CITY COMMISSION MEETING
May 4, 2015

COMMISSION AGENDA

AGENDA
ADRIAN CITY COMMISSION
MAY 4, 2015
7:00PM

I. PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

II. ROLL CALL

III. APPROVAL OF THE MINUTES OF THE APRIL 20, 2015 REGULAR MEETING OF THE ADRIAN CITY COMMISSION.

IV. PRESENTATION OF ACCOUNTS

V. CONSENT AGENDA

1. **CR15-007. Finance.** Resolution to authorize the Department of Finance to amend the FY2014-15 Budget in accordance with the schedule entitled City of Adrian FY2014-15 Third Quarter Budget Amendments.

2. **CR15-008. Utilities.** Resolution to authorize the purchase of one replacement trash pump for the Waste Water Treatment Plant from the lowest bidder, Wastecorp Pumps, LLC of Grand Island, NY.

3. **CR15-009. Finance.** Resolution to authorize the selection of Libra Industries of Jackson, MI for the purchase of work uniforms for the TPOAM Union Members.

VI. REGULAR AGENDA

A. SPECIAL ORDERS

1. **SO-1.** Public Hearing to hear and consider comments regarding the City of Adrian applying for matching funds from the MSHDA rental rehabilitation Program for the rehabilitation or construction of apartments in downtown Adrian.

B. ORDINANCES

a. **Ord. 15-003.** Second reading and adoption of an ordinance to amend the sign ordinance.

b. **Ord. 15-004.** Second reading and adoption of an ordinance to amend the vacant building ordinance.

c. **Ord. 15-006.** First reading and introduction of an ordinance to amend the Maple Village Tax Exemption Ordinance.

C. RESOLUTIONS

1. **R15-046. Community Development.** Resolution to authorize the preparation of an application for funding through MSHDA for

Downtown Rental Rehabilitation funds for rehabilitation or construction of apartments in downtown Adrian.

2. **R15-047. Administration.** Resolution to set a fee schedule for sign permits.

3. **R15-048. Administration.** Resolution to set a fee schedule for the vacant building registration program.

4. **R15-049. Engineering.** Resolution to waive the bid process and authorize the acceptance of the sole source price from Slusarski Excavating & Paving of Adrian, MI to complete asphalt and base repairs to Maple Avenue.

5. **R15-050. Administration.** Resolution to accept a proposal from Sean Cook to purchase 35 feet of city-owned property on Oakwood Drive.

6. **R15-051. Finance Department.** Resolution to approve an amended Special Assessment Roll for delinquent invoices.

VII. PUBLIC COMMENT

VIII. COMMISSIONER COMMENTS

M I N U T E S

MINUTES
ADRIAN CITY COMMISSION
APRIL 20, 2015
7:00 P.M.

Official proceedings of the April 20, 2015 regular meeting of the City Commission, Adrian, Michigan.

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

PRESENT: Mayor Berryman and Commissioners Dudas, Munson, Rising, Gallatin and Faulhaber.
ABSENT: Commissioner Berryman Adams

Mayor Berryman in the Chair.

Commissioner Faulhaber motioned to excuse Commissioner Berryman Adams, seconded by Commissioner Rising, and this was adopted by a 6-0 vote.

Commissioner Rising motioned to approve the minutes from the regular meeting on April 6, 2015, this was seconded by Commissioner Munson, and the minutes were adopted by a 6-0 vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher #4112 through #4121	$175,331.02
General Fund Vouchers #22323 through #22342	$337,632.83
Clearing Account Vouchers amounting to	$345,705.91
TOTAL EXPENDITURES	$858,669.76

On motion by Commissioner Faulhaber, seconded by Commissioner Dudas, this resolution was adopted by a 6-0 vote.

COMMUNICATIONS

C-1. FINANCE. Revenue and Expenditure report for March, 2015.

CONSENT AGENDA

CR15-005

City of Adrian
County of Lenawee, Michigan

RESOLUTION CALLING HEARING ON THE
TAX INCREMENT FINANCING AND DEVELOPMENT PLAN
OF THE LOCAL DEVELOPMENT FINANCE AUTHORITY
OF THE CITIES OF ADRIAN AND TECUMSEH

WHEREAS, the City Commission of the City of Adrian (the ñCityò or ñAdrianò) and the City Council of the City of Tecumseh (ñTecumsehò) have created the Local Development Finance Authority of the Cities of Adrian and Tecumseh (the ñLDFAò), a multi-jurisdictional local development finance authority under the provisions of Act 281, Public Acts of Michigan, 1986, as amended (ñAct 281ò); and

WHEREAS, the State of Michigan, under the provisions of Act 281, has established the SmartZone Program designed to the foster the development of high technology enterprises through the commercialization of research products being developed at Michigan institutions of higher education; and

WHEREAS, the LDFA, Adrian, Tecumseh, and the Michigan Economic Development Corporation (ñMEDCò) have negotiated an agreement under which the LDFA District will be established as a satellite ñcertified technology parkò (commonly known as a ñSatellite SmartZoneò); and

WHEREAS, the LDFA has prepared and approved the Tax Increment Financing and Development Plan for the Satellite SmartZone (the ñPlanò) in order to achieve the purposes of Act 281, and to utilize tax increment financing to develop certain eligible projects within the Satellite SmartZone; and

WHEREAS, prior to the approval of the Plan, it is necessary to conduct a public hearing in connection with the consideration of such proposed Plan as required by Act 281.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Public Hearing. There shall be a public hearing on Monday, the 18th day of May, 2015, at 7:00 p.m., prevailing Eastern Time, at the Adrian City Chambers to consider adoption by the City Commission of an ordinance approving the Plan.

2. Filing. The City Commission hereby acknowledges receipt of the Plan from the LDFA and directs the City Clerk to submit the Plan to the governing body of each taxing jurisdiction within the LDFA District.

3. Publication. The City Clerk shall cause notice of said public hearing to be published in the *Daily Telegram*, a newspaper of general circulation in the City, twice before the public hearing. The notice shall be published for the first time not less than 20 days before the date set for the public hearing. The City Clerk shall also cause the notice to be mailed to the governing body of each taxing jurisdiction levying taxes that would be subject to capture by the LDFA, not less than 20 days before the date set for the public hearing.

4. Notice. The notice of the hearing shall be in substantially the following form:

NOTICE OF PUBLIC HEARING ON THE
TAX INCREMENT FINANCING AND DEVELOPMENT PLAN
OF THE LOCAL DEVELOPMENT FINANCE AUTHORITY
OF THE CITIES OF ADRIAN AND TECUMSEH

The City Commission of the City of Adrian, Michigan, and the City Council of the City of Tecumseh, Michigan, will hold separate public hearings on Monday, May 18, 2015, to consider the adoption of a resolution approving the Tax Increment Financing and Development Plan for the Local Development Finance Authority of the Cities of Adrian and Tecumseh pursuant to Act 281 of the Public Acts of Michigan of 1986, as amended.

The City Commission of the City of Adrian will hold a public hearing on the Plan on Monday, May 18, 2015 at its regular City Commission meeting beginning at 7:00 p.m. prevailing Eastern Time at the City Chambers, 159 East Maumee Street, Adrian, Michigan 49221.

The City Council of the City of Tecumseh will hold a public hearing on the Plan on Monday, May 18, 2015 at its Regular City Commission meeting beginning at 7:30 p.m. prevailing Eastern Time at the Tecumseh City Hall Commission Chambers, 309 E. Chicago Boulevard, Tecumseh, Michigan 49286.

The boundaries of the Local Development Finance Authority district are as follows:

- within the City of Tecumseh: Tecumseh Business and Technology Campus ï 5695 E M-50 - South side of M-50 and West of Billmeyer Highway; Van-Rob Tecumseh ï 1200 E M50 - South side of M-50 and East of Rogers Highway; Tecumseh High School ï 706 Brown Street - South side of Brown Street , North side of M-50; Tecumseh Admin Building ï 212 N. Ottawa Street - At the corner of SE. Shawnee Street and Ottawa; Tecumseh Middle School ï 307 N Maumee St ï At the corner of E. Logan Street and Maumee Street; Tecumseh District Library ï 215 N Ottawa St ï At the corner of E. Shawnee St and N. Ottawa; and

- within the City of Adrian: Adrian College, 110 S. Madison, roughly bound by Madison, Michigan, Williams and U.S. 223; Jackson College, 1376 North Main; Siena Heights University, 1247 East Siena Heights Drive, roughly bound by Siena Heights Drive, Oakwood and Elm; Lenawee ISD Tech Center, 1372 North Main; Adrian High School, 785 Riverside, roughly bound by Riverside, McKenzie and Stockford; Adrian Public Library, 143 East Maumee; City-owned greenfield site, 2610 West Beecher; City-owned greenfield site, 2900 West Beecher; City-owned greenfield site, 2817 West Beecher; City-owned industrial park, 1456 Enterprise Drive; City-owned industrial park, 1446 Enterprise Drive; City-owned industrial park, 1440 Enterprise Drive; City-owned industrial park - north, Industrial Drive; City-owned industrial park ï south, Industrial Drive; Brownfield site, 1356 East Beecher; Brownfield site, 430 North Dean; Brownfield site, 1407 East Maumee; City-owned greenfield site, 2300 North Adrian Highway; City-owned greenfield site, 2930 North Adrian Highway; City-owned property, North Adrian Highway; City-owned industrial park, 1470 Enterprise Drive.

Copies of the Tax Increment Financing and Development Plan, maps, plats, etc. are available for public inspection at the offices of the City Clerks of Adrian and Tecumseh.

At each public hearing, all interested persons desiring to address the City Commission shall be afforded an opportunity to be heard in regard to the approval of the

Tax Increment Financing and Development Plan. All aspects of the Plan will be open for discussion at the public hearings.

FURTHER INFORMATION may be obtained from either City Clerk.

Mary Feight, City Clerk City of Tecumseh	Pat Baker, City Clerk City of Adrian

5. Repealer. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

6. Effective Date. This resolution shall take effect immediately upon its publication.

AYES: Members

_____

_____

NAYS: Members

_____

RESOLUTION DECLARED ADOPTED.

_____
Pat Baker
City Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Commission of the City of Adrian, County of Lenawee, State of Michigan, at a regular meeting held on April 20, 2015 at 7:00 p.m., prevailing Eastern Time, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act 267.

_____
Pat Baker
City Clerk

CR15-006

RE: DEPARTMENT OF FINANCE – FY2015-16 Budget – Notice of Public Hearing

WHEREAS the Adrian City Charter, as well as Michigan Public Act 5 of 1982, requires that a Public Hearing be held prior to the adoption of the proposed Budget and that a notice of such hearing be published in a newspaper of general circulation at least six (6) days in advance of said hearing; and

WHEREAS the Adrian City Charter provides that a budget be adopted no later than the second week of May for the ensuing fiscal year, accompanied by action authorizing a millage rate to fund said budget.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission shall meet in the Commission Chambers, 159 E. Maumee Street on Thursday, May 14, 2015 at 5:30 p.m., for the purpose of hearing comments regarding the adoption of the proposed FY2015-16 Budget.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to publish a Public Notice of said hearing, in accordance with the provisions of the City Charter, as well as state and federal statutes.

BE IT FURTHER RESOLVED that Notice of Public Hearing shall include the date, time and place of said hearing, a summary of the entire budget, the citizenôs right to present oral and written comments, and statements of where and when the proposed budget may be examined.

CR15-007

RE: COMMUNITY DEVELOPMENT – Establishment of Public Hearing for Michigan State Housing Development Authority (MSHDA) Rental Rehabilitation program

WHEREAS, in the City of Adrianôs 2013-15 Strategic Plan, a high priority goal is to ñcreate and nurture a vibrant place to attract residents and jobsò; and

WHEREAS, action strategies in the Strategic Plan call for special attention to development of downtown, and to ñstrengthen urban corridorsò; and

WHEREAS, attractive downtowns are key components in the development of ñPlaceò, and are likely to yield increases in residency rates and related economic vitality; and

WHEREAS, the City of Adrian is interested in providing affordable housing for low and moderate income residents; and

WHEREAS, the City of Adrian has successfully utilized this program in downtown over the past 10 years; and

WHEREAS, downtown building owners continue to utilize the program to improve their properties; and

WHEREAS, MSHDA will be opening the next round of funding for this program in May of 2015; and

WHEREAS, the City of Adrian intends to apply for matching funds not to exceed $800,000 for the rehabilitation or construction of apartments in downtown.

NOW THEREFORE BE IT RESOLVED that the City of Adrian Commission hereby authorizes the scheduling of a public hearing for Monday, May 4, 2015, 7:00 p.m. in the City Chambers Building to receive comments on this matter, and directs the City Clerk to provide notice as appropriate and required.

On motion by Commissioner Dudas; seconded by Commissioner Faulhaber, Consent Agenda items Cr15-005 thru Cr15-007 were adopted by a 6-0 vote.

REGULAR AGENDA

SPECIAL ORDERS

SO-2. Public Hearing to hear and consider comments regarding a Special Assessment Roll for delinquent invoices, including a ten (10%) percent penalty for late payment.

Mayor Berryman opened the public hearing and the following comments were made:

There were 2 letters of dispute that were received before the meeting.

1. 155 N Main Street ï asked that the late fee be waived downtown parking assessment.
2. 544 S McKenzie Street ï asked that 4 trash pickup charges be waived for this address as the house is vacant and being renovated.

1. Michael Vicars ï Pastor of the New Day Baptist Church. The church owns 4 properties and he would like the trash fees waived as they have a dumpster and they take care of their own trash. Only one building has anyone living in it. The addresses are: 1010 State St, 305 W Beecher St, 1008 State St, and 834 Caton Ave.
2. Linda Mort ï 225 Finch St ï she and her husband moved from there in 2006. They filed for bankruptcy before Mr. Mort passed away and tax bills are still coming to them. Just a question of ownership.
3. Rodney Harris, representing his father Carol Wheaton ï 721 E Maumee St ï received a rental registration fee but the property is not being rented out.
4. Julio Rodriguez, Jr ï 317 E Church St ï put out carpeting in bags and it was never picked up by Stevens and the city picked it up and charged them for it.
5. Frank Lawford II ï 417 Seeley St ï City mowed 4 times last year; he agreed that once it was necessary but not the other 3 times.

There were no further comments and the Mayor declared the public hearing closed.

SO-3. Public Hearing to hear and consider comments regarding a Special Assessment Roll for delinquent water and sewer charges, including a ten (10%) percent penalty for late payment.

Mayor Berryman opened the public hearing and the following comments were made:

There were 3 letters of dispute received before the meeting:

1. 2 letters for 610 Lenawee Street ï two different renters left without paying their water bills; $123.47 and $117.19.
2. 640 Gulf Street ï disputing a water bill that a tenant did not pay and the late charges accumulated.

There were no further comments and the Mayor declared the public hearing closed.

ORDINANCES

Ord. 15-003. First reading and introduction of an ordinance to amend the sign ordinance.

Ord. 15-004. First reading and introduction of an ordinance to amend the vacant building ordinance.

Ord. 15-005. First reading and introduction of an ordinance to amend the Maple Village Tax Exemption Ordinance.

RESOLUTIONS

***SO-1 and R15-040 were removed from the agenda and the public hearing was reset through CR15-007**

R15-041

RE: FINANCE DEPARTMENT – Approve Special Assessment Roll for Delinquent Invoices

WHEREAS, Sections 70-12, 74-169, 10-94 and 10-98 of the Adrian City Code provides that any expense or cost incurred by the City upon or in respect to any delinquent rental registration and inspection fees, parking assessments, and improvements or abatements of public hazards on single lots and other miscellaneous invoices requires that the City Treasurer prepare a Special Assessment Roll for any such charges which have not been paid; and

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

NOW, THEREFORE, BE IT RESOLVED that the said Special Assessment Roll for the attached delinquencies be, and the same is hereby confirmed.

On motion by Commissioner Dudas, seconded by Commissioner Rising, this resolution, **with the removal of 1010 State St, 305 W Beecher St, 1008 State St, 834 Caton Ave, 225 Finch St and 317 E Church St for further investigation,** is adopted by a 6-0 vote.

R15-042

RE: UTILITIES DEPARTMENT – Approve Special Assessment Roll for Delinquent Water and Sewer Charges

WHEREAS, Section 94-247 of the Adrian City Code specifies that charges for water and sanitary sewer service, under the provisions of Public Act No. 94 of 1933 (MCL 141.101 et seq) are made a lien on the premises to which furnished; and

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

NOW, THEREFORE, BE IT RESOLVED that the said Special Assessment Roll for the attached delinquent water and sewer charges be, and the same, is hereby confirmed.

On motion by Commissioner Faulhaber, seconded by Commissioner Rising, this resolution was adopted by a 6-0 vote.

R15-043

RE: COMMUNITY DEVELOPMENT – Approve Chomp Burger, 240 N. Main Street – Potter Family Foods – for a Redevelopment Liquor License, made possible by Act 501 of the Public Acts of 2006

WHEREAS, on June 7, 2010 the City Commission designated the City of Adrianôs Downtown Development District as the Development District and Area for purposes of the Redevelopment Project Area and Development District or Area Liquor Licenses, as authorized by MCL 436.1521a.; and

WHEREAS, that action was undertaken in anticipation of the need for new licenses in downtown Adrian as investment and development took place; and

WHEREAS, the State of Michigan Liquor Control Commission in response provided a quota of 23 On-Premise licenses; and

WHEREAS, Chomp Burger restaurant ï Potter Family Foods, has been unable to secure a traditional license and meets the other criteria for a Redevelopment Liquor Licenses, namely: they will be a business engaged in dinning, entertainment or recreation; they will be open to the general public at least 10 hours per day, five days per week; they will have a seating capacity of at least 25 people; they have made a capital investment commitment of at least $75,000; and

WHEREAS, The City of Adrian and the Downtown Development Authority are committed to the revitalization of downtown Adrian; and

WHEREAS, establishment of new local businesses is a high priority for downtown; and

WHEREAS, Potter Family Foods has formally requested the City of Adrian approve Chomp Burger for a Redevelopment Liquor License; and

WHEREAS, the Adrian City Commissionôs approval of Potter Family Foods and Chomp Burger is required prior to approval by the Michigan Liquor Control Commission.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby approves Chomp Burger ï Potter Family Foods for an On-Premise liquor license pursuant to PA501 of 2006, section 521a(1) b.

On motion by Commissioner Rising, seconded by Commissioner Dudas, this resolution was adopted by a 6-0 vote.

R15-044

RE: **ENGINEERING – 2018 Local Bridge Program Funding**

WHEREAS, the Director of Parks & Engineering Services has secured a proposal from Tetra Tech, Ann Arbor, MI to complete the MDOT 2018 Local Bridge funding application in attempt to secure grant funds for bridge rehabilitation; and

WHEREAS, May 4, 2015 is the deadline for submitting the application; and

WHEREAS, The City of Adrian intends to submit Local Bridge Program funding applications to MDOT for the following two (2) bridge structures, listed in order of priority:

Bridge Structure	Funding Category
1) Bent Oak Ave. over River Raisin	Capital Preventive Maintenance
2) College Ave. over River Raisin	Capital Preventive Maintenance

WHEREAS, if successful, the City would receive state or federal funding to finance 90% of construction cost, and the City would fund 10% of the construction and 100% of the engineering costs for any bridge selected; and

WHEREAS, the estimated total maintenance costs for both listed projects is approximately $297,000 ($159,000 and $138,000, respectfully) in 2018 dollars and estimated costs for the Cityôs share of construction would be approximately $29,700 ($15,900 and $13,800, respectfully); and

WHEREAS, the Finance Director indicates that sufficient funds would be available for one or both of these projects in the Major Street Fund (202-473.00-801.000 Contract Services); and

NOW, THEREFORE BE IT RESOLVED, that the Adrian City Commission, by this resolution, hereby approves the submittal of the FY2018 funding application for the MDOT 2018 Local Bridge Program as listed by priority above.

On motion by Commissioner Dudas, seconded by Commissioner Faulhaber, this resolution was adopted by a 6-0 vote.

R15-045

RE: TRANSPORTATION – Revised Project Authorization for additional operating assistance for Dial-A-Ride Services.

WHEREAS, the City of Adrian desires to continue provisions of Dial-A-Ride service, and,

WHEREAS, a Project Authorization had been proposed which provided FY 2015 Section 5311 Operating assistance for such service, effective October 1, 2014 and expiring September 30, 2015, based on 18.5% of the estimated eligible costs, and,

WHEREAS, that Project Authorization included partial funding for the year, approximately 47% of the 18.5% of the estimated eligible costs which is $36,749, and

WHEREAS, the maximum amount to be paid will not exceed 18.5% of the audited costs and if funds are insufficient to reimburse at 18.5% of the audited costs, a new reimbursement percentage will be calculated for all agencies, and

WHEREAS, a REVISED Project Authorization in the amount of $39,811 has been proposed which provides additional FY 2015 Section 5311 Operating assistance, and, be it:

RESOLVED, that the City Commission of the City of Adrian does hereby approve the proposed REVISED Agreement No. 2012-0027, Authorization No: P7/R1 for FY 2015 Section 5311 Operating Assistance, and be it;

FURTHER RESOLVED, that the monies from this grant be given to Adrian Dial-A-Ride in accordance with the terms of the Authorization #P7/R1, and;

HEREBY, authorize the Mayor, Jim Berryman and City Clerk, Pat Baker to execute Authorization #P7/R1 for and on behalf of the City of Adrian.

On motion by Commissioner Faulhaber, seconded by Commissioner Munson, this resolution was adopted by a 6-0 vote.

R15-046

RE: ADMINISTRATION – Authorization to Purchase Trash Receptacles for Downtown

WHEREAS, the Mayor has started an Adopt-a-Bench program in an effort to provide resources to add benches and trash receptacles in and around the downtown; and

WHEREAS, based upon research on potential manufacturers, Wabash Valley Manufacturing of Silver Lake, IN was chosen based upon customer feedback, quality and price; and

WHEREAS, the local Manufacturerôs Representative is Miracle Midwest of Okemos, MI; and

WHEREAS, we have received a quote from Miracle Midwest for the purchase of 24 trash receptacles that would match the existing benches for a total delivered price of $13,233.00; and

WHEREAS, we have received a generous corporate donation to cover half of the expenses of providing downtown trash receptacles with the remainder coming from the Solid Waste Fund.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the purchase of trash receptacles for downtown from Miracle Midwest of Okemos, MI utilizing a generous corporate donation and funds from the Solid Waste Fund.

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

BE IT FURTHER RESOLVED that the FY2014-15 budget be amended as follows to properly fund this project:

Revenue:		
595-000.00-697.000	Prior Years Revenue	$6,616.50
Expenditure:		
595-528.00-990.000	Contingency	$6,616.50

On motion by Commissioner Dudas, seconded by Commissioner Munson, this resolution was adopted by a 6-0 vote.

PUBLIC COMMENT

1. Don Taylor ï Adrian ï thanked the Commission for their support of the Library; they have over 30 people that have been volunteering to get the information out. Feels that this is the best solution for the Library.

COMMISSIONER COMMENTS

1. Commissioner Gallatin echoed Don Taylorôs comments on the Library; he also thanked Don Taylor for all of the hard work that he does.
2. Commissioner Dudas also supported the Library and agreed that it is more than just books; there are many services offered and it is definitely an anchor in our community.
3. Commissioner Faulhaber mentioned that we need to collaborate with other jurisdictions to get help in sharing the cost of the upkeep of the Kiwanis Trail.
4. Mayor Berryman thanked Don Taylor and the Library staff for all of their hard work. Also praised John Dotsonôs last performance with the Adrian Symphony as the performance of a lifetime.

The next regular meeting of the Adrian City Commission will be held on Monday, May 4, 2015 at 7:00 p.m. in the City Chambers Building, 159 E. Maumee St, Adrian, MI 49221.

Jim Berryman
Mayor

Pat Baker
City Clerk

CHECK REGISTER

May 4, 2015

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

Shane Horn
City Administrator

SAH:mld

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 #4122 through #4125	$59,693.51
General Fund	
Vouchers #22343 through #22358	$227,729.92
Clearing Account Vouchers	
amounting to.....	$586,291.12
TOTAL EXPENDITURES	$873,714.55

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

May 4, 2015

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
22343	$ 323.91	US Postmaster	Additional Postage, Special Assessment Mailing
22344	$ 162,268.20	City of Adrian - Clearing	4/20/2015 AP Check Register
22345	$ 180,181.14	City of Adrian - Payroll	Payroll w/e 4/24/2015
22346		City of Adrian - Auto Parking	EFT State of Michigan Apr 2015
22347	$ 13,354.64	First Federal Bank	Social Security w/e 4/24/2015
22348	$ 1,070.79	RHINO Unit	Monthly Petty Cash and Chits
22349	$ 1,476.45	City of Adrian - Payroll	Payroll w/e 4/24/2015
22350	$ 139.63	First Federal Bank	Social Security w/e 4/24/2015
22351	$ 18,369.66	Lenawee Fuels	Fuel for DPW and Cemetery
22352	$ 50.00	Kapnick Insurance	Renewal of P. Baker Notary
22353	$ 40.00	Bob O'Leary	Refund for Piotter Cafeteria
22354	$ 167.56	City of Adrian - Utilities	March 2015 Water
22355	$ 505.65	Frontier Communications	April 2015 Telephone
22356	$ 4,427.42	Citizens Gas	March 2015 Heating
22357	$ 7,623.07	Nola's Transportation	Payroll w/e 5/01/2015
22358		City of Adrian - Utilities	EFT State of Michigan Apr 2015
	$ 389,998.12		
	$ (162,268.20)	Less : Check 22344	
	$ 227,729.92		

May 4, 2015

May 4, 2015

UTILITIES FUND
CHECK REGISTER

CHECK#		AMOUNT	PAYEE	DESCRIPTION
4122	$	149,808.07	City of Adrian - Clearing	4/20/2015 AP Check Register
4123	$	59,614.69	City of Adrian - Payroll	Payroll for w/e 4/24/2015
4124			VOID	
4125	$	78.82	City of Adrian - Utilities	March 2015 Water
	$	209,501.58		
	$	(149,808.07)	**Less: Check 4122**	
	$	**59,693.51**	**TOTAL**	

May 4, 2015

EXP CHECK RUN DATES 01/01/2014 - 12/30/2016
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
1.	ADRIAN CHARTER TOWNSHIP	11,533.52		
2.	ADRIAN MECHANICAL SERVICES CO	95.29		
3.	ADRIAN NAPA	92.76		
4.	ADRIAN PAINTERS SUPPLY & EQUIPMENT	56.60		
5.	ADVANCE AUTO PARTS COMMERCIAL CHRG	183.99		
6.	AIRGAS CARBONIC	638.63		
7.	ALERE TOXICOLOGY SERVICES INC	204.00		
8.	DENISE ALVERSON	20.00		
9.	AMERICAN OFFICE SOLUTIONS, INC.	77.99		
10.	APPLE MAT RENTAL	180.60		
11.	APPLIANCE JACK'S	36.00		
12.	APPLIED SPECIALTIES INC	4,059.00		
13.	BAKER & TAYLOR BOOKS	1,130.13		
14.	THE BANK OF NEW YORK MELLON	232,334.38		
15.	BANK OF NEW YORK MELLON	170,318.76		
16.	BATTERY WHOLESALE	50.03		
17.	BAUMGARTNER LLC	3,281.63		
18.	GREG BELL CHEVROLET CADILLAC INC	533.64		
19.	MARK BISHOP	20.00		
20.	ROBERT BISHOP	252.40		
21.	BLACK SWAMP EQUIPMENT	76.50		
22.	BLISSFIELD HEATING AND PLUMBING INC	401.00		
23.	TODD BROWN	20.00		
24.	BUCK & KNOBBY EQUIP CO INC	210.74		
25.	CALIFORNIA CONTRACTORS SUPPLIES INC	718.80		
26.	CARMEUSE LIME INC	10,527.32		
27.	CENGAGE LEARNING	151.91		
28.	CHEMICAL SERVICES, INC.	875.50		
29.	CATHY CHESHER	31.46		
30.	CITY OF ADRIAN	30.00		
31.	CITY OF TROY	475.00		
32.	CLEGG ELECTRIC INC.	280.00		
33.	COMCAST	4.29		
34.	CUTLER DICKERSON CO	45.00		
35.	CUTTING EDGE ENGRAVING	50.00		
36.	D PRINTER, INC.	55.00		
37.	THE DAILY TELEGRAM	532.71		
38.	JERRY DAVIS	20.00		
39.	DETROIT MARKING PRODUCTS CORP.	182.90		
40.	MICHELLE DEWEY	20.00		
41.	DEX MEDIA LLC	454.01		
42.	DEXTER'S INC.	28.08		
43.	DOAN COMPANIES	417.50		
44.	JACK DOHENY SUPPLIES INC	2,254.32		
45.	E & B SALVAGE LLC	5.40		
46.	STEVE EBERLE	20.00		
47.	FAMILY SERVICE & CHILDREN'S AID	713.70		
48.	FASTENAL COMPANY	6,835.38		
49.	FEDERAL EXPRESS	40.42		
50.	FOSTER SWIFT COLLINS & SMITH	76.00		

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
51.	J.O. GALLOUP COMPANY	873.61		
52.	GRAINGER INC.	881.85		
53.	HASSELBRING CLARK CO.	22.22		
54.	WALTER HELSEL	20.00		
55.	HIKES, TUCKER	180.90		
56.	D HILL ENVIRONMENTAL	325.00		
57.	SHANE HORN	20.00		
58.	HUBBARD'S AUTO CENTER INC	595.19		
59.	I.T. RIGHT	270.00		
60.	ICMA RETIREMENT CORPORATION	164.01		
61.	INFOGROUP	630.00		
62.	J T OVERHEAD DOORS	560.00		
63.	JONES & HENRY ENGINEERS, LTD.	12,059.04		
64.	JAMES KARLE	20.00		
65.	ERIC KELLY	20.00		
66.	KENNEDY INDUSTRIES INC.	260.00		
67.	KIPLINGER LETTER	99.00		
68.	DAVE KNAPP FORD LINCOLN	249.67		
69.	LANSING SANITARY SUPPLY INC	602.21		
70.	LARRY'S MUFFLER	100.00		
71.	LENAWEE COUNTY CIRCUIT	150.00		
72.	LENAWEE COUNTY TREASURER	544.55		
73.	LENAWEE DISTRICT LIBRARY	38.00		
74.	LENAWEE TIRE & SUPPLY CO, INC.	396.10		
75.	LEXIS NEXIS RM INC	675.18		
76.	LIBRARY HOTLINE	105.99		
77.	LITERARY GUILD	88.92		
78.	CHARTER TOWNSHIP OF MADISON	41,670.40		
79.	MICHAEL MARVIN	20.00		
80.	MASSON'S ELECTRIC, INC	636.28		
81.	MCGOWAN ELECTRIC SUPPLY INC	137.63		
82.	MCMASTER- CARR SUPPLY CO.	51.25		
83.	MICHIGAN BUILDING SPECIALTIES	1,650.00		
84.	MICHIGAN CAT CORP	1,337.50		
85.	MICHIGAN METER TECHNOLOGY GROUP INC	6,505.54		
86.	MICHIGAN PIPE & VALVE INC	356.40		
87.	MICHIGAN SECTION-AWWA	390.00		
88.	STATE OF MICHIGAN	2,038.84		
89.	MICROMARKETING LLC	245.55		
90.	H T MORIARTY CO INC	542.35		
91.	MT BUSINESS TECHNOLOGIES, INC	111.86		
92.	THOMAS W MULDARY,PH.D.	2,450.00		
93.	NEOPOST USA INC.	119.00		
94.	NORTH EASTERN UNIFORMS & EQUIPMENT	1,807.90		
95.	NORTH TOWN COMMONS LLC	8,747.54		
96.	MIKE OSBORN	20.00		
97.	OSBURN ASSOCIATES INC	1,223.00		
98.	PARAGON LABORATORIES INC	123.00		
99.	PIONEER MANUFACTURING CO.	1,572.90		
100.	PLATINUM PLUS	3,912.21		

EXP CHECK RUN DATES 01/01/2014 - 12/30/2016
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
101.	GLENN PRESTON	20.00		
102.	PROFESSIONAL MANAGEMENT COACHING	1,000.00		
103.	PROMEDICA CORP OF MICHIGAN	120.00		
104.	QUILL CORPORATION	314.46		
105.	READER'S DIGEST	27.98		
106.	RECORDED BOOKS LLC.	161.20		
107.	REPUBLIC SERVICES, INC.	66.78		
108.	TIM RITCHIE	20.00		
109.	RUTTER, SAMUEL	15.56		
110.	WILLIAM SADLER	20.00		
111.	SAFETY SYSTEMS INC.	1,258.50		
112.	JAMIE SCHMITZ	55.37		
113.	SCHOLASTIC INC	223.88		
114.	SHERWIN-WILLIAMS CO	172.97		
115.	SHINE'S AUTO CLEAN	60.00		
116.	SLUSARSKI EXCAVATING & PAVING INC	10,300.00		
117.	SPARTAN CHASSIS INC	97.27		
118.	SPECTRUM PRINTERS INC	320.00		
119.	SPOK, INC.	34.73		
120.	STATE INDUSTRIAL PRODUCTS	852.20		
121.	STEVENS DISPOSAL	835.64		
122.	STEVENSON LUMBER, INC.	238.93		
123.	SUPERIOR TURBO & INJECTION LLC	1,074.36		
124.	TEREX SERVICES	450.00		
125.	THOMSON WEST	1,066.00		
126.	TIME EMERGENCY EQUIPMENT INC	3,235.41		
127.	TLC COMM CREDIT UNION	16.74		
128.	TLC COMMUNITY CREDIT UNION	9.07		
129.	T-MOBILE	59.98		
130.	TOBY'S INSTRUMENT SHOP INC	264.00		
131.	TRACTOR SUPPLY COMPANY	327.25		
132.	TRI-STATE MEDICAL SUPPLY	20.00		
133.	TRUCK & TRAILER SPECIALITIES, INC	279.74		
134.	U S POSTMASTER	2,000.00		
135.	UNITED STATES PLASTIC CORP	18.67		
136.	USA BLUEBOOK	151.72		
137.	UTILITIES INSTRUMENTATION SERVICE I	5,326.45		
138.	VERIZON WIRELESS	62.42		
139.	DENNIS VESCELIUS	20.00		
140.	VISION PERFORMANCE GROUP	8,900.00		
141.	RYAN WHITE	20.00		
142.	WINDER POLICE EQUIPMENT	500.96		
	TOTAL ALL CLAIMS	586,291.12		

CONSENT AGENDA

M E M O_____

DATE: April 30, 2015

TO: Shane Horn, City Administrator
Jim Berryman, Mayor
City Commission

FROM: Cindy L. Prue, Finance Director

Re: FY2014-15 Third Quarter Recommended Budget Amendments

Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Units of Government, provides for adjustments to the Adopted Budget. The Financial Forecast has identified several variances between current projections and estimated Revenues and Appropriations included in the Adopted and Amended FY2014-15 Budget and recommend the attached adjustments.

The recommended budget amendments comply with the Uniform Budgeting and Accounting Act requirements as that no appropriations may be submitted to the City Commission that would allow total expenditures, including an accrued deficit, to exceed total estimated revenues, including an available surplus.

The summary is as follows:

General Fund (101):

Revenues – The vast majority of the amendments are to accurately reflect actual funds received. The increase in school election fees was to account for the most recent school millage vote. The largest change is in the SAFER grant revenue. When we were notified of the grants nine-month extension, we were under the impression they would fully fund us for the nine months. Instead we are now being told that we had nine months to use the funds. This resulted in a $52,825 funding change in what was anticipated from this grant.

Expenditures – The changes in most of the expenditures also reflect adjustments to account for actual expenditures. The Attorney's Office increase in Legal Fees relates to on-going litigation the city is involved with. The change in the Clerk's Office is a reflection of the additional school millage election. The changes in the Police Department are a result of the continued changes in staffing which has resulted in an increase in overtime.

Major Street Fund (202): Expenditures – The change on the Beecher Street Construction resulted from the State of Michigan finalizing the grant for this project. The other amendments are to more accurately reflect actual expenditures.

Local Street Fund (203):

Revenues and Expenditures – The changes here are to account for lower than anticipated snow removal costs.

Fee Estate (205):

Revenue and Expenditures – Both the revenue and expenditure changes are to reflect the crowd funding initiative for the Kiwanis Trailhead project.

Auto Parking Fund (585):

The changes in this fund are to recognize the funding sources for the Church Street Parking Lot.

State Revenue Sharing Update:

For fiscal year 2014-15 the legislature did away with the EVIP program as we knew it. They established a simplified version called the City, Village and Township Revenue Sharing (CVTRS) program. Under this new program the city is still required to meet the Accountability and Transparency requirements, but the Consolidation of Service Plan and the Unfunded Accrued Liability Plan requirements have been eliminated. Below are the anticipated payments for this fiscal year compared with what has actually been received.

	FY2014-15		Variance
Payment Date	**Estimated**	**Actual**	**Amount**
August 2014	$270,096	$270,096	$ 0
October 2014	$264,411	$285,105	$ 20,694
December 2014	$293,247	$288,861	($ 4,386)
February 2015	$271,674	$273,833	$ 2,159
April 2015	$235,640	$241,688	$ 6,048
June 2015	$270,887		

CVT Program:

			Variance
Payment Date	**Estimated**	**Actual**	**Amount**
August 2014	$ 78,662	$ 76,332	($ 2,330)
October 2014	$ 78,662	$ 78,662	$ 0
December 2014	$ 78,662	$ 78,662	$ 0
February 2015	$ 78,662	$ 78,662	$ 0
April 2015	$ 78,662	$ 78,662	$ 0
June 2015	$ 78,662		

If you have any questions, please feel free to contact me at (517) 264-4842 or at cprue@adrianmi.gov.

CITY OF ADRIAN
FY 2014-15 BUDGET
THIRD QUARTER FINANCIAL FORECAST
RECOMMENDED BUDGET AMENDMENTS

	FY2014-15 ADOPTED BUDGET	FY2014-15 AMENDED BUDGET as of 03/31/2015	FY2014-15 FINANCIAL FORECAST	BUDGET AMENDMENT	REASON
GENERAL FUND (101)					
REVENUE:					
Dept. 201: FINANCE					
101-201.00-664.000 INVESTMENT EARNINGS	$28,000	$28,000	$50,000	$22,000	LT CD's came due
Dept. 209: ASSESSOR					
101-209.00-444.000 PRINC RESIDENCE DENIAL	$2,000	$2,000	$100	($1,900)	To adjust to actual
Dept 215: CITY CLERK					
101-215.00-608.000 SCHOOL ELECTION FEES	$100	$100	$6,100	$6,000	To adjust for add'l election
Dept 301: POLICE DEPARTMENT					
101-301.00-455.000 PARKING	$0	$0	$985	$985	To record on-street permits
101-301.00-540.000 POLICE JAG GRANT	$0	$0	$6,630	$6,630	To record grant revenue
101-301.00-650.000 FALSE ALARM VIOLATION	$0	$2,000	$6,000	$4,000	To record rev from new ordinanc
101-301.00-660.000 TOW & IMPOUND FEES	$15,000	$15,000	$22,000	$7,000	To record add'l revenue
101-301.00-694.000 SEX OFFENDER REGISTRATION	$500	$1,200	$6,200	$5,000	To record add'l fees
Dept 336: FIRE DEPARTMENT					
101-336.00-550.000 SAFER GRANT	$0	$168,750	$115,925	($52,825)	To adjust to actual grant amt
101-336.00-639.000 TRANSPORT SERVICES	$12,000	$25,000	$35,000	$10,000	To reflect actual revenue
101-336.00-695.000 OTHER	$1,000	$1,000	$8,170	$7,170	To relfect call reimbursement
Dept. 371: INSPECTION DEPARTMENT					
101-371.00-475.000 VACANT BLDG REGIST	$1,000	$1,000	$3,500	$2,500	To reflect new ordinance
101-371.00-477.000 BUILDING PERMITS	$100,000	$100,000	$106,000	$6,000	To adjust to actual
101-371.00-478.000 ELECTRICAL	$35,000	$35,000	$41,700	$6,700	To adjust to actual
101-371.00-479.000 HEATING	$40,000	$40,000	$30,000	($10,000)	To adjust to actual
101-371.00-482.000 PLUMBING	$15,000	$15,000	$20,000	$5,000	To adjust to actual
101-371.00-485.000 ZONING PERMITS	$2,500	$2,500	$4,000	$1,500	To adjust to actual
101-371.00-486.000 MISC	$0	$0	$2,200	$2,200	To adjust to actual
Dept. 441: PUBLIC WORKS					
101-441.00-695.004 SALE OF SIGNS	$300	$300	$625	$325	To adjust to actual
Dept. 698.00: HERITAGE PARK					
101-698.00-695.000 OTHER	$4,500	$4,500	$5,300	$800	To adj Xmas light donations
Dept. 990: NON-DEPARTMENTAL					
101-990.00-676.281 CONTRIB-TIFA FUND	$0	$0	$1,500	$1,500	To adj to actual
101-990.00-697.000 PRIOR PERIOD REVENUE	$225,000	$103,094	$114,409	$11,315	
TOTAL GENERAL FUND REVENUE	**$481,900**	**$544,444**	**$586,344**	**$41,900**	
EXPENDITURES:					
Dept. 101: CITY COMMISSION					
101-101.00-912.000 LIAB INSURANCE	$35,810	$35,810	$31,500	($4,310)	To adj to actual
Dept. 172: CITY ADMINISTRATOR					
101-172.00-805.000 MEMBERSHIPS & DUES	$0	$0	$1,070	$1,070	To adj to actual
Dept. 191: ELECTION DEPARTMENT					
101-191.00-702.000 WAGES	$8,000	$8,000	$10,700	$2,700	To record school election costs
Dept. 201: FINANCE DEPARTMENT					
101-201.00-812.000 CONSULTANT FEE	$1,000	$1,000	$0	($1,000)	To adj to actual
101-201.00-729.000 PRINTING	$5,000	$5,000	$3,000	($2,000)	To adj to actual
101-201.00-730.000 POSTAGE	$16,000	$16,000	$10,000	($6,000)	To adj to actual
101-201.00-901.000 ADVERTISING	$5,000	$5,000	$13,000	$8,000	To adj to actual
101-201.00-912.000 LIAB INSURANCE	$2,400	$2,400	$2,100	($300)	To adj to actual
Dept. 210: ATTORNEY					
101-210.00-803.000 LEGAL FEES	$3,000	$3,000	$10,000	$7,000	To adj for legal counsel
101-210.00-912.000 LIAB INSURANCE	$4,500	$4,500	$4,000	($500)	To adj to actual

CITY OF ADRIAN
FY 2014-15 BUDGET
THIRD QUARTER FINANCIAL FORECAST
RECOMMENDED BUDGET AMENDMENTS

	FY2014-15 ADOPTED BUDGET	FY2014-15 AMENDED BUDGET as of 03/31/2015	FY2014-15 FINANCIAL FORECAST	BUDGET AMENDMENT	REASON
Dept. 215: CITY CLERK					
101-215.00-730.000 POSTAGE	$200	$2,500	$4,000	$1,500	To adj to actual
Dept. 276: CEMETERY					
101-276.00-801.000 CONTRACT SERVICES	$1,000	$1,650	$2,300	$650	
Dept. 301: POLICE					
101-301.00-704.000 OVERTIME	$75,000	$75,000	$95,000	$20,000	To cover short staffing
101-301.00-743.000 UNIFORMS	$18,000	$18,000	$23,500	$5,500	To adj for new officers
101-301.00-820.000 TOWING	$2,500	$2,500	$500	($2,000)	
101-301.00-853.000 RADIO MAINT	$2,000	$2,000	$2,700	$700	
101-301.00-911.000 PROPERTY INSURANCE	$1,900	$1,900	$400	($1,500)	
101-301.00-912.000 LIAB INSURANCE	$19,500	$19,500	$18,200	($1,300)	
Dept. 336: FIRE					
101-336.00-710.000 SICK/COMP WAGES	$17,855	$17,855	$25,310	$7,455	
101-336.00-720.000 HOLIDAY PAY	$39,000	$39,000	$45,420	$6,420	
101-336.00-912.000 LIAB INSURANCE	$2,900	$2,900	$2,610	($290)	
Dept. 441: PUBLIC WORKS					
101-441.00-710.000 SICK/COMP WAGES	$0	$0	$880	$880	
101-441.00-807.000 MEDICAL SERVICES	$500	$500	$945	$445	
101-441.00-810.000 LICENSES	$200	$200	$520	$320	
101-441.00-912.00 LIAB INSURANCE	$4,200	$4,200	$4,785	$585	
Dept. 697: PARKS & FORESTRY					
101-697.00-912.000 LIAB INSURANCE	$3,500	$3,500	$1,375	($2,125)	
TOTAL GENERAL FUND EXPENDITURES	**$268,965**	**$236,105**	**$282,315**	**$41,900**	
MAJOR STREET FUND (202)					
REVENUES:					
202-000.00-697.000 PRIOR YEARS REVENUE	$0	$29,587	$53,463	$23,876	
TOTAL REVENUES	**$0**	**$29,587**	**$53,463**	**$23,876**	
EXPENDITURES:					
202-451.03-801.203 STREET CONSTRUCT-BEECHER ST	$0	$0	$16,605	$16,605	Final grant payment
202-451.09-801.203 STREET CONSTRUCT-DIVISION ST	$276,500	$276,500	$259,895	($16,605)	Project under budget
202-451.10-801.000 STREET CONSTRUCT-RESURFACING	$50,500	$74,187	$116,563	$42,376	Unanticipated projects
202-465.00-776.096 STORM SEWER-REPAIRS	$10,000	$10,000	$5,000	($5,000)	
202-465.00-801.094 STORM SEWER-CATCH BASINS	$23,000	$23,000	$13,000	($10,000)	
202-474.00-801.108 TRAFFIC SERVICE-SIGNAL MAINT	$7,000	$7,000	$3,500	($3,500)	
TOTAL EXPENDITURES	**$367,000**	**$390,687**	**$414,563**	**$23,876**	
LOCAL STREET FUND:					
REVENUES:					
203-000.00-697.000 PRIOR YEARS REVENUE	$50,000	$169,475	$137,884	($31,591)	Adjust to actual
TOTAL REVENUES:	$50,000	$169,475	$137,884	($31,591)	
EXPENDITURES:					
203-478.00-702.111 WAGES-SNOW REMOVAL	$12,000	$12,000	$7,115	($4,885)	Adjust to actual
203-478.00-704.111 OVERTIME-SNOW REMOVAL	$2,800	$2,800	$890	($1,910)	Adjust to actual
203-478.00-708.111 OVERHEAD-SNOW REMOVAL	$7,104	$7,104	$3,850	($3,254)	Adjust to actual
203-478.00-943.111 VEH RENT-SNOW REMOVAL	$17,000	$17,000	$13,000	($4,000)	Adjust to actual
203-990.00-990.000 CONTINGENCY	$20,395	$17,542	$0	($17,542)	Adjust to actual
TOTAL EXPENDITURES	**$59,299**	**$56,446**	**$24,855**	**($31,591)**	
FEE ESTATE					
REVENUE:					
205-000.00-695.000 OTHER	$0	$0	$49,170	$49,170	Trailhead Park
TOTAL REVENUES	$0	$0	$49,170	$49,170	

CITY OF ADRIAN
FY 2014-15 BUDGET
THIRD QUARTER FINANCIAL FORECAST
RECOMMENDED BUDGET AMENDMENTS

	FY2014-15 ADOPTED BUDGET	FY2014-15 AMENDED BUDGET as of 03/31/2015	FY2014-15 FINANCIAL FORECAST	BUDGET AMENDMENT	REASON
EXPENDITURES:					
205-699.00-975.000 CAPITAL IMPROVEMENTS	$85,000	$85,000	$134,170	$49,170	Trailhead Park
TOTAL EXPENDITURES	$85,000	$85,000	$134,170	$49,170	
AUTO PARKING FUND (585):					
REVENUES:					
585-000.00-518.000 MDEQ STORM GRANT	$0	$0	$99,915	$99,915	To acct for MDEQ Grant
585-000.00-699.598 CONTRIB-STORM WATER	$345,500	$345,500	$270,000	($75,500)	To reflect actual project costs
585-000.00-697.000 PRIOR YEARS REVENUE	$0	$35,496	$11,081	($24,415)	To reflect actual project costs
TOTAL REVENUES	$345,500	$380,996	$380,996	$0	

CR15-007

May 4, 2015

RESOLUTION

RE: DEPARTMENT OF FINANCE – FY2014-15 THIRD QUARTER BUDGET AMENDMENTS

WHEREAS Public Act 621 of 1978, the Uniform Budgeting and Accounting act for Local Units of Government, provides for adjustments to the Adopted Budget; and

WHEREAS the Financial Forecast, prepared by the City of Adrian's Finance Department, has identified several variances between current projections and Estimated Revenues and Appropriations included in the Adopted and Amended FY2014-15 Budget, and recommends appropriate budget amendments; and

WHEREAS the recommended budget amendments comply with the Uniform Budgeting and Accounting Act requirement that no appropriations measure may be submitted to the City Commission that would allow total expenditures/expenses, including an accrued deficit, to exceed total estimated revenues, including an available surplus; and

WHEREAS the City Administrator has reviewed the Financial Forecast and proposed budget amendments and recommends their adoption.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission authorizes the Department of Finance to amend the FY2014-15 Budget in accordance with the attached schedule entitled City of Adrian FY2014-15 Third Quarter Recommended Budget Amendments.

BE IT FURTHER RESOLVED that the resulting Amended Budget shall comply with the Uniform Budgeting and Accounting Act (Public Act 621 of 1978) for Local Units of Government, which requires that no appropriations measure may be adopted in which total expenditures/expenses, including an accrued deficit, exceed total estimated revenues, including any available surplus.

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.

MEMORANDUM – UTILITIES DEPARTMENT

DATE: April 27, 2015

TO: Shane Horn, City Administrator

FROM: William Sadler, Utilities Director

SUBJECT: Waste Water Treatment Plant trash Pump

Sealed bids were received by the purchasing department on Tuesday April 21, 2015 at 2:00 pm for the purchase of a replacement trash pump to be used at the Waste Water Treatment Plant. The plant currently maintains two 4" trash pumps and one 6" trash pump that are used to pump tanks for annual maintenance and for emergency use at lift stations and other sites. This new 4" trash pump will replace a pump that was purchased in approximately 1997 and has experienced many breakdowns over the past few years. There were nine bidders that submitted a total of eleven bids.

I respectfully recommend that we proceed with the purchase of a replacement trash pump and award the bid to the low bidder, Wastecorp Pumps, LLC of Grand Island, NY for $14,500.00. Funds for this purchase are budgeted in the FY2014-2015 Waste Water Plant Capital Budget (497-554.00-977.595).

CR15-008 May 4, 2015

RE: UTILITIES DEPARTMENT –Waste Water Treatment Plant – Authorization to Purchase Trash Pump

RESOLUTION

WHEREAS the FY2014-15 Budget includes $15,000 (Account No. 497-554.00-977.595) to purchase a replacement trash pump for the Waste Water Treatment Plant; and

WHEREAS on Tuesday, April 21, 2015, the Purchasing Office received eleven (11) bids for the aforementioned trash pump with the following results:

Vendor	Location	Amount
Wastecorp Pumps, LLC	Grand Island, NY	$14,500.00
Lowe's Home Center	Adrian, MI	$19,999.99
Kerr Pump	Oak Park, MI	$21,773.00
Xylem	Painesville, OH	$22,745.00
Mersino	Davison, MI	$23,920.00
Patriot Pumps	Waterford, MI	$25,400.00
Detroit Pump & Mfg. Co.	Ferndale, MI	$26,880.00
Detroit Pump & Mfg. Co.	Ferndale, MI	$28,860.00
Xylem	Painesville, OH	$32,791.40
Hydrodynamics	Waterford, MI	$33,100.00
Kennedy Industries Inc.	Milford, MI	$34,480.00; and

WHEREAS the Utilities Director and City Administrator recommend selection of the lowest bidder, Wastecorp Pumps, LLC of Grand Island, NY, for purposes of acquiring one replacement trash pump for the Waste Water Treatment Plant at a total cost not to exceed $14,500.00; and

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

(497-554.00-977.595) Trash Pump Replacement $14,500

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the purchase of one replacement trash pump from the lowest bidder, Wastecorp Pumps, LLC of Grand Island, NY at a cost not to exceed $14,500.00.

On motion by Commissioner _____,

Seconded by Commissioner_____, this

Resolution was adopted by a _____ vote.

SUBJECT: Purchase of Work Uniforms April 24, 2015

TO: Shane A. Horn City Administrator

FROM: Scott Holtz Asst. Finance Director

In an effort to keep costs flat, we have negotiated with Libra Industries of Jackson Michigan to extend the TPOAM Work Uniforms contract for another year, ending on June 30, 2016. Libra Industries has done an excellent job in providing the TPOAM uniforms and I have not received any complaints from the union regarding their products. Included is the bid tabulation from April, 2014:

ITEM	**Libra Industries Jackson, MI**
Polo Shirts – SS, 50/50 Blend	12.25
Sizes above 2X, Talls	15.93
Polo Shirts – SS, 100% Poly	11.05
Sizes above 2X, Talls	14.37
Shirts – Long Sleeve	16.95
Sizes above 2X, Talls	22.04
Shirts – Short Sleeve	14.95
Sizes above 2X, Talls	19.44
T-Shirts	SS 7.05, LS 6.85
Sizes above 2X, Talls	SS 9.17,LS 8.91
Reflective T-Shirts	SS 10.35, LS 14.20
Sizes above 2X, Talls	SS 13.46, LS 18.46
Trousers	14.80
Sizes above 44	19.24
Cargo Style Trousers	21.70

Sizes above 44	28.21
Sweatshirt w/ Hood	15.80 (Jerzees)
Sizes above 2X, Talls	20.54 (Jerzees)
Coveralls	25.95
Sizes above 52	33.74
Delivery	30 calendar
NOTES	Upcharge for larger sizes is 30%

At this time, we are recommending the bid be extended to Libra Industries of Jackson.

Respectfully submitted,

Scott Holtz
Asst. Finance Director

CR15-009 **May 4, 2015**

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

RESOLUTION

WHEREAS the City of Adrian Purchasing Office has negotiated with Libra Industries of Jackson Michigan to extend the TPOAM Work Uniforms contract for another year:

ITEM	**Libra Industries Jackson, MI**
Polo Shirts – SS, 50/50 Blend	12.25
Sizes above 2X, Talls	15.93
Polo Shirts – SS, 100% Poly	11.05
Sizes above 2X, Talls	14.37
Shirts – Long Sleeve	16.95
Sizes above 2X, Talls	22.04
Shirts – Short Sleeve	14.95
Sizes above 2X, Talls	19.44
T-Shirts	SS 7.05, LS 6.85
Sizes above 2X, Talls	SS 9.17,LS 8.91
Reflective T-Shirts	SS 10.35, LS 14.20
Sizes above 2X, Talls	SS 13.46, LS 18.46
Trousers	14.80
Sizes above 44	19.24
Cargo Style Trousers	21.70
Sizes above 44	28.21
Sweatshirt w/ Hood	15.80 (Jerzees)
Sizes above 2X, Talls	20.54 (Jerzees)
Coveralls	25.95

Sizes above 52	33.74
Delivery	30 calendar
NOTES	Upcharge for larger sizes is 30%

; and

WHEREAS, the Assistant Finance Director and City Administrator recommend the extension of the TPOAM Work Uniform contract to Libra Industries for the purchase of Work Uniforms for the TPOAM Union Members; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2015-16 Annual Operating Budget.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorized the selection of Libra Industries for purchase of work Uniforms for the TPOAM Union Members under the terms and conditions as submitted and as proposed in their sealed bids dated April 24, 2014.

On motion by Commission_____. Seconded by Commission_____, this resolution was adopted by a _____vote.

REGULAR AGENDA

SO-1 May 4, 2015

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments regarding the City of Adrian applying for matching funds from the MSHDA rental rehabilitation Program for the rehabilitation or construction of apartments in downtown Adrian.

Discussion

When the Mayor call for final objections_____

_____

and he declared the hearing closed.

M E M O

DATE: April 14, 2015

TO: Hon. Mayor Berryman and City Commission

FROM: Shane A. Horn, City Administrator

SUBJECT: Sign Ordinance Changes

Proposed Sign Ordinance Changes

Ordinance No. 13-014

Section 30.00 (G)	Remove "does not cause visual clutter" Page 1
Section 30.20 (ii)	Remove "except in B-3 District. Remove "In the B-3 District, all illumination shall be external, provided however, that back lit halo lighting of individual letters shall be permitted" Page 7
Section 30.30 (B)	Secondary Wall Sign: Change to "Same maximum area as allowed for Principal Wall Sign" Page 10
Section 30.30 (B)	Monument Sign: Change "maximum height to 8 feet" Page 10
Section 30.30 (B)	Pole Sign: Change maximum area to "3 square feet per lineal foot of building frontage up to 154 square feet per side" Page 10
Section 30.30 (B)	Window Sign: Remove "20% of total glass area per business, applied by floor" Page 10
Section 30.30 (C)	Wall Sign: Change maximum area to "1.5 square feet per lineal foot of street level business frontage." Remove "up to 150 square feet" Page 12
Section 30.30 (C)	Window Sign: Change maximum area to "30% of total glass area per business, applied by floor" Page 12
Section 30.30 (D)	Monument Sign: Change maximum height to "8 feet from ground level to top of sign" Page 13
Section 30.30 (D)	Window Sign: Remove "20% of total glass area per business applied by floor" Page 13
Section 30.30 (E)	Monument Sign: Change maximum height to "8 feet from ground level to top of sign" Page 13

Section 30.30 (F) Monument Sign: Change maximum area to "250 square feet of total." Change maximum height to "8 feet from ground level to top of sign" Page 14

Section 30.40 (A) Other Permitted Signs: Electronic Message Signs

iii. Any portion of the message ~~must have a minimum duration of 30 seconds. Such display must be a static display~~ may have continuous movement. ~~No portion of the~~ Message may ~~flash,~~ scroll, twirl, change color, and fade in or out, or ~~in any manner imitating~~ imitate movement. ~~The change from message to message shall be instantaneous~~. Page 15

Section 30.40 (D) Other Permitted Signs: Projecting Signs

Projecting Signs. Projecting signs are for the ~~primary~~ benefit of both pedestrians and motorists and are encouraged to be decorative in design. Such signs shall only be permitted under the following provisions: Page 17

Section 30.40 (E) Special Event Signs

a. A temporary special event or community service sign may be erected in a non- residential district for a period not to exceed 30 days. Only 1 special event sign may be placed on a lot and a permit can only be granted once every 3 months. A special event sign shall be a yard sign, portable sign, freestanding sign, inflatable sign, pennant strings, streamers, feather sign or banner sign (affixed to a wall) and shall be no greater than 36 square feet in area and unless it is affixed to a wall, it shall be no taller than 6 feet. The sign may be externally illuminated. Electrical permits are required if illuminated. ~~A temporary sign permit is **not** required.~~ Electronic message boards are not permitted as temporary signs. Page 17

Section 30.50 (H) Remove "inflatable signs" Page 20

Section 30.50 (P) Remove "pennant strings or streamers or feather signs" Page 21

Section 30.60 (A) Administration & Enforcement: Signs Permitted Without a Permit

ii. Flags ~~not associated with any commercial message whatsoever.~~ that display a commercial message such as "open", "sale" or flags that have a business name or message. Page 21

ORDINANCE NO. 15-003

AN ORDINANCE TO AMEND ARTICLE XXX - SIGNS OF THE ZONING/DEVELOPMENT REGULATIONS

The City of Adrian Ordains:

1. That Article XXX – Signs be amended in its entirety to read as follows:

ARTICLE XXX—SIGNS

SECTION 30.00 - Intent

These regulations establish rules and standards for the construction, location, maintenance and removal of signs. Directional, informational, emergency, or traffic-related signs owned by city, state or federal government agencies are not regulated by this chapter.

The execution of these regulations recognizes that the purpose of this chapter is to protect the dual interest of the public health, safety and welfare and to ensure the maintenance of an attractive physical environment while satisfying the needs of sign users for adequate identification, communication, and advertising. In order that such purposes can be achieved, the following objectives shall be applied for this chapter and any future additions, deletions and amendments:

A. General. Ensure that signs are located, designed, constructed, installed and maintained in a way that protects life, health, morals, property and the public welfare;

B. Public Safety. Protect public safety by prohibiting signs that are structurally unsafe or poorly maintained; that cause unsafe traffic conditions through distraction of motorists, confusion with traffic signs, or hindrance of vision; and that impede safe movement of pedestrians or safe ingress and egress from buildings or sites;

C. Protect Aesthetic Quality of Districts and Neighborhoods. Prevent blight and protect aesthetic qualities by preventing visual clutter and protecting views; preventing intrusion of commercial messages into non-commercial areas; and eliminating signs and sign structures on unused commercial properties. Also, to avoid glare, light trespass, and sky glow through selection of fixture type and location, lighting technology, and control of light levels;

D. Free Speech. Ensure that the constitutionally guaranteed right of free speech is protected and to allow signs as a means of communication;

E. Reduce Conflict. Reduce conflict among signs and light and between public and private information systems;

F. Business Identification. Allow for adequate and effective signage for business identification and other commercial speech, non-commercial speech, and dissemination of public information, including but not limited to, public safety information and notification as may be required by law;

G. Foster Economic Development. Ensure that signs are located in a manner that does not cause ~~visual clutter~~, blight, and distraction, but rather promotes identification and communication necessary for sustaining and expanding economic development in the City; and

H. Recognize Unique Areas. Acknowledge the unique character of certain districts, e.g., the B-3 District, and establish special time, place and manner regulations that reflect the unique

aesthetic, historical, and/or cultural characteristics of these areas.

SECTION 30.10 - Definitions

Sign means any words, numbers, figures, presentations, designs, objects, trademarks, inflatables, announcements, pennants, emblems, banners, pictures or other symbols or similar devices which attract attention or make known such things as an individual, firm, profession, business, event, commodity or service and which are visible outdoors at the property line or any right-of-way lines, and shall include any structure designed to be used for such display. For the purpose of removal, such term shall also include sign supports. A sign shall not include any of the above that is customarily affixed to a person or clothing that is being actively worn by a person.

The following definitions are related to the regulation of signs in this ordinance (see end of this section for illustrative examples).

A. **Abandoned sign** means any sign which for a period of at least 30 days or longer no longer correctly directs or exhorts any per-son or advertises a bona fide business lessor, owner, product, service or activity.

B. **Advertising vehicle or trailer s**ign means any vehicle or trailer which, as its basic purpose, has the advertisement of products or the direction of people to a business or activity, whether such business or activity is located on or off the premises.

C. **Animated sign** means a sign that has any visible moving part, flashing or osculating lights, visible mechanical movement of any description, or other apparent visible movement achieved by any means that move, change, flash, osculate or visibly alters in appearance in a manner that is not permitted by these regulations.

D. **Area of sign** shall be calculated by measuring the area of all sign elements circumscribed by a rectangle, as follows (see graphic next page):

   i. For a wall sign comprised of individual letters, figures or elements on a wall or similar surface of the building or structure, the area and dimensions of the sign shall encompass a rectangle that forms, or approximates, the perimeter of all elements in the display, the frame, and any applied background that is not part of the architecture of the building.

   ii. For a freestanding sign, the sign area shall include the sign frame, if any, but shall not include 1) a pole or other structural support unless such pole or structural support is internally illuminated or otherwise so designed to constitute a display device, or a part of a display device. 2) Architectural features that are either part of the building or part of a freestanding structure, and not an integral part of the sign, and which may consist of landscaping, a decorative sign base or structural forms complementing the site in general.

   iii. Lower case letters with ascenders and descenders that extend beyond the limits of the sign height by a maximum of 12 inches, will not be calculated into the total sign area.

   iv. In the case of a flat, two-sided sign, only one side shall be used to calculate the sign area. In the case of a multiple-faced sign, the area of all faces shall be considered as one surface. A sign shall be considered flat if there is less than a two-foot space between the two sign panels.

E. **Ascenders** means the portion of a lowercase letter that rises above the main body of the letter as found in the letters b, d, f, h, k, l, and t.

F. **Awning sign**– see Canopy Sign

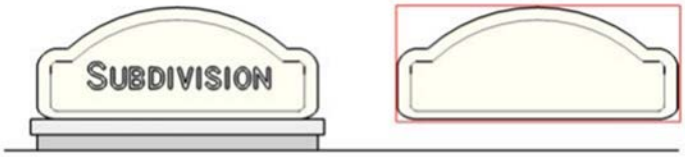
G. **Banner sign** means a temporary lightweight sign that is attached or imprinted on a flexible surface that deforms under light pressure and that is typically constructed of non-durable materials, including, but not limited to, cardboard, cloth, and/or plastic.

H. **Billboard** means a large panel for the display of advertising and messages.

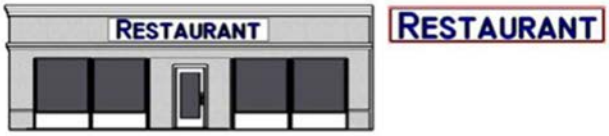
I. **Canopy sign** means any sign that is painted on, applied or attached to or hung from a marquee, mansard, awning, canopy or other structure projecting from and supported by the building and extending beyond the building wall.

SIGN AREA CALCULATION GUIDELINES

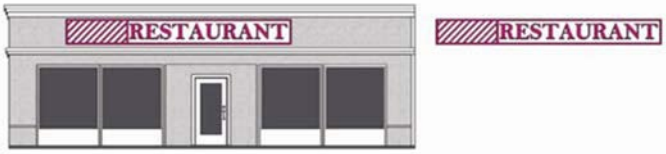
Sign Type | **Sign Area**



Individual Copy on Freestanding Sign
Calculate sign area defined by imaginary rectangle drawn around outside of freestanding sign face. Base of ground sign not included in sign area. This calculation applies to other types of freestanding signs.



Copy on Rectangular Wall Sign Panel
Calculate sign area defined by sign panel. If letters are placed on a panel or other material that resembles a sign face, the entire sign face shall be included in the sign area calculation.



Individual Copy on Wall Sign with Letters Placed on Building Facade
Calculate sign area defined by imaginary rectangle drawn around outside of the integral design elements of the sign.

Individual Copy and Logo on A-Frame Sign
Calculate sign area defined by imaginary rectangle drawn around outside of freestanding sign face. Support base not included in sign area

Window Sign Area
Available window area is counted and applied on a floor by floor basis.

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J. **Changeable copy** means a sign that is designed so that its characters, letters, illustrations or other content can be changed, altered or rearranged without physically altering the permanent physical face or surface of the sign. This includes manual, electrical, electronic, or other variable message signs.

K. **Damaged sign** means any sign which has become deteriorated or dilapidated so as to require more than minimal reconditioning to restore it to an average, normal, safe state of repair.

L. **Descenders** means the portion of a lowercase letter that falls below the baseline as found in the letters g, j, p, q, and y.

M. **Directory sign** means small scale, pedestrian-oriented wall signs that are used for multi- tenant buildings to provide a directory of tenant locations within the building. They may also serve as the address sign for the property.

N. **Electronic Message Sign** means a sign with a fixed or changeable display or message composed of a series of lights that may be changed through electronic means.

O. **Embellishments** mean any framing or trim attached to or superimposed upon a sign.

P. **Feather sign** means any sign that is comprised of material that is suspended or attached in such a manner from a pole or stake as to attract attention by waving and/or fluttering from natural wind currents.

Q. **Festoon sign** means a sign made of fabric or material suspended, draped, and bound at intervals to form loops or scalloped folds.

R. **Flashing Sign**—see Animated Sign

S. **Freestanding sign** means any sign permanently affixed to the ground and not to a building, and which is not used for off-premises advertising.

T. **Frontage** (for sign purposes) - means that side of a building that faces a street. Principal frontage is typically the side that contains the building entrance, or as otherwise designated by the building owner.

U. **Ground sign** - see Monument Sign

V. **Illumination or Illuminated** means a source of any artificial or reflected light, either directly from a source of light incorporated in, or indirectly from an artificial source, so shielded that no direct illumination from it is visible elsewhere than on and in the immediate vicinity of the street graphic.

W. **Marquee sign** means any sign painted on or attached to or supported by a marquee.

X. **Mural** means a picture on an exterior surface of a structure. A mural is a sign only if it is related by language, logo, or pictorial depiction to the advertisement of any product or service or the identification of any business.

Y. **Mobile Billboard** means an on- or off-premise advertising sign attached to a vehicle or trailer that is used for the primary purpose of advertising and that moves with pedestrian or vehicular traffic or is parked at specific locations. A vehicle which advertises the company of its primary use is not considered a mobile billboard.

Z. **Monument** sign means a sign attached to a permanent foundation or decorative base and not attached or dependent on support from any building, pole, posts or similar uprights. Monument signs include ground signs.

AA. **Moving sign**—see Animated sign.

BB. **Nonconforming** sign means a sign which met all legal requirements at the time of construction but became "nonconforming" as a result of subsequent changes to the sign regulations and/or amendments thereto; a prohibited sign is not a "nonconforming" sign.

CC. **Off-premises sign** means any sign not strictly related to goods, activities or services rendered on the premises where the sign is located or affixed.

DD. **On-premises sign** means a sign limited to advertising the name and goods or services rendered on the premises where the sign is located or affixed.

EE. **Pennant means** any cloth, plastic, metal or similar material suspended from one end to hang down, with a written message or advertisement, and any similar materials cut into strips and attached by strings, wire or ropes and suspended in such a manner as to attract attention by waving and/or fluttering from natural wind currents.

FF. **Pedestrian sign** means a sign near street or sidewalk level, oriented and scaled to the pedestrian rather than the motorist. Such signs shall be self-supporting, as with an A-frame type sign, and not be permanently installed.

GG. **Pole sign** means a permanent sign that is mounted on a freestanding pole(s) or other support that is placed on, or anchored in, the ground and that is independent from any building or other structure.

Monument Sign **Pole sign**

HH. **Portable sign** means any sign not permanently affixed to the ground or a building, and which is designed to permit removal and reuse or relocation without any disassembly.

II. Projecting sign means a sign that extends beyond the building wall, where the horizontal sign face is not parallel to the building wall.

JJ. **Roof sign** means any sign which is affixed to a building roof.

KK. **Sign band** means an integral part of the storefront design that architecturally defines the top of the ground floor, or the location on the building's facade between the building entrance and the bottom of the second floor windows, or, for a one-story building, the eave line.

LL. **Sign face** means that part of the sign where copy and display matter is or could be located.

MM. **Sign height** means the vertical distance between the grade of the public street to which the sign is oriented to the highest point of the sign.

NN. **Sign setback** means the horizontal distance between a sign and the property lot line as measured from that part of the sign, including its extremities and supports, nearest to any point on an imaginary vertical plane projecting from the property lot line.

OO. **Snipe sign** means anything that is attached to trees, wires or to other objects that has a message appearing on it that does not apply to the present use of the premises or structure upon which the sign is located and is not otherwise permitted by this Ordinance.

PP. **Street Level Building Frontage** means the width of the principal structure, measured along the first floor (ground) elevation, which faces the front lot line.

QQ. **Street Level Business Frontage** means width of the portion of the street level building frontage that is occupied by a single business or other non-residential use that abuts the exterior wall

facing the front lot line.

RR. **Temporary sign** means a sign intended to display either commercial or non-commercial messages of a transitory or temporary nature. Portable signs or any sign not permanently embedded in the ground, or not permanently affixed to a building or sign structure that is permanently embedded in the ground, are considered temporary signs.

SS. **Wall sign** means any sign affixed flat against and parallel to a building wall, including the exterior of window areas.

TT. **Window sign** means any sign, other than a product or decorative display, affixed to business windows and/or doors, or otherwise so placed to attract the attention of persons outside the building.

SECTION 30.20 - General Requirements

A. All signs shall meet the requirements of the city building code.

B. No person or business firm, acting either as principal or agent, shall erect or install any sign or sign structure until a permit for such work has been issued by the Building Official to a contractor or the owner or occupant of the premises where the work is to be done, except as otherwise provided in this chapter.

C. Signs with changeable copy may be changed by the owner, occupant or their assignees, provided the sign has been approved and constructed in accordance with this chapter and the building code.

D. No sign, sign structure or sign support shall project over any internal, side or rear property line. Projection over a front or exterior side lot line shall only be as permitted in this Ordinance.

E. No sign, sign structure or sign support shall project over the roof of any building, nor obstruct or obscure any building windows or significant architectural elements.

F. All businesses, institutions, and residences shall be identified by a street address sign or number which shall be clearly visible from the street.

G. Signs shall meet requirements for sight distances as described elsewhere in this Ordinance.

H. Substitution. Any sign that can be displayed under the provisions of this ordinance may contain a non- commercial message.

I. Illumination:

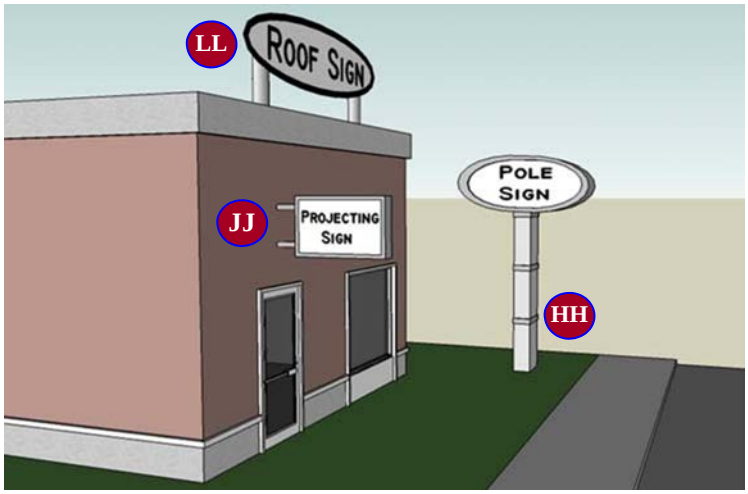
   i. Exterior lighting may be provided from an external light source attached to or near the sign and directed only to the face of the sign. Sign light sources shall be shielded in order to prevent visible glare to passing motorists and unnecessary spillover to the night sky, and they shall not be directed so as to trespass or encroach in or upon neighboring properties. Exposed neon tubing is permitted on signs in the B-1, B-2, B-3, and B-4 districts, but is not permitted in other districts.

   ii. Internal Illumination. In all districts ~~except the B-3 District~~, signs with internal lighting may be permitted. All illumination shall be steady and stationary in source and intensity, except as otherwise permitted. ~~In the B-3 District, all sign illumination shall be external, provided, however, that back-lit halo lighting of individual letters shall be permitted~~.

COMMON SIGN TYPES
Defined in this Section

H Banner Sign
J Canopy Sign
A Monument Sign
T Window Sign

HH Pole Sign
JJ Projecting Sign
LL Roof Sign



F Pedestrian (A-Frame)
SS Wall Sign
T Window Sign

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SECTION 30.30 - Sign Types Permitted by District. See corresponding table.

Section 30.30 Sign Types Permitted by District				
A. Residential Districts				
Sign Type	**Location**	**Max. Area**	**Max. Height & Length**	Number
Monument sign	10 ft min. front and side yard setbacks	32 sq ft per side	6 ft from ground to top of sign	1 per subdivision, residential complex, or other permitted non-residential use. One additional sign if such use has frontage on more than one non-local road as defined in the Comprehensive Plan. Each sign shall be along a different street and each sign shall be located a minimum of 25 ft from the intersection of two streets or rights-of- way.
Wall sign (no illumination permitted)	On principal building frontage	0.5 sq ft	6 inches in height x 12 inches in width	1 per residential building

Section 30.30 Sign Types Permitted by District				
B.General Business Districts (B-1, B-2, & B-4). Permits required, unless otherwise noted				
SignType	Location	Max.Area	Max.Height	Number
Principal Wall Sign	On principal building frontage to be placed at the sign band, when provided.	1 sq ft of sign per each lineal foot of street level business frontage in the B-1 district. B-2 and B-4 districts are allowed a maximum of 1.5 sq ft of sign area per lineal foot of street level business frontage. Signs on buildings that are set back more than 100 ft are allowed an additional 0.5 sq ft of sign area per lineal foot of street level business frontage, provided that no sign shall exceed a maximum of 90 sq ft. in the B-1 & B-2 districts and up to 300 sq ft in the B-4 district.	—	Up to four signs are permitted per street level business frontage. The sum of the area of all signs shall not exceed the maximum sign area permitted. Buildings with multiple street frontages shall be permitted signs of the same type on each street frontage, with a maximum sign area based on that front's lineal measurement.
Secondary Wall Sign	On building face other than the principal building frontage	~~50% of the maximum permitted area for Principal Wall Sign~~ Same maximum area as allowed for Principal Wall Sign.	—	Up to 2 secondary wall signs shall be permitted, with one sign permitted on each of two walls.
Monument Sign	10 ft minimum front and side yard setbacks	1 sq ft per lineal foot of building frontage, up to 75 sq ft per side	~~6~~ 8 ft from ground level to top of sign	See Sec 30.30 A. for provisions for number of Monument Signs. A monument sign is not permitted in addition to a pole sign.
Pole Sign	10 ft minimum front and side yard setbacks	~~2~~ 3 sq ft per lineal foot of building frontage, up to ~~100~~ 154 sq ft per side	35 ft from ground level to top of sign	See Sec 30.30 A. (Number of Monument Signs) which also applies to pole signs, where permitted. A pole sign is not permitted in addition to a monument sign.
Window Sign— No permit required	In business windows	~~20% of total glass area per business, applied by floor~~	—	—
Other signs	See Section 30.40, as applicable			

Illustration of corner building with identical wall signs on both frontages

Illustration of wall signs permitted for street level businesses with building frontage.

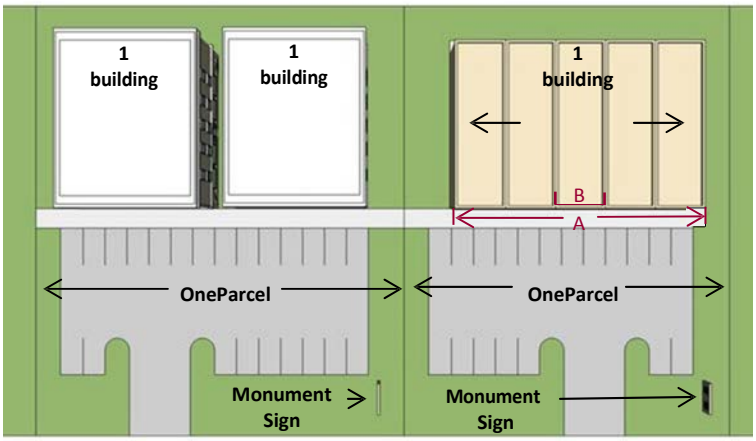


Illustration of one monument sign permitted per parcel.

A = Street level building frontage
B = Street level business frontage

Section 30.30 Sign Types Permitted by District				
C. **Pedestrian-Oriented Business Districts (B-3)** Permits required, unless otherwise noted				
Sign Type	Location	Max.Area	Max.Height	Number
Wall Sign	On building frontage containing the main entrance at the sign band	~~1~~ 1.5 sq. ft. per lineal foot of street level business frontage ~~up to 150 sq ft~~.	—	Up to four signs are permitted per street level business frontage. The sum of the area of all signs shall not exceed the maximum sign area permitted. Buildings with multiple street frontages shall be permitted signs of the same type on each street frontage, with a maximum sign area based on that front's lineal measurement.
Projecting Sign See Section 30.40 D	At least 8 ft. above ground level No closer than 20 ft to another such sign No higher than the 2nd floor of a multi- story building	**24** sq. ft. total	**8** ft. from bottom edge of sign	1 per occupant at street level
Window Sign— No permit required	In business windows	~~20~~ 30% of total glass area per business, applied by floor	—	—
Monument Sign	10 ft minimum front and side yard setbacks	1 sq ft per linear foot of building frontage, up to24 ft per side	4 ft from ground level to top of sign	See Sec 30.30 A. for provisions for number of monument signs. A monument sign is not permitted in addition to a pole sign.
Temporary Pedestrian or A-Frame Sign — No permit required. See Section 30.40 B	May be located in public right-of-way, but shall maintain 4 ft clear pedestrian area on sidewalks and where on-street parking is permitted, shall be setback 4 feet from the back of curb. No closer than 20 ft. from another such sign	6 sq ft per side	4 ft from ground level to top of sign	1 per street-level business with an exclusive or shared pedestrian entrance facing the street or public walkway
Other signs	See Section 30.40, as applicable			

Section 30.30 Sign Types Permitted by District				
D. Office District (OS-1) & Residential Office District (RO) Permits required, unless otherwise noted				
Sign Type	Location	Max. Area	Max. Height	Number
Wall Sign	On principal building frontage to be placed at the sign band, when provided.	1 sq ft per lineal foot of street level business frontage, up to 20 sq ft	—	1 per street level business with building frontage. Corner buildings shall be permitted 1 identical sign (type and area) on each frontage
Monument Sign (formerly Pole Sign)	10 ft minimum front and side yard setbacks	1 sq ft per lineal foot of building frontage, up to 24 sq ft per side	~~4~~ 8 ft from ground level to top of sign	1 per parcel. A monument sign is not permitted in addition to a pole sign.
Window Sign— No permit required	In business windows	~~20% of total glass area per business, applied by floor~~	—	—
Other signs	See Section 30.40, as applicable			

Section 30.30 Sign Types Permitted by District				
E. Industrial Districts (EI, I-1, I-2, WH). Permits required, unless otherwise noted				
Sign Type	Location	Max. Area	Max. Height	Number
Wall Sign	On principal building frontage	1.5 sq. ft. per lineal foot of street level business frontage, up to 200 ft	—	1 per street level business with building frontage. Corner buildings shall be permitted 1 identical sign (type and area) per frontage
Monument Sign	10 ft front setback	2 sq. ft. per lineal foot of building frontage, up to 100 sq ft.	~~6~~ 8 ft from ground level to top of sign	1 per parcel. A monument sign is not permitted in addition to a pole sign.
Window Sign — No permit required	In business windows	20% of total glass area per business, applied by floor	—	—
Other signs	See Section 30.40, as applicable			

Section 30.30 Sign Types Permitted by District				
F. Education-Research-Office District (ERO). Permits required, unless otherwise noted				
Sign Type	Location	Max. Area	Max. Height	Number
Principal Wall Sign	On principal building frontage to be placed at the sign band, when provided.	**1.5** sq ft of sign per each lineal foot of street level building frontage. Signs on buildings set back more than 100 ft are allowed an additional .5 sq ft of sign area per lineal foot of street level building frontage, provided that the total sign area shall not exceed a maximum of **300** sq ft	—	Up to four signs are permitted per street level building frontage. The sum of the area of all signs shall not exceed the maximum sign area permitted. Buildings with multiple street frontages shall be permitted signs of the same type on each street frontage, with a maximum sign area based on that front's lineal measurement.
Secondary Wall Sign	On building face other than the principal building frontage, placed within 30 ft of the front facade	50% of the maximum permitted area for Principal Wall Sign	—	Up to 2 secondary wall signs shall be permitted, with one sign permitted on each of two walls.
Monument Sign (formerly Pole Sign)	10 ft minimum front and side yard setbacks	Maximum of ~~75~~ 250 sq ft total. **An additional 30 sq. ft. allowed for institution identifier.**	~~6~~ 8 ft from ground level to top of sign	1 per each 1,200 lineal ft of street frontage.
Window Sign— No permit required	In business windows	20% of ground floor glass area	—	—
Temporary A-Frame Sign. No permit required. See Section 30.40 B	May be located in yard or public right-of-way, but shall maintain 4 ft clear pedestrian area on sidewalks and be setback 4 feet from the back of curb. No closer than 20 ft. from another such sign.	6 sq ft per side	4 ft from ground level to top of sign	1 per building
Other signs	See Section 30.40, as applicable			
Additional requirements	When multiple signs are used for one institution in the ERO district, all such signs shall be compatible in terms of color, material, and design to provide a cohesive identity for the institution.			

SECTION 30.40 - Other Permitted Signs

A. **Electronic message signs.** Such signs shall be permitted in the B-1, B-2, B-4, ERO, E-1, I-1, I- 2, and WH districts as a portion of a wall sign, monument sign, or pole sign, subject to the following:

i. The sign must meet the requirements of Section 30.30.

ii. The sign must be a minimum of one hundred (100) feet from a residential district; such signs may be located closer to a residential district, provided that the surface of the sign is not visible from the residential district.

iii. Any portion of the message ~~must have a minimum duration of 30 seconds. Such display must be a static display~~ may have continuous movement. ~~No portion of the~~ Message may ~~flash~~, scroll, twirl, change color, and fade in or out, or ~~in any manner~~ ~~imitating~~ imitate movement. ~~The change from message to message shall be instantaneous~~.

iv. Audio speakers or any form of pyrotechnics are prohibited.

v. Brightness. The sign must not exceed a maximum illumination of 5000 nits (candelas per square meter) during daylight hour and a maximum illumination of 500 nits between dusk and dawn as measured from within six inches of the sign's face at maximum brightness.

vi. Electronic message signs must have an automatic dimmer control to produce a distinct illumination change from a higher illumination level to a lower level for the time period between one half-hour before sunset and one half-hour after sunrise.

vii. In case of malfunction, the sign must go dark.

viii. No electronic display or electronic message sign shall be installed in place of a permitted sign. This shall require that the electronic display component serve as one element of the permitted sign, not to exceed fifty percent (50%) of the total sign area proposed for the sign within which the electronic sign will be included.

ix. A minimum of the upper twenty percent (20%) of a sign shall not include an electronic display component.

Examples of electronic display (Sect. 30.40 A, i. ix.)

B. Temporary Pedestrian or A-Frame Signs:

i. A-Frame Signs shall be permitted in the following districts: B-1, B-2, B-3, B-4 Districts and ERO District.

ii. The area of the A-frame sign shall not exceed six (6) square feet per side or a total of 12 sq ft total.

iii. The sign height of the sign structure shall be no greater than four (4) feet and the width shall be no greater than three (3) feet.

iv. The sign shall be located a minimum of four (4) feet from the back of street curb and it shall not be located in a manner as to interfere with vehicular or pedestrian traffic flow or visibility.

v. In the ERO district, such signs may be located in any yard, but are encouraged to be located near pedestrian building entrances.

vi. The sign is permitted only during operating business hours and must be stored inside when the establishment is not open to the general public.

vii. A-Frame signs shall be spaced a minimum of 20 feet apart.

viii. The sign must be professionally constructed of weather-proof, durable material, and kept in good repair.

ix. Changeable message panels shall be either professionally printed or contain black or white changeable letters. A "blackboard-style" message area, similar to those used for daily restaurant specials, may also be used for all or a portion of the sign area.

C. **Billboards.** The following regulations apply to billboards:

i. Billboards shall only be permitted within the US223 Highway Corridor on property zoned Industrial.

ii. A sign panel may not exceed 20 ft in height and 48 ft in length. An 8 ft clearance is required between the ground and the bottom edge of the sign face.

iii. Billboards shall be setback at least 50 feet from the edge of the right-of-way of the Federal Highway System.

iv. Billboards shall be no closer than 1,000 feet from another such sign. Spacing shall be measured from the closest extremities of the two signs.

v. Sign faces shall be perpendicular or at an angle no less than 45 degrees to the road upon which they front.

vi. No Billboard shall be constructed in a v-shape in excess of a 45 degree angle.

vii. Embellishment may be added as a temporary extension comprising up to 10 percent of the off premise sign face. The limits of the embellishment shall not extend more than 5 feet above the sign face. The total height of the sign shall not exceed 30 ft.

viii. Each permitted Billboard shall have a permanently installed, weatherproof plaque mounted in a conspicuous place that lists the name and phone number of the sign's installer, manufacturer, and owner, as well as the voltage of any electrical apparatus used.

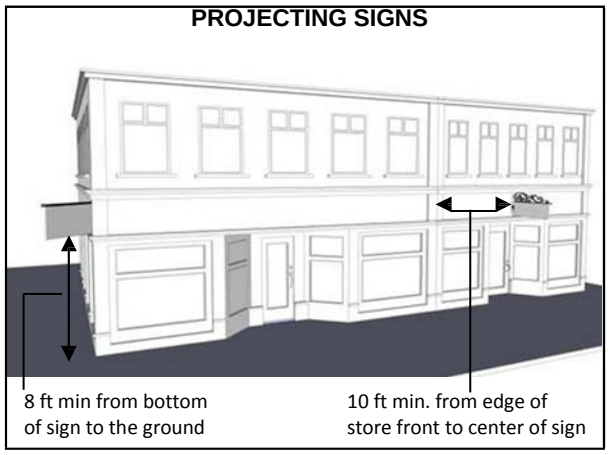
ix. Billboards shall meet the requirements of the adopted Building Code.

x. No Billboard larger than 64 square feet shall be built on wooden support poles. All other Billboards shall be constructed on steel beams, metal pipes or similar material and painted with a neutral or subdued color.

xi. When illumination is provided, Billboards shall be externally illuminated. Internal illumination and electronic billboards shall not be permitted.

xii. The sign permit application for a Billboard shall include construction plans certified by a state registered engineer who shall certify that the structure complies with the adopted

building code and shall submit sufficient data to enable the Building Official to determine whether the Billboard complies with City zoning and construction requirements.



D. **Projecting Signs.** Projecting signs are for the ~~primary~~ benefit of both pedestrians and motorists and are encouraged to be decorative in design. Such signs shall only be permitted under the following provisions:

i. Projecting signs shall only be permitted in the B-3 District.

ii. Projecting signs shall be placed on the sign band, when provided, unless a wall sign prohibits placement there.

iii. Projecting signs shall be a minimum of 8 feet above ground level, shall be placed no closer than 20 feet from another projecting sign (measured center of sign to center of sign), shall be no taller than **8** feet above the bottom edge of the projecting sign, shall be no greater than **24** square feet in area, and shall project no farther than **8.5** feet from the façade.

iv. Projecting signs shall be placed no closer than 10 feet to the horizontal edge of the storefront façade associated with the subject establishment provided; however, that this subsection shall not apply to the corner portion of a corner building.

v. Projecting signs shall have a maximum depth (thickness) of 2 feet; however, up to 33 percent of the sign may be up to 4 feet thick in order to provide for creative sign design.

vi. Support structures for projecting signs shall be constructed of a material and color to match the sign and complement the building.

E. **Other Signs.**

i. **Special event signs** in non-residential Districts.

a. A temporary special event or community service sign may be erected in a non-residential district for a period not to exceed 30 days. Only 1 special event sign may be placed on a lot and a permit can only be granted once every 3 months. A special event sign shall be a yard sign, portable sign, freestanding sign, inflatable sign, pennant strings, streamers, feather sign or banner sign (affixed to a wall) and shall be no greater than 36 square feet in area and unless it is affixed to a wall, it shall be no taller than 6 feet. The sign may be externally illuminated. Electrical permits are required if illuminated. ~~A temporary sign permit is **not** required.~~ Electronic message boards are not permitted as temporary signs.

b. Special event signs shall have an appearance in keeping with permanent signs in the City. They shall be professionally prepared and supported by wood or metal posts or similar support frames that are black, dark, or an otherwise solid neutral color.

ii. **Directory Signs.** In all non-residential districts, one directory sign no larger than 8 sq ft may be permitted per building at the principal building entrance. Each occupant shall be permitted an identification panel up to 1 square foot on a building directory sign. Such signs may be externally illuminated as provided elsewhere in this Article.

iii. **Rear Entry Signs**. When a business has a rear entrance, a wall or projecting sign not exceeding 12 square feet in area is permitted at the rear entrance.

iv. **Plaque signs**. In any district, one historic marker or building identification sign no greater than 2 sq ft may be affixed to a building at the ground floor level.

v. **Canopy/Awning Signs.**

a. One hanging or projecting blade sign, no greater than 8 inches in height and 3 ft wide, may be placed under an awning or canopy for the benefit of business identification for pedestrians, provided an 8 ft high clearance is maintained above the sidewalk or ground.

b. Painted/stencil letters up to eight inches in height may also be applied to the vertical drip of an awning, not exceeding 80 percent of the width of the awning.

Example of hanging sign, Sec. 30.40, E. v. and painted window lettering Sec. 30.40 E., vi.

vi. **Painted/stencil** letters no higher than eight inches may be applied in one row, to windows in non-residential districts and does not count toward total window sign area.

vii. **Parking of Vehicles Displaying Signs**. Mobile billboards are prohibited. Commercial vehicles and trucks 1) displaying signs that are typically found on said vehicles and 2) that have a primary function of carrying goods or people, not advertising, may be permitted to park on the site of the principal use provided parking shall be in a rear or interior side yard.

viii. **Wayfinding:** For a collection of buildings and/or parcels under common management, wayfinding signs of similar size, color, and style used for directional guidance and identification may be installed. Such signs are not to be included in the calculations for other sign area, provided the following conditions are met:

a. Individual wayfinding signs shall not exceed twelve square feet in area and shall consist of horizontal panels not exceeding 10 inches in height per panel

b. Wayfinding signs shall not exceed a maximum of six feet in height

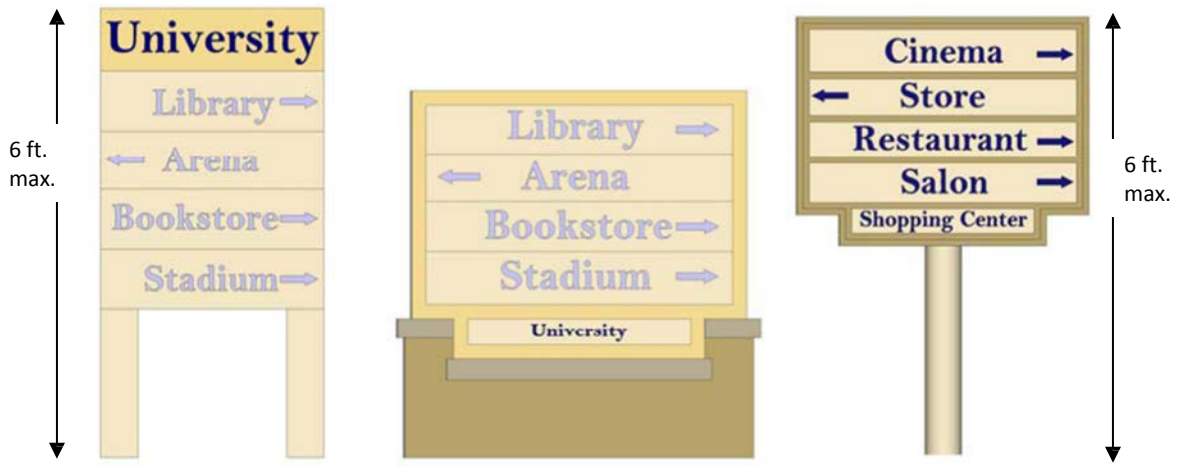
c. Electronic messages are not permitted

d. Such signs shall be located outside the public right-of-way per an approved master wayfinding plan

e. Wayfinding signs shall be spaced to avoid clutter and shall include only the minimum number of signs necessary to reasonably provide guidance while maintaining the spirit and intent of this ordinance and the City's Comprehensive Plan.

ix. **Permanent supplemental signs:** Signs up to 3 (three) square feet may be installed at property entrances and exits (one per driveway). Such signs shall not exceed 4 (four) feet in height, including support structures. Interior illumination is not permitted. A sign permit is required.

Examples of Wayfinding Signs



12 sq. ft max.

Section 30.50 - Prohibited Signs The following signs shall be prohibited:

A. Signs in the right-of-way unless otherwise expressly permitted in this ordinance or required by a governmental entity.

B. Flashing Signs

C. Signs which resemble any official traffic sign or bear the words "stop," "go," "slow," "caution," "danger," "warning" or similar words.

D. Signs which, by reason of their size, location, movement, content, coloring or manner of illumination, may be confused with or construed as a traffic control sign, signal or the light of an emergency or road equipment vehicle.

E. Signs which hide from view any traffic or street sign or signal or similar device.

F. Signs which emit sound, odor or visible matter which serves as a distraction to persons within the public right-of-way.

G. Mobile billboards

~~H. Inflatable signs~~

I. Roof signs, or signs that project or extend over the roof line of a building.

J. Signs attached to benches or other street furnishings

K. Beacon lights, strobe lights, and laser lights

L. Festoons

M. Mirrors. No mirror device shall be used as part of a sign.

N. Animated Signs

O. Obsolete or Abandoned Signs

~~P. Pennant strings or streamers or feather signs~~

Q. Snipe Signs

R. Any signs not expressly permitted are prohibited

Section 30.60 - Administration & Enforcement

A. Signs permitted without a permit.

i. A traffic control sign on private property, such as "Stop," "Yield" and similar signs, the face of which meet traffic engineering standards and which contain no commercial message of any sort.

ii. Flags ~~not associated with any commercial message whatsoever.~~ that display a commercial message such as “open”, “sale” or flags that have a business name or message.

iii. Temporary signs in residential districts. Except as otherwise provided in subsection A, iv. below, temporary signs shall be permitted provided they do not exceed 3 feet in height and the total area of all temporary signs does not exceed 6 square feet.

iv. Temporary signs in all districts as follows:

a. Election season. During the period from 30 days prior to an election until 5 days past an election held in the City, additional temporary, non-commercial signs shall be permitted subject to the following:

(1) The maximum total temporary sign area and sign height in residential districts shall be 12 square feet and 3 feet, respectively.

(2) In non-residential districts, the maximum temporary sign area shall be 24 square feet and the maximum height shall be four feet (provided sight distance requirements are met)

(3) All signs permitted relative to this subsection (iv. a) shall be removed within 5 days of an election date in the City.

b. Property for Sale or Lease. In additional to the temporary signs permitted above, one additional temporary sign shall be permitted when a parcel, structure or unit on the parcel is offered for sale or lease. The sign area shall be limited to 9 square feet in residential districts and 36 square feet in non-residential districts, shall be no greater than 5.5 feet in height in residential districts and 8 feet in height in non-residential districts, and shall be attached to a wood post or similar support that is placed in the ground or the sign may be mounted to the façade of a structure. The sign shall be removed within 5 days of completion of the sale, signing of a lease agreement or other similar action, as determined by the Building Official.

v. Window signs

vi. Temporary Pedestrian (A-frame) signs

vii. House number signs. A sign bearing the house number shall not exceed two square feet in area and shall be illuminated only by the reflector or external light source, placed behind the building line and erected so that the light source is not visible from outside the premises.

B. Permit Procedure. All signs other than those identified in A., above, require a sign permit.

i. Application. Applications for sign permits shall be made upon forms provided by the Zoning Administrator.

ii. Procedure. When the applicant applies for a sign permit, such plans, specifications, and other data relating to the proposed sign or other supporting structure shall be reviewed by the Zoning Administrator.

iii. A master sign plan shall be reviewed in conjunction with the site plan and filed with the Zoning Administrator for all sites occupied by more than one tenant or unit. After filing and approval of the sign plan, all tenant/unit signs shall meet the requirements of the plan. The following information shall be provided with the sign plan:

a. Colors

b. Letter/graphic style

c. Location of each sign

d. Materials used

e. Maximum dimensions and proportion.

f. Wayfinding sign elements, as applicable

iv. All plans shall address the removal of all previously installed signage and repairs to mounting surfaces impacted by previous mountings. If it appears that the proposed sign is in compliance with all plans approved by the appropriate body, and all requirements of this section, then a sign permit shall be issued by the Zoning Administrator.

v. Fees. Every applicant shall pay to the Treasurer of the City a fee for each sign permit before being granted a permit as established by resolution of the City Commission. In the event a sign is erected prior to receiving the permit, the sign permit fee shall be double that indicated in the schedule.

vi. Duration. All rights and privileges acquired under the provisions of this section or any amendments thereto, are mere licenses and may be revoked upon the violation of any of the conditions contained herein. If the work authorized under a sign permit has not been completed within 6 months after date of issuance, the permit shall become null and void.

C. Sign Review

i. Approval Required. The Zoning Administrator shall review all plans for the construction or alteration of a sign that the Zoning Administrator determines will require a permit. Signs that do not require a permit, do not require review.

ii. The Zoning Administrator shall consider and deny, approve, or approve with conditions, all sign applications for which an application is made and a review fee is paid. The Zoning Administrator shall initiate a review by the Downtown Development Authority, if the site falls within the DDA district.

iii. Requirements in the B-3 District. Sign review approval shall be granted only upon determining the following:

a. The scale, color, texture and materials of the sign being used will identify the business succinctly, and will enhance the building on which it is located, as well as the immediate neighborhood.

b. The scale, color, texture and materials of the sign will be compatible with the style, color, texture and materials of the building on which it is located, as well as neighboring buildings.

c. The appearance of the building exterior with the signage will preserve or enhance, and not adversely impact, the property values in the immediate neighborhood.

d. The sign is neither confusing nor distracting, nor will it create a traffic hazard or otherwise adversely impact public safety.

e. The sign is not located in such a manner as to obscure, obstruct, or otherwise physically interfere with the clear or unobstructed view of an official traffic sign, signal, or device, or obstruct or physically interfere with the driver's view of approaching, merging or intersecting traffic.

f. The sign is consistent with the intent of the City of Adrian Master Plan.

g. The sign otherwise meets all requirements of this Chapter.

iv. Requirements for All Signs. All signs must meet requirements d. through g. above.

D. Additional Permit Regulations for Billboards. All Billboard signs shall require a permit. Permits shall be issued, regulated, and revised under the following provisions:

i. Application. In order to obtain a permit to erect, substantially modify, or relocate any billboard sign under the provisions of this chapter, an applicant shall submit to the Building Official a permit application that sets forth in writing a complete description of the proposed sign and shall include all information required on application forms provided by the Building Official including but not limited to a final site plan and elevation drawings of the proposed sign.

a. The name, address, and telephone number of the property owner, the persons entitled to possession of the sign and the sign contractor or erector. If a license is required to erect the sign, the license number of the licensed sign company shall be provided.

b. Plans indicating the scope and structural detail of the work to be done including details of all connections, guy lines, supports, footings, and materials to be used, size, height, configuration and number of sign faces.

c. If the sign is electric, electrical diagrams and details are required for an electrical permit. Such information shall include the name(s) of the licensed electrical installer.

d. An agreement to defend, indemnify, and hold the city harmless for all damages, demands, or expenses of every character that may in any manner be caused by the sign, sign structure, or sign installation.

e. An applicant shall obtain and attach to the application the written consent for the erection of such sign of the person having the right to use and possession of the premises on which the sign is to be erected. A permit issued by the state for such sign shall be presented to the Building Official.

f. Prior to the issuance of a sign permit, an applicant shall obtain and attach to the application a final site plan, signed and certified by a civil engineer licensed in the state, drawn to scale and requirements to be included as provided herein, delineating the following:

(1) Property boundaries of proposed sign site, showing nearest intersecting street and names of owners and boundaries of parcels of land abutting the proposed site.

(2) Description of the property by lot number, square, and subdivision name or exact legal description of the proposed site.

(3) The GPS (Global Positioning System) coordinates and street address of the proposed sign structure.

(4) Sign location including pole(s) and sign face(s).

(5) Sign dimensions.

(6) Existing billboard signs located on the same side of the street, within 1,000 feet measured along the edge of the right-of-way.

g. The Building Official shall act upon a completed application for permit within 30 working days after the receipt of all application documents including the final site plan, by issuing in writing, approval or disapproval of the permit application.

ii. Emergency permit. In extenuating circumstances where a sign becomes unsafe due to accident or natural disaster, the Building Official may upon review issue an emergency permit for a temporary or a substitution sign for a period of time not to exceed 45 days.

iii. Revocation. The Zoning Administrator is authorized and empowered to revoke any permit issued by him or her upon failure of the holder to comply with the provisions of this chapter or with the signed plans submitted to the Zoning Administrator.

iv. Billboard permit fees. Permit fees shall be as set forth by resolution of the City Commission.

v. Annual inspection. The Zoning Administrator or designee will inspect the condition of each permitted sign structure annually. There will be an annual inspection fee as set forth by resolution of the City Commission due each January 1, to maintain a valid permit.

E. Enforcement.

i. The City of Adrian Sign Ordinance shall be administered by the Department designated by the City to monitor and enforce its provisions. This shall include the Building Department, Community Development Department or other department assigned this responsibility through the granting of permits and approval of site plans which include such signage requests.

ii. Nature of Sign Violations. A person who violates any of the provisions of this Article is responsible for a Municipal Civil Infraction. Each day such violation continues shall be considered a separate offense.

iii. Validity & Severability Clause. If any court of competent jurisdiction shall declare any part of this ordinance to be invalid, such ruling shall not prohibit the enforcement of other provisions of this ordinance.

Section 30.70 - Maintenance

A. Damaged or Abandoned Signs.

i. Signs which are broken, torn, bent or whose supports are broken, bent or damaged, and signs that are not reasonably level and plumb shall be repaired and installed in a manner prescribed by the Zoning Administrator and / or Building Official, but in no case shall repair requirements exceed building code requirements and the original condition of the sign and/or its supports.

ii. Abandoned signs shall be removed or put into service. Removal of such signs shall include removal of the poles and/or supports.

B. All signs shall be maintained in good structural condition, in compliance with all building and electrical codes, and in conformance with this Code. Failure to comply with this section may result in action by the Zoning Administrator or Building Official to rescind the permit with subsequent removal of the entire structure.

C. A sign shall have no more than 20 percent of its surface area covered with disfigured, cracked, ripped or peeling paint, poster paper or other material for a period of more than 30 successive days.

D. A sign shall not stand with bent or broken sign facing, with broken supports, with loose appendages or struts, or more than 15 degrees from vertical for a period of more than 30 successive days, unless determined by the Building Official to pose a safety hazard, in which case immediate action may be required.

E. A sign shall not have weeds, trees, vines, or other vegetation growing upon it, or obscuring the view of the sign from the public right-of-way from which it is to be viewed, for a period of more than 30 successive days.

F. An internally illuminated sign shall not be allowed to stand with only partial illumination for a period of more than 30 successive days.

Section 30.80 - Non-Conforming Signs

A. Subject to the provisions of this section, nonconforming signs that were otherwise lawful on the effective date of this section may be continued.

B. A nonconforming sign shall not be moved, replaced, enlarged or altered, except to bring the sign into complete conformity with this section. A message panel may be replaced provided that it does not change the character or area of the sign and does not increase the non-conforming aspects of the sign.

C. No illumination shall be added to a nonconforming sign.

D. A nonconforming sign shall not be reestablished after the activity, business or usage to which it relates has been discontinued. A nonconforming sign shall not be maintained or displayed by anyone other than the person who operated the business being advertised on the signage at the date of adoption of this section. This shall not preclude a business from replacing the message panel as permitted above.

E. If a nonconforming sign is destroyed, it shall not thereafter be repaired, reconstructed or replaced, except in conformity with all the provisions of this chapter, and the remnants of the former sign structure shall be removed from the property. For purposes of this section, a nonconforming sign is “destroyed” if damaged to an extent that the cost of repairing the sign to its former condition or replacing it with an equivalent sign equals or exceeds 50% of the replacement value of the sign so damaged, including labor.

Section 30.90 - Removal or amortization

No sign shall be maintained or permitted to exist when it no longer advertises a bona fide business in existence and being actively conducted or a product sold. Any such sign, or any unsafe sign, or any sign which is in violation of the provisions of this article, is hereby declared to be a nuisance. Any such sign shall be removed within 30 days after notice is given to the owner, in writing, at the address of the owner as shown on the assessment roll. If the owner shall fail or neglect to cause any such sign to be removed within such 30-day period, the city may enter upon the premises and remove the sign and charge the cost thereof to the owner. For the purpose of this section, the definition of the term "sign" as set forth in section 30.10 shall be expanded to include all parts, columns and supports of any pole or wall sign, and the term "remove" means that all parts of the sign shall be removed from the property, and in the case of a painted wall sign, such sign shall be removed by painting over the wall sign in such a manner as to completely cover up and hide from sight the sign in question.

Section 30.100 - Waivers and Appeals

A. The Zoning Board of Appeals shall have the power to hear and decide appeals where it is alleged by the appellant that there is an error in any order, requirement, decision or determination made by the chief building inspector or other administrative official in connection with the endorsement of this article.

   The Zoning Board of Appeals shall have the power to authorize a variance from the strict application of this article where such application will result in practical difficulties, not including financial hardships, to the property for which a variance is sought.

B. A variance may be allowed by the Zoning Board of Appeals only in cases involving practical difficulties when the evidence supports all of the following affirmative findings:

   i. The alleged practical difficulties are exceptional and peculiar to the property of the person requesting the variance, and result from conditions which do not exist generally throughout the city.

   ii. The alleged practical difficulties which will result from a failure to grant the variance, include substantially more than mere inconvenience or inability to attain a higher financial return, or both.

   iii. Allowing the variance will result in substantial justice being done, considering the public benefits intended to be secured by this article, the practical difficulties that will be suffered by a failure of the Zoning Board of Appeals to grant a variance and the rights of others whose property would be affected by the allowance of the variance.

   iv. The findings of fact set forth in subsection (B) of this section shall be made by the Zoning Board of Appeals, which is not empowered to grant a variance without an affirmative finding of fact on the categories set forth in such subsection.

C. In addition, the Zoning Board of Appeals may consider waiving or modifying the requirements of this Article for signage that accurately and authentically reproduces a historic sign or is historically appropriate in conjunction with historically appropriate building renovations or rehabilitations.

INTRODUCTION ……April 20, 2015

SUMMARY PUBLISHED……..

ADOPTION……..

COMPLETED PUBLICATION…….

EFFECTIVE DATE……

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

ORDINANCE 15-004

AN ORDINANCE TO AMEND ARTICLE 5, OF CHAPTER 10, OF THE ADRIAN CODE, ENTITLED "VACANT BUILDINGS"

Section 10-400 of Chapter 10 of the Adrian Code is hereby created to read as follows:

Section 10-400 *Purpose*

The purpose of this ordinance is to help protect the health, safety and welfare of the citizens by preventing blight, protecting property values and neighborhood integrity, avoiding the creation and maintenance of nuisances, facilitating rehabilitation and restoration, and insuring the safe and sanitary maintenance of dwellings, commercial and industrial buildings. Due to economic conditions, mortgage foreclosures and increased bankruptcies many homes and buildings have become vacant and unsupervised. This has caused properties to become attractive nuisances for minors and has increased criminal activity. Vacant properties have a negative impact on surrounding properties and neighborhoods. Potential buyers are deterred by the presence of nearby vacant abandoned buildings. There is an increased instance of unsecured or open doors and windows, broken water pipes, flooded basements, theft of metals and other materials, overgrowth of grass, weeds, shrubs and bushes, illegal dumping and rat and vermin activity at vacant structures. Such neglect devalues properties and causes deterioration in neighborhoods and industrial and commercial areas. The City also needs the ability to contact owners for utility shutoff, fire safety, and for police related reasons.

Section 10-401 *Definitions*

For purposes of this section, the following words and phrases shall have the meanings respectively ascribed to them as follows:

a. Vacant: a building, structure or land shall be deemed to be vacant if no person or persons actually currently conducts a lawful licensed business or lawfully resides or lives in any part of the building as the legal or equitable owner(s) or tenant-occupant(s), or owner-occupant(s), or tenant(s) on a permanent, not transient basis. Buildings with multiple tenants and /or uses, and land with more than one structure shall be deemed vacant if more than sixty percent of the ground floor, based on total square footage, is unoccupied.
b. Open: a building or structure subject to the provisions of this section shall be deemed to be open if any one or more exterior doors other than a storm door is broken, open, and/or closed without a properly functioning lock to secure it, or if one or more windows is broken, or not capable of being locked and secured from intrusion or any combination of the same.
c. Owner: is defined as any person, partnership, corporation, limited liability company or other legal entity with legal or equitable ownership interest in the structure.

Section 10-402 *Evidence of Vacant Property*

Evidence of vacancy shall include any condition that on its own, or combined with other conditions present, would lead a reasonable person to believe that the property is vacant. Such

conditions include, but are not limited to:

a. overgrown and/or dead vegetation,
b. accumulation of newspapers, circulars, fliers, and/or mail;
c. past due utility notices, and/or disconnected utilities;
d. accumulation of trash, junk, and/or debris;
e. boarded up or broken windows;
f. abandoned vehicles, auto parts or materials;
g. the absence of, or continually drawn window coverings, such as curtains, blinds, and/or shutters;
h. the absence of furnishings, and/or personal items consistent with habitation or occupancy;
i. statements by neighbors, passersby, delivery agents or utility agents, including the department of public works and/or police/fire department employees that the property is vacant.
j. is under condemnation notice or legal order to vacate;
k. has taxes in arrears to the City for a period of time exceeding 365 days; or
l. is under notice for being in violation of City ordinances.
m. graffiti
n. any other violation of the 2012 International Property Maintenance Code.

~~Section 10-403 *Registry of Vacant Properties*~~

~~There is hereby created in the City of Adrian Inspection Department a registry of vacant properties. The City shall record a notice of registration for each registered property in the Lenawee County Register of Deeds~~.

Section ~~10-404~~ 10-403 *Vacant Properties to be Registered*

There is hereby created in the City of Adrian Inspection Department a registry of vacant properties. Owners of real property are required to register all vacant properties within 60 days of the vacancy. Structures that are vacant at the time of the enactment of this ordinance must register within 30 days. Failure to register a vacant property is a civil infraction. The following properties are exempt from this ordinance:

a. County owned property reverted by tax foreclosure and land bank owned property
b. Properties currently registered as rental properties so long as the registrations are current and all required inspections have been completed.
c. Properties wherein the owner spends a portion of the year residing at another address

Section ~~10-405~~ 10-404 *Owners Registration Form; Content, Consent for inspection*

Owners who are required to register their properties pursuant to this ordinance shall submit a completed vacant property registration form, as provided by the City Inspection Department, containing the following information:

a. Name of the owner of the property.
b. A mailing address where mail may be sent that will be acknowledged as received by the owner. If certified mail/return receipt requested is sent to the address and the mail is returned marked refused or unclaimed, or if ordinary mail sent to the address is returned

for whatever reason, then such occurrence shall be prima facia evidence that the owner has failed to comply with this requirement.

c. The name, address and phone number of an individual responsible for the care and control of the property. The named individual must live within 30 miles of the City of Adrian.
d. Signed consent provision allowing the City to enter and inspect the property upon notice to the owner and without notice to the owner in the case of an emergency.
e. The status of all utility services (water, sewer, gas and electric).

Section ~~10-406~~ 10-405 *Registration Fee*

The registration fee shall be set by resolution of the City Commission to offset the cost of administering this ordinance. In addition, in the case where the owner has failed to register, there shall be assessed an added cost of the City's expense in having to determine ownership, which may include but is not limited to title search.

Section ~~10-407~~ 10-406 *Initial Inspection*

Upon initial registration, each vacant property shall be inspected by the City. Failure to allow an inspection is a civil infraction. Upon completion of the inspection, if the City determines that the cost of repair exceeds the value of the property, the City may proceed with other enforcement action including but not limited to condemnation and demolition.

Section ~~10-408~~ 10-407 *Requirement to Keep Information Current*

If at any time the information contained in the registration form is no longer valid, the property owner shall within 10 days file a new registration form containing current information. There shall be no fee to update the current owner's information. The owner shall also provide notification to the City upon sale of the property.

Section ~~10-409~~ 10-408 *Required Maintenance for Vacant Structures*

An owner of vacant property is required to maintain the vacant property as follows:

a. The property shall be kept free of:
   1.) weeds or grass more than 8 inches high,
   2.) vegetation growth between the sidewalk and/or driveway
   3.) dry brush
   4.) dead vegetation
   5.) trash, junk and debris
   6.) building materials
   7.) rodent harborage
   8.) discarded items, including but not limited to, furniture, clothing, large and small appliances, printed material, signage, containers,
   9.) any illegal storage of vehicles.
b. The Property shall be maintained free of graffiti, tagging or similar markings.
c. The Property shall be landscaped and properly maintained. Landscaping includes but

is not limited to grass, ground covers, bushes, shrubs, hedges, or similar plantings, decorative rock or bark designed and maintained in an appropriate manner. Landscaping does not include weeds, gravel, broken concrete, asphalt, decomposed materials, plastic sheeting, indoor-outdoor carpet, or any similar material. Maintenance includes, but is not limited to, regular watering, irrigation, cutting, pruning and mowing of landscaping and removal of trimmings.

d. Pools, spas and other water features shall be kept in working order or winterized to ensure that the water remains clear and free of pollutants and debris, or drained and kept dry and free of debris, and must comply with the minimum security fencing, barrier and maintenance requirements of the Michigan Building, and Construction Codes and the International Property Maintenance Code.
e. Properties subject to this ordinance shall be maintained in a secure manner so as not to be accessible to unauthorized persons. Secure manner includes, but is not limited to, the closure and locking of windows, doors (walk-through, sliding and garage), gates and any other opening of such size that it may allow a child to access the interior of the property and/or structure(s). Broken windows must be repaired or replaced within fourteen (14) days. Boarding up of open or broken windows is prohibited except as a approved by the inspection department.
f. Timely removal of bulk mail and posted circulars
g. If the vacant property is not heated, it must be winterized.
h. If electrical service is not terminated, the vacant property must be inspected for compliance with the 2012 International Property Maintenance Code.
i. Failure to comply with any other provision of the 2012 International Property Maintenance Code.

Section ~~10-410~~ 10-409 *Securing Structures*

A City order to secure a vacant property shall be complied with by the owner within seventy-two hours. If the securing has not been completed or does not comply with the requirements for securing the structure under this ordinance, the City shall secure the structure and bill the owner for all costs incurred, including service fees and administrative costs. If payment in full is not received within 30 days from the due date, a late fee in the amount of $50.00 shall be charged. If full payment is not received, the amount owed to the City shall be collected as a special assessment against the property as provided in section 70-12 of the Adrian City Code.

Section ~~10-411~~ 10-410 *Fire or Storm Damaged Property*

If a building regulated hereunder is damaged by fire or storm, the owner has ninety (90) days from the date of the fire to apply for a permit to start construction or demolition. Failure to do so will result in the property being deemed vacant and will be subject to the requirements of this ordinance.

Section ~~10-412~~ 10-411 *Reuse and Occupancy*

No vacant structure shall be reoccupied until inspected and found to be in compliance with the 2012 International Property Maintenance Code and a Certificate of Occupancy is issued by the City. The fee for the inspection shall be set by resolution of the City Commission.

Section ~~10-413~~ 10-412 *Responsibility for Violations*

All nuisance, housing, building and related code violations will be cited and noticed to the owner of record and shall become the owner's responsibility to bring in compliance. If the owner sells or otherwise disposes of the property to another party, the new owner shall not be entitled to any extension of time to correct or address such violations as existed at the time of sale, transfer or conveyance of the property.

Section ~~10-414~~ 10-413 *Monitoring of Property; Fee*

~~Upon violation of this ordinance by the owner,~~ The building department is hereby authorized to monitor the condition of any property required to be registered under this ordinance. The right to monitor the property includes the right to enter for purposes of inspection. The City shall notify the owner of the intent to inspect the property prior to entry except in the event of an emergency. ~~A monthly monitoring fee as set by resolution of the City Commission may be assessed against the property/owner to offset the costs incurred by the City in responding to telephone calls, complaints, inquiries, site visits, owner contacts, and the monitoring of the site. The monitoring requirement ceases once the property is brought into compliance.~~

Section 10-414 *Right to Appeal*

The owner shall have the right to appeal the imposition of the vacant building registration fees to a committee appointed by the City Administrator, upon filing an application in writing along with a $50.00 nonrefundable filing fee to the City of Adrian no later than 30 calendar days after the date of the invoice. On appeal, the owner shall bear the burden of providing satisfactory proof of occupancy.

Section 10-415 *Waiver of Registration Fee*

A one-time waiver of the registration fee may be granted by the committee appointed by the City Administrator upon application by the owner, if all taxes & fees, such as but not limited to; property taxes, mowing charges, snow removal, past vacant building registration fees, rental registrations, trash collection, and water and sewer billings have been paid prior to application of the waiver. If the owner:

a. Demonstrates with satisfactory proof that he/she is in the process of demolition, rehabilitation, or other substantial repair of the vacant building.
b. Demonstrates the anticipated length of time for the demolition, rehabilitation, or other substantial repair of the vacant building.
c. Provides satisfactory proof that he/she was actively attempting to sell or lease the property during the vacancy period.

Section ~~10-415~~ 10-416 *Unpaid Fees; Assessment*

All fees and costs hereunder that remain unpaid after fourteen (14) days written notice to the owner/management company shall be assessed against the property as a lien and included on the tax roll pursuant to section 70-12 of the Adrian City Code.

Section ~~10-416~~ 10-417 *Penalties* :

a. A violation of any provision of this ordinance is a civil infraction and is punishable by a fine of $150 for a first offense and $250 for any subsequent offense.
b. In addition to any other penalty provided for in this section, this section may be enforced by suit for injunction, action for damages, or any equitable relief appropriate to the enforcement of this section.

INTRODUCTION.....April 20, 2015

SUMMARY PUBLISHED.....

ADOPTION.....

COMPLETE PUBLICATION.....

EFFECTIVE DATE.....

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

MEMO

DATE: **5/1/15**

TO: **MAYOR, CITY COMMISSION**

FROM: **SARAH OSBURN, CITY ATTORNEY**

Re: **Maple Village PILOT ordinance**

At the April 20, 2015 an amended Maple Village PILOT ordinance was introduced. The amended ordinance was set to be on the agenda for this meeting for adoption. However, we were contacted this week by Maple Village with some additional changes that need to be made to the ordinance to allow them to obtain approval from MSHDA. The requested changes are substantive enough that we will need to reintroduce the ordinance rather than place it on the agenda for adoption.

The changes include:

1. A change in the name of the company.
2. A change in paragraph (e) to Contract Rents from Annual Shelter Rents. This change benefits the city by increasing what is included in calculating the 10%.
3. A completely rewritten paragraph (h) to reflect requirements of MSHDA.

ORDINANCE 15-006

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF ADRIAN BY ADDING A NEW SECTION, WHICH SECTION SHALL BE DESIGNATED AS SECTION 82.38 OF CHAPTER 82 OF SAID CODE.

AN ORDINANCE TO PROVIDE FOR A SERVICE CHARGE IN LIEU OF TAXES FOR A PROPOSED PROJECT FOR PERSONS OF LOW INCOME TO BE FINANCED OR ASSISTED PURSUANT TO THE PROVISIONS OF THE STATE HOUSING DEVELOPMENT ACT OF 1966 AS AMENDED.

THE CITY OF ADRIAN ORDAINS:

(a) This Section shall be known and cited as the "Maple Village Tax Exemption Ordinance."

(b) *Preamble.* It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its citizens of low income and to encourage the development and rehabilitation of such housing by providing for a service charge in lieu of property taxes in accordance with the State Housing Development Authority Act of 1966 (1966 PA 346, as amended, MCL 125.1401, et seq.). The City is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses, not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such housing for persons of low income is a public necessity, and as the City will be benefitted and improved by such housing, the encouragement of the same by providing certain real estate tax exemption for such housing is a valid public purpose; further, that the continuance of the provisions of this Section for tax exemption and the service charge in lieu of taxes during the period contemplated in this Section are essential to the determination of economic feasibility of housing developments which are constructed and financed in reliance on such tax exemption.

The City acknowledges that FHC Eight Maple Village Limited Dividend Housing Association Limited Partnership, a Michigan limited partnership, (the "Sponsor" or “FHC”) has offered, subject to receipt of a Mortgage Loan from the Michigan State Housing Development Authority, or a mortgage loan insured by the U.S. Department of Housing and Urban Development (“HUD”) to own, rehabilitate and operate the housing development identified as Maple Village on certain property located in the 1200 block of South Main (see Attachment A) in the City to serve persons and families of low income, and that the Sponsor has offered to pay the City on account of this housing development an annual service charge for public services in lieu of all taxes.

(c) *Definitions.*

Authority means the Michigan State Housing Development Authority.

Act means the State Housing Development Authority Act, being Public Act 346 of 1966 of the State of Michigan, as amended.

Annual ~~s~~Shelter r~~R~~ent means the total collections during an agreed annual period from all occupants of the housing development representing rent or occupancy charges, exclusive of charges for gas, electricity, heat, or other utilities furnished to the occupants.

Contract Rents are as defined by the U.S. Department of Housing and Urban Development in regulations promulgated pursuant to the U.S. Housing Act of 1937, as amended by the Housing and Community Development Act of 1974, so long as the Section 8 contract remains in effect and, in the event the Section 8 contract expires, the Annual Shelter Rents collected from the tenants.

Housing development means a development which contains a significant element of housing for persons and families of low income and such elements of other housing, commercial, recreational, communal, and educational facilities as the Authority determines improve the quality of the development as it relates to housing for persons of low income.

Low income persons or families as used herein shall be the same meaning as found in Section 15(a)(7) of the Act.

Mortgage Loan means a loan to be made by the Authority and/or insured by HUD to the Sponsor for the rehabilitation and/or permanent financing of the Housing Development.

Sponsor means the entity which has applied for low income housing tax credits or other financial assistance from the Authority for the housing development.

Utilities mean fuel, water, sanitary sewer service and/or electrical service which are paid by the housing development.

HUD means the U.S. Department of Housing and Urban Development acting through its Federal Housing Administration divisions.

(d) *Class of housing developments.* It is determined that the class of housing development to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be housing which is for persons and families of low income and which is financed or assisted pursuant to the Act. It is further determined that Maple Village is of this class.

(e) *Establishment of annual service charge.* Maple Village and the property on which it is constructed shall be exempt from all property taxes from and after the acquisition by Sponsor. The City, acknowledging that the Sponsor and the Authority and/or HUD have established the economic feasibility of the housing development in reliance upon the enactment and continuing effect of this ordinance and the qualification of the housing development for exemption from all property taxes and a payment in lieu of taxes as established in this ordinance, and in consideration of the Sponsor's offer, subject to receipt of a Mortgage Loan from the Authority and/or loan insured by HUD, to rehabilitate, own and operate said housing development, agrees to accept payment of an annual service charge for public services in lieu of all property taxes. The annual service charge shall be equal ten (10%) percent of the difference between the ~~Annual Shelter Rents~~ Contract Rents actually collected, less Utilities.

(f) *Contractual effect of ordinance.* Notwithstanding the provisions of Section 15(a)(5) of the Act to the contrary, a contract between the City and the Sponsor, with the Authority and/or HUD as third party beneficiaries under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this Section. Provided, however, that in the event the annual service charge is not fully paid as provided in the following paragraph, the provisions of Section 15(a)(5) apply and the contract shall have no further effect and shall terminate.

(g) *Payment of service charge.* The annual service charge in lieu of taxes as determined under this ordinance shall be payable in the same manner as general property taxes are payable to the City except that the annual payment shall be paid on or before February 14 of each year.

~~(h)~~ *Duration.* ~~This Section shall remain in~~ effect ~~and shall not terminate so long as the Mortgage Loan or_remains outstanding and unpaid or the Authority or~~ HUD ~~has any interest in the property; provided, that acquisition of the Housing Development occurs within one year form the effective date of this Ordinance.~~ The PILOT will take effect the next calendar year after all necessary paperwork has been filed with the City, including without limitation, a copy of the Mortgage given by FHC to the Authority in connection with the rehabilitation and/or permanent financing of Maple Village and a Notice to the Assessor as provided in the Act. Until such time, the current owner, Maple Village Limited Dividend Housing Association, shall continue to pay property taxes on the family portion of the Housing Development and the PILOT payment currently in effect on the senior portion. Neither the PILOT nor this Section shall terminate so long as the Mortgage Loan remains unpaid and outstanding, or either the Authority or HUD have any interest in the property.

INTRODUCTION..... April 20, 2015

SUMMARY PUBLISHED.....

ADOPTION.....

COMPLETE PUBLICATION.....

EFFECTIVE DATE.....

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

MEMO

135 E. Maumee, Adrian, MI 49221-2703

DATE: May 4, 2015

TO: Hon. Jim Berryman, Mayor
City Commission
Shane Horn, City Administrator

FROM: Chris Miller
DDA & Economic Development Coordinator

SUBJECT: Downtown Rental Rehab program

Greetings Commissioners;

As you are aware, the City of Adrian has been utilizing the Michigan State Housing Development Authority (MSHDA) Rental Rehabilitation program for over a decade. The program leverages significant state funding to assist building owners who wish to rehabilitate existing and build new downtown housing in our upper floors.

Currently we have projects underway in four downtown buildings and we have several more we anticipate will be ready later this year. To that end, we are requesting your authorization of an application to the next round of MSHDA Rental Rehabilitation funding, not to exceed $800,000.

Adding residential units to downtown continues to be a strategic focus for us, and our rental units are in demand and rarely available, even as we've added significantly to our available stock. These units are a key piece to the immediate and long-term health of downtown and our community.

I urge support for this project and would be happy to respond to questions or thoughts about it.

Best Regards,

Chris

R15-046 May 4, 2015

RE: COMMUNITY DEVELOPMENT – AUTHORIZE PREPARATION OF AN APPLICATION FOR FUNDING THROUGH THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY HOUSING RESOURCE FUND

RESOLUTION

WHEREAS, in the City of Adrian's 2013-2015 Strategic Plan, a high priority goal is to "create and nurture a vibrant place to attract residents and jobs"; and

WHEREAS, action strategies in the Strategic Plan call for special attention to development of downtown, and to "strengthen urban corridors"; and

WHEREAS, attractive downtowns are key components in the development of "Place", and are likely to yield increases in residency rates and related economic vitality; and

WHEREAS: the City of Adrian is interested in providing affordable rental housing opportunities for its low-to-moderate income residents; and

WHEREAS: the City of Adrian Commission recommends that the City of Adrian make application for Downtown Rental Rehabilitation funds for rehabilitation of downtown apartments above commercial buildings to promote the viability of the downtown district; and

WHEREAS: the City of Adrian Commission is requesting that the application not exceed $800,000.

NOW THEREFORE BE IT RESOLVED that the City of Adrian Commission authorizes the preparation of an application for funding through the Michigan State Housing Development Authority's Housing Resource Fund.

STATE OF MICHIGAN)
ss
COUNTY OF LENAWEE)

I hereby certify that the above is a true and complete copy of the resolution adopted by the City Commission of the City of Adrian, County of Lenawee, State of Michigan, at a Regular Meeting held on May 4, 2015 and that public notice of said meeting was given pursuant of Act No 267, Public Acts of Michigan, 1976, including in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen hours prior to the time set for the meeting.

Pat Baker City Clerk Adrian, Michigan	Jim Berryman Mayor Adrian, Michigan

Dated this ___ day of May, 2015

M E M O

DATE: April 30, 2015

TO: Hon. Mayor Berryman and City Commission

FROM: Shane A. Horn, City Administrator

SUBJECT: Sign Permit Fees

Sign Permit Fees

Current Fee Schedule		Proposed Fee Schedule	
Up to 50 square feet	$10.00	Up to 50 square feet	$ 50.00
51 to 100 square feet	$12.00	51 to 100 square feet	$100.00
101 to 150 square feet	$14.00	101 square feet and greater	$200.00
151 to 200 square feet	$16.00		
Over 200 square feet	$20.00		
Temporary Sign	$ 0.00		$ 25.00
Annual Sign Permit	$ 0.00		

In the course of reviewing the current sign ordinance we have also reviewed our fee schedule for sign permits. All sign permit applications include a review process. This includes office review and field inspection prior to issuing the permit. The review process is in place to ensure that the proposed sign meets all applicable codes such as sign ordinance, setback and zoning. All ground mounted signs would require a footing inspection as well as a final inspection for compliance. As a minimum, each sign includes two inspections along with the office review. It is the feeling of City staff that the proposed fees would adequately cover the level of effort that is required for a new sign placement.

During the last revision of the sign ordinance the fee for temporary signs was eliminated while the permitting of these signs remained. We have experienced many locations that have placed temporary signs without a permit and once we discover the temporary signs it is difficult to determine how long the sign has been in place without any way to track. We again are attempting to cover the cost associated with the permit application and also track the time allowed for temporary signs to be displaced based upon the sign ordinance.

R15-047 May 4, 2015

RE: ADMINISTRATION – RESOLUTION TO SET A NEW FEE SCHEDULE FOR SIGN PERMITS

RESOLUTION

WHEREAS, the City of Adrian Code of Ordinances Article XXX provides regulations on the zoning and development of signs; and

WHEREAS, Section 30.60B of Article XXX provides that the fees for sign permits shall be established from time to time by resolution of the city commission.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the fee schedule for sign permit fees be amended as follows:

Current Fee Schedule		Proposed Fee Schedule	
Up to 50 square feet	$10.00	Up to 50 square feet	$ 50.00
51 to 100 square feet	$12.00	51 to 100 square feet	$100.00
101 to 150 square feet	$14.00	101 square feet and greater	$200.00
151 to 200 square feet	$16.00		
Over 200 square feet	$20.00		
Temporary Sign	$ 0.00		$ 25.00
Annual Sign Permit	$ 0.00		

On motion of Commissioner _____, supported by Commissioner _____, the above Resolution was _____ by a _____ vote.

M E M O

DATE: April 30, 2015

TO: Honorable Mayor and City Commission

FROM: Shane A. Horn, City Administrator

SUBJECT: Vacant Building Ordinance Fee Schedule

The Vacant Building Ordinance amendments is on the May 4, 2015 Agenda for consideration. As discussed in prior work sessions, the amendments to the Vacant Building Ordinance are intended to facilitate rehabilitation and/or restoration of vacant structures while protecting property values and neighborhood integrity. Based upon feedback from the committee, DDA Board and City Commission, the following fee schedule is proposed:

I. Current Fee Schedule

Residential

- $125.00 for residential property - $10.00 for each additional unit in multi-unit property
- Proposed fees would remain the same for Residential properties

Commercial - Industrial

- $150.00 – properties 5,000 ft^2 or less
- $250.00 – properties 5,000 ft^2 or greater

II. Proposed Annual Escalating Fee Schedule – Commercial & Industrial Only

	3,000 ft^2 or less	3,000 ft^2 or greater
Year 1	$250	$500
Year 2	$1,000	$1,500
Year 3	$2,000	$3,000

R15-048 May 4, 2015

RE: ADMINISTRATION – RESOLUTION TO SET A NEW FEE SCHEDULE FOR THE VACANT BUILDING REGISTRATION PROGRAM.

RESOLUTION

WHEREAS, the City of Adrian Code of Ordinances Section 10-400 et seq provides for a vacant building registration program; and

WHEREAS, the City of Adrian code Section 10-405 provides that the fees for the Vacant Building Ordinance shall be established from time to time by resolution of the city commission.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the fee schedule for the vacant building registration program shall be amended as follows:

I. Residential (no changes proposed)

- $125.00 for residential property - $10.00 for each additional unit in multi-unit property

II. Proposed Annual Escalating Fee Schedule – Commercial & Industrial Only

	3,000 ft^2 or less	3,000 ft^2 or greater
Year 1	$250	$500
Year 2	$1,000	$1,500
Year 3	$2,000	$3,000

On motion of Commissioner _____, supported by Commissioner _____, the above Resolution was _____ by a _____ vote.

M E M O

DATE: May 1, 2015

TO: Honorable Mayor and City Commission

FROM: Shane A. Horn, City Administrator

SUBJECT: Maple Avenue Asphalt Repairs

The Parks & Engineering Services Director has received a proposal from Slusarski Excavating & Paving to perform much needed repairs to Maple Avenue between North Scott and W. Maumee. As you remember, a 2007 Utilities Department project installed our Raw Water Line from the well field under the West bound lane of Maple Avenue. Due to continued settling of soils in and around the raw water line the roadway has been severely impacted. This project will address the compaction of soils and restore the roadway.

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. I, therefore, urge your favorable consideration authorizing Slusarski Excavating & Paving of Adrian, MI to perform this work for a total price of $35,358.00 and that the bid process be waived. Funds for this project would come from the Utilities Department Fund Balance.

Respectfully submitted,

Shane A. Horn
City Administrator

April 30, 2015

MEMORANDUM

TO: Shane Horn, City Administrator

FROM: Todd Brown, Director of Parks & Engineering Services

SUBJECT: MAPLE AVENUE ASPHALT & BASE REPAIRS

The Utilities Department completed a project in 2007 which involved placing a raw water line beneath the westbound lane of Maple Avenue. In 2008 the Engineering Department completed a mill & resurface project of Maple Avenue in the same location. Over the past seven (7) years, the trench in which the raw water line was placed has continued to settle causing the asphalt to fail as well as potholes and ruts to emerge.

The section of Maple Avenue described above is at a point that if it is not repaired this spring or summer, major repairs will be required which will be very expensive. After these areas are repaired, a surface treatment will be completed to ensure the life of this road is extended.

A sole source proposal of $35,358.00 has been obtained by the Engineering Department to complete the necessary work. I am recommending that the bid process be waived and that this sole source bid be awarded to Slusarski Excavating & Paving so we may commence as soon as possible with repairs.

Since this degradation was a direct cause of the raw water line trench, the Director of Utilities as well as the Director of Parks & Engineering Services have agreed that funds should come through the Utility Department.

Funds for this are available in the Water Capital Fund: 496-552.00-975.576.

May 4, 2015

R15-049

RE: **ENGINEERING– MAPLE AVENUE ASPHALT & BASE REPAIRS**

RESOLUTION

WHEREAS, the City of Adrian Engineering Department solicited a sole source price for asphalt and base repairs to be completed on Maple Avenue between W. Maumee Street and Scott Street from Slusarski Excavating & Paving of Adrian, MI; and

WHEREAS, the Director of Parks & Engineering Services as well as the Director of Utilities recommend the bid process be waived and acceptance of the sole source price of $35,358.00 from Slusarski Excavating & Paving of Adrian, MI to complete asphalt and base repairs to Maple Avenue; and

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the waiving of bids and acceptance of the sole source price from Slusarski Excavating & Paving of Adrian, MI for engagement in this contract at a cost not to exceed $35,358.00 to complete asphalt and base repairs to Maple Avenue.

BE IT FURTHER RESOLVED that the FY2014-15 budget be amended as follows to properly fund this project:

Expenditure:
496-552.00-975.576 Small Water Main Construct $35,358.00

Revenue:
496-000.00-697.000 Prior Years Revenue $35,358.00

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

M E M O

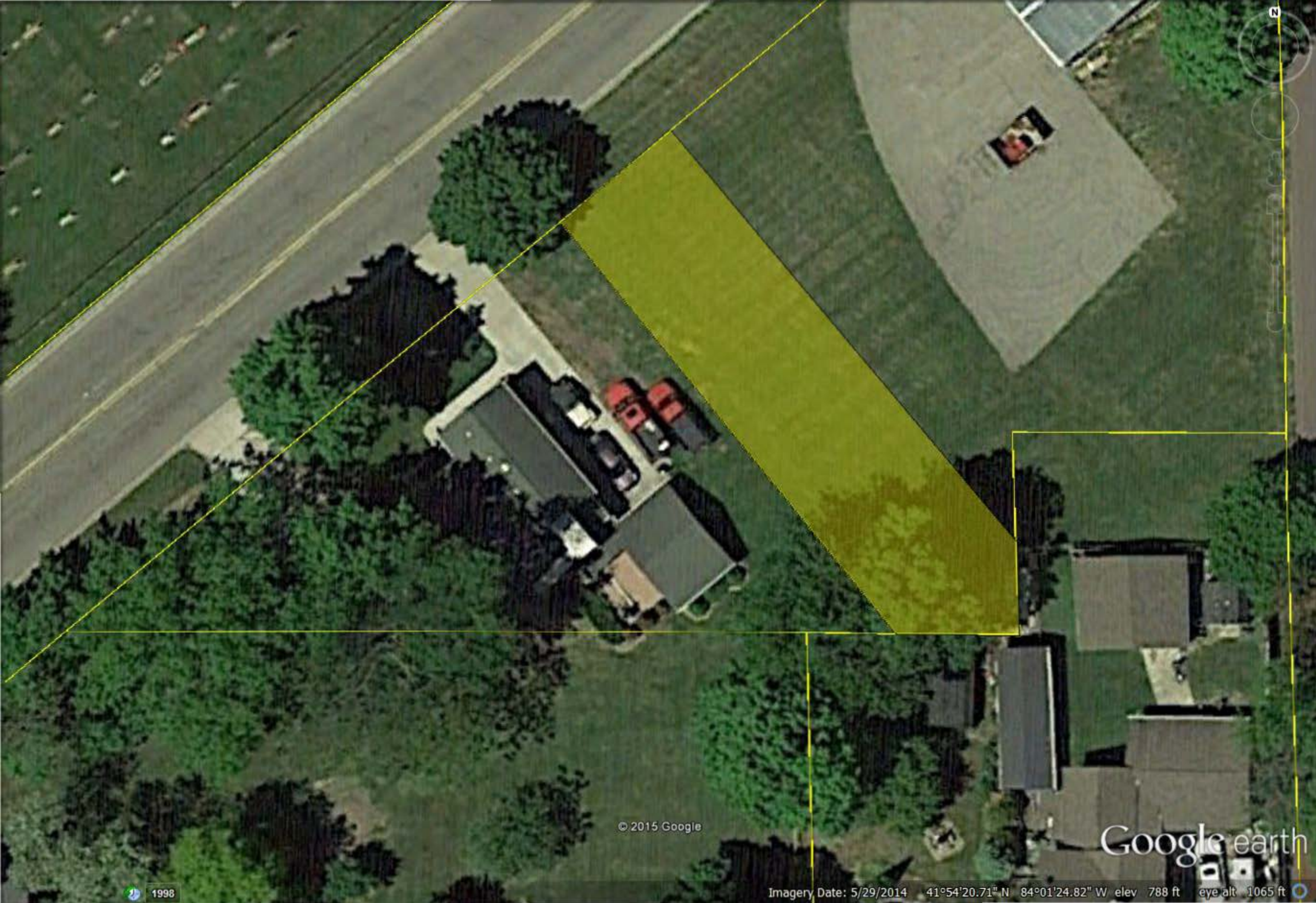
DATE: April 30, 2015

TO: Hon. Mayor Berryman and City Commission

FROM: Shane A. Horn, City Administrator

SUBJECT: Sale of City-Owned Property on Oakwood Drive

The owner of 634 Oakwood Drive, Mr. Sean Cook, has approached the City about purchasing an additional 35 feet of property to the North of his parcel for additional land to build an accessory structure. This property currently contains a pole barn that is utilized by Oakwood Cemetery staff. The additional property in question is currently green space that is mowed and maintained by cemetery staff and is not proposed to be utilized in future plans. Mr. Cook has agreed to pay $500.00 for this additional land as well as paying for surveying costs. I respectfully recommend your approval of this resolution to sell an additional 35 feet of property, placing this additional land and new construction on the City tax rolls.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R15-050 May 4, 2015

RE: **ADMINISTRATION – SALE OF CITY-OWNED LAND ON OAKWOOD DRIVE TO SEAN COOK**

RESOLUTION

WHEREAS, the City of Adrian is the owner of a property adjacent to 634 Oakwood Drive in the City of Adrian; and

WHEREAS, the owners of 634 Spring Street have offered the sum of $500 to purchase an additional 35 feet of city-owned property to the North to build an accessory structure to the property which would be conveyed by means of a quit claim deed; and

WHEREAS, the city-owned property is green space associated with a pole barn structure for storage of equipment for Oakwood Cemetery and this sale of additional property will not adversely impact the operations of the cemetery.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the proposal of Sean Cook in the amount of $500 is accepted for the sale of an additional 35 feet of city-owned property on Oakwood Avenue, in the City of Adrian.

IT IS FURTHER RESOLVED that the Mayor and City Clerk for the City of Adrian are authorized to execute a quit claim deed to Sean Cook to close the transaction on the terms approved by the City Administrator.

On motion of Commissioner _____, supported by Commissioner _____, the above Resolution was _____ by a _____ vote.

M E M O

DATE: May 1, 2015

TO: Hon. Mayor Berryman and City Commission

FROM: Shane A. Horn, City Administrator

SUBJECT: Delinquent Invoices Removed from Special Assessment Roll

---

At the April 20, 2015 commission meeting we had a few parcels that were removed from the Special Assessment Roll for further evaluation. Based upon further staff analysis and follow-up discussions, I am presented this memo for your consideration:

1010 State Street XA0-395-7015-1

This parcel is the current New Day Baptist Church and also has parsonage that has had water and gas shut-off and is used for storage only. The Church has a dumpster that both parcels use. We have been billing for trash usage on this parcel. After further staff discussion this parcel will be removed from the Special Assessment Roll and from future trash billings.

305 W. Beecher XA0-225-2015-00

This parcel is currently the mission building for the church. This parcel is not being billed trash and does not have any delinquent invoices on the Special Assessment Roll.

834 Caton Avenue XA0-340-0079-00

This parcel is a church parsonage that is being billed for trash service. Pastor Vickers is stating that this parcel also utilizes the dumpster at the Church (1010 State). Because this parcel is separated from the Church this would be hard to justify this being removed from trash billings. It is my recommendation that all trash billings associated with this parcel remain on the Special Assessment Roll.

225 Finch Street XA0-001-2005-00

This parcel has been vacant since 2009 and is uninhabitable. This parcel is being billed for trash service and has $99.00 in past trash bills that will be removed from the roll. All future trash billings for this parcel will cease. There is a $160.00 weed mowing bill from last July that will remain on the roll.

721 E. Maumee Street XA0-515-0066-00

This parcel was billed $110.00 for rental registration and inspection. Upon review, owner lives in this address and also owns 117 N. Locust that is vacant with no plans to convert this to a rental. With the owner maintaining his residence at 721 E. Maumee this would not qualify as a rental property and the associated invoice will be removed from the roll.

317 E. Church Street XA0-210-7023-00

This parcel had placed a carpet roll less than 4 feet in length and in bags. Upon further staff analysis, Stevens Disposal should have picked up this item and the owner should not have been billed for this special pickup. This invoice will be removed from the roll and the invoice voided.

R15-051 May 4, 2015

RE: FINANCE DEPARTMENT – Approve Special Assessment Roll for Delinquent Invoices

RESOLUTION

WHEREAS, Sections 70-12, 74-169, 10-94 and 10-98 of the Adrian City Code provides that any expense or cost incurred by the City upon or in respect to any delinquent rental registration and inspection fees, parking assessments, and improvements or abatements of public hazards on single lots and other miscellaneous invoices requires that the City Treasurer prepare a Special Assessment Roll for any such charges which have not been paid; and

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

WHEREAS, at the regular meeting of the Adrian City Commission held on April 20, 2015, the delinquencies for 1010 State St., 834 Caton Ave., 225 Finch St., 721 E. Maumee and 317 E. Church St. were tabled for further investigation; and

WHEREAS, the above referenced delinquencies have been further investigated by City staff.

NOW, THEREFORE, BE IT RESOLVED that the said Special Assessment Roll be amended as follows:

1010 State Street:	Remove existing trash bills and remove from future trash billings
834 Caton Avenue:	All trash bills included in the Special Assessment Roll would remain and future billings would continue
225 Finch Street:	All trash bills would be removed from the roll and future billings would cease. A weed mowing invoice for $160.00 would remain on the roll
721 E. Maumee St:	Rental registration and inspection fee would be removed from the roll and from our rental registration system
317 E. Church:	Special trash pickup invoice would be voided and removed from the roll

On motion by Commissioner _____, seconded by

Commissioner _____, this resolution was

_____by a _____vote.