



**CITY COMMISSION
MEETING
July 1, 2013**



PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
MONDAY,
JULY 1, 2013**

The City Commission will meet for a pre-meeting study session on Monday, July 1, 2013 at 5:30 p.m. at the City Chambers at 159 East Maumee Street, Adrian, Michigan.

1. Discussion of City Attorney memo regarding sign ordinance adoption.
2. Other items as time permits.



COMMISSION AGENDA

AGENDA
ADRIAN CITY COMMISSION
JULY 1, 2013
7:00PM

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE JUNE 17, 2013 REGULAR MEETING OF THE ADRIAN CITY COMMISSION.
- IV. PRESENTATION OF ACCOUNTS
- V. PUBLIC COMMENT ON AGENDA ITEMS
- VI. CONSENT AGENDA
 1. **CR13-041. Engineering.** Resolution to award the annual bid for pavement markings.
 2. **CR13-042. Engineering.** Resolution to set a public hearing for July 15, 2013 to hear and consider comments to the establishment of a Special Assessment District (SAD # 387) for improvements to Haan Street from Beecher Street to the Dead-end.
- VII. REGULAR AGENDA
 - A. SPECIAL ORDERS
 1. **SO-1.** Public hearing to hear and consider comments to the proposed establishment of Commercial Rehabilitation District # 4, at 964 Caton.
 - B. RESOLUTIONS
 1. **R13-158. Community Development.** Resolution to establish Commercial Rehabilitation District # 4, at 964 Caton.
 2. **R13-159. Department of Public Works.** Resolution to waive the bid process and authorize the purchase of one Single Axle Dump Truck w/underbody plow package through the Michigan State Cooperative Purchasing Program (MI-Deal).
 3. **R13-160. Engineering.** Resolution to waive the bid process and authorize the acceptance of the sole source price from Associated Engineers and Surveyors to complete survey and design of Division Street from Dawes to Parkview.
 4. **R13-161. Engineering.** Resolution to approve D&P Communication's METRO Act application to allow them to work within the City rights-of-way.

5. **R13-162. Finance.** Resolution to authorize the Department of Finance to amend the FY2012-13 budget in accordance with the schedule entitled City of Adrian FY2012-13 Fourth Quarter Recommended Budget Amendments.
6. **R13-163. Engineering.** Resolution to award a bid for a design/build contract for the replacement of the existing fluorescent lighting with LED lighting.

VIII. PUBLIC COMMENTS

IX. COMMISSIONER COMMENTS



MINUTES

**MINUTES
ADRIAN CITY COMMISSION
JUNE 17, 2013
7:00 P.M.**

Official proceedings of the June 17, 2013 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 DuMars and Commissioners Warren, Jacobson, Faulhaber, Carrico and Berryman Adams.

ABSENT: Commissioner Gallatin.

Commissioner Warren motioned to excuse Commissioner Gallatin; seconded by Commissioner Berryman Adams and adopted by a 6-0 vote.

Mayor DuMars in the Chair.

Commissioner Berryman Adams motioned to approve the minutes from the June 3, 2013 Commission meeting; seconded by Commissioner Jacobson, and the motion was carried by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher # 3798 through # 3801	\$77,780.81
General Fund Vouchers # 21465 through # 21482	\$415,494.93
Clearing Account Vouchers amounting to	<u>\$449,177.56</u>
TOTAL EXPENDITURES	<u>\$942,453.30</u>

On motion by Commissioner Warren, seconded by Commissioner Carrico, this resolution was adopted by a unanimous vote.

PUBLIC COMMENT

1. Jim Berryman – 676 Stonecrest – asked the City Commission to vote for the Sign Ordinance and the amendments that the businesses and Adrian College have requested.
2. Frank Hribar – Adrian College – presented the requested amendments to the proposed Sign Ordinance from Adrian College and asked the Commission to act on them.
3. Timothy McLaughlin – District Manager for Sodexo – spoke on behalf of the WOW Café; the amendments to the Sign Ordinance are needed so that the Café can be successful.

4. Ron Reeves – 436 Meadowbrook Dr – also encouraged the Commission to revisit the Sign Ordinance and reconsider the amendments; the Sign Ordinance has not changed in over 30 years.
5. Rhonda Alver – 438 Cherry St – works at the WOW Café on the Adrian College campus; many people that she sees do not even know about the Café because there is not proper signage to let the public know they are there.

CONSENT AGENDA

CR13-023

RE: UTILITIES DEPARTMENT – Annual Bids for Treatment Chemicals at Water and Wastewater Plants

WHEREAS, the City Commission, by Resolution # R13-030 dated April 15, 2013, adopted the FY2013-14 Budget and General Appropriations Act, which included appropriations for treatment chemicals at the Water (\$260,000) and Wastewater (\$65,000) Plants; and

WHEREAS, the Purchasing Office, in conjunction with the Utilities Department, solicited and received a total of fifteen (15) bids on Thursday, June 6, 2013 for the seven (7) chemicals used in the various treatment processes; and

WHEREAS, the Utilities Director recommends acceptance of the low bid in every case except for the Sodium Hypochlorite. In this case the low bid was not a manufacturer of the chemical as stipulated in our specifications; and

WHEREAS, a summary of the recommended vendors follows:

<u>Chemical</u>	<u>Recommended Supplier</u>	<u>Bid Price</u>	<u>% Chg Ferric</u>
Chloride	Kemira Water Solutions-Lawrence, KS	\$0.2056	+ 6.6%
Ferric Sulfate	Kemira Water Solutions-Lawrence, KS	\$0.1182	-5.1%
Pebble Lime	Western Lime-West Bend, WI	\$137/ton	+ 3.6%
Sodium Hypochlorite	K.A. Steel Chemical, Lemont, IL	\$0.077	+ 9.1%
Phosphate	Carus Corp. – Peru, IL	\$0.52	+ 1.9%
Carbon Dioxide	Continental Carbonic – Decatur, IL	\$0.0335	+ 4.5%

WHEREAS the City Administrator recommends approval of this resolution.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the bid recommendations detailed above for the FY2013-14 Fiscal Year.

CR13-024

RE: UTILITIES DEPARTMENT – Precast Concrete Products-Annual Bid

WHEREAS, two (2) sealed bids were received June 6, 2013 for the annual purchase of Precast Concrete Products to be used by both the Utilities and Engineering Departments; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the bids for Precast Concrete Products be awarded to the low bidder, Grand Valley Concrete Products, Grand Rapids, MI under the terms and conditions as submitted and as proposed in their sealed bids dated June 6, 2013.

CR13-025

RE: **DEPARTMENT OF PARKS & RECREATION – Brush Grinding**

WHEREAS the Department of Parks & Recreation, in conjunction with the City of Adrian Purchasing Office, solicited and received bids on Tuesday June 11, 2013 for Brush Grinding services; and

WHEREAS nine (9) vendors were invited to bid, with two (2) responding as follows:

BIDDER	VanBrunt Transport Onsted, MI	Mid-Michigan Recyclers Flint, MI
ITEM 1		
Hourly Rate	\$350.00	\$675.00
Number of Hours	40-50	40
Max Size	16" Diameter, 10 Ft	60" Diameter, 200 Ft
ALT ITEM		
Hourly Rate	\$350.00	\$875.00
Number of Hours	40-50	40
Max Size	16" Diameter, 10 Ft	60" Diameter, 200 Ft

;and

WHEREAS, the Parks & Forestry Director and City Administrator recommend acceptance of the low alternate hourly rate bid (which calls for removing the ground material from the site) for Brush Grinding services from VanBrunt Transport of Onsted, MI at a not to exceed cost (28.5 hours of work at a rate of \$350 per hour) of \$9,975.00; and

WHEREAS the Finance Director indicates that sufficient funds are available in the FY2011-12 Parks & Forestry Operating Budgets for this purpose.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission by this resolution hereby accepts the bid and authorizes the Parks & Recreation Department to contract for Brush Grinding services from VanBrunt Transport of Onsted, MI at a not to exceed cost of \$9,975.00.

CR13-026

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

WHEREAS, six (6) sealed bids were received June 6, 2013 for the annual purchase of ductile iron pipe and fittings; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the bids for Class 52 Ductile Iron pipe and associated fittings be awarded to the low bidder that met specifications, Etna Supply, Grand Rapids, MI. under the terms and conditions as submitted and as proposed in their sealed bids dated June 6, 2013.

CR13-027

RE: TPOAM UNION- Resolution to award the bid for Work Uniforms for members of the TPOAM Union

WHEREAS the City of Adrian Purchasing Office has solicited and received bids on Thursday, June 6,2013 for purchase of Work Uniforms for the TPOAM Union Members, with the following results:

	Arrow Uniform Jackson, MI	Libra Industries Jackson, MI	Stitch Wizard Tecumseh, MI	Aramark Corp Norwell, MA	Unifirst Corporation Northwood OH
Shirts-Long Sleeve	\$ 12.96	\$ 11.80		\$ 14.00	\$ 12.18
Shirts-Short Sleeve	\$ 10.76	\$ 9.85		\$ 13.50	\$ 10.19
Knit Shirts- 50/50	\$ 11.52	\$ 8.95	\$9.00 Add \$2.00 XX Add \$3.00 XXX	\$ 13.50	\$ 17.02
Knit Shirts- 100%	XS-XL \$17.59 2X-4X \$23.00	\$ 14.95	\$14.50 Add \$2.00 XX Add \$3.00 XXX	\$ 14.00	\$ 13.88
Trousers	\$ 17.82	\$ 13.75		\$ 13.50	\$ 16.93
Name Patches		\$1.10 name patch \$2.00 company patch		\$ 2.00 each	\$2.00 company patch \$1.50 name patch
Coveralls	\$ 28.44	\$24.95		\$ 29.00	\$26.13
Jacket-Hip Length	\$ 33.64	\$ 29.75		\$ 24.50	\$ 32.30
Jacket-Waist	\$ 33.64	\$ 27.70		\$ 24.50	\$ 30.38

Length					
Bib Overalls	\$ 63.16	\$ 51.50		\$ 50.50	\$ 51.74
Insulated Coat	\$ 67.59	\$ 52.25		\$ 60.00	\$ 54.44
					Add 7% for shipping
Delivery	21 days	30 days	14 days	21 days	42 days
		Add 30% for Size 2X-3X, 52-54, 44-50 long			

; and

WHEREAS, the Assistant Finance Director and City Administrator recommend the selection of the low overall bidder Arrow Uniform for the purchase of Work Uniforms for the TPOAM Union Members; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2013-14 Annual Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorized the selection of the low overall bidder Arrow Uniform for purchase of work Uniforms for the TPOAM Union Members under the terms and conditions as submitted and as proposed in their sealed bids dated June 6, 2013.

CR13-028

RE: DEPARTMENT OF PUBLIC WORKS – Backfill Material Annual Bid

WHEREAS the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Thursday, June 6, 2013 for the 2013 construction season for purchase of backfill material, with the following results:

	Sand Per Cy. Yd	Sand Per Ton	Top Soil
Van Brunt Transport Inc Onsted MI	No Bid	\$ 7.20	\$ 15.10 ton
Slusarski Excavating Adrian MI	No Bid	\$ 7.10	No Bid
Gerken Materials Inc Napoleon, OH	No Bid	\$ 7.95	\$ 17.00 ton
Woodstock Aggregate Addison, MI	No Bid	\$ 7.00	No Bid
CTE Sand & Gravel Tecumseh, MI	\$ 11.01 (Train)	\$ 7.83 (Train)	\$ 19.17 ton (Train)

; and

WHEREAS, the Assistant Finance Director and City Administrator recommend the selection of the low bidder Van Brunt Transport for the Top Soil and according to the local preference policy, the low bidder Slusarski Excavating for the Sand; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2013-14 Annual Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorized the selection of the low bidders Slusarski Excavating and Van Brunt Transport for purchase of backfill material under the terms and conditions as submitted and as proposed in their sealed bids dated June 6, 2013.

CR13-029

RE: DEPARTMENT OF PUBLIC WORKS – Limestone Annual Bid

WHEREAS the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Thursday, June 6, 2013 for the 2013 construction season for purchase of limestone, with the following results:

BIDDER	Van Brunt Onsted, MI	Stoneco of Mich Monroe MI	Aggregate Indust. Kalamazoo MI	Spring Valley Trucking Hillsdale, MI
FOB Storage:				
# 1 Limestone	\$ 12.60 ton	\$ 13.75 ton	No bid	\$ 11.90 ton
# 2 Limestone	\$ 12.60 ton	\$ 13.75 ton	\$ 13.79 ton	\$ 11.90 ton
# 6 Limestone	\$ 13.90 ton	\$ 17.25 ton	\$ 14.30 ton	\$ 13.85 ton
# 411 Limestone	\$ 11.50 ton	\$ 12.85 ton	\$ 12.54 ton MDOT 21AA	\$ 10.85 ton
# 304 Limestone	\$ 11.50 ton	\$ 12.60 ton	\$ 12.44 ton MDOT 23A	\$ 10.85 ton
Delivery	1-2 days	As needed	1 day	1 – 2 days
Terms	Net 30	Net 30	Net 30	
Discount	\$0.20 per ton	\$0.25 per ton	None	\$0.20 per ton
Conditions	Discount if paid within 20 days	Discount if paid within 25 days		Discount if paid within 20 days

; and

WHEREAS, the Assistant Finance Director and City Administrator recommend the selection of the low bidder Spring Valley Trucking for the purchase of Limestone, with Van Brunt Transport being the backup supplier; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2013-14 Annual Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorized the selection of the low bidder Spring Valley Trucking and Van Brunt Transport for purchase of Limestone under the terms and conditions as submitted and as proposed in their sealed bids dated June 6, 2013.

CR13-030

RE: DEPARTMENT OF FINANCE – Cold Patch

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Thursday, June 6, 2013 for the 2014 purchase of Cold Patch, with the following results:

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

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

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2013-14 Annual Operating Budget

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the sole bid of Unique Paving Materials, Cleveland, Ohio, and engagement in the City's Standard Professional Services Contract for Cold Patch, under the terms and conditions as submitted and as proposed in their sealed bids dated June 6, 2013.

CR13-031

RE: DEPARTMENT OF FINANCE – Equipment Rental Award

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Thursday, June 6, 2013 for the 2014 construction season for equipment rental, with the following results:

ITEM	Slusarski Excavating Adrian MI
Motor Grader	\$98.00
Earth Mover	\$98.00
Small Backhoe	\$79.00
Large Backhoe – ½ cy	\$89.00
Large Backhoe – ¾ cy	\$105.00
Large Backhoe – 1 cy	\$115.00
Drum Compactor	CAT \$95.00 Champion \$85.00

Bulldozer-Small	\$85.00
Bulldozer-Large	\$95.00
Tri-Axle Dump Truck	\$79.00
Quad-axle Dump Truck	\$89.00
Low Boy	\$95.00
Notice	1-2 days

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

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2013-14 Annual Operating Budget

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the sole bid of Slusarski Excavating, Adrian, Michigan, and engagement in the City's Standard Professional Services Contract for Equipment Rental under the terms and conditions as submitted and as proposed in their sealed bids dated June 6, 2013.

CR13-032

RE: DEPARTMENT OF FINANCE – Oil Changes

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Thursday, June 6, 2013 for the 2014 purchase of Oil Changes, with the following results:

	Greg Bell Chevrolet Adrian, MI	Victory Lane Adrian, MI
Per Oil Change	\$ 19.95	\$ 27.99
Advance notice needed	None	None
Wait Time	30 minutes	None
Time to Complete	30 minutes	10-15 minutes
	Cost includes 5 qts. oil. Additional qrt are \$1.93 each	Air Filter \$16.99 when needed, usually every 15,000 miles

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

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2013-14 Annual Operating Budget

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the low bid of Greg Bell Chevrolet, Adrian, Michigan, and engagement in the City's Standard Professional Services Contract for Oil Changes, under the terms and conditions as submitted and as proposed in their sealed bids dated June 6, 2013.

CR13-033

RE: DEPARTMENT OF FINANCE – Pavement Patching Program

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Thursday, June 6, 2013 for the 2014 construction season for execution of the citywide pavement patching program, with the following results:

<u>Vendor</u>	<u>Location</u>	<u>Amt./SqFt</u>
Slusarski Excavating	Adrian, MI	\$4.00
K&B Asphalt Sealcoating	Clayton, MI	\$3.95

WHEREAS, the City Engineer and City Administrator recommend the acceptance of Slusarski Excavating bid, based on Local Bidder Preference, at a cost not to exceed \$4.00 per square foot of surface patched; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2013-14 Annual Operating Budget

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the bid of Slusarski Excavating, Adrian, Michigan, and engagement in the City's Standard Professional Services Contract for execution of the citywide pavement patching program, at a cost not to exceed \$4.00 per square foot of surface patched.

CR13-034

RE: DEPARTMENT OF FINANCE – Street Castings

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the Department of Utilities, has solicited and received bids on Thursday, June 6, 2013 for the 2014 purchase of Street Castings, with the following results:

ITEM	EJ USA East Jordan MI
Manhole Castings:	
1046 EJ w/lid	\$171.95
1040 EJ	\$197.55
Manhole Lids:	
Type M1	\$131.70
Type M3 ADAgrate	\$197.82
Type N	\$137.80
1040AGS cover	\$169.53
1040A cover	\$141.47
1040APT assembly	\$352.43
Catch Basin Castings:	
7045 w/adj back	\$445.17
7065 w/driveway back	\$451.51
7000 w/adj back	\$435.88

Catch Basin Grates:	
Type M1	\$112.88
Type M2	\$123.13
Misc:	
8560 Series box	\$164.87
5BR250 Hydrant	\$1,535.89
# 8500 Series Risers:	
1" high	\$17.91
1-1/2" high	\$21.68
2" high	\$24.51
2-1/2" high	\$27.34
3" high	\$31.11
Manufacturer	EJ USA
Delivery	10 days
Discounts	N/A

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

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2013-14 Annual Operating Budget

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the sole bid of EJ USA, East Jordan, Michigan, and engagement in the City's Standard Professional Services Contract for Street Castings, under the terms and conditions as submitted and as proposed in their sealed bids dated June 6, 2013.

CR13-035

RE: DEPARTMENT OF PUBLIC WORKS – Motor Oil & Grease Annual Bid

WHEREAS the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Thursday, June 6, 2013 for purchase of Motor Oil & Grease, with the following results:

ITEM	Lyden Oil Company Lansing MI	Cadillac Oil Company Detroit, MI
Motor Oil 15-w-40	\$ 7.54 gal Proguard CJ4	\$8.05 gal Eastern Premium 15W40
Motor Oil 5W20	\$6.85 gal Proguard	\$7.05 gal Eastern Premium 5W20
Motor Oil 5W30	9.49 gal Gulf Dexos	\$9.00 gal Altra SHL Dexos1 5W30
Transmission Oil	\$6.64 gal Proguard	\$7.35 gal Multipurpose ATF
Multi-Purpose Gear Oil	\$1.43 lb Proguard	\$2.09 lb Eastern Premium HD60 80W90

Grease	\$2.30 lb Proguard	\$4.09 lb Shell Gadus 53 V460D2
Anti-Freeze	\$5.19 gal Innovative	\$5.54 gal Eastern Pre-mix Antifreeze
Hydraulic Oil	\$7.11 gal Proguard	\$18.40 gal Shell Tellus S2V68
EBL Grease	\$ 19.39 gal (\$2.77 lb) Kendall	\$55.00 gal Shell Retinax TLOO
Tractor Hydraulic Fluid	\$ 6.44 gal Proguard	\$7.35 gal Universale Tractor Hydraulic
Delivery	2 days	1-3 days
Discount	None	None
Terms	Net 30	Net 30
Conditions	Subject to change with 30 day notice.	Minimum 165 Gallons bulk or 1 55 gallon drum
Addendum # 1		
Hydraulic Oil in 55 gal drum	\$6.26 gal Proguard	\$7.10 gal Cadco X-300 (Drum included)
Anti-freeze – Final Charge (55 gal drum)	\$10.49 gal	Do not carry 50/50

; and

WHEREAS, the Assistant Finance Director and City Administrator recommend the selection of the low bidder Lyden Oil Company for the purchase of Motor Oil & Grease; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2013-14 Annual Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorized the selection of the low bidder Lyden Oil Company for purchase of Motor Oil & Grease under the terms and conditions as submitted and as proposed in their sealed bids dated June 6, 2013.

CR13-036

RE: DEPARTMENT OF PUBLIC WORKS – Ready Mix Concrete Annual Bid

WHEREAS the City of Adrian Purchasing Office, in collaboration with the Department of Public Works, has solicited and received bids on Thursday, June 6, 2013 for the 2013 construction season for purchase of Ready Mix Concrete, with the following results:

ITEM	Darby Ready Mix Addison MI	Doan Companies Adrian MI	Kuhlman Corp Adrian MI
Class P1 6 bag	\$ 77.50	\$78.50	\$ 78.00
Class HE	\$ 82.50	\$ 84.50	\$ 82.00
Chloride	\$1.50 per 1%	\$1.50	\$.75 per 1/2%
Heat in Winter	\$ 5.00	\$4.25	\$5.00
Extra for Fiber	\$ 5.00	\$ 5.00	\$ 6.00
Minimum Load	None	None	\$75 less 2 yds

Flowable Fill	\$60.00	\$64.50	\$62.00
Delivery	2 hours	3 hrs	2 hrs
Price to city work	Will extend	Will extend	Will extend
Payment terms	Net 30	Net 30	Net 30

; and

WHEREAS, the Assistant Finance Director and City Administrator recommend the selection of the low bidder Darby Ready Mix for the purchase of Ready Mix Concrete; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2013-14 Annual Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorized the selection of the low bidder Darby Ready Mix for purchase of Ready Mix Concrete under the terms and conditions as submitted and as proposed in their sealed bids dated June 6, 2013.

CR13-037

RE: UTILITIES DEPARTMENT –Operations & Maintenance – Authorization to Purchase New 2014 1-Ton Service Truck

WHEREAS the FY2012-13 Amended Budget includes \$30,000 (Account No. 496-551.00-977.520) to purchase a new 2014 1-ton service truck, to be used at the Operations & Maintenance Facility; and

WHEREAS on Tuesday June 11, 2013, the Purchasing Office received the two (2) bids for the aforementioned replacement vehicle (see attached bid tabulation), with the lowest qualified bidder identified as Varsity Ford, Ann Arbor, MI with the low bid of \$36,106.20 less \$2,000.00 for the trade in vehicle for a total of \$34,106.20; and

WHEREAS the Utilities Director and City Administrator recommend selection of the lowest qualified bidder, Varsity Ford, Ann Arbor, MI, for purposes of acquiring a new 2014 1-ton service truck at a cost with trade-in not to exceed \$34,106.20.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the purchase of a new 1-ton service truck from the lowest qualified bidder, Varsity Ford, Ann Arbor, MI at a cost with trade-in not to exceed \$34,106.20, with \$30,000.00 from (496-551.00-977.520) with the balance of \$4,106.20 from the small equipment capital line item (497-555.00-977.516).

CR13-038

RE: POLICE DEPARTMENT – Traffic Control Order # 13-2

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 Race Street at the intersection of Race and River, post “No Stopping, Standing, or Parking” signs.

CR13-039

RE: POLICE DEPARTMENT – Traffic Control Order # 13-3

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:

Yield signs are changed to Stop signs at the following locations:

Mulberry @ Addison
Mulberry (both legs) at Elm
Ormsby @ Toledo
Finch @ Toledo
N Center @ Toledo
Rice @ Michigan Ave.
Rice @ Merrick
College Park @ Michigan Ave.
Albert @ Broad
Dean @ Michigan St.
Orchard @ Scott
Terrace @ Charles
University @ Charles
Madison Drive @ Madison St.

CR13-040

RE: COMMUNITY DEVELOPMENT - Establish Commercial Rehabilitation District # 4 at 964 Caton Avenue

WHEREAS, the State of Michigan has adopted the Commercial Rehabilitation Act, Public Act 210 of 2005, as amended; and

WHEREAS, Act 210 as amended provides for creation of Commercial Rehabilitation Districts, and for review and approval of exemption request certificates; and

WHEREAS, the City of Adrian has certain properties that could utilize the economic development tools in PA210 to spur investment and development of projects; and

WHEREAS, city staff have identified 964 Caton Avenue as a likely development site; and

WHEREAS, the property number of 964 Caton Avenue is as follows:

XAO – 340 – 0063 - 00 ; and

WHEREAS, Act 210 requires the legislative body shall give written notice by certified mail to the county in which the property is located, and to the owners of real property within the proposed rehabilitation district and shall afford an opportunity for a hearing on the establishment of the commercial rehabilitation district at which any of those owners or any other resident or taxpayer of the qualified local governmental unit may appear and be heard.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby authorizes the scheduling of a public hearing on Monday, July 1, 2013 at 7:00p.m. in the City Chambers Building, 159 E. Maumee Street, Adrian, MI to receive comments on this matter, and directs the City Clerk to provide notice to the appropriate real property owners and the public as required by Act 210.

On motion by Commissioner Berryman Adams, seconded by Commissioner Jacobson, Consent Agenda resolutions CR13-023 thru CR13-040 were adopted by a unanimous vote.

REGULAR AGENDA

ORDINANCES

ORD. 13-009 - Second reading and adoption of an ordinance to amend Article XXX of the City of Adrian Zoning/ Development regulations (Sign Ordinance).

Commissioner Berryman Adams motioned to adopt the Sign Ordinance with the following amendments:

1. 30.30 B – General Business District – continuation of pole signs as presently allowed.
 2. 30.30 C – Pedestrian Oriented Business – Projecting signs up to 24 sqft.
 3. 30.30 F – ERO district – Principal Wall signs – 1.5 sqft per lineal foot – total sign area not to exceed 300 sqft.
 4. 30.30 F – ERO district – Monument signs – allow up to an additional 30 sqft for institution identifier.
 5. 30.40 E – other permitted signs – a) a temporary sign permit is not required.
- This was seconded by Commissioner Faulhaber

Administrator Nelson asked for confirmation regarding the first amendment mentioned; it was correct.

Due to the extent of the amendments, Mayor DuMars asked the City Attorney for her input. Because she was unaware of what the amendments were prior to the meeting, it was the City Attorney's recommendation to put the amendments into a draft ordinance that would be introduced and then voted on once everyone had an opportunity to view it. This was to give proper notice so that we would not be challenged when trying to enforce the ordinance. As this was simply the City Attorney's recommendation and not charter-required, Commissioner Berryman Adams motioned to call the question and this was seconded by Commissioner

Faulhaber. This requested that the Commission decide on whether to vote on the ordinance and the amendments. This passed by a 4-2-0 vote.
Ayes: Commissioners Berryman Adams, Carrico, Faulhaber and Warren
Nays: Mayor DuMars and Commissioner Jacobson.
Abstained: None

With the motion of adopting the sign ordinance with the mentioned amendments already made and seconded; the Commission then adopted this with a 4-2-0 vote.
Ayes: Commissioners Berryman Adams, Carrico, Faulhaber and Warren.
Nays: Mayor DuMars and Commissioner Jacobson.
Abstained: None

ORD. 13-011 – Introduction of an ordinance to amend the City of Adrian Zoning/ Development regulations to rezone 715 North Main Street.

RESOLUTIONS

R13-153

RE: Finance Department – Enhanced Access to Public Record Fees

WHEREAS, as provided by Public Act 462 of 1996, Enhanced Access to Public Records Act, the City Commission, adopted the City of Adrian Enhanced Access to Public Records Policy; and

WHEREAS, Section 3 (FEES) of the aforementioned policy specifies that it is the policy of the City of Adrian to charge a reasonable fee for providing enhanced access to a public record; and

WHEREAS, the policy defines “reasonable fee” as a charge calculated to enable recovery, over time, only those operating expenses directly related to the public body’s provision of enhanced access; and

WHEREAS, the policy further specifies that proposed fees shall be presented to and approved by the Adrian City Commission before they shall be effective; and

WHEREAS, required in the policy the Finance Department is responsible for establishing a proposed reasonable fee(s) for each public record or the output from a geographical information system.

NOW, THEREFORE, BE IT RESOLVED, The Finance Department of the City of Adrian proposes that the following fee schedule be established for Enhanced Access to Public Records or output from a geographical information system:

Record	Fee
Large format scan (11" x 17" or larger) and print	\$10.00 per copy of scanned and printed sheet

Image created from the output of geographical information system.

Hourly rate of the lowest paid person capable of creating the document including fringe benefits billed in 6 minute increments plus \$5 per printed page, not to exclude overtime rates, as requested by the customer.

Electronic data exported from public records

Hourly rate of the lowest paid person capable of creating the export including fringe benefits billed in 6 minute increments plus the cost of storage media, including but not limited to USB drives, DVDs, etc., not to exclude overtime rates as, requested by the customer.

All other public records

Hourly rate of the person available to make the copies or provide access including fringe benefits billed in 6 minute increments plus the cost of storage media not limited to USB drives, DVDs, etc and not to exclude overtime rates, as requested by the customer.

On motion by Commissioner Jacobson, seconded by Commissioner Warren, this resolution adopted was by a unanimous vote.

R13-154

RE: Utilities Department – S2 Grant Agreement for the Design Engineering of the Brick Arch Sewers Rehabilitation/ Replacement Project

WHEREAS, Part 52 (strategic water quality initiatives) of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (“Part 52”), provides at MCL 324.5204a that the Michigan Finance Authority (“the MFA”) in consultation with the Michigan Department of Environmental Quality (“the DEQ”) shall establish a strategic water quality initiatives grant program; and

WHEREAS, in accordance with the provisions of 2010 PA 231, which provides grants to assist municipalities in completing loan application requirements under MCL 324.5308 or completing loan application requirements for other sources of funding for sewage treatment works projects, storm water treatment projects or nonpoint source projects; and

WHEREAS, in accordance with the provisions of 1985 PA 227, as amended, Part 52, and other applicable provisions of law, the MFA, the DEQ, and the City of Adrian that is a grant recipient shall enter into a grant agreement (the “S2 Grant Agreement”) that requires the City of Adrian to repay the grant under certain conditions as set forth in MCL 324.5204a, as amended; and

WHEREAS, the City of Adrian does hereby determine it necessary to undertake planning, revenue system development and/or design activities related to a project for which it intends to finance within its capital planning budget; and

WHEREAS, it is the determination of the City of Adrian that at this time, a grant in the aggregate principal amount not to exceed \$145,800.00 ("Grant") be requested from the MFA and the DEQ to pay for the design activities; and

WHEREAS, the City of Adrian shall obtain this Grant by entering into the S2 Grant Agreement with the MFA and the DEQ.

NOW THEREFORE BE IT RESOLVED,

1. That the City Administrator, a position currently held by Dane C. Nelson, is designated as the Authorized Representative for purposes of the S2 Grant Agreement.
2. The proposed form of the S2 Grant Agreement between the City of Adrian, the MFA and DEQ is hereby approved and the Authorized Representative is authorized and directed to execute the S2 Grant Agreement with such revisions as are permitted by law and agreed to by the Authorized Representative.
3. The City of Adrian shall repay the Grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority if any of the following conditions occur:
 - (a) the City of Adrian fails to submit an administratively complete loan application for assistance from the SRF, the SWQIF or other source of financing for the project within 3 years of the Grant award;
 - (b) the project has been identified as being in the fundable range or is approved for funding from another source and the City of Adrian declines loan assistance for 2 consecutive fiscal years unless the City of Adrian proceeds with funding from another source; or
 - (c) the City of Adrian is unable to, or decides not to, proceed with constructing the project.
4. The Grant , if repayable, shall be a first budget obligation from the general funds of the City of Adrian, and the City of Adrian is required, if necessary, to levy ad valorem taxes on all taxable property in the City of Adrian for the repayment thereof, subject to applicable constitutional, statutory, and City of Adrian tax rate limitations.
5. The City of Adrian shall not invest, reinvest or accumulate any moneys deemed to be Grant funds, nor shall it use Grant funds for the general local government administration activities or activities performed by City of Adrian employees.
6. The Authorized Representative is hereby jointly or severally authorized to take any actions necessary to comply with the requirements of the MFA and the DEQ in connection with the issuance of the Grant. The Authorized Representative is hereby jointly or severally authorized to execute and deliver such other contracts, certificates, documents, instruments, applications and other papers as may be required by the MFA or the DEQ or as may be otherwise necessary to effects the approval and delivery of the Grant.

7. The City of Adrian acknowledges that the S2 Grant Agreement is a contract between the City of Adrian, the MFA and the DEQ.
8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

On motion by Commissioner Warren, seconded by Commissioner Berryman Adams, this resolution was adopted by a unanimous vote.

R13-155

RE: UTILITIES DEPARTMENT – Wastewater Collection System – Brick Arch Sewer Rehabilitation/ Replacement Design Engineering Proposal

WHEREAS, the Adrian City Commission, by Resolution # R12-022 dated March 5, 2012, authorized Jones and Henry Engineers to complete a preliminary design and project plan for the Rehabilitation/Replacement of the Brick Arch Sewers for \$60,000, of which 90% was covered by an S2 Grant award; and

WHEREAS, a Public Hearing was conducted on June 3, 2013 to hear and consider comments on the Project Plan for the Brick Arch Sewer Project to complete the requirements for the S2 planning Grant; and

WHEREAS, the Utilities Director has solicited and received a proposal from Jones & Henry Engineers of Toledo, Ohio, a firm with extensive knowledge of the City's Wastewater System, to develop a final design to rehabilitate/replace the existing brick arch structures as discussed in the Public Hearing and documented in the Project Plan for a cost of \$162,000; and

WHEREAS, it is the intent of the Utilities Director to apply for an additional S2 Grant to cover 90% of this final design cost, leaving \$16,200 as the responsibility of the Utilities Department; and

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose in the Wastewater Capital Project Fund (497-555.00-975.142); and

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution to engage Jones & Henry Engineers of Toledo, Ohio in the City's Standard Professional Services Contract to develop a final design to rehabilitate/replace the existing brick arch structures below downtown Adrian at a cost not to exceed \$162,000.00, and that the bid process be waived.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Jones & Henry Engineers of Toledo, Ohio in

the City's Standard Professional Services Contract to develop a final design to rehabilitate/replace the existing brick arch structures in and around the downtown area at a cost not to exceed \$162,000.00

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.

On motion by Commissioner Faulhaber, seconded by Commissioner Carrico, this resolution adopted by a unanimous vote.

R13-156

RE: UTILITIES DEPARTMENT - Rehabilitation/ Replacement of the Brick Arch Sewers Final Project Plan Adoption

WHEREAS, the City of Adrian Utilities Department recognizes the need to make improvements to its existing sanitary sewer collection system; and

WHEREAS, the City of Adrian authorized Jones & Henry Engineers to prepare a Project Plan, which recommends improvements to the Brick Arch Sewers to remove illicit storm water connections, rehabilitate the Brick Arch Sewers to eliminate identified storm water inflow, structurally rehabilitate the Brick Arch Sewers and assist in eliminating the outfall at the Winter Street Retention Basin by April 2016; and

WHEREAS, said Project Plan was presented at a Public Hearing held on June 3, 2013 and all public comments have been considered and addressed.

NOW THEREFORE BE IT RESOLVED, that the City of Adrian formally adopts said Project Plan and agrees to implement the selected alternatives as presented.

BE IT FURTHER RESOLVED, that the City Administrator, a position currently held by Dane C. Nelson, is designated as the Authorized Representative for all activities associated with the project referenced above, including submittal of said Project Plan.

On motion by Commissioner Carrico, seconded by Commissioner Warren, this resolution was adopted by a unanimous vote.

R13-157

RE: POLICE DEPARTMENT- Vehicle change over recommendation

WHEREAS the Adrian City Commission, by resolution # R13-027 dated April 1, 2013, authorized the purchase of one new patrol vehicle, a 2013 2wd Tahoe; and

WHEREAS these funds have been budgeted to outfit said vehicle, installing standard police equipment and repurposing the replaced 2009 Tahoe for K9 transport; and

WHEREAS the City of Adrian Purchasing Office, in conjunction with the Police Department, solicited bids from four (4) police vehicle outfitters and received sealed bids from three (3) on Tuesday, June 11, 2013 for the vehicle changes; and

WHEREAS the bid tabulation follows:

ITEM	Arrowhead Vehicle Equip, LLC Flint, MI	Eynergy Products Troy, MI	Priority One Emergency Canton, MI
Federal L.E.D. Light Bar	\$2,718.00	\$1,875.00	\$2,260.00
Federal Siren and Switching System	1,223.28	1,042.20	965.00
100+ Watt Speaker	212.00	Bracket 222.25 22.00	150.00
Trunk Storage Unit	944.50	1,865.00	850.00
Federal L.E.D. R/B	182.80	702.66	130.00
Federal R/B Rear Hatch Light	137.00	See Fed. LED R/B	130.00
Federal R/B License Plate Light	169.20	252.98	140.00
Federal L.E.D. R/W or R/B	137.00	See Fed LED License Plate	170.00
Pro-Guard Prisoner Screen	566.30	521.75 Recessed Panel 64.26 14 Gauge Ext. 37.80	600.00
Pro-Guard Rear Cargo Barrier	279.30 Wire Mesh 308.00 Clear	358.80	345.00
Universal Gun Lock(s)	279.30	309.37	365.00
Gambler Johnson or Havis Center Console	501.48	493.64 3 Lighter Plug 37.83 Computer Mount 519.18 Docking Station 941.30	905.00
Universal Ignition Relays	250.00	150.00	245.00
K9 Hot-N-Pop	1,094.95	1,379.13	1,241.00
12" Fan Related to K9 Hot-N-Pop	224.95	354.29	325.00
Extra – See Notes	Installation 1,650.00 Parts 150.00 Freight 500.00 Install K9Pieces 300.00 Equipment Removal 300.00	Installation 1,400.00 Equip. Removal 350.00 Pick Up/Delivery 75.00	Parts 200.00 Labor 1,800.00

TOTAL	\$11,848.76	\$12,974.44	\$10,821.00

; and

WHEREAS the Police Chief and City Administrator recommend that the bid be awarded to Priority One Emergency, Canton, MI. in the amount of \$10,821.00; and

WHEREAS the Finance Director indicates that sufficient funds are available for this purpose in the FY2013-14 Budget in the following account:
(662-301-62-934-000) Vehicle Maintenance

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the recommended selections and award of bid to Priority One Emergency, Canton, MI. in the amount of \$10,821.

On motion by Commissioner Warren, seconded by Commissioner Jacobson, this resolution was adopted by a unanimous vote.

MISCELLANEOUS

1. Adrian Fire Department Report.
2. D.A.R.T. Passenger Ridership Report.
3. Departmental Report.
4. Planning Commission Minutes.
5. ZBA Meeting Minutes.

PUBLIC COMMENTS

1. Frank Hribar – Adrian College – thanked the Commission for stepping up and adopting the Sign Ordinance with the amendments the College asked for.
2. Marine Clark – 1062 Vine St – was disputing the \$46.47 bill that she received for the City picking up one bag of garden debris; stated that she was not given a warning but noticed that bags are now being tagged. Administrator Nelson stated that the tagging just started this week.
3. Nancy O'Connor – 1384 Harrison Place – complained about the dust and trash that is a result of the old maintenance building at Adrian College; stated that she has to keep up her property, why doesn't Adrian College have to keep up theirs?

COMMISSIONER COMMENTS

There were no commissioner comments.

The next regular meeting of the Adrian City Commission will be held on Monday, July 1, 2013 at 7:00 p.m. in the City Chambers Building, 159 E. Maumee St, Adrian, MI 49221.

Greg DuMars
Mayor

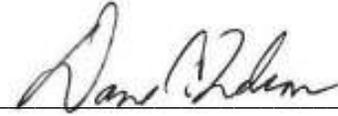
Pat Baker
City Clerk



CHECK REGISTER

July 1, 2013

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



Dane C. Nelson
City Administrator

DCN:mlld

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 # 3802 through # 3807	\$135,856.07
General Fund	
Vouchers # 21483 through # 21509	\$285,410.67
Clearing Account Vouchers	
amounting to.....	<u>\$288,717.74</u>
TOTAL EXPENDITURES	<u>\$707,984.48</u>

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

July 1, 2013

UTILITIES FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
3802	\$ 82.73	Frontier Communication	June 2013 Telephone
3803	\$ 65.87	Verizon Wireless	May 2013 Telephone
3804	\$ 58,949.94	City of Adrian Clearing	6/17 AP Check Run
3805	\$ 72,771.06	City of Adrian	May Expenses
3806	\$ 61,581.05	City of Adrian Payroll	Payroll w/e 6/21/13
3807	\$ 1,355.36	Citizens Gas	May 2013 Heating
	\$ 194,806.01		
	\$ (58,949.94)	Less: Check 3804	
	\$ 135,856.07	TOTAL	

July 1, 2013

July 1, 2013

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
21483	\$ 825.35	Frontier	June 2013 Telephone
21484	VOID	VOID	VOID
21485	\$ 646.70	Verizon Wireless	May 2013 Telephone
21486	\$ 16.00	Dan Galatin, Sr.	REC Refund
21487	\$ 30.00	Ramona Fite	REC Refund
21488	\$ 75.00	Ryan Baughey	REC Refund
21489	\$ 75.00	Sondra Ray	REC Refund
21490	\$ 75.00	Jackie Wyse	REC Refund
21491	\$ 65.00	Andrea Ramos	REC Refund
21492	VOID	VOID	VOID
21493	\$ 96.28	City of Adrian Utilities	June 2013 EFT State of Mich
21494	\$ 1,928.25	US Postmaster	Mailing Trash Bills
21495	\$ 336,818.45	City of Adrian Clearing	6/17 AP Check Register
21496	\$ 120.00	Michael Verlinde	REC Refund
21497	\$ 31.20	Paula Trentman	Duplicate payment Recycling
21498	\$ 360.64	City of Adrian Utilities	June 2013 EFT State of Mich
21499	\$ 1,041.00	City of Adrian OMNI	June 2013 EFT State of Mich
21500	\$ 26.40	Miguel Rodriguez	Refund duplicate payment Trash
21501	\$ 10.00	City of Adrian	May expense
21502	\$ 215,659.41	City of Adrian Payroll	Payroll w/e 6/21/13
21503	\$ 16,522.34	First Federal Bank	Soc Sec w/e 6/21/13
21504	\$ 25.00	City of Adrian Payroll	Payroll addion w/e 6/21/13
21505	\$ 3,412.92	Citizens Gas	May 2013 Gas
21506	\$ 36,086.61	C. Barron and Sons	June Gas/Diesel
21507	\$ 7,319.82	Nola's Transportation	Payroll w/e 6/28/13
21508	\$ 105.00	City of Adrian Utilities	June 2013 EFT State of Mich
21509	\$ 857.75	City of Adrian Utilities	June 2013 EFT State of Mich
	\$ 622,229.12		
	\$ (336,818.45)	Less : Check 21495	
	\$ 285,410.67		

July 1, 2013

EXP CHECK RUN DATES 10/01/2012 - 06/30/2013
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. ABBEY CARPET OF ADRIAN INC	146.64		
2. ACCUMEDWEB LLC	2,500.00		
3. ADRIAN COMMUNICATIONS	97.25		
4. ADRIAN LOCKSMITH & CYCLERY	154.38		
5. ADRIAN MECHANICAL SERVICES CO	1,904.42		
6. ADRIAN NAPA	43.71		
7. ADRIAN PUBLIC SCHOOLS	49,065.00		
8. AIRGAS USA, LLC	348.15		
9. ALERE TOXICOLOGY SERVICES INC	204.00		
10. ALL AREA MECHANICAL, LLC	400.00		
11. APOLLO FIRE EQUIPMENT CO.	1,663.75		
12. APPLE MAT RENTAL	175.25		
13. ARCH WIRELESS	34.66		
14. ARCHBOLD EQUIPMENT CO	111.22		
15. AUTO ZONE COMMERCIAL	113.93		
16. BAKER & TAYLOR BOOKS	122.93		
17. BEAUBIEN INC.	3,319.20		
18. GREG BELL CHEVROLET CADILLAC INC	103.41		
19. BELSON ASPHALT PAVING INC	10,104.00		
20. BIGSIGNS.COM	600.00		
21. BILL'S SERVICE, INC.	57.84		
22. BLACK SWAMP EQUIPMENT	111.82		
23. BOOK OF THE MONTH CLUB	41.25		
24. BROADCAST MUSIC INC	7.00		
25. BRODBECKS LLC	1,500.00		
26. BUCK & KNOBBY EQUIP CO INC	15.06		
27. CANON SOLUTIONS AMERICA	232.09		
28. CDW-G COMPUTER SUPPLIES	2,961.95		
29. CENGAGE LEARNING	48.79		
30. CITIZENS GAS FUEL CO	51.58		
31. CLEGG ELECTRIC INC.	2,332.00		
32. CLIFT BUICK-GMC	29.44		
33. COMPUTER CARE COMPANY, INC.	49.95		
34. CONTINENTAL CARBONIC PRODUCTS INC	736.00		
35. CUTLER DICKERSON CO	417.46		
36. THE DAILY TELEGRAM	30.00		
37. DEPT OF HUMAN SERVICES	50.00		
38. MICHELLE DEWEY	174.96		
39. DEXTER'S INC.	10.56		
40. DRILLCO NATIONAL GROUP	1,160.00		
41. E & B SALVAGE LLC	133.80		
42. EJ	141.47		
43. EMERGENCY MEDICAL PRODUCTS INC	125.07		
44. ENGLEWOOD ELECTRICAL SUPPLY	13.52		
45. BILL ESTERLINE	25.00		
46. FASTENAL COMPANY	181.47		
47. FEDERAL EXPRESS	65.61		
48. FIRSTLAB	17.95		
49. FYR-FYTER SALES & SERVICE	119.25		

EXP CHECK RUN DATES 10/01/2012 - 06/30/2013
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Claimant	Amount Claimed	Amount Owed	Amount Rejected
50. GALLANT & SON	75.98		
51. J.O. GALLOUP COMPANY	44.37		
52. GENERAL PARTS	28.76		
53. GORDON FOOD SERVICE	893.52		
54. GOVERNMENTAL BUSINESS SYSTEMS INC	386.14		
55. GRAINGER INC.	312.35		
56. HACH COMPANY	281.63		
57. HAMILTON COMPANY	268.29		
58. HUBBARD'S AUTO CENTER INC	399.12		
59. JACKSON TRUCK SERVICE INC.	102.41		
60. JOHN DEERE LANDSCAPES	925.87		
61. JONES & BARTLETT LEARNING LLC	1,101.55		
62. JONES & HENRY ENGINEERS, LTD.	5,728.50		
63. KARLE NURSERY & LANDSCAPING LLC	1,200.00		
64. KEMIRA WATER SOLUTIONS INC	3,403.48		
65. KIMBALL MIDWEST	308.56		
66. KRIS SCHMIDT STUDIO	746.00		
67. BRENT KUBALEK	329.77		
68. LANDS' END BUSINESS OUTFITTERS	97.75		
69. LANSING SANITARY SUPPLY INC	558.28		
70. LEGACY PRINTING	49.00		
71. LENAWEЕ COUNTY TREASURER	42,338.96		
72. LENAWEЕ FUELS INC	1,023.75		
73. LENAWEЕ INTERMEDIATE SCHOOL	20,799.00		
74. LENAWEЕ TIRE & SUPPLY CO, INC.	1,396.62		
75. LENCO PAINTING, INC.	560.00		
76. LEONARD, LUCAS	76.15		
77. LJ CONSTRUCTION, INC.	2,825.00		
78. MAGLOCLEN	400.00		
79. MANPOWER OF LANSING MI INC.	1,228.50		
80. DALE MCFAUL	100.00		
81. MCGOWAN ELECTRIC SUPPLY INC	54.51		
82. MCMASTER- CARR SUPPLY CO.	144.98		
83. MENIAL TASKS LLC	145.00		
84. MERCY SALES, INC	2,392.00		
85. MICHIGAN MUNICIPAL LEAGUE	25.00		
86. MICHIGAN MUNICIPAL WORKER'S	52,951.14		
87. MICHIGAN POLICE EQUIP. CO	302.00		
88. STATE OF MICHIGAN	699.50		
89. MICROMARKETING LLC	133.44		
90. MIDWEST COLLABORATIVE FOR	2,124.00		
91. MT BUSINESS TECHNOLOGIES, INC	143.01		
92. MUGS N' MORE IMAGING	405.00		
93. MUNICIPAL CODE CORPORATION	2,117.26		
94. MUNICIPAL WEB SERVICES	200.00		
95. NATIONAL GEOGRAPHIC	46.70		
96. NOLA'S TRANSPORTATION	213.41		
97. NORON INC	393.00		

EXP CHECK RUN DATES 10/01/2012 - 06/30/2013
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Claimant	Amount Claimed	Amount Owed	Amount Rejected
98. NORTH EASTERN UNIFORMS & EQUIPMENT	1,102.23		
99. O.P. AQUATICS	2,073.21		
100. OCCUHEALTH - ADRIAN	37.00		
101. OFFICIAL PAYMENTS CORPORATION	142.02		
102. OHIO BUILDING RESTORATION	800.00		
103. OHIO MI SUMMER SWIM LEAGUE	826.00		
104. OLIVER OF ADRIAN, INC.	230.00		
105. OMNIGRAPHICS INC.	163.70		
106. OSBURN ASSOCIATES INC	1,270.80		
107. PATRIOT PUMPS	153.07		
108. PEST PATROL	47.00		
109. PETE'S RADIATOR SERVICE INC	55.00		
110. PET'S SUPPLIES PLUS	33.80		
111. PHYSIO-CONTROL, INC.	32.00		
112. PIONEER MANUFACTURING CO.	1,550.00		
113. PLATINUM PLUS	2,045.79		
114. PRESORT SERVICES INC	813.41		
115. PRO-MED UNIFORM	109.99		
116. PROMEDICA CORP OF MICHIGAN	240.00		
117. PROMOTE MICHIGAN	380.00		
118. RECORDED BOOKS LLC.	263.40		
119. RED PAINT PRINTING LLC	995.50		
120. ROBERTSON, EATON & OWEN, PC	5,800.00		
121. SAFETY KLEEN SYSTEMS, INC	322.24		
122. CHARLES SCHMENK	80.00		
123. SEBCO BOOKS	18.95		
124. SHERWIN-WILLIAMS CO	380.34		
125. SHOEMAKER COURT REPORTING	50.00		
126. SIRCHIE FINGER PRINT LABORATORIES	75.18		
127. SMITHS NURSERY & LANDSCAPING	3,474.50		
128. STATE ELECTRONICS SECURITY, INC.	314.00		
129. STATE INDUSTRIAL PRODUCTS	182.00		
130. STEVENS DISPOSAL	1,433.90		
131. STEVENSON LUMBER, INC.	37.04		
132. SUPERIOR UNIFORM SALES INC.	855.38		
133. SUPERMEDIA LLC	148.34		
134. TAYLOR, DELORES	25.00		
135. THOMAS SCIENTIFIC, INC	2,106.40		
136. THOMSON WEST	404.31		
137. TRUCK & TRAILER SPECIALITIES, INC	2,952.00		
138. THE TRUCK SHOP INC	220.00		
139. ULOTH FARMS & GREENHOUSE	6,416.50		
140. UNDERWOOD'S NURSERY LLC	1,000.00		
141. UTILITIES INSTRUMENTATION SERVICE I	5,298.59		
142. UTILITIES REDUCTION SPECIALISTS INC	149.04		
143. VAN BRUNT TRANSPORT INC	2,905.85		
144. VERIZON	43.21		
145. WESTERN LIME CORPORATION	5,280.00		
146. WESTFALL SEALCOATING	2,849.00		

06/26/2013 08:15 AM
User: SHOLTZ
DB: Adrian

INVOICE APPROVAL BY VENDOR REPORT

EXP CHECK RUN DATES 10/01/2012 - 06/30/2013
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Claimant	Amount Claimed	Amount Owed	Amount Rejected
TOTAL ALL CLAIMS	288,717.74		



CONSENT AGENDA

June 20, 2013

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Pavement Marking Bids



I concur with the recommendation of the City Engineer to award the annual bid for pavement markings to PK Contracting, of Troy, Michigan. There were no bids that met the requirements of the local preference policy for this project. PK Contracting has worked for the City before and is experienced with this type of work.

Dane C. Nelson
City Administrator

DCN:mlb

We received bid on June 18, 2013 for City Wide Pavement Marking. Below are the tabulations for the bids received:

CITY OF ADRIAN, MICHIGAN
PAVEMENT MARKINGS
DUE DATE: JUNE 18, 2013

	Michigan Pavement Markings, LLC Wyoming, MI	P.K. Contracting, Inc. Troy, MI
Double Yellow, Paint	.15/unit \$5,675.25	.14/unit \$5,296.90
4" Yellow, Paint	.10/unit 4,804.50	.08/unit 3,843.60
4" White, Paint	.10/unit 2,770.20	.08/unit 2,216.16
RR X Symbol w/ 3 Stop Bars, Cold Plastic	700.00/unit 15,400.00	527.00/unit 11,594.00
Left Arrow, Cold Plastic	150.00/unit 5,100.00	75.00/unit 2,550.00
Right Arrow, Cold Plastic	150.00/unit 2,100.00	75.00/unit 1,050.00

"Other" Arrows, Cold Plastic	150.00/unit 2,700.00	130.00/unit 2,340.00
"ONLY" Markings, Cold Plastic	150.00/unit 6,900.00	85.00/unit 3,910.00
"SCHOOL" Markings, Cold Plastic	200.00/unit 4,000.00	140.00/unit 2,800.00
TOTAL	\$49,449.95	\$35,600.66
Traffic Paint Manufacturer	Ennis	Ennis-Flint
Begin Work/Finish Work	30 days/30 days	20 days/5 days

I recommend this bid be awarded to PK Contracting, of Troy, MI. for the bid of \$35,600.66. This contractor is experienced with this type of work and has completed work within the City in previous years. There were no bids that met the requirements of the Local Preference Policy for any of the sections of work. Funds for these projects are available in the Major Street Fund (202-474.00-813.000)

CR13-041

RE: DEPARTMENT OF PUBLIC WORKS – Pavement Marking Contract Agreement

WHEREAS, on behalf of the Engineering Department, the City of Adrian Purchasing Office has solicited and received bids on Tuesday, June 18, 2013 for the 2013 construction season for execution of the citywide pavement marking program; and

WHEREAS, in response to a Request-for-Proposal, a total of two (2) bids were received, detailed as follows:

	Michigan Pavement Markings, LLC Wyoming, MI	P.K. Contracting, Inc. Troy, MI
Double Yellow, Paint	.15/unit \$5,675.25	.14/unit \$5,296.90
4" Yellow, Paint	.10/unit 4,804.50	.08/unit 3,843.60
4" White, Paint	.10/unit 2,770.20	.08/unit 2,216.16
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"SCHOOL" Markings, Cold Plastic	200.00/unit 4,000.00	140.00/unit 2,800.00
TOTAL	\$49,449.95	\$35,600.66
Traffic Paint Manufacturer	Ennis	Ennis-Flint
Begin Work/Finish Work	30 days/30 days	20 days/5 days

; and

WHEREAS, the City Engineer and City Administrator recommend the acceptance of the low bid of PK Contracting, of Troy, MI. for the bid of \$35,600.66 and engagement in the City's Standard Professional Services Contract for execution of the citywide pavement marking program; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Major Street Fund account (202-474.00-813.000).

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance of the low bid of PK Contracting, of Troy, MI. for the bid of \$35,360.66 and engagement in the City's Standard Professional Services Contract for execution of the citywide pavement marking program

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

CR13-042

RE: ENGINEERING DEPARTMENT – Set Public Hearing for Establishment of Special Assessment District for Improvements to Haan Street from Beecher Street to the Dead-end

RESOLUTION

WHEREAS, the City Engineer and City Administrator has recommended that Haan Street from Beecher Street to the Dead-end be improved by the construction of curb & gutter, driveway approaches and other appurtenances on a special assessment basis, will prepare and file plans and specifications for the proposed construction during the 2014 construction year, and has prepared and filed a report and recommendation relating thereto pursuant to the provisions of Section 1.2025 of the Adrian City Code.

NOW, THEREFORE BE IT RESOLVED:

1. That the City Commission deems and declares its intention to improve Haan Street from Beecher Street to the Dead-end.
2. That the estimated cost thereof is \$79,000
3. That \$20,000 of the said estimated cost shall be defrayed by special assessment and \$59,000 shall be paid by local street funds.
4. That the proposed special assessment district shall include the following land and premises:

Special Assessment Properties
Haan Street from Beecher Street to the Dead-end
5. That special assessment to defray the cost of the proposed improvements shall be levied on the lands and premises within the proposed special assessment district (SAD # 387) according to frontage and/or sideage.
6. That the report of the City Administrator be filed with the City Clerk forthwith for public examination.
7. That the City Commission will meet in the City Chambers Building, 159 E. Maumee St., Adrian, MI, at 7:00 p.m. on Monday, July 15, 2013 for the purpose of hearing and considering comments to the proposed improvements of to the inclusion of any property with the proposed special assessment district.
8. That the City Clerk will mail notice of the intent to make said improvements to all interested parties pursuant to the provisions of Section 1.260 of the Adrian City Code.

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



REGULAR AGENDA

SO-1

July 1, 2013

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments regarding the proposed establishment of Commercial Rehabilitation District # 4, at 964 Caton.

Discussion

When the Mayor call for final objections_____

_____ and he declared the hearing closed.



MEMO

135 E. Maumee, Adrian, MI 49221-2703

DATE: July 1, 2013

TO: Hon. Greg DuMars, Mayor
City Commission
Dane Nelson, City Administrator

FROM: Chris Miller
DDA & Economic Development Coordinator

SUBJECT: Establish Commercial Rehabilitation District #4

On July 12th, 2011 the Governor signed into law legislation that expands the ability of local units of government to define areas in the community as Commercial Rehabilitation Districts. This designation can allow the use of property tax reduction as an incentive for certain projects that meet specific criteria, notably maintenance or increase in employment.

The establishment of Commercial Rehabilitation District #4 at 964 Caton will allow the city to provide a tax abatement commensurate with the renovation of the property, and will mean this unsightly commercial corner will be returned to use and made visually more attractive and consistent with the surrounding area.

I encourage the Commission to designate this property as a Commercial Rehabilitation District and am happy to respond to any questions regarding this action.

Best Regards,

Chris Miller
DDA & Economic Development Coordinator

R13-158

July 1, 2013

RE: **COMMUNITY DEVELOPMENT – Create Commercial Rehabilitation District # 4 – 964 Caton**

RESOLUTION

WHEREAS, a Public Hearing has been held to hear and consider objections to the establishment of Commercial Rehabilitation District # 4 within the City of Adrian, pursuant to the provisions of Act 210 of the Public Acts of Michigan, 2005, as well as PA 81 and PA 82 of 2011; and

WHEREAS, it appears that the establishment of such a district is consistent with the objective of encouraging commercial redevelopment and economic expansion leading to increased employment opportunities for the citizens of Adrian; and

WHEREAS, the Adrian City Clerk, pursuant to PA 210 of 2005 did provide the county of Lenawee and the owners of all real property within the proposed Commercial Rehabilitation District written notice by certified mail, and on behalf of the City Commission did provide public notice of a hearing on the establishment of the Commercial Rehabilitation District, and that the establishment of a Commercial Rehabilitation District would be considered at a meeting of the Adrian City Commission on Monday, July 1, 2013; and

WHEREAS, the City of Adrian held a Public Hearing at which those owners and other residents or taxpayers had the right to appear and be heard regarding the establishment of a Commercial Rehabilitation District encompassing the property located at 964 Caton; and

WHEREAS, objections to the establishment of said District have been heard and duly considered.

NOW, THEREFORE, BE IT RESOLVED that the City Commission hereby declares established Commercial Rehabilitation District # 4 pursuant to said Act 210 of the Public Acts of Michigan, 2005, as well as PA 81 and PA 82 of 2011, which District shall consist of that portion of the land hereinafter described which lies within the corporate limits of the City of Adrian:

XAO – 340 – 0063 - 00

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

June 20, 2013

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

CC: Mark Bishop, Superintendent DPW

SUBJECT: Single Axle Dump Truck FY 2013-14



I concur with the recommendation of the City Engineer to waive the bid process and purchase a new single axle dump truck with an underbody plow through the State of Michigan contract through MI-DEAL. The City has utilized the contract through MI-DEAL over the past several years and it has proven to be successful and provide significant savings.

A handwritten signature in black ink, appearing to read "Dane Nelson", is positioned above a horizontal line.

Dane C. Nelson
City Administrator

DCN:mlb

During the capital planning process for FY 2013-14 we recommended purchase a new single axle dump truck with underbody plow to replace our current truck #19. This approval was for an estimated \$130,000.00. It has been determined that through the State of Michigan contract through MIDEAL we can purchase the vehicle that meets our specifications for \$115,185.00.

It is our recommendation to waive bids and purchase this vehicle through the MIDEAL program for \$115,185.00 from Tri-County International Truck. Over the past several years we have utilized the MIDEAL bids through the State of Michigan with great success and savings.

Funds for this purchase are available in the 2013-14 Fiscal Year budget: 662-441.62-977.000 Motor Vehicle Fund, as planned during our capitol budget process.

R13-159

RE: DEPARTMENT OF PUBLIC WORKS – Authorization to Purchase One (1) Single Axle Dump Truck with Underbody Plow

RESOLUTION

WHEREAS the Adrian City Commission, by Resolution # 13-030 dated April 15, 2013, adopted the FY2013-14 Budget and General Appropriations Act, which included \$130,000 to purchase a single axle dump truck w/underbody plow package to replace an existing vehicle of similar size and use; and

WHEREAS the Purchasing Office, in collaboration with the City Engineer, secured competitive pricing through the Michigan State Cooperative Purchasing Program (MI-Deal) for acquisition of the aforementioned vehicle from Tri-County International Truck, Jackson, MI for the cost of \$115,185.00.00; and

WHEREAS the Finance Director indicates that sufficient funds are available in the FY2013-14 Motor Pool Fund for this purpose (account # 662-441.62-977.000); and.

WHEREAS the City Engineer and City Administrator recommend waiver of the bid process, in the best interests of the City, and acquisition of one (1) single axle dump truck w/underbody plow through the Michigan State Cooperative Purchasing Program (MI-Deal), at a cost not to exceed \$115,185.00.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acquisition of one (1) Single Axle Dump Truck w/underbody plow package through the Michigan State Cooperative Purchasing Program (MI-Deal), at a cost not to exceed \$115,185.00.

BE IT FURTHER RESOLVED that, in the best interests of the City and in accordance with the provisions of Chapter 12 of the City Charter and Chapter 9 of the Codified City Ordinances, the competitive bid process be waived.

On motion by Commissioner _____,

seconded by Commissioner _____,

this resolution was adopted by a _____ vote.

June 17, 2013

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Division Street Engineering Services



I concur with the recommendation of the City Engineer to waive the bid process and award the work for the Division Street reconstruction project to Associated Engineers and Surveyors of Adrian, Michigan. They are familiar with this project as they have completed much of the preliminary work, and we have received a quote from them for the remainder of this project.

Dane C. Nelson
City Administrator

DCN:mlb

The City of Adrian is the recipient of the Michigan Department of Transportation's Small Urban Grant for the 2014 Fiscal Year. We will receive \$363,000 with a minimum required match of \$72,500. The Small Urban Grant committee has chosen the project of Division Street from Dawes to Parkview for a partial reconstruction.

The monies from this program come with many Michigan Department of Transportation (MDOT) requirements. They include specific drawing submittals, grade inspections and coordination with State offices before final approval and obligation of funds can occur. In researching the requirements for this money, we have determined that this process can take several months and be cumbersome to work through at the State level.

In 2009 the City of Adrian began work on a project to re-pave Division Street from Dawes to Parkview. During this process it was determined that the subgrade would need to be replaced and exceeded the funds available at that time and the project was postponed until funds were available. Associated Engineers and Surveyors (AES) had worked with the City to complete much of the preliminary work for this project. As much of this work was previously completed by AES we have secured a quote from AES to complete the remainder of the project work.

Attached is the proposal from Associated Engineers and Surveyors in the amount of \$7,900 to complete the field survey work, preliminary design and costs estimates, attend grade inspection meetings and submit final plans to MDOT's Local Agency Projects group for approval. Funds for this work were are programmed in the FY13-14 Budget and are available in 202-451.09-801.203