

PRE-MEETING AGENDA

ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
JULY 21, 2008

The City Commission will meet for a pre-meeting study session on Monday, July 21, 2008, at 5:30 p.m. in the 2nd floor Conference Room at City Hall to discuss the following:

- I. Discussion on Ethics Policy
- I I. Other Items as Time Permits

COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
JULY 21, 2008
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE JULY 7, 2008 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. COMMUNICATION
 - 1. Communication from Comcast on a change in channel lineup
- VI. CONSENT AGENDA
 - A. RESOLUTIONS
 - 1. CR08-056. Resolution to correct transposed figures listed on Resolution R08-097 for establishing Special Assessment District #376, approved by the City Commission at their July 7, 2008 regular meeting. City's cost and special assessment amount were reversed.
 - 2. CR08-057. Resolution to make temporary traffic control order (TCO-08-13) permanent by removing and rescinding an "Advanced Cross Walk" sign at 803 E. Front Street on the Elm Street side.
 - 3. CR08-058. Resolution to make a temporary traffic control order (TCO-08-14) permanent by removing and rescinding a "School Crossing" sign at 314 Elm Street at the southeast corner of Elm and Maple.
 - 4. CR08-059. Resolution to make a temporary traffic control order (TCO-08-15) permanent by removing and rescinding an "Advanced School Crossing" sign at 823 Bristol Street.
 - 5. CR08-060. Resolution to make a temporary traffic control order (TCO-08-16) permanent by changing the "Dead End" sign to a "No Outlet" sign at 555 S. Scott Street on the Gettysburg side.

6. CR08-061. Resolution to make a temporary traffic control order (TCO-08-17) permanent by changing the "Dead End" sign to a "No Outlet" sign at 904 Oak Street, west side of the street.

V I I. PUBLIC COMMENT

V I I I. REGULAR AGENDA

A. ORDINANCES

1. Ord. 08-10. Second reading of an Ordinance to amend Sections 2.41.01, 2.52(c) 8.2, 9.2 and 12A.03 of the Zoning/Development Regulations to address housing shelters.
2. Ord. 08-11. Second reading of an Ordinance to amend Section 66-42(b) of Chapter 66, Article II, Residential Trash Collection, which is hereby amended by numbering the first paragraph of Section (b) as (1); addition of Section (b)(2) and Subsections (i), (ii), (iii), (iv) and (v).
3. Ord. 08-12. Second reading of an Ordinance to amend Section 46-56 (a) by deleting the language in Subsection (8) (a), (b) and (c) and adding the fee amount after (8) - Closing-Out Sale.
4. Ord. 08-13. Introduction of an Ordinance to amend Section 3.1 of Article III of the Zoning Development Regulations, and the Zoning Map, by deleting 440 E. Church Street from the R-4 Single Family Residential District and the B-1 Local Business District and including the same in the R-O Residential Office District.

B. SPECIAL ORDERS

1. Public Hearing to hear and consider comments to the establishment of a Special Assessment District for improvements in the College Park subdivision and portions of Vine and Sherman Streets.

C. RESOLUTIONS

1. R08-104. Resolution to approve the establishment of a Special Assessment District for improvements in the College Park subdivision and portions of Vine and Sherman Streets.
2. R08-105. Resolution to retain Associated Engineers and Surveyors for engineering services for the College Park Subdivision Project and that the bid process be waived.

3. R08-106. Resolution to approve Change Orders 1-4 to the water main improvement contract (#5) with Concord Excavating & Grading at an additional cost of \$118,198.67.
4. R08-107. Resolution to approve the purchase of a new network email server from Hewlett-Packard and that the bid process be waived.
5. R08-108. Resolution to approve amendments to the Business Expense Reimbursement Regulations for daily meal allowance and mileage.
6. R08-109. Resolution to approve establishment of a pet cemetery at Oakwood Cemetery and approval of the rules and fee structure for the burial lots.

I X. MISCELLANEOUS

1. Zoning Board of Appeals Minutes
2. Planning Commission Minutes
3. D.A.R.T. Passenger Ridership Report
4. Parks & Recreation Quarterly Report
5. Departmental Report
6. Fire Department Report

X. PUBLIC COMMENT

X I. COMMISSION COMMENTS

MINUTES

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

Official proceedings of the July 7, 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, Valentine, Mitzel, Steele and DuMars

ABSENT: Commissioner Clegg

Commissioner Steele moved to excuse Commissioner Clegg, seconded by Commissioner Osborne, motion carried by a unanimous vote.

Commissioner Steele moved to approve the minutes of the June 16, 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 #2846 through #2855	\$ 162,140.03
General Fund Vouchers #18723 through #18752	\$ 796,340.51
Clearing Account Vouchers amounting to	<u>\$1,458,094.02</u>
TOTAL EXPENDITURES	<u>\$2,416,574.56</u>

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

COMMUNICATIONS

1. Communication from Finance Director regarding Dun & Bradstreet benchmarks for the City of Adrian's payment performance
2. Revenue Sharing Update

CONSENT AGENDA

RESOLUTIONS

RE: CITY CLERK'S OFFICE – Election Commission Reappointments

RESOLUTION CR08-048

WHEREAS, the terms of office of Waneta Raloff, Jane Castle and Margaret Noe on the Election Commission have expired; and

WHEREAS, this has created vacancies which must be filled in accordance with the Adrian City Charter, and

WHEREAS, Ms. Raloff, Ms. Castle and Ms. Noe have expressed their willingness to serve on the Election Commission if reappointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the reappointment of the aforementioned individuals.

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission does hereby approve the reappointment of Waneta Raloff, Jane Castle and Margaret Noe to the Election Commission for a one-year term to expire in 2009.

RE: Police Department – Rescind Traffic Control Orders

RESOLUTION CR08-049

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

RESOLVED, that the permanent traffic control orders, adopted October 6, 1948, be amended to include or change the following:

Remove and rescind the following TCO's:

TCO 08-6

2 signs "Advance Cross Walk" S1-1 Fluor at 423 and 803 Elm Street
1 "Cross Walk" sign S2-1 Fluor at 803 Elm Street
2 "Advance Cross Walk" signs S1-1 Fluor at 612 and 831 Elm Street

TCO 08-7

"Cross Walk" Sign S2-1 Fluor at the northeast corner of Bristol & Elm Street

TCO 08-8

One "Crosswalk" sign S2-1 Fluor at 804 Chestnut Street

TCO 08-9

Remove and rescind 2 "Cross Walk" signs S2-1 Fluor at 805 & 726 E. Maple

TCO-08-10

2 "Advance Cross Walk" signs S1-1 Fluor at 909 and 708 E. Maple

TCO 08-11

2 "No Parking Between Signs" in the 400 Block of East Church Street, south side of the street

TCO 08-12

1 "No Parking Any Time" sign in front of the Halfway House in the 1000 Block of East Michigan Street

2 "No Parking Between Signs" as 930 East Michigan Street on the south side of the street

RE: POLICE DEPARTMENT – Traffic Control Order 08-4

RESOLUTION CR08-050

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

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

Post "Two-Hour Parking" signs at two spots directly behind Encore Dance Studio immediately adjacent to the building

RE: POLICE DEPARTMENT – Traffic Control Order 08-5

RESOLUTION CR08-051

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

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

On Liberty Street at Beecher post "No Outlet" sign

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

RESOLUTION CR08-052

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

- M-52 (Main) at Siena Heights Drive; 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 signal, MDOT is requesting that the City of Adrian enter into an intergovernmental cost-sharing agreement for purposes of maintaining the traffic signal on M-52 at Siena Heights at an estimated annual cost of \$540; 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 arrangement, as well as authorization for the City Engineer to sign 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 the trunk-line traffic signal at M-52 (Main Street) and Siena Heights Drive in the City of Adrian, to cost participation based on appropriate allocation to benefiting parties, and authorizing the City Engineer to sign cost agreement forms on behalf of the City.

RE: ANNUAL BACKFILL MATERIAL

RESOLUTION CR08-053

WHEREAS, sealed bids were received June 24, 2008, for the annual purchase of backfill material for various departments; 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 backfill material be awarded to Gentner, Inc. of Saline, MI, in the amount of \$6.10 per ton for Class 2 sand and \$15.00 per ton for top soil under the terms and conditions as specified and as proposed in their sealed bid dated June 24, 2008.

RE: PUBLIC WORKS – Purchase of One-Ton Truck w/Dump Body & Box

RESOLUTION CR08-054

WHEREAS, sealed bids were received June 19, 2008, for the purchase of a one-ton dump truck with dump body and box; and

WHEREAS, said bids have been tabulated and recommendations made by Mark Bishop, Public Works Foreman, and the City Administrator; and

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

WHEREAS, funds are available in the 2008-09 Budget, General Fund Motor Pool Equipment, Account #101-443.00-977.000 for this purchase.

NOW, THEREFORE, BE IT RESOLVED, that the bid for a one-ton truck, dump body and box be awarded to Bi-State Ford of Toledo, OH, in the amount of \$27,000.00 under the terms and conditions as submitted and as proposed in their sealed bid dated June 19, 2008.

RE: RE-ELECTION OF TRUSTEES TO MML WORKERS' COMPENSATION FUND

RESOLUTION CR08-055

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

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

WHEREAS, nine (9) incumbent Trustees are seeking re-election for a two-year term beginning October 1, 2008: Margene Scott, Mayor Pro-Tem, Madison Heights; Geraldine Moen, Mayor, Howell; George Bosanic, Manager, Greenville; Ken Hibi, Manager, Clare; Arthur Shufflebarger, Manager, Milford; Jeff Bremer, Manager, Fraser; Linda Gedeon-Kuhn, Councilperson, Bridgman; Jim Leidlein, Manager, Harper Woods; and Kevin Welch, Manager, Tecumseh; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes re-election of the aforementioned individuals as Trustees on the MML Workers' Compensation Fund for a two-year term beginning October 1, 2008.

On motion by Commissioner Mitzel, seconded by Commissioner DuMars, Consent Resolutions CR08-048 through CR08-055 were adopted by a unanimous vote.

PUBLIC COMMENT

1. Keith Cudney, 675 Richlyn Dr., expressed his concerns about the Barnabas Project proposed for St. John's School (440 E. Church St.) Bob Fultz, Vice-President of the Barnabas Program said the concerns raised have either been addressed, or will be addressed, during hearings on the building project.

REGULAR AGENDA

ORDINANCES

1. Ord. 08-10. Introduction of an Ordinance to amend Sections 2.41.01, 2.52(c), 8.2, 9.2 and 12A.03 of the Zoning/Development Regulations to address housing shelters.

Administrator Nelson and Planning Commission Chairman Jacobitz answered questions from the Commission regarding Ordinance 08-10.

2. Ord. 08-11. Introduction of an Ordinance to amend Section 66.42(b) of Chapter 66, Article II, Residential Trash Collection, which is hereby amended by numbering the first paragraph of Section (b) as (1); addition of Section (b)(2) and Subsections (i), (ii), (iii), (iv) and (v).
3. Ord. 08-12. Introduction of an Ordinance to amend Section 46-56 (a) by deleting the language in Subsection (8) (a), (b) and (c) and adding the fee amount after (8) – Closing Out Sales.

RESOLUTIONS

RE: ENGINEERING DEPT. – ESTABLISH SPECIAL ASSESSMENT DISTRICT FOR IMPROVEMENTS IN THE COLLEGE PARK SUBDIVISION, INCLUDING VINE ST. (MADISON TO COLLEGE PARK) AND SHERMAN ST. (FOREST TO MADISON) - SAD #376

RESOLUTION R08-097

WHEREAS, the City Administrator has recommended that College Park Subdivision, Vine St., and Sherman St. from Michigan Ave. to Madison St. be improved by the construction of curb and gutter, driveway approaches, road base, asphalt surfaces and other appurtenances on a special assessment basis, has prepared and filed plans and specifications for the proposed construction, and has prepared and filed a report and recommendation relating thereto pursuant to the provisions of Section 1.205 of the Adrian City Code.

NOW, THEREFORE, BE IT RESOLVED:

1. That the City Commission deems and declares its intention to improve College Park Subdivision, Vine and Sherman.
2. That the estimated cost thereof is \$700,000.
3. That \$440,000 of the said estimated cost shall be defrayed by special assessment and \$260,000 shall be paid from the local street fund.
4. That the proposed special assessment district shall include the following land and premises:

Special Assessment Properties

College Park Subdivision including College Park Dr., Harrison Pl., Anthony Ct., Feeman Ct., Forest St., Spencer Pl., Sherman Ct., as well as, Vine St. (from Madison St. to College Park Dr.) and Sherman St. (Madison St. to Forest St.)

5. That special assessments to defray the cost of the proposed improvements shall be levied on the lands and premises within the proposed special assessment district according to frontage.
6. That the report of the City Administrator be filed with the City Clerk forthwith for public examination.
7. That the City Commission will meet in the Commission Chambers at Adrian City Hall at 7:00 p.m. on Monday, July 21, 2008, for the purpose of hearing and considering comments to the proposed improvements or to the inclusion of any property within the proposed special assessment district.
8. That the City Clerk will mail notice of the intention to make the said improvements to all interested parties pursuant to the provisions of Section 1.260 of the Adrian City Code.

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

RE: CITY ENGINEER/DEPARTMENT OF PUBLIC WORKS – Authorization to Engage in Professional Services Contract for Design Services – Two-Way Street Conversion

RESOLUTION R08-098

WHEREAS, the Downtown Development Authority (DDA), through its "Blueprint for Downtown Action Plan", has proposed a Streetscape District Improvement Plan which includes converting the street system to a two-way operation; and

WHEREAS, the Adrian City Commission approved Resolution R04-106, dated June 21, 2004, authorizing the engagement of URS Corporation, Farmington Hills, MI to prepare a Traffic Circulation Study for Downtown Adrian; and

WHEREAS, the \$55,000 original contract, plus \$7,500 Change Order to provide an estimate of design engineering costs authorized by Resolution #R07-039 dated February 5, 2007, has been completed and provides an inventory of the benefits and impacts of the two-way conversion, including safety, mobility, traffic flow, transit operations, access and loading to commercial areas, access to and through residential areas, distribution of traffic on the proposed street system, adequacy of the design geometrics, formulation of a traffic control plan, and evaluation of the level of service (LOS) of the proposed traffic system relative to the existing system, as well as an estimated cost of \$120,000 to perform the design engineering necessary for the proposed project; and

WHEREAS URS has submitted a proposal, with the following Scope of Work, to perform such services:

- Topographic/Design Survey \$ 13,000
- Traffic Signal Design/Modifications 28,000
- Geotechnical Investigation 15,000
- Intersection Improvements, including ADA Compliant

Sidewalk Ramps	15,000
- Church Street Reconstruction – Winter to Maumee	25,000
- Permanent Pavement Markings and Signing Plans	10,000
- Maintenance of Traffic and Construction Staging Plans	10,000
- Public Involvement – Two Public Information Meetings	<u>4,000</u>
Total	<u>\$120,000</u> ; and

WHEREAS, the Adrian City Commission, by Resolution #R08-066 dated May 5, 2008 adopted the FY2008-09 Budget and General Appropriations Act, including the newly established Fund 283 – Vibrant Small Cities Grant Fund, which includes \$1,508,000 funding for the Two-Way Street Project; and

WHEREAS, sufficient funds are available in Fund 283 – Vibrant Small Cities Grant Fund for this purpose in the following accounts:

(283-480.00-801.001) Two-Way Street Circulation – CDBG	\$ 30,000
(283-480.00-801-002) Two-Way Street Circulation – LOCAL	<u>90,000</u>
Total	<u>\$120,000</u> ; and

WHEREAS, the City Engineer, Community Development Director and City Administrator recommend engagement of URS, Corporation, Farmington Hills, MI in the City’s Standard Professional Services Contract to perform the necessary design engineering services related to the Two-Way Street Project at a cost not to exceed \$120,000 and, due to the vendor’s past involvement and working knowledge of the project, the best interests of the City would be served by waiving the competitive bid process.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes engagement of URS, Corporation, Farmington Hills, MI in the City’s Standard Professional Services Contract to perform the necessary design engineering services related to the Two-Way Street Project at a cost not to exceed \$120,000.

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.

BE IT, FURTHER, RESOLVED that execution of this authorization is conditioned upon prior approval of the Vibrant Small Cities Grant by the Michigan State Housing Development Authority (MSHDA).

On motion of Commissioner Steele, seconded by Commissioner DuMars, the above resolution was adopted by a unanimous vote.

RE: PURCHASE AGREEMENT – 159 E. MAUMEE STREET

RESOLUTION R08-099

WHEREAS, in the area proposed for the new City Complex and for the location of the new Adrian Police Department, it is desirable to obtain real property from the school district for the City of Adrian for the property located at the corner of Broad Street and E. Maumee Street in the City of Adrian; and

WHEREAS, negotiations have occurred between the Superintendent of said school district and the City Administrator for the purchase of said property for the sum of \$140,000; and

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose in the General Fund Designated Fund Balance (101-000.00-393.002) for the City Hall Complex and recommends that they be appropriated to the General Fund Other Projects budget (101-836.00-971.000); and

WHEREAS, a proposed purchase agreement has been prepared by the school district and has been reviewed by the Adrian City Commission.

NOW, THEREFORE, IT IS HEREBY RESOLVED that terms of said Purchase Agreement are agreeable and in the best interest of the city, that the City Administrator is hereby authorized to execute said Purchase Agreement on behalf of the city and to, further, execute all closing documents necessary to acquire said property commonly known as 159 E. Maumee Street in the City of Adrian on the terms and conditions set forth in said Purchase Agreement.

BE IT, FURTHER, RESOLVED that the FY2008-09 Budget be amended as follows:

Revenue:		
(101-990.00-697.000) Prior Years' Revenue		\$140,000
Expenditure:		
(101-836.00-971.000) Other Projects – Land		<u>140,000</u>
Total		<u>\$ -0-</u>

On motion by Commissioner Mitzel, seconded by Commissioner Valentine, this resolution was adopted by a unanimous vote.

RE: ADRIAN LAND USE FEASIBILITY STUDY

RESOLUTION R08-100

WHEREAS, the Michigan Department of Human Services is seeking to conduct a feasibility study of potential uses for excess land at the Adrian Training School; and

WHEREAS, discussions have been held with the city to organize a steering committee to proceed with the work involved to obtain said feasibility study; and

WHEREAS, the Department of Human Services has proposed to pay the sum of \$24,500.00 for the performance of said activities as set forth in the attached proposed agreement.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Administrator be, and is hereby, authorized to execute the attached agreement with the Michigan Department of Human Services regarding a feasibility study of potential uses for excess land at the Adrian Training School.

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

RE: UTILITIES DEPARTMENT – Painting Project at the Water Treatment Plant

RESOLUTION R08-101

WHEREAS, the Adrian City Commission, by Resolution #R07-085 dated May 7, 2007, approved the FY2007-08 Budget and General Appropriations Act, which included \$25,000 (496-549.00-977.536) for painting the filter pipe gallery at the Water Treatment Plant; and

WHEREAS, bids were solicited and three (3) bids were received on Thursday, June 19, 2008 by the City of Adrian Purchasing Office for painting the filter pipe gallery at the Water Treatment Plant, with the following results:

<u>Vendor</u>	<u>Amount</u>
Thomas & Sons, Inc, Clayton, MI	\$ 25,800
Niles Industrial, LLC, Fenton, MI	\$ 51,838
Seaway Painting, LLC, Livonia, MI	\$107,300; and

WHEREAS, the Finance Director indicates that sufficient funds are available in account 97-555.00-977.543, due to savings realized on the purchase of a cargo van, to defray the projected shortfall of \$800; and

WHEREAS, the Utilities Director and City Administrator recommend that the low bidder, Thomas & Sons, Inc, Clayton, MI, be engaged in the City's Standard Professional Services Contract for painting the filter pipe gallery at the Water Treatment Plant at a cost not to exceed \$25,800.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Thomas & Sons, Inc, Clayton, MI in the City's Standard Professional services Contract for painting the filter pipe gallery at the Water Treatment Plant at a cost not to exceed \$25,800.

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

RE: CLERK'S DEPARTMENT – "Going out of Business" License

RESOLUTION R08-102

WHEREAS, MCLA 422.211 et seq governs all "going out of business" sales and requires that any store seeking to conduct a "going out of business" sale must obtain a license from the City Clerk; and

WHEREAS, the application for the license must be written and under oath, and contained a detailed list of the inventory of goods to be sold; and

WHEREAS, MCL 442.216 allows the City to require a \$50.00 license fee for a license or for its renewal;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Clerk is authorized to accept applications and issue licenses for "going out of business" sales.

IT IS, FURTHER, RESOLVED that a \$50.00 fee is required for each license or license renewal.

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

RE: UTILITIES DEPARTMENT – Used Wheel Loader Purchase

RESOLUTION R08-103

WHEREAS, the Adrian City Commission, by Resolution #R07-085 dated May 7, 2007, approved the FY2007-08 Budget and General Appropriations Act, which included \$70,000 (\$35,000 in Acct. # 496-551.00-977.549 and \$35,000 in acct. #497-555.00-977.549) for the purchase of a used wheel loader for the Operations & Maintenance Division of the Utilities Department; and

WHEREAS, bids were solicited and four (4) bids were received on Thursday, June 19, 2008 by the City of Adrian Purchasing Office for purchase of a used wheel loader for the Operations & Maintenance Division, with the following results:

<u>Vendor</u>	<u>Make/Model</u>	<u>Amount</u>
D-P Equipment, Camden, MI	2003 Terek SKL873	\$ 69,500
Michigan CAT, Novi, MI	2000 CAT 9386	\$ 89,500
Southeastern Equipment, Holt, MI	2005 New Holland LW130XT	\$ 99,500
Southeastern Equipment, Holt, MI	2005 Case 621 DXT	\$104,500;

WHEREAS, based on site visits and research comparing all four machines, including past service records, serviceability, and overall size and setup, the Operations & Maintenance Superintendent recommends the second lowest bidder, Michigan CAT, Novi, MI, (2000 CAT 9386) for \$89,500; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the following accounts to defray the projected shortfall of \$19,500:

(497-555.00-977.552) Savings from flow monitor purchase	\$15,644
(497-555.00-977.543) Savings from the purchase of a cargo van	<u>3,856</u>
Total	<u>\$19,500</u> ; and

WHEREAS, the Utilities Director and City Administrator recommend that Michigan CAT, Novi, MI be awarded the bid, and that authorization be granted for purchase of a used wheel loader for the Operations & Maintenance Division at a cost not to exceed \$89,500.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acquisition of a used wheel loader (2000 CAT 9386) for the Operations & Maintenance Division from Michigan CAT, Novi, MI at a cost not to exceed \$89,500.

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

The next regular meeting of the Adrian City Commission will be held on Monday, July 21, 2008, at 7:00 p.m. in the Commission Chambers on the 2nd floor of Adrian City Hall, 100 E. Church St., Adrian, MI 49221.

Gary E. McDowell
Mayor

Robin Connor
Deputy City Clerk

C H E C K
R E G I S T E R

July 21, 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 #2856 through #2866.....	\$ 115,132.43
General Fund	
Vouchers #18599 and #18753 through #18776	288,034.37
Clearing Account Vouchers	
amounting to.....	<u>1,013,102.34</u>
TOTAL EXPENDITURES	<u>\$1,416,269.14</u>

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

July 21, 2008

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
<u>Receiving</u>			
2856	Verizon North	Phone Bills	\$ 262.11
2857	City of Adrian: Payroll	Payroll for July 3	\$ 22,966.02
2858	Citizens Gas Fuel Co	O&M Plant Heat bill	\$ 19.20
2859	City of Adrian: Utilities	Various Water Bills	\$ 184.87
2860	City of Adrian: Clearing Acct	6/30 & 7/7 CK Reg Exp	\$ 211,336.72
2861	City of Adrian: General Fund	July rent	\$ 650.00
2862	City of Adrian: Payroll	Payroll for July 11	\$ 46,274.00
2863	Verizon North	O&M Phone bill	\$ 110.16
2864	City of Adrian: Utilities	Water Bill WW	\$ 95.74
2865	Citizens Gas Fuel Co	Various Heat Bills	\$ 218.61
2866	Consumers Energy	Various Electric Bills	\$ 44,351.72
Total			\$ 326,469.15
Less CK# 2860			\$ 211,336.72
TOTAL			\$ 115,132.43

21-Jul-08

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
18599	\$ (25.00)	Steven Hess	***Lost Check***
18753	\$ 20.00	Tarah Bates	Recreation Refund
18754	\$ 968.09	Verizon North	Various Phone Bills
18755	\$ 33.34	Consumers Energy	P&T Electric
18756	\$ 6,694.67	Citizens Gas Fuel Co	Various Heat Bills
18757	\$ 7,326.94	City of Adrian: Utilities	Various Water Bills
18758		***VOID***	
18759	\$ 430,118.11	City of Adrian: Clearing Acct	6/30 & 7/7 CK Register Exp
18760	\$ 4,288.14	Quick Service Transportation	Payroll W/E July 5
18761	\$ 1,607.98	US Postmaster	Mailing Storm Water Bills
18762	\$ 25.00	Steven Hess	Recreation Refund
18763	\$ 232,603.09	City of Adrian: Payroll	Payroll for July 11
18764	\$ 15,294.81	First Federal Bank	Soc Security for July 11
18765	\$ 252.84	City of Adrian	Petty Cash
18766	\$ 353.00	Ashley Blaker	Recreation Refund
18767	\$ 148.00	Maria Gamez	Recreation Refund
18768	\$ 44.00	Caree Love	Recreation Refund
18769	\$ 90.00	Lisa Morgel	Recreation Refund
18770	\$ 30.00	Thomas Palmer	Recreation Refund
18771	\$ 54.00	Karen Stipe	Recreation Refund
18772	\$ 551.06	Verizon North	Various Phone Bills
18773	\$ 4,482.79	Quick Service Transportation	Payroll W/E July 13
18774	\$ 24.87	City of Adrian: Utilities	Omni Water Bill
18775	\$ 461.79	Citizens Gas Fuel Co	Various Heat Bills
18776	\$ 12,704.96	Consumers Energy	Various Electric Bills

\$	718,152.48	
\$	(430,118.11)	Less: CK# 18759
\$	288,034.37	

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. 3-S CONSTRUCTION, INC.	22,999.30		
2. 4 IMPRINT, INC.	1,156.03		
3. ADDISON VETERINARY CLINIC	130.00		
4. ADRIAN CHARTER TOWNSHIP	175.50		
5. CITY OF ADRIAN	1,536.89		
6. ADRIAN COMMUNICATIONS	476.40		
7. ADRIAN DODGE CHRYSLER PLYMOU	35.90		
8. ADRIAN LOCKSMITH & CYCLERY	1,296.13		
9. ADRIAN MECHANICAL SERVICES C	632.00		
10. ADRIAN PUBLIC SCHOOLS	168.00		
11. ADVANCED DOCUMENT SOLUTIONS	993.78		
12. AIRGAS GREAT LAKES	191.35		
13. ALL METALS INC.	12.02		
14. ALLIED WASTE SERVICES #259	93.75		
15. AMAZON CREDIT PLAN	40.76		
16. AMERICAN OFFICE SOLUTIONS	88.46		
17. AMERICAN PLANNING ASSOC	382.00		
18. AMERICAN PUBLIC WORKS ASSOC	35.00		
19. AMERICAN RED CROSS	85.50		
20. AMERICAN SPIRIT	18.00		
21. AMERICAN WATER WORKS ASSN	202.50		
22. AMVETS	108.00		
23. ASSOCIATED ENGINEERS	180.00		
24. AVERY, JUDITH	2.16		
25. BAKER & TAYLOR BOOKS	2,236.43		
26. GREG BELL CHEVROLET, INC	273.46		
27. BASELINE CONSTRUCTORS, INC	50,950.88		
28. BATTERY WHOLESALE	42.71		
29. FREDERICK BEEKEL	29.42		
30. BILL'S SERVICE, INC.	263.96		
31. ROBERT BISHOP	225.87		
32. BLACK SWAMP EQUIPMENT	195.00		
33. BOOK OF THE MONTH CLUB	38.88		
34. BRAZEE SAFETY & SECURITY INC	2,341.50		
35. BUCK & KNOBBY EQUIP CO INC	2,687.69		
36. CHAMBERS CONTROL COMPANY	1,622.00		
37. CIRQUE AMONGUS	100.00		
38. CMA CONSTRUCTION SERVICES	190,170.00		
39. COIN-OP SPECIALISTS INC.	191.32		
40. CONCORD EXCAVATING	191,862.15		
41. COTTAGE GARDENS INC	855.00		
42. LYNN COURINGTON	58.27		
43. CRONER PUBLICATIONS INC	129.95		
44. CUTLER DICKERSON CO	1,004.35		
45. D&P COMMUNICATIONS, INC.	1,583.32		
46. DAILEY ENGINEERING, INC.	4,856.00		
47. THE DAILY TELEGRAM	1,561.88		
48. DAN'S FARM SUPPLY INC	54.88		
49. DEVIL'S LAKE WATER SPORTS, I	290.00		
50. DEXTER'S INC.	36.68		
51. DOAN CONSTRUCTION CO	220.00		
52. JACK DOHENY SUPPLIES	2,970.92		
53. STEVE EBERLE	20.00		
54. VINCENT EMRICK	315.20		
55. ENGLEWOOD ELECTRICAL SUPPLY	110.47		
56. FASTENAL COMPANY	671.86		
57. FINISHING TOUCH	90.00		
58. FISHER SCIENTIFIC COMPANY LL	80.78		
59. FRY MECHANICAL INC	48,218.00		
60. GALE	70.11		
61. GALL'S INC	146.73		
62. GAYLORD BROS INC	166.15		
63. GEE FARMS NURSERY & GREENHOU	393.75		
64. MARK GIGAX	20.00		
65. GORDON FOOD SERVICE	1,947.40		
66. GOVERNMENTAL BUSINESS SYSTEM	1,091.84		
67. GREY HOUSE PUBLISHING	212.50		
68. DENISE GRITZMAKER	20.00		
69. GYMRATS INC.	330.30		
70. H.F. SCIENTIFIC INC.	132.85		
71. HACH COMPANY	216.81		
72. HADDEN TIRE COMPANY	528.50		
73. HAZEN & SAWYER	29,951.00		
74. HEARTWOOD TIMBERCRAFT HOMES	1,633.11		
75. GIL HEBARD GUNS	147.97		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. HOMIER'S MONUMENTAL INC.	200.00		
77. SHANE HORN	20.00		
78. HUBBARDS AUTO CENTER	497.53		
79. HURON LIME INC.	2,994.32		
80. I C M A VANTAGE POINT	6,131.45		
81. ICMA RETIREMENT CORPORATION	217.51		
82. IDEARC MEDIA CORP.	181.75		
83. INDUSTRIAL MILL SUPPLY CORP	253.41		
84. INFO USA MARKETING INC.	5,850.00		
85. INGRAM LIBRARY SERVICES	291.98		
86. JACKSON TRUCK SERVICE INC.	12.58		
87. JGM VALVE CORP	1,064.41		
88. JOHN DEERE GOVERNMENTAL	11,598.40		
89. JOHNSON'S SPORTING GOODS	775.98		
90. JONES & HENRY, ENGINEERS	12,443.59		
91. KERKSTRA PRECAST	4,044.50		
92. WALTER GREG LANFORD	126.33		
93. LANSING SANITARY SUPPLY INC	1,721.35		
94. LEGACY PRINTING	236.25		
95. LENAWEE COUNTY HEALTH DEPT	115.00		
96. LENAWEE COUNTY PRINTER	701.71		
97. LENAWEE COUNTY REGISTER OF D	14.00		
98. LENAWEE COUNTY SHERIFF'S OFF	1,704.00		
99. LENAWEE COUNTY TREASURER	1,630.56		
100. LENAWEE TIRE & SUPPLY CO	229.50		
101. LEXIS NEXIS RM INC	150.00		
102. LIBRARY OF MICHIGAN	40.00		
103. LONG'S SMALL ENGINE SERVICE	954.46		
104. LOWE'S CREDIT SERVICES	2,726.34		
105. E.T. MACKENZIE CO	219,474.02		
106. MANPOWER OF LANSING MI INC.	783.36		
107. GARY MCDOWELL	20.00		
108. MECHANICAL INSPECTORS ASSOC	395.00		
109. METROPOLITAN UNIFORM CO	285.46		
110. MICHAEL TODD & COMPANY INC	336.36		
111. MICHIGAN ASSESSOR'S ASSN	75.00		
112. MICHIGAN CHLORIDE SALES LLC	1,100.00		
113. MICHIGAN CORPORATE OFFICE PL	1,198.00		
114. MICHIGAN DEPARTMENT OF	46,734.36		
115. MICHIGAN MUNICIPAL LEAGUE	40.00		
116. MICHIGAN PIPE & VALVE INC	5,902.40		
117. STATE OF MICHIGAN	1,256.76		
118. MICHIGAN STATE POLICE	233.07		
119. MICHIGAN TBA DISTRIBUTORS IN	82.85		
120. MICHIGAN TECH UNIV-LTAP	55.00		
121. MIDWEST TAPE	491.69		
122. H T MORIARTY CO INC	387.09		
123. MORRIS MACHINE SERVICE LLC	1,025.88		
124. MOTION INDUSTRIES, INC.	131.42		
125. MOVIES UNLIMITED	179.18		
126. MUGS N' MORE IMAGING	894.65		
127. NAPA AUTO & TRUCK PARTS	820.51		
128. NATIONAL ASSOC. OF CHIEFS OF	50.00		
129. NORTHWEST POOLS, INC.	149.24		
130. NOVAPRINT USA INC	150.00		
131. OFFICEMAX CONTRACT INC.	486.12		
132. OMNIGRAPHICS INC.	111.70		
133. ORIENTAL TRADING CO. INC.	39.80		
134. PEERLESS SUPPLY INC	79.99		
135. PIONEER MANUFACTURING CO.	2,225.00		
136. PLATYPUS PRODUCTIONS INC	254.95		
137. POLICE SUPPLY DEPOT	687.13		
138. GLENN PRESTON	20.00		
139. QUALITY BOOKS INC	55.28		
140. QUICK SERVICE TRANSPORTATION	6,101.10		
141. QUILL CORPORATION	1,494.09		
142. RAFT	100.00		
143. C.S. RAYMER CO INC	36,228.00		
144. RECORDED BOOKS LLC.	181.20		
145. RED PAINT PRINTING LLC	144.49		
146. TIM RITCHIE	20.00		
147. SAFETY SYSTEMS INC.	260.00		
148. SCHAEFFER MFG CO	680.39		
149. DOUG SCHEER	350.00		
150. SERVICE ELECTRIC CO OF ADRIA	2,540.16		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. SHERWIN-WILLIAMS CO	207.45		
152. SHINE'S AUTO CLEAN	60.00		
153. SIGN LANGUAGE SIGNS, INC.	60.00		
154. SILER ASSOCIATES INC.	160.00		
155. SLUSARSKI EXCAVATING & PAVIN	3,595.00		
156. SOIL & MATERIALS ENGINEERS I	1,437.33		
157. SPENCER MANUFACTURING INC.	25,722.00		
158. STADIUM TROPHY	55.00		
159. STATE CHEMICAL MFG CO.	89.33		
160. STATEWIDE EMERGENCY PRODUCTS	1,532.00		
161. SUPER LAUNDROMAT &	28.00		
162. TDS SECURITY	409.50		
163. TETRA TECH MPS	4,699.03		
164. THOMSON WEST	332.63		
165. TRACTOR SUPPLY COMPANY	54.96		
166. TRI COUNTY TREE SERVICE	550.00		
167. TRUCK & TRAILER SPECIALITIES	298.62		
168. TTB CLEANING LLC	325.00		
169. TURFGRASS INC.	450.00		
170. ULOTH FARMS & GREENHOUSE	953.25		
171. UMB BANK NA	500.00		
172. UNIQUE MANAGEMENT SERVICES I	53.70		
173. UNITED PARCEL SERVICE	51.44		
174. UTILITIES INSTRUMENTATION	4,456.00		
175. VALUE LINE PUBLISHING	798.00		
176. W.W WILLIAMS	579.21		
177. WRIGHT SIGNS INC.			
***TOTAL ALL CLAIMS**	1,013,102.34		

COMMUNICATIONS



July 11, 2008

Dane C. Nelson, City Administrator
City of Adrian
100 E. Church St.
Adrian, MI 49221

Dear Mr. Nelson:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community, I am writing to notify you of changes in the channel lineup. Customers will be notified of these changes by newspaper notice.

Effective July 31, 2008, Music Choice channels 401-448 will be available with Basic Cable and a digital receiver.

The following changes will take place on August 15, 2008:

	<u>Current Channel</u>	<u>New Channel</u>
TV Guide Channel	60	100 (Digital receiver required)
CBET	13	99
Commercial Advertising	95 (Basic Cable)	187 (Digital Starter)
CSPAN	97	96
HSN	14	5
MGTV	23 (Basic Cable)	187 (Digital Starter)
WUPW	3	12
WGN America	12	95

Also, we are pleased to announce the addition of the Big Ten Network to Expanded Basic channels 60 and 255.

Please direct any customer calls about Comcast products, services and prices to 1-888-COMCAST. Our Customer Account Executives are available 24 hours a day, 7 days a week. As always, feel free to contact me directly at 734-254-1888 with any questions you may have.

Sincerely,

Frederick G. Eaton
Government Affairs Manager
Comcast, Michigan Region
41112 Concept Drive
Plymouth, MI 48170

CONSENT AGENDA

CR-1

CR08-056

July 21, 2008

RESOLUTION

WHEREAS, the Adrian City Commission, at the July 7, 2008 regular meeting, adopted Resolution R08-097, which set a public hearing date to hear and consider comments to the establishment of a Special Assessment District (SAD #376) for improvements in the College Park subdivision and portions of Vine and Sherman Streets; and

WHEREAS, the costs approved for this project, which were shown as \$440,000 to be defrayed by special assessment and \$260,000 to be paid from local street funds, were transposed and need to be corrected.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the amendment of Resolution R08-097 to reflect that \$260,000 be defrayed by special assessment and \$440,000 be paid from local street funds.

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

CR-2

CR08-057

July 21, 2008

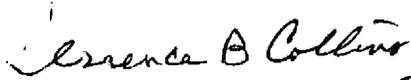
RESOLUTION
08-13

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

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

Remove and Rescind "Advance Cross Walk" Sign S1-1 Fluor at 803 E. Front Street on the Elm Street Side.

Respectfully,


TERRENCE B. COLLINS, 
Chief of Police

TBC/skj

DATED: 7-8-08

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

CR-3

CR08-058

July 21, 2008

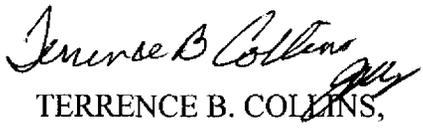
RESOLUTION
08-14

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

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

Remove & Rescind "School Crossing" sign S2-1 Fluor at 314 Elm Street at the southeast corner of Elm & Maple.

Respectfully,


TERRENCE B. COLLINS,
Chief of Police

TBC/skj

DATED: 7-8-08

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

CR-4

CR08-059

July 21, 2008

RESOLUTION
08-15

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

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

Remove & Rescind "Advanced School Crossing" sign S1-1 Fluor at 823 Bristol Street.

Respectfully,

Terrence B Collins
TERRENCE B. COLLINS *TBC*
Chief of Police

TBC/skj

DATED: 7-8-08

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

CR-5

CR08-060

July 21, 2008

RESOLUTION

08-16

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

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

At 555 South Scott Street on the Gettesburg side, change "Dead End" sign to "No Outlet."

Respectfully,

Terrence B. Collins
TERRENCE B. COLLINS,
Chief of Police

TBC/skj

DATED: 7-8-08

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

CR-6

CR08-061

July 21, 2008

RESOLUTION

08-17

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

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

At 904 Oak Street, west side of the street, change "Dead End" sign to "No Outlet."

Respectfully,

Terrence B Collins
TERRENCE B. COLLINS,
Chief of Police

TBC/skj

DATED: 7-8-08

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

REGULAR
AGENDA

0-1

MEMO



DATE: June 13, 2008
TO: Honorable Mayor and City Commissioners
FROM: Dane C. Nelson, City Administrator
SUBJECT: Ordinance 08-10 – Housing Shelters

The proposed amendments included in Ordinance 08-10 are designed to create specific language to address “housing shelters”. This language is a result of numerous meetings held by the Community Development Director and representatives from local social organizations involved in providing services to homeless individuals and similar needs.

The proposed ordinance is different than the ordinance initially approved by the Planning Commission. The revised ordinance eliminates such shelters in the Central Business District, which were potentially able to be allowed in the version recommended by the Planning Commission. The City Attorney has determined that allowing transitional housing facilities in only a portion of a zoning district is not permissible, thus, this section has been removed. As a result, such transitional facilities would only be allowed in RM-1 Low-Rise Multiple Family Residential Districts, RM-2 High Rise Multiple Family Residential Districts and R-0 Residential Office Districts.



Dane C. Nelson
City Administrator

DCN:bjw

ORDINANCE NO. 08-10

AN ORDINANCE TO AMEND SECTIONS 2.41.01, 2.52(C), 8.2 , 9.2 AND 12A.03 OF THE ZONING/DEVELOPMENT REGULATIONS BY THE ADDITION AND/OR DELETION OF LANGUAGE TO ADDRESS "HOUSING SHELTERS".

The City of Adrian Ordains:

1. Amend Section 2.41.01 of Article II- Definitions to read as follows: (*new language is in bold, deleted language is crossed out*)

Section 2.41.01 Congregate Living Facility

~~A type of residential facility for a person or persons that is maintained by an organization recognized by the State of Michigan as a non-profit, whereby the facility complies with all requirements of the Michigan Property Maintenance Code. Persons living in such a facility are likely or contemplated to stay for a limited or temporary duration.~~ **A residential housing structure, owned, operated or sponsored by a U.S. Internal Revenue Service-designated tax-exempt Michigan non-profit corporation, whose occupants are likely or contemplated to reside for a limited or temporary duration. Congregate living facilities shall be further defined by, but not limited to, the following sub-categories:**

A. Fraternity or Sorority House

***Fraternity or sorority house* means a building, rented, occupied or owned by a national or local chapter of a regularly organized college fraternity or sorority which is officially recognized by a college or university, or by or on its behalf by a building corporation or association composed of members of such fraternity or sorority, as a place of residence.**

B. Dormitory or Residence Hall

***Dormitory or Residence Hall* means those facilities used for housing students, which are owned and controlled by an educational institution and which are to be distinguished from hotels, motels, and boarding houses. The terms "dormitory" and "residence hall" are to be used synonymously.**

C. Student Group Home

Student Group Home means those facilities where occupants are students whose relationship is of a non-permanent character, where the common living arrangement(s) is organized by a college or university and is directly related to academic study, and where such arrangement(s) is likely or contemplated to exist for a limited or temporary duration.

D. Housing Shelter

A structure providing necessary and temporary housing for persons or families, for no more than seven (7) months. Minors (age 18 years or younger) accompanied by a parent or a guardian shall not be counted in the number of unrelated persons. Housing shelters shall be subject to the following conditions:

- 1. The housing shelter shall be located on a major, minor or collector street as defined by the Existing Functional Classification System map.**
- 2. The housing shelter shall provide on-site supervision of occupants at any time occupants are at the shelter.**
- 3. Residents of the shelter shall not possess alcohol, weapons, or illegal drugs.**
- 4. The shelter shall be screened from view from abutting and/or adjoining residential properties.**
- 5. The shelter shall be accessory to the principal use, which may be located in a permanent structure itself or be located in a portion of the host principal use structure. Examples of a host principal use structure include a church or other type of non-profit organization, whereby the principal use structure may also serve as a host for a shelter.**
- 6. Occupant capacity shall be in conformance with the Michigan Building Code and Property Maintenance Code as adopted by the City.**
- 7. A principal use shall house no more than one (1) housing shelter.**
- 8. The shelter must be open for occupants on 24 hour-per-day, 7 day-per-week basis. Daytime availability may be established by arrangement with a secondary Michigan non-profit organization that clearly demonstrates capacity and**

availability to host occupants, and where such arrangement is certified through an executed written agreement.

E. Transitional Housing Facility

A permanent structure, whereby the principal use provides transitional housing for one (1) or more unrelated persons, and also offers food, shelter and programming that assist in helping to improve the basic needs of occupants. Transitional housing facilities shall be subject to the following conditions:

1. Occupant capacity shall be in conformance with the Michigan Building Code and Property Maintenance Code as adopted by the City.
2. The facility must offer on-site support services and programming to improve the basic needs of occupants on a 24-hour-per-day, 7 day-per-week basis.
3. The facility shall be screened from view from abutting and/or adjoining residential properties.

F. Temporary Shelter

A Temporary Shelter is intended to provide emergency short-term housing for one (1) or more unrelated persons and offers food, shelter and programming that assist in helping to improve the basic needs and conditions of occupants. Permits shall be subject to Section 4.8, Permits for Temporary Buildings, Structures and Uses and considered only in emergency cases when a Housing Shelter is at or over capacity. The need for a Temporary Shelter must be verified to the Board of Zoning Appeals.

2. Amend Subsection (C) of Section 2.52 of Article II – Definitions as follows:

Section 2.52 Family

- A. Domestic Family: One or more persons living together and related by the bonds of consanguinity marriage, or adoption together with servants of the principal occupants and not more than one additional unrelated person, with all of such individuals being domiciled together as single, domestic housekeeping unit in the dwelling.
- B. Functional Family: No more than six (6) persons living together in a dwelling unit whose relationship is of a permanent and distinct character and is the functional equivalent of a domestic family with

a demonstrable and recognizable bond which constitutes the functional equivalent of the bonds which render the domestic family a cohesive unit. All persons of the functional equivalent of the domestic family must be cooking and otherwise housekeeping as a single nonprofit unit. The definition shall not include any society, club, fraternity, sorority, association, lodge, coterie, organization, or group where the common living arrangements and/or the basis for the establishment of the functional equivalency of the domestic family is likely or contemplated to exist for a limited or temporary duration.

- C. **Group Family:** Persons living together in a dwelling unit whose relationship may be of a non-permanent character, but may also contain domestic or functional families. All persons of a group family must be cooking and otherwise housekeeping as a single household unit **and shall be operated under license from the State of Michigan or control by a U.S. Internal Revenue Service-designated tax-exempt Michigan non-profit corporation. This definition shall be limited to residential dwelling units and does not include congregate living facilities.**

3. Add new Subsections 5, 6, and 7 to Section 8.2 of Article VIII – RM-1 Low Rise Multiple Family Residential District to read as follows:

SECTION 8.2 USES SUBJECT TO ZONING EXCEPTION PERMIT:

1. Congregate living facilities, subject to Section 25.13
2. Single-room occupancy facilities, subject to Section 25.12
3. Housing for the elderly, subject to Section 24.02
4. Group family homes, subject to Section 2.52 (C) and Section 25.15
5. **Housing Shelters subject to the following conditions:**
 - (a) **Each facility shall not be less than 300 feet from another such facility.**
 - (b) **Subject to Section 2.52 (C) and Section 25.15.**
6. **Transitional Housing Facilities subject to the following conditions:**

- (a) Each facility shall not be less than 300 feet from another such facility.**
 - (b) Subject to Section 2.52 (C) and Section 25.15.**
- 7. Temporary Shelters subject to the following conditions:**
 - (a) Each facility shall not be less than 300 feet from another such facility.**
 - (b) Subject to Section 4.8**
- 4. Add a new Subsections 5, 6, and 7 to Section 9.2 of Article IX – RM-2 High Rise Multiple Family Residential District.**

SECTION 9.2 USES SUBJECT TO SPECIAL EXCEPTION PERMIT:

- 1. Housing for the elderly, subject to Section 24.02.**
- 2. Congregate living facilities, subject to Section 25.13.**
- 3. Convalescent and nursing homes subject to Section 25.09.**
- 4. Private clubs and lodges, subject to Section 25.05.**
- 5. Housing Shelters subject to the following conditions:**
 - (a) Each facility shall not be less than 300 feet from another such facility.**
 - (b) Subject to Section 2.52 (C) and Section 25.15.**
- 6. Transitional Housing Facilities subject to the following conditions:**
 - (a) Each facility shall not be less than 300 feet from another such facility.**
 - (b) Subject to Section 2.52 (C) and Section 25.15.**
- 7. Temporary Shelters subject to the following conditions:**
 - (a) Each facility shall not be less than 300 feet from another such facility.**
 - (b) Subject to Section 4.8.**

5. Add new subsections 10, 11 and 12 to Section 12A.03 of Article XIA – R-O Residential Office District.

SECTION 12A.03 USES SUBJECT TO A ZONING EXCEPTION PERMIT:

1. Mortuaries, subject to Section 14.03 (9).
2. Standard restaurants as defined in Section 2.99.15 (D), subject to Section 4.37 (H)(3)(g).
3. Bed and breakfast facilities subject to Section 25.04.
4. Group family homes, subject to Section 2.52 (C) and Section 25.15.
5. Churches, subject to Section 25.07.
6. Medical offices, including clinics and medical laboratories.
7. Child care centers as defined in Section 2.46 (A).
8. Veterinary clinics and veterinary hospitals provided that all activities are conducted within a permanently enclosed building.
9. Three- and four-family dwelling units, provided that:
 1. Two parking spaces are provided for each unit.
 2. Minimum floor area of 400 square feet for a one bedroom, or efficiency shall be provided. For each additional bedroom, an additional 100 square feet shall be provided.
10. **Housing Shelters subject to the following conditions:**
 - (a) **Each facility shall not be less than 300 feet from another such facility.**
 - (b) **Subject to Section 2.52 (C) and Section 25.15.**
11. **Transitional Housing Facilities subject to the following conditions:**
 - (a) **Each facility shall not be less than 300 feet from another such facility.**
 - (b) **Subject to Section 2.52 (C) and Section 25.15.**

12. Temporary Shelters subject to the following conditions:

- (a) Each facility shall not be less than 300 feet from another such facility.**
- (b) Subject to Section 4.8.**

INTRODUCTION July 7, 2008
SUMMARY PUBLISHED July 18, 2008
ADOPTION.....
COMPLETE PUBLICATION.....
EFFECTIVE DATE

On motion by Commissioner _____,
supported by Commissioner _____, this Ordinance
was _____ by a _____ vote.

0-2

MEMO



DATE: July 1, 2008
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Ordinance 08-11 – Residential Trash Collection

Several months ago, an issue arose as to whether or not residential trash pickup should occur for homes located on private streets. The ordinance in place indicates that trash may only be picked up on city right-of-ways on city streets only. When trash pickup was stopped in the Bradish Street area, the residents on those streets objected for a number of reasons, including their payment of tax millage for this service.

To address this situation, I have prepared a proposed amendment to this ordinance which would allow for trash to be picked up on residential properties that do not abut a city right-of-way or city street with certain conditions. Generally, the conditions are that the owner of the road will not make any claim against the trash pickup provider for any damages sustained to the road, as often private streets are not built to city standards. In addition, if the property is not able to be served by using a private street, the City Engineer is authorized to look at other ways to provide curb side collection, such as the pick up of such trash on city streets in approved locations. Lastly, the properties to be served must also pay the city millage that may be levied for residential trash collection, which would preclude mobile homes located on private streets from obtaining this city service.

Respectfully submitted,


Dane C. Nelson
City Administrator

DCN:bjw

ORDINANCE 08-11

AN ORDINANCE TO AMEND SECTION 66.42 (b) OF CHAPTER 66, ARTICLE II – RESIDENTIAL TRASH COLLECTION, WHICH IS HEREBY AMENDED BY NUMBERING FIRST PARAGRAPH OF SECTION (b) AS (1), ADDING SECTION (b) (2) and SUBSECTIONS (i), (ii), (iii), (iv), (v) **(changes in bold)**:

Sec. 66-42. Residential collection

- (a) The city will provide once a week curbside refuse collection to the property owner or occupants. The weekly schedule shall be determined by the city engineer. The regular pickup schedule shall be kept on file with the engineering department for review.

- (b) (1) Refuse shall be set out for pickup on the city right-of-way on city streets only. No refuse shall be set out for pickup prior to 6:00 p.m. the evening before the scheduled day of pickup.

- (2) **In the event the residential property does not abut or is not on a city right-of-way or a city street, refuse collection may be provided by the city, subject to the following conditions:**
 - (i) **The use of the property must meet the definition of “residential” as set forth in this ordinance, but shall not include properties located in licensed mobile home parks or campgrounds.**

 - (ii) **The city engineer must determine, at the sole discretion of the engineer, that there is suitable and safe access to the property for vehicles being utilized for the collection by the city provider.**

 - (iii) **Each residential unit served shall pay the millage levied by the city for trash collection.**

- (iv) The owner of any private street or drive which is approved for such pickup must execute a waiver and release of liability to the city and its contracted provider for collection service for any damage that may result to any such private street or drives caused by the vehicles utilized for collection.**
- (v) If the city engineer determines that access is not suitable or safe, a suitable collection point on an adjacent city right-of-way may be considered for curbside collection, with such arrangement to be approved at the sole discretion of the city engineer. Any such residential properties served in this manner must also pay the city millage levied for trash collection.**
- (c) While on private property, refuse shall be store in a covered container constructed of plastic, metal or other rodent-proof material. Any garbage stored in such containers shall be in an airtight container or bag that shall be tied.
- (d) No refuse, baled papers or baled cardboard containers shall be placed on the sidewalk or street in a manner to congest either pedestrian or vehicular traffic.
- (e) All refuse set out for pickup shall be in a disposable container or be disposable in its entirety, except certain containers may be used to store and transport refuse to the curb for collection. Such containers shall be less than 100-gallon capacity, be equipped with wheels and have a non-detachable lid. Containers must be provided or approved by the contractor. The cost of such containers shall be paid by the property owners. Containers shall be placed for collection no earlier than 6:00 p.m.

of the day before collection, and shall be removed from the curb no later than 8:00 p.m. the day of service.

- (f) All garbage must be placed in plastic bags which must be tied. No single item, container or bundle shall weigh more than 50 pounds and shall not exceed three feet in length, nor three feet in height.
- (g) Cardboard cartons may be set out for pickup, provided such cartons do not include any garbage. The city will not be responsible for any material placed inside of the box if the box or carton should fall apart prior to the time or at the time the box is picked up for collection purposes. Such cartons shall be secured, tied or covered in such a manner as to ensure that any items inside of the box may not be removed prior to the carton being picked up at collection time.
- (h) Materials from remodeling, repairing or building operations will not be picked up, except materials of a very minor nature which can be put in a disposable container.
- (i) Appliances and other items containing Freon shall not be placed for collection unless the Freon has been removed by a certified Freon removal facility. Proof of Freon removal shall be affixed to the item by the Freon removal facility.
- (j) There shall be no collection at any time by the city of liquids, tires, batteries, barrels or other items that are not accepted at the landfill or landfills used by the city. The engineering department shall keep on file a list of such items that are not acceptable for dumping at such landfills.
- (k) The city shall not collect or pay for any pickup of refuse placed in dumpsters over 100-gallon capacity. However, if a dumpster is used for

collection by a private service, grease, garbage and other such types of material shall be placed in another airtight case, tied plastic bag or carton before being placed in the dumpster. Dumpsters must be placed on private property or on a location approved by the engineer.

- (l) A person who violates any of the provisions of this section is responsible for a municipal civil infraction.

INTRODUCTIONJuly 7, 2008

SUMMARY PUBLISHEDJuly 18, 2008

ADOPTION

COMPLETE PUBLICATION.....

EFFECTIVE DATE.....

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

0-3

ORDINANCE 08-12

AN ORDINANCE TO AMEND SECTION 46-56 (a) BY DELETING THE LANGUAGE IN SUBSECTION (8) (a) (b) and (c) AND ADDING FEE AMOUNT AFTER (8) – CLOSING OUT SALE.

(Items to be deleted appear with line through text; additions shown in bold. Balance of Sec. 46-56 remains unchanged.)

(a) The fee required to be paid, the amount of any bond required to be posted or insurance required to be posted or insurance required to be carried to obtain any license to engage in the operation, conduct or carrying on of any of the trades, professions, businesses or privileges for which a license is required by the provisions of this Code shall be as follows:

- 8. Closing-Out Sale.....**\$50.00**
 - a. ~~30 days.....\$ 50.00~~
 - b. ~~60 days.....\$100.00~~
 - c. ~~Supplemental License.....\$ 25.00/day~~

INTRODUCTIONJuly 7, 2008

SUMMARY PUBLISHEDJuly 18, 2008

ADOPTION.....

COMPLETE PUBLICATION.....

EFFECTIVE DATE.....

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

Sec. 46-56. Schedule established.

(a) The fee required to be paid, the amount of any bond required to be posted or insurance required to be carried to obtain any license to engage in the operation, conduct or carrying on of any of trades, professions, businesses or privileges for which a license is required by the provisions of this Code shall be as follows:

(1) Amusement device:

a. Operator's license:

1. First machine . . . 150.00/year
2. Each additional machine:
 - i. per year . . . 15.00
 - ii. per day . . . 2.00

b. Owner's license:

1. First machine . . . 50.00/year
2. Each additional machine:
 - (i) per year . . . 15.00
 - (ii) per month . . . 2.00

(2) Animal show: (see "Circuses, shows, and exhibitions")

(3) Bankruptcy sale: (see "Closing-out sale")

(4) Bed and Breakfast operations . . . 50.00/year

(5) Billiard room: (see "Pool room")

(6) Bowling alley (per alley) . . . 5.00/year

(7) Building permit: (see chapter 98)

(8) Closing-out Sale:

- a. 30 days . . . 50.00
- b. 60 days . . . 100.00
- c. Supplemental license . . . 25.00/day

(9) Coin machine: (see "Amusement device")

(10) Circuses, shows, and exhibitions:

- a. Show . . . 50.00/day
- b. Animal show . . . 10.00/day
- c. Exhibition . . . 10.00/day

(11) Dance halls . . . 25.00/year

(12) Distressed merchandise sales: (see "Closing-out sales")

(13) Deposits: (see chapter 98)

(14) Electrical contractors: (see chapter 98)

(15) Master electricians: (see chapter 98)

(16) Journeyman electricians: (see chapter 98)

(17) Industrial electrical contractor: (see chapter 98)

- (18) Insurance or Bond:
 - a. Personal injury (one person) . . . 300,000.00
 - b. Personal injury (2 or more persons) . . . 300,000.00
 - c. Property damage . . . 100,000.00
- (19) Exhibitions: (see Circuses, shows, and exhibitions)
- (20) House trailers (1--21-day permit) . . . 25.00
- (21) Junk dealer . . . 10.00/year
- (22) Mechanical amusement device: (see "Amusement device")
- (23) Parks - concession stands:
 - a. Annual permit . . . 50.00
 - b. Daily permit . . . 5.00
- (24) Peddlers:
 - a. Annual permit . . . 75.00
 - b. Daily permit . . . 20.00
- (25) Pool rooms (per table) . . . 5.00/year
- (26) Roller skating: (see "Skating rinks")
- (27) Sales: (see "Closing-out sales")
- (28) Secondhand dealers: (see "Junk dealers")
- (29) Shuffle board: (see "Amusement device")
- (30) Skating rinks . . . 25.00/year
- (31) Taxicabs (per vehicle) . . . 50.00/year
- (32) Taxicab driver . . . 5.00/year
- (33) Theaters . . . 25.00/year
- (34) Transient merchant:
 - a. Annual fee . . . 75.00
 - b. Daily fee . . . 20.00

(b) No license shall be issued to any applicant unless he first pays to the city clerk the fee and posts a bond or evidence of insurance coverage in the amount required for the type of license desired. Industrial electrical contractors (see section 10-33) shall furnish an all perils or umbrella insurance policy in the minimum amount of \$1,000,000.00.

Code 1972, §§ 7.31, 7.33--7.38)

Secs. 46-57--46-90. Reserved.

0-4

July 8, 2008

Honorable Mayor
and City Commission:

On July 1, 2008, the Adrian City Planning Commission voted unanimously to recommend to the City Commission the approval of rezoning 440 East Church Street (Parcel No. XAO-515-0158-00) from R-4 Single Family Residential and B-1 Local Business to R-O Residential Office.

The proposed use would house various non-profit organizations that would provide food, shelter, and lifestyle assistance. The 2006 Comprehensive Plan shows this property being quasi-public, which means private, non-profit or religious entities that provide public services. The proposed use would meet this definition.

The property and buildings, formerly St. John's Lutheran School, have been vacant for several years now and would be considered functionally obsolete. The Planning Commission considered the proposed rezoning being spot zoning, however, this is a large piece of property (1.12 acres). There is a variety of zoning districts in this area already (i.e. R-4 Single Family Residential, RM-1 Multiple Family Residential; B-1 Local Business District, OS-1 Office Service and I-1 Light Industrial).

There are existing human service facilities in this area along South Tecumseh Street and South Center Street. The Planning Commission did not feel that the buildings would be demolished in the near future so single-family houses could be constructed. There doesn't seem to be a resurgence of business uses in this area.

Respectfully submitted,

Denise Cook, Secretary



STAFF ANALYSIS

**CITY OF ADRIAN
PLANNING COMMISSION
COMMUNITY DEVELOPMENT DEPARTMENT**

CASE FILE: 07-0066
DATE: June 23, 2008
APPLICANT: City of Adrian Community Development Department
SUBJECT PARCEL(S): 440 East Church Street – Parcel # XA0-515-0158-00
REQUEST: Rezoning of Subject Parcel

DESCRIPTION OF REQUEST

Applicant requests rezoning of the subject parcels to conform zoning designation to the City of Adrian Comprehensive Plan future Land Use Map. The specific parcel data is as follows:

<u>Address</u>	<u>Parcel No.</u>	<u>Property Owner</u>	<u>Use of Property</u>	<u>Current Zoning</u>
440 East Church Street	XAO-515-0158-00	St. Johns Church	Vacant	R-4/B-1

FUTURE LAND USE/ZONING

According to the City of Adrian Comprehensive Plan, future land use designation for the subject parcel is Quasi-Public.

REVIEW STANDARD(S)

The standards for rezoning requests as found in Section 28.05 of the City of Adrian Zoning Regulations and listed below for reference:

1. What identifiable conditions related to the application have changed which justify the proposed amendment?
2. What are the precedents and the possible effects of such precedent which might result from the approval or denial of the petition?
3. What is the impact on the ability of the City and other governmental agencies to provide

adequate public services and facilities, and/or programs that might reasonably be required in the future if the proposed amendment is adopted?

4. Does the petitioned district change adversely affect environmental conditions or the value of the surrounding properties?
5. What is the ability of the property in question to be put to a reasonable economic use in the zoning district in which it is presently located?

DEPARTMENT REVIEWS

Community Development has reviewed the request in response to the above standards and makes the following findings:

1. The City of Adrian Comprehensive Plan designates the subject parcel as "Quasi-Public" in the Future Land Use Map. The term "Quasi-Public" is further defined in the Comprehensive Plan text as including uses "owned by private, non-profit, or religious entities that provide public services." The proposed use of the subject parcel as a non-profit human services center meets this definition. Rezoning of the subject parcels as proposed, therefore, is in direct conformance with the Comprehensive Plan recommendation.
2. Beyond conforming zoning designations to the City of Adrian Comprehensive Plan, no precedents are known nor anticipated as a result of favorable action on this request.
3. No known impact on municipal public services or facilities would result from favorable action on this request.
4. There are no known environmental conditions which may be affected by the request. The proposed change shall have no known impact on surrounding property values.
5. Use of the subject parcel under current designations is difficult because the parcel is divided between two use designations – R-4 Single-Family Residential and B-1 Local Commercial. The proposed change to R-O Residential-Office, in addition to conforming with the Comprehensive Plan recommendations, incorporates residential and commercial uses consistent with the current split-zone designations.

RECOMMENDATION

Community Development recommends that the Adrian City Planning Commission (1) make a finding that the request for rezoning of the Parcel # XA0-515-0158-00 satisfactorily meets the review criteria found in Section 28.05 of the City of Adrian Zoning Regulations, and (2) approves the request for rezoning of the subject parcel as shown and forwards the application to the Adrian City Commission with a recommendation for preparation and approval of an ordinance to amend the City of Adrian Official Zoning Map to show such change in use designation.

RESOLUTION ADRIAN CITY PLANNING COMMISSION CASE #07-066

WHEREAS, City of Adrian Community Development has submitted a request for rezoning of Parcel # XA0-515-0158-00; and

WHEREAS, the existing use of the parcel is vacant structures; and

WHEREAS, the City of Adrian Comprehensive Plan calls for designation of such parcels as Quasi-Public for future use; and

WHEREAS, the Community Development Department has conducted a review in accordance with the review standards found in the City Code of Ordinances, Section 28 pertaining to Official Zoning Map Amendments;

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

BE IT FURTHER RESOLVED that the Adrian City Planning Commission finds that the application is in compliance with the standards for Official Zoning Map Amendments; and

BE IT FURTHER RESOLVED that the Adrian City Planning Commission recommends that the Adrian City Commission prepare and approve an ordinance to amend the City of Adrian Official Zoning Map in accordance with said findings.

On motion by Planning Commission Member _____, seconded by Planning Commission Member _____, this resolution was adopted by a _____ vote.



6.23.08

James Tischler, AICP, PCP
Community Development Director

354
77

E Maumee St

S Locust St

121	418	424
	116	
	419	423
125		

Park Pl E

0

Park Pl E

516
109
517

E Church St

205	414	418
209		
215		440
219		

XAO-SUP 0158 P.00

B-1 District

R-4 District

S Center St

504	510	514	518
221		513	51

Frank St

404	414	420	424	428	436	304	
317	407	411	417	423	427	433	437

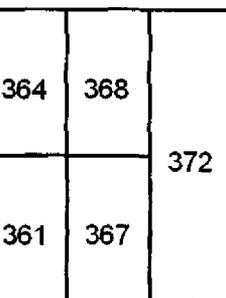
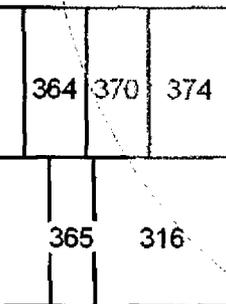
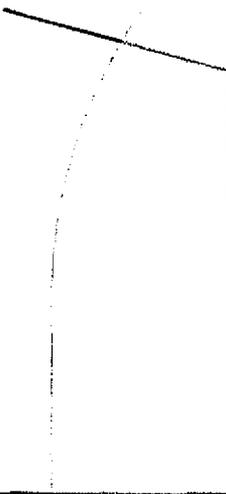
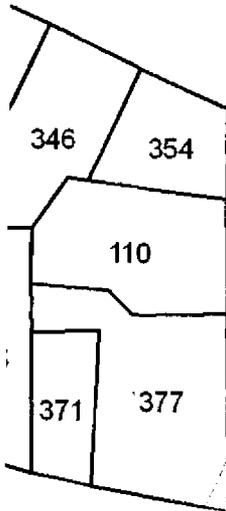
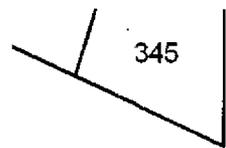
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503	507	511	51

Erie St

404	408	414	420	424	430	434
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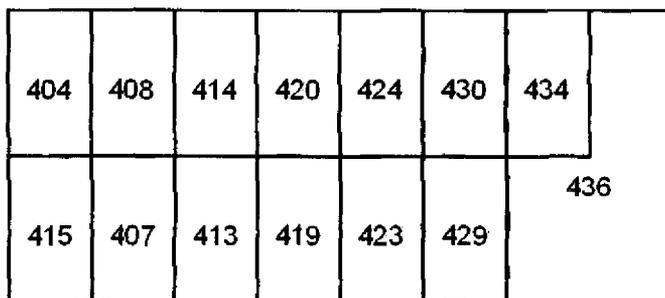
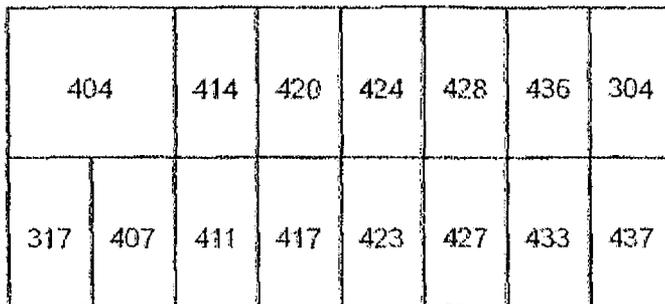
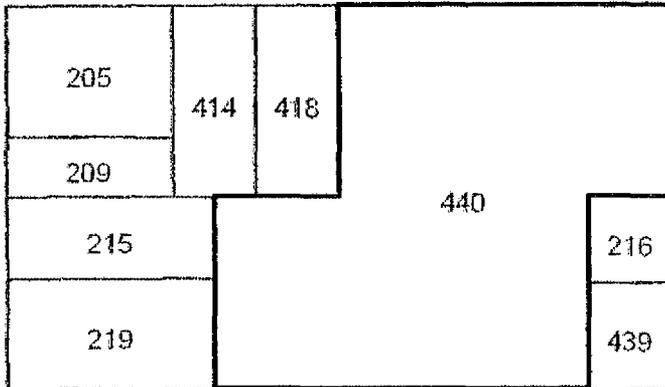
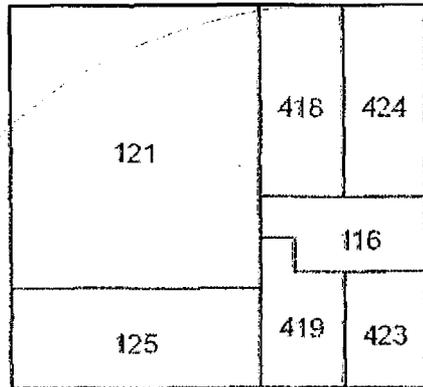
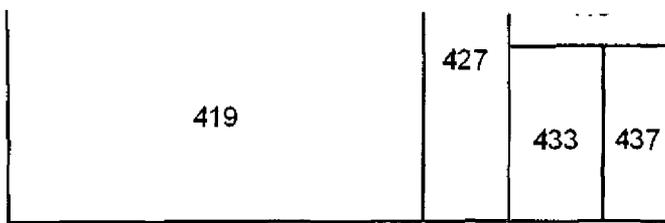
504	512	51
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374
316



N Locust St

S Locust St



E Maumee St

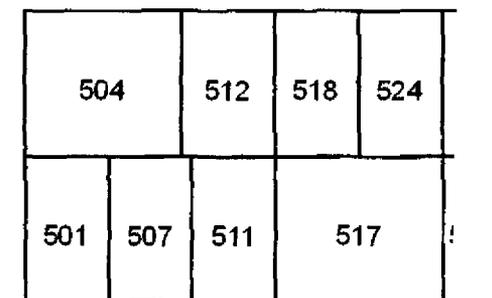
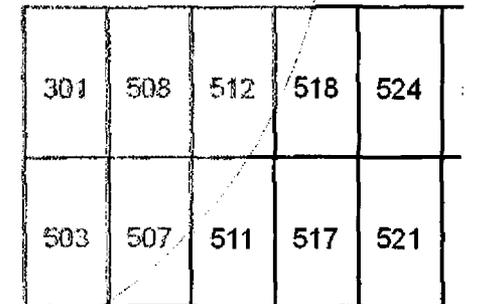
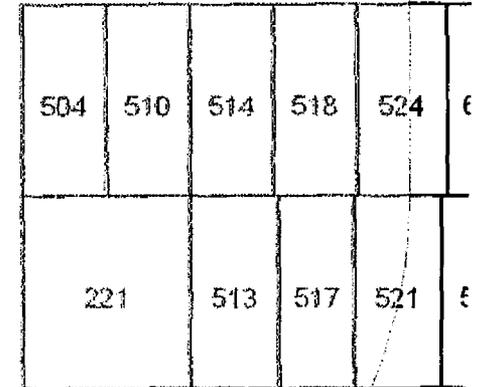
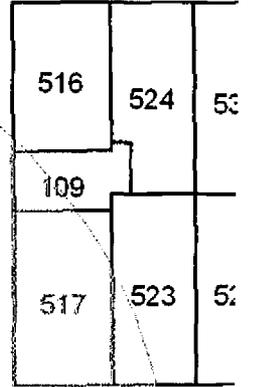
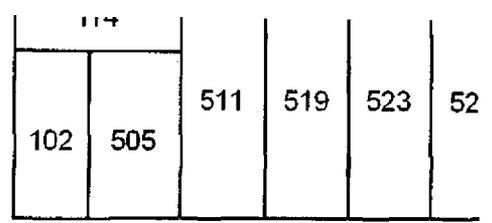
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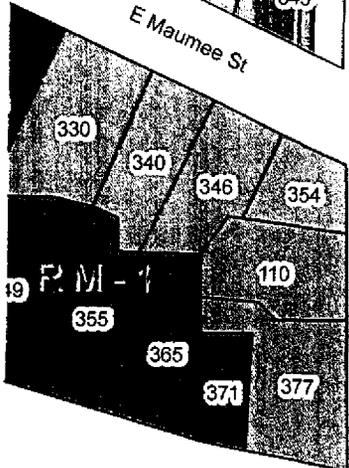
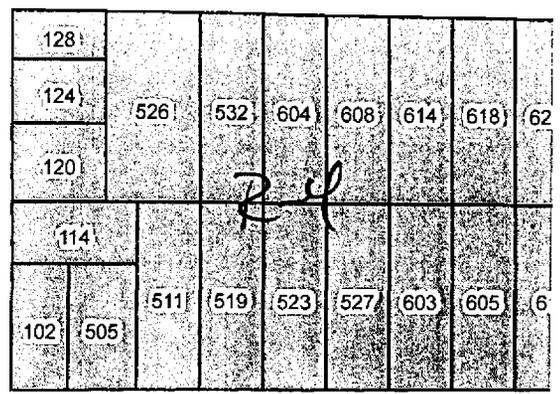
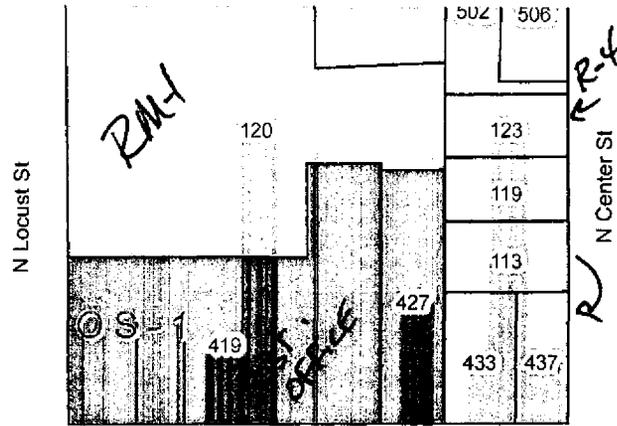
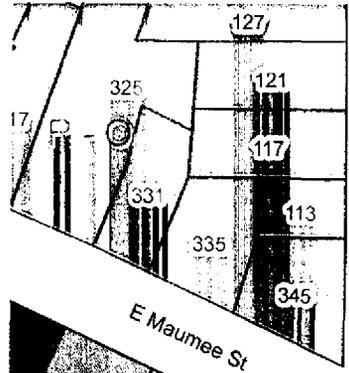
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Erie St

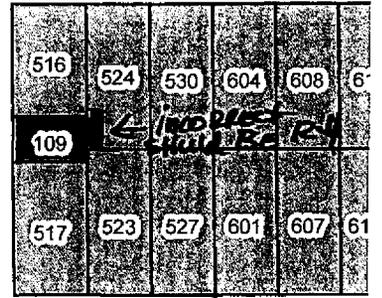
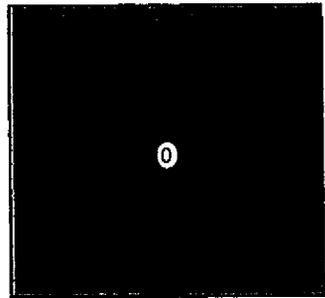
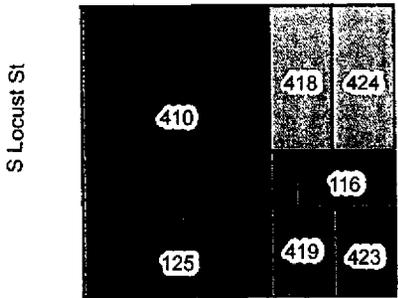
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S Center St

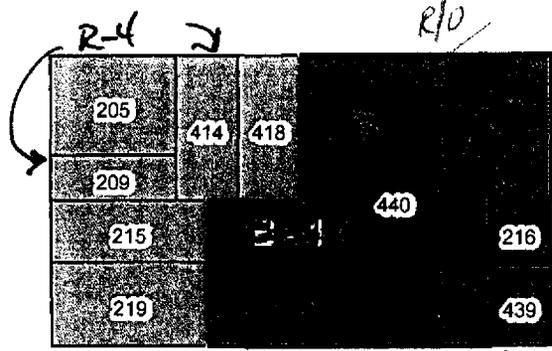
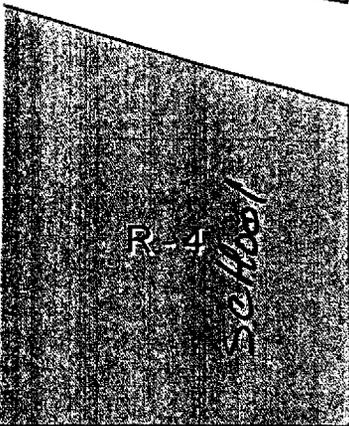




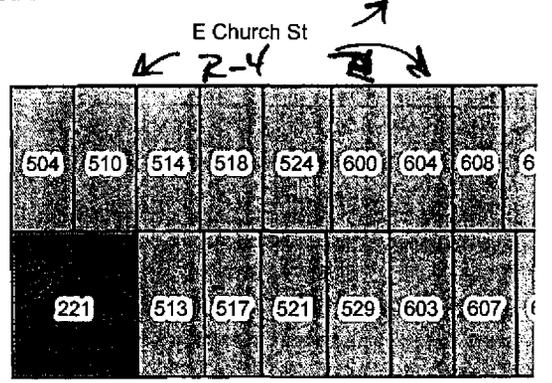
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R-4

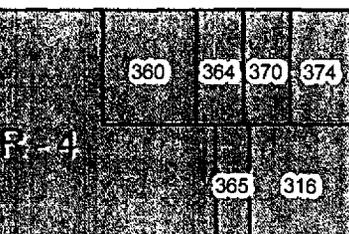


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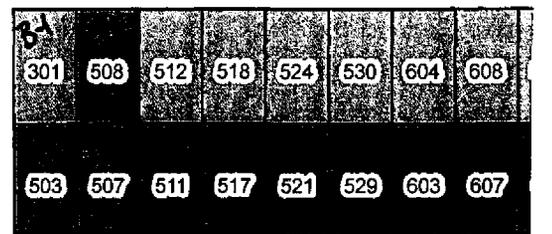


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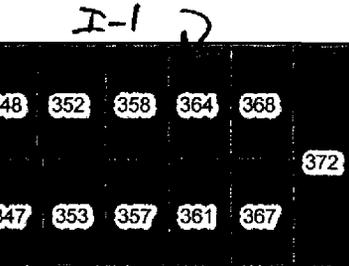
Frank St



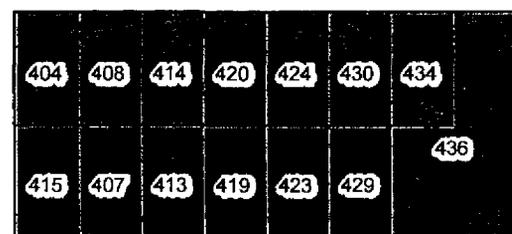
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Frank St

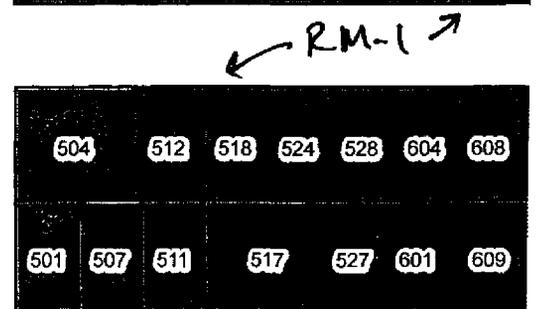


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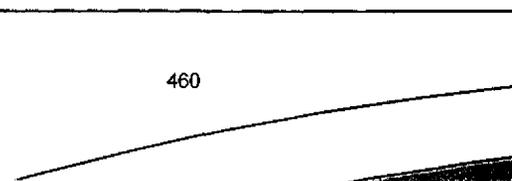


E Michigan St

CENTER ST.



RM-1



ORDINANCE 08-13

AN ORDINANCE TO AMEND THE CITY OF ADRIAN ZONING/DEVELOPMENT REGULATIONS.

The City of Adrian Ordains:

- 1. That Section 3.1 of Article III of the City of Adrian Zoning/Development Regulations, and the Zoning Map to which reference is therein made, is amended to the extent of deleting Parcel No. XAO-515-0158-00 (440 East Church Street) hereinafter described from the R-4 Single Family Residential District and the B-1 Local Business District and including the same in the R-O Residential Office District.

- 2. Parcel described as follows:

LOTS 158, 159, 160, 161, 185, 184, 183, 182 AND E 25 FT LOT 181 EASTERN ADDITION

INTRODUCTIONJuly 21, 2008

SUMMARY PUBLISHED.....

ADOPTION.....

COMPLETED PUBLICATION.....

EFFECTIVE DATE.....

On motion by Commissioner_____

Supported by Commissioner_____

This ordinance was adopted by a_____ vote.

SO-1, R-1

July 21, 2008

SPECIAL ORDER

The Mayor called for the hearing of comments to the establishment of a Special Assessment District for improvements in the College Park subdivision, including Vine Street (Madison to College Park) and Sherman St. (Forest to Madison) - SAD #376.

Discussion

When the Mayor called for final objections _____

_____ and he declared the hearing closed.

RE: ENGINEERING DEPT. – ESTABLISH SPECIAL ASSESSMENT DISTRICT FOR IMPROVEMENTS IN THE COLLEGE PARK SUBDIVISION, INCLUDING VINE STREET (MADISON TO COLLEGE PARK) AND SHERMAN ST. (FOREST TO MADISON) – SAD #376

RESOLUTION

WHEREAS, the Adrian City Commission, by resolution duly adopted at its July 7, 2008 regular meeting, deemed it necessary and declared its intention to construct street improvements in the College Park Subdivision, including Vine Street (Madison to College Park) and Sherman St. (Forest to Madison) and did provide a notice of public hearing as provided by Chapter 70, Section 70-6 of the Adrian City Code; and

WHEREAS, said notice has been given and hearing held.

NOW, THEREFORE, BE IT RESOLVED:

1. That said public improvements be made and the City Administrator be directed to proceed with same.
2. That the plans, specifications and detailed estimates relating to said improvements, as filed with the City Clerk, be and are hereby approved and adopted, and the City Administrator is directed to take action necessary to accomplish the said improvements.
3. That the estimated total costs of said improvements are determined to be \$700,000.
4. That \$260,000 of the said estimated costs shall be defrayed by special assessment and \$440,000 shall be paid from local street funds.
5. That the said special assessment may be paid in ten installments. The first installment shall be due and payable on or before sixty days from the date said special assessment is confirmed, and one installment shall be due annually thereafter. Interest shall be charged at the rate of six (6%) percent per annum on all unpaid installments.
6. That the premises upon which special assessments shall be levied, and which shall be hereafter known and designated as Special Assessment District #376, are described as follows:

Special Assessment Properties

College Park Subdivision, including College Park Dr., Harrison Pl., Anthony Ct., Feeman Ct., Forest St., Spencer Pl., Sherman Ct., as well as Vine St. (from Madison St. to College Park Dr.) and Sherman St. (Forest St. to Madison St.)

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

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

R-2
DATE: July 17, 2008
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: College Park Subdivision Engineering

Due to a shortage of staff in the Engineering Department, the City Engineer has recommended that the city retain the services of Associated Engineers and Surveyors, Inc. for surveying, engineering design and construction staking for the College Park Subdivision project at a cost of \$16,800. This would, of course, be contingent on the approval of the Special Assessment District for this area.

I urge your favorable consideration to retain Associated Engineers & Surveyors, Inc. for engineering services at a cost of \$16,800 and that the bid process be waived. Funds are available in the local street account for this work.



Dane C. Nelson
City Administrator

DCN:bjw

July 16, 2008

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: College Park Sub. Engineering



As you are aware, the Engineering Tech in the Engineering Department resigned on Monday July 14, 2008. Because of this resignation and in an effort to honor our commitment to complete the reconstruction of College Park Subdivision during this calendar year, I contacted Associated Engineers to obtain pricing for assistance in completing the surveying, design and construction staking of this project.

I recommend, due to timing, we waive the bid process and award surveying, engineering design and construction staking to Associated Engineers and Surveyors, Inc at a lump sum cost of \$16,800. Currently, I am accepting the entire proposal with construction staking and offset stakes, however, if the vacant engineering technician position is filled prior to the beginning of this construction project the offset staking would be completed by the Engineering Department and the lump sum cost to Associated Engineers will be reduced by \$3,000.

This entire proposal is contingent on acceptance of the Special Assessment District (SAD) in the College Park Subdivision. If the SAD is not accepted, this engineering will not be required.

There is funding in the local street fund to cover this expenditure.



Associated Engineers and Surveyors, Inc.

CIVIL ENGINEERS ♦ LAND SURVEYORS

237 North Main Street
Adrian, Michigan 49221
Phone : (517) 263-4515
Fax : (517) 263-4535

Steven A. Young, P.S.
Scott A. Merillat, P.E.
Kevin L. Pickford, P.S.

July 15, 2008

Ms. Kristin Bauer, P.E.
City of Adrian
100 E. Church Street
Adrian, MI 49221

RE: College Park Subdivision Street Reconstruction

Dear Ms. Bauer:

Associated Engineers and Surveyors, Inc. is pleased to provide the City of Adrian with the following surveying and engineering services proposal for the reconstruction of the streets within the College Park Subdivision.

Based upon our meeting earlier today, we propose to complete the project similar to the way you have completed your street projects in the past. We have broken the project down into the following three phases:

Topographic Survey:

Existing elevations will be recorded at the existing gutter flow line and sidewalk along both sides of the road every 50'. All catch basins located within the existing curb and gutter will be located. Additional grade shots will be taken at the intersection curb. Property corners will be verified along each street to determine approximate right of way location. We propose to complete the topographic survey of the proposed project area for a lump sum fee of \$4,500.

Engineering Design:

We will use the topographic survey to provide a plan view of each street along with a profile of each gutter flow line. The following parameters will determine the design:

- MDOT C4 curb and gutter will be used.
- The minimum gutter flow line profile grade shall be 0.4%. .10
- The top of curb will be approximately 01' below sidewalk elevation.
- The curb flow line will be set between 5% and 7% lower than the sidewalk. D.W.
- Drainage will flow to all existing catch basins.

We propose to complete the engineering design of the street grades for a lump sum fee of \$6,700. The completed plans will be similar to plans the City has completed on previous projects. We have not included the preparation of a specification book in our proposal.

Construction Staking:

Based upon the completion of the engineering design and prior to construction we can complete either of the following items for construction staking.

1. We will set PK nails every 50' per the stationing on the plans for a lump sum fee of \$2,600. You can then use your own people to set offset stakes with the proposed top of curb elevations.
2. We will set offset stakes along each side of the street every 50' with the proposed top of curb elevations for a lump sum fee of \$5,600.

We appreciate the opportunity to provide this proposal to the City of Adrian. If there should be any questions regarding the content of the document, please do not hesitate to call.

Sincerely,
Associated Engineers and Surveyors, Inc.

Scott A. Merrillat, P.E.

RE: Department of Public Works/City Engineer – College Park Subdivision Street Reconstruction

RESOLUTION

WHEREAS, the City Commission, by Resolution #08-066 dated May 5, 2008, adopted the FY2008-09 Budget and General Appropriations Act, which included provision in the Local Street Fund Capital Budget to reconstruct streets in the College Park Subdivision; and

WHEREAS a quote was solicited and obtained from Associated Engineers and Surveyors, Inc, Adrian, MI to provide topographic survey (\$4,500), design engineering services (\$6,700) and construction staking (\$5,600) for a total cost of \$16,800; and

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose in the Local Street Fund (203-451.10-801.203); and

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution, including waiver of the competitive bid process due to the familiarity of this project by the proposed vendor and the temporarily acute staffing shortage in the City Engineer’s office, which normally is utilized to perform some of these services.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Associated Engineers and Surveyors, Inc, Adrian, MI to provide topographic survey (\$4,500), design engineering services (\$6,700) and construction staking (\$5,600) for a total cost of \$16,800.

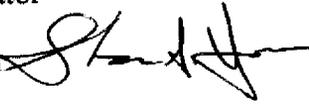
BE IT, FURTHER, RESOLVED that, in the best interests of the City, the competitive bid process be waived, in accordance with the City’s Purchasing Policy as specified in Chapter 12 of the City Charter and Section 2-304 of the Codified City Ordinances.

On motion by Commissioner _____,

seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.

MEMORANDUM – UTILITIES DEPARTMENT

DATE: July 14, 2008
TO: Dane C. Nelson, City Administrator
FROM: Shane A. Horn, Utilities Director 
SUBJECT: Change Orders for Contract #5 Water Main Improvements

During construction on the Water Main Improvement Project, it was determined that a substantial number of galvanized services existed, which were renewed with copper piping by the contractor, Concord Excavating & Grading. As a result, Concord has submitted Change Orders 1 – 4 in the amount of \$118,198.67. The project included, in part, water service extensions and reconnects in the College Park Subdivision, Toledo, James, Tabor and Clinton Streets.

I concur with the recommendation of the Utilities Director to amend the contract with Concord Excavating & Paving to include Change Orders 1 – 4 in the amount of \$118,198.67 for additional work and urge your favorable consideration.



Dane C. Nelson
City Administrator

Attached with recommendation for approval are Change Orders 1-4 to the Water Main Improvement Project with Concord Excavating & Grading, Inc. The majority of the extra effort was in service extensions and reconnects. In this project we have run into a substantial amount of galvanized services which we went ahead and renewed with copper. The attached sheets provide further explanation.

The original contract amount was \$1,083,675.50. The approval of Change Orders 1-4 will increase contract price to \$1,201,874.17.

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

WATER MAIN IMPROVEMENT PROJECT
 CONCORD EXCAVATING & GRADING CONTRACT #5
 CHANGE ORDERS

Change Order #1

Division A	College Park Subdivision	\$15,740.50
Division D	Toledo Street	\$ 1,182.00
Division E	James & Tabor Streets	\$ 1,650.00
Total Change Order #1		\$18,572.50

Change Order #2

Division A	College Park Subdivision	\$ 330.00
Division C	Clinton Street	\$ 3,350.00
Division D	Toledo Street	\$ 5,300.00
Division E	James & Tabor Streets	\$ 1,959.00
Total Change Order #2		\$10,939.00

Change Order #3

Division A	College Park Subdivision	\$15,945.00
Division C	Clinton Street	\$56,468.00
Division D	Toledo Street	\$23,546.00
Division E	James & Tabor Streets	\$ 6,419.25
Total Change Order #3		\$102,378.25

Change Order #4

Division A	College Park Subdivision	(\$13,691.08) Deduct
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Total Change Orders 1-4 \$118,198.67

Original Contract Amount	\$1,083,675.50
Change Orders 1-4	\$ 118,198.67
Revised Contract Amount	\$1,201,874.17

RECOMMENDATION AND AUTHORIZATION FOR:

CHANGES IN CONTRACT ADJUSTMENT TO CONTRACT
 EXTRA CONTRACT EXTENSION OF TIME

SHEET 2 OF 3

CONTRACTOR Concord Excavating & Grading, Inc.	RECOMMENDATION NUMBER 1	DATE 5/23/2008
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CONTRACT FOR: Water Main Improvement Project, Contract No. 5

AUTH-ORIZED NUMBER	ITEM OF WORK, STATUS OF QUANTITY AND DESCRIPTION - LOCATION - REASON (Insert Extension of Time Date)	CODE NUMBER	UNIT USED	EST. QUANTITY + INCREASE - DECREASE	UNIT PRICE	AMOUNT INCREASE	AMOUNT DECREASE	
	8" CLASS 52 DUCTILE IRON PIPE	Division D	LF	+ 21	\$42.00	\$882.00		
	8" 45 DEGREE BEND M.J. FITTING	Division D	EA	+ 1	\$300.00	\$300.00		
SUBCONTRACTORS						TOTALS	\$1,182.00	\$0.00
If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated.						NET	\$1,182.00	

CONTRACTOR SIGNATURE 	PREPARED BY: Scott A. Merillat, Associated Engineers and Surveyors	DATE: 5/23/08
CONTRACTOR NAME Charles Williams, President	RECOMMENDED BY: 	DATE: 5/29/08
You are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.	AUTHORIZATION BY:	DATE:

RECOMMENDATION AND AUTHORIZATION FOR:

CHANGES IN CONTRACT ADJUSTMENT TO CONTRACT
 EXTRA CONTRACT EXTENSION OF TIME

SHEET 3 OF 3

CONTRACTOR Concord Excavating & Grading, Inc.	RECOMMENDATION NUMBER 1	DATE 5/23/2008
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CONTRACT FOR: Water Main Improvement Project, Contract No. 5

AUTH-ORIZED NUMBER	ITEM OF WORK, STATUS OF QUANTITY AND DESCRIPTION - LOCATION - REASON (Insert Extension of Time Date)	CODE NUMBER	UNIT USED	EST. QUANTITY + INCREASE - DECREASE	UNIT PRICE	AMOUNT INCREASE	AMOUNT DECREASE	
	8" RW M.J. VALVES	Division E	EA	+ 2	\$825.00	\$1,650.00		
SUBCONTRACTORS						TOTALS	\$1,650.00	\$0.00
If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated.						NET	\$1,650.00	

CONTRACTOR SIGNATURE 	PREPARED BY: Scott A. Merillat, Associated Engineers and Surveyors	DATE: 5/23/08
CONTRACTOR NAME Charles Williams, President	RECOMMENDED BY: 	DATE: 5/29/08
You are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.	AUTHORIZATION BY:	DATE:

RECOMMENDATION AND AUTHORIZATION FOR:

CHANGES IN CONTRACT ADJUSTMENT TO CONTRACT
 EXTRA CONTRACT EXTENSION OF TIME

SHEET 2 OF 4

CONTRACTOR Concord Excavating & Grading, Inc.	RECOMMENDATION NUMBER 2	DATE 6/20/2008
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CONTRACT FOR: Water Main Improvement Project, Contract No. 5

AUTH-ORIZED NUMBER	ITEM OF WORK, STATUS OF QUANTITY AND DESCRIPTION - LOCATION - REASON (Insert Extension of Time Date)	CODE NUMBER	UNIT USED	EST. QUANTITY + INCREASE - DECREASE	UNIT PRICE	AMOUNT INCREASE	AMOUNT DECREASE	
	SERVICE CONNECTION (EXTEND)	Division C	EA	+ 3	\$850.00	\$2,550.00		
	SERVICE CONNECTION (RECONNECT)	Division C	EA	+ 2	\$400.00	\$800.00		
SUBCONTRACTORS						TOTALS	\$3,350.00	\$0.00
If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated.						NET	\$3,350.00	

CONTRACTOR SIGNATURE 	PREPARED BY: Scott A. Merillat, Associated Engineers and Surveyors	DATE 6/20/08
CONTRACTOR NAME Charles Williams, President	RECOMMENDED BY: 	DATE 6/25/08
You are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.	AUTHORIZATION BY:	DATE

RECOMMENDATION AND AUTHORIZATION FOR:

CHANGES IN CONTRACT ADJUSTMENT TO CONTRACT
 EXTRA CONTRACT EXTENSION OF TIME

SHEET 3 OF 4

CONTRACTOR Concord Excavating & Grading, Inc.	RECOMMENDATION NUMBER 2	DATE 6/20/2008
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CONTRACT FOR: Water Main Improvement Project, Contract No. 5

AUTH-ORIZED NUMBER	ITEM OF WORK, STATUS OF QUANTITY AND DESCRIPTION - LOCATION - REASON (Insert Extension of Time Date)	CODE NUMBER	UNIT USED	EST. QUANTITY + INCREASE - DECREASE	UNIT PRICE	AMOUNT INCREASE	AMOUNT DECREASE	
	SERVICE CONNECTION (EXTEND)	Division D	EA	+ 2	\$850.00	\$1,700.00		
	SERVICE CONNECTION (RECONNECT)	Division D	EA	+ 9	\$400.00	\$3,600.00		
SUBCONTRACTORS						TOTALS	\$5,300.00	\$0.00
If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated.						NET	\$5,300.00	

CONTRACTOR SIGNATURE 	PREPARED BY: Scott A. Merrill, Associated Engineers and Surveyors	DATE: 6/20/08
CONTRACTOR NAME Charles Williams President	RECOMMENDED BY: <i>Scott A Merrill</i>	DATE: 6/25/08
You are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.	AUTHORIZATION BY:	DATE:

RECOMMENDATION AND AUTHORIZATION FOR:

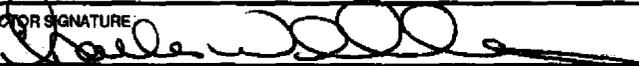
CHANGES IN CONTRACT ADJUSTMENT TO CONTRACT
 EXTRA CONTRACT EXTENSION OF TIME

SHEET 4 OF 4

CONTRACTOR Concord Excavating & Grading, Inc.	RECOMMENDATION NUMBER 2	DATE 6/20/2008
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CONTRACT FOR: Water Main Improvement Project, Contract No. 5

AUTH-ORIZED NUMBER	ITEM OF WORK, STATUS OF QUANTITY AND DESCRIPTION - LOCATION - REASON (Insert Extension of Time Date)	CODE NUMBER	UNIT USED	EST. QUANTITY + INCREASE - DECREASE	UNIT PRICE	AMOUNT INCREASE	AMOUNT DECREASE	
	8" CLASS 52 DUCTILE IRON PIPE	Division E	LF	+ 27	\$42.00	\$1,134.00		
	8" RW M.J. VALVES	Division E	LF	+ 1	\$825.00	\$825.00		
SUBCONTRACTORS						TOTALS	\$1,959.00	\$0.00
If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated.						NET	\$1,959.00	

CONTRACTOR SIGNATURE 	PREPARED BY: Scott A. Merillat, Associated Engineers and Surveyors	DATE 6/20/08
CONTRACTOR NAME Charles Williams, President	RECOMMENDED BY: 	DATE 6/25/08
You are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.	AUTHORIZATION BY:	DATE

RECOMMENDATION AND AUTHORIZATION FOR:

CHANGES IN CONTRACT ADJUSTMENT TO CONTRACT
 EXTRA CONTRACT EXTENSION OF TIME

SHEET 1 OF 4

CONTRACTOR Concord Excavating & Grading, Inc.	RECOMMENDATION NUMBER 3	DATE 6/20/2008
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CONTRACT FOR: Water Main Improvement Project, Contract No. 5

AUTH-ORIZED NUMBER	ITEM OF WORK, STATUS OF QUANTITY AND DESCRIPTION - LOCATION - REASON (Insert Extension of Time Date)	CODE NUMBER	UNIT USED	EST. QUANTITY + INCREASE - DECREASE	UNIT PRICE	AMOUNT INCREASE	AMOUNT DECREASE	
	SEWER REPAIR	Division A	EA	+ 20	\$30.00	\$600.00		
	WATER SERVICE REPAIR	Division A	EA	+ 6	\$150.00	\$900.00		
	3/4" CURB STOP AND BOX	Division A	EA	+ 11	\$215.00	\$2,365.00		
	3/4" COPPER WATER SERVICES	Division A	LF	+ 320	\$26.50	\$8,480.00		
	CREW DOWNTIME ON 3/26/08	Division A	HRS	+ 1.5	\$450.00	\$675.00		
	CREW DOWNTIME ON 3/31/08	Division A	HRS	+ 1.5	\$450.00	\$675.00		
	CREW DOWNTIME ON 4/1/08	Division A	HRS	+ 5	\$450.00	\$2,250.00		
SUBCONTRACTORS						TOTALS	\$15,945.00	\$0.00
If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated.						NET	\$15,945.00	

CONTRACTOR SIGNATURE 	PREPARED BY: Scott A. Merrillat, Associated Engineers and Surveyors	DATE: 6/20/08
CONTRACTOR NAME Charles Williams, President	RECOMMENDED BY: Scott A Merrillat	DATE: 6/25/08
You are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.	AUTHORIZATION BY:	DATE:

RECOMMENDATION AND AUTHORIZATION FOR:

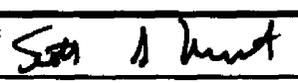
CHANGES IN CONTRACT ADJUSTMENT TO CONTRACT
 EXTRA CONTRACT EXTENSION OF TIME

SHEET 3 OF 4

CONTRACTOR Concord Excavating & Grading, Inc.	RECOMMENDATION NUMBER 3	DATE 6/20/2008
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CONTRACT FOR: Water Main Improvement Project, Contract No. 5

AUTH-ORIZED NUMBER	ITEM OF WORK, STATUS OF QUANTITY AND DESCRIPTION - LOCATION - REASON (Insert Extension of Time Date)	CODE NUMBER	UNIT USED	EST. QUANTITY + INCREASE - DECREASE	UNIT PRICE	AMOUNT INCREASE	AMOUNT DECREASE	
	3/4" CURB STOP AND BOX	Division D	EA	+ 23	\$215.00	\$4,945.00		
	3/4" COPPER WATER SERVICES	Division D	LF	+ 634	\$26.50	\$16,801.00		
	CREW DOWNTIME ON 5/1/08	Division D	HRS	+ 2	\$450.00	\$900.00		
	CREW DOWNTIME ON 5/5/08	Division D	HRS	+ 2	\$450.00	\$900.00		
SUBCONTRACTORS						TOTALS	\$23,546.00	\$0.00
If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated.						NET	\$23,546.00	

CONTRACTOR SIGNATURE 	PREPARED BY: Scott A. Merrillat, Associated Engineers and Surveyors	DATE: 6/20/08
CONTRACTOR NAME Charles Williams, President	RECOMMENDED BY: 	DATE: 6/25/08
You are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.	AUTHORIZATION BY:	DATE:

RECOMMENDATION AND AUTHORIZATION FOR:

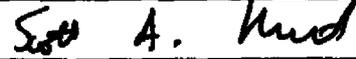
CHANGES IN CONTRACT ADJUSTMENT TO CONTRACT
 EXTRA CONTRACT EXTENSION OF TIME

SHEET 4 OF 4

CONTRACTOR Concord Excavating & Grading, Inc.	RECOMMENDATION NUMBER 3	DATE 6/20/2008
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CONTRACT FOR: Water Main Improvement Project, Contract No. 5

AUTH-ORIZED NUMBER	ITEM OF WORK, STATUS OF QUANTITY AND DESCRIPTION - LOCATION - REASON (Insert Extension of Time Date)	CODE NUMBER	UNIT USED	EST. QUANTITY + INCREASE - DECREASE	UNIT PRICE	AMOUNT INCREASE	AMOUNT DECREASE	
	3/4" CURB STOP AND BOX	Division E	EA	+ 2	\$215.00	\$430.00		
	3/4" COPPER WATER SERVICES	Division E	LF	+ 34.5	\$26.50	\$914.25		
	8" X 8" TEE M.J. FITTINGS	Division E	EA	+ 1	\$400.00	\$400.00		
	8" 22 DEGREE BEND M.J. FITTINGS	Division E	EA	+ 2	\$300.00	\$600.00		
	8" 45 DEGREE BEND M.J. FITTINGS	Division E	EA	+ 2	\$300.00	\$600.00		
	8" 11 DEGREE BEND M.J. FITTINGS	Division E	EA	+ 1	\$300.00	\$300.00		
	6" RW M.J. VALVES	Division E	EA	+ 1	\$700.00	\$700.00		
	CREW DOWNTIME ON 5/1/08	Division E	HRS	+ 5.5	\$450.00	\$2,475.00		
SUBCONTRACTORS						TOTALS	\$6,419.25	\$0.00
If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated.						NET	\$6,419.25	

CONTRACTOR SIGNATURE 	PREPARED BY: Scott A. Merrillat, Associated Engineers and Surveyors	DATE 6/20/08
CONTRACTOR NAME Charles Williams, President	RECOMMENDED BY: 	DATE 6/25/08
You are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.	AUTHORIZATION BY:	DATE

RECOMMENDATION AND AUTHORIZATION FOR:

CHANGES IN CONTRACT ADJUSTMENT TO CONTRACT
 EXTRA CONTRACT EXTENSION OF TIME

SHEET 1 OF 1

CONTRACTOR Concord Excavating & Grading, Inc.	RECOMMENDATION NUMBER 4	DATE 6/20/2008
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CONTRACT FOR: Water Main Improvement Project, Contract No. 5

AUTH-ORIZED NUMBER	ITEM OF WORK, STATUS OF QUANTITY AND DESCRIPTION - LOCATION - REASON (Insert Extension of Time Date)	CODE NUMBER	UNIT USED	EST. QUANTITY + INCREASE - DECREASE	UNIT PRICE	AMOUNT INCREASE	AMOUNT DECREASE	
	PAVEMENT TRENCH DEDUCTION	Division A	DLR	- 13,691.08	\$1.00		\$13,691.08	
SUBCONTRACTORS						TOTALS	\$0.00	\$13,691.08
If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated.						NET		(\$13,691.08)

CONTRACTOR SIGNATURE 	PREPARED BY: Scott A. Merrillat, Associated Engineers and Surveyors	DATE: 6/20/08
CONTRACTOR NAME Charles Williams, President	RECOMMENDED BY: 	DATE: 6/25/08
You are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.	AUTHORIZATION BY:	DATE:

**RE: UTILITIES DEPARTMENT –Water Main Improvement Projects –
Change Orders 1-4 for Contract #5**

RESOLUTION

WHEREAS, the City Commission, on April 16, 2004, adopted a Water Main Improvement Project Plan, which recommended the construction of Westside well fields, Water Treatment Plant sedimentation basin improvements and Water Distribution improvements, all of which were funded by low interest loans through the State of Michigan’s Drinking Water Revolving Loan Fund (DWRF Project No. 7130-01) at a Project Plan estimated cost of \$9,250,000; and

WHEREAS the City Commission, by Resolution #R07-044 dated March 5, 2007, adopted an amendment to the Project Plan regarding the route of the raw water line and authorizing issuance of Request for Proposals to construct the Project; and

WHEREAS bids were solicited, received and awarded through several City Commission actions on August 6, 2007, resulting in a cost reduction to \$7,889,000 including the following:

Contract #1: Wells & Pumps to C.S. Raymer Co., Inc.	\$ 260,000.00
Contract #2: Raw Water Transmission Pipeline to E.T. Mackenzie Company	3,389,990.00
Contract #3: Sedimentation Basin Rehabilitation to 3-S Construction, Inc.	747,478.46
Contract #4: Westside Well Field to Baseline Construction, Inc.	697,500.00
Contract #5: Water Main Improvements to Concord Excavating and Grading, Inc.	1,083,675.50
Contract #6: Recarbonation System Improvements to Monroe Plumbing & Heating Co.	259,890.00
Other Direct Costs (Engineering, In-House, etc.)	727,126.04
CONTINGENCY (6%)	473,340.00
Issuance Costs	<u>250,000.00</u>
Total	<u>\$7,889,000.00</u>

and;

WHEREAS, Contracts #1 through #4 and #6 are either completed or nearing completion and will be evaluated; however, Contract #5, Water Main Improvements, required extra time and materials for additional service extensions and reconnects, resulting in requested Change Orders 1-4, amounting to a total of \$118,198.67, revising the amended contract to \$1,201,874.17; and

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose within the Project Contingency funding provided for in the DWRF Revolving Fund bond proceeds; and

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution amending Contract #5, Water Main Improvements, Concord

Excavating and Grading, Inc. to incorporate Change Orders 1-4 at an additional not-to-exceed cost of \$118,198.67.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes approval of this resolution amending Water Main Improvement Project - Contract #5, Concord Excavating and Grading, Inc. to incorporate Change Orders 1-4 at an additional cost not to exceed \$118,198.67, revising the amended contract to \$1,201,874.17.

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

R-4

DATE: July 17, 2008

TO: Honorable Mayor and City Commission

FROM: Dane C. Nelson, City Administrator

SUBJECT: Network Email Server

I concur with the recommendation of the IT Director to approve the purchase of a server for the city's email system to Hewlett-Packard in the amount of \$7,679.01 and that the bid process be waived. Hewlett-Packard allows government customers to configure equipment to their needs, receive a quote online and offers MI-REMC pricing. The city has used Hewlett-Packard servers for the past 6 years and has been very pleased with the equipment.

I urge your favorable consideration authorizing the purchase of a server from Hewlett-Packard in the amount of \$7,679.01 and that the bid process be waived.



Dane C. Nelson
City Administrator

DCN:bjw

R-4



Memorandum

To: Mayor Gary McDowell, Adrian City Commission

From: Paul G. Trinka

CC: City Administrator Dane Nelson, Finance Director Jeff Pardee

Date: July 14, 2008

Re: Network Mail Server

We are scheduled to replace the server for the City's email system. The city has used HP servers over the past 6 years as the preferred vendor.

HP gives government customers the ability to quote equipment on a website with Michigan REMC price.

I have configured the equipment needed for the system. The total for the server and delivery is \$7679.01. I would ask that the bid process be waived to purchase the server from HP.



ONLINE PRICE QUOTATION

Quote Number: 2269664

Today's Date : 7/14/2008 7:50:51 PM

Created By: sales@itright.com

Quote Name: Adrian Exchange

Quote Created Date : 7/14/2008 7:50:05 PM

Contract: MI - REMC (WSCAll) (HP-WSCA-04)

Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

Use the File - Print option to print this form for your future reference.

Items/description	Part no	Unit price	Qty	Ext price
-Configurable- HP ProLiant DL380 G5 - 3.00GHz High Performance Rack Server	Base	\$7,105.01	1	\$7,105.01
HP ProLiant DL380 G5 3.00GHz High Performance Server	391835-HP4			
Processor 2 Quad-Core Intel® Xeon® X5450 (3.00GHz, 1333MHz FSB, 120W) Processors				
HP 16GB Fully Buffered DIMM PC2- 5300 8X2GB DR LP Memory	461828-16G			
Microsoft® Windows® 2008 Server, Standard Edition 5 CALs (DVD Required) (Not Installed)	468721-B21			
HP Smart Array P400/512 PCIe Controller	411064-B21			
RAID 5 drive set with online spare (requires matching 4 hard drives)	339780-B21			
HP 146GB Hot Plug 2.5 SAS Dual Port 10,000 rpm Hard Drive	418367-B21			
HP 146GB Hot Plug 2.5 SAS Dual Port 10,000 rpm Hard Drive	418367-B21			
HP 146GB Hot Plug 2.5 SAS Dual Port 10,000 rpm Hard Drive	418367-B21			
HP 146GB Hot Plug 2.5 SAS Dual Port 10,000 rpm Hard Drive	418367-B21			
HP 146GB Hot Plug 2.5 SAS Dual Port 10,000 rpm Hard Drive	418367-B21			
HP Smart Array Cache Battery Kit (compatible with HP SA P400i w/256MB Cache or SA500) required with controller if ADG RAID is selected	383280-B21			
Power supply HP 1000-W Hot-Plug Power Supply				
Redundant power supply HP 1000-W Redundant Hot-Plug Power Supply				
Redundant fan options HP Redundant Hot-Plug Fans				
Network card Embedded NC373i Multifunction Gigabit Network Adapter				
Server management Integrated Lights Out 2 (iLO 2) Standard Management				

Warranty

HP Standard Limited Warranty - 3
 Years Parts and on-site Labor, Next
 Business Day

HP Care Pack, 5 Years, Next Day,
 Hardware, ProLiant DL380

UA009E

\$574.00
 \$574.00

1

\$574.00

Subtotal: \$7,679.01**Estimated Lease Cost: \$248.72**

The terms and conditions of the MI - REMC (WSCAI) will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.

To access the HP Public Sector Online Store where this quote was created, go to:

<http://gem.compaq.com/gemstore/entry.asp?SiteID=11574>

* The estimated lease cost is the monthly payment amount for a lease commencing on or before 8/13/2008 with a term of 36 months and a fair market value purchase option at the end of the lease term. This and other leasing and financing options are available through Hewlett-Packard Financial Service Company (HPFSC) or one of its affiliates to qualified education and state and local customers in the U.S. and subject to credit approval and execution of standard HPFSC documentation. Fees and other restrictions may apply. This is not a commitment to lease. Rates and payments are subject to change at any time without notice. Leasing and financing options for Federal governmental agencies (subject to a \$50,000 minimum) are available from Hewlett-Packard Company. For more information, call Hewlett-Packard Financial Services Company at 1-888-277-5942 and talk to a financial services representative who specializes in supporting government and education entities.

* HP is not liable for pricing errors. If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently ship an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with return of the product. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.

* Please contact HP Public Sector Sales with any questions or for additional information:

K12 Education:	800-888-3224	Higher Education:	877-480-4433
State Local Govt:	888-202-4682	Federal Govt:	800-727-5472
Fax:	800-825-2329	Returns:	800-888-3224

* For detailed warranty information, please go to www.hp.com/go/specificwarrantyinfo. Sales taxes added where applicable. Freight is FOB Destination.

R08-107

July 21, 2008

RE: INFORMATION TECHNOLOGY DEPARTMENT –Network Mail Server Replacement

RESOLUTION

WHEREAS, the Adrian City Commission, by Resolution R08-066 dated May 5, 2008, adopted the FY2008-09 Budget and General Appropriations Act, which included a \$10,000 Capital Equipment appropriation for replacing the server for the City's e-mail system; and

WHEREAS, Director of Information Technology recommends waiving the competitive bid process and acquiring the network e-mail server from Hewlett-Packard, Omaha, NE at a cost of \$7,679.01; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Information Technology Capital Equipment account (661-290.00-977.000); and

WHEREAS, the City Administrator recommends approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the acquisition of a new network e-mail server from Hewlett-Packard, Omaha, NE at a cost of \$7,679.01.

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.

R.5



MEMO

July 16, 2008

To: Dane C. Nelson, City Administrator

From: Jeffrey C. Pardee, Finance Director

A handwritten signature in black ink, appearing to read 'Jeffrey C. Pardee', is written over the printed name.

RE: Business Expense Reimbursement Regulations – Revision #1

Please find attached proposed Business Expense Reimbursement Regulations – Revision #1 and suggested resolution for adoption.

The City Commission, by Resolution #R04-079 dated May 3, 2004, adopted Business Expense Reimbursement policy and regulations that pinpointed responsibilities and specified procedures for reimbursement. Based on four years' experience, the aforementioned regulations are in need of updating and streamlining to meet current business needs and expedite the reimbursement process.

The revised regulations and suggested resolution continue to specify that the City Administrator has the authority and responsibility for overall approval, interpretation and enforcement of these regulations for employees, elected and appointed officials, and non-City personnel. Furthermore, department heads continue to be charged with the responsibility for implementation of the regulations, including, but not limited to, the determination that the expense is required to conduct City business and sufficient funds are available for such expense.

The proposed regulations indicate that the meal expenses will be reimbursed based on the Internal Revenue Service (IRS) daily meal allowance, which currently stands at an average \$40.00 per day (including gratuities). Likewise, Mileage Reimbursement will be pegged at the IRS allowable rate, which is currently \$.585 per mile.

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

CITY OF ADRIAN, MICHIGAN

BUSINESS EXPENSE REIMBURSEMENT REGULATIONS

(Revision #1 – July 21, 2008)

I. PURPOSE AND RESPONSIBILITY

- A. Purpose: The purpose of the City of Adrian's Business Expense Reimbursement Regulations is to provide a mechanism for reimbursing City employees, including elected and appointed officials, for legitimate travel, accommodations, meal and conference registration expenses incurred in the conduct of City business; standardize the amounts and methods of reimbursement; and pinpoint budgetary responsibility for such reimbursements.
- B. Responsibility:
1. The City Administrator is responsible for overall approval, interpretation and enforcement of these regulations for employees, elected and appointed officials, and non-City personnel.
 2. It is the specific responsibility of the Department Director (elected official, appointed official or equivalent position) for the implementation of the City of Adrian's Business Expense Reimbursement Regulations, including, but not limited to, the determination that the expense is required to conduct City business and that sufficient funds are available for such expense.
 3. Compliance and completion of applicable forms is the responsibility of the individual traveler.

II. TRAVEL EXPENSES

A. Personal Mileage Reimbursement

1. The City of Adrian will reimburse an employee for use of personal transportation in the conduct of City business at the rate authorized by the IRS. The Finance Department will provide a schedule showing the authorized IRS mileage rate and the appropriate amounts to be reimbursed for business travel by privately owned automobile. The amounts on the Finance Department's schedule will be used to claim personal mileage reimbursement. This schedule will be updated whenever the IRS authorized mileage rate is changed.
2. The request for reimbursement must be made within thirty (30) days after the end of the month in which the travel was completed. All claims must be signed by the employee and approved by their supervisor and Department Director. It is the supervisor's and Department Director's responsibility to ensure the request is accurate and complete.
3. For purposes of determining mileage reimbursement, the following shall apply:

- a. City travelers on official business driving personally-owned vehicles must have the vehicle properly licensed, or recognized as properly licensed, by the State of Michigan and be insured by automobile liability insurance, as required by the State of Michigan, at their own expense.
- b. Mileage will be calculated from an employee's workstation. Generally, workstation is meant to be normal or regular station of work. No mileage will be reimbursed for travel between an employee's domicile and his/her workstation, except when an employee is assigned to work in a location other than his/her official workstation (temporary workstation). Mileage reimbursement will be allowed from home to the temporary workstation or from the normal workstation to the temporary workstation, whichever is less.

B. TRAVEL BY PUBLIC CARRIER

1. The traveler is expected to explore available travel options at lowest cost to the City of Adrian. Additional lodging or transportation expenses incurred in order to take advantage of available travel promotions shall be permissible to the extent there is an overall reduction in travel expense.
2. In the event that a conference, seminar, and/or convention is held in alternative locations, the traveler will attend the session that results in the least cost to the City, work schedules permitting.
3. Travel should be made by the most direct and/or cost effective route. If an employee travels by an indirect route, the extra cost shall be borne by the traveler.
4. Days allowed will be actual travel time needed to reach destination necessary to carry out the City business using the most direct route and most efficient mode of travel.
5. PERSONAL EXPENSES – Flight insurance, alcoholic beverages, cleaning and pressing clothing, movie rentals, and similar personal expenses are not reimbursable.

C. Meals

1. The City of Adrian will reimburse an employee of the cost incurred for meals while traveling on City business at a maximum rate of \$40.00 per day (including gratuities). Receipts are required.
2. Allowances will be based on the following schedule:
 - a. Breakfast – When travel commences prior to 7:00 a.m. and extends beyond 8:30 a.m.
 - b. Lunch – When travel commences prior to 11:00 a.m. and extends beyond 2:00 p.m.
 - c. Dinner – When travel commences prior to 5:30 p.m. and extends beyond 7:00 p.m.

3. When an overnight traveler is entitled to a full day's meal allowance, the amount expended for any particular meal is left to the discretion of the traveler. The total for the day will not exceed the scheduled daily rate. Whenever meals are included in the registration and/or lodging fees, the traveler shall not be reimbursed for such meals unless the traveler is necessarily prevented from receiving the meal. In this event, the traveler shall submit the appropriate meal receipt(s) for verification as a precondition of reimbursement. The cost of alcoholic beverages is not reimbursable.

D. Accommodations

1. Lodging expenses should be based on the Lowest Single Rate plus applicable tax.
2. Sales tax can be avoided by getting the necessary documentation from the Finance Department indicating that the City is a public entity and, therefore, exempt from sales tax.

III. MISCELLANEOUS EXPENSES WHICH ARE REIMBURSABLE –

- A. **REGISTRATION FEES** – For conventions and meetings for individuals attending as official representatives of the City. A program, literature, and receipts must be attached showing whether or not meals are included.
- B. **PARKING FEES** – Receipts are required..
- C. **TAXICAB** – Receipts are required.
- D. **VEHICLE (CAR) RENTAL** – Allowable only if it is more advantageous for City business. Explanation and receipt are required, as well as prior approval of the Department Director. Additional insurance and/or collision damage waivers will not be reimbursed since it is required that employees on City business be insured by automobile liability insurance, as required by State law, at their own expense.
- E. **FAX AND TELEGRAMS** – Charges are allowable when necessary for official business when a letter will not suffice.
- F. **TELEPHONE** – Charges are allowable when necessary for official business and for one daily personal call home in the case of overnight travel.
- G. **GRATUITIES** –
 1. **Waiter/Waitress** – The maximum allowable daily tips for meals is 15%.
 2. **Other gratuities** – Other gratuities actually paid will be allowed if reasonable and customary (e.g., porters).
 3. **Toll Bridges, Road Tolls and Ferry Boat Fees** – Receipts are required.
- H. **OTHER DOCUMENTATION** – The traveler shall supply any other support documentation as required by the Finance Department.

R08-108

July 21, 2008

RE: FINANCE DEPARTMENT - City of Adrian Business Expense Reimbursement Regulations – Revision #1

RESOLUTION

WHEREAS, the City Commission, by Resolution #R04-079 dated May 3, 2004, adopted Business Expense Reimbursement policy and regulations that pinpointed responsibilities and specified procedures for reimbursement; and

WHEREAS, based on four years' experience, the aforementioned regulations are in need of updating and streamlining to meet current business needs and expedite the reimbursement process; and

WHEREAS, the revised regulations and suggested resolution continue to specify that the City Administrator has the authority and responsibility for overall approval, interpretation and enforcement of these regulations for employees, elected and appointed officials, and non-city personnel; and

WHEREAS, furthermore, department heads continue to be charged with the responsibility for implementation of the regulations, including, but not limited to, the determination that the expense is required to conduct city business and sufficient funds are available for such expense.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby adopts the Business Expense Reimbursement Regulations – Revision #1 proposed by the City Finance Director and recommended by the City Administrator.

BE IT, FURTHER, RESOLVED that the adopted regulations provide that the meal expenses will be reimbursed based on the Internal Revenue Service (IRS) daily meal allowance, which currently stands at an average \$40.00 per day (including gratuities). Likewise, mileage reimbursement shall be pegged at the IRS allowable rate, which is currently \$.585 per mile. These rates will be reviewed annually, during the budget process.

BE IT, FURTHER, RESOLVED that the City Administrator has the authority and responsibility for overall approval, interpretation and enforcement of these regulations for employees, elected and appointed officials, and non-city personnel.

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

R-6

Memo

To: Dane C. Nelson, City Administrator
From: Mark K. Gasche, Parks and Recreation Director
Date: July 16, 2008
Subj: Recommendation for establishment of Pet Section at Oakwood Cemetery and related fees

There is a growing trend in our country for increased services related to family pets. One area of service that we have heard of increasing popularity is pet cemeteries. From Michigan Municipal League conferences to a variety of cemetery publications we are being told that local governments will be asked by residents to provide this service. Our Cemetery Superintendent, Steve Adams, has made inquiries to local veterinarians on this topic; they feel there is a definite need for increased burial options for family pets. The current options in our area appear to be 1) cremation then burial in a mass grave or 2) purchase a grave space for cremation or body burial at a pet cemetery in Jackson County. Steve was told the estimated number of pets that are euthanized at local clinics is approximately 900 to 1,100 per year. Steve has also talked to numerous citizens who have expressed an interest for a local place to bury their pets.

Staff is recommending a long and narrow section along the drive in the back of the cemetery, across from section 42, for the pet section. The space is narrow because of the road and a row of pine trees that runs from 4 to 10 feet from the edge of the road. Due to the shape and size of this area body burials would be limited, however, Steve estimates there would be room for 1,000 or more pet lots at 2' x 2'.

We are recommending rules for the pet section as outlined below. As mentioned, we are suggesting 2' x 2' lots and cremations only. Markers would be optional, but if they are installed they must be uniform in size (16" x 8" x 4"), granite, and flush to the ground. They must all be set on foundations, which would be poured by cemetery staff only. General rules would include: no decorations, no scattering of cremated remains, all cremated remains must be placed in a non-porous container, no more than one burial per grave and pet cremations only. Hours for pet burials would be Monday – Friday from 8:00am – 2:00pm.

The pricing we are recommending is as follows: \$125 for each lot, \$125 for opening/closing, and \$100 for each foundation. Rates for city residents would be discounted at a percentage consistent with our fees for regular lots and services (80%). Customers would purchase the markers through an outside vendor. All lots sold would include perpetual care and a deed.

Staff feels that offering a pet section at Oakwood Cemetery would increase the level of service we are providing to the public, and we can perform all of the functions needed to establish the pet section in-house. This could certainly prove to be a popular service, as well as produce revenue for the cemetery. The space that we would utilize would be minimal and, as long as we establish the rules as proposed, maintenance of the area would also be minimal. We would promote this new service through local veterinarians and our in-house publications. The section for the pet cemetery is ready to be laid out; we will proceed with promotion of this new service as soon as the City Commission gives approval.



Member of the Family

*What would I do with out you
my precious furry friend:
part mischief but part blessing
and faithful to the end.*

*You look at me with eyes of love:
you never hold a grudge,
You think I'm far too wonderful
to criticize or judge.*

*It seems your greatest joy in life
is being close to me.
I never know how comforting
your warm soft fur would be.*

*I know you think you're human
but I'm glad it isn't true
The world would be a nicer place
if folks were more like you.*

*A few short years are all we have
One day we'll have to part.
But you my pet will always have
a place within my heart.*

Author Unknown

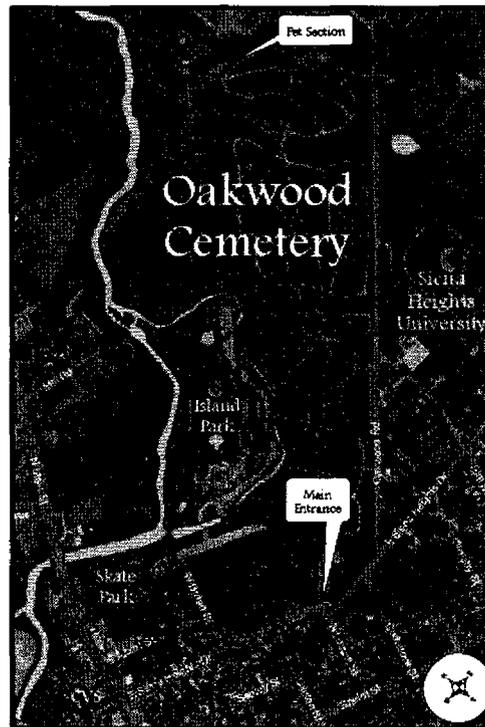
Oakwood Cemetery

Corner of Oakwood Road
and Siena Heights Drive

(517) 264-4870

Fax: (517) 264-1083

www.ci.adrian.mi.us



OFFICE HOURS

Monday - Friday 7:00 a.m. to 3:00 p.m.
Closed Saturday and Sunday

Oakwood Cemetery

City of Adrian

Pet Cemetery





The Pet Cemetery is located in the back of Oakwood Cemetery across from Section 42. Each grave space is 2" by 2". The pet cemetery is provided for the burial of pet cremations. All grave spaces include perpetual care and a deed.

Burial Hours

Monday – Friday

8:00 a.m. – 2:00 p.m.

No weekend or holiday burials

Notice

24 hours spring through fall
48 hours during winter

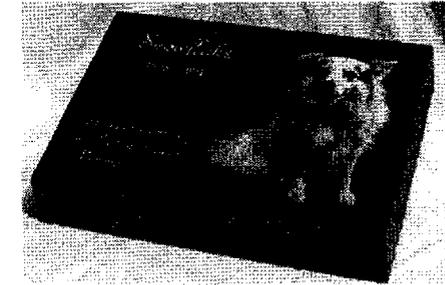
Markers

Markers are optional. If a marker is placed on the pet grave space, it must be flush with the ground. The dimensions must be 16" x 8" x 4" and made from granite. All markers must be placed on a foundation purchased and installed by cemetery personnel.



Rules

- Decorations are prohibited.
- No scattering of cremated remains.
- All cremated remains must be placed in a non-porous container for burial.
- No more than one burial per grave.
- Pet cremations only.



Prices

Regular:

Grave Space	\$125
Opening and Closing	\$125
Foundations	\$100

City Residents:

Grave Space	\$100
Opening and Closing	\$100
Foundations	\$ 80



RE: PARKS & RECREATION – Establishment of Pet Cemetery at Oakwood Cemetery

RESOLUTION

WHEREAS, due to increased demand for burial sites for family pets, the Parks and Recreation Director and Oakwood Cemetery Superintendent have researched the possibility of pet burial lots at Oakwood Cemetery; and

WHEREAS, it has been determined that there would be adequate space for approximately 1,000 pet burial sites along the drive in the back of the cemetery; and

WHEREAS, the Parks & Recreation Director has recommended that the following rules and price schedule be established:

- Lot size would be 2' x 2'
- Lots would include perpetual care and a deed
- Cremations only – Cremated remains must be placed in a non-porous container. No scattering of cremated remains.
- One burial per grave – Pet cremations only
- Markers optional, but if installed, must be uniform in size (16" x 8" x 4"), granite, flush to the ground and set on foundations. Foundations to be poured by cemetery staff only.
- No decorations
- Hours for pet burial – Monday through Friday – 8 a.m. – 2 p.m.
- Pricing:
 - Regular
 - \$125.00 for each lot
 - \$125.00 for opening and closing
 - \$100.00 for each foundation
 - City Residents
 - \$100.00 for each lot
 - \$100.00 for opening and closing
 - \$ 80.00 for each foundation

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the designation of a section in Oakwood Cemetery as a pet cemetery and, further, approves the rules and fee schedule as outline above.

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

MISCELLANEOUS

m-1

ZONING BOARD OF APPEALS
JULY 1, 2008
REGULAR MEETING
MINUTES

The regular meeting of the Zoning Board of Appeals was called to order by Chair Berthold at 6:30 p.m. in the Commission Chambers of City Hall.

Present: Mike Berthold Chair
 Cindy Bily Vice Chair
 Greg DuMars City Commissioner
 Mike Jacobitz
 Maralee Koleski

Also Present: Mitch Blonde Alternate
 Michael McGrath Alternate

APPROVAL OF MINUTES OF THE
JUNE 3, 2008, REGULAR MEETING

There were no corrections or additions to the minutes. Board Member Jacobitz moved that the Minutes of the June 3, 2008, regular meeting be approved as presented. Board Member DuMars supported. Motion carried unanimously.

CASE NO. 08-017
VARIANCE REQUEST FOR 506 FRENCH STREET

No one was present to represent this item. No action taken by the Board.

There being no further business the meeting adjourned at 6:53 p.m.

Respectfully submitted,

Denise Cook, Secretary

M-J

ADRIAN CITY PLANNING COMMISSION
JULY 1, 2008
REGULAR MEETING
MINUTES

The regular meeting of the Adrian City Planning Commission was called to order by Chair Jacobitz at 7:00 p.m. in the Commission Chambers of City Hall.

Present: Mike Jacobitz Chair
 Khamis Al-Omari Vice Chair
 Mike Clegg City Commissioner
 Peter Barr
 Mel Dye
 Carl Phipps
 Marilyn Schebil
 Brian Watson

Absent: Chad Johnson

Chair Jacobitz welcomed new members Carl Phipps and Brian Watson to the Commission.

**APPROVAL OF MINUTES OF THE
JUNE 3, 2008, REGULAR MEETING**

There were no corrections or additions to the minutes. Commissioner Schebil moved that the Minutes of the June 3, 2008, regular meeting be approved as presented. Commissioner Al-Omari supported. Motion carried unanimously.

Commissioner Barr arrived at 7:02 p.m.

**CASE NO. 07-066
SET PUBLIC HEARING TO HEAR AND CONSIDER COMMENTS TO
REZONING 440 EAST CHURCH STREET FROM
R-4 SINGLE FAMILY RESIDENTIAL AND B-1 LOCAL BUSINESS
TO R-O RESIDENTIAL OFFICE**

Chair Jacobitz explained to the audience the procedure involved in rezoning requests and the criteria used in these decisions. Mr. Joe Wagley, representing the Barnabas Mission Board of Directors, was present. This is a Christian centered non-profit organization that would provide food, shelter, lifestyle and entrepreneurial assistance. Chair Jacobitz explained the congregate living facility text amendment (Ordinance 08-10) that is to be presented to the City Commission this month. If this amendment change is approved, the R-O District would allow these facilities through a zoning

exception permit. This property was the former St. John's Lutheran School and had split zoning. Louise Cudney, 510 East Church, submitted a statement to the Commission and is part of this record as Attachment A. Chair Jacobitz declared the public hearing open at 7:10 p.m. Kathy Poisson-Dewitt, Executive Director of the Daily Bread of Lenawee, is in favor of this rezoning, currently they have served 53,000 meals for Lenawee County, the Daily Bread will move from their building on Tecumseh and Frank Streets and become the main renter in this proposed facility, would remodel kitchen and use gym for dining area, most days its 200 to 250 meals, this would make their business a lot easier as they also have classes for reading, writing, help with filling out forms, they have grown out of their present building. Louise Cudney, 510 East Church, was concerned about the type of people that would be in this facility, feels it will devalue property, how will the shelter be run. K Z Bolton, 523 East Church, is representing Keith and Dessolee Smith, 418 East Church, who have no objections to this request. Ms. Bolton feels this proposed facility will help a lot of people within Adrian and Lenawee County. There were no further comments from the audience. Public Hearing closed at 7:15 p.m. The Commission discussed the process of Ordinance 08-10 as it goes before the City Commission. It is not the job of the Planning Commission to look at only a specific use, when a property is zoned there are several other permitted uses that would be allowed, the property owner could make it something else. The Commission discussed the food service aspect of this proposed use, the B-1 and R-O District would allow restaurants per zoning exception permit. These zoning districts would also allow office use. It was felt that any property owner would prefer to have one zoning district for the entire parcel. It was noted that there are several zoning districts within this area from R-4 Single Family Residential, RM-1 Multiple Family Residential, OS-1 Office Service, B-1 Local Business and I-1 Light Industrial. The Commission informed Ms. Cudney that she may want to attend the City Commission meeting on July 7 in regards to Ordinance 08-10, but to check with Administration first to find out what was on the agenda. The Commission discussed the Comprehensive Plan which shows this property as quasi-public and felt this proposed use would be consistent with that. At the time the Comprehensive Plan was done, this property was used as a school. The Commission was in receipt of a Staff Analysis in support of this rezoning, which is part of this record as Attachment B. The proposed use is non-profit, which staff feels would fit the quasi-public definition (Page 5-4 of the 2006 Comprehensive Plan). The B-1 District is along South Center Street and this includes two properties to the immediate east of this subject parcel (216 South Center and 439 Frank). The Commission discussed the potential use of this building as it is currently zoned; with the split zoning the consensus of the Commission was that there where limited possibilities. It was mentioned that one of the buildings is in two separate zoning districts. The B-1 District would allow a restaurant and office; however, residential uses would not be permitted. There was discussion that this use would be consistent with the Comprehensive Plan. The Commission was interested in comments from properties along the west side of the block and asked if there were any one from the properties along the 200 block of South Locust. No one was present. The Commission discussed the criteria as mentioned in Section 28.06 of the Zoning/Development Regulations as follows:

- A. What identifiable conditions related to the application have changed which justify the proposed amendment?

There are multiple zoning districts on one piece of property. The property would be considered functionally obsolete.

- b. What are the precedents and the possible effects of such precedent which might result from the approval or denial of the petition?

This might be considered spot zoning but this is a large piece of property. City Assessor's records show this as being 1.12 acres.

- c. What is the impact on the ability of the City and other governmental agencies to provide adequate public services and facilities, and/or programs that might reasonably be required in the future if the proposed amendment is adopted?

No impact on City services is anticipated.

- d. Does the petitioned district change adversely affect environmental conditions or the value of the surrounding properties?

The building has been vacant for 2 or 3 years. If the property is in use, it would not be an empty building. There are a lot of apartment houses in this area. There are similar human service facilities in this area now, such as The Daily Bread, 302 South Tecumseh and Associated Charities, 221 South Tecumseh. The two properties to the immediate east of this parcel: 216 South Center is presently being rented by the Barnabas Mission Office, there also a furniture ministry located in the building and The Damascus Road (Employment Agency); 439 Frank Street is a one-family residence. If these properties become available, the Barnabas Mission would like to purchase them.

- e. What is the ability of the property in question to be put to a reasonable economic use in the zoning district in which it is presently located?

The need for services was in the core of the City. The property is presently under-utilized. The Commission doesn't feel that someone will demolish this building and put in houses. There doesn't seem to be a resurgence of business uses in this area. The proposed use would be one way to utilize the property.

Commissioner Barr moved that the Planning Commission make a finding that the request for rezoning of the Parcel # XA0-515-0158-00 satisfactorily meets the review criteria found in Section 28.06 of the City of Adrian Zoning Regulations, and approves the request for rezoning of the subject parcel as stated in the following resolution and forwards the application to the Adrian City Commission with a recommendation for preparation and approval of an ordinance to amend the City of Adrian Official Zoning Map to show such change in use designation.

**RESOLUTION
ADRIAN CITY PLANNING COMMISSION CASE #07-066**

WHEREAS, City of Adrian Community Development has submitted a request for rezoning of Parcel # XA0-515-0158-00; and

WHEREAS, the existing use of the parcel is vacant structures; and

WHEREAS, the City of Adrian Comprehensive Plan calls for designation of such parcels as Quasi-Public for future use; and

WHEREAS, the Community Development Department has conducted a review in accordance with the review standards found in the City Code of Ordinances, Section 28 pertaining to Official Zoning Map Amendments;

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

BE IT FURTHER RESOLVED that the Adrian City Planning Commission finds that the application is in compliance with the standards for Official Zoning Map Amendments; and

BE IT FURTHER RESOLVED that the Adrian City Planning Commission recommends that the Adrian City Commission prepare and approve an ordinance to amend the City of Adrian Official Zoning Map in accordance with said findings.

Commissioner Dye supported.

In Favor of Motion: Barr, Schebil, Dye, Clegg, Jacobitz, Al-Omari, Phipps, Watson.

Against Motion: none

Motion carried unanimously.

COMMUNICATION ITEMS

Development Regulations – Update of Zoning Ordinance Rewrite: At the present time there is no progress on this.

Ordinance Committee – Results of Poling Membership: No action will be taken on this and will be removed from the agenda.

Respectfully submitted,

Denise Cook, Secretary



Attachment B

STAFF ANALYSIS

CITY OF ADRIAN
PLANNING COMMISSION
COMMUNITY DEVELOPMENT DEPARTMENT

CASE FILE: 07-0066
DATE: June 23, 2008
APPLICANT: City of Adrian Community Development Department
SUBJECT PARCEL(S): 440 East Church Street – Parcel # XA0-515-0158-00
REQUEST: Rezoning of Subject Parcel

DESCRIPTION OF REQUEST

Applicant requests rezoning of the subject parcels to conform zoning designation to the City of Adrian Comprehensive Plan future Land Use Map. The specific parcel data is as follows:

<u>Address</u>	<u>Parcel No.</u>	<u>Property Owner</u>	<u>Use of Property</u>	<u>Current Zoning</u>
440 East Church Street	XAO-515-0158-00	St. Johns Church	Vacant	R-4/B-1

FUTURE LAND USE/ZONING

According to the City of Adrian Comprehensive Plan, future land use designation for the subject parcel is Quasi-Public.

REVIEW STANDARD(S)

The standards for rezoning requests as found in Section 28.05 of the City of Adrian Zoning Regulations and listed below for reference:

1. What identifiable conditions related to the application have changed which justify the proposed amendment?
2. What are the precedents and the possible effects of such precedent which might result from the approval or denial of the petition?
3. What is the impact on the ability of the City and other governmental agencies to provide adequate public services and facilities, and/or programs that might reasonably be required in the future if the proposed amendment is adopted?
4. Does the petitioned district change adversely affect environmental conditions or the value of the surrounding properties?

5. What is the ability of the property in question to be put to a reasonable economic use in the zoning district in which it is presently located?

DEPARTMENT REVIEWS

Community Development has reviewed the request in response to the above standards and makes the following findings:

1. The City of Adrian Comprehensive Plan designates the subject parcel as "Quasi-Public" in the Future Land Use Map. The term "Quasi-Public" is further defined in the Comprehensive Plan text as including uses "owned by private, non-profit, or religious entities that provide public services." The proposed use of the subject parcel as a non-profit human services center meets this definition. Rezoning of the subject parcels as proposed, therefore, is in direct conformance with the Comprehensive Plan recommendation.
2. Beyond conforming zoning designations to the City of Adrian Comprehensive Plan, no precedents are known nor anticipated as a result of favorable action on this request.
3. No known impact on municipal public services or facilities would result from favorable action on this request.
4. There are no known environmental conditions which may be affected by the request. The proposed change shall have no known impact on surrounding property values.
5. Use of the subject parcel under current designations is difficult because the parcel is divided between two use designations – R-4 Single-Family Residential and B-1 Local Commercial. The proposed change to R-O Residential-Office, in addition to conforming with the Comprehensive Plan recommendations, incorporates residential and commercial uses consistent with the current split-zone designations.

RECOMMENDATION

Community Development recommends that the Adrian City Planning Commission (1) make a finding that the request for rezoning of the Parcel # XA0-515-0158-00 satisfactorily meets the review criteria found in Section 28.05 of the City of Adrian Zoning Regulations, and (2) approves the request for rezoning of the subject parcel as shown and forwards the application to the Adrian City Commission with a recommendation for preparation and approval of an ordinance to amend the City of Adrian Official Zoning Map to show such change in use designation.

RESOLUTION ADRIAN CITY PLANNING COMMISSION CASE #07-066

WHEREAS, City of Adrian Community Development has submitted a request for rezoning of Parcel # XA0-515-0158-00; and

WHEREAS, the existing use of the parcel is vacant structures; and

WHEREAS, the City of Adrian Comprehensive Plan calls for designation of such parcels as Quasi-Public for future use; and

WHEREAS, the Community Development Department has conducted a review in accordance with the review standards found in the City Code of Ordinances, Section 28 pertaining to Official Zoning Map Amendments;

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

BE IT FURTHER RESOLVED that the Adrian City Planning Commission finds that the application is in compliance with the standards for Official Zoning Map Amendments; and

BE IT FURTHER RESOLVED that the Adrian City Planning Commission recommends that the Adrian City Commission prepare and approve an ordinance to amend the City of Adrian Official Zoning Map in accordance with said findings.

On motion by Planning Commission Member _____, seconded by Planning Commission Member _____, this resolution was adopted by a _____ vote.

James Tischler, AICP, PCP
Community Development Director

mc³

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

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

WEEK END:	JUN 6	JUN 13	JUN 20	JUN 27	JUN 30	TOTAL
MONDAY	351	341	323	286	284	1585
TUESDAY	375	349	317	311	0	1352
WEDNESDAY	328	298	303	267	0	1196
THURSDAY	353	332	306	276	0	1267
FRIDAY	349	350	334	274	0	1307
		1670	1583	1414	284	6707

SERVICE DAYS	JUNE 2008 (21)	JUNE 2007 (21)	+/-	MAY 2008 (21)
SENIORS	896	912	-16	961
HDCP SENIORS	1148	968	180	1091
HANDICAPPED	3109	2874	235	3210
WHEELCHAIRS **	311	206	105	255
GENERAL	1554	1269	285	1695
	6707	6023	684	6957

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%
MAY	2007	6778	2008	6957	3%
JUNE	2007	6023	2008	6707	11%
		81063		81364	0%

** WHEELCHAIR TOTALS ARE INCLUDED IN HANDICAPPED PASSENGER TOTALS

Parks and Recreation Department
Recreation Program Report
Spring 2008 (March - May)

M-4

	2005	2006	2007	2008	2009
AQUATICS					
Swim Lessons	29	21	26	16	19
Lifeguard Class	10	7	5	N.O.	N.O.
Water Aerobics (Drop in program)	12	15	20	N.O.	N.O.
YOUTH PROGRAMS					
Adaptive Programs					
Ooey Goey Art				6	N.O.
Incredible Edible Art				6	20
Spring Fling				8	N.O.
Karaoke				6	N.O.
Bowling Bonanza*					25
Drumming*					5
Golf Lessons	14	2	14	10	10
Guitar					3
Karate	21	20	42	49	40
Let Go of My Legos				13	14
Little Picassos	9	(3)	(5)	8	(4)
Musical Munchkins	9	7	(2)	(2)	N.O.
Soccer	30	15	41	54	53
Sports for Squirts	14	30	32	36	
Squirts Tball					25
Squirts Soccer					30
Spring Break Camp - Single Day	57	49	58	19	42
Spring Break Camp - All Week	15	18	22	13	21
Free Soil School					90
ADULT/FAMILY PROGRAMS					
Beginning Guitar				9	6
Builder's Pre-Licensing	15	13	9	(4)	N.O.
Digital Photography				4	5
Dog Obedience (Combined)	18	38	12	13	48
2 sessions in 2005, 2008					
Dog Obedience (Puppy/Adult)	30	N.O.	10/12	N.O.	N.O.
Dog Obedience (4H)			12	12	11
Karate - Family/Individual	4/6	7/5	3/3	2/3	3/3
Golf Lessons	8	7	15	7	10
Stubnitz Spring Programs					
Song Bird/Wildflower Trail Hike	6	3	12	21	35
Bluebird Habitat				11	20
MI Snakes Alive					113
MI Raptors	39	73	54	58	
MI Valuable Wetlands		62			
Wildflower Watercolor				25	
Spring Floral Wreath				24	
Springtime Basket Weaving					13
Urban Forestry Classes					
Basic Lawn Care	7		6		
Trees, Shrubs and "Yew"*					6
Dance Classes					
Ballroom Dance (Couples)	<N.O.>	<N.O.>	24	16	24
Swing Dance (Couples)	<N.O.>	<N.O.>	10	12	15

N.O. - Not Offered * - New () - Cancelled <> - Instructors Not Avail.
NOTE: Blank spaces are due to not offering certain programs in various years

Parks and Recreation Department
Recreation Program Report
Spring 2008 (March - May)

	2005	2006	2007	2008	2009
ADULT SPORTS/LEAGUES					
Adult Volleyball 4X4 (Teams)					
Men	14	9	9	5	0
Women	33	37	42	29	35
Co-Ed	23	31	22	25	24
Soccer (Teams)					
Co-Ed	4	8	7	12	10
SKATE PARK					
Open Skating (April - May)			470	490	494
Skateboard Class			10	7	8
SPECIAL EVENTS					
Easter Egg Hunt	380	275	182	341	9
Heritage Hare Racer	71	44	38	61	73
Mom's & Son's Activity Night	162	159	88	59	128
Mother's Day Gift Workshop	24	20	(7)	14	11
Pitch Hit and Run	33	51	15	17	14
Rose For Mom Contest	113	143	159	71	356
Teddy Bear Tea Party			10	7	13
Walk Michigan					165
N.O. - Not Offered * - New () -Cancelled <> - Instructors Not Avail.					
NOTE: Blank spaces are due to not offering certain programs in various years					

Resident/Non-Resident Comparison Adult Sports Spring 2008			
Sport	Non-Residents	Total Participants	Percentage Non-Res.
Team Numbers:			
Adult Volleyball	47	59	80%
Adult Soccer	6	10	60%
Total Team Numbers:	53	69	77%
Player Numbers:			
Adult Volleyball	195	276	71%
Adult Soccer	83	140	59%
Total Player Numbers:	278	416	67%

Adrian Parks Recreation
Resident/Non-Resident Comparison
Spring 2008 (March - May)

	Residents	Non-Residents	Total Participants	Percentage Non-Residents
AQUATICS				
Swim Lessons	9	10	19	53%
YOUTH PROGRAMS				
Adaptive Incredible Edible Art	15	5	20	25%
Adaptive Bowling Bonanza	20	5	25	20%
Drumming	2	3	5	60%
Golf	3	7	10	70%
Guitar	1	2	3	67%
Karate	23	17	40	43%
Let Go of My Legos	9	5	14	36%
Soccer	19	34	53	64%
Squirts Tball	14	11	25	44%
Squirts Soccer	14	16	30	53%
Spring Break Camp - Single Day	34	8	42	19%
Spring Break Camp - All Week	14	7	21	33%
ADULT/FAMILY PROGRAMS				
Beginning Guitar	2	4	6	67%
Digital Photography	2	3	5	60%
Dog Obedience (Combined)	16	43	59	73%
Karate - Family	0	3	3	100%
Karate - Individual	1	2	3	67%
Golf	3	7	10	70%
Stubnitz Spring Programs	N/A - Did not track		0	
Urban Forestry Trees Shrubs and Yev	2	4	6	67%
Dance Classes (Individuals)	12	66	78	85%
ADULT SPORTS/LEAGUES				
Adult Volleyball 4X4 (Players)	47	12	59	20%
Adult Soccer (Players)	6	4	10	40%
SPECIAL EVENTS				
Easter Egg Hunt	N/A - Did not track		0	
Heritage Hare Racer	29	44	73	60%
Mom's & Son's Activity Night	83	45	128	35%
Mother's Day Workshop	8	3	11	27%
Pitch Hit and Run	N/A - Did not track		0	
Rose for Mom	N/A - Did not track		0	
Teddy Bear Tea Party	8	5	13	38%
Walk Michigan	N/A - Did not track		0	
TOTALS	396	375	771	49%

YOUTH RECREATION SCHOLARSHIPS
March - May 2008

Aquatics	\$150.00
Youth Programs	\$249.00
Youth Sports	\$342.00
Special Events	\$135.00
Skate Park	
TOTAL	\$876.00

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DEPARTMENTAL REPORT

JULY 21, 2008

	JUNE 2008	MAY 2008	JUNE 2007	YEAR-TO-DATE 2008	YEAR-TO-DATE 2007
POLICE DEPARTMENT					
Complaints Answered	1,024	964	1,106	5,369	5,795
VIOLATIONS					
Moving Citations	127	87	189	683	977
3-6 am Parking Tickets	87	22	60	589	816
Non-Moving Citations	17	5	26	78	99
Downtown Parking Tickets	430	435	681	2,246	3,177
TOTAL VIOLATIONS	661	549	956	3,596	5,069
ARRESTS	150	135	183	798	846
FIRE DEPARTMENT (See M-4)					
INSPECTION DEPARTMENT					
Building Permits	51	43	56	218	230
Electrical Permits	17	19	36	106	186
Mechanical Permits	24	16	39	125	161
Plumbing Permits	6	4	16	34	56
Sidewalk Permits	4	1	8	5	12
Sign Permits	7	3	7	35	69
TOTAL PERMITS	109	86	162	523	714
Estimated Bldg. Costs	\$538,872	\$412,253	\$2,002,385	\$3,521,975	\$5,372,226
PARKING SYSTEM					
Meters in Operation	232	232	232	232	232
Parking Assessment	\$133	\$0	\$0	\$22,393	\$21,555
Lot Revenue	\$0	\$988	\$957	\$3,634	\$10,554
Street Revenue	\$0	\$0	\$0	\$0	\$0
Misc. Revenue	\$9	\$9	\$2	\$39	\$19
Permits	\$575	\$1,075	\$1,150	\$27,363	\$36,902
Fines	\$1,725	\$1,342	\$3,112	\$11,458	\$21,981
Token Sales	\$0	\$0	\$0	\$0	\$0
Contribut-GenFund	\$0	\$0	\$6,000	\$66,000	\$6,000
TOTAL REVENUE	\$2,442	\$3,414	\$11,221	\$130,887	\$97,011
WASTE WATER DEPARTMENT					
M. G. Pumped	158.895	155.303	131.165	1,168.708	911.624
Cost of Plant Operation	*	\$329,886	\$690,611	\$1,347,347	\$1,876,951
WATER DEPARTMENT					
M. G. Pumped	93	91	95	466	427
Number of Customers	6,321	6,269	6,395		
	Industrial	Commercial	Residential	Other	TOTAL
M. G. Sold Revenue	\$46,537	\$72,445	\$100,373	\$76,795	79,697 \$296,150

*Figure not available

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FIRE REPORT
Month of June, 2008

	This Month	Last Month	Last Year	To Date This Year	To Date Last Year
Structure Fires	1	1	2	5	9
Loss	\$15,000	\$0	\$1,500	\$70,000	158500
Vehicle Fires	0	0	0	5	1
Loss	\$9,030	\$0	\$0	\$9,530	\$0
Other Fires	4	1	4	8	9
Loss	\$0	\$0	0	\$7,500	0
Smoke & Odor	6	7	2	33	36
False Alarms	7	4	9	40	42
Hazardous Conditions	29	10	13	71	48
Other	10	14	21	60	63
Medical Emergencies	138	172	132	888	827
Vehicle Accidents	19	8	9	47	53
Total Runs	214	217	192	1108	1086
Total Fire Loss	\$24,030	\$0	\$1,500	\$87,030	\$158,500