



**CITY COMMISSION
MEETING
July 6, 2015**



COMMISSION AGENDA

AGENDA
ADRIAN CITY COMMISSION
JULY 6, 2015
7:00PM

- I. PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE JUNE 9, 2015 REGULAR MEETING OF THE ADRIAN CITY COMMISSION.
- IV. PRESENTATION OF ACCOUNTS
- V. CONSENT AGENDA
 - 1. **CR15-024. City Commission.** Resolution to appoint Kathleen Eriksen to the Downtown Development Authority Board.
 - 2. **CR15-025. Engineering.** Resolution to award a bid for the purchase of asphalt paving for 2015 street projects.
 - 3. **CR15-026. Engineering.** Resolution to award a bid for the purchase of concrete for 2015 street projects and sidewalk rehab.
 - 4. **CR15-027. Utilities.** Resolution to award a bid for the purchase of a new $\frac{3}{4}$ ton truck for the Water Treatment Plant.
- VI. REGULAR AGENDA
 - A. ORDINANCES
 - 1. **Ord. 15-007.** Second reading and adoption of an ordinance to amend the City of Adrian Zoning/Development regulations and the Zoning Map by deleting 149 S. Madison Street from the R-4 Single Family Residential District and including the same in the ERO Education, Research, and Office District.
 - 2. **Ord. 15-008.** Second reading and adoption of an ordinance to amend Article IV, Section 4.31 of the Adrian Zoning Code.
 - 3. **Ord. 15-009.** Second reading and adoption of an ordinance to amend Article XXI-1-2 General Industrial District of the Zoning Ordinance Section 21.03 Uses Subject to a Zoning Exception Permit.
 - B. RESOLUTIONS
 - 1. **R15-070. Utilities.** Resolution to waive the bid process and authorize the renewal of the Lime Residual removal and Land

Application contract with Biotech Agronomics, Inc. of Beulah, Michigan for a one year period.

2. **R15-071. Community Development.** Resolution to approve an application for a Neighborhood Enterprise Zone Certificate for 727 E. Michigan Street.
3. **R15-072. City Attorney.** Resolution to authorize the Mayor to execute a Consent provision of the Assignment of Rights under Agreement for Sale and Purchase of Property between Sundance and Old West (regarding property the City has agreed to sell to Sundance, Inc.).
4. **R15-073. Administration.** Resolution to approve a Change Order from Stevens Disposal & Recycling Service of Temperance, MI for additional volume of material collected during the curbside spring pickup.
5. **R15-074. Parks & Engineering Services.** Resolution to approve a proposed lease agreement for shared use of maintenance on the parking lot with St. Mary's Catholic Church and the Roman Catholic Bishop of Lansing and authorizes the Mayor and City Clerk to complete, sign, and file all documents necessary to this proposed lease agreement.
6. **R15-075. Administration.** Resolution to approve the 3-year renewal of the lease agreement between the City of Adrian and the County of Lenawee for the continued use of the Piotter Center.

VII. PUBLIC COMMENT

VIII. COMMISSIONER COMMENTS



MINUTES

**MINUTES
ADRIAN CITY COMMISSION
JUNE 15, 2015
7:00 P.M.**

Official proceedings of the June 15, 2015 regular meeting of the City Commission, Adrian, Michigan.

The regular meeting was opened with a moment of silent prayer and the Pledge of Allegiance to the Flag.

PRESENT: Mayor Berryman and Commissioners Dudas, Munson, Rising, Gallatin and Faulhaber.

ABSENT: Commissioner Berryman Adams

Mayor Berryman in the Chair.

Commissioner Munson motioned to excuse Commissioner Berryman Adams, seconded by Commissioner Dudas, and this was adopted by a 6-0 vote.

Commissioner Faulhaber motioned to approve the minutes from the regular meeting on June 1, 2015, this was seconded by Commissioner Rising, and the minutes were adopted by a 6-0 vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher #4138 through #4141	\$63,080.25
General Fund Vouchers #22391 through #22403	\$230,022.92
Clearing Account Vouchers amounting to	<u>\$245,679.76</u>
TOTAL EXPENDITURES	<u>\$538,782.93</u>

On motion by Commissioner Dudas, seconded by Commissioner Munson, this resolution was adopted by a 6-0 vote.

COMMUNICATIONS

C-1. FINANCE. Revenue and Expenditure report for March, 2015.

C-1. FINANCE. Memo regarding the Municipal Employee's Retirement System (MERS) of Michigan Annual Actuarial Valuation.

CONSENT AGENDA

CR15-010

RE: UTILITIES DEPARTMENT –Annual Bids for Treatment Chemicals at the Water Treatment Plant

WHEREAS the City Commission, by Resolution #R15-053 dated May 14, 2015, adopted the FY2015-16 Budget and General Appropriations Act, which included appropriations for treatment chemicals at the Water (\$275,000) and Wastewater (\$50,000) Plants; and

WHEREAS the Purchasing Office, in conjunction with the Utilities Department, solicited and received a total of six (6) bids on Tuesday, May 26, 2015 for three (3) chemicals used in the various treatment processes; and

WHEREAS the Utilities Director recommends acceptance of the low bid in each case; and

WHEREAS a summary of the recommended vendors follows:

<u>Chemical</u>	<u>Recommended Supplier</u>	<u>Bid Price</u>	<u>% Change</u>
Ferric Sulfate	Chemtrade Chemicals, Parsippany, NJ	\$0.1063	-4.8%
Phosphate Liquid	Shannon Chemical Corp, Malvern, PA	\$0.514	-1.1%
Carbon Dioxide	Airgas Carbonic, Lawrenceville, GA	\$0.04719	+44.1%; and

WHEREAS the City Administrator recommends approval of this resolution.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the bid recommendations detailed above for the FY2015-16 Fiscal Year.

CR15-011

RE: UTILITIES DEPARTMENT - Ductile Iron Pipe and Fittings-Annual Bid

WHEREAS, three (3) sealed bids were received Tuesday May 26, 2015 for the annual purchase of ductile iron pipe, fittings, valves & accessories; and

WHEREAS, based on anticipated volumes and adherence to bid specifications, said bids have been tabulated and recommendations made by the Utilities Director, Finance Director and the City Administrator to select the lowest qualified bidder adhering to all bid specifications in each case (Ref: attached bid tabulation); and

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

NOW, THEREFORE, BE IT RESOLVED that the bids for Class 52 ductile iron water main be awarded to the low bidder that met all specifications, Michigan Pipe & Valve of Jackson, MI and all ductile iron mechanical joint fittings, gate valves with accessories, tapping valves, tapping sleeves, retaining glands, gaskets and accessory kits be awarded to the low bidder that met all specifications, Etna Supply of Grand Rapids, MI under the terms and conditions as submitted and as proposed in their sealed bids dated May 26, 2015.

CR15-012

RE: Utilities Department – Street Castings

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the Department of Utilities, solicited and received bids on Tuesday, May 26, 2015 for the 2015-16 purchase of Street Castings, with the following results:

ITEM	EJ USA East Jordan MI	HD Supply Waterworks Canton MI	Prior Year Pricing 2014-15
Manhole Castings:			
1046 EJ w/lid	\$171.95	\$184.69	\$171.95
1040 EJ	\$197.55	\$212.19	\$197.55
Manhole Lids:			
Type M1	\$131.70	\$141.46	\$131.70
Type M3 ADAgrate	\$197.82	\$212.48	\$197.82
Type N	\$137.80	\$148.01	\$137.80
1040AGS cover	\$169.53	\$182.09	\$169.53
1040A cover	\$141.47	\$151.95	\$141.47
1040APT assembly	\$352.43	\$162.43	\$352.43
Catch Basin Castings:			
7045 w/adj back	\$445.17	\$478.17	\$445.17
7065 w/driveway back	\$451.51	\$484.98	\$451.51
7000 w/adj back	\$435.88	\$470.34	\$435.88
Catch Basin Grates:			
Type M1	\$112.88	\$121.25	\$112.88
Type M2	\$123.13	\$132.26	\$123.13
Misc:			
8560 Series box	\$164.87	\$177.09	\$164.87
5BR250 Hydrant	\$1,535.89	\$1,593.48	\$1,535.89
#8500 Series Risers:			

1" high	\$17.91	\$19.24	\$17.91
1-1/2" high	\$21.68	\$23.29	\$21.68
2" high	\$24.51	\$26.33	\$24.51
2-1/2" high	\$27.34	\$29.37	\$27.34
3" high	\$31.11	\$33.42	\$31.11
Manufacturer	EJ USA	EJ USA	EJ USA
Delivery	10 days	7 days	10 days
Discounts	N/A	N/A	N/A
	Net 30	Net 30	

; and

WHEREAS, the Assistant Director of Finance, Utilities Director, Parks & Engineering Services Director, and City Administrator recommend the acceptance of EJ USA, East Jordan, Michigan, for the engagement in the City's Standard Professional Services Contract for Street Castings; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2015-16 Annual Operating Budget

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the bid of EJ USA, East Jordan, Michigan, and engagement in the City's Standard Professional Services Contract for Street Castings, under the terms and conditions as submitted and as proposed in their sealed bids dated May 26, 2015.

CR15-013

RE: DEPARTMENT OF PUBLIC WORKS – Backfill Material Annual Bid

WHEREAS the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Tuesday, May 26, 2015 for the Fiscal Year of 2016 for purchase of backfill material, with the following results:

	Sand Per Ton	Top Soil
Van Brunt Transport Inc Onsted, MI	\$ 7.20 ton	\$ 19.00 ton
GS Materials Inc Napoleon, OH	\$ 6.85 ton	\$ 16.50 ton
Spring Valley Trucking Hillsdale, MI	\$ 5.75 ton 10% Net 20	\$ 18.00 ton 10% Net 20

WHEREAS, the Assistant Finance Director and City Administrator recommend the selection of the low bidder Spring Valley Trucking of Hillsdale, Michigan for both Sand and Top Soil; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2015-16 Annual Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorized the selection of the low bid of GS Materials for purchase of backfill material under the terms and conditions as submitted and as proposed in their sealed bids dated May 26, 2015.

CR15-014

RE: DEPARTMENT OF PUBLIC WORKS – Cold Patch

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Tuesday, May 26, 2015 for the FY2016 purchase of Cold Patch, with the following results:

ITEM	Unique Paving Materials Cleveland, OH
Cold Patch – Delivered	\$ 106.00 per ton lead \$104.00 per ton train
Cold Patch - Pickup	\$ 100.00 per ton
Cold Patch – Delivered 2yr pricing	\$ 106.00 per ton lead \$104.00 per ton train
Cold Patch – Pickup 2yr pricing	\$ 100.00 per ton
Truckload	Lead 26 Ton +/- Train 50 Ton +/-

WHEREAS, the City Engineer and City Administrator recommend the acceptance of sole bidder Unique Paving Materials, Cleveland, Ohio, for the engagement in the City's Standard Professional Services Contract for Cold Patch; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2015-16 Annual Operating Budget

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the sole bid of Unique Paving Materials, Cleveland, Ohio, and engagement in the City's Standard Professional Services Contract for Cold Patch, under the terms and conditions as submitted and as proposed in their sealed bids dated May 26, 2015.

CR15-015

RE: DEPARTMENT OF PUBLIC WORKS – Electrical Work Annual Bid

WHEREAS the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Tuesday, May 26, 2015 for Fiscal Year 2016 Electrical Work, with the following results:

BIDDER	AMOUNT	CONDITIONS
Clegg Electric Adrian, MI	\$ 55.00	15% Markup on Parts Response: As needed Hourly rate during normal hours
Masson’s Electric Adrian, MI	\$ 40.00	10% Markup on Parts Response: 2-3 hour during business 3-4 hours after hours
Brint Electric Adrian, MI	\$ 57.50	15% Markup on Parts Response: within 24 hour

WHEREAS, the Assistant Finance Director and City Administrator recommend the selection of the low bidder Masson’s Electric of Adrian, Michigan; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2015-16 Annual Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorized the selection of the low bid of Masson’s Electric of Adrian, Michigan for the fiscal year 2016 electrical work under the terms and conditions as submitted and as proposed in their sealed bids dated May 26, 2015

CR15-016

RE: DEPARTMENT OF PUBLIC WORKS – Equipment Rental Award

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Tuesday, May 26, 2015 for the FY 2016 for equipment rental, with the following results:

ITEM	Slusarski Excavating Adrian MI
Motor Grader	\$110.00
Earth Mover	\$110.00
Small Backhoe	\$85.00
Large Backhoe – ½ cy	\$95.00
Large Backhoe – ¾ cy	\$105.00
Large Backhoe – 1 cy	\$125.00
Drum Compactor	CAT \$98.00

	Champion	\$95.00
Bulldozer-Small		\$90.00
Bulldozer-Large		\$98.00
Tri-Axle Dump Truck		\$80.00
Quad-axle Dump Truck		\$95.00
Low Boy		\$98.00
Notice		1-2 days

WHEREAS, the City Engineer and City Administrator recommend the acceptance of sole bidder Slusarski Excavating, Adrian, Michigan, for the engagement in the City's Standard Professional Services Contract for Equipment Rental; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2015-16 Annual Operating Budget

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the sole bid of Slusarski Excavating, Adrian, Michigan, and engagement in the City's Standard Professional Services Contract for Equipment Rental under the terms and conditions as submitted and as proposed in their sealed bids dated May 26, 2015.

CR15-017

RE: DEPARTMENT OF PARKS & TREES – Lawn Fertilization Award

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the Department of Parks and Trees, has solicited and received bids on Tuesday, May 26, 2015 for the FY 2016 for Lawn Fertilization and Weed Control, with the following results:

ITEM	Smith's Nursery Adrian MI
Fertilization per acre	\$ 80.00/acre
Broadleaf Control per acre	\$ 85.00/acre
Spring Grub Control per acre	\$ 90.00/acre
Summer Grub Control per acre	\$ 90.00/acre

WHEREAS, the City Engineer and City Administrator recommend the acceptance of sole bidder Smith's Nursery, Adrian, Michigan, for the engagement in the City's Standard Professional Services Contract for Lawn Fertilization and Weed Control; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2015-16 Annual Operating Budget

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the sole bid of Smith's Nursery, Adrian, Michigan, and engagement in the City's Standard Professional Services Contract for Lawn

Fertilization and Weed Control under the terms and conditions as submitted and as proposed in their sealed bids dated May 26, 2015.

CR15-018

RE: DEPARTMENT OF PUBLIC WORKS – LIMESTONE

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Tuesday, May 26, 2015 for the FY 2016 purchase of Limestone, with the following results:

	Van Brunt Transport Onsted, MI	Aggregate Industries Kalamazoo, MI	Spring Valley Trucking Hillsdale, MI	Stoneco of Michigan Monroe, MI
#1 – City storage	\$ 13.50	No Bid	\$ 12.10	\$ 14.25
#1 – Construction site	\$ 13.50		\$ 12.10	\$ 14.25
#1 – Per Ton at Plant				\$ 8.50
#2 – City storage	\$ 13.50	\$ 15.62	\$ 12.10	\$ 14.25
#2 – Construction site	\$ 13.50	\$ 15.62	\$ 12.10	\$ 14.25
#2 – Per Ton at Plant		\$ 11.50		\$ 8.50
#6 – City storage	\$ 14.25	\$ 18.37	\$ 13.50	\$ 22.00
#6 – Construction site	\$ 14.25	\$ 18.37	\$ 13.50	\$ 22.00
#6 – Per Ton at Plant		\$ 14.70		\$ 16.00
#411 – City storage	\$ 12.80	\$ 17.07	\$ 11.50	\$ 13.55
#411 – Construction site	\$ 12.80	\$ 17.07	\$ 11.50	\$ 13.55
#411 – Per Ton at Plant		\$ 13.25		\$ 8.00
#304 – City storage	\$ 12.60	\$ 17.32	\$ 11.50	\$ 13.70
#304 – Construction site	\$ 12.60	\$ 17.32	\$ 11.50	\$ 13.70
#304 = Per Ton at Plant		\$ 13.55		\$ 8.00
Delivery	1-2 days	3 days	24 hours or less	2 days
Supply Truckloads/day	Per job	21 Loads	21-25 Loads	10 Loads
Size of truckload	45 Ton	50 Ton	48.5-52 Ton	50 Ton
Payment Terms	Net 30 days	Net 30	10% Net 20	Net 30
Discount to city	none	none		none

WHEREAS, the Assistant Director of Finance and City Administrator recommend the acceptance of the low bidder Spring Valley Trucking, Hillsdale, Michigan, for the engagement in the City's Standard Professional Services Contract for Limestone; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2015-16 Annual Operating Budget

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the low bid of Spring Valley Trucking, Hillsdale, Michigan, and engagement in the City's Standard Professional Services Contract for Limestone, under the terms and conditions as submitted and as proposed in their sealed bids dated May 26, 2015.

CR15-019

RE: DEPARTMENT OF FINANCE – MOTOR OIL AND GREASE

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Tuesday, May 26, 2015 for the FY 2016 purchase of Motor Oil and Grease, with the following results:

ITEM	Eastern Oil Co. Pontiac, MI	Shrader Tire & Oil Melvindale, MI	Vesco Oil Corp Southfield, MI	Lyden Oil Company Lansing MI
Motor Oil 15-w-40	\$8.16 gal Eastern Prem	\$7.24 gal Chevron Ursa	\$8.97 gal Motorcraft	\$6.84 gal Proguard CJ4
Motor Oil 5W20	\$6.69 gal Eastern Prem	\$6.55 gal Chevron Supreme	\$9.27 gal Motorcraft	\$5.84 gal Proguard 5W20
Motor Oil 5W30	\$9.21 gal Altra SHL	\$9.19 gal Chevron Havoline	\$9.29 Cam 2	9.49 gal Gulf Dexos
Transmission Oil	6.73 gal Multi Purpose ATF	\$6.34 gal Chevron ATF	\$6.39 gal Cam 2 ATF	\$6.31 gal Proguard
Multi-Purpose Gear Oil	1.89 lbs Eastern Prem	\$1.43 lbs Chevron Multigear	\$1.15 lbs Cam 2 Gear	\$1.39 lb Proguard
Grease	3.82 lbs Shell Gadus	\$2.30 lbs Chevron Starplex	\$3.00 lbs Cam 2 Ultra	\$2.27 lb Proguard
Anti-Freeze	5.67 gal Eastern Pre mix	\$4.80 gal ATI Antifreeze	\$8.30 gal Weathergard	\$5.19 gal Innovative
Hydraulic Oil	13.47 gal Shell Tellos	\$5.96 gal Premium Hydraulic	\$5.95 gal Cam 2	\$5.90 gal Proguard
EBL Grease	No Price	\$19.39 gal Chevron Delo	\$19.46 Mobile VX	\$19.25 gal Kendall
Tractor Hydraulic Fluid	6.95 gal Universal Tractor	\$6.14 gal Chevron Tractor	\$6.69 gal Cam 2	\$5.53 gal Proguard
Anti-Freeze	13.21 gal Shell Rotella	\$6.77 gal Peak Global	\$9.27 gal Zerex	\$8.99 gal Final Charge 50/50
Transmission Fluid	30.64 gal Shell Spirax	\$32.57 gal Transynd Fluid	\$30.90 gal Mobile Delvac	\$36.35 gal BP Autran Syn 295
Delivery	2-3 days	3 days	2-3 days	2 days
Discount	None	None	None	None
Terms	Net 30	Net 10 th	Net 30	Net 30
Conditions	Min delivery	Pricing firm for		Subject to

	165/gals	contract		change with 30 day notice.
--	----------	----------	--	----------------------------

WHEREAS, the Assistant Director of Finance and City Administrator recommend the acceptance of the low bidder Lyden Oil Co, Lansing, Michigan, for the engagement in the City's Standard Professional Services Contract for Limestone; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2015-16 Annual Operating Budget

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the low bid of Lyden Oil Co., Lansing, Michigan, and engagement in the City's Standard Professional Services Contract for Motor Oil and Grease, under the terms and conditions as submitted and as proposed in their sealed bids dated May 26, 2015.

CR15-020

RE: DEPARTMENT OF PUBLIC WORKS – Oil Changes

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Tuesday, May 26, 2015 for the FY 2016 purchase of Oil Changes, with the following results:

	Greg Bell Chevrolet Adrian, MI	Ed Johnson Adrian, MI	Clift Buick Adrian, MI
Per Oil Change	\$ 19.95	\$ 22.99	\$ 23.00
Advance notice needed	None	Yes	1 Day
Wait Time	30 Minutes	35 Minutes	40 Minutes
Time to Complete	30 Minutes	40 Minutes	40 Minutes
	Cost includes 5 qts. oil. Additional qrt are \$1.93 each	Full synthetic, over 5 quarts additional	

WHEREAS, the Assistant Director of Finance and City Administrator recommend the acceptance of the low bidder Greg Bell Chevrolet, Adrian, Michigan, for the engagement in the City's Standard Professional Services Contract for Oil Changes; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2015-16 Annual Operating Budget

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the low bid of Greg Bell Chevrolet, Adrian, Michigan, and engagement in the City's Standard Professional Services Contract for Oil Changes, under the terms and conditions as submitted and as proposed in their sealed bids dated May 26, 2015.

CR15-021

RE: DEPARTMENT OF FINANCE – Precast Concrete

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the Department of Public Works and the Department of Water Distribution, has solicited and received bids on Thursday, May 26, 2015 for the FY 2016 Precast Concrete, with the following results:

ITEM	Grand Valley Concrete Prod. Grand Rapids, MI
Manhole Accessories:	
2 ft. base 8"x48" (cookie)	\$ 69.00 ea.
4 ft. base 8"x72" (cookie)	\$ 106.00 ea.
4 ft. top 8"x58" (donut)	\$ 176.00 ea.
Adjusting Rings:	
2" x 24"	\$ 20.00 ea./min order 14
3" x 24"	\$ 26.00 ea./min order 10
6" x 24"	\$ 59.00 ea./min order 6
Manhole Sumps:	
24" x 24", 6" walls	\$ 174.00 ea.
48" x 24"	\$ 257.00 ea.
Barrel Block:	
24" dia. X 6"	\$ 2.25 ea./min order 105
48" dia. X 6"	\$ 2.25 ea./min order 105
Load Charge	\$ 350.00/less than full truck
Minimum Order	
Conditions	Net 30

WHEREAS, the Assistant Director of Finance and City Administrator recommend the acceptance of the sole bidder, Grand Valley Concrete Products, Grand Rapids, Michigan, for the engagement in the City's Standard Professional Services Contract for Precast Concrete; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2015-16 Annual Operating Budget

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the low bid of Grand Valley Concrete Products, Grand Rapids, Michigan, and engagement in the City's Standard Professional Services Contract for Precast Concrete, under the terms and conditions as submitted and as proposed in their sealed bids dated May 26, 2015.

CR15-022

RE: DEPARTMENT OF FINANCE – PVC Pipe

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the Department of Public Works and Water Distribution Department, has solicited and received bids on Thursday, May 26, 2015 for the FY 2016 PVC Pipe, with the following results:

ITEM	Michigan Pipe Jackson, MI
Polyethylene (per ft):	
6"	\$ 2.12
8"	\$ 2.82
10"	\$ 4.65
12"	\$ 4.91
15"	\$ 7.34
18"	\$ 10.18
Plastic PVC (per foot):	
6"	\$ 1.91
8"	\$ 3.55
10"	\$ 5.15
12"	\$ 7.65
15"	\$ 12.05
18"	\$ 18.50
Perforated Sock Tile (per foot):	
4"	No Bid
6"	No Bid
Minimum Order	\$100.00 minimum order
Delivery	5 calendar days

WHEREAS, the Assistant Director of Finance and City Administrator recommend the acceptance of the sole bidder Michigan Pipe, Jackson, Michigan, for the engagement in the City's Standard Professional Services Contract for PVC Pipe; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2015-16 Annual Operating Budget

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the low bid of Michigan Pipe, Jackson, Michigan, and engagement in the City's Standard Professional Services Contract for PVC Pipe, under the terms and conditions as submitted and as proposed in their sealed bids dated May 26, 2015.

CR15-023

RE: DEPARTMENT OF FINANCE – Ready Mix Concrete

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the Department of Public Works and the Department of Water Distribution, has solicited and received bids on Thursday, May 26, 2015 for the FY 2016 Ready Mix Concrete, with the following results:

ITEM	Darby Ready Mix Addison MI
Class P1 6 bag	\$ 85.50
Class HE	\$ 90.50
Chloride	\$ 1.75 per 1%
Heat in Winter	\$ 5.00
Extra for Fiber	\$ 5.00
Minimum Load	None
Flowable Fill	\$ 66.00
Delivery	4 hours/max 24 hours
Price to city work	Will extend
Payment terms	Net 30

WHEREAS, the Assistant Director of Finance and City Administrator recommend the acceptance of the sole bidder, Darby Ready Mix, Addison, Michigan, for the engagement in the City's Standard Professional Services Contract for Ready Mix Concrete; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2015-16 Annual Operating Budget

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the sole bid of Darby Ready Mix, Addison, Michigan, and engagement in the City's Standard Professional Services Contract for Ready Mix Concrete, under the terms and conditions as submitted and as proposed in their sealed bids dated May 26, 2015.

On motion by Commissioner Rising; seconded by Commissioner Dudas, Consent Agenda items CR15-010 thru CR15-023 were adopted by a 6-0 vote.

REGULAR AGENDA

ORDINANCES

Ord. 15-007. Introduction and first reading of an ordinance to amend the City of Adrian Zoning/Development regulations and the Zoning Map by deleting 149 S Madison Street from the R-4 Single Family Residential District and including the same in the ERO Education, Research, and Office District.

Ord. 15-008. Introduction and first reading of an ordinance to amend Article IV, Section 4.31 of the Adrian Zoning Code.

Ord. 15-009. Introduction and first reading of an ordinance to amend Article XXI-1-2 General Industrial District of the Zoning Ordinance Section 21.03 Uses Subject to a Zoning Exception Permit.

RESOLUTIONS

R15-065

RE: CITY COMMISSION– Resolution to Re-appoint Nelson Douglass to the Downtown Development Authority Board

WHEREAS, the term of Douglass Nelson on the DDA Board is about to expire; and

WHEREAS, Douglass Nelson has expressed a willingness to serve another term; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does, hereby, approve the re-appointment of Nelson Douglass to the DDA Board for a four year term.

On motion by Commissioner Faulhaber, seconded by Commissioner Dudas, this resolution is adopted by a 6-0 vote.

R15-066

RE: CITY COMMISSION– Resolution to Re-appoint Pi Benio to the Downtown Development Authority Board

WHEREAS, the term of Pi Benio on the DDA Board is about to expire; and

WHEREAS, Pi Benio has expressed a willingness to serve another term; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does, hereby, approve the re-appointment of Pi Benio to the DDA Board for a four year term.

On motion by Commissioner Dudas, seconded by Commissioner Rising, this resolution was adopted by a 6-0 vote.

R15-067

RE: DEPARTMENT OF FINANCE – Wrecker Service

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the Adrian Police Department has solicited and received bids on Tuesday, May 26, 2015 for the FY 2016 Wrecker Service, with the following results:

ITEM	Neill's Towing Adrian, MI *	Affordable Towing Adrian, MI
PART I		
To Remove Vehicle from City Street/direction APD	\$45.00	\$45.00
Towing from Outside City Limits/per mile	\$1.75	\$1.75
Service Call (Car/Pickup) within City Limits	\$0.00	\$0.00
Service Call (Dump) within City Limits	\$0.00	\$0.00
Service Call (Dial-A-Ride Bus or Sweeper) within City Limits	\$0.00	\$0.00
Tire Change	\$0.00	\$0.00
Dollying Locked Car	\$25.00	\$25.00
Clean Up Fee	\$20.00	\$20.00
Alternative Hourly Clean Fee	\$20.00	\$20.00
Towing Fee for Flat Bed	\$40.00	\$50.00
Storage Fee for City Vehicle	\$0.00	\$0.00
Storage Fee for Impound	\$15.00	\$15.00 outside \$20.00 inside
PART II		
Fee charged to General Public (Other charge below)	\$50.00	\$50.00
Storage Fee per day	\$15.00	\$15.00
Other Charges		Winching starts at \$20/hr

WHEREAS, the Assistant Director of Finance and City Administrator recommend the acceptance of the low bidder Affordable Towing, Adrian, Michigan, for the engagement in the City's Standard Professional Services Contract for Wrecker Service; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2015-16 Annual Operating Budget

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the low bid of Affordable Towing, Adrian, Michigan, and engagement in the City's Standard Professional Services Contract for Wrecker Service, under the terms and conditions as submitted and as proposed in their sealed bids dated May 26, 2015.

On motion by Commissioner Dudas, seconded by Commissioner Rising, this resolution was adopted by a 6-0 vote.

R15-068

RE: COMMUNITY DEVELOPMENT – Extend contract with Michigan State Housing Development Authority (MSHDA) Rental Rehabilitation program third party administrator

WHEREAS, in the City of Adrian's 2013-2015 Strategic Plan, a high priority goal is to "create and nurture a vibrant place to attract residents and jobs"; and

WHEREAS action strategies in the Strategic Plan call for special attention to development of downtown, and to "strengthen urban corridors"; and

WHEREAS, attractive downtowns are key components in the development of "Place" and are likely to yield increases in residency rates and related economic vitality; and

WHEREAS, The Michigan State Housing Development Authority (MSHDA) has a rental rehabilitation program that provides a 3 to 1 match to private investment; and

WHEREAS, the City of Adrian DDA conducted a meeting and survey of downtown building owners and found strong support for the program; and

WHEREAS, MSHDA requires that all local units contract for a consultant to manage the rental rehabilitation program on behalf of those local units and building owners; and

WHEREAS, the City of Adrian issued a Request for Proposal to an approved list of third party administrators approved by MSHDA; and

WHEREAS, city staff reviewed the responses to the RFP and evaluated them utilizing the Criteria for Selection that is part of the Finance Department's RFP process; and

WHEREAS, Smith Housing Consulting had the highest rating and was the staff recommended choice for third party administrator; and

WHEREAS, Smith Housing Consulting has executed the responsibilities of third party administrator and continues to manage the projects started in 2015; and

WHEREAS, the City of Adrian has authorized application for the next round of funding for the MSHDA Rental Rehabilitation program.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby approves the extension of the contract with Smith Housing Consultants as the MSHDA Rental Rehabilitation Third Party Administrator, and directs staff to prepare and execute a contract to engage Smith Housing Consultants as per the MSHDA Third Party Administrator Management Plan.

On motion by Commissioner Dudas, seconded by Commissioner Gallatin, this resolution was adopted by a 6-0 vote.

R15-069

RE: FIRE DEPARTMENT -Authorization for Fireworks Display for Christian Family Centre for Community Celebration Day on August 1, 2015.

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 and Colonial Fireworks of Toledo, Ohio for an annual Christian Family Celebration on Saturday, August 1, 2015 with a rain date of August 2, 2015; and

WHEREAS, the Fire Chief has identified the location of the firing area to be on property owned by The Christian Family Centre at the northwest corner of U.S. 223 and Wolf Creek Highway; and

WHEREAS, the Fire Chief 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. A safety zone of 210 feet is maintained during the show preparation, firing of aerial shells and cleanup and removal of debris by staff of Colonial Fireworks and the Christian Family Centre. This zone shall be free of spectators, pedestrians and vehicles during the event.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, approves the Fireworks Display Permit for August 1, 2015 with a rain date of August 2, 2015, requested by the Colonial Fireworks Company and the Christian Family Centre, with the aforementioned provisions in adherence to the National Fire Protection Association Guidelines, authorizing the City Clerk to sign said permit.

On motion by Commissioner Faulhaber, seconded by Commissioner Rising, this resolution was adopted by a 6-0 vote.

PUBLIC COMMENT

1. Scott Smith – 1144 Frank St – thanked the Commission for taking the tour of the east side; felt that a lot of work was done because of the Commission's tour. It was indicated that some things would be done but they have not been done yet. Still feels that a lot of work needs to be done and encouraged the Commission pursue the work that needs to be done for the City.
2. Lynne Punnett – thanked Administrator Horn, Mayor Berryman and the City for the City-wide spring clean-up event; it was very successful.

COMMISSIONER COMMENTS

1. The next regular meeting o Commissioner Faulhaber had taken a walking tour of the east side are that he was unable to see during the tour taken by the Commission and had a very long list of code violations from that walk; agrees with Mr. Smith that something needs to be done now.
2. Mayor Berryman addressed Mr. Smith's comments saying that things were not being done on the east side just because of the tour the Commission took. The Mayor mentioned the city wide spring clean-up that took place over the last 2 weeks; 470 tons of household trash were collected by Stevens. Many, many residents took advantage of this and this is good. We can accomplish much if we work together.

3. Commissioner Dudas mentioned the grant opportunities that the City is taking advantage of, both for demolition and for renovation. He also appreciates the investments that people are making in the community, especially downtown.
4. Commissioner Munson still does not feel that it is a good idea to continually re-appoint the same people to the various boards and commissions of the City. Would like to make it possible for new people to get involved. Commissioner Rising asked if there was a way to be notified when positions became available several weeks in advance. Administrator Horn will e-mail the list to the Commission. Commissioner Dudas stated that there is real value in experience; it is good to have people on the boards with experience.
5. Commissioner Faulhaber stated that the rental property population in our city is significantly higher than the average and that too many landlords are not held accountable for their properties. Commissioner Gallatin stated that it is not only the east side that has issues there are plenty on the west side as well. We need to work on this together.

The next regular meeting of the Adrian City Commission will be held on Monday, July 6, 2015 at 7:00 p.m. in the City Chambers Building, 159 E. Maumee St, Adrian, MI 49221.

Jim Berryman
Mayor

Pat Baker
City Clerk



CHECK REGISTER

July 6, 2015

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



Shane Horn
City Administrator

SAH:mld

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 #4142 through #4151	\$191,910.24
General Fund	
Vouchers #22404 through #22438	\$624,573.97
Clearing Account Vouchers	
amounting to	<u>\$507,005.05</u>
TOTAL EXPENDITURES	<u>\$538,782.93</u>

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

July 6, 2015

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
22404	\$ 42.00	Lenawee Co. Register of Deeds	Quit claims & discharge of mortgage
22405	\$ 30.00	Quality Choice Insurance	Refund of June 2 Piotter Rental
22406	\$ 400.00	Twila Cole	Refund of Trestle Park Amphitheater
22407	\$ 45.00	Stephanie Renya	Refund of Maple Shelter 8/8/15
22408	\$ 96,606.42	City of Adrian - Clearing	6/15/2015 AP Check Register
22409	\$ 42,468.15	City of Adrian	May 2015 Due To
22410	\$ 70.00	Pro Air Heating & A/C	Refund on permit
22411	\$ 55.00	Robert James	Refund of Maple Shelter 7/11/15
22412	\$ 22,166.19	Lenawee Fuels	Fuel delivery 5/08/15
22413	\$ 570.64	Frontier Communications	June 2015 Telephone
22414	\$ 26,694.94	Consumers Energy	June 2015 Electric
22415	\$ 838.33	Citizens Gas	May 2015 Natural Gas
22416		VOID	
22417	\$ 2,044.20	City of Adrian - Utilities	May 2015 Water
22418	\$ 2,069.35	US Postmaster	Trash Billing
22419		City of Adrian - Utilities	EFT June 2015 State of Michigan
22420	\$ 191,368.51	City of Adrian - Payroll	Payroll w/e 6/19/15
22421	\$ 14,105.68	First Federal	Soc. Security w/e 6/19/15
22422		VOID	
22423	\$ 45.00	Krystal Schamberger	Refund of Burr Pond shelter rental
22424		City of Adrian - Utilities	EFT June 2015 State of Michigan
22425		VOID	
22426	\$ 7,999.29	Nola's Transportation	Payroll w/e 6/26/15
22427	\$ 61.73	Glenn Preston	BCBS Premium Refund
22428	\$ 89,806.05	Blue Cross Blue Shield	July 2015 Premiums
22429	\$ 374.68	Lenawee Fuels	Fuel delivery Oakwood 6/9/15
22430	\$ 75.00	AEG	Refund of Electrical Permit
22431		City of Adrian - Utilities	EFT June 2015 State of Michigan
22432	\$ 300.00	State of Michigan	Mineral rights - N Main Street Property
22433		City of Adrian - Utilities	EFT June 2015 State of Michigan
22434	\$ 167.42	City of Adrian	Transfer of BCBS Premiums
22435	\$ 40.00	Dale Ryder	Refund of DART Books
22436	\$ 2,481.85	US Postmaster	Postage of Tax Bills
22437	\$ 206,216.02	City of Adrian - Payroll	Payroll w/e 7/02/15
22438	\$ 14,038.94	First Federal	Soc. Security w/e 7/03/15
	\$ 721,180.39		
	\$ (96,606.42)	Less : Check 22408	
	\$ 624,573.97		

July 6, 2015

July 6, 2015

UTILITIES FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
4142	\$ 135,456.90	City of Adrian - Clearing	6/15/2015 AP Check Register
4143	\$ 60,350.15	City of Adrian	May 2015 Due to
4144	\$ 909.27	City of Adrian - Utilities	May 2015 Water
4145	\$ 128.25	Frontier Communications	June 2015 Telephone
4146	\$ 2,816.99	Consumers Energy	June 2015 Electric
4147	\$ 1,054.08	Citizens Gas	May 2015 Natural Gas
4148	\$ 61,437.43	City of Adrian - Payroll	Payroll w/e 6/19/15
4149	\$ 56.72	Fidelity Security Life Insurance	Eyemed/M. Gigax
4150	\$ 2,200.00	US Postmaster	Postage for Water Billings
4151	\$ 62,957.35	City of Adrian - Payroll	Payroll w/e 7/02/15
	\$ 327,367.14		
	\$ (135,456.90)	Less: Check 4138	
	\$ 191,910.24	TOTAL	

July 6, 2015

Claimant	OPEN Amount Claimed	Amount Owed	Amount Rejected
1. ADRIAN INSURANCE	633.03		
2. ADRIAN LOCKSMITH & CYCLERY	141.56		
3. ADRIAN MECHANICAL SERVICES CO	817.29		
4. ADRIAN NAPA	58.96		
5. ADRIAN PAINTERS SUPPLY & EQUIPMENT	264.78		
6. ADRIAN SUPER LAUNDROMAT	203.40		
7. ADVANCE AUTO PARTS COMMERCIAL CHR	166.93		
8. AIRGAS CARBONIC	677.82		
9. ALL METALS INC.	61.80		
10. AMAZON CREDIT PLAN	641.87		
11. AMERICAN OFFICE SOLUTIONS, INC.	85.79		
12. APPLE MAT RENTAL	158.60		
13. APPLIED SPECIALTIES INC	4,059.00		
14. ARCHBOLD EQUIPMENT CO	198.57		
15. ASSOCIATED ENGINEERS & SURVEYORS	3,000.00		
16. BADER & SONS CO	831.67		
17. BAKER & TAYLOR BOOKS	912.11		
18. DAN BAKER	28,400.00		
19. BAKER, EATON & OWEN, PC	7,250.00		
20. BATTERY WHOLESALE	259.96		
21. BEAUBIEN INC.	3,160.00		
22. GREG BELL CHEVROLET CADILLAC INC	32.27		
23. BELL EQUIPMENT CO	1,286.00		
24. BELSON ASPHALT PAVING INC	52,800.00		
25. BEST WAY INC	777.00		
26. BILL'S SERVICE, INC.	30.00		
27. JOHN BIRDWELL	38.16		
28. BLACK SWAMP EQUIPMENT	158.00		
29. BRINT ELECTRIC	5,509.00		
30. BUCK & KNOBBY EQUIP CO INC	1,691.75		
31. JOSH BURDINE	150.00		
32. CARMEUSE LIME INC	10,774.34		
33. CARTER LUMBER	919.84		
34. CENGAGE LEARNING	3,394.21		
35. CHAMBERS CONTROL COMPANY	200.00		
36. CHEMICAL SERVICES, INC.	875.50		
37. GARRY CLEVELAND	255.00		
38. COMCAST	4.30		
39. COMFORT ENTERPRISES INC.	13.36		
40. CUTLER DICKERSON CO	1,153.65		
41. CUTTING EDGE ENGRAVING	70.60		
42. THE DAILY TELEGRAM	260.00		
43. DEMCO INC	1,199.00		
44. DEX MEDIA LLC	5.01		
45. DISPLAY SALES	983.00		
46. E & B SALVAGE LLC	26.42		
47. EJ USA, INC.	1,414.70		
48. ENGLEWOOD ELECTRICAL SUPPLY	154.57		
49. EVOQUA WATER TECHNOLOGIES, LLC	748.00		
50. FAMILY WORSHIP CENTER OF ADRIAN INC	56.45		

Claimant	OPEN Amount Claimed	Amount Owed	Amount Rejected
51. FASTENAL COMPANY	736.23		
52. FEDERAL EXPRESS	76.43		
53. FIRE & POLICE SELECTION, INC	2,578.00		
54. FISHER SCIENTIFIC COMPANY LLC	76.14		
55. GALLANT & SON	400.00		
56. J.O. GALLOUP COMPANY	15.00		
57. GEN POWER PRODUCTS INC.	3,545.00		
58. GRAINGER INC.	180.29		
59. GREY HOUSE PUBLISHING, INC.	149.00		
60. HACH COMPANY	880.77		
61. HADDEN TIRE COMPANY	50.00		
62. HELMETS R US	212.70		
63. HOWE PLUMBING	701.00		
64. HUBBARD'S AUTO CENTER INC	262.81		
65. HYDRODYNAMICS, INC.	2,434.47		
66. I.T. RIGHT	270.00		
67. IMAGINE VIDEO PRODUCTION	54.00		
68. INFORMATION TODAY INC	282.05		
69. CITY OF JACKSON	1,254.37		
70. JES KEY GRAPHICS	22.00		
71. JES KEY GRAPHICS	225.40		
72. JOHN DEERE LANDSCAPES	872.85		
73. JOHNSON'S SPORTING GOODS	25.00		
74. JONES & HENRY ENGINEERS, LTD.	3,213.49		
75. K M CONSTRUCTION	8,780.00		
76. KARLE NURSERY & LANDSCAPING LLC	300.00		
77. KNAPHEIDE TRUCK EQUIPMENT	184.26		
78. L.E.A. DATA TECHNOLOGIES	50.00		
79. LANSING SANITARY SUPPLY INC	231.94		
80. LENAWEE COUNTY ADMIN OFFICE	6,644.06		
81. LENAWEE COUNTY ROAD COMMISSION	994.76		
82. LENAWEE COUNTY TREASURER	5,433.89		
83. LENAWEE TIRE & SUPPLY CO, INC.	1,595.00		
84. LIFELOC TECHNOLOGIES INC	100.00		
85. LONG'S OUTDOOR POWER	556.38		
86. MAGLOCLIN	400.00		
87. MCGOWAN ELECTRIC SUPPLY INC	476.28		
88. MCMASTER- CARR SUPPLY CO.	284.62		
89. MICHIGAN CAT CORP	3,074.88		
90. MICHIGAN METER TECHNOLOGY GROUP INC	1,878.30		
91. MICHIGAN MUNICIPAL LEAGUE	1,203.54		
92. MICHIGAN PIPE & VALVE INC	1,839.40		
93. STATE OF MICHIGAN	303.00		
94. MICROMARKETING LLC	908.21		
95. MILLIPORE CORPORATION	467.34		
96. MISS DIG SYSTEM INC	1,044.00		
97. NICHOLAS MOOREHEAD	25.00		
98. MT BUSINESS TECHNOLOGIES, INC	59.09		
99. MUNICIPAL EMPLOYEES' RETIRE	116,842.35		
100. MUNICIPAL WEB SERVICES	200.00		

Claimant	OPEN Amount Claimed	Amount Owed	Amount Rejected
101. NOLA'S TRANSPORTATION	7,902.11		
102. NORTH EASTERN UNIFORMS & EQUIPMENT	1,354.41		
103. NORTHWEST POOLS, INC.	215.67		
104. O.P. AQUATICS	228.20		
105. OLIVER OF ADRIAN, INC.	120.00		
106. OTIS ELEVATOR COMPANY	1,088.34		
107. PARAGON LABORATORIES INC	290.00		
108. PERFECTOR SCIENTIFIC	889.38		
109. PHOENIX SAFETY OUTFITTERS	873.00		
110. PINNACLE IRRIGATION INC.	967.50		
111. PITT AUTO ELECTRIC COMPANY	78.58		
112. PLATINUM PLUS	2,096.92		
113. PROMEDICA CORP OF MICHIGAN	240.00		
114. QUALITY BOOKS INC	972.48		
115. QUILL CORPORATION	53.60		
116. RECORDED BOOKS LLC.	400.60		
117. REPUBLIC SERVICES, INC.	1,163.90		
118. REPUBLIC SERVICES, INC.	66.78		
119. RHINO	3,197.27		
120. ROPES & RIGGING TREE SERVICE, LLC	6,659.28		
121. SAFETY KLEEN SYSTEMS, INC	330.80		
122. CHARLES SCHMENK	80.00		
123. SCHUG CONCRETE CONSTRUCTION INC	6,107.96		
124. SEBCO BOOKS	854.16		
125. SHERWIN-WILLIAMS CO	226.92		
126. SIGNAL 88 SECURITY, INC	1,293.75		
127. SMITH HOUSING CONSULTING	1,270.00		
128. SPENCER MANUFACTURING INC.	52.00		
129. SPOK, INC.	34.73		
130. STANTEC CONSULTING MICHIGAN INC.	950.00		
131. STAPLES CREDIT PLAN	182.99		
132. STATE INDUSTRIAL PRODUCTS	1,597.22		
133. STEVENS DISPOSAL	82,146.28		
134. STEVENSON LUMBER, INC.	435.80		
135. TASER INTERNATIONAL INC	1,780.99		
136. TERMINAL SUPPLY CO.	349.75		
137. THE VEST MAN	130.00		
138. THOMSON WEST	724.95		
139. TIME EMERGENCY EQUIPMENT INC	851.80		
140. TRI-CLOR INC	1,995.00		
141. TRI-STATE MEDICAL SUPPLY	20.00		
142. ULOTH FARMS & GREENHOUSE	135.00		
143. UNIQUE PAVING MATERIALS CORP	5,397.60		
144. UNUM LIFE INSURANCE COMPANY	2,234.36		
145. USA BLUEBOOK	836.19		
146. UTILITIES INSTRUMENTATION SERVICE I	1,230.00		
147. VAN BRUNT TRANSPORT INC	2,000.00		
148. VERIZON WIRELESS	63.30		
149. WASHOVIA SERVICES INC	513.75		
150. WEISKOPF INDUSTRIES CORP	415.93		

EXP CHECK RUN DATES 01/01/2014 - 06/30/2015
BOTH JOURNALIZED AND UNJOURNALIZED

Claimant	OPEN Amount Claimed	Amount Owed	Amount Rejected
151. ZEP MANUFACTURING CO	162.54		
TOTAL ALL CLAIMS	452,618.36		

Claimant	OPEN Amount Claimed	Amount Owed	Amount Rejected
1. DENISE ALVERSON	20.00		
2. MARK BISHOP	20.00		
3. ROBERT BISHOP	252.40		
4. TODD BROWN	20.00		
5. JERRY DAVIS	20.00		
6. MICHELLE DEWEY	20.00		
7. STEVE EBERLE	20.00		
8. WALTER HELSEL	20.00		
9. SHANE HORN	20.00		
10. ICMA RETIREMENT CORPORATION	164.01		
11. TIM JUDKINS	48.75		
12. JAMES KARLE	20.00		
13. ERIC KELLY	20.00		
14. MICHIGAN FIRE INSPECTOR'S SOCIETY	75.00		
15. MICHIGAN MUNICIPAL LEAGUE	50,864.00		
16. MIKE OSBORN	20.00		
17. JAMES PERRY	20.00		
18. GLENN PRESTON	20.00		
19. REDINK CORP	27.53		
20. TIM RITCHIE	20.00		
21. WILLIAM SADLER	20.00		
22. JOEL TACEY'S TIPTOP ENTERTAINMENT	395.00		
23. MATT TOMASZEWSKI	20.00		
24. U S POSTMASTER	2,200.00		
25. DENNIS VESCELIUS	20.00		
26. RYAN WHITE	20.00		
TOTAL ALL CLAIMS	54,386.69		



CONSENT AGENDA

KATHLEEN ERIKSEN

115 Maiden Lane, Unit 2, Downtown Adrian, MI
517.488.5856

kathleeneriksen@gmail.com · www.eriksendevelopment.com

EXPERIENCE:

Eriksen Development Company, LLC Adrian, MI - President, Founder

Current

The Eriksen Development Company is a full service downtown development and consulting firm. The company offers a variety of services including: residential and mixed-use development; façade improvement; event coordination; grant writing and administration; planning and design; marketing; business recruitment and retention; and meeting facilitation/liaison activities.

Michigan Department of Natural Resources (DNR) Lansing, MI · Chief of Marketing and Outreach

2011 – 2013

Primary Areas of Leadership

- Statewide Collaborative Trail Management and Marketing Initiative
- Educational Services
- Marketing and Outreach
- Hunter and Angler Recruitment and Retention
- Licensing and Reservations
- Event Management
- Finance and Operations

Accomplishments

- Led joint initiative to collaboratively market Michigan as **THE Trail State of the US** in conjunction with **Pure Michigan** campaign.
- Led and managed all aspects of the **DNR's Official Kickoff to Summer** in conjunction with **RiverDays**. RiverDays attendees estimated at 300,000.
- Partnered with Michigan Economic Development Corporation and their ad agency, McCann Erickson to **co-brand DNR with Pure Michigan**.
- Worked collaboratively with partners to create the **Pure Michigan / Hudsonville Ice Cream Contest and RV Tour**.
- Worked with partners to create the **Catch & Cook** program, connecting fishing charter boat captains with local restaurateurs.
- Oversaw the creation of an **e-newsletter** promoting DNR events. Sent bi-weekly.
- Created new **stakeholder database**. Expansion included the underserved “non-hunting/angling” user groups.
- Managed staff during the implementation of a **new email delivery system**, govdelivery with 245,000 unique subscribers.

Downtown Ventura Partners Ventura, CA · Executive Director

2009 – 2011

Primary Areas of Leadership

- Marketing & Communications
- Event Management
- Management, Consensus Building & Liaison Activities
- Homelessness / Panhandling
- Retail Recruitment & Retention
- Fund Development
- Clean & Safe Program - Crew of 6
- Real Estate Development
- Business Training & Finance

Accomplishments

- Instituted a new **marketing/promotions campaign** to include a new **website**, downtown **brochure**, **restaurant listing & map**, quarterly **newsletter**, **social media outlets**, seasonal co-op **advertising** campaign, comprehensive downtown **events calendar**, **weekly e-blasts**, and **Happy Hour** promo.
- **Promoted and managed new parking management system** to include the installation of new parking meters in the downtown core. Represented the City and the PBID to the media and downtown businesses. **Acted as chief spokesperson and liaison** for the new parking management system.

- Lead election process for officers and assessment reviews for **newly formed Property Based Improvement District (PBID)**. Conducted **Annual Meeting**, presented “year in review” for the PBID. **Guided board through planning process and created work plan and budget** for 2011.
- Established **Enhanced Services Agreement** with City of Ventura to take over cleaning contract downtown. **Added revenue in excess of \$120,000**. Dramatically improved sanitation standards.
- Increased police foot patrol downtown. Lobbied for and received **dedicated downtown officer** paid for through proceeds of parking meters.
- **Created a recruitment packet for business prospects**. Targeted and aggressively recruited new businesses downtown.
- **Assembled comprehensive database management system** tracking all **parcels, square footage, businesses by type and category, and available properties**.
- Created and raised funds for downtown holiday décor plan kicked off with **holiday lighting ceremony**.
- **Restructured planter maintenance program** for City planters resulting in savings of \$15,000. Money was re-invested into the planter program to pay for new plant materials, design, and 25 additional City planters.
- **Increased staff** by two, adding an administrative assistant and another Clean & Safe crew member. **Managed 8 staff members**.
- **Hosted social marketing class** for downtown businesses.

Battle Creek Downtown Partnership
Battle Creek, MI · Downtown Development Director

2003 – 2009

Primary Areas of Leadership

- Private & Public Improvements
- Public Safety & Accessibility
- Retail Recruitment & Retention
- Real Estate & Development
- Business Training & Finance
- Marketing & Promotions
- Management, Consensus Building & Liaison Activities
- Fund Development

Accomplishments

- Created and managed the following **new events** for downtown Battle Creek: Spring into the Arts, Fall into the Arts, Festival Market Music Series, Vibe@5 Concert Series, and Outdoor Movie Series.
- Managed **local farmers market**. Relocated farmers from a displaced parking lot into a centralized (renovated) downtown park. These actions resulted in an increase of vendors, from 12 vendors to 36 within one year. Attendee numbers quadrupled.
- Led a community **visioning session** for downtown. Over 450 people participated resulting in a clearly defined vision, mission and 5-year action plan for downtown development.
- **Formed** Battle Creek Downtown Partnership, a **new downtown development organization**.
- Spearheaded a new **overall marketing plan** for downtown to include a new brand, continuous positive coverage in the media, cross-promotional advertising and promotional pieces, downtown newsletter, and new website
- **Decreased retail vacancy rate by 40%** in two years (from 60% vacancy rate to 20% vacancy rate on Michigan Avenue).
- **Quadrupled the annual operating budget from \$250,000 to \$1.2 million** within three years.
- **Grew staff** from one full time position to three.
- Acted as **chief developer and project manager for a \$5.5 million dollar development**. Identified three historic structures and assembled financing and development plans for mixed-use residential development consisting of **24 high-end residential condominiums and five retail store fronts**. Development garnered **national coverage** and was featured on HGTV’s *Restore America*.
<http://www.downtownbattlecreek.com/video/HGTV/RestoreAmericaSpot.html>
- Created a **downtown maintenance and seasonal décor plan** by partnering with City personnel, local arboretum society, sub-contracted landscaping company and volunteers.
- Consistently identified, applied and was awarded **grant dollars annually exceeding \$500,000**.
- Completed **streetscape design** plans for Michigan Avenue and downtown parks.
- Created, promoted and managed a host of **business incentive programs** including the Façade Improvement, Business Recruitment, Outdoor Café, Co-op Advertising, Summer Planting, Holiday Lighting and Interior Renovation programs. Programs resulted in an average investment ratio of five-to-one, private vs. public dollar.
- Spearheaded **business finance program** with **educational component** requirements.
- Increased **security downtown** with the addition of an evening foot patrol officer.
- Implemented a new **wayfinding signage system** involving over 100 signs and two self-guided walking tours.

Downtown Development Authority, City of Jackson
Jackson, MI · Executive Director

1997 – 2003

Primary Areas of Leadership

- Marketing, Special Events & Promotions
- Relationship Building

- Property & Physical Improvements
- Retail Recruitment & Retention
- Residential Development

Accomplishments

- Promotions & Marketing Campaign
- Annual Event Coordination (32 events / year)
- Holiday Lighting Program Seasonal Banner Program
- Summer Planting Program
- Façade Improvement Program
- Increased Public Safety & Accessibility
- Operation Clean Sweep
- Downtown Property Inventory
- Wayfinding Program

Eriksen Group, LLC
Jackson, MI · Vice President, Co-Founder

1989 – 1997

Corporate History

The Eriksen Group, Inc., a restaurant management and development company was co-founded with brother. The Eriksen Group acquired the first of two century-old, downtown buildings cited for demolition by the City of Jackson. Eriksen Group presented a development proposal, business plan and agreed to invest \$350,000 into renovations. The first building was acquired for a \$1 from the City of Jackson. The second building was acquired through private purchase. Eriksen Group renovated and developed both buildings into three retail storefronts and two residential units where we resided.

Primary Areas of Leadership

Responsible for all phases of building development, restaurant management, food production, marketing and supervision of staff of approximately 32. The following businesses operated successfully for ten years.

- Otello’s Ristorante Elegant, full-service Italian ristorante seating 70, dedicated to our grandfather, Otello Valentino Capanna
- Renee de Paris Quaint French bakery café, named in honor of our grandmother, Renee Sailleau
- Theatre Coffee Unique coffee shop in historic theatre, featuring ongoing program of cultural events
- Jackson Heritage Banquet Facilities Seating capacity of 110
- Grand Catering Service

BOARDS · SPECIAL RECOGNITION · AWARDS · GRANTS

- Interdepartmental Collaboration Committee – Communications and Marketing Subcommittee 2011-2013
- Michigan Department of Natural Resources Statewide Council, Council Member 2011-2013
- Downtown Action Team (DAT), Member 2010-2011
- Homelessness Committee, Member 2010-2011
- Parking Advisory Committee, Member 2010-2011
- Certificate of Tribute from former Governor Granholm 2009
- Historic District Commission, Chair 2005-2009
- Convention and Visitors Bureau, Board Member 2003-2009
- Arts and Industry Council, Board Member 2003-2007
- Proclamation / Special Recognition Award from the Mayor 2003
- Nominated for “Citizen of the Year” 2001
- Awarded Merit Award-Highest Honor, American Institute of Architects 2009
- Awarded Building Award, Michigan Historic Preservation Society 2008
- Urban Revitalization Grant, Michigan Economic Development Corporation - \$100,000 2009
- Awarded HGTV Restore America Grant, National Trust for Historic Preservation - \$25,000 2006
- Awarded Cool City Grant, State of Michigan - \$100,000 2005
- Awarded Rental Rehab Grant, Michigan State Housing Development Authority - \$277,000 2004
- Awarded Downtown Blueprint Grant, State of Michigan - \$35,000 2003

EDUCATION/ SPECIAL TRAINING

- Placemaking – Train the Trainer Series 2013
- Licensed Residential Builder 2013
- Crisis Communication Training 2011
- Michigan State Housing Development Authority Rental Rehab Training / CDBG Funding Requirements 2004-2006
- International Downtown Association 1997-2010
- Spring Arbor University · Spring Arbor, MI Bachelor of Arts - Management and Organizational Development 1997
- Certified Spin/Group Fitness Instructor, Madd Dog Athletics 2013

CR15-024

July 6, 2015

RE: CITY COMMISSION– Resolution to appoint Kathleen Eriksen to the Downtown Development Authority Board

RESOLUTION

WHEREAS, Mark Baker has resigned his position on the DDA Board; and

WHEREAS, Kathleen Eriksen has expressed a willingness to serve a term; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does, hereby, approve the appointment of Kathleen Eriksen to the DDA Board for a four year term.

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

July 1, 2015

MEMORANDUM

TO: Shane Horn, City Administrator

FROM: Todd Brown, Director of Parks & Engineering Services

SUBJECT: Paving Bids – P-1-2015



The City received 6 bids on June 9, 2015 for paving within the City of Adrian, the parts to this contract are as follows:

Part A: Paving of Reconstruction Street:

- Ballenberger Rd. from Riverside Ave. to Sawmill Ct

Part B: Milling and Resurfacing:

Local Streets:

- Stockford – Northwestern to Loveland
- McVicar – E. Michigan St. to Maumee St.

Part C: Paving Parking Lot:

- Parking lot bounded by Winter St. and Washburn St

Attached are the tabulations for the bids received for this contract.

CITY OF ADRIAN, MICHIGAN
BITUMINOUS PAVING
DUE Date : JUNE 9, 2015

	Slusarski Excavating Adrian, MI	Michigan Paving & Mat Jackson, MI	Quality Asphalt Homer, MI	K&B Asphalt Sealcoating Adrian, MI	Gerken Paving, Inc Napoleon, OH	
PART A	Line 1	\$25,764.00	\$26,801.40	\$28,329.00	No Bid	\$29,260.00
	Line 2	\$23,432.00	\$22,483.70	\$21,619.50	No Bid	\$24,070.00
	Line 3	\$0.00	\$0.00	\$0.00	No Bid	\$420.00
	Line 4	\$0.00	\$0.00	\$0.00	No Bid	\$190.00
	TOTAL	\$49,196.00	\$49,285.10	\$49,948.50	\$0.00	\$53,940.00
PART B	Line 1	\$46,620.00	\$47,831.00	\$52,185.00	No Bid	\$44,800.00
	Line 2	\$51,935.00	\$46,176.00	\$48,457.50	No Bid	\$42,250.00
	Line 3	\$3,900.00	\$2,600.00	\$1,300.00	No Bid	\$3,640.00
	Line 4	\$6,825.00	\$4,875.00	\$1,300.00	No Bid	\$5,200.00
	Line 5	\$3,150.00	\$2,475.00	\$900.00	No Bid	\$1,935.00
	Line 6	\$15,802.50	\$18,375.00	\$15,067.50	No Bid	\$22,050.00
	TOTAL	\$128,232.50	\$122,332.00	\$119,210.00	\$0.00	\$119,875.00
PART C	Line 1	\$44,940.00	\$49,590.00	\$44,730.00	\$42,000.00	\$42,600.00
	Line 2	\$49,225.00	\$47,778.50	\$41,002.50	\$41,250.00	\$39,600.00
	Line 3	\$300.00	\$2,150.00	\$150.00	\$250.00	\$2,150.00
	Line 4	\$300.00	\$950.00	\$150.00	\$250.00	\$950.00
	Line 5	\$750.00	\$1,020.00	\$750.00	No Bid	\$1,020.00
	Line 6	\$60.00	\$550.00	\$30.00	\$50.00	\$550.00
	Line 7	\$6,240.00	\$4,500.00	\$1,200.00	No Bid	\$5,280.00
	TOTAL	\$101,815.00	\$106,538.50	\$88,012.50	\$83,800.00	\$92,150.00

PART A: It is recommended that Part A of this contract be awarded to **Slusarski Excavating & Paving of Adrian, MI** in the amount of **\$49,196.00**.

Funds for this project are available in the Local Street fund, as approved in the Capital Outlay Budget for FY2015-16 (Account 203-451.17-801.000) Local St. Fund-Ballenberger

PART B and PART C: It is recommended that Part B and Part C of this contract be awarded to **Quality Asphalt of Homer, MI** in the amount of **\$119,210.00 and \$88,012.50**. There were no bidders in this part of the contract that met the requirements of the City's Local Preference Policy.

The low bidder of Part C submitted an incomplete bid therefore, it is recommended that the bid be awarded to the second low bidder as described above.

Funds for these projects are available in the Auto Parking and Local Street funds, as approved in the Capital Outlay Budgets for FY2015-16:

Part B

\$ 58,678.75 (Account 203-451.14-801.000) Local St. Fund-Stockford

\$ 60,531.25 (Account 203-451.20-801.203) Local St. Fund-McVicar

Total: \$119,210.00

Part C

\$ 88,012.50 (Account 585-546.00-975.000) Capital Improvements

July 6, 2015

CR15-025

**RE: ENGINEERING– ASPHALT PAVING PROGRAM FOR 2015
CONTRACT P-1-2015**

RESOLUTION

WHEREAS, on behalf of the Engineering Department, the City of Adrian Purchasing Office has solicited and received bids on Tuesday, June 9 for the 2015 construction season for (Part A) Paving Ballenberger Rd. from Riverside to Sawmill Ct., and (Part B) Milling and Resurfacing of Stockford – Northwestern to Loveland, McVicar – E. Michigan St to Maumee, and (Part C) Paving the parking lot bounded by Winter St. and Washburn St.; and

WHEREAS, in response to a Request-for-Proposal, a total of six (6) bids were received from the following vendors on Tuesday, June 9, 2015 (specific details are provided in the attached cover memo):

<u>Vendor</u>	<u>Location</u>
Slusarski Excavating & Paving	Adrian, MI
Gerken Paving	Napoleon, OH
Quality Paving	Homer, MI
Michigan Paving	Jackson, MI
K&B Asphalt Sealcoating	Adrian, MI

; and

WHEREAS, the Director of Parks & Engineering Services and City Administrator recommend distribution of the work among the following two (2) vendors for the reasons specified, cost and account distribution:

FY2015-16

Part A – Slusarski Excavating	Adrian, MI	Low Bid
Cost: \$ 49,196.00	(Account 203-451.17-801.000)	Local St. Fund-Ballenberger

FY2015-16

Part B – Quality Asphalt	Homer, MI	Low Bid
Cost: \$ 58,678.75	(Account 203-451.14-801.000)	Local St. Fund-Stockford
Cost: \$ <u>60,531.25</u>	(Account 203-451.20-801.203)	Local St. Fund-McVicar
Total: \$119,210.00		

FY2015-16

Part C – Quality Asphalt	Homer, MI	Second Low Bid
Cost: \$ 88,012.50	(Account 585-546.00-975.000)	Capital Improvements

; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose, as detailed above, for a total cost estimated at \$256,418.50.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the low bid and engagement of Slusarski Excavating & Paving, Adrian, MI (Part A - \$49,196.00), and the low bid submitted by Quality Asphalt, Homer, MI (Part B - \$119,210.00), and the low bid submitted by Quality Asphalt, Homer, MI (Part C - \$88,012.50), in the City's Standard Professional Services Contract to provide asphalt paving for the aforementioned streets at a total cost estimated at \$256,418.50.

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



July 1, 2015

MEMORANDUM

TO: Shane Horn, City Administrator

FROM: Todd Brown, Director of Parks & Engineering Services

SUBJECT: Concrete and Sidewalk Rehab Bids – C -1-2015

The City received two (2) bids on June 9, 2015 for paving within the City of Adrian, the parts to this contract are as follows:

Part A: Curb and Gutter for Street Reconstruction:

- Ballenberger Rd. from Riverside Ave. to Sawmill Ct

Part B: Misc. Curb and Gutter for Milling and Resurface Streets:

Local Streets:

- Stockford – Northwestern to Loveland
- McVicar – E. Michigan St. to Maumee St.

Part C: Sidewalk Rehab Program:

- A portion of W. Maumee St., Stratford Ave., Canterbury St., Renfrew Ave, Inverness Dr., Argyle Dr., University Ave., Terrace St, and a portion of Charles St.

Attached are the tabulations for the bids received for this contract.

CITY OF ADRIAN, MICHIGAN
 CONCRETE FLATWORK
 DUE Date : JUNE 9, 2015

		Schug Construction Adrian, MI	GM & Sons Whitmore Lake, MI
Part A	Line 1	\$110,000.00	\$96,800.00
	TOTAL	\$110,000.00	\$96,800.00
PART B	Line 1	\$23,520.00	\$32,000.00
	Line 2	\$2,032.00	\$12,000.00
	Line 3	\$0.00	\$0.00
	Line 4	\$16,044.00	\$35,000.00
	Line 5	\$0.00	\$0.00
	Line 6	\$51,975.00	\$44,550.00
	Line 7	\$0.00	\$0.00
	Line 8	\$14,700.00	\$31,250.00
	Line 9	\$6,762.00	\$7,000.00
	TOTAL	\$115,033.00	\$161,800.00
PART C	Line 1	\$17,640.00	No Bid
	Line 2	\$1,524.00	No Bid
	Line 3	\$14,325.00	No Bid
	Line 4	\$45,150.00	No Bid
	Line 5	\$4,527.60	No Bid
	Line 6	\$10,878.00	No Bid
	Line 7	\$9,660.00	No Bid
	Line 8	\$2,800.00	No Bid
	TOTAL	\$106,504.60	\$0.00

PART A: It is recommended that Part A of this contract be awarded to **GM & Sons of Whitmore Lake, MI** in the amount of **\$96,800.00**. There were no bidders in this part of the contract that met the requirements of the City's Local Preference Policy.

Funds for this project are available in the Local Street fund, as approved in the Capital Outlay Budget for FY2015-16: 203-451.17-801.000

PART B: It is recommended that Part B of this contract be awarded to **Schug Construction of Adrian, MI** in the amount of **\$119,210.00**.

Funds for these projects are available in the Major and Local Street funds, as approved in the Capitol Outlay Budgets for FY2015-16:

\$ 28,580.05 (Account 203-451.14-801.000) Local St. Fund-Stockford
 \$ 86,452.95 (Account 203-451.20-801.203) Local St. Fund-McVicar
 \$119,210.00

PART C: It is recommended that a portion of the work bid for Part C of this contract be awarded to **Schug Construction of Adrian, MI** in the amount of **\$45,952.73**. ADA ramps, curbing, and some miscellaneous items bid will not be executed. The contractor has been notified and is still willing to do the work as noted.

Funds for these projects are available in the Major and Local Street funds, as approved in the Capital Outlay Budgets for FY2015-16:

\$29,800.51	(Account 203-444.00-801.000) Local St. Fund- Sidewalks
<u>\$16,152.22</u>	(Account 202-480.00-801.000) Major St. Fund-Non Motorized
\$45,952.73	

July 6, 2015

CR15-026

RESOLUTION

RE: **ENGINEERING – CONCRETE FOR 2015 STREET PROJECTS AND
SIDEWALK REHAB
CONTRACT C-1-2015**

WHEREAS, on behalf of the Engineering Department, the City of Adrian Purchasing Office has solicited and received bids on Tuesday, June 9 for the 2015 construction season for (Part A) which includes placing concrete curb and gutter on Ballenberger St. from Riverside to Sawmill Ct., and (Part B) which includes placing concrete curb and gutter, ADA ramp improvements, and miscellaneous flatwork on Stockford – Northwestern to Loveland, Mcvicar – E. Michigan St. to Toledo St., and (Part C) which includes miscellaneous flatwork on a portion of W. Maumee St., Stratford Ave., Canterbury St., Renfrew Ave, Inverness Dr., Argyle Dr., University Ave., Terrace St, and a portion of Charles St., and

WHEREAS, in response to a Request-for-Proposal, a total of two (2) bids were received from the following vendors on Tuesday, June 9, 2015 (specific details are provided in the attached cover memo):

<u>Vendor</u>	<u>Location</u>
GM & Sons, Inc.	Whitmore Lake, MI
Schug Construction	Adrian, MI

; and

WHEREAS, the Director of Parks & Engineering Services and City Administrator recommend distribution of the work among the following two (2) vendors for the reasons specified, cost and account distribution:

FY2015-16

Part A – GM & Sons, Inc. Whitmore Lake, MI Low Bid
Cost: \$ 96,800.00 (Account 203-451.17 -801.000) Local St. Fund-Ballenberger

FY2015-16

Part B – Schug Construction Adrian, MI Low Bid
Cost: \$ 28,580.05 (Account 203-451.14-801.000) Local St. Fund-Stockford
Cost: \$ 86,452.95 (Account 203-451.20-801.203) Local St. Fund-McVicar
Total: \$119,210.00

FY2015-16

Part C – Schug Construction Adrian, MI Sole Bid
Cost: \$29,800.51 (Account 203-444.00-801.000) Local St. Fund- Sidewalks
Cost: \$16,152.22 (Account 202-480.00-801.000) Major St. Fund-Non Motorized

; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose, as detailed above, for a total cost estimated at \$257,785.73.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of low bid and engagement of GM & Sons, Whitmore Lake, MI (Part A - \$96,800.00), and the low bid submitted by Schug Construction, Adrian, MI (Part B - \$115,033.00), and the low bid submitted by Schug Construction, Adrian, MI (Part C - \$45,952.73) in the City's Standard Professional Services Contract to provide concrete work for the aforementioned streets at a total cost estimated at \$257,785.73.

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.



MEMORANDUM – UTILITIES DEPARTMENT

DATE: June 30, 2015

TO: Shane Horn, City Administrator

FROM: William Sadler, Utilities Director

SUBJECT: Water Treatment Plant Pick-Up Truck

Sealed bids were received by the purchasing department on Thursday June 18, 2015 at 2:00 pm for the purchase of a replacement pick-up truck to be used at the Water Treatment Plant. This truck will replace a 1997 1-ton dump truck that has experienced many breakdowns over the past few years and has surpassed its useful lifespan. There were four bidders that submitted a total of five (5) bids as follows:

<u>Bidder</u>	<u>Location</u>	<u>Make/Model</u>	<u>Amount</u>
Dave Knapp Ford	Adrian, MI	2016 Ford F-250	\$25,509.24
Jorgenson Ford	Detroit, MI	2016 Ford F-250	\$24,750.00
Red Holman Buick	Westland, MI	2016 GMC 3500	\$26,195.00
Red Holman Buick	Westland, MI	2016 GMC 2500	\$25,627.00
Clift Buick	Adrian, MI	2015 GMC 2500	\$28,872.80

Although Dave Knapp Ford of Adrian, MI was not the low bidder, their bid was only 3.1% higher than the low bidder which is well within the 4% limit of our Local Preference Policy.

I respectfully recommend that we proceed with the purchase of a replacement pick-up truck and award the bid Dave Knapp Ford of Adrian, MI for \$25,509.24. Funds for this purchase are budgeted in the FY2015-2016 Water Plant Capital Budget (496-548.00-977.520). Please feel free to contact me if you have any questions.



Water Treatment Plant 815 Bent Oak Avenue

MEMORANDUM

Date: 6/29/15

To: Will Sadler

From: Tim Ritchie

Subject: Water Plant Truck Bid

The following bids for the replacement of the dump truck at the Water Plant were received on June 18th, 2013 were as follows:

BIDDER	AMOUNT	MAKE/MODEL
Dave Knapp Ford Adrian, Michigan	\$25,509.24 Does not include taxes & fees	2016 ¾ ton truck
Jorgensen Ford Detroit, Michigan	\$24,750.00 Rear Axle 3.73 E-Locking	2016 Ford F-250
Red Holman Buick GMC Westland, Michigan	BID A \$26,195.00 BID B \$25,627.00	2015 GMC 3500HD (1-Ton) 2015 GMC 2500HD (3/4 – Ton)
Clift Buick GMC Adrian, Michigan	\$28,872.80	2015 GMC 2500HD

With the City's Local Preference policy, I recommend we award the bid to Dave Knapp Ford for the sum \$25,509.24 which is available July 1st 2015.

RE: UTILITIES DEPARTMENT –Water Treatment Plant – Authorization to Purchase New 2016 ¾-Ton Truck

WHEREAS the FY2015-16 Budget includes \$35,000 (Account No. 496-548.00-977.520) to purchase a new 2016 ¾-ton truck, to be used at the Water Treatment Plant; and

WHEREAS on Thursday, June 18, 2015, the Purchasing Office received five (5) bids for the aforementioned replacement vehicle with the following results:

<u>Bidder</u>	<u>Location</u>	<u>Make/Model</u>	<u>Amount</u>
Dave Knapp Ford	Adrian, MI	2016 Ford F-250	\$25,509.24
Jorgenson Ford	Detroit, MI	2016 Ford F-250	\$24,750.00
Red Holman Buick	Westland, MI	2016 GMC 3500	\$26,195.00
Red Holman Buick	Westland, MI	2016 GMC 2500	\$25,627.00
Clift Buick	Adrian, MI	2015 GMC 2500	\$28,872.80 ;and

WHEREAS the Utilities Director and City Administrator recommend the acceptance of the bid from Dave Knapp Ford of Adrian, MI based on Local Bidder Preference at a cost not to exceed \$25,509.24; and

WHEREAS the Finance Director indicates that sufficient funds are available for this purpose in the FY2015-2016 Capital budget as follows:

496-548.00-977.520 Pickup Truck Replacement

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the purchase of a 2016 ¾-ton truck from the lowest qualified bidder based on the Local Preference Policy, Dave Knapp Ford, Adrian, MI at a cost not to exceed \$25,509.24.

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.



REGULAR AGENDA



Memorandum

June 10, 2015

Honorable Mayor
And City Commission

At their June 2, 2015, meeting the Adrian City Planning Commission voted unanimously to recommend that City Commission deny the rezoning **149 S. Madison St.** from R-4 Single Family Residential to ERO Education-Research-Office, and adopted the following resolution to deny this rezoning:

RESOLUTION

WHEREAS, Thomas & Sarah Neill have submitted a request for rezoning of 149 South Madison Street, a single parcel identified in the Case File 15-012, from R-4 Single Family Residential to ERO Education-Research-Office; and

WHEREAS, the City of Adrian Comprehensive Plan Future Land Use Map calls for designation of such parcel as Residential; and

WHEREAS, the Community Development Department has conducted a review of the applicant's request in accordance with the review standards found in the Zoning/Development Regulations, Article XXVIII - Amendments pertaining to Official Zoning Map Amendments;

NOW THEREFORE BE IT RESOLVED that the Adrian City Planning Commission accepts the review and analysis conducted by the Community Development Department to **deny** approval of this request; and

BE IT FURTHER RESOLVED that while this request is not in strict compliance with the City of Adrian Comprehensive Plan Future Land Use Map, the parcel has historically been zoned Residential and the subject parcel's proposed use would be not be considered appropriate for this area; and

BE IT FURTHER RESOLVED that this rezoning would have a negative impact on the surrounding residential neighborhood; and

BE IT FURTHER RESOLVED that the Adrian City Planning Commission finds that the application is not in compliance with the standards for Official Zoning Map Amendments; and

BE IT FURTHER RESOLVED that the Adrian City Planning Commission deny the application for rezoning Parcel XA0-415-0002-00; and

BE IT FURTHER RESOLVED that the Adrian City Planning Commission recommends that the Adrian City Commission deny the request to amend the City of Adrian Official Zoning Map in accordance with said findings.

Respectfully submitted,

David Rohr, Planning & Zoning Administrator



STAFF ANALYSIS
ADRIAN CITY PLANNING COMMISSION

DATE: May 27, 2015

CASE: 15-012

APPLICANT: Thomas & Sarah Neill
149 S. Madison St.
Adrian, MI 49221

REQUEST: Rezone Subject Parcel from R-4 Single Family Residential to ERO Education Research Office

SUBJECT PARCEL: XA0-415-0002-00
149 S. Madison St

DESCRIPTION OF REQUEST

Applicants request the rezoning of their property from R-4 (Single Family Residential) to ERO (Education Research Office). Applicant contends property should be rezoned for several reasons;

- 11 years ago, when applicant moved in, Adrian College had 550 students and the Admission House was still the Presidents house.
- College now has around 1800 students and Admission house has 20+ workers and 20+ faculty parking in area.
- Two years ago the City look away 15 parking spots on Madison St and College St.
- Applicant has had trouble selling house do to parking related to college events.

EXISTING LAND USE/ZONING:

The existing land use of the subject parcel is Residential.

Existing zoning for the subject parcel is R-4 Single Family Residential. The zoning designations for the surrounding properties are as follows:

North: R-4 Single Family Residential
South: R-3 Single Family Residential
West: ERO Education-Research-Office
East: R-4

FUTURE LAND USE/ZONING

According to the City of Adrian Comprehensive Plan, future land use designation for the subject parcel is Residential.

DEPARTMENT REVIEWS

The standards for rezoning requests as found in Section 28.06 of the City of Adrian Zoning Regulations and listed below for reference:

1. What identifiable conditions related to the application have changed which justify the proposed amendment?

Applicant contends the growth of Adrian College has increased the number of College related parking in the neighborhood, making it difficult for residents to park.

2. What are the precedents and the possible effects of such precedent which might result from the approval or denial of the petition?

Applicant's parcel has historically been zoned for Residential. Rezoning applicant's property would set a negative precedent. The possible effects of such a precedent might result in other property owners on the block and surrounding blocks requesting rezoning of their property. The character of the neighborhood would be greatly damaged by rezoning applicant's property.

3. What is the impact on the ability of the City and other governmental agencies to provide adequate public services and facilities, and/or programs that might reasonably be required in the future if the proposed amendment is adopted?

No known impact on municipal public services or facilities would result from favorable action on this request.

4. Does the petitioned district change adversely affect environmental conditions or the value of the surrounding properties?

The proposed change would adversely affect environmental conditions and the value of surrounding properties. Rezoning applicant's parcel would change the historically residential nature of the neighborhood. Rezoning of parcel may encourage other residents to seek rezoning. Additionally, rezoning applicant's parcel may open the City to claims of "spot zoning".

5. What is the ability of the property in question to be put to a reasonable economic use in the zoning district in which it is presently located?

The use of the parcel under the current zoning designation has reasonable economic use.

RESOLUTION

WHEREAS, Thomas & Sarah Neill have submitted a request for rezoning of 149 South Madison Street, a single parcel identified in the Case File 15-012, from R-4 Single Family Residential to ERO Education-Research-Office; and

WHEREAS, the City of Adrian Comprehensive Plan Future Land Use Map calls for designation of such parcel as Residential; and

WHEREAS, the Community Development Department has conducted a review of the applicant's request in accordance with the review standards found in the Zoning/Development Regulations, Article XXVIII - Amendments pertaining to Official Zoning Map Amendments;

NOW THEREFORE BE IT RESOLVED that the Adrian City Planning Commission accepts the review and analysis conducted by the Community Development Department to **deny** approval of this request; and

BE IT FURTHER RESOLVED that while this request is not be in strict compliance with the City of Adrian Comprehensive Plan Future Land Use Map, the parcel has historically been zoned Residential and the subject parcel's proposed use would be not be considered appropriate for this area; and

BE IT FURTHER RESOLVED that this rezoning would have a negative impact on the surrounding residential neighborhood; and

BE IT FURTHER RESOLVED that the Adrian City Planning Commission finds that the application is not in compliance with the standards for Official Zoning Map Amendments; and

BE IT FURTHER RESOLVED that the Adrian City Planning Commission deny the application for rezoning Parcel XA0-415-0002-00; and

BE IT FURTHER RESOLVED that the Adrian City Planning Commission recommends that the Adrian City Commission deny the request to amend the City of Adrian Official Zoning Map in accordance with said findings.

On Motion by Planning Commissioner _____

Seconded by Planning Commissioner _____

This resolution was denied by a _____ vote.

David Rohr, Planning & Zoning Administrator

ORDINANCE 15-007

AN ORDINANCE TO AMEND THE CITY OF ADRIAN ZONING/DEVELOPMENT REGULATIONS.

The City of Adrian Ordains:

1. That Section 3.1 of Article III of the City of Adrian Zoning/Development Regulations, and the Zoning Map to which reference is therein made, is amended to the extent of deleting the following property hereinafter described from the R-4 Single Family Residential District and including the same in the ERO Education, Research and Office District.
2. Parcel described as follows:

W 120 FT OF S 108 FT LOT 1 OF SUB OF BLK 8 L G BERRYS SW
ADD
3. More commonly known as: 149 S. Madison Street

INTRODUCTIONJune 15, 2015

SUMMARY PUBLISHED.....

ADOPTION

COMPLETED PUBLICATION.....

EFFECTIVE DATE.....

On motion by Commissioner _____,

seconded by Commissioner _____,

this Ordinance was adopted by a _____ vote.



135E. Maumee St. Adrian, Michigan 49221

Memorandum

June 10, 2015

Honorable Mayor
And City Commission

At their June 2, 2015, meeting the Adrian City Planning Commission voted unanimously to recommend that City Commission approve an Ordinance to Amend the Zoning Code of the City of Adrian, IV, Section 4.31.

RESOLUTION

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE ZONING CODE OF THE CITY OF ADRIAN, IV,
SECTION 4.31

Article IVI, Section 4.31 of the Adrian Zoning Code is hereby amended to read as follows:
SECTION 4.31 ~~Building Permit Required – Conformance to Zoning~~ **Permits Required:**

In accordance with other City codes, ordinances and regulations duly adopted by the City Commission, and in accordance with this ordinance, no building shall hereafter be erected, relocated or altered in its exterior or interior dimension or use, and no excavation for any building shall begin until a building permit has been issued. With respect to this zoning ordinance, eligibility for a building permit shall be established upon conformance with the provision contained herein. This shall apply to all new construction and all major improvements to existing structures, a building permit is required. (A permit is not required for commercially available or similar storage sheds less than 100 square feet in area).

A. In accordance with other City codes, ordinances and regulations adopted by the City Commission and in accordance with this ordinance, no building shall be erected, relocated, or altered in its exterior or interior dimension or use, and no excavation for any building shall begin until a building permit has been issued.

B. Eligibility for a building permit and/or an occupancy permit is conditioned upon first obtaining a zoning compliance permit from the Zoning Administrator.

C. No building or structure or part thereof shall be located, erected, constructed, reconstructed, converted, enlarged or moved; nor shall any change be made in the use of any building, structure or land without a zoning compliance permit having been first obtained from the Zoning Administrator for such building structure or land.

D. A zoning compliance application shall be completed and submitted to the Zoning Administrator.

E. The Zoning Administrator shall review the application to determine whether the proposed construction and/or change in use complies with the Zoning Ordinance.

F. Appeals of a denial of a zoning compliance permit may be made to the Zoning Board of Appeals within 30 days of the denial of the permit.

G. Violations of this ordinance constitute a municipal civil infraction.

INTRODUCTION..... SUMMARY
PUBLISHED.....
ADOPTION..... COMPLETE
PUBLICATION..... EFFECTIVE
DATE.....

Respectfully submitted,

David Rohr, Planning & Zoning Administrator

ORDINANCE NO. 008

AN ORDINANCE TO AMEND THE ZONING CODE OF THE CITY OF ADRIAN, IV,
SECTION 4.31

Article IVI, Section 4.31 of the Adrian Zoning Code is hereby amended to read as follows:
SECTION 4.31 ~~Building Permit Required—Conformance to Zoning~~ **Permits Required:**

In accordance with other City codes, ordinances and regulations duly adopted by the City Commission, and in accordance with this ordinance, no building shall hereafter be erected, relocated or altered in its exterior or interior dimension or use, and no excavation for any building shall begin until a building permit has been issued. With respect to this zoning ordinance, eligibility for a building permit shall be established upon conformance with the provision contained herein. This shall apply to all new construction and all major improvements to existing structures, a building permit is required. (A permit is not required for commercially available or similar storage sheds less than 100 square feet in area).

- A. In accordance with other City codes, ordinances and regulations adopted by the City Commission and in accordance with this ordinance, no building shall be erected, relocated, or altered in its exterior or interior dimension or use, and no excavation for any building shall begin until a building permit has been issued.
- B. Eligibility for a building permit and/or an occupancy permit is conditioned upon first obtaining a zoning compliance permit from the Zoning Administrator.
- C. No building or structure or part thereof shall be located, erected, constructed, reconstructed, converted, enlarged or moved; nor shall any change be made in the use of any building, structure or land without a zoning compliance permit having been first obtained from the Zoning Administrator for such building structure or land.
- D. A zoning compliance application shall be completed and submitted to the Zoning Administrator.
- E. The Zoning Administrator shall review the application to determine whether the proposed construction and/or change in use complies with the Zoning Ordinance.
- F. Appeals of a denial of a zoning compliance permit may be made to the Zoning Board of Appeals within 30 days of the denial of the permit.
- G. Violations of this ordinance constitute a municipal civil infraction.

INTRODUCTION.....
SUMMARY PUBLISHED.....
ADOPTION.....
COMPLETE PUBLICATION.....
EFFECTIVE DATE.....



Memorandum

June 10, 2015

Honorable Mayor
And City Commission

At their June 2, 2015, meeting the Adrian City Planning Commission voted unanimously to recommend that City Commission approve an Ordinance to Amend Article XXI – I-2 General Industrial District Of The Zoning Ordinance Section 21.03 Uses Subject to a Zoning Exception Permit.

RESOLUTION

ORDINANCE NO. _____

AN ORDINANCE TO AMEND ARTICLE XXI – I-2 GENERAL INDUSTRIAL DISTRICT OF THE ZONING ORDINANCE SECTION 21.03 USES SUBJECT TO A ZONING EXCEPTION PERMIT

The City of Adrian Ordains:

THAT SECTION 21.03 OF THE ZONING ORDINANCE BE AMENDED BY ADDING SUBSECTION 21.03(3) AS FOLLOWS:

3. Retail sale of biodiesel fuel subject to the following conditions:
 - a. Permitted only for biodiesel fuel produced on site as a permitted use under section 21.02(5)(d)
 - b. Fueling operations restricted to daylight hours only.
 - c. Storage tanks must be double walled for containment purposes.
 - d. Storage tank must be surrounded by a security fence.
 - e. Adequate lighting must be provided.
 - f. Signage limited to displaying biodiesel pricing as required by state and federal price publication requirements

Respectfully submitted, David Rohr,

Planning & Zoning Administrator

ORDINANCE NO. 009

AN ORDINANCE TO AMEND ARTICLE XXI – I-2 GENERAL INDUSTRIAL DISTRICT OF THE ZONING ORDINANCE SECTION 21.03 USES SUBJECT TO A ZONING EXCEPTION PERMIT

The City of Adrian Ordains:

THAT SECTION 21.03 OF THE ZONING ORDINANCE BE AMENDED BY ADDING SUBSECTION 21.03(3) AS FOLLOWS:

- 3. Retail sale of biodiesel fuel subject to the following conditions:
 - a. Permitted only for biodiesel fuel produced on site as a permitted use under section 21.02(5)(d)
 - b. Fueling operations restricted to daylight hours only.
 - c. Storage tanks must be double walled for containment purposes.
 - d. Storage tank must be surrounded by a security fence.
 - e. Adequate lighting must be provided.
 - f. Signage limited to displaying biodiesel pricing as required by state and federal price publication requirements

INTRODUCTIONJune 15, 2015

SUMMARY PUBLISHED

ADOPTION

COMPLETED PUBLICATION

EFFECTIVE DATE.....

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

MEMO



DATE: July 2, 2015

TO: Honorable Mayor and City Commission

FROM: Shane A. Horn, City Administrator

SUBJECT: Water Plant Lime Residual Contract Renewal

I have reviewed the request of Will Sadler, Utilities Director, to extend our current contract for Water Plant Lime Residual removal for one additional year. Based upon the bid results in 2011 with Biotech Agronomics almost \$20,000 lower than the next low bidder and also due to the fact that they have performed well over the last four years, I am in concurrence to recommend a one-year renewal. This is a somewhat specialized operation with the potential of significant price fluctuations. I respectfully recommend locking in the proposal from Biotech Agronomics of Beulah, MI at a cost not to exceed \$0.05 per gallon (\$10.10 per cubic yard) until December 31, 2015. Funds are budgeted in the Water Plant Operating Budget for this expense.



MEMORANDUM – UTILITIES DEPARTMENT

DATE: June 30, 2015

TO: Shane Horn, City Administrator

FROM: William Sadler, Utilities Director

SUBJECT: Lime Residual Contract Renewal

Each year the Water Treatment plant uses approximately 1,200 tons of lime in the water softening process for the City's drinking water. This process forms a lime residual sludge that is pumped to two lagoons near the Water treatment Plant. This lime residual sludge must be removed each year by being pumped into tanker trucks and transported to area farm fields where it is sprayed on as a pH conditioner for the soil. In August 2011, sealed bids were received by the Finance Department for this removal with the following results (with unit prices):

Bidder	Bulk Amount	Price/yd ³	Price/Gallon
Midwest Compost Clyde, OH	\$152,500.00	\$10.166/yd ³	\$0.050/gallon
Prolime Services Washington, MI	\$157,200.00	\$10.48/yd ³	\$0.052/gallon
S&L Fertilizer Company Toledo, OH	\$225,000.00	\$15.00/yd ³	\$0.074/gallon
Pohlkat, Inc. Sidney, OH	\$192,500.00	\$12.833/yd ³	\$0.064/gallon
Salenbein Trucking Dundee, MI	\$162,000.00	\$10.80/yd ³	\$0.053/gallon
Biotech Agronomics Beulah, MI	\$136,350.00	\$9.10/yd ³	\$0.045/gallon

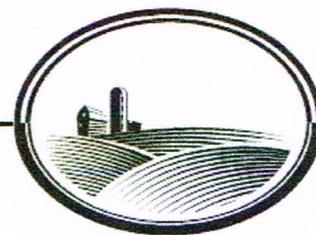
The bid specifications for this bid were for the complete removal of the lime residual in Lagoon #1 which contains approximately 15,000 yds³. This bid was awarded to the low bidder, Biotech Agronomics for a period of three (3) years. In 2014, Biotech offered an updated proposal with a modest 2% increase in costs: \$139,077/15,000 yd³ (\$9.272/yd³ or \$0.046/gallon). This proposal was accepted for a one year term ending December 31, 2014.

This year's lime removal will be more difficult because we will need to remove sludge from both Lagoon #1 and Lagoon #2. The difficulty arises from trying to determine how much sludge is in each lagoon as there is no good way to measure the volumes. Additionally, the sludge in Lagoon #2 has not been removed for several years and has settled and become very dense. After speaking with Biotech, they have offered a proposal for a one year extension of this contract at a cost of \$0.05/gallon (or \$10.098/yd³) to expire on December 31, 2015. The cost increase is due to several factors. First, access to Lagoon #2 is more limited and will require additional effort to remove the sludge. Second, as I mentioned earlier, there is no good way to measure the quantity

or consistency of the sludge to be removed. Finally, availability of farm fields is limited and the sludge will need to be hauled farther. By using a unit price, we will have more flexibility in the amount of sludge that will be removed (up to about 17,000 yds³). Despite this increase in cost, the unit price is still below the next lowest bidder from the 2011 bid process.

Based on Biotech's performance over the past four years and their familiarity with this project, I respectfully recommend that we proceed with the renewal of the contract extension for lime residual removal at a unit price of \$0.05/gallon. Funds for this are budgeted in the FY2015-2016 Water Fund Purification & Pumping Operations & Maintenance Budget (591-536.00-801.503 -- \$175,000). Please feel free to contact me if you have any questions.

BioTech Agronomics, Inc.



Residual Management Company

1651 Beulah Highway • Beulah • Michigan • 49617

June 30, 2015

Mr. Tim Ritchie
City of Adrian Water Treatment Plant
135 E. Maumee Street
Adrian, Michigan USA 49221

RE: CONTRACT RENEWAL FOR LIME RESIDUALS REMOVAL & LAND APPLICATION SERVICES:

Mr. Ritchie,

Pursuant to our recent discussions, Biotech Agronomics, Inc. is pleased to offer to renew the August 2011 agreement with your water plant located at 815 Bent Oak Ave., Adrian Michigan. This renewal is for the removal of liquid slurry lime from Lagoon Cell #1 and/or Cell #2. All other terms and conditions of the existing 2011 agreement would remain the same through December 31, 2015.

Unit rate for any lime removed within the year 2015 = \$0.050 cents per gallon.

If you decide to accept this offer, please sign below and return a copy to our main office. If you prefer to use another method of contract extension please let me know.

We appreciate your business and look forward to another year in performing the work for the City of Adrian. If you have any questions please contact me anytime at dpopma@biotechag.com or (616) 835-0100.

BIOTECH AGRONOMICS, INC.

Submitted by: Don Popma

Printed Name: Don Popma

Its: General Manager

Date: 6/30/2015

CITY OF ADRIAN, MICHIGAN

Accepted by: _____

Printed Name: _____

Title: _____

Date: _____

This document is representative of a complete contract. Upon award the document can be signed by both parties to become binding.

RE: UTILITIES DEPARTMENT –Water Treatment Plant – Amendment to Lime Residual Removal Contract with Biotech Agronomics, Inc.

WHEREAS the Adrian City Commission, by Resolution dated September 6, 2011, through the competitive bid process, authorized the engagement of Biotech Agronomics, Inc., of Beulah, MI in the City’s Standard Professional Services Contract for removal and land application of residual lime generated at the Water Treatment Plant, at a cost not to exceed \$136,500 (\$9.10/cubic yard or \$0.045/gallon) for a period of 3 years; and

WHEREAS the Adrian City Commission, by Resolution dated March 3, 2014, renewed the contract with Biotech Agronomics, Inc at a cost not to exceed \$139,077 (\$9.27/ cubic yard or \$0.046/ gallon); and

WHEREAS Biotech Agronomics has offered a proposal of a 1 year extension ending December 31, 2015 for a cost not to exceed \$0.05/ gallon (\$10.10/ cubic yard); and

WHEREAS due to satisfactory performance, the Utilities Director recommends renewal of the contract for a one year period ending December 31, 2015 at the proposed rate of \$0.05 per gallon until December 31, 2015; and

WHEREAS sufficient funds are budgeted for this annual expense in the Water Purification & Pumping Fund Operating & Maintenance Budget (591-536.00-801.503); and

WHEREAS the City Administrator recommends approval of this resolution.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the renewal of the Lime Residual Removal and Land Application contract with Biotech Agronomics, Inc. of Beulah, MI, for a one year period ending on December 31, 2015 at the proposed rate of \$0.05 per gallon for the renewal period.

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

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.



MEMO

135 E. Maumee, Adrian, MI 49221-2703

DATE: July 6, 2015
TO: Hon. Jim Berryman, Mayor
City Commission
Shane Horn, City Administrator

FROM: Chris Miller
DDA & Economic Development Coordinator

SUBJECT: NEZ Application

Ladies and Gentlemen,

I am sending you this memo to express support for an NEZ application submitted by Habitat for Humanity for 727 E. Michigan. Habitat intends to remodel this house to include the following improvements: new roof; new windows and doors; new electrical and plumbing; new HVAC; and complete interior finish. Habitat anticipates construction during 2015 and completion in late 2015 or the first quarter of 2016 for this project.

The house is in the city's NEZ Zone #1, and it meets the state requirements for the program. No taxes are delinquent on the building; the project has a reasonable likelihood of improving the neighborhood and providing safe and decent housing; and the project is consistent with the City's comprehensive plan. As an owner occupied residential unit, the project is eligible for a Base Exemption Certificate of 10 years, which per City policy results in a 10 year NEZ Certificate.

I urge support for the application and would be happy to respond to questions.

Best Regards,

Chris Miller
DDA & Economic Development Coordinator

STC Use Only	
▶ Application No.	▶ Date Received

Application for Neighborhood Enterprise Zone Certificate

Issued under authority of Public Act 147 of 1992, as amended.

Instructions: Read the instructions before completing the application. This application must be filed prior to building permit issuance and start of construction. Initially file one original application (with legal description) and two additional copies of this form with the clerk of the local governmental unit (three complete sets). The additional documents to complete the application process will be required by the State of Michigan only after the original application is filed with the clerk of the local governmental unit (LGU). This form is also used to file a request for the transfer of an existing NEZ certificate. Please see the instruction sheet.

TO BE COMPLETED BY CLERK OF LOCAL GOVERNMENT UNIT (LGU)	
Signature of Clerk <i>Pat Baker</i>	▶ Date received by LGU <i>6/9/2015</i>
LGU Application Number # <i>01-08</i>	▶ LGU Code <i>46201</i>

Part 1: Owner/Applicant Information (complete all fields)		
▶ Applicant Name <i>Habitat for Humanity of Lenawee</i>	Amount of years requested for exemption <i>10 (Rehab)</i>	
▶ Location of Facility (Street No., City, State, ZIP Code) <i>727 E. Michigan St.</i>		
<input checked="" type="checkbox"/> City of <input type="checkbox"/> Township of <input type="checkbox"/> Village of <i>Adrian</i>	County <i>Lenawee</i>	
▶ Application is <input type="checkbox"/> New <input checked="" type="checkbox"/> Rehabilitation <input type="checkbox"/> Transfer (1 copy only)	School District where facility is located <i>Adrian</i>	▶ School Code <i>46010</i>
Is the building owned or rented by the occupants? <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Rented	Type of Property <input checked="" type="checkbox"/> House <input type="checkbox"/> Duplex <input type="checkbox"/> Condo <input type="checkbox"/> Loft <input type="checkbox"/> Apartment - No. of Units	
Name of LGU that established district <i>City of Adrian</i>	▶ Name or Number of Neighborhood Enterprise Zone <i>ZONE 1</i>	▶ Date district was established
Identify who the work was completed by <input checked="" type="checkbox"/> Licensed Contractor <input type="checkbox"/> Other	Estimated Project Cost (per unit) <i>35,000</i>	
Describe the general nature and extent of the rehabilitation or new construction to be undertaken. Include Breakdown of Investment Cost (use attachments if necessary) <i>Electrical - 5,000, Plumbing - 5,000, Heating - 5,000, Roof - 5,000 siding - 3,000, complete interior finish - 10,000, windows + doors - 2,000</i>		
Timetable for undertaking and completing the rehabilitation or construction of the facility. <i>6-9 months</i>		

Part 2: Applicant Certification	
I certify the information contained herein and in the attachments are true and that all are truly descriptive of the residential real property for which this application is being submitted.	
I certify I am familiar with the provisions of Public Act 147 of 1992, as amended, (MCL 207.771 to 207.787) and to the best of my knowledge, I have complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the LGU and the issuance of Neighborhood Enterprise Zone Certificate by the State Tax Commission.	
▶ Contact Name <i>Laura Alcock</i>	Contact Telephone Number <i>517-265-6157</i>
Contact Fax Number <i>517-265-3827</i>	Contact E-mail Address <i>lalcock@habitat-lenawee.org</i>
Owner/Applicant Name <i>Habitat for Humanity</i>	Owner/Applicant Telephone Number <i>517-265-6157</i>
Owner/Applicant Signature <i>Laura Alcock</i>	Date <i>6/9/15</i>
▶ Owner/Applicant Mailing Address (Street No., City, State, ZIP Code) <i>1205 E. Beecher St. Adrian</i> <i>49221</i>	Owner/Applicant E-mail Address

Part 3: LOCAL GOVERNMENT ACTION	
LGU Clerk must complete this section before submitting to the State Tax Commission	
Action taken by LGU: <input type="checkbox"/> Abatement Approved for _____ Years (6-15) <input type="checkbox"/> Abatement Approved for _____ Years (11-17 historical credits) <input type="checkbox"/> Denied (include Resolution Denying)	The State Tax Commission requires the following documents be filed for an administratively complete application: <input type="checkbox"/> 1. Original Application <input type="checkbox"/> 2. Legal description of the real property with parcel code number <input type="checkbox"/> 3. Resolution approving/denying application (include # of years) <input type="checkbox"/> 4. REHABILITATION APPLICATIONS ONLY . Statement by the assessor showing the taxable value of the rehabilitated facility not including the land, for the tax year immediately preceding the effective date of the rehabilitation.
▶ Date of Resolution Approving/Denying this application	LGU Name
Part 4: LOCAL GOVERNMENT CERTIFICATION	
LGU Clerk must complete this section before submitting to the State Tax Commission	
I certify that I have reviewed this application for complete and accurate information and determined that the subject property is located within a qualified Neighborhood Enterprise Zone.	
I certify this application meets the requirements as outlined by Public Act 147 of 1992 and hereby request the State Tax Commission issue a Neighborhood Enterprise Zone Certificate.	
Print Clerk Name	Clerk Telephone Number
Clerk Fax Number	Clerk E-mail Address
Clerk's Mailing Address (Street, City, State, ZIP Code)	
Clerk Signature	Date

LGU mail original completed application and required documents to:

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

Note: Additional documentation will be required for the issuance of the certificate of exemption. These documents should be sent directly to the State of Michigan only after the original application is filed with the LGU clerk and approved by the LGU. See the instruction sheet attached.

Any questions concerning the completion of this application should be directed to your LGU Clerk.



51.1

QUITCLAIM DEED

Grantor(s) Robert Anthony Perez and Tonya R Perez (husband & wife), whose address is 3678 Wisner Hwy., Adrian, MI 49221 quitclaims to Grantee, Habitat for Humanity of Lenawee Co., whose address is 1205 E. Beecher St., Adrian, Michigan 49221, the following described premises situated in the City of Adrian, County of Lenawee, State of Michigan:

Legal Description

"LOT 396 EASTERN ADDITION, City of Adrian.

PARCEL NO: XA0-515-0396-00

Commonly known as: 727 E. Michigan St., Adrian, Michigan 49221 for the sum of \$0 the receipt and sufficiency of which is hereby acknowledged.

Dated: 6-8-15

Robert Anthony Perez
Robert Anthony Perez

Dated: 06-08-15

Tonya R Perez
Tonya R Perez

STATE OF MICHIGAN, Lenawee County ss:

The foregoing instrument was acknowledged before me in Lenawee County, Michigan on June 8th, 2015, by Robert Anthony Perez and Tonya R Perez.

Laura M. Alcock

LAURA M. ALCOCK
Notary Public, State of Michigan
County of Lenawee
My Commission Expires 12-01-2015
Acting in the County of _____

After recording please return to: Drafted By:

Habitat for Humanity
1205 E. Beecher St.
Adrian MI 49221

Laura M. Alcock

Lenawee
Laura M. Alcock
Notary Public, State of Michigan
County of Lenawee
My commission expires 12/1/2015
Acting in the County of Lenawee

✓

3/4 ✓



MEMO

135 E. Maumee, Adrian, MI 49221-2703

DATE: June 30, 2015

TO: Hon. Jim Berryman, Mayor
City Commission
Shane Horn, City Administrator

FROM: Dick Garno
Building Inspector

SUBJECT: NEZ project 727 E. Michigan

Mayor, Commissioners, Administrator Horn,

I completed an inspection of 727 E. Michigan as part of the NEZ application on behalf of Habitat for Humanity. The renovation projects identified in the submitted application will result in the building meeting all applicable building codes and address life-safety issues.

If there are questions regarding this application I am available to respond to them.

Dick Garno
Building Inspector
517.264.4869
dgarno@adrianmi.gov



Neighborhood Revitalization Initiative

June 29, 2015

City of Adrian
159 E. Maumee
Adrian MI 49221

RE: Lead Abatement Policy

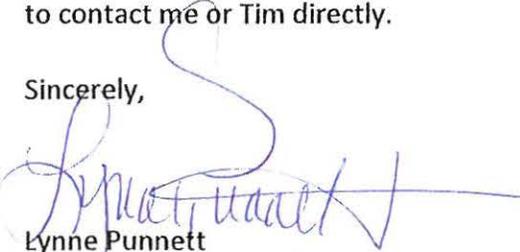
Dear City of Adrian Officials:

Thank you for the strong partnership that continues to grow between the City and Habitat for Humanity of Lenawee County. Our common goal to rebuild Adrian by renovating vacant, blighted properties to the highest level of building standards while implementing energy-efficient, green building practices is something we can all be proud of.

To address lead abatement requirements in the State of Michigan, Habitat for Humanity of Lenawee County is following the approved recommendation of our State Support Organization, Habitat for Humanity of Michigan, treating all properties built before 1978 as if lead were present whether lead has been detected on-site or not. This requires we follow lead-safe work practices at all our construction sites and have an individual certified in Lead Renovator Training on staff. Our full-time Construction Supervisor, Mr. Tim Raquet, holds the required certification and strictly enforces the policies required to remain in compliance.

Thank you again for the support we receive from the City in this joint endeavor to rebuild Adrian. If you have any questions about our policy or practices, please do not hesitate to contact me or Tim directly.

Sincerely,



Lynne Punnett
Executive Director

1205 E. Beecher St., Adrian, MI 49221 (517) 265-6157 www.habitat-lenawee.org email: info@habitat-lenawee.org

Seeking to put God's love into action, HFH brings people together to build homes, communities and hope.



habitatlenawee



727 E MICHIGAN ST ADRIAN, MI 49221 (Property Address)

Parcel Number: XA0-515-0396-00



Item 1 of 5 3 Images / 2 Sketches

Property Owner: PEREZ, ROBERT ANTHONY & TONYA R

Summary Information

- > Residential Building Summary
 - Year Built: 1940
 - Full Baths: 1
 - Sq. Feet: 658
 - Bedrooms: 1
 - Half Baths: 0
 - Acres: 0.100
- > Assessed Value: \$5,300 | Taxable Value: \$5,300
- > 6 Special Assessments found
- > Property Tax Information found
- > 32 Invoices Found, Amount Due: 325.00
- > 2 Utility Billing Accounts found

Owner and Taxpayer Information

Owner

PEREZ, ROBERT ANTHONY &
TONYA R
3678 WISNER HWY
ADRIAN, MI 49221

Taxpayer

SEE OWNER INFORMATION

\$3,690.31

Legal Description

517-264-4554

LOT 396 EASTERN ADD

Recalculate amounts using a different Payment Date

You can change your anticipated payment date in order to recalculate amounts due as of the specified date for this property.

Enter a Payment Date

Tax History

****Note:** On March 1 at 12:00 AM, local taxes become ineligible for payment at the local unit.

MARILYN J. WOODS
301 N MAIN STREET
OLD COURTHOUSE BASEMENT
ADRIAN MI 49221
(517) 264-4554

LENAWEE COUNTY



DELINQUENT TAX RECEIPT
RECEIPT NO: 15-0012423
DATE PAID: 07/01/15
TAX YEAR: 2014
CASHIER: GIRDHAMJ

CHECKS ARE ACCEPTED AS CONDITIONAL PAYMENT ONLY (UNTIL CHECK HAS CLEARED BANK). IF YOUR CHECK IS DISHONORED OR RETURNED FOR ANY REASON, WE WILL RE-INSTATE THE TAX ALONG WITH ANY INTEREST, PENALTY AND FEES APPLICABLE.

UNIT: CITY OF ADRIAN
PARCEL: XAO-515-0396-00
REC'D OF HABITAT FOR HUMANITY OF LENA

1205 E BEECHER ST
ADRIAN MI 49221

OWNER: PEREZ, ROBERT ANTHONY & TONY
3678 WISNER HWY
ADRIAN MI 49221

	PREV. AMT DUE	PAYMENT	DUE IF PAID THIS MONTH
CITY OPERATING	72.23	72.23	0.00
LOCAL STREETS	5.16	5.16	0.00
COUNTY OPERATING	26.18	26.18	0.00
SCHOOL OPERATING	47.70	47.70	0.00
SCHOOL DEBT	12.98	12.98	0.00
SET ADRIAN	31.80	31.80	0.00
LENAWEE ISD	19.29	19.29	0.00
LIBRARY	5.30	5.30	0.00
CO DEPT ON AGING	3.87	3.87	0.00
CO MEDICAL CARE	1.00	1.00	0.00
VETERAN'S RELIEF	0.26	0.26	0.00
SCHOOL OPERATING	47.70	47.70	0.00
SCHOOL DEBT	12.98	12.98	0.00
LENAWEE ISD	19.29	19.29	0.00
REFUSE PICKUP	105.60	105.60	0.00
WEED/GRASS MOWIN	704.00	704.00	0.00
LOCAL ADMIN	10.30	10.30	0.00
LOCAL ADMIN	0.85	0.85	0.00
INT/PENALTY	61.81	61.81	0.00
BASE TAX TOTAL	1,188.30	1,188.30	0.00
INTEREST	59.42	59.42	0.00
ADMIN FEE	47.53	47.53	0.00
TOTAL	1,295.25	1,295.25	0.00

LEGAL DESCRIPTION:
LOT 396 EASTERN ADD

CHECK YOUR DESCRIPTION:

The Treasurer is not responsible for payment on the wrong parcel.
If you pay on the wrong description, we are not permitted to make adjustments later.

Marilyn J. Woods
LENAWEE COUNTY TREASURER
MARILYN J. WOODS

Cash Tendered 0.00
Check Tendered 0.00
Check 11504
Change 0.00

Note:

PEREZ, ROBERT ANTHONY & TONY
3678 WISNER HWY
ADRIAN MI 49221

MARILYN J. WOODS
301 N MAIN STREET
OLD COURTHOUSE BASEMENT
ADRIAN MI 49221
(517) 264-4554

LENAWEE COUNTY



DELINQUENT TAX RECEIPT
RECEIPT NO: 15-0012422
DATE PAID: 07/01/15
TAX YEAR: 2013
CASHIER: GIRDHAMJ

CHECKS ARE ACCEPTED AS CONDITIONAL PAYMENT ONLY (UNTIL CHECK HAS CLEARED BANK). IF YOUR CHECK IS DISHONORED OR RETURNED FOR ANY REASON, WE WILL RE-INSTATE THE TAX ALONG WITH ANY INTEREST, PENALTY AND FEES APPLICABLE.

UNIT: CITY OF ADRIAN
PARCEL: XA0-515-0396-00

REC'D OF HABITAT FOR HUMANITY OF LENA

1205 E BEECHER ST
ADRIAN

MI 49221

OWNER: PEREZ, ROBERT ANTHONY & TONY
3678 WISNER HWY
ADRIAN MI 49221

	PREV. AMT DUE	PAYMENT	DUE IF PAID THIS MONTH
CITY OPERATING	215.34	215.34	0.00
LOCAL STREETS	15.39	15.39	0.00
COUNTY OPERATING	78.07	78.07	0.00
SCHOOL OPERATING	142.20	142.20	0.00
SCHOOL DEBT	38.71	38.71	0.00
SET ADRIAN	94.80	94.80	0.00
LENAWEE ISD	57.50	57.50	0.00
CO DEPT ON AGING	11.56	11.56	0.00
CO MEDICAL CARE	2.99	2.99	0.00
VETERAN'S RELIEF	0.79	0.79	0.00
SCHOOL OPERATING	142.20	142.20	0.00
SCHOOL DEBT	38.71	38.71	0.00
LENAWEE ISD	57.50	57.50	0.00
STORM WATER	21.12	21.12	0.00
REFUSE PICKUP	105.60	105.60	0.00
WEED/GRASS MOWIN	528.00	528.00	0.00
LOCAL ADMIN	12.96	12.96	0.00
LOCAL ADMIN	2.53	2.53	0.00
INT/PENALTY	116.70	116.70	0.00
BASE TAX TOTAL	1,682.67	1,682.67	0.00
INTEREST	429.08	429.08	0.00
ADMIN FEE	67.31	67.31	0.00
PA123 FEES	216.00	216.00	0.00
TOTAL	2,395.06	2,395.06	0.00

LEGAL DESCRIPTION:
LOT 396 EASTERN ADD

CHECK YOUR DESCRIPTION:

The Treasurer is not responsible for payment on the wrong parcel.

If you pay on the wrong description, we are not permitted to make adjustments later.

Marilyn J. Woods
LENAWEE COUNTY TREASURER
MARILYN J. WOODS

Cash Tendered 0.00
Check Tendered 3,690.31
Check 11504
Change 0.00

Note:

PEREZ, ROBERT ANTHONY & TONY
3678 WISNER HWY
ADRIAN MI 49221

R15-071

July 6, 2015

RE: APPROVAL OF NEZ APPLICATION FOR 727 E. MICHIGAN STREET, CITY OF ADRIAN, LENAWEE COUNTY, MICHIGAN, PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS OF THE NEIGHBORHOOD ENTERPRISE ZONE ACT, PUBLIC ACT 147 OF 1992

WHEREAS, the owner of real property at 727 E Michigan Street, Adrian, Michigan, has submitted an application for a Neighborhood Enterprise Zone Certificate for the rehabilitation of an existing home at 727 E. Michigan Street in the southeast neighborhood (NEZ District #1) of Adrian as presented in the application on file; and

WHEREAS, the applicant is not delinquent in any taxes related to the facility; and

WHEREAS, the subject property, upon completion of the rehabilitation activities, will constitute a new facility within the meaning of PA 147 of 1992; and

WHEREAS, the applicant has supplied to the City of Adrian all of the items for a Neighborhood Enterprise Application Certificate, including the following: (a) general description of the facility; (b) general description of the proposed use of the rehabbed facility; (c) description of the general nature and extent of the rehabilitation to be undertaken, and (d) a time schedule for undertaking and completing the rehabilitation of the facility.

NOW, THEREFORE, BE IT RESOLVED: that the application for a Neighborhood Enterprise Zone Certificate with regard to the rehabilitation of real property with Tax ID #XAO-515-0396-00, 727 E. Michigan Street, City of Adrian, Lenawee County, Michigan, within the previously established NEZ District #1, is hereby approved for a period of ten (10) years per the City of Adrian NEZ Policy.

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

MEMO

DATE: 7/2/15

TO: MAYOR, CITY COMMISSION

FROM: SARAH OSBURN, CITY ATTORNEY

Re: **Purchase Agreement with Sundance, Inc., assignment of rights**

You may recall that in January the City entered into a Purchase Agreement for the sale of property located on N. Main Street to Sundance, Inc. The property at issue is approximately .27 acres offered to Sundance to help with issues they were having with getting a driveway off of N. Main approved by MDOT for their proposed development.

Sundance now seeks to assign its rights under the Purchase Agreement to Old West Properties, LLC. The purchase agreement provides that, upon Seller's consent, Sundance may assign its rights as purchaser under the terms of the Purchase Agreement to an entity in which Sundance or its shareholders have a majority ownership interest. This requirement is met as Sundance's sole shareholder owns a majority of the ownership interest in Old West. The Purchase Agreement also provides that consent may not be unreasonably withheld or delayed.

The reason for the assignment of rights is that Old West is the primary owner and operator of Taco Bell franchise restaurants in Michigan and Sundance is the primary owner and operator of Taco Bell franchises in other Midwestern states (Illinois, Indiana, Iowa and Wisconsin).

For your consideration is a resolution authorizing the Mayor to sign the consent provision of the assignment of rights agreement.

**ASSIGNMENT OF RIGHTS UNDER
AGREEMENT FOR SALE AND PURCHASE OF PROPERTY**

This Assignment of Rights Under Agreement for Sale and Purchase of Property (the "Assignment") is dated as of [____], 2015, and is entered into by and between Sundance, Inc., a Michigan corporation ("Sundance"), and Old West Properties, L.L.C., a Michigan limited liability company ("Old West").

RECITALS

WHEREAS, on or about January 5, 2015, the City of Adrian, Michigan., a Michigan municipal corporation, as Seller ("Seller"), and Sundance, as Purchaser, entered into an Agreement for Sale and Purchase of Property ("PA") with respect to the sale by Seller and the purchase by Sundance of a certain unimproved tract of real estate located in Adrian, Michigan and more fully described in the PA (the "Premises"); and

WHEREAS, Section 10.1 of the PA provided that, upon Seller's consent, Sundance may assign its right as Purchaser under the terms of the PA to an entity in which Sundance or its shareholders have a majority ownership interest; and

WHEREAS, Sundance's sole shareholder, Peter Lyders-Petersen, as trustee of his revocable living trust, owns a majority of the ownership interests in Old West; and

WHEREAS, Sundance desires to assign its rights, title and interest as Purchaser under the PA to Old West and Old West desires to accept the assignment of such rights, title and interest and assume Sundance's obligations under the terms of the PA.

NOW THEREFORE, in consideration of and in reliance on the foregoing recitals, the terms, covenants and conditions contained in this Assignment and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, Sundance and Old West agree as follows:

1. Effective as of the date hereof, Sundance assigns all of its rights, title and interest as Purchaser under the terms of the PA to Old West, and Old West accepts the assignment of such rights, title and interest and assumes all of the obligations of Sundance under the terms of the PA.

Sundance, Inc., a Michigan corporation

Old West Properties, L.L.C., a Michigan
limited liability company

By: _____
Peter Lyders-Petersen
Its: President

By: _____
Peter Lyders-Petersen
Its: Manager

CONSENT

In accordance with the terms of the PA, Seller hereby consents to the foregoing Assignment from Sundance to Old West.

SELLER: City of Adrian., a Michigan
municipal corporation

By: _____
Its: _____

By: _____
Its: _____

R15-072

July 6, 2015

RE: AUTHORIZE THE MAYOR TO EXECUTE THE CONSENT PROVISION OF THE ASSIGNMENT OF RIGHTS UNDER AGREEMENT FOR SALE AND PURCHASE OF PROPERTY BETWEEN SUNDANCE AND OLD WEST.

RESOLUTION

WHEREAS on or about January 7, 2015 the City of Adrian and Sundance, Inc., executed a Purchase Agreement wherein the City agreed to sell to Sundance, Inc., certain real estate consisting of approximately .27 acres of unimproved property located on N. Main Street and Albert Street in the City of Adrian;

WHEREAS Section 10.1 of the Purchase Agreement provided that, upon Seller's consent, Sundance may assign its right as a purchaser under the terms of the Purchase Agreement to an entity in which Sundance or its shareholders have a majority ownership interest; and

WHEREAS Sundance's sole shareholder, Peter Lyders-Petersen, as trustee of his revocable living trust, owns a majority of the interest in Old West; and

WHEREAS Sundance is requesting the City's consent to Sundance's assignment of its rights, title and interest as Purchaser under the Purchase Agreement to Old West;

NOW THEREFORE be it resolved that the Mayor is hereby authorize to execute the Consent provision of the Assignment of Rights under Agreement for Sale and Purchase of Property between Sundance and Old West.

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

MEMO



DATE: July 1, 2015

TO: Honorable Mayor and City Commission

FROM: Shane A. Horn, City Administrator

SUBJECT: Change Order to Stevens Disposal for Curbside Bulk Trash Collection

The 2015 Curbside Bulk Trash Collection was a great success and went a long way in accomplishing the goal of cleaning up neighborhoods. As you may recall, we projected approximately 200 tons of material would be collected between the two routes at a cost of \$225.00 per ton for a projected use of \$22,500 from the Solid Waste Fund. We also received a generous donation of 50% of the actual cost up to a maximum of \$25,000 donation from Stevens Disposal. We ended up collecting 470.15 tons of material for a total cost of \$105,783.75, subtracting the \$25,000 donation from Stevens leaves a balance of \$80,783.50. The Commission approved an expenditure of \$22,500 for this project, leaving a Change Order of \$58,283.75. There are sufficient funds available within the Solid Waste Fund for this added expense.

I respectfully recommend that a Change Order in the amount of \$58,283.75 be approved to Stevens Disposal & Recycling of Temperance, MI for this curbside bulk trash collection. We have received many thankful comments from residents for this collection event and I sincerely appreciate the contributions of Stevens Disposal, Habitat of Lenawee and Goodwill Industries for their efforts in making this a successful event.

Stevens Disposal & Recycling Service



STEVENS STOP & GO PORTABLE TOILETS
 P.O. Box 500
 Temperance, MI 48182
 (734) 856-8451 • (734) 279-2611 • (800) 779-0344

Invoice No. 455264
 Invoice Date 6/16/2015
 Account No. CMR0093

BILL TO CITY OF ADRIAN
 135 E. MAUMEE ST
 ADRIAN MI 49221

LOCATION CMR0093
 VARIOUS LOCATIONS
 ADRIAN

Please provide your Email Address: _____

PLEASE RETURN TOP PORTION WITH REMITTANCE Amount of Remittance

Customer Order No.	Service From	Service To	<i>Payment is due the 1st of the Month. A \$15.00 late fee or 5% of total (whichever is more) will be applied to all late monthly invoices.</i>
--------------------	--------------	------------	---

Qty.	Date of Service	Description of Services	Unit Price	Total
	6/16/2015 6/16/2015	470.15 TONS @ \$225 PER TON CITY WIDE CITY PRIDE DONATION		\$105,783.75 (\$25,000.00)
		<i>09600.</i>		
		<i>595-528.00 - 901.00.</i>		
	ACCOUNT NUMBER	CMR0093		
	SERVICE NAME			
	SERVICE ADDRESS	ADRIAN		

Stevens Disposal & Recycling Service Inc.
STEVENS STOP & GO PORTABLE TOILETS
 P.O. Box 500
 Temperance, MI 48182
 (734) 856-8451 • (734) 279-2611 • (800) 779-0344

Please Pay This Amount

Pay online @ www.stevensdisposal.com

July 6, 2015

R15-073

RE: ADMINISTRATION – Change Order for Curbside Bulk Trash Collection

RESOLUTION

WHEREAS, the City Commission at the March 2, 2015 meeting approved Resolution R15-028 Stevens Disposal & Recycling Service of Temperance, MI for contract services associated with a curbside bulk trash collection on June 6 and June 13, 2015; and

WHEREAS, the cost to provide this curbside pickup was \$225.00 per ton, with a projection of approximately 200 tons of material collected city-wide for a total estimated cost of \$45,000 with the City committing \$22,500 and Stevens Disposal donating 50% up to a maximum of \$25,000; and

WHEREAS, we actually collected 470.15 tons @ \$225.00 per ton for a total of \$105,783.75. The new total with Stevens \$25,000 donation is \$80,783.75; and

WHEREAS, the Finance Director indicates that funds for this Change Order (\$58,283.75) are available in the FY 2014-15 budget within the Solid Waste Fund and the budget be amended as follows:

Revenue:		
595-000.00-697.000	Prior Years Revenue	\$58,283.75
Expenditures:		
595-528.00-801.000	Contract Services	\$58,273.75

NOW THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the Change Order from Stevens Disposal & Recycling Service of Temperance, MI for \$58,283.75 for additional volume of material collected during the curbside spring pickup.

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

MEMO



DATE: July 1, 2015

TO: Honorable Mayor and City Commission

FROM: Shane A. Horn, City Administrator

SUBJECT: Renewal of Lease Agreement with St. Mary's Catholic Church

The City has been sharing the parking lot between St. Mary's Catholic Church and the Piotter Center since the City bought the Catholic Central School and converted it into a Community/Senior Center. We originally had operated under a lease agreement from 1973, but that expired in 1998. A new lease was approved in 2012 that mirrored the practices we have been operating under for many years. This three-year lease is up for renewal under the same terms. This lease agreement has functioned to outline the responsibilities for sharing the use and routine maintenance costs of the parking lot.

LEASE AGREEMENT

This lease has been entered into as of _____, 2015 between the City of Adrian, 135 E. Maumee Street, Adrian, Michigan (“Lessee”) and _____, Roman Catholic Bishop of Lansing, and his successors in office (“Lessor”).

Subject to the terms and conditions set forth below, the Lessor agrees to Lease to Lessee land located in the City of Adrian described as follows:

The parking lot located between St. Mary’s Catholic Church and the Piotter Center bordered by Frank Street On the north and Erie Street on the south.

Terms and Conditions

1. The Lessee shall have primary use of the parking spaces on the east end of the parking lot that abut the west end of the Piotter Center and the drive that gives access to these spaces. The Lessor shall have primary use of all other parking spaces and drives. It is agreed that both the Lessor and Lessee shall have use of each other’s allocated spaces outside of their hours of primary operation. The Lessor and Lessee shall notify each other of their primary hours of operation on the day this lease commences and shall provide notification immediately of any changes to the primary hours of operation.

2. The term of this lease is three (3) years commencing July 7, 2015.

3. In lieu of rent payment, the Lessee shall remove snow and ice from the entire parking lot. Lessee shall remove said snow and ice with the same diligence that it applies to city-owned parking lots. Further, Lessee shall, at its expense, maintain and stripe the portion of the lot that it has primary use, as described in paragraph 1. The Lessor shall, at its expense, maintain and stripe the portion of the lot that it has primary use, as described in paragraph 1.

5. If both Lessor and Lessee are in agreement that general maintenance is needed to the lot in its entirety, the Lessor shall be responsible for two-thirds and the Lessee responsible for one-third of the expense.

6. Either party may terminate this agreement with ninety (90) days written notice.

7. If Lessee sells the Piotter Center to a third party, the Lessor may terminate the lease forthwith. This provision does not apply if the Piotter Center is sold to the Lenawee County Department on Aging for continued use as a senior/community center.

IN WITNESS WHEREOF, the undersigned have executed this Lease as of the date first written above.

WITNESSES:

LESSEE
THE CITY OF ADRIAN

BY: _____
Jim Berryman

ITS: MAYOR

BY: _____
Pat Baker

ITS: CITY CLERK

LESSOR

BY: _____

ITS: _____

R15-074

RE: DEPARTMENT OF PARKS & ENGINEERING SERVICES – Lease agreement with St. Mary’s Catholic Church for use of the parking lot

RESOLUTION

WHEREAS the City of Adrian has previously operated under a lease agreement with St. Mary’s Catholic Church for use of the parking lot, since purchasing the Catholic Central School and converting it to a Community/Senior Center in 1973; and

WHEREAS the original lease expired in 1998 and the two parties have been sharing use and maintenance costs of the parking lot under a verbal agreement since that time; and

WHEREAS the City has reached an agreement with St. Mary’s Catholic Church for continued use and shared maintenance of the parking lot; and

WHEREAS the terms of the new agreement mirror the practices that the City and Church have been operating under for many years and the lease has been reviewed and approved by the City Attorney; and

WHEREAS the Parks & Engineering Services Director and City Administrator recommend approval of the proposed lease agreement that is for a three year term; and

WHEREAS the Finance Director indicates that there are no budgetary implications associated with the foregoing proposed lease agreement.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission by this resolution hereby approves of the proposed lease agreement for shared use of and maintenance on the parking lot with St. Mary’s Catholic Church and the Roman Catholic Bishop of Lansing and authorizes the Mayor and City Clerk to complete, sign and file all documents necessary to this proposed lease agreement.

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

MEMO



DATE: July 2, 2015

TO: Honorable Mayor and City Commission

FROM: Shane A. Horn, City Administrator

SUBJECT: Renewal of Lease Agreement with Department on Aging for use of Piotter Center

Attached is a three-year renewal of a lease agreement between the City of Adrian and the Lenawee County Department on Aging for continued use of the Piotter Center. The agreement is consistent with the prior lease with the only change being an increase in rent for years two and three to help offset ongoing operating costs of the facility. I respectfully recommend approval of this three-year lease renewal.

**MEMORANDUM OF AGREEMENT
BETWEEN
THE CITY OF ADRIAN
AND
THE LENAWEЕ COUNTY DEPARTMENT ON AGING**

THIS AGREEMENT is made on the ____ day of _____, 2015 between The City of Adrian (The City), and the Lenawee County Department on Aging (The Department) having in common the goal of providing quality services to meet the needs of Older Adults living in the City of Adrian and Lenawee County.

RECITALS

1. The City is the owner of a structure known as the Piotter Center located in the City of Adrian.
2. The Department on Aging is a department of Lenawee County government and desires to use the Piotter Center facility for various activities.
3. That both parties agree to the use of said facilities by the Department on Aging, subject to the terms and conditions of this agreement, which are agreeable to both parties.

Now, therefore, in consideration of the Recitals set forth herein, the parties agree as follows:

USE OF FACILITIES

The Department will have the use of the designated areas within the Piotter Center on Monday through Friday from 7:30 AM – 4:30 PM, and occasional evening or weekend use where possible. The City will have priority use of the facilities during any of these hours. Notification of such usage, when feasible and practical, will be given two (2) weeks in advance through the Senior Center Director, so alternative arrangements may be made.

The Department will have use of the following rooms/areas for their Senior Center activities and other programs: cafeteria, kitchen storage area and walk-in cooler/freezer, Center Director's office, rooms 2 and 3, the library, the chit chat room, the gymnasium, and the stage. They will also have use of the outdoor shuffleboard courts.

The Department will have use of rooms 7, 8, and 9 for their Daybreak Adult Services program.

The Department will also have use of common areas such as hallways and restrooms. In addition they may use other rooms when available upon approval by The City. Requests for such use should be made through the City's Parks and Engineering Services Department. The City of Adrian will have use of all other rooms and areas at all other times.

The Department will have exclusive use of the Center Director's office, the kitchen, kitchen storeroom, and the Daybreak rooms at all times.

Both parties agree that the use of the kitchen for City sponsored activities or group rentals will have a Department member present. The cost of supervision will be determined by The Department and will be paid directly by the rental group to the assigned staff member.

BUILDING SECURITY

Security of the building, i.e. locking doors and monitoring building use, is the responsibility of both parties of this agreement during times that each party is using the building.

HEALTH AND SAFETY CODES/STANDARDS

The Department operates a daily Nutrition Program as well as other program activities and services, which are not City run programs. The Department agrees to adhere to all Health and Safety Codes and Standards applicable to the operation of all Department programs. Both parties understand that the Department must, under the standards of its Federal and State Grants, have Health Department inspections on a regular basis and have a facility fire inspection annually. The City agrees to cooperate with any required Health Department and fire safety inspections.

Should there be physical plant or equipment violations noted the Department will seek corrective action, which shall be paid for by the Department. The Department will notify the Parks and Engineering Services Director of all health and safety inspection reports. The City agrees to cooperate with The Department in resolving any health or safety violations. Correction of procedural violations will be the responsibility of the Department.

JANITORIAL SERVICE

The Department is responsible for daily cleaning of the kitchen and kitchen storeroom and the Daybreak rooms. The Department will provide cleaning supplies and trash bags for these areas, which shall be deposited in City trash containers. The Department will also provide spot cleaning as necessary in all areas during their activity operations for things such as spills and accidents.

The City will provide daily custodial services for the facility which will include restrooms, hallways, the cafeteria, the Center Director's office, and activity rooms. The City will provide cleaning supplies and equipment necessary for cleaning these areas.

The City will provide heavier cleaning services including, dust window sills and baseboards, wash interior windows, dust/wash florescent and incandescent light covers, clean ceiling fans, and buff tile floors (including the Daybreak rooms) on a weekly, monthly, quarterly, or annual schedule as needed in all areas except the kitchen and kitchen storage area.

Department staff and volunteers will set up activity rooms for senior activities.

SNOW REMOVAL

It shall be the responsibility of The City to provide snow removal from parking areas and sidewalks along the city streets; this should be completed by 8:00 AM.

Snow removal from building entrances and walkways adjacent to parking lots and entrances will be the responsibility of The Department.

EQUIPMENT

Repairs and replacement of equipment owned by The Department shall be the responsibility of the Department. Repairs and replacement of City owned equipment shall be the responsibility of the City.

It is understood that upon termination of this agreement, the Department will remove all unattached equipment it owns unless the two (2) parties make other arrangements.

FINANCIAL ARRANGEMENTS/TELEPHONE/INTERNET

Effective August 1, 2015:

The Department will pay The City \$600.00 per month for the use of designated areas within the building for Senior Center activities, programs, and services.

The Department will pay The City \$2,200.00 per month for use of designated areas within the building for Daybreak Adult Services programs.

Effective July 1, 2016:

The Department will pay The City \$650.00 per month for the use of designated areas within the building for Senior Center activities, programs, and services.

The Department will pay The City \$2,200.00 per month for use of designated areas within the building for Daybreak Adult Services programs.

Effective July 1, 2017:

The Department will pay The City \$700.00 per month for the use of designated areas within the building for Senior Center activities, programs, and services.

The Department will pay The City \$2,200.00 per month for use of designated areas within the building for Daybreak Adult Services programs.

The Department will pay for its own telephone and internet service and for monthly extermination services for the kitchen, storeroom and dining hall. Such payments shall be made directly to those vendors/providers.

The City will continue to use proceeds from the Swigert Estate fund to support operations of the building.

INSURANCES

Insurance coverage for the building and grounds is the responsibility of The City.

The Department shall carry Liability Insurance naming The City as additional insured and shall provide a certificate of insurance stating such to The City annually. Insurance coverage for Volunteer Drivers and Bulk Food Drivers is the responsibility of The Department. The Department is responsible for all claims arising from their programs, activities, and services.

TERMINATION

This agreement shall continue for the following period, beginning August 1, 2015 and ending June 30, 2018 and will be reviewed annually in January. This agreement may be terminated with ninety (90) days written notice by either party with or without cause. This agreement is subject to review and modification at any time with written agreement by both parties.

In witness whereof, the parties have set their hands the day and year first above written.

**LENAWEE COUNTY
DEPARTMENT ON AGING
1040 S. WINTER STREET
ADRIAN, MICHIGAN 49221**

**CITY OF ADRIAN
135 E. MAUMEE STREET
ADRIAN, MICHIGAN 49221**

Cari Rebottaro Date
Director

Jim Berryman Date
Mayor

Pat Baker Date
City Clerk

Todd Brown Date
Parks & Engineering Services Director

July 6, 2015

R15-075

RE: ADMINISTRATION – Renewal of Lease Agreement for Piotter Center

RESOLUTION

WHEREAS, the City of Adrian and County of Lenawee have an existing lease agreement for the use of the Piotter Center; and

WHEREAS, the City of Adrian and County of Lenawee wish to enter into a 3-year renewal of this agreement; and

WHEREAS, this renewal would be effective from August 1, 2015 through June 30, 2018; and

WHEREAS, this renewal is consistent with the prior lease with the only change being an increase in rent in years two and three of the agreement to help offset on-going operating expenses of the facility.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the 3-year renewal of the lease agreement between the City of Adrian and the County of Lenawee for the continued use of the Piotter Center.

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