



PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
JUNE 20, 2011**

There will be no Pre-Meeting Study Session on Monday, June 20, 2011. The Commission will meet for their regular session at 7:00 P.M. in the Chambers Building, 159 E. Maumee Street.



COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
JUNE 20, 2011
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF MINUTES OF THE JUNE 6, 2011 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. PROCLAMATION
 1. Proclamation presented to Marcia Bohannon, Transportation Director, on behalf of Adrian Dial-A-Ride staff, for their role in the successful transportation program, *The Route*. This pilot program provided free transportation to high school and college students on Thursday and Friday evenings to 14 destinations throughout the greater Adrian area.
- VI. PUBLIC COMMENTS
- VII. COMMUNICATIONS
 1. **C-1. Finance Department.** Communication on the Municipal Employees' Retirement System's Annual Actuarial Valuation. (The Actuarial Valuation Report will be distributed on Monday.)
 2. **C-2. Administration.** Communication from Comcast regarding a change in channel lineup.
- VIII. CONSENT AGENDA
 1. **CR11-017.** Resolution to approve the annual equipment rental bids.
 2. **CR11-018.** Resolution to award the annual bid for miscellaneous electrical work at various City facilities.
 3. **CR11-019.** Resolution to award the annual bid for precast concrete products.
 4. **CR11-020.** Resolution to award the annual bid for ready mix concrete.

5. **CR11-021.** Resolution to award the annual bid for backfill material.
6. **CR11-022. City Commission.** Resolution to change the first Commission meeting in July to Tuesday, July 5th, due to the observance of the 4th of July holiday.
7. **CR11-023. Utilities Department.** Resolution to award the annual bid for street castings.
8. **CR11-024. Utilities Department.** Resolution to award the annual bid for ductile iron pipe and fittings.
9. **CR11-025. Utilities Department.** Resolution to award the annual bids for chemical requirements for the Water and Wastewater Plants.
10. **CR11-026. Engineering-Public Works.** Resolution to award bids for 2-way radios at a cost of \$5,780.00.

I X. REGULAR AGENDA

A. ORDINANCES

1. **Ord. 11-003. Planning Commission.** Introduction of an Ordinance to update the Public Act number that refers to the powers and duties of the Planning Commission; changing from P.A. 285 of 1931 to P.A. 33 of 2008.
2. **Ord. 11-004. Planning Commission.** Introduction of an Ordinance to amend Sec. 2-452 of the City Code by adding language to ensure membership on the Planning Commission is representative of important segments of the community and the entire territory of the city to the extent possible.

B. RESOLUTIONS

1. **R11-069. Engineering Dept.** Resolution to consider a request from Adrian College for construction of a new access street.
2. **R11-070. Administration.** Resolution to approve a 3-year contract with CGI Communications of Rochester, NY to create up to five new "Community Movie Tour Book" videos to be shown on the City's website and authorizing the City Administrator to execute said contract.
3. **R11-071. Engineering.** Resolution authorizing the purchase and installation of two HVAC units at City Hall and the resulting budget amendments. One unit will

serve the front section of the 2nd floor and the other the north end of the 1st floor.

4. **R11-072. Assessing Office.** Resolution to acquire access to and implement a Cost Analysis Valuation System (CAVS). This system will provide an on-line valuation guide in determining personal property tax information.
5. **R11-073. Public Works.** Resolution to award annual bid for limestone. Recommendation is to award bid to Lenawee County vendor.
6. **R11-074. Downtown Development Authority.** Resolution to award the bid for refuse & recycling pickup in the downtown business district for a 3-year period from July 1, 2011 through June 30, 2014.
7. **R11-075. . Administration.** Resolution to approve the sale of a City-owned vacant lot at 372 Nelson Street for the sum of \$750.00.
8. **R11-076. Utilities Department.** Resolution to approve purchase of replacement ballasts for the Wastewater Plant's disinfection system and that the bid process be waived.

X. MISCELLANEOUS

1. D.A.R.T. Passenger Ridership Report
2. Departmental Report
3. Fire Report

X I. PUBLIC COMMENTS

X I I. COMMISSION COMMENTS



MINUTES

**MINUTES
ADRIAN CITY COMMISSION
JUNE 6, 2011
7:00 P.M.**

Prior to the regular meeting, Commissioner DuMars motioned to go into closed session to discuss IAFF Union (Firefighters) negotiation strategies, seconded by Commissioner Steele, motion carried by a 5-1 vote.

AYES: Mayor McDowell and Commissioners Osborne, Warren, Steele & DuMars
NAYS: Commissioner Clegg
ABSTAINED: None

Commissioner Carrico was absent from the pre-meeting.

After coming out of closed session, Administrator Nelson gave the Commission an update on the two oil companies that are interested in leasing City property.

Official proceedings of the June 6, 2011 regular meeting of the City Commission, Adrian, Michigan.

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

Mayor McDowell in the Chair.

Commissioner DuMars moved to approve the minutes of the May 16, 2011 regular meeting of the Adrian City Commission, seconded by Commissioner Warren, motion carried by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher #3460 through #3471	\$223,784.21
General Fund Vouchers #20456 through #20490	\$654,783.97
Clearing Account Vouchers amounting to	<u>\$344,167.53</u>
TOTAL EXPENDITURES	<u>\$1,222,735.71</u>

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

PUBLIC COMMENTS

1. Allen Kern, 1249 Vine St., questioned why the residents of N. Scott Street did not have to pay for street work like Vine Street residents did. It was explained that N. Scott was only being milled and resurfaced. No curb & gutter work would be done, which is what residents are billed for.

COMMUNICATIONS

1. **C-1. City Commission.** Recommendation from Local Officers Compensation Commission to reduce the compensation of the Mayor and City Commissioners by 15%. Recommendation is that the Mayor's annual salary be reduced to \$6,375 and the Commissioners' annual salary be reduced to \$3,178.
2. **C-2. Police Dept.** Communication from Liquor Control Commission regarding an application from HP Adrian #84, 1390 S. Main St. (former Goodwill building), for a new SDM liquor license.
3. **C-3. Finance Dept.** Report from Finance Director on the Government Finance Officers Association's 105th Annual Conference.
4. **C-4. Finance Dept.** Communication recognizing the City of Adrian for receiving the Government Finance Officers' Association Award for Excellence in Financial Reporting for the 24th consecutive year. The Commission offered congratulations to Jeff Pardee and staff.

CONSENT AGENDA

RESOLUTIONS

RESOLUTION CR11-015

RE: TPOAM Union – Award Bid for Uniforms for Members of the TPOAM Union

WHEREAS, sealed bids were received May 10, 2011 for the purchase of uniforms for TPOAM members; and

WHEREAS, said bids have been tabulated and recommendations made by the Asst. Finance Director and the City Administrator to award the bid to Mugs n' More of Adrian, MI for the following items and prices:

ITEM	Mugs n' More Adrian, MI	Aramark Uniform Burbank CA
Shirts – Long Sleeve	\$ 9.50	\$ 17.00
Shirts – Short Sleeve	\$ 8.75	\$ 16.00
Chamois Shirt – Long Sleeve	\$ 26.75	No bid
Knit Shirt – 50/50	\$ 11.25	\$ 17.00
Knit Shirt – 100% polyester *	\$ 15.50	\$ 18.00
Trousers	\$ 14.50	\$ 15.00
Name Patches	\$ 2.25	\$ 2.50
Coveralls	\$ 26.95	\$ 31.00
Jacket – Hip Length	\$ 26.95	\$ 32.00
Jacket – Waist Length	\$ 26.95	No Bid
Bib Overalls *	\$ 53.00	\$ 60.00
Insulated Coat *	\$ 58.00	\$ 58.00

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for TPOAM uniforms be awarded to Mugs n' More of Adrian, MI for the items and prices as listed in the bid tabulation above and under the terms and conditions as specified and as proposed in their sealed bid dated May 10, 2011.

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

REGULAR AGENDA

SPECIAL ORDER

1. **SO-1. Community Development.** Public hearing to hear and consider comments to establishing an Industrial Development District (#40) for Oliver Instruments, 1111 E. Beecher Street.

Allen Kern, 1249 Vine St., asked for an explanation on an Industrial Development District. Administrator Nelson and DDA Director, Chris Miller, explained what this will mean for Oliver Instruments.

RESOLUTIONS

RESOLUTION R11-062

RE: COMMUNITY DEVELOPMENT – Create Industrial Development District #40 – Oliver Instruments, 1111 E. Beecher St.

WHEREAS, a Public Hearing has been held to hear and consider objections to the establishment of an Industrial Development District within the City of Adrian, pursuant to the provisions of Act 198 of the Public Acts of Michigan, 1974; and

WHEREAS, it appears that the establishment of such a district is consistent with the objective of encouraging industrial development and economic expansion leading to increased employment opportunities for the citizens of Adrian; and

WHEREAS, an application has been filed by Oliver Instruments, Inc. for the establishment of an Industrial Development District for the facility located in the Adrian Industrial Park, and was received by the City Clerk on the 2nd day of May, 2011; and

WHEREAS, the Adrian City Clerk, pursuant to 1974 PA 198, Section 4 (4) did notify the Adrian City Assessor and gave written notice by certified mail to the owners of all real property within the proposed Industrial Development District and held a public hearing on the establishment of the Industrial Development District at which those owners and other residents or taxpayers of the local governmental unit had the right to appear and be heard for the property located within the Adrian Industrial Park and that the application for an Industrial Development District #40 would be considered at a meeting of the Adrian City Commission on Monday, June 6, 2011; and

WHEREAS, objections to the establishment of said District have been heard and duly considered.

NOW, THEREFORE, BE IT RESOLVED that the City Commission hereby declares established Industrial Development District #40 pursuant to said Act 198 of the Public Acts of Michigan, 1974, which District shall consist of that portion of the land hereinafter described which lies within the corporate limits of the City of Adrian:

Lot Twenty-seven on the Plat of Low's Addition to the City of Adrian. Said lot being a part of the West half of the Southwest Quarter of Section One, Town Seven South, Range Three East.

Also, Lots Twenty-eight and Twenty-nine on Low's Addition to the City of Adrian. Commonly known as 1111 East Beecher Street, Adrian, MI 49221.

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

RESOLUTION R11-063

RE: DEPARTMENT OF PARKS & RECREATION – Piotter Center Way-Finding Signage

WHEREAS, the Piotter Senior Center has requested way-finding signage at strategic locations throughout the City of Adrian to assist travelers in locating the senior center; and

WHEREAS, the nine (9) signs will be placed in the following general areas: US-223/M52, M-52/Beecher, Beecher/Division, Division/Erie, and the Senior Center on Erie, Erie/Locust, Locust/Maumee, M-52/Maumee, and M-52/Front streets; and

WHEREAS, four (4) of the aforementioned signs will be placed in MDOT right-of-way, which requires City commitment to absorption of all related costs associated with installation and maintenance of the subject signage; and

WHEREAS, the installed cost of these 18"X 24" signs is approximately \$73.00 each, for a total estimated cost of \$657.00; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2010-11 Parks & Recreation Budget (Piotter Center Account #101-691.00-741.059), which will be reimbursed by the Senior Citizens Trust Account (MBIA-CLASS MI-01-0062-0003); and

WHEREAS, the Parks & Recreation Director, City Engineer, Police Chief and City Administrator recommend approval of this resolution authorizing the installation of Piotter Center way-finding signage at strategic locations throughout the City of Adrian and that the City shall meet all Michigan Department of Transportation (MDOT) permit requirements for those signs placed in MDOT's right-of-way, including local responsibility for installation, maintenance and all associated costs of the signage.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes installation of Piotter Center way-finding signage at strategic locations throughout the City of Adrian and that the City shall meet all Michigan Department of Transportation (MDOT) permit requirements for those signs placed in MDOT's right-of-

way, including local responsibility for installation, maintenance and all associated costs of the signage.

BE IT, FURTHER, RESOLVED that a certified copy of this resolution be included with submission of the required signage permits to MDOT.

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

RESOLUTION R11-064

RE: DEPARTMENT OF PUBLIC WORKS – Revised Asphalt Paving Program for 2011 to Include North Scott Street from Maumee to Maple

WHEREAS, the Adrian City Commission, by Resolution #R11-041 dated April 18, 2011, approved engagement of American Asphalt, Lansing, MI to implement the City's Asphalt Paving Program for 2011, including resurfacing the streets of Westwood, Oregon and Hawthorne; and

WHEREAS, due to the harsh winter, North Scott Street, from Maumee to Maple, is badly in need of resurfacing, even though it is not currently included in the five-year Capital Improvement Plan; and

WHEREAS, recent soil borings indicate that the more economical alternative of milling and resurfacing, rather than reconstruction, would extend the life of the road a sufficient period of time to be worthwhile and, therefore, a quote was solicited from the aforementioned vendor for the expanded work that can be performed in conjunction with the current project that is scheduled for late June/early July timeframe; and

WHEREAS, the total estimated cost of this additional project work is \$135,000, including a \$100,000 change order to the current contract and \$35,000 for construction and engineering costs for in-house work; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Local Street Fund Unassigned Fund Balance (Account #203-000.00-390.000); and

WHEREAS, the City Engineer and the City Administrator recommend approval of this resolution authorizing a contract change order in the amount of \$100,000 and \$35,000 construction and engineering costs for in-house work, as well as appropriation of a total \$135,000 from Local Street Fund Unassigned Fund Balance and approval of appropriate budget amendments.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves a contract change order, in the amount of \$100,000, with American Asphalt, Lansing, MI to expand the City's Asphalt Paving Program for 2011 to include North Scott Street from Maple to Maumee, as well as provide for related in-house construction and engineering expenses amounting to \$35,000.

BE IT, FURTHER, RESOLVED that \$135,000 be appropriated from the Local Street Fund Unassigned Fund Balance (203-000.00-390.000) and that the FY2010-11 Budget be amended as follows:

Local Street Fund (203)

Revenue:		
(203-000.00-697.000)	Prior Years' Revenue	\$135,000
Expenditures:		
(203-451.10-702.209)	Street Construction- Engineering Wages	\$ 35,000
(203-451.10-801.203)	Street Construction – Contract Services	<u>100,000</u>
	Total	<u>\$135,000</u>

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

RESOLUTION R11-065

RE: DEPARTMENT OF PARKS & RECREATION – Parks and Forestry Division - Acceptance of Gift Donation and Grant from Stubnitz Foundation for an Expanded Tree Planting Program

WHEREAS, the Maurice and Dorothy Stubnitz Foundation has awarded a \$10,000 grant to the City of Adrian for an expanded Tree Planting Program to be administered by the Department of Parks & Recreation – Parks and Forestry Division; and

WHEREAS, these funds have been donated for the purchase of trees, supplies and watering bags for an additional 78 trees to be planted in the Fall, over and above the normal 125 trees planted annually; and

WHEREAS, in accordance with the Gift and Donation Policy adopted by the City Commission (Resolution #R04-182, dated November 1, 2004); gift donations with a value of \$10,000 or greater must be formally accepted by the City Commission and appropriate budget amendments approved to provide proper stewardship; and

WHEREAS, the Parks & Recreation Director and City Administrator recommend approval of this resolution accepting the generous donation and grant from the Stubnitz Foundation (which has no match requirement), approval of the expanded tree-planting program and appropriate budget amendments.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the \$10,000 grant from the Maurice and Dorothy Stubnitz Foundation and approval of the expanded tree-planting program to be administered by the Parks & Recreation Department – Parks and Forestry Division.

BE IT, FURTHER, RESOLVED that the FY2011-12 Budget be amended as follows:

GENERAL FUND (101)

REVENUE:		
(101-697.00-675.081)	Parks & Forestry Donations	\$10,000
EXPENDITURES:		
(101-697.00-741.000)	Parks & Forestry Operating Supplies	<u>10,000</u>
	Total	<u>\$ -0-</u>

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

RESOLUTION R11-066

RE: PARKS & RECREATION – Annual Bid for T-Shirts for Parks & Recreation Programs

WHEREAS, sealed bids were received May 26, 2011 for the annual purchase of T-shirts for various Parks & Recreation programs; and

WHEREAS, said bids have been tabulated and recommendations made by the Parks & Recreation Director, and the City Administrator; and

WHEREAS, Red Paint Printing of Adrian, MI was the only vendor to submit a bid, with the results as follows:

Price per shirt for 2-color print, one location	\$4.25
Discount per shirt if 1-color print	- \$0.25
Additional cost per shirt if printing on 2 locations	\$0.75
Additional cost per shirt for XXL or XXXL sizes	\$1.50
Additional cost per shirt for long sleeve T-shirt	\$1.75

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

NOW, THEREFORE, BE IT RESOLVED, that the bid for T-shirts be awarded to Red Paint Printing of Adrian, MI, at the aforementioned prices under the terms and conditions as submitted and as proposed in their sealed bid dated May 26, 2011.

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

Prior to voting on the above resolution (R11-066) Commissioner Osborne questioned if there was any cost recovery on the t-shirts. Mark Gasche, Parks & Recreation Director, explained that the registration fee and/or sponsors usually take care of the cost.

RESOLUTION R11-067

RE: PARKS & FORESTRY – Roof Replacement on Maple Shelter at Island Park

WHEREAS, sealed bids were received May 26, 2011 for replacement of a metal roof on the Maple Shelter at Island Park; and

WHEREAS, said bids have been tabulated and recommendations made by the Parks and Recreation Director and the City Administrator, with the results as follows:

<u>BIDDERS</u>	<u>AMOUNT</u>	<u>PRODUCT</u>
ACP of Lenawee Clayton, MI	\$12,900	McLeroy 24 gauge, 36" Multi-rib, Kynar 500
Michigan Building Specialties Adrian, MI	\$13,000	Metal Sales 24 gauge, Multi-rib, Kynar – Forest Green
Superior Play, LLC Brighton, MI	\$18,070	Coverworx 24 gauge, Standing Seam, Kynar – Evergreen

Colin Panches Addison, MI	\$19,873	MBCI 24 gauge, PBR, Kynar
M.W. Morss Roofing Co. Romulus, MI	\$21,550	Firestone 24 gauge, Ultra Inega Smooth Finish

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby authorize the engagement of ACP of Lenawee, Clayton, MI in the City's Standard Professional Services Contract for replacement of a metal roof on the Maple Shelter at Island Park at a cost of \$12,900.

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

Prior to voting on the above resolution (R11-067), Commissioner Osborne asked why Michigan Building Specialties did not receive local preference. He was told that they are in Madison Township and not in the City.

RESOLUTION R11-068

RE: FIRE DEPARTMENT– International Association of Firefighters’ (Local 1511) Union Contract Settlement

WHEREAS, the City of Adrian has recognized and engaged in collective bargaining with Local 1511, International Association of Firefighters (IAFF); and

WHEREAS, through good faith bargaining on the part of both parties, an agreement has been reached covering the period from July 1, 2011 and including June 30, 2014, and is recommended for approval by the City Administrator; and

WHEREAS, the terms of said agreement have been reviewed by the City Commission.

NOW, THEREFORE, BE IT RESOLVED that the Collective Bargaining Agreement between the City of Adrian and Local 1511 of the IAFF is hereby approved, and the Mayor and City Clerk are authorized to execute said agreement on behalf of the City of Adrian.

On motion by Commissioner Warren, seconded by Commissioner DuMars, this resolution was adopted by a 5-2-0 vote.

AYES: Mayor McDowell and Commissioners Osborne, Warren, Steele & DuMars

NAYS: Commissioners Clegg and Carrico

ABSTAINED: None

Prior to voting on the above resolution (R11-068), Commissioner Clegg expressed concern about Item #8 of the Settlement which mentioned a Hybrid Pension Plan for new hires; his preference was a Defined Pension Plan. Commissioner Carrico was also concerned about the limitations of the Hybrid Pension Plan.

PUBLIC COMMENTS

1. Thomas Faulhaber, 419 Budlong St., gave an update on his plan to plant trees and thanked the City for their cooperation.
2. Allen Kern, 1249 Vine St., asked for clarification on the trash bill that he received.
3. Duane Doyle, 604 Tabor St., asked for more trashcans at Lake Adrian.
4. Chuck Jacobson, 204 Clinton St., suggested raising fines for anyone caught with marijuana and having no medical card. Also, felt that Parks and Recreation should raise their non-residential fees.

COMMISSION COMMENTS

1. Commissioner Clegg was surprised at the response to fishing at Lake Adrian; it was more than was anticipated.
2. Mayor McDowell asked for all to call in their support for the LEDC; the County Commission would vote on whether to put something on the November ballot.

The next regular meeting of the Adrian City Commission will be held on Monday, June 20, 2011, at 7:00 p.m. at the City Chambers Building, 159 E. Maumee St., Adrian, MI 49221.

Gary E. McDowell
Mayor

Pat Baker
City Clerk



CHECK REGISTER

June 20, 2011

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



Dane C. Nelson
City Administrator

DCN:bjw

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

Utility Department Vouchers	
Vouchers #3472 through #3477	\$124,760.72
General Fund	
Vouchers #20491 through #20516	\$296,689.61
Clearing Account Vouchers	
amounting to	<u>\$219,002.61</u>
TOTAL EXPENDITURES	<u>\$640,452.94</u>

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

June 20, 2011

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
3472	Frontier	Wastewater Phone	\$ 39.83
3473	City of Adrian: Clearing Acct	June 6 CK Register	\$ 77,732.27
3474	Consumers Energy	Water Plant Electric	\$ 10,127.24
3475	City of Adrian: Payroll	June 10 Payroll	\$ 65,587.40
3476	City of Adrian: General Fund	May Billings	\$ 41,629.59
3477	City of Adrian	IT & MVP May Chrgs	\$ 7,376.66

Total \$ **202,492.99**

Less: CK #3473 \$ **77,732.27**

TOTAL \$ **124,760.72**

WW = \$ 76,701.92

WAT = \$ 125,791.07

20-Jun-11

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
20491	\$ 2,376.07	Citizens Gas Fuel Co	Various Heat Bills
20492	\$ 1,822.65	US Postmaster	Mail Refuse collection bills
20493	\$ 830.16	Lenawee Fuels Inc	Cemetery Fuel
20494	\$ 483.46	Consumers Energy	Heritage Electric
20495		State Michigan	Unclaimed Checks
20496	\$ 332.19	Frontier	Various Phone Bills
20497	\$ 199,648.11	City of Adrian: Clearing Acct	June 6 Ck Register
20498	\$ 182.81	City of Adrian: Utilities	Bohn Pool Water Bill
20499	\$ 4,569.96	Quick Service Transportation	Payroll W/E June 4
20500	\$ 1,092.48	US Postmaster	Recreation Mailing
20501	\$ 226,255.69	City of Adrian: Payroll	Payroll for June 10
20502	\$ 16,473.80	First Federal Bank	Soc Security for June 10
20503	\$ 37,661.67	Lenawee Fuels Inc	MVP Gas & Diesel Fuel
20504		City of Adrian: Utilitiies	Transfer State MI Funds
20505	\$ 130.00	Jocelyn Stintzi	Recreation Refund
20506	\$ 57.00	Carrie Stewart	Recreation Refund
20507	\$ 30.00	Mary Robb	Recreation Refund
20508	\$ 26.00	Jana VanBuren	Recreation Refund
20509	\$ 48.00	Kevin Chase	Recreation Refund
20510	\$ 26.00	Nora DeLaGarza	Recreation Refund
20511	\$ 30.00	Erin Klein	Recreation Refund
20512	\$ 26.00	Gina Ku	Recreation Refund
20513	\$ 25.00	Michelle Contreras	Recreation Refund
20514	\$ 103.32	Frontier	Various Phone Bills
20515	\$ 320.81	City of Adrian	Petty Cash
20516	\$ 3,786.54	Quick Service Transportation	Payroll W/E June 11

\$ 496,337.72
\$ (199,648.11) Less: CK# 20497
\$ 296,689.61

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ABBEY CARPET OF ADRIAN INC	17,485.98		
2. ACCORN FARMS	1,645.00		
3. ADRIAN CHARTER TOWNSHIP	445.09		
4. ADRIAN LOCKSMITH & CYCLERY	1,699.74		
5. ADRIAN MECHANICAL SERVICES C	2,507.75		
6. ADVANCE AUTO PARTS COMMERCIA	18.38		
7. AIRGAS GREAT LAKES	326.92		
8. ALL AMERICAN SEWER & DRAIN	125.00		
9. ALL METALS INC.	456.96		
10. AMAZON CREDIT PLAN	148.76		
11. AMERICAN LIFE GUARD	11.25		
12. AMERICAN OFFICE SOLUTIONS, I	45.50		
13. APOLLO FIRE EQUIPMENT CO.	66.42		
14. APPLE MAT RENTAL	423.80		
15. APPLIED BUSINESS SOFTWARE	399.60		
16. ARCHBOLD EQUIPMENT CO	104.80		
17. AUTO ZONE COMMERCIAL	231.54		
18. B & B POOLS & SPAS	5,473.64		
19. BADER & SONS CO	332.25		
20. BAKER & TAYLOR BOOKS	518.93		
21. BATTERY WHOLESALE	104.09		
22. KRISTIN BAUER	20.00		
23. BEAUBIEN INC.	270.00		
24. BIGSIGNS.COM	349.00		
25. BILL'S SERVICE, INC.	1,052.00		
26. ROBERT BISHOP	236.88		
27. BLACK SWAMP EQUIPMENT	358.30		
28. BOOK OF THE MONTH CLUB	40.07		
29. BRAKES-N-MORE	734.13		
30. TODD BROWN	20.00		
31. BUCK & KNOBBY EQUIP CO INC	1,542.36		
32. BEN BUCKLEW	500.00		
33. BWI	270.35		
34. CALIFORNIA CONTRACTORS SUPPL	1,149.48		
35. CARIS HEATING & COOLING INC	3,590.00		
36. CARRIER & GABLE INC	5,808.00		
37. CHALLENGER TEAMWEAR	27.43		
38. CHAMBERS CONTROL COMPANY	874.00		
39. CLEAN CARE INC	4,429.00		
40. COAST TO COAST DELI	51.71		
41. COCA-COLA BOTTLING CO OF MICHIGA	394.50		
42. COIN-OP SPECIALISTS INC.	79.50		
43. COPELAND FURNITURE	7,500.00		
44. CUTLER DICKERSON CO	484.47		
45. D&P COMMUNICATIONS, INC.	1,898.30		
46. THE DAILY TELEGRAM	792.18		
47. BILL DANFORTH	375.00		
48. JERRY DAVIS	20.00		
49. DEXTER'S INC.	34.70		
50. DOAN COMPANIES	387.00		
51. E & B SALVAGE LLC	8.25		
52. STEVE EBERLE	20.00		
53. ENGLEWOOD ELECTRICAL SUPPLY	332.12		
54. ETNA SUPPLY COMPANY	1,401.00		
55. FASTENAL COMPANY	227.37		
56. GALE	276.83		
57. GALL'S INC	295.07		
58. GALLANT & SON	183.83		
59. GEMPLER'S INC.	1,473.10		
60. GFS CHEMICALS INC.	625.85		
61. MARK GIGAX	20.00		
62. GORDON FOOD SERVICE	721.54		
63. DENISE GRITZMAKER	20.00		
64. H & H REPAIR	150.00		
65. HACH COMPANY	334.99		
66. HADDEN TIRE COMPANY	20.00		
67. HILLS AUTO & TRUCK REPAIR IN	187.24		
68. HISTORICAL SOCIETY OF MICHIG	65.00		
69. SHANE HORN	20.00		
70. HOSPICE OF LENAWEE	640.00		
71. HUBBARD'S AUTO CENTER INC	1,032.92		
72. HYDRA-SHIELD MANUFACTURING I	36.00		
73. I C M A VANTAGE POINT	5,706.64		
74. I.T. RIGHT	1,552.75		
75. ICMA RETIREMENT CORPORATION	155.76		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. IMAGE GALLERY	9.95		
77. J.E. JOHNSON DEVELOPMENT GRO	5,956.83		
78. JACKSON PRINTING AND MAILING	257.75		
79. JACKSON TRUCK SERVICE INC.	375.26		
80. JOHN DEERE LANDSCAPES	460.21		
81. TIM JUDKINS	275.84		
82. KELLER THOMA, P.C.	1,286.38		
83. ADOLPH KIEFER & ASSOCIATES	119.70		
84. KONICA MINOLTA BUSINESS SOLU	161.10		
85. KRIEGHOFF-LENAWEE COMPANY	75.00		
86. BRENT KUBALEK	137.69		
87. KUSTOM SIGNALS, INC.	111.37		
88. LARRY'S CUSTOM CYCLES	36.70		
89. THE OSCAR W LARSON CO.	30.00		
90. SUSAN LAUGHLIN	48.88		
91. LEGACY PRINTING	31.57		
92. LENAWEЕ COUNTY FAIR	750.00		
93. LENAWEЕ COUNTY PRINTER	816.89		
94. LENAWEЕ TIRE & SUPPLY CO, IN	539.40		
95. LEXIS NEXIS RM INC	150.00		
96. LIBRARY DESIGN ASSOCIATES IN	1,250.00		
97. LLOYD'S REPAIR SERVICE	135.00		
98. LONG'S SMALL ENGINE SERVICE	231.07		
99. LOWE'S CREDIT SERVICES	2,619.76		
100. LYDEN OIL COMPANY	792.00		
101. MASSON'S ELECTRIC, INC	1,332.49		
102. MC SPORTS	48.00		
103. GARY MCDOWELL	169.42		
104. MCGOWAN ELECTRIC SUPPLY INC	18.40		
105. MICHIGAN AMATEUR SOFTBALL	2,380.00		
106. MICHIGAN ECONOMIC DEVELOPERS	80.00		
107. MICHIGAN METER TECHNOLOGY GR	141.40		
108. MICHIGAN OFFICE SOLUTIONS	34.33		
109. STATE OF MICHIGAN	909.25		
110. MICROMARKETING LLC	320.75		
111. MIDWEST TAPE	298.73		
112. DAN MORRIS	405.00		
113. MUGS N' MORE IMAGING	1,267.25		
114. MULCH WHOLESALERS INC	940.00		
115. MUNICIPAL WEB SERVICES	346.25		
116. NEWSPAPER ARCHIVE	600.00		
117. NEXTEL COMMUNICATIONS	698.92		
118. JOSHUA NORTH	128.10		
119. NORTHWEST POOLS, INC.	107.01		
120. MIKE OSBORN	20.00		
121. PARAGON LABORATORIES INC	60.00		
122. JEFFREY PARDEE	543.30		
123. DAVID PATE	20.00		
124. PEEERLESS SUPPLY INC	1,537.07		
125. PEST PATROL	475.00		
126. PET'S SUPPLIES PLUS	52.98		
127. GLENN PRESTON	20.00		
128. PRO-MED UNIFORM	431.90		
129. PVS TECHNOLOGIES INC	5,561.84		
130. QUICK SERVICE TRANSPORTATION	2,836.98		
131. RADIO SHACK CORP.	119.98		
132. RANDOM HOUSE SCHOOL DIV	250.00		
133. TIM RITCHIE	20.00		
134. SAFETY KLEEN SYSTEMS, INC	262.11		
135. SAFETY SERVICES INC.	41.79		
136. SAFEWAY MOVING & STORAGE	360.00		
137. SHERWIN-WILLIAMS CO	106.32		
138. SIGNAL 88 SECURITY, INC	1,033.71		
139. W.M. SMITH & ASSOCIATES INC	301.93		
140. STATE CHEMICAL MFG CO.	285.57		
141. JO ANN STEELE	10,500.00		
142. STEVENS DISPOSAL	40,978.50		
143. STEVENSON LUMBER, INC.	80.52		
144. T & K LAWN CARE	600.00		
145. TDS SECURITY, INC	420.00		
146. THOMAS SCIENTIFIC, INC	3,752.04		
147. THOMSON WEST	524.72		
148. TIME EMERGENCY EQUIPMENT INC	43.39		
149. TRADEMARK ELECTRICAL CONTRAC	50.00		
150. PAUL TRINKA	20.00		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. ULOTH FARMS & GREENHOUSE	2,987.00		
152. UTILITIES INSTRUMENTATION SE	2,640.00		
153. VAN BRUNT TRANSPORT INC	12,073.02		
154. VERMONT SYSTEMS INC.	1,536.00		
155. VICTORY LANE QUICK OIL CHG	42.97		
156. W L E N RADIO	240.00		
157. WAGLEY, JOE	9.80		
158. WATSON-MARLOW INC	5,353.94		
159. WEPHOTO LLC	416.00		
160. WEST GROUP PAYMENT CENTER	120.00		
161. WESTERN LIME CORPORATION	4,918.77		
162. KRISTEN WETZEL	330.48		
163. RYAN WHITE	20.00		
164. CURT WHITING	42.78		
165. WOODLANDS LIBRARY COOPERATIV	2,099.76		
166. WRIGHT TREE SERVICE, INC	6,538.04		
167. ZEP MANUFACTURING CO	74.73		
TOTAL ALL CLAIMS	219,002.61		



COMMUNICATIONS

C-1



MEMO

Date: June 7, 2011

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

From: Jeffrey C. Pardee, Finance Director

Re: **Municipal Employees' Retirement System (MERS) of Michigan Annual Actuarial Valuation**

The December 31, 2010 MERS Annual Actuarial Valuation has been completed for the City of Adrian. A summary of contents follows:

Total Required Employer Contribution for FY2012-13 increased by \$55,908 (5.2%) to \$1,136,520 over the FY2011-12 Required Employer Contribution of \$1,080,612. As a weighted average percent of payroll, the Actuarially Required Employer Contribution (ARC) for active employees in all divisions increased from 14.05 percent to 14.82 percent.

The Total Required Employer Contribution has two components: 1) Normal Cost, which is the cost of benefit rights accruing on the basis of current service, and 2) Unfunded Actuarial Accrued Liability, which is the actuarial present value of Accrued Liabilities (future benefits) less the present value of projected future assets (employer and employee contributions plus investment earnings), amortized over 28 years. A year-to-year comparison follows:

	<u>Normal Cost</u>	<u>Unfunded Accrued Liability</u>	<u>Total Employer Contribution</u>
FY2011-12	\$605,484	\$475,128	\$1,080,612
FY2012-13	<u>613,560</u>	<u>522,960</u>	<u>1,136,520</u>
Increase:			
Amount	\$ 8,076	\$ 47,832	\$ 55,908
Percent	1.3%	10.1%	5.2%

Amortization of Unfunded Actuarial Accrued Liability grew by \$430,307 (5.1%), from \$8,867,105 as of December 31, 2009 to \$9,749,922 as of December 31, 2010. The Funded Percent decreased from 82 percent to 81 percent. As a percent of annual payroll, the Unfunded Accrued Liability grew from 118 percent to 133 percent.

For 2010 valuation period, the amortization period to fund the unfunded liability is 28 years, same as last year due to action by the MERS Board to postpone the scheduled decrease by one year. However, this period will be reduced by one year in each of the next eight annual valuations, reaching 20 years in the 2018 valuation. Beginning with the 2019 valuation, the 20-year period will be reestablished with each annual valuation.

Investment Markets. The dramatic price declines across the world financial markets in 2008 led to volatility unlike any experienced in decades. The following two years, 2009 and 2010, have been more stable and MERS' portfolio recovered with investment returns of over 17% and 14%, respectively. While economic worries continue to haunt investors world-wide, equity markets have rebounded, particularly in the United States. MERS maintains the 8% annual return assumption on investments in the belief that over the long term this is achievable.

The actuarial value of assets, used to determine both funded status and required employer contribution, is based on a ten-year smoothed value of assets. Only a portion (three-tenths, for 2008, 2009 and 2010) of the 2008 investment market losses were recognized in the December 31, 2010 actuarial valuation report. This reduces the volatility of the valuation results, which affects the required employer contribution and actuarial funded percentage.

If the December 31, 2010 valuation results were based on the market value on that date instead of the ten-year smoothed funding value: 1) the funded percentage would be 70% (instead of 81%); and 2) the total employer contribution requirement for fiscal year starting July 1, 2012 would be \$1,466,304 (instead of \$1,136,520). If the investment markets do not fully make up for the 2008 losses, employer contribution requirements can be expected to rise.

As recommended by the City Commission Pension Committee, a full copy of the December 31, 2010 Actuarial Valuation Report will be distributed to each member of the City Commission at its next regularly scheduled meeting on June 20. If you have any questions or need for further information, please contact my office.



[Faint handwritten notes]

June 10, 2011

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

Dear Mr. Nelson:

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

Effective August 11, 2011, truTV will move from Digital Starter channel 171 to Digital Preferred. truTV HD ch 247 will move from the Digital Starter Package to Digital Preferred and will require The HD Technology Fee and a HD receiver or CableCARD-equipped HD device to view this channel.

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

Sincerely,

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

*cc: Mayor
Commission*



CONSENT AGENDA

CR-1

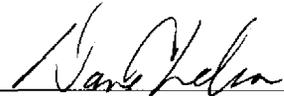
TO: Dane C. Nelson City Administrator

FROM: Cindy L. Prue Assistant Finance Director

SUBJECT: Annual Bid – Equipment Rental June 3, 2011

I concur with the recommendation of the Asst. Finance Director to award the annual equipment rental bid to Slusarski Excavating of Adrian, MI for the items and prices as listed in the bid tabulation below.

Two firms responded to the offer to bid. There are sufficient funds budgeted in the respective departmental budgets for this annual expense.



Dane C. Nelson
City Administrator

DCN:bjw

Sealed bids were received until 2:00 p.m. E.D.T. on Tuesday, June 1, 2011, at the Purchasing Office, for the city's annual equipment rental rates. I recommend the bid be awarded to the low bidder, Slusarski Excavating.

ITEM	Slusarski Excavating Adrian MI	Brady Sand & Gravel Tecumseh, MI	Pricing 2010-11
Motor Grader	\$99.00	\$124.50	\$94.00
Earth Mover	\$99.00	\$148.50	\$90.00
Small Backhoe	\$79.00	\$89.50	\$75.00
Large Backhoe – ½ cy	\$85.00	\$131.50	\$78.00
Large Backhoe – ¾ cy	\$105.00	\$155.00	\$95.00
Large Backhoe – 1 cy	\$125.00	\$155.00	\$110.00
Drum Compactor	CAT \$92.00	CAT \$110.00	\$90.00
	Champion \$82.00		\$80.00
Bulldozer-Small	\$82.00	\$92.00	\$78.00
Bulldozer-Large	\$89.50	\$101.00	\$85.00
Tri-Axle Dump Truck	\$82.00	\$101.00	\$78.00
Quad-axle Dump Truck	\$89.00	\$115.50	\$85.00
Low Boy	\$98.00	\$120.00	\$90.00
Notice	2 days		

Respectfully submitted,

Cindy L. Prue
Assistant Finance Director

RE: ANNUAL BID – Equipment Rental

RESOLUTION

WHEREAS, sealed bids were received June 1, 2011 for the annual equipment rental; and

WHEREAS, said bids have been tabulated and recommendations made by the Assistant Finance Director and the City Administrator, with the bid results as follows:

ITEM	Slusarski Excavating Adrian MI	Brady Sand & Gravel Tecumseh, MI	Pricing 2010-11
Motor Grader	\$99.00	\$124.50	\$94.00
Earth Mover	\$99.00	\$148.50	\$90.00
Small Backhoe	\$79.00	\$89.50	\$75.00
Large Backhoe – 1/2 cy	\$85.00	\$131.50	\$78.00
Large Backhoe – 3/4 cy	\$105.00	\$155.00	\$95.00
Large Backhoe – 1 cy	\$125.00	\$155.00	\$110.00
Drum Compactor	CAT \$92.00 Champion \$82.00	CAT \$110.00	\$90.00 \$80.00
Bulldozer-Small	\$82.00	\$92.00	\$78.00
Bulldozer-Large	\$89.50	\$101.00	\$85.00
Tri-Axle Dump Truck	\$82.00	\$101.00	\$78.00
Quad-axle Dump Truck	\$89.00	\$115.50	\$85.00
Low Boy	\$98.00	\$120.00	\$90.00
Notice	2 days		

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for equipment rental be awarded to Slusarski Excavating of Adrian, MI for the items and prices as listed in the bid tabulation above and under the term and conditions as specified and as proposed in their sealed bids dated June 1, 2011.

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

CR-2

SUBJECT: Annual Electric Work Rates

June 3, 2011

TO: Dane C. Nelson

City Administrator

FROM: Cindy L Prue

Assistant Finance Director

I concur with the recommendation of the Asst. Finance Director to award the annual bid for electrical work at various City facilities to Masson's Electric of Adrian, MI in the amount of \$45.00/hr. plus 20% markup on parts. We have used Masson's services in the past and have been pleased with their performance.

Twelve firms were invited to bid with two responding. I urge your favorable consideration to engage Masson's Electric in the City's Standards Professional Services Contract for miscellaneous electrical repairs.


Dane C. Nelson
City Administrator

Sealed bids were received until Wednesday, June 1, 2011, for the upcoming fiscal years miscellaneous electric work rates. The following bids were received:

BIDDER	HOURLY RATE	
Masson's Electric Adrian MI	\$45.00	Markup: 20% Response: 1 hr business hours 2 hrs after hours
M.B. Electric Adrian MI	\$50.00	Markup: 10% Response: Emergency-Immediate

The work including in this bid is miscellaneous electric work and repairs that need to be done at the city locations. I recommend the bid be awarded to the low bidder, Masson's Electric, for the rate listed above.

Sincerely,

Cindy L Prue
Assistant Finance Director

CR11-018

July 20, 2011

RE: ANNUAL BID - Annual Miscellaneous Electrical Work at Various City Facilities

RESOLUTION

WHEREAS, sealed bids were received June 1, 2011 for the annual electrical work at various City facilities; and

WHEREAS, said bids have been tabulated and recommendations made by the Assistant Finance Director and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for miscellaneous electrical work be awarded to Masson's Electric of Adrian, MI in the amount of \$45.00 per hour and 20% markup on parts under the terms and conditions as submitted and as proposed in their sealed bid dated June 1, 2011 and the City's Standard Professional Services Contract.

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

CR-3

SUBJECT: Precast Concrete June 2, 2011
 TO: Dane C. Nelson City Administrator
 FROM: Cindy L Prue Assistant Finance Director

I concur with the recommendation of the Asst. Finance Director to award the annual bid for precast concrete to Kerkstra Precast, Inc. of Grandville, MI for the items and prices as listed in the bid tabulation below.

Eight firms were invited to bid with three responding. Funds have been budgeted in the respective departmental budgets for the purchase of these items.


 Dane C. Nelson
 City Administrator

Sealed bids were received until 2:00 p.m. EDT on Tuesday, June 1, 2011, for the city's annual Precast Concrete needs. The following bids were received:

ITEM	Kerkstra Precast Inc Grandville, MI	Northern Concrete Pipe Bay City, MI	Precast Concrete Blissfield, MI
Manhole Accessories:			
2' base 8"x 48" (cookie)	\$51.30 ea	\$110.00 ea	\$200.00 ea
4' base 8"x 72" (cookie)	\$79.20 ea	\$190.00 ea	\$290.00 ea
4' base 8" x 58" (donut)	\$132.30 ea	\$175.00 ea	\$235.00 ea
Adjusting Rings:			
2" x 24"	\$ 16.00 ea	\$22.00 ea	\$ 28.00 ea
3" x 24"	\$ 20.00 ea	\$33.00 ea	\$ 33.00 ea
6" x 24" (w/lifting holes)	\$ 40.00 ea	\$66.00 ea	\$ 45.00 ea
Manhole Sumps:			
24" ID x 24" deep, 6" walls	\$130.50 ea	\$140.00 ea	\$225.00 ea
48" ID x 24" deep	\$192.60 ea	\$300.00 ea	\$300.00 ea
Barrel Block:			
24" x 6" high	\$ 1.50 ea	\$1.27 ea	\$ 1.50 ea
48" x 6" high	\$ 1.50 ea	\$1.27 ea	\$ 1.50 ea
Load Charge	\$200 for less than a truckload	\$3.00 per mile (both ways) if less than truckload	\$70.00 per trip
Minimum order			\$3,000.00
Conditions	Net 30		24% service chrg over 30 days

I recommend the bid for the upcoming fiscal year's precast concrete products needs be awarded to Kerkstra Precast, the low bidder. Kerkstra has provided this product in the past and are holding their current pricing the same for the next year.

Respectfully,
 Cindy L Prue
 Assistant Finance Director

RE: ANNUAL BID – Precast Concrete

RESOLUTION

WHEREAS, sealed bids were received on June 1, 2011 for the annual precast concrete requirements; and

WHEREAS, said bids have been tabulated and recommendations made by the Assistant Finance Director and the City Administrator, with the bid results as follows:

ITEM	Kerkstra Precast Inc Grandville, MI	Northern Concrete Pipe Bay City, MI	Precast Concrete Blissfield, MI
Manhole Accessories:			
2' base 8"x 48" (cookie)	\$51.30 ea	\$110.00 ea	\$200.00 ea
4' base 8"x 72" (cookie)	\$79.20 ea	\$190.00 ea	\$290.00 ea
4' base 8" x 58" (donut)	\$132.30 ea	\$175.00 ea	\$235.00 ea
Adjusting Rings:			
2" x 24"	\$ 16.00 ea	\$22.00 ea	\$ 28.00 ea
3" x 24"	\$ 20.00 ea	\$33.00 ea	\$ 33.00 ea
6" x 24" (w/lifting holes)	\$ 40.00 ea	\$66.00 ea	\$ 45.00 ea
Manhole Sumps:			
24" ID x 24" deep, 6" walls	\$130.50 ea	\$140.00 ea	\$225.00 ea
48"ID x 24" deep	\$192.60 ea	\$300.00 ea	\$300.00 ea
Barrel Block:			
24" x 6" high	\$ 1.50 ea	\$1.27 ea	\$ 1.50 ea
48" x 6" high	\$ 1.50 ea	\$1.27 ea	\$ 1.50 ea
Load Charge	\$200 for less than a truckload	\$3.00 per mile (both ways) if less than truckload	\$70.00 per trip
Minimum order			\$3,000.00
Conditions	Net 30		24% service chrg over 30 days

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for precast concrete be awarded to Kerkstra Precast of Grandville, MI for the items and prices as listed in the bid tabulation above and under the terms and conditions as specified and as proposed in their sealed bid dated June 1, 2011.

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

CR-4

TO: Dane C. Nelson City Administrator

FROM: Cindy L. Prue Assistant Finance Director

SUBJECT: Annual Bid – Ready Mix June 3, 2011

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

Eight firms were invited to bid with three responding. Funds have been budgeted in the respective departmental budgets for this annual purchase.



 Dane C. Nelson
 City Administrator

Sealed bids were received until 2:00 p.m. E.D.T. on Wednesday, June 1, 2011, for the city's annual Ready-Mix requirements. The following bids were received.

ITEM	Doan Companies Adrian MI	Darby Ready Mix Addison MI	Kuhlman Corp Adrian MI	Pricing 2010-11
Class P1 6 Bag Per cy	\$77.25	\$77.50	\$82.00	\$76.50
Class HE Per cy	\$82.50	\$82.50	\$86.00	\$82.50
Extra for Chloride Per cy	\$1.50 per %	\$1.50 per %	\$0.75 per .5%	\$1.50 per %
Extra for Heat Per cy	\$4.25	\$5.00	\$5.00	\$4.00
Extra for fiber Per cy	\$4.50	\$5.00	\$6.00	\$4.00
Extra for min load Per cy	None	None	\$75.00 for less than 2 cy	
Flowable Fill Per cy	\$62.00	\$60.00	\$64.00	\$64.50
Delivery	4 hr notice 4 hr delivery	2 hr notice 3 hour delivery	2 hr notice 48 hr delivery	
Sell to others for city projects	Yes	Yes	Yes	

I recommend the annual bid for Ready-Mix Concrete contract be awarded to the low bidder, Doan Companies, 2039 James Street, Adrian. Listed also are the current prices we are paying for this product. We have used Doan Companies in the past and have been happy with their product and delivery.

Respectfully,

Cindy L Prue
 Assistant Finance Director

RE: ANNUAL BID – Ready Mix Concrete

RESOLUTION

WHEREAS, sealed bids were received June 1, 2011 for the annual Ready Mix concrete requirements; and

WHEREAS, said bids have been tabulated and recommendations made by the Assistant Finance Director and the City Administrator, with the results as follows:

ITEM	Doan Companies Adrian MI	Darby Ready Mix Addison MI	Kuhlman Corp Adrian MI	Pricing 2010-11
Class P1 6 Bag Per cy	\$77.25	\$77.50	\$82.00	\$76.50
Class HE- Per cy	\$82.50	\$82.50	\$86.00	\$82.50
Extra for Chloride - Per cy	\$1.50 per %	\$1.50 per %	\$0.75 per .5%	\$1.50 per %
Extra for Heat Per cy	\$4.25	\$5.00	\$5.00	\$4.00
Extra for fiber Per cy	\$4.50	\$5.00	\$6.00	\$4.00
Extra for min load- Per cy	None	None	\$75.00 for less than 2 cy	
Flowable Fill Per cy	\$62.00	\$60.00	\$64.00	\$64.50
Delivery	4 hr notice 4 hr delivery	2 hr notice 3 hour delivery	2 hr notice 48 hr delivery	
Sell to others for city projects	Yes	Yes	Yes	

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for Ready Mix concrete be awarded to Doan Companies of Adrian, MI for the items and prices as listed in the bid tabulation above and under the terms and conditions as specified and as proposed in their sealed bid dated June 1, 2011.

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

CR-5

TO: Dane C. Nelson City Administrator

FROM: Cindy L. Prue Assistant Finance Director

SUBJECT: Annual Bid-Backfill Material June 3, 2011

I concur with the recommendation of the Asst. Finance Director to award the annual bid for backfill material to VanBrunt Transport, Onsted, MI, at a cost of \$6.55/ton for Class 2 sand and \$15.00/cy for topsoil.

Seven firms were invited to bid with four responding. Sufficient funds have been budgeted in the respective departmental budgets for this annual expense.



 Dane C. Nelson
 City Administrator

DCN:bjw

Sealed bids were received until 2:00 p.m. E.D.T. on Wednesday, June 1, 2011, at the Purchasing Office, for the city's annual backfill requirements. The following bids were received:

BIDDER	CLASS 2 SAND	TOP SOIL
Van Brunt Transport Onsted, MI	\$ 6.55 per ton	\$ 15.00 per cy
Interstate Aggregates Jerome, MI	\$ 6.90 per ton	\$ 17.88 per cy
Gerkin Materials Adrian, MI	\$ 7.25 per ton	\$ 19.50 per ton
Slusarski Excavating Adrian, MI	\$ 8.25 per ton	No bid
Current Pricing	\$ 6.02 per ton	\$ 14.00 per ton

I recommend all the above products be awarded to the low bidder, Van Brunt Transport.

Respectfully submitted,

Cindy L Prue
 Assistant Finance Director

CR11-021

July 20, 2011

RE: ANNUAL BIDS – Backfill Materials

RESOLUTION

WHEREAS, sealed bids were received June 1, 2011 for the annual backfill material requirements; and

WHEREAS, said bids have been tabulated and recommendations made by the Assistant Finance Director and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED, that the annual bid for backfill materials be awarded to Van Brunt Transport of Onsted, MI at a cost of \$6.55 per ton for Class 2 sand and \$15.00 per cubic yard for topsoil under the terms and conditions as specified and as proposed in their sealed bid dated June 1, 2011.

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

CR-6

CR11-022

July 20, 2011

RE: CITY COMMISSION – Change in Commission Meeting Date

RESOLUTION

WHEREAS, the Charter of the City of Adrian requires that regular meeting times be established by City Commission resolution; and

WHEREAS, the regular meeting scheduled for Monday July 4, 2011 occurs on the observed 4th of July holiday.

NOW, THEREFORE, BE IT RESOLVED that said regular meeting will be held on Tuesday, July 5, 2011 at 7:00 p.m. in the City Chambers Building located at 159 E. Maumee St., Adrian, MI.

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

C.R. 7

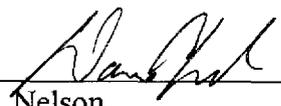


MEMORANDUM – UTILITIES DEPARTMENT

DATE: June 14, 2011
TO: Dane C. Nelson, City Administrator
FROM: Shane A. Horn, Utilities Director
SUBJECT: Annual Bid for Street Castings

I concur with the recommendation of the Utilities Director to award the annual bid for street castings to East Jordan Iron Works of Oak Park, MI for the items and prices as listed in the attached bid tabulation. We have dealt with East Jordan Iron Works for a number of years and have been pleased with their products and service.

Two firms responded to the offer to bid. Funds are included in the 2011-12 budget for this annual expense.



Dane C. Nelson
City Administrator

DCN:bjw

Sealed bids were received at the purchasing office on June 1, 2011 for the annual purchase of street castings. Attached is a memo from Steve Eberle, O&M Superintendent with a recommendation of award. I respectfully recommend that all street castings be awarded to East Jordan Iron Works of Oak Park, MI. The majority of our system is currently East Jordan and we have been satisfied with their products and level of service for many years.

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



Utilities Department Operations & Maintenance
MEMORANDUM

Date: June 14, 2011
To: Shane Horn, Utilities Director
From: Steve Eberle, Superintendent of O&M
Subject: Street Castings

A handwritten signature in black ink, appearing to read 'SE', is written over the 'From:' line of the memorandum.

On June 1, 2011 the City of Adrian took sealed bids for street castings for the 2011-2012 fiscal year annual bids. Two suppliers submitted bids, East Jordan Iron Works from Oak Park, MI; and Neenah Foundry Company from Neenah, WI. After reviewing the bids I would like to make the following recommendation:

All street castings be awarded to East Jordan Iron Works from Oak Park, MI.

CITY OF ADRIAN, MICHIGAN
STREET CASTINGS
DUE DATE: JUNE 1, 2011

ITEM	EAST JORDAN IRON OAK PARK, MI	Neenah Foundry Company Neenah, WI
MANHOLE CASTINGS:		
#1046 EJIW w/lid	F: \$159.07	\$ 223.00
#1040 EJIW w/lid	F: \$182.74	\$ 223.00
MANHOLE LIDS:		
Type M1	\$ 121.83	\$105.00
Type M3 ADA grate	\$ 171.27	\$114.00
Type 01	\$ 127.47 (N)	No bid
#1040AGS Manhole cover	\$ 156.83	No bid
#1040A Manhole cover	\$ 130.86	No bid
#1040APT Water Tight Assbly	2 part: \$ 326.02	No bid
CATCH BASIN CASTINGS:		
#7045 w/adj back EJIW	\$ 411.80 Frame, Grate, Back	\$466.00
#7065 w/driveway back	\$ 417.67 Frame, Grate, Back	\$473.00
#7000 w/adj back EJIW	\$ 403.09 Frame, Grate, Back	\$366.00
CATCH BASIN GRATES:		
Type M1	\$ 104.42	\$129.00
Type M2	\$ 113.90	\$ 98.00
MISCELLANEOUS:		
#8560 Series EJIW	\$ 137.67 w/lid	No bid
#5BR250 EJIW	\$1,350.35	No bid
#8500 EJIW Valve Box Riser:		
1" high	\$ 16.25	\$ 9.00
1-1/2" high	\$ 19.67	\$11.00
2" high	\$ 22.23	No bid
2-1/2" high	\$ 24.80	No bid
3" high	\$ 28.22	No bid
Manufacturer:	EJIW	Neenah Foundry
Delivery:	10 days	10days

CR11-023

June 20, 2011

RE: UTILITIES DEPT. – Annual Bid for Street Castings

RESOLUTION

WHEREAS, sealed bids were received June 1, 2011 for the annual bid for street casting requirements, which includes manholes, manhole lids, catch basins and other miscellaneous items; and

WHEREAS, said bids have been tabulated and recommendations made by the Utilities Director and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for street castings be awarded to East Jordan Iron Works of Oak Park, MI for the items and amounts as listed in the bid tabulation and under the terms and conditions as submitted and as proposed in their sealed bid dated June 1, 2011.

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

CR-8



MEMORANDUM – UTILITIES DEPARTMENT

DATE: June 14, 2011
TO: Dane C. Nelson, City Administrator
FROM: Shane A. Horn, Utilities Director
SUBJECT: Annual Bid for Ductile Iron Pipe and Fittings

I concur with the recommendation of the Utilities Director to award the annual bid for all Class 52 ductile iron pipe and fittings to Kuhlman Corporation of Maumee, OH and that the bid for all ductile iron mechanical joint fittings, gate valves w/accessories, tapping valves w/accessories and tapping sleeves be awarded to Etna Supply of Grand Rapids for the items and prices as listed in the attached bid tabulation.

Three firms responded to the offer to bid. Funds were included in the 2011-12 budget for this annual expense.



Dane C. Nelson
City Administrator

DCN:bw

Sealed bids were received at the purchasing office on June 1, 2011 for the annual purchase of ductile iron pipe and fittings. Attached is a memo from Steve Eberle, O&M Superintendent with a recommendation of award. I respectfully recommend that all Class 52 Ductile Iron pipe be awarded to Kuhlman Corporation of Maumee, OH. Kuhlman Corporation was the low bidder for these items. I respectfully recommend that all Ductile Iron Mechanical Joint Fittings, Gate Valves with accessories, Tapping Valves with accessories and Tapping Sleeves be awarded to Etna Supply of Grand Rapids, MI.

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



Utilities Department Operations & Maintenance

MEMORANDUM

Date: June 14, 2011
To: Shane Horn, Utilities Director
From: Steve Eberle, Superintendent of O&M 
Subject: Ductile pipe and fittings

On June 1, 2011 the City of Adrian Utilities Department took sealed bids for ductile iron pipe and fittings for the 2011-2012 fiscal year annual bids. Three suppliers submitted bids; East Jordan Iron Works from Oak Park, MI; and Etna Supply from Grand Rapids, MI, and Kuhlman Corporation from Maumee OH. After reviewing all bids I would like to make the following recommendations:

All Class 52 Ductile Iron Pipe be awarded to Kuhlman Corporation of Maumee OH.

All Ductile Iron, Mechanical Joint fittings with accessories be awarded to Etna Supply from Grand Rapids MI.

All Gate Valves with accessories, Tapping Valves with accessories, and Tapping Sleeves be awarded to Etna Supply of Grand Rapids, MI.

CITY OF ADRIAN, MICHIGAN
ANNUAL D.I. PIPE & FITTINGS
DUE DATE: JUNE 1, 2011

ITEM	Kuhlman Corp Maumee OH	East Jordan East Jordan MI	Etna Supply Grand Rapids	Current Pricing
Pipe:				
4" Class 52 DI	12.94	15.13	22.63	12.84
6" Class 52 DI	14.19	16.58	23.89	13.77
8" Class 52 DI	19.42	22.63	31.36	19.92
M.J. D.I. Fittings & Acc				
6x18 Coupling	99.00	200.25	129.00	105.00
6" 90 deg. bend	183.00	209.25	162.00	157.00
6" 45 deg bend	91.00	117.75	73.00	88.00
6" 90 deg bend	105.00	134.25	89.00	102.00
8" 45 deg bend	122.00	156.00	105.00	118.00
8" 90 deg bend	148.00	183.75	132.00	144.00
10" 45 deg bend	173.00	2223.50	151.00	169.00
10" 90 deg bend	248.00	303.00	229.00	219.00
4" Retaining Gland	17.00	20.41	17.00	17.00
6" Retaining Gland	20.00	24.01	20.00	20.00
8" Retaining Gland	30.00	36.64	31.00	30.00
10" Retaining Gland	45.00	54.23	46.00	45.00
4x6 Reducer	67.00	91.50	51.00	64.00
6x8 Reducer	103.00	133.50	86.00	99.00
8x6 Tee	188.00	369.75	162.00	181.00
6x6 Tee	155.00	196.50	129.00	149.00
8x8 Tee	218.00	271.50	194.00	213.00
M.J. Valves & Access				
2" Gate Valve		206.15	185.00	175.00
4" Gate Valve		348.37	292.00	299.39
6" Gate Valve		434.18	373.00	392.03
8" Gate Valve		684.29	594.00	594.73
10" Gate Valve		1059.79	927.00	920.49
12" Gate Valve		1327.47	1173.00	1158.36
16" Gate Valve		4333.09	4138.00	4124.74
M.J. Tapping Valve				
2" Gate Valve		No Bid	185.00	280.00
4" Gate Valve		395.19	369.00	359.34
6" Gate Valve		557.83	521.00	505.60

8" Gate Valve		828.18	774.00	763.67
10" Gate Valve		1259.03	1167.00	1146.37
Tapping Sleeve				
6" x 4"	420.00	482.50	345.00	330.12
6" x 6"	478.00	497.50	393.00	376.14
8" x 4"	434.00	503.75	357.00	341.80
8" x 6"	483.00	543.75	397.00	380.15
10" x 4"	472.00	575.00	388.00	371.21
10" x 6"	512.00	627.50	421.00	403.16
10" x 8"	650.00	760.00	534.00	511.20
12" x 4"	558.00	648.75	459.00	439.18
12" x 6"	614.00	718.75	505.00	483.20
12" x 8"	744.00	902.30	610.00	584.23
Delivery	30 days	14 days	14 days	
MFG	Clow			

CR11-024

June 20, 2011

RE: UTILITIES DEPARTMENT – Annual Bid for Ductile Iron Pipe & Fittings

RESOLUTION

WHEREAS, sealed bids were received on June 1, 2011 for the annual ductile iron pipe and fittings requirements; and

WHEREAS, said bids have been tabulated and recommendations made by the Utilities Director and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the bid for all Class 52 ductile iron pipe be awarded to Kuhlman Corporation of Maumee, OH and that all ductile iron mechanical joint fittings, gate valves with accessories, tapping valves with accessories and tapping sleeves be awarded to Etna Supply of Grand Rapids, MI for the prices and under the terms and conditions as submitted and proposed in their sealed bids dated June 1, 2011.

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

ck-9

MEMORANDUM – UTILITIES DEPARTMENT

DATE: June 14, 2011
TO: Dane C. Nelson, City Administrator
FROM: Shane A. Horn, Utilities Director
SUBJECT: Annual Bids for Treatment Chemicals at Water and Wastewater Plants

I concur with the recommendation of the Utilities Director to award the annual treatment chemical bids to the vendors and for the items listed in the bid tabulation below. The only exception noted by the Utilities Director is for Sodium Hypochlorite, which he has recommended be awarded to the next lowest bidder, K.A. Steel of Lemont, IL due to quality control issues from the vendor with the lowest bid.

Twelve firms responded to the offer to bid. The chemicals will be used at both the Water and Wastewater Plants and have been included in the respective budgets.



Dane C. Nelson
City Administrator

Sealed bids were received at the purchasing office on June 7, 2011 for the annual purchase of treatment chemicals at the water and wastewater plants. Attached are memos from Tim Ritchie, Water Plant Superintendent, and Ken Wesley, Wastewater Plant Superintendent with a recommendation of award. I respectfully recommend that we accept the bids for treatment chemicals using the low bidder for every chemical except Sodium Hypochlorite. We have had quality control problems with the low bidder in the past and recommend that we proceed with the next low bidder who is currently supplying this chemical.

Chemical	Recommended Supplier	Bid Price per lb.	% Change from previous year
Ferric Chloride	Kemira Water Solutions	\$0.189	- 6%
Ferric Sulfate	General Chemical	\$0.115	+32%
Pebble Lime	Western Lime	\$126.00 ton	+2%
Fluoride	PVS Nolwood	\$0.3185	-6%
Sodium Hypochlorite	KA Steel	\$0.072	+15%
Phosphate	Carus Corporation	\$0.59	+10%
Carbon Dioxide	Continental Carbonic	\$0.031	-2%

cc: Jeff Pardee, Finance Director
Tim Ritchie, Water Plant Superintendent
Ken Wesley, Wastewater Plant Superintendent



Water Treatment Plant 815 Bent Oak Avenue

MEMORANDUM

Date: June 8, 2011

To: Shane Horn

From: Tim Ritchie

Subject: Annual Chemical Bids

I would like to recommend we accept the bids for the following chemicals needed for treatment at our Water Plant:

Carus Phosphates: Liquid Phosphate @ \$0.59 per lb, increase of \$0.06 per lb
KA Steel Chemical: Sodium Hypochlorite @ \$0.072 per lb, increase of \$0.01 per lb
PVS Nolwood: Fluorosilicic Acid @ \$0.3185 per lb, decrease of \$0.02 per lb
Western Lime: Quick Pebble Lime @ \$126.00 per ton, increase of \$3.00 per ton
General Chemical: Ferric Sulfate @ \$0.086 per lb, increase of \$0.03 per lb
Continental Carbonic: Liquid Carbon Dioxide @ \$0.031 per lb, decrease of \$0.0075 per lb

Respectfully,
Timothy W Ritchie
Water Plant Superintendent

DEPARTMENTAL CORRESPONDENCE

Date: 6/09/2011

Subject: Annual Ferric Chloride Bid

To: Shane Horn

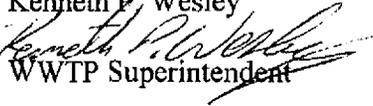
Dept.: Utilities

From: Kenneth P. Wesley

Dept.: Wastewater Plant

After reviewing the bids received for Ferric chloride, I recommend that the bid be awarded to Kemira Water Solutions of Lawrence, KS. Kemira Water Solutions was the low bidder for the amount of \$0.189 per dry pound.

Kenneth P. Wesley


WWTP Superintendent

CITY OF ADRIAN, MICHIGAN
ANNUAL CHEMICALS
DUE DATE: JUNE 7, 2011

BIDDER	Ferric Sulfate Liquid	Quick Pebble Lime	Fluorosilicic Acid	Sodium Hypochlorite	Phosphate Liquid	Liquid Carbon Dioxide
Carmeuse Lime Pittsburgh PA		\$152.62				
Shamon Chemical Malvern PA					\$ 0.813	
Alexander Chemical Downers Grove IL			\$0.32 4000 gal min	\$0.091 4500 gal min		
Continental Carbonic Albion MI						\$0.031 10 ton min
Carus Corp Peru IL					\$ 0.59	
General Chem Parsippany NJ	\$0.115					
Kemira Water Lawrence KS	\$0.1294					
Western Lime West Bend WI		\$126.00				
Jones Chemicals Riverview MI				\$0.0719		
Huron Lime Huron OH		\$131.75 24 ton min				
PVS Nolwood Detroit MI	\$0.158		\$0.3185	\$0.085		
K. A. Steel Chem Lemont IL				\$0.072		
Brenntag Great Lakes Fort Wayne IN				\$0.0792		

CITY OF ADRIAN, MICHIGAN
FERRIC CHLORIDE
DUE DATE: JUNE 7, 2011

BIDDER	AMOUNT	DELIVERY
PVS Technologies Detroit MI	\$ 0.2012 37-45%	2 days
Kemira Water Solutions Lawrence KS	\$ 0.189 38-42%	2-3 days
Jones Chemical Riverview MI	No Bid	
K.A. Steel Lemont IL	No Bid	

RE: UTILITIES DEPARTMENT – Annual Bids for Treatment Chemicals

RESOLUTIONS

WHEREAS, sealed bids were received on June 7, 2011 for the annual treatment chemicals for the Water and Wastewater Plants; and

WHEREAS, said bids tabulated and recommendations made by the Utilities Director and the City Administrator, with the results as follows:

Chemical	Recommended Supplier	Bid Price per lb.	% Change from Previous Year
Ferric Chloride	Kemira Water Solutions	\$0.189	-6%
Ferric Sulfate	General Chemical	\$0.115	+32%
Pebble Lime	Western Lime	\$126.00 ton	+2%
Fluoride	PVS Nolwood	\$0.3185	-6%
Sodium Hypochlorite	KA Steel	\$0.072	+15%
Phosphate	Carus Corporation	\$0.59	+10%
Carbon Dioxide	Continental Carbonic	\$0.031	-2%

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

NOW, THEREFORE, BE IT RESOLVED that the bids for treatment chemicals be awarded to the vendors and for the prices listed above and under the terms and conditions as submitted and proposed in their sealed bids dated June 7, 2011.

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

CR-10

MEMO _____



DATE: June 15, 2011
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Two-Way Radios

I concur with the recommendation of the Public Works Supervisor to award the bid for twenty 2-way radios to Adrian Communications of Adrian, MI in the amount of \$5,780.00. These radios will be used in the City of Adrian's fleet.

Six firms responded to the offer to bid. There are sufficient funds in the Motor Vehicle Pool for this expense.

Respectfully submitted,


Dane C. Nelson
City Administrator

CR-10

Memo

To: Kristin Bauer
From: Mark Bishop
Date: 6/15/2011
Re: Bid recommendation – Two-Way radios

Sealed bids were opened on June 9, 2011 for a Twenty (20) Two-Way radios for the City of Adrian's Fleet. This price will also carried over into the next year budget for the purchase of more two-way radios. See attached sheet for bidders.

After review it is my recommendation the bid be awarded to Adrian Communications of Adrian Mi. for 20 two-way radios model TK-7302(H)V/8302(H) (50 watt)the total cost of \$5780.00. Their bid was the lowest bid and met all specifications. Funds are available in the Motor Vehicle Pool Fund, Account numbers # 662-441-62-853-000 and 662-697-62-853-000

Mark Bishop
Public Works Superintendent/Fleet Manager

CITY OF ADRIAN, MICHIGAN
MOBILE TWO-WAY RADIOS
DUE DATE: JUNE 9, 2011

BIDDER	Motorola CM300 Radio	Kenwood TK-7302 Radio	Delivery
Adrian Communications Adrian MI		\$255.00 (25watt) \$289.00 (50 watt)	30 days Hold price: Yes
State Electronics Madison Hts. MI	\$ 405.00	\$302.00 (50 watt)	14 days Hold price: Yes
Digicom Global Inc Troy MI		\$312.75 (50 watt)	10 days Hold price: Yes
Advanced Wireless Wixom, MI		\$315.00 (50 watt)	21 days Hold price: Yes
T&W Electronics Grand Rapids MI	\$386.75		20 days Hold price: Yes
Herkimer Radio Monroe MI	\$468.51	\$417.00 (50 watt)	30 days Hold price: 6 months

RE: DEPARTMENT OF PUBLIC WORKS – MOTOR VEHICLE POOL – Purchase of Mobile Two-Way Radios

RESOLUTION

WHEREAS, the Department of Public Works-Motor Vehicle Pool, in conjunction with the Office of Purchasing, has solicited and received bids for mobile two-way radios for Public Works and Parks & Forestry vehicles on June 9, 2011 from various vendors with the following results:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
Adrian Communications	Adrian, MI	\$289.00
State Electronics	Madison Heights., MI	\$302.00
Digicom Global, Inc.	Troy, MI	\$312.75
Advanced Wireless	Wixom, MI	\$315.00
T&W Electronics	Grand Rapides, MI	\$386.75
Herkimer Radio	Monroe, MI	\$417.00; and

WHEREAS, the City Engineer and City Administrator recommend selection of the lowest qualified bidder meeting bid specifications, Adrian Communications, Adrian, MI, and acquisition of twenty (20) mobile two-way radios for use on Motor Pool vehicles for the Department of Public Works and Parks & Forestry Division of the Department of Parks & Recreation at a cost not to exceed \$5,780.00; and

WHEREAS, the Finance Director indicates that sufficient funds for this purpose are available in the FY2010-11 Motor Vehicle Pool Budget (662-441.62-853.000) DPW Radio Maintenance and (662-697.62-853.000) Parks & Forestry Radio Maintenance.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes selection of the lowest qualified bidder meeting bid specifications, Adrian Communications, Adrian, MI, and acquisition of twenty (20) mobile two-way radios for use on Motor Pool vehicles for the Department of Public Works and Parks & Forestry Division of the Department of Parks & Recreation at a cost not to exceed \$5,780.00

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



REGULAR AGENDA

0-1
ORDINANCE 11-003

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF ADRIAN, SECTION 2-453 OF CHAPTER 2, ADMINISTRATION

Section 2-453 of Chapter 2 of the Adrian Code is hereby amended to read as follows:

Sec. 2-453. - Powers and duties.

The planning commission has the powers and duties provided by Public Act No. ~~285 of 1931 (MCL 125.31 et seq.)~~ **33 of 2008 (MCL 125.3801 et seq.)**.

INTRODUCTION.....June 20, 2011
SUMMARY PUBLISHED
ADOPTION
COMPLETE PUBLICATION
EFFECTIVE DATE.....

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

0-2

ORDINANCE 11-004

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF ADRIAN, SECTION 2-452 OF CHAPTER 2, ADMINISTRATION

Section 2-452 of Chapter 2 of the Adrian Code is hereby amended to read as follows:

Sec. 2-452. - Membership.

The city planning commission shall consist of one member of the city commission to be selected by the city commission, as a member ex officio, and eight other persons who shall be appointed by the mayor, with such appointments to be subject to the approval by a majority vote of the members elect of the city commission. The membership of the planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the city, in accordance with the major interests, as they exist in the city, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of the city to the extent practicable. All members of the planning commission shall serve without compensation, and in the case of the appointed members, shall hold no other municipal office, except one of the appointed members may be a member of the zoning board of appeals. The term of the ex officio member shall correspond to their respective official tenures. The term of each appointed member shall be three years or until his successor takes office. After a public hearing, a member, other than a member selected by the city commission, may be removed by the mayor for inefficiency, neglect of duty, or malfeasance in office. The city commission may, for like cause, remove the member selected by the city commission. The ex officio member appointed under this section shall have full voting rights. Vacancies occurring other than through the expiration of term shall be filled for the unexpired term by the mayor in the case of a member selected or appointed by the mayor, and by the city commission in the case of the member appointed by the city commission.

INTRODUCTION.....June 20, 2011

SUMMARY PUBLISHED

ADOPTION

COMPLETE PUBLICATION

EFFECTIVE DATE

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

R-1

OPTION I

R11- 069

June 20, 2011

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

RESOLUTION

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

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

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

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

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

OPTION II

R11-069

June 20, 2011

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

RESOLUTION

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

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

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

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

OPTION III

R11-069

June 20, 2011

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

RESOLUTION

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

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

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

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

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

1. In the event the status of any city street is changed by the State of Michigan due to the construction of said street, Adrian College will annually pay to the city a sum equal to the reduction in revenue that would have been realized by the city had the street status not been changed.
2. Prior to the approval of bids for the construction by the city, the college shall transmit funds to the city equal to the bid to be approved, plus a contingency amount of ten (10%) percent.
3. The college will agree to pay all costs for all required studies and construction of said new street and shall reimburse the city for all expenses and any time expended by the City Engineering Department to assist in the creation, design and overseeing construction of the project.
4. In the event any property currently on the tax rolls of the city is acquired by the College for this project and is, thus, removed from the city tax rolls, the College will annually reimburse the city for the city’s share of the loss of tax revenue that would have been paid to the city had the properties not been acquired by the College for this purpose.

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

OPTION IV

R11-069

June 20, 2011

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

RESOLUTION

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

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

WHEREAS, an option, which is attached hereto and made a part hereof, was presented to neighborhood representatives and college representatives for consideration; and

WHEREAS, said neighborhood officials present at the meeting approved of the proposal; and

WHEREAS, Adrian College officials have indicated they are not supportive of the proposal.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Adrian City Commission does hereby support the construction of said new street provided that Adrian College agrees to assume all expenses to construct and change the street pattern as shown on the attached map.

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



R-2

R11-070

June 20, 2011

RE: ADMINISTRATION – Community Movie Tour Book for City Website

RESOLUTION

WHEREAS, the City of Adrian had previously entered into an agreement with CGI Communications, Inc. to produce a "Community Movie Tour Book" to be shown on the City of Adrian website; and

WHEREAS, the initial term of said agreement is due to expire; and

WHEREAS, CGI has requested a new contract for an additional three-year period to create up to five new videos to be shown on the City's website.

NOW, THEREFORE, BE IT RESOLVED that the terms of said proposed agreement, which is attached hereto, are hereby approved and that the City Administrator is hereby authorized to execute the attached agreement on behalf of the City of Adrian.

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

Community Movie Tour Book Agreement

CGI Communications, Inc.
130 East Main Street, 8th Floor
Rochester, NY 14604
800-398-3029 phone
866-429-8611 fax

Name: Dane Nelson
Title: City Manager
Address: 135 East Maumee Street
City, State, Zip: Adrian, MI 49221
Phone: 517-264-4881
Email: dnelson@ci.adrian.mi.u
Website: www.ci.adrian.mi.us

This agreement is between CGI Communications, Inc. and the City of Adrian and shall remain in effect from the date it is signed by both parties until the third anniversary of the date that the completed and approved Community Movie Showcase is made available for viewing via a link on the www.ci.adrian.mi.us website homepage for viewer access. The term of this agreement shall automatically renew unless either party gives 60 days written notice of termination or modification prior to expiration.

CGI Communications, Inc. and its eLocalLink division shall provide a Community Movie Showcase as follows:

- Website Welcome video from your Mayor or other civic leader and an Education, Quality of Life, and Real Estate/Relocation video (approx. 1 minute in duration)
- Up to 2 additional videos to showcase various aspects of your community and/or organization (providing a total of six 1 minute community highlight videos)
- Script writing and video content consultation
- A videographer will come to your location to film videos
- All aspects of video production and editing, from raw footage to final video including professional voiceovers and background music
- Final draft of Community Movie Showcase content subject to your approval
- Patent-pending OneClick™ Technology and encoding of all videos into multiple streaming digital formats to play on all computer systems, browsers, and Internet connection speeds; recognized player formats include WindowsMedia® and QuickTime®
- Store and stream all videos on CGI's dedicated server
- Business sponsors allowed on the perimeter of video panels
- Duration of sponsor participation will be one year and eLocalLink is solely responsible for annual sponsorship fulfillment including all related aspects of marketing, production, printing, and distribution
- Viewer access of the Community Movie Showcase from your website shall be facilitated by eLocalLink providing HTML source code for graphic link to be prominently displayed on the www.ci.adrian.mi.us website homepage
- eLocalLink will own copyrights of the master Community Movie Showcase
- The City of Adrian will assume no cost or liability for this project

Program Add-On if signed and received by 06/10/11:

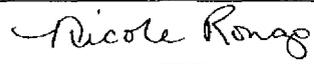
- Encoding, hosting, and streaming of additional 5 minutes of video per month. Finished video content will be provided to CGI by the City of Adrian, MI, US
- SmartTrack™ measurement and trackability

The City of Adrian, MI shall provide the following:

- A letter of introduction for the program on your organization's letterhead
- Assist with the content and script for the Community Movie Showcase
- Agrees to give eLocalLink the right to use organization's name in connection with the preparation, production, and marketing of the program set forth herein only
- Agrees to display the "Video Tour Book" link to be no less than 155 by 400 pixels prominently on the www.ci.adrian.mi.us website homepage for the term of this agreement
- Provides eLocalLink exclusive streaming video rights for the program described herein only

We, the undersigned, understand the above information and have full authority to sign this agreement.

The City of Adrian, MI, US
Signature: _____
Name (printed): Dane Nelson
Title: City Manager
Date: _____

CGI Communications, Inc.
Signature: 
Name (printed): Nicole Rongo
Title: Marketing Manager
Date: 06/06/10

R/B

MEMO _____



DATE: June 16, 2011
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: HVAC Units

Two HVAC units at City Hall are in need of replacement. The City Engineer solicited and received a quote from Adrian Mechanical at a cost of \$5,775.00 to remove and replace the second floor unit and \$7,950.00 to remove and replace the first floor unit. She has recommended that Adrian Mechanical be retained for these services and I concur.

The City Charter allows the bid process to be waived when it is determined that no advantage to the City of Adrian would result in obtaining additional quotes. I urge your favorable consideration authorizing Adrian Mechanical to remove and replace two HVAC units at City Hall, to waive the bid process and to approve the resulting budget amendments.

Respectfully submitted,


Dane C. Nelson
City Administrator

DCN:bjw

R-3
June 13, 2011

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: HVAC Units – City Hall



City Hall has been maintaining two units that have served their useful life. We have secured costing from Adrian Mechanical for replacement of these units. One unit serves the front section of the second floor and the other is located in the mezzanine but serves the north end of the first floor.

The second floor unit will cost \$5,775.00 to replace and the unit for the first floor will cost \$7,950.00 to remove and replace.

We respectfully request a budget adjustment be made from the City Chamber budget, currently only 34% spent to the City Hall budget (94% spent) to cover the cost of these repairs.



953 W. Beecher Street
Adrian, Michigan 49221

(517) 263-5025
FAX (517) 263-1430

PLUMBING /HEATING /AIR CONDITIONING /INDUSTRIAL PIPING

June 2, 2011

City of Adrian
Attn: Mr. Dave Pate
135 E Maumee St
Adrian, MI 49221

Reference: City Hall New Heat Pump

Dear Mr. Pate,

We are pleased to offer the following proposal for your consideration. Our scope of work will include:

- Disconnect and remove #25 water source heat pump and dispose of off site.
- Provide and install Heat Controller model HBH042A3C 31/2 ton heat pump in same location.
- Reconnect to the existing power and control wiring. (Install new customer supplied thermostat.)
- Reconnect to the existing supply and return ductwork.
- Reconnect to the existing water supply and return piping.
- Reconnect to the existing condensate drain piping.
- Provide and install the necessary hangers and support.
- Permits (No charge).
- Our scope of work is to be performed during the hours of 7:30 am to 4:00 pm Monday thru Friday. No holiday or over-time hours have been calculated.

Total Cost \$5,775.00

Note: Please allow approximately (21-28) business days for scheduling / material delivery after purchase order has been received.

We thank you for the opportunity to offer this proposal and look forward to working with you on this project.

Respectfully,

A handwritten signature in black ink, appearing to read "Rick Coon", written over a large, stylized, looping flourish.

Rick Coon
Estimator

Note: This proposal may be withdrawn by us if not accepted within thirty days. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

www.adrianmechanical.com



953 W. Beecher Street
Adrian, Michigan 49221

(517) 263-5025
FAX (517) 263-1430

PLUMBING /HEATING /AIR CONDITIONING /INDUSTRIAL PIPING

June 2, 2011

City of Adrian
Attn: Dave Pate
135 East Maumee Street
Adrian, MI 49221

Reference: New Mezzanine Heat Pump

Dear Mr. Pate,

We are pleased to offer the following proposal for your consideration. Our scope of work will include:

- Reclaim, cut apart and remove existing mezzanine heat pump unit and dispose of off site.
- Provide and install one Heat Controller model HBH060A3C30C 5 ton heat pump in same location.
- Reconnect to the existing power and control wiring. (Install new customer supplied thermostat.)
- Reconnect to existing supply and return water piping.
- Reconnect to existing supply and return air ductwork.
- Provide and install the necessary hangers and support.
- Permits (No charge).
- Our scope of work is to be performed during the hours of 7:30 am to 4:00 pm Monday thru Friday. No holiday or over-time hours have been calculated.

Total Cost \$7,950.00

Note: Please allow approximately (21-28) business days for scheduling/material delivery after purchase order has been received.

We thank you for the opportunity to offer this proposal and look forward to working with you on this project.

Respectfully,

A handwritten signature in black ink, appearing to read "Rick Coon", written over a white background.

Rick Coon
Estimator

Note: This proposal may be withdrawn by us if not accepted within thirty days. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

www.adrianmechanical.com

RE: CITY ENGINEER- Authorization to Replace Two (2) HVAC Units at City Hall

RESOLUTION

WHEREAS, the City Engineer is requesting authorization to replace two (2) HVAC units at City Hall, which have consumed their useful lives; and

WHEREAS, one unit serves the front section of the second floor and the other is located in the mezzanine but serves the north end of the first floor; and

WHEREAS, a price quote has been solicited and supplied by Adrian Mechanical Services, Adrian, MI, consisting of \$5,775 and \$7,950, respectively, for a total cost amounting to \$13,725; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the City Chambers budget, due to lower than expected expenses; and

WHEREAS, the City Engineer and City Administrator recommend that the City Commission approve this resolution authorizing the acquisition and installation of two (2) HVAC units at City Hall from Adrian Mechanical Services, Adrian, MI at a cost not to exceed \$13,725, approval of appropriate budget adjustments, and waiver of the competitive bid process.

NOW, THEREFORE, BE IT RESOLVED that, by this resolution, the City Commission hereby authorizes the acquisition and installation of two (2) HVAC units at City Hall from Adrian Mechanical Services, Adrian, MI at a cost not to exceed \$13,725.

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

General Fund (101)

Expenditures:

Dept. 266 – City Chambers

(101-266.00-777.000)	Custodial Supplies	\$(1,000)
(101-266.00-808.000)	Janitorial Services	(2,000)
(101-266.00-911.000)	Property Insurance	(5,000)
(101-266.00-921.000)	Electrical	(3,000)
(101-266.00-922.000)	Heat	(1,725)
(101-266.00-923.000)	Water	(1,000)
	Subtotal City Chambers	\$(13,725)

Dept. 265 – City Hall	Capital Equipment	\$ 13,725
(101-265.00-977.000)	Total	<u>\$ -0-</u>

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

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



MEMO

Date: June 14, 2011

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

cc: Kristen Wetzal, Property Appraiser II

From: Jeffrey C. Pardee, Finance Director

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

Re: **Cost Analysis Valuation System (CAVS)**

With regard to the scope of Personal Property Assessments, the General Property Tax Act (Public Act 206 of 1893 – MCL 211.00) specifies that all goods, chattels, and effects within this state are included, except those expressly exempted. Businesses are annually required to submit by February 22 an inventory of non-exempt Personal Property that fairly values the goods, chattels and effects located at that business as of the preceding December 31. The voluntary nature of the program naturally tends toward under-reporting and non-reporting, as evidenced by the recently completed discovery contract with Tax Management Associates (TMA) which resulted in adding over a quarter million dollars to the personal property tax assessment roll.

The recent fire event at the professional office building on West Maumee reveals a discrepancy between the value of Personal Property reported by the dentists and doctors that occupied the building and the insurance amount requested for claims loss. The amount of under-reporting for tax purposes may be indicative of many dentists' and doctor's offices.

One way to mitigate under-reporting is to perform an audit of all such offices. However, the City only has one (1) staff person to compile the value of almost 8,000 parcels of real and personal property throughout the City, which does not allow sufficient time to perform such audits. An alternative is to use a product developed by TMA called Cost Analysis Valuation System (CAVS). CAVS is an on-line valuation guide that provides thousands of personal property items represented in hundreds of documented businesses. This service allows the assessor to get away from arbitrary and capricious valuations and establish a value using cost data that is both fair and defensible.

The cost of gaining access to the TMA CAV data base is \$3,000 per year. I respectfully request authorization to acquire the subject data base, appropriate budget amendments to provide the necessary funding and, further, to use said data base in valuing all doctor and dentist offices in the City of Adrian, where the valuation voluntarily reported is less. If taxpayers believe that their assessment is inaccurate, they have right of appeal to the March Board of Review.

This process will require greater documentation in determining personal property values and, ultimately, result in a more equitable distribution of tax burden for all taxpayers. If you have any questions or need for further information, please contact my office.

RE: CITY OF ADRIAN ASSESSING OFFICE – Authorization to Acquire and Implement Cost Analysis Valuation System (CAVS)

RESOLUTION

WHEREAS, with regard to the scope of Personal Property Assessments, the General Property Tax Act (Public Act 206 of 1893 – MCL 211.00) specifies that all goods, chattels, and effects within this state are included, except those expressly exempted; and

WHEREAS, businesses are annually required to submit by February 22 an inventory of non-exempt Personal Property that fairly values the goods, chattels and effects located at that business as of the preceding December 31; and

WHEREAS, the voluntary nature of the program naturally tends toward under-reporting and non-reporting, as evidenced by the recently completed discovery contract with Tax Management Associates (TMA), Brighton, MI which resulted in adding over a quarter million dollars to the personal property tax assessment roll; and

WHEREAS, to mitigate under-reporting, the Finance Director recommends acquisition and implementation of a product developed by TMA called Cost Analysis Valuation System (CAVS); and

WHEREAS CAVS is an on-line valuation guide that provides thousands of personal property items represented in hundreds of documented businesses; this service allows the assessor to get away from arbitrary and capricious valuations and establish a value using cost data that is both fair and defensible; and

WHEREAS the cost of gaining access to the TMA CAV data base is \$3,000 per year; sufficient funds are available in the General Fund Contingency Account (101-990.00-990.000).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the City Assessing Office to acquire access to the Cost Analysis Valuation System (CAVS) provided by Tax Management Associates (TMA), Brighton, MI. for the purpose of fairly valuing the goods, chattels and effects of businesses located in the City of Adrian when determining their personal property tax obligations.

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

General Fund (101)

Expenditures:

(101-990.00-990.000)	Contingency	\$(3,000)
(101-209.00-812.000)	Assessing Office-Consulting Services	<u>3,000</u>
	Total	<u>\$ -0-</u>

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

R-5

MEMO _____



DATE: June 15, 2011
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Annual Limestone Bids

Annual limestone bids were received on June 1, 2011. Although Aggregate Industries of Kalamazoo, MI was the low bidder, the City Engineer has recommended that the bid be awarded to the second lowest bidder, VanBrunt Transport of Onsted, MI, due to the excellent service provided by this firm in the past and also that they are a Lenawee County business.

Three firms responded to the offer to bid. Funds have been included in the 2011-12 budget for this annual expense, with the majority being expended from the major and local street funds.

Respectfully submitted,


Dane C. Nelson
City Administrator

DCN:bjw

R-5

June 14, 2011



MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Limestone Bids 11-12

We received bid on June 1, 2011 for our Annual Limestone Bids: Below are the tabulations for the bids received:

ITEM	Aggregate Industries Kalamazoo MI	Van Brunt Transport Onsted, MI	Gerkin Materials Adrian, MI	
FOB City Storage:				
#1 Limestone	No Bid	\$ 12.95 ton	\$14.50 ton	
#2 Limestone	\$11.95 ton Sub #1x3	\$ 12.95 ton	\$14.50 ton	
#6 Limestone	No Bid	\$ 13.10 ton	\$15.00 ton	
#411 Limestone	\$10.45 ton Sub #23A	\$ 11.00 ton	\$13.75 ton	
#304 Limestone	\$10.95 ton Sub #21AA	\$ 11.00 ton	\$13.75 ton	
FOB Adrian Sites:				
#1 Limestone	No Bid	\$ 12.95 ton	\$15.00 ton	
#2 Limestone	\$11.95 ton Sub #1x3	\$ 12.95 ton	\$15.00 ton	
#6 Limestone	No Bid	\$ 13.10 ton	\$15.00 ton	
#411 Limestone	\$10.45 ton Sub #23A	\$ 11.00 ton	\$14.25 ton	
#304 Limestone	\$10.95 ton Sub	\$ 11.00 ton	\$14.25 ton	

	#21AA			
FOB Pickup:				
#1 Limestone	No Bid		\$14.50 ton	
#2 Limestone	\$9.50 ton Sub #1x3		\$14.50 ton	
#6 Limestone	No Bid		\$15.00 ton	
#411 Limestone	\$9.50 ton Sub #23A		\$13.75 ton	
#304 Limestone	\$10.00 ton Sub #21AA		\$13.75 ton	
Delivery	2 days 10 truck/day 50T/truck	1 – 2 days Per job 45T/truck	2 days 8 truck/day 24T/truck	
Discount		\$.20 per ton if Net 20		
Misc Charges	Fuel – 1% per \$0.10 over \$4.25	None	Delivery over 30 min. is \$80/hr	

While we secure prices for #1, #2, & #6 Limestone the City rarely uses these materials. Most of our construction projects utilize #411 & #304 stone. As such our recommendation is based on the prices for these materials. Although Aggregate Industries of Kalamazoo was low bidder the City of Adrian has an excellent working relationship with Van Brunt Transport of Onsted and they are a county owned business. Due to these facts we recommend award of this contract to Van Brunt Transport of Onsted, MI.

Funds for this work are available in several funds however the City's Major & Local Street funds are the greatest user of Limestone for road construction projects.

R-5

R11-073

June 20, 2011

RE: ENGINEERING-PUBLIC WORKS – Annual Limestone Bids

RESOLUTION

WHEREAS, sealed bids were received on June 1, 2011 for the annual limestone requirements; and

WHEREAS, said bids have been tabulated and recommendations made by the City Engineer and the City Administrator, with the bid results as follows:

ITEM	Aggregate Industries Kalamazoo MI	Van Brunt Transport Onsted, MI	Gerkin Materials Adrian, MI
FOB City Storage:			
#1 Limestone	No Bid	\$ 12.95 ton	\$14.50 ton
#2 Limestone	\$11.95 ton Sub #1x3	\$ 12.95 ton	\$14.50 ton
#6 Limestone	No Bid	\$ 13.10 ton	\$15.00 ton
#411 Limestone	\$10.45 ton Sub #23A	\$ 11.00 ton	\$13.75 ton
#304 Limestone	\$10.95 ton Sub #21AA	\$ 11.00 ton	\$13.75 ton
FOB Adrian Sites:			
#1 Limestone	No Bid	\$ 12.95 ton	\$15.00 ton
#2 Limestone	\$11.95 ton Sub #1x3	\$ 12.95 ton	\$15.00 ton
#6 Limestone	No Bid	\$ 13.10 ton	\$15.00 ton
#411 Limestone	\$10.45 ton Sub #23A	\$ 11.00 ton	\$14.25 ton
#304 Limestone	\$10.95 ton Sub #21AA	\$ 11.00 ton	\$14.25 ton
FOB Pickup:			
#1 Limestone	No Bid		\$14.50 ton
#2 Limestone	\$9.50 ton Sub #1x3		\$14.50 ton
#6 Limestone	No Bid		\$15.00 ton
#411 Limestone	\$9.50 ton Sub #23A		\$13.75 ton
#304 Limestone	\$10.00 ton Sub #21AA		\$13.75 ton
Delivery	2 days 10 truck/day 50T/truck	1 – 2 days Per job 45T/truck	2 days 8 truck/day 24T/truck

Discount		\$.20 per ton if Net 20	
Misc Charges	Fuel – 1% per \$0.10 over \$4.25	None	Delivery over 30 min. is \$80/hr

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for limestone be awarded to VanBrunt Transport of Onsted, MI for the items and prices as listed in the bid tabulation and under the terms and conditions as specified and as proposed in their sealed bid dated June 1, 2011.

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

R-6



MEMO

135 E. Maumee, Adrian, MI 49221-2703

DATE: June 15, 2011

TO: Mr. Jeff Pardee, C.P.F.O.
Director of Finance
City of Adrian

FROM: Chris Miller
DDA & Economic Development Coordinator

SUBJECT: Refuse and recycling contract for downtown businesses

Dear Mr. Pardee,
The City of Adrian recently completed a bid process for refuse and recycling services for its downtown businesses. Republic Waste Services provided the low bid for these services and met all the criteria and requirements of the bid specifications. The DDA and my office support awarding this contract to Republic Waste Services.

Please contact me if you have any questions.

Respectfully Submitted,
Chris Miller
DDA & Economic Development Coordinator

CITY OF ADRIAN, MICHIGAN
DOWNTOWN REFUSE COLLECTION
DUE DATE: JUNE 2, 2011

ITEM	Allied Waste Adrian, MI	Stevens Disposal Petersburg MI	
Option A: Bill city			
6-yd dumpsters Pickup 6 times wk 5 each	\$219.60 ea \$1,098.00 month	\$250.00 ea \$1,250.00 month	
4-yd dumpsters-cardbd Pickup 1 per wk 3 each	\$26.33 ea \$ 78.99 month	\$35.00 ea \$105.00 month	
4-yd dumpsters-cardbd Pickup 2 per wk 2 each	\$52.66 ea \$105.32 month	\$40.00 ea \$80.00 month	
Option B: Bill business (guaranteed by city)			
6-yd dumpsters Pickup 6 times wk 5 each	\$241.56 ea \$1,207.80 month	\$300.00 ea \$1,500.00 month	
4-yd dumpsters-cardbd Pickup 1 per wk 3 each	\$29.61 ea \$88.83 month	\$40.00 ea \$120.00 month	
4-yd dumpster-cardbd Pickup 2 per wk 2 each	\$59.22 ea \$118.44 month	\$50.00 ea \$100.00 month	
Option C: Bill business (no paymt guarantee)			
6-yd dumpsters Pickup 6 times wk 5 each	\$279.00 ea \$1,395.00 month	\$350.00 ea \$1,750.00 month	
4-yd dumpsters-cardbd Pickup 1 per wk 3 each	\$34.64 ea \$103.92 month	\$50.00 ea \$150.00 month	
4-yd dumpsters-cardbd Pickup 2 per wk 2 each	\$69.28 ea \$138.56 month	\$60.00 ea \$120.00 month	
Additional Pickup	\$36.60 trash \$26.32 cardboard	\$50.00 each	
Eliminate Pickup	(\$36.60) trash (\$26.32) cardboard	No change	
Cost 2 nd & 3 rd year	2 nd yr - 4% increase 3 rd yr - 4% increase	2 nd yr - 5% increase 3 rd yr - 5% increase	

2 ea.	Four-Yard Dumpsters for Cardboard (pickup 2 times per week)	<u>1,227.84</u>
Total		<u>\$15,351.72</u>
Four (4%) Percent Annual Inflationary Increase for Years Two and Three of the Contract)		

Stevens Disposal & Recycling Service, Inc.		
Petersburg, Michigan		
5 ea.	Six-Yard Dumpsters (pickup 6 times per week)	\$15,000.00
3 ea.	Four-Yard Dumpsters for Cardboard (pickup 1 time per week)	1,260.00
2 ea.	Four-Yard Dumpsters for Cardboard (pickup 2 times per week)	960.00
Total		<u>\$17,220.00</u>
Five (5%) Percent Annual Inflationary Increase for Years Two and Three of the Contract)		

WHEREAS, the Adrian Downtown Development Director and City Administrator have reviewed the proposals and recommend the acceptance of the low bid and selection of Allied Waste Services of Adrian, Michigan (DBA Republic Services of Adrian) for engagement in the City's Standard Professional Services Contract for a three-year agreement (July 1, 2011 through June 30, 2014) to provide waste management services within the core downtown district at a cost not to exceed (Including Four (4%) Percent Annual Inflationary Increase for Years Two and Three of the Contract):

First Year	\$15,351.72
Second Year	15,965.79
Third Year	<u>16,604.42</u>
TOTAL	<u>\$47,921.93</u>

WHEREAS the Finance Director indicates that sufficient funds are available for this purpose in the FY2011-12 DDA-TIF Budget Contract Services Account (281-290.00-801.000).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby accepts the low bid and selection of Allied Waste Services of Adrian, Michigan (DBA Republic Services of Adrian) for engagement in the City's Standard Professional Services Contract for a three-year agreement (July 1, 2011 through June 30, 2014) to provide waste management services within the core downtown district at a cost not to exceed (Including Four (4%) Percent Annual Inflationary Increase for Years Two and Three of the Contract):

First Year	\$15,351.72
Second Year	15,965.79
Third Year	<u>16,604.42</u>
TOTAL	<u>\$47,921.93</u>

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

R-17
R11-075

June 20, 2011

RE: ADMINISTRATION – Sale of 372 Nelson Street

RESOLUTION

WHEREAS, the City Commission has identified several parcels of real estate located in the City which have no known current or future use for governmental purposes; and

WHEREAS, one of said parcels is located at 372 Nelson Street, consisting of .158 acres on a vacant lot; and

WHEREAS, the City Administrator has discussed a price with the only adjacent property owner, wherein she offered to pay the sum of Seven Hundred and Fifty Dollars (\$750.00), to be paid at the rate of \$100.00 per month until paid in full.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Mayor and City Clerk are authorized to execute a Land Contract prepared by the City Attorney with Maria Aguilar to sell 372 Nelson Street, Adrian, MI, for the sum of \$750.00 with no interest, with payments of \$100.00 per month until paid in full and that a Quit-Claim Deed will be conveyed at such time as the full payment price has been paid.

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

R-8

MEMORANDUM – UTILITIES DEPARTMENT

DATE: June 14, 2011
TO: Dane C. Nelson, City Administrator
FROM: Shane A. Horn, Utilities Director
SUBJECT: Replacement Ballasts for Ultraviolet Disinfection System

The Utilities Director has indicated that the replacement ballasts for the Wastewater Plant's disinfection system are in need of replacement. ITT Water & Wastewater USA, Wedeco Products of Charlotte, NC is the sole source of these ballasts, and have submitted a quote in the amount of \$22,896.00.

The City Charter allows the bid process to be waived when it is determined that no advantage to the City would result from attaining additional quotes. I, therefore, urge your favorable consideration authorizing the purchase of ballasts from ITT Water & Wastewater USA, Wedeco Products of Charlotte, NC at a cost of \$22,896.00 and that the bid process be waived.



Dane C. Nelson
City Administrator

DCN:bjw

The Wastewater Treatment Plant has budgeted for replacement ballasts for our ultraviolet disinfection system. ITT Water & Wastewater USA, Wedeco Products of Charlotte, NC is the manufacturer of our UV disinfection system and is the sole source provider for this replacement part. As such, I respectfully recommend that the bidding process be waived and we proceed with the purchase of 48 replacement ballasts for a total project price of \$22,896.00. We currently have \$25,000 budgeted in the sewer fund capital budget for this expense (497-554.00-975.144).

CC: Jeff Pardee, Finance Director
Ken Wesley, Wastewater Plant Superintendent

DEPARTMENTAL CORRESPONDENCE

Date: 6/6/2011

Subject: U.V. Ballasts

To: Shane Horn

Dept.: Utilities

From: Kenneth P. Wesley

Dept.: Wastewater Plant

The WWTP is in need of replacement ballasts for our Ultraviolet Disinfection Unit. Attached is a quote for 48 ballasts from ITT Water & Wastewater U.S.A. Wedeco Products. As ITT is the sole source provider for this replacement part, I find no advantage in soliciting for bids for this purchase, and respectfully request that we waive the bidding process. There is \$25,000 set aside for this purchase in our current budget.

Please let me know how you would prefer to proceed.

Kenneth P. Wesley



WWTP Superintendent



ITT

June 2, 2011

CITY OF ADRIAN
135 E. MAUMEE STREET
ADRIAN MI 49221

**ITT Water & Wastewater U.S.A.
Wedeco Products**

14125 South Bridge Circle
Charlotte, NC 28273
Tel 704/409-9700
Fax 704/295-9080

Quote # 2011-WED-0348

Account# 086998

Re: ADRIAN - 086998 - BALLASTS

ITT Water & Wastewater U.S.A. is pleased to offer our quotation for the following equipment and/or services.

UV SPARES

Qty	Part Number	Description	Disc.%	Unit Price	Extended Price
48	76-01 67 57	BLST,ZED55 HP,230V,350WX2, UL ZIEGLER HP-UL VERSION	10.00	\$ 530.00	\$ 22,896.00

Total Project Price **\$ 22,896.00**

FOB: FOB Origin

Terms of delivery: Freight PP/Add Actual

Terms of payment: Net 30 Standard

Warranty: Standard warranty terms apply to the items in this quotation.

Validity: This Quote is valid for thirty (30) days.

Time of delivery: Approx. 5 working days after receipt of order.

Sincerely,

JULIE ROPIC

Phone: 704-409-9793

julie.ropic@itt.com

R11-076

June 20, 2011

RE: UTILITIES DEPARTMENT –Wastewater Plant - Replacement Ballasts for Ultraviolet Disinfection System

RESOLUTION

WHEREAS, the Adrian City Commission included \$25,000 in the FY2010-11 Sewer Fund Capital Budget (497-554.00-975.144) for the planned replacement of (48) ballasts for the ultraviolet disinfection system at the Wastewater Treatment Plant; and

WHEREAS, a quote was solicited and obtained from the sole source provider – ITT Water & Wastewater USA, Wedeco Products, Charlotte, NC amounting to \$22,896.00; and

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose in the Wastewater Capital Project Fund (497-554.00-977.144); and

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution for the acquisition of (48) replacement ballasts for the ultraviolet disinfection system at the Wastewater Treatment Plant from ITT Water & Wastewater USA, Wedeco Products, Charlotte, NC at a cost not to exceed \$22,896.00, and that the bid process be waived.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acquisition of (48) replacement ballasts for the ultraviolet disinfection system at the Wastewater Treatment Plant from ITT Water & Wastewater USA, Wedeco Products, Charlotte, NC at a cost not to exceed \$22,896.00.

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

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



MISCELLANEOUS

M-1
 TO: DANE C NELSON, CITY ADMINISTRATOR
 FROM: MARCIA M. BOHANNON, TRANSPORTATION COORDINATOR

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

WEEK END:	MAY 6	MAY 13	MAY 20	MAY 27	MAY 31	TOTAL
MONDAY	304	284	329	276	0	1193
TUESDAY	330	337	286	274	284	1511
WEDNESDAY	305	312	297	242	0	1156
THURSDAY	291	253	303	246	0	1093
FRIDAY	292	278	238	278	0	1086
	1522	1464	1453	1316	284	6039

SERVICE DAYS	MAY 2011	MAY 2010	+/-	APR 2011
	(21)	(20)		(21)
SENIORS	954	735	219	844
HDCP SENIORS	752	784	-32	789
HANDICAPPED	2738	2625	113	2780
WHEELCHAIRS **	297	316	-19	293
GENERAL	1595	1454	141	1740
	6039	5598	441	6153

RIDERSHIP INFORMATION INCLUDES NIGHT SERVICE FOR 1 EVENING.

MONTH	2009	2010	2011	%
JUNE	6453	5639		-13%
JULY	6098	5747		-6%
AUGUST	5711	5986		5%
SEPTEMBER	5788	5759		-1%
OCTOBER	6440	5722		-11%
NOVEMBER	5594	5917		6%
DECEMBER	6419	6195		-3%
JANUARY	6532	6594		1%
FEBRUARY	6267	5861		-6%
MARCH	7288	7638		5%
APRIL	6388	6153		-4%
MAY	5598	6039		8%
	74576	73250		-2%

** WHEELCHAIR TOTALS ARE INCLUDED IN HANDICAPPED PASSENGER TOTALS

M-2

DEPARTMENTAL REPORT

JUNE 20, 2011

	MAY 2011	APRIL 2011	MAY 2010	YEAR-TO-DATE 2011	YEAR-TO-DATE 2010
POLICE DEPARTMENT					
Complaints Answered	857	811	883	3,974	3,805
VIOLATIONS					
Moving Citations	98	134	108	847	721
3-6 am Parking Tickets	83	193	141	897	1,061
Non-Moving Citations	6	13	19	73	142
Downtown Parking Tickets	0	0	11	0	246
TOTAL VIOLATIONS	187	340	279	1,817	2,170
ARRESTS	115	134	120	595	585
FIRE DEPARTMENT (See M-4)					
INSPECTION DEPARTMENT					
Building Permits	26	28	28	102	86
Electrical Permits	32	21	8	133	62
Mechanical Permits	14	29	13	109	85
Plumbing Permits	7	12	6	44	22
Sidewalk Permits	3	1	1	4	2
Sign Permits	7	2	3	31	30
TOTAL PERMITS	89	93	59	423	287
Estimated Bldg. Costs			\$309,125		\$2,064,422
PARKING SYSTEM					
Parking Assessment	\$873	\$2,432	\$751	\$34,154	\$21,949
Lot Revenue	\$0	\$0	\$307	\$0	\$945
Street Revenue	\$0	\$0	\$0	\$0	\$0
Misc. Revenue	\$9	\$17	\$15	\$40	\$85
Permits	\$0	\$200	\$950	\$225	\$15,538
Fines	\$0	\$0	\$165	\$125	\$1,444
Collection Fees	\$0	\$0	\$305	\$0	\$1,730
Token Sales	\$0	\$0	\$0	\$0	\$0
Contribut-GenFund	\$0	\$0	\$0	\$10,000	\$0
TOTAL REVENUE	\$882	\$2,649	\$2,493	\$44,544	\$41,691
WASTE WATER DEPARTMENT					
M. G. Pumped	220.923	216.273	202.075	917.900	768.298
Cost of Plant Operation		\$98,010	\$512,273	\$792,889	\$1,177,125
WATER DEPARTMENT					
M. G. Pumped	88	83	81	418	376
Number of Customers	6,229	6,229	6,244		
	Industrial	Commercial	Residential	Other	TOTAL
M. G. Sold Revenue	\$34,604	\$73,138	\$105,340	\$60,525	59,806 \$273,607

*Figure not available

m-3

Adrian Fire Department
Monthly Report
May 2011

Fire	Total	Property Loss	Content Loss
Building fire	2	\$500,000	\$366,000
Mobile property (vehicle) fire, Other	1	\$3,000	
	3	\$503,000	\$366,000
Rescue			
Rescue, EMS incident, other	33		
Medical assist, assist EMS crew	6		
EMS call, excluding vehicle accident with injury	123		
EMS call, refused treatment/transport	3		
Motor vehicle accident with injuries	4		
Motor vehicle/pedestrian accident (MV Ped)	1		
Rescue or EMS standby	1		
	171		
Hazardous Condition			
Gasoline or other flammable liquid spill	1		
Arcing, shorted electrical equipment	2		
	3		
Service			
Service Call, other	6		
Assist invalid	8		
Unauthorized burning	8		
	22		
Good Intent			
Good intent call, Other	2		
Dispatched & cancelled en route	6		
	8		
False Alarm			
False alarm or false call, Other	5		
System malfunction, Other	2		
Smoke detector activation due to malfunction	1		
Smoke detector activation, no fire - unintentional	2		
	10		
Severe Weather			
Severe weather or natural disaster, Other	1		
Lightning strike (no fire)	1		
	2		
Special Incident Type			
Special type of incident, Other	1		
	1		
Total	220	\$503,000	\$366,000
Year to Date	1357	\$526,970	\$366,700
2010 Year to Date	1033	\$131,950	\$68,300