

PRE-MEETING AGENDA

ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
FEBRUARY 15, 2010

The City Commission will meet for a pre-meeting study session on Monday, February 15, 2010, 5:30 p.m., at the City Chambers Building, 159 E. Maumee St., to discuss the following:

- I. Fee Estate – Update from United Bank & Trust Representatives
- II. Strategic Planning Update
- III. Other Items as Time Permits

COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
FEBRUARY 15, 2010
7:00 P.M.**

- I. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF MINUTES OF THE FEBRUARY 1, 2010 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. APPROVAL OF MINUTES OF THE FEBRUARY 6, 2010 SPECIAL MEETING OF THE ADRIAN CITY COMMISSION
- V. PRESENTATION OF ACCOUNTS
- VI. COMMUNICATIONS
 - 1. C-1. Communication regarding a Mileage Reimbursement Rate Adjustment for business miles traveled.
 - 2. C-2. Communication regarding private gift donation for a clock for the City Chambers.
 - 3. C-3. Communication from Planning Commission regarding their approval of the FY2010-16 Capital Improvement Program (CIP) and FY2010-11 Capital Budget.
 - 4. C-4. Communication from Library Director on the generous donation of funds from the Kiwanis Club to support the purchase of an Early Literacy Station for the Youth Department.
- VII. CONSENT AGENDA
 - A. RESOLUTIONS
 - 1. CR10-008. Resolution setting a Public Hearing date to hear and consider comments to Inteva's application for an Industrial Facilities Exemption Certificate.
 - 2. CR10-009. Resolution setting a Public Hearing date to hear and consider the creation of an Industrial Development District for Evergreen Grease Service, Inc.
- VIII. PUBLIC COMMENTS
- IX. REGULAR AGENDA

A. ORDINANCES

1. Ord. 10-001. Introduction of an Ordinance to amend Article IV, Section 4.71, Subsection 4.72; Article XXV, Section 25.01 and Section 25.15 of the Zoning/Development Regulations dealing with zoning exceptions.
2. Ord. 10-002. Introduction of an Ordinance to amend Article XXX, Section 30.04 - Signs, of the Zoning/Development Regulations.

B. RESOLUTIONS

1. R10-018. Resolution to approve a change in the streetlighting contract with Consumers Energy by removing two lights located at Lincoln Elementary School and the 5/6 building (formerly Drager Middle School).
2. R10-019. Resolution to confirm the City of Adrian's intent to provide a local transportation program, apply for state financial assistance to provide said services and to appoint Marcia Bohannon as the Transportation Coordinator.
3. R10-020. Resolution to approve the FY2010-16 Capital Improvement Program and FY 2010-11 Capital Budget.
4. R10-021. Resolution to engage firm to perform personal property discovery of non-filing businesses.

X. MISCELLANEOUS

1. Departmental Report
2. D.A.R.T. Passenger Ridership Report

X I. PUBLIC COMMENTS

X I I. COMMISSION COMMENTS

MINUTES

**MINUTES
ADRIAN CITY COMMISSION
FEBRUARY 1, 2010
7:00 P.M.**

Official proceedings of the February 1, 2010 regular meeting of the City Commission, Adrian, Michigan.

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

PRESENT: Mayor McDowell, Commissioners Osborne, Miller, Clegg, DuMars, Warren and Carrico

Mayor McDowell in the Chair.

Commissioner DuMars moved to approve the minutes of the January 19, 2010 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 #3187 through #3197	\$ 140,462.55
General Fund Vouchers #19656 through #19687	\$ 414,320.96
Clearing Account Vouchers amounting to	<u>\$ 457,715.00</u>
TOTAL EXPENDITURES	<u>\$1,012,498.51</u>

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

PROCLAMATION

1. Mayor McDowell presented a proclamation to Bob Dister, Executive Director of Habitat for Humanity, in support of Habitat's application for Affiliate of the Year Award.

COMMUNICATIONS

1. DDA 2nd Quarter Financial Reports

CONSENT AGENDA

RESOLUTIONS

RESOLUTION CR10-005

RE: BROWNFIELD REDEVELOPMENT AUTHORITY – Reappointment to Board

WHEREAS, the term of office of Dane Nelson on the Brownfield Redevelopment Authority has expired; and

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

WHEREAS, Mr. Nelson has expressed a willingness to serve another term on the Brownfield Redevelopment Authority if reappointed; and

WHEREAS, the City Commission has given careful consideration to the reappointment of Mr. Nelson.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the reappointment of Dane Nelson to the Brownfield Redevelopment Authority for a three (3) year term that will expire in 2013.

RESOLUTION CR10-006

RE: CONSTRUCTION CODE BOARD OF APPEALS – REAPPOINTMENT

WHEREAS, the terms of office of David Siler and Vern Fry on the Construction Code Board of Appeals have expired; and

WHEREAS, this has created vacancies which must be filled in accordance with the Adrian City Charter; and

WHEREAS, Mr. Siler and Mr. Fry have expressed a willingness to serve another term on the Construction Code Board of Appeals if reappointed; and

WHEREAS, the City Commission has given careful consideration to the reappointment of Mr. Siler and Mr. Fry.

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission does hereby approve the reappointment of David Siler and Vern Fry to the Construction Code Board of Appeals for five (5) year terms that will expire in 2015.

RESOLUTION CR10-007

RE: FIRE PREVENTION CODE BOARD OF APPEALS – REAPPOINTMENT

WHEREAS, the term of office of Vern Fry on the Fire Prevention Code Board of Appeals has expired; and

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

WHEREAS, Mr. Fry has expressed a willingness to serve another term on the Fire Prevention Code Board of Appeals if reappointed; and

WHEREAS, the City Commission has given careful consideration to the reappointment of Mr. Fry.

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission does hereby approve the reappointment of Vern Fry to the Fire Prevention Code Board of Appeals for a five (5) year term that will expire in 2015.

RESOLUTION CR10-008

RE: BOARD OF REVIEW – Appointment to Board

WHEREAS, the term of office of Mark Murray on the Board of Review has expired, and he is unable to serve another term due to prior commitments; and

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

WHEREAS, Mr. Gerald Burg, 435 Meadowbrook Drive, has expressed a willingness to serve on the Board of Review if appointed; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the appointment of Gerald Burg to the Board of Review for a three year term that will expire in 2013.

On motion by Commissioner DuMars, seconded by Commissioner Osborne, Consent Resolutions CR10-005 through CR10-008 were adopted by a unanimous vote.

PUBLIC COMMENTS

1. Harold Frederick, 1340 Oregon Rd., commented on how wonderful the new City Chambers looked. Also asked if the former City Hall was included in the demolition bids for the Parks & Forestry buildings.

RESOLUTION R10-015

RE: POLICE DEPARTMENT – Authorization to Purchase Furniture for the New Police Facility

WHEREAS, the Adrian City Commission, by Resolution R08-170 dated December 15, 2008, issued Notice of Intent for the Issuance of Capital Improvement Bonds up to \$10,000,000 to fund the Downtown Government Complex, including construction of a new Police Department Facility; and

WHEREAS, under the authority of the "American Recovery and Reinvestment Act of 2009" (the "Recovery Act") signed by the President on February 17, 2009, the City of Adrian issued \$7,040,000 Recovery Zone Economic Development Bonds on October 14, 2009 to carry out the intent of the aforementioned resolution; and

WHEREAS, approaching completion of construction, the City of Adrian Purchasing Office issued requests to ten (10) firms for sealed bids to purchase tables and chairs for the new Police facility, resulting in seven (7) responses on Thursday, January 21, 2010 (bid tabulation attached); and

WHEREAS, with the advice and consultation of Space, Inc., the City's design team for this project, the Purchasing Officer and City Administrator recommend that the bid be awarded to the lowest qualified bidder, ISCG, Royal Oak, MI for the acquisition of furnishings for the new Police Facility at a cost of \$14,132.16; and

WHEREAS, the Finance Director indicates that sufficient funds are available from bond proceeds for this purpose in the Police Department Capital Improvement Account (101-301.00-975.000); and

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the selection of the lowest qualified bidder, ISCG, Royal Oak, MI for the acquisition of furnishings for the new Police Facility at a cost of \$14,132.16.

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

RESOLUTION R10-016

**RE: PARKS & RECREATION DEPARTMENT – Parks & Forestry Division -
Authorization to Engage Vendor for Demolition of Two (2) Parks & Forestry
Buildings Located at 205 Race Street**

WHEREAS, the Adrian City Commission, by Resolution R08-170 dated December 15, 2008, issued Notice of Intent for the Issuance of Capital Improvement Bonds up to \$10,000,000 to fund the Downtown Government Complex, including refinancing the new Parks & Forestry Maintenance Facility and demolition of the old facilities at 205 Race Street; and

WHEREAS, under the authority of the "American Recovery and Reinvestment Act of 2009" (the "Recovery Act") signed by the President on February 17, 2009, the City of Adrian issued \$7,040,000 Recovery Zone Economic Development Bonds on October 14, 2009 to carry out the intent of the aforementioned resolution; and

WHEREAS, having completed the acquisition and renovation of the new Parks & Forestry Maintenance Facility at 381 Miles Drive, the City of Adrian's Purchasing Office solicited and received fourteen (14) sealed bids for the demolition of the old facilities (main building and cold storage building) located at 205 Race Street; and

WHEREAS, after determining that the low bidder was not interested in pursuing this project without inclusion of the old City Hall demolition, the Purchasing Officer and City Administrator recommend that the bid be awarded to the next lowest qualified bidder, D & R Demolition, Archbold, OH at a cost of \$20,400.00 (compared to the original cost estimate of \$50,000); and

WHEREAS, the Finance Director indicates that sufficient funds are available from bond proceeds for this purpose in the Parks & Forestry FY2009-10 Capital Improvement Account (101-697.00-975.000); and

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the selection of the lowest qualified and willing bidder, and engagement of D & R Demolition, Archbold, OH in the City's Standard Professional Services Contract to perform demolition services of the old Parks & Forestry buildings located at 205 Race Street at a cost not to exceed \$20,400.00.

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

MISCELLANEOUS

1. Adrian Senior Center 2009 Annual Usage Report
2. Oakwood Cemetery 2009 Annual Report
3. Oakwood Cemetery Revenue Comparison (2005-2009)

PUBLIC COMMENTS

1. County Commissioner K.Z. Bolton congratulated the Commission on their new Chambers. Extended another invitation to the City Commission for the Lenawee Legislative Dinner on February 16th.

COMMISSION COMMENTS

1. The Commissioners commented on the amazing job all of the contractors and supervisors did on the City Chambers.

The next regular meeting of the Adrian City Commission will be held on Monday, February 15, 2010, at 7:00 p.m. in the Commission Chambers Building, 159 E. Maumee St., Adrian, MI 49221.

Gary E. McDowell
Mayor

Pat Baker
City Clerk

**MINUTES
ADRIAN CITY COMMISSION
SPECIAL MEETING
FEBRUARY 6, 2010
8:30 A.M.**

Official proceedings of the February 6, 2010 special meeting of the City Commission, Adrian, Michigan.

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

PRESENT: Mayor McDowell, Commissioners Osborne, Miller, DuMars, Warren and Carrico

Commissioner Clegg was not present for the roll call, but arrived at 8:35 a.m.

Mayor McDowell in the Chair.

The interviews progressed, with each candidate appearing for their respective appointment time. Each Commission member had the opportunity to address each candidate during the interview process.

After the interviews had been completed, the Commissioners conducted a preliminary straw poll, with the results being announced by the City Clerk. The Commission then individually discussed their respective choices for this appointment.

After this discussion, the following resolution was acted upon after a motion was made by Commission DuMars to appoint Harry "Dusty" Steele to the City Commission to fill the vacated seat until the next City General Election.

RESOLUTION R10-017

RE: CITY COMMISSION – Appointment to Adrian City Commission

WHEREAS, the resignation of Christopher Miller has left a vacancy on the Adrian City Commission; and

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

WHEREAS, the City Commission has given careful consideration to the qualifications of individuals interested in serving on said Commission.

NOW, THEREFORE, BE IT RESOLVED that Harry "Dusty" Steele be appointed to serve on the City Commission, effective immediately; and be it

FURTHER, RESOLVED that the term of office of said Commissioner shall expire on the first Monday following the next City Commission election (November, 2011) in accordance with the Charter of the City of Adrian.

On motion by Commissioner DuMars, seconded by Commissioner Clegg, this resolution was adopted by a 4-2-0 vote.

AYES: Mayor McDowell, Commissioners Osborne, Clegg and DuMars

NAYS: Commissioners Warren and Carrico

ABSTAINED: None

There being no further business, Commissioner Osborne moved to adjourn the meeting, seconded by Commissioner Warren, motion carried by a 6-0 vote.

The next regular meeting of the Adrian City Commission will be held on Monday, February 15, 2010, at 7:00 p.m. in the City Chambers Building, 159 E. Maumee St., Adrian, MI 49221.

Gary E. McDowell
Mayor

Pat Baker
City Clerk

CHECK
REGISTER

February 15, 2010

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 #3198 through #3204.....	\$ 125,816.19
General Fund	
Vouchers #19688 through #19711	\$ 355,797.58
Clearing Account Vouchers	
amounting to.....	<u>\$ 447,246.05</u>
TOTAL EXPENDITURES	<u>\$ 928,859.82</u>

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

February 15, 2010

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
<u>Receiving</u>			
3198	City of Adrian: Clearing Acct	Feb 1 Check Register	\$ 29,160.51
3199	City of Adrian: Payroll	Payroll for Feb 5	\$ 52,177.95
3200	Verizon North	Wastewater Phone Bill	\$ 39.91
3201	City of Adrian: General Fund	Jan Billings	\$ 44,048.77
3202	City of Adrian	Jan IT & Motor Pool chgs	\$ 4,755.19
3203	City of Adrian: Payroll	Payroll for Feb 12	\$ 15,277.37
3204	Consumers Power	Water Plant Electric	\$ 9,517.00
Total			\$ 154,976.70
Less: CK# 3198			\$ 29,160.51
TOTAL			\$ 125,816.19

WW = \$ 52,692.11

WAT= \$ 102,284.59

15-Feb-10

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
19688	\$ 95,040.16	Blue Cross Blue Shield of MI	Feb Hospitalization Ins
19689	\$ 10.00	City of Adrian	Dog License Gift Certificate
19690	\$ 210.88	Verizon North	Police Phone
19691	\$ 414,679.87	City of Adrian: Clearing Acct	Feb 1 Check Register Exp
19692		City of Adrian: Utilities	Transfer State Mich Funds
19693	\$ 4,131.65	Quick Service Transportation	Payroll W/E Jan 30
19694	\$ 15.00	Lenawee County Reg of Deeds	Jeopardy Assessment
19695	\$ 1,167.62	Consumers Energy	Heritage Electric
19696	\$ 13,144.07	Citizens Gas Fuel Co	Various Heat Bills
19697	\$ 207,669.58	City of Adrian: Payroll	Payroll for Feb 5
19698	\$ 14,131.99	First Federal Bank	Soc Security for Feb 5
19699	\$ 823.36	Verizon North	Various Phone Bills
19700	\$ 93.22	City of Adrian: Utilities	Bohn Pool Water Bill
19701	\$ 48.00	Julie Mirelez	Recreation Refund
19702	\$ 60.00	Tarah Pence	Recreation Refund
19703	\$ 166.25	Verizon North	Various Phone Bills
19704	\$ 4,888.77	Quick Service Transportation	Payroll W/E Feb 6
19705	\$ 67.45	City of Adrian: Utilities	Correct Jan payment
19706	\$ 7,557.78	City of Adrian: Payroll	Payroll for Feb 12
19707	\$ 1,966.25	First Federal Bank	Soc Security for Feb 12
19708	\$ 4,477.15	Consumers Energy	Various Electric Bills
19709	\$ 67.40	Verizon North	Police, Heritage Phone
19710	\$ 56.00	Kris Bauer	Recreation Refund
19711	\$ 5.00	Parkside Family Counseling	Recreation Refund

\$ 770,477.45

\$ (414,679.87) Less: CK# 19691

\$ 355,797.58

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. ADRIAN AREA CHAMBER OF COMME	20.00		
2. CITY OF ADRIAN	1,947.04		
3. ADRIAN COMMUNICATIONS	177.00		
4. ADRIAN LANDFILL	74.36		
5. ADRIAN MECHANICAL SERVICES C	1,328.51		
6. ADRIAN WATER CONDITIONING IN	19.50		
7. ADVANCE AUTO PARTS COMMERCIA	272.34		
8. AIRGAS GREAT LAKES	224.24		
9. ALLIED WASTE SERVICES	49,889.52		
10. ALLIED WASTE SERVICES #259	3,581.25		
11. AMERICAN LIBRARY ASSOC	105.10		
12. AMERICAN RED CROSS	96.00		
13. ARBORIST SKILLS INC	750.00		
14. ASTI ENVIRONMENTAL SERVICES	2,000.00		
15. AUTO ZONE COMMERCIAL	20.78		
16. BAKER & TAYLOR BOOKS	610.38		
17. BAKER CONSTRUCTION CO	2.01		
18. THE BANK OF NEW YORK	87,680.00		
19. BATTERY WHOLESALE	199.36		
20. KRISTIN BAUER	20.00		
21. GREG BELL CHEVROLET, INC	751.57		
22. LAURA BERDYCK	20.00		
23. BEST WAY INC	387.18		
24. ROBERT BISHOP	233.15		
25. BLACK SWAMP EQUIPMENT	417.20		
26. BLISSFIELD PARTS CO INC	35.06		
27. BOOK OF THE MONTH CLUB	40.04		
28. BRAKES-N-MORE	111.00		
29. TODD BROWN	20.00		
30. CARY CARRICO	69.30		
31. CDW-G COMPUTER SUPPLIES	226.08		
32. CIVICPLUS	334.25		
33. COAST TO COAST DELI	51.96		
34. COMCAST	98.53		
35. CONTINENTAL SERVICE	745.69		
36. CORROSION FLUID PRODUCTS COR	1,525.00		
37. CUSTOM TRUCK REPAIR, L.L.C.	232.65		
38. CUTLER DICKERSON CO	668.57		
39. D&P COMMUNICATIONS, INC.	1,709.22		
40. THE DAILY TELEGRAM	854.81		
41. DETROIT ELEVATOR COMPANY	171.00		
42. JACK DOHENY SUPPLIES	256.80		
43. EATON RAPIDS PUBLIC LIBRARY	11.99		
44. STEVE EBERLE	420.00		
45. ENGLEWOOD ELECTRICAL SUPPLY	120.26		
46. FASTENAL COMPANY	1,628.56		
47. FISHER SCIENTIFIC COMPANY LL	185.83		
48. FYR-FYTER SALES & SERVICE	758.45		
49. GALL'S INC	318.49		
50. GEN POWER PRODUCTS INC.	490.00		
51. MARK GIGAX	20.00		
52. GLPTI REGISTRATION	225.00		
53. GRAINGER INC.	373.22		
54. GRAINGER PARTS OPERATIONS	176.86		
55. DENISE GRITZMAKER	20.00		
56. HACH COMPANY	386.49		
57. HADDEN TIRE COMPANY	676.25		
58. HARDY COMMUNICATIONS INC.	24,981.24		
59. REBECCA HARRIS	20.00		
60. HELM INC	194.66		
61. HILLS AUTO & TRUCK REPAIR IN	16.95		
62. HOBBY LOBBY	59.25		
63. SHANE HORN	20.00		
64. HUBBARDS AUTO CENTER	166.23		
65. HURON LIME INC.	2,882.29		
66. I C M A VANTAGE POINT	6,266.11		
67. ICMA RETIREMENT CORPORATION	155.76		
68. IDEARC MEDIA CORP.	24.25		
69. INDUSTRIAL MILL SUPPLY CORP	548.61		
70. INGRAM LIBRARY SERVICES	265.82		
71. INTERNATIONAL CODE COUNCIL	35.00		
72. JACKSON TRUCK SERVICE INC.	53.64		
73. JAMES DELIVERY SERVICE	190.00		
74. KEELEY, RICHARD WJR	13.96		
75. KELLER THOMA, P.C.	1,802.40		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. ROBERT KEYES	5,398.65		
77. KIWANIS CLUB OF ADRIAN	75.00		
78. KNISEL'S TREE SERVICE	4,900.00		
79. KONICA MINOLTA- ALBIN	1,037.92		
80. LANSING SANITARY SUPPLY INC	572.30		
81. LARRY'S CUSTOM CYCLES	102.00		
82. LAW ENFORCEMENT EMERGENCY	55.00		
83. LEGACY PRINTING	188.50		
84. LENAWEE COUNTY EQUALIZATION	3,500.00		
85. LENAWEE COUNTY PRINTER	1,896.31		
86. LENAWEE COUNTY REGISTER OF D	31.00		
87. LENAWEE COUNTY TREASURER	75.00		
88. LENAWEE TIRE & SUPPLY CO	1,032.24		
89. LEXIS NEXIS RM INC	150.00		
90. LOWE'S CREDIT SERVICES	1,482.34		
91. LYDEN OIL COMPANY	176.40		
92. MANPOWER OF LANSING MI INC.	1,009.80		
93. MAPLE CITY GLASS INC.	41.31		
94. GARY MCDOWELL	20.00		
95. MCGOWAN ELECTRIC SUPPLY INC	540.30		
96. MCNAUGHTON-MCKAY ELECTRIC CO	516.00		
97. MICHIGAN ASSOCIATION OF	205.00		
98. MICHIGAN CHAPTER	24.50		
99. MICHIGAN DEPARTMENT OF	3,846.98		
100. MICHIGAN ECONOMIC DEVELOPERS	625.00		
101. MICHIGAN GOVT FINANCE	198.00		
102. MICHIGAN LIBRARY CONSORTIUM	253.80		
103. MICHIGAN MUNICIPAL LEAGUE	115.00		
104. MICHIGAN PIPE & VALVE INC	77.83		
105. MICHIGAN REC & PARK ASSOC	619.00		
106. STATE OF MICHIGAN	310.00		
107. MICHIGAN STATE POLICE	760.00		
108. MICHIGAN TBA DISTRIBUTORS IN	47.10		
109. MICHIGAN WATER ENVIROMENT AS	415.00		
110. MICROMARKETING LLC	1,092.06		
111. MIDWEST TAPE	24.09		
112. CHRISTOPHER MILLER	54.58		
113. MILLIPORE CORPORATION	436.22		
114. MITCHELL WELDING	132.00		
115. MOM'S CLUB OF TECUMSEH MI	35.00		
116. MORLEY'S FLOOR COVERING	337.21		
117. MUNICIPAL EMPLOYEES' RETIRE	82,588.81		
118. NATIONAL UTILITY CONTRACTORS	400.00		
119. MIKE OSBORN	20.00		
120. PALMER ENVELOPE CO.	136.32		
121. PEERLESS SUPPLY INC	517.38		
122. PET'S SUPPLIES PLUS	52.98		
123. PITNEY BOWES INC	1,008.00		
124. POTAWATOMI INN	393.18		
125. GLENN PRESTON	20.00		
126. PROMEDICA PHYSICIANS GROUP	90.00		
127. QUICK SERVICE TRANSPORTATION	5,723.75		
128. QUILL CORPORATION	396.98		
129. RED PAINT PRINTING LLC	7.50		
130. REG II PLANNING COMMISSION	25.00		
131. TIM RITCHIE	20.00		
132. SCIENTIFIC METHODS INC	950.00		
133. SEARS COMMERCIAL ONE	629.99		
134. SEBCO BOOKS	661.02		
135. SERVICE ELECTRIC CO OF ADRIA	240.00		
136. SHERWIN-WILLIAMS CO	413.04		
137. SHIVELY-BOUMA INC	543.50		
138. SIGN LANGUAGE SIGNS, INC.	104.00		
139. SKILLPATH SEMINARS	101.95		
140. CAROL SOUCHOCK	114.98		
141. SPRINT NEXTEL	180.08		
142. STEVENSON LUMBER, INC.	1,216.33		
143. LAD STRAYER	500.00		
144. SUPER LAUNDROMAT &	313.05		
145. T & L RENTALS	20.00		
146. T-J ROOFING & SHEET METAL, L	600.00		
147. T-MOBILE	29.99		
148. TDS SECURITY	456.75		
149. TEKCOLLECT	5,000.00		
150. THOMAS SCIENTIFIC	1,469.47		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. THOMSON WEST	349.26		
152. TIME EMERGENCY EQUIPMENT INC	149.50		
153. TRAFFIC & PARKING CONTROL CO	1,037.66		
154. TRI-COUNTY INTERNATIONAL TRU	106,004.13		
155. PAUL TRINKA	20.00		
156. TTB CLEANING LLC	215.00		
157. UNITED PARCEL SERVICE	13.30		
158. UNIVERSAL ADVERTISING ASSOC.	200.00		
159. USA BLUEBOOK	134.69		
160. UTILITIES INSTRUMENTATION SE	286.00		
TOTAL ALL CLAIMS	447,246.05		

COMMUNICATIONS



MEMO

Date: February 4, 2010

To: Dane C. Nelson, City Administrator
Department Heads
City Commission

From: Jeffrey C. Pardee, Finance Director

A handwritten signature in cursive script, reading 'Jeffrey C. Pardee', written over the printed name.

Re: **Mileage Reimbursement Rate Adjustment**

The Adrian City Commission, on May 3, 2004, adopted comprehensive Business Expense Reimbursement policies and regulations that included Mileage Reimbursement pegged at the U.S. Department of Treasury Internal Revenue Service allowable rate. The IRS, on December 3, 2009, issued (IR-2009-54) revised mileage reimbursement rates effective January 1, 2010. The rate will be **\$.50 per mile** for business miles driven beginning January 1, 2010. The new rate compares to a rate of \$.55 per mile for 2009.

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

C-2



MEMO

Date: February 4, 2010

To: Hon. Gary McDowell, Mayor
City Commission

From: Dane C. Nelson, City Administrator
cc: Jeffrey C. Pardee, Finance Director

Re: Private Gift Donation for City Chamber Clock

In accordance with City Financial Policies, Resolution #R04-182, regarding private gifts and donations to the City of Adrian, the purpose of this communication is to recognize a \$300.00 donation by Jeffrey C. Pardee, Finance Director, for his generous contribution to purchase a clock suitable for the new City Commission Chambers. The City appreciates the financial support to make an elegant facility even more stylish.

C-3



135 East Maumee Street.
Community Development Department
Adrian, MI 49221

February 9, 2010

Honorable Mayor
and City Commission:

On February 2, 2010, the Adrian City Planning Commission unanimously approved the attached resolution to recommend approval of the FY2010-16 Capital Improvement Program (CIP) and FY2010-11 Capital Budget to the City Commission.

Respectfully submitted,


Denise Cook, Secretary

CITY OF ADRIAN PLANNING COMMISSION – FY2010-16 City of Adrian Capital Improvement Program and FY2010-11 Capital Budget Recommendation

RESOLUTION

WHEREAS, consistent with Public Act 621 of 1978, the Uniform Budgeting Act for Local Government, the Adrian City Administration has developed a Multi-Year Capital Improvement Program (CIP), identifying specific capital projects, facilities and equipment, as well as their respective funding sources for the period FY2010-16; and

WHEREAS, on Saturday December 12, 2009, and again on Monday, December 21, 2009, the City Commission and the Planning Commission met in Joint Work-Session to review the Capital Budget Requests submitted by Department Heads and provided input regarding priorities to the City Administration; and

WHEREAS the City Administrator established a CIP Advisory Committee, composed of the City Administrator (Chairman), Finance Director, City Engineer/DPW Director, Utilities Director, Police Chief, Fire Chief/IT Director, Community and Economic Development Director, Library Director and Parks & Recreation Director, for purposes of reviewing Capital Project Requests and formulating a Capital Improvement Program Budget Recommendation; and

WHEREAS, within the broad categories of planning, efficient utilization of public resources, economic development, neighborhood support, and safety, the Capital Improvement Program Advisory Committee used the following criteria to evaluate the relative merit of each capital project:

Consistent with City's

Adopted Strategic Plan Projects which are consistent with the City's Adopted Strategic Plan will be given priority, (Available under Tab 2 of the FY2009-10 Adopted Budget)

Consistent with Comprehensive

Master Plan Document Projects which are consistent with the City's Comprehensive Master Planning Document will be given priority. (Available on City's Website under I:\Community Development\Comprehensive Plan)

Asset Replacement

Evaluation and replacement of current fixed assets for purposes of maintaining current service levels will be given priority.

Leverage Grants

Projects which are eligible for public or private grant funding, with or without a local matching requirement, will be given priority.

Adopted Plans

Projects which comply with the principles and concepts of an adopted City Plan will be given priority.

- Phased Projects Projects which implement an ongoing phased project will be given priority.
- Health & Safety Hazards Projects which correct a health and safety hazard or prevent a critical breakdown in a City facility will be given priority.
- Operations and Maintenance Projects which provide a significant decrease in City operating and/or maintenance expenses will be given priority.
- Job Creation & Retention Projects which demonstrably support the creation or retention of jobs for City residents will be given priority.
- Neighborhood Development Projects which are a component of a systematic neighborhood development plan or strategy will be given priority; and

WHEREAS the City Administrator's FY2010-16 Capital Improvement Program Budget Recommendation is summarized as follows:

<u>FY2010-11</u>	<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>
\$8,337,358	\$3,912,139	\$6,097,558	\$3,385,630	\$2,860,450	\$3,043,540

WHEREAS, consistent with the Municipal Planning Act (PA33 of 2008, as amended – MCL65(1)), the City Administration has submitted the recommended FY2010-16 Capital Improvement Program and FY2010-11 Capital Budget to the Planning Commission for review and consideration before submitting it to the City Commission for final approval; and

WHEREAS the City Administrator recommends approval of this resolution.

NOW THEREFORE BE IT RESOLVED that the City of Adrian Planning Commission, by this resolution, commends the City Administrator's FY2010-16 Capital Improvement Program (CIP) and FY2010-11 Capital Budget to the City Commission for incorporation into the FY2010-11 Operating Budget and General Appropriations Act.

On motion by Commissioner _____,

seconded by Commissioner _____,

this resolution was adopted by a _____ vote.



Adrian Public Library

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

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

February 10, 2010

To: Honorable Mayor Gary McDowell and City Commission
From: Carol Souchock, Adrian Public Library Director
cc: Dane Nelson, City Administrator and Jeff Pardee, Finance Director
Re: Adrian Pubic Library – Kiwanis Club of Adrian Donation for Early Literacy Station

The Adrian Public Library received a generous donation of \$2,500 from the Kiwanis Club of Adrian. These funds were donated to support the purchase of an Early Literacy Station for our youth department. The Early Literacy Station is a stand alone computer that provides access to over thirty educational games in both Spanish and English. It will provide young children in our community with the opportunity to gain literacy skills while having fun.

This station will be replacing one of our educational game computers that is at least ten years old. We have four game computers that are used by children more than 1,000 times per year.

In accordance with the Gift and Donation Policy adopted by the City Commission (Resolution #R04-182, dated November 1, 2004) the purpose of this communication is to appropriately notify the City Commission of the donation and the fact that there is no matching requirement for the eventual expenditure. This communication has been prepared for consideration by the City Commission at their meeting of February 15, 2010.

Please join me in thanking the Kiwanis Club of Adrian for their donation. If you have any questions or need for further information, please contact my office.

CONSENT AGENDA



MEMO

135 E. Maumee St., Adrian, Michigan 49221-2773

DATE: February 10, 2010

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

FROM: Chris Atkin
Director of Community Development

SUBJECT: Set Public Hearing for IFT Exemption Certificate for Inteva Products, LLC.

Inteva Products, LLC, has submitted an application for an Industrial Facilities Tax Exemption Certificate for the installation of a 30-Ton Crane, valued at \$112,426, required for the Lambda/001 Project. The requested exemption is for a period of twelve (12) years.

With the installation of the equipment, 246 existing jobs will be retained and it is expected to create four (4) new positions at the Adrian facility.

Community Development staff respectfully request a public hearing be set for the March 1, 2010 Adrian City Commission meeting.



Chris Atkin
Community Development Director

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form or would like to request an informational packet, call (517) 373-3272.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>Pat Baker</i>	Date received by Local Unit <i>2/2/2010</i>
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION
All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) INTEVA PRODUCTS	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 3714	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 1450 E. BEECHER, ADRIAN, MI 49221	1d. City/Township/Village (Indicate which) CITY OF ADRIAN	1e. County LENAWEE
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(4)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(1)) <input type="checkbox"/> Research and Development (Sec. 2(9))	3a. School District where facility is located ADRIAN	3b. School Code 46010
		4. Amount of years requested for exemption (1-12 Years) 12

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

INSTALLATION OF A 30-TON CRANE

6a. Cost of land and building improvements (excluding cost of land)	▶ <u>0</u>
* Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures	▶ <u>122,426</u>
* Attach itemized listing with month, day and year of beginning of installation, plus total	Personal Property Costs
6c. Total Project Costs	▶ <u>122,426</u>
* Round Costs to Nearest Dollar	Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements ▶	<u>9/1/09</u>	<u>9/1/11</u>	▶ <input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements ▶	<u>9/1/09</u>	<u>9/1/11</u>	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. Yes No

9. No. of existing jobs at this facility that will be retained as a result of this project. 246	10. No. of new jobs at this facility expected to create within 2 years of completion. 4
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11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)	_____
b. TV of Personal Property (excluding inventory)	_____
c. Total TV	_____

12a. Check the type of District the facility is located in:
 Industrial Development District Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit) 3/15/1993	12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name DHIREIN PATEL	13b. Telephone Number (248) 655-0813	13c. Fax Number (248) 655-8770	13d. E-mail Address dpatel@intevaproducts.com
14a. Name of Contact Person DHIREIN PATEL	14b. Telephone Number (248) 655-0813	14c. Fax Number (248) 655-8770	14d. E-mail Address dpatel@intevaproducts.com
▶ 15a. Name of Company Officer (No Authorized Agents) PATRICK W. FLANAGAN			
15b. Signature of Company Officer (No Authorized Agents) <i>Patrick W. Flanagan</i>		15c. Fax Number	15d. Date 2/2/10
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 1401 CROOKS ROAD, TROY, MI 48084		15f. Telephone Number	15g. E-mail Address

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. LUCI Code 46201	16d. School Code 46010
17. Name of Local Government Body CITY OF ADRIAN, MI	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original and one copy of the application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

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

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

CITY OF ADRIAN, MICHIGAN
PUBLIC ACT 198 of 1974
PLANT REHABILITATION AND INDUSTRIAL DEVELOPMENT DISTRICTS ACT

Name of Applicant: INTEVA PRODUCTS, LLC Date: 2/2/10
 Applicant Address: 1450 E. BEECHER ST, ADRIAN, MI 49221

The following information is required to be submitted to the City of Adrian Clerk's Office in addition to the attached application form 1012 (State of Michigan Application for Industrial Facilities Tax Exemption Certificate). Please provide complete responses to each of the questions. Attach additional sheets if necessary.

1. Please provide the legal description of the real property on which the facility will be located. Please include the property identification number as well.

Property Identification Number: XA0-100-0152-00

Property Legal Description: ALL THAT PT OF THE NW 1/4 OF SEC 12 T7S
R3E LYING E OF WABASH RR & TREAT ST N OF CORP LN OF
OF CITY OF ADRIAN COUNTY OF LENAWEЕ STATE OF MICHIGAN

2. Please provide a detailed list of the proposed new real property improvements (attach additional sheets if necessary).

Description of Real Property Investment	Date of Expected Commencement of Work	Investment Costs

3. Please provide a list of new machinery, equipment, furniture and fixtures which will be utilized in the new facility (attach additional sheets if necessary).

Description of Personal Property Investment	Date of Installation	Equipment/Installation Costs
<u>30-TON CRANE</u>	<u>SEPT 2009</u>	<u>\$122,426</u>

4. Please include a list of the jobs expected to be retained as a direct result of this project (attach additional sheets if necessary).

Position (please include brief description)	Average Annual Salary Package	Number of Positions Retained
ENGINEERS	\$85,000	TWO (2)

5. Please include a list of the jobs expected to be created as a direct result of this project (attach additional sheets if necessary).

Position (please include brief description)	Average Annual Salary Package	Number of Positions Created
MANUFACTURING TEAM	\$42,000	TWO (2)

6. Please briefly describe the expected economic impact of this project on the City of Adrian. Please include information about the expected number of new jobs in relation to the company's existing employment pool (attach additional sheets if necessary).

THIS 30-TON CRANE IS REQUIRED FOR THE LAMBDA 1001 PROJECT.
 THE ADDITION OF THIS WORK WILL EMPLOY APPROXIMATELY
 100-120 PEOPLE.

7. Please provide a brief history of your company (attach additional sheets if necessary).

INTEVA PRODUCTS, LLC WAS CREATED DUE TO THE SALE OF
 THE DELPHI - AHG PLANT IN ADRIAN TO A PRIVATE
 INVESTMENT GROUP. THIS OPERATION HAS MANUFACTURED AUTO
 PARTS UNDER DIFFERENT OWNERS SINCE THE 1970S.

8. Please briefly describe your company's efforts to be good stewards of the environment (i.e. LEED Certification, etc...). Please also provide information about your company's efforts to be new economy ready (i.e. diversification, workforce development, etc...) (attach additional sheets if necessary).

INTEVA MANUFACTURES UNDER OPERATING PERMIT NUMBER
 MI-ROP-66027-2007 AND STORM WATER GENERAL
 PERMIT NUMBER MTS 510187. WE TRAIN ALL EMPLOYEES
 FOR TWO (2) WEEKS BEFORE THEY CAN WORK ON THEIR OWN.
 EMPLOYEES ALSO RECEIVE ENVIRONMENTAL POLICY TRAINING.

RESOLUTION

RE: INTEVA PRODUCTS, LLC. - ACT 198 INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE APPLICATION ESTABLISHMENT OF PUBLIC HEARING

WHEREAS, the State of Michigan has adopted the Plant Rehabilitation and Industrial Facilities Development Districts Act, Public Act 198 of 1974, as amended (Act 198); and

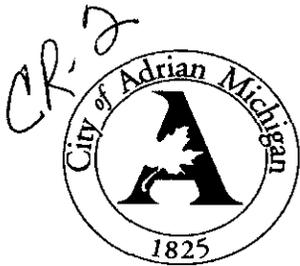
WHEREAS, Act 198 provides for creation of Industrial Development and Rehabilitation Districts, and for review and approval of exemption request certificates; and

WHEREAS, the City of Adrian has received an Industrial Facilities Exemption Certificate request from Inteva Products, LLC. for an investment of personal property within Adrian Industrial Development District #29; and

WHEREAS, Act 198 requires notification of the City Assessor and the legislative body of each taxing unit which levies ad valorem taxes on property within said Adrian Industrial Development District #29, and provision of an opportunity to be heard on this matter prior to consideration of action of the Industrial Facilities Exemption Certificate request.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby acknowledges receipt of said Industrial Facilities Exemption Certificate from Inteva Products, LLC., authorizes the scheduling of a public hearing for Monday, March 1, 2010, 7:00 p.m. in the City Chambers Building to receive comments on this matter, and directs the City Clerk to provide notice to the appropriate taxing units and the public as required by Act 198.

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



MEMO

135 E. Maumee St. Adrian, Michigan 49221-2703

DATE: February 10, 2010

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

FROM: Chris Atkin
Director of Community Development

SUBJECT: Set Public Hearing for Industrial Development District #39

Evergreen Grease Service, Inc. has submitted a request for the establishment of Industrial Development District (IDD) #39. This is a new facility located at 1445 Enterprise Drive in the City of Adrian Industrial Park. The successful establishment of the IDD will allow Evergreen Grease to request a tax abatement for the machinery that will be installed at a later date.

Community Development staff respectfully request a public hearing be set for the March 1, 2010 Adrian City Commission meeting.

Chris Atkin
Community Development Director



Evergreen Grease Service, Inc.

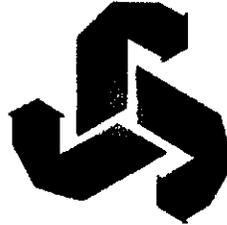
P.O. Box 1484

Adrian, MI 49221

(517) 264-9913 * Toll Free (866) 519-9802 * Fax (517) 264-0800

www.evergreengrease.com

evergreen@evergreengrease.com



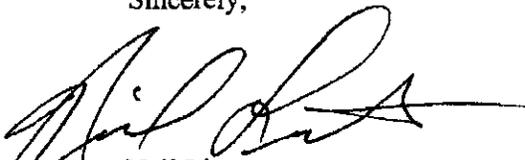
February 8, 2010

Chris Atkin
135 E. Maumee St.
Adrian, MI 49221

Dear Mr. Atkin,

I respectfully request that the City of Adrian establish an Industrial Development District for my property at 1445 Enterprise Drive, Adrian, MI 49221 (see attached legal description also description and cost of equipment).

Sincerely,



Neil Liston

**Restaurant Grease Removal
Prompt & Reliable**



Evergreen Grease Service, Inc.

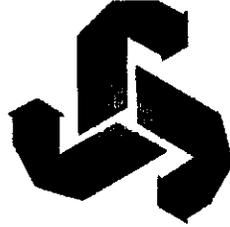
P.O Box 1484

Adrian, MI 49221

*(517) 264-9913 * Toll Free (866) 519-9802 * Fax (517) 264-0800*

www.evergreengrease.com

evergreen@evergreengrease.com



Legal Description

Lot 7, Adrian Industrial Park, as recorded in Liber 19 of Plats, Pages 1 and 2, Lenawee County Records.

***Restaurant Grease Removal
Prompt & Reliable***



(HEREINAFTER CALLED BUYER)

ATTENTION: Mr. William Singleton FAX: 517-264-0800 TEL: 641-791-5235

ANCO-EAGLIN, Inc. (HEREINAFTER CALLED SELLER) PROPOSES TO FURNISH TO BUYER THE EQUIPMENT AND SERVICES DESCRIBED BELOW AND IN ANY ATTACHED SPECIFICATIONS SUBJECT TO THE TERMS AND CONDITIONS SET FORTH BELOW, AND IN ATTACHMENTS HERETO.

GENERAL DESCRIPTION:

Yellow Grease Processing System: ANCO® equipment is designed to receive bulk truck loads of restaurant grease, melt, separate and vacuum dry at a nominal rendering feed-rate of 9,000 pounds per hour. Per the enclosed drawing 09-0601-0000 ANCO-EAGLIN will supply all equipment as noted. *For expediting the quote items are priced in sections with limited description.*

The process ANCO proposes has many advantages over evaporation or other thermal dewatering equipment. They include:

- Lower Energy Cost
- Improved finished fat
- Lower environment emission issues
- Easily expandable to higher production volumes
- Flexibility in oil types and process conditions

Redox™ Waste Water System will conform to Michigan industrial regulation for a 300 BOD discharge rate. Flow Rate Design is 2,650 gallons per day (item #2). Design parameters for wastewater:

COD 7500- PPM
BOD 4000- PPM
FOG 1250- PPM
TSS 2000- PPM
TKN 1000- PPM

Steam boiler is sized for 100 BHP (item #9) with high efficiency natural gas burners complying with Michigan air quality standards. Air handling equipment for the plant air and waste water vapors will be an ANCO model 1320 Packed Bed Scrubber / 18,000 CFM. Note boiler and all pressure related equipment would be built according to ASME code Section 8 Div I.

Scope of supply by ANCO-EAGLIN general engineering to assist Builder and Professional Engineers required to prepared detail foundation, utility and other building code related work. All equipment motors to be TEFC E-Pac standard.



See Exhibit A, Item list

See Exhibit B, Scope of Supply

Refer to layout drawing no. 02-0601-0000. Detail equipment description can be downloaded at www.ancoeaglin.com

DRAWINGS, INSTRUCTIONS AND FIELD SERVICE: SELLER WILL FURNISH EQUIPMENT DRAWINGS AND OPERATION AND MAINTENANCE INSTRUCTIONS IN DUPLICATE. IF REQUESTED BY BUYER, SELLER WILL PROVIDE FIELD SERVICE IN CONNECTION WITH INSTALLATION AND/OR START UP OF THE EQUIPMENT IN ACCORDANCE WITH SELLER'S TERMS AND CONDITIONS AND THEN CURRENT CHARGE FOR FIELD SERVICE.

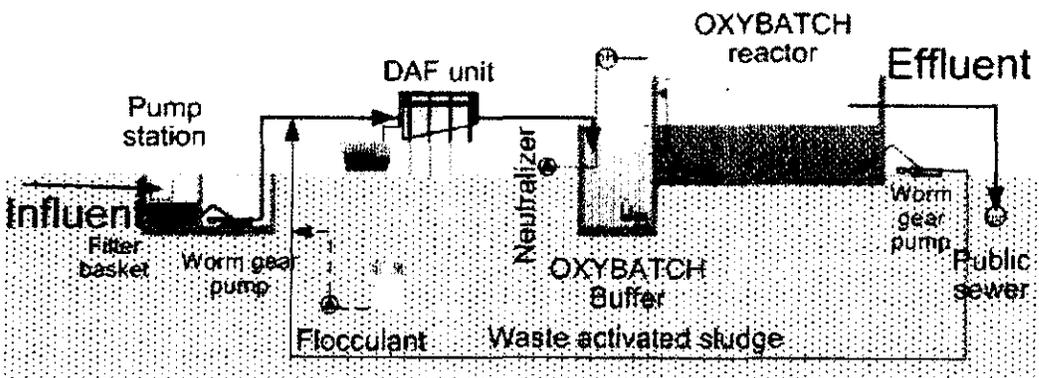
SHIPMENT: THE EQUIPMENT DESCRIBED HEREIN WILL BE SHIPPED WITHIN AND ESTIMATED 22-24 WEEKS AFTER RECEIPT OF BUYER'S PURCHASE ORDER OR SIGNED ACCEPTANCE OF THIS PROPOSAL, APPROVAL OF ANY DRAWINGS AS MAY BE REQUESTED BY EITHER SELLER OR BUYER, AND RECEIPT BY SELLER OF ANY INFORMATION REQUIRED FROM BUYER FOR FABRICATION OF THE EQUIPMENT.

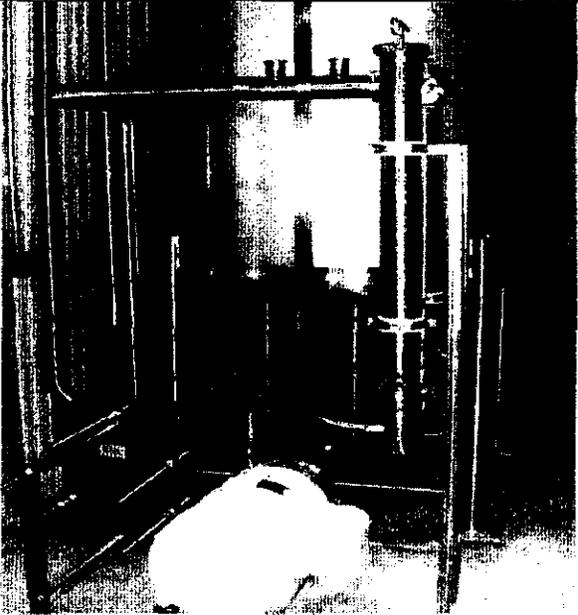
PRICE AND PAYMENT TERMS: PRICE FOR THE EQUIPMENT AND ANY SERVICES PROPOSED HEREIN BY SELLER IS:

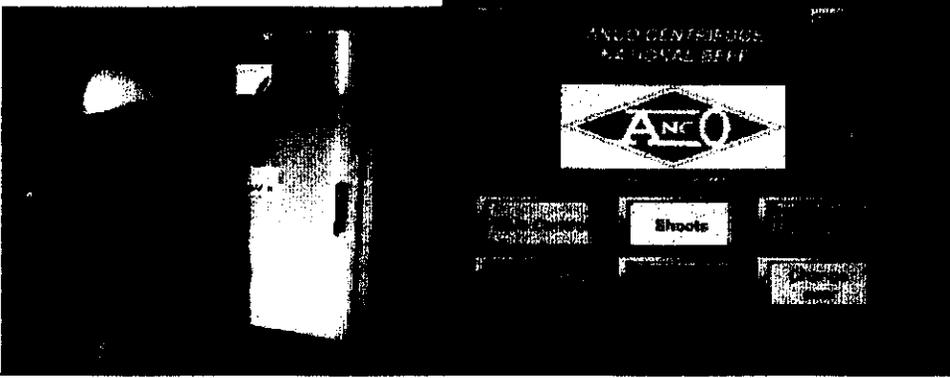
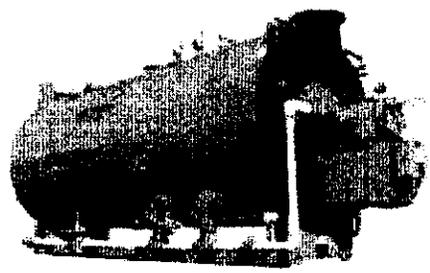
See Itemized Pricing for the various equipment items. Freight Cost is fob Greensboro.

PAYMENT TERMS:

10% with order confirmation - 20% payment with initial drawing package for Builder and Design Team - 20% payment after finalized approval drawings -20% 7 weeks prior to shipping notification - 20% payment at final shipment date - 10% at start-up, but not later then 60-days from shipment.

#1	ANCO 1018 Receiving bin 50 tons with heating chamber, screen pan, 16 "Ø trash screw. recirculation pump, stainless steel fines screen. Includes temperature sensor with interface to PLC control system. Bin will come in section for final field assembly by ANCO. Total connected HP 20	\$166,000
#2	 <p>Redox™ Waste Water system, with DAF Unit, pumps, Flocculant dosing equipment. To meet the Michigan water quality the system includes 36,000 gallon OXBAT reactor tank.</p>	\$234,600

<p>#3</p>	<p>Total connected HP 40.</p>  <p>Qty of two (2) three-phase separators type Alfa-Laval with stainless steel construction, dual pump systems and stainless steel receiving tanks. Total connect HP 40. Separator requires special VFD drives which are included in the control and automation package.</p>	<p>\$288,750.00</p>
<p>#4</p>	<p>Re-melt heat and surge system; Qty of two (2) 2,500 gallon feed tanks with weigh system, heat exchanger, pumps and valves. All wetted parts in contact with the fat are stainless steel. Tanks will include site glass, CIP (Clean In Place) nozzle to minimize rancid fat or high FFA. Temperature sensors/control with interface to the automation controls see item #8.</p>	<p>\$93,000.00</p>
<p>#5</p>	 <p>CIP system for #4, #3, #6 includes heat, caustic dosing equipment, pH controls,</p>	<p>\$77,830.00</p>

	recirculation pump, water filter and qty of two (2) stainless steel CIP tanks.	
#5.1	Valves and pipe and fittings for CIP equipment and Alfa-Laval equipment stainless steel. Does not include connecting piping between process equipment.	\$44,300.00
#6	Vacuum Drying system for finished fat. Includes qty of one (1) 2,500 gallon receiving tank mild steel, vacuum chamber and 10 HP vacuum pumps.	\$41,560.00
#7	Fat Load Out Tanks, Qty of three (3) 15,000 built to API 650 standards, with insulation, pump and tank load-out piping device. Tanks are mild steel; with stainless steel cover the main sidewall. Pumps will ANSI design.	\$196,000.00
#8	Operator control panel, low/high voltage for all ANCO supplied equipment. Includes VFD for Alfa-Laval separators, feed pumps. Touch screen technology with Allen-Bradley Control Logix™ PLC.	\$128,000.00
		
#9	High Pressure steam boiler, 100 BHP York-Shipley, Feed water tank with dual Grundfos Boiler Pumps, chemical tank/pump. Burner design for high efficiency natural gas and will comply with Michigan Air Quality. Burner system is pre-packaged for 5-PSI gas pressure. Boiler supply includes blow down valves. Total HP 25	\$63,250.00
		
#10	ANCO 1320 Room Air Scrubber • 18,000 CFM all stainless steel construction, chemical feed pumps, fan with dosing equipment and PH/ORP controls. Total HP 40	\$120,250.00
#11	Engineering Service Package see Exhibit B with 20 man-days at site for technical assistance and training. Additional days \$850 plus expenses.	\$56,000.00
		1,509,540.00

RESOLUTION

RE: EVERGREEN GREASE SERVICE, INC. - ACT 198 OF 1974 ESTABLISHMENT OF AN INDUSTRIAL DEVELOPMENT DISTRICT #39 PUBLIC HEARING

WHEREAS, the State of Michigan has adopted the Plant Rehabilitation and Industrial Facilities Development Districts Act, Public Act 198 of 1974, as amended (Act 198); and

WHEREAS, Act 198 provides for creation of Industrial Development and Rehabilitation Districts, and for review and approval of exemption request certificates; and

WHEREAS, the City of Adrian has received a request from Evergreen Grease Service, INC. for the establishment of Adrian Industrial Development District #39; and

WHEREAS, the legal description of the property is as follows:

Lot 7, Adrian Industrial Park, as recorded in Liber 19 of Plats, Pages 1 and 2, Lenawee County Records; and

WHEREAS, Act 198 requires notification of the City Assessor and the legislative body shall give written notice by certified mail to the owners of all real property within the proposed plant rehabilitation district or industrial development district and shall hold a public hearing on the establishment of the plant rehabilitation district or industrial development district at which those owners and other residents or taxpayers of the local governmental unit shall have a right to appear and be heard.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby acknowledges receipt of said Industrial Development District request from Evergreen Grease Service, Inc., authorizes the scheduling of a public hearing for Monday, March 1, 2010, 7:00 p.m. in the City Chambers Building 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 198.

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

REGULAR

AGENDA



MEMO

135 E. Maumee St. Adrian, Michigan 49221-2773

DATE: February 10, 2010

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

FROM: Chris Atkin
Director of Community Development

SUBJECT: Ordinance 10-001

On February 2, 2010 the Adrian Planning Commission unanimously passed a vote recommending the following sections, Article IV, Section 4.71 & 4.72, to the Zoning/Development Regulations be amended to reflect the current procedures as they are.

Community Development staff approves and reviews all applications submitted for zoning exception permits so for clarification, all language stating 'City Engineer' will be eliminated and replaced with 'Community Development staff'.

Article XXV, Section 25.01 & 25.15 will have language added to permit staff and Planning Commissioners more considerations for surrounding properties when a Zoning Exception permit is applied for. This too will help substantiate a finding of fact when a decision is made.

If you have any further questions, please contact me.

Respectfully submitted,

Chris Atkin
Community Development Director



135 East Maumee Street.
Community Development Department
Adrian, MI 49221

February 9, 2010

Honorable Mayor
and City Commission:

At the February 2, 2010, meeting the Adrian City Planning Commission moved unanimously to recommend to the City Commission the approval of amending the Zoning/Development Regulations as follows:

Amend Section 4.71: It has been the practice of the Planning Commission to hold a public hearing on all completed applications for Zoning Exception Permits, not just those where one is specifically requested. The Commission felt this is a good practice and the proposed change would formalize this practice/procedure.

Amend Section 25.01: The following proposed change is intended to provide the Planning Commission with guidance when considering requests for zoning exception permits, to provide some flexibility in making zoning exception decisions and to also provide a more substantial legal support for the criteria used in making zoning exception decisions.

Amend Section 25.15: The change is in the section title only. The Commission felt the title needed to include the various shelters to add clarity.

Respectfully submitted,

Denise Cook, Secretary

ORDINANCE NO. 10-001

AN ORDINANCE TO AMEND ARTICLE IV – GENERAL PROVISIONS AND ARTICLE XXV – CONDITIONS FOR SPECIFIED USES SUBJECT TO A ZONING EXCEPTION PERMIT OF THE CITY OF ADRIAN ZONING/DEVELOPMENT REGULATIONS.

The City of Adrian Ordains:

1. Amend Section 4.71 of Article IV – General Provisions to read as follows: (*new language is in bold, deleted language is crossed out*)

4.71 ZONING EXCEPTION PERMIT

- 4.71 Zoning exception permits are required for proposed activities which are essentially compatible with other uses, signs, or activities permitted in a zoning district, but which possess characteristics or locational qualities which require individual review. The purpose of this individual review is to ensure compatibility with the character of the surrounding area, with public services and facilities, with adjacent properties, and to ensure conformance with the standards set forth in this Ordinance.

4.72 Procedures

The following steps shall be taken when considering a proposed special use.

- A. A zoning exception permit application shall be filed by the applicant with the ~~City Engineer~~ **Community Development staff** along with the required site plan, fee, statement with supporting evidence to which the proposed activity meets the criteria and any other pertinent information upon which the applicant intends to rely for approval.
- B. The ~~City Engineer~~ **Community Development staff** shall review the application for completeness and forward the application, with his/her recommendation, to the Planning Commission for their review and consideration.
- C. The Planning Commission shall **hold a public hearing on all completed applications for Zoning Exception Permits, and shall give public notice** ~~The Planning Commission shall give public notice~~ in a newspaper of general circulation in the City of official receipt of the special use permit application which:
 1. Describe the nature of the special use

2. Indicates the property in question
3. States the time and place where zoning exception permit will be considered, provided notice is not less than five (5) days and not more than fifteen (15) days before application will be considered.
4. Indicates when and where written comments will be received concerning the request, and
5. ~~Indicate that a public hearing of the proposed zoning exception permit application may be requested by any property owner or occupant located within 300 feet of the boundary of the property being considered before a decision is made on the application, if the permit requires a decision by the planning commission on discretionary grounds. In such case, Notices shall be mailed to all persons owning or occupying real property within 300 feet of the boundary of the property in question. An affidavit of such mailing shall be maintained by the city in the zoning exception permit application file.~~

D. After review of the application and public hearing or written comments, if any, the Planning Commission shall approve, approve with conditions, or deny the permit based upon the standards of the zoning exception as set forth in the appropriate use district. The decision on a zoning exception permit application shall be incorporated in a statement of conclusion relative to the special approval use under consideration. The decision shall specify the basis for the decision and any conditions imposed.

E. The occupancy of land, premises, or building must take place within one (1) year after approval of the zoning exception. If the zoning exception use, as approved, ceases to exist for 6 months, the zoning exception shall be revoked as void and reapplication shall be required.

2. Amend Section 25.01 of Article XXV – Conditions for Specified uses Subject to a Zoning Exception Permit to read as follows: *(new language is in bold, deleted language is crossed out)*

~~**SECTION 25.01 INTENT:** The following site facility and design standards for certain uses specified as being subject to a zoning exception permit shall control:~~

SECTION 25.01 INTENT: A zoning exception permit allows development or use as listed in the Zoning Ordinance which has been designated as “Special Exceptions.” These are uses which, although generally considered compatible with other uses within a particular district, require special review to ensure that they meet the specified requirements and that they are appropriate for the specific property for which they are proposed

The applicant should be able to demonstrate, by a site plan and documentary evidence, that the proposed development or use will be in harmony with the general purpose and intent of the Zoning Ordinance and will not be detrimental or injurious to the neighborhood or to the public welfare.

In reviewing any application for a zoning exception permit, the Planning Commission shall identify and evaluate all factors relevant to the application. The matters to be considered by the Planning Commission may include, but shall not be limited to, the following:

- o Does the proposed use meet the requirements specified for the district in which the property is located?
- o Will granting the permit adversely affect environmental conditions or the value of surrounding properties?
- o Is the proposed use compatible with the adjacent and surrounding properties?
- o Is the proposed use consistent with the City's future land use plan?

Enumerated below are the site facility and design standards for the uses subject to a zoning exception permit. These requirements are statutory and, except where discretion is left to the Planning Commission in their consideration of a zoning exception permit, any deviation of requirements shall require that a variance be granted by the Zoning Board of Appeals

3. Amend Section 25.15 of Article XXV – Conditions for Specified uses Subject to a Zoning Exception Permit to read as follows: *(new language is in bold, deleted language is crossed out)*

~~SECTION 25.15 GROUP FAMILY HOMES:~~

SECTION 25.15 GROUP FAMILY HOMES / HOUSING SHELTERS / TRANSITIONAL HOUSING FACILITIES / TEMPORARY SHELTERS:

1. Adequately surfaced off-street parking shall be provided.
2. Parking areas shall not be located within any required front yard.
3. Other provisions that the Planning Commission may deem necessary to protect the integrity of the neighboring area, and the health, safety and welfare of the residents of the City of Adrian are as follows:
 - a. The maximum number of residents at the facility to be set.
 - b. The need for a fence or screen around a portion of the premises to be determined.

- c. The manner of the storage of refuse and fencing or screening of such storage to be determined.
- d. The hours that visitors might visit the residents at the facility to be determined.
- e. Parking spaces and surfacing requirements to be determined.

INTRODUCTION February 15, 2010

SUMMARY PUBLISHED.....

ADOPTION.....

COMPLETED PUBLICATION.....

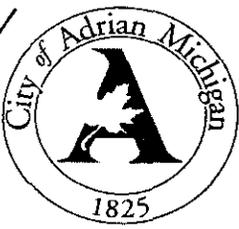
EFFECTIVE DATE.....

On motion by Commissioner_____

Supported by Commissioner_____

This ordinance was adopted by a _____ vote.

0-2



MEMO

135 E. Maumee St. Adrian, Michigan 49221-2773

DATE: February 10, 2010

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

FROM: Chris Atkin
Director of Community Development

SUBJECT: Ordinance 10-002

On February 2, 2010 the Adrian Planning Commission unanimously passed a vote recommending the following section, Article XXX, Section 30.04, to the Zoning/Development Regulations be amended to include additional prohibitions for digital sign (reader) boards in attempt to create less of a distraction for motorist.

If you have any further questions, please contact me.

Respectfully submitted,

A handwritten signature in cursive script that reads 'Chris Atkin'. The signature is written in black ink and is positioned above a horizontal line.

Chris Atkin
Community Development Director

0-2



135 East Maumee Street.
Community Development Department
Adrian, MI 49221

February 9, 2010

Honorable Mayor
and City Commission:

On February 2, 2010, the Adrian City Planning Commission moved unanimously to recommend to the City Commission the approval of amending Section 30.04 (1b) of Article XXX – Signs of the Zoning/Development Regulations.

This text amendment includes a change to stipulate that while analog time and temperature signs are permitted, digital ones are not. This is consistent with our existing prohibitions on electronic changeable signs. The original ordinance was written before digital electronic signs were so common. The other part of the proposal relative to reader boards is not a change from the current ordinance but included for clarity.

Respectfully submitted,


Denise Cook, Secretary

ORDINANCE NO. 10-002

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF ADRIAN BY AMENDING SECTION 30.04 OF ARTICLE XXX – SIGNS OF THE CITY OF ADRIAN ZONING/DEVELOPMENT REGULATIONS

The City of Adrian Ordains:

That Subsection 1b of Section 30.04 of the City of Adrian Zoning/Development Regulations, shall read as follows: (bold print represents new text and text in "strikethrough" is to be deleted)

SECTION 30.04 PROHIBITIONS:

1. General Prohibitions

- a. No sign shall be erected or maintained in any manner which, by reason of its size, location, context, coloring, or manner of illumination, shall constitute a traffic hazard or which shall interfere with the visibility of any traffic control device.
- b. No sign, other than a **an analog** time and temperature sign, shall have any visible moving parts or visible mechanical movement or any other apparent visible movement achieved by electrical, electronic or kinetic means, intermittent electrical pulsations or wind currents. **The image or message of electronic reader boards may not scroll, crawl, flash or give the appearance of movement, and must change instantaneously from one message or image to the next.** The image or message of electronic reader boards must remain static on the sign for at least five (5) minutes.
- c. No sign shall be placed so as to obstruct any fire escape, required exit way, window, or door opening used as a means of passage from one part of a building to another (including the roof) or as access thereto for firefighting purposes

INTRODUCTION-----February 15, 2010

SUMMARY PUBLISHED-----

ADOPTION-----

COMPLETE PUBLICATION-----

EFFECTIVE DATE-----

On motion by Commissioner _____,

Supported by Commissioner _____

This Ordinance was adopted by a _____ vote.

R-1

February 5, 2010

MEMORANDUM

TO: Dane Nelson, City Administrator

FROM: Kristin Bauer, City Engineer

SUBJECT: Street Light Contract & APS Lights



Years ago the City and Adrian Public Schools (APS) began an agreement to operate certain parking lot lights on the City's lighting contract with Consumer's Energy. The costs for these lights would then be billed to the schools.

It has been determined that the APS had two lights removed and thus our Contract should be modified to reflect these changes. The two lights to be removed from our contract were located at Lincoln Elementary School, 158 S. Scott St. and the 5/6 Building (previously called Drager Middle School), 340 E. Church St. Enclosed is the resolution and corresponding contract modification for the removal of these lights.

AUTHORIZATION FOR CHANGE IN STANDARD STREETLIGHTING CONTRACT

Consumers Energy Company is hereby authorized as of the _____ day of _____, 2010, by the City of Adrian, to make changes, as listed below, in the streetlighting system(s) covered by the existing Standard Streetlighting Contract between the Company and the City of Adrian, dated March 1, 1981.

- Energy-Only Streetlighting Rate L-1
- Customer-Owned Streetlight System Rate L-2
- Company-Owned Streetlight System Rate L-3

<u>Number of Luminaires</u>	<u>Nominal Lumen Rating</u>	<u>Light Source</u>	<u>Installation or Removal</u>	<u>Voltage Service</u>	<u>Point of Attachment With Company's Dist System</u>	<u>Location</u>
1	8500	HPS	REMOVE			158 S. Scott St.
1	8500	HPS	REMOVE			340 E. Church St.

Notification Number _____

Construction Work Order Number 06652535 & 12974463

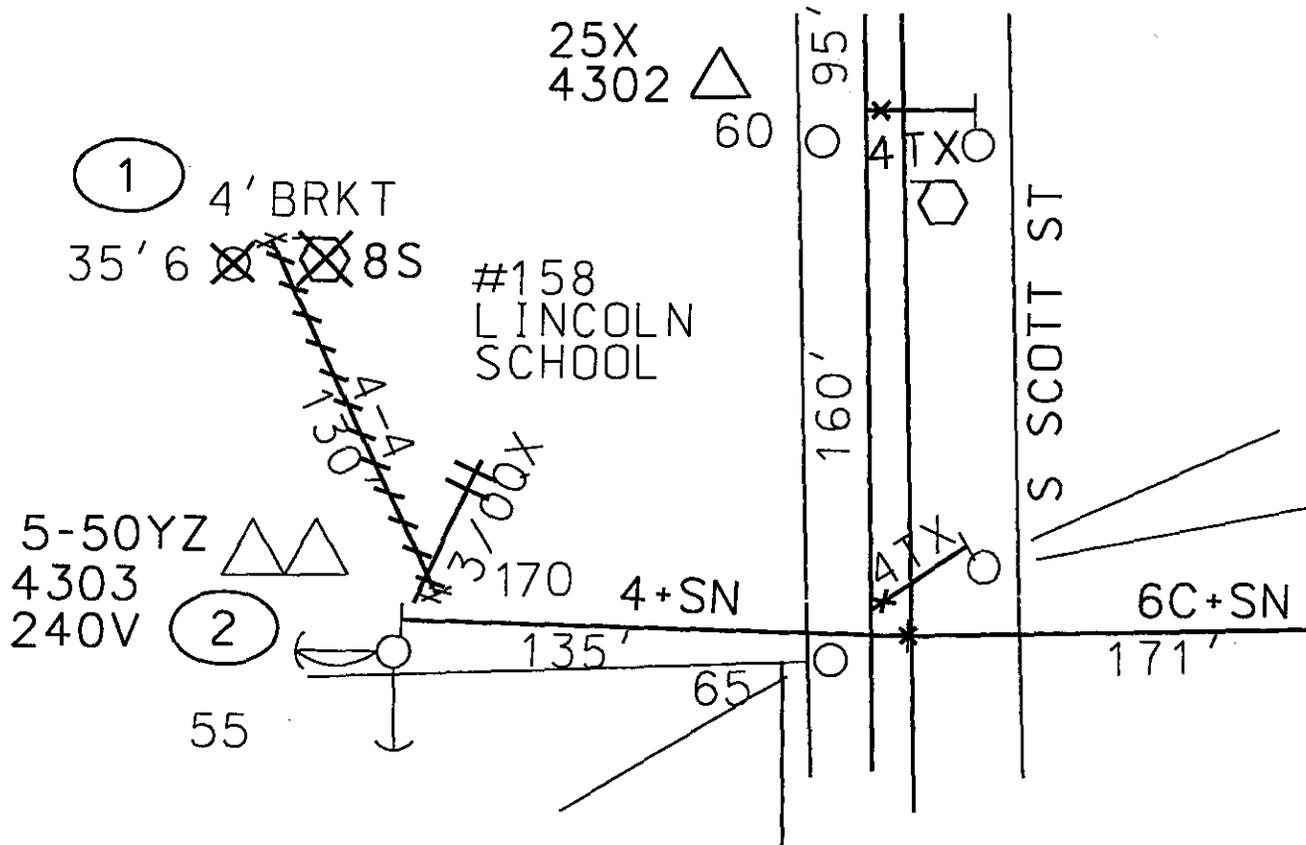
Except for the changes in the streetlighting system(s) as herein authorized, all provisions of the aforesaid Standard Streetlighting Contract dated March 1, 1981, shall remain in full force and effect.

By: _____

Its _____



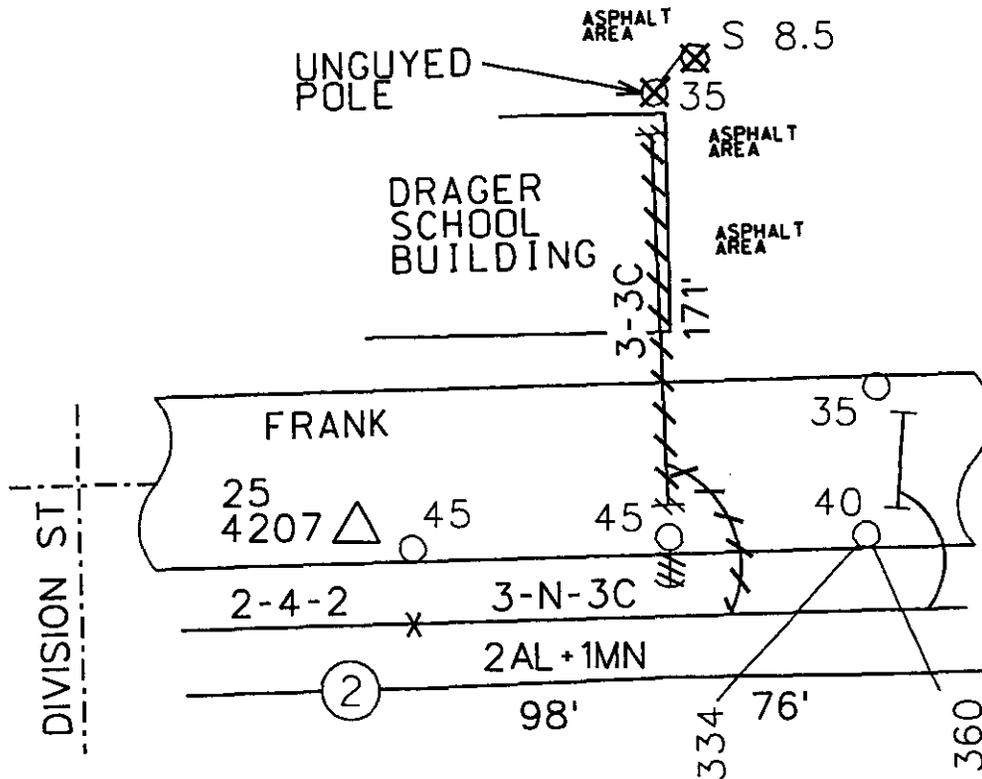
LENAWEE CO
ADRIAN TWP
T56 R53 SEC.34



		158 S SCOTT ST		TAX CODE 460204	REQUEST NO. 03036705
		For: KEN TOKARZ 158 S SCOTT ST ADRIAN		STAKED <input type="checkbox"/> YES <input type="checkbox"/> NO	TREES <input type="checkbox"/> YES <input type="checkbox"/> NO
TLM NUMBER	OF RODS			OHMS	
5653344303	#				
SUBSTATION COLLEGE PK				WD NO. 0712	
CIRCUIT RIVERSIDE		CRT NO. 03	LCP NO. 0033		
-CONSTRUCTION CERTIFICATION-		UTIL. TYPE	CATEGORY	TYPE	WORK ORDER
Work was constructed as Engineered or Changed as Indicated. All Salvageable Material Was Returned to Stores.		EO	DEMO	OHLN	06652535
Signed <u>G. Potorski</u> in Direct Charge of Work		CAD FILE: 06594804.001			
Dates: Started _____ Completed <u>1-20-07 / 2-26-07</u>		T R S 565334			
MISS DIG NOTIFIED BY: _____ DATE: _____					



LENAWEE CO
MADISON TWP
T57 R53 SEC.02



ORDER NUMBER

Consumers Energy

A CMS Energy Company **ELECTRIC**

DESIGNED BY KCRANDOL	DATE 12/04/09
APPROVED BY	DATE

Frank St., Adrian, ESIC OHL

For:
DRAGER SCHOOL

SHEET 1 OF 1	SCALE N/A
--------------	--------------

-CONSTRUCTION CERTIFICATION-

Work was constructed as Engineered or Changed as Indicated.
All Salvageable Material Was Returned to Stores.

Signed _____ in Direct Charge of Work
Dates: Started _____ Completed _____

MISS DIG NUMBER: _____ DATE: _____

TLM NUMBER 5753024207	# OF RODS	OHMS	CONSTRUCTION MEASURE NUMBER 10000725915	
SUBSTATION BEECHER	WD NO. 0064	ESIC	MAINTENANCE ACTIVITY TYPE OHL	DESIGN NUMBER 10122201
CIRCUIT AMER CHAIN	CKT NO. 05	LCP NO. 0355	STAKED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	TREES <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the streetlighting service as provided in the Standard Streetlighting Contract between the Company and the City Village Township of Adrian, dated March 1, 1981, in accordance with the Authorization for Change in Standard Streetlighting Contract dated as of _____, 2010, heretofore submitted to and considered by this Commission Council Board; and

RESOLVED, further, that the _____ and City Clerk be and are authorized to execute such authorization for change on behalf of the City Village Township.

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

I, _____, Clerk of the City Village Township of Adrian do hereby certify that the foregoing resolution was duly adopted by the Commission Council Board of said municipality, at the meeting held therein on the ____ day of _____, 2010.

 City Village Township Clerk

Dated:

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

Michigan Department of Transportation 3078 (10/09)

RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for fiscal year 2011 under act 51 of the public acts of 1951, as amended

R-2

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the City of Adrian, (hereby known as THE APPLICANT) established under Act 94, to provide a local transportation program for the state fiscal year of 2011 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for THE APPLICANT, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators for this agency have been reviewed and approved by THE APPLICANT; and

WHEREAS, THE APPLICANT, has reviewed and approved the proposed balanced (surplus) budget, and funding sources of estimated federal funds \$69,073, estimated state funds \$151,487, estimated local funds \$113,149, estimated fare box \$98,000, estimated other funds \$, with total estimated expenses of \$431,709

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints Marcia M Bohannon as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2011.

I, _____, of _____, (Name) (Secretary, Clerk)

THE APPLICANT, having custody of the records and proceedings of THE APPLICANT, does hereby certify that I have compared this resolution adopted by THE APPLICANT at the meeting of _____, 20____, with the original minutes now on file and of record in the office and that this resolution is true and correct.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed seal of said _____, this day of _____, A.D. 20__.

SIGNATURE

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

5333(b) LABOR WARRANTY

INSTRUCTION: Save this form in PTMS, sign and return it to Michigan Department of Transportation.

City of Adrian Dial-A-Ride _____ is applying for Section 5309, 5311, 5311(f) and/or 5316 funding under
NAME OF APPLICANT (entity name in the master agreement)
Federal Transit Act, as amended, for fiscal year 2011. We will be bound by the provisions of the special 5333(b) [former 13(c)] labor
warranty for the period of the grant.

Note: Do not include school bus transportation providers and their unions.

UNIONS REPRESENTING APPLICANT'S EMPLOYEES (only staff that has duties connected to the transit operation)

None (please check if none)

THIRD PARTY TRANSPORTATION PROVIDER (agency hired by the applicant to perform public transportation services) /

UNION REPRESENTATION None (please check if none)

Quick Service Transportation: United Steel, Paper and Forestry, Rubber, Manufacturing, Energy,
Allied Industrial and Service Workers International Union, Local 14723

The following is a list of other surface transportation providers serving the general public, which include, but are not limited to,
Specialized Services and Section 5310 agencies, and their unions in our jurisdictional area.

OTHER PROVIDERS/UNIONS REPRESENTATION (please list) None (please check if none)

Lenawee Transportation: United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied
Industrial and Service Workers International Union, Local 14723

Adrian TAXI Service: None

Royal Limousine, Inc: None

Tecumseh Trolley & Limousine Service: None

TYPED/PRINTED NAME AND TITLE	SIGNATURE OF TRANSPORTATION PROVIDER	DATE
Marcia Bohannon, Transportation Coordinator		01/25/10

FY 2011 CONTRACT CLAUSES CERTIFICATION

INSTRUCTION: Save this form in PTMS, sign and return it to Michigan Department of Transportation.

I acknowledge that I have reviewed a copy of the Contract Clauses dated October 1, 2009. I understand that the nature of the project will determine which requirements of the contract clauses apply and I agree that such clauses apply to all FTA-funded contracts for FY 2011.

NAME OF PERSON AUTHORIZED TO SIGN THE MASTER AGREEMENT

Gary E McDowell

ORGANIZATION *

City of Adrian

TRANSIT AGENCY

Dial-A-Ride

TITLE OF AUTHORIZED SIGNER

SIGNATURE OF AUTHORIZED SIGNER **

DATE

Mayor, City of Adrian

01/25/10

* Entity name in the master agreement. Entities with multiple master agreements will have multiple contract clause certifications.

** If the agency has a master agreement with MDOT, the organization name must match the master agreement and the signature must be the same as the authorized signature of the master agreement.

LOCAL BUS OPERATING ASSISTANCE COORDINATION PLAN

All agencies applying for Local Bus Operating Assistance must submit a coordination plan. (If an agency also is applying for Specialized Services Operating Assistance, only the Specialized Services coordination plan is required.)

Organizations must ensure that the level and quality of service will be provided without regard to race, color or national origin and that there is not a disparate impact on groups protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations.

NAME OF APPLICANT (entity name in the master agreement)

City of Adrian

TRANSIT PROVIDER/PURCHASER AND COORDINATION EFFORTS

List all transit providers/purchasers in your area. Describe efforts for coordinating transit services with each of these agencies, including any purchase of service arrangements, training, maintenance, and dispatching services, etc. Also include a description of the process used to ensure coordination efforts are being pursued (i.e., LAC meetings, public hearings, etc.).

Lenawee Transportation - Adrian TAXI Services - Royal Limousine, Inc - Tecumseh Trolley & Limousine

Adrian Dial-A-Ride, providing local demand-response service within the Adrian city limits, and Lenawee Transportation, our rural county transit system, operate out of the same facility. Both systems are operated by the same provider and is comprised of an Operations Manager who oversees both operations and serves in an administrative capacity. There is one Office Manager who performs all office detail and serves as a full-time dispatcher for Dial-A-Ride; one full-time dispatcher who works for Lenawee Transportation, and a pool of drivers. Two of the drivers have been cross-trained to serve as back-up dispatchers when necessary. All drivers are on one seniority board, work under the same wage scale, and belong to the same union. Each driver works for only one of the two systems, however; their services are employed by either system when necessary.

Both systems are housed in the brand new facility with all vehicles being parked inside. The dispatchers for each system share the same dispatch office which allows for coordination of service and elimination of duplicate service.

All employees from both transit agencies are included when training classes are conducted. We have utilized the personnel from the local Human Service Agencies to provide training in the areas of Recipients' Rights and Sensitivity Training. One of our drivers attended the PASS Train the Trainer program, offered through MPTA, and facilitated a session for both systems on proper boarding, wheel-chair securement, debarking, and driver professionalism.

Our preventive maintenance program is monitored by the dispatchers and Operations Manager. All PM work is outsourced to primarily one vendor. All other smaller mechanical service is farmed out to the private sector, again, primarily to one vendor. We continue to utilize the mechanical service from the LISD for most of the larger jobs requiring specific training/education to complete the assignment. The LISD and one other, Custom Truck, have been providing our DOT safety inspections.

The Adrian City Commission meetings are held twice a month and are open to the public. Notices of the meetings are posted in the lobby of City Hall, printed in the local paper, announced on the local radio station, and available on the City's web site.

The Lenawee Transportation Corporation board meetings are held once a month and the public is welcome to attend. The agenda is submitted to the local paper.

The LAC meets as needed and serves for both the LTC and Dial-A-Ride. The core of the LAC serves on other transit related committees where local issues are discussed as we work toward resolving transportation barriers. We are currently working with the Lenawee Collaborative as one of the "basic needs" focus groups. Included are representatives from the local Department of Human Services, Michigan Works!, Goodwill Industries, Family Counseling and Children Services, Lenawee Community Mental Health Authority, Lenawee Department on Aging, and Lenawee United Way.

The Adrian TAXI is invited to attend our transportation meetings in an effort to coordinate transit services and provide round the clock service. Most generally, we are not competing for the same traffic. Royal Limousine & the Trolley businesses serve as the providers for specialty events - not focusing on the daily essential transportation services. We would be happy to help out for the speciality events - if, by chance, they were not able to perform the service - or needed special equipment - but they have not requested our service.

FUTURE TRANSIT OBJECTIVES

Describe your future objectives regarding coordination/consolidation of transit services:

Currently, we are not considering the consolidation of the two public transit systems. Although, we continue to coordinate services whenever possible. The manner in which our systems have been developed allows for a smooth coordination and the ability to operate in an efficient manner, providing timely service.

The Adrian Dial-A-Ride provides service within the City of Adrian. It is mainly demand-response, however; we do have a system in place that allows for pre-determined time calls. It is funded, primarily, by the City of Adrian's general fund with the revenue coming from the tax payers of the city. Lenawee Transportation also provides transit service to the general public but their largest source of local revenue is generated by the contract service provided to the Human Service Agencies. LTC operates on a semi-fixed route and also offers demand-response service for a limited time each day. A portion of their funding does come from the county.

FY 2011 FTA CERTIFICATIONS AND ASSURANCES

INSTRUCTION: Save this form in PTMS, sign and return it to Michigan Department of Transportation.

This form is required for all agencies applying for Section 5310, 5311, 5311(f), 5316, 5317, SDNT and/or Marine Passenger agencies applying for Section 5309 funds. For details, review Appendix G of the FY 2011 Annual Application Instructions for Public Transit Programs, Certifications and Assurances for FTA Section 5309, Section 5310, Section 5311, Section 5311(f), Section 5316, Section 5317, and/or SDNT Assistance.

NAME OF APPLICANT (entity name in the master agreement)

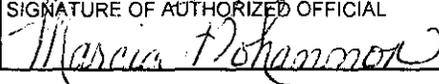
City of Adrian

The applicant agrees to comply with the applicable requirements of the following categories it has selected:

- | | |
|---|-------------------------------------|
| 1. Assurance of Authority of the Applicant and Its Representative | <input checked="" type="checkbox"/> |
| 2. Standard Assurances | <input checked="" type="checkbox"/> |
| 3. Nondiscrimination Assurance | <input checked="" type="checkbox"/> |
| 4. Assurance of Nondiscrimination on the Basis of Disability | <input checked="" type="checkbox"/> |
| 5. Procurement Compliance | <input checked="" type="checkbox"/> |
| 6. Lobbying Certification (Check if the total of all federal applications exceed \$100,000) | <input type="checkbox"/> |
| 7. Acquisition of Rolling Stock for Use in Revenue Service | <input checked="" type="checkbox"/> |
| 8. Bus Testing (Check if purchasing vehicles directly) | <input type="checkbox"/> |
| 9. Charter Service Agreement | <input checked="" type="checkbox"/> |
| 10. School Transportation Agreement | <input checked="" type="checkbox"/> |
| 11. Demand Responsive Service | <input checked="" type="checkbox"/> |
| 12. Alcohol Misuse and Prohibited Drug Use | <input checked="" type="checkbox"/> |
| 13. Acquisition of Capital Assets by Lease | <input checked="" type="checkbox"/> |
| 14. U.S. Office of Management and Budget (OMB) Assurances | <input checked="" type="checkbox"/> |
| 15. Protections for Private Transportation Providers | <input checked="" type="checkbox"/> |
| 16. Public Hearing | <input checked="" type="checkbox"/> |
| 17. Interest and Other Financing Costs | <input checked="" type="checkbox"/> |
| 18. Intelligent Transportation Systems | <input checked="" type="checkbox"/> |
| 19. General Program Requirements | <input checked="" type="checkbox"/> |

FTA and MDOT intend that the certifications and assurances the Applicant has selected on this form should apply, as required, to each project for which the Applicant seeks FTA assistance during fiscal year 2011.

The applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document, and acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 et seq., as implemented by DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance, or submission made to FTA. The criminal fraud provisions of 18 U.S.C. 1001 may apply to any certification, assurance, or submission made in connection with any program administered by FTA.

NAME AND TITLE OF AUTHORIZED OFFICIAL	SIGNATURE OF AUTHORIZED OFFICIAL	DATE
Marcia Bohannon, Transportation Coordinator		01/25/10

FY 2011 STATE CERTIFICATIONS AND ASSURANCES

INSTRUCTION: Save this form in PTMS, sign and return it to Michigan Department of Transportation.

NAME OF APPLICANT (entity name in the master agreement)

City of Adrian

THE APPLICANT CERTIFIES TO COMPLY WITH THE APPLICABLE REQUIREMENTS SELECTED BELOW:

- A. This organization has the necessary operational lifts on its vehicles as required by Act 51, [Section 10e(17) and 10e(18)] of the Public Acts of 1951, as amended, and the Americans with Disabilities Act of 1990. The organization also certifies that the lifts are maintained and cycled on a regularly scheduled basis. (Regular, 5310, 5316, and 5317 agencies).
- B. This organization has proof of vehicle insurance on file (Regular, 5310, 5316, and 5317 agencies)

The applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in statements submitted herein with this document. The truthfulness and accuracy of this document will enable the applicant to receive state funding.

NAME AND TITLE OF AUTHORIZED OFFICIAL	SIGNATURE OF AUTHORIZED OFFICIAL	DATE
Marcia Bohannon, Transportation Coordinator		01/25/10

NAME OF APPLICANT (entity name in the master agreement)

City of Adrian

All Section 5310, 5311, 5311(f), 5316, 5317, and SDNT recipients and Marine Passenger agencies receiving Section 5309 funds must submit the following information:

1. A list of any active lawsuits or complaints naming the applicant that allege discrimination on the basis of race, color, or national origin **with respect to service or other transit benefits**. The list should include: the date the lawsuit or complaint was filed; a summary of the allegation; and the status of the lawsuit or complaint, including whether the parties to a lawsuit have entered into a consent decree. If none, so state.

RESPONSE:

None

-
2. A summary of all civil rights compliance review activities conducted in the last three years **with regard to your transportation program**. The summary should include: the purpose or reason for the review; the name of the agency or organization that performed the review; a summary of the findings and recommendations of the review; and, a report on the status and/or disposition of such findings and recommendations. If none, so state.

RESPONSE:

Under the direction and guidance of the Michigan Department of Transportation, a Title VI plan has been developed and is on file.

3. Organizations must ensure that the level and quality of service will be provided without regard to race, color or national origin and that there is not a disparate impact on groups protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations. This is especially important if the same service has been provided for several years and demographic changes may have occurred in your community or if service changes have been made. Please describe your efforts to comply with this requirement.

RESPONSE:

Our level and quality of service is provided without regard to race, color or national origin and there is not a disparate impact on groups protected by Title VI of the Civil Rights Act of 1964. All passengers are afforded the same opportunities with respect to transportation services. No changes have occurred in our community and our service to the community has not changed.

FY 2011 VEHICLE ACCESSIBILITY PLAN UPDATE

NOTE: To be completed only by agencies providing demand-response (D-R) service with a vehicle(s) obtained with state or federal funds.

NAME OF APPLICANT (entity name in the master agreement)

City of Adrian

1. TOTAL D-R FLEET PLANNED FOR FY 2011 7 VEHICLES	2. TOTAL D-R FLEET ACCESSIBLE OR LIFT-EQUIPPED 7 VEHICLES
3. HAS THE AGENCY MADE ANY CHANGES IN VEHICLE INVENTORY DESCRIBED IN NO. 1 AND NO. 2 ABOVE SINCE THE LAST ACCESSIBILITY PLAN UPDATE WAS SUBMITTED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If "yes", explain changes and reasons for those changes below.)	

4. HAS THE AGENCY MADE ANY CHANGES IN THE FOLLOWING SINCE THE LAST ACCESSIBILITY PLAN UPDATE WAS SUBMITTED. (If "yes", please explain changes below).

A. FARE STRUCTURE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	B. SERVICE AREA INFORMATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
C. SERVICE AVAILABILITY INFORMATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	D. SERVICE TIME PERIOD <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
E. LOCAL ADVISORY COUNCIL COMPOSITION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

5. OTHER CHANGES: HAS THE AGENCY MADE ANY OTHER CHANGES IN ITS VEHICLE ACCESSIBILITY PLAN SINCE THE LAST SUBMISSION OF AN ACCESSIBILITY PLAN OR ANNUAL UPDATE? YES NO
(If "yes" please explain changes and reasons for changes below)

NOTE: The local Advisory Council established by the agency must review and be given opportunity to comment upon this Accessibility Plan Update prior to submission with the annual application. Please mail to MDOT, minutes of the LAC, signed by the LAC chairperson or an authorized substitute, that reflect LAC review of this form. Also mail a copy of the agency written response to LAC comments.

6. PLEASE INDICATE THE NUMBER OF TIMES PER YEAR THE AGENCY'S LAC MEETS:
ANNUALLY QUARTERLY MONTHLY OTHER As needed

7. LAC MEMBER LIST (List below the members of your agency Local Advisory Council. Mail a separate page of additional names if necessary.)

NOTE: MDOT Administrative Rule 202 (1) requires that the applicant agency shall establish a local advisory council (LAC) composed of a minimum of three members. No LAC member shall be a staff or board member of the applicant agency. The applicant agency shall ensure all of the following: 1) 50% of the LAC membership represents persons who are 65 years of age or older and persons who have disabilities within the service area; 2) the LAC membership includes people who have diverse disabilities and the elderly who are users of public transportation; and 3) the applicant agency has approved at least one member, or 12% of the membership, jointly with the area agency on aging.

1. CHAIRPERSON'S NAME
Tim Guest

AFFILIATION (Name of organization, if any)
Retired - Michigan Rehab Services

THIS MEMBER REPRESENTS:
 Persons with Disabilities
 Persons 65 years and older
 Neither of these groups

THIS MEMBER IS:
 Jointly appointed by an area agency on aging
 A user of public transportation
 Neither of these groups

2. NAME
Deb Campbell

AFFILIATION (Name of organization, if any)

THIS MEMBER REPRESENTS:
 Persons with Disabilities
 Persons 65 years and older
 Neither of these groups

THIS MEMBER IS:
 Jointly appointed by an area agency on aging
 A user of public transportation
 Neither of these groups

3. NAME
Bobby Oliver

AFFILIATION (Name of organization, if any)

THIS MEMBER REPRESENTS:
 Persons with Disabilities
 Persons 65 years and older
 Neither of these groups

THIS MEMBER IS:
 Jointly appointed by an area agency on aging
 A user of public transportation
 Neither of these groups

4. NAME
Rober Wilson

AFFILIATION (Name of organization, if any)

THIS MEMBER REPRESENTS:
 Persons with Disabilities
 Persons 65 years and older
 Neither of these groups

THIS MEMBER IS:
 Jointly appointed by an area agency on aging
 A user of public transportation
 Neither of these groups

5. NAME
John Meeker

AFFILIATION (Name of organization, if any)

THIS MEMBER REPRESENTS:
 Persons with Disabilities
 Persons 65 years and older
 Neither of these groups

THIS MEMBER IS:
 Jointly appointed by an area agency on aging
 A user of public transportation
 Neither of these groups

6. NAME
Alan Burg

AFFILIATION (Name of organization, if any)
Lenawee Intermediate School Dist

THIS MEMBER REPRESENTS:
 Persons with Disabilities
 Persons 65 years and older
 Neither of these groups

THIS MEMBER IS:
 Jointly appointed by an area agency on aging
 A user of public transportation
 Neither of these groups

7. NAME
Libby Zilke

AFFILIATION (Name of organization, if any)
Lenawee County Department on Aging

THIS MEMBER REPRESENTS:
 Persons with Disabilities
 Persons 65 years and older
 Neither of these groups

THIS MEMBER IS:
 Jointly appointed by an area agency on aging
 A user of public transportation
 Neither of these groups

8. NAME

AFFILIATION (Name of organization, if any)

THIS MEMBER REPRESENTS:
 Persons with Disabilities
 Persons 65 years and older
 Neither of these groups

THIS MEMBER IS:
 Jointly appointed by an area agency on aging
 A user of public transportation
 Neither of these groups

9. NAME

AFFILIATION (Name of organization, if any)

THIS MEMBER REPRESENTS:
 Persons with Disabilities
 Persons 65 years and older
 Neither of these groups

THIS MEMBER IS:
 Jointly appointed by an area agency on aging
 A user of public transportation
 Neither of these groups

**Michigan Public Transit Facts
Vehicle Listing Report**

Adrian Dial-A-Ride										
Vehicle Identification Number (VIN)	State ID	Local ID	Status	Type	Seat Qty.	Lift Qty.	Year	Mileage	Repl Req.	Repl. Fund
1FD4E45S18DA70384	71-4924	23	ASSIGNED	LghtDty-Cutaway	11	1	2008	40,455	2013	-
1FD4E45S38DA70385	71-4925	27	ASSIGNED	LghtDty-Cutaway	11	1	2008	34,593	2013	-
1FDXE45S3HB85195	714218	28	ASSIGNED	LghtDty-Cutaway	11	1	2004	144,089	2009	2009
1FDXE45S77DB08115	71-4818	29	ASSIGNED	LghtDty-Cutaway	11	1	2008	33,040	2013	-
1GBE5V12X6F415423	71-4559	21	ASSIGNED	MedDty	14	2	2006	72,910	2013	2004
1HVBEABM21H502084	713511	25	ASSIGNED	MedDty	14	2	2002	184,840	2009	2009
1HVBEABM41H502085	713512	26	ASSIGNED	MedDty	14	2	2002	172,030	2009	2009

Adrian Dial-A-Ride

**135 East Maumee Street
Adrian, MI 49221**

(517) 264-4849

Nonurban City

Regular Service

Annual Budgeted

2011

Operating Revenue: \$98,000

Total Eligible Expenses: \$431,709

Local Share: \$211,149

Comments: -

**Adrian Dial-A-Ride
Nonurban City
Regular Service
Annual Budgeted
2011**

Revenue Schedule Report

Code	Description	Amount
401 :	Farebox Revenue	
40100	Passenger Fares	\$98,000
409 :	Local Revenue	
40910	Local Operating Assistance	\$113,149
411 :	State Formula and Contracts	
41101	State Operating Assistance	\$151,487
413 :	Federal Contracts	
41301	Federal Section 5311 (operating funds only)	\$69,073
Total Revenues: \$431,709		

Adrian Dial-A-Ride
Nonurban City
Regular Service
Annual Budgeted
2011

Expense Schedule Report

Code	Description	Amount
501 :	Labor	
50101	Operators Salaries & Wages	\$216,000
50102	Other Salaries & Wages	\$20,318
502 :	Fringe Benefits	
50200	Other Fringe Benefits	\$90,825
50201	Pensions	\$300
503 :	Services	
50302	Advertising Fees	\$500
50305	Audit Cost	\$3,000
50399	Other Services (Explain in comment field)	\$45,300
504 :	Materials and Supplies	
50401	Fuel & Lubricants	\$41,000
50499	Other Materials & Supplies	\$6,950
505 :	Utilities	
50500	Utilities	\$1,500
506 :	Insurance	
50603	Liability Insurance	\$5,500
507 :	Taxes & Fees	
50700	Taxes & Fees	\$16
509 :	Misc Expenses	
50999	Other Misc Expenses (Explain in comment field)	\$500

Total Expenses: \$431,709

Total Ineligible Expenses: \$0

Total Eligible Expenses: \$431,709

**Adrian Dial-A-Ride
Nonurban City
Regular Service
Annual Budgeted
2011**

Non Financial Schedule Report

Public Service

Code	Description	Weekday DR	Saturday DR	Sunday DR	Total
610	Vehicle Hours	12,925			12,925
611	Vehicle Miles	137,150			137,150
615	Passengers - Regular	22,925			22,925
616	Passengers - Elderly	9,500			9,500
617	Passengers - Persons w/ Disabilities	35,525			35,525
618	Passengers - Elderly Persons w/ Disabilities	11,500			11,500
622	Total Demand-Response Passengers	79,450			79,450
625	Days Operated	254			254

Total Passengers: 79,450

Vehicle Information

Code	Description	Quantity
655	Total Demand-Response Vehicles	7
656	Demand-Response Vehicle w/ Lifts	7
658	Total Transit Vehicles	7

Total Vehicles: 7

Miscellaneous Information

Code	Description	Quantity DR
660	Diesel/Gasoline Gallons Consumed	20,750
661	Total Transit Agency Employees (Full-Time Equivalents)	11
662	Total Revenue Vehicle Operators (Full-Time Equivalents)	8
663	Number of Accidents	4

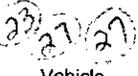
**Adrian Dial-A-Ride
Capital Requests For FY 2011**

Req. Yr	Program	Item Description	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2011		STP						
Requested:0	Equipment	TIRES: These have been programmed to be funded through the 2011 MDOT Small Urban Program.	\$8,000	\$2,000	\$0	\$10,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$8,000	\$2,000	\$0	\$10,000		
2011		OTHER						
Requested:7	Equipment	RADIOS: Requested (7) 2-way radios for replacement. They have exceeded the FTA criteria for a useful life and are eligible for replacement. Scheduled for 2009 ARRA funds.	\$17,500	\$0	\$0	\$17,500	REPLACE	PRE-REQUESTED
Requested:0	Equipment	DISP SOFTWARE: This purchase was scheduled to be replaced using 2009 ARRA funds.	\$18,000	\$0	\$0	\$18,000	EXPAND	PRE-REQUESTED
Sub Total By Program Type			\$35,500	\$0	\$0	\$35,500		
Sub Total By Request Year			\$43,500	\$2,000	\$0	\$45,500		

**Adrian Dial-A-Ride
Capital Requests For FY 2011**

Req. Yr	Program	Item Description	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2012		SEC 5309						
Requested:0	Equipment	TIRES: Replacement of bus tires is an on-going maintenance expense. Replacement is required for safety purposes, and optimum operating.	\$8,000	\$2,000	\$0	\$10,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$8,000	\$2,000	\$0	\$10,000		
Sub Total By Request Year			\$8,000	\$2,000	\$0	\$10,000		

**Adrian Dial-A-Ride
Capital Requests For FY 2011**

Req. Yr	Program	Item Description	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2013		SEC 5309						
Eligible/Pending:1	 Vehicle	26-Ft Medium Duty w/ Lift - Diesel	\$88,800	\$22,200	\$0	\$111,000	REPLACE	PRE-REQUESTED
Requested:1								
Eligible/Pending:3	 Vehicle	Cutaway 90 in. Interior w/ Lift - Gas	\$153,600	\$38,400	\$0	\$192,000	REPLACE	PRE-REQUESTED
Requested:3								
Requested:0	Equipment	TIRES: Replacement of tires is an on-going maintenance expense. Replacement is required for safety purposes and optimum operating.	\$8,000	\$2,000	\$0	\$10,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$250,400	\$62,600	\$0	\$313,000		
Sub Total By Request Year			\$250,400	\$62,600	\$0	\$313,000		
Grand Total			\$301,900	\$66,600	\$0	\$368,500		

PUBLIC NOTICE

Adrian Dial-A-Ride PROPOSED STATE AND FEDERAL APPLICATION FOR OPERATING AND CAPITAL ASSISTANCE

All citizens are advised that the Adrian Dial-A-Ride has prepared an application for State of Michigan financial assistance for fiscal year 2011, as required under Act 51 of the Public Acts of 1951, as amended, and for federal assistance as required under the Federal Transit Act, as amended.

Adrian Dial-A-Ride is requesting \$151,487 in state operating assistance for general public transit services; \$69,073 for Federal Section 5311 operating assistance and \$10,000 for tires-STP funding; \$17,500 for radios-ARRA funds; and \$18,000 for dispatch software-ARRA funds.

Adrian Dial-A-Ride ensures that the level and quality of transportation service is provided without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. For more information regarding our Title VI obligations or to file a complaint, please contact us at the address given below.

The proposed application is on file at Adrian Dial-A-Ride, 135 E Maumee Street, Adrian, Michigan, and may be reviewed by appointment during a 30-day period ending March 2, 2010.

Written comments regarding the application and/or written requests for a public hearing to review the application must be received by March 2, 2010. If a hearing is requested, notice of the scheduled date, time, and location will be provided at least 10 days in advance.

Submittals should be mailed to Adrian Dial-A-Ride, 135 East Maumee St., Adrian, Michigan 49221 or via e-mail to marciab@ci.adrian.mi.us.

7/1/11

LENAWEE TRANSPORTATION CORPORATION

and

ADRIAN DIAL-A-RIDE

135 East Maumee Street
Adrian, MI 49221
517 264 4849 Fax 517 264 8016

January 15, 2010

Lenawee Transportation Advisory Committee:

Greetings and Happy New Year!!

We will begin 2010 with our annual transportation committee meeting on Wednesday, January 27, 2010 at 11:00 am. The meeting will be held at the NEW Adrian City Hall, second floor, at the address listed above.

We are planning to discuss the annual applications for both Adrian Dial-A-Ride and Lenawee Transportation and our Vehicle Accessibility Plans. The L.T.C. board will provide lunch immediately following the meeting. Please plan to join us!

Our Chairman, Mr Tim Guest, will not be joining us this time. He is out of the state avoiding the winter weather of Michigan.

Please call me at 517 264 4849 to confirm your intent to meet with us. Thank you and I'm looking forward to seeing you all!

Sincerely,



Marcia Bohannon
Transportation Coordinator

AGENDA

LOCAL ADVISORY COMMITTEE

January 27, 2010

11:00am

ADRIAN CITY HALL

- I. Welcome
- II. Introductions
- III. Discuss FY 2011 Application - LTC
- IV. Review Accessibility Plan - LTC
- V. Discuss FY 2011 Application - DART
- VI. Review Vehicle Accessibility Plan - DART
- VII. Old Business
- VIII. New Business
- IX. Adjourn

MINUTES

LOCAL ADVISORY COMMITTEE
for
CITY OF ADRIAN DIAL-A-RIDE
and
LENAWEE TRANSPORTATION CORPORATION
January 27, 2010

PRESENT: Bob Oliver, Libby Zilke, John Meeker, Marcia Bohannon

ITEM: Discuss FY 2011 Application - LTC / Review Accessibility Plan

We discussed the LTC application. We discussed the local (County) appropriation, projected farebox recovery and State and federal percentage levels. Projected expenses were also reviewed. There was no change in the vehicle accessibility plan.

ITEM: Review of vehicle accessibility plan for LTC

The fleet consists of eleven (11) vehicles. Eight (8) are handicap accessible. We had seven (7) vehicles eligible for replacement, however; we only have funds to replace five (5) of them. All five (5) vehicles were ordered in August of 2009. One of these lift-equipped vehicles will be replacing a non-lift vehicle which will increase our accessible vehicles to nine (9). In FY 2010, we have requested \$35,000 from our Rural Task Force funding to add to existing funds to allow us sufficient funds to purchase another vehicle. At this time, our Local Advisory Council was in agreement this would provide equal service to all consumers, however; we will consider increasing the lift equipped vehicles to ten (10).

Motion made by Meeker and supported by Oliver to accept the Lenawee Transportation Accessibility Plan. Motion carried.

ITEM: Review of vehicle accessibility plan for DART

We discussed the DART application. We reviewed the projected revenues and expenses and discussed the City's appropriation. We had anticipated an increase in the fare structure in July of 2009, however; the fares remained unchanged.

ITEM: Review of the vehicles accessibility plan for DART

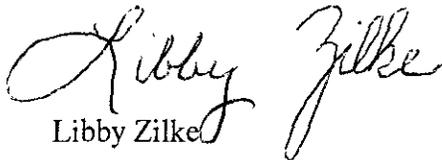
We have a fleet of seven (7) vehicles and all are handicap accessible. Our intentions are to keep all vehicles accessible. Just recently, we ordered three (3) vehicles to be replaced using CMAQ funding: two (2)-medium duty buses and one (1) cut-away. All of them were ordered with lift equipment.

Motion made by Oliver and supported by Zilke to accept the DART Accessibility plan. Motion carried.

No other business or comments, this meeting was adjourned.

In absence of our Chairman, Tim Guest ~

Submitted by:


Libby Zilke

R-3



MEMO

Date: December 23, 2009

To: Hon. Gary McDowell, Mayor
City Commission
Michael Jacobitz, Planning Commission Chairman
Planning Commission

From: Dane C. Nelson, City Administrator

Re: FY2010-16 CAPITAL BUDGET RECOMMENDATION

The six-year departmental capital expenditure recommendation, covering the period FY2010-16, is hereby presented for your review and consideration. This presentation, reflecting the fourth year of implementation, represents a significant departure from past practice. As a result of an assessment of the City of Adrian's past Capital Planning Process, prepared by the Finance Director at my request, the City Commission approved a new Capital Planning Process consistent with "Best Practices" promulgated by the Government Finance Officers Association (GFOA) of the United States and Canada. Beginning last year and continuing this year, the Planning Commission was included at the Request Stage of the CIP Program, with related emphasis on the City's Comprehensive Master Plan. The significant improvement in process this year is the addition of the following items:

- 1) Expansion of the Motor Vehicle Pool to include all City vehicles, except Utility Fund vehicles. By transferring vehicles from Governmental Funds to an Enterprise Fund, accumulated depreciation will provide a funding resource that will allow for implementation of a more rational vehicle replacement methodology. Utility Fund vehicles are excluded because they are already included in their own Enterprise Fund. A vehicle replacement policy is currently being developed (including criteria for replacement, such as, date acquired, minimum mileage attainment, hours of service, historical maintenance costs, accidents, etc.) and will be presented to the City Commission in 2010, with presentation of the FY2010-11 Recommended Operating Budget.
- 2) Incorporation of an historical perspective, including FY2008-09 Actual Facility Improvements, Vehicles and Equipment Sources and Uses of funds, as well as the same information planned for in the FY2010-11 Budget and General Appropriations Act. This enables development of estimated surpluses or shortfalls that are then carried forward to reflect the impact on future year capital planning processes.
- 3) Sources of funds analyses have been expanded to other funds besides the General Fund and now include the Major and Local Street Funds, the Fee Estate Fund and the Motor Vehicle Pool Fund. Closer examination of these funds will reveal which ones are adequately funded throughout the planning period and which are not.

The presentation of the multi-year departmental capital expenditure request, covering the period FY2010-16, is the first step towards incorporation of the GFOA “Best Practices” recommended eleven-step process to formulating a viable multi-year Capital Improvement Program (CIP) and Financing Plan (copy attached). Included in this document are the CIP Instructions previously issued to all operating departments (**Tab 2**), the City of Adrian Debt Capacity Analysis prepared by the Finance Director (**Tab 3**), the City of Adrian’s Strategic Action Plan and Comprehensive Master Plan Vision, Goals and Objectives (**Tab 4**), CIP Summary Recommendation (**Tab 5**), Departmental Detail (**Tab 6**) and related Capital Planning and Finance Policies (**Tab 7**), as well as, Debt Management Policies adopted by the City Commission December 4, 2006 (**Tab 8**). This action reinforces the City’s good credit rating (Moody’s Investor Services – A2; Standard & Poors – A), which allowed the City to take full advantage of the federal stimulus program (American Recovery and Reinvestment Act of 2009) to fund the Downtown Government Complex Project.

As previously indicated, the Debt Capacity Analysis can be found under **Tab 3**. Although the Legal Debt Margin allows the City to issue up to ten (10%) percent of the State Equalized Value (SEV) of taxable property in the City (permitting an additional debt load of \$45.4 million), the resources of the operating budget would be woefully inadequate to assume the resulting Debt Service requirements. After evaluating financial trends (projected revenues and expenditures), as well as current and projected Debt Burden, the Finance Director has recommended a maximum additional general obligation debt burden of \$8.6 million, which would result in an annual debt service of approximately \$500,000. Several projects, including acquisition and renovation of our new City Hall, renovation of the Adrian Public Library, and construction of a new Police Facility, as well as retirement of all other outstanding General Obligation Debt, were combined with a single (Series A, B and C) bond issue to minimize issuance costs and capitalize on current affordable market rates. This effort resulted in attaining a market rate of 3.71%, including interest expense rebates from the U.S. Department of Treasury, which will save Adrian taxpayers more than \$6.0 million over the 25-year life of the bonds.

As a result of Department Head presentations on December 12 and 21, the City Commission and Planning Commission should have a good understanding of the overall direction of the City’s current Capital Plan. Any suggestions for modification and enhancement are welcome.

With your guidance, City staff has been aggressively pursuing a vast array of infrastructure, service and facility improvement projects and initiatives. City staff and I look forward to the continuing opportunity to work with the City Commission and Planning Commission to plan for the future and do our part to improve and maintain quality of life in our community

CITY ADMINISTRATOR– FY2010-16 City of Adrian Capital Improvement Program and FY2010-11 Capital Budget Recommendation

RESOLUTION

WHEREAS, consistent with Public Act 621 of 1978, the Uniform Budgeting Act for Local Government, the Adrian City Administration has developed a Multi-Year Capital Improvement Program (CIP), identifying specific capital projects, facilities and equipment, as well as their respective funding sources for the period FY2010-16; and

WHEREAS, on Saturday, December 12, 2009, and Monday December 21, 2009, the City Commission and the Planning Commission met in joint work-sessions to review the Capital Budget Requests submitted by Department Heads and provided input regarding priorities to the City Administration; and

WHEREAS, the City Administrator established a CIP Advisory Committee, composed of the City Administrator (Chairman), Finance Director, City Engineer/DPW Director, Utilities Director, Police Chief, Fire Chief/IT Director, Community and Economic Development Director, Library Director and Parks & Recreation Director, for purposes of reviewing Capital Project Requests and formulating a Capital Improvement Program Budget Recommendation; and

WHEREAS, within the broad categories of planning, efficient utilization of public resources, economic development, neighborhood support, and safety, the Capital Improvement Program Advisory Committee used the following criteria to evaluate the relative merit of each capital project:

- Consistent with City's Adopted Strategic Plan Projects which are consistent with the City's Adopted Strategic Plan will be given priority, (Available under Tab 2 of the FY2009-10 Adopted Budget)
- Consistent with Comprehensive Master Plan Document Projects which are consistent with the City's Comprehensive Master Planning Document will be given priority. (Available on City's Website under I:\Community Development\ Comprehensive Plan)
- Asset Replacement Evaluation and replacement of current fixed assets for purposes of maintaining current service levels will be given priority.
- Leverage Grants Projects which are eligible for public or private grant funding, with or without a local matching requirement, will be given priority.
- Adopted Plans Projects which comply with the principles and concepts of an adopted City Plan will be given priority.
- Phased Projects Projects which implement an ongoing phased project will be given priority.

- Health & Safety Hazards Projects which correct a health and safety hazard or prevent a critical breakdown in a City facility will be given priority.
- Operations and Maintenance Projects which provide a significant decrease in City operating and/or maintenance expenses will be given priority.
- Job Creation & Retention Projects which demonstrably support the creation or retention of jobs for City residents will be given priority.
- Neighborhood Development Projects which are a component of a systematic neighborhood development plan or strategy will be given priority; and

WHEREAS the City Administrator's FY2010-16 Capital Improvement Program Budget Recommendation is summarized as follows:

<u>FY2010-11</u>	<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>
\$8,337,358	\$3,912,139	\$6,097,558	\$3,385,630	\$2,680,450	\$3,043,540

WHEREAS, consistent with the Municipal Planning Act (PA285 of 1931, as amended – MCL125.39), the City Administration has submitted the recommended FY2010-16 Capital Improvement Program and FY2009-10 Capital Budget to the Planning Commission for review and consideration before submitting it to the City Commission for final approval; and

WHEREAS, having been approved by the Planning Commission at their February 2, 2010 meeting, the City Administrator recommends approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the City of Adrian, by this resolution, approves the City Administrator's Recommended FY2010-16 Capital Improvement Program (CIP) and FY2010-11 Capital Budget for incorporation into the FY2010-11 Proposed Operating Budget and General Appropriations Act.

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

R-4



MEMO

Date: February 1, 2010

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

From: Jeffrey C. Pardee, Finance Director

Re: **Request to Engage Tax Management Associates, Inc. to Perform Personal Property
Discovery of Non-Filing Businesses**

The City of Adrian's primary revenue source to sustain public services is derived from real and personal property taxes. Personal Property Taxes, which constitute sixteen (16%) percent of the City's tax base, are similar to the federal and state income tax in that they are dependent upon voluntary reporting by local businesses. Like the federal income tax, accurate reporting is reinforced through administration of tax audits and discovery procedures to assure proper calculation and payment of the tax obligation, such that the tax burden is fairly shared throughout the taxing jurisdiction.

It is estimated that between 10% and 15% of businesses statewide, including the City of Adrian, do not even file Personal Property Tax forms, even though they are required to do so under provisions of the General Property Tax Act of 1893, as amended. (Public Act 206 of 1893 specifies *That all property, real and personal, within the jurisdiction of this state, not expressly exempted, shall be subject to taxation.*)

Due to staffing constraints, the City Assessing Department has not undertaken a Personal Property Audit or systematic discovery process in recent memory, if ever, resulting in incomplete and inaccurate tax filings that result in inequitable application of the tax burden. As a result the City Finance Department has solicited and received a proposal from Tax Management Associates (TMA), Inc., Brighton, MI (with corporate offices located in Charlotte, NC) to perform a systematic Personal Property Tax Discovery of Non-Filing Businesses Project, covering a sixteen (16) month period beginning March 1, 2010 and ending June 30, 2011.

The cost of the proposal amounts to \$250 for each business location discovered and processed, with a total estimated cost of \$33,750, which would be shared on a 75% City (\$25,312.50) and 25% County (\$8,437.50) basis. Sufficient funds are available for this purpose in the General Fund Contingency Account (101-990.00-990.000). It should be noted that the total cost of Discovery Services compares favorably with the cost of a full Personal Property audit, which would be in excess of \$200,000 and would take multiple years to perform.

A provision of the proposed agreement guarantees Revenue Neutrality in that the total of TMA's invoices for Discovery Services will not exceed the total billable amount in taxes which result in the first tax year following the same Discovery Services, even though the taxable value and related tax revenue would continue into succeeding years. Also, to ensure a positive return on invested cost from each parcel processed, the Finance Director recommends that the proposed agreement include a threshold of \$1,000 of personal property per parcel value below which TMA shall not process nor consider a billable account; such accounts shall be processed by in-house staff trained by TMA as a part of the proposed agreement.

Tax Management Associates is the primary vendor in the State of Michigan that performs Personal Property Tax Audits and Discovery Services exclusively for the public sector and is the exclusive Personal Property Tax Auditor for the State of Michigan, leading to a recommendation that, in the best interests of the City, the competitive bid process be waived.

Based on the foregoing and the dire need to enhance the City's own-source revenues authorized under the Property Tax Act of 1893, I respectfully recommend adoption of this resolution, engagement of TMA in the City's Standard Professional Services Contract, waiver of the competitive bid process, appropriation of funds in the current budget and approval of appropriate budget amendments.

The attached resolution has been prepared for consideration by the City Commission at its February 15, 2010 Commission meeting. If you have any questions or need further information, please contact my office.

TAX MANAGEMENT ASSOCIATES, INCORPORATED

AND

ADRIAN, MICHIGAN

DISCOVERY OF NON-FILING BUSINESSES CONTRACT

This Contract Addendum is made and entered into this _____ day of _____, 2010 by and between ADRIAN, a political subdivision of the State of Michigan, hereinafter referred to as "CITY" and TAX MANAGEMENT ASSOCIATES, INC., a corporation authorized to conduct business in Michigan, hereinafter referred to as "CONTRACTOR" or "TMA".

WITNESSETH:

WHEREAS, The CITY desires to enter into an agreement to obtain "Discovery Services" performed by the CONTRACTOR and as defined herein; and,

WHEREAS, TMA offers to provide Discovery Services to the CITY through assistance to the office of the Assessor and the Assessor's staff;

THEREFORE, for and in consideration of the mutual covenants and agreements made herein, the parties agree as follows:

1. Services. "Discovery Services" will locate and record all businesses within the CITY statutorily required to file a Business Personal Property Tax Listing Form ("**Listing Form**") but are not presently doing so. All businesses identified by CONTRACTOR will be verified by CITY before they are added to the CITY roll. Any business found to be operating in the CITY, but not filing the Listing Form is known as a "**Discovered Business**" and refers to a single physical location.

A. Collect electronic information from the CITY. CITY shall provide TMA electronic copies of Listing Forms and commercial and industrial real parcel information for the tax year under review. This information will include, for each business currently filing a Listing Form in the jurisdiction, the business name, owner name, "doing business as" information, property address, mailing address, parcel identification number, and other like information which may help TMA identify unique business establishments and their locations. The electronic information provided to TMA will be considered a full and final list, and all businesses discovered by TMA through the Discovery Services which are not represented on this list will be considered Final Product as defined in sec. 1.H.

B. Contact with list of potential businesses by mail. TMA will use internal resources and research methodology to identify business locations within the CITY which do not appear on the CITY's tax roll. TMA shall generate correspondence to be sent to each business location outlining the statutory responsibility to file a Listing Form and indicating the CITY's intent to assess the business for personal property situated at a particular location. The correspondence shall also include a copy of CITY's Listing Form and instructions, a return envelope addressed to TMA's contact center, and contact information for TMA. Such correspondence shall be signed by the Assessor or by his/her authorized designee.

C. TMA Contact Center. TMA shall make available to the CITY for the purpose of Discovery Services a contact center owned and managed by TMA and located in Charlotte, N.C. The contact center will house staff responsible for the collection and processing of mail, email, fax materials, and phone calls with taxpayers. Through the contact center, TMA will manage the printing and mailing of all materials which go to identified accounts.

F. Canvass Methods: TMA shall use throughout the program all methods available and pertinent to a thorough review of business locations in the CITY. These methods may include phone calls to business locations, site visits and/or physical canvassing, or continued use of internet, mapping, or other resources to which TMA maintains access.

G. Application of values from internal CAVS process. TMA may use its Cost Analysis Valuation System (“CAVS”) to determine an estimated taxable business personal property value associated with a particular business entity type. CAVS may be applied to any business entity determined to be actively operating in the jurisdiction but which failed to respond to requests for information by TMA and/or CITY personnel. CAVS values shall be considered an estimate of value based on best information, and shall be provided to the CITY as a guide and recommendation. All final values shall be the responsibility of the Assessor and/or designated CITY staff.

i. CAVS Training. TMA shall give access to and train designated CITY personnel how to use CAVS to determine an estimated value for business entities. An estimated value is based on average conditions and property density or capital investment based on like kind business entities. CAVS shall in no way be construed as an appraisal tool. CAVS is a proprietary, in-house application which shall be maintained by TMA. CITY may, upon termination of this Agreement, utilize the CAVS on a subscription basis pursuant to the terms of a separately negotiated written agreement.

H. Final Product. TMA will deliver to the CITY one file per Discovered Business which contains information related to the business location discovered through these services. This information will include the name, location, contact history, and other information to allow the Assessor to make an assessment of the business and location. Each file per Discovered Business is referred to herein as “**Final Product.**”

i. Estimated Accounts. The Final Product for “**Estimated Accounts**” will contain the information described in section 1.H. and also an estimate of the Cumulative Account Value, as defined in sec. 4, based on CAVS modeling and best knowledge of TMA staff. Estimates are not appraisals, limited appraisals, or audits, but instead are models based on like kind businesses of similar type and practice as they are built in the CAVS system. Documentation from CAVS describing the derivation of value will be included in each Final Product for Estimated Accounts. These values are provided as a professional service and estimate of Cumulative Account Value in TMA’s opinion, and should be altered by the Assessor and CITY staff as appropriate.

ii. File Processed Accounts. When TMA through Discovery Services receives a completed and signed Listing Form, the Listing Form will be processed to include values for previous years based on date of acquisition and proper depreciation as a Final Product and defined as a “**File Processed Account.**”

2. Training. If requested by CITY, TMA will provide training to designated CITY personnel on TMA’s Discovery Services methodology.

3. **Management Reporting.** TMA shall provide to CITY a Project Manager. The Project Manager will be responsible for reporting progress, program results, problems and resolutions, and other general reporting functions to a designated CITY representative. TMA shall make the Project Manager available on a regular basis to provide such reporting as necessary to allow the CITY to realize all program progress and provide status reports.

4. **Cost.** The CITY shall pay to TMA, for the services furnished under this Agreement, a "Fee" for each business location discovered and processed by TMA, defined as the Final Product and described in sec. 2.H-2.H.ii. The Fee for Final Product shall be \$250.00 when the "**Cumulative Account Value,**" defined as the reported or estimated true cash value of all taxable personal property owned by a Discovered Business, summed for all taxable years discovered, is equal to or greater than the Lower Threshold, as described in sec. 8.

a. **Cumulative Account Value Adjustments.** The Cumulative Account Value may be adjusted on Estimated Accounts at the discretion of the CITY. TMA has no authority and expressly denies any right to place a value or to make an assessment on any property within the CITY. Cumulative Account Value Adjustments on File Processed Accounts may likewise be made at the discretion of the CITY, including the option not to include previous years. However, TMA will charge a Fee on File Processed Account Final Product based on the Cumulative Account Value originally reported by TMA to the CITY. Errors which are the fault of TMA processing, keystroke errors, or other miscellaneous errors which are not reflective of fact will be corrected and all Fees adjusted accordingly.

5. **Payment.** The Fee will be billed after the Final Product has been reviewed and approved by the Assessor or his staff, or sixty days after the Final Product has been delivered to the CITY, which ever date comes first. A cumulative invoice will be sent on a monthly basis after the first review period for each Final Product that has met the conditions contained in this section. Invoiced fees will be due and payable within ten (10) days following billing date. If payment is not received by TMA within sixty (60) days from billing date, unpaid balance of fees will be subject to additional fees in the amount of one and one-half percent (1 1/2%) per month until payment is received.

6. **Expenses.** All expenses incurred by TMA in performing Discovery Services under this Agreement including, but not limited to, travel, food, lodging, mileage, salaries, etc. shall be the responsibility of CONTRACTOR.

7. **New Accounts.** The CITY will be responsible for supplying TMA with an electronic file containing all personal property accounts currently on the CITY's tax roll. From the date of transmission forward all additional accounts added to the rolls will be billable by TMA to CITY until the Discovery Services cease.

, resulting from TMA's efforts,

8. **Lower Threshold.** TMA agrees to allow the CITY to select a lower threshold of personal property value as the Cumulative Account Value to be equal to or less than [\$0,000.00]. Any account with a reported, estimated, or assumed value below this threshold will not be processed by TMA, and will not be a billable account. TMA will return information on accounts meeting the definition of section 8 in a tabular format to the CITY, but will not process the account or attempt to collect more information about these locations or business operations.

9. **Revenue Neutral.** TMA will not bill the CITY for any files that are deemed to be uncollectable due to business closure or a mistake of fact related to TMA's Discovery Services resulting in incorrect situs information or duration of business activity. The total of TMA's invoices for Discovery Services under this contract will also not exceed the total billable amount in taxes which result from the same Discovery

Services. The intent of this section is to insure that the CITY does not pay more for these Discovery Services than they generate in revenue to the CITY. This section does not apply to Final Product that the CITY chooses not to bill or to collect delinquent tax amounts.

10. Legal Costs. All legal costs involving appeals resulting from a discovery shall be the responsibility of the CITY. TMA shall be responsible for defending its discovery findings throughout any appeals process without additional cost to the CITY. Defense of discovery findings shall include personal appearances at meetings with taxpayers or their representatives, and providing testimony and evidence at all hearings before the CITY Assessor and at any other appeal level concerning information associated with the discovery of the business in question.

11. Term. This contract will terminate on June 30, 2011 unless otherwise extended by a written addendum signed by both parties for a period of an additional one year.

The parties have expressed their agreement to these terms by causing this Contract to be executed by their duly authorized officer or agent. This Agreement shall be effective as of the date herein.

Tax Management Associates, Inc.

CITY

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____



Tax Management Associates, Inc.

Discovery Services History

1.14.2010

Completed Projects

Richmond County, GA			March 2008 – August 2008	
Original Tax Roll	Discovered Accounts	Percent Increase	Discovered Value	
7,585	931	12%	\$ 86,084,387	

Detroit, MI			October 2007 – February 2008	
Original Tax Roll	Discovered Accounts	Percent Increase	Discovered Value	
13,519	4,035	30%	\$ 211,730,072	

Bladen County, NC			August 2008 – November 2008	
Original Tax Roll	Discovered Accounts	Percent Increase	Discovered Value	
1,051	137	13%	\$ 17,411,103	

Catawba County, NC			August 2008 – November 2008	
Original Tax Roll	Discovered Accounts	Percent Increase	Discovered Value	
5,923	440	7%	\$ 46,824,627	

Stanly County, NC			August 2008 – November 2008	
Original Tax Roll	Discovered Accounts	Percent Increase	Discovered Value	
1,513	164	11%	\$ 7,952,072	

Wilson County, NC			August 2008 – November 2008	
Original Tax Roll	Discovered Accounts	Percent Increase	Discovered Value	
2,839	254	9%	\$ 19,928,189	

Lansing, MI			September 2008 – December 2008	
Original Tax Roll	Discovered Accounts	Percent Increase	Discovered Value	
2,040	104	5%	\$3,294,500	

Ongoing Projects

Hartford, CT			September 2008 – Present	
Original Tax Roll	Letters Mailed	Discovered Accounts	Discovered Value	
2,743	1036	468	\$ 29,231,237	

Lake County, IN			November 2008 - Present	
Original Tax Roll	Letters Mailed	Discovered Accounts	Discovered Value	
9,050	7,374	1023	\$ 27,640,116	

Hancock County, IN			November 2008 – Present	
Original Tax Roll	Letters Mailed	Discovered Accounts	Discovered Value	
2,358	441	100	\$ 2,503,507	

Madison County, IN			November 2008 – July 2009	
Original Tax Roll	Letters Mailed	Discovered Accounts	Discovered Value	
2,325	1,601	295	\$ 3,729,363	

Clark County, IN			November 2008 – Present	
Original Tax Roll	Letters Mailed	Discovered Accounts	Discovered Value	
3,160	1,030	302	\$ 11,796,170	

Delaware County, IN			November 2008 - Present	
Original Tax Roll	Letters Mailed	Discovered Accounts	Discovered Value	
1,795	788	221	\$ 8,345,501	

Montgomery County, TN			January 2009 – July 2009	
Original Tax Roll	Letters Mailed	Discovered Accounts	Discovered Value	
5,664	890	185	\$ 9,571,259	

Allen Park, MI			March 2009 - Present	
Original Tax Roll	Letters Mailed	Discovered Accounts	Discovered Value	
	595	132	\$ 1,344,013	

Durham County, NC			July 2009 - Present	
Original Tax Roll	Letters Mailed	Discovered Accounts	Discovered Value	
6,924	2,747	1,361	\$ 141,252,475	

Craven County, NC			July 2009 - Present	
Original Tax Roll	Letters Mailed	Discovered Accounts	Discovered Value	
2,899	1,017	302	\$ 17,461,107	

Montgomery County, IN			July 2009 - Present	
Original Tax Roll	Potential Discoveries	Letters Mailed	Processed Accounts	
	448	Cleaning		

Iredell County, NC			July 2009 - Present
Original Tax Roll	Letters Mailed	Discovered Accounts	Discovered Value
6,259	1,896	654	\$ 26,434,245

Cumberland County, NC			August 2009 - Present
Original Tax Roll	Letters Mailed	Discovered Accounts	Discovered Value
8,598	2,003	706	\$ 32,210,075

Duplin County, NC			July 2009 - Present
Original Tax Roll	Letters Mailed	Discovered Accounts	Discovered Value
1700	239	77	\$ 3,535,523

Sullivan County, TN			July 2009 - Present
Original Tax Roll	Letters Mailed	Discovered Accounts	Discovered Value
5,671	758	421	\$ 23,184,426

Williamson County, TN			July 2009 - Present
Original Tax Roll	Potential Discoveries	Letters Mailed	Processed Accounts
	Cleaning		

Van Buren County, MI			July 2009 - Present
Original Tax Roll	Letters Mailed	Discovered Accounts	Discovered Value
2,506	948	509	\$ 18,097,551

Meriden, CT			October 2009 - Present
Original Tax Roll	Potential Discoveries	Letters Mailed	Processed Accounts
	Collecting		

Washington, TN			November 2009 - Present
Original Tax Roll	Potential Discoveries	Letters Mailed	Processed Accounts
	Collecting		

Potentially Contracts:

Middletown, CT			(Not starting this year)
Original Tax Roll	Potential Discoveries	Letters Mailed	Processed Accounts

Knox County, TN			July 2009 - Present
Original Tax Roll	Potential Discoveries	Letters Mailed	Processed Accounts

Davidson County, TN			July 2009 - Present
Original Tax Roll	Potential Discoveries	Letters Mailed	Processed Accounts

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New Hanover, NC			July 2009 - Present
Original Tax Roll	Potential Discoveries	Letters Mailed	Processed Accounts

Milford, CT (Signed But Not Starting This Year)			
Original Tax Roll	Potential Discoveries	Letters Mailed	Processed Accounts

Mecklenburg County, NC			
Original Tax Roll	Potential Discoveries	Letters Mailed	Processed Accounts

Yadkin County, NC			
Original Tax Roll	Potential Discoveries	Letters Mailed	Processed Accounts

Scotland County, NC			
Original Tax Roll	Potential Discoveries	Letters Mailed	Processed Accounts

Richmond County, NC			
Original Tax Roll	Potential Discoveries	Letters Mailed	Processed Accounts

ASSESSING OFFICE – Authorization to Engage Tax Management Associates, Inc. to Perform Personal Property Discovery of Non-Filing Businesses**RESOLUTION**

WHEREAS, the City of Adrian's primary revenue source to sustain public services is derived from real and personal property taxes; and

WHEREAS, Personal Property Taxes, which constitute sixteen (16%) percent of the City's tax base, are similar to the federal and state income tax in that they are dependent upon voluntary reporting by local businesses; and

WHEREAS, like the federal income tax, accurate reporting is reinforced through administration of tax audits and discovery procedures to assure proper calculation and payment of the tax obligation, such that the tax burden is fairly shared throughout the taxing jurisdiction; and

WHEREAS, it is estimated that between 10% and 15% of businesses statewide, including the City of Adrian, do not even file Personal Property Tax forms, even though they are required to do so under provisions of the General Property Tax Act of 1893, as amended (Public Act 206 of 1893 specifies *That all property, real and personal, within the jurisdiction of this state, not expressly exempted, shall be subject to taxation.*); and

WHEREAS, due to staffing constraints, the City Assessing Department has not undertaken a Personal Property Audit or systematic discovery process in recent memory, if ever, resulting in incomplete and inaccurate tax filings that result in inequitable application of the tax burden; and

WHEREAS, the City Finance Director has solicited and received a proposal from Tax Management Associates (TMA), Inc., Brighton, MI (with corporate offices located in Charlotte, NC) to perform a systematic Personal Property Tax Discovery of Non-Filing Businesses Project, covering a sixteen (16) month period beginning March 1, 2010 and ending June 30, 2011; and

WHEREAS, the cost of the proposal amounts to \$250 for each business location discovered and processed, with a total estimated cost of \$33,750, which would be shared on a 75% City (\$25,312.50) and 25% County (\$8,437.50) basis; and

WHEREAS, a provision of the proposed agreement guarantees revenue neutrality in that the total of TMA's invoices for discovery services will not exceed the total billable amount in taxes, which result in the first tax year following the same discovery services, even though the taxable value and related tax revenue would continue into succeeding years; and

WHEREAS, to ensure a positive return on invested cost from each parcel processed, the Finance Director recommends that the proposed agreement include a threshold of \$1,000 of personal property per parcel value below which TMA shall not process nor consider a billable account; such accounts shall be processed by in-house staff trained by TMA as a part of the proposed agreement; and

WHEREAS, Tax Management Associates is the primary vendor in the State of Michigan that performs personal property tax audits and discovery services exclusively for the public sector and is the exclusive personal property tax auditor for the State of Michigan, leading to a recommendation that, in the best interests of the City, the competitive bid process be waived; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the General Fund Contingency Account (101-990.00-990.000); and

WHEREAS, the Finance Director, County Equalization Director and City Administrator recommend adoption of this resolution, engagement of TMA in the City's Standard Professional Services Contract, waiver of the competitive bid process, appropriation of funds in the current budget, and approval of appropriate budget amendments.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, authorizes the implementation of the Personal Property Discovery of Non-Filing Businesses Program, engagement of Tax Management Associates, Inc., Brighton, MI to perform Personal Property Discovery Services for the City of Adrian, covering the period March 1, 2010 through June 30, 2011, at a cost no to exceed \$33,750, which would be shared on a 75% City (\$25,312.50) and 25% County (\$8,437.50) basis.

BE IT, FURTHER, RESOLVED that the resultant contract include a provision establishing a threshold of \$1,000 of personal property per parcel value below which TMA shall not process nor consider a billable account; such accounts shall be processed by in-house staff trained by TMA.

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 \$25,313 be appropriated from the General Fund - Contingency Account (101-990.00-990.000) and that the FY2009-10 Budget be amended as follows:

General Fund (101) Revenue:		
(101-990.00-695.000)	Miscellaneous Revenue (County Portion)	\$ 8,437
Expenditures:		
(101-209.00-812.000)	Assessing Department Consultant Services	\$33,750
(101-990.00-990.000)	General fund Contingency Account	(25,313)
	Total	\$ 8,437

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

MISCELLANEOUS

ml

DEPARTMENTAL REPORT

FEBRUARY 2010

	JANUARY 2010	DECEMBER 2009	JANUARY 2009		
POLICE DEPARTMENT					
Complaints Answered	668	700	711		
VIOLATIONS					
Moving Citations	93	89	105		
3-6 am Parking Tickets	278	77	329		
Non-Moving Citations	62	25	41		
Downtown Parking Tickets	0	14	0		
TOTAL VIOLATIONS	433	205	475		
ARRESTS	106	89	123		
FIRE DEPARTMENT (See M-4)					
INSPECTION DEPARTMENT					
Building Permits	10	12	15		
Electrical Permits	11	9	16		
Mechanical Permits	10	20	17		
Plumbing Permits	2	6	5		
Sidewalk Permits	0	0	0		
Sign Permits	17	3	1		
TOTAL PERMITS	50	50	54		
Estimated Bldg.Costs	\$73,127	\$45,732	\$211,000		
PARKING SYSTEM					
Meters in Operation					
Parking Assessment	\$3,387	\$772	\$3,228		
Lot Revenue	\$187	\$0	\$374		
Street Revenue	\$0	\$0	\$0		
Misc. Revenue	\$29	\$0	\$16		
Permits	\$225	\$762	\$75		
Fines	\$25	\$230	\$50		
Token Sales	\$0	\$0	\$0		
Contribut-GenFund	\$0	\$0	\$0		
TOTAL REVENUE	\$3,853	\$1,764	\$3,743		
WASTE WATER DEPARTMENT					
M. G. Pumped	132.230	158.205	157.821		
Cost of Plant Operation *		\$248,012	\$343,238		
WATER DEPARTMENT					
M. G. Pumped	79	78	90		
Number of Customers	6,278	6,243	6257		
	Industrial	Commercial	Residential	Other	TOTAL
M. G. Sold Revenue	\$32,091	\$80,306	\$112,277	\$70,051	68,014 \$294,725

*Figure not available

M-2

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

ADRIAN D.A.R.T. PASSENGER RIDERSHIP REPORT FOR JANUARY 2010

WEEK END:	JAN 8	JAN 15	JAN 22	JAN 29	TOTAL	
MONDAY	384	378	240	322	1324	
TUESDAY	339	374	344	322	1379	
WEDNESDAY	363	327	306	300	1296	
THURSDAY	326	341	301	282	1250	
FRIDAY	347	336	316	284	1283	
		1756	1507	1510	0	6532

SERVICE DAYS	JAN 2010 (20)	JAN 2009 (21)	+/-	DEC 2009 (22)
SENIORS	611	749	-138	640
HDCP SENIORS	921	884	37	965
HANDICAPPED	2894	3384	-490	3037
WHEELCHAIRS **	324	203	121	428
GENERAL	2106	2351	-245	1777
	6532	7368	-836	6419

FEBRUARY	2008	7452	2009	7417	0%
MARCH	2008	7027	2009	7540	7%
APRIL	2008	7136	2009	6915	-3%
MAY	2008	6957	2009	6119	-12%
JUNE	2008	6707	2009	6453	-4%
JULY	2008	6717	2009	6098	-9%
AUGUST	2008	6213	2009	5711	-8%
SEPTEMBER	2008	6640	2009	5788	-13%
OCTOBER	2008	7278	2009	6440	-12%
NOVEMBER	2008	6050	2009	5594	-8%
DECEMBER	2008	6734	2009	6419	-5%
JANUARY	2009	7368	2010	6532	-11%
		82279		77026	-6%

** WHEELCHAIR TOTALS ARE INCLUDED IN HANDICAPPED PASSENGER TOTALS