

# PRE-MEETING AGENDA

ADRIAN CITY COMMISSION  
AGENDA  
PRE-MEETING STUDY SESSION  
NOVEMBER 3, 2008  
5:00 P.M.

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The City Commission will meet in the Commission Chambers at 5:00 p.m. to interview the following City Commission candidates.

5:00 p.m.	Tom Neill
5:20 p.m.	Cynthia Bily
5:40 p.m.	Jason Broge
6:00 p.m.	Chris Miller
6:20 p.m.	Sara Bingham

**NOTE: Pre-Meeting will begin at 6:15 p.m. Please eat before you come to the meeting.**

# COMMISSION AGENDA

**AGENDA  
ADRIAN CITY COMMISSION  
NOVEMBER 3, 2008  
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE OCTOBER 20, 2008 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. PRESENTATION
  - 1. Proclamation presented to Masahiro Kojima for his outstanding contributions to the Sister City Program and to the City of Adrian.
- VI. COMMUNICATIONS
  - 1. FY2007-08 Dial-A-Ride System Audited Financial Statements
  - 2. Report on Grand Valley State University Financial Trend Monitoring Project
  - 3. Report on the 62<sup>nd</sup> annual meeting of the Municipal Employees Retirement System (MERS)
  - 4. Communication from Comcast regarding installation pricing adjustments
- VII. CONSENT AGENDA
  - 1. CR08-092. Resolution to award the annual bid for snow and ice removal from private walks and along railroad properties and other miscellaneous properties.
  - 2. CR08-093. Resolution to award bids for the sale of four (4) used police vehicles.
- VIII. PUBLIC COMMENT
- IX. REGULAR AGENDA
  - A. ORDINANCES
    - 1. Ord. 08-15. Introduction of an Ordinance to amend Article XXIX, Section 29.05 (2) of the Zoning Ordinance

-Penalties and Remedies - to make certain penalties a civil infraction rather than a misdemeanor, in compliance with the Municipal Civil Infraction Ordinance adopted in 2001.

2. Ord. 08-16. Introduction of an Ordinance to amend Article XXX, Section 30.23 (1) of Chapter 30 of the Sign Ordinance - Violations - to make violations of this Ordinance a civil infraction rather than a misdemeanor, in compliance with the Municipal Civil Infraction Ordinance adopted in 2001.

B. SPECIAL ORDER

1. SO-1. Public Hearing to hear and consider comments to the confirmation of a Special Assessment Roll for SAD #371 - E. Albert from N. Main to Broad Street.
2. SO-2. Public Hearing to hear and consider comments to the confirmation of a Special Assessment Roll for SAD #372 - E. Church from Broad to S. Locust Street
3. SO-3. Public Hearing to hear and consider comments to the confirmation of a Special Assessment Roll for SAD #373 - Geddes St. from Bristol to Mulberry Street.
4. SO-4. Public Hearing to hear and consider comments to the confirmation of a Special Assessment Roll for SAD #374 - Jordan St. from S. Main to S. Winter Street.
5. SO-5. Public Hearing to hear and consider comments to the confirmation of a Special Assessment Roll for SAD #375 - Bent Oak from N. Main to Siena Heights.

C. RESOLUTIONS

1. R08-141. Resolution to confirm the Special Assessment Roll for improvements on E. Albert from N. Main to Broad Street - SAD #371.
2. R08-142. Resolution to confirm the Special Assessment Roll for improvements on E. Church from Broad to S. Locust Street - SAD #372.
3. R08-143. Resolution to confirm the Special Assessment Roll for improvements on Geddes St. from Bristol to Mulberry Street - SAD #373.
4. R08-144. Resolution to confirm the Special Assessment Roll for improvements on Jordan Street from S. Main to S. Winter Street - SAD #374.

5. R08-145. Resolution to confirm the Special Assessment Roll for improvements on Bent Oak from N. Main to Siena Heights Drive – SAD #375.
6. R08-146. Resolution to accept a gift donation from the Vera Malone estate to the Adrian Public Library and the allocation of said funds, along with investment earnings, to the Library's current and future budgets.
7. R08-147. Resolution to approve the purchase of security gates for the north entrance of the library and that the bid process be waived.
8. R08-148. Resolution to approve the FY2008-09 first quarter budget amendments and the appropriation of funds for said amendments in compliance with the Uniform Budgeting and Accounting Act of 1978.
9. R08-149. Resolution to award bid for the purchase and installation of mobile video cameras for police vehicles using drug forfeiture funds and the resulting budget amendments.
10. R08-150. Resolution to award bid for the purchase of a copier for use on the 2<sup>nd</sup> floor of City Hall and approval of the resulting budget amendments.
11. R08-151. Resolution to approve the purchase of real estate.

X. PUBLIC COMMENT

X I. COMMISSION COMMENTS

# MINUTES

**MINUTES  
ADRIAN CITY COMMISSION  
OCTOBER 20, 2008  
7:00 P.M.**

Prior the opening of the regular meeting (at 6:15 p.m.), Commissioner DuMars motioned to go into closed executive session to discuss real estate acquisition; seconded by Commissioner Osborne, motion carried by a unanimous vote.

Official proceedings of the October 20, 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, Steele, Clegg and DuMars

Mayor McDowell in the Chair.

Commissioner DuMars moved to approve the minutes of the October 6, 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 #2906 through #2916	\$ 198,819.69
General Fund Vouchers #18904 through #18926	\$ 504,717.99
Clearing Account Vouchers amounting to	<u>\$1,007,973.72</u>
<b>TOTAL EXPENDITURES</b>	<u><b>\$1,711,511.40</b></u>

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

**PRESENTATION**

1. Members of the Mayor's Youth Council presented checks (\$75.00 per organization) from proceeds of their art contest, held at the Art-A-Licious silent auction, to:
  - Boys and Girls Club – Dana Pink
  - Adrian Public Schools – Homeless – Beth McCullough
  - Adrian Public Library – Teen Center – Carol Souchock

**COMMUNICATION**

1. C-1. Local Development Finance Authority – 2006-2007 Michigan Department of Treasury Audit Results
2. C-2. City of Adrian Financial Forecast – 1<sup>st</sup> Quarter

**CONSENT AGENDA**

**RE: POLICE DEPARTMENT – Traffic Control Order 08-25 – Lawrence St.**

**RESOLUTION CR08-080**

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:

On Lawrence Street, post "Railroad Advanced Warning" sign for eastbound traffic

**RE: POLICE DEPARTMENT – Traffic Control Order 08-26 – Geddes St.**

**RESOLUTION CR08-081**

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, 1948, be amended to include or change the following:

Post "No Parking at Any Time" signs on both sides of Geddes Street

**RE: ENGINEERING DEPT. – Certifying Costs for SAD #371 – E. Albert from N. Main to N. Broad Streets**

**RESOLUTION CR08-082**

WHEREAS, the City Clerk has certified to the City Administrator the total cost of improvements on E. Albert Street from N. Main to N. Broad Streets, said project being known and designated as Special Assessment District #371; 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 improvement mentioned above in the amount of Ninety Seven Thousand Seven Hundred Seventy Six Dollars

and Fifty Nine Cents (\$97,776.59) as certified by the City Clerk is approved.

2. That the City Assessor is directed to apportion the said total cost as follows:
  - a. Thirty Five Thousand One Hundred Ninety Three Dollars and Ninety One Cents (\$35,193.91) 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 #371, and which is described as follows:

E. Albert St. from N. Main to N. Broad Streets
  - b. Sixty Two Thousand Five Hundred Eighty Two Dollars and Sixty Eight Cents (\$62,582.68) shall be the city's portion of said project.

**RE: ENGINEERING DEPT. – Public Hearing Date for SAD #371 – E. Albert St. from N. Main to N. Broad St.**

#### **RESOLUTION CR08-083**

WHEREAS, the City Assessor has completed the Special Assessment Roll for improvements on E. Albert Street from N. Main to N. Broad Streets and has reported the same to the City Commission, together with his certificate that the 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 #371 for improvements on E. Albert Street from N. Main to N. Broad 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, November 3, 2008, 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.

**RE: ENGINEERING DEPT. – Certifying Costs for SAD #372 –E. Church St. from N. Broad to S. Locust Streets**

**RESOLUTION CR08-084**

WHEREAS, the City Clerk has certified to the City Administrator the total cost of improvements on E. Church from N. Broad to N. Locust Streets, said project being known and designated as Special Assessment District #372; 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 improvement mentioned above in the amount of Two Hundred Four Thousand Three Hundred and Five Dollars and Ten Cents (\$204,305.10) as certified by the City Clerk is approved.
2. That the City Assessor is directed to apportion the said total cost as follows:
  - a. Thirty Nine Thousand Four Hundred Eighty Five Dollars and Forty One Cents (\$39,485.41) 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 #372, and which is described as follows:

E. Church Street from Broad to S Locust Streets
  - b. One Hundred Sixty Four Dollars Eight Hundred Nineteen Dollars and Sixty Nine Cents (\$164,819.69) shall be the city's portion of said project.

**RE: ENGINEERING DEPT. – Public Hearing Date for SAD #372 – E. Church Street from Broad to S. Locust Streets**

**RESOLUTION CR08-085**

WHEREAS, the City Assessor has completed the Special Assessment Roll for improvements on E. Church Street from Broad Street to S. Locust Streets and has reported the same to the City Commission, together with his certificate that the 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 #372 for improvements on E. Church Street from N. Broad to S. Locust 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, November 3, 2008, 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.

**RE: ENGINEERING DEPT. – Certifying Costs for SAD #373 – Geddes from Bristol to Mulberry Streets**

**RESOLUTION CR08-086**

WHEREAS, the City Clerk has certified to the City Administrator the total cost of improvements on Geddes Street from Bristol to Mulberry Streets, said project being known and designated as Special Assessment District #373; 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 improvement mentioned above in the amount of Seventy Five Thousand Six Hundred Sixty Four Dollars and Three Cents (\$75,664.03) as certified by the City Clerk is approved.
2. That the City Assessor is directed to apportion the said total cost as follows:
  - a. Twenty Nine Thousand Nine Hundred Seventeen Dollars and Twenty Three Cents 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 #373, and which is described as follows:

Geddes Street from Bristol to Mulberry Streets
  - b. Forty Five Thousand Seven Hundred Forty Six Dollars and Eighty Cents (\$45,746.80) shall be the city's portion of said project.

**RE: ENGINEERING DEPT. – Public Hearing Date for SAD #373 – Geddes Street from Bristol to Mulberry Streets**

**RESOLUTION CR08-087**

WHEREAS, the City Assessor has completed the Special Assessment Roll for improvements on Geddes Street from Bristol to Mulberry Streets and has reported the same to the City Commission, together with his certificate that the 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 #373 for improvements on Geddes Street from Bristol to Mulberry 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, November 3, 2008, 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.

**RE: ENGINEERING DEPT. – Certifying Costs for SAD #374 – Jordan Street from S. Main to S. Winter Streets**

**RESOLUTION CR08-088**

WHEREAS, the City Clerk has certified to the City Administrator the total cost of improvements on Jordan Street from S. Main to S. Winter Streets, said project being known and designated as Special Assessment District #374; 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 improvement mentioned above in the amount of Sixty Six Thousand Seven Hundred Thirty Six Dollars and Thirteen Cents (\$66,737.13) as certified by the City Clerk is approved.
2. That the City Assessor is directed to apportion the said total cost as follows:
  - a. Twenty Thousand Six Hundred Seventy Four Dollars and Ninety Seven Cents 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 #374, and which is described as follows:

Jordan Street from S. Main to S. Winter Streets
  - b. Forty Six Thousand Sixteen Dollars and Sixteen Cents (\$46,016.16) shall be the city's portion of said project.

**RE: ENGINEERING DEPT. – Public Hearing Date for SAD #374 – Jordan St. from S. Main to S. Winter Streets**

**RESOLUTION CR08-089**

WHEREAS, the City Assessor has completed the Special Assessment Roll for improvements on Jordan Street from S. Main to S. Winter Streets and has reported the same to the City Commission, together with his certificate that the 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 #374 for improvements on Jordan Street from S. Main to S. Winter 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, November 3, 2008, 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.

**RE: ENGINEERING DEPT. – Certifying Costs for SAD #375 – Bent Oak from N. Main to Siena Heights**

**RESOLUTION CR08-090**

WHEREAS, the City Clerk has certified to the City Administrator the total cost of improvements on Bent Oak from N. Main to Siena Heights, said project being known and designated as Special Assessment District #375; 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 improvement mentioned above in the amount of Ninety Eight Thousand Three Hundred Two Dollars and Fifty Nine Cents (\$98,302.50) as certified by the City Clerk is approved.
2. That the City Assessor is directed to apportion the said total cost as follows:
  - a. Twenty Four Thousand Three Hundred Seventeen Dollars and Eighty Four Cents (\$24,317.84) 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 #375, and which is described as follows:

Bent Oak from N. Main to Siena Heights

- b. Seventy Three Thousand Nine Hundred Eighty Four Dollars and Seventy Five Cents (\$73,984.75) shall be the city's portion of said project.

**RE: ENGINEERING DEPT. – Public Hearing Date for SAD #375 – Bent Oak from N. Main to Siena Heights**

### **RESOLUTION CR08-091**

WHEREAS, the City Assessor has completed the Special Assessment Roll for improvements on Bent Oak from N. Main to Siena Heights and has reported the same to the City Commission, together with his certificate that the 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 #375 for improvements on Bent Oak from N. Main to Siena Heights 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, November 3, 2008, 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 Steele, seconded by Commissioner DuMars, Consent Resolutions CR08-080 through CR08-091 were adopted by a unanimous vote.

### **ORDINANCE**

1. Ord. 08-14. Second reading and adoption of an Ordinance to amend Article VIII – RM-1 Low Rise Multiple Family Residential District and Article IX – RM-2 High Rise Multiple Family Residential District by reinstating student group homes as a "Use Subject to Zoning Exception Permit". Eff. Date: November 4, 2008

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

## **RESOLUTIONS**

### **RE: MAYOR'S YOUTH COUNCIL – Appointment of New Members**

#### **RESOLUTION R08-137**

WHEREAS, the Mayor's Youth Council was created to involve young people in city issues, broaden the scope of youth leadership in city affairs, develop environmental learning on the functions of government, develop health citizenry habits for the future of the community, and promote public awareness of the strengths and abilities of youth; and

WHEREAS, essays were accepted from students and five nominees were selected from an outstanding group of candidates.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the appointment of the following individuals to the Mayor's Youth Council, with their terms to expire upon graduation.

- Mitchell Ebeling, Adrian High School
- Samantha Stevens, Adrian High School
- MinYoung Yoo, Lenawee Christian School
- Brittani Farrington, Lenawee Christian School
- Keenan Britt, Madison High School

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

### **RE: FINANCE DEPARTMENT – Identity Theft Prevention Policy**

#### **RESOLUTION R08-138**

WHEREAS, the Federal Trade Commission (FTC) in 2007 issued new requirements, known as "Red Flag Rules", as part of the Fair and Accurate Credit Transactions Act (FACT Act) of 2003; and

WHEREAS, the FACT Act added new provisions to the Fair Credit Reporting Act (15 U.S.C. §1681, et. seq.). One purpose of the FACT Act is to provide new protections to consumers against the growing problem of identity theft; and

WHEREAS, because the City of Adrian provides utility services, including sewer and water, with individual customer accounts, the City has until November 1, 2008 to adopt and implement written identity theft prevention policies. Failure to implement such policies can result in civil penalties of up to \$2,500 per violation; and

WHEREAS, the Finance Director has prepared and presented, with recommendation for approval by the City Administrator, a written Identify Theft Prevention Policy that establishes a written program designed to detect, prevent and mitigate identity theft in connection with the opening of new accounts and the maintenance of existing accounts; and

WHEREAS, the Policy further establishes an administrative Identity Theft Prevention Committee, composed of the City Administrator (Chairman), Finance

Director, Utilities Director and the Information Technology Director. The City Finance Director shall be responsible for program administration.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby adopts the City of Adrian **Identity Theft Prevention Policy**, in conformance with the Fair and Accurate Credit Transactions Act (FACT Act) of 2003 intended to provide new protections to consumers against the growing problem of identity theft.

BE IT, FURTHER, RESOLVED that an administrative Identity Theft Prevention Committee, composed of the City Administrator (Chairman), Finance Director, Utilities Director and the Information Technology Director be established to provide appropriate oversight of the program.

BE IT, FURTHER, RESOLVED that the Finance Director, or Assistant Finance Director in the absence of the Finance Director, be designated the responsible official for administration of the program for the City of Adrian.

BE IT, FURTHER, RESOLVED that the Identity Theft Prevention Policy and Red Flag Rule Program shall take immediate effect upon adoption of this resolution and that revisions to this policy shall only be enacted when approved by the City Commission and reflected in the applicable meeting meetings.

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

**RE: PUBLIC WORKS – Purchase of Pickup Truck**

**RESOLUTION R08-139**

WHEREAS, sealed bids were received September 25, 2008, for the purchase of a pickup truck for use by the Public Works Department; and

WHEREAS, said bids have been tabulated and recommendations made by Kristin Bauer, City Engineer, with the results as follows:

<u>VENDOR</u>	<u>VEHICLE MAKE/ MODEL</u>	<u>BID AMOUNT</u>
Ed Schmidt Auto Group, Maumee, OH	2009 Chevy Colorado	\$17,809.88
Adrian Dodge, Adrian, MI	2009 Dodge Dakota	\$17,818.00
Varsity Ford, Ann Arbor, MI	2009 Ford F 150	\$18,297.00
Clift Buick-Pontiac, Adrian, MI	2008 GMC Sierra	\$18,753.00
Dave Knapp Ford	2009 Ford F-150	\$19,125.40

WHEREAS, the City Engineer has recommended that the bid be awarded to Adrian Dodge of Adrian, MI, using the Local Preference Policy, for a 2009 Dodge Dakota at a cost of \$17,818.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby award the bid, using the Local Preference Policy, to Adrian Dodge for a 2009 Dodge Dakota at a cost of \$17,818.00.

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

**RE: COMMUNITY DEVELOPMENT – Contractual Agreement for Consulting Services**

**RESOLUTION R08-140**

WHEREAS, James E. Tischler previously served as Community Development Director for the City of Adrian and recently resigned this position in order to work independently as a consultant, providing services to developers and municipalities; and

WHEREAS, the City Administrator and Community Development Director believes it is in the best interest of the city to use the consulting services of Mr. Tischler as needed for various projects and functions on behalf of the City of Adrian; and

WHEREAS, the City Administrator and Mr. Tischler have tentatively agreed to the terms of an agreement, wherein the city would pay the sum of \$50.00 per hour and as set forth in the terms and conditions of the proposed attached agreement.

WHEREAS, the City Commission has considered said proposed agreement and finds the terms of same to be in the best interest of the city.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Mayor and City Clerk be, and are hereby, authorized to enter into the Consulting Agreement with James E. Tischler on behalf of the City of Adrian.

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

**MISCELLANEOUS**

1. Planning Commission Minutes
2. Departmental Report
3. Fire Department Report
4. D.A.R.T. Passenger Ridership Report

**PUBLIC COMMENT**

1. K.Z. Bolton, 923 E. Church St., congratulated the Mayor's Youth Council on their participation in Art-a-Licious. She further congratulated Beth McCullough and her work with the homeless program and congratulated the City of Adrian on keeping funds within Lenawee County.

**COMMISSION COMMENTS**

1. Commissioner Valentine expressed his appreciation for Chris Atkin's (Community Development Director) assistance and organization as they worked together on a project. He also mentioned visiting Muskegon and their downtown Renaissance Zone. He said that within

the zone, there was information on plans for that area and also listed possibilities of what could happen in the future.

The next regular meeting of the Adrian City Commission will be held on Monday, November 3, 2008 at 7:00 p.m. in the Commission Chambers on the 2<sup>nd</sup> floor of Adrian City Hall, 100 E. Church St., Adrian, MI 49221.

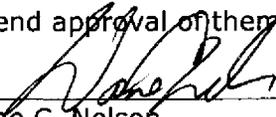
Gary E. McDowell  
Mayor

Pat Baker  
City Clerk

CHECK  
REGISTER

November 3, 2008

I have examined the attached vouchers and recommend approval of them for payment.

  
\_\_\_\_\_  
Daré 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 #2917 through #2921..... \$ 49,394.13

General Fund

Vouchers #18927 through #18945 196,966.43

Clearing Account Vouchers

amounting to..... 603,241.09

Water Fund Unrestricted Net Assets

455,687.00

TOTAL EXPENDITURES ..... \$1,305,287.74

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

November 3, 2008

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
<b><u>Receiving</u></b>			
2917	Lenawee Fuels Inc	Water Plant Diesel Fuel	\$ 212.74
2918	City of Adrian: Utilities	Water Bills	\$ 166.31
2919	Consumers Energy	Various Electric Bills	\$ 31,530.40
2920	City of Adrian: Clearing	Oct 20 CK Register	\$ 248,677.87
2921	City of Adrian: Payroll	Payroll for Oct 24	\$ 17,484.68

**Total** \$ **298,072.00**  
Less CK# 2920 \$ **248,677.87**

**TOTAL** \$ **49,394.13**

WW = \$129,144.38  
W = \$168,927.62

3-Nov-08

GENERAL FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
18927		City of Adrian: Utilities	Transfer State MI Funds
18928	\$ 20.00	Nick Ruetz	Recreation Refund
18929	\$ 20.00	Marcia Randall	Recreation Refund
18930	\$ 45.00	Meijer Inc	Recreation Refund
18931	\$ 40.00	Michener School	Recreation Refund
18932	\$ 32,487.32	Lenawee Fuels Inc	DPW Gas & Diesel Fuel
18933	\$ 2,460.93	City of Adrian: Utilities	Various Water Bills
18934	\$ 19,944.45	Consumers Energy	Various Electric Bills
18935	\$ 15.00	Len Cty Register of Deeds	Release of Jeopardy
18936	\$ 568.61	Verizon North	Various Phone Bills
18937	\$ 440,699.66	City of Adrian: Clearing Acct	Oct 20 Check Register
18938	\$ 4,521.29	Quick Service Transportation	Payroll W/E Oct 19
18939		City of Adrian: Utilities	Transfer State MI Funds
18940		City of Adrian: Utilities	Transfer State MI Funds
18941	\$ 13,141.54	City of Adrian: Payroll	Payroll for Oct 24
18942	\$ 2,723.24	First Federal Bank	Soc Security for Oct 24
18943	\$ 116,576.49	Blue Cross Blue Shield of MI	Nov Hospitalization Ins
18944	\$ 74.66	Verizon North	Recreation Phone Bills
18945	\$ 4,327.90	Quick Service Transportation	Payroll W/E Oct 25

\$ 637,666.09

\$ (440,699.66) Less: CK# 18937

\$ 196,966.43

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ACE-TEX ENTERPRISES, INC	232.88		
2. ACORN FARMS	1,395.00		
3. ACP OF LENAWEЕ	24,385.00		
4. ADRIAN DODGE CHRYSLER PLYMOU	17.95		
5. ADRIAN LOCKSMITH & CYCLERY	39.99		
6. ADRIAN MECHANICAL SERVICES C	1,431.66		
7. ADVANCE AUTO PARTS COMMERCIA	44.58		
8. ALERT EMERGENCY EQUIPMENT GR	4,210.02		
9. ALL METALS INC.	153.00		
10. AMERICAN OFFICE SOLUTIONS	110.78		
11. ARCH WIRELESS	31.48		
12. ASHBY, DOUGLAS	63.38		
13. BAKER & TAYLOR BOOKS	715.54		
14. PATRICIA BAKER	91.26		
15. BANDIT INDUSTRIES, INC.	103.82		
16. BILL'S SERVICE, INC.	23.78		
17. BLACK SWAMP EQUIPMENT	440.00		
18. BOOK OF THE MONTH CLUB	39.45		
19. BOYS & GIRLS CLUB	655.00		
20. BOYSE, DOUGLAS	102.51		
21. BRAZEE SAFETY & SECURITY INC	1,128.60		
22. BRONNER'S CHRISTMAS WONDERLIA	604.00		
23. BUCK & KNOBBY EQUIP CO INC	213.79		
24. CALIFORNIA CONTRACTORS SUPPL	1,053.85		
25. CHAMBERS CONTROL COMPANY	1,834.00		
26. CATHERINE CHESHER	152.10		
27. CITIZENS GAS FUEL CO	257.22		
28. MICHAEL CLEGG	152.66		
29. CLIFT BUICK-PONTIAC-GMC	47.07		
30. COMCAST	58.46		
31. COMPRESSOR ENGINEERING CORP	1,430.37		
32. COMPUTER CARE COMPANY, INC.	129.95		
33. CORNERSTONE UNIVERSITY	55.00		
34. LYNN COURINGTON	21.18		
35. CROSS LAKE CONSTRUCTION	60,398.60		
36. CRUISERS INC	1,251.50		
37. DAILEY ENGINEERING, INC.	28,141.00		
38. DAN'S FARM SUPPLY INC	4,952.66		
39. DARKINSON DOORS	4,380.00		
40. W S DARLEY & CO	127.65		
41. DDP POLICE SERVICES INC	1,200.00		
42. DOAN CONSTRUCTION CO	645.00		
43. H. DOMINE ENTERPRISES INC	80.00		
44. DRILLCO NATIONAL GROUP	736.00		
45. J. DUSA	925.00		
46. DONALD EMMONS	442.75		
47. ENERCO CORPORATION	712.46		
48. ENGLEWOOD ELECTRICAL SUPPLY	1,295.40		
49. EXECUTONE COMMUNICATIONS LLC	16,841.95		
50. FAMILY SERVICE & CHILDREN'S	965.25		
51. FASTENAL COMPANY	312.05		
52. FEDERAL EXPRESS	322.46		
53. FISHER SCIENTIFIC COMPANY LL	161.85		
54. FRANK'S AMERICAN CONCRETE	2,246.74		
55. FRATERNAL ORDER OF POLICE	275.00		
56. FYR-FYTER SALES & SERVICE	1,583.70		
57. GALE	23.37		
58. GALL'S INC	238.98		
59. GALLANT & SON	69.90		
60. GEAR UP INC	59.85		
61. GEMPLER'S INC.	560.00		
62. GENTNER MATERIALS	272.70		
63. GENTNER TRUCKING CO	42.42		
64. MARK GIGAX	149.18		
65. GILBARCO INC	175.00		
66. GOODWILL INDUSTRIES	92.00		
67. GOVERNMENTAL BUSINESS SYSTEM	37.14		
68. GREY HOUSE PUBLISHING	146.60		
69. DEREK HELINSKI	25.20		
70. HISTORICAL SOCIETY OF MICHIG	40.35		
71. SHANE HORN	670.86		
72. HUBBARDS AUTO CENTER	1,257.29		
73. HURON LIME INC.	6,208.52		
74. ICMA RETIREMENT CORPORATION	217.51		
75. IDEXX LABORATORIES, INC.	2,657.89		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. INDUSTRIAL MILL SUPPLY CORP	253.41		
77. INGRAM LIBRARY SERVICES	197.29		
78. INSTITUTE OF CONTINUING LEGA	473.00		
79. INTERNATIONAL ASSOC OF ELECT	150.00		
80. INTERNATIONAL SOCIETY OF	280.00		
81. BARBARA ISOM	22.86		
82. JACKSON TRUCK SERVICE INC.	312.48		
83. JONES & HENRY, ENGINEERS	3,407.72		
84. JONES CHEMICAL INC.	3,953.16		
85. KAPNICK INSURANCE GROUP	296.00		
86. KAR LABORATORIES INC	915.00		
87. KEMIRA WATER SOLUTIONS INC	7,925.82		
88. KENNEDY INDUSTRIES INC.	377.18		
89. KIMBALL MIDWEST	441.75		
90. DAVE KNAPP FORD	17,224.24		
91. LACAL EQUIPMENT INC	727.41		
92. WALTER GREG LANFORD	98.54		
93. LARRY'S MUFFLER	30.00		
94. LEGACY PRINTING	200.10		
95. LENAWEE COUNTRY CLUB	25.53		
96. LENAWEE COUNTY PRINTER	565.51		
97. LENAWEE COUNTY REGISTER OF D	93.00		
98. LENAWEE INTERMEDIATE SCHOOL	1,901.59		
99. M F SPECIALTY WEBSITES LP	99.95		
100. MANPOWER OF LANSING MI INC.	979.20		
101. ARIC MASSINGILL	78.00		
102. GARY MCDOWELL	660.50		
103. MCGOWAN ELECTRIC SUPPLY INC	399.10		
104. MICHAEL & ALICE MCGRATH	2,097.50		
105. MICHIGAN CAT CORP	2,432.00		
106. MICHIGAN DEPARTMENT OF	13,258.68		
107. MICHIGAN ECONOMIC DEVELOPERS	235.00		
108. MICHIGAN OFFICE SOLUTIONS	890.78		
109. MICHIGAN PAVING & MATERIALS	260,600.94		
110. STATE OF MICHIGAN	2,797.86		
111. MICHIGAN STATE UNIVERSITY	20.00		
112. MICHIGAN TBA DISTRIBUTORS IN	219.95		
113. MICROMARKETING LLC	521.24		
114. MIDWEST TAPE	233.05		
115. MISTER ANDERSON'S COMPANY	26.27		
116. MONROE SYSTEMS FOR BUSINESS,	149.23		
117. MUGS N' MORE IMAGING	285.00		
118. NATIONAL GEOGRAPHIC SOCIETY	15.90		
119. NATIONAL UTILITY CONTRACTORS	400.00		
120. NEIL'S ELECTRIC, INC	200.00		
121. DANE NELSON	121.91		
122. OPTIMETRICS INC	299.00		
123. MICHAEL OSBORNE	340.18		
124. PEERLESS SUPPLY INC	603.22		
125. PET'S SUPPLIES PLUS	59.98		
126. PLATINUM PLUS	4,329.86		
127. POE'S TOWING	45.00		
128. POLARIS INC	5,095.00		
129. PREIN & NEWHOF ENGINEERS	272.00		
130. PROMEDICA PHYSICIANS	812.00		
131. PVS-NOLWOOD CHEMICALS INC	779.00		
132. QUICK SERVICE TRANSPORTATION	2,483.66		
133. QUILL CORPORATION	1,847.75		
134. RECORDED BOOKS LLC.	198.00		
135. RED PAINT PRINTING LLC	338.50		
136. ROBERTSON, EATON & OWEN, PC	22,940.00		
137. S N S CLEANING SERVICE	1,623.00		
138. SCHUG CONCRETE CONSTRUCTION	9,704.10		
139. SERVICE ELECTRIC CO OF ADRIA	1,534.50		
140. SHEMIN NURSERIES INC	3,884.22		
141. SHERWIN-WILLIAMS CO	255.81		
142. SIGN LANGUAGE SIGNS, INC.	200.00		
143. SJS INVESTMENT CONSULTING IN	750.00		
144. SLUSARSKI EXCAVATING & PAVIN	17,700.06		
145. STEVENSON LUMBER, INC.	1,145.80		
146. SULLIVAN CORPORATION	1,779.00		
147. SUPER LAUNDROMAT &	31.40		
148. T-MOBILE	29.99		
149. TDS SECURITY	409.50		
150. TELEDYNE ISCO, INC	346.38		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. TIME EMERGENCY EQUIPMENT INC	65.94		
152. TRACTOR SUPPLY COMPANY	87.89		
153. TRAPPER BOB'S ANIMAL CONTROL	75.00		
154. TROY PUBLIC LIBRARY	6.99		
155. ULOTH FARMS & GREENHOUSE	1,908.00		
156. UNDERWOOD'S NURSERY LLC	4,156.50		
157. UNIQUE BOOKS, INC.	751.95		
158. UNITED PARCEL SERVICE	164.13		
159. UNUM LIFE INSURANCE COMPANY	2,252.45		
160. USA BLUEBOOK	1,148.28		
161. VAN BUREN DISTRICT LIBRARY	9.00		
162. W L E N RADIO	319.00		
163. WARREN HOLDING CO LLC	1,300.00		
164. HOYT E. WHELAN CO.	2,198.29		
***TOTAL ALL CLAIMS**	603,241.09		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. AMERICAN TITLE CO. OF LENAWEE	1,623.75		
2. LENAWEE COUNTY REGISTER OF D	3,874.10		
3. NORMAN WILLIAMS	225,094.12		
4. BRENDA WILLIAMS	225,094.12		
**TOTAL ALL CLAIMS**	455,686.09		

# COMMUNICATIONS



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**MEMO**

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Date: November 3, 2008

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

From: Jeffrey C. Pardee, Finance Director

**Re: FY2007-08 Dial-A-Ride System Audited Financial Statements**

The purpose of this communication is to notify the Mayor and City Commissioners that the FY2007-08 Dial-A-Ride System Audited Financial Statements will be distributed at the November 3, 2008 City Commission meeting. Robertson, Eaton & Owen, P.C. performed the independent audit, resulting in the following opinion:

*In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Dial-A-Ride System Enterprise Fund of the City of Adrian as of June 20, 2008 and 2007, and the results of its operations and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.*

A brief summary follows:

- Net Assets increased by \$751,136, from \$265,192 in 2007 to \$1,016,328 in 2008, primarily due to capital contribution from grants to construct a new transportation facility.
- The City subsidy increased by \$9,405, from \$91,411 in 2007 to \$100,816 in 2008.
- Net cash used in operating activities for 2008 amounted to \$(363,551), including fare-box revenue of \$98,264. Federal and state operating grants amounting to \$72,344 and \$181,213, respectively, combined with the City's contribution completely offset the aforementioned shortfall.

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



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**MEMO**

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Date: October 24, 2008

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

From: Jeffrey C. Pardee, Finance Director

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

Re: **Grand Valley State University Financial Trend Monitoring Project**

The City of Adrian has been selected as one of six sites for the 2009 Grand Valley State University (GVSU) Financial Trend Monitoring Project. The cities of Adrian, Grand Haven, Kentwood, Royal Oak, Sterling Heights and Walker have been selected by GVSU for purposes of assigning a team of three interns to perform a Financial Trend Analysis and prepare and present a report based on a model developed by the International City/County Management Association (ICMA) and used by a number of local governments across the country. The purpose of the report is to take a comprehensive look at financial and other trends to see if the City's financial condition is sound and heading in the right direction.

The ICMA model is meant to examine four types of fiscal condition:

- **Cash Solvency** – the ability to pay the bills over the next 30 or 60 days;
- **Budgetary Solvency** – the ability to cover expenditures with revenues and other resources over the normal budget period;
- **Long-Run Solvency** – the ability to meet expenditures as they come due in the future, including such things as pension costs and other post-employment benefits;
- **Service Level Solvency** – the ability to provide services at the level and quality that are required for the health, safety and welfare of the community and its residents.

The Financial Trend Monitoring System is based on eleven environmental, organizational and financial “factors” representing the primary forces that influence financial condition. The eleven factors include: Revenues, Expenditures, Operating Position (Fund Balances and Cash Balances), Debt Structure (short- and long-term), Unfunded Liabilities (pension obligations), Condition of Capital Plant, Community Needs and Resources, Intergovernmental Constraints, Disaster Risk, Political Culture and External Economic Conditions. Associated with these factors are 42 “indicators” that measure different aspects of nine of the eleven factors, excluding political culture and external economic conditions.

The GVSU Financial Trend Monitoring Project will be conducted during the Winter Term of the 2008-09 school-year with a report presentation near the end of the term. If you have any questions or need for further information, please contact my office.

C-3



**MEMO**

Date: October 23, 2008

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

From: Jeffrey C. Pardee, Finance Director  
Cindy Prue, Assistant Finance Director

**Re: Municipal Employees Retirement System (MERS) 62<sup>nd</sup> Annual Meeting**

The purpose of this communication is to report on the Municipal Employees Retirement System (MERS) 62<sup>nd</sup> Annual Meeting held at the Grand Traverse Resort in Traverse City, September 30- October 2, 2008, which we attended as Officer Delegate and Employee Delegate, respectively.

The most significant news we bring back from the conference is threefold:

- 1) Under the heading of Fiscal Responsibility, MERS is attempting to increase the overall actuarial funding of outstanding liabilities from the current 77.4% to over 90% by phasing in a reduced actuarial funding period from twenty-five (25) years to twenty (20) years. Just two years ago, this calculation was reduced from thirty (30) years to twenty-five (25) years. The change will automatically increase the required employer contribution in future years.
- 2) A significant improvement in the requirements to transition to the two-year-old Hybrid Plan, which consolidates the best attributes of a Defined Benefit Plan and a Defined Contribution Plan, is the elimination of the necessity to close the Defined Benefit Plan, thereby significantly reducing the short-term cost of implementing the Hybrid Plan. Further exploration of the Hybrid Plan is merited before entering union negotiations next year.
- 3) MERS is offering a new product: Stable Income Annuity (SIA), which is available to all individual members. The life expectancy of someone who retires at age 65 averages more than 18 years. The SIA is designed to supplement income from Social Security, pension program or investments; provide financial stability in the event of a long-term illness or nursing home stay; and ensure you won't outlive your savings. The SIA can provide you or a loved one with regular, guaranteed income payments for life (or a specified period of your choice). The SIA is an excellent way to maintain an income stream that is matched to your personal financial needs while adding the flexibility of lump sum payment options. If interested, contact your MERS representative for more information.

The balance of this report will be devoted to conference content.

MERS was created in 1945 by a small group of fourteen (14) municipalities, including the City of Adrian, who requested authorization from the state legislature to: a) form a pool to collect and invest assets; and b) provide administration for a retirement system. MERS officially opened for business in 1946. Fifty years later (1996), the MERS Retirement Board petitioned the state legislature for approval to become an independent entity. This action was overwhelmingly approved by a vote from the membership.

In 2007, MERS was ranked in *Pensions & Investments* magazine as the 209<sup>th</sup> largest Retirement System in the United States. With \$6.5 billion in assets, MERS improved by five positions from last year. MERS is the third largest program in Michigan, exceeded only by the State Employee's Retirement System and the Michigan Public School Employees' Retirement System. As of June 30, 2008, the MERS member stands at 715 municipalities, including 68 counties (Jackson County just joined) and 266 cities and villages. Combining the entire active, retired and deferred members within the Defined Benefit, Defined Contribution and Hybrid plans, MERS is serving approximately 75,000 members, including 37,613 active employees and 23,289 retirees..

According to the 2007 Annual Actuarial Valuation, the consolidated funding level (i.e., the aggregate funding level of all participating municipalities) increased from 76.4% to 77.4% during the previous year. The City of Adrian's funding level stands at 85%. This shows a continued strong commitment by MERS members, including the City of Adrian, to be fiscally responsible with their retirement plans. It further enables communities to recruit and retain qualified personnel to perform essential public services.

The MERS Total Market Fund Portfolio (also known as MERS Defined Benefit Portfolio) surpassed the \$6 billion mark as of June 30, 2007. For the past twenty (20) years, investment earnings have contributed over 66% of the revenue to fund the plan, with the remainder coming from employer and employee contributions. It is important to remember the vital part investment earnings plays in the overall funding: it assists in keeping contributions lower than they otherwise would be. Public plans are required to contribute, unlike private plans that have been relentlessly featured in the national news media for their problems with lack of funding. Required contributions reduce the risk and provide safeguards and accountability.

Investment returns for the year ending June 30, 2008 amounted to -1.84% compared to the benchmark - 2.96%, despite volatile and uncertain markets. The returns for three and five years, respectively, are 8.1% vs benchmark 7.2%, and 10.7% vs benchmark 9.4 %. The portfolio is designed to be defensive during market downturns, which has proven to be true this year. It is instructive to compare the returns for the same periods of one, five and ten years to the S&P 500 Index at -13%, 4.3% and 7.6%, respectively.

Many events transpired during the past year, including:

- The MERS Premier Health Program, which began quoting rates in May, 2005, now has 65 participating municipalities (encompassing 1,800 contracts), up from 62 municipalities last year, with aggregate savings of approximately \$3 million, since its inception. The City of Adrian is investigating the possibility of joining and realizing a significant savings in health care costs, provided the level of service is comparable to our present carrier, Blue Cross/Blue Shield.

- The MERS Hybrid Retirement Plan was introduced and became available October 1, 2006 to those municipalities that chose to participate. The Hybrid Plan offers both a lifetime benefit in the Defined Benefit (DB-Part I) Plan and the opportunity to create retirement savings with the Defined Contribution (DC-Part II) Plan. In a DB Plan, employers assume all the risk; in a DC Plan, employees assume all the risk. In a Hybrid Plan, employers and employees share the risks and rewards. The DB portion of the Hybrid Plan can be characterized as modest, with a benefit Multiplier of 1.0%, 1.25% or 1.5% - once selected can never be changed. The DB Plan would be one-size fits all, including:
  - employer-only funding
  - age 60 retirement
  - no early retirement windows
  - no post-retirement benefit increases
  - no service credit purchases
  - 6-year vesting
  - no early (reduced) retirement
  - 3-year FAC
  - no employer contribution caps
  - optional forms of benefit available at retirement like current.

The DC portion of the Hybrid Plan would be similar to the current DC Plan and would consist of:

- Employer (pre-tax) and mandatory employee (pre-tax) contributions
  - Voluntary (after-tax) employee contributions
  - No minimum employee contribution
  - No maximum employer contribution
  - Flexible payout options, including annuity forms of benefit available at retirement – governed by IRS withdrawal guidelines
  - Acceptance of rollovers from other qualified plans
- MERS Retirement Board approved permanent implementation of previous interim provisions on fiscal responsibility, namely a minimum threshold of 50% funding by division before adoption of a new benefit and the same 50% funding after adopting a new benefit.
  - MERS Automated Pension System (MAPS) Project went into full production at the end of June 2008. This new system will help MERS meet its responsibilities with regard to administering a pension system to over 2,000 Defined Benefit divisions throughout the state.
  - Although the favorable investment environment of 2003-2006 reversed the downward asset trend of the previous three years, the positive impact on employer contributions has not yet been realized because the investment gains and losses are equally spread over the prior ten years. Following is an eight-year history of employer contributions:

FY2009-10	\$895,200	FY2005-06	\$555,684
FY2008-09	\$826,320	FY2004-05	\$423,912
FY2007-08	\$717,540	FY2003-04	\$282,864
FY2006-07	\$703,644	FY2002-03	\$ 17,999

- Disaster Recovery continues with each department represented in a working group to outline the procedures for every event, from minor mishaps to major disasters. MERS leases an off-site location through a national vendor and annually practices taking its computer system from standstill to full operation.
- MERS members enrolled in the ICMA-RC 457 program can now select from MERS investment options. MERS Total Market Fund is a completely diversified fund utilizing various management styles and strategies. It is designed to provide reasonable growth and income, while minimizing market volatility relative to the broader equity markets. Contact your MERS representative for more information.
- MERS received several financial awards this past year from the Government Finance Officers Association (GFOA) of the United States and Canada: the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report (CAFR), the Distinguished Budget Presentation Award for the 2008 Annual Budget, and the Award for Outstanding Achievement in Popular Annual Financial Reporting.

MERS will continue to mature. The present ratio of 1.8 active members for each retiree will gradually drop towards 1 to 1. The present benefit payout of 20% of active member payroll will increase ultimately to around 24% of payroll. At the same time, employer plus member contributions will decline gradually from around 16% of payroll to around 12% of payroll. Investment return will pay more and more of the benefit payout. This is all part of the normal maturation process for a pre-funded pension plan. MERS will remain in very strong financial condition. For municipalities, like the City of Adrian, that have regularly remitted the required contributions to MERS, there is no threat that any benefits will be missed. Current assets will pay benefits for many years, even without any future contributions or investment return.

If you have any questions or need for further information, please contact the Finance Department.



October 23, 2008

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

Dear Mr. Nelson:

Comcast is committed to offering the best value in home entertainment, providing a wide variety of programming and an array of packages to accommodate customers' preferences. In today's challenging economic environment, Comcast like many other companies is experiencing increased business and operational costs. As a result, beginning with customers' January 2009 statements, we are adjusting our prices.

While we have been highly focused on controlling our costs for the benefit of our customers, price adjustments are a necessity in view of the increased cost of doing business, including gas prices, healthcare costs, increases in the cost we pay for programming, and technology and service improvements. Even with these pressures, our average customer will pay roughly 4.3 percent more next year, well under the rate of inflation.

Comcast spends about \$6 billion a year on programming to give our customers the best content and the most video choices. While we have been aggressive at controlling these costs, we expect to receive continued increases in the cost to acquire programming, particularly for sports.

Throughout Michigan, more than 60 percent of our customers are saving money by subscribing to a Comcast service bundle. Comcast's customers have more choice with bundled discounts and new, more economical tiers for video, phone and high-speed Internet services. In fact we offer the lowest-priced basic video service among our competitors with our Limited Basic service, and we will introduce an Economy Cable service, giving cost conscious consumers an additional option.

We continue to increase the value of our services by making investments to offer our customers the largest VOD library, the most HD choices, a faster high-speed Internet and the newest technologies for our Comcast Digital Voice service – a low-cost, feature-rich digital phone service.

We're also redoubling our efforts to improve the customer experience. We are investing in hiring and training personnel and in new technology more than at any other time in our 45-year history. Most recently, we have rolled out smart handheld devices and laptops to field technicians to improve on-time reliability, and developed new customer care technologies to help improve trouble-shooting and repairs.

Enclosed please find a copy of the installation pricing adjustment insert that customers will begin receiving with their October/November monthly statements and bill messages that will appear in November/December statements providing customers with further detailed information regarding the January 2009 scheduled price adjustment.

Comcast continues to be one of the best values for consumers' entertainment dollars. An entire month of Comcast cable television is about the same price as only one night at the movies for a family of four, and a third of the cost for the same family to attend a professional football game, concert, or live stage show.

As always, if you should have any questions or concerns regarding this matter, or any matter, please feel free to contact me at 734-254-1888.

Sincerely,

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

## 2009 Residential Installation Rates

Type of Service	Previous Rate	Rate Effective 1/1/09
Technician Visit (see note below).....	\$19.95	\$24.95
Video Installation.....	\$20.00	\$25.00
Install Additional Outlet.....	\$15.00	\$15.00
High Speed Internet Installation.....	\$40.00	\$40.00
High Speed Internet-Install Home Network.....	\$99.00	\$99.00
Digital Voice Installation.....	\$29.95	\$29.95
Digital Voice-Phone Jack.....	\$19.95	\$19.95
Hourly Service Charge.....	\$35.00	\$50.00
Wall Fish - (per 15 minutes).....	\$ 8.75	\$12.50
Other Install - (auto change - no home visit req).....	\$ 1.99	\$ 1.99
Video Reactivation.....	\$ 1.99	\$ 1.99
CHSI Reactivation.....	\$ 3.00	\$ 4.00
CDV Reactivation.....	\$ 3.00	\$ 4.00
Customer Trouble Call.....	\$35.00	\$50.00

. *Service not available in all areas.*

. *Non-standard installations are based on the hourly service charge times actual time spent on the activity.*

. *Commercial fees vary.*

. *The Technician Visit service charge will be added to any installation activity that requires a home visit. Only one \$24.95 fee charge per visit.*

09/08

Michigan Area 

**Addison, Adrian, Britton, Dover, Fairfield, Hudson, Madison, Palmyra, Raisin, Ridgeway, Rollin, Tecumseh and Woodstock**

Effective January 1, 2009, the following price changes will occur: Limited Basic \$14.99 to \$15.99; Standard Basic \$38.50 to \$41.00; Preferred Basic \$53.49 to \$56.99; Digital Services: Classic \$14.95 to \$17.95; Digital Packages: Starter \$55.48 to \$58.98; Preferred \$70.44 to \$74.94; Preferred with 1 premium \$85.99 to \$92.49; Preferred with 2 premiums \$96.99 to \$103.49; Preferred with HBO/Stz/Show \$101.99 to \$109.49; Premier (no SEP) \$108.99 to \$116.49; Premier (incl. SEP) \$116.98 to \$124.48; On Demand Digital Packages: Classic \$68.44 to \$74.94; Silver \$83.99 to \$92.49; Gold \$94.99 to \$103.49; Platinum \$106.99 to \$116.49; Digital Video Recorder \$13.95 to \$15.95; High-Definition (HDTV) Box \$7.00 to \$8.95; HBO, Showtime, TMC, Cinemax and Starz \$16.99 to \$18.99; Performance Plus Only \$67.95 to \$69.95; Performance Plus w/CDV \$62.95 to \$52.95; Performance Blast Only \$67.95 to \$73.95; Performance Blast w/Video \$52.95 to \$62.95. Digital Preferred will no longer be offered, if you subscribe to Digital Preferred you will receive Digital Classic.

Effective January 1, 2009, the Digital Additional Outlet price will change from \$4.95 to \$6.95.

Also, please see the enclosed Residential Standard Installation Rate Notice for installation rates that will be effective January 1, 2009.

**Additionally, customers will receive this letter.**

At Comcast, our goal is to give you more value, including, a faster high-speed Internet and the newest technologies. We're also redoubling our efforts to improve your experiences with us, investing more than at any other time in our 45-year history to hire, train and give our employees the tools they need to serve you better. The following price adjustments and change to our Comcast High Speed Internet products will be effective January 1, 2009: Comcast High-Speed Internet Performance Lite will be discontinued. If you subscribe to Comcast High-Speed Performance Lite, after January 1, you will receive Comcast High-Speed Internet Performance (6Mbps/1Mbps), which will be priced at \$59.95 per month. Existing Performance customers (6Mbps/1Mbps) who also subscribe to Comcast Digital Voice will be receiving a speed upgrade at no additional cost. On January 1, 2009, your new speed will be Performance PLUS (8Mbps/2Mbps) and your monthly rate will not change. If you would like to learn more about our various Comcast High-Speed Internet products and packages please contact your local Comcast representative or visit us online at [www.comcast.com](http://www.comcast.com). To receive the Comcast High-Speed Performance speed enhancements after December 1st, you may need to reset your modem, Comcast Home Networking gateway or eMTA. You can reset your modem or Comcast Home Networking Gateway by unplugging it from the electrical outlet for 60 seconds and plugging it back in. If you have an eMTA it can be reset by depressing the "reset" button located on the back of the eMTA using paperclip or similar object until the lights on the front of the unit go off. After the lights turn off release the reset button and wait for the eMTA to complete its reset. It may take up to five minutes for the eMTA to reset.

# CONSENT AGENDA

CR-1

DATE: October 29, 2008  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Snow & Ice Removal

The City Engineer has recommended that the bid for snow and ice removal from private sidewalks, as well as removal along 13 railroad properties and other miscellaneous properties, be awarded to Slusarski Excavating of Adrian, MI at a cost of \$0.25 per square foot, \$5.00 for photos and \$295.00 for removal from railroad and miscellaneous properties. I concur with her recommendation.

I urge your favorable consideration to award the bid for snow & ice removal from private walks, along railroad properties and other miscellaneous properties, as well as photos, to Slusarski Excavating of Adrian, MI for the 2008-09 winter season.

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

DCN:bjw

CR-1

October 23, 2008



# MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Sidewalk Snow & Ice Removal

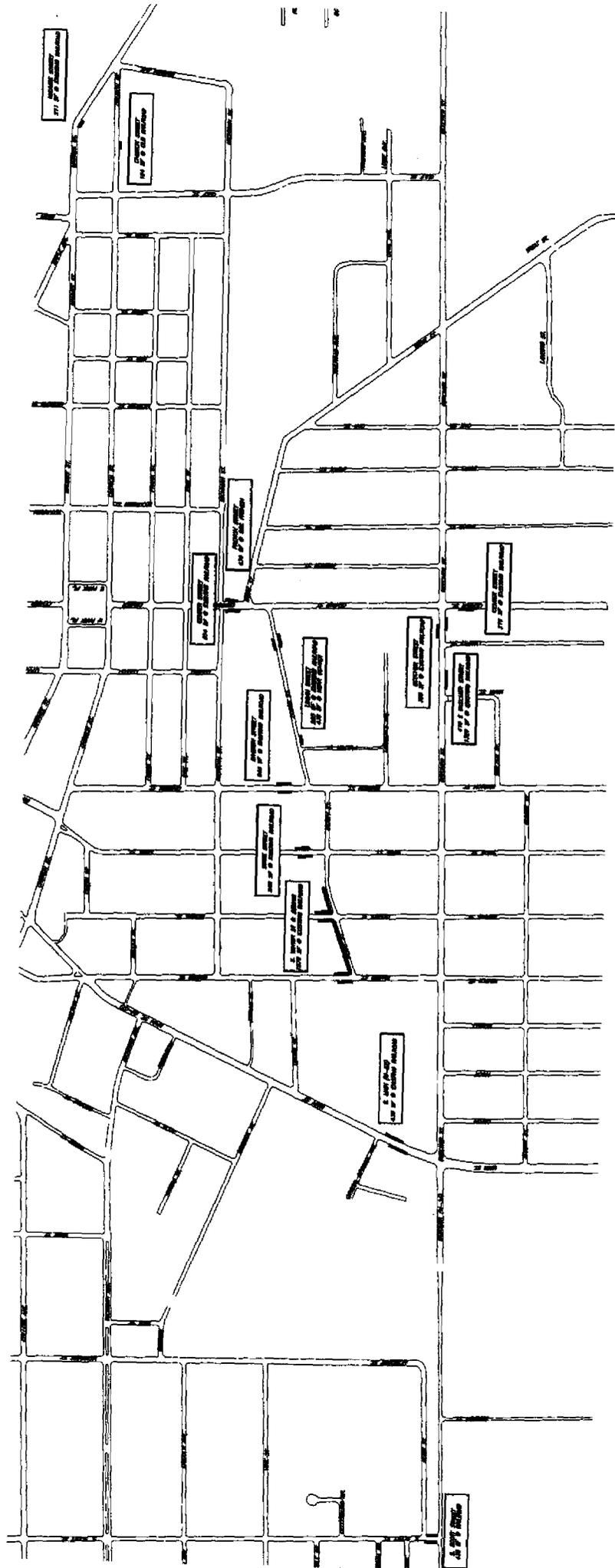
We received bids for sidewalk snow removal for the 2008-09 winter within the City. This contract includes two parts; part one is for the cleaning of properties along the railroad properties during most winter storm events and part two is for private walk cleaning on an as needed basis throughout the winter.

The bid tabulations are as follows:

	Slusarski Excavating Adrian, MI	Van Ert's Adrian, MI	Prop Maint Specialists Palmyra, MI
Labor, Equip & Mat'l Per Square Foot	\$ 0.25	\$ 0.50	\$ 0.1753
Photos	\$ 5.00	\$ 5.00	\$ 1.00
13 Railroad Crossings & Misc. Properties	\$ 295.00	\$ 450.00	\$ 1,311.00

I recommend award of this bid to Slusarski Excavating & Paving, Inc. as they are low bidder on this project.

Funds for this snow removal of the railroad crossings and miscellaneous properties will be drawn from the Major Street Fund Winter Maintenance account (203-478.000-801.111) and are available. Any work on the personal property snow removal will be assessed directly to the property owners where the work is completed.



**RE: DEPARTMENT OF PUBLIC WORKS –Sidewalk Snow & Ice Removal Contract**

**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 in the Major Street Fund (202) Winter Maintenance account for the city’s sidewalk snow & ice removal program; and

WHEREAS, bids were solicited by the Purchasing Office and three (3) bid proposals were submitted on Thursday, October 23, 2008, as follows:

	<u>Slusarski Adrian, MI</u>	<u>Van Ert’s Adrian, MI</u>	<u>Prop Maint. Specialists Palmyra, MI</u>
Labor, Equip & Material Per Square Foot	\$0.25	\$0.50	\$0.1753
Photos	\$5.00	\$5.00	\$1.00
13 Railroad Crossings & Misc. Properties	\$295.00	\$450.00	\$1,311.00

WHEREAS, snow removal from railroad crossings and miscellaneous city properties is the responsibility of the city; any snow removal on private property will be assessed directly to the property owners where the work is done; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the FY2008-09 Major Street Fund – Winter Maintenance Budget (Account #202-478.00-801.111 Contract Services) for the railroad crossings; and.

WHEREAS, the City Engineer and City Administrator recommend acceptance of the low bid for snow and ice removal from Slusarski Excavating, Adrian, MI at a price of \$0.25 per square foot, \$5.00 for photos and \$295.00 for railroad crossings and miscellaneous city properties; and

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the low bid from Slusarski Excavating, Adrian, MI for snow and ice removal at a price of \$0.25 per square foot, \$5.00 for photos and \$295.00 for railroad crossings and miscellaneous city properties for the FY2008-09 city’s sidewalk snow & ice removal program.

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

CR-2

DATE: November 29, 2008  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Sale of Used Police Vehicles

Sealed bids for the sale of four used police vehicles were received October 21, 2008. Based on the bid results, the Police Chief has recommended that the bids be awarded as follows:

2005 Chevrolet Impala VIN# 2G1WF55K659315651	Asia Motors, Chicago, IL	\$1,655
2004 Chevrolet Impala VIN# 2G1WF55K249422226	Adrian Taxi Adrian, MI	\$2,500
2002 Chevrolet Impala VIN# 2G1WF55K829308843	Adrian Taxi Adrian, MI	\$1,200
2000 Ford Crown Vic VIN# 2FAFP71W5YX163358	Adrian Taxi Adrian, MI	\$ 800

I concur with the Chief's recommendation and urge your favorable consideration authorizing the sale of the aforementioned vehicles to the parties listed above.

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

DCN:bjw

CR-2



**POLICE DEPARTMENT**

# MEMO

**To: Cindy Prue**

**cc: Jeff Pardee**

**From: Chief Terrence Collins** YBC

**Date:** 28 October 2008

**Re:** Sale of used police vehicles

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Having received sealed bids for the sale of four used police patrol cars, I recommend the sale of the vehicles as follows

1. 2005 Chevy Impala to Asia Motors of Chicago, Ill. in the amount of \$1655.00
2. 2004 Chevy Impala to Adrian Taxi of Adrian, Mi. in the amount of \$2,500.00. This bid is \$55.00 lower than the highest bid (Asia Motors), but I feel we should go with the local bidder.
3. 2002 Chevy Impala to Adrian Taxi in the amount of \$1,200.00. Again, this bid is \$55.00 lower and I recommend Adrian Taxi for the reason cited in #2.
4. 2000 Crown Victoria to Adrian Taxi in the amount of \$800.00 as the highest bid.

CITY OF ADRIAN, MICHIGAN  
 SALE OF PATROL CARS  
 DUE DATE: OCTOBER 22, 2008

ITEM	Asia Motors Chicago, IL	John Birdwell Adrian, MI	Adrian Taxi Adrian, MI	Gary Andrews Adrian, MI	Joshua Perry Manitou Beach, MI
2005 Chev Impala Mileage: 83,202	* \$ 1,655.00		\$ 1,000.00		
2004 Chev Impala Mileage: 69,520	* \$ 2,555.00	\$ 600.00	\$ 2,500.00	\$ 1,818.00	
2002 Chev Impala Mileage: 100,443	* \$ 1,255.00		\$ 1,200.00	\$ 660.00	
2000 Crown Vic Mileage: 103,165	\$ 455.00	\$ 300.00	* \$ 800.00		\$ 500.00

**RE: POLICE DEPARTMENT – Authorization to Sell Police Vehicles**

**RESOLUTION**

WHEREAS, Section 1.235 (Chapter 9) of the Adrian City Codified Ordinances specifies: *Whenever any city property, real or personal, is no longer needed for corporate or public purposes, the same may be offered for sale on approval by the Commission.*; and

WHEREAS, the Police Department has the following four (4) vehicles for sale, which are being replaced due to the exhaustion of their economic useful life as police vehicles:

- 2005 Chevrolet Impala, 4-Door, Blue, (Mileage: 83,202)  
VIN# 2G1WF55K659315651
- 2004 Chevrolet Impala, 4-Door, Blue (Mileage: 69,520)  
VIN# 2G1WF55K249422226
- 2002 Chevrolet Impala, 4-Door, Blue (Mileage: 100,443)  
VIN# 2G1WF55K829308843
- 2000 Ford Crown Victoria, 4-Door, Blue (Mileage: 103,165)  
VIN# 2FAFP71W5YX163358; and

WHEREAS, sealed bids for the aforementioned vehicles were submitted by interested parties to the Purchasing Office on October 21, 2008, with the following results:

	2005 Impala <u>VIN#15651</u>	2004 Impala <u>VIN#22226</u>	2002 Impala <u>VIN#08843</u>	2000 Ford <u>VIN#63358</u>
Asia Motors Chicago, IL	\$1,655.00	\$2,555.00	\$1,255.00	\$455.00
John Birdwell Adrian, MI	No Bid	\$ 600.00	No Bid	\$300.00
Adrian Taxi Adrian, MI	\$1,000.00	\$2,500.00	\$1,200.00	\$800.00
Gary Andrews Adrian, MI	No Bid	\$1,818.00	\$ 660.00	No Bid
Joshua Perry Manitou Beach, MI	No Bid	No Bid	No Bid	\$500.00

WHEREAS, the Police Chief and City Administrator recommend that, consistent with the City’s Local Preference Policy, that the following bids be accepted and that the city sell all four (4) vehicles, accordingly:

2005 Chevrolet Impala VIN# 2G1WF55K659315651	Asia Motors, Chicago, IL	\$1,655
2004 Chevrolet Impala VIN# 2G1WF55K249422226	Adrian Taxi Adrian, MI	\$2,500

2002 Chevrolet Impala                      Adrian Taxi                      \$1,200  
VIN# 2G1WF55K829308843                      Adrian, MI

2000 Ford Crown Vic                      Adrian Taxi                      \$ 800  
VIN# 2FAFP71W5YX163358                      Adrian, MI

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the sale of four (4) vehicles, as follows:

2005 Chevrolet Impala                      Asia Motors,                      \$1,655  
VIN# 2G1WF55K659315651                      Chicago, IL

2004 Chevrolet Impala                      Adrian Taxi                      \$2,500  
VIN# 2G1WF55K249422226                      Adrian, MI

2002 Chevrolet Impala                      Adrian Taxi                      \$1,200  
VIN# 2G1WF55K829308843                      Adrian, MI

2000 Ford Crown Vic                      Adrian Taxi                      \$ 800  
VIN# 2FAFP71W5YX163358                      Adrian, MI

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

REGULAR

AGENDA

0-1

**MEMO**

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**TO: DANE NELSON**

**FROM: SARAH K. OSBURN**

**RE: AMENDMENTS TO ZONING ORDINANCE**

**DATED: 10/20/2008**

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It has come to my attention that when the current Zoning Ordinance was readopted, old, outdated language was used in the penalty provision making violations of the ordinance a misdemeanor rather than a civil infraction. This is inconsistent with the Municipal Civil Infraction ordinance which was adopted in 2001, making certain violations of the City Code civil infractions rather than misdemeanors.

ORDINANCE 08-15

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF ADRIAN, XXIX, SECTION 29.05

Article XXIX, Section 29.05 of the Adrian Code is hereby amended to read as follows:

SECTION 29.05 PENALTIES AND REMEDIES:

1. Civil Law: Any building, structure or use constructed, altered, moved or maintained in violation of the provisions of this Ordinance is hereby declared to be a nuisance per se.
2. ~~Criminal Law~~: **Civil Infraction**: ~~Violations of the provisions~~ **A person who violates any provision** of this Ordinance or ~~failure~~ **fails** to comply with any of its requirements, including violations of conditions and safeguards established in connection with variances, ~~conditional uses~~ **zoning exceptions**, and violations of approved site plans, shall be responsible for a **Municipal Civil Infraction**. ~~Any person who violates this Ordinance or fails to comply with any of its requirements shall upon conviction thereof, be fined not more than five hundred (\$500) or imprisoned for not more than ninety (90) days, or both, and in addition, shall pay all costs and expenses involved in the case.~~ Each day such violation continues shall be considered a separate offense.
3. Remedies: The City Commission may institute injunction, mandamus, abatement or other appropriate proceedings to prevent, enjoin, abate or remove any violations of this Ordinance. The rights and remedies contained herein are ~~both civil and criminal~~ in nature. The imposition of any fine or jail sentence or ~~both~~ shall not exempt the violator from compliance with the provisions of this Ordinance.

INTRODUCTION.....November 3, 2008

SUMMARY PUBLISHED .....

ADOPTION .....

COMPLETE PUBLICATION .....

EFFECTIVE DATE.....

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

0-2

**MEMO**

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**DATE:** October 25, 2008  
**TO:** Dane Nelson, City Administrator  
**FROM:** Sarah Osburn, City Attorney  
**RE:** Amendment to Article XXX Section 30.23

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**It appears that when the sign ordinance was amended in March, 2008, certain language was inadvertently carried over from a previous version of the old code making violations of the ordinance a misdemeanor rather than a civil infraction. This is inconsistent with the Municipal Civil Infraction Ordinance adopted in 2001.**

**This amendment simply changes the penalty for a violation from a misdemeanor back to a civil infraction.**

**ORDINANCE 08-16**

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF ADRIAN, ARTICLE XXX, SECTION 30.23 OF CHAPTER 30, SIGNS**

Section 30.23 of Chapter 30 of Article XXX of the Adrian Code is hereby amended to read as follows:

**30.23. Administration and Enforcement.** The City of Adrian Sign Ordinance shall be administered by the Department designated by the City to monitor and enforce its provisions. This shall include the Building Department, Community Development Department or other department assigned this responsibility through the granting of permits and approval of site plans which include such signage requests.

1. Violation. ~~Violation of these provisions by any person shall be guilty of a misdemeanor, and upon conviction, shall be punishable with a fine of not more than one hundred dollars (\$100.00).~~ **A person who violates any of the provisions of this Article is responsible for a Municipal Civil Infraction.** Each day such violation continues shall be considered a separate offense.
  
2. Validity & Severability Clause. If any court of competent jurisdiction shall declare any part of this ordinance to be invalid, such ruling shall not prohibit the enforcement of other provisions of this ordinance.

INTRODUCTION.....November 3, 2008

SUMMARY PUBLISHED .....

ADOPTION .....

COMPLETE PUBLICATION .....

EFFECTIVE DATE .....

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

SO-11 R-1

November 3, 2008

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments to the confirmation of the Special Assessment Roll for SAD #371 – E. Albert from N. Main to Broad Street.

Discussion

When the Mayor called for the hearing of comments \_\_\_\_\_

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

October 29, 2008

**MEMORANDUM**

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Revision to the Albert St. Assessment

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Enclosed is a revision to the assessment roll for the Albert St. project. It was brought to my attention by the homeowner that he was billed for sidewalk that was to be a City cost. I have corrected the rolls accordingly.

During the site plan review for the DAV expansion they were required to install a sidewalk along the Albert St. frontage. They requested, during the review, that the required sidewalk be constructed and billed with the City contract.

**SPECIAL ASSESSMENT DISTRICT #371**

Improvement: E. Albert Street		Location: N. Main St. to Broad St.		Unit Prices:		\$15.81	\$3.55	\$4.08		\$4.08
Tax ID No.	Owner	Description		Front Footage	Curb & Gutter	4" Sidewalk	6" Sidewalk	Corner Lot Deduction	Drive Approach	
XAO-425-0036-00	Baxter Properties 115 Siena Heights	W 45 FT LOTS 36 & 37 BIDWELLS ADD	Amount	\$711.45	\$711.45	\$0.00	\$0.00			\$0.00
			Units	45.00	45.00				0.00	
XAO-425-0034-00	Raymond Schepansky 121 Siena Heights	W 1/2 LOTS 34 & 35 & E 16 FT LOTS 36 & 37 BIDWELLS ADD	Amount	\$735.17	\$735.17	\$0.00	\$0.00			\$0.00
			Units	46.50	46.50				0.00	
XAO-425-0032-00	Terrie Belcher 126 Albert	LOT 32 & E 1/2 LOT 35 BIDWELLS ADD	Amount	\$2,203.97	\$1,446.62	\$0.00	\$0.00			\$757.35
			Units	91.50	91.50				185.63	
XAO-425-0030-00	Vicki Wiles 135 Siena Heights	LOTS 30 AND 31 BIDWELLS ADD	Amount	\$1,704.93	\$964.41	\$0.00	\$0.00			\$740.52
			Units	61.00	61.00				181.50	
XAO-430-0001-00	Donald Waddle 137 Albert	W 82 FT OF S 152.5 FT LOT 3 GEORGE BIDWELLS SUB OF LOTS 41 TO 55 INC IN BIDWELLS ADD	Amount	\$1,495.32	\$1,296.42	\$0.00	\$0.00			\$198.90
			Units	82.00	82.00				48.75	
XAO-425-0028-00	Jeremy Robotham & Arminda Betz 139 E. Siena Heights Dr.	W 42 FT OF LOTS 28 & 29 BIDWELLS ADD	Amount	\$679.83	\$679.83	\$0.00	\$0.00			\$0.00
			Units	43.00	43.00				0.00	
XAO-430-0002-00	Disabled American Vets 139 Albert	S 152.5 FT OF E 91 1/2 FT OF LOT 3 GEORGE BIDWELLS SUB OF LOTS 41 TO 55 INC IN BIDWELLS ADD ALSO S 152.5 FT OF E 91 1/2 FT OF LOT 3 GEORGE BIDWELLS SUB OF LOTS 41 TO 55 INC IN	Amount	\$1,437.45	\$1,437.45	\$0.00	\$0.00			\$0.00
			Units	90.92	90.92				0.00	
XAO-430-0004-01	Disabled American Vets 141 Albert	S 326 FT LOT 4 GEORGE L. BIDWELLS SUB OF LOTS 41 TO 55 INC IN BIDWELLS ADD ALSO THE S 152.5 FT OF E 91 1/2 FT OF LOT 3 GEORGE BIDWELLS SUB OF LOTS 41 TO 55 INC IN BIDWELLS	Amount	\$7,200.12	\$2,733.87	\$3,408.00	\$375.36			\$682.89
			Units	172.92	172.92	960.00	92.00		167.38	
XAO-425-0027-00	Aline Fox 145 Siena Heights	LOTS 26 & 27 & THE E 18 FT LOTS 28 & 29 BIDWELLS ADD	Amount	\$1,961.46	\$1,248.99	\$0.00	\$0.00			\$712.47
			Units	79.00	79.00				174.63	
XAO-425-0026-03	Arthur Davis 153 Siena Heights	LOTS 24 & 25 BIDWELLS ADD	Amount	\$2,108.85	\$964.41	\$0.00	\$0.00			\$1,144.44
			Units	61.00	61.00				280.50	

Revised 10/29/08

SPECIAL ASSESSMENT DISTRICT #371										
Improvement: E. Albert Street		Location: N. Main St. to Broad St.			Unit Prices:		\$15.81	\$3.55	\$4.08	\$4.08
Tax ID No.	Owner	Description		Front Footage	Curb & Gutter	4" Sidewalk	6" Sidewalk	Corner Lot Deduction	Drive Approach	
XAO-425-0022-00	Jeffrey & Linda Pelham 156 Albert	W 50 FT OF N 1/2 OF LOT 22 & W 50 FT OF LOT 23 BIDWELLS ADD	Amount	\$1,507.80	\$790.50	\$0.00	\$0.00		\$717.30	
			Units	50.00	50.00				175.81	
XAO-425-0040-00	Richard Marine 1018 Main	N 58 FT LOT 40 BIDWELLS ADD	Amount	\$4,571.27	\$2,086.92	\$0.00	\$0.00		\$2,484.35	
			Units	132.00	132.00				608.91	
XAO-425-0025-00	Jeffrey & Linda Pelham 1019 Broad	N 60 FT OF E 82 FT OF LOT 23 BIDWELLS ADD	Amount	\$2,047.38	\$1,296.42	\$0.00	\$0.00		\$750.96	
			Units	82.00	82.00				184.06	
XAO-430-0003-00	PJDD LLC 1106 Main	BEG SW COR LOT 1 GEORGE L BIDWELL'S SUBDIVISION OF LOTS 41 THRU 55 BIDWELL'S ADDITION TH N 24°52'E 233.22 FT TH N 63°17' W 10.03 FT TH N 22°25' E 29.80 FT TH S 65°22' E 136.30 FT TH S 24°52'W 263.36 FT N 65°22'W 125 FT TO POB	Amount	\$1,976.25	\$1,976.25	\$0.00	\$0.00		\$0.00	
			Units	125.00	125.00				0.00	
XAO-850-0228-00	City of Adrian Skate Park		Amount	<del>\$4,462.25</del>	\$3,491.48	\$0.00	\$0.00		\$970.75	
			Units	<del>220.84</del>	220.84				237.93	
Total Assessables Total Units			Amount	\$34,803.48	\$21,860.19	\$3,408.00	\$375.36		\$9,159.93	
			Units	1,382.68	\$34,803.48	960.00	92.00	0.00	2,245.09	

- 4460.23  
30,341.25

**R08-141**

November 3, 2008

**RE: ENGINEERING DEPT. – Confirm Special Assessment Roll for SAD #371  
E. Albert St. from N. Main to Broad Street**

RESOLUTION

WHEREAS, the City Assessor has reported the Special Assessment Roll to the City Commission for improvements on E. Albert Street from N. Main to Broad Street, 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 \$97,386.16 for said improvements on E. Albert Street from N. Main to Broad Street is hereby confirmed; and be it

FURTHER RESOLVED that said Special Assessment Roll in the amount of \$30,341.25 for improvements on E. Albert Street from N. Main to Broad Street, said project being known and designated as SAD #371, be and the same is hereby confirmed.

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

SO-2, R-2

November 3, 2008

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments to the confirmation of the Special Assessment Roll for SAD #372 – E. Church from Broad to S. Locust Streets.

Discussion

When the Mayor called for the hearing of comments \_\_\_\_\_

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

**SPECIAL ASSESSMENT DISTRICT #372**

Improvement: E. Church St.		Location: Broad St. to Locust St.		Unit Prices:		\$15.81	\$3.55	\$4.08		\$4.08
Tax ID No.	Owner	Description		Front Footage	Curb & Gutter	4" Sidewalk	6" Sidewalk	Comer Lot Deduction	Drive Approach	
XAO-400-1003-00	Clark & Norm Baldwin 204 E Church	BEG 115.5 FT E OF SW COR BLK 1 BERRY'S SOUTHERN ADD'N TH E 131.5 FT TH N 308.61 FT TH N 72°08' W 66.46 FT TH S 40°09' W 105.86 FT TH S 246.9 FT TO BEG	Amount	\$1,043.46	\$1,043.46	\$0.00	\$0.00		\$0.00	
			Units	66.00	66.00				0.00	
XAO-000-0065-00	Maureen Stephan Trust 205 E Church	LD BEG AT INTERSECTION OF N LI CHURCH ST & E LI BROAD ST RUNN TH N 26 DEG 45'E 79 FT TH S 63 DEG 16'E 115.4 FT TH S 2 DEG 15'W 63.1 FT TH 71 DEG 45'W 143.8 FT TO POB.	Amount	\$4,842.71	\$2,260.83	\$0.00	\$0.00		\$2,581.88	
			Units	143.00	143.00				632.81	
XAO-400-1002-00	HSBC Bank USA, N.A. 214 E Church	BEG NE COR LOT 1 BERRY'S SOUTHERN ADD TH NWLY ALG CHURCH ST 139.25 FT TH S 219.25 FT TH E 27 2/3 FT TH N 50 FT TH E 25 FT TH N 37°30' E 30 FT TH E 68 FT TH N 105.5 FT TO POB	Amount	\$2,201.54	\$2,201.54	\$0.00	\$0.00		\$0.00	
			Units	139.25	139.25				0.00	
XAO-210-7025-00	Lenawee Emargancy 307 E Church	LOTS 25 AND 26 BLK 7 ASSESSOR'S PLAT NO 2	Amount	\$2,137.92	\$1,691.67	\$0.00	\$0.00		\$446.25	
			Units	107.00	107.00				109.38	
XAO-210-7024-00	Crystal Fox 311 E Church	LOT 24 BLK 7 ASSESSOR'S PLAT NO 2	Amount	\$1,575.67	\$790.50	\$390.43	\$0.00		\$394.74	
			Units	50.00	50.00	109.98			96.75	
XAO-210-7023-00	Ronald & Pamela Powelke 317 E Church	LOT 23 BLK 7 ASSESSOR'S PLAT NO 2	Amount	\$1,163.82	\$790.50	\$0.00	\$0.00		\$373.32	
			Units	50.00	50.00				91.50	
XAO-210-7022-00	James Sisung III 321 E Church	LOT 22 BLK 7 ASSESSOR'S PLAT NO 2	Amount	\$1,086.81	\$711.45	\$0.00	\$0.00		\$375.36	
			Units	45.00	45.00				92.00	
XAO-210-7021-00	Treat Properties 325 E Church	LOT 21 BLK 7 ASSESSOR'S PLAT NO 2	Amount	\$1,241.98	\$869.55	\$0.00	\$0.00		\$372.43	
			Units	55.00	55.00				91.28	
XAO-210-7020-03	Max & Theresa Soto Trust 331 E Church	LOT 20 BLK 7 ASSESSORS PLAT NO 2	Amount	\$1,098.41	\$790.50	\$0.00	\$0.00		\$307.91	
			Units	50.00	50.00				75.47	
XAO-210-7020-02	337 Church LLC 337 E Church	LOT 19 BLK 7 ASSESSORS PLAT NO 2	Amount	\$1,233.18	\$869.55	\$0.00	\$0.00		\$363.63	
			Units	55.00	55.00				89.13	

**SPECIAL ASSESSMENT DISTRICT #372**

Improvement: E. Church St.		Location: Broad St. to Locust St.		Unit Prices:		\$15.81	\$3.55	\$4.08		\$4.08
Tax ID No.	Owner	Description		Front Footage	Curb & Gutter	4" Sidewalk	6" Sidewalk	Corner Lot Deduction	Drive Approach	
XAO-210-8002-00	Adrian Public Schools 340 E Church	LOTS 2 THRU 21 BLK 8 ASSESSOR'S PLAT NO 2 ALSO LOTS 166 THRU 168 AND LOTS 172 THRU 178 EASTERN ADDITION ALSO ALL THAT PART LOT 171 EASTERN ADD BEG ON N LI OF FRANK ST 113.5 FT E FRM SW COR LOT 170 EASTERN ADD RUNN TH E 82 FT TH N 67 2/3 FT TH W 82 FT TH S TO POB	Amount	\$13,283.54	\$12,442.47	\$0.00	\$0.00		\$841.07	
			Units	787.00	787.00				206.14	
XAO-210-7019-00	Louanne & Mary Jane Daly 343 E Church	LOT 18 BLK 7 ASSESSOR'S PLAT NO 2	Amount	\$1,293.87	\$980.22	\$0.00	\$0.00		\$313.65	
			Units	62.00	62.00				76.88	
XAO-210-7018-01	Manson Isom 349 E Church	LOT 17 & ALSO BEG NW COR LOT 16 TH SLY TO A PT 71.95 FT N OF SW COR TH NLY TO A PT 8 FT ELY OF SD NW COR TH WLY 8 FT TO POB & EX BEG SE COR LOT 17 TH NLY 71.95 FT TH SLY TO A PT 8 FT W OF SD SE COR TH ELY 8 FT TO POB BLK 7 ASSESSORS PLAT NO 2	Amount	\$1,325.49	\$1,011.84	\$0.00	\$0.00		\$313.65	
			Units	64.00	64.00				76.88	
XAO-210-7017-01	Ella Barnhart 355 E Church	LOT 16 & ALSO BEG SE COR LOT 17 TH NLY 71.85 FT TH SLY TO A PT 8 FT W OF SD SE COR TH ELY 8 FT TO POB & EX BEG NW COR LOT 16 TH SLY TO A PT 71.95 FT N OF SW COR TH NLY TO A PT 8 FT ELY OF SD NW COR TH WLY 8 FT TO POB BLK 7 ASSESSORS PLAT NO 2	Amount	\$1,730.07	\$1,222.11	\$0.00	\$0.00		\$507.96	
			Units	77.30	77.30				124.50	
XAO-210-7016-00	Felix Chaves & Felicidad Humphries 365 E Church	LOT 15 BLK 7 ASSESSOR'S PLAT NO 2	Amount	\$1,606.30	\$1,211.05	\$0.00	\$0.00		\$395.25	
			Units	76.60	76.60				96.88	
XAO-515-0101-00	Barbara Blumenauer 371 E Church	S 94 FT OF W 40 FT LOT 104 EASTERN ADD	Amount	\$1,276.79	\$632.40	\$0.00	\$0.00		\$644.39	
			Units	40.00	40.00				157.94	
XAO-515-0102-00	Mario Patterson 377 E Church	S 6 FT LOT 101 & N 17 FT LOT 104 & E 21 FT OF S 94 FT LOT 104 & S 115 FT LOT 105 EASTERN ADD	Amount	\$1,343.85	\$1,343.85	\$0.00	\$0.00		\$0.00	
			Units	85.00	85.00				0.00	
Total Assessables Total Units			Amount	\$39,485.41	\$30,863.49	\$390.43	\$0.00		\$8,231.49	
			Units	1,952.15	\$39,485.41	109.98	0.00	0.00	2,017.52	

**R08-142**

November 3, 2008

**RE: ENGINEERING DEPT. – Confirm Special Assessment Roll for SAD #372  
E. Church St. from Broad to S. Locust Street**

RESOLUTION

WHEREAS, the City Assessor has reported the Special Assessment Roll to the City Commission for improvements on E. Church Street from Broad to S. Locust Street, 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 \$204,305.10 for said improvements on E. Church Street from Broad to S. Locust Street is hereby confirmed; and be it

FURTHER RESOLVED that said Special Assessment Roll in the amount of \$39,485.41 for improvements on E. Church Street from Broad to S. Locust Street, said project being known and designated as SAD #372, be and the same is hereby confirmed.

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

SO-3, R-3

November 3, 2008

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments to the confirmation of the Special Assessment Roll for SAD #373 – Geddes St. from Bristol to Mulberry Street.

Discussion

When the Mayor called for the hearing of comments \_\_\_\_\_

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

**SPECIAL ASSESSMENT DISTRICT #373**

Improvement: Geddes St.		Location: Bristol to Mulberry		Unit Prices:	\$15.81	\$3.55	\$4.08		\$4.08
Tax ID No.	Owner	Description		Front Footage	Curb & Gutter	4" Sidewalk	6" Sidewalk	Corner Lot Deduction	Drive Approach
XAO-490-7009-00	Mike & Linda Burciaga 817 Geddes	S 48 FT OF LOT 9 BLK 7 CROSWELL & GEDDES ADD	Amount	\$1,452.48	\$758.88	\$0.00	\$0.00		\$693.60
			Units	48.00	48.00				170.00
XAO-490-8003-00	Mark & Pattie Baugh 818 Geddes	LOT 3 BLK 8 CROSWELL & GEDDES ADD	Amount	\$1,745.22	\$1,043.46	\$0.00	\$0.00		\$701.76
			Units	66.00	66.00				172.00
XAO-370-0010-00	Maria Culp 820 Mulberry	PART LOTS 8 & 9 BAKERS ADD COM 11.4 FT S 89^26' E FROM NW COR SD LOT 8 TH ALG MULBERRY ST 89.5 FT TH S 23^08' W ALG GEDDES ST 81.22 FT TH N 89^26' W 58.4 FT TH N 0^37' E 75 FT TO POB	Amount	\$2,276.41	\$1,284.09	\$0.00	\$0.00		\$992.32
			Units	81.22	81.22				243.21
XAO-490-7010-00	Mike Burciaga 821 Geddes	N 18 FT OF LOT 9 & S 48 FT OF LOT 10 BLK 7 CROSWELL & GEDDES ADD	Amount	\$1,720.74	\$1,043.46	\$0.00	\$0.00		\$677.28
			Units	66.00	66.00				166.00
XAO-490-7008-00	Cheryl Roth 823 Bristol	LOT 8 BLK 7 CROSWELL & GEDDES ADD	Amount	\$3,379.03	\$2,086.92	\$390.43	\$0.00		\$901.68
			Units	132.00	132.00	109.98			221.00
XAO-490-8004-00	Harold Lewis 824 Geddes	LOT 4 BLK 8 CROSWELL & GEDDES ADD	Amount	\$1,569.78	\$1,043.46	\$0.00	\$0.00		\$526.32
			Units	66.00	66.00				129.00
XAO-490-8005-00	Stuart Alan Lewis 830 Geddes	LOT 5 BLK 8 CROSWELL & GEDDES ADD	Amount	\$1,043.46	\$1,043.46	\$0.00	\$0.00		\$0.00
			Units	66.00	66.00				0.00

**SPECIAL ASSESSMENT DISTRICT #373**

Improvement: Geddes St.		Location: Bristol to Mulberry		Unit Prices:	\$15.81	\$3.55	\$4.08		\$4.08
Tax ID No.	Owner	Description		Front Footage	Curb & Gutter	4" Sidewalk	6" Sidewalk	Corner Lot Deduction	Drive Approach
XAO-490-7011-00	Joey Burciaga 831 Geddes	N 12 FT OF LOT 10-LOT 11 & S 42 FT LOT 12 BLK 7 CROSWELL & GEDDES ADD	Amount	\$2,941.68	\$1,897.20	\$0.00	\$0.00		\$1,044.48
			Units	120.00	120.00				256.00
XAO-490-8006-00	Karen Marriott 836 Geddes	LOT 6 BLK 8 CROSWELL & GEDDES ADD	Amount	\$1,043.46	\$1,043.46	\$0.00	\$0.00		\$0.00
			Units	66.00	66.00				0.00
XAO-490-8007-00	Rodolfo Burciaga 842 Geddes	LOT 7 BLK 8 CROSWELL & GEDDES ADD	Amount	\$1,704.42	\$1,043.46	\$0.00	\$0.00		\$660.96
			Units	66.00	66.00				162.00
XAO-490-8008-00	Domingo Gauna 848 Geddes	LOT 8 BLK 8 CROSWELL & GEDDES ADD	Amount	\$1,112.18	\$616.59	\$0.00	\$0.00		\$495.59
			Units	39.00	39.00				121.47
XAO-490-7012-00	Rodolfo Burciaga 851 Geddes	N 24 FT LOT 12 & S 48 FT LOT 13 BLK 7 CROSWELL & GEDDES ADD	Amount	\$2,366.86	\$1,495.78	\$0.00	\$0.00		\$871.08
			Units	94.61	94.61				213.50
XAO-370-0009-00	Rodolfo Burciaga 875 Geddes	BEG 81.22 FT S 23°08' W FROM SW COR MULBERRY & GEDDES STS TH S 23°08' W 81.22 FT TH WLY 27.3 FT TH N 0°37' E 75 FT TH S 89°26' E 58.4 FT TO POB	Amount	\$1,775.73	\$1,284.09	\$0.00	\$0.00		\$491.64
			Units	81.22	81.22				120.50
XAO-370-0011-00	Thomas & Jennifer Jennings 906 Mulberry	ALL LOT 9 LYING E OF GEDDES ST LOT 10 BAKERS ADDITION	Amount	\$3,131.74	\$2,258.62	\$0.00	\$0.00		\$873.12
			Units	142.86	142.86				214.00
XAO-490-8001-00	James Diebel 907 Bristol	LOT 1 BLK 8 CROSWELL & GEDDES ADD	Amount	\$2,654.04	\$2,086.92	\$0.00	\$0.00		\$567.12
			Units	132.00	132.00				139.00
Total Assessables Total Units			Amount	\$29,917.23	\$20,029.85	\$390.43	\$0.00		\$9,496.95
			Units	1,266.91	\$29,917.23	109.98	0.00	0.00	2,327.68

**R08-143**

November 3, 2008

**RE: ENGINEERING DEPT. – Confirm Special Assessment Roll for SAD #373  
- Geddes St. from Bristol to Mulberry Street**

RESOLUTION

WHEREAS, the City Assessor has reported the Special Assessment Roll to the City Commission for improvements on Geddes St. from Bristol to Mulberry, 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 \$75,664.03 for said improvements on Geddes St. from Bristol to Mulberry Street is hereby confirmed; and be it

FURTHER RESOLVED that said Special Assessment Roll in the amount of \$29,917.23 for improvements on Geddes St. from Bristol to Mulberry Street, said project being known and designated as SAD #373, be and the same is hereby confirmed.

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

50-4, R-4

November 3, 2008

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments to the confirmation of the Special Assessment Roll for SAD #374 – Jordan Street from S. Main to S. Winter Street.

Discussion

When the Mayor called for the hearing of comments \_\_\_\_\_

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

**SPECIAL ASSESSMENT DISTRICT #374**

Improvement: Jordan Street		Location: S. Winter St. to S. Main St.		Unit Prices:	\$15.81	\$3.55	\$4.08		\$4.08
Tax ID No.	Owner	Description		Front Footage	Curb & Gutter	4" Sidewalk	6" Sidewalk	Corner Lot Deduction	Drive Approach
XAO-570-0005-00	Stacy Albain 213 Jordan	LOT 5 & W 6 FT LOT 6 JORDANS ADD SOUTH ADRIAN	Amount	\$1,085.54	\$885.36	\$0.00	\$0.00		\$200.18
			Units	56.00	56.00				49.06
XAO-570-0009-00	Scott Seckman 214 Jordan	LOT 9 JORDANS ADD SOUTH ADRIAN	Amount	\$851.70	\$790.50	\$0.00	\$0.00		\$61.20
			Units	50.00	50.00				15.00
XAO-570-0010-00	Department of Veterns Affairs 218 Jordan	LOT 10 JORDANS ADD SOUTH ADRIAN	Amount	\$871.59	\$790.50	\$0.00	\$0.00		\$81.09
			Units	50.00	50.00				19.88
XAO-570-0004-00	Johnny & Marie Swindle 219 Jordan	LOT 4 JORDANS ADD SOUTH ADRIAN & LOT 45 ASSESSORS PLAT OF LOTS 5 & 8 TO 33 INC SOUTH ADRIAN OWNED & OCCUPIED AS ONE PARCEL	Amount	\$1,120.73	\$822.12	\$0.00	\$0.00		\$298.61
			Units	52.00	52.00				73.19
XAO-570-0011-00	Cunningham Trustee Charles 222 Jordan	LOT 11 JORDANS ADD SOUTH ADRIAN	Amount	\$879.24	\$790.50	\$0.00	\$0.00		\$88.74
			Units	50.00	50.00	0.00			21.75
XAO-570-0003-00	Victor & Angela Proffitt 223 Jordan	LOT 3 JORDANS ADD SOUTH ADRIAN & LOT 46 ASSESSORS PLAT OF LOTS 5 & 8 TO 33 INC SOUTH ADRIAN	Amount	\$848.51	\$695.64	\$0.00	\$0.00		\$152.87
			Units	44.00	44.00				37.47
XAO-570-0002-00	US Bank National Association ND 227 Jordan	LOT 2 JORDANS ADD SOUTH ADRIAN & LOT 47 ASSESSORS PLAT OF LOTS 5 & 8 TO 33 INC SOUTH ADRIAN OWNED & OCCUPIED AS ONE PARCEL	Amount	\$790.50	\$790.50	\$0.00	\$0.00		\$0.00
			Units	50.00	50.00				0.00
XAO-570-0012-00	Carley Nine 228 Jordan	LOT 12 & E 30 FT LOT 13 JORDANS ADD SOUTH ADRIAN	Amount	\$1,352.52	\$1,264.80	\$0.00	\$0.00		\$87.72
			Units	80.00	80.00				21.50
XAO-570-0001-00	James & Jacqueline Rolland 233 Jordan	LOT 1 JORDANS ADD SOUTH ADRIAN	Amount	\$948.60	\$948.60	\$0.00	\$0.00		\$0.00
			Units	60.00	60.00				0.00

**SPECIAL ASSESSMENT DISTRICT #374**

Improvement: Jordan Street		Location: S. Winter St. to S. Main St.		Unit Prices:	\$15.81	\$3.55	\$4.08		\$4.08
Tax ID No.	Owner	Description		Front Footage	Curb & Gutter	4" Sidewalk	6" Sidewalk	Corner Lot Deduction	Drive Approach
XAO-570-0013-00	James Trull 238 Jordan	W 20 FT LOT 13 & E 66.5 FT LOT 14 JORDANS ADD SOUTH ADRIAN	Amount	\$1,469.57	\$1,367.57	\$0.00	\$0.00		\$102.00
			Units	86.50	86.50				25.00
XAO-570-0026-00	Teesha Poewlke 241 Jordan	LOT 25 JORDANS ADD SOUTH ADRIAN	Amount	\$1,140.74	\$948.60	\$0.00	\$0.00		\$192.14
			Units	60.00	60.00				47.09
XAO-570-0025-00	Aaron Ross & Jessica Goodlock 245 Jordan	E 50 FT LOT 24 JORDANS ADD SOUTH ADRIAN	Amount	\$970.28	\$790.50	\$0.00	\$0.00		\$179.78
			Units	50.00	50.00				44.06
XAO-570-0015-00	Kurk & Doreen Waterhouse 471 Main	BEG NW COR LOT 14 RUN E 107 1/2 FT S 120 FT TO N LN JORDAN ST W 10 FT N 47.43 FT N 78°30' W 127 FT TO E LN S MAIN ST TH NELY ALG E LN S MAIN ST 57 1/2 FT TO BEG JORDANS ADD SOUTH ADRIAN	Amount	\$214.20	\$158.10	\$0.00	\$0.00		\$56.10
			Units	10.00	10.00				13.75
XAO-570-0014-00	Ricardo & Linda Flores 477 Main	COM E LN S MAIN ST AT PT 57.5 FT SWLY FR NW COR LOT 14 TH SW ALG E LN MAIN ST 54.3 FT TH E ALG NLY LN JORDAN ST. 154.7 FT TH N 47.43 FT TH N 78°30' W 137 FT TO BEG JORDANS ADD SOUTH	Amount	\$2,630.58	\$2,466.36	\$0.00	\$0.00		\$164.22
			Units	156.00	156.00				40.25
XAO-570-0016-00	New Horizons Residential 505 Main	LOT 15 & W 10 FT OF N 86 FT LOT 24 JORDANS ADD SOUTH ADRIAN	Amount	\$2,027.00	\$1,849.77	\$0.00	\$0.00		\$177.23
			Units	117.00	117.00				43.44
XAO-570-0007-00	Dennis Moran 516 Winter	S 55 FT LOT 7 JORDANS ADD SOUTH ADRIAN	Amount	\$1,654.44	\$1,581.00	\$0.00	\$0.00		\$73.44
			Units	100.00	100.00				18.00
XAO-570-0006-00	Washovia Services inc. 526 Winter	E 94 FT LOT 6 JORDANS ADD SOUTH ADRIAN	Amount	\$1,819.23	\$1,486.14	\$0.00	\$0.00		\$333.09
			Units	94.00	94.00				81.64
Total Assessables Total Units			Amount	\$20,674.97	\$18,426.56	\$0.00	\$0.00		\$2,248.41
			Units	1,165.50	\$20,674.97	0.00	0.00	0.00	551.08

**R08-144**

November 3, 2008

**RE: ENGINEERING DEPT. – Confirm Special Assessment Roll for SAD #374  
– Jordan Street from S. Main to S. Winter Streets**

RESOLUTION

WHEREAS, the City Assessor has reported the Special Assessment Roll to the City Commission for improvements on Jordan Street from S. Main to S. Winter Street, 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 \$66,736.13 for said improvements on Jordan St. from S. Main to S. Winter Street is hereby confirmed; and be it

FURTHER RESOLVED that said Special Assessment Roll in the amount of \$20,674.97 for improvements on Jordan Street from S. Main to S. Winter Street, said project being known and designated as SAD #374, be and the same is hereby confirmed.

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

SO-5, R-5

November 3, 2008

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments to the confirmation of the Special Assessment Roll for SAD #375 - Bent Oak from N. Main to Siena Heights Drive.

Discussion

When the Mayor called for the hearing of comments \_\_\_\_\_

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

**SPECIAL ASSESSMENT DISTRICT #375**

Improvement: Bent Oak Ave.		Location: N. Main St. to Siena Heights			Unit Prices:	\$15.81	\$3.55	\$4.08		\$4.08
Tax ID No.	Owner	Description		Front Footage	Curb & Gutter	4" Sidewalk	6" Sidewalk	Corner Lot Deduction	Drive Approach	
XAO-300-0004-00	Eugene Gallent 113 Bent Oak	LOT NO 4 ASSESSOR'S PLAT NO 20	Amount	\$2,052.31	\$735.17	\$0.00	\$0.00		\$1,317.14	
			Units	46.50	46.50				322.83	
XAO-300-0005-00	Eugene Gallent 119 Bent Oak	LOT NO 5 ASSESSOR'S PLAT NO 20	Amount	\$1,583.17	\$822.12	\$0.00	\$0.00		\$761.05	
			Units	52.00	52.00				186.53	
XAO-255-9004-00	Clement Wild 120 Bent Oak	LOT 4 & E 12 1/2 FT LOT 5 BLK 9 ASSESSORS PLAT NO. 11	Amount	\$1,762.82	\$727.26	\$0.00	\$0.00		\$1,035.56	
			Units	46.00	46.00				253.81	
XAO-300-0006-00	Eugene Gallent 123 Bent Oak	LOT NO 6 ASSESSOR'S PLAT NO 20	Amount	\$4,276.99	\$3,312.20	\$0.00	\$0.00		\$964.79	
			Units	209.50	209.50				236.47	
XAO-255-9005-00	Gary Grimes 124 Bent Oak	LOT 5 EX THE E 12 1/2 FT & EX THAT PART LYING N & W OF E LN LOT 10 EXT BLK 9 ASSESSORS PLAT NO. 11	Amount	\$3,759.67	\$2,860.03	\$0.00	\$0.00		\$899.64	
			Units	180.90	180.90				220.50	
XAO-255-9011-00	Jerry Lane 131 Siena Heights	LOT 10 & TH PT OF LOT 5 LY S & W OF E LN LOT 10 EXT BLK 9 ASSESSORS PLAT NO. 11	Amount	\$1,707.48	\$1,707.48	\$0.00	\$0.00		\$0.00	
			Units	108.00	108.00				0.00	
XAO-300-0003-00	H & A Associates 823 Main	BEG NW COR LOT 3 ASSESSOR'S PLAT 20 TH S 33^39' E 119.86 FT TH S 26^20' W 140 FT TH N 33^39' W 131.6 FT TH N 30^39' E 134.52 FT TO POB	Amount	\$3,681.07	\$1,894.99	\$0.00	\$0.00		\$1,786.08	
			Units	119.86	119.86				437.77	
XAO-255-9001-01	Little D LLC 905 Main	LOTS 1 & 2 BLK 9 ASSESSORS PLAT NO. 11 ALSO LOT 3 AND E 66 FT LOT 6 BLK 9 ASSESSOR'S PLAT #11	Amount	\$5,494.33	\$2,466.36	\$0.00	\$0.00		\$3,027.97	
			Units	156.00	156.00				680.88	
Total Assessables Total Units			Amount	\$24,317.84	\$14,525.61	\$0.00	\$0.00		\$9,792.23	
			Units	918.76	24,317.84	0.00	0.00	0.00	2,338.78	

**R08-145**

November 3, 2008

**RE: ENGINEERING DEPT. – Confirm Special Assessment Roll for SAD #375  
– Bent Oak from N. Main to Siena Heights Drive**

RESOLUTION

WHEREAS, the City Assessor has reported the Special Assessment Roll to the City Commission for improvements on Bent Oak from N. Main to Siena Heights Drive, 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 \$98,302.59 for said improvements on Bent Oak from N. Main to Siena Heights Drive is hereby confirmed; and be it

FURTHER RESOLVED that said Special Assessment Roll in the amount of \$24,317.84 for improvements on Bent Oak from N. Main to Siena Heights Drive, said project being known and designated as SAD #375, be and the same is hereby confirmed.

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

Lib



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Adrian Public Library

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**October 13, 2008**

**To: Honorable Mayor Gary McDowell and City Commission**

**From: Carol Souchock, Adrian Public Library Director**

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

**Re: Adrian Public Library - Vera Malone Donation in Honor of Lee and Ruth Hastings**

---

Vera Malone, sister of Lee Hastings, donated \$79,371.13 to the Adrian Public Library for the purchase of books in memory of her brother and sister-in-law Lee and Ruth Hastings. Lee, a long time resident, was a respected, beloved figure in Adrian.

Lee, a professional engineer, moved to Adrian, from Detroit, to work for Bohn Aluminum and was later employed by Krieghoff-Lenawee. He married Ruth Ellen Kniffen, from Britton, in 1940 and passed away on April 16, 1979. Lee was an avid reader who loved visiting the Adrian Public Library. He was active in our community donating his time to the Adrian City Planning Commission, the Lenawee County Humane Society, and numerous professional engineering associations. He was known as "one of the best friends the City of Adrian ever had" by former mayor Norman Haft. Colleague and family friend Hazel Leonard noted the close relationship Lee had with his sister Vera Malone.

Vera Malone graduated from the Detroit Public Schools in 1933 and received her teaching certificate from Wayne State University as a librarian. She taught in the Detroit Public Schools for 36 years. Vera married James Malone in 1946 and they shared 45 years together before his death in 1991. Vera died on April 14, 2007.

She was an avid reader who devoured at least four books a week and she encouraged everyone to "read and read." Her estate honored her family's memory with donations to libraries and charities in Michigan and Arizona as well providing scholarships to Wayne State University and her husband's alma mater The South Dakota School of Mines and Technology.

This generous donation to the Adrian Public Library will be used to purchase materials for the expanded teen area, recreational reading and to support students of all ages.



1431 Maumee St. • Adrian, Michigan 49224-2773

Adrian Public Library

(517) 265-2265 • Fax (517) 265-8847  
[www.adrian.lib.mi.us](http://www.adrian.lib.mi.us)

I would request permission from the City Commission to accept this donation from the estate of Vera Malone. In accordance with the Gift and Donation Policy adopted by the City Commission (Resolution #R04-182, dated November 1, 2004) the purpose of this communication is to appropriately notify the City Commission of the donation and the fact that there is no matching requirement for the eventual expenditure. The attached resolution has been prepared for consideration by the City Commission at their meeting of October 20, 2008. If you have any questions or need for further information, please contact my office.

**RE: ADRIAN PUBLIC LIBRARY – Acceptance of Gift Donation from Vera Malone Estate to the Adrian Public Library**

**RESOLUTION**

WHEREAS, Vera Malone, sister of Lee Hastings, died April 14, 2007 with her estate designating a donation of \$79,371.13 to the Adrian Public Library for the purchase of books in memory of her brother and sister-in-law, Lee and Ruth Hastings, long time residents of the City of Adrian; and

WHEREAS, although the specified use of this generous donation was generally identified as book purchases, the Library Director indicates more specifically that these funds will be used to purchase materials for the expanded teen area, recreational reading and to support students of all ages; and

WHEREAS, in accordance with the Gift and Donation Policy adopted by the City Commission (Resolution #R04-182, dated November 1, 2004), gift donations with a value of \$10,000 or greater must be formally accepted by the City Commission and appropriate budget amendments approved to provide proper stewardship; and

WHEREAS, the funds have been invested in the Malone Library Trust Account in the Endowment Trust Fund (702-000.00-322.000), with \$40,000 included in the FY2008-09 Adopted Revenue Budget- Library Donations (101-990.00-675.073) to fund the Libraries Books & Magazines account (101-738.00-959.000); the remaining funds, along with investment earnings, to be allocated in future budgets; and

WHEREAS, the Library Director and City Administrator recommend approval of this resolution accepting the Vera Malone gift donation (which has no match requirement), allocation of \$40,000 to the FY2008-09 Revenue account- Library Donations (101-990.00-675.073), with the remaining funds, along with investment earnings, to be allocated in future budgets.

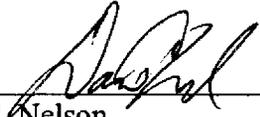
NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the Vera Malone gift donation in the amount of \$79,371.13 (which has no match requirement), allocation of \$40,000 to the FY2008-09 Revenue account- Library Donations (101-990.00-675.073), with the remaining funds, along with investment earnings, to be allocated in future budgets.

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

R.1  
DATE: October 30, 2008  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Security Gates – Adrian Public Library

The Library Director has solicited and received quotes for the replacement of security gates at the north entrance of the library. She has recommended that 3M security gates be purchased through the Michigan Library Consortium, which has offered a discounted members-only price of \$13,508.00.

The City Charter allows the bid process to be waived when it is determined that no advantage to the city would result in obtaining additional quotes. I, therefore, recommend that the City Commission authorize the purchase of security gates for the library from the Michigan Library Consortium at a cost of \$13,508.00 and that the bid process be waived.

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

DCN:bjw

R-7



143 E. Maumee St. • Adrian, Michigan 49221-2773

Adrian Public Library

(517) 265-2265 • Fax (517) 265-8847  
www.adrian.lib.mi.us

**October 28, 2008**

**To: Honorable Mayor Gary McDowell and City Commission**  
**From: Carol Souchock, Adrian Public Library Director**  
**CC: Dane Nelson, City Administrator and Jeff Pardee, Finance Director**  
**Re: Adrian Public Library Security Gates**

---

The 2008/2009 capital budget provides for the replacement of the Adrian Public Library north entrance security gates. Michigan Library Consortium provides discounted member pricing for various products including 3M security gates. I have verified that the pricing they provide is the most economic way to purchase this security system. The attached quote covers the purchase of the gates and the installation by 3M technicians. Additional costs for this project include the required electrical work to bury the security gate conduit and cables at an expected cost of \$2,100.00.

I request permission from the City Commission to authorize The City of Adrian to purchase the library security gates at a cost of \$13,508.00 from Michigan Library Consortium and waive the competitive bid process in the best interests of the city. Funds are available in the Library's Capital Fund 101-738.00-975-000 for this project. The attached resolution has been prepared for consideration by the City Commission at their meeting of November 3, 2008.

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

Quotation

Quote Number	Account Number	Quote Date	Quote Valid Through
907637	1005100	28 Oct 2008	31 Dec 2008

Payable To	Quote For	Shipped To
Michigan Library Consortium 1407 Rensen Street Suite 1 Lansing, MI 48910 US Phone: 517-394-2420 Fax: 517-492-3805	Adrian Public Library 143 East Maumee Street Adrian, MI 49221 Phone: 517-265-2265 Fax: 517-265-8847	143 East Maumee Street Adrian, MI 49221 Phone: 517-265-2265 Fax: 517-265-8847

Quantity	Product Code - Description, Vendor	Unit Price	Total Price
1	16910 - Buried Cable - Presite Visit All Units System Accessories, 3M	\$840.00	\$840.00
1	24270 - Detection System Model 3802, Buried Cable 36inch, 3M Includes 15 month service agreement and Installation	\$12,118.00	\$12,118.00
1	18070 - Freight - System Hardware, 3M Estimated Cost. Actual Shipping will be charge	\$350.00	\$350.00
1	24070 - Zone Fee, 3M	\$200.00	\$200.00
		Sub-Total:	\$13,508.00
		Tax:	\$0.00
		Shipping:	\$0.00
		Quote Total:	\$13,508.00

msgID: 143837

**RE: ADRIAN PUBLIC LIBRARY – Security Gates Replacement**

**RESOLUTION**

WHEREAS, the City Commission, by Resolution #08-066 dated May 5, 2008, adopted the FY2008-09 Budget and General Appropriations Act, which included provisions in the Adrian Public Library Capital Budget to replace the north entrance security gates; and

WHEREAS, the Michigan Library Consortium provides discounted member pricing for various products, including 3M security gates; and

WHEREAS, the cost of the aforementioned security gates, including installation, is \$13,508; and

WHEREAS, additional costs for this project include the required electrical work to bury the security gate conduit and cables at an expected cost of \$2,100; and

WHEREAS, the City Finance Director indicates that sufficient funds (\$15,608) are available for this project in the Library Capital Improvement Account (101-738.00-975.000); and

WHEREAS, the Library Director and City Administrator recommend acceptance of the proposed bid, acquisition of the subject security gates through the Michigan Library Consortium and waiver of the competitive bid process.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acquisition and installation of replacement security gates for the north entrance of the Adrian Public Library through the Michigan Library Consortium at a cost not to exceed \$15,608.00.

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

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



**MEMO**

Date: October 28, 2008

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

From: Jeffrey C. Pardee, Finance Director

A handwritten signature in cursive script, appearing to read 'Jeffrey C. Pardee', is written over the printed name.

Re: **FY2008-09 First Quarter Recommended Budget Amendments**

Public Act 621 of 1978, the Uniform Budgeting and Accounting act for Local Units of Government, provides for adjustments to the Adopted Budget. The Financial Forecast, prepared by the City of Adrian's Finance Department, has identified several variances between current projections and Estimated Revenues and Appropriations included in the Adopted and Amended FY2008-09 Budget, and recommends appropriate budget amendments.

Funding of the proposed budget amendments involves appropriations from Designated or Undesignated Fund Balance from the following Funds:

Downtown Development Authority Fund (276-000.00-390.000) Undesignated  
\$8,000 (for Art-A-Licious expenditures over revenues);  
Water System Capital Outlay Fund (496-000.00-390.000) Undesignated  
\$25,800 (for Filter Pipe Painting Contract).

The recommended budget amendments comply with the Uniform Budgeting and Accounting Act requirement that no appropriations measure may be submitted to the City Commission that would allow total expenditures/expenses, including an accrued deficit, to exceed total estimated revenues, including an available surplus.

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

**CITY OF ADRIAN  
FY 2008-09 BUDGET  
FIRST QUARTER FINANCIAL FORECAST  
RECOMMENDED BUDGET AMENDMENTS**

	<b>FY2008-09 ADOPTED BUDGET</b>	<b>FY2008-09 AMENDED BUDGET as of 9/30/08</b>	<b>FY2008-09 FIRST QUARTER FINANCIAL FORECAST</b>	<b>BUDGET AMENDMENT</b>
<b><u>GENERAL FUND (101)</u></b>				
<b>REVENUE:</b>				
101-101.00-489.000 CITY COMMISSION- MISC PROMOTIONS	\$0	\$0	\$200	\$200
101-201.00-445.000 FINANCE DEPT - TAX PENALTIES	50,000	50,000	51,000	1,000
101-201.00-664.000 FINANCE DEPT - INVESTMENT INCOME	350,000	350,000	200,000	(150,000)
101-209.00-488.000 ASSESSOR'S OFFICE - CONTRACT SVCS	0	0	100	100
101-215.00-644.000 CITY CLERK - PRINTED MARERIALS	0	0	100	100
101-301.00-508.000 POLICE DEPT - TRAFFIC GRANT	0	0	1,200	1,200
101-301.00-534.000 POLICE DEPT - NARC ENF GRANT	0	0	1,500	1,500
101-301.00-576.000 POLICE DEPT - LIQUOR LICENSES	0	0	13,000	13,000
101-301.00-676.701 POLICE DEPT - CONTRIB-TRUST FUND	0	6,000	7,400	1,400
101-301.00-695.000 POLICE DEPT - DRIVING SCHOOL REIMB.	0	0	5,000	5,000
101-371.00-458.000 INSPECTION - VENDORS & PEDDLERS	0	0	50	50
101-371.00-460.000 INSPECTION - BOWLING & BILLIARDS	100	100	50	(50)
101-441.00-481.000 DPW - SIDEWALK & CURB	100	100	200	100
101-441.00-631.000 DPW - REFUSE COLLECTION	400	400	300	(100)
101-443.00-683.000 MOTOR VEHICLE POOL-SALE OF PROP	0	0	2,500	2,500
101-738.00-658.000 LIBRARY - PENAL FINES	130,000	130,000	128,000	(2,000)
101-990.00671.000 RENT REV - 153 E. MAUMEE	0	0	2,000	2,000
101-990.00-675.276 CONTRIB.-ECONOMIC DEVLPMNT	0	0	10,000	10,000
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$530,600</b>	<b>\$536,600</b>	<b>\$422,600</b>	<b>(\$114,000)</b>
<b>EXPENDITURES:</b>				
Dept 697.00: PARKS & FORESTRY				
101-697.00-801.000 CONTRACT SVCS - PARKS MASTER PLAN	\$35,000	\$41,000	\$45,000	\$4,000
Dept 699.00: FEE ESTATE MAINTENANCE				
101-699.00-716.000 HOSPITALIZATION INSURANCE	\$0	\$0	\$6,000	\$6,000
101-699.00-801.000 CONTRACT SERVICES	0	15,500	9,500	(6,000)
SUB-TOTAL	\$0	\$15,500	\$15,500	\$0
Dept 990.00:				
101-990.00-990.000 CONTINGENCY	315,237	315,237	197,237	(\$118,000)
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$350,237</b>	<b>\$371,737</b>	<b>\$257,737</b>	<b>(\$114,000)</b>
<b><u>MAJOR STREET FUND (202)</u></b>				
<b>REVENUE:</b>				
202-000.00-516.202 BEECHER STREET PAVING GRANT	\$375,000	\$375,000	\$0	(\$375,000)
202-000.00-517.000 MAPLE AVENUE PAVING GRANT	281,250	281,250	0	(281,250)
202-000.00-527.202 CMAQ GRANT-KIWANIS TRAIL EXT.	0	0	25,000	25,000
<b>TOTAL REVENUE</b>	<b>\$656,250</b>	<b>\$656,250</b>	<b>\$25,000</b>	<b>(\$631,250)</b>
<b>EXPENDITURES:</b>				
202-451.00-801.000 STREET CONSTRC.-CONTRACT SERVICES	2,375,184	2,375,184	1,743,934	(\$631,250)
<b>TOTAL EXPENDITURES</b>	<b>\$2,375,184</b>	<b>\$2,375,184</b>	<b>\$1,743,934</b>	<b>(\$631,250)</b>

**CITY OF ADRIAN  
FY 2008-09 BUDGET  
FIRST QUARTER FINANCIAL FORECAST  
RECOMMENDED BUDGET AMENDMENTS**

	<b>FY2008-09 ADOPTED BUDGET</b>	<b>FY2008-09 AMENDED BUDGET as of 9/30/08</b>	<b>FY2008-09 FIRST QUARTER FINANCIAL FORECAST</b>	<b>BUDGET AMENDMENT</b>
<b><u>FEE ESTATE FUND (205)</u></b>				
<b>REVENUE:</b>				
205-000.00-695.000 OTHER- UNDISTRIBUTED FEE FUNDS	\$287,704	\$287,704	\$297,704	\$10,000
<b>TOTAL REVENUE</b>	<b>\$287,704</b>	<b>\$287,704</b>	<b>\$297,704</b>	<b>\$10,000</b>
<b>EXPENDITURES:</b>				
Dept 999.00 FEE ESTATE MAINTENANCE				
205-699.00-801.000 CONTRACT SVCS-PARKS MASTER PLAN	\$52,000	\$52,000	\$62,000	\$10,000
<b>TOTAL EXPENDITURES</b>	<b>\$52,000</b>	<b>\$52,000</b>	<b>\$62,000</b>	<b>\$10,000</b>
<b><u>DOWNTOWN DEVELOPMENT AUTHORITY FUND (280)</u></b>				
<b>REVENUE:</b>				
280-000.00631.000 REFUSE COLLECTION	\$22,000	\$22,000	\$0	(\$22,000)
280-000.00-697.000 PRIOR YEARS' REVENUE	56,000	56,200	64,200	8,000
<b>TOTAL REVENUE</b>	<b>\$78,000</b>	<b>\$78,200</b>	<b>\$64,200</b>	<b>(\$14,000)</b>
<b>EXPENDITURES:</b>				
Dept 290.00: ADMINISTRATION				
280-290.00801.000 CONTRACT SERVICES	\$27,000	\$27,000	\$5,000	(\$22,000)
280-836.00-741.178 SUPPLIES - Art-A-Licious Festival	0	0	18,000	18,000
280-990.00-990.000 CONTINGENCY	10,100	10,100	100	(10,000)
<b>TOTAL EXPENDITURES</b>	<b>\$37,100</b>	<b>\$37,100</b>	<b>\$23,100</b>	<b>(\$14,000)</b>
<b><u>DDA-TIF FUND (281)</u></b>				
<b>REVENUE:</b>				
281-000.00-631.000 REFUSE COLLECTION	\$0	\$0	\$22,000	\$22,000
281-000.00-698.000 SALE OF BONDS/NOTES	250,000	250,000	0	(250,000)
281-000.00-699.283 CONTRIBUTION-VSCI FUND	350,000	350,000	0	(350,000)
281-000.00-697.000 PRIOR YEARS' REVENUE	134,859	134,859	109,859	(25,000)
<b>TOTAL REVENUE</b>	<b>\$734,859</b>	<b>\$734,859</b>	<b>\$131,859</b>	<b>(\$603,000)</b>
<b>EXPENDITURES:</b>				
281-290.00-801.000 CONTRACT SERVICES	\$10,000	\$10,000	\$32,000	\$22,000
291-290.00-969.202 CONTRIB.- MAJOR STREET FUND	125,000	125,000	0	(125,000)
291-290.00-975.000 CAPITAL IMPROVEMENTS	400,000	400,000	0	(400,000)
281-290.00-976.000 FAÇADE GRANT PROGRAM	200,000	200,000	100,000	(100,000)
<b>TOTAL EXPENDITURES</b>	<b>\$735,000</b>	<b>\$735,000</b>	<b>\$132,000</b>	<b>(\$603,000)</b>
<b><u>WATER SYSTEM - CAPITAL OUTLAY FUND (496)</u></b>				
<b>REVENUE:</b>				
496-000.00-697.000 PRIOR YEARS' REVENUE	\$0	\$90,420	\$116,220	\$25,800
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$90,420</b>	<b>\$116,220</b>	<b>\$25,800</b>
<b>EXPENDITURES:</b>				
496-549.00977.536 FILTER PIPE PAINTING CONTRACT	\$0	\$0	\$25,800	\$25,800
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,800</b>	<b>\$25,800</b>

**RE: DEPARTMENT OF FINANCE –FY2008-09 FIRST QUARTER BUDGET AMENDMENTS**

**RESOLUTION**

WHEREAS, Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Units of Government, provides for adjustments to the adopted budget; and

WHEREAS, the Financial Forecast, prepared by the City of Adrian’s Finance Department, has identified several variances between current projections and Estimated Revenues and Appropriations included in the Adopted and Amended FY2008-09 Budget, and recommends appropriate budget amendments; and

WHEREAS, the recommended budget amendments comply with the Uniform Budgeting and Accounting Act requirement that no appropriations measure may be submitted to the City Commission that would allow total expenditures/expenses, including an accrued deficit, to exceed total estimated revenues, including an available surplus; and

WHEREAS, funding of the proposed budget amendments involves appropriations from Designated or Undesignated Fund Balance from the following funds:

Downtown Development Authority Fund (276-000.00-390.000) Undesignated \$8,000 (for Art-A-Licious expenditures over revenues);

Water System Capital Outlay Fund (496-000.00-390.000) Undesignated \$25,800 (for Filter Pipe Painting Contract); and

WHEREAS, the City Administrator has reviewed the Financial Forecast and proposed budget amendments and recommends their adoption.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission authorizes the Department of Finance to amend the FY2008-09 Budget in accordance with the attached schedule entitled City of Adrian FY2008-09 First Quarter Financial Forecast and Recommended Budget Amendments.

BE IT, FURTHER, RESOLVED that appropriations be authorized from Designated or Undesignated Fund Balance from the following Funds:

Downtown Development Authority Fund (276-000.00-390.000) Undesignated \$8,000 (for Art-A-Licious expenditures over revenues)

Water System Capital Outlay Fund (496-000.00-390.000) Undesignated \$25,800 (for Filter Pipe Painting Contract)

BE IT, FURTHER, RESOLVED that the resulting Amended Budget shall comply with the Uniform Budgeting and Accounting Act (Public Act 621 of 1978) for Local Units of Government, which requires that no appropriations measure may be adopted in which total expenditures/expenses, including an accrued deficit, exceed total estimated revenues, including an available surplus.

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

R-9

DATE: October 30, 2009  
TO: Honorable Mayor and City Commissioners  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Mobile Video Cameras for Patrol Units

Bids were received on October 23, 2008, for the purchase of five (5) mobile video cameras for installation in patrol vehicles. The Police Chief has recommended that the bid be awarded to Alert Emergency Equipment Group, Inc. of Portland, MI at a total cost of \$20,900 and I concur with his recommendation.

Two firms responded to the offer to bid. Funds will be appropriated from the Trust Fund – Drug Forfeiture Account for this purchase.

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

DCN:bjw



**POLICE DEPARTMENT**

# MEMO

**To: Jeffrey Pardee**

**cc:** Deputy Chief James Schwartz

**From: Chief Terrence Collins** *TAC*

**Date:** 28 October 2008

**Re:** Purchase of Mobile Video Cameras for Patrol Units

---

Having advertised for, and receiving, sealed bids for the purchase and installation of mobile video cameras for marked patrol units I recommend the bid be awarded to Alert Systems of Portland, Mi.

The system offered by Alert fits all specifications required and is the lowest bid submitted. Further, they are a Michigan based company who will offer most repair/warranty work on site.

Additionally, I request the total amount of \$20,900 (for five units) be purchased using drug forfeiture funds which need be transferred for the purchase.

This procedure will require no funds be used from the City of Adrian's General Fund and is a continuing effort on the part of the Police Department's effort to secure high quality equipment at no cost to the taxpayers of the City.

CITY OF ADRIAN, MICHIGAN  
 IN-CAR VIDEO SYSTEM  
 DUE DATE: OCTOBER 23, 2008

ITEM	Alert Emergency Portland, MI	L-3 Communications Boonton, NJ
In-car Digital Video System	\$ 4,180.00 each \$ 20,900.00 Total	\$ 4,625.00 each \$ 23,250.00 Total
Make/Model	Digital Ally DVM500	Mobile-Vision Flashback 2
Delivery	30 days	60-90 days
		Option, Flashback Camera \$195.00 each

Tecumseh 4985.<sup>00</sup> ea - (5)  
 24,925.<sup>00</sup>  
 SERVER 11,311.20  
 WORK STATION 2,685.60  
 INSTALLATION 1,850.00  


---

 40,771.80

*Called Alert and they advised  
 20,900 includes everything. Any  
 overage they absorb the cost.*

*[Signature]*  
 10/24/08  
 Mike Creed - Alert

**RE: POLICE DEPARTMENT- AUTHORIZATION TO USE DRUG FORFEITURE FUNDS TO PURCHASE FIVE (5) MOBILE VIDEO CAMERAS FOR PATROL VEHICLES**

**RESOLUTION**

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

WHEREAS, the City of Adrian currently has a total of \$40,198 in a Trust Account as a result of court-distributed drug forfeiture property seizures; and

WHEREAS, Public Act 368 further specifies that the Forfeiture Funds shall be "appropriated by the entity (City Commission) having budgetary authority over the seizing agency (Police Department); and

WHEREAS, the Adrian City Police Chief has requested a transfer of \$20,900 from the Drug Forfeiture Trust Account (Account #701-000.00-280.000) for the purpose of acquiring and installing five (5) mobile video cameras on Police Department patrol vehicles; and

WHEREAS, the City of Adrian Purchasing Office solicited bid proposals from six (6) vendors with two (2) proposals submitted on Thursday, October 23, 2008, as follows:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
Alert Emergency Equipment Group, Inc.	Portland, MI	\$20,900.00
L-3 Communications Mobile-Vision, Inc	Boonton, NJ	\$23,250.00

WHEREAS, the Police Chief and City Administrator recommend selection of the low bidder, Alert Emergency Equipment Group, Inc., Portland, MI, at a cost not to exceed \$20,900.00, and appropriation of drug forfeiture funds to defray the aforementioned cost.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the appropriation of drug forfeiture funds for the purpose of acquiring and installing five (5) mobile video cameras on Police Department patrol vehicles from the low bidder, Alert Emergency Equipment Group, Inc., Portland, MI, at a cost not to exceed \$20,900.00.

BE IT, FURTHER, RESOLVED that \$20,900 be appropriated from the Trust Fund - Drug Forfeiture Account (701-00.00-280.000) and that the FY2008-09 Budget be amended as follows:

**GENERAL FUND (101)**

**Police Department:**

<b>Revenue:</b>	<b>Amount</b>
(101-301.00-676.701) Contribution - Trust Fund	\$20,900
<b>Expenditures:</b>	
(101-301.00-977.000) Capital Equipment	\$20,900
Total	<u>-0-</u>

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

R-10

DATE: October 29, 2008  
TO: Honorable Mayor and City Commission  
FROM: Dane C. Nelson, City Administrator  
SUBJECT: Purchase of Digital Copier

As the Assistant Finance Director has outlined, two digital copiers were demonstrated to 2<sup>nd</sup> floor staff – the Ricoh C4500 and the Konica Bizhub C5500. Both machines were left for approximately a week in order for city personnel to become acquainted with the features and compare the functionality of both copiers. It was the consensus that the Konica Bizhub C5500 was superior in quality, features and ease of use. In addition, the service technician and demonstrator were very knowledgeable about their product, guaranteed service within four hours and are long-time residents of Lenawee County.

I, therefore, recommend that the bid for a digital copier be awarded to Konica Albin of Ann Arbor, MI, for the Konica Bizhub C5500 in the amount of \$14,245.00.

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

DCN:bjw



CITY OF ADRIAN, MICHIGAN  
DIGITAL COPIER  
DUE DATE: JULY 29, 2008

BIDDER	PRICE	MODEL	
Goodremonts Toledo OH	\$ 8,549.00 Lease: \$169.50 for 60 mo. Service: \$0.0069 per copy	Lanier LD050	*
MT Business Technology Holland, OH	\$ 10,705.20 Lease \$210.89 for 60 mo. Service: \$0.0086 B&W \$0.062 color	Ricoh C4500	**
Electronic Imaging Toledo, OH	\$ 10,897.00 Lease: \$322.56 for 36 mo. \$227.75 for 60 mo. Service: \$0.0095 per B&W \$0.075 per Color	Kyocera KM-C4035E	**
Konica Albin Ann Arbor, MI	\$ 14,245.00 Lease: \$462.00 for 36 mo. \$361.00 for 48 mo. \$301.00 for 60 mo. Service: \$0.0065 B&W \$0.07 Color	Konica Minolta Bizhub C550	
Michigan Office Solutions East Lansing, MI	\$15,485.00 Lease: \$350.00 for 60 mo. Service: \$0.006 B&W \$0.059 Color	Konica Minolta Bizhub C550	
Oce North America Lansing, MI	\$15,789.00 Lease: \$513.00 for 36 mo. Service: \$11.00 per mo. base with \$.0088 B&W and \$0.0660 Color	Oce CM5520	
Michigan Office Solutions East Lansing, MI	\$ 16,665.00 Lease: \$377.00 for 60 mo. Service: \$0.006 B&W \$0.059 Color	Xerox Work Centre 7655	

\*- Black/white only, not color

\*\* - Does not meet copy per minute requirement

**City of Adrian  
2008 - 2009 Copier Purchase**

<i>Vendor</i>	<i>Manufacturer</i>	<i>Model</i>	<i>50 ppm</i>	<i>N/C</i>	<i>10-100 N/C</i>	<i>512 RAM</i>	<i>40GB HD</i>	<i>8.5 x 11</i>	<i>8.5 x 14</i>	<i>3000 Sheet</i>
Clark	Toshiba		No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Goodremont's	Lanier	LD050	B&W Only		B&W Only		B&W Only	Did not meet spec	B&W Only	Did not meet spec
Electronic Imaging	Kyovera	KM-C4035E	<del>35</del> 40	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MT Business Tech	Ricoh	C4500	45	Yes	Yes	Yes	Yes	Yes	Yes	2000 LCT
Albin	Konica/Minolta	BizHub 550	<del>45</del> 55	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Michigan Office Solutions	Konica/Minolta	BizHub 550	<del>45</del> 55	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Oce North America	Oce	cm5520	55	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Michigan Office Solutions	Xerox	Work Centre 7655	55	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**City of Adrian  
2008 - 2009 Copier Purchase**

<i>Vendor</i>	<i>Manufacturer</i>	<i>100 Page Feeder</i>	<i>Bypass</i>	<i>Duplex</i>	<i>Magnification</i>	<i>Stapler</i>	<i>2 punch</i>	<i>3 punch</i>	<i>XP Driver</i>	<i>Vista Driver</i>
Clark	Toshiba	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Goodremont's	Lanier	B&W Only	Did not meet spec	B&W Only	Did not meet spec	B&W Only	Did not meet spec	B&W Only	Did not meet spec	B&W Only
Electronic Imaging	Kyovera	not dual scan	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MT Business Tech	Ricoh	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Albin	Konica/Minolta	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Michigan Office Solutions	Konica/Minolta	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Oce North America	Oce	not dual scan	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Michigan Office Solutions	Xerox	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**City of Adrian  
2008 - 2009 Copier Purchase**

<i>Vendor</i>	<i>Manufacturer</i>	<i>2003 Server</i>	<i>40000page/month</i>	<i>1200 dpi</i>	<i>Sheet/bound</i>	<i>Sheet insert</i>	<i>Thick paper</i>	<i>User Access</i>	<i>PM cycle</i>
Clark	Toshiba	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Goodremont's	Lanier	Did not meet spec	B&W Only	Did not meet spec	B&W Only	Did not meet spec	B&W Only	Did not meet spec	B&W Only
Electronic Imaging	Kyovera	Yes	Yes	Yes	Yes	Yes	Yes	Yes	300000 \$.0095 B&W \$.075 Color
MT Business Tech	Ricoh	Yes	Yes	Yes	Yes	Yes	Yes	Yes	80000 \$.0086 B&W \$.062 Color
Albin	Konica/Minolta	Yes	150000	Yes	Yes	Yes	Yes	Yes	150000 \$.0065 B&W \$.07 Color
Michigan Office Solutions	Konica/Minolta	Yes	300000	Yes	Yes	Yes	Yes	Yes	300000 \$.006 B&W \$.059 Color
Oce North America	Oce	No 2003 only	200000	Yes	?	Yes	Yes	Yes	30000 black per month included overages .0088 color .0660
Michigan Office Solutions	Xerox	Yes	Yes	Yes	Yes	Yes	Yes	Yes	500000 Black \$.006 Color \$.059

**City of Adrian  
2008 - 2009 Copier Purchase**

<i>Vendor</i>	<i>Manufacturer</i>	<i>Management software</i>	<i>Mono/Dual</i>	<i>Fax</i>	<i>Network Fax</i>	<i>Network Scan</i>	<i>Color Scan</i>	<i>Scan to desktop</i>	<i>Scan to folder</i>
Clark	Toshiba	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Goodremont's	Lanier	Did not meet spec	B&W Only	Did not meet spec	B&W Only	Did not meet spec	B&W Only	Did not meet spec	B&W Only
Electronic Imaging	Kyovera	Yes	Mono	Yes	Yes	Yes	Yes	Yes	Yes
MT Business Tech	Ricoh	Yes	Mono	Yes	Yes	Yes	Yes	Yes	Yes
Albin	Konica/Minolta	Yes	Dual	Yes	Yes	Yes	Yes	Yes	Yes
Michigan Office Solutions	Konica/Minolta	Yes	Mono	Yes	Yes	Yes	Yes	Yes	Yes
Oce North America	Oce	Yes	Dual	Yes	Yes	Yes	Yes	Yes	Yes
Michigan Office Solutions	Xerox	Yes	Mono	Yes	Yes	Yes	Yes	Yes	Yes

**City of Adrian  
2008 - 2009 Copier Purchase**

<i>Vendor</i>	<i>Manufacturer</i>	<i>Scan to email</i>	<i>TWAIN</i>	<i>OCR</i>	<i>Compression</i>	<i>Scan Resolution</i>
Clark	Toshiba	No Bid	No Bid	No Bid	No Bid	No Bid
Goodremont's	Lanier	Did not meet spec	B&W Only	Did not meet spec	B&W Only	Did not meet spec
Electronic Imaging	Kyovera	Yes	Yes	Yes	JPG, TIFF, PDF	200 - 600 DPI
MT Business Tech	Ricoh	Yes	Yes	Yes	TIFF, JPG	2400 x 600DPI
Albin	Konica/Minolta	Yes	Yes	Yes	PDF	100 - 600DPI
Michigan Office Solutions	Konica/Minolta	Yes	Yes	Yes	PDF, JPG	200-600DPI
Oce North America	Oce	Yes	Yes	Yes	JPG, MMR, MR, MH	200 - 600 DPI
Michigan Office Solutions	Xerox	Yes	Yes	Yes	JPG, PDF, TIFF	600 DPI

**CITY OF ADRIAN, MICHIGAN  
COPIER COST COMPARISON**

		<u>MACHINE COST</u>	<u>ANNUAL B/W COPY COST*</u>	<u>ANNUAL COLOR COPY COST**</u>	<u>TOTAL 3YEAR COST</u>
MT BUSINESS TECHNOLOGY HOLLAND, OH Copy Cost: \$0.0086 B/W \$0.062 Color	Ricoh C4500	\$10,705.20	\$2,580	\$1,637	\$23,356.20
KONICA ALBIN ANN ARBOR, MI Copy Cost: \$0.0065 B/W \$0.070 Color	BizHub 5500	\$14,245.00	\$1,950	\$1,848	\$25,639.00

\* Based on 25,000 copies per month

\*\*Based on 2,200 copies per month

**RE: FINANCE DEPARTMENT/PURCHASING OFFICE – Authorization to Purchase Replacement Copier for City Hall 2<sup>nd</sup> Floor Offices**

**RESOLUTION**

WHEREAS, the City Commission, by Resolution #08-066 dated May 5, 2008, adopted the FY2008-09 Budget and General Appropriations Act, which included provisions (\$10,000) in the City Administrator’s Budget for a replacement copier for use by offices housed on the 2<sup>nd</sup> floor of City Hall, including Administration, Recreation, Clerk, Inspection, Engineering and Community Development Departments; and

WHEREAS, the Purchasing Office has solicited bid proposals and received the following seven (7) responses Tuesday, July 29, 2008:

<u>Vendor</u>	<u>Model</u>	<u>Price</u>
Goodremonts Toledo, OH	Lanier LD050	\$ 8,549.00
MT Business Technology Holland, OH	Ricoh 4500	\$10,705.20
Electronic Imaging Toledo, OH	Kyocera KM-C4035E	\$10,897.00
Konica Albin Ann Arbor, MI	Konica Minolta Bizhub C550	\$14,245.00
Michigan Office Solutions East Lansing, MI	Konica Minolta Bizhub C550	\$15,485.00
Oce North America Lansing, MI	Oce CM5520	\$15,789.00
Michigan Office Solutions East Lansing, MI; and	Xerox Work Centre 7655	\$16,665.00

WHEREAS, although the bid specification did not require a color copier, the low bid was the only bid received that was exclusively a black and white copier (Lanier Model LD050); a review of departmental needs indicates that a color copier would be much preferred and, therefore, the low bid was not considered; and

WHEREAS, Electronic Imaging has withdrawn their proposal, therefore, the next two (2) lowest qualified bidders, MT Business Technology and Konica Albin, were invited to give onsite demonstrations; the Konica Minolta Bizhub (Model C550) proved itself superior in the demonstration, including scanning features, potential paper jams, durability and ease of use; and

WHEREAS, the City Administrator recommends selection of the Konica Minolta Bizhub (Model C550) copier provided by Konica Albin, Ann Arbor, MI at a price of \$14,245, which requires a budget adjustment to cover the total cost.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the purchase of one (1) Konica Minolta Bizhub (Model C550) copier provided by Konica Albin, Ann Arbor, MI at a price of \$14,245.

BE IT, FURTHER, RESOLVED that the FY2008-09 Budget be amended as follows:

**General Fund (101) – City Administrator (172.00)**

Expenditures:

(101-172.00-977.000)	Capital Equipment	\$4,245
(101-990.00-990.000)	General Fund Contingency	<u>(4,245)</u>
	Total	<u>\$ -0-</u>

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



**MEMO**

Date: October 30, 2008

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

From: Jeffrey C. Pardee, Finance Director

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

Re: **UTILITIES DEPARTMENT –Groundwater Project – Authorization to  
Execute Purchase Agreement for Real Property Located at 1802 Hamilton  
Highway**

The Adrian City Commission, on December 15, 2003, authorized an Amended Purchase Agreement between the City of Adrian (buyer) and Norman E. Williams and Brenda J. Williams (sellers) to acquire real property commonly known as 1802 Hamilton Highway. The agreed upon purchase price of the subject property was \$500,000, with \$125,000 paid in December 2003, in consideration of obtaining easements necessary for access and construction of well-head facilities for the City's groundwater project, and the balance due, plus an annual adjustment for inflation, when and if the option to sell is exercised by the sellers within five (5) years of the original Amended Purchase Agreement (December 15, 2008).

The sellers have indicated a preference to complete the sale of the subject property for an inflation adjusted balance of \$448,424.16. Total cost including prorated taxes (\$1,764.08), transfer tax and recording fees (\$3,874.10), and title insurance (\$1,623.75), amounts to \$455,686.09. Sufficient funds are available for this purpose in the Water Fund-Unrestricted Net Assets Account (591-000.00-392.000).

The attached resolution has been prepared for consideration by the City Commission at their regularly scheduled meeting on November 3, 2008, authorizing the Mayor and City Clerk to sign all necessary documents to complete final execution of the previously agreed upon Amended Purchase Agreement to acquire the aforementioned property and, further, authorizing appropriate amendments to the FY2008-09 Budget. If you have any questions or need for further information, please contact my office.

**RE: UTILITIES DEPARTMENT –Groundwater Project – Authorization to Execute Purchase Agreement for Real Property Located at 1802 Hamilton Highway**

**RESOLUTION**

WHEREAS, the Adrian City Commission, on December 15, 2003, authorized an Amended Purchase Agreement between the City of Adrian (buyer) and Norman E. Williams and Brenda J. Williams (sellers) to acquire real property commonly known as 1802 Hamilton Highway; and

WHEREAS, the agreed upon purchase price of the subject property was \$500,000, with \$125,000 paid in December 2003, in consideration of obtaining easements necessary for access and construction of well-head facilities for the City’s groundwater project, and the balance due, plus an annual adjustment for inflation, when and if the option to sell is exercised by the sellers within five (5) years of the original Amended Purchase Agreement (December 15, 2008); and

WHEREAS, the sellers have indicated a preference to complete the sale of the subject property for an inflation adjusted balance of \$448,424.16; total cost including prorated taxes (\$1,764.08), transfer tax and recording fees (\$3,874.10), and title insurance (\$1,623.75), amounts to \$455,686.09; and

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose in the Water Fund-Unrestricted Net Assets Account (591-000.00-392.000); and

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution for authorization of the Mayor and City Clerk to sign all necessary documents to complete final execution of the previously agreed upon Amended Purchase Agreement to acquire the aforementioned property and, further, authorization to make appropriate amendments to the FY2008-09 Budget.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the Mayor and City Clerk to sign all necessary documents to complete final execution of the previously agreed upon Amended Purchase Agreement (dated December 15, 2003) to acquire real property commonly known as 1802 Hamilton Highway for a total remaining balance of \$455,686.09.

BE IT, FURTHER, RESOLVED that \$455,687 be appropriated from the Water Fund-Unrestricted Net Assets Account (591-000.00-392.000) and that the FY2008-09 Budget be amended as follows:

**Water Fund 591)**

Revenue:  
(591-000.00-697.000) Prior Years’ Revenue \$455,687

Expenditures:  
(591-550.00-971.000) Land 455,687  
Total \$ -0-

On motion by Commissioner \_\_\_\_\_,

seconded by Commissioner \_\_\_\_\_, this resolution was

adopted by a \_\_\_\_\_ vote.