



PRE-MEETING AGENDA

ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
SEPTEMBER 7, 2010
5:30 P.M.

The City Commission will meet for a pre-meeting study session on **Tuesday**, September 7, 2010 at 5:30 p.m. at the City Chambers Building, 159 E. Maumee St., to discuss the following:

- I. Strategic Planning Review
- II. Other Items as Time Permits



COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
TUESDAY,
SEPTEMBER 7, 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 AUGUST 16, 2010 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. PROCLAMATION
 - 1. Proclamation presented to Julianne Dolan, Director of Fine Arts at Adrian Public Schools, in recognition of Arts Education Week, September 12-18, 2010.
- VI. COMMUNICATIONS
 - 1. **C-1. Downtown Development Authority.** FY2009-10 Year End Financial Reports
 - 2. **C-2. Administration.** Communication from Comcast on changes in channel lineup.
 - 3. **C-3. Finance.** Update from Finance Director on State Revenue Sharing.
- VII. PUBLIC COMMENTS
- VIII. CONSENT AGENDA
 - A. RESOLUTIONS
 - 1. **CR10-052. City Commission.** Resolution designating Mayor Gary McDowell as the official representative to cast votes on behalf of the City of Adrian at the annual MML Conference and designating Commissioner Greg DuMars as the alternate official to act on behalf of the Mayor in his absence.
 - 2. **CR10-053. Fire Department.** Resolution to approve a fireworks display permit for an event at Adrian College on September 11, 2011.
 - 3. **CR10-054. Engineering Department.** Resolution to set a Public Hearing date to hear and consider comments to establishment of a Special Assessment District for improvements on Bent Oak Ave. from Riverside Ave. to the city limits.

I X. REGULAR AGENDA

A. ORDINANCES

1. **Ord. 10-008. Zoning/Development Regulations.** Second reading of an Ordinance to amend Section 3.1 of Article III of the Zoning/Development Regulations, and the Zoning Map, by deleting the following property from the R-4 Single Family Residential District, and including the same in the ERO – Education, Research and Office District. More commonly known as 1040 Elm Street. Approval will combine this parcel with the Siena Heights University Campus.

B. RESOLUTIONS

- 1(A). **R10-107. Engineering.** Resolution to award the bid for refuse and recycling collection services to Stevens Disposal & Recycling Services, Inc; or
- 1(B). **R10-107. Engineering.** Resolution to award the bid for refuse and recycling collection services to Republic Services, Inc.
2. **R10-108. Human Resources.** Resolution to approve the establishment of a Retiree Rehire Policy for the City of Adrian, effective January 1, 2011, consistent with Section 31 of the MERS Pension Plan Document.
3. **R10-109. Dial-A-Ride.** Resolution to approve MDOT Agreement No. 2007-0156 for FY2010 to provide federal operating funds in the amount of \$36,090 for continued provisions of Dial-A-Ride services.
4. **R10-110. Engineering.** Resolution to award bid for sidewalk replacement within the boundaries of Michigan Ave. to Maumee St. from Park to S. Main Streets.
5. **R10-111. Community Development.** Resolution to authorize the release of local grant match funds (up to 50% of total cost) for demolition of city-owned properties, approval of demolition bids based on MSHDA's approval, and approval of the resulting budget amendments. Properties considered for demolition include 218 W. Church, 236 W. Church, 250 W. Church, 211 Pearl St. and 138 S. Winter.
6. **R10-112. Police Department.** Resolution authorizing acceptance of Justice Assistance Grant in the amount of \$14,024. Grant funds will be used for the purchase of computer forensic equipment and training.
7. **R10-113. Utilities Department.** Resolution to award bid for ductwork replacement and insulation of the digester gas piping and ductwork at the Wastewater Treatment Plant.

8. **R10-114. Parks & Recreation - Oakwood Cemetery.**
Resolution to approve the purchase of a Grasshopper 729T front-mount mower and snow thrower for use at Oakwood Cemetery and to transfer the current mower (John Deere F725) to the Public Works equipment fleet.

X. PUBLIC COMMENTS

X I. COMMISSION COMMENTS



MINUTES

**MINUTES
ADRIAN CITY COMMISSION
AUGUST 16, 2010
7:00 P.M.**

Official proceedings of the August 16, 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, Warren, Carrico and Osborne and Steele

ABSENT: Commissioner DuMars

Mayor McDowell in the Chair.

Commissioner Clegg moved to excuse Commissioner DuMars, seconded by Commissioner Warren, motion carried by a unanimous vote.

Commissioner Clegg moved to approve the minutes of the August 2, 2010 regular meeting of the Adrian City Commission, seconded by Commissioner Carrico, motion carried by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher #3304 through #3312	\$ 81,997.16
General Fund Vouchers #20008 through #20031	\$337,473.92
Clearing Account Vouchers amounting to	<u>\$373,764.81</u>
TOTAL EXPENDITURES	<u>\$793,235.89</u>

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

COMMUNICATIONS

1. **C-1. Finance Department.** FY2009-10 Year-End Unaudited Financial Report

PUBLIC COMMENTS

The following people addressed the Commission regarding refuse/recycling bids:

- Republic Waste Employees - Felt the City should stay with Republic Waste: Greg Stalter, Bob Ten Haaf and Stephanie Glysson (Reps. From Republic Waste); Bill Bernard (Teamster Rep. for Republic); Randy Grant, Lisa

- Richards, Dana Miller, Jacob Hartman, Laura Baker, Sonya Kerns, Ken Barkwheat, Russell Richards, Jon Strong, Shannon Clement and Donald Wahl
- Walter Zook, 327 Cherry St., concerned about the price change in trash pickup. Only has one bag a month to pick up.
 - Jim May, Stevens Disposal, gave background on the business and assured the Commission that the whole city would be picked up in one day.
 - Tim Robinson, 214 E. Church St., LEDC, supported Republic as they are active in the Adrian community and Lenawee County
 - K.Z. Bolton, 923 E. Church St., asked the Commission to retain Republic as they are a good company to work with.

CONSENT AGENDA

RESOLUTIONS

RESOLUTION CR10-049

RE: HISTORIC DISTRICT COMMISSION – Reappointment to Board

WHEREAS, the term of office of Dr. John Weeks on the Historic District Commission has expired, which has created a vacancy; and

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

WHEREAS, Dr. Weeks has expressed a willingness to continue serving on the Historic District Commission, if reappointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the reappointment of Dr. Weeks.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the reappointment of Dr. John Weeks to the Historic District Commission for a three year term that will expire in 2013.

RESOLUTION CR10-050

RE: CITY COMMISSION – Change in Meeting Date Due to Labor Day Holiday

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

WHEREAS, the regular meeting scheduled for Monday, September 6, 2010, occurs on the Labor Day holiday.

NOW, THEREFORE BE IT RESOLVED that said regular meeting will be held on Tuesday, September 7, 2010 at 7:00 p.m. in the Chambers Building located at 159 E. Maumee Street, Adrian, MI 49221.

RESOLUTION CR10-051

RE: DEPARTMENT OF PUBLIC WORKS AND DEPARTMENT OF UTILITIES- ASPHALT PAVEMENT REPAIR PROGRAM FOR 2010

WHEREAS, annually, on behalf of the Department of Public Works and the Department of Utilities, the City of Adrian Purchasing Office solicits bids for approximately 8,000 sq. ft. of asphalt paving related to the Operation and Maintenance of the Water Distribution System, the Sanitary Sewer System and the Storm Water Sewer System; and

WHEREAS, the intent of this program is to minimize degradation of the roadways by installing a permanent patch at the earliest convenience by notifying the successful bidder of the locations when ready for permanent patching; and

WHEREAS, four (4) bids for the Asphalt Pavement Repair Program were received on Thursday, July 8, 2010, with the following results:

<u>Vendor</u>	<u>Amount /Sq. Ft.</u>	<u>Approx. Total Amount</u>
K&B Asphalt Seal Coating Clayton, MI	\$2.95 /Sq. Ft	\$23,600
Quality Asphalt Paving Homer, MI	\$3.24 /Sq. Ft.	\$25,920
Belson Asphalt Paving Reading, MI	\$4.00 /Sq. Ft	\$32,000
Slusarski Excavating Adrian, MI	\$4.10 /Sq. Ft	\$32,800

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2010-11 Operating Budgets for the Department of Public Works and the Utilities Department; and

WHEREAS, the City Engineer and City Administrator recommend acceptance of low bidder, K&B Asphalt, Clayton, MI and engagement in the City's Standard Professional services Contract to perform the City's Asphalt Pavement Repair Program for FY2010-11.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance low bidder, K&B Asphalt, Clayton, MI and engagement in the City's Standard Professional services Contract to perform the City's Asphalt Pavement Repair Program for FY2010-11.

On motion by Commissioner Steele, seconded by Commissioner Warren, Consent Resolutions CR10-049 through CR10-051 were adopted by a unanimous vote.

REGULAR AGENDA

ORDINANCE

1. **Ord. 10-008. Zoning/Development Regulations.** Introduction of an Ordinance to amend Section 3.1 of Article III of the Zoning/Development Regulations, and the Zoning Map, by deleting the following property from the R-4 Single Family Residential District, and including the same in the ERO-Education, Research and Office District. More commonly known as 1040 Elm Street. Approval would combine this parcel with the Siena Heights University Campus.

SPECIAL ORDER

1. **SO-1. Community Development.** Public hearing to hear and consider comments to approval of an application for an Industrial Facilities Tax (IFT) Exemption Certificate for Adrian Precision Machining, 605 Industrial Drive, for a twelve-year period. The IFT Exemption would allow for the purchase of additional machinery and retention of 9 jobs.
 - Tim Robinson, LEDC, was encouraged that most of the work done at Adrian Precision Machining is not auto-related.
 - William Spreeman, owner of Adrian Precision Machining, requested that the Commission approve the abatement.

RESOLUTIONS

RESOLUTION R10-102

RE: ADRIAN PRECISION MACHINING - ACT 198 INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE

WHEREAS, pursuant to 1974 PA 198, MCLA Sec. 207.551 et. Seq., after a duly notice Public Hearing held on the 04th day of March, 1985, this Commission, by resolution, established Adrian Industrial Development District No. 15; and

WHEREAS, an application has been filed by Adrian Precision Machine for an Industrial Facilities Exemption Certificate for the facility located in the Adrian Industrial Development District #15, and was received by the Adrian City Clerk on the 20th day of July, 2010; and

WHEREAS, the Adrian City Clerk, pursuant to 1974 PA 198, Section 5 (2), did notify the Adrian City Assessor and the legislative body of each taxing unit which levies ad valorem taxes on the property located within said Adrian Industrial Development District #15 that the application for an Industrial Facilities Exemption Certificate by Adrian Precision Machine would be considered at a meeting of the Adrian City Commission on Monday, August 16, 2010 and that an opportunity to be heard would be provided to the Assessor and to a representative of each of the bodies so notified.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Adrian City Commission finds:
 - (a) That the purchase and installation of the equipment had not occurred earlier than twelve (12) months before July 20, 2010 the date of acceptance of the application of the Industrial Facilities Exemption Certificate;
 - (b) That the application relates to a purchase and equipment installation program which, when completed, will be situated within Adrian Industrial Development District #15, established March 04, 1985 by resolution of the Adrian City Commission.
 - (c) That completion of the equipment installation is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to create and retain employment in the City of Adrian.
 - (d) That the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Adrian, after granting this certificate, will not exceed five (5) percent of an amount equal to the sum of SEV of the City plus the SEV of personal real property thus exempted. The Adrian City Commission specifically finds that the granting of the exemption applied for will not substantially impede the operation of or impair the financial soundness of any local government.

2. That the application of Adrian Precision Machine for an Industrial Facilities Exemption Certificate with regard to the facility located in Adrian Industrial Development District No. 15, be and is hereby approved for a period of twelve (12) years.

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

RESOLUTION R10-103

RE: DEPARTMENT OF PUBLIC WORKS – MOTOR VEHICLE POOL – DUMP TRUCK PURCHASE

WHEREAS, the Adrian City Commission included \$115,000 in the FY2010-11 Motor Vehicle Pool Adopted Budget for the Department of Public Works to acquire a new single-axle dump truck with underbody plow; and

WHEREAS, the Department of Public Works, in conjunction with the Office of Purchasing, has solicited and received quotations on July 27, 2010 from various vendors with the following results:

BIDDER	AMOUNT	DELIVERY
Wolverine Freightliner Westside Ypsilanti, MI	\$102,249.00 Truck & Trailer	135-150 days

Wolverine Freightliner Westside Ypsilanti MI	\$101,360.00 Cannon Truck Equip	120-135 days
Wolverine Freightliner Westside Ypsilanti MI	\$104,144.00 Kalida Truck Equip	120-135 days
D&K Truck Company Lansing MI	\$ 102,611.00 Truck & Trailer	120-250 days
D&K Truck Company Lansing MI	\$ 104,506.00 Kalida Truck Equip	100-250 days
Freightliner of Toledo Toledo OH	\$ 105,587.00 Kalida Truck Equip	As soon as possible
Tri County Intl Trucks Jackson MI	\$ 105,689.27 Cannon Truck Equip	90-120 days
Tri County Intl Trucks Jackson MI	\$ 106,578.27 Truck & Trailer	90-135 days
Tri County Intl Trucks Jackson MI	\$ 106,669.27 NBC Truck Equip	105-150 days
Tri County Intl Trucks Jackson MI	\$ 108,256.27 Knapheide Truck	120-180 days
Tri County Intl Trucks Jackson MI	\$ 108,473.27 Kalida Truck Equip	90-135 days

WHEREAS, the bid specifically requested a price for an International single axle dump truck with underbody plow, which were disregarded by several bidders; and

WHEREAS, in addition, the lowest bid for an International truck from Tri-County Intl. Trucks did not meet the required specifications for fittings and hoses on the vehicle; and

WHEREAS, the City Engineer and City Administrator recommend selection of the lowest qualified bidder meeting bid specifications, Tri-County International Trucks, Jackson, MI, and acquisition of a single axle dump truck with underbody plow at a cost not to exceed \$106,578.27; and

WHEREAS, the Finance Director indicates that sufficient funds for this purpose are available in the FY2010-11 Motor Vehicle Pool Budget (662-441.62-977.000).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes selection of the lowest qualified bidder meeting bid specifications, Tri-County International Trucks, Jackson, MI, and acquisition of a single axle dump truck with underbody plow at a cost not to exceed \$106,578.27.

On motion by Commissioner Steele, seconded by Commissioner Clegg, this resolution was adopted by a 4-2-0 vote.

AYES: Mayor McDowell, Commissioners Steele, Carrico and Clegg

NAYS: Commissioners Osborne and Warren

ABSTAINED: None

RESOLUTION R10-104

RE: UTILITIES DEPARTMENT – Lime Residual Removal at the Water Treatment Plant – Contract Renewal

WHEREAS, the Adrian City Commission, by Resolution #R10-057 dated May 3, 2010, approved the FY2010-11 Budget and General Appropriations Act, which included \$175,000 in the Water Fund Purification Pumping Contract Services account (591-536.00-801.503) for the removal of residual lime at the Water Treatment Plant; and

WHEREAS the Adrian City Commission, by Resolution #CR08-078 dated October 6, 2008, through the competitive bid process, authorized the engagement of Pohlcat, Inc., Sidney, OH, in the City's Standard Professional Services Contract for the removal of residual lime at the Water Treatment Plant at a cost not to exceed \$154,000; and

WHEREAS, the Adrian City Commission, by Resolution #R09-175 dated October 19, 2009, authorized the renewal of said contract for one year at a cost of \$154,000; and

WHEREAS, based on successful execution of the contract over the past two years, the Utilities Director recommends renewal of the contract at the same cost of \$154,000 for one final year - FY2010-11, before subjecting it to the competitive bid process; and

WHEREAS, the Finance Director indicates that sufficient funds for this purpose are available in the Water Fund Purification Pumping Contract Services account (591-536.00-801.503); and

WHEREAS, the City Administrator recommends approval of this resolution and engagement of Pohlcat, Inc., Sidney, OH, in the City's Standard Professional Services Contract for the removal of residual lime at the Water Treatment Plant lagoon East of the Trestle at a cost not to exceed \$154,000.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Pohlcat, Inc., Sidney, OH in the City's Standard Professional Services Contract for one additional year for the removal of residual lime at the Water Treatment Plant lagoon East of the Trestle at a cost not to exceed \$154,000.

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

RESOLUTION R10-105-A

WHEREAS, proposals have been received for refuse and recycling collection services for a term from January 1, 2011 through June 30, 2015; and

WHEREAS, proposals have been carefully reviewed by staff and members of the City Commission.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. That the base proposal for weekly collection of refuse is hereby awarded to Stevens Disposal and Recycling Service, Inc. for
 - a. ___ unlimited weekly curbside trash pickup in bags; or
 - b. ___ weekly curbside trash pickup – maximum of 6 bagsas set forth in its proposal dated July 19, 2010.
2. That the proposal for recycling is hereby awarded to Stevens Disposal and Recycling Service, Inc. for
 - a. ___ bi-weekly curbside single-stream recycling for all city residential customers in 95 gallon containers; or
 - b. ___ weekly curbside single-stream recycling for all city residential customers in 18 gallon bins; or
 - c. ___ a manned recycling center for Saturday drop-offsas set forth in its proposal dated July 19, 2010.
3. That the proposal for unlimited bulk item curbside collection to be paid for by residents is hereby awarded to Stevens Disposal and Recycling Service, Inc. at the rate of \$5.00 per item as set forth in its proposal dated July 19, 2010.

RESOLUTION R10-105B

WHEREAS, proposals have been received for refuse and recycling collection services for a term from January 1, 2011 through June 30, 2015; and

WHEREAS, proposals have been carefully reviewed by staff and members of the City Commission.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. That the base proposal for weekly collection of refuse is hereby awarded to Republic Services, Inc. for weekly curbside trash collection in either 65 gallon containers or 95 gallon containers, as set forth in its proposal dated July 20, 2010.
2. That the proposal for recycling is hereby awarded to Republic Services, Inc. for
 - a. ___ bi-weekly curbside single-stream recycling for all city residential customers in 95 gallon containers; or
 - b. ___ a manned recycling center for Saturday drop-offas set forth in its proposal dated July 20, 2010.
3. That the proposal for unlimited bulk item curbside collection to be paid for by residents is awarded to Republic Services, Inc. at the rate of \$10.00 per item as set forth in its proposal dated July 20, 2010.

The following comments were offered by the Commission:

- Commissioner Steele listed the reasons Republic is the better way to go, including cleanliness, safety, etc.
- Mayor McDowell felt it was a matter of time before there will be totes in every city.
- Commissioner Osborne felt the money saved by going with Stevens would be significant.
- Commissioner Warren was torn as to whether to vote for saving money or saving peoples' jobs.
- Commissioner Carrico mentioned that at a previous meeting, the Commission voted for the money savings instead of going with a local company with a good service record.
- Commissioner Clegg said that neither company addressed his concerns about everyone paying the same amount regardless of the amount of trash produced.

Commissioner Steele motioned to accept the bid from Republic Services (R10-105B), #1, 2b and 3; seconded by Mayor McDowell, DENIED by a 3-3-0 vote.

AYES: Mayor McDowell, Commissioners Warren and Steele

NAYS: Commissioners Osborne, Carrico and Clegg

ABSTAINED: None

Commissioner Clegg motioned to table Resolutions R10-105A and 105B, seconded by Commissioner Carrico, motion DENIED by a 2-4-0 vote.

AYES: Commissioners Clegg and Carrico

NAYS: Mayor McDowell, Commissioners Osborne, Warren and Steele

ABSTAINED: None

Commissioner Osborne motioned to accept bid from Stevens Disposal and Recycling (10-105A) #1b, 2a and 3, seconded by Commissioner Carrico, DENIED by a 2-4-0 vote.

AYES: Commissioner Osborne and Carrico

NAYS: Mayor McDowell and Commissioners Warren, Steele and Clegg

ABSTAINED: None

Commissioner Osborne made a motion that the city have no trash contract and have individual households make their own trash arrangements with a company, motion DIED for lack of support.

Commissioner Clegg motioned to accept the bid from Stevens Disposal and Recycling Service, Inc. (R10-105A) #1b, 2c and 3, seconded by Commissioner Osborne, motion DENIED by a 3-3-0 vote.

AYES: Commissioners Clegg, Osborne and Carrico

NAYS: Mayor McDowell, Commissioners Warren and Steele

ABSTAINED: None

Due to tie votes, the Commission moved on to the next agenda item and will revisit this at another meeting.

RESOLUTION R10-106

RE: FINANCE DEPARTMENT – City of Adrian Investment Policy – Revision No. 2

WHEREAS, in accordance with Public Act 20 of 1943, as amended by Public Act 196 of 1997, the Adrian City Commission adopted an Investment Policy on November 16, 1998 (effective January 1, 1999), stipulating that the Finance Director is delegated the authority and responsibility for administering the City's Investment Program; and

WHEREAS, the Adrian City Commission, by resolution dated September 2, 2003, adopted City of Adrian Investment Policy – Revision No. 1, incorporating several changes recommended by the newly appointed Finance Director; and

WHEREAS, one of the provisions of the investment policy is to specifically identify the financial institutions authorized to conduct investment transactions on behalf of the City; and

WHEREAS, since adoption of Revision No.1 in 2003, several of the authorized financial institutions have been acquired by other banking institutions, i.e., Huntington Bank acquired Sky Bank; Bank of Lenawee was acquired by First Federal Bank; and Standard Federal Bank was acquired by LaSalle Bank, which, in turn, was acquired by Bank of America; and

WHEREAS, the Finance Director recommends that the Investment Policy be revised to specifically include the following list of current financial institutions authorized to conduct investment transactions on behalf of the City:

Huntington Bank	First Federal Bank
United Bank & Trust	Bank of America
American Express Brokerage	Key Bank
Michigan Class Pool	Multi-Bank Securities
The Bank of New York Mellon	UMB Corporate Trust Services
IDS Life Insurance Company	Smith Barney (Citigroup)
Key Capital Markets – McDonald Investments; and	

WHEREAS, from time to time, the City Clerk is requested and should be authorized to sign financial institution corporate resolutions authorizing City appointees, such as the Finance Director, Assistant Finance Director and City Treasurer, to sign for individual investment transactions on behalf of the City; and

WHEREAS, the City Administrator recommends approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby adopts the City of Adrian Investment Policy – Revision No. 2.

BE IT, FURTHER, RESOLVED that the City Clerk is authorized to sign financial institution corporate resolutions authorizing City appointees, such as the Finance Director, Assistant Finance Director and City Treasurer, to sign for individual investment transactions on behalf of the City.

BE IT, FURTHER, RESOLVED that all financial intermediaries, brokers or dealers doing business with the City of Adrian shall be provided with a copy of the revised Investment Policy and shall acknowledge receipt of the revised Policy and agree to comply with the terms of the Policy regarding buying or selling of securities by signing an appropriate form.

BE IT FURTHER RESOLVED that the following provisions of the 1998 Investment Policy shall continue to remain in force:

- The Finance Director shall continue to provide a written annual report to the City of Adrian concerning the investment of funds.
- The Finance Director is authorized to rely on the continuing effect of this resolution until and unless it is specifically amended or rescinded by a future resolution of the City of Adrian.
- This resolution supersedes all previous resolutions, parts of resolutions, and City of Adrian policy inconsistent with this resolution or with State law.
- This resolution shall take effect immediately.

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

MISCELLANEOUS

1. Departmental Report
2. Fire Department Report
3. Planning Commission Minutes (08/03/10)
4. D.A.R.T. Passenger Ridership Report

PUBLIC COMMENTS

1. Walter Zook, 327 Cherry St., asked how much the average household is paying in taxes. Administrator Nelson offered to explain Proposal A to him.
2. Jack Welch, Lakeshire Homeowners Assoc., upset about water fees going up 4 consecutive years.
3. Allen Kern, 1249 Vine St., only has a quarter bag of trash a week. Doesn't feel he should have to pay the same as those who generate more trash.

4. Kathleen Erard, 707 E. Siena Heights Dr., felt that the trash situation comes down to jobs vs. cost. Need to find a way to blend the two to find a solution.
5. Resident of Glendale Ave. said we had curbside recycling before and it didn't work.
6. Erv Morrison, Republic employee, felt that the Commission was giving away jobs by not going with Republic and it will hurt the city.
7. John Kuschell, 632 State St., felt that both bids received were excellent bids and thanked the Commission for all of their hard work.
8. Harold Frederick, 1340 Oregon Rd., asked about the current recycling setup; is this run by the city or the county?
9. K.Z. Bolton, 923 E. Church St., said she is happy to be serving another 2 year term on the County Commission.

COMMISSION COMMENTS

1. Mayor McDowell and Administrator Nelson thanked County Commissioner Bolton for her support and attendance.
2. Commissioner Warren thanked the citizens for attending the meeting.

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

Gary E. McDowell
Mayor

Pat Baker
City Clerk



CHECK REGISTER

September 7, 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 #3313 through #3325.....	\$ 166,862.01
General Fund	
Vouchers #20032 through #20063	\$ 446,321.77
Clearing Account Vouchers	
amounting to.....	<u>\$2,014,561.49</u>
TOTAL EXPENDITURES	<u>\$2,627,745.27</u>

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

September 7, 2010

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
<u>Receiving</u>			
3313	City of Adrian: Payroll	Payroll for Aug 13	\$ 14,732.31
3314	City of Adrian: Clearing Acct	Aug 16 CK Register	\$ 64,224.85
3315	City of Adrian: Storm util	Correct payment	
3316	Frontier	Water Phone Bills	\$ 85.47
3317	City of Adrian: Payroll	Payroll for Aug 20	\$ 51,223.66
3318	City of Adrian: General Fund	July Expenses	\$ 38,502.75
3319	City of Adrian: Motor Pool	July Expenses	\$ 2,499.51
3320	Citizens Gas Fuel Co	Various Heat Bills	\$ 126.86
3321	Consumers Energy	Various Electric Bills	\$ 44,530.37
3322	City of Adrian: Utilities	Water Bill	\$ 8.05
3323	City of Adrian: Payroll	Payroll for Aug 27	\$ 14,653.03
3324	***VOID***		
3325	State of Michigan	Application Fee	\$ 500.00
		Total	\$ 231,086.86
		Less: CK #3314	\$ 64,224.85
		TOTAL	\$ 166,862.01

WW = \$109,509.20
WAT= \$ 121,577.66

7-Sep-10

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
20032	\$ 15,644.25	City of Adrian: Payroll	Payroll for Aug 13
20033	\$ 2,333.53	First Federal Bank	Soc Security for Aug 13
20034		City of Adrian: Utilities	Transfer State MI Funds
20035	\$ 30.00	Len County Reg of Deeds	Jeopardy Release
20036	\$ 267,809.45	City of Adrian: Clearing Acct	Aug 16 Check Register
20037	\$ 1,364.00	Consumers Energy	Toledo St Electric Relocation
20038	\$ 150.00	Len County Circuit Court	Complaint Filing Fee
20039	\$ 4,563.16	Quick Service Transportation	Payroll W/E Aug 14
20040	\$ 123.12	Frontier	Various Phone Bills
20041	\$ 251,956.19	City of Adrian: Payroll	Payroll for Aug 20
20042	\$ 15,533.41	First Federal Bank	Soc Security for Aug 20
20043	\$ 27.00	Philip Halstead	Blue Cross Refund
20044	\$ 81.00	Tim Roberts	Blue Cross Refund
20045	\$ 25.00	Jonathan Gentner	Blue Cross Refund
20046	\$ 25.00	Robert Watson	Blue Cross Refund
20047	\$ 50.00	Kevin Kelly	Recreation Refund
20048	\$ 40.00	Andrew Piatt	Recreation Refund
20049		City of Adrian: Utilities	Transfer State MI Funds
20050	\$ 849.27	Citizens Gas Fuel Co	Various Heat Bills
20051	\$ 20,396.71	Consumers Energy	Various Electric Bills
20052	\$ 4,990.92	Quick Service Transportation	Payroll w/e Aug 21 & Hospitaliz
20053	\$ 576.64	Frontier	Various Phone Bills
20054	\$ 1,015.32	Quick Service Transportation	Hospitalization Ins
20055	\$ 25.00	Google Inc	Police Oper supplies
20056	\$ 13,169.56	City of Adrian: Payroll	Payroll for Aug 27
20057	\$ 2,206.60	First Federal Bank	Soc Security for Aug 27
20058	\$ 106,223.89	Blue Cross Blue Shield of MI	Sept Hospitalization Ins
20059	\$ 200.00	James Reynolds	Recreation Refund
20060	\$ 200.00	Gary Baldwin	Recreation Refund
20061	\$ 45.00	Maricella Soto	Recreation Refund
20062	\$ 100.00	Vincent Gonzales	Recreation Refund
20063	\$ 4,377.20	Quick Service Transportation	Payroll W/E Aug 28

\$ 714,131.22

\$ (267,809.45) Less: CK# 20036

\$ 446,321.77

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. A.M.E. ENTERPRISES	185.00		
2. ABB INC	933.00		
3. ADRIAN COMMUNICATIONS	2,953.50		
4. ADRIAN LANDFILL	73.90		
5. ADRIAN LOCKSMITH & CYCLERY	488.96		
6. ADRIAN MECHANICAL SERVICES C	571.00		
7. ADRIAN OVERHEAD DOORS	249.83		
8. ADRIAN PAINTERS SUPPLY & EQU	189.82		
9. ADRIAN WATER CONDITIONING IN	19.50		
10. ALERT EMERGENCY EQUIPMENT GR	250.00		
11. ALEXANDER CHEMICAL CORP.	13,688.40		
12. ALL METALS INC.	24.76		
13. AMAZON CREDIT PLAN	324.86		
14. AMERICAN LIBRARY ASSOC	274.00		
15. AMERICAN OFFICE SOLUTIONS	43.75		
16. ANTIBUS SCALES & SYSTEMS, IN	365.00		
17. APPLE MAT RENTAL	212.55		
18. APPLIED INDUSTRIAL TECHNOLOG	75.28		
19. ARCH WIRELESS	34.61		
20. ARROWHEAD SCIENTIFIC INC	85.43		
21. AUSTIN INC	170.20		
22. AUTO ZONE COMMERCIAL	94.62		
23. AVERY OIL & PROPANE INC	882.92		
24. BAKER & TAYLOR BOOKS	2,116.84		
25. BANK OF NEW YORK	1,355,665.09		
26. BARRETT'S GARDEN CENTER	23.94		
27. BATTERY WHOLESALE	41.70		
28. BEAUBIEN INC.	130.00		
29. BEAVER RESEARCH COMPANY	169.00		
30. MICHELLE BEDDINGFIELD	800.00		
31. BELL EQUIPMENT CO	155.94		
32. BILL'S SERVICE, INC.	39.54		
33. BLACK SWAMP EQUIPMENT	163.20		
34. BOOKLETTERS LLC	90.00		
35. BOOK OF THE MONTH CLUB	39.42		
36. BUCK & KNOBBY EQUIP CO INC	1,537.32		
37. RODNEY CALVIN	60.00		
38. CHARLESBRIDGE PUBLISHING	135.30		
39. CLOVERDALE EQUIPMENT CO	210.23		
40. COIN-OP SPECIALISTS INC.	19.20		
41. COMCAST	86.93		
42. COMPUTER CARE COMPANY, INC.	229.85		
43. CONTINENTAL SERVICE	1,267.31		
44. CORE TECHNOLOGY CORP.	7,955.00		
45. CUTTING EDGE ENGRAVING	316.25		
46. D-P EQUIPMENT CO	1,402.23		
47. DAN'S FARM SUPPLY INC	16,675.00		
48. DETROIT ELEVATOR COMPANY	135.00		
49. THE DETROIT NEWS	157.39		
50. DEXTER'S INC.	79.70		
51. DEYO-STONE ASSOC INC	3,235.00		
52. DISC ENVIRONMENTAL SERVICE	45.00		
53. DOAN CONSTRUCTION CO	1,902.44		
54. JACK DOHENY SUPPLIES	2,320.71		
55. H. DOMINE ENTERPRISES INC	342.00		
56. ROGER DONALDSON AIA PLC	1,560.00		
57. JAMES DUNCAN	62.50		
58. DUNDEE FIRE & SAFETY, INC.	39.95		
59. E & B SALVAGE LLC	32.15		
60. EAST JORDAN IRON WORKS INC	1,982.69		
61. SHIRLEY EHNIS	30.80		
62. CURT EMMONS	70.00		
63. DONALD EMMONS	343.75		
64. ENVIRONMENTAL RESOURCE ASSOC	249.75		
65. FASTENAL COMPANY	92.31		
66. FEDERAL EXPRESS	146.25		
67. FIRST TOWING LLC	352.00		
68. CAROLYN FISHER	40.00		
69. GALE	209.25		
70. GALL'S INC	249.72		
71. GALLANT & SON	15.49		
72. GORDON FOOD SERVICE	348.44		
73. GOVERNMENTAL BUSINESS SYSTEM	1,920.00		
74. GOVT FINANCE OFFICERS ASSOC	150.00		
75. GRAINGER INC.	331.20		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. H & H REPAIR	513.66		
77. HOBBY LOBBY	61.64		
78. HOLBEN PROFESSIONAL EH SERVI	300.00		
79. HUBBARD AUTO CENTER	520.93		
80. ICMA RETIREMENT CORPORATION	155.76		
81. IDEXX LABORATORIES, INC.	146.13		
82. IMAGE GALLERY	10.83		
83. INVACARE SUPPLY GROUP	112.79		
84. JANWAY COMPANY USA INC	304.31		
85. JOHN DEERE LANDSCAPES	415.85		
86. JONES & HENRY, ENGINEERS	7,942.03		
87. ROBERT KEYES	874.05		
88. KIMBALL MIDWEST	134.54		
89. KNISEL'S TREE SERVICE	4,900.00		
90. KONICA MINOLTA BUSINESS SOLU	17.04		
91. BRENT KUBALEK	250.93		
92. KUHLMAN CORP.	187.87		
93. LAB SAFETY SUPPLY INC.	53.37		
94. LANSING SANITARY SUPPLY INC	526.14		
95. SUSAN LAUGHLIN	130.00		
96. LEARNING WORKS & WONDERS	71.34		
97. LEGACY PRINTING	111.80		
98. LENAWEE COUNTY PRINTER	55.71		
99. LENAWEE FARM BUREAU OIL COOP	65.00		
100. DUSTIN LENT	27.00		
101. LISCOMB DISTRIBUTING	255.04		
102. LONG'S SMALL ENGINE SERVICE	4.12		
103. LOWE'S CREDIT SERVICES	1,556.08		
104. LYDEN OIL COMPANY	349.25		
105. MANPOWER OF LANSING MI INC.	2,076.12		
106. MAPLE CITY GLASS INC.	31.81		
107. MASSON'S ELECTRIC, INC	10,192.77		
108. GARY MCDOWELL	202.00		
109. MCGOWAN ELECTRIC SUPPLY INC	374.23		
110. MICH MUNICIPAL LIABILITY	212,940.00		
111. MICHIGAN ASSESSOR'S ASSN	150.00		
112. MICHIGAN DEPT OF LABOR	80.00		
113. MICHIGAN LIBRARY ASSOC	85.00		
114. MICHIGAN MUNICIPAL LEAGUE	887.00		
115. MICHIGAN OFFICE SOLUTIONS	359.67		
116. MICHIGAN SECTION-AWWA	1,465.00		
117. STATE OF MICHIGAN	1,103.25		
118. MICHIGAN TBA DISTRIBUTORS IN	23.55		
119. MICROMARKETING LLC	409.10		
120. MIDWEST GAS INSTRUMENT SERVI	260.00		
121. MIDWEST TAPE	183.93		
122. MOBILE MONUMENT SERVICES	200.00		
123. H T MORIARTY CO INC	51.82		
124. DEBRA MORRIS	13,619.00		
125. MOTION CONTROL CORPORATION	383.46		
126. MUGS N' MORE IMAGING	80.00		
127. MUNICIPAL CODE CORPORATION	427.03		
128. MUNICIPAL EMPLOYEES' RETIRE	76,342.26		
129. MUNICIPAL WEB SERVICES	607.50		
130. NEWSBANK INC	1,304.10		
131. NEXTEL COMMUNICATIONS	1,136.61		
132. NORON INC	393.00		
133. NORTHWEST POOLS, INC.	66.75		
134. OCE IMAGISTICS INC	183.00		
135. OHIO GRATINGS INC	108.00		
136. PAIN ENTERPRISES, INC.	682.63		
137. PAINTERS SUPPLY & EQUIP. CO	67.51		
138. PALMER ENVELOPE CO.	136.24		
139. PARAGON LABORATORIES INC	60.00		
140. PEERLESS SUPPLY INC	783.33		
141. PEST PATROL	137.00		
142. PET'S SUPPLIES PLUS	105.96		
143. PINNACLE IRRIGATION INC.	1,900.50		
144. PLATINUM PLUS	1,548.96		
145. POHLKAT INC	154,000.00		
146. PRO INFO	1,297.50		
147. PROQUEST CSA	1,025.00		
148. PURCHASE POWER	3,018.99		
149. PVS TECHNOLOGIES INC	5,491.36		
150. QUICK SERVICE TRANSPORTATION	1,519.22		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. QUILL CORPORATION	449.16		
152. READERS DIGEST LARGE EDITION	29.96		
153. RECORDED BOOKS LLC.	575.25		
154. RIO SUPPLY MICHIGAN METER, I	5,896.44		
155. SCHUG CONCRETE CONSTRUCTION	17,223.61		
156. SHERWIN-WILLIAMS CO	142.14		
157. SHINE'S AUTO CLEAN	140.00		
158. SIRCHIE FINGER PRINT LABORAT	283.15		
159. SLUSARSKI EXCAVATING & PAVIN	2,000.00		
160. SPARTAN DISTRIBUTOR INC	203.87		
161. STAPLES CREDIT PLAN	676.77		
162. JEFFREY A. STICKNEY, DO,PC	297.08		
163. STONE'S CAFE & CATERING	74.10		
164. STRATOS MICROSYSTEMS LLC	75.98		
165. SUZANNE & JIM INC	500.00		
166. SWANK MOTION PICTURES INC	321.00		
167. T & L RENTALS	415.00		
168. T-MOBILE	29.99		
169. TA INDUSTRIAL SOLUTIONS, INC	459.04		
170. THERMO FISHER SCIENTIFIC LL	328.43		
171. THOMSON WEST	173.00		
172. TRACTOR SUPPLY COMPANY	207.94		
173. TRAIL SUPPLY LLC	554.44		
174. TTB CLEANING LLC	3,100.00		
175. U S POSTMASTER	440.00		
176. UNUM LIFE INSURANCE COMPANY	2,274.33		
177. UTILITIES INSTRUMENTATION SE	1,786.46		
178. UV DOCTOR LAMPS LLC	3,090.00		
179. VAN BRUNT TRANSPORT INC	9,289.88		
180. VICTORY LANE QUICK OIL CHG	19.99		
181. VISION PERFORMANCE GROUP	30.00		
182. WARREN HOLDING CO LLC	1,370.00		
183. WESTERN LIME CORPORATION	9,835.08		
184. KRISTEN WETZEL	42.50		
185. WILCO INC	900.00		
186. W.W. WILLIAMS	2,322.26		
187. WRIGHT SIGNS INC.	242.00		
188. WRIGHT TREE SERVICE	3,245.60		
TOTAL ALL CLAIMS	2,014,561.49		



COMMUNICATIONS

C-1



MEMO

Date: August 12, 2010

To: Christopher Atkin,
Community Development Director
Chris Miller, Economic/Downtown
Development Coordinator

Mayor Gary McDowell
City Commission
Dane C. Nelson, City Administrator

From: Jeffrey C. Pardee, Finance Director

A handwritten signature in cursive script, appearing to read 'Jeffrey C. Pardee'.

Re: **Downtown Development Authority - FY2009-10 Year-End Financial Reports**

Please find attached the FY2009-10 Year-End Financial Reports, i.e., Comparative Balance Sheets and Comparative Statements of Revenues, Expenditures and Changes in Fund Balance, for the following funds:

- DDA Two-Mill Fund (Fund No. 280)
- DDA Tax Increment Finance Authority (Fund No. 281)
- DDA Debt Service Fund (Fund No. 394)

Financial highlights of the reporting period, for each fund, are provided as follows:

DDA Two-Mill Fund (Fund No. 280)

Revenues exceeded Expenditures by \$8,605, resulting in a net increase in Fund Balance from \$105,938 to \$114,543. The favorability is primarily attributable to only one-half the original allocation of \$6,000 for Art-A-Licious was actually expended and there were no services charged by the Department of Public Works.

Major expenditures included \$8,000 for the Summer Intern program, which was offset by \$8,000 additional revenue, \$2,687 for the Façade Program, \$6,033 for Advertising; \$1,962 for Winter Fest, \$3,000 for Art-A-Licious, and a \$10,000 transfer to the Auto Parking Fund for operations and maintenance.

DDA Tax Increment Finance Authority (Fund No. 281)

Revenues exceeded Expenditures by \$66,557, resulting in a net increase in Fund Balance from \$195,753 to \$258,910. The favorability is primarily attributable to the Transfer to Schools for taxes captured in excess of debt requirements being booked against a previously established accounts payable account rather than expenses. The Transfer to Schools reflects a two-year obligation – 2009 and 2010 – and is caused by a delay in the State Audit of this fund by staff turnover at the Michigan Department of Treasury.

Other significant expenses incurred include: \$21,901 for Wages & Benefits, \$39,224 for Contract Services, \$16,514 for Advertising, and \$19,479 for the Façade Program.

Contract Services is composed of the following:

- Allied Waste Services	\$28,015
- Croswell Opera House	6,000
- Red Paint Printing	1,250
- Adrian College	2,250
- Lad Strayer	725
- Next Step	395
- WEPHOTO LLC	300
- Black Swamp Equipment	247
- Margaret O'Malley	42
Total	<u>\$39,224</u>

Advertising is composed of the following:

- The Daily Telegram	\$10,692
- Adrian College	2,250
- Access Shopper's Guide	1,100
- The Exponent	768
- WABJ Radio	600
- WLEN Radio	516
- Friends Communications	450
- Tricia M. Bach	210
- Adrian Public Library	(72)
Total	<u>\$16,514</u>

Regarding the Façade Program, I respectfully recommend that the DDA consider establishing a low-interest revolving loan program, rather than continuing the outright grant process. The DDA needs to conserve cash and implementation of this recommendation would enhance sustainability of the Façade Program.

DDA Debt Service Fund (Fund No. 394)

Actual Debt Service for the 1992 Streetscape DDA Bonds (\$1,025,000; 6.4% interest rate) is recorded in this Fund, which reflects anticipated principal payment of \$80,000 and interest and fees of \$15,785. This obligation is on track with final payment scheduled for March 1, 2012.

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

CITY OF ADRIAN
DOWNTOWN DEVELOPMENT AUTHORITY
Two-Mill Fund
(FUND #280)

COMPARATIVE BALANCE SHEETS
As of June 30, 2010

	<u>June 30</u> <u>2006</u>	<u>June 30</u> <u>2007</u>	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>30-Jun</u> <u>2010</u>
ASSETS					
Cash and Cash Equivalents	\$109,188	\$116,849	\$108,637	\$97,340	\$115,752
Investments	14,437	15,053	15,820	16,027	16,065
Taxes Receivable	0	0	0	0	0
Loans Receivable	9,500	0	2,268	2,267	2,267
Accounts Receivable	0	4,683	1,125	1,125	1,525
Due from the Primary Government	0	0	50	0	0
Due from DDA-TIF Fund	0	0	0	0	0
Total assets	<u>\$133,125</u>	<u>\$136,585</u>	<u>\$127,900</u>	<u>\$116,759</u>	<u>\$135,609</u>
LIABILITIES AND FUND BALANCE					
Liabilities:					
Vouchers Payable	\$3,733	\$1,298	\$1,511	\$38	\$646
Due to Primary Government	0	5,020	0	10,000	20,000
Accrued Sick & Vacation	0	0	0	325	0
Accrued Payroll	<u>310</u>	<u>406</u>	<u>194</u>	<u>458</u>	<u>420</u>
Total Liabilities	\$4,043	\$6,724	\$1,705	\$10,821	\$21,066
Fund Balance:					
Reserved for:					
Downtown Development Projects					
Encumbrances	<u>2,793</u>	<u>2,292</u>	<u>0</u>	<u>0</u>	<u>2,300</u>
Subtotal Reserved Fund Balance	\$2,793	\$2,292	\$0	\$0	\$2,300
Net of Revenue vs Expenditures				(\$20,257)	\$8,605
Unreserved/Undesignated Fund Balance	<u>126,289</u>	<u>127,569</u>	<u>126,195</u>	<u>126,195</u>	<u>103,638</u>
Total Fund Balance	\$129,082	\$129,861	\$126,195	\$105,938	\$114,543
Total Liabilities and Fund Balance	<u>\$133,125</u>	<u>\$136,585</u>	<u>\$127,900</u>	<u>\$116,759</u>	<u>\$135,609</u>

**CITY OF ADRIAN
DOWNTOWN DEVELOPMENT AUTHORITY
Two-Mill Fund
(FUND #280)**

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of June 30, 2010**

	June 30 2006	June 30 2007	June 30 2008	June 30 2009	FY2009-10		
					Amended Budget	Actual thru June 30	Remaining Budget
REVENUES:							
Property taxes	\$30,942	\$32,212	\$33,720	\$35,420	\$31,757	\$32,473	\$716
Investment Earnings	488	616	767	207	300	38	(262)
Rents	1,000	1,900	0	0	0	0	0
Other	3,695	6,482	4,288	6	100	80	(20)
Other - Art's Festival	0	0	3,505	9,201	0	0	0
Winter Fest	0	0	0	0	0	725	725
Summer Intern Funding	0	0	0	0	0	8,000	8,000
Prior Year's Revenue	0	0	0	0	8,243	0	(8,243)
Transfer-In - DDA-TIF	0	0	6,600	2,000	2,000	6,000	4,000
Total Revenues	\$36,125	\$41,210	\$48,880	\$46,834	\$42,400	\$47,316	\$4,916
EXPENDITURES:							
<u>Administration</u>							
Wages	\$0	\$0	\$0	\$0	\$0	\$6,049	(\$6,049)
Social Security	0	0	0	0	0	431	(431)
Unemployment Comp	0	0	0	0	0	223	(223)
Office Supplies	3,018	2,203	1,463	46	500	457	43
Printing & Binding	0	14	123	0	0	130	(130)
Postage	503	1,101	525	0	500	0	500
Shipping Charges	0	0	0	83	0	0	0
Contract Services	16,505	9,492	5,120	5,498	0	1,445	(1,445)
Audit Fees	0	0	0	400	400	400	0
Memberships & Dues	520	239	239	450	500	0	500
Medical Services	0	0	0	90	0	0	0
Telephone	703	721	668	535	700	569	131
Transportation	678	365	1,401	90	500	54	446
Advertising	1,018	4,943	5,245	4,960	5,000	6,033	(1,033)
Liability Insurance	77	87	94	94	100	107	(7)
Building Rental	1,000	1,000	1,000	1,000	1,000	1,000	0
Admin. & Accounting	500	500	500	500	500	500	0
In -Service Training	0	0	0	0	0	0	0
Refunds & Rebates	27	108	29	82	100	29	71
Contributions	3,607	75	5,686	0	0	0	0
Fascade Grant Program	<u>10,832</u>	<u>8,463</u>	<u>5,935</u>	<u>13,625</u>	<u>5,000</u>	<u>2,687</u>	<u>2,313</u>
Total Administration	\$38,988	\$29,311	\$28,028	\$27,453	\$14,800	\$20,114	(\$5,314)

CITY OF ADRIAN
DOWNTOWN DEVELOPMENT AUTHORITY
Two-Mill Fund
(FUND #280)

COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of June 30, 2010

	June 30 2006	June 30 2007	June 30 2008	June 30 2009	FY2009-10		
					Amended Budget	Actual thru June 30	Remaining Budget
Other Projects							
Wages	\$2,133	\$5,080	\$5,241	\$6,287	\$5,000	\$1,880	\$3,120
Fringe Benefits	1,732	1,899	3,228	3,021	2,600	1,523	1,077
Operating Supplies	927	1,559	297	445	500	0	500
Supplies-Maple City Fest	98	95	98	182	0	232	(232)
Supplies-Art-a-licious Fest	0	0	6,469	19,116	6,000	0	6,000
Contract Services-Winterfest	1,710	1,830	606	482	0	1,962	(1,962)
Contract Services - Art-A-Licious	0	0	0	0	0	3,000	(3,000)
Advertising	1,645	0	129	0	0	0	0
Vehicle Rental	0	42	1,198	0	1,000	0	1,000
Wages-Solid Waste	4,265	584	0	48	1,000	0	1,000
Overhead-Solid Waste	2,047	280	0	23	500	0	500
Operating Supplies-Solid Waste	0	0	0	0	500	0	500
Vehicle Rental-Solid Waste	<u>242</u>	<u>223</u>	<u>0</u>	<u>34</u>	<u>500</u>	<u>0</u>	<u>500</u>
Total Other Projects	<u>\$14,799</u>	<u>\$11,592</u>	<u>\$17,266</u>	<u>\$29,638</u>	<u>\$17,600</u>	<u>\$8,597</u>	<u>\$9,003</u>
Total Operating Expenses	<u>\$53,787</u>	<u>\$40,903</u>	<u>\$45,294</u>	<u>\$57,091</u>	<u>\$32,400</u>	<u>\$28,711</u>	<u>\$3,689</u>
Excess of Revenue over Expenditures	<u>(\$17,662)</u>	<u>\$307</u>	<u>\$3,586</u>	<u>(\$10,257)</u>	<u>\$10,000</u>	<u>\$18,605</u>	<u>\$8,605</u>
Other Financing Sources/(Uses):							
Transfer from TIF Fund	\$0	\$5,472	\$0	\$0	\$0	\$0	\$0
Transfer from Major Street Fund	0	0	0	0	0	0	0
Transfer from General Fund	0	0	2,748	0	0	0	0
Transfer to Auto Parking Fund	0	<u>(5,000)</u>	<u>(10,000)</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>
Total Transfers	\$0	\$472	(\$7,252)	\$10,000	\$10,000	\$10,000	\$0
Net Change in Fund Balance	(\$17,662)	\$779	(\$3,666)	(\$20,257)	\$0	\$8,605	\$8,605
Fund Balance - Beginning of Period	146,744	129,082	129,861	126,195	105,938	105,938	
Fund Balance - End of Period	<u>\$129,082</u>	<u>\$129,861</u>	<u>\$126,195</u>	<u>\$105,938</u>	<u>\$105,938</u>	<u>\$114,543</u>	

CITY OF ADRIAN
DOWNTOWN DEVELOPMENT AUTHORITY
TAX INCREMENT FINANCING FUND
(FUND #281)

COMPARATIVE BALANCE SHEETS
As of June 30, 2010

	<u>June 30</u> <u>2006</u>	<u>June 30</u> <u>2007</u>	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>30-Jun</u> <u>2010</u>
ASSETS					
Cash and Cash Equivalents	\$335,275	\$90,832	\$126,085	\$377,575	\$276,307
Investments	0	261,520	146,969	148,892	149,243
Taxes Receivable	0	0	0	0	0
Taxes Receivable-DDA Trash	0	0	0	0	0
Accounts Receivable	0	0	870	1,200	1,275
Loan Receivable - Barley House	0	0	0	0	6,710
Due from Brownfield Fund	0	7,800	0	0	10,781
Total assets	<u>\$335,275</u>	<u>\$360,152</u>	<u>\$273,924</u>	<u>\$527,667</u>	<u>\$444,316</u>
LIABILITIES AND FUND BALANCE					
Liabilities:					
Vouchers Payable	\$89,315	\$108,476	\$94,900	\$6,041	\$0
TIF Payable	0	0	0	309,894	153,512
Due to Primary Government	258	2,000	1,853	1,391	283
Due to Vibrant Small Cities Fund	0	0	0	0	12,695
Due to DDA Debt Fund	0	0	14,385	14,385	14,385
Due to IT Fund	0	0	0	0	853
Accrued Payroll	<u>0</u>	<u>0</u>	<u>0</u>	<u>203</u>	<u>278</u>
Total Liabilities	\$89,573	\$110,476	\$111,138	\$331,914	\$182,006
FUND BALANCE:					
Reserved for:					
Encumbrances	<u>\$32,400</u>	<u>\$45,692</u>	<u>\$0</u>	<u>\$77,900</u>	<u>\$3,400</u>
Subtotal Reserved Fund Balance	\$32,400	\$45,692	\$0	\$77,900	\$3,400
Net of Revenue vs Expenditures		\$3,974	(\$86,890)	\$32,968	\$66,557
Unreserved/Undesignated Fund Balance	<u>213,302</u>	<u>200,010</u>	<u>249,676</u>	<u>84,885</u>	<u>192,353</u>
Total Fund Balance	\$245,702	\$249,676	\$162,786	\$195,753	\$258,910
Total Liabilities and Fund Balance	<u>\$335,275</u>	<u>\$360,152</u>	<u>\$273,924</u>	<u>\$527,667</u>	<u>\$444,316</u>

**CITY OF ADRIAN
DOWNTOWN DEVELOPMENT AUTHORITY
TAX INCREMENT FINANCING FUND
(FUND #281)**

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of June 30, 2010**

	June 30 <u>2006</u>	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	FY2009-10		
					Amended <u>Budget</u>	Actual thru <u>June 30</u>	Remaining <u>Budget</u>
REVENUES:							
Property taxes	\$253,430	\$367,893	\$406,748	\$229,274	\$256,618	\$252,589	(\$4,029)
Contract Services (Refuse Collection)	0	0	14,842	19,381	15,000	16,350	1,350
Investment Earnings	8,188	14,416	12,776	7,126	4,000	2,874	(1,126)
Contribution - General Fund	0	7,800	0	0	0	0	0
Prior Year's Revenue	0	0	0	0	73,761	0	(73,761)
Sale of Bonds/Notes	0	0	0	0	0	0	0
Contrib.-Brownfield Redev. Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,781</u>	<u>10,781</u>	<u>0</u>
Total Revenues	\$261,618	\$390,109	\$434,366	\$255,781	\$360,160	\$282,594	(\$77,566)
EXPENDITURES:							
Wages	\$43,981	\$46,859	\$43,366	\$25,815	\$9,892	\$17,788	(\$7,896)
Fringe Benefits	11,796	13,163	11,048	7,750	6,436	4,113	2,323
Office Supplies	3,466	0	0	0	1,500	0	1,500
Operating Supplies	1,201	4,007	4,458	3,625	5,000	1,100	3,900
Contract Services	2,500	4,550	26,916	31,333	41,178	39,224	1,954
Medical Services	0	0	0	0	0	0	0
Consultant Fees	0	19,667	3,425	11,030	5,000	3,445	1,555
Telephone	0	0	0	0	0	0	0
Transportation	717	25	161	0	200	0	200
Advertising	217	4,926	4,308	5,551	15,000	16,514	(1,514)
Liability Insurance	451	586	818	895	1,000	352	648
Contrib.-Major Street Fund	0	0	0	0	0	0	0
Info-Tech Services	12,528	13,339	10,997	10,237	10,237	10,237	0
Property Acquisition	60,364	0	0	0	0	0	0
Capital Improvements	0	0	0	0	0	0	0
Capital Equipment	17,549	0	574	0	0	0	0
Façade Program	<u>52,000</u>	<u>37,264</u>	<u>24,340</u>	<u>22,097</u>	<u>22,900</u>	<u>19,479</u>	<u>3,421</u>
Operating Expenses	\$206,770	\$144,386	\$130,411	\$118,333	\$118,343	\$112,252	\$6,091
Excess of Revenue over Expenditures	\$54,848	\$245,723	\$303,955	\$137,448	\$241,817	\$170,342	(\$71,475)

**CITY OF ADRIAN
DOWNTOWN DEVELOPMENT AUTHORITY
TAX INCREMENT FINANCING FUND
(FUND #281)**

**COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of June 30, 2010**

	June 30 <u>2006</u>	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	FY2009-10		
					<u>Amended Budget</u>	<u>Actual thru June 30</u>	<u>Remaining Budget</u>
Other Financing Sources/(Uses):							
Transfer to Primary Government	(\$31,388)	(\$10,000)	\$0	\$0	\$0	\$0	\$0
Transfer to Community Development	0	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	0
Transfer to Auto Parking Fund	0	0	(50,000)	0	0	0	0
Transfer to DDA	0	(5,472)	(6,600)	(2,000)	(6,000)	(6,000)	0
Transfer to Vibrant City Grant-Local Match	0	0	(125,000)	0	0	0	0
Transfer to Schools	(75,137)	(107,917)	(94,900)	0	(138,032)	0	138,032
Transfer to DDA Debt Service	<u>(121,800)</u>	<u>(116,360)</u>	<u>(112,345)</u>	<u>(100,480)</u>	<u>(95,785)</u>	<u>(95,785)</u>	<u>0</u>
Total Transfer-Out	(228,325)	(241,749)	(390,845)	(104,480)	(241,817)	(103,785)	\$138,032
Net Change in Fund Balance	(\$173,477)	\$3,974	(\$86,890)	\$32,968	\$0	\$66,557	\$66,557
Fund Balance - Beginning of Period	<u>419,179</u>	<u>245,702</u>	<u>249,676</u>	<u>162,786</u>	<u>195,754</u>	<u>192,353</u>	
Fund Balance - End of Period	<u>\$245,702</u>	<u>\$249,676</u>	<u>\$162,786</u>	<u>\$195,754</u>	<u>\$195,754</u>	<u>\$258,910</u>	

NOTES -

- 1) Operating Expenses reflect shared Salaries and Fringe Benefits for Economic/Downtown Development Coordinator.
(Effective 1/1/10, 50% DDA-TIF and 50% Economic Development Fund)
- 2) Transfer to Auto Parking Fund reflects contribution for infrastructure improvements.
- 3) Transfer to DDA and Community Development represent proportional share of clerical support.
- 4) Transfer to Schools reflects tax collections in excess of debt requirements.
- 5) Transfer to DDA Debt Service reflects payment against 1992 DDA Bonds (\$1,025,000; 6.4%) to be retired in 2012.
- 6) Transfer to Vibrant Cities Grant - Local Match - Resolution #R07-210 dated Dec. 3, 2007 to provide matching funds for Two-Way Street Project

CITY OF ADRIAN
DOWNTOWN DEVELOPMENT AUTHORITY
DEBT SERVICE FUND
(FUND #394)

COMPARATIVE BALANCE SHEETS
As of June 30, 2010

	<u>June 30</u> <u>2006</u>	<u>June 30</u> <u>2007</u>	<u>June 30</u> <u>2008</u>	<u>June 30</u> <u>2009</u>	<u>June 30</u> <u>2010</u>
ASSETS					
Cash and Cash Equivalents	\$16,224	\$15,950	\$2,670	\$2,268	\$2,359
Due from DDA-TIF Fund	0	0	14,385	14,385	14,385
Amount for Debt Principal	<u>490,000</u>	<u>405,000</u>	<u>320,000</u>	<u>240,000</u>	<u>160,000</u>
Total assets	<u>\$506,224</u>	<u>\$420,950</u>	<u>\$337,055</u>	<u>\$256,653</u>	<u>\$176,744</u>
LIABILITIES AND FUND BALANCE					
Liabilities:					
Accrued Interest Payable	\$14,157	\$15,855	\$16,762	\$7,120	\$7,973
Bonds Payable	<u>490,000</u>	<u>405,000</u>	<u>320,000</u>	<u>240,000</u>	<u>160,000</u>
Total Liabilities	\$504,157	\$420,855	\$336,762	\$247,120	\$167,973
FUND BALANCE:					
Net of Revenue vs Expenditures				\$89,239	\$79,238
Reserved For Debt Retirement	\$2,067	\$95	\$293	0	(80,000)
Unreserved/Undesignated Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>(79,706)</u>	<u>9,533</u>
Total Fund Balance	\$2,067	\$95	\$293	\$9,533	\$8,771
Total Liabilities and Fund Balance	<u>\$506,224</u>	<u>\$420,950</u>	<u>\$337,055</u>	<u>\$256,653</u>	<u>\$176,744</u>

CITY OF ADRIAN
DOWNTOWN DEVELOPMENT AUTHORITY
DEBT SERVICE FUND
(FUND #394)

COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
As of June 30, 2010

	June 30 <u>2006</u>	June 30 <u>2007</u>	June 30 <u>2008</u>	June 30 <u>2009</u>	FY2009-10		
					Amended Budget	Actual thru June 30	Remaining Budget
REVENUES:							
Investment Earnings	\$108	\$151	\$105	\$23	\$0	\$91	\$91
Total Revenues	\$108	\$151	\$105	\$23	\$0	\$91	\$91
EXPENDITURES:							
Principal Retirement	\$85,000	\$85,000	\$85,000	\$80,000	\$80,000	\$0	\$80,000
Bond Interest Expense	37,760	33,000	26,827	10,838	15,360	16,213	(853)
Paying Agent Fees	425	425	425	425	425	425	0
Total Expenditures	\$123,185	\$118,425	\$112,252	\$91,263	\$95,785	\$16,638	\$79,147
Deficiency of Revenues (Under) Expenditures	(\$123,077)	(\$118,274)	(\$112,147)	(\$91,240)	(\$95,785)	(\$16,547)	\$79,238
Other Financing Uses:							
Transfer from DDA - Special Revenue	121,800	116,302	112,345	100,480	95,785	95,785	0
Net Change in Fund Balance	(\$1,277)	(\$1,972)	\$198	\$9,240	\$0	\$79,238	\$79,238
Fund Balance - Beginning of Period	3,344	2,067	95	293	9,533	(70,467)	
Fund Balance - End of Period	<u>\$2,067</u>	<u>\$95</u>	<u>\$293</u>	<u>\$9,533</u>	<u>\$9,533</u>	<u>\$8,771</u>	



RECEIVED AUG 30 2010

August 25, 2010

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

Dear Mr. Nelson:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community, I am writing to notify you of changes to the channel lineup effective September 30, 2010. Customers will be notified of these changes via bill message.

NFL RedZone HD will no longer be carried on Sports Entertainment Package channel 742. NFL RedZone HD will continue to be available on Sports Entertainment Package channel 181 and will require a HD converter or Cable CARD-equipped HD device to view.

Also, Comcast/Big Ten Network Xtra on Digital Starter channels 694 and 695 will no longer be available. Some of the programming from these channels will be available on Digital Starter Comcast/Big Ten Network Xtra channels 692 and 693.

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

Sincerely,

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

cc: Mayor
City Comm.

C-3

MEMO

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

From: Jeffrey C. Pardee, Finance Director

Re: State Revenue Sharing - Update



Date: August 31, 2010

The first Revenue Sharing payment for FY2010-11 (August) has been received and recorded. The August payment represents the last payment in the State's current fiscal year; the next payment (October) will be the first payment in the next fiscal year. A comparison between estimated and actual, categorized by Constitutional and Statutory, is provided as follows:

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

The State Estimate for August, which is based on the May 2010 Consensus Revenue Estimates and the Governor's FY 2010-11 Budget Recommendation.

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

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



CONSENT AGENDA

CR-1
CR10-052

September 7, 2010

RE: CITY COMMISSION – Designating Representatives for Voting Purposes at MML Conference

RESOLUTION

WHEREAS, the Michigan Municipal League’s Annual Conference will be held September 21-24, 2010 in Dearborn, MI, at which time votes will be cast for election of trustees, policies and other business that may come before the meeting; and

WHEREAS, the Michigan Municipal League’s by-laws state that governing bodies designate one official who will be in attendance at the conference to cast the vote on behalf of their municipality; and

WHEREAS, it further requires that one official be designated as an alternate in the event the other official is unable to cast the vote.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby appoint Mayor Gary McDowell as the official representative and Commissioner Greg DuMars as the alternate representative to cast votes at the annual MML Conference to be held on the above dates in Dearborn, MI.

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

CR-2

Adrian Fire Department



Memorandum

To: Mayor Gary McDowell, Adrian City Commission
From: Paul G. Trinka, Fire Chief
CC: City Administrator Dane Nelson, City Clerk Pat Baker
Date: August 30, 2010
Re: Theatrical Pyrotechnics at Adrian College September 11, 2010 Football Game

Adrian College would like to use Theatrical Pyrotechnics during their band's performance on September 11, 2010.

We have worked with the Colonial Fireworks and the Adrian College staff to insure that the guidelines in the National Fire Protection Association Standard 1156 (Standard for the Use of pyrotechnics Before a Proximate Audience) are followed.

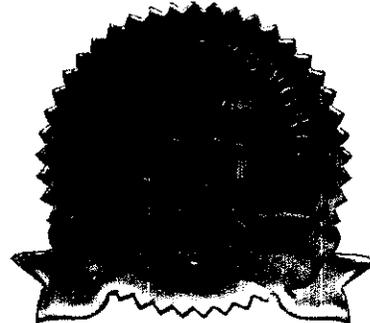
Attached is an aerial photo of the display area, a list of the devices to be used and the insurance coverage for Colonial Fireworks.

I would recommend the commission approve the request for the display at the September 11, 2010 football game.

★  ★ **Colonial Fireworks Co.** ★  ★
The New Revolution in Fireworks

August 24, 2010

Paul G. Trinka, Fire Chief
Adrian Fire Department
208 S. Main Street
Adrian, MI 49221



Dear Mr. Trinka,

Thank you for meeting with us on Monday regarding Adrian College's September 11, 2010 pyrotechnic display. As requested, I am addressing the requirements in your August 23 Memorandum as follows:

1. One performance is scheduled at the Adrian College Performance Stadium. Lead pyrotechnician is Charles Pick - 517-403-4697 (see attached resume)
2. This is a close proximity (1.4G) pyrotechnics display to add spectacle to the song 'Battle Hymn of the Republic', approximate duration 2 minutes. There will be two firing positions. The first (main) position is adjacent to the sidelines in the northwest section of the Stadium. The secondary position is adjacent to the tennis courts (west side). A list of materials to be used follows:
 - gerbs = 2 each @ 15 feet high
 - gerbs = 2 each @ 20 feet high
 - flash tray = 2 each @ 25 feet high
 - mines = 12 each @ 25 feet high
 - comets = 5 each @ 20 feet high
 - concussion = 4 each @ 15 feet high
 - mines = 2 each @ 100 feet high (firing site adjacent to tennis courts)
3. The site plan / aerial location is attached.
4. I will arrive at 3pm to setup and should be prepared for a fire dept walk-through by 4:30pm
5. No air bursts are planned for this event.
6. I understand that Colonial Fireworks assumes responsibility for the firing of the pyrotechnics only.
7. Permit application is attached.
8. Certificate of Insurance is attached
9. NFPA 1126 will be followed in its entirety for the setup and discharge of the pyro.

Respectfully submitted,

COLONIAL FIREWORKS



Charles Pick,
Administrator

★ MANUFACTURING - 6480 Tomer Rd., Clayton, MI 49235 • 800-882-9323 • Fax 517-436-3269 ★
★ ADMINISTRATION - 5225 Telegraph Rd., Toledo, OH 43612 • 877-257-9977 • Fax 419-476-0929 ★

Application for Fireworks Display Permit
 Michigan Department of Energy, Labor, & Economic Growth
 Bureau of Fire Services
 P.O. Box 30700
 Lansing, MI 48909
 517-241-8847

2010

Authority: 1968 PA 358 Compliance: Voluntary Penalty: Permit will not be issued	The Department of Energy, Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.	
<input checked="" type="checkbox"/> Public Display	<input type="checkbox"/> Agricultural Pest Control	DATE OF APPLICATION AUGUST 26, 2010
NAME OF APPLICANT COLONIAL FIREWORKS F/B/O ADRIAN COLLEGE	ADDRESS 6480 TOMER RD CLAYTON, MI	AGE (18 or over)
IF CORPORATION, NAME OF PRESIDENT GREG TREMONTI	ADDRESS 500 RIVERSIDE ROSSFORD, OH	
IF A NON-RESIDENT APPLICANT, NAME OF MICHIGAN ATTORNEY OR RESIDENT AGENT MICHIGAN RESIDENT CORPORATION	ADDRESS	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR CHARLES PICK	ADDRESS 10415 TOMER RD CLAYTON, MI 49235	AGE (18 or over) 63
NO. YEARS EXPERIENCE 25	NO. DISPLAYS 400+	WHERE THROUGHOUT MICHIGAN AND OHIO
NAME OF ASSISTANT RICHARD LOFFREDO	ADDRESS 6480 TOMER RD CLAYTON, MI	AGE 62
NAME OF OTHER ASSISTANT	ADDRESS	AGE
EXACT LOCATION OF PROPOSED DISPLAY PERFORMANCE STADIUM/ADJACENT TO TENNIS COURT - ADRIAN COLLEGE		
DATE OF PROPOSED DISPLAY SEPTEMBER 11, 2010	TIME OF PROPOSED DISPLAY 6PM-8PM	RAINDATE: N/A
NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED	
4	GERBS UP TO 20FT	
2	FLASH TRAYS UP TO 25FT	
12	MINES UP TO 25FT	
5	COMETS UP TO 20FT	
4	CONCUSSION MORTARS 15FT	
2	MINES UP TO 100FT	
MANNER AND PLACE OF STORAGE PRIOR TO DISPLAY (Subject to Approval of Local Fire Authorities) COLONIAL FIREWORKS COMPANY VEHICLE		
AMOUNT OF BOND OR INSURANCE (To be set by local government) \$10 MILLION	NAME OF BONDING CORPORATION OR INSURANCE COMPANY BRITTON GALLAGHER & ASSOC	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY 6240 SOM CENTER RD SOLON OH		
SIGNATURE OF APPLICANT {electronically signed} Jason J. Lynch		

*** FORM IS VALID FOR YEAR SHOWN ONLY ***

COLONIAL FIREWORKS

REFERENCES

Oakland County Parks
Clyde Herb
5990 Grange Hall Rd
Holly, MI 48442
248-830-0153

City of Trenton
Pat Hawkins
3101 West Road
Trenton, MI 48183
734-675-7300

Adrian College
Mike Ayre
110 S. Madison
Adrian, MI 49221
517-264-3169

Ida Christmas Parade
Dale Zorn
Ida Civic Club
Ida, MI 48140
734-269-9395

LEAD PYROTECHNICIAN

CHARLES PICK
10415 TOMER RD
CLAYTON, MI 49235

D.O.B. SEPTEMBER 5, 1946

Mr. Pick has over 30 years of experience as a pyrotechnician. He has experience in electronic, electrical, and manual firing. He is experienced in all manner of fireworks displays including barge, rooftop, indoor and outdoor displays in many venues throughout Michigan and Ohio.

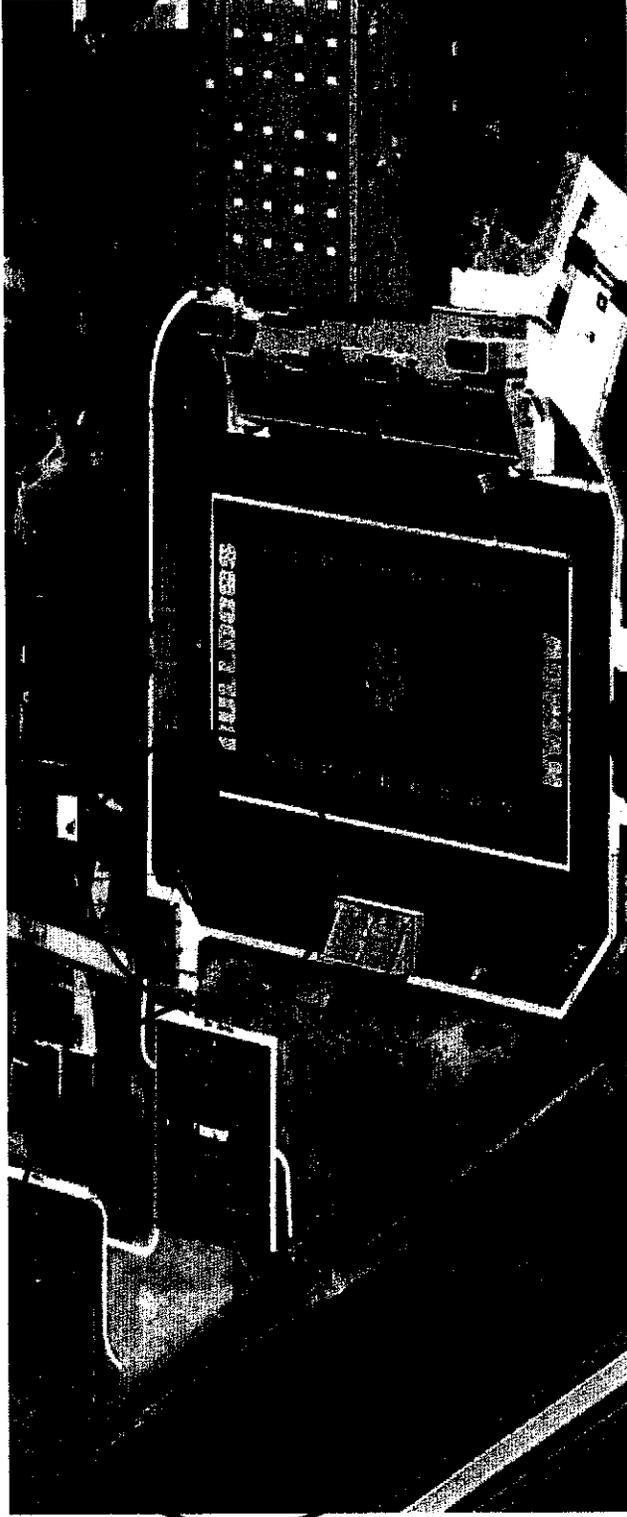
Following are some of Mr. Pick's displays include the following:

- Adrian College, MI
- Ida, MI
- Ann Arbor, MI
- Rochester, MI
- Upper Arlington, OH
- Romulus, MI
- Blissfield, MI
- Bedford Township, MI

Mr. Pick has fired over 500 fireworks displays and has an outstanding safety record. He is a lead instructor in our Annual Pyrotechnicians Shooter/Safety Seminar.

Mr. Pick is a former owner and President of Colonial Fireworks and is an integral part of the Company. He has a Commercial Drivers License and is an authorized hazardous materials (haz-mat) driver. He is also registered as a Licensed Pyrotechnician/Exhibitor in the State of Ohio. Mr. Pick has also been cleared by the ATF as required by the 2003 U.S. Patriot Act.

COLONIAL FIREWORKS
SITE PLAN - ADRIAN COLLEGE
DATE: SEPTEMBER 11, 2010



↑ Radius - 60'

✘ Firing site - small gerbs, flash trays, mines, comets, concussions

★ Firing site - large mines

⋮ ↑ Radius - 100'

CR10-053

September 7, 2010

RE: FIRE DEPARTMENT – Authorization to Issue Permit for Fireworks Display at Adrian College on September 11, 2010

RESOLUTION

WHEREAS, the City of Adrian Fire Chief has received and reviewed an application for a fireworks display permit from Colonial Fireworks for a pyrotechnic display at Adrian College Performance Stadium on September 11, 2010; and

WHEREAS, proper insurance has been obtained through Britton-Gallagher & Associates, Inc. of Cleveland, OH; and

WHEREAS, the site plan has been approved by the Adrian Fire Department and an experienced operator will conduct the display; and

WHEREAS, the Fire Chief and City Administrator recommend approval of the requested permit.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, approves the fireworks display permit submitted by Colonial Fireworks Company for fireworks at Adrian College on September 11, 2010.

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

CR-3

August 30, 2010



MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Bent Oak SAD

In conjunction with the Capitol Project Plan for the Fiscal Year 2010-11 the following projects have been scheduled for road reconstruction projects. As it has been the practice for at least the last 30 years, the costs for the concrete curb and drive approaches will be assessed to the property owners with frontages and sideages on the street to be reconstructed. This project is being partially funded through a Small Urban Grant sponsored by MDOT, in the amount of \$357,000.

In staying consistent with this past practice, I am proposing the establishment of Special Assessment Districts (SAD) for the following streets:

<u>STREET</u>	<u>CROSS STREETS</u>	<u>TOTAL COST EST.</u>	<u>ESTIMATED ASSESSMENT</u>
Bent Oak Ave.	Riverside to City Limits	\$490,000	\$87,370

These numbers are based on: \$19.00/LF Curb Removal & Replacement
\$ 5.25/SF 6" thick Concrete Costs
\$ 4.25/SF 4" thick Concrete Costs

Enclosed with this memo are the list of owners who currently own property on Bent Oak Ave. It should be noted that following establishment of this SAD we will be placing a curb and gutter lien on the each property with the Tax Assessor's office.

I am requesting that at the September 7, 2010 meeting a public hearing be set for the establishment of this SAD at the September 20, 2010 City Commission meeting.

XA0-100-0078-01
N & D PROPERTIES
2814 TERREHAVEN DR
ADRIAN MI 49221

XA0-100-0079-00
MCCLAIN, TRENT A
719 BENT OAK AVE
ADRIAN MI 49221

XA0-100-0077-00
CONSUMERS ENERGY
ONE ENERGY PLAZA
JACKSON MI 49201-9938

XA0-100-0316-06
ROBINETTE REV LIV TRUST, M
1009 BENT OAK AVE
ADRIAN MI 49221

XA0-100-0316-01
1009-1015 LOT, L.L.C.
1015 BENT OAK AVE #6
ADRIAN MI 49221

XA0-375-0001-00
VICTOR, DEBRA S
1010 BENT OAK AVE
ADRIAN MI 49221

XA0-375-0002-00
CALKINS, LINDA E
1020 BENT OAK AVE
ADRIAN MI 49221

XA0-375-0003-00
BARNHART, ARTHUR W & CAI
3610 SPARTA RD
SEBRING FL 33875-5362

XA0-375-0004-00
FEDERAL NATIONAL MORTGA
14221 DALLAS PARKWAY, STE
DALLAS TX 75254

XA0-375-0005-00
FELTMAN, ROBERT L & DIANE
01120 BENT OAK AVE
ADRIAN MI 49221

XA0-375-0007-00
ROSSMAN, DENISE M
1140 BENT OAK AVE
ADRIAN MI 49221

XA0-375-0006-00
VETITOE, NANCY D
1130 BENT OAK AVE
ADRIAN MI 49221

XA0-375-0026-00
LUCE JR. REV. LIV. TRUST, HA
1210 BENT OAK AVE
ADRIAN MI 49221



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

RE: ENGINEERING DEPARTMENT – Set Public Hearing for Establishment of Special Assessment District for Improvements Bent Oak Ave. from Riverside to City Limits

RESOLUTION

WHEREAS, the City Administrator has recommended that Bent Oak Ave. from Riverside to the city limits be improved by the construction of curb and gutter, driveway approaches and other appurtenances on a special assessment basis, has prepared and filed plans and specifications for the proposed construction, and has prepared and filed a report and recommendation relating thereto pursuant to the provisions of Section 1.205 of the Adrian City Code.

NOW, THEREFORE, BE IT RESOLVED:

1. That the City Commission deems and declares its intention to improve Bent Oak Ave. from Riverside Ave. to the city limits.
2. That the estimated cost thereof is \$490,000.
3. That \$87,370 of the said estimated cost shall be defrayed by special assessment and \$402,630 shall be paid by major street funds.
4. That the proposed special assessment district shall include the following land and premises:

Special Assessment Properties
Bent Oak Avenue from Riverside Ave. to the city limits

5. That special assessments to defray the cost of the proposed improvements shall be levied on the lands and premises within the proposed special assessment district (SAD #383) according to frontage.
6. That the report of the City Administrator be filed with the City Clerk forthwith for public examination.
7. That the City Commission will meet in the City Chambers Building, 159 E. Maumee St., Adrian, MI, at 7:00 a.m. on Monday, September 20, 2010 for the purpose of hearing and considering comments to the proposed improvements or to the inclusion of any property within the proposed special assessment district.
8. That the City Clerk will mail notice of the intent to make the said improvements to all interested parties pursuant to the provisions of Section 1.260 of the Adrian City Code.

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



REGULAR AGENDA

0-1

ORDINANCE 10-008

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

The City of Adrian Ordains:

1. That Section 3.1 of Article III of the City of Adrian Zoning/Development Regulations, and the Zoning Map to which reference is therein made, is amended to the extent of deleting the following property hereinafter described from the R-4 Single Family Residential District and including the same in the ERO, ERO Education, Research and Office District.

2. Parcel described as follows:

 LD BEG 495 FT N FROM THE SE COR OF SW 1/4 SEC 36 RUNN TH N 88 DEG 37'40"W 260.70 FT TO THE E LI OF ELM ST TH N 0 DEG 1'45"E ALG ELM ST 388.76 FT TO CTR OF OAKWOOD RD TH ALG SD CTR LI 344.35 FT TO E LI OF SW 1/4 SEC 36 TH S 0 DEG 3'29"W ALG SD LI 609.38 FT TO POB SEC 36

3. More commonly known as: 1040 Elm Street

INTRODUCTIONAugust 16, 2010

SUMMARY PUBLISHEDAugust 26, 2010

ADOPTION

COMPLETED PUBLICATION.....

EFFECTIVE DATE

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

August 9, 2010

Honorable Mayor
and City Commission:

At the August 3, 2010, meeting the Adrian City Planning Commission voted unanimously to adopt the following resolution to recommend to the City Commission the approval, with contingency, of rezoning 1040 Elm Street from R-4 Single Family Residential to ERO Education, Research and Office.

RESOLUTION

WHEREAS, Siena Heights University has submitted a request for rezoning of a single parcel identified in the Case File 10-017; and

WHEREAS, the existing use of the parcel is residential; and

WHEREAS, the City of Adrian Comprehensive Plan Future Land Use Map calls for designation of such parcel as Quasi-Public/College or University; and

WHEREAS, the Community Development Department has conducted a review of the applicant's request in accordance with the review standards found in the Zoning/Development Regulations, Section 28 pertaining to Official Zoning Map Amendments;

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

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

BE IT FURTHER RESOLVED that the Adrian City Planning Commission approve the application for rezoning Parcel XA0-100-0054-05; and

BE IT FURTHER RESOLVED that the following contingency be placed on this approval:

1. That this parcel be combined with the Siena Heights University Campus (Parcel No. XA0-850-0144-00)

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

The Planning Commission only received one public comment concerning this rezoning. Mr. Nick Creger, who resides at 926 East Maumee, also owns 805 East Siena Heights, which is on the corner of Elm Street. He is concerned about the possibility of future street improvements (i.e. curb and gutter, sidewalks, and drive approaches) along Elm Street. If there is an increase in vehicle or foot traffic in this area, the City may warrant the need for these improvements. He wants the City to be aware that he is not financially able to afford these improvements and since any increase in traffic would be the result of the University, he feels they should help him financially with this. No telephone calls or written communication were received.

Commission then discussed the Findings of Fact in Section 28.06 of the Zoning/Development Regulations:

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

This is the former Jehovah's Witness Church property, which Siena Heights University acquired in 2006. According to the site plan review for the Siena Performance Stadium, this property will serve a specific purpose for this project. The former church building will be demolished and the area will be developed for track and field throwing events, a new entry drive from Oakwood Avenue and a parking lot for the proposed Performance Stadium and new University Center.

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

No precedents are known or anticipated as a result of favorable action on this request. Approval of the petition would be consistent with the City of Adrian Comprehensive Plan.

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

No known impact on municipal public services or facilities would result from favorable action on this request.

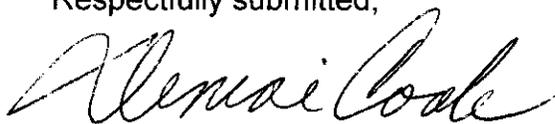
4. Does the petitioned district change adversely affect environmental conditions or the value of the surrounding properties?

There are no known environmental conditions which may be affected by the request. No known negative impact on values of the subject parcels or surrounding parcels would result from the proposed action. The proposed change will be harmonious with the surrounding properties and land uses.

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

The use of the parcel under current zoning designations is economically feasible. However, the proposed activities are uses that are not permitted in the R-4 District.

Respectfully submitted,

A handwritten signature in cursive script that reads "Denise Cook". The signature is written in black ink and is positioned above the typed name.

Denise Cook, Secretary



STAFF ANALYSIS
ADRIAN CITY PLANNING COMMISSION

DATE: July 27, 2010

CASE: 10-017

APPLICANT: Mr. Keith Russeau, AIA, LEED AP
Architect, Associate
The Collaborative, Inc.
500 Madison Avenue
Toledo, OH 43604

REQUEST: Rezoning of Subject Parcel from R-4 to ERO

SUBJECT PARCEL(S): XA0-100-0054-05
1040 Elm Street
Adrian, MI 49221

DESCRIPTION OF REQUEST

Applicant requests rezoning of the subject parcel of approximately 3.08 acres from R-4 Single Family Residential to ERO Education Research and Office. This property will be a part of the proposed Siena Performance Stadium project.

EXISTING LAND USE/ZONING:

The last known land use of the subject parcel is a church building with parking lot.

Existing zoning for the subject property is R-4 Single Family Residential. The zoning designations for the surrounding properties are as follows:

North: Oakwood Cemetery; R-4 Single Family Residential
South: Siena Heights University campus and south of that that are two single-family residences;
Zoned ERO Education Research and Office and R-4 Single-Family Residential
West: Single-family and multi-family residences; Zoned R-4 Single-Family Residential and RM-1
Multiple Family Residential
East: Siena Heights University; ERO District

FUTURE LAND USE/ZONING

According to the City of Adrian Comprehensive Plan, future land use designation for the subject parcels is Quasi-Public/College or University.

ERO District - Section 18.0 Intent: The Education-Research-Office District is designed to accommodate various types of office uses performing administrative, professional and technical services along with college campuses and related facilities. These are typically large buildings which can serve as a transitional use between major thoroughfares, more intensive uses of land and/or commercial districts and less intensive uses of land such as multiple family or single family residential.

These districts are specifically intended to prohibit commercial establishments of a retail nature or other activities which require constant short-term parking and traffic from the general public but are intended to permit those businesses and educational facilities which are required to serve the normal daily needs of the occupants and students.

DEPARTMENT REVIEWS

The standards for rezoning requests as found in Section 28.06 of the City of Adrian Zoning Regulations and listed below for reference:

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

This is the former Jehovah's Witness Church property, which Siena Heights University acquired in 2006. According to the site plan review for the Siena Performance Stadium, this property will serve a specific purpose for this project. The former church building will be demolished and the area will be developed for track and field throwing events, a new entry drive from Oakwood Avenue and a parking lot for the proposed Performance Stadium and new University Center.

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

No precedents are known or anticipated as a result of favorable action on this request. Approval of the petition would be consistent with the City of Adrian Comprehensive Plan.

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

No known impact on municipal public services or facilities would result from favorable action on this request.

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

There are no known environmental conditions which may be affected by the request. Community Development finds that no negative impact on values of the subject parcels or surrounding parcels would result from the proposed action. The proposed change will be harmonious with the surrounding properties and land uses.

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

The use of the parcel under current zoning designations is economically feasible. However, the proposed activities are uses that are not permitted in the R-4 District.

RESOLUTION

WHEREAS, Siena Heights University has submitted a request for rezoning of a single parcel identified in the Case File 10-017; and

WHEREAS, the existing use of the parcel is residential; and

WHEREAS, the City of Adrian Comprehensive Plan Future Land Use Map calls for designation of such parcel as Quasi-Public/College or University; and

WHEREAS, the Community Development Department has conducted a review of the applicant's request in accordance with the review standards found in the Zoning/Development Regulations, Section 28 pertaining to Official Zoning Map Amendments;

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

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

BE IT FURTHER RESOLVED that the Adrian City Planning Commission approve the application for rezoning Parcel XA0-100-0054-05; and

BE IT FURTHER RESOLVED that the following contingency be placed on this approval:

1. That this parcel be combined with the Siena Heights University Campus (Parcel No. XA0-850-0144-00)

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

On motion by Planning Commission Member _____, seconded by

Planning Commission Member _____, this resolution was adopted

by a _____ vote.



Christopher M. Atkin
Community Development Director

R-1(A)

R10-107

September 7, 2010

RE: ENGINEERING DEPT. – Refuse/Recycling Collection Services Contract

RESOLUTION

WHEREAS, proposals have been received for refuse and recycling collection services for a term from January 1, 2011 through June 30, 2015; and

WHEREAS, proposals have been carefully reviewed by staff and members of the City Commission.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. That the base proposal for weekly collection of refuse is hereby awarded to Stevens Disposal and Recycling Service, Inc. for

- a. ___ unlimited weekly curbside trash pickup in bags; or
- b. ___ weekly curbside trash pickup – maximum of 6 bags

as set forth in its proposal dated July 19, 2010.

2. That the proposal for recycling is hereby awarded to Stevens Disposal and Recycling Service, Inc. for

- a. ___ bi-weekly curbside single-stream recycling for all city residential customers in 95 gallon containers; or
- b. ___ weekly curbside single-stream recycling for all city residential customers in 18 gallon bins; or
- c. ___ a manned recycling center for Saturday drop-offs
- d. ___ bi-weekly curbside single stream recycling for subscribers (requires 1450 stops)

as set forth in its proposal dated July 19, 2010.

3. That the proposal for unlimited bulk item curbside collection to be paid for by residents is hereby awarded to Stevens Disposal and Recycling Service, Inc. at the rate of \$5.00 per item as set forth in its proposal dated July 19, 2010.

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

R-1 (B)

R10-107

September 7, 2010

RE: ENGINEERING DEPT. – Refuse/Recycling Collection Services Contract

RESOLUTION

WHEREAS, proposals have been received for refuse and recycling collection services for a term from January 1, 2011 through June 30, 2015; and

WHEREAS, proposals have been carefully reviewed by staff and members of the City Commission.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

- 1. That the base proposal for weekly collection of refuse is hereby awarded to Republic Services, Inc. for weekly curbside trash collection in either 65 gallon containers or 95 gallon containers, as set forth in its proposal dated July 20, 2010.
- 2. That the proposal for recycling is hereby awarded to Republic Services, Inc. for
 - a. ___ bi-weekly curbside single-stream recycling for all city residential customers in 95 gallon containers; or
 - b. ___ a manned recycling center for Saturday drop-off; or
 - c. ___ bi-weekly curbside single stream recycling for subscribers (requires 1450 stops)
 as set forth in its proposal dated July 20, 2010.
- 3. That the proposal for unlimited bulk item curbside collection to be paid for by residents is awarded to Republic Services, Inc. at the rate of \$10.00 per item as set forth in its proposal dated July 20, 2010.

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

R-2



MEMO

Date: August 23, 2010

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

From: Heather Lasky, Human Resources Director *H. Lasky*

Re: Proposed Retiree/Rehire Policy

The City of Adrian is a Charter Member of the Municipal Employees Retirement System (MERS) of Michigan, having joined in 1946. As a tax-qualified plan under the Internal Revenue Service (IRS) Code, MERS is required to follow IRS regulations for paying benefits. Such requirements regarding the retirement and rehire of City employees are met by the MERS Board of Directors through the approval and incorporation of Board Rules into Section 31 of the MERS Plan Document.

The purpose of the proposed City of Adrian's Retiree-Rehire Policy (copy attached) is to provide specific guidance and direction for the administration of the City's employment policies and practices to ensure compliance with the Board Rules (Specifically, Section 31 of the MERS Pension Plan Document). The attached resolution has been prepared for consideration by the City Commission at its regularly scheduled meeting of September 7, 2009.

I respectfully recommend adoption of this resolution, establishing a Retire/Rehire Policy for the City of Adrian, effective January 1, 2011, consistent with Section 31 of the MERS Pension Plan Document. If you have any questions or need for further information, please contact my office.

**CITY OF ADRIAN
HUMAN RESOURCES DEPARTMENT**

**RETIREE-REHIRE POLICY
Effective January 1, 2011**

BACKGROUND:

The City of Adrian is a participating member of the Municipal Employees Retirement System (MERS) of Michigan, having joined as a Charter Member in 1946. As a tax-qualified plan under the Internal Revenue Service (IRS) Code, MERS is required to follow IRS regulations for paying benefits. Such requirements regarding the retirement and rehire of City employees are met by the MERS Board of Directors through the approval and incorporation of Board Rules into Section 31 of the MERS Plan Document.

The Board first established specific rules for the rehire of retired elected and appointed officials on May 12, 2010 (immediate effect). It should be noted that City of Adrian elected officials do not participate in the MERS Pension Program. At its July 13, 2010 meeting, the MERS Board approved changes to the Plan Document regarding rehiring all other retirees from the same municipality, which will take effect on January 1, 2011.

PURPOSE:

The purpose of the City of Adrian's Retiree-Rehire Policy is to provide specific guidance and direction for the administration of the City's employment policies and practices to ensure compliance with the Board Rules (Specifically, Section 31 of the MERS Pension Plan Document) adopted by the Municipal Employees Retirement System (MERS) of Michigan, so as not to jeopardize its standing as a U.S. Department of Treasury tax-qualified plan under the authority of the Internal Revenue Service.

POLICY STATEMENT:

As a participating member of the Municipal Employees Retirement System (MERS) of Michigan, the City of Adrian's Retiree-Rehire Policy shall comply with the MERS Board Rules as specified in Section 31 of the MERS Pension Plan Document, which are detailed as follows:

- I. For purposes of determining applicability of this Policy, the following definitions shall be in effect:
 - A. An Elected Official is defined as a person serving on the City Commission duly elected by City voters and, in addition, does not participate in the MERS Pension Program.
 - B. An Appointed Official is defined as a person appointed by a majority vote of the City Commission to fill a vacant elective office position and, in addition, does not participate in the MERS Pension Program.
 - C. All other employees other than elected or appointed officials (including all persons who participate in the MERS Pension Program).
 - D. A Re-employed Retiree who is a formerly active employee that becomes a retired person who is re-employed by the City or who provides contractual services to the City.
- II. Subsequent to the effective date of January 1, 2011, the Re-employed Retiree shall meet the following conditions:
 - A. Thirty (30) calendar days (or more) shall have elapsed since the date the Re-employed Retiree terminated employment and retired.
 - B. The Re-employed Retiree shall file a "Return to Work Certification" form (Form 29C; available on the MERS website: mersofmich.org), with the retirement system prior to the date of re-employment acknowledging that the re-employment is not the result of a pre-retirement agreement or understanding with the employer from whom they retired.
 - C. The Re-employed Retiree shall not work in excess of 720 hours in a calendar year.
 - D. If the Re-employed Retiree does not comply with any of the preceding conditions (A), (B) or (C), the pension shall be suspended during any further period (or periods) of re-employment.
 - E. During the period of reemployment, a Re-employed Retiree who works 720 hours or less in a calendar year shall not otherwise be an active member of the retirement system for any purpose.
 - F. Where the Re-employed Retiree works more than 720 hours in a calendar year, the retiree shall be treated as a full member of the system and accrue additional service benefits. Upon the "final" retirement, the re-employed retiree's retirement allowance shall be recalculated and the Re-employed Retiree shall receive the recalculated allowance. This recalculation provision shall apply only one time to any Re-employed Retiree.

- III. The City of Adrian Finance Department shall include in its monthly wage and service report to the MERS retirement system the salary and hours of service for all Re-employed Retirees. Upon re-employment of a retiree who retired from the City's employ, the City of Adrian Human Resources Department shall file with MERS the Employer Certification stating that no pre-agreement for employment took place before the individual retired.
- IV. This policy shall take effect January 1, 2011, and shall not apply where re-employment commenced before January 1, 2011 in compliance with former subsection (1) of section 31 of the MERS Pension Plan Document.
- V. When a retiree employed by different participating municipality or court than the one from which the person retired is hired by the City of Adrian, payment of the retiree's pension benefit shall continue, without change in amount or conditions by reason of the employment. The retiree shall be considered, for the purposes of membership and potential benefit entitlement, in the same manner as an individual with no previous record of employment by any participating municipality or court, except as otherwise provided in section 5(1) of the MERS Pension Plan Document, regarding combining of credited service, or where the municipality has adopted the Reciprocal Retirement Act, 1961 PA 88.
- VI. Administration of the Retire/Rehire Policy for the City of Adrian shall be the responsibility of the Human Resources Department.

R10-108

September 7, 2010

RE: HUMAN RESOURCES DEPARTMENT – Municipal Employees Retirement System (MERS) of Michigan – Retire/Rehire Policy

RESOLUTION

WHEREAS, the City of Adrian is a Charter Member of the Municipal Employees Retirement System (MERS) of Michigan, having joined in 1946; and

WHEREAS, as a tax-qualified plan under the Internal Revenue Service (IRS) Code, MERS is required to follow IRS regulations for paying benefits. Such requirements regarding the retirement and rehire of City employees are met by the MERS Board of Directors through the approval and incorporation of Board Rules into Section 31 of the MERS Plan Document; and

WHEREAS, the purpose of the City of Adrian’s Retire/Rehire Policy is to provide specific guidance and direction for the administration of the City’s employment policies and practices to ensure compliance with the Board Rules (specifically, Section 31 of the MERS Pension Plan Document); and

WHEREAS, the Human Resources Director and City Administrator recommend adoption of this resolution, establishing a Retire/Rehire Policy for the City of Adrian, effective January 1, 2011, consistent with Section 31 of the MERS Pension Plan Document.

BE IT, FURTHER, RESOLVED that administration of the Retire/Rehire Policy for the City of Adrian shall be the responsibility of the Human Resources Department.

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

R-3

RESOLUTION

WHEREAS, the City of Adrian desires to continue provisions of Dial-A-Ride service, and,

WHEREAS, a Project Authorization has been proposed which provides FY 2010 Section 5311 Operating assistance for such service, (effective October 1, 2009 and expires September 30, 2010, based on 16% of the estimated eligible costs), which is \$36,090. The maximum amount to be paid will not exceed 16% of the audited costs and if funds are insufficient to reimburse at 16% of audited costs, a new reimbursement percentage will be calculated for all agencies, and, be it,

RESOLVED, that the City Commission of the City of Adrian does hereby approve the proposed Agreement No. 2007-0156, Authorization No:12/R1 for FY 2010 Section 5311 Operating Assistance, and be it,

FURTHER RESOLVED, that the monies from this grant be given to Adrian Dial-A-Ride in accordance with the terms of the Contract, and,

HEREBY, authorize the Mayor, Gary E McDowell and City Clerk, Pat Baker to execute Authorization #12/R1 for and on behalf of the City of Adrian.

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

Date: July 15, 2010
Agreement No.: 2007-0156
Authorization No.: Z12/R1
Project No.: 109873
Agenda: SAB

**REVISED PROJECT AUTHORIZATION
CITY OF ADRIAN
FY 2010 SECTION 5311 OPERATING**

This information is required by the Michigan Department of Transportation (MDOT) in order to record agreement of utilization of funds provided by the Federal Transit Administration, United States Department of Transportation and MDOT. The funds provided shall be used by the AGENCY in accordance with the above referenced Master Agreement.

Authorization Effective Date: October 1, 2009
Authorization Expiration Date: September 30, 2010
Fiscal Year of Effective Contract Clauses: 2010

The Federal Grant associated with the PROJECT AUTHORIZATION is MI-18-X050.
Grant Year: 2010 Federal Item Number: WK0050 Project is not R&D.

The Catalog of Federal Domestic Assistance Number for the Federal Transit Administration Formula Grants for Other Than Urbanized Areas Program is 20.509.

Funding reflects the amount of funds currently available under the Federal Appropriation. If additional funds become available, a grant amendment and revised project authorization will be prepared.

Payments to the AGENCY under this PROJECT AUTHORIZATION will be based on 16% of the estimated eligible costs, which are \$72,660. The maximum amount to be paid will not exceed 16% of the AGENCY'S audited costs. If Section 5311 operating assistance funds are insufficient to reimburse at 16% of audited costs, a new reimbursement percentage will be calculated for all participating agencies.

In accordance with Section 7 of the Agreement, the dollar amount for third party contracts as identified in COMMISSION policy is \$25,000. All agencies who are not self-certified must submit third party contracts over \$25,000 to MDOT for approval. Please refer to Section 7 in the Master Agreement for competitive bidding requirements.

The AGENCY will be financially and legally responsible for the terms and conditions of the 5333(b) labor warranty as agreed to in your annual application.

The AGENCY agrees to prepare and furnish to MDOT quarterly operating assistance reports via the Public Transportation Management System (PTMS). Instructions on preparing the report are available in the "Local Public Transit Revenue and Expense Manual" (October 1, 2009 through September 30, 2010). The manual is available on the web at www.michigan.gov/mdotptd.

The purpose of Revision 1 is to increase operating assistance funds by \$36,090.

Funding source:
2010/7509 \$72,660 (F)

PRF Nos.: 2010-278
2010-630

CITY OF ADRIAN



Signature

Gary E. McDowell, Mayor

Print Name and Title

Signature

Pat Baker, City Clerk

Print Name and Title

MICHIGAN DEPARTMENT OF TRANSPORTATION

Title: Bureau Director
Bureau of Passenger Transportation

R-4

MEMO



DATE: September 1, 2010
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Sidewalk Rehab Contract

The City Engineer reviewed bids that were received August 19, 2010, for sidewalk replacement at various properties between Park St. and S. Main St., bounded by Michigan Avenue and W. Maumee Street. Kristin has recommended that the bid be awarded to Frank's American Concrete of Adrian, MI in the amount of \$36,928.25, and I concur.

The homeowners will be billed for 2/3 of the cost on a special assessment basis and the City will be responsible for 1/3 of the cost, which is available in the Local Street Fund.

Four firms responded to the offer to bid. I urge your favorable consideration authorizing approximately 5710 sq. ft. of sidewalk replacement in the aforementioned locations.

Respectfully submitted,


Dane C. Nelson
City Administrator

DCN:bjw

R-4

August 26, 2010

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Sidewalk Rehab Contract



We received bids on August 19, 2010 for miscellaneous sidewalk replacement in the area between Park St and S. Main St. bounded by Michigan Ave. and W. Maumee St. This is a continuation of the sidewalk rehabilitation program and in accordance with Adrian City Code Section 4.49, Chapter 48. Below are the tabulations for the bids received:

BIDDER	Frank's Amer. Concrete Adrian, MI	Schug Construct Adrian, MI	Quinn Concrete Toledo OH	Andrews Construct Manchester MI
4" concrete sidewalk-4130 SF	\$ 4.45 SF \$ 18,378.50	\$ 4.59 SF \$ 18,956.70	\$ 5.25 SF \$ 21,682.50	\$ 5.50 SF \$ 22,715.00
6" concrete sidewalk-1580 SF	\$ 4.65 SF \$ 7,347.00	\$ 5.48 SF \$ 8,658.40	\$ 5.60 SF \$ 8,848.00	\$ 6.50 SF \$ 10,270.00
6" ADA ramps	\$ 6.67 SF \$ 5,502.75	\$ 7.98 SF \$ 6,583.50	\$ 10.00 SF \$ 8,250.00	\$10.00 SF \$ 8,250.00
F-4 Curb	\$19.00 LF \$ 5,700.00	\$ 24.57 LF \$ 7,371.00	\$ 20.00 LF \$ 6,000.00	\$ 30.00 LF \$ 9,000.00
TOTAL	\$ 36,928.25	\$ 41,569.60	\$ 44,780.50	\$ 50,235.00

I recommend this bid be awarded to Frank's American Concrete of Adrian, MI in the amount of \$36,928.25. This contractor has performed this type of work within the City of Adrian in previous years and has executed their work in an excellent manner. There were no local bidders who met the criteria of our local preference policy.

Per Adrian City Code the homeowners are responsible for 2/3 of the cost for the sidewalk replacements. The City portion (1/3) of this cost will be funded from the available funds in the Local Street Fund (Sidewalks): 203-444.00-801.000

R10-110

September 7, 2010

RE: DEPARTMENT OF PUBLIC WORKS – Annual Sidewalk Rehabilitation Program

RESOLUTION

WHEREAS, the Adrian City Commission, by Resolution #10-057 dated May 3, 2010, adopted the FY2010-11 Budget and General Appropriations Act, which included funding to continue the City’s annual Sidewalk Rehabilitation Program; and

WHEREAS, the City Engineer developed bid specifications for approximately 5,710 SF of sidewalk within the area bounded by Park Street, S. Main Street, Michigan Avenue and W. Maumee Street; and

WHEREAS, bids were solicited by the Purchasing Office and four (4) bid proposals were submitted on August 19, 2010, as follows:

Description	Frank’s Amer. Concrete Adrian, MI	Schug Const. Adrian, MI	Quinn Concrete Toledo OH	Andrews Const. Manchester, MI
4” concrete sidewalk-4130 SF	\$ 4.45 SF \$ 18,378.50	\$ 4.59 SF \$ 18,956.70	\$ 5.25 SF \$ 21,682.50	\$ 5.50 SF \$ 22,715.00
6” concrete sidewalk-1580 SF	\$ 4.65 SF \$ 7,347.00	\$ 5.48 SF \$ 8,658.40	\$ 5.60 SF \$ 8,848.00	\$ 6.50 SF \$ 10,270.00
6” ADA ramps	\$ 6.67 SF \$ 5,502.75	\$ 7.98 SF \$ 6,583.50	\$ 10.00 SF \$ 8,250.00	\$10.00 SF \$ 8,250.00
F-4 Curb	\$19.00 LF \$ 5,700.00	\$ 24.57 LF \$ 7,371.00	\$ 20.00 LF \$ 6,000.00	\$ 30.00 LF \$ 9,000.00
TOTAL	\$ 36,928.25	\$ 41,569.60	\$ 44,780.50	\$ 50,235.00

WHEREAS, in accordance with Chapter 48, Section 4.49 of the Adrian City Code, the City is responsible for one-third of the contract cost (\$12,309.42) and the balance (\$24,618.83) will be assessed to the homeowners of the condemned sidewalks; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the FY2010-11 Local Street Fund - Sidewalk Budget (Account #203-444.00-801.000 Contract Services) for this purpose; and.

WHEREAS, the City Engineer and City Administrator recommend acceptance of the low bid and engagement of Frank’s American Concrete, Inc., Adrian, MI in the City’s Standard Professional Services Contract to implement the City’s Annual Sidewalk Rehabilitation Program for FY2010-11 at a cost not to exceed \$36,928.25.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the low bid and engagement of Frank’s American Concrete, Inc., Adrian, MI in the City’s Standard Professional Services Contract to implement the City’s Annual Sidewalk Rehabilitation Program for FY2010-11 at a cost not to exceed \$36,928.25.

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

R-5

MEMO



DATE: August 31, 2010
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Demolition Bids and Release of Local Grant Match Funds

Bids were recently received for the demolition of the "Pearl Street Properties", which include 218, 236 and 250 W. Church Street, 211 Pearl St., 138 S. Winter St. and 309 College Avenue. The College Avenue property has been removed from the list and may be considered at a later date.

As part of the Vibrant Small Cities Initiative Grant Program, MSHDA has requested that all bid documents be reviewed by their agency prior to awarding the bids. It is not known if MSHDA will approve the demolition of all properties or a select few.

The Community Development Director has requested approval from the City Commission to release local grant match funds (up to 50% of total cost of demolition) and to award the bids based upon MSHDA's recommendation. Funds are available in the Vibrant Small Cities Initiative Grant Fund – Unreserved Fund Balance. I would recommend favorable consideration of the attached resolution.

Respectfully submitted,


Dane C. Nelson
City Administrator

DCN:bjw



MEMO

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

R-5

DATE: August 31, 2010

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

FROM: Chris Atkin
Director of Community Development

SUBJECT: Pearl Street Demolition Bids for Vibrant Small Cities Initiative (VSCI) Grant

Below you will find the bid tabulations as submitted for the final demolition bids for the city owned Pearl Street properties. This additional component has been formally amended in the Vibrant Small Cities Initiative grant by the State of Michigan Office of Community Development and resubmitted per Tonya Young's request. Per her request, she has indicated to the City of Adrian Community Development staff that they would like to further review the proposed property demolition and possibly eliminate some of the properties. Staff is making continued attempts to remain in contact with the appropriate representatives to expedite and resolve any unknown issue(s) that the state may encounter. To date, we have completed all the appropriate paperwork and reviews as outlined in the grant and requested by Ms. Young.

Community Development respectfully request's approval from the City Commission to release the appropriate matching funds, not to exceed fifty (50%) of the total cost, as needed to demolish all or a portion of the properties thereof, depending on the state's final review and award the bid based on the states results. It is staff's continuing wish to have all the listed properties removed.

	Beal Inc Ann Arbor, MI	B & B Wrecking Cleveland OH	Shusarski 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

CITY OF ADRIAN, MICHIGAN
 DEMOLITION – BLIGHT GRANT
 DUE DATE: AUGUST 26, 2010

	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
309 College (removed from project)				
TOTAL	\$ 48,375.00	\$187,000.00	\$53,890.00	\$ 56,622.00

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

RESOLUTION

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	Adrian, MI	\$53,890.00
Wilson Backhoe	Britton, MI	\$56,622.00
B&B Wrecking	Cleveland, OH	\$187,000.00; and

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:

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)

	<u>Amount</u>
Revenue:	
(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 _____, seconded by
Commissioner _____, this resolution was adopted by a
_____ vote.



MEMO

Date: August 31, 2010

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

From: Terrence Collins, Police Chief

Re: **ACCEPTANCE OF JUSTICE ASSISTANCE GRANT AWARD (2010-DJ-BX-1569)**

The Adrian City Commission, by Resolution #R10-101 dated August 2, 2010, authorized submission of a Justice Assistance Grant (2010-DJ-BX-1569) application in the amount of \$14,024 for the purchase of computer forensic equipment and training. The United States Department of Justice, under the expanded grant funding provided by the American Recovery and Investment Act, awarded the grant funding August 27th, 2010 in the amount of \$15,024, for the period September 1, 2010 through August 31, 2011. The Finance Director indicates that no grant match is required.

I respectfully recommend acceptance of the Justice Assistance Grant Award (2010-DJ-BX-1569) in the amount of \$15,024 and approval of the necessary budget amendments. The attached resolution has been prepared for consideration by the City Commission at its September 7, 2010 regularly scheduled meeting. If you have any questions or need for further information, please contact my office.

RESOLUTION

RE: POLICE DEPARTMENT – ACCEPTANCE OF JUSTICE ASSISTANCE GRANT AWARD

WHEREAS, the Adrian City Commission, by Resolution #R10-101 dated August 2, 2010, authorized submission of a Justice Assistance Grant (2010-DJ-BX-1569) application in the amount of \$14,024 for the purchase of computer forensic equipment and training, 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 August 27th, 2010 in the amount of \$14,024, for the period September 1, 2010 through August 31, 2011; and

WHEREAS, the Finance Director indicates that no grant match is required; and

WHEREAS, the Police Chief and City Administrator recommend acceptance of the Justice Assistance Grant Award (2010-DJ-BX-1569) in the amount of \$14,024 and approval of the necessary budget amendments.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes acceptance of the Justice Assistance Grant (JAG) Award (2010-DJ-BX-1569) in the amount of \$14,024.

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

General Fund

Revenue:

(101-301.00-540.000) Police JAG Grant – Equipment & Training \$14,024

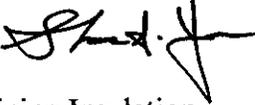
Expenditures:

Police Department:

(101-301.00-977172)	Police Capital Equipment	<u>\$14,024</u>
	Total	<u>\$14,024</u>

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

MEMORANDUM – UTILITIES DEPARTMENT

DATE: September 1, 2010
TO: Dane C. Nelson, City Administrator
FROM: Shane A. Horn, Utilities Director 
SUBJECT: Wastewater Plant Digester Gas Piping Insulation

I concur with the recommendation of the Utilities Director to award the bid for ductwork replacement and insulating the digester gas piping and ductwork to Adrian Mechanical at a cost of \$9,900.00. This firm was the sole bidder for the project, and the Utilities Director does not feel there would be an advantage to rebidding this work.

Funds in the amount of \$58,000 were appropriated in the FY2010-11 Budget for Wastewater Treatment Plant Capital Improvements, with \$8,000 being specifically targeted for digester piping insulation. I recommend your favorable consideration authorizing Adrian Mechanical to perform this work.



Dane C. Nelson
City Administrator

DCN:bjw

Sealed bids were received at the purchasing office on August 31, 2010 for digester gas piping and ductwork insulation at the Wastewater Treatment Plant. Attached is a memo from Ryan White, Chief Operator at the Wastewater Plant, with a recommendation of award. This project will provide proper insulation material to new digester gas piping that was recently added with the digester cover project. While we had three firms that inspected the site, Adrian Mechanical of Adrian was the lone bidder. I respectfully recommend that we proceed with this project utilizing Adrian Mechanical and their bid of \$9,900.00. While this is slightly higher than the \$8,000.00 that we had budgeted for this work, I see no further advantage in attempting to rebid this project.

Funds for this project have been budgeted for in the Wastewater Plant Capital Improvement budget (497-553.00-975.109).

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

DEPARTMENTAL CORRESPONDENCE

Date: 9/1/2010

Subject: Pipe insulation, ductwork replacement, and ductwork insulation bids.

To: Shane Horn

Dept: Wastewater

From: Ryan White

Dept: Wastewater

Shane,

I recommend that we accept that bid of \$9,900.00 from Adrian Mechanical to do the pipe insulation, ductwork replacement, and ductwork insulation. Adrian Mechanical was the lone bidder despite three other companies coming out to look at the job.

Ryan White
Chief of Maintenance and Operations

SPECIFICATIONS

INSULATING PIPE, REPLACING DUCTWORK AND INSULATING DUCTWORK WASTEWATER TREATMENT PLANT

1. Pipe to be insulated including flanges with one-inch fiberglass insulation and wrapped with aluminum to match existing is as follows:
 - Approximately 13 feet of 6-inch ductile iron pipe
 - 3 – 6 inch 90 degree elbows
 - 1 – 6 inch cross
 - 2 – 6 inch to 4 inch reducers
 - Approximately 28 feet of 4 inch ductile iron pipe
 - 6 – 4inch 90 degree elbows
 - 1 – 4 inch valve
2. Two removable insulating jackets shall be made, one each for two 4-inch flame traps to match existing.
3. Ductwork to be replaced, insulated with one-inch fiberglass insulation, and wrapped with aluminum to match existing ductwork is as follows:
 - Approximately 16 feet of 19-1/2 inch by 10 inch duct.
 - 2 – 45 degree elbows of 19-1/2 inch by 10 inch duct.
 - 1 – 24-3/4 by 34-3/4 to 19-1/2 inch by 10 inch duct reducer.
4. The contractor must remove and properly dispose of the existing duct work.
5. Bidder is responsible for all field verification of work to be done.
6. The contractor must provide all necessary materials, equipment and tools to complete the job in a professional manner and according to code.
7. The contractor is responsible for obtaining all necessary permits.
8. The successful contractor must provide proof of liability insurance coverage and worker compensation coverage.
9. Appointments to visit the site can be made by calling Mr. Ryan White at (517) 264-4867.

R10-113

September 7, 2010

RE: UTILITIES DEPARTMENT – Wastewater Treatment Plant- Digester Gas Piping and Ductwork Insulation

RESOLUTION

WHEREAS, the Adrian City Commission, by Resolution #10-057 dated May 3, 2010, adopted the FY2010-11 Budget and General Appropriations Act, which included \$58,000 for Wastewater Treatment Plant Capital Improvements and, specifically, \$8,000 for digester piping insulation (497-553.00-975.109); and

WHEREAS, sealed bids were solicited by the Purchasing Office and only one (1) bid for \$9,900 was received on August 31, 2010 from Adrian Mechanical, Adrian, MI; and

WHEREAS, the Utilities Director and City Administrator recommend approval of the \$9,900 bid and engagement of Adrian Mechanical, Adrian, MI in the City's Standard Professional Services Contract for installation of digester gas piping and ductwork insulation at the Wastewater Treatment Plant.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the engagement of Adrian Mechanical, Adrian, MI in the City's Standard Professional Services Contract for installation of digester gas piping and ductwork insulation at the Wastewater Treatment Plant at a cost not to exceed \$9,900.00.

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

R-8

MEMO



DATE: September 1, 2010
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Front-Mount Mower & Snow Thrower – Oakwood Cemetery

I concur with the recommendation of the Parks & Recreation Director to award the bid for a Grasshopper 729T front-mount mower and snow thrower to Buck & Knobby Equipment Co. of Ottawa Lake, MI in the amount of \$13,540.00. I also recommend that the John Deere tractor and equipment currently being used at Oakwood Cemetery be transferred to the Public Works equipment fleet.

Eleven vendors were invited to bid, with Buck & Knobby being the sole bidder. Funds are available in the Cemetery Capital Equipment and the Storm Water Utility budgets for this expense.

Respectfully submitted,


Dane C. Nelson
City Administrator

DCN:bjw

R-8

Memo

TO: Dane C. Nelson, City Administrator
FROM: Mark K. Gasche, Parks and Recreation Director
DATE: September 1, 2010
SUBJECT: Bid Recommendation – Front Mount Mower and Snow Thrower for Oakwood Cemetery

Sealed bids were received and opened at the Purchasing Office on Thursday, August 26, 2010 for the purchase of a front mount mower and a snow thrower to be used at Oakwood Cemetery. Eleven vendors were invited to bid, with one responding. The bid tabulation is listed below.

<u>Vendor</u>	<u>Amount</u>	<u>Model</u>
Buck & Knobby Equip. Co, Ottawa Lake, MI	\$ 12,368.00	Grasshopper 729T
	<u>\$ 1,172.00</u>	Snow Thrower 40"
Total	\$ 13,540.00	

Even though eleven vendors were invited to bid, we realistically only expected two bids because there are only two in the area who sell this type of mower. For the work we do at the cemetery both the front mount type of mower, as well as the attachments, are needed for part of our mower fleet. In the past when we have specified this type of mower, the other bidder who has submitted bids has been the higher bid, so there is no track record to suggest that we would get a lower bid from them this time. That could be why they didn't submit a bid this time. It is the collective opinion of our staff and the Finance Department staff that there would be no advantage to re-bid this mower.

Buck & Knobby Equipment Co. also bid \$2,200.00 as a trade-in allowance for our John Deere F725 mower with a cab and snow thrower and leaf blower attachments. However, DPW would like to keep this mower to replace a residential type mower that they are using for snow removal on bridges and sidewalks and grass mowing in retention areas.

Given the above considerations, it is staff's recommendation that purchase of the Grasshopper 729T mower with the snow thrower attachment be awarded to Buck & Knobby Equipment Co. of Ottawa Lake, MI in the amount of \$13,540.00, and that DPW keep the current mower and attachments. Funds for this purchase will come from the Cemetery Capital Equipment account and the Storm Water Utility fund.

**RE: DEPARTMENT OF PARKS & RECREATION – OAKWOOD CEMETERY –
Authorization to Purchase Front Mount Mower and Snow Thrower**

RESOLUTION

WHEREAS, the Adrian City Commission, by Resolution #10-057 dated May 3, 2010, adopted the FY2010-11 Budget and General Appropriations Act, which included \$11,200 for a front-mount mower and snow thrower for Oakwood Cemetery; and

WHEREAS, the Department of Parks & Recreation, in conjunction with the City of Adrian Purchasing Office, solicited and received bids on Thursday, August 26, 2010. Eleven vendors were invited to bid, with one responding; the bid tabulation is listed below.

<u>Vendor</u>	<u>Amount</u>	<u>Model</u>
Buck & Knobby Equip. Co. Ottawa Lake, MI	\$12,368.00	Grasshopper 729T
	<u>\$ 1,172.00</u>	Snow Thrower
TOTAL:	<u>\$13,540.00</u>	

WHEREAS, Buck & Knobby Equipment Co. also bid \$2,200.00 as a trade-in allowance for our John Deere F725 mower with a cab and snow thrower and leaf blower attachments; however, DPW would like to keep this mower to replace a residential type mower that they are using for snow removal on bridges and sidewalks and grass mowing in retention areas; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the FY2010-11 Budget for this purpose, detailed as follows:

(101-276.00-977.000) Cemetery Capital Equipment	\$11,340
(598-445.00-977.000) Storm Water Utility Fund-Capital Equipment	<u>2,200</u>
Total	<u>\$13,540</u>

WHEREAS, the Parks & Recreation Director and City Administrator recommend acceptance of the low bid from Buck & Knobby Equip. Co, Ottawa Lake, MI, and authorization to purchase a front-mount mower and snow thrower for the Oakwood Cemetery at a cost not to exceed \$13,540.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby accepts the low bid and authorizes the Parks & Recreation Department – Cemetery Division to purchase a front-mount mower and snow thrower for the Oakwood Cemetery at a cost not to exceed \$13,540.00.

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