



PRE-MEETING AGENDA

ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
OCTOBER 4, 2010
5:30 P.M.

The City Commission will meet for a pre-meeting study session on Monday, October 4, 2010 at 5:30 p.m. at the City Chambers Building, 159 E. Maumee St., to discuss the following:

- I. Solid Waste Discussion
- II. Other Items as Time Permits



COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
OCTOBER 4, 2010
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF MINUTES OF THE SEPTEMBER 20, 2010 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. COMMUNICATION
 - 1. **C-1. Finance Department.** Report on FY2010-11 Special Assessment - Auto Parking Financial Plan and Work Program
- VI. PUBLIC COMMENTS
- VII. CONSENT AGENDA
 - A. RESOLUTIONS
 - 1. **CR10-061. Finance Department.** Resolution to approve the FY2010-11 Auto Parking Fund Financial Plan and to set a Public Hearing date to hear and consider comments regarding a Special Assessment District to partially defray the operating expenses in the proposed District.
 - 2. **CR10-062. Community Development.** Resolution to reschedule a Public Hearing date to October 18, 2010 to hear and consider comments to an application for an Obsolete Property Rehabilitation Exemption Certificate for property at 125 E. Maumee St. owned by Al and Phyllis Wilkerson.
 - 3. **CR10-063. Community Development.** Resolution to reschedule a Public Hearing date to October 18, 2010 to hear and consider comments to an application for an Obsolete Property Rehabilitation Exemption Certificate for property at 149 N. Main St. owned by David & Kim Horstman.
 - 4. **CR10-064. City Commission.** Resolution authorizing the City Commission to cast votes for six nominees to serve as Directors of the Michigan Municipal Liability & Property Pool.
- VIII. REGULAR AGENDA
 - A. RESOLUTIONS
 - 1. **R10-120. Parks & Recreation.** Resolution to rescind the T-shirt bid awarded on July 7, 2010 (R10-082) to Austin, Inc., due to their failure to honor prices quoted in their bid, to award

the bid to the next lowest bidder, Pro-Med Uniforms of Adrian, MI., and that the City Attorney make every effort to recover the resultant cost difference.

2. **R10-121. Police Department.** Resolution to appropriate \$600 from the Drug Forfeiture Trust Fund for the installation of a device to allow for the remote operation of doors for the K9 Unit.
3. **R10-122. Community & Economic Development.** Resolution to rescind bid awarded to Beal, Inc. for demolition of the Pearl Street properties, due to their inability to complete the job in a timely fashion, and to award the bid to the next lowest bidder, Slusarski Excavating of Adrian, MI, as well as approval of the resulting budget amendments.

I X. MISCELLANEOUS

1. Parks & Recreation Quarterly Report

X. PUBLIC COMMENTS

X I. COMMISSION COMMENTS



MINUTES

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

Official proceedings of the September 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 Clegg, DuMars, Warren, Carrico
and
Osborne and Steele

Mayor McDowell in the Chair.

Commissioner DuMars moved to approve the minutes of the September 7, 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 #3326 through #3336	\$ 126,593.97
General Fund Vouchers #20064 through #20088	\$3,993,025.27
Clearing Account Vouchers amounting to	<u>\$ 666,789.59</u>
TOTAL EXPENDITURES	<u>\$4,786,408.83</u>

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

COMMUNICATION

1. **C-1. Community Development.** Communication from the Community Development Director regarding the State's recommendation to award the bid for the "Pearl Street" demolitions to Beal, Inc. of Ann Arbor, MI. Properties to be demolished include 218, 236 and 250 W. Church St; 138 S. Winter St. and 211 Pearl St.

PUBLIC COMMENTS

There were none.

CONSENT AGENDA

RESOLUTION CR10-055

RE: HOUSING DEPARTMENT – Reappointments to Rehab Review Board

WHEREAS, the terms of office of Greg DuMars, Dick Garno and Karol Bolton on the Rehab Review Board have expired, which has created vacancies; and

WHEREAS, these vacancies must be filled in accordance with the Adrian City Charter; and

WHEREAS, Mr. DuMars, Mr. Garno and Ms. Bolton have expressed their willingness to continue to serve on the Rehab Review Board if reappointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the reappointment of the above-named individuals.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the reappointment of Greg DuMars, Dick Garno and Karol Bolton to the Rehab Review Board for a 2-year term that will expire in 2012.

RESOLUTION CR10-056

RE: STUBNITZ ENVIRONMENTAL BOARD (SEECPAB) – Appointments to Board

WHEREAS, the resignation of Robert Gentry (former Parks & Forestry Supt.) has created a vacancy on the Stubnitz Environmental Education Center Partnership Advisory Board (SEECPAB); and

WHEREAS, in addition, the term of office of Rhea Mills on SEECPAB has expired, which has also created a vacancy; and

WHEREAS, these vacancies must be filled in accordance with the Adrian City Charter; and

WHEREAS, Justin Combs, Parks & Forestry Superintendent, has expressed a willingness to serve on this board if appointed; and

WHEREAS, Rhea Mills has expressed a willingness to serve another term on this board if reappointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of Justin Combs and the reappointment of Rhea Mills to SEECPAB.

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission does hereby approve the appointment of Justin Combs to the Stubnitz Environmental Education Center Partnership Advisory Board to fill the unexpired term of Robert Gentry, with the term to expire in 2012; and be it

FURTHER, RESOLVED, that the Adrian City Commission does hereby approve the reappointment of Rhea Mills to the Stubnitz Environmental Education Center Partnership Advisory Board for a 3-year term that will expire in 2013.

RESOLUTION CR10-057

RE: ENGINEERING DEPT. – Pavement Crack Fill

WHEREAS, sealed bids were received September 14, 2010 for pavement crack fill; and

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

WHEREAS, the City Administrator recommends approval of this resolution and engagement of Wenn Seal Coating of Adrian, MI in the City's Standard Professional Services Contract at a cost of \$0.85/LF, with a total cost not to exceed \$50,000.

WHEREAS, the Finance Director has indicated that there are sufficient funds in the Major Street Fund (202-463.00-801.103) and the Local Street Fund (203-463.00-801.103), with the cost to be divided equally among said funds; and

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

NOW, THEREFORE, BE IT RESOLVED that the bid for pavement crack filling be awarded to Wenn Seal Coating of Adrian, MI, at a not-to-exceed cost of \$50,000 under the terms and conditions as specified in the City's Standard Professional Services Contract.

RESOLUTION CR10-058

RE: CITY COMMISSION – Recognizing Organization as a Nonprofit for the Purpose of Conducting a Raffle

WHEREAS, the request from Friends of the Lenawee County Library System of Adrian, County of Lenawee, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses be considered for approval.

RESOLUTION CR10-059

RE: OBSOLETE PROPERTY REHABILITATION ACT EXEMPTION CERTIFICATE PUBLIC HEARING -125 EAST MAUMEE STREET, ADRIAN

WHEREAS, the Adrian Downtown Development Authority and Adrian City Commission have adopted the Blueprint for downtown Adrian in an effort to revitalize and re-energize downtown Adrian; and

WHEREAS, the aforementioned plan consists of a variety of recommendations aimed at assisting in the economic redevelopment of downtown Adrian, including private property rehabilitation and business recruitment; and

WHEREAS, the State of Michigan has established the Obsolete Property Rehabilitation Act (OPRA), Public Act 146 of 2000; and

WHEREAS, Public Act 146 of 2000 was developed to provide for the establishment of Obsolete Property Rehabilitation Districts in certain local

governmental units; to provide for the exemption from certain taxes; to levy and collect a specific tax upon the owners of certain facilities; to provide for the disposition of the tax; to provide for the obtaining and transferring of an exemption certificate and to prescribe the contents of those certificates; to prescribe powers and duties of certain local government officials and to provide penalties; and

WHEREAS, the City of Adrian, Lenawee County, Michigan is a qualified local governmental unit under Public Act 146 of 2000; and

WHEREAS, the building located at 125 East Maumee Street, Adrian, Michigan is functionally obsolete per the Brownfield Redevelopment Act 381 of 1996 definition. The property has suffered a substantial loss of value due to changes in technology, deficiencies in design, and other factors significant to redevelopment of this property; and

WHEREAS, after a duly noted public hearing, the Adrian City Commission established an Obsolete Property Rehabilitation District to include the entire Downtown Development District at their October 16, 2006 regular meeting; and

WHEREAS, the Downtown Development District includes real property at 125 East Maumee Street with legal description:

E 10 FT OF S 93 FT OF W 30 FT & E 5 FT OF S 119 FT OF W 20 FT & E 5.25 FT OF S 145 FT OF W 15 FT LOT 31 ORIGINAL PLAT

WHEREAS, Al and Phyllis Wilkerson, the owners of property at 125 East Maumee Street has filed application with the Adrian City Clerk for an Obsolete Property Rehabilitation Exemption; and

WHEREAS, in an effort to spur continued revitalization and reinvestment in Adrian's historic downtown, and in step with the recommendations of the Blueprint for Downtown Revitalization, the Director of Community Development and the Adrian Downtown Development Coordinator have reviewed this request and recommend its approval.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by resolution, hereby sets an official Public Hearing for the Regular Meeting of the Adrian City Commission to be held on Monday, October 04, 2010 at 7:00 PM in the City Commission Chambers, 159 East Maumee Street, Adrian, Michigan 49221, to discuss the application of an Obsolete Property Rehabilitation Exemption Certificate from Mr. & Mrs. Wilkerson, property owners of 125 East Maumee Street; and

BE IT, FURTHER, RESOLVED that the Adrian City Clerk will provide official notice via United States Postal Service Certified Mail to the legislative bodies of each taxing unit that levies ad valorem property taxes in the qualified local governmental unit in which the obsolete facility is located, and to the applicant submitting the exemption certificate.

RESOLUTION CR10-060

**RE: OBSOLETE PROPERTY REHABILITATION ACT EXEMPTION
CERTIFICATE PUBLIC HEARING -149 NORTH MAIN STREET, ADRIAN**

WHEREAS, the Adrian Downtown Development Authority and Adrian City Commission have adopted the Blueprint for downtown Adrian in an effort to revitalize and re-energize downtown Adrian; and

WHEREAS, the aforementioned plan consists of a variety of recommendations aimed at assisting in the economic redevelopment of downtown Adrian, including private property rehabilitation and business recruitment; and

WHEREAS, the State of Michigan has established the Obsolete Property Rehabilitation Act (OPRA), Public Act 146 of 2000; and

WHEREAS, Public Act 146 of 2000 was developed to provide for the establishment of Obsolete Property Rehabilitation Districts in certain local governmental units; to provide for the exemption from certain taxes; to levy and collect a specific tax upon the owners of certain facilities; to provide for the disposition of the tax; to provide for the obtaining and transferring of an exemption certificate and to prescribe the contents of those certificates; to prescribe powers and duties of certain local government officials and to provide penalties; and

WHEREAS, the City of Adrian, Lenawee County, Michigan is a qualified local governmental unit under Public Act 146 of 2000; and

WHEREAS, the building located at 149 North Main Street, Adrian, Michigan is functionally obsolete per the Brownfield Redevelopment Act 381 of 1996 definition. The property has suffered a substantial loss of value due to changes in technology, deficiencies in design, and other factors significant to redevelopment of this property; and

WHEREAS, after a duly noted public hearing, the Adrian City Commission established an Obsolete Property Rehabilitation District to include the entire Downtown Development District at their October 16, 2006 regular meeting; and

WHEREAS, the Downtown Development District includes real property at 149 North Main Street with legal description:

BEG 50.66 FT S FR SW COR WASHBURN & MAIN STS TH S 19 FT TH W 92 FT TH N 69.66 FT TH E 21 FT TH S 35 FT TH E 23.6 FT TH S 15.66 FT TH E 47.4 FT TO POB

WHEREAS, David and Kim Horstman, the owners of property at 149 North Main Street has filed application with the Adrian City Clerk for an Obsolete Property Rehabilitation Exemption; and

WHEREAS, in an effort to spur continued revitalization and reinvestment in Adrian's historic downtown, and in step with the recommendations of the Blueprint for Downtown Revitalization, the Director of Community Development and the Adrian Downtown Development Coordinator have reviewed this request and recommend its approval.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by resolution, hereby sets an official Public Hearing for the Regular Meeting of the Adrian City Commission to be held on Monday, October 04, 2010 at 7:00 PM in the City Commission Chambers, 159 East Maumee Street, Adrian, Michigan 49221, to discuss the application of an Obsolete Property Rehabilitation Exemption Certificate from Mr. & Mrs. Horstman, property owners of 149 North Main Street; and

BE IT, FURTHER, RESOLVED that the Adrian City Clerk will provide official notice via United States Postal Service Certified Mail to the legislative bodies of each taxing unit that levies ad valorem property taxes in the qualified local governmental unit in which the obsolete facility is located, and to the applicant submitting the exemption certificate.

On motion by Commissioner DuMars, seconded by Commissioner Clegg, Consent Resolutions CR10-055 through CR10-060 were adopted by a unanimous vote.

REGULAR AGENDA

SPECIAL ORDER

1. **SO-1. Engineering Department.** Public Hearing to hear and consider comments to establishment of a Special Assessment District (SAD #383) for improvements on Bent Oak Ave. from Riverside Ave. to the city limits.

The following people addressed the Commission regarding the Bent Oak Special Assessment District:

- Kathleen Vroman, 1009 Bent Oak Ave., asked how many residents are included in the special assessment. Said there are several parcels with more than one living unit. Kristin Bauer, City Engineer, addressed her concerns.
- Linda Collins, 1020 Bent Oak Ave., had questions about the physical layout. Concerned because her mailbox is across the road from her home.
- Katherine Robinette, daughter of Margaret Robinette, 1009 Bent Oak, also asked about how the special assessment is billed, as her Mom lives in a parcel with 4 units. Clarification will be sought through the Assessor's Office.

RESOLUTIONS

RESOLUTION R10-116

RE: ENGINEERING DEPARTMENT – Approve Establishment of a Special Assessment District for Improvements on Bent Oak Ave. from Riverside to City Limits

WHEREAS, the Adrian City Commission, by Resolution CR10-054, duly adopted at its September 7, 2010 regular meeting, deemed it necessary and declared its intention to construct improvements, including curb and gutter and other appurtenances, on Bent Oak Avenue from Riverside to the city limits, and did provide

a notice of public hearing as provided by Chapter 70, Section 70-6, of the Adrian City Code; and

WHEREAS, said notice has been given and a hearing held.

NOW, THEREFORE, BE IT RESOLVED:

1. That said public improvements be made and the City Administrator be directed to proceed with the same.
2. That the plans, specifications and detailed estimates relating to said improvements, as filed with the City Clerk, be and are hereby approved and adopted and the City Administrator is directed to take action necessary to accomplish the said improvements.
3. That the estimated total cost of said improvements is determined to be \$490,000.
4. That \$87,370 of the said estimated cost shall be defrayed by special assessment and \$402,630 shall be paid by major street funds.
5. That the said special assessment may be paid in ten installments. The first installment shall be due and payable on or before sixty days from the date said special assessment is confirmed, and one installment shall be due annually thereafter. Interest shall be charged at the rate of six (6%) percent per annum on all unpaid installments.
6. That the premises upon which special assessments shall be levied, and which shall be hereafter known and designated as Special Assessment District #383, are described as follows:

Special Assessment Properties

Bent Oak Avenue from Riverside Ave. to the City Limits

7. That the City Assessor is directed to prepare a Special Assessment Roll in accordance with this resolution.

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

RESOLUTION R10-117

RE: COMMUNITY DEVELOPMENT – Liquor License Transfer to Sauce Italian Grill & Pub, 149 N. Main St.

WHEREAS, that the request to transfer ownership of escrowed 2007 Class C licensed business with entertainment and food permit, located at 149 N. Main, Adrian, MI 49221, Lenawee County, from First Federal Bank of the Midwest to Sauce Italian Grill & Pub, LLC (Step 2) be considered for approval.

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

RESOLUTION R10-118

RE: DEPARTMENT OF COMMUNITY DEVELOPMENT-Industrial Park Mowing

WHEREAS, the City Purchasing Office, in conjunction with the Community Development Department, solicited bids for the mowing of industrial park and three (3) bids were received as follows:

<u>Bidder</u>	<u>Lump Sum to Mow Lot</u>	<u>Per Hour Charge Flat Areas</u>	<u>Per Hour Charge Roadsides</u>
Tim Roberts Onsted MI	\$ 600.00 (Approx. 10 hours)	\$ 60.00	\$ 60.00
Stratton's Landscape Adrian MI	\$ 1,575.00	\$ 60.00	\$ 60.00
F&S Landscape Tecumseh MI	\$ 2,100.00	\$ 75.00	\$ 45.00

WHEREAS, the Community Development Director recommends selection of the low bidder and engagement of Tim Roberts, Onsted, MI to perform mowing services for the Industrial Park approximately five (5) times during FY2010-11 at an approximate cost of \$600.00 per mowing, for a total contract cost not to exceed \$3,000; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Local Development Finance Authority-GAIDC Fund and that \$3,000 be appropriated from Unreserved Fund Balance (282-000.00-390.000); and

WHEREAS, the City Administrator recommends approval of this resolution and related budget amendments.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby selects the low bidder and engagement of Tim Roberts, Onsted, MI to perform mowing services for the Industrial Park for a total contract cost no to exceed \$3,000.

BE IT, FURTHER, RESOLVED that \$3,000 be appropriated from the LDFA-GAIDC Unreserved Fund Balance (282-000.00-390.000) for this purpose and that the FY2010-11 Budget be amended as follows:

Local Development Finance Authority-GAIDC Fund (282)		
Revenue:		<u>Amount</u>
Prior Years' Revenue	(282-000.00-697.000)	\$3,000
Expenditures:		
LDFA-GAIDC Contract Services	(282-290.00-801.000)	<u>3,000</u>
Total		<u>\$ -0-</u>

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

RESOLUTION R10-119

RE: POLICE DEPARTMENT – ACCEPTANCE OF JUSTICE ASSISTANCE GRANT AWARD FOR IN-CAR VIDEO CAMERA PROJECT AND UTILIZATION OF DRUG FORFEITURE FUNDS FOR GRANT MATCH

WHEREAS, the Adrian City commission, by Resolution #R09-120 dated July 20, 2009, authorized application for an enhanced Justice Assistance Grant under the American Recovery and Reinvestment Act of 2009 (Grant #2009-DJ-BX-1167) to provide funding for the Police Department In-Car Camera Project; and

WHEREAS, the United States Department of Justice, under the expanded grant funding provided by the American Recovery and Investment Act, awarded the grant funding in September, 2009 in the amount of \$14,539, for the period October 1, 2009 through February 28, 2013; and

WHEREAS, the total cost of the proposed project amounts to \$17,125, including the purchase and installation of the following items:

4	DVM-500 Digital Ally Camera Systems (\$395.00 ea.)	\$15,980.00
4	Installation of Camera Systems (\$286.25 ea.)	<u>1,145.00</u>
	Total	<u>\$17,125.00</u>

WHEREAS, the Police Chief and City Administrator recommend acceptance of the Justice Assistance Grant Award (Grant #2009-DJ-BX-1167) in the amount of \$14,539, appropriation of Drug Forfeiture Funds in the amount of \$2,586 for the required grant match and approval of the necessary budget amendments; and

WHEREAS, Public Act 368 of 1978 (the Public Health Code) specifies that all forfeiture monies distributed by the Court to the seizing agency "shall be used to enhance law enforcement activities"; and

WHEREAS, the City of Adrian currently has a total of \$29,614 in a Trust Account as a result of Court-distributed drug forfeiture property seizures; and

WHEREAS, Public Act 368 further specifies that the forfeiture funds shall be "appropriated by the entity (City Commission) having budgetary authority over the seizing agency (Police Department.)"

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes acceptance of the Justice Assistance Grant (JAG) Award (Grant #2009-DJ-BX-1167) in the amount of \$14,539.

BE IT, FURTHER, RESOLVED that \$2,586 be appropriated from the drug Forfeiture Trust Fund (701-000.00-280.000) and that the FY2010-11 Budget be amended as follows:

General Fund

Revenue: (101-301.00-540.000)	Police JAG/ARRA Grant, including Local Match	\$17,125
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Expenditures:		
Police Department:	Police Capital Equipment	<u>17,125</u>
101-301.00-977.000		
	Total	<u>\$ -0-</u>

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

MISCELLANEOUS

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

PUBLIC COMMENTS

1. Harold Frederick, 1340 Oregon Rd., felt that it would have been better to table resolution R10-118.
2. Tim Hernandez told the Commission he was leaving WLEN to become a teacher's aide at LISD. Thanked the Commission for their past cooperation and support.

COMMISSION COMMENTS

1. Commissioner Warren wished good luck to Tim Hernandez (WLEN); echoed by Mayor McDowell.
2. Commission Carrico thanked all who worked on Art-A-Licious; echoed by Commissioner DuMars.
3. Commissioner Clegg thanked all who were re-elected to volunteer boards.
4. Mayor McDowell thanked "Especially for You" and "Running with E's" for their generosity.

The next regular meeting of the Adrian City Commission will be held on Monday, October 4, 2010 at 7:00 p.m. in the City Chambers Building located at 159 E. Maumee Street, Adrian, MI 49221.

Gary E. McDowell
Mayor

Pat Baker
City Clerk



CHECK REGISTER

October 4, 2010

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 #3337 through #3344.....	\$ 54,751.88
General Fund	
Vouchers #20089 through #20110	\$ 401,329.61
Clearing Account Vouchers	
amounting to.....	<u>\$342,689.91</u>
TOTAL EXPENDITURES	<u>\$ 798,771.40</u>

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

4-Oct-10

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
20089	\$ 19.20	City of Adrian: Storm Util	Posting Correction
20090		City of Adrian: Utilities	Transfer State MI Funds
20091	\$ 52.00	Hispanic Heritage Month	Comm,Mayor luncheon
20092	\$ 239,289.26	City of Adrian: Payroll	Payroll for Sept 17
20093	\$ 15,368.00	First Federal Bank	Soc Security for Sept 17
20094	\$ 263.63	Frontier	Police, Skate Park Phone
20095		City of Adrian: Dart	Transfer State MI Funds
20096	\$ 1,115.78	Lenawee Fuels Inc	Cemetery Gasoline
20097	\$ 2,903.98	City of Adrian: Utilities	Various Water Bills
20098		City of Adrian: Utilities	Transfer State MI Funds
20099	\$ 282,868.82	City of Adrian: Clearing Acct	Sept 20 Check Register
20100	\$ 4,305.04	Quick Service Transportation	Payroll W/E Sept 18
20101		City of Adrian: Utilities	Transfer State MI Funds
20102	\$ 371.27	Frontier	Various Phone Bills
20103		***VOID***	
20104	\$ 106,743.36	Blue Cross Blue Shield of MI	October Hospitalization Ins
20105	\$ 5.90	Qwest	Phone Bill
20106	\$ 463.69	Citizens Gas Fuel Co	Various Heat Bills
20107	\$ 200.00	Associated Charities	Recreation Refund
20108	\$ 48.00	Linda Linchan	Recreation Refund
20109	\$ 4,868.82	Quick Service Transportation	Payroll W/E Sept 25
20110	\$ 25,311.68	Lenawee Fuels Inc	Motor Pool Diesel & Gas

\$ 684,198.43

\$ (282,868.82) Less: CK# 20099

\$ 401,329.61

October 4, 2010

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
<u>Receiving</u>			
3337	State of Michigan	Submission of Escheats	\$ 2,515.24
3338	City of Adrian: Payroll	Payroll for Sept 17	\$ 49,872.20
3339	Frontier	O&M Phone Bill	\$ 40.41
3340	City of Adrian: Utilities	Water Bills	\$ 182.70
3341	City of Adrian: Clearing Acct	Sept 20 Check Register	\$ 78,450.02
3342	Frontier	Water PlantPhone	\$ 45.54
3343	City of Adrian: Fee Estate	Irrigation Line Toledo St	\$ 1,857.42
3344	Citizens Gas Fuel Co	Various Heat Bills	\$ 238.37
Total			\$ 133,201.90
Less: CK #3341			\$ 78,450.02
TOTAL			\$ 54,751.88

WW = \$ 57,797.81

WAT= \$ 75,404.09

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ADRIAN AREA CHAMBER OF COMME	10.00		
2. ADRIAN HIGH SCHOOL	175.00		
3. ADRIAN LOCKSMITH & CYCLERY	154.95		
4. ADRIAN MECHANICAL SERVICES C	2,308.50		
5. ADRIAN PAINTERS SUPPLY & EQU	283.34		
6. ADVANCE AUTO PARTS COMMERCIA	46.97		
7. AMERICAN PLANNING ASSOC	275.00		
8. AMERICANFLAGSTORE.COM INC	521.00		
9. APOLLO FIRE EQUIPMENT	74.12		
10. APPLIED INDUSTRIAL TECHNOLOG	235.25		
11. ARCH WIRELESS	34.61		
12. AUTO ZONE COMMERCIAL	66.56		
13. BAKER & TAYLOR BOOKS	862.88		
14. BATTERY WHOLESALE	368.32		
15. BEACON FORMS & LABELS INC.	399.06		
16. BELSON ASPHALT PAVING INC	61,920.00		
17. MARK BISHOP	60.00		
18. BLACK SWAMP EQUIPMENT	604.04		
19. BLISSFIELD VILLAGE OF	20.00		
20. THE BOOK FARM INC	261.57		
21. BUCK & KNOBBY EQUIP CO INC	199.87		
22. NEIL BUEHRER	65.00		
23. BUILDING PERMITS LAW BULLETI	98.78		
24. CHALLENGER TEAMWEAR	988.53		
25. CHRISTENSEN'S PLANT CENTER	2,151.75		
26. CODE OFFICIALS CONFERENCE			
27. COLE-PARMER INSTRUMENT CO	497.71		
28. COMCAST	84.69		
29. COMPUTER CARE COMPANY, INC.	229.85		
30. CONTINENTAL SERVICE	362.63		
31. DEENA COVEY	200.00		
32. CRONER PUBLICATIONS INC	129.95		
33. CTI & ASSOCIATES, INC.	5,248.50		
34. CUMMINS BRIDGEWAY LLC	100.00		
35. W S DARLEY & CO	253.75		
36. DEXTER'S INC.	18.80		
37. DOAN CONSTRUCTION CO	427.88		
38. EXECUTONE COMMUNICATIONS LLC	654.45		
39. FASTENAL COMPANY	100.87		
40. FEDERAL EXPRESS	123.91		
41. FISHER SCIENTIFIC COMPANY LL	178.74		
42. FREIGHT CENTER	301.82		
43. GALLANT & SON	74.96		
44. RICHARD GARNO	380.99		
45. GOLDEN HARVEST, INC.	10,500.00		
46. GOVERNMENTAL BUSINESS SYSTEM	665.03		
47. GREAT LAKES BOOK DISTRIB	34.95		
48. HABITEC SECURITY INC	150.00		
49. HACH COMPANY	102.13		
50. HERITAGE ARCHIVES	600.00		
51. HUBBARD AUTO CENTER	418.55		
52. ICIAAO	375.00		
53. ICMA RETIREMENT CORPORATION	155.76		
54. JOHN DEERE LANDSCAPES	826.33		
55. KINGSCOTE CHEMICALS	618.46		
56. BRENT KUBALEK	24.53		
57. LANSING SANITARY SUPPLY INC	1,979.44		
58. LENAWEE COUNTY PROSECUTORS	534.48		
59. LENAWEE COUNTY TREASURER	1,332.66		
60. LENAWEE INTERMEDIATE SCHOOL	132.00		
61. LENAWEE INTEMEDIATE SCHOOLS	350.00		
62. LENAWEE TIRE & SUPPLY CO	12.00		
63. LOWE'S CREDIT SERVICES	3,352.49		
64. MACP	85.00		
65. MANPOWER OF LANSING MI INC.	1,629.78		
66. ARIC MASSINGILL	60.00		
67. MASSON'S ELECTRIC, INC	78.96		
68. MC SPORTS	428.28		
69. PAUL MCCORMACK	70.00		
70. MCGOWAN ELECTRIC SUPPLY INC	249.79		
71. MCMASTER- CARR SUPPLY CO.	87.84		
72. JACK METTERNICK	60.00		
73. MICHIGAN ASSESSOR'S ASSN	150.00		
74. MICHIGAN OFFICE SOLUTIONS	90.66		
75. MICHIGAN POLICE EQUIP. CO	3,135.00		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. MICHIGAN SECTION-AWWA	65.00		
77. STATE OF MICHIGAN	12,397.10		
78. MICROMARKETING LLC	693.36		
79. MIDWEST TAPE	366.03		
80. MUGS N' MORE IMAGING	120.00		
81. MUNICIPAL EMPLOYEES' RETIRE	74,543.16		
82. MUNICIPAL UNEMPLOYMENT COMP	7,819.86		
83. NORTHERN TOOL & EQUIPMENT	399.99		
84. OCE IMAGISTICS INC	257.86		
85. OFFICEMAX CONTRACT INC.	308.89		
86. ORBIT TECH	99.00		
87. PAIN ENTERPRISES, INC.	571.50		
88. JEFFREY PARDEE	240.00		
89. PEERLESS SUPPLY INC	4,465.62		
90. PITNEY BOWES INC	242.22		
91. PLATINUM PLUS	2,970.59		
92. PRINTCOMM	2,653.00		
93. CINDY L PRUE	133.00		
94. PVS TECHNOLOGIES INC	5,279.50		
95. QUICK SERVICE TRANSPORTATION	1,452.74		
96. RAFT	170.00		
97. RECORDED BOOKS LLC.	173.20		
98. RED PAINT PRINTING LLC	685.50		
99. RORICK LANDSCAPING LLC	4,260.00		
100. SAFETY SYSTEMS INC.	111.00		
101. CHARLES SCHMENK	144.00		
102. SCHUG CONCRETE CONSTRUCTION	8,832.95		
103. SEBCO BOOKS	1,021.42		
104. SELECT STONE CO. LLC	1,690.00		
105. SHERWIN-WILLIAMS CO	148.56		
106. SIEMENS WATER TECHNOLOGIES C	669.00		
107. SIGN LANGUAGE SIGNS, INC.	475.00		
108. SLUSARSKI EXCAVATING & PAVIN	13,525.00		
109. STAPLES CREDIT PLAN	111.91		
110. STATE BAR OF MICHIGAN	390.00		
111. STATE CHEMICAL MFG CO.	242.04		
112. STONE'S CAFE & CATERING	30.00		
113. SYNAGRO TECHNOLOGIES INC.	60,073.20		
114. T & L RENTALS	225.00		
115. T-MOBILE	29.99		
116. TA INDUSTRIAL SOLUTIONS, INC	24.87		
117. TEKCOLLECT	5,000.00		
118. THOMAS SCIENTIFIC	402.65		
119. TIME EMERGENCY EQUIPMENT INC	135.38		
120. TOLEDO PHYSICAL EDUCATION SU	250.30		
121. TOP QUALITY CHEMICALS	544.50		
122. TRACTOR SUPPLY COMPANY	301.16		
123. TRI-CLOR INC	1,390.00		
124. UNITED PARCEL SERVICE	39.26		
125. USA BLUEBOOK	10.61		
126. VAN BRUNT TRANSPORT INC	703.50		
127. VICTORY LANE QUICK OIL CHG	19.99		
128. WARREN HOLDING CO LLC	1,370.00		
129. WEISKOPF INDUSTRIES CORP	116.74		
130. WEPHOTO LLC	2,187.50		
131. WESTERN LIME CORPORATION	4,929.84		
132. DANIEL WRIGHT	42.50		
133. WRIGHT SIGNS INC.	800.00		
134. WRIGHT TREE SERVICE	6,491.20		
***TOTAL ALL CLAIMS**	342,689.91		



COMMUNICATIONS

C-1

MEMO



DATE: September 29, 2010
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Downtown Parking System

Over two years ago, I drafted a memo to change the downtown parking system in a number of ways. No action was taken at that time and the issue has now resurfaced, in large part due to the continued deterioration of all City parking lots and the general ineffectiveness of the permit parking/enforcement system that has been in place. The essence of my 2008 memo remains the same. Some changes, however, should be noted as follows:

1. The proposal included the sale of the Pearl Street lot due to its inadequate size and then present communications with a business owner who indicated a desire to purchase the lot. The owner indicated to me that he was no longer interested in purchasing the lot, so this lot remains an issue in terms of its future use and effectiveness.
2. The proposal suggests keeping meters on streets in order to have traffic moving and to stop owners and employees from parking there for hours at a time. The DDA Board, however, wanted to try the removal of the meters, to which I have no strong opposition.
3. Funding for the North Toledo Street lot will not come from City bond funding. These extra funds were applied to upgrade the area behind the Barley House instead.
4. The initial concept was to renovate the lots at one time and borrow funds to do so. It now appears that the preferable method would be to stagger the work as funds become available. This would also allow some of the work to be completed by City employees, which should save considerable funds when the work is done. In future years, the City would then not be forced with lot renovations being all needed at the same time, as has been the past practice.

Chris Miller has held two meetings for interested businesses and property owners to discuss this proposal. No strong objections were observed at either session, although there was some discussion as to the timing of the work to be completed. Please understand that this concept includes funding from the City General Fund at \$60,000 per year in the beginning. In past years, the General Fund has assumed costs due to insufficient revenues, but has never "planned" or budgeted for such payments. As such, the annual payment by the City would be expected to be a budgeted item for years to come.

Respectfully submitted,


Dane C. Nelson
City Administrator

**CITY OF ADRIAN, MICHIGAN
AUTO PARKING FUND**

FY2010-11 SPECIAL ASSESSMENT



**FINANCIAL PLAN
AND
WORK PROGRAM**

**Prepared by:
FINANCE DEPARTMENT
AND
CITY ENGINEER**

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

**CITY OF ADRIAN, MICHIGAN
AUTO PARKING FUND**

**FINANCIAL PLAN
AND WORK PROGRAM**

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**CITY OF ADRIAN
 AUTO PARKING FUND
 REVENUE AND EXPENDITURE REPORT
 PROFORMA**

ACCOUNT	DESCRIPTION	FY2009-10 ACTUAL	FY2010-11 ESTIMATED ACTUAL	FY2011-12 PROPOSED BUDGET	FY2012-13 PROPOSED BUDGET
Fund 585 - AUTO PARKING FUND					
BEGINNING FUND BALANCE*		\$186,420	\$187,436	\$324,436	\$461,436
* Includes Prior DDA \$50,000 Contrib.					
Revenues					
Dept 000.00					
652.310	PARKING FEES	\$2,887	\$0	\$0	\$0
652.312	PARKING PERMITS	19,135	2,000	2,000	2,000
656.000	PARKING FINES	8,174	1,000	1,000	1,000
664.000	INVESTMENT EARNINGS	175	1,000	1,000	1,000
698.000	FEE ESTATE CONTRIB.	0	25,000	25,000	25,000
699.101	CONTRIB-GENERAL FUND	6,000	60,000	60,000	60,000
699.280	TRANSFER IN - DDA	10,000	60,000	60,000	60,000
699.599	CONTRIBUTION-SPEC ASSESS	37,357	60,000	60,000	60,000
Total Revenues		\$83,728	\$209,000	\$209,000	\$209,000
Expenditures					
Dept 546.00: OPERATING EXPENDITURES					
702.000	WAGES	\$6,406	\$0	\$0	\$0
702.111	WAGES-SNOW REMOVAL	4,367	6,700	6,700	6,700
702.290	WAGES-EQUIP MAINT & COLL	13,798	7,200	7,200	7,200
704.111	OVERTIME	3,773	4,000	4,000	4,000
708.111	OVERHEAD-SNOW REMOVAL	3,723	5,000	5,000	5,000
715.000	SOCIAL SECURITY	470	0	0	0
719.000	UNEMPLOY COMP	144	0	0	0
741.000	OPER SUPPLIES	1,381	1,400	1,400	1,400
776.111	SUPPLIES-SNOW REMOVAL	5,118	5,000	5,000	5,000
801.000	CONTRACT SERVICES	5,000	5,000	5,000	5,000
801.291	CONTRACTED-GEN LOT MAINT	620	1,000	1,000	1,000
802.000	AUDIT FEES	1,000	1,000	1,000	1,000
912.000	LIABILITY INSURANCE	153	200	200	200
914.000	WORKER'S COMPENSATION	259	0	0	0
921.000	ELECTRICAL	11,374	10,000	10,000	10,000
943.111	VEH RENT-SNOW REMOVAL	8,859	9,000	9,000	9,000
951.000	TAXES-STORM WATER UTILITY	1,355	1,500	1,500	1,500
967.000	DEPRECIATION EXPENSE	14,912	15,000	15,000	15,000
975.000	CAPITAL IMPROVEMENTS	0	0	0	0
Total Expenditures		\$82,712	\$72,000	\$72,000	\$72,000
NET OF REVENUES AND EXPENDITURES		\$1,016	\$137,000	\$137,000	\$137,000
ACCUMULATED FUND BALANCE		\$187,436	\$324,436	\$461,436	\$598,436

**SUMMARY OF PARKING
LOT REHABILITATION ESTIMATES**

Parking Lot No.	Parking Lot	Total ProjectCost
2	Gas Company	\$261,479.60
3	Pearl Street	\$125,690.96
4	Toledo Street North	\$228,704.00
5 & 8	Church Street Lot	\$464,337.50
7	Pizza Bucket	\$119,652.35
10	Maiden Lane	\$238,326.15
11	Mr. Ed's	\$152,725.25

\$1,590,915.81

MEMO _____



RE: DOWNTOWN PARKING

DATE: September 8, 2008

TO: Honorable Mayor and City Commissioners

FROM: Dane C. Nelson, City Administrator

HISTORY

For background purposes, after the Downtown Blueprint approval, parking lot meters were removed. Unfortunately, no plan for revenues to pay for lot maintenance, parking enforcement or long-term capital needs were considered at that time. The result was a misunderstood system that placed most of the above costs to be a burden, almost totally, on the city's General Fund. After reviewing this in detail, I recommended a plan to change permit fees, adding permit parking areas, long-term meters, improved parking enforcement, and an annual parking assessment to property owners. At that time, we anticipated annual costs of \$126,000, including \$55,000, primarily for capital maintenance. It did not address long-term capital needs to rebuild the lots downtown. This plan solved the immediate financial issues that were involved in the parking system. However, after implementation, complaints continued by customers and business owners that the system was not well understood and was still a deterrent to downtown shopping.

In an attempt to address these initial complaints, a parking validation system was created to address at least the tickets being received by shoppers. While this was an improvement, it created a basically unworkable system which was subject to abuse by downtown employees who chose not to purchase parking permits. It has caused a significant amount of work for city staff to apply the system fairly. In addition, the validation system has negatively affected the initial revenue projections regarding the anticipated receipt of fine revenue. Currently, part-time enforcement staff have voluntarily left the employment of the city, leaving enforcement to police patrol as needed.

The overall goals of the downtown parking system have been to remove parking as a reason to not shop downtown; to have customers receive the best parking spaces; to have employees park in permit areas; and to have minimal financial support from the city General Fund.

It is staff's conclusion that the hoped for goals have not all materialized with the current system. The revenue projections have not been fully realized due to the implementation of the validation system. Complaints about parking enforcement have continued ever since we hired enforcement personnel to mark tires. Employees have not purchased permits as needed and expected and rather than allowing customers to have priority parking spaces, in order to avoid tickets, the employees have created a system to come outside every two hours to move their vehicles. This is especially true where businesses have few or no retail customers, as these owners and employees just want to park as close to their building as possible.

During the Holland Mayor Exchange visit, I inquired about their downtown parking system, as this city is widely noted as having a vibrant downtown area. I have received documents from Holland staff on a couple of occasions to allow me to better understand their system. While they have small permit sales for

overnight parking (residents, primarily), they basically assess the entire cost of the parking system to the downtown property owners. They believe, as do I, that “free” parking must be provided to customers. Holland utilizes a different formula for assessment than we have created, as they use a “front-foot” approach based on the size of lots, as opposed to the actual use of a building. I believe that our assessment system, while a little more burdensome to determine each year, is more fair to owners, as I believe that the parking needs for certain business operations are more extensive for some than for others and should, therefore, pay more based on this increased need or usage for customer and employee parking.

To complicate matters, the condition of the lots is fast deteriorating. Sufficient funds have not been available or saved in past years to optimally maintain them, let alone renovate them. The last rebuilding of the lots occurred between 1989 and 1992. A problem has been that the parking lots were often rebuilt at the same time, causing them to also fail at the same time. I have had Kristin Bauer analyze the current needs and expected costs to fix these lots. This analysis and cost for each respective lot is attached. In short, however, her conclusion is that almost \$2,000,000 is needed to restore all the lots at the present time. Please keep in mind that this is a very rough estimate, as many assumptions were needed to be taken by her, such as subsurface conditions, as well as the cost of asphalt from time to time.

PROPOSAL

I have been meeting with Chief Collins, Jennifer Compton, Jeff Pardee, Cindy Prue and Kristin Bauer to review operational and enforcement concerns, revenue issues, as well as the maintenance and capital needs of the downtown parking system. Given the history, current conditions and other related matters, the following are my conclusions and recommendations.

1. A new system should be developed where most of the use of parking downtown is “free” or provided at no cost to everyone who uses the parking system. This plan would include the following concepts:
 - a. The only permit sales would be for overnight parking in downtown lots.
 - b. All “back-lot” parking lots would have parking at no direct cost to users.
 - c. “Customer-only” areas would be created in the back-lots to designate preferred areas for customers. However, there would be no enforcement for employees who park in these areas. It is hoped that they will park in other areas of the city back-lots that are still available in the lots.
 - d. The parking lots behind the Grasshopper Restaurant would be disposed of, hopefully, by sale. The reason for this disposal is that the lot itself, as a public parking facility, is insufficient to be rebuilt with adequate room for needed parking spaces, from an engineering basis.
 - e. There would be on-street parking meters, with a short time set for free parking. Enforcement would be by the Police Department. This is designed to allow short-term access to buildings and to discourage employees from using these spaces for long periods of time during the workday.
 - f. The hiring of personnel to stripe tires and write parking tickets would be eliminated.

- g. There would be no user cost for parking in any of the “back-lots”, except for overnight parkers. Overnight parking enforcement would also be enforced by the Police Department.
- h. All parking lots would be rebuilt as soon as possible. The cost for the renovation of the lots behind the new City Hall and the lot where the Farmers Market is located would be paid for with the funding of City Hall and the new Police Department. This would be done to recognize the use of the Farmers Market lot by city personnel on a daily basis and also to reduce the amount needed to be borrowed and financed so the remaining parking lots can be completed. This would, obviously, reduce the costs of the assessment to downtown property owners for this rebuilding.

FINANCIAL ANALYSES:

I. Historical

- A. Approximately \$70,000 per year has been spent for lot maintenance, including snow removal, lighting, etc.
- B. Approximately \$30,000 in permit revenue and \$30,000 in annual assessments have taken place in the past years.
- C. The DDA still owes approximately \$400,000 for the last streetscape project and parking lot work, which is being paid for from the downtown TIF. This project occurred and was financed in 1992 and should be fully paid in 2012.

II. Proposed Annual Budget

Costs on an Annual Basis

- A. Maintenance - \$70,000
- B. Debt service for renovations, assuming a debt of approximately \$1.5 million - \$140,000
- C. Total budget - \$210,000

Revenue Projections

- A. Annual Fee Estate contribution \$ 25,000
- B. City General Fund contribution \$ 60,000
- C. Overnight permits \$ 5,000
- D. DDA Payments \$ 60,000
- E. Property owner assessments \$ 60,000

Total Revenue Projections \$210,000

NOTES:

- A. The DDA is currently paying for the old TIF. This expires in 2012. The extra \$60,000 to be paid by the DDA will really only impact it for three years. After the existing debt is paid (about \$100,000 per year), it should have no more impact on the operations other than the current debt does today.
- B. The assessment to owners is doubled from its current number. However, with permits being eliminated for owners and employees at a savings of \$30,000, the actual cost in total impact for downtown owners and employees, as a group, is a wash.

PLAN:

To consider this change, my approach would be to first discuss it at a pre-meeting. The DDA Board would also discuss it at its first available meeting. We would then have a presentation and discussion time with those affected downtown and the general public. A final decision would then be made by the City Commission after gathering all of the feedback from these various presentations.

Respectfully submitted,



Dane C. Nelson
City Administrator

DCN:bjw

September 27, 2010

Downtown Parking Special Assessment Procedures

Prepared by: Jeffrey C. Pardee, Finance Director

- I. The parking benefit available for each property is equal regardless of the frequency of use or the time of use, therefore all properties within the Downtown Parking Special Assessment District will be assessed using the same method.
- II. The Downtown Parking Special Assessment total levy will be determined each year based on the current year fiscal year Automobile Parking Fund Budget adopted by the City Commission, taking into consideration total operating and capital costs, as well as all other sources of revenue, including Parking Permit Sales, Parking Fines and Contributions from other funds.
- III. Basis of Downtown Parking Special Assessment
 - A. Calculation of Special Assessment Net Chargeable Spaces
 - a. For each property within the Downtown Parking Special Assessment district, the number of parking spaces required per current zoning based on the use of the property is determined as of December 31st of each year for the next billing cycle.
 - b. The number of spaces privately owned per property is deducted from the number of spaces required by current zoning and use of the property as detailed in item (a) above to arrive at the Net Spaces required per property.
 - c. The Net Spaces from item (b) is then multiplied by a factor which is calculated by: total current parking spaces available on and off street / total spaces required by current zoning and use, to arrive at Factored Net Chargeable Spaces. This factor reduces the number of spaces required by current zoning taking into consideration the number of spaces actually available for use.
 - d. Each Factored Net Chargeable Space per property is then converted into a percentage in relation to the total number of spaces available for use.
 - e. The percentage for each individual property, is multiplied by the total Special Assessment levy for the Downtown Parking to determine levy per property.
- IV. Special Assessment Billing
 - A. Notification of Proposed Levy
 - a. Notification of each properties proposed levy will be sent via first class mail to each property within the Downtown Special Assessment District within 60 days of the billing cycle December 1st.
 - b. Any property that feels that the Downtown Special Assessment levy constitutes a un-do burden may apply to the City Administrator for relief from the Special Assessment on a form prescribed by the City. If the City Administrator determines that the Petition for Relief has merit, the City Administrator shall refer the Petition for Relief to the Parking Sub-Committee, which consists of the DDA Director, Assessor and the Finance Director, for determination of the amount of relief.

- c. After receipt of the petition for relief, the sub-committee has 15 days from receipt of the petition to make a determination on the petition for relief. When a determination of relief has been made, the sub-committee shall notify, by 1st class mail, each petitioner the amount of relief, if any.
- d. Reasons to grant relief, should include **all** of the following:
 - Financial hardship demonstrated by the property owner (financial statements may be required.)
 - Spaces needed per zoning requirement are detrimental to the property filing the petition for relief. Required spaces per zoning not applicable to the operations of the property.
- e. The sub-committee can grant partial relief from the Special Assessment. levy based on the reasons stated on the petition for relief in conjunction with beneficial use received of the parking facilities for the property.

B. Downtown Parking Special Assessment Bills

- a. Bills for the yearly Downtown Parking Special Assessment will be mailed on a separated bill during the regular billing cycle of the December 1st property tax billing cycle.
- b. The Downtown Parking Special Assessment bill will be due and payable during the normal cycle of the tax bill described above, in this case February 14th. Any parking special assessment bill that goes delinquent during the normal cycle will be charge a one time penalty of 10%.
- c. Any Downtown Parking Special Assessment unpaid bill or partially paid bill, in May of the year after the levy, will be added to the next year's summer tax bill in full with all penalties.

RE: FINANCE DEPARTMENT – Downtown Parking Special Assessment – Notice of Intent

RESOLUTION

WHEREAS, in accordance with the recommendations of the Blueprint for Downtown Adrian, short-term parking meters were removed from streets and parking lots in June, 2004; and

WHEREAS, after several meetings of the Ad-Hoc Downtown Parking Advisory Committee to review the Auto Fund Parking Budget and Parking Enforcement Operations, the following Financial Plan and Special Assessment proposal has been developed; and

WHEREAS, the cost to maintain parking lots in the Downtown Development District for FY2010-11 amount to \$72,000, detailed as follows:

Operating Budget	\$72,000
Capital Budget	<u>-0-</u>
Total Expenses	\$72,000; and

WHEREAS, estimated Revenue for FY2010-11 is detailed as follows:

Parking Permits	\$ 2,000
Parking Fines	1,000
Investment Earnings	1,000
Fee Estate Contribution	25,000
Contribution-DDA	60,000
Contribution-General Fund	60,000
Special Assessment	<u>60,000</u>
Total Revenue	<u>\$209,000</u>
Annual Surplus Available for Capital Improvements	<u>\$137,000</u> ; and

WHEREAS, the City Administrator recommends that a \$60,000 special assessment be levied upon the taxable value of real and personal property of downtown business owners who benefit from the removal of parking meters and maintenance of a viable downtown parking system for the purpose of revitalizing the central business district; and

WHEREAS, required plans, reports and recommendations have been filed pursuant to the provisions of Article I, Section 70-6 of the Adrian City Code of Ordinances; and

WHEREAS, such plans include the Auto Parking Fund Financial Plan, purpose of the Special Assessment, the Special Assessment District, and the methodology utilized by the City Assessor to apportion the Special Assessment to property owners within the District.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution:

1. APPROVES the FY2010-11 Auto Parking Fund Financial Plan, including:

Revenues

Dept 000.00		
652.310	PARKING FEES	\$0
652.312	PARKING PERMITS	2,000
656.000	PARKING FINES	1,000
664.000	INVESTMENT EARNINGS	1,000
698.000	FEE ESTATE CONTRIB.	25,000
699.101	CONTRIB-GENERAL FUND	60,000
699.280	TRANSFER IN - DDA	60,000
699.599	CONTRIBUTION-SPEC ASSESS	60,000
Total Revenues		<u>\$209,000</u>

Expenditures

Dept 546.00: OPERATING EXPENDITURES		
702.000	WAGES	\$0
702.111	WAGES-SNOW REMOVAL	6,700
702.290	WAGES-EQUIP MAINT & COLL	7,200
704.111	OVERTIME	4,000
708.111	OVERHEAD-SNOW REMOVAL	5,000
715.000	SOCIAL SECURITY	0
719.000	UNEMPLOY COMP	0
741.000	OPER SUPPLIES	1,400
776.111	SUPPLIES-SNOW REMOVAL	5,000
801.000	CONTRACT SERVICES	5,000
801.291	CONTRACTED-GEN LOT MAINT	1,000
802.000	AUDIT FEES	1,000
912.000	LIABILITY INSURANCE	200
914.000	WORKER'S COMPENSATION	0
921.000	ELECTRICAL	10,000
943.111	VEH RENT-SNOW REMOVAL	9,000
951.000	TAXES-STORM WATER UTILITY	1,500
967.000	DEPRECIATION EXPENSE	15,000
975.000	CAPITAL IMPROVEMENTS	0
Total Expenditures		<u>\$72,000</u>

NET OF REVENUES AND EXPENDITURES \$137,000

2. As indicated in the aforementioned Financial Plan, the City intends to levy a Special Assessment in the amount of \$60,000.
3. The Special Assessment proposed to partially defray the operating expenses detailed in the Auto Parking Fund Financial Plan and, in addition, provide an accumulated fund balance to draw upon for future capital improvements, shall be levied on the lands and premises within the proposed Special Assessment District according to the methodology employed by the City Assessor and on file with the City Clerk.

4. The Report, including the Proposed Special Assessment, shall be filed with the City Clerk forthwith to be available for public examination.
5. The City Commission will meet at a Public Hearing in the Adrian City Commission Chambers (159 E. Maumee Street) at 7:00 p.m. on Monday, October 18, 2010, for the purpose of hearing and considering comments regarding the Proposed Special Assessment District, or to the inclusion of any property within the proposed Special Assessment District.
6. The City Clerk shall mail notice of the intention to adopt said Special Assessment to all interested parties pursuant to the provisions of Article I, Section 70-6 of the Adrian City Code of Ordinances.

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

October 18, 2010

RESOLUTION R10-___

RE: FINANCE DEPARTMENT – Downtown Parking Special Assessment

WHEREAS, the City Administrator has recommended that downtown parking be partially maintained on a special assessment basis, has prepared and filed plans and specifications for the proposal, and has prepared and filed a report and recommendations relating thereto pursuant to the provisions of Article I, Section 70-6 of the Adrian City Code of Ordinances; and

WHEREAS, the Adrian City Commission, on October 4, 2010, adopted Resolution #CR10-???, Downtown Special Assessment – Notice of Intent, detailing the proposed Financial Plan and Proposed Special Assessment in the amount of \$60,000, establishing a Public Hearing in the City Commission Chambers at Adrian City Commission Chambers (159 E. Maumee Street) at 7:00 p.m. on Monday, October 18, 2010, and instructing the City Clerk to mail appropriate Notices of Intent to affected parties.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution:

- 1. Deems it necessary and declares its intention to maintain the downtown parking system;
- 2. Estimates the annual cost thereof to be \$72,000 (excluding accumulated fund balance to draw upon for future capital improvements) to be defrayed by revenue from over-night parking permits, parking enforcement, investment earnings, contributions from the Fee Estate, Downtown Development Authority and City General Fund, as well as a Special Assessment to downtown property owners in the amount of \$60,000;
- 3. Specifies that the Special Assessment District within the Downtown Development District shall include the following land and premises located within the following boundaries:
 - North of Church Street
 - West of Broad Street
 - South of Front Street
 - West Side of Winter Street
 - East of College Avenue
- 4. Authorizes the Special Assessment to partially defray the cost of the proposal shall be levied on the lands and premises within the proposed Special Assessment District according to zoning;
- 5. Directs that the report of the City Administrator be filed with the City Clerk forthwith for public examination.

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

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Owner	Parcel #	Address	Street	Floor	Business	Uses	Aq Fl.	No. of Apts	Zoning	Permitted Parking Spaces	Current Parking Spaces	Net Chargeable Space (SQFT)	Factored Net Chargeable Space (SQFT)	Total Assessable Business	Total per Property	Ratio
BRETTZ BAYMOND	XAD-000-0002-02	217 W MAUMEE ST	1	Vacant Office	vacant office	15174.77	0	0	0	50	0	0	0	\$0.00	0.000%	
HENRY GILBERT E	XAD-000-0004-08	213 W MAUMEE ST	1	Agency Office	vacant office	3026	0	0	4B	10	14	0	0	\$0.00	0.000%	
HENRY GILBERT E	XAD-000-0006-00	201 W MAUMEE ST	1	Real Estate Assoc.	vacant office	1988	0	0	4B	3	14	0	0	\$0.00	0.000%	
BALLARD TRAVIS	XAD-000-0011-00	101 W MAUMEE ST	1	Vacant Office	Office Space	2955	0	0	4B	0	0	0	0	\$206.27	0.12%	
TERRELLY THOMAS	XAD-000-0021-00	62051209 N MAIN ST	1	T&L Training	vacant	1200	0	0	4B	4	40	0	0	\$0.00	0.000%	
	XAD-000-0021-00		1	T&L Training	vacant	4000	0	0	4B	10	0	0	0	\$0.00	0.000%	
	XAD-000-0021-00		1	Lebanese Co. Corp & Vendors	vacant	1000	0	0	4B	2	0	0	0	\$0.00	0.000%	
	XAD-000-0021-00		2	Double R Security	vacant	1000	0	0	4B	2	0	0	0	\$0.00	0.000%	
	XAD-000-0021-00		1	Energy Transco Plus	vacant	2000	0	0	4B	0	0	0	0	\$0.00	0.000%	
	XAD-000-0021-00		1	All Together Bivalve Shig	vacant	1700	0	0	4B	0	0	0	0	\$0.00	0.000%	
	XAD-000-0021-00		2		vacant	4050	0	0	4B	10	0	0	0	\$0.00	0.000%	
BANK OF AMERICA CORP	XAD-000-0023-00	202 N MAIN ST	2	Bank of America	vacant	1038	0	0	4A	35.04	10	25.04	0	\$838.26	0.1347	
	XAD-000-0023-00		2	Bank of America	vacant	3513	0	0	4B	0	0	0	0	\$32.28	0.0054	
	XAD-000-0023-00		2	Vacant Office	vacant	1035	0	0	4B	1	1	0	0	\$27.85	0.0054	
RKZ LLC (Run Bell)	XAD-000-0024-01	150 N MAIN ST	1	Garage	vacant	1100	0	0	3P	3.66	0	3.66	0	\$118.14	0.0197	
	XAD-000-0024-01		2		vacant	1100	0	0	1B	2	0	2	0	\$192.70	0.290%	
BISHOP NICHOLAS	XAD-000-0024-02	104 TOLEDO ST	1	Shook's Low	vacant	450	0	0	3P	5.75	0	5.75	0	\$185.51	0.294%	
CLARKE ERIC	XAD-000-0025-00	148 N MAIN ST	1	Running with Es	vacant	2500	0	0	3P	4.3	1	7.8	0	\$243.33	0.366%	
P & S PROPERTIES LLC	XAD-000-0025-00	115 E MAUMEE ST	1	Western and Western Auto PC	vacant	600	0	0	4B	1.5	0	1.5	0	\$48.42	0.0081	
	XAD-000-0025-00		1	Senior Center Brown	vacant	600	0	0	4B	1.5	0	1.5	0	\$48.42	0.0081	
	XAD-000-0025-00		2	Service Source/Office	vacant	8710	0	0	4B	2.77	0	2.77	0	\$85.71	0.0124	
	XAD-000-0025-00		3		vacant	1600	0	0	4B	1	0	1	0	\$32.28	0.0054	
CITY OF ADRIAN	XAD-000-0030-01	135 (139) E MAUMEE ST	1	CITY HALL	OFFICE	9142	0	0	4B	43.71	0	43.71	0	\$1,375.12	0.6259	
	XAD-000-0030-01		Mez		OFFICE	1844	0	0		1	0	1	0	\$57.24	0.0030	
	XAD-000-0030-01		3		OFFICE	9142	0	0		1	0	1	0	\$57.24	0.0030	
	XAD-000-0030-01		B		OFFICE	5540	0	0		1	0	1	0	\$162.01	0.0064	
CITY OF ADRIAN	XAD-000-0031-00	143 E MAUMEE ST	1	Adrian Public Library	public library	1406	0	0	4B	36.25	0	36.25	0	\$1,160.34	0.6140	
	XAD-000-0031-00		2		public library	840	0	0		15.1	0	15.1	0	\$484.06	0.0866	
CITY OF ADRIAN	XAD-000-0032-00	153 E MAUMEE ST	1	Future City Police Station	vacant	2270	0	0	4B	1	0	1	0	\$32.28	0.0054	
	XAD-000-0032-00		1	Future City Police Station	vacant	2270	0	0	4B	1	0	1	0	\$32.28	0.0054	
CITY OF ADRIAN	XAD-000-0033-00	155 E MAUMEE ST	1	Future City Police Station	vacant	5089	0	0	4B	1	0	1	0	\$32.28	0.0054	
	XAD-000-0033-00		1	Future City Police Station	vacant	5089	0	0	4B	1	0	1	0	\$32.28	0.0054	
BOWERS INC	XAD-000-0034-01	122 E MAUMEE ST	1	BR Bowers & Company	Office	3640	0	0	4B	9.1	4	5.1	0	\$164.82	0.0274	
	XAD-000-0034-01		2		Storage	1890	0	0		1	1	0	0	\$57.28	0.0054	
BUCIAGA RIBEN	XAD-000-0035-00	0 E MAUMEE ST	1		vacant	1911	0	0		0	0	0	0	\$0.00	0.000%	
ADRIAN PHYSICIANS ASSN	XAD-000-0035-01	142 (146) E MAUMEE ST	1	vacant	vacant	3042	0	0	4B	7.6	24	21.83	0	\$706.26	0.1177	
	XAD-000-0035-01		1	Adrian Counseling & Psychiatric Clinic	medical counseling	2500	0	0	4C	14.3	0	14.3	0	\$0.00	0.000%	
	XAD-000-0035-01		1		vacant	1897	0	0	4B	4.75	0	4.75	0	\$0.00	0.000%	
	XAD-000-0035-01		1		vacant	180	0	0	4B	1	0	1	0	\$0.00	0.000%	
	XAD-000-0035-01		1		vacant	1200	0	0	4B	3	0	3	0	\$0.00	0.000%	
	XAD-000-0035-01		1		vacant	1911	0	0	4B	4.78	0	4.78	0	\$0.00	0.000%	
REDHIC INC	XAD-000-0037-00	(136-138) E MAUMEE ST	1	Vacant - Former Office Shop	vacant - former coffee shop	4050	0	0	3S	8.33	0	8.33	0	\$248.80	0.0348	
	XAD-000-0037-00		1	The Street Shop	vacant	4050	0	0	3P	4	0	4	0	\$126.12	0.0179	
	XAD-000-0037-00		1	Beauty Salon	vacant	4050	0	0	3P	3.33	0	3.33	0	\$107.45	0.0079	
	XAD-000-0037-00		1	Beauty Salon & Spa	vacant	4050	0	0	3P	5	0	5	0	\$161.40	0.0058	
	XAD-000-0037-00		1	Beauty Salon & Spa	vacant	4050	0	0	3C	10	0	10	0	\$322.80	0.0058	
	XAD-000-0037-00		1	B&E Design	vacant	4050	0	0	4B	3.75	0	3.75	0	\$42.70	0.0055	
	XAD-000-0037-00		1	Lebanese Co Assoc of Home Bils	vacant	4050	0	0	3P	3.33	0	3.33	0	\$107.49	0.0078	
	XAD-000-0037-00		1	TransWestern	vacant	4050	0	0	4B	1.87	0	1.87	0	\$60.61	0.0078	
	XAD-000-0037-00		1	TransWestern	vacant	2075	0	0	4B	5.18	0	5.18	0	\$107.23	0.0079	
	XAD-000-0037-00		2		vacant	184	0	0	5D	1.04	0	1.04	0	\$31.57	0.0056	
DHS PROPERTY LLC	XAD-000-0038-00	102 (104) E MAUMEE ST	1	The Dealer Advantage	Office Space	3808	0	0	4B	9.5	0	9.5	0	\$295.44	0.0251	

Parcel ID	City	Map	Legal Description	Area	Use	Value	Assessment	Rate	Other
XAB-000-0040-00	CITY OF ADRIAN	111 (119)	CHURCH ST	142	S	1120	1120	0.0000	0.0000
XAB-000-0040-00	FRANSON, CLARE		MAIN ST	142	S	1120	1120	0.0000	0.0000
XAB-000-0040-00	CITY OF ADRIAN	123	CHURCH ST	142	S	1120	1120	0.0000	0.0000
XAB-000-0040-00	ADRIAN PHYSICIANS ASSN	147	CHURCH ST	142	S	1120	1120	0.0000	0.0000
XAB-000-0040-00	FRET PRESBYTERIAN CHURCH	128	BROAD ST	142	S	1120	1120	0.0000	0.0000
XAB-000-0040-00	CITIZENS GAS FUEL CO	117	WINTER ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	GATEHOUSE MEDIA	133 (N)	(WINTER ST)	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	GATEHOUSE MEDIA, INC	155	WINTER ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	RAISIN RIVER DEVELOPMENT	205	WINTER ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	POWELL	213	WINTER ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	COURTHOUSE COMMONS, INC	227	WINTER ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	BOVA PROPERTIES LLC	113	FRONT ST	142	W	1120	1120	0.0000	0.0000
XAB-000-0040-00	BOVA PROPERTIES LLC	231	MAIN ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	FAMILY COUNSELING & CHILDREN	225	MAIN ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	RAYMOND, JOHN	215	WINTER ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	NOE, WILLIAM	204	WINTER ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	ONE SIXTY PARTNERSHIP	160	WINTER ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	CHASE, JOYCE & DOUGLAS	144	WINTER ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	CHASE, JOYCE & DOUGLAS	142	WINTER ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	BISHOP LIVING TRUST	139	MAIN ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	BISHOP LIVING TRUST	141	MAIN ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	CHASE, JOYCE & DOUGLAS	132	WINTER ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	JODIS, DENIS & CAROL	216A-C	MAIN ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	FAMILY COUNSELING & CHILDREN	215	(MAIN ST)	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	CITY OF ADRIAN	230 (234)	MAIN ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	VAN OPIJNEN, RICHARD	240 (242)	MAIN ST	142	N	1120	1120	0.0000	0.0000
XAB-000-0040-00	VAN OPIJNEN, RICHARD	114 (116)	FRONT ST	142	E	1120	1120	0.0000	0.0000

SEAWOOD TOWN INC	124	E	FRONT ST	1	Vacant	2576	Vacant	V	0	1	0.0052	522.26
				2	Vacant	2736	Vacant	V	0	1	0.0052 <td>522.26</td>	522.26
P & S 600 PROPERTIES	187		TOLEDO ST	1	Backlot Plaza	3082	Backlot Plaza	30	30	0.0049 <td>\$79.70</td>	\$79.70	
				2	Vacant	1540	Vacant	12	12	0.0085 <td>\$416.92</td>	\$416.92	
				3	Vacant	1540	Vacant	12	12	0.0054 <td>\$472.80</td>	\$472.80	
KRCLL RUBEN & CHRISTINE	151		TOLEDO ST	1	residence	1070	single family residence	1A	1	0.0000 <td>\$0.00</td>	\$0.00	
				2	residence	800	single family residence	1A	2	0.0000 <td>\$0.00</td>	\$0.00	
				3	residence	800	single family residence	1A	3	0.0000 <td>\$0.00</td>	\$0.00	
TAYLOR THOMAS	203	N	BROAD ST	1	The Taylor Agency	3983	insurance	4B	5	0.0025 <td>\$151.72</td>	\$151.72	
				2	residence	1322	single family residence	4B	2	0.0013 <td>\$6.07</td>	\$6.07	
				3	residence	1317	single family residence	4B	3	0.0000 <td>\$0.00</td>	\$0.00	
MCFARLAND DAVID C & SWEET	208	N	BROAD ST	1	landfill station	1412	landfill station	3C	0	0.0007 <td>\$448.20</td>	\$448.20	
				2	Another New Place	1818	apartments	3C	0	0.0000 <td>\$0.00</td>	\$0.00	
				3	apartments	1823	apartments	3C	15	0.0004 <td>\$184.20</td>	\$184.20	
LEMAWEE HOUSING DEVELOPMENT	223	N	BROAD ST	1	apartments	2358	apartments	1B	6	0.0043	\$258.24	
				2	apartments	1890	apartments	1B	6	0.0000 <td>\$0.00</td>	\$0.00	
				3	apartments	1847	apartments	1A	2	0.0018 <td>\$64.56</td>	\$64.56	
KINSEL FREDRIC	227	N	BROAD ST	1	rental	1847	single family residence	1A	2	0.0000 <td>\$0.00</td>	\$0.00	
				2	rental	1847	single family residence	1A	2	0.0000 <td>\$0.00</td>	\$0.00	
TOWERY ROY & PATRICIA	114 (118)	W	MAUMEE ST	1	Playa Pkz	4620	town	3T	30	0.0164 <td>\$988.40</td>	\$988.40	
				2	apartments	4620	apartments	3T	0	0.0000 <td>\$0.00</td>	\$0.00	
				3	apartments	3985	apartments	3T	1	0.0054 <td>\$27.28</td>	\$27.28	
				4	apartments	3985	apartments	3T	1	0.0000 <td>\$0.00</td>	\$0.00	
DJ ENTERPRISES LLC	235	N	BROAD ST	1	Health Aid Clinic	960	Office	4B	2.5	0.0000 <td>\$0.00</td>	\$0.00	
				2	apartments	580	apartments	4B	6	0.0000 <td>\$0.00</td>	\$0.00	
WASHOWA SERVICES INC	241	N	BROAD ST	1	Vacant	1854	Storage	1A	5	0.0054 <td>\$32.28</td>	\$32.28	
				2	apartments	1424	apartments	1A	5	0.0000 <td>\$0.00</td>	\$0.00	
DAILY JAMES & ANN MARIE	152	E	FRONT ST	1	James W. Daily, Ally	1209	ally	4B	10	0.0000 <td>\$0.00</td>	\$0.00	
				2	James W. Daily, Ally	1209	ally	4B	10	0.0000 <td>\$0.00</td>	\$0.00	
				3	William C. Egan PC - A Bankruptcy Center	1110	ally	4B	10	0.0000 <td>\$0.00</td>	\$0.00	
				4	apartments	1110	apartments	4B	10	0.0000 <td>\$0.00</td>	\$0.00	
LEMAWEE CO COMM FUND	199	N	BROAD ST	1	Catholic Social Services	3091	social services agency	4B	7.72	0.0000 <td>\$0.00</td>	\$0.00	
				2	Funeral School	1058	school	1B	6	0.0000 <td>\$0.00</td>	\$0.00	
				3	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				4	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				5	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				6	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				7	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				8	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				9	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				10	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				11	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				12	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				13	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				14	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				15	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				16	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				17	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				18	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				19	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				20	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				21	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				22	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				23	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				24	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				25	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				26	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				27	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				28	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				29	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				30	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				31	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				32	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				33	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				34	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				35	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				36	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				37	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				38	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				39	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				40	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				41	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				42	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				43	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				44	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				45	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				46	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				47	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				48	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				49	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				50	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				51	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				52	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				53	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				54	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				55	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				56	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				57	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				58	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				59	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				60	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				61	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				62	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				63	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				64	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				65	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				66	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				67	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				68	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				69	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				70	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				71	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				72	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				73	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				74	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				75	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				76	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				77	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				78	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				79	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				80	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				81	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				82	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				83	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				84	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				85	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				86	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				87	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				88	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				89	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				90	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				91	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				92	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				93	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				94	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	
				95	Church	864	church	1B	2	0.0000 <td>\$0.00</td>	\$0.00	

MOORE, CHARLES & MATALE	XAO-100-0171-00	1	112	N	MAIN ST	1	Vacant - Retail apt	1800	2	3P Retail store unless otherwise specified 1 for each 300 sq ft gross floor area	5.6	0	5.6	0.00051	\$180.77	0.584%	
	XAO-100-0171-00	2				2		1700			2	0	1700	0.00108	\$44.56		
	XAO-100-0171-00	3				3		1200			2	0	1200	0.00078	\$374.43		
RODOT, THOMAS	XAO-100-0172-00	1	114	N	MAIN ST	1	Boat and Motor	1905		48	4.88	0	4.88	0.00286	\$160.75		
	XAO-100-0172-00	2				2	CPA taxes & consulting office	1500			3.15	0	1500	0.00189	\$101.68	0.41%	
	XAO-100-0172-00	3				3	CPA taxes & consulting office	1200			1	0	1200	0.00084	\$294.72		
SALA, STANLEY	XAO-100-0173-00	1	116 (118)	N	MAIN ST	1	Sheryll M. Sala, Att. & Assoc.	3230	3	48	8.07	0	8.07	0.00434	\$269.50		
	XAO-100-0173-00	2				2	att. w/pts	3230			6	0	3230	0.00323	\$189.88	0.725%	
	XAO-100-0173-00	3				3	att. w/pts	1080			2	0	1080	0.00095	\$9.00	0.268%	
KABE INVESTMENTS	XAO-100-0174-00	1	120	N	MAIN ST	1	Restaurant	860			0.7	0	860	0.00072	\$409.30		
	XAO-100-0174-00	2				2	apartment	860			2	0	860	0.00106	\$187.88	0.268%	
PILL, RANDY P POST 187 AVNET	XAO-100-0175-00	1	122	N	MAIN ST	1	Randy P. Post 187 Avnet	1504		20	16.67	0	16.67	0.00497	\$538.11	0.654%	
	XAO-100-0175-00	2				2	lounge, bag sales for veterans	1504			25.06	0	1504	0.01346	\$699.84		
	XAO-100-0175-00	3				3	baggage tag sales for veterans	1504			18.95	0	1504	0.00900	\$101.00	1.283%	
PILL, RANDY P POST 187 AVNET	XAO-100-0176-00	1	124	N	MAIN ST	1	Highland Industrial	1850			20.03	3	17.05	0.00917	\$560.37		
	XAO-100-0176-00	2				2	Storage Area	2275		48	18.95	0	2275	0.00879	\$507.33	1.855%	
	XAO-100-0176-00	3				3	Storage Area	2108			16.87	0	2108	0.00654	\$324.26	0.705%	
MCBRATH, MICHEL & ALICE	XAO-100-0177-00	1	128	N	MAIN ST	1	DownTown Yoga (DTY)	1850			9.4	0	1850	0.00506	\$269.43	0.788%	
	XAO-100-0177-00	2				2	apartments	1850			6	0	1850	0.00323	\$181.98	0.905%	
STEELE, JOE ANN AGREEMENT	XAO-100-0178-00	1	128	N	MAIN ST	1	Joe Ann Steele	1778		48	4.44	2	2.44	0.00131	\$78.76	0.005%	
	XAO-100-0178-00	2				2	HoShed Photography	6717			5.88	0	6717	0.00451	\$485.80	0.717%	
STEELE, HARRY B & JOE ANN	XAO-100-0179-01	1	130	N	MAIN ST	1	Raymond James Financial Joe Ann Steele Insurance Center	8023			20.03	3	17.05	0.00917	\$560.37		
	XAO-100-0179-01	2				2	office	2275		48	18.95	0	2275	0.00879	\$507.33	1.855%	
	XAO-100-0179-01	3				3	office	2108			16.87	0	2108	0.00654	\$324.26	0.705%	
YUEN, WYLLIE & LOUISE	XAO-100-0180-00	1	134	N	MAIN ST	1	Unit Palace	2000			11.74	0	2000	0.00332	\$378.87	0.877%	
	XAO-100-0180-00	2				2	apartments	2000			6.35	0	2000	0.00451	\$485.80	0.717%	
COPELAND, BRIAN	XAO-100-0181-01	1	136	N	MAIN ST	1	Copeland Furniture	6384			5.88	0	6384	0.00336	\$183.35	0.137%	
	XAO-100-0181-01	2				2	apartment	6717			17	11.76	6384	0.00933	\$378.81	0.580%	
STEELE, JOE ANNE AGREEMENT	XAO-100-0181-02	1	132	N	MAIN ST	1	Joe Ann Steele	2275			3.65	0	2275	0.00202	\$124.28	0.300%	
	XAO-100-0181-02	2				2	JBS	1158			2	0	1158	0.00108	\$64.56	0.300%	
SMARTZLINDER TRUST, DUANE	XAO-100-0182-01	1	142 (144)	N	MAIN ST	1	Legacy Printing	8630			4.75	0	8630	0.00286	\$160.75	0.785%	
	XAO-100-0182-01	2				2	print and copyng	8630			4	0	8630	0.00275	\$289.71	0.785%	
	XAO-100-0182-01	3				3	retail store	1512			1	0	1512	0.00054	\$32.28	2.080%	
WEYENBERG JR TRUST	XAO-100-0183-00	1	145	N	MAIN ST	1	Maple City Electronics & Power	3091			3.52	4	0	3091	0.00054	\$32.28	2.080%
	XAO-100-0183-00	2				2	apartment	3091			2	0	3091	0.00108	\$64.56	0.078%	
BULLIE POINT PROPERTIES	XAO-100-0183-01	1	151, 153	N	MAIN ST	1	The Tailor Shop	1408			7.83	0	1408	0.00413	\$247.81	0.486%	
	XAO-100-0183-01	2				2	retail store	1408			4.16	2	1408	0.00116	\$89.72	0.213%	
FIRST FEDERAL BANK	XAO-100-0183-02	1	148	N	MAIN ST	1	Vacant	802			2	0	802	0.00108	\$64.56	0.194%	
	XAO-100-0183-02	2				2	Vacant	802			2	0	802	0.00108	\$64.56	0.194%	
MC MARGARET	XAO-100-0182-00	1	147	N	MAIN ST	1	Philp Schaefer, Atty appt	1408			2	0	1408	0.00054	\$32.28	2.080%	
	XAO-100-0182-00	2				2	apartment	1408			2	0	1408	0.00108	\$64.56	0.078%	
GARZA ENTERPRISES, INC	XAO-100-0183-00	1	145	N	MAIN ST	1	Garza Chicago	1344			4.6	2	2.8	0.00151	\$60.38	0.486%	
	XAO-100-0183-00	2				2	apartment	1344			2	0	1344	0.00108	\$64.56	0.078%	
BISHOP LIVING TRUST	XAO-100-0184-00	1	143	N	MAIN ST	1	Vacant Retail	1248			4.6	2	2.8	0.00151	\$60.38	0.194%	
	XAO-100-0184-00	2				2	apartment	1248			2	0	1248	0.00108	\$64.56	0.194%	
ATKINS, DAWN	XAO-100-0185-00	1	107	N	MAIN ST	1	Vacant	1440			4.6	2	2.8	0.00151	\$60.38	1.505%	
	XAO-100-0185-00	2				2	apartment	1440			2	0	1440	0.00108	\$64.56	1.505%	
CITIZENS GAS FUEL CO	XAO-100-0186-00	1	171 (131)	N	MAIN ST	1	Citizens Gas & Fuel Company	3975			20.39	3	28.39	0.01420	\$81.87	0.411%	
	XAO-100-0186-00	2				2	apartment	3975			6	1	3975	0.00660	\$30.00	0.411%	
MCDOWELL, GARY	XAO-100-0209-01	1	123	N	MAIN ST	1	News Candies and Scents	1092			0	0	1092	0.00000	\$0.00	0.410%	
	XAO-100-0209-01	2				2	apartment	1092			2	0	1092	0.00142	\$45.22	0.410%	
EATON, RONALD & KATHIE	XAO-100-0202-00	1	121	N	MAIN ST	1	Roberson, Eason and Owen	1502			8.03	1	8.03	0.00375	\$289.21	0.411%	
	XAO-100-0202-00	2				2	apartment	1502			2	0	1502	0.00108	\$64.56	0.411%	
EATON, RONALD & KATHIE	XAO-100-0203-00	1	119	N	MAIN ST	1	Atlanta Substation	1148			8.5	1	8.5	0.00430	\$258.24	0.410%	
	XAO-100-0203-00	2				2	apartment	1148			2	0	1148	0.00000	\$0.00	0.410%	
EATON, RONALD & KATHIE	XAO-100-0204-00	1	117	N	MAIN ST	1	Atlanta Substation	1180			8.5	1	8.5	0.00457	\$274.38	0.485%	
	XAO-100-0204-00	2				2	apartment	1180			2	0	1180	0.00000	\$0.00	0.485%	
EATON, RONALD & KATHIE	XAO-100-0204-00	1	115	N	MAIN ST	1	Harris TC Stou	1250			16.6	1	16.6	0.00348	\$57.08	1.450%	
	XAO-100-0204-00	2				2	Harris Associates	1250			1	1	1250	0.00000	\$0.00	1.450%	
	XAO-100-0204-00	3				3	apartment	1250			1	1	1250	0.00000	\$0.00	1.450%	

NAME	ADDRESS	CITY	STATE	ZIP	DATE	TYPE	DESCRIPTION	AMOUNT	PERCENT	REMARKS
WILLIAMS, RICHARD A. YELLEN	XAB-100-0235-00	111	N	(MAIN ST.)	1	Edward Jones investment firm	1644	4.86	0.00261	\$156.86
	XAB-100-0235-00				2	2nd floor apt	1944	0	0.00000	\$0.00
	XAB-100-0235-00				3	2nd floor apt	1944	0	0.00000	\$0.00
BOWERS, INC.	XAB-100-0236-00	109	N	MAIN ST.	1	office	1188	3.35	0.00180	\$108.14
	XAB-100-0236-00				2	V	1188	1	0.00054	\$53.26
	XAB-100-0236-00				3	V	1188	1	0.00054	\$53.26
MODEL CONSTRUCTION	XAB-100-0237-00	107	N	MAIN ST.	1	Shop	1353	5	0.00289	\$161.40
	XAB-100-0237-00				2	APT	1353	2	0.00108	\$54.56
	XAB-100-0237-00				3	APT	1353	2	0.00108	\$54.56
HARTUNG, DOUGLAS & SARA	XAB-100-0238-00	102	W	MAJINEE ST.	1	Douglas Hartung, Aty	1181	2.9	0.00156	\$79.61
	XAB-100-0238-00				2	V	1181	1	0.00054	\$28.26
	XAB-100-0238-00				3	V	1181	1	0.00054	\$28.26
HARTUNG, DOUGLAS & SARA	XAB-100-0239-00	104 (1106)	W	MAJINEE ST.	1	Nicole's Salon and Spa	1157	6	0.00329	\$193.06
	XAB-100-0239-00				2	V	1157	1	0.00054	\$28.26
	XAB-100-0239-00				3	V	1157	1	0.00054	\$28.26
FLINT, DUANE & CAROL	XAB-100-0240-00	108	W	MAJINEE ST.	1	Chewer & Co	1219	4.1	0.00221	\$132.35
	XAB-100-0240-00				2	V	1219	1	0.00054	\$32.26
	XAB-100-0240-00				3	V	1219	1	0.00054	\$32.26
INTERCONNECTIONS DROPPIN	XAB-100-0241-00	110	W	MAJINEE ST.	1	Interconnections	1410	2.4	0.00122	\$72.91
	XAB-100-0241-00				2	Office	1410	1	0.00054	\$28.26
	XAB-100-0241-00				3	Storage	1410	1	0.00054	\$28.26
WILLIAMS, RICHARD & YELLEN	XAB-100-0241-01	112	W	MAJINEE ST.	1	PROPOSED RETAIL	1814	7.66	0.00412	\$257.26
	XAB-100-0241-01				2	RETAIL	1452	2	0.00108	\$54.56
	XAB-100-0241-01				3	APT	1452	2	0.00108	\$54.56
KINTNER, KENNETH & PATRICIA	XAB-100-0241-02	118	W	MAJINEE ST.	1	Russell W. Kintner, CPA	2015	4	0.00206	\$127.46
	XAB-100-0241-02				2	apt	1175	2	0.00108	\$54.56
	XAB-100-0241-02				3	2nd level apt	1175	2	0.00108	\$54.56
THE HUNTINGTON NATIONAL BANK	XAB-100-0241-03	120	W	MAJINEE ST.	0	The Huntington National Bank		0	0.00000	\$0.00
THE HUNTINGTON NATIONAL BANK	XAB-100-0241-01	202	W	MAJINEE ST.	1	Sky Bank	7274	36.37	0.00504	\$325.46
	XAB-100-0241-01				2	Commercial bank	7106	1	0.00054	\$32.26
	XAB-100-0241-01				3	Various - Offices	7106	1	0.00054	\$32.26
REITZ, RAYMOND	XAB-100-0242-00	237	W	MAJINEE ST.	1	Hudson The	6395	5.5	0.00300	\$180.00
	XAB-100-0242-00				2	Jack's Place of Products	483	0	0.00000	\$0.00
CAVADROS, GLEO	XAB-100-0242-01	113 (114)	S	WINTER ST.	1	V retail store	2409	6	0.00377	\$226.96
	XAB-100-0242-01				2	V	2400	1	0.00054	\$32.26
	XAB-100-0242-01				3	V	2400	1	0.00054	\$32.26
ROSSALES, GLEO	XAB-100-0242-01	118 (115)	S	WINTER ST.	1	El Chigarrero (The Chigarrero)	3000	37.5	0.0182	\$1,061.28
	XAB-100-0242-01				2	restaurant	3000	6	0.00322	\$193.66
	XAB-100-0242-01				3	apartment	3000	6	0.00322	\$193.66
BOLIMONSON, KENNETH K	XAB-100-0242-01	120 (124)	S	WINTER ST.	1	Arnold's Bookshop	4813	6.5	0.00342	\$205.26
	XAB-100-0242-01				2	apartment	4813	2	0.00108	\$54.56
CHURCH, REBECCA	XAB-100-0242-00	127	W	MAJINEE ST.	1	Jean Designer Purses	2585	6.6	0.00342	\$205.26
	XAB-100-0242-00				2	V	2585	1	0.00108	\$54.56
	XAB-100-0242-00				3	V retail space	2420	1	0.00054	\$32.26
CHURCH, REBECCA	XAB-100-0242-00	125	W	MAJINEE ST.	1	Vacant	2420	1	0.00054	\$32.26
JANNEY REAL ELLC	XAB-100-0242-00	123	W	MAJINEE ST.	1	Vacant - Retail	2226	7.42	0.00399	\$238.52
	XAB-100-0242-00				2	apartment	2226	6	0.00322	\$193.66
	XAB-100-0242-00				3	apartment	2226	6	0.00322	\$193.66
FRIENDS COMMUNICATIONS OF	XAB-100-0242-00	121	W	MAJINEE ST.	1	radio broadcasting advertising	2322	11.66	0.00627	\$378.26
	XAB-100-0242-00				2	radio broadcasting advertising	2322	0	0.00000	\$0.00
	XAB-100-0242-00				3	radio broadcasting advertising	2322	0	0.00000	\$0.00
FOX, GARY	XAB-100-0242-00	117	W	MAJINEE ST.	1	CM Type Boards	2265	45.37	0.02438	\$1,462.50
	XAB-100-0242-00				2	beverage	2265	0	0.00000	\$0.00
	XAB-100-0242-00				3	beverage	2265	0	0.00000	\$0.00
WILLIAMS, LLC, JERDEN	XAB-100-0242-00	115	W	MAJINEE ST.	1	Kosaka and Levine Attorney Office	2091	5.22	0.00281	\$168.50
	XAB-100-0242-00				2	apartment	2091	0	0.00000	\$0.00
	XAB-100-0242-00				3	apartment	1074	0	0.00000	\$0.00
WILLIAMS, RICHARD	XAB-100-0243-00	113	W	MAJINEE ST.	1	Vacant - Retail	2530	6.23	0.00340	\$204.17
	XAB-100-0243-00				2	Vacant - Retail	2530	1	0.00054	\$32.26
	XAB-100-0243-00				3	Vacant - Residential	2530	0	0.00000	\$0.00
BROWN, HARRELL	XAB-100-0243-00	109	W	MAJINEE ST.	1	Musical Circuit	4400	14.85	0.00785	\$477.22
	XAB-100-0243-00				2	musical instrument/violinist	4410	1	0.00054	\$32.26



CONSENT AGENDA

CR-1

CR10-061

October 4, 2010

RE: FINANCE DEPARTMENT – Downtown Parking Special Assessment – Notice of Intent

RESOLUTION

WHEREAS, in accordance with the recommendations of the Blueprint for Downtown Adrian, short-term parking meters were removed from streets and parking lots in June, 2004; and

WHEREAS, after several meetings of the Ad-Hoc Downtown Parking Advisory Committee to review the Auto Fund Parking Budget and Parking Enforcement Operations, the following Financial Plan and Special Assessment proposal has been developed; and

WHEREAS, the cost to maintain parking lots in the Downtown Development District for FY2010-11 amount to \$72,000, detailed as follows:

Operating Budget	\$72,000
Capital Budget	<u>-0-</u>
Total Expenses	\$72,000

WHEREAS, estimated Revenue for FY2010-11 is detailed as follows:

Parking Permits	\$ 2,000
Parking Fines	1,000
Investment Earnings	1,000
Fee Estate Contribution	25,000
Contribution-DDA	60,000
Contribution-General Fund	60,000
Special Assessment	60,000
Total Revenue	<u>\$209,000</u>
Annual Surplus Available	<u>\$137,000</u>
For Capital Improvements	

WHEREAS, the City Administrator recommends that a \$60,000 special assessment be levied upon the taxable value of real and personal property of downtown business owners who benefit from the removal of parking meters and maintenance of a viable downtown parking system for the purpose of revitalizing the central business district; and

WHEREAS, required plans, reports and recommendations have been filed pursuant to the provisions of Article I, Section 70-6 of the Adrian City Code of Ordinances; and

WHEREAS, such plans include the Auto Parking Fund Financial Plan, purpose of the Special Assessment, the Special Assessment District, and the methodology utilized by the City Assessor to apportion the Special Assessment to property owners within the District.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution:

1. Approves the FY2010-11 Auto Parking Fund Financial Plan, including:

Revenues

Dept 000.00		
652.310	PARKING FEES	\$0
652.312	PARKING PERMITS	2,000
656.000	PARKING FINES	1,000
664.000	INVESTMENT EARNINGS	1,000
698.000	FEE ESTATE CONTRIB.	25,000
699.101	CONTRIB-GENERAL FUND	60,000
699.280	TRANSFER IN - DDA	60,000
699.599	CONTRIBUTION-SPEC ASSESS	60,000
Total Revenues		<u>\$209,000</u>

Expenditures

Dept 546.00: OPERATING EXPENDITURES		
702.000	WAGES	\$0
702.111	WAGES-SNOW REMOVAL	6,700
702.290	WAGES-EQUIP MAINT & COLL	7,200
704.111	OVERTIME	4,000
708.111	OVERHEAD-SNOW REMOVAL	5,000
715.000	SOCIAL SECURITY	0
719.000	UNEMPLOY COMP	0
741.000	OPER SUPPLIES	1,400
776.111	SUPPLIES-SNOW REMOVAL	5,000
801.000	CONTRACT SERVICES	5,000
801.291	CONTRACTED-GEN LOT MAINT	1,000
802.000	AUDIT FEES	1,000
912.000	LIABILITY INSURANCE	200
914.000	WORKER'S COMPENSATION	0
921.000	ELECTRICAL	10,000
943.111	VEH RENT-SNOW REMOVAL	9,000
951.000	TAXES-STORM WATER UTILITY	1,500
967.000	DEPRECIATION EXPENSE	15,000
975.000	CAPITAL IMPROVEMENTS	0
Total Expenditures		<u>\$72,000</u>

NET OF REVENUES AND EXPENDITURES**\$137,000**

2. As indicated in the aforementioned Financial Plan, the City intends to levy a Special Assessment in the amount of \$60,000.
3. The Special Assessment proposed to partially defray the operating expenses detailed in the Auto Parking Fund Financial Plan and, in addition, provide an accumulated fund balance to draw upon for future capital improvements, shall be levied on the lands and premises within the proposed Special Assessment District according to the methodology employed by the City Assessor and on file with the City Clerk.
4. The Report, including the Proposed Special Assessment, shall be filed with the City Clerk forthwith to be available for public examination.

5. The City Commission will meet at a Public Hearing in the Adrian City Commission Chambers (159 E. Maumee Street) at 7:00 p.m. on Monday, October 18, 2010, for the purpose of hearing and considering comments regarding the Proposed Special Assessment District, or to the inclusion of any property within the proposed Special Assessment District.
6. The City Clerk shall mail notice of the intention to adopt said Special Assessment to all interested parties pursuant to the provisions of Article I, Section 70-6 of the Adrian City Code of Ordinances.

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

CR-2

CR10-062

October 4, 2010

RESOLUTION

RE: COMMUNITY DEVELOPMENT – RESCHEDULE PUBLIC HEARING DATE FOR AN OBSOLETE PROPERTY REHABILITATION ACT EXEMPTION CERTIFICATE - 125 EAST MAUMEE STREET, ADRIAN

WHEREAS, on September 20, 2010, the Adrian City Commission adopted Resolution CR10-059 to set a Public Hearing date of October 4, 2010 to hear and consider comments to approval of an application for an Obsolete Property Rehabilitation Act Exemption Certificate for 125 E. Maumee Street, owned by Al and Phyllis Wilkerson; and

WHEREAS, due to unforeseen circumstances, it is necessary to reschedule the hearing to Monday, October 18, 2010; and

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by resolution, hereby sets an official Public Hearing for the Regular Meeting of the Adrian City Commission to be held on Monday, October 18, 2010 at 7:00 PM in the City Commission Chambers, 159 East Maumee Street, Adrian, Michigan 49221, to discuss the application of an Obsolete Property Rehabilitation Exemption Certificate from Mr. & Mrs. Wilkerson, property owners of 125 East Maumee Street; and

BE IT, FURTHER, RESOLVED that the Adrian City Clerk will provide official notice via United States Postal Service Certified Mail to the legislative bodies of each taxing unit that levies ad valorem property taxes in the qualified local governmental unit in which the obsolete facility is located, and to the applicant submitting the exemption certificate.

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

CR-3

CR10-063

October 4, 2010

RESOLUTION

RE: COMMUNITY DEVELOPMENT – RESCHEDULE PUBLIC HEARING DATE FOR AN OBSOLETE PROPERTY REHABILITATION ACT EXEMPTION CERTIFICATE - 149 NORTH MAIN STREET, ADRIAN

WHEREAS, on September 20, 2010, the Adrian City Commission adopted Resolution CR10-060 to set a Public Hearing date of October 4, 2010 to hear and consider comments to approval of an application for an Obsolete Property Rehabilitation Act Exemption Certificate for 149 N. Main Street, owned by David and Kim Horstman; and

WHEREAS, due to unforeseen circumstances, it is necessary to reschedule the hearing to Monday, October 18, 2010; and

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by resolution, hereby sets an official Public Hearing for the Regular Meeting of the Adrian City Commission to be held on Monday, October 18, 2010 at 7:00 PM in the City Commission Chambers, 159 East Maumee Street, Adrian, Michigan 49221, to discuss the application of an Obsolete Property Rehabilitation Exemption Certificate from Mr. & Mrs. Horstman, property owners of 149 N. Main Street; and

BE IT, FURTHER, RESOLVED that the Adrian City Clerk will provide official notice via United States Postal Service Certified Mail to the legislative bodies of each taxing unit that levies ad valorem property taxes in the qualified local governmental unit in which the obsolete facility is located, and to the applicant submitting the exemption certificate.

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

CR-4

CR10-064

October 4, 2010

RESOLUTION

RE: CITY COMMISSION – Authorizing Votes to be Cast for Nominees to Serve as Directors of the Michigan Municipal League Liability and Property Pool

WHEREAS, the Michigan Municipal League Board of Trustees has approved six (6) nominees to serve as Directors of the Liability and Property Pool for three (3) year terms beginning January 1, 2011; and

WHEREAS, Article 3, Section 1, of the Pool’s By-Laws state, “The vote for each member for Pool Director shall be cast as may be determined by the governing body of the member.”

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission authorizes its vote to be cast to elect six (6) nominees as indicated on the official ballot by the Board of Trustees of the Michigan Municipal League.

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



michigan municipal league

Liability & Property Pool

► 1675 Green Road
PO Box 1487
Ann Arbor, MI 48106-1487

TEL 734.662.3246 800.653.2483
FAX 734.741.1774
WEB www.mml.org

to	Members of the MML Liability and Property Pool	from	Michael J. Forster, Pool Administrator
cc		date	September 13, 2010
		subject	2010 Pool Director Election

Dear Pool Member:

Enclosed is your ballot for this year's Board of Directors election. Six (6) incumbent Directors have agreed to seek re-election. You also may write in one or more candidates if you wish.

A brief biographical sketch of each candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than November 10. You may also submit your ballot online by going to www.mml.org. Click on *Insurance*, then *Liability and Property Pool*; the official ballot is located in the left navigation bar under *Online Forms*.

The MML Liability & Property Pool is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Pool, and for participating in the election of your governing board.

Sincerely,

Michael J. Forster
Pool Administrator

mforster@mml.org

THE CANDIDATES

Three-year terms beginning January 1, 2011



Chair: Richard Mack, Councilmember, City of Manistee

Richard has been a municipal official since 1997. He served as mayor of Manistee from 2000 – 2005, has currently serves as Mayor Pro tem. He is a supervisor with Morton Salt, a board member of the Michigan Association of Mayors, serves on the MML Finance and Taxation Committee and has completed level II of the Elected Officials Academy. Richard is the chair of the Liability Pool, and is seeking re-election to his second term as director.



Vice-Chair: Penny Hill, Manager, Village of Kalkaska

Penny has been a municipal government official since 1984, serving at various times as Clerk, Treasurer, and Manager. She has been a manager at three different municipalities since 1999, and currently serves as Kalkaska's Village Manager. Penny is a member of the Michigan Municipal League Board of Directors, serves as Vice Chairperson for MML Region 6, and is an active member of the MML Legislative Governance Committee and Finance Committee. Penny is also a member of the Michigan Local Government Manager's Association. She is a member of the Board of Directors for the Grand Traverse Regional Foundation, the Kalkaska Planning Commission, and the Kalkaska Downtown Development Authority. Penny is vice-chair of the Pool and is seeking re-election to her second term as director.



John Archocosky, Manager, City of Iron River

John has over thirty-five years experience as a municipal official, serving the last five as the manager in Iron River. He has been a Michigan Economic Development Corporation Partner since 2006 and a member of Iron County EDC for the past 15 years. John is a board member of the Iron County Family Independence Agency and its associated Foundations and serves as Chairman. He is also a member of numerous civic organizations. John is seeking election to his first term as director.

THE CANDIDATES
Three-year terms beginning January 1, 2011



Lester Hoogland, Mayor, City of Zeeland

Mayor Hoogland has twenty-five years of experience as a municipal official. Les has been Zeeland's mayor since 1990 and served as a council member prior to that. He serves on the Salvation Army Advisory Board, Zeeland Community Foundation Board, Zeeland Community Development Corporation, Ottawa County Economic Development Board, Zeeland Hospital Finance Authority Board, Local Development Finance Authority and is a member of the Zeeland Chamber of Commerce, the Zeeland Historical Society and the American Legion. Les is seeking re-election to his second term as director.



Richard Root, Mayor, City of Kentwood

Mayor Root has eighteen years experience as a municipal official. Richard has been Kentwood's mayor since 2003. He has served on the MML's Legislative Committee, the Grand Valley Metro Council and on the Kentwood Planning and City Commissions. Richard is seeking re-election to his third term as director.



Michelle Van Wert, Mayor, City of Williamston

Michelle has six years municipal government experience, all with the City of Williamston. She was elected to the council in 2005, and has served as mayor since 2007. Michelle is a member of the MML Economic Development and Land Use Committee, the Michigan Association of Mayors, the Michigan Association of Planning and a number of local civic organizations. Michelle is seeking election to her first term as director.



REGULAR AGENDA

R-1

MEMO



DATE: September 29, 2010
TO: Honorable Mayor and City Commission
FROM: T-Shirt Bids – Recreation Dept.

On July 7, 2010, the City Commission approved Resolution R10-082 to award the annual T-shirt bids for various recreation programs to Austin, Inc. of Milford, MI. On September 29, 2010, Austin, Inc. contacted our Asst. Finance Director to inform her that they would no longer be able to honor their bid prices.

The next lowest bidder, Pro-Med Uniforms of Adrian, MI, has agreed to honor the bid price they submitted on June. I, therefore, recommend that the contract with Austin, Inc be terminated and that the T-shirt bid be awarded to Pro-Med Uniforms for the prices submitted in their June 16, 2010 bid. I, further, recommend that the City Attorney attempt to recover the costs owing as a result of the terminated contract.



Dane C. Nelson
City Administrator

DCN:bjw

RE: DEPARTMENT OF PARKS & RECREATION – Annual T-Shirt Bid Recommendation

RESOLUTION R10-082

WHEREAS the Department of Parks & Recreation, in conjunction with the City of Adrian Purchasing Office, solicited and received bids on Wednesday, June 16, 2010 for the annual purchase of t-shirts and sweatshirts for various Recreation programs; and

WHEREAS thirteen (13) vendors were invited to bid and four (4) responded with the following results:

<u>VENDOR</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Austin, Inc.	Milford, MI	\$3.11/shirt
Pro Med Uniform	Adrian, MI	\$3.90/shirt – Light \$4.20/shirt – Dark
Apex Screen Print	Adrian, MI	\$4.75/shirt
Med Paint Print	Adrian, MI	\$4.25/shirt; and

WHEREAS the Parks & Recreation Director and City Administrator recommend acceptance of the low bid and authorization of annual t-shirts and sweatshirts purchase from Austin, Inc, Milford, MI at an estimated cost (depending on volume purchased) of \$8,000-\$10,000; and

WHEREAS the low volume of sweatshirts that would be purchased does not justify going to a separate vendor, even though the per unit cost is not the lowest available; and

WHEREAS the Finance Director indicates that sufficient funds are available in the FY2010-11 Parks & Recreation Operating Budget for this purpose in the appropriate sub-accounts for the individual activities.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission by this resolution hereby accepts the low bid and authorizes the Parks & Recreation Department to purchase t-shirts and sweatshirts for various Recreation programs from Austin, Inc, Milford, MI at an estimated cost (depending on volume purchased) of \$8,000-\$10,000, which is included in the FY2010-11 Parks & Recreation Operating Budget.

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

Cindy Prue

From: Dennis Tierney [dennis@austinincorporated.com]
Sent: Wednesday, September 29, 2010 10:14 AM
To: Cindy Prue
Subject: FW: PO 000049244



1288 Holden Ave.
Milford, Mi 48381
248-684-2404
f:248-684-1233
www.austinincorporated.com

From: Dennis Tierney [mailto:dennis@austinincorporated.com]
Sent: Wednesday, September 29, 2010 9:56 AM
To: cpure@ci.adrian.mi.us
Cc: dennis@austinincorporated.com
Subject: PO 000049244

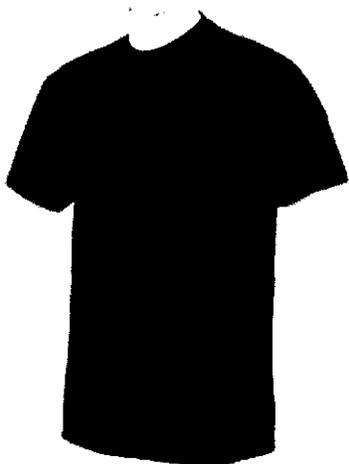
Cindy,

Do to the sudden price increase for the Gildan 800 T-Shirt we are no longer able to honor the bid pricing. We will honor for the current order in house "pixie Cheer".

New pricing for shirt, 2 color imprint one location will be \$5.09

Thank you

Dennis Tierney



[VIEW IN GALLERY](#) [ADD TO CART](#)

8000

GILDAN

8000 Gildan 5.6 oz., 50/50 Ultra Blend® T-Shirt

5.6 oz., 50/50 cotton/poly. Seamless collar. Double-needle stitching throughout. Taped shoulder-to-shoulder. Ash is 99% cotton, 1% polyester; Sport Grey is 90% cotton, 10% polyester.

[Price & Availability](#) | [Create a Sell Sheet](#) | [Create a Virtual Sample](#) | [Color Chart](#)

Sizes: S, M, L, XL, 2XL, 3XL, 4XL, 5XL **Catalog Page:** 110

Companions: 8000B (Youth)

Weekly Specials Available

Weight	Standard(5.6 & below)	Pocket	No
Neckline	Crewneck	Fabric Content	50% Cotton/50% Polyester
Fabric/Knit Type	Jersey	Multicolored	no
Fashion	Basic Tee	Side Seam	No
Logo	No	Pigment/Special Dye Process	No
Ringspun	No	Sleeve Length	Short
Sleeve Style	Set In	Moisture Management/Wicking?	Yes

Gildan Product Safety Documents

- Gildan CPSIA Wholesale Letter
- Gildan Youth Products statement

[View CPSIA Product Safety Info For All Our Brands](#)

BODY LENGTH	S	28
	M	29
	L	30
	XL	31
	2XL	32
	3XL	33

(Please allow time for all colors to load.)

- LIGHT PINK (SPECIAL)
- LIME (SPECIAL)
- MAROON (SPECIAL)
- NATURAL (SPECIAL)
- NAVY (SPECIAL)
- ORANGE (SPECIAL)
- ORCHID (SPECIAL)
- PAPRIKA (SPECIAL)
- PURPLE (SPECIAL)
- RED (SPECIAL)
- ROYAL (SPECIAL)
- SAND (SPECIAL)
- SAPPHIRE (SPECIAL)
- SKY (SPECIAL)
- SPORT GREY (SPECIAL)
- TAN (SPECIAL)
- TEXAS ORANGE (SPECIAL)
- WHITE (SPECIAL)
- YELLOW HAZE (SPECIAL)
- RGB/WEB:
- CMYK:
- PMS:

PMS: **all colors**

	S	M	L	XL	2XL	3XL
Regular Price	\$2.36	\$2.36	\$2.36	\$2.36	\$3.75	\$3.75
Special Price Special Price 9/29/03-10/03/10					N/A	N/A
Enter Your Quantity						
Available in all warehouses	11029	5327	1431	1176	1303	694
Stock available to reach you in 0 days (? , ?)	None	None	None	None	None	None
Stock available to reach you in 1 day (Thursday, 09/30)	2236	1939	1173	348	850	370
Stock available to reach you in 2 days (Friday, 10/01)	3207	1391	22	36	55	11
Stock available to reach you in 3 days (Monday,	4470	917	156	537	82	15

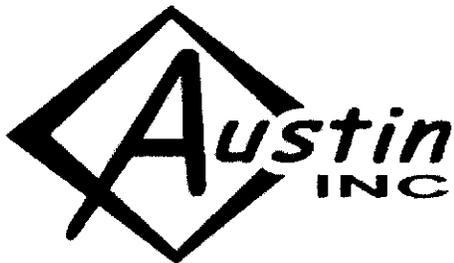
10/04)

Stock available to reach you in 4 days (Tuesday, 10/05)	1012	993	80	206	279	263
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Stock available to reach you in 5 days (Wednesday, 10/06)	104	87	None	49	37	35
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	S	M	L	XL	2XL	3XL	Ship To 48381 Cutoff	Shipping Status
Regular Price	\$2.36	\$2.36	\$2.36	\$2.36	\$3.75	\$3.75		
Special Price					N/A	N/A		

~~249~~ was 10/05, 10/06



1288 Holden Ave.
 Milford, Mi 48381
 248-684-2404
 f:248-684-1233
 www.austinincorporated.com

CITY OF ADRIAN, MICHIGAN
ANNUAL T-SHIRT BID
DUE DATE: JUNE 16, 2010

ITEM	Austin Inc Milford, MI	Pro-Med Uniform Adrian, MI	Apex Screen Print Adrian MI	Med Paint Print Adrian MI
T-Shirts:				
1-color, 1-location	\$3.01	\$3.70	\$3.75	\$4.00
1-color, 2-locations	\$3.51	Light \$4.05 Dark \$4.30	\$4.50	\$4.50
2-color, 1-location	\$3.11	Light \$3.90 Dark \$4.20	\$4.75	\$4.25
2-color, 2-locations	\$3.76	Light \$4.70 Dark \$4.95	\$5.25	\$5.00
2-color print, name & number back	\$6.66	Light \$7.70 Dark \$7.95	\$7.00	\$8.00
Up Chrg – XXL & XXXL	\$1.60	\$1.50	\$1.50	XXL \$1.50 XXXL \$2.50
Up Chrg - Long Sleeve	\$1.75	\$1.70	\$2.00	\$1.75
Up chrg – Cut off shirt	\$1.00	\$1.70	\$1.50	\$1.75
Minimum order	13 shirts If less than 72 pcs, add 5%	12 shirts	12 shirts	12 shirts
Sweatshirts:				
Per shirt	\$12.39	\$11.95	\$10.00	\$12.00
Up chrg – XXL or XXXL	\$2.00	XXL \$1.50 XXXL \$2.50	\$ 1.50	XXL \$1.50 XXXL \$2.50
Up chrg - hooded	\$3.60	\$4.00	\$5.00	\$4.00
Minimum order	1	12	2	12
Delivery	10 business days after approval of art	7 business days	7 business days	7 business days

RESOLUTION

RE: DEPARTMENT OF PARKS & RECREATION – Revised Annual T-Shirt Bid Recommendation

WHEREAS, the Adrian City Commission, by Resolution #R10-082 dated July 7, 2010, authorized the Parks & Recreation Department to purchase t-shirts and sweatshirts for various Recreation programs from Austin, Inc, Milford, MI at an estimated cost (depending on volume purchased) of \$8,000-\$10,000; and

WHEREAS, Austin, Inc., due to increased cost of sales, can no longer honor the original bid price, increasing their unit price from \$3.11 to \$5.09, equivalent to an increase of 64%; and

WHEREAS, the Purchasing Office respectfully recommends termination of the Austin, Inc. purchase order contract and substitution of the next lowest bidder, Pro Med Uniform, Adrian, MI, at an increased cost of 25% (\$3.90/shirt), with an estimated cost between \$10,000 and \$12,500 depending on volume; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the FY2010-11 Parks & Recreation Operating Budget for this purpose in the appropriate sub-accounts for the individual activities; and

WHEREAS, the City Administrator recommends approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby approves the termination of the Austin, Inc. purchase order contract for Parks & Recreation T-shirt purchase and substitution of the next lowest bidder, Pro Med Uniform, Adrian, MI, at the following unit prices:

- \$3.90/shirt – Light
- \$4.20/shirt – Dark

BE IT, FURTHER, RESOLVED that the City Attorney make every effort to recover the resultant increased cost owing to the terminated purchase order contract.

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

R-2

MEMO



DATE: September 30, 2010
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Use of Drug Forfeiture Funds for K9 Unit

In appreciation for the assistance Copper has given the OMNI III Unit over the years, they have purchased a remote operating device for the doors of the APD K9 Unit. Chief Collins has requested the use of drug forfeiture funds in the amount of \$600.00 for the installation of this device.

Continental Service has completed the installation, and I recommend that \$600.00 be transferred from the Drug Forfeiture Trust Fund for this purpose. There are sufficient funds to cover this expense.

Respectfully submitted,


Dane C. Nelson
City Administrator

DCN:bjw

R-2
Date: September 29, 2010

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

From: Terrence Collins, Police Chief

Re: UTILIZATION OF DRUG FORFEITURE FUNDS FOR K9 UNIT

The OMNI Team III, in appreciation for the many times Copper has been of assistance to the team, has purchased a device to allow the remote operation of the K9 unit's doors,

The total cost of installing the door opening device is as follows

1	Install door opening device (\$597.75 ea.)	<u>\$597.75</u>
	Total	<u>\$597.75</u>

I respectfully recommend that Drug Forfeiture funds be transferred to cover the cost of the installation of this piece of equipment.

Public Act 368 of 1978 (the Public Health Code) specifies that all Forfeiture monies distributed by the Court to the seizing agency "shall be used to enhance law enforcement activities". The Finance Director indicates that the City of Adrian currently has a total of \$29,614 in a Trust Account as a result of Court Distributed Drug Forfeiture property seizures. Public Act 368 further specifies that the Forfeiture Funds shall be "appropriated by the entity (City Commission) having budgetary authority over the seizing agency (Police Department).

The attached resolution has been prepared for consideration by the City Commission at its regularly scheduled meeting on October 4, 2010. If you have any questions or need for further information, please contact my office.

R10-121

October 4, 2010

RE: POLICE DEPARTMENT –UTILIZATION OF DRUG FORFEITURE FUNDS FOR THE K9 UNIT

RESOLUTION

WHEREAS, the Adrian Police Department uses its police dog, Copper, to deter and detect drugs in the City of Adrian,

WHEREAS, OMNI Team III, in appreciation for the many times Copper has been of assistance to the team, has purchased a device to allow the remote operation of the K9 unit's doors; and

WHEREAS, installation of the device has been performed by Continental Service of Adrian, for \$597.75,

WHEREAS, the Police Chief is desirous of using drug forfeiture funds to defray the cost of this expense; and

WHEREAS, Public Act 368 of 1978 (the Public Health Code) specifies that all forfeiture monies distributed by the Court to the seizing agency "shall be used to enhance law enforcement activities"; and

WHEREAS, the City of Adrian currently has a total of \$29,614 in a Trust Account as a result of Court-distributed drug forfeiture property seizures; and

WHEREAS, Public Act 368 further specifies that the forfeiture funds shall be "appropriated by the entity (City Commission) having budgetary authority over the seizing agency (Police Department).

NOW, THEREFORE, BE IT RESOLVED that \$600 be appropriated from the Drug Forfeiture Trust Fund (701-000.00-280.000) and that the FY2010-11 Budget be amended as follows:

GENERAL FUND (101)

Police Department:

Revenue:

(101-301.00-676.701) Contribution - Trust Fund

Amount

\$600

Expenditures:

(101-301.00-801.000) Contract Services

600

Total

\$ -0-

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

R-3



MEMO

Date: September 30, 2010

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

From: Chris Atkin, Director of Community and Economic Development

CSA

**Re: Vibrant Small Cities Grant Amendment – Pearl Street Properties
Demolition Revised**

The Adrian City Commission, by Resolution #R10-111 dated September 7, 2010 (copy attached), authorized the utilization of Vibrant Small Cities Grant funds to engage Beal, Inc., Ann Arbor, MI for the demolition of five (5) properties in the Pearl Street area of downtown at a cost not to exceed \$48,375. Said grant program is expiring this month with all work to be accomplished, paid and reimbursement requested from the Office of Community Development Michigan State Housing Development Authority (MSHDA) by October 29, 2010.

It has been determined that Beal, Inc. is unable to perform the requested services within the required timeframe and, therefore, I respectfully recommend that the City Commission authorize the next lowest bidder, Slusarski Excavating, Adrian, MI for engagement in the City's Standard Professional Services Contract to perform such services at a cost not to exceed \$53,890.

The Vibrant Small Cities Grant funds will defray fifty (50%) percent of the aforementioned cost or \$26,945, with the balance coming from local matching funds. \$24,187.50 was appropriated for both the grant and local match in the original resolution, leaving \$2,757.50 to be appropriated from each due to the increased cost. The attached resolution has been prepared for consideration by the City Commission at their next regularly scheduled meeting of October 4, 2010.

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

September 7, 2010

RESOLUTION R10-111

RE: COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT– Vibrant Small Cities Grant Amendment – Pearl Street Properties Demolition

WHEREAS, the City of Adrian has received a grant from the State of Michigan under the Vibrant Small Cities Initiative Grant Program, with a portion of said amended grant being designated for demolition of city owned properties; and

WHEREAS, said grant program provides that grant may be used for fifty (50%) percent of the demolition cost of city owned structures approved by the State for such purposes; and

WHEREAS, the City of Adrian currently owns the properties and structures located at 218 W. Church Street, 236 W. Church Street, 250 W. Church Street, 211 Pearl Street and 138 S. Winter Street, Adrian, MI; and

WHEREAS, the City Purchasing Office solicited and received four (4) sealed bids on Thursday, August 26, 2010 for the demolition of the aforementioned city owned properties; and

WHEREAS, a summary of the demolition bids with total amount for five (5) properties follows:

<u>Bidder</u>	<u>Location</u>	<u>Amount</u>
Beal, Inc.	Ann Arbor, MI	\$48,375.00
Slusarski Excavating	Adrian, MI	\$53,890.00
Wilson Backhoe	Britton, MI	\$56,622.00
B & B Wrecking	Cleveland, OH	\$187,000.00

WHEREAS, the Finance Director indicates that sufficient funds are available for the City's 50% matching requirement (\$24,187.50) in the Vibrant Small Cities Initiative Grant Fund Unreserved Fund Balance and the State's 50% share should be added to Estimated Revenue, with the appropriations made to the following expenditure accounts in the FY2010-11 Budget, (283-484.00-801.007) and (283-484.00-801.008), respectively; and

WHEREAS, The Office of Community Development-Michigan State Housing Development Authority (MSHDA) has requested to review the bid documents prior to awarding the bid; and

WHEREAS, the City Administrator recommends approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the release of local grant match funds not to exceed fifty (50%) of total demolition cost of city owned properties, and to award the bids contingent upon final approval by The Office of Community Development Michigan State Housing Development Authority (MSHDA).

BE IT, FURTHER, RESOLVED that the \$24,187.50 be appropriated from the Vibrant Small Cities Grant Fund Unreserved Fund Balance (283-000.00-390.000) and that the FY2010-11 Budget be amended as follows:

Vibrant Small Cities Grant Fund (283)	
Revenue:	<u>Amount</u>
(283-000.00-519.001) CDBG Vibrant Cities Grant	\$24,187.50
283-000.00-697.000) Prior Years' Revenue	<u>24,187.50</u>
Total Revenue	<u>\$48,375.00</u>
Expenditures:	
283-484.00-801.007) Blight Reduction/Property Demolition-CDBG	\$24,187.50
283-484.00-801.008) Blight Reduction/Property Demolition-Local	<u>24,187.50</u>
Total Expenditures	<u>\$48,375.00</u>

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



MEMO

135 E. Maumee St. Adrian, Michigan 49221-2773

DATE: September 10, 2010

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

FROM: Chris Atkin
Director of Community Development

SUBJECT: Pearl Street Demolition

On September 07, 2010 City Commission passed, by resolution R10-111, the release of the appropriate matching funds, not to exceed fifty (50%) of the total cost, or \$24,187.50, needed to demolish all or a portion of the properties thereof, contingent on the state's final review and award the bid based on the states results. On September 09, 2010 I received verbal confirmation from State of Michigan Office of Community Development Office staffer Tonya Young that the city can begin to incur demolition cost for all of the properties included in the bid as submitted and award the contract to Beal Inc. from Ann Arbor, MI.

Below you will find the bid tabulations as submitted for the final demolition bids for the city owned Pearl Street properties. Using the local preference policy scale of 2.5%, Slusarski's adjusted bid of \$52,542.75 remains higher than the lowest eligible bid.

	Beal Inc Ann Arbor, MI	B & B Wrecking Cleveland OH	Slusarski Adrian, MI	Wilson Backhoe Britton MI
218 W Church	\$7,600.00	\$14,800.00	\$12,880.00	\$11,420.00
236 W. Church	\$8,600.00	\$19,400.00	\$10,215.00	\$9,680.00
138 S. Winter	\$9,000.00	\$64,000.00	\$6,430.00	\$5,970.00
211 Pearl	\$13,900.00	\$72,000.00	\$15,625.00	\$15,879.00
250 W. Church	\$9,275.00	\$16,800.00	\$8,740.00	\$13,673.00
TOTAL	\$48,375.00	\$187,000.00	\$53,890.00	\$56,622.00

Respectfully submitted,

Chris Atkin
Community Development Director

R10-122

October 4, 2010

RE: COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT– Vibrant Small Cities Grant Amendment – Pearl Street Properties Demolition Revised

RESOLUTION

WHEREAS, the Adrian City Commission, by Resolution #R10-111 dated September 7, 2010, authorized the utilization of Vibrant Small Cities Grant funds to engage Beal, Inc., Ann Arbor, MI for the demolition of five (5) properties in the Pearl Street area of downtown at a cost not to exceed \$48,375; and

WHEREAS, said grant program is expiring this month with all work to be accomplished, paid and reimbursement requested from the Office of Community Development Michigan State Housing Development Authority (MSHDA) by October 29, 2010; and

WHEREAS, the City of Adrian Community Development Director has determined that Beal, Inc. is unable to perform the requested services within the required timeframe and, therefore, recommends that the City Commission authorize the next lowest bidder, Slusarski Excavating, Adrian, MI for engagement in the City's Standard Professional Services Contract to perform such services at a cost not to exceed \$53,890; and

WHEREAS, the Vibrant Small Cities Grant funds will defray fifty (50%) percent of the aforementioned cost or \$26,945, with the balance coming from local matching funds; and

WHEREAS, \$24,187.50 was appropriated for both the grant and local match in the original resolution, leaving \$2,757.50 to be appropriated from each due to the increased cost; and

WHEREAS, the Finance Director indicates that sufficient funds are available for the City's 50% matching requirement (\$2,757.50) in the Vibrant Small Cities Initiative Grant Fund Unreserved Fund Balance, and the State's 50% share (\$2,757.50) should be added to Estimated Revenue, with the appropriations made to the following expenditure accounts in the FY2010-11 Budget, (283-484.00-801.007) and (283-484.00-801.008), respectively; and

WHEREAS, The Office of Community Development - Michigan State Housing Development Authority (MSHDA) has reviewed the bid documents and agrees to the reassignment of work to the next lowest bidder, Slusarski Excavating, Adrian, MI; and

WHEREAS, the City Administrator recommends approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the selection and engagement of Slusarski Excavating, Adrian, MI in the City's Standard Professional Services Contract for the purpose of providing demolition services in the Pearl Street area at a cost not to exceed \$53,890, the properties being 218 W. Church Street, 236 W. Church Street, 250 W. Church Street, 211 Pearl Street and 138 S. Winter Street.

BE IT, FURTHER, RESOLVED that the \$2,757.50 be appropriated from the Vibrant Small Cities Grant Fund Unreserved Fund Balance (283-000.00-390.000) and that the FY2010-11 Budget be amended as follows:

Vibrant Small Cities Grant Fund (283)

	<u>Amount</u>
Revenue:	
(283-000.00-519.001) CDBG Vibrant Cities Grant	\$2,757.50
(283-000.00-697.000) Prior Years' Revenue	<u>2,757.50</u>
Total Revenue	<u>\$5,515.00</u>
Expenditures:	
(283-484.00-801.007) Blight Reduction/Property Demolition-CDBG	\$2,757.50
(283-484.00-801.008) Blight Reduction/Property Demolition-Local	<u>2,757.50</u>
Total Expenditures	<u>\$5,515.00</u>

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



MISCELLANEOUS

M-1

Adrian Parks and Recreation Recreation Program Report Summer (June - August 2010)

	2006	2007	2008	2009	2010
AQUATICS					
Open Swim (Includes season pass holders)	9,494	11,456	13,100	11,614	11,871
Family Passes/Additional Members	78/26	84/36	85/38	83/46	62/26
Individual Passes	55	107	99	87	98
Punch Passes	26	20	27	25	24
Lessons - 5 sessions AM	483	397	393	388	340
3 sessions PM (4 sessions 2010)	187	189	152	99	162
Private		32	18	63	98
Water Aerobics (Average)	10	5	5	8	5
Swim Team	111	174	148	153	139
Kids Go Wild (3 sessions)	21/15/28	16/40/32	74/47/45	0/53/0	45/35/8
(2009 - 2 sessions cancelled due to power outage and weather)					
Community Day Free Swim				640	643
Jump Into Summer Free Swim*					729
Dog Days Swim	25	43	55	47	44
YOUTH PROGRAMS					
Art in the Park				15	9
Camps					
Voyager Camp		10	6		
Camp Adventure (2 sessions)	10/10	5/5	0/8		
A Team Boot Camp	12	20	11	(1)	
Camp Caterpillar (2 sessions 2007; 1 session 2008)		21	11	(8)	
CSI Camp				25	
Pirate Camp				17	
Survivor Camp				(6)	25
Outdoor Adventure Camp (2 sessions)					50
Jr. Camp Adrian*					12
Wild & Crazy Olympics*					(3)
Father's Day Gift Workshop	11	8	11	(3)	N.O.
Golf Lessons	13	12	7	8	12
High School Soccer (Teams)				6	(2)
Karate	27	25	18	20	15
Pixie Cheerleading	70	40	58	47	55
Sports for Squirts	14	12			
Squirts T-Ball			33	18	26
Squirts Flag Football				19	20
Tennis	14	19	20	11	10
Volleyball Clinic	21	17	17	17	16
ADULT PROGRAMS					
Adult Day Trips					
Henry Ford Museum					4
Sauder Village					9
Dog Obedience	19	26	12	26	22
Golf Lessons	13	10	9	4	(1)
Karate	2	4	9	7	5
Sand Volleyball (teams)					
4X4	23	17	18	19	22
2X2		4	0	0	0
Softball (teams)	46	40	43	41	47
Men's	22	17	23	22	27
Women's	8	9	8	5	4
Co-ed	16	14	12	14	16
District Softball Tournament	12	11	7	6	6
State Finals Softball Tournament	19	8	42		26
State Qualifier Tournament		9	16	16	6
*NEW PROGRAM ()CLASS CANCELLED DUE TO LOW ENROLLMENT N.O. Not Offered					

Adrian Parks and Recreation
Recreation Program Report
Summer (June - August 2010)

	2006	2007	2008	2009	2010
SPECIAL EVENTS					
City Band Concerts (8 Concerts)	1,200	1,200	1,500	1,520	1,035
Dad's & Son's Night Out			26	11	(4)
Soccer Camp				10	16
Drive, Pitch & Putt	21	7	9	N.O.	N.O.
Fishing Derby	10	10	15	19	19
Hershey Track & Field	43	39	35	45	52
Maple City 3 on 3 Tournament (Teams)	32	17	12	9	(2)
Splash & Dash Youth Triathlon					
Fun Run				33	35
Duathlon				17	24
Triathlon				65	81
Teen Trips					
Cedar Point	46	25	14	(3)	0
Tigers Game	(2)	10	9	(2)	0
Kayak Trip				0	0
Tons Of Trucks (kids/adults) (2008 rain)	264/200	197/150	135/80	155/90	160/94
Walk Michigan (6 sessions)				94	46
SKATE PARK					
Open Skate	468	532	613	662	487
Skateboard Camp	30	25	13	17	15
Skateboard Lessons*					6
National Skateboarding Day*					38
RENTALS					
Picnic Shelters	116	140	162	180	172
Pool	22	15	18	15	13
*NEW PROGRAM ()CLASS CANCELLED DUE TO LOW ENROLLMENT N.O. Not Offered					
NOTE: Blank spaces are due to incomplete information from prior years or not offering certain programs in various years.					

Adrian Parks Recreation
Non-Resident Report
Summer (June - August 2010)

AQUATICS	Residents	Non-Residents	Total Participants	Percentage Non-Residents
Open Swim (Does not include pass holders)	5,866	1,764	7,630	23%
Family Passes	50	12	62	19%
Additional Members	24	2	26	8%
Individual Passes	64	34	98	35%
Punch Passes	13	11	24	46%
Lessons - 5 sessions AM	140	200	340	59%
3 sessions PM	62	100	162	62%
Private	30	68	98	69%
Water Aerobics	N/A Did not track			
Swim Team	67	72	139	52%
Kids Go Wild	N/A Did not track			
Community Day Free Swim	N/A Did not track			
Jump Into Summer Free Swim	N/A Did not track			
Dog Days Swim	25	19	44	43%
YOUTH PROGRAMS				
Art in the Park	8	1	9	11%
Jr Camp Adrian	8	4	12	33%
Survivor Camp	13	12	25	48%
Golf Lessons	7	5	12	42%
Karate	6	9	15	60%
Outdoor Adventure Camp	21	29	50	58%
Pixie Cheerleading	38	17	55	31%
Squirts T-Ball	19	7	26	27%
Squirts Flag Football	14	6	20	30%
Tennis	6	4	10	40%
Volleyball Clinic	10	2	12	17%
ADULT PROGRAMS				
Dog Obedience	8	14	22	64%
Adult Day Trip Henry Ford Museum	4	0	4	0%
Adult Day Trip Sauder Village	9	0	9	0%
Karate	0	5	5	100%
Sand Volleyball (players)	40	70	110	64%
Softball (players)	244	517	761	68%
SPECIAL EVENTS				
City Band Concerts (8)	N/A Did not track			
Fishing Derby	9	10	19	53%
Hershey Track & Field	N/A Did not track			
Soccer Camp	4	12	16	75%
Splash & Dash Youth Triathlon	N/A Did not track			
Tons of Trucks	N/A Did not track			
Walk Michigan	N/A Did not track			
SKATE PARK				
Open Skate	466	21	487	4%
Skateboard Camp	3	12	15	80%
Skateboard Lessons	5	1	6	17%
National Skateboarding Day	N/A Did not track			
RENTALS				
Picnic Shelters	132	40	172	23%
Pool	10	3	13	23%
TOTAL	7,425	3,083	10,508	29%

YOUTH RECREATION SCHOLARSHIPS JUNE - AUGUST 2010		
	# Participants	Amount
Aquatics	38	\$880.00
Youth Sports	5	\$77.00
Youth Programs	7	\$170.00
Skatepark	2	\$37.00
TOTAL	52	\$1,164.00