

**MINUTES  
ADRIAN CITY COMMISSION  
MONDAY, NOVEMBER 7, 2016  
7:00 P.M.**

Official proceedings of the November 7, 2016 regular meeting of the City Commission, Adrian, Michigan.

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

PRESENT: Mayor Berryman and Commissioners Dudas, Heldt, Strayer, Munson and Faulhaber. ABSENT: Commissioners Rising

Commissioner Faulhaber motioned to excuse Commissioners Rising, seconded by Commissioner Strayer and adopted by a 6-0 vote.

Mayor Berryman in the Chair.

On motion by Commissioner Faulhaber, seconded by Commissioner Heldt, the minutes from the October 17, 2016 regular Commission meeting were adopted by a 6-0 vote.

**PRESENTATION OF ACCOUNTS**

|  |                       |
|--|-----------------------|
| Utility Department Receiving Fund<br>Voucher #4353 through #4360 | \$223,430.79          |
| General Fund<br>Vouchers #23013 through #23038                   | \$498,480.47          |
| Clearing Account Vouchers<br>amounting to                        | <u>\$1,130,263.02</u> |
| TOTAL EXPENDITURES   | <u>\$1,852,174.28</u> |

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

**REGULAR AGENDA**

**ORDINANCES**

**Ord. 16-012.** First reading and introduction of an ordinance to create Section 90-98 of Chapter 90, of the Adrian Code, entitled "Downtown Street Parking".

**RESOLUTIONS**

**R16-132**

**RE: DEPARTMENT OF FINANCE – FY2016-17 First 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 FY2016-17 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 FY2016-17 Budget in accordance with the attached schedule entitled City of Adrian FY2016-17 First 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 an available surplus.

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

**R16-133**

RE: **POLICE DEPARTMENT and ENGINEERING DEPARTMENT – Vehicle Up-Fitting, Equipment and Installation**

WHEREAS, the Adrian City Commission, by resolution #R16-117, dated September 19, 2016, authorized the purchase and up-fitting of three patrol vehicles; and

WHEREAS, these funds have been budgeted to outfit said vehicles, installing standard police equipment; and

WHEREAS, the City of Adrian Purchasing Office, in conjunction with the Police Department, solicited bids from two (2) police vehicle outfitters and received sealed bids on October 18, 2016, for the vehicle out fitting; and

WHEREAS, the bid tabulation follows:

| ITEM  | Adrian Sign Shop<br>Adrian, MI | Priority One Emergency | Canton, MI |
|---|--------------------------------|------------------------|------------|
| Federal signal 48" light bar dual color with full frontal<br>Takedowns or equiv | \$4,350.00                     |                        | \$5,175.00 |
| Federal signal smart siren w/ priority switch or<br>equiv                       | 2,667.00                       |                        | 1,875.00   |
| Front corner Marker Light-blue  | 300.00                         |                        | 300.00     |

|  |          |                     |
|--|----------|---------------------|
| Front corner Marker Light-red  | 300.00   | 300.00              |
| Push bumper and mounting bracket (Sentina or equiv)                        | 837.00   | 1,275.00            |
| Pair of LED strobes - front headlights                                     | 354.00   | 195.00              |
| Pair of LED strobes – rear taillights                                      | 480.00   | 225.00              |
| Pair of Federal L.E.D. R/B push bumper lights and mounting or equivalent   | 660.00   | 300.00              |
| Pair of Federal R/B rear hatch lights (inside) or equiv                    | 660.00   | 300.00              |
| Pair of Federal R/B license plate lights or equiv                          | 537.00   | 300.00              |
| Pair of Federal L.E.D. R/B side lights (rear windows)or equiv              | 1,320.00 | 300.00              |
| Pair of Federal L.E.D. R/B lights (B pillar lights)                        | 948.00   | 300.00              |
| Pair of Federal L.E.D. R/B side lights (rear windows-side)                 | Included | Duplicate Line Item |
| 100+ Watt Speaker System and Mounting Bracket With Microphone and Mounting | 585.00   | 300.00              |
| Jotto prisoner Screen 475-0303   | 2,358.00 | 1,875.00            |
| Jotto prisoner Screen Ext Panels 475-0789                                  | 480.00   | 450.00              |
| Cargo Screen and plastic Bio Seat  | 3,810.00 | 3,150.00            |
| Seat belt extenders for prisoners seat belts                               | Included | 300.00              |

| ITEM  | Adrian Sign Shop<br>Adrian, MI | Priority One Emergency<br>Canton, MI |
|---|--------------------------------|--------------------------------------|
| Pair of Steel Rear Window bars  | 675.00                         | 495.00                               |
| Gamber Johnson low profile Console w/ faceplates 7170-0166  | 1,095.00                       | 1,155.00                             |
| Laptop Docking Tray for Panasonic Cf-53   | 300.00                         | 975.00                               |
| Laptop Mount-console attached by Gamber Johnson   | 645.00                         | 1,350.00                             |
| Dual Cupholder-console access   | 72.00                          | 87.00                                |
| Dual Partition Mounted (vertical) gun lock-Progard gun lock(s) for shot gun (Mossberg 500 & GoJotto.com patrol rifle with time unit (or equivalent) | 1,320.00                       | 750.00                               |
| Trunk Storage Unit (Single Drawer Style), Made by Pro-Gard or equivalent  | 3,900.00                       | 3,150.00                             |
| Universal ignition relays, air bag control switches, wiring harness system, brake kill switch, “horn ring” for hands free siren use                 | 1,080.00                       | 375.00                               |
| Interior dome light Red/White “Sound off signal”  | 150.00                         | 195.00                               |
| Radar, Kustom Signal, Golden Eagle II, dual, Mich State contract listed on MI DEAL  | 4,617.00                       | 4,917.00                             |
| Installation and Supplies   | 4,500.00                       | 6,300.00                             |
| <b>TOTAL</b>  | <b>\$39,000.00</b>             | <b>\$36,669.00</b>                   |

WHEREAS, the City Administrator, Director of Parks & Engineering, and Police Chief recommend that the bid be awarded to the second lowest bidder, Adrian Sign Shop of Adrian, Michigan, in the amount of \$39,000.00. Adrian Sign Shop does not meet the bid amount criteria for local preference vendor. However, the turn-around time frame for installation completion is significant enough to recommend their bid acceptance. Adrian Sign Shop will complete the work in 1-3 weeks; Priority One Emergency will complete the work in 3-4 months; and

WHEREAS, the Finance Director indicates that there are funds in the FY2016-2017 budget to cover \$30,911.84 (662-301.62-977.000) of this expense, and the remaining \$8,088.16 be transferred from fund balance in the Motor Vehicle Pool Fund; and

NOW, THEREFORE BE IT RESOLVED, that the Adrian City Commission, by this resolution, hereby authorizes the acceptance for the second lowest bid and engagement of Adrian Sign Shop, of Adrian, Michigan, for the up-fitting of three (3) Ford Interceptor Police vehicles.

BE IT FURTHER RESOLVED that the FY2016-17 budget be amended as follows to properly fund this expenditure:

|                    |                     |            |
|--------------------|---------------------|------------|
| Revenue:           |                     |            |
| 662-000.00-697.000 | Prior Years Revenue | \$8,088.16 |
| Expenditure:       |                     |            |
| 662-301.62-977.000 | Capital – Equipment | \$8,088.16 |

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

#### **R16-134**

#### **RE: ADMINISTRATION – Resolution to Waive the Bid Process and Authorize Proceeding with Concrete Work Upgrades in the Croswell Alley**

WHEREAS, the Croswell Opera House is currently in the midst of significant construction activity as they look to enhance opportunities and protect this historical jewel for the next 150 years; and

WHEREAS, the alley between the Croswell and City Hall will be upgraded with new concrete and related storm sewer improvements for the portion that is impacted by the construction activities; and

WHEREAS, in an effort to have a clean, consistent look we have asked the Croswell's general contractor, Krieghoff Lenawee, for a quote to replace 1,070 square feet of reinforced concrete which will address the rest of the alley going North; and

WHEREAS, the total price quoted for this concrete replacement including additional storm sewer improvements is \$12,285 with the City doing the removal and providing piping.

NOW THEREFORE, BE IT RESOLVED by the Adrian City Commission by this resolution authorizes that the additional concrete work in the alley between the Croswell and City Hall be completed by Krieghoff Lenawee for a total price of \$12,285 with funds coming from the Non-Motorized Transportation budget (202-480.00-801.000).

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

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

#### **R16-135**

**RE: CITY COMMISSION – Approve the Closure of City Facilities on Wednesday, November 23, 2016 at 12:00pm and Give all Full-Time and Regular Part-Time City Employees a Paid Half Day Off.**

WHEREAS, the City Commission has provided for additional paid leave time to all full-time and regular part-time employees over the past three years either over the Thanksgiving or Christmas Holidays; and

WHEREAS, the City Commission would like to provide all full-time and regular part-time city employees with a paid half day off regardless of whether they are scheduled to work on Wednesday November 23, 2016; and

NOW THEREFORE, IT IS HEREBY RESOLVED that the City shall close for regular business at 12:00pm on Wednesday November 23, 2016. All full-time and regular part-time city employees who are required to work after 12:00pm on Wednesday November 23, 2016 shall receive a paid half day off to be taken at the discretion of their Department Head, in accordance with scheduling needs.

NOW THEREFORE, IT IS FURTHER RESOLVED that all full-time and regular part-time city employees not scheduled to work on Wednesday November 23, 2016 shall also receive a paid half day off to be taken at the discretion of their Department Head, in accordance with scheduling needs.

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

#### **R16-136**

**RE: CITY COMMISSION – Authorize City Administrator to cast the vote for the election of members to the Board of Directors of the Michigan Municipal League Liability and Property Pool**

WHEREAS, the City of Adrian is a member of the Michigan Municipal League Liability and Property Pool; and

WHEREAS, an election will be held this fall to select two directors for three year terms commencing January 1, 2017; and

WHEREAS, the nominating committee for the organization has recommended Penny Hill, Assistant City Manager for Traverse City, and Jean Stegeman, Mayor of the City of Menominee, to be re-elected to said terms.

NOW, THEREFORE, BE IT RESOLVED that the City Administrator is hereby authorized to cast the vote for the City of Adrian for the election of Penny Hill, Assistant City Manager for Traverse City, and Jean Stegeman, Mayor of the City of Menominee for the Board of

Directors for the Michigan Municipal League Liability and Property Pool for three year terms commencing January 1, 2017.

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

**R16-137**

**RE: ADMINISTRATION – Change Order for Emergency Repairs to 116 S main Street.**

WHEREAS, the City Commission at the August 15, 2016 meeting approved Resolution R16-107 with Resources Unlimited of Ann Arbor, MI for contract services associated with emergency repairs to 116 S. Main; and

WHEREAS, once the work began it was determined that the original concept of stair-stepping removal of the Maiden Lane facing wall was not sufficient based upon significant deterioration found during demo activities; and

WHEREAS, the back end of the Maiden Lane facing wall was removed which resulted in additional costs for both removal and restoration; and

WHEREAS, due to this additional effort, Resources Unlimited of Ann Arbor has passed along additional costs totaling \$15,309.50 to rebuild all walls to the 3<sup>rd</sup> floor with brick and installing a security wall on the 3<sup>rd</sup> floor to the roof; and

WHEREAS, the Finance Director indicates that funds for this Change Order (\$15,309.50) are available in the FY 2016-17 General Fund budget Contract Services and the budget be amended as follows:

|                    |                     |             |
|--------------------|---------------------|-------------|
| Revenue:           |                     |             |
| 101-990.00-697.000 | Prior Years Revenue | \$15,309.50 |
| Expenditures:      |                     |             |
| 101-836.00-801.000 | Contract Services   | \$15,309.50 |

NOW THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the Change Order from Resources Unlimited of Ann Arbor, MI for \$15,309.50 to continue to perform emergency repairs to 116 S. Main with the final total transferred to the owner and remaining with the property until paid.

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

**R16-138**

**RE: ADMINISTRATION – Authorization to accept Proposal for the Acquisition of the Adrian Armory and to Compile an Option to Purchase Agreement.**

WHEREAS, a Request for Proposal (RFP) was compiled for the Adrian Armory with the hope of facilitating the transfer of this critical property to a responsible owner; and

WHEREAS, the property was shown to three additional potential investors with one investor submitting a formal response to the RFP; and

WHEREAS, Mark and Mary Murray of Adrian, MI provided a proposal for the property which would include a remodel of the exterior and interior to accommodate future office/retail opportunities; and

WHEREAS, Mark and Mary Murray have operated successful businesses in Adrian for many years and both have been involved in many community based activities and organizations throughout Adrian and Lenawee County.

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission by this resolution approves the RFP for the Adrian Armory site from Mark and Mary Murray of Adrian, MI and authorizes the City Administrator to compile an option to purchase agreement for this site with Mark and Mary Murray.

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

**PUBLIC COMMENT**

No Public Comment

**COMMISSIONER COMMENT**

1. Mayor Berryman updated everyone on upcoming event: Nov. 12<sup>th</sup> Downtown Cleanup from 9:00 to 12:00, Nov. 16<sup>th</sup> Christmas tree will be cut and delivered and the lighting will take place on Nov. 29<sup>th</sup>.

The next regular meeting of the Adrian City Commission will be held on Monday, November 21, 2016 at 7:00 pm in the City Chambers Building, 159 E. Maumee St, Adrian, MI 49221.

Jim Berryman  
Mayor

Pat Baker  
City Clerk