

PRE-MEETING AGENDA

ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
FEBRUARY 2, 2009
5:30 P.M.

The City Commission will meet for a pre-meeting study session on Monday, February 2, 2009 at 5:30 p.m. in the 2nd Floor Conference Room at City Hall to discuss the following:

- I. Presentation on Orthophotography for Geographic Information System Applications
*- Michael Cowles, Michigan/Ohio District Manager, Pictometry
Intelligent Images, Inc.*

- I I. Other Items as Time Permits

COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
FEBRUARY 2, 2009
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- I I. ROLL CALL
- I I I. APPROVAL OF MINUTES OF THE JANUARY 20, 2009 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- I V. PRESENTATION OF ACCOUNTS
- V. COMMUNICATIONS
 - 1. 2009 Finance Calendar
 - 2. FY2009-10 Preliminary Revenue Estimates
- V I. CONSENT AGENDA
 - A. RESOLUTIONS
 - 1. CR09-012. Resolution to make temporary traffic control orders permanent on the south side of Siena Heights Drive in front of the old St. Joseph's Middle School by removing the "Student Drop Off" signs.
 - 2. CR09-013. Resolution to make temporary traffic control orders permanent by creating a "Handicap" parking space on Siena Heights Dr. on the north side of the street immediately east of the existing handicap ramp in front of the current St. Joseph's Middle School.
 - 3. CR09-014. Resolution to make temporary traffic control orders permanent by removing the "Slow - - Children Playing" sign on the west side of Forest north of Sherman Court.
 - 4. CR09-015. Resolution to make temporary traffic control orders permanent by installing two "Handicap" parking signs in the row of parking immediately behind 123 N. Main St. in Municipal Lot #2 and, if necessary, remove any existing parking signs for this installation.
 - 5. CR09-016. Resolution to make temporary traffic control orders permanent by installing two "Handicap" parking signs in the row of parking immediately behind 112 S. Winter in Municipal Lot #3 and, if necessary, remove any existing parking signs for this installation.
- V I I. PUBLIC COMMENT

V I I I.

REGULAR AGENDA

A. RESOLUTIONS

1. R09-019. Resolution to set a public hearing date to hear and consider comments to abandoning Stratford Drive off of Stratford Avenue.
2. R09-020. Resolution of support for infrastructure stimulus funding, as well as sub-allocations, and allowing local governments to select projects that would most benefit their community.
3. R09-021. Resolution to approve the waiving of the late penalty fee on city property taxes for senior citizens, totally and permanently disabled individuals and certain others as provided by Public Act 166 of 1977.
4. R09-022. Resolution to adopt an Ethics Policy for employees, appointed officials and elected officials of the City of Adrian.
5. R09-023. Resolution to approve a change order to the contract with Hazen & Sawyer for additional construction engineering services as part of the Water Treatment Plant Improvement Project.
6. R09-024. Resolution to approve a change order to the contract with Jones & Henry for additional services required as part of the Wastewater Treatment Plant Improvement Project.
7. R09-025. Resolution to retain Jones & Henry for a preliminary design of the River Interceptor Improvements and that the bid process be waived.
8. R09-026. Resolution to award bid for closed circuit televising of the storm sewer system on roads to be constructed in 2009 and 2010, and approval of the resulting budget amendments.
9. R09-027. Resolution to award bid for the purchase and installation of a roof for the new Parks & Forestry Maintenance Facility.
10. R09-028. Resolution to award bid for the purchase and installation of entry doors for the new Parks & Forestry Maintenance Facility.
11. R09-029. Resolution to award bid for the purchase and installation of overhead doors for the new Parks & Forestry Maintenance Facility.
12. R09-030. Resolution to award bid for the purchase and installation of batt insulation for the new Parks & Forestry Maintenance Facility.

13. R09-031. Resolution to award bid for the purchase and installation of electrical service at the new Parks & Forestry Maintenance Facility.
14. R09-032. Resolution to award bid for the purchase and installation of plumbing and HVAC systems at the new Parks & Forestry Maintenance Facility.
15. R09-033. Resolution to award bid for painting services at the new Parks & Forestry Maintenance Facility.
16. R09-034. Resolution to award bid for concrete work at the new Parks & Forestry Maintenance Facility.
17. R09-035. Resolution to award bid for the purchase and installation of fencing at the new parks & Forestry Maintenance Facility.
18. R09-036. Resolution to award bid for asphalt and site work at the new Parks & Forestry Maintenance Facility.
19. R09-037. Resolution to award bid for general trades work, including re-siding the new Parks & Forestry Maintenance Facility.
20. R09-038. Resolution to award bid for cleaning walls, steel beams, girts and ceiling in the former warehouse area of the new Parks & Forestry Maintenance Facility.
21. R09-039. Resolution to award bid for the purchase and installation of a fire suppression system at the new Parks & Forestry Maintenance Facility.

I X. PUBLIC COMMENT

X. COMMISSION COMMENTS

MINUTES

**MINUTES
ADRIAN CITY COMMISSION
JANUARY 20, 2009
7:00 P.M.**

Official proceedings of the January 20, 2009 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, Miller, Steele, Clegg and DuMars

Mayor McDowell in the Chair.

Commissioner Clegg made a motion to approve the minutes of the January 5, 2009 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 #2960 through #2967	\$ 86,596.63
General Fund Vouchers #19032 through #19051	\$ 275,068.62
Clearing Account Vouchers amounting to	<u>\$ 856,875.52</u>
TOTAL EXPENDITURES	<u>\$ 1,218,540.77</u>

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

COMMENDATIONS

1. Commendations presented to Captain Nick Moorehead, Lt. Tim Bartenslager, Lt. Tony Garcia and Firefighters Flip Halstead, Colby Averill and Russ Fenner for saving the life of Ms. Ann Itter by rescuing her from a burning house on August 31, 2008.

COMMUNICATIONS

1. Communication regarding the Second Quarter Financial Forecast
2. Communication regarding the Review of Single Audit from July 1, 2007 to June 30, 2008

CONSENT AGENDA

CONSENT AGENDA

RESOLUTIONS

RESOLUTION CR09-006

RE: POLICE DEPT. – Traffic Control Order 08-33 – Michigan Ave. at Kiwanis Trail

WHEREAS, the City Administrator has approved certain temporary control order, 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:

TCO 08-33: On Michigan Avenue at the Kiwanis Trail, add "Bike Route" (with double arrows) and "Bicycle" signs (W11-1) on both sides of the road approaching the trail, per drawings.

RESOLUTION CR09-007

RE: POLICE DEPT. – Traffic Control Order 08-34 – Merrick St. at Kiwanis Trail

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:

TCO 08-34: On Merrick Street, at Kiwanis Trail, add "Bike Route" (with double arrows) and "Bicycle" signs (W11-1) on both sides of the road approaching the trail, per drawings.

RESOLUTION CR09-008

RE: POLICE DEPT. – Traffic Control Order 08-35 – Michigan Ave. at Kiwanis Trail

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:

On South Main Street at the Kiwanis Trail, add "Bike Route" (with left arrow) on west side of South Main Street at the trailhead, per drawings

RESOLUTION CR09-009

WHEREAS, the resignation of James Tischler from the Region II Planning Commission has created a vacancy; and

WHEREAS, Chris Atkin, Community Development Director, has expressed a willingness to serve, if appointed; and

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

NOW, THEREFORE, BE IT RESOLVED, that Chris Atkin be appointed to the Region II Planning Commission for a three (3) year term to expire in 2012.

RESOLUTION CR09-010

RE: PLANNING COMMISSION – Appointment to Planning Commission

WHEREAS, the resignation of Peter Barr from the Planning Commission has created a vacancy; and

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

WHEREAS, Mitch Blonde has expressed a willingness to serve on the Planning Commission, if appointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of Mitch Blonde.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby appoint Mitch Blonde to the Planning Commission for a 3-year term to expire in 2012.

RESOLUTION CR09-011

RE: ZONING BOARD OF APPEALS – Appointment of Alternate to the Zoning Board of Appeals

WHEREAS, the resignation of Mitch Blonde as an alternate on the Zoning Board of Appeals has created a vacancy; and

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

WHEREAS, Gerald Burg, 435 Meadowbrook Dr., has expressed a willingness to serve as an alternate on the Zoning Board of Appeals; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby appoint Gerald Burg as an alternate on the Zoning Board of Appeals to fill an unexpired term which will end in 2011.

On motion by Commissioner DuMars, seconded by Commissioner Osborne, Consent Resolutions CR09-006 through CR09-011 were adopted by a unanimous vote.

On motion by Commissioner DuMars, seconded by Commissioner Osborne, Consent Resolutions CR09-006 through CR09-011 were adopted by a unanimous vote.

PUBLIC COMMENTS

1. Paul Gillespie, 802 Division, objected to the special assessment on Summit St.
2. Robert Nagy, 9865 Riga Hwy. – Owns 224 and 228 W. Church St. Asked if there would be on-street parking on W. Church after the 2-way conversion is completed. Also questioned if the elevation and width of the street would change.
3. Larry Double, 1253 Oakwood Rd. – Owns Larry’s Muffler Shop, 204 S. Winter. Questioned if he would lose any property due to the 2-way conversion.
4. Linda Cole, 113 W. Summit St. – Concerned with ability of residents on Summit St. to pay for the special assessment. City Engineer Kristin Bauer explained payment options.
5. Aiko Jiminez, 218 E. Summit St., questioned why her drive approach needed to be replaced when there was nothing wrong with it. Engineer Bauer explained why this needs to be done.

REGULAR AGENDA

SPECIAL ORDERS

1. SO-1. Public Hearing to hear and consider comments to the establishment of a Special Assessment District for improvements on Summit St. from Division to Winter Street (SAD #377).
 - Jennifer Colburn, 107 W. Summit, felt it was a good idea to repair Summit Street due to safety issues.
 - Commissioner Clegg questioned if financing options were mentioned in the letter sent to homeowners. Also requested discussion at a future meeting regarding assessments for corner lots.
2. SO-2. Public Hearing to hear and consider comments to the establishment of a Special Assessment District for improvements on W. Church Street from Maumee to Winter Streets (SAD#378).

RESOLUTION R09-013

RE: ENGINEERING DEPT. – Establish Special Assessment District for Improvements on Summit St., Division to Winter Streets

WHEREAS, the Adrian City Commission, by resolution duly adopted at its January 5, 2009 regular meeting, deemed it necessary and declared its intention to construct street improvements on Summit Street from Division to Winter Streets, 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 \$230,728.
4. That \$59,762 of the said estimated costs shall be defrayed by special assessment and \$170,966 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 #377, are described as follows:

Special Assessment Properties

Summit Street from Division to Winter Streets

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

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

RESOLUTION R09-014

RE: ENGINEERING DEPT. – Establish Special Assessment District for Improvements on W. Church St. from Maumee to Winter Streets

WHEREAS, the Adrian City Commission, by resolution duly adopted at its January 5, 2009 regular meeting, deemed it necessary and declared its intention to construct street improvements on W. Church Street from Maumee to Winter Streets, 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 \$395,000.
4. That \$55,630 of the said estimated costs shall be defrayed by special assessment and \$339,370 shall be paid from major 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 #378, are described as follows:

Special Assessment Properties

W. Church Street from Maumee to Winter Streets

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

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

RESOLUTION R09-015

RE: DEPARTMENT OF PUBLIC WORKS –Solid Waste Refuse Collection Contract Rate Adjustments for Inflation and Fuel Costs

WHEREAS, Allied Waste Systems, Inc., the City of Adrian's contractor for solid waste refuse collection, is currently in the sixth year of a seven-year contract, expiring December 31, 2010; and

WHEREAS, although the original contract was written as a fixed-price contract at a unit cost of \$6.87, with a total amount not to exceed \$499,500 annually, the Scope of Services included a letter from the vendor which provided for an annual C.P.I. adjustment plus one (1%) percent rate increase for each of the years two through seven, "in order to offset the rising cost trends we are experiencing in the areas of labor, workmen's compensation coverage, employee health and welfare, financial assurance and environmental safeguarding insurance."; and

WHEREAS, in December 2007, the City of Adrian completed an audit of the number of units receiving service within the City; based on this audit and in cooperation with Allied Waste System, Inc., the number of units was reduced by 57, from 5,871 to 5,814; and

WHEREAS, based on the aforementioned letter and subsequent audit, the following rate adjustments were made:

<u>Year</u>	<u>Rate/Unit/Mo</u>	<u>Percent Change</u>	<u>Annual Cost</u>
2004	\$6.87		\$499,500
2005	\$7.03	2.33%	\$511,138
2006	\$7.29	3.70%	\$530,050
2007	\$7.54	3.40%	\$548,072
2008	\$7.75	2.80%	\$540,702*
2009	\$8.01	3.36%	\$558,841*

*(based on 5,814 units per month)

WHEREAS, although 2008 experienced significant increases in fuel prices, the vendor absorbed the additional cost and, now that prices have stabilized, has agreed to capping the fuel surcharge at 2.91%, the rate established effective January 1, 2008, and, further, reducing the fuel surcharge in the event prices decline during calendar year 2009; and

WHEREAS, the Finance Director indicates that, with the addition of the fuel surcharge, the total cost of the contract for the balance of FY2008-09 will be \$8.24 per month per residential unit, for a total \$574,888. If the fuel surcharge does not decrease within the remainder of this fiscal year, the budget for waste collection will be over our budget allotment of \$550,000 by \$15,662; and

WHEREAS, the Finance Director further indicates that the recycling account (101-528.00-817.000) is experiencing favorability (\$60,000 Budget vs forecasted expenses of less than \$30,000) since the recycling function was relocated to the Oakwood site in Spring, 2008 and, therefore, recommends a budget adjustment transferring \$16,000 of the favorability from the recycling account to the Contract Services account (101-528.00-801.000) to cover the anticipated shortfall; and

WHEREAS, the City Engineer and City Administrator recommend that a rate adjustment for fuel costs incurred by Allied Waste Systems, Inc. be maintained at the level of 2.91% on a month-to-month basis (increasing the Unit Price from \$8.01 to \$8.24) with the following provisions:

- The subject rate adjustment shall not become a part of the base cost upon which future CPI rate adjustments would apply but, rather, considered an additional benefit granted at the pleasure of the City of Adrian, and
- The subject rate adjustment will be at the full discretion of the City of Adrian and can be reduced or withdrawn at any time should circumstances change, such as a decrease of fuel prices in the marketplace, a deterioration in the City's financial position requiring imposition of general budget strictures, or dissatisfaction with collection services.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes continuation of the rate adjustment for fuel costs in the amount of 2.91% to be accorded Allied Waste Systems, Inc. (resulting in a revised Unit Price to \$8.24) on a month-to-month basis with the following provisions:

- The subject rate adjustment shall not become a part of the base cost upon which future CPI rate adjustments would apply but, rather, considered an additional benefit granted at the pleasure of the City of Adrian, and
- The subject rate adjustment will be at the full discretion of the City of Adrian and can be reduced or withdrawn at any time should circumstances change, such as a decrease of fuel prices in the marketplace, a deterioration in the City's financial position requiring imposition of general budget strictures, or dissatisfaction with collection services.

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

General Fund (101)

Waste Collection and Disposal (528.00)

(101-528.00-517.000)	Recycling Collection	\$(16,000)
(101-528.00-801.000)	Contract Services	<u>16,000</u>
	Total	<u>\$ -0-</u>

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

RESOLUTION R09-016

**RE: UTILITIES DEPARTMENT –Lenawee Intermediate School District
Reimbursement for Costs Associated with Vo-Tech and JCC Campus
Waterline Improvement Project**

WHEREAS, in 2006, the City of Adrian Utility Department entered into an agreement with the Lenawee Intermediate School District (LISD) involving construction of a 10" water main through Vo-Tech and Jackson Community College campus; and

WHEREAS, included in the agreement were the following two provisions for future reimbursement of costs:

- The City will pay to LISD \$2,400.00 as a refund to a portion of the costs of the original waterline constructed in 1970, since the property has now annexed to the City;
- The City will pay \$2,817.00 for over sizing the 800 feet of pipe from 8" to 10" to provide for a future connection point to serve the Witt Farm property; and

WHEREAS, the Finance Director indicated that sufficient funds are available for this purpose in the Water Distribution Capital Project Fund (496-552.00-975.110); and

WHEREAS, the Utilities Director and City Administrator recommend payment of \$5,217.00 to LISD to satisfy the aforementioned obligation.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the payment of \$5,217.00 to the Lenawee Intermediate School District for reimbursement of costs associated with the Vo-Tech and JCC Campus Waterline Improvement Project.

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

RESOLUTION R09-017

RE: UTILITIES DEPARTMENT – Water Main Improvement Projects – Change Order to Construction Engineering Contract

WHEREAS, the Adrian City Commission, by resolution R07-126 dated July 16, 2007, approved a contract to engage Hazen and Sawyer, Environmental Engineers and Scientists, Detroit, MI, to provide construction engineering services for the State Drinking Water Revolving Fund (DWRf) Project for a cost not to exceed \$399,694; and

WHEREAS, the scope of engineering services encompassed the following four component projects, with a total estimated construction cost amounting to \$5,094,968:

- 1) Westside Adrian Wellfield Wells and Pumps (Est. construction cost - \$260,000);
- 2) Raw Water Transmission Line and (Est. construction cost - \$3,389,990);
- 3) Water Treatment Plant Improvements Pumps (Est. construction cost - \$747,478);
- 4) (Est. construction cost - \$697,500); and

WHEREAS, during the course of the construction period, the following items were addressed that are considered to be outside the scope of the original engineering services contract:

- Electrical redesign due to control panels revised configuration, as proposed by the sludge collection equipment manufacturer under Contract #3;
- Engineering evaluation and design related to the unforeseen concrete repairs in the sedimentation basins 1 and 2 at the Water Treatment Plant;
- Design of the deteriorated overlook area replacement (north of the existing dam) at the Water Treatment Plant;
- Design of the slope protection concrete slab at the Water Treatment Plant to minimize maintenance requirements and discourage access to the plant from Riverside avenue;
- Field observation overtime for the resident project representative (26.5 hours);
- Realignment of the access drive and well #4 water main;
- Realignment of the drive approach apron, as requested by the Lenawee County Road Commission's office;
- Grading build-op's design for Wells 1, 2, and 3, dictated by the artesian pressure available at these wells;
- Additional engineering effort associated with the number of requests for information and re-submittals for Contract #4; and

WHEREAS, the additional cost of the aforementioned out-of-scope items included in this change order amounts to \$25,000; and

WHEREAS, the Finance Director indicated that sufficient funds are available for this purpose in the Drinking Water Revolving Loan Fund (DWRf) Project; and

WHEREAS, the Utilities Director and City Administrator recommend approval of the requested Change Order.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the Water Main Improvement Projects – Change Order to Construction Engineering Contract and payment of \$25,000.00 to Hazen and Sawyer, Environmental Engineers and Scientists, Detroit, MI.

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

RESOLUTION R09-017

RE: UTILITIES DEPARTMENT –Water and Sewer Financial Project and Rate Update

WHEREAS, the Adrian City Commission, by Resolution R04-022 dated February 2, 2004, authorized the engagement of Utility Financial Solutions, LLC, as a subcontractor to prepare a Utility Rate Study, including recommendations and financial forecasts for a five-year period, at a cost of \$25,500; and

WHEREAS, the Adrian City Commission, by Resolution R05-047 dated March 21, 2005, authorized the engagement of Utility Financial Solutions, LLC, at a cost of \$9,050 to update the aforementioned Utility Rate Study, including recommendations and financial forecasts for a five-year period; and

WHEREAS, the Adrian City Commission, by Resolution R06-104 dated August 21, 2006, authorized the engagement of Utility Financial Solutions, LLC, at a cost of \$8,500 to update the aforementioned Utility Rate Study, including recommendations and financial forecasts for a five-year period; and

WHEREAS, the Adrian City Commission, by Resolution R08-019 dated January 22, 2008, authorized the engagement of Utility Financial Solutions, LLC at a cost of \$8,500 to update the aforementioned Utility Rate Study, including recommendations and financial forecasts for a five-year period; and

WHEREAS, Utility Financial Solutions, LLC has submitted a \$7,800 proposal to update the water and wastewater financial projections and wholesale costs for FY2009-10, including preparation of a five-year projection of recommended utility rates through FY2014-15, encompassing the following scope of services:

- Executive Summary for Management
- Detailed Report for Management
- Financial Plan for Water and Wastewater Department
- Rate Design for Water and Wastewater Department; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Sewer Fund Operations & Maintenance Budget (590-541.00-812.000); and

WHEREAS, due to the vendor's unique experience and knowledge of the City of Adrian's Utility Financial Plan, the Utilities Director and City Administrator recommend engagement of Utility Financial Solutions, LLC as a sole source vendor, at a cost not to exceed \$7,800 to perform the aforementioned consulting services.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Utility Financial Solutions, LLC in the City's

Standard Professional Services Contract at a cost not to exceed \$7,800 to update the water and wastewater financial projections and wholesale costs for FY2009-10, including preparation of a five-year projection of recommended utility rates through FY2014-15, encompassing the following scope of services:

- Executive Summary for Management
- Detailed Report for Management
- Financial Plan for Water and Wastewater Department
- Rate Design for Water and Wastewater Department.

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

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

MISCELLANEOUS

1. D.A.R.T. Passenger Ridership Report
2. Departmental Report
3. Fire Report
4. Parks & Recreation Quarterly Report
5. Summary of Planning Commission/ZBA Cases for 2008

PUBLIC COMMENT – None

COMMISSION COMMENTS

1. Commissioner Clegg thanked those that were appointed to serve on boards and/or commissions.

The next regular meeting of the Adrian City Commission will be held on Monday, February 2, 2009, in the Commission Chambers on the 2nd floor of Adrian City Hall, 100 E. Church St., Adrian, MI 49221.

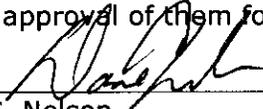
Gary E. McDowell
Mayor

Pat Baker
City Clerk

CHECK
REGISTER

February 2, 2009

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 #2968 through #2979.....	\$175,564.57
General Fund	
Vouchers #19052 through #19071	\$516,606.92
Clearing Account Vouchers	
amounting to.....	<u>\$196,618.91</u>
TOTAL EXPENDITURES	<u>\$888,790.40</u>

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

February 2, 2009

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
<u>Receiving</u>			
2968	City of Adrian: General Fund	December charges	\$ 54,710.46
2969	City of Adrian: IT Dept	December Services	\$ 6,025.34
2970	Citizens Gas Fuel Co	Various Heat Bills	\$ 6,319.48
2971	City of Adrian: Utilities	Various Water Bills	\$ 163.63
2972	Bradley Carpenter	Blue Cross Refund	\$ 176.92
2973	Harold J Marvin	Blue Cross Refund	\$ 25.00
2974	City of Adrian: Clearing Acct	Jan 20 Check Register	\$ 530,951.06
2975	Verizon North	Water Plant Phone	\$ 39.95
2976	Consumers Energy	Various Electric Bills	\$ 43,107.89
2977	City of Adrian: Payroll	Payroll for Jan 23	\$ 57,846.15
2978	Citizens Gas Fuel Co	Various Heat Bills	\$ 7,030.80
2979	Verizon North	O&M Phone	\$ 118.95
Total			\$ 706,515.63
Less CK# 2974			\$ 530,951.06
TOTAL			\$ 175,564.57

WW = \$217,698.18

Wat = \$488,817.45

2-Feb-09

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
19052	\$ 5,451.21	Citizens Gas Fuel Co	Various Heat Bills
19053	\$ 1,496.30	City of Adrian: Utilities	Various Water Bills
19054	\$ 10.00	City of Adrian	Dog License Certificate
19055	\$ 100.52	James Schwartz	Blue Cross Refund
19056	\$ 100.32	James Dailey	Blue Cross Refund
19057	\$ 297,097.98	City of Adrian: Clearing Acct	Jan 20 Check Register
19058	\$ 150.60	Verizon North	Various Phone Bills
19059		City of Adrian: Utilities	Transfer State MI Funds
19060	\$ 318.31	City of Adrian:	Petty Cash
19061	\$ 4,653.34	Quick Service Transportation	Payroll W/E Jan 17
19062	\$ 27,128.43	Consumers Energy	Various Electric Bills
19063	\$ 305,566.04	City of Adrian: Payroll	Payroll for Jan 23
19064	\$ 17,370.10	First Federal Bank	Soc Security for Jan 23
19065		City of Adrian: Utilities	Transfer State MI Funds
19066	\$ 19,591.09	Lenawee Fuels Inc	DPW Gas & Diesel Fuel
19067	\$ 115,687.19	Blue Cross Blue Shield of MI	February Hospitalization
19068	\$ 387.47	Verizon North	Various Phone Bills
19069	\$ 13,895.41	Citizens Gas Fuel Co	Various Heat Bills
19070	\$ 4,667.78	Quick Service Transportation	Payroll W/E Jan 24
19071	\$ 32.81	Verizon North	Bohn Pool Phone
	\$ 813,704.90		
	\$ (297,097.98)	Less: CK# 19057	
	\$ 516,606.92		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. 3-S CONSTRUCTION, INC.	36,880.00		
2. ADRIAN CHARTER TOWNSHIP	1,247.75		
3. CITY OF ADRIAN	10,160.10		
4. ADRIAN DODGE CHRYSLER PLYMOU	71.80		
5. ADRIAN HIGH SCHOOL	100.00		
6. ADRIAN LOCKSMITH & CYCLERY	89.95		
7. ADRIAN MECHANICAL SERVICES C	275.00		
8. ADRIAN OVERHEAD DOORS	540.00		
9. ADRIAN-TECUMSEH FENCE CO	374.00		
10. ADVANCE AUTO PARTS COMMERCIA	32.22		
11. AIRGAS GREAT LAKES	89.90		
12. ALERT EMERGENCY EQUIPMENT GR	20,900.00		
13. ALL METALS INC.	182.89		
14. ALLIED TIME USA	294.00		
15. AMERICAN WATER WORKS ASSN	165.00		
16. MARK ANDERSON	25.00		
17. ARBORICULTURE SOCIETY OF MIC	40.00		
18. ARCH WIRELESS	31.42		
19. AUTO ZONE COMMERCIAL	10.18		
20. BAKER & TAYLOR BOOKS	2,350.12		
21. BEST AIRE LLC	5,215.86		
22. BILL'S SERVICE, INC.	155.48		
23. BOOK OF THE MONTH CLUB	40.29		
24. BOWLING GREEN STATE UNIVERSI	495.00		
25. TODD BROWN	10.00		
26. BUCK & KNOBBY EQUIP CO INC	277.11		
27. C-N CONSTRUCTION SUPPLIES IN	43.20		
28. CENTER MASS INC	1,298.00		
29. CHAMBERS CONTROL COMPANY	4,422.50		
30. CHICAGO TRIBUNE	401.96		
31. CLIFT BUICK-PONTIAC-GMC	424.79		
32. COAST TO COAST DELI	71.91		
33. COMFORT ENTERPRISES INC.	71.40		
34. COMMSPEC, INC.	60.00		
35. THE COMMUNITY VOICE	35.00		
36. COMPUTER CARE COMPANY, INC.	129.95		
37. CONTINENTAL SERVICE	267.12		
38. DAILEY ENGINEERING, INC.	900.00		
39. DEMCO INC	1,018.24		
40. DICK'S AMOCO INC	264.00		
41. H. DOMINE ENTERPRISES INC	136.16		
42. THOMAS ECKENBERG	1,500.00		
43. VINCENT EMRICK	140.06		
44. EXTREME GLOW	185.00		
45. FASTENAL COMPANY	670.07		
46. FEDERAL EXPRESS	120.10		
47. FISHER SCIENTIFIC COMPANY LL	67.83		
48. FLORIDA MICRO LLC	146.76		
49. FYR-FYTER SALES & SERVICE	53.70		
50. GALE	23.37		
51. GALL'S INC	103.77		
52. GALLANT & SON	393.94		
53. GEMPLER'S INC.	371.50		
54. GLOBAL GOVT/ED SOLUTIONS INC	420.99		
55. GOODROW, JOYCE	35.73		
56. GRAINGER PARTS OPERATIONS	49.53		
57. GRAPHICS UNLIMITED	724.25		
58. HAFELI STARAN HALLAHAN	481.95		
59. HUBBARDS AUTO CENTER	681.11		
60. HURON LIME INC.	6,009.35		
61. HYDRODYNAMICS, INC.	4,180.00		
62. ICMA RETIREMENT CORPORATION	217.51		
63. IDEXX LABORATORIES, INC.	1,858.27		
64. INDUSTRIAL MILL SUPPLY CORP	448.03		
65. INGRAM LIBRARY SERVICES	155.51		
66. INTERNATIONAL ASSOC OF	120.00		
67. INTERNATIONAL ASSOC. FOR	50.00		
68. INTERNATIONAL CODE COUNCIL	35.00		
69. INTERSTATE BATTERIES	194.85		
70. JACKSON PUBLISHING	24.00		
71. JAMES DELIVERY SERVICE	190.00		
72. JONES & HENRY, ENGINEERS	4,580.87		
73. KAPNICK INSURANCE GROUP	1,952.68		
74. KENNEDY INDUSTRIES INC.	1,506.76		
75. KIMBALL MIDWEST	51.86		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. KIWANIS CLUB OF ADRIAN	75.00		
77. DAVE KNAPP FORD	111.95		
78. KONICA MINOLTA- ALBIN	20.96		
79. L.E.A. DATA TECHNOLOGIES	160.00		
80. LANSING SANITARY SUPPLY INC	186.76		
81. LAW ENFORCEMENT EMERGENCY	55.00		
82. LEGACY PRINTING	84.00		
83. LENAWEE COUNTY HEALTH DEPT	200.00		
84. LENAWEE COUNTY LIBRARY	2.00		
85. LENAWEE COUNTY PRINTER	63.98		
86. LENAWEE FARM BUREAU OIL COOP	30.00		
87. LENAWEE INTERMEDIATE SCHOOL	5,217.00		
88. CHARTER TOWNSHIP OF MADISON	6.56		
89. MANPOWER OF LANSING MI INC.	979.20		
90. GARY MCDOWELL	266.82		
91. MCGOWAN ELECTRIC SUPPLY INC	181.35		
92. MCMASTER- CARR SUPPLY CO.	589.01		
93. GREG MEGALE INC.	465.00		
94. MGFOA	600.00		
95. MICH-SHIGA SISTER STATE PRO	25.00		
96. MICHIGAN ASSOCIATION OF	205.00		
97. MICHIGAN CHAPTER I.A.A.I.	125.00		
98. MICHIGAN CORPORATE OFFICE PL	1,258.00		
99. MICHIGAN DEPARTMENT OF	334.95		
100. MICHIGAN DEPT OF LABOR	185.00		
101. MICHIGAN STATE INDUSTRIES	265.00		
102. STATE OF MICHIGAN	867.64		
103. MICHIGAN STATE UNIVERSITY	70.00		
104. MICROMARKETING LLC	342.86		
105. MIDWEST TAPE	463.16		
106. MORRIS MACHINE SERVICE LLC	1,635.15		
107. MUNICIPAL SUPPLY CO	2,938.45		
108. NEOPOST INC.	1,713.35		
109. NORTH AMERICAN SALT COMPANY	26,156.86		
110. OMNIGRAPHICS INC.	161.78		
111. ORIENTAL TRADING CO. INC.	651.89		
112. PALMER ENVELOPE CO.	185.45		
113. PARAGON LABORATORIES INC	2,120.00		
114. LUPE PARRA	25.00		
115. PEERLESS SUPPLY INC	807.81		
116. PET'S SUPPLIES PLUS	49.98		
117. PLATINUM PLUS	659.79		
118. PREIN & NEWHOF ENGINEERS	272.00		
119. PURCHASE POWER	3,018.99		
120. QUICK SERVICE TRANSPORTATION	3,223.26		
121. QUILL CORPORATION	678.16		
122. RADIO SHACK CORP.	295.80		
123. RECORDED BOOKS LLC.	99.00		
124. RED PAINT PRINTING LLC	205.00		
125. TIM ROBERTS	43.50		
126. S N S CLEANING SERVICE	1,623.00		
127. ED SCHMIDT GMC	106.77		
128. SCIENTIFIC METHODS INC	380.00		
129. SELECTIVE DATA SYSTEMS	85.00		
130. SEMINARS ON DVD	269.85		
131. SERVICE ELECTRIC CO OF ADRIA	145.50		
132. SHERWIN-WILLIAMS CO	855.75		
133. SHINDIGZ	177.92		
134. SHIP TO SHORE COMPUTING INC	275.00		
135. SLUSARSKI EXCAVATING & PAVIN	8,851.75		
136. CAROL SOUCHOCK	29.95		
137. SPENCER MANUFACTURING INC.	60.56		
138. STAPLES	1,470.18		
139. STATE BAR OF MICHIGAN	75.00		
140. STATE CHEMICAL MFG CO.	185.74		
141. JEFFREY A. STICKNEY, DO, PC	16.00		
142. SUPER LAUNDROMAT &	347.68		
143. T-MOBILE	29.99		
144. TANNER SUPPLY COMPANY	517.00		
145. THE TECUMSEH HERALD	57.00		
146. TELEDYNE ISCO, INC	968.51		
147. TOLEDO SPRING SERVICE, INC.	194.40		
148. TRACTOR SUPPLY COMPANY	292.13		
149. UNIQUE BOOKS, INC.	71.82		
150. UNITED PARCEL SERVICE	60.86		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. UNUM LIFE INSURANCE COMPANY	2,365.61	_____	_____
152. VWR INTERNATIONAL INC	425.92	_____	_____
153. WARNER SEAMLESS GUTTERS	50.00	_____	_____
154. WATER ENVIRONMENT FED.	93.00	_____	_____
155. HOYT E. WHELAN CO.	630.00	_____	_____
156. ZONYA HEALTH INTERNATIONAL	187.95	_____	_____
TOTAL ALL CLAIMS	196,618.91		

COMMUNICATIONS



MEMO

Date: January 23, 2009

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

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: 2009 Finance Calendar

The following is the finance events for calendar year 2009:

January 20, 2009	Presentation of FY2008-09 Second Quarter Financial Forecast
January 28, 2009	Issue FY2009-10 Budget Instructions to Department Heads
February 3, 2009	Approval of FY2008-09 Second Quarter Budget Amendments and Presentation of FY2009-10 Preliminary Revenue Estimates
February 3, 2009	Planning Commission Adoption of FY2009-15 Capital Improvement Program and FY2009-10 Capital Budget Recommendation
February 16, 2009	Winter Taxes Due and Payable
February 16, 2009	City Commission Approval of FY2009-15 Capital Improvement Program and FY2009-10 Capital Budget Recommendation
February 25, 2009	Deadline for submission of Departmental Budget Requests to Finance Department for FY2009/10
March 3, 2009	Delinquent Taxes Transmitted to Lenawee County
March 3, 2009 through March 13, 2009	Departmental Budget Presentations to City Administration

April 6, 2009	Presentation of Recommended Budget to Mayor and City Commission
April 18, 2009 (Tentative)	Budget Review and Work-Session for the Mayor and City Commission
April 20, 2009	City Commission Finalization of Proposed Balanced Budget and Authorization of Notice of Public Hearing
April 20, 2009	Presentation of FY2008-09 Third Quarter Financial Forecast
April 23, 2009	Publication of Proposed Budget Summary and Notice of Public Hearing for Budget Adoption and 2009 Tax Levy
May 4, 2009	City Commission Holds Public Hearing and Adopts Budget and 2009 Tax Levy
May 4, 2009	Approval of FY2008-09 Third Quarter Budget Amendments
June 30, 2009	End of FY2008-09 Fiscal Year
July 1, 2009	Beginning of FY2009-10 Fiscal Year Issue Summer Tax Statements
August 17, 2009	Present Unaudited FY2008-09 Financial Report
August 31, 2009	Summer Taxes Due and Payable
October 5, 2009	Presentation of FY2009-10 First Quarter Financial Forecast
October 19, 2009	Approval of FY2009-10 First Quarter Budget Amendments
October 31, 2009	Michigan Department of Transportation Deadline for Submission of Act 51 Street Financial Report for Cities and Villages
November 3, 2009	Issue FY2010-16 Capital Improvement Program Instructions to Department Heads
November 16, 2009	Present Audited FY2008-09 Comprehensive Annual Financial Report
December 1, 2009	Issue Winter Tax Statements
December 12, 2009	City Commission and Planning Commission Joint Work Session to Review Departmental Requests for FY2010-16 Capital Improvement Program

December 31, 2009 State Department of Treasury Deadline for Submitting F-65 Local Government Financial Report

December 31, 2009 Government Finance Officers Association of the United States and Canada Deadline for Submission of Audited FY2007-08 Comprehensive Annual Financial Report

C-2



MEMO

Date: January 17, 2009

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

From: Jeffrey C. Pardee, C. P. F. O.
Finance Director

Re: FY2009-10 Preliminary Revenue Estimates

Please find attached the Preliminary Revenue Estimates for the FY2009-10 Budget. Included is:

- Actual revenue for the prior two Fiscal Years,
- The current year Adopted Budget,
- The current amended budget and actual revenue for the current fiscal year (as of December 31, 2008), and
- FY2009-10 Preliminary Revenue Estimate.
- FY2009-10 Estimate over/(under) FY2008-09 Adopted Budget

Overall, General Fund Revenues are expected to decrease by **\$759,217** (6.4%) from the FY2008-09 Adopted Budget primarily due to the following:

- 1) Last year's budget was balanced by planning to draw down fund balance by **\$455,585** to fund non-recurring expenses related to the new Downtown Government Complex, including the purchase of the Adult Education building and renovation of Adrian Public Library. The FY2009-10 Preliminary Revenue Estimate does not contemplate use of Prior Years' Fund Balance.
- 2) Although the property tax millage rate does not require a rollback due to the fact that the property value of existing property did not increase faster than the rate of inflation as measured by the Consumer Price index (4.4%), general operating tax revenue, including Solid Waste Collection, decreased **\$144,797** due to a 1.3% decrease in Real Property values and a 6.6% decrease in Personal Property values.
- 3) Due to current market conditions, Estimated Investment Earnings are projected to be **\$150,000** less than last year.

All Other Funds, excluding the General Fund, experience a net decrease of (\$8.5) million. Significant changes in Other Funds include:

- 1) A \$2.1 million decrease in the Major Street Fund primarily due to reduced grant revenue (\$2.1 million), as well as Act 51 Gas & Weight Tax revenue (\$50,000). However, unspent grant funds will be used to fund the FY2009-10

- 2) The Local Street Fund is expected to be down approximately \$152,000 due to the following reasons:
 - Exclusion of Prior Year Fund Balance use (\$110,000),
 - Reduced Property Tax Revenue from road millage (\$25,000),
 - Less Gas & Weight Tax revenue (\$10,000).
- 3) The Fee Estate fund is estimated to be down \$353,000 due to the decreased value of the Investment Portfolio and related earnings, as well as the unavailability of undistributed funds from prior years.
- 4) The Community Development Fund is projected to be down \$657,000 due to uncertain grant funding. Unless grant funding materializes soon, the budget for this fund will require restructuring.
- 5) The Economic Development Fund contemplates a \$187,000 reduction due to the expiration of site assessment grants from the EPA and MDEQ.
- 6) The Downtown Development Authority is forecasted to be down \$91,500 due to the elimination of use of Prior Years' Revenue (\$56,000), transfer of Downtown Refuse Collection to the DDA-TIF Fund (\$22,000), and contracting management of the Art Festival to the Festival Committee (\$10,000).
- 7) The DDA-TIF Fund is projected to be down \$732,000 due to the postponement of Church Street parking improvements and the various sources of funds that were anticipated to be tapped for this project. It should be noted that the City Administrator has put forth a proposal that would incorporate a comprehensive facility improvement program in the Auto Parking Fund for all downtown parking lots.
- 8) The LDFA-GAIDC Fund is down \$308,000 due to the one-time dissolution of the GAIDC and transfer of assets in FY2008-09. The LDFA debt obligations have been satisfied for the Garden State Tanning project initiated in the early 1990s and, should the LDFA be extended and expanded by an amended plan, this fund would be reinvigorated for future development projects.
- 9) The Vibrant Small Cities Grant Fund is down \$2.5 million due to the non-recurring nature of the grant funding. However, the unspent funds from FY2008-09 will be carried over into FY2009-10 to underwrite the cost of the various projects.
- 10) The Capital Projects Funds for Water and Sewer are expected to have less funds transferred from the operating funds for Water (\$74,000) and Sewer (\$122,000), respectively, due to the funding constraints in those funds.
- 11) The Transportation System Fund (Dial-A-Ride) is expected to be down \$1.5 million due to the completion of the new Transportation Facility, as well as the uncertainty associated with additional grant funds for bus replacement.
- 12) The Sewer and Water Funds are expected to be down \$1.2 million and \$894,000, respectively, primarily due eliminating the use of Prior Years' Fund Balance to pay for current operations. Current cash flow issues require an accelerated rate analysis and possible imposition of utility rate increases.

The Preliminary Revenue Estimates are being forwarded to the City Commission as an information item on their February 4th agenda. If you have any questions or need for further information, please contact my office.

**CITY OF ADRIAN
FY2009-10 BUDGET
PRELIMINARY ESTIMATED REVENUE**

ACCOUNT DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	FY2009-10 ESTIMATE Over/(under) FY2008-09 ADOPTED BUDGET
Fund 101 - GENERAL FUND							
101.00 CITY COMMISSION							
489.000 MISC. CITY PROMOTIONS	\$0	\$0	\$0	\$200	\$149	\$200	\$200
TOTAL CITY COMMISSION	\$0	\$0	\$0	\$200	\$149	\$200	\$200
172.00 CITY ADMINISTRATOR							
532.000 ADMINISTRATION INCOME	\$0	\$0	\$0	\$24,000	\$0	\$0	\$0
TOTAL CITY COMMISSION	\$0	\$0	\$0	\$24,000	\$0	\$0	\$0
201.00 FINANCE DEPARTMENT							
445.000 PENALTIES & INTEREST ON TAXES	\$57,020	\$61,896	\$50,000	\$51,000	\$60,480	\$60,000	\$10,000
480.000 DOG LICENSES	1,932	2,634	2,000	2,000	228	2,000	0
607.000 TAX COLLECTION FEES	221,352	227,326	231,348	231,348	164,998	230,000	(1,348)
664.000 INVESTMENT EARNINGS	377,447	291,900	350,000	200,000	110,830	200,000	(150,000)
665.000 CHANGE IN FAIR MARKET VALUE	0	231	0	0	0	0	0
683.000 SALE OF PROPERTY	18,236	3,169	3,000	3,000	0	0	(3,000)
685.000 SALE OF EQUIPMENT	2,583	2,997	0	0	0	3,000	3,000
696.000 CASH OVER/SHORT	(11)	132	0	0	106	0	0
TOTAL FINANCE DEPARTMENT	\$678,559	\$590,285	\$636,348	\$487,348	\$336,642	\$495,000	(141,348)
209.00 CITY ASSESSOR							
444.000 PRINCIPLE RESIDENCE DENIAL PENALTY	\$0	\$1,343	\$1,000	\$1,000	\$481	\$1,000	0
488.000 CONTRACT SERVICES	0	100	0	100	50	100	100
TOTAL CITY ASSESSOR	\$0	\$1,443	\$1,000	\$1,100	\$531	\$1,100	\$100
210.00 CITY ATTORNEY							
488.000 CONTRACT SERVICES	\$917	\$15,589	\$11,000	\$11,000	\$5,502	\$15,000	\$4,000
TOTAL CITY ATTORNEY	\$917	\$15,589	\$11,000	\$11,000	\$5,502	\$15,000	\$4,000

**CITY OF ADRIAN
FY2009-10 BUDGET
PRELIMINARY ESTIMATED REVENUE**

ACCOUNT	DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	FY2009-10 ESTIMATE Over/(under)
								FY2008-09 ADOPTED BUDGET
215.00	CITY CLERK							
459.000	AMUSEMENTS	\$4,540	\$3,405	\$1,000	\$1,000	\$90	\$3,000	2,000
608.000	SCHOOL ELECTION FEES	9,661	0	3,500	3,500	0	9,000	5,500
695.000	OTHER	0	4,480	0	100	20	0	0
	TOTAL CITY CLERK	\$14,201	\$7,885	\$4,500	\$4,600	\$110	\$12,000	\$7,500
226.00	HUMAN RESOURCES DEPARTMENT							
691.000	VENDING PROCEEDS-WELLNESS	\$167	\$111	\$100	\$100	\$27	\$100	0
693.000	WELLNESS PROCEEDS	34	42	100	100	157	200	100
	TOTAL HUMAN RESOURCES	\$201	\$153	\$200	\$200	\$184	\$300	100
276.00	CEMETERY							
625.000	ENGRAVING	\$865	\$920	\$600	\$600	\$600	\$900	300
628.000	FOUNDATIONS - CEMETERY	9,850	10,936	10,000	10,000	5,103	10,000	0
629.000	GRAVE OPENINGS	37,105	36,660	37,000	37,000	24,325	37,000	0
630.000	UPKEEP OF CEM LOTS (NOT PC)	7,577	0	8,000	8,000	0	8,000	0
643.000	CEMETERY LOTS	1,180	2,395	2,000	2,000	1,410	2,000	0
	TOTAL CEMETERY	\$56,577	\$50,911	\$57,600	\$57,600	\$31,438	\$57,900	300

**CITY OF ADRIAN
FY2009-10 BUDGET
PRELIMINARY ESTIMATED REVENUE**

ACCOUNT	DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	FY2009-10 ESTIMATE
								Over/(under) FY2008-09 ADOPTED BUDGET
301.00	POLICE DEPARTMENT							
455.000	PARKING ON STREETS	\$879	\$442	\$1,000	\$1,000	\$248	\$500	(500)
456.00	TAXI	0	0	250	250	0	0	(250)
504.000	POLICE RADIO UPGRADE GRANT	0	0	0	0	0	0	0
508.000	TRAFFIC GRANT	0	9,426	0	1,200	1,137	0	0
513.000	BULLET PROOF VEST GRANT	3,955	0	2,500	2,500	0	0	(2,500)
514.000	LIVE SCAN FINGERPRINTING GRANT	16,670	0	5,700	5,700	0	0	(5,700)
515.000	OHSP TRAFFIC GRANT	6,251	0	3,000	3,000	6,438	0	(3,000)
534.000	NARCOTIC ENFORCEMENT GRANT	14,205	18,939	0	1,500	2,732	0	0
538.000	POLICE JAG GRANT - FIREARMS	0	12,543	0	0	0	0	0
543.000	POLICE TRAINING GRANT	7,635	7,578	7,000	7,000	3,699	7,500	500
576.000	LIQUOR LICENSES	13,336	13,408	0	13,000	13,142	13,000	13,000
624.000	LIVESCAN APPLICANT FINGERPRINTING	1,929	13,523	8,000	8,000	4,463	10,000	2,000
627.000	DUPLICATING & PHOTOSTATS	5,419	4,463	2,500	2,500	2,042	5,000	2,500
656.000	PARKING FINES	10,255	17,797	11,000	11,000	8,594	17,000	6,000
659.000	ORDINANCE FINES & COSTS	79,815	75,911	80,000	80,000	36,842	75,000	(5,000)
660.000	TOW & IMPOUND FEES	14,320	17,845	20,000	20,000	4,940	18,000	(2,000)
676.701	CONTRIB. - TRUST FUND	0	6,000	0	28,300	28,205	0	0
683.000	SALE OF PROPERTY	0	1,818	8,000	8,000	0	0	(8,000)
684.000	SAFETY CITY	8,161	6,360	2,000	2,000	0	7,000	5,000
685.000	SALE OF EQUIPMENT	0	0	0	0	4,500	5,000	5,000
689.000	MOTORCYCLE SPONSORSHIP	0	0	2,000	2,000	0	0	(2,000)
694.000	SEX OFFENDER REGISTRATION	325	315	420	420	280	300	(120)
695.000	OTHER	0	0	0	5,000	4,975	200	200
	TOTAL POLICE DEPARTMENT	\$183,155	\$206,368	\$153,370	\$202,370	\$122,237	\$158,500	\$5,130

**CITY OF ADRIAN
FY2009-10 BUDGET
PRELIMINARY ESTIMATED REVENUE**

**FY2009-10
ESTIMATE
Over/(under)**

ACCOUNT	DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	FY2008-09 ADOPTED BUDGET
336.00	FIRE DEPARTMENT							
500.000	FIREFIGHTERS ASST GRANT	\$75,915	\$23,913	\$0	\$0	\$0	\$0	\$0
502.000	PL CODE PROJECT - FIRE	2,868	0	2,000	2,000	0	0	(2,000)
524.000	FIRE PREVENTION GRANT	9,840	0	0	0	0	0	0
686.000	FIRE TRAINING CLASSES	180	0	500	500	0	0	(500)
	TOTAL FIRE DEPARTMENT	\$88,803	\$23,913	\$2,500	\$2,500	\$0	\$0	(\$2,500)
371.00	INSPECTION							
452.000	ELECTRICAL CONTRACTORS	\$20	\$0	\$100	\$100	\$0	\$100	0
453.000	HEATING & PLUMBING	0	0	100	100	0	100	0
454.000	JUNK DEALERS & SCAVENGERS	170	80	100	100	0	100	0
456.000	TAXI	0	265	100	100	0	100	0
458.000	VENDORS-HAULERS & PEDDLERS	1,295	915	0	50	60	1,000	1,000
460.000	BOWLING & BILLIARD	0	120	100	50	0	100	0
463.000	PERMITS-SIGNS & HANGERS	1,968	1,732	1,500	1,500	380	1,500	0
477.000	BUILDING	158,966	132,548	150,000	150,000	85,282	150,000	0
478.000	ELECTRICAL	41,320	32,541	40,000	40,000	17,775	35,000	(5,000)
479.000	HEATING	35,149	26,549	35,000	35,000	14,275	28,000	(7,000)
482.000	PLUMBING	15,874	9,721	15,000	15,000	7,807	15,000	0
483.000	SEWER TAPPING	200	83	200	200	0	200	0
485.000	ZONING PERMITS & FEES	3,320	4,275	5,000	5,000	2,382	4,000	(1,000)
486.000	MISCELLANEOUS	0	420	100	100	420	100	0
487.000	RENTAL HOUSING REGISTRATION	9,635	49,515	10,000	10,000	7,321	10,000	0
	TOTAL INSPECTION	\$267,917	\$258,764	\$257,300	\$257,300	\$135,702	\$245,300	(12,000)

**CITY OF ADRIAN
FY2009-10 BUDGET
PRELIMINARY ESTIMATED REVENUE**

ACCOUNT	DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	FY2009-10 ESTIMATE
								Over/(under) ADOPTED BUDGET
441.00	DEPARTMENT OF PUBLIC WORKS							
481.000	SIDEWALK-CURB & EXCAVATING	\$34	\$227	\$100	\$200	\$1,290	\$1,000	900
631.000	REFUSE COLLECTION	423	260	400	300	90	200	(200)
	TOAL DEPT OF PUBLIC WORKS	\$457	\$487	\$500	\$500	\$1,380	\$1,200	700
443.000	MOTOR VEHICLE POOL							
683.000	SALE OF PROPERTY	\$0	\$3,035	\$0	\$2,500	\$2,451	\$2,000	2,000
	TOTAL MOTOR VEHICLE POOL	\$0	\$3,035	\$0	\$2,500	\$2,451	\$2,000	2,000
449.00	ENGINEERING							
671.000	RENTS	\$24,150	\$30,025	\$24,000	\$24,000	\$23,475	\$30,000	6,000
	TOTAL ENGINEERING	\$24,150	\$30,025	\$24,000	\$24,000	\$23,475	\$30,000	6,000

**CITY OF ADRIAN
FY2009-10 BUDGET
PRELIMINARY ESTIMATED REVENUE**

**FY2009-10
ESTIMATE
Over/(under)**

ACCOUNT	DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	FY2008-09 ADOPTED BUDGET
691.00	PARKS & RECREATION							
651.052	USE/ADM FEES-REC-PLAYGROUNDS	\$984	\$0	\$0	\$0	\$0	\$0	\$0
651.053	USE/ADM FEES-REC-CONCESSIONS	24,684	24,424	24,000	24,000	14,563	26,000	2,000
651.054	USE/ADM FEES-REC-YOUTH SPORTS	53,873	50,465	9,000	9,000	9,736	52,000	43,000
651.055	USE/ADM FEES-REC-ADULT SPORTS	71,385	74,748	80,000	80,000	43,103	75,000	(5,000)
651.056	USE/ADM FEES-REC-YOUTH PROGRAM	15,129	17,453	14,000	14,000	1,927	14,000	0
651.057	USE/ADM FEES-REC-NON-RESIDENT	30	0	0	0	0	0	0
651.058	USE/ADM FEES-REC-SPECIAL EVENT	22,731	27,350	27,000	27,000	12,124	26,000	(1,000)
651.059	USE/ADM FEES-REC-PIOTTER CENTE	24,959	25,673	37,000	37,000	13,143	37,000	0
651.060	USE/ADM FEES-REC-SKATE PARK	5,954	4,986	6,000	6,000	2,311	5,000	(1,000)
651.061	USE/ADM FEES-REC-AQUATICS	95,152	86,162	90,000	90,000	39,082	85,000	(5,000)
651.062	USE/ADM FEES-REC-ADULT CLASSES	11,832	14,990	12,000	12,000	6,995	13,000	1,000
651.070	USE/ADM FEES-REC-AMUSE TCKS	7,518	5,861	7,000	7,000	3,536	7,000	0
651.071	USE/ADM FEES-REC-HAUNTED BARN	378	0	100	100	0	0	(100)
651.072	USE/ADM FEES-REC-SHELTER USE	6,157	10,974	8,000	8,000	1,254	8,000	0
683.000	SALE OF PROPERTY	0	2,005	0	0	0	1,000	1,000
	TOTAL PARKS & RECREATION	\$340,766	\$345,091	\$314,100	\$314,100	\$147,774	\$349,000	\$34,900
691.01	ADRIAN AREA LITTLE LEAGUE							
651.041	USE/ADMFEES-REC-TBALL	\$0	\$0	\$5,000	\$5,000	\$0	\$5,000	\$0
651.042	USE/ADMFEES-REC-MACHINE PITCH	0	0	5,000	5,000	0	5,000	0
651.043	USE/ADMFEES-REC-MINORS	0	0	5,720	5,720	0	5,720	0
651.044	USE/ADMFEES-REC-MAJORS	0	0	4,290	4,290	0	4,290	0
651.045	USE/ADMFEES-REC-JUNIORS	0	0	2,475	2,475	0	2,475	0
675.000	DONMATIONS - PRIVATE	0	0	7,650	7,650	0	7,650	0
	TOTAL ADRIAN AREA LITTLE LEAGUE	\$0	\$0	\$30,135	\$30,135	\$0	\$30,135	0
691.02	ADRIAN AREA SOCCER CLUB							
651.046	USE/ADMFEES-REC-TBALL	\$0	\$0	\$3,000	\$3,000	\$0	\$3,000	\$0
651.047	USE/ADMFEES-REC-MACHINE PITCH	0	0	4,000	4,000	0	4,000	0
651.048	USE/ADMFEES-REC-MINORS	0	0	1,500	1,500	0	1,500	0
651.049	USE/ADMFEES-REC-MAJORS	0	0	1,500	1,500	0	1,500	0
	TOTAL ADRIAN AREA LITTLE LEAGUE	\$0	\$0	\$10,000	\$10,000	\$0	\$10,000	\$0

**CITY OF ADRIAN
FY2009-10 BUDGET
PRELIMINARY ESTIMATED REVENUE**

ACCOUNT	DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	FY2009-10 ESTIMATE Over/(under)
								FY2008-09 ADOPTED BUDGET
697.00	PARKS & FORESTRY							
521.000	EMERALD ASH BORER GRANT	\$0	\$17,750	\$0	\$0	\$0	\$0	\$0
673.106	WEED MOWING	0	28,640	11,000	11,000	12,320	24,000	13,000
698.000	SALE OF BONDS/NOTES	0	550,000	0	0	0	0	0
	TOTAL PARKS & FORESTRY	\$0	\$596,390	\$11,000	\$11,000	\$12,320	\$24,000	\$13,000
738.00	ADRIAN PUBLIC LIBRARY							
567.000	LIBRARY STATE AID	\$8,434	\$8,073	\$8,000	\$8,000	\$8,471	\$8,000	\$0
627.000	DUPLICATING & PHOTOSTATS	0	1,691	2,000	2,000	579	2,000	0
651.000	APPLICATION FEE	0	185	500	500	21	200	(300)
657.000	LIBRARY BOOK FINES	13,777	14,279	13,000	13,000	2,804	14,000	1,000
658.000	PENAL FINES	129,493	131,302	130,000	128,000	127,760	128,000	(2,000)
671.000	RENTS	0	250	1,000	1,000	75	500	(500)
	TOTAL ADRIAN PUBLIC LIBRARY	\$151,704	\$155,780	\$154,500	\$152,500	\$139,710	\$152,700	(\$1,800)

**CITY OF ADRIAN
FY2009-10 BUDGET
PRELIMINARY ESTIMATED REVENUE**

								FY2009-10 ESTIMATE Over/(under) FY2008-09 ADOPTED BUDGET
ACCOUNT	DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	
Dept 990.00 NON-DEPARTMENTAL								
404.000	CURRENT REAL PROPERTY TAX	\$4,913,458	\$5,161,440	\$5,350,464	\$5,350,464	\$5,313,734	\$5,282,000	(\$68,464)
405.000	CURRENT PERS PROP TAX	1,004,906	969,598	1,018,997	1,018,997	1,018,992	952,000	(66,997)
407.000	CURRENT REFUSE MILLAGE	438,136	456,956	467,336	467,336	464,593	458,000	(9,336)
425.000	PAYMENT IN LIEU OF TAXES	38,811	40,972	40,000	40,000	41,067	40,000	0
457.000	TRAILER	4,565	4,667	4,600	4,600	2,146	4,600	0
575.000	SALES & USE TAX	2,383,155	2,311,867	2,339,217	2,339,217	1,330,874	2,300,000	(39,217)
644.000	PRINTED MATERIALS	90	32	100	100	0	100	0
661.000	CIVIL INFRACTIONS	1,000	1,900	3,000	3,000	300	2,000	(1,000)
671.000	RENTS	0	0	0	2,000	2,975	3,000	3,000
675.000	DONATIONS-PRIVATE	29,920	7,020	100	100	448	100	0
675.059	DONATIONS-SENIOR CENTER	42,667	0	100	100	0	100	0
675.073	DONATIONS-PRIVATE-LIBRARIES	8,256	38,765	63,500	63,500	41,800	6,000	(57,500)
675.076	DONATIONS-PRIVATE-FEE ESTATE	1,173,270	1,169,122	0	0	243	0	0
675.077	DONATIONS-PRIVATE-TV CABLE	239,999	186,238	185,000	185,000	95,490	190,000	5,000
675.080	DONATIONS-CITY WIDE CITY PRIDE	0	0	500	500	0	100	(400)
676.275	CONTRIB-COM DEVEL FUND	32,915	0	39,000	39,000	1,500	0	(39,000)
676.276	CONTRIB-ECON DEVEL FUND	37,500	39,493	0	10,000	19,500	39,000	39,000
676.281	CONTRIB-DDA - T.I.F. FUND	10,000	0	0	0	0	0	0
676.590	CONTRIB-DDA - SEWER FUND	0	20,000	20,000	20,000	0	20,000	0
676.591	CONTRIB-DDA - WATER FUND	0	20,000	20,000	20,000	0	20,000	0
676.701	CONTRIB-TRUST FUND	5,945	0	100	100	0	100	0
676.702	CONTRIB-ENDOWMENT TRUST FUND	4,129	1,566	100	100	43	100	0
676.711	CONTRIB-PERPETUAL CARE FUND	21,729	47,183	30,000	30,000	3,034	30,000	0
695.000	OTHER	183,657	270,125	185,000	185,000	43,817	200,000	15,000
697.000	PRIOR YEARS REVENUE	0	0	455,585	1,357,543	0	0	(455,585)
698.000	SALE OF BONDS/NOTES	0	542,000	0	0	0	0	0
TOTAL NON-DEPARTMENTAL		\$10,574,108	\$11,288,944	\$10,222,699	\$11,136,657	\$8,380,556	\$9,547,200	(\$675,499)
TOTAL GENERAL FUND		\$12,381,515	\$13,575,063	\$11,890,752	\$12,729,610	\$9,340,161	\$11,131,535	(\$759,217)

**CITY OF ADRIAN
FY2009-10 BUDGET
PRELIMINARY ESTIMATED REVENUE**

ACCOUNT DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	FY2009-10 ESTIMATE
							Over/(under) FY2008-09 ADOPTED BUDGET
Fund 202 - MAJOR STREET FUND							
516.202 BEECHER STREET PAVING GRANT	\$375,000	\$0	\$375,000	\$0	\$0	\$0	(\$375,000)
517.000 MAPLE AVENUE PAVING GRANT	281,250	0	281,250	0	0	0	(281,250)
527.202 CMAQ KIWANIS TRAIL EXT. GRANT	0	0	0	25,000	25,000	0	0
546.000 GAS & WEIGHT TAX	969,748	957,591	1,000,000	1,000,000	475,664	950,000	(50,000)
547.000 STATE TRUNKLINE MAINT	57,776	63,940	46,000	46,000	5,853	60,000	14,000
664.000 INVESTMENT EARNINGS	86,135	83,255	20,000	20,000	2,821	10,000	(10,000)
676.283 CONTRIB-VIBRANT CITY GRANT FUND	0	0	1,489,244	1,489,244	0	0	(1,489,244)
676.599 CONTRIB-CAPITAL PROJ REV FUND	0	0	0	0	17,322	63,750	63,750
695.000 OTHER	0	48,748	0	0	0	0	0
697.000 PRIOR YEARS' REVENUE	0	0	0	183,060	0	0	0
TOTAL MAJOR STREET FUND	\$1,769,909	\$1,153,534	\$3,211,494	\$2,763,304	\$526,660	\$1,083,750	(\$2,127,744)
Fund 203 - LOCAL STREET FUND							
546.000 GAS & WEIGHT TAX	\$330,010	\$321,377	\$330,000	\$330,000	\$159,251	\$320,000	(\$10,000)
577.000 METRO ACT	59,350	60,102	60,000	60,000	0	60,000	0
664.000 INVESTMENT EARNINGS	688	3,438	2,000	2,000	950	2,000	0
676.202 CONTRIB-MAJOR STREET FUND	189,961	250,000	250,000	250,000	100,000	250,000	0
676.599 CONTRIB-CAPITAL PROJ REV FUND	109,075	0	120,628	120,628	80,933	113,998	(6,630)
695.000 OTHER	0	0	0	0	586	0	0
697.000 PRIOR YEARS' REVENUE	0	0	110,614	148,917	0	0	(110,614)
699.204 TRANSFERS IN - MUNI ST FUND	395,000	463,875	473,839	473,839	100,000	449,000	(24,839)
TOTAL LOCAL STREET FUND	\$1,084,084	\$1,098,792	\$1,347,081	\$1,385,384	\$441,720	\$1,194,998	(\$152,083)
Fund 204 - MUNICIPAL STREET FUND							
402.000 CURRENT PROP TAX-SPEC VOTED	\$436,671	\$453,210	\$461,789	\$461,789	\$427,148	\$422,000	(\$39,789)
664.000 INVESTMENT EARNINGS	8,857	11,100	10,000	10,000	1,706	5,000	(5,000)
695.000 OTHER	0	18	0	0	0	0	0
TOTAL MUNICIPAL STREET FUND	\$445,528	\$464,328	\$471,789	\$471,789	\$428,854	\$427,000	(\$44,789)

**CITY OF ADRIAN
FY2009-10 BUDGET
PRELIMINARY ESTIMATED REVENUE**

ACCOUNT DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	FY2009-10 ESTIMATE Over/(under) FY2008-09 ADOPTED BUDGET
Fund 205 - FEE ESTATE FUND							
664.000 INVESTMENT EARNINGS	\$0	\$0	\$10,000	\$10,000	\$0	\$200	(\$9,800)
675.076 DONATIONS-PRIVATE-FEE ESTATE	0	0	870,674	870,674	230,760	795,000	(75,674)
695.000 OTHER	0	0	267,704	297,704	0	100	(267,604)
TOTAL FEE ESTATE FUND	\$0	\$0	\$1,148,378	\$1,178,378	\$230,760	\$795,300	(\$353,078)
Fund 267 - OMNI FUND							
663.000 OMNI FORFEITURES	\$160,588	\$26,808	\$80,800	\$80,800	\$29,409	\$40,000	(\$40,800)
664.000 INVESTMENT EARNINGS	4,610	4,108	4,000	4,000	698	2,000	(2,000)
671.000 RENTS	1,950	3,900	2,000	2,000	3,900	4,000	2,000
695.000 DONATIONS-PRIVATE	0	0	100	100	0	100	0
TOTAL OMNI FUND	\$167,148	\$34,816	\$86,900	\$86,900	\$34,007	\$46,100	(\$40,800)

**CITY OF ADRIAN
FY2009-10 BUDGET
PRELIMINARY ESTIMATED REVENUE**

ACCOUNT	DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	FY2009-10 ESTIMATE
								Over/(under) FY2008-09 ADOPTED BUDGET
Fund 275 - COMMUNITY DEVELOPMENT FUND								
520.000	CDBG - PROGRAM INCOME	\$0	\$0	\$24,000	\$24,000	\$0	\$100	(\$23,900)
521.000	REVOLVING LOAN INCOME	115,420	0	10,000	10,000	0	100	(9,900)
529.000	COMMUNITY DEVELOPMENT GRANT	6,500	0	246,000	246,000	0	100	(245,900)
530.000	DOWNTOWN RENTAL REHAB	150,850	0	183,600	183,600	0	100	(183,500)
531.000	PROPERTY IMPROVEMENT PRG	0	0	50,000	50,000	0	100	(49,900)
539.000	HUD RECOVERY PROGRAM	0	419	0	0	0	100	100
632.000	ADMINISTRATION FEES	129,097	60,129	84,000	84,000	0	100	(83,900)
651.000	APPLICATION FEE	175	55	1,000	1,000	10	100	(900)
664.000	INVESTMENT EARNINGS	12,479	6,432	4,000	4,000	1,239	2,500	(1,500)
676.101	CONTRIB-GENERAL FUND	11,712	0	0	0	0	0	0
676.281	CONTRIB-DDA - T.I.F. FUND	2,000	2,000	0	0	2,000	2,000	2,000
683.000	SALE OF PROPERTY	0	0	120,000	120,000	0	60,000	(60,000)
TOTAL COMMUNITY DEVELOPMENT FUND		\$428,233	\$69,035	\$722,600	\$722,600	\$3,249	\$65,300	(\$657,300)
Fund 276 - ECONOMIC DEVELOPMENT FUND								
503.000	MDEQ SILO DEMOLITION GRANT	\$111,344	\$42,908	\$0	\$0	\$81,124	\$0	\$0
533.000	USEPA SITE ASSESSMENT GRANT	40,107	58,527	100,000	100,000	67,835	0	(100,000)
535.000	MDEQ SITE ASSESSMENT GRANT	19,925	0	20,000	20,000	0	0	(20,000)
664.000	INVESTMENT EARNINGS	2,619	4,514	3,000	3,000	773	0	(3,000)
675.075	DONATIONS-PRIVATE-CITIZENS GAS	112,500	162,500	150,000	150,000	75,000	150,000	0
695.000	OTHER	7,912	23,570	24,000	24,000	0	100	(23,900)
697.000	PRIOR YEARS' REVENUE	0	0	40,667	20,008	0	0	(40,667)
TOTAL ECONOMIC DEVELOPMENT FUND		\$294,407	\$292,019	\$337,667	\$317,008	\$224,732	\$150,100	(\$187,567)

**CITY OF ADRIAN
FY2009-10 BUDGET
PRELIMINARY ESTIMATED REVENUE**

ACCOUNT DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	FY2009-10 ESTIMATE
							Over/(under) FY2008-09 ADOPTED BUDGET
Fund 279 - BROWNFIELD REDEVELOPMENT AUTHORITY							
404.000 CURRENT REAL PROPERTY TAX	\$0	\$3,078	\$14,000	\$14,000	\$7,010	\$14,000	\$0
664.000 INVESTMENT EARNINGS	0	0	0	0	20	100	100
676.282 CONTRIB. - LDFA FUND	0	0	37,000	37,000	18,500	0	(37,000)
TOTAL BROWNFILED REDEVELOPMENT AUTHORITY	\$0	\$3,078	\$51,000	\$51,000	\$25,530	\$14,100	(\$36,900)
Fund 280 - DOWNTOWN DEVELOP AUTHORITY							
404.000 CURRENT REAL PROPERTY TAX	\$32,212	\$33,720	\$34,000	\$34,000	\$35,421	\$34,000	\$0
631.000 REFUSE COLLECTION	0	0	22,000	0	0	0	(22,000)
664.000 INVESTMENT EARNINGS	616	767	1,000	1,000	164	300	(700)
671.000 RENT	1,900	0	1,000	1,000	0	100	(900)
676.101 CONTRIB-GENERAL FUND	0	2,748	0	0	0	0	0
695.000 OTHER	6,482	4,288	4,000	4,000	6	100	(3,900)
695.001 OTHER - ART FESTIVAL	0	3,505	10,000	10,000	9,177	0	(10,000)
697.000 PRIOR YEARS REVENUE	0	0	56,000	64,200	0	0	(56,000)
699.281 TRANSFERS IN - TIFA	0	6,600	0	0	2,000	2,000	2,000
TOTAL DOWNTOWN DEVELOPMENT AUTHORITY	\$41,210	\$51,628	\$128,000	\$114,200	\$46,768	\$36,500	(\$91,500)
Fund 281 - DDA - TIF FUND							
404.000 CURRENT REAL PROPERTY TAX	\$259,977	\$406,748	\$260,000	\$260,000	\$319,338	\$260,000	\$0
488.000 CONTRACT SERVICES - REVENUE	0	14,842	0	0	14,531	0	0
631.000 REFUSE COLLECTION	0	0	0	22,000	0	15,000	15,000
664.000 INVESTMENT EARNINGS	14,415	12,777	20,000	20,000	3,906	8,000	(12,000)
697.000 PRIOR YEARS REVENUE	0	0	134,859	109,859	0	0	(134,859)
698.000 SALE OF BONDS/NOTES	0	0	250,000	0	0	0	(250,000)
699.101 CONTRIB. - GENERAL FUND	7,800	0	350,000	0	0	0	(350,000)
TOTAL DDA-TIF FUND	\$282,192	\$434,367	\$1,014,859	\$411,859	\$337,775	\$283,000	(\$731,859)

**CITY OF ADRIAN
FY2009-10 BUDGET
PRELIMINARY ESTIMATED REVENUE**

ACCOUNT DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	FY2009-10 ESTIMATE	Over/(under)
							FY2008-09 ADOPTED BUDGET	
Fund 282 - LDFA GAIDC FUND								
404.000	\$0	\$0	\$51,000	\$51,000	\$51,683	\$52,000	\$1,000	
664.000	0	0	10,000	10,000	2,446	4,000	(6,000)	
671.000	0	0	0	0	1,987	4,000	4,000	
676.000	0	300,000	0	0	32,153	0	0	
697.000	0	0	307,000	307,000	0	0	(307,000)	
TOTAL LDFA GAIDC FUND	\$0	\$300,000	\$368,000	\$368,000	\$88,269	\$60,000	(\$308,000)	
Fund 283 -VIBRANT SMALL CITIES GRANT FUND								
519.001	\$0	\$0	\$1,000,000	\$1,000,000	\$0	\$0	(\$1,000,000)	
519.002	0	0	1,185,000	1,185,000	0	0	(1,185,000)	
519.003	0	0	295,000	295,000	0	0	(295,000)	
664.000	0	9,488	0	0	10,534	5,000	5,000	
676.202	0	879,000	0	0	0	0	0	
676.281	0	125,000	0	0	0	0	0	
TOTAL VIBRANT SMALL CITIES GRANT FUND	\$0	\$1,013,488	\$2,480,000	\$2,480,000	\$10,534	\$5,000	(\$2,475,000)	
Fund 310 - LDFA DEBT FUND								
404.000	\$123,735	\$123,436	\$0	\$0	\$0	\$0	\$0	
664.000	1,744	1,967	0	0	228	0	0	
TOTAL LDFA DEBT FUND	\$125,479	\$125,403	\$0	\$0	\$228	\$0	\$0	
Fund 369 - BLDG AUTHORITY DEBT								
664.000	\$0	\$0	\$100	\$100	\$0	\$0	(\$100)	
671.000	0	0	0	0	0	0	0	
TOTAL BUILDING AUTHORITY DEBT FUND	\$0	\$0	\$100	\$100	\$0	\$0	(\$100)	
Fund 394 - DDA DEBT FUND								
664.000	\$3,951	\$105	\$425	\$425	\$8	\$100	(\$325)	
699.000	116,360	112,345	100,480	100,480	10,240	95,360	(5,120)	
TOTAL DDA DEBT FUND	\$120,311	\$112,450	\$100,905	\$100,905	\$10,248	\$95,460	(\$5,445)	

**CITY OF ADRIAN
FY2009-10 BUDGET
PRELIMINARY ESTIMATED REVENUE**

ACCOUNT DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	FY2009-10 ESTIMATE Over/(under) FY2008-09 ADOPTED BUDGET
Fund 496 - CAPITAL PROJECTS FUND - WATER							
676.591 CONTRIB-WATER	\$108,908	\$239,138	\$474,000	\$474,000	\$171,246	\$400,000	(\$74,000)
697.000 PRIOR YEARS' REVENUE	0	0	0	116,220	0	0	0
TOTAL CAPITAL PROJECTS FUND - WATER	\$108,908	\$239,138	\$474,000	\$590,220	\$171,246	\$400,000	(\$74,000)
Fund 497 - CAPITAL PROJECTS FUND - SEWER							
676.590 CONTRIB-WASTEWATER	\$255,398	\$244,498	\$722,084	\$722,084	\$347,433	\$600,000	(\$122,084)
697.000 PRIOR YEARS' REVENUE	0	0	0	349,869	0	0	0
TOTAL CAPITAL PROJECTS FUND - SEWER	\$255,398	\$244,498	\$722,084	\$1,071,953	\$347,433	\$600,000	(\$122,084)

**CITY OF ADRIAN
FY2009-10 BUDGET
PRELIMINARY ESTIMATED REVENUE**

ACCOUNT	DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	FY2009-10 ESTIMATE
								Over/(under) FY2008-09 ADOPTED BUDGET
Fund 585 - AUTO PARKING FUND								
652.300	PARKING FEES-MARKET PLACE	\$1	\$0	\$0	\$0	\$0	\$0	\$0
652.301	PARKING FEES-PEARL STREET	0	0	0	0	0	0	0
652.304	PARKING FEES-WINTER STREET	4,078	1,652	1,000	1,000	0	1,000	0
652.306	PARKING FEES-CHURCH STREET	7,792	9,020	8,000	8,000	2,837	8,000	0
652.307	PARKING FEES-WINTER & CHURCH	909	0	100	100	0	100	0
652.308	PARKING FEES-MAIDEN LANE	0	0	0	0	0	0	0
652.309	PARKING FEES-SOUTH TOLEDO ST	0	0	0	0	0	0	0
652.310	PARKING FEES-WASHBURN LOT	712	0	1,000	1,000	0	1,000	0
652.312	PARKING FEES-PARKING PERMITS	40,672	30,412	30,000	30,000	1,463	30,000	0
656.000	PARKING FINES	30,251	26,833	30,000	30,000	2,220	30,000	0
664.000	INVESTMENT EARNINGS	66	58	100	100	70	100	0
695.000	OTHER - GRANT	0	0	0	0	0	0	0
699.101	CONTRIB-GENERAL FUND	6,000	6,000	6,000	6,000	0	6,000	0
699.275	CONTRIB-COMMUNITY DEVELP FUND	0	0	0	0	0	0	0
699.280	CONTRIB-DDA-FUND	0	10,000	10,000	10,000	0	0	(10,000)
699.281	CONTRIB-DDA-TIF FUND	0	50,000	0	0	0	0	0
699.280	CONTRIB-2-MILL TAX FUND	5,000	0	0	0	0	10,000	10,000
699.599	CONTRIBUTION-SPEC ASSESS	26,065	26,985	30,000	30,000	11,837	30,000	0
699.699	CONTRIB-FEE ESTATE	0	0	0	0	0	0	0
TOTAL AUTO PARKING FUND		\$121,546	\$160,960	\$116,200	\$116,200	\$18,427	\$116,200	\$0
Fund 588 - TRANSPORTATION SYSTEM FUND								
511.000	DART FEDERAL GRANT	\$71,805	\$77,599	\$67,445	\$67,445	\$11,642	\$75,000	\$7,555
571.000	DART GRANT 98-0792	0	0	229,000	229,000	131	0	(229,000)
571.001	TRANSPORTATION FACILITY GRANT	0	0	1,268,000	1,268,000	670,155	0	(1,268,000)
572.000	DART SYSTEM - STATE GRANT	162,521	174,411	152,385	152,385	86,371	165,000	12,615
633.000	DART FARES	91,132	93,999	91,000	91,000	47,000	94,000	3,000
676.101	CONTRIB-GENERAL FUND	91,412	100,816	110,503	110,503	0	108,000	(2,503)
695.000	OTHER	8,674	8,780	0	0	0	0	0
697.000	PRIOR YEARS' REVENUE	0	0	0	550,993	0	0	0
TOTAL TRANSPORTATION SYSTEM FUND		\$425,544	\$455,605	\$1,918,333	\$2,469,326	\$815,299	\$442,000	(\$1,476,333)

**CITY OF ADRIAN
FY2009-10 BUDGET
PRELIMINARY ESTIMATED REVENUE**

ACCOUNT DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	FY2009-10 ESTIMATE
							Over/(under) FY2008-09 ADOPTED BUDGET
Fund 590 - SEWER FUND							
647.509 SEWER CHARGES-RESIDENTIAL	\$1,119,266	\$1,197,759	\$1,385,000	\$1,385,000	\$689,278	\$1,385,000	\$0
647.510 SEWER CHARGES-INDUSTRIAL	193,774	195,928	220,000	220,000	98,657	200,000	(20,000)
647.511 SEWER CHARGES-COMMERCIAL	810,617	886,288	975,000	975,000	470,402	940,000	(35,000)
647.512 SEWER CHARGES-GOVERNMENTAL	88,366	112,732	120,000	120,000	52,788	106,000	(14,000)
647.516 SEWER CHARGES-MISC	6,109	5,595	8,000	8,000	2,478	5,000	(3,000)
647.521 SEWER CHARGES-ADRIAN TWP-FLAT	165,484	55,803	11,000	11,000	28,655	56,000	45,000
647.522 SEWER CHARGES-MADISON TWP-FLAT	2,949	3,075	3,000	3,000	1,868	3,500	500
647.523 SEWER CHARGES-ADRIAN TWP-METER	370,184	365,436	350,000	350,000	177,681	355,000	5,000
647.524 SEWER CHARGES-MADISON TWP-METE	482,344	597,015	500,000	500,000	214,848	450,000	(50,000)
647.527 SEWER CHARGES-NON RESIDEN PRE	15,728	13,360	15,000	15,000	7,174	14,000	(1,000)
647.614 SEWER CHARGES-SURCHARGE-EXTRA	58,036	48,743	60,000	60,000	18,409	40,000	(20,000)
653.000 PENALTIES	52,970	61,764	50,000	50,000	36,325	70,000	20,000
654.000 I.P.P. FINES & FEES	0	0	500	500	0	100	(400)
664.000 INVESTMENT EARNINGS	67,909	60,318	70,000	70,000	12,827	24,000	(46,000)
665.000 CHANGE IN FAIR MARKET VALUE	0	16,295	0	0	0	0	0
681.000 TAPS & SERVICE	26,315	7,260	30,000	30,000	26,830	30,000	0
692.000 INSTALLMT PURCHASE LOAN PROCEEDS	0	0	0	0	0	0	0
695.000 OTHER	17,995	32,549	20,000	20,000	694	10,000	(10,000)
697.000 PRIOR YEARS REVENUE	0	0	1,087,552	1,102,815	0	0	(1,087,552)
TOTAL SEWER FUND	\$3,478,046	\$3,659,920	\$4,905,052	\$4,920,315	\$1,838,914	\$3,688,600	(\$1,216,452)

**CITY OF ADRIAN
FY2009-10 BUDGET
PRELIMINARY ESTIMATED REVENUE**

							FY2009-10 ESTIMATE Over/(under)	
ACCOUNT DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	FY2008-09 ADOPTED BUDGET	
Fund 591 - WATER FUND								
634.000	NEW ACCOUNT CHARGES	\$15,242	\$12,096	\$15,000	\$15,000	\$7,399	\$15,000	\$0
646.509	WATER SALES-RESIDENTIAL	1,070,532	1,085,808	1,200,000	1,200,000	643,346	1,200,000	0
646.510	WATER SALES-INDUSTRIAL	357,957	344,946	400,000	400,000	155,632	320,000	(\$80,000)
646.511	WATER SALES-COMMERCIAL	794,478	841,904	890,000	890,000	440,234	890,000	\$0
646.512	WATER SALES-GOVERNMENTAL	495,417	524,377	550,000	550,000	265,905	550,000	0
646.516	WATER SALES-MISC	14,236	20,301	15,000	15,000	14,579	15,000	0
646.518	WATER SALES-SPRINKLERS	38,261	37,240	42,000	42,000	22,130	42,000	0
653.000	PENALTIES - WATER	55,603	59,493	65,000	65,000	37,251	65,000	0
654.000	I.P.P. FINES & FEES	100	0	100	100	0	100	0
664.000	INVESTMENT EARNINGS	18,376	14,603	18,000	18,000	11,926	18,000	0
665.000	CHANGE IN FAIR MARKET VALUE	0	527	0	0	0	0	0
667.000	HYDRANT RENTAL	39,668	38,733	42,000	42,000	22,550	40,000	(2,000)
680.000	MERCHANDISE	1,368	104	1,000	1,000	735	1,000	0
681.000	TAPS & SERVICE	71,947	10,745	50,000	50,000	32,102	50,000	0
695.000	OTHER	44,533	41,919	20,000	20,000	6,504	20,000	0
697.000	PRIOR YEARS REVENUE	0	0	811,899	831,332	0	0	(811,899)
TOTAL WATER FUND		\$3,017,718	\$3,032,796	\$4,119,999	\$4,139,432	\$1,660,293	\$3,226,100	(\$893,899)
Fund 598 - STORM WATER UTILITY								
522.000	ILLICIT CONNECTION GRANT	\$8,608	\$26,880	\$9,000	\$9,000	\$1,342	\$100	(\$8,900)
648.000	STORM SEWER CHARGES	271,990	265,699	260,000	260,000	258,666	260,000	0
664.000	INVESTMENT EARNINGS	10	53	100	100	57	100	0
699.101	CONTRIB-GENERAL FUND	13,000	0	0	0	0	0	0
TOTAL STORM WATER UTILITY		\$293,608	\$292,632	\$269,100	\$269,100	\$260,065	\$260,200	(\$8,900)
Fund 599 - CAP PROJECTS REVOLVING FUND								
408.202	SPECIAL ASSESSMENT - MAJOR STREETS	\$0	\$0	\$0	\$0	\$0	\$63,750	\$63,750
408.203	SPECIAL ASSESSMENT - LOCAL STREETS	109,075	0	95,628	95,628	0	113,998	18,370
408.590	SPECIAL ASSESSMENT - WASTEWATR	50,988	0	0	0	0	0	0
408.591	SPECIAL ASSESSMENT - WATER	39,022	0	0	0	0	0	0
664.000	INVESTMENT EARNINGS	26,388	29,698	25,000	25,000	18,892	30,000	5,000
TOTAL CAPITAL PROJECTS REVOLVING FUND		\$225,473	\$29,698	\$120,628	\$120,628	\$18,892	\$207,748	\$87,120

CITY OF ADRIAN
 FY2009-10 BUDGET
 PRELIMINARY ESTIMATED REVENUE

ACCOUNT DESCRIPTION	FY2006-07 ACTUAL	FY2007-08 ACTUAL	FY2008-09 ADOPTED BUDGET	FY2008-09 AMENDED BUDGET	YEAR-TO-DATE ACTUAL THRU 12/31/08	FY2009-10 REVENUE ESTIMATE	FY2009-10 ESTIMATE
							Over/(under) FY2008-09 ADOPTED BUDGET
Fund 661 - INFORMATION TECHNOLOGY FUND							
636.000 INFORMATION TECH SERVICES	\$349,758	\$323,072	\$339,216	\$339,216	\$170,109	\$340,000	\$784
637.000 GIS/CAD SERVICES	171,390	131,365	97,200	97,200	49,604	100,000	2,800
675.591 CONTRIBUTION-WATER	0	2,929	0	0	0	0	0
676.101 CONTRIB-GENERAL FUND	120,789	0	0	0	0	0	0
676.496 CONTRIB-WATER CAPITAL FUND	3,045	0	0	0	0	0	0
695.000 OTHER	471	1,699	50	50	194	50	0
697.000 PRIOR YEARS REVENUE	0	0	3,603	111,092	0	0	(3,603)
TOTAL INFORMATION TECHNOLOGY FUND	\$645,453	\$459,065	\$440,069	\$547,558	\$219,907	\$440,050	(\$19)
Fund 662 - FIRE DEPT MOTOR POOL FUND							
675.101 CONTRIB. - GENERAL FUND	\$0	\$400,583	\$129,961	\$129,961	\$0	\$130,000	\$39
685.000 SALE OF EQUIPMENT	0	0	0	0	4,250	0	0
697.000 PRIOR YEARS REVENUE	0	0	0	25,497	0	0	0
TOTAL FIRE DEPT MOTOR POOL FUND	\$0	\$400,583	\$129,961	\$155,458	\$4,250	\$130,000	\$39
Fund 702 - ENDOWMENT TRUST FUND							
664.000 INVESTMENT EARNINGS	\$0	\$1,566	\$0	\$0	\$0	\$0	\$0
TOTAL PERPETUAL CARE FUND	\$0	\$1,566	\$0	\$0	\$0	\$0	\$0
Fund 711 - PERPETUAL CARE FUND							
664.000 INVESTMENT EARNINGS	\$40,018	\$47,998	\$30,000	\$30,000	\$14,457	\$30,000	\$0
665.000 CHANGE IN FAIR MARKET VALUE	0	6,247	0	0	0	0	0
TOTAL PERPETUAL CARE FUND	\$40,018	\$54,245	\$30,000	\$30,000	\$14,457	\$30,000	\$0
LESS: INTRAFUND ELIMINATIONS	2,095,362	3,506,295	4,816,008	4,611,797	1,113,200	2,807,358	(2,008,650)
TOTAL REVENUES - ALL FUNDS	\$23,656,366	\$24,252,412	\$30,640,565	\$31,821,052	\$15,774,718	\$21,326,383	(\$9,314,182)

CONSENT AGENDA

CR-1

CR09-012

February 2, 2009

RESOLUTION

08-36

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 the "Student Drop Off" signs on the south side of Siena Heights Avenue in front of the old St. Joe's Middle School.

Respectfully,



TERRENCE B. COLLINS,
Chief of Police

TBC/skj

DATED: 1-19-09

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

CR-2

CR09-013

February 2, 2009

RESOLUTION

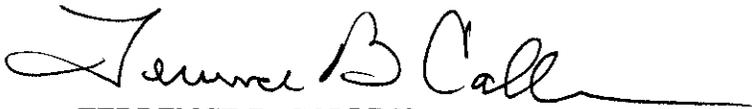
08-37

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:

Create a "Handicap" parking space on Siena Heights Avenue on the north side of the street immediately east of the existing handicap ramp in front of the current St. Joe's school.

Respectfully,



TERRENCE B. COLLINS,
Chief of Police

TBC/skj

DATED: 1-19-09

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

CR-3

CR09-014

February 2, 2009

RESOLUTION

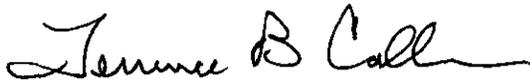
08-38

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 "Slow-Children Playing" sign on the west side of Forest north of Sherman Court.

Respectfully,



TERRENCE B. COLLINS,
Chief of Police

TBC/skj

DATED: 1-27-09

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

CR-4

CR09-015

February 2, 2009

RESOLUTION

08-39

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:

Install 2-Handicap Parking Signs in the row of parking immediately behind 123 N. Main in Municipal Lot #2. Remove any existing parking signs, if necessary, for this installation.

Respectfully,



TERRENCE B. COLLINS,
Chief of Police

TBC/skj

DATED: 1-27-09

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

CR-5

CR09-016

February 2, 2009

RESOLUTION

08-40

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:

Install 2-Handicap parking signs in the row of parking immediately behind 112 S. Winter in Municipal Lot #3. Remove any existing parking sign, if necessary, for this installation.

Respectfully,



TERRENCE B. COLLINS,
Chief of Police

TBC/skj

DATED: 1-27-09

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

REGULAR
AGENDA

R-1

January 13, 2009

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer 

SUBJECT: Stratford Dr.



In 2007 Adrian College petitioned the City of Adrian to abandon Stratford Dr. which extends off of Stratford Ave. south of Maumee St. on the City's west side. It was my understanding that this original petition stalled when Adrian College was asked to pay costs for notification costs and did not follow through with that request.

Stratford drive is currently an unmaintained dead-end. It does not receive funds from ACT 51, thus there would not be a monetary reduction to our State funding as a result of this abandonment.

Per the enclosed letter from Adrian College, they are requesting the City to start the process of abandonment of this street again. Per their letter they understand the land would be conveyed to each adjacent property owner and the college's new property would no longer be accessible from Stratford Ave., unless the College was to secure easement from the adjacent owners. The College agrees, per their letter, to pay the costs of public notifications for this abandonment.

I recommend we pursue the abandonment of Stratford Dr. as this street is not of any use to the City and is not currently maintained.



January 12, 2009

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

Dear Ms. Bauer,

Adrian College respectfully requests that the City of Adrian consider vacating Stratford Drive. Adrian College owns property contiguous to Stratford Drive and would benefit from gaining the additional property. Adrian College understands that the property would be split amongst adjacent property owners, and that the College would stand to gain only the frontage adjacent to its own property. Additionally, Adrian College understands, as the petitioner, their responsibility to pay all posting costs required by the ordinances. We appreciate your time and consideration in this matter.

Kind Regards,

A handwritten signature in cursive script that reads "Kristi N. Maxwell".

Kristi N. Maxwell, M.S., LLPC
Dean of Students



STAFF ANALYSIS

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

DATE: July 30, 2007
CASE: 07-044
APPLICANT: Petition by property owners
REQUEST: Abandon Stratford Drive, Westridge #2 Subdivision

DESCRIPTION OF REQUEST: Adjacent property owners to Stratford Drive, located in the Westridge #2 Subdivision, are requesting to vacate the public right-of-way (see enclosed petitions). Stratford Drive runs along the south property line of Country Market (1535 West Maumee Street).

DEPARTMENT REVIEW: Community Development staff has reviewed the findings of the City Engineer (see attached memo), and concur with the recommendations of the Engineering Department.

RECOMMENDATION: Community Development recommends that the Planning Commission adopt the following resolution:

**RESOLUTION
VACATION OF PUBLIC RIGHT-OF-WAY
STRAFTORD DRIVE, CASE #07-044**

WHEAREAS, the City Engineering Department received a petition from adjacent property owners of Stratford Drive in the Westridge #2 Subdivision to vacate the public right-of-way; and

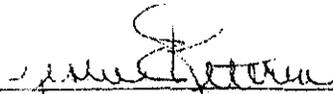
WHEREAS, the City Engineer has reviewed the request and made a recommendation to approve the vacation; and

WHEREAS, the Community Development Department is in agreement with the findings of the City Engineer; and

NOW THEREFORE BE IT RESOLVED that the Adrian City Planning Commission accepts the findings as reviewed and analyzed by the City Engineer and Community Development Department; and

BE IT FURTHER RESOLVED that the Adrian City Planning Commission finds the petition to vacate the public-right-of-way of Stratford Drive, in the Westridge #2 Subdivision, to be in compliance with the City Code of Ordinances and requests that Case #07-044 be forwarded to the City Commission for final approval.

On motion by Planning Commission member _____,
Seconded by Planning Commission member _____, this
resolution was adopted by a _____ vote.



Leslie E. Hettren, AICP, RCP
City Planner

7-30-07
Date _____
11 8-2-07

July 30, 2007

TO: Adrian City Planning Commission
FROM: Keith Dersham, City Engineer
SUBJECT: Stratford Drive

The Westridge Subdivision No. 2 contains a Stratford Drive and a Stratford Avenue. Stratford Avenue is the street that meets West Maumee Street at the Wagley Funeral Home and extends south past Canterbury. Stratford Drive is an unused street that could be mistaken for a driveway into Village Green Apartments. It runs on the south property line of County Market.

The access to Village Green was discontinued years ago for security reasons and the right of way has fallen into disrepair due to a lack of use.

Adrian College has led an effort to petition the City to abandon this right of way. Their plan is to gain control of the abandoned land and convert it to a driveway access to a new baseball facility. The college has obtained the signatures of all parties affected by the proposed abandonment. A petition is attached.

I recommend the City abandon this right of way. The length of Stratford Drive is not currently included in the mileage of Act 51 gas tax distribution so there will be no financial consequence to the City for this action.


Keith Dersham

KD/ddc

Attachment

W Maume St

Stratford Ave

Stratford Dr

Canterbury St

Renfrew Ave



DEDICATION

KNOW ALL MEN BY THESE PRESENTS, that we, TOWN AND COUNTRY HOMES, INC., a Michigan Corporation, by S. Brooks Barron, President and Thomas A. Gallagher, Secretary...

as proprietor, have caused the land embraced in the annexed plat to be surveyed, laid out and plotted, to be known as "WESTRIDGE SUBDIVISION No. Two", City of Adrian, a part of E 1/2, SE 1/4 SEC. 33, T6S-R3E, Adrian Twp. Lenawee Co. Mich.

and that the street, avenue and drive as shown on said plat are hereby dedicated to the use of the public.

Signed and Sealed in the Presence of: Town and Country Homes, Inc. by: S. Brooks Barron, Pres. and Thomas A. Gallagher, Sec'y.

ACKNOWLEDGEMENT

STATE OF MICHIGAN } SS County of }

On this 5th day of April, 1958 before me, a Notary Public, in and for said County appeared S. BROOKS BARRON, President, and THOMAS A. GALLAGHER, Secretary, to me personally known, who being each by me duly sworn, did say that they are President and Secretary, respectively, of TOWN AND COUNTRY HOMES, INC., a Michigan Corporation, and that the seal affixed to said instrument is the corporate seal of said corporation...

Notary Public, Lenawee County, Michigan. My commission expires 1/1/61.

CERTIFICATE OF MUNICIPAL APPROVAL

This plat was approved by the City Commission of the City of Adrian at a meeting held May 19, 1958, and that the width of lots is in compliance with requirements of Section 30, Act 172, of 1929, as amended.

Notary Public, Lenawee County, Michigan. Office of County Treasurer, Lenawee County.

I hereby certify that there are no tax liens or other claims on the lands described herein, and that there are no tax liens or other claims on said lands for the five years preceding the date of this plat...

SURVEYOR'S CERTIFICATE

I hereby certify that the plat herein delineated is a correct one, and that permanent measurements consisting of iron rods at least one half inch in diameter and 30 inches in length, recessed in concrete, without four inches in diameter and 30 inches in length, have been set at points marked (B) on the corners of all angles in the boundaries of the land plotted, at all intersections of the lines of streets and at intersections of the lines of streets with the boundaries of the plat.

Walter E. Prasher, Registered Land Surveyor No. 2248, Registered Professional Engineer No. 2248.

DESCRIPTION OF LAND PLATTED

The land embraced in the annexed plat of "Westridge Subdivision No. Two", City of Adrian, a part of E 1/2, SE 1/4 SEC. 33, T6S-R3E, Adrian Twp., Lenawee Co., Mich. is described as follows: Beginning 589.73 feet West and 1771.71 feet North from the Southeast corner Sec. 33, T6S-R3E, Adrian Twp., Lenawee Co., Mich. 617.6 feet; thence N 57° 53' W 107.0 feet; thence on a 2005.64 foot radius curve left 456.23 feet (long chord bearing N 64° 24' W 455.75 feet); thence S 18° 30' W 200.0 feet; thence N 72° 50' W 94.5 feet; thence N 75° 52' W 95.47 feet; thence N 80° 59' W 206.3 feet; thence N 87° 29' W 191.7 feet; thence S 0° 40' E 249.85 feet; thence on a 266.54 foot radius curve right 241.90 (long chord bearing S 64° 40' E 233.69 feet); thence S 38° 40' E 189.91 feet; thence on a 569.98 foot radius curve left 66.66 feet (chord bearing S 42° 01' E 66.63 feet); thence N 44° 38' E 117.55 feet; thence S 58° 51' E 425.48 feet to the point of beginning. Containing 2 Outlots.

CERTIFICATE AS TO STATE TRUNK LINE OR FEDERAL AID ROADS

We hereby certify that said plat appears to include land located on a state trunk line or federal aid road.

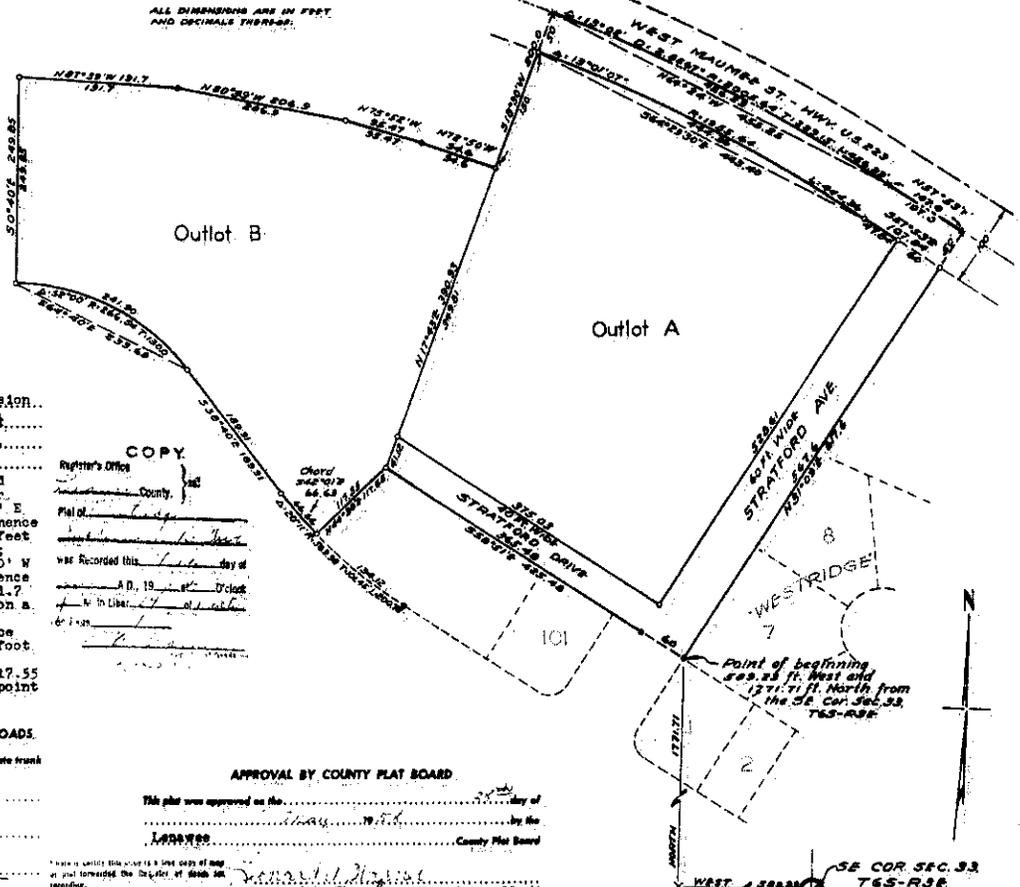
CERTIFICATE OF MUNICIPAL APPROVAL

This plat was approved by the City Planning Commission of the City of Adrian at a meeting held and that the width of lots is in compliance with requirements of Section 30, Act 172, of 1929, as amended.

Milton A. Nicolai, Chairman

PLAT OF "WESTRIDGE SUBDIVISION NO. TWO" CITY OF ADRIAN. A PART OF E 1/2, SE 1/4 SEC. 33, T6S-R3E. ADRIAN TWP., LENAWEE CO., MICH.

SCALE: 1 IN. = 100 FT.



COPY. Registered in the Office of the County Clerk of Lenawee County, Michigan. This plat was recorded this 15th day of April, 1958, at 10:15 A.M. in Liber 4 of Plat.

APPROVAL BY COUNTY PLAT BOARD

This plat was approved on the 15th day of April, 1958, by the Lenawee County Plat Board.

Leonard A. Wynn (County Register of Deeds), Alice M. Welch (County Clerk), Willis L. Moore (County Treasurer), Howard Evans (County Drain Commissioner).

APPROVED 6-5-58 BY JOHN S. WELCH, STATE HIGHWAY COMMISSIONER.

40714



100 E. Church St.
Adrian, Michigan 49221

Legend



1" equals 300'

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

XA0-100-0784-00

XA0-100-0015-00

XA0-100-0280-00

W Maumee St

#3 XA0-810-0103-02

XA0-785-1002-00

Stratford Ave

#4

XA0-100-0280-00

Stratford Dr

XA0-810-0008-00

XA0-810-0009-00

XA0-810-0010-00

XA0-810-0011-00

#2
XA0-810-0101-01

XA0-810-0007-00

XA0-810-0101-02

XA0-810-0006-00

XA0-810-0001-00

XA0-810-0005-00

#1 XA0-850-0146-00

XA0-810-0100-00

XA0-810-0002-00

XA0-810-0003-00

XA0-810-0014-00

XA0-810-0099-00

Canterbury St

Renfrew Ave

XA0-810-0098-00

XA0-810-0097-00

XA0-810-0016-00

XA0-810-0096-00



1" equals 112'

XA0-810-0017-00

XA0-810-0095-00

XA0-810-0099-00

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

#1 XA0-850-0146-00
ADRIAN COLLEGE
110 S MADISON ST
ADRIAN MI 49221

#2 XA0-810-0101-01
GREEN, GEORGE L & ANNABE
2695 BRENNER HWY
CLAYTON MI 49235

#3 XA0-810-0103-02
SHAMROCK DEVELOPMENT
1821 SPRING ARBOR RD
JACKSON MI 49203-2703

#4 XA0-100-0280-00
LUTHERAN HOUSING CORP-AI
8131 EAST JEFFERSON AVE
DETROIT MI 48214

R09-019

February 2, 2009

RE: ENGINEERING DEPT. – Abandonment of Stratford Drive

RESOLUTION

WHEREAS, a request from Adrian College to abandon Stratford Drive, which extends off of Stratford Avenue south of Maumee St., has been received by the City of Adrian; and

WHEREAS, the City Administrator and City Engineer have reviewed the request and have determined that it would not negatively impact the city since it is an unmaintained dead-end street and does not receive funds from Act 51.

NOW, THEREFORE, BE IT RESOLVED that the City Commission finds and determines it in the best interest of all parties involved to abandon Stratford Drive described as follows:

Beginning at the original platted Point of Beginning (P.O.B.) 509.23 feet West and 1771.71 feet North from Southeast corner Sec. 33, T6S-R3S, proceeding to a new P.O.B. 60.00 feet N 58° 51'W; thence N 58° 51' W 365.48 feet, thence N 17° 43' E 41.12 feet, thence S 58° 51'E 375.03 feet, thence S 31° 09' W 40.00 feet to the new P.O.B.

and; be it

FURTHER RESOLVED, that the City Commission will meet in the Commission Chambers on the 2nd floor of Adrian City Hall, located at 100 E. Church St., Adrian, MI, on Monday, March 2, 2009, at 7:00 p.m. for the purpose of hearing and considering any comments to abandoning Stratford Drive as described above.

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

R-2

R09-020

February 2, 2009

RE: CITY COMMISSION – Support of Stimulus Funding to Local Governments

RESOLUTION

WHEREAS, President Barack Obama and the U.S. Congress are currently considering the "American Recovery and Reinvestment Act of 2009", a several hundred billion dollar economic stimulus package; and

WHEREAS, the effort is to put millions of people to work on "ready to go" infrastructure projects that will benefit local governments around the country; and

WHEREAS, it is extremely important that these funds are sent to local communities directly to allow selection of the most beneficial projects in terms of infrastructure investment and jobs; and

WHEREAS, the City of Adrian has identified several projects of the highest importance.

NOW, THEREFORE, IT IS RESOLVED that the City of Adrian, Michigan urges congressional support for the overall infrastructure stimulus program as well as a direct sub-allocation, as contained in current law, allowing local governments to select projects that would provide the most benefits to the community in terms of infrastructure investment and jobs; and

IT IS, FURTHER, RESOLVED that a copy of this resolution be sent to U.S. Senator Carl Levin, U.S. Senator Debbie Stabenow, Congressman Mark Schauer, Governor Jennifer Granholm, State Senator Cameron Brown, State Representative Dudley Spade and the Michigan Municipal League.

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

R-3

R09-021

February 2, 2009

RE: FINANCE DEPT. – Waiver of Property Tax Penalty Under Act 166 of 1977

RESOLUTION

WHEREAS, senior citizens, totally and permanently disabled individuals and certain others, as defined in Chapter 9 of Act No. 281 of the Public Acts of 1967, as amended, may be eligible for property tax credit; and

WHEREAS, Public Act 166 of 1977 authorizes the governing body of a city to waive the portion of the late penalty fee for said citizens.

NOW, THEREFORE, BE IT RESOLVED that the 3% late penalty fee, effective February 17, 2009, be waived under the terms, conditions and limitations of Public Act 166 of 1977.

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

R-4

R09-022

February 2, 2009

RE: ADMINISTRATION – Adoption of Ethics Policy

RESOLUTION

WHEREAS, the Strategic Plan for the City of Adrian has set forth an action item to create an Ethics Policy for city employees, as well as for appointed and elected city officials; and

WHEREAS, the City Administrator has presented a proposed Ethics Policy for consideration of adoption, which has been reviewed by the Wellness Committee for the City of Adrian as well as the City Commission.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the proposed Ethics Policy, which is attached hereto and made a part hereof, is hereby adopted as the Ethics Policy for the City of Adrian employees, appointed officials and elected officials for the City of Adrian.

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



ETHICS POLICY

SECTION 1: PUBLIC POLICY

Public office and employment are public trusts. For government to operate properly, each public official, employee, or advisor must earn and honor the public trust by integrity and conduct.

The city hereby declares that all city officials and employees must recognize and disclose conflicts between their private interests and the public interests. Public officials and employees must:

1. Be independent, impartial and responsible to the citizens of the City of Adrian;
2. Make governmental decisions and policies in the proper governmental channels;
3. Not use public office for personal gain

To enhance public trust, the city must provide its officials and employees with adequate guidelines for separating their roles as private citizens from their roles as public servants. This code sets minimum standards of ethical conduct for all city officials and employees, elected or appointed, paid or unpaid. It also prescribes actions incompatible with the public interests and directs disclosure of private financial or other interests in matters affecting the city.

SECTION 2: RESPONSIBILITIES OF PUBLIC OFFICE

City officials and employees are bound to uphold the Constitution of the United States, the Constitution of the State of Michigan, and the Charter for the City of Adrian and to carry out impartially and comply with the laws of the nation, state, and the city. City officials and employees must not exceed their authority or breach the law or ask others to do so. City officials and employees should discharge their duties faithfully, regardless of personal consideration, recognizing that their conduct in both their official and private affairs should be above reproach.

All city officials and employees shall safeguard public confidence by being honest, fair and respectful of all persons and property with whom they have contact, by maintaining non-partisanship in all official acts and by avoiding conduct which may tend to undermine respect for city officials and employees and for the city as an institution.

SECTION 3. DEFINITIONS

Whenever in this Ordinance the following terms are used, they shall have the meanings described to them in this section:

Business Entity: Includes any form of corporation, any form of partnership, a limited liability company or partnership, a sole proprietorship, joint venture, unincorporated association, trust or other business form.

Compensation: Any money, property, thing of value or other benefit received or to be received by any person in return for, or as reimbursement for, services rendered or to be rendered to himself or herself or any other party.

Confidential Information: Information that had been obtained by a public servant in the course of acting as a public servant that is not available to members of the public under either the Michigan Freedom of Information Act, or the Michigan Open Meetings Act; or for which disclosure or release to the public is exempted or prohibited under any other ordinance, state or federal law, rule or regulation. As used herein, information includes, but is not limited to, verbal information, written information, or information that is electronically or mechanically stored, transmitted or reproduced or any other means of recording or retaining meaningful content.

Employee: An individual employed by the city, whether part-time or full-time, but excluding elected officials.

Gift: The transfer of anything of economic value to a public official or employee, regardless of form, that is intended to influence his or her official duties or as a reward for any actions taken by the public official or employee.

Interest or Economic Interests: Any interests in money, property or thing of value or benefit.

Immediate Family: A public official or employee, his or her spouse, relative by marriage, lineal descendent, or adoption.

Public Official: The Mayor, member of the City Commission, or any non-employee person appointed or otherwise serving in any capacity with the city which involves the exercise of public policy, trust or duty.

Ownership Interest: A financial interest that a public official, official or employee has in the affairs of:

1. Any business entity in which such person or member of his or her immediate family is an officer, director, member, or employee;

2. *Any business entity in which a public official or employee, or a member of his or her immediate family, controlled or directly or indirectly owns in excess of ten percent (10%) of the total stock or interests in such business entity; or*
3. *A person or business entity with whom the public official or employee has a contract.*

SECTION 4. INTENTION OF CODE

It is the intent of this Code that public officials and employees avoid any action, whether or not specifically prohibited herein, that might result in or create the appearance of:

1. Using public office or employment for private gain;
2. Giving or accepting preferential treatment, including the use of city property or information to or from any organization or person;
3. Losing complete independence or impartiality of action;
4. Making a city decision outside official channels;
5. Affecting adversely the confidence of the public or the integrity of the city government;
6. Impeding government efficiency or economy.

It is not the intent of this Code to, in any way, limit the right or ability of any public official or employee to exercise his or her discretion in making legitimate policy decisions which are within their discretion, so long as such action does not provide a special benefit to that person, relieve the official of a particular duty, or treat that person differently than other similarly situated city residents.

The Code is intended to be preventative and not punitive. It should not be construed to interfere with or abrogate in any way the provision of any federal or state statutes, the City Charter, city ordinances, or other rights and/or remedies guaranteed under a collective bargaining agreement.

This Code is, further, not intended to apply to contributions to political campaigns, which are governed by state or federal law.

SECTION 5. STANDARDS OF CONDUCT

- A. Use of Confidential Information

1. No public official or employee shall divulge to any unauthorized person, confidential information acquired in the course of duty or employment.
2. No public official or employee who acquires information in the course of duty or employment, which information is not available at the time to the general public, shall use such information to further the private economic interest of himself or herself, a member of his or her immediate family, or any other person.

B. Advocacy

1. Public officials and employees shall represent the official policies and positions of the city to the best of their ability when designated for this purpose. When presenting their individual opinions and positions, they shall explicitly state that they do not represent the city, nor will they allow the inference that they do. At no time shall a public official or employee represent his or her personal opinion as that of the city.

C. The Use of Public Resources or Position

A public official or employee:

1. Shall use personnel resources, public property and funds under their official care and control judiciously and solely in accordance with prescribed legal authority and not for personal gain or benefit.
2. Shall not use public office or employment to obtain financial gain for himself or herself, a member of his or her immediate family, or a business or non-profit organization to which he or she is associated; or use his or her position to secure special privileges or exemptions for himself or herself, or others, except as provided by law.
3. Shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies or waivers, fixing of rates, issuance of permits or certificates or other regulations or supervision relating to a business in which a public officer or an employee has a financial or personal interest that is separate and distinct from other citizens of the City of Adrian.
4. When it is necessary to appear before the City Commission or a subordinate body, shall limit their participation to the presentation of factual information and to provide other requested information as may be relevant to the discussion at hand and shall not

otherwise attempt to unduly influence the deliberations or outcome of the proceeding. Prior to addressing such body, any potential or actual conflict of interest shall be first disclosed to the body on the record.

5. Shall not interfere with the administrative functions of the city or the professional duties of city staff; nor shall they impair the ability of staff to implement City Commission policy decisions.

D. Incompatible Work or Employment

A public official or employee:

- (1) Shall not engage in or accept employment or render service for any private or public interest when that employment or service is incompatible or in conflict with the discharge of his or her official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of his or her official duties.

E. Gifts

A public official or employee:

- (1) Shall not solicit or accept a gift or loan of money, goods, services or other thing of value for the benefit of a person, business entity or organization, other than the city, which tends or is reasonably to be inferred, or is intended to influence the manner in which the officer or employee or another officer or employee performs official duties.

This section shall not prohibit a public officer or an employee from accepting gifts, such as meals, minor gifts, ceremonial or Mayor Exchange gifts, outing invitations or other similar items when no return promise is made by the recipient. Soliciting and acceptance of campaign contributions pursuant to state or federal law are also excepted from this provision.

F. Business with City

The provisions of Section 5.13 of the Adrian City Charter are incorporated herein and shall be adhered to by all public officers and employees for all contracts and purchases involving the city and any public official, employee or family member.

SECTION 6: VIOLATIONS, ENFORCEMENT AND ADVISORY OPINIONS

A. Complaint Procedure

The complaint must be in writing and shall include the following information:

1. The name and address of the person who files a complaint;
2. The name of the party or parties against whom the complaint is filed;
3. A clear and concise statement of facts which the complaint is based upon;
4. A reference to one or more provisions in Section 5 of the Code of Ethics that has been allegedly violated;
5. Any further information which might support the allegations and the complaint.

B. All complaints shall be filed with the City Clerk, or if the complaint involves the City Clerk, to the City Administrator.

C. If the complaint involves a full, part-time, temporary or seasonal city employee, it shall be referred to the City Administrator for investigation and resolution. The City Administrator may utilize city employees or other resources to investigate a complaint, to hear a complaint, and to determine validity and render appropriate sanctions or discipline, if any. Any process or sanctions for employees covered by a collective bargaining agreement shall be in conformity with the terms of any such collective bargaining agreement or contract.

D. If the complaint involves a public official, a copy of the complaint shall be delivered to such official and the following procedures shall be followed:

1. The Board shall acknowledge receipt of the complaint within ten (10) business days after its receipt.
2. Preliminary Review. The complaint shall first be referred to a panel consisting of the Chairperson of the Board of Ethics as hereinafter created, the City Administrator and City Attorney. In the event the complaint involves any of these three individuals, the Mayor shall appoint an alternate member of the panel. The panel shall provide a copy of the complaint to the respondent named in the complaint and shall request a written reply within a specified

number of days. This panel shall then conduct a preliminary review of the complaint and reply to determine if the complaint involves apparent malice against a public official or involves frivolous or de-minimus allegations that are not worthy of being heard by the Board of Ethics. Based upon this review, the panel shall determine, in its own discretion, if the complaint shall be referred to the entire Board of Ethics for further consideration.

3. If the complaint is referred to the Board of Ethics after the preliminary review, the Board shall schedule a meeting to review the complaint to determine whether or not:
 - a) It has jurisdiction over the subject matter of the complaint and/or the people identified in the complaint.
 - b) Whether or not the facts as stated in the complaint, if true, would constitute a violation of the Code of Ethics. The Board may request the services of the City Attorney in this process. At such meeting, the Board will determine whether or not a hearing should be held. If the Board determines that no hearing should be held, the Board shall notify the complainant and the subject of the complaint of its decision. If the Board determines that a hearing shall be held, it shall be held according to the following procedure:
4. Hearing Procedure
 - (a) The Board shall set a date for hearing of the matter.
 - (b) The Board shall, at least 28 days before the hearing date, send notice of such hearing, accompanied by the written complaint, to the complainant and to any person or persons subject to the complaint.
 - (c) Any requests for extensions due to scheduling conflicts or other matters shall be decided by the Chairperson of the Board.
 - (d) All hearings at which any person shall be requested to appear shall be subject to the Open Meeting Act of the State of Michigan.
 - (e) All findings of Board hearings shall be placed in written form and communicated to the City Commission.

- E. After the Board of Ethics hearing findings have been published:
1. The City Commission shall be responsible for imposing any sanctions for violation of this Policy by one of its members or any person appointed by the Commission to any city board or commission.
 2. Possible sanctions by the City Commission may include reprimand, formal censure, loss of committee or other assignments and such other sanctions as the City Commission may deem to be reasonable and appropriate under the circumstances and facts.
 3. If the Commission recommends the removal of a city official after the Board of Ethics' hearing findings, the city shall follow the requirements for the removal of a public official in accordance with the laws of the city and state.

SECTION 7: ADVISORY OPINIONS

A. Request Procedure

A request for a written advisory opinion to interpret the Standards of Conduct of the Ethics Policy may be made, subject to the following:

1. Requests for opinions shall be in writing and shall include the name and address of the person requesting the opinion.
2. All requests shall be referred to a panel consisting of the Chairperson of the Board of Ethics, the City Attorney and the City Administrator. If the question involves any of the panel members, the Mayor shall appoint an alternate member.
3. An advisory opinion shall not disclose the identity of the person or entity making the request or the identity of the person or persons who are the subject of a complaint or inquiry.
4. An opinion shall be issued within thirty (30) days of a request.
5. All such opinions are strictly advisory and nonbinding in nature.
6. When an opinion is issued by the panel, the opinion shall be distributed as follows:
 - (a) The individual who requested the opinion;

- (b) The public official or employee identified in the request, if any;
- (c) Mayor and City Commission;
- (d) Clerk's office

SECTION 8: BOARD OF ETHICS

- A. There is created an independent body called the Board of Ethics.
- B. Objective: The Board of Ethics is charged with reviewing and determining the factual sufficiency of all complaints alleging violations of the Code of Ethics for elected and public officials of the City of Adrian, as well as issuing written advisory opinions when so requested. The Board of Ethics is a fact-finding body whose determinations and findings are strictly advisory, and not mandatory, upon the City Commission.
- C. Board Membership: Terms; Meetings; Rules
 - 1. The Board of Ethics shall consist of five (5) members who are residents of the City of Adrian. It is the intent to have the members have credentials of various disciplines and backgrounds that may include, for purposes of illustration only, business executives, clergy, non-profit employees or educators.
 - 2. The Mayor shall appoint the members, subject to the approval of the City Commission. Elected officers, other public appointees of the city, and employees of the city are not eligible for appointment to the board. They shall serve without compensation and shall not be elected officials, persons appointed to elective office, full-time appointed officials or city employees, nor shall they be currently serving on any city board or commission.
 - 3. Members shall be appointed for one, two and three year terms of office, respectively. Members shall hold office until his or her successor is appointed. Members of the board may be removed during their term by the Mayor for cause, with the consent of City Commission. In the event of a vacancy, the Mayor shall, without unnecessary delay, appoint a member to fill the vacancy for the remainder of the term, with the consent of the City Commission.
 - 4. The Board shall select its own chairperson from among its members.

5. The Board may establish such rules and procedures that it deems necessary and appropriate to perform its functions as set forth herein.

MEMORANDUM – UTILITIES DEPARTMENT

DATE: January 13, 2009

TO: Dane C. Nelson, City Administrator

FROM: Shane A. Horn, Utilities Director 

SUBJECT: Change Order to Construction Engineering Contract with Hazen & Sawyer Engineers for Water Treatment Plant Improvements

I concur with the recommendation of the Utilities Director to approve a change order to the contract with Hazen & Sawyer Environmental Engineers in the amount of \$25,000.00 for construction engineering services for the Water Treatment Plant Improvement Project. The additional charges are for work performed that was outside the original scope of their contract with the city.

I urge your favorable consideration authorizing payment to Hazen & Sawyer Environmental Engineers in the amount of \$25,000. Funds are available in the Drinking Water Revolving Loan Fund for this expense.



Dane C. Nelson
City Administrator

On July 16, 2007, the City Commission approved a contract for \$399,694.00 with Hazen & Sawyer Engineers to provide construction engineering services for the Water Treatment Plant Improvements. During the course of this construction period, several items were addressed that were outside of Hazen & Sawyers original scope. The attached list summarizes these out-of-scope items. The additional out-of-scope items total \$25,000.00. I respectfully recommend that we proceed with the execution of this change order for this additional work during the construction engineering. All contracts are substantially complete at this time with punch list items and general clean-up remaining. Funding for this additional expense will come from the Drinking Water Revolving Loan Fund Project.

cc: Jeff Pardee, Finance Director
Tim Ritchie, WTP Superintendent

MEMORANDUM – UTILITIES DEPARTMENT

DATE: January 13, 2009

TO: Dane C. Nelson, City Administrator

FROM: Shane A. Horn, Utilities Director 

SUBJECT: Change Order to Construction Engineering Contract with Hazen & Sawyer Engineers for Water Treatment Plant Improvements

On July 16, 2007, the City Commission approved a contract for \$399,694.00 with Hazen & Sawyer Engineers to provide construction engineering services for the Water Treatment Plant Improvements. During the course of this construction period, several items were addressed that were outside of Hazen & Sawyers original scope. The following items included some re-design due to unforeseen conditions, proposed alternatives, additional engineering effort, and field observation overtime.

- Electrical re-design due to control panels revised configuration, as proposed by the sludge collection equipment manufacturer under Contract 3.
- Engineering evaluation and design related to the unforeseen concrete repairs in the sedimentation basins 1 and 2 at the plant.
- Design of the deteriorated overlook area replacement (north of the existing dam) at the plant.
- Design of the slope protection concrete slab at the plant to minimize maintenance requirements and discourage access to the plant from Riverside Avenue.
- Field observation overtime for the resident project representative (26.5 hours).
- Re-alignment of the access drive and well #4 water main.
- Re-alignment of the drive approach apron, as requested by the Lenawee County Road Commissioner's office.
- Grading build-up's design for Wells 1, 2, and 3, dictated by the artesian pressure available at these wells.
- Additional engineering effort associated with the number of requests for information and re-submittals for Contract 4.

December 30, 2008

HS/ADRIAN-022

Mr. Shane Horn
Utilities Director
City of Adrian
100 E. Church Street
Adrian, Michigan 49221-2773

Reference: Water Project Plan, DWRF Project No. 7130-01:
Professional Service Contract - Construction Engineering Services, DWRF Projects
(Contracts 1 through 4)

Subject: Miscellaneous Out-of-scope Items

Dear Mr. Horn:

I would like to thank you for meeting with me on December 10, 2008 to discuss the various out-of-scope items that Hazen and Sawyer has completed during construction. These items included some re-design due to unforeseen conditions, proposed alternatives, additional engineering effort, and field observation overtime. They are considered "out-of-scope" based on the original scope assumptions, as outlined in our letter No. HS/ADRIAN-020 dated July 7, 2007 and approved as part of the Professional Service Contract.

The following presents the current project status, original scope assumptions, summary of out-of-scope items and associated engineering costs.

CURRENT PROJECT STATUS

The following presents the current project status of each contract as of December 15, 2008. In addition, the table below presents the current status of the construction change orders, which is an indicator of the quality of design and project controls during construction that Hazen and Sawyer has provided. To date, there has been only one (1) change order amounting to only 0.15% of the total contracts amount.

- **Contract No. 1 - Westside Adrian Wellfield Wells and Pumps:** This contract is substantially complete and all four new production wells (Wells Nos. 1, 2, 3, and 4) are operational. This project has been completed within the contract price. Minor restoration items are pending completion.
- **Contract No. 2 - Raw Water Transmission Pipeline:** The pipeline is substantially complete (approximately 20,000 linear feet of 20-inch pipeline) and is currently being used for pumping raw water from the Wellfield. This project has been completed within the contract price. Minor restoration items are pending completion.

- **Contract No. 3 - Water Treatment Plant Improvements** – The concrete repairs and waterproof membrane liner are complete in the two sedimentation basins. The sludge collection equipment replacement is complete in Basin 1; and is partially complete in Basin 2. To date, this project has been within the contract price.
- **Contract No. 4 - Westside Adrian Wellfield Wellhouse and Pipelines:** The wellhouse, interconnecting 8-inch watermains, mechanical, electrical and instrumentation work are essentially complete at the Wellfield. Piping modifications at the plant are also complete. The systems installed under this contract have been placed in operation. Several restoration and other items are pending completion.

Item	Construction Contracts Status As of 12/15/2008				Total
	Contract 1	Contract 2	Contract 3	Contract 4	Contracts 1-4
Contract Price	\$260,000	\$3,389,990	\$747,478.46	\$697,500.00	\$5,094,968.46
Change Orders	\$0	\$0	\$0.00	\$7,686.32	7,686.32
Percent of Change Orders	0%	0%	0%	1.1%	0.15%

ORIGINAL SCOPE ASSUMPTIONS

Our original scope that was outlined in our letter No. HS/ADRIAN-020 dated July 7, 2007 and approved as part of the Contract included the following assumptions, amongst others:

- The cost associated with evaluating any City/Contractor proposed alternatives and substitutions is not included in our engineering fee.
- The cost for any additional engineering services, which result from extraordinary contractor acceleration, any individual contract time extensions, revisions to contract drawings or specifications, changed conditions, or City/Contractor initiated substitutions/proposals, will need to be provided through an amendment to Hazen and Sawyer contract.
- The full-time field observations effort is based on forty-hour (40-hour) weeks. Any required overtime (beyond 40 hours per week) is not included in our fee and is to be paid by amendment.

SUMMARY OF OUT-OF-SCOPE ITEMS

The following out-of-scope items included some re-design due to unforeseen conditions, proposed alternatives, additional engineering effort, and field observation overtime.

- Electrical re-design due the control panels revised configuration, as proposed by the sludge collection equipment manufacturer under Contract 3.
- Engineering evaluation and design related to the unforeseen concrete repairs in Sedimentation Basins 1 and 2 at the plant.

- Design of the deteriorated overlook area replacement (north of the existing dam) at the plant.
- Design of the slope protection concrete slab at the plant as discussed, to minimize maintenance requirements and discourage access to the plant from Riverside.
- Field observation overtime for the resident project representative (26.5 hours).
- Re-alignment of the access drive and Well 4 watermain, as requested by the property owner and City.
- Re-alignment of the drive approach apron, as requested by the Lenawee County Road Commissioner's office.
- Grading build-ups design for Wells 1, 2 and 3, dictated by the artesian pressure available at these wells.
- Additional field observation time due to contractor cancellations / no shows (Contract 4).
- Additional engineering effort associated with the number of requests for information and re-submittals (Contract 4).

ENGINEERING EFFORT

Based on our discussion during the December 10, 2008 meeting, the additional engineering effort associated with the above-mentioned out-of-scope items is **\$25,000**. Accordingly, we respectfully request an amendment to our Contract that would increase the contract amount from **\$399,694** to **\$424,694**. This revised contract amount includes all costs incurred to date plus the cost of the out-of-scope items.

If you have any questions, please do not hesitate to call me at (313) 961-3050.

Very Truly Yours,
HAZEN AND SAWYER, P.C.



Khamis A. Al-Omari, P.E.
Project Manager

Attachments: None

cc: Gary Haubner (H&S)

File: 8291-002-1.20

RE: UTILITIES DEPARTMENT – Water Main Improvement Projects – Change Order to Construction Engineering Contract

WHEREAS, the Adrian City Commission, by resolution R07-126 dated July 16, 2007, approved a contract to engage Hazen and Sawyer, Environmental Engineers and Scientists, Detroit, MI, to provide construction engineering services for the State Drinking Water Revolving Fund (DWRf) Project for a cost not to exceed \$399,694; and

WHEREAS, the scope of engineering services encompassed the following four component projects, with a total estimated construction cost amounting to \$5,094,968:

- 1) Westside Adrian Wellfield Wells and Pumps (Est. construction cost - \$260,000);
- 2) Raw Water Transmission Line and (Est. construction cost - \$3,389,990);
- 3) Water Treatment Plant Improvements Pumps (Est. construction cost - \$747,478);
- 4) (Est. construction cost - \$697,500); and

WHEREAS, during the course of the construction period, the following items were addressed that are considered to be outside the scope of the original engineering services contract:

- Electrical redesign due to control panels revised configuration, as proposed by the sludge collection equipment manufacturer under Contract #3;
- Engineering evaluation and design related to the unforeseen concrete repairs in the sedimentation basins 1 and 2 at the Water Treatment Plant;
- Design of the deteriorated overlook area replacement (north of the existing dam) at the Water Treatment Plant;
- Design of the slope protection concrete slab at the Water Treatment Plant to minimize maintenance requirements and discourage access to the plant from Riverside avenue;
- Field observation overtime for the resident project representative (26.5 hours);
- Realignment of the access drive and well #4 water main;
- Realignment of the drive approach apron, as requested by the Lenawee County Road Commission's office;
- Grading build-op's design for Wells 1, 2, and 3, dictated by the artesian pressure available at these wells;
- Additional engineering effort associated with the number of requests for information and re-submittals for Contract #4; and

WHEREAS, the additional cost of the aforementioned out-of-scope items included in this change order amounts to \$25,000; and

WHEREAS, the Finance Director indicated that sufficient funds are available for this purpose in the Drinking Water Revolving Loan Fund (DWRf) Project; and

WHEREAS, the Utilities Director and City Administrator recommend approval of the requested Change Order.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the Water Main Improvement Projects – Change Order to Construction Engineering Contract and payment of \$25,000.00 to Hazen and Sawyer, Environmental Engineers and Scientists, Detroit, MI.

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

R-6

MEMO



DATE: January 28, 2009
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Change Order to Contract with Jones & Henry – WWTP Improvements

I concur with the recommendation of the Utilities Director to authorize a change order to the contract with Jones & Henry in the amount of \$16,500.00. The change order includes additional construction engineering work completed by Jones & Henry plus costs incurred by two specialty subcontractors for inspection services during repairs and coating of digesters at the Wastewater Plant.

I urge your favorable consideration authorizing payment of the project close-out costs to Jones & Henry. Funds for this expense are available in the State Revolving Loan Fund.



Dane C. Nelson
City Administrator

DCN:bjw

MEMORANDUM – UTILITIES DEPARTMENT

DATE: January 27, 2009
TO: Dane C. Nelson, City Administrator
FROM: Shane A. Horn, Utilities Director 
SUBJECT: Change Order to Construction Engineering Contract with Jones & Henry Engineers for Wastewater Treatment Plant Improvements

On February 6, 2006 the City Commission approved a contract for \$444,588.36 with Jones & Henry Engineers to provide construction engineering services for the Waste Water Treatment Plant Improvements. Jones & Henry has submitted a request for amendment of the original contract due to the additional time required to complete the project and the additional cost incurred by a few specialty subcontractors. The specialty contractors were added to the original contract at the request of the city and were related to inspection services on the repairs and coating of Digesters 3 and 5.

<u>Specialty Subcontractors</u>	<u>Amount</u>
Dixon Engineering and Cathodic, Inc.	\$5,055.00
Bowser-Morner, Inc.	<u>\$3,137.00</u>
Total Specialty Subcontractors:	\$8,192.00

The total requested amount is \$16,500.00; this amount includes the \$8,192.00 as described above. Jones & Henry's remaining work includes project closeout assistance and completing the record drawings and the O&M manual. I respectfully recommend that we proceed with the execution of this change order for this additional work during the construction engineering. Funding for this additional expense will come from the State Revolving Loan Fund

cc: Jeff Pardee, Finance Director
Ken Wesley, WWTP Superintendent



Jones & Henry Engineers, Ltd.

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January 20, 2009

Mr. Shane Horn
Director of Utilities
City of Adrian
100 East Church Street
Adrian, Michigan 49221-2773

Subject: Engineering During Construction – Amendment
Phase 2 WWTP Improvements

Dear Mr. Horn:

Jones & Henry is requesting an amendment to our engineering agreement to increase the fee limit by \$16,500. The additional fees are the result of additional time required to complete the project and the additional cost incurred by several specialty subcontractors. The specialty contractors were included under our contract at the request of the City after the fee for construction services were established. Our additional time is associated with the repairs and restoration of the concrete covers on Digesters 3 and 5.

Through the end of December 2008, our billable engineering fees have exceeded the contract limit of \$444,588 by \$7,180. We estimate an additional \$9,320 is still required to complete the engineering services for the project, (total additional fees = \$7,180 + 9,320 = \$16,500). Our charges will continue to be on a time-and-expense basis for the estimated additional fee of \$9,320, and they will not exceed this amount without approval by the City. Our remaining work includes assistance with project closeout and completing the record drawings and the O&M manual.

It should be noted that we provided the additional services of Cathodic, Inc. and Dixon Engineering under our engineering agreement to provide inspection services for the existing steel gas holder on Digester 6 and the concrete coatings on Digesters 3 and 5, respectively. The additional inspections had a total cost of \$5,055, and they were done at the request of the City. This amount is included in the total additional fee request.

In addition, the testing services throughout the project were provided by Bowser-Morner, Inc., who was a subcontractor under our contract with the City. The City requested that we include Bowser-Morner as our subcontractor. Our contract was amended at the beginning of the project to include an additional \$8,588 for Bowser-Morner's estimated fees for construction testing. That amount was added by an amendment to our engineering fees for a revised fee limit of \$444,588. The total invoices for the testing services required for the project are \$11,725. This is \$3,137 over the initial estimated fee.

We have noted the cost associated with our various assigned subcontractors to demonstrate that \$8,192 ($5,055 + 3,137 = 8,192$) of the requested \$16,500 additional fees is associated with the subcontractors.



Jones & Henry Engineers, Ltd.

Mr. Shane Horn
January 20, 2009
Page 2

If you have any questions or need additional information, please contact me. Your consideration of our request will be appreciated.

Sincerely,

JONES & HENRY ENGINEERS, LTD.

A handwritten signature in black ink, appearing to read 'Joseph A. Hotz', is written over the printed name.

Joseph A. Hotz, P.E.
Vice President

JAH/rmb

R-6

R09-024

February 2, 2009

RE: UTILITIES DEPARTMENT – Project Close-Out Change Order for Wastewater Treatment Plant Improvements – Phase II

RESOLUTION

WHEREAS, the Adrian City Commission approved the Wastewater Project Plan – Phase II, which was subsequently submitted to the Michigan Department of Environmental Quality (MDEQ) for low interest (2.0%) Sewer Revolving Fund (SRF) financing in the amount of \$9,150,000; and

WHEREAS, the Wastewater Project Plan included \$5,833,424 for Wastewater Treatment Plant facility improvements; and

WHEREAS, the Adrian City Commission, by Resolution R05-170 dated October 17, 2005, authorized an amended agreement with Jones & Henry Engineers, Ltd., Toledo, Ohio to perform the design engineering services for improvements at the Wastewater Treatment Plant included in the Wastewater Project Plan – Phase II at a cost of \$436,000; and

WHEREAS, the Adrian City Commission, by Resolution R06-020 dated February 6, 2006, authorized an additional amended agreement with Jones & Henry Engineers, Ltd., Toledo, Ohio to include sub-contractor services from Bowser-Morner, Toledo, OH in the amount of \$8,600 for materials testing, including engineering evaluations of foundation and pavement sub-grades, sampling and testing of concrete placements, and compaction testing of backfill and pavement base materials, bringing the total contract to \$444,600; and

WHEREAS, Jones & Henry Engineers, Ltd., Toledo, Ohio has submitted a Project Close-out Worker Order Change Request in the amount of \$16,500 for completion of the record drawings and the Operations & Maintenance Manual (\$8,308.00), as well as additional inspection services provided by subcontractor Dixon Engineering and Cathodic, Inc for the existing steel gas holder on Digester #6 and the concrete coatings on Digesters #3 and #5, respectively, (\$5,055), and additional fees (\$3,137) for construction testing by Bowser-Morner, Inc.; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the balance of the State Revolving Fund Project; and

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution for a project close-out change order for Wastewater Treatment Plant Improvements – Phase II.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the project close-out change order for Wastewater Treatment Plant Improvements – Phase II with Jones & Henry Engineers, Ltd., Toledo, Ohio for an amount not to exceed \$16,500.00.

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

R-7

MEMO _____



DATE: January 28, 2009
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Preliminary Design of River Interceptor Improvements

The sewer collection system on S. Main Street that goes to Beecher Street and runs through Riverside Park is undersized and in need of replacement. This has been listed as a potential Economic Stimulus Project by the Utilities Director and would decrease sanitary sewer overflows (SSO) on the river interceptor.

Jones and Henry Engineers of Toledo, OH, have submitted a proposal for preliminary design services for the River Interceptor Improvement Project at a cost of \$22,000. The Utilities Director has recommended that Jones & Henry be retained for said services and that the bid process be waived, and I concur.

The City Charter allows the bid process to be waived when it is determined that no advantage to the city would result in obtaining additional bids. Jones and Henry have worked on numerous city projects over the years and are very familiar with the city's sewer collection system and Wastewater Plant. I, therefore, recommend that Jones & Henry Engineers of Toledo, OH be retained for preliminary design services for the River Interceptor Improvement Project at a cost of \$22,000 and that the bid process be waived.



Dane C. Nelson
City Administrator

DCN:bjw

MEMORANDUM – UTILITIES DEPARTMENT

DATE: January 27, 2009

TO: Dane C. Nelson, City Administrator

FROM: Shane A. Horn, Utilities Director 

SUBJECT: Proposal for Preliminary Design of River Interceptor Improvements

We have had preliminary discussions and meetings with Jones & Henry Engineers of Toledo, Ohio as it relates to our Sanitary Sewer Overflow's (SSO's) on the River Interceptor as it progresses through Riverside Park. This part of our sewer collection system takes in all of South Main Street to Beecher and runs through the park. The section of the sewer collection system that runs through the park is an undersized 15" vitrified clay pipe that is structurally deficient. In dry weather flows this section of sewer main is at 60% capacity. It does not take much of a storm event to surcharge this area causing SSO's that impact the River Raisin.

We have received a proposal from Jones & Henry to complete a preliminary design that would evaluate alternatives to address this problem. The alternatives would consider the following:

1. Peak flow storage (Utilizing a retention basin concept)
2. Increased sewer capacity
3. Elimination of identified sources of significant extraneous flow to the sewers

I have included this project in the Utilities Department listing of potential Economic Stimulus funding projects. In order to best position ourselves to take advantage of this opportunity, we need to move forward quickly to begin the design of this project. Due to Jones & Henry's familiarity with our sewer collection system and wastewater plant, I respectfully recommend that we waive the bidding process and award a contract to Jones & Henry Engineers to begin this preliminary design of the River Interceptor Improvements. Jones and Henry's proposal to provide this preliminary design totals \$22,000. Funding for this expense is available in the sewer collection system capital budget (497-555.00-975.127).

cc: Jeff Pardee, Finance Director



Jones & Henry Engineers, Ltd.

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January 26, 2009

Mr. Shane Horn
Utilities Director
City of Adrian
100 East Church Street
Adrian, Michigan 49221-2773

Subject: Proposal for Preliminary Design of River
Interceptor Improvements

Dear Mr. Shane:

As requested, Jones & Henry has prepared a proposal to provide engineering services for the preliminary design of the River Interceptor Improvements.

Statement of Understanding

The River Interceptor sewer located in Riverside Park is a chronic source of sanitary sewer overflows (SSOs) in the Adrian sanitary sewer system. During large wet-weather events, typically greater than 25-year intensity, this is the first area in the sewer system to experience SSOs. Computer modeling of the sewer system indicates there is a hydraulic deficiency in this section of the interceptor. The City of Adrian wants to undertake a project to eliminate or significantly reduce the likelihood of SSOs in the Riverside Park area. In addition to NPDES Permit compliance relative to SSOs, this project will also provide significant improvement to the aesthetics of Riverside Park by eliminating SSOs in the park.

It is important to generate a preliminary design for the River Interceptor project that does not create problems in other areas such as the Broad Street Pump Station or the wastewater treatment plant.

Project Approach

Our approach to the preliminary design of the River Interceptor Improvements will include the following tasks:

1. Use the computer model and available flow data to generate flows and the hydraulic profile of the existing system. Establish the flow rate that creates SSO conditions in the River Interceptor.
2. Collect available data, records, and plans of the River Interceptor from the Broad Street Pump Station to Beecher Street. Also prepare maps of the project area using available data and USGS mapping.
3. Define the problem(s) based on the collected data and model information. The defined conditions and problems will be reviewed with the City to reach concurrence before proceeding further with the project.



Mr. Shane Horn
January 26, 2009
Page 2

4. As part of the investigation of the existing problems in the River Interceptor, the City wants to do smoke and dye testing in some of the older sewers tributary to the interceptor, especially sewers that were originally combined sewers. The investigation is intended to determine if there are any significant sources of extraneous flow to the interceptor. We have committed 40 hours of Mike Karafa's time for this task. He will work with the City's personnel to complete this task.
5. Generate alternatives to address the defined problem. The alternatives will consider as a minimum the following:
 - a. Peak flow storage
 - b. Increased sewer capacity
 - c. Increased pumping capacity at the Broad Street Pump Station
 - d. Elimination of identified sources of significant extraneous flow to the sewers
6. Evaluate the alternatives generated to address the problem(s). The evaluations of the alternatives will include:
7.
 - a. Developing preliminary size and configuration of each alternative
 - b. Preparing a preliminary estimate of cost of each alternative
 - c. Evaluate the ability of each alternative to correct the problem(s) and not create new problems. Construction difficulties associated with the site conditions and maintaining sewer flows will be considered in the evaluation.
 - d. Provide a recommendation based on the results of the evaluation.

The alternatives involving a new sewer will include route alternatives for the new sewer. It is understood that the City wants to eliminate river crossings, if possible, with a new sewer alternative.
8. Identify key items or tasks that will be required as part of a final design project, such as; DEQ Part 41 permit or wetland permit, ACOE permits, MDOT permit, railroad permits, and permanent or temporary easements. Consider coordination issues between Utilities and other City of Adrian Departments such as Parks and Forestry Department and Engineering Department.
9. Provide a summary report of the preliminary design that presents the findings, estimates of costs and recommendations. A draft of the summary report will be submitted initially to the City for their review and comments.
10. Meetings will be held with the City throughout the preliminary design to keep them informed and obtain input for the project. Meetings will be held at a minimum at the beginning of the project, monthly throughout the project and at the completion of the project.



Mr. Shane Horn
January 26, 2009
Page 2

Project Schedule and Staff

We anticipate completing the preliminary design in 8 to 10 weeks. It may be possible to accelerate the schedule if needed.

We will include Mike Karafa, Clifford Gordon, and me on the staff for the Project. All of these individuals are familiar with the City of Adrian and the issues with the existing River Interceptor.

Fees

Our estimated fee for the preliminary design as described in the project approach above is \$22,000. Actual fees will be based on time and expenses and will not exceed the estimated fee without approval by the City.

We appreciate the opportunity to submit a proposal for this project. If you have any questions or need additional information please contact me.

Sincerely,

JONES & HENRY ENGINEERS, LTD.

A handwritten signature in black ink, appearing to read 'Joseph A. Hotz', is written over the company name.

Joseph A. Hotz, P.E.
Principal

JAH/bjm

R-1

R09-025

February 2, 2009

RE: UTILITIES DEPARTMENT -Wastewater Collection System – Design of Riverside Park Sanitary Sewer Interceptor Project

RESOLUTION

WHEREAS, the current Riverside Park Sanitary Sewer Interceptor, which serves all of South Main Street to Beecher, is an undersized 15" vitrified clay pipe that is structurally deficient, resulting in sanitary sewer overflows (SSO) during storm events; and

WHEREAS, the Utilities Department has solicited and received a proposal from Jones & Henry Engineers, Toledo, OH, in the amount of \$22,000 to prepare a preliminary design that would evaluate alternatives to address this issue, including examination and recommendation on the following:

- Peak flow storage, utilizing a retention basin concept;
- Increased sewer capacity;
- Elimination of identified sources of significant extraneous flow to the sewers; and

WHEREAS, this project has been included in the Utilities Department's list of potential economic stimulus funded projects and requires completion of preliminary design to qualify as "shovel-ready"; and

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose in the Sewer Collection System Capital Project Fund (497-555.00-977.127); and

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution for the engagement of Jones & Henry Engineers, Toledo, OH, in the City's Standard Professional Services Contract for an amount not to exceed \$22,000 and that, in the best interests of the city, the bid process be waived due to the vendor's working familiarity with the City's sewer collection system.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Jones & Henry Engineers, Toledo, OH, in the City's Standard Professional Services Contract for an amount not to exceed \$22,000 for the purpose of performing preliminary design services on the Riverside Park Sanitary Sewer Interceptor Project.

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

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

R-8

MEMO _____



DATE: January 29, 2009
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Closed Circuit Televising – Storm Sewer System

I concur with the recommendation of the City Engineer to award the bid for closed circuit televising of the city's storm sewer system to Down Under Municipal Services of Kalamazoo, MI in the amount of \$14,430.00. Televising of the storm sewers will be done on roads to be constructed in 2009 and some of the streets to be completed in 2010.

I urge your favorable consideration to retain Down Under Municipal Services of Kalamazoo, MI for closed circuit televising of portions of the city's storm sewer system at a cost of \$14,430.00 and approval of the resulting budget amendments.



Dane C. Nelson
City Administrator

DCN:bjw

R 8

January 28, 2009



MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer *KB*

SUBJECT: Closed Circuit Televising

We received bids for the televising of storm sewer systems on the roads to be constructed in 2009 and some of the streets in 2010. Below is the breakdown of the bids received.

VENDOR	LUMP SUM	INCREASE/DECREASE IN INSPECTION	COST FOR CLEANING
DownUnder Services Kalamazoo, MI	\$ 14,430.00	\$.55 LF	\$1.59 LF
PCS Kalkaska, MI	\$ 15,886.00	\$ 2.00 LF	\$ 1.50 LF
AAA Pipe Cleaning Cleveland, OH	\$ 15,950.00	\$ 1.00 LF	\$ 1.45 LF
Advanced Underground Westland, MI	\$ 25,498.75	\$.65 LF	\$ 2.00 LF
Edward Kelly & Sons Northwood, OH	\$ 39,700.00	\$ 3.50 LF	\$ 3.50 LF

I recommend DownUnder Municipal Services be awarded this bid at \$14,430.00. No local bidders has equipment for this type of project and no local contractors provided prices for this project.

Funds are available for this work in the Stormwater Utility Fund – 598-445.00-801.097

CITY OF ADRIAN, MICHIGAN
 CLOSED CIRCUIT TELEVISION INSPECTION/CLEANING
 DUE DATE: JANUARY 27, 2009

VENDOR	LUMP SUM	INCREASE/DECREASE IN INSPECTION	COST FOR CLEANING
DownUnder Services Kalamazoo, MI	\$ 14,430.00	\$.55 LF	\$1.59 LF
PCS Kalkaska, MI	\$ 15,886.00	\$ 2.00 LF	\$ 1.50 LF
AAA Pipe Cleaning Cleveland, OH	\$ 15,950.00	\$ 1.00 LF	\$ 1.45 LF
Advanced Underground Westland, MI	\$ 25,498.75	\$.65 LF	\$ 2.00 LF
Edward Kelly & Sons Northwood, OH	\$ 39,700.00	\$ 3.50 LF	\$ 3.50 LF

2.8

R09-026

February 2, 2009

RE: DEPARTMENT OF PUBLIC WORKS – Storm Water Utility System – Closed Circuit Televising

RESOLUTION

WHEREAS, the City of Adrian Purchasing Office, in conjunction with the City Engineer, solicited and received bid proposals on Tuesday, January 27, 2009 for televising storm sewer systems on the roads to be resurfaced or reconstructed in 2009 and some in 2010; and

WHEREAS, the following bids were received:

<u>Vendor</u>	<u>Lump Sum</u>	<u>Inspection Rate</u>	<u>Cleaning Rate</u>
DownUnder Services Kalamazoo, MI	\$14,430	\$.55 LF	\$1.59 LF
PCS Kalkaska, MI	\$15,586	\$2.00 LF	\$1.50 LF
AAA Pipe Cleaning Cleveland, OH	\$15,950	\$1.00 LF	\$1.45 LF
Advanced Underground Westland, MI	\$25,498.75	\$.65 LF	\$2.00 LF
Edward Kelly & Sons	\$39,700	\$3.50 LF	\$3.50 LF; and

WHEREAS, sufficient funds are available for this purpose in the Storm Water Utility Fund – Undesignated Fund Balance (598-000.00-390.000); and

WHEREAS, the City Engineer and City Administrator recommend selection of the low bid and engagement of Down Under Municipal Services, Kalamazoo, MI in the City’s Standard Professional Services Contract to perform closed circuit televising services on certain specified portions of the city’s storm water utility system at a cost not to exceed \$14,430 and that the FY2008-09 Budget be amended appropriately.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the selection of the low bidder and engagement of Down Under Municipal Services, Kalamazoo, MI in the City’s Standard Professional Services Contract to perform closed circuit televising services on certain specified portions of the city’s storm water utility system at a cost not to exceed \$14,430.

BE IT, FURTHER, RESOLVED that \$14,430 be appropriated from the Storm Water Utility Fund – Undesignated Fund Balance (598-000.00-390.000) and that the FY2008-09 Budget be amended as follows:

Storm Water Utility Fund (598)

Revenue:		
(598-000.00-697.000)	Prior Years’ Revenue	\$14,430
Expenses:		
(598-445.00-801.097)	Contract Services – Checking	<u>14,430</u>
	Total	<u>\$ -0-</u>

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

B-9

TO: Dane C. Nelson, City Administrator
FROM: Robert Gentry, Parks & Forestry Superintendent
DATE: January 27, 2009
SUBJECT: Bid Recommendation – Parks and Forestry Maintenance Facility
Renovation – Bid Package #1 Roof

I concur with the recommendation of the Parks & Forestry Superintendent to award the bid for the purchase and installation of roofing at the new Parks & Forestry Maintenance Facility to Esko Roofing and Sheet Metal of Shelby Twp, MI in the amount of \$120,900. The Duro-Last roofing has a 20-year warranty and has been recommended by our Project Engineer, Dailey Engineering.

Thirteen firms responded to the offer to bid. Funds are available through the Huntington Bank Installment Purchase Loan proceeds.



Dane C. Nelson
City Administrator

DCN:bjw

Sealed bids were received on Thursday, January 22, 2009 for the roofing of the new Parks and Forestry Maintenance Facility at 381 Miles Drive. Thirteen contractors responded as follows on the provided page.

It is my recommendation the bid be awarded to the lowest responsive bidder, Esko Roofing and Sheet Metal, Shelby Twp, Michigan in the amount of \$120,900.00. Staff specified Duro-Last Roofing for this project based on information from our engineer on the project, Dailey Engineering. The roof system is manufactured predominately in the factory rather than on site which should provide better quality control and less in the field seams. The Adrian Public Schools, Lenawee Intermediate School District, and Madison Schools all use Duro-Last roofing and are pleased with its performance. Duro-Last Roofing is a Michigan based company with a manufacturing plant in Saginaw, Michigan. They will be providing a 20 year no-dollar-limit warranty with a 50mil thick PVC membrane for this project.

Bidder	Esko Roof	Overhead Inc	Great Lakes Roofing	Tichenor	Zimmer Roof	MW Morss	Great Lakes Systems
Roof	\$109,310.00	\$121,075.00	\$112,665.00	\$136,100.00	\$115,000.00	\$120,680.00	\$138,600.00
Gutters & Downspouts	\$9,590.00	\$4,700.00	\$10,250.00	\$14,500.00	\$14,000.00	\$11,000.00	\$11,560.00
Spandrel Work	\$2,000.00	\$1,100.00	\$3,000.00	\$2,200.00	\$925.00	\$500.00	\$1,540.00
Total	\$120,900.00	\$126,875.00	\$125,915.00	\$152,800.00	\$129,925.00	\$132,180.00	\$151,700.00
Roof Type	Duro-Last (PVC)	Duro-Last (PVC)	Duro-Last (PVC)	?	Duro-Last (PVC)	Duro-Last (PVC)	Duro-Last (PVC)

Bidder	Barry Cline	Barry Cline	Barry Cline	Superior Services	Ann Arbor Roofing	JD Candler	Four Seasons Maintenance	Snyder's Roof
Roof	\$93,000.00	\$98,000.00	\$102,000.00	\$129,160.00	\$118,600.00	\$128,180.00	\$135,700.00	\$124,500.00
Gutters & Downspouts	Included	Included	Included	\$12,000.00	\$20,500.00	\$16,439.00	\$15,000.00	\$12,000.00
Spandrel Work	Included	Included	Included	\$700.00	\$830.00	\$2,352.00	\$2,500.00	\$2,400.00
Total				\$141,860.00	\$139,930.00	\$146,971.00	\$153,200.00	\$138,900.00
Roof Type	Versi-weld (TPO)	Versi-guard (EPDM)	Versi-flex (PVC)	?	?	Duro-Last (PVC)	?	IB (PVC)

R-9

R09-027

February 2, 2009

RE: PARKS & RECREATION DEPARTMENT – Parks & Forestry Maintenance Facility Renovation – Award of Bid – Roof

RESOLUTION

WHEREAS, the Adrian City Commission approved R07-116 - Acquisition and Renovation of 381 Miles Drive for Parks & Forestry operations, dated July 2, 2007, for a total facility cost not to exceed \$2,000,000; and

WHEREAS, the Adrian City Commission, by Resolution #R07-124, dated July 16, 2007, authorized the selection of Huntington Bank (formerly Sky Bank) to finance the aforementioned acquisition and renovation in an amount up to \$2,000,000 through installment purchase financing as authorized under Michigan Public Act No. 99 of 1933, as amended; and

WHEREAS, in addition, the City Commission, by resolution #R08-029 dated February 4, 2008, approved a professional services engagement with Dailey Engineering, Onsted, MI, to prepare the design specifications for the building renovation, as well as the intent to have Dailey Engineering become the third party to the Installment Purchase Agreement, providing coordination and oversight services for the entire renovation project; and

WHEREAS, based on specifications developed by Dailey Engineering, bids were solicited and received on Thursday, January 22, 2009 for roofing of the new Parks & Forestry Maintenance Facility; and

WHEREAS thirteen (13) contractors responded, with Esko Roofing and Sheet Metal, Inc., Shelby Township, MI, being the lowest responsive bidder at \$120,900.00; and

WHEREAS, the Finance Director indicates that funding for this project will be derived from Installment Purchase Loan Proceeds from the previously authorized Huntington Bank; and

WHEREAS, the Parks & Forestry Superintendent and City Administrator recommend selection of the low bid and engagement of Esko Roofing and Sheet Metal, Inc., Shelby Township, MI, to purchase and install the roof for the new Parks & Forestry Maintenance Facility at a cost not to exceed \$120,900.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the selection of the low bid and engagement of Esko Roofing and Sheet Metal, Inc., Shelby Township, MI, to purchase and install the roof for the new Parks & Forestry Maintenance Facility at a cost not to exceed \$120,900.00.

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

R-10

TO: Dane C. Nelson, City Administrator
FROM: Robert Gentry, Parks & Forestry Superintendent
DATE: January 27, 2009
SUBJECT: Bid Recommendation – Parks and Forestry Maintenance Facility
Renovation – Bid Package #2 Personnel Doors

I concur with the recommendation of the Parks & Forestry Superintendent to award the bid for the purchase and installation of entry doors for the new Parks & Forestry Maintenance Facility to Adrian Locksmith & Cyclery of Adrian, MI, in the amount of \$18,828.10. This price includes nine new doors and maintenance and repairs on 19 existing doors.

Two firms responded to the offer to bid. Funds are available through the Huntington Bank Installment Purchase Loan proceeds



Dane C. Nelson
City Administrator

DCN:bjw

Sealed bids were received on Thursday, January 22, 2009 for the door replacement and maintenance in the new Parks and Forestry Maintenance Facility at 381 Miles Drive. Two contractors responded as follows:

Items Bid	Adrian Locksmith & Cyclery, Adrian, MI	Kreighoff of Lenawee, Adrian, MI
New Doors and Frames	\$15,600.00	\$19,976.00
Maintenance & Repair of Remaining Doors	\$2,769.00	\$468.00
Performance Bond	\$459.10	
Total	\$18,828.10	\$20,444.00

It is my recommendation the bid be awarded to the lowest bidder, Adrian Locksmith & Cyclery, Adrian, Michigan in the amount of \$18,828.10.

R-10
R09-028

February 2, 2009

RE: PARKS & RECREATION DEPARTMENT – Parks & Forestry Maintenance Facility Renovation – Award of Bid – Personnel Doors

RESOLUTION

WHEREAS, the Adrian City Commission approved R07-116 - Acquisition and Renovation of 381 Miles Drive for Parks & Forestry Operations, dated July 2, 2007, for a total facility cost not to exceed \$2,000,000; and

WHEREAS, the Adrian City Commission, by Resolution #R07-124, dated July 16, 2007 authorized the selection of Huntington Bank (formerly Sky Bank) to finance the aforementioned acquisition and renovation in an amount up to \$2,000,000 through installment purchase financing as authorized under Michigan Public Act No. 99 of 1933, as amended; and

WHEREAS, in addition, the City Commission, by resolution #R08-029 dated February 4, 2008, approved a professional services engagement with Dailey Engineering, Onsted, MI to prepare the design specifications for the building renovation, as well as the intent to have Dailey Engineering become the third party to the Installment Purchase Agreement, providing coordination and oversight services for the entire renovation project; and

WHEREAS, based on specifications developed by Dailey Engineering, bids were solicited and received on Thursday, January 22, 2009 for door replacement at the new Parks & Forestry Maintenance Facility; and

WHEREAS, two (2) contractors responded, with Adrian Locksmith & Cyclery, Adrian, MI being the lowest responsive bidder at \$18,828.10; and

WHEREAS, the Finance Director indicates that funding for this project will be derived from Installment Purchase Loan Proceeds from the previously authorized Huntington Bank; and

WHEREAS, the Parks & Forestry Superintendent and City Administrator recommend selection of the low bid and engagement of Adrian Locksmith & Cyclery, Adrian,, MI to purchase and install replacement doors for personnel entry into the new Parks & Forestry Maintenance Facility at a cost not to exceed \$18,828.10.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the selection of the low bid and engagement of Adrian Locksmith & Cyclery, Adrian, MI to purchase and install replacement doors for personnel entry into the new Parks & Forestry Maintenance Facility at a cost not to exceed \$18,828.10.

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

R-11
TO: Dane C. Nelson, City Administrator
FROM: Robert Gentry, Parks & Forestry Superintendent
DATE: January 27, 2009
SUBJECT: Bid Recommendation – Parks and Forestry Maintenance Facility
Renovation – Bid Package #3 Overhead Doors

I concur with the recommendation of the Parks & Forestry Superintendent to award the bid for the purchase and installation of overhead doors at the new Parks & Forestry facility to Overhead, Inc. of Toledo, OH, in the amount of \$13,477.00.

Three firms responded to the offer to bid. There are sufficient funds from the Huntington Bank Installment Purchase Loan proceeds.

Dane C. Nelson
City Administrator

DCN:bjw

Sealed bids were received on Thursday, January 22, 2009 for overhead door replacement and installation in the new Parks and Forestry Maintenance Facility at 381 Miles Drive. Three contractors responded as follows:

Items Bid	Overhead, Inc Toledo, OH	Quality Overhead Door Toledo, OH	Darkinson Door Toledo, OH
Replacement Doors	\$ 7,777.00	\$ 8,900.00	\$10,500.00
New Doors	\$ 4,800.00	\$ 5,100.00	\$ 5,650.00
Remote Operators	\$ 900.00	\$ 415.00	\$ 3,498.00
Total	\$13,477.00	\$14,415.00	\$19,648.00

It is my recommendation the bid be awarded to the lowest bidder, Overhead, Inc. of Toledo, OH in the amount of \$13,477.00.

R-11

R09-029

February 2, 2009

RE: PARKS & RECREATION DEPARTMENT – Parks & Forestry Maintenance Facility Renovation – Award of Bid – Overhead Doors

RESOLUTION

WHEREAS, the Adrian City Commission approved R07-116 - Acquisition and Renovation of 381 Miles Drive for Parks & Forestry Operations, dated July 2, 2007, for a total facility cost not to exceed \$2,000,000; and

WHEREAS, the Adrian City Commission, by Resolution #R07-124, dated July 16, 2007 authorized the selection of Huntington Bank (formerly Sky Bank) to finance the aforementioned acquisition and renovation in an amount up to \$2,000,000 through installment purchase financing as authorized under Michigan Public Act No. 99 of 1933, as amended; and

WHEREAS, in addition, the City Commission, by resolution #R08-029 dated February 4, 2008, approved a professional services engagement with Dailey Engineering, Onsted, MI to prepare the design specifications for the building renovation, as well as the intent to have Dailey Engineering become the third party to the Installment Purchase Agreement, providing coordination and oversight services for the entire renovation project; and

WHEREAS, based on specifications developed by Dailey Engineering, bids were solicited and received on Thursday, January 22, 2009 for overhead door replacement at the new Parks & Forestry Maintenance Facility; and

WHEREAS, three (3) contractors responded, with Overhead, Inc., Toledo, OH, being the lowest responsive bidder at \$13,477.00; and

WHEREAS, the Finance Director indicates that funding for this project will be derived from Installment Purchase Loan Proceeds from the previously authorized Huntington Bank; and

WHEREAS, the Parks & Forestry Superintendent and City Administrator recommend selection of the low bid and engagement of Overhead, Inc., Toledo, OH to purchase and install overhead replacement doors for vehicle and equipment entry into the new Parks & Forestry Maintenance Facility at a cost not to exceed \$13,477.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the selection of the low bid and engagement of Overhead, Inc., Toledo, OH to purchase and install overhead replacement doors for vehicle and equipment entry into the new Parks & Forestry Maintenance Facility at a cost not to exceed \$13,477.00.

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

R-12

TO: Dane C. Nelson, City Administrator
FROM: Robert Gentry, Parks & Forestry Superintendent
DATE: January 28, 2009
SUBJECT: Bid Recommendation – Parks and Forestry Maintenance Facility
Renovation – Bid Package #4 Insulation

I concur with the recommendation of the Parks & Forestry Superintendent to award the bid for the purchase and installation of batt insulation at the new Parks & Forestry facility to Papenhagen Construction of Blissfield, MI, in the amount of \$36,650.00.

Papenhagen was the sole company to submit a bid. Funds are available through the Huntington Bank Installment Purchase Loan proceeds.



Dane C. Nelson
City Administrator

DCN:bjw

Sealed bids were received on Thursday, January 22, 2009 for the insulation work in the new Parks and Forestry Maintenance Facility located at 381 Miles Drive. One contractor responded as follows:

Items Bid	Papenhagen Construction Inc. Blissfield, MI
Insulation Base Bid – Spray Insulation	\$42,650.00
Deduct for Batt Insulation	\$-6,000.00
Total	\$36,650.00

I recommend the bid be awarded to Papenhagen Construction Inc., of Blissfield, MI in the amount of \$36,650 and further recommend utilizing the alternate deduct for batt insulation instead of the base bid of spray foam insulation. This will be possible due to favorable bids for the general trades package which will allow for the removal of the metal siding, thus, enabling the use of batt insulation.

R09-030

February 2, 2009

RE: PARKS & RECREATION DEPARTMENT – Parks & Forestry Maintenance Facility Renovation – Award of Bid – Insulation

RESOLUTION

WHEREAS, the Adrian City Commission approved R07-116 - Acquisition and Renovation of 381 Miles Drive for Parks & Forestry Operations, dated July 2, 2007, for a total facility cost not to exceed \$2,000,000; and

WHEREAS, the Adrian City Commission, by Resolution #R07-124, dated July 16, 2007 authorized the selection of Huntington Bank (formerly Sky Bank) to finance the aforementioned acquisition and renovation in an amount up to \$2,000,000 through installment purchase financing as authorized under Michigan Public Act No. 99 of 1933, as amended; and

WHEREAS, in addition, the City Commission, by resolution #R08-029 dated February 4, 2008, approved a professional services engagement with Dailey Engineering, Onsted, MI to prepare the design specifications for the building renovation, as well as the intent to have Dailey Engineering become the third party to the Installment Purchase Agreement, providing coordination and oversight services for the entire renovation project; and

WHEREAS, based on specifications developed by Dailey Engineering, bids were solicited and received on Thursday, January 22, 2009 for purchase and installation of insulation at the new Parks & Forestry Maintenance Facility; and

WHEREAS, a single contractor responded, with Papenhagen Construction, Inc., Blissfield, MI, being the lowest responsive bidder at \$36,650.00, utilizing the alternate deduct for batt insulation instead of the spray foam insulation; and

WHEREAS, the Finance Director indicates that funding for this project will be derived from Installment Purchase Loan Proceeds from the previously authorized Huntington Bank; and

WHEREAS, the Parks & Forestry Superintendent and City Administrator recommend selection of the sole bid and engagement of Papenhagen Construction, Inc., Blissfield, MI, to purchase and install batt insulation at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$36,650.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the selection of the sole bid and engagement of Papenhagen Construction, Inc., Blissfield, MI, to purchase and install batt insulation at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$36,650.00.

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

R-13

TO: Dane C. Nelson, City Administrator
FROM: Robert Gentry, Parks & Forestry Superintendent
DATE: January 28, 2009
SUBJECT: Bid Recommendation – Parks and Forestry Maintenance Facility
Renovation – Bid Package #5 Electrical

Sealed bids were received on Thursday, January 22, 2009 for the electrical work in the new Parks and Forestry Maintenance Facility located at 381 Miles Drive. Eight contractors responded as follows:

Item	MB Electric Adrian, MI	Lake Erie Bowling Green, OH	Regent Electric Toledo, OH	Transtar Electric Toledo, OH	Clegg Electric Adrian, MI	Service Electric Adrian, MI	Zeiler Electric Ida, MI	Brint Electric Toledo, OH
Base Bid	\$52,500	\$53,000	\$56,988	\$55,600	\$57,500	\$59,985	\$63,630	\$66,800
Hourly Rate	\$62.00	\$70.00	\$70.00	\$55.00	\$65.00	\$77.00	\$56.00	\$73.50
Markup	10%	8%	15%	18%	15%	25%	15%	18%
Alt M-1	\$1,900	\$900	\$1,352	\$1,400	\$1,400	\$1,321	\$1,494	\$1,050

I recommend the bid be awarded to MB Electric, Adrian, MI in the amount of \$52,500.

R-13

R09-031

February 2, 2009

RE: PARKS & RECREATION DEPARTMENT – Parks & Forestry Maintenance Facility Renovation – Award of Bid – Electrical

RESOLUTION

WHEREAS, the Adrian City Commission approved R07-116 - Acquisition and Renovation of 381 Miles Drive for Parks & Forestry Operations, dated July 2, 2007, for a total facility cost not to exceed \$2,000,000; and

WHEREAS, the Adrian City Commission, by Resolution #R07-124, dated July 16, 2007, authorized the selection of Huntington Bank (formerly Sky Bank) to finance the aforementioned acquisition and renovation in an amount up to \$2,000,000 through installment purchase financing as authorized under Michigan Public Act No. 99 of 1933, as amended; and

WHEREAS, in addition, the City Commission, by resolution #R08-029 dated February 4, 2008, approved a professional services engagement with Dailey Engineering, Onsted, MI to prepare the design specifications for the building renovation, as well as the intent to have Dailey Engineering become the third party to the Installment Purchase Agreement, providing coordination and oversight services for the entire renovation project; and

WHEREAS, based on specifications developed by Dailey Engineering, bids were solicited and received on Thursday, January 22, 2009 for the purchase and installation of electrical service at the new Parks & Forestry Maintenance Facility; and

WHEREAS, eight (8) contractors responded, with MB Electric, Adrian MI, being the lowest responsive bidder at \$52,500.00; and

WHEREAS, the Finance Director indicates that funding for this project will be derived from Installment Purchase Loan Proceeds from the previously authorized Huntington Bank; and

WHEREAS, the Parks & Forestry Superintendent and City Administrator recommend selection of the low bid and engagement of MB Electric, Adrian MI, for purchase and installation of electrical service at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$52,500.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the selection of the low bid and engagement of MB Electric, Adrian MI, for the purchase and installation of electrical service at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$52,500.00.

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

R-14

TO: Dane C. Nelson, City Administrator
FROM: Robert Gentry, Parks & Forestry Superintendent
DATE: January 28, 2009
SUBJECT: Bid Recommendation – Parks and Forestry Maintenance Facility
Renovation – Bid Package #6 Plumbing and HVAC

I concur with the recommendation of the Parks & Forestry Superintendent to award the bid for the purchase and installation of plumbing and HVAC systems at the new Parks & Forestry facility to Starks, Inc. of Bryan, OH, in the amount of \$182,000.

Four firms responded to the offer to bid. Funds are available through the Huntington Bank Installment Purchase Loan proceeds.



Dane C. Nelson
City Administrator

DCN:bjw

Sealed bids were received on Thursday, January 22, 2009 for the plumbing and HVAC work in the new Parks and Forestry Maintenance Facility located at 381 Miles Drive. Four contractors responded as follows:

Item	Stark's Inc, Bryan, OH	Noron Inc, Toledo, OH	Monroe Plumbing Monroe, MI	Adrian Mechanical Adrian, MI
Plumbing	\$94,900.00	\$96,283.00	\$152,000.00	\$149,200.00
HVAC	\$87,900.00	\$112,779.00	\$111,000.00	\$130,700.00
Total	\$182,800.00	\$209,062.00	\$263,000.00	\$279,900.00
Alternate M-1	\$7,400.00	\$5,924.00	\$12,645.00	\$10,650.00

I recommend the bid be awarded to Stark's Inc., of Bryan, OH in the amount of \$182,800. It has been determined that the Alternate Fin Tube Heating will not be Pursued as it is not necessary for operational use of the office area.

R-14

R09-032

February 2, 2009

RE: PARKS & RECREATION DEPARTMENT – Parks & Forestry Maintenance Facility Renovation – Award of Bid – Plumbing and HVAC

RESOLUTION

WHEREAS, the Adrian City Commission approved R07-116 - Acquisition and Renovation of 381 Miles Drive for Parks & Forestry Operations, dated July 2, 2007, for a total facility cost not to exceed \$2,000,000; and

WHEREAS, the Adrian City Commission, by Resolution #R07-124, dated July 16, 2007 authorized the selection of Huntington Bank (formerly Sky Bank) to finance the aforementioned acquisition and renovation in an amount up to \$2,000,000 through installment purchase financing as authorized under Michigan Public Act No. 99 of 1933, as amended; and

WHEREAS, in addition, the City Commission, by resolution #R08-029 dated February 4, 2008, approved a professional services engagement with Dailey Engineering, Onsted, MI to prepare the design specifications for the building renovation, as well as the intent to have Dailey Engineering become the third party to the Installment Purchase Agreement, providing coordination and oversight services for the entire renovation project; and

WHEREAS, based on specifications developed by Dailey Engineering, bids were solicited and received on Thursday, January 22, 2009 for the purchase and installation of plumbing and HVAC service at the new Parks & Forestry Maintenance Facility; and

WHEREAS, four (4) contractors responded, with Starks, Inc., Bryant, OH, being the lowest responsive bidder at \$182,800.00; and

WHEREAS, the Finance Director indicates that funding for this project will be derived from Installment Purchase Loan Proceeds from the previously authorized Huntington Bank; and

WHEREAS, the Parks & Forestry Superintendent and City Administrator recommend selection of the low bid and engagement of Starks, Inc., Bryant, OH, for the purchase and installation of plumbing and HVAC service at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$182,800.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the selection of the low bid and engagement of Starks, Inc., Bryant, OH, for purchase and installation of plumbing and HVAC service at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$182,800.00.

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

R-15

TO: Dane C. Nelson, City Administrator
FROM: Robert Gentry, Parks & Forestry Superintendent
DATE: January 28, 2009
SUBJECT: Bid Recommendation – Parks and Forestry Maintenance Facility
Renovation – Bid Package #7 Painting Work

I concur with the recommendation of the Parks & Forestry Superintendent to award the bid for painting services at the new Parks & Forestry facility to Lenco Painting of Adrian, MI, in the amount of \$17,946. A savings of \$8,725 was possible due to the use of batt insulation rather than spray foam.

Lenco was the sole bidder for this service. There are sufficient funds from the Huntington Bank Installment Purchase Loan proceeds to cover this expense.



Dane C. Nelson
City Administrator

DCN:bjw

Sealed bids were received on Thursday, January 22, 2009 for painting work at the new Parks and Forestry Maintenance Facility located at 381 Miles Drive. One contractor responded as follows:

Item	Lenco Painting Adrian, MI
Base Bid Painting	\$26,110
Deduct if Batt Insulation used	-\$8,725
Performance Bond	\$561
Total	\$17,946

I recommend the bid be awarded to Lenco Painting of Adrian, MI in the amount of \$17,946 which includes a deduct based on a previous recommendation to utilize batt insulation instead of spray foam that requires a fire retardant paint.

R-15

R09-033

February 2, 2009

RE: PARKS & RECREATION DEPARTMENT – Parks & Forestry Maintenance Facility Renovation – Award of Bid – Painting

RESOLUTION

WHEREAS, the Adrian City Commission approved R07-116 - Acquisition and Renovation of 381 Miles Drive for Parks & Forestry Operations, dated July 2, 2007, for a total facility cost not to exceed \$2,000,000; and

WHEREAS, the Adrian City Commission, by Resolution #R07-124, dated July 16, 2007 authorized the selection of Huntington Bank (formerly Sky Bank) to finance the aforementioned acquisition and renovation in an amount up to \$2,000,000 through installment purchase financing as authorized under Michigan Public Act No. 99 of 1933, as amended; and

WHEREAS, in addition, the City Commission, by resolution #R08-029 dated February 4, 2008, approved a professional services engagement with Dailey Engineering, Onsted, MI, to prepare the design specifications for the building renovation, as well as the intent to have Dailey Engineering become the third party to the Installment Purchase Agreement, providing coordination and oversight services for the entire renovation project; and

WHEREAS, based on specifications developed by Dailey Engineering, bids were solicited and received on Thursday, January 22, 2009 for painting work at the new Parks & Forestry Maintenance Facility; and

WHEREAS, a single contractor responded, with Lenco Painting, Inc., Adrian, MI, being the lowest responsive bidder at \$17,946.00, utilizing the alternate which includes a deduct for batt insulation instead of spray foam insulation; and

WHEREAS, the Finance Director indicates that funding for this project will be derived from Installment Purchase Loan Proceeds from the previously authorized Huntington Bank; and

WHEREAS, the Parks & Forestry Superintendent and City Administrator recommend selection of the sole bid and engagement of Lenco Painting, Inc., Adrian, MI, for painting work at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$17,946.00, utilizing the alternate which includes a deduct for batt insulation instead of spray foam insulation.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the selection of the sole bid and engagement of Lenco Painting, Inc., Adrian, MI, for painting work at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$17,946.00, utilizing the alternate which includes a deduct for batt insulation instead of the spray foam insulation.

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

R-16

TO: Dane C. Nelson, City Administrator
FROM: Robert Gentry, Parks & Forestry Superintendent
DATE: January 28, 2009
SUBJECT: Bid Recommendation – Parks and Forestry Maintenance Facility
Renovation – Bid Package #8 Concrete Work

Five firms responded to the offer to bid.

Sealed bids were received on Thursday, January 22, 2009 for the concrete work at the new Parks and Forestry Maintenance Facility located at 381 Miles Drive.

Five contractors responded as follows:

Item	Salenbien Trucking & Excavating Dundee, MI	Rock Hard Adrian, MI	Papenhagen Blissfield, MI	E&L Construction Flint, MI	Krieghoff of Lenawee Adrian, MI
Truck parking/wash bay	\$16,500.00	\$12,170	\$14,600	\$24,200	\$17,429
Dumpster enclosure	\$24,500.00	\$30,955	\$36,400	\$38,400	\$35,998
Stoops	\$4,500	\$5,195	\$4,700	\$4,300	\$13,575
Apron	\$850	\$1,070	\$1,375	\$1,600	\$1,854
Alternate S-1 Aprons	\$1,500	\$1,270	\$1,875	\$1,700	\$2,555
Total	\$47,850	\$50,660	\$58,950	\$69,900	\$71,411

I recommend the bid be awarded to the low bidder Salenbien Trucking and Excavating of Dundee, MI in the amount of \$47,850 which includes an alternate for concrete aprons at the two new overhead door locations instead of asphalt.

R-16

R09-034

February 2, 2009

RE: PARKS & RECREATION DEPARTMENT – Parks & Forestry Maintenance Facility Renovation – Award of Bid – Concrete Work

RESOLUTION

WHEREAS, the Adrian City Commission approved R07-116 - Acquisition and Renovation of 381 Miles Drive for Parks & Forestry Operations, dated July 2, 2007, for a total facility cost not to exceed \$2,000,000; and

WHEREAS the Adrian City Commission, by Resolution #R07-124, dated July 16, 2007 authorized the selection of Huntington Bank (formerly Sky Bank) to finance the aforementioned acquisition and renovation in an amount up to \$2,000,000 through installment purchase financing as authorized under Michigan Public Act No. 99 of 1933, as amended; and

WHEREAS, in addition, the City Commission, by resolution #R08-029 dated February 4, 2008, approved a professional services engagement with Dailey Engineering, Onsted, MI to prepare the design specifications for the building renovation, as well as the intent to have Dailey Engineering become the third party to the Installment Purchase Agreement, providing coordination and oversight services for the entire renovation project; and

WHEREAS, based on specifications developed by Dailey Engineering, bids were solicited and received on Thursday, January 22, 2009 for concrete work at the new Parks & Forestry Maintenance Facility; and

WHEREAS five (5) contractors responded, with Salenbien Trucking & Excavating, Dundee, MI, being the lowest responsive bidder at \$47,850.00, including an alternate for concrete aprons, rather than asphalt, at the two new overhead door locations; and

WHEREAS, the Finance Director indicates that funding for this project will be derived from Installment Purchase Loan Proceeds from the previously authorized Huntington Bank; and

WHEREAS, the Parks & Forestry Superintendent and City Administrator recommend selection of the low bid and engagement of Salenbien Trucking & Excavating, Dundee, MI, for concrete work at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$47,850.00, including an alternate for concrete aprons, rather than asphalt, at the two new overhead door locations.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the selection of the low bid and engagement of Salenbien Trucking & Excavating, Dundee, MI, for concrete work at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$47,850.00, including an alternate for concrete aprons, rather than asphalt, at the two new overhead door locations.

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

TO: Dane C. Nelson, City Administrator
 FROM: Robert Gentry, Parks & Forestry Superintendent
 DATE: January 28, 2009
 SUBJECT: Bid Recommendation – Parks and Forestry Maintenance Facility
 Renovation – Bid Package #9 Fencing

I concur with the recommendation of the Parks & Forestry Superintendent to award the bid for the purchase and installation of fencing at the new Parks & Forestry facility to Adrian Fence, Tecumseh, MI, in the amount of \$37,425.00. This is the Alternate 2 bid, which is a black, powder-coated fence manufactured in Adrian by Cargotainer.

Five firms responded to the offer to bid. Funds are available through the Huntington Bank Installment Purchase Loan proceeds for this purchase and installation.



 Dane C. Nelson
 City Administrator

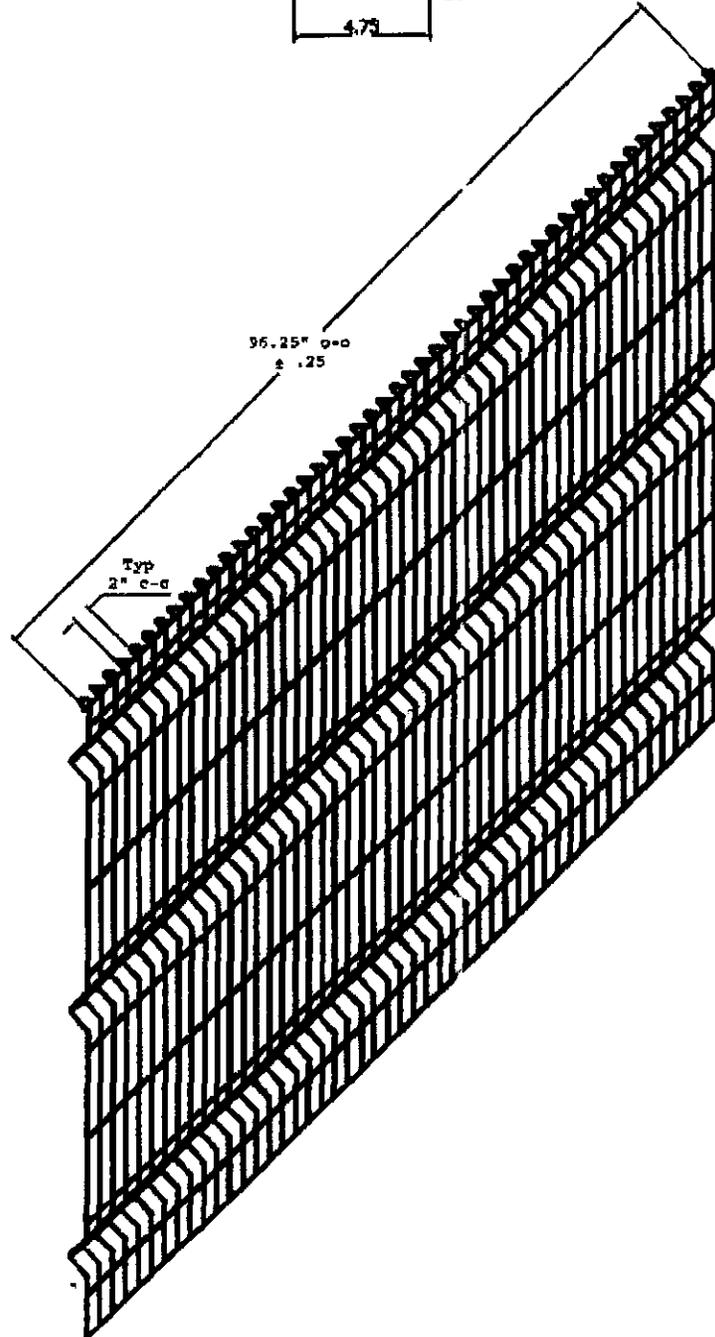
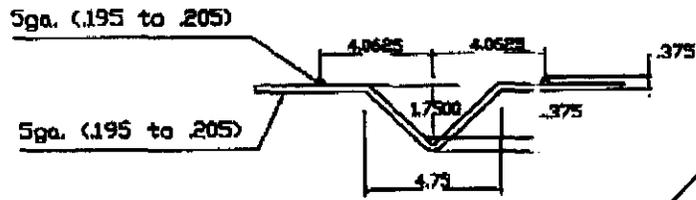
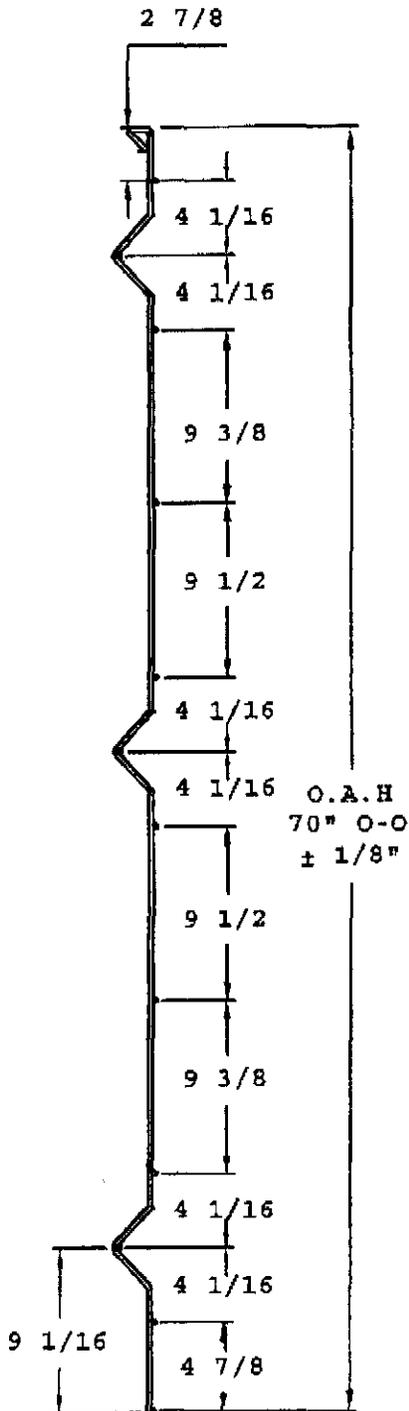
DCN:bjw

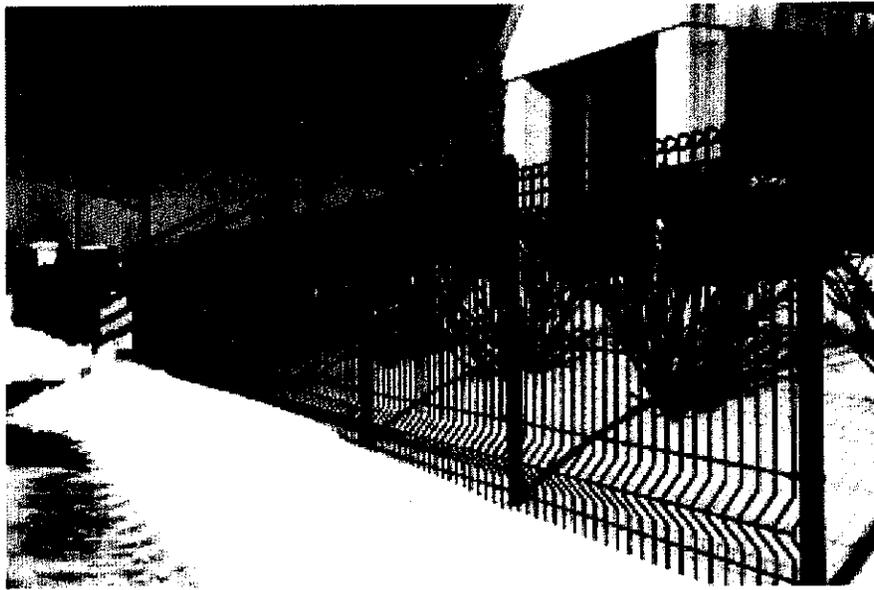
Sealed bids were received on Thursday, January 22, 2009 for the fencing at the new Parks and Forestry Maintenance Facility located at 381 Miles Drive. Five contractors responded as follows:

Item	Adrian Fence Tecumseh, MI	Future Fence Warren, MI	AAA Fence Caledonia, MI	Nationwide Construct Chesterfield, MI	DeWitt Fence Lansing, MI
Base Bid – Chain-link	\$36,657.00	\$43,422.00	\$45,790.00	\$50,136.00	\$37,187.00
Alternate 1 – Galvanized Fence View	\$32,795.00	\$33,929.00	\$35,592.00	\$70,432.00	No Bid
Alternate 2 Black Powder Coated Fence View	\$37,425.00	\$38,640.00	\$40,847.00	\$73,039.00	No Bid

The alternative bid requested was Fence View fencing, which is manufactured here in Adrian by Cargotainer. It has a different, more appealing appearance than standard chain-link fencing (see attached schematic and picture). I, therefore, recommend the alternate bid of black powder coated Fence View fencing be awarded to the lowest bidder, Adrian Tecumseh Fence, Tecumseh, MI in the amount of \$37,425.

Estate Series No.6





R-17

R09-035

February 2, 2009

RE: PARKS & RECREATION DEPARTMENT – Parks & Forestry Maintenance Facility Renovation – Award of Bid – Fencing

RESOLUTION

WHEREAS, the Adrian City Commission approved R07-116 - Acquisition and Renovation of 381 Miles Drive for Parks & Forestry Operations, dated July 2, 2007, for a total facility cost not to exceed \$2,000,000; and

WHEREAS, the Adrian City Commission, by Resolution #R07-124, dated July 16, 2007 authorized the selection of Huntington Bank (formerly Sky Bank) to finance the aforementioned acquisition and renovation in an amount up to \$2,000,000 through installment purchase financing as authorized under Michigan Public Act No. 99 of 1933, as amended; and

WHEREAS, in addition, the City Commission, by resolution #R08-029 dated February 4, 2008, approved a professional services engagement with Dailey Engineering, Onsted, MI to prepare the design specifications for the building renovation, as well as the intent to have Dailey Engineering become the third party to the Installment Purchase Agreement, providing coordination and oversight services for the entire renovation project; and

WHEREAS, based on specifications developed by Dailey Engineering, bids were solicited and received on Thursday, January 22, 2009 for the purchase and installation of fencing at the new Parks & Forestry Maintenance Facility; and

WHEREAS, five (5) contractors responded, with Adrian Fence, Inc., Tecumseh, MI, being the lowest responsive bidder at \$37,425.00, utilizing Alternate 2 – Fence View black powder-coated fence manufactured by Cargotainer, a City of Adrian firm; and

WHEREAS, the Finance Director indicates that funding for this project will be derived from Installment Purchase Loan Proceeds from the previously authorized Huntington Bank; and

WHEREAS, the Parks & Forestry Superintendent and City Administrator recommend selection of the low bid and engagement of Adrian Fence, Inc., Tecumseh, MI, for purchase and installation of fencing at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$37,425.00, utilizing Alternate 2 – Fence View black powder-coated fence manufactured by Cargotainer, a City of Adrian firm.

NOW, THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the selection of the low bid and engagement of Adrian Fence, Inc., Tecumseh, MI, for purchase and installation of fencing at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$37,425.00, utilizing Alternate 2 – Fence View black powder-coated fence manufactured by Cargotainer, a City of Adrian firm.

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

R-18

TO: Dane C. Nelson, City Administrator
FROM: Robert Gentry, Parks & Forestry Superintendent
DATE: January 28, 2009
SUBJECT: Bid Recommendation – Parks and Forestry Maintenance Facility
Renovation – Bid Packages #10 & #14 Asphalt and Site Work

Sealed bids were received on Thursday, January 22, 2009 for the asphalt and site work at the new Parks and Forestry Maintenance Facility located at 381 Miles Drive. Six contractors responded as follows:

Item	Salenbien Trucking & Excavating Dundee, MI	Slusarski Excavating Adrian, MI	Belden Jackson, MI	Michigan Paving Jackson, MI	Geddis Paving Toledo, OH	Brady Sand & Gravel Tecumseh, MI
Asphalt Work	\$88,850	\$114,820	\$163,875.00	\$172,765.00	\$154,528.00	\$152,725.00
Site Work	\$29,500	\$5,710	No Bid	No Bid	\$11,293	\$6,185.00
Leach Bed	\$2,400	\$2,360			\$2,575	\$3,448.00
Total	120,750	\$122,890	163,875	\$172,765	\$163,396	\$162,358

I recommend the bid be awarded to the low bidder Salenbien Trucking and Excavating of Dundee, MI in the amount of \$120,750. While the asphalt and site were bid separately in an effort to separate costs; it appears to be in the best interest of the City to combine these two bid packages.

R-18
R09-036

February 2, 2009

RE: PARKS & RECREATION DEPARTMENT – Parks & Forestry Maintenance Facility Renovation – Award of Bid – Asphalt and Site Work

RESOLUTION

WHEREAS, the Adrian City Commission approved R07-116 - Acquisition and Renovation of 381 Miles Drive for Parks & Forestry Operations, dated July 2, 2007, for a total facility cost not to exceed \$2,000,000; and

WHEREAS, the Adrian City Commission, by Resolution #R07-124, dated July 16, 2007 authorized the selection of Huntington Bank (formerly Sky Bank) to finance the aforementioned acquisition and renovation in an amount up to \$2,000,000 through installment purchase financing as authorized under Michigan Public Act No. 99 of 1933, as amended; and

WHEREAS, in addition, the City Commission, by resolution #R08-029 dated February 4, 2008, approved a professional services engagement with Dailey Engineering, Onsted, MI to prepare the design specifications for the building renovation, as well as the intent to have Dailey Engineering become the third party to the Installment Purchase Agreement, providing coordination and oversight services for the entire renovation project; and

WHEREAS, based on specifications developed by Dailey Engineering, bids were solicited and received on Thursday, January 22, 2009 for asphalt and site work at the new Parks & Forestry Maintenance Facility; and

WHEREAS, six (6) contractors responded, with Salenbien Trucking & Excavating, Dundee, MI being the lowest responsive bidder at \$120,750.00; and

WHEREAS, the Finance Director indicates that funding for this project will be derived from Installment Purchase Loan Proceeds from the previously authorized Huntington Bank; and

WHEREAS, the Parks & Forestry Superintendent and City Administrator recommend selection of the low bid and engagement of Salenbien Trucking & Excavating, Dundee, MI, for asphalt and site work at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$120,750.00

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the selection of the low bid and engagement of Salenbien Trucking & Excavating, Dundee, MI, for asphalt and site work at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$120,750.00.

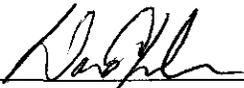
On motion by Commissioner _____, seconded by
Commissioner _____, this resolution was adopted by a
_____ vote.

R-19

TO: Dane C. Nelson, City Administrator
FROM: Robert Gentry, Parks & Forestry Superintendent
DATE: January 28, 2009
SUBJECT: Bid Recommendation – Parks and Forestry Maintenance Facility
Renovation – Bid Package #11 General Trades

I concur with the recommendation of the Parks & Forestry Superintendent to award the bid for general trades at the new Parks & Forestry facility to Michigan Building Specialties of Adrian, MI, at a cost of \$163,000. This price includes re-siding the entire building.

Five firms responded to the offer to bid. There are sufficient funds from the Installment Purchase Loan proceeds for this expense.



Dane C. Nelson
City Administrator

DCN:bjw

Sealed bids were received on Thursday, January 22, 2009 for the general trades work at the new Parks and Forestry Maintenance Facility located at 381 Miles Drive. Five contractors responded as follows:

Item	Michigan Building Specialties Adrian, MI	Spieker Co. Perrysburg, OH	E&L Construction Flint, MI	Papenhagen Construction Blissfield, MI	Kreighoff of Lenawee Adrian, MI
Locker Room	\$37,100.00	\$43,200.00	\$34,200.00	\$58,000.00	\$46,520.00
Kichenette	\$7,400.00	\$12,000.00	\$12,800.00	\$6,700.00	\$8,083.00
Structural Steel	\$4,000.00	\$3,500.00	\$7,000.00	\$8,750.00	\$3,933.00
Demolition	\$17,200.00	\$13,000.00	\$11,000.00	\$27,750.00	\$18,541.00
Ladder to the Roof	\$5,500.00	\$5,000.00	\$8,000.00	\$3,350.00	\$3,333.00
Infill Work	\$10,100.00	\$21,400.00	\$6,600.00	\$12,400.00	\$15,905.00
North Siding	\$12,400.00	\$10,000.00	\$34,600.00	\$12,600.00	\$48,740.00
Liner Panel	\$9,900.00	\$22,000.00	\$23,400.00	\$17,500.00	\$28,821.00
Floor Coverings	\$18,300.00	\$6,700.00	\$12,400.00	\$14,000.00	\$6,007.00
Guard Posts	\$7,200.00	\$7,000.00	\$3,560.00	\$9,400.00	\$4,242.00

Acoustical Ceiling	\$10,200.00	\$4,800.00	\$4,630.00	\$7,200.00	\$8,916.00
Miscellaneous Carpentry	\$2,500.00	\$2,400.00	\$2,450.00	\$9,900.00	\$4,335.00
All Other Work	\$0.00	\$2,600.00	\$12,000.00	\$9,900.00	\$0
Alt A-1 Bull Nose Block	\$0	\$0	\$1,250	\$975	\$139
Alt BP11-2 Remaining Siding	\$21,200	\$89,000	\$101,200	\$77,800	\$106,426
Total	\$163,000	\$242,600	\$273,840	\$275,250	\$303,802
Alt A-3 Deduct for Epoxy Flooring	\$-3,000	\$-900	\$-5,080	\$-3,000	\$926

I recommend the bid be awarded to the lowest bidder Michigan Building Specialties of Adrian, MI in the amount of \$163,000. This includes Alternate BP11-2, which will cover the re-siding of the rest of the building, thus, allowing for batt insulation and eliminating the fire retardant paint required for the spray foam insulation. The base bid covered the replacement of approximately the northern third of the building and this alternate will enable the balance of the building to be re-sided. Michigan Building Specialties has been questioned on the bid due to the differences in their bid as compared to the other bidders. They have indicated they are familiar with the project requirements and are comfortable with their bid.

R-19

R09-037

February 2, 2009

**RE: PARKS & RECREATION DEPARTMENT – Parks & Forestry Maintenance
Facility Renovation – Award of Bid – General Trades**

RESOLUTION

WHEREAS, the Adrian City Commission approved R07-116 - Acquisition and Renovation of 381 Miles Drive for Parks & Forestry Operations, dated July 2, 2007, for a total facility cost not to exceed \$2,000,000; and

WHEREAS, the Adrian City Commission, by Resolution #R07-124, dated July 16, 2007 authorized the selection of Huntington Bank (formerly Sky Bank) to finance the aforementioned acquisition and renovation in an amount up to \$2,000,000 through installment purchase financing as authorized under Michigan Public Act No. 99 of 1933, as amended; and

WHEREAS, in addition, the City Commission, by resolution #R08-029 dated February 4, 2008, approved a professional services engagement with Dailey Engineering, Onsted, MI to prepare the design specifications for the building renovation, as well as the intent to have Dailey Engineering become the third party to the Installment Purchase Agreement, providing coordination and oversight services for the entire renovation project; and

WHEREAS, based on specifications developed by Dailey Engineering, bids were solicited and received on Thursday, January 22, 2009 for general trades work at the new Parks & Forestry Maintenance Facility; and

WHEREAS, five (5) contractors responded, with Michigan Building Specialties, Adrian, MI, being the lowest responsive bidder at \$163,000.00, including Alternate BP11-2 which will cover re-siding the entire building, thus, allowing for batt insulation and eliminating the fire retardant paint required for the spray foam insulation; and

WHEREAS, the Finance Director indicates that funding for this project will be derived from Installment Purchase Loan Proceeds from the previously authorized Huntington Bank; and

WHEREAS, the Parks & Forestry Superintendent and City Administrator recommend selection of the low bid and engagement of Michigan Building Specialties, Adrian, MI, for general trades work at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$163,000.00, including Alternate BP11-2 which will cover re-siding the entire building, thus, allowing for batt insulation and eliminating the fire retardant paint required for the spray foam insulation.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the selection of the low bid and engagement of Michigan Building Specialties, Adrian, MI, for general trades work at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$163,000.00, including Alternate BP11-2 which will cover re-siding the entire building, thus, allowing for batt insulation and eliminating the fire retardant paint required for the spray foam insulation.

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

R-20

TO: Dane C. Nelson, City Administrator
FROM: Robert Gentry, Parks & Forestry Superintendent
DATE: January 28, 2009
SUBJECT: Bid Recommendation – Parks and Forestry Maintenance Facility
Renovation – Bid Package # 12 Cleaning

I concur with the recommendation of the Parks & Forestry Superintendent to award the bid for cleaning the new Parks & Forestry facility to Krieghoff-Lenawee of Adrian, MI, in the amount of \$5,680.00. This work is for cleaning the inside of the former warehouse area of debris from the previous manufacturing use.

Krieghoff-Lenawee was the sole bidder. Funds are available through the Installment Loan Purchasing proceeds for this work.



Dane C. Nelson
City Administrator

DCN:bjw

Sealed bids were received on Thursday, January 22, 2009 for cleaning work at the new Parks and Forestry Maintenance Facility located at 381 Miles Drive. One contractor responded as follows:

	Kreighoff of Lenawee Adrian, MI
Total	\$5,680

I recommend the bid be awarded to Kreighoff of Lenawee of Adrian, MI in the amount of \$5,680. This work consists of cleaning all of the walls, steel beams, girts, and ceiling in the warehouse area of the debris from the previous manufacturing use.

R-20

R09-038

February 2, 2009

RE: PARKS & RECREATION DEPARTMENT – Parks & Forestry Maintenance Facility Renovation – Award of Bid – Cleaning Services

RESOLUTION

WHEREAS the Adrian City Commission approved R07-116 - Acquisition and Renovation of 381 Miles Drive for Parks & Forestry Operations, dated July 2, 2007, for a total facility cost not to exceed \$2,000,000; and

WHEREAS, the Adrian City Commission, by Resolution #R07-124, dated July 16, 2007 authorized the selection of Huntington Bank (formerly Sky Bank) to finance the aforementioned acquisition and renovation in an amount up to \$2,000,000 through installment purchase financing as authorized under Michigan Public Act No. 99 of 1933, as amended; and

WHEREAS, in addition, the City Commission, by resolution #R08-029 dated February 4, 2008, approved a professional services engagement with Dailey Engineering, Onsted, MI to prepare the design specifications for the building renovation, as well as the intent to have Dailey Engineering become the third party to the Installment Purchase Agreement, providing coordination and oversight services for the entire renovation project; and

WHEREAS, based on specifications developed by Dailey Engineering, bids were solicited and received on Thursday, January 22, 2009 for cleaning services at the new Parks & Forestry Maintenance Facility, including cleaning all walls, steel beams, girts and ceiling in the warehouse area to remove the vestiges of the previous manufacturing operation; and

WHEREAS, a single contractor responded, with Krieghoff-Lenawee, Adrian, MI, being the lowest responsive bidder at \$5,680.00; and

WHEREAS, the Finance Director indicates that funding for this project will be derived from Installment Purchase Loan Proceeds from the previously authorized Huntington Bank; and

WHEREAS, the Parks & Forestry Superintendent and City Administrator recommend selection of the sole bid and engagement of Krieghoff-Lenawee, Adrian, MI, for cleaning services at the new Parks & Forestry Maintenance Facility, including cleaning of all walls, steel beams, girts and ceiling in the warehouse area to remove the vestiges of the previous manufacturing operation at a cost not to exceed \$5,680.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the selection of the sole bid and engagement of Krieghoff-Lenawee, Adrian, MI, for cleaning services at the new Parks & Forestry Maintenance Facility, including cleaning of all walls, steel beams, girts and ceiling in the warehouse area to remove the vestiges of the previous manufacturing operation at a cost not to exceed \$5,680.00.

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

R-21

TO: Dane C. Nelson, City Administrator
FROM: Robert Gentry, Parks & Forestry Superintendent
DATE: January 28, 2009
SUBJECT: Bid Recommendation – Parks and Forestry Maintenance Facility
Renovation – Bid Package #13 Fire Suppression Work

I concur with the recommendation of the Parks & Forestry Superintendent to award the bid for the installation of a fire suppression system at the new Parks & Forestry facility to Jackson Automatic Sprinkler of Spring Arbor, MI, in the amount of \$14,205.

Two firms responded to the offer to bid. Funds are available through the Installment Purchase Loan proceeds for this work.



Dane C. Nelson
City Administrator

DCN:bjw

Sealed bids were received on Thursday, January 22, 2009 for the fire suppression system work at the new Parks and Forestry Maintenance Facility located at 381 Miles Drive. Two contractors responded as follows:

	Jackson Automatic Sprinkler Spring Arbor, MI	Reeves, Inc Saline, MI
Total	\$14,205	\$25,000

I recommend the bid be awarded to the low bidder, Jackson Automatic Sprinkler, Spring Arbor, MI in the amount of \$14,205.

R-21

R09-039

February 2, 2009

RE: PARKS & RECREATION DEPARTMENT – Parks & Forestry Maintenance Facility Renovation – Award of Bid – Fire Suppression System

RESOLUTION

WHEREAS, the Adrian City Commission approved R07-116 - Acquisition and Renovation of 381 Miles Drive for Parks & Forestry Operations, dated July 2, 2007, for a total facility cost not to exceed \$2,000,000; and

WHEREAS, the Adrian City Commission, by Resolution #R07-124, dated July 16, 2007 authorized the selection of Huntington Bank (formerly Sky Bank) to finance the aforementioned acquisition and renovation in an amount up to \$2,000,000 through installment purchase financing as authorized under Michigan Public Act No. 99 of 1933, as amended; and

WHEREAS, in addition, the City Commission, by resolution #R08-029 dated February 4, 2008, approved a professional services engagement with Dailey Engineering, Onsted, MI to prepare the design specifications for the building renovation, as well as the intent to have Dailey Engineering become the third party to the Installment Purchase Agreement, providing coordination and oversight services for the entire renovation project; and

WHEREAS, based on specifications developed by Dailey Engineering, bids were solicited and received on Thursday, January 22, 2009 for the purchase and installation of a fire suppression system at the new Parks & Forestry Maintenance Facility; and

WHEREAS, two (2) contractors responded, with Jackson Automatic Sprinkler, Spring Arbor, MI, being the lowest responsive bidder at \$14,205.00; and

WHEREAS, the Finance Director indicates that funding for this project will be derived from Installment Purchase Loan Proceeds from the previously authorized Huntington Bank; and

WHEREAS, the Parks & Forestry Superintendent and City Administrator recommend selection of the low bid and engagement of Jackson Automatic Sprinkler, Spring Arbor, MI, for the purchase and installation of a fire suppression system at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$14,205.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the selection of the low bid and engagement of Jackson Automatic Sprinkler, Spring Arbor, MI, for the purchase and installation of a fire suppression system at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$14,205.00.

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