

PRE-MEETING AGENDA

ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
MARCH 16, 2009
5:30 P.M.

The City Commission will meet for a pre-meeting study session on Monday, March 16, 2009 at 5:30 p.m. in the 2nd Floor Conference Room at City Hall to discuss the following:

- I. Updates on City Hall Complex (i.e., Library)
- II. Other Items as Time Permits

COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
MARCH 16, 2009
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF MINUTES OF THE MARCH 2, 2009 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. COMMUNICATIONS
 - 1. State Revenue Sharing Update
 - 2. Communication from Comcast regarding changes in the channel lineup
 - 3. Communication from Comcast regarding a price decrease on some of their HD bundles and the addition of a new Value Plus Triple Play bundle.
- VI. PUBLIC COMMENT
- VII. REGULAR AGENDA
 - A. SPECIAL ORDERS
 - 1. Public Hearing to hear and consider comments to the submission of an application to MSHDA for a Rental Rehabilitation Grant.
 - C. RESOLUTIONS
 - 1. R09-058. Resolution to authorize the Housing Department to submit an application to MSHDA for a Rental Rehabilitation Grant to provide funding to owners/landlords to renovate vacant 2nd and 3rd floors of commercial buildings in the core downtown district.
 - 2. R09-059. Resolution to approve a two-year agreement with Lenawee Transportation Corporation for the joint employment of a Transportation Coordinator and authorizing the Mayor to execute said agreement.

3. R09-060. Resolution to retain GIS, Inc. to transfer all existing GIS applications and data to the new GIS server and that the bid process be waived.
4. R09-061. Resolution to approve contract with the Lenawee County Equalization Department for assessment services within the City of Adrian.
5. R09-062. Resolution to retain Stauder, Barch & Associates, Inc. for financial advisory services related to the issuance of bonds to fund the City Municipal Complex.

V I I I. MISCELLANEOUS

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

I X. PUBLIC COMMENT

X. COMMISSION COMMENTS

MINUTES

**MINUTES
ADRIAN CITY COMMISSION
MARCH 2, 2009
7:00 P.M.**

Official proceedings of the March 2, 2009 regular meeting of the City Commission, Adrian, Michigan.

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

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

ABSENT: Commissioner Steele

Mayor McDowell in the Chair.

Commissioner Clegg moved to excuse Commissioner Steele, seconded by Commissioner DuMars, motion carried by a unanimous vote.

Commissioner DuMars moved to approve the minutes of the February 16, 2009 regular meeting of the Adrian City Commission, seconded by Commissioner Clegg, motion carried by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher #2987 through #2999	\$188,152.45
General Fund Vouchers #19093 through #19117	\$403,905.00
Clearing Account Vouchers amounting to	<u>\$305,077.40</u>
TOTAL EXPENDITURES	<u>\$897,134.85</u>

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

PRESENTATION

1. Rebekah Engle read her essay on recycling entitled, "*A Cleaner Place*".

CONSENT AGENDA

RE: ASSESSOR DEPT. – Appointment to Board of Review

RESOLUTION CR09-017

WHEREAS, the resignation of Joseph Wagley as a full member on the Board of Review has created a vacancy; and

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

WHEREAS, Bob Near, former City Assessor, has expressed a willingness to serve on the Board of Review if appointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of Mr. Near.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the appointment of Robert Near to the Board of Review for a three-year term to expire in 2012.

RESOLUTION CR09-018

RE: ASSESSOR DEPT. – Appointment to Board of Review

WHEREAS, there currently is a vacancy on the Board of Review for an alternate on said board; and

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

WHEREAS, Joseph Wagley, a former full member on the Board of Review, has expressed a willingness to serve as an alternate on the Board of Review if appointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of Mr. Wagley.

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission does hereby approve the appointment of Joseph Wagley to the Board of Review as an alternate member for a three-year term to expire in 2012.

RESOLUTION CR09-019

RE: COMMUNITY DEVELOPMENT – Set Public Hearing Date – Submit Application to MSHDA for a Rental Rehabilitation Grant

WHEREAS, the Community Development Department has requested authorization to submit an application for a Rental Rehabilitation Grant from MSHDA in the amount of \$300,000; and

WHEREAS, the grant would be used to assist building owners/landlords with the renovation of vacant 2nd and 3rd floors above commercial space in the core downtown district; and

NOW, THEREFORE, BE IT RESOLVED, that a the Adrian City Commission, by resolution, hereby sets a Public Hearing for the regular meeting of the Adrian City Commission to be held on Monday, March 16, 2009, at 7:00 p.m. in the Commission Chambers of the Adrian City Hall, 100 E. Church Street, Adrian, MI 49221, to

receive and hear comments on the submission of an application to MSHDA for a Rental Rehabilitation Grant in the amount of \$300,000.

On motion by Commissioner DuMars, seconded by Commissioner Osborne, Consent Resolutions CR09-017 through CR09-019 were adopted by a unanimous vote.

PUBLIC COMMENT

1. Mike Jacobitz, Chairman of the Planning Commission (PC), addressed the Commission regarding the three rezoning ordinances. Mr. Jacobitz explained that although the Planning Commission approved the rezoning of the Bales' property by a split decision (5-3), the PC is still requesting that the City Commission approve the rezoning on W. Maple Ave. The Planning Commission also requested that the City Commission consider the Charles Street properties as a single item rather than separate ordinances.
2. Pete Lorentz, 154 N. Charles St., asked how the rezoning of this property would affect the tax base. Mr. Lorentz was assured that it would not affect the tax base and would not prohibit him from selling his property to another family.
3. Marty Marshall, Lenawee County Equalization Director presented the County's Downtown Campus Plan. Announced that the County purchased the Bales' property earlier that day.
4. Kristi Maxwell, speaking on behalf of Adrian College, said the College is in favor of rezoning 160 N. Charles, and if the rezoning is approved, the College would continue to use the property for student housing.
5. The following people spoke against rezoning the Bales' property: Steve Wagner, Kuhlman Corporation; Chuck Gross, Attorney appearing on behalf of Kuhlman's; Paul Bidwell, appraiser with Affinity Valuation Group; Brad Slick, owner of 239 W. Maple Ave and Richard Hoover, lessee of 239 W. Maple Ave.

REGULAR AGENDA

ORDINANCES

1. Ord. 09-01. Second reading and adoption of an Ordinance to amend Section 3.1 of the Zoning Regulations by deleting 160 N. Charles St. from the R-3 Single Family Residential District and including the same in the ERO Education Research and Office District. Eff. Date: 3-17-09

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

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

NAYS: None

ABSTAINED: Commissioner Valentine

2. Ord. 09-02. Second reading and adoption of an Ordinance to amend Section 3.1 of the Zoning Regulations by deleting 154 and 166 N. Charles Street from the R-3 Single Family Residential District and including the same in the ERO Education Research and Office District. Eff. Date: 03-17-09

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

3. Ord. 09-03. Second reading and DENIAL of an Ordinance to amend Section 3.1 of the Zoning Regulations by deleting certain parcels on W. Maple, Race, River and Springbrook Ave. from I-1 Light Industrial and including the same in the R-0 Residential Office District.

On motion by Commissioner DuMars, seconded by Commissioner Clegg, this Ordinance was DENIED by a 5-1-0 vote.

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

NAYS: Commissioner DuMars

ABSTAINED: None

SPECIAL ORDERS

1. Public Hearing to hear and consider comments to the abandonment of Stratford Drive.

Kristi Maxwell from Adrian College submitted a request to abandon Stratford Drive. Said Adrian College representatives have spoken with adjacent property owners and they have no objections.

RESOLUTIONS

RESOLUTION R09-046

RE: ENGINEERING DEPARTMENT – Abandonment of Stratford Drive

WHEREAS, a request by Adrian College to abandon Stratford Drive, which extends off Stratford Avenue south of W. Maumee Street, has been received by the City of Adrian; and

WHEREAS, the City Administrator and City Engineer have reviewed the request and recommend its approval; and

WHEREAS, the City Commission finds and determines it to be in the best interest of the City to abandon Stratford Drive, with legal description as follows:

Beginning at the original platted Point of Beginning (P.O.B.) 509.23 feet West and 1771.71 feet North from Southeast corner Sec. 33, T6S-R3S, proceeding to a new P.O.B. 60.00 feet N 58° 51'W; thence N 58° 51' W 365.48 feet, thence N 17° 43' E 41.12 feet, thence S 58° 51'E 375.03 feet, thence S 31° 09' W 40.00 feet to the new P.O.B.

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission does hereby approve the abandonment of Stratford Drive as described above and instructs the City Engineer to amend the street plan map by eliminating Stratford Drive from said map; and be it

FURTHER, RESOLVED that the City of Adrian shall, and hereby does, retain all easements located on said parcel.

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

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

NAYS: None

ABSTAINED: Commissioner Valentine

RESOLUTION R09-047

RE: PARKS & RECREATION DEPARTMENT – Parks & Forestry Maintenance Facility Renovation – Award of Bid – Plumbing and HVAC

WHEREAS, based on specifications developed by Dailey Engineering, bids were solicited and received on Thursday, January 22, 2009 for the purchase and installation of plumbing and HVAC service at the new Parks & Forestry Maintenance Facility; and

WHEREAS, four (4) contractors responded, with Starks, Inc., Bryant, OH, being the lowest responsive bidder at \$182,800.00; and

WHEREAS, Starks, Inc. has since withdrawn their bid and the City Administrator has recommended that this work be awarded to the next lowest bidder, Noron, Inc. of Toledo, OH in the amount of \$209,062.00; and

WHEREAS, the Finance Director indicates that funding for this project will be derived from Installment Purchase Loan Proceeds from the previously authorized Huntington Bank; and

WHEREAS, the Parks & Forestry Superintendent and City Administrator recommend selection of Noron, Inc. of Toledo, OH for the purchase and installation of plumbing and HVAC service at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$209,062.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, rescinds the contract with Starks, Inc. and authorizes the selection and engagement of Noron, Inc., of Toledo, OH, for the purchase and installation of plumbing and HVAC service at the new Parks & Forestry Maintenance Facility at a cost not to exceed \$209,062.00.

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

RESOLUTION R09-048

RE: ADMINISTRATION – Local Franchise Agreement - D & P Cable, Inc.

WHEREAS, D & P Cable, Inc. of Petersburg, MI has submitted a request to the City to grant a Uniform Video Service Local Franchise Agreement to its organization; and

WHEREAS, the proposed agreement has been reviewed; and

WHEREAS, the proposed franchise fee set forth in Paragraph VI, Section A, Subsection (ii), has been set at five percent (5%) of gross revenue; and

WHEREAS, PEG Fees as set forth in Paragraph VIII of said franchise indicates that said fees are still in dispute with Comcast Cable and further sets forth that said fee will be two percent (2%) of gross revenue; and

WHEREAS, it further appears that the proposed agreement is consistent with the state law providing for said Uniform Video Service Local Franchise Agreement.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Administrator is hereby authorized to approve said proposed Franchise Agreement with the abovementioned fees inserted and that the City of Adrian, further, approves the terms of said agreement.

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

RESOLUTION R09-049

RE: DIAL-A-RIDE – MDOT Project Authorization for Funding Assistance

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

WHEREAS, a Project Authorization has been proposed which provides financial assistance for such service effective October 1, 2008 and expires September 30, 2009, not to exceed 16.0% of the estimated eligible costs of \$40,467; and

WHEREAS, the maximum amount to be paid will not exceed 16% of the audited costs unless additional funds become available at which time a grant amendment and revised project authorization will be prepared; and

WHEREAS, if Section 5311 operation assistance funds are insufficient to reimburse at 16% of audited costs, a new reimbursement percentage will be calculated for all participating agencies, now, therefore, be it

RESOLVED, that the City Commission of the City of Adrian does hereby approve the proposed Agreement No. 2007-0156, Authorization N. Z4 for FY 2009 Section 5311 Operating Assistance, and be it

FURTHER RESOLVED that the monies from this grant be given to Adrian Dial-A-Ride in accordance with the terms of the Contract; and

HEREBY, authorizes the Mayor, Gary E. McDowell, and City Clerk, Pat Baker, to execute Authorization #Z4 for and on behalf of the City of Adrian.

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

RESOLUTION R09-050

RE: DIAL-A-RIDE – Contract with Quick Service Transportation

WHEREAS, the City of Adrian has been contracting Dial-A-Ride services with Quick Service Transportation, Inc. and be it

RESOLVED, a new one (1) year contract with Quick Service Transportation, Inc. has been proposed, Reference MDOT 2007-0156/Z4/S3, now, therefore, be it

FURTHER, RESOLVED that a new one (1) year contract between the City of Adrian and Quick Service Transportation, Inc. be executed for a period ending September 30, 2009, cancelling all previous contracts between said parties; and

HEREBY, authorizes the Mayor, Gary E. McDowell, and the City Clerk, Pat Baker, to sign the aforementioned contract.

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

RESOLUTION R09-051

RE: CITY COMMISSION - Recognizing Alexander PTO as a Non-Profit Organization

WHEREAS, that the request from Alexander PTO of Adrian, MI, County of Lenawee, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses be considered for approval.

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

RESOLUTION R09-052

RE: ADMINISTRATION – Financing of Parks & Forestry Facility - 381 Miles Dr.

WHEREAS, the Adrian City Commission previously approved the acquisition and renovation of 381 Miles Drive in the City of Adrian for Parks and Forestry operations; and

WHEREAS, the proposal of Huntington Bank, as successor to Sky Bank, was accepted at said time to finance the installment purchase of said property and renovations; and

WHEREAS, the Finance Director has negotiated with said bank to finance the renovations approved by the Adrian City Commission at its last regular meeting on February 2, 2009.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Administrator is authorized to execute all documents necessary on behalf of the City of Adrian to enter into an Installment Purchase Agreement with Huntington Bank for up to One Million Dollars (\$1,000,000) at the rate of 4.88% per annum, with a balloon payment due on November 15, 2010, with payments to be made semi-annually.

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

RESOLUTION R09-053

PARKS & RECREATION DEPARTMENT – Parks & Forestry Maintenance Facility Renovation – Award of Re-Bid – Overhead Doors

WHEREAS, the Adrian City Commission approved R07-116 - Acquisition and Renovation of 381 Miles Drive for Parks & Forestry Operations, dated July 2, 2007, for a total facility cost not to exceed \$2,000,000; and

WHEREAS, the Adrian City Commission, by Resolution #R07-124, dated July 16, 2007 authorized the selection of Huntington Bank (formerly Sky Bank) to finance the aforementioned acquisition and renovation in an amount up to \$2,000,000 through installment purchase financing as authorized under Michigan Public Act No. 99 of 1933, as amended; and

WHEREAS, in addition, the City Commission, by resolution #R08-029 dated February 4, 2008, approved a professional services engagement with Dailey Engineering, Onsted, MI to prepare the design specifications for the building renovation, as well as the intent to have Dailey Engineering become the third party to the Installment Purchase Agreement, providing coordination and oversight services for the entire renovation project; and

WHEREAS, based on specifications developed by Dailey Engineering, bids were solicited and received on Thursday, January 22, 2009 for overhead door replacement at the new Parks & Forestry Maintenance Facility; and

WHEREAS, because of a change in specifications, the overhead doors were re-bid with five (5) submissions on Tuesday, February 24, 2009, summarized as follows:

<u>VENDOR</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Quality Overhead Door	Toledo, OH	\$13,602.00
Overhead Door of Toledo	Toledo, OH	\$14,654.00
Adrian Overhead Door	Adrian, MI	\$18,572.22
Darkinson Doors	Toledo, OH	\$20,948.00
Acme Garage Door	Plymouth, MI	\$22,639.00; and

WHEREAS, the Finance Director indicates that funding for this project will be derived from Installment Purchase Loan Proceeds from the previously authorized Huntington Bank; and

WHEREAS, the Parks & Forestry Superintendent and City Administrator recommend selection of the low bid and engagement of Quality Overhead Door, Inc., Toledo, OH to purchase and install overhead replacement doors for vehicle and equipment entry into the new Parks & Forestry Maintenance Facility at a cost not to exceed \$13,602.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the selection of the low bid and engagement of Quality Overhead Door, Inc., Toledo, OH to purchase and install overhead replacement doors for vehicle and equipment entry into the new Parks & Forestry Maintenance Facility at a cost not to exceed \$13,602.00.

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

AYES: Mayor McDowell, Commissioners Valentine, Miller, Clegg and DuMars
NAYS: Commissioner Osborne
ABSTAINED: None

RESOLUTION R09-054

RE: DOWNTOWN DEVELOPMENT AUTHORITY - Downtown Adrian Website Design

WHEREAS, the Adrian Downtown Development Authority and Adrian City Commission has adopted the Blueprint for Downtown Adrian in an effort to revitalize and re-energize downtown Adrian, and

WHEREAS, the aforementioned action plan consists of a variety of recommendations aimed at assisting in the economic redevelopment of downtown Adrian, and

WHEREAS, the aforementioned plan identifies a need for a downtown identity and brand that is unique to downtown Adrian, its character, heritage and charm; and

WHEREAS, the Adrian Downtown Development Authority (DDA) has solicited proposals from multiple website development firms for the redevelopment of the downtown Adrian website, which can be utilized in marketing the downtown through a variety of measures; and

WHEREAS, the DDA received four (4) proposals for the services specified, summarized as follows:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
Celuch Creative Imaging	New Philadelphia, PA	\$ 9,600
Metaspring, Inc.	Ann Arbor, MI	\$18,300
Icon Enterprises, Inc. (Civic Plus)	Manhattan, KS	\$21,839
AMPM, Inc.	Midland, MI	\$28,200

WHEREAS, on February 20, 2009, the Adrian Downtown Development Authority Board of Directors approved a resolution recommending that the City of

Adrian select the low bidder and enter into the City's Standard Professional Services Contract with Celuch Creative Imaging, New Philadelphia, OH for the aforementioned services at a cost not to exceed \$9,600; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the DDA Consulting Services Account (281-290.00-812.000).

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Adrian City Commission, by this resolution, hereby selects the low bidder and authorizes engagement of Celuch Creative Imaging, of New Philadelphia, OH in the City's Standard Professional Services Contract for an amount not to exceed \$9,600.00, for the services of creating a downtown website and assisting in a continuous brand of above noted services.

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

RESOLUTION R09-055

WHEREAS, the City Commission previously authorized the execution of several agreements with J.E. Johnson Development Group, LLC for the development of a municipal complex on E. Maumee Street in the City of Adrian; and

WHEREAS, since the time of execution of these agreements, certain timetables have been advanced by the city due to certain needs by the library, as well as the opportunity to occupy the new City Hall at a date sooner than previously expected; and

WHEREAS, the parties have discussed these changes and have reached consensus on a Letter of Understanding, which is attached hereto, to clarify and interpret certain matters that have recently arisen.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Administrator is hereby authorized to execute the Letter of Understanding on behalf of the City.

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

RESOLUTION R09-056

RE: DEPARTMENT OF PARKS & RECREATION – Baseball/Softball Uniforms

WHEREAS, the Department of Parks & Recreation, in conjunction with the City of Adrian Purchasing Office, solicited and received bids on Tuesday, February 24, 2009 for baseball/softball uniforms; and

WHEREAS, thirteen (13) vendors were invited to bid and two (2) responded with the following results:

<u>VENDOR</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Mugs `n More	Adrian, MI	\$15,008.90
Pro Med Uniform	Adrian, MI	\$15,555.75; and

WHEREAS, the Parks & Recreation Director and City Administrator recommend acceptance of the low bid and purchase of baseball/softball uniforms from Mugs 'n More, Adrian, MI at an estimated cost (depending on volume purchased) of \$15,008.90; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the FY2008-09 Parks & Recreation Operating Budget for this purpose in the appropriate sub-accounts for the individual activities.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby accepts the low bid and authorizes the Parks & Recreation Department to purchase baseball/softball uniforms from Mugs 'n More, Adrian, MI at an estimated cost (depending on volume purchased) of \$15,008.90.

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

RESOLUTION R09-057

RE: DEPARTMENT OF PARKS & RECREATION – OAKWOOD CEMETERY – Seal Coating Bid Recommendation

WHEREAS the Department of Parks & Recreation-Oakwood Cemetery, in conjunction with the City of Adrian Purchasing Office, solicited and received bids on Thursday, February 19, 2009 for 100,000 square feet of seal coating at the Oakwood Cemetery; and

WHEREAS fifteen (15) vendors were invited to bid and seven (7) responded with the following results:

<u>VENDOR</u>	<u>LOCATION</u>	<u>UNIT COST</u>	<u>AMOUNT</u>
K&B Asphalt	Adrian, MI	\$.047/SF	\$ 4,700.00
Wenn Seal Coating	Adrian, MI	\$.050/SF	\$ 5,000.00
Buster Seal Coating	Hudson, MI	\$.054/SF	\$ 5,400.00
Quality Asphalt Paving	Homer, MI	\$.055/SF	\$ 5,500.00
Affordable Asphalt	Middleville, MI		\$ 8,500.00
Buck Bros, LLC	Holland, MI		\$10,000.00
Michigan Paving Solutions	Interlochen, MI		\$18,000.00

WHEREAS, the Parks & Recreation Director recommends acceptance of the low bid from K&B Asphalt, Adrian, MI, based on the price per square foot, but increasing the number of square feet to 125,000 for a total cost of \$5,875.00 (still within the FY2008-09 \$6,000 appropriation for this purpose); and

WHEREAS, the Finance Director indicates that sufficient funds for this purpose are available in the FY2008-09 Cemetery Capital Improvements Budget (101-276.00-975.000).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby accepts the low bid and authorizes the Parks & Recreation Department to purchase 125,000 square feet of asphalt from K&B Asphalt, Adrian, MI and enter into the City's Standard Professional Services Contract at a cost not to exceed \$5,875.00.

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

MISCELLANEOUS

1. Brownfield Redevelopment Authority Minutes

PUBLIC COMMENT

None

COMMISSION COMMENTS

1. Commissioner Valentine announced the Heroes for Red Cross Campaign and that it is Red Cross Month.
2. Commissioner Miller thanked the Mayor and staff for meeting with county officials and hoped for continued cooperation.

The next regular meeting of the Adrian City Commission will be held on Monday, March 16, 2009, in the Commission Chambers on the 2nd floor of Adrian City Hall, 100 E. Church St., Adrian, MI 49221.

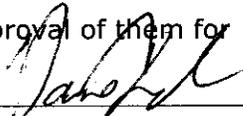
Gary E. McDowell
Mayor

Pat Baker
City Clerk

PRESENTATION OF
ACCOUNTS

March 16, 2009

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



Dane C. Nelson
City Administrator

DCN:bjw

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

Utility Department Vouchers	
Vouchers #3000 through #3006.....	\$ 77,284.36
General Fund	
Vouchers #19118 through #19139	\$275,160.16
Clearing Account Vouchers	
amounting to	<u>\$1,066,766.35</u>
TOTAL EXPENDITURES	<u>\$1,419,210.87</u>

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

March 16, 2009

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
<u>Receiving</u>			
3000	City of Adrian: Payroll	Payroll for Feb 27	\$ 15,897.43
3001	Verizon North	O&M Phone	\$ 118.95
3002	City of Adrian: Clearing Acct	March 2 Check Register	\$ 73,413.83
3003	Consumers Energy	Water Plant Electrc	\$ 9,549.24
3004	City of Adrian: Payroll	Payroll for March 6	\$ 50,920.92
3005	City of Adrian: General Fund	March office rent	\$ 650.00
3006	Verizon North	Phone Bills	\$ 147.82
Total			\$ 150,698.19
Less CK# 3002			\$ 73,413.83
TOTAL			\$ 77,284.36

WW = \$ 89,337.87

Wat = \$ 61,360.32

16-Mar-09

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
19118	\$ 10.00	City of Adrian	Dog License Gift Certificate
19119	\$ 7,502.70	City of Adrian: Payroll	Payroll for Feb 27
19120	\$ 2,218.50	First Federal Bank	Soc Security for Feb 27
19121	\$ 36.00	Darren Pelphrey	Recreation Refund
19122	\$ 36.00	Brandi Wilson	Recreation Refund
19123	\$ 330.17	Verizon North	Various Phone Bills
19124	\$ 1,983.89	US Postmaster	Mail Assessment change notices
19125	\$ 10.00	City of Adrian	Dog License Gift Certificate
19126	\$ 224,919.34	City of Adrian: Clearing Acct	March 2 Check Register
19127	\$ 4,810.23	Quick Service Transportation	Payroll W/E Feb 28
19128	\$ 3,685.84	Consumers Energy	Various Electric Bills
19129	\$ 13,718.98	Lenawee Fuels Inc	DPW Gas & Diesel Fuel
19130	\$ 9,803.72	Citizens Gas Fuel Co	Various Heat Bills
19131	\$ 209,990.47	City of Adrian: Payroll	Payroll for Mar 6
19132	\$ 14,502.50	First Federal Bank	Soc Security for Mar 6
19133	\$ 92.29	City of Adrian: Trust Fund	Transfer Funds
19134	\$ 92.66	City of Adrian: Water	Envelopes used for Tax Bills
19135	\$ 114.96	City of Adrian: Utilities	Water Bills
19136	\$ 25.00	State of Michigan	Tribunal Filing Fee
19137	\$ 992.86	Verizon North	Various Phone Bills
19138	\$ 4,175.83	Quick Service Transportation	Payroll W/E Mar 6
19139	\$ 1,027.56	Consumers Energy	Electric Bills

\$	500,079.50	
\$	(224,919.34)	Less: CK# 19126
\$	275,160.16	

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. 3-S CONSTRUCTION, INC.	61,117.00		
2. ADRIAN AREA CHAMBER OF COMME	60.00		
3. ADRIAN FABRICARE CENTER INC.	690.00		
4. ADRIAN LANDFILL	244.44		
5. ADRIAN LOCKSMITH & CYCLERY	218.89		
6. ADRIAN MECHANICAL SERVICES C	4,481.46		
7. ADRIAN WATER CONDITIONING IN	59.42		
8. ADVANCE AUTO PARTS COMMERCIA	45.09		
9. AFRICAN AMERICAN PUBLICATION	381.00		
10. AIRGAS GREAT LAKES	468.66		
11. ALL METALS INC.	58.90		
12. ALLIED WASTE SERVICES	51,907.42		
13. ALLIED WASTE SERVICES #259	5,262.05		
14. ANN ARBOR BUSINESS REVIEW	52.00		
15. APPLIED BUSINESS SOFTWARE	399.60		
16. CHRIS ATKIN	71.50		
17. BADER & SONS CO	373.79		
18. BAKER & TAYLOR BOOKS	4,330.70		
19. BANK OF NEW YORK	590,880.88		
20. BEACON FORMS & LABELS INC.	262.48		
21. BILL'S SERVICE, INC.	78.88		
22. ROBERT BISHOP	229.48		
23. BIXBY MEDICAL CENTER	26.00		
24. BLACK SWAMP EQUIPMENT	70.00		
25. BLISSFIELD HEATING AND PLUMB	103.00		
26. BRAKES-N-MORE	493.95		
27. TODD BROWN	20.00		
28. C-N CONSTRUCTION SUPPLIES IN	527.81		
29. CDW-G COMPUTER SUPPLIES	120.00		
30. CHAMBERS CONTROL COMPANY	480.00		
31. CMA CONSTRUCTION SERVICES	50,000.00		
32. CODE OFFICIALS CONFERENCE	225.00		
33. THE COLLABORATIVE INC	3,150.00		
34. COLUMBIA UNIVERSITY PRESS	630.00		
35. COMCAST	2.10		
36. CONCLUSIVE MARKETING	45.00		
37. CONTINENTAL CARBONIC PRODUCT	728.16		
38. CONTINENTAL SERVICE	1,845.12		
39. CUSTOM CLOSING SERVICES INC	2,285.44		
40. CUTLER DICKERSON CO	91.56		
41. D&P COMMUNICATIONS, INC.	1,583.69		
42. THE DAILY TELEGRAM	2,305.73		
43. DAN'S FARM SUPPLY INC	8.72		
44. DICK'S AMOCO INC	277.00		
45. GREG DUMARS	82.50		
46. E & B SALVAGE LLC	26.80		
47. STEVE EBERLE	20.00		
48. SHIRLEY EHNIS	30.00		
49. ENGLEWOOD ELECTRICAL SUPPLY	380.40		
50. ENVIRONMENTAL RESOURCE ASSOC	253.16		
51. EXECUTONE COMMUNICATIONS LLC	52.00		
52. FASTENAL COMPANY	676.45		
53. WALTER FISCHOFF	91.32		
54. FISHER SCIENTIFIC COMPANY LL	855.95		
55. FLORIDA MICRO LLC	230.05		
56. WALTER FRAZIER & ASSOCIATES	4,740.00		
57. GALE	205.78		
58. GALL'S INC	216.58		
59. GAYLORD BROS INC	427.07		
60. GEMPLER'S INC.	1,020.30		
61. GERKEN MATERIALS INC.	2,273.74		
62. GET FRAMED LLC	240.00		
63. MARK GIGAX	20.00		
64. ELIZABETH GRAHAM	64.90		
65. GREAT LAKES BOOK DISTRIB	115.83		
66. DENISE GRITZMAKER	20.00		
67. H & H REPAIR	931.92		
68. HACH COMPANY	340.66		
69. HADDEN TIRE COMPANY	1,240.50		
70. HARRIS INFOSOURCE	293.50		
71. HERITAGE MICROFILM, INC.	2,817.00		
72. SHANE HORN	20.00		
73. HOUR MEDIA L.L.C.	12.00		
74. HUBBARDS AUTO CENTER	674.93		
75. HURON LIME INC.	2,766.63		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. I C M A VANTAGE POINT	6,177.71		
77. ICMA RETIREMENT CORPORATION	217.51		
78. IDEARC MEDIA CORP.	330.00		
79. IMAGE GALLERY	39.95		
80. INDUSTRIAL MILL SUPPLY CORP	614.66		
81. INGRAM LIBRARY SERVICES	628.73		
82. J T OVERHEAD DOORS	280.00		
83. J.E. JOHNSON DEVELOPMENT GRO	59,200.00		
84. JACKSON TRUCK SERVICE INC.	111.03		
85. JAMES DELIVERY SERVICE	190.00		
86. JONES CHEMICAL INC.	3,869.42		
87. KAPNICK INSURANCE GROUP	296.00		
88. KELLER THOMA, P.C.	2,707.50		
89. KIMBALL MIDWEST	66.00		
90. DAVE KNAPP FORD	395.01		
91. KONICA MINOLTA- ALBIN	420.41		
92. KUSTOM SIGNALS, INC.	221.79		
93. LAB SAFETY SUPPLY INC.	334.44		
94. LANSING COMMUNITY COLLEGE	45.00		
95. LANSING SANITARY SUPPLY INC	1,065.68		
96. LEGACY PRINTING	197.60		
97. LENAWEE COUNTRY CLUB	200.11		
98. LENAWEE COUNTY LIBRARY	29.95		
99. LENAWEE COUNTY REGISTER OF D	118.00		
100. LENAWEE TIRE & SUPPLY CO	1,965.80		
101. LEWIS AUTO TRIM	150.00		
102. LEXIS NEXIS RM INC	150.00		
103. LOWE'S CREDIT SERVICES	1,378.09		
104. E.T. MACKENZIE CO	62,802.33		
105. MANPOWER OF LANSING MI INC.	979.20		
106. MAYVILLE DISTRICT PUBLIC LIB	12.99		
107. MC SPORTS	1,980.00		
108. MCDDA	100.00		
109. GARY MCDOWELL	20.00		
110. MCGOWAN ELECTRIC SUPPLY INC	24.30		
111. MECHANICAL INSPECTORS ASSOC	395.00		
112. MICHIGAN DEPARTMENT OF	325.89		
113. MICHIGAN LIBRARY ASSOC	85.00		
114. MICHIGAN OUT-OF-DOORS	30.00		
115. STATE OF MICHIGAN	1,516.68		
116. MICHIGAN STATE UNIVERSITY	365.00		
117. MICHIGAN TECH UNIV-LTAP	80.00		
118. MICROMARKETING LLC	996.57		
119. MICROSOFT TECH ED 2009	1,995.00		
120. MIDWEST TAPE	1,031.64		
121. JOHN MULREADY	25.00		
122. MUNICIPAL EMPLOYEES' RETIRE	63,492.55		
123. N.A.D.A. APPRAISAL GUIDES	72.00		
124. OFFICEMAX CONTRACT INC.	270.54		
125. OMNIGRAPHICS INC.	161.78		
126. MIKE OSBORN	20.00		
127. OSBURN ASSOCIATES INC	87.50		
128. OTIS ELEVATOR COMPANY	11,671.02		
129. PALMER ENVELOPE CO.	1,250.00		
130. PARAGON LABORATORIES INC	2,370.00		
131. LYNN PEAVEY CO	91.70		
132. PEERLESS SUPPLY INC	454.58		
133. PET'S SUPPLIES PLUS	52.98		
134. PLANNING & ZONING CENTER INC	370.00		
135. PLUMBING INSPECTORS ASSOC. O	170.00		
136. GLENN PRESTON	20.00		
137. PRINTING SYSTEMS INC	311.55		
138. PUBLIC SAFETY UNLIMITED LLC	225.87		
139. QUICK SERVICE TRANSPORTATION	4,526.63		
140. QUILL CORPORATION	1,568.17		
141. RECORDED BOOKS LLC.	441.70		
142. RED PAINT PRINTING LLC	357.00		
143. TIM RITCHIE	20.00		
144. ROACH-REID BUSINESS SYSTEMS	1,404.99		
145. RYAN GALVAN	84.50		
146. SAFARILAND	895.00		
147. SANCHIN SYSTEMS INC	879.00		
148. ED SCHMIDT GMC	147.37		
149. SERVICE ELECTRIC CO OF ADRIA	1,704.00		
150. SERVICE MASTER OF LENAWEE	280.08		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. SJS INVESTMENT CONSULTING IN	750.00		
152. SLUSARSKI EXCAVATING & PAVIN	295.00		
153. SNYDER WIRELESS & SATELLITE	35.00		
154. RAYMUNDA SOLIS	85.00		
155. SPENCER MANUFACTURING INC.	134.00		
156. ST JOHNS LUTHERAN SCHOOL	182.37		
157. STAPLES	175.87		
158. STEVENSON LUMBER, INC.	107.58		
159. JEFFREY A. STICKNEY, DO,PC	41.00		
160. STRATOS MICROSYSTEMS LLC	121.50		
161. SUNSHINE MEDICAL SUPPLY, INC	805.50		
162. SUPER LAUNDROMAT &	101.90		
163. TDS SECURITY	378.00		
164. TETRA TECH MPS	1,757.82		
165. THOMSON HEALTHCARE	42.00		
166. THOMSON WEST	332.63		
167. JAMES TISCHLER	2,100.00		
168. PAUL TRINKA	20.00		
169. TTB CLEANING LLC	100.00		
170. UTILITIES INSTRUMENTATION	1,668.00		
171. THE VAC SHOPPE	16.95		
172. WARREN HOLDING CO LLC	1,300.00		
173. WASHOVIA REMEDIATORS	470.00		
174. WATER ENVIRONMENT FED.	93.00		
175. WEISKOPF INDUSTRIES CORP	137.12		
176. WRIGHT SIGNS INC.	118.72		

TOTAL ALL CLAIMS 1,066,766.35

COMMUNICATIONS

2-1

MEMO

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

From: Jeffrey C. Pardee, Finance Director



Re: State Revenue Sharing - Update

Date: March 2, 2009

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

	State		Variance	
	Estimated	Actual	Amount	Percent
August	\$451,452	\$451,452	\$ -0-	-0.0 %
October	438,024	443,973	5,949	1.4%
December	423,826	435,448	11,622	2.7%
February	414,050	414,573	523	0.1%

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

	Original	Actual/Estimated Receipts*			Variance	
	Budget	Constitutional	Statutory	Total	Amount	Percent
August	\$451,452	\$250,941	\$200,511	\$ 451,452	\$ -0-	0.0 %
October	434,993	260,678	183,295	443,973	8,980	2.1 %
December	420,893	272,982	162,466	435,448	14,555	3.5 %
February	411,185	254,658	159,915	414,573	3,388	0.8 %
April*	301,545	236,993	66,653	303,646	2,101	0.7 %
June*	319,149	238,058	83,316	321,374	2,225	0.7 %
Total	<u>\$2,339,217</u>	<u>\$1,514,310</u>	<u>\$856,156</u>	<u>\$2,370,466</u>	<u>\$ 31,249</u>	1.3 %

The asterisk indicates estimated future payments. The August through February payments reflect actual amounts received to date compared with the Adopted Budget. Payments for the balance of the year are based on the State's current estimates and exceed the City's budget estimate by \$31,249, equivalent to 1.3 percent.

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

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



February 27, 2009

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

Dear Mr. Nelson:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community, I am writing to notify you of additions and changes to the channel lineup in Adrian. Customers will be notified in advance of these additions and changes by newspaper notice.

Effective April 1, 2009, we are pleased to announce the addition of Major League Baseball (MLB) HD, channel 258 to Digital Classic service and Daystar, channel 288 to Digital Starter service. In addition to the appropriate subscription service, a digital receiver or CableCARD-equipped device will be required to view these channels. To receive HD channels, an HD television and HDTV equipment will be required.

Also effective April 2, 2009, Lifetime Movie Network, channel 119, and Lifetime Movie Network HD, channel 221, will no longer be available with Business Class TV Digital Basic Plus or Digital Deluxe.

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

Sincerely,

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

C-3



March 9, 2009

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

Dear Mr. Nelson:

As part of Comcast's continuing effort to keep you informed of changes impacting our customers in your community, I am pleased to inform you of a decrease in the prices for three of our triple play bundle packages and the introduction of a new service offering. Comcast is providing notice of these changes directly to our customers through messages on their monthly billing statements.

Effective February 12, 2009, the standard prices for our High Definition Triple Play bundles decreased. The standard price for the HD Starter bundle decreased from \$134.99 to \$129.99 per month. The standard price for the HD Plus bundle decreased from \$169.99 to \$159.99 per month. Finally, the HD Premier bundle monthly price decreased from \$209.99 to \$199.99. Customers do not need to take any action since they are automatically transitioned to the appropriate lower price based on the bundle package that they previously chose.

We also introduced a new service offering in your community. Effective February 12, 2009, the Value Plus Triple Play bundle is available. This bundle includes the following: Digital Starter video service, On Demand, one digital cable box and remote, Comcast High-Speed Internet Performance Service with PowerBoost®, Comcast Digital Voice Local with More®. The standard price for this bundle is \$114.99 per month.

Additionally, Music Choice will introduce a new channel line-up on Comcast Digital Cable. Most channels will move to new locations, some will change names and some will be replaced by more popular listening options. Please see the attached customer notice for more details.

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

Sincerely,

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

What you want to hear, When you want to hear it.

On April 15th, 2009, Music Choice® will introduce a new and improved lineup on Comcast Digital Cable. Most channels will move to new locations, some will change names and some will be replaced by more popular listening options. The new Music Choice lineup will include a total of 46 channels.

Ch	Name	Ch	Name	Ch	Name
401	Hit List	417	Classic Alternative	433	Sounds of the Season
402	Hip-Hop & R&B	418	Adult Alternative	434	Soundscapes
403	MC MixTape	419	Soft Rock	435	Smooth Jazz
404	Dance/Electronica	420	Pop Hits	436	Jazz
405	Rap	421	90's	437	Blues
406	Hip-Hop Classics	422	80's	438	Singers & Swing
407	Throwback Jamz	423	70's	439	Easy Listening
408	R&B Classics	424	Solid Gold Oldies	440	Classical Masterpieces
409	R&B Soul	425	Party Favorites	441	Light Classical
410	Gospel	426	Stage & Screen	442	Musica Urbana
411	Reggae	427	Kidz Only!	443	Pop Latino
412	Classic Rock	428	Toddler Tunes	444	Tropicales
413	Retro Rock	429	Today's Country	445	Mexicana
414	Rock	430	True Country	446	Romances
415	Metal	431	Classic Country		
416	Alternative	432	Contemporary Christian		

For more information visit <http://www.musicchoice.com/channelchange>

Get Music Choice with Comcast Digital Cable!

Call 1.800.COMCAST today!

Comcast

A CableCard or a digital converter from Comcast is required to view these channels. Not all programming and services available in all areas. Programming subject to change. Certain services are available separately or as a part of other levels of service at regular service rates. Limited Basic Service (or as applicable, the lowest level of service) is required to receive other levels of service. Service is subject to terms and conditions of Comcast Cable Subscriber Agreement. Other restrictions may apply. Comcast © 2009.

REGULAR

AGENDA

EO-1, R-1

March 16, 2009

SPECIAL ORDER

The Mayor called for the hearing and consideration of submitting an application to MSHDA for a Rental Rehabilitation Grant in the amount of \$300,000 for renovation of 2nd and 3rd floors of buildings in the core downtown district.

Discussion

When the Mayor called for final objections _____

and he declared the hearing closed.



COMMUNITY DEVELOPMENT - HOUSING

MEMO

DATE: 2/24/2009

TO: Dane Nelson, City Administrator

THROUGH: Chris Atkin, Community Development Director

FROM: Sue Laughlin, Housing Rehabilitation

SUBJECT: Rental Rehabilitation Grant

A resolution has been prepared for consideration by the Adrian City Commission at the March 16, 2009 meeting that would allow the City of Adrian to submit an application to the Michigan State Housing Development Authority (MSHDA) for a Rental Rehabilitation Grant in the amount of \$300,000.

This rental rehabilitation program would provide funding to landlords in the City of Adrian's downtown district for renovation of vacant 2nd and 3rd floors above commercial space in the core downtown district for housing for low to moderate income households.

It is the recommendation of the Housing Staff and the Community Development Director that the City Commission approve the attached resolution. Participation in this program would further the goals of the Community Development Department in the City of Adrian Comprehensive Plan. Specific program guidelines will be developed and presented if/when the recommendation is approved by the City Commission.

**NOTICE OF PUBLIC HEARING
CITY OF ADRIAN
LENAWEE COUNTY, MICHIGAN**

Notice of Public Hearing to Review a Rental Rehabilitation Program Application
to the Michigan State Housing Development Authority

NOTICE IS HEREBY GIVEN THAT a public hearing will take place before the Adrian City Commission on Monday, March 16, 2009, at 7:00 p.m. The purpose of the public hearing is for the City Commission to review a request for a Rental Rehabilitation program application to the Michigan State Housing Development Authority (MSHDA) for approximately \$300,000 and for citizen input on the application and housing needs. The Rental Rehabilitation program will provide funding to building owners/landlords for the renovation vacant 2nd and 3rd floors above commercial space in the core downtown district of the City of Adrian. The public hearing will be held in the Commission Chambers on the second floor of Adrian City Hall, 100 E Church St., Adrian, Michigan. The public is encouraged to attend. Any questions may be directed to the Community Development Department at (517) 264-4897. EHO



City of Adrian is an Equal Opportunity Lender



R09-058

March 16, 2009

RE: DEPARTMENT OF COMMUNITY DEVELOPMENT - Authorization for City of Adrian to submit Rental Rehabilitation Grant application to Michigan State Housing Development Authority (MSHDA)

RESOLUTION

WHEREAS, the Community Development Department of the City of Adrian, requests authorization to submit an application for a Rental Rehabilitation Grant from the Michigan state Housing Development authority (MSHDA); and

WHEREAS, the target area will be the core downtown district; and

WHEREAS, in an effort to foster housing opportunities for low to moderate income families and address specific community needs and improving rental properties in this area fosters Housing and Community Development goals in the City of Adrian Comprehensive Plan; and

WHEREAS, the Community Development Director and City Administrator recommend approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED:

That the Adrian City Commission does hereby authorize the Community Development Department to submit an application for rental rehabilitation to MSHDA.

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

R-2

R09-059

March 16, 2009

RE: LENAWEЕ TRANSPORTATION CORP. – Joint Agreement for Employment of Transportation Coordinator

RESOLUTION

WHEREAS, the City of Adrian and the Lenawee Transportation Corporation have an interest in maintaining public transportation which benefits the general public and, in particular, senior citizens and persons with disabilities; and

WHEREAS, the employment of a full-time Transportation Coordinator is desired to function in an administrative capacity for the City’s Dial-A-Ride and the LTC’s systems; and

WHEREAS, a two (2) year agreement between the Lenawee Transportation Corporation and the City of Adrian has been prepared to accomplish the purpose; and

WHEREAS, an engagement in said agreement has been considered by the Adrian City Commission, now, therefore, be it

RESOLVED, that the City of Adrian hereby enters into a two (2) year agreement with the Lenawee Transportation Corporation for a term beginning on October 1, 2008 and ending September 30, 2010 for a joint employment of a Transportation Coordinator; and

HEREBY, authorizes the Mayor, Gary E. McDowell, to sign the aforementioned contract.

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

AGREEMENT BETWEEN THE
LENAWEE TRANSPORTATION CORPORATION
AND
THE CITY OF ADRIAN

THIS AGREEMENT, effective October 1, 2008 by and between the Lenawee Transportation Corporation, herein after referred to as the "LTC", and the City of Adrian, herein after referred to as the "CITY".

The parties hereby agree as follows:

1. **GENERAL PURPOSES.** The LTC and the CITY both have an interest in the continuous maintaining of public transportation which benefits the general public. The LTC and the CITY agree to share jointly in a Transportation Coordinator who will function in an administrative capacity for both the LTC system and the CITY's Dial-A-Ride system. Said Transportation Coordinator will be employed full time on a shared basis between the LTC and the CITY to administer both LTC's and the CITY's transportation operations, and will function as liaison between the LTC system, the CITY system, and the Michigan Department of Transportation.
2. **TERM OF AGREEMENT.** The term of this agreement shall be for a period of two (2) years ending September 30, 2010.
3. **RESPONSIBILITIES OF LTC.** The LTC agrees to the following provisions for the shared Transportation Coordinator:
 - a. **Salary.** The LTC will be responsible for paying the salary of said individual for a period of two (2) years or until the terms of this agreement are no longer in force.
 - b. **Fringe Benefits.** The LTC will pay for the fringe benefits for said individual with the level of fringe benefits provided to be at the same level of any other full-time non-union County of Lenawee employee:
 1. **Health Insurance:** Family Health insurance coverage, with BC/BS/PPO and \$5.00/10.00 Co-Pay Prescription Rider.
 2. **Dental Insurance:** Dental coverage, 50% Class I and II benefits to a maximum of \$600 per year, full family coverage.

3. Life, AD&D, S&A: One(1) times annual salary, rounded up to the next One Thousand (\$1,000.00) for Term Life Insurance coverage and Accidental Death and Dismemberment, and Sickness and Accidental Insurance covering 26 weeks disability at 65% weekly wage not to exceed \$500 per week beginning first day of accident or hospitalization and fifteenth day of sickness for employee only.

c. Workers Compensation. The LTC will pay the premiums and be responsible for Workers Compensation under the Lenawee County Workers Compensation plan with the Municipal League through Meadowbrook Insurance.

d. Leave-Time Accumulation. Lenawee County's Leave Time Policy will be followed for accumulation and use of days for vacation, personal leave and sick days.

e. FICA. The employer's share of Social Security will be the responsibility of LTC.

f. Retirement. Said employee will be covered under Lenawee County.

4. **RESPONSIBILITY OF THE CITY**. The City agrees to the following provisions for the shared Transportation Coordinator:

a. Space and Equipment. The CITY will provide reasonable space and necessary equipment for the Transportation Coordinator.

1. Desk and Desk Chair
2. One (1) additional office chair
3. One (1) calculator
4. One (1) telephone
5. One (1) file cabinet

b. Clerical Support. The CITY shall provide reasonable and necessary clerical support for the proper carry-out of communications, reports, records including preparation, typing, duplicating, and filing.

5. **WORK SCHEDULE**. The shared Transportation Coordinator will work forty (40) hours per week as per the hours of the City of Adrian Offices, from 8:00am to 4:30pm each day with one-half (½) hour for lunch per day. Any applicable break-time for City Employees would be applicable to the Transportation Coordinator.

6. HOLIDAY OBSERVATION. The shared Transportation Coordinator will observe all holidays as observed by the City of Adrian. Any additional holidays observed by the County but not by the CITY will be granted as "float-days" and will be added to the Transportation Coordinator's accumulated leave days under the County's Leave Time Policy providing said "float-days" do not cause the accumulated leave time to exceed the policy limit.
7. RECORD KEEPING AND REPORTING. The record-keeping and reporting for the two systems will be kept separate and apart including all reports to the State Department of Transportation, all reports pertinent to the CITY'S Dial-A-Ride system and all reports pertinent to the LTC system. They shall be kept separate for each system farebox revenue accounting, ridership reports, and maintenance cost in keeping with the audit requirements for each entity.
8. APPOINTMENT PROVISION. Candidates for this position will be screened by the LTC Board. Appointment of the candidate to Transportation Coordinator will be made by the CITY for the Dial-A-Ride system and by County Board of Commissioners for the LTC system.
9. SUPERVISION. The Lenawee Transportation Corporation Board will provide direct supervision of the activities and functions of the shared Transportation Coordinator through the duration of this agreement. The Coordinator will report on a timely method as determined by the LTC Board and will be evaluated by said Board as necessary. This supervision does not subrogate the Transportation Coordinator's responsibility to both the City of Adrian and Lenawee County regarding grants, budgeting, and systems' operations when necessary.
10. RIGHTS TO PUBLIC FUNDS. Each party to this Agreement recognizes that all grants, appropriations or allocations of funds by Federal, State or Local agencies for the benefit of one party are under exclusive control of that party, and that this Agreement does not convey to either party any right to share in the proceeds of any grant, appropriation or allocation of public funds to the other except as the CITY and LTC might separately agree and contract to share.
11. NON-DISCRIMINATION. In connection with the performance of work under this agreement, the LTC and the CITY agrees to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", attached hereto and made a part thereof (Attachment B). The LTC and the CITY further covenant to comply with the Civil Rights Act of 1964, (being P.L. 88-352, 78 Stat. 241 as amended, being Title 42 U.S.C. Sections 1971, 1975a: 1975d and 2000-200h-60) and will require a similar covenant to the part of any contractor or subcontractor employed in the performance of this Agreement.

12. OPERATIONS SUBCONTRACT. The LTC and the CITY will each maintain their separate contract with Quick Service Transportation, a private entity and assign its responsibilities including, but not limited to, the employment, supervision, and training of sufficient drivers and dispatchers including sufficient insurance coverage for Workers Compensation and general liability, cleaning and maintaining of vehicles and provisions of necessary administrative and clerical work for the duration of the Agreement except as provided for dissolution of the Agreement between Quick Service Transportation and the City and the LTC.
13. INSURANCE. Each party of this Agreement will maintain full responsibility for any and all insurance on the vehicles and equipment in each system including but not limited to personal and property damage, comprehensive, and liability at no less level required by the State Department of Transportation.
14. EXECUTION. Each party, upon execution of the Agreement shall provide the other party with a copy of the resolution authorizing its execution.
15. TERMINATION OF AGREEMENT. Either party of this Agreement may terminate this Agreement upon thirty (30) days written notice to the other party.

IN WITNESS THEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year first above written.

LENAWEE TRANSPORTATION CORPORATION

CITY OF ADRIAN

BY: _____

BY: _____

TITLE: _____

TITLE: _____

R-3

Adrian Fire Department



Memorandum

To: Mayor Gary Mc Dowell, Adrian City Commission, Administrator Dane Nelson
From: Paul G. Trinka
CC: Chris Atkin, Jeff Pardee
Date: March 5, 2009
Re: GIS Server Migration

The current GIS server is in need of replacement. The project manager who set up the original system, Mike Healander, is currently employed by GIS, Inc.. Mr. Healander has submitted a quote to transfer all existing applications and data from the old server to our new server at a cost of \$19,877.00. Our IT Director recommends that GIS, Inc. be retained for this service and that the bid process be waived. I concur with Mr. Trinka's recommendation.

I urge your favorable consideration authorizing GIS, Inc. to transfer applications and data over to the new server at a cost of \$19,877 and that the bid process be waived.



Dane C. Nelson
City Administrator

DCN:bjw

Our GIS Server has reached the end of its planned life. Earlier this year we purchased a new HP server to replace our first set-up in 2004. The server houses a number of applications and databases all set up and installed by CEA, our GIS consultant at that time.

CEA no longer has a GIS staff and subcontracts all of their jobs a third party.

One of the former CEA employees who was the project manager on the Adrian project was Michael Healander. Mike is now employed by GIS, Inc., a nation-wide provider of GIS services working from their Northville, Michigan office. Mike has reviewed the current status of our server and software and has given us a proposal to migrate all of the existing applications and data from the old server to the new one.

Attached is a Scope of Work for the project from GIS, Inc. I am requesting that the City Commission approve a professional service contract with GIS Inc. in the amount of \$19,877 to complete the work.

CITY OF ADRIAN FINANCE DEPARTMENT
PURCHASING UNIT

Professional Service Contract Number:

EXHIBIT I

SCOPE OF CONTRACTOR'S SERVICES

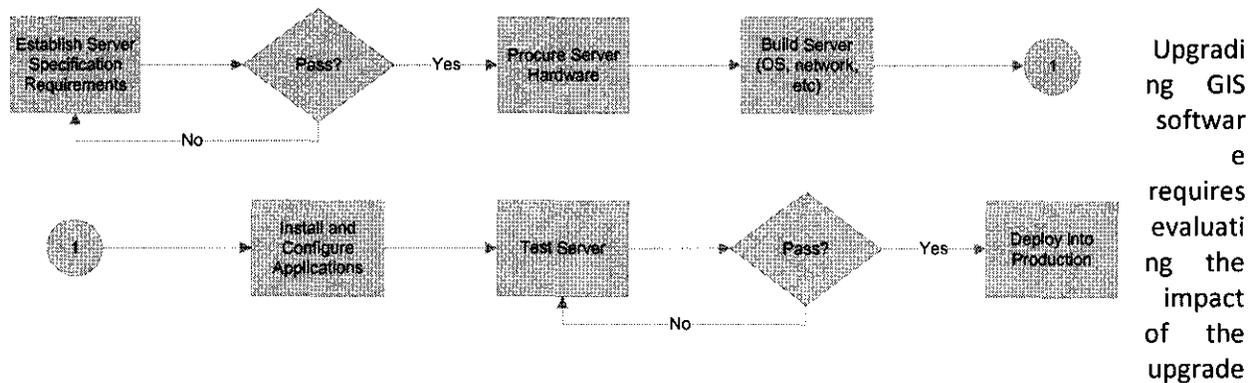
INTRODUCTION

The City of Adrian recently performed a GIS Healthcheck that included a technical diagnostic of the GIS, an assessment of the business utilization of the GIS, and finally a prescription, or suggestions for the future. The City of Adrian has requested that GISi provide services to upgrade the Server and ESRI software as suggested by the GIS HealthCheck implementation plan.

GISi performed an evaluation to identify the hardware specification required to perform the desired task. The specifications were based in part on the recommended standards of the application(s) that will be installed on the hardware and in part on the functional and performance requirements of the end user(s).

The hardware selection was reviewed by GISi and the City of Adrian IT. Once approved, the hardware was procured, and will be configured and tested before being put into production. This process may involve Adrian IT and GISi, depending on the complexity of the configuration and depth of testing and formal requests and approvals may be required along the way.

The following diagram provides an overview of the procedure to implement a new server.



not only on the functionality of the software itself, as it applies to established workflows and day-to-day business processes, but also on all dependent or related customized tools that may be impacted. The upgrade may represent a minor or major change, which will drive the complexity of the process.

The overarching process for a software upgrade follows a similar pathway to moving an application into production, however, the user acceptance testing process must be even more rigorous since the

application likely has an established user base and disruption to functionality would have a potentially more significant impact.



SCOPE OF WORK

Adrian IT/GIS has identified the City’s GIS server (fs-gis) to be moved to a new server. The current server hosts the ESRI license manager, all GIS data and applications, and the Document Management System (DMS) running on Oracle 9i. During the server upgrade Oracle will be upgraded to 10G R2 to be compatible with a 64-bit operating system. DMS will also be upgraded to run on Oracle 10G R2. ESRI software will be upgraded from 9.2 to version 9.3 SP 1. With the ArcGIS 9.3 release, ESRI has implemented many enhancements and addressed a significant number of common technical support issues to help make the software more productive. The ESRI upgrade will exactly duplicate only the existing desktop, mobile and web application functionality operations in a version 9.3 environment. To a very limited extent, the upgrade will offer improved performance, additional tools, extended printing options and enhancements to the user interface.

All services provided as part of this GIS services contract will be conducted in combination of onsite, virtually through remote network access, telephone conference calls, and/or Internet WebEx.

The Following software needs to be installed on the new server by the City of Adrian;

- Microsoft OS
- IIS

GISi will install and upgrade the following software on the new server:

- Oracle – Install and upgrade Oracle 9i to Oracle 10G R2
- DMS – Install and upgrade DMS to run on Oracle 10G R2
- Microsoft Development Environment – Upgrade mobile code base from Microsoft Visual Studio 2005 to Microsoft Visual Studio 2008.
- ESRI ArcGIS Engine – Upgrade ESRI ArcGIS Engine from 9.2 to 9.3 SP1
- ESRI ArcGIS Server – Install and upgrade ESRI ArcGIS Standard Workgroup 9.2 to ESRI ArcGIS Server Standard Workgroup 9.3 SP 1.
- ESRI ArcGIS Desktop – Upgrade ArcGIS desktop from 9.2 to 9.3
- ESRI ArcGIS License Manager - Install and upgrade ESRI ArcGIS License Manager

GISi will install and upgrade the following applications:

- Custom Intranet Mapping Site
- DMS
- ArcGIS License Manager
- ArcGIS Engine Mobile Applications
 - Mobile GIS
 - Sign Inventory
- ArcGIS Desktop

Project Kickoff Meeting

GISi would like to schedule a project kickoff meeting with the City staff to identify project tasks, and establish a communication plan for coordinating the activities of the project as well as status reporting.

Install and Configure Database

GISi will install Oracle 10g R2 on the new server. GISi will copy instances of DMS and PDMS to the new server and update the backup procedures. GISi will QA the backup procedures.

Document Management System Upgrade

GISi will upgrade DMS to run on Oracle 10G R2. GISi will connect a client computer to the new server. Migration to DMS on Oracle 10G R2 presumes successful installation, configuration and user acceptance testing in a QA environment. If system configuration modifications are necessary, applications residing on the same servers should be tested to ensure that existing functionality is not adversely affected.

ESRI License Manager for 9.3

GISi will install the license manager on the new server. A concurrent use (floating) license allows copies of ArcGIS Desktop ArcView and ArcEditor Workstation to be installed on numerous machines. The ArcGIS License Manager, once installed on the network, keeps track of the number of copies of the software that can be run simultaneously. The number of concurrent use seats in your license file determines the number of copies of each software product that can be run simultaneously.

Adrian only requires one ArcGIS 9.x license server per network to manage all of the concurrent use ArcGIS 9.x software products.

Once the ArcGIS License Manager is running, any computer on the network can access that License Manager to run the software applications.

ArcGIS Server Workgroup Standard 9.3

GISi will install ArcGIS Server Workgroup Standard on the new server. GISi will upgrade the custom web application. The web upgrade ensures that the existing, customized applications remain in a consistent framework with the desktop and application, also enables a complete migration from version 9.2 to 9.3 SP 1. The upgrade may result in detectable inconsistencies and errors between the versions that can be re-coded and corrected.

ArcGIS Desktop to 9.3

The existing custom desktop applications are entirely based on Visual Basic for Applications (VBA), an embedded integrated development environment (IDE), which means that the code is stored directly in the MXD (ArcGIS project file). The desktop applications in many ways parallel the behavior of the web application but with enhanced features and extended functionality.

GISi will upgrade the Desktop applications. The desktop upgrade ensures that the existing, customized desktop applications remain in a consistent framework with the web application and also enables a complete migration from version 9.2 to 9.3 SP 1.

The nature of the development language (VBA) for the custom desktop applications dictates that code migration largely be addressed by upgrading the MXDs to version 9.3. The upgrade may result in

detectable inconsistencies and errors between the versions that can be re-coded and corrected. The majority of the effort, however, will be comprised of testing every tool to ensure that any behavioral inconsistencies that may not have explicitly resulted in error within the code are recognized and corrected.

Upgrade ArcGIS Engine Mobile Applications to 9.3

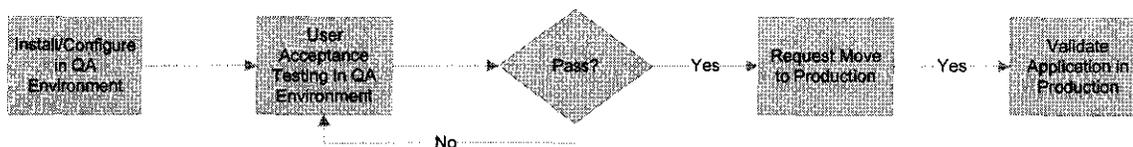
The existing custom mobile applications are based on ESRI ArcGIS Engine and Microsoft Visual Studio Visual Basic .net (VB.net). Visual Studio is the integrated development environment (IDE) used to build the mobile GIS applications along with the ArcGIS Engine object libraries. The mobile applications in many ways parallel the behavior of the desktop application but with mobile and a focus workflow toolset.

GISi will upgrade the mobile applications. The mobile upgrade ensures that the existing, customized applications remain in a consistent framework and also enables a complete migration from version 9.2 to 9.3 SP 1.

The upgrade will be addressed by upgrading the code to Visual Studio 2008 and ESRI ArcGIS Engine 9.3 SP 1. The upgrade may result in detectable inconsistencies and errors between the versions that can be re-coded and corrected. The majority of the effort, however, will be comprised of testing every tool to ensure that any behavioral inconsistencies that may not have explicitly resulted in error within the code are recognized and corrected.

Moving the mobile applications into production will require hosting the applications on the new server. Migration to a production environment presumes successful installation, configuration and user acceptance testing in a QA environment. If system configuration modifications are necessary, applications residing on the same servers should be tested to ensure that existing functionality is not adversely affected.

Requests to move an application into production should be reviewed by the City of Adrian, whether formal or informal, of individuals with knowledge of existing applications and the impact the move to production may have. Detailed process documentation would address the need for system backup and recovery, user support, etc. The diagram below illustrates a generalized procedure for promoting the mobile application into production.



SCHEDULE

GISi will complete the project within (50) day's from the kickoff meeting. The Kickoff meeting will identify project tasks and establish a communication plan for coordinating the activities of the project as well as status reporting. Milestones and completion dates will be established for the Planning and Analysis, Client review, Design, Client review, Development, Testing, Installation/implementation phases of the project.

GISi is accountable for the quality, service, and innovation provided to the City of Adrian. Simply put, our viability as a business is directly related to our reputation and ability to deliver on our performance commitments. As a 17 year old successful small business, we take this responsibility seriously and accordingly have invested in developing management approaches to ensure maximum value for our clients.

DELIVERABLES

- GISi will install and upgrade the following software from Fs-GIs Server to the new server:
 - Oracle – Install and upgrade Oracle 9i to Oracle 10G R2
 - DMS – Install and upgrade DMS to run on Oracle 10G R2
 - Microsoft Development Environment – Upgrade mobile code base from Microsoft Visual Studio 2005 to Microsoft Visual Studio 2008.
 - ESRI ArcGIS Engine – Upgrade ESRI ArcGIS Engine from 9.2 to 9.3 SP1
 - ESRI ArcGIS Server – Install and upgrade ESRI ArcGIS Standard Workgroup 9.2 to ESRI ArcGIS Server Standard Workgroup 9.3 SP 1.
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 - ESRI ArcGIS License Manager - Install and upgrade ESRI ArcGIS License Manager
- GISi will install and upgrade the following applications:
 - Custom Intranet Mapping Site
 - DMS
 - ArcGIS License Manager
 - ArcGIS Engine Mobile Applications
 - Mobile GIS
 - Sign Inventory
 - ArcGIS Desktop
- Process review – Review session with the City of Adrian staff covering any changes (knowledge transfer)
- Procedural Documentation – Administrative Document

PRICING

GISi proposes a firm-fixed price of **\$19,877.00** for this project. Travel to the City of Adrian office is covered by this contract. If the City requests travel to different locations, all expenses incurred will be billed actual to City of Adrian separately.

R09-060

March 16, 2009

RE: DEPARTMENT OF INFORMATION TECHNOLOGY –GEOGRAPHIC INFORMATION SYSTEM (GIS) – GIS Server Migration

RESOLUTION

WHEREAS, the City of Adrian has undertaken implementation of a Geographic Information (GIS) System consistent with the recommendation of the City's Technology Strategic Plan; and

WHEREAS, on August 2, 2004, the Adrian City Commission approved Resolution #04-125, adopting the Geographic Information System (GIS) Strategic Plan; and

WHEREAS, on March 19, 2007, the City Commission approved Resolution #07-066, authorizing the acquisition of an ArcGIS Server Software license from Environmental Research Institute (ESRI), Inc., Redlands, CA at a cost not to exceed \$10,030; and

WHEREAS, the Information Technology Director indicates that the GIS Server, having reached the end of its useful life, was replaced earlier this year with a new Hewlett-Packard server, which houses a number of applications and databases that need to be migrated to the new server; and

WHEREAS, the former CEA employee, assigned as Project Manager on the City of Adrian account, is now employed by GIS, Inc., Northville, MI; and

WHEREAS, the IT Director solicited and received a proposal from GIS, Inc. to migrate all existing applications and data from the old server to the new one at a cost not to exceed \$19,877; and

WHEREAS, the Finance Director indicates that funding is available for this purpose in the Information Technology Fund GIS Consulting Services Account (661-220.00-812.000); and

WHEREAS, the City's Purchasing Policy, Article 12 of the City Charter and Article 9 of the Codified City Ordinances provides for competitive bidding, with exceptions authorized by the City Commission, upon recommendation of the City Administrator when the best interests of the City are served; and

WHEREAS, based on the vendor's familiarity with the City's GIS System, the City Administrator recommends approval of this resolution, engagement of GIS, Inc. in the City's Standard Professional Services Contract to migrate all existing GIS applications and data to the new GIS server, and waiving of the bid procedures in the best interests of the City.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes engagement of GIS, Inc., Northville, MI in the City's Standard Professional Services Contract to migrate all existing GIS applications and data to the new GIS server at a cost not to exceed \$19,877.

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

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



MEMO

Date: March 11, 2009

To: Dane C. Nelson, City Administrator
Martin Marshall, County Equalization Director

From: Jeffrey C. Pardee, Finance Director

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

**Re: Assessing Contract with Lenawee County Equalization
Department**

Due to the recent vacancy of the City Assessor position and the inability to find a qualified candidate, I respectfully recommend that the City enter into a contractual arrangement with the Lenawee County Equalization Department to provide assessing services until such time a qualified applicant is found, either externally or internally by grooming an in-house replacement.

The City has solicited a proposal from the Lenawee County Equalization Department and a proposal has been submitted, commencing April 1, 2009 covering a period of 25 to 50 months, ending not later than May 31, 2013, at a cost not to exceed \$42,000 annually. The cost of the contract is significantly less than the compensation package included in the Assessing Budget for the City Assessor position [\$90,945] due to the City's ability to utilize current departmental professional and clerical staff, under the temporary supervision of the Finance Director, to perform many of the required assessing functions. A subsequent resolution will be forthcoming that will recognize and compensate the additional duties temporarily assumed by existing staff.

Furthermore, should the City find a qualified replacement who is properly certified, a 60-day opt-out clause is included in the agreement allowing the City to return to a fully functioning in-house assessing operation.

The attached resolution has been prepared for consideration by the City Commission at their March 16, 2009 meeting, which would authorize engagement of the Lenawee County Equalization Department to perform the required assessing functions for the City, and approve the related budget amendments, with the resulting savings returned to the General Fund Contingency Account.

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

LENAWEE COUNTY
EQUALIZATION DEPARTMENT
Martin D. Marshall, Director
Courthouse, 301 North Main Street
Adrian, Michigan 49221
(517) 264-4522

March 9, 2009

Jeffrey Pardee, Finance Director
City of Adrian
100 E Church Street
Adrian, Michigan

Dear Mr. Pardee,

As director of the Lenawee County Equalization Department I am submitting the following proposal to perform the assessment function for the City for your review.

First some background information. The Equalization Department currently contracts with 7 local units to perform the assessment function. Included in these contracts is preparation of the assessment roll, attendance at Board of Review, filing of all necessary reports with local and state offices, property record maintenance and meetings with local officials and local property owners as necessary. My current evaluation of the City of Adrian assessing records is that they are computerized and accurate as a result of the reappraisal performed over the last few years.

Proposal:

A contract at a rate of \$42,000 per year, paid in \$3,500 monthly installments beginning April 1, 2009 and ending not earlier than May 31, 2011 and not later than May 31, 2013, except as provided for in the contract. Included in the contract would be the training of existing or future staff to assume the assessment function at a future date. The purpose of the proposed contract is to provide proper oversight and staff assistance to properly maintain assessment records, prepare assessment rolls, assist with assessment and property tax questions and perform other duties as requested by city administration and accepted by the equalization director. All other required assessment functions would be performed including assessment roll preparation, attendance at the various meetings of the Board of Review, filing all necessary forms with local and state offices, maintaining the property record database so as to keep property characteristics and valuations current, and meeting, as necessary, with city officials and local property owners.

If this proposal is accepted the above provisions will be incorporated into a formal contract between the County of Lenawee and the City of Adrian signed by representatives from both agencies.

If you have any questions concerning this proposal or any matter relating to filing your vacant assessor position, please free to contact me.

Sincerely,



Martin D. Marshall,
Director

CONTRACT TO PERFORM THE ASSESSING FUNCTION FOR THE CITY OF ADRIAN

This agreement between the County of Lenawee, hereafter referred to as County, and the City of Adrian, hereafter referred to as City, is for performance of all required assessing functions as detailed in this contract.

This contract is intended to formalize the responsibilities of the County and the City with regard to the assessing function for the City. Except as provide for in opt out provisions for the City, the term of this contract shall be not less than 25 months and not greater than 50 months, commencing on April 1, 2009 and ending not later than May 31, 2013. The City shall pay the County \$3,500 per month beginning on April 1, 2009.

The City may opt out of this contract with 60 days notice after hiring a properly certified assessor. The County may opt out of this contract with 60 days notice if the City reduces current staff levels devoted to the assessment function.

In fulfillment of this contract the County will do the following with the assistance of current City staff assigned to the assessment function:

1. The County shall prepare assessment rolls for the years under contract including any reports, forms, and filings related to the assessing function and preparation and certification of the assessment roll and tax roll.
2. The County shall be responsible for reappraisal or modification of individual appraisals which may be occasioned by the splitting or partitioning of previously appraised parcels located within the City.
3. The County shall be responsible for new assessments or reappraisals which may be necessitated by new on-site construction within the City.
4. The County shall be responsible for modifying appraisals or deleting assessments which may be occasioned by the razing of structures or combining of parcels within the City.
5. The County shall maintain computer appraisal records to be used in connection with the preparation and certification of the City tax roll. These computer appraisal records shall be maintained on the network maintained by the City.
6. The County shall defend and bear the cost, limited to the expertise contained within the department, of all appeals by City taxpayers and heard before the small claims division of the Michigan Tax Tribunal. The City shall defend and bear the cost of appeals by City taxpayers and heard before the entire Michigan Tax Tribunal. All other appeals shall be at the expense of the City. The County shall provide such expertise, data, testimony and materials as

contained within the department, reasonably necessary to such defense during the term of the contract.

7. The County shall cooperate and work with City officials, employees, and agents to answer and effectively address taxpayer questions and concerns with regard to the assessment function. If requested by City officials, employees, or agents the County may meet with said City representatives and/or City taxpayers to resolve any questions or disputes. Said meetings to take place at such time and place as is mutually agreeable to County and City representatives.
8. The County shall be responsible for calculation of all millage rollbacks required by statute and shall use its best efforts to maintain a 1.00 factor in all classes of property in the City.
9. In addition to the normal assessment function, the County shall establish a course of study for existing staff to advance in education, skill set and certification and will assist staff in the educational process.

In fulfillment of this contract the City will do the following:

1. The City shall maintain the staffing levels devoted to the assessing function as exist on March 6, 2009 and shall make said staff available for use by the County for performance of assessment related duties in the City.
2. The City shall make available to the County all records necessary to the assessment function maintained by the City on a timely basis during the entire term of this contract.
3. The City shall provide office space for staff of the County to work, when necessary, to perform the assessment function for the City.
4. The City shall be responsible for appointing a City Board of Review which shall function in accordance with State statute.
5. The City shall be responsible for the cost of postage, inserts, envelopes, and incidental materials in connection with the mailing of tax statements, personal property statements, assessment change notices and related documents.
6. The City shall be responsible for providing personnel to prepare envelopes and inserts and to physically mail tax statements, personal property statements, assessment change notices and related materials.
7. The City shall be responsible for all special assessments created and levied upon City property and shall be responsible for the collection of said special assessments. The County may provide expertise, limited to existing

resources, in the development of special assessment rolls.

By their signatures below the representatives of the County and City accept the terms of this contract.

Date: _____

RE: ASSESSING OFFICE – Assessing Contract with Lenawee County Equalization Department

RESOLUTION

WHEREAS, due to the recent vacancy of the City Assessor position and the inability to find a qualified candidate, the City Administrator recommends that the City enter into a contractual arrangement with the Lenawee County Equalization Department to provide assessing services until such time a qualified applicant is found, either externally or internally by grooming an in-house replacement; and

WHEREAS, the City has solicited a proposal from the Lenawee County Equalization Department and a proposal has been submitted, commencing April 1, 2009 covering a period of 25 to 50 months, ending not later than May 31, 2013, at a cost not to exceed \$42,000 annually; and

WHEREAS, the cost of the contract is significantly less than the compensation package included in the Assessing Budget for the City Assessor position [\$90,945], due to the City’s ability to utilize current departmental professional and clerical staff, under the temporary supervision of the Finance Director, to perform many of the required assessing functions; and

WHEREAS, a subsequent resolution will be forthcoming that will recognize and compensate the additional duties temporarily assumed by existing staff; and

WHEREAS, furthermore, should the City find a qualified replacement who is properly certified, a 60-day opt-out clause is included in the agreement allowing the City to return to a fully functioning in-house assessing operation; and

WHEREAS, the City Administrator recommends the approval of this resolution, engagement of the Lenawee County Equalization Department to perform the required assessing functions for the City, and adoption of the related budget amendments, with the resulting savings returned to the General Fund Contingency Account.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby approves the engagement of the Lenawee County Equalization Department in a contract to perform the required assessing functions for the City at a cost not to exceed \$42,000 annually, commencing April 1, 2009 covering a period of 25 to 50 months, ending not later than May 31, 2013.

BE IT, FURTHER, RESOLVED that the FY2008-09 Budget be amended as follows, based on the time remaining in the current fiscal year, and that the FY2009-10 budget reflects the annual impact of this change:

		<u>ANNUAL SAVINGS</u>	<u>BUDGET AMENDMENT</u>
General Fund (101)			
Assessing Office Expenditures:			
(101-209.00-702.000)	Salaries & Wages	\$(62,368)	\$(15,592)
(101-209.00-715.000)	Social Security	(4,771)	(1,193)

		<u>ANNUAL SAVINGS</u>	<u>BUDGET AMENDMENT</u>
(101-209.00-716.000)	Hospitalization	(16,671)	(4,167)
(101-209.00-717.000)	Life Insurance/AD&D	(241)	(60)
(101-209.00-718.000)	Retirement Contribution	(6,224)	(1,556)
(101-209.00-719.000)	Unemployment Comp.	(291)	(73)
(101-209.00-914.000)	Workers' Compensation	(378)	(94)
(101-209.00-801.000)	Contract Services	42,000	10,500
(101-990.00-990.000)	General Fund Contingency	<u>48,944</u>	<u>12,235</u>
	Total	<u>\$ -0-</u>	<u>\$ -0-</u>

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

R-5



MEMO

Date: March 12, 2009

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

From: Jeffrey C. Pardee, Finance Director

A handwritten signature in cursive script that reads "Jeffrey C. Pardee".

Re: Financial Advisory Services for Bond Projects

The Adrian City Commission, by Resolution R08-170 dated December 15, 2009, issued Notice of Intent for the Issuance of Capital Improvement Bonds up to \$10,000,000 to fund the Downtown Government Complex, as well as refinance outstanding debt on other projects, such as the Parks & Forestry Facility and the Marvin Farm acquisition. Pursuant to Public Act 34 of 2001-Revised Municipal Finance Act, the Notice of Intent was published in a local newspaper of general circulation allowing 45 days for citizens to petition for a referendum on the proposed bond issue. The time for petition submission has expired with no petition submitted, thereby allowing the proposal to move forward.

Issuance of a bond of this magnitude requires the engagement of professional Financial Advisory Services in connection with the planning, marketing and sale of bonds to finance the improvements. The City Administrator solicited and received a proposal from Stauder, Barch & Associates, Inc., Ann Arbor, MI, a reputable Public Financial Consultant serving many municipalities throughout Michigan. The proposal includes a Scope of Services encompassing;

- Establishing Timetable
- Sizing and Structuring the Bond Issue
- Plan of Finance
- Preparing Cash Flows
- Reviewing Documents
- Preparation of Appropriate Treasury Applications
- Preparation of Bond Specifications
- PREPARATION OF Requests for Proposals for Transfer Agent Services
- Preparation of Official Statement
- Assisting in Rating Agency Presentation or Acquisition of Bond Insurance
- Market Entry Timing
- Administer Bond Sale and Closing
- Continuing Disclosure Services; and

The foregoing scope of services contemplates a publicly offered bond sale of approximately \$7,000,000 (allowing for a down payment from current resources), which would result in a fee amounting to \$15,400; however, if the proposed bond can be privately placed with local banks, the fee would drop to \$3,200. The fee is inclusive of all reasonable in-state travel and out-of-pocket expenses and is payable only if and when the bonds are sold, which allows that the funds used for this purpose are reimbursable from the bond proceeds.

The attached resolution has been prepared for consideration by the City Commission at their meeting of March 16, 2009. If you have any questions or need for further information, please contact my office.

Stauder, Barch & Associates, Inc.

Public Financial Consultants

Since 1968

Richard W. Barch
President

Paul R. Stauder
First Vice-President

March 12, 2009

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

Re: Financial Advisory Services for Bond Projects

Dear Mr. Nelson:

Thank you for meeting with me yesterday on financing the facility projects. The following outlines the financial advisory services to be provided in connection with the planning, marketing and sale of bonds to finance the improvements. Our services related to issuance of the bonds will include, but are not necessarily limited to, the following:

1. ***Establishing Timetable.*** We will establish a realistic and practical timetable along with Bond Counsel and the City, for the bond issuance process with particular attention to bond market factors and the City's timing needs.
2. ***Sizing and Structuring the bond issue.*** We will assist in the determining the appropriate amount of bonds to be sold to ensure that all costs are accurately accounted for. Special consideration will be given to the appropriate maturity schedule, matching revenues to debt service, security for the bonds and the type of bonds to be issued.
3. ***Plan of Finance.*** We will develop a financing plan to provide the City with all of the financing alternatives available and the cost of each alternative. Different avenues of financing the project will be explored including sale of the bonds on the open market, sale of the bonds to Rural Development and sale of the bonds via private placement with local area banks.
4. ***Preparing cash flows.*** We will prepare all of the necessary cash flow and debt service schedules in connection with the proposed financing.
5. ***Reviewing documents.*** We will review all documentation to ensure that documents accurately depict the chosen transaction structure.
6. ***Preparation of appropriate Treasury applications.*** We will prepare the documents required by the State of Michigan Department of Treasury Municipal Finance Division for its approval as needed and consult with Treasury during the review process to expedite their approval.
7. ***Preparation of bond specifications.*** We will prepare the bond specifications which will include the appropriate terms and conditions of the sale such as amortization schedule, call features and other requirements (i.e. discount, premium, allowable spread, non-descending coupons, etc.). These terms and conditions will be coordinated with Bond Counsel for incorporation into the necessary legal documents.

Stauder, Barch & Associates, Inc.

Public Financial Consultants

Since 1968

Richard W. Barch
President

Paul R. Stauder
First Vice-President

City of Adrian
March 12, 2009
Page 2

8. ***Preparation of Requests for Proposals for transfer agent services.*** We will prepare a request for proposals for transfer agent services as needed, prepare a tabulation of bids, as well as make recommendation to the City on this service.
9. ***Preparation of the Official Statement.*** With the working group's assistance, we will compile, prepare and review the Preliminary and Final Official Statement for the bonds. We will focus on the comprehensiveness and accuracy of all disclosures made in the Official Statement. This is particularly important since the Official Statement will serve as a permanent public and media reference regarding the City long after the bonds have been sold.
10. ***Assisting in the rating agency presentation or the acquisition of municipal bond insurance as necessary.*** We will present all of the pertinent information to the rating agencies and coordinate the participation of the various members of the working group with the rating agencies representatives. If advisable, we will acquire bids for municipal bond insurance to assist the City in acquiring insurance at the lowest premium possible and make recommendations on the benefits of insurance.
11. ***Timing entry into the market.*** We will monitor the market conditions on a regular basis to select the optimal time for entry into the market.
12. ***Attend the bond sale.*** We will attend the bond sale and assist with the evaluation of the bids and recommend the most favorable bid for award.
13. ***The closing.*** We will prepare the final schedule of principal and interest requirements based on the actual coupon rates specified by the purchaser. We will also participate in the closing activities for the transaction to ensure that all documents accurately reflect the City's understanding of the terms of the transaction.
14. ***Continuing Disclosure.*** SB&A can be available to act as dissemination agent on behalf of the City and prepare and file the annual disclosure documents as required by the Securities and Exchange Commission for open market bond sales.

Stauder, Barch & Associates, Inc.

Public Financial Consultants

Since 1968

Richard W. Barch
President

Paul R. Stauder
First Vice-President

City of Adrian
March 12, 2009
Page 3

Fees For Services

Our fee in connection with this project is as follows:

For Publicly Offered Bonds:

A base fee of \$7,900
plus \$1.00 for each \$1,000 of bonds issued

For Privately Placed Bonds:

A base fee of \$2,500
plus \$0.10 for each \$1,000 of bonds issued

Based on a bond amount of \$7 million, the fee for publicly offered bonds would be \$15,400 and the fee for privately placed bonds would be \$3,200.

This same fee schedule will apply to each series of bonds issued. The fee is inclusive of all reasonable in-state travel and out-of-pocket expenses. Our fee is payable only if and when the bonds are sold.

Our responsibility to you and to purchasers of the bonds does not end with the payment of our fee. We continue to be available, within reasonable limits, to render advice and services to you and bond purchasers.

Sincerely,



Paul R. Stauder
First Vice President

Date Accepted: _____

By: _____
Dane C. Nelson

Title: _____
City Administrator

FINANCE DEPARTMENT – Financial Advisory Services for Bond Projects

RESOLUTION

WHEREAS, the Adrian City Commission, by Resolution R08-170 dated December 15, 2009, issued Notice of Intent for the Issuance of Capital Improvement Bonds up to \$10,000,000 to fund the Downtown Government Complex, as well as refinance outstanding debt on other projects, such as the Parks & Forestry Facility and the Marvin Farm acquisition; and

WHEREAS, pursuant to Public Act 34 of 2001-Revised Municipal Finance Act, the Notice of Intent was published in a local newspaper of general circulation allowing 45 days for citizens to petition for a referendum on the proposed bond issue; and

WHEREAS, the time for petition submission has expired with no petition submitted, thereby allowing the proposal to move forward; and

WHEREAS, issuance of a bond of this magnitude requires the engagement of professional Financial Advisory Services in connection with the planning, marketing and sale of bonds to finance the improvements; and

WHEREAS, the City Administrator solicited and received a proposal from Stauder, Barch & Associates, Inc., Ann Arbor, MI, a reputable Public Financial Consultant serving many municipalities throughout Michigan; and

WHEREAS, the proposal includes a scope of services encompassing:

- Establishing Timetable
- Sizing and Structuring the Bond Issue
- Plan of Finance
- Preparing Cash Flows
- Reviewing Documents
- Preparation of Appropriate Treasury Applications
- Preparation of Bond Specifications
- Preparation of Requests for Proposals for Transfer Agent Services
- Preparation of Official Statement
- Assisting in Rating Agency Presentation or Acquisition of Bond Insurance
- Market Entry Timing
- Administer Bond Sale and Closing
- Continuing Disclosure Services; and

WHEREAS, the foregoing scope of services contemplates a publicly offered bond sale of approximately \$7,000,000 (allowing for a down payment from current resources), which would result in a fee amounting to \$15,400; however, if the proposed bond can be privately placed with local banks, the fee would drop to \$3,200; and

WHEREAS, the Finance Director indicates that the fee is inclusive of all reasonable in-state travel and out-of-pocket expenses and is payable only if and when the bonds are sold, which allows that the funds used for this purpose are reimbursable from the bond proceeds.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the engagement of Stauder, Barch & Associates, Inc., Ann Arbor, MI in a professional services contract, in an amount not to exceed \$15,400, for financial advisory services related to issuance of bonds to fund the Downtown Government Complex, as well as refinance outstanding debt

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

MISCELLANEOUS

M-1

DEPARTMENTAL REPORT

MARCH 16, 2009

	FEBRUARY 2009	JANUARY 2009	FEBRUARY 2008	YEAR-TO-DATE 2009	YEAR-TO-DATE 2008
POLICE DEPARTMENT					
Complaints Answered	705	711	774	1,416	1,678
VIOLATIONS					
Moving Citations	78	105	103	183	215
3-6 am Parking Tickets	172	329	130	501	191
Non-Moving Citations	38	41	4	79	15
Downtown Parking Tickets	0	0	337	0	873
TOTAL VIOLATIONS	288	475	574	763	1,294
ARRESTS	105	123	99	228	254
FIRE DEPARTMENT (See M-4)					
INSPECTION DEPARTMENT					
Building Permits	9	15	23	24	41
Electrical Permits	17	16	15	33	34
Mechanical Permits	18	17	26	35	41
Plumbing Permits	7	5	4	12	8
Sidewalk Permits	0	0	0	0	0
Sign Permits	3	1	7	4	15
TOTAL PERMITS	54	54	75	108	139
Estimated Bldg.Costs	\$53,060	\$211,000	\$523,124	\$264,060	\$1,137,368
PARKING SYSTEM					
Meters in Operation	232	232	232	232	232
Parking Assessment	\$9,469	\$3,228	\$15,233	\$12,697	\$19,797
Lot Revenue	\$289	\$374	\$964	\$663	\$964
Street Revenue	\$0	\$0	\$0	\$0	\$0
Misc. Revenue	\$13	\$16	\$3	\$29	\$6
Permits	\$38	\$75	\$250	\$113	\$963
Fines	\$0	\$50	\$2,040	\$50	\$4,545
Token Sales	\$0	\$0	\$0	\$0	\$0
Contribut-GenFund	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$9,809	\$3,743	\$18,490	\$13,552	\$26,275
WASTE WATER DEPARTMENT					
M. G. Pumped	187.394	157.821	205.641	345.215	213.880
Cost of Plant Operation	*	\$343,238	\$414,491	\$343,238	\$310,085
WATER DEPARTMENT					
M. G. Pumped	83	90	91	173	97
Number of Customers	6,260	6,257	6,307	12517	6279
	Industrial	Commercial	Residential	Other	TOTAL
M. G. Sold Revenue	\$20,817	\$75,954	\$96,177	\$67,481	66,965 \$260,429

*Figure not available

m-2

FIRE REPORT

Month of February, 2009

	This Month	Last Month	Last Year	To Date This Year	To Date Last Year
Structure Fires	2	3	0	5	3
Loss	\$18,275	\$16,000	\$0	\$34,275	\$53,000
Vehicle Fires	1	0	0	1	3
Loss	\$0	\$0	\$0	\$0	\$500
Other Fires	2	2	0	4	0
Loss	\$5,000	0	0	\$5,000	0
Smoke & Odor	6	10	8	16	15
False Alarms	6	9	5	15	15
Hazardous Conditions	5	6	8	11	14
Other	9	5	3	14	9
Medical Emergencies	137	179	176	316	317
Vehicle Accidents	3	8	6	11	8
Total Runs	171	222	206	393	384
Total Fire Loss	\$23,275	\$16,000	\$0	\$39,275	\$53,500

m-3
 TO: DANE C NELSON, CITY ADMINISTRATOR
 FROM: MARCIA M. BOHANNON, TRANSPORTATION COORDINATOR

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

WEEK END:	FEB 6	FEB 13	FEB 20	FEB 27		TOTAL
MONDAY	389	387	297	364	0	1437
TUESDAY	389	364	405	369	0	1527
WEDNESDAY	438	390	363	376	0	1567
THURSDAY	388	356	408	300	0	1452
FRIDAY	364	381	332	357	0	1434
		1878	1805	1766	0	7417

SERVICE DAYS	FEB 2009 (20)	FEB 2008 (21)	+/-	JAN 2009 (21)
SENIORS	872	830	42	749
HDCP SENIORS	957	1004	-47	884
HANDICAPPED	3238	3528	-290	3384
WHEELCHAIRS **	291	173	118	203
GENERAL	2350	2090	260	2351
	7417	7452	-35	7368

MARCH	2007	7656	2008	7027	-8%	-629
APRIL	2007	6705	2008	7135	6%	430
MAY	2007	6778	2008	6957	3%	179
JUNE	2007	6023	2008	6707	11%	684
JULY	2007	5775	2008	6717	16%	942
AUGUST	2007	6378	2008	6213	-3%	-165
SEPTEMBER	2007	6071	2008	6640	9%	569
OCTOBER	2007	7357	2008	7278	-1%	-79
NOVEMBER	2007	6718	2008	6050	-10%	-668
DECEMBER	2007	6171	2008	6734	9%	563
JANUARY	2008	7616	2009	7368	-3%	-248
FEBRUARY	2008	7452	2009	7417	0%	-35
		80700		82243	2%	1543

** WHEELCHAIR TOTALS ARE INCLUDED IN HANDICAPPED PASSENGER TOTALS

-17-4

Adrian Parks and Recreation
Recreation Program Report
Winter 2008-09 (December - February)

AQUATICS					
Swim Lessons - 1 session (2 sessions in 05/06)	16	31	10	17	20
YOUTH PROGRAMS					
After School Programs			41	109	21
Drumming 101*					(3)
Floor Hockey	64	85	75	43	66
Guitar Lessons (08 Instructor cancelled last minute)				4	0
Karate (2 sessions 2005/06, 06/07, 07-08)	16	66	59	39	21
Jr. Picassos		7	10	14	11
Movin' Magic*					8
Pixie Cheerleading	37	47	73	46	25
Snowmobile Safety Class		28	9	8	23
YOUTH SPORTS					
High School Futsal (teams)			6	0	4
Sports for Squirts	14	30	(5)	5	
Squirts Basketball (Replaced Sports for Squirts)					11
ADULT CLASSES					
Dance Lessons					
Ballroom (Couples)	13	21	16	25	12
Swing (Couples)	16	9	12	18	10
Dog Obedience	9	57	25	37	24
Guitar Lessons*					7
Karate - Family/Ind. (2 sessions 05/06, 06-07)	1/4	3/3	5/2	5/3	4/3
Stubnitz -					
- Evergreen Holiday WS	22	16	28	14	24
- Handmade Paper Card WS			5	5	
- Nature Journal WS			4		
- Watercolor Landscapes				15	
ADULT SPORTS (Teams)					
Adult Co-ed Volleyball 6X6	35	33	30	30	24
Men's Basketball					
Open Division	29	22	28	17	18
Masters (40 & Over)	8	8	6	7	7
Adult Co-ed Futsal		6	6	7	8
SPECIAL EVENTS					
Adaptive Programs					
- Bowling Bonanza		11	11		(3)
- Holiday Crafts			8	N.O.	N.O.
- Crazy Karaoke			15	0	0
- Ooey Goey Art			6	16	N.O.
Daddy-Daughter Dance	597	614	474	564	580
Holiday Drop 'N Shop					(1)
MRPA Hoop Shoot	32	40	42	38	18
Teen Trip - Detroit Pistons				17	
Teen Trip - Kalahari Water Park*					12
Preschool Pajama Parties				4	(1)
Santa Calls	101	60	69	68	102
Santa at Stubnitz	870	729	805	405	785
Santa's Workshop	30	18	11	5	N.O.

N.O. - Not Offered *New Class () Class Cancelled

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

**YOUTH RECREATION SCHOLARSHIPS
December - February 2008-09**

Youth Sports	8	\$136.00
Youth Programs	10	\$113.50
Special Events	4	\$56.00
Aquatics		\$0.00
TOTAL	22	\$305.50

Adrian Parks Recreation
Non-Resident Report
Winter 2008-09 (Dec.-Feb.)

	Residents	Non-Residents	Total Participants	Percentage Non-Residents
AQUATICS				
Swim Lessons	8	12	20	60%
YOUTH PROGRAMS				
Floor Hockey	33	33	66	50%
Karate	11	10	21	48%
Jr. Picassos	5	6	11	55%
Movin' Magic	2	6	8	75%
Pixie Cheerleading	14	11	25	44%
Snowmobile Safety	0	23	23	100%
YOUTH SPORTS				
HS Futsal	18	22	40	55%
Squirts Basketball	6	5	11	45%
ADULT CLASSES				
Dance Lessons				
Ballroom	4	20	24	83%
Swing	2	18	20	90%
Dog Obedience	12	12	24	50%
Guitar	3	4	7	57%
Karate - Family/Individual	0	7	7	100%
SPECIAL EVENTS				
Daddy-Daughter Dance	402	178	580	31%
MRPA Hoop Shoot	5	13	18	72%
Teen Trip - Kalahari Water Park	4	8	12	67%
Santa Calls	44	58	102	57%
Santa at Stubnitz	N/A - Did not track			
ADULT SPORTS				
Co-Ed Volleyball	63	137	200	69%
Men's Basketball	52	115	167	69%
Men's Basketball Masters	25	46	71	65%
TOTAL PARTICIPANTS	713	744	1457	51%

Resident/Non-Resident Comparison Adult Sports Winter 2008-09				
Sport	Residents	Non-Residents	Total Participants	Percentage Non-Res.
Team Numbers:				
Co-Ed Volleyball	7	17	24	71%
Men's Basketball	3	15	18	83%
Men's Basketball Masters	0	7	7	100%
Total Team Numbers:	10	39	49	80%
Player Numbers:				
Co-Ed Volleyball	63	137	200	69%
Men's Basketball	52	115	167	69%
Men's Basketball Masters	25	46	71	65%
Total Player Numbers:	140	298	438	68%