

# PRE-MEETING AGENDA

ADRIAN CITY COMMISSION  
AGENDA  
PRE-MEETING STUDY SESSION  
MARCH 1, 2010  
5:30 P.M.

---

The City Commission will meet for a pre-meeting study session on Monday, March 1, 2010, at 5:30 p.m., at the City Chambers Building, 159 E. Maumee St., to discuss the following:

- I. Proposed Closed Session to Discuss Strategy for a Collective Bargaining Agreement
- II. Discussion Items as Time Permits
  - Bohn Pool Liner
  - Parking Lot Renovation – City Hall

# COMMISSION AGENDA

**AGENDA  
ADRIAN CITY COMMISSION  
MARCH 1, 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 FEBRUARY 15, 2010 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. COMMENDATION
  - 1. Mayor McDowell and Chief Collins will present a Command Recognition Award to Officer Robert Watson for the apprehension of a suspect.
- VI. PUBLIC COMMENTS
- VII. REGULAR AGENDA
  - A. ORDINANCES
    - 1. Ord. 10-001. Second reading of an Ordinance to amend Article IV, Section 4.71, Subsection 4.72; Article XXV, Section 25.01 and Section 25.15 of the Zoning/Development Regulations dealing with zoning exceptions.
    - 2. Ord. 10-002. Second reading of an Ordinance to amend Article XXX, Section 30.04 - Signs, of the Zoning/Development Regulations.
  - B. SPECIAL ORDERS
    - 1. Public Hearing to hear and consider comments to Inteva's application for an Industrial Facilities Exemption Certificate.
    - 2. Public Hearing to hear and consider creating an Industrial Development District (#39) for Evergreen Grease Service, Inc.
  - C. RESOLUTIONS
    - 1. R10-022. Resolution to approve an application from Inteva for an Industrial Facilities Exemption Certificate for a period of 12 years.

2. R10-023. Resolution to approve the creation of an Industrial Development District #39 for Evergreen Grease Service, Inc.
3. R10-024. Resolution to adopt the City of Adrian Strategic Action Plan Update.
4. R10-025. Resolution to retain Executone for the purchase and installation of telephones for the new police facility and that the bid process be waived.
5. R10-026. Resolution to award bid for uniforms for police personnel.
6. R10-027. Resolution to award bid for baseball/softball uniforms for various youth programs.
7. R10-028. Resolution to approve the purchase and installation of a pool liner for Bohn Pool.

V I I I. MISCELLANEOUS

1. Planning Commission Minutes

I X. PUBLIC COMMENTS

X. COMMISSION COMMENTS

# MINUTES

**MINUTES  
ADRIAN CITY COMMISSION  
FEBRUARY 15, 2010  
7:00 P.M.**

Official proceedings of the February 15, 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 Osborne, Miller, DuMars, Warren and Carrico

ABSENT: Commissioner Clegg

Mayor McDowell in the Chair.

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

Commissioner DuMars moved to approve the minutes of the February 1, 2010 regular meeting of the Adrian City Commission, seconded by Commissioner Osborne, motion carried by a unanimous vote.

Commissioner DuMars moved to approve the minutes of the February 6, 2010 special meeting of the Adrian City Commission, seconded by Commissioner Osborne, motion carried by a unanimous vote.

**PRESENTATION OF ACCOUNTS**

Utility Department Receiving Fund Voucher #3198 through #3204	\$125,816.19
General Fund Vouchers #19688 through #19711	\$355,797.58
Clearing Account Vouchers amounting to	<u>\$447,246.05</u>
TOTAL EXPENDITURES	<u>\$929,859.82</u>

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

**COMMUNICATIONS**

1. C-1. Communication regarding a Mileage Reimbursement Rate Adjustment for business miles traveled.
2. C-2. Communication regarding private gift donation by Jeff Pardee of a clock for the Commission Chambers.

3. C-3. Communication from Planning Commission regarding their approval of the FY2010-16 Capital Improvement Program (CIP) and FY2010-11 Capital Budget.
4. Communication from Library Director on the generous donation of funds from the Kiwanis Club to support the purchase of an Early Literacy Station for the Youth Department.

## **PUBLIC COMMENTS**

## **CONSENT AGENDA**

## **RESOLUTIONS**

### **RESOLUTION CR10-008**

**RE: INTEVA PRODUCTS, LLC. - ACT 198 INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE APPLICATION ESTABLISHMENT OF PUBLIC HEARING**

WHEREAS, the State of Michigan has adopted the Plant Rehabilitation and Industrial Facilities Development Districts Act, Public Act 198 of 1974, as amended (Act 198); and

WHEREAS, Act 198 provides for creation of Industrial Development and Rehabilitation Districts, and for review and approval of exemption request certificates; and

WHEREAS, the City of Adrian has received an Industrial Facilities Exemption Certificate request from Inteva Products, LLC. for an investment of personal property within Adrian Industrial Development District #29; and

WHEREAS, Act 198 requires notification of the City Assessor and the legislative body of each taxing unit which levies ad valorem taxes on property within said Adrian Industrial Development District #29, and provision of an opportunity to be heard on this matter prior to consideration of action of the Industrial Facilities Exemption Certificate request.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby acknowledges receipt of said Industrial Facilities Exemption Certificate from Inteva Products, LLC., authorizes the scheduling of a public hearing for Monday, March 1, 2010, 7:00 p.m. in the City Chambers Building to receive comments on this matter, and directs the City Clerk to provide notice to the appropriate taxing units and the public as required by Act 198.

### **RESOLUTION CR10-009**

**RE: EVERGREEN GREASE SERVICE, INC. - ACT 198 OF 1974 ESTABLISHMENT OF AN INDUSTRIAL DEVELOPMENT DISTRICT #39 PUBLIC HEARING**

WHEREAS, the State of Michigan has adopted the Plant Rehabilitation and Industrial Facilities Development Districts Act, Public Act 198 of 1974, as amended (Act 198); and

WHEREAS, Act 198 provides for creation of Industrial Development and Rehabilitation Districts, and for review and approval of exemption request certificates; and

WHEREAS, the City of Adrian has received a request from Evergreen Grease Service, Inc. for the establishment of Adrian Industrial Development District #39; and

WHEREAS, the legal description of the property is as follows:

Lot 7, Adrian Industrial Park, as recorded in Liber 19 of Plats, Pages 1 and 2, Lenawee County Records; and

WHEREAS, Act 198 requires notification of the City Assessor and the legislative body shall give written notice by certified mail to the owners of all real property within the proposed plant rehabilitation district or industrial development district and shall hold a public hearing on the establishment of the plant rehabilitation district or industrial development district at which those owners and other residents or taxpayers of the local governmental unit shall have a right to appear and be heard.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby acknowledges receipt of said Industrial Development District request from Evergreen Grease Service, Inc., authorizes the scheduling of a public hearing for Monday, March 1, 2010, 7:00 p.m. in the City Chambers Building to receive comments on this matter, and directs the City Clerk to provide notice to the appropriate real property owners and the public as required by Act 198.

On motion by Commissioner Osborne, seconded by Commissioner DuMars, Consent Resolutions CR10-008 through CR10-009 were adopted by a unanimous vote.

#### **PUBLIC COMMENTS**

1. Mike Jacobitz, Chairman of the Planning Commission, was present to answer questions about the Ordinances being introduced.
2. Allen Kern, 1249 Vine, commented about the safety of the 4-corners. Would like to see a stoplight installed rather than a 4-way stop.

#### **REGULAR AGENDA**

#### **ORDINANCES**

1. Ord. 10-001. Introduction of an Ordinance to amend Article IV, Section 4.71, Subsection 4.72; Article XXV, Section 25.01 and Section 25.15 of the Zoning/Development Regulations dealing with zoning exceptions.
2. Ord. 10-002. Introduction of an Ordinance to amend Article XXX, Section 30.04 - Signs - of the Zoning/Development Regulations.

#### **RESOLUTIONS**

#### **RESOLUTION R10-018**

**RE: ENGINEERING DEPT. - Change in Streetlighting Contract with Consumers Energy**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the streetlighting service as provided in the Standard

Streetlighting Contract between the Company and the City of Adrian, dated March 1, 1981, in accordance with the Authorization for Change in Standard Streetlighting Contract dated as of February 15, 2010, heretofore submitted to and considered by this Commission.

RESOLVED, further, that the Mayor and City Clerk be and are authorized to execute such authorization for change on behalf of the City of Adrian.

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

### **RESOLUTION R10-019**

WHEREAS, pursuant to Act 51 of the Public Act of 1951, as amended (Act 51) it is necessary for the City of Adrian (hereby known as THE APPLICANT) established under Act 94 to provide a local transportation program for the state fiscal year of 2011 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for THE APPLICANT to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators for this agency have been reviewed and approved by THE APPLICANT; and

WHEREAS, THE APPLICANT has reviewed and approved the proposed balanced (surplus) budget, and funding sources of estimated federal funds \$69,073; estimated state funds \$151,487; estimated local funds \$113,149; estimated fare box \$98,000; estimated other funds \$0.00, with total estimated expenses of \$431,709.

NOW, THEREFORE, BE IT RESOLVED that THE APPLICANT hereby makes its intention known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints Marcia M. Bohannon as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2011.

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

### **RESOLUTION R10-020**

#### **CITY ADMINISTRATOR– FY2010-16 City of Adrian Capital Improvement Program and FY2010-11 Capital Budget Recommendation**

WHEREAS, consistent with Public Act 621 of 1978, the Uniform Budgeting Act for Local Government, the Adrian City Administration has developed a Multi-Year Capital

Improvement Program (CIP), identifying specific capital projects, facilities and equipment, as well as their respective funding sources for the period FY2010-16; and

WHEREAS, on Saturday, December 12, 2009, and Monday December 21, 2009, the City Commission and the Planning Commission met in joint work-sessions to review the Capital Budget Requests submitted by Department Heads and provided input regarding priorities to the City Administration; and

WHEREAS, the City Administrator established a CIP Advisory Committee, composed of the City Administrator (Chairman), Finance Director, City Engineer/DPW Director, Utilities Director, Police Chief, Fire Chief/IT Director, Community and Economic Development Director, Library Director and Parks & Recreation Director, for purposes of reviewing Capital Project Requests and formulating a Capital Improvement Program Budget Recommendation; and

WHEREAS, within the broad categories of planning, efficient utilization of public resources, economic development, neighborhood support, and safety, the Capital Improvement Program Advisory Committee used the following criteria to evaluate the relative merit of each capital project:

Consistent with City's

Adopted Strategic Plan Projects which are consistent with the City's Adopted Strategic Plan will be given priority, (Available under Tab 2 of the FY2009-10 Adopted Budget)

Consistent with Comprehensive

Master Plan Document Projects which are consistent with the City's Comprehensive Master Planning Document will be given priority. (Available on City's Website under I:\Community Development\ Comprehensive Plan)

Asset Replacement

Evaluation and replacement of current fixed assets for purposes of maintaining current service levels will be given priority.

Leverage Grants

Projects which are eligible for public or private grant funding, with or without a local matching requirement, will be given priority.

Adopted Plans

Projects which comply with the principles and concepts of an adopted City Plan will be given priority.

Phased Projects

Projects which implement an ongoing phased project will be given priority.

Health & Safety Hazards

Projects which correct a health and safety hazard or prevent a critical breakdown in a City facility will be given priority.

Operations and Maintenance

Projects which provide a significant decrease in City operating and/or maintenance expenses will be given priority.

Job Creation & Retention

Projects which demonstrably support the creation or retention of jobs for City residents will be given priority.

Neighborhood Development Projects which are a component of a systematic neighborhood development plan or strategy will be given priority; and

WHEREAS the City Administrator's FY2010-16 Capital Improvement Program Budget Recommendation is summarized as follows:

<u>FY2010-11</u>	<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>
\$8,337,358	\$3,912,139	\$6,097,558	\$3,385,630	\$2,680,450	\$3,043,540

WHEREAS, consistent with the Municipal Planning Act (PA285 of 1931, as amended – MCL125.39), the City Administration has submitted the recommended FY2010-16 Capital Improvement Program and FY2009-10 Capital Budget to the Planning Commission for review and consideration before submitting it to the City Commission for final approval; and

WHEREAS, having been approved by the Planning Commission at their February 2, 2010 meeting, the City Administrator recommends approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the City of Adrian, by this resolution, approves the City Administrator's Recommended FY2010-16 Capital Improvement Program (CIP) and FY2010-11 Capital Budget for incorporation into the FY2010-11 Proposed Operating Budget and General Appropriations Act.

On motion by Commissioner DuMars, seconded by Commissioner Steele, this resolution was adopted by a 5-1-0 vote.

AYES: Mayor McDowell, Commissioners Warren, Steele, Carrico and DuMars

NAYS: Commissioner Osborne

ABSTAINED: None

#### **RESOLUTION R10-021**

#### **ASSESSING OFFICE – Authorization to Engage Tax Management Associates, Inc. to Perform Personal Property Discovery of Non-Filing Businesses**

WHEREAS, the City of Adrian's primary revenue source to sustain public services is derived from real and personal property taxes; and

WHEREAS, Personal Property Taxes, which constitute sixteen (16%) percent of the City's tax base, are similar to the federal and state income tax in that they are dependent upon voluntary reporting by local businesses; and

WHEREAS, like the federal income tax, accurate reporting is reinforced through administration of tax audits and discovery procedures to assure proper calculation and payment of the tax obligation, such that the tax burden is fairly shared throughout the taxing jurisdiction; and

WHEREAS, it is estimated that between 10% and 15% of businesses statewide, including the City of Adrian, do not even file Personal Property Tax forms, even though they are required to do so under provisions of the General Property Tax Act of 1893, as amended (Public Act 206 of 1893 specifies *That all property, real and personal, within the jurisdiction of this state, not expressly exempted, shall be subject to taxation.*); and

WHEREAS, due to staffing constraints, the City Assessing Department has not undertaken a Personal Property Audit or systematic discovery process in recent memory, if ever, resulting in incomplete and inaccurate tax filings that result in inequitable application of the tax burden; and

WHEREAS, the City Finance Director has solicited and received a proposal from Tax Management Associates (TMA), Inc., Brighton, MI (with corporate offices located in Charlotte, NC) to perform a systematic Personal Property Tax Discovery of Non-Filing Businesses Project, covering a sixteen (16) month period beginning March 1, 2010 and ending June 30, 2011; and

WHEREAS, the cost of the proposal amounts to \$250 for each business location discovered and processed, with a total estimated cost of \$33,750, which would be shared on a 75% City (\$25,312.50) and 25% County (\$8,437.50) basis; and

WHEREAS, a provision of the proposed agreement guarantees revenue neutrality in that the total of TMA's invoices for discovery services will not exceed the total billable amount in taxes, which result in the first tax year following the same discovery services, even though the taxable value and related tax revenue would continue into succeeding years; and

WHEREAS, to ensure a positive return on invested cost from each parcel processed, the Finance Director recommends that the proposed agreement include a threshold of \$1,000 of personal property per parcel value below which TMA shall not process nor consider a billable account; such accounts shall be processed by in-house staff trained by TMA as a part of the proposed agreement; and

WHEREAS, Tax Management Associates is the primary vendor in the State of Michigan that performs personal property tax audits and discovery services exclusively for the public sector and is the exclusive personal property tax auditor for the State of Michigan, leading to a recommendation that, in the best interests of the City, the competitive bid process be waived; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the General Fund Contingency Account (101-990.00-990.000); and

WHEREAS, the Finance Director, County Equalization Director and City Administrator recommend adoption of this resolution, engagement of TMA in the City's Standard Professional Services Contract, waiver of the competitive bid process, appropriation of funds in the current budget, and approval of appropriate budget amendments.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the implementation of the Personal Property Discovery of Non-Filing Businesses Program, engagement of Tax Management Associates, Inc., Brighton, MI to perform Personal Property Discovery Services for the City of Adrian, covering the period March 1, 2010 through June 30, 2011, at a cost no to exceed \$33,750, which would be shared on a 75% City (\$25,312.50) and 25% County (\$8,437.50) basis.

BE IT, FURTHER, RESOLVED that the resultant contract include a provision establishing a threshold of \$1,000 of personal property per parcel value below which TMA shall not process nor consider a billable account; such accounts shall be processed by in-house staff trained by TMA.

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

BE IT, FURTHER, RESOLVED that \$25,313 be appropriated from the General Fund – Contingency Account (101-990.00-990.000) and that the FY2009-10 Budget be amended as follows:

<b>General Fund (101)</b>		
<b>Revenue:</b>		
(101-990.00-695.000)	Miscellaneous Revenue (County Portion)	\$ 8,437
<b>Expenditures:</b>		
(101-209.00-812.000)	Assessing Department Consultant Services	\$33,750
(101-990.00-990.000)	General fund Contingency Account	(25,313)
	<b>Total</b>	<b>\$ 8,437</b>

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

#### **MISCELLANEOUS**

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

#### **PUBLIC COMMENTS**

1. Members of the audience commended the Commission for their appointment of Dusty Steele.
2. Russ Fenner, Adrian citizens and firefighter, asked the Commission to reconsider the firefighter layoffs.
3. Leslie Keane, Adrian Police Officer, said she likes what is happening downtown with the City buildings, but disagrees with the layoffs.
4. Kirk Valentine, former Adrian firefighter and City Commissioner, reminded everyone that the City Hall plans were set in motion before the difficult financial times and that money had been set aside to pay for this.

#### **COMMISSION COMMENTS**

1. Commissioner Warren asked Administrator Nelson about the labor negotiations with the firefighters.
2. Commissioner Steele said he was appreciative of the support and positive comments from members of the audience.
3. Commissioner Carrico was appreciative that so many people were at the meeting and hoped for continued participation.

The next regular meeting of the Adrian City Commission will be held on Monday, March 1, 2010 at 7:00 p.m. in the Commission Chambers, 159 E. Maumee St., Adrian, MI 49221.

Gary E. McDowell  
Mayor

Pat Baker  
City Clerk

CHECK  
REGISTER

March 1, 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 #3205 through #3211 .....	\$ 92,167.66
General Fund	
Vouchers #19712 through #19729	\$ 374,438.45
Clearing Account Vouchers	
amounting to .....	<u>\$ 676,127.40</u>
TOTAL EXPENDITURES .....	<u>\$1,142,733.51</u>

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

March 1, 2010

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
<b><u>Receiving</u></b>			
3205	City of Adrian: Clearing Acct	Feb 15 Check Register	\$ 33,200.91
3206	Citizens Gas Fuel Co	Various Heat Bills	\$ 5,219.97
3207	City of Adrian: Utilities	Various Water Bills	\$ 226.08
3208	City of Adrian: Payroll	Payroll for Feb 19	\$ 51,405.93
3209	City of Adrian: Fee Estate	Electric Bill Correction	\$ 38.33
3210	Verizon North	Water Plant Phone	\$ 43.37
3211	Consumers Energy	Various Electric Bills	\$ 35,233.98
<b>Total</b>			<b>\$ 125,368.57</b>
Less: CK# 3205			<b>\$ 33,200.91</b>
<b>TOTAL</b>			<b>\$ 92,167.66</b>

WW = \$ 68,319.98

WAT= \$ 57,048.59

1-Mar-10

GENERAL FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
19712		City of Adrian: Utilities	Transfer State Mich Funds
19713 \$	15.00	Len County Reg of Deeds	Jeopardy Assessment
19714 \$	278.42	City of Adrian	Petty cash
19715 \$	307,568.08	City of Adrian: Clearing Acct	Feb 15 Check Register
19716 \$	4,303.26	Quick Service Transportation	Payroll W/E Feb 13
19717 \$	5,174.33	Citizens Gas Fuel Co	Various Heat Bills
19718 \$	1,793.71	City of Adrian: Utilities	Various Water Bills
19719 \$	208,940.28	City of Adrian: Payroll	Payroll for Feb 19
19720 \$	14,327.81	First Federal Bank	Soc Security for Feb 19
19721 \$	45.00	Len County Reg of Deeds	Jeopardy Lein & Release
19722 \$	25,630.05	Lenawee Fuels Inc	Motor Pool Gasoline/Diesel
19723		City of Adrian: Utilities	Transfer State Mich Funds
19724 \$	20.00	Kelly Goodrich	Buy Dart Book Back
19725 \$	122.56	Verizon North	Various Phone Bills
19726 \$	13,748.96	Consumers Energy	Various Electric Bills
19727 \$	857.13	US Postmaster	Recreation Postage Exp
19728 \$	4,377.04	Quick Service Transportation	Payroll W/E Feb 20
19729 \$	94,804.90	Blue Cross Blue Shield of MI	March Hospitalization Ins

\$ 682,006.53  
\$ (307,568.08) Less: CK# 19715  
**\$ 374,438.45**

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ADRIAN COLLEGE SPORTS CENTER	6,346.92		
2. ADRIAN COMMUNICATIONS	1,307.55		
3. ADRIAN LANDFILL	74.03		
4. ADRIAN LOCKSMITH & CYCLERY	15.00		
5. ADRIAN PUBLIC SCHOOLS	98,306.00		
6. ADVANCE AUTO PARTS COMMERCIA	19.98		
7. AIRGAS GREAT LAKES	172.08		
8. ALLOWAY	330.00		
9. AMAZON CREDIT PLAN	177.59		
10. AMERICAN WATER WORKS ASSN	166.50		
11. APOLLO FIRE EQUIPMENT	185.22		
12. ARCH WIRELESS	34.62		
13. ELIZABETH ARNOLD	212.00		
14. ASSOCIATED ENGINEERS	2,000.00		
15. AUTO ZONE COMMERCIAL	33.35		
16. BAKER & TAYLOR BOOKS	691.37		
17. PATRICIA BAKER	600.00		
18. BATTERY WHOLESALE	122.63		
19. BIOLOGICAL RESEARCH	325.00		
20. BLACK BOOK	104.00		
21. BLACK SWAMP EQUIPMENT	125.96		
22. BLISSFIELD HEATING	103.00		
23. BOOTBAY	622.61		
24. CAMPBELL-DUROCHER GROUP LLC	55,336.71		
25. CARUS CHEMICAL CORPORATION	4,678.20		
26. CDW-G COMPUTER SUPPLIES	825.00		
27. CENTER MASS INC	973.50		
28. CHAMBERS CONTROL COMPANY	695.00		
29. CLARKE ENVIRONMENTAL	5,209.60		
30. CLEAN CARE INC	3,956.00		
31. CLEGG ELECTRIC INC.	285.00		
32. CMP DISTRIBUTORS, INC.	625.55		
33. COAST TO COAST DELI	63.98		
34. COMCAST	84.61		
35. COMPUTER CARE COMPANY, INC.	229.85		
36. CONTINENTAL SERVICE	1,557.02		
37. CORPORATE COST SOLUTIONS INC	369.00		
38. DONALD CURTIS	60.00		
39. CUSTOM TRUCK REPAIR, L.L.C.	221.88		
40. DEKEYSER, ROSS	36.12		
41. E & B SALVAGE LLC	29.35		
42. EASTERN MI UNIVERSITY	1,260.00		
43. ENERCO CORPORATION	25.29		
44. ENVIRONMENTAL RESOURCE ASSOC	249.75		
45. FASTENAL COMPANY	67.88		
46. FEDERAL EXPRESS	140.59		
47. FIRST TOWING LLC	88.00		
48. FISHER SCIENTIFIC COMPANY LL	303.73		
49. FLORIDA MICRO LLC	3,230.58		
50. FYR-FYTER SALES & SERVICE	1,201.00		
51. GALE	46.09		
52. GALL'S INC	573.13		
53. J.O. GALLOUP COMPANY	100.48		
54. GENERAL CHEMICAL PRODUCTS LL	5,723.76		
55. GRAINGER INC.	209.48		
56. GRAPHICS UNLIMITED	139.25		
57. GREY FOX FLORAL	448.20		
58. HACH COMPANY	2,462.70		
59. RICHARD HAMILTON	69.90		
60. HEARTWOOD PLACE	600.00		
61. HERITAGE MICROFILM, INC.	1,980.02		
62. HOBBY LOBBY	73.47		
63. HOTSHOTS PHOTOGRAPHY	1,600.00		
64. HUBBARDS AUTO CENTER	301.55		
65. HURON LIME INC.	5,868.46		
66. ICMA RETIREMENT CORPORATION	155.76		
67. INDUSTRIAL MILL SUPPLY CORP	196.42		
68. INGRAM LIBRARY SERVICES	239.85		
69. INTERSTATE BATTERIES	309.85		
70. J.E. JOHNSON DEVELOPMENT GRO	243,077.53		
71. JONES & HENRY, ENGINEERS	484.37		
72. JONES CHEMICALS, INC.	2,853.34		
73. KIMBALL MIDWEST	45.45		
74. KIPLINGER'S RETIREMENT	39.95		
75. KONICA MINOLTA- ALBIN	20.44		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. KROLL	25.00		
77. L.E.A. DATA TECHNOLOGIES	30.00		
78. WALTER GREG LANFORD	303.70		
79. LANSING SANITARY SUPPLY INC	173.34		
80. LENAWEE COUNTY TREASURER	45,153.78		
81. LENAWEE INTERMEDIATE SCHOOL	40,952.81		
82. DUSTIN LENT	30.46		
83. MACP	995.00		
84. MANPOWER OF LANSING MI INC.	1,557.90		
85. GARY MCDOWELL	553.12		
86. MCGOWAN ELECTRIC SUPPLY INC	93.06		
87. MICHIGAN ASSOCIATION OF PLAN	115.00		
88. MICHIGAN DEPARTMENT OF	388.61		
89. MICHIGAN MUNICIPAL LEAGUE	2,072.60		
90. MICHIGAN MUNICIPAL WORKER'S	53,975.00		
91. MICHIGAN OFFICE SOLUTIONS	1,310.13		
92. MICHIGAN REC & PARK ASSOC	40.00		
93. STATE OF MICHIGAN	2,655.64		
94. MICHIGAN TECH UNIV-LTAP	30.00		
95. MICROMARKETING LLC	120.93		
96. MIDEASTERN MICH LIBRARY COOP	75.00		
97. MIDWEST TAPE	204.97		
98. MOORE MEDICAL LLC	453.87		
99. MORTON INTERNATIONAL	14,145.70		
100. MUGS N' MORE IMAGING	1,274.83		
101. N.A.D.A. APPRAISAL GUIDES	72.00		
102. NATIONAL AUTOMOBILE DEALERS	90.00		
103. NEXTEL COMMUNICATIONS	947.16		
104. NORMAN, KATINA	25.00		
105. OFFICEMAX CONTRACT INC.	147.53		
106. JOHN PAINE	214.10		
107. PARAGON LABORATORIES INC	1,295.00		
108. PET'S SUPPLIES PLUS	52.98		
109. PRO-MED UNIFORM	223.97		
110. PVS TECHNOLOGIES INC	8,686.87		
111. QUICK SERVICE TRANSPORTATION	7,246.23		
112. C.S. RAYMER CO INC	4,950.00		
113. ROACH-REID BUSINESS SYSTEMS	550.00		
114. SHERWIN-WILLIAMS CO	796.96		
115. SHINE'S AUTO CLEAN	190.00		
116. SIRCHIE FINGER PRINT LABORAT	120.00		
117. SLUSARSKI EXCAVATING & PAVIN	7,889.25		
118. STADIUM TROPHY	56.00		
119. STAPLES CREDIT PLAN	25.47		
120. STATE CHEMICAL MFG CO.	129.39		
121. SUMMIT SIGNS INC	371.25		
122. SUPER LAUNDROMAT &	580.10		
123. T-MOBILE	29.99		
124. TECUMSEH HERALD	90.00		
125. TIME EMERGENCY EQUIPMENT INC	149.50		
126. TOBY'S INSTRUMENT SHOP INC	243.00		
127. TRI-COUNTY INTERNATIONAL TRU	28.73		
128. U S POSTMASTER	1,800.00		
129. UNUM LIFE INSURANCE COMPANY	2,328.82		
130. WARREN HOLDING CO LLC	1,699.92		
131. WEISKOPF INDUSTRIES CORP	159.16		
132. WILD SWAN THEATER	800.00		
133. WOODLANDS LIBRARY COOPERATIV	5.28		
134. WRIGHT TREE SERVICE	5,905.24		
**TOTAL ALL CLAIMS**	676,127.40		

REGULAR

AGENDA

0-1



135 East Maumee Street.  
Community Development Department  
Adrian, MI 49221

---

February 9, 2010

Honorable Mayor  
and City Commission:

At the February 2, 2010, meeting the Adrian City Planning Commission moved unanimously to recommend to the City Commission the approval of amending the Zoning/Development Regulations as follows:

Amend Section 4.71: It has been the practice of the Planning Commission to hold a public hearing on all completed applications for Zoning Exception Permits, not just those where one is specifically requested. The Commission felt this is a good practice and the proposed change would formalize this practice/procedure.

Amend Section 25.01: The following proposed change is intended to provide the Planning Commission with guidance when considering requests for zoning exception permits, to provide some flexibility in making zoning exception decisions and to also provide a more substantial legal support for the criteria used in making zoning exception decisions.

Amend Section 25.15: The change is in the section title only. The Commission felt the title needed to include the various shelters to add clarity.

Respectfully submitted,

Denise Cook, Secretary

## ORDINANCE NO. 10-001

AN ORDINANCE TO AMEND ARTICLE IV – GENERAL PROVISIONS AND ARTICLE XXV – CONDITIONS FOR SPECIFIED USES SUBJECT TO A ZONING EXCEPTION PERMIT OF THE CITY OF ADRIAN ZONING/DEVELOPMENT REGULATIONS.

The City of Adrian Ordains:

1. Amend Section 4.71 of Article IV – General Provisions to read as follows

### 4.71 ZONING EXCEPTION PERMIT

4.71 Zoning exception permits are required for proposed activities which are essentially compatible with other uses, signs, or activities permitted in a zoning district, but which possess characteristics or locational qualities which require individual review. The purpose of this individual review is to ensure compatibility with the character of the surrounding area, with public services and facilities, with adjacent properties, and to ensure conformance with the standards set forth in this Ordinance.

### 4.72 Procedures

The following steps shall be taken when considering a proposed special use.

- A. A zoning exception permit application shall be filed by the applicant with the Community Development staff along with the required site plan, fee, statement with supporting evidence to which the proposed activity meets the criteria and any other pertinent information upon which the applicant intends to rely for approval.
- B. The Community Development staff shall review the application for completeness and forward the application, with his/her recommendation, to the Planning Commission for their review and consideration.
- C. The Planning Commission shall hold a public hearing on all completed applications for Zoning Exception Permits, and shall give public notice in a newspaper of general circulation in the City of official receipt of the special use permit application which:
  1. Describe the nature of the special use

2. Indicates the property in question
  3. States the time and place where zoning exception permit will be considered, provided notice is not less than five (5) days and not more than fifteen (15) days before application will be considered.
  4. Indicates when and where written comments will be received concerning the request, and
  5. Notices shall be mailed to all persons owning or occupying real property within 300 feet of the boundary of the property in question. An affidavit of such mailing shall be maintained by the city in the zoning exception permit application file.
- D. After review of the application and public hearing or written comments, if any, the Planning Commission shall approve, approve with conditions, or deny the permit based upon the standards of the zoning exception as set forth in the appropriate use district. The decision on a zoning exception permit application shall be incorporated in a statement of conclusion relative to the special approval use under consideration. The decision shall specify the basis for the decision and any conditions imposed.
- E. The occupancy of land, premises, or building must take place within one (1) year after approval of the zoning exception. If the zoning exception use, as approved, ceases to exist for 6 months, the zoning exception shall be revoked as void and reapplication shall be required.

2. Amend Section 25.01 of Article XXV – Conditions for Specified uses Subject to a Zoning Exception Permit to read as follows:

SECTION 25.00 INTENT: A zoning exception permit allows development or use as listed in the Zoning Ordinance which has been designated as “Special Exceptions.” These are uses which, although generally considered compatible with other uses within a particular district, require special review to ensure that they meet the specified requirements and that they are appropriate for the specific property for which they are proposed

The applicant should be able to demonstrate, by a site plan and documentary evidence, that the proposed development or use will be in harmony with the general purpose and intent of the Zoning Ordinance and will not be detrimental or injurious to the neighborhood or to the public welfare.

SECTION 25.01 GENERAL REQUIREMENTS:The requirements set forth in this section apply to all uses specified as being subject to a zoning exception permit. The Planning Commission shall consider these requirements when reviewing any application for a zoning exception permit.

1. The proposed use meets all of the specific requirements set forth for each use specified as being subject to a zoning exception permit.
2. Granting the permit will not adversely affect environmental conditions or the value of surrounding properties.
3. The proposed use is compatible with the adjacent and surrounding properties.
4. The proposed use is consistent with the City's future land use plan.
5. Enumerated below are the site facility and design standards for the uses subject to a zoning exception permit. Except where discretion is left to the Planning Commission in their consideration of a zoning exception permit, any deviation of requirements shall require that a variance be granted by the Zoning Board of Appeals.

SECTION 25.15 GROUP FAMILY HOMES / HOUSING SHELTERS / TRANSITIONAL HOUSING FACILITIES / TEMPORARY SHELTERS:

1. Adequately surfaced off-street parking shall be provided.
2. Parking areas shall not be located within any required front yard.
3. Other provisions that the Planning Commission may deem necessary to protect the integrity of the neighboring area, and the health, safety and welfare of the residents of the City of Adrian are as follows:
  - a. The maximum number of residents at the facility to be set.
  - b. The need for a fence or screen around a portion of the premises to be determined.
  - c. The manner of the storage of refuse and fencing or screening of such storage to be determined.
  - d. The hours that visitors might visit the residents at the facility to be determined.
  - e. Parking spaces and surfacing requirements to be determined.

INTRODUCTION ..... February 15, 2010  
 SUMMARY PUBLISHED ..... February 25, 2010  
 ADOPTION .....  
 COMPLETED PUBLICATION.....  
 EFFECTIVE DATE .....

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



## MEMO

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

---

**DATE:** February 10, 2010

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

**FROM:** Chris Atkin  
Director of Community Development

**SUBJECT:** Ordinance 10-002

---

On February 2, 2010 the Adrian Planning Commission unanimously passed a vote recommending the following section, Article XXX, Section 30.04, to the Zoning/Development Regulations be amended to include additional prohibitions for digital sign (reader) boards in attempt to create less of a distraction for motorist.

If you have any further questions, please contact me.

Respectfully submitted,

---

Chris Atkin  
Community Development Director

0-2



135 East Maumee Street.  
Community Development Department  
Adrian, MI 49221

---

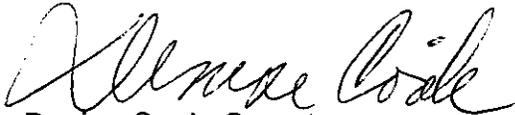
February 9, 2010

Honorable Mayor  
and City Commission:

On February 2, 2010, the Adrian City Planning Commission moved unanimously to recommend to the City Commission the approval of amending Section 30.04 (1b) of Article XXX – Signs of the Zoning/Development Regulations.

This text amendment includes a change to stipulate that while analog time and temperature signs are permitted, digital ones are not. This is consistent with our existing prohibitions on electronic changeable signs. The original ordinance was written before digital electronic signs were so common. The other part of the proposal relative to reader boards is not a change from the current ordinance but included for clarity.

Respectfully submitted,

  
Denise Cook, Secretary

**ORDINANCE NO. 10-002**

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF ADRIAN BY AMENDING SECTION 30.04 OF ARTICLE XXX – SIGNS OF THE CITY OF ADRIAN ZONING/DEVELOPMENT REGULATIONS**

The City of Adrian Ordains:

That Subsection 1b of Section 30.04 of the City of Adrian Zoning/Development Regulations, shall read as follows:

SECTION 30.04 PROHIBITIONS:

1. General Prohibitions

- a. No sign shall be erected or maintained in any manner which, by reason of its size, location, context, coloring, or manner of illumination, shall constitute a traffic hazard or which shall interfere with the visibility of any traffic control device.
- b. No sign, other than an analog time and temperature sign, shall have any visible moving parts or visible mechanical movement or any other apparent visible movement achieved by electrical, electronic or kinetic means, intermittent electrical pulsations or wind currents. The image or message of electronic reader boards may not scroll, crawl, flash or give the appearance of movement, and must change instantaneously from one message or image to the next. The image or message of electronic reader boards must remain static on the sign for at least five (5) minutes.
- c. No sign shall be placed so as to obstruct any fire escape, required exit way, window, or door opening used as a means of passage from one part of a building to another (including the roof) or as access thereto for firefighting purposes

INTRODUCTION.....February 15, 2010

SUMMARY PUBLISHED .....February 25, 2010

ADOPTION .....

COMPLETE PUBLICATION .....

EFFECTIVE DATE.....

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

50-1, R-1

March 1, 2010

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments for approval of an application from Inteva Products, 1450 E. Beecher St., for an Industrial Facilities Exemption Certificate.

Discussion

When the Mayor called for final objections \_\_\_\_\_  
\_\_\_\_\_ and he declared the hearing closed.



## MEMO

100 E. Church St. Adrian, Michigan 49221-2773

---

**DATE:** February 23, 2010

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

**FROM:** Chris Atkin  
Director of Community Development

**SUBJECT:** IFT Exemption Certificate for Inteva Products, LLC.

---

Inteva Products, LLC, has submitted an application for an Industrial Facilities Tax Exemption Certificate for the installation of a 30-Ton Crane, valued at \$112,426, required for the Lambda/001 Project. The requested exemption is for a period of twelve (12) years.

With the installation of the equipment, 246 existing jobs will be retained and it is expected to create four (4) new positions at the Adrian facility.

After careful review and consideration of Inteva Products, LLC longevity and commitment to and with the City of Adrian, Community Development Staff respectfully requests recommendation to the City of Adrian Commission that the above IFT Exemption Certificate be approved for a total of twelve (12) years, subject to execution of a City-Applicant IFT Letter of Understanding.

A handwritten signature in cursive script that reads 'Chris Atkin'.

---

Chris Atkin  
Community Development Director

# Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form or would like to request an informational packet, call (517) 373-3272.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>Pat Baker</i>	Date received by Local Unit <i>2/2/2010</i>
STC Use Only	
Application Number	Date Received by STC

**APPLICANT INFORMATION**  
All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) <b>INTEVA PRODUCTS</b>	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) <b>3714</b>	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <b>1450 E. BEECHER, ADRIAN, MI 49221</b>	1d. City/Township/Village (indicate which) <b>CITY OF ADRIAN</b>	1e. County <b>LENAWEE</b>
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))	3a. School District where facility is located <b>ADRIAN</b>	3b. School Code <b>46010</b>
	4. Amount of years requested for exemption (1-12 Years) <b>12</b>	

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

**INSTALLATION OF A 30-TON CRANE**

6a. Cost of land and building improvements (excluding cost of land)..... * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ <u>0</u> Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures..... * Attach itemized listing with month, day and year of beginning of installation, plus total	▶ <u>122,426</u> Personal Property Costs
6c. Total Project Costs..... * Round Costs to Nearest Dollar	▶ <u>122,426</u> Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

<u>Begin Date (M/D/Y)</u>	<u>End Date (M/D/Y)</u>	
Real Property Improvements ▶ <u>9/1/09</u>	<u>9/1/11</u>	▶ <input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements ▶ <u>9/1/09</u>	<u>9/1/11</u>	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption.  Yes  No

9. No. of existing jobs at this facility that will be retained as a result of this project. <b>246</b>	10. No. of new jobs at this facility expected to create within 2 years of completion. <b>4</b>
---	---

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) \_\_\_\_\_

b. TV of Personal Property (excluding inventory) \_\_\_\_\_

c. Total TV \_\_\_\_\_

12a. Check the type of District the facility is located in:

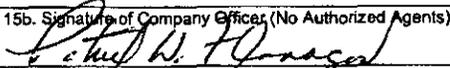
Industrial Development District       Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit) <b>3/15/1993</b>	12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name <b>DHIREIN PATEL</b>	13b. Telephone Number <b>(248) 655-0813</b>	13c. Fax Number <b>(248) 655-8770</b>	13d. E-mail Address <b>dpatel@intevaproducts.com</b>
14a. Name of Contact Person <b>DHIREIN PATEL</b>	14b. Telephone Number <b>(248) 655-0813</b>	14c. Fax Number <b>(248) 655-8770</b>	14d. E-mail Address <b>dpatel@intevaproducts.com</b>
▶ 15a. Name of Company Officer (No Authorized Agents) <b>PATRICK W. FLANAGAN</b>			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number	15d. Date <b>2/2/10</b>
▶ 15e. Mailing Address (Street, City, State, ZIP Code) <b>1401 CROOKS ROAD, TROY, MI 48084</b>		15f. Telephone Number	15g. E-mail Address

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: <b>Check or indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit <b>Check or indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	16c. LUCI Code <b>46201</b>
16d. School Code <b>46010</b>	▶ 18. Date of Resolution Approving/Denying this Application
17. Name of Local Government Body <b>CITY OF ADRIAN, MI</b>	

Attached hereto is an original and one copy of the application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

**State Tax Commission  
Michigan Department of Treasury  
P.O. Box 30471  
Lansing, MI 48909-7971**

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

CITY OF ADRIAN, MICHIGAN  
PUBLIC ACT 198 of 1974  
PLANT REHABILITATION AND INDUSTRIAL DEVELOPMENT DISTRICTS ACT

Name of Applicant: INTEVA PRODUCTS, LLC Date: 2/2/10  
Applicant Address: 1450 E. BEECHER ST, ADRIAN, MI 49221

The following information is required to be submitted to the City of Adrian Clerk's Office in addition to the attached application form 1012 (State of Michigan Application for Industrial Facilities Tax Exemption Certificate). Please provide complete responses to each of the questions. Attach additional sheets if necessary.

1. Please provide the legal description of the real property on which the facility will be located. Please include the property identification number as well.

Property Identification Number: XA0-100-0152-00

Property Legal Description: ALL THAT PT OF THE NW 1/4 OF SEC 12 T7S R3E LYING E OF WABASH RR & TREAT ST N OF CORP LN OF OF CITY OF ADRIAN COUNTY OF LENAWEЕ STATE OF MICHIGAN

2. Please provide a detailed list of the proposed new real property improvements (attach additional sheets if necessary).

Description of Real Property Investment	Date of Expected Commencement of Work	Investment Costs

3. Please provide a list of new machinery, equipment, furniture and fixtures which will be utilized in the new facility (attach additional sheets if necessary).

Description of Personal Property Investment	Date of Installation	Equipment/Installation Costs
<u>30-TON CRANE</u>	<u>SEPT 2009</u>	<u>\$ 122,426</u>

4. Please include a list of the jobs expected to be retained as a direct result of this project (attach additional sheets if necessary).

Position (please include brief description)	Average Annual Salary Package	Number of Positions Retained
ENGINEERS	\$85,000	TWO (2)

5. Please include a list of the jobs expected to be created as a direct result of this project (attach additional sheets if necessary).

Position (please include brief description)	Average Annual Salary Package	Number of Positions Created
MANUFACTURING TEAM	\$42,000	TWO (2)

6. Please briefly describe the expected economic impact of this project on the City of Adrian. Please include information about the expected number of new jobs in relation to the company's existing employment pool (attach additional sheets if necessary).

THIS 30-TON CRANE IS REQUIRED FOR THE LAMBDA / 001 PROJECT.  
 THE ADDITION OF THIS WORK WILL EMPLOY APPROXIMATELY  
 100-120 PEOPLE.

7. Please provide a brief history of your company (attach additional sheets if necessary).

INTEVA PRODUCTS, LLC WAS CREATED DUE TO THE SALE OF  
 THE DELPHI - AHG PLANT IN ADRIAN TO A PRIVATE  
 INVESTMENT GROUP. THIS OPERATION HAS MANUFACTURED AUTO  
 PARTS UNDER DIFFERENT OWNERS SINCE THE 1970s.

8. Please briefly describe your company's efforts to be good stewards of the environment (i.e. LEED Certification, etc...). Please also provide information about your company's efforts to be new economy ready (i.e. diversification, workforce development, etc...) (attach additional sheets if necessary).

INTEVA MANUFACTURES UNDER OPERATING PERMIT NUMBER  
 MI-ROP-66027-2007 AND STORM WATER GENERAL  
 PERMIT NUMBER M15 ST0187. WE TRAIN ALL EMPLOYEES  
 FOR TWO (2) WEEKS BEFORE THEY CAN WORK ON THEIR OWN.  
 EMPLOYEES ALSO RECEIVE ENVIRONMENTAL POLICY TRAINING.

**New Machinery and Equipment**

<b>Description</b>	<b>Amount</b>	<b>Date Purchased</b>
30-Ton Crane	\$ 122,426.00	Sep-09
	\$ 122,426.00	

R-1

**R10-022**

March 1, 2010

**RE: COMMUNITY DEVELOPMENT – Application for IFT from Inteva**

**RESOLUTION**

WHEREAS, pursuant to 1974 PA 198, MCLA Sec. 207.551 et. Seq., after a duly notice Public Hearing held on the 15<sup>th</sup> day of March, 1993, this Commission, by resolution, established Adrian Industrial Development District No. 29; and

WHEREAS, an application has been filed by Inteva Products, LLC for an Industrial Facilities Exemption Certificate for the facility located in the Adrian Industrial Development District #29, and was received by the Adrian City Clerk on the 2<sup>nd</sup> day of February, 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 #29 that the application for an Industrial Facilities Exemption Certificate by Inteva Products, LLC would be considered at a meeting of the Adrian City Commission on Tuesday, March 01, 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 February 02, 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 #29, established March 15, 1993 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 Inteva Products, LLC for an Industrial Facilities Exemption Certificate with regard to the facility located in Adrian Industrial Development District No. 29, be and is hereby approved for a period of twelve (12) years.

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

SO-2, R-2

March 1, 2010

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments to the creation of Industrial Development District #39 for Evergreen Grease Service, Inc. located in Industrial Park (1445 Enterprise Drive).

Discussion

When the Mayor called for final objections \_\_\_\_\_

\_\_\_\_\_ and he declared the hearing closed.



## MEMO

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

---

**DATE:** February 23, 2010

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

**FROM:** Chris Atkin  
Director of Community Development

**SUBJECT:** Establishment of Industrial Development District #39 (Evergreen Grease Service)

---

Evergreen Grease Service, Inc. has submitted a request for the establishment of Industrial Development District (IDD) #39. This is a new facility located at 1445 Enterprise Drive in the City of Adrian Industrial Park. The successful establishment of the IDD will allow Evergreen Grease to request a tax abatement for the machinery that will be installed at a later date.

After careful review and consideration of Evergreen Grease Service, Inc. application and their commitment to and with the City of Adrian, Community Development Staff respectfully requests recommendation to the City of Adrian Commission that the above Industrial Development District be approved for establishment making them eligible for future tax abatement applications.

Chris Atkin  
Community Development Director



**Evergreen Grease Service, Inc.**



P.O. Box 1484

Adrian, MI 49221

(517) 264-9913 \* Toll Free (866) 519-9802 \* Fax (517) 264-0800

www.evergreengrease.com

evergreen@evergreengrease.com



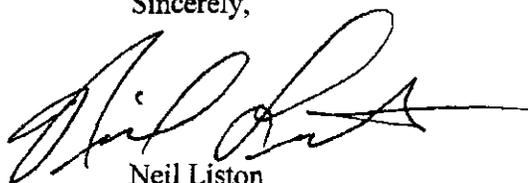
February 8, 2010

Chris Atkin  
135 E. Maumee St.  
Adrian, MI 49221

Dear Mr. Atkin,

I respectfully request that the City of Adrian establish an Industrial Development District for my property at 1445 Enterprise Drive, Adrian, MI 49221 (see attached legal description also description and cost of equipment).

Sincerely,



Neil Liston

**Restaurant Grease Removal  
Prompt & Reliable**

---



***Evergreen Grease Service, Inc.***

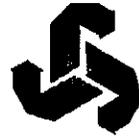
*P.O Box 1484*

*Adrian, MI 49221*

*(517) 264-9913 \* Toll Free (866) 519-9802 \* Fax (517) 264-0800*

*www.evergreengrease.com*

*evergreen@evergreengrease.com*



**Legal Description**

Lot 7, Adrian Industrial Park, as recorded in Liber 19 of Plats, Pages 1 and 2, Lenawee County Records.

***Restaurant Grease Removal  
Prompt & Reliable***

---



(HEREINAFTER CALLED BUYER)

ATTENTION: Mr. William Singleton FAX: 517-264-0800 TEL: 641-791-5235

**ANCO-EAGLIN, Inc.** (HEREINAFTER CALLED SELLER) PROPOSES TO FURNISH TO BUYER THE EQUIPMENT AND SERVICES DESCRIBED BELOW AND IN ANY ATTACHED SPECIFICATIONS SUBJECT TO THE TERMS AND CONDITIONS SET FORTH BELOW, AND IN ATTACHMENTS HERETO.

**GENERAL DESCRIPTION:**

**Yellow Grease Processing System:** ANCO® equipment is designed to receive bulk truck loads of restaurant grease, melt, separate and vacuum dry at a nominal rendering feed-rate of 9,000 pounds per hour. Per the enclosed drawing 09-0601-0000 ANCO-EAGLIN will supply all equipment as noted. *For expediting the quote items are priced in sections with limited description.*

The process ANCO proposes has many advantages over evaporation or other thermal dewatering equipment. They include:

- Lower Energy Cost
- Improved finished fat
- Lower environment emission issues
- Easily expandable to higher production volumes
- Flexibility in oil types and process conditions

Redox™ Waste Water System will conform to Michigan industrial regulation for a 300 BOD discharge rate. Flow Rate Design is 2,650 gallons per day (item #2). Design parameters for wastewater:

- COD 7500- PPM
- BOD 4000- PPM
- FOG 1250- PPM
- TSS 2000- PPM
- TKN 1000- PPM

Steam boiler is sized for 100 BHP (item #9) with high efficiency natural gas burners complying with Michigan air quality standards. Air handling equipment for the plant air and waste water vapors will be an ANCO model 1320 Packed Bed Scrubber / 18,000 CFM. Note boiler and all pressure related equipment would be built according to ASME code Section 8 Div I.

Scope of supply by ANCO-EAGLIN general engineering to assist Builder and Professional Engineers required to prepared detail foundation, utility and other building code related work. All equipment motors to be TEFC E-Pac standard.

**EXHIBIT**

See Exhibit A, Item list

See Exhibit B, Scope of Supply

Refer to layout drawing no. 02-0601-0000. Detail equipment description can be downloaded at [www.ancoeaglin.com](http://www.ancoeaglin.com)

**DRAWINGS, INSTRUCTIONS AND FIELD SERVICE:** SELLER WILL FURNISH EQUIPMENT DRAWINGS AND OPERATION AND MAINTENANCE INSTRUCTIONS IN DUPLICATE. IF REQUESTED BY BUYER, SELLER WILL PROVIDE FIELD SERVICE IN CONNECTION WITH INSTALLATION AND/OR START UP OF THE EQUIPMENT IN ACCORDANCE WITH SELLER'S TERMS AND CONDITIONS AND THEN CURRENT CHARGE FOR FIELD SERVICE.

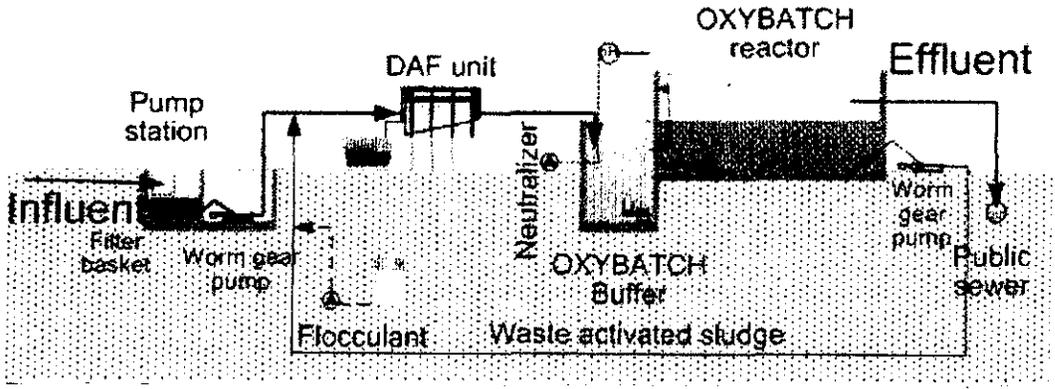
**SHIPMENT:** THE EQUIPMENT DESCRIBED HEREIN WILL BE SHIPPED WITHIN AND ESTIMATED 22-24 WEEKS AFTER RECEIPT OF BUYER'S PURCHASE ORDER OR SIGNED ACCEPTANCE OF THIS PROPOSAL, APPROVAL OF ANY DRAWINGS AS MAY BE REQUESTED BY EITHER SELLER OR BUYER, AND RECEIPT BY SELLER OF ANY INFORMATION REQUIRED FROM BUYER FOR FABRICATION OF THE EQUIPMENT.

**PRICE AND PAYMENT TERMS:** PRICE FOR THE EQUIPMENT AND ANY SERVICES PROPOSED HEREIN BY SELLER IS:

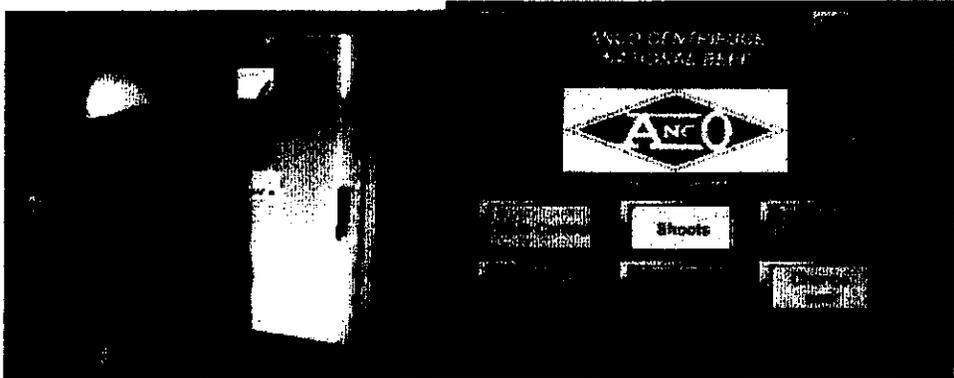
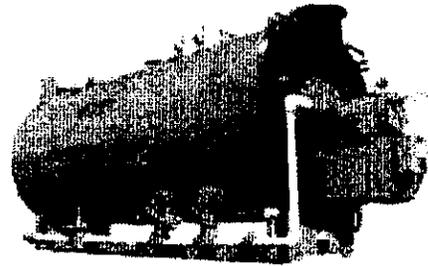
See Itemized Pricing for the various equipment items. Freight Cost is fob Greensboro.

**PAYMENT TERMS:**

10% with order confirmation - 20% payment with initial drawing package for Builder and Design Team - 20% payment after finalized approval drawings - 20% 7 weeks prior to shipping notification - 20% payment at final shipment date - 10% at start-up, but not later then 60-days from shipment.

#1	ANCO 1018 Receiving bin 50 tons with heating chamber, screen pan, 16 "Ø trash screw. recirculation pump, stainless steel fines screen. Includes temperature sensor with interface to PLC control system. Bin will come in section for final field assembly by ANCO. Total connected HP 20	\$166,000
#2	 <p>Redox™ Waste Water system, with DAF Unit, pumps, Flocculant dosing equipment. To meet the Michigan water quality the system includes 36,000 gallon OXBAT reactor tank.</p>	\$234,600

	Total connected HP 40.	
#3	 <p>Qty of two (2) three-phase separators type Alfa-Laval with stainless steel construction, dual pump systems and stainless steel receiving tanks. Total connect HP 40. Separator requires special VFD drives which are included in the control and automation package.</p>	\$288,750.00
#4	<p>Re-melt heat and surge system; Qty of two (2) 2,500 gallon feed tanks with weigh system, heat exchanger, pumps and valves. All wetted parts in contact with the fat are stainless steel. Tanks will include site glass, CIP (Clean In Place) nozzle to minimize rancid fat or high FFA. Temperature sensors/control with interface to the automation controls see item #8.</p>	\$93,000.00
#5	 <p>CIP system for #4, #3, #6 includes heat, caustic dosing equipment, pH controls,</p>	\$77,830.00

	recirculation pump, water filter and qty of two (2) stainless steel CIP tanks.	
#5.1	Valves and pipe and fittings for CIP equipment and Alfa-Laval equipment stainless steel. Does not include connecting piping between process equipment.	\$44,300.00
#6	Vacuum Drying system for finished fat. Includes qty of one (1) 2,500 gallon receiving tank mild steel, vacuum chamber and 10 HP vacuum pumps.	\$41,560.00
#7	Fat Load Out Tanks, Qty of three (3) 15,000 built to API 650 standards, with insulation, pump and tank load-out piping device. Tanks are mild steel; with stainless steel cover the main sidewall. Pumps will ANSI design.	\$196,000.00
#8	Operator control panel, low/high voltage for all ANCO supplied equipment. Includes VFD for Alfa-Laval separators, feed pumps. Touch screen technology with Allen-Bradley Control Logix™ PLC.	\$128,000.00
		
#9	High Pressure steam boiler, 100 BHP York-Shipley, Feed water tank with dual Grundfos Boiler Pumps, chemical tank/pump. Burner design for high efficiency natural gas and will comply with Michigan Air Quality. Burner system is pre-packaged for 5-PSI gas pressure. Boiler supply includes blow down valves. Total HP 25	\$63,250.00
		
#10	ANCO 1320 Room Air Scrubber • 18,000 CFM all stainless steel construction, chemical feed pumps, fan with dosing equipment and PH/ORP controls. Total HP 40	\$120,250.00
#11	Engineering Service Package see Exhibit B with 20 man-days at site for technical assistance and training. Additional days \$850 plus expenses.	\$56,000.00
		1,509,540.00

R-2

R10-023

March 1, 2010

**RE: COMMUNITY DEVELOPMENT - Create Industrial District #39 -  
Evergreen Grease Service – 1445 Enterprise Drive**

**RESOLUTION**

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

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

WHEREAS, an application has been filed by Evergreen Grease, Inc for the establishment of an Industrial Development District for the facility located in the Adrian Industrial Park, and was received by the Adrian City Clerk on the 8<sup>th</sup> day of February, 2010; and

WHEREAS, the Adrian City Clerk, pursuant to 1974 PA 198, Section 4 (4) did notify the Adrian City Assessor and gave written notice by certified mail to the owners of all real property within the proposed Industrial Development District and held a public hearing on the establishment of the Industrial Development District at which those owners and other residents or taxpayers of the local governmental unit had the right to appear and be heard for the property located within the Adrian Industrial Park and that the application for an Industrial Development District #39 would be considered at a meeting of the Adrian City Commission on Monday, March 01, 2010; and,

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

NOW, THEREFORE, BE IT RESOLVED that the City Commission hereby declares established Industrial Development District #39 pursuant to said Act 198 of the Public Acts of Michigan, 1974, which District shall consist of that portion of the land hereinafter described which lies within the corporate limits of the City of Adrian:

Lot 7, Adrian Industrial Park, as recorded in Liber 19 of  
Plats, Pages 1 and 2, Lenawee County Records

Address: 1445 Enterprise Dr.

Subject to easements and restrictions of record, if any.

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

R-3

**R10-024**

March 1, 2010

**RE: STRATEGIC ACTION PLAN UPDATE**

**RESOLUTION**

WHEREAS, the Strategic Plan was adopted by the Adrian City Commission on January 22, 2008 (Resolution R08-014); and

WHEREAS, said Plan included a requirement to update the plan every two years; and

WHEREAS, the City Commission, Planning Commission, department heads, and representatives of city unions and non-union employees were invited to participate in this process.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the attached Strategic Plan Update is hereby approved and accepted by the Adrian City Commission, with appreciation to all those who participated in this process.

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

# CITY OF ADRIAN STRATEGIC ACTION PLAN

## STATEMENT OF VALUES

The City of Adrian, Michigan values:

- Active citizen involvement in determining the direction of City government and the public services it provides;
- Respect for the individual voice and service for the common good;
- A responsive and responsible public service delivery system;
- Positive change, innovation and creativity;
- Well-trained employees committed to excellent customer service;
- Respect for our heritage and cultural diversity.

## VISION STATEMENT

The City of Adrian aspires to be a hospitable and pleasant community that nurtures its diverse, natural, historical, cultural and social assets in order to foster a safe, clean, prosperous, attractive place in which to live, work, grow and play.

## STATEMENT OF MISSION AND PURPOSE

To provide efficient and effective City services through comprehensive planning based on long-term systematic principles that foster an open, honest, responsive government.

### **Goal: Strengthen City Finances by Insuring Long-Term Sustainability**

#### **High Priority**

1. Explore alternatives to stabilize or replace lost revenues.
  - Review of current fee schedules
  - Consideration of new fees
  - Other taxation alternatives
  - Charging policies
  - Grant writer
  - Advertising sales for city website

- Water sale policies
  - Refuse millage review
  - District library/consolidation
  - Recreation Authority
  - Sell services to other local governments
2. Develop cost-sharing pricing strategies to reflect true costs of services utilized by nonresidents.
  3. Annually perform a debt capacity analysis for proposed debt finance transactions.
  4. Prudently invest idle cash, adhering to the following primary objectives, in priority order:
    - Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.
    - Diversification – The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
    - Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
    - Return on Investment – The portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

**Priority When Resources are Available**

5. Develop a process to address departmental contingency plans for budget reductions.
6. Develop Process (Considerations) for Service Reductions
  - Community input
  - Can service be outsourced effectively
  - Is service cost effective

- Who (and numbers) is being served (resident – non-resident)?
  - General Fund or Utility Fund savings
  - Impact on quality of life
  - Apply “Good to Great” concepts (focus on what we do best)
  - Is service mandatory or discretionary
  - Is consolidation possible
  - Consider across-board reductions by department
  - Benchmark with other communities
  - How to determine level of reductions without knowing revenue reductions
7. Considerations for Personnel Savings
- Health care
  - Furlough days/layoffs
  - Move to hour lunch/pay 37.5 hours
  - Reduce number of holidays
  - Pay reductions
  - Reduce/eliminate payment to Retirement Health Savings accounts
  - Pension costs
  - Contract out seasonal workers
  - Revisit library consolidation
  - Attempt for consistency among all City employees

**Goal: Strengthen and Diversify the Local Economy**

**High Priority**

1. Prepare and implement an economic development plan to provide guidance for action, perhaps incorporating some or all of the following elements:
- Build on a philosophy of “gardening” as opposed to “hunting” in terms of our approach to economic development (develop and support local entrepreneurs).

- Incorporate attention to neighborhoods and residential development, as well as downtown and commercial redevelopment, as part of the economic development plan.
  - Explore opportunities for partnerships with other entities.
  - Identify options and make recommendations on use of incentives.
2. Complete Vibrant Small Cities Initiative ((VSCI) Grant projects.
  3. Explore opportunities and develop strategy for building partnerships with local colleges to attract business investment and facilitate development.
  4. Review current zoning and sign ordinances for amendments and revisions.

**Priority When Resources are Available**

5. Development and sales of Industrial Park, Witt and Marvin parcels and possible use of Local Development Finance Authority will not be a priority. At a minimum, create signage for development opportunities.
6. Explore development of a fixed route transportation system for the city.
7. Wayfinding Signage System

**Goal: Maintain and Improve City Facilities and Infrastructure to Meet Long-Term Needs**

**High Priority**

1. Seek funding for those needs identified as high priority in the Capital Improvement Plan (CIP).
2. Explore creation of an internal service fund for maintenance of all city facilities.
3. Disabled accessibility for City Hall

**Priority When Resources are Available**

4. Develop and implement a public outreach campaign using the CIP to communicate facility needs to residents and build support for long-term action.

## **Goal: Create and Nurture a Vibrant and Thriving Downtown**

### **High Priority**

1. Formulate and implement a downtown marketing strategy to attract and retain commercial and residential activities in and near downtown.
2. Aggressively pursue strategies designed to improve the physical appearance of buildings in the downtown, including:
  - Demolition of city property as needed and appropriate
  - Code enforcement for private property to insure continued maintenance.
  - Grant opportunities to fund rehabilitation
3. Coordinate and collaborate with other interested entities to recruit new businesses and retain those in place.
  - Consider creating an incubator facility and program for new downtown businesses
  - Utilize all incentive programs to recruit and retain business
4. Develop, implement and promote a downtown housing strategy; explore use of upper floors for housing and consider partnering with local colleges to develop housing options.
5. Improve communication and information sharing between City Commission, DDA Board, Brownfield Redevelopment Authority and other stakeholders.
6. Develop plan to again address downtown parking, including funding and lot rehabilitation.

### **Priority When Resources are Available**

7. Explore downtown festival activity to draw traffic/population into the downtown area.
8. Explore opportunities for public art.
9. Continuation of the recommendations from the Downtown Blueprint and/or Anderson Study with respect to the riverfront.

**Goal: Pursue Opportunities for Multi-Jurisdictional Cooperation and Collaboration, Where Appropriate, in Securing Effective and Efficient Service Delivery**

**High Priority**

1. Encourage and support convening a cooperation summit, bringing local officials together to explore willingness to engage in identifying and implementing opportunities for multi-jurisdictional collaboration and service consolidation.
2. Develop a mechanism or process to facilitate and encourage on-going communication and dialogue among local government officials in the area.

**Priority When Resources are Available**

3. Explore possible areas of cooperation, including cost studies to identify efficiencies.
  - Service areas; i.e., police, fire, inspections
  - Facilities or infrastructure management or use
4. Prepare and share information with other local officials and the community at large on the benefits of multi-jurisdictional collaboration.

**Goal: Preserve and Enhance the Quality of Life Services Provided by the City**

**High Priority**

1. Explore opportunities for funding from external sources; friends, foundations.
2. Enhance non-motorized transportation (trails, bike paths).
3. Prepare and disseminate information more actively on the comparative cost of living in Adrian, emphasizing costs, services and quality of life with the rest of the county and in the larger region.
4. Create new plan for refuse collection/recycling.
5. Credit card usage expansion.
6. Explore options for future of Bohn Pool; i.e., public survey, collaborate with Christian Family Centre, indoor water park.

### **Priority When Resources are Available**

7. Seek increased county funding to enhance quality of life for all residents in the county; i.e., a recreational authority.
8. Collaborate with and support local cultural organizations.
9. Explore technology enhancements or upgrades for citizens, such as wireless, city website, etc.
10. Aggressive code enforcement for all private properties to ensure property maintenance.
11. Create bike path system on city streets.
12. Fixed route transportation system.

### **Goal: Improve Communication to Citizens**

- Maple City Focus (or similar format) on website
- E-news
- Increased use of utility mailings
- State of City message
- Regular newspaper columns
- Speakers Bureau for staff
- Regular radio engagement
- “Welcome Wagon” of city services for new businesses
- Regular retention visits to private employers
- Support Adrian festivals/events
- Nixle – Twitter
- Overall improvement of customer service

### **Goal: Continue Planning Process**

1. Review of current Strategic Plan by City Commission every 6 months, preferably at a pre-meeting.
2. Maintain City Strategic Plan on a biennial basis for the purpose of reviewing progress, incorporating new initiatives and formulating action plans upon which the city budget can be built.

R-4

DATE: February 24, 2010  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Purchase & Installation of Telephones for Adrian Police Department

I concur with the recommendation of the I.T. Director to retain Executone of Troy, MI, for the purchase and installation of telephones for the new police facility at a cost of \$8,474.75. Executone is very familiar with the city's phone system, having equipped the former and current City Hall and the Adrian Public Library. It will also assure compatibility with the current Intertel phone system.

I urge your favorable consideration to retain Executone of Troy, MI for the purchase and installation of telephones at the new police facility and that the bid process be waived.

  
\_\_\_\_\_  
Dane C. Nelson  
City Administrator

DCN:bjw

# Adrian Fire Department



## Memorandum

**To:** Mayor Gary McDowell, Adrian City Commission

**From:** Paul G. Trinka

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

**Date:** February 22, 2010

**Re:** Executone Telephone Recommendation for Adrian Police Department

---

**Our Intertel Telephone system has been purchased and maintained through Executone in Troy Michigan.**

The move from our present police location to the Maumee facility will require IP telephones rather than the digital phones they currently have because of our fiber optic connections.

No bids were solicited for the system because of the following:

- Executone's familiarity with our telephone network
- Our current equipment is all Intertel
- Our current service and support contract is through Executone

I would recommend purchasing the phones and installation services from Executone.

Attached is Executone's Schedule A for the purchase, configuration and installation of 25 desk-sets at the new building in the amount of \$8,474.75.



**EXECUTONE**  
SINCE 1946

# Schedule A

City of Adrian  
New Police Department Building  
IP Phones  
December 18, 2009

- 25-Mitel 5312 IP phones
- 25-Category D IP License
- 1-Premise visit
- 8-Labor, program label phones
- 8-Labor, Install test phones
- 2-Coordination
- 4-Labor to move Loop Start Module, connect lines and test

Note: Quote assumes;

Customer is providing all necessary cat5e or greater cable at all telephone locations\*

Customer is providing all necessary P.O.E. switches\*

The Police Department is properly configured to communicate with the City Hall data network with appropriate quality of service

Customer will order 3 analog telephone lines and 1 ring down circuit for PD building

\* Executone will provide quotes upon request

**Cash purchase:** Includes one year parts and labor warranty

**Terms:** 50% due at contract authorization, balance due at system turn up

<b>MATERIAL:</b>	\$6,842.75
<b>LABOR:</b>	\$1,632.00
<b>ESTIMATED SALES TAX:</b>	\$ n/a
<b>TOTAL:</b>	\$8,474.75

BY \_\_\_\_\_  
PURCHASER ACCEPTANCE

BY \_\_\_\_\_  
EXECUTONE ACCEPTANCE

PRINT NAME \_\_\_\_\_

ITS (TITLE) \_\_\_\_\_

ITS (TITLE) \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

**R10-025**

March 1, 2010

**RE: POLICE DEPT. – Purchase and Installation of Telephones at Police Facility**

**RESOLUTION**

WHEREAS, quotes were solicited and received for the purchase and installation of telephones for the new police facility; and

WHEREAS, Executone of Troy, MI, who provided the telephones at City Hall, submitted a quote in the amount of \$8,474.75; and

WHEREAS, the Fire Chief has recommended that the bid process be waived due to Executone's familiarity with our telephone network and compatibility with current equipment; and

WHEREAS, the Assistant Finance Director has confirmed that there are sufficient funds in the Police Department–Capital Facilities account (101-301.00-975.000).

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission does hereby authorize Executone of Troy, MI to furnish and install telephones at the new police facility at a cost of \$8,474.75; and

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

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

R-5

DATE: February 24, 2010  
TO: Honorable Mayor and City Commissioners  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Police Uniform Bids

I concur with the recommendation of the Police Chief to award the bid for police uniforms to Northeastern Uniforms & Equipment of Saline, MI for the items and prices as listed in the bid tabulation. This firm also bid the "Blaur" brand of uniform requested by the Police Department.

I urge your favorable consideration authorizing the purchase of police uniforms from Northeastern Uniforms & Equipment of Saline, MI as outline in their sealed bid dated February 16, 2010.

  
\_\_\_\_\_  
Dane C. Nelson  
City Administrator

DCN:bjw



**POLICE DEPARTMENT**

# MEMO

**To:** Cindy Prue

**CC:**

**From:** Chief Terry Collins *TBC*

**Date:** February 17, 2010

**Re:** Police Uniform Bid

---

I have reviewed the bids submitted for the purchase of uniforms for the Police Department. It is my recommendation that we award the bid to North<sup>east</sup> Uniform of Saline Michigan.

My recommendation is based on the fact that they are the low bid for the items specified in the bid requests. They offer the specific uniform (Blaur) requested by the Police Department, and I have contacted other agencies who currently use the company and received nothing but positive comments.

Further I recommend the bid be awarded for the extended period. In most areas, Northwest is still the low bid after adding the 2% increase to the current pricing. These are very good prices and I do not feel they will get better in the next year.

CITY OF ADRIAN, MICHIGAN  
POLICE UNIFORMS  
DUE DATE: FEBRUARY 16, 2010

ITEM	Superior Uniform Toledo OH	Pro-Med Uniform Adrian, MI	Nye Uniform Grand Rapids MI	Northeastern Uniform Saline MI
Men's Shirt – LS	\$ 52.50 ea	\$ 47.50 ea	\$ 49.99 ea	\$ 48.50 ea
Men's Shirt – SS	\$ 45.50 ea	\$ 40.25 ea	\$ 44.99 ea	\$ 42.00 ea
Women's Shirt-LS	\$ 52.50 ea	\$ 47.50 ea	\$ 49.99 ea	\$ 48.50 ea
Women's Shirt-SS	\$ 45.50 ea	\$ 40.25 ea	\$ 44.99 ea	\$ 42.00 ea
Shirt Zippers	\$ 5.00 ea	\$ 5.00 ea	\$ 5.00 ea	\$ 4.00 ea
Men's Trousers	\$ 77.00 ea	\$ 76.30 ea	\$ 76.99 ea	\$ 71.00 ea
Men's Alt. Trouser	\$ 63.75 ea	\$ 56.50 ea	\$ 66.99 ea	\$ 59.00 ea
Women's Trouser	\$ 77.00 ea	\$ 71.00 ea	\$ 76.99 ea	\$ 51.00 ea
Women's Alt. Trouser	\$ 63.75 ea	\$ 57.00 ea	\$ 66.99 ea	\$ 49.00 ea
Uniform Ties	\$ 4.85 ea	No Bid	\$ 3.99 ea	\$ 4.00 ea
Mock Turtleneck	\$ 29.25 ea	\$ 32.00 ea	\$ 27.99 ea	\$ 21.00 ea
Mock Dickies	\$ 13.00 ea	\$ 14.75 ea	\$ 12.99 ea	\$ 9.00 ea
Knit Cap – Unlined	\$ 15.00 ea	\$ 10.00 ea	\$ 14.99 ea	\$ 12.00 ea
Knit Cap – Lined	\$ 25.50 ea	No Bid	\$ 23.99 ea	\$ 19.00 ea
Jacket	Cruiser \$270.00 ea Ike \$275.00 ea	\$ 240.00	\$ 259.99 ea (Either style)	\$ 219.00 ea
Rain Coat	32" \$81.00 ea 49" \$92.75 ea	No Bid	\$ 49.00 ea	\$ 56.00 ea
Lancaster Hat	\$ 96.50 ea	No Bid	\$ 56.99 ea (Hankin Brand)	\$ 45.00 ea
Women's Sweater V-Neck	\$ 80.75 ea	\$ 93.50 ea	\$ 78.99 ea	\$ 65.00 ea
Men's Sweater V- Neck	\$ 80.75 ea	\$ 93.50 ea	\$ 78.99 ea	\$ 65.00 ea
Women's SS Navy Shirt	\$ 40.25 ea	\$ 40.50 ea	\$ 39.99 ea	\$ 37.00 ea
Men's SS Navy Shirt	\$ 40.25 ea	\$ 40.50 ea	\$ 39.99 ea	\$ 37.00 ea
Women's LS Navy Shirt	\$ 47.00 ea	\$ 42.99 ea	\$ 42.99 ea	\$ 43.00 ea
Men's LS Navy Shirt	\$ 47.00 ea	\$ 42.99 ea	\$ 42.99 ea	\$ 43.00 ea
Zippers in above	\$ 5.00 ea	\$ 5.00 ea	\$ 5.00 ea	\$ 4.00 ea
Women's Navy Pant	\$ 62.50 ea	\$ 50.50 ea	\$ 55.99 ea	\$ 52.00 ea
Men's Navy Pant	\$ 62.50 ea	\$ 50.50 ea	\$ 55.99 ea	\$ 57.00 ea
One-year extension	3% increase	3% increase	0% increase	2% increase
Misc.			See upcharges for oversizes	No charges for oversizes
BRAND	Blauer	Various	Blauer	Blauer

**R10-026**

March 1, 2010

**RE: POLICE DEPARTMENT – Authorization to Award Bid for Uniforms**

**RESOLUTION**

WHEREAS, the FY2009-10 Budget provides \$25,000 for the purchase of uniforms for Police Department personnel; and

WHEREAS, the Purchasing Office solicited and received bids on Tuesday, February 16, 2010 from the following three (3) vendors:

- Superior Uniform, Toledo, OH
- Pro-Med Uniform, Adrian, MI
- Nye Uniform, Grand Rapids, MI
- Northeastern Uniform, Saline, MI; and

WHEREAS, the Police Chief and City Administrator recommend that Northeastern Uniform, Saline, MI be awarded the bid as the lowest qualified bidder, for the following reasons, and that the contract period extend over a two-year period, beginning March 1, 2010, with a two (2%) percent price increase in the second year:

- Lowest bidder for the items specified in the bid requests;
- The vendor provides uniforms from the preferred manufacturer (Blauer)- Pro-Med Uniform from the City of Adrian provides uniforms from "various" manufacturers;
- Other police agencies indicate they have received good product and services from the recommended vendor; and

WHEREAS, sufficient funds are available in the FY2009-10 General Fund Police Department Operating Budget (101-301.00-943.000) for this purpose.

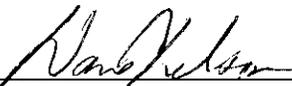
NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the selection of Northeastern Uniform, Saline, MI as the preferred vendor to supply the Adrian Police Department with uniforms for the two-year period, beginning March 1, 2010, including a two (2%) percent price increase in the second year.

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

R-6  
DATE: February 24, 2010  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Bid Recommendation – Baseball/Softball Uniforms

I concur with the recommendation of the Parks & Recreation Director to award the bid for the purchase of uniforms for youth baseball/softball programs to Pro-Med Uniforms of Adrian, MI for the prices and items as listed in the attached bid tabulation. The total 2010 projected cost is \$12,000, but the final cost will depend on the number of youths registered for the program.

Two firms responded to the offer to bid. There are sufficient funds in the Recreation Supply account for this purchase.

  
\_\_\_\_\_  
Dane C. Nelson  
City Administrator

DCN:bjw

# MEMO

**To:** Dane C. Nelson, City Administrator  
**From:** Mark K. Gasche, Parks & Recreation Director  
**Date:** February 24, 2010  
**Re:** Bid Recommendation – Baseball/Softball Uniforms

Sealed bids were received and opened at 2:00 p.m. E.D.T. on Tuesday, February 23, 2010 at the Purchasing Office for the purchase of uniforms for the youth baseball and softball programs within the Parks and Recreation Department. Thirteen (13) vendors were invited to bid, with two responding. The bid tabulation is attached.

In comparing unit prices from the two companies Pro Med Uniforms has the low bid on each of the 26 items. After review with staff, it is my recommendation that the bid for youth baseball and softball uniforms be awarded to the low bidder, Pro Med Uniforms of Adrian, Michigan, at the unit prices stated in their bid. The estimated total amount for the season is \$12,000; the final amount will be determined once the program registration is complete. Both local bidders are current on their taxes with the City. Funds for this purchase are budgeted in the Recreation supply account for these programs.

CITY OF ADRIAN, MICHIGAN  
 YOUTH BASEBALL/SOFTBALL UNIFORMS  
 DUE: FEBRUARY 23, 2010

ITEM	Pro Med Uniform Adrian, MI	Mugs 'n More Adrian, MI
T-Ball/Machine Pitch:		
Adult	\$15.15	\$15.40
Youth	\$14.15	\$14.75
Baseball Major/Minor:		
Adult	\$32.75	\$35.50
Youth	\$32.75	\$33.25
Baseball Major/Minor Socks:		
Adult	\$4.00	\$4.25
Youth	\$4.00	\$4.25
Baseball Junior Jersey:		
Adult	\$11.25	\$13.65
Youth	\$10.25	\$13.15
Baseball Junior Pant		
Adult	\$11.50	\$21.15
Youth	\$11.50	\$19.85
Softball Machine Pitch Visor:		
Adult	\$5.95	\$6.50
Youth	\$5.95	\$6.50
Softball Machine Pitch Jersey:		
Adult	\$11.75	\$12.95
Youth	\$11.75	\$12.45
Softball Minor/Major Visor		
Adult	\$5.95	\$6.50
Youth	\$5.95	\$6.50
Softball Minor/Major Jersey		
Adult	\$10.75	\$12.95
Youth	\$10.75	\$12.45
Softball Minor/Major Shorts		
Adult	\$6.25	\$6.95
Youth	\$6.60	\$6.75
Softball Minor/Major Socks		
Adult	\$4.00	\$4.25
Youth	\$4.00	\$4.25
Baseball Tourn. Cap		
Adult	\$6.00	\$7.00
Youth	\$6.00	\$7.00
Baseball Tourn. Vest		
Adult	\$16.50	\$27.50
Youth	\$14.50	\$26.50
Baseball Tourn. Jersey		
Adult	\$13.00	\$17.50
Youth	\$12.25	\$16.95
Baseball Tourn. T-Shirt		
Adult	\$3.00	\$3.90
Youth	\$3.25	\$3.90
Coach's Hats	\$ 6.00	\$ 7.00
Delivery	10 - 14 days	14 days

**R10-027**

March 1, 2010

**RE: DEPARTMENT OF PARKS & RECREATION – Baseball/Softball Uniforms**

**RESOLUTION**

WHEREAS, the Department of Parks & Recreation, in conjunction with the City of Adrian Purchasing Office, solicited and received bids on Tuesday, February 23, 2010 for baseball/softball uniforms; and

WHEREAS, thirteen (13) vendors were invited to bid and two (2) responded; and:

WHEREAS, the Parks & Recreation Director and City Administrator recommend acceptance of the low bid and purchase of baseball/softball uniforms from Pro-Med Uniforms of Adrian, MI at an estimated cost of \$12,000; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the FY2009-10 Parks & Recreation Supply account for this purpose.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby accepts the low bid and authorizes the Parks & Recreation Department to purchase baseball/softball uniforms from Pro-Med Uniforms, Adrian, MI at an estimated cost (depending on volume purchased) of \$12,000.00.

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

R-7

DATE: February 25, 2010  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Bohn Pool Liner Replacement

The 2009-2010 Capital Budget includes an amount of \$100,000 for a new pool liner for Bohn Pool. This issue has been much discussed over the past few years by the City Commission, given the expected short useful life of this facility and the lack of any long-term planning for a new facility.

As set forth in the director's memo, in the event a liner is purchased, it appears that roughly five years may be extended with some other probable capital improvements also being needed. The current liner has lasted one year longer than expected, so a decision must be made. If a new liner is not purchased and the current liner fails during the summer swim season, it would likely be unable to be used for the remainder of the season.

While the director is working to find community alternatives for an outdoor swim facility, nothing is imminent. The cost for a new facility is not feasible without a new funding source.

Bohn Pool has significant usage in the city. The average over the past few years exceeds 23,000 on an annual basis. Given that there are no current alternatives, I recommend the installation of the liner as the best current option to continue the use of Bohn Pool, barring any large, unforeseen failures of this facility in the next few years.

Respectfully submitted,



Dane C. Nelson  
City Administrator

DCN:bjw

# MEMO

**To:** Dane C. Nelson, City Administrator  
**From:** Mark K. Gasche, Parks & Recreation Director  
**Date:** February 24, 2010  
**Re:** Bid Recommendation – Bohn Pool Liner replacement

Sealed bids were received and opened at 2:00 p.m. E.D.T. on Thursday, February 18, 2010 at the Purchasing Office for the purchase and installation of a replacement PVC liner for Bohn Pool, plus the removal and disposal of the existing liner. Ten (10) vendors were invited to bid, with two responding as follows:

	<b>B &amp; B Pool Co. Livonia, MI</b>	<b>Natare Corporation Indianapolis, IN</b>
Supply and install PVC liner	\$102,250.00	\$ 73,584.00
Remove and dispose of existing liner	\$ 16,900.00	\$ 750.00
<b>Total</b>	<b>\$119,150.00</b>	<b>\$ 74,334.00</b>
Start Date	April 4, 2010	April 15, 2010
Completion Date	April 30, 2010	2 ½ weeks

There is an obvious large difference between the two bidders for this project. Staff has thoroughly reviewed the bid and specifications for Natare Corporation and found that they meet all of our specifications and requirements for this project. They have completed dozens of pool liner projects across the United States and in checking their references we have found them all to be positive; both with the company and the product.

We also investigated the disposal costs for the existing liner since there is such a large discrepancy between the two bids for this item. According to Allied Waste there is no special or unusual charge for disposing of the liner at the Adrian Landfill, only the cost of the dumpster rental – which is what Natare Corporation bid.

After reviewing all aspects of the bid with staff it is a clear choice to recommend Natare Corporation for this project. Beyond the details of the bid however, there is the question of whether or not it makes sense to replace the liner given the age of the pool and the possibility that other problems/expenses could occur. In an attempt to address that question we have outlined below the current condition and future prognosis of the main mechanical components of the pool.

- The Modulating Valve in the surge pump is of concern and will likely need to be replaced within 3-5 years. Cost of replacement would be approximately \$5,000 - \$10,000.

- The Main Boiler is of concern; it is 12 years old and normal life expectancy for a boiler of that type is 15 – 20 years. According to Adrian Mechanical it should last another 5 years with annual maintenance costs of \$300 - \$400. Replacement at that time should be between \$18,000 - \$25,000.
- An inspection of a large section of the Main Drain piping last fall showed it to be in good condition.
- The Filtration System, with proper care and maintenance, should last 5+ years.
- The Recirculation Pump is working fine now; it breaking down is unforeseeable. Should it need to be replaced the cost would be approximately \$10,000 - \$12,000.

In analyzing the condition of these mechanical systems it does seem reasonable that with the new liner we could expect to operate Bohn Pool with relatively normal operating and maintenance costs for about 5 years. There will be maintenance costs, with the most likely replacement during that time frame being the Modulating Valve. Of course there are no guarantees with these mechanical systems but this is our best estimate given the information that we have.

As you know, Bohn Pool is a very popular recreation facility and gathering place for kids and families in this community. Average seasonal attendance at the pool has been 23,000 for the past three years. And even more than the actual use of the facility by the community, I believe the pool provides something more to our residents. We are essentially the only community in Lenawee County with this type of facility and it has been a fixture in Adrian since 1970. If we were to close the pool I feel that it would have a marked negative impact on the residents of Adrian and how they feel about our city and its future.

We have been in discussions with the ULTRA Committee and with the Christian Family Centre about possible joint projects that would include outdoor aquatic facilities; however I don't feel that any project of that sort is imminent in the next 5 years. If the City of Adrian were to participate in a joint venture, or if we were to consider our own major renovation of Bohn Pool (or replacement), it would likely require a voted millage in order to fund the project. Getting something like that organized and prepared for a vote would likely take over a year. If the vote were successful, it would then take another 18 months or so to plan and construct a facility. We are certain that Bohn Pool would not be operating for that long without a new liner.

Therefore, in summary, I recommend that we replace the liner at Bohn Pool at this time and we award the bid to Natara Corporation of Indianapolis, IN for the amount of \$74,334. They have indicated that they could begin the project in mid April and be finished by early May; which would allow us to operate the pool on its normal schedule this summer. Funds for this project are budgeted in the Recreation Capital Improvement account.

**R10-028**

March 1, 2010

**RE: PARKS & RECREATION – Bohn Pool Liner Replacement**

**RESOLUTION**

WHEREAS, sealed bids were received February 18, 2010, for the purchase and installation of a replacement PVC liner for Bohn Pool; and

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

B & B Pool Co. Livonia, MI	\$119,150.00
Natare Corporation Indianapolis, IN	\$74,334.00

WHEREAS, funds are available for the purchase in the Recreation Capital Improvement account; and

WHEREAS, the Parks & Recreation Director and the City Administrator recommend approval of this resolution for the engagement of Natare Corporation of Indianapolis, IN, in the City's Standard Professional Services Contract for an amount not to exceed \$74,334.00 and that, in the best interests of the city.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Natare Corporation in the City's Standard Professional Services Contract for an amount not to exceed \$74,334.00 for the purchase and installation of a pool liner for Bohn Pool.

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

# MISCELLANEOUS

4M-1

**ADRIAN CITY PLANNING COMMISSION**  
FEBRUARY 2, 2010  
REGULAR MEETING  
MINUTES

The regular meeting of the Adrian City Planning Commission was called to order by Chair Jacobitz at 7:25 p.m. in the City Chambers at 159 East Maumee Street.

Present: Mike Jacobitz Chair  
Khamis Al-Omari Vice Chair  
Mike Clegg City Commissioner  
Mel Dye  
Chad Johnson  
Carl Phipps  
Marilyn Schebil  
Brian Watson

Also Present: Chris Atkin Community Development Director

Absent: Ken Tokarz

**APPROVAL OF MINUTES OF THE  
JANUARY 5, 2010, REGULAR MEETING**

There were no corrections or additions to the minutes. Commissioner Phipps moved that the Minutes of the January 5, 2010, regular meeting be approved as presented. Commissioner Clegg supported. Motion carried unanimously.

**CASE NO. 10-006  
REVIEW AND CONSIDERATION OF RESOLUTION  
TO COMMEND THE FY2010-16 CAPITAL IMPROVEMENT PROGRAM (CIP)  
AND FY2010-11 CAPITAL BUDGET TO THE CITY COMMISSION**

Mr. Jeff Pardee, Finance Director for the City, was present and explained the Capital Budget. Commissioner Watson moved that the Planning Commission adopt the following resolution in support of the FY2010-16 City of Adrian Capital Improvement Program (CIP) and FY2010-11 Capital Budget Recommendation:

**RESOLUTION**

WHEREAS, consistent with Public Act 621 of 1978, the Uniform Budgeting Act for Local Government, the Adrian City Administration has developed a Multi-Year Capital Improvement Program (CIP), identifying specific capital projects, facilities and equipment, as well as their respective funding sources for the period FY2010-16; and

WHEREAS, on Saturday December 12, 2009, and again on Monday, December 21, 2009, the City Commission and the Planning Commission met in Joint Work-Session to review the Capital Budget Requests submitted by Department Heads and provided input regarding priorities to the City Administration; and

WHEREAS the City Administrator established a CIP Advisory Committee, composed of the City Administrator (Chairman), Finance Director, City Engineer/DPW Director, Utilities Director, Police Chief, Fire Chief/IT Director, Community and Economic Development Director, Library Director and Parks & Recreation Director, for purposes of reviewing Capital Project Requests and formulating a Capital Improvement Program Budget Recommendation; and

WHEREAS, within the broad categories of planning, efficient utilization of public resources, economic development, neighborhood support, and safety, the Capital Improvement Program Advisory Committee used the following criteria to evaluate the relative merit of each capital project:

Consistent with City's

Adopted Strategic Plan Projects which are consistent with the City's Adopted Strategic Plan will be given priority, (Available under Tab 2 of the FY2009-10 Adopted Budget)

Consistent with Comprehensive

Master Plan Document Projects which are consistent with the City's Comprehensive Master Planning Document will be given priority. (Available on City's Website under I:\Community Development\Comprehensive Plan)

Asset Replacement

Evaluation and replacement of current fixed assets for purposes of maintaining current service levels will be given priority.

Leverage Grants

Projects which are eligible for public or private grant funding, with or without a local matching requirement, will be given priority.

Adopted Plans

Projects which comply with the principles and concepts of an adopted City Plan will be given priority.

Phased Projects

Projects which implement an ongoing phased project will be given priority.

Health & Safety Hazards

Projects which correct a health and safety hazard or prevent a critical breakdown in a City facility will be given priority.

Operations  
and Maintenance

Projects which provide a significant decrease in City operating and/or maintenance expenses will be given priority.

Job Creation & Retention Projects which demonstrably support the creation or retention of jobs for City residents will be given priority.

Neighborhood Development Projects which are a component of a systematic neighborhood development plan or strategy will be given priority; and

WHEREAS the City Administrator's FY2010-16 Capital Improvement Program Budget Recommendation is summarized as follows:

<u>FY2010-11</u>	<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>
\$8,337,358	\$3,912,139	\$6,097,558	\$3,385,630	\$2,860,450	\$3,043,540

WHEREAS, consistent with the Municipal Planning Act (PA33 of 2008, as amended – MCL65(1)), the City Administration has submitted the recommended FY2010-16 Capital Improvement Program and FY2010-11 Capital Budget to the Planning Commission for review and consideration before submitting it to the City Commission for final approval; and

WHEREAS the City Administrator recommends approval of this resolution.

NOW THEREFORE BE IT RESOLVED that the City of Adrian Planning Commission, by this resolution, commends the City Administrator's FY2010-16 Capital Improvement Program (CIP) and FY2010-11 Capital Budget to the City Commission for incorporation into the FY2010-11 Operating Budget and General Appropriations Act.

Commissioner Johnson supported.

In Favor of Motion: Phipps, Johnson, Watson, Schebil, Dye, Clegg, Jacobitz

Against Motion: none

Motion carried unanimously.

Commissioner Al-Omari arrived at the meeting at 7:10 p.m.

CASE NO. 10-002A  
PUBLIC HEARING TO HEAR AND CONSIDER COMMENTS  
TO TEXT AMENDMENTS RELATIVE TO REQUIREMENTS FOR  
HOUSING SHELTERS, TRANSITIONAL HOUSING FACILITIES AND  
EMERGENCY SHELTERS

Chair Jacobitz explained to the audience the procedure the Planning Commission takes when considering text amendments and the process of the public hearing. He then read the present requirements and then the proposed changes. The public hearing was opened. Ruth Koons, resides in Adrian, feel we need a change to help homeless people. Doris stated she is staying at the Salvation Army, feel we need a year-round facility for men, women and for families. Bernadine talked about people who have

stayed with her, feel people need this shelter and help that Daily Bread is going to do. Chair Jacobitz told the audience that The Daily Bread has been approved and this is not what the Commission is addressing tonight. Jason stated the Lenawee County Mission is planning on expanding; the proposed language will make it more difficult to do that. Rose Howell is currently homeless, asked Planning Commission to consider families in this situation. Jay Goestchow, representative for Continuum of Care, concerned that new language would be too restrictive; the City has public transportation, public assistance and other services, concerned about restrictions that may hinder organizations that want to open a shelter. A gentleman stated he lost home and job, if it wasn't for Daily Bread he wouldn't know what to do. Mark from Lenawee County Mission, feels new language would be a hindrance. Joe Ybarra, has been homeless for 5 years and lives out of his truck, goes to Daily Bread every day and understands they are going to start a shelter and feels it is a good idea. Steven Palmer, Lenawee County Mission, has legitimate concerned about 1500 feet, we have honored Planning Commission's denial of their last request (217 East Front Street), feels new language will create a hindrance to their plans. Ken Freshcorn feels these organizations need to stop bickering and work more together. Bob Fultz, resides in Madison Township, currently operating a ministry on Center Street, sat on ad-hoc committee when this language was first adopted, the 1,500 feet is an effort to stop homeless shelters in the City. Victoria Paul, resides in Adrian, there are eight residential homes in the St. John's area that will be affected by this, do we really want to consolidate this in one part of town, 1,500 feet between shelters is not unreasonable, property values will deteriorate, the community adapts in a different fashion, if you have a large number of people in this area it will affect the neighborhood. April Leno, resides in town, problem with 1,500 feet is that all these organizations serve a different function; we should look at what each different organization does. Harry Hart, Lenawee County Mission, is not in support of proposed language. Jerry Hayes, Lenawee County Mission, had to turn away 204 people we because we couldn't get into 217 Front Street, suggested the Planning Commission work with Mr. Bartlett in Holland, which has a shelter in their downtown. Jim Palmer asked the Commission how they came up with 1,500 feet. Mitch Myers, Adrian, concerned about changes affecting the proposed expansion of the Salvation Army. The public hearing closed. The Commission discussed keeping language stating facilities need to be 300 feet from one-family residential zones, there was support that 1,500 feet was too restrictive, need to create some balance so these shelters do not become clustered which would have a negative impact on the R-O Residential Office District. Consensus of Commission would be to leave 300 feet between facilities intact. The Commission discussed adding "not sharing a property line with a one-family residential zone" and "minimum of 300 feet from a single family residential zone". Staff felt that 1,500 feet was too restrictive and that "not sharing a property line" would open up a lot more properties. Staff was asked to supply a map showing both options (300 feet from 1-family districts and from each facility or 300 feet from each facility and abutting a 1-family district). Commissioner Watson moved that the Planning Commission table this until the March agenda. Commissioner Schebil supported.

In Favor of Motion: Johnson, Watson, Schebil, Dye, Clegg, Jacobitz, Al-Omari, Phipps

Against Motion: none

Motion carried unanimously.

CASE NO. 10-007  
LAND DIVISION FOR  
1201 AND 1205/1209 EAST BEECHER STREET

Mr. Jeff Long was present for this meeting. The applicant wishes to split the ±0.85 acre subject parcel into two separate parcels. One will be an approximate 0.395 acre parcel and the other will be an approximate 0.446 acre parcel. Currently there are two building located on the parcel, the split would divide the two building, leaving a side setback of 9.8' and 9.9', respectively. The Commission was in receipt of the Zoning Board of Appeals January 5 minutes, granting variances that would allow this property to be split. The established uses of this property are conforming to the ordinance and staff is in support of this request. Commissioner Al-Omari moved that the Planning Commission approve this request for land division as presented. Commissioner Schebil supported.

In Favor of Motion: Watson, Schebil, Dye, Clegg, Jacobitz, Al-Omari, Phipps, Johnson

Against Motion: none

Motion carried unanimously.

CASE NO. 10-004  
SITE PLAN REVIEW FOR  
ADRIAN COLLEGE, 110 SOUTH MADISON STREET

Mr. Bob Hackett, Hackett Builders, was present for this meeting. Applicant requests site plan approval for the new construction of a single story structure on the campus of Adrian College for the use of an athletic facility. The building would enclose the existing batting cages. Location would be near the baseball stadium. The Commission was in receipt of the revised plan. Discussion with staff on four contingencies followed. All contingencies, except the fire flow text required by the Fire Department, have been met. Commissioner Schebil moved that the Planning Commission make a finding that this site plan meets the requirements of Section 4.6 of the Zoning/Development Regulations and adopt the following resolution approving this site plan for Adrian College.

**RESOLUTION**

WHEREAS, Robert Hackett on behalf of Adrian College has submitted a request for Site Plan Review and Approval for the new construction of a single story complex on the campus of Adrian College for the use of an athletic facility, parcel XA0-850-0146-00; and

WHEREAS, the existing use of the parcel for post secondary education; and

WHEREAS, the zoning district of the subject parcel is designated as ERO, Education, Research & Office; and

WHEREAS, the Community Development Department has conducted a review of the applicant's request in accordance with the review standards found in the City Code of Ordinances, Section 4.6, pertaining to site plan review and approval.

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 general compliance with the standards for Site Plan Review and Approval; and

BE IT FURTHER RESOLVED that the Adrian City Planning Commission approves the submitted Site Plan with the following contingency under Case #10-004 for Parcel XA0-850-0146-00.

1. Meet fire flow requirements as requested by the Adrian Fire Department

Commissioner Phipps supported.

In Favor of Motion: Schebil, Dye, Clegg, Jacobitz, Al-Omari, Phipps, Johnson, Watson

Against Motion: none

Motion carried unanimously.

CASE NO. 10-002B  
PUBLIC HEARING TO HEAR AND CONSIDER COMMENTS  
TO TEXT AMENDMENTS RELATIVE TO  
ZONING EXCEPTION PERMITS

This language would require public hearings for all zoning exception permit requests. The public hearing was opened. There were no comments or questions from the audience. Public hearing closed. There were no questions or comments from the Commission. Commissioner Watson moved that the Planning Commission recommend approval to the City Commission for text amendments to Sections 4.71, 25.01 and 25.15 as follows: (*bold print represents new text and the text in "strikethrough" is to be deleted*).

ARTICLE IV  
GENERAL PROVISIONS

SECTION 4.0 THROUGH SECTION 4.6 (Unchanged)

4.71 ZONING EXCEPTION PERMIT

4.71 Zoning exception permits are required for proposed activities which are essentially compatible with other uses, signs, or activities permitted in a zoning district, but which possess characteristics or locational qualities which require individual review. The purpose of this individual review is to ensure compatibility with the character of the surrounding area, with public services and facilities, with adjacent properties, and to ensure conformance with the standards set forth in this Ordinance.

4.72 Procedures

The following steps shall be taken when considering a proposed special use.

- A. A zoning exception permit application shall be filed by the applicant with the ~~City Engineer~~ **Community Development staff** along with the required site plan, fee, statement with supporting evidence to which the proposed activity meets the criteria and any other pertinent information upon which the applicant intends to rely for approval.
- B. The ~~City Engineer~~ **Community Development staff** shall review the application for completeness and forward the application, with his/her recommendation, to the Planning Commission for their review and consideration.
- C. The Planning Commission shall **hold a public hearing on all completed applications for Zoning Exception Permits, and shall give public notice** ~~The Planning Commission shall give public notice~~ in a newspaper of general circulation in the City of official receipt of the special use permit application which:
  1. Describe the nature of the special use
  2. Indicates the property in question
  3. States the time and place where zoning exception permit will be considered, provided notice is not less than five (5) days and not more than fifteen (15) days before application will be considered.

4. Indicates when and where written comments will be received concerning the request, and
  5. ~~Indicate that a public hearing of the proposed zoning exception permit application may be requested by any property owner or occupant located within 300 feet of the boundary of the property being considered before a decision is made on the application, if the permit requires a decision by the planning commission on discretionary grounds. In such case,~~ Notices shall be mailed to all persons owning or occupying real property within 300 feet of the boundary of the property in question. An affidavit of such mailing shall be maintained by the city in the zoning exception permit application file.
- D. After review of the application and public hearing or written comments, if any, the Planning Commission shall approve, approve with conditions, or deny the permit based upon the standards of the zoning exception as set forth in the appropriate use district. The decision on a zoning exception permit application shall be incorporated in a statement of conclusion relative to the special approval use under consideration. The decision shall specify the basis for the decision and any conditions imposed.
- E. The occupancy of land, premises, or building must take place within one (1) year after approval of the zoning exception. If the zoning exception use, as approved, ceases to exist for 6 months, the zoning exception shall be revoked as void and reapplication shall be required.

SECTION 4.8 THROUGH SECTION 4.9 (Unchanged)

ARTICLE XXV

CONDITIONS FOR SPECIFIED USES SUBJECT  
TO A ZONING EXCEPTION PERMIT

~~SECTION 25.01 INTENT: The following site facility and design standards for certain uses specified as being subject to a zoning exception permit shall control:~~

**SECTION 25.01 INTENT: A zoning exception permit allows development or use as listed in the Zoning Ordinance which has been designated as "Special Exceptions." These are uses which, although generally considered compatible with other uses within a particular district, require special review to ensure that they meet the specified requirements and that they are appropriate for the specific property for which they are proposed**

The applicant should be able to demonstrate, by a site plan and documentary evidence, that the proposed development or use will be in harmony with the general purpose and intent of the Zoning Ordinance and will not be detrimental or injurious to the neighborhood or to the public welfare.

In reviewing any application for a zoning exception permit, the Planning Commission shall identify and evaluate all factors relevant to the application. The matters to be considered by the Planning Commission may include, but shall not be limited to, the following:

- Does the proposed use meet the requirements specified for the district in which the property is located?
- Will granting the permit adversely affect environmental conditions or the value of surrounding properties?
- Is the proposed use compatible with the adjacent and surrounding properties?
- Is the proposed use consistent with the City's future land use plan?

Enumerated below are the site facility and design standards for the uses subject to a zoning exception permit. These requirements are statutory and, except where discretion is left to the Planning Commission in their consideration of a zoning exception permit, any deviation of requirements shall require that a variance be granted by the Zoning Board of Appeals

SECTION 25.02 THROUGH SECTION 25.14 (Unchanged)

SECTION 25.15 GROUP FAMILY HOMES:

SECTION 25.15 GROUP FAMILY HOMES / HOUSING SHELTERS / TRANSITIONAL HOUSING FACILITIES / TEMPORARY SHELTERS:

*(Subsections 1 through 3 are unchanged.)*

SECTION 25.15A THROUGH SECTION 25.18.1 (Unchanged)

Commissioner Johnson supported.

In Favor of Motion: Schebil, Dye, Clegg, Jacobitz, Al-Omari, Phipps, Johnson, Watson

Against Motion: none

Motion carried unanimously.

CASE NO. 10-003  
PUBLIC HEARING TO HEAR AND CONSIDER COMMENTS TO  
A TEXT AMENDMENT TO  
ARTICLE XXX - SIGNS, SECTION 30.04

This language would stipulate that only analog time and temperature signs are permitted, and clarify requirements for digital reader boards. The public hearing was opened. There were no comments or questions from the audience. Public hearing closed. There were no questions or comments from the Commission. Commissioner Johnson moved that the Planning Commission recommend to the City Commission the approval of a text amendment to Section 30.04 of Article XXX - Signs as presented. (Bold print represents new text and the text in "strikethrough" is to be deleted).

SECTION 30.04 PROHIBITIONS:

1. General Prohibitions

- a. No sign shall be erected or maintained in any manner which, by reason of its size, location, context, coloring, or manner of illumination, shall constitute a traffic hazard or which shall interfere with the visibility of any traffic control device.
- b. No sign, other than ~~a~~ **an analog** time and temperature sign, shall have any visible moving parts or visible mechanical movement or any other apparent visible movement achieved by electrical, electronic or kinetic means, intermittent electrical pulsations or wind currents. **The image or message of electronic reader boards may not scroll, crawl, flash or give the appearance of movement, and must change instantaneously from one message or image to the next.** The image or message of electronic reader boards must remain static on the sign for at least five minutes.
- c. No sign shall be placed so as to obstruct any fire escape, required exit way, window, or door opening used as a means of passage from one part of a building to another (including the roof) or as access thereto for fire fighting purposes.

Commissioner Al-Omari supported.

In Favor of Motion: Dye, Clegg, Jacobitz, Al-Omari, Phipps, Johnson, Watson, Schebil

Against Motion: none

Motion carried unanimously.

SET PUBLIC HEARING TO HEAR AND CONSIDER COMMENTS TO  
A ZONING EXCEPTION PERMIT APPLICATION FOR  
214 EAST CHURCH STREET

The property owners are proposing to convert this former bed and breakfast into a single family home. The property is zoned OS-1 Office Service which allows this use through a zoning exception permit. Commissioner Watson moved that the Planning Commission set a public hearing at their next regular meeting to hear and consider comments to a Zoning Exception Permit Application for 214 East Church Street. Commissioner Phipps supported. Motion carried unanimously.

There being no further business the meeting adjourned at 8:37 p.m.

Respectfully submitted,

Denise Cook, Secretary