

PRE-MEETING AGENDA

ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
OCTOBER 6, 2008

The City Commission will meet for a pre-meeting study session on Monday, October 6, 2008, at 5:30 p.m. in the 2nd floor Conference Room at City Hall to discuss the following:

- I. Jim Gartin, President & CEO of Lenawee Economic Development Corporation
- *Introduction to the Commission and discuss future plans for LEDC*
- II. Downtown Parking Discussion
- III. Other Items as Time Permits

COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
OCTOBER 6, 2008
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE SEPTEMBER 15, 2008 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. COMMUNICATIONS
 - 1. C-1. State Revenue Sharing Update
 - 2. C-2. Report on MGFOA's 59th Annual Fall Training Institute recently attended by Jeff Pardee and Cindy Prue
- VI. CONSENT AGENDA
 - 1. CR08-076. Resolution to reappoint Roger Ferguson, Don Taylor, Karol Bolton, Jeff Pardee, Ron Reeves, Barb Mitzel and Gary McDowell to the Brownfield Redevelopment Authority for a 3 year term.
 - 2. CR08-077. Resolution to appoint Brian Boze to the Historic District Commission for a 3 year term.
 - 3. CR08-078. Resolution to award bid for lime residual removal at the Water Treatment Plant.
 - 4. CR08-079. Resolution to reappoint Kara Lennard and Dr. William DeMots to the Historic District Commission for a 3 year term.
- VII. PUBLIC COMMENT
- VIII. REGULAR AGENDA
 - A. ORDINANCES
 - 1. Ord. 08-14. Introduction of an Ordinance to amend Article VIII – RM-1 Low Rise Multiple Family Residential District and Article IX – RM-2 High Rise Multiple Family Residential District by reinstating student group homes as a "Use Subject to Zoning Exception Permit".

B. RESOLUTIONS

1. R08-134. Resolution authorizing the paving of the access drive to the Wastewater Plant, waiving the bid process and the resulting budget amendments.
2. R08-135. Resolution to approve Change Order #8 to the contract with Irish Construction, Inc. for the Wastewater Treatment Plant Improvement Project.
3. R08-136. Resolution to award bid for a pickup for use by the Public Works Department.

I X. MISCELLANEOUS

1. Parks & Recreation Quarterly Report

X. PUBLIC COMMENT

X I. COMMISSION COMMENTS

MINUTES

**MINUTES
ADRIAN CITY COMMISSION
SEPTEMBER 15, 2008
7:00 P.M.**

Official proceedings of the September 15, 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 Steele, Clegg and DuMars

ABSENT: Commissioners Osborne, Valentine and Mitzel

Commissioner Steele moved to excuse Commissioners Osborne, Valentine and Mitzel, seconded by Commissioner DuMars, motion carried by a unanimous vote.

Commissioner DuMars moved to approve the minutes of the September 2, 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 #2889 through #2895	\$ 78,599.97
General Fund Vouchers #18845 through #18860	\$ 319,314.09
Clearing Account Vouchers amounting to	<u>\$1,950,261.08</u>
TOTAL EXPENDITURES	<u>\$2,348,175.14</u>

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

CONSENT AGENDA

RE: POLICE DEPT. – Traffic Control Order 08-20 – Dawes Street

RESOLUTION CR08-069

WHEREAS, the City Administrator has approved certain temporary control orders, and after review, has now made recommendation that they be made permanent, therefore, so be it

RESOLVED, that the permanent traffic control orders adopted October 6, 1958 be amended to include or change the following:

On Dawes Street, replace "Student Drop Off" signs with "Bus Stop – No Parking on Weekdays Between the Hours of 8 and 9 a.m. and 3 and 4 p.m."

RE: POLICE DEPT. – Traffic Control Order 08-21 – S. McKenzie Street

RESOLUTION CR08-070

WHEREAS, the City Administrator has approved certain temporary control orders, and after review, has now made recommendation that they be made permanent, therefore, so be it

RESOLVED, that the permanent traffic control orders adopted October 6, 1958, be amended to include or change the following:

In the 500 Block of South McKenzie Street, remove two "Duck Crossing" signs

RE: FIRE DEPARTMENT MOTOR POOL – Fire Chief's Vehicle Replacement

RESOLUTION CR08-071

WHEREAS, the Adrian City Commission, by resolution R08-066 dated May 5, 2008, adopted the FY2008-09 Budget and General Appropriations Act, which included \$30,000 to replace the Fire Chief's 1999 Chevrolet Tahoe; and

WHEREAS, bids were solicited, for both acquisition of a new vehicle and sale of the current vehicle, with two (2) bid proposals submitted for acquisition (including trade-in) and three bids submitted for the purchase of the current vehicle on Thursday, September 4, 2008, as follows:

<u>Bidder</u>	<u>Vehicle</u>	<u>Gross Amount</u>	<u>Trade-In/ Sale Price</u>	<u>Net Amount</u>
Dave Knapp Ford Adrian, MI	2009 Ford Escape	\$17,224.24	\$3,000.00	\$14,224.24
Clift Buick/Pontiac Adrian, MI	2009 Pontiac Torrent	\$22,600.00	\$6,000.00	\$16,600.00

Bids for Sale of 1999 Chevrolet Tahoe

James Schmitz Morenci, MI	\$4,250.00
Aric Massingill Dundee, MI	\$1,504.00
Donald Cushing Tipton, MI	\$1,500.00; and

WHEREAS, the Finance Director indicates that there are sufficient funds for this purpose in the Fire Department Motor Vehicle Pool Fund (662-443.00-977.000) Capital Equipment Account; and.

WHEREAS, the Fire Chief and City Administrator recommend approval of the low bid and purchase of one (1) 2009 Ford Escape replacement vehicle from Dave

Knapp Ford, Adrian, MI at a price not to exceed \$17,224.24 and sale of the 1999 Chevrolet Tahoe to James Schmitz, Morenci, MI at a price of \$4,250.00, resulting in a net cost of \$12,974.24.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the purchase of one (1) 2009 Ford Escape replacement vehicle from Dave Knapp Ford, Adrian, MI at a price not to exceed \$17,224.24 and sale of the 1999 Chevrolet Tahoe to James Schmitz, Morenci, MI at a price of \$4,250.00.

RE: POLICE DEPT. – Traffic Control Order 08-22 – Bent Oak at Siena

RESOLUTION CR08-072

WHEREAS, the City Administrator has approved certain temporary control orders, and after review, has now made recommendation that they be made permanent, therefore, so be it

RESOLVED, that the permanent traffic control orders adopted October 6, 1958 be amended to include or change the following:

Install "STOP" signs on Bent Oak at Siena Heights on both sides of the road.

RE: POLICE DEPT. – Traffic Control Order 08-23 – Bent Oak between Siena and Main

RESOLUTION CR08-073

WHEREAS, the City Administrator has approved certain temporary control orders, and after review, has now made recommendation that they be made permanent, therefore, so be it

RESOLVED, that the permanent traffic control orders adopted October 6, 1958 be amended to include or change the following:

Install "Stop Ahead" signs on Bent Oak between Siena and Main

RE: POLICE DEPT. – Traffic Control Order 08-24 – Siena Heights at Bent Oak

RESOLUTION CR08-074

WHEREAS, the City Administrator has approved certain temporary control orders, and after review, has now made recommendation that they be made permanent, therefore, so be it

RESOLVED, that the permanent traffic control orders adopted October 6, 1958, be amended to include or change the following:

Remove "STOP" sign on Siena Heights at Bent Oak

RE: CITY CLERK – Liquor License - 1629 W. Maumee St.

RESOLUTION CR08-075

WHEREAS, the request to transfer ownership of a 2007 Class C licensed business with dance permit, located at 1629 W. Maumee St., Adrian, MI, 49221, Lenawee County, from Focus Enterprises, Inc. (an Indiana Corporation) & Jerald J. Good (Co-Licensees) to Tri-State Michigan Associates, LLC (a Delaware Limited Liability Company) be considered for approval.

On motion by Commissioner DuMars, seconded by Commissioner Clegg, Consent Resolutions CR08-069 through CR08-075 were adopted by a unanimous vote.

PUBLIC COMMENT

There was no public comment.

REGULAR AGENDA

SPECIAL ORDER

1. Public Hearing to hear and consider comments to approval of a Brownfield Plan for Site #5, 1080 E. US-223, Baumgartner/McDonald's Project, for implementation by the City of Adrian Brownfield Redevelopment Authority.

RESOLUTIONS

RE: ADRIAN BROWNFIELD REDEVELOPMENT AUTHORITY – PROPOSED ACT 381 BROWNFIELD PLAN, SITE #5 – 1080 E. US-223, BAUMGARTNER/McDONALD'S PROJECT

RESOLUTION R08-126

WHEREAS, the State of Michigan has adopted the Brownfield Redevelopment Finance Act, Public Act 381 of 1996, as amended; and

WHEREAS, Public Act 381 of 1996 provides for creation of Brownfield Redevelopment Authorities and permits use of tax increment financing to pay for approved eligible activities; and

WHEREAS, the City of Adrian, Lenawee County, Michigan created a Brownfield Redevelopment Authority on May 13, 1997; and

WHEREAS, on August 21, 2008, the City of Adrian Brownfield Redevelopment Authority adopted a Brownfield Plan for the following parcel

XAO-100-0007-00 – 1080 E. US-223

WHEREAS, the City of Adrian Brownfield Redevelopment Authority has submitted the Site #5 Brownfield Plan to the area taxing jurisdictions for review and comment and provided notice to the general public as required by Act 381, and no comments have been received; and

WHEREAS, the City of Adrian Brownfield Redevelopment Authority has now submitted the Site #5 Brownfield Plan for review and approval by the Adrian City Commission, and the Adrian City Commission has conducted a public hearing on the matter as required by Act 381.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission finds that the Site #5 Brownfield Plan constitutes a public purpose under the following considerations:

1. The Site #5 Brownfield Plan meets the requirements of Section 13 of Act 381;
2. The proposed method of financing found in the Site #5 Brownfield Plan is feasible;
3. The cost of eligible activities found in the Site #5 Brownfield Plan is reasonable and necessary to carry out the provisions of Act 381; and
4. The amount of captured taxable value estimated by the Site #5 Brownfield Plan is reasonable.

BE IT, FURTHER, RESOLVED that, given the above findings, the Adrian City Commission hereby approves the Site #5 Brownfield Plan, 1080 E. US-223, Baumgartner/McDonald's Project, for implantation by the City of Adrian Brownfield Redevelopment Authority.

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

RE: APPROVAL OF NEZ APPLICATION FOR 416 TOLEDO ST., CITY OF ADRIAN, LENAWEE COUNTY, MICHIGAN, PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS OF THE NEIGHBORHOOD ENTERPRISE ZONE ACT, PUBLIC ACT 147 OF 1992

RESOLUTION R08-127

WHEREAS, the owner of real property at 416 Toledo Street, Adrian, Michigan has submitted an application for a Neighborhood Enterprise Zone Certificate for the construction of a new home at 416 Toledo Street in the southeast neighborhood (NEZ District #1) of Adrian as presented in the application on file; and

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

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

WHEREAS, the applicant has supplied to the City of Adrian all of the items for a Neighborhood Enterprise Application Certificate, including the following: (a) general description of the facility; (b) general description of the proposed use of the newly constructed facility; (c) description of the general nature and extent of the

construction to be undertaken, and (d) a time schedule for undertaking and completing the construction of the facility.

NOW, THEREFORE, BE IT RESOLVED:

That the application for a Neighborhood Enterprise Zone Certificate with regard to the new construction of real property with Tax ID #XAO-210-6004-00, 416 Toledo St., City of Adrian, Lenawee County, Michigan, within the previously established NEZ District #1, is hereby approved for a period of fifteen (15) years per the City of Adrian NEZ Policy.

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

RE: POLICE DEPARTMENT- AUTHORIZATION TO USE DRUG FORFEITURE FUNDS TO PROVIDE TRANSPORTATION FOR K-9 PROGRAM

RESOLUTION R08-128

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

WHEREAS, the City of Adrian currently has a total of \$44,680 in a Trust Account as a result of Court-distributed drug forfeiture property seizures; and

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

WHEREAS, the Adrian City Police Chief has requested a transfer of \$6,000 from the Drug Forfeiture Trust Account (Account #701-000.00-280.000) for the purpose of providing transportation for the city's K-9 Program; and

WHEREAS, the Police Chief and City Administrator recommend appropriation of drug forfeiture funds to defray the aforementioned cost.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the appropriation of drug forfeiture funds for the purpose of providing transportation for the city's K-9 Program.

BE IT, FURTHER, RESOLVED that \$6,000 be appropriated from the Trust Fund - Drug Forfeiture Account (701-00.00-280.000) and that the FY2008-09 Budget be amended as follows:

GENERAL FUND (101)

Police Department:

Revenue:

(101-301.00-676.701) Contribution - Trust Fund

Amount
\$6,000

Expenditures:

(101-301.00-741.000) Operating Supplies

\$6,000

Total

-0-

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

RE: UTILITIES DEPARTMENT –Engineering Services to Update and Revise Water Distribution System Model

RESOLUTION R08-129

WHEREAS, the Utilities Director has solicited a proposal from Jones & Henry Engineers, Toledo, OH, to update and revise the city’s existing water distribution system hydraulic model; and

WHEREAS, the hydraulic model serves as a guide in identifying system strengths and weaknesses and also helps in forecasting needed improvements to meet current and future growth demands; and

WHEREAS, once the new hydraulic model is complete, the intent is to purchase the software, which will enable in-house manipulation of data and analysis of various scenarios and events, as needed; and

WHEREAS, the proposal submitted by Jones & Henry for updating and revising the city’s existing water distribution system hydraulic model has a cost of \$9,500; and

WHEREAS, the Finance Director indicates that there are sufficient funds for this purpose in the Water Fund (591) Operating & Maintenance Budget (591-538.00-812.000) Contract Services account; and

WHEREAS, the Utilities Director recommends that, because of the vendor’s working knowledge of the city’s water distribution system due to its involvement with preparation of the original hydraulic model, the competitive bid process be waived in accordance with City’s Purchasing Policy as specified in Chapter 12 of the City Charter and Section 2-304 of the Codified City Ordinances.

WHEREAS, the City Administrator recommends approval of this resolution to retain Jones & Henry Engineers, Toledo, OH, to be engaged in the City’s Standard Professional Services Contract to update and revise the city’s existing water distribution system hydraulic model, and that the best interests of the city would be served by waiving the competitive bid process.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Jones & Henry Engineers, Toledo, OH in the City’s Standard Professional Services Contract to update and revise the city’s existing water distribution system hydraulic model at a cost not to exceed \$9,500.

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

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

RE: UTILITIES DEPARTMENT –Wastewater Treatment Plant – Primary Tanks Concrete Restoration Project

RESOLUTION R08-130

WHEREAS, on September 4, 2008, the City of Adrian Purchasing Office obtained sealed bids for primary tanks concrete restoration at the Wastewater Treatment Plant, with the following results:

<u>Vendor</u>	<u>Location</u>	<u>General</u>	<u>Handrail</u>	<u>Total</u>
3-S Construction	Midland, MI	\$ 97,000	\$ 6,000	\$103,000
Grunwell-Cashero	Detroit, MI	98,000	15,000	113,000
Baseline Const.	Chelsea, MI	112,500	14,500	127,000
Oak Construction	Flushing, MI	173,000	8,000	181,000; and

WHEREAS, the Utilities Director recommends that the handrail portion of the project be installed by in-house plant mechanics and that the low bidder be selected for the primary tanks concrete restoration at the Wastewater Treatment Plant; and

WHEREAS, sufficient funds are available for this purpose by deleting the Grit Washer Replacement Project and transferring funds to the FY2008-09 Wastewater Treatment Plant Capital Budget-Misc. Structural Repairs (Account #497-553.00-975.115); and

WHEREAS, the City Administrator recommends approval of this resolution, selection of the low bidder to be engaged in the City’s Standard Professional Services Contract, and authorization of the appropriate budget amendments.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the selection of the low bidder, 3-S Construction Company, Midland, MI to be engaged in the City’s Standard Professional Services Contract to perform primary tanks concrete restoration at the Wastewater Treatment Plant at a cost not to exceed \$97,000.

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

Wastewater Treatment Capital Fund (497)

Expenditures:

(497-554.00-977.560) Grit Washer Replacement Project	(\$70,000)
(497-553.00-975.115) Misc. Structural Repairs	<u>70,000</u>
Total	<u><u>-0-</u></u>

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

RE: ADMINISTRATION – Banner Permit Policy

RESOLUTION R08-131

WHEREAS, the City Administrator has been advised by Consumers Energy that it will no longer provide the work to install and remove overhead banners on W. Maumee Street and Siena Heights Drive in the City of Adrian; and

WHEREAS, there is a continued demand for the use of overhead banners in the City of Adrian to advertise various local activities; and

WHEREAS, city staff has proposed a Banner Permit Policy to address issues involving the conditions for said banners and an appropriate fee to be charged for the installation and removal of the banners by city personnel.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the attached Banner Permit Policy and proposed fee be, and is hereby, approved by the Adrian City Commission.

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

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

RESOLUTION R08-132

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 downtown district or an area adjacent to the downtown district; and

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

WHEREAS, the Finance Director has reviewed the proposed grant application and finds that the total request amounts to \$300,000, with no local match requirement; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby authorizes the Community Development Department to submit an application for rental rehabilitation to MSHDA in the amount of \$300,000.

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

RE: CITY ADMINISTRATOR - ADRIAN TRAINING SCHOOL LAND USE FEASIBILITY STUDY

RESOLUTION R08-133

WHEREAS, the City Commission, by Resolution #08-100 dated July 7, 2008,

entered into an agreement with the Michigan Department of Human Services to conduct a Land Use Feasibility Study; and

WHEREAS, Request for Proposal specifications were developed and put out for response on August 7, 2008; and

WHEREAS, the proposals were submitted on August 29, 2008, as follows:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
Kahn	Detroit, MI	\$ 22,000
The Collaborative Inc	Toledo, OH	\$ 24,000
Rowe Inc	Flint, MI	\$ 24,000
DLZ Michigan	Lansing, MI	\$ 24,000
Fanning Howey	Novi, MI	\$ 24,000
Beckett & Raeder	Ann Arbor, MI	\$ 24,000

WHEREAS, the Michigan Department of Human Services will be funding this project in the form of a grant to the City of Adrian, up to a maximum of \$24,500.00.

WHEREAS, a committee made up of city representatives and community representatives, referred to as the ULTRA Committee, recommend the acceptance of the proposal submitted by The Collaborative Inc, Toledo, OH, at a cost not to exceed \$24,000.

WHEREAS, City Administrator recommends approval of this resolution authorizing the engagement of The Collaborative, Inc., Toledo, OH in the City's Standard Professional Services Contract to perform a Land Use Feasibility Study for the Adrian Training School property at a cost not to exceed \$24,000, and approval of the appropriate budget amendments.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of The Collaborative, Inc., Toledo, OH in the City's Standard Professional Services Contract to perform a Land Use Feasibility Study for the Adrian State Training School Property at a cost not to exceed \$24,000.

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

General Fund (101)

Administration:

(101-172.00-532.000)	Administration Income	\$24,000
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Expenditures:

(101-172.00-812.000)	Consultant Services	<u>24,000</u>
	Total	<u>\$ -0-</u>

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

MISCELLANEOUS

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

PUBLIC COMMENT

1. Allen Kern, 1249 Vine St., wanted to know why the Jefferson School Building had not yet been torn down.

COMMISSION COMMENTS

There were no Commission comments.

The next regular meeting of the Adrian City Commission will be held on Monday, October 6th, at 7:00 p.m. 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

CHECK
REGISTER

October 6, 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 #2896 through #2905.....	\$ 180,003.09
General Fund	
Vouchers #18861 through #18903	3,999,167.65
Clearing Account Vouchers	
amounting to.....	<u>553,135.62</u>
TOTAL EXPENDITURES	<u>\$4,732,306.36</u>

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

October 6, 2008

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
<u>Receiving</u>			
2896	City of Adrian: Payroll	Payroll for Sept 12	\$ 18,188.55
2897	City of Adrian: Clearing Acct	Sept 15 CK Register	\$ 1,584,899.96
2898	City of Adrian: General Fund	Aug Billings	\$ 34,236.35
2899	City of Adrian: Local St	Sidewalk chg for Water	\$ 8,853.44
2900	City of Adrian: Utilities	Various Water Bills	\$ 234.35
2901	City of Adrian: Payroll	Sept 19 Payroll	\$ 48,414.98
2902	Consumers Energy	Various Electric Bills	\$ 40,270.53
2903	Citizens Gas Fuel Co	Various Heat Bills	\$ 235.20
2904	City of Adrian: IT Dept	July/Aug Services	\$ 12,050.68
2905	City of Adrian: Payroll	Payroll for Sept 26	\$ 17,519.01
Total			\$ 1,764,903.05
Less CK# 2897			\$ 1,584,899.96
TOTAL			\$ 180,003.09

WW = \$875,490.85
W = \$889,412.20

6-Oct-08

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
18861	\$ 12,362.62	City of Adrian: Payroll	Payroll for Sept 12
18862	\$ 2,702.68	First Federal Bank	Soc Security for Sept 12
18863	\$ 167.18	Garry Cleveland	Blue Cross Refund
18864	\$ 2,000,000.00	United Bank & Trust	Investments
18865	\$ 5,992.15	City of Adrian: Endowment Trust	August correction
18868	\$ 4,280.14	Quick Service Transportation	Payroll W/E Sept 13
18867	\$ 662.01	City of Adrian: Storm Util	Correct Champion Billing
18868	\$ 307,337.29	City of Adrian: Clearing Acct	Sept 15 Check Register
18869	\$ 3,952.20	City of Adrian: Utilities	Various Water Bills
18870	\$ 829.75	Lenawee Fuels Inc	Cemetery Gasoline
18871	\$ 243,172.36	City of Adrian: Payroll	Payroll for Sept 19
18872	\$ 15,059.69	First Federal Bank	Soc Security for Sept 19
18873	\$ 1,000,000.00	First Federal Bank	Investments
18874	\$ 441.68	Verizon North	Rec, Library Phone
18875	\$ 500,000.00	United Bank & Trust	Investments
18876		City of Adrian: Utilities	Transfer State MI funds
18877		City of Adrian: Stormwater	Transfer State MI funds
18878	\$ 20.00	John Correa	Recreation Refund
18879	\$ 20.00	Gerald Hatchew	Recreation Refund
18880	\$ 20.00	Jennifer James	Recreation Refund
18881	\$ 20.00	Dawn Kuhl	Recreation Refund
18882	\$ 20.00	Zach Allen	Recreation Refund
18883	\$ 20.00	Jesse Villegas	Recreation Refund
18884	\$ 20.00	Marcia Randall	Recreation Refund
18885	\$ 40.00	Stephanie Powers	Recreation Refund
18886	\$ 22,227.31	Consumers Energy	Various Electric Bills
18887	\$ 6,769.33	Citizens Gas Fuel Co	Various Heat Bills
18888		City of Adrian: Econ Development	Transfer State MI funds
18889	\$ 114,882.09	Blue Cross Blue Shield of MI	Oct Hospitalization Ins
18890	\$ 4,551.51	Quick Service Transportation	Payroll W/E Sept 20
18891	\$ 163.60	Verizon North	Various Phone Bills
18892	\$ 16,850.39	City of Adrian: Payroll	Payroll for Sept 26
18893	\$ 2,935.89	First Federal Bank	Soc Security for Sept 26
18894	\$ 32,706.00	Lenawee Fuels Inc	DPW Diesel & Gasoline
18895	\$ 36.00	Tamera Johnson	Recreation Refund
18896		City of Adrian: Utilities	Transfer State MI funds
18897		City of Adrian: General Fund	Transfer State MI funds
18898		City of Adrian: General Fund	Transfer State MI funds
18899		City of Adrian: General Fund	Transfer State MI funds
18900		City of Adrian: General Fund	Transfer State MI funds
18901	\$ 4,773.17	Quick Service Transportation	Payroll W/E Sept 26
18902	\$ 239.88	Verizon North	Police Phone Bill
18903	\$ 3,230.02	Citizens Gas Fuel Co	Various Heat Bills
	\$ 4,306,504.94		
	\$ (307,337.29)	Less: CK# 18868	
	\$ 3,999,167.65		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ACS GOVERNMENT SYSTEMS	1,115.00		
2. ERIC ADAMS	21.75		
3. ADRIAN AREA LITTLE LEAGUE	175.00		
4. ADRIAN COMMUNICATIONS	350.00		
5. ADRIAN DODGE CHRYSLER PLYMOU	17.95		
6. ADRIAN LANDFILL	144.78		
7. ADRIAN LOCKSMITH & CYCLERY	1.20		
8. ADRIAN MECHANICAL SERVICES C	624.00		
9. ADRIAN OVERHEAD DOORS	117.00		
10. ADRIAN PAINTERS SUPPLY & EQU	27.96		
11. AIRGAS GREAT LAKES	145.22		
12. ALEXANDER CHEMICAL CORP.	177.50		
13. ALLIED INCORPORATED	387.38		
14. ALLIED WASTE SERVICES	48,544.70		
15. ALLIED WASTE SERVICES #259	3,070.00		
16. AMAZON CREDIT PLAN	1,194.41		
17. AMERICAN OFFICE SOLUTIONS	70.84		
18. ANN ARBOR RADIO	850.00		
19. ARCH WIRELESS	31.48		
20. ASSOCIATED ENGINEERS	6,100.00		
21. ATAFSA	75.54		
22. CHRIS ATKIN	140.40		
23. AUTO ZONE COMMERCIAL	221.74		
24. BAKER & TAYLOR BOOKS	2,403.03		
25. MIKE BARKER	200.00		
26. BATTERY WHOLESALE	297.70		
27. BEAUBIEN INC.	400.00		
28. GREG BELL CHEVROLET, INC	1,000.00		
29. BELL EQUIPMENT CO	557.13		
30. BILL'S SERVICE, INC.	41.92		
31. JOHN BIRDWELL	20.87		
32. BLACK SWAMP EQUIPMENT	572.00		
33. BOOK OF THE MONTH CLUB	38.22		
34. BOOTBAY	144.95		
35. BOYS & GIRLS CLUB	535.00		
36. BRAZEE SAFETY & SECURITY INC	689.70		
37. BUCK & KNOBBY EQUIP CO INC	6,134.90		
38. CARRIER & GABLE INC	28.00		
39. CARUS PHOSPHATES INC.	6,740.82		
40. CDW-G COMPUTER SUPPLIES	103.61		
41. CHAMBERS CONTROL COMPANY	4,736.00		
42. CLEAR CHANNEL BROADCASTING	600.00		
43. MICHAEL CLEGG	382.97		
44. JULIANA CLENDENIN	200.00		
45. CLIFT BUICK-PONTIAC-GMC	435.23		
46. CMP DISTRIBUTORS, INC.	22.95		
47. COMCAST	58.47		
48. COMFORT ENTERPRISES INC.	1,113.85		
49. COMPUTER CARE COMPANY, INC.	129.95		
50. CONSUMER ENERGY	4,700.00		
51. CONTINENTAL SERVICE	1,211.36		
52. LORENZO CRISTAUDO	200.00		
53. CUTLER DICKERSON CO	333.33		
54. PAT DEERE	200.00		
55. DEXTER'S INC.	28.69		
56. DOAN CONSTRUCTION CO	630.00		
57. JILLANE DUMDEI	200.00		
58. EAST JORDAN IRON WORKS INC	681.10		
59. ENERCO CORPORATION	49.00		
60. ENGINE CENTER	60.40		
61. ENVIROSAFE TECHNOLOGIES INC	109.00		
62. ETNA SUPPLY COMPANY	1,740.00		
63. FASTENAL COMPANY	1,600.95		
64. FEDERAL EXPRESS	180.48		
65. ANNE FLORA	200.00		
66. FORESTRY SUPPLIERS, INC.	439.88		
67. FORT MEIGS AUTO ELECTRIC	30.94		
68. FOSTER'S AUTO SALES	20.00		
69. FRANK'S AMERICAN CONCRETE	14,339.68		
70. FYR-FYTER SALES & SERVICE	210.00		
71. GALE	69.46		
72. GALL'S INC	147.49		
73. GALLANT & SON	72.48		
74. NI GORDON	200.00		
75. GOVERNMENTAL BUSINESS SYSTEM	1,920.00		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. GOVT FINANCE OFFICERS ASSOC	370.00		
77. JANET GRAHAM	200.00		
78. GRAPHICS UNLIMITED	75.00		
79. HACH COMPANY	197.75		
80. KRISTINE HADDOX	200.00		
81. HAFELI STARAN HALLAHAN	165.75		
82. TODD HARDER	300.00		
83. HENDERSON GLASS CO	838.86		
84. TOMMY HERRMANN	250.00		
85. SHANE HORN	38.18		
86. HOSPICE OF LENAWEE	250.00		
87. HUBBARDS AUTO CENTER	346.45		
88. HURON LIME INC.	6,082.21		
89. ICMA RETIREMENT CORPORATION	217.51		
90. IDEARC MEDIA CORP.	22.75		
91. IMAGE GALLERY	55.56		
92. INDUSTRIAL MILL SUPPLY CORP	859.74		
93. INGRAM LIBRARY SERVICES	349.32		
94. INTERNATIONAL ASSOC OF ELECT	90.00		
95. INTERSTATE BATTERIES	184.95		
96. DEBRA IRVINE-STIVER	200.00		
97. J.E. JOHNSON DEVELOPMENT GRO	18,200.00		
98. JACKSON TRUCK SERVICE INC.	85.80		
99. JAMES DELIVERY SERVICE	190.00		
100. JENEW	1,280.13		
101. JONES & HENRY, ENGINEERS	3,785.38		
102. KAPNICK INSURANCE GROUP	291.00		
103. KEMIRA WATER SOLUTIONS INC	15,492.30		
104. DAVE KNAPP FORD	127.85		
105. KONICA MINOLTA- ALBIN	18.42		
106. KRAFTBILT PRODUCTS	338.26		
107. KUHLMAN CORPORATION	153.00		
108. KEVIN KWIATKOWSKI	200.00		
109. LAB SAFETY SUPPLY INC.	123.34		
110. LORAYNE LANDRIE	33.80		
111. LANSING SANITARY SUPPLY INC	810.19		
112. LEGACY PRINTING	379.99		
113. GERALDINE LEMONES	200.00		
114. LENAWEE COUNCIL FOR VISUAL A	50.00		
115. LENAWEE COUNTY CHAMBER OF	10,250.00		
116. LENAWEE COUNTY COMMUNITY	240.00		
117. LENAWEE COUNTY PRINTER	255.41		
118. LENAWEE COUNTY REGISTER OF D	68.00		
119. LENAWEE INTERMEDIATE SCHOOL	454.99		
120. AM LEONARD INC	820.50		
121. M H PUMP & SUPPLY INC	87.71		
122. MANPOWER OF LANSING MI INC.	1,954.32		
123. CHRISTINE MARSH	200.00		
124. MCGOWAN ELECTRIC SUPPLY INC	742.32		
125. MEIJER, INC	114.07		
126. METROPOLITAN UNIFORM CO	74.95		
127. MICHIGAN DEPARTMENT OF	32,268.26		
128. MICHIGAN DEPT OF LABOR	180.00		
129. MICHIGAN MUNICIPAL LEAGUE	512.03		
130. MICHIGAN OFFICE SOLUTIONS	464.29		
131. STATE OF MICHIGAN	1,990.90		
132. MICHIGAN STATE POLICE	1,490.00		
133. MICHIGAN STATE SEED CO.	3,040.00		
134. MICHIGAN TBA DISTRIBUTORS IN	599.70		
135. MICROMARKETING LLC	997.92		
136. MIDWEST GAS INSTRUMENT SERVI	772.40		
137. MIDWEST TAPE	602.91		
138. JEAN MISSELDINE	86.00		
139. H T MORIARTY CO INC	218.60		
140. MORTON ARBORETUM	249.00		
141. MUNICIPAL EMPLOYEES' RETIRE	68,376.76		
142. MUNICIPAL UNEMPLOYMENT COMP	4,307.71		
143. NATIONAL DIAGNOSTICS, INC.	10.00		
144. NEXTEL COMMUNICATIONS	1,271.21		
145. SUE NORTH	90.00		
146. OFFICEMAX CONTRACT INC.	535.24		
147. OMNIGRAPHICS INC.	161.78		
148. OTIS ELEVATOR COMPANY	3,540.00		
149. PARAGON LABORATORIES INC	1,000.00		
150. JEFFREY PARDEE	126.36		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. PEERLESS SUPPLY INC	1,371.33		
152. GREGG PEREZ	200.00		
153. PET'S SUPPLIES PLUS	45.98		
154. LAUREN PFUND	200.00		
155. PHYSIO-CONTROL CORP.	264.46		
156. PIONEER MANUFACTURING CO.	430.00		
157. PLATINUM PLUS	4,573.30		
158. PRO INFO	3,201.00		
159. PROTECTIVE PRODUCTS INTERNAT	850.00		
160. CINDY L PRUE	129.87		
161. QUALITE SPORTS-LIGHTING, INC	696.93		
162. QUICK SERVICE TRANSPORTATION	2,700.21		
163. QUILL CORPORATION	479.66		
164. RECORDED BOOKS LLC.	590.65		
165. RED PAINT PRINTING LLC	462.68		
166. ROWE INC	1,397.25		
167. S N S CLEANING SERVICE	1,623.00		
168. S.L.C. METER SERVICE INC	7,877.20		
169. SAFETY SYSTEMS INC.	386.00		
170. SARA JACOBS	18.05		
171. SCORE AMERICAN SOCCER COMPAN	563.13		
172. SCOTTY'S BODY SHOP	564.50		
173. SEED SOLUTIONS	815.00		
174. SERVICE ELECTRIC CO OF ADRIA	1,896.00		
175. SERVICE MASTER OF LENAWEE	1,228.00		
176. JILL SHAFFER	200.00		
177. SHERWIN-WILLIAMS CO	961.35		
178. SHINE'S AUTO CLEAN	190.00		
179. SIRCHIE FINGER PRINT LABORAT	89.17		
180. SLUSARSKI EXCAVATING & PAVIN	56,556.05		
181. SMITHS NURSERY & LANDSCAPING	4,516.30		
182. SPENCER MANUFACTURING INC.	130.00		
183. STADIUM TROPHY	56.00		
184. STANSLEY MINERAL RESOURCES	329.47		
185. STAPLES	374.07		
186. STATE BAR OF MICHIGAN	390.00		
187. STODDARD SILENCERS, INC	594.08		
188. SUNSHINE MEDICAL SUPPLY	442.50		
189. SUPER LAUNDROMAT &	49.85		
190. SYNAGRO TECHNOLOGIES INC.	71,088.88		
191. T-MOBILE	29.99		
192. THERMA-STOR PRODUCTS GROUP	143.31		
193. THOMAS & SONS INC	9,288.00		
194. THOMAS SCIENTIFIC	1,024.48		
195. THOMSON WEST	332.63		
196. TOLEDO PHYSICAL EDUCATION SU	106.75		
197. TRACTOR SUPPLY COMPANY	375.23		
198. TRACY TIME SYSTEMS	46.20		
199. THE TRUCK SHOP INC	135.00		
200. TTB CLEANING LLC	225.00		
201. ANN TUBBS	200.00		
202. U S POSTMASTER	600.00		
203. UNDERWOOD'S NURSERY LLC	1,196.00		
204. UNIFIRE INC	186.50		
205. UNIQUE MANAGEMENT SERVICES I	35.80		
206. UNITED PARCEL SERVICE	139.89		
207. UNUM LIFE INSURANCE COMPANY	2,366.99		
208. VAN BRUNT TRANSPORT INC	51,283.60		
209. VAN ERT'S LAWN SERVICE	1,950.00		
210. VFIS	499.00		
211. VOSS LIGHTING CO	109.20		
212. ANN VREELAND	200.00		
213. WARREN HOLDING CO LLC	1,300.00		
214. WATER ENVIRONMENT FED.	87.00		
215. WEED MAN	125.00		
216. WELSKOPF INDUSTRIES CORP	199.57		
217. HOYT E. WHELAN CO.	122.00		
218. WOODLANDS LIBRARY COOPERATIV	40.00		
219. F.B. WRIGHT CO	284.37		
TOTAL ALL CLAIMS	553,135.62		

COMMUNICATIONS

C-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: September 11, 2008

Actual Revenue Sharing payment for August has 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- %

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

	Original Budget	Actual/Estimated Receipts*			Variance	
		Constitutional	Statutory	Total	Amount	Percent
August	\$451,452	\$250,941	\$200,511	\$ 451,452	\$ -0-	0.0 %
October*	434,993	254,729	183,295	438,024	3,031	0.7 %
December*	420,893	261,360	162,466	423,826	2,933	0.7 %
February*	411,185	264,081	149,969	414,050	2,865	0.7 %
April*	301,545	236,993	66,653	303,646	2,101	0.7 %
June*	319,149	238,057	83,316	321,373	2,224	0.7 %
Total	<u>\$2,339,217</u>	<u>\$1,506,161</u>	<u>\$846,210</u>	<u>\$2,352,371</u>	<u>\$ 13,154</u>	0.6 %

The asterisk indicates estimated future payments. The August payment (\$451,452) is exactly the State's original estimate and the amount budgeted. Payments for the balance of the year are based on the State's current estimates and exceed the City's budget estimate by \$13,154, equivalent to 0.6 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.

C-2



MEMO

Date: September 17, 2008

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

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

Re: MGFOA 59th Annual Fall Training Institute Report

The following report provides a synopsis of the 59th Annual Michigan Government Finance Officers Association (MGFOA) Fall Training Institute, held at the Ann Arbor Marriott in Ypsilanti, MI. September 14-17, 2008. The Fall Training Institute provides an intensive 2 ½ day series of seminars to Michigan Public Finance Officers covering a variety of subjects from current legislation to economic conditions to new financial reporting requirements.

Monday, September 15th, 2008

9:00 – 9:50 am General Session: Michigan's Economic and Budget Outlook

Presiding: Thelma Kubitskey, MGFOA President

Speaker: Robert J. Kleine, Treasurer, State of Michigan

Michigan has experienced recession or near recession conditions for nearly eight years which has put considerable pressure on state-local government finances. Mr. Kleine's presentation focused on three questions - Why has the downturn lasted so long? When will an economic recovery begin? What is the long-term budget outlook for state and local governments?

10:00 - 10:50 am Performance Measurement: Managing Constricting Budgets (Salon 2-3-4)

Presiding: Art Holdsworth, Deputy Director of Management & Budget, Oakland County

Speaker: Dr. Eric Scorson, Co-chair of State and Local Government Program, MSU

As Michigan governments face the mounting problems of a slumping housing market, falling property tax revenues, stagnant job growth and high gas prices, continual innovation and peer learning in management and budgeting strategies is needed. Participants came away from this session with new tools and resources for adopting and using performance measurement and benchmarking to address these challenges.

11:00 – 11:50 am Keynote: No Barriers – Only Solutions! (Salon 2-3-4)

Presiding: Art Holdsworth, Deputy Director of Management & Budget, Oakland County

Speaker: Award-winning author and solo “Around Alone” racing yachtsman Neal Petersen

Neal Petersen is an award-winning author, solo “Around Alone” racing yachtsman, founder of an investment bank and so much more. Few people have realized their dreams, but even fewer have raced solo around the world and in a home built boat! It is an unparalleled adventure, the longest, most extreme race for any man or woman, 27,000 miles in a boat, nine months at sea ~ alone! Neal demonstrated what can happen when one truly lives by goals, planning and preparation, believing there are no obstacles so great that they cannot be overcome. He has over fifteen years experience internationally delivering his history-making story to corporations such as IBM, Cisco, Motorola, Oracle, American Express, etc. He is the author of an award winning autobiography, Journey of a Hope Merchant, and has a genuine talent for storytelling. His listeners discovered in his story a philosophy that they can incorporate into their lives as well: “In Life There Are No Barriers ~ Only Solutions.”

Noon – 1:40 pm Luncheon / General Session: State of the State: The Latest from the Legislature

Presiding: Jeff Budd, Finance Director, City of Coldwater

Speaker: Craig DeRoche, House Republican Leader, State of Michigan

House Republican Leader Craig DeRoche discussed policy changes necessary to turn Michigan around. Economic success in our state begins with hard work, determination and cooperation, and DeRoche provided a legislative update and agenda.

1:50 – 2:40 pm Legislative Update: The Impact of Pending Legislation

Presiding: Denise Hammond, Treasurer, West Bloomfield Township

Speaker: Summer Minnick, Director of State Affairs, Michigan Municipal League

The MML representative provided information regarding recent and pending legislation that impacts municipal finance.

2:45 – 3:30 pm The New F-65 Process and Web Portal

Presiding: Mark Warner, Manager, Plante & Moran, LLC

Speaker: Mark Skidmore, Morris Chair in State and Local Government Finance and Policy, MSU

The Michigan Department of Treasury and Michigan State University are teaming up to develop a new web-based data management system for the “F-65 Annual Local Unit Fiscal Report.” The features of the system include a new easy-to-use webportal for inputting fiscal data, a local unit fiscal database which contains information dating back to 2003, and a data access web-portal. The data access portal includes query features and reports that enable you to obtain detailed information for all local units that provide their fiscal data to the Treasury. The session provided an opportunity to learn about how to use the system, as well as how to submit and access local unit fiscal data.

3:40 – 4:30 pm Ethics

Presiding: Jeff Pardee, Finance Director, City of Adrian

Speaker: Dane C. Nelson, City Administrator, City of Adrian

Making ethical decisions requires the ability to make distinctions between competing choices. Principled decision-making is founded on a set of core values that cut across time, culture, politics, religion, ethnicity and other human divisions. These values include trustworthiness, respect, responsibility, fairness, compassion and good citizenship (responsible participation in society). The presenter, Adrian City Administrator and former City Attorney Dane C. Nelson, shared his thoughts on ethics based on almost three decades of experience.

Tuesday, September 16th, 2008

8:45 - 9:30 am President's Welcome / Committee Reports

Board of Directors: Thelma Kubitskey, MGFOA President and Treasurer, Northville Township

Technology Resource Committee: Mark Warner, Manager Plante & Moran, LLC

Legislative Committee: Denise Hammond, Treasurer, West Bloomfield Township

Mentoring Committee: Tim Haney, Finance Director, City of St. Clair Shores

Professional Development Committee: Pat McGow, Partner, Miller Canfield, Paddock & Stone

Standards Committee: Joe Heffernan, Partner, Plante & Moran

Strategic Planning: Tim Soave, Manager Fiscal Services, Oakland County

Intergovernmental Committee: Art Holdsworth, Deputy Director Dept. of Mgt. & Budget, Oakland County

9:30 – 10:20 am General Session: The Perfect Storm Revisited

Presiding: Art Holdsworth, Deputy Director Dept. of Mgt. & Budget, Oakland County

Speaker: Bob Daddow, Deputy County Executive, Oakland County

Michigan is facing a confluence of momentous economic trends that are wreaking havoc with local government finances. These include continued high unemployment, a constricting Automobile Industry, one of the worst local economies in the nation, continuing State budget deficits, rising operating costs (fuel, healthcare, etc.), rocketing foreclosures and shrinking property tax revenues, OPEB, and so on. Oakland County Deputy County Executive Robert J. Daddow expertly summarized these trends and their impact – now and in the future – based on thirty years of experience.

10:30 – 11:20 am Re-Inventing Michigan's Economy

Presiding: Luke Huelskamp, Finance Director, Municipal Employees Retirement System

Speaker: Dr. Charles Ballard, Department of Economics, MSU

Michigan's economy is not nearly as bad as some people think. Nevertheless, the state's economy does face very serious challenges. Professor Ballard documented the trends that got us to where we are, and discussed the possibilities for a brighter economic future.

11:25 am – 12:15 pm Applying Private Sector Strategies to Improve Public Sector Efficiencies

Presiding: Larry Gordier, Finance Director, City of East Pointe

Speaker: David Boerger, Former Mayor – Orchard Lake, Consultant – SEMCOG, and Retired Ford Executive

Participants learned how the Southeastern Michigan Council of Governments (SEMCOG) is helping members identify and implement efficiency improvements ala private industry to mitigate the need to cut services, tap fund balances, incur debt or raise taxes.

12:15 – 1:10 pm Annual Business Meeting and Lunch

New Officers and Board Members elected, including:

President: Larry Gordier, Finance Director, City of East Pointe

Vice-President: Jeffrey Budd, Finance Director, City of Coldwater

Treasurer: Leslie Reinhart, Controller, City of Sterling Heights

Trustee: Jeffrey Pardee, Finance Director, City of Adrian (see attached Public Notice)

1:10 – 2:00 pm An Economic Outlook: Challenges and Prospects

Presiding: Enid Pierson, Treasurer, City of Harper Woods

Speaker: Dana Johnson, Senior Vice President and Chief Economist, Comerica, Inc.

Dana focused on the outlook for the national economy in the wake of the housing bubble, the credit crunch, and the surge in energy prices. He discussed the impact of those events on the Michigan economy and the prospects for renewed growth in the period ahead.

2:00 – 2:50 pm Economic Development Strategies and Regional Collaboration

Presiding: Enid Pierson, Treasurer, City of Harper Woods

**Speaker: Paul Krepps, Business Development and Attraction,
Michigan Economic Development Corporation (MEDC)**

After highlighting Michigan's current economic challenges, Paul demonstrated how the Michigan Economic Development Corporation is meeting the challenges and creating new opportunities for companies to grow and create jobs. He emphasized how research is enabling the MEDC to apply a targeted approach to its business retention and attraction efforts, and how new, legislatively-enacted changes are providing powerful new tools to spur economic development in the state.

3:00 – 3:50 pm Property Tax Revenues Today and Tomorrow

Presiding: Mike Gormely, Vice President, Fahnestock & Co., Inc.

Speakers: Mark Hurst, Partner, Plante & Moran, PLLC and Brian Baker, Finance and Budget Director, City of Sterling Heights

This session provided a brief history of how property taxes work in Michigan (including Headlee and Prop A), discussions regarding the need for interaction between budget and the assessors office, best practices currently being utilized to determine the impact on property tax revenue under different scenarios, and best practices regarding the impact of falling assessed values on total property tax revenues.

3:50 – 4:30 pm GASB Update

Presiding: Leslie Reinhart, Controller, City of Sterling Heights

Speaker: Joe Heffernan, Partner, Plante & Moran, PLLC

This session addressed Governmental Accounting Standards Board (GASB) past, present and future. GASB "past" included Retiree health care issues (GASB 43 & 45), the "present" included upcoming report changes for pollution remediation, intangible assets and derivatives; the "future" included a best guess as to the results of the GASB's important project on fund balance categories and fund type classifications.

Wednesday, September 17th, 2008

9:00 – 9:50 am Change or Die: New Service Delivery Models for Finance

Presiding: Art Holdsworth, Deputy Director, Dept. of Mgt. & Budget, Oakland County

Speaker: Mr. Marcel Pultorak, Principal, Consulting Services, Municipal Finance & Systems, LLC

Participants learned why local government finance must change its ways. Trends in local government finance and what they mean for finance directors were discussed by Mr. Pultorak. Mr. Holdsworth provided an update on a workgroup that was formed to research the various ways in which Finance Departments can collaborate, cooperate, or even consolidate, including the sharing of traditional financial management information systems across Finance Departments, and the migration to an Application Service Provider solution. Alternate service delivery and Finance Department organizational models were then discussed by Mr. Pultorak.

9:50 – 10:40 am CCIRF Case Study: Encouraging and Making the Business Case for Inter-governmental Cooperation and Public Sector Services Outsourcing

Presiding: Leslie Reinhart, Controller, City of Sterling Heights

Speakers: Christine Andrysiak, Manager, Plante & Moran, PLLC and Art Holdsworth, Deputy Director – Management & Budget, Oakland County

Oakland County established a program to sponsor and fund studies that examine the business case for cross-boundary endeavors between cities, villages, and/or townships. With the assistance of Plante & Moran, several studies have been completed to date and this panel discussed the detailed issues involved in performing the studies, and how to overcome the barriers to implementing cross-boundary endeavors.

10:50 – 11:40 am Grants Management & Administration

Presiding: Art Holdsworth, Deputy Director, Dept. of Mgt. & Budget, Oakland County

Speaker: Duane Johnson, Grants Management Trainer, Grant Writing USA

For those looking for new grant revenues, this session provided an explanations as to: Where do you go? You already have the grant, now what? Duane explored the answers to these and other common questions about grants and their administration. In this era of financial stress and declining revenues, the winning and successful management of grants is ever more crucial to the mission of local government.

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

PUBLIC NOTICE

September 17, 2008, Ypsilanti, Michigan. The Michigan Government Finance Officers Association (MGFOA), at its 59th Annual Fall Training Institute, held at the Ann Arbor Marriott Eagle Crest Golf Resort, announced the election of new officers and Board of Trustee members, including:

President: **Larry Gordier, Finance Director, City of East Pointe**

Vice President: **Jeffrey Budd, Finance Director, City of Coldwater**

Treasurer: **Leslie Reinhart, Controller, City of Sterling Heights**

Trustee: **Jeffrey C. Pardee, Finance Director, City of Adrian**

Mr. Pardee, previously accorded the Life Achievement Award as “Honorary Life Member”, will be serving an unprecedented third term on the MGFOA Board of Trustees. He was the association’s President in 1995-96 and was State Representative to the national Government Finance Officers Association of the United States and Canada from 2003-2007. His current term of office will extend from 2008-2010.

CONSENT AGENDA

CR-1

CR08-076

October 6, 2008

RE: BROWNFIELD REDEVELOPMENT AUTHORITY- Reappointment to Board

RESOLUTION

WHEREAS, the terms of office of Roger Ferguson, Don Taylor, Karol Bolton, Jeff Pardee, Barbara Mitzel, Ron Reeves and Gary McDowell on the Brownfield Redevelopment Authority Board are due to expire; and

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

WHEREAS, the above-named individuals have expressed a willingness to serve on the Brownfield Redevelopment Authority if reappointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the reappointment of these individuals.

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission does hereby approve the reappointment of Roger Ferguson, Don Taylor, Karol Bolton, Jeff Pardee, Barbara Mitzel, Ron Reeves and Gary McDowell to the Brownfield Redevelopment Authority for 3 year terms to expire in 2011.

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

CR-2

CR08-077

October 6, 2008

RE: HISTORIC DISTRICT COMMISSION – Appointment to Board

RESOLUTION

WHEREAS, the resignation of Connie Durst from the Historic District Commission has created a vacancy on this board; and

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

WHEREAS, Brian Boze, 312 Dennis Street, has expressed a willingness to serve on the Historic District Commission, if appointed; and

WHEREAS, the City Commission has given careful consideration to the appointment of Brian Boze.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the appointment of Brian Boze to the Historic District Commission to fill the current vacancy, expiring in August, 2009.

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

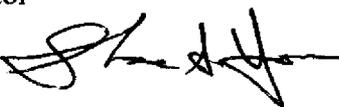
CR-3



MEMORANDUM – UTILITIES DEPARTMENT

DATE: September 24, 2008

TO: Dane C. Nelson, City Administrator

FROM: Shane A. Horn, Utilities Director 

SUBJECT: Lime Residual Removal at Water Treatment Plant

I concur with the recommendation of the Utilities Director to award the bid for the removal of residual lime to Pohlcat, Inc. of Sidney, OH, in the amount of \$154,000.00. This is the alternate bid price which includes the complete cleaning of lagoon #1 across from the Water Plant.

Five firms responded to the offer to bid. There are sufficient funds in the Water Plant operating budget for this expense.



Dane C. Nelson
City Administrator

DCN:bjw

Sealed bids were received by the purchasing department on Thursday September 18, 2008 at 2:00 pm for the removal of residual lime from the Water Treatment Plant. Included is a detailed tabulation of the five contractors that submitted bids for this project. The base bid is for removal of only 8,000 yd³ of material while the alternate was for the complete cleaning of the entire lagoon #1 along Bent Oak Ave. Based on the results of the bids, my recommendation is to accept the alternate from the low bidder, Pohlcat, Inc. of Sidney, Ohio. The total bid price for the complete cleaning of this lagoon was \$154,000.00. Based on our estimate of 15,000 yd³ currently in place, the unit price calculates to \$10.27 yd³. I respectfully recommend that we proceed with the low bidder, Pohlcat, Inc. of Sidney, Ohio for the total amount of \$154,000.00. The current fiscal year Water Plant operating budget includes \$175,000.00 for this expense (591-536.00-801.503).

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

CITY OF ADRIAN, MICHIGAN
LIME REMOVAL
DUE DATE: SEPTEMBER 18, 2008

BIDDER	BASE AMOUNT	ALTERNATE
Midwest Compost Clyde, OH	\$ 148,960.00	\$ 268,950.00
ProLime Services Washington, MI	\$ 113,375.00	\$ 178,600.00
Slusarski Excavating Adrian, MI	\$ 140,800.00	\$ 264,000.00
Pohlcat Inc Sidney, OH	\$ 94,400.00	\$ 154,000.0
Synagro Baltimore, MD	\$ 158,800.00	\$ 297,750.00

RE: UTILITIES DEPARTMENT – Lime Residual Removal at the Water Treatment Plant

RESOLUTION

WHEREAS, the Adrian City Commission, by Resolution #R07-085 dated May 7, 2007, approved the FY2007-08 Budget and General Appropriations Act, which included \$175,000 in the Water Fund Purification Pumping Contract Services account (591-536.00-801.503) for the removal of residual lime at the Water Treatment Plant; and

WHEREAS, bids were solicited and five (5) bids were received on Thursday, September 18, 2008 by the City of Adrian Purchasing Office for the removal of residual lime at the Water Treatment Plant, with the following results (the Base Bid is for the removal of 8,000 cubic yards of material; the alternate is for the complete cleaning of the entire lagoon #1 along Bent Oak Ave.):

<u>Vendor</u>	<u>Base Amount</u>	<u>Alternate Amount</u>
Pohlcat, Inc., Sidney, OH	\$94,400	\$154,000
ProLime Services, Washington, MI	113,375	178,600
Slusarski Excavating, Adrian, MI	140,800	264,000
Midwest Compost, Clyde, OH	148,960	268,950
Synagro, Baltimore, MD	158,800	297,750

WHEREAS, the Finance Director indicates that sufficient funds for this purpose are available in the Water Fund Purification Pumping Contract Services account (591-536.00-801.503); and

WHEREAS, the Utilities Director and City Administrator recommend that the low bidder, Pohlcat, Inc., Sidney, OH, be engaged in the City's Standard Professional Services Contract for the removal of residual lime (alternate bid for the complete cleaning of the entire lagoon #1) at the Water Treatment Plant at a cost not to exceed \$154,000.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Pohlcat, Inc., Sidney, OH in the City's Standard Professional Services Contract for the removal of residual lime (alternate bid for the complete cleaning of the entire lagoon #1) at the Water Treatment Plant at a cost not to exceed \$154,000.

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

CR-4

CR08-079

October 6, 2008

RE: HISTORIC DISTRICT COMMISSION – Reappointments to Board

RESOLUTION

WHEREAS, the terms of office of Kara Lennard and Dr. William DeMots on the Historic District Commission have expired, which has created vacancies on this board; and

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

WHEREAS, Ms. Lennard and Dr. DeMots have expressed a willingness to serve again on the Historic District Commission if reappointed; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission does hereby approve the reappointment of Kara Lennard and Dr. William DeMots to the Historic District Commission for a three year term, expiring in 2011.

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

REGULAR
AGENDA

0-1



Memorandum

TO: Adrian City Planning Commission

FROM: Denise Cook, Secretary
Community Development Department

DATE: September 12, 2008

SUBJECT: Case 08-029
Text Corrections for RM-1 and RM-2 Multiply Family Residential
Districts

At their September 9, 2008, meeting, the Adrian City Planning Commission voted unanimously to recommend to the City Commission the approval of correcting Sections 8.2 and 9.2 of the RM-1 Low Rise Multiple Family Residential and RM-2 High Rise Multiple Family Residential Districts. This would reinstate Student Group Homes as a Use Subject to Zoning Exception Permit, which was inadvertently removed with Ordinance 08-10.

There was a discrepancy between Ordinance 08-10 and Ordinance 08-09. These ordinances allow congregate living facilities and student group housing in the RM-1 and RM-2 Districts. Ordinance 08-09 was delayed going to the City Commission. When staff wrote the amendments for the congregate living facilities, the new Subsection 5 which should have been student group homes was inadvertently used for Housing Shelters.

ORDINANCE NO. 08-14

AN ORDINANCE TO AMEND ARTICLE VIII – RM-1 LOW RISE MULTIPLE FAMILY RESIDENTIAL DISTRICT, AND ARTICLE IX – RM-2 HIGH RISE MULTIPLE FAMILY REISIDENTIAL DISTRICT.

The City of Adrian Ordains:

1. Add a new Subsection 8 to Section 8.2 of Article VIII – RM-1 Low Rise Multiple Family Residential to read as follows: *(new language is in bold)*

SECTION 8.2 USES SUBJECT TO ZONING EXCEPTION PERMIT:

1. Congregate living facilities, subject to Section 25.13
 2. Single-room occupancy facilities, subject to Section 25.12
 3. Housing for the elderly, subject to Section 24.02
 4. Group family homes, subject to Section 2.52 (C) and Section 25.15
 5. Housing Shelters subject to the following conditions:
 - (a) Each facility shall not be less than 300 feet from another such facility.
 - (b) Subject to Section 2.52 (C) and Section 25.15.
 6. Transitional Housing Facilities subject to the following conditions:
 - (a) Each facility shall not be less than 300 feet from another such facility.
 - (b) Subject to Section 2.52 (C) and Section 25.15.
 7. Temporary Shelters subject to the following conditions:
 - (a) Each facility shall not be less than 300 feet from another such facility.
 - (b) Subject to Section 4.8.
 8. **Student Group Homes subject to Section 2.41.01 (C) and Section 25.15**
2. Add a new Subsection 8 to Section 9.2 of Article IX – RM-2 High Rise Multiple Family Residential to read as follows: *(new language is in bold)*

SECTION 9.2 USES SUBJECT TO SPECIAL EXCEPTION PERMIT:

1. Housing for the elderly, subject to Section 24.02.
2. Congregate living facilities, subject to Section 25.13.
3. Convalescent and nursing homes subject to Section 25.09.
4. Private clubs and lodges, subject to Section 25.05.
5. Housing Shelters subject to the following conditions:
 - (a) Each facility shall not be less than 300 feet from another such facility.
 - (b) Subject to Section 2.52 (C) and Section 25.15.
6. Transitional Housing Facilities subject to the following conditions:
 - (a) Each facility shall not be less than 300 feet from another such facility.
 - (b) Subject to Section 2.52 (C) and Section 25.15.
7. Temporary Shelters subject to the following conditions:
 - (a) Each facility shall not be less than 300 feet from another such facility.
 - (b) Subject to Section 4.8.
8. **Student Group Homes subject to Section 2.41.01 (C) and Section 25.15**

INTRODUCTION October 6, 2008

SUMMARY PUBLISHED

ADOPTION.....

COMPLETED PUBLICATION

EFFECTIVE DATE

On motion by Commissioner _____

seconded by Commissioner _____,

this resolution was adopted by a _____ vote.

R-1

DATE: September 29, 2008

TO: Honorable Mayor and City Commission

FROM: Dane C. Nelson, City Administrator

SUBJECT: Paving Access Drive to WWTP

As noted in the attached memo from Steve Eberle, the access drive to the Wastewater Treatment Plant is beyond the point of patching and needs to be milled and asphalted before winter. Michigan Paving has agreed to extend their current contract with the city to include this project at a cost of \$50,000. Because this drive also leads to the compost site and the brush drop-off site, a portion of the project will be reimbursed from the respective departments' budget.

I recommend that Michigan Paving be retained for paving of the access drive to the Wastewater Plant at a cost of \$50,000, that the bid process be waived and that the resulting budget amendments be approved.



Dane C. Nelson
City Administrator

DCN:bjw

September 29, 2008

MEMORANDUM

TO: Dane Nelson, City Administrator
Cc: Jeff Pardee, Finance Director
FROM: Steve Eberle, Acting Director of Utilities
SUBJECT: WWTP Access Drive Asphalt Paving



The access drive to the Waste Water Treatment Plant is in need of immediate attention. Failing asphalt will not last through the winter months and will cause hazardous potholes. Milling and patching several areas has been discussed, but we feel a complete mill and resurface will ultimately save the City over the years. Because this is a shared drive to access the Compost site (DPW), the Brush dump (Parks & Forestry), and Utilities O&M Facility the cost of the total project will be dispersed amongst departments accordingly.

Funds are available within the Utilities Department capital funds to complete this work at this time. Funds for a portion of this project will be reimbursed to the Utilities Department from Parks & Forestry and DPW fiscal year 2009-2010.

Michigan Paving agreed to use the same price's as quoted for the College Park project. Please see below table for quoted prices.

	<u>Price per Ton</u>
HMA, 13A Leveling	\$61.13/Ton
HMA, 36A Wearing	\$60.39/Ton

I also spoke with Walt Slusarski of Slusarski Excavating and Paving, our local paving contractor. He stated that he can only purchase material at \$60.00/ton and this does not include the installation of the asphalt. Mr. Slusarski is not concerned if our current contract was modified with Michigan Paving and not bid, as he is aware of the project at the WWTP. Slusarski Excavating will be working for the City under their yearly contract for dozer and grading work on this project. In addition, a Purchase Requisition under \$5,000 will be made for Slusarski Excavating to mill the existing asphalt drive to the WWTP.

I recommend that we accept the extended agreement on the College Park contract with Michigan Paving and waive bidding this project.

Funds for this project are available in the account numbers below.

<u>Account Number</u>	<u>Funds to be used</u>
497-553.00-975.120	\$25,000.00
497-553.00-975.143	\$40,000.00

The total project is estimated to cost approximately \$50,000.00.

RE: UTILITIES DEPARTMENT –Wastewater Treatment Plant – Access Drive Asphalt Paving Project

RESOLUTION

WHEREAS, the access drive to the Wastewater Treatment Plant is in need of repaving before the winter months cause hazardous conditions; and

WHEREAS, Michigan Paving has agreed to extend the price of their current contract with the Department of Public Works for the College Park Subdivision Project, as follows:

	<u>Price per Ton</u>
HMA, 13A Leveling	\$61.13
HMA, 36A Wearing	\$60.39

resulting in an estimated total project cost of \$50,000; and

WHEREAS, because this is a shared drive to access the Compost Site (DPW), brush dump (Parks & Forestry) and Utilities O&M Facility, as well as the Waste Water Treatment Plant, agreements have been reached to share the cost of the total project by the various departments, accordingly; and

WHEREAS, the Utilities Director, recognizing the urgency of this project, has indicated a desire to delay previously authorized projects in favor of immediately completing this project; specifically, the Window and Door Replacement Project at the Wastewater Treatment Plant (\$40,000) and the WWTP/Broad Street HVAC Replacement Project (\$25,000), thereby freeing up sufficient funds for this purpose in the Wastewater Capital Project Fund (497-554.00-975.120 and 497-553.00-975.143); and

WHEREAS, the Finance Director indicates that these projects will be included in the FY2009-10 Capital Project Budget, as well as the previously mentioned cost sharing with other user departments; and

WHEREAS the Utilities Director and City Administrator recommend approval of this resolution for paving of the access drive to the Wastewater Treatment Plant and waiver of the competitive bid process, recognizing the economy of extending the current price of the outstanding contract with Michigan Paving.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes paving of the access drive to the Wastewater Treatment Plant by Michigan Paving, Inc., Jackson, MI, at an estimated cost of \$50,000.00.

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.

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

Wastewater Capital Project Fund (497)

Expenditures:

From:

(497-553.00-975.120) WWTP Window/Door Replacement Project	\$(25,000)
(497-553.00-975.143) WWTP/Broad Street HVAC Replacement	<u>(40,000)</u>
	\$(65,000)

To:

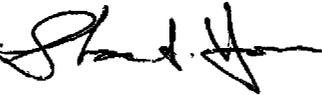
(497-553.00-975.136) WWTP Access Drive Paving Project	\$ 50,000
(497-990.00-990.000) Contingency	<u>15,000</u>
	<u>\$ 65,000</u>
Total	\$ -0-

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

MEMORANDUM – UTILITIES DEPARTMENT

DATE: September 25, 2008

TO: Dane C. Nelson, City Administrator

FROM: Shane A. Horn, Utilities Director 

SUBJECT: Wastewater Treatment Plant Improvement Contract with
Irish Construction, Inc. Change Order No. 8

Irish Construction Co. has submitted Change Order #8 to their contract for additional concrete restoration work inside digester #3 at a cost of \$23,016.39. This will bring the total contract cost to \$5,343,979.01.

I urge your favorable consideration authorizing Change Order #8 to Irish Construction's contract in the amount of \$23,016.39. There are sufficient funds to cover this expense through a MDEQ State Revolving Fund low interest loan.



Dane C. Nelson
City Administrator

DCN:bjw

Attached with recommendation for approval is Change Order No. 8 to the Wastewater Treatment Plant Improvement Contract with Irish Construction, Inc. The Change Order consists of additional concrete restoration work that was needed inside digester #3. The Change Order includes an explanation of the additional work.

The recommended Change Order No. 8 will increase the contract by \$23,016.39 to \$5,343,979.01. Change Orders to date (including Change Order No. 8) total \$99,279.01 which is 2% of the original award amount of \$5,244,600.00.

cc: Jeff Pardee, Finance Director
Ken Wesley, Waste Water Plant Superintendent



4640 W GRAND RIVER
 HOWELL, MI 48855
 Ph : 517 548-3440

Change Request

To: Daniel Miller
 Jones & Henry Engineers
 2000 West Central
 Toledo, OH 43606
 Ph: (419)473-9611 Fax: (419)473-8924

Number: 72
 Date: 7/17/08
 Job: 05-12-067 Adrian-WWTP Impvmt Ph II Div A
 Phone:

Description: ADD - Concrete Restoration 6-20-08 thru 7-11-08

Reason: Owner Request

Source: Other

We are pleased to offer additional pricing to make the following changes per your request:
 Furnish and install all labor, materials, and tools to perform concrete restoration to interior and exterior of degister #3.

NOT INCLUDED IN THIS CHANGE REQUEST
 Crane, Cleaning, Scaffold, Removal of Lid, Supervision, Inspection
 Any work done after July 11, 2008

Description	Price
CONCRETE RESTORATION (Labor & Materials from 6-20-08 to 7-11-08)	\$21,768.00
	Subtotal: \$21,768.00
Contracted Fee (Spec. Sec. 11.6.2.2)	\$21,768.00 5.00% \$1,088.40
Contracted Fee (Spec. Sec. 11.6.2.1)	\$0.00
Bid Bond (Spec. Sec. 11.2.5.9)	\$22,856.40 0.70% \$159.99
	Total: \$23,016.39

If you have any questions, please contact me at (517)548-3440.

Submitted by: Matt Mellen
 Irish Construction Co.

Approved by: _____
 Date: _____

Cc:



Schaedler Enterprises Inc.
 1831 E. Manhattan Blvd.
 Toledo, OH 43608
 877-451-8433
 Fax: 419-727-9950

Invoice

DATE	INVOICE NO.
7/14/2008	8919

BILL TO
Irish Construction Company 4640 W Grand River Howell, MI 48835

SHIP TO
Time and Material Job Adrian WWTP Digester

P.O. NO.	TERMS	PROJECT
	Net 15	Adrian WWTP - Dig...

DESCRIPTION	AMOUNT
6/20/08 Thru 7/11/08 Provide Labor, material and tools to perform interior and exterior concrete restoration at Adrian Waste Water Treatment Facility	0.00
6/20 One (1) Man Eight (8) hours	584.00
6/23 Two (2) men eight (8) hours	1,168.00
6/24 Two (2) men nine (9) hours	1,410.00
6/25 Two (2) men eight (8) hours	1,168.00
6/26 Two (2) men eight (8) hours	1,168.00
6/27 Two (2) men eight (8) hours	1,168.00
6/30 Two (2) men eight (8) hours	1,168.00
7/01 Two (2) men eight (8) hours	1,168.00
7/02 Three (3) men eight (8) hours	1,752.00
7/03 Three (3) men eight (8) hours	1,752.00
7/07 Three (3) men eight (8) hours	1,752.00
7/08 Three (3) men eight (8) hours	1,752.00
7/09 Two (2) men eight (8) hours	1,168.00
7/10 Two (2) men eight (8) hours	1,168.00
7/11 Three (3) men eight (8) hours	1,752.00
19 units SikaFlex 2C-NS with Color Pak Gray @ \$65.00	1,235.00
3 Gallons SikaFlex Primer/Gray and 2 Pints SikaFlex Primer/Gray	433.00

We now accept Visa, Mastercard, Discover and America Express!!!!	
Total	\$21,768.00
Payments/Credits	\$0.00
Balance Due	\$21,768.00

SEI Schaedler Enterprises Inc. 1831 E. Manhattan Blvd. Toledo, OH 43608

FAX TRANSMISSION COVER SHEET

Name: Irish Construction / MATT MELLEN
Fax # 517-548-4066

Date: July 14, 2008

Fax From: Brian J. Gentner
Phone # 419-727-9930 (Office)
Phone # 419-727-9950 (Fax)

No pages 2 (includes cover)

RE: Invoice

Matt:

Enclosed is invoice for work performed June 20, 2008 through July 11, 2008... Should you have any additional questions please contact me. Please get this amount into you July 15, 2008 Estimate to the City of Adrian.

Thanks,
Brian



CHANGE ORDER

Name of Project City of Adrian, Michigan; WWTP Improvements Project No. 362-5927.001

Page 1 of 2

Contactor Irish Construction, Inc.

Change Order No. 8

Address 4640 West Grand River; Howell, Michigan 48855

Date September 8, 2008

Description of Change			
Item 1	Repair of Perimeter, Exterior and Interior Cracks on Digester 3	+ \$	23,016.39
	<i>FOR CONCRETE RESTORATION DATE 6-20-08 TO 7-11-08 MM</i>		

Bid Amount	\$ 5,244,600.00	Total Increase	\$ + 23,016.39
Net Change through Change Order 8	\$ + 99,279.01		
Present Contract Amount	\$ 5,343,879.01		
Change in Time of Completion	None	to	

Prepared By: Jones & Henry Engineers, Ltd. Engineer By *[Signature]* Date 9/24/08

Accepted Irish Construction, Inc. Contractor By *[Signature]* Date 9-23-08

Approved City of Adrian, Michigan Owner By _____ Date _____



**City of Adrian, Michigan
WWTP Improvements
362-5927.001**

Change Order No. 8

Item 1 Add

Repair perimeter, interior, and exterior cracks in the cover of Digester 3.

\$ + 23,016.39

For CONCRETE RESTORATION DONE 6-20-08 to 7-11-08

R08-135

October 6, 2008

RE: UTILITIES DEPARTMENT –Contract Change Order #8 (Irish Construction Company) for Wastewater Treatment Plant Improvements

RESOLUTION

WHEREAS, the City Commission, at its meeting of November 17, 2005, approved Resolution R05-179 awarding a construction contract for Wastewater System improvements to Irish Construction Company in the amount of \$5,244,600, contingent upon successful financial arrangements with the State Revolving Fund; and

WHEREAS, the low interest loan (1.625%) with the Michigan Department of Environmental Quality State Revolving Fund was successfully closed on December 15, 2005 and Notice to Proceed was issued to the contractor; and

WHEREAS, Contract Change Orders #1 through #7 with Irish Construction Company, totaling an increase of \$76,262.62 (1.45%), were previously approved by the City Commission; and

WHEREAS, the Water Treatment Plant Superintendent recommends approval of Contract Change Order #8, which consists of additional concrete restoration work inside Digester #3, resulting in a total increase of \$23,016.39 (0.4%) of the original contract and a revised contract amount of \$5,343,979.01; and

WHEREAS, Contract Change Orders #1 through #8, combined, amounts to 1.85% of the original contract, well within the allowable margin of 4.00%; and

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution authorizing the aforementioned Contract Change Order.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves Contract Change Order No.8 with Irish Construction Company, Inc. for Wastewater Treatment Plant Improvements for the City of Adrian.

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

R-3

Memo

To: Dane C. Nelson, City Administrator
From: Kristin Bauer, City Engineer
Date: 10/3/2008
Re: Bid Recommendation -- One (1) Pickup Truck

Sealed bids were received and opened on Thursday, September 25, 2008 for 1 Pickup Truck for the Departments of Public Works. See Attached sheet for bidders.

After review with staff, it is my recommendation that the bid be awarded to Ed Schmidt Auto Group of Maumee Ohio. This truck has been chosen for several reasons. The wheel base on this truck was the only presented that was in accordance with the specification provided with our bid. Our desire is that this truck will complete the inspector's fleet of vehicles and they will all be a similar size and model. The vehicle presented by Ed Schmidt has a slightly smaller engine than that specified; however, in talking with the city's mechanic, he is more comfortable working with Chevy vehicles and it is his feeling that this is a good engine and will serve the City well in its desired capacity.

The vehicle presented by Adrian Dodge is out of specification with regard to wheel base, as it will be slightly longer, but the engine was within specification. The Adrian Dodge vehicle is within the price range for the County local preference policy at \$17,818.00.

I recommend the purchase of the Ed Schmidt vehicle (Chevy Colorado) due to the Mechanic's familiarity with the Chevy products and the overall wheel base being smaller. Our fleet currently only contains one other Dodge truck.

Funds for this purchase are budgeted in the Capital Equipment Budget. The price for one vehicle is \$17,809.88.

CITY OF ADRIAN, MICHIGAN
 TABULATION - 2WD PICKUP
 DUE DATE: SEPTEMBER 25, 2008

BIDDER	AMOUNT	DELIVERY
Clift Buick Pontiac Adrian, MI	\$ 18,753.00 2008 GMC Sierra	5 days
Dave Knapp Ford Adrian, MI	\$ 19,125.40 2009 Ford F-150	60 days
Ed Schmidt Auto Group Maumee, OH	\$ 17,809.88 2009 Chev Colorado	90 - 180 days
Adrian Dodge Adrian, MI	\$ 17,818.00 2009 Dodge Dakota	60 days
Varsity Ford Ann Arbor, MI	\$ 18,297.00 2009 Ford F150	90 days

City 4 1/2%
County 2.25%

Equipment specifications		Clift Buick Pontiac	Ed Schmidt Auto Group	Adrian Dodge	Varsity Ford	Dave Knapp Ford
Engine	Gasoline, 6 cylinder 145-180Hp	4.3L V-6	2.9l dohc 4 cyl	2.0HP V6	4.6L EFI V-8	4.6 LTR EFI V8
Body	Extended Cab 6 foot box			6.5'	6.5'	6.5'
Color	Bright red	Fire red	Victory Red	Inferno red	X	X
GVRW	To match truck specs.					X
Wheelbase	110 to 126 inches	135"	125.9"	131.3"	145"	145"
Brakes	ABS System				X	X
Transmission	Automatic	X	X		X	X
CAB	Air Conditioning	X			X	X
	AM/FM Stero Radio	X	X		X	X
	Tilt Steering Wheel	X	X		X	X
	Power steering		X		X	X
	Power Door Locks	X			X	X
	Power Windows	X			X	X
	Windshield Wipers	Duel, intermittent speed electric, with automatic type washers		X		X
Battery alternator	12 volt, 475 cca minimum		590CCA		450 CCA	X
	80 amp minimum		125 AMP		135 AMP	X
Gauges	meter, volt meter, fuel level, oil pressure, hour meter,					
	engine/transmission temp fuel, coolant and oil pressure levels, oil pressure (Gauge Package)		X		X	no hr meter
Monitors	Dome, reading, ashtray, glove box under hood		X		X	X
Interior lighting	rear, step down type		X		X	no lights
Bumper	Inside: rear view		X		X	X
	Outside: R.H. and L.H. below eye level, swing away type		X		X	X
Tires	Tubeless, radial to meet gvrw.					
	All season black wall full size spare tire and wheel		X		X	X
complete set of	factory repair manuals	X	X		X	X
	Incomplete specifications	XX		XX		XX

R08-136

October 6, 2008

RE: PUBLIC WORKS – Purchase of Pickup Truck

RESOLUTION

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

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

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

WHEREAS, the City Engineer has recommended that the Local Preference Policy be waived as the local bidder did not meet specifications and that the bid be awarded to Ed Schmidt Auto Group of Maumee, OH for a 2009 Chevy Colorado at a cost of \$17,809.88.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby award the bid to Ed Schmidt Auto Group of Maumee, OH at a cost of \$17,809.88 as the lowest bid that met specifications and that the Local Preference Policy be waived.

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

MISCELLANEOUS

M-1

Adrian Parks and Recreation
 Recreation Program Report
 Summer (June - August 2008)

	2007	2006	2005	2004	2003
AQUATICS					
Open Swim (Includes season pass holders)	9,781	11,716	9,494	11,456	13,100
Family Passes/Additional Members	65/28	73/20	78/26	84/36	85/38
Individual Passes	74	71	55	107	99
Punch Passes	32	22	26	20	24
Lessons - 5 sessions AM ('04 4 Sessions)	448	508	483	397	393
3 sessions PM	140	152	187	189	152
Water Aerobics (Average)	15	15	10	5	5
Swim Team	69	73	111	174	148
Kids Go Wild (3 sessions)			21/15/28	16/40/32	74/47/45
Dog Days Swim	10	11	25	43	55
YOUTH PROGRAMS					
A Team Boot Camp			12	20	11
Camp Adventure (2 sessions)	12/0	11/(2)	10/10	5/5	0/8
Camp Caterpillar (2 sessions 2007; 1 session 2008)				21	11
Father's Day Gift Workshop	12	20	11	8	11
Golf Lessons	14	8	13	12	7
Karate	10	20	27	25	18
Lacrosse Clinic				13	N.O.
Pixie Cheerleading	47	66	70	40	58
Sports for Squirts	10	10	14	12	
Squirts T-Ball*					33
Summer Playgrounds	49	88	63	N.O.	N.O.
Tennis - 2 sessions (1 session 04)	13	14	14	19	20
Volleyball Clinic	28	21	21	17	17
Voyager Camp				10	6
Wolf Creek Riding Camp			6	4	N.O.
ADULT PROGRAMS					
Dog Obedience	15	12	19	26	12
Golf Lessons	3	7	13	10	9
Karate	6	2	2	4	9
Sand Volleyball (teams)					
4X4	23	25	23	17	18
2X2				4	0
Soccer (teams)	0	4	7	12	10
Softball (teams)	59	47	46	40	43
Men's	28	22	22	17	23
Women's	14	11	8	9	8
Co-ed	17	14	16	14	12
District Softball Tournament	15	14	12	11	7
State Finals Softball Tournament	42	N.O.	19	8	42
State Qualifier Tournament	10	N.O.	N.O.	9	16
Urban Forestry Classes					
Bonsai Workshop	3	4	5	N.O.	N.O.
*NEW PROGRAM ()CLASS CANCELLED DUE TO LOW ENROLLMENT N.O. Not Offered					
NOTE: Blank spaces are due to incomplete information from prior years or not offering certain programs in various years.					
Note: <1> Program offered, cancelled due to low participation numbers, drop in program offered instead					
<2> Program only offered in the spring					

Adrian Parks and Recreation
Recreation Program Report
Summer (June - August 2008)

	2003	2004	2005	2006	2007	2008
SPECIAL EVENTS						
Adaptive Programs						
Bowling with Buddies					0	N.O.
Krazy Karaoke (2 sessions)					5/0	N.O.
Miles of Smiles Camp					(1)	N.O.
Game Night at Trestle Park						7
City Band Concerts (8 Concerts; 9 in 2004)	1,100	1,200	1,200	1,200	1,200	1,500
Dad's & Son's Night Out*						26
Drive, Pitch & Putt	10	11	21	7	7	9
Fishing Derby		10	10	10	10	15
Hershey Track & Field	27	35	43	39	39	35
Maple City Fest 3 on 3 Tournament (Teams)	28	38	32	17	17	12
Pre-School Pajama Parties (2 Sessions)					18	N.O.
Rockin'Kids Night Out (2 Sessions)			9/(1)	0/(2)	0/(2)	N.O.
Teen Trips						
Cedar Point	23	17	46	25	25	14
Tigers Game	19	11	(2)	10	10	9
Tons Of Trucks (kids/adults) (2008 rain)		57/75	264/200	197/150	197/150	135/80
SKATE PARK						
Open Skate			468	532	532	613
Bikes Only Days			96	56	56	N.O.
Boards Only Days			58	42	42	N.O.
Skateboard Camp			30	25	25	13
RENTALS						
Picnic Shelters	130	153	116	140	140	162
Band Shell	6	3	2	3	3	N.O.
Pool	13	20	22	15	15	18

*NEW PROGRAM () CLASS CANCELLED DUE TO LOW ENROLLMENT N.O. Not Offered

NOTE: Blank spaces are due to incomplete information from prior years or not offering certain programs in various years.

Note: <1> Program offered, cancelled due to low participation numbers, drop in program offered instead

<2> Program only offered in the spring

**Resident/Non-Resident Comparison
Adult Sports Summer 2008**

Sport	Non-Residents	Total Participants	Percentage Non-Res.
Team Numbers:			
Soccer	6	10	60%
Softball	37	43	86%
Sand Volleyball	15	18	83%
Total Team Numbers:	<hr/> 52	<hr/> 61	<hr/> 85%
Player Numbers:			
Soccer	67	138	49%
Softball	508	751	68%
Sand Volleyball	61	93	66%
Total Player Numbers:	<hr/> 569	<hr/> 844	<hr/> 67%

Adrian Parks Recreation
Non-Resident Report
Summer (June - August 2008)

	Residents	Non-Residents	Total Participants	Percentage Non-Residents
AQUATICS				
Open Swim (Does not include pass holders)	6,933	1,787	8,720	20%
Family Passes	62	23	85	27%
Additional Members	36	2	38	5%
Individual Passes	71	28	99	28%
Punch Passes	18	6	24	25%
Lessons - 5 sessions AM	153	240	393	61%
3 sessions PM	59	93	152	61%
Water Aerobics	126	10	136	7%
Swim Team	77	69	146	47%
Kids Go Wild	41	17	58	29%
Dog Days Swim	32	23	55	42%
YOUTH PROGRAMS				
A Team Boot Camp	8	3	11	27%
Camp Adventure	1	7	8	88%
Camp Caterpillar	8	3	11	27%
Father's Day Workshop	7	4	11	36%
Golf Lessons	4	3	7	43%
Karate	8	10	18	56%
Pixie Cheerleading	36	22	58	38%
Squirts T-Ball	21	12	33	36%
Tennis - 2 sessions	9	11	20	55%
Volleyball Clinic	3	14	17	82%
Voyager Camp	5	1	6	17%
ADULT PROGRAMS				
Dog Obedience	2	10	12	83%
Golf Lessons	3	6	9	67%
Karate	0	9	9	100%
Soccer (players)	71	67	138	49%
Sand Volleyball (players)	32	61	93	66%
Softball (players)	243	508	751	68%
SPECIAL EVENTS				
Adaptive Programs	6	1	7	14%
City Band Concerts (8)	N/A Did not track			
Dad's & Son's Night Out	18	8	26	31%
Drive, Pitch & Putt	N/A Did not track			
Fishing Derby	7	8	15	53%
Hershey Track & Field	25	10	35	29%
MCF 3X3 Bball Tournament	16	13	29	45%
Tons of Trucks	N/A Did not track			
Teen Trips - Cedar Point	12	2	14	14%
Teen Trips - Tigers	2	7	9	78%
SKATE PARK				
Open Skate	500	53	553	10%
Skateboard Camp	3	10	13	77%
RENTALS				
Picnic Shelters	115	47	162	29%
Pool	11	7	18	39%
TOTAL	8,784	3,215	11,999	27%

YOUTH RECREATION SCHOLARSHIPS JUNE - AUGUST 2008			
	Account	# Participants	Amount
Aquatics	61	67	\$1,675.00
Youth Programs	56	17	\$424.00
TOTAL		84	\$2,099.00