



PRE-MEETING AGENDA

ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
JANUARY 3, 2010
5:30 P.M.

The City Commission will meet for a pre-meeting study session on Monday, January 3, 2010 at 5:30 p.m. at the City Chambers Building, 159 E. Maumee St., to discuss the following:

- I. Closed session to discuss possible real estate acquisition
- II. Other items as time permits



COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
JANUARY 3, 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 DECEMBER 20, 2010 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. COMMUNICATIONS
 - 1. **C-1. Administration.** Communication from Comcast regarding digital enhancements to their cable network.
 - 2. **C-2. Finance.** Update from Finance Director on State Revenue Sharing.
- VI. PUBLIC COMMENTS
- VII. REGULAR AGENDA
 - A. SPECIAL ORDERS
 - 1. **SO-1. Community Development.** Public Hearing to hear and consider comments to submitting a CDBG Grant Application for the Farmers' Market Improvement Project.
 - C. RESOLUTIONS
 - 1. **R11-001. Community Development.** Resolution to approve the submittal of a CDBG Grant Application for the Farmers' Market Improvement Project Grant in the amount of \$280,000, with a \$60,000 local match.
 - 2. **R11-002. Engineering Department.** Resolution to award bids for surveying city parking lots and alleyways. Parking lots include Pearl St., Winter-Washburn-Main and Toledo Street. Alleys include Winter & Dennis, Dennis & State, State & Division and Lowe & Beecher.
 - 3. **R11-003. Parks & Recreation.** Resolution to approve purchase of John Deere Gator for Oakwood Cemetery through the State Cooperative Purchasing Program and the resulting budget amendments. This will replace a John Deere Gator that was destroyed in a recent fire.

4. **R11-004. Library.** Resolution to approve a \$1.00 fee for non-resident use of library computers effective January 4, 2011.

V I I I. PUBLIC COMMENTS

I X. COMMISSION COMMENTS



MINUTES

**MINUTES
ADRIAN CITY COMMISSION
DECEMBER 20, 2010
7:00 P.M.**

Official proceedings of the December 20, 2010 regular meeting of the City Commission, Adrian, Michigan.

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

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

ABSENT: Commissioner Steele

Mayor McDowell in the Chair.

Commissioner DuMars moved to excuse Commissioner Steele, seconded by Commissioner Carrico, motion carried by a unanimous vote.

Commissioner DuMars moved to approve the minutes of the December 6, 2010 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 #3378 through #3383	\$155,936.09
General Fund Vouchers #20202 through #20218	\$266,188.58
Clearing Account Vouchers amounting to	<u>\$304,357.96</u>
TOTAL EXPENDITURES	<u>\$726,482.63</u>

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

COMMUNICATIONS

1. **C-1. Finance Department.** Communication regarding revised mileage reimbursement rates for business travel, effective January 1, 2011.
2. **C-2. Administration.** Communication from Comcast regarding additions/deletions to Comcast's channel lineup.
3. **C-3. Parks & Recreation.** Communication regarding the potential lease of a portion of Piotter Center by Lenawee Department on Aging Daybreak Adult Day Services and the resulting renovations.

PUBLIC COMMENTS

1. Beverly Larsen, 7614 Baker Hwy., thanked the Commission and International Diamond for their support of the Farmers' Market improvements.
2. Bruce Bailey, 3924 Spielman Rd., expressed his appreciation for the support received for the Farmers' Market improvements.
3. Mike Jacobitz, Chairman of the Planning Commission, was available to answer questions regarding the medical marijuana resolution.

REGULAR AGENDA

ORDINANCES

1. **Ord. 10-016. Engineering Dept.** Second reading of an Ordinance to repeal Section 90-125 (Garages and Non-Metered Parking Lots) of the Adrian City Code. Repeals civil fine for parking vehicles in non-metered parking lots & structures without paying the established fees. Eff. Date: 01-04-11

On motion by Commissioner DuMars, seconded by Commissioner Warren, this Ordinance was adopted by a 6-0 vote.

2. **Ord. 10-017. Engineering Dept.** Second reading of an Ordinance to repeal Section 90-126 (Metered Parking Lots) of the Adrian City Code. Repeals requirement to deposit coins in parking meters or to have a City of Adrian parking permit to park in metered areas. Eff. Date: 01-04-11

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

3. **Ord. 10-018. Code Enforcement.** Second reading of an Ordinance to repeal 90-127 (Vehicle Abandonment) of the Adrian City Code. Removes language on what is considered an abandoned vehicle parked for more than 2 days in any city parking lot and the subsequent removal and impoundment of said vehicle. Eff. Date: 01-04-11

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

4. **Ord. 10-019. Police Dept.** Second reading of an Ordinance to amend Section 90-56 (Schedule of Parking Violation Offenses and Penalties) of the Adrian City Code by amending and/or adding parking violation fines. Eff. Date: 01-04-11

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

5. **Ord. 10-020. Engineering Dept.** Second reading of an Ordinance to amend Section 90-97 of the Adrian City Code by prohibiting parking in city lots between 3:00 and 6:00 a.m. except in designated areas. Eff. Date: 01-04-11

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

Prior to the vote, Chris Miller, DDA Director, answered questions about provisions for overnight guests or patrons who left their vehicles in the lot overnight. Mr. Miller stated he has been in contact with downtown business owners and discussed the possibility of issuing an overnight permit for the owner to give to patrons for the night who should not be driving, and to encourage tenants to inform the Police Department if they have overnight guests.

SPECIAL ORDER

1. **SO-1. Community Development.** Public Hearing to hear and consider comments to submitting a CDBG Grant Application for the Farmers' Market Improvement Project.

RESOLUTIONS

RESOLUTION R10-158

RE: DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT – Authorization to Submit Application for Michigan Community Development Block Grant funding for Farmer's Market Improvement Project (MSC 210012-FMK)

WHEREAS, at its October 27, 2010 Board Meeting, the Michigan Strategic Fund (MSF) approved the City of Adrian's Notice of Intent to apply for a Farm to Food Grant under the Michigan Community Development Block Grant (CDBG) Program (Project No. MSC 210012-FMK); the Notice of Intent requests funding for the Farmers' Market Improvement Project; and

WHEREAS, the City of Adrian has been invited to submit a full application by December 27, 2010 for not more than \$280,000, with a local match requirement of \$60,000 that will be met by paving the North Toledo Street parking lot utilizing funds from the Auto Parking Fund Capital Improvement Budget; and

WHEREAS, in accordance with the public participation provisions set forth in Title I of the Housing and Community Development Act of 1974, as amended, citizens must be afforded the opportunity to examine and submit comments on the proposed application through a Public Hearing process that includes publication of a Public Notice five (5) days prior to the Public Hearing; and

WHEREAS, the Adrian City Commission met this requirement, Resolution No. R10-078 dated December 6, 2010, by authorizing establishment of a Public Hearing regarding the CDBG Grant Application for the Farmers' Market Improvement Project on December 20, 2010 at 7:00 PM in the City Chambers located at 159 E. Maumee Street, Adrian, MI 49221, publishing the Notice of Public Hearing in a newspaper of general circulation, and holding the Public Hearing on December 20, 2010; and

WHEREAS, the Community Development Director and City Administrator recommend authorization to submit the CDBG Grant Application for the Farmers' Market Improvement Project (Project No. MSC 210012-FMK) prior to the December 27, 2010 deadline, with a commitment to fund the \$60,000 local matching requirement.

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Auto Parking Fund (585-546.00-975.000); and

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes submission of the CDBG Grant Application for the Farmers' Market Improvement Project (Project No. MSC 210012-FMK) prior to the December 27, 2010 deadline, with a commitment to fund the \$60,000 local matching requirement.

BE IT, FURTHER, RESOLVED that:

- The proposed project is consistent with the local Community Development Plan as described in the application;
- At least 51% of the beneficiaries of the proposed project will be low and moderate income persons;
- No project costs (CDBG or non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal written authorization to incur costs is received from the State Department of Community Development;
- Dane C. Nelson, City Administrator, is the authorized person to sign the application forms.

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

RESOLUTION R10-159

RE: CITY OF ADRIAN ASSESSING OFFICE – Policy for Granting Poverty Exemption

WHEREAS, Section 211.7u of the General Property Tax Act of 1893 (as amended) provides for the granting of hardship exemptions, in whole or in part, on the principal residence of persons who in the judgment of the Board of Review, by reason of poverty, are unable to contribute toward the public charges; and

WHEREAS, in accordance with the Act, the Adrian City Commission shall determine and make available to the public the policy and guidelines the Assessing Office uses for granting of exemptions under this Act; and

WHEREAS, the guidelines shall include, but not be limited to, the specific income and asset levels of the claimant and total household income and assets; and

WHEREAS, the Board of Review shall follow the policy and guidelines as established by the City Commission for granting or denying an exemption under this policy, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and guidelines and the substantial and compelling reasons are communicated in writing to the claimant; and

WHEREAS, the City Assessor and Finance Director have prepared a proposed Policy for Granting Poverty Exemption, in accordance with the provisions of Section 211.7u of the General Property Tax Act of 1893 (as amended); and

WHEREAS, the City Administrator recommends adoption of the proposed Policy for Granting Poverty Exemption.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby adopts the attached Policy for Granting Poverty Exemption and delegates the administration of such to the City of Adrian Board of Review.

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

RESOLUTION R10-160

RE: UTILITIES DEPARTMENT –Authorization to Contract Construction Engineering Services for River Interceptor Sewer Improvement Project

WHEREAS, consistent with the Notice of Intent resolution (Resolution #R10-050 dated April 19, 2010), the City of Adrian has secured a grant in the amount of \$750,000, or 47% of the project cost, whichever is less, from the Michigan Strategic Fund under the Michigan Community Development Block Grant Program for Sanitary Sewer Improvement Project; and

WHEREAS, sealed bids were solicited and nine (9) received at the Purchasing Office on December 2, 2010, with the following results:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
Gleason Construction Company	Holland, OH	\$ 888,521.00
E.R. Zeiler Excavating	Temperance, MI	\$ 967,365.00
Dunnigan Brothers	Jackson, MI	\$1,017,078.40
Superior Excavating	Auburn Hills, MI	\$1,072,085.00
Hank’s Plumbing & Heating	Toledo, OH	\$1,211,408.00
Lawrence M. Clark	Belleville, MI	\$1,281,974.00
Anderzack-Pitzen Construction	Metamora, OH	\$1,295,000.00
Slusarski Excavating & Paving	Adrian, MI	\$1,374,456.00
E.T. Mackenzie Company	Grand Ledge, MI	\$1,394,900.00

WHEREAS, compared to the original estimated cost of the proposed project (\$1,627,425), the low bid of \$888,512 would be allocated as follows:

CDBG Project Costs	47%	\$417,605.00
City Project Costs	53%	\$470,916.00
	100%	<u>\$888,521.00</u>

WHEREAS, the Finance Director indicates that sufficient funds for this purpose (\$470,916) are available in the Sewer Fund – Municipal Equity Account (590-000.00-392.000); and

WHEREAS, the Utilities Director and City Administrator recommend acceptance of the CDBG Grant Award in the amount of \$417,605, selection of the low bidder and engagement of Gleason Construction Company, Holland, OH, in the City’s Standard Professional Services Contract for the purpose of constructing the River interceptor Improvement Project and that appropriate budget amendments be authorized.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Gleason Construction Company, Holland,

OH., in the City's Standard Professional Services Contract for the purpose of constructing the River interceptor Improvement Project at a cost not to exceed \$888,521.00.

BE IT, FURTHER, RESOLVED that \$417,605 be appropriated from the Sewer Fund – Municipal Equity Account (590-000.00-392.000) and that the FY2010-11 Budget be amended as follows:

Capital Projects Fund - Sewer (497)

Revenue:

(497-000.00-676.590) Contribution – Waste Water Fund	\$417,605
(497-000.00-520.000) Community Development Block Grant	<u>470,916</u>
Total	\$888,521

Expenses:

497-555.00975.142) Sanitary Sewer Improvements	\$888,521
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On motion by Commissioner DuMars, seconded by Commissioner Warren, this resolution was adopted by a unanimous vote.

RESOLUTION R10-161

RE: UTILITIES DEPARTMENT –Authorization to Contract Construction Engineering Services for River Interceptor Sewer Improvement Project

WHEREAS, the City Purchasing Officer, in conjunction with the Utilities Director, solicited and received a proposal from Jones & Henry Engineers, LTD., Toledo, OH to provide construction engineering services for the River Interceptor Improvement Project; and

WHEREAS, the proposal is broken down into two categories: Office Engineering (\$60,000), including conducting of construction meetings, shop drawing reviews, reviewing contractor's pay requests, clarifying contract documents, preparing change orders, if needed, and providing record drawings at the close of the project; and a Resident Project Representative (\$25,000) for sixteen (16) weeks of field oversight; and

WHEREAS, Jones & Henry Engineers, LTD., Toledo, OH, prepared the preliminary and final design engineering for this project (Resolution R10-058 dated May 3, 2010) at a cost not to exceed \$88,840 and now the Utilities Director recommends that this same firm be engaged to provide construction engineering for this project at a cost not to exceed \$85,000; and

WHEREAS, the Finance Director indicates that sufficient funds for this purpose are available in the Sewer Collection System Capital Budget (497-555.00-975.127) and requests that appropriate budget amendments be authorized; and

WHEREAS, the Utilities Director and City Administrator recommend engagement of Jones & Henry Engineers, LTD., Toledo, OH., in the City's Standard Professional Services Contract for the purpose of providing construction engineering services for the River Interceptor Improvement Project at a cost not to exceed \$85,000, and that, because of the firm's familiarity with the City's Sewer Collection System, and this project in particular due to prior engagements, the competitive bid process be waived.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Jones & Henry Engineers, LTD., Toledo, OH., in the City's Standard Professional Services Contract for the purpose of providing construction engineering for the Riverside Interceptor Improvement Project at a cost not to exceed \$85,000.

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

Capital Project Fund-Sewer (497)

Expenditures:

(497-555.00-975.127) Sewer Collection System-Manhole & Line Renovation	(\$85,000)
(497-855.00-975.142) Sewer Collection System-Sanitary Sewer Imprvmnts.	<u>85,000</u>
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 DuMars, seconded by Commissioner Warren, this resolution was adopted by a unanimous vote.

RESOLUTION R10-162

RE: ATTORNEY'S OFFICE – Impose a Temporary Moratorium upon the Issuance of Permits, Licenses and Zoning Approvals for the Sale or Dispensation of Medical Marihuana

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

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

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

NOW, THEREFORE, BE IT RESOLVED that a moratorium is imposed upon the issuance of any and all permits, licenses and zoning approvals for the sale or dispensation of medical marihuana for 120 days or until an amendment of the Zoning Ordinance and other applicable codes, whichever occurs first.

On motion by Commissioner DuMars, seconded by Commissioner Warren, this resolution was adopted by a 5-1 vote.

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

Prior to voting on R10-162, Commissioner Osborne expressed concern as to what clout this moratorium would give the City to prevent more medical marihuana facilities from

coming into the City. Sarah Osburn, Dane Nelson and Mike Jacobitz addressed the Commission's questions and concerns.

RESOLUTION R10-163

RE: DEPARTMENT OF PARKS & RECREATION – Authorization to Renew Contract for Tree Care Services

WHEREAS, the Adrian City Commission, by resolution No.CR09-062 dated December 7, 2009, authorized the engagement of Wright Tree Service, Des Moines, IA in the City's Standard Professional Services Contract to provide for tree maintenance and removal on City streets and in City parks for an initial contract period of one year, effective January 1, 2010, with a two-year extension depending on satisfactory performance; and

WHEREAS, because the contractor has performed satisfactorily during its first year of service and the projected cost savings of \$50,000 has been realized, the Director of Parks & Recreation recommends renewal of the contract for a second year at the following hourly rates, proposed by the contractor and including a two (2%) percent increase from their 2010 prices:

2 person crew w/equipment – aerial crew	\$82.76
2 person crew w/chipper and chip box – ground crew	\$74.40
2 person crew w/log hauling equipment	\$90.44

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Fee Estate and Parks General operating accounts; and

WHEREAS, the Parks & Recreation Director and City Administrator recommend renewal of the contract with Wright Tree Service, Des Moines, IA, to provide for tree maintenance and removal on City streets and in City parks for the second year of the three year agreement; and

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes renewal of the contract with Wright Tree Service, Des Moines, IA, to provide for tree maintenance and removal on City streets and in City parks for the second year of the three year agreement at the following prices:

2 person crew w/equipment – aerial crew	\$82.76
2 person crew w/chipper and chip box – ground crew	\$74.40
2 person crew w/log hauling equipment	\$90.44

On motion by Commissioner DuMars, seconded by Commissioner Clegg, this resolution was adopted by a 4-2 vote.

AYES: Mayor McDowell, Commissioners Osborne, Clegg & DuMars

NAYS: Commissioners Warren & Carrico

ABSTAINED: None

Prior to voting on R10-163, Commission members expressed concern about the 2% increase and would have preferred to go back to Wright Tree Service and ask them for their 2010 prices.

RESOLUTION R10-164

RE: ADMINISTRATION – Accept Title to Fire-Damaged Property at 564-566 Dennis Street

WHEREAS, a fire at 564-566 Dennis Street has resulted in damages where the cost to repair the property exceeds the value of the home; and

WHEREAS, the City has been holding fire insurance proceeds in escrow in the amount of \$7,681.00, pursuant to the Michigan Insurance Code; and

WHEREAS, the property owner has indicated his intent to no longer pay taxes on the property but has offered to convey Title to the property to the City, along with a property tax proration, and will allow the City to retain the fire insurance proceeds to be used towards demolition of the structure by City personnel; and

WHEREAS, it appears preferable to accept Title under these conditions rather than delay the demolition of the property until the property would revert after a tax sale.

NOW, THEREFORE, IT IS RESOLVED that the City Administrator is hereby authorized to execute an agreement with the owners of said property to allow the City of Adrian to accept Title to 564-566 Dennis Street under the terms and conditions set forth above.

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

AYES: Mayor McDowell, Commissioners Warren, Carrico, Clegg & DuMars

NAYS: Commissioner Osborne

ABSTAINED: None

Prior to voting on R10-164, Commissioner Osborne said he felt it was the responsibility of the owners to bear the cost and that the City should not have to pay this.

RESOLUTION R10-165

RE: FINANCE DEPARTMENT – Authorization to Contract for Citizen Survey to Help Determine Service Priorities for the FY2011-12 Budget

WHEREAS, in an environment of difficult economic times, when taxpayers are experiencing harsh realities of adjustments to the global marketplace, the City of Adrian is endeavoring to be a good steward of the financial resources provided by its citizens; and

WHEREAS, the City has been prudent during the past several years, during constant reductions in the City's taxable wealth and less and less State Revenue Sharing, by taking swift budgetary actions managed to reduce expenditures with minimal adverse impact on City services; and

WHEREAS, however, because of the portending revenue projections for the next fiscal year, when considering the continued decreases in property values and additional cutbacks in Revenue Sharing and possible elimination of Personal Property taxes, the likelihood of avoiding a reduction in public services to the citizens of Adrian is very low; and

WHEREAS, in tough times, the best way to strengthen the value of local government services to citizens is to engage them; and

WHEREAS, getting a sense of how satisfied they are is good, but finding out what is important and what drives behaviors such as remaining in the community and recommending it to others is powerful information for making difficult budget decisions and doing community planning; and

WHEREAS, the Finance Director has solicited a proposal from Cobalt Community Research, an affiliate of the Municipal Employees Retirement System (MERS), to conduct a community survey with the primary objectives of the research being to:

- 1) Support budget and strategic planning decisions;
- 2) Explore service assumptions to ensure baseline service levels are well understood; and
- 3) Identify which services provide the greatest leverage on citizen’s overall satisfaction – and how satisfaction, in turn, influences the community’s image and citizens behaviors, such as volunteering, remaining in the community, recommending it to others and supporting the current administration; and

WHEREAS, Cobalt Community Research, Lansing, MI, has submitted a proposal in conformance with the above specifications at a cost not to exceed \$9,000;

WHEREAS, the Finance Director recommends engagement of Cobalt Community Research, Lansing, MI in the City’s Standard Professional Services Contract for purposes of conducting a community survey during the months of January and February, such that the resultant findings will be available during the FY2011-12 budget deliberations in March and April; and

WHEREAS, the Finance Director indicates that sufficient funds for this purpose are available in General Fund Contingency account (101-990.00990.000).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Cobalt Community Research, Lansing, MI in the City’s Standard Professional Services Contract for purposes of conducting a community survey during the months of January and February, such that the resultant findings will be available during the FY2011-12 budget deliberations in March and April at a cost not to exceed \$9,000.

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

General Fund (101)

Expenditures:

(101-990.00-990.000) General Fund Contingency Account	\$(9,000)
(101-201.00-801.000) Finance Department-Professional Services	<u>9,000</u>
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 DuMars, seconded by Commissioner Clegg, this resolution was DENIED by a 2-4 vote.

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

Prior to voting on R10-165, there was considerable discussion among the Commission about this process and also the amount of money it would cost. The idea of several town hall-style meetings around the City was again brought up as a way for the City to get the desired information without the cost.

RESOLUTION R10-166

RE: POLICE DEPARTMENT – Make Temporary Traffic Control Order Permanent by Adding/Changing Signs by Alexander Elementary School

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

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

TCO 10-6: Add a "No Stopping, Standing or Parking" sign to coincide with yellow curb beginning 50' east of the main entrance to Alexander Elementary School. The "No Stopping, Standing or Parking" area shall extend west on Cherry and turn north for 480' (or immediately north of the pedestrian crossing near the rear of the school). (See attached drawing)

Change "No Parking during School Hours, Bus Stop" signs to "No Stopping, Standing or Parking" signs. This shall be placed on the existing sign poles.

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

RESOLUTION R10-167

RE: POLICE DEPARTMENT – Make Temporary Traffic Control Order Permanent in Parking Lots #6 & #9

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

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

TCO 10-7: Parking Lot #6 & #9

Install five handicap parking spaces, four on the central island (one is van accessible) and one on the east side of the lot.

Install two signs, one at each entrance, stating "2-Hour Parking Only Except with Permit"

On motion by Commissioner Carrico, seconded by Commissioner Clegg, this resolution was adopted, ***with the exclusion of "Install two signs, one at each entrance, stating "2-Hour Parking Only, Except with Permit"***, by a unanimous vote.

RESOLUTION R10-168

RE: APPROVAL TO AMEND AN APPROVAL OF AN OBSOLETE PROPERTY REHABILITATION ACT EXEMPTION CERTIFICATE FOR DAVID AND HORSTMAN, OWNERS OF 149 NORTH MAIN STREET, CITY OF ADRIAN, LENAWEE COUNTY, MICHIGAN, PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS OF THE OBSOLETE PROPERTY REHABILITATION ACT PA 146 OF 2000

WHEREAS, David and Kim Horstman, owners of real property at 149 North Main Street, Adrian, Michigan, have submitted an application for an Obsolete Property Rehabilitation Exemption Certificate for the rehabilitation consisting of renovations and modifications to the building located in downtown Adrian, including, facade improvements, upgrades to the mechanical and electrical services, improved interior appearance of the building and other physical changes required to restore the obsolete property to an economically efficient condition, under State of Michigan Act 146, Obsolete Property Rehabilitation Act of 2000; and

WHEREAS, the City of Adrian is a Qualified Local Governmental Unit; and

WHEREAS, pursuant to P.A. 146 of 2000, after a duly noticed public hearing held on the 16th day of October 2006, the Adrian City Commission, by resolution, established the City of Adrian Downtown Development District as an Obsolete Property Rehabilitation District; and

WHEREAS, before acting upon said application, the Adrian City Commission held a public hearing October 18, 2010 at the City Commission Chambers Building, 159 East Maumee Street, Adrian, Michigan at 7:00pm, at which hearing, the applicant, the Assessor and a representative of the affective taxing units, having been given written notice, were afforded the opportunity to be heard on said application; and

WHEREAS, the City Commission finds and determines that the granting of this Obsolete Property Rehabilitation Exemption Certificate, considered together with the aggregate amount of Industrial Facilities Exemption Certificates previously granted and currently in force, exceeds 5% of the total taxable value of the City; nevertheless, it is herewith determined that it shall not have the effect of substantially impeding the operation of or impair the financial soundness of the local government or an affected taxing unit; and

WHEREAS, the applicant is not delinquent on any taxes related to the facility; and

WHEREAS, the subject property is determined to be an obsolete property (functionally obsolete) as defined by Section 2(h) of Public Act 146 of 2000 and upon completion of the rehabilitation, activities will constitute a rehabilitated facility with the on the meaning of P.A. 146 of 2000; and

WHEREAS, the applicant has supplied to the City of Adrian all of the items described on line 9 of the Application for Obsolete Property Rehabilitation Exemption Certificate,

including the following: (a) general description of the obsolete facility; (b) general description of the proposed use of the rehabilitated facility; (c) description of the general nature and extent of the rehabilitation to be undertaken; (d) a description list of the fixed building equipment that will be a part of the rehabilitated facility; (e) a time schedule for undertaking and completing the rehabilitation of the facility; (f) a statement of the economic advantages expected from the exemption; and

WHEREAS, the City of Adrian requires that the rehabilitation of the facility shall be completed by April 30, 2011; and

WHEREAS, commencement of the rehabilitation activities of the facility did not occur prior to the establishment of the Obsolete Property and Rehabilitation District; and

WHEREAS, the application relates to a rehabilitation program that, when completed, constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in the City of Adrian eligible under Public Act 146 of 2000 to establish such a district; and

WHEREAS, the completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to increase commercial activity, retain/create employment and assist the City with their short and long term revitalization goals; and

WHEREAS, the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000.

NOW, THEREFORE, BE IT RESOLVED:

- That the application from David and Kim Horstman for an Obsolete Property Rehabilitation Exemption Certificate with regard to the rehabilitation of real property with Tax ID #XA0-100-0191-00, 149 North Main Street, City of Adrian, Lenawee County, Michigan, within the previously established OPRA district is hereby approved for a period not to exceed nine (9) years per the City of Adrian OPRA Policy.
- The City of Adrian Commission will only consider an extension to the Obsolete Property Rehabilitation Exemption Certificate if the applicants, David and Kim Horstman, can prove that an increase in real property tax liability will result in an unbearable hardship. The exemption will only be considered assuming that the applicant has retained and/or created employment within the city of Adrian, the applicant's project has enhanced the commercial and residential activity in the downtown district, and the applicant has adhered to the use requirements per the Downtown Blueprint.
- The City of Adrian Commission will require that David and Kim Horstman complete the rehabilitation in its entirety.

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

RESOLUTION R10-169

RE: APPROVAL TO AMEND AN APPROVAL OF AN OBSOLETE PROPERTY REHABILITATION ACT EXEMPTION CERTIFICATE FOR AL AND PHYLLIS WILKERSON, OWNERS OF 125 EAST MAUMEE STREET, CITY OF ADRIAN, LENAWEE COUNTY, MICHIGAN, PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS OF THE OBSOLETE PROPERTY REHABILITATION ACT, PA 146 OF 2000

WHEREAS, Al and Phyllis Wilkerson, owners of real property at 125 East Maumee Street, Adrian, Michigan, have submitted an application for an Obsolete Property Rehabilitation Exemption Certificate for the rehabilitation consisting of renovations and modifications to the building located in downtown Adrian, including, façade improvements, upgrades to the mechanical and electrical services, improved interior appearance of the building and other physical changes required to restore the obsolete property to an economically efficient condition, under State of Michigan Act 146, Obsolete Property Rehabilitation Act of 2000; and

WHEREAS, the City of Adrian is a Qualified Local Governmental Unit; and

WHEREAS, pursuant to P.A. 146 of 2000, after a duly noticed public hearing held on the 16th day of October 2006, the Adrian City Commission, by resolution, established the City of Adrian Downtown Development District as an Obsolete Property Rehabilitation District; and

WHEREAS, before acting upon said application, the Adrian City Commission held a public hearing October 18, 2010 at the City Commission Chambers building, 159 East Maumee Street, Adrian, Michigan at 7:00pm, at which hearing, the applicant, the Assessor and a representative of the affective taxing units, having been given written notice, were afforded the opportunity to be heard on said application; and

WHEREAS, the City Commission finds and determines that the granting of this Obsolete Property Rehabilitation Exemption Certificate, considered together with the aggregate amount of Industrial Facilities Exemption Certificates previously granted and currently in force, exceeds 5% of the total taxable value of the City; nevertheless, it is herewith determined that it shall not have the effect of substantially impeding the operation of or impair the financial soundness of the local government or an affected taxing unit; and

WHEREAS, the applicant is not delinquent on any taxes related to the facility; and

WHEREAS, the subject property is determined to be an obsolete property (functionally obsolete) as defined by Section 2(h) of Public Act 146 of 2000 and upon completion of the rehabilitation, activities will constitute a rehabilitated facility with the on the meaning of P.A. 146 of 2000; and

WHEREAS, the applicant has supplied to the City of Adrian all of the items described on line 9 of the Application for Obsolete Property Rehabilitation Exemption Certificate, including the following: (a) general description of the obsolete facility; (b) general description of the proposed use of the rehabilitated facility; (c) description of the general nature and extent of the rehabilitation to be undertaken; (d) a description list of the fixed building equipment that will be a part of the rehabilitated facility; (e) a time schedule for

undertaking and completing the rehabilitation of the facility; (f) a statement of the economic advantages expected from the exemption; and

WHEREAS, the City of Adrian requires that the rehabilitation of the facility shall be completed by April 30, 2011; and

WHEREAS, commencement of the rehabilitation activities of the facility did not occur prior to the establishment of the Obsolete Property and Rehabilitation District; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in the City of Adrian eligible under Public Act 146 of 2000 to establish such a district; and

WHEREAS, the completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to increase commercial activity, retain/create employment and assist the City with their short and long term revitalization goals; and

WHEREAS, the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000.

NOW, THEREFORE, BE IT RESOLVED:

- That the application from Al and Phyllis Wilkerson for an Obsolete Property Rehabilitation Exemption Certificate with regard to the rehabilitation of real property with Tax ID #XA0-100-0191-00, 149 North Main Street, City of Adrian, Lenawee County, Michigan, within the previously established OPRA district is hereby approved for a period not to exceed nine (9) years per the City of Adrian OPRA Policy.
- The City of Adrian Commission will only consider an extension to the Obsolete Property Rehabilitation Exemption Certificate if the applicants, Al and Phyllis Wilkerson, can prove that an increase in real property tax liability will result in an unbearable hardship. The exemption will only be considered assuming that the applicant has retained and/or created employment within the city of Adrian, the applicant's project has enhanced the commercial and residential activity in the downtown district, and the applicant has adhered to the use requirements per the Downtown Blueprint.
- The City of Adrian Commission will require that Al and Phyllis Wilkerson complete the rehabilitation in its entirety.

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

MISCELLANEOUS

1. Parks & Recreation Quarterly Reports
 - Recreation Program Report
 - Non-Resident Report
 - Resident/Non-Resident Comparison

- Adrian Senior Center Facility Usage Report
- 2. Planning Commission Minutes
- 3. Departmental Monthly Report
- 4. Fire Department Monthly Report
- 5. D.A.R.T. Passenger Ridership Report

PUBLIC COMMENTS

There were none.

COMMISSION COMMENTS

There were none.

The next regular meeting of the Adrian City Commission will be held on Monday, January 3, 2011 at 7:00 p.m. in the Chambers Building located at 159 E. Maumee St., Adrian, MI 49221.

Gary E. McDowell
Mayor

Pat Baker
City Clerk



CHECK REGISTER

January 3, 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 #3384 through #3392.....	\$110,258.32
General Fund	
Vouchers #20219 through #20250	\$424,559.80
Clearing Account Vouchers	
amounting to	<u>\$179,742.26</u>
TOTAL EXPENDITURES	<u>\$714,560.38</u>

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

3-Jan-11

UTILITIES FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
3384	\$39.99	Frontier	Telephone bills
3385	\$189.30	City of Adrian Utilities	Various Water Bills
3386	\$50.00	Roger Snyder	Account Refund
3387	\$2,511.95	Consumers Energy	Electric Bills
3388	\$43.01	Frontier	Telephone bills
3389	\$89,303.93	City of Adrian Clearing	Dec. 20 Check Register
3390	\$66,727.02	City of Adrian Payroll	Dec. 23 Payroll
3391	\$922.92	Citizens Gas Fuel Co	Heat Bills
3392	\$39,774.13	Consumers Energy	Electric Bills
	\$199,562.25		
	-\$89,303.93	CK 3389	
	\$110,258.32	TOTAL	

3-Jan-11

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
20219	\$ 285.19	Frontier	Various Phone Bills
20220	\$ 1,153.29	Consumers Energy	Fee Estate Damages
20221	\$ 25,309.61	Consumers Energy	Various Electric Bills
20222	\$ 15.00	Ruth Johnson	Recycling Refund
20223	\$ 30,894.80	Lenawee Fuels Inc	MVP Gas & Diesel Fuel
20224		City of Adrian: Utilities	Transfer State MI Funds
20225	\$ 1,627.19	City of Adrian: Utilities	Various Water Bills
20226	\$ 90.00	St Mary's Church	Recreation Refund
20227	\$ 231.00	Mike Pratt	Fire Loss
20228	\$ 314.00	Jeff LaBarr	Fire Loss
20229	\$ 230.00	Ric Barker	Fire Loss
20230	\$ 245.00	Rocky Winters	Fire Loss
20231	\$ 100.00	Rob Hines	Fire Loss
20232	\$ 90.00	Santos Villegas	Fire Loss
20233	\$ 380.00	Matt Sissen	Fire Loss
20234	\$ 15.00	Lawrence Creque	Recycling Refund
20235	\$ 15.00	Bruce Creque	Recycling Refund
20236	\$ 49.00	Frontier	Polce, Fire Phone Bills
20237	\$ 185,693.77	City of Adrian: Clearing Acct	Dec 20 Check Register
20238	\$ 4,520.52	Quick Service Transportation	Payroll W/E Dec 18
20239	\$ 100.00	Jason Blickensdorf	Blue Cross Refund
20240	\$ 224,042.45	City of Adrian: Payroll	Payroll for Dec 23
20241	\$ 16,222.54	First Federal Bank	Spc Security for Dec 23
20242	\$ 40.00	Maria Beltran	Recreation Refund
20243	\$ 108,028.59	Blue Cross Blue Shield of MI	Jan Hospitalization Ins
20244	\$ 1,916.59	Citizens Gas Fuel Co	Various Heat Bills
20245	\$ 3,730.77	Consumers Energy	Various Electric Bills
20246	\$ 542.22	Frontier	Various Phone Bills
20247	\$ 20.00	City of Adrian General	Fund Transfer
20248	\$ 4,322.04	Quick Service Transportation	Payroll we 12/25
20249	\$ 15.00	Edgar Evans	Recycling Refund
20250	\$ 15.00	Edward Brown	Recycling Refund

\$ 610,253.57

\$ (185,693.77) Less: CK# 20207

\$ 424,559.80

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ADRIAN LANDFILL	20.13		
2. ADRIAN LOCKSMITH & CYCLERY	80.00		
3. ADRIAN MECHANICAL SERVICES C	1,739.40		
4. ADRIAN OVERHEAD DOORS	254.00		
5. ADRIAN PAINTERS SUPPLY & EQU	115.94		
6. AIRGAS GREAT LAKES	178.38		
7. ALAN WILKERSON & AJ BAYLON C	21,525.00		
8. ALAN WILKERSON & OHIO BUILDI	21,500.00		
9. ALL METALS INC.	116.66		
10. MARK ANDERSON	300.00		
11. APPLE MAT RENTAL	139.35		
12. ARCH WIRELESS	34.58		
13. AUTO ZONE COMMERCIAL	158.48		
14. BADER & SONS CO	1,097.65		
15. BAKER & TAYLOR BOOKS	180.95		
16. BARRACUDA NETWORKS	1,000.00		
17. BATTERY WHOLESALE	26.00		
18. BERGGREN'S SHOE REPAIR	46.00		
19. DAVID BIRDSSELL	146.28		
20. MARK BISHOP	74.19		
21. BLACK SWAMP EQUIPMENT	70.00		
22. BOOK OF THE MONTH CLUB	36.68		
23. BOOKPAGE	282.00		
24. BUCK & KNOBBY EQUIP CO INC	187.84		
25. NEIL BUEHRER	70.97		
26. BWI	110.43		
27. CASLER HARDWARE INC	76.88		
28. GARRY CLEVELAND	126.53		
29. DAVID COLLAR	64.65		
30. COMCAST	4.45		
31. COMPUTER CARE COMPANY, INC.	229.85		
32. CONTINENTAL SERVICE	725.52		
33. MIKE COON	126.13		
34. RICHARD COY	95.39		
35. DONALD CURTIS	53.00		
36. CUTLER DICKERSON CO	202.50		
37. DRILLCO NATIONAL GROUP	728.00		
38. DUNDEE FIRE & SAFETY, INC.	300.00		
39. NICK DUSHANE	74.99		
40. CURT EMMONS	84.79		
41. EXECUTONE COMMUNICATIONS LLC	1,380.92		
42. FASTENAL COMPANY	13.70		
43. FEDERAL EXPRESS	47.26		
44. FIRSTLAB	34.00		
45. FYR-FYTER SALES & SERVICE	1,104.60		
46. GALL'S INC	130.35		
47. J.O. GALLOUP COMPANY	165.48		
48. GRAINGER INC.	181.62		
49. GRAND RAPIDS FIRE DEPARTMENT	700.00		
50. HACH COMPANY	136.46		
51. HADDEN TIRE COMPANY	45.00		
52. JON HARRIS	121.26		
53. GLEN HAWKINS	158.99		
54. HEARTWOOD PLACE	800.00		
55. HISTORICAL SOCIETY OF MICHIG	18.90		
56. HOBBY LOBBY	7.95		
57. DAVID HORSTMAN	44,999.27		
58. HUBBARD AUTO CENTER	1,253.37		
59. DAVID HUBBARD	95.39		
60. ICMA RETIREMENT CORPORATION	155.76		
61. H. ED JACKSON	167.48		
62. JACKSON PRINTING AND MAILING	409.49		
63. JONES & HENRY, ENGINEERS	12,701.79		
64. KNISEL'S TREE SERVICE	600.00		
65. WALTER GREG LANFORD	40.52		
66. LEGACY PRINTING	267.02		
67. LENAWE COUNTY REGISTER OF D	126.00		
68. LENAWE VO TEC CENTER	200.00		
69. LENCO PAINTING, INC.	216.00		
70. DOUG LOLLEY	53.00		
71. MANPOWER OF LANSING MI INC.	2,090.28		
72. MASSON'S ELECTRIC, INC	497.84		
73. MCGOWAN ELECTRIC SUPPLY INC	166.05		
74. MCNAUGHTON-MCKAY ELECTRIC CO	473.73		
75. ALAN MCREYNOLDS	42.39		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. BEN MEADOWS COMPANY	78.77		
77. MICHIGAN CENTER FOR BOOK COO	250.00		
78. MICHIGAN LIBRARY ASSOC	130.00		
79. MICHIGAN REC & PARK ASSOC	1,398.00		
80. MICHIGAN STATE FIREMENS ASSO	200.00		
81. STATE OF MICHIGAN	8,819.80		
82. MICROMARKETING LLC	592.69		
83. MIDWEST COLLABORATIVE FOR	1,030.00		
84. MIDWEST TAPE	213.93		
85. MUGS N' MORE IMAGING	200.00		
86. MUNICIPAL CODE CORPORATION	1,422.93		
87. NATIONAL REC & PARKS ASSOC	564.00		
88. NORTH AMERICAN SALT COMPANY	10,906.43		
89. NORTHERN TOOL & EQUIPMENT	96.29		
90. OCE IMAGISTICS INC	141.12		
91. JEFFREY PARDEE	75.00		
92. PEERLESS SUPPLY INC	512.34		
93. PERFORMANCE AUTOMOTIVE INC	48.95		
94. PLATINUM PLUS	1,156.82		
95. QUICK SERVICE TRANSPORTATION	273.92		
96. SABINO RAMOS	45.00		
97. RONALD REED	37.09		
98. TIM ROBERTS	63.60		
99. SAFEWAY MOVING & STORAGE	193.00		
100. SANCHIN SYSTEMS INC	231.00		
101. JAMIE SCHMITZ	137.79		
102. SHERWIN-WILLIAMS CO	365.15		
103. SLUSARSKI EXCAVATING & PAVIN	2,006.32		
104. SOLARBEE INC	4,200.00		
105. STAPLES CREDIT PLAN	320.31		
106. T & L RENTALS	225.00		
107. T-MOBILE	29.99		
108. TASTE OF HOME	29.98		
109. TEAM SOFTWARE SOLUTIONS	125.00		
110. TETRA TECH INC	1,850.00		
111. TIME EMERGENCY EQUIPMENT INC	513.66		
112. TOLEDO SPRING SERVICE, INC.	62.56		
113. U S POSTMASTER	1,800.00		
114. UNITED PARCEL SERVICE	11.35		
115. USA BLUEBOOK	697.17		
116. UTILITIES INSTRUMENTATION SE	2,736.00		
117. VICTORY LANE QUICK OIL CHG	59.97		
118. W A B J RADIO	80.00		
119. WATSON-MARLOW INC	5,139.19		
120. WEPHOTO LLC	437.50		
121. WESTERN LIME CORPORATION	4,927.38		
122. WOODLANDS LIBRARY COOPERATIV	76.20		
123. WRIGHT TREE SERVICE, INC	3,245.60		
TOTAL ALL CLAIMS	179,742.26		



COMMUNICATIONS



41112 Concept Dr.
Plymouth, MI 48170

December 21, 2010

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

Dear Mr. Nelson:

Comcast is continuing to make enhancements to our cable network and will be providing customers with additional digital channels and choices in digital equipment. We are notifying our customers who have subscribed to our expanded basic package that as of February 1, 2010, this package will receive additional digital channels and be renamed the Digital Starter package at no additional cost.

The Digital Starter package includes a digital receiver (cable box) and remote or CableCARD for the primary TV. In addition, the Digital Starter package includes additional programming like *Style*, *CSPAN3*, *Sprout*, *Hallmark Movie channel*, *History International*, *Biography* and *Bloomberg TV*. More details on the Digital Starter package are available online at www.comcast.com/channellineup.

No action is required of our customers at this time. However, letters are being sent to inform customers of options they have in selecting digital equipment. Each Digital Starter customer gets up to 3 pieces of free digital equipment: one with the package and up to two additional digital adapters with our digital network enhancement initiative. For all additional outlets, a Digital Starter customer can now choose between a fully function 2-way digital receiver (cable box) at \$7.95 a month, or a one-way digital adapter at \$1.99 a month.

Digital adapter equipment, known as DTAs, are small one-way devices that will allow customers to not only continue viewing the channels they subscribed to prior to our digital network enhancement, but also to view the additional channels made possible by the change to the Digital Starter package. Because the DTA is one-way, customers will not be able to access OnDemand programming or the interactive guide.

Attached are the customer notifications that have been customized to address the channel additions, package name change and digital equipment options.

Please don't hesitate to contact me at 734-254-1888 or at Fred_Eaton@cable.comcast.com with any questions you might have.

Sincerely,

Frederick G. Eaton
Senior Government Affairs Manager
Comcast, Michigan Region

Encls

cc: Comm



December 14, 2010

Dear Valued Customer:

We have a great change coming that will give you more channels at no extra cost with your current video subscription. Our records indicate that you currently subscribe to the Expanded Basic package and have Comcast equipment on one or more of your TVs. **Effective February 1, 2011, this package will no longer be available and you will begin to receive our Digital Starter package.**

The monthly price for the Digital Starter package is the same price you currently pay for the Expanded Basic package and includes a digital receiver and remote or CableCARD for the primary TV. In addition, you'll begin to receive new channels including favorites like:



If you would like to view all of the programming within the Digital Starter package or other Comcast video packages, please visit us online at www.comcast.com/michigan.

If you have additional TVs with digital equipment, those TVs will also receive the new channels referenced above. If you do not already have digital adapters on your additional TVs, you can receive up to two digital adapters at no additional monthly service cost. Additional adapters beyond the first two are available at the monthly price of \$1.99 each. The digital adapter will provide access to Digital Starter programming, but will not provide access to two-way services such as the on-screen program guide and On Demand. Additional digital receivers start at the monthly price of \$7.95 each.

While no action is required of you, if you have questions or would like to make changes to your service, please contact us at 1-800-COMCAST (1-800-266-2278) – our Customer Account Executives are available 24 hours a day, 7 days a week. Or, you can visit www.comcast.com/paymentcenter for a service center location closest to you.

Thank you for choosing Comcast, and we hope you will continue to enjoy the quality programming that we offer.

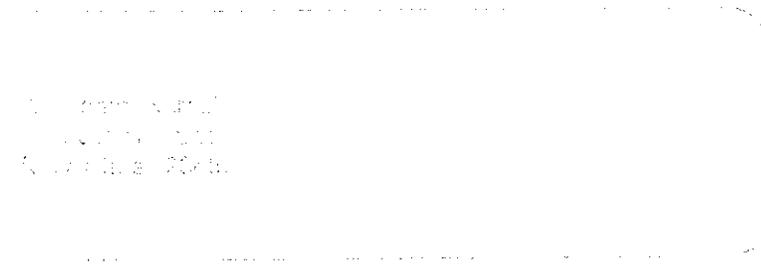
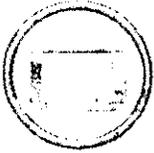
Sincerely,
Comcast

comcast.com/paymentcenter

1-800-COMCAST (1-800-266-2278)

Service not available in all areas. Limited to residential customers. QAM tuner TVs will continue to receive Basic Service channels without a digital device. Digital receiver required to receive On Demand, the Interactive Program Guide, music channels and pay-per-view. HD channels require HD-capable equipment. A subscription to the HD Technology Fee is required to receive HD channels above the Basic Service level. Pricing subject to change. Applicable equipment, installation, taxes and franchise fees extra. ©2010 Comcast. All rights reserved.

Comcast.



12/14/2010
11:52 AM
10/10/2010

December 14, 2010

Dear Valued Customer:

We have a great change coming that will give you more channels at no extra cost with your current video subscription. Our records indicate that you currently subscribe to the Expanded Basic package and have Comcast equipment on one or more of your TVs. **Effective February 1, 2011, this video package will no longer be available and you will begin to receive our Digital Starter package.**

The monthly price for the Digital Starter package is the same price you currently pay for the Expanded Basic package and includes a digital receiver and remote or CableCARD for the primary TV. In addition, you'll begin to receive new channels including favorites like:



If you would like to view all of the programming available on this or other Comcast video packages, please visit us online at www.comcast.com/michigan.

According to our records, your account has digital equipment for at least two TVs. Comcast's monthly Digital Additional Outlet Service Charge of \$7.95 is applicable to Digital Starter customers who have a digital receiver or CableCARD on an additional TV set. This charge will become effective to your account as of February 1, 2011, **however, as a thank you for being a loyal Comcast customer, this charge will be discounted to \$4.20 through March 31, 2011.** Any digital receivers or CableCARDS added to your account after February 1, 2011, you will be charged the standard monthly cost for this service. If you do not wish to keep your digital receiver or CableCARD on one or more of your additional TVs, you may exchange them for a digital adapter. The digital adapter will enable you to view Digital Starter programming, but it does not have all of the two-way features of a digital receiver, such as the on-screen program guide and On Demand. If you do not already have digital adapters on additional TVs, you can receive up to two digital adapters at no additional monthly service cost. Additional adapters beyond the first two are available at the monthly price of \$1.99 each.

If you have any questions or would like to make changes to your service, please contact us at 1-800-COMCAST (1-800-266-2278) – our Customer Account Executives are available 24 hours a day, 7 days a week. Or, you can visit www.comcast.com/paymentcenter for a service center location closest to you.

Thank you for choosing Comcast, and we hope you will continue to enjoy the quality programming that we offer.

Sincerely,
Comcast

comcast.com/paymentcenter

1-800-COMCAST (1-800-266-2278)

Service not available in all areas. Limited to residential customers. QAM tuner TVs will continue to receive Basic Service channels without a digital device. Digital receiver required to receive On Demand, the Interactive Program Guide, music channels and pay-per-view. HD channels require HD-capable equipment. A subscription to the HD Technology Fee is required to receive HD channels above the Basic Service level. Pricing subject to change. Applicable equipment, installation, taxes and franchise fees extra. ©2010 Comcast. All rights reserved.

Comcast.

C-2

MEMO

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

From: Jeffrey C. Pardee, Finance Director



Re: **State Revenue Sharing - Update**

Date: January 3, 2011

Actual Revenue Sharing payments for August, October and December have been received and recorded. A comparison between estimated and actual, categorized by Constitutional and Statutory, is provided as follows:

<u>August</u>	<u>State</u>		<u>Variance</u>	
	<u>Estimated</u>	<u>Actual</u>	<u>Amount</u>	<u>Percent</u>
Constitutional	\$236,159	\$240,888	\$ 4,729	2.0 %
Statutory	133,106	133,301	195	0.1 %
Total	<u>\$369,265</u>	<u>\$374,189</u>	<u>\$ 4,924</u>	1.3 %

<u>October</u>	<u>State</u>		<u>Variance</u>	
	<u>Estimated</u>	<u>Actual</u>	<u>Amount</u>	<u>Percent</u>
Constitutional	\$243,447	\$250,529	\$ 7,082	2.9 %
Statutory	130,148	130,148	-0-	0.0 %
Total	<u>\$373,595</u>	<u>\$380,677</u>	<u>\$ 7,082</u>	1.9 %

<u>December</u>	<u>State</u>		<u>Variance</u>	
	<u>Estimated</u>	<u>Actual</u>	<u>Amount</u>	<u>Percent</u>
Constitutional	\$229,419	\$229,086	\$ (333)	(0.1) %
Statutory	115,358	115,357	(1)	(0.0)%
Total	<u>\$344,777</u>	<u>\$344,443</u>	<u>\$ (334)</u>	(0.1) %

<u>August thru December</u>	<u>State</u>		<u>Variance</u>	
	<u>Estimated</u>	<u>Actual</u>	<u>Amount</u>	<u>Percent</u>
Constitutional	\$ 709,025	\$ 720,503	\$ 11,478	1.6 %
Statutory	378,612	378,806	194	0.1 %
Total	<u>\$1,087,637</u>	<u>\$1,099,309</u>	<u>\$ 11,672</u>	1.1 %

Adjustments due to Sales Tax revenue impact both Constitutional and Statutory Revenue Sharing payments because they are formula driven. Legislative adjustments affect only Statutory Revenue Sharing payments and are driven by budget considerations. Statutory Revenue Sharing is becoming a smaller percentage of the total. For FY2008-09, Constitutional comprised 64% of Revenue Sharing payments, while Statutory Revenue Sharing made up 36% of the total. For FY2010-11, Constitutional comprises 70% (est. \$1,411,351) of Revenue Sharing payments, while Statutory Revenue Sharing makes up only 30% (est. \$591,580) of the total (est. \$2,002,931).

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



REGULAR AGENDA

SO-1, R-1

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments to submitting a CDBG Grant Application for the Farmers' Market Improvement Project in the amount of \$280,000, with a \$60,000 local match.

Discussion

When the Mayor called for final objections _____

_____ and he declared the hearing closed.

R-1

R11-001

January 3, 2011

RESOLUTION

RE: DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT – Authorization to Submit Application for Michigan Community Development Block Grant funding for Farmer’s Market Improvement Project (MSC 210012-FMK)

WHEREAS, at its October 27, 2010 Board Meeting, the Michigan Strategic Fund (MSF) approved the City of Adrian’s Notice of Intent to apply for a Farm to Food Grant under the Michigan Community Development Block Grant (CDBG) Program (Project No. MSC 210012-FMK); the Notice of Intent requests funding for the Farmers’ Market Improvement Project; and

WHEREAS, the City of Adrian has been invited to submit a full application for not more than \$280,000, with a local match requirement of \$60,000 that will be met by paving the North Toledo Street parking lot utilizing funds from the Auto Parking Fund Capital Improvement Budget; and

WHEREAS, in accordance with the public participation provisions set forth in Title I of the Housing and Community Development Act of 1974, as amended, citizens must be afforded the opportunity to examine and submit comments on the proposed application through a Public Hearing process that includes publication of a Public Notice five (5) days prior to the Public Hearing; and

WHEREAS, the Adrian City Commission met this requirement by authorizing establishment of a Public Hearing regarding the CDBG Grant Application for the Farmers’ Market Improvement Project, publishing the Notice of Public Hearing in a newspaper of general circulation on December 28, 2010, and holding the Public Hearing on January 3, 2011 at 7:00 p.m. in the City Chambers located at 159 E. Maumee St., Adrian, MI; and

WHEREAS, the Community Development Director and City Administrator recommend authorization to submit the CDBG Grant Application for the Farmers’ Market Improvement Project (Project No. MSC 210012-FMK) with a commitment to fund the \$60,000 local matching requirement.

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Auto Parking Fund (585-546.00-975.000); and

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes submission of the CDBG Grant Application for the Farmers’ Market Improvement Project (Project No. MSC 210012-FMK) with a commitment to fund the \$60,000 local matching requirement.

BE IT, FURTHER, RESOLVED that:

- The proposed project is consistent with the local Community Development Plan as described in the application;
- At least 51% of the beneficiaries of the proposed project will be low and moderate income persons;
- No project costs (CDBG or non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and

- formal written authorization to incur costs is received from the State Department of Community Development;
Dane C. Nelson, City Administrator, is the authorized person to sign the application forms.

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

R-2

MEMO



DATE: December 29, 2010
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Surveying City Parking Lots & Alleys

I concur with the recommendation of the City Engineer to award the bid for surveying parking lots to Associated Engineers & Surveyors at a cost of \$10,384.00. Lots to be surveyed include Pearl Street, Winter-Washburn-Main and N. Toledo Street.

I, further, concur that the bid for surveying city alleys be awarded to Bartolo Surveying at a cost of \$8,605.00. Alleys to be surveyed include Winter & Dennis, Dennis & State, State & Division and Lowe & Beecher.

Funds for this work will come from the Parking Fund and Local Street Funds, respectively. I urge your favorable consideration authorizing Associated Engineers and Bartolo to perform this work.

Respectfully submitted,


Dane C. Nelson
City Administrator

DCN:bjw

R-2

December 28, 2010



MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Parking Lot and Alley Bids

We recently received bids for boundary surveys of the municipal parking lots and alleys throughout the City. As we have two very competent surveying companies with the City limits, we solicited prices from these two companies only. Below is a breakdown of the prices received from Bartolo Surveying (formerly Walter Frazier) and Associated Engineers and Surveyors:

Parking Lots	AE&S	Bartolo
Lot 1 (Pearl Street)	\$2,576.00	\$2,790.00
Lot 2 (Winter-Washburn-Main)	\$5,000.00	\$7,900.00
Lot 3 (Toledo Street)	\$2,808.00	\$3,720.00
TOTAL	\$10,384.00	\$14,410.00

Alleys	AE&S	Bartolo
Alley 1 (Winter & Dennis)	\$2,260.00	\$2,430.00
Alley 2 (Dennis & State)	\$2,250.00	\$2,180.00
Alley 3 (State & Division)	\$2,250.00	\$1,895.00
Alley 4 (Lowe & Beecher)	\$2,100.00	\$2,100.00
TOTAL	\$8,860.00	\$8,605.00

I recommend the surveying work for the parking lots be awarded to Associated Engineers and Surveyors of Adrian, MI in the amount of \$10,384.00. Funds for

this work will be from the Parking Fund (585-546.00-801.000) and is preparatory work for the upcoming construction on municipal parking lots.

I recommend the surveying work for the alleys be awarded to Bartolo Surveying LLC of Adrian, MI in the amount of \$8,605.00. Funds for this work will be from the Local Street Fund (203-451.80-801.203) and is preparatory work for the upcoming paving of alleys.

R-2

R11-002

December 28, 2010

RE: CITY ENGINEER – Alley and Parking Lot Surveying

RESOLUTION

WHEREAS, the City of Adrian Engineering Department solicited and received bids for surveying services in several alleys and city municipal parking lots; and

WHEREAS, two (2) bids were received with the following results:

Parking Lots

	Associated	Bartolo
Lot 1 (Pearl Street)	\$2,576.00	\$2,790.00
Lot 2 (Winter-Washburn-Main)	\$5,000.00	\$7,900.00
Lot 3 (Toledo Street)	\$2,808.00	\$3,720.00
TOTAL	\$10,384.00	\$14,410.00

;and

Alleys

	Associated	Bartolo
Alley 1 (Winter & Dennis)	\$2,260.00	\$2,430.00
Alley 2 (Dennis & State)	\$2,250.00	\$2,180.00
Alley 3 (State & Division)	\$2,250.00	\$1,895.00
Alley 4 (Lowe & Beecher)	\$2,100.00	\$2,100.00
TOTAL	\$8,860.00	\$8,605.00

WHEREAS, the City Administrator and City Engineer recommend selection of Associated Engineers and Surveyors, Inc of Adrian, MI for surveying municipal parking lots and Bartolo Surveying, LLC of Adrian, MI for the alley surveying and engagement in the City's Standard Professional Services Contract; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FGY2010-11 Budget in the Parking Fund (585-546.00-801.000) in the amount of \$10,384.00 for municipal parking lots, and in the Local Street Fund (203-451.80-801.203) in the amount of \$8,605.00 for alley surveying.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the selection of Associated Engineers and Surveyors of Adrian, MI for surveying city parking lots at a cost of \$10,384.00, Bartolo Surveying, LLC of Adrian,

MI for surveying city alleyways at a cost of \$8,605.00 and engagement of both firms in the City's Standard Professional Services Contract for surveying work of municipal parking lots and alleys.

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

R.3

Memo

TO: Dane C. Nelson, City Administrator
FROM: Mark K. Gasche, Parks and Recreation Director
DATE: December 29, 2011
SUBJECT: Bid Recommendation – John Deere Gator for Oakwood Cemetery

I concur with the recommendation of the Parks & Recreation Director to purchase a John Deere Gator from Bader & Sons of Tecumseh, MI, in the amount of \$13,790.10. This equipment will be purchased through the State Cooperative Purchasing Program and replaces a Gator that was destroyed in a recent fire at Oakwood Cemetery.

Funds for this purchase will come from insurance proceeds. I urge your favorable consideration authorizing this purchase and the resulting budget amendments.



 Dane C. Nelson
 City Administrator

DCN:bjw

When the fire occurred this fall in the maintenance/employee building at Oakwood Cemetery one of the pieces of equipment destroyed was a John Deere Gator. To replace the Gator we requested a state bid price, which we have purchased equipment from several times in the past, from Bader & Sons Co. of Tecumseh, MI. The cost for the John Deere Gator is as follows:

John Deere Gator 6x4 Gas (list price)	\$16,035.00
Less state discount (13%)	<u>-\$2,064.90</u>
Total net cost	\$13,790.10

Staff recommends that the replacement John Deere Gator be purchased from Bader & Sons Co. of Tecumseh, MI under the state bid program in the amount of \$13,790.10. Funds for this purchase will come from the insurance settlement as a result of the fire.



106 N OCCIDENTAL HWY
 TECUMSEH, MI, 49286
 Phone: 517-423-2133
 Fax: 517-423-6505



Quote Id : 4956729

Customer Name : CITY OF ADRIAN ACCOUNTING DEPT.

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

John Deere Company
 2000 John Deere Run
 Cary, NC, 27513
 Ph: 888-222-7239, Fax: 309-749-2313
 FED ID: 36-2382580; DUNS#: 60-7690989

Quote Summary

Prepared For : CITY OF ADRIAN ACCOUNTING DEPT. 100 E CHURCH ST ADRIAN, MI 49221 Business: 517-263-2161	Delivering Dealer : Bader & Sons Co. SCOTT HEADLEY 106 N OCCIDENTAL HWY TECUMSEH, MI 49286 sheadley@badersjddealer.com	Quote ID : 4956729 Created On : December 1, 2010 Last Modified On: December 1, 2010 Expiration Date: December 29, 2010
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Equipment Summary	Suggested List	Selling Price	Qty	Extended
John Deere Gator TH 6X4 Gas Contract: 071B0200317_Agricultural, Grounds, and Roadside Equipment	\$ 16,035.00	\$ 13,790.10 X	1 =	\$ 13,790.10 ✓
BOSS 6'6" V BLADE Contract: Open Market	\$ 3,715.00	\$ 3,715.00 X	1 =	\$ 3,715.00
Equipment Total				\$ 17,505.10

* Includes Fees and Non-contract items

Quote Summary	
Equipment Total	\$ 17,505.10
Trade In	
SubTotal	\$ 17,505.10
Total	\$ 17,505.10
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 17,505.10

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment



Quote Id : 4956729 Customer Name : CITY OF ADRIAN ACCOUNTING DEPT.

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

John Deere Company
2000 John Deere Run
Cary, NC, 27513
Ph: 888-222-7239, Fax: 309-749-2313
FED ID: 36-2382580; DUNS#: 60-7690989

John Deere Gator TH 6X4 Gas

Contract: 071B0200317_Agricultural, Grounds, and
Roadside Equipment

Suggested List *

\$ 16,035.00

Selling Price *

\$ 13,790.10

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount %	Discount Amount	Contract Price	Extended Contract Price
5612M	Gator TH 6X4 Gas	1	\$ 8,679.00	14.00	\$ 1,215.06	\$ 7,463.94	\$ 7,463.94
1002	Cayman AT (All Terrain) Tires	1	\$ 318.00	14.00	\$ 44.52	\$ 273.48	\$ 273.48
2000	Non Adjustable Seat	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
3003	Deluxe Cargo Box with Brake & Tail Light, Spray-On Liner & Tail Light Protector	1	\$ 433.00	14.00	\$ 60.62	\$ 372.38	\$ 372.38
4000	Cargo Box Power Lift	1	\$ 699.00	14.00	\$ 97.86	\$ 601.14	\$ 601.14
5000	Front Protection Package Package Consists of: Front Bumper/Brushguard (BM23459), Front Fender Guard (BM23457) and Rubber Floor Mats (BM25000).	1	\$ 430.00	14.00	\$ 60.20	\$ 369.80	\$ 369.80
5100	Rear Protection Package Package Consists of: Rear Bumper (BM22767), Bedmat Kit (BM22772).	1	\$ 268.00	14.00	\$ 37.52	\$ 230.48	\$ 230.48
6000	1.25 In. (38mm) Rear Receiver Hitch	1	\$ 70.00	14.00	\$ 9.80	\$ 60.20	\$ 60.20
Standard Options Total			\$ 2,218.00		\$ 310.52	\$ 1,907.48	\$ 1,907.48
BM22600	Deluxe Glass Cab(For Gator Utility Vehicles and M-Gator A1)	1	\$ 3,600.00	14.00	\$ 504.00	\$ 3,096.00	\$ 3,096.00
BM22138	Electrical Kit	1	\$ 168.00	14.00	\$ 23.52	\$ 144.48	\$ 144.48
BM22229	Heater Kit	1	\$ 956.00	14.00	\$ 133.84	\$ 822.16	\$ 822.16



JOHN DEERE

Selling Equipment



Quote Id : 4956729 Customer Name : CITY OF ADRIAN ACCOUNTING DEPT.

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

John Deere Company
2000 John Deere Run
Cary, NC, 27513
Ph: 888-222-7239, Fax: 309-749-2313
FED ID: 36-2382580; DUNS#: 60-7690989

Code	Description	Qty	List Price	Discount %	Discount Amount	Contract Price	Extended Contract Price
BM21462	Windshield Wiper Kit	1	\$ 268.00	14.00	\$ 37.52	\$ 230.48	\$ 230.48
BM20414	Heavy-Duty Suspension Kit	1	\$ 146.00	14.00	\$ 20.44	\$ 125.56	\$ 125.56
Dealer Attachments Total			\$ 5,138.00		\$ 719.32	\$ 4,418.68	\$ 4,418.68
Total			\$ 16,035.00		\$ 2,244.90	\$ 13,790.10	\$ 13,790.10

BOSS 6'6" V BLADE

Contract: Open Market

Suggested List *

\$ 3,715.00

Selling Price *

\$ 3,715.00

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount %	Discount Amount	Contract Price	Extended Contract Price
BOSS	6' 6" BOSS V BLADE INSTALLED	1	\$ 3,715.00	0.00	\$ 0.00	\$ 3,715.00	\$ 3,715.00
Total			\$ 3,715.00		\$ 0.00	\$ 3,715.00	\$ 3,715.00

No

R11-003

January 3, 2011

**RE: DEPARTMENT OF PARKS & RECREATION – OAKWOOD CEMETERY –
Authorization to Replace John Deere Gator Destroyed in Cemetery
Fire**

RESOLUTION

WHEREAS, the Department of Parks & Recreation, in conjunction with the City of Adrian Purchasing Office, solicited and received a quote from the State Cooperative Purchasing Program to replace the John Deere Gator destroyed in the recent storage building fire at Oakwood Cemetery; and

WHEREAS, the cost of acquiring the replacement equipment, including the 13% State discount, from Bader & Sons Co., Tecumseh, MI, amounts to \$13,790.10; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose from proceeds received from the insurance claim; and

WHEREAS, the Parks & Recreation Director and City Administrator recommend acquisition of a John Deere Gator from Bader & Sons, Co., Tecumseh, MI, at a cost not to exceed \$13,790.10 and that appropriate budget adjustments be authorized.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the Parks & Recreation Department – Cemetery Division to purchase, through the State Cooperative Purchasing Program, a John Deere Gator from Bader & Sons, Co., Tecumseh, MI, at a cost not to exceed \$13,790.10.

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

Motor Vehicle Pool Fund (662)

Revenue:

662-000.00-676.101) Contribution – General Fund \$13,790.10

Expenditures:

(662-276.00-977.000) MVP Cemetery Capital Outlay 13,790.10
Total \$ -0-

General Fund (101)

Revenue:

(101-990.00-695.000) Other - Insurance Proceeds \$13,790.10
\$ -0-

Expenditures:

(101-990.00-969.662) Transfer – Motor Vehicle Pool 13,790.10
Total \$ -0-

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

R 4



December 28, 2010

To: Honorable Mayor Gary McDowell and City Commission

From: Carol Souchock, Adrian Public Library Director

CC: Dane Nelson, City Administrator and Jeff Pardee, Finance Director

Re: Adrian Public Library – Non Resident Computer Use

Non residents who wish to check out library materials must purchase a non resident library card. Non residents who wish to utilize library computers currently do so at no charge. I am requesting a new fee of \$1 per guest card for nonresident computer use. This fee will slightly increase my fees and fines revenue and encourage nonresidents to purchase library cards.

I request permission from the City Commission to make the adjustment listed above to the fees and fines accessed at the Adrian Public Library effective January 4, 2011. The attached resolution has been prepared for consideration by the City Commission at their meeting of January 3, 2011. If you have any questions or need for further information, please contact my office.

R11-004

January 3, 2011

RE: ADRIAN PUBLIC LIBRARY – Modification of Library Fees and Fines Schedule for FY2010-11

RESOLUTION

WHEREAS, the Adrian City Commission, by Resolution #R09-101 dated June 15, 2009, adopted a Schedule for Adrian Public Library Fees and Fines, effective July 1, 2009, including a Non-Resident Family Card at \$40.00 annually; and

WHEREAS, in addition, Adrian City Commission, by Resolution #R09-176 dated October 19, 2009, adopted a modification of the Non-Resident Card Policy to include the following exceptions:

- 1) Establish a Family Seasonal Card with a fee of \$25.00 per year for non-residents that reside in Michigan for six months or less;
- 2) College and university students who live in the City of Adrian while attending school are eligible for a resident card; and

WHEREAS, lastly, the Adrian City Commission, by Resolution #R10-078 dated June 21, 2010, authorized the approval increasing the fee for a non-resident library card for FY2010-11 from \$40/year per family to \$65/year per family, effective July 1, 2010.

WHEREAS, after further analysis of all library fees and fines, the Library Director respectfully recommends establishing a \$1.00 fee per guest card for non-resident computer use; and

WHEREAS, the Library Director and City Administrator recommend approval of this resolution and adoption of the proposed fee increase, effective January 4, 2011.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the approval establishing a \$1.00 fee per guest card for non-resident computer use, effective January 4, 2011.

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