

# PRE-MEETING AGENDA

ADRIAN CITY COMMISSION  
AGENDA  
PRE-MEETING STUDY SESSION  
JUNE 16, 2008  
5:30 P.M.

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The City Commission will meet for a pre-meeting study session on Monday, June 16, 2008, at 5:30 p.m. in the 2<sup>nd</sup> floor Conference Room at City Hall to discuss the following:

- I. Library Construction Timeline  
*- Carol Souchock, Library Director*
  
- I I. View DVD, *The Perfect Storm*, a speech given by a representative of Oakland County about Michigan's economy (approximately 1 hour)

# COMMISSION AGENDA

**AGENDA  
ADRIAN CITY COMMISSION  
JUNE 16, 2008  
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- I I. ROLL CALL
- I I I. APPROVAL OF THE MINUTES OF THE JUNE 2, 2008 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- I V. PRESENTATION OF ACCOUNTS
- V. PRESENTATION
  - 1. Representatives from Dish Network will be present to explain digital converters - - why and how soon you will need a digital converter, where to get them, etc.
- V I. CONSENT AGENDA
  - A. RESOLUTIONS
    - 1. CR08-042. Resolution to award the annual bid for chemicals for the Water and Wastewater Treatment Plants.
    - 2. CR08-043. Resolution to award the annual bid for uniforms for the firefighters.
    - 3. CR08-044. Resolution to award the annual bid for T-shirts and sweatshirts for the Parks & Recreation Division.
    - 4. CR08-045. Resolution to award bid for TimberSIL Lumber for decking at Trestle Park.
    - 5. CR08-046. Resolution to award bid for a ball field rake.
    - 6. CR08-047. Resolution to award bid for a 4 x 4 Gator utility card through the State bid program.
- V I I. PUBLIC COMMENT
- V I I I. REGULAR AGENDA
  - A. RESOLUTIONS

1. R08-094. Resolution to award bid for implementation of electrical upgrade – Phase II at the Adrian Public Library.
2. R08-095. Resolution to award the annual bid for ductile iron pipe and fittings.
3. R08-096. Resolution to award bid for remodeling a restroom and construction of a concession & storage building.

I X. MISCELLANEOUS

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

X. PUBLIC COMMENT

X I. COMMISSION COMMENTS

# MINUTES

**MINUTES  
ADRIAN CITY COMMISSION  
JUNE 2, 2008  
7:00 P.M.**

Prior to the opening of the regular meeting, Commissioner Mitzel moved to go into closed session to discuss union negotiations, seconded by Commissioner Osborne, motion carried by a 6-0 vote.

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

ABSENT: Commissioner Steele

Official proceedings of the June 2, 2008 regular meeting of the City Commission, Adrian, Michigan.

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

PRESENT: Mayor McDowell, Commissioners Osborne, Steele, Clegg, DuMars, Valentine and Mitzel

Commissioner DuMars noted that the date listed on the June 2, 2008 Agenda under "Approval of Minutes" should be changed from May 5, 2008 to May 19, 2008.

Commissioner DuMars moved to approve the minutes of the May 19, 2008, 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 #2827 through #2835	\$ 92,272.71
General Fund Vouchers #18681 through #18706	\$451,131.58
Clearing Account Vouchers amounting to	<u>\$383,626.01</u>
TOTAL EXPENDITURES	<u>\$927,030.30</u>

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

**COMMUNICATION**

1. Communication regarding a seminar on Accounting for Capital Assets recently attended by Jeff Pardee, Finance Director.

**CONSENT AGENDA**

**RESOLUTIONS**

**RE: ANNUAL BID – READY-MIX CONCRETE**

**RESOLUTION CR08-030**

WHEREAS, sealed bids were received May 20, 2008, for the annual Ready-Mix concrete requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for Ready-Mix concrete be awarded to Doan Companies of Adrian, MI, for the items and amounts as listed in their bid tabulation and under the terms and conditions as submitted and as proposed in their sealed bid dated May 20, 2008.

**RE: ANNUAL BID – FLAKE CALCIUM CHLORIDE**

**RESOLUTION CR08-031**

WHEREAS, sealed bids were received May 20, 2008, for the annual Flake Calcium Chloride requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the bid for annual Flake Calcium Chloride be awarded to Cutler Dickerson of Adrian, MI for \$394.00/ton if picked up or \$414.00/ton delivered under the terms and conditions as specified and as proposed in their sealed bid dated May 20, 2008.

**RE: ANNUAL BID – MOTOR OIL & GREASE**

**RESOLUTION CR08-032**

WHEREAS, sealed bids were received May 22, 2008 for the annual motor oil and grease requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for motor oil and grease be awarded to Lyden Oil of Lansing, MI, for the items and prices as listed in the bid tabulation and under the terms and conditions as specified and as proposed in their sealed bid dated May 22, 2008.

**RE: ANNUAL BID – OIL CHANGE SERVICES**

**RESOLUTION CR08-033**

WHEREAS, sealed bids were received May 22, 2008, for the annual oil change service requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for oil change services be awarded to Adrian Dodge at a cost of \$17.95 per vehicle under the terms and conditions as specified and as proposed in their sealed bid dated May 22, 2008.

**RE: ANNUAL BID – EQUIPMENT RENTAL**

**RESOLUTION CR08-034**

WHEREAS, sealed bids were received May 22, 2008, for the annual equipment rental requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for equipment rental be awarded to Slusarski Excavating for the equipment and the prices as listed in the bid tabulation and under the terms and conditions as specified and as proposed in their sealed bid dated May 22, 2008.

**RE: ANNUAL BID – TRAFFIC PAINT**

**RESOLUTION CR08-035**

WHEREAS, sealed bids were received May 22, 2008, for the annual traffic-marking paint requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for traffic-marking paint be awarded to Pittsburgh Paints of Jackson, MI in the amount of \$8.60 per gallon under the terms and conditions as specified and as proposed in their sealed bid dated May 22, 2008.

**RE: ANNUAL BID – LIMESTONE**

**RESOLUTION CR08-036**

WHEREAS, sealed bids were received May 22, 2008, for the annual limestone requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for limestone be awarded to Van Brunt Transport of Onsted, MI for the items and amounts as listed in the bid tabulation and under the terms and conditions as specified and as proposed in their sealed bid dated May 22, 2008.

**RE: ANNUAL BID – COLD PATCH**

**RESOLUTION CR08-037**

WHEREAS, sealed bids were received May 15, 2008, for the annual cold patch requirements; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED, that the annual bid for cold patch be awarded to Unique Paving of Cleveland, OH, in the amount of \$84.40/ton delivered or \$80.00/ton if picked up, under the terms and conditions as specified and as proposed in their sealed bid dated May 15, 2008.

**RE: PLANNING COMMISSION – Appointment to Board**

**RESOLUTION CR08-038**

WHEREAS, there currently is a vacancy on the Planning Commission, which must be filled in accordance with the Adrian City Charter; and

WHEREAS, Brian Watson, 955 Woodfield Dr., has expressed a willingness to serve on the Planning Commission, if appointed; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the appointment of Brian Watson to the Planning Commission for a 3-year term, expiring in 2011.

**RE: PLANNING COMMISSION – Appointment to Board**

**RESOLUTION CR08-039**

WHEREAS, there currently is a vacancy on the Planning Commission, which must be filled in accordance with the Adrian City Charter; and

WHEREAS, Carl Phipps, 1329 Terrace Ave., has expressed a willingness to serve on the Planning Commission, if appointed; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the appointment of Carl Phipps to the Planning Commission for a 3-year term, expiring in 2011.

**RE: ZONING BOARD OF APPEALS – Appointment to Board**

**RESOLUTION CR08-040**

WHEREAS, the term of Mitch Blonde on the Zoning Board of Appeals has expired, which has created a vacancy; and

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

WHEREAS, Mr. Blonde has expressed a willingness to continue to serve on the Zoning Board of Appeals, if reappointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the reappointment of Mitch Blonde to the Zoning Board of Appeals.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the reappointment of Mitch Blonde to the Zoning Board of Appeals for a 3-year term, expiring in 2011.

**RE: DEPARTMENT OF PARKS & RECREATION – Parks & Forestry Division – Lawn Fertilization and Weed Control – Bid Recommendation**

**RESOLUTION CR08-041**

WHEREAS, the City Purchasing Office solicited eight (8) bids and, on Tuesday May 27, 2008, received three (3) bids on behalf of the Department of Parks & Recreation to provide lawn fertilization and weed control services, with the following results:

	Weed Man of Adrian <u>Clayton, MI</u>	TruGreen Corp. <u>Lansing, MI</u>	Stratton's Landscape <u>Adrian, MI</u>
Crabgrass Control	\$55.00	\$ 90.00	\$125.00
Fertilization	\$65.00	\$ 80.00	\$110.00
Broadleaf Control	\$55.00	\$ 75.00	\$125.00
Spring Grub Control	\$65.00	\$399.00	250.00
Summer Grub Control	\$65.00	\$265.00	250.00

WHEREAS, the Parks & Recreation Director recommends engagement of the low bidder, Weedman of Adrian, Clayton, MI at an estimated total cost of \$15,000 (an estimated \$3,000 savings from the prior year), which will cover the Fee Parks and other city properties, Oakwood Cemetery and the Heritage Park Soccer Fields; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Fee Estate (205-699.00-801.000) and Heritage Park (101-698.00-801.000) operating accounts; and

WHEREAS, the Parks & Recreation Director and City Administrator recommend selection of the lowest qualified bidder and negotiation of the City's Standard Professional Services Contract for FY 2008-09 through FY 2010-11.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Weedman of Adrian, Clayton, MI in the City's Standard Professional Services Contract to provide necessary lawn fertilization and weed control services at a cost not to exceed \$15,000 in FY2008-09, and based on acceptable performance, \$16,500 in FY2009-10, and \$18,200 in FY2010-11.

On motion by Commissioner Mitzel, seconded by Commissioner DuMars, Consent Resolutions CR08-030 through CR08-041 were adopted by a unanimous vote.

## **REGULAR AGENDA**

### **RESOLUTIONS**

#### **RE: ANNUAL CAR WASH SERVICES**

##### **RESOLUTION R08-084**

WHEREAS, sealed bids were received on May 13, 2008 for the annual car wash services; and

WHEREAS, said bids have been tabulated and recommendations made by Cindy Prue, Asst. Finance Director, and the City Administrator; and

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

NOW, THEREFORE, BE T RESOLVED that the annual bid for car wash services be awarded to Adrian Fabricare of Adrian, MI in the amount of \$345.00 per month under the terms and conditions as specified and as proposed in their sealed bid dated May 13, 2008.

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

#### **RE: CITY OF ADRIAN COMPREHENSIVE PLAN – 2008 REVISED ADDENDUM**

##### **RESOLUTION R08-085**

WHEREAS, the State of Michigan has adopted the Municipal Planning Act (Act 285 of 1931, as amended), which provides, in part, for preparation, dissemination, review and adoption of municipal Land Use Master Plans and subsequent amendments; and

WHEREAS, the City of Adrian 2006 Comprehensive Plan was prepared, reviewed and adopted following requirements of Act 285; and

WHEREAS, the Adrian City Planning Commission took action on September 11, 2007 to initiate review of the 2006 Comprehensive Plan, prepared amendments for review and dissemination, compiled said amendments into a 2008 Addendum, and approved the 2008 Addendum for distribution on January 8, 2008; and

WHEREAS, on January 24, 2008, the proposed 2008 Addendum was transmitted to reviewing entities for a 40-day period as required by Act 285; and

WHEREAS, upon conclusion of the 40-day review period, on March 4, 2008, the Adrian City Planning Commission conducted a public hearing on the proposed 2008 Addendum and then unanimously approved it for transmittal to the Adrian City Commission; and

WHEREAS, on March 17, 2008, the Adrian City Commission voted to defer action on the proposed 2006 Comprehensive- 2008 Addendum Resolution (R08-046) and requested further review and discussion with the Planning Commission, which resulted in a joint work session on April 14, 2008; and

WHEREAS, the Planning Commission has completed additional amendments to the Comprehensive Plan - 2008 Addendum, which were approved by the Planning Commission at their May 6, 2008 regular meeting; and

WHEREAS, Act 285 requires approval of a municipal Land Use Master Plan by a municipality's governing body.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby acknowledges receipt of the Comprehensive Plan - Revised 2008 Addendum and finds that it meets all criteria for approval under Act 285; and

BE IT, FURTHER, RESOLVED that the Adrian City Commission hereby adopts the proposed City of Adrian 2006 Comprehensive Plan – Revised 2008 Addendum, in accordance with Act 285, with the following corrections, as noted by Commissioner Mitzel:

- 1) Page 4 – Correct the date of the joint meeting of the City Commission and Planning Commission from April 13, 2008, as printed, to April 14, 2008.
- 2) Page 5 – Lenawee Vo-Tech is now called LISD Tech Center and should be corrected to reflect the name change

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

**RE: UTILITIES DEPARTMENT –Wastewater System –Miles Drive Lift Station Removal**

#### **RESOLUTION R08-086**

WHEREAS, as contemplated in the FY2007-08 Capital Budget, the Miles Drive Lift Station Removal Project is about to be undertaken, which includes abandonment of the existing lift station at the corner of Miles Drive and Division Street and the addition of an 8 inch gravity line that will tie into a structure on March Drive; and

WHEREAS sealed competitive bids were received by the City of Adrian Purchasing Office on Tuesday, May 20, 2008, with the following results:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
Slusarski Excavating, Inc.	Adrian, MI	\$ 85,655.00
S&S Directional Boring, Ltd.	Bryon, OH	\$ 91,902.00
Sinatech Construction, Co.	Clarkston, MI	\$ 99,801.35

Brady Sand & Gravel. Inc.                      Tecumseh, MI                      \$114,802.00

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose as follows:

(497-553.00-975.133)	Wastewater Plant Capital Budget	\$75,000
(497-555.00-975.127)	Sewer Collection System Capital Budget	<u>10,655</u>
	Total	<u>\$85,655</u>

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution and the engagement of Slusarski Excavating, Inc., Adrian, MI in the City's Standard Professional Services Contract in the amount of \$85,655 to provide construction services during the Miles Drive Lift Station Removal Project.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Slusarski Excavating, Inc., Adrian, MI in the City's Standard Professional Services Contract in the amount of \$85,655 to provide construction services during the Miles Drive Lift Station Removal Project.

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

**RE:    ENGINEERING DEPARTMENT – Street Closure Request**

**RESOLUTION R08-087**

WHEREAS, the Croswell Opera House has submitted a request for the closure of E. Maumee Street, between N. Main and Broad, on Saturday, June 7, 2008, for their annual fundraising event, the Croswell Soirée; and

WHEREAS, all necessary documents have been submitted to the Engineering Department for said closure, including a street closing permit proof of insurance and approval from the Liquor Control Commission; and

WHEREAS, the street closing permit has been approved by the head of each affected department (Engineering, Police and Fire).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the closure of E. Maumee Street, between N. Main and Broad, on June 7, 2008, for the purpose of a fundraising event for the Croswell Opera House, and that the City Administrator be authorized to execute all necessary documents, including licenses and permits, pertaining to this event.

On motion by Commissioner Mitzel, seconded by Commissioner DuMars, this resolution was adopted by a 6-0-1 vote.

AYES: Mayor McDowell, Commissioners Valentine, Mitzel, Osborne, Clegg and DuMars

NAYS: None

ABSTAINED: Commissioner Steele

**RE: ADRIAN PUBLIC LIBRARY – Easement Agreement with Consumers Energy for Underground Electrical Service**

**RESOLUTION R08-088**

WHEREAS, Consumers Energy has submitted an Easement Agreement for the installation of underground electrical lines to the library; and

WHEREAS, the City Commission authorized Consumers Energy to install new electrical service to the Adrian Public Library at their May 19, 2008 regular meeting; and

WHEREAS, the City Administrator has reviewed said easement and recommends its approval.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the Easement Agreement with Consumers Energy for the library electrical project and, further, authorizes the City Administrator to execute said easement on behalf of the City of Adrian.

On motion by Commissioner Valentine, seconded by Commissioner Osborne, this resolution was adopted by a 6-0-1 vote.

AYES: Mayor McDowell, Commissioners Valentine, Steele, Osborne, Clegg and DuMars

NAYS: None

ABSTAINED: Commissioner Mitzel

**RE: UTILITIES DEPARTMENT –Madison & Adrian Charter Townships 2007 Sewer Reconciliation**

**RESOLUTION R08-089**

WHEREAS, the Adrian City Commission, by Resolution R08-019 dated January 22, 2008, authorized the engagement of Utility Financial Solutions, LLC, Grand Rapids, MI in the City's Standard Professional Services Contract at a cost not to exceed \$8,500 to, among other things, reconcile cost of services for wholesale customers for FY2007 and prepare recommendations for FY2008-09; and

WHEREAS, the results of this reconciliation show that Madison Charter Township is due a refund of \$55,187.00 and Adrian Charter Township is due a refund of \$33,563.00; and

WHEREAS, although given the option of crediting future bills, both townships opted to have checks cut for direct reimbursement; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the Sewer Fund (#590) Revenue Accounts in the current year's budget; i.e., (590-000.00-647.524) Madison Township Metered Sewer Charges for \$55,187.00, and (590-000.00647.523) Adrian Township Metered Sewer Charges for \$33,563.00; and

WHEREAS, the Utilities Director and City Administrator recommends accepting the consultant's reconciliation and that the aforementioned refunds be made.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the following refunds based on Utility Financial Solutions, LLC FY2007 Reconciliation of Sewer Charges:

Madison Charter Township                      \$55,187.00

Adrian Charter Township                      \$33,563.00

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

**RE: DEPARTMENT OF PUBLIC WORKS – Trunk-Line Traffic Signal  
Maintenance Cost Sharing Agreement**

**RESOLUTION R08-090**

WHEREAS, the Adrian City Commission, by Resolution #R05-039 dated March 7, 2005, authorized an intergovernmental agreement with the Michigan Department of Transportation (MDOT) for modernizing the trunk-line traffic signals in the City of Adrian at the following specific intersections:

- M-34 (Beecher) @ S. Madison & Baldwin
- M-34 (Beecher) @ Scott Street
- US-223BR (Maumee) @ M-52 (Winter)
- US-223BR (Church) @ M-52 (Winter)
- US-223BR (Broad) @ Maumee
- M-52/US-223BR (Main) @ Maple Village Road/Adrian Mall; and

WHEREAS, although the primary cost of installation was absorbed by a federal grant, the City of Adrian's financial obligation under this agreement amounted to \$2,232; and

WHEREAS, in an effort to update their records regarding the maintenance of the aforementioned signals, MDOT is requesting that the City of Adrian enter into an intergovernmental cost-sharing agreement for purposes of maintaining traffic signals on major thoroughfares at an estimated annual cost of \$1,836; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Major Street Fund (202), derived from the city's allocation of Public Act 51 monies; and

WHEREAS, the City Engineer and City Administrator recommend approval of this resolution, including agreement to the subject traffic signal maintenance cost-sharing arrangements, as well as authorization for the City Engineer to execute cost agreement forms on behalf of the city.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby agrees to the intergovernmental agreement with the Michigan Department of Transportation (MDOT) for maintenance of trunk-line traffic signals in the City of Adrian, to cost participation based on appropriate allocation to benefiting parties, and authorizes the City Engineer to sign cost agreement forms on behalf of the City.

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

**RE: DEPARTMENT OF PARKS & RECREATION – Kiwanis Trail Paving**

**RESOLUTION R08-091**

WHEREAS, the City Purchasing Office, on Tuesday May 27, 2008, received three (3) bids on behalf of the Department of Parks & Recreation for pulverizing, grading, and repaving approximately 4.600 linear feet of the Kiwanis Trail, with the following results:

<u>Service</u>	<u>Slusarski Excavating Adrian, MI</u>	<u>Belson Asphalt Reading, MI</u>	<u>Michigan Paving Jackson, MI</u>
Pulverize, Shape & Compact – <b>Per Sq. Yd.</b>	\$ 1.80	\$ 1.85	\$ 1.50
Install Levelin Course 1.5 inches – <b>Per Ton</b>	\$58.10	\$67.60	\$88.00
Install Wearing Course 1.5 inches – <b>Per Ton</b>	\$61.55	\$69.60	\$89.00
Provide #304 (placed) If needed – <b>Per Ton</b>	<u>\$19.50</u>	<u>\$20.00</u>	<u>\$16.25</u>
<b>Approximate \$/Sq. Ft.</b>	<b>\$ 1.30</b>	<b>\$ 1.46</b>	<b>\$ 1.79</b>

WHEREAS, the Parks & Recreation Director recommends engagement of the low bidder, Slusarski Excavating, Adrian, MI at an estimated total cost of \$103,272 to perform the following scope of services, consisting of pulverizing, grading and repaving the below described sections of Kiwanis Trail:

- |   |                           |
|---|---------------------------|
| 1) Valley Road to Sutton Road, plus Race St to Maumee | 4,600 linear feet         |
| 2) Maple Avenue to Race Street                        | 950 linear feet           |
| 3) Trestle Park - Bent Oak back to Trestle Park       | 1,650 linear feet         |
| 4) Trestle Park – East of the South Pavilion          | 355 linear feet           |
| 5) Trestle Park – Maple Avenue North to Parking Lot   | <u>389 linear feet</u>    |
| Total   | <u>7,944 linear feet;</u> |

and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the following operating accounts in the FY2007-08 Budget:

(101-903.00-975.000) Fee Estate Capital Improvements	\$ 8,500
(101-904.00-975.000) General Fund Parks Capital Improvements	39,500
(202-480.00-975.000) Major Street Fund-Non-Motorized Transprtn.	<u>55,272*</u>
Total	<u>\$ 103,272</u>

\* Includes \$6,200 derived from remaining balance of \$25,000 Kiwanis International-City of Adrian grant used to match MDOT – CMAQ grant for southern extension of Kiwanis Trail

WHEREAS, the Parks & Recreation Director and City Administrator recommend selection of the lowest qualified bidder, Slusarski Excavating, Adrian, MI and engagement in the City’s Standard Professional Services Contract for the above described repaving services at a cost not to exceed \$103,272.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Slusarski Excavating, Adrian, MI and engagement in the City’s Standard Professional Services Contract for the above described repaving services at a cost not to exceed \$103,272.

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

**RE: DEPARTMENT OF FINANCE – AUTHORIZATION TO RENEW LIABILITY, PROPERTY AND VEHICLE FLEET INSURANCE**

**RESOLUTION R08-092**

WHEREAS, the City of Adrian's current Liability, Property and Vehicle Fleet Insurance Policy expires July 27, 2008; and

WHEREAS, the City of Adrian has been a member of the Michigan Municipal League (MML) Liability and Property Pool (serviced by the Meadowbrook Insurance Group) since July 27, 1984; FY2007-08 premium was \$262,102 and FY2008-09 proposed premium is \$218,956, a 16.5% decrease, for coverage with a \$2,000,000 liability limit and \$5,000 deductible per occurrence; and

WHEREAS, the City Finance Director/Risk Manager, after considering alternative carriers, recommends remaining with MML Liability and Property Pool for the following reasons:

- Superior property coverage with no coinsurance – the insurer assumes risk on property claims up to \$90,724,532 (\$1,000 deductible) for each covered occurrence;
- Liability coverage on an occurrence basis – no time limit for reporting claims, the Pool is perpetually obligated to indemnify the City;
- Comprehensive coverage on 108 vehicles (\$250 deductible);
- Treasurer Bond for \$100,000 and Sewer Back-Up Liability for \$100,000;
- Claims expertise – same Claims Supervisor for over twenty (20) years, City has experienced excellent claims resolution;
- Loss Control and Administration Services – National League of Cities recognized model program Law Enforcement Risk Reduction and Control;
- Board members are peers – Elected officials of Michigan Municipalities, including former Adrian Mayor, serve on Board of Directors, providing interactive opportunities for improved risk management;
- No Profit Motive – Surplus is either returned to members in the form of dividends, premium stability, or coverage enhancements;
- Consulting Services – Provided by MML and Meadowbrook staff; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the FY2008-09 Budget to cover all of the aforementioned insurance premiums; and

WHEREAS, the City Administrator recommends approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes renewal of Property Damage, Liability and Vehicle Fleet Insurance with the Michigan Municipal League Liability and Property Pool, including the additional Endorsement for Sewer and Storm Drain Liability Exposure, as well as Treasurer Bond, for a total annual premium of \$218,956.

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

**RE: CITY ADMINISTRATOR – Acquisition of Used Dial-A-Ride Bus for City Use**

### **RESOLUTION R08-093**

WHEREAS, the Dial-A-Ride Transportation System is removing a bus (Bus #27 – 2003 Eldorado International Bus - VIN #1FDXE45S52HB11418) from service due to being replaced; a \$500 offer has been submitted by St. Joseph County Transportation Authority; and

WHEREAS, the City of Adrian has determined that a vehicle of this nature would be desirable for purposes of transporting groups of individuals on city business; e.g., Mayor Exchange Day, Sister City visitation, Parks & Recreation activities, etc; and

WHEREAS, the City Administrator recommends that the competitive bid process be waived, in the best interests of the City and in accordance with provisions of the City's Codified Ordinances and City Charter, and that the City purchase the bus for \$100.00; and

WHEREAS, the Finance Director indicates that funds are available for this purpose in the City Administrator Capital Equipment Account (101-172-977.000).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the acquisition of the Dial-A-Ride Transportation System bus (Bus #27 – 2003 Eldorado International Bus - VIN #1FDXE45S52HB11418) at a cost not to exceed \$100.00.

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

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

### **MISCELLANEOUS**

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

### **PUBLIC COMMENT**

1. Duane Doyle, 604 Tabor St., lodged a complaint regarding the closing of Lake Adrian to public fishing.
2. Cletus Smith, 4954 Whig Hwy., Clayton, MI, who is running for Lenawee County Sheriff, introduced himself to the Commission.

### **COMMISSIONERS' / ADMINISTRATOR'S COMMENTS**

Administrator Nelson sought the counsel of the Commission regarding URS and whether to go with their proposal for the downtown 2-way traffic design or to solicit bids for the work. No action taken.

Administrator Nelson asked the Commission to authorize J.E. Johnson to proceed with the conceptual design work on the City Hall Complex.

Commissioner Steele motioned to authorize Administrator Nelson to accept the scope of work submitted by J.E. Johnson Company at a cost of \$38,750.00, seconded by Commissioner DuMars, motion carried by a unanimous vote.

The next regular meeting of the Adrian City Commission will be held on Monday, June 16, 2008, in the Commission Chambers on the 2<sup>nd</sup> floor of Adrian City Hall, 100 E Church Street, Adrian, MI 49221.

Gary E McDowell  
Mayor

Pat Baker  
City Clerk

C H E C K  
R E G I S T E R

June 16, 2008

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 #2836 through #2845.....	\$137,966.59
General Fund	
Vouchers #18707 through #18722	280,028.31
Clearing Account Vouchers	
amounting to.....	<u>1,138,573.75</u>
TOTAL EXPENDITURES .....	<u>\$1,556,568.65</u>

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

June 16, 2008

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
<b><u>Receiving</u></b>			
2836	City of Adrian: Payroll	Payroll for May 30	\$ 48,242.07
2837	Verizon North	O&M Phone Bill	\$ 121.99
2838	City of Adrian: Clearing Acct	June 2 Ck Register	\$ 70,548.54
2839	Consumers Energy	Water Plant Electric	\$ 76.40
2840	City of Adrian: Payroll	Payroll for June 6	\$ 24,173.24
2841	City of Adrian: General Fund	June Office Rent	\$ 650.00
2842	Verizon North	Phone Bills	\$ 121.37
2843	Verizon North	O&M Phone Bill	\$ 110.16
2844	City of Adrian: General Fund	May charges	\$ 58,623.18
2845	City of Adrian: IT Dept	May Services	\$ 5,848.18
<b>Total</b>			<b>\$ 208,515.13</b>
Less CK# 2838			<b>\$ 70,548.54</b>
<b>TOTAL</b>			<b>\$ 137,966.59</b>

16-Jun-08

GENERAL FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
18707	\$ 211,361.22	City of Adrian: Payroll	Payroll for May 30
18708	\$ 14,780.07	First Federal Bank	Soc Security for May 30
18709	\$ 25.00	Steven Closson	Recreation Refund
18710	\$ 1,389.57	Lenawee Fuels Inc	Cemetery Fuel
18711	\$ 125,008.23	City of Adrian: Clearing Acct	June 2 CK Register
18712	\$ 4,522.45	Quick Service Transportation	Payroll W/E May 31
18713	\$ 9,843.25	Consumers Energy	Various Electric Bills
18714	\$ 29.00	Verizon North	Police Phone Bill
18715	\$ 27,631.91	City of Adrian: Payroll	Payroll for June 6
18716	\$ 4,454.80	First Federal Bank	Soc Security for June 6
18717	\$ 435.30	City of Adrian: Utilities	Various Water Bills
18718	\$ 906.83	Verizon North	Various Phone Bills
18719	\$ 45.00	Melinda Piatt	Recreation Refund
18720	\$ 45.00	Dawn Sarrault	Recreation Refund
18721	\$ 4,478.91	Quick Service Transportation	Payroll W/E June 7
18722	\$ 80.00	City of Adrian: Trust Fund	Dart to Trust Fund

\$	405,036.54	
\$	(125,008.23)	Less: CK# 18711
\$	<b>280,028.31</b>	

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. 3-S CONSTRUCTION, INC.	31,881.86		
2. ACP OF LENAWEE	25,750.00		
3. ADRIAN CHARTER TOWNSHIP	34,809.66		
4. ADRIAN COMMUNICATIONS	905.30		
5. ADRIAN LOCKSMITH & CYCLERY	309.86		
6. ADRIAN MECHANICAL SERVICES C	1,202.38		
7. ADRIAN OVERHEAD DOORS	371.81		
8. ADRIAN PUBLIC SCHOOLS	344.45		
9. ADRIAN WATER CONDITIONING IN	66.91		
10. AIR SOURCE ONE, INC.	120.00		
11. AIRGAS GREAT LAKES	216.71		
12. ALL AROUND CONSTRUCTION	1,076.00		
13. ALLIED WASTE SERVICES	47,854.46		
14. ALLIED WASTE SERVICES #259	10,697.35		
15. AMERICAN OFFICE SOLUTIONS	94.93		
16. AMERICAN PLANNING ASSOCIATIO	75.00		
17. AMVETS	694.90		
18. APPLIED INDUSTRIAL TECHNOLOG	1,004.51		
19. ARMSTRONG MEDICAL INDUSTRIES	126.49		
20. ASSOCIATED ENGINEERS	2,168.50		
21. AUTOMOTIVE SERVICE CO. INC	998.58		
22. BAKER & TAYLOR BOOKS	1,487.19		
23. BARCO PRODUCTS COMPANY	807.50		
24. BARRETT'S GARDEN CENTER	463.92		
25. TIM BARTENSLAGER	400.00		
26. BASELINE CONSTRUCTORS, INC	102,035.30		
27. BATTERY WHOLESALE	28.50		
28. GREG BELL CHEVROLET, INC	1,022.98		
29. BENNINGTON MUSEUM	20.50		
30. BILL'S SERVICE, INC.	252.92		
31. ROBERT BISHOP	225.87		
32. BLACK SWAMP EQUIPMENT	709.54		
33. BRADY SAND & GRAVEL INC	197.20		
34. BRAKES-N-MORE	457.80		
35. BRAZEE SAFETY & SECURITY INC	2,441.88		
36. BUCK & KNOBBY EQUIP CO INC	3,338.33		
37. CALIFORNIA CONTRACTORS SUPPL	149.90		
38. CARSONITE COMPOSITES	625.59		
39. CDW-G COMPUTER SUPPLIES	249.34		
40. CITIZENS INSURANCE	541.00		
41. COAST TO COAST DELI	196.38		
42. COIN-OP SPECIALISTS INC.	322.68		
43. DAVE COMFORT	13.65		
44. COMFORT ENTERPRISES INC.	317.75		
45. COMMUNITY REPRODUCTION	208.54		
46. CONCORD EXCAVATING	396,160.20		
47. CONSUMER ENERGY	1,020.00		
48. CONTINENTAL SERVICE	3,167.42		
49. LYNN COURINGTON	199.80		
50. CUTLER DICKERSON CO	3,439.22		
51. CUTTING EDGE ENGRAVING	165.50		
52. D&P COMMUNICATIONS, INC.	1,368.92		
53. DAILEY ENGINEERING, INC.	6,000.00		
54. THE DAILY TELEGRAM	1,918.41		
55. DAN'S FARM SUPPLY INC	106.39		
56. DICK'S AMOCO INC	88.00		
57. DUKE'S ROOT CONTROL INC	2,011.35		
58. THE DUN & BRADSTREET CORP.	199.00		
59. EAST JORDAN IRON WORKS INC	1,847.25		
60. STEVE EBERLE	20.00		
61. ELIFEGUARD, LLC	198.76		
62. ENGLEWOOD ELECTRICAL SUPPLY	2,236.10		
63. ENVIRONMENTAL SYSTEMS	671.23		
64. ETNA SUPPLY COMPANY	3,164.78		
65. FASTENAL COMPANY	223.79		
66. THE FINALS	1,366.50		
67. FRANCOEUR, JASON	69.51		
68. GALE	876.41		
69. GALL'S INC	152.92		
70. GALLANT & SON	312.96		
71. GENTNER MATERIALS	1,842.39		
72. GENTNER TRUCKING CO	2,533.32		
73. DENNIS GIBBS	200.00		
74. MARK GIGAX	20.00		
75. GOODWILL INDUSTRIES	46.00		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. GORDON FOOD SERVICE	334.35		
77. GREY HOUSE PUBLISHING	159.50		
78. DAVID W. GRISSOM LAW OFFICES	1,599.35		
79. DENISE GRITZMAKER	820.00		
80. HACH COMPANY	277.45		
81. HADDEN TIRE COMPANY	1,792.00		
82. HAZEN & SAWYER	29,911.00		
83. HEARTWOOD TIMBERCRAFT HOMES	1,633.11		
84. HOBBY LOBBY	13.99		
85. SHANE HORN	20.00		
86. HUBBARDS AUTO CENTER	391.61		
87. HUDSON BRICK YARD INC	330.00		
88. HURON LIME INC.	2,750.19		
89. I C M A VANTAGE POINT	6,122.09		
90. I.T. RIGHT	6,948.00		
91. ICMA RETIREMENT CORPORATION	198.78		
92. IDEARC MEDIA CORP.	22.75		
93. IMAGE GALLERY	156.00		
94. INDUSTRIAL MILL SUPPLY CORP	1,066.08		
95. INGRAM LIBRARY SERVICES	27.83		
96. JACKSON TRUCK SERVICE INC.	57.30		
97. JAMES DELIVERY SERVICE	190.00		
98. JGM VALVE CORP	4,395.72		
99. JNET	29.96		
100. JONES & HENRY, ENGINEERS	11,572.23		
101. JONES FISH HATCHERIES, INC	2,921.35		
102. KEMIRA WATER SOLUTIONS INC	4,771.20		
103. ADOLPH KIEFER & ASSOCIATES	228.62		
104. KIMBALL MIDWEST	757.86		
105. KONICA MINOLTA- ALBIN	47.15		
106. KROLL	199.08		
107. L.E.A. DATA TECHNOLOGIES	30.00		
108. LANSING SANITARY SUPPLY INC	794.60		
109. LARRY'S MUFFLER	15.00		
110. LEGACY PRINTING	4,361.13		
111. LENAWEE COUNTRY CLUB	800.16		
112. LENAWEE COUNTY LIBRARY	3.75		
113. LENAWEE COUNTY PRINTER	159.00		
114. LENAWEE COUNTY REGISTER OF D	34.00		
115. LENAWEE INTERMEDIATE SCHOOL	8,092.14		
116. LENAWEE TIRE & SUPPLY CO	1,453.65		
117. DUSTIN LENT	1,499.00		
118. LEXIS NEXIS RM INC	150.00		
119. LEXIS-NEXIS MATTHEW BENDER	832.00		
120. LONG'S SMALL ENGINE SERVICE	14.96		
121. LOWE'S CREDIT SERVICES	4,064.32		
122. CHARTER TOWNSHIP OF MADISON	55,187.00		
123. MANPOWER OF LANSING MI INC.	962.88		
124. GARY MCDOWELL	20.00		
125. MCGOWAN ELECTRIC SUPPLY INC	80.75		
126. BEN MEADOWS COMPANY	34.56		
127. MEIJER, INC	361.38		
128. METROPOLITAN UNIFORM CO	345.47		
129. MICHIGAN AMATEUR SOFTBALL	5,707.30		
130. MICHIGAN ASSOC OF MAYORS	150.00		
131. MICHIGAN PIPE & VALVE INC	1,010.00		
132. MICHIGAN POLICE EQUIP. CO	211.00		
133. MICHIGAN REC & PARK ASSOC	75.00		
134. STATE OF MICHIGAN	3,183.85		
135. MICHIGAN STATE POLICE	825.00		
136. MICHIGAN WATERWORKS INC	23,500.00		
137. MIDWEST TAPE	269.28		
138. MONROE PLUMBING & HEATING	8,960.04		
139. MUGS N' MORE IMAGING	2,310.74		
140. MUNICIPAL EMPLOYEES' RETIRE	93,412.56		
141. NAPA AUTO & TRUCK PARTS	853.90		
142. NASCAR SCENE	62.50		
143. NORTHWEST POOLS, INC.	5,743.79		
144. OMNIGRAPHICS INC.	150.22		
145. PAPA JOHN'S PIZZA	192.00		
146. PARAGON LABORATORIES INC	195.00		
147. PAULA L TRENTMAN	21.95		
148. PEERLESS SUPPLY INC	826.13		
149. PERFECTOR SCIENTIFIC	691.68		
150. PET'S SUPPLIES PLUS	72.94		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. PIPELINE PIGGING PRODUCTS IN	487.10		
152. POLK CITY DIRECTORIES	2,268.00		
153. PR STORE	411.00		
154. PRECAST CONCRETE PRODUCTS	610.00		
155. GLENN PRESTON	20.00		
156. PSI INC	1,475.00		
157. QUICK SERVICE TRANSPORTATION	5,703.79		
158. QUILL CORPORATION	1,437.63		
159. RADIO SHACK CORP.	31.79		
160. RECORDED BOOKS LLC.	99.00		
161. TIM RITCHIE	20.00		
162. S.L.C. METER SERVICE INC	11,094.01		
163. SAFETY SYSTEMS INC.	111.00		
164. SCIENTIFIC METHODS INC	760.00		
165. SEED SOLUTIONS	523.60		
166. SERVICE ELECTRIC CO OF ADRIA	4,842.50		
167. SIGN LANGUAGE SIGNS, INC.	700.00		
168. SIRCHIE FINGER PRINT LABORAT	101.01		
169. SLUSARSKI EXCAVATING & PAVIN	4,910.00		
170. SPENCER MANUFACTURING INC.	37,337.00		
171. STEVENSON LUMBER, INC.	1,654.42		
172. JEFFREY A. STICKNEY, DO,PC	303.00		
173. SUPER LAUNDROMAT &	43.50		
174. TDS SECURITY	425.25		
175. TETRA TECH MPS	2,763.63		
176. THOMAS SCIENTIFIC	593.78		
177. TIME EMERGENCY EQUIPMENT INC	5,755.02		
178. TOLEDO SPRING SERVICE, INC.	1,290.30		
179. TRACTOR SUPPLY COMPANY	63.58		
180. TTB CLEANING LLC	125.00		
181. TURFGRASS INC.	739.19		
182. U.S. TOY CO, INC	110.85		
183. ULOTH FARMS & GREENHOUSE	4,513.50		
184. UNDERWOOD'S NURSERY LLC	200.00		
185. UNIQUE MANAGEMENT SERVICES I	44.75		
186. UNITED PARCEL SERVICE	26.99		
187. UNITED STATES PLASTIC CORP	29.39		
188. URS CORPORATION	1,018.38		
189. USA BLUEBOOK	648.51		
190. VAN BRUNT TRANSPORT INC	20,817.22		
191. VERMONT SYSTEMS INC.	1,380.00		
192. WATER ENVIRONMENT FED.	87.00		
193. WEED MAN	137.50		
194. HOYT E. WHELAN CO.	1,250.69		
195. WOLF CREEK GOLF CLUB	326.00		
196. WOODLANDS LIBRARY COOPERATIV	3,605.49		
197. ZEMLO, INC	350.00		
198. ZEP MANUFACTURING CO	953.15		
<b>**TOTAL ALL CLAIMS**</b>	<b>1,138,573.75</b>		

# CONSENT AGENDA

CR-1



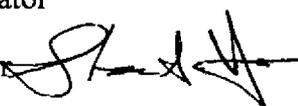
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## MEMORANDUM – UTILITIES DEPARTMENT

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DATE: June 10, 2008

TO: Dane C. Nelson, City Administrator

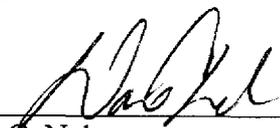
FROM: Shane A. Horn, Utilities Director 

SUBJECT: Annual Bid for Treatment Chemicals at Water and Wastewater Plants

---

I concur with the recommendation of the Utilities Director to award the annual bid for treatment chemicals for the Water and Wastewater Plants for the items and prices as listed in the attached bid tabulation.

Sixteen firms responded to the offer to bid, with eight successful bidders. There are sufficient funds in the respective department's budget for this expense.

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

DCN:bjw

Sealed bids were received at the purchasing office on May 15, 2008 for the annual purchase of treatment chemicals at the water and wastewater plant. Attached are memos from Tim Ritchie, Water Plant Superintendent, and Ken Wesley, Wastewater Plant Superintendent with a recommendation of award. I respectfully recommend that we accept the bids for treatment chemicals using the low bidder in each case. We have seen a sharp increase in chemical costs and have made provisions in our O&M budget for this increase.

cc: Jeff Pardee, Finance Director  
Tim Ritchie, Water Plant Superintendent  
Ken Wesley, Wastewater Plant Superintendent

Mr. Shane Horn

June 10, 2008

Utilities Director

I would like to recommend we accept the bids for the following chemicals needed for treatment at our Water Plant:

Carus Corp: Liquid Sodium Permanganate @ \$0.68 per lb, increase of \$0.10 or 17%

Carus Phosphates: Liquid Phosphate @ \$0.81 per lb, increase of \$0.475 or 122%

Jones Chemical: Sodium Hypochlorite @ \$0.079 per lb, increase of \$0.017 or 26%

Lucier Chemical: Fluorosilicic Acid @ \$0.3325 per lb, increase of \$0.139 or 72%

Huron Lime: Quick Pebble Lime @ \$121.45 per ton, increase of \$5.75 or 5%

Kemira Water: Ferric Sulfate @ \$0.1695 per lb, increase of \$0.0645 or 61%

Continental Carbonic: Liquid Carbon Dioxide @ \$0.037/lb, new chemical this year

Unfortunately, we have seen a sharp increase in our chemical bids this year and that seems to be the current trend in the economical markets. We are striving to find new ways to stream line our processes and with the Westside Well Field project hope to improve upon the usage of the chemicals needed to treat our water to the high standards we are accustomed to.

Timothy W Ritchie

Water Plant Superintendent

## DEPARTMENTAL CORRESPONDENCE

Date: 6/11/2008

Subject: Ferric Chloride Annual Bid

To: Shane Horn

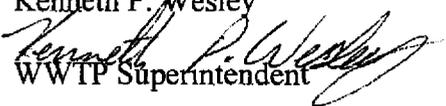
Dept.: Utilities

From: Kenneth P. Wesley

Dept.: Wastewater Plant

After reviewing the annual bids received for Ferric Chloride, I recommend that the bid be awarded to PVS Technologies of Detroit, MI as they are the low bidder for the amount of \$0.238 per dry pound. We have used PVS Technologies in the past and their product and service has always met our standards.

Kenneth P. Wesley

  
WWTP Superintendent

CITY OF ADRIAN, MICHIGAN  
ANNUAL CHEMICALS  
DUE DATE: MAY 15, 2008

	Ferric Sulfate Liquid	Quick Pebble Lime	Fluorosilicic Acid	Powdered Activated Carbon	Sodium Hypochlorite	Liq. Sodium Permanganate	Phosphate- Liquid	Carbon Dioxide	Ferric Chloride
Western Lime West Bend, WI		\$ 123.00 ton							
Alexander Chem Downers Grove IL			\$0.45 lb Min 20,000 lb ship	\$0.89 lb. Min 10,000 lb ship	\$0.099 lb. Min 4500 gal ship				
Applied Special. Avon Lake, OH						\$0.797 lb.			
Carus Corp Peru, IL						\$0.68 lb			
Carmeuse Lime Pittsburgh, PA		\$ 128.82 ton							
Jones Chemicals Riverview, MI					\$0.079 wet lb.				
KA Steel Chem Lemont IL					\$0.0895 lb				
General Chem Parsippany, NJ	\$0.25 lb.								
Kemira Water Lawrence KS	\$0.1695 Per lb.solution								\$ 0.2439 dry lb.
Carus Phosphates Belmont, NC							\$0.81 lb		
PVS Nolwood Detroit, MI			\$0.445 lb.		\$0.99 gal				
Solvay Fluorides Houston, TX			\$0.4570 lb. Min 20,000 lb ship						
PVS Technology Detroit, MI									\$0.238 dry lb.



CITY OF ADRIAN, MICHIGAN  
 CHEMICALS  
 DUE DATE: JUNE 3, 2008

BIDDER	Powered Activated Carbon	Carbon Dioxide
Continental Carbonic Decatur, IL		\$ 0.037 per lb.
Alexander Chemical Downers Grove, IL	\$ 0.95 per lb. 5 ton minimum delivery	
Air Liquide Industrial Countryside, IL		\$ .0855 per lb. \$100.00 per delivery
Linde Inc Murray Hill, NJ		\$ 0.05 per lb.

**CR08-042**

June 16, 2008

**RE: WATER & WASTEWATER DIVISIONS – Annual Chemical Bid**

**RESOLUTION**

WHEREAS, sealed bids were received May 15, 2008 for the annual treatment chemical requirements for the Water and Waste Treatment Plants; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the annual bid for treatment chemicals be awarded to the successful bidders for the items and prices as listed in the bid tabulation and under the terms and conditions as specified and as proposed in their sealed bids dated May 15, 2008.

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

CR-2

## Adrian Fire Department



# Memorandum

**To:** Mayor Gary McDowell, Adrian City Commission  
**From:** Paul G. Trinka  
**CC:** City Administrator Dane Nelson, Cindy Prue, Jeff Pardee  
**Date:** June 11, 2008  
**Re:** Uniform Bid

---

I concur with the recommendation of the Fire Chief to award the annual bid for uniforms to North Eastern Uniform of Saline, MI for uniform components and to Stitch Wizard of Tecumseh, MI for t- shirts, sweatshirts and polo shirts for the prices listed in the bid tabulation.

Five firms responded to the offer to bid. There are sufficient funds budgeted for this annual expense.

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

DCN:bjw

The Fire Department solicited bids for station uniforms. Vendors bid on all or part of the specification. The specifications were written for Elbeco uniform shirts and trousers and a t-shirt, sweatshirt and polo shirt as part of the package. The Elbeco line is a mid-grade uniform supplier.

Due to varying quantities from year to year it is difficult to predict an exact amount for the bid. Reviewing the submissions I would recommend the bid from North Eastern Uniform (Elbeco) from Saline, Michigan for the uniform components and Stitch Wizard of Tecumseh for the tee shirts, sweatshirts and polo shirts.

CITY OF ADRIAN, MICHIGAN  
 FIRE UNIFORMS  
 DUE DATE: JUNE 3, 2008

ITEM	North Eastern Uniform	Metropolitan Uniform	Superior Uniform Sales	Nye Uniform	Stitch Wizard
Uniform Shirt – LS	\$ 30.50	\$31.25	\$32.00	\$35.50	
Uniform Shirt – SS	\$ 27.50	\$27.25	\$28.00	\$33.50	
Work Uniform Trouser	\$ 39.95	\$39.50	\$45.25	\$52.50	
Work Uniform Trouser – Alt.			\$33.75	\$39.99	
EMS Trousers	\$ 39.50	\$39.50	\$44.25	\$52.50	
EMS Trousers – Opt.	\$ 47.50	\$59.50	\$69.50	\$34.50	
EMS Cargo Pants	\$ 36.50	\$47.50	\$57.00	\$53.99	
EMS Shorts	\$ 19.95	\$21.50	\$19.50	\$26.50	
Coveralls	\$ 25.00	\$24.50	\$25.75	\$31.50	
Uniform Jacket #1	Disc.	\$69.99	N/A	\$99.99	
Uniform Jacket #2	\$ 85.00	\$99.00	N/A	\$99.99	
Uniform Jacket #3	\$ 89.00	\$109.00	\$94.00	\$109.99	
Tee Shirts	\$ 12.00	\$9.00	No Bid	\$14.00	\$8.00*
Sweatshirts	\$ 21.00	\$14.50	No Bid	\$21.00	\$18.00**
EMS Jackets	\$ 229.00	\$189.00	\$112.50	\$289.50	
Sweaters	\$ 35.75	\$39.50	\$30.00	\$39.50	
Turtleneck Shirts	\$ 21.00	\$19.00	\$24.00	\$27.50	
Golf Shirts	\$ 23.50	\$15.00	No Bid	\$18.00	\$19.00 **
Uniform Tie – Clip On	\$ 3.50	\$3.99	\$5.00	\$4.49	
Uniform Tie – Regular	\$ 3.50	\$4.99	\$4.50	\$4.49	
Uniform Belt- Hidden Buckle	\$ 13.50	\$17.50	\$13.75	\$17.50	
Uniform Belt- Velcro Tipped	\$ 13.50	\$17.50	\$21.50	\$19.50	
Uniform Hat	\$ 39.50	\$29.99	\$53.25	\$54.50	
			See chart for upcharges		*Add \$1.00 for upcharge **Add \$2.00 for upcharge

**CR08-043**

June 16, 2008

**RE: FIRE DEPARTMENT – Annual Uniform Bid**

**RESOLUTION**

WHEREAS, sealed bids were received June 3, 2008, for the annual uniform requirements for the Fire Department; and

WHEREAS, said bids have been tabulated and recommendations made by Paul Trinko, Fire Chief, and the City Administrator; and

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for Fire Department uniforms be awarded to North Eastern Uniform from Saline, MI, for the items and prices as listed in their bid tabulation and under the terms and conditions as specified and as proposed in their sealed bid dated June 3, 2008.

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

CR-3

## MEMO

**To:** Dane C. Nelson, City Administrator  
**From:** Mark K. Gasche, Parks & Recreation Director  
**Date:** June 10, 2008  
**Re:** Bid Recommendation - T-Shirts

I concur with the recommendation of the Parks & Recreation Director to award the annual bid for t-shirts and sweatshirts to Red Paint Printing of Adrian, MI, for the items and prices as listed in the bid tabulation. Red Paint was the second lowest bidder on two items, but had a shorter delivery time.

I urge your favorable consideration authorizing the annual purchase of t-shirts and sweatshirts for various Parks and Recreation programs to Red Paint Printing of Adrian, MI. There are sufficient funds in the various recreation supply accounts for this purchase.

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

DCN:bjw

Sealed bids were received and opened at 2:00 p.m. E.D.T. on Thursday, June 5, 2008 at the Purchasing Office for the annual purchase of T-Shirts and Sweatshirts for various programs within the Parks and Recreation Department. Thirteen (13) vendors were invited to bid, with six (6) responding. The bid tabulation is attached.

Red Paint Printing is the low bidder with four of the five styles of shirts and printing, including the dark t-shirts with 2-color printing, which makes up approximately 75% of the shirts we order during a year. Red Paint Printing also has the second low bid in the fifth category and they have the shortest delivery time. They are also a local company.

After review with the staff it is my recommendation that the bid for T-Shirts and Sweatshirts be awarded to Red Paint Printing of Adrian, Michigan at the unit prices stated in their bid. Funds for this purchase are budgeted in various Recreation supply accounts.

CITY OF ADRIAN, MICHIGAN  
RECREATION T-SHIRTS  
DUE DATE: JUNE 5, 2008

ITEM	Red Paint Printing Adrian, MI	Inline Promotion Lansing, MI	Mugs n' More Adrian, MI	Adrian Creative Frame Adrian, MI	Pro Med Uniform Adrian, MI	Saline Sports Shack Saline, MI
<b>T-Shirts:</b>						
1-color, 1 location	Light: \$3.75 Dark: \$4.00	\$4.20	\$4.40	\$4.50	\$4.75	12 pcs: \$7.25 13-49 pcs: \$6.75 50-99 pcs: \$6.25 100+ pcs: \$5.50
2-color, 1 location	Light: \$4.00 Dark: \$4.25	\$4.80	\$5.30	\$5.50	\$6.00	Add \$3.00
2-color, 2 locations	Light: \$4.75 Dark: \$5.00	\$6.70	\$7.60	\$6.00	\$7.50	Add \$3.00
2-color, name/# on back	Light: \$7.75 Dark: \$8.00	\$7.40	\$8.80	\$11.50	\$9.00	Add \$5.00
Upcharge for XXL or XXXL	XXL - \$1.50 XXXL - \$2.50	\$2.00	\$1.50	\$1.00	\$1.50	XXL: \$1.00 XXXL: \$2.00
Add'l cost for long sleeve	\$1.75	\$2.00	\$3.00	\$1.25	\$1.50	\$3.00
Add'l cost per cut off shirt	\$1.75	\$1.00	\$2.50		\$.75	\$2.00
Minimum order	12	12	18	10	6	
<b>Sweatshirts:</b>						
Per sweatshirt	\$12.00	\$14.00	\$12.00	\$18.00	\$14.50	\$18.00
Minimum order	12	12	1	6	First order: 12 Add'l orders: 4	6
Upcharge for XXL or XXXL	XXL - \$1.50 XXXL - \$2.50	\$2.50	\$2.00	\$3.00	\$1.50	
Delivery	7 business days	7-10 business days	10 business days	10 business days	10 business days	10 day from art approval

**CR08-044**

June 16, 2008

**RE: PARKS & RECREATION – Annual T-Shirt and Sweatshirt**

**RESOLUTION**

WHEREAS, sealed bids were received June 5, 2008, for the annual purchase of t-shirts and sweatshirts for various Parks & Recreation programs; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the annual bid for t-shirts and sweatshirts for various Parks and Recreation programs be awarded to Red Paint Printing of Adrian, MI, for the items and prices as listed in the bid tabulation and under the terms and conditions as specified and as proposed in their sealed bid dated June 5, 2008.

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

CR-4

**TO:** Dane C. Nelson, City Administrator  
**FROM:** Mark K. Gasche, Parks and Recreation Director  
**DATE:** June 9, 2008  
**SUBJECT:** Bid Recommendation – Purchase of TimberSil Lumber – Trestle Park

I concur with the recommendation of the Parks & Recreation Director to award the bid for TimberSil lumber to Stevenson Lumber of Adrian, MI, for the items and prices as listed in the bid tabulation below. This lumber will be used to replace decking at various locations in Trestle Park.

Two vendors responded to the offer to bid. Funds are available in the Fee Estate Capital Improvement account for this expense.

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

DCN:bjw

Sealed bids were received on Thursday, May 29, 2008 for the purchase of TimberSil lumber to replace the decking at various locations on the wood decked areas in Trestle Park. Eleven vendors were invited to bid, with two vendors responding as follows:

ITEM	Stevenson Lumber Adrian, MI	Lowe's of Adrian Adrian, MI
3"x8" x8' TimberSIL Wood 400LF	\$ 4.80 LF \$ 4,800	\$ 5.00 LF \$ 2,000.00
3"x12"x8'16' TimberSIL Wood 2,000 LF	\$ 7.20 LF \$ 14,400.00	\$ 7.55 LF \$ 15,100.00
2"x8"x8' TimberSIL Wood 560 LF	\$ 2.85 LF \$ 1,596.00	\$ 2.90 LF \$ 1,624.00
6"x6"x8' TimberSIL Wood 800 LF	\$ 6.25 LF \$5,000.00	\$ 6.60 LF \$ 5,280.00
Delivery	33 days	28 – 42 days
<b>TOTAL</b>	<b>\$ 22,916.00</b>	<b>\$ 24,004.00</b>

After review with staff it is my recommendation that the bid be awarded to Stevenson Lumber, Adrian, MI as the low bidder in the amount of \$22,916.00. Funds for this purchase are budgeted in the Fee Estate Capital Improvement Budget.

**CR08-045**

June 16, 2008

**RE: PARKS & RECREATION – Wood Decking for Areas in Trestle Park**

**RESOLUTION**

WHEREAS, sealed bids were received May 29, 2008, for the purchase of TimberSil lumber for decking at various locations in Trestle Park; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the bid for TimberSil lumber be awarded to Stevenson Lumber of Adrian, MI, for the prices and items as listed in their bid tabulation and under the terms and conditions as specified and as proposed in their sealed bid dated June 16, 2008.

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

CR-5

**TO:** Dane C. Nelson, City Administrator  
**FROM:** Mark K. Gasche, Parks and Recreation Director  
**DATE:** June 9, 2008  
**SUBJECT:** Bid Recommendation – Ball Field Rake

I concur with the recommendation of the Parks & Recreation Director to award the bid for a Toro ball field rake to Century Equipment of Toledo, OH, in the amount of \$10,194.04. This will replace a ten year old ball field rake that is currently being used.

Four firms responded to the offer to bid. There are sufficient funds budgeted in the 2007-08 FY Parks General Capital Equipment account for this purchase.

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

DCN:bjw

Sealed Bids were received on Tuesday, May 29, 2008 for the purchase of one ball field rake to be used by the Parks and Forestry Division. Fourteen vendors were invited to bid, with four responding as follows:

BIDDER	AMOUNT	MAKE	DELIVERY
WF Miller Novi, MI	\$ 14,688.30	Smithco Superstar 42-001D	30 days
WF Miller Novi, MI	\$ 14,503.00	Smithco Superstar Electric #8440	30 days
Century Equipment Toledo, OH	\$ 10,194.04	Toro Infield Pro 2020	21 days
Century Equipment Toledo, OH	\$ 16,252.78	Toro Infield Pro 3040	21 days
Weingartz Golf & Turf Farmington Hills, MI	\$ 10,428.80	JD 1200A	14 days
Newstripe Inc Aurora, CO	No Bid		

After review with staff it is my recommendation that the bid be awarded to the low bidder, Century Equipment, of Toledo, Ohio, for the purchase of one ball field rake in the amount of \$10,194.04. This ball field rake is replacing a 1998 unit. The engine in it was replaced six years ago and it has 9,885 hours of operation on it. It was scheduled for replacement in 2005. This purchase was budgeted for in the 2007-08 FY Parks General Capital Equipment account.

**CR08-046**

June 16, 2008

**RE: PARKS & RECREATION – Ball Field Grooming Rake**

**RESOLUTION**

WHEREAS, sealed bids were received May 29, 2008, for the purchase of a ball field grooming rake for use by the Parks and Forestry Division; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the bid for a ball field grooming rake be awarded to Century Equipment of Toledo, OH, in the amount of \$10,194.04 under the terms and conditions as specified and as proposed in their sealed bid dated May 29, 2008.

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

CR-6

# Memo

**TO:** Dane C. Nelson, City Administrator  
**FROM:** Mark K. Gasche, Parks and Recreation Director  
**DATE:** June 10, 2008  
**SUBJECT:** Purchase Recommendation – Maintenance Cart for Parks and Forestry Division

I concur with the recommendation of the Parks & Recreation Director to purchase a John Deere 4 x 4 Gator utility cart through the State bid program from Dexter's, Inc. of Adrian, MI at a cost of \$11,751. Other equipment and vendors were priced, and the John Deere (State bid pricing) was the lowest. This cart will replace the 1993 Gator currently used by Parks & Forestry.

I urge your favorable consideration authorizing this purchase from Dexter's, Inc. through the State bid program at a cost of \$11,751.

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

DCN:bjw

I am requesting permission to purchase a replacement maintenance cart for use in the Parks and Forestry Division through the State Bid Program. This utility cart, a John Deere 4X4 HPX Diesel Gator, is budgeted for in the Parks General Capital Equipment account. The State Bid Program enables local units of government to purchase various pieces of equipment through the state bid process at a savings to the local unit. Staff did compare prices of other utility carts, i.e. Jacobsen (state bid) and Kubota (vendor price), and found the John Deere price to be the lowest.

It should also be noted that both the Parks and Forestry and the Cemetery Division have John Deere Gators and have been satisfied with their overall performance. This particular piece of equipment will be replacing another John Deere Gator that has been in service since 1993. Staff requests authorization to purchase the above equipment through Dexter's, Inc, of Adrian, Michigan in the amount of \$11,751.

Thank you for your consideration.

Equipment Name : John Deere GATOR HPX 4X4 DIESEL  
 Serial Number :

Equipment Quantity: 1

Code	Description	Quantity	Price (\$)
9901M	Gator HPX 4X4 Diesel High Performance Series Utility Vehicle <i>21HP</i>	1	9,999.00
1001	High-Performance All-Terrain (HPAT) Tires	1	182.00
2001	Deluxe Cab Frame	1	1,032.00
3020	Less Deluxe Property Care Package for Deluxe Cab Frame	1	0.00
4010	Less OPS Rear Screen	1	0.00
5010	Less Front Receiver Hitch	1	0.00
6010	Less Heavy Duty Brush Guard	1	0.00
VGB10505	Electrical Kit	1	79.00
BM22431	Glass Door Kit	1	2,175.00
BM22477	Glass Windshield Kit	1	755.00
VGB10548	Heater Fitting Kit (Diesel Engine)	1	19.00
BM22548	Water Heater Kit	1	<del>949.00</del>
VGB10544	Heavy Duty Front Strut	1	209.00
	Freight		200.00
	<b>Subtotal</b>		<b>15,599.00</b>
	<b>DISCOUNT</b>		<b>2,899.00</b>
	<b>Total</b>		<b>12,700.00</b>

*11,751.00*

Equipment Name : John Deere Standard-Duty 72 In. Front Blade (For Traditional Series, HPX/XUV and M-Gator A1 Utility Vehicles)

Serial Number :

Equipment Quantity: 1

Code	Description	Quantity	Price (\$)
8014M	Standard-Duty 72 In. Front Blade (For Traditional Series, HPX/XUV and M-Gator A1 Utility Vehicles)	1	569.00
1000	Implement Lift Frame Kit	1	461.00
2000	Hydraulic Implement Lift Kit	1	761.00
	<b>Subtotal</b>		<b>1,791.00</b>
	<b>DISCOUNT</b>		<b>141.00</b>
	<b>Total</b>		<b>1,650.00</b>

<b>Total</b>	
<b>Equipment</b>	\$ 14,350.00
<b>Subtotal</b>	\$ 14,350.00
	\$ 0.00
	\$ 0.00
	\$ 0.00
<b>Total</b>	\$ 14,350.00
<b>Balance Due</b>	\$ 14,350.00

**CR08-047**

June 16, 2008

**RE: PARKS & FORESTRY DIVISION – 4 x 4 Gator Maintenance Cart**

**RESOLUTION**

WHEREAS, quotes were solicited and received for a maintenance cart for use by the Parks & Forestry Division; and

WHEREAS, Dexter's, Inc. of Adrian, MI, submitted a quote for a John Deere 4 x 4 Gator through the State bid program at a cost of \$11,751; and

WHEREAS, the Parks & Recreation Director and City Administrator feel it is in the best interest of the City of Adrian that the maintenance cart be purchased from Dexter's through the State bid program; and

WHEREAS, the City Commission has given careful consideration to the purchase of the Gator maintenance cart

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commisison does hereby approve the purchase of a Gator 4 x 4 maintenance cart through the State bid program from Dexter's, Inc., of Adrian, MI, in the amount of \$11,751 under the terms and conditions as submitted in their quote.

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

REGULAR

AGENDA



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

Adrian Public Library

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

**June 11, 2008**

**To: Honorable Mayor Gary McDowell and City Commission**  
**From: Carol Souchock, Adrian Public Library Director**  
**cc: Dane Nelson, City Administrator and Jeff Pardee, Finance Director**  
**Re: Adrian Public Library Electrical Upgrade - Phase Two**

---

The City of Adrian recently completed the bid process for Phase Two of Adrian Public Library's electrical upgrade and the associated electrical work required in Library Square for the new City Complex. Phase Two of the electrical upgrade involves implementation of the service designed in Phase One by Service Electric. The lowest bid received during the bid process for Phase Two was from Clegg Electric for \$110,575.00.

I request permission from the City Commission to award this bid to Clegg Electric. The attached resolution has been prepared for consideration by the City Commission at their meeting of June 16, 2008.

The electrical upgrade is expected to be completed by August 11, 2008 when renovation on the Maumee side of the building will start. The electrical upgrade must be completed before renovation can start because the electrical service to the main floor of the library is currently located in the renovated area.

Phase Two includes replacing and relocating these panels to the lower level of the library; replacing other electrical panels, including the main distribution panel, conduit and wiring; relocating all external library equipment to a location in Library Square; attaching library equipment to the Consumers Energy equipment; underground building entry; excavation; removal of all abandoned panels, conduit and wiring; and placing all of the library's exterior electrical, phone and cable lines underground. Phase Two will also provide the conduit for the new police station's electrical service and facilitate the transfer of the future City Hall's electrical service to the new pole Consumers Energy will be placing in Library Square and the elimination of three electrical poles.

The following known obstacles in Library Square have been acknowledged by Clegg Electric:

- Various storm lines at 2, 3, 4, & 6 feet
- Sanitary at 6 feet
- Power at 3 feet at various locations
- Power at unknown depths
- The footer on the stairs is at 6 feet
- The footer at the black blocks near the library entrance is 8 feet deep
- There is a possibility of a thickened area under the library entrance between the two black blocks
- Under the brick area is sand and then approximately 4 inches of concrete
- The concrete ribbons that frame the brick area run approximately 24 inches deep
- Sprinkler system
- Ground lighting and pole power
- Fiber for data/phone
- Telephone

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

CITY OF ADRIAN, MICHIGAN  
ADRIAN PUBLIC LIBRARY ELECTRICAL PHASE 2  
DUE DATE: JUNE 10, 2008

BIDDER	AMOUNT	DEDUCTS	TOTAL BASE
MB Electric Adrian, MI	\$ 118,850.00	\$ 6,000 (aluminum) \$ 8,000 value engineering	\$ 112,850.00
Clegg Electric Adrian, MI	\$ 121,275.00	\$ 10,700.00 (aluminum)	\$ 110,575.00
Service Electric Adrian, MI	\$ 122,500.00	\$ 8,800.00 (aluminum)	\$ 113,700.00

**RE: ADRIAN PUBLIC LIBRARY –Electrical Upgrade – Phase Two**

**RESOLUTION**

WHEREAS, the Adrian City Commission, by Resolution #R08-047 dated March 17, 2008, authorized the engagement of Service Electric Company, Adrian, MI in the City's Standard Professional Services Contract for the purpose of designing electrical upgrades at the Adrian Public Library at a cost not to exceed \$5,960 (subsequently amended for Change Order #1, increasing the authorized expenditure level to \$7,460); and

WHEREAS, based on the aforementioned design specifications, the City of Adrian Purchasing Office solicited and received the following bids on June 10, 2008:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
Clegg Electric	Adrian, MI	\$110,575
MB Electric	Adrian, MI	\$112,850
Service Electric	Adrian, MI	\$113,700; and

WHEREAS, Phase Two includes replacing and relocating these panels to the lower level of the library; replacing other electrical panels, including the main distribution panel, conduit and wiring; relocating all external library equipment to a location in Library Square; attaching library equipment to the Consumers Energy equipment; underground building entry; excavation; removal of all abandoned panels, conduit and wiring; and placing all of the library's exterior electrical, phone and cable lines underground. Phase Two will also provide the conduit for the new police station's electrical service and facilitate the transfer of the future City Hall's electrical service to the new pole Consumers Energy will be placing in Library Square and the elimination of three electrical poles; and

WHEREAS, the following known obstacles in Library Square have been acknowledged by Clegg Electric:

- Various storm lines at 2, 3, 4, & 6 feet
- Sanitary at 6 feet
- Power at 3 feet at various locations
- Power at unknown depths
- The footer on the stairs is at 6 feet
- The footer at the black blocks near the library entrance is 8 feet deep
- There is a possibility of a thickened area under the library entrance between the two black blocks
- Under the brick area is sand and then approximately 4 inches of concrete
- The concrete ribbons that frame the brick area run approximately 24 inches deep
- Sprinkler system
- Ground lighting and pole power
- Fiber for data/phone
- Telephone

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

WHEREAS, the Library Director and City Administrator recommend acceptance of the low bid, engagement of Clegg Electric, Adrian, MI, in the City's Standard Professional Services Contract, and authorization of the appropriate budget amendments; and

WHEREAS, Clegg Electric is owned by Michael Clegg, City Commissioner for the City of Adrian; and

WHEREAS, the City Charter requires unanimous City Commission approval for services obtained through an officer of the city.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby accepts the low bid to perform Adrian Public Library Electrical Upgrade – Phase Two and the engagement of Clegg Electric, Adrian, MI. in the City's Standard Professional Services Contract at a cost not to exceed \$110,575.

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

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## MEMORANDUM – UTILITIES DEPARTMENT

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DATE: June 10, 2008  
TO: Dane C. Nelson, City Administrator  
FROM: Shane A. Horn, Utilities Director   
SUBJECT: Annual Bid for Ductile Iron Pipe and Fittings

---

I concur with the recommendation of the Utilities Director to award the bid for the purchase of ductile iron pipe and fittings to HD Supply of Ypsilanti, MI. The low bidder for fittings, Etna Supply, would only guarantee their prices for 30 days. I, further, recommend that all valves and tapping sleeves be awarded to East Jordan Iron Works of Oak Park, MI.

This is an annual bid and funds were budgeted for this expense. I urge your favorable consideration authorizing this annual purchase for the items and prices as listed in the bid tabulation.

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

DCN:bjw

Sealed bids were received at the purchasing office on May 13, 2008 for the annual purchase of ductile iron pipe and fittings. Attached is a memo from Steve Eberle, O&M Superintendent with a recommendation of award. I respectfully recommend that all ductile iron pipe and fittings be awarded to HD Supply of Ypsilanti, MI. HD Supply was the low bidder for the pipe material and the second low bidder on the fittings. The low bidder for fittings was Etna Supply of Grand Rapids, however they would only hold prices for 30 days. I also recommend that all valves and tapping sleeves be awarded to East Jordan Iron Works of Oak Park, MI. East Jordan was the low bidder for these items.

cc: Jeff Pardee, Finance Director  
Steve Eberle, O&M Superintendent



## Utilities Department Operations & Maintenance

### MEMORANDUM

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Date: June 10, 2008  
To: Shane Horn, Utilities Director  
From: Steve Eberle, Superintendent of O&M  
Subject: Ductile pipe and fittings

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On May 13, 2008 the City of Adrian Utilities Department took sealed bids for ductile iron pipe and fittings for the 2008-2009 fiscal year annual bids. Three suppliers submitted bids; HD Supply, from Ypsilanti, MI; East Jordan Iron Works from Oak Park, MI; and Etna Supply from Grand Rapids, MI. After review of all bids and with the current fluctuation of raw materials to produce these items and I would like to make the following recommendations:

All ductile iron pipe and fittings be awarded to HD Supply of Ypsilanti, MI. they were the second lowest bid for these items. Etna Supply was the low bid.

All valves and tapping sleeves are awarded to East Jordan Iron Works of Oak Park, MI. they were low bid for these items and guarantee their pricing on all items bid for the 2008-2009 fiscal year.

Let it be noted that Etna Supply would only hold bid prices for 30 days.

CITY OF ADRIAN, MICHIGAN  
D.I. PIPE & FITTINGS  
DUE DATE: MAY 13, 2008

ITEM	HD Supply Ypsilanti, MI	East Jordan Iron Oak Park, MI	Etna Supply Grand Rapids, MI
<b>Pipe:</b>			
4" Class 52 DI	\$ 13.38 ft	\$ 16.10	\$ 13.80
6" Class 52 DI	\$ 14.00 ft	\$ 18.47	\$ 15.82
8" Class 52 DI	\$ 19.29 ft	\$ 25.16	\$ 21.55
Manufacturer:	Clow		American Pipe
<b>MJ DI Fittings w/hdwr</b>			
6"x18" Anchor Coup	\$ 146.58	\$ 157.30	\$ 114.76
6" Anchor 90deg. Bend	\$ 143.50	\$ 154.00	\$ 146.70
6" 45 deg. Bend	\$ 78.72	\$ 109.35	\$ 71.70
6" 90 deg. Bend	\$ 88.45	\$ 119.90	\$ 80.99
8" 45 deg. Bend	\$ 116.59	\$ 156.20	\$ 106.82
8" 90 deg. Bend	\$ 131.96	\$ 172.70	\$ 121.33
10" 45 deg. Bend	\$ 289.11	\$ 213.95	\$ 145.12
10" 90 deg. Bend	\$ 194.56	\$ 254.10	\$ 180.44
4" Retaining glands	\$ 16.84	\$ 19.40	\$ 19.33
6" retaining glands	\$ 19.82	\$ 22.83	\$ 23.33
8" retaining glands	\$ 30.23	\$ 34.83	\$ 33.52
10" retaining glands	\$ 44.74	\$ 51.55	\$ 48.47
4"x6" reducer	\$68.76	\$ 96.25	\$ 62.62
6"x8" reducer	\$ 88.18	\$ 122.65	\$ 80.31
8"x6" tee	\$ 164.92	\$ 220.55	\$ 144.67
6"x6" tee	\$ 123.97	\$ 170.50	\$ 113.12
8"x8" tee	\$ 178.98	\$ 238.70	\$ 164.11
Manufacturer:	Clow & EBAA		Tyler/Union
<b>MJ Valves w/hdwr</b>			
2" Wedge Gate Valve	N/A	\$ 155.96	\$ 159.34
4" Wedge Gate Valve	\$ 303.00	\$ 244.20	\$ 247.53
6" Wedge Gate Valve	\$ 382.00	\$ 307.47	\$ 316.11
8" Wedge Gate Valve	\$ 611.59	\$ 495.06	\$ 498.60
10" Wedge Gate Valve	\$ 951.53	\$ 772.01	\$ 697.99
12" Wedge Gate Valve	\$ 1,200.60	\$ 976.80	\$ 979.33
16" Wedge Gate Valve	\$ 4,001.40	\$ 3,274.50	\$ 3,502.71
Manufacturer:	EJIW		Waterous AFC
<b>MJ Tapping Valves</b>			
2" Wedge Gate Valve	N/A	\$ 160.40	N/A
4" Wedge Gate Valve	\$ 373.95	\$ 307.47	\$ 301.62
6" Wedge Gate Valve	\$ 527.85	\$ 434.01	\$ 425.76
8" Wedge Gate Valve	\$ 783.68	\$ 644.36	\$ 632.10
10" Wedge Gate Valve	\$ 1,191.38	\$ 979.58	\$ 952.78
Manufacturer	EJIW		
<b>Tapping Sleeve</b>			
6" x 4"	\$ 399.53	\$ 354.84	\$ 378.49
6" x 6"	\$ 428.03	\$ 365.60	\$ 405.49
8" x 4"	\$ 411.60	\$ 369.90	\$ 389.94
8" x 6"	\$ 446.12	\$ 400.00	\$ 422.63
10" x 4"	\$ 477.02	\$ 422.59	\$ 451.91

10" x 6"	\$ 516.50	\$ 456.99	\$ 489.32
10" x 8"	\$ 627.57	\$ 559.14	\$ 594.54
12" x 4"	\$ 532.40	\$ 477.42	\$ 504.38
12" x 6"	\$ 590.26	\$ 527.96	\$ 599.19
12" x 8"	\$ 740.56	\$ 663.44	\$ 701.58
Manufacturer:	Smith Blair		
Delivery	10 days	3 – 10 days	10 days

**R08-095**

June 16, 2008

**RE: WATER DISTRIBUTION – D.I. Pipe and Fittings**

**RESOLUTION**

WHEREAS, sealed bids were received May 13, 2008, for the annual purchase of ductile iron pipe and fittings; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the annual bid for ductile iron pipe and fittings be awarded to HD Supply of Ypsilanti, MI, and that valves and tapping sleeves be awarded to East Jordan Iron Works of Oak Park, MI for the items and prices as listed in the bid tabulation and under the terms and conditions as specified and as proposed in their sealed bid dated May 13, 2008.

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

R-3

**TO:** Dane C. Nelson, City Administrator  
**FROM:** Mark K. Gasche, Parks & Recreation Director  
**DATE:** June 9, 2008  
**SUBJECT:** Bid Recommendation – Island Park Restroom remodel and Concession & Storage Building construction

I concur with the recommendation of the Parks & Recreation Director to award the bid for remodeling a restroom at Island Park and construction of a concession stand/storage building to ACP of Lenawee, Clayton, MI, in the amount of \$129,850. This price includes an anticipated change order due to specification revisions made after our electrical inspector reviewed the final plans.

I urge your favorable consideration authorizing ACP of Lenawee to perform this work at a cost of \$129,850. Funds are available in the Recreation Capital Improvement account and the Crimp Savings account.

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

DCN:bjw

Sealed Bids were received on Thursday June 5, 2008 for the remodeling of the middle restrooms at Island Park as well as the construction of a replacement concession and storage building in the back of the park. Twenty-three contractors were invited to bid, with two responding as shown below.

Contractor	Base Bid	Bonds	Alternate #1 Enlarged Restroom Doors	New Concession & Storage Building (w/o plumbing fixtures)	Concession Building plumbing fixtures	All work except concession stand plumbing fixtures
ACP of Lenawee Clayton, MI	\$67,000	\$2,100	\$2,750	\$57,000	\$4,700	\$129,850
Rock Hard Concrete Adrian, MI	\$120,000	\$9,500	\$2,500	\$7,945	\$4,320	\$139,945

After review with staff, it is my recommendation the bid be awarded to the low bidder, ACP of Lenawee, of Clayton, MI in the amount of \$129,850. This cost would include the Base Bid, Bonds, Alternate #1 (enlarging the restroom doors), the new concession/storage building, and would cover change orders that we anticipate from revisions to the specifications from our electrical inspector after reviewing the plans. We will budget for the concession building fixtures in the future. The demolition of the existing building will be done in-house. Funds for this project are available in the Recreation Capital Improvement account and the Crimp Savings account.

**RE: DEPARTMENT OF PARKS & RECREATION – Authorization to Engage Contractor to Remodel Island Park Restrooms and Construct New Concession/Storage Building**

**RESOLUTION**

WHEREAS, based on architectural design specifications previously authorized by the City Commission, bids have been solicited and received for the remodeling of a restroom at Island Park and construction of a new concession/storage building, with the following results:

<u>Bidder</u>	<u>Location</u>	<u>Amount</u>
ACP of Lenawee	Clayton, MI	\$128,850
Rock Hard Concrete	Adrian, MI	\$139,945; and

WHEREAS, the Parks & Recreation Director recommends engagement of the low bidder, ACP of Lenawee, Adrian, MI at a cost of \$128,850; and

WHEREAS, the Parks & Recreation Director anticipates an additional cost of \$1,000 for change orders due to revisions resulting from the plan inspections; and

WHEREAS, the Finance Director indicates that funding for this project is available in the following accounts:

(101-691.00-975.000) General Fund – Recreation Capital Improvements	\$ 46,000
(101-904.00-975.000) General Fund – Park Capital Account	56,814
(101-910.00-953.697) General Fund – CRIMP Account	<u>27,036</u>
Total	\$129,850

WHEREAS, the Parks & Recreation Director and City Administrator recommend selection of the lowest qualified bidder and engagement of ACP of Lenawee, Clayton, MI in the City’s Standard Professional Services Contract.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of ACP of Lenawee, Clayton, MI in the City’s Standard Professional Services Contract for the remodeling of a restroom at Island Park and construction of a new concession/storage building at a cost not to exceed \$129,850.

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

# MISCELLANEOUS

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

ADRIAN D.A.R.T. PASSENGER RIDERSHIP REPORT FOR MAY 2008

WEEK END:	MAY 2	MAY 9	MAY 16	MAY 23	MAY 30	TOTAL
MONDAY	0	353	331	295	0	979
TUESDAY	0	333	320	336	317	1306
WEDNESDAY	0	347	316	300	308	1271
THURSDAY	331	345	361	328	307	1672
FRIDAY	382	315	370	333	329	1729
		1693	1698	1592	1261	6957

SERVICE DAYS	MAY 2008 (21)	MAY 2007 (22)	+/-	APR 2008 (22)
SENIORS	961	924	37	1003
HDCP SENIORS	1091	969	122	1080
HANDICAPPED	3210	3238	-28	3295
WHEELCHAIRS **	255	213	42	296
GENERAL	1695	1647	48	1757
	6957	6778	179	7135

JUNE	2006	6190	2007	6023	-3%
JULY	2006	5865	2007	5775	-2%
AUGUST	2006	6918	2007	6378	-8%
SEPTEMBER	2006	6328	2007	6071	-4%
OCTOBER	2006	7117	2007	7357	3%
NOVEMBER	2006	6597	2007	6718	2%
DECEMBER	2006	6610	2007	6171	-7%
JANUARY	2007	7633	2008	7616	0%
FEBRUARY	2007	6833	2008	7452	9%
MARCH	2007	7656	2008	7027	-8%
APRIL	2007	6705	2008	7135	6%
MAY	2007	6778	2008	6957	3%
		81230		80680	-1%

\*\* WHEELCHAIR TOTALS ARE INCLUDED IN HANDICAPPED PASSENGER TOTALS

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**DEPARTMENTAL REPORT**

**JUNE 16, 2008**

	<b>MAY 2008</b>	<b>APRIL 2008</b>	<b>MAY 2007</b>	<b>YEAR-TO-DATE 2008</b>	<b>YEAR-TO-DATE 2007</b>
<b>POLICE DEPARTMENT</b>					
Complaints Answered	964	843	1,121	4,345	4,689
<b>VIOLATIONS</b>					
Moving Citations	87	115	173	556	788
3-6 am Parking Tickets	22	142	114	502	756
Non-Moving Citations	5	30	13	61	73
Downtown Parking Tickets	435	508	657	1,816	2,496
TOTAL VIOLATIONS	549	795	957	2,935	4,113
ARRESTS	135	108	147	648	663
<b>FIRE DEPARTMENT (See M-4)</b>					
<b>INSPECTION DEPARTMENT</b>					
Building Permits	43	58	53	167	174
Electrical Permits	19	17	37	89	150
Mechanical Permits	16	21	24	101	122
Plumbing Permits	4	9	9	28	40
Sidewalk Permits	1	0	1	1	4
Sign Permits	3	7	8	28	62
TOTAL PERMITS	86	112	132	684	552
Estimated Bldg. Costs	\$412,253	\$910,358	\$1,933,474	\$2,983,103	\$3,369,841
<b>PARKING SYSTEM</b>					
Meters in Operation	232	232	232	232	232
Parking Assessment	\$0	\$211	\$1,365	\$22,260	\$21,555
Lot Revenue	\$988	\$583	\$1,359	\$3,634	\$9,597
Street Revenue	\$0	\$0	\$0	\$0	\$0
Misc. Revenue	\$9	\$9	\$2	\$30	\$17
Permits	\$1,075	\$17,575	\$1,438	\$26,788	\$35,752
Fines	\$1,342	\$1,715	\$3,570	\$9,733	\$18,869
Token Sales	\$0	\$0	\$0	\$0	\$0
Contribut-GenFund	\$0	\$0	\$0	\$66,000	\$0
TOTAL REVENUE	\$3,414	\$20,093	\$7,734	\$128,445	\$85,790
<b>WASTE WATER DEPARTMENT</b>					
M. G. Pumped	155.303	209.401	138.837	1,009.813	780.459
Cost of Plant Operation	*	\$311,073	\$331,228	\$1,017,461	\$1,186,340
<b>WATER DEPARTMENT</b>					
M. G. Pumped	91	91	80	373	332
Number of Customers	6,269	6,313	6,357		
	<b>Industrial</b>	<b>Commercial</b>	<b>Residential</b>	<b>Other</b>	<b>TOTAL</b>
M. G. Sold Revenue	\$22,646	\$63,099	\$89,577	\$58,923	70,038 \$234,245

\*Figure not available

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**FIRE REPORT**  
Month of May, 2008

	This Month	Last Month	Last Year	To Date This Year	To Date Last Year
Structure Fires	0	0	1	4	7
Loss	\$0	\$0	\$0	\$55,000	\$157,000
Vehicle Fires	1	1	0	5	1
Loss	\$0	\$0	\$0	\$500	\$0
Other Fires	3	0	1	4	5
Loss	\$7,500	\$0	0	\$7,500	\$0
Smoke & Odor	8	2	7	27	34
False Alarms	7	6	4	33	33
Hazardous Conditions	6	11	10	42	35
Other	11	18	14	50	42
Medical Emergencies	141	134	172	750	695
Vehicle Accidents	6	6	8	28	44
Total Runs	183	178	217	943	899
Total Fire Loss	\$7,500	\$0	\$0	\$63,000	\$157,000