



PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
TUESDAY
JULY 5, 2011
5:30 P.M.**

The City Commission will meet for a pre-meeting study session on Tuesday, July 5, 2011 at 5:30 p.m. in the City Chambers Building, 159 E. Maumee St., to discuss the following:

- I. Discussion of Finance Director's Memo for Pension Committee Recommendations

- I I. Other Items as Time Permits



COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
TUESDAY
JULY 5, 2011
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- I I. ROLL CALL
- I I I. APPROVAL OF MINUTES OF THE JUNE 20, 2011 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- I V. PRESENTATION OF ACCOUNTS
- V. PUBLIC COMMENTS
- V I. CONSENT AGENDA
 - 1. **CR11-027. Downtown Development Authority.** Resolution to reappoint Nelson Douglas and Pi Benio to the Downtown Development Authority for 4-year terms.
 - 2. **CR11-028. Historic District Commission.** Resolution to reappoint Dr. William DeMots to the Historic District Commission for a 3-year term.
 - 3. **CR11-029. Engineering Dept.** Resolution to set a public hearing date of 7/18/11 to hear and consider comments to establishment of a Special Assessment District for improvements on Seeley Street from Locust to the dead-end east of Comstock.
 - 4. **CR11-030. Clerk's Office.** Resolution to reappoint Waneta Raloff, Jane Castle and Margaret Noe to the Election Commission for 1-year terms.
 - 5. **CR11-031. Fire Department.** Resolution authorizing the issuance of a permit for a fireworks display to the Christian Family Centre for their Annual Community Celebration on August 6, 2011.
- V I I. REGULAR AGENDA
 - A. ORDINANCES
 - 1. **Ord. 11-003. Planning Commission.** Second reading of an Ordinance to update the Public Act number that refers to the powers and duties of the Planning Commission; changing from P.A. 285 of 1931 to P.A. 33 of 2008.

2. **Ord. 11-004. Planning Commission.** Second reading of an Ordinance to amend Sec. 2-452 of the City Code by adding language to ensure membership on the Planning Commission is representative of important segments of the community and the entire territory of the city to the extent possible.

B. RESOLUTIONS

1. **R11-077. Information Technology.** Resolution to retain BS & A for implementation of a fee-for-service internet access for certain city records, including assessing, tax, special assessment, utility billing and miscellaneous receivables.
2. **R11-078. Engineering Dept.** Resolution to award bids for reconstruction of a portion of Beecher Street from Treat Street to Parr Hwy. in collaboration with the Lenawee County Road Commission.
3. **R11-079. Engineering Dept.** Resolution to award the proposal for design/build services for the Farmers' Market Project.

V I I I. MISCELLANEOUS

1. Parks & Recreation Quarterly Report (Spring 2011)
2. Parks & Recreation Resident/Non-Resident Comparison (Spring 2011)

I X. PUBLIC COMMENTS

X. COMMISSION COMMENTS



MINUTES

**MINUTES
ADRIAN CITY COMMISSION
JUNE 20, 2011
7:00 P.M.**

Official proceedings of the June 20, 2011 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 DuMars, Warren, Osborne, Carrico, Steele and Clegg

Mayor McDowell in the Chair.

Commissioner DuMars moved to approve the minutes of the June 6, 2011 regular meeting of the Adrian City Commission, seconded by Commissioner Clegg, motion carried by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher #3472 through #3477	\$124,760.72
General Fund Vouchers #20491 through #20516	\$ 296,689.61
Clearing Account Vouchers amounting to	<u>\$219,002.61</u>
TOTAL EXPENDITURES	<u>\$640,452.94</u>

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

PROCLAMATION

1. Proclamation presented to Marcia Bohannon, Transportation Director, on behalf of Adrian Dial-A-Ride staff, for their role in the successful transportation program, *The Route*. This pilot program provided free transportation to high school and college students on Thursday and Friday evenings to 14 destinations throughout the greater Adrian area.

PUBLIC COMMENTS

1. Greg Stalter, Republic Services, thanked the Commission for allowing them to bid for the downtown garbage contract and he hoped to keep the continued service.
2. Jim Kapnick, 490 N. Scott, spoke in support of the access route for Adrian College and updated the Commission on the steps that the college is making to correct the problems between the college and the residents of the area.

3. Patty Marr, 620 N. Broad St., said she greatly appreciated "The Route" transportation.
4. Dale Stoltz, 1205 University Ave., said he supports the access route for Adrian College if they agree to close off Michigan Avenue at Madison Street. He is very concerned about the intrusion of the college into the neighborhoods.
5. Tom Neill, 149 S. Madison St., supports the access route for Adrian College; feels that the college has been a good neighbor.
6. Rhea Mills, 999 Michigan Ave., was happy to be a part of the committee that researched ideas on how to make the access route work for the college and the neighborhood. Would be happiest with Option #4.

COMMUNICATIONS

1. **C-1. Finance Department.** Communication on the Municipal Employees' Retirement System's Annual Actuarial Valuation.
2. **C-2. Administration.** Communication from Comcast regarding a change in channel lineup.

CONSENT AGENDA

RESOLUTIONS

RESOLUTION CR11-017

RE: ANNUAL BID – Equipment Rental

WHEREAS, sealed bids were received June 1, 2011 for the annual equipment rental; and

WHEREAS, said bids have been tabulated and recommendations made by the Assistant Finance Director and the City Administrator, with the bid results as follows:

ITEM	Slusarski Excavating Adrian MI	Brady Sand & Gravel Tecumseh, MI	Pricing 2010-11
Motor Grader	\$99.00	\$124.50	\$94.00
Earth Mover	\$99.00	\$148.50	\$90.00
Small Backhoe	\$79.00	\$89.50	\$75.00
Large Backhoe – ½ cy	\$85.00	\$131.50	\$78.00
Large Backhoe – ¾ cy	\$105.00	\$155.00	\$95.00
Large Backhoe – 1 cy	\$125.00	\$155.00	\$110.00
Drum Compactor	CAT \$92.00 Champion \$82.00	CAT \$110.00	\$90.00 \$80.00
Bulldozer-Small	\$82.00	\$92.00	\$78.00

Bulldozer-Large	\$89.50	\$101.00	\$85.00
Tri-Axle Dump Truck	\$82.00	\$101.00	\$78.00
Quad-axle Dump Truck	\$89.00	\$115.50	\$85.00
Low Boy	\$98.00	\$120.00	\$90.00
Notice	2 days		

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for equipment rental be awarded to Slusarski Excavating of Adrian, MI for the items and prices as listed in the bid tabulation above and under the term and conditions as specified and as proposed in their sealed bids dated June 1, 2011.

RESOLUTION CR11-018

RE: ANNUAL BID - Annual Miscellaneous Electrical Work at Various City Facilities

WHEREAS, sealed bids were received June 1, 2011 for the annual electrical work at various City facilities; and

WHEREAS, said bids have been tabulated and recommendations made by the Assistant Finance Director and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for miscellaneous electrical work be awarded to Masson's Electric of Adrian, MI in the amount of \$45.00 per hour and 20% markup on parts under the terms and conditions as submitted and as proposed in their sealed bid dated June 1, 2011 and the City's Standard Professional Services Contract.

RESOLUTION CR11-019

RE: ANNUAL BID - Precast Concrete

WHEREAS, sealed bids were received on June 1, 2011 for the annual precast concrete requirements; and

WHEREAS, said bids have been tabulated and recommendations made by the Assistant Finance Director and the City Administrator, with the bid results as follows:

ITEM	Kerkstra Precast Inc Grandville, MI	Northern Concrete Pipe Bay City, MI	Precast Concrete Blissfield, MI
Manhole Accessories:			
2' base 8"x 48" (cookie)	\$51.30 ea	\$110.00 ea	\$200.00 ea
4' base 8"x 72" (cookie)	\$79.20 ea	\$190.00 ea	\$290.00 ea
4' base 8" x 58" (donut)	\$132.30 ea	\$175.00 ea	\$235.00 ea
Adjusting Rings:			
2" x 24"	\$ 16.00 ea	\$22.00 ea	\$ 28.00 ea
3" x 24"	\$ 20.00 ea	\$33.00 ea	\$ 33.00 ea

6" x 24" (w/lifting holes)	\$ 40.00 ea	\$66.00 ea	\$ 45.00 ea
Manhole Sumps:			
24" ID x 24" deep, 6" walls	\$130.50 ea	\$140.00 ea	\$225.00 ea
48" ID x 24" deep	\$192.60 ea	\$300.00 ea	\$300.00 ea
Barrel Block:			
24" x 6" high	\$ 1.50 ea	\$1.27 ea	\$ 1.50 ea
48" x 6" high	\$ 1.50 ea	\$1.27 ea	\$ 1.50 ea
Load Charge	\$200 for less than a truckload	\$3.00 per mile (both ways) if less than truckload	\$70.00 per trip
Minimum order			\$3,000.00
Conditions	Net 30		24% service chrg over 30 days

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for precast concrete be awarded to Kerkstra Precast of Grandville, MI for the items and prices as listed in the bid tabulation above and under the terms and conditions as specified and as proposed in their sealed bid dated June 1, 2011.

RESOLUTION CR11-020

RE: ANNUAL BID – Ready Mix Concrete

WHEREAS, sealed bids were received June 1, 2011 for the annual Ready Mix concrete requirements; and

WHEREAS, said bids have been tabulated and recommendations made by the Assistant Finance Director and the City Administrator, with the results as follows:

ITEM	Doan Companies Adrian MI	Darby Ready Mix Addison MI	Kuhlman Corp Adrian MI	Pricing 2010-11
Class P1 6 Bag Per cy	\$77.25	\$77.50	\$82.00	\$76.50
Class HE- Per cy	\$82.50	\$82.50	\$86.00	\$82.50
Extra for Chloride - Per cy	\$1.50 per %	\$1.50 per %	\$0.75 per .5%	\$1.50 per %
Extra for Heat Per cy	\$4.25	\$5.00	\$5.00	\$4.00
Extra for fiber Per cy	\$4.50	\$5.00	\$6.00	\$4.00
Extra for min load- Per cy	None	None	\$75.00 for less than 2 cy	
Flowable Fill Per cy	\$62.00	\$60.00	\$64.00	\$64.50
Delivery	4 hr notice 4 hr delivery	2 hr notice 3 hour delivery	2 hr notice 48 hr delivery	
Sell to others for city projects	Yes	Yes	Yes	

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for Ready Mix concrete be awarded to Doan Companies of Adrian, MI for the items and prices as listed in the bid tabulation above and under the terms and conditions as specified and as proposed in their sealed bid dated June 1, 2011.

RESOLUTION CR11-021

RE: ANNUAL BIDS – Backfill Materials

WHEREAS, sealed bids were received June 1, 2011 for the annual backfill material requirements; and

WHEREAS, said bids have been tabulated and recommendations made by the Assistant Finance Director and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED, that the annual bid for backfill materials be awarded to Van Brunt Transport of Onsted, MI at a cost of \$6.55 per ton for Class 2 sand and \$15.00 per cubic yard for topsoil under the terms and conditions as specified and as proposed in their sealed bid dated June 1, 2011.

RESOLUTION CR11-022

RE: CITY COMMISSION – Change in Commission Meeting Date

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

WHEREAS, the regular meeting scheduled for Monday July 4, 2011 occurs on the observed 4th of July holiday.

NOW, THEREFORE, BE IT RESOLVED that said regular meeting will be held on Tuesday, July 5, 2011 at 7:00 p.m. in the City Chambers Building located at 159 E. Maumee St., Adrian, MI.

RESOLUTION CR11-023

RE: UTILITIES DEPT. – Annual Bid for Street Castings

WHEREAS, sealed bids were received June 1, 2011 for the annual bid for street casting requirements, which includes manholes, manhole lids, catch basins and other miscellaneous items; and

WHEREAS, said bids have been tabulated and recommendations made by the Utilities Director and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for street castings be awarded to East Jordan Iron Works of Oak Park, MI for the items and amounts as listed in the bid tabulation and under the terms and conditions as submitted and proposed in their sealed bid dated June 1, 2011.

RESOLUTION CR11-024

RE: UTILITIES DEPARTMENT – Annual Bid for Ductile Iron Pipe & Fittings

WHEREAS, sealed bids were received on June 1, 2011 for the annual ductile iron pipe and fittings requirements; and

WHEREAS, said bids have been tabulated and recommendations made by the Utilities Director and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the bid for all Class 52 ductile iron pipe be awarded to Kuhlman Corporation of Maumee, OH and that all ductile iron mechanical joint fittings, gate valves with accessories, tapping valves with accessories and tapping sleeves be awarded to Etna Supply of Grand Rapids, MI for the prices and under the terms and conditions as submitted and proposed in their sealed bids dated June 1, 2011.

RESOLUTION CR11-025

RE: UTILITIES DEPARTMENT – Annual Bids for Treatment Chemicals

WHEREAS, sealed bids were received on June 7, 2011 for the annual treatment chemicals for the Water and Wastewater Plants; and

WHEREAS, said bids tabulated and recommendations made by the Utilities Director and the City Administrator, with the results as follows:

Chemical	Recommended Supplier	Bid Price per lb.	% Change from Previous Year
Ferric Chloride	Kemira Water Solutions	\$0.189	-6%
Ferric Sulfate	General Chemical	\$0.115	+32%
Pebble Lime	Western Lime	\$126.00 ton	+2%
Fluoride	PVS Nolwood	\$0.3185	-6%
Sodium Hypochlorite	KA Steel	\$0.072	+15%
Phosphate	Carus Corporation	\$0.59	+10%
Carbon Dioxide	Continental Carbonic	\$0.031	-2%

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

NOW, THEREFORE, BE IT RESOLVED that the bids for treatment chemicals be awarded to the vendors and for the prices listed above and under the terms and conditions as submitted and proposed in their sealed bids dated June 7, 2011.

RESOLUTION CR11-026

RE: DEPARTMENT OF PUBLIC WORKS – MOTOR VEHICLE POOL – Purchase of Mobile Two-Way Radios

WHEREAS, the Department of Public Works-Motor Vehicle Pool, in conjunction with the Office of Purchasing, has solicited and received bids for mobile two-way radios for Public Works and Parks & Forestry vehicles on June 9, 2011 from various vendors with the following results:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
Adrian Communications	Adrian, MI	\$289.00
State Electronics	Madison Heights., MI	\$302.00
Digicom Global, Inc.	Troy, MI	\$312.75
Advanced Wireless	Wixom, MI	\$315.00
T&W Electronics	Grand Rapides, MI	\$386.75
Herkimer Radio	Monroe, MI	\$417.00; and

WHEREAS, the City Engineer and City Administrator recommend selection of the lowest qualified bidder meeting bid specifications, Adrian Communications, Adrian, MI, and acquisition of twenty (20) mobile two-way radios for use on Motor Pool vehicles for the Department of Public Works and Parks & Forestry Division of the Department of Parks & Recreation at a cost not to exceed \$5,780.00; and

WHEREAS, the Finance Director indicates that sufficient funds for this purpose are available in the FY2010-11 Motor Vehicle Pool Budget (662-441.62-853.000) DPW Radio Maintenance and (662-697.62-853.000) Parks & Forestry Radio Maintenance.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes selection of the lowest qualified bidder meeting bid specifications, Adrian Communications, Adrian, MI, and acquisition of twenty (20) mobile two-way radios for use on Motor Pool vehicles for the Department of Public Works and Parks & Forestry Division of the Department of Parks & Recreation at a cost not to exceed \$5,780.00

On motion by Commissioner Steele, seconded by Commissioner DuMars, Consent Resolutions CR11-017 through CR11-026 were adopted by a unanimous vote.

REGULAR AGENDA

ORDINANCES

1. **Ord. 11-003. Planning Commission.** Introduction of an Ordinance to update the Public Act number that refers to the powers and duties of the Planning Commission; changing from P.A. 285 of 1931 to P.A. 33 of 2008.
2. **Ord. 11-004. Planning Commission.** Introduction of an Ordinance to amend Sec. 2-452 of the City Code by adding language to ensure membership on the Planning Commission is representative of important segments of the community and the entire territory of the city to the extent possible.

RESOLUTIONS

RESOLUTION R11-069

OPTION I

RE: ENGINEERING DEPT. – Approval of Adrian College’s Request for Construction of a New Access Street

WHEREAS, Adrian College has requested the Adrian City Commission to support the construction of a new city street to be constructed from an existing stoplight on US-223 to a location at the corner of Charles Street and Michigan Avenue; and

WHEREAS, the Adrian City Commission has heard public comments regarding the request and has reviewed a presentation of a traffic study conducted on behalf of Adrian College by URS.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Adrian City Commission does hereby support the construction of said new city street; and

FURTHER RESOLVES, that the City Engineer is directed to draft and send correspondence to the Michigan Department of Transportation to request authority for the city to proceed with said construction project.

Commissioner Clegg motioned to accept Option #1, seconded by Commissioner DuMars, no vote taken.

Commissioner Steele brought to bear that Option #1 did not indicate that the college would pay for the construction of the new road. There was considerable discussion between the Commissioners as to which option they would approve.

Commissioner Clegg rescinded his motion to adopt Option I and Commissioner DuMars rescinded his second.

RESOLUTION R11-069

OPTION III

RE: ENGINEERING DEPT. – Approval of Adrian College’s Request for Construction of a New Access Drive Subject to Development Agreement Conditions

WHEREAS,, Adrian College (hereinafter referred to as “College”) has requested the Adrian City Commission to support the construction of a new city street to be constructed from an existing stoplight on US-223 to a location at the corner of Charles Street and Michigan Avenue; and

WHEREAS, the Adrian City Commission has heard public comments regarding the request and has reviewed a presentation of a traffic study conducted on behalf of Adrian College by URS.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Adrian City Commission does hereby support the construction of said new city street; and be it

FURTHER RESOLVED, that the City Engineer is directed to draft and send correspondence to the Michigan Department of Transportation to request authority for the city to proceed with said construction project; and be it

FURTHER, RESOLVED that this resolution is subject to Adrian College entering into a development agreement with the city with the following provisions:

1. ~~In the event the status of any city street is changed by the State of Michigan due to the construction of said street, Adrian College will annually pay to the city a sum equal to the reduction in revenue that would have been realized by the city had the street status not been changed.~~
2. Prior to the approval of bids for the construction by the city, the college shall transmit funds to the city equal to the bid to be approved, plus a contingency amount of ten (10%) percent.
3. The college will agree to pay all costs for all required studies and construction of said new street and shall reimburse the city for all expenses and any time expended by the City Engineering Department to assist in the creation, design and overseeing construction of the project.
4. ~~In the event any property currently on the tax rolls of the city is acquired by the College for this project and is, thus, removed from the city tax rolls, the College will annually reimburse the city for the city's share of the loss of tax revenue that would have been paid to the city had the properties not been acquired by the College for this purpose.~~

On motion by Commissioner Clegg to approve Option III, with the removal of Items #1 and #4, seconded by Commissioner DuMars, this resolution was adopted by a 5-2-0 vote.

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

NAYS: Commissioners Osborne and Warren

ABSTAINED: None

RESOLUTION R11-070

RE: ADMINISTRATION – Community Movie Tour Book for City Website

WHEREAS, the City of Adrian had previously entered into an agreement with CGI Communications, Inc. to produce a "Community Movie Tour Book" to be shown on the City of Adrian website; and

WHEREAS, the initial term of said agreement is due to expire; and

WHEREAS, CGI has requested a new contract for an additional three-year period to create up to five new videos to be shown on the City's website.

NOW, THEREFORE, BE IT RESOLVED that the terms of said proposed agreement, which is attached hereto, are hereby approved and that the City Administrator is hereby authorized to execute the attached agreement on behalf of the City of Adrian.

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

RESOLUTION R11-071

RE: CITY ENGINEER– Authorization to Replace Two (2) HVAC Units at City Hall

WHEREAS, the City Engineer is requesting authorization to replace two (2) HVAC units at City Hall, which have consumed their useful lives; and

WHEREAS, one unit serves the front section of the second floor and the other is located in the mezzanine but serves the north end of the first floor; and

WHEREAS, a price quote has been solicited and supplied by Adrian Mechanical Services, Adrian, MI, consisting of \$5,775 and \$7,950, respectively, for a total cost amounting to \$13,725; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the City Chambers budget, due to lower than expected expenses; and

WHEREAS, the City Engineer and City Administrator recommend that the City Commission approve this resolution authorizing the acquisition and installation of two (2) HVAC units at City Hall from Adrian Mechanical Services, Adrian, MI at a cost not to exceed \$13,725, approval of appropriate budget adjustments, and waiver of the competitive bid process.

NOW, THEREFORE, BE IT RESOLVED that, by this resolution, the City Commission hereby authorizes the acquisition and installation of two (2) HVAC units at City Hall from Adrian Mechanical Services, Adrian, MI at a cost not to exceed \$13,725.

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

General Fund (101)

Expenditures:

Dept. 266 – City Chambers

(101-266.00-777.000)	Custodial Supplies	\$(1,000)
(101-266.00-808.000)	Janitorial Services	(2,000)
(101-266.00-911.000)	Property Insurance	(5,000)
(101-266.00-921.000)	Electrical	(3,000)
(101-266.00-922.000)	Heat	(1,725)
(101-266.00-923.000)	Water	(1,000)
	Subtotal City Chambers	\$(13,725)

Dept. 265 – City Hall	Capital Equipment	\$ 13,725
(101-265.00-977.000)	Total	<u>\$ -0-</u>

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

RESOLUTION R11-072

RE: CITY OF ADRIAN ASSESSING OFFICE – Authorization to Acquire and Implement Cost Analysis Valuation System (CAVS)

WHEREAS, with regard to the scope of Personal Property Assessments, the General Property Tax Act (Public Act 206 of 1893 – MCL 211.00) specifies that all goods, chattels, and effects within this state are included, except those expressly exempted; and

WHEREAS, businesses are annually required to submit by February 22 an inventory of non-exempt Personal Property that fairly values the goods, chattels and effects located at that business as of the preceding December 31; and

WHEREAS, the voluntary nature of the program naturally tends toward under-reporting and non-reporting, as evidenced by the recently completed discovery contract with Tax Management Associates (TMA), Brighton, MI which resulted in adding over a quarter million dollars to the personal property tax assessment roll; and

WHEREAS, to mitigate under-reporting, the Finance Director recommends acquisition and implementation of a product developed by TMA called Cost Analysis Valuation System (CAVS); and

WHEREAS CAVS is an on-line valuation guide that provides thousands of personal property items represented in hundreds of documented businesses; this service allows the assessor to get away from arbitrary and capricious valuations and establish a value using cost data that is both fair and defensible; and

WHEREAS, the cost of gaining access to the TMA CAV database is \$3,000 per year; sufficient funds are available in the General Fund Contingency Account (101-990.00-990.000).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the City Assessing Office to acquire access to the Cost Analysis Valuation System (CAVS) provided by Tax Management Associates (TMA), Brighton, MI. for the purpose of fairly valuing the goods, chattels and effects of businesses located in the City of Adrian when determining their personal property tax obligations.

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

General Fund (101)

Expenditures:

(101-990.00-990.000)	Contingency	\$(3,000)
(101-209.00-812.000)	Assessing Office-Consulting Services	3,000
	Total	<u>\$ -0-</u>

On motion by Commissioner DuMars, seconded by Commissioner Clegg, no vote was taken.

After discussion amongst the Commission, it was decided that more education is needed before the resolution is voted on.

Commissioner DuMars rescinded his motion to adopt Resolution R11-072, Commissioners Clegg withdrew his second, and the resolution was PULLED from the agenda.

RESOLUTION R11-073

RE: ENGINEERING-PUBLIC WORKS – Annual Limestone Bids

WHEREAS, sealed bids were received on June 1, 2011 for the annual limestone requirements; and

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

ITEM	Aggregate Industries Kalamazoo MI	Van Brunt Transport Onsted, MI	Gerkin Materials Adrian, MI
FOB City Storage:			
#1 Limestone	No Bid	\$ 12.95 ton	\$14.50 ton
#2 Limestone	\$11.95 ton Sub #1x3	\$ 12.95 ton	\$14.50 ton
#6 Limestone	No Bid	\$ 13.10 ton	\$15.00 ton
#411 Limestone	\$10.45 ton Sub #23A	\$ 11.00 ton	\$13.75 ton
#304 Limestone	\$10.95 ton Sub #21AA	\$ 11.00 ton	\$13.75 ton
FOB Adrian Sites:			
#1 Limestone	No Bid	\$ 12.95 ton	\$15.00 ton
#2 Limestone	\$11.95 ton Sub #1x3	\$ 12.95 ton	\$15.00 ton
#6 Limestone	No Bid	\$ 13.10 ton	\$15.00 ton
#411 Limestone	\$10.45 ton Sub #23A	\$ 11.00 ton	\$14.25 ton
#304 Limestone	\$10.95 ton Sub #21AA	\$ 11.00 ton	\$14.25 ton
FOB Pickup:			
#1 Limestone	No Bid		\$14.50 ton
#2 Limestone	\$9.50 ton Sub #1x3		\$14.50 ton
#6 Limestone	No Bid		\$15.00 ton
#411 Limestone	\$9.50 ton Sub #23A		\$13.75 ton
#304 Limestone	\$10.00 ton Sub #21AA		\$13.75 ton
Delivery	2 days	1 – 2 days	2 days

their water bills. Management of the system will be the responsibility of the Downtown Development Director's Office and the City's Finance Department; and

WHEREAS, stemming from the City's competitive bid process, Allied Waste Services of Adrian, Michigan (now DBA Republic Services of Adrian) was engaged in the City's Standard Professional Services Contract for the provision of five (5) six-yard waste dumpsters to be serviced six (6) times per week and five (5) four-yard cardboard dumpsters to be serviced once per week for a total first year price of \$28,020.00, with annual CIP increases for years two and three of the contract; and

WHEREAS the aforementioned contract expires June 30, 2011 and the Downtown Development Authority, in conjunction with the City of Adrian Purchasing Office has solicited bids for continuation of waste management services, with the following results:

Allied Waste Services (DBA Republic Services) Adrian, Michigan		
5 ea.	Six-Yard Dumpsters (Pickup 6 times per week)	\$13,176.00
3 ea.	Four-Yard Dumpsters for Cardboard (Pickup 1 time per week)	947.88
2 ea.	Four-Yard Dumpsters for Cardboard (pickup 2 times per week)	1,227.84
Total		\$15,351.72
Four (4%) Percent Annual Inflationary Increase for Years Two and Three of the Contract)		

Stevens Disposal & Recycling Service, Inc. Petersburg, Michigan		
5 ea.	Six-Yard Dumpsters (pickup 6 times per week)	\$15,000.00
3 ea.	Four-Yard Dumpsters for Cardboard (pickup 1 time per week)	1,260.00
2 ea.	Four-Yard Dumpsters for Cardboard (pickup 2 times per week)	960.00
Total		\$17,220.00
Five (5%) Percent Annual Inflationary Increase for Years Two and Three of the Contract)		

WHEREAS, the Adrian Downtown Development Director and City Administrator have reviewed the proposals and recommend the acceptance of the low bid and selection of Allied Waste Services of Adrian, Michigan (DBA Republic Services of Adrian) for engagement in the City's Standard Professional Services Contract for a three-year agreement (July 1, 2011 through June 30, 2014) to provide waste management services within the core downtown district at a cost not to exceed (Including Four (4%) Percent Annual Inflationary Increase for Years Two and Three of the Contract):

First Year	\$15,351.72
Second Year	15,965.79
Third Year	<u>16,604.42</u>
TOTAL	<u>\$47,921.93</u>

WHEREAS the Finance Director indicates that sufficient funds are available for this purpose in the FY2011-12 DDA-TIF Budget Contract Services Account (281-290.00-801.000).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby accepts the low bid and selection of Allied Waste Services of Adrian, Michigan (DBA Republic Services of Adrian) for engagement in the City's Standard Professional Services Contract for a three-year agreement (July 1, 2011 through June 30,

2014) to provide waste management services within the core downtown district at a cost not to exceed (Including Four (4%) Percent Annual Inflationary Increase for Years Two and Three of the Contract):

First Year	\$15,351.72
Second Year	15,965.79
Third Year	<u>16,604.42</u>
TOTAL	<u>\$47,921.93</u>

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

RESOLUTION R11-075

RE: ADMINISTRATION – Sale of 372 Nelson Street

WHEREAS, the City Commission has identified several parcels of real estate located in the City which have no known current or future use for governmental purposes; and

WHEREAS, one of said parcels is located at 372 Nelson Street, consisting of .158 acres on a vacant lot; and

WHEREAS, the City Administrator has discussed a price with the only adjacent property owner, wherein she offered to pay the sum of Seven Hundred and Fifty Dollars (\$750.00), to be paid at the rate of \$100.00 per month until paid in full.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Mayor and City Clerk are authorized to execute a Land Contract prepared by the City Attorney with Maria Aguilar to sell 372 Nelson Street, Adrian, MI, for the sum of \$750.00 with no interest, with payments of \$100.00 per month until paid in full and that a Quit-Claim Deed will be conveyed at such time as the full payment price has been paid.

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

RESOLUTION R11-076

RE: UTILITIES DEPARTMENT –Wastewater Plant - Replacement Ballasts for Ultraviolet Disinfection System

WHEREAS, the Adrian City Commission included \$25,000 in the FY2010-11 Sewer Fund Capital Budget (497-554.00-975.144) for the planned replacement of (48) ballasts for the ultraviolet disinfection system at the Wastewater Treatment Plant; and

WHEREAS, a quote was solicited and obtained from the sole source provider – ITT Water & Wastewater USA, Wedeco Products, Charlotte, NC amounting to \$22,896.00; and

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose in the Wastewater Capital Project Fund (497-554.00-977.144); and

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution for the acquisition of (48) replacement ballasts for the ultraviolet disinfection system at the Wastewater Treatment Plant from ITT Water & Wastewater USA, Wedeco

Products, Charlotte, NC at a cost not to exceed \$22,896.00, and that the bid process be waived.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acquisition of (48) replacement ballasts for the ultraviolet disinfection system at the Wastewater Treatment Plant from ITT Water & Wastewater USA, Wedeco Products, Charlotte, NC at a cost not to exceed \$22,896.00.

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 DuMars, seconded by Commissioner Carrico, this resolution was adopted by a unanimous vote.

MISCELLANEOUS

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

PUBLIC COMMENTS

1. Don Taylor thanked the Commission for the Proclamation and said he felt that *The Route* was an excellent example of public/private collaboration.

COMMISSION COMMENTS

1. Commissioners Osborne recommended that Adrian College look at property west of US-223 for expansion.
2. Administrator Nelson gave an update on the informational meeting he held for the Commission/Mayoral candidates and felt it went very well.
3. Commissioner Carrico requested that the Commission carefully read the MERS report so that it can be discussed.

The next regular meeting of the Adrian City Commission will be held on **Tuesday, July 5, 2011** at 7:00 p.m. in the City Chambers Building, 159 E. Maumee St., Adrian, MI 49221.

Gary E. McDowell
Mayor

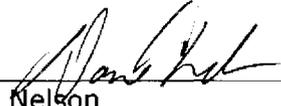
Pat Baker
City Clerk



CHECK REGISTER

July 5, 2011

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



Dane C. Nelson
City Administrator

DCN:bjw

RESOLVED, that disbursements be and they are hereby authorized for warrants directed to be drawn on the City Treasurer for the following:

Utility Department Vouchers	
Vouchers #3478 through #3486	\$128,079.63
General Fund	
Vouchers #20517 through #20550	\$411,939.48
Clearing Account Vouchers	
amounting to.....	<u>\$251,745.61</u>
TOTAL EXPENDITURES	<u>\$791,764.72</u>

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

June 30, 2011

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
3478	Citizens Gas Fuel Co	Various Heat Bills	\$ 2,101.13
3479	Frontier	O&M Phone Bill	\$ 40.17
3480	City of Adrian: Utilities	Various Water Bills	\$ 264.10
3481	City of Adrian: Clearing Acct	June 20 Check Reg	\$ 35,675.80
3482	Frontier	Water Plant Phone Bill	\$ 46.68
3483	Theresa Dennis	Sewer Repair Reimburse	\$ 143.00
3484	Consumers Energy	Various Electric Bills	\$ 44,743.75
3485	City of Adrian: Payroll	Payroll for June 24	\$ 63,621.33
3486	Consumers Energy	Water Plant Electric	\$ 17,119.47

Total \$ **163,755.43**

Less: CK #3481 \$ **35,675.80**

TOTAL \$ **128,079.63**

WW = \$ 89,233.17

WAT= \$ 74,522.26

30-Jun-11

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
20517	\$ 1.00	State of Michigan	Purchase Ad Training School
20518	\$ 4,750.00	Dept of Human Services	Closing on purchase above
20519	\$ 757.56	Citizens Gas Fuel Co	Various Heat Bills
20520		City of Adrian: Utilities	Transfer State MI Funds
20521	\$ 297.55	Frontier	Various Phone Bills
20522	\$ 1,448.97	City of Adrian: Utilities	Various Water Bills
20523	\$ 14,376.08	Consumers Energy	Various Electric Bills
20524	\$ 30.00	Mel Kendrick	Recycling Refund
20525	\$ 30.00	City of Adrian	Transfer of Funds
20526	\$ 80.00	Tonia Young	Recreation Refund
20527	\$ 67.00	Michelle Inclan	Recreation Refund
20528	\$ 59.00	Marie Burns	Recreation Refund
20529	\$ 48.00	Shirley Weekley	Recreation Refund
20530		City of Adrian: Utilities	Transfer State MI Funds
20531	\$ 30.00	Dale Stoner	Recycling Refund
20532	\$ 30.00	Ronald Evans	Recycling Refund
20533	\$ 30.00	Mark Newcomer	Recycling Refund
20534	\$ 144,839.09	City of Adrian: Clearing Acct	June 20 CK Register
20535	\$ 4,214.25	Quick Service Transportation	Payroll W/E June 18
20536	\$ 210.16	Frontier	Various Phone Bills
20537	\$ 17,111.30	Consumers Energy	Various Electric Bills
20538	\$ 238,011.88	City of Adrian: Payroll	Payroll for June 24
20539	\$ 17,746.15	First Federal Bank	Soc Security for June 24
20541	\$ 100.00	Kam Gould	Recreation Refund
20542	\$ 6,000.00	City of Adrian: Auto Parking	Transfer of Funds
20543	\$ 431.24	Frontier	Various Phone Bills
20544	\$ 3,814.14	Quick Service Transportation	Payroll W/E June 25
20545	\$ 1,950.01	City of Adrian: Utilities	Bohn Pool Water Bill
20546	\$ 30.00	Michael Jacobitz	Recycling Refund
20547	\$ 30.00	Mary Lou Balasz	Recycling Refund
20548	\$ 116.25	Andrea Deskins	Recreation Refund
20549	\$ 1,064.05	Citizens Gas Fuel Co	Various Heat Bills
20550	\$ 1,034.95	Consumers Energy	Heritage Electric

\$ 458,738.63

\$ (144,839.09) Less: CK# 20534

\$ 313,899.54

5-Jul-11

**GENERAL FUND
CHECK REGISTER**

CHECK#	AMOUNT	PAYEE	DESCRIPTION
20540 \$	98,039.94	Blue Cross Blue Shield of MI	July Hospitalization Ins

\$ 98,039.94

Less: CK#

\$ 98,039.94

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ABSOPURE WATER COMPANY	80.65		
2. ACP OF LENAWEE, INC.	21,100.00		
3. ADRIAN AREA CHAMBER OF COMME	12.00		
4. ADRIAN LOCKSMITH & CYCLERY	830.74		
5. ADRIAN MECHANICAL SERVICES C	1,994.91		
6. ADRIAN PAINTERS SUPPLY & EQU	31.56		
7. AIRGAS DRY ICE	698.50		
8. APPLE MAT RENTAL	284.60		
9. APPLIANCE JACK'S	25.00		
10. ARCH WIRELESS	34.63		
11. ARCHBOLD EQUIPMENT CO	108.00		
12. AUTO ZONE COMMERCIAL	143.95		
13. BADER & SONS CO	284.75		
14. BAKER & TAYLOR BOOKS	626.18		
15. BARRETT'S GARDEN CENTER, INC	105.92		
16. BATTERY WHOLESALE	427.48		
17. BEAUBIEN INC.	2,818.50		
18. BEST AIRE LLC	4,041.18		
19. BILL'S SERVICE, INC.	27.18		
20. JOHN BIRDWELL	29.39		
21. BLACK SWAMP EQUIPMENT	148.00		
22. BUCK & KNOBBY EQUIP CO INC	2,988.00		
23. BWI	47.93		
24. C-N CONSTRUCTION SUPPLIES IN	123.53		
25. THE CAMERA SHOP	486.42		
26. CHELSEA RECREATION	550.00		
27. CATHY CHESHER	99.68		
28. CLIFT BUICK-GMC	61.51		
29. COMCAST	4.46		
30. COMFORT ENTERPRISES INC.	382.25		
31. CONSUMER ENERGY	2,970.00		
32. CONSUMERS ENERGY	1,211.00		
33. CORROSION FLUID PRODUCTS COR	4,407.80		
34. CUTLER DICKERSON CO	262.18		
35. D & J SPORTS, INC.	2,046.00		
36. DEMCO INC	297.44		
37. DEXTER'S INC.	78.75		
38. DIGITAL ALLY, INC,	588.00		
39. DOAN COMPANIES	248.63		
40. JACK DOHENY SUPPLIES	6,671.18		
41. DUKE'S ROOT CONTROL INC	2,101.98		
42. DUNDEE FIRE & SAFETY, INC.	282.00		
43. EAST JORDAN IRON WORKS INC	6,741.42		
44. EASTERN OIL COMPNAY	966.00		
45. ELECTRIC TOOL & EQUIPMENT IN	92.35		
46. VINCENT EMRICK	29.84		
47. FASTENAL COMPANY	238.85		
48. FEDERAL EXPRESS	177.73		
49. RUSS FENNER	42.66		
50. FISHER SCIENTIFIC COMPANY LL	257.11		
51. GALE	159.24		
52. GALL'S INC	113.67		
53. GALLANT & SON	354.00		
54. GERKEN MATERIALS INC.	5,266.13		
55. GOODWILL INDUSTRIES	20.70		
56. GORDON FOOD SERVICE	1,541.87		
57. GREAT LAKES BOOK DISTRIB	119.85		
58. GREY HOUSE PUBLISHING	422.05		
59. H & H REPAIR	1,780.15		
60. HACH COMPANY	176.52		
61. HADDEN TIRE COMPANY	50.00		
62. HOBBY LOBBY	87.25		
63. HOSPICE OF LENAWEE	20.00		
64. HOWELL CONFERENCE & NATURE C	100.00		
65. HUBBARD'S AUTO CENTER INC	964.95		
66. INFORMATION TODAY INC	234.55		
67. J T OVERHEAD DOORS	405.00		
68. JACKSON TRUCK SERVICE INC.	42.64		
69. JGM VALVE CORP	1,707.96		
70. JOHN DEERE LANDSCAPES	827.50		
71. JONES & HENRY ENGINEERS, LTD	150.77		
72. TIM JUDKINS	42.18		
73. K & B ASPHALT SEALCOATING, I	9,233.50		
74. K.A. STEEL CHEMICALS, INC.	2,348.20		
75. KAR LABORATORIES INC	250.00		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. KONICA MINOLTA BUSINESS SOLU	22.85		
77. BRENT KUBALEK	55.44		
78. LAB SAFETY SUPPLY INC.	63.77		
79. LANSING SANITARY SUPPLY INC	2,935.62		
80. LARRY'S MUFFLER	72.00		
81. LEISURE PURSUITS INC.	1,109.25		
82. LENAWEE COUNTY SHERIFF'S OFF	193.75		
83. MANPOWER OF LANSING MI INC.	1,579.50		
84. MC SPORTS	897.39		
85. MCGOWAN ELECTRIC SUPPLY INC	179.13		
86. BEN MEADOWS COMPANY	123.57		
87. MEASUREMENT SPECIALTIES INC	648.77		
88. MICHIGAN AMATEUR SOFTBALL	80.00		
89. MICHIGAN OFFICE SOLUTIONS	202.30		
90. STATE OF MICHIGAN	240.00		
91. MICHIGAN STATE POLICE	1,105.00		
92. MICHIGAN TBA DISTRIBUTORS IN	39.48		
93. MICROMARKETING LLC	85.58		
94. MIDAS AUTO SERVICE EXPERTS	535.54		
95. MIDWEST TAPE	77.27		
96. MUGS N' MORE IMAGING	28.75		
97. MUNICIPAL EMPLOYERS' RETIRE	71,324.76		
98. MUNICIPAL UNEMPLOYMENT COMP	12,254.14		
99. NATIONAL FIRE PROTECTION ASS	130.00		
100. NEIL'S ELECTRIC, INC	6.00		
101. NORTH EASTERN UNIFORMS & EQU	687.00		
102. OCE IMAGISTICS INC	185.71		
103. OHIO MI SUMMER SWIM LEAGUE	868.00		
104. OMNIGRAPHICS INC.	472.19		
105. OSBURN ASSOCIATES INC	2,733.00		
106. PASCHAL BURIAL VAULT, LLC	660.00		
107. LYNN PEAVEY CO	267.00		
108. PEERLESS SUPPLY INC	641.01		
109. PEST PATROL	392.00		
110. PHELPS TOWING, INC	100.00		
111. PIONEER MANUFACTURING CO.	1,504.25		
112. PLATINUM PLUS	1,723.23		
113. POLARIS LIBRARY SYSTEMS, INC	52.00		
114. JOSEPH G POLLARD CO INC	706.51		
115. PRO-MED UNIFORM	504.00		
116. PROMEDICA PHYSICIANS GROUP	2,804.00		
117. QUILL CORPORATION	744.96		
118. RADIO SHACK CORP.	76.48		
119. RAM CONSTRUCTION SERVICES	3,385.00		
120. RLA BLDG & ELECTRIC CONTRACT	20.00		
121. SAFETY SYSTEMS INC.	111.00		
122. CHARLES SCHMENK	80.00		
123. SCHUG CONCRETE CONSTRUCTION	500.00		
124. SELECTIVE DATA SYSTEMS	187.50		
125. SHERWIN-WILLIAMS CO	87.85		
126. DAVE SMITH APPLIANCE SERVICE	89.95		
127. STAPLES CREDIT PLAN	381.72		
128. STEVENS DISPOSAL	890.00		
129. T-MOBILE	29.99		
130. TIME EMERGENCY EQUIPMENT INC	417.25		
131. TOLEDO ZOO EDUCATION DEPT.	100.00		
132. TOWLIFT INC	92.34		
133. TRACTOR SUPPLY COMPANY	409.80		
134. TRAFFIC & PARKING CONTROL CO	2,775.00		
135. TTB CLEANING LLC	150.00		
136. UNIQUESCREEN MEDIA INC.	93.33		
137. USA BLUEBOOK	81.47		
138. VALENTINE BROTHERS DEVELOPME	80.00		
139. VAN BRUNT TRANSPORT INC	1,900.36		
140. WEISKOPF INDUSTRIES CORP	200.64		
141. PAULA WEST	86.91		
142. WESTERN LIME CORPORATION	9,851.07		
143. WOODLANDS LIBRARY COOPERATIV	10.44		
144. F.B. WRIGHT CO	2,150.28		
145. WRIGHT TREE SERVICE, INC	6,620.80		
***TOTAL ALL CLAIMS**	234,620.40		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. COMPUTER CARE COMPANY, INC.	238.86	_____	_____
2. ICMA RETIREMENT CORPORATION	158.68	_____	_____
3. INTERNATIONAL CITY-COUNTY	880.80	_____	_____
4. MICHIGAN ASSESSOR'S ASSN	75.00	_____	_____
5. MICHIGAN MUNICIPAL LEAGUE	6,622.00	_____	_____
6. NEWSBANK INC	1,378.00	_____	_____
7. QUICK SERVICE TRANSPORTATION	4,259.57	_____	_____
8. UNUM LIFE INSURANCE COMPANY	2,142.30	_____	_____
9. WARREN HOLDING CO LLC	1,370.00	_____	_____
TOTAL ALL CLAIMS	17,125.21		



CONSENT AGENDA

CR-1

CR11-027

July 5, 2011

RE: DOWNTOWN DEVELOPMENT AUTHORITY (DDA) – Resolution to Reappoint Members to the DDA

RESOLUTION

WHEREAS, the terms of office of Nelson Douglas and Pi Benio on the Downtown Development Authority have expired; and

WHEREAS, this has created vacancies which must be filled in accordance with the Adrian City Charter; and

WHEREAS, Nelson Douglas and Pi Benio have both expressed a willingness to serve on the DDA for another 4-year term if reappointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the reappointment of the above-named individuals.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does, hereby, approve the reappointment of Nelson Douglas and Pi Benio to the Downtown Development Authority for 4-year terms, expiring in 2015.

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

CR-2

CR11-028

July 5, 2011

RE: HISTORIC DISTRICT COMMISSION – Reappoint Member to the Historic District Commission

RESOLUTION

WHEREAS, the term of office of Dr. William DeMots on the Historic District Commission has expired; and

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

WHEREAS, Dr. DeMots has expressed a willingness to serve on the Historic District Commission for another 3-year term if reappointed; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does, hereby, approve the reappointment of Dr. DeMots on the Historic District Commission for a 3-year term, expiring in 2014.

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

CR-3

June 29, 2011



MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: 2012 Special Assessment District

In conjunction with the Capitol Project Plan for the Fiscal Year 2011-12 the following project has been scheduled for road reconstruction projects. As it has been the practice for at least the last 30 years, the costs for the concrete curb and drive approaches will be assessed to the property owners with frontages and sideages on the street to be reconstructed.

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

STREET	CROSS STREETS	TOTAL COST EST.	ESTIMATED ASSESSMENT
Seeley Street	Locust to Dead-end	\$ 113,000	\$ 23,000

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

Enclosed with this memo are the list of owners who currently own property on Seeley Street between Locust and the Dead-end east of Comstock. It should be noted that following establishment of this SAD we will be placing a curb and gutter lien on the each property with the Tax Assessor's office.

I am requesting that at the July 5, 2011 meeting a public hearing be set for the establishment of this SAD at the July 18, 2011 City Commission meeting.

417 SEELEY

XA0-004-5009-00
STONECREST INVESTMENTS I
4300 STEVENS CREEK BLVD, S.E. 275
SAN JOSE CA 95129

XA0-004-5001-00
YOUNG, FRED & KAYE
902 N LOCUST ST 433 Raisin River Dr.
ADRIAN MI 49221

XA0-004-2005-01
HASHLEY, THOMAS J & CAROL
826 N LOCUST ST
ADRIAN MI 49221

XA0-004-2006-00
DENNIS, DONALD G
416 SEELEY ST
ADRIAN MI 49221

424 SEELEY
XA0-004-2007-00
POWELKE, THOMAS E
2055 E GIER RD
ADRIAN MI 49221

XA0-004-3005-00
WARREN, ROBERT G & CAROL E
502 SEELEY ST
ADRIAN MI 49221

XA0-004-3006-00
GERTH, CHARLES H & MARY
516 SEELEY ST
ADRIAN MI 49221

XA0-004-4001-01
TRINKA, PAUL G & PEGGY A
910 COMSTOCK ST
ADRIAN MI 49221-2228

RE: ENGINEERING DEPARTMENT – Set Public Hearing for Establishment of a Special Assessment District for Seeley St. from Locust to the Dead-end East of Comstock

RESOLUTION

WHEREAS, the City Administrator has recommended that Seeley Street from Locust to the dead-end east of Comstock Street be improved by the construction of curb and gutter, driveway approaches and other appurtenances on a special assessment basis, has prepared and filed plans and specifications for the proposed construction, and has prepared and filed a report and recommendation relating thereto pursuant to the provisions of Section 1.205 of the Adrian City Code.

NOW, THEREFORE, BE IT RESOLVED:

1. That the City Commission deems and declares its intention to improve Seeley Street from Locust to the dead-end East of Comstock Street.
2. That the estimated cost thereof is \$113,000.
3. That \$23,000 of the said estimated cost shall be defrayed by special assessment and \$90,000 shall be paid by local street funds.
4. That the proposed special assessment district shall include the following land and premises:

Special Assessment Properties

Seeley Street from Locust to the Dead-end East of Comstock Street

5. That special assessments to defray the cost of the proposed improvement shall be levied on the lands and premises within the proposed special assessment district (SAD #384) according to frontage.
6. That the report of the City Administrator be filed with the City Clerk forthwith for public examination.
7. That the City Commission will meet in the City Chambers Building, 159 E. Maumee St., Adrian, MI, at 7:00 p.m. on Monday, July 18, 2011 for the purpose of hearing and considering comments to the proposed improvements or to the inclusion of any property within the proposed special assessment district.
8. That the City Clerk will mail notice of the intent to make the said improvements to all interested parties pursuant to the provisions of Section 1.260 of the Adrian City Code.

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

CR-4

CR11-030

July 5, 2011

RE: CLERKS OFFICE – Reappointments to Election Commission

RESOLUTION

WHEREAS, the terms of office of Waneta Raloff, Jane Castle and Margaret Noe on the Election Commission have expired, which has created vacancies on this board; and

WHEREAS, these vacancies must be filled in accordance with the Adrian City Charter; and

WHEREAS, Waneta Raloff, Jane Castle and Margaret Noe have expressed a willingness to continue serving on the Election Commission, if reappointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the reappointment of the above-named individuals to the Election Commission.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the reappointment of Waneta Raloff, Jane Castle and Margaret Noe to the Election Commission for one year terms that will expire in 2012.

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

CR-5

Adrian Fire Department



Memorandum

To: Mayor Gary McDowell, Adrian City Commission
City Administrator Dane Nelson

From: Paul G. Trinka

CC: file

Date: 29 June 2011

Re: Fireworks 6 August 2011

The Christian Family Centre has contacted the fire department regarding the fireworks display for this year's event. Colonial Fire Works, the vendor for the display has submitted the paperwork as required, including proof of insurance for the event.

I have reviewed the proposed location of the firing area at City owned property on Industrial Drive. To meet the safe distances from the firing area to the spectators as set forth in the National Fire Protection Association guidelines for safe displays I would recommend the following:

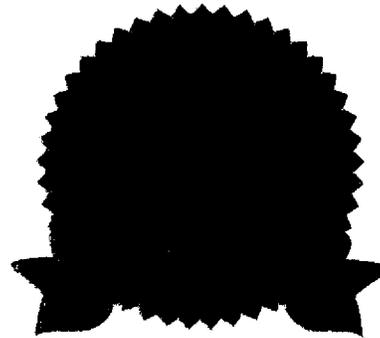
- a. Industrial Drive be closed to all vehicular and pedestrian traffic
- b. No parking be allowed in Nuestro, Kapnick and the Adrian Nazarene Church parking lot
- c. Security to insure spectators do not walk across the field from the Maple Woods development into the fallout area.

I would also ask that Chief Collins be consulted due to the proximity to US-223.

If these conditions and approvals are address the fire department requirements are met.

June 15, 2011

City of Adrian
Pat Baker
135 E. Maumee St.
Adrian, MI 49221



Dear Pat:

Thank you for your help with obtaining the street closure permit; enclosed is check #17679 in the amount of \$35. Also enclosed is the Permit Application with attachments, please send us the approved permit when available.

Again, thank you for your assistance for this great event. If you have questions or need additional information, please call me at 877-257-9977.

Sincerely,

COLONIAL FIREWORKS

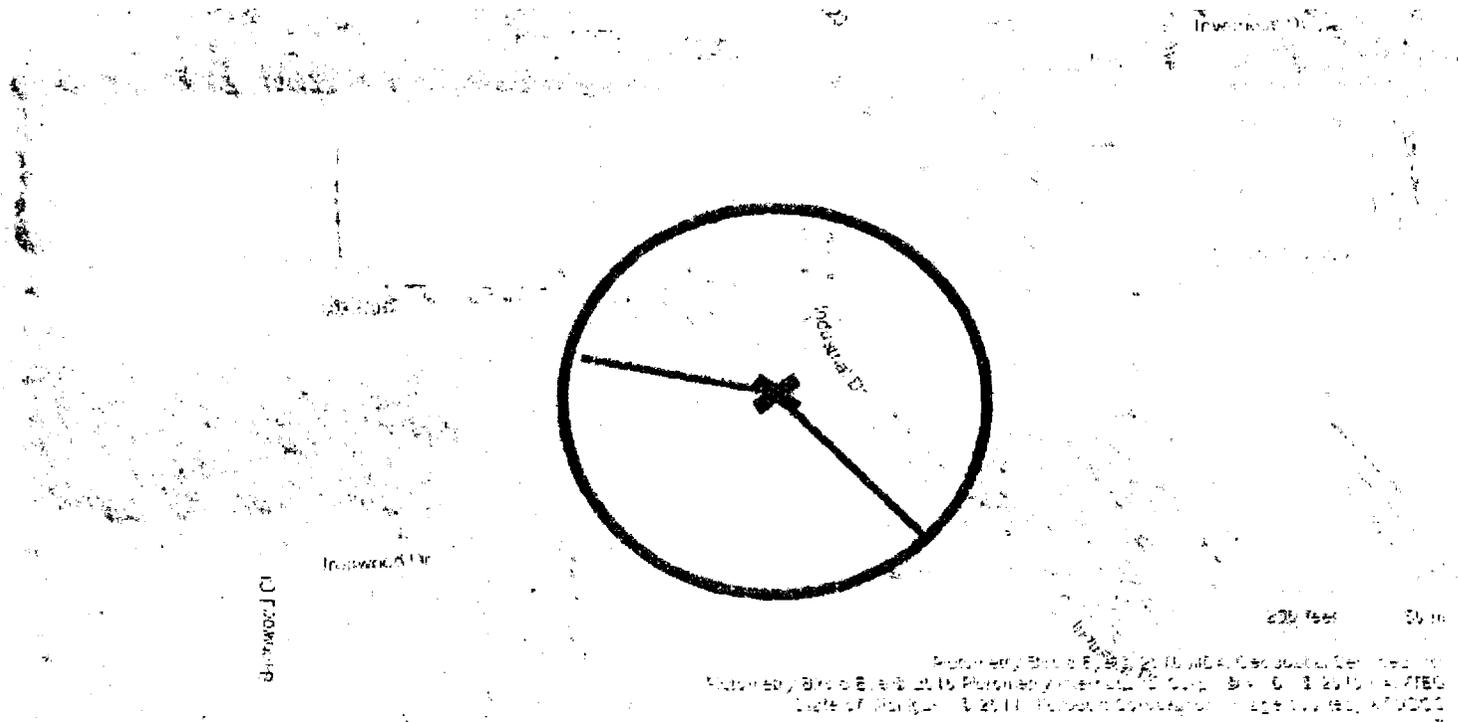
Jason Lynch

Enclosures: Check #17679; State of Michigan Permit Application; Permit; Site Map; Diagram and Firing Site Information; Certificate of Insurance.

COLONIAL FIREWORKS
LENAWEE CHRISTIAN FAMILY CENTRE
CITY OF ADRIAN INDUSTRIAL COURT
AUGUST 6, 2011



Firing Site - 3", 4", & 5" aerial shells
700' diameter circle
350' radius (5" maximum)



The display will be limited to 5" maximum aerial display shells, manually-and electrically-fired in accordance with NFPA 1123 as amended.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/15/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Britton-Gallagher and Associates, Inc. 6240 SOM Center Rd. Cleveland OH 44129	CONTACT NAME: PHONE (A/C, No, Ext): 440-248-4711 FAX (A/C, No): 440-544-1234 E-MAIL ADDRESS: PRODUCER CUSTOMER ID #
	INSURED Colonial Fireworks Company 6480 Homer Road Clayton MI 49235

COVERAGES **CERTIFICATE NUMBER:** 1077765119 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SDBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
7	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC		1018001-03	6/15/2011	6/15/2012	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$ \$
8	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		CA6265853910	6/15/2011	6/15/2012	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB CLAIMS-MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$		EAD705897	6/15/2011	6/15/2012	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below					WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
SHOW NO: 2011-088 DISPLAY DATE: AUGUST 6, 2011 RAINDATE: 8/7/11
DISPLAY LOCATION: FIELD WEST OF INDUSTRIAL DRIVE, ADRIAN, MI
ADDITIONAL INSURED: CHRISTIAN FAMILY CENTRE; CITY OF ADRIAN; ADRIAN COLLEGE.

CERTIFICATE HOLDER CHRISTIAN FAMILY CENTRE STACY GAMEL 1800 WEST US-223 ADRIAN MI 49221	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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

2011

Authority: 1966 PA 358	The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to the agency.
Compliance: Required	
Penalty: Misdemeanor	

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only.

<input checked="" type="checkbox"/> Public Display		<input type="checkbox"/> Agricultural Pest Control	
ISSUED TO COLONIAL FIREWORKS COMPANY			AGE (18 or over)
ADDRESS 6480 TOMER RD CLAYTON, MI			
NAME OF ORGANIZATION, GROUP, FIRM, OR CORPORATION CHRISTIAN FAMILY CENTRE			
NUMBER AND TYPES OF FIREWORKS 613 3" THROUGH 5" AERIAL DISPLAY SHELLS			
EXACT LOCATION OF DISPLAY FIELD WEST OF INDUSTRIAL DRIVE, ADRIAN MI			
CITY, VILLAGE, TOWNSHIP CITY OF ADRIAN		DATE AUGUST 6, 2011 RD: 8/7/11	TIME DUSK
BOND OR INSURANCE FILED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			AMOUNT \$10 MILLION

Issued by action of the	<input type="checkbox"/> council	<input type="checkbox"/> commission	<input type="checkbox"/> board of
<input type="checkbox"/> city	<input type="checkbox"/> village	<input type="checkbox"/> township of _____	on the _____ day of _____
20_____			
_____ (Signature and Title of Council/Commission/Board Representative)			

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

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

2011

Authority: Compliance: Penalty:	1968 PA 358 Voluntary Permit will not be issued	The Department of Energy, Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.	
<input checked="" type="checkbox"/> Public Display		<input type="checkbox"/> Agricultural Pest Control	
DATE OF APPLICATION		JUNE 14, 2011	
NAME OF APPLICANT COLONIAL FIREWORKS FBO CHRISTIAN FAMILY CENTRE		ADDRESS 6480 TOMER RD CLAYTON, MI	AGE (18 or over)
IF CORPORATION, NAME OF PRESIDENT GREG TREMONTI		ADDRESS 500 RIVERSIDE ROSSFORD, OH	
IF A NON-RESIDENT APPLICANT, NAME OF MICHIGAN ATTORNEY OR RESIDENT AGENT MICHIGAN RESIDENT CORPORATION		ADDRESS	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR CHARLES PICK		ADDRESS 10415 TOMER RD CLAYTON, MI	AGE (18 or over) 64
NO. YEARS EXPERIENCE 25+	NO. DISPLAYS 1000+	WHERE THROUGHOUT MICHIGAN AND OHIO	
NAME OF ASSISTANT RICHARD LOFFREDO		ADDRESS 62 MORTON ST FALL RIVER, MA	AGE 63
NAME OF OTHER ASSISTANT DEAN WARD		ADDRESS 4031 SUMMIT ST WESTON, MI	AGE 54
EXACT LOCATION OF PROPOSED DISPLAY FIELD WEST OF INDUSTRIAL DRIVE, ADRIAN MI			
DATE OF PROPOSED DISPLAY AUGUST 6, 2011 RD: 8/7/11		TIME OF PROPOSED DISPLAY DUSK	
KIND OF FIREWORKS TO BE DISPLAYED			
613	3" THROUGH 5" AERIAL DISPLAY SHELLS		
MANNER AND PLACE OF STORAGE PRIOR TO DISPLAY (Subject to Approval of Local Fire Authorities) COLONIAL FIREWORKS COMPANY VEHICLE			
AMOUNT OF BOND OR INSURANCE (To be set by local government) \$10 MILLION		NAME OF BONDING CORPORATION OR INSURANCE COMPANY BRITTON GALLAGHER & ASSOC	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY 6240 SOM CENTER RD SOLON OH			
SIGNATURE OF APPLICANT Jason Lynch {electronically signed}			

* FORM IS VALID FOR YEAR SHOWN ONLY *

DIAGRAM AND FIRING SITE INFORMATION

(to accompany site diagram / map)

At Colonial Fireworks safety is our utmost concern, in order to provide that it is imperative that you supply us with a diagram and/or map of the display area. This will allow us to review the area and see where the spectators, parking areas and buildings will be in relationship to the firing site.

Below is a checklist that will assist you in completing the map and/or diagram. If the item listed does not apply - do not leave the space blank, please insert "N/A" - this will help us in determining if the omission was an oversight or that it really does not apply.

When completing the next section, please use distance in feet from the firing site to the following areas:

- | | |
|--|------------------|
| 1) Spectators/Audience/Viewing Area | <u>7350</u> feet |
| 2) Parking Areas | <u>7350</u> feet |
| 3) Occupied Buildings | <u>7350</u> feet |
| 4) Public Buildings (schools, hospitals, etc.) | <u>7350</u> feet |
| 5) Explosive/Toxics, Gasoline Pumps, etc. | <u>N/A</u> feet |
| 6) Temporary Event Set-ups (Tents, rides, etc.) | <u>7350</u> feet |
| 7) Highways, Streets, Roads | <u>7350</u> feet |
| 8) Obstructions Overhead (Power lines, lights, etc.) | <u>N/A</u> feet |
| 9) Active Railroads | <u>7350</u> feet |

I have completed the above information to the best of my knowledge.

Jason Lynch
Name and Title

Signature

Date

Safe shows are a result of proper planning. As always; it is our goal to provide you with the best display for your event dollar, with safety being out number one concern.

GPS or Lats / Longs if known: _____

City of Adrian
2011 Right of Way Permit

11-027

6/29/11

Close Industrial Dr.

Application for Permit to:

- | | |
|---|--|
| <input type="checkbox"/> Dig in right-of-way outside pavement | <input type="checkbox"/> Dig in right of way within pavement |
| <input type="checkbox"/> Hang banner | <input type="checkbox"/> Erect and maintain detour |
| <input checked="" type="checkbox"/> Close a street | <input type="checkbox"/> Reconstruct sidewalk |

	Owner	Contractor
Print or Type Name	Christian Family Centre	Colonial Fireworks Co, Inc
Address	1800 W US 223	5225 Telegraph Rd Toledo OH
Phone		419-478-4945
Cell		
Fax		
Email		
Signature		Jason Lynch

The above applicant proposes work on the following streets Industrial Drive (N. of 223 service drive)

Nature of work Security for Fireworks Display Work Begins 5:00pm Work Ends 11:00pm Aug. 6th 2011
Please provide barricades to block Industrial Dr.

This permit application covers only the work anticipated. Any additional work requires a modification to the permit.
 The work is subject to the following conditions:

- 1) All work is to be performed at no cost to the City.
- 2) Owner accepts responsibility for the work. Any work performed by the City to secure or finish the work shall become a single lot assessment to the applicant's property.
- 3) Contractor and owners are responsible for all necessary precautions to prevent injury or damage to persons or property.
- 4) Provide and maintain all traffic control devices stipulated in either:
 - a) Owners supplied traffic management plan
 - b) The City mandated traffic management plan. NO SIGNS WILL BE PROVIDED BY THE CITY.
- 5) Proof of insurance and restoration bond shall either be provided by the applicant or be on file with the City.
- 6) Contractor or owner to call MISS DIG prior to commencement of any work.
- 7) Permit to close any street in the DDA district requires a resolution of the Adrian City Commission.
- 8) Utility work, water and / or sewer, require separate permitting and inspection thru the City Utilities Department.

Additional Information

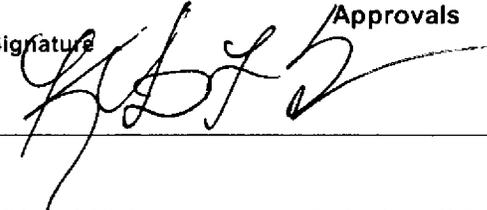
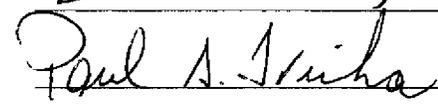
Needed	Supplied		Due	Paid	Construction Plans Fees	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Proof of Insurance	<input type="checkbox"/>	<input type="checkbox"/>	Deposit on Restoration	\$500.00
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	Storm Sewer Tap	\$50.00
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Base Permit Fee	\$35.00

Supplemental Specifications

- | | |
|---|--|
| <p>1) The applicant shall allow the City Engineer or his Representative on the site at all times to inspect the work.</p> <p>2) If an Inspector is needed to stay with the work, the cost of the inspection will be paid by the applicant. Failure to pay inspection costs becomes a single lot assessment.</p> <p>3) All work shall be performed to MIOSHA rules and regulations. Trench protection and shoring shall be the responsibility of the contractor and owner.</p> <p>4) All excavated material shall be stored off the right-of-way or removed promptly if excavated from the travel portion of the street. Back fill material shall not be stored in a way to impede the flow of storm water, or within 10 feet of any tree.</p> | <p>5) Approved back fill:
 MDOT Class II Sand compacted to 98% proctor density
 ODOT 304 Limestone: top 12 inches 98% proctor density
 Alternate: Flowable fill per City of Adrian specs
 Bituminous: 2-1.5 inch lift of approved bituminous material, straight edges
 Finish: Hot rubber joint sealer</p> <p>6) When tree trimming, removal or root cutting is part of the request for permit, it shall be noted on the plans accompanying the application. If tree trimming, removal, or root cutting is approved by the City Forester it shall be the responsibility of the applicant to perform the work and dispose of all logs, brush, limbs, stumps and litter in accordance to manner acceptable to the City Forester. When required, a replacement tree will be planted at permittee's expense.</p> |
|---|--|

Boring Requirements

When an underground utility comes within 4 foot or 1 foot for each 1 inch of trunk diameter of the tree, the utility shall bore under the tree the distance required. No looping around a tree shall be allowed. Exceptions to these boring requirements must be approved by the City Forester before the permit is issued.

Needed	Signature	Approvals	Date
<input checked="" type="checkbox"/> City Engineer			
<input type="checkbox"/> Utilities Dept.			
<input type="checkbox"/> Parks & Forestry			
<input checked="" type="checkbox"/> Police Chief			6/27/11
<input checked="" type="checkbox"/> Fire Chief			6/27/11

Details to be followed:

- Driveway
 Pipe Trench
 Curb and Gutter
 Tree Protection

Special Conditions

CHURCH, FACTORY AND INSURANCE AGENCY PARKING LOTS
MAY NOT HAVE SPECTATORS.

RE: FIRE DEPARTMENT –Authorization for Fireworks Display for Christian Family Centre for Community Celebration Day on August 6, 2011

RESOLUTION

WHEREAS, the Adrian Fire Chief has received and reviewed a Fireworks Display Permit from the Christian Family Centre located at 1800 W. US-223, Adrian, MI for an annual community celebration on Saturday, August 6, 2011; and

WHEREAS, the Fire Chief has identified the location of the firing area to be on City-owned property on Industrial Drive across US-223 from the Centre; and

WHEREAS, the Fire Chief and City Administrator further recommend approval of the requested permit and authorization for the City Clerk to sign said permit, providing the following actions be taken regarding establishment of safe distances for the viewing public in adherence to the National Fire Protection Association guidelines:

1. Industrial Drive be closed to all vehicular and pedestrian traffic;
2. No parking be allowed in Nuestro, Kapnick and Adrian Nazarene Church parking lots; and
3. Provision of appropriate security to ensure spectators do not walk across the field from the Maple Woods development into the fallout area.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, approves the Fireworks Display Permit for August 6th requested by the Christian Family Centre, with the aforementioned provisions in adherence to the National Fire Protection Association Guidelines, and authorizes the City Clerk to sign said permit.

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



REGULAR AGENDA

0-1

ORDINANCE 11-003

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF ADRIAN, SECTION 2-453 OF CHAPTER 2, ADMINISTRATION

Section 2-453 of Chapter 2 of the Adrian Code is hereby amended to read as follows:

Sec. 2-453. - Powers and duties.

The planning commission has the powers and duties provided by Public Act No. ~~285 of 1931 (MCL 125.31 et seq.)~~ **33 of 2008 (MCL 125.3801 et seq.)**.

INTRODUCTION.....June 20, 2011

SUMMARY PUBLISHED.....June 29, 2011

ADOPTION

COMPLETE PUBLICATION

EFFECTIVE DATE.....

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

0-2

ORDINANCE 11-004

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF ADRIAN, SECTION 2-452 OF CHAPTER 2, ADMINISTRATION

Section 2-452 of Chapter 2 of the Adrian Code is hereby amended to read as follows:

Sec. 2-452. - Membership.

The city planning commission shall consist of one member of the city commission to be selected by the city commission, as a member ex officio, and eight other persons who shall be appointed by the mayor, with such appointments to be subject to the approval by a majority vote of the members elect of the city commission. **The membership of the planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the city, in accordance with the major interests, as they exist in the city, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of the city to the extent practicable.** All members of the planning commission shall serve without compensation, and in the case of the appointed members, shall hold no other municipal office, except one of the appointed members may be a member of the zoning board of appeals. The term of the ex officio member shall correspond to their respective official tenures. The term of each appointed member shall be three years or until his successor takes office. After a public hearing, a member, other than a member selected by the city commission, may be removed by the mayor for inefficiency, neglect of duty, or malfeasance in office. The city commission may, for like cause, remove the member selected by the city commission. The ex officio member appointed under this section shall have full voting rights. Vacancies occurring other than through the expiration of term shall be filled for the unexpired term by the mayor in the case of a member selected or appointed by the mayor, and by the city commission in the case of the member appointed by the city commission.

INTRODUCTION.....June 20, 2011

SUMMARY PUBLISHEDJune 29, 2011

ADOPTION

COMPLETE PUBLICATION

EFFECTIVE DATE

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

R-1

MEMO



DATE: July 29, 2011
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: BS& A Software - Fees for Internet Record Search

The City currently offers free internet access to look up assessment records, tax records, special assessments, miscellaneous receivables and utility bills, a service that costs the city \$4,240 annually. The IT Director has recommended that a fee be charged for this service, and I concur. Taxpayers would still have free access to their personal records. A public terminal is also located at City Hall where information can be obtained free of charge.

The City of Adrian would receive 20% of the revenue that BS&A Software receives. It is estimated that this would generate approximately \$78,967.50 in revenue annually, with the City receiving approximately \$15,793.

I urge your favorable consideration to retain BS&A Software of Bath, MI for implementation of a "fee for service" internet access and approval of the resulting budget amendments.

Respectfully submitted,


Dane C. Nelson
City Administrator

DCN:bjw

R-1

Adrian Fire Department



Memorandum

To: Mayor Gary McDowell, Adrian City Commission
From: Paul G. Trinka
CC: City Administrator Dane Nelson, Finance Director Jeff Pardee, Utilities Director
Shane Horn
Date: 31 May 2011
Re: BS&A Internet Services

For a number of years the city has provided online lookup of assessment records, tax records, special assessments, miscellaneous receivables and utility bills at no charge to the customer. This service is paid for by the city and costs \$4,240 annually. Like all city staff, we are continuing to look for ways and places to save money and generate revenue.

Last year the site had about 83,000 visits.

City staff met on May 11 and discussed the possibility of changing to a charge per visit site offered and hosted by BS&A. The end user would pay for the following parcel information:

Assessing \$2/Record
Tax
Special Assessment

Utility Billing \$1/Record
Miscellaneous Receivables

The system allows taxpayers to look up their own parcel for free. The city also offers a public use terminal at city hall that would have the information free of charge. The city would receive 20% of the pay-per-hit revenue from this change.

In the past Finance Department staff has offered this service for free to banks and title companies who are preparing paperwork for a real estate closing. Doing this research consumes some time for city staff. It was the consensus of staff that implementation of this proposal would save the aforementioned annual fee, as well as related staff time, and generate additional revenue, while simultaneously maintaining the convenience of off-site internet access to City records.

**CITY OF ADRIAN
BS&A Internet Services
Estimated Revenue**

Department	2010 Volume	FY2011-12 Estimated Volume	Rate per Record	Total Charges	FY2011-12 Estimated Revenue*
Assessing	52,986	26,493	\$2.00	\$52,986.00	\$10,597
Finance	21,819	10,910	2.00	21,819.00	4,364
Sewer	4,163	2,081	1.00	2,081.25	416
Water	4,163	2,081	1.00	2,081.25	416
Total	83,130	41,565		\$78,967.50	\$15,793

* Revenue reflects 20% royalty.

RE: DEPARTMENT OF INFORMATION TECHNOLOGY – BS&A Internet Services

RESOLUTION

WHEREAS, at a cost of \$4,240 annually, the City of Adrian currently provides (free of charge) online access to assessment records, tax records, special assessments, miscellaneous receivables and utility bills; and

WHEREAS, the site experienced over 83,000 visits in 2010; and

WHEREAS, in view of current economic stringencies, many Michigan counties and municipalities, including Lenawee County and the Village of Blissfield, have switched to a charge-per-visit online site hosted by BS&A, which shares twenty (20%) percent of the revenue with the participating municipality; and

WHEREAS, the system continues to allow taxpayers to look up their own parcel for free, as well as provide a public terminal at City Hall that would access information free of charge, however, a convenience fee would be charged for the convenience of off-site access to the aforementioned records at the following rates:

- Assessing, Tax and Special Assessment Records \$2.00 per record
- Utility Billing and Misc. Receivables \$1.00 per record; and

WHEREAS, the Information Technology Director, Finance Director and City Administrator recommend approval of this resolution and appropriate budget adjustments to recognize the enhanced revenue.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the contract with BS&A, Bath, MI for implementation of a fee for service internet access to following City records at the specified rates:

- Assessing, Tax and Special Assessment Records \$2.00 per record
- Utility Billing and Misc. Receivables \$1.00 per record.

BE IT, FURTHER, RESOLVED that the FY2011-12 Budget be amended as follows:

General Fund (101)

Revenue:

(101-209.00-639.000)	Assessing Internet Access Convenience Fee	\$10,597
(101-201.00-639.000)	Finance Internet Access Convenience Fee	<u>4,364</u>
	Total General Fund Revenue	\$14,961

Expenditures:

(101-990.00-990.000)	General Fund Contingency	<u>14,961</u>
	Total	<u>\$ -0-</u>

Sewer Fund (590)

Revenue:

(590-000.00-639.000)	Sewer Utility Internet Access Convenience Fee	\$ 416
----------------------	---	--------

Expenses:		
(590-990.00-990.000)	Sewer Fund Contingency Account	<u>416</u>
	Total	<u>\$ -0-</u>
Water Fund (591)		
Revenue:		
(591-000.00-639.000)	Water Utility Internet Access Convenience Fee	\$ 416
Expenses:		
(591-990.00-990.000)	Water Fund Contingency Account	<u>416</u>
	Total	<u>\$ -0-</u>

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

R-2

MEMO



DATE: July 29, 2011
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Beecher Street – Construction Contract

On May 2, 2011, the City Commission approved an agreement with the Lenawee County Road Commission for collaboration on the Beecher Street Reconstruction Project. The agreement stated, in part, that the City of Adrian would be responsible for bidding and finances dealing with the contract and the Road Commission would handle the majority of the field construction engineering.

Bids were received on June 23 for the project, with C & D Hughes of Charlotte, MI being the low bidder at \$836,369.87. Of this amount, \$659,000 will be paid through a MDOT Transportation Economic Development Fund Grant, \$89,854.92 from the City's Major Street Fund and \$87,514.95 paid by the Lenawee County Road Commission.

I urge your favorable consideration to retain C & D Hughes of Charlotte, MI for reconstruction of Beecher Street from Treat to Parr Hwy. at a cost of \$836,369.87.

Respectfully submitted,


Dane C. Nelson
City Administrator

DCN:bjw

R-2

June 28, 2011



MEMORANDUM

TO: Dane Nelson, City Administrator
FROM: Kristin Bauer, City Engineer
SUBJECT: Construction Contract – Beecher St.

In collaboration with the Lenawee County Road Commission the City of Adrian obtained grant funding from MDOT's Transportation Economic Development Fund (TED) for a reconstruction project from Treat Street in the City of Adrian to Parr in Lenawee County.

We received bid on June 23, 2011 for construction of this section of Beecher Street. See the attached bid tabulations.

We recommend this bid be awarded to C&D Hughes, Inc. of Charlotte, MI in the amount of \$836,369.87; \$448,854.92 for city's portion and \$387,514.95 for county's portion. Both the County Road Commission and City of Adrian have worked with this contractor successfully in the past.

Previously, the City Commission approved a shared service agreement with the Lenawee County Road Commission (LCRC) through which it was agreed the City of Adrian would handle the bidding and finances dealing with this contract and the LCRC would handle the majority of the field construction engineering, with our assistance.

Funds for these projects are available in the following funds and have been bid as approved in the Capitol Outlay for FY2011-2012:

- TEDF City of Adrian Grant Funds: \$359,000
- City of Adrian Major Street Fund (202-451.07-801.000) - \$89,854.92
- TEDF LCRC Grant Funds: \$300,000
- County Funds reimbursed to the City of Adrian - \$87,514.95

**CITY OF ADRIAN, MICHIGAN
BEECHER STREET RECONSTRUCTION
DUE DATE: JUNE 23, 2011**

<u>Item Description</u>	<u>Qty</u>	<u>C&D Hughes</u>	<u>Slusarski</u>	<u>Michigan Paving</u>	<u>ER Zeiler</u>	<u>American Asphalt</u>
PART A: City of Adrian						
Dr Structure, Rem	6	\$2,400.00	\$1,500.00	\$2,400.00	\$2,100.00	\$1,500.00
Sewer, Rem, Less than 24 "	155	\$2,325.00	\$945.50	\$2,325.00	\$930.00	\$775.00
Curb, Rem	421	\$2,947.00	\$3,157.50	\$2,947.00	\$1,684.00	\$2,105.00
Curb & Gutter, Rem	300	\$2,100.00	\$2,250.00	\$2,100.00	\$1,350.00	\$1,500.00
Pavt, Rem	9296	\$55,776.00	\$50,198.40	\$55,776.00	\$37,184.00	\$72,044.00
Sidewalk, Rem	200	\$1,200.00	\$1,180.00	\$1,200.00	\$800.00	\$1,000.00
Mailbox Post, Modified	1	\$100.00	\$125.00	\$100.00	\$250.00	\$100.00
Excavation, Earth	2549	\$15,294.00	\$19,117.50	\$15,294.00	\$30,588.00	\$14,019.50
Subgrade Undercutting, Tpye II	200	\$3,000.00	\$5,000.00	\$3,000.00	\$8,000.00	\$3,000.00
Soil Erosion Control	20	\$2,000.00	\$2,500.00	\$2,000.00	\$3,000.00	\$3,000.00
Aggregate Base	100	\$2,000.00	\$2,000.00	\$2,000.00	\$2,200.00	\$1,550.00
Aggregate Base, 14 inch	9203	\$101,233.00	\$106,754.80	\$101,233.00	\$115,037.50	\$119,639.00
Maint Gravel, LM	50	\$2,000.00	\$1,750.00	\$2,000.00	\$3,250.00	\$1,125.00
Sewer, Cl, IV, 15", Tr Det B	155	\$6,975.00	\$6,975.00	\$6,975.00	\$5,425.00	\$5,425.00
Sewer Bulkhead, 15"	1	\$500.00	\$200.00	\$500.00	\$261.00	\$250.00
Dr Structure, 24 " dia	2	\$2,000.00	\$2,100.00	\$2,000.00	\$2,500.00	\$3,400.00
Dr Structure, 48" dia	3	\$4,500.00	\$3,900.00	\$4,500.00	\$4,335.00	\$6,300.00
Dr Structure Cover, Adj, Case 2	31	\$12,400.00	\$13,950.00	\$12,400.00	\$6,200.00	\$9,300.00
Dr Structure, Temp Lowering	18	\$3,600.00	\$6,120.00	\$3,600.00	\$12,600.00	\$1,800.00
HMA, 3C	1265	\$67,917.85	\$70,207.50	\$67,917.85	\$72,105.00	\$74,635.00
HMA, 4C	1772	\$106,957.92	\$106,320.00	\$106,957.92	\$108,092.00	\$109,864.00
HMA Approach	9	\$1,350.00	\$1,035.00	\$1,350.00	\$1,080.00	\$1,350.00
Curb, Conc, Det E4	417	\$7,714.50	\$8,340.00	\$8,340.00	\$8,340.00	\$4,587.00
Curb & Gutter, Conc, Det F4	300	\$5,550.00	\$6,000.00	\$5,100.00	\$6,000.00	\$3,750.00
Sidewalk, Conc, 4 inch	787	\$4,407.20	\$4,722.00	\$2,361.00	\$4,722.00	\$2,006.85
Sidewalk Ramp	301	\$2,001.65	\$2,182.25	\$1,354.50	\$2,107.00	\$1,339.45
Detectable Waring Surface	82	\$2,460.00	\$2,460.00	\$2,542.00	\$2,460.00	\$6,970.00
Sigh Post, Steel, 3 lb.	28	\$280.00	\$114.80	\$224.00	\$784.00	\$280.00
Sign, Type IIIB	16	\$320.00	\$204.00	\$256.00	\$320.00	\$160.00
Pavt Mrkg, Ovly Cold Plastic 4" White	100	\$185.00	\$185.00	\$185.00	\$185.00	\$185.00
Pavt Mrkg, Ovly Cold Plastic 4" Yellow	4460	\$8,251.00	\$8,251.00	\$8,251.00	\$8,251.00	\$8,251.00
Pavt Mrkg, Ovly Cold Plastic 12", Crosswalk	474	\$2,014.50	\$2,014.50	\$2,014.50	\$2,133.00	\$2,014.50
Pavt Mrkg, Ovly Cold Plastic 24" Stop Bar	88	\$748.00	\$748.00	\$748.00	\$792.00	\$748.00
Pavt Mrkg, Ovly Cold Plastic, Lt Turn Arrow	1	\$125.00	\$125.00	\$125.00	\$150.00	\$125.00
Pvt Mrkg, Ovly Cold Plastic, Only	1	\$135.00	\$135.00	\$135.00	\$150.00	\$135.00
Pavt Mrkg, Ovly Cold Plastic, RR Sym	2	\$590.00	\$570.00	\$570.00	\$600.00	\$570.00
Barricade, Type III Furn.	7	\$525.00	\$525.00	\$525.00	\$1,050.00	\$525.00
Barricade, Type III Oper	7	\$105.00	\$105.00	\$105.00	\$35.00	\$105.00
Dust Pailative, applied	25	\$25.00	\$7,250.00	\$2,500.00	\$11,250.00	\$2,500.00
Flay Control	0.5	\$1,500.00	\$3,125.00	\$1,500.00	\$4,000.00	\$10,000.00
Minor Traf Devices	0.5	\$10,000.00	\$5,775.00	\$12,750.00	\$1,050.00	\$10,000.00
Plastic Drum, Furn	30	\$540.00	\$540.00	\$540.00	\$900.00	\$540.00
Plastic Drum, Oper	30	\$36.00	\$36.00	\$36.00	\$150.00	\$30.00
Sign, Type B, Temp, Furn	111	\$299.70	\$299.70	\$299.70	\$1,998.00	\$277.50
Sign, Type B, Temp, Oper	111	\$66.60	\$66.60	\$66.60	\$555.00	\$11.10
Gate Well Cover, Adj, Case 2	6	\$2,400.00	\$1,350.00	\$2,400.00	\$3,000.00	\$1,350.00
Total Part A:		\$448,854.92	\$462,410.05	\$451,504.07	\$479,953.50	\$490,141.90

Part B: Lenawee Cty Road Commission

Culvert, Rem, Less than 24"	13	\$3,900.00	\$3,900.00	\$3,900.00	\$2,600.00	\$650.00
Pavt, Rem	7594	\$45,564.00	\$49,361.00	\$45,564.00	\$34,173.00	\$58,853.50
Mailbox Post, Modified	9	\$900.00	\$1,125.00	\$900.00	\$2,250.00	\$630.00
Ditch Bottom Clean Out	26	\$5,200.00	\$7,800.00	\$5,200.00	\$10,400.00	\$2,600.00
Excavation, Earth	794	\$4,764.00	\$7,146.00	\$4,764.00	\$9,528.00	\$4,367.00
Subgrade Undercutting, Type II	200	\$3,000.00	\$5,000.00	\$3,000.00	\$8,000.00	\$3,000.00
Erosion Control, check Dam, Stone	50	\$1,000.00	\$750.00	\$1,000.00	\$1,000.00	\$1,000.00
Erosion Control, Fabric Drop	1	\$100.00	\$125.00	\$100.00	\$150.00	\$150.00
Erosion Control, Silt Fence	300	\$600.00	\$630.00	\$600.00	\$300.00	\$600.00
Aggregate Base	45	\$900.00	\$900.00	\$900.00	\$2,925.00	\$697.50
Aggregate Base, 10"	8624	\$73,304.00	\$75,028.80	\$73,304.00	\$94,864.00	\$81,583.04
Maint Gravel, LM	50	\$2,000.00	\$1,750.00	\$2,000.00	\$3,250.00	\$1,125.00
Approach, CL II	46	\$1,380.00	\$1,288.00	\$1,380.00	\$2,898.00	\$713.00
Shoulder, CL II	400	\$8,000.00	\$8,000.00	\$8,000.00	\$25,200.00	\$7,000.00
Slope Restoration, Mod	1500	\$5,250.00	\$7,875.00	\$3,000.00	\$6,000.00	\$4,500.00
Culvert, CI A, CSP, 18"	52	\$2,600.00	\$1,612.00	\$2,600.00	\$2,132.00	\$1,820.00
Culvert, CI F, CSP, 12"	286	\$8,580.00	\$5,148.00	\$8,580.00	\$10,296.00	\$6,292.00
Culv, End Sec, Metal, 12"	20	\$6,000.00	\$600.00	\$6,000.00	\$600.00	\$2,500.00
Culv, End Sec, Metal, 18"	2	\$1,000.00	\$100.00	\$1,000.00	\$100.00	\$450.00
Dr Structure Cover, Adj, Case 2	12	\$4,800.00	\$5,400.00	\$4,800.00	\$2,400.00	\$3,600.00
Dr Structure, Temp Lowering	4	\$800.00	\$1,360.00	\$800.00	\$3,000.00	\$400.00
Dr Structure tap, 6 inch	4	\$800.00	\$1,000.00	\$800.00	\$1,000.00	\$400.00
Underdrain, Subbase, 6"	5226	\$23,517.00	\$28,743.00	\$23,517.00	\$44,421.00	\$23,517.00
Underdrain Outlet, 6"	4	\$800.00	\$320.00	\$800.00	\$192.00	\$600.00
Cold Milling HMA Surface	1070	\$5,350.00	\$2,675.00	\$5,350.00	\$2,942.50	\$4,280.00
HMA, 3C	1008	\$54,119.52	\$55,944.00	\$54,119.52	\$57,456.00	\$59,472.00
HMA, 4C	1438	\$86,797.68	\$86,280.00	\$86,797.68	\$87,718.00	\$89,156.00
HMA Approach	30	\$4,500.00	\$3,450.00	\$4,500.00	\$3,600.00	\$3,750.00
Curb & Gutter, Conc, Det F4	238	\$4,403.00	\$4,760.00	\$4,046.00	\$4,760.00	\$2,975.00
Shoulder gutter, HMA	138	\$276.00	\$1,380.00	\$414.00	\$1,518.00	\$138.00
Pavt Mrkg, Ovly Cold Plastic 4" white	4854	\$8,979.90	\$8,979.90	\$8,979.90	\$8,979.90	\$8,979.90
Pavt Mrkg, Ovly Cold Plastic 4" yellow	1727	\$3,194.95	\$3,194.95	\$3,194.95	\$3,194.95	\$3,194.95
Barricade, Type III, Furn	5	\$375.00	\$375.00	\$375.00	\$750.00	\$375.00
Barricade, Type III, Oper	5	\$75.00	\$75.00	\$75.00	\$25.00	\$75.00
Dust Pailative, Applied	25	\$25.00	\$7,250.00	\$2,500.00	\$11,250.00	\$2,500.00
Flag Control	0.5	\$750.00	\$3,000.00	\$750.00	\$2,750.00	\$10,000.00
Minor Traf Devices	0.5	\$10,000.00	\$5,000.00	\$12,750.00	\$1,750.00	\$10,000.00
Plastic Drum, High Intensity, Furn	30	\$540.00	\$540.00	\$540.00	\$900.00	\$540.00
Plastic Drum, High Intensity, Oper	30	\$36.00	\$36.00	\$36.00	\$150.00	\$30.00
Sign, Type B, Temp, Furn	283	\$764.10	\$764.10	\$764.10	\$5,094.00	\$707.50
Sign, Type B, Temp, Oper	283	\$169.80	\$169.80	\$169.80	\$1,415.00	\$2.83
Monument Box	3	\$1,200.00	\$900.00	\$1,500.00	\$1,500.00	\$1,500.00
Monument Preservation	3	\$1,200.00	\$3,600.00	\$2,250.00	\$1,500.00	\$1,500.00
Total Part B:		\$387,514.95	\$403,335.55	\$391,620.95	\$464,932.35	\$406,224.22
GRAND TOTAL:		\$836,369.87	\$865,745.60	\$843,125.02	\$944,885.85	\$896,366.12

**RE: DEPARTMENT OF PUBLIC WORKS – Beecher Street Construction Project-
Treat thru City Limits to Parr Highway**

RESOLUTION

WHEREAS, the Adrian City Commission, by Resolution #R11-054 dated May 2, 2011, authorized the City Administration to enter into a collaborative agreement with the Lenawee County Road Commission to reconstruct Beecher Street from Treat Street through the city Limits to Parr Highway; and

WHEREAS, the Adrian City Commission, by Resolution #R10-055 dated May 2, 2011 approved a contract with the Michigan Department of Transportation (MDOT) to execute the aforementioned Beecher Street Project; and

WHEREAS, the City of Adrian Purchasing Office solicited and received bids for the subject project on Thursday, June 23, 2011 with the following results:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
C&D Hughes, Inc.	Charlotte, MI	
	- Part A City of Adrian	\$448,854.92
	- Part B Road Commission	<u>387,514.95</u>
	Total	<u>\$836,369.87</u>
Slusarski Excavating & Paving, Inc.	Adrian, MI	
	- Part A City of Adrian	\$462,410.05
	- Part B Road Commission	<u>403,335.55</u>
	Total	<u>\$865,745.60</u>
Michigan Paving & Materials, Co.	Jackson, MI	
	- Part A City of Adrian	\$451,504.07
	- Part B Road Commission	<u>391,620.95</u>
	Total	<u>\$843,125.02</u>
E.R. Zeiler Excavating, Inc.	Temperance, MI	
	- Part A City of Adrian	\$479,953.50
	- Part B Road Commission	<u>464,932.35</u>
	Total	<u>\$944,885.85</u>
American Asphalt, Inc.	Adrian, MI	
	- Part A City of Adrian	\$490,141.90
	- Part B Road Commission	<u>406,224.22</u>
	Total	<u>\$896,366.12</u>

WHEREAS, the City of Adrian and the LCRC jointly submitted a grant application and have been awarded a Michigan Department of Transportation (MDOT) Transportation Economic Development Fund (TED) grant to partially fund the joint project as follows:

	<u>MDOT</u>	<u>Local</u>	<u>Total</u>
	<u>Grant</u>	<u>Match</u>	<u>Cost</u>
City of Adrian (Part A)	\$359,000	\$ 89,855	\$448,855
LCRC (Part B)	<u>300,000</u>	<u>87,515</u>	<u>387,515</u>
Total	<u>\$659,000</u>	<u>\$177,370</u>	<u>\$836,370</u> ; and

WHEREAS, the Finance Director indicates that the funding for the City's local match requirement (\$89,855) is available in the Major Street Fund (Fund 202) and the funding for

the Lenawee County road Commission local match requirement (\$87,515) has been committed; and

WHEREAS, the City Engineer and City Administrator recommend the low bidder and selection of C&D Hughes, Inc., Charlotte, MI to engage in the City's Standard Professional Services Contract for amounts detailed as follows:

- Part A	City of Adrian	\$448,854.92
- Part B	Road Commission	<u>387,514.95</u>
	Total	<u>\$836,369.87</u>

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the low bidder and selection of C&D Hughes, Inc., Charlotte, MI to engage in the City's Standard Professional Services Contract for reconstruction of Beecher Street from Treat Street thru City Limits to Parr Highway in the amounts detailed as follows:

- Part A	City of Adrian	\$448,854.92
- Part B	Road Commission	<u>387,514.95</u>
	Total	<u>\$836,369.87</u>

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

R-3

MEMO



DATE: June 30, 2011
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Farmers' Market Structure - Design/Build Proposals

As previously indicated to the Commission, the City Engineer has not had sufficient time to design and provide engineering services for the Farmers' Market structure. The grant received by the city requires that the structure be completed by the end of 2012. As such, proposals have been requested from firms that will both design and build the new structure. The city will still be responsible for the asphalt work on the site.

Each responding firm presented some ideas as to what a proposed structure would look like. While the most expensive structure was submitted by the Adrian Design Group, I found this concept to be the most creative and potentially most useful of the four submitted.

It is my judgment that the structure should be designed for a variety of uses, even though the primary use will be for a Farmers' Market. The city has the unique opportunity with the grant funding to create a special area and structure as opposed to one that is basically a pole barn without walls. I have discussed this issue with the principals of Adrian Design Group and believe that they share a similar view for the market structure. This firm is located within the City of Adrian, has had a good track record with other projects in the city, and is familiar with Davis-Bacon requirements, for which compliance is required pursuant to the grant. As such, I concur with the recommendation of the City Engineer to contract with Adrian Design Group for this project.

Respectfully submitted,


Dane C. Nelson
City Administrator

DCN:bjw

R-3

June 28, 2011

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Design/Build – Farmer’s Market



In 2010, the City received notice of award for grant funding through MEDC for construction of a Farmer’s Market structure in the amount of \$275,000 with matching funds for planning, engineering and paving.

The City requested Design/Buildings Request for Proposals and received 4 proposals from architects/builders.

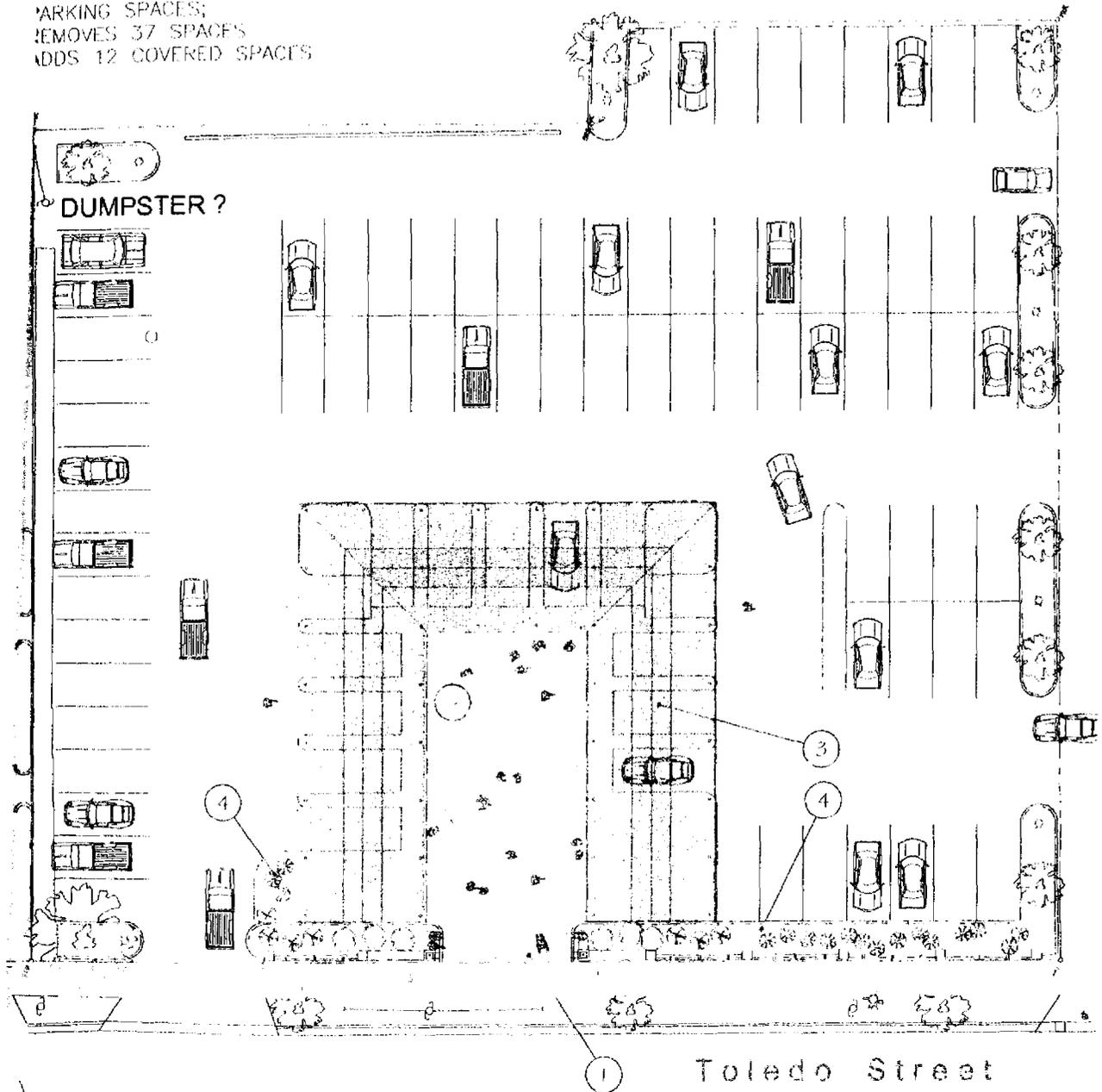
CITY OF ADRIAN, MICHIGAN
DESIGN/BUILD – FARMERS MARKET STRUCTURE
DUE DATE: JUNE 23, 2011

BIDDER	DESIGN/BUILD FARMERS MARKET STRUCTURE
Prominent Design & Build Jackson MI	\$ 67,738.00 option 1 \$61,338.00 option 2
Phoenix Contractors Ypsilanti MI	\$145,000.00
The McFate Group Inc Chelsea MI	\$ 179,000.00
Adrian Design Group Adrian MI	\$ 261,000.00

These are proposal prices and not a bidding situation. We have reviewed all the proposals and have determined that the proposal presented by Adrian Design Group/All Around Construction, both of Adrian, MI, are in the best interests of this project and the City of Adrian. All the proposals were satisfactory, however, Adrian Design Group is located in downtown Adrian, and with their knowledge of the City of Adrian and interest in the downtown area, we feel this is the best fit for this project.

Funds for construction of this project will be through the MEDC grant in the amount of \$275,000 (585-546.00-975.000) with matching funds for Architectural/Engineering Services in the amount of \$11,000 (585-546.00-801.000)

PARKING SPACES;
REMOVES 37 SPACES
ADDS 12 COVERED SPACES



CONCEPTUAL SITE PLAN

DATE: 6-23-2011

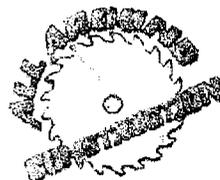
SCALE: 1"=30'-0"

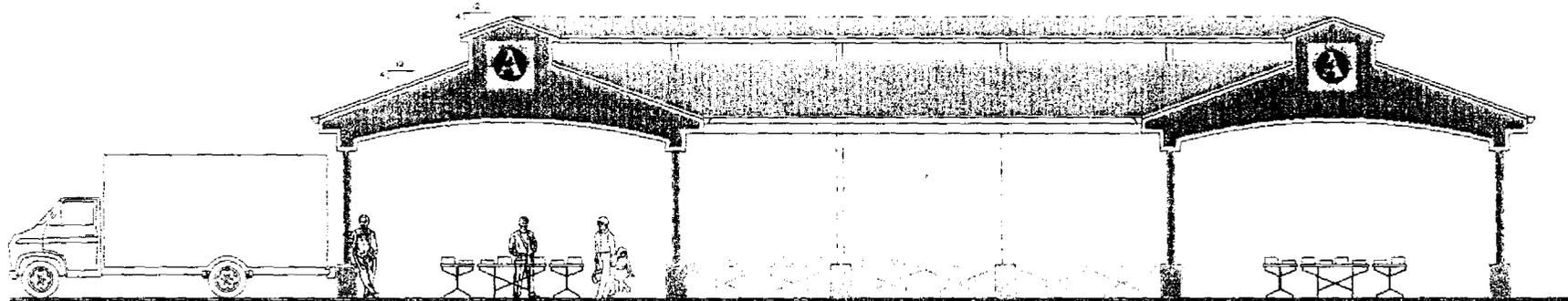
City of Adrian
Farmers Market Structure

- ① ARCHED ENTRANCE
- ② PEDESTRIAN COURT
- ③ COVERED STRUCTURE
- ④ LANDSCAPE STRIP

ADG
Adrian Design Group, P.C.
128 E. Church Street - Adrian, MI 49221
ph. (517) 265-2700
www.adriandesigngroup.com

© copyright 2011 Field verify all dimensions.





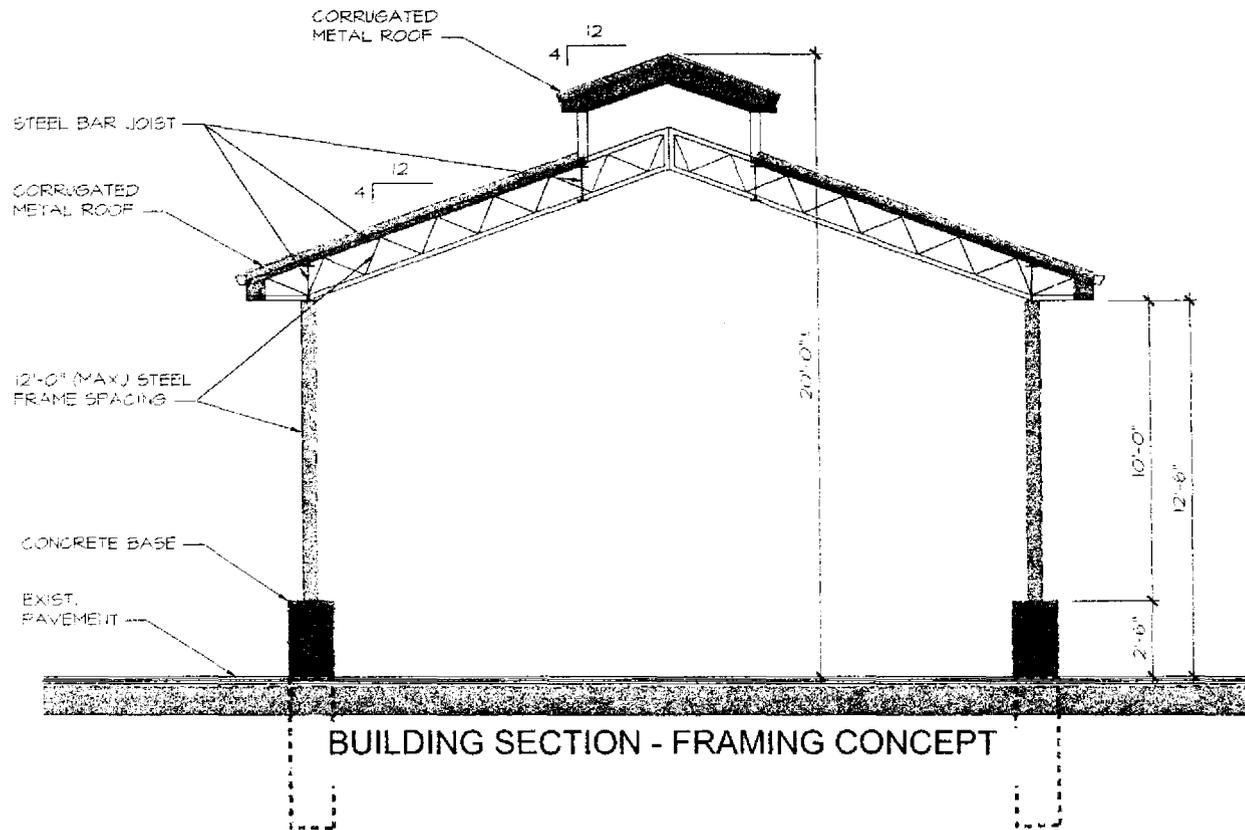
ELEVATION - TOLEDO STREET SIDE

ADG
Adrian Design Group, PLLC
120 E. Church Street - Adrian, MI 49221
ph. (517) 265-2700
www.adriandesigngroup.com



City of Adrian
Farmers Market Structure
Toledo Street
Adrian, Michigan

DATE: 8-23-2011
ISSUED: CONCEPT
SCALE: 1/8"=1'-0"



ADG
 Adrian Design Group, PLC
 128 E. Church Street - Adrian, MI 49221
 ph. (517) 265-2700
 www.adriandesigngroup.com



City of Adrian
 Farmers Market Structure
 Toledo Street
 Adrian, Michigan

DATE: 6-23-2011
 ISSUED: CONCEPT
 SCALE: 1/8" = 1'-0"

CITY OF ADRIAN, MICHIGAN
 DESIGN/BUILD – FARMERS MARKET STRUCTURE
 DUE DATE: JUNE 23, 2011

BIDDER	DESIGN/BUILD FARMERS MARKET STRUCTURE	
Prominent Design & Build Jackson MI	\$ 67,738.00 option 1 \$61,338.00 option 2	
Phoenix Contractors Ypsilanti MI	\$145,000.00	
The McFate croup Inc Chelsea MI	\$ 179,000.00	
Adrian Design Group Adrian MI	\$ 261,000.00	

R11-079

July 5, 2011

RE: CITY ENGINEER – Authorization for Design and Construction of Grant Funded Farmers' Market

RESOLUTION

WHEREAS, the Adrian City Commission, by Resolution #R11-032 dated April 4, 2011, accepted a \$280,000 Grant Award for the Farmers' Market Improvement Project (Project No. MSC 210012-FMK) under the Michigan Community Development Block Grant (CDBG) Farm to Food Grant Program, with a commitment to fund the \$60,000 local matching requirement; and

WHEREAS, the Finance Director indicates that the City of Adrian local match requirement will be met by paving the North Toledo Street Parking Lot, utilizing funds from the Auto Parking Fund Capital Improvement Account (585-546.00-975.000); and

WHEREAS, the City Purchasing Office has solicited and received proposals Thursday, June 23, 2011 to design and construct the subject project, with the following results:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
Prominent Design & Build, Inc. Jackson, MI	Option 1- 40' X 160' air steel building Option 2- 64' X 100' air steel building	\$ 67,738.00 \$ 61,338.00
Phoenix Contractors, Inc. Ypsilanti, MI		\$145,000.00
The McFate Group, Inc. Chelsea, MI		\$179,000.00
Adrian Design Group, PLC Adrian, MI		\$261,000.00

WHEREAS, based on the intention to use the building for a variety of purposes, even though the primary use will be a Farmers' Market, the City Engineer and City Administrator recommend the selection of the Adrian Design Group, PLC, Adrian, MI as the preferred vendor for engagement in the City's Standard Professional Services Contract at a cost not to exceed \$261,000.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the selection of the Adrian Design Group, PLC, Adrian, MI as the preferred vendor for engagement in the City's Standard Professional Services Contract to design and construct the grant-funded Farmers' Market Improvement Project (Project No. MSC 210012-FMK) under the Michigan Community Development Block Grant (CDBG) Farm to Food Grant Program at a cost not to exceed \$261,000.

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



MISCELLANEOUS

M-1

Adrian Parks and Recreation
 Recreation Program Report
 Spring 2011 (March - May)

	2007	2008	2009	2010	2011
AQUATICS					
Swim Lessons	16	19	18	23	18
YOUTH PROGRAMS					
Golf Lessons	10	10	8	15	15
Karate	49	40	18	17	
Youth Beginner					25
Youth Advanced					4
Let Go of My Legos	13	14	9	9	N.O.
Movin' Magic			(3)	11	8
Social Soccer				14	0
Sports for Squirts	36				
Squirts Tball		25	20	35	20
Squirts Soccer		30	22	21	19
Spring Break Camp - Single Day	19	42	14	4	
Spring Break Camp - All Week	13	21	8	26	24
YOUTH SPORTS					
Baseball/Softball			461	547	513
Youth Soccer	54	53	52	328	272
(2010 & 2011 combined with Centre and YMCA)					
HS Soccer			65	(27)	(20)
ADULT/FAMILY PROGRAMS					
Couch Potato to 5K Program*					41
Dog Obedience (Combined) 2 sessions in 2008, 2009, 2010	13	48	37	38	45
Dog Obedience (4H)	12	11	11	11	0
Karate - Family/Individual	2/3	3/3	6/7	2/6	4/6
Golf Lessons	7	10	4	(1)	7
Stubnitz Spring Programs					
Toledo Zoo Animal Presentation					75
Song Bird/Wildflower Trail Hike	21	35	38	15	30
Bluebird Habitat	11	20	24		
MI Snakes Alive		113		47	
Amazing Animal Adaptations			107		
Springtime Basket Weaving		13			
Adult Day Trips					
Shipshewana			21	(9)	(3)
Meijer Gardens					(9)
Turkeyville				(3)	
Sauder Village		6	8		
Dundee (Cabella's)			(1)		
Dance Classes					
Ballroom Dance (Couples)	16	24	22		
Swing Dance (Couples)	12	15	13		
Intermediate Ballroom/Swing (Couples)				6	
Beginner Ballroom/Swing (Couples)				10	
Beginner Ballroom (Individuals)					11
Beginner Swing (Individuals)					(1)
Intermediate Line Dancing (Individuals)					7
Beginner Line Dancing (Individuals)					31
Square Dance (Individuals)				11	31
Belly Dancing					(1)

*New Program N.O. - Not Offered () Cancelled due to low enrollment

NOTE: Blank spaces are due to not offering certain programs in various years.

Adrian Parks and Recreation
Recreation Program Report
Spring 2011 (March - May)

	2007	2008	2009	2010	2011
ADULT SPORTS/LEAGUES					
Adult Volleyball 4X4 (Teams)					
Men	5	0	6	6	4
Women	29	35	33	34	32
Co-Ed	25	24	14	13	15
SKATE PARK					
Open Skating (April - May)	490	494	461	456	478
Skateboard Class	7	8	18	15	9
SPECIAL EVENTS					
Eggstravaganza	341	9	282	425	290
Heritage Hare Racer	61	73	62	65	74
Mom's & Son's Activity Night	59	128	116	131	149
Mother's Day Gift Workshop	14	11	(3)	N.O.	N.O.
Pitch Hit and Run	17	14	12	N.O.	N.O.
Rose For Mom Contest	71	356	290	240	28
Themed Spring Tea Parties					
Teddy Bear Tea Party	7	13			
Mad Hatter Tea Party			24		
Enchanted Fairy Tea Party				31	(14)
Walk Michigan		165	108	74	30

*New Program N.O. - Not Offered () Cancelled due to low enrollment

NOTE: Blank spaces are due to not offering certain programs in various years.

SCHOLARSHIPS DISTRIBUTED
March - May 2011

Youth Programs	\$71.00
Youth Sports	\$290.00
Special Events	\$46.00
Skate Park	\$15.00
Baseball/Softball	<u>\$1,770.00</u>
TOTAL	\$2,192.00

M-2

Adrian Parks Recreation
Resident/Non-Resident Comparison
Spring 2011 (March - May)

	Residents	Non-Residents	Total Participants	Percentage Non-Residents
AQUATICS				
Swim Lessons	12	6	18	33%
YOUTH PROGRAMS				
Golf	3	12	15	80%
Karate	19	10	29	34%
Movin' Magic	6	2	8	25%
Squirts Tball	14	6	20	30%
Squirts Soccer	10	9	19	47%
Spring Break Camp - All Week	N/A - Did not track (Combined with Centre)			
YOUTH SPORTS				
Baseball/Softball	301	212	513	41%
Youth Soccer	N/A - Did not track (Combined with Centre and YMCA)			
ADULT/FAMILY PROGRAMS				
Couch Potato to 5 K	21	20	41	49%
Dog Obedience (Combined)	8	15	23	65%
Karate - Individual/Family	1	9	10	90%
Golf	2	5	7	71%
Beginner Ballroom (Individuals)	2	9	11	82%
Intermediate Line Dancing (Individuals)	1	6	7	86%
Beginner Line Dancing (Individuals)	15	16	31	52%
Square Dance Class	14	17	31	55%
ADULT SPORTS/LEAGUES				
Adult Volleyball 4X4 (Players)	76	187	263	71%
SKATE PARK				
Skate Lessons	2	7	9	78%
SPECIAL EVENTS				
Eggstravaganza	N/A - Did not track			
Heritage Hare Racer	30	44	74	59%
Mom's & Son's Activity Night	119	30	149	20%
Rose for Mom	N/A - Did not track			
Walk Michigan	N/A - Did not track			
TOTALS	656	622	1,278	49%