



PRE-MEETING AGENDA

ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
DECEMBER 20, 2010
5:30 P.M.

There will be no Pre-Meeting Study Session on Monday, December 20, 2010. The Commission will meet for their regular meeting at 7:00 p.m. in the Chambers Building, 159 E. Maumee St., Adrian, MI 49221.



COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
DECEMBER 20, 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 DECEMBER 6, 2010 REGULAR MEETING OF THE ADRIAN CITY COMMISSION
- IV. PRESENTATION OF ACCOUNTS
- V. COMMUNICATION
 - 1. **C-1. Finance Department.** Communication regarding revised mileage reimbursement rates for business travel, effective January 1, 2011.
 - 2. **C-2. Administration.** Communication from Comcast regarding additions/deletions to Comcast's channel lineup.
 - 3. **C-3. Parks & Recreation.** Communication regarding the potential lease of a portion of Piotter Center by Lenawee Department on Aging Daybreak Adult Day Services and the resulting renovation.
- VI. PUBLIC COMMENTS
- VII. REGULAR AGENDA
 - A. ORDINANCE
 - 1. **Ord. 10-016. Engineering Dept.** Second reading of an Ordinance to repeal Section 90-125 (Garages and Non-Metered Parking Lots) of the Adrian City Code. Repeals civil fine for parking vehicles in non-metered parking lots & structures without paying the established fees.
 - 2. **Ord. 10-017. Engineering Dept.** Second reading of an Ordinance to repeal Section 90-126 (Metered Parking Lots) of the Adrian City Code. Repeals requirement to deposit coins in parking meters or to have a City of Adrian parking permit to park in metered areas.
 - 3. **Ord. 10-018. Code Enforcement.** Second reading of an Ordinance to repeal 90-127 (Vehicle Abandonment) of the Adrian City Code. Removes language on what is considered an abandoned vehicle parked for more than

2 days in any city parking lot and the subsequent removal and impoundment of said vehicle.

4. **Ord. 10-019. Police Dept.** Second reading of an Ordinance to amend Section 90-56 (Schedule of Parking Violation Offenses and Penalties) of the Adrian City Code by amending and/or adding parking violation fines.
5. **Ord. 10-020. Engineering Dept.** Second reading of an Ordinance to amend Section 90-97 of the Adrian City Code by prohibiting parking in city lots between 3:00 and 6:00 a.m. except in designated areas.

B. SPECIAL ORDERS

1. **SO-1. Community Development.** Public Hearing to hear and consider comments to submitting a CDBG Grant Application for the Farmers' Market Improvement Project.

C. RESOLUTIONS

1. **R10-158. Community Development.** Resolution to approve the submittal of a CDBG Grant Application for the Farmers' Market Improvement Project Grant in the amount of \$280,000, with a \$60,000 local match.
2. **R10-159. Assessing Office.** Resolution to approve a Policy for Granting Poverty Exemption and delegating the administration of said policy to the City of Adrian Board of Review.
3. **R10-160. Utilities Department.** Resolution to award bid for replacement of the existing river interceptor between Beecher and Michigan Avenue that runs through Riverside Park. Also includes repairs and replacement of 12 and 10-inch lines and site restoration. Forty-seven percent of the project will be funded through a secured CDBG Grant.
4. **R10-161. Utilities Department.** Resolution to approve Jones & Henry Engineers to perform construction engineering services for the River Interceptor Improvement Project and that the bid process be waived.
5. **R10-162. Attorney's Office.** Resolution to impose a temporary moratorium upon the issuance of permits, licenses and zoning approvals for the sale or dispensation of medical marihuana.
6. **R10-163. Parks & Recreation.** Resolution to renew the contract with Wright Tree Service for a one year

period and that the bid process be waived. Work will include maintenance and removal of street and park trees.

7. **R10-164. Administration.** Resolution authorizing the City Administrator to execute an agreement with the owners of 564-566 Dennis Street to convey title of the fire-damaged property to the City of Adrian and to further authorize the use of fire insurance proceeds that are in escrow to help pay for the demolition of said property.
8. **R10-165. Finance Department.** Resolution authorizing Cobalt Community Research to conduct a community survey to determine service priorities for the FY20011-12 Budget and that the bid process be waived.
9. **R10-166. Police Department.** Resolution to make temporary traffic control orders permanent by adding "No Stopping, Standing or Parking" signs at and/or near Alexander Elementary School and change "No Parking During School Hours, Bus Stop" signs to "No Stopping, Standing or Parking" signs.
10. **R10-167. Police Department.** Resolution to make temporary traffic control orders permanent by installing five handicap parking spaces in parking lots #6 and #9, four on the central island and one on the east side of the lot, and installing "2 Hour Parking Only Except with Permit" at entrance to each lot.
11. **R10-168. Community Development.** Resolution to amend resolution for an OPRA Exemption Certificate for David & Kim Hortsman, 149 N. Main, to include additional language required by the State of Michigan.
12. **R10-169. Community Development.** Resolution to amend resolution for an OPRA Exemption Certificate for Al & Phyllis Wilkerson, 125 E. Maumee, to include additional language required by the State of Michigan.

V I I I. MISCELLANEOUS

1. Parks & Recreation Quarterly Reports
 - Recreation Program Report
 - Non-Resident Report
 - Resident/Non-Resident Comparison
 - Adrian Senior Center Facility Usage Report
2. Planning Commission Minutes
3. Departmental Monthly Report
4. Fire Department Monthly Report
5. D.A.R.T. Passenger Ridership Report

- I X. PUBLIC COMMENTS
- X. COMMISSION COMMENTS



MINUTES

**MINUTES
ADRIAN CITY COMMISSION
DECEMBER 6, 2010
7:00 P.M.**

Official proceedings of the December 6, 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 DuMars, Warren, Steele, Osborne, Carrico and Clegg

Mayor McDowell in the Chair.

Commissioner DuMars moved to approve the minutes of the November 15, 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 #3364 through #3377	\$228,268.18
General Fund Vouchers #20171 through #20201	\$687,302.29
Clearing Account Vouchers amounting to	<u>\$451,487.91</u>
TOTAL EXPENDITURES	<u>\$1,367,058.38</u>

On motion by Commissioner Clegg, seconded by Commissioner DuMars, motion carried by a unanimous vote.

COMMUNICATION

1. **C-1. Parks & Recreation.** Communication regarding the use of Piotter Center by Total X-Treme Wrestling Entertainment (TXWE) for wrestling events.

PUBLIC COMMENTS

1. Tim Hernandez said he appreciates the opportunity to serve on the Downtown Development Authority.
2. Nancy Crawford said her mother, who lives on Mulberry St., is unhappy with the way her driveway was put in.

CONSENT AGENDA

RESOLUTION CR10-074

RE: DOWNTOWN DEVELOPMENT AUTHORITY (DDA) – Appoint member to DDA Board

WHEREAS, the resignation of Michael Kapnick from the Downtown Development Authority (DDA) has created a vacancy on that board; and

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

WHEREAS, Mr. Al Wilkerson, owner of Governor Crowwell’s Tea Room, has expressed a willingness to serve on the DDA Board if appointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of Al Wilkerson.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the appointment of Al Wilkerson to fill the vacancy on the Downtown Development Board for a term to expire in 2013.

RESOLUTION CR10-075

RE: DOWNTOWN DEVELOPMENT AUTHORITY (DDA) – Appoint member to DDA Board

WHEREAS, the resignation of Margaret O’Malley from the Downtown Development Authority (DDA) has created a vacancy on that board; and

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

WHEREAS, Mr. Todd Harder, owner of Red Paint Printing, has expressed a willingness to serve on the DDA Board if appointed; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the appointment of Todd Harder to fill the vacancy on the Downtown Development Authority Board for a term to expire in 2012.

RESOLUTION CR10-076

RE: DOWNTOWN DEVELOPMENT AUTHORITY (DDA) – Appoint member to DDA Board

WHEREAS, there currently is a vacancy on the Downtown Development Authority; and

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

WHEREAS, Mr. Tim Hernandez, downtown resident and former WLEN News Director, has expressed a willingness to serve on the DDA Board if appointed; and

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

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the appointment of Tim Hernandez to fill the vacancy on the Downtown Development Authority Board for a term to expire in 2014.

RESOLUTION CR10-077

RE: CITY COMMISSION – Change Commission Meeting Date in Observance of Holiday

WHEREAS, the Charter of the City of Adrian requires that regular meeting times be established by City Commission resolution; and

WHEREAS, the regular meeting scheduled for Monday, January 17, 2011, occurs on Martin Luther King Day.

NOW, THEREFORE, BE IT RESOLVED that said regular meeting will be held on Tuesday, January 18, 2011 at 7:00 p.m. in the Chambers Building located at 159 E. Maumee Street, Adrian, MI.

RESOLUTION CR10-078

RE: DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT – Michigan Community Development Block Grant Public Notice and Public Hearing Requirements for Farmer’s Market Improvement Project (MSC 210012-FMK)

WHEREAS, at its October 27, 2010 Board Meeting, the Michigan Strategic Fund (MSF) approved the City of Adrian’s Notice of Intent to apply for a Farm to Food Grant under the Michigan Community Development Block Grant (CDBG) Program (Project No. MSC 210012-FMK); the Notice of Intent requests funding for the Farmers’ Market Improvement Project; and

WHEREAS, the City of Adrian has been invited to submit a full application by December 27, 2010 for not more than \$280,000, with a local match requirement of \$60,000 that will be met by paving the North Toledo Street parking lot utilizing funds from the Auto Parking Fund Capital Improvement Budget; and

WHEREAS, in accordance with the public participation provisions set forth in Title I of the Housing and Community Development Act of 1974, as amended, citizens must be afforded the opportunity to examine and submit comments on the proposed application through a Public Hearing process that includes publication of a Public Notice five (5) days prior to the Public Hearing; and

WHEREAS, the Community Development Director and City Administrator recommend authorization to hold a Public Hearing regarding the CDBG Grant Application for the

Farmers' Market Improvement Project on December 20, 2010 at 7:00 PM in the City Chambers located at 159 E. Maumee Street, Adrian, MI 49221 and that a Public Notice be published in a local paper of general circulation at least five (5) days prior to the Public Hearing.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes establishment of a Public Hearing regarding the CDBG Grant Application for the Farmers' Market Improvement Project on December 20, 2010 at 7:00 PM in the City Chambers located at 159 E. Maumee Street, Adrian, MI 49221 and that a Public Notice be published in a local paper of general circulation at least five (5) days prior to the Public Hearing.

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

REGULAR AGENDA

ORDINANCES

1. **Ord. 10-015. Community Development-Zoning.** Second reading and adoption of an Ordinance to amend Section 3.2 of the Zoning/Development Regulations by deleting 427 E. Maumee St. from the OS-1 Office Service District and including the same in the R-4 Single Family Residential District. Eff. Date: December 21, 2010

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

2. **Ord. 10-016. Engineering Department.** Introduction of an Ordinance to repeal Section 90-125 (Garages & Non-Metered Parking Lots) of the Adrian City Code. Repeals civil fine for parking vehicles in non-metered parking lots & structures without paying the established fees.
3. **Ord. 10-017. Engineering Dept.** – Introduction of an Ordinance to repeal Section 90-126 (Metered Parking Lots) of the Adrian City Code. Repeals requirement to deposit coins in parking meters or to have a City of Adrian parking permit to park in metered areas.
4. **Ord. 10-018. Code Enforcement.** Introduction of an Ordinance to repeal 90-127 (Vehicle Abandonment) of the Adrian City Code. Removes language on what is considered an abandoned vehicle parked for more than 2 days in any city parking lot and the subsequent removal and impoundment of said vehicle.
5. **Ord. 10-019. Police Dept.** Introduction of an Ordinance to amend Section 90-56 (Schedule of Parking Violation Offenses and Penalties) of the Adrian City Code by amending and/or adding parking violation fines.
6. **Ord. 10-020. Engineering Dept.** Introduction of an Ordinance to amend Section 90-97 of the Adrian City Code by prohibiting parking in city lots between 3:00 and 6:00 a.m., except in designated areas.

SPECIAL ORDERS

1. **SO-1. Engineering Department.** Public Hearing to hear and consider comments to confirmation of a Special Assessment Roll for SAD #379 – W. Summit from Winter to S. Main Streets.
2. **SO-2. Engineering Department.** Public Hearing to hear and consider comments to confirmation of a Special Assessment Roll for SAD #380 – Mulberry from Elm to Ormsby Streets.

RESOLUTION R10-146

RE: ENGINEERING DEPT. – Confirm Special Assessment Roll for SAD #379 – W. Summit from Winter to S. Main Streets

WHEREAS, the City Assessor has reported the Special Assessment Roll to the City Commission for improvements on W. Summit from Winter to S. Main Streets, together with the certificate relating thereto; and

WHEREAS, the said Roll has been filed with the City Clerk for public examination; and

WHEREAS, said notice has been given and a hearing held for the purpose of reviewing the said Roll and considering any objections thereto; and

WHEREAS, all objections to the said Roll have been duly considered.

NOW, THEREFORE, BE IT RESOLVED that the said special assessment project cost in the amount of \$209,268.05 for said improvements on Summit Street from Winter to S. Main Streets is hereby confirmed; and be it

FURTHER, RESOLVED that said Special Assessment Roll in the amount of \$41,732.88 for improvements on Summit Street from Winter to S. Main Streets, said project being known and designated as SAD #379, be and the same is hereby confirmed.

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

RESOLUTION R10-147

RE: ENGINEERING DEPT. – Confirm Special Assessment Roll for SAD #380 – Mulberry from Elm to Ormsby Streets

WHEREAS, the City Assessor has reported the Special Assessment Roll to the City Commission for improvements on Mulberry from Elm to Ormsby Streets, together with the certificate relating thereto; and

WHEREAS, the said Roll has been filed with the City Clerk for public examination; and

WHEREAS, said notice has been given and a hearing held for the purpose of reviewing the said Roll and considering any objections thereto; and

WHEREAS, all objections to the said Roll have been duly considered.

NOW, THEREFORE, BE IT RESOLVED that the said special assessment project cost in the amount of \$54,612.22 for said improvements on Mulberry from Elm to Ormsby Streets is hereby confirmed; and be it

FURTHER, RESOLVED that said Special Assessment Roll in the amount of \$13,712.05 for improvements on Mulberry from Elm to Ormsby Streets, said project being known and designated as SAD #380, be and the same is hereby confirmed.

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

RESOLUTION R10-148

RE: DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT – Authorization to Sell Houses Acquired from U.S. Department of Housing and Urban Development – 427 E. Maumee Street

WHEREAS, in a program designed to move foreclosed residential properties back into the private marketplace, the City has acquired five (5) houses from the U.S. Department of Housing and Urban Development for a nominal fee for resale to low and moderate-income person(s), including the property located at 427 E. Maumee Street (Property No. XAO-515-0043-01); and

WHEREAS, the City of Adrian marketed said property through advertisement to the general public and an Open House held on Sunday, October 17, 2010 from 1:00 pm to 3:00 p.m. and received sealed bids until 2:00 pm E.S.T. on November 11, 2010 at the City's Purchasing Office, 135 E. Maumee Street, Adrian, MI 49221; and

WHEREAS, bid specifications for this multi-family house included a minimum bid of \$5,000 and that the buyer shall:

- Repair or replace roof per Michigan Residential Code within thirty (30) days after closing;
- Repair work shall commence to bring house to Michigan Property Maintenance Code no later than six (6) months after closing;
- Convert house to single family residence;
- Obtain all necessary permits from the City of Adrian Building Department; and

WHEREAS, a single qualified bid was received from Rick and Karen Mephram, 120 N. Summit Street, Morenci, MI 49256, in the amount of \$5,500; and

WHEREAS, the Director of Community and Economic Development and the City Administrator recommend that the above described bid be selected and that the property located at 427 E. Maumee Street (Property No. XAO-515-0043-01) be sold to Rick and Karen Mephram, 120 N. Summit Street, Morenci, MI 49256, in the amount of \$5,500.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the sale of property located at 427 E. Maumee Street (Property No. XAO-515-0043-01) to Rick and Karen Mephram, 120 N. Summit Street, Morenci, MI 49256, in the amount of \$5,500.

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

RESOLUTION R10-149

RE: DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT – Authorization to Sell Houses Acquired from U.S. Department of Housing and Urban Development – 718 E. Church Street

WHEREAS, in a program designed to move foreclosed residential properties back into the private marketplace, the City has acquired five (5) houses from the U.S. Department of Housing and Urban Development for a nominal fee for resale to low and moderate-income person(s), including the property located at 718 E. Church Street (Property No. XAO-515-0142-00); and

WHEREAS, the City of Adrian marketed said property through advertisement to the general public and an Open House held on Sunday, October 17, 2010 from 1:00 pm to 3:00 pm and received sealed bids until 2:00 pm E.S.T. on November 11, 2010 at the City's Purchasing Office, 135 E. Maumee Street, Adrian, MI 49221; and

WHEREAS, bid specifications for this single-family house included a minimum bid of \$5,000 and that the buyer shall:

- Repair or replace roof per Michigan Residential Code within thirty (30) days after closing;
- Repair work shall commence to bring house to Michigan Property Maintenance Code no later than six (6) months after closing;
- All repair work shall be complete and house habitable within 18 months after closing;
- Obtain all necessary permits from the City of Adrian Building Department;
- Land contract with the City of Adrian may be available; and

WHEREAS, two (2) qualified bids were received, with the following results:

<u>Bidder</u>	<u>Amount</u>
Walter Hesel, Adrian, MI	\$15,325.00
Nicholas Sargent, Petersburg, MI	\$15,150.00; and

WHEREAS, the Director of Community and Economic Development and the City Administrator recommend that the high bid be selected and that the property located at 718 E. Church Street (Property No. XAO-515-0142-00) be sold to Walter Hesel, 531 N. McKenzie Street, Apt. #1, Adrian, MI 49221, in the amount of \$15,325.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the sale of property located at 718 E. Church Street (Property No. XAO-515-0142-00) to Walter Hesel, 531 N. McKenzie Street, Apt. #1, Adrian, MI 49221, in the amount of \$15,325.00.

BE IT, FURTHER, RESOLVED that, consistent with the bid specifications, negotiation and consummation of a land contract agreement is authorized.

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

RESOLUTION R10-150

RE: DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT – Authorization to Sell Houses Acquired from U.S. Department of Housing and Urban Development – 908 Bradish Street

WHEREAS, in a program designed to move foreclosed residential properties back into the private marketplace, the City has acquired five (5) houses from the U.S. Department of Housing and Urban Development for a nominal fee for resale to low and moderate-income person(s), including the property located at 908 Bradish Street (Property No. XAO-280-0019-02); and

WHEREAS, the City of Adrian marketed said property through advertisement to the general public and an Open House held on Sunday, October 17, 2010 from 1:00 pm to 3:00 pm and received sealed bids until 2:00 pm E.S.T. on November 11, 2010 at the City's Purchasing Office, 135 E. Maumee Street, Adrian, MI 49221; and

WHEREAS, bid specifications for this single-family house included a minimum bid of \$10,000 and that the buyer shall:

- Repair or replace roof per Michigan Residential Code within thirty (30) days after closing;
- Repair work shall commence to bring house to Michigan Property Maintenance Code no later than six (6) months after closing;
- All repair work shall be complete and house habitable within 18 months after closing;
- Obtain all necessary permits from the City of Adrian Building Department
- Land contract with the City of Adrian may be available; and

WHEREAS, five (5) qualified bids were received, with the following results:

<u>Bidder</u>	<u>Amount</u>
Earl Stevens, Brooklyn, MI	\$23,000.00
Juan Martinez, Adrian, MI	\$14,000.00
Dustin Lent, Adrian, MI	\$13,100.08
Tamara Bristol, Adrian, MI	\$12,500.00
Mark Anderson, Clayton, MI	\$10,899.00; and

WHEREAS, the Director of Community and Economic Development and the City Administrator recommend that the highest bid be selected and that the property located at 908 Bradish Street (Property No. XAO-280-0019-02) be sold to Earl Stevens, 12840 Stephenson Road, Brooklyn, MI 49230, in the amount of \$23,000.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the sale of property located at 908 Bradish Street (Property No. XAO-280-0019-02) to Earl Stevens, 12840 Stephenson Road, Brooklyn, MI 49230, in the amount of \$23,000.00.

BE IT, FURTHER, RESOLVED that, consistent with the bid specifications, negotiation and consummation of a land contract agreement is authorized.

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

RESOLUTION R10-151

RE: DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT – Authorization to Sell Houses Acquired from U.S. Department of Housing and Urban Development – 217 Cross Street

WHEREAS, in a program designed to move foreclosed residential properties back into the private marketplace, the City has acquired five (5) houses from the U.S. Department of Housing and Urban Development for a nominal fee for resale to low and moderate-income person(s), including the property located at 217 Cross Street (Property No. XAO-320-0032-00); and

WHEREAS, the City of Adrian marketed said property through advertisement to the general public and an Open House held on Sunday, October 17, 2010 from 1:00 pm to 3:00 p.m. and received sealed bids until 2:00 pm E.S.T. on November 11, 2010 at the City’s Purchasing Office, 135 E. Maumee Street, Adrian, MI 49221; and

WHEREAS, bid specifications for this single-family house included a minimum bid of \$5,000 and that the buyer shall:

- Repair or replace roof per Michigan Residential Code within thirty (30) days after closing;
- Repair work shall commence to bring house to Michigan Property Maintenance Code no later than six (6) months after closing;
- All repair work shall be complete and house habitable within 18 months after closing;
- Obtain all necessary permits from the City of Adrian Building Department; and

WHEREAS two (2) qualified bids were received, with the following results:

<u>Bidder</u>	<u>Amount</u>
Walter Helsel, Adrian, MI	\$8,756.00
Mark Anderson, Clayton, MI	\$5,750.00

WHEREAS, Mr. Helsel submitted a bid on two (2) of the properties for sale, with the intent of only purchasing one (1) of the properties, preferring the house located at 718 E. Church Street; and

WHEREAS the Director of Community and Economic Development and the City Administrator recommend that the next highest bid be selected and that the property located at 217 Cross Street (Property No. XAO-320-0032-00) be sold to Mark Anderson, 5000 Morey Hwy, Clayton, MI 49235, in the amount of \$5,750.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the sale of property located at 217 Cross Street (Property No. XAO-320-0032-00) to Mark Anderson, 5000 Morey Hwy, Clayton, MI 49235, in the amount of \$5,750.00.

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

RESOLUTION R10-152

RE: DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT–Authorization to Sell Houses Acquired from U.S. Department of Housing and Urban Development – 823 Frank Street

WHEREAS, in a program designed to move foreclosed residential properties back into the private marketplace, the City has acquired five (5) houses from the U.S. Department of Housing and Urban Development for a nominal fee for resale to low and moderate-income person(s), including the property located at 823 Frank Street (Property No. XA0-515-0209-00; and

WHEREAS, the City of Adrian marketed said property through advertisement to the general public and an Open House held on Sunday, October 17, 2010 from 1:00 pm to 3:00 pm and received sealed bids until 2:00 pm E.S.T. on November 19, 2010 at the City's Purchasing Office, 135 E. Maumee Street, Adrian, MI 49221; and

WHEREAS, bid specifications for this single-family house included a minimum bid of \$5,000 and that the buyer shall:

- Repair or replace roof per Michigan Residential Code within thirty (30) days after closing;
- Repair work shall commence to bring house to Michigan Property Maintenance code no later than six (6) months after closing;
- All repair work shall complete and house habitable within 18 months after closing;
- Obtain all necessary permits from the City of Adrian Building Department; and

WHEREAS one (1) qualified bid was received, with the following results:

<u>Bidder</u>	<u>Amount</u>
Nicholas & Tammy Sargent, Petersburg, MI	\$ 5,000.00; and

WHEREAS, the Director of Community and Economic Development and the City Administrator recommend that the high bid be selected and that the property located at 823 Frank Street (XA0-515-0209-00) be sold to Nicholas & Tammy Sargent, in the amount of \$5,000.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the sale of property located at 823 Frank Street (XA0-515-0209-00) to Nicholas & Tammy Sargent, in the amount of \$5,000.00.

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

RESOLUTION R10-153

RE: ENGINEERING – Public Works Div. – Brush Drop-Off Services

WHEREAS, the City Commission has determined to commence charges for solid waste services on July 1, 2011; and

WHEREAS, the cost and operation for the collection of brush at the city compost site was not included in the 2009-10 City Budget; and

WHEREAS, the City Commission has determined to, once again, provide the services of a brush drop-off area at the city compost site to be funded with revenues to be charged to the city residential property owners, which charges will commence on July 1, 2011.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the services at the brush drop-off site at the city compost location will commence July 2, 2011, to be consistent with the existing city Compost Site Policy.

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

RESOLUTION R10-154

City of Adrian
County of Lenawee
State of Michigan

**RESOLUTION APPROVING FIRST AMENDED
PROJECT PLAN AS SUBMITTED BY THE
ECONOMIC DEVELOPMENT CORPORATION
OF THE COUNTY OF LENAWEE
(SIENA HEIGHTS UNIVERSITY PROJECT)**

Minutes of a regular meeting of the City Council of the City of Adrian, County of Lenawee, State of Michigan (the "City"), held on December 6, 2010, at 7:00 o'clock p.m., prevailing Eastern Time.

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

ABSENT: Members: None

The following preamble and resolution were offered by Commissioner DuMars and supported by Commissioner Steele:

WHEREAS, there exists in the City the need for certain programs to alleviate and prevent conditions of unemployment and to revitalize the City's economy, and to assist industrial and commercial enterprises, and to encourage the location, expansion or retention of industrial and commercial enterprises to provide needed services and facilities to the City and its residents; and

WHEREAS, a program to alleviate the aforesaid conditions has been initiated by The Economic Development Corporation of the County of Lenawee (the "Corporation"); and

WHEREAS, the Corporation in conformity with Act No. 338, Public Acts of Michigan, 1974, as amended ("Act No. 338"), and the Internal Revenue Code of 1986, as amended (the "Code"), prepared a project plan (the "Original Project Plan"), which was previously approved by the County of Lenawee (the "County") and the City in accordance with Act No. 338, providing all information and requirements necessary for projects to be undertaken for the benefit of Siena Heights University, a Michigan nonprofit corporation (the "University"), including the financing of the acquisition, construction, equipping and installation of improvements to certain University facilities; and

WHEREAS, the University has requested that the Original Project Plan be amended to provide for the acquisition, construction and equipping of a new athletic complex including an athletic field, a new university student center, and a new athletic building, all on the campus of the University, and a new baseball stadium for the University on certain land

adjacent to the campus of the University located in the Charter Township of Adrian, County of Lenawee, Michigan (the "Projects") that were not previously described in the Original Project Plan as previously approved (as amended, the "First Amended Project Plan"); and

WHEREAS, the First Amended Project Plan proposes to amend the description of the "project area" that will be acquired in the implementation of the Projects or that will be the permanent site of machinery, furnishings, or equipment constituting all or part of the Projects and the "project district area," which includes the project area and the surrounding territory that will be significantly affected by the Projects, to include certain land located in the Charter Township of Adrian, which was not previously described in the Original Project Plan; and

WHEREAS, in conformity with Act No. 338, the First Amended Project Plan has been submitted to this legislative body for approval.

NOW, THEREFORE, BE IT RESOLVED:

1. The First Amended Project Plan as submitted and approved by the Corporation, a form of which is attached hereto as Exhibit A, is hereby approved.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

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

RESOLUTION R10-155

RE: UTILITIES DEPARTMENT –Administration – Neopost Folder/Inserter Machine

WHEREAS, the Utilities Department utilizes a folder/inserter machine to fold and insert over 6,000 monthly utility bills into envelopes, as well as making the machine available to other departments for use to process assessing statements, tax bills, storm water utility bills, special assessments and other mailers; and

WHEREAS, having logged over 700,000 items over the past seven years, the existing machine is experiencing increased maintenance and is currently out of service and in need of replacement; and

WHEREAS, a quote was solicited and obtained from Neopost, Inc., Southfield, MI amounting to \$14,810.00, including the first year service contract; and

WHEREAS, although another supplier was approached, they have not responded and the City has satisfactorily been provided with similar equipment from the present vendor for over 20 years; and

WHEREAS, the Finance Director indicates that, due to economies achieved in the acquisition of water meters, there are sufficient funds available for this purpose in the Water Capital Project Fund (496-531.00-977.502); and

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution to waive the bid process for the acquisition of a replacement folder/insert machine from Neopost, Inc., Southfield, MI for an amount not to exceed \$14,810.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acquisition of a replacement folder/insert machine in the Utilities Department from Neopost, Inc., Southfield, MI for an amount not to exceed \$14,810.00

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

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

RESOLUTION R10-156

RE: BUILDING/INSPECTION DEPTS. – Establish Fees for Starting Work Without a Permit & Electrical & Plumbing Inspections of Fairs, Carnivals & Circuses

WHEREAS, the City of Adrian Code of Ordinances Section 10-33 provides that fees for building, electrical, mechanical and plumbing codes for appeals and other services shall be established by resolution; and

WHEREAS, the City recently adopted the fee schedule set by the State of Michigan for all applications, permits, inspections and plan examinations; and

WHEREAS, said fee schedule does not include fees for starting work without a permit or for electrical or plumbing inspections for fairs, carnivals and circuses; and

WHEREAS, the City Attorney and City Administrator recommend authorizing those fees pursuant to Section 10-33; and

NOW THEREFORE, BE IT RESOLVED, that

1. The fee for starting work without a permit is set at \$100.00; and
2. The fee for electrical inspections of fairs, carnivals and circuses is set at \$200.00; and
3. The fee for plumbing inspections of fairs, carnivals and circuses is set at \$100.00.

On motion of Commissioner DuMars, supported by Commissioner Steele, the above resolution was adopted by a unanimous vote.

RESOLUTION R10-157

RE: DEPARTMENT OF PARKS & RECREATION – Annual Program Brochure Printing

WHEREAS, the Department of Parks & Recreation, in conjunction with the City of Adrian Purchasing Office, solicited and received bids on Tuesday, November 30, 2010 for printing of the

Parks & Recreation Annual Program Brochure; and

WHEREAS, eleven (11) vendors were invited to bid and four (4) responded, including three (3) that were competitive, with the following results:

<u>Company</u>	<u>2010 Actual Numbers</u>	<u>2011 Projected Numbers</u>
Print Com Flint, MI	\$8,495	\$9,675
Spectrum Printers Tecumseh, MI	\$8,973	\$9,697
Hamblin Co. Tecumseh, MI	\$9,164	\$10,041

WHEREAS, Print Comm is the low bidder in both cases; however, when the Local Bidder Preference Policy is applied for businesses within Lenawee County, which is 2.5% for purchases between \$5,000 - \$9,999, then Spectrum Printers of Tecumseh would fall within that range; and

WHEREAS, the bid covers up to three seasonal brochures during 2011 for an annual amount of \$9,697.00; and

WHEREAS, on the basis of being the low bidder meeting specifications when the Local Bidder Preference Policy is applied, the Parks & Recreation Director and City Administrator recommend that the bid be awarded to Spectrum Printers of Tecumseh, Michigan for printing of the Parks & Recreation Annual Program Brochure at an estimated annual cost (depending on volume purchased) of \$9,697.00; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the FY2010-11 Parks & Recreation Operating Budget for this purpose in the appropriate sub-accounts for the individual activities.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby accepts the low bid (when the Local Bidder Preference Policy is applied) from Spectrum Printers of Tecumseh, Michigan for printing of the Parks & Recreation Annual Program Brochure at an estimated annual cost (depending on volume purchased) of \$9,697.00

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

MISCELLANEOUS

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

PUBLIC COMMENTS

There were none.

COMMISSION COMMENTS

1. Commissioner Clegg thanked Al Wilkerson, Todd Harder and Tim Hernandez for accepting positions on the Downtown Development Authority.

The next regular meeting of the Adrian City Commission will be held on Monday, December 20, 2010 at 7:00 p.m. in the Chambers Building located at 159 E. Maumee St., Adrian, MI 49221.

Gary E. McDowell
Mayor

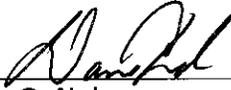
Pat Baker
City Clerk



CHECK REGISTER

December 20, 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 #3378 through #3383.....	\$155,936.09
General Fund	
Vouchers #20202 through #20218	\$266,188.58
Clearing Account Vouchers	
amounting to.....	<u>\$304,357.96</u>
TOTAL EXPENDITURES	<u>\$726,482.63</u>

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

December 20, 2010

UTILITY DEPARTMENT VOUCHERS

<u>Check Number</u>	<u>To</u>	<u>Description</u>	<u>Amount</u>
3378	City of Adrian: Pilot Prog	Transfer of Payment	
3379	City of Adrian: Clearing Acct	Dec 6 Check Register	\$ 124,780.25
3380	City of Adrian: General Fund	November charges	\$ 45,348.46
3381	City of Adrian: Payroll	Payroll for Dec 10	\$ 102,836.62
3382	City of Adrian	IT & MVP Nov chrgs	\$ 4,911.88
3383	Citizens Gas Fuel Co	Various Heat Bills	\$ 2,839.13

Total \$ **280,716.34**

Less: CK #3379 \$ **124,780.25**

TOTAL \$ **155,936.09**

WW = \$ 115,402.67

WAT= \$ 165,313.67

20-Dec-10

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
20202 \$	118.07	Frontier	Various Phone Bills
20203		City of Adrian: Dart	Transfer State MI Funds
20204 \$	1,589.89	US Postmaster	Mail Tax Bills
20205 \$	170.00	IAEI Mich Chapter	Inspection Travel Exp
20206 \$	457.76	City of Adrian: Utilities	Bohn Pool Water Bill
20207 \$	307,400.36	City of Adrian: Clearing Acct	Dec 6 Check Register
20208 \$	4,891.60	Quick Service Transportation	Payroll W/E Dec 3
20209 \$	10.00	City of Adrian	Dog License Gift Certificate
20210 \$	231,430.68	City of Adrian: Payroll	Payroll for Dec 10
20211 \$	20,321.36	First Federal Bank	Soc Security for Dec 10
20212 \$	292.32	City of Adrian: Payroll	Payroll for Dec 10
20213		City of Adrian: Utilities	Transfer State MI Funds
20214		City of Adrian: Utilities	Transfer State MI Funds
20215 \$	104.12	Frontier	Various Phone Bills
20216		City of Adrian: Dart	Transfer State MI Funds
20217 \$	4,921.96	Quick Service Transportation	Payroll W/E Dec 11
20218 \$	1,880.82	Citizens Gas Fuel Co	Various Heat Bills

\$ 573,588.94
\$ (307,400.36) Less: CK# 20207
\$ 266,188.58

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
1. CITY OF ADRIAN	36,687.50		
2. ADRIAN COMMUNICATIONS	70.15		
3. ADRIAN FABRICARE CENTER INC.	670.00		
4. ADRIAN LANDFILL	124.29		
5. ADRIAN LOCKSMITH & CYCLERY	18.95		
6. ADVANCE AUTO PARTS COMMERCIA	13.96		
7. AIRGAS GREAT LAKES	382.72		
8. ALLIED INCORPORATED	394.00		
9. ALLIED WASTE SERVICES	48,089.52		
10. ALLIED WASTE SERVICES #259	3,522.04		
11. AMAZON CREDIT PLAN	413.95		
12. AMERICAN COPPER & BRASS, INC	36,263.70		
13. AMERICAN OFFICE SOLUTIONS	46.64		
14. APOLLO FIRE EQUIPMENT	52.00		
15. APPLE MAT RENTAL	141.40		
16. APPLIED BUSINESS SOFTWARE	399.60		
17. ASSOCIATED ENGINEERS	6,760.00		
18. AUTO ZONE COMMERCIAL	177.02		
19. BADER & SONS CO	79.98		
20. BAKER & TAYLOR BOOKS	816.24		
21. PATRICIA BAKER	59.36		
22. BARRETT'S GARDEN CENTER	153.05		
23. BATTERY WHOLESALE	81.40		
24. KRISTIN BAUER	20.00		
25. BEAUBIEN INC.	1,105.00		
26. BEST WAY INC	277.31		
27. ROBERT BISHOP	233.15		
28. BLACK SWAMP EQUIPMENT	115.00		
29. THE BLADE	180.44		
30. JASON BLICKENSDORF	69.46		
31. BLISSFIELD PARTS CO INC	14.20		
32. BOOK OF THE MONTH CLUB	37.23		
33. BRAKES-N-MORE	1,159.47		
34. BRONNER'S CHRISTMAS WONDERLA	858.43		
35. TODD BROWN	20.00		
36. BUCK & KNOBBY EQUIP CO INC	37.36		
37. BWI	187.03		
38. CHAMBERS CONTROL COMPANY	1,354.00		
39. CHARTWELL'S CATERING	248.65		
40. CLEAN CARE INC	4,179.00		
41. CLIFT BUICK-PONTIAC-GMC	8.08		
42. CMP DISTRIBUTORS, INC.	1,396.00		
43. COAST TO COAST DELI	67.28		
44. COMCAST	84.69		
45. COMFORT ENTERPRISES INC.	406.62		
46. CORROSION FLUID PRODUCTS COR	2,663.24		
47. CRUISERS INC	34.00		
48. CUTLER DICKERSON CO	590.55		
49. D&B	769.50		
50. D&P COMMUNICATIONS, INC.	1,865.37		
51. THE DAILY TELEGRAM	3,688.34		
52. JERRY DAVIS SR	59.93		
53. E & B SALVAGE LLC	40.34		
54. STEVE EBERLE	20.00		
55. ENGLEWOOD ELECTRICAL SUPPLY	298.67		
56. ETC ENVIRONMENTAL SERVICES	900.00		
57. ETNA SUPPLY COMPANY	736.54		
58. FASTENAL COMPANY	314.36		
59. GALE	138.43		
60. J.O. GALLOUP COMPANY	2,316.72		
61. GENCO BOOT SHOP	225.00		
62. MARK GIGAX	20.00		
63. JOSEPHINE GOMEZ	754.00		
64. GRADY PUBLISHING CO	21.00		
65. GRAINGER INC.	107.70		
66. DENISE GRITZMAKER	20.00		
67. RICK & MARGARETTE GRITZMAKER	7,817.06		
68. HADDEN TIRE COMPANY	974.00		
69. HANSEN PUBLISHING COMPANY	37.05		
70. HOBBY LOBBY	11.36		
71. HOLLIS PLUMBING	50.00		
72. SHANE HORN	20.00		
73. HUBBARD AUTO CENTER	486.86		
74. I C M A VANTAGE POINT	6,092.00		
75. ICMA RETIREMENT CORPORATION	155.76		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
76. IDEXX LABORATORIES, INC.	1,067.06		
77. JACKSON PRINTING AND MAILING	496.61		
78. JASPER CAMPER & SPORTS SALES	784.00		
79. TIM JUDKINS	64.87		
80. KELLER THOMA, P.C.	3,809.34		
81. KENT DISTRICT LIBRARY	35.00		
82. KIMBALL MIDWEST	201.91		
83. KONICA MINOLTA BUSINESS SOLU	58.00		
84. BRENT KUBALEK	538.93		
85. MARY E LANGE	13.95		
86. LANSING SANITARY SUPPLY INC	380.20		
87. LEGACY PRINTING	128.37		
88. LENAWEЕ COUNTY EQUALIZATION	3,500.00		
89. LENAWEЕ COUNTY FIRE CHIEFS A	300.00		
90. LENAWEЕ COUNTY PRINTER	1,270.15		
91. LENAWEЕ TIRE & SUPPLY CO	3,877.72		
92. LEXIS NEXIS RM INC	150.00		
93. LIGHTNIN MIXERS	255.76		
94. LOWE'S CREDIT SERVICES	3,665.78		
95. MACP	100.00		
96. MANPOWER OF LANSING MI INC.	4,348.68		
97. MAPLE CITY GLASS INC.	55.78		
98. KAYLA MARSH	150.00		
99. MASSON'S ELECTRIC, INC	309.07		
100. MC SPORTS	87.97		
101. GARY MCDOWELL	470.53		
102. MCGOWAN ELECTRIC SUPPLY INC	549.54		
103. MCMMASTER- CARR SUPPLY CO.	80.31		
104. MICHIGAN MUNICIPAL TREASURER	50.00		
105. MICHIGAN OFFICE SOLUTIONS	443.68		
106. STATE OF MICHIGAN	6,890.00		
107. MICHIGAN STATE POLICE	1,025.00		
108. MICHIGAN TASER DISTRIBUTING	3,036.36		
109. MICROMARKETING LLC	27.52		
110. MIDWEST GAS INSTRUMENT SERVI	195.00		
111. MIDWEST TAPE	82.36		
112. MIRACLE RECREATION EQUIPMENT	154.00		
113. MISS DIG SYSTEM INC	783.48		
114. MUNICIPAL CODE CORPORATION	400.00		
115. NEOPOST INC.	14,810.00		
116. NEXTEL COMMUNICATIONS	1,438.55		
117. NON DESTRUCTIVE TESTING GROU	400.00		
118. NORTH EASTERN UNIFORMS & EQU	44.97		
119. NORTHERN TOOL & EQUIPMENT	561.28		
120. OMNIGRAPHICS INC.	163.70		
121. MIKE OSBORN	20.00		
122. PAIN ENTERPRISES, INC.	1,063.63		
123. PARAGON LABORATORIES INC	610.00		
124. DAVID PATE	283.46		
125. PEERLESS SUPPLY INC	1,087.40		
126. PINNACLE IRRIGATION INC.	500.00		
127. PITNEY BOWES INC	624.00		
128. PM HEATING & COOLING	50.00		
129. PREIN & NEWHOF ENGINEERS	272.00		
130. GLENN PRESTON	20.00		
131. PURCHASE POWER	3,030.00		
132. QUARTERMASTER	36.93		
133. QUICK SERVICE TRANSPORTATION	6,459.86		
134. QUILL CORPORATION	236.78		
135. REHMANN ROBSON	2,900.00		
136. REIMAN PUBLICATIONS	10.00		
137. TIM RITCHIE	20.00		
138. S.L.C. METER SERVICE INC	31,393.66		
139. KEITH SCHULTZ	150.00		
140. LENNY SCOTT			
141. CAROL SOUCHOCK	138.95		
142. SPRINT	280.00		
143. STATE CHEMICAL MFG CO.	208.30		
144. JEFFREY A. STICKNEY, DO,PC	269.00		
145. TA INDUSTRIAL SOLUTIONS, INC	80.71		
146. TDS SECURITY	420.00		
147. THOMAS SCIENTIFIC	134.06		
148. THOMSON WEST	505.72		
149. TIME EMERGENCY EQUIPMENT INC	1,394.14		
150. TOKAY SOFTWARE	400.00		

CLAIMANT	AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT REJECTED
151. TRAIL SUPPLY LLC	439.00		
152. PAUL TRINKA	20.00		
153. TRUCK & TRAILER SPECIALITIES	87.77		
154. TTB CLEANING LLC	175.00		
155. U S POSTMASTER	185.00		
156. UNIQUESCREEEN MEDIA INC.	100.00		
157. UNITED PARCEL SERVICE	12.26		
158. UNUM LIFE INSURANCE COMPANY	2,326.53		
159. THE VAC SHOPPE	6.00		
160. WARREN HOLDING CO LLC	1,370.00		
161. WATER EDGE PLUMBING	50.00		
162. WATER ENVIRONMENT FEDERATION	188.00		
163. WEISKOPF INDUSTRIES CORP	895.11		
164. WESTERN LIME CORPORATION	4,954.44		
165. KRISTEN WETZEL	273.00		
166. WOODLANDS LIBRARY COOPERATIV	36.45		
167. WT.COX SUBSCRIPTIONS	4,681.72		
TOTAL ALL CLAIMS	304,357.96		



COMMUNICATIONS



MEMO

Date: December 10, 2010

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

From: Jeffrey C. Pardee, Finance Director

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, 2010, issued (IR-2010-119) revised mileage reimbursement rates effective January 1, 2011. The rate will be **\$.51 per mile** for business miles driven beginning January 1, 2011. The new rate compares to a rate of \$.50 per mile for 2010.

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



IRS Announces 2011 Standard Mileage Rates

IR-2010-119, Dec. 3, 2010

WASHINGTON — The Internal Revenue Service today issued the 2011 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes. Beginning on Jan. 1, 2011, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 51 cents per mile for business miles driven
- 19 cents per mile driven for medical or moving purposes
- 14 cents per mile driven in service of charitable organizations

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs as determined by the same study. Independent contractor Runzheimer International conducted the study.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for any vehicle used for hire or for more than four vehicles used simultaneously.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Revenue Procedure 2010-51 contains additional details regarding the standard mileage rates.

[Subscribe to IRS Newsroom](#)

Page Last Reviewed or Updated: December 03, 2010



December 6, 2010

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

Dear Mr. Nelson:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community, I am writing to notify you of channels changes in your community and to report on an additional matter.

Effective December 14, 2010: The following channels will be added to Digital Preferred: Fox Business ch 106, Oxygen ch 123 and CMT ch 146. Fox Business HD will be added to Digital Preferred ch 243 and will require a HD converter or CableCARD-equipped HD device to view.

Additionally, Cultures channel 619 will no longer be available and Venemovies West will be added to Nuevo Selecto channel 619.

Also, pursuant to P.A. 480 of 2006, Section 9 (4), Comcast Cable's local operating entity hereby reports that Comcast does not deny access to services to any group of potential residential subscribers because of the race or income of the residents in the local area. A similar report has been filed with the Michigan Public Service Commission.

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

Sincerely,

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

cc. City Commission

3

MEMO

To: Dane C. Nelson, City Administrator
From: Mark K. Gasche, Parks and Recreation Director
Date: December 16, 2010
Re: Renovation Plan at Piotter Center for Daybreak

We are progressing with the plan to possibly lease a portion of the space at Piotter Center that will be vacated by the Boys & Girls Club at the end of this month. As previously reported, we have been in discussions with the Lenawee Co. Department on Aging about the possibility of Daybreak Adult Day Services leasing space at Piotter Center. We have met with their staff to look at the space available at Piotter Center and their space needs, and then Adrian Design Group was hired to prepare a conceptual design for the space. That work has been completed with an acceptable conceptual design being produced. Kreighoff Lenawee has also been involved and has generated a construction cost estimate for the necessary renovation, which is in the \$150,000-\$175,000 range. The plan and the information was presented to the Department on Aging Board, who approved the plan to proceed with construction drawings and bid specifications based on the conceptual plan. That is the next step in order to bid the project and get a definitive cost. Adrian Design Group has submitted a proposal to complete the construction drawings and bid specifications, which will be paid for by the Department on Aging.

The plan to fund the renovation project is that \$25,000 would come from the City through the Swigert Estate and the balance would be paid by the Department on Aging. We will work to finalize a rental rate for the space while the construction drawings are being completed. However preliminary talks with the Department on Aging indicate that we will be able to agree on a rental rate that will produce more revenue for the operation of Piotter Center than we are currently getting from the Boys and Girls Club and, at the same time, be a reduction for Daybreak from what they are currently paying in rent at their present location. So it appears that we will be able to find a rate that creates a win/win situation. I will provide further updates as we progress with the plan.



REGULAR AGENDA

0-1

ORDINANCE 10-016

AN ORDINANCE TO REPEAL A PROVISION OF THE CODE OF THE CITY OF ADRIAN, SECTION 90-125 GARAGES AND NONMETERED PARKING LOTS.

The City of Adrian Ordains:

That Section 90-125 of Chapter 90 - Garages and non-metered parking lots, is hereby repealed.

Sec. 90-125. Garages and non-metered parking lots.

~~Every person who parks a motor vehicle in any non-metered parking lot of the automobile parking system shall pay the rates duly established for such parking before removing such vehicle from the parking lot or structure. Any person violating the provisions of this section is responsible for a civil fine of not more than \$25.00.~~

INTRODUCTION.....December 6, 2010

SUMMARY PUBLISHEDDecember 17, 2010

ADOPTION

COMPLETE PUBLICATION

EFFECTIVE DATE.....

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

D-2

ORDINANCE 10-017

AN ORDINANCE TO REPEAL A PROVISION OF THE CODE OF THE CITY OF ADRIAN, SECTION 90-126 - METERED PARKING LOTS.

The City of Adrian Ordains:

That Section 90-126 of Chapter 90 - Metered parking lots, is hereby repealed.

~~In parking lots of the automobile parking system where parking charges are collected by means of parking meters installed adjacent to the parking spaces in such lots, no person shall.~~

- ~~(1) Park a motor vehicle in any metered space without having purchased a parking permit from the city, properly displayed on the vehicle for such purpose, or without placing a United States coin of proper denomination in the meter in accordance with the regulations posted on such meters during the hours the regulations require the payment of parking charges.~~
- ~~(2) Permit a motor vehicle in his custody or owned by him to remain in any metered zone, except while lawful parking time appears on the meter regulating the space occupied by such vehicle, unless such vehicle shall have properly displayed on such vehicle a valid parking permit purchased from the city for such purposes.~~
- ~~(3) Deface, injure, open or tamper with any parking meter installed on any lot, except as authorized by the City Engineer/Director of Public Works.~~

INTRODUCTION.....December 6, 2010

SUMMARY PUBLISHEDDecember 17, 2010

ADOPTION

COMPLETE PUBLICATION

EFFECTIVE DATE.....

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

0-3

ORDINANCE 10-018

AN ORDINANCE TO REPEAL A PROVISION OF THE CODE OF THE CITY OF ADRIAN, SECTION 90-127 VEHICLE ABANDONMENT.

The City of Adrian Ordains:

That Section 90-127 of Chapter 90 Vehicle abandonment is hereby repealed.

Sec. 90-127. Vehicle abandonment.

~~Any unattached motor vehicle parking for two consecutive days in any parking lot or structure of the automobile parking system shall be deemed abandoned and may be removed by the city and impounded. Any motor vehicle otherwise parked in violation of this section may be removed by the city from the parking lot or structure in which it is parked and impounded. Any vehicle so impounded by the city shall not be released to the owner until all parking, storing and towing charges shall have been paid by the owner.~~

INTRODUCTION.....December 6, 2010

SUMMARY PUBLISHED.....December 17, 2010

ADOPTION

COMPLETE PUBLICATION

EFFECTIVE DATE.....

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

0-4

ORDINANCE 10-019

AN ORDINANCE TO AMEND CHAPTER 90, SEC. 90-56, ARTICLE II, DIVISION 2, OF THE ADRIAN CITY CODE BY AMENDING AND/OR ADDING PARKING VIOLATION FINES.

The City of Adrian Ordains:

Sec. 90-56. Schedule of parking violation offenses and penalties.

VIOLATION

FINE

- (1) A vehicle shall not be parked, except if necessary to avoid conflict with other traffic, or in compliance with the law, or under the direction of a police officer or traffic-control device in any of the following places:
 - (a) On a sidewalk \$15.00
 - (b) In front of a public or private driveway \$15.00
 - (c) Within an intersection \$15.00
 - (d) Within 15 feet of a fire hydrant \$15.00
 - (e) On a crosswalk..... \$15.00
 - (f) Within 20 feet of a crosswalk, or if there is not a \$15.00
crosswalk, then within 15 feet of the intersection of
property lines at an intersection of highways.
 - (g) Within 30 feet of the approach to a flashing beacon, \$15.00
stop sign, or traffic-control signal located at the side of
a highway
 - (h) Between a safety zone and the adjacent curb or within .. \$15.00
30 feet of a point on the curb immediately opposite the
end of a safety zone, unless a different length is indicated
by an official sign or marking.
 - (i) Within 50 feet of the nearest rail of a railroad crossing... \$15.00
 - (j) Within 20 feet of the driveway entrance to a fire station. \$15.00
and on the side of a street opposite the entrance to a
fire station within 75 feet of the entrance if properly
marked by an official sign
 - (k) Alongside or opposite a street excavation or \$15.00
obstruction, if the stopping, standing or parking would
obstruct traffic
 - (l) On a roadway side of a vehicle stopped or parked at \$15.00
the edge or curb of a street
 - (m) Upon a bridge or other elevated highway structure \$15.00
or within a highway tunnel
 - (n) At a place where an official sign prohibits stopping or \$15.00
parking
 - (o) Within 500 feet of an accident at which a police officer... \$15.00
is in attendance, if the scene of the accident is outside
of a city or village
 - (p) In front of a theater \$15.00
 - (q) In a place or in a manner that blocks immediate egress . \$15.00
from an emergency exit, conspicuously marked as an
emergency exit, of a building

VIOLATION

FINE

- (r) In a place or in a manner that blocks or hampers the \$15.00
immediate use of an egress from a fire escape,
conspicuously marked as a fire escape, providing an
emergency means of egress from a building
- (s) In a parking space clearly identified by an official sign.... \$50.00
as being reserved for use by disabled persons that is
on public property or private property available for public
use, unless the individual is a disabled person as described
in Section 19a of the Vehicle Code or unless the individual
is parking the vehicle for the benefit of a disabled person.
In order for the vehicle to be parked in the parking space
The vehicle shall display one of the following:
 - (i) A certificate of identification or windshield placard issued
under Section 675 of the Vehicle Code to a disabled person
 - (ii) A special registration plate issued under Section 803d of the
Vehicle Code to a disabled person
 - (iii) A similar certificate of identification or windshield placard issued
by another state to a disabled person
 - (iv) A similar special registration plate issued by another state to a
disabled person
 - (v) A special registration plate to which a tab for persons with
disabilities is attached issued under this Act
- (t) In a clearly identified access aisle or access lane \$50.00
immediately adjacent to a space designated for parking
by persons with disabilities
- (u) On a street or other area open to the parking of \$50.00
vehicles that results in the vehicle interfering with the use
of a curb cut or ramp by persons with disabilities.
- (v) Within 500 feet of a fire at which fire apparatus is in..... \$15.00
attendance, if the scene of the fire is outside of a city or
village. However, volunteer firefighters responding to the
fire may park within 500 feet of the fire in a manner not to
interfere with fire apparatus at the scene. A vehicle parked
legally previous to the fire is exempt from this sub-division.
- (w) In violation of an official sign restricting the period of time
or manner of parking (includes "permit parking only" areas).
 - (i) If paid within 48 hours \$15.00
- (x) In a space controlled or regulated by a meter or a public highway or in
a publicly owned parking area or structure, if the allowable time for
parking indicated on the meter has expired, unless the vehicle
properly displays one or more of the items listed in Section 675(8) of
the Vehicle Code
 - (i) If paid within 48 hours \$15.00
- (y) On a street or highway in such a way as to obstruct the. \$15.00
delivery of mail to a rural mailbox by a carrier of the
United States Postal Service
- (z) In a place or in a manner that blocks the use of an alley \$15.00
- (aa) In a place or in a manner that blocks access to a space.. \$15.00
clearly designated as a fire lane.

VIOLATION

FINE

- (2) A person shall not move a vehicle not owned by the person \$15.00 into a prohibited area or away from a curb a distance that makes the parking unlawful.
- (3) A bus, for the purpose of taking on or discharging passengers .. \$15.00 may be stopped at a place described in Subsection (1)(b), (d) or (f) or on the roadway side of a vehicle illegally parked in a legally designated bus loading zone. A bus, for the purpose of taking or discharging a passenger, may be stopped at a place described in Subsection (1)(n) if the place is posted by an appropriate bus stop sign, except that a bus shall not stop at such a place if the stopping is specifically prohibited by the responsible local authority, the State Transportation Department, or the Director of the Department of State Police.
- (4) A person who violates any of these sections is responsible for a civil infraction, designated fine, and reasonable and customary collection cost.
- (5) If any of the above stated fines are not paid within 48 hours, the fine will increase by \$10.00.
- (6) ~~For all parking in areas not designated for permit or metered parking, a vehicle shall not be parked in a city lot for over two hours, from 8:00 a.m. to 6:00 p.m., Monday through Friday, and shall not be parked on a city street in the city downtown business district for over two hours from 8:00 a.m. to 6:00 p.m., Monday through Friday, except on city designated holidays. For City lots, a vehicle shall be parked in designated areas only. Parking is prohibited from 3am -6am except in designated areas only and only with vehicles which display a valid sticker issued by the City. These provisions shall include vehicles moved from one space to another during such time periods, provided that this provision regarding vehicle movement shall not apply to clients or customers for patronage of downtown businesses.~~

INTRODUCTION..... December 6, 2010
 SUMMARY PUBLISHED..... December 17, 2010
 ADOPTION.....
 COMPLETE PUBLICATION.....
 EFFECTIVE DATE

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

D-5

ORDINANCE 10-020

AN ORDINANCE TO AMEND CHAPTER 90, SEC. 90-97, ARTICLE II, DIVISION 2, OF THE ADRIAN CITY CODE.

The City of Adrian Ordains:

Sec. 90-97. ~~Parking between 8:00am and 6:00pm.~~ **Parking in City lots between 3:00am-6:00am.**

Parking in City lots is prohibited from 3:00am – 6:00am every day except in designated areas only and only with vehicles which display a valid sticker issued by the City. ~~For all parking in areas not designated for permit or metered parking, a vehicle shall not be parked in a city lot for over two hours from 8:00am to 6:00pm, Monday through Friday. The city administrator and traffic engineer are authorized to locate short term parking areas on streets located in the downtown parking area, with all other downtown street parking to have free parking for two-hour periods of time from 8:00am to 6:00pm Monday through Friday. These provisions shall include vehicles moved from one space to another during such time periods, provided that this provision regarding vehicle movement shall not apply to clients or customers for patronage of downtown businesses.~~

INTRODUCTION..... December 6, 2010
SUMMARY PUBLISHED..... December 17, 2010
ADOPTION.....
COMPLETE PUBLICATION.....
EFFECTIVE DATE

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

Gary E. McDowell
Mayor

Pat Baker
City Clerk

SO-1, R-1

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments to submitting a CDBG Grant Application for the Farmers' Market Improvement Project in the amount of \$280,000, with a \$60,000 local match.

Discussion

When the Mayor called for final objections _____

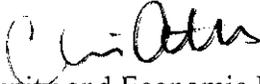
and he declared the hearing closed.



MEMO

Date: December 17, 2010

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

From: Chris Atkin, Director 
Department of Community and Economic Development

Re: Michigan Community Development Block Grant Public Notice and Public Hearing Requirements for Farmer's Market Improvement Project (MSC 210012-FMK)

At its October 27, 2010 Board Meeting, the Michigan Strategic Fund (MSF) approved the City of Adrian's Notice of Intent to apply for a Farm to Food Grant under the Michigan Community Development Block Grant (CDBG) Program (Project No. MSC 210012-FMK). The Notice of Intent requests funding for the Farmers' Market Improvement Project.

The City of Adrian has been invited to submit a full application by December 27, 2010 for not more than \$280,000, with a local match requirement of \$60,000 that will be met by paving the North Toledo Street Parking Lot utilizing funds from the Auto Parking Fund Capital Improvement Budget.

In accordance with the public participation provisions set forth in Title I of the Housing and Community Development Act of 1974, as amended, citizens must be afforded the opportunity to examine and submit comments on the proposed application through a Public Hearing process that includes publication of a Public Notice five (5) days prior to the Public Hearing. The Adrian City Commission met this requirement, Resolution No. R10-078 dated December 6, 2010, by authorizing establishment of a Public Hearing regarding the CDBG Grant Application for the Farmers' Market Improvement Project on December 20, 2010 at 7:00 PM in the City Chambers located at 159 E. Maumee Street, Adrian, MI 49221, publishing the Notice of Public Hearing in a newspaper of general circulation, and holding the Public Hearing on December 20, 2010.

I respectfully recommend authorization to submit the CDBG Grant Application for the Farmers' Market Improvement Project (Project No. MSC 210012-FMK) prior to the December 27, 2010 deadline, with a commitment to fund the \$60,000 local matching requirement.

The attached resolution has been prepared for City Commission consideration at its regularly scheduled meeting of December 20, 2010. If you have any questions or need for further information, please contact my office.

R-1
R10-158

December 20, 2010

RE: DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT – Authorization to Submit Application for Michigan Community Development Block Grant funding for Farmer’s Market Improvement Project (MSC 210012-FMK)

RESOLUTION

WHEREAS, at its October 27, 2010 Board Meeting, the Michigan Strategic Fund (MSF) approved the City of Adrian’s Notice of Intent to apply for a Farm to Food Grant under the Michigan Community Development Block Grant (CDBG) Program (Project No. MSC 210012-FMK); the Notice of Intent requests funding for the Farmers’ Market Improvement Project; and

WHEREAS, the City of Adrian has been invited to submit a full application by December 27, 2010 for not more than \$280,000, with a local match requirement of \$60,000 that will be met by paving the North Toledo Street parking lot utilizing funds from the Auto Parking Fund Capital Improvement Budget; and

WHEREAS, in accordance with the public participation provisions set forth in Title I of the Housing and Community Development Act of 1974, as amended, citizens must be afforded the opportunity to examine and submit comments on the proposed application through a Public Hearing process that includes publication of a Public Notice five (5) days prior to the Public Hearing; and

WHEREAS, the Adrian City Commission met this requirement, Resolution No. R10-078 dated December 6, 2010, by authorizing establishment of a Public Hearing regarding the CDBG Grant Application for the Farmers’ Market Improvement Project on December 20, 2010 at 7:00 PM in the City Chambers located at 159 E. Maumee Street, Adrian, MI 49221, publishing the Notice of Public Hearing in a newspaper of general circulation, and holding the Public Hearing on December 20, 2010; and

WHEREAS, the Community Development Director and City Administrator recommend authorization to submit the CDBG Grant Application for the Farmers’ Market Improvement Project (Project No. MSC 210012-FMK) prior to the December 27, 2010 deadline, with a commitment to fund the \$60,000 local matching requirement.

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Auto Parking Fund (585-546.00-975.000); and

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes submission of the CDBG Grant Application for the Farmers’ Market Improvement Project (Project No. MSC 210012-FMK) prior to the December 27, 2010 deadline, with a commitment to fund the \$60,000 local matching requirement.

BE IT, FURTHER, RESOLVED that:

- The proposed project is consistent with the local Community Development Plan as described in the application;
- At least 51% of the beneficiaries of the proposed project will be low and moderate income persons;
- No project costs (CDBG or non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and

- formal written authorization to incur costs is received from the State Department of Community Development;
Dane C. Nelson, City Administrator, is the authorized person to sign the application forms.

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

R-2

R10-159

December 20, 2010

RE: CITY OF ADRIAN ASSESSING OFFICE – Policy for Granting Poverty Exemption

RESOLUTION

WHEREAS, Section 211.7u of the General Property Tax Act of 1893 (as amended) provides for the granting of hardship exemptions, in whole or in part, on the principal residence of persons who in the judgment of the Board of Review, by reason of poverty, are unable to contribute toward the public charges; and

WHEREAS, in accordance with the Act, the Adrian City Commission shall determine and make available to the public the policy and guidelines the Assessing Office uses for granting of exemptions under this Act; and

WHEREAS, the guidelines shall include, but not be limited to, the specific income and asset levels of the claimant and total household income and assets; and

WHEREAS, the Board of Review shall follow the policy and guidelines as established by the City Commission for granting or denying an exemption under this policy, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and guidelines and the substantial and compelling reasons are communicated in writing to the claimant; and

WHEREAS, the City Assessor and Finance Director have prepared a proposed Policy for Granting Poverty Exemption, in accordance with the provisions of Section 211.7u of the General Property Tax Act of 1893 (as amended); and

WHEREAS, the City Administrator recommends adoption of the proposed Policy for Granting Poverty Exemption.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby adopts the attached Policy for Granting Poverty Exemption and delegates the administration of such to the City of Adrian Board of Review.

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

CITY OF ADRIAN

POLICY
for
GRANTING POVERTY EXEMPTION

THE GENERAL PROPERTY TAX ACT
Act 206 of 1893 (as amended)

Prepared by

City Assessor and Finance Director

March 3, 2008

**CITY OF ADRIAN
POLICY
for
GRANTING POVERTY EXEMPTION**

I. PURPOSE

The purpose of this policy for granting a poverty exemption is to provide guidance to the City of Adrian's Board of Review in making determinations regarding applications under Section 211.7u of the General Property Tax Act of 1893 (as amended).

II. STATEMENT OF POLICY

In compliance with the Poverty Exemption provision of the General Property Tax Act (MCL 211.7u), the principal residence of persons who, in the judgment of the Board of Review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation under that Act. This section does not apply to the property of a corporation.

III. DEFINITIONS

As used in this policy, "principle residence" means principal residence or qualified agricultural property as those terms are defined in Section 211.7dd, as follows:

- A. "Principal residence" means the one place where an owner of the property has his or her true, fixed, and permanent home to which, whenever absent, he or she intends to return and that shall continue as a principal residence until another principal residence is established. Principal residence includes only that portion of a dwelling or unit in a multiple-unit dwelling that is subject to ad valorem taxes and that is owned and occupied by an owner of the dwelling or unit. Principal residence also includes all of an owner's unoccupied property classified as residential that is adjoining or contiguous to the dwelling subject to ad valorem taxes and that is owned and occupied by the owner. Contiguity is not broken by a road, a right-of-way, or property purchased or taken under condemnation proceedings by a public utility for power transmission lines if the two parcels separated by the purchased or condemned property were a single parcel prior to the sale or condemnation. Principal residence also includes any portion of a dwelling or unit of an owner that is rented or leased to another person as a residence as long as that portion of the dwelling or unit that is rented or leased is less than 50% of the total square footage of living space in that dwelling or unit. Principal residence also includes a life care facility registered under the living care disclosure act, 1976 PA 440, MCL 554.801 to 554.844. Principal residence also includes property owned by a cooperative housing corporation and occupied by tenant stockholders.

- B. "Qualified agricultural property" means unoccupied property and related buildings classified as agricultural, or other unoccupied property and related buildings located on that property devoted primarily to agricultural use as defined in section 36101 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.36101. Related buildings include a residence occupied by a person employed in or actively involved in the agricultural use and who has not claimed a principal residence exemption on other property. Property used for commercial storage, commercial processing, commercial distribution, commercial marketing, or commercial shipping operations or other commercial or industrial purposes is not qualified agricultural property. A parcel of property is devoted primarily to agricultural use only if more than 50% of the parcel's acreage is devoted to agricultural use. An owner shall not receive an exemption for that portion of the total state equalized valuation of the property that is used for a commercial or industrial purpose or that is a residence that is not a related building.

IV. ELIGIBILITY REQUIREMENTS AND CLAIM PROCEDURE

To be eligible for exemption, a person shall do all of the following on an annual basis:

- A. Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- B. File a claim with the Board of Review on a form provided by the City of Adrian Assessing Office, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediate preceding year or in the current year. The filing of a claim constitutes an appearance before the Board of Review for the purpose of preserving the claimant's right to appeal the decision of the Board of Review regarding the claim.
- C. Produce a valid driver's license or other form of identification, if requested by the Board of Review.
- D. Produce a deed, land contract, or other evidence of ownership of the property for which the exemption is requested, if required by the Board of Review.
- E. Meet the federal poverty guidelines updated annually in the Federal Register by the United States Department of Health and Human Services, under authority of Section 673 of Subtitle B of Title VI of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, 42 U.S.C. 9902, or alternative guidelines adopted by the Adrian City Commission, provided the alternative guidelines do not provide income eligibility requirements less than the federal guidelines.
- F. The application for exemption under this policy shall be filed after January 1 but before the day prior to the last day of the Board of Review.

- G. A person who files a claim under this policy is not prohibited from also appealing the assessment on the property for which that claim is made before the Board of Review in the same year.

V. POLICY FORMULATION AND ADMINISTRATIVE EXECUTION

- A. The Adrian City Commission shall determine and make available to the public the policy and guidelines the Assessing Office uses for the granting of exemptions under this policy. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and total household income and assets.
- B. The Board of Review shall follow the policy and guidelines as established by the City Commission for granting or denying an exemption under this policy, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and guidelines and the substantial and compelling reasons are communicated in writing to the claimant.

R-3

MEMO



DATE: December 15, 2010
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: River Interceptor Improvements

I concur with the recommendation of the Utilities Director to award the bid for the River Interceptor Project to Gleason Construction Co. of Holland, OH, in the amount of \$888,521.00. The project consists of replacing the existing river interceptor with 3200 lineal feet of 24-inch pipe between Beecher and Michigan Avenue and running through Riverside Park. It also includes repair of a 12-inch line and replacement of a 10-inch sanitary sewer with a 12-inch line and site restoration.

The City has secured CDBG Grant Funds in the amount of \$417,605.00, with the remaining balance of \$470,916.00 available in sewer fund reserves. I recommend your favorable consideration authorizing Gleason Construction to perform the aforementioned services.

Respectfully submitted,


Dane C. Nelson
City Administrator

DCN:bjw



MEMORANDUM – UTILITIES DEPARTMENT

DATE: December 14, 2010
TO: Dane C. Nelson, City Administrator
FROM: Shane A. Horn, Utilities Director 
SUBJECT: River Interceptor Improvements

Sealed bids were received at the purchasing office on December 2, 2010 for the River Interceptor Improvement Project. The project will replace approximately 3,200 lineal feet of the existing river interceptor including two river crossings with 24-inch pipe. This work will take place between Beecher Street and Michigan Avenue and run through Riverside Park. The work also includes 600 lineal feet of 12-inch cured-in-place repair and the replacement of 630 lineal feet of 10-inch sanitary sewer with 12-inch and site restoration. The bid results are as follows:

Gleason Construction Company	Holland, OH	\$ 888,521.00
E.R. Zeiler Excavating	Temperance, MI	\$ 967,365.00
Dunnigan Brothers	Jackson, MI	\$1,017,078.40
Superior Excavating	Auburn Hills, MI	\$1,072,085.00
Hank's Plumbing & Heating	Toledo, OH	\$1,211,408.00
Lawrence M. Clark	Belleville, MI	\$1,281,974.00
Anderzack-Pitzen Construction	Metamora, OH	\$1,295,000.00
Slusarski Excavating & Paving	Adrian, MI	\$1,374,456.00
E.T. Mackenzie Company	Grand Ledge, MI	\$1,394,900.00

As a reminder, we have secured a grant in the amount of \$750,000 from CDBG for this project. This grant amount was based on our original project estimate of \$1.6 million. According to our grant documents, the CDBG reimbursement cannot exceed 47% of project costs. The cost breakdown would be as follows:

CDBG Project Costs:	\$417,605.00
City Project Costs:	\$470,916.00

I respectfully recommend that we proceed with this project utilizing the low bidder, Gleason Construction Company of Holland, OH at the project price of \$888,521.00. The city's portion of this project cost would come from sewer fund reserves.

cc: Jeff Pardee, Finance Director
Steve Eberle, O&M Supt.
Ken Wesley, WWTP Supt.

City of Adrian, MI River Interceptor Improvements

Item No.	Description	12/02/10		Gleason Construction Co., Inc.		E.R. Zeiler Excavating, inc.		Dunigan Brothers, Inc.	
		Est. Quantity	Unit	Unit Pr.	Amount	Unit Pr.	Amount	Unit Pr.	Amount
Jones & Henry Engineers, Ltd. Addenda: Bids Received:									
		1		1405 Kieswetter Rd Holland, OH 43528 419-965-7480		125 Substation Road Temperance, MI 48182 734-947-5745		911 E. South St Jackson, MI 49203 517-787-4720	
1a	6-inch Sanitary Sewer	200	LF	\$42.00	\$8,400.00	\$116.00	\$23,200.00	\$91.40	\$18,280.00
1b	8-inch Sanitary Sewer	120	LF	\$56.00	\$6,720.00	\$136.00	\$16,320.00	\$123.90	\$14,868.00
1c	12-inch Sanitary Sewer	610	LF	\$45.00	\$27,450.00	\$42.50	\$25,925.00	\$86.10	\$52,521.00
1d	24-inch Sanitary Sewer	2190	LF	\$119.00	\$260,610.00	\$131.00	\$286,890.00	\$109.20	\$239,148.00
2a	Type I Manholes	40	VLF	\$300.00	\$12,000.00	\$1,233.00	\$49,320.00	\$420.00	\$16,800.00
2b	Type II Manholes	80	VLF	\$400.00	\$32,000.00	\$683.00	\$54,640.00	\$577.50	\$46,200.00
2c	Special Manhole 5-3	1	LS	\$4,500.00	\$4,500.00	\$15,230.00	\$15,230.00	\$10,500.00	\$10,500.00
3	12-inch Cured-In-Place	600	LF	\$38.00	\$22,800.00	\$80.00	\$48,000.00	\$47.30	\$28,380.00
4a	Aggregate Base	360	CY	\$52.00	\$18,720.00	\$66.00	\$23,760.00	\$26.20	\$9,072.00
4b	Asphalt Level Course	70	CY	\$205.00	\$14,350.00	\$450.00	\$31,500.00	\$472.50	\$33,075.00
4c	Asphalt Wearing Course	70	CY	\$230.00	\$16,100.00	\$455.00	\$31,850.00	\$472.50	\$33,075.00
4d	Prime Coat	500	Gal	\$2.00	\$1,000.00	\$5.00	\$2,500.00	\$10.50	\$5,250.00
4e	Tack Coat	200	Gal	\$7.00	\$1,400.00	\$2.50	\$500.00	\$10.50	\$2,100.00
5	Special Backfill	1120	CY	\$16.00	\$17,920.00	\$39.00	\$43,680.00	\$29.40	\$32,928.00
6a	Integral Curb	420	LF	\$20.00	\$8,400.00	\$19.00	\$7,980.00	\$21.00	\$8,820.00
6b	Concrete Sidewalks & Pedestrian Ramps	50	SF	\$7.00	\$350.00	\$22.00	\$1,100.00	\$21.00	\$1,050.00
6c	Concrete Drives	650	SF	\$4.00	\$2,600.00	\$6.30	\$4,095.00	\$6.30	\$4,095.00
7a	River Crossing North of Merrick	1	LS	\$186,000.00	\$186,000.00	\$113,000.00	\$113,000.00	\$199,500.00	\$199,500.00
7b	River Crossing South of Merrick	1	LS	\$186,000.00	\$186,000.00	\$109,000.00	\$109,000.00	\$199,500.00	\$199,500.00
8	Audio-Video Recording	4200	LF	\$0.50	\$2,100.00	\$3.25	\$13,650.00	\$1.10	\$4,620.00
9	Post Construction Audio-Video	4202	LF	\$0.50	\$2,101.00	\$0.85	\$3,571.70	\$3.20	\$13,446.40
10	Spillway Crossing	1	LS	\$52,000.00	\$52,000.00	\$56,653.30	\$56,653.30	\$38,850.00	\$38,850.00
11	Allowance for Seeding	1	All	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Total Estimated Construction Cost					\$888,521.00		\$667,365.00		\$1,017,078.40

*Corrected Totals

City of Adrian, MI River Interceptor Improvements

Item No.	Description	12/02/10		Unit	Superior Excavating Inc.		Hank's Plumbing & Heating		Lawrence M. Clark, Inc.	
		Est.	Quantity		Unit Pr.	Amount	Unit Pr.	Amount	Unit Pr.	Amount
1a	8-inch Sanitary Sewer		200	LF	\$6,000.00	\$30.00	\$6,000.00	\$50.00	\$137.50	\$27,500.00
1b	8-inch Sanitary Sewer		120	LF	\$7,800.00	\$65.00	\$7,800.00	\$75.00	\$149.50	\$17,940.00
1c	12-inch Sanitary Sewer		610	LF	\$43,920.00	\$72.00	\$43,920.00	\$200.00	\$156.50	\$95,465.00
1d	24-inch Sanitary Sewer		2190	LF	\$212,430.00	\$97.00	\$212,430.00	\$300.00	\$183.50	\$401,865.00
2a	Type I Manholes		40	VLF	\$11,000.00	\$275.00	\$11,000.00	\$250.00	\$250.00	\$10,000.00
2b	Type II Manholes		80	VLF	\$46,000.00	\$575.00	\$46,000.00	\$350.00	\$275.00	\$22,000.00
2c	Special Manhole 5-3		1	LS	\$9,500.00	\$9,500.00	\$9,500.00	\$12,000.00	\$25,000.00	\$25,000.00
3	12-inch Cured-in-Place		600	LF	\$43,500.00	\$72.50	\$43,500.00	\$72.00	\$51.00	\$30,600.00
4a	Aggregate Base		360	CY	\$5,760.00	\$16.00	\$5,760.00	\$40.00	\$50.00	\$18,000.00
4b	Asphalt Level Course		70	CY	\$14,700.00	\$210.00	\$14,700.00	\$250.00	\$250.00	\$17,500.00
4c	Asphalt Wearing Course		70	CY	\$16,240.00	\$232.00	\$16,240.00	\$250.00	\$250.00	\$17,500.00
4d	Prime Coat		500	Gal	\$3,900.00	\$7.80	\$3,900.00	\$3.00	\$10.00	\$5,000.00
4e	Tack Coat		200	Gal	\$1,560.00	\$7.80	\$1,560.00	\$3.00	\$10.00	\$2,000.00
5	Special Backfill		1120	CY	\$24,640.00	\$22.00	\$24,640.00	\$25.00	\$40.00	\$44,800.00
6a	Integral Curb		420	LF	\$6,930.00	\$16.50	\$6,930.00	\$30.00	\$25.00	\$10,500.00
6b	Concrete Sidewalks & Pedestrian		50	SF	\$600.00	\$12.00	\$600.00	\$5.00	\$20.00	\$1,000.00
6c	Concrete Drives		650	SF	\$3,900.00	\$6.00	\$3,900.00	\$6.00	\$10.00	\$6,500.00
7a	River Crossing North of Merrick		1	LS	\$300,000.00	\$300,000.00	\$300,000.00	\$82,000.00	\$230,000.00	\$230,000.00
7b	River Crossing South of Merrick		1	LS	\$250,000.00	\$250,000.00	\$250,000.00	\$82,000.00	\$230,000.00	\$230,000.00
8	Audio-Video Recording		4200	LF	\$4,200.00	\$1.00	\$4,200.00	\$0.75	\$2.00	\$8,400.00
9	Post Construction Audio-Video		4200	LF	\$10,505.00	\$2.50	\$10,505.00	\$4.00	\$2.00	\$8,404.00
10	Spillway Crossing		1	LS	\$44,000.00	\$44,000.00	\$44,000.00	\$35,000.00	\$47,000.00	\$47,000.00
11	Allowance for Seeding		1	All	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
	Total Estimated Construction Cost				\$1,072,085.00	*	\$1,072,085.00	\$1,211,408.00		\$1,281,974.00

*Corrected Totals

City of Adrian, MI River Interceptor Improvements

Item No.	Description	12/02/10		Andersack-Pitzen Construction, Inc.		Slusarski Excavating & Paving, Inc.		E.T. Mackenzie Company		
		Est.	Quantity	Unit	Unit Pr.	Amount	Unit Pr.	Amount	Unit Pr.	Amount
Jones & Henry Engineers, Ltd. Address: 424 E. Main St. Bids Received: Metamora, OH 43640 419-644-2111										
1a	6-inch Sanitary Sewer	200	LF	\$100.00	\$20,000.00	\$50.00	\$10,000.00	\$65.00	\$13,000.00	
1b	8-inch Sanitary Sewer	120	LF	\$180.00	\$21,600.00	\$73.00	\$8,760.00	\$60.00	\$7,200.00	
1c	12-inch Sanitary Sewer	610	LF	\$95.00	\$39,650.00	\$90.00	\$48,600.00	\$36.00	\$21,960.00	
1d	24-inch Sanitary Sewer	2190	LF	\$110.00	\$240,900.00	\$195.00	\$427,050.00	\$77.00	\$168,630.00	
2a	Type I Manholes	40	VLF	\$475.00	\$19,000.00	\$398.00	\$15,920.00	\$580.00	\$23,200.00	
2b	Type II Manholes	80	VLF	\$525.00	\$42,000.00	\$1,040.00	\$83,200.00	\$980.00	\$78,400.00	
2c	Special Manhole 5-3	1	LS	\$6,186.00	\$6,186.00	\$35,000.00	\$35,000.00	\$12,600.00	\$12,600.00	
3	12-inch Cured-In-Place	600	LF	\$52.00	\$31,200.00	\$40.00	\$24,000.00	\$35.00	\$21,000.00	
4a	Aggregate Base	360	CY	\$90.00	\$32,400.00	\$65.00	\$23,400.00	\$42.00	\$15,120.00	
4b	Asphalt Level Course	70	CY	\$300.00	\$21,000.00	\$334.00	\$23,380.00	\$1.00	\$70.00	
4c	Asphalt Wearing Course	70	CY	\$300.00	\$21,000.00	\$340.00	\$23,800.00	\$1.00	\$70.00	
4d	Prime Coat	500	Gal	\$3.00	\$1,500.00	\$8.00	\$4,500.00	\$0.01	\$5.00	
4e	Tack Coat	200	Gal	\$3.00	\$600.00	\$10.00	\$2,000.00	\$0.01	\$2.00	
5	Special Backfill	1120	CY	\$28.00	\$31,360.00	\$39.00	\$43,680.00	\$55.00	\$61,600.00	
6a	Integral Curb	420	LF	\$35.00	\$14,700.00	\$18.00	\$7,560.00	\$18.50	\$7,770.00	
6b	Concrete Sidewalks & Pedestrian Ramps	50	SF	\$10.00	\$500.00	\$14.00	\$700.00	\$26.00	\$1,300.00	
6c	Concrete Drives	650	SF	\$12.00	\$7,800.00	\$6.00	\$3,900.00	\$9.00	\$5,850.00	
7a	River Crossing North of Merrick	1	LS	\$300,000.00	\$300,000.00	\$260,000.00	\$260,000.00	\$478,089.50	\$478,089.50	
7b	River Crossing South of Merrick	1	LS	\$300,000.00	\$300,000.00	\$252,000.00	\$252,000.00	\$402,000.00	\$402,000.00	
8	Audio-Video Recording	4200	LF	\$1.00	\$4,200.00	\$1.00	\$4,200.00	\$0.40	\$1,680.00	
9	Post Construction Audio-Video	4202	LF	\$2.00	\$8,404.00	\$3.00	\$12,606.00	\$1.75	\$7,353.50	
10	Spillway Crossing	1	LS	\$126,000.00	\$126,000.00	\$55,000.00	\$55,000.00	\$63,000.00	\$63,000.00	
11	Allowance for Seeding	1	All	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
	Total Estimated Construction Cost				\$1,295,000.00		\$1,374,456.00		\$1,394,900.00	

*Corrected Totals



Jones & Henry Engineers, Ltd.

2000 WEST CENTRAL AVENUE, TOLEDO, OHIO 43606 • 419/473-9611
www.jheng.com FAX • 419/473-8924

December 7, 2010

Mr. Shane Horn
Director of Utilities
City of Adrian
125 East Maumee Street
Adrian, Michigan 49221

Subject: City of Adrian, Michigan
River Interceptor Improvements
362-6476.001

Dear Mr. Horn:

We have reviewed the Bids received on December 2, 2010 for the Adrian River Interceptor Improvements. The Bids are as follows:

Gleason Construction Co., Inc.	\$888,521.00
E.R. Zeiler Excavating, Inc.	\$967,365.00
Dunigan Brothers, Inc.	\$1,017,078.40
Superior Excavating Inc.	\$1,072,085.00
Hank's Plumbing & Heating	\$1,211,408.00
Lawrence M. Clark, Inc.	\$1,281,974.00
Anderzack-Pitzen Construction, Inc.	\$1,295,000.00
Slusarski Excavating & Paving, Inc.	\$1,374,456.00
E.T. Mackenzie Company	\$1,394,900.00

The Engineer's estimate for the project was \$1,420,000. A bid tabulation is attached.

The low bid was received from Gleason Construction Co., Inc. of Holland, Ohio. After review of their bid, we saw they were missing their evidence of Bidder's qualification to do business in Michigan. We have contacted Mr. Dave Speegle, of Gleason Construction Co., Inc., to discuss the project and requested verification that they are certified to do business in Michigan. They confirmed that they are certified to do work in Michigan, and they will forward the needed documentation.

We have worked with Gleason Construction on other projects in Michigan. They are comfortable with their bid and see no problem with completing the project in the 240 days allotted. They are also aware of the need to complete the work across the baseball field in the Park by the end of February 2011. Gleason Construction Co., Inc. has worked for many municipalities in the Northwest Ohio and Michigan. We are familiar with them as well, and it is our opinion that they have experience and qualifications to perform the required work. We recommend awarding the Adrian River Interceptor Improvements to Gleason Construction Co., Inc.



Jones & Henry Engineers, Ltd.

Mr. Shane Horn
December 7, 2010
362-6476.001
Page 2

If the Village decides to award the project to Gleason Construction Co., Inc, a Notice of Award should be sent to them. We have attached a Notice of Award document for your use. Please notify us when you issue the Notice of Award, and we will send five copies of the contract documents to the Contractor for execution.

Sincerely,

JONES & HENRY ENGINEERS, LTD.

A handwritten signature in black ink, appearing to read 'Joseph A. Hotz', is written over the typed name.

Joseph A. Hotz, P.E.
Project Manager

JAH/rmb
Attachment

R10-160

December 20, 2010

**RE: UTILITIES DEPARTMENT –Authorization to Contract Construction
Engineering Services for River Interceptor Sewer Improvement Project**

RESOLUTION

WHEREAS, consistent with the Notice of Intent resolution (Resolution #R10-050 dated April 19, 2010), the City of Adrian has secured a grant in the amount of \$750,000, or 47% of the project cost, whichever is less, from the Michigan Strategic Fund under the Michigan Community Development Block Grant Program for Sanitary Sewer Improvement Project; and

WHEREAS, sealed bids were solicited and nine (9) received at the Purchasing Office on December 2, 2010, with the following results:

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
Gleason Construction Company	Holland, OH	\$ 888,521.00
E.R. Zeiler Excavating	Temperance, MI	\$ 967,365.00
Dunnigan Brothers	Jackson, MI	\$1,017,078.40
Superior Excavating	Auburn Hills, MI	\$1,072,085.00
Hank's Plumbing & Heating	Toledo, OH	\$1,211,408.00
Lawrence M. Clark	Belleville, MI	\$1,281,974.00
Anderzack-Pitzen Construction	Metamora, OH	\$1,295,000.00
Slusarski Excavating & Paving	Adrian, MI	\$1,374,456.00
E.T. Mackenzie Company	Grand Ledge, MI	\$1,394,900.00

WHEREAS, compared to the original estimated cost of the proposed project (\$1,627,425), the low bid of \$888,512 would be allocated as follows:

CDBG Project Costs:	47%	\$417,605.00
City Project Costs	53%	<u>\$470,916.00</u>
	100%	<u>\$888,521.00</u> ; and

WHEREAS, the Finance Director indicates that sufficient funds for this purpose (\$470,916) are available in the Sewer Fund – Municipal Equity Account (590-000.00-392.000); and

WHEREAS, the Utilities Director and City Administrator recommend acceptance of the CDBG Grant Award in the amount of \$417,605, selection of the low bidder and engagement of Gleason Construction Company, Holland, OH, in the City's Standard Professional Services Contract for the purpose of constructing the River interceptor Improvement Project and that appropriate budget amendments be authorized.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Gleason Construction Company, Holland, OH., in the City's Standard Professional Services Contract for the purpose of constructing the River interceptor Improvement Project at a cost not to exceed \$888,521.00.

BE IT, FURTHER, RESOLVED that \$417,605 be appropriated from the Sewer Fund – Municipal Equity Account (590-000.00-392.000) and that the FY2010-11 Budget be amended as follows:

Capital Projects Fund - Sewer (497)

Revenue:

(497-000.00-676.590) Contribution – Waste Water Fund	\$417,605
(497-000.00-520.000) Community Development Block Grant	<u>470,916</u>
Total	\$888,521

Expenses:

497-555.00975.142) Sanitary Sewer Improvements	\$888,521
------------------------------------------------	-----------

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

R-4

MEMO



DATE: December 15, 2010
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Construction Engineering Services - River Interceptor Improvements

I concur with the recommendation of the Utilities Director to retain Jones & Henry of Toledo, OH for construction engineering services for the River Interceptor Improvement Project at a cost of \$85,000. Services performed would include conducting construction meetings, shop drawing reviews, review of contractors' pay requests, clarifying contract documents, preparing change orders, supply record drawings at the close of the project and provide a part-time field representative for 4 hours a day for sixteen weeks.

The City Charter allows the bid process to be waived when it is determined that no advantage to the City would result in obtaining additional quotes. Jones & Henry are extremely knowledgeable of the City's sewer collection system and I, therefore, urge your favorable consideration authorizing them to perform the construction engineering services for this project at a cost of \$85,000. Funds are available in the Sewer Collection System Capital Budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dane C. Nelson'.

Dane C. Nelson
City Administrator

DCN:bjw



MEMORANDUM – UTILITIES DEPARTMENT

DATE: December 14, 2010
TO: Dane C. Nelson, City Administrator
FROM: Shane A. Horn, Utilities Director 
SUBJECT: Construction Engineering Services River Interceptor Improvement Project

Jones & Henry Engineers of Toledo, OH has submitted a proposal to provide construction engineering services during our River Interceptor Improvement Project. Their proposal is broken down into two categories; Office Engineering and Resident Project Representative (RPR) for field oversight. The Office Engineering item would include conducting construction meetings, shop drawing reviews, reviewing Contractor's pay requests, clarifying contract documents, preparing change orders if needed and providing record drawings at the close of the project. The RPR services would provide for a part time representative in the field for 16 weeks based on 4 hours per day. We would fill in the gaps in project oversight with Todd Brown from Engineering and Mark Gigax from Utilities. The not-to-exceed fees for construction engineering services are broken down as follows:

Office Engineering	\$60,000
RPR (field)	\$25,000

I respectfully recommend that we proceed with Jones & Henry Engineers of Toledo, OH for construction engineering services for the River Interceptor Improvement Project at a total project cost of \$85,000.00. Jones & Henry is the design engineer for this project and is intimately familiar with this section of our sewer collection system. Funds for this expense would come from the Sewer Collection System Capital Budget (497-555.00-975.127).

cc: Jeff Pardee, Finance Director
Steve Eberle, O&M Supt.
Ken Wesley, WWTP Supt.



Jones & Henry Engineers, Ltd.

2000 WEST CENTRAL AVENUE, TOLEDO, OHIO 43606 • 419/473-9611
www.jheng.com FAX • 419/473-8924

December 10, 2010

Mr. Shane Horn
Director of Utilities
135 East Maumee Street
Adrian, Michigan 49221

Subject: Engineering Services During Construction
River Interceptor Improvement Project

Dear Mr. Horn:

Jones & Henry has prepared a price proposal to provide engineering services during the construction of the River Interceptor Improvement Project. Prices are provided for the office engineering and the resident project representative (RPR).

The office engineering will include customary engineering services provided during construction and include, conducting construction meetings, shop drawing review, reviewing Contractor's pay request, clarifying contract documents, preparing change orders if needed, periodic observation of the work, and preparing record drawings based on information obtained during construction. Our services will also be consistent with the Construction Documents for the project.

The RPR services will be provided on a regular, part-time basis as directed by the City's representative. The RPR services will be consistent with the construction contract provisions and include on-site observation when work is being done by the Contractor, maintaining records of completed work and confirming pay quantities for the Contractor's payment requests, keeping the City informed about the progress of the work and possible problems, and assisting the City with resolving complaints from residents as needed.

The estimated fees for the engineering services are:

Office Engineering	\$60,000
RPR (field)	\$25,000

The estimated fees are based on an eight-month contract completion time and assuming the RPR's required time will be approximately 16 weeks in the field at 4 hours per day. Actual charges will be based on time and expenses and will not exceed the estimated amount without approval from the City of Adrian. We could proceed with the work by an amendment to our current engineering contract with the City for the Project.

If you have any question regarding the information provided herein, please contact me.

Sincerely,

JONES & HENRY ENGINEERS, LTD.

Joseph A. Hotz, P.E.
Vice President

JAH/rmb

R10-161

December 20, 2010

**RE: UTILITIES DEPARTMENT –Authorization to Contract Construction
Engineering Services for River Interceptor Sewer Improvement Project**

RESOLUTION

WHEREAS, the City Purchasing Officer, in conjunction with the Utilities Director, solicited and received a proposal from Jones & Henry Engineers, LTD., Toledo, OH to provide construction engineering services for the River Interceptor Improvement Project; and

WHEREAS, the proposal is broken down into two categories: Office Engineering (\$60,000), including conducting of construction meetings, shop drawing reviews, reviewing contractor's pay requests, clarifying contract documents, preparing change orders, if needed, and providing record drawings at the close of the project; and a Resident Project Representative (\$25,000) for sixteen (16) weeks of field oversight; and

WHEREAS, Jones & Henry Engineers, LTD., Toledo, OH, prepared the preliminary and final design engineering for this project (Resolution R10-058 dated May 3, 2010) at a cost not to exceed \$88,840 and now the Utilities Director recommends that this same firm be engaged to provide construction engineering for this project at a cost not to exceed \$85,000; and

WHEREAS, the Finance Director indicates that sufficient funds for this purpose are available in the Sewer Collection System Capital Budget (497-555.00-975.127) and requests that appropriate budget amendments be authorized; and

WHEREAS, the Utilities Director and City Administrator recommend engagement of Jones & Henry Engineers, LTD., Toledo, OH., in the City's Standard Professional Services Contract for the purpose of providing construction engineering services for the River Interceptor Improvement Project at a cost not to exceed \$85,000, and that, because of the firm's familiarity with the City's Sewer Collection System, and this project in particular due to prior engagements, the competitive bid process be waived.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Jones & Henry Engineers, LTD., Toledo, OH., in the City's Standard Professional Services Contract for the purpose of providing construction engineering for the Riverside Interceptor Improvement Project at a cost not to exceed \$85,000.

BE IT, FURTHER, RESOLVED that the FY2010-11 Budget be amended as follows:

Capital Project Fund-Sewer (497)

Expenditures:

(497-555.00-975.127) Sewer Collection System-Manhole & Line Renovation	(\$85,000)
(497-855.00-975.142) Sewer Collection System-Sanitary Sewer Imprvmnts.	<u>85,000</u>
Total	<u>\$ -0-</u>

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

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

R-5

R10-162

December 20, 2010

RE: ATTORNEY'S OFFICE – Impose a Temporary Moratorium upon the Issuance of Permits, Licenses and Zoning Approvals for the Sale or Dispensation of Medical Marihuana

RESOLUTION

WHEREAS, the sale or dispensation of medical marihuana was not envisioned when the current Zoning Ordinance was adopted or was most recently amended and is not regulated in any way; and

WHEREAS, allowing the sale or dispensation of medical marihuana prior to the amendment of the Zoning Ordinance would be contrary to the City of Adrian's Code of Ordinances and the 2006 City of Adrian Comprehensive Plan; and

WHEREAS, the City of Adrian desires to ascertain the best and safest path to compliance with the Michigan Medical Marihuana Act, P.A. 2008, initiated law MCL 333.2622 et seq., in order to protect the public health, safety and welfare.

NOW, THEREFORE, BE IT RESOLVED that a moratorium is imposed upon the issuance of any and all permits, licenses and zoning approvals for the sale or dispensation of medical marihuana for 120 days or until an amendment of the Zoning Ordinance and other applicable codes, whichever occurs first.

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

December 9, 2010

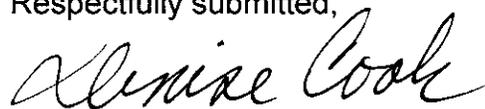
Honorable Mayor
and City Commission

At their December 7, 2010, meeting the Adrian City Planning Commission voted unanimously to recommend the City Commission establish a moratorium of up to 120 days or less in order for the City to approve a zoning ordinance concerning medical Marihuana Facilities. It was felt that a moratorium to prevent the establishment of further facilities would be beneficial until an ordinance was adopted

The Planning Commission discussed proposed language concerning the above facilities at their December meeting. The consensus of the Commission was in agreement to define these facilities as businesses, and to keep them in the business districts. It was felt that they should not operate in the residential districts. There was concern about allowing them in the B-3 Central Business District, as they may have a negative impact on surrounding businesses, which may lead to a decline in the area. It was mentioned that these facilities should be more regulated than the usual pharmacy.

The Planning Commission will continue this discussion at their January 4 meeting. They plan to review what other Michigan communities have done concerning these facilities.

Respectfully submitted,

A handwritten signature in cursive script that reads "Denise Cook". The signature is written in black ink and is positioned below the typed name.

Denise Cook, Secretary

Zoning Regulation Amendments - relative to Medical Marihuana (Draft)

Article II - Definitions

2.9x.xx Medical Marihuana

Means marihuana as defined by the Michigan Medical Marihuana Act., MCL 333.26421 et seq., to be grown, used or transferred for “Medical use” as defined by the Michigan Medical Marihuana Act., MCL 333.26421 et seq.

2.9x.xx Medical Marihuana Primary Caregiver

An individual, as defined by the Michigan Medical Marihuana Act., MCL 333.26421 et seq., and as authorized by and registered through the State Department of Community Health, to cultivate and distribute medical marihuana to qualified patients.

2.9x.xx Medical Marihuana Caregiver Facility

Means an establishment whose primary operation is the sale, distribution or transfer of Medical Marihuana as defined by and permitted under the Michigan Medical Marihuana Act., MCL 333.26421 et seq.

Article ??

(to be determined as related to specific zoning districts - for the moment B-2, Community Business)

To be permitted by **zoning exception permit** in the B-2 Community Business districts (B-1 and/or B-3 as well???), subject to a zoning exception permit.

Medical Marihuana Caregiver Facility, subject to the following conditions:

- 1) No such facility shall be situated within 500 feet of any other similar facility.
- 2) No such facility shall be situated within 500 feet of any of the following uses:
 - a) a church
 - b) a school, public or private, including pre-school through college
 - c) a park or playground
 - e) a licensed day-care facility
- 3) No such facility shall be used by more than one caregiver, and, as is consistent with MCL 333.26421, shall not service more than five patients as defined by the act.
- 4) Cultivation or distribution of medical marihuana shall not occur in connection with or at a location at which any other commodity, product or service is offered for sale.
- 5) Signage shall be limited to one identification sign, to be affixed flat against the front wall of the facility of size not to exceed eight(8) sq ft.
- 6) A property owner shall have no vested rights or nonconforming use rights that would serve as a basis for failing to comply with this ordinance or any amendment of this ordinance.

R-6

MEMO



DATE: December 15, 2010
TO: Honorable Mayor and City Commission
FROM: Dane C. Nelson, City Administrator
SUBJECT: Contract Renewal – Tree Care Services

The City Commission approved a contract with Wright Tree Service on December 7, 2009 for maintenance and removal of street and park trees, with the possibility of renewing the contract if they performed the work satisfactorily.

Wright Tree Service has submitted a contract renewal proposal which reflects a 2% increase from their 2010 prices. The Parks & Recreation Director has indicated that these prices are still lower than other bids submitted last year and recommends that the contract with Wright Tree Service be renewed. I concur with his recommendation and urge your favorable consideration authorizing a one-year contract renewal with this firm.

Respectfully submitted,


Dane C. Nelson
City Administrator

DCN:bjw

R-6

File 100

Memo

TO: Dane C. Nelson, City Administrator
FROM: Mark K. Gasche, Parks and Recreation Director
DATE: December 16, 2010
SUBJECT: Contract Renewal Recommendation – Tree Care Services

We accepted bids last year for tree care services, which was done as a cost savings measure. The contract was awarded to Wright Tree Service, Inc. who has been performing our tree services throughout this past year. They have performed the services well in both routine and emergency situations. The quality of their work has been good, they have been responsive to our requests, they have worked well with our supervisory staff, and they have worked well with the public. We did realize a cost savings as projected and the production from the contractor was comparable to the production of our in-house crew.

The bid specifications, the resolution, and the contract call for the renewal of the contract if we are satisfied with the Contractor's performance, although no pricing was specified. Since we are satisfied with Wright Tree Service's performance we asked them to give us prices to continue the contract in 2011. They have submitted the following hourly rates for specified services:

2 person crew w/equipment – aerial crew	\$82.76
2 person crew w/chipper and chip box – ground crew	\$74.40
2 person crew w/log hauling equipment	\$90.44

These prices represent a 2% increase from their 2010 prices, and they are still lower than the other bids we received last year.

After review with staff it is my recommendation that we renew the contract with Wright Tree Service, Des Moines, IA for the above listed rates in 2011. The funds for this work are budgeted in the Fee Estate and Parks General operating accounts. The contract is for a one year period with a potential of one more additional year if it is mutually agreed upon by the City and the Contractor.

December 10, 2010



Justin Combs
City of Adrian
100 East Church Street
Adrian MI 49221-2773

Re: Proposed 2011 Tree Trimming Rates

Dear Justin:

Per our conversation, please find enclosed our proposed billing rates for tree trimming and removal for the City of Adrian for 2011.

The rates we are proposing for 2011 reflect a 2% increase on the base wage for our employees.

So you can make a comparison of our current rates, we have listed below our current rates and our proposed 2011 rates for each bid item.

	<u>2010</u>	<u>2011</u>
• Bid Item #1	\$81.14	\$82.76
• Bid Item #2	\$72.94	\$74.40
• Bid Item #3	\$88.67	\$90.44

Thank you for the opportunity to provide rates for 2011. If you have any questions or need any additional information, please do not hesitate to contact us.

Sincerely,

WRIGHT TREE SERVICE, INC.

Steven C. Pietzyk
Vice President – Division Operations

Encl.

SCP:kjp



City of Adrian, MI
Schedule of Unit Prices
Effective January 1, 2011 through December 31, 2011

Bid Item #1: Provide a two person tree work crew with all required equipment to carry out tree care operations including tree trimming and tree removal.

Regular Time:	\$ 82.76 per hour
Premium Time:	\$101.89 per hour

Bid Item #2: Provide a two person tree work crew with all required equipment to carry out young tree pruning and other forms of ground pruning. This crew will not be required to have an aerial lift truck. A chipper and vehicle with a chip box along with the necessary equipment will be required.

Regular Time:	\$ 74.40 per hour
Premium Time:	\$ 92.53 per hour

Bid Item #3: Provide a two person tree work crew with Prentice Loader or equal log hauling equipment.

Regular Time:	\$ 90.44 per hour
Premium Time:	\$109.57 per hour

RE: DEPARTMENT OF PARKS & RECREATION – Authorization to Renew Contract for Tree Care Services

RESOLUTION

WHEREAS, the Adrian City Commission, by resolution No.CR09-062 dated December 7, 2009, authorized the engagement of Wright Tree Service, Des Moines, IA in the City's Standard Professional Services Contract to provide for tree maintenance and removal on City streets and in City parks for an initial contract period of one year, effective January 1, 2010, with a two-year extension depending on satisfactory performance; and

WHEREAS, because the contractor has performed satisfactorily during its first year of service and the projected cost savings of \$50,000 has been realized, the Director of Parks & Recreation recommends renewal of the contract for a second year at the following hourly rates, proposed by the contractor and including a two (2%) percent increase from their 2010 prices:

2 person crew w/equipment – aerial crew	\$82.76
2 person crew w/chipper and chip box – ground crew	\$74.40
2 person crew w/log hauling equipment	\$90.44

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the Fee Estate and Parks General operating accounts; and

WHEREAS, the Parks & Recreation Director and City Administrator recommend renewal of the contract with Wright Tree Service, Des Moines, IA, to provide for tree maintenance and removal on City streets and in City parks for the second year of the three year agreement; and

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes renewal of the contract with Wright Tree Service, Des Moines, IA, to provide for tree maintenance and removal on City streets and in City parks for the second year of the three year agreement at the following prices:

2-person crew w/equipment – aerial crew	\$82.76
2-person crew w/chipper and chip box – ground crew	\$74.40
2-person crew w/log hauling equipment	\$90.44

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

R-7

MEMO



DATE: December 16, 2010
TO: Honorable Mayor and City Administrator
FROM: Dane C. Nelson, City Administrator
SUBJECT: Fire-Damage Property at 564-566 Dennis Street

Earlier this year, there was a fire at a house located at 564-566 Dennis Street. The City currently holds \$7,681 in escrow, pursuant to the Michigan Insurance Code. The property is owned by Dale and Gayle Smith. The owners have indicated the intent to no longer pay property taxes on the property, which would result in the property going through a lengthy tax foreclosure system. They have made a proposal to the City to convey ownership of the property to the City and will allow the City to proceed with the demolition of the property by applying the insurance funds for same.

It appears that the amount in escrow will probably not cover the entire cost of demolition and the City will bear approximately \$1,500.00 in tax payments to obtain clear title to the property. In the event the City does not proceed with this proposal, the property will continue in its position and will be placed for tax sale in a year or so.

The attached resolution authorizes a transaction that allows me to sign any documents necessary to proceed in this manner.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dane C. Nelson'.

Dane C. Nelson
City Administrator

DCN:bjw

R-7

R10-164

December 20, 2010

**RE: ADMINISTRATION – Accept Title to Fire-Damaged Property at 564-566
Dennis Street**

RESOLUTION

WHEREAS, a fire at 564-566 Dennis Street has resulted in damages where the cost to repair the property exceeds the value of the home; and

WHEREAS, the City has been holding fire insurance proceeds in escrow in the amount of \$7,681.00, pursuant to the Michigan Insurance Code; and

WHEREAS, the property owner has indicated his intent to no longer pay taxes on the property but has offered to convey Title to the property to the City, along with a property tax proration, and will allow the City to retain the fire insurance proceeds to be used towards demolition of the structure by City personnel; and

WHEREAS, it appears preferable to accept Title under these conditions rather than delay the demolition of the property until the property would revert after a tax sale.

NOW, THEREFORE, IT IS RESOLVED that the City Administrator is hereby authorized to execute an agreement with the owners of said property to allow the City of Adrian to accept Title to 564-566 Dennis Street under the terms and conditions set forth above.

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

R-8



MEMO

Date: December 16, 2010

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

From: Jeffrey C. Pardee, Finance Director

A handwritten signature in black ink, appearing to read 'Jeffrey C. Pardee', is written over the printed name.

Re: Authorization to Contract for Citizen Survey to Help Determine Service Priorities for the FY2011-12 Budget

In an environment of difficult economic times, when taxpayers are experiencing harsh realities of adjustments to the global marketplace, the City of Adrian is endeavoring to be a good steward of the financial resources provided by its citizens. The City has been prudent during the past several years, during constant reductions in the City's taxable wealth and less and less State Revenue Sharing, by taking swift budgetary actions managed to reduce expenditures with minimal adverse impact on City services.

However, because of the portending revenue projections for the next fiscal year, when considering the continued decreases in property values and additional cutbacks in Revenue Sharing and possible elimination of Personal Property taxes, the likelihood of avoiding a reduction in public services to the citizens of Adrian is very low.

In tough times, the best way to strengthen the value of local government services to citizens is to engage them. Getting a sense of how satisfied they are is good, but finding out what is important and what drives behaviors such as remaining in the community and recommending it to others is powerful information for making difficult budget decisions and doing community planning.

I have solicited a proposal from Cobalt Community Research, an affiliate of the Municipal Employees Retirement System (MERS), to conduct a community survey with the primary objectives of the research being to:

- 1) Support budget and strategic planning decisions;
- 2) Explore service assumptions to ensure baseline service levels are well understood; and
- 3) Identify which services provide the greatest leverage on citizen's overall satisfaction – and how satisfaction, in turn, influences the community's image

and citizens behaviors, such as volunteering, remaining in the community, recommending it to others and supporting the current administration; and

Cobalt Community Research, Lansing, MI, has submitted a proposal in conformance with the above specifications at a cost not to exceed \$9,000. I respectfully recommend engagement of Cobalt Community Research, Lansing, MI in the City's Standard Professional Services Contract for purposes of conducting a community survey during the months of January and February, such that the resultant findings will be available during the FY2011-12 budget deliberations in March and April. Sufficient funds for this purpose are available in General Fund Contingency account (101-990.00990.000), due to previous action by the City Commission to increase fees in the Inspection Department.

A resolution has been prepared for consideration by the City Commission at their December 20th meeting. If you have any questions or need for further information, please contact my office.

City of Adrian, MI

Agreement for Research

November 17, 2010

Submitted by:

William SaintAmour
Executive Director
1134 Municipal Way
Lansing, MI 48917

T: (877) 888-0209

F: (517) 703-9704

E-mail: wsaintamour@cobaltcommunityresearch.org

Agreement No: G232046002000 City of Adrian, MI

Section I: Work Statement

Scope

Cobalt Community Research (Cobalt) is pleased to provide this contract for research collaboration between Cobalt and the City of Adrian, MI (the Partner), having a business address of 135 E. Maumee St., Adrian, MI 49221, using the Cobalt Citizen Engagement and Priority Assessment SM powered by technology behind the American Customer Satisfaction Index SM (ACSI) and CFI Group USA LLC.

Cobalt Community Research (www.cobaltcommunityresearch.org) is a 501c3 nonprofit organization with a mission to provide research and educational tools that help local governments and other nonprofit organizations thrive as changes emerge in the economic, demographic and social landscape. Cobalt is located at 1134 Municipal Way, Lansing, Michigan 48917.

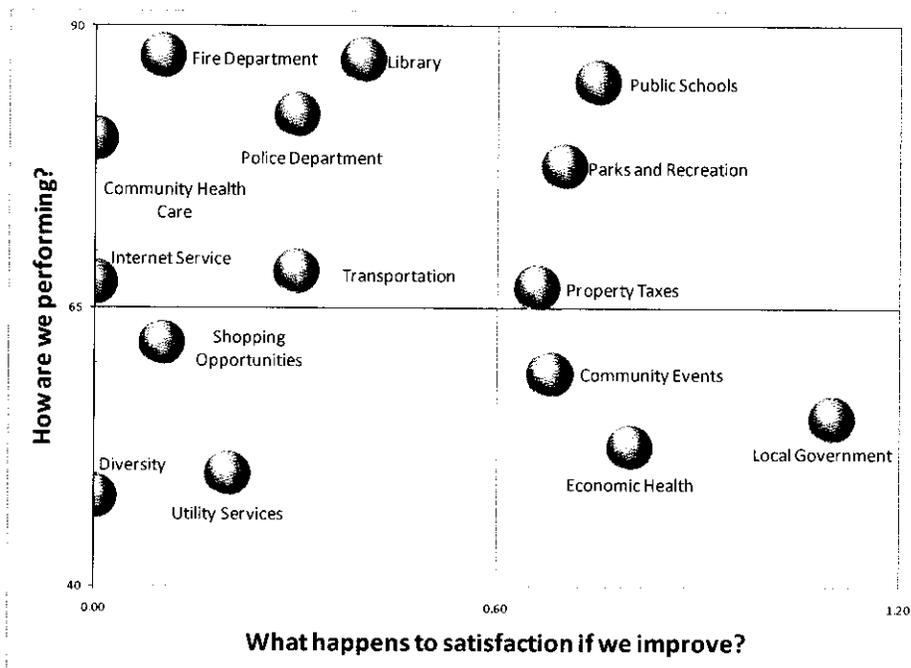
Objectives

The primary objectives of the research will be as follows:

1. Support budget and strategic planning decisions
2. Explore service assumptions to ensure baseline service levels are well understood
3. Identify which services provide the greatest leverage on citizens' overall satisfaction – and how satisfaction, in turn, influences the community's image and citizen behaviors such as volunteering, remaining in the community, recommending it to others, and supporting the current administration.
4. Measure improvements by tracking performance over time
5. Benchmark performance against a standardized performance index regionally and nationally

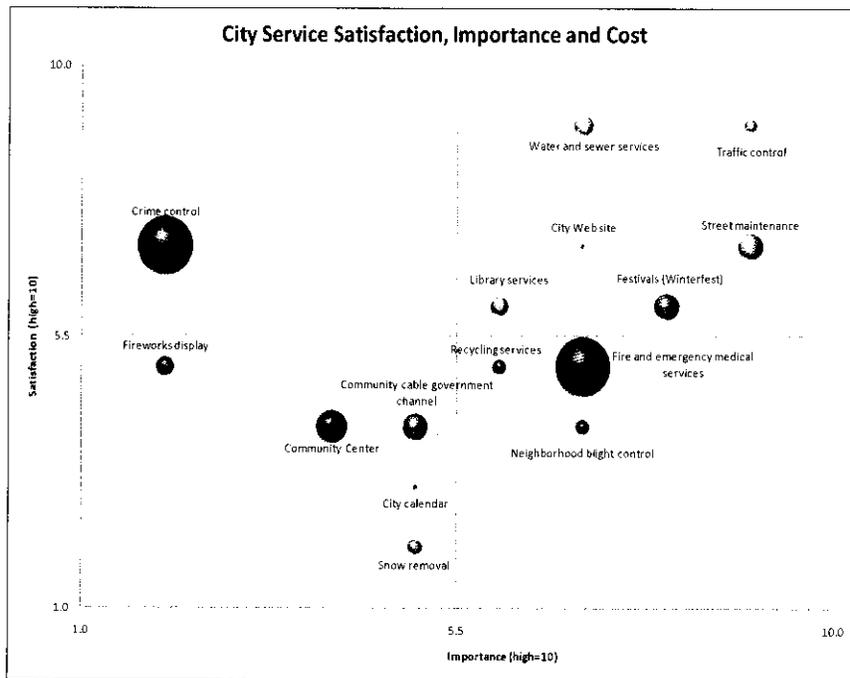
From Information to Action

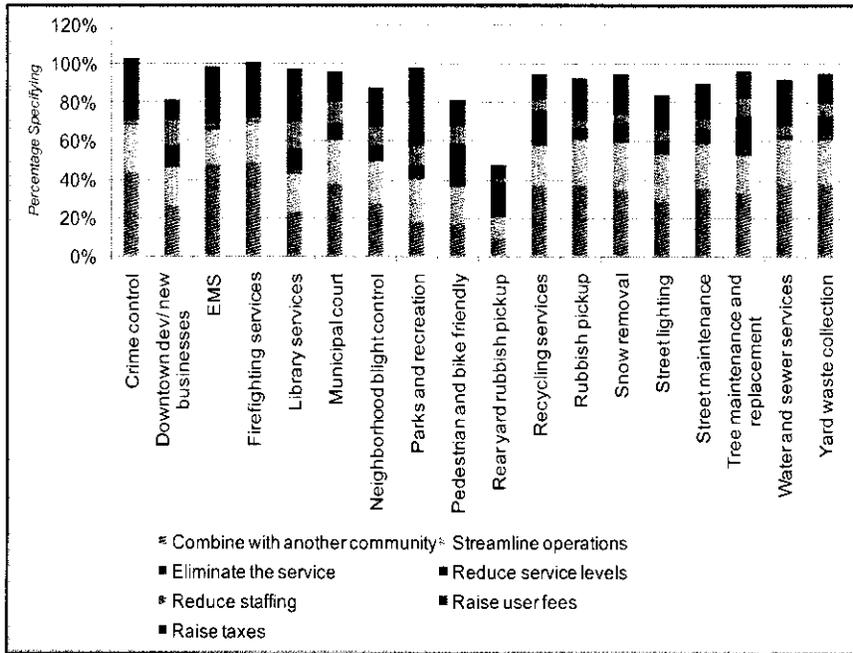
The output from the research supports development of sensible action plans. The improvement priority map shown below illustrates how such results can be displayed. It combines community component scores and impact information from the research model and serves as the starting point for action planning. Generally speaking, the critical areas to improve are those where impact is high and performance is low (lower right quadrant). In this example, citizens are essentially telling us that community leadership is falling short in these important areas and improvements there will focus resources where they have the greatest impact on satisfaction and desired behavioral outcomes.



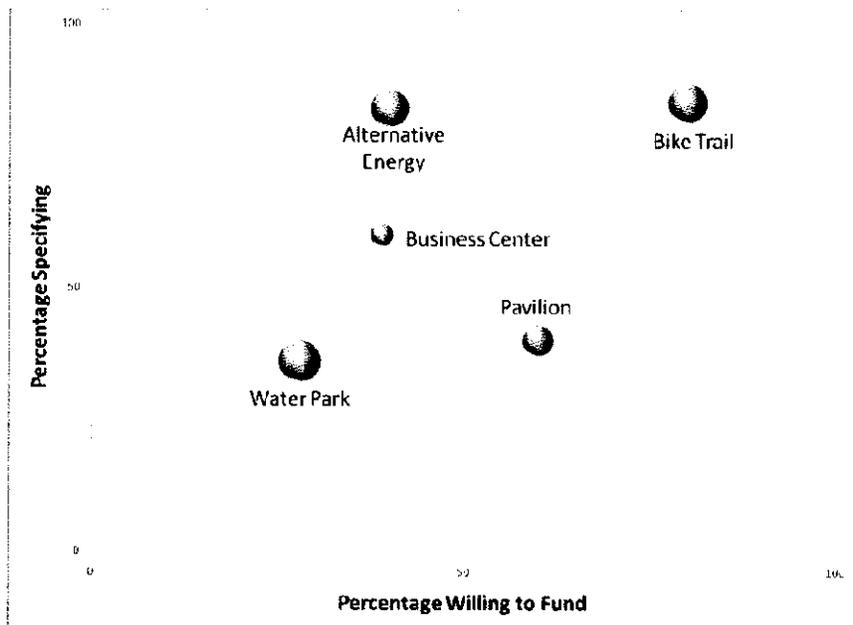
Once the high-level priorities have been identified, a more specific understanding of the issues at hand is provided by looking at the individual questions that were used to measure each component. The Cobalt portal shows how one can begin “peeling the onion” and identify the operational and/or tactical issues that need to be addressed. Such results are provided for every “component” included in the survey.

Budget Allocation Module: In addition, the Partner may add additional supplemental modules measuring satisfaction and importance of up to 10 community-specific services and programs to support the budgeting and planning process and engage citizens in important decisions on where limited resources should be applied. The two illustrations below provide an example of results from the budget allocation module:

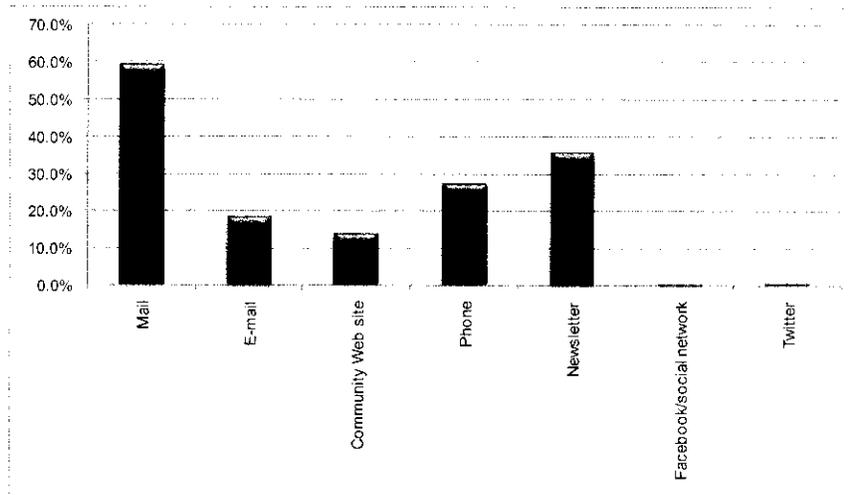




Future Projects Module: The Partner may add additional supplemental modules measuring the percentage of respondents supporting up to 10 potential future projects and the percentage currently willing to fund them. The illustration below provides an example of results from the future projects module:



Communication Preference Module: The Partner may add additional supplemental modules measuring communication preferences. The illustration below provide an example of results from the communication preference module:



Process

Cobalt proposes a five-step process for the development of the Citizen Engagement and Priority Study.

Step 1 – Kick-off Discussions:

This preliminary step aims at refining the objectives, scope, timeline, and key deliverables for the project. Informational needs are confirmed. The sampling methodology will also be finalized during this step.

Step 2 – Questionnaire Development:

Based on the input received during Step 1, Cobalt will develop supplemental questions to be added to the core questionnaire, which will be presented and discussed with the project lead to ensure that the questions included in the survey are aligned with community needs.

Step 3 – Survey Deployment:

The questionnaire will be administered to a random sample of citizens. At this time, Cobalt recommends collecting the surveys through two waves of a mail survey along with an online portal. Deployment and data collection is generally completed within 8 weeks. Data collection via telephone could also be considered to reduce collection time, but at higher cost.

Step 4 – Modeling & Analysis:

Cobalt and CFI Group will analyze the data using the ACSI-based methodology, which quantifies the relationships between the various elements of the survey.

Step 5 – Reporting:

Findings will be communicated to the project lead and other key decision makers by teleconference or WebEx. Upon request, a summary report in PowerPoint will be provided to the project lead. Access to detailed results will be provided to the project lead through a secure online portal.

Tasks

Cobalt will provide the following services included in the fixed rate:

- Core survey
- Cover letter
- Online link and portal to allow respondents to complete the survey from a link on the Partner's Web site
- Access to a secure, online portal to review core survey results, compare to peer groups, and download tables into MS Excel
- Maintenance of the local government's data on the portal for 24 months
- Assistance creating supplemental custom questions
- Supplemental report in MS Excel detailing supplemental modules and custom question results and cross tabulation across demographic questions not integrated into results portal
- Technical assistance in understanding the results by phone and e-mail

Cobalt will provide the following service with costs passed to the Partner.

- Two mailings at the first class rate to a sample of residents based on a list that the Partner has provided. Mailings include an initial mailing of the survey and a second mailing of the survey to those who have not responded. Includes data entry of survey results.

Assumptions

1. The Partner shall provide resident contact data using the Cobalt Citizen Satisfaction Survey Contact Template in MS Excel.
2. Cobalt will not charge for phone consultation for survey design, preparation of the mailing list, or explanation of results.
3. Cobalt cannot guarantee survey response levels. Typical projects have a response rate of 25% to 35%; however, a minimum of 100 completed surveys is required for accurate analysis. Cobalt will automatically conduct reminder mailings to ensure a minimum of 100, which provides a confidence interval of approximately +/- 3.3% with a 90% confidence. The Partner may designate a higher minimum.
4. Cobalt shall bill and the Partner agrees to pay all printing and mailing fees associated with a mailing, including postage.
5. The Partner is responsible for prompt review and response to draft questions and research materials that are in addition to the core Cobalt Citizen Satisfaction Survey, and the Partner is responsible for prompt approval to release such research materials. If the Partner fails to notify Cobalt of project status or provide the contact data or approval or edits to research materials within 30 days of receipt from Cobalt, the partner agrees to pay Cobalt 50% of the remaining fees, and the project will go into an "inactive" status. The Partner has an additional 30 days to reactivate the project. If the project is not reactivated in that time, the project will be closed, and future work will be charged as a new project.
6. All research is subject to imprecision based on scope, sampling error, response error, etc. Survey results have an overall margin of error, and the margin of error for subdivided data varies by question and is higher. All research is designed to reduce uncertainty, but it can never eliminate it. The Partner must evaluate all information thoroughly and independently and balance it with other sources of information, legal requirements, safety standards, and professional judgment before taking action based on research information.

Cobalt Community Research Technical Approach

Cobalt will provide research services that comply with generally accepted research principals and that comply with the requirements of national services such as the ACSI. In addition, projects and services will be lead by Cobalt staff certified by the Market Research Association's Professional Researcher Certification (PRC) program, which is endorsed by major national and international research organizations such as the AMA (American Marketing Association), the ARF (Advertising Research Foundation), CMOR (Council of Marketing and Opinion Research), IMRO (Interactive Marketing Research Organization), MRII (Marketing Research Institute International), the RIVA Training Institute and the Burke Institute.

Pricing

The period of performance for this engagement begins immediately after contract approval. Pricing for deliverables are as follows:

- Mail-based/Online Survey Package with Budget Module (up to 20 service questions) and Executive Summary Report in MS PowerPoint: \$5,700
 - The Partner may add other non-demographic question modules, expand a contracted module for an additional 10 questions, add the communication preference module or open ended questions for \$600 each.
 - The Partner may add additional custom demographic questions for \$750 each
- Plus distribution below:
 - Production (including printing) and nonprofit postage for an initial mailing of the 5-6 page survey to random sample of 1,500 residents, a second mailing of the survey to those who have not responded, and business reply postage based on a 25% response rate. Actual costs may vary based on final counts, page counts, postal discounts, and response levels. Includes online portal. Estimated cost: \$3,300.

Total Estimate (including printing and mailing costs): \$9,000

- Pricing valid for 60 days from the date of this document.

Payment

Payment shall be made according to the following milestone schedule:

- 50% of quoted amount of the survey engagement upon the signing of the contract
- 50% upon delivery of results
- Invoicing will be within 30 days of each milestone above.

Section II: Contractual Terms and Conditions

1. Term of Contract

The contract shall be effective as of the date this agreement is signed by both parties. Unless terminated earlier as set forth in Section 5 below, the contract shall remain in full force and effect for a period of twelve (12) months (the "Initial Term").

2. Cobalt' Responsibilities

Cobalt shall provide the Services described in the Statement of Work in accordance with the terms and conditions of this Agreement. In the course of providing the Services, Cobalt shall deliver to Partner all deliverables arising from or related to the Services and agreed upon by the parties. Each Supplemental Statement of Work entered into by the parties shall be numbered sequentially (e.g. Statement of Work #1, etc.) and shall not be binding until signed by the authorized representative of each party. In the event of a conflict between any signed Statement of Work and this Agreement, the terms and conditions of this Agreement shall prevail. Any change in the scope of Services and Fees shall be agreed upon in writing by the parties.

Cobalt will assume responsibility for all contractual activities whether or not Cobalt performs them. Cobalt is the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The Partner reserves the right to interview key personnel assigned by Cobalt to this project and to recommend reassignment of personnel deemed unsatisfactory by the Partner. Cobalt may delegate any duties under this contract to a subcontractor. If any part of the work is subcontracted, Cobalt shall identify upon written request the proposed subcontractor by firm name, address and contact person, and provide the Partner with a complete description of all work to be subcontracted together with descriptive information about the subcontractor's organization and ability to perform the work. Cobalt is responsible for ensuring that subcontractors adhere to all applicable provisions of the contract.

3. Confidentiality

COBALT AND THE PARTNER SHALL TREAT ALL INFORMATION PROVIDED BY ONE ANOTHER AS CONFIDENTIAL EXCEPT IN THE COURSE OF, AND AS NECESSARY TO, PROVIDING SERVICES PURSUANT TO THIS AGREEMENT. NEITHER PARTY SHALL DISCLOSE ANY CONFIDENTIAL INFORMATION WITHOUT THE OTHER PARTY'S CONSENT, UNLESS REQUIRED BY LAW. PRIOR TO ANY SUCH DISCLOSURE, IF NOT OTHERWISE PROHIBITED BY LAW, THE PARTY REQUIRED TO DISCLOSE SHALL NOTIFY THE OTHER PARTY AT LEAST 5 DAYS PRIOR TO THE DATE IT INTENDS TO MAKE SUCH DISCLOSURE. CONFIDENTIAL INFORMATION INCLUDES ANY AND ALL DOCUMENTS, MATERIALS AND INFORMATION (WHETHER ORAL OR WRITTEN, INCLUDING ELECTRONIC MEDIA FORMATS), INCLUDING BUT NOT LIMITED TO MEMBER AND RESIDENT DATA, CLIENT LISTS, FEE SCHEDULES, AND STATEMENTS OF POLICIES, PROCEDURES, AND BUSINESS METHODS.

"Data", as used in this Section 3, means the information contained in survey responses received from Partner's residents or members, but not the surveys themselves. The Partner agrees that identity information about individual survey respondents will not be returned to the Partner to protect the confidentiality of the individuals who responded to the survey. In addition, the Partner agrees to protect individual identities by protecting any data or analysis of data that allows individual identities to be determined. "Measurements", as used in this Section, means the deliverables to be delivered to Partner by Cobalt under any particular Statement of Work. The Partner shall own the Data and Measurements. Partner hereby grants to Cobalt and to CFI Group USA, LLC ("CFI") a perpetual, non-exclusive, royalty free, fully paid-up, worldwide license, with the right to sublicense, to use such Data and Measurements in the performance of the Services and in the creation of indices which are compiled from aggregated Data and Measurements (the "Aggregated Indices"). The Aggregated Indices will contain Partner's Data and Measurements; however, the Aggregated Indices will not contain individually identifiable data regarding Partner or its residents/members and will not allow a user thereof to ascertain or otherwise isolate data regarding the Partner or its residents or members. Cobalt and CFI shall not publish or disclose to any third party Partner's individual Data or Measurements without the prior written consent of Partner. Partner shall have no ownership interest in the Aggregated Indices. Cobalt and CFI has the right to use Partner's name in describing the participants of the Aggregated Indices. In addition, Cobalt and CFI has the right to use the Partner's name in identifying best-in-class organizations that produce high satisfaction levels.

4. Indemnification

Cobalt shall be held to the exercise of reasonable care in carrying out the provisions of the contract. The Partner agrees to indemnify, defend and hold harmless Cobalt, its trustees, officers, agents and employees from and against any and all claims, damages, losses, liabilities, suits, costs, charges, expenses (including, but not limited to reasonable attorney fees and court costs), judgments, fines and penalties, of any nature whatsoever, arising

from the performance of duties under the contract, to the extent not attributable to negligence, willful misconduct, or unethical practice by Cobalt.

Cobalt warrants that it shall provide the Services in a diligent and workmanlike manner and shall employ due care and attention in providing the Services. However, Partner agrees that Cobalt shall not be liable on account of any errors, omissions, delays, or losses unless caused by Cobalt's gross negligence or willful misconduct. In no event shall either party be liable for indirect, special, or consequential damages. In no event shall the total aggregate liability of either party for any claims, losses, or damages arising under this agreement and services performed hereunder exceed the total charges paid to Cobalt during the term, even if the party has been advised of the possibility of such potential claim, loss, or damage. The foregoing limitation of liability and exclusion of certain damages shall apply regardless of the success or effectiveness of other remedies.

5. Modification and Cancellation

The contract may not be modified, amended, extended, or augmented, except by a writing executed by the parties. Any change in services requested by the Partner may result in price changes by Cobalt. In the event that revised prices are not acceptable to the Partner, the contract may be canceled. Either party with 30-business days' written notice to the other may cancel the contract. In the event of cancellation by either party, the Partner shall be responsible for all fees due and payable under the contract as of the date of notice of termination.

6. Governing Law and Arbitration

The contract shall be governed by and construed in accordance with the laws of the State of Oregon. In the event of any dispute, claim, question, or disagreement arising from or relating to the contract or the breach thereof, the parties shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 business days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any Oregon court having jurisdiction thereof.

7. Price and Payment Terms

The Partner shall pay the fees identified in any Statement of Work(s) executed by the parties. Unless otherwise agreed to in a Statement of Work, Cobalt shall invoice Partner for Services at the beginning of the Term and upon delivery of results. Payment from the Partner shall be due upon receipt of the invoice. Adjustment for any billing errors or Partner credits shall be made monthly. Cobalt may apply a monthly delinquency charge on amounts not paid within 30 days of the date of the Partner's receipt of the invoice, which charge shall be equal to five percent (5%) of any unpaid amount. Partner agrees to pay any applicable taxes and any travel costs and professional fees that Cobalt may incur from Partner-requested travel.

8. Acceptance of Terms and Conditions

The failure of a party to insist upon strict adherence to any term of the contract shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term, of the contract. Each provision of the contract shall be deemed to be severable from all other provisions of the contract and, if one or more of the provisions of the contract shall be declared invalid, the remaining provisions of the contract shall remain in full force and effect.

9. Notice

Any notice required or permitted to be made or given by either party hereto pursuant to this Agreement shall be in writing and shall be deemed effective if sent by such party to the other party by mail, overnight delivery, postage or other delivery charges prepaid, to the addresses set forth above, and to the attention of the Executive Director for Cobalt and Partner's designated contact person. Either party may change its address by giving notice to the other party stating its desire to so change its address.

10. Survival.

Sections 3, 4, 6 and this Section 10 shall survive the termination of this Agreement.

Binding Agreement

This agreement includes all of the terms and conditions agreed to by the parties. Any changes to these terms and conditions must be made in writing and signed by both parties to be effective.

ACCEPTANCE

This agreement shall be deemed accepted only after it has been signed by a representative of the Partner and thereafter signed by a representative of Cobalt. Acceptance may be made by facsimile transmission and the agreement executed in one or more counterparts, each which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

Authorized Representative

Date



Cobalt Community Research, Executive Director

November 17, 2010

Date



BACK TO THE BASE

CITIZEN INVOLVEMENT AND THE BUDGET PROCESS

BY WILLIAM SAINTAMOUR AND TOM HUGGLER

In tough times, the best way to strengthen the value of local government services to citizens is to engage them. Getting a sense of how satisfied they are is good, but finding out what is important and what drives behaviors such as remaining in the community and recommending it to others is powerful information for making tough budget decisions and doing community planning.

Communities that have the foresight to do a citizen survey often do well in such studies, according to the Southeast Michigan Council of Governments (SEMCOG). However, both managers and elected officials can be reluctant to take that step because they worry about getting a bad report card and not having the resources to do anything about it. Faced with three consecutive years of declining revenues (and some analysts' projections of another decade before the next dramatic increase occurs), this is the situation many municipal planners find themselves in. SEMCOG recommends applying business practices to local government. Rule One: Find out what customers think of the product (public services and programs), what reductions they will accept, and what they are willing to pay for. The key to retaining or rebuilding trust (and to avoid emergency funding management for municipalities in crisis) is to involve those with skin in the game: citizens.

WARREN: CAPTURING CITIZEN PRIORITIES

Warren, Michigan's third-largest city (with about 140,000 people), is home to both a major DaimlerChrysler factory and the General Motors Technical Center. Over the past decade, the city has experienced significant growth. Like most communities, Warren residents want good schools and better city services, along with lower taxes. The workforce is high quality, and the city provides relatively generous employee compensation. Today, in spite of nearly 20 percent unemployment, Warren still has a healthy general fund balance; however, several years ago, managers projected that balance would disappear by 2012 unless spending was curbed. Faced with this threat, the city council initiated CityStat in December 2008. The goal of the Stat

program was to "right-size" the city government, but cutting government services and programs is never simple. Cutting too much in the wrong places lowers customer satisfaction and makes people want to leave.

The mayor of Warren believed that residents would not support the city if they were not given a voice in decision making, including the budget process. In summer 2009, Warren contracted with Cobalt Community Research — a non-profit research coalition that helps local governments, schools, and membership organizations measure, benchmark, and manage their efforts through shared data, surveys, focus groups, and meetings — which leads a coalition program called the Citizen Engagement and Priority Assessment. This program uses the science behind the University of Michigan's American Customer Satisfaction index to assess residents' expectations and how well

Both managers and elected officials can be worried about getting a bad report card and not having the resources to do anything about it.

government performs those services they consider important (see Exhibit 1). Participating communities can use the information to focus time and budget where the return is strongest and uncover effective improvement opportunities. Financial managers can also use Cobalt's annual regional and national benchmarks to compare local perceptions, performance, and quality of life with those of other communi-

ties. Assessment results, which are sometimes surprising, can help governments craft a budget that delivers the most value for the least cost.

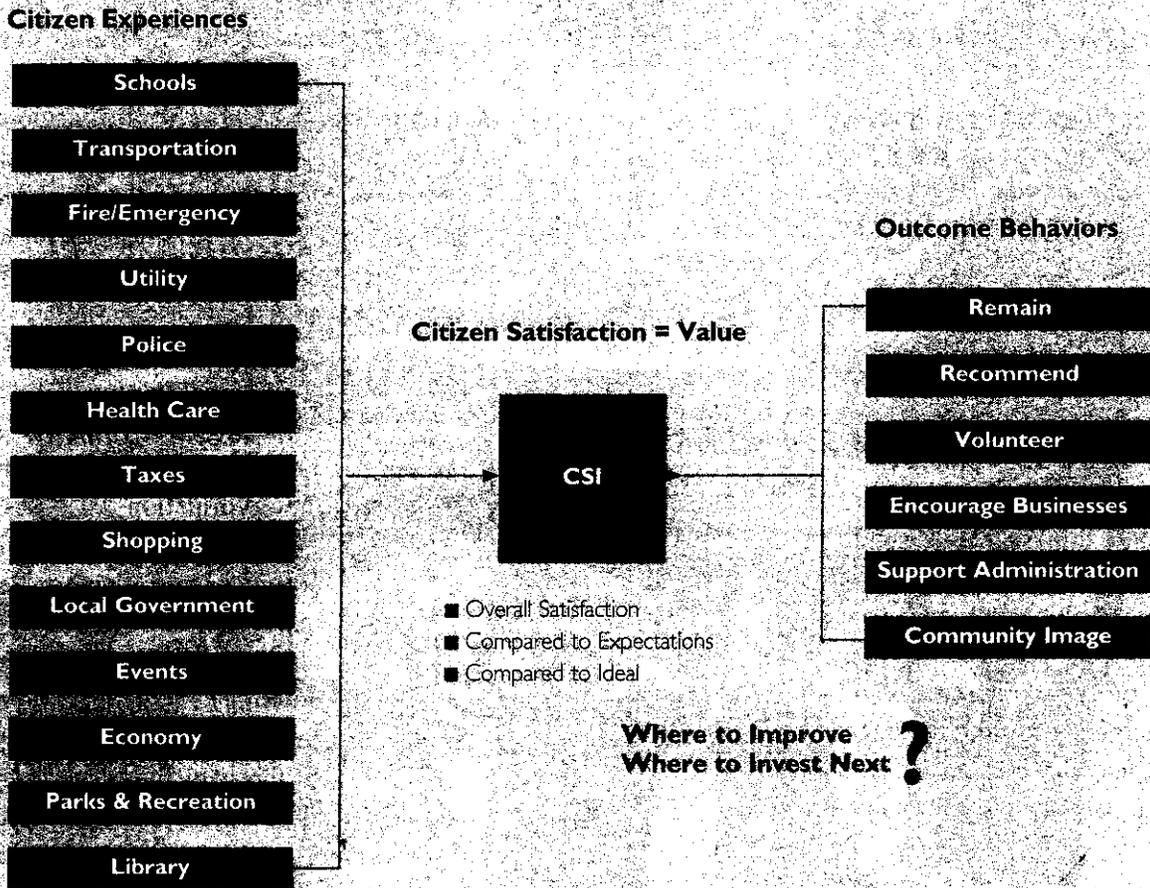
Based on voter registration records, 1,500 citizens were surveyed, with a 35 percent rate of return. Areas surveyed included community image, local public schools, transportation infrastructure, fire services, police and sheriff services, utility services, taxes, parks and recreation, library services, Internet services, quality of life, health services, community events, economic health, behavior intentions (whether residents planned to stay in the community, if they would recommend it to others, if they are willing to be a community volunteer, and if they support the current administration), and city-specific services and programs.

The survey showed the city where it stood. Warren performed well, especially when compared to large-city

Exhibit I: Linking Citizen Experiences with Behaviors

The Cobalt Community Research program uses the American Customer Satisfaction Index model developed for the public sector. It ties performance and impact of individual components

of community (based on citizen experience) with the value citizens place on the community (citizen satisfaction), which in turn affects their behaviors and perceptions.



national and Michigan benchmarks. For example, on a scale of zero to 100 (with 100 being highly satisfied), the score for Warren's police department was 75.3. That compares to benchmark scores of 70.9 nationally and 73.2 in Michigan. The fire department scored 81.9, compared with benchmark scores of 72.3 nationally and 77.7 for the state. However, the assess-

The mayor believed that residents would not support the city if they were not given a voice in decision making, including the budget process.

ment also discovered that areas of high importance to citizens did not always coincide with high levels of satisfaction. New business development, blight control, and crime control are three examples of important areas that received low satisfaction scores. Now that it knows where it stands, Warren's CityStat program went to work last fall, using this infor-

mation to make changes that are important to its citizens. This included the fiscal 2011 budget that went into effect July 1, 2010.

Economic Development. For many years, Warren had a planning director and separate departments for community, downtown, and economic development, each with its own director. Eliminating the planning director and consolidating the three departments into the Office of Community, Economic, and Downtown Development cut staff and streamlined grant funding and other operations. A surge in economic development resulted, with a total of 370 new businesses opening in 2009 and 81 more in the first half of 2010.

Blight Control. For years, the city was reactive, investigating citizen complaints about abandoned buildings and neglected property, but not initiating its own investigations. Since the survey, the city has empowered specialist teams of cross-trained code enforcers, police officers, and staff from the department of public works to do blight sweeps from April to October each year. Separate directors for property maintenance and building inspection have merged into one department, leading to an increase in warning notices and ticket issuance. This has led to better compliance and more revenue. During the April to September blight sweeps in 2008, the cross-trained code enforcers inspected 13,776 buildings and issued 6,500 warning notices and 111 tickets. In 2009, they inspected 19,499 buildings and issued 8,900 warning notices and 189 tickets.

For the first half of 2010, receipts for Blight Buster Cleanups and registrations of foreclosures, apartments, and rentals have all surpassed budget projections. When homes go into foreclosure, the city looks carefully at who buys them and rents them. The city has streamlined its license rental program, which has brought in more revenue. For example, in 2009, the city budgeted for \$200,000 under this program and actually brought in \$320,000. This is an example of how the city is being more proactive while increasing revenue.

Crime Control. Innovations in management have allowed the city to rework its police department to put more officers on the street. The city decided to change the way the police department works, including having fewer uniformed officers at the top than at the bottom — in other words, they wanted more police on the street and fewer



police in the office. Eliminating 14 desk positions with no attrition made this possible and saved 12,298 hours of overtime (\$948,000). The department was also able to stave off layoffs of another 23 officers.

The city plans to do another survey in 2011. The cost of the original survey was fairly low, and the CityStat coordinator felt that Warren had gotten a lot out of the information. The city has also improved communications with the public by inserting a community newsletter in its monthly water bill.

THE SITUATION IN FERNDALE

In nearby Ferndale, Michigan, the four-square-mile city of 21,000 has lost about 5 percent of its population since 2000. The city manager describes Ferndale residents as urban sophisticates, with a younger and more highly educated demographic than the average for Oakland County. But the budget problems facing Ferndale are similar to those of other municipalities, small and large: declining property values; voter-mandated maximum millage rates; wage-and-benefit costs that comprise at least half of the budget; and increased pension obligations, due in part to the 2008 market collapse. Over the past calendar year, the city's general fund budget

went from \$20 million to \$17 million. By March/April 2010, the city faced a \$3.1 million deficit, and it is working through that shortfall in the current fiscal year that began July 1, 2010. These realities have triggered a workforce reduction of 20 percent.

A random third-party assessment of resident voters was conducted in fall 2009, resulting in 344 respondents.

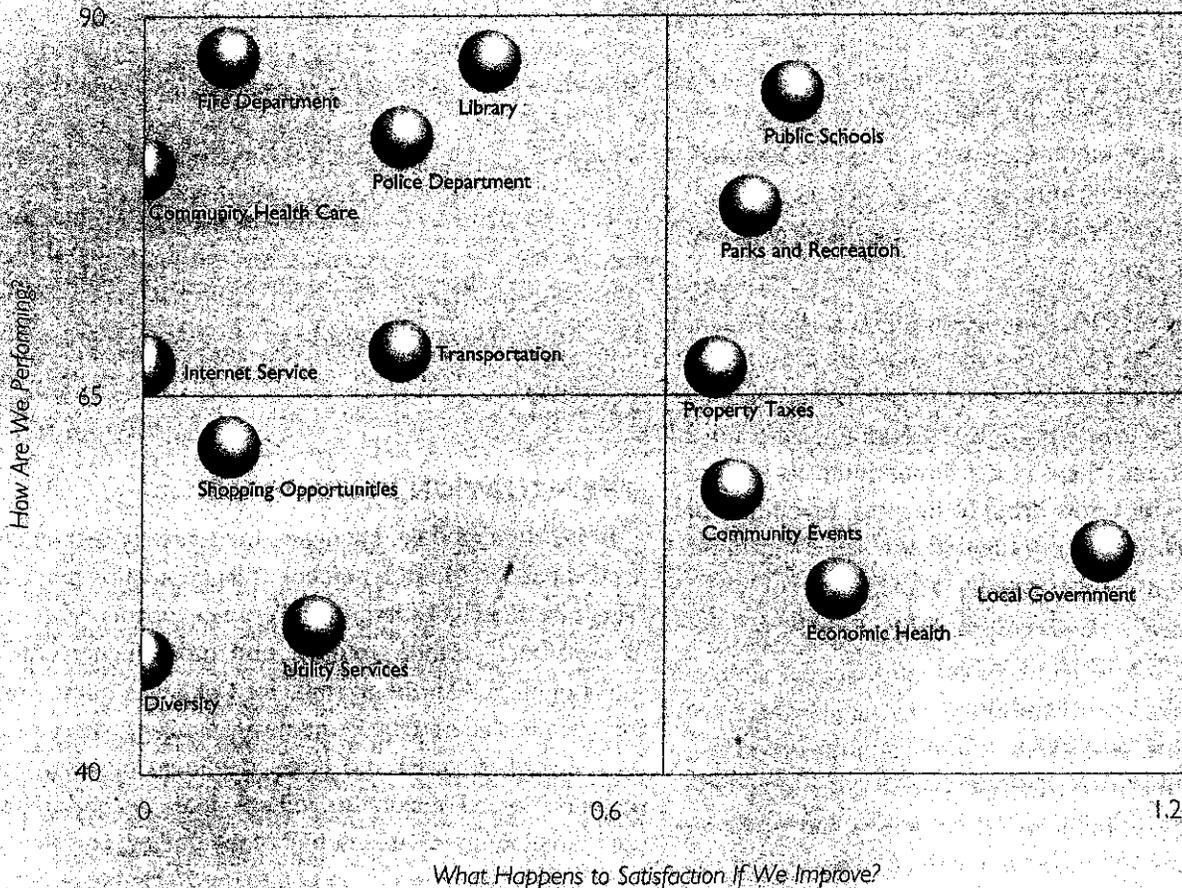
The city invited individuals from the cultural, business, education, and religious communities and from neighborhood associations to take a survey identifying threats and opportunities.

Overall, the city ranked high and was well above the state benchmarks for fire, police and utility services, each of which scored 85 or higher. The city manager said the high scores were not surprising. For example, the mid-70s score for local government management compared with a 55 for both Michigan and the nation. This showed that past efforts to improve transparency were paying off. The

Exhibit 2: Plotting Citizen Satisfaction

This analysis plots components of community. The vertical axis represents the current performance score residents gave (with 100 being the most positive). The horizontal axis represents the impact each component has on overall satisfaction, engagement, and behaviors such as remaining in the community, recommend-

ing it to others, volunteering, encouraging businesses to start up in the community, and supporting the current administration. Components on the right side of the graph have the greatest impact.



city began its public meetings in March 2010, a month earlier than normal. More than ever before, special city council meetings were made open to the public, and the city offered many more public meetings about its programs and services. More information was posted on the city Web site, as well. What was surprising was that the core services Ferndale focused on — and that the community expressed satisfaction with — were not the areas citizens ranked as being most important to them.

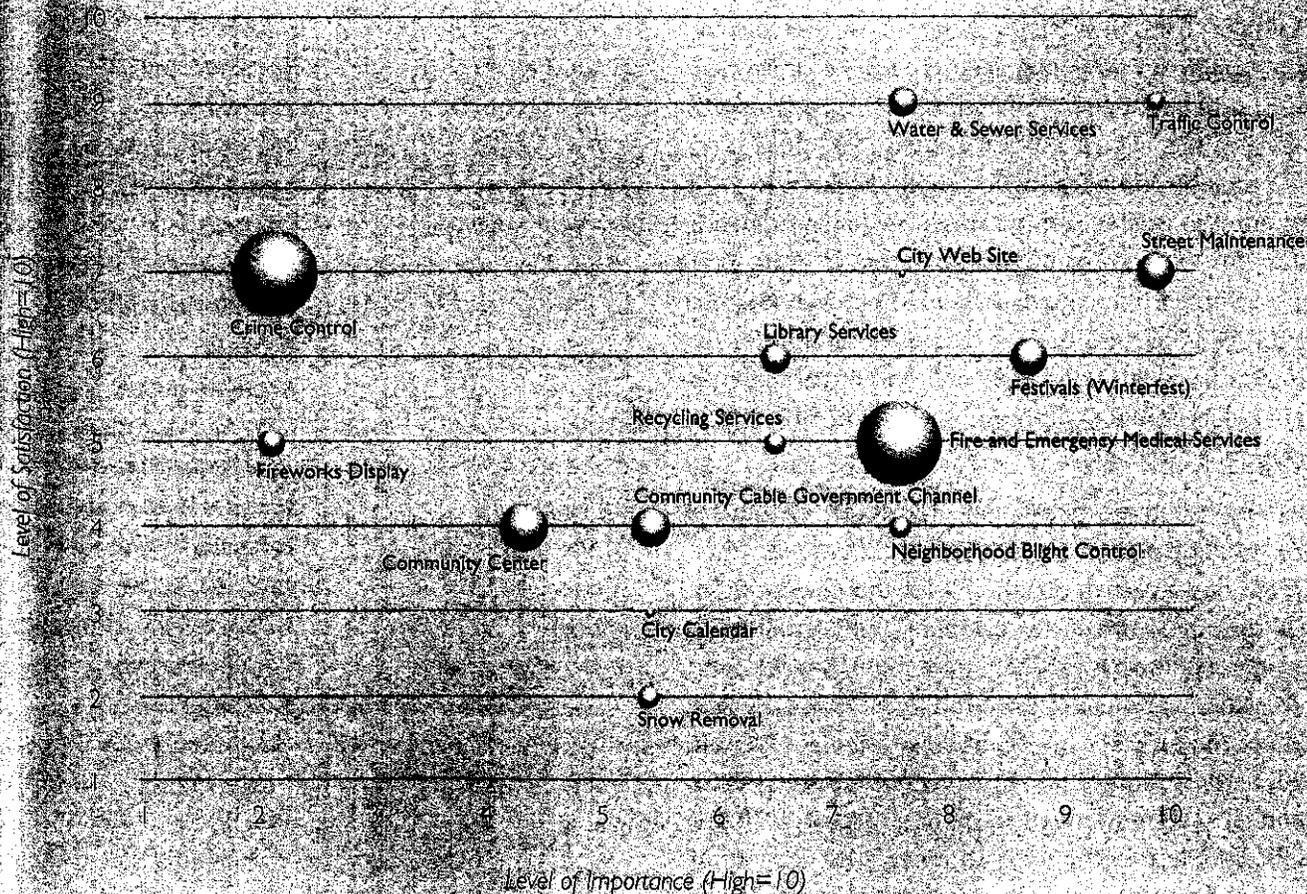
Fire, police, and utility services that scored high on satisfaction did not have a large impact on satisfaction (relative to

the other areas), suggesting over-investment of resources and/or opportunities to improve communication and integration with other areas of city operation (see Exhibit 2). However, high-impact areas that also have a high level of satisfaction, such as community events, should be continued. Conversely, low-level areas of satisfaction that also have low impact might be trimmed or eliminated, provided they are not mandated by law. But if low-level areas of satisfaction have high impact (economic health and diversity, for example), then perhaps an investment priority is in order (see Exhibit 3).

Exhibit 3: Measuring Satisfaction and Importance

Services identified by individual communities are scored based on satisfaction (shown on the vertical axis) and the importance of funding each service (shown on the horizontal axis). Bubble

size corresponds with how much the community is spending on each service.



If it had not done the assessment, Ferndale might have canceled the Dream Cruise, an annual community event in which antique car owners drive along the city's main thoroughfare. The city manager felt that the city council might have thought this event was nice to have but not essential and thus eliminated it. The assessment, however, showed that decision that would have been contrary to citizens' priorities, and thanks to sponsorships and revenues, the Dream Cruise doesn't cost much, and it has a big impact on community satisfaction.

As the city manager prepared the fiscal 2011 budget, he referred extensively to the Citizen Engagement and Priority Assessment. To involve residents further, the council began holding public meetings a month early, opened its special meetings more than ever to citizens, and made many more presentations about its programs and services. The city will also overhaul its 10-year-old Web site.

WINNING BIG IN LAS VEGAS

The City of Las Vegas stepped up citizen involvement in September 2009 when it became clear the current recession would run long and deep. The State of Nevada controls 87 percent of all city revenues, including property taxes, leaving the city to collect service fees, fines, and forfeits. Years of budget growth, which peaked at a 10 percent increase in 2007, ended when revenues slipped 5 percent in 2009 and an additional 7 percent in 2010. That shortfall prompted financial managers to cut \$4.6 million, leaving the general fund budget with \$528 million for fiscal 2010. For fiscal 2011, the \$485 million budget includes cumulative cuts of \$80 million. Another cut of \$47 million is projected for fiscal 2012.

To accomplish these goals, the city asked all departments to submit plans to reduce costs by 12 percent. Each department has given up something for the current fiscal year. The fire department, for example, cut \$9 million in wages and benefits on a \$117 million budget. Building and Safety — which is an enterprise fund and cannot, by law, spend more than it takes in — laid off seven employees in fiscal 2011, for a total of 80 employees since fiscal 2009. Parks and recreation trimmed \$5 million through a 10 percent staff reduction and closed all nine of its community schools. The city asked its four unions for 8 percent wage

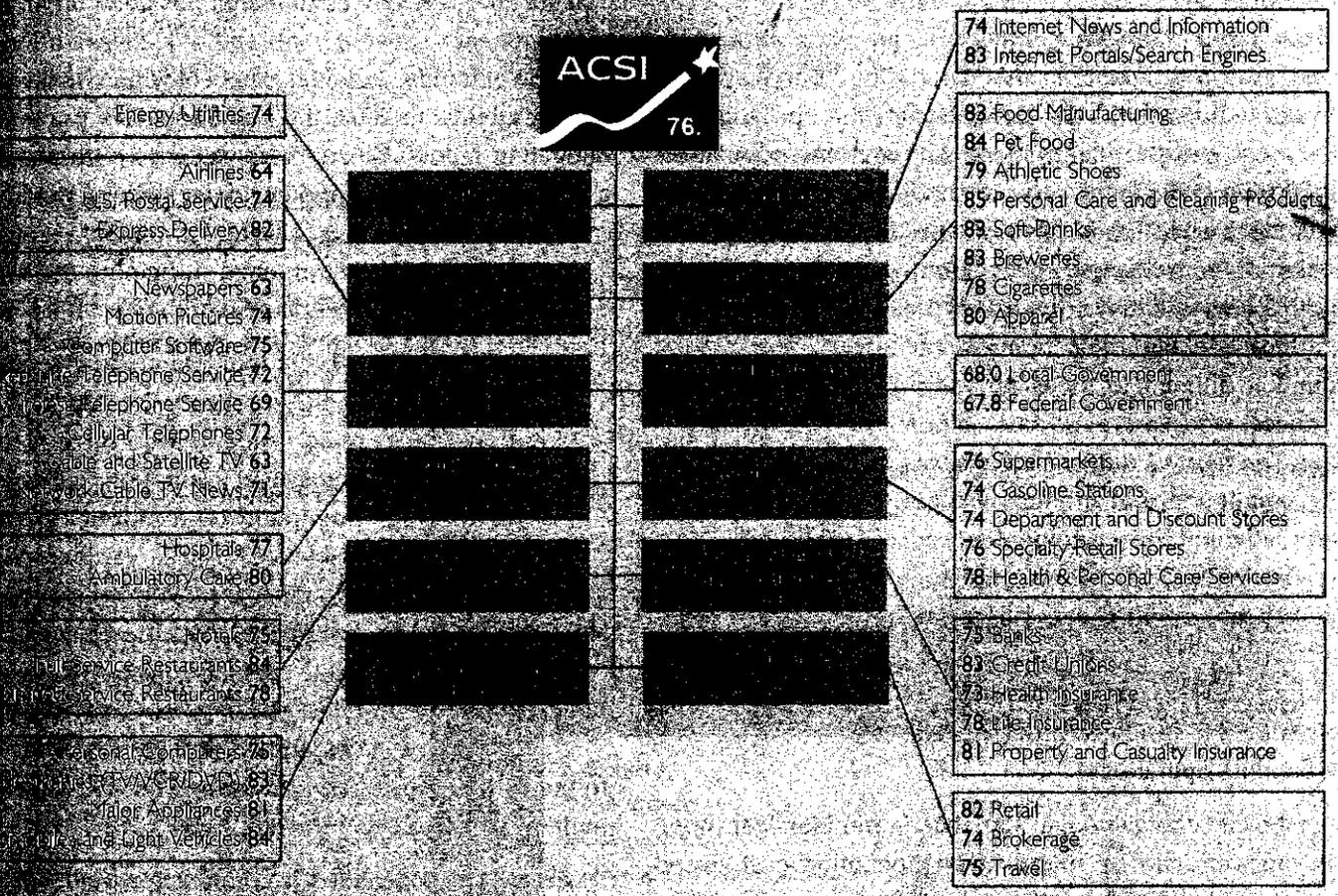
2010 Citizen Satisfaction Index Results

Each year, the City of Ferndale and the City of Ferndale offer a variety of services to its citizens. Satisfaction with the City of Ferndale's services is measured by the City of Ferndale's annual survey. In 2010, more than 1,000 citizens responded to the survey. The survey results are standardized by benchmarking against other cities in the region and against the City of Ferndale's own survey results. The survey results are reported in the following table.

2010 National Single-Citizen Satisfaction Index

Category	2010 Score	2009 Score	2008 Score
Community Satisfaction	80	75	72
Public Schools Overall	75	70	68
Transportation	70	65	63
Fire and Emergency	70	65	63
Utility Services	70	65	63
Police Department	70	65	63
Community Health Care	70	65	63
Property Taxes	70	65	63
Shopping Opportunities	70	65	63
Local Government	70	65	63
Trustworthy Leaders	70	65	63
Well-Managed Government	70	65	63
Well-Trained Govt. Employees	70	65	63
Effective Government	70	65	63
Wise Spending	70	65	63
Open Government	70	65	63
Community Events	70	65	63
Economic Health	70	65	63
Diversity	70	65	63
Telephone/Internet Services	70	65	63
Parks and Recreation	70	65	63
Library	70	65	63
Community Parks	70	65	63
Recommend as a Place to Live	70	65	63
Remain in Community	70	65	63
Plan to Volunteer	70	65	63
Encourage Business Start-Ups	70	65	63
Support Govt. Administration	70	65	63

uses the science behind the University of Michigan's Customer Satisfaction Index (ACSI), so national and community scores can be compared to many industries and organizations across both the public and private sectors. Primary scores from the CFI Group are listed below for comparison.



For more information on the 2010 Cobalt Citizen Satisfaction Index, visit www.CobaltCommunityResearch.org

concessions in fiscal 2011 and again in 2012 but has been unsuccessful. Therefore, managers are looking hard at privatizing some services such as street and parks lighting, graffiti removal, and maintenance of fleet and facilities. After eliminating 586 positions, the workforce now stands at about 2,600 full-time employees.

These changes, along with other cost-cutting measures, were prompted by a telephone survey of 972 residents in September 2009. Callers from the University of Nevada Las Vegas asked residents a variety of questions about city services and programs in the "Your City, Your Way" survey. Based on the results, the university then put together five focus groups to learn more. Although the population of 600,000 is declining a bit, many years of rapid growth have dampened Las Vegas residents' sense of community. Focus group participants said they appreciated the city for seeking their opinion but found it difficult to focus on which services were more or less important. The most valuable feedback was the perception that the city was not very efficient or customer-focused. Respondents said permitting and licensing were time-consuming and spread over too many departments, and in response, the city has hired a consultant to review its processes and streamline operations.

Is the city doing enough? Can it do more? Managers hope the answers can be found in an upcoming customized survey asking 2,000 residents about 32 key services. Like the Michigan surveys, the Las Vegas sampling will measure how satisfied citizens are with the services and their affect on respondents' level of satisfaction. Las Vegas is also eager to see how its performance stacks up regionally and nationally against that of other large cities.

LAKELAND NOT LACKING IN CITIZEN INPUT

Bursting at the seams in recent years, the City of Lakeland, Florida, added staff in 2005 and 2006 to meet the growing demand for services. Although growth has slowed since the recession began, the current population of 95,000 resi-

dents is up about 18 percent since 2000. But their demand for more services has to be balanced against decreased revenues, due largely to a dramatic reduction in property values. Budget managers have had to cut spending by 15 percent in fiscal 2011 after trimming 11 percent the year before. The city has reduced its number of core services to 135 from 500 through consolidation and refinement, and by cutting back its workforce.

Since 2003, the city commission has gone on an annual winter retreat to lay out goals and objectives for long-term strategic planning, a crucial aspect of which involves input from residents. In 2009, the city adopted a priority-based budgeting model. Citizen involvement — through focus-group analysis, citizen and customer surveys, public meetings, and direct contact — has been instrumental in helping the city gain acceptance for the cuts it has made.

Every four years, the city conducts a citizen survey by randomly sampling residents who have filed for a homestead exemption (a property tax exemption on a citizen's permanent residence). The survey included overall ratings for quality of life, city management, and attractiveness, along with specific city services, crime rates, and impressions of city employees and of city growth with respect

to population, businesses, and jobs. Overall, citizens gave their city relatively high marks.

Lakeland then identified 70 community stakeholder groups and invited each to send representatives for focus group discussions. Fifty responded, and in October 2009, a local college professor facilitated nine focus groups of six to 12 people each. The results helped city leaders better understand how their community felt about services that might be kept, changed, or eliminated, and what affects would be associated with any cuts they might make. The city evaluated core services with respect to the city's long-term strategic goals: quality of life, growth management, economic opportunity, fiscal management, communication, and citywide governance. A scale of zero to four points helped participants understand the influences the core services have on

Focus group results helped city leaders better understand how their community felt about services that might be kept, changed, or eliminated, and what affects would be associated with any cuts they might make.

achieving outcomes. Based on citizen feedback, commissioners divide 100 points among strategic goals. The average allocation of points is used to determine which quadrants the goals fall into — along with the core services and programs that advance them. The final step was to categorize the services in quadrants to determine how much they would be scaled back:

Quadrant 1 services were cut 1.75 percent.

Quadrant 2 services were cut 2 percent.

Quadrant 3 services were cut 2.25 percent.

Quadrant 4 services were cut 2.50 percent.

In early 2010, the city invited individuals from the cultural, business, education, and religious communities and from neighborhood associations to take a short electronic survey identifying the threats to Lakeland, and the opportunities available to it in the next 10 years. City staff then organized and grouped these lists. At the retreat, many

Rule One: Find out what customers think of the product (public services and programs), what reductions they will accept, and what they are willing to pay for.

of these individuals then discussed and ranked the top opportunities and threats by identifying the three with the strongest effect and that were the most feasible to address. This was done electronically using Cobalt's wireless audience response system — a live, interactive technology — to guide city priorities (see Exhibit 4).

The city is a member of the Florida Benchmark Consortium and uses that group's performance management information to compare the efficiency and cost of Lakeland's services with those of other Florida communities. City managers have also scheduled a new survey for this fall, will not only measure the importance and impact of services, but also provide valuable benchmarks for comparing citizen feedback on service satisfaction, as well.

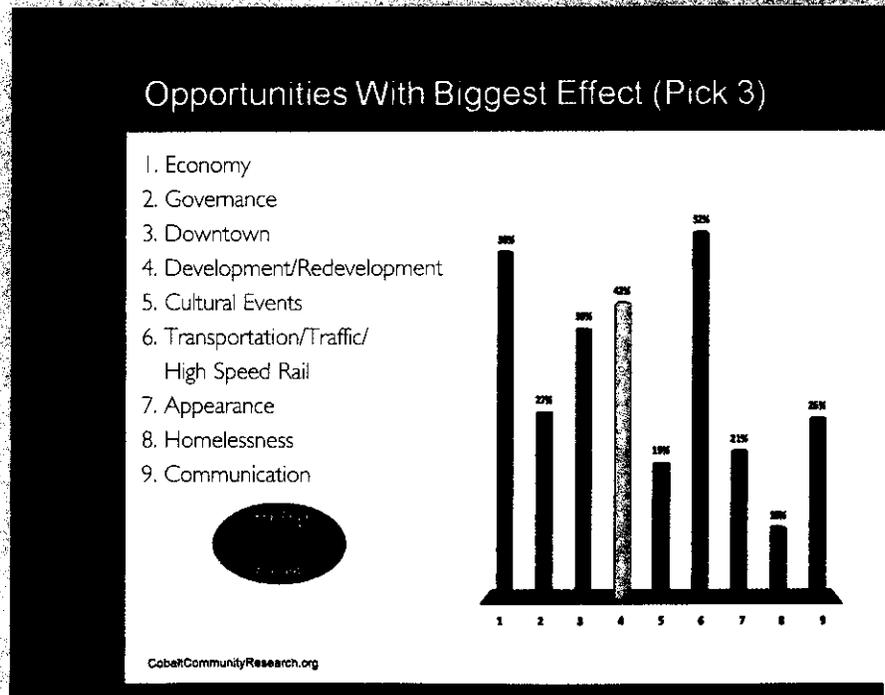
management information to compare the efficiency and cost of Lakeland's services with those of other Florida communities. City managers have also scheduled a new survey for this fall, will not only measure the importance and impact of services, but also provide valuable benchmarks for comparing citizen feedback on service satisfaction, as well.

CONCLUSIONS

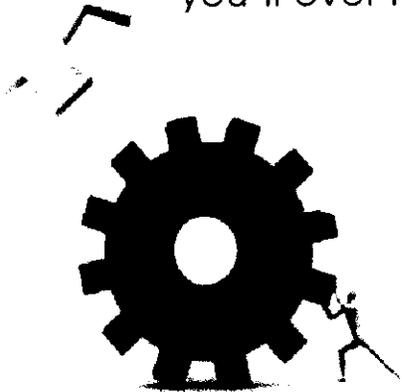
Knowing how citizens feel about their local government gives elected officials and budget directors a basis for mak-

Exhibit 4: Using a Wireless Audience Response System to Guide Planning and Priorities

The City of Lakeland, Florida, used a wireless audience response system to gather feedback from stakeholder groups. The results were used to guide planning and priorities. This image is one of the slides residents used in the presentation discussion — audience members were asked to choose three of the opportunities listed, and results were shown in real time.



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ing informed decisions. Local governments that engage residents have a more sophisticated understanding of citizen needs, priorities, and expectations. Asking citizens for feedback on services, asking them to rate the importance of funding these services, and using sophisticated analysis to identify drivers of satisfaction, engagement, and future behavior creates goodwill, understanding, political cover, and a map to help navigate difficult decisions — or discover unexpected opportunities. ■

WILLIAM SAINTAMOUR is executive director of the Cobalt Community Research non-profit research coalition and research director of the Municipal Employees Retirement System of Michigan. **TOM HUGGLER** is a writer who works with Cobalt. The authors would like to thank Dave Boerger, a financial consultant with the 160-member Southeast Michigan Council of Governments, for his contribution to this article.



RE: FINANCE DEPARTMENT – Authorization to Contract for Citizen Survey to Help Determine Service Priorities for the FY2011-12 Budget

RESOLUTION

WHEREAS, in an environment of difficult economic times, when taxpayers are experiencing harsh realities of adjustments to the global marketplace, the City of Adrian is endeavoring to be a good steward of the financial resources provided by its citizens; and

WHEREAS, the City has been prudent during the past several years, during constant reductions in the City's taxable wealth and less and less State Revenue Sharing, by taking swift budgetary actions managed to reduce expenditures with minimal adverse impact on City services; and

WHEREAS, however, because of the portending revenue projections for the next fiscal year, when considering the continued decreases in property values and additional cutbacks in Revenue Sharing and possible elimination of Personal Property taxes, the likelihood of avoiding a reduction in public services to the citizens of Adrian is very low; and

WHEREAS, in tough times, the best way to strengthen the value of local government services to citizens is to engage them; and

WHEREAS, getting a sense of how satisfied they are is good, but finding out what is important and what drives behaviors such as remaining in the community and recommending it to others is powerful information for making difficult budget decisions and doing community planning; and

WHEREAS, the Finance Director has solicited a proposal from Cobalt Community Research, an affiliate of the Municipal Employees Retirement System (MERS), to conduct a community survey with the primary objectives of the research being to:

- 1) Support budget and strategic planning decisions;
- 2) Explore service assumptions to ensure baseline service levels are well understood; and
- 3) Identify which services provide the greatest leverage on citizen's overall satisfaction – and how satisfaction, in turn, influences the community's image and citizens behaviors, such as volunteering, remaining in the community, recommending it to others and supporting the current administration; and

WHEREAS, Cobalt Community Research, Lansing, MI, has submitted a proposal in conformance with the above specifications at a cost not to exceed \$9,000;

WHEREAS, the Finance Director recommends engagement of Cobalt Community Research, Lansing, MI in the City's Standard Professional Services Contract for purposes of conducting a community survey during the months of January and February, such that the resultant findings will be available during the FY2011-12 budget deliberations in March and April; and

WHEREAS, the Finance Director indicates that sufficient funds for this purpose are available in General Fund Contingency account (101-990.00990.000).

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Cobalt Community Research, Lansing, MI in the City's Standard Professional Services Contract for purposes of conducting a community survey during the months of January and February, such that the resultant findings will be available during the FY2011-12 budget deliberations in March and April at a cost not to exceed \$9,000.

BE IT, FURTHER, RESOLVED that the FY2010-11 Budget be amended as follows:

General Fund (101)

Expenditures:

(101-990.00-990.000) General Fund Contingency Account	\$(9,000)
(101-201.00-801.000) Finance Department-Professional Services	<u>9,000</u>
Total	<u>\$ -0-</u>

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

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

R-9

R10-166

December 20, 2010

RESOLUTION

10-6

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

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

Add a "No Stopping, Standing or Parking, sign to coincide with yellow curb beginning 50' east of the main entrance to Alexander Elementary School. The "No Stopping, Standing or Parking" area shall extend west on Cherry and turn north for 480' (or immediately north of the pedestrian crossing near the rear of the school), see attached drawing.

Change "No Parking During School Hours, Bus Stop" signs to "No Stopping, Standing, or Parking" signs. This shall be placed on the existing sign poles.

Respectfully,

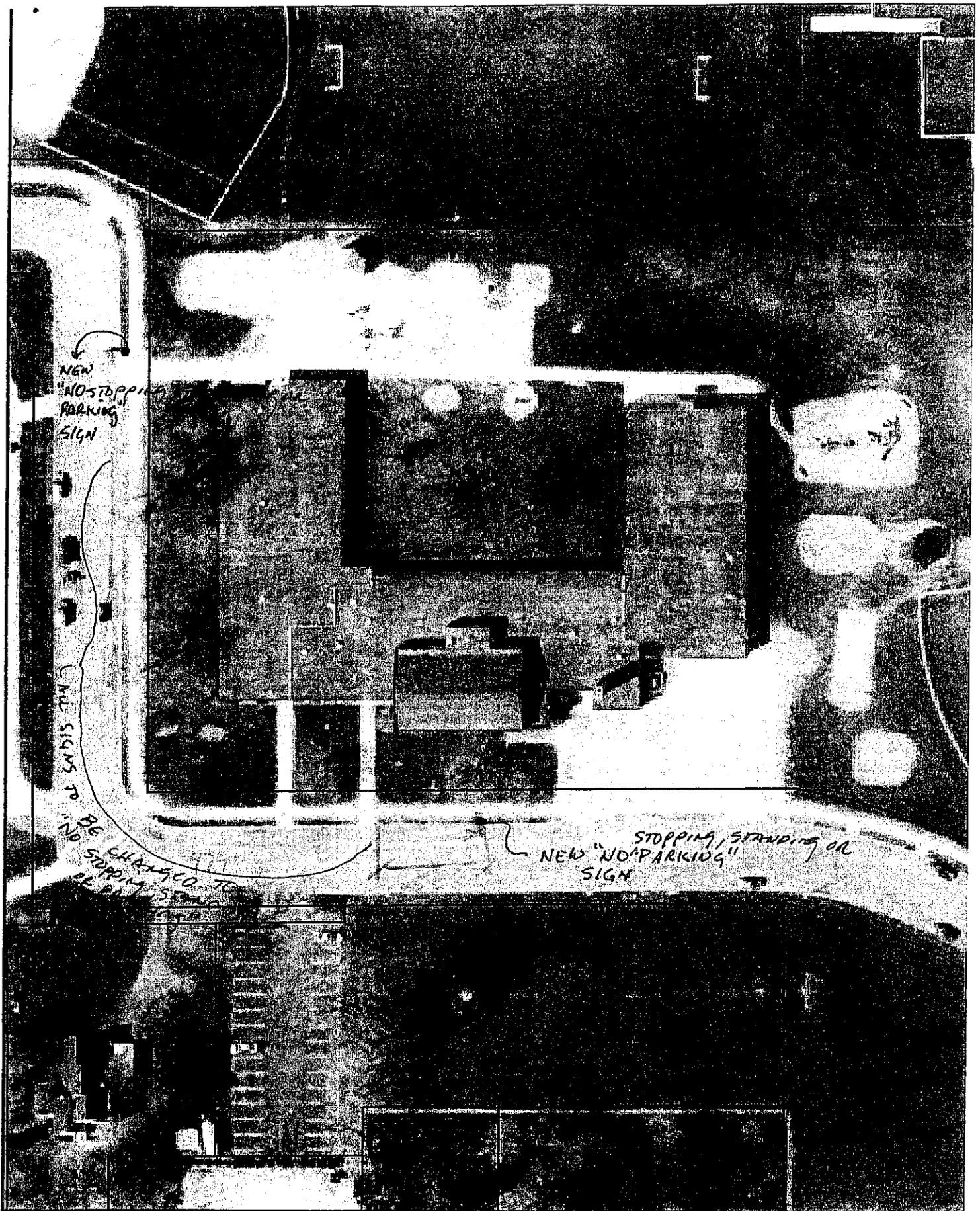


TERRENCE B. COLLINS,
Chief of Police

TBC/skj

DATED: 12/1/2010

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



"respect for the individual voice, service for the common good"

R-10

R10-167

December 20, 2010

RESOLUTION

10-7

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

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

Parking Lot #6 & #9

Install five Handicap Parking spaces, four on the central island (one is van accessible) and one on the east side of the lot.

Install two signs – one at each entrance stating “2 Hour Parking Only, Except with Permit.”

Respectfully,

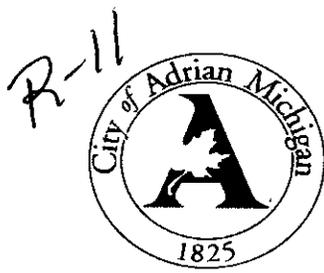


TERRENCE B. COLLINS,
Chief of Police

TBC/skj

DATED: 12-13-2010

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



MEMO

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

DATE: December 20, 2010

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

FROM: Chris Atkin
Director of Community Development

SUBJECT: Amendment to OPRA Resolutions

To all,

At the October 18, 2010 City Commission meeting, Resolution 10-124 and Resolution 10-125 were approved granting Al and Phyllis Wilkerson and David and Kim Horstman OPRA Exemptions. Just very recently, the State Tax Commission contacted city staff with information stating the approved resolutions lacked certain language per their requirements. In an effort to correct this, I have amended the resolutions that includes the appropriate language.

If you have any further questions, please contact me.

Respectfully submitted,



Chris Atkin
Community Development Director

RE: APPROVAL TO AMEND AN APPROVAL OF AN OBSOLETE PROPERTY REHABILITATION ACT EXEMPTION CERTIFICATE FOR DAVID AND HORSTMAN, OWNERS OF 149 NORTH MAIN STREET, CITY OF ADRIAN, LENAWEE COUNTY, MICHIGAN, PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS OF THE OBSOLETE PROPERTY REHABILITATION ACT PA 146 OF 2000

RESOLUTION

WHEREAS, David and Kim Horstman, owners of real property at 149 North Main Street, Adrian, Michigan, have submitted an application for an Obsolete Property Rehabilitation Exemption Certificate for the rehabilitation consisting of renovations and modifications to the building located in downtown Adrian, including, facade improvements, upgrades to the mechanical and electrical services, improved interior appearance of the building and other physical changes required to restore the obsolete property to an economically efficient condition, under State of Michigan Act 146, Obsolete Property Rehabilitation Act of 2000; and

WHEREAS, the City of Adrian is a Qualified Local Governmental Unit; and

WHEREAS, pursuant to P.A. 146 of 2000, after a duly noticed public hearing held on the 16th day of October 2006, the Adrian City Commission, by resolution, established the City of Adrian Downtown Development District as an Obsolete Property Rehabilitation District; and

WHEREAS, before acting upon said application, the Adrian City Commission held a public hearing October 18, 2010 at the City Commission Chambers Building, 159 East Maumee Street, Adrian, Michigan at 7:00pm, at which hearing, the applicant, the Assessor and a representative of the affective taxing units, having been given written notice, were afforded the opportunity to be heard on said application; and

WHEREAS, the City Commission finds and determines that the granting of this Obsolete Property Rehabilitation Exemption Certificate, considered together with the aggregate amount of Industrial Facilities Exemption Certificates previously granted and currently in force, exceeds 5% of the total taxable value of the City; nevertheless, it is herewith determined that it shall not have the effect of substantially impeding the operation of or impair the financial soundness of the local government or an affected taxing unit; and

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

WHEREAS, the subject property is determined to be an obsolete property (functionally obsolete) as defined by Section 2(h) of Public Act 146 of 2000 and upon

completion of the rehabilitation, activities will constitute a rehabilitated facility with the on the meaning of P.A. 146 of 2000; and

WHEREAS, the applicant has supplied to the City of Adrian all of the items described on line 9 of the Application for Obsolete Property Rehabilitation Exemption Certificate, including the following: (a) general description of the obsolete facility; (b) general description of the proposed use of the rehabilitated facility; (c) description of the general nature and extent of the rehabilitation to be undertaken; (d) a description list of the fixed building equipment that will be a part of the rehabilitated facility; (e) a time schedule for undertaking and completing the rehabilitation of the facility; (f) a statement of the economic advantages expected from the exemption; and

WHEREAS, the City of Adrian requires that the rehabilitation of the facility shall be completed by April 30, 2011; and

WHEREAS, commencement of the rehabilitation activities of the facility did not occur prior to the establishment of the Obsolete Property and Rehabilitation District; and

WHEREAS, the application relates to a rehabilitation program that, when completed, constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in the City of Adrian eligible under Public Act 146 of 2000 to establish such a district; and

WHEREAS, the completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to increase commercial activity, retain/create employment and assist the City with their short and long term revitalization goals; and

WHEREAS, the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000.

NOW, THEREFORE, BE IT RESOLVED:

- That the application from David and Kim Horstman for an Obsolete Property Rehabilitation Exemption Certificate with regard to the rehabilitation of real property with Tax ID #XA0-100-0191-00, 149 North Main Street, City of Adrian, Lenawee County, Michigan, within the previously established OPRA district is hereby approved for a period not to exceed nine (9) years per the City of Adrian OPRA Policy.
- The City of Adrian Commission will only consider an extension to the Obsolete Property Rehabilitation Exemption Certificate if the applicants, David and Kim Horstman, can prove that an increase in

real property tax liability will result in an unbearable hardship. The exemption will only be considered assuming that the applicant has retained and/or created employment within the city of Adrian, the applicant's project has enhanced the commercial and residential activity in the downtown district, and the applicant has adhered to the use requirements per the Downtown Blueprint.

- The City of Adrian Commission will require that David and Kim Horstman complete the rehabilitation in its entirety.

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

RE: APPROVAL TO AMEND AN APPROVAL OF AN OBSOLETE PROPERTY REHABILITATION ACT EXEMPTION CERTIFICATE FOR AL AND PHYLLIS WILKERSON, OWNERS OF 125 EAST MAUMEE STREET, CITY OF ADRIAN, LENAWEE COUNTY, MICHIGAN, PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS OF THE OBSOLETE PROPERTY REHABILITATION ACT, PA 146 OF 2000

RESOLUTION

WHEREAS, Al and Phyllis Wilkerson, owners of real property at 125 East Maumee Street, Adrian, Michigan, have submitted an application for an Obsolete Property Rehabilitation Exemption Certificate for the rehabilitation consisting of renovations and modifications to the building located in downtown Adrian, including, façade improvements, upgrades to the mechanical and electrical services, improved interior appearance of the building and other physical changes required to restore the obsolete property to an economically efficient condition, under State of Michigan Act 146, Obsolete Property Rehabilitation Act of 2000; and

WHEREAS, the City of Adrian is a Qualified Local Governmental Unit; and

WHEREAS, pursuant to P.A. 146 of 2000, after a duly noticed public hearing held on the 16th day of October 2006, the Adrian City Commission, by resolution, established the City of Adrian Downtown Development District as an Obsolete Property Rehabilitation District; and

WHEREAS, before acting upon said application, the Adrian City Commission held a public hearing October 18, 2010 at the City Commission Chambers building, 159 East Maumee Street, Adrian, Michigan at 7:00pm, at which hearing, the applicant, the Assessor and a representative of the affective taxing units, having been given written notice, were afforded the opportunity to be heard on said application; and

WHEREAS, the City Commission finds and determines that the granting of this Obsolete Property Rehabilitation Exemption Certificate, considered together with the aggregate amount of Industrial Facilities Exemption Certificates previously granted and currently in force, exceeds 5% of the total taxable value of the City; nevertheless, it is herewith determined that it shall not have the effect of substantially impeding the operation of or impair the financial soundness of the local government or an affected taxing unit; and

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

WHEREAS, the subject property is determined to be an obsolete property (functionally obsolete) as defined by Section 2(h) of Public Act 146 of 2000 and upon completion of the rehabilitation, activities will constitute a rehabilitated facility with the on the meaning of P.A. 146 of 2000; and

WHEREAS, the applicant has supplied to the City of Adrian all of the items described on line 9 of the Application for Obsolete Property Rehabilitation Exemption Certificate, including the following: (a) general description of the obsolete facility; (b) general description of the proposed use of the rehabilitated facility; (c) description of the general nature and extent of the rehabilitation to be undertaken; (d) a description list of the fixed building equipment that will be a part of the rehabilitated facility; (e) a time schedule for undertaking and completing the rehabilitation of the facility; (f) a statement of the economic advantages expected from the exemption; and

WHEREAS, the City of Adrian requires that the rehabilitation of the facility shall be completed by April 30, 2011; and

WHEREAS, commencement of the rehabilitation activities of the facility did not occur prior to the establishment of the Obsolete Property and Rehabilitation District; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in the City of Adrian eligible under Public Act 146 of 2000 to establish such a district; and

WHEREAS, the completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to increase commercial activity, retain/create employment and assist the City with their short and long term revitalization goals; and

WHEREAS, the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000.

NOW, THEREFORE, BE IT RESOLVED:

- That the application from Al and Phyllis Wilkerson for an Obsolete Property Rehabilitation Exemption Certificate with regard to the rehabilitation of real property with Tax ID #XA0-100-0191-00, 149 North Main Street, City of Adrian, Lenawee County, Michigan, within the previously established OPRA district is hereby approved for a period not to exceed nine (9) years per the City of Adrian OPRA Policy.
- The City of Adrian Commission will only consider an extension to the Obsolete Property Rehabilitation Exemption Certificate if the applicants, Al and Phyllis Wilkerson, can prove that an increase in real property tax liability will result in an unbearable hardship. The exemption will only be considered assuming that the applicant has retained and/or created employment within the city of Adrian, the applicant's project has enhanced the commercial and residential activity in the downtown district, and the applicant has adhered to the use requirements per the Downtown Blueprint.

- The City of Adrian Commission will require that Al and Phyllis Wilkerson complete the rehabilitation in its entirety.

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



MISCELLANEOUS

11-1

Parks and Recreation Department
 Recreation Program Report
 Fall 2010
 (September - November)

AQUATICS PROGRAMS					
Swim Lessons (2 sessions; 1 session 2009 & 2010)	28	9	11	11	15
YOUTH PROGRAMS					
After School Programs					N.O.
Alexander - Karate		23			
Alexander - Soccer		38			
Alexander - Basketball			16		
Alexander - Ultimate Recess				0	
Lincoln - Soccer		10			
Lincoln - Basketball			(3)		
Lincoln - Ultimate Recess				(2)	
Michener - Basketball		19	(3)		
Prairie - Soccer		30			
Prairie - Karate			23		
After Thanksgiving Drop 'N Shop				24	N.O.
Karate	21	21	20	12	12
Movin' Magic			4	6	6
Sports for Squirts	15	9			
Squirts Soccer			14	13	20
Squirts Floor Hockey			8	(6)	(6)
Pixie Cheerleading	24	36	18	40	35
Preschool Pajama Party/Imagination Station (2010)			6	(2)	0
YOUTH SPORTS					
Youth Soccer (Includes CFC and YMCA 2010)	58	29	41	26	152
ADULT PROGRAMS					
Adult Day Trips					
Frankenmuth			11	12	16
Toledo Zoo				9	12
Adult Dance Classes (couples)					
Swing Dance (2 sessions '08)	6	8	7/8		
Ball Room Dance (2 sessions '08)	9	20	14/9		
Beginner Swing & Ballroom Dance (2 sessions '09)				6/8	
Intermediate Swing & Ballroom Dance (2 sessions '09)				9/7	
Beginning Western Square Dance (2 sessions)				18/14	(5)
Line Dancing (2 sessions)*					22
Dog Obedience	22/30	28/24	22/30	12/13	18/9
Karate Family/Ind.	1/0	2/2	16/8	5/4	2/7
ADULT SPORTS					
Adult Volleyball 6x6 (teams)					
Men's	4	6	5	5	5
Women's	31	34	28	29	26
Adult Softball (teams)					
Modified Pitch	8	5	(3)	0	0
Slow Pitch-Men's	12	13	16	19	17
Slow Pitch-Co-Ed	14	10	4	5	10
Adult Soccer (teams)	6	9	6	6	6
ADAPTIVE PROGRAMS					
Social Soccer					0
SKATE PARK					
Open Skate	364	202	180	290	168
SPECIAL EVENTS					
Couch Potato to 5K*					28
Freaky Friday	337	212	232	205	144
Haunted Graveyard 5K Race		85	100	104	157
Haunted Graveyard Family Walk		38	34	36	
Haunted Graveyard Fun Run					19
Hayrides (groups)	29	25	24	26	22
Family Hayride Nights (2)*					68
Fall Harvest Celebration Dance*					17
Punt, Pass & Kick	9	15	15	5	N.O.
Turkey Basketball Shoot (teams)	49	37	15	9	16
Walk Michigan			84	78	34
*New Program N.O. - Not Offered () Cancelled due to low enrollment					
NOTE: Blank spaces are due to not offering certain programs in various years.					

Adrian Parks and Recreation
 Non-Resident Report
 Fall 2010
 (September - November)

	Residents	Non-Residents	Total Participants	Percentage Non-Res.
AQUATICS				
Swim Lessons	11	4	15	27%
YOUTH PROGRAMS				
Karate	5	7	12	58%
Movin' Magic	3	3	6	50%
Squirts Soccer	14	6	20	30%
Pixie Cheerleading	24	11	35	31%
YOUTH SPORTS				
Youth Soccer	N/A Combined with CFC and YMCA			
ADULT CLASSES				
Day Trip Frankenmuth	12	4	16	25%
Day Trip Toledo Zoo	8	4	12	33%
Dog Obedience	9	18	27	67%
Karate Family/Ind.	0	9	9	100%
ADULT SPORTS				
Adult Volleyball 6x6 (individuals)				
Men's	15	27	42	64%
Women's	53	146	199	73%
Adult Softball (individuals)				
Slow Pitch-Men's	110	138	248	56%
Slow Pitch-Co-Ed	69	93	162	57%
Adult Soccer	35	26	61	43%
SKATE PARK				
Open Skate	159	10	169	6%
SPECIAL EVENTS				
Couch Potato to 5K	12	14	26	54%
Freaky Friday	N/A Did not track			
Haunted Graveyard 5K Race	N/A Did not track			
Haunted Graveyard Fun Run	N/A Did not track			
Hayrides (groups)	19	3	22	14%
Family Hayride Nights	35	33	68	49%
Turkey Basketball Shoot	4	12	16	75%
Walk Michigan	N/A Did not track			
TOTALS	597	568	1165	49%
Scholarships Distributed				
Fall 2010				
Program			# of Scholarships	Amount
Aquatics			2	\$50
Youth Sports			4	\$88
Special Events				
TOTAL			6	\$138.00

Adrian Parks and Recreation
Resident/Non-Resident Comparison

2010

	AQUATICS		YOUTH PROGRAMS		ADULT PROGRAMS		YOUTH SPORTS		ADULT SPORTS		SKATE PARK		SPECIAL EVENTS		TOTAL
	RES	NR	RES	NR	RES	NR	RES	NR	RES	NR	RES	NR	RES	NR	
WINTER 2009-10															
Residents	10		21		22		74		192				479		798
Non-Residents		6		38		31		50		251				289	665
Total Participants	16		59		53		124		443		0		768		1,463
Percentage Non-Residents		38%		64%		58%		40%		57%	0%		38%		45%
SPRING 2010															
Residents	9		73		36		300		114		10		151		693
Non-Residents		14		49		64		247		219	6			76	675
Total Participants	23		122		100		547		333		16		227		1,368
Percentage Non-Residents		61%		40%		64%		45%		66%	38%		33%		49%
SUMMER 2010															
Residents	6,341		150		21				284		474		13		7,283
Non-Residents		2,282		96		19				587	34			22	3,040
Total Participants	8,623		246		40		0		871		508		35		10,323
Percentage Non-Residents		26%		39%		48%		0%		67%	7%		63%		29%
FALL 2010															
Residents	11		46		29				282		159		70		597
Non-Residents		4		27		35				430	10			62	568
Total Participants	15		73		64		0		712		169		132		1,165
Percentage Non-Residents		27%		37%		55%		0%		60%	6%		47%		49%
TOTAL RESIDENTS	6,371		290		108		374		872		643		713		9,371
TOTAL NON-RESIDENTS		2,306		210		149		297		1,487	50		449		4,948
TOTAL		8,677		500		257		671		2,359	693		1,162		14,319
PERCENTAGE NON-RESIDENTS		27%		42%		58%		44%		63%	7%		39%		35%
The following programs are not included because we do not track Resident/Non-Resident status:															
I Hoops Challenge	9										643				
Holiday Break Camp	17		(Combined with CFC)								729				
Santa at Stubnitz	660										1,035				
Spring Break Camp	30		(Combined with CFC)								52				
Youth Soccer Spring	328		(Combined with CFC and YMCA)								140		(Combined with YMCA)		
Eggstravaganza	425										254				
Rose for Mom	240										152		(Combined with CFC and YMCA)		
Walk Michigan	154										144				
Water Aerobics	5		(Average - drop in program)								157				
Kids Go Wild	88										19				
TOTAL													TOTAL		5,281

Adrian Senior Center
Quarterly Facility Usage Report
July - September 2010

Room/Program	July	Aug	Sept	TOTAL	
Gym					
Line Dancing Advanced	13		82	95	
Line Dancing Beginning	10		101	111	
Line Dancing - Friday Advanced			28	28	
Line Dancing - Friday Beginning			37	37	
RC Flyers	34	60	61	155	
Shuffleboard Daily	21	18	20	59	
Startercise	312	364	405	1,081	
Friday Musicians	106	144	112	362	
TOTAL GYM	496	586	846		1,928
Room 1					
Advisory Board Meeting	21	21	20	62	
Bible Study	28	17	26	71	
Bridge Basics			34	34	
Cards - Daily	34	28	42	104	
Cards - Euchre Tourny		28	22	50	
Cards - Monday Night	54	112	66	232	
Cards - Pepper Tourny	21	20	24	65	
China Painting			18	18	
FGP Inservice		28	32	60	
Hymn Sing	22	10	22	54	
Matter of Balance			38	38	
Red Hat Society Meetings		13	14	27	
Other			10	10	
TOTAL ROOM 1	180	277	368		825
Craft Room					
Daily Computer Use	32	32	25	89	
Exercise Equipment	29	19	33	81	
Puzzles	29	31	24	84	
Wii Games	54	80	64	198	
Wood Burning	21	33	23	77	
Other	0	2	0	2	
TOTAL CRAFT ROOM	165	197	169		531
Game Room					
Pool - Daily	326	321	346	993	
Pool Tourny - Tuesday	13	12	9	34	
Pool Tourny - Wednesday	23	21	22	66	
Misc.			16	16	
TOTAL GAME ROOM	362	354	393		1,109
Room 4					
Hand Chimes			25	25	
TOTAL ROOM 4	0	0	25		25
Lounge					
Blood Pressure w/Gt Lakes	32		35	67	
Blood Pressure w/Pat Anderson	19	29	25	73	
Book Club	15	15	17	47	
Movie Matinee	2	7	6	15	
TOTAL LOUNGE	68	51	83		202
Cafeteria					
Meals	1,421	1,361	1,254	4,036	
Birthday Party	68	82	81	231	
Hand Chimes	77			77	
Special Events/Other Usage			23	23	
TOTAL CAFETERIA	1,566	1,443	1,358		4,367
TOTAL SENIOR CENTER USAGE	2,837	2,908	3,242		8,987
New Clients	6	15	21		42

M-2

ADRIAN CITY PLANNING COMMISSION
DECEMBER 7, 2010
REGULAR MEETING
MINUTES

The regular meeting of the Adrian City Planning Commission was called to order by Chair Jacobitz at 7:00 p.m. in the City Chambers at 159 East Maumee Street.

Present: Mike Jacobitz Chair
 Marilyn Schebil Vice Chair
 Mike Clegg City Commissioner
 James Caldwell
 Mel Dye
 Chuck Jacobson
 Carl Phipps

Also Present: Chris Atkin Community Development Director

Absent: Chad Johnson
 Brian Watson

APPROVAL OF MINUTES OF THE
NOVEMBER 2, 2010, REGULAR MEETING

There were no corrections or additions to the minutes. Commissioner Phipps moved that the Minutes of the November 2, 2010, regular meeting be approved as presented. Commissioner Dye supported. Motion carried unanimously.

CASE NO. 10-024
PUBLIC HEARING TO HEAR AND CONSIDER
A ZONING EXCEPTION PERMIT APPLICATION
FOR 907 EAST BEECHER STREET

Chair Jacobitz opened the public hearing. The applicant, Mr. Kamal Awad, was present for this meeting. Mr. Awad requests approval to operate a used car lot at 907 East Beecher Street, there would be about 10 cars at any given time. This parcel is presently unoccupied and is located on the northeast corner of East Beecher and Oak Street. This property was formerly the A-I Auto Reconditioning and Locksmith. One of the requirements of Section 14.03 (5) is that no entrances can be within 60 feet of an intersection. Mr. Awad was in agreement of closing off the entrances from both East Beecher and Oak Street that are closest to the intersection. There were no comments from the audience, no telephone calls or written communication was received. The Planning Commission discussed the request. There were no questions or further discussion from the Commission. Public hearing closed. The Commission

was in receipt of a Staff Analysis, which was in favor of this request. There were three items that the applicant would have to comply with:

1. Blocking entrances closest to intersection
2. No major repair or major refinishing shop would be permitted
3. No outside storage of discarded or salvaged materials, junk vehicles or junk parts

The Commission was in agreement that the requirements of the ordinance have been met. Commissioner Phipps moved that the Planning Commission make a finding of fact that the applicant has met the requirements of the Zoning/Development Regulations and that the Planning Commission adopt the following resolution:

RESOLUTION

WHEREAS, Mr. Kamal Awad has submitted a Zoning Exception Permit request to operate a used car lot at the former A-1 Lock & Key, located at 907 East Beecher Street (Parcel XA0-820-3009-00); and

WHEREAS, the subject parcel's Zoning District designation is B-2 Community Business District; which permits automobiles and truck agency sales and showrooms via a Zoning Exception Permit; and

WHEREAS, the City of Adrian Comprehensive Plan does support the proposed use; and

WHEREAS, the Community Development Department has conducted a review of the applicant's request in accordance with the standards found in the City of Adrian Zoning/Development Regulations that pertain to process and approval requirements; and

WHEREAS, review of the proposed use finds that it meets requirements, is generally compatible with and will be complimentary to adjacent uses on adjacent parcels and within the B-2 District.

NOW THEREFORE BE IT RESOLVED that the Adrian City Planning Commission accepts the review and analysis conducted by the Community Development Department; and

BE IT FURTHER RESOLVED that the Adrian City Planning Commission finds that the application is in compliance with the standards for a Zoning Exception Permit as found in the Zoning/Development Regulations; and

BE IT FURTHER RESOLVED that the Adrian City Planning Commission hereby approves the request for a Zoning Exception Permit for 907 East Beecher Street, Parcel XA0-820-3009-00.

Commissioner Schebil supported. A roll call vote was made.

In Favor of Motion: Caldwell, Phipps, Jacobson, Schebil, Dye, Clegg, Jacobitz
Against Motion: none
Motion carried unanimously.

DISCUSSION AND POSSIBLE ACTION ON DRAFT ORDINANCE
REGARDING MEDICAL MARIHUANA FACILITIES

The Chair asked for discussion on the draft language. There was support to consider this a retail facility. Regarding Item 3 of the draft, there was concern that this language would define it out of business, and that it could end up in the residential districts. There was concern about this not being in a business district, felt it was better to have it out in the open. There was agreement that this type of facility should be out in the open. There was discussion concerning the criminal activities that other states or communities were having with this. There was some discussion that this was a police matter and that zoning could not prevent that. There was discussion about establishing a moratorium until language was developed, which would prevent these facilities until an ordinance was adopted. The State law does not require these facilities to notify law enforcement of their existence. It would be hard to police these facilities, from stopping someone or the number of people patronizing the business. There was concern that these facilities be regulated to a higher degree than you would for a traditional pharmacy. It was mentioned that Commission should be ahead of this issue and not establish a moratorium or do nothing. There was concern for this type of business being in the downtown, may influence a negative impact on surrounding business, which may lead to a decline in that area. It was suggested that the Planning Commission should hear from business owners in the downtown area to get their opinions. This issue is under litigation in the State. It was suggested that the Commission recommend a moratorium until we have drafted an ordinance. Commissioner Caldwell moved that the Planning Commission recommend the City Commission establish a moratorium of up to 120 days or less in order for the City to approve a zoning ordinance concerning Medical Marihuana Facilities. Commissioner Phipps supported. It was mentioned that cultivators in this ordinance.

In Favor of Motion: Jacobson, Schebil, Dye, Clegg, Jacobitz, Caldwell, Phipps

Against Motion: none

Motion carried unanimously.

COMMUNICATION ITEMS

The City Commission will have Capital Improvement Program meetings on December 11 and the 13. The Planning Commission is invited to attend.

There being no further business the meeting adjourned at 7:56 p.m.

Respectfully submitted,

Denise Cook, Secretary

411-3

DEPARTMENTAL REPORT

DECEMBER 20, 2010

	NOVEMBER 2010	OCTOBER 2010	NOVEMBER 2009	YEAR-TO-DATE 2010	YEAR TO DATE 2009
POLICE DEPARTMENT					
Complaints Answered	759	901	782	9,146	9,173
VIOLATIONS					
Moving Citations	115	132	98	1,499	960
3-6 am Parking Tickets	176	230	62	2,021	1,751
Non-Moving Citations	13	20	14	295	345
Downtown Parking Tickets	29	155	189	945	1,847
TOTAL VIOLATIONS	333	537	363	4,760	4,903
ARRESTS	112	119	86	1,313	1,223
FIRE DEPARTMENT (See M-4)					
INSPECTION DEPARTMENT					
Building Permits	22	46	18	284	292
Electrical Permits	20	20	11	215	185
Mechanical Permits	18	17	22	223	200
Plumbing Permits	7	10	4	83	59
Sidewalk Permits	0	2	0	10	13
Sign Permits	1	6	2	53	38
TOTAL PERMITS	68	101	57	868	787
Estimated Bldg. Costs	\$78,782	\$993,596	\$125,114	\$6,305,067	\$3,832,734
PARKING SYSTEM					
Meters in Operation					
Parking Assessment	\$0	\$0	\$0	\$29,656	\$13,548
Lot Revenue	\$852	\$144	\$1,225	\$2,643	\$4,404
Street Revenue	\$0	\$0	\$0	\$0	\$0
Misc. Revenue	\$11	\$22	\$15	\$179	\$155
Permits	\$125	\$350	\$0	\$19,086	\$16,814
Fines	\$285	\$455	\$575	\$4,479	\$7,541
Collection Fees	\$85	\$75	\$0	\$2,615	\$0
Token Sales	\$0	\$0	\$0	\$0	\$0
Contribut-GenFund	\$0	\$0	\$0	\$6,000	\$26,000
TOTAL REVENUE	\$1,358	\$1,046	\$1,815	\$64,658	\$68,462
WASTE WATER DEPARTMENT					
M. G. Pumped	124.432	124.495	122.983	1,562.422	1,737.494
Cost of Plant Operation *		\$399,786	\$342,186	\$3,386,150	\$3,418,227
WATER DEPARTMENT					
M. G. Pumped	78	84	75	885	950
Number of Customers	6,246	6,281	6,260		
	Industrial	Commercial	Residential	Other	TOTAL
M. G. Sold Revenue	\$27,182	\$80,505	\$106,375	\$63,926	62,061 \$277,988

*Figure not available

m-4

Adrian Fire Department
Monthly Report
November 2010

	Total	Property Loss	Content Loss
Fire			
Fire, Other	1	\$0	\$0
Natural vegetation fire, Other	1	\$0	\$0
	<hr/> 2		
Overpressure/Rupture			
Excessive heat, scorch burns with no ignition	1		
	<hr/> 1		
Rescue			
Rescue, EMS incident, other	24		
Medical assist, assist EMS crew	4		
EMS call, excluding vehicle accident with injury	112		
EMS call, PDA	4		
Motor vehicle accident with injuries	6		
Vehicle accident with injuries, refused treatment	2		
Rescue or EMS standby	1		
	<hr/> 153		
Hazardous Condition			
Hazardous condition, Other	3		
Hazardous condition, Standby	1		
Gas leak (natural gas or LPG)	2		
Electrical wiring/equipment problem, Other	1		
Power line down	2		
Arcing, shorted electrical equipment	1		
	<hr/> 10		
Service Call			
Service Call, other	1		
Smoke Investigation, No action taken	4		
Assist police or other governmental agency	1		
Assist invalid	2		
Unauthorized burning	4		
	<hr/> 12		
Good Intent			
Good intent call, Other	4		
Dispatched & cancelled en route	1		
	<hr/> 5		
False Alarm			
False alarm or false call, Other	5		
System malfunction, Other	2		
Smoke detector activation, no fire - unintentional	1		
Detector activation, no fire - unintentional	1		
Alarm system activation, no fire - unintentional	1		
	<hr/> 10		
Special Incident			
Special type of incident, Other	1		
	<hr/> 1		
Total	<hr/> 194		

M-5

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

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

WEEK END:	NOV 5	NOV 12	NOV19	NOV 26	NOV 30	TOTAL
MONDAY	314	328	314	289	268	1513
TUESDAY	276	289	280	292	285	1422
WEDNESDAY	304	267	249	260	0	1080
THURSDAY	305	274	289	0	0	868
FRIDAY	289	293	295	157	0	1034
		1451	1427	998	553	5917
SERVICE DAYS		NOV 2010 (21)	NOV 2009 (20)	+/-	OCT 2010 (21)	
SENIORS		736	592	144	737	
HDCP SENIORS		792	850	-58	806	
HANDICAPPED		2604	2484	120	2564	
WHEELCHAIRS **		379	360	19	384	
GENERAL		1785	1668	117	1615	
		5917	5594	323	5722	

RIDERSHIP INFORMATION INCLUDES NIGHT SERVICE.

DECEMBER	2008	6734	2009	6419	-5%
JANUARY	2009	7368	2010	6532	-11%
FEBRUARY	2009	7417	2010	6267	-16%
MARCH	2009	7540	2010	7288	-3%
APRIL	2009	6915	2010	6388	-8%
MAY	2009	6119	2010	5598	-9%
JUNE	2009	6453	2010	5639	-13%
JULY	2009	6098	2010	5747	-6%
AUGUST	2009	5711	2010	5986	5%
SEPTEMBER	2009	5788	2010	5759	-1%
OCTOBER	2009	6440	2010	5722	-11%
NOVEMBER	2009	5594	2010	5917	6%
		78177		73262	-6%

** WHEELCHAIR TOTALS ARE INCLUDED IN HANDICAPPED PASSENGER TOTALS