

PRE-MEETING AGENDA

ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
SEPTEMBER 21, 2009
5:30 P.M.

The Commission will **meet at the new City Hall, 135 E. Maumee Street, at 5:30 p.m.** for a short tour. Upon return to current City Hall, the Commission will discuss the following:

- I. Code Enforcement
- II. Other Items as Time Permits

COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
SEPTEMBER 21, 2009
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF MINUTES OF THE SEPTEMBER 8, 2009 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. CONSENT AGENDA
 - A. RESOLUTIONS
 - 1. CR09-050. Resolution to make temporary traffic control orders permanent at the entrance of the alley on Lowe Ave. by installing "CAUTION - Limited Truck Turn Radius Ahead" signs.
 - 2. CR09-051. Resolution setting a Public Hearing date to hear and consider the abandonment of a portion of Norton Street.
 - 3. CR09-052. Resolution setting a Public Hearing date to hear and consider the transfer of IFT Certificates #03-0518 and Certificate #04-080 from Inteva Products, LLC.
- VI. PUBLIC COMMENTS
- VII. REGULAR AGENDA
 - A. RESOLUTIONS
 - R09-157. Resolution to approve bid for audio-video systems at the new City Hall and Police Training/Chambers building.
 - 2. R09-158. Resolution to accept payment from Country Skillet as partial settlement for delinquent personal property taxes for 1422 S. Main.
 - 3. R09-159. Resolution designating Greg DuMars as the official representative to cast votes on behalf of the City of Adrian at the annual MML Conference and designating Chris Miller as the alternate official to act on behalf of the representative in his absence.
 - 4. R09-160. Resolution to approve the purchase of a used front end loader for Public Works and that the bid process be waived.

5. R09-161. Resolution to approve revised permit parking regulations in downtown parking lots.

V I I I. MISCELLANEOUS

1. Parks & Recreation Quarterly Report
2. D.A.R.T. Passenger Ridership Report
3. Departmental Report

I X. PUBLIC COMMENTS

X. COMMISSION COMMENTS

MINUTES

**MINUTES
ADRIAN CITY COMMISSION
SEPTEMBER 8, 2009
7:00 P.M.**

Official proceedings of the September 8, 2009 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, Steele, Clegg and DuMars

Mayor McDowell in the Chair.

Commissioner DuMars moved to approve the minutes of the August 17, 2009 regular meeting of the Adrian City Commission, seconded by Commissioner Clegg, motion carried by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher #3103 through #3114	\$ 178,253.64
General Fund Vouchers #19421 through #19458	\$ 488,839.66
Clearing Account Vouchers amounting to	<u>\$2,536,445.78</u>
TOTAL EXPENDITURES	<u>\$3,203,539.08</u>

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

COMMUNICATION

1. State Revenue Sharing Update

REGULAR AGENDA

SPECIAL ORDERS

1. SO-1. Public Hearing to hear and consider comments to the approval of a Brownfield Plan for Site #7, 1377 S. Main St. (new First Federal Bank).
2. SO-2. Public Hearing to hear and consider comments to the approval of an application for an Industrial Facilities Exemption Certificate for Inteva Automotive Systems, LLC, District #29, for a period of twelve years.

RESOLUTIONS

RESOLUTION R09-147

RE: ADRIAN BROWNFIELD REDEVELOPMENT AUTHORITY PROPOSED ACT 381, SITE #7 BROWNFIELD PLAN, 1377 SOUTH MAIN ST., BROWNFIELD PLAN ADOPTION

WHEREAS, the State of Michigan has adopted the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended; and

WHEREAS, Public Act 381 of 1996 provides for creation of Brownfield Redevelopment Authorities and permits use of tax increment financing to pay for approved eligible activities; and

WHEREAS, the City of Adrian, Lenawee County, Michigan created a Brownfield Redevelopment Authority on May 13, 1997; and

WHEREAS, on August 13, 2009 the City of Adrian Brownfield Redevelopment Authority adopted a Brownfield Plan for Tax Parcel(s) XAO-100-0010-00 and XAO-100-0012-03, which have been approved for parcel combination and assigned the parcel identification number XAO-100-0010-01 beginning in 2010, having a street address of 1377 South Main St., thereby defining said parcel as an eligible property (Site #7); and

WHEREAS, the City of Adrian Brownfield Redevelopment Authority has submitted the Site #7 Brownfield Plan to the area taxing jurisdictions for review and comment and provided notice to the general public as required by Act 381; and

WHEREAS, the City of Adrian Brownfield Redevelopment Authority has now submitted the Site #7 Brownfield Plan for review and approval by the Adrian City Commission, and the Adrian City Commission has conducted a public hearing on the matter as required by Act 381.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission finds that the Site #7 Brownfield Plan constitutes a public purpose under the following considerations:

1. The Site #7 Brownfield Plan meets the requirements of Section 13 of Act 381;
2. The proposed method of financing found in the Site #7 Brownfield Plan is feasible;
3. The cost of eligible activities found in the Site #7 Brownfield Plan is reasonable and necessary to carry out the provisions of Act 381; and
4. The amount of captured taxable value estimated by the Site #7 Brownfield Plan is reasonable.

BE IT, FURTHER, RESOLVED that given the above findings, the Adrian City Commission hereby approves the Site #7 Brownfield Plan for implementation by the City of Adrian Brownfield Redevelopment Authority.

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

RESOLUTION R09-148

RE: INTEVA AUTOMOTIVE SYSTEMS, LLC – ACT 198 INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE APPLICATION

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

WHEREAS, an application has been filed by Inteva Automotive Systems, LLC for an Industrial Facilities Exemption Certificate for the facility located in the Adrian Industrial Development District No. 29 and was received by the Adrian City Clerk on the 11th day of August, 2009; 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 Automotive Systems, LLC would be considered at a meeting of the Adrian City Commission on Tuesday, September 8, 2009 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 construction of the facility had not begun earlier than twelve (12) months before August 11, 2009, 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 constitute a new facility within the meaning of 1974 PA 198 and 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 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 Automotive Systems, 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 DuMars, seconded by Commissioner Miller, this resolution was adopted by a unanimous vote.

Commissioner Osborne asked Administrator Nelson about Inteva's application. Mr. Nelson explained that the application was only for the roughly \$1 million dollar addition for personal property. He further explained that there are 2 other existing IFT Exemption Certificates for this facility that are still under the name of Delphi Automotive and will be changed over to Inteva at a later date. There was discussion among the Commissioners as to whether there should be any monitoring or follow-up done by the City when these IFT Exemption Certificates are granted.

PUBLIC COMMENT

No comments

RESOLUTION R09-149

RE: TEMPORARY REPAYMENT TERMS – SAD #98 (Water) and SAD #209 (Sewer) FOR LARK-WATERS DEVELOPMENT, LLC, 1136-1140 COUNTRY CLUB ROAD

WHEREAS, two special assessment districts were created for water and sanitary sewer systems to be constructed to serve a development located at the intersection of N. Scott and Country Club Road; and

WHEREAS, the owner of said property, Lark-Waters Development, LLC, and its mortgage lender, United Bank and Trust, have been collaborating to address a shortfall in revenue to the owner due to the loss of a significant tenant in said development; and

WHEREAS, the owner and bank have requested a modification of payment structure for both of said special assessment districts to assist the parties in these difficult economic times.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Administrator is authorized to restructure repayment terms for payments beginning in October of 2009 for Lark-Waters Development, LLC for SAD #98 (water) and SAD #209 (sewer) to allow for payments of interest only for a period not to exceed six (6) months and for one renewable term of an additional six (6) month period in the event the rental space has not been filled.

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

RESOLUTION R09-150

RE: COMMUNITY DEVELOPMENT DEPARTMENT – Partial Forgiveness of Local Development Finance Authority (LDFA) Fund Long-Term Advance to the Community Development Fund

WHEREAS, the Adrian City Commission, by Resolution #R08-1123 dated September 2, 2008, approved a recommended budget restructuring of the Community Development Department and further authorized a \$120,000 long-term advance from the Local Development Finance Authority (LDFA) Fund (282) to the Community Development Fund (275) at an interest rate of 6.00% per annum, to provide bridge financing in anticipation of additional housing grant resources; and

WHEREAS, although staffing was reduced and expenses were trimmed by over \$69,000 from FY2007-08 to FY2008-09, anticipated grant funding has not materialized, causing a deficit condition of \$31,000 in the Community Development Fund at the close of FY2008-09; and

WHEREAS, when a deficit occurs in any given fund, that condition must be reported by the City’s auditor to the Michigan Department of Treasury which, in turn, requires the local unit of government to submit a financial plan correcting the deficit condition in the ensuing fiscal year; and

WHEREAS, to avoid the aforementioned audit finding, the Finance Director and City Administrator recommend that \$31,000 of the \$120,000 long-term advance from the LDFA Fund (282), including related interest charges, be forgiven, thereby eliminating the deficit condition in the Community Development Fund (275); and

WHEREAS, due to the changing role of the Community Development Department and diminished availability of grant resources to fund housing programs, the recent resignation of the Downtown Development Coordinator, and the need to enhance the City’s economic development capacity, the City Administration intends to perform an in-depth evaluation of all financial resources available to the Community Development Department and formulate a recommendation for the future direction of that department.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the forgiveness of \$31,000 of the \$120,000 long-term advance from the LDFA Fund (282), including related interest charges, thereby eliminating the deficit condition in the Community Development Fund (275).

BE IT, FURTHER, RESOLVED that \$31,000 be appropriated from the LDFA Fund – Undesignated Fund Balance (282-000.00-390.000) for this purpose and that the FY2009-10 Budget be amended as follows:

LDFA Fund (282)

Revenue:		<u>Amount</u>
(282-000.00-697.000)	Prior Years’ Revenue	\$31,000
Expenditures:		
(282-965.00-969.275)	Contribution to Comm. Dev. Fund	<u>31,000</u>
	Total	<u>\$ -0-</u>

Community Dev. Fund (275)

Revenue:		
(275-000.00-676.282)	Contribution from LDFA Fund	\$31,000
Expenditures:		
(275-990.00-990.000)	Contribution from LDFA Fund	\$31,000
	Total	<u>\$ -0-</u>

BE IT, FURTHER, RESOLVED that, upon completion of the Administration's Comprehensive Financial Review of the Community Development Department, recommended changes be forwarded to the City Commission for review and approval.

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

RESOLUTION R09-151

RE: DIAL-A-RIDE – MDOT Agreement 2007-0156, Authorization#Z6 – Grant for Bus

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

WHEREAS, a project authorization has been proposed which grants \$52,162 for one (1) bus less than 30 feet; and be it

RESOLVED, that the City Commission of the City of Adrian does hereby approve Agreement 2007-0156, Authorization #Z6, in the amount of \$52,162 from the FY2009 Section 5311 Capital/ARRA Non-Urbanized Area Formula; and be it

FURTHER, RESOLVED that the equipment and funds from the project authorization be granted to the Adrian Dial-A-Ride in accordance with the terms of the project authorization; and

HEREBY, authorizes the Mayor, Gary E. McDowell, and City Clerk, Pat Baker, to execute the project authorization #Z6 for and on behalf of the City of Adrian.

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

RESOLUTION R09-152(A)

RE: DEPARTMENT OF PARKS & RECREATION – Authorization to Change Consumers Energy Company Standard Street-lighting Contract to Provide Two (2) Parking Lot Lights at Heritage Park

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 dated March 1, 1981 between the Company and the City of Adrian in accordance with the Authorization for Change in Standard

Streetlighting Contract dated as of September 8, 2009, heretofore submitted to and considered by this Commission.

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

RESOLUTION R09-152(B)

RE: DEPARTMENT OF PARKS & RECREATION – Authorization to Change Consumers Energy Company Standard Street-lighting Contract to Provide Two (2) Parking Lot Lights at Heritage Park

RESOLUTION

WHEREAS, the Parks and Recreation Director recommends installation of two (2) street lights at Heritage Park parking lot to accommodate the safety of softball players and spectators when the field lights are extinguished; and

WHEREAS, implementation of the aforementioned recommendation requires authorization for a change in the Consumers Energy Company Standard Street-lighting Contract dated March 1, 1981; and

WHEREAS, costs associated with the additional street lights amount to \$200 for installation and \$9.54 each per month for maintenance for a first year cost of \$429; and

WHEREAS, funding for this expense is available in the FY2009-10 Heritage Park Operating Budget, Electrical Account (101-698.00-921.000); and

WHEREAS, the Parks & Recreation Director and City Administrator recommend approval of this resolution authorizing the City Administrator to sign the proposed revision to the Consumers Energy Company Standard Streetlighting Contract.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the City Administrator to sign the proposed revision to the Consumers Energy Company Standard Streetlighting Contract that would provide for the installation of two (2) street lights at Heritage Park parking lot to accommodate the safety of softball players and spectators when the field lights are extinguished.

On motion by Commissioner Steele, seconded by Commissioner DuMars, Resolutions R09-152(A) and R09-152(B) were adopted by a unanimous vote.

RESOLUTION R09-153

RE: DEPARTMENT OF PARKS & RECREATION – Parks & Forestry Division – Approval of Forestry Services Agreement with Consumers Energy Company

WHEREAS, in order to prepare for the possible need for emergency and/or additional forestry services, the Parks and Recreation Department recommends

entering into a one-year non-exclusive renewable agreement with Consumers Energy Company to provide such services in the case of a storm emergency or at other times when additional help is needed; and

WHEREAS, the proposed fees for this agreement include all labor, equipment and small tools necessary to perform the services required; and

WHEREAS, costs associated with the agreement are contingent upon time and material specifically requested at the following hourly rates: \$45.00 per man-hour for straight time and \$65.00 per man-hour for premium time – both of which are less than the City's in-house wages, overhead and equipment rental costs for comparable work; and

WHEREAS, the Finance Director indicates that funding for this expense is available in the FY2009-10 Parks & Recreation Department Budget (Fund 101), as well as the Fee Estate Budget (Fund 205) in the Contractual Services Accounts; and

WHEREAS, the Parks & Recreation Director and City Administrator recommend approval of this resolution authorizing the City Administrator to sign the proposed agreement with the Consumers Energy Company to provide emergency and/or additional forestry services as needed and requested.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the City Administrator to sign the proposed agreement with the Consumers Energy Company to provide emergency and/or additional forestry services as needed and requested by the Parks & Forestry Superintendent at a cost not to exceed \$45.00 per man-hour for straight time and \$65.00 per man-hour for premium time.

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

RESOLUTION R09-154

RE: DOWNTOWN DEVELOPMENT AUTHORITY – VIBRANT SMALL CITIES INITIATIVE – Façade Enhancement Program – Revised Contract Amount

WHEREAS, the Adrian City Commission, by Resolution R09-128 dated July 20, 2009, authorized selection of the low bidder, Campbell-Doroucher of Erie, MI, and engagement in the City's Standard Professional Services Contract to perform construction services related to the façade enhancement in downtown Adrian; and

WHEREAS, contract negotiations have resulted in revision of the original estimates detailed below:

<u>PROJECT</u>	<u>ORIGINAL AMOUNT</u>	<u>REVISED AMOUNT</u>	<u>INCREASE/ (DECREASE)</u>
H & R Block – 149 S. Main	\$37,800.00	\$40,190.00	\$2,390.00
Robert Jewelers – 116-120 S. Main	58,350.00	66,270.00	7,920.00
Barley House Tavern – 113 E. Maumee	22,800.00	18,940.00	(3,860.00)
Joe Ann Steele Ins. – 130 N. Main	58,500.00	60,925.00	2,425.00

Copeland Furniture – 136-140 N. Main	<u>33,900.00</u>	<u>38,595.00</u>	<u>4,695.00</u>
Total	\$211,350.00	\$224,920.00	\$13,570.00

WHEREAS, although the total cost increased by \$13,570, the total revised amount of \$224,920 is still \$375,780 less than the next lowest bidder and well within the \$534,820 provided for in the FY2009-10 Façade Improvements Grant Budget; and

WHEREAS, the City’s Finance Director indicates that sufficient funds are available in Fund 283 – Vibrant Small Cities Grant Fund for this purpose through grant funds (283-481.00-801-03) and matching owner escrow account (283-481.00-801.005).

WHEREAS, the City Administrator recommends approval of this resolution and revision of the negotiated amounts in the final contract with the low bidder, Campbell-Doroucher of Erie, MI to perform construction services related to the aforementioned enhancements.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes revision of the negotiated amounts in the final contract with the low bidder, Campbell-Doroucher of Erie, MI, to perform construction services related to the aforementioned façade enhancements at a total cost not to exceed \$224,920.00.

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

AYES: Mayor McDowell, Commissioners Osborne, Miller, Clegg and DuMars

NAYS: None

ABSTAINED: Commissioner Steele

RESOLUTION R09-155

RE: ENGINEERING DEPT. – Asphalt Crack Fill on Portions of Broad, Winter and Maumee Streets

WHEREAS, sealed bids were received on September 1, 2009 for crack fill on portions of Broad, Winter and Maumee Streets; and

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

WHEREAS, the Finance Director has determined that there are sufficient funds in the Local Street Fund (202-463.00-801.104) for this expense; and

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

NOW, THEREFORE, BE IT RESOLVED, that the bid for crack fill be awarded to Wenn Seal Coat of Adrian, MI, in the amount of \$7,740.00 under the terms and conditions as specified and as proposed in their sealed bid dated September 1, 2009.

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

RESOLUTION R09-156

WHEREAS, the Adrian City Commission has previously authorized the creation of a Municipal Complex on E. Maumee Street in the City of Adrian and for renovations to the recently purchased Parks & Forestry building located on Miles Drive in the City of Adrian; and

WHEREAS, a portion of the expenditures for these projects have and will occur after February 17, 2009 and are, therefore, eligible to be financed through the issuance of Recovery Zone bonds; and

WHEREAS, the grouping of these projects in one bond issuance and as one project has been approved by City bond legal counsel.

NOW, THEREFORE, IT IS HEREBY RESOLVED as follows:

1. The City Administrator has been authorized to request an allocation of Recovery Zone bonds from the Lenawee County Commission in the amount of \$5,740,000 for this project.
2. That the City Commission confirmed that it has authorized construction of a new police facility and renovations to the following buildings, which have all commenced:
 - Former First Federal Bank for future use as City Hall;
 - Adrian Public Library renovations;
 - The original Adrian Post Office;
 - Parks & Forestry Building on Miles Drive
3. That the City confirms that it has retained the firm of Stauder Barch as its bond advisor; Miller Canfield as its bond legal counsel; and Stifel Nicolaus as its bond underwriter and confirms that the above projects will qualify for Recovery Zone bonds.

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

PUBLIC COMMENTS

1. Duane Doyle, 604 Tabor, continued to voice his frustrations about no fishing at Lake Adrian. Doesn't understand why it is taking so long to make a decision. Mayor McDowell, Administrator Nelson and the Commissioners updated Mr. Doyle on the situation at Lake Adrian.
2. Theresa Doyle, 604 Tabor, wanted to know why those that live on Lake Adrian have access to the lake but the general public does not.
3. Wilber Baggett, 1733 W. Gorman Rd., asked the Commissioners if any of them would vote against fishing at Lake Adrian if they could vote now.

4. Oscar Johnson, 530 Tabor St., also expressed his confusion as to why there was no fishing at Lake Adrian. How do you make a lake "safe"?

COMMISSION COMMENTS

No comments.

The next regular meeting of the Adrian City Commission will be held on Monday, September 21, 2009, at 7:00 p.m. in the Commission Chambers on the 2nd floor of Adrian City Hall, 100 E. Church St., Adrian, MI 49221.

Gary E. McDowell
Mayor

Pat Baker
City Clerk

PRESENTATION OF
ACCOUNTS

September 21, 2009

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 #3115 through #3122.....	\$ 65,551.88
General Fund	
Vouchers #19421 through #19458	\$289,332.78
Clearing Account Vouchers	
amounting to.....	<u>\$393,530.43</u>
TOTAL EXPENDITURES	<u>\$748,415.09</u>

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

September 21, 2009

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
<u>Receiving</u>			
3115	City of Adrian: Payroll	Payroll for Sept 4	\$ 49,564.64
3116	Verizon North	Wastewater Phone Bill	\$ 39.72
3117	City of Adrian: Clearing Acct	Sept 8 Check Register	\$ 1,525,040.59
3118	City of Adrian: Payroll	Payroll for Sept 11	\$ 15,192.34
3119	Verizon North	O&M Phone Bill	\$ 110.16
3120	Consumers Energy	Various Electric Bills	\$ 369.99
3121	City of Adrian: Utilities	Various Water Bills	\$ 185.80
3122	Citizens Gas Fuel Co	Various Heat Bills	\$ 89.23

Total \$ **1,590,592.47**
Less: CK# 3117 \$ **1,525,040.59**

TOTAL \$ **65,551.88**

WW = \$ 767,328.80

WAT= \$ 823,263.67

21-Sep-09

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
19459	\$ 225,441.00	City of Adrian: Payroll	Payroll for Sept 4
19460	\$ 15,000.83	First Federal Bank	Soc Security for Sept 4
19461	\$ 15.00	Register of Deeds	Record Jopardy Assessment
19462	\$ 844.93	Verizon North	Various Phone Bills
19463	\$ 325.00	Siena Heights University	Recreation Refund
19464	\$ 200.00	Brandie Bennett	Recreation Refund
19465	\$ 200.00	Tara Allshouse	Recreation Refund
19466	\$ 1,420.52	City of Adrian: Utilities	Bohn Pool Water Bill
19467	\$ 1,354.64	Citizens Gas Fuel Co	Various Heat Bills
19468	\$ 953,871.05	City of Adrian: Clearing Acct	Sept 8 Check Register
19469	\$ 4,155.57	Quick Service Transportation	Payroll W/E Sept 4
19470	\$ 11,193.97	City of Adrian: Payroll	Payroll for Sept 11
19471	\$ 2,283.47	First Federal Bank	Soc Security for Sept 11
19472	\$ 109.80	Verizon North	Various Phone Bills
19473	\$ 23.00	Wendy Rockwell	Recreation Refund
19474		City of Adrian: Utilities	Transfer State MI Funds
19475	\$ 13,560.66	Consumers Energy	Various Electric Bills
19476	\$ 4,504.50	Quick Service Transportation	Payroll W/E Sept 12
19477	\$ 4,179.22	City of Adrian: Utilities	Various Water Bills
19478	\$ 168.50	City of Adrian: Trust Fund	Printing of Trust Fund Cks
19479	\$ 4,352.17	Citizens Gas Fuel Co	Various Heat Bills

\$	1,243,203.83	
\$	(953,871.05)	Less: CK# 19468
\$	289,332.78	

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. 3-S CONSTRUCTION, INC.	55,609.49		
2. ACP OF LENAWEE	4,530.00		
3. ADRIAN COLLEGE	4,500.00		
4. ADRIAN COMMUNICATIONS	1,218.36		
5. ADRIAN ENVIRONMENTAL LLC	675.00		
6. ADRIAN FABRICARE CENTER INC.	690.00		
7. ADRIAN LANDFILL	15.23		
8. ADRIAN LOCKSMITH & CYCLERY	5,570.75		
9. ADRIAN MECHANICAL SERVICES C	1,677.65		
10. ADRIAN OVERHEAD DOORS	114.83		
11. ADRIAN PAINTERS SUPPLY & EQU	50.99		
12. ADRIAN-TECUMSEH FENCE CO	551.72		
13. AIRGAS GREAT LAKES	141.54		
14. ALLIED WASTE SERVICES #259	98.26		
15. AMAZON CREDIT PLAN	126.38		
16. APOLLO FIRE APPARATUS REPAIR	17.14		
17. APPLIED BUSINESS SOFTWARE	399.60		
18. ASSOCIATED ENGINEERS	7,908.00		
19. ASTI ENVIRONMENTAL SERVICES	71,535.00		
20. AUTO ZONE COMMERCIAL	106.26		
21. TRICIA M BACH	210.00		
22. BAKER & TAYLOR BOOKS	3,264.70		
23. BASELINE CONSTRUCTORS, INC	22,174.09		
24. BATTERY WHOLESALE	23.34		
25. KRISTIN BAUER	20.00		
26. BEACON FORMS & LABELS INC.	362.07		
27. BEAUBIEN INC.	120.00		
28. GREG BELL CHEVROLET, INC	1,000.00		
29. ROBERT BISHOP	229.48		
30. BOOTBAY	2.00		
31. BRAKES-N-MORE	402.16		
32. TODD BROWN	20.00		
33. CDW-G COMPUTER SUPPLIES	27.00		
34. CELUCH CREATIVE IMAGING	179.86		
35. CHAMBERS CONTROL COMPANY	1,580.66		
36. CLEAN CARE INC	1,969.00		
37. CODE OFFICIALS CONFERENCE	200.00		
38. CONTINENTAL SERVICE	569.40		
39. COOKS SIGNS PLUS	379.00		
40. COYNE TEXTILE SERVICES	120.18		
41. CTI & ASSOCIATES, INC.	3,499.00		
42. CUTLER DICKERSON CO	271.67		
43. CUTTING EDGE ENGRAVING	26.00		
44. D&B	565.00		
45. D&P COMMUNICATIONS, INC.	1,588.46		
46. THE DAILY TELEGRAM	1,972.23		
47. DICK'S AMOCO INC	12.77		
48. DOAN CONSTRUCTION CO	578.25		
49. JACK DOHENY SUPPLIES	3,630.15		
50. E & B SALVAGE LLC	140.30		
51. STEVE EBERLE	20.00		
52. DONALD EMMONS	25.00		
53. ENGLEWOOD ELECTRICAL SUPPLY	1,219.72		
54. EXECUTONE COMMUNICATIONS LLC	18,723.64		
55. FASTENAL COMPANY	214.00		
56. JESSICA FISCHER	60.00		
57. FISHER SCIENTIFIC COMPANY LL	1,056.73		
58. FLORIDA MICRO LLC	4,201.07		
59. FORESTRY SUPPLIERS, INC.	326.18		
60. FRIENDS COMMUNICATIONS	450.00		
61. GALE	44.14		
62. GALL'S INC	351.74		
63. GALLANT & SON	48.55		
64. GERKEN MATERIALS INC.	2,971.10		
65. MARK GIGAX	20.00		
66. GOVT FINANCE OFFICERS ASSOC	375.00		
67. GREAT LAKES BOOK DISTRIB	20.95		
68. DENISE GRITZMAKER	20.00		
69. GROSSE POINT PUBLIC LIBRARY	21.95		
70. HACH COMPANY	778.33		
71. HADDEN TIRE COMPANY	325.00		
72. HAFELI STARAN HALLAHAN	295.80		
73. REBECCA HARRIS	20.00		
74. HAZEN & SAWYER	4,636.00		
75. HERRICK DISTRICT LIBRARY	14.99		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. HILLS AUTO & TRUCK REPAIR IN	16.95		
77. SHANE HORN	20.00		
78. SHARON HUNT	350.00		
79. HURON LIME INC.	6,053.29		
80. I C M A VANTAGE POINT	6,086.57		
81. I.T. RIGHT	2,052.00		
82. ICMA RETIREMENT CORPORATION	155.76		
83. ID NETWORKS INC	4,132.00		
84. IDEARC MEDIA CORP.	24.25		
85. INDUSTRIAL MILL SUPPLY CORP	284.59		
86. INGRAM LIBRARY SERVICES	477.57		
87. KAR LABORATORIES INC	2,745.00		
88. KELLER THOMA, P.C.	246.58		
89. KONICA MINOLTA- ALBIN	388.89		
90. KUHLMAN CORP.	1,930.00		
91. LANSING SANITARY SUPPLY INC	1,540.25		
92. LEGACY PRINTING	308.27		
93. LEISURE PURSUITS INC.	1,899.50		
94. LENAWEЕ COUNTY EQUALIZATION	3,500.00		
95. LENAWEЕ COUNTY PRINTER	126.24		
96. LENAWEЕ COUNTY REGISTER OF D	62.00		
97. LENAWEЕ COUNTY TREASURER	272.38		
98. MAGLOCLEN	400.00		
99. MANPOWER OF LANSING MI INC.	979.20		
100. ARIC MASSINGILL	25.00		
101. GARY MCDOWELL	20.00		
102. MCGOWAN ELECTRIC SUPPLY INC	40.47		
103. MICHIGAN AMATEUR SOFTBALL	480.00		
104. MICHIGAN CORPORATE OFFICE PL	478.00		
105. MICHIGAN ECONOMIC DEVELOPERS	525.00		
106. MICHIGAN OFFICE SOLUTIONS	135.23		
107. STATE OF MICHIGAN	513.10		
108. MICHIGAN STATE POLICE	941.80		
109. MICHIGAN WATER ENVIROMENT AS	336.00		
110. MICROMARKETING LLC	661.36		
111. MIDWEST TAPE	325.00		
112. MITCHELL WELDING	62.10		
113. MONROE COUNTY LIBRARY	19.95		
114. MUGS N' MORE IMAGING	9.00		
115. NEXT STEP	395.00		
116. NEXTEL COMMUNICATIONS	1,129.16		
117. NORTHERN TOOL & EQUIPMENT	293.60		
118. MIKE OSBORN	20.00		
119. PALMER ENVELOPE CO.	440.00		
120. GAIL PALPANT	5.00		
121. PEERLESS SUPPLY INC	1,144.26		
122. PEST PATROL	75.00		
123. PET'S SUPPLIES PLUS	52.98		
124. PITNEY BOWES INC	101.97		
125. GLENN PRESTON	20.00		
126. PROFESSIONAL PUMP INC	2,192.79		
127. PURCHASE POWER	3,037.98		
128. QUICK SERVICE TRANSPORTATION	1,073.54		
129. QUILL CORPORATION	26.98		
130. C.S. RAYMER CO INC	14,098.00		
131. RECORDED BOOKS LLC.	135.90		
132. RED PAINT PRINTING LLC	130.50		
133. RIO SUPPLY MICHIGAN METER, I	5,952.19		
134. TIM RITCHIE	20.00		
135. SAFETY SYSTEMS INC.	111.00		
136. SAFEWAY MOVING & STORAGE	394.00		
137. SCHUG CONCRETE CONSTRUCTION	13,118.00		
138. SCIENTIFIC METHODS INC	380.00		
139. SELECTIVE DATA SYSTEMS	258.46		
140. SERVICE ELECTRIC CO OF ADRIA	5,792.00		
141. SESSINK, ERIKA	268.77		
142. SHINE'S AUTO CLEAN	60.00		
143. SLUSARSKI EXCAVATING & PAVIN	49,209.42		
144. SOIL & MATERIALS ENGINEERS I	369.77		
145. SOUTHWEST BRAKE & PARTS INC	386.66		
146. SPARTAN DISTRIBUTOR INC	310.18		
147. STANDARD & POOR'S CORP	1,435.92		
148. STAPLES	1,049.84		
149. STEVENSON LUMBER, INC.	47.12		
150. SUPER LAUNDROMAT &	137.15		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. THERMO FISHER SCIENTIFIC	177.86	_____	_____
152. THOMSON WEST	349.26	_____	_____
153. TOMARK SPORTS		_____	_____
154. TOTAL ELECTRIC POWER SALES	552.34	_____	_____
155. TRI STATE SUPPLY LLC	480.30	_____	_____
156. PAUL TRINKA	20.00	_____	_____
157. TRUCK & TRAILER SPECIALITIES	31.21	_____	_____
158. U S POSTMASTER	1,800.00	_____	_____
159. UNDERWOOD'S NURSERY LLC	1,308.50	_____	_____
160. UNITED PARCEL SERVICE	10.53	_____	_____
161. UNUM LIFE INSURANCE COMPANY	2,354.35	_____	_____
162. UTILITIES INSTRUMENTATION	2,456.22	_____	_____
163. VAN BRUNT TRANSPORT INC	4,423.23	_____	_____
164. WEB WISE SENIORS, INC.	132.29	_____	_____
165. WEST BLOOMFIELD TWP PUBLIC L	8.99	_____	_____
166. WEST GROUP PAYMENT CENTER	155.00	_____	_____
167. KRISTEN WETZEL	61.05	_____	_____
TOTAL ALL CLAIMS	393,530.43		

CONSENT AGENDA

CR-1

CR09-050

September 21, 2009

RE: POLICE DEPT. – Temporary Traffic Control Made Permanent at Entrance of Alley on Lowe Ave.

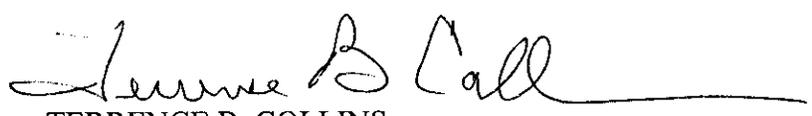
RESOLUTION
09-2

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

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

Install "Caution-Limited Truck Turn Radius Ahead" signs at the entrance of the alley on Lowe Avenue.

Respectfully,



TERRENCE B. COLLINS,
Chief of Police

TBC/skj

DATED: 9-11-09

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

CR-2
September 8, 2009

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Abandonment of a portion of Norton St



Ms. Barbara Bearden currently owns lots 6, 7, 8, 9 within the West Adrian Plat in the City of Adrian. These lots currently reside on either side of the platted rights-of-way (ROW) for Norton Street (formerly Center St -1937).

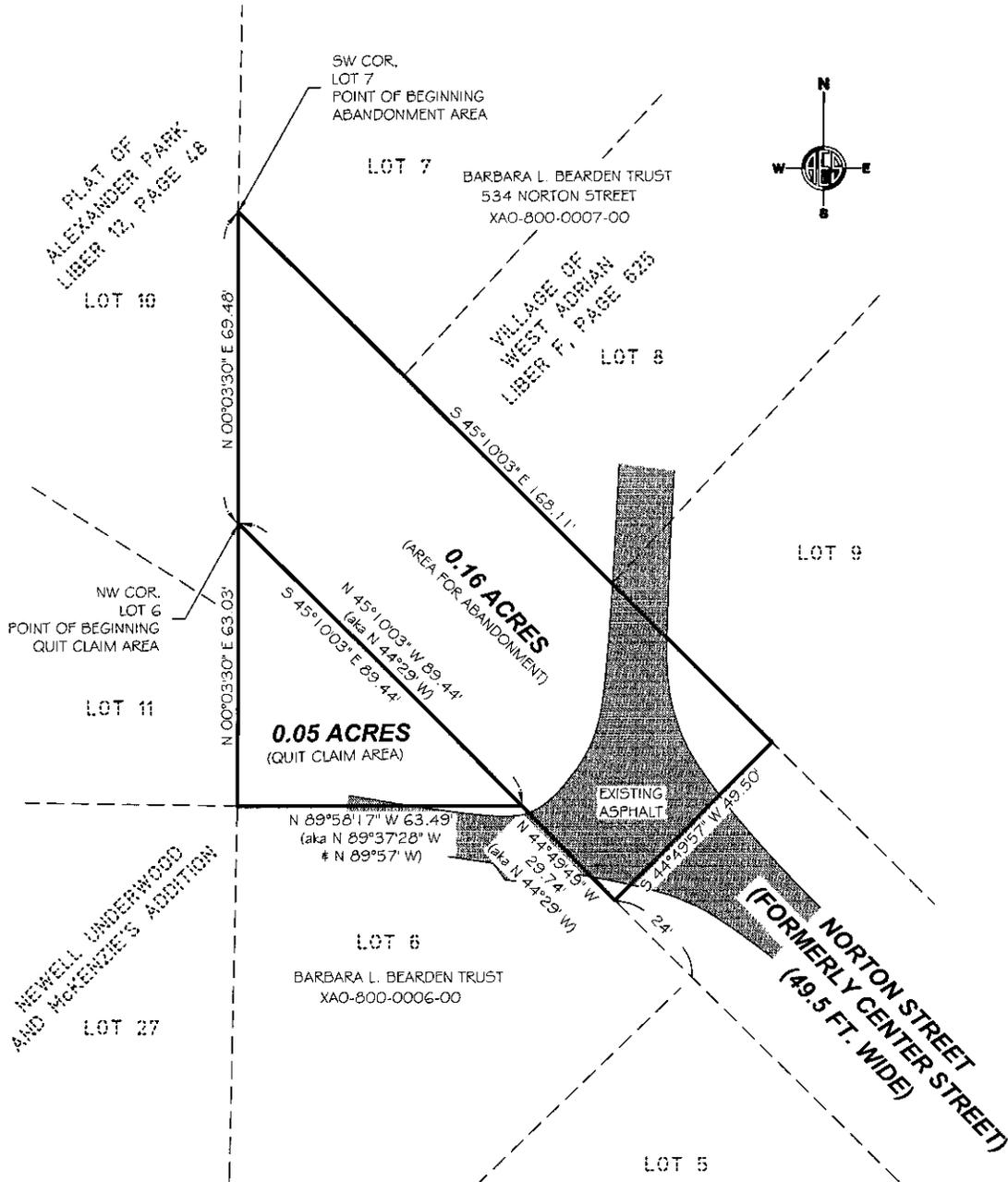
Ms. Bearden has requested abandonment of this ROW. No utilities lay within this ROW and currently we only receive revenue, via Act 51, for a portion of Norton St. not impacted by this abandonment. As such, it is my belief that abandonment of this ROW will have no adverse impact on the City and thus I recommend this abandonment.

All costs associated with this abandonment; surveys, advertising, etc. will be the responsibility of Ms. Bearden and she has been notified regarding this previously.

Enclosed is a copy of the area to be abandoned, as well as the associated legal description. There is a portion of this area that we cannot ascertain ownership of and as a result we will at least provide language in the resolution that we have no claim to this property as well.

SKETCH OF DESCRIPTION

City of Adrian, Lenawee County, Michigan



Sheet 1 of 2 Sheets

FOR: Barbara Beardon

JOB No.: 090701

SCALE: 1 inch = 30 feet

DATE: August 25, 2009



Associated Engineers & Surveyors, Inc.

237 N. Main Street, Adrian, Michigan 49221
 Civil Engineers - Land Surveyors
 Phone: (517) 263-4515 Fax: (517) 263-4535

Drawn By	Checked By
gh	sy

Steven A. Young
 Professional Surveyor No. 25885

SKETCH OF DESCRIPTION

Description
City of Adrian, Lenawee County, Michigan
Norton Street Area for Abandonment

All that part of Norton Street as delineated on the recorded plat of the Village of West Adrian (now part of the City of Adrian) as recorded in Liber F of Deeds, Page 625, Lenawee County Records, described as beginning at the Southwest Corner of Lot 7 of said plat; thence S 45° 10' 03" E 168.11 feet along the Northeasterly line of Norton Street; thence perpendicular to the said Northeasterly Line of Norton Street S 44° 49' 57" W 49.50 feet to a point on the Southwesterly Line of said Norton Street; thence N 44° 49' 49" W 29.74 feet (also known as N 44° 29' W) along the said Southwesterly Line of Norton Street as monumented; thence continuing along the said Southwesterly Line of Norton Street N 45° 10' 03" W 89.44 feet (also known as N 44° 29' W); thence N 00° 03' 30" E 69.48 feet along the westerly end of Norton Street as platted to the point of beginning.

Containing 0.16 acres.

Bearings are referenced to the easterly line of the plat of Alexander Park as recorded in Liber 12 of Plats, Page 48, Lenawee County Records.

Description
City of Adrian, Lenawee County, Michigan
Area for Quit Claim City of Adrian to Barbara Beardon

All that part of Lot 6 of the recorded plat of the Village of West Adrian (now part of the City of Adrian) as recorded in Liber F of Deeds, Page 625, Lenawee County Records, described as beginning at the Northwest Corner of Lot 6 of said plat; thence S 45° 10' 03" E 89.44 feet along the Southwesterly line of Norton Street; thence N 89° 58' 17" W 63.49 feet (also known as N 89° 37' 28" W and N 89° 57' W); thence N 00° 03' 30" E 63.03 feet along the westerly line of said Lot 6 to the point of beginning.

Containing 0.05 acres.

Bearings are referenced to the easterly line of the plat of Alexander Park as recorded in Liber 12 of Plats, Page 48, Lenawee County Records.

Sheet 2 of 2 Sheets

FOR: Barbara Beardon	JOB No.: 090701
SCALE: 1 Inch = 30 feet	DATE: August 25, 2009



Associated Engineers & Surveyors, Inc.

237 N. Main Street, Adrian, Michigan 49221
Civil Engineers - Land Surveyors
Phone: (517) 263-4515 Fax: (517) 263-4535

Drawn By	Checked By
gh	sy

Steven A. Young
Professional Surveyor No. 25885

PROPERTY ADDRESSES

XA0-100-0130-00
ESPARZA, MANDI
Or Current Resident
323 GREENLY ST
ADRIAN MI 49221

XA0-800-0002-00
SUYDAM, WILLIAM C & WANDA S
Or Current Resident
532 COMPANY ST
ADRIAN MI 49221

XA0-800-0003-00
CATRON, SEAN T
Or Current Resident
538 COMPANY ST
ADRIAN MI 49221

XA0-800-0004-00
MCCULLAR, ELEASE
Or Current Resident
542 COMPANY ST
ADRIAN MI 49221

XA0-800-0005-00
GOLEMBIESKI, DESIREE M
Or Current Resident
546 COMPANY ST
ADRIAN MI 49221

XA0-800-0006-00
BEARDEN, BARBARA L TRUST
Or Current Resident
537 NORTON ST
ADRIAN MI 49221

XA0-800-0007-00
BEARDEN, BARBARA L - TRUST
Or Current Resident
534 NORTON ST
ADRIAN MI 49221

XA0-800-0009-00
BROWN, ARTHUR R & YVONNE
Or Current Resident
333 GREENLY ST
ADRIAN MI 49221

XA0-800-0010-00
RAMIREZ, ALEJANDRO B
Or Current Resident
345 GREENLY ST
ADRIAN MI 49221

OWNER ADDRESSES

XA0-800-0004-00
MCCULLAR, ELEASE
542 COMPANY ST
ADRIAN MI 49221

XA0-800-0006-00
BEARDEN, BARBARA L TRUST
534 NORTON ST
ADRIAN MI 49221

XA0-800-0005-00
GOLEMBIESKI, DESIREE M
546 COMPANY ST
ADRIAN MI 49221

XA0-800-0003-00
CATRON, SEAN T
538 COMPANY ST
ADRIAN MI 49221

XA0-800-0002-00
SUYDAM, WILLIAM C & WANI
532 COMPANY ST
ADRIAN MI 49221

XA0-100-0130-00
ESPARZA, MANDI
323 GREENLY ST
ADRIAN MI 49221

XA0-800-0009-00
BROWN, ARTHUR R & YVONN
333 GREENLY ST
ADRIAN MI 49221

XA0-800-0007-00
BEARDEN, BARBARA L - TRUS
534 NORTON ST
ADRIAN MI 49221

XA0-800-0010-00
RAMIREZ, ALEJANDRO B
303 COUNTY RD 4838
HASLET TX 76052

RE: ENGINEERING – Set Public Hearing for Abandonment of a Portion of Norton Street

RESOLUTION

WHEREAS, Ms. Barbara Bearden, 534 Norton Street, has requested that the City of Adrian abandon a portion of Norton Street owned by her, namely lots 6, 7, 8 and 9 on either side of the platted rights-of way (ROW); and

WHEREAS, the City has been unable to ascertain ownership of an additional portion of Norton Street and, therefore, has no claim to said property and will Quit Claim that portion to Ms. Barbara Bearden; and

WHEREAS, the City Administrator and City Engineer have reviewed the request and have determined that it would not negatively impact the City since it is a dead-end street and the aforementioned portions of Norton Street do not receive Act 51 funds; and

WHEREAS, the owner, Barbara Bearden, has been notified and understands that the costs associated with this abandonment will be borne by her.

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission finds and determines it in the best interest of all parties involved to abandon the following portions of Norton Street described as follows:

**Description
City of Adrian, Lenawee County, Michigan
Norton Street Area for Abandonment**

All that part of Norton Street as delineated on the recorded plat of the Village of West Adrian (now part of the City of Adrian) as recorded in Liber F of Deeds, Page 625, Lenawee County Records, described as beginning at the Southwest Corner of Lot 7 of said plat; thence S 45° 10' 03" E 168.11 feet along the Northeasterly line of Norton Street; thence perpendicular to the said Northeasterly Line of Norton Street S 44° 49' 57" W 49.50 feet to a point on the Southwesterly Line of said Norton Street; thence N 44° 49' 49" W 29.74 feet (also known as N 44° 29' W) along the said Southwesterly Line of Norton Street as monumented; thence continuing along the said Southwesterly Line of Norton Street N 45° 10' 03" W 89.44 feet (also known as N 44° 29' W); thence N 00° 03' 30" E 69.48 feet along the westerly end of Norton Street as platted to the point of beginning.

Containing 0.16 acres.

Bearings are referenced to the easterly line of the plat of Alexander Park as recorded in Liber 12 of Plats; Page 48, Lenawee County Records.

Description
City of Adrian, Lenawee County, Michigan
Area for Quit Claim of Adrian to Barbara Bearden

All that part of Lot 6 of the recorded plat of the Village of West Adrian (now part of the City of Adrian) as recorded in Liber F of Deeds, Page 625, Lenawee County Records, described as beginning at the Northwest Corner of Lot 6 of said plat; thence S 45° 10' 03" E 89.44 feet along the Southwesterly line of Norton Street; thence N 89° 58' 17" W 63.49 feet (also known as N 89° 37' 28" W and N 89° 57' W); thence N 00° 03' 30" E 63.03 feet along the westerly line of said Lot 6 to the point of beginning.

Containing 0.05 acres.

Bearings are referenced to the easterly line of the plat of Alexander Park as recorded in Liber 12 of Plats, Page 48, Lenawee County Records.

and; be it

FURTHER RESOLVED that the City Commission will meet in the Commission Chambers located at the current City Hall, 100 E. Church St., Adrian, MI on Monday, October 19, 2009 at 7:00 p.m. for the purpose of hearing and considering any comments to abandoning the aforementioned portions of Norton Street.

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



MEMO

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

DATE: September 15, 2009

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

FROM: Chris Atkin
Director of Community Development

SUBJECT: IFT Transfer for Inteva Products, LLC from Delphi Automotive Systems, LLC

As you are aware, Inteva Products, LLC has recently been approved, by resolution of the City Commission, an Industrial Facilities Tax Abatement (IFT) for the period of twelve (12) years, for a piece of equipment that will allow for the retention of two (2) jobs and the creation of two (2) jobs.

To assist with current and future production, job retention and job creation, Inteva has applied for the transfer of the time remaining on two (2) additional tax abatements that were awarded to Delphi Automotive Systems, LLC as allowed by Public Act 198 of 1974 of the State of Michigan. The first IFT, certificate number 03-0518, was approved by the City Commission March 09, 2001 and will expire on December 31, 2013. The second IFT, certificate number 04-080, was approved by the City Commission February 17, 2003 and will expire on December 31, 2018.

With careful review and consideration of Inteva Products, LLC longevity and commitment to and with the City of Adrian, it is my recommendation to the City of Adrian Commission that the above IFT Exemption Certificates be approved for transfer from Delphi Automotive System for the remaining years as indicated on the applications. All transfers will be subject to execution of a City-Applicant IFT Letter of Understanding.

Respectfully Submitted,

Chris Atkin
Community Development Director



September 17, 2009

To: Chris Atkin – City Of Adrian

From: John Kuenzer – Inteva Products, LLC

Subject: Transfer of Delphi IFT's To Inteva Products, LLC

Chris,

Inteva Products, LLC would like your help in transferring the two (2) Delphi IFT's to Inteva Products.

Please advise me as what the next step in this process is.

Best Regards,

A handwritten signature in cursive script that reads 'John Kuenzer'.

John Kuenzer

Inteva Products, LLC

1450 E. Beecher Street

Adrian, MI 49221

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of P.A. 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>9/8/09</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) Inteva Products, LLC		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 3089	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 1450 E. Beecher, Adrian, Michigan 49221		1d. City/Township/Village (indicate which) City	1e. County Lenawee
2. Type of Approval Requested <input type="checkbox"/> New (Sec. 2(4)) <input checked="" 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 Adrian	3b. School Code 46010
		4. Amount of years requested for exemption (1-12 Years) 3 remaining from the original 12	

5. Thoroughly describe the project for which exemption is sought: Real Property (Type of Improvements to Land, Building, Size of Addition); Personal Property (Explain New, Used, Transferred from Out-of-State, etc.) and Proposed Use of Facility. (Please attach additional page(s) if more room is needed).

The original request was for Huskee Part Picker that takes parts from machine and places it on a conveyor, and, an Automatic Rivet & Screw Machine that inserts rivets into a carrier. This equipment enables cycle time improvements to reduce cost of production and make parts more competitive.

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.	▶ \$0.00 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 costs	▶ \$917,000.00 Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	▶ \$917,000.00 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 ▶	_____	_____	▶ <input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements ▶	10/23/00	10/23/02	▶ <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. **42**
10. No. of new jobs at this facility expected to create within 2 years of completion. **0**

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

a. SEV of Real Property (excluding land)	_____
b. SEV of Personal Property (excluding inventory)	_____
c. Total SEV	_____

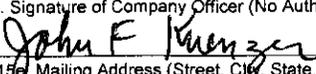
12a. Check the type of District the facility is located in:
 Industrial Development District Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit)
3/15/93
12c. Is this application for a speculative building (Sec. 3(8))?
 Yes 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 Chris Atkin	13b. Telephone Number (517) 264-4857	13c. Fax Number	13d. E-mail Address catkin@ci.adrian.mi.us
14a. Name of Contact Person John Kuenzer	14b. Telephone Number (517) 265-4214	14c. Fax Number (517) 265-4371	14d. E-mail Address jkuenzer@intevaproducts.com
▶ 15a. Name of Company Officer (No Authorized Agents) John Kuenzer			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number (517) 265-4371	15d. Date September 8, 2009
▶ 15g. Mailing Address (Street, City, State, ZIP Code) 1450 E. Beecher Street, Adrian, Michigan 49221		15f. Telephone Number (517) 265-4214	15g. E-mail Address jkuenzer@intevaproducts.com

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 _____ Years (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: Check or Indicate N/A if Not Applicable <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 Check or Indicate N/A if Not Applicable <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 46201	16d. School Code 46010
17. Name of Local Government Body City of Adrian	▶ 18. Date of Resolution Approving/Denying this Application

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 Pat Baker	19c. E-mail Address pbaker@ci.adrian.mi.us
19d. Clerk's Mailing Address (Street, City, State, ZIP Code) 100 E. Church St. Adrian, Michigan, 49221		
19e. Telephone Number (517) 264-4866	19f. Fax Number (517) 265-8798	

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

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of P.A. 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 9/8/09
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) Inteva Products, LLC	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 3089
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 1450 E. Beecher, Adrian, Michigan 49221	1d. City/Township/Village (indicate which) City 1e. County Lenawee
2. Type of Approval Requested <input type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Research and Development (Sec. 2(9))	3a. School District where facility is located Adrian 3b. School Code 46010
<input checked="" type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Rehabilitation (Sec. 3(1))	4. Amount of years requested for exemption (1-12 Years) 8 remaining from the original 12

5. Thoroughly describe the project for which exemption is sought: Real Property (Type of Improvements to Land, Building, Size of Addition); Personal Property (Explain New, Used, Transferred from Out-of-State, etc.) and Proposed Use of Facility. (Please attach additional page(s) if more room is needed).

The original request was for the installation of new Injection Molding Machines; related machinery & equipment.

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.	\$0.00 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 costs	\$21,328,000.00 Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	\$21,328,000.00 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.

	Begin Date (M/D/Y)	End Date (M/D/Y)	Owned	Leased
Real Property Improvements			<input type="checkbox"/>	<input type="checkbox"/>
Personal Property Improvements	1/1/03	12/31/07	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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. 400
10. No. of new jobs at this facility expected to create within 2 years of completion. 0

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

a. SEV of Real Property (excluding land)	_____
b. SEV of Personal Property (excluding inventory)	_____
c. Total SEV	_____

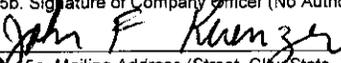
12a. Check the type of District the facility is located in:
 Industrial Development District Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit) 3/15/93
12c. Is this application for a speculative building (Sec. 3(8))? Yes 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 Chris Atkin	13b. Telephone Number (517) 264-4857	13c. Fax Number	13d. E-mail Address catkin@ci.adrian.mi.us
14a. Name of Contact Person John Kuenzer	14b. Telephone Number (517) 265-4214	14c. Fax Number (517) 265-4371	14d. E-mail Address jkuenzer@intevaproducts.com
▶ 15a. Name of Company Officer (No Authorized Agents) John Kuenzer			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number (517) 265-4371	15d. Date September 8, 2009
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 1450 E. Beecher Street, Adrian, Michigan 49221		15f. Telephone Number (517) 265-4214	15g. E-mail Address jkuenzer@intevaproducts.com

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 _____ Years (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: Check or Indicate N/A if Not Applicable <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 Check or Indicate N/A if Not Applicable <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 46201	16d. School Code 46010
17. Name of Local Government Body City of Adrian	▶ 18. Date of Resolution Approving/Denying this Application

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 Pat Baker	19c. E-mail Address pbaker@ci.adrian.mi.us
19d. Clerk's Mailing Address (Street, City, State, ZIP Code) 100 E. Church St. Adrian, Michigan, 49221		
19e. Telephone Number (517) 264-4866	19f. Fax Number (517) 265-8798	

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

CR-3

CR09-052

September 21, 2009

RE: COMMUNITY DEVELOPMENT – Set Public Hearing to Transfer IFT Certificate #03-0518 and #04-080 from Delphi Automotive to Inteva Products, Inc.

RESOLUTION

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

WHEREAS, due to a change in ownership, a request to transfer the Industrial Facilities Exemption Certificate Nos. 03-0518 and 04-080 from Delphi Automotive Systems to Inteva Products, LLC was received by the Adrian City Clerk on September 8, 2009; and

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission will hold a Public Hearing to hear and consider comments to the transfer of IFT Nos. 03-0518 and 04-080 from Delphi Automotive Systems to Inteva Products, LLC. on **Monday, October 5, 2009 at 7:00 p.m.** in the Commission Chambers at Adrian City Hall, 100 E. Church St., Adrian, MI.

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

REGULAR

AGENDA

R-1

MEMO



DATE: September 14, 2009
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Audio-Video Systems for City Hall and Police Training/Chambers Building

The audio and video needs for the new Municipal Complex are not included in the agreement with J.E. Johnson. Over the past few months, I have asked Paul Trinkka, as our I.T. Director, to obtain proposals for new systems to be installed in the old Post Office structure and the new City Hall. Generally speaking, new systems are required for the large conference/training area in the old Post Office facility, as well as for the annex area to this building, which will be used for pre-meetings and police training needs. In addition, proposals were requested for relocation of the current system in the City Hall pre-meeting room to be relocated on the second floor conference room at new City Hall. Additional proposals were requested for a new system to be set up on the mezzanine level in the board room at new City Hall.

Chief Trinkka obtained proposals for these systems from three companies, being Vision Performance Group of Adrian, Hardy Communications of Midland, and Simoni Systems of Saginaw, MI. The proposals that were submitted by these three companies have been reviewed by Chief Collins, Chief Trinkka and myself.

After review of the proposals, it is recommended to accept the proposal of Hardy Communications. This company (which has no affiliation with J.E. Johnson) has had a relationship with the City for a number of years. They have been involved in the TV station at City Hall, have installed the overhead projector at the Fire Station, as well as the equipment in the current pre-meeting conference room at City Hall. This company submitted the lowest cost option of the three providers, as well as meeting the needs of Chief Collins and the I.T. Department. It is recommended that the proposal for the old Post Office building be approved as well as the work to be performed on the second floor conference room at City Hall. We have declined, at present, to set up any system in the mezzanine conference room due to cost considerations. It should be noted that each proposal suggested sound deadening panels or other considerations in the training room due to the high ceilings in the old Post Office. At this point, we prefer to defer this decision until the system is installed to see if this is necessary, as any such panels will negatively affect the interior "look" of this historic structure.

Cost Analysis

The proposals for the training/chamber facility are as follows:

Hardy Communications Midland, MI	\$45,916.32
Simoni Systems Saginaw, MI	\$50,294.10
Vision Performance Group Adrian, MI	\$65,587.09

The proposal to set up the second floor conference room at City Hall are as follows:

Hardy Communications Midland, MI	\$2,179.00
Simoni Systems Saginaw, MI	\$3,660.75
Vision Performance Group Adrian, MI	No proposal submitted

The recommendation is to accept the proposals of Hardy Communications for both buildings.

Due to a grant received by the Police Department, the entire cost of the work at the old Post Office building will be covered by the grant. The cost for the second floor work will not be included in the grant. It should be noted that these proposals do not include audio-video needs at the new Police Department structure.

Respectfully submitted,


Dane C. Nelson
City Administrator

DCN:bjw



To: Chief Paul G Trinka
 City of Adrian
 208 S. Main St.
 Adrian, MI 49221

Contact Phone: (517) 264-4879

Fax:

Email: pgtrinka@ci.adrian.mi.us

Title: New City Hall A/V Systems

Revision: 1.2 9/09/2009 (Includes Plasma Option)

Manufacturer	Model	Description	Qty.
<u>Council Chambers Audio System</u>			
Lectrosonics	DM1612F	Automixer, 16 x 12 with input & output processing, Fan Cooling	1
QSC	CX254	Power Amplifier, 4 Channel, 8Ω / 20 Hz – 20 kHz / 0.05% THD	1
ElectroVoice	EVID6.2W	Speaker System, 2-way, dual 6" woofer, dome tweeter, white, pair	2
Marantz	PMD580	Solid State Recorder with web interface	1
Tascam	CD-A500	Combination CD/Cassette Player	1
Middle Atlantic	PDS-615R	Power Sequencer	1
Middle Atlantic	PD-815R-PL	Rack Mount Power Strip	1
Middle Atlantic	UD3	Utility Drawer, 3 RU	1
Middle Atlantic	EVT1	Vent Panel, 1 RU	2
Middle Atlantic	EB1	Blank Panel, 1 RU	1
Rapco	logopanel1ru	Logo Panel, 1 RU	1
HSA	RR24-II	Equipment Rack, 24 Space, with roll up front door	1
HSA	CASTERS	Casters for Roll Rack, Set of 4	1
HSA	RRAIL24	Rear Rack Rail for Roll Rack, 24 space	1
HSA	FINAMT	Custom Stain Color	1
Middle Atlantic	HSK	Security Screws	1
Middle Atlantic	SPBIT	Security Bit	1
Rapco	Custom	Custom Input & Output Plates, Lot	1
Rapco	Pocket5-GAP	Floor pocket assembly	1
Rapco	FBI-B Custom	Custom floor pocket insert	1
Audio Technica	ES915ML12	Gooseneck Microphone with microline element	11
Telex	SM2	Assistive Listening System	1
Telex	RM-S	Rack Mount Kit	1
Telex	HGA-1	1/2 wave dipole antenna	1
Four Star	F1822-20	Cable, Audio, Shielded Twisted Pair, 20 AWG, Per Foot	500
Four Star	F3502	Cable, Audio, Twisted Pair, 14 AWG, Per Foot	200
HCI	Labor	Shop assembly of equipment rack	1
HCI	Labor	On-Site pull mic, antenna, & speaker wire	1
HCI	Labor	On-Site mount loudspeakers	1
HCI	Labor	On-Site mount council desk microphones	1
HCI	Labor	On-Site mount lectern microphone and internal wiring	1
HCI	Labor	On-Site Terminate Audio Wiring	1
HCI	Labor	Shop & On-Site Program & Tune Audio System	1
HCI	Labor	Engineering	1
HCI	Labor	Project Management	1
		Miscellaneous, hardware, connectors, labels, etc	1



Council Chambers Video System

Da-Lite	40782L	Screen, electric, 60" x 80", matte white fabric, low voltage control	1
EIKI	LC-XG250L	Projector, 3LCD, 4000 lumen, XGA, No Lens	1
EIKI	0001-4269	Lens, Manual Zoom & Focus, T/W ratio 2.49 - 3.48 : 1	1
EIKI	0173-4304	Ceiling Mount	1
Peerless	WMJ025H	Double Wall Mount Arm	1
Kramer	VP-728	Presentation Switcher	1
JVC	HRXVC11B	Combination DVD/VHS Player	1
Middle Atlantic	U2V	Rack Mount Shelf for HRXVC11B	1
Xantech	49010DKIT	IR Repeater Kit	1
Kramer	C-GM/GM-75	Cable, 15-Pin HD (M) to 15-Pin (M) Cable - 75' (Proj & plasma)	2
Kramer	C-GMA/GMA-10	15-Pin (M) to 15-Pin (M) + 3.5mm Stereo Audio Cable - 10' (lectern)	2
Panasonic	TH50PD12UK	Professional Grade Plasma Display, 50"	1
Peerless	SUF650P	Wall Mount, Universal, 37" to 50"	1
HCI	Labor	On-Site pull video wiring	1
HCI	Labor	On-Site terminate video wiring	1
HCI	Labor	On-Site Mount Projector	1
HCI	Labor	On-Site Mount Screen	1
HCI	Labor	Shop Fabricate Infrared panel	1
HCI	Labor	Shop & On-Site Program & Tune Video System	1
HCI	Labor	Engineering	1
HCI	Labor	Project Management	1
		Miscellaneous, hardware, connectors, labels, etc	1

Council Chambers Conference Room

Da-Lite	85318	Screen, manual, 60" x 80", Video Spectra Fabric, with CSR	1
EIKI	LC-XB200	Projector, 3LCD, 3500 lumen	1
EIKI	0173-4338	Ceiling Mount	1
Peerless	CMJ455	Suspended Ceiling Mount	1
Kramer	C-GM/GM-75	Cable, 15-Pin HD (M) to 15-Pin (M) Cable - 75' (Proj 2)	1
Kramer	C-RVM/RVM-75	Cable, RCA to RCA - 75'	1
Four Star	F1822-20	Cable, Audio, Shielded Twisted Pair, 20 AWG, Per Foot (Proj. IR)	75
JVC	HRXVC11B	Combination DVD/VHS Player	1
Middle Atlantic	U2V	Rack Mount Shelf for HRXVC11B	1
Australian Monitor	AMC120	Mixer Amplifier, 4-Channel, 120watts	1
ElectroVoice	EVID C8.2	Speaker System, 2-way, 8" woofer, horn loaded tweeter, white, pair	1
Four Star	F3502	Cable, Audio, Twisted Pair, 14 AWG, Per Foot	100
Middle Atlantic	EWR-8-22SD	Equipment Rack, 8 Space, Wall Mount with locking front door	1
Middle Atlantic	EVT1	Vent Panel, 1 RU	2
ETA	PD8	Rack Mount Power Strip	1
Rapco	logopanel1ru	Logo Panel, 1 RU	1
Rapco	SP-AVP03	Wall Plate, 1-gang with HD15 Fem feed through & 3.5mm jack	1
HCI	Labor	On-Site pull audio & video wiring	1
HCI	Labor	On-Site terminate audio & video wiring	1
HCI	Labor	On-Site Mount Projector	1
HCI	Labor	On-Site Mount Screen	1
HCI	Labor	Mount Wall Plate	1
HCI	Labor	Mount Equipment Rack	1
HCI	Labor	Shop & On-Site Program & Tune Video System	1
HCI	Labor	Engineering	1
HCI	Labor	Project Management	1
		Miscellaneous, hardware, connectors, labels, etc	1



City Hall Mezzanine Conference Room

Panasonic	TH50PD12UK	Professional Grade Plasma Display, 50"	1
Panasonic	TY-SP50P8WK	Speakers for Plasma Display	1
Peerless	SUF650P	Wall Mount, Universal, 37" to 50"	1
Kramer	C-GMA/GMA-35	15-Pin (M) to 15-Pin (M) + 3.5mm Stereo Audio Cable - 35'	1
HCI	Labor	Mount Plasma Display	1
HCI	Labor	Mount Speakers	1
HCI	Labor	Engineering	1
HCI	Labor	Project Management	1
		Miscellaneous, hardware, connectors, labels, etc	1

City Hall Third Floor Conference Room

HCI	Labor	Remove Equipment from Existing City Hall Conference Room	1
HCI	Labor	Mount Equipment in New Conference Room	1
HCI	Labor	Engineering	1
HCI	Labor	Project Management	1
		Miscellaneous, hardware, connectors, labels, etc	1

Installed Subtotals:

Chambers Audio & Video With Plasma Option	\$38,699.69
Chambers Conference Room	\$7,216.63
City Hall Mezzanine	\$3,889.80
City Hall 3rd Floor	\$2,179.08
	\$51,985.20

Terms & Conditions:

- 1 Owner to provide construction details of council chambers desk
- 2 Owner to provide sketch showing location of council chambers desk & lectern
- 3 HCI to provide conduit & AC outlet requirement sketch after receiving items 1 & 2 above
- 4 Owner to provide AC outlets, conduit, & raceway where required per HCI sketch.
- 5 Owner to provide rough-in installation of lectern floor pocket.
- 6 Owner to determine location of council chambers conference room equipment rack.
- 7 HCI to pull all wire, mount all equipment, terminate all wiring, test & adjust all systems.
- 8 HCI to provide one two-hour operational training session.
- 9 HCI to provide complete documentation & as-built system drawings.
- 10 STRONGLY recommended that owner provides acoustical treatment in council chambers.
- 11 Quote good for 30 days.
- 12 Terms: 50% deposit with order, 45% upon substantial completion, 5% upon final acceptance. Net 10 days.

LEGAL NOTICE: OBLIGATION OF CONFIDENTIALITY

The information in this proposal is confidential and may be legally privileged. It is intended solely for the addressee. Access to this proposal by anyone else is unauthorized. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful.

Quote Submitted By:

Jim Schmidtke

Senior Engineer / Project Manager
 p 1.989.835.5200
 c 1.989.615.6362
 f 1.989.698.0315
jschmidtke@hardycomm.com

R09-157

September 21, 2009

**RE: I.T. DEPARTMENT – Audio-Video Systems at City Hall and Police Training/
Chambers building**

RESOLUTION

WHEREAS, proposals have been requested by the I.T. Director for audio and video services to be installed at the Police Training/Chambers structure, and also at the second floor Conference Room at the new City Hall; and

WHEREAS, the proposals have been examined by the I.T. Director and a recommendation made to accept the proposal of Hardy Communications, Inc. of Midland, MI.

NOW, THEREFORE, BE IT RESOLVED that the proposal of Hardy Communications, Inc. for the structure located at 159 E. Maumee Street be accepted in the amount of \$45,916.32; and be it

FURTHER, RESOLVED that the proposal from Hardy Communications, Inc. be accepted for the second floor Conference Room at City Hall in the amount of \$2,179.00.

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



MEMO

Date: September 8, 2009

To: Dane C. Nelson, City Administrator

From: Jeffrey C. Pardee, Finance Director

Re: **Delinquent Personal Property Taxes – Country Skillet Restaurant**

In accordance with the General Property Tax Act (Public Act 206 of 1893, as amended) the City of Adrian Treasurer's Office administers and collects Real and Personal Property Taxes used to provide basic City services, such as Police and Fire services, as well as refuse pick-up and disposal and road improvements.

Country Skillet Restaurant, located at 1422 S. Main Street, was notified of outstanding delinquent personal property taxes, including administrative fee, for tax years 2006, 2007 and 2008, amounting to \$6,470.50 plus penalties of \$1,686.60 for a total of \$8,157.10, if paid by August 31, 2009. The owner, Nasser Soubh, responded with an offer to bring all taxes current but requesting relief from the imposition of all penalties.

The Treasurer's Office responded by requiring submission of a cashier's check in the amount of \$6,470.50, in return for forwarding the request to the City Commission to forgive penalties on delinquent taxes for tax years 2006-2008 in the amount of \$1,686.60 be forgiven. The taxpayer has submitted the required cashier's check, which is being held pending City Commission action on taxpayers request.

Because the Country Skillet Restaurant is an ongoing business with resources to pay most of the outstanding tax obligation, the City Administrator recommends that only the City portion of the delinquent penalties in the amount of \$505.01 be forgiven, leaving a remaining balance of \$1,181.59 tax penalty payable to the county, ISD and public schools.

The attached resolution has been prepared for consideration by the City Commission at its September 21st meeting.

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

**CITY OF ADRIAN
DELINQUENT TAX NOTICE**

CITY OF ADRIAN
DONNA STEWART, TREASURER
100 E. CHURCH ST.
ADRIAN, MI 49221
264-4832 or 4826

COUNTRY SKILLET

1422 S MAIN ST
ADRIAN MI 49221

TAX YEAR	TAX DUE	DELINQUENT TAXES DUE		
		TOTAL DUE IF PAID BY 07/31/09	TOTAL DUE IF PAID BY 08/31/09	TOTAL DUE IF PAID BY 09/30/09
2008	1,885.74	2,149.91	2,168.78	2,187.64
2007	2,312.44	2,906.14	2,929.26	2,952.39
2006	2,208.29	3,036.97	3,059.06	3,081.14

PROPERTY INFORMATION

Property Number: XA0-901-8040-00
School Dist: 46090
Property Address:
1422 S MAIN ST
ADRIAN MI 49221

LEGAL DESCRIPTION:

TOTAL	6,406.47	8,093.02	8,157.10	8,221.17
<i>Adm Fee</i>				
<i>2006</i>	<i>22.07</i>			
<i>2007</i>	<i>23.11</i>			
<i>2008</i>	<i>18.85</i>			
	<i>6470.50</i>	<i>paid</i>		

A recent review regarding personal property taxes indicates that your account is seriously delinquent.

Please note that if not paid, the penalty continues to increase one (1%) percent each month and state law provides that, ultimately, property may be seized to satisfy this tax obligation.

State law further provides that unpaid personal property taxes are a first lien on all assets that were subject to the taxes, with the lien following the property in the event of a sale or transfer of these assets.

If you have any questions, please call 517-264-4832.

Please detach along perforation. Keep the top portion for your records.

Pay this tax to:

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT. THANK YOU.

CITY OF ADRIAN
DONNA STEWART, TREASURER
100 E. CHURCH ST.
ADRIAN, MI 49221

Delinquent Tax for Property Number:
XA0-901-8040-00

TAXPAYER NOTE: Are your name & mailing address correct? If not, please make corrections below. Thank You.

Property Address:
1422 S MAIN ST
ADRIAN MI 49221

COUNTRY SKILLET

1422 S MAIN ST
ADRIAN MI 49221

owner:
Nasser Soubh

Due if paid by 07/31/09	8,093.02
Due if paid by 08/31/09	8,157.10
Due if paid by 09/30/09	8,221.17

Make check payable to:
CITY OF ADRIAN

Amount Remitted: _____



CITY OF ADRIAN
SUMMER TAX CERTIFICATION

08/28/2009

2009

PROPERTY #: XA0-901-8040-00
CLASS: 251
TAXABLE VAL: 48,400

SCHOOL: 46090
P.R.E. %: 100.0000
SEV: 48,400

OWNER: COUNTRY SKILLET
1422 S MAIN ST
ADRIAN, MI 49221

MORTGAGE CODE: 00999

PROP ADDRESS: 1422 S MAIN ST

SUMMER TAX INFO

City Operating	659.65
Local Streets	47.17
Garbage	48.40
County Operating	239.15
School Operating	145.20
School Debt	35.09
Sch Bldg & Site	23.29
SET Madison	290.40
Lenawee ISD	176.17

ADMIN FEE	16.64
TOTAL:	1,681.16
TOTAL PAID	1,681.16
DATE PAID	08/28/2009
BALANCE DUE	0.00

LEGAL DESCRIPTION

RE: DEPARTMENT OF FINANCE – Delinquent Personal Property Taxes – Country Skillet Restaurant

RESOLUTION

WHEREAS, in accordance with the General Property Tax Act (Public Act 206 of 1893, as amended) the City of Adrian Treasurer’s Office administers and collects Real and Personal Property Taxes used to provide basic City services, such as police and fire services, as well as refuse pickup and disposal and road improvements; and

WHEREAS, Country Skillet Restaurant, located at 1422 S. Main Street was notified of outstanding delinquent personal property taxes, including administrative fees, for tax years 2006, 2007 and 2008 amounting to \$6,470.50, plus penalties of \$1,686.60, for a total of \$8,157.10, if paid by August 31, 2009; and

WHEREAS, the owner, Nasser Soubh, responded with an offer to bring all taxes current but requesting relief from the imposition of all penalties; and

WHEREAS, the Treasurer’s Office responded by requiring submission of a cashier’s check in the amount of \$6,470.50 in return for forwarding the request to the City Commission to forgive penalties on delinquent taxes for tax years 2006-2008 in the amount of \$1,686.60 be forgiven; and

WHEREAS, the taxpayer has submitted the required cashier’s check, which is being held pending City Commission action on taxpayers request; and

WHEREAS, because the Country Skillet Restaurant is an ongoing business with resources to pay most of the outstanding tax obligation, the City Administrator recommends that only the City portion of the delinquent penalties in the amount of \$404.01 be forgiven, leaving a remaining balance of \$1,181.59 tax penalty payable to the county, LISD and public schools.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby accepts the \$6,470.50 cashier’s check, submitted by Country Skillet Restaurant, in partial settlement of its outstanding delinquent Personal Property Tax liability for tax years 2006, 2007 and 2008, leaving a remaining balance of \$1,181.59 as of August 31, 2009.

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

R. 3
R09-159

September 21, 2009

RE: MICHIGAN MUNICIPAL LEAGUE – Designating Representatives for the Purpose of Voting at MML Conference

RESOLUTION

WHEREAS, the Michigan Municipal League’s Annual Conference will be held September 22 – 25, 2009 in Kalamazoo, MI, at which time votes will be cast for election of Trustees, policies brought before the annual meeting and other business that may come before the meeting; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby appoint Commissioner Greg DuMars as the official representative and Commissioner Chris Miller as the alternate representative to cast votes at the annual MML Conference to be held on the above dates at Kalamazoo.

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



michigan municipal league

Better Communities. Better Michigan.

August 4, 2009

Michigan Municipal League Annual Meeting Notice**(Please present at the next Council, Commission or Board Meeting)**

Dear Official:

The Annual Convention of the Michigan Municipal League will be held in Kalamazoo, September 22-25, 2009. **The annual meeting is scheduled for 11:00 a.m. on Wednesday, September 23rd, at the Radisson Plaza Hotel. The meeting will be held for the following purposes:**

1. **Election of Trustees.** To elect six members of the Board of Trustees for terms of three years each (see page 2).
2. **Policy.** To vote on Core Legislative Principles document and resolutions properly brought before the annual meeting. All member municipalities planning on submitting resolutions for consideration at the annual meeting are reminded that under the Bylaws, the deadline for League trustees to receive resolutions for their review is August 24, 2009. (please see page 2).
3. **Other Business.** To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the annual meeting, and, if possible, to designate one other official to serve as alternate. After taking this action, please return the enclosed reply card no later than September 9, 2009.

Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the MML Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary Members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

Post-It® Fax Note	7671	Date	9-15	# of pages	5
To	Pat Baker	From	Susan Washer		
Co./Dept.	City Clerk	Co.	MML		
Phone #		Phone #			
Fax #	517-265-8798	Fax #	734-662-8083		

OFFICIAL VOTING DELEGATES
ANNUAL BUSINESS MEETING
Michigan Municipal League

In accordance with the accompanying MML Annual Meeting Notice, each member municipality is to appoint one Official Voting Delegate and one Official Alternate Voting Delegate to represent the municipal at the Annual Business Meeting of the Michigan Municipal League.

The purpose of these instructions is to familiarize the voting delegate, especially those officials serving in this capacity for the first time, with the procedure to be followed during the Annual Business Meeting.

1. Prior to entering the Business Meeting, Official Voting Delegates should check-in at the registration desk located just outside of the meeting room. Official Voting Delegates will then be given a pass to enter in the reserved seating area for Voting Delegates. If the Official Voting Delegate is not present, the Official Alternate Voting Delegate should check-in at the registration desk to be given the Voting Delegate pass.

Only the Official Voting Delegate will be seated in the area reserved for Voting Delegates. If the Official Voting Delegate is not present, the Official Alternate Voting Delegate will take the Delegate's place in the reserved area as the Voting Delegate. Therefore, each member municipality will have only one person seated in the reserved area. All other municipal officials, and all other Alternate Voting Delegates, may be seated outside the reserved area.

2. In general, Robert's Rules of Order, Newly Revised, will govern the conduct of the Annual Business Meeting. Parliamentary decisions will be made by the President of the League who will preside at the Annual Business Meeting. The President will be assisted by a Parliamentarian. Parliamentary decisions by the Chair, if challenged from the floor, are subject to be sustained or overturned by a majority of the voting delegates.

3. The Bylaw governing the submission of policy resolutions provides:

Section 4.5 - Resolutions

- A. No resolution or motion shall be submitted to debate or vote at the annual meeting or any special meeting unless it is germane to the functions and purposes of the League.
- B. No resolution or motion, excepting procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either: 1) submitted to the meeting by the Board of Trustees; or 2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting**.

1. Election of Trustees

Regarding election of officers, under Section 5.3 of the MML Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on the bulletin board of the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions *

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the MML Bylaws, the Board of Trustees acts as the Resolutions Committee, and "no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting." Thus the deadline this year for the MML to receive resolutions is August 24.

"Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof."

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership are available on the League website*, to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the annual meeting.

The Board of Trustees will meet on Tuesday, September 22 at the Kalamazoo Radisson Plaza Hotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

* The proposed MML Core Legislative Principles document is available on the League website at <http://www.mml.org>. If you would like to receive a copy of the proposed principles by fax, please call Susan at the League at 800-653-2483.

Sincerely,



Robin E. Beltramini
President



Daniel P. Gilmartin
Executive Director & CEO

Enc.

R-4

DATE: September 17, 2009
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Purchase Front End Loader

I concur with the recommendations of the City Engineer to purchase a used 2006 John Deere front end loader to Buck & Knobby of Ottawa Lake, MI, in the amount of \$91,300.00, which includes an extended power train and hydraulic system warranty, good until September 2011 or 3000 hours of use, whichever comes first.

It was recommended during the capital budget process that a used loader be purchased as a cost savings measure. Funds are available in the 2009-10 Motor Vehicle Fund (662-441.62-977.000). I urge your favorable consideration authorizing this purchase.



Dane C. Nelson
City Administrator

DCN:bjw

September 15, 2009

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

CC: Mark Bishop, Superintendent DPW

SUBJECT: Front End Loader



It was recommended and approved, during the capitol budget process, to purchase a new front end loader. At that time it was recommended we look to purchase a used loader. After many months of shopping for a good used loader we have located one that will meet our needs and fit the current attachments and fittings that the City currently has.

We are requesting waving bids and purchasing a 2006 John Deere 444j High Lift Loader. The used price will be \$91,300.00 from Buck & Knobby Equipment Co. of Monroe, MI. This loader also with a power train and hydraulic warranty good until September 2011 or 3000 hours of use.

Over the years the City has purchased and rented equipment from Buck & Knobby and have had a very good working relationship with this company. They have always been very helpful with parts and service when that has been necessary.

Funds for this project are available in the 2009-10 Fiscal Year budgets 662-441.62-977.000 Motor Vehicle Fund, as planned during our capitol budget process.

Memo

To: Kristin Bauer

From: Mark Bishop

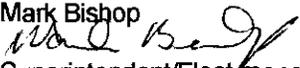
Date: September 16, 2009

Re: Purchase of Used Front End Loader

Kristin,

Upon researching for used loaders I have found one at Buck-N-Knobby Equipment for the price of \$ 91,300.00 It is a 2006 John Deere 444j High Lift. This loader has the quick connect coupling that will fit our other attachments that we all ready have.

I recommend that we purchase the one form Buck-N-Knobby the machine looks good and no mechanical problems. It has power train & hydraulic warranty until 9-14-2011 or 3000 hours. Buck-N-Knobby is the company that we rent from and have had purchases in the past, they have been very good with parts and service when we need them

Mark Bishop

Superintendent/Fleet manager

R09-160

September 21, 2009

RE: PUBLIC WORKS – Purchase of Used Front End Loader and Waiving the Bid Process

RESOLUTION

WHEREAS, the purchase of a used front end loader was recommended during the capital budget process; and

WHEREAS, a 2006 John Deere 444j high lift loader has been located at Buck & Knobby, Ottawa Lake, MI, at a price of \$91,300.00 which includes an extended warranty on the power train and hydraulic system until September, 2011 or 3000 hours of use, whichever comes first; and

WHEREAS, the Finance Director has determined that funds are available in the Motor Vehicle Pool (662-441.62-977.000); and

WHEREAS, in the best interest of the City, it is recommended that 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 Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the purchase of a 2006 John Deere 444j high lift loader from Buck and Knobby of Ottawa Lake, MI at a cost of \$91,300.00 and that the bid process be waived.

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

R-5

R09-161

September 21, 2009

RE: PARKING PERMITS – Revised Permit Parking Regulations

RESOLUTION

WHEREAS, the City has implemented the system for permit parking and off-street parking in downtown parking lots; and

WHEREAS, the current policy allows the Downtown Development Authority Director to determine appropriate locations for permit parking in said lots; and

WHEREAS, it appears that the current system has not been well accepted by the permit holders and the policy is in need of revision.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The purchaser of an annual or monthly parking permit for off-street parking in downtown parking lots in the City of Adrian shall have the right to park in any of said lots in any parking space in a downtown parking lot, subject to the following conditions:
 - (a) Permit parking shall not be included in marked handicapped spaces, fire lanes or loading zones.
 - (b) Overnight parking shall only be allowed in designated spaces under current regulations.
 - (c) Permit parking shall not be allowed for on-street parking.

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

MISCELLANEOUS

Adrian Parks and Recreation
Recreation Program Report
Summer (June - August 2009)

	2005	2006	2007	2008	2009
AQUATICS					
Open Swim (Includes season pass holders)	11,716	9,494	11,456	13,100	11,614
Family Passes/Additional Members	73/20	78/26	84/36	85/38	83/46
Individual Passes	71	55	107	99	87
Punch Passes	22	26	20	27	25
Lessons - 5 sessions AM	508	483	397	393	388
3 sessions PM	152	187	189	152	99
Water Aerobics (Average)	15	10	5	5	8
Swim Team	73	111	174	148	153
Kids Go Wild (3 sessions)		21/15/28	16/40/32	74/47/45	0/53/0
(2009 - 2 sessions cancelled due to power outage and weather)					
Dog Days Swim	11	25	43	55	47
YOUTH PROGRAMS					
A Team Boot Camp		12	20	11	(1)
Art in the Park*					15
Camp Adventure (2 sessions)	11/(2)	10/10	5/5	0/8	N.O.
Camp Caterpillar (2 sessions 2007; 1 session 2008)			21	11	(8)
CSI Camp*					25
Father's Day Gift Workshop	20	11	8	11	(3)
Golf Lessons	8	13	12	7	8
High School Soccer* (Teams)					6
Karate	20	27	25	18	20
Lacrosse Clinic			13	N.O.	N.O.
Pirate Camp*					17
Pixie Cheerleading	66	70	40	58	47
Sports for Squirts	10	14	12		
Squirts T-Ball				33	18
Squirts Flag Football*					19
Summer Playgrounds	88	63	N.O.	N.O.	N.O.
Survivor Camp*					(6)
Tennis - 2 sessions	14	14	19	20	11
Volleyball Clinic	21	21	17	17	17
Voyager Camp			10	6	N.O.
ADULT PROGRAMS					
Dog Obedience	12	19	26	12	26
Golf Lessons	7	13	10	9	4
Karate	2	2	4	9	7
Sand Volleyball (teams)					
4X4	25	23	17	18	19
2X2			4	0	0
Soccer (teams)	4	7	12	10	12
Softball (teams)	47	46	40	43	41
Men's	22	22	17	23	22
Women's	11	8	9	8	5
Co-ed	14	16	14	12	14
District Softball Tournament	14	12	11	7	6
State Finals Softball Tournament	N.O.	19	8	42	N.O.
State Qualifier Tournament	N.O.	N.O.	9	16	16

*NEW PROGRAM ()CLASS CANCELLED DUE TO LOW ENROLLMENT

N.O. Not Offered

NOTE: Blank spaces are due to incomplete information from prior years or not offering certain programs in various years.

Adrian Parks and Recreation
Recreation Program Report
Summer (June - August 2009)

	2005	2006	2007	2008	2009
SPECIAL EVENTS					
Adaptive Programs					
Bowling with Buddies			0	N.O.	N.O.
Krazy Karaoke (2 sessions)			5/0	N.O.	N.O.
Miles of Smiles Camp			(1)	N.O.	N.O.
Game Night at Trestle Park				7	N.O.
Scavenger Hunt					(1)
City Band Concerts (8 Concerts)	1,200	1,200	1,200	1,500	1,520
Dad's & Son's Night Out				26	11
Detroit Ignition Soccer Camp*					10
Drive, Pitch & Putt	11	21	7	9	N.O.
Fishing Derby	10	10	10	15	19
Hershey Track & Field	35	43	39	35	45
Maple City 3 on 3 Tournament (Teams)	38	32	17	12	9
Splash & Dash Youth Triathlon*					
Fun Run					21
Triathlon 7 - 10 Yrs. Old					35
Triathlon 11 - 14 Yrs. Old					19
Duathlon 7 - 10 Yrs. Old					13
Duathlon 11 - 14 Yrs. Old					3
Teen Trips					
Cedar Point	17	46	25	14	(3)
Tigers Game	11	(2)	10	9	(2)
Kayak Trip					(0)
Tons Of Trucks (kids/adults) (2008 rain)	57/75	264/200	197/150	135/80	155/90
Walk Michigan (6 sessions)					94
SKATE PARK					
Open Skate		468	532	613	662
Skateboard Camp		30	25	13	17
RENTALS					
Picnic Shelters	153	116	140	162	180
Pool	20	22	15	18	15
*NEW PROGRAM ()CLASS CANCELLED DUE TO LOW ENROLLMENT N.O. Not Offered					
NOTE: Blank spaces are due to incomplete information from prior years or not offering certain programs in various years.					

Adrian Parks Recreation
Non-Resident Report
Summer (June - August 2009)

AQUATICS	Residents	Non-Residents	Total Participants	Percentage Non-Residents
Open Swim (Does not include pass holders)	5,446	1,723	7,169	24%
Family Passes	63	20	83	24%
Additional Members	38	8	46	17%
Individual Passes	57	30	87	34%
Punch Passes	15	10	25	40%
Lessons - 5 sessions AM	161	227	388	59%
3 sessions PM	39	60	99	61%
Water Aerobics	N/A - Did not track			
Swim Team	82	71	153	46%
Kids Go Wild	N/A - Did not track			
Dog Days Swim	32	15	47	32%
YOUTH PROGRAMS				
Art in the Park	8	7	15	47%
CSI Camp	9	16	25	64%
Golf Lessons	4	4	8	50%
Karate	13	7	20	35%
Pirate Camp	6	11	17	65%
Pixie Cheerleading	37	10	47	21%
Squirts T-Ball	11	7	18	39%
Squirts Flag Football	12	7	19	37%
Tennis - 2 sessions	6	5	11	45%
Volleyball Clinic	3	14	17	82%
ADULT PROGRAMS				
Dog Obedience	21	5	26	19%
Golf Lessons	2	2	4	50%
Karate	0	7	7	100%
Sand Volleyball (players)	58	61	119	51%
Softball (players)	267	375	642	58%
SPECIAL EVENTS				
City Band Concerts (8)	N/A - Did not track			
Dad's & Son's Night Out	7	4	11	36%
Detroit Ignition Soccer Camp	0	10	10	100%
Fishing Derby	13	6	19	32%
Hershey Track & Field	N/A - Did not track			
MC 3X3 Bball Tournament	20	14	34	41%
Splash & Dash Youth Triathlon	17	74	91	81%
Tons of Trucks	N/A - Did not track			
SKATE PARK				
Open Skate	616	46	662	7%
Skateboard Camp	1	16	17	94%
RENTALS				
Picnic Shelters	140	40	180	22%
Pool	10	5	15	33%
TOTAL	7,214	2,917	10,131	29%

**YOUTH RECREATION SCHOLARSHIPS
JUNE - AUGUST 2009**

	# Participants	Amount
Aquatics	40	\$1,240.00
Youth Sports	2	\$14.00
Youth Programs	5	\$111.00
TOTAL	47	\$1,365.00

M-2

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

ADRIAN D.A.R.T. PASSENGER RIDERSHIP REPORT FOR AUGUST 2009

WEEK END:	AUG 7	AUG 14	AUG 21	AUG 28	AUG 31	TOTAL
MONDAY	293	290	278	318	280	1459
TUESDAY	315	304	280	315	0	1214
WEDNESDAY	298	320	282	277	0	1177
THURSDAY	292	230	245	274	0	1041
FRIDAY	271	277	272	0	0	820
		1421	1357	1184	280	5711

SERVICE DAYS	AUG 2009 (20)	AUG 2008 (21)	+/-	JUL 2009 (22)
SENIORS	686	918	-232	813
HDCP SENIORS	908	1004	-96	1046
HANDICAPPED	2549	2859	-310	2559
WHEELCHAIRS **	384	275	109	451
GENERAL	1568	1432	136	1680
	5711	6213	-502	6098

SEPTEMBER	2007	6071	2008	6640	9%
OCTOBER	2007	7357	2008	7278	-1%
NOVEMBER	2007	6718	2008	6050	-10%
DECEMBER	2008	6171	2009	6734	9%
JANUARY	2008	7616	2009	7368	-3%
FEBRUARY	2008	7452	2009	7417	0%
MARCH	2008	7027	2009	7540	7%
APRIL	2008	7136	2009	6915	-3%
MAY	2008	6957	2009	6119	-12%
JUNE	2008	6707	2009	6453	-4%
JULY	2008	6717	2009	6098	-9%
AUGUST	2008	6213	2009	5711	-8%
		82142		80323	-2%

** WHEELCHAIR TOTALS ARE INCLUDED IN HANDICAPPED PASSENGER TOTALS

M-3

DEPARTMENTAL REPORT

SEPTEMBER 21, 2009

	AUGUST 2009	JULY 2009	AUGUST 2008	YEAR-TO-DATE 2009	YEAR-TO-DATE 2008
POLICE DEPARTMENT					
Complaints Answered	912	946	1,020	6,773	7,364
VIOLATIONS					
Moving Citations	99	103	634	678	1,401
3-6 am Parking Tickets	135	63	80	1,356	745
Non-Moving Citations	34	36	23	307	111
Downtown Parking Tickets	198	266	120	1,191	3,256
TOTAL VIOLATIONS	466	468	857	9,393	5,513
ARRESTS	94	113	118	909	1,019
FIRE DEPARTMENT (See M-4)					
INSPECTION DEPARTMENT					
Building Permits	29	40	43	217	323
Electrical Permits	20	22	20	143	159
Mechanical Permits	26	15	16	138	163
Plumbing Permits	9	6	8	43	52
Sidewalk Permits	1	3	19	12	32
Sign Permits	2	8	6	32	47
TOTAL PERMITS	87	94	112	585	776
Estimated Bldg.Costs	\$390,333	\$513,694	\$4,464,309	\$2,696,241	\$10,284,711
PARKING SYSTEM					
Meters in Operation	*				
Parking Assessment	\$0	\$0	\$0	\$13,548	\$9,412
Lot Revenue	\$1,844	\$0	\$426	\$3,179	\$5,738
Street Revenue	\$0	\$0	\$0	\$0	\$0
Misc. Revenue	\$15	\$15	\$8	\$110	\$59
Permits	\$0	\$260	\$763	\$16,189	\$35,351
Fines	\$990	\$1,025	\$470	\$5,471	\$13,309
Token Sales	\$0	\$0	\$0	\$0	\$0
Contribut-GenFund	\$10,000	\$0	\$0	\$26,000	\$132,000
TOTAL REVENUE	\$12,849	\$1,300	\$1,667	\$64,497	\$195,869
WASTE WATER DEPARTMENT					
M. G. Pumped	131.636	128.715	137.890	1,349.364	1,492.315
Cost of Plant Operation	*	\$89,440	\$635,076	\$2,255,659	\$2,365,362
WATER DEPARTMENT					
M. G. Pumped	96	97	102	713	754
Number of Customers	6,304	6,287	6,328		
	Industrial	Commercial	Residential	Other	TOTAL
M. G. Sold Revenue	\$41,648	\$99,582	\$123,024	\$65,840	83,996 \$330,094

*Figure not available