		
75. MANPOWER OF LANSING MI INC.	938.40		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. THE MASTER SHOP	978.36		
77. MEIJER, INC	22.72		
78. MICH STATE HOUSING DEVEL.	10.00		
79. MICH-SHIGA SISTER STATE PRO	25.00		
80. MICHIGAN ASSESSOR'S ASSN	75.00		
81. MICHIGAN DEPARTMENT OF	82.76		
82. MICHIGAN DOWNTOWN ASSOC	35.00		
83. MICHIGAN MUNICIPAL LEAGUE	7,344.00		
84. MICHIGAN MUNICIPAL WORKER'S	41,187.00		
85. MICHIGAN POLICE EQUIP. CO	369.00		
86. MICHIGAN TBA DISTRIBUTORS IN	260.30		
87. MICROMARKETING LLC	16.15		
88. MIDWEST MUNICIPAL INSTRUMENT	1,399.00		
89. MIDWEST TAPE	195.30		
90. MUGS N' MORE IMAGING	940.00		
91. DANE NELSON	32.35		
92. NEXTEL COMMUNICATIONS	979.63		
93. NORTHWEST FUEL INJECTION SER	1,787.13		
94. OLIVER OF ADRIAN, INC.	126.00		
95. OMNIGRAPHICS INC.	150.22		
96. ORIENTAL TRADING CO. INC.	59.65		
97. JEFFREY PARDEE	156.43		
98. PLATINUM PLUS	3,451.42		
99. PRINTCOMM	2,901.00		
100. PROMEDICA PHYSICIANS	2,145.00		
101. PURCHASE POWER	3,037.98		
102. PVS TECHNOLOGIES INC	5,205.90		
103. QUICK SERVICE TRANSPORTATION	6,843.45		
104. QUILL CORPORATION	537.67		
105. R.S. TECHNICAL SERVICES INC	492.99		
106. SUSAN RAPER	134.84		
107. RECORDED BOOKS LLC.	280.20		
108. RICOH AMERICAS CORP	253.00		
109. S N S CLEANING SERVICE	1,592.00		
110. SANCHIN SYSTEMS INC	715.50		
111. SCHUG CONCRETE CONSTRUCTION	4,300.00		
112. SERVICE ELECTRIC CO OF ADRIA	4,496.96		
113. SLUSARSKI EXCAVATING & PAVIN	980.00		
114. SNYDER WIRELESS & SATELLITE	15.99		
115. SOIL & MATERIALS ENGINEERS I	5,445.51		
116. LUCIA SOTELO	108.75		
117. STEVE & TAMMY MORT	705.69		
118. SUPER LAUNDROMAT &	56.50		
119. T-MOBILE	29.99		
120. MICHAEL TODD & COMPANY INC	61.37		
121. TRACTOR SUPPLY COMPANY	365.29		
122. U S POSTMASTER	1,800.00		
123. UNITED RENTALS INC	160.00		
124. UNUM LIFE INSURANCE COMPANY	2,440.67		
125. URS CORPORATION	8,800.00		
126. USA BLUEBOOK	347.77		
127. UTILITY FINANCIAL SOLUTIONS	7,300.00		
128. VAN BRUNT TRANSPORT INC	5,869.44		
129. VAN ERT'S LAWN SERVICE	320.00		
130. WARREN HOLDING CO LLC	1,300.00		
131. WATER MASTERS LLC	3,424.00		
132. WATER SAFETY PRODUCTS INC	412.00		
TOTAL ALL CLAIMS		383,626.01	

COMMUNICATIONS

C-1



MEMO

Date: May 30, 2008

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

From: Jeffrey C. Pardee, Finance Director
Cindy L. Prue, Assistant Finance Director

A handwritten signature in cursive script, appearing to read 'Jeffrey C. Pardee', is written over the printed name of the Finance Director.

Re: Government Finance Officers' Association (GFOA) Seminar on Accounting for Capital Assets

Monday, May 19, 2008, I attended the Government Finance Officers' Association (GFOA) Seminar on Accounting for Capital Assets held at the RenCen Marriott in Detroit, MI. I was able to obtain over eight (8) Continuing Professional Education (CPE) credits toward the thirty (30) annually required to maintain the Certified Public Finance Officer (C.P.F.O.) designation. The following is a report on the various topics covered by two nationally recognized speakers: Michael M. Nielsen, Director, Government Fixed Asset Services, Inc., Chicago, IL. and David M. Schoen, Director of Public services Practice, BearingPoint, LLC, New York, NY.

I. Nature and Purpose of Capital Asset Inventory Systems

As per Governmental Accounting Standards Board (GASB) Statement #34, definition of Capital Assets includes: land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure and all other tangible and intangible assets that are used in operations and that have useful lives extending beyond a single reporting period. Infrastructure Assets are defined as long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include: roads, bridges, tunnels, sewer and water systems, storm water system, dams and lighting systems.

The primary reasons for establishing and maintaining Capital Asset Inventory Systems is to meet financial reporting requirements, as well as provide management information.

II. Planning for Capital Asset Management System

The primary steps to planning a Capital Asset Inventory System include: establish key policies, define system requirements, define asset classification coding, select/develop system, document procedures, implement system, physical inventory, tagging and valuation. It is interesting to note that current thinking is that the cost of tagging outweighs the benefit.

Key policies include: Asset categories, Capitalization policy, Determination of useful lives, Depreciation method, Additions and deletions, Treatment of leased assets, Acceptance of gifts and donations, Physical inventories, Disposition methods. Reports include: Inventory report by location/steward/class, Depreciation expense report, schedule of changes in capital assets by class/function/activity.

III. Inventorying Capital Assets

The GFOA recommended practice states *It is essential that governments establish and maintain appropriate inventory systems for tangible capital assets. Every state and local government should periodically inventory its tangible capital assets so that all such assets are accounted for, at least on a test basis, no less often than once every five years.*

IV. Valuing, Costing and Lining Capital Assets

Valuation and costing of Capital Assets can be accomplished in several ways:

- 1) Direct costing uses actual historical costs obtained from invoices or other source documents.
- 2) Standard costing involves estimating historical cost using a known average, installed cost for a like unit at the estimated acquisition date.
- 3) Normal costing entails an estimate of historical cost based on current cost of reproduction new indexed by a reciprocal factor of the price increase of a specific item or classification from the appraisal date to the estimated date acquired.

GASB Statement #34 provides the following guidance on estimating the useful lives of capital assets: *For estimated useful lives, governments can use (a) general guidelines obtained from professional or industry organizations, (b) information for comparable assets of other governments, or (c) internal information. In determining estimated useful life, a government should also consider an asset's present condition and how long it is expected to meet service demands.*

V. Controllable Assets

Care must be taken to ensure that adequate control is maintained over Capital Assets that fall within the following categories:

- Items that require special attention to ensure legal compliance, i.e., items acquired through grants and contracts.
- Items that require special attention to protect public safety and avoid potential liability, i.e., public safety vehicles and weapons.
- Items that require special attention to compensate for a heightened risk of theft, i.e., computer equipment and machinery.

Special attention means assigning control at the department level. Individuals responsible for controllable capital assets should prepare and maintain a complete list of those items each year within the department. Departments should certify each year to the Finance Department that updated lists are on file and available for inspection. The Finance Department should periodically verify the data on file in each department.

VI. Additions and Deletions

GFOA Recommended Policy: *Any renovation to a building must at minimum meet the following criteria to be included in the capital asset system:*

- *the cost must be more than \$100,000; and*
- *The renovation must extend the useful life of the component; and*
- *The renovation must occur when 75% or more of the estimated useful life of the component being renovated has expired.*

After determining that a renovation qualifies for inclusion in the capital asset system, an additional test must be performed to determine whether the original building component (being renovated) should be retired. If the actual cost of the renovation is 75% or more of the REPLACEMENT COST of the component at the time of completion, the ORIGINAL COST of the component should be retired.

VII. Generally Accepted Accounting Practices (GAAP) – Accounting and Financial Reporting

Normally, governmental funds do not report capital assets. That general rule does not hold true, however, for certain capital assets held for resale. In at least three common instances capital assets are initially acquired with the clear intent of resale: foreclosure property, certain gifts of capital assets, and redevelopment properties. The prescribed accounting treatment was provided for each case.

VIII. Infrastructure Reporting

GASB Statement #34 requires for the first time that state and local governments capitalize general government infrastructure assets in their basic financial statements, effective July 1, 2001. Furthermore, accumulated construction costs related to general government infrastructure assets under construction at the time of the transition shall be capitalized as *construction in progress*.

IX. Infrastructure Inventory

GASB Statement #34 includes the following infrastructure inventory requirements:

- Inventory infrastructure and the land underlying the infrastructure;
- Identify the acquisition date of the infrastructure and the land underlying the infrastructure;
- Establish the current replacement cost of the infrastructure and the land underlying the infrastructure;
- Use appropriate price indices to deflate current replacement cost to estimated historical cost;
- Establish appropriate estimated useful lives for depreciable assets;
- Calculate and record accumulated depreciation and net book value.

X. Infrastructure Valuation

In practice, most governments have not reported the value of right-of-way in their financial statements prior to introduction of Statement #34. Now, however, land, including that associated with infrastructure, should be reported as “land” at cost, estimated cost, or estimated fair value at date of acquisition.

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

CONSENT AGENDA

CR-1

SUBJECT: Annual Ready Mix Purchases

May 22, 2008

TO: Dane C. Nelson

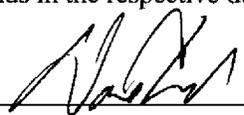
City Administrator

FROM: Cindy L Prue

Assistant Finance Director

I concur with the recommendation of the Asst. Finance Director to award the annual bid for Ready-Mix concrete to Doan Companies of Adrian, MI, for the items and prices as listed in the bid tabulation below.

Three firms responded to the offer to bid. There are sufficient funds in the respective department's budget for this expense.



Dane C. Nelson
City Administrator

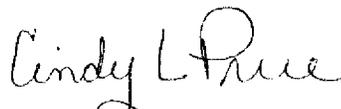
DCN:bjw

Sealed bids were received until 2:00 p.m. EDT on Tuesday, May 20, 2008 for the city's annual Ready Mix needs. The following bids were received.

	Doan Companies <u>Adrian, MI</u>	Darby Ready Mix <u>Addison, MI</u>	Kuhlman Corp <u>Adrian, MI</u>
Class P1 6 bag	\$ 70.00 cy	\$ 75.00 cy	\$ 82.00 cy
Class HE	\$ 71.50 cy	\$ 80.00 cy	\$ 86.00 cy
Extra for Chloride	\$ 1.50 cy	\$1.50 pre 1% per cy	\$.75 per ½%
Extra for Heat	\$ 4.00 cy	\$ 5.00 cy	\$ 6.00 cy
Extra for small loads	N/C	N/C	Less 2 cy - \$75.00
Flowable Fill	\$ 58.00 cy	\$ 60.00 cy	\$ 64.25 cy
Delivery	1 hour	2 hours	2 hours

I recommend the bid be awarded to the low bidder for these products, Doan Companies. The ready mix products are lower than what we are currently paying and the flowable fill has a 1.8% increase over current prices.

Respectfully submitted,


Cindy L Prue
Assistant Finance Director

CR08-030

June 2, 2008

RE: ANNUAL BID – READY-MIX CONCRETE

RESOLUTION

WHEREAS, sealed bids were received May 20, 2008, for the annual Ready-Mix concrete requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for Ready-Mix concrete be awarded to Doan Companies of Adrian, MI, for the items and amounts as listed in their bid tabulation and under the terms and conditions as submitted and as proposed in their sealed bid dated May 20, 2008.

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

CR-2

SUBJECT: Annual Flake Calcium Chloride May 22, 2008
 TO: Dane C. Nelson City Administrator
 FROM: Cindy L Prue Assistant Finance Director

I concur with the recommendation of the Asst. Finance Director to award the annual bid for Flake Calcium Chloride to Cutler Dickerson of Adrian, MI at a cost of \$394.00/ton if picked up or \$414.00/ton delivered. This represents a 3.7% increase over the current price.

Two firms responded to the offer to bid. There are sufficient funds in the respective department's budget for this annual expense.

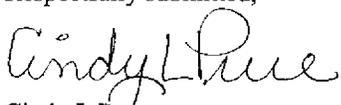


 Dane C. Nelson
 City Administrator

Sealed bids were received until 2:00 p.m. EDT on Tuesday, May 20, 2008, for the city's annual Flake Calcium Chloride needs. The following bids were received.

	<u>Cutler Dickerson Adrian, MI</u>	<u>Sullivan Corp Bloomfield Hills, MI</u>
Flake Calcium Chloride FOB Pickup	\$ 394.00 per ton	No Bid
Granular Calcium Chloride FOB Pickup	No Bid	\$ 578.75 per ton
Flake Calcium Chloride FOB Delivered	\$ 414.00 per ton	No Bid
Granular Calcium Chloride FOB Delivered	No Bid	\$ 478.50 (15-ton delivery) \$ 446.75 (20-ton delivery) \$ 446.75 (35-ton delivery)
Delivery	2 days	5 days

I recommend the bid be awarded to the lowest bidder, Cutler Dickerson, for the amounts listed above. These prices represent a 3.7% increase over current pricing.

Respectfully submitted,

 Cindy L Prue
 Assistant Finance Director

CR08-031

June 2, 2008

RE: ANNUAL BID – FLAKE CALCIUM CHLORIDE

RESOLUTION

WHEREAS, sealed bids were received May 20, 2008, for the annual Flake Calcium Chloride requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, 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 annual Flake Calcium Chloride be awarded to Cutler Dickerson of Adrian, MI for \$394.00/ton if picked up or \$414.00/ton delivered under the terms and conditions as specified and as proposed in their sealed bid dated May 20, 2008.

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

CR-3

DATE: May 27, 2008
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Annual Motor Oil and Grease Requirements

I concur with the recommendation of the Asst. Finance Director to award the annual motor oil and grease requirements to Lyden Oil Co. of Lansing, MI, for the items and prices as listed in the bid tabulation. Lyden Oil was the only vendor to submit a bid. Due to the fluctuating oil prices, the bid prices will remain firm for 90 days. Thereafter, Lyden will give the city a 30-day written notice of any price changes, and will provide documentation to substantiate the cost adjustments.

I urge your favorable consideration to purchase the annual motor oil and grease requirements to Lyden Oil Company of Lansing, MI. Sufficient funds are available in the respective department's budget for this annual expense.



Dane C. Nelson
City Administrator

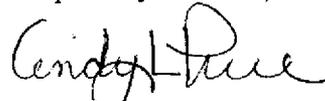
DCN:bjw

SUBJECT: Annual Motor Oil May 23, 2008
TO: Dane C. Nelson City Administrator
FROM: Cindy L Prue Assistant Finance Director

Sealed bids were received until Thursday, May 22, 2008, at the Purchasing Office, City Hall, for the city's annual Motor Oil and Grease products. Only one bid was received, with firm pricing for 90 days instead of the full year.

In these economic times, getting a vendor to hold prices on oil products are impossible given they do not even know what they will be paying order to order. I recommend the bid be awarded to Lyden Oil for the prices attached and agree to the price increases thereafter with proper documentation from their supplier.

Respectfully submitted,



Cindy L Prue
Assistant Finance Director

CITY OF ADRIAN, MICHIGAN
 ANNUAL MOROT OIL & GREASE
 DUE DATE: MAY 22, 2008

ITEM	Lyden Oil Lansing, MI
Motor Oil – 15-W-40	\$ 5.53 per gallon
Hydraulic Fluid	\$ 19.66 per gallon
Transmission Oil Type Hydraulic Fluid	\$ 5.59 per gallon
Multi-Purpose Gear Oil	\$ 1.05 per lb.
Grease – No. 2 Lithium Grease	\$ 1.72 per lb.
Anti-Freeze	\$ 3.19 per gallon
Hoist Oil	\$ 5.23 per gallon
Hydraulic Oil	\$ 5.78 per gallon
EBL Grease	\$ 2.10 per gallon
Mineral Spirits	\$ 4.26 per gallon
Tractor Hydraulic Fluid	\$ 5.14 per gallon
Delivery	3 days
Conditions	Firm for 90 days, 30 day written notice of change w/documentation provided

CR08-032

June 2, 2008

RE: ANNUAL BID – MOTOR OIL & GREASE

RESOLUTION

WHEREAS, sealed bids were received May 22, 2008 for the annual motor oil and grease requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for motor oil and grease be awarded to Lyden Oil of Lansing, 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 bid dated May 22, 2008.

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

CR-4

SUBJECT: OIL CHANGE SERVICE May 23, 2008
TO: Dane C. Nelson City Administrator
FROM: Cindy L Prue Assistant Finance Director

I concur with the recommendation of the Asst. Finance Director to award the annual bid oil changes to Adrian Dodge of Adrian, MI at a cost of \$17.95 per vehicle.

Five firms responded to the offer to bid. There are sufficient funds in the respective department's budget for this annual expense.



Dane C. Nelson
City Administrator

Sealed bids were received until 2:00 p.m. EDT on Thursday, May 22, 2008, for the city's annual oil change service. The following bids were received.

Adrian Dodge Adrian, MI	\$ 17.95
Ed Johnson & Son Adrian, MI	\$ 19.99
Victory Lane Quick Oil Change Adrian, MI	\$ 19.99
Hill's Auto Repair & Towing Adrian, MI	\$ 20.95
Greg Bell Chevrolet Adrian, MI	\$ 21.85
Continental Service Adrian, MI	\$ 21.95

I recommend the bid be awarded to the lowest bidder, Adrian Dodge, for the prices listed above. This price represents an 18.2% decrease over what we are currently paying.

Sincerely,


Cindy L Prue
Assistant Finance Director

CR08-033

June 2, 2008

RE: ANNUAL BID – OIL CHANGE SERVICES

RESOLUTION

WHEREAS, sealed bids were received May 22, 2008, for the annual oil change service requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for oil change services be awarded to Adrian Dodge at a cost of \$17.95 per vehicle under the terms and conditions as specified and as proposed in their sealed bid dated May 22, 2008.

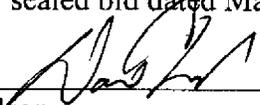
On motion by Commissioner _____, seconded
by Commissioner _____, this resolution was _____
by a _____ vote.

CR-5

SUBJECT: Annual Equipment Rental May 23, 2008
TO: Dane C. Nelson City Administrator
FROM: Cindy L Prue Assistant Finance Director

I concur with the recommendation of the Asst. Finance Director to award the annual equipment rental bid to Slusarski Excavating for the equipment and prices as listed in the attached bid tabulation. Slusarski was the only vendor to submit a bid.

I urge your favorable consideration to award the annual bid for equipment rental to Slusarski Excavating of Adrian, MI for the prices quoted in their sealed bid dated May 22, 2008.

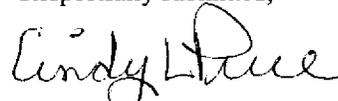


Dane C. Nelson
City Administrator

Sealed bids were received until 2:00 p.m. EDT on Tuesday, May 22, 2008, at the Purchasing Office, City Hall for the city's annual equipment rental rates. Attached is a tabulation of the one bid received. In the past years, we have had three vendors competing for this bid. One of the vendors has significantly downsized their fleet due to economic conditions and the other is currently in default to the city and ineligible to bid. The pricing received represents an approximate \$5.00 per hour increase over the current pricing.

Therefore, I recommend the bid be awarded to Slusarski Excavating for the rates as stated. We have used Slusarski many times in the past and have been satisfied with their performance.

Respectfully submitted,


Cindy L Prue
Assistant Finance Director

CITY OF ADRIAN, MICHIGAN
EQUIPMENT RENTAL
DUE DATE: MAY 22, 2008

ITEM	Slusarski Excavating Adrian, MI
Motor Grader	\$ 89.00 per hour Volvo 726B
Earth Mover	\$ 90.00 per hour Cat 615
Small Backhoe	\$ 75.00 per hour JD 14' Dig Depth
Large Backhoe – ½ cu. yd.	\$ 80.00 per hour JD 5900
Large Backhoe – ¾ cu. yd.	\$ 95.00 per hour Volvo
Large Backhoe – 1 cu. yd.	\$ 108.00 per hour Cat 330
Log Loader	No Bid
Self-propelled vibrating drum compactor	\$ 84.00 per hour Cat
Self-propelled vibrating drum compactor	\$ 78.50 per hour Champion
Bulldozer - Small	\$ 75.00 per hour JD 450G
Bulldozer - Lrg	\$ 79.50 per hour D5M
Tri-Axle Dump Truck	\$ 75.00 per hour Chevrolet & Kodiak
Quad-Axle Dump Truck	\$ 78.50 per hour Volvo
Low Boy	\$ 84.00 per hour Talbert

CR08-034

June 2, 2008

RE: ANNUAL BID – EQUIPMENT RENTAL

RESOLUTION

WHEREAS, sealed bids were received May 22, 2008, for the annual equipment rental requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for equipment rental be awarded to Slusarski Excavating for the equipment and the prices as listed in the bid tabulation and under the terms and conditions as specified and as proposed in their sealed bid dated May 22, 2008.

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

CR-6

SUBJECT: Annual Traffic Paint May 23, 2008
 TO: Dane C. Nelson City Administrator
 FROM: Cindy L Prue Assistant Finance Director

I concur with the recommendation of the Asst. Finance Director to award the annual bid for traffic-marking paint to Pittsburg Paints of Jackson, MI, for the items and prices as listed in the bid tabulation. The annual cost is anticipated to be approximately \$3,440.00.

Four firms responded to the offer to bid. There are sufficient funds in the current budget for this annual expense.

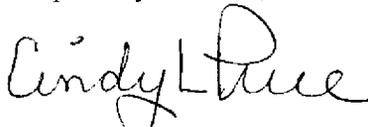


 Dane C. Nelson
 City Administrator

Sealed bids were received until 2:00 p.m. EDT on Thursday, May 22, 2008, at the Purchasing Office for the city's annual Traffic Marking Paint. The following bids were received.

	Yellow Paint	White Paint	Blue Paint
Pittsburg Paints Jackson, MI	\$ 8.60 per gal.	\$ 8.60 per gal.	\$ 8.60 per gal.
Surface Coatings Auburn Hills, MI	\$ 8.748 per gal.	\$ 8.506 per gal.	\$ 11.07 per gal.
Sherwin Williams Adrian, MI	\$ 10.05 per gal.	\$ 10.05 per gal.	\$ 10.05 per gal.
Surface Coatings Auburn Hills, MI	\$ 10.396 per gal Fast Drying	\$ 10.098 per gal. Fast Drying	\$ 11.07 per gal. Fast Drying
Cutler Dickerson Adrian, MI	\$ 10.45 per gal.	\$ 10.45 per gal.	\$ 10.45 per gal.

I recommend the bid be awarded to the low bidder, Pittsburgh Paints of Jackson, MI. These prices represent a 4% price decrease over current pricing.

Respectfully submitted,

 Cindy L Prue
 Assistant Finance Director

CR08-035

June 2, 2008

RE: ANNUAL BID – TRAFFIC PAINT

RESOLUTION

WHEREAS, sealed bids were received May 22, 2008, for the annual traffic-marking paint requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for traffic-marking paint be awarded to Pittsburgh Paints of Jackson, MI in the amount of \$8.60 per gallon under the terms and conditions as specified and as proposed in their sealed bid dated May 22, 2008.

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

CITY OF ADRIAN, MICHIGAN
ANNUAL LIMESTONE
DUE DATE: MAY 22, 2008

ITEM	Van Brunt Transport Onsted, MI	Aggregate Industries Dundee, MI	Gerken Material Adrian, MI
FOB City Storage:			
#1 Limestone	\$ 11.70 ton	No bid	
#2 Limestone	\$ 11.70 ton	\$ 11.88 ton Alt: 1" x 3"	
#4 Limestone	\$ 11.85 ton	No bid	
#6 Limestone	\$ 12.50 ton	No bid	
#411 Limestone	\$ 9.95 ton	\$ 11.43 ton Alt: #23A	
#304 Limestone	\$ 9.95 ton	\$ 10.78 ton Alt: #21AA	
#9, washed Limestone	\$ 12.50 ton	No bid	
ODOT #9 washed	\$ 12.50 ton	No bid	
FOB Adrian Sites:			
#1 Limestone	\$ 11.70 ton	No bid	
#2 Limestone	\$ 11.70 ton	\$ 12.80 ton Alt: 1" x 3"	
#4 Limestone	\$ 11.85 ton	No bid	
#6 Limestone	\$ 12.50 ton	No bid	
#411 Limestone	\$ 9.95 ton	\$ 12.35 ton Alt: #23A	
#304 Limestone	\$ 9.95 ton	\$ 11.70 ton Alt: #21AA	
#9 washed Limestone	\$ 12.50 ton	No bid	
ODOT #9 washed	\$ 12.50 ton	No bid	
FOB Pickup:			
#1 Limestone			\$ 14.35 ton
#2 Limestone		\$ 7.20 ton Alt: 1" x 3"	\$ 14.35 ton
#4 Limestone		No bid	\$ 14.35 ton
#6 Limestone		No bid	\$ 15.35 ton
#411 Limestone		\$ 6.75 ton Alt: #23A	\$ 13.35 ton
#304 Limestone		\$ 6.10 ton Alt: #21AA	\$ 13.35 ton
#9 washed Limestone		No bid	\$ 14.35 ton
ODOT #9 washed		No bid	\$ 14.35 ton
Delivery	1 - 2 days	2 days	
Discount	\$.10 per ton		
Misc Charges		\$100 per hr per ¼ hr wait time after first 20 min.	

CR08-036

June 2, 2008

RE: ANNUAL BID – LIMESTONE

RESOLUTION

WHEREAS, sealed bids were received May 22, 2008, for the annual limestone requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for limestone be awarded to Van Brunt Transport of Onsted, MI for the items and amounts as listed in the bid tabulation and under the terms and conditions as specified and as proposed in their sealed bid dated May 22, 2008.

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

CR-8

SUBJECT: Annual Cold Patch Requirements May 27, 2008
 TO: Dane C. Nelson City Administrator
 FROM: Cindy L Prue Assistant Finance Director

I concur with the recommendation of the Asst. Finance Director to award the annual bid for cold patch requirements to Unique Paving of Cleveland, OH at a cost of \$84.40 per ton delivered or \$80.00 per ton if pickup up at the Addison, MI site. Due to current market conditions, the prices are subject to change with a 30-day notice given to the city.

Unique Paving was the sole bidder. There are sufficient funds in the respective department's budgets for this annual bid.



 Dane C. Nelson
 City Administrator

Sealed bids were received until 2:00 p.m. EDT on Thursday, May 15, 2008, for the city's annual cold patch needs. The following bid was received from our current vendor.

	Unique Paving Cleveland OH
Cold Patch – Delivered	\$ 84.40 per ton *
Cold Patch – Pickup (Pickup site: Addison, MI)	\$ 80.00 per ton *

* The prices submitted are based on current market conditions, and if prices accelerate, a 30-day notice of the price increase will be given.

I recommend the bid be awarded to Unique Paving, for the prices listed above. We have used their product in the past and have been satisfied. The above pricing reflects a 15.76% increase over the current prices.

Respectfully submitted,

 Cindy L Prue
 Assistant Finance Director

CR08-037

June 2, 2008

RE: ANNUAL BID – COLD PATCH

RESOLUTION

WHEREAS, sealed bids were received May 15, 2008, for the annual cold patch requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED, that the annual bid for cold patch be awarded to Unique Paving of Cleveland, OH, in the amount of \$84.40/ton delivered or \$80.00/ton if picked up, under the terms and conditions as specified and as proposed in their sealed bid dated May 15, 2008.

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

CR-9

CR08-038

June 2, 2008

RE: PLANNING COMMISSION ~ Appointment to Board

RESOLUTION

WHEREAS, there currently is a vacancy on the Planning Commission, which must be filled in accordance with the Adrian City Charter; and

WHEREAS, Brian Watson, 955 Woodfield Dr., has expressed a willingness to serve on the Planning Commission, if appointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of Mr. Watson.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the appointment of Brian Watson to the Planning Commission for a 3-year term, expiring in 2011.

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



CITY BOARDS AND COMMISSIONS CONTACT AND BACKGROUND INFORMATION

Mail or deliver completed application to:
Mayor Gary McDowell
c/o Brenda J. Williams
100 E Church Street
Adrian, Michigan 49221
(517) 264-4881

Thank you for your interest in serving on the City of Adrian Planning Commission. The Adrian City Charter requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City
- Appointee is a registered elector of the City
- For most boards & commissions, appointee should be a resident of the City

The following information is requested to assist the Mayor and City Commission in selecting individuals to serve on city boards & commissions, as well as provide contact information should you be appointed.

Name in Full: BRIAN M. WATSON

Home Address: 955 Woodfield DR Telephone #: 517-260-2177

Business Address: _____ Telephone #: —

City, State, Zip ADRIAN, MI 49221 Fax #: —

E-Mail Address: WATSONBR1@comcast.net

Place of Employment: Self (Just cut Lawn Maintenance) / DOMINO'S PIZZA

Title/Type of Work: _____

Length of Residency in City: 32 YRS

Educational Background: B.S. Building Construction Mgt Michigan State U
AHS GRAD 95'

Community Activities (if applicable): _____

Signature: Brian M. Watson Date: 5/29/08

CR-10

CR08-039

June 2, 2008

RE: PLANNING COMMISSION – Appointment to Board

RESOLUTION

WHEREAS, there currently is a vacancy on the Planning Commission, which must be filled in accordance with the Adrian City Charter; and

WHEREAS, Carl Phipps, 1329 Terrace Ave., has expressed a willingness to serve on the Planning Commission, if appointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of Mr. Phipps.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the appointment of Carl Phipps to the Planning Commission for a 3-year term, expiring in 2011.

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



CITY BOARDS AND COMMISSIONS CONTACT AND BACKGROUND INFORMATION

Mail or deliver completed application to:
Mayor Gary McDowell
c/o Brenda J. Williams
100 E Church Street
Adrian, Michigan 49221
(517) 264-4881

Thank you for your interest in serving on the City of Adrian Planning Commission. The Adrian City Charter requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City
- Appointee is a registered elector of the City
- For most boards & commissions, appointee should be a resident of the City

The following information is requested to assist the Mayor and City Commission in selecting individuals to serve on city boards & commissions, as well as provide contact information should you be appointed.

Name in Full: CARL O PHIPPS

Home Address: 1329 TERRACE AVE Telephone #: 517-263-3282

Business Address: _____ Telephone #: _____

City, State, Zip ADRIAN, MI 49221 Fax #: _____

E-Mail Address: CPHIPPS@TC3NET.COM

Place of Employment: RETIRED

Title/Type of Work: _____

Length of Residency in City: 67 YR.

Educational Background: ADRIAN HIGH, CLASSES AT. PURDUE,
MORGAN TOWN, INSTITUTE OF GAS TECH.

Community Activities (if applicable): ADRIAN LIONS,

Signature:  Date: 5/27/08

CR-11

CR08-040

June 2, 2008

RE: ZONING BOARD OF APPEALS – Appointment to Board

RESOLUTION

WHEREAS, the term of Mitch Blonde on the Zoning Board of Appeals has expired, which has created a vacancy; and

WHEREAS, this vacancy must be filled in accordance with the Adrian City Charter; and

WHEREAS, Mr. Blonde has expressed a willingness to continue to serve on the Zoning Board of Appeals, if reappointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the reappointment of Mitch Blonde to the Zoning Board of Appeals.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the reappointment of Mitch Blonde to the Zoning Board of Appeals for a 3-year term, expiring in 2011.

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

CR-12
TO: Dane C. Nelson, City Administrator
FROM: Mark K. Gasche, Parks and Recreation Director
DATE: May 27, 2008
SUBJECT: Bid Recommendation – Lawn Fertilization and Weed Control

I concur with the recommendation of the Parks & Recreation Director to award the annual bid for lawn fertilization and weed control to Weed Man of Adrian of Clayton, MI, for the items and prices as listed in the bid tabulation. Service will be provided at various city parks, Oakwood Cemetery and Heritage Park soccer fields. Mr. Gasche has further requested that, if this vendor performs satisfactorily, their contract be renewed for years two and three. The bid prices for year one is expected to save the city approximately \$3,000, with the annual cost expected to be \$15,000.

I urge your favorable consideration to award the annual bid for lawn fertilization and weed control to Weed Man of Adrian, with the option to renew the contract for year two and three. Funds are available in the Fee Estate and Heritage Park operating budgets for this expense.



Dane C. Nelson
City Administrator

DCN:bjw

Sealed bids were received on Tuesday, May 27, 2008 for lawn care services at various locations throughout the City of Adrian. Eight vendors were invited to bid, with three responding. The bid tabulation is attached.

After review with staff it is my recommendation the bid be awarded to Weed Man of Adrian, of Clayton, MI, for the per acre prices listed below:

<u>Service</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Crabgrass Control	\$55.00	\$60.00	\$65.00
Fertilization	\$65.00	\$70.00	\$75.00
Broadleaf Control	\$55.00	\$60.00	\$65.00
Spring Grub Control	\$65.00	\$70.00	\$75.00
Summer Grub Control	\$65.00	\$70.00	\$75.00

The per acre prices are expected to result in a total cost savings for the year of approximately \$3,000. We estimate that the total cost for the year will be \$15,000 which will cover the Fee Parks and other city properties, Oakwood Cemetery, and the Heritage Park soccer fields. Funds for this work are budgeted in the Fee Estate and Heritage Park operating accounts.

If the successful bidder provides acceptable service, staff requests the ability to renew this contract for the Year 2 and Year 3 pricing, as listed above.

**RE: DEPARTMENT OF PARKS & RECREATION – Parks & Forestry Division –
Lawn Fertilization and Weed Control – Bid Recommendation**

RESOLUTION

WHEREAS, the City Purchasing Office solicited eight (8) bids and, on Tuesday May 27, 2008, received three (3) bids on behalf of the Department of Parks & Recreation to provide lawn fertilization and weed control services, with the following results:

	Weed Man of Adrian <u>Clayton, MI</u>	TruGreen Corp. <u>Lansing, MI</u>	Stratton’s Landscape <u>Adrian, MI</u>
Crabgrass Control	\$55.00	\$ 90.00	\$125.00
Fertilization	\$65.00	\$ 80.00	\$110.00
Broadleaf Control	\$55.00	\$ 75.00	\$125.00
Spring Grub Control	\$65.00	\$399.00	250.00
Summer Grub Control	\$65.00	\$265.00	250.00

WHEREAS, the Parks & Recreation Director recommends engagement of the low bidder, Weedman of Adrian, Clayton, MI at an estimated total cost of \$15,000 (an estimated \$3,000 savings from the prior year), which will cover the Fee Parks and other city properties, Oakwood Cemetery and the Heritage Park Soccer Fields; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Fee Estate (205-699.00-801.000)and Heritage Park (101-698.00-801.000) operating accounts; and

WHEREAS, the Parks & Recreation Director and City Administrator recommend selection of the lowest qualified bidder and negotiation of the City’s Standard Professional Services Contract for FY 2008-09 through FY 2010-11.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Weedman of Adrian, Clayton, MI in the City’s Standard Professional Services Contract to provide necessary lawn fertilization and weed control services at a cost not to exceed \$15,000 in FY2008-09, and based on acceptable performance, \$16,500 in FY2009-10, and \$18,200 in FY2010-11.

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

REGULAR
AGENDA

R-1

SUBJECT: Car Wash Services

May 14, 2008

TO: Dane C. Nelson

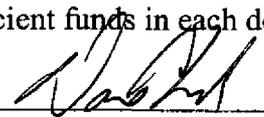
City Administrator

FROM: Cindy L. Prue

Assistant Finance Director

I concur with the recommendation of the Asst. Finance Director to award the annual car wash bid to Adrian Fabricare in the amount of \$345.00 per month. This includes 8 patrol vehicles (up to 5 x's a week), 14 administrative vehicles and 17 pickups and vans (1 wash per week).

Three firms responded to the offer to bid. There are sufficient funds in each department's budget for this annual expense.



Dane C. Nelson
City Administrator

Sealed bids will be received until 2:00 p.m. EDT on Tuesday, May 13, 2008, at the Purchasing Office, City Hall, 100 E. Church Street, Adrian, Michigan 49221, for the city's monthly Car Washing Services. The term of this contract is to begin July 1, 2008 and run through June 30, 2010. The following bids were received.

Adrian Fabricare Adrian, Mi	\$ 345.00 per month	Option C
Maple City Auto Wash Adrian, MI	\$ 387.50 per month	Option B
Perfected Detailing Adrian, MI	\$ 3,408.00 per month Interior clean: \$35.00 each	Option D

I recommend the bid be awarded to the low bidder, Adrian Fabricare, for the monthly charge listed above. Besides being the lowest price, the service to be provided by Adrian Fabricare includes an underbody flush and hot sealed wax, which is not included in the next bidder's price. The price represents a 16.9% increase over the previous two-year contract.

Respectfully submitted,


Cindy L Prue
Assistant Finance Director

CITY OF ADRIAN, MICHIGAN
 ANNUAL CAR WASH
 DUE DATE: MAY 13, 2008

	Adrian Fabricare Adrian, MI	Maple City Auto Wash Adrian, MI	Perfected Detailing Adrian, MI
OPTION A: Exterior wash Pre-wash prep			
OPTION B: Pre-wash prep Exterior wash Hand dry		\$ 387.50 per month	
OPTION C: Pre-wash prep Exterior wash Underbody flush Hot wax sealer	\$ 345.00 per month		
OPTION D: Pre-wash prep Exterior wash Underbody flush Hot wax sealer Hand dry			\$ 3,408.00 per month
Interior Clean if needed			\$ 35.00 per cleaning

R08-084

June 2, 2008

RE: ANNUAL CAR WASH SERVICES

RESOLUTION

WHEREAS, sealed bids were received on May 13, 2008 for the annual car wash services; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE T RESOLVED that the annual bid for car wash services be awarded to Adrian Fabricare of Adrian, MI in the amount of \$345.00 per month under the terms and conditions as specified and as proposed in their sealed bid dated May 13, 2008.

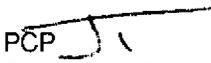
On motion by Commissioner _____, seconded
by Commissioner _____, this resolution was _____
by a _____ vote.

R-2



City Commission Memorandum

To: Dane C. Nelson
City Administrator

From: James Tischler, AICP, PCP 
Director of Community Development

Date: May 21, 2008

Subject: City of Adrian Comprehensive Plan – Revised 2008 Addendum

On March 17, 2008 the Adrian City Commission voted to defer action on the proposed City of Adrian Comprehensive Plan – 2008 Addendum and request further review and discussion with the Adrian City Planning Commission. A joint Work Session with the Planning Commission was conducted on April 14, 2008, during which time modifications were discussed. The Planning Commission then considered and then approved the revised Addendum at their May 6, 2008 Regular Meeting.

Pursuant to requirements of the Michigan Planning Enabling Act, Community Development respectfully recommends the City Commission favorably consider the attached resolution adopting the City of Adrian Comprehensive Plan – REVISED 2008 Addendum. I will be pleased to answer any questions either prior to or during your meeting.

TO: Planning Commission Members

FROM: Leslie E. Kettren, AICP, PCP
City Planner

DATE: April 29, 2008

SUBJECT: Case 07-074
Comprehensive Plan Amendment

Leslie
JK 4-29-08

As a result of the April 14 joint meeting between the City Commission and the Planning Commission, the 2008 Amendment to the Comprehensive Plan has been revised to reflect those discussions (*minutes from that meeting are found in ATTACHMENT C*). Specific text & map changes were made to the following:

1. Page 4, two paragraphs were added to update the Planning Process
2. Page 6, Item 3 was deleted which referred to the parcels adjacent to the Adrian Campus (Days Inn and the Adrian Village Apartments off of West Maumee Street)
3. Page 6, Item 6 (formerly item 5) was amended to reflect the discussion regarding the homes on University Avenue
4. See changes to the Future Land Use Map which addresses comments 2 & 3 above
5. A change was also made to the Future Land Use Map regarding the parcel where the former St. Johns Lutheran School is located. The map change from Quasi-Public/College or University to Live Work (Office/Residential) was noted on the working map for the joint meeting, but there was little discussion regarding this proposed change. The Barnabus Mission zoning exception application, request for rezoning and site plan review and approval have been on hold since December 2007 pending the final adoption of the 2008 Addendum to the City of Adrian Comprehensive Plan.

**City of Adrian
Comprehensive Plan**

2008 ADDENDUM

Adopted: _____

Prepared by
City of Adrian Planning Commission
2008

Michael Jacobitz, Chairman
Khamis-Al-Omari, Vice Chairman
Melvin Dye
Peter Barr
Gary McDowell, Mayor
Chad Johnson
Kirk Valentine, City Commissioner
Marilyn Schebil
Kristin Bauer, City Engineer

Assisted by
City of Adrian Community Development Department

James Tischler, AICP, PCP, Director
Leslie E. Kettren, AICP, PCP, City Planner
Denise Cook, Secretary

2008 Addendum

Amendments to City of Adrian Comprehensive Plan

Authorization

The authorization to amend the City of Adrian's Comprehensive Plan is granted in the Municipal Planning Act 285 of 1931, which addresses adoption, contents, amendments, recommendations and land use issues of the Comprehensive Plan.

Introduction

During 2007, there was a general recognition that the development trends within the City were changing due to increased enrollment at the secondary educational institutions and universities. Specifically, the increase in enrollment had created a housing shortage affecting Adrian College. In addition, the Planning Commission had considered several zoning cases which required amendments to the Future Land Use Plan map and the Existing Functional Classification System map.

Planning Process

On December 6, 2007, the Planning Commission held its first work session to discuss potential amendments to the City of Adrian Comprehensive Plan. The Commission invited representatives from Adrian College to explain the College's future expansion plans. The Commission members discussed what changes should be made to the Plan, including increased enrollment and resulting housing issues, future academic programs and where future campus growth should occur. During this work session, the Commission identified several directions where future growth should take that would be in compliance with the college/university needs and in harmony with surrounding land uses.

Notes from the December 6, 2007 meeting are included with this document identified as ATTACHMENT A.

On December 17, 2007, a resolution was adopted by the City Commission to authorize the Planning Commission to proceed immediately with any amendments to the Comprehensive Plan and to proceed with its distribution on or before January 31, 2008.

A copy of the resolution is included with this document identified as ATTACHMENT B.

On January 3, 2008, the Planning Commission held its second work session. At this meeting, the Commission reviewed the notes from the December 6 work session and again discussed where the best locations would be for future expansion of the colleges/university. The Commission then began to discuss specific parcels surrounding the Adrian College properties, parcels surrounding Siena Heights University, the Marvin Property located along West Beecher Street, and parcels located along the Kiwanis Trail. In addition, the Commission discussed specific changes to the Future Land Use Map, where future park land should be located on the west side of the City, and the proper location for work release facilities.

Notes from the January 3, 2008 meeting are included with this document identified as ATTACHMENT C.

The Planning Commission held a public hearing on March 4, 2008 and subsequently recommended adoption of the 2008 Addendum to the City of Adrian Comprehensive Plan as proposed.

Minutes of the March 4, 2008 Planning Commission meeting (pages 13 and 14) are included in ATTACHMENT C. Also included are copies of the Public Hearing Notice, letters sent to adjacent communities and utility companies requesting comments, a response letter from Adrian & Blissfield Rail Road Company, and a letter of response from a resident on South Madison Street.

The Planning Commission and the City Commission held a joint meeting on April 13, 2008 to discuss the Plan. Members present decided not to amend the Future Land Use Plan Map for parcels located off of West Maumee Street and those on University Avenue. Reasons for not making changes to the Map included possible disruption of the stable residential neighborhood on University Avenue and the loss of low-income housing at the Adrian Village Apartments. This discussion reflected where the college could expand in the future and in what direction.

Notes from the April 13 joint meeting are included in ATTACHMENT C.

Amendments to the Plan

The Planning Commission authorized staff to prepare language to amend only those sections that need to be revised. Over the next five years, the Planning Commission intends to annually revisit the Comprehensive Plan and determine whether it should be amended or not. Each year it is reviewed, any amendments will be attached to the Comprehensive Plan in an addendum format.

A complete list of the 2008 amendments is as follows:

1. Chapter 2. Regional Setting & Historical Background.

Amendments to Chapter 2 include adding an additional paragraph that addresses the increase of enrollment at the City's institutions of higher education. In the Comprehensive Plan, the changes will be made to the Development Trends section, page 2-6, where additional language is added at the end of the section. The added paragraph reads as follows:

“Adrian is home to three institutions of higher education: Adrian College, Siena Heights University and Jackson Community College at Lenawee VO-TECH. All three institutions are either experiencing growth in the number of students each serves or are in the process of planning for future growth.”

2. Chapter 4. Vision Statement, Goals & Objectives

Amendments to Chapter 4 include adding an additional goal with supporting objectives and strategies to address the increase of enrollment at the City's institutions of higher education. The new goal should be added under the section called Goals, Objectives & Strategies, after page 4-6. The language to be added is as follows:

“GOAL: Support the growth in student populations at higher education institutions, while maintaining the character of the adjacent neighborhoods.

Objective: Permit planned growth of the campuses so that the institutions can maintain sufficient size and area for economic sustainability.

Strategies:

√ *Encourage the educational institutions to engage in both short (3-5 years) and long-range (more than 5 years) planning as to facilities' needs and land use.*

√ *Direct future expansions and the use and development of land to areas designated on the Future Land Use Map as Quasi-Public/College or University use. Rezoning of parcels that create small pockets of residentially zoned properties, or that insert College or University uses among residential uses, should be avoided.”*

3. Chapter 5. Land Use Plan

The amended Future Land Use Plan map (ATTACHMENT D) replaces Map 5-1 (found on the page following 5-4 in the Comprehensive Plan). The rationale for the map changes is as follows:

Further explanations can be found in the notes from the Planning Commission work sessions, ATTACHMENTS A & C.

A. Parcels Adjacent to Adrian College Properties

1. Along Michigan Avenue, houses on the north side have already been zoned ERO, therefore these parcels are changed from Single/Two Family Residential to Quasi-Public/College or University.
2. Parcels along Madison, Williams, Charles and Michigan are also changed from Single/Two Family Residential to Quasi-Public/College or University to eliminate "spots" and to make it consistent with existing uses.
3. Family Residential and General Commercial to Quasi-Public/College or University.
4. Properties located along Charles and Madison Streets are designated as Quasi-Public/College or University, a change from Single/Two Family Residential. These parcels permit the campus to provide access to West Maumee Street, provide a front door to campus and are contiguous to all the other parcels that the Planning Commission has designated as Quasi-Public/College or University.
5. The College already owns one of the parcels at the southwest corner of Madison and Michigan Avenue, so these parcels are also planned for Quasi-Public/College or University, a change from Single/Two Family Residential.
6. The parcels along the south side of Michigan Avenue (between Charles and Madison) are also planned for Quasi-Public/College or University, a change from Single/Two Family Residential. A new entrance to the college off of US-223, near the ice arena, would reduce traffic on neighborhood streets near the College campus. These parcels can provide an entrance for the college and would be a good egress/ingress for sporting events.

7. The parcel where the College's Admission House is located will remain designated as Single/Two Family Residential. The Planning Commission reviewed this parcel in-depth and found that although this parcel is contiguous to campus, Madison Street should be the demarcation line and that Adrian College should not expand east of Madison Street. If this parcel was planned for Quasi-Public/College or University use, the campus would be expanding into an established and stable neighborhood. The Planning Commission also determined that the Admission House on this parcel can be easily converted back into a single family use (*the Zoning Board of Appeals has granted a temporary use permit which expires in September 2011*).

B. Parcels Adjacent to Siena Heights University

1. The parcels located on the east side of Addison Street at Siena Heights Street are now planned for Quasi-Public/College or University, a change from Single/Two Family Residential. These parcels are shown on the University's Campus Master Plan as an area for future expansion.
2. The parcel located on Elm Street is owned by the University and is therefore planned for Quasi-Public/College or University use, a change from Multiple Family Residential. The University is discussing the possibility of developing a new entrance off of Oakwood Drive, and this parcel fits into the Campus Master Plan.

C. Marvin Property (along West Beecher Street and Sand Creek Highway)

1. The Planning Commission reasoned that these parcels have inadequate water pressure for commercial or industrial uses and would be more conducive to residential use. Industrial use would require a water tower which would be cost prohibitive. Therefore, the Commission now plans for these parcels to be changed from Single/Two Family Residential and Commerce Center use, to a Flexible Development Area.

D. Property Adjacent to Disabled American Veterans (DAV) Property (at Albert and Broad Streets)

1. The property was shown as being planned for Single/Two Family Residential. This is now changed to Quasi-Public/College or University use as a result of Planning Commission Case 07-020, Site Plan

approval to construct additional parking on the parcel adjacent to the DAV site.

E. Split-Designated Parcels

Several parcels on the Future Land Use Plan map had been given two separate designations. These parcels are now planned for only one designation, as opposed to a split-designation:

1. Parcels located along South Main Street (M-52) were designated as both light and heavy industrial. They are now planned for light industrial only.
2. Parcels located at the intersection of Church and Center Streets were designated as both Neighborhood Commercial and Single-Two Family Residential. They are now planned for Neighborhood Commercial.

F. Parcels to be designated as Park Land on the west side of the City

1. At this time, no additional parcels are being planned for use as park land on the west side of the City. The Parks and Recreation Department is developing a Parks & Recreation Master Plan over the next few months and has requested that the Planning Commission not make any changes to the Future Land Use Plan map until the document is adopted. The Planning Commission will address park land issues during the 2009 Comprehensive Plan review process.

4. APPENDIX A5. Existing Transportation Conditions Inventory

The amended Existing Functional Classification System map (ATTACHMENT E) replaces Map A5-2 which is found on the page following A5-6. The proposed change to this map was a result of the Adrian City Planning Commission Case No. 07-020, a Site Plan Review for the Disabled American Veterans (DAV). The Existing Functional Classification System map incorrectly classified the section of Broad Street in front of the DAV parcel as a local street, rather than as a collector street.

**Adrian City Planning Commission
Work Session – December 6, 2007
Starting Time 6:30 p.m.
Second Floor Conference Room of City Hall**

Attachment A

Present: Jacobitz, Al-Omari, McDowell, Valentine, Bauer, Barr, Dye, Schebil

Rick Creehan and Dale Nesbary from Adrian College
L. Kettren – City Planner
D. Cook – Secretary

Mr. Creehan mentioned the following items the college is focused on:

1. Currently doing expansion of the dining room and housing.
2. Trying to acquire properties contiguous to the college.
3. Would like access onto US-223
4. Would like to lease Utilities Building on Merrick Street for use as their Physical Plant. – understand that will not happen
5. Planning on 1,400 students
6. Want to have Admission House (135 S Madison) to stay an admission house.
7. Want to have Admission House (135 S Madison) rezoned to ERO
8. Would like to buy the house to the south (143 S Madison – Chris Miller)
9. Would like to buy the house on Williams Street (1248 Williams) – this will give them that entire block.
10. Would like to buy the house at 116 South Charles (Sam Lieto)
11. Goal is to have a class of 450 freshmen.
12. Doesn't have money to build new dorm
13. May have money to buy existing apartment building to use as a dorm.
14. Would like to acquire houses on north side of Michigan (between Charles & Madison), and possibly across Madison Street, and Charles St at the every end of the block by Michigan Avenue
15. Doesn't know if college is interested in homes on the west side of Madison St between Williams and Maumee
16. If college acquires 1248 Williams, this would make for a nice piece of property for an academic building space.
17. Never heard the college had an interest is property west of US-223 – would need to bridge or tunnel for student safety.

Dale Nesbary mentioned the following:

1. The college can't handle more than 1,400 students given their current classroom capacity right now.

Mr. Creehan and Mr. Nesbary left the work session at 7 p.m.

The Commission members then focused on future land growth for the "Quasi-Public/College or University" area.

The Commission agreed on the following:

1. Michigan Avenue: Houses on the north side have already been zoned ERO.
2. Should square off the block (Madison, Williams, Charles, Michigan), which will make it consistent with existing use. This would eliminate "spots".

3. Days Inn and Adrian Village Apartment:

- a. Are adjacent to a large amount of campus.
- b. Gives the college access to US-223 and West Maumee Street
- c. Both buildings are functionally obsolete in their current use

2. University Avenue/Charles Street/Madison Street Chunk:

- a. It permits the campus to fill out that one block.
- b. Provides access to West Maumee
- c. Provides front door to campus
- d. Is contiguous to everything the Planning Commission is doing

3. SW Corner of Madison and Michigan Avenue:

- a. College owns one of those parcels already

4. Admissions Office:

- a. Expands campus into an established and stable neighborhood.
- b. It is a contiguous parcel to campus
- c. Use Madison Street as a demarcation line
- d. Admissions House can easily be converted back into a house

5. Michigan Avenue as Entrance to College:

- a. Houses along south side of Michigan Avenue should be included in "Quasi-public/College or university"
- b. Would be good egress/ingress for sporting events
- c. Would have hard time getting from Main Street onto Michigan Ave
- d. Would reduce college traffic from Charles Street
- e. Entrance from US-223 was shown on the ice arena site plan

6. South Side of Michigan Avenue (between Charles and Madison):

- a. This should be changed to "Quasi-public/College or university"

The Commission then discussed potential growth for Siena Heights University:

1. Apartment house on east side of Addison Street at Siena Heights should be "Quasi-public/College or university"
2. University is talking about a new entrance off of Oakwood Road

The Commission then discussed the following items:

1. On East Albert Street (DAV site) – colors needs to be corrected
2. Marvin Farm property (along Sand Creek Highway):

- a. There is problem getting enough water
- b. These are some of the highest points in the City
- c. Topography would be a problem for a large footprint building.
- d. Frontage should be commercial and back portion should be residential
- e. The yellow and stripped areas should be flexible development area

3. Neighborhood Parks on the west side:

- a. There is no park within walking distance
- b. Should give up a park on the east side if park on the west side if developed. Maintaining so many parks is cost prohibitive
- c. Potential locations:
 - 1) Vacant land west of 1341 West Maple
 - 2) A lot in Scott Ridge Subdivision at dead end of Auborne
 - 3) Khamis and Peter want designated area on map

The next work session shall be Thursday, January 3 at 7 p.m. in conference room. Mike to send reminder to Commissioners. Mike and Leslie to work on text amendments to the plan and try to have it for this 1/3/08 meeting.

Adjourned at 8:21 p.m.

**RE: ADRIAN CITY PLANNING COMMISSION – 2006 Comprehensive Plan
Amendments and Approval of Disseminating Amendments for Review**

RESOLUTION R07-221

WHEREAS, the State of Michigan has adopted the Municipal Planning Act (Act 285 of 1931, as amended), which provides, in part, for preparation, dissemination, review and adoption of municipal Land Use Master Plans and subsequent amendments; and

WHEREAS, the City of Adrian 2006 Comprehensive Plan was prepared, reviewed and adopted following requirements of Act 285; and

WHEREAS, the Adrian City Planning Commission took action on September 11, 2007 to initiate review of the 2006 Comprehensive Plan and prepare amendments for review and dissemination, and that such amendments shall be forthcoming by January 31, 2008; and

WHEREAS, Act 285 requires approval of a municipality's governing body in order to disseminate proposed amendments to adjacent jurisdictions for review.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby approves distribution of any forthcoming 2006 Comprehensive Plan amendments proposed by the Adrian City Planning Commission for review in accordance with Act 285.

STATE OF MICHIGAN)

ss

COUNTY OF LENA WEE)

I hereby certify that the above is a true and complete copy of a resolution adopted by the City Commission of the City of Adrian, County of Lenawee, State of Michigan, at a Regular Meeting held on December 17, 2007, and that public notice of said meeting was given pursuant of Act No. 267, Public Acts of Michigan, 1976, including in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen hours prior to the time set for the meeting.



Pat Baker
City Clerk

Adrian, Michigan

Dated this 22nd day January 2008

**Adrian City Planning Commission
Work Session
January 3, 2008**

Attachment C

The work session started at 7:10 p.m.

Members Present: Mike Jacobitz, Khamis Al-Omari, Mayor McDowell,
Kirk Valentine, Peter Barr, Mel Dye

Also Present: Leslie Kettren, City Planner
Denise Cook, Secretary

Ms. Kettren was asked to make corrections to the Transportation Map.

The members reviewed the notes from the December 6 work session.

135 South Madison Street: There was discussion on 135 South Madison Street (Admissions House). There was a consensus of the members that the Admissions House use was in obtrusive to the surrounding neighborhood. There was discussion on rezoning this property to R-O or possibly amending R-4 to give special exception that would permit the Admissions House (i.e. College/university administration office use, limited traffic, specified distance from adjacent residential).

Addendum to Page 2-6: The members were in receipt of draft language that would mention the existing colleges and university. Some changes were made to the language (see attached). Ms. Kettren was directed to make the changes and submit this addendum to the Planning Commission for public discussion.

Amend Potential Growth for Siena Heights University: The following should be added:

1. 1040 Elm Street – the university now owns this property.
2. Include housing (960, 948 and 922 Addison) on east side of Addison Street, from Siena Heights Drive south to Mulberry Street. The Siena Heights University shows this area on their master plan.

Marvin Property: This discussion includes the property zoned B-2 and RT zoned areas along West Beecher and Sand Creek Highway. It was found that the water pressure would not be adequate for heavy commercial or industrial, but would be adequate for residential. Industrial use would require a water tower which would be cost prohibitive. Discussion followed on how property should be used. The consensus of the members was to change both these areas (B-2 and RT) to Flexible Development, with frontage along West Beecher to remain B-2.

GIS Land Use Map: The final version of the map to be presented to Planning Commission was completed.

Park Land: Staff had discussion with Mark Gasche, Community Services Director and Robert Gentry, City Forester regarding future growth. The Parks & Recreation Department will be developing a master plan. When this has been done, it will be

brought to the Commission for discussion. There was discussion that if there is potential for park land along the river, it could include privately owned property.

By-Laws: There will be some changes to the By-Laws. The consensus of the members was that any voting member of the Planning Commission should reside within the City. It was also felt that the City Engineer brings great value to the Commission. The by-laws will be changed to reflect the City Engineer be considered an outside source. Chair Jacobitz to bring draft language to meeting for consideration.

Work Release: The City Commission had requested the Planning Commission remove work release facilities as a use from the B-3 district. Discussion followed. The Downtown Blue Print talks about development along the river front as a long term goal, feel work release facility would be a deterrent to potential development. The consensus was to remove work release facilities from the B-3 District. This will be discussed at a meeting of the Planning Commission.

Adjourned 8:53 p.m.

**CITY OF ADRIAN
COMPREHENSIVE PLAN AMENDMENT HEARING NOTICE**

NOTICE IS HEREBY GIVEN THAT a regular meeting of the City of Adrian Planning Commission will be held at the City of Adrian City Hall located at 100 E. Church Street in said City on Tuesday, March 4, 2008 at 7:00 p.m.

At said meeting, the Planning Commission will hold a public hearing to consider a proposed amendment to the Comprehensive Plan of the City of Adrian.

The purpose of the proposed amendment is to revise the Comprehensive Plan to address future growth of the City's institutions of higher education and to address several zoning decisions which required amendments to the Future Land Use Plan map and the Existing Functional Classification System map.

2008 Addendum, which includes the proposed amendments to the Comprehensive Plan, may be examined until the date of said hearing at the office of Community Development Department on Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m.

Any person having an interest in said City, or their duly appointed representative, shall then and there be heard at such meeting or adjournment or adjournments thereof, relative to any matters that should properly come before the said Planning Commission.

3. The owner shall provide one (1) on- or off-site vehicle parking spaces for each person residing in the student group home. Off-site parking spaces must be assigned and be located within 400' of the home. On-site parking areas shall not be located within any front yard.
4. The home shall be subject to other provisions that the Planning Commission may deem necessary to protect the integrity of the neighboring area, and the health, safety and welfare of the residents of the City of Adrian.

Commissioner Al-Omari supported. Mr. Sala feels new language gives the college certain rights over property owners, language should apply to all properties in the ERO District whether owned by the college or not. There were no further comments from the audience or Commission. Commissioner Clegg will abstain since he was not part of earlier discussions.

In Favor of Motion: Jacobitz, Al-Omari, Johnson, McDowell

Against Motion: Barr, Schebil

Abstaining: Clegg

Motion carried.

CASE NO. 07-074
PUBLIC HEARING TO HEAR AND CONSIDER COMMENTS TO
COMPREHENSIVE PLAN AMENDMENTS

The purpose of the proposed amendment is to revise the Comprehensive Plan to address future growth of the City's institutions of higher education and to address several zoning decisions which required amendments to the Future Land Use Plan map and the Existing Functional Classification System Map. Chair Jacobitz asked for comments from the audience. Tom Neill, 149 South Madison Street, submitted a letter to the Commission, and talked about having the east side of South Madison Street (100 block) also designated as "quasi public/college or university", the same as the south side of Michigan Avenue (1200 and 1300 block). Mr. Ayre stated that the College has been approached by several property owners on that side of the block about purchasing property, however, no discussions have taken place. During discussions on these amendments, the Planning Commission used the streets as separation lines from one district to another. Staff recommends the Planning Commission act on adoption of the 2008 addendum as proposed. Commissioner Schebil moved that the Planning Commission recommend adoption of the 2008 addendum to the City of Adrian Comprehensive Plan as proposed. Commissioner Al-Omari supported.

In Favor of Motion: Schebil, Clegg, Jacobitz, Al-Omari, Johnson, McDowell, Barr

Against Motion: none

Motion carried unanimously.

CASE NO. 07-076
REPRESENT AND DISCUSSION FOR COMPLIANCE WITH ACT 110

In between the Planning Commission's February 5 meeting and the proposed first reading of an amendatory ordinance by the Adrian City Commission, Community Development staff identified additional information which has led to a re-presentation of this case and a modified recommendation. Specifically, review of the recommended changes with the Michigan Zoning Enabling Act (Act 110 of 2006) has found the allowance of home occupations generally and within any "single-family home". The staff's interpretation of this section is that home occupations must be allowed in single family homes within any of the City residential districts. The previous language omitted the R-1 District. Commissioner McDowell moved that the Planning Commission, based on previous discussion and Act 110 requirements, adopts the following resolution and text amendments as corrected:

**RESOLUTION TO ADOPT
ARTICLE II DEFINITIONS, SECTION 2.71, HOME OCCUPATION
ARTICLE XXV CONDITIONS FOR SPECIFIED USES SUBJECT TO A ZONING
EXCEPTION PERMIT, SECTION 25.14, HOME OCCUPATIONS**

WHEREAS, the Adrian City Planning Commission received a request to permit beauty salons as a home occupation; and

WHEREAS, the Adrian City Planning Commission determined that Act 110 of 2006, the Michigan Zoning Enabling Act, requires provision for home occupations in all single family structures;

NOW THEREFORE BE IT RESOLVED that the Adrian City Planning Commission accepts the text amendments as submitted by the Community Development Department; and

BE IT FURTHER RESOLVED that the Adrian City Planning Commission finds the following text amendments to Article II, Definitions, Section 2.71, Home Occupation and Article XXV, Conditions for Specified Uses Subject to a Zoning Exception Permit, Section 25.14, Home Occupations to be in compliance with the City Code of Ordinances and requests that Case No. 07-076 be forwarded to the City Commission for final approval.

(New text is shown in bold, strikeout denotes omitted language)

Proposed amendment of Article II – Definitions



Community Development

100 E. Church Street • Adrian, Michigan 49221-2773

Telephone: 517-264-4861
Facsimile: 517-265-8798

December 3, 2007

Lenawee County Planning Commission
c/o Mr. Tim Anderson, Senior Planner
Region II Planning Commission
Jackson County Tower Building
120 West Michigan Avenue, 16th Floor
Jackson, MI 49201

To Whom It May Concern:

Pursuant to the requirements of Section 125.7a(2) of the Michigan Planning Act as amended, this notification is to inform you that the Adrian City Planning Commission intends to amend its existing Comprehensive Plan. The Adrian City Planning Commission asks that you contact us with any questions, comments; suggestions or specific needs that you identify that could assist us in preparing this plan.

The Adrian City Planning Commission will send you a copy of the proposed amendments to the Comprehensive Plan as soon as we have a finished draft.

If you have any questions, please feel free to contact me at (517) 264-4858, or you may e-mail me at lkettren@ci.adrian.mi.us

We look forward to your input as we prepare this update to the City's Comprehensive Plan.

Sincerely,

A handwritten signature in black ink, appearing to read "Leslie E. Kettren".

Leslie E. Kettren, AICP, PCP
City Planner

ddc



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"respect for the individual voice, service for the common good"



100 E. Church Street • Adrian, Michigan 49221-2773

Community Development

Telephone: 517-264-4861

Facsimile: 517-265-8798

December 3, 2007

Region 2 Planning Commission
c/o Mr. Charles Riesdorf, Executive Director
Jackson County Tower Building
120 West Michigan Avenue -- 16th Floor
Jackson, MI 49201

To Whom It May Concern:

Pursuant to the requirements of Section 125.7a(2) of the Michigan Planning Act as amended, this notification is to inform you that the Adrian City Planning Commission intends to amend its existing Comprehensive Plan. The Adrian City Planning Commission asks that you contact us with any questions, comments; suggestions or specific needs that you identify that could assist us in preparing this plan.

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If you have any questions, please feel free to contact me at (517) 264-4858, or you may e-mail me at lkettren@ci.adrian.mi.us

We look forward to your input as we prepare this update to the City's Comprehensive Plan.

Sincerely,

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Leslie E. Kettren, AICP, PCP
City Planner

ddc



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100 E. Church Street • Adrian, Michigan 49221-2773

Community Development

Telephone: 517-264-4861

Facsimile: 517-265-8798

December 3, 2007

Adrian Charter Township Planning Commission
Adrian Charter Township Hall
2907 Tipton Highway
Adrian, MI 49221

To Whom It May Concern:

Pursuant to the requirements of Section 125.7a(2) of the Michigan Planning Act as amended, this notification is to inform you that the Adrian City Planning Commission intends to amend its existing Comprehensive Plan. The Adrian City Planning Commission asks that you contact us with any questions, comments; suggestions or specific needs that you identify that could assist us in preparing this plan.

The Adrian City Planning Commission will send you a copy of the proposed amendments to the Comprehensive Plan as soon as we have a finished draft.

If you have any questions, please feel free to contact me at (517) 264-4858, or you may e-mail me at lkettren@ci.adrian.mi.us

We look forward to your input as we prepare this update to the City's Comprehensive Plan.

Sincerely,

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Leslie E. Kettren, AICP, PCP
City Planner

ddc



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100 E. Church Street • Adrian, Michigan 49221-2773

Community Development

Telephone: 517-264-4861

Facsimile: 517-265-8798

December 3, 2007

Madison Charter Township Planning Commission
Madison Charter Township Hall
4008 South Adrian Highway
Adrian, MI 49221

To Whom It May Concern:

Pursuant to the requirements of Section 125.7a(2) of the Michigan Planning Act as amended, this notification is to inform you that the Adrian City Planning Commission intends to amend its existing Comprehensive Plan. The Adrian City Planning Commission asks that you contact us with any questions, comments; suggestions or specific needs that you identify that could assist us in preparing this plan.

The Adrian City Planning Commission will send you a copy of the proposed amendments to the Comprehensive Plan as soon as we have a finished draft.

If you have any questions, please feel free to contact me at (517) 264-4858, or you may e-mail me at lkettren@ci.adrian.mi.us

We look forward to your input as we prepare this update to the City's Comprehensive Plan.

Sincerely,

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Leslie E. Kettren, AICP, PCP
City Planner

ddc



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100 E. Church Street • Adrian, Michigan 49221-2773

Community Development

Telephone: 517-264-4861

Facsimile: 517-265-8798

December 3, 2007

Raisin Charter Township Planning Commission
c/o Mr. Carl Wagner, Suupervisor
Raisin Charter Township Hall
5525 Occidental Highway
Tecumseh, Mi 49286

To Whom It May Concern:

Pursuant to the requirements of Section 125.7a(2) of the Michigan Planning Act as amended, this notification is to inform you that the Adrian City Planning Commission intends to amend its existing Comprehensive Plan. The Adrian City Planning Commission asks that you contact us with any questions, comments; suggestions or specific needs that you identify that could assist us in preparing this plan.

The Adrian City Planning Commission will send you a copy of the proposed amendments to the Comprehensive Plan as soon as we have a finished draft.

If you have any questions, please feel free to contact me at (517) 264-4858, or you may e-mail me at lkettren@ci.adrian.mi.us

We look forward to your input as we prepare this update to the City's Comprehensive Plan.

Sincerely,

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Leslie E. Kettren, AICP, PCP
City Planner

ddc



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100 E. Church Street • Adrian, Michigan 49221-2773

Community Development

Telephone: 517-264-4861

Facsimile: 517-265-8798

December 3, 2007

Palmyra Township Planning Commission
c/o Palmyra Township Clerk
6081 East US-223
Palmyra, MI 49268

To Whom It May Concern:

Pursuant to the requirements of Section 125.7a(2) of the Michigan Planning Act as amended, this notification is to inform you that the Adrian City Planning Commission intends to amend its existing Comprehensive Plan. The Adrian City Planning Commission asks that you contact us with any questions, comments; suggestions or specific needs that you identify that could assist us in preparing this plan.

The Adrian City Planning Commission will send you a copy of the proposed amendments to the Comprehensive Plan as soon as we have a finished draft.

If you have any questions, please feel free to contact me at (517) 264-4858, or you may e-mail me at lkettren@ci.adrian.mi.us

We look forward to your input as we prepare this update to the City's Comprehensive Plan.

Sincerely,

A handwritten signature in black ink that reads "Leslie E. Kettren".

Leslie E. Kettren, AICP, PCP
City Planner

ddc



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100 E. Church Street • Adrian, Michigan 49221-2773

Community Development

Telephone: 517-264-4861
Facsimile: 517-265-8798

January 24, 2008

Mrs. Barbara A. Mitzel
Area Manager Community Services
Consumers Energy
2613 East Maumee Street
Adrian, MI 49221

Dear Mrs. Mitzel:

On behalf of the City of Adrian Planning Commission and as required by the Municipal Planning Act 285 of 1931 as amended, please find enclosed a copy of the draft of 2008 Addendum, an amendment to the City of Adrian 2006 Comprehensive Plan. Pursuant to the requirements of this legislation, we are requesting your review and comment on the proposed amendments prior to its public hearing and adoption. For reference, the Comprehensive Plan adopted in 2006 is available for your review on the City's website at www.ci.adrian.mi.us.

As required by Section 125.37a, copies of the draft amendment have been distributed to the following:

- Adrian Charter Township Planning Commission
- Madison Charter Township Planning Commission
- Region 2 Planning Commission
- Lenawee County Planning Commission
- Verizon
- Consumers Energy
- Citizens Gas Fuel Company
- Adrian Blissfield Railroad
- Norfolk & Southern Railroad

Please submit comments to **City of Adrian Planning Commission; 100 E. Church Street; Adrian, Michigan 49221** no later than 40 days after the date of this notice. Thank you in advance for your cooperation and timely response in reviewing this draft amendment. Comments offered during the review process will be taken into account in adjusting and refining the 2008 Addendum, an amendment to the City of Adrian 2006 Comprehensive Plan.

If you should have questions, please contact me at 517-264-4858.

Sincerely,


Leslie E. Kettren, AICP, PCP
City Planner

Attachments



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ADRIAN & BLISSFIELD RAIL ROAD COMPANY

P.O. Box 95 • Blissfield, Michigan 49228-0095
517-265-3626

January 31, 2008

Planning Commission
City of Adrian
100 East Church Street
Adrian, Michigan 49221-2773

Re: 2008 Addendum to City of Adrian 2006
Comprehensive Plan

Dear Sir or Madam:

Adrian & Blissfield Rail Road Company ("ADBF") has reviewed the 2008 Addendum to the City of Adrian 2006 Comprehensive Plan as detailed in your letter dated January 24, 2008.

ADBF interposes no objections or changes to the Addendum and supports the City of Adrian in its planning efforts.

Please feel free to call upon the undersigned if we can be of further assistance in any way.

Very truly yours,

ADRIAN & BLISSFIELD RAIL ROAD COMPANY

A handwritten signature in black ink that reads 'Mark W. Dobronski'.

Mark W. Dobronski
President

MWD/paq

RECEIVED

FEB 01 2008

CITY OF ADRIAN
COMMUNITY DEVELOPMENT

March 3 2008

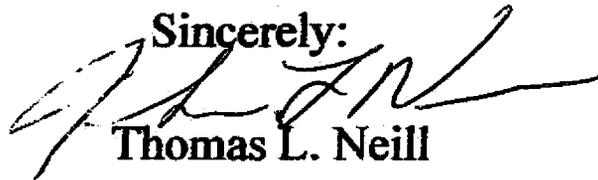
To: Adrian City Planning Commission

From: Tom & Sally Neill

Subject: E.R.O. zoning South Madison East side of St.

We feel that we should have the same rights as the people that live on the south side of Michigan Ave. In the new plan that the City has or is working on the growth of Adrian College. The City has put on the plan for all of South side of Michigan Ave west of Madison St to be ERO. I feel that as we live in the 100 block of South Madison and with in 300 feet of the property line of the Admission house. We should be treated the same as the Michigan Ave property,s on the south side In this spring across from our house the new graduation area and fountain will be put to use for the college by the bell tower. I feel that it is only fair as the plan is in motion to include our property in the plan. Thank you in your consideration of our request and I wish to put this letter on file.

Sincerely:



Thomas L. Neill

*submitted
@ 3/4/08 PC mtg.
h.*

**MINUTES FOR SPECIAL MEETING
BETWEEN ADRIAN CITY COMMISSION AND
ADRIAN CITY PLANNING COMMISSION
APRIL 14, 2008
6:00 P.M.**

Official proceedings for the April 14, 2008 special meeting between the Adrian City Planning Commission and the Adrian City Commission, Adrian, Michigan.

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

Those present at the meeting were:

City Commission: Mayor McDowell and Commissioners Mitzel, Osborne, Valentine, Steele, Clegg, and DuMars.

Planning Commission: Mike Jacobitz, Chad Johnson, Khamis Al-Omari, Peter Barr, and Mel Dye

Also present: Leslie Kettren, Dane Nelson.

Administrator Nelson began, stating that the meeting was called as a result of the last City Commission meeting when the proposed amendments to the Comprehensive Plan were submitted for City Commission approval. There was discussion at the City Commission level primarily about 2 items:

1. University Avenue to be moved into a different future use category (quasi-public) for Adrian College.
2. The use of the land that currently supports low-income housing that fronts on to W Maumee Street.

During this discussion, the City Commission decided that a joint meeting between the City and Planning Commissions would be beneficial before the City Commission rules on this.

Mike Jacobitz then summarized the process that the Planning Commission used and the rationale for the proposed changes to the Land Use map. If Adrian College continues to grow, in what direction should this growth take place?

Concerns for changing the future use of properties on University Ave. to quasi-public use included the disruption it would cause to this stable residential neighborhood.

Concerns for the change in future use of the land currently occupied by the Adrian Village Apartments included the loss of the low-income housing so that the college would have an entrance to their campus off of W. Maumee Street.

Both Commissions agreed that a Master Plan from Adrian College would help in the decision as to where the college could expand to and in what direction.

The Planning Commission will make the revisions to the Comprehensive Plan that were discussed at this meeting, will adopt the revisions at a Planning Commission meeting and will then present the revised Comprehensive Plan to the City Commission.

The meeting ended at 7:50 pm.

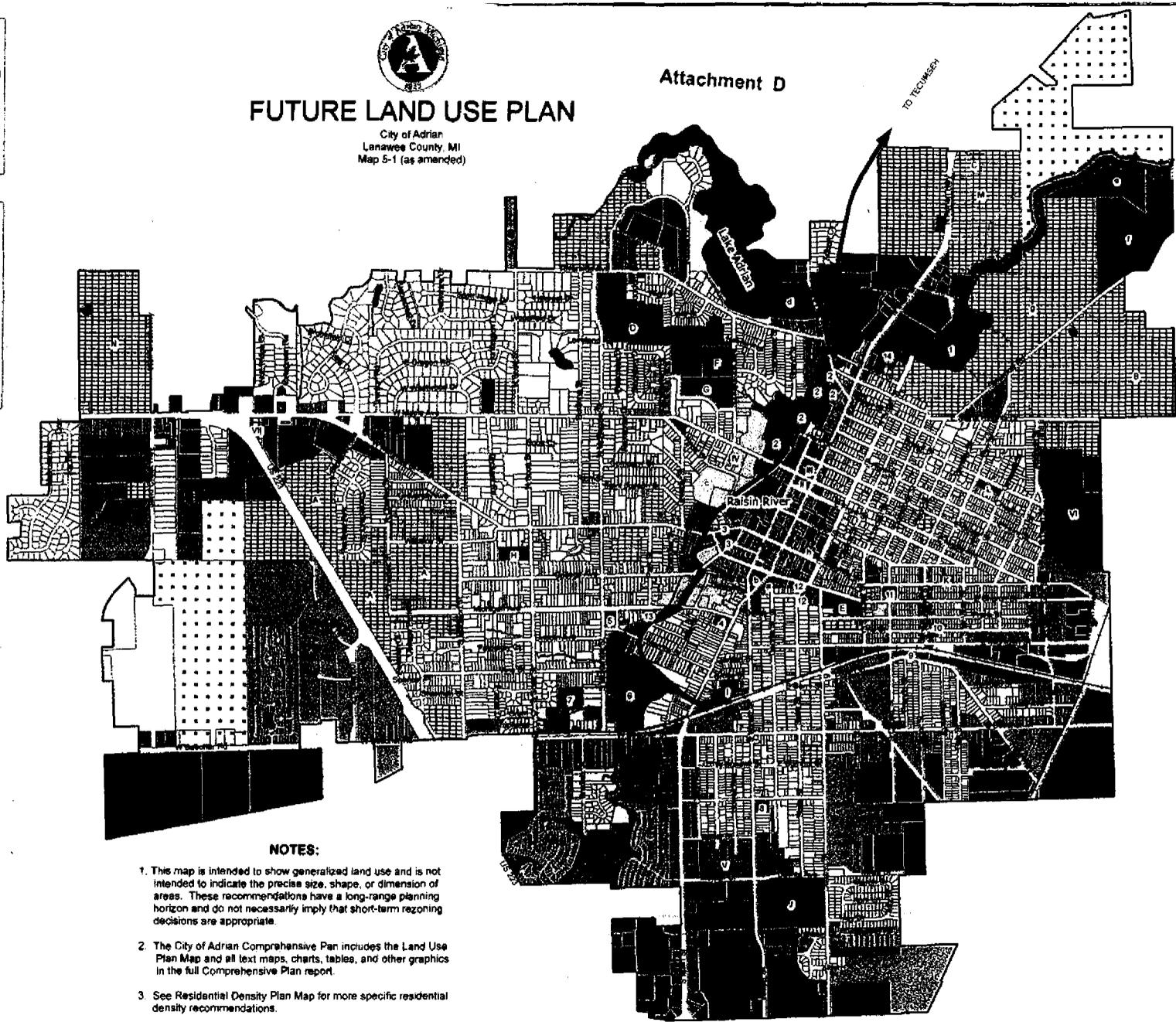


FUTURE LAND USE PLAN

City of Adrian
Lanawee County, MI
Map 5-1 (as amended)

Attachment D

TO TECHUMSEH



- Municipal Buildings**
- a City Hall/Police Department
 - b Fire Department
 - c DPW/Parks & Forestry
 - d Water Treatment Plant
 - e Waste Water Treatment Plant
 - f Operations and Maintenance
 - g Oakwood Cemetery
 - h City Library

- County Buildings**
- I Court House
 - II Rex B. Martin Judicial Building
 - IV Physical Resources Building
 - V Health Department
 - VI Fair Grounds
 - VII County Library

- Educational Facilities**
- A Adrian College
 - B Stens Heights University
 - C Jackson Community College
 - D Adrian High School
 - E Adrian 5-8
 - F Adrian 7-8
 - G Alexander Elementary School
 - H Lincoln Elementary School
 - I Garfield Elementary School
 - J Michener Elementary School
 - K Cornstock Elementary School
 - L McKinley Elementary School
 - M Lanawee County Vo-Tech
 - N Lanawee Christian School

- Public Parks**
- 1 Island Park
 - 2 Treebe Park
 - 3 Cornstock Park
 - 4 Fee Park
 - 5 West Park
 - 6 Riverside Park
 - 7 Burr Roads
 - 8 Dana Park
 - 9 Dunlap Park
 - 10 Erie Street Park
 - 11 Monument Park
 - 12 Berry Park
 - 13 Order Mtg Park
 - 14 Adrian Skate Park



- Legend**
- SINGLE / TWO FAMILY RESIDENTIAL
 - ▨ MULTIPLE FAMILY RESIDENTIAL
 - ▩ MOBILE HOME PARK
 - ▧ LIVE WORK (OFFICE/RESIDENTIAL)
 - ▦ OFFICE
 - ▥ DOWNTOWN MIXED USE
 - ▤ NEIGHBORHOOD COMMERCIAL
 - ▣ GENERAL COMMERCIAL
 - ▢ FLEXIBLE DEVELOPMENT AREA
 - ▧ LIGHT INDUSTRIAL
 - ▦ HEAVY INDUSTRIAL
 - ▥ QUASI-PUBLIC / COLLEGE OR UNIVERSITY
 - ▤ PUBLIC / PUBLIC SCHOOL
 - ▣ PARK / RECREATION
 - ▢ RIVARIAN TRAIL
 - CITY LIMITS

NOTES:

1. This map is intended to show generalized land use and is not intended to indicate the precise size, shape, or dimension of areas. These recommendations have a long-range planning horizon and do not necessarily imply that short-term rezoning decisions are appropriate.
2. The City of Adrian Comprehensive Plan includes the Land Use Plan Map and all text maps, charts, tables, and other graphics in the full Comprehensive Plan report.
3. See Residential Density Plan Map for more specific residential density recommendations.

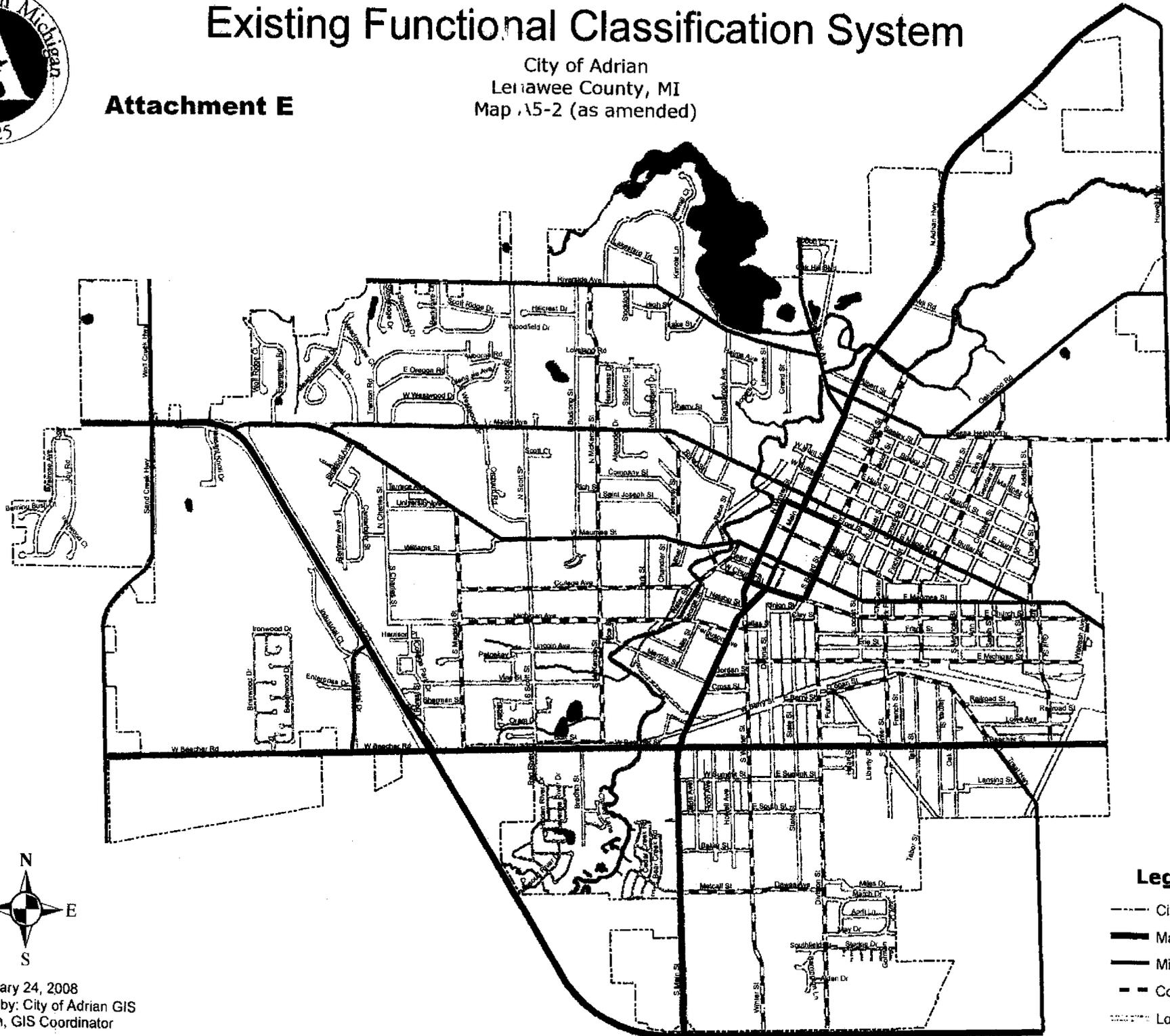
April 29, 2008
Map provided by: City of Adrian GIS
Chris Atkin, GIS Coordinator



Existing Functional Classification System

City of Adrian
Lenawee County, MI
Map 15-2 (as amended)

Attachment E



Legend

- City Limits
- Major Arterial
- Minor Arterial
- - - Collector
- Local Street

January 24, 2008
Map provided by: City of Adrian GIS
Chris Atkin, GIS Coordinator

R08-085

June 2, 2008

RE: CITY OF ADRIAN COMPREHENSIVE PLAN – 2008 REVISED ADDENDUM

RESOLUTION

WHEREAS, the State of Michigan has adopted the Municipal Planning Act (Act 285 of 1931, as amended), which provides, in part, for preparation, dissemination, review and adoption of municipal Land Use Master Plans and subsequent amendments; and

WHEREAS, the City of Adrian 2006 Comprehensive Plan was prepared, reviewed and adopted following requirements of Act 285; and

WHEREAS, the Adrian City Planning Commission took action on September 11, 2007 to initiate review of the 2006 Comprehensive Plan, prepared amendments for review and dissemination, compiled said amendments into a 2008 Addendum, and approved the 2008 Addendum for distribution on January 8, 2008; and

WHEREAS, on January 24, 2008, the proposed 2008 Addendum was transmitted to reviewing entities for a 40-day period as required by Act 285; and

WHEREAS, upon conclusion of the 40-day review period, on March 4, 2008, the Adrian City Planning Commission conducted a public hearing on the proposed 2008 Addendum and then unanimously approved it for transmittal to the Adrian City Commission; and

WHEREAS, on March 17, 2008, the Adrian City Commission voted to defer action on the proposed 2006 Comprehensive- 2008 Addendum Resolution (R08-046) and requested further review and discussion with the Planning Commission, which resulted in a joint work session on April 14, 2008; and

WHEREAS, the Planning Commission has completed additional amendments to the Comprehensive Plan - 2008 Addendum, which were approved by the Planning Commission at their May 6, 2008 regular meeting; and

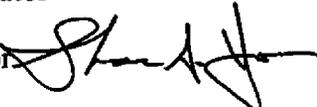
WHEREAS, Act 285 requires approval of a municipal Land Use Master Plan by a municipality's governing body.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby acknowledges receipt of the Comprehensive Plan - Revised 2008 Addendum and finds that it meets all criteria for approval under Act 285; and

BE IT, FURTHER, RESOLVED that the Adrian City Commission hereby adopts the proposed City of Adrian 2006 Comprehensive Plan – Revised 2008 Addendum in accordance with Act 285.

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

MEMORANDUM – UTILITIES DEPARTMENT

DATE: May 27, 2008
TO: Dane C. Nelson, City Administrator
FROM: Shane A. Horn, Utilities Director 
SUBJECT: Miles Drive Pump Station Removal Bids

The Utilities Director has determined that it is appropriate to remove the sanitary sewer pump station from the Miles Drive area, which would allow this area to be operated as a gravity-flow system. Generally speaking, the existing lift station will be abandoned at the corner of Miles Drive and Division Street and an additional 8-inch gravity line will tie into a specific sewer structure on March Drive.

The bid tabulations and recommendation from the consultant are attached. I urge your favorable consideration of this proposed resolution.



Dane C. Nelson
City Administrator

Sealed bids were received by the purchasing department on Tuesday May 20, 2008 at 2:00 pm. Included is a detailed tabulation of the four contractors that submitted bids for this project. This work will include the abandonment of the existing lift station at the corner of Miles and Division and will include the addition of an 8 inch gravity line that will tie into a structure on March Drive. I respectfully recommend that we proceed with this project using the low bidder, Slusarski Excavating & Paving of Adrian for a total project price of \$85,655.00. Funds for this project have been budgeted and will be divided as follows:

Wastewater Plant Capital Budget	(497-553.00-975.133)	\$75,000.00
Sewer Collection System Capital Budget	(497-555.00-975.127)	\$10,655.00

cc: Jeff Pardee, Finance Director
Steve Eberle, O&M Superintendent
Ken Wesley, WWTP Superintendent



Jones & Henry Engineers, Ltd.

2000 WEST CENTRAL AVENUE, TOLEDO, OHIO 43606 • 419/473-9611
www.jheng.com FAX • 419/473-8924

May 22, 2008

Mr. Shane Horn
Director of Utilities
100 East Church Street
Adrian, Michigan 49221

Subject: City of Adrian, Michigan
Miles Drive Pump Station Removal
362-6191.002

Dear Mr. Horn:

We have reviewed the Bids received on May 20, 2008 for the Miles Drive Pump Station Removal project. The bids are as follows:

Slusarski Excavating & Paving, Inc.	\$85,655.00
S & S Directional Boring, Ltd.	\$91,902.00
Sinatech Construction Co.	\$99,801.35
Brady Sand & Gravel, Inc.	\$114,802.00

The Engineer's estimate for the project was \$101,730.00. A bid tabulation is attached.

The low bidder is Slusarski Excavating & Paving, Inc. of Adrian, Michigan. After review of their bid, we see no irregularities. We have contacted David Schoenberger of Slusarski Excavating & Paving, Inc. to discuss the project. They are comfortable with their bid and see no problem with completing the project in the 90-calendar days allotted. Slusarski Excavating & Paving, Inc. has worked for many municipalities in the Southeast Michigan area including the City of Adrian. We are familiar with them as well, and it is our opinion that the low bidder has the experience and qualification to perform the required work. We recommend awarding the Miles Drive Pump Station Removal project to Slusarski Excavating & Paving, Inc.

If the City decides to award the project to Slusarski Excavating & Paving, Inc., a Notice of Award should be sent to them. We have attached a Notice of Award document for your use. The required number of contract documents should be sent to the Contractor for execution with the Notice of Award. Once the Contract Documents are finalized and returned, a Notice to Proceed should be sent to the Contractor to initiate the Contract start date.

Please feel free to contact me with any questions or concerns regarding this project.

Sincerely,

JONES & HENRY ENGINEERS, LTD.

Todd J. Brown
Technician

TJB/rmb
Attachment

City of Adrian, Michigan; Miles Drive Pump Station Removal

Item No.	Jones & Henry Engineers, Ltd. Addenda: 0 Bids Received: 05/20/08 Est.			Slusarski Excavating + Paving, Inc. 119 Greenly Street Adrian, MI 49221 517-265-3320		S + S Directional Boring, Ltd. 01116 County Road 17 Bryan, OH 43506 419-630-0726		Sinattech Construction Co. P.O. Box 205 Clarkston, MI 48347 248-521-1219 419-630-0726		Brady Sand & Gravel, Inc. 2978 Russel Road Tecumseh, MI 49286 517-423-4900	
	Description	Quantity	Unit	Unit Pr.	Amount	Unit Pr.	Amount	Unit Pr.	Amount	Unit Pr.	Amount
1	Audio-Video	1,000	LF	\$1.30	\$1,300.00	\$4.00	\$4,000.00	\$1.30	\$1,300.00	\$2.00	\$2,000.00
2A	8-in Sanitary Sewer/Open Cut	295	LF	\$59.00	\$17,405.00	\$72.00	\$21,240.00	\$112.53	\$33,196.35	\$70.00	\$20,650.00
2B	6-in Sanitary Sewer Service Conn	196	LF	\$30.00	\$5,880.00	\$67.00	\$13,132.00	\$108.00	\$21,168.00	\$37.00	\$7,252.00
2C	4-in. Storm Sewer	70	LF	\$26.00	\$1,820.00	\$25.00	\$1,750.00	\$19.50	\$1,365.00	\$22.00	\$1,540.00
3	16-in x 16-in Catch Basin	4	Ea	\$285.00	\$1,140.00	\$600.00	\$2,400.00	\$895.00	\$3,580.00	\$180.00	\$720.00
4	4-ft diameter Manhole	18	VLF	\$290.00	\$5,220.00	\$400.00	\$7,200.00	\$280.00	\$5,040.00	\$295.00	\$5,310.00
5	Special Backfill	300	CY	\$13.90	\$4,170.00	\$11.00	\$3,300.00	\$12.25	\$3,675.00	\$13.00	\$3,900.00
6A	304 Aggregate Base	100	CY	\$41.00	\$4,100.00	\$11.00	\$1,100.00	\$20.15	\$2,015.00	\$35.00	\$3,500.00
6B	Asphaltic Concrete Level Course	15	CY	\$273.00	\$4,095.00	\$95.00	\$1,425.00	\$200.00	\$3,000.00	\$210.00	\$3,150.00
6C	Asphaltic Concrete Wearing Cour	15	CY	\$285.00	\$4,275.00	\$125.00	\$1,875.00	\$200.00	\$3,000.00	\$210.00	\$3,150.00
7	Site Work	1	LS	\$6,500.00	\$6,500.00	\$9,500.00	\$9,500.00	\$6,125.00	\$6,125.00	\$6,650.00	\$6,650.00
8	Abandoning Manholes	2	Ea	\$775.00	\$1,550.00	\$2,000.00	\$4,000.00	\$600.00	\$1,200.00	\$2,300.00	\$4,600.00
9	Pump Station Removal	1	LS	\$6,700.00	\$6,700.00	\$5,500.00	\$5,500.00	\$2,237.00	\$2,237.00	\$6,800.00	\$6,800.00
10	8-In Directional Drill Sanitary Sew	215	LF	\$100.00	\$21,500.00	\$72.00	\$15,480.00	\$60.00	\$12,900.00	\$212.00	\$45,580.00
	Total Estimated Construction Cost				\$85,655.00		\$91,902.00		\$99,801.35		\$114,802.00

*Corrected Totals

R08-086

June 2, 2008

RE: UTILITIES DEPARTMENT –Wastewater System –Miles Drive Lift Station Removal

RESOLUTION

WHEREAS, as contemplated in the FY2007-08 Capital Budget, the Miles Drive Lift Station Removal Project is about to be undertaken, which includes abandonment of the existing lift station at the corner of Miles Drive and Division Street and the addition of an 8 inch gravity line that will tie into a structure on March Drive; and

WHEREAS sealed competitive bids were received by the City of Adrian Purchasing Office on Tuesday, May 20, 2008, with the following results:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
Slusarski Excavating, Inc.	Adrian, MI	\$ 85,655.00
S&S Directional Boring, Ltd.	Bryon, OH	\$ 91,902.00
Sinatech Construction, Co.	Clarkston, MI	\$ 99,801.35
Brady Sand & Gravel. Inc.	Tecumseh, MI	\$114,802.00

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose as follows:

(497-553.00-975.133)	Wastewater Plant Capital Budget	\$75,000
(497-555.00-975.127)	Sewer Collection System Capital Budget	<u>10,655</u>
	Total	<u>\$85,655</u>

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution and the engagement of Slusarski Excavating, Inc., Adrian, MI in the City's Standard Professional Services Contract in the amount of \$85,655 to provide construction services during the Miles Drive Lift Station Removal Project.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Slusarski Excavating, Inc., Adrian, MI in the City's Standard Professional Services Contract in the amount of \$85,655 to provide construction services during the Miles Drive Lift Station Removal Project.

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

R-4

R08-087

June 2, 2008

RE: ENGINEERING DEPARTMENT – Street Closure Request

RESOLUTION

WHEREAS, the Croswell Opera House has submitted a request for the closure of E. Maumee Street, between N. Main and Broad, on Saturday, June 7, 2008, for their annual fundraising event, the Croswell Soirée; and

WHEREAS, all necessary documents have been submitted to the Engineering Department for said closure, including a street closing permit proof of insurance and approval from the Liquor Control Commission; and

WHEREAS, the street closing permit has been approved by the head of each affected department (Engineering, Police and Fire).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the closure of E. Maumee Street, between N. Main and Broad, on June 7, 2008, for the purpose of a fundraising event for the Croswell Opera House, and that the City Administrator be authorized to execute all necessary documents, including licenses and permits, pertaining to this event.

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

Croswell Opera House & Fine Arts Association
Annual Soiree'

Memo

June 7th, 2008

Time: 6:00pm – 11:00pm

The annual Croswell Soiree' is a membership appreciation and fundraising event of the Croswell Opera House. Its purpose is to showcase the up and coming summer season as well as celebrate the many successful individual who have contributed to this fine organization. In fact, we present an award to the individual who has contributed the most to the arts in Lenawee County.

This year our intention is to have a 40' X 40' tent erected in the street directly in front of the Croswell's main entrance for patrons to enjoy food delivered and catered by 5 different restaurants and have alcoholic and non-alcoholic beverage available. We expect to serve drinks both inside the tent and inside the Croswell building. Most food will be served inside the tent.

A silent auction will be going on throughout the tent and inside the Croswell building from 6pm to 8:30pm. Live entertainment will be going on during that time inside the tent. At 8:30pm all guest will move into the theater for a 2 hour program. We do not expect to serve in the outside tent after 8:30pm. We will continue to serve inside the Croswell during the 8:30pm to 10:30pm program.

There will be only one entry point into the Croswell, which is the side door. The tent will be connected by a roped/barricaded off walkway from the main entrance to the tent. We are currently obtaining the proper Michigan Liquor Control permits and will be forwarding them to your office once obtained.

Please contact my office if further information is necessary.

Thank you



Dusty Steele
President

Board of Directors
Croswell Opera House

City of Adrian

Right of Way Permit

Application for Permit to:

- | | |
|---|--|
| <input type="checkbox"/> Dig in right-of-way outside pavement | <input type="checkbox"/> Dig in right of way within pavement |
| <input type="checkbox"/> Hang banner | <input type="checkbox"/> Erect and maintain detour |
| <input checked="" type="checkbox"/> Close a street | <input type="checkbox"/> Reconstruct sidewalk |

	Owner	Contractor
Print or Type Name	CRASWELL OPERA HOUSE	
Address	129 E. MAUMEE ST. ADRIAN, MI 49221	
Phone	(517) 264-7469	
Cell	(517) 403-0685	
Fax	(517) 265-2938	
Email	director@craswell.org	
Signature	X 	

The above applicant proposes work on the following streets E. MAUMEE STREET FROM (BROAD TO MAIN)

Nature of work CLOSE STREET Work Begins 6/7/2008 Work Ends 6/7/2008
12:00PM - 12:00AM - TENT 40 X 40

This permit application covers only the work anticipated. Any additional work requires a modification to the permit. The work is subject to the following conditions:

- 1) All work is to be performed at no cost to the City.
- 2) Owner accepts responsibility for the work. Any work performed by the City to secure or finish the work shall become a single lot assessment to the applicant's property.
- 3) Contractor and owners are responsible for all necessary precautions to prevent injury or damage to persons or property.
- 4) Provide and maintain all traffic control devices stipulated in either:
 - a) Owners supplied traffic management plan
 - b) The City mandated traffic management plan. **NO SIGNS WILL BE PROVIDED BY THE CITY.**
- 5) Proof of insurance and restoration bond shall either be provided by the applicant or be on file with the City.
- 6) Contractor or owner to call MISS DIG prior to commencement of any work.
- 7) Permit to close any street in the DDA district requires a resolution of the Adrian City Commission.
- 8) Utility work, water and / or sewer, require separate permitting and inspection thru the City Utilities Department.

Additional Information

Needed	Supplied	Due	Paid	Construction Plans Fees	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deposit on Restoration	\$500.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm Sewer Tap	\$40.00
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Base Permit Fee	\$1.00 pd.

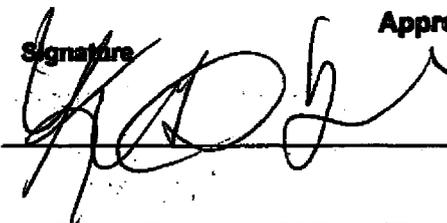
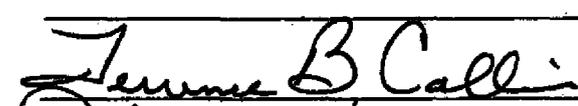
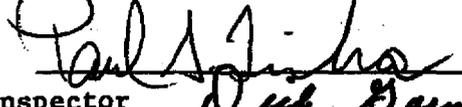
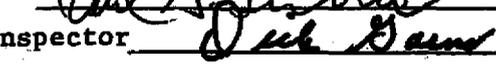
52-08 \$1.00

Supplemental Specifications

- 1) The applicant shall allow the City Engineer or his Representative on the site at all times to inspect the work.
- 2) If an Inspector is needed to stay with the work, the cost of the inspection will be paid by the applicant. Failure to pay inspection costs becomes a single lot assessment.
- 3) All work shall be performed to MIOSHA rules and regulations. Trench protection and shoring shall be the responsibility of the contractor and owner.
- 4) All excavated material shall be stored off the right-of-way or removed promptly if excavated from the travel portion of the street. Back fill material shall not be stored in a way to impede the flow of storm water, or within 10 feet of any tree.
- 5) Approved back fill:
 MDOT Class II Sand compacted to 98% proctor density
 ODOT 304 Limestone: top 12 inches 98% proctor density
 Alternate: Flowable fill per City of Adrian specs
 Bituminous: 2-1.5 inch lift of approved bituminous material, straight edges
 Finish: Hot rubber joint sealer
- 6) When tree trimming, removal or root cutting is part of the request for permit, it shall be noted on the plans accompanying the application. If tree trimming, removal, or root cutting is approved by the City Forester it shall be the responsibility of the applicant to perform the work and dispose of all logs, brush, limbs, stumps and litter in accordance to manner acceptable to the City Forester. When required, a replacement tree will be planted at permittee's expense.

Boring Requirements

When an underground utility comes within 4 foot or 1 foot for each 1 inch of trunk diameter of the tree, the utility shall bore under the tree the distance required. No looping around a tree shall be allowed. Exceptions to these boring requirements must be approved by the City Forester before the permit is issued.

Needed	Signature	Date
<input checked="" type="checkbox"/> City Engineer		5/8/08
<input type="checkbox"/> Utilities Dept.		
<input type="checkbox"/> Parks & Forestry		
<input checked="" type="checkbox"/> Police Chief		5/5/08
<input checked="" type="checkbox"/> Fire Chief		5/7/08
<input checked="" type="checkbox"/> Building Inspector		5/8/08

Details to be followed:

- Driveway
 Pipe Trench
 Curb and Gutter
 Tree Protection

Special Conditions

The tent cannot be staked into the road surface. A 20' access lane must be maintained for emergency vehicles. The City will provide barricades, but it is the requirement for the organizers, to move the barricades and close the road, as well as, coordinating with adjacent business owners.



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
LIQUOR CONTROL COMMISSION
MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH
KEITH W. COOLEY, DIRECTOR

NIDA R. SAMONA
CHAIRPERSON

May 27, 2008

Adrian Police Department
100 E Church St.
Adrian, Michigan 49221

NOTICE OF SPECIAL LICENSE ISSUANCE

CROSWELL OPERA HOUSE AND FINE ARTS ASSOCIATION has been approved for a special license for JUNE 07, 2008, ending JUNE 08, 2008 for BEER, WINE AND SPIRITS to be located at:

FIRST FEDERAL BANK
135 E MAUMEE
ADRIAN, MICHIGAN

Please check the operation of this organization during the period of this event and submit violation reports for any infractions of the LIQUOR CONTROL CODE or RULES.

MICHIGAN LIQUOR CONTROL COMMISSION



Named Insured:

**CROSWELL OPERA HOUSE AND
FINE ARTS ASSOCIATION
129 EAST MAUMEE STREET
ADRIAN MI 49221**

Policy # BE 9E2904
Policy Term 08/14/07 to 08/14/08
Insured Standard
Issue Date 08/24/07
Reason for Issue Renewal Certificate

For assistance please contact your agent
KAPNICK & COMPANY INC
at 517-263-4600

(Agent Code 94-0778)

Form Of Business: Corporation
Business Description: Theater

In return for the payment of the premium and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

Annual Premium: \$750.00

This policy is exempt from the filing requirements of section 2236 of the insurance code of 1956, 1956 PA 218, MCL 500.2236.

Limits of Insurance:

Each Occurrence Limit (Liability Coverage) \$1,000,000
Personal and Advertising Injury Limit \$1,000,000 any one person or org.
Aggregate Limit (Liability Coverage) (except with respect to "covered autos") \$1,000,000

Retained Limit: \$10,000

SCHEDULE OF UNDERLYING INSURANCE

Policy # BA 9E2904 Policy Period: 08/14/07 To 08/14/08
Comm. Auto/Garage Liability \$1,000,000 Each Accident
Insurer: Harleysville Lake States Insurance Company

Policy # 400001808041 Policy Period: 08/16/07 To 08/16/08
Employers' Liability \$500,000 BI Ea Acc.
\$500,000 BI(Dis.)-Ea Employee
\$500,000 BI(Dis.)- Policy Limit

Insurer: Mackinaw Administrators
moved to Accident Fund

Policy # MPA9E2904 Policy Period: 08/14/07 To 08/14/08
Comm. General Liability \$2,000,000 General Aggregate
 Occurrence \$2,000,000 Products-Completed Operations Aggr
\$1,000,000 Personal Injury & Advertising Injury
\$1,000,000 Each Occurrence

Insurer: Harleysville Lake States Insurance Company

**COMMERCIAL LIABILITY
UMBRELLA POLICY
BE 9E2904**



Policy Term 08/14/07 to 08/14/08
12:01 A.M. Standard Time
Issue Date 08/24/07
Agent Code 94-0778

CROSWELL OPERA HOUSE AND

FORMS AND ENDORSEMENTS

Number	Edition	Title
PJ0015	0205	Policy Jacket
*CU0001	1204	Commercial Liability Umbrella Coverage Form
CU0116	0900	Michigan Changes
CU0221	0900	Michigan Changes - Cancellation and Nonrenewal
*CU2112	0900	Abuse or Molestation Exclusion
CU2123	0202	Nuclear Energy Liability Exclusion Endorsement (Broad Form)
*CU2127	1204	Fungi or Bacteria Exclusion
CU2132	1202	Nuclear, Biological or Chemical Terrorism Exclusion (Other Than Certified Acts of Terrorism); Cap on Losses From Certified Acts of Terrorism
CU2136	1102	Exclusion of Punitive Damages Related to a Certified Act of Terrorism
*CU2144	0107	Conditional Exclusion of Terrorism (Relating to Disposition of Federal Terrorism Risk Insurance Act)
*CU2155	0606	Amended Terrorism Coverage
*CU2437	1205	Non-Concurrence of Policy Periods - Retained Limit
CU7107	0104	Exclusion-Asbestos, Silica Or Talc
CU7118	0104	Exclusion-Lead Liability
CU7128	0104	Exclusion-Sewage Back-Up Property Damage Liability
*CU7138	0104	Unimpaired Aggregate Limits Endorsement (Non-Concurrence)
*CU7145	1204	Exclusion-Unsolicited Faxes, Telephone Calls, and Emails
*CU7157	0106	Exclusion - Computer-Related and Other Electronic Problems Important Notice to Policyholders
IL0017	1198	Common Policy Conditions
*IL7156	0506	Endorsement Notice of Terrorism Insurance Coverage

The following material contains important information. Please read it carefully.

*ST7610	0406	Commercial Liability Umbrella Policy Underlying Policy Limits Requirements Notice To Policyholders
*ST7621	0207	Update On Terrorism Endorsements With Respect to Commercial Autos

* Indicates a new or replacement form.

RENEWAL INSURING AGREEMENT

We renew this policy for the period stated on the renewal declarations in return for your payment of the premium. The renewal is subject to all terms, conditions, forms and endorsements attached to the policy or to this renewal declaration.

Renewal offer requires payment for prior policy term.

R-5

R08-088

June 2, 2008

RE: ADRIAN PUBLIC LIBRARY – Easement Agreement with Consumers Energy for Underground Electrical Service

RESOLUTION

WHEREAS, Consumers Energy has submitted an Easement Agreement for the installation of underground electrical lines to the library; and

WHEREAS, the City Commission authorized Consumers Energy to install new electrical service to the Adrian Public Library at their May 19, 2008 regular meeting; and

WHEREAS, the City Administrator has reviewed said easement and recommends its approval.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the Easement Agreement with Consumers Energy for the library electrical project and, further, authorizes the City Administrator to execute said easement on behalf of the City of Adrian.

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

Consumers Energy

Lansing Customer Service Center

530 W Willow Street, PO Box 30162 Lansing, MI 48909 • (517) 374-2388 • Facsimile (517) 487-6161

May 27, 2008

RECEIVED
MAY 27 2008

City of Adrian
100 E Church Street
Adrian, MI 49221

ATTN: Dane Nelson

WO#06818181

We have received a request to install underground electric for the Adrian Public Library located at 143 E Maumee Street. I have enclosed an Easement in regards to this service, which needs to be signed. This document will be recorded and therefore needs to conform to the requirements of the Register of Deed's. On page 2, please sign your name in **black ink** on the line under Owner the same as it appears typed. Notary should sign in **black ink** on line above Notary Public, date and fill in notary information or use notary stamp.

Please return the completed Easement in the enclosed prepaid self addressed envelope. Any delay in returning the correctly executed Easement may affect the scheduling and construction of this service.

If you have any questions in regards to this matter, please call me at (517) 374-2025.

Chris Morrall
Chris Morrall
Right of Way Specialist

EASEMENT FOR UNDERGROUND ELECTRIC LINE

Form 468 9-2006
WO#06818181
TAX#460204

Parties: "Owner" is City of Adrian, a Michigan municipal corporation

Owner's address is 100 E Church Street, Adrian, Michigan 49221

"Consumers" is CONSUMERS ENERGY COMPANY, a Michigan corporation. Consumers' address is One Energy Plaza, Jackson, Michigan 49201.

Grant of Easement: For good and valuable consideration, Owner grants Consumers a permanent easement for underground electric line in, on, under, and across a portion of "Owner's Land," called the "Easement Area." Owner's Land is in the City of Adrian, County of Lenawee, and State of Michigan and is described in the attached Exhibit A. The Easement Area is within Owner's Land and is described in the attached Exhibit B.

Purpose: The purpose of the easement is to grant Consumers the right to enter Owner's Land to construct, operate, inspect, maintain, replace, improve, remove, and enlarge an underground electric line in the Easement Area. The underground electric lines may consist of underground cables (including fiber-optic cable), conduits, wires, conductors, subsurface junction vaults, surface-mounted transformers and enclosures, and other equipment for transmitting and distributing electrical energy and communications signals.

Trees and Other Vegetation: Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, roots, and other vegetation, whether inside or outside the Easement Area, that Consumers believes may interfere with the construction, operation, and maintenance of the underground electric line.

Buildings/Structures: Owner shall not: 1) locate any buildings, structures, septic systems, drain fields, ponds, or swimming pools within the Easement Area, 2) plant any trees within the Easement Area, or 3) change the ground elevation within the Easement Area. If Owner violates this provision, Owner shall reimburse Consumers for any expenses Consumers incurs correcting the violation. If Consumers corrects the violation by relocating the electric line on Owner's Land, this easement shall automatically apply to such relocated line.

Exercise of Easement: Consumers' nonuse or limited use of this Easement shall not preclude Consumers' later use of this Easement to its full extent.

Successors: This easement shall bind and benefit Owner's and Consumers' respective heirs, successors, lessees, licensees, and assigns.

Date: _____

Owner: City of Adrian
A Michigan municipal corporation

Dane Nelson, City Administrator

Acknowledgment

The foregoing instrument was acknowledged before me in _____ County, Michigan,
on _____ by Dane Nelson, City Administrator for the City of Adrian, a
Date Print Owner's Name(s)
Michigan municipal corporation, on behalf of the corporation.

Notary Public

County, Michigan
Acting in _____ County
My Commission expires: _____

This easement is exempt from real estate transfer tax pursuant to MCLA 207.505(f) and from State real estate transfer tax pursuant to the provisions of MCLA 207.526(f).

Prepared By: Chris Morrall
Consumers Energy Company
530 W Willow
P.O. Box 30162
Lansing, MI 48909

After recording, return to:
Robert M Bacon, EP7-451
Business Services
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201

EXHIBIT A

Owner's Land

Lot 119 inclusive of, Plat of the Village (now City) of Adrian, according to the recorded Plat thereof recorded in Liber 4 of Plats on Page 82, of Lenawee County Records, being a part of the Southeast 1/4 of Section 35, Township 6 South, Range 3 East.

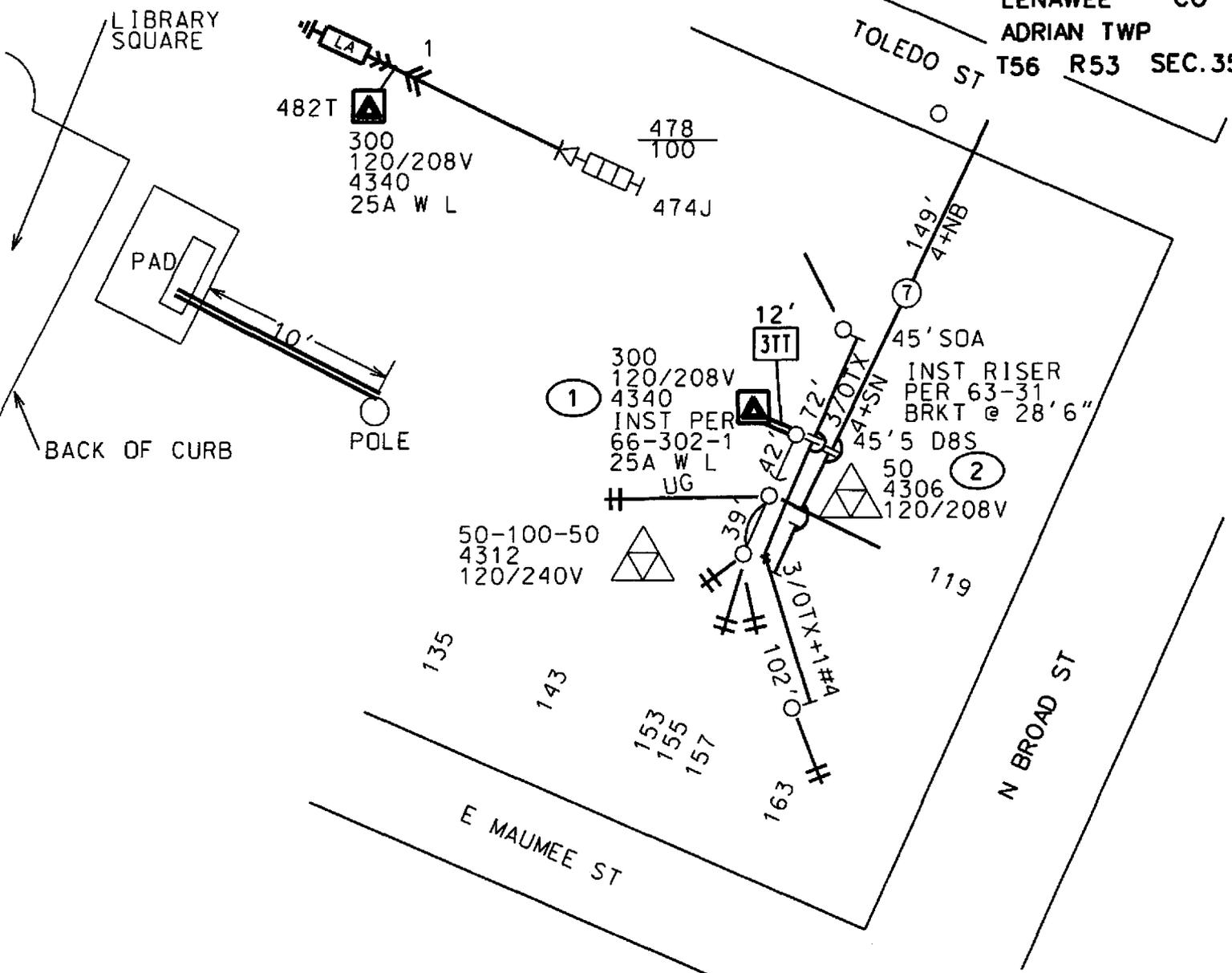
EXHIBIT B

Easement Area

A 12 foot-wide strip of land, being 6 feet on each side of the centerline of the underground electric line constructed on Owner's Land, the centerline to be located approximately as shown in the attached drawing.



LENAWEE CO
ADRIAN TWP
T56 R53 SEC.35



Consumers Energy
A CMS Energy Company ELECTRIC

DESIGNED BY: AGMORGEN DATE: 04/16/08

APPROVED BY: _____ DATE: _____

SHEET OF: _____ SCALE: _____

143 E MAUMEE ST

INSTALL UG ELECTRIC FOR LIBRARY CONVERSION FROM 120/240V 3 PHASE TO 120/208V 3 PHASE

TAX CODE	460204	REQUEST NO.	03201708
STAKED	<input type="checkbox"/> YES <input type="checkbox"/> NO	TREES	<input type="checkbox"/> YES <input type="checkbox"/> NO
TLM NUMBER	5653354340	OF RODS	#
OHMS			
SUBSTATION	MAUMEE	WD NO.	0039
CIRCUIT	LENAWEE ST	CKT NO.	02
		LCP NO.	0474
UTIL. TYPE	EU	CATEGORY	RLOC
		TYPE	UGLN
		WORK ORDER	06818181

-CONSTRUCTION CERTIFICATION-

Work was constructed as Engineered or Changed as Indicated.
All Salvageable Material Was Returned to Stores.

Signed _____ in Direct Charge of Work
Dates: Started _____ Completed _____

MISS DIG NOTIFIED BY: _____ DATE: _____

CAD FILE: 06818181.001

T R S 565335

R6

DATE: May 20, 2008
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Sewer Charge Reconciliation – Adrian and Madison Charter Townships

Over the past few years, the city has contracted with Utility Financial Solutions, LLC of Grand Rapids to perform rate studies to determine appropriate sewer charges for Madison Charter Township, Adrian Charter Township and for city residents. Following the consultant's recommendation, from time to time, reconciliation is made of the actual usage by each township and the corresponding amount that each township should pay for the sewer charges for the time period analyzed.

In the most current reconciliation, each township is due a refund in the amounts set forth in the proposed resolution. I directed the Utilities Director to have each township either receive a check for the funds or have them kept "on account" for future reconciliations. Since each township opted to receive direct refunds, the proposed resolution authorizes payment to each township.

Respectfully submitted,

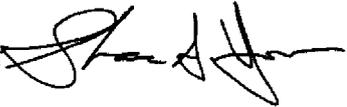


Dane C. Nelson
City Administrator

DCN:bjw



MEMORANDUM – UTILITIES DEPARTMENT

DATE: May 28, 2008
TO: Dane C. Nelson, City Administrator
FROM: Shane A. Horn, Utilities Director 
SUBJECT: Madison & Adrian Charter Townships Sewer Reconciliation

A reconciliation or “true-up” of actual sewer revenues and expenditures with Madison & Adrian Charter Townships has been completed for fiscal year 2007. The results of this reconciliation show that Madison Charter Township is due a refund of \$55,187.00 and Adrian Charter Township is due a refund of \$33,563.00. I have included the methodology that is used to determine the reconciliation of these wholesale accounts. Both townships have been notified by letter and supporting documentation was given.

Both townships were also notified of the following rate increases that will go into effect July 1, 2008:

	<u>FY2008 Rate (per unit)</u>	<u>FY 2009 Rate (per unit)</u>
Adrian Township	\$1.95	\$2.11
Madison Township	\$1.96	\$2.12
Flat Rate Sewer Charge	\$29.57	\$31.94

cc: Jeff Pardee, Finance Director
Nancy Dart, Utilities Department Office Manager

**METHODOLOGY OF RECONCILIATION
FOR WHOLESALE ACCOUNTS
WITH
MADISON AND ADRIAN CHARTER TOWNSHIPS**

- I. **Introduction:** The City has developed a rate relationship with Madison Charter Township and Adrian Charter Township on the wholesale charges for sewer treatment. The technique is to develop a rate for the fiscal year and bill the Townships monthly for metered and unmetered flows. At the end of the fiscal year, reconciliation on true-up is determined based on audited costs, revenues and actual flows. The methodology for the rate determination and reconciliation was jointly developed with the Townships and the rate consultant, Utility Financial Solutions. The Townships would receive an adjustment (credit or charge) based on the reconciliation.
- II. **Fiscal Year Rate Methodology:** The City upon adoption of its fiscal year budget prepares rates for city customers and townships. Included in the expenses are O & M costs, debt service costs and replacement fund costs. These costs are allocated based upon factors previously determined or calculated. Using estimated flows, the rates are calculated.
- III. **Methodology of Reconciliation:** The City by budget and accounting procedures separates revenues and expenses specifically related to sewer in a sewer fund.

Within the sewer fund, revenues are specifically identified by source. Therefore, the Townships revenue (paid bills) are identified. Within the agreed upon methodology, income from interest earnings and surcharges from industries are allocated among the City and Townships using the capacity allocates.

With the sewer fund, expenses are specifically identified among the different work areas as follows:

- 1. Wastewater Treatment Plant
- 2. Sanitary Sewer (collections and interceptors)
- 3. Administration and Overhead
- 4. Broad Street Lift Station
- 5. All other Lift Stations
- 6. Winter Street Retention Basin

Through various allocators, the expenses are all prorated among the City and the Townships.

- IV. **Development of Allocators and Sub-allocators:** The allocators and sub-allocators were originally developed in the 2004 Rate Study and are described as follows:
 - 1. **Capacity Allocator –** This allocator is fixed based upon the reserve of each municipality at the Wastewater Treatment Plant.

City of Adrian	5.0 mgd	71.4%
Madison Township	1.1 mgd	15.7%
Adrian Township	<u>0.9 mgd</u>	<u>12.9%</u>
	7.0 mgd	100%

This allocator is used to prorate the fixed costs at the Wastewater Treatment Plant, Debt Service Payments and Repair and Replacement account. Also it is used to prorate revenues from interest earnings and industrial surcharges.

2. **Flow Allocator** – This allocator is determined each year and is based on actual flows and Infiltration & Inflow assumptions from the 2004 Rate Study. It is used to prorate the Wastewater Treatment Plant costs associated with chemicals, electricity and sludge disposal.
3. **Interceptor Allocator** – This allocator was developed in the 2004 Rate Study and was based on estimated flows from each participant. It is used to prorate Interceptor costs at 87.4% City, 11.1% Madison Township and 1.5% Adrian Township.
4. **Collection System Allocator** – This allocator was developed in the 2004 Rate Study and was based on estimated flows from each participant. It is used to prorate collector costs at 98.3% City, 0% Madison Township and 1.7% Adrian Township.
5. **Broad Street Station Allocator**-This allocator was develop in the 2004 Rate Study and was based on estimated flows from each participant. It is used to prorate Broad Street L.S. costs are 89.0% City, 9.5% Madison Township and 1.5% Adrian Township.
6. **Benefit Sub-allocators** – This suballocator is used to pro-rate benefits which are costed within the Administration & Overhead expense area and includes Social Security, Hospitalization, Life Insurance, Retirement, Unemployment Insurance, Sick & Accident Policy and Workers Compensation. The sub-allocators are calculated each year based on salaries expended in the various work areas.
7. **Insurance suballocators** – This suballocator is used to prorate insurance expense which are costed within the Administration & Overhead expense area and includes property insurance, liability insurance and fleet insurance. The asset value of the work areas was used in the 2004 Study to determine the allocators.
8. **Sub-allocator for Sanitary Sewers** – The 2004 Rate Study developed an approach to split Sanitary Sewer Expenses between Interceptors (29.0%) and Collector (71.0%).
9. **Administrative Sub-allocator** – This sub-allocator was developed in the 2004 Study to prorate various expenses which are costed within the Administrative & Overhead expense area such as audit, consultant fees, Administrative and Accounting Charge from General Fund, a portion of the Administrative and Accounting Charge from Water Fund and Information Technology. The sub-allocator is City (79.3%), Madison Township (11.0%) and Adrian Township (9.7%).

10. **Direct City Costs – Within the Sewer Fund, some expenses are 100% directly charged to th City including sewer backups, GIS expenses and also deducting one half of the cost of the meter reader and the Customer Service Representative from the Administrative and Accounting Water Fund.**

- V. **Other Expenses: The Methodology includes costs related to Debt Service and the Repair and Replacement Fund. These expenses are prorated using the Capacity Allocator.**

- VI. **After expenses and revenues are calculated, the true-up or reconciliation amount is the difference between revenues and expenses.**

City of Adrian 2007 Reconciliation

		City of Adrian	Madison Township	Adrian Township	Totals	
Wastewater Treatment Plant						
Fixed Costs	Capacity	\$ 1,317,495	\$ 940,691	\$ 206,847	\$ 169,957	\$ 1,317,495
Sludge Disposal	Flow	\$ 125,862	\$ 94,397	\$ 16,110	\$ 15,355	\$ 125,862
Operating Supplies Chemicals	Flow	\$ 61,918	\$ 46,439	\$ 7,926	\$ 7,554	\$ 61,918
Electrical	Flow	\$ 377,960	\$ 283,470	\$ 48,379	\$ 48,111	\$ 377,960
Collection System						
Interceptor	Interceptors	\$ 141,267	\$ 123,467	\$ 15,681	\$ 2,119	\$ 141,267
Collection System	Collection System Capacity	\$ 342,586	\$ 336,762	\$ -	\$ 5,824	\$ 342,586
Broad St. Station	Broadstreet Station Capacity	\$ 67,679	\$ 60,234	\$ 6,430	\$ 1,015	\$ 67,679
Lift Station	Collection System Capacity	\$ 130,650	\$ 130,650	\$ -		\$ 130,650
Retention Basin	Direct City	\$ 24,083	\$ 24,083			\$ 24,083
Direct City	Direct City	\$ 53,748	\$ 53,748			\$ 53,748
Customer Service & Meter Reading	Direct City	\$ 55,679	\$ 55,679			\$ 55,679
Administrative	Allocated - Suballocator	\$ 245,409	\$ 194,609	\$ 26,995	\$ 23,805	\$ 245,409
Totals		\$ 2,944,336	\$ 2,344,229	\$ 328,367	\$ 271,740	\$ 2,944,336
Debt Service Payment	Capacity	\$ 411,702	\$ 293,955	\$ 64,637	\$ 53,110	\$ 411,702
Repair & Replacement Account	Capacity	\$ 375,000	\$ 267,750	\$ 58,875	\$ 48,375	\$ 375,000
Total Charges		\$ 3,731,038	\$ 2,905,935	\$ 451,879	\$ 373,225	\$ 3,731,038
Revenues 2007	Direct			\$ 485,293	\$ 390,541	
Adrian Township Backcharge					\$ 145,127	
Interest 2007	Capacity	\$ 67,909	\$ 48,487	\$ 10,662	\$ 8,760	
IPP Surcharges 2007	Capacity	\$ 58,035	\$ 41,437	\$ 9,111	\$ 7,487	
Total Revenue				\$ 505,066	\$ 551,915	
Total Revenue Adjusted				\$ 505,066	\$ 406,788	
Shortfall (Refund)				\$ 53,187	\$ 33,563	

R08-089

June 2, 2008

RE: UTILITIES DEPARTMENT –Madison & Adrian Charter Townships 2007 Sewer Reconciliation

RESOLUTION

WHEREAS, the Adrian City Commission, by Resolution R08-019 dated January 22, 2008, authorized the engagement of Utility Financial Solutions, LLC, Grand Rapids, MI in the City’s Standard Professional Services Contract at a cost not to exceed \$8,500 to, among other things, reconcile cost of services for wholesale customers for FY2007 and prepare recommendations for FY2008-09; and

WHEREAS, the results of this reconciliation show that Madison Charter Township is due a refund of \$55,187.00 and Adrian Charter Township is due a refund of \$33,563.00; and

WHEREAS, although given the option of crediting future bills, both townships opted to have checks cut for direct reimbursement; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the Sewer Fund (#590) Revenue Accounts in the current year’s budget; i.e., (590-000.00-647.524) Madison Township Metered Sewer Charges for \$55,187.00, and (590-000.00647.523) Adrian Township Metered Sewer Charges for \$33,563.00; and

WHEREAS, the Utilities Director and City Administrator recommends accepting the consultant’s reconciliation and that the aforementioned refunds be made.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the following refunds based on Utility Financial Solutions, LLC FY2007 Reconciliation of Sewer Charges:

Madison Charter Township	\$55,187.00
Adrian Charter Township	\$33,563.00

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

R. 1

DATE: May 29, 2008
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Trunk-Line Traffic Signal Maintenance Cost Sharing Agreement

The City has had an ongoing relationship with the Michigan Department of Transportation regarding the modernization of trunk-line traffic signals in the city at various locations. Over the past few years, there have been some changes in the agreement, and some documents were missing at MDOT, which has led to the need to revise and correct the documents that were originally utilized.

The attached resolution is a result of discussions held by the City Engineer and representatives of MDOT regarding various projects and presents a correct estimated annual cost for the maintenance of these traffic signals. The shared cost arrangement is estimated to be a charge to the city of approximately \$1,850.00. Based on the recommendation of the City Engineer, I urge your approval of this resolution.

Respectfully submitted,



Dane C. Nelson
City Administrator

DCN:bjw

attachment

May 29, 2008

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer 

SUBJECT: Traffic Signal Cost Agreements



Enclosed is a resolution to accept cost sharing agreements for traffic signals at multiple intersections within the City of Adrian. In a discussion with the Michigan Department of Transportation, they discovered they were missing paperwork on several intersections with the City. The enclosed resolution is to complete the paperwork that is missing in their office and complete the approval processes.

These signals are not new and have been in use for many years. The expenditure of funds for this is in our current budget and in line with monies already paid for our portions of maintenance and power to these signals.



OFFICE MEMORANDUM

DATE: May 7, 2008 **FILE:** 46041-5, 9, 46061-6, 46062-9, 46062-13, 46072-8, 9, 18, 19

TO: Roslyn Chapman, Traffic and Safety Engineer
Jackson TSC

FROM: Paula J. Corlett, Supervising Engineer
Traffic Signals Unit

SUBJECT: Cost Agreement Forms

Please have authorized signatures from participating and/or maintaining agencies affixed to the attached Cost Agreement Forms. If there has been a change in the drawing for a location, new plans are attached to the agreement forms, with enough prints furnished for each agency and your file.

Agency signed forms should be returned to this unit as soon as possible. Then, upon completion by this office, MDOT signed copies will be returned to you for distribution and filing.

The reason for the new agreement is checked below.

- Corrected and/or updated agreement.
- New device for which we have no agreement.
- No signed agreement on file.
- Change in maintaining and/or billing agency.
- Change in participation.
- Previous documents lost.

*please include
2 original (signed)
resolutions for
each location
also!*

Attachments

PJC:nw
cc: Traffic Signals Unit

*Res:
Updated Cost Agreements
reflecting MDOT doing
billing + City of Adrian
doing type C maintenance
Please forward to city for
signature P.*



**MICHIGAN DEPARTMENT OF TRANSPORTATION
COST AGREEMENT FOR TRAFFIC SIGNAL
CONTROL**

<input checked="" type="checkbox"/> Lansing	<input type="checkbox"/> Region
<input type="checkbox"/> District	<input type="checkbox"/> TSC
<input type="checkbox"/> County	

This Agreement Cancels and Supercedes All Previous Cost Agreements AND is terminable on thirty days notice by any party.

LOCATION Modernization Traffic Signal

Typed Date 04/30/2008

M34 (BEECHER) @ S MADISON & BALDWIN

Work Auth No.

MADISON TWP

Lenawee County

MDOT Plan No. 46041-01-005

Installation Date 08/30/2005

Revision Date 04/30/2008

* Under authority of state law and by virtue of resolutions formally adopted by their respective governing bodies (and herein submitted), the undersigned hereby agree to participate in the cost of installation, maintenance and operation of the above traffic signal control on the basis of the division of costs as determined by the provision of applicable statutes. Details of installation are as shown on attached Michigan Department of Transportation plan dated 04/02/2004. Title to equipment shall remain with the purchasing agency, and the proper credit of salvaged value shall be issued to all parties upon removal of the equipment, in proportion to their share of original cost.

Indicates Non-Participation by FHWA in Overhead Costs

REVISED PARTICIPATION

PARTICIPATION

AGENCY	(BY CONTRACT)	INSTALLATION		MAINTENANCE		
		Per Cent	Estimated Cost	Per Cent	Estimated Annual Cost	
Dept of Transportation 46041				50 %	\$360	4
Lenawee County				25 %	\$180	4
ADRIAN	City			25 %	\$180	4
	Total			100 %	\$720	

It is further agreed that the agency responsible for handling bills and/or leased line interconnection billings shall be MDOT

It is further agreed that the agency responsible for performing signal maintenance type C shall be City of ADRIAN

For Michigan Department of Transportation use ONLY.		
APPROVED: Lenawee County Date _____ _____ (Title of Authorized Official)	APPROVED: City of ADRIAN Date _____ By _____ _____ (Title of Authorized Official)	APPROVED: By _____ Engineer of Traffic and Safety Date _____
APPROVED: Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	SIGNED: MICHIGAN DEPARTMENT OF TRANSPORTATION By _____ Title: _____ Date _____

Two copies of resolution must be submitted with this form.

(See Reverse Side for an Outline of Policy)

This Agreement Cancels and Supercedes All Previous Cost Agreements AND is terminable on thirty days notice by any party.

Typed Date 11/03/2005

LOCATION Modernization Interconnection

Work Auth No. 09587

M34 (BEECHER) @ SCOTT ST

MDOT Plan No. 46041-01-009

ADRIAN

Lenawee County

Installation Date 05/16/2006

* Under authority of state law and by virtue of resolutions formally adopted by their respective governing bodies (and herein submitted), the undersigned hereby agree to participate in the cost of installation, maintenance and operation of the above traffic signal control on the basis of the division of costs as determined by the provision of applicable statutes. Details of installation are as shown on attached Michigan Department of Transportation plan dated 03/17/2004. Title to equipment shall remain with the purchasing agency, and the proper credit of salvaged value shall be issued to all parties upon removal of the equipment, in proportion to their share of original cost.

Indicates Non-Participation by FHWA in Overhead Costs

PARTICIPATION

AGENCY	INSTALLATION		MAINTENANCE	
	Per Cent	Estimated Cost	Per Cent	Estimated Annual Cost
Dept of Transportation 46041	50 % #	\$0	50 %	\$504
BERTAKIS MANAGEMENT	25 % #	\$0	25 %	\$252
ADRIAN City	25 % #	\$0	25 %	\$252
FHWA	100 %	\$5,096	%	
Total	100 %	\$5,096	100 %	\$1,008

It is further agreed that the agency responsible for handling bills and/or leased line interconnection billings shall be MDOT

It is further agreed that the agency responsible for performing signal maintenance type C shall be City of ADRIAN

For Michigan Department of Transportation use ONLY.		
APPROVED: BERTAKIS MANAGEMENT Date _____ (Title of Authorized Official)	APPROVED: City of ADRIAN Date _____ By _____ (Title of Authorized Official)	APPROVED: By _____ Engineer of Traffic and Safety Date _____
APPROVED: Date _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ (Title of Authorized Official)	SIGNED: MICHIGAN DEPARTMENT OF TRANSPORTATION By _____ Title: _____ Date _____

Two copies of resolution must be submitted with this form.

(See Reverse Side for an Outline of Policy)



MICHIGAN DEPARTMENT OF TRANSPORTATION
 COST AGREEMENT FOR TRAFFIC SIGNAL
 CONTROL

Lansing Region
 District TSC
 County

This Agreement Cancels and Supercedes All Previous Cost Agreements AND is terminable on thirty days notice by any party.

LOCATION Modernization Traffic Signal
 US223BR (MAUMEE) @ US223BR.M52 (WINTER)
 ADRIAN Lenawee County

Typed Date 04/30/2008
 Work Auth No.
 MDOT Plan No. 46072-01-008
 Installation Date 08/30/2005

* Under authority of state law and by virtue of resolutions formally adopted by their respective governing bodies (and herein submitted), the undersigned hereby agree to participate in the cost of installation, maintenance and operation of the above traffic signal control on the basis of the division of costs as determined by the provision of applicable statutes. Details of installation are as shown on attached Michigan Department of Transportation plan dated 01/05/2004. Title to equipment shall remain with the purchasing agency, and the proper credit of salvaged value shall be issued to all parties upon removal of the equipment, in proportion to their share of original cost.

Indicates Non-Participation by FHWA in Overhead Costs

PARTICIPATION

AGENCY	(BY CONTRACT)	INSTALLATION		MAINTENANCE	
		Per Cent	Estimated Cost	Per Cent	Estimated Annual Cost
Dept of Transportation 46072		75 %		75 %	\$684
ADRIAN	City	25 %		25 %	\$228
Total		0 %		100 %	\$912

It is further agreed that the agency responsible for handling bills and/or leased line interconnection billings shall be MDOT

It is further agreed that the agency responsible for performing signal maintenance type C shall be City of ADRIAN

For Michigan Department of Transportation use ONLY.		
APPROVED: City of ADRIAN Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	APPROVED: By _____ Engineer of Traffic and Safety Date _____
APPROVED: Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	SIGNED: MICHIGAN DEPARTMENT OF TRANSPORTATION By _____ Title: Date _____

Two copies of resolution must be submitted with this form.

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MICHIGAN DEPARTMENT OF TRANSPORTATION
 COST AGREEMENT FOR TRAFFIC SIGNAL
 CONTROL

Lansing Region
 District TSC
 County

This Agreement Cancels and Supercedes All Previous Cost Agreements AND is terminable on thirty days notice by any party.

Typed Date 04/30/2008

LOCATION Modernization Traffic Signal

Work Auth No.

US223BR (CHURCH) @ US223BR,M52 (WINTER)

MDOT Plan No. 46072-01-009

ADRIAN

Lenawee County

Installation Date 08/30/2005

* Under authority of state law and by virtue of resolutions formally adopted by their respective governing bodies (and herein submitted), the undersigned hereby agree to participate in the cost of installation, maintenance and operation of the above traffic signal control on the basis of the division of costs as determined by the provision of applicable statutes. Details of installation are as shown on attached Michigan Department of Transportation plan dated 09/17/2003. Title to equipment shall remain with the purchasing agency, and the proper credit of salvaged value shall be issued to all parties upon removal of the equipment, in proportion to their share of original cost.

Indicates Non-Participation by FHWA in Overhead Costs

PARTICIPATION

AGENCY	(BY CONTRACT)	INSTALLATION		MAINTENANCE	
		Per Cent	Estimated Cost	Per Cent	Estimated Annual Cost
Dept of Transportation 46072		75 %		75 %	\$576
ADRIAN	City	25 %		25 %	\$192
Total		0 %		100 %	\$768

It is further agreed that the agency responsible for handling bills and/or leased line interconnection billings shall be MDOT

It is further agreed that the agency responsible for performing signal maintenance type C shall be City of ADRIAN

For Michigan Department of Transportation use ONLY.		
APPROVED: City of ADRIAN Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ (Title of Authorized Official)	APPROVED: By _____ Engineer of Traffic and Safety Date _____
APPROVED: Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ (Title of Authorized Official)	SIGNED: MICHIGAN DEPARTMENT OF TRANSPORTATION By _____ Title: _____ Date _____

* Two copies of resolution must be submitted with this form.

(See Reverse Side for an Outline of Policy)



MICHIGAN DEPARTMENT OF TRANSPORTATION
 COST AGREEMENT FOR TRAFFIC SIGNAL
 CONTROL

x Lansing Region
 District TSC
 County

This Agreement Cancels and Supercedes All Previous Cost Agreements AND is terminable on thirty days notice by any party.

LOCATION Modernization Traffic Signal
 US223BR,M52 (BROAD) @ MAUMEE
 ADRIAN Lenawee County

Typed Date 04/30/2008
 Work Auth No. 09584
 MDOT Plan No. 46072-01-018
 Installation Date 05/17/2006

* Under authority of state law and by virtue of resolutions formally adopted by their respective governing bodies (and herein submitted), the undersigned hereby agree to participate in the cost of installation, maintenance and operation of the above traffic signal control on the basis of the division of costs as determined by the provision of applicable statutes. Details of installation are as shown on attached Michigan Department of Transportation plan dated 00/00/0000. Title to equipment shall remain with the purchasing agency, and the proper credit of salvaged value shall be issued to all parties upon removal of the equipment, in proportion to their share of original cost.

PARTICIPATION

AGENCY	INSTALLATION		MAINTENANCE	
	Per Cent	Estimated Cost	Per Cent	Estimated Annual Cost
Dept of Transportation 46072			50 %	\$456
ADRIAN City	0 %	\$0	50 %	\$456
Total	100 %	\$5,096	100 %	\$912

It is further agreed that the agency responsible for handling bills and/or leased line interconnection billings shall be MDOT

It is further agreed that the agency responsible for performing signal maintenance type C shall be City of ADRIAN

		For Michigan Department of Transportation use ONLY.
APPROVED: City of ADRIAN Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	APPROVED: By _____ Engineer of Traffic and Safety Date _____
APPROVED: Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	SIGNED: MICHIGAN DEPARTMENT OF TRANSPORTATION By _____ Title: _____ Date _____

Two copies of resolution must be submitted with this form.

(See Reverse Side for an Outline of Policy)



MICHIGAN DEPARTMENT OF TRANSPORTATION
 COST AGREEMENT FOR TRAFFIC SIGNAL
 CONTROL

Lansing Region
 District TSC
 County

This Agreement Cancels and Supercedes All Previous Cost Agreements AND is terminable on thirty days notice by any party.

Typed Date 04/30/2008

LOCATION Modernization Traffic Signal
 M-52 / US-223BR (MAIN) @ MAPLE VILLAGE RD. / ADRIAN MALL DR.
 ADRIAN Lenawee County

Work Auth No.
 MDOT Plan No. 46161-01-019
 Installation Date 08/30/2005

* Under authority of state law and by virtue of resolutions formally adopted by their respective governing bodies (and herein submitted), the undersigned hereby agree to participate in the cost of installation, maintenance and operation of the above traffic signal control on the basis of the division of costs as determined by the provision of applicable statutes. Details of installation are as shown on attached Michigan Department of Transportation plan dated 09/17/2003. Title to equipment shall remain with the purchasing agency, and the proper credit of salvaged value shall be issued to all parties upon removal of the equipment, in proportion to their share of original cost.

Indicates Non-Participation by FHWA in Overhead Costs

PARTICIPATION

AGENCY	(BY CONTRACT)	INSTALLATION		MAINTENANCE	
		Per Cent	Estimated Cost	Per Cent	Estimated Annual Cost
Dept of Transportation 46161		50 %		50 %	\$528
ADRIAN	City	50 %		50 %	\$528
Total		0 %		100 %	\$1,056

It is further agreed that the agency responsible for handling bills and/or leased line interconnection billings shall be MDOT

It is further agreed that the agency responsible for performing signal maintenance type C shall be City of ADRIAN

For Michigan Department of Transportation use ONLY.		
APPROVED: City of ADRIAN Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	APPROVED: By _____ Engineer of Traffic and Safety Date _____
APPROVED: Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ _____ (Title of Authorized Official)	SIGNED: MICHIGAN DEPARTMENT OF TRANSPORTATION By _____ Title: _____ Date _____

Two copies of resolution must be submitted with this form.

(See Reverse Side for an Outline of Policy)

2-7

R08-090

June 2, 2008

**RE: DEPARTMENT OF PUBLIC WORKS – Trunk-Line Traffic Signal
Maintenance Cost Sharing Agreement**

RESOLUTION

WHEREAS, the Adrian City Commission, by Resolution #R05-039 dated March 7, 2005, authorized an intergovernmental agreement with the Michigan Department of Transportation (MDOT) for modernizing the trunk-line traffic signals in the City of Adrian at the following specific intersections:

- M-34 (Beecher) @ S. Madison & Baldwin
- M-34 (Beecher) @ Scott Street
- US-223BR (Maumee) @ M-52 (Winter)
- US-223BR (Church) @ M-52 (Winter)
- US-223BR (Broad) @ Maumee
- M-52/US-223BR (Main) @ Maple Village Road/Adrian Mall; and

WHEREAS, although the primary cost of installation was absorbed by a federal grant, the City of Adrian's financial obligation under this agreement amounted to \$2,232; and

WHEREAS, in an effort to update their records regarding the maintenance of the aforementioned signals, MDOT is requesting that the City of Adrian enter into an intergovernmental cost-sharing agreement for purposes of maintaining traffic signals on major thoroughfares at an estimated annual cost of \$1,836; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Major Street Fund (202), derived from the city's allocation of Public Act 51 monies; and

WHEREAS, the City Engineer and City Administrator recommend approval of this resolution, including agreement to the subject traffic signal maintenance cost-sharing arrangements, as well as authorization for the City Engineer to execute cost agreement forms on behalf of the city.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby agrees to the intergovernmental agreement with the Michigan Department of Transportation (MDOT) for maintenance of trunk-line traffic signals in the City of Adrian, to cost participation based on appropriate allocation to benefiting parties, and authorizes the City Engineer to sign cost agreement forms on behalf of the City.

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

7.8

DATE: May 29, 2008

TO: Honorable Mayor and City Commission

FROM: Dane C. Nelson, City Administrator

SUBJECT: Kiwanis Trail Paving

The Parks & Recreation Department solicited and received bids on May 27, 2008 for pulverizing, grading and repaving of approximately 4,600 linear feet of the Kiwanis Trail from Valley Road to Sutton and Race Street to Maumee. An additional 3,344 linear feet was added to the bid to determine if further paving could be done on other sections of the trail, using non-motorized funds.

After review, the Parks & Recreation Director has recommended that Slusarski Excavating & Paving be awarded the bid in the amount of \$103,272, which includes the additional 3,344 linear feet. The sections to be completed are as follows:

1)	Valley Rd. to Sutton Rd. and Race St. to Maumee	4,600 LF
2)	Maple Ave. to Race St.	950 LF
3)	Trestle Park – Bent Oak – South to Trestle Park	1,650 LF
4)	Trestle Park – East of the South Pavilion	355 LF
5)	Trestle Park – Maple Ave. North to Parking Lot	<u>389 LF</u>
	TOTAL	<u>7,944 LF</u>

I urge your favorable consideration to award the bid for paving the Kiwanis Trail, including Option 2, to Slusarski Excavating & Paving of Adrian, MI, in the amount of \$103,272. Funds are available in the Fee Estate Capital Improvement, General Fund Parks- Capital Improvement and Major Street Fund – Non-Motorized Transportation accounts.

Respectfully submitted,



Dane C. Nelson
City Administrator

DCN:bjw

R. 8

TO: Dane C. Nelson, City Administrator
FROM: Mark K. Gasche, Parks & Recreation Director
DATE: May 28, 2008
SUBJECT: Bid Recommendation – Kiwanis Trail Paving

Sealed bids were received on Tuesday, May 27, 2008 for the pulverizing, grading and repaving of approximately 4,600 linear feet of the Kiwanis Trail from Valley Road to Sutton Road plus Race St to Maumee. Staff placed an additional 3,344 linear feet in the bid in an effort to determine whether this work could be completed with non-motorized money available for this work. Sixteen contractors were invited to bid, with three responding as shown below.

ITEM	Slusarski Excavating Adrian, MI	Belson Asphalt Reading, MI	Michigan Paving Jackson, MI
Pulverize, Shape & Compact	\$ 1.80 SY	\$ 1.85 SY	\$ 1.50 SY
Install Leveling Course 1.5 inches	\$ 58.10 Ton	\$ 67.60 Ton	\$ 88.00 Ton
Install Wearing Course 1.5 inches	\$ 61.55 Ton	\$ 69.60 Ton	\$ 89.00 Ton
Provide #304 (placed) if needed	\$ 19.50 Ton	\$ 20.00 Ton	\$ 16.25 Ton
Approximate \$ per sq ft	1.30	1.46	1.79
Enter into contract	7 days	30 days	30 days

After review with staff, it is my recommendation that the bid be awarded to the low bidder, Slusarski Paving, Adrian, MI., based on the unit costs shown above. Staff is proposing three options, which are listed below. I recommend Option 2 for a total amount of \$103,272; funds are budgeted for this work and this option will allow us to complete the greatest amount of repaving, which is all needed.

Option 1 – Complete the 4,600 linear in the amount of \$59,800 utilizing the following funding sources: Parks General \$39,500, \$8,500 Fee Estate, \$6,200 from a Kiwanis grant and \$5,600 from the non-motorized transportation fund

Option 2 – Complete option 1 as described above, plus complete the additional 3,344 linear feet for \$43,472, and use the non-motorized transportation fund to do so

Option 3 - Complete option 1 as described above and complete a portion of the 3,344 linear feet as set by a dollar amount agreed upon by Commission. The units of pavement sections are:

- Maple Ave to Race Street 950 LF
- Trestle Park - Bent Oak back to the trestle 1650 LF
- Trestle Park - East of the south pavilion 355 LF
- Trestle Park - Maple Ave north to parking lot 389 LF

R08-091

June 2, 2008

RE: DEPARTMENT OF PARKS & RECREATION – Kiwanis Trail Paving

RESOLUTION

WHEREAS, the City Purchasing Office, on Tuesday May 27, 2008, received three (3) bids on behalf of the Department of Parks & Recreation for pulverizing, grading, and repaving approximately 4.600 linear feet of the Kiwanis Trail, with the following results:

<u>Service</u>	<u>Slusarski Excavating Adrian, MI</u>	<u>Belson Asphalt Reading, MI</u>	<u>Michigan Paving Jackson, MI</u>
Pulverize, Shape & Compact – Per Sq. Yd.	\$ 1.80	\$ 1.85	\$ 1.50
Install Levelin Course 1.5 inches – Per Ton	\$58.10	\$67.60	\$88.00
Install Wearing Course 1.5 inches – Per Ton	\$61.55	\$69.60	\$89.00
Provide #304 (placed) If needed – Per Ton	<u>\$19.50</u>	<u>\$20.00</u>	<u>\$16.25</u>
Approximate \$/Sq. Ft.	\$ 1.30	\$ 1.46	\$ 1.79

WHEREAS, the Parks & Recreation Director recommends engagement of the low bidder, Slusarski Excavating, Adrian, MI at an estimated total cost of \$103,272 to perform the following scope of services, consisting of pulverizing, grading and repaving the below described sections of Kiwanis Trail:

- | | |
|---|----------------------------------|
| 1) Valley Road to Sutton Road, plus Race St to Maumee | 4,600 linear feet |
| 2) Maple Avenue to Race Street | 950 linear feet |
| 3) Trestle Park - Bent Oak back to Trestle Park | 1,650 linear feet |
| 4) Trestle Park – East of the South Pavilion | 355 linear feet |
| 5) Trestle Park – Maple Avenue North to Parking Lot | <u>389</u> linear feet |
| Total | <u>7,944</u> linear feet; |

and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the following operating accounts in the FY2007-08 Budget:

(101-903.00-975.000) Fee Estate Capital Improvements	\$ 8,500
(101-904.00-975.000) General Fund Parks Capital Improvements	39,500
(202-480.00-975.000) Major Street Fund-Non-Motorized Transprtn.	<u>55,272*</u>
Total	<u>\$ 103,272</u>

* Includes \$6,200 derived from remaining balance of \$25,000 Kiwanis International-City of Adrian grant used to match MDOT – CMAQ grant for southern extension of Kiwanis Trail

WHEREAS, the Parks & Recreation Director and City Administrator recommend selection of the lowest qualified bidder, Slusarski Excavating, Adrian, MI and engagement in the City’s Standard Professional Services Contract for the above described repaving services at a cost not to exceed \$103,272.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Slusarski Excavating, Adrian, MI and engagement in the City's Standard Professional Services Contract for the above described repaving services at a cost not to exceed \$103,272.

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

RA

DATE: May 29, 2008
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Liability, Property and Vehicle Fleet Insurance Renewal

As I have requested over the past couple of years, the Finance Director has examined essentially all of our insurance policies and carriers to determine whether or not the current carriers are providing the best value to the city. In keeping with this philosophy, the Finance Director has received quotes from other carriers to determine whether or not the city's current policy with the Michigan Municipal League Liability and Property Pool should continue as the city's carrier.

After other quotes were received, further discussions were held with the MML Pool, which resulted in a reduced quote for the same coverage, which has resulted in a 16.5% decrease in premiums from last year to this year. Given the reduced rates, I have discussed the other policy options with Mr. Pardee and have concluded that the continuation of insurance with the MML Liability and Property Pool is appropriate. I have attached a memo from Mr. Pardee indicating more specific reasons for continuation of this particular policy.

Respectfully submitted,



Dane C. Nelson
City Administrator

DCN:bjw

attachment

R-9



MEMO

Date: May 28, 2008

To: Dane C. Nelson, City Administrator

From: Jeffrey C. Pardee, Finance Director

Re: Liability, Property and Vehicle Fleet Insurance Renewal

The City of Adrian's current Liability, Property and Vehicle Fleet Insurance Policy expires July 27, 2008; and

The City of Adrian has been a member of the Michigan Municipal League (MML) Liability and Property Pool (serviced by the Meadowbrook Insurance Group) since July 27, 1984; FY2007-08 premium was \$262,102 and FY2008-09 proposed premium is \$218,956, a 16.5% decrease, for coverage with a \$2,000,000 liability limit and \$5,000 deductible per occurrence.

After considering alternative carriers, I respectfully recommend remaining with MML Liability and Property Pool for the following reasons:

- Superior Property Coverage with no coinsurance – the insurer assumes risk on property claims up to \$90,724,532 (\$1,000 Deductible) for each covered occurrence;
- Liability coverage on an occurrence basis – no time limit for reporting claims, the Pool is perpetually obligated to indemnify the City;
- Comprehensive coverage on 108 vehicles (\$250 deductible);
- Treasurer Bond for \$100,000 and Sewer Back-Up Liability for \$100,000;
- Claims expertise – same Claims Supervisor for over twenty (20) years, City has experienced excellent claims resolution;
- Loss Control and Administration Services – National League of Cities recognized model program Law Enforcement Risk Reduction and Control;

- Board members are peers – Elected Officials of Michigan Municipalities, including former Adrian Mayor, serve on Board of Directors providing interactive opportunities for improved risk management;
- No Profit Motive – Surplus is either returned to Members in the form of dividends, premium stability, or coverage enhancements;
- Consulting Services – provided by MML and Meadowbrook staff; and

Sufficient funds are available in the FY2008-09 Budget to cover all of the aforementioned insurance premiums. The attached resolution has been prepared for consideration by the City Commission at their regularly scheduled meeting of June 2, 2008. If you have any questions or need for additional information, please contact my office.

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

RESOLUTION

WHEREAS the City of Adrian’s current Liability, Property and Vehicle Fleet Insurance Policy expires July 27, 2008; and

WHEREAS the City of Adrian has been a member of the Michigan Municipal League (MML) Liability and Property Pool (serviced by the Meadowbrook Insurance Group) since July 27, 1984; FY2007-08 premium was \$262,102 and FY2008-09 proposed premium is \$218,956, a 16.5% decrease, for coverage with a \$2,000,000 liability limit and \$5,000 deductible per occurrence; and

WHEREAS the City Finance Director/Risk Manager, after considering alternative carriers, recommends remaining with MML Liability and Property Pool for the following reasons:

- Superior Property Coverage with no coinsurance – the insurer assumes risk on property claims up to \$90,724,532 (\$1,000 Deductible) for each covered occurrence;
- Liability coverage on an occurrence basis – no time limit for reporting claims, the Pool is perpetually obligated to indemnify the City;
- Comprehensive coverage on 108 vehicles (\$250 deductible);
- Treasurer Bond for \$100,000 and Sewer Back-Up Liability for \$100,000;
- Claims expertise – same Claims Supervisor for over twenty (20) years, City has experienced excellent claims resolution;
- Loss Control and Administration Services – National League of Cities recognized model program Law Enforcement Risk Reduction and Control;
- Board members are peers – Elected Officials of Michigan Municipalities, including former Adrian Mayor, serve on Board of Directors providing interactive opportunities for improved risk management;
- No Profit Motive – Surplus is either returned to Members in the form of dividends, premium stability, or coverage enhancements;
- Consulting Services – provided by MML and Meadowbrook staff; and

WHEREAS the Finance Director indicates that sufficient funds are available in the FY2008-09 Budget to cover all of the aforementioned insurance premiums; and

WHEREAS the City Administrator recommends approval of this resolution.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes renewal of Property Damage, Liability and Vehicle Fleet Insurance with the Michigan Municipal League Liability and Property Pool, including the additional Endorsement for Sewer and Storm Drain Liability Exposure, as well as Treasurer Bond, for a total annual premium of \$218,956.

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

R-10

R08-093

June 2, 2008

RE: CITY ADMINISTRATOR – Acquisition of Used Dial-A-Ride Bus for City Use

RESOLUTION

WHEREAS, the Dial-A-Ride Transportation System is removing a bus (Bus #27 - 2003 Eldorado International Bus - VIN #1FDXE45S52HB11418) from service due to being replaced; a \$500 offer has been submitted by St. Joseph County Transportation Authority; and

WHEREAS, the City of Adrian has determined that a vehicle of this nature would be desirable for purposes of transporting groups of individuals on city business; e.g., Mayor Exchange Day, Sister City visitation, Parks & Recreation activities, etc; and

WHEREAS, the City Administrator recommends that the competitive bid process be waived, in the best interests of the City and in accordance with provisions of the City's Codified Ordinances and City Charter, and that the City purchase the bus for \$100.00; and

WHEREAS, the Finance Director indicates that funds are available for this purpose in the City Administrator Capital Equipment Account (101-172-977.000).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the acquisition of the Dial-A-Ride Transportation System bus (Bus #27 - 2003 Eldorado International Bus - VIN #1FDXE45S52HB11418) at a cost not to exceed \$100.00.

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 adopted
by a _____ vote.

MISCELLANEOUS

M-1

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

ADRIAN D.A.R.T. PASSENGER RIDERSHIP REPORT FOR APRIL 2008

WEEK END:	APR 4	APR 11	APR 18	APR 25	APR 30	TOTAL
MONDAY	0	376	334	335	322	1367
TUESDAY	333	299	296	311	316	1555
WEDNESDAY	330	335	294	315	300	1574
THURSDAY	337	306	363	294	0	1300
FRIDAY	366	344	322	307	0	1339
		1660	1609	1562	938	7135

SERVICE DAYS	APR 2008 (22)	APR 2007 (21)	+/-	MAR 2008 (21)
SENIORS	1003	928	75	895
HDCP SENIORS	1080	860	220	1049
HANDICAPPED	3295	3202	93	3444
WHEELCHAIRS **	296	187	109	194
GENERAL	1757	1715	42	1639
	7135	6705	430	7027

MAY	2006	7061	2007	6778	-4%
JUNE	2006	6190	2007	6023	-3%
JULY	2006	5865	2007	5775	-2%
AUGUST	2006	6918	2007	6378	-8%
SEPTEMBER	2006	6328	2007	6071	-4%
OCTOBER	2006	7117	2007	7357	3%
NOVEMBER	2006	6597	2007	6718	2%
DECEMBER	2006	6610	2007	6171	-7%
JANUARY	2007	7633	2008	7616	0%
FEBRUARY	2007	6833	2008	7452	9%
MARCH	2007	7656	2008	7027	-8%
APRIL	2007	6705	2008	7135	6%
		81513		80501	-1%

** WHEELCHAIR TOTALS ARE INCLUDED IN HANDICAPPED PASSENGER TOTALS