

PRE-MEETING AGENDA

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

The City Commission will meet for a pre-meeting study session on Monday, January 5, 2009 at 5:30 p.m. in the 2nd Floor Conference Room at City Hall to discuss the following topics:

- I. Discuss development documents regarding Municipal Complex
- II. Siena Heights Project
- III. Ethics Policy (time permitting)

COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
JANUARY 5, 2009
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- I I. ROLL CALL
- I I I. APPROVAL OF MINUTES
 - 1. APPROVAL OF THE MINUTES OF THE DECEMBER 15, 2008 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
 - 2. APPROVAL OF THE MINUTES OF THE DECEMBER 30, 2008 SPECIAL MEETING OF THE ADRIAN CITY COMMISSION
- I V. PRESENTATION OF ACCOUNTS
- V. COMMUNICATION
 - 1. Communication from Comcast regarding additional service offerings for high definition programming and advanced digital services.
 - 2. Communication from Comcast regarding the addition of high-definition channels.
 - 3. Communication regarding the mileage reimbursement rate adjustment effective January 1, 2009.
 - 4. State Revenue Sharing Update
- V I. CONSENT AGENDA
 - A. RESOLUTIONS
 - 1. CR09-001. Resolution to make temporary traffic control orders permanent on S. McKenzie Street by Bohn Pool and the path to Burr Ponds.
 - 2. CR09-002. Resolution to make temporary traffic control orders permanent on S. Scott Street at Beecher Street.
 - 3. CR09-003. Resolution setting a public hearing date to hear and consider comments to establishment of a Special Assessment District for improvements on East and West Summit Street from Division to Winter (SAD #377).

4. CR09-004. Resolution setting a public hearing date to hear and consider comments to establishment of a Special Assessment District for improvements on W. Church St. from Maumee to Winter Streets (SAD #378).
5. CR09-005. Resolution to award bid for printing the Parks & Recreation program brochures.

V I I. PUBLIC COMMENT

V I I I. REGULAR AGENDA

A. SPECIAL ORDER

1. SO-1. Public Hearing to hear and consider comments to the confirmation of the Special Assessment Roll for SAD #376 – College Park Subdivision and portions of Vine and Sherman Streets.

B. RESOLUTIONS

1. R09-001. Resolution to approve the confirmation of the Special Assessment Roll for SAD #376 – College Park Subdivision and portions of Vine and Sherman Streets.
2. R09-002. Resolution to appoint Thomas Eckenberg as the City Assessor.
3. R09-003. Resolution to approve Change Order No. 9 to the Irish Construction contract for additional restoration work and material costs on digester #3 at the Wastewater Treatment Plant.
4. R09-004. Resolution to approve payment to Dixon Engineering for additional inspection services relative to renovation of two digesters at the Wastewater Treatment Plant.
5. R09-005. Resolution to clarify that the Board of the Downtown Development Authority is the designated governing body with the authority and responsibility for implementation and maintenance of the Tax Increment Financing Plan for downtown Adrian.
6. R09-006. Resolution to approve the annual Performance Resolution with MDOT allowing work within the State trunkline right-of-ways and authorizing the City Administrator, City Engineer and Utility Director to apply to MDOT for any necessary permits for said work.
7. R09-007. Resolution to approve the delegation of the Inspection Department staff for inspections at Lenawee Christian School and to be the permitting authority.

8. R09-008. Resolution to approve the purchase of a single-axle dump truck with underbody plow.
9. R09-009. Resolution to approve a Farm Lease Agreement with Marvin Farms for rental of 53 acres of farmland on W. Beecher Street.
10. R09-010. Resolution to approve a Farm Lease Agreement with Fred Feight for rental of approximately 62 acres of land (former Witt farm) on N. Adrian Hwy.
11. Resolution to determine feasibility of proceeding with municipal complex.
12. Resolution to approve development agreements for renovations to City Library, future City Hall, and the old Post Office and for the construction of a Police/Administration building.

I X. PUBLIC COMMENT

X. COMMISSION COMMENTS

MINUTES

**MINUTES
ADRIAN CITY COMMISSION
DECEMBER 15, 2008
7:00 P.M.**

Official proceedings of the December 15, 2008 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, Valentine, Clegg and DuMars

ABSENT: Commissioner Steele

Commissioner DuMars made a motion to excuse Commissioner Steele, seconded by Commissioner Osborne, motion carried by a unanimous vote.

Mayor McDowell in the Chair.

Oath of Office taken by Commissioner Christopher Miller.

Commissioner DuMars made a motion to approve the minutes of the December 1, 2008 regular meeting of the Adrian City Commission, seconded by Commissioner Valentine, motion carried by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher #2939 through #2947	\$ 83,442.11
General Fund Vouchers #18986 through #19004	\$ 55,173.32
Clearing Account Vouchers amounting to	<u>\$762,010.91</u>
TOTAL EXPENDITURES	<u>\$900,626.34</u>

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

PRESENTATION

1. Sue Hammersmith, President and CEO of the Lenawee Community Foundation, presented a plaque to Dane Nelson in recognition of city personnel who donated funds to their organization.

COMMUNICATION

1. Communication from Finance Director regarding nationwide voters' sentiments on taxes, bond issues and transportation funding.

CONSENT AGENDA

RESOLUTIONS

RESOLUTION CR08-100

RE: POLICE DEPT. – Traffic Control Order #08-30 – Budlong at Riverside Ave.

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

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

TCO-08-30: On Budlong at Riverside, post "No Parking Here to Corner" signs on both east and west sides of the street

RESOLUTION CR08-101

RE: ENGINEERING DEPT. – Certifying Costs for SAD #376 – College Park Subdivision and Portions of Vine and Sherman Streets

WHEREAS, the City Clerk has certified to the City Administrator the total cost of improvements for the College Park Subdivision and portions of Vine and Sherman Streets, said project being know and designated as Special Assessment District #376; and

WHEREAS, the City Administrator has forwarded said report to the City Commission and recommends that it be approved.

NOW, THEREFORE, BE IT RESOLVED:

1. That the total cost of said improvements mentioned above in the amount of Seven Hundred Eight Thousand Nine Hundred Thirty Six Dollars (\$708,936.00) as certified by the City Clerk is approved.
2. That the City Assessor is directed to apportion the said total cost as follows:
 - a. One Hundred Seventy Six Thousand Eighty Two Dollars and Ninety-One Cents (\$176,082.91) shall be spread upon the Special Assessment Roll according to the frontage against the portion of land especially benefitted which lies within the corporate limits of the City of Adrian, which shall be known and designated as Special Assessment District #376 and which is described as follows:

College Park Subdivision, including College Park Dr., Harrison Place, Anthony Ct., Feeman Ct., Forest St., Spencer Place, Sherman Ct, as well as Vine St. (from Madison St. to College Park Dr.) and Sherman St. (Madison St. to Forest St.)

- b. Five Hundred Thirty Two Thousand Eight Hundred Fifty Three Dollars and Nine Cents (\$532,853.09) shall be the city's portion of said project.

RESOLUTION CR08-102

RE: ENGINEERING DEPT. – Public Hearing Date for SAD #376 – College Park Subdivision and Portions of Vine and Sherman Streets

WHEREAS, the City Assessor has completed the Special Assessment Roll for improvements in the College Park Subdivision, as well as portions of Vine and Sherman Streets and has reported the same to the City Commission, together with a certificate that the Special Assessment Roll conforms to the direction of the City Commission and the provisions of the Adrian City Code.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Special Assessment Roll for SAD #376 for improvements in the College Park Subdivision, as well as portions of Vine and Sherman Streets, be filed forthwith in the office of the City Clerk for public examination.
2. That the City Commission will meet in the Commission Chambers at City Hall, 100 E. Church St., Adrian, MI, at 7:00 p.m. on Monday, January 5, 2009, for the purpose of reviewing the said roll and hearing and considering any objections thereto.
3. That the City Clerk is hereby directed to give notice that the said Special Assessment Roll is on file for public examination and to give notice of said meeting and hearing set forth above pursuant to the provisions of Title I, Chapter 8, Section 1.213 of the Adrian City Code.

On motion by Commissioner Valentine, seconded by Commissioner DuMars, Consent Resolutions CR08-100 through CR08-102 were adopted by a unanimous vote.

REGULAR AGENDA

ORDINANCE

1. Ord. 08-16. Second reading and adoption of an Ordinance to create Article IX, Section 58-301, of Chapter 58 of the Adrian City Code entitled, "Check Fraud".

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

SPECIAL ORDER

1. SO-1. Public Hearing to hear and consider comments to approval of special assessments against certain properties in the downtown business district to cover a portion of the expenses incurred for maintenance of the downtown parking lots.

The following people addressed the Commission regarding their Special Assessments: Steve Rosales, 116 S. Winter St; Dan Beaubien, 127 S. Winter St., and Mark and Mina Scott, 160 E. Maumee St.

RESOLUTION R08-168

RE: FINANCE DEPARTMENT – Downtown Parking Special Assessment

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

WHEREAS, the Adrian City Commission, on December 1, 2008, adopted Resolution #CR08-099, Downtown Special Assessment – Notice of Intent, detailing the proposed Financial Plan and Proposed Special Assessment in the amount of \$30,000, establishing a Public Hearing in the City Commission Chambers at Adrian City Hall (100 E. Church Street) at 7:00 p.m. on Monday, December 15, 2008, and instructing the City Clerk to mail appropriate Notices of Intent to affected parties.

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

1. Deems it necessary and declares its intention to maintain the downtown parking system;
2. Estimates the annual cost thereof to be \$116,200, to be defrayed by revenue from long-term parking meters, parking permits, parking enforcement, contributions from the Downtown Development Authority and City General Fund, as well as a Special Assessment to downtown property owners in the amount of \$30,000;
3. Specifies that the Special Assessment District within the Downtown Development District shall include the following land and premises located within the following boundaries:

North of Church Street
West of Broad Street
South of Front Street
West Side of Winter Street
East of College Avenue

4. Authorizes the Special Assessment to partially defray the cost of the proposal shall be levied on the lands and premises within the proposed Special Assessment District according to zoning;
5. Directs that the report of the City Administrator be filed with the City Clerk forthwith for public examination.

On motion by Commissioner DuMars, supported by Commissioner Valentine, this resolution was adopted by a unanimous vote.

RESOLUTION R08-169

RE: UTILITIES DEPARTMENT –Sewer Collection System – Authorization to Purchase New One-Ton Dump Truck

WHEREAS, the FY2008-09 Amended Budget includes \$50,000 (Account No. 497-555.00-977.561) to purchase a new one-ton dump truck with a dump body, Western snow plow package and salt spreader, to be used to maintain the city's sewer collection system; and

WHEREAS, on Wednesday, November 25, 2008, the Purchasing Office received the four (4) bids for the aforementioned replacement vehicle (see attached bid tabulation), with the lowest qualified bidder that meets specifications necessary to perform job requirements identified as Varsity Ford, Ann Arbor, MI with the low bid of \$42,245 (excluding trade-in); and

WHEREAS, because the value of the truck to be replaced is estimated to exceed the \$2,000 trade-in offer, the City Purchasing Office also accepted bids for it rather than trade-in credit towards the new vehicle; three (3) bids were received, the highest being Brian Watson of Adrian, MI at \$3,269.76; and

WHEREAS the Utilities Director and City Administrator recommend selection of the lowest qualified bidder, Varsity Ford, Ann Arbor, MI, for purposes of acquiring a new one-ton dump truck at a cost not to exceed \$42,245 and that the vehicle being replaced should be sold to Brian Watson of Adrian, MI at a price of \$3,269.76.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the purchase of a new one-ton dump truck from the lowest qualified bidder, Varsity Ford, Ann Arbor, MI at a cost not to exceed \$42,245 and that the vehicle being replaced be sold to Brian Watson of Adrian, MI at a price of \$3,269.76.

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

RESOLUTION R08-170

NOTICE OF INTENT RESOLUTION
GENERAL OBLIGATION CAPITAL IMPROVEMENT BONDS

City of Adrian
County of Lenawee, State of Michigan

Minutes of a regular meeting of the City Commission of the City of Adrian, County of Lenawee, State of Michigan (the "City") held on the 15th day of December, 2008, at 7:00 o'clock p.m. Eastern Standard Time.

PRESENT: Mayor McDowell, Commissioners Osborne, Valentine, Miller, Clegg and DuMars

ABSENT: Commissioner Steele

The following preamble and resolution were offered by Commissioner Osborne and supported by Commissioner Valentine:

WHEREAS, the City intends to issue and sell general obligation capital improvement bonds, pursuant to Act 34, Public Acts of Michigan, 2001, as amended, in an amount not to exceed Ten Million Dollars (\$10,000,000) for the purpose of paying the cost of acquiring, constructing, furnishing, and equipping a municipal complex housing municipal, police and library facilities, together with the site therefore and all necessary appurtenances and attachments (the "Project"); and

WHEREAS, a notice of intent to issue bonds must be published before the issuance of the aforesaid bonds in order to comply with the requirements of Section 517 of Act 34, Public Acts of Michigan, 2001, as amended.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Clerk is hereby authorized and directed to publish a notice of intent to issue bonds in the Daily Telegram, a newspaper of general circulation in the City.
2. Said notice of intent shall be published as a one-quarter (1/4) page display advertisement in substantially the following form:

NOTICE TO ELECTORS
OF THE CITY OF ADRIAN
OF INTENT TO ISSUE BONDS SECURED BY THE TAXING
POWER OF THE CITY AND THE RIGHT OF REFERENDUM THEREON

PLEASE TAKE NOTICE that the City Commission of the City of Adrian, Lenawee County, Michigan, intends to issue and sell general obligation capital improvement bonds, pursuant to Act 34, Public Acts of Michigan, 2001, as amended, in an amount not to exceed Ten Million Dollars (\$10,000,000) for the purpose of paying the cost of acquiring, constructing, furnishing, and equipping a municipal complex housing municipal, police and library facilities, together with the site therefore and all necessary and related appurtenances and attachments.

Said bonds will mature in annual installments not to exceed thirty (30) in number, with interest rates to be determined at sale but in no event to exceed six (6%) per annum or such other rates as may be permitted by law on the unpaid balance from time to time remaining outstanding on said bonds. The bonds may be issued in one or more series as shall be determined by the City Commission.

SOURCE OF PAYMENT OF BONDS

THE PRINCIPAL AND INTEREST OF THE BONDS shall be payable from the general funds of the City lawfully available for such purposes including property taxes levied within applicable charter, statutory and constitutional limitations.

RIGHT OF REFERENDUM

THE BONDS WILL BE ISSUED WITHOUT A VOTE OF THE ELECTORS UNLESS A PETITION REQUESTING SUCH A VOTE SIGNED BY NOT LESS THAN 10% OF THE REGISTERED ELECTORS OF THE CITY IS FILED WITH THE CITY CLERK WITHIN FORTY-FIVE (45) DAYS AFTER PUBLICATION OF THIS NOTICE. IF SUCH PETITION IS FILED, THE BONDS MAY NOT BE ISSUED WITHOUT AN APPROVING VOTE OF A MAJORITY OF THE QUALIFIED ELECTORS OF THE CITY VOTING THEREON.

THIS NOTICE is given pursuant to the requirements of Section 517, Act 34, Public Acts of Michigan, 2001, as amended.

Pat Baker
Clerk, City of Adrian

3. The City Commission does hereby determine that the foregoing form of Notice of Intent to Issue Bonds and the manner of publication directed is the method best calculated to give notice to the City's taxpayers and electors of this Board's intent to issue the bonds, the purpose of the bonds, the security for the bonds, and the right of referendum relating thereto, and the newspaper named for publication is hereby determined to reach the largest number of persons to whom the notice is directed.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

On motion by Commissioner Osborne, seconded by Commissioner Valentine, this Resolution was adopted by a unanimous vote.

RESOLUTION R08-171

REIMBURSEMENT RESOLUTION
City of Adrian
County of Lenawee, State of Michigan

Minutes of a regular meeting of the City Commission of the City of Adrian, County of Lenawee, State of Michigan held on the 15th day of December, 2008, at 7:00 o'clock p.m. Eastern Standard Time.

PRESENT: Mayor McDowell, Commissioners Osborne, Valentine, Miller, Clegg and DuMars

ABSENT: Commissioner Steele

The following preamble and resolution were offered by Commissioner Valentine and supported by Commissioner DuMars:

WHEREAS, the City of Adrian, County of Lenawee, State of Michigan (the "City") intends to cause to be issued and sold bonds, in one or more series, in amounts not to exceed Ten Million Dollars (\$10,000,000) for the purpose of paying the cost of acquiring and constructing public improvements (the "Projects"); and

WHEREAS, the City intends, at this time to state its intentions to be reimbursed from proceeds of the bonds for any expenditures undertaken by the City for the Projects prior to issuance of the bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

(a) As of the date hereof, the City reasonably expects to reimburse itself for the expenditures described in (b) below with proceeds of debt to be incurred by the City or on behalf of the City.

(b) The expenditures described in this paragraph (b) are for the costs of acquiring and constructing the Projects together with appurtenances and attachments thereto to serve the City which were or will be paid subsequent to six months prior to the date hereof.

(c) The maximum principal amount of debt expected to be issued for the Projects, including issuance costs, is \$10,000,000.

(d) A reimbursement allocation of the expenditures described in (b) above with the proceeds of the borrowing described herein will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the Project is placed in service, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the City's use of the proceeds of the debt to be issued for the Projects to reimburse the City for a capital expenditure made pursuant to this Resolution.

(e) The expenditures described in (b) above are "capital expenditures" as defined in Treas. Reg. § 1.150-1(b), which are any costs of a type which are properly chargeable to a capital account (or would be so chargeable with a proper election or with the application of the definition of placed in service under Treas. Reg. § 1.150-2(c)) under general Federal income tax principles (as determined at the time the expenditure is paid).

(f) No proceeds of the borrowing paid to the City in reimbursement pursuant to this Resolution will be used in a manner described in Treas. Reg. § 1.150-2 (b) with respect to abusive uses of such proceeds, including, but not limited to, using funds corresponding to the proceeds of the borrowing in a manner that results in the creation of replacement proceeds (within Treas. Reg. § 1.148-1) within one year of the reimbursement allocation described in (d) above.

(g) Expenditures for the Projects to be reimbursed from the proceeds of the borrowing for purposes of this Resolution do not include costs for the issuance of the debt or an amount not in excess of the lesser of \$100,000 or 5 percent of the proceeds of the borrowing, or preliminary expenditure not exceeding twenty (20) percent of the issue price of the borrowing, within the meaning of Treas. Reg. § 1.150-2(f) (such preliminary expenditures include architectural, engineering, surveying, soil testing and similar costs incurred prior to construction of the Project, but do not include land acquisition, site preparation, and similar costs incident to commencement of construction).

2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

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

RESOLUTION R08-172

WHEREAS, Michigan statutes allow a governing body to enter into a contract for the sharing of functions, services and responsibilities which another government subdivision has the power to perform separately; and

WHEREAS, OMNI Team #3, a multi-jurisdictional Task Force created by an Interlocal Agreement between agencies, including the City of Adrian, has approached the City of Adrian with a proposed Agreement to provide legal services on contested forfeiture cases, and the City Attorney has indicated that the performance of said services for OMNI Team #3 will not in any way conflict with or hinder her representation of the City of Adrian;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Clerk and the Mayor are authorized to sign an Agreement between the City of Adrian and OMNI Team #3 to provide legal representation pursuant to the terms fully set forth within the Agreement;

IT IS, FURTHER, RESOLVED that the City of Adrian will maintain insurance coverage to cover City employees working under this Agreement.

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

MISCELLANEOUS

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

2. Departmental Report
3. Fire Department Report

PUBLIC COMMENT

1. Steve Rosales, 116 S. Winter St., questioned if the City would abandon the parking lot behind the restaurant (El Chapulin) since he feels it is not adequate.
2. Dan Beaubien, 127 S. Winter St., asked if there would be a garage for the new police vehicles.

COMMISSION COMMENTS

There were no Commission comments.

The next regular meeting of the Adrian City Commission will be held on Monday, January 5, 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

**MINUTES
SPECIAL MEETING
ADRIAN CITY COMMISSION
DECEMBER 30, 2008
4:30 P.M.**

Official proceedings of the December 30, 2008 Special Meeting of the City Commission, Adrian, Michigan, held at 4:30 p.m.

The 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

ABSENT: Commissioner Valentine

Motion made by Commissioner Steele to excuse Commissioner Valentine, seconded by Commissioner DuMars, motion adopted by a unanimous vote.

Administrator Nelson explained the timing issues that made it necessary to present this resolution. A figure of \$35,000 was included to pay for the generator that was not included in the original purchase agreement. Commissioner Steele suggested that the amount listed on the resolution be changed from \$1,250,000 to \$1,285,000 to reflect this and, therefore, match the amount of the land contract.

RESOLUTION R08-173

RE: LAND CONTRACT PURCHASE OF 135 E. MAUMEE STREET

WHEREAS, on or about April 14, 2008, the City of Adrian entered into a Municipal Purchase Agreement with First Federal Bank of the Midwest for the purchase of 135 E. Maumee Street, Adrian, Michigan 49221, for the sum of \$1,285,000; and

WHEREAS, the original purchase agreement contemplated a cash payment in said purchase amount to be paid in full at the time of closing; and

WHEREAS, the parties have further discussed the payment of said purchase price at a time when bond proceeds would be available as opposed to paying the full purchase price at this time; and

WHEREAS, the parties have negotiated the terms of the proposed land contract, which is attached hereto and made a part hereof, which provides that the purchase price and any accrued interest would be paid in full no later than one year from the date of closing of said land contract.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the terms of said proposed said land contract are approved, that the City Administrator or his designee are hereby authorized to sign said land contract on behalf of the city and such other documents as may be necessary to close this transaction; and

BE IT, FURTHER, RESOLVED that the sum of \$14,334.46 is authorized to be paid to the seller at closing for property tax proration.

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

Commissioner Steele motioned to adjourn the meeting, seconded by Commissioner DuMars, motion adopted by a unanimous vote.

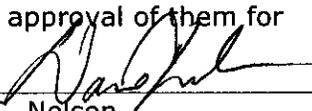
Gary E. McDowell
Mayor

Pat Baker
City Clerk

CHECK
REGISTER

January 5, 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 #2948 through #2959	\$ 209,691.21
General Fund	
Vouchers #19005 through #19033	678,858.08
Clearing Account Vouchers	
amounting to	<u>\$246,743.74</u>
TOTAL EXPENDITURES	<u>\$1,135,293.03</u>

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

**UTILITIES DEPARTMENT
CHECK REGISTER**

CHECK #	AMOUNT	PAYEE	DESCRIPTION
2948	\$110.16	Verizon North	Telephone Bills
2949	\$77,063.09	City of Adrian Payroll	Payroll we 12/12/08
2950	\$421,097.96	City of Adrian Clearing	Check Register 12/15/2008
2951	\$6,099.57	Citizens Gas Fuel	Natural Gas Bills
2952	\$16,418.69	City of Adrian Payroll	Payroll for 12/19/2008
2953	\$143.29	City of Adrian Utitiities	Utility Bills
2954	\$66.71	Verizon North	Telephone Bills
2955	\$4,155.30	Consumers Energy	Electric Bills
2956	\$2,449.80	Citizens Gas Fuel	Natural Gas Bills
2957	\$52,181.47	City of Adrian Payroll	Payroll we 12/26/2008
2958	\$31,213.71	Consumers Energy	Electric Bills
2959	\$19,789.42	City of Adrian Payroll	Payroll we 01/02/2009
	\$630,789.17		
	-\$421,097.96	Less ck 2950	
TOTAL	\$209,691.21		
Water	\$429,156.92		
Wastewater	\$201,632.25		

January 5, 2009

5-Jan-09

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
19005	\$ 103.54	Verizon North	Various Phone Bills
19006	\$ 226,462.08	City of Adrian: Payroll	Payroll for Dec 12
19007	\$ 17,648.83	First Federal Bank	Soc Security for Dec 12
19008	\$ 10.00	City of Adrian	Dog License Certificate
19009	\$ 67.52	Mark Anderson	Blue Cross Refund
19010	\$ 50.00	Tricia Parra	Recreation Refund
19011	\$ 326,451.31	City of Adrian: Clearing Acct	Dec 15 Check Register
19012	\$ 4,772.73	Quick Service Transportation	Payroll W/E Dec 13
19013	\$ 1,481.04	US Postmaster	City Newsletter Mailing
19014	\$ 8,221.49	City of Adrian: Payroll	Payroll for Dec 19
19015	\$ 2,138.82	First Federal Bank	Soc Security for Dec 19
19016	\$ 1,266.96	City of Adrian: Utilities	Various Water Bills
19017	\$ 23,077.23	Consumers Energy	Various Electric Bills
19018	\$ 151.23	Verizon North	Various Phone Bills
19019		City of Adrian: Utilities	Transfer State Mi Funds
19020	\$ 2,424.47	Citizens Gas Fuel Co	Various Heat Bills
19021	\$ 4,190.61	Quick Service Transportation	Payroll for Dec 20
19022	\$ 161.79	Verizon North	Various Phone Bills
19023	\$ 220,989.36	City of Adrian: Payroll	Payroll for Dec 26
19024	\$ 14,807.49	First Federal Bank	Soc Security for Dec 26
19025	\$ 17,204.38	Lenawee Fuels Inc	Gas & Diesel Fuel DPW
19026	\$ 117,847.81	Blue Cross Blue Shird of MI	January Hospitalization
19027	\$ 758.40	Consumers Energy	Electric Bills
19028		City of Adrian: Utilities	Transfer State Mi Funds
19029	\$ 10.00	Terry Koglin	Recreation Refund
19030	\$ 8,499.14	City of Adrian: Payroll	Payroll for Jan 2
19031	\$ 2,587.70	First Federal Bank	Soc Security for Jan 2
19033	\$ 3,925.46	Quick Service Transportation	Payroll for Dec 27

\$ 1,005,309.39

\$ (326,451.31) Less: CK# 19011

\$ 678,858.08

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ADRIAN AREA CHAMBER OF COMME	699.00		
2. ADRIAN COMMUNICATIONS	1,586.00		
3. ADRIAN DODGE CHRYSLER PLYMOU	17,907.75		
4. ADRIAN LOCKSMITH & CYCLERY	8.00		
5. ADRIAN MECHANICAL SERVICES C	822.64		
6. ADRIAN OVERHEAD DOORS	33.34		
7. AIRGAS GREAT LAKES	97.20		
8. AMAZON CREDIT PLAN	227.56		
9. AMERICAN LIBRARY ASSOC	467.65		
10. AMERICAN OFFICE SOLUTIONS	66.05		
11. AMERICAN WATER WORKS ASSN	199.50		
12. APPLIED BUSINESS SOFTWARE	399.60		
13. ARCH WIRELESS	31.48		
14. BAKER & TAYLOR BOOKS	579.34		
15. BATTERY WHOLESALE	109.99		
16. MICHELLE BEDDINGFIELD	800.00		
17. MARK BISHOP	25.00		
18. BLACK SWAMP EQUIPMENT	145.00		
19. BOOK OF THE MONTH CLUB	40.07		
20. BOOKPAGE	270.00		
21. BOOTBAY	389.90		
22. NEIL BUEHRER	25.00		
23. CALIFORNIA CONTRACTORS SUPPL	119.80		
24. CHANG, CHUN YANG	18.58		
25. CHEMICAL CONTAINMENT SYSTEMS	4,301.00		
26. GARRY CLEVELAND	25.00		
27. CLIA LAB PROGRAM	150.00		
28. CLIFT BUICK-PONTIAC-GMC	205.57		
29. COAST TO COAST DELI	59.79		
30. COLDWATER FIREFIGHTERS LOCAL	200.00		
31. THE COLLABORATIVE INC	8,418.70		
32. COLLEGIATE USA	214.67		
33. COMCAST	3.87		
34. COMFORT ENTERPRISES INC.	176.56		
35. COMPUTER CARE COMPANY, INC.	179.90		
36. CONTINENTAL CARBONIC PRODUCT	812.70		
37. CONTINENTAL SERVICE	551.24		
38. D & N UPHOLSTERY, INC.	135.00		
39. DAILEY ENGINEERING, INC.	277.50		
40. DOWNTOWN PRINTING	750.00		
41. NICK DUSHANE	25.00		
42. CURT EMMONS	25.00		
43. ENGLEWOOD ELECTRICAL SUPPLY	87.30		
44. EXECUTONE COMMUNICATIONS LLC	3,956.00		
45. FASTENAL COMPANY	197.20		
46. FEDERAL EXPRESS	51.69		
47. FIRE DEPT INSTRUCT CONFER	2,455.00		
48. FIRST FEDERAL BANK	14,334.46		
49. FLORIDA MICRO LLC	4,711.70		
50. FUJIFILM USA INC	159.00		
51. FYR-FYTER SALES & SERVICE	97.50		
52. GALL'S INC	319.06		
53. J.O. GALLOUP COMPANY	515.33		
54. GRAINGER PARTS OPERATIONS	177.72		
55. GREAT LAKES AUTOMATIC DOOR,	245.00		
56. GREAT OAKS PLUMBING, INC.	50.00		
57. GREY HOUSE PUBLISHING	159.50		
58. HACH COMPANY	223.79		
59. HAFELI STARAN HALLAHAN	188.70		
60. HAZEN & SAWYER	14,939.00		
61. HUBBARDS AUTO CENTER	137.43		
62. SHARON HUNT	550.00		
63. HURON LIME INC.	9,197.41		
64. I.T. RIGHT	3,137.50		
65. ICMA RETIREMENT CORPORATION	217.51		
66. IMAGE GALLERY	55.00		
67. INDUSTRIAL MILL SUPPLY CORP	282.74		
68. INGRAM LIBRARY SERVICES	136.41		
69. J.E. JOHNSON DEVELOPMENT GRO	20,550.00		
70. JAMES DELIVERY SERVICE	190.00		
71. JONES & HENRY, ENGINEERS	8,601.67		
72. JONES CHEMICAL INC.	3,968.96		
73. KAPNICK INSURANCE GROUP	4,733.94		
74. KELLER THOMA, P.C.	2,280.00		
75. KEMIRA WATER SOLUTIONS INC	6,847.80		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. KENNEDY INDUSTRIES INC.	244.69		
77. KIMBALL MIDWEST	88.68		
78. DAVE KNAPP FORD	804.49		
79. KNISEL'S TREE SERVICE	4,930.00		
80. KONICA MINOLTA- ALBIN	17.78		
81. BRENT KUBALEK	49.98		
82. SUSAN LAUGHLIN	25.00		
83. LE MAITRE SPECIAL EFFECTS IN	115.50		
84. LEGACY PRINTING	15.39		
85. LENAWEE COUNTY DATA	250.00		
86. LENAWEE COUNTY PRINTER	1,964.97		
87. LENAWEE COUNTY REGISTER OF D	17.00		
88. LENAWEE COUNTY TREASURER	6.58		
89. LEXIS NEXIS RM INC	300.00		
90. LIBRARY DESIGN ASSOCIATES IN	1,099.50		
91. DOUG LOLLEY	25.00		
92. MANPOWER OF LANSING MI INC.	489.60		
93. MAPLE CITY GLASS INC.	227.73		
94. MARTIN LUTHER KING DINNER	150.00		
95. MCGOWAN ELECTRIC SUPPLY INC	118.83		
96. MCMASTER- CARR SUPPLY CO.	707.17		
97. MEIJER, INC	295.79		
98. METROPOLITAN UNIFORM CO	261.99		
99. MICHIGAN ASSOCIATION CHIEFS	297.40		
100. MICHIGAN DEPT OF LABOR	90.00		
101. MICHIGAN ECONOMIC DEVELOPERS	240.00		
102. MICHIGAN LOCAL GOVERNMENT MG	25.00		
103. MICHIGAN MUNICIPAL LEAGUE	630.00		
104. MICHIGAN OFFICE SOLUTIONS	406.74		
105. STATE OF MICHIGAN	1,028.09		
106. MICHIGAN TRAVELER	11.40		
107. MICROMARKETING LLC	805.47		
108. MIDWEST TAPE	132.93		
109. MSP FORENSIC SCIENCE	53.00		
110. MUGS N' MORE IMAGING	699.00		
111. MUNICIPAL CODE CORPORATION	400.00		
112. MUNICIPAL UNEMPLOYMENT COMP	678.93		
113. JIM MYERS & SONS, INC.	172.76		
114. NATIONAL REC & PARKS ASSOC	415.00		
115. NEXTEL COMMUNICATIONS	1,072.32		
116. NORTH AMERICAN SALT COMPANY	30,758.61		
117. NORTH EASTERN UNIFORMS & EQU	2,813.87		
118. OCCUHEALTH - WOLF CREEK	116.00		
119. OTIS ELEVATOR COMPANY	885.00		
120. PARAGON LABORATORIES INC	40.00		
121. JEFFREY PARDEE	100.00		
122. PHYSIO-CONTROL, INC.	507.94		
123. PINNACLE IRRIGATION INC.	500.00		
124. PLATINUM PLUS	2,839.36		
125. PR DIAMOND PRODUCTS INC	202.00		
126. PROMEDICA PHYSICIANS	180.00		
127. PVS TECHNOLOGIES INC	6,482.72		
128. QUICK SERVICE TRANSPORTATION	4,245.69		
129. QUILL CORPORATION	719.11		
130. RECORDED BOOKS LLC.	310.04		
131. RED PAINT PRINTING LLC	211.00		
132. TIM ROBERTS	25.00		
133. S N S CLEANING SERVICE	1,623.00		
134. S.L.C. METER SERVICE INC	9,730.39		
135. SAFETY SYSTEMS INC.	111.00		
136. KEITH SCHULTZ	100.00		
137. SCIENTIFIC METHODS INC	380.00		
138. LENNY SCOTT			
139. SERVICE ELECTRIC CO OF ADRIA	4,297.07		
140. SHINE'S AUTO CLEAN	60.00		
141. SIEMENS WATER TECHNOLOGIES	561.00		
142. SLUSARSKI EXCAVATING & PAVIN	2,285.75		
143. SOLARBEE INC	3,504.00		
144. CAROL SOUCHOCK	28.56		
145. SOUTHEAST MICH ASSOCIATION	40.00		
146. STAPLES	176.74		
147. STONEY CREEK NURSERY	520.00		
148. LAD STRAYER	400.00		
149. STUBNITZ ENVIRONMENTAL	840.00		
150. SUPER LAUNDROMAT &	98.35		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. T-MOBILE	29.99	_____	_____
152. TELEPHONE JACK'S	134.00	_____	_____
153. THOMAS SCIENTIFIC	516.86	_____	_____
154. RAY THOMPSON	500.00	_____	_____
155. THOMSON HEALTHCARE	77.90	_____	_____
156. THOMSON WEST	332.63	_____	_____
157. TIME EMERGENCY EQUIPMENT INC	202.05	_____	_____
158. TRUCK & TRAILER SPECIALITIES	508.74	_____	_____
159. U S POSTMASTER	600.00	_____	_____
160. UNITED PARCEL SERVICE	132.56	_____	_____
161. UNUM LIFE INSURANCE COMPANY	2,374.81	_____	_____
162. WEED MAN	216.00	_____	_____
163. WEISKOPF INDUSTRIES CORP	143.02	_____	_____
164. H W WILSON COMPANY	585.00	_____	_____
TOTAL ALL CLAIMS	246,743.74		

COMMUNICATIONS

C-1



December 18, 2008

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

Dear Mr. Nelson:

In keeping with our ongoing efforts to provide regular updates regarding our service, I would like to inform you about several new service offerings designed to fulfill customer demand for more High Definition (HD) programming and advanced digital services.

On January 6, 2009, Comcast will offer the *HD Triple Play* in your community. The *HD Triple Play* is a new service bundle that includes a High-Definition set-top box and High-Definition video service, Comcast Digital Voice and Comcast High-Speed Internet Service. In order for customers to best match a bundle with their specific needs, we will offer three tiers of the *HD Triple Play*: *HD Starter*, *HD Plus*, and *HD Premier*. Customers will no longer pay extra for HD-capable equipment. As we have reported to you previously, Comcast is proud to offer more HD choices than any other provider – more than 1,000 HD choices at any given time and growing.

The *HD Starter Bundle* includes the following services: Digital Starter video service, On Demand, one High-Definition set-top box and service, Comcast High-Speed Internet Service with Powerboost™ and Comcast Digital Voice® with the Unlimited calling plan that includes unlimited local and long-distance calls to the US, Canada, Puerto Rico and certain other U.S. territories. The standard price for this bundle is \$134.99 per month.

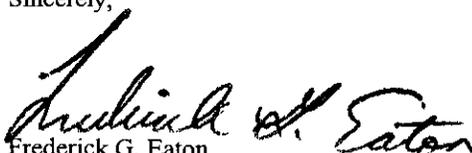
The *HD Plus Bundle* includes the following services: Digital Preferred video service with HBO®, On Demand, one High-Definition set-top box and service, Comcast High-Speed Internet Performance Plus Service and Comcast Digital Voice® with the Unlimited calling plan that includes unlimited local and long-distance calls to the US, Canada, Puerto Rico and certain other U.S. territories. The standard price for this bundle is \$169.99 per month.

The *HD Premier Bundle* includes the following services: Digital Premier video service with HBO®, Starz®, Cinemax®, Showtime® and the Sports Entertainment Package, On Demand, one High-Definition Digital Video Recorder (DVR) set-top box and service, Comcast High-Speed Internet Blast!®, Service and Comcast Digital Voice® with the Unlimited calling plan that includes unlimited local and long-distance calls to the US, Canada, Puerto Rico and certain other U.S. territories. The standard price for this bundle is \$209.99 per month.

Customers who subscribe to our Preferred Plus Bundle and our Premier Bundle will continue to receive them for the remainder of the bundle term; however, we will not offer these bundles for new subscription after January 19, 2009.

Should residents contact you with questions regarding these changes, please do not hesitate to direct them to our toll free customer service number: 1-800-COMCAST. Our Customer Account Executives are available 24 hours a day, 7 days a week to answer any questions they may have regarding Comcast products, services and prices. If you have any questions about this or any other issue, please feel free to contact me directly at 734-254-1888.

Sincerely,


Frederick G. Eaton
Government Affairs Manager
Comcast, Michigan Region



December 22, 2008

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

Dear Mr. Nelson:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community, I am writing to notify you that we'll be adding more high-definition channels effective January 23, 2009. These channels will be available for a preview beginning on December 23, 2008. Customers will be notified of these changes by newspaper notice.

	<u>New Channel</u>	<u>Service Level</u>
BIO HD	186	Digital Classic
Cartoon HD	227	Digital Starter
E! HD	225	Digital Starter
ESPN News HD	257	Digital Classic
Fuse HD	250	Digital Classic
IFC HD	260	Digital Classic
Lifetime Movie HD	221	Digital Classic
MGM HD	216	Digital Classic
Planet Green HD	210	Digital Classic
Toon Disney HD	238	Digital Classic
Travel HD	183	Digital Classic
WE HD	261	Digital Starter

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

Sincerely,

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

C-3



MEMO

Date: December 26, 2008

To: Dane C. Nelson, City Administrator
Department Heads
City Commission

From: Jeffrey C. Pardee, Finance Director

A handwritten signature in black ink, appearing to read 'Jeffrey C. Pardee'.

Re: **Mileage Reimbursement Rate Adjustment**

The Adrian City Commission, on May 3, 2004, adopted comprehensive Business Expense Reimbursement policies and regulations that included Mileage Reimbursement pegged at the U.S. Department of Treasury Internal Revenue Service allowable rate. The IRS, on November 24, 2008, issued (IR-2008-131) revised mileage reimbursement rates effective January 1, 2009. The rate will be **\$.55 per mile** for business miles driven beginning January 1, 2009. The new rate compares to a rate of \$.505 per mile for the first six months of 2008 and \$.585 per mile for the second six months of 2008.

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



IRS Announces 2009 Standard Mileage Rates

IR-2008-131, Nov. 24, 2008

WASHINGTON — The Internal Revenue Service today issued the 2009 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2009, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 55 cents per mile for business miles driven
- 24 cents per mile driven for medical or moving purposes
- 14 cents per mile driven in service of charitable organizations

The new rates for business, medical and moving purposes are slightly lower than rates for the second half of 2008 that were raised by a special adjustment mid-year in response to a spike in gasoline prices. The rate for charitable purposes is set by law and is unchanged from 2008.

The business mileage rate was 50.5 cents in the first half of 2008 and 58.5 cents in the second half. The medical and moving rate was 19 cents in the first half and 27 cents in the second half.

The mileage rates for 2009 reflect generally higher transportation costs compared to a year ago, but the rates also factor in the recent reversal of rising gasoline prices. While gasoline is a significant factor in the mileage rate, other fixed and variable costs, such as depreciation, enter the calculation.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs as determined by the same study. Independent contractor Runzheimer International conducted the study.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for any vehicle used for hire or for more than four vehicles used simultaneously.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Revenue Procedure 2008-72 contains additional information on these standard mileage rates.

Subscribe to IRS Newswire

C-4

MEMO

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

From: Jeffrey C. Pardee, Finance Director



Re: State Revenue Sharing - Update

Date: December 30, 2008

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

	State		Variance	
	Estimated	Actual	Amount	Percent
August	\$451,452	\$451,452	\$ -0-	-0.0 %
October	438,024	443,973	5,949	1.4%
December	423,826	435,448	11,622	2.7%

A comparison of FY2008-09 Budget and actual receipts through December and estimated receipts for the balance of the year follows:

	Original	Actual/Estimated Receipts*			Variance	
	Budget	Constitutional	Statutory	Total	Amount	Percent
August	\$451,452	\$250,941	\$200,511	\$ 451,452	\$ -0-	0.0 %
October	434,993	260,678	183,295	443,973	8,980	2.1 %
December	420,893	272,982	162,466	435,448	14,555	3.5 %
February*	411,185	264,081	149,969	414,050	2,865	0.7 %
April*	301,545	236,993	66,653	303,646	2,101	0.7 %
June*	319,149	238,058	83,316	321,374	2,225	0.7 %
Total	<u>\$2,339,217</u>	<u>\$1,523,733</u>	<u>\$846,210</u>	<u>\$2,369,943</u>	<u>\$ 30,726</u>	1.3 %

The asterisk indicates estimated future payments. The August payment (\$451,452) is exactly the State's original estimate and the amount budgeted. Payments for the balance of the year are based on the State's current estimates and exceed the City's budget estimate by \$30,726, equivalent to 1.3 percent.

To provide further clarification, receipts have been categorized between Constitutional and Statutory payments. For FY2008-09, Constitutional is estimated to comprise 64% of Revenue Sharing payments, while Statutory Revenue Sharing makes up 36% of the total. Adjustments due to reduced Sales Tax revenue impact both Constitutional and Statutory Revenue Sharing payments because they are formula driven. Legislative adjustments affect only Statutory Revenue Sharing payments and are driven by budget considerations.

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

CR-1

CR09-001

January 5, 2009

RE: POLICE DEPT. – Traffic Control Order 08-31 – S. McKenzie Near Bohn Pool and Path to Burr Ponds

RESOLUTION

08-31

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:

Add "No Parking" signs on the west side of McKenzie Street, south of 550 McKenzie Street to the path from Burr Park.

Add pedestrian crossing markings across McKenzie Street to the north side of the drive approach into Bohn Pool.

Add "Pedestrian Crossing" signs each side of the road as you approach the crossing from Burr Park.

Respectfully,

Terrence B. Collins

TERRENCE B. COLLINS,
Chief of Police

TBC/skj

DATED: 12-17-08

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

CR-2

CR09-002

January 5, 2009

RE: POLICE DEPT. – Traffic Control Order 08-32 – S. Scott Street at Beecher Street

RESOLUTION

08-32

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:

Remove the “Do Not Stop on Track” sign for the northbound traffic on Scott Street at Beecher Street.

Add a “Do Not Stop on Track” sign on the east side of Scott Street at Beecher Street for the southbound traffic.

Respectfully,

Terrence B Collins
TERRENCE B. COLLINS,
Chief of Police

TBC/skj

DATED: 12-17-08

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

CR-3
CR-4

December 17, 2008

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer 

SUBJECT: 2009 Special Assessment Districts



In conjunction with the Capitol Project Plan for the Fiscal Year 2008-09 the following projects have been scheduled for road reconstruction projects. As it has been the practice for at least the last 30 years, the costs for the concrete curb and drive approaches will be assessed to the property owners with frontages and sideages on the street to be reconstructed.

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

<u>STREET</u>	<u>CROSS STREETS</u>	<u>TOTAL COST EST.</u>	<u>ESTIMATED ASSESSMENT</u>
E & W Summit St.	Division to Winter	\$ 230,728	\$ 59,762
W. Church St.	Maumee to Winter	\$ 395,000	\$ 55,630

These numbers are based on: \$19.00/LF Curb Removal & Replacement
\$ 5.50/SF 6" thick Concrete Costs
\$ 4.50/SF 4" thick Concrete Costs

Enclosed with this memo are the list of owners who currently own property on both E & W Summit St. and W Church St.

I am requesting that at the Jan. 5, 2009 meeting a public hearing is set for the establishment of these SAD's at the Jan. 20, 2009 City Commission meeting.

XA0-395-6002-00
MILLER, SEVILLA
00801 S WINTER ST
ADRIAN MI 49221

XA0-575-0015-00
GILBERT, APRIL L
751 DENNIS ST
ADRIAN MI 49221

XA0-575-0018-00
BISHOP, BARBARA
750 STATE ST
ADRIAN MI 49221

XA0-395-5009-00
REINHART, RICHARD A
806 STATE ST
ADRIAN MI 49221

XA0-575-0017-00
BELTRAN, JOSE L & MARIA T
125 E SUMMIT ST
ADRIAN MI 49221

XA0-575-0016-00
BELTRAN, JOSE L & MARIA T
125 E SUMMIT ST
ADRIAN MI 49221
119 E. SUMMIT

XA0-575-0014-00
STUMP, LEWIS G & LISA L
745 DENNIS ST
ADRIAN MI 49221

XA0-395-6001-00
COLBURN, MARLIN & TAMMY
121 W SUMMIT ST
ADRIAN MI 49221

XA0-395-1011-00
JOHNSTON, MARK L & DAWN
1075 SUTTON RD
ADRIAN MI 49221
118 W SUMMIT

XA0-395-5011-06
BURCIAGA, DAWN & RAUL
120 E SUMMIT ST
ADRIAN MI 49221

XA0-395-5011-07
GARCIA, ANNA
124 E SUMMIT ST
ADRIAN MI 49221

XA0-395-4001-00
SISSEN, WILLIAM P & MELISSA
803 STATE ST
ADRIAN MI 49221

XA0-395-5011-04
HABITAT FOR HUMANITY
1205 E BEECHER ST.
ADRIAN MI 49221

XA0-395-6022-00
COLBURN, JENNIFER
107 W SUMMIT ST
ADRIAN MI 49221

XA0-395-5010-00
LOOP, DAVID L & MARCYANN
126 E SUMMIT ST
ADRIAN MI 49221

*VACANT PROP. NO ADDRESS
FRONT ON SUMMIT*

XA0-395-6021-00
DROGOWSKI, MARK A
00103 W SUMMIT ST
ADRIAN MI 49221

XA0-395-4005-00
GILLISPIE, PAUL D
802 DIVISION ST
ADRIAN MI 49221

XA0-395-4003-00
JIMENEZ, AIKO
218 E SUMMIT ST
ADRIAN MI 49221

XA0-395-6023-00
COUTS, LINDA & GENE E COLI
113 W SUMMIT ST
ADRIAN MI 49221

XA0-395-1010-00
WAYNICK, ROBBIE & TAMMIE
PO BOX 1
DUNBRIDGE OH 43414
750 DENNIS ST.

XA0-395-1013-01
RAPER, HERMAN & MARY
749 S WINTER ST
ADRIAN MI 49221

XA0-850-0207-00
ST MARY'S CHURCH
320 DIVISION ST
ADRIAN MI 49221

XA0-395-4004-00
WICKING, GREG H & LISA M
5248 WOLF CREEK HWY
ADRIAN MI 49221

792 DIVISION ST

222 E. SUMMIT ST

RE: ENGINEERING DEPT. – Establish Special Assessment District for Improvements on Summit Street from Division to Winter Streets (SAD #377)

RESOLUTION

WHEREAS, the City Administrator has recommended that Summit Street, from Division to Winter, be improved by the construction of curb and gutter, driveway approaches, road base, asphalt surfaces and other appurtenances on a special assessment basis, has prepared and filed plans and specifications for the proposed construction, and has prepared and filed a report and recommendation relating thereto pursuant to the provisions of Section 1.205 of the Adrian City Code.

NOW, THEREFORE, BE IT RESOLVED:

- 1. That the City Commission deems and declares its intention to improve Summit Street from Division to Winter Streets.
- 2. That the estimated cost thereof is \$230,728.
- 3. That \$59,762 of the said estimated cost shall be defrayed by special assessment and \$170,966 shall be paid from local street funds.
- 4. That the proposed special assessment district shall include the following land and premises:

Special Assessment Properties

Summit Street from Division to Winter Streets

- 5. That special assessments to defray the cost of the proposed improvements shall be levied on the lands and premises within the proposed special assessment district according to frontage.
- 6. That the report of the City Administrator be filed with the City Clerk forthwith for public examination.
- 7. That the City Commission will meet in the Commission Chambers at Adrian City Hall at 7:00 p.m. on Tuesday, January 20, 2009, for the purpose of hearing and considering comments to the proposed improvements or to the inclusion of any property within the proposed special assessment district.
- 8. That the City Clerk will mail notice of the intention to make the said improvements to all interested parties pursuant to the provisions of Section 1.260 of the Adrian City Code.

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

CR-4

CR09-004

January 5, 2009

RE: ENGINEERING DEPT. – Establish Special Assessment District for Improvements on W. Church Street from Maumee to Winter Streets (SAD #378)

RESOLUTION

WHEREAS, the City Administrator has recommended that W. Church Street, from Maumee to Winter, be improved by the construction of curb and gutter, driveway approaches, road base, asphalt surfaces and other appurtenances on a special assessment basis, has prepared and filed plans and specifications for the proposed construction, and has prepared and filed a report and recommendation relating thereto pursuant to the provisions of Section 1.205 of the Adrian City Code.

NOW, THEREFORE, BE IT RESOLVED:

1. That the City Commission deems and declares its intention to improve W. Church Street from Maumee to Winter Streets.
2. That the estimated cost thereof is \$395,000.
3. That \$55,630 of the said estimated cost shall be defrayed by special assessment and \$339,370 shall be paid from major street funds.
4. That the proposed special assessment district shall include the following land and premises:

Special Assessment Properties

W. Church from Maumee to Winter Streets

5. That special assessments to defray the cost of the proposed improvements shall be levied on the lands and premises within the proposed special assessment district according to frontage.
6. That the report of the City Administrator be filed with the City Clerk forthwith for public examination.
7. That the City Commission will meet in the Commission Chambers at Adrian City Hall at 7:00 p.m. on Tuesday, January 20, 2009, for the purpose of hearing and considering comments to the proposed improvements or to the inclusion of any property within the proposed special assessment district.
8. That the City Clerk will mail notice of the intention to make the said improvements to all interested parties pursuant to the provisions of Section 1.260 of the Adrian City Code.

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

XA0-385-0010-00
CITY OF ADRIAN
100 E CHURCH ST
ADRIAN MI 49221
212 W CHURCH

XA0-385-0016-00
NAGY, ROBERT J
9865 RIGA
RIGA MI 49226
228 W CHURCH

XA0-210-1014-00
SALVATION ARMY
217 W CHURCH ST
ADRIAN MI 49221
239 W CHURCH

XA0-210-1011-00
SALVATION ARMY
217 W CHURCH ST
ADRIAN MI 49221
227 W CHURCH

XA0-210-1007-00
DOUBLE, PAMELA J & LARRY
204 S WINTER ST
ADRIAN MI 49221

XA0-210-1015-00
SALVATION ARMY
217 W CHURCH ST
ADRIAN MI 49221
245 W CHURCH

XA0-385-0019-00
CITY OF ADRIAN
100 E CHURCH ST
ADRIAN MI 49221
236 W CHURCH

XA0-210-1020-01
ADRIAN RIVERVIEW TERRACE
834 KING HWY, STE 100
KALAMAZOO MI 49001
400 College Ave

XA0-850-0228-00
CITY OF ADRIAN
100 E CHURCH ST
ADRIAN MI 49221
COMSTOCK PARK

XA0-385-0012-00
CITY OF ADRIAN
100 E CHURCH ST
ADRIAN MI 49221
218 W CHURCH

XA0-385-0013-00
BSVAK LLC
2893 PARK DR
ADRIAN MI 49221
220 W CHURCH

XA0-210-1013-00
SALVATION ARMY
217 W CHURCH ST
ADRIAN MI 49221
235 W CHURCH

XA0-210-1010-00
SALVATION ARMY
217 W CHURCH ST
ADRIAN MI 49221
223 W CHURCH

XA0-210-1016-00
VALENTINE BROS. DEVELOPM
251 W CHURCH ST
ADRIAN MI 49221

XA0-385-0021-00
CITY OF ADRIAN
100 E CHURCH ST
ADRIAN MI 49221
309 College Ave

XA0-385-0020-01
CITY OF ADRIAN
100 E CHURCH ST
ADRIAN MI 49221
238 W CHURCH

XA0-215-3001-02
VAN OPYNEN, RICHARD M & V
542 W MAPLE AVE
ADRIAN MI 49221
403 W MAUMEE ST

XA0-385-0004-00
HAMERMAN, WILLIAM S
117 S MAIN ST
ADRIAN MI 49221
148 S WINTER

XA0-385-0015-00
NAGY, ROBERT J
9865 RIGA
RIGA MI 49226
224 W CHURCH

XA0-210-1012-00
SALVATION ARMY
217 W CHURCH ST
ADRIAN MI 49221
231 W CHURCH

XA0-210-1009-00
SALVATION ARMY
217 W CHURCH ST
ADRIAN MI 49221

XA0-385-0025-00
BENEDICT TRUST, BRUCE O
4441 STATE ROUTE 576
BRYAN OH 43506
250 W CHURCH

XA0-385-0018-00
APOSTOLIC ASSEMBLY OF THE FAITH
00428 FRANK ST
ADRIAN MI 49221
234 W CHURCH ST
IN JESUS CHRIST

XA0-210-1017-00
JOHNSTON TRUST, MARK L
1075 SUTTON RD
ADRIAN MI 49221
405 College Ave

XA0-850-0228-00
CITY OF ADRIAN
100 E CHURCH ST
ADRIAN MI 49221
COMSTOCK PARK

CR-5
DATE: December 30, 2008
TO: Honorable Mayor and City Commissioners
FROM: Dane C. Nelson, City Administrator
SUBJECT: Recreation Brochure Printing

I concur with the recommendation of the Parks & Recreation Director to award the bid for the printing of seasonal brochures to PrintComm of Flint, MI in the amount of \$2,653.00. PrintComm will produce up to three seasonal brochures a year at an annual cost of \$7,959.00.

Three vendors responded to the offer to bid. There are sufficient funds in the Recreation Operating Budget for this expense.



Dane C. Nelson
City Administrator

DCN:bjw

Memo

To: Dane Nelson, City Administrator
From: Mark K. Gasche, Parks & Recreation Director
Date: 12/19/2008
Re: Bid recommendation – Recreation Brochure Printing

Sealed bids were opened at 2:00 PM EST on Thursday, December 18, 2008, for the printing of the Parks and Recreation Program Brochure. 16 vendors were invited to bid with 3 responses as follows. Bid comparison is based on 16 page, self cover, 8000 copies.

PrintComm	Flint, MI	\$2,653.00
Precision Business Solutions	Perrysburg, OH	\$2,782.65
Spectrum Printers	Tecumseh, MI	\$3,880.00

On the basis of being low bidder meeting specifications, it is the staff recommendation that the bid be awarded to PrintComm of Flint, Michigan. The bid covers up to three seasonal brochures during 2008, for an annual amount of \$7,959.00.

The funds for these purchases are budgeted in the Recreation operational account.

CITY OF ADRIAN, MICHIGAN
 RECREATION BROCHURE
 DUE DATE: DECEMBER 18, 2008

ITEM	PrintComm Inc Flint, MI	Precision Business Perrysburg, OH	Spectrum Printers Tecumseh, MI
16 pages-7,500 copies	\$2,558.00	\$2,700.00	\$3,780.00
20 pages-7,500 copies	\$3,406.00	\$4,312.00	\$4,992.00
16 pages-8,000 copies	\$2,653.00	\$2,782.65	\$3,880.00
20 pages-8,000 copies	\$3,511.00	\$4,633.20	\$5,119.00
16 pages-9,000 copies	\$2,828.00	\$2,948.15	\$4,083.00
20 pages-9,000 copies	\$3,734.00	\$4,952.15	\$5,379.00
Over/Under Run	None	10%	+/- 10%
Hourly Rate	\$75.00	\$70.00	\$50.00
10 day Delivery	yes	yes	yes

CR09-005

January 5, 2009

RE: PARKS & RECREATION DEPT. – Recreation Brochure Printing

WHEREAS, sealed bids were received December 18, 2008, for the printing of the Parks & Recreation Program brochures; and

WHEREAS, said bids have been tabulated and recommendations made by Mark Gasche, Parks & Recreation Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED, that the bid for the printing of up to three seasonal brochures be awarded to PrintComm of Flint, MI, in the amount of \$7,959.00 under the terms and conditions as specified and as proposed in their sealed bid dated December 18, 2008.

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

REGULAR
AGENDA

SO-11 R-1

January 5, 2009

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments to the confirmation of the Special Assessment Roll for SAD #376 – College Park Subdivision and portions of Vine and Sherman Streets.

Discussion

When the Mayor called for hearing of comments _____

and he declared the hearing closed.

SPECIAL ASSESSMENT DISTRICT #376

Improvement: College Park Subdivision including Sherman and Vine St. to Madison				Unit Prices:		\$13.10	\$13.10	\$3.55	\$4.08	\$4.08
Tax ID No.	Owner	Description		Front Footage	Side Footage	Curb & Gutter	4" Sidewalk	6" Sidewalk	Corner Lot Deduction	Drive Approach
XAO-335-0002-00	Victor & Arlene Cronk 1210 Sherman St.	W 70 FT OF LOT 2 ADRIAN HOMESITE	Amount	\$1,668.40	\$0.00	\$917.00	\$0.00	\$0.00		751.40
			Units	70.00		70.00				184.17
XAO-335-0003-00	Kyle Seegert 530 S Madison St.	E 90 FT OF LOT 2 ADRIAN HOMESITE	Amount	\$1,094.64	\$1,094.64	\$0.00	\$0.00	\$0.00		0.00
			Units	83.56	83.56					0.00
XAO-335-0004-00	Barbara Armstrong 1214 Sherman St.	LOT 3 ADRIAN HOMESITE	Amount	\$1,443.81	\$0.00	\$668.10	\$0.00	\$0.00		775.71
			Units	51.00		51.00				190.13
XAO-335-0005-00	Steven Browning 1218 Sherman St.	LOT 4 ADRIAN HOMESITE	Amount	\$1,492.76	\$0.00	\$655.00	\$0.00	\$0.00		837.76
			Units	50.00		50.00				205.33
XAO-335-0006-00	Lonnie & Deborah Cox 1222 Sherman St.	LOT 5 ADRIAN HOMESITE	Amount	\$1,391.95	\$0.00	\$655.00	\$0.00	\$0.00		736.95
			Units	50.00		50.00				180.63
XAO-335-0007-00	Mary Ann Eack 1226 Sherman St.	LOT 6 ADRIAN HOMESITE	Amount	\$1,432.92	\$0.00	\$655.00	\$0.00	\$0.00		777.92
			Units	50.00		50.00				190.67
XAO-335-0008-00	John Berridge 1230 Sherman St.	LOT 7 ADRIAN HOMESITE	Amount	\$1,431.52	\$0.00	\$655.00	\$0.00	\$0.00		776.52
			Units	50.00		50.00				190.32
XAO-335-0009-00	Neil & Kimberly Dezelske 1234 Sherman St.	LOT 8 ADRIAN HOMESITE	Amount	\$655.00	\$0.00	\$655.00	\$0.00	\$0.00		0.00
			Units	50.00		50.00				197.63
XAO-335-0010-00	Barbara Irvine 1238 Sherman St.	LOT 9 ADRIAN HOMESITE	Amount	\$1,431.52	\$0.00	\$655.00	\$0.00	\$0.00		776.52
			Units	50.00		50.00				190.32
XAO-335-0011-00	Jolene Alley & Ryan Bills 1242 Sherman St.	LOT 10 ADRIAN HOMESITE	Amount	\$1,435.30	\$0.00	\$655.00	\$0.00	\$0.00		780.30
			Units	50.00		50.00				191.25
XAO-335-0012-00	Andrew & Amanda Spohn 1246 Sherman St.	LOT 11 ADRIAN HOMESITE	Amount	\$1,434.88	\$0.00	\$655.00	\$0.00	\$0.00		779.88
			Units	50.00		50.00				191.15
XAO-335-0013-00	Keith & Sharon Harvey 1250 Sherman St.	LOT 12 ADRIAN HOMESITE	Amount	\$3,214.39	\$1,881.16	\$864.08	\$0.00	\$0.00	\$666.62	1135.77
			Units	65.96	143.60	65.96				278.38
XAO-335-0014-00	Robyn Loveland 1251 Sherman St.	LOT 13 ADRIAN HOMESITE	Amount	\$3,645.28	\$1,771.91	\$878.36	\$0.00	\$0.00	\$998.92	1993.93
			Units	67.05	135.26	67.05				488.71

SPECIAL ASSESSMENT DISTRICT #376										
Improvement: College Park Subdivision including Sherman and Vine St. to Madison				Unit Prices:		\$13.10	\$13.10	\$3.55	\$4.08	\$4.08
Tax ID No.	Owner	Description	Amount	Front Footage	Side Footage	Curb & Gutter	4" Sidewalk	6" Sidewalk	Corner Lot Deduction	Drive Approach
XAO-335-0015-00	Ryan & Julie Hlavka 1247 Sherman St.	LOT 14 ADRIAN HOMESITE	Amount	\$1,424.08	\$0.00	\$655.00	\$0.00	\$0.00		769.08
			Units	50.00		50.00				188.50
XAO-335-0016-00	Sarah Hanson 1243 Sherman St.	LOT 15 ADRIAN HOMESITE	Amount	\$1,410.82	\$0.00	\$655.00	\$0.00	\$0.00		755.82
			Units	50.00		50.00				185.25
XAO-335-0017-00	Linda Duncan 1239 Sherman St.	LOT 16 ADRIAN HOMESITE	Amount	\$1,474.91	\$0.00	\$655.00	\$0.00	\$0.00		819.91
			Units	50.00		50.00				200.96
XAO-335-0018-00	Randall & Kathleen Tripp 1235 Sherman St.	LOT 17 ADRIAN HOMESITE	Amount	\$1,454.64	\$0.00	\$655.00	\$0.00	\$0.00		799.64
			Units	50.00		50.00				195.89
XAO-335-0019-00	Larry & Elaine Zeluff 1231 Sherman St.	LOT 18 ADRIAN HOMESITE	Amount	\$1,611.76	\$0.00	\$655.00	\$0.00	\$187.68		769.08
			Units	50.00		50.00		46.00		188.50
XAO-335-0020-00	Robert Henning 1227 Sherman St.	LOT 19 ADRIAN HOMESITE	Amount	\$1,455.13	\$0.00	\$655.00	\$0.00	\$0.00		800.13
			Units	50.00		50.00				196.11
XAO-335-0021-00	Robert & Rose Jackson 1223 Sherman St.	LOT 20 ADRIAN HOMESITE	Amount	\$1,477.80	\$0.00	\$655.00	\$0.00	\$0.00		822.80
			Units	50.00		50.00				201.67
XAO-335-0022-00	Barbara Sund 1219 Sherman St.	LOT 21 ADRIAN HOMESITE	Amount	\$1,471.00	\$0.00	\$655.00	\$0.00	\$0.00		816.00
			Units	50.00		50.00				200.00
XAO-335-0023-00	Annita M Galnares 1215 Sherman St.	LOT 22 ADRIAN HOMESITE	Amount	\$1,366.62	\$0.00	\$655.00	\$0.00	\$0.00		711.62
			Units	50.00		50.00				174.42
XAO-335-0024-00	Jeffrey Pelham 1213 Sherman St.	W 50 FT OF LOT 23 ADRIAN HOMESITE	Amount	\$1,348.60	\$0.00	\$655.00	\$0.00	\$0.00		693.60
			Units	50.00		50.00				170.00
XAO-335-0025-00	Mary Montecinos 600 S. Madison St.	E 110 FT OF N 70 FT OF LOT 23 ADRIAN HOMESITE	Amount	\$1,357.29	\$1,357.29	\$0.00	\$0.00	\$0.00		0.00
			Units	65.34	103.61					0.00
XAO-410-2012-00	John Mattausch 448 S. Madison St.	E 146.44 FT OF S 133 FT OF N 380 FT LOT 8 BLK 10 EXT L G BERRYS SW ADD	Amount	\$1,918.36	\$1,918.36	\$0.00	\$0.00	\$0.00		0.00
			Units	133.00	146.44					0.00
XAO-410-2013-00	Samuel Suydam 1234 Vine St.	W 55 FT OF E 371 FT OF S 184 FT OF N 380 FT LOT 8 BLK 10 EXT L G BERRYS SW ADD	Amount	\$1,484.65	\$0.00	\$720.50	\$0.00	\$0.00		764.15
			Units	55.00		55.00				187.29
XAO-410-2014-00	Carl Barnes 1216 Vine St.	THAT PT LOT 8 BLK 10 EXT L G BERRYS SW ADD DES AS BEG N LN VINE ST 146.08 FT W OF W LN MADISON ST TH N 181.5 FT TO MADISON CT TH W 60 FT TH S 181.5 FT TO N LN VINE TH E 60 FT TO BEG	Amount	\$1,518.13	\$0.00	\$786.00	\$0.00	\$0.00		732.13
			Units	60.00		60.00				179.44
XAO-410-2015-00	Jon Young 1228 Vine St.	W 60 FT OF E 316.44 FT OF S 184 FT OF N 380 FT LOT 8 BLK 10 EXT L G BERRYS SW ADD	Amount	\$1,584.83	\$0.00	\$786.00	\$0.00	\$0.00		798.83
			Units	60.00		60.00				195.79
XAO-410-2017-00	Michael Boden 1222 Vine St.	W 50 FT OF E 256.44 FT OF S 184 FT OF N 380 FT LOT 8 BLK 10 EXT L G BERRYS SW ADD	Amount	\$1,472.70	\$0.00	\$655.00	\$0.00	\$0.00		817.70
			Units	50.00		50.00				200.42

SPECIAL ASSESSMENT DISTRICT #376										
Improvement: College Park Subdivision including Sherman and Vine St. to Madison										
Tax ID No.	Owner	Description		Unit Prices:		\$13.10	\$3.55	\$4.08	\$4.08	
				Front Footage	Side Footage	Curb & Gutter	4" Sidewalk	6" Sidewalk	Corner Lot Deduction	Drive Approach
XAO-410-2018-00	Calvin Vanderkooi & Lillia Wolcott 1238 Vine St.	W 50 FT OF S 184 FT OF N 380 FT OF E 421 FT & E 10 FT OF E 144 FT LOT 8 BLK 10 EXT L G BERRYS SW ADD	Amount	\$1,498.80	\$0.00	\$786.00	\$0.00	\$0.00	712.80	
			Units	60.00		60.00			174.70	
XAO-410-2019-00	Anne Davis 1244 Vine St.	PART OF S 190 FT LOT 8 BLK 10 EXT OF L G BERRYS SW ADD COM N LN VINE ST 564.86 FT W OF W LN MADISON ST TH S 88°08' W 63.02 FT TH N 2°15' W 190 FT TH N 88°08' E 53.02 FT TH S 2°15' E 190 FT TO POB	Amount	\$1,148.57	\$0.00	\$694.30	\$0.00	\$0.00	454.27	
			Units	53.00		53.00			111.34	
XAO-410-2020-00	Kurtis Harvey 1242 Vine St.	W 65 FT OF E 545.68 FT OF S 190 FT OF N 379.5 FT LOT 8 BLK 10 EXT OF L G BERRYS SW ADD	Amount	\$1,307.66	\$0.00	\$851.50	\$0.00	\$0.00	456.16	
			Units	65.00		65.00			111.80	
XAO-410-2021-00	John Pearson 1240 Vine St.	COM N LN VINE ST 164.87 FT N 88°08' E FROM SE COR COLLEGE PARK SUB 4 TH N 2°32' W 190 FT TH N 88°08' E 69 FT TH S 2°32' E 190 FT TH S 88°08' W 69 FT TO POB-BEING PART OF LOT 8 BLK 10 EXT L G BERRYS SW ADD	Amount	\$1,693.38	\$0.00	\$903.90	\$0.00	\$0.00	789.48	
			Units	69.00		69.00			193.50	
XAO-410-2022-01	Chris Sparks & April Kummer 1248 Vine St.	W 46.8 FT OF E 664.68 FT OF S 190 FT OF N 379.5 FT OF LOT 8 BLK 10 EXT L G BERRYS SW ADD	Amount	\$1,434.22	\$0.00	\$613.08	\$0.00	\$0.00	821.14	
			Units	46.80		46.80			201.26	
XAO-410-2024-00	Jeff & Linda Pelham 504 S. Madison St.	N 96 FT OF S 200 FT OF E 113 1/2 FT LOT 8 BLK 10 EXT OF L G BERRYS SW ADD	Amount	\$2,084.85	\$1,486.85	\$0.00	\$0.00	\$0.00	598.00	
			Units	96.00	113.50				146.57	
XAO-410-2025-00	William Jenkins 1217 Vine St.	W 74.25 FT OF E 187.77 FT OF S 191.73 FT LOT 8 BLK 10 EXT OF L G BERRYS SW ADD	Amount	\$1,654.00	\$0.00	\$972.68	\$0.00	\$0.00	681.32	
			Units	74.25		74.25			166.99	
XAO-410-2026-00	Constance Burns 1221 Vine St.	ALL THAT PART OF LOT 8 BLK 10 EXT OF L G BERRYS SW ADD COMM ON TH S LI OF VINE ST 187.77 FT W FROM THE W LI OF MADISON ST RUNN TH W ALG S LI OF VINE ST 70.28 FT TH S 191.73 FT TH E 70.28 TH N 191.73 FT TO POB	Amount	\$1,537.59	\$0.00	\$923.55	\$0.00	\$0.00	614.04	
			Units	70.50		70.50			150.50	
XAO-410-2027-00	Dorman & Ardis Mobley 1231 Vine St.	ALL THAT PART OF LOT 8 BLK 10 EXT OF L G BERRYS SW ADD COMM IN THE S LI OF VINE ST AT A PT LOC 258.05 FT W FROM THE W LI OF MADISON ST TH W ALG THE S LI OF VINE ST 90 FT TH S 191.73 FT TH E 90 FT TH N 191.73 FT TO POB	Amount	\$2,163.54	\$0.00	\$1,179.00	\$0.00	\$0.00	984.54	
			Units	90.00		90.00			241.31	
XAO-410-2028-00	R. M. Camburn 1237 Vine St.	W 63 1/2 FT OF E 410 3/4 FT OF S 200 FT LOT 8 BLK 10 EXT OF L G BERRYS SW ADD	Amount	\$1,457.22	\$0.00	\$831.85	\$0.00	\$0.00	625.37	
			Units	63.50		63.50			153.28	
XAO-410-2029-00	Nicholas Sneed 1241 Vine St.	W 52.39 FT OF E 462.78 FT OF S 191.73 FT LOT 8 BLK 10 EXT L G BERRYS SW ADD	Amount	\$1,288.85	\$0.00	\$686.31	\$0.00	\$0.00	602.54	
			Units	52.39		52.39			147.68	
XAO-410-2030-00	Kevin Shipperbottom 1243 Vine St.	W 52.39 FT OF E 515.22 FT OF S 191.73 FT LOT 8 BLK 10 EXT OF L G BERRYS SW ADD	Amount	\$1,318.71	\$0.00	\$686.31	\$0.00	\$0.00	632.40	
			Units	52.39		52.39			155.00	
XAO-410-2031-00	David Herriman 1245 Vine St.	W 52.39 FT OF E 567.61 FT OF S 193.73 FT LOT 8 BLK 10 EXT OF L G BERRYS SW ADD	Amount	\$699.41	\$0.00	\$699.41	\$0.00	\$0.00	0.00	
			Units	53.39		53.39			148.54	
XAO-410-2033-01	Kern Family Living Trust 1249 Vine St.	W 113.52 FT OF E 681.12 FT OF S 193.73 FT LOT 8 BLK 10 EXT L G BERRYS SW ADD	Amount	\$4,126.71	\$2,537.86	\$1,487.11	\$0.00	\$0.00	\$1,099.37	1201.11
			Units	113.52	193.73	113.52				441.58
XAO-460-0001-00	Willis & Ruth Rickard 1324 Sherman Ct.	LOT 1 SUB 2 COLLEGE PARK	Amount	\$2,878.52	\$1,567.15	\$781.15	\$0.00	\$0.00	\$948.68	1278.90
			Units	59.63	119.63	59.63				313.45
XAO-460-0002-00	Jane Westfall 1334 Sherman Ct.	LOT 2 SUB 2 COLLEGE PARK	Amount	\$792.55	\$0.00	\$792.55	\$0.00	\$0.00		0.00
			Units	60.50		60.50				81.89

SPECIAL ASSESSMENT DISTRICT #376										
Improvement: College Park Subdivision including Sherman and Vine St. to Madison				Unit Prices:		\$13.10	\$13.10	\$3.55	\$4.08	\$4.08
Tax ID No.	Owner	Description		Front Footage	Side Footage	Curb & Gutter	4" Sidewalk	6" Sidewalk	Corner Lot Deduction	Drive Approach
XAO-460-0003-00	James Thompson Jr. 1344 Sherman Ct.	LOT 3 SUB 2 COLLEGE PARK	Amount	\$1,710.82	\$0.00	\$1,068.70	\$0.00	\$297.02		345.10
			Units	81.58		81.58		72.80		84.58
XAO-460-0004-00	Patricia Rychener Trust 1325 Sherman Ct.	LOT 4 SUB 2 COLLEGE PARK	Amount	\$2,388.05	\$1,567.15	\$781.15	\$0.00	\$0.00	\$803.45	843.20
			Units	59.63	119.63	59.63				
XAO-460-0005-00	Damon Sloan 1335 Sherman Ct.	LOT 5 SUB 2 COLLEGE PARK	Amount	\$1,635.48	\$0.00	\$1,323.10	\$0.00	\$0.00		312.38
			Units	101.00		101.00				
XAO-465-0001-00	Heidi Hardy 1324 Spencer Pl.	LOT 1 SUB 3 COLLEGE PARK	Amount	\$3,058.68	\$1,825.75	\$1,265.85	\$0.00	\$0.00	\$896.41	863.49
			Units	96.63	139.37	96.63				
XAO-465-0002-00	1334 Spencer Place Trust 1334 Spencer Pl.	LOT 2 & E 12 FT LOT 3 SUB 3 COLLEGE PARK	Amount	\$1,167.27	\$0.00	\$877.70	\$0.00	\$0.00		289.57
			Units	67.00		67.00				
XAO-465-0003-00	Michael & Kathy Stoner 1344 Spencer Pl.	W 43 FT LOT 3 & E 24 FT LOT 4 SUB 3 COLLEGE PARK	Amount	\$1,280.60	\$0.00	\$877.70	\$0.00	\$0.00		402.90
			Units	67.00		67.00				
XAO-465-0004-00	Randall & Norma Schudel 1368 Spencer Pl.	W 31 FT LOT 4 & E 71 FT LOT 5 SUB 3 COLLEGE PARK	Amount	\$1,559.81	\$0.00	\$1,231.40	\$0.00	\$0.00		328.41
			Units	94.00		94.00				
XAO-465-0005-00	Katherine Seaman 1374 Spencer Pl.	W 19 FT LOT 5 & ALL LOT 6 SUB 3 COLLEGE PARK	Amount	\$1,488.10	\$0.00	\$1,231.40	\$0.00	\$0.00		256.70
			Units	94.00		94.00				
XAO-465-0007-00	Raymond & Betty Hillard 1325 Spencer Pl.	LOT 7 & E 10 FT LOT 8 SUB 3 COLLEGE PARK	Amount	\$2,783.24	\$1,712.04	\$912.15	\$0.00	\$0.00	\$935.54	1094.59
			Units	69.63	130.69	69.63				
XAO-465-0008-00	Mashahiro & Cynthia Kojima 1335 Spencer Pl.	W 45 FT LOT 8 & E 5 FT LOT 9 SUB 3 COLLEGE PARK	Amount	\$934.65	\$0.00	\$655.00	\$0.00	\$0.00		279.65
			Units	50.00		50.00				
XAO-465-0009-00	James & Kari Feldkamp 1345 Spencer Pl.	LOT 9 EX E 5 FT SUB 3 COLLEGE PARK	Amount	\$943.15	\$0.00	\$655.00	\$0.00	\$0.00		288.15
			Units	50.00		50.00				
XAO-465-0010-00	Joseph & Beatrice Lattuca 1355 Spencer Pl.	LOT 10 SUB 3 COLLEGE PARK	Amount	\$1,007.87	\$0.00	\$724.82	\$0.00	\$0.00		283.05
			Units	55.33		55.33				
XAO-465-0011-00	Jamie & Timothy Etter 1365 Spencer Pl.	LOT 11 SUB 3 COLLEGE PARK	Amount	\$1,831.73	\$0.00	\$1,512.13	\$0.00	\$0.00		319.60
			Units	115.43		115.43				
XAO-410-2004-01	Winans Living Trust 1325 Michigan Ave.	E 63 FT OF N 150 FT LOT 2 & W 34 FT OF N 150 FT LOT 3 BLK 10 EXT OF L G BERRYS SW ADD	Amount	\$1,965.00	\$1,965.00	\$0.00	\$0.00	\$0.00		0.00
			Units	97.00	150.00					
XAO-455-0001-00	Robert & Janet Ohrman 1345 Michigan Ave.	LOT 1 SUB 1 COLLEGE PARK	Amount	\$1,567.81	\$1,567.81	\$0.00	\$0.00	\$0.00		0.00
			Units	81.68	119.68					

SPECIAL ASSESSMENT DISTRICT #376										
Improvement: College Park Subdivision including Sherman and Vine St. to Madison				Unit Prices:		\$13.10	\$13.10	\$3.55	\$4.08	\$4.08
Tax ID No.	Owner	Description	Front Footage	Side Footage	Curb & Gutter	4" Sidewalk	6" Sidewalk	Corner Lot Deduction	Drive Approach	
XAO-455-0005-00	Nancy O'Conner 1384 Harrison Pl.	LOT 5 & W 24 FT LOT 6 SUB 1 COLLEGE PARK	Amount	\$1,710.58	\$0.00	\$1,165.90	\$0.00	\$0.00	544.68	
			Units	89.00		89.00			133.50	
XAO-455-0006-00	Terlesky Family Trust 1370 Harrison Pl.	E 41 FT LOT 6 & W 48 FT LOT 7 SUB 1 COLLEGE PARK	Amount	\$1,305.98	\$0.00	\$1,165.90	\$0.00	\$0.00	140.08	
			Units	89.00		89.00			103.00	
XAO-455-0007-00	James & Amy Philip 1360 Harrison Pl.	E 17 FT LOT 7 & W 51 FT LOT 8 SUB 1 COLLEGE PARK	Amount	\$1,013.18	\$0.00	\$890.80	\$0.00	\$0.00	122.38	
			Units	68.00		68.00			89.99	
XAO-455-0008-00	Noemi Klipfel 1344 Harrison Pl.	E 14 FT LOT 8 & LOT 9 SUB 1 COLLEGE PARK	Amount	\$2,787.27	\$1,566.50	\$1,068.70	\$0.00	\$0.00	\$859.28	1011.35
			Units	81.58	119.58	81.58				247.88
XAO-455-0010-00	Susan McElfresh 1326 Anthony Ct.	LOT 10 SUB 1 COLLEGE PARK	Amount	\$2,290.76	\$1,262.58	\$1,240.31	\$0.00	\$0.00	\$514.09	301.96
			Units	94.68	96.38	94.68				74.01
XAO-455-0011-00	Dale & Dora Palmer 1316 Anthony Ct.	LOT 11 SUB 1 COLLEGE PARK	Amount	\$1,572.99	\$0.00	\$1,065.03	\$0.00	\$0.00		507.96
			Units	81.30		81.30				124.50
XAO-455-0012-00	Byron Shuman 1304 Anthony Ct.	LOT 12 SUB 1 COLLEGE PARK	Amount	\$1,408.96	\$0.00	\$814.30	\$0.00	\$0.00		594.66
			Units	62.16		62.16				145.75
XAO-455-0013-00	William & Charlee Kressbach 331 Anthony Ct.	LOT 13 SUB 1 COLLEGE PARK	Amount	\$1,302.85	\$0.00	\$851.50	\$0.00	\$0.00		451.35
			Units	65.00		65.00				110.63
XAO-455-0014-00	Diana Armstrong 337 Anthony Ct.	LOT 14 SUB 1 COLLEGE PARK	Amount	\$2,033.48	\$0.00	\$1,244.50	\$59.64	\$299.15		430.19
			Units	95.00		95.00	16.80	73.32		105.44
XAO-455-0015-00	Robert & Michelle Hines 1317 Anthony Ct.	LOT 15 SUB 1 COLLEGE PARK	Amount	\$2,197.80	\$1,305.81	\$1,011.06	\$0.00	\$0.00	\$593.37	474.30
			Units	77.18	99.68	77.18				116.25
XAO-455-0016-00	Jason & Katrina Saunders 1325 Anthony Ct.	LOT 16 SUB 1 COLLEGE PARK	Amount	\$2,197.66	\$1,304.50	\$1,009.75	\$0.00	\$0.00	\$593.95	477.36
			Units	77.08	99.58	77.08				117.00
XAO-455-0017-00	Luis & Awild Dominguez 1345 Harrison Pl.	LOT 17 & E 22 FT LOT 18 SUB 1 COLLEGE PARK	Amount	\$2,971.78	\$1,567.81	\$1,174.81	\$0.00	\$0.00	\$898.49	1127.65
			Units	89.68	119.68	89.68				276.39
XAO-455-0018-00	James Schafer 1361 Harrison Pl.	W 43 FT LOT 18 & E 36 FT LOT 19 SUB 1 COLLEGE PARK	Amount	\$1,434.74	\$0.00	\$1,034.90	\$0.00	\$0.00		399.84
			Units	79.00		79.00				98.00
XAO-455-0019-00	John Thomas 1371 Harrison Pl.	W 29 FT LOT 19 & E 46 FT LOT 20 SUB 1 COLLEGE PARK	Amount	\$1,106.94	\$0.00	\$982.50	\$0.00	\$0.00		124.44
			Units	75.00		75.00				91.50
XAO-455-0020-00	Dennis Lehman 1385 Harrison Pl.	W 19 FT LOT 20 & LOT 21 SUB 1 COLLEGE PARK	Amount	\$1,811.54	\$0.00	\$1,100.40	\$0.00	\$288.86		422.28
			Units	84.00		84.00		70.80		103.50

SPECIAL ASSESSMENT DISTRICT #376										
Improvement: College Park Subdivision Including Sherman and Vine St. to Madison				Unit Prices:		\$13.10	\$13.10	\$3.55	\$4.08	
Tax ID No.	Owner	Description		Front Footage	Side Footage	Curb & Gutter	4" Sidewalk	6" Sidewalk	Corner Lot Deduction	Drive Approach
XAO-470-0012-01	Gretchen Streussing 445 College Park Dr.	LOT 12 & S 33 FT LOT 13 SUB 4 COLLEGE PARK	Amount	\$3,826.80	\$0.00	\$2,610.83	\$0.00	\$0.00		1215.97
			Units	199.30		199.30				298.03
XAO-470-0014-00	David & Carolyn Noel 435 College Park Dr.	LOT 14 & N 32 FT LOT 13 SUB 4 COLLEGE PARK	Amount	\$2,127.74	\$0.00	\$1,305.68	\$0.00	\$0.00		822.06
			Units	99.67		99.67				201.49
XAO-470-0015-00	Robert Cundiff 425 College Park Dr.	LOT 15 SUB 4 COLLEGE PARK	Amount	\$1,736.86	\$0.00	\$851.50	\$0.00	\$0.00		885.36
			Units	65.00		65.00				217.00
XAO-470-0016-00	Kristopher O'Leary 415 College Park Dr.	LOT 16 SUB 4 COLLEGE PARK	Amount	\$1,622.62	\$0.00	\$851.50	\$0.00	\$0.00		771.12
			Units	65.00		65.00				189.00
XAO-470-0017-00	Donald & Sally Underwood 405 College Park Dr.	LOT 17 SUB 4 COLLEGE PARK	Amount	\$2,906.17	\$1,255.64	\$1,269.13	\$0.00	\$0.00	\$825.26	1206.66
			Units	96.88	95.85	96.88				295.75
XAO-470-0018-00	Eleanor Stoll 355 Anthony Ct.	LOT 18 SUB 4 COLLEGE PARK	Amount	\$833.85	\$0.00	\$531.07	\$0.00	\$0.00		302.78
			Units	40.54		40.54				74.21
XAO-470-0019-00	Jesse & Carrie Burgett 349 Anthony Ct.	LOT 19 SUB 4 COLLEGE PARK	Amount	\$861.55	\$0.00	\$531.07	\$0.00	\$0.00		330.48
			Units	40.54		40.54				81.00
XAO-470-0020-00	Ruth Wilkinson 343 Anthony Ct.	LOT 20 SUB 4 COLLEGE PARK	Amount	\$1,441.35	\$0.00	\$934.55	\$0.00	\$0.00		506.80
			Units	71.34		71.34				124.22
XAO-470-0021-00	Lu Ann Bearden 1314 Anthony Ct.	LOT 21 SUB 4 COLLEGE PARK	Amount	\$2,145.98	\$1,304.50	\$1,009.75	\$0.00	\$0.00	\$568.11	399.84
			Units	77.08	99.58	77.08				98.00
XAO-470-0022-00	Armando Jiminez 1324 Anthony Ct.	LOT 22 SUB 4 COLLEGE PARK	Amount	\$2,327.82	\$1,305.81	\$1,011.06	\$0.00	\$0.00	\$511.01	521.96
			Units	77.18	99.68	77.18				127.93
XAO-470-0023-00	Mark & Riley Jarboe 1344 Feeman Ct.	LOT 23 & E 30 FT OF LOT 24 SUB 4 COLLEGE PARK	Amount	\$2,805.73	\$1,566.50	\$1,451.87	\$0.00	\$0.00	\$619.62	406.98
			Units	110.83	119.58	110.83				99.75
XAO-470-0025-00	David & Wanda Snyder 1354 Feeman Ct.	LOT 25 & W 30 FT OF LOT 24 SUB 4 COLLEGE PARK	Amount	\$1,305.51	\$0.00	\$987.61	\$0.00	\$0.00		317.90
			Units	75.39		75.39				77.92
XAO-470-0026-00	Pamela Vance 400 Feeman Ct.	LOT 26 SUB 4 COLLEGE PARK	Amount	\$843.40	\$0.00	\$556.75	\$0.00	\$0.00		286.65
			Units	42.50		42.50				70.26
XAO-470-0027-00	Dan Baker & Sons Const. 408 Feeman Ct.	LOT 27 SUB 4 COLLEGE PARK	Amount	\$1,025.63	\$0.00	\$706.48	\$0.00	\$0.00		319.15
			Units	53.93		53.93				78.22
XAO-470-0028-00	Jeffrey Rice 416 Feeman Ct.	LOT 28 SUB 4 COLLEGE PARK	Amount	\$1,111.65	\$0.00	\$787.97	\$0.00	\$0.00		323.68
			Units	80.15		80.15				79.33

SPECIAL ASSESSMENT DISTRICT #376										
Improvement: College Park Subdivision including Sherman and Vine St. to Madison										
Tax ID No.	Owner	Description		Unit Prices:					Corner Lot Deduction	Drive Approach
				Front Footage	Side Footage	\$13.10 Curb & Gutter	\$13.10 4" Sidewalk	\$3.55 6" Sidewalk		
XAO-470-0029-00	Jack Minster 424 Feeman Ct.	LOT 29 SUB 4 COLLEGE PARK	Amount	\$1,096.08	\$0.00	\$786.00	\$0.00	\$0.00		310.08
			Units	60.00		60.00				76.00
XAO-470-0030-00	Jennifer & Vladdie Hejl 432 Feeman Ct.	LOT 30 SUB 4 COLLEGE PARK	Amount	\$1,109.24	\$0.00	\$787.05	\$0.00	\$0.00		322.19
			Units	60.08		60.08				78.97
XAO-470-0031-00	Daniel & Shery Chapman 440 Feeman Ct.	LOT 31 SUB 4 COLLEGE PARK	Amount	\$836.60	\$0.00	\$721.68	\$0.00	\$0.00		114.92
			Units	55.09		55.09				84.50
XAO-470-0032-00	Ruth Jones 448 Feeman Ct.	LOT 32 & PART OF LOT 33 BEG NW COR LOT 33 TH S 30°17' W 139.22 FT TH S 30°09' E 11 FT TH N 26°28' E 144.95 FT TO POB SUB 4 COLLEGE PARK	Amount	\$906.11	\$0.00	\$569.85	\$0.00	\$0.00		336.26
			Units	43.50		43.50				82.42
XAO-470-0033-00	Charles & Patricia Mallory 1365 Feeman Ct.	LOT 33 EXC BEG NW COR TH S 30°17' W 139.22 FT TH S 30°09' E 11 FT TH N 26°28' E 144.95 FT TO POB SUB 4 COLLEGE PARK	Amount	\$955.90	\$0.00	\$655.00	\$0.00	\$0.00		300.90
			Units	50.00		50.00				73.75
XAO-470-0034-00	Christopher & Jennifer Pilarski 1355 Feeman Ct.	LOT 34 SUB 4 COLLEGE PARK	Amount	\$1,146.81	\$0.00	\$794.91	\$0.00	\$0.00		351.90
			Units	60.68		60.68				86.25
XAO-470-0035-00	Edward & Nancy Cooksey 1345 Feeman Ct.	LOT 35 SUB 4 COLLEGE PARK	Amount	\$1,160.34	\$0.00	\$786.00	\$0.00	\$0.00		374.34
			Units	60.00		60.00				91.75
XAO-470-0036-00	Rudy Dixon 1335 Feeman Ct.	LOT 36 SUB 4 COLLEGE PARK	Amount	\$1,132.80	\$0.00	\$786.00	\$0.00	\$0.00		346.80
			Units	60.00		60.00				85.00
XAO-470-0037-00	Nicholas & Christi VanOver 450 College Park Dr.	LOT 37 SUB 4 COLLEGE PARK	Amount	\$3,819.96	\$0.00	\$2,716.15	\$0.00	\$0.00		1103.81
			Units	207.34		207.34				270.54
XAO-470-0038-00	Weldon & Alice Beebe Trust 426 College Park Dr.	LOT 38 & E 30 FT LOT 39 SUB 4 COLLEGE PARK	Amount	\$3,219.61	\$1,451.87	\$1,566.50	\$0.00	\$0.00	\$883.87	1085.11
			Units	119.58	110.83	119.58				265.96
XAO-470-0040-00	Joseph Mattausch 431 Feeman Ct.	LOT 40 & W 30 FT LOT 39 SUB 4 COLLEGE PARK	Amount	\$2,791.92	\$1,453.18	\$1,567.81	\$0.00	\$0.00	\$669.37	440.30
			Units	119.68	110.93	119.68				107.92
XAO-470-0041-00	Ethel Graham & Kim Goldman 1343 Feeman Ct.	LOT 41 & W 30 FT LOT 42 SUB 4 COLLEGE PARK	Amount	\$2,818.52	\$1,451.87	\$1,566.50	\$0.00	\$0.00	\$683.33	483.48
			Units	119.58	110.83	119.58				118.50
XAO-470-0043-00	Carl Hyder 416 College Park Dr.	E 1/2 LOT 42 & ALL LOT 43 SUB 4 COLLEGE PARK	Amount	\$3,209.33	\$1,453.18	\$1,567.81	\$0.00	\$0.00	\$878.07	1066.41
			Units	119.68	110.93	119.68				261.38
Total Assessables			Amount	#####	\$29,260.17	\$56,772.40	\$59.64	\$783.85	\$9,808.18	43535.93
Total Units			Units	4,890.35	2,233.60	\$176,082.91	16.80	192.12	0.00	11374.47

R-1
R09-001

January 5, 2009

**RE: ENGINEERING DEPT. – Confirm Special Assessment Roll for SAD #376 –
College Park Subdivision and Portions of Vine and Sherman Streets**

RESOLUTION

WHEREAS, the City Assessor has reported the Special Assessment Roll for SAD #376 to the City Commission for improvements in the College Park Subdivision and portions of Vine and Sherman Streets, together with the certificate relating thereto; and

WHEREAS, the said Roll has been filed with the City Clerk for public examination; and

WHEREAS, said notice has been given and a hearing held for the purpose of reviewing the said Roll and considering any objections thereto; and

WHEREAS, all objections to the said Roll have been duly considered.

NOW, THEREFORE, BE IT RESOLVED that the said special assessment project cost in the amount of \$708,936.00 for said improvements in the College Park Subdivision and portions of Vine and Sherman Streets is hereby confirmed; and be it

FURTHER, RESOLVED that said Special Assessment Roll in the amount of \$176,082.91 for improvements in the College Park Subdivision and portions of Vine and Sherman Streets, said project being known and designated as SAD #376, be and the same is hereby confirmed.

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

R-2

MEMO

DATE: 12/22/2008

TO: CITY COMMISSION

FROM: DANE C. NELSON, CITY ADMINISTRATOR

RE: APPOINTMENT OF CITY ASSESSOR

As you are aware, the City Assessor has been unable to provide Assessing services to the City due to serious health issues. We have conducted a search for a new Assessor, which included a solicitation to every Level 3 Assessor in the State of Michigan. From the pool of candidates, I have decided to appoint Thomas Eckenberg to serve as City Assessor subject to the confirmation of the Adrian City Commission, which is hereby requested. Mr. Eckenberg is currently employed at Northfield Township, which is located in Washtenaw County, in Whitmore Lake. He has been certified by the State of Michigan as a Level 3 Assessor for 20 years and has worked with BS&A Software for 15 years. He is experienced with appeals before the Michigan Tax Tribunal and also has experience as a zoning administrator in two Michigan townships. Mr. Eckenberg worked for the City of Grand Rapids for 8 years as a commercial appraiser. He also served for 11 years as Assessor for Billings Township in Gladwin County.

He has some familiarity with industrial facility tax exemption rules and downtown development authority, but will need further training to become knowledgeable with various City initiatives, such as the Brownfield Redevelopment Authority, Local Development Finance Authority, tax increment financing plan, and neighborhood enterprise zones. However, he has continually been involved in continuing education programs and we believe that he has the motivation and ability to manage and understand these various activities.

It is imperative that we bring an Assessor on board in order to assist us with determining valuations in this difficult year of declining real estate sales. For the above reasons, I would ask that the appointment of Thomas Eckenberg as City Assessor be confirmed.

City of Adrian
100 E Church Street
Adrian, Michigan 49221

Thomas Eckenberg
P.O. Box 665
Whitmore Lake MI 48189-0665
[989] 329-0282 cell

Director of Human Resources,
Dear Heather Lasky,

I am applying for the Assessor position currently open in your City. I have worked most of my life in various aspects of real property valuation and zoning. Including sales of new homes and marketing of commercial and industrial property, also commercial and industrial appraisals, assessment for tax purposes, personal property audits and zoning administration. I am familiar with the basic nature of the Industrial Facility Tax exemption rules and Downtown Development Authorities'.

I am currently employed at Northfield Township located in Washtenaw County at Whitmore Lake, Michigan. I am interested in moving closer to where my thirteen year old son lives, Temperance, Michigan.

I have worked with B.S. & A. software for fifteen years as well as Microsoft programs. I have also successfully argued assessment appeals before the Michigan Tax Tribunal.

I recently completed eleven years as assessor of Billings Township, Gladwin County Michigan. I also served as zoning administrator for two of those years.

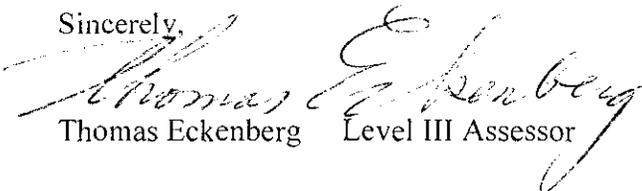
I began work in the Grand Rapids Michigan area as an independent real estate salesperson. I sold new houses and then developed a special guaranteed sales program which I offered to nearly every of the members of the Grand Rapids Real Estate Board. I operated this as my own company.

I switched careers in the early eighties and began working in appraisal and assessment work for the equalization department in St. Joseph County specializing in commercial and agricultural sales and value studies. During this time, I obtained my Level I and level II State of Michigan Assessment Certifications.

I then worked for the City of Grand Rapids, for eight years, as a commercial appraiser. There were at that time about 4,800 commercial and industrial properties in the City. I also obtained my level III State of Michigan assessment certification. I contracted with the City of Grandville, Michigan for one year before my wife and I decided to make a location change. We together with our young son, moved to the Traverse City area. It was in the area I obtained my first position as zoning administrator in Torch Lake Township, Antrim County.

I am confident that I can fulfill the position of Assessor for the City of Adrian. I thank you in advance for your time and consideration.

Sincerely,


Thomas Eckenberg Level III Assessor

[989] 329-0282 cell

1124 Creek Road P.O. Box 568
Beaverton, Michigan 48612-0568
(989) 329-0282
lilelk03@charter.net

Objective

To obtain employment in property evaluation and/or regulation as they would relate to tax assessment value

QUALIFICATIONS

Twenty- four years of tax assessment experience, including presentations and arguments before the Michigan Tax Tribunal, and twenty years certified by the State of Michigan as a Level III Assessor.

Nine years as a zoning administrator for two growing and changing Michigan Townships.

EDUCATION

- Zoning ordinance management training through the Michigan Township Association
- General assessment certification Level II, State of Michigan Tax Commission
- Level III assessment certification, State of Michigan Tax Commission
- Four years undergraduate education, University of Alaska and Ferris State University (did not complete a degree program).

Work Experience

Assessor

City of Grant, Michigan (Newago County), 1993 to Present

Billings Township (Gladwin County), Michigan, 1997 to Present

City of Grandville, Michigan, 1993 to 1994

City of Grand Rapids, Michigan, 1985 to 1993

Commercial and industrial assessment, approximately 5000 properties

St. Joseph County, Michigan, 1982 to 1985

Commercial and agricultural assessment

ZONING MANAGEMENT

Zoning Administrator, Billings Township, Gladwin County, Michigan,
2005 to 2007.

Responsibilities included the issuing of zoning permits, investigations of zoning violations, and general interpretations of the zoning ordinance. Worked with citizens seeking zoning board of appeals ordinance variances and interpretations. Served as a resource and consultant, as requested, to the planning commission and the zoning board of appeals.

Zoning Administrator, Torch Lake Township, Antrim County, Michigan,
1997-2002

Responsibilities were similar to those at Billings Township.

REAL ESTATE and PROPERTY SALES WORK

Home-Trade-In-Company, owner; Offered guaranteed home sales program to the Grand Rapids (Michigan) Real Estate Board. 1978-1981

Westdale Real Estate Company independent contractor. Developed guarantee home sales program.

References

Sandy Aultman,	Former Billings Township Clerk	(989) 435-4209
Emory Ames	Former Equalization Director	(989) 422-4729
Alan Martel	Current Torch Lake Township Trustee	(231) 599-2150
Robert O. Vandermark	Former Chairperson of the State Tax Commission and Equalization Director of Oakland County	(231) 386-5978
Ron Nanzer	Real Estate Appraiser and Real Estate Broker	(616) 893-0978

References

Sandy Aultman,	Former Billings Township Clerk Beaverton Mi 48612 e-mail sault@ejourney.com	(989) 435-4209	10 years
Emory Ames	Former Equalization Director Gladwin County Houghton Lake MI	(989) 422-4729	8 years
Alan Martel	Current Torch Lake Township Trustee Kewadin MI alan@torchlake.com	(231) 599-2150	10 years
Robert O. Vandermark	Former Chairperson of the State Tax Commission and Equalization Director of Oakland County e-mail rvan@aol.com	(231) 386-5978	17 years
Ron Nanzer	Real Estate Appraiser and Real Estate Broker Innes NE Grand Rapids MI 59505 nanzer@grar.com	(616) 893-0978	30 years
Rodney Nanney	Planning consultant e-mail building_place@yahoo.com	734 483-2271	3 years

R09-002

January 5, 2009

RE: ASSESSING DEPT. – Hiring of City Assessor

RESOLUTION

WHEREAS, the City Administrator has accepted the resignation of City Assessor, Rick Knapp, due to health reasons; and

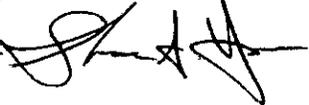
WHEREAS, the City Administrator has conducted interviews and has made his recommendation to the City Commission to appoint Thomas Eckenberg to fill the position of City Assessor; and

WHEREAS, the City Commission has given careful consideration to each candidate and finds that the best interest of the City will be served by approving this appointment.

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission does hereby approve the appointment of Thomas Eckenberg to serve as City Assessor for the City of Adrian.

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

MEMORANDUM – UTILITIES DEPARTMENT

DATE: December 29, 2008
TO: Dane C. Nelson, City Administrator
FROM: Shane A. Horn, Utilities Director 
SUBJECT: Wastewater Treatment Plant Improvement Contract with
Irish Construction, Inc. Change Order No. 9

I concur with the recommendation of the Utilities Director to approve Change Order #9 to the contract with Irish Construction in the amount of \$57,516.50. The additional work consists of additional concrete restoration on the inside of digester #3 and extra paint material costs, scaffolding rental and lid removal costs for digester #5.

I urge your favorable consideration authorizing payment to Irish Construction for Change Order #9 in the amount of \$57,516.50. There are sufficient funds available for this additional expense.



Dane C. Nelson
City Administrator

Attached with recommendation for approval is Change Order No. 9 to the Wastewater Treatment Plant Improvement Contract with Irish Construction, Inc. The Change Order consists of additional concrete restoration work that was needed inside digester #3 as well as additional paint material costs and scaffolding rental and lid removal costs for digester #5. The Change Order includes an explanation of the additional work.

The recommended Change Order No. 9 will increase the contract by \$57,516.50 to \$5,401,395.51. Change Orders to date (including Change Order No. 9) total \$156,795.51 which is 3% of the original award amount of \$5,244,600.00. This will be the final pay request for this project except for the payment of retainage.

cc: Jeff Pardee, Finance Director
Ken Wesley, WW Plant Superintendent



CHANGE ORDER

Name of Project City of Adrian, Michigan; WWTP Improvements Project No. 362-5927.001

Page 1 of 2

Contactor Irish Construction, Inc.

Change Order No. 9

Address 4640 West Grand River; Howell, Michigan 48855

Date December 12, 2008

Description of Change			
Item 1	Repair of Perimeter, Exterior and Interior Cracks on Digester 3	+	\$ 30,005.48
Item 2	One-half of scaffold and lid removal costs	+	\$ 17,761.27
Item 3	Increase in paint material costs and additional painting	+	\$ 7,096.75
Item 4	Painting of additional wall in Digester 5	+	\$ 2,653.00

Bid Amount \$ 5,244,600.00

Total Increase \$ + 57,516.50

Net Change through Change Order 9 \$ + 156,795.51

Present Contract Amount \$ 5,401,395.51

Change in Time of Completion None

Prepared By: Jones & Henry Engineers, Ltd.
Engineer

By *[Signature]* to _____ Date 12/18/08

Accepted Irish Construction, Inc.
Contractor

By *[Signature]* Date 12-15-08

Approved City of Adrian, Michigan
Owner

By _____ Date _____



**City of Adrian, Michigan
WWTP Improvements
362-5927.001**

Change Order No. 9

Item 1 Add Repair perimeter, interior, and exterior cracks in the cover of Digester 3.	\$	+ 30,005.48
Item 2 Add Agreed upon one-half of scaffold and lid removal costs to aid in crack repairs and recoating.	\$	+ 17,761.27
Item 3 Add Increase cost of paint materials utilized to recoat Digester Cover 3. The revised coatings were more costly than the original specified.	\$	+ 7,096.75
Item 4 Add Painting of one foot down the wall of Digester 5. This was additional painting not originally required.	\$	+ 2,653.00

Additional information attached.

Item 2



4640 W GRAND RIVER
HOWELL, MI 48855
Ph : 517 548-3440

Change Request

To: Daniel Miller
Jones & Henry Engineers
2000 West Central
Toledo, OH 43606
Ph: (419)473-9611 Fax: (419)473-8924

Number: 75
Date: 8/21/08
Job: 05-12-067 Adrian-WWTP Impvmt Ph II Div A
Phone:

Description: ADD - Concrete Restoration 7-14-08 to 8-21-08

Reason: Owner Request

Source:

We are pleased to offer additional pricing to make the following changes per your request:

Furnish and install all labor, materials, and tools to perform concrete restoration to interior and exterior of degister #3.
Includes restoration performed after surface prep of interior lid.
Includes restoration performed at the direction of Dixon Engineering

NOT INCLUDED IN THIS CHANGE REQUEST
Crane, Scaffold, Removal of Lid, Supervision, Inspection
Surface Prep and Coatings
Any work done after Aug. 21, 2008

Description	Price
CONCRETE RESTORE & CLEANING (Work performed 7-14-08 go 8-5-08)	\$24,307.00
CONCRETE RESTORE & CLEANING (Work performed 8-18-08 to 8-21-08)	\$4,071.00
	Subtotal: \$28,378.00
Contracted Fee (Spec. Sec. 11.6.2.2)	\$28,378.00 5.00% \$1,418.90
Contracted Fee (Spec. Sec. 11.6.2.1)	\$0.00
Bid Bond (Spec. Sec. 11.2.5.9)	\$29,796.90 0.70% \$208.58
	Total: \$30,005.48

If you have any questions, please contact me at (517)548-3440.

Submitted by: Matt Mellen
Irish Construction Co.

Approved by: _____
Date: _____

Cc:



Schaedler Enterprises Inc.
 1831 E. Manhattan Blvd.
 Toledo, OH 43608
 877-451-8433
 Fax: 419-727-9950

Invoice

DATE	INVOICE NO.
8/21/2008	8977

BILL TO
Irish Construction Company 4640 W Grand River Howell, MI 48855

SHIP TO
Adrian WWTP Digester

P.O. NO.	TERMS	PROJECT
	Net 15	Adrian WWTP - Dig...

DESCRIPTION	AMOUNT
8/18 Eight (8) Hours Two (2) men	1,168.00
8/19 Eight (8) Hours Two (2) Men	1,168.00
8/20 Eight (8) Hours Two (2) Men	1,168.00
8/21 Four (4) Hours One (1) Man	292.00
Three (3) Units	195.00
Four (4) Pints Primer Gray	80.00

We now accept Visa, Mastercard, Discover and America-Express!!!!!!

Total	\$4,071.00
Payments/Credits	\$0.00
Balance Due	\$4,071.00



Schaedler Enterprises Inc.

1831 E. Manhattan Blvd.
 Toledo, OH 43608
 877-451-8433
 Fax: 419-727-9950

Invoice

DATE	INVOICE NO.
8/21/2008	8976

BILL TO
Irish Construction Company 4640 W Grand River Howell, MI 48855

SHIP TO
Time and Material Job Adrian WWTP Digester

P.O. NO.	TERMS	PROJECT
	Net 15	Adrian WWTP - Dig...

DESCRIPTION	AMOUNT
07/14/08 Thru 08/05/08	0.00
Provide labor, material and tools to perform interior and exterior concrete restoration at Adrian Waste Water Treatment Facility	0.00
7/14 Two (2) Men Eight (8) Hours	1,168.00
7/15 Two (2) Men Eight (8) Hours	1,168.00
7/16 Two (2) Men Eight (8) Hours	1,168.00
7/17 Two (2) Men Eight (8) Hours	1,168.00
7/18 Two (2) Men Eight (8) Hours	1,168.00
7/21 Three (3) Men Eight (8) Hours	1,752.00
7/22 Three (3) Men Eight (8) Hours	1,752.00
7/23 Three (3) Men Eight (8) Hours	1,752.00
7/24 Three (3) Men Eight (8) Hours	1,752.00
7/25 Three (3) Men Eight (8) Hours	1,752.00
7/28 Three (3) Men Eight (8) Hours	1,752.00
7/29 Three (3) Men Eight (8) Hours	1,168.00
7/30 Two (2) Men Eight (8) Hours	1,168.00
7/31 Two (2) Men Eight (8) Hours	584.00
8/1 One (1) Man Eight (8) Hours	1,168.00
8/5 Two (2) Men Eight (8) Hours Clean Digester Bottom so it could be power washed	1,430.00
22 Units Sika Flex 2c-ns with Color Pak @ 6	685.00
5 gallons Sika Flex Primer/Gray	

We now accept Visa, Mastercard, Discover and America Express!!!!	
Total	\$24,307.00
Payments/Credits	\$0.00
Balance Due	\$24,307.00

Item Z



4640 W GRAND RIVER
HOWELL, MI 48855
Ph : 517 548-3440

Change Request

To: Daniel Miller
Jones & Henry Engineers
2000 West Central
Toledo, OH 43606
Ph: (419)473-9611 Fax: (419)473-8924

Number: 74 Revised
Date: 9/4/08
Job: 05-12-067 Adrian-WWTP Impvmt Ph II Div A
Phone:

Description: ADD - Crane & Scaffold Charges

Reason: Owner Request

Source: Other

We are pleased to offer additional pricing to make the following changes per your request:

Scaffold Rental from 6-25-08 to 7-22-08 \$23,069.18
Crane rental to remove lid off of digester #3 \$2,325

Scaffold Rental from 7-23-08 to 9-5-08 \$5876.64
Crane rental to install lid onto digester #3 \$2,325

Above charges to be split between Irish Construction and City of Adrian

Description	Price
SCAFFOLDING (\$23,069.18 x 50%)	\$11,534.59
CRANE RENTAL - Remove Lid (\$2,325 x 50%)	\$1,162.50
CRANE RENTAL - Install Lid (\$2,325 x 50%)	\$1,162.50
SCAFFOLDING - Additional Rental Fee (\$5,876.64 x 50%)	\$2,938.32
	Subtotal: \$16,797.91
Contracted Fee (Spec. Sec. 11.6.2.2)	\$16,797.91 5.00% \$839.90
Contracted Fee (Spec. Sec. 11.6.2.1)	\$0.00
Bid Bond (Spec. Sec. 11.2.5.9)	\$17,637.81 0.70% \$123.46
	Total: \$17,761.27

If you have any questions, please contact me at (517)548-3440.

Submitted by: Matt Mellen
Irish Construction Co.

Approved by: _____
Date: _____

Cc: Bronson Clayton (Irish Construction Co.), Kevin Irish (Irish Construction Co.)



Items 3 & 4

4640 W GRAND RIVER
 HOWELL, MI 48855
 Ph : 517 548-3440

Change Request

To: Daniel Miller
 Jones & Henry Engineers
 2000 West Central
 Toledo, OH 43606
 Ph: (419)473-9611 Fax: (419)473-8924

Number: 73 Revised
 Date: 8/20/08
 Job: 05-12-067 Adrian-VWTP Impvmt Ph II Div A
 Phone:

Description: ADD For Re-coating of Digester #3

Reason: Owner Request

Source:

We are pleased to offer additional pricing to make the following changes per your request:

Remove existing coating and prepare surface for new coating as per Jones and Henry Engineers, Ltd. letter dated 7-30-08

Note 1: Interior cracks have been repaired

Note 2: Some crack repair may be damaged during this process. Any further crack repairs will be a billable item.

Note 3: After coating removal, surface shall be reviewed by all parties

Fill bug holes and smooth surface irregularities with Futura Bond 320 gel with in manufacturer specifications

Apply primer of Futura Bond 415 with in manufacturer specifications

Apply two top coats of Futura 520 with in manufacturer specifications

Apply new coating one (1) foot down the wall

NOT INCLUDED

Concrete restoration

Testing

REVISED 8-20-08

Removed labor cost of \$2,650.00 from original proposal to install primer

Original Proposal \$9,361.83

LESS Labor to install Primer <\$2,650.00>

Revised NET TOTAL \$6,711.83

Description	Price
SPECIAL COATINGS	\$6,711.83
	Subtotal: \$6,711.83
Contracted Fee (Spec. Sec. 11.6.2.2)	\$6,711.83 5.00% \$335.59
Contracted Fee (Spec. Sec. 11.6.2.1)	\$0.00
Bid Bond (Spec. Sec. 11.2.5.9)	\$7,047.42 0.70% \$49.33
	Total: \$7,096.75

*Agreed upon \$2653.00
 For Digester #5
 1-Ft. Additional Coating*

	gallons	\$/gallon plus 15%	additional labor etc.	
Original				
1. Clean the existing surface of contaminants.				No difference
2. Abrade the surface.				No difference
3. Solvent wipe the surface with MEK.				No difference
4. Fill bug holes with Devmat 142C	50	\$66.14		\$3,306.83
5. Install Devmat 111 (30 mils.)	110	\$48.99		\$5,388.90
total cost of varying items this system				\$8,695.73
New Coating system				
1. Clean the existing surface of contaminants.				No difference
2. Abrade the surface.				No difference
3. Solvent wipe the surface with MEK.				No difference
4. Fill bug holes with Futura Bond 320 Gel	50	\$90.48		\$4,524.23
5. Install the Futura Bond 620 primer	30	\$58.79	\$2,660.00	\$4,413.04 1763.64
6. Install Geothane 520 to ensure the coating thickness of 30 mils.	110	\$58.79		\$6,466.68
7. Additional 10 mils. Of Geothane 520 above original spec.	38	\$58.79	\$740.00	\$2,233.04
8. Apply new coating system one foot down the wall. 320,415,520				\$2,653.00
total cost of varying items this system				\$20,291.49 15407.55
Total difference in cost due to changes.				\$11,595.77

Agreed upon for
#5 - One foot of coating

\$ 6711.82

R09-003

January 5, 2009

RE: UTILITIES DEPARTMENT –Contract Change Order #9 (Irish Construction Company) for Wastewater Treatment Plant Improvements

RESOLUTION

WHEREAS, the City Commission, at its meeting of November 17, 2005, approved Resolution R05-179 awarding a construction contract for Wastewater System improvements to Irish Construction Company in the amount of \$5,244,600, contingent upon successful financial arrangements with the State Revolving Fund; and

WHEREAS, the low interest loan (1.625%) with the Michigan Department of Environmental Quality State Revolving Fund was successfully closed on December 15, 2005 and the Notice to Proceed was issued to the contractor; and

WHEREAS, Contract Change Orders #1 through #8 with Irish Construction Company, totaling an increase of \$99,279.01 (1.89%), were previously approved by the City Commission; and

WHEREAS, the Wastewater Treatment Plant Superintendent recommends approval of Contract Change Order #9, which consists of the following itemized expenses, resulting in a total increase of \$57,516.50 (1.1%) of the original contract and a revised contract amount of \$5,401,395.51:

Item 1 – Repair of Perimeter, Exterior and Interior Cracks on Digester #3	\$30,005.48
Item 2 – One-half of scaffold and lid removal costs	17,761.27
Item 3 – Increase in paint material costs and additional painting	7,096.75
Item 4 – Painting of additional wall in Digester #5	<u>2,653.00</u>
Total	<u>\$57,516.50</u>

WHEREAS, Contract Change Orders #1 through #9, combined, amount to 2.99% of the original contract, well within the allowable margin of 4.00%; and

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution authorizing the aforementioned Contract Change Order.

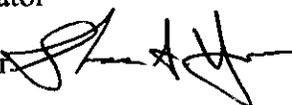
NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves Contract Change Order No.9 with Irish Construction Company, Inc. for Wastewater Treatment Plant Improvements for the City of Adrian.

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

R-4



MEMORANDUM – UTILITIES DEPARTMENT

DATE: December 29, 2008
TO: Dane C. Nelson, City Administrator
FROM: Shane A. Horn, Utilities Director 
SUBJECT: Dixon Engineering Professional Services at the Wastewater Treatment Plant

I concur with the recommendation of the Utilities Director to authorize payment to Dixon Engineering of Lake Odessa in the amount of \$9,608.25. Dixon was retained to oversee the preparation and coating application process of the digester tanks. When irregularities were noticed during the coating of the first digester, Dixon Engineering was brought in as a third-party inspector.

I urge your favorable consideration authorizing payment to Dixon Engineering in the amount of \$9,608.25 for inspection services. There are sufficient funds in the Utilities Operating Budget for this expense.



Dane C. Nelson
City Administrator

The current SRF project at the Wastewater Treatment Plant that is finishing up included preparation and application of a spray on coating inside two of our digesters. Due to some irregularities we were seeing after our first digester was coated, we hired Dixon Engineering of Lake Odessa, Michigan to act as a third party inspector for this portion of our contract. We have used Dixon Engineering exclusively for inspection services for our elevated tank coating and routine inspection projects. Due to the specialty of this professional service and in effort to continue to move this project along, we authorized Dixon to be on-site as needed to oversee this preparation and coating application process. I respectfully recommend that we proceed with payment of \$9,608.25 to Dixon Engineering of Lake Odessa, MI. The payment of this invoice will be from the following accounts:

<u>Expenditure Account</u>	<u>Account Number</u>	<u>Total</u>
Sewer Fund Consultant Fees	590-540.00-812.000	\$3,500.00
Administration	590-541.00-812.000	\$6,108.25

cc: Jeff Pardee, Finance Director
Ken Wesley, WW Plant Superintendent



DIXON ENGINEERING, INC.

1104 Third Avenue
Lake Odessa, MI 48849
Fax 1-616-374-7116
Telephone 1-616-374-3221

Jones & Henry Engineers, Ltd.
2000 West Central Avenue
Toledo, OH 43606
Attn: Mr. Daniel W. Miller, P.E.

September 30, 2008

Invoice # 08-9098

In Reference To: Adrian, Michigan - A 22 46 14 31
Digester #3

Professional Services

	<u>Amount</u>
6/30/2008 William J. Dixon, P.E. / Meeting & Travel - 7.5 hours @ \$165.00/hour.....	1,237.50
Mileage - 245 miles @ .50/mile.....	122.50
7/15/2008 William J. Dixon, P.E. /Report - 3. hours @ \$165.00/hour.....	495.00
7/16/2008 William J. Dixon, P.E. /Report - 6.5 hours @ \$165.00/hour.....	1,072.50
7/17/2008 William J. Dixon, P.E. /Report - 1. hours @ \$165.00/hour.....	165.00
7/24/2008 William J. Dixon, P.E. /Report Review & SP13 Review - 3. hours @ \$165.00/hour.....	495.00
7/29/2008 William J. Dixon, P.E. / Meeting & Travel - 10. hours @ \$165.00/hour.....	1,650.00
Mileage - 224 miles @ .50/mile.....	112.00
7/30/2008 William J. Dixon, P.E. /Letter / Email - 2. hours @ \$165.00/hour.....	330.00



DIXON ENGINEERING, INC.

1104 Third Avenue
Lake Odessa, MI 48849
Fax 1-616-374-7116
Telephone 1-616-374-3221

Jones & Henry Engineers, Ltd.

Page 2

	<u>Amount</u>
8/7/2008 William J. Dixon, P.E. /Inspection, Travel & Report - 6. hours @ \$165.00/hour.....	990.00
Mileage - 210 miles @ .50/mile.....	105.00
8/13/2008 Mileage Only- 60 miles @ .50/mile.....	30.00
8/18/2008 William J. Dixon, P.E. /Inspection, Travel & Report - 7.75. hours @ \$165.00/hour.....	1,278.75
Mileage - 220 miles @ .50/mile.....	110.00
9/4/2008 Eric Binkowski / Inspection, Travel & Report - 11.5 hours @ \$100.00/hour.....	1,150.00
Mileage - 230 miles @ .50/mile.....	115.00
9/5/2008 Eric Binkowski /Photo & Inspection Review - .5 hours @ \$100.00/hour.....	50.00
9/8/2008 Eric Binkowski /Report - 1. hours @ \$100.00/hour.....	100.00
For professional services rendered	<u>\$9,608.25</u>

Approved By _____

Client Name _____

Client/Project # _____ Check # _____

Acct. # _____

Date Pd. _____ Check
Signed By _____

R09-004

January 5, 2009

RE: UTILITIES DEPARTMENT –Change Order to Wastewater Treatment Plant Improvements

RESOLUTION

WHEREAS, the City Commission, at its meeting of November 17, 2005, approved Resolution R05-179 awarding a construction contract for Wastewater System improvements to Irish Construction Company in the amount of \$5,244,600, contingent upon successful financial arrangements with the State Revolving Fund; and

WHEREAS, the low interest loan (1.625%) with the Michigan Department of Environmental Quality State Revolving Fund was successfully closed on December 15, 2005 and a Notice to Proceed was issued to the contractor; and

WHEREAS, as the project entered its final stage, the successful preparation and application of a spray coating was required on the interior of two (2) digesters; and

WHEREAS, due to irregularities experienced with the first digester, the Utilities Department engaged Dixon Engineering of Lake Odessa, MI to act as a third party inspector, a firm that specializes in this area of expertise; and

WHEREAS, having completed the project successfully, Dixon Engineering has submitted a bill in the amount of \$9,608.25, which is recommended for payment by the Director of Utilities; and

WHEREAS, sufficient funds are available for this purpose in the FY2007-08 Utilities Fund - Operating Budget (Account # 590-540.00-812.000 - \$3,500.00 and 590-541.00-812.000 - \$6,108.02); and

WHEREAS, the City Administrator recommends approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the payment of \$9,608.25 to Dixon Engineering of Lake Odessa, MI for inspection services rendered in the preparation and application of a spray-on coating on the interior of two (2) digesters at the Wastewater Treatment Plant..

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



MEMO

Date: December 26, 2008

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

From: Chris Atkin, Director 
Community Development Department

**Re: DOWNTOWN DEVELOPMENT AUTHORITY (DDA) – Clarification of
DDA Board as the Governing Authority for Implementation and
Maintenance of the Tax Increment Financing Plan**

In accordance with Public Act 197 of 1975, the Adrian Downtown Development Authority (January 23, 1990) and Adrian City Commission (by Ordinance 90-2 on March 5, 1990) adopted the Tax Increment Financing (TIF) Plan in order to prevent further deterioration and to encourage historic preservation and economic growth in the Downtown District.

Although the implementation and maintenance of the TIF Plan has come under the auspices of the Downtown Development Authority (DDA) since its inception, neither the aforementioned ordinance or the DDA By-Laws specify that the DDA Board shall serve as the governing board responsible for the TIF. Public Act 450 of 1980, the Tax Increment Financing Act, provides for six (6) different options regarding governance of the DDA-TIF, one of which is the following: Sec. 4 (1) *The authority shall be under the supervision and control of a board chosen by the governing body which may by majority vote designate any 1 of the following to constitute the board: (b) The trustees of the board of a downtown development authority established pursuant to Act No. 197 of the Public Acts of 1975, as amended, being sections 125.1651 to 125.1680 of the Michigan Compiled Laws.*

I respectfully recommend that the Adrian City Commission codify the original intent of the DDA Board to govern the implementation and maintenance of the Tax Increment Financing Plan, in compliance with the Tax Increment Financing Act (PA450) by adopting a clarification resolution and amending Article II (Purpose) of the DDA By-Laws be amended as follows:

The purpose of the Downtown Development Authority is to act in accordance with the provisions of Act 197 of the public Acts of 1975 as amended. The Authority shall have all the powers which now or hereafter may be conferred by law on authorities organized under this Act. The overall goal of the Authority is to undertake public improvements and other activities that have greatest impact in strengthening the downtown area and attracting new private investments to the DDA area. In compliance with Public Act 450 of 1980, the Tax Increment Financing Act, the Downtown Development Authority shall have supervisory and control responsibilities for the implementation and maintenance of the Tax Increment Financing Plan (Underlined language added by this resolution).

The attached resolution has been prepared for consideration by the City Commission at the January 5, 2009 City Commission meeting. If you have any questions or need for further information, please contact my office.

RE: DOWNTOWN DEVELOPMENT AUTHORITY (DDA) – Clarification of DDA Board as the Governing Authority for Implementation and Maintenance of the Tax Increment Financing Plan

RESOLUTION

WHEREAS, in accordance with Public Act 197 of 1975, the Adrian Downtown Development Authority (January 23, 1990) and Adrian City Commission (by Ordinance 90-2 on March 5, 1990) adopted the Tax Increment Financing (TIF) Plan in order to prevent further deterioration and to encourage historic preservation and economic growth in the Downtown District; and

WHEREAS, although the implementation and maintenance of the TIF Plan has come under the auspices of the Downtown Development Authority (DDA) since its inception, neither the aforementioned ordinance or the DDA By-Laws specify that the DDA Board shall serve as the governing board responsible for the TIF; and

WHEREAS, Public Act 450 of 1980, the Tax Increment Financing Act, provides for six (6) different options regarding governance of the DDA-TIF, one of which is the following: Sec. 4 (1) *The authority shall be under the supervision and control of a board chosen by the governing body which may, by majority vote, designate any 1 of the following to constitute the board: (b) The trustees of the board of a downtown development authority established pursuant to Act No. 197 of the Public Acts of 1975, as amended, being Sections 125.1651 to 125.1680 of the Michigan Compiled Laws; and*

WHEREAS, the Adrian City Commission is desirous of codifying the original intent of the DDA Board to govern the implementation and maintenance of the Tax Increment Financing Plan, in compliance with the Tax Increment Financing Act (PA450); and

WHEREAS, the Community Development Director, DDA Board Chairman, City Attorney, and City Administrator recommend approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby clarifies that the Board of the Downtown Development Authority (DDA) is the designated governing body with the authority and responsibility for implementation and maintenance of the Tax Increment Financing Plan for Downtown Adrian.

BE IT, FURTHER, RESOLVED that Article II (Purpose) of the DDA By-Laws be amended as follows:

The purpose of the Downtown Development Authority is to act in accordance with the provisions of Act 197 of the public Acts of 1975 as amended. The Authority shall have all the powers which now, or hereafter, may be conferred by law on authorities organized under this Act. The overall goal of the Authority is to undertake public improvements and other activities that have greatest impact in strengthening the downtown area and attracting new private investments to the DDA area. In compliance with Public Act 450 of 1980, the Tax Increment Financing Act, the Downtown Development Authority shall have supervisory and control responsibilities for the implementation and maintenance of the Tax Increment Financing Plan (Underlined language added by this resolution).

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

R-6

December 18, 2008

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: 2009 MDOT Annual Permit &
Resolution



In keeping with our yearly requirements by the Michigan Department of Transportation (MDOT) I am submitting the Performance Resolution to be added to the agenda for the Jan. 5, 2009 City Commission meeting. This resolution is required for us to receive our Annual Permit for operations within the MDOT Right of Way.

MDOT will be implementing a new Mobility Policy on Jan. 1, 2009. This new policy requires some added considerations on work completed within the MDOT right of way with regards to the management of traffic and when work can be completed. As this information was only added this week to their web-site I will be researching this more extensively and passing pertinent information onto all applicable departments within the City.



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
JACKSON

RECEIVED
DEC 04 2008

KIRK T. STEUDLE
DIRECTOR

JENNIFER M. GRANHOLM
GOVERNOR

December 3, 2008

CITY OF ADRIAN

COMMUNITY DEVELOPMENT

RE: 2009 Annual Permits, Performance Resolution for Governmental Bodies

Dear Permit Applicant,

It is that time of year again to get your new Annual Permit and to update your Performance Resolution. I have attached both of these forms along with last years Annual Permit form and a blank advanced notice form. Please fill out the Annual Permit Application along with the Performance Resolution for 2009 and return them to me as soon as possible.

You will be covered under your 2008 Annual Permit until I receive the 2009 application. Please have the applications to me by the end of January.

The forms I have attached are as follows:

1. Annual application and permit for miscellaneous operations within state trunkline right of way.
2. Performance resolution for governmental bodies.
3. Advance notice of permitted activity in the state trunkline right of way. Send this in 5 days prior to any work being performed under an Annual or Individual Permit within the Michigan Department of Transportation right of way.
4. NOTICE: NEW MDOT MOBILITY POLICY
5. NOTICE: NEW MDOT VISIBILITY POLICY

If you have any questions, please do not hesitate to call.

Sincerely,

Jared T. Boll
Utility/Drainage Engineer
Jackson TSC
2750 N. Elm Road
Jackson, MI 49201-6802
Phone: 517-780-6205
Fax: 517-780-5454
Email: bollj@michigan.gov

ANNUAL APPLICATION AND PERMIT FOR MISCELLANEOUS OPERATIONS WITHIN STATE TRUNKLINE RIGHT OF WAY

MDOT FORMS at: <http://mdotwas1.mdot.state.mi.us/public/webforms>

All permit and application fees are Nonrefundable, based on Act No. 561 of Public Acts 2002

This permit is incomplete without "General Conditions and Supplemental Specifications"

THIS SPACE FOR MDOT USE ONLY	
PERMIT NO.	
APPL. DATE	DATE ISSUED
FEE AMOUNT: <input type="checkbox"/> Cash <input type="checkbox"/> Exempt <input type="checkbox"/> Billable	BY
DEPT. BOND NO.	BOND AMOUNT \$

APPLICANT NAME (Property or Facility Owner) CITY OF ADRIAN		MAILING ADDRESS 100 E. CHURCH ST	
CITY ADRIAN	STATE MI	ZIP CODE 49221	
CONTACT'S NAME KRISTIN BAUER	PHONE NUMBER 517 264-4894	EMAIL ADDRESS KBAUER@CI.ADRIAN.MI.US	CELL PHONE NUMBER 517 605-1173

REQUEST: I do hereby make application for a permit to use the right of way of the state trunkline highways for the operation specified below for the following time frame and location.

EXPIRES: DEC, 31 2009 List Counties where activity is being performed: LENAWEE

THIS PERMIT IS VALID ONLY FOR THE FOLLOWING PROPOSED OPERATIONS IN THE TYPE OF RIGHT OF WAY AS NOTED:

FREE LIMITED (Check appropriate items covered by this permit)

- N/A 1. UTILITY TREE TRIMMING AND TREE REMOVAL – See supplemental specifications- item 8
- N/A 2. UNDERGROUND UTILITY OPERATIONS – Prior approval shall be obtained from the Department for any maintenance or construction operations which would require pavement coring or cutting.
 - a. Installation of individual services from an existing facility to either side of the right of way. Services to the far right of way (crossing under the pavement) shall not exceed (3") diameter with this permit.
 - b. Installation of cathodic protection devices.
 - c. Installation of additional cable (electric or communication) in existing conduits.
 - d. Installation of carrier pipes in an existing casing or tunnel.
 - e. Adjustment and/or reconstruction of manholes.
 - f. Routine maintenance of all existing underground facilities.
- N/A 3. AERIAL UTILITY OPERATIONS – These are limited to:
 - a. Adding /removing poles, conductors, guys and anchors within an existing lead.
 - b. Construction of a new or additional aerial crossing and service drops that do not require a new pole outside of the existing lead.
 - c. Routine maintenance of all existing aerial facilities.
- N/A 4. GEOPHYSICAL EXPLORATION – Geophysical exploration permits require that the Advance Notice be accompanied by a certificate of the fee owner consent when conducting operations upon the easement right of way.
- 5. LAND SURVEYS
- N/A 6. BANNERS – Legends shall be specified on the advanced notice form.
- 7. EMERGENCY OPERATIONS – See general conditions.
- 8. EMERGENCY HAZARDOUS SPILL/MATERIAL CLEANUP
- N/A 9. SOIL BORINGS (Note: Monitoring wells require and Individual Permit from the appropriate Region/TSC office and are not covered by an Annual Permit).
- N/A 10. ROUTE CLOSURES – Attach event name, date, time and detour route.
- N/A 11. SIDEWALK CAFÉ'S (RENEWAL ONLY)
- 12. BILLBOARD VEGETATION SURVEY
- N/A 13. OTHER (SPECIFY): _____

I certify that I accept the following:

1. I am the legal owner of this property, the owner's authorized representative, or have statutory authority to work within the right-of-way.
2. Commencement of work set forth in the permit application constitutes acceptance of the permit as issued.
3. Failure to object within ten (10) days to the permit as issued constitutes acceptance of the permit as issued.
4. If this permit is accepted by either of the above methods, I will comply with the provisions of the permit.
5. I agree that form 2204 (Advance Notice and Approval of Permitted Activities) will be submitted 5 days prior to the start of each activity being performed. **No work shall begin until the form has been approved. Failure to submit the form 2204 may result in a stop work order.**

APPLICATION/AUTHORIZED AGENT If Authorized agent- I hereby certify that I am acting as an authorized agent on behalf of the named applicant. Certificate of Agent attached.	NAME AND TITLE (PLEASE PRINT OR TYPE) KRISTIN BAUER City Engineer	DATE 12/2/09
	SIGNATURE 	FEDERAL TAX ID NUMBER (If applicable) 38-6004654

MDOT USE ONLY – DO NOT WRITE BELOW THIS LINE

DEPARTMENTAL DATA	RECOMMENDATION AND APPROVAL FOR ISSUANCE
LIABILITY INSURANCE: <input type="checkbox"/> Exempt <input type="checkbox"/> Self-Insured <input type="checkbox"/> Required	NAME AND TITLE DATE
<input type="checkbox"/> Statewide <input type="checkbox"/> TSC <input type="checkbox"/> Regional	
SURETY TYPE: <input type="checkbox"/> Cash <input type="checkbox"/> Resolution <input type="checkbox"/> Exempt <input type="checkbox"/> Bond <input type="checkbox"/> Indemnification <input type="checkbox"/> Retainer Letter	U-PERMIT ENG. OR REGION/TSC U-P ENGINEER DATE
ATTACHMENTS: (DESCRIBE)	TITLE DATE

GENERAL CONDITIONS

This permit is issued subject to the following conditions:

1. This permit grants to the permittee only those rights specifically stated and no other. Maintenance work within the trunkline right of way may require a separate permit unless authorized within the scope of the annual permit.
2. Issuance of this permit does not relieve permittee from meeting any and all requirements of law, or of other public bodies or agencies. The permittee shall be responsible for securing including but not limited to any other permissions including or required by law including but not limited to cities, villages, townships, corporations, or individuals for the activities hereby permitted.
3. The permittee agrees as a condition of this permit to:
 - a. Have in the permittee's or the permittee's representative's possession on the job site at all times the approved permit, advanced notice and any necessary plans or sketches.
 - b. Submit form 2204 (Advance Notice and Approval of Permitted Activities) to the Departments at least five (5) working days prior to commencement of any operations covered by this permit. No work shall start until an approved copy of form 2204 is returned to permittee.
 - c. Perform no work except emergency work, unless authorized by the Department, on Saturdays, Sundays, or from 3:00 p.m. on the day proceeding until the normal starting time the day after the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
 - d. Provide and maintain all necessary precautions to prevent injury or damage to persons and property from operations covered by this permit.
 - e. Furnish, install and maintain all necessary traffic controls and protection during permittee's operations in accordance with the Michigan Manual of Uniform Traffic Control Devices and any supplemental specifications set forth herein.
 - f. Advise the Department within seven (7) days of completion of work authorized by this permit, so that final inspection may be made and surety deposit released (where applicable). Surety deposit will not be released until the work authorized by the permit has been completed and inspected, and all inspection charges billable to the permittee are paid.
4. Nothing in this permit shall be construed to grant any rights what so ever to any public utilities, except as to the consent herein specifically given, nor to impair any existing rights granted in accordance with the constitution or laws of this state.
5. Any operations in the trunkline right of way not covered by permit and the appropriate Department specifications are in violation of the jurisdictional authority of the Department, with respect to the control of the trunkline right of way, unless approved by the Department. Any change or alteration in the permit activities requires prior approval of the Department and may require a new permit.
6. Performance of the requirements of this permit is the responsibility of the permittee. The permittee shall complete all operations for which this permit is issued in accordance with the conditions of this permit, by the specified completion date. The permittee shall meet all requirements of the current Department Standard Specifications for Construction, and the Supplemental Specifications set forth on/or incorporated as a part of this permit.
7. The construction, operation and maintenance of the facility covered by this permit shall be performed without cost to the Department unless specified herein. The permittee shall be responsible for the cost of restoration of the state trunkline and right of way determined by the Department to be damaged as a result of the activities of the permittee.
8. Facilities allowed on state trunkline right of way shall be placed and maintained in a manner which will not impair the state trunkline or interfere with the reasonable safe and free flow of traffic. Failure of the permittee to maintain the facilities located within the State trunkline right of way so as not to interfere with the operation, maintenance or use of the state trunkline by the traveling public may result in revocation of the permit.
9. The permittee is solely and fully responsible for all activities undertaken pursuant to the permit. Any and all actions by the Department and those governmental bodies performing permit activities for the Department pursuant to a maintenance contract, including but not limited to any approved reviews and inspections of any nature, permit issuing, and final acceptance or rejection of the work or activity authorized by the permit shall not be construed as a warranty or assumption of liability on the part of the Department or those governmental bodies. It is expressly understood and agreed that any such actions are for the sole and exclusive purposes of the Department and the governmental bodies acting in a governmental capacity. Any such actions by the Department and governmental bodies will not relieve the permittee of its obligations hereunder, nor are such actions by the Department and the governmental bodies to be construed as a warranty as to the propriety of the permittee's performance. The permittee shall indemnify and save harmless the State of Michigan, Michigan Transportation Commission, the Department and all officers, agents and employees thereof, and those governmental bodies performing permit activities for the Department and all officers, agents and employees thereof, pursuant to a maintenance contract, against any and all claims for damages arising from operations covered by this permit except claims resulting from the sole negligence or unwillful acts or omissions of said indemnities, its agent, or employees. In addition, permittee upon request shall furnish proof of insurance coverage for the term of this permit in an amount pre-specified.
10. This permit is not assignable and not transferable unless specifically agreed to by the Department.
11. The permittee, upon request of the Department, shall immediately remove, cease operations, and surrender this permit, or alter or relocate, at the permittee's own expense, the facility for which this permit is granted. Upon failure to do so, the Department may take any necessary action to protect the trunkline interest and the permittee shall reimburse the Department for its costs in doing same. The permittee expressly waives any right to claim damages or compensation in the event this permit is revoked.
12. The permittee shall, upon request by the Department, furnish a performance surety deposit in the form of a bond, cash, certified check, or (when authorized by the Department) an irrevocable letter of credit in such amount as deemed necessary by the Department to guarantee restoration of the trunkline highway or performance under the conditions of the permit.

13. The permittee hereby acknowledges and agrees that the Department has the right to demand completion by the permittee, or the performance surety, or to complete any uncompleted activity authorized by this permit which adversely affects the operation and/or maintenance of the state trunkline highway, or which is not completed by the expiration date of the permit, including:
- Completion of construction of driveway and/or approach (not authorized by annual permit).
 - Removal of materials.
 - Restoration of the trunkline facilities and right of way as necessary for the reasonably safe and efficient operations of the trunkline highway.
- The permittee further agrees to immediately reimburse the Department in full for all such costs incurred by the Department upon receipt of billing, and that upon failure to pay, the Department may effect payment with the performance surety deposit. Should the surety deposit be insufficient to cover expenses incurred by the Department, the permittee shall pay such deficiency upon billing by the Department. If the surety deposit exceeds the expense incurred by the Department, any excess will be returned or released to the depositor upon completion of the work to the satisfaction of the Department.
14. The Department reserves the right during the time any or all of the work is being performed to assign an inspector to protect the trunkline interest, and to charge the permittee all such costs incurred. In addition, the permittee may be billed any engineering and review fees incurred by the Department or its agent in connection with the work covered by this permit.
15. Emergency Operations: In time of disaster or emergency, or when utility lines or facilities are so damaged as to constitute a danger to life and/or property of the public, access to the same may be had by the most expeditious route. Work is to be completed in a manner which will provide the traveling public with maximum possible safety and minimize traffic distribution. Notice of such situations shall be given to the nearest police authority and the department as soon as can reasonably be done under the circumstances. During normal Department work hours, the facility owner shall advise the Department of any operations within right of way which affect traffic operations or the highway structure or facilities prior to performance of the work. After normal Department work hours, the permittee, at the beginning of the first working day after the emergency operation, shall advise the Department of any operations which affect traffic operations or the highway structures and facilities. If determined necessary by the Department, the permittee shall secure an individual permit for such work after notification.
16. Upon the Department's request, as built drawings of work performed will be furnished to the Department within 30 days after completion of the work.
17. The permittee shall give notice to public utilities in accordance with Act 53, P.A. of 1974, as amended, and comply with all applicable requirements of this act. The permittee shall also comply with requirements of Act 347, P.A. of 1972, as amended, controlling soil erosion and sedimentation.
18. The permittee acknowledges that the Department is without liability for the presence of the permittee's facility which is located within the trunkline right of way. Acceptance by the Department of work performed, and/or notice of termination of performance obligations for the surety and/or the permittee do not relieve the permittee of full responsibility for the permittee's work or for the presence of the permittee's facility in the trunkline right of way.
19. Where the Department has accepted an Indemnification Commitment in lieu of bond and/or insurance policies, such commitment is incorporated into this permit by reference.
20. It is illegal to discharge substances other than storm water into the Department's storm sewer system unless permission has been obtained in writing for other discharges.
21. The permittee shall be responsible for obtaining information on permitted environmental site closures within MDOT right of way. MDOT has implemented a program that allows environmental contamination to remain within the right of way by use of a permit. Issued permit information can be obtained from the Region/TSC in which the permit is issued. If the permittee will encounter a site area identified as a site closure permit area, the permittee shall follow instructions and conditions set forth in Supplemental Specifications #3 and specifications found in form 2205-C, "Special Conditions for Underground Construction".

SUPPLEMENTAL SPECIFICATIONS

1. Construction and Maintenance of Facilities – To construct and maintain utility crossings of limited access highways, access for the utility's service vehicles may be from county roads, service roads, and openings authorized in limited access right of way fences. The construction of utilities across limited access highways should be for the purpose of serving a general area rather than providing individual services, unless extenuating circumstances necessitate such crossings.

Equipment, vehicles or personnel will not operate within a distance of 30 feet from the edge of the pavement of roadways or ramps on limited access highways. At locations where utilities have been constructed in medians having a width greater than 80 feet or have otherwise been allowed to remain or to be constructed in limited access right of way, ingress and egress shall be by such routes as specified by the Department, which may also specify additional safety provisions.

2. Restoration- Restoration of the trunkline highway and right of way will be such that it will provide a condition equal to or better than the original condition, in accordance with Michigan Department of Transportation Standard Specifications.
3. Excavation and Disposal of Excavated Material – The permittee shall provide and place the necessary sheeting, shoring and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other highway installation such as sewers, culverts, etc. The permittee shall assume the full responsibility for this protection and shall not proceed in these areas before approval of the methods by the Department.

Construction equipment and excavating material shall not be stocked in such locations that it creates a traffic hazard or interferes with the flow of traffic; and on limited access highways, shall be a minimum of 30 feet from the traveled way. Sod and topsoil shall be stacked separately from other excavated material. The permittee shall dispose of all surplus and unsuitable material outside of the limits of the highway, unless the permit provides for disposal at approved locations within right of way. In the latter case, the material shall be leveled and trimmed in an approved manner.

When the permittee is excavating within trunkline right of way and discovers existing contaminated soil and/or an abandoned underground storage tank, special permit specifications entitled "Special Conditions for Underground Construction" (Form 2205-C) shall apply.

4. Utility Cuts, Trenches and Pavement Replacement – Utility crossing by pavement cutting and removal are generally prohibited. If extenuating circumstances make tunneling, boring and jacking impractical pavement cutting may be used with approval of the Department. All utility cuts, trenching and pavement replacement shall comply with the requirements of the Standard Specifications and the Standard Plan "Utility Cuts, Trenches and Pavement Replacement". Unless otherwise specified, cuts in concrete residential and commercial drives shall be as above; except that the patch width shall be a minimum of 3 feet and the remaining slab from patch to existing joint shall be a minimum of 3 feet. Backfill shall be made with sand-gravel as specified in the Standard Specifications, unless otherwise directed. After the backfill has been placed and compacted by controlled density method, the pavement shall be replaced with new pavement of the original type and quality, unless at the season of the year when it is not feasible to replace pavement in kind. In this case, a temporary surface of bituminous material shall be placed with Department approval and later replaced with pavement of the original type at the applicant's expense. Other pavement types may be allowed with prior approval of the Department.

5. Crossing Roadbed by Tunneling or Boring and Jacking – All crossing of roadbed operations involving tunneling, boring and jacking shall comply with the Department's special provisions for such work.
6. Backfilling and Compacting Backfill – Unless otherwise specified, all trenches, holes and pits shall be filled with sound earth or with sand-gravel if so provided, placed in successive layers not more than 9 inches in depth, loose measure, and each layer shall be thoroughly compacted by tamping. All backfill compaction will be subject to check by the controlled density method.
7. Depth of Cover Method- Unless otherwise authorized, pipes shall be placed to a depth that will provide not less than 4 feet of cover between the top of the roadway surface and the pipe, 3 feet cover below the ditch line and the pipe.
8. Trees:
- The permittee is responsible for obtaining permission from abutting owners when trimming or removing trees on easement right of way.
 - Tree removal or trimming may be undertaken only after submission of an "Advance Notice of Permitted Activity"-Tree Trimming/Removal" (form 2215), a field review by the Region Resource Specialist and a written approved copy of the advanced notice returned to the permittee.
 - Limbs, logs, stumps and litter shall be disposed of in a manner acceptable to the Department.
 - Tree roots shall be bored a distance of one foot for each one inch of trunk diameter for underground utility installations
9. Aerial Wire Crossings – Vertical clearance of wires, conductors and cables over state trunkline shall not be less than required by Section 232 of the National Electrical Safety Code, except in no case shall the under-clearance below any wire, conductor, or cable, under any temperature or loading condition, be less than eighteen feet (18').

Michigan Department
Of Transportation
2207B (07/08)

PERFORMANCE

RESOLUTION FOR GOVERNMENTAL AGENCIES

This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Trunkline Right of Way" (form 2205), or an "Annual Application and Permit for Miscellaneous Operations Within State Trunkline Right of Way" (form 2205B).

RESOLVED WHEREAS, the City of Adrian Michigan
(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and under state trunkline right of way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law.

This Agreement is not intended to increase either party's liability for, or immunity from, tort claims.

This Agreement is not intended nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.

1. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without its specific prior written consent and notwithstanding the issuance of the PERMIT.
2. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
3. It will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State trunkline right of way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCIES facilities according to a PERMIT issued by the DEPARTMENT.

4. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCIES requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

5. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.

6. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the Michigan Department of Transportation for the necessary permit to work within state trunkline right of way on behalf of the GOVERNMENTAL AGENCY.

Name	And/or	Title
DANE NELSON	OR	CITY ADMINISTRATOR
KRISTIN BAUER	OR	CITY ENGINEER
SHANE HORN	OR	UTILITY DIRECTOR

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the _____
(Name of Board, etc)

of the _____ of _____
(Name of GOVERNMENTAL AGENCY) (County)

at a _____ meeting held on the _____ day of

_____ A.D. _____.

Signed _____ Title _____

R7

R09-007

January 5, 2008

RE: INSPECTION DEPARTMENT – Authorization for Inspection Staff to Inspect Lenawee Christian School

RESOLUTION

WHEREAS, Lenawee Christian School has requested that the City of Adrian allow the City of Adrian’s Building Inspection Department to inspect their school building and be the permitting authority in accordance with Public Act 628 of 2002; and

WHEREAS, Dave Pate, Building Official, has received verbal authorization from Ronald Evans, Lenawee Christian School Board President, for said inspections by City of Adrian Inspectors, as well as the City of Adrian’s designation as the permitting authority; and

WHEREAS, the City of Adrian’s Building Official and City Administrator have reviewed said proposal and recommend its approval.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby approves the delegation of the Building Inspection staff to inspect Lenawee Christian School and to also be the permitting authority.

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

**Request for Delegation of School Inspection Authority
to a Local Unit of Government Enforcing Agency**
Michigan Department of Labor & Economic Growth
Bureau of Construction Codes
P.O. Box 30254, Lansing, MI 48909
517-241-9302
www.michigan.gov/bcc

Section 1b(5) of 1937 PA 306 provides:

"The department shall delegate the responsibility for the administration and enforcement of this act to the applicable agency if both the school board and the governing body of the governmental subdivision have annually certified to the department, in a manner prescribed by the department, that full-time code officials, inspectors and plan reviewers registered under the building officials and inspectors registration act, 1986 PA 54, MCL 338.2301 to 338.2313, will conduct plan reviews and inspections of school buildings."

In order to facilitate the approval of local delegation this form is provided for use **BY BOTH THE LOCAL SCHOOL BOARD AND THE GOVERNING BODY OF THE GOVERNMENTAL SUBDIVISION.**

To complete this form, **EACH PARTY MUST CERTIFY THE INFORMATION CONTAINED ON THIS FORM IS TRUE AND ACCURATE.** Failure to complete all required information will result in this form being returned without action.

School District Information - A school official representing the school district/school board must provide the school contact information and the list of school facilities by completing the sections below. The school facility information must include a listing of all instructional and non-instructional buildings located in each local unit of government in the school district. Attach additional pages, if necessary. Be sure to include the name of the school district and contact person on the additional pages. (It should be noted that non-public schools should not provide public school district information but should provide contact information regarding the superintending authority, if applicable, for the non-public schools as well as the instructional and non-instructional non-public school buildings located in each local unit of government.)

SCHOOL DISTRICT				
NAME OF SCHOOL DISTRICT LENAWEE CHRISTIAN SCHOOL				
ADDRESS 111 WOLF CREEK HWY			COUNTY LENAWEE	
CITY ADRIAN	STATE MI	ZIP CODE 49221	TELEPHONE NUMBER (Include Area Code) 517-263-8540	FAX NUMBER (Include Area Code) 517-265-6558
PRIMARY CONTACT PERSON ROBERT BRAGG			TITLE DIRECTOR OF FACILITIES MGT	

LISTING OF SCHOOL FACILITIES - List all local units of government and each school within the local unit of government		
Local Unit of Government	Local Unit of Government	Local Unit of Government
Facility Name	Facility Name	Facility Name
LENAWEE CHRISTIAN School		

Local Unit of Government Information (Continued)

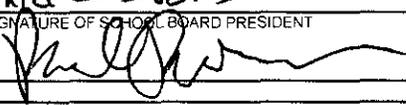
LOCAL UNIT OF GOVERNMENT / CODE ENFORCING AGENCY				
NAME OF LOCAL UNIT OF GOVERNMENT				
ADDRESS			COUNTY	
CITY	STATE MI	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)
PRIMARY CONTACT PERSON			TITLE	
BUILDING OFFICIAL / INSPECTOR / PLAN REVIEWER INFORMATION				
List the name, discipline and registration number of all Building Officials, Inspectors, and Plan Reviewers in the local unit of government enforcing agency performing inspections on school buildings and facilities. (Only full-time staff may be considered for delegation)				
NAME OF REGISTRANT		DISCIPLINE		REGISTRATION NUMBER

LOCAL UNIT OF GOVERNMENT / CODE ENFORCING AGENCY				
NAME OF LOCAL UNIT OF GOVERNMENT				
ADDRESS			COUNTY	
CITY	STATE MI	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)
PRIMARY CONTACT PERSON			TITLE	
BUILDING OFFICIAL / INSPECTOR / PLAN REVIEWER INFORMATION				
List the name, discipline and registration number of all Building Officials, Inspectors, and Plan Reviewers in the local unit of government enforcing agency performing inspections on school buildings and facilities. (Only full-time staff may be considered for delegation)				
NAME OF REGISTRANT		DISCIPLINE		REGISTRATION NUMBER

Certification by School District and Local Units of Government - In the sections below, provide the original signature of the school board president and the chief elected official of each local unit of government (authorized to enforce construction codes) in which school facilities are located. **Note:** Local units of government, not authorized to enforce the state construction codes do not qualify for delegation of school construction authority. In addition, both officials must jointly attest to the certifications at the top of this page.

WE HEREBY CERTIFY:

- Full-time code officials, inspectors and plan reviewers, registered under the Building Official and Inspectors Registration Act, 1986 PA 54, will conduct plan review and inspections of school buildings.
- Plan reviews will be completed within 60 days of receipt of the application.
- Permits will be issued in accordance with the requirements of the Stille-DeRossett-Hale Single State Construction Code Act of 1972, 1972 PA 230.
- Permits will not be issued until approval has been granted by the Bureau of Construction Codes, Department of Labor & Economic Growth.
- Inspections will be conducted in accordance with the Stille-DeRossett-Hale Single State Construction Code Act of 1972, 1972 PA 230, within 5 business days of receipt of a request for inspection.
- Violation notices will be issued, where applicable as provided by the Act and Code.
- Certificates of Occupancy will be issued only after receiving all required inspection and plan review approvals.

SIGNATURE AND CERTIFICATION OF SCHOOL BOARD PRESIDENT		
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application.		
NAME OF SCHOOL BOARD PRESIDENT <i>Ronald L Evans</i>	NAME OF LOCAL SCHOOL DISTRICT	
ORIGINAL SIGNATURE OF SCHOOL BOARD PRESIDENT 	DATE <i>12/19/08</i>	
SIGNATURE AND CERTIFICATION OF LOCAL UNIT OF GOVERNMENT (Attach additional sheets if necessary)		
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application.		
NAME OF CHIEF ELECTED OFFICIAL*	NAME OF LOCAL UNIT OF GOVERNMENT	
ORIGINAL SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE	
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application.		
NAME OF CHIEF ELECTED OFFICIAL*	NAME OF LOCAL UNIT OF GOVERNMENT	
ORIGINAL SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE	
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application.		
NAME OF CHIEF ELECTED OFFICIAL*	NAME OF LOCAL UNIT OF GOVERNMENT	
ORIGINAL SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE	

*The State Construction Code Act defines the chief elected official as listed below.

County: Chair of the Board of Commissioners City: Mayor
 Village: President Township: Supervisor

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

R-8

Memo

To: Dane C. Nelson, City Administrator
From: Kristin Bauer, City Engineer & Mark Bishop, DPW Foreman
Date: 12/30/2008
Re: Bid Recommendation -- One (1) Single Axle Dump Truck with Underbody Plow

Sealed bids were received and opened on Thursday, December 18th, 2008 for One (1) 2009 International single axle dump truck with an underbody plow for the Department of Public Works. See attached sheet for bidders.

After review with staff, it is my recommendation that the bid be awarded the bid to Tri-County International Trucks of Jackson, Michigan with body and equipment installed by Truck and Trailer Specialties. Funds for this purchase were budgeted in the 2008-09 Capital Equipment Budget 101-443.00.977.000. The price for one vehicle is \$99,407.28.

The recommended supplier was not the low bidder; however the low bidder did not provide the 2009 International truck specifically asked for in the bid. Of the bidders supplying the 2009 International truck the lowest bidder (Tri-County Truck/Kalida) would only provide a 1 year warranty and not the 5 year warranty requested in the bid. The next low bidder (Tri-County Truck/Truck & Trailer Specialties) will provide the requested 5 year warranty. We feel the \$313.00 price difference for the requested warranty is a benefit to the City of Adrian.

CITY OF ADRIAN, MICHIGAN
 SINGLE AXLE DUMP TRUCK
 DUE DATE: DECEMBER 18, 2008

BIDDER	2009 Single Axle Dump w/Underbody	Make	Equipment	Delivery
Tri-County Truck Jackson, MI	\$99,094.28	International 7400 4X2	Kalida	90-120 days
Tri-County Truck Jackson, MI	\$99,407.28	International 7400 4X2	Truck & Trailer	105-120 days
Tri-County Truck Jackson, MI	\$99,474.28	International 7400 4X2	Knapheide	105-150 days
D&K Truck Lansing, MI	\$101,585.00	Freightliner M2106V	Kalida	100-250 days
D&K Truck Lansing, MI	\$101,188.00	Freightliner M2106V	Cannon	100-250 days
D&K Truck Lansing, MI	\$101,725.00	Freightliner M2106V	Knapheide	100-250 days
Wolverine Freightliner Ypsilanti, MI	\$103,732.00	Freightliner M2106V	Knapheide	180 days
Freightliner of Toledo Toledo, OH	\$97,846.00	Freightliner M2106V	Heil, Root	??????

R09-008

January 5, 2009

RE: DEPARTMENT OF PUBLIC WORKS – Authorization to Purchase One (1) 4X2 Single Axle Salt Truck w/Underbody Plow

RESOLUTION

WHEREAS, the Adrian City Commission, by Resolution #08-066 dated May 5, 2008, adopted the FY2008-09 Budget and General Appropriations Act, which included funding to purchase a salt truck-complete; and

WHEREAS, bids were solicited by the Purchasing Office and eight (8) bid proposals were submitted on December 18, 2008, as follows:

<u>DEALER</u>	<u>LOCATION</u>	<u>VEHICLE</u>	<u>AMOUNT</u>
Freightliner	Toledo, OH	Freightliner M2106V	\$ 97,846.00
Tri-County Truck	Jackson, MI	International 7400 4X2	99,094.28
Tri-County Truck	Jackson, MI	International 7400 4X2	99,407.28
Tri-County Truck	International 7400 4X2	Jackson, MI	99,474.28
D&K Truck	Lansing, MI	Freightliner M2106V	101,188.00
D&K Truck	Lansing, MI	Freightliner M2106V	101,585.00
D&K Truck	Lansing, MI	Freightliner M2106V	101,725.00
Wolverine	Ypsilanti, MI	Freightliner M2106V	103,732.00

WHEREAS, the City Engineer and DPW Foreman recommend (ref: City Engineer memo) selection of the preferred bid from Tri-County International Trucks, Jackson, MI and acquisition of one (1) International 7400 4X2 Dump Truck w/body and underbody snow plow package installed by Truck and Trailer Specialties at a cost not to exceed \$99,407.28; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the FY2008-09 General Fund Motor Pool Budget (Account #101-443.00-977.000 Capital Equipment) for this purpose; and.

WHEREAS, the City Administrator recommends approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the preferred bid, in the best interests of the City, from Tri-County International Trucks, Jackson, MI and acquisition of one (1) International 7400 4X2 Dump Truck w/body and underbody snow plow package installed by Truck and Trailer Specialties at a cost not to exceed \$99,407.28

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

R-9

R09-009

January 5, 2009

RE: ADMINISTRATION: Farm Lease Agreement with Marvin Farms

RESOLUTION

WHEREAS, the City of Adrian Local Development Finance Authority (L.D.F.A.) is the owner of approximately fifty-three (53) acres situated in Section 9, Madison Township, Lenawee County, Michigan; and

WHEREAS, the City Administrator has negotiated a proposed Farm Lease Agreement with Marvin Farms, Inc., which terms have been reviewed by the City Commission and found to be in the best interest of the City to approve.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Administrator, as agent for L.D.F.A., is hereby authorized to enter into a Farm Lease Agreement with Marvin Farms, Inc. for rental of fifty-three (53) acres of tillable ground on the above mentioned parcel of real estate for Seventy-Five (\$75.00) Dollars per acre for a period ending December 31, 2009, and subject to other terms acceptable to the City Administrator.

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

CASH FARM LEASE – 2009

MARVIN FARMS, INC. – LOCAL DEVELOPMENT FINANCE AUTHORITY

This lease, entered into this _____ day of _____, 2008, between L.D.F.A. as Landlord, of 100 East Church Street, Adrian, Michigan, and Marvin Farms, Inc., as Tenant, of 7151 West Beecher Road, Clayton, Michigan; is agreed to as follows:

In consideration of the agreements and stipulations hereinafter set forth, to be kept and performed by the Tenant, the Landlord hereby leases to the Tenant, to occupy and use for grain crops, their tillable land, containing fifty-three (53) acres situated in Section 9, Madison Township, Lenawee County, Michigan, See Exhibit 1. Not included in the lease is the homestead area. L.D.F.A. have agreed to lease the property under the following terms and conditions.

The terms of the lease shall be for the crop year 2009 and shall expire on January 1, 2010.

The annual cash rent for the land shall be Three Thousand Nine Hundred Seventy Five Dollars (3,975.00) payable as follows. The Tenant shall pay the Landlord the sum of \$75.00 per acres as follows: \$1,987.50 on May, 1, and \$1,987.50 on December 1.

All rental installments shall be paid to the address of the Landlord above mentioned. The Tenant hereby agrees to mail or deliver to the Landlord on the dates as stated above the rental amount.

Tenant acknowledges that the landlord reserves the right to enter the land for the purposes of soil borings and other miscellaneous tests. Not more than three acres of crops may be destroyed, in the event of a crop loss of more than three acres caused by the landlord or their hires, invitees, or guests, the tenant shall accept reimbursement equal to the losses suffered, which shall include the rent, cost of crops and loss of profit. In no event shall this exceed two hundred dollars (\$200.00) per acre.

The Tenant agrees as follows:

- (a) No machinery shall be left or stored on the property.
- (b) To cut obnoxious weeds before they go to seed. To plant a cover crop of clover or rye grass on any set-a-side or non-farmed tillable acres.
- (c) To not assign this lease, or sublet any portion of the farm without the consent of the Landlord. Tenant may, however, assign land to the U.S. Government during the lease term and accept all monies received for the said assignment provided the terms of item B above are adhered to.

- (d) To yield possession of the land at the end of the term of this lease.
- (e) To follow good farming practices in the use of the land, including such items as spraying, seeding and plowing. Tenant further agrees to comply with the laws regarding the restricted use of pesticides, insecticides, fungicides, and rodenticides, keeping records as required.
- (f) To hold Landlord harmless and to insure against liability and medical for Tenant and Tenant's hired help, all others entering land for any reason whatsoever pertaining to Tenant's use.
- (g) RENEWAL TERM: It is mutually understood and agreed that no renewal term exists unless a new lease agreement is signed by the parties.

Landlord agrees to pay the annual taxes and any special assessments.

Upon the occurrence of an Event of Default, Landlord may pursue any legal and equitable remedy available and may additionally, at its option, terminate this lease upon thirty (30) days notice to tenant and re-enter and repossess the leased premises. Should the Landlord obtain possession of the leased premises by re-entry, summary proceedings, or otherwise, Tenant shall pay Landlord the expense incurred in obtaining possession of the leased premises and all other damages, including reasonable attorney fees, and interest legally permissible on any delinquent rents. Lessor, at its option, may relet the leased premises in its own name for such rental, upon such terms and from time to time as Landlord may see fit, and Tenant shall pay each amount of rent that is collected and received for the leased premises for the remainder of the term or any extensions thereof obtained by the Tenant remaining after Landlord's taking of possession of the leased premises.

SPECIAL STIPULATION: Tenant agrees to indemnify and hold Landlord, its successors and assigns completely harmless with respect to all direct damages, indirect damages, potential liability, whether statutory or otherwise in connection with any environmental condition occurring on the leased premises and caused by Tenant during the term of this lease. Landlord agrees to indemnify and hold Tenant, its successors and assigns completely harmless with respect to all direct damages, indirect damages, consequential and incidental damages, costs, liability or potential liability, whether statutory or otherwise, in connection with any environmental condition occurring on the leased premises and caused by Landlord or their predecessors prior to the term of the lease.

Tenant is advised and agrees to seek legal advice from an attorney regarding the terms and conditions of this Agreement. Tenant provides, upon signing this Lease Agreement, that the conditions of this Paragraph have been met. Tenant relies on Tenant's legal counsel regarding written contents of this lease.

The terms of this lease shall be binding upon the heirs, executors, administrators and assigns of both Landlord and Tenant.

IN WITNESS WHEREOF, we affix our signatures the day and year first above written.

LANDLORD

L.D.F.A. Agent

TENANT

MARVIN FARMS, INC.
JAMES JOHN MARVIN

R-10

R09-010

January 5, 2009

RE: ADMINISTRATION – Farm Lease Agreement with Fred Feight – Former Witt Farm

RESOLUTION

WHEREAS, the City of Adrian is the owner of approximately sixty-two (62) acres of land adjacent to M-52, formerly known as the Witt Farm; and

WHEREAS, a portion of the real estate is tillable; and

WHEREAS, the City Administrator has negotiated a proposed Lease Agreement with the previous farmer of said property, which terms have been reviewed by the City Commission and found to be in the best interest of the City to approve.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Mayor is hereby authorized to enter into a Farm Lease Agreement with Fred Feight to rent approximately sixty-two (62) acres of tillable ground on the above-mentioned parcel of real estate for Eighty (\$80.00) Dollars per acre for a period ending December 31, 2009, and subject to other terms acceptable to the City Administrator.

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

FARM LEASE

This Lease Agreement entered into this 5th day of January, 2008, between the undersigned Landlord and undersigned Tenant:

WITNESSETH:

The Landlord for and in consideration of the rents and covenants hereinafter mentioned to be paid and performed by the said Tenant, has demised, leased, and by these premises does demise, lease and let unto the said Tenant the following described land, to-wit:

Sixty-two (62) acres of land adjacent to M-52 in the City of Adrian. The exact area to be farmed shall be agreed between the parties.

1. The term of this lease shall be from the first day of April, 2008, to the last day of December, 2008.
2. As rent hereunder, the Tenant shall pay the sum of \$80.00 per acre for 62 acres, said rent to be paid as follows: \$2,480.00 on or before September 1, 2009 and the balance of \$2,480.00 on or before December 15, 2009.
3. The Landlord shall pay all taxes on the real estate described above.
4. The Landlord shall give the Tenant quiet and peaceful possession of the above-described premises so long as Tenant performs the terms and conditions contained herein. Notwithstanding this covenant, the Tenant understands that the Landlord may endeavor to use the rented land for purposes other than farming during the term of this Lease. It is understood by the Tenant that the Landlord, or anyone authorized by the Landlord, may enter onto the rented land for inspections. If any damage occurs to any growing crops, the Landlord will reimburse the Tenant for any such loss. The Landlord is also authorized to terminate this Lease as to a portion or all of the rented land during the term of this Lease and in the event the Landlord chooses to do so, the Tenant will be reimbursed for any loss sustained.
5. The Tenant shall not remove any trees, bushes, other natural vegetation, or fencing and fence posts without the written consent of the Landlord.
6. The Tenant covenants and agrees that he shall not assign, transfer, or sublet said premises, or any part thereof, without the written consent of the Landlord.
7. The Tenant shall farm the crop land in an efficient and businesslike way, doing the plowing, seeding, cultivating, fertilizing, herbiciding and harvesting at the proper time and in the proper manner in accordance with the usual farming practices followed in this area.
8. The Tenant shall not commit waste on or damage to the premises and will use due care to prevent their employees, agents, or others entering on the premises with their permission from so doing.

9. The Tenant agrees to yield possession of the demised premises at the end of the term of this lease, however, if climatic conditions prevent the Tenant from removing their crops by the end of the term of this lease, they shall have a reasonable period of time after the term to do so.
10. The Tenant shall not plant any crops on the premises which could not normally be harvested prior to the end of the term of this lease.
11. If a default be made in the payment of rent above referred to or any part thereof, or any of the agreements herein contained to be kept by the Tenant, it shall be lawful for the Landlord, without notice, to declare the term ended and to remove and put out the Tenant or any person or persons occupying the premises, using such force as may be deemed necessary in so doing. In the event of such a default, the Landlord shall have a lien on the growing crops and may, at his option, take over the farming operations and harvest and market the crops, the proceeds of which shall be applied first to the reasonable labor and expenses of the Landlord in growing and marketing said crops, with the then remaining balance to be applied to the unpaid rent due hereunder, and the remaining balance, if any, to be divided equally between the Landlord and the Tenant, after affording the Tenant a reasonable amount for his costs and labor in connection with the crops.
12. The Landlord does covenant that the Tenant, on paying the aforesaid installments of rent and performing all of the covenants aforesaid, shall and may peacefully and quietly have, hold, and enjoy the premises for the term aforesaid.
13. Should the Landlord remove a portion of the land for development purposes after the Tenant has planted that year's crop, the Landlord agrees to pay the Tenant for the cash outlay of seed, fertilizer and herbicide used on that portion of said land.

This agreement shall be binding on the parties hereto, their respective heirs, representatives, successors and assigns.

IN WITNESS WHEREOF we make our hands and seals the date first above written.

IN THE PRESENCE OF:

LANDLORD:

City of Adrian:

By: _____

Gary E. McDowell

Its: Mayor

TENANT:

By: _____

Fred Feight

1760 W. Russell Road

Tecumseh, MI 49286

R-11

R09-011

January 5, 2008

RE: ADMINISTRATION – Feasibility Determination for City Municipal Complex

RESOLUTION

WHEREAS, the City of Adrian and J.E. Johnson Development Group, LLC (the Developer) have previously entered into a Pre-Development Agreement to provide various investigations and plans for the future Adrian City Hall, City Library, future Adrian Police Department and the renovation of the original Adrian Post Office; and

WHEREAS, the Developer has created a Conceptual Development Plan, including maximum cost estimates for the project; and

WHEREAS, the City has conducted a review and evaluation of this plan in order to determine the feasibility of proceeding with this project.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Adrian City Commission hereby determines that the project is feasible and that a Project Development Agreement be finalized and executed pursuant to the terms of the Pre-Development Agreement.

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

R-12
R09-012

January 5, 2008

RE: ADMINISTRATION – Municipal Complex Development Agreement

RESOLUTION

WHEREAS, the Adrian City Commission has determined that the concept of the development of a City Municipal Complex is feasible on E. Maumee Street in the City of Adrian; and

WHEREAS, discussions have been held with the firm of J. E. Johnson Development Group, LLC, due to its experience with public/private developments involving the application of historic and Brownfield tax credits and its experience with various state agencies administering such programs; and

WHEREAS, the Adrian City Commission has considered a proposed Development Agreement and associated exhibits with said developer to proceed with further development of plans and specifications in order to commence the construction projects associated with the properties involved in the proposed complex, being 135 E. Maumee Street; the Adrian Public Library at 143 E. Maumee St; the parcel located at 153-155 E. Maumee St; and the building located at 149 E. Maumee St., Adrian, Michigan, which involves the renovation of the original city Post Office.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Mayor and City Clerk are hereby authorized to enter into a Municipal Complex Development Agreement with J. E. Johnson Development Group , LLC, including all exhibits to said agreement, which are attached hereto, and that the City Administrator is designated to be the city's representative during the execution of said contract.

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