



CITY COMMISSION  
MEETING  
February 3, 2014



# PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION  
AGENDA  
PRE-MEETING STUDY SESSION  
MONDAY,  
FEBRUARY 3, 2014**

The City Commission will meet for a pre-meeting study session on Monday, February 3, 2014 at 6:00 p.m. at the City Chambers at 159 East Maumee Street, Adrian, Michigan.

1. Presentation from YMCA regarding City/YMCA collaboration.
2. Closed session for Union Contracts discussion.
3. Other items as time permits.



# COMMISSION AGENDA

**AGENDA  
ADRIAN CITY COMMISSION  
FEBRUARY 3, 2014  
7:00PM**

- I. PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. RECOGNITION OF THE IAFF LOCAL 1511 FOR THEIR \$5,000 DONATION TO THE CITY OF ADRIAN FOR EMS SUPPLIES.
- IV. APPROVAL OF THE MINUTES OF THE JANUARY 21, 2014 REGULAR MEETING OF THE ADRIAN CITY COMMISSION.
- V. PRESENTATION OF ACCOUNTS
- VI. REGULAR AGENDA
  - A. ORDINANCES
    - 1. **14-001.** First reading and introduction of an ordinance to amend Chapter 66, Article II, Collection and Disposal.
    - 2. **14-002.** First reading and introduction of an ordinance to amend Chapter 66, Section 66-25, Billing Procedures for Residential Refuse Collection.
  - B. RESOLUTIONS
    - 1. **R14-012. Finance.** Resolution to authorize the Department of Finance to amend the FY2013-14 Budget in accordance with the attached schedule entitled City of Adrian FY2013-14 Second Quarter Recommended Budget Amendments.
    - 2. **R14-013. Fire Department.** Resolution to license the Adrian Fire Department to provide transport Advanced Life Support ambulance services in the City of Adrian to those sick, injured or in need of said service.
    - 3. **R14-014. Community Development.** Resolution to approve the application of the City of Adrian to the Redevelopment Ready Communities program.
    - 4. **R14-015. Utilities.** Resolution to waive the bid process and authorize the engagement of Insituform Technologies USA, Inc. of Howell, Michigan in the City's Standard Professional Services Contract for purposes of installing CIPP seamless pipe in approximately 3,200 feet of sewer mains at a cost not to exceed \$89,350.00.

5. **R14-016. Administration.** Resolution to urge the State Legislature to use the state budget surplus to restore funds to local governments and to fix Michigan's broken municipal finance system.

VII. PUBLIC COMMENTS

VIII. COMMISSIONER COMMENTS



# MINUTES

**MINUTES  
ADRIAN CITY COMMISSION  
JANUARY 21, 2014  
7:00 P.M.**

Official proceedings of the January 21, 2014 regular meeting of the City Commission, Adrian, Michigan.

The regular meeting was opened with a moment of silence and the Pledge of Allegiance to the Flag. The guest minister was unable to attend so prayer was replaced by a moment of silence.

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

Mayor Berryman in the Chair.

Commissioner Berryman Adams, motioned to approve the minutes from the December 16, 2013 Commission meeting; seconded by Commissioner Dudas, and the minutes were adopted by a unanimous vote.

**PRESENTATION OF ACCOUNTS**

Utility Department Receiving Fund Voucher # 3895 through # 3899	\$83,850.19
General Fund Vouchers # 21803 through # 21821	\$251,192.73
Clearing Account Vouchers amounting to	<u>\$230,453.15</u>
TOTAL EXPENDITURES	<u>\$565,496.07</u>

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

**COMMUNICATIONS**

**C-1. Finance.** December 2013 Revenue and Expenditure Statement.

**CONSENT AGENDA**

**CR14-001**

**RE: FIRE DEPARTMENT – Self-Contained Breathing Apparatus Tanks**

WHEREAS, the Fire Department has 24 Self-Contained Breathing Apparatus to protect personnel in situations where atmosphere is hazardous, and;

WHEREAS, each Self-Contained Breathing Apparatus is equipped with a pressurized air tank and a backup tank to supply breathing air to responding personnel, and;

WHEREAS, the pressurized Self-Contained Breathing Apparatus air tanks are tested in accordance with U.S. Department of Transportation regulations to insure their integrity due to the high pressures they are subjected to, and;

WHEREAS, 15 Self-Contained Breathing Apparatus air tanks used by the Adrian Fire Department have a 15 year life span that will be reached in March of 2014 and tanks will no longer be able to be refilled and used for firefighting operations, and;

WHEREAS, bids were solicited and accepted by the Finance Department for replacement of 15 Self-Contained Breathing Apparatus tanks with one bid being received from Apollo Fire Equipment of Romeo, Michigan for a price of \$705.00 per bottle.

BE IT FURTHER RESOLED that \$10,575 be appropriated from the Fire Capital Account (101-336.00-977.000) for this purchase, with the following budget amendment:

Revenues:		
	101-990.00-697.000	\$10,575
Expenditures:		
	101-336.00-977.000	\$10,575

NOW, THEREFORE, BE IT RESOLVED

The City Commission approves the purchase of 15 Self-Contained Breathing Apparatus tanks from Apollo Fire Equipment Company for a price of \$705.00 each or a total of \$10,575.

#### **CR14-002**

#### **RE: FIRE DEPARTMENT – Delegation of Fireworks Inspection**

WHEREAS, State of Michigan Public Act 256 of 2011 allows the Michigan Department of Licensing and Regulatory Affairs to delegate inspection duties for firework point of sale locations, reimbursing local units of government \$420 for inspection of temporary facilities and \$700 for permanent facilities, and;

WHEREAS, the Adrian Fire Department has two State Certified Fire Inspectors as required by Act 256 having the certification to conduct firework point of sale inspections, and;

WHEREAS, in an effort to better serve the public the fire department wishes to conduct firework point of sale inspections, and;

WHEREAS, Michigan Public Act 256 of 2011 requires the signature of a person from the local unit of government as well as the chief of their fire department authorizing the fire department and its State Certified Fire Inspectors to conduct the firework point of sale inspections.

NOW, THEREFORE, BE IT RESOLVED The City Commission approves of the attached application for the Adrian Fire Department and its State Certified Fire Inspectors to conduct inspections at fireworks sales facilities within the City of Adrian for the 2014 season and

authorizes the Mayor of the City of Adrian as well as its Fire Chief to sign a Delegation Agreement to provide such services.

FURTHER LET IT BE RESOLVED that revenue from inspections be placed in Fire Department General Ledger Account Number 101-336.00-695.000.

**CR14-003**

**RE: POLICE DEPARTMENT- Purchase of replacement shotguns**

WHEREAS, the Adrian City Commission previously authorized the purchase of replacement shotguns for the Adrian Police Department armory through the capital budgeting process; and

WHEREAS, forfeiture funds have been budgeted to purchase fifteen (15) Mossberg 12 gauge shotguns; and

WHEREAS, the City of Adrian Purchasing Office, in conjunction with the Police Department, solicited bids and received sealed bids from four (4) suppliers on December 19, 2013; and

WHEREAS, the bid tabulation follows:

Personal Protections Group LLC. Orange, CT	\$9,111.00 (607.33 each)
SRT Supply Inc. St. Petersburg, FL	\$8,584.50 (572.30 each)
GT Distributors Rossville, GA	\$8,119.65 (541.31 each)
Kiesler Police Supply Inc. Jeffersonville, IN	\$8,310.00 (554.00 each)

; and

WHEREAS, the Police Chief and City Administrator recommend that the bid be awarded to GT Distributors of Rossville, GA in the amount of \$8,119.65; and

NOW, THEREFORE, BE IT RESOLVED that the \$8,119.65 be appropriated from the Drug Forfeiture Fund (701-000.00-280.000).

BE IT FURTHER RESOLVED that the Adrian City Commission by this resolution hereby authorizes the recommended selection and award of bid to GT Distributors of Rossville, GA in the amount of \$8,119.65.

**CR14-004**

**RE: ASSESSOR'S OFFICE – Appoint Member to the Board of Review**

WHEREAS, John Dudas has resigned to serve on the City Commission, which has created a vacancy; and

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

WHEREAS, Mr. Jeffrey Pardee, 750 Lakeshire Trail, has expressed a willingness to serve on the Board of Review if appointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of Mr. Pardee to the Board of Review.

NOW THEREFORE BE IT RESOLVED, that the Adrian City Commission does hereby approve the appointment of Jeffrey Pardee to the Board of Review for a 3-year term to expire in 2017.

#### **CR14-005**

#### **RE: COMMUNITY DEVELOPMENT – Select Michigan State Housing Development Authority (MSHDA) Rental Rehabilitation program third party administrator**

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 Michigan State Housing Development Authority (MSHDA) has a rental rehabilitation program that provides a 3 to 1 match to private investment; and

WHEREAS, the City of Adrian DDA conducted a meeting and survey of downtown building owners and found strong support for the program; and

WHEREAS, MSHDA requires that all local units contract for a consultant to manage the rental rehabilitation program on behalf of those local units and building owners; and

WHEREAS, the City of Adrian issued a Request for Proposal to an approved list of third party administrators approved by MSHDA; and

WHEREAS, city staff reviewed the responses to the RFP and evaluated them utilizing the Criteria for Selection that is part of the Finance Department’s RFP process; and

WHEREAS, Smith Housing Consulting had the highest rating and was the staff recommended choice for third party administrator.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby approves Smith Housing Consultants as the MSHDA Rental Rehabilitation Third Party Administrator, and directs staff to prepare and execute the appropriate documents to engage Smith Housing Consultants.

On motion by Commissioner Rising, seconded by Commissioner Munson, Consent Agenda resolutions CR14-001 thru CR14-005 are adopted by a unanimous vote.

**R14-006**

**CITY ADMINISTRATION – FY2014-20 City of Adrian Capital Improvement Program and FY2014-15 Capital Budget Recommendation**

WHEREAS, consistent with Public Act 621 of 1978, the Uniform Budgeting Act for Local Government, the Adrian City Administration has developed a Multi-Year Capital Improvement Program (CIP), identifying specific capital projects, facilities and equipment, as well as their respective funding sources for the period FY2014-20; and

WHEREAS, on Monday January 6, 2014, the City Commission and Department Heads met in a pre-meeting to review the Capital Budget Requests submitted by Department Heads and provided input regarding priorities to the City Administration; and

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

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

Consistent with City's

Adopted Strategic Plan Projects which are consistent with the City's Adopted Strategic Plan will be given priority.

Consistent with Comprehensive

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

Asset Replacement

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

Leverage Grants

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

Adopted Plans

Projects which comply with the principles and concepts of an adopted City Plan (such as the Parks & Recreation 5-Year Master Plan or Parking Lot Improvement Program) will be given priority.

Phased Projects

Projects which implement an ongoing phased project will be given priority.

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

WHEREAS, the City Administrator's FY2014-20 Capital Improvement Program Budget Recommendation is summarized as follows:

<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>FY2017-18</u>	<u>FY2018-19</u>	<u>FY2019-20</u>
<b>General Fund (101):</b>					
\$ 195,300	\$ 295,900	\$ 435,500	\$ 370,500	\$ 239,000	\$ 206,000
<b>Major Street Fund (202):</b>					
\$ 871,500	\$ 246,900	\$ 159,000	\$ 750,000	\$ 247,000	\$ 0
<b>Local Street Fund (203):</b>					
\$ 263,500	\$ 455,500	\$ 389,000	\$ 238,500	\$ 405,000	\$ 310,500
<b>Fee Estate Fund (205):</b>					
\$ 154,000	\$ 253,000	\$ 302,000	\$ 267,000	\$ 395,000	\$ 185,000
<b>Downtown Development Authority (280)</b>					
\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
<b>Downtown Development Authority – Tax Increment Finance Fund (281)</b>					
\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
<b>Water Fund Capital Projects (496):</b>					
\$ 661,000	\$ 468,500	\$ 839,000	\$ 519,000	\$ 299,000	\$ 342,000
<b>Wastewater Fund Capital Projects:</b>					
\$ 550,000	\$ 540,000	\$ 770,000	\$ 440,000	\$ 300,000	\$ 405,000
<b>Parking Fund (585):</b>					
\$ 850,000	\$ 450,000	\$ 250,000	\$ 150,000	\$ 0	\$ 0
<b>Transportation Fund (588)</b>					
\$ 0	\$ 13,000	\$ 5,000	\$ 77,830	\$ 111,642	\$ 0
<b>Storm Water Utility Fund (598)</b>					
\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Information Technology Fund (661):</b>					
\$ 109,000	\$ 45,000	\$ 127,000	\$ 45,000	\$ 75,000	\$ 60,000
<b>Motor Vehicle Pool (662):</b>					
\$ 8,000	\$ 122,000	\$ 140,000	\$ 375,000	\$ 300,000	\$ 180,000
<b>Building Space Coat Allocation Fund (663)</b>					
\$ 96,000	\$ 125,500	\$ 33,000	\$ 42,000	\$ 40,000	\$ 17,000
<b>Total All Funds:</b>					
<b><u>\$3,813,300</u></b>	<b><u>\$3,070,300</u></b>	<b><u>\$3,504,500</u></b>	<b><u>\$3,329,830</u></b>	<b><u>\$2,466,642</u></b>	<b><u>\$1,760,500</u></b>

WHEREAS, the City Administrator recommends approval of this resolution.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, approves the City Administrator's Recommended FY2014-20 Capital Improvement Program (CIP) and FY2014-15 Capital Budget for incorporation into the FY2014-15 Operating Budget and General Appropriations Act.

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

**R14-007**

**RE: UTILITIES DEPARTMENT – Water Treatment Plant – Authorization to Proceed with Emergency Repairs at the Westside Wellfield**

WHEREAS, the City of Adrian has developed and maintained a wellfield on Hamilton Hwy; and

WHEREAS, our hydrogeologist from Williams & Works of Grand Rapids, MI in completing some routine pump testing analysis found some abnormalities with two production wells; and

WHEREAS, the results of this analysis showed that the well pump, bearing assembly, riser piping and cast iron parts needed replacement due to severe corrosion of this equipment with stainless steel and PVC components; and

WHEREAS, Raymer Well drilling of Marne, MI, the original driller of the wells at the wellfield has passed on a quote of \$14,490.00 for replacement of the pumping equipment in Well # 1 and \$24,489.00 to do the same in Well# 3.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Raymer Well Drilling of Marne, MI to complete emergency repairs to the pumping equipment in Well # 1 and Well # 3 for a cost of \$40,000.00, funds for this emergency repair would be allocated from water fund reserves.

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.

**Shane Horn explained that one of the wells was taken out of service due to reduced performance and, when it was noted the amount of corrosion that had taken place, it was decided to replace the parts with stainless steel and PVC parts. The resolution would authorize the replacement of the parts with stainless steel and PVC in an effort to address the corrosion issue.**

On motion by Commissioner Dudas, seconded by Commissioner Rising, this resolution was adopted by a unanimous vote.

**R14-008**

**RE: ENGINEERING DEPARTMENT – Authorization for moving costs and modification of services associated with the grass & leaf curbside**

**operations, including modification to services associated with bundled brush pick-up.**

WHEREAS, the Adrian City Commission, by Resolution # 10-142, dated November 15, 2010, approved a resolution adopting a revised solid waste ordinance including the adoption of a fee structure for refuse collection; and

WHEREAS, by Ordinance Amendment Ord.13-020, dated October 21, 2013, the Adrian City Commission eliminated the special assessment for storm water. As a result all costs for maintenance of the existing storm sewer system are funded through the Major and Local Street funds; and

WHEREAS, in an effort to relieve the Major and Local Street Funds of financial burden the City Engineer has proposed that grass and leaf operations, including street sweeping, currently funded in the Major and Local Street Funds be moved to the Solid Waste Budget; and

WHEREAS, in addition to moving the funding of these operations the City Engineer has recommended the following changes to the current grass and leaf yearly operations to reduce costs of services:

- Eliminate April curbside grass and leaf pick-up,
- Open compost site two weeks early (mid April) and include 16 weekday hours for four weeks,
- Limit fall curbside leaf and grass pick-up to 4 weeks utilizing a rental truck,
- Extend fall compost site hours into December and add 20 weekday hours,
- Maintain current street sweeping operations

; and

WHEREAS, the City Engineer, to cover the above changes, recommends an increase of \$2.00 per month to the residents refuse collection bill. This increase brings the monthly charge to \$10.00 per month or \$120.00 per year. In conjunction with this change the Finance Director recommends, to contain costs, to change from the current quarterly billing to an annual billing beginning April 1, 2014; and

WHEREAS, the Director of Parks and Forestry also recommends the following changes to the monthly curbside bundled brush pick-ups:

- Eliminate monthly curbside bundled brush pick-up,
- Add one month of spring bundled brush pick-up,
- Add one month of fall bundled brush pick-up,
- As necessary, at the discretion of the Director, order special brush pick-ups due to weather events.

; and

WHEREAS, the Acting City Administrator recommends, by this resolution, approval of all of the above stated changes.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the following:

- Moving the costs for grass and leaf operations, including street sweeping, from the Major and Local Street funds to the Solid Waste fund.
- Increase monthly residential refuse billing from \$8.00 per month to \$10.00 per month (\$120.00 annually)

- Change residential refuse billing from quarterly to annually beginning April 1, 2014.
- Modify curbside grass and leaf operations as follows:
  - Eliminate April curbside grass and leaf pick-up,
  - Open compost site two weeks early (mid April) and include 16 weekday hours for four weeks,
  - Limit fall curbside leaf and grass pick-up to 4 weeks utilizing a rental truck,
  - Extend fall compost site hours into December and add 20 weekday hours,
  - Maintain current street sweeping operations
- Modify curbside bundled brush pick-up as follows:
  - Eliminate monthly curbside bundled brush pick-up,
  - Add one month of spring bundled brush pick-up,
  - Add one month of fall bundled brush pick-up,
  - As necessary, at the discretion of the Director, order special brush pick-ups due to weather events.
- Revise any applicable ordinances and present changes to the City Commission as required by the City of Adrian Charter as a result of these changes.

**Jack Georgal asked for additional information to explain the changes. Kristin Bauer, City Engineer to the curbside pickup and the extension of compost site hours to make it more available to city residents. She also explained the change to an annual billing on April 1<sup>st</sup> instead of the quarterly billing that is taking place now. Several Commissioners were concerned at the change to a yearly billing and the hardship that it would cause some residents; we need to be prepared to have people express their concern. The annual billing will be from 4/ 1 to 4/ 1.**

On motion by Commissioner Rising, seconded by Commissioner Munson, this resolution was adopted by a unanimous vote.

**R14-009**

**RE: ADMINISTRATION - ACCEPTANCE OF THE GRANT OF FRANCHISE OFFERED BY MADISON TOWNSHIP**

WHEREAS, the City of Adrian has water transmission pipes in existence within the borders of Madison Township; and

WHEREAS, Article VII sec. 29 of the Michigan Constitution provides:

“No person, partnership, association or corporation, public or private, operating a public utility shall have the right to the use of the highways, streets, alleys or other public places of any county, township, city or village for wires, poles, pipes, tracks, conduits or other utility facilities, without the consent of the duly constituted authority of the county, township, city, or village; or to transact local business therein without first obtaining a franchise from the township, city, or village. Except as otherwise provided in this constitution the right of all counties, townships, cities and villages to the reasonable control of their highways, streets, alleys and public places is hereby reserved to such local units of government.”

;and

WHEREAS, the City is currently transacting business within Madison Township by providing water through its transmission pipes to properties located within the Township; and

WHEREAS, other residents and commercial enterprises in Madison Township have requested or may in the future request to receive water service from the City by connecting to the City's existing water transmission pipes within Madison Township; and

WHEREAS, on January 14, 2014, Madison Township approved a resolution authorizing the grant of franchise to the City which shall be effective the day after publication thereof provided the City accepts the franchise, and signs the proposed franchise agreement.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution accepts the grant of franchise offered by Madison Township, and hereby authorizes the Mayor to sign the proposed Franchise Agreement.

**Jack Georgal expressed concern about what we are proposing; have we done a financial model and are we consistent with other communities in Michigan? Shane Horn explained that this franchise allows us to legally serve the residents of Madison Township. This agreement would provide a 10 year time period that would give the City and Township time to work out a more permanent solution to the water issues. This agreement is for the existing Madison Township customers that we already have. Any additional pipes to be put in the ground would have to be requested by Madison Township and they would be responsible for payment of this.**

On motion by Commissioner Faulhaber, seconded by Commissioner Munson, this resolution was adopted by a 5-2-0 vote.

Ayes: Mayor Berryman & Commissioners Faulhaber, Munson, Rising & Berryman  
Adams  
Nays: Commissioners Gallatin and Dudas  
Abstained: None

**R14-010**

**RE: DEPARTMENTS OF PARKS & FORESTRY – Authorization to Engage Aquatic Park Feasibility Study**

WHEREAS, an aquatic park feasibility study is a beneficial process for any community to go through to set communities priorities and goals for the outdoor aquatic facilities and programs, particularly given the tight budget times expected for the next few years; and

WHEREAS, the City of Adrian Purchasing Office, in conjunction with the Department of Parks & Forestry, received proposals on Tuesday, December 3, 2013 for completion of an aquatic park feasibility study ; and

<b>Firm</b>	<b>Brandstetter Carroll Cleveland OH</b>	<b>ROWE Professional Services Farmington Hills, MI</b>	<b>Martin Riley Ft. Wayne, IN</b>	<b>Williams Architects, Itasca, IL</b>
Total Fee	\$21,000.00	\$23,000.00	\$47,000.00	\$57,000.00

WHEREAS, the selection committee interviewed ROWE Professional Services and Brandstetter Carroll and unanimously determined that ROWE Professional Services is the best candidate to complete the study based on their past experience in similar projects and because of their knowledge of the community from previous projects within the city: and

WHEREAS, the Parks & Forestry Director, with support from the selection committee recommends that ROWE Professional Services Farming Hills MI be hired to complete an aquatic park feasibility study for a cost not to exceed \$23,000; and

WHEREAS, the Finance Director indicates that funds are available for this purpose in the General Fund Fund Balance; and

**THEREFORE BE IT RESOLVED that the budget be amended as follows:**

**REVENUE:**

**101-990.00-697.000      Prior Year Revenue                      \$23,000.00**

**EXPENDITURE:**

**101-691.00-812.000      Consultant Fee                                      \$23,000.00**

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the engagement of Professional Services Farming Hills MI in the City's Standard Professional Services Contract for an amount not to exceed \$23,000 to complete the aquatic park feasibility study.

On motion by Commissioner Dudas, seconded by Commissioner Rising, this resolution was tabled for an indefinite period by a unanimous vote.

**R14-011**

**RE:    CITY COMMISSION – Acting City Administrator / Utilities Director  
Employment Agreement**

WHEREAS, following the November 5, 2013 General Election, which resulted in the election of a new Mayor and three (3) new City Commissioners, the City Commission, by Resolution R13-235 dated November 25, 2013, unanimously approved a separation agreement with the incumbent City Administrator; and

WHEREAS, by Resolution R13-236 dated November 25, 2013, the City Commission unanimously approved the appointment of Shane A. Horn as Acting City Administrator / Utilities Director; and

WHEREAS, the Mayor has successfully negotiated an employment agreement with the Acting City Administrator / Utilities Director, which requires the review and approval of the City Commission; and

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

(101-172.00-702.000) City Administrator Wages	\$ 21,525.00
(591-538.00-702.000) Utilities-Water Fund Wages	<u>88,575.00</u>
Total	<u>\$110,100.00</u>

(Fringe Benefits shall be proportionately allocated, accordingly); and

WHEREAS, the Mayor recommends approval of this resolution.

NOW THEREFORE BE IT RESOLVED that the \$12,418 for this fiscal year's share of the Acting City Administrator position be appropriated with the following budget amendment:

Revenue:		
101-990.00-697.000	Prior Years Revenue	\$ 12,418
Expenditure:		
101-172.00-702.000	City Administration Wages	\$ 12,418

BE IT THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the Acting City Administrator / Utilities Director Employment Agreement.

**Mayor Berryman stated that a contract for Shane Horn should have been in place and that he should have some protection going forward. Commissioner Gallatin asked why the Commission was not included in the negotiations of this employment agreement. Shane explained that Jeff Pardee, our former Finance Director offered to put a contract together that would go back to November 25, 2013, the day that the Commission passed a resolution to make Shane our Acting City Administrator. Discussion shifted to how the position will be permanently be filled and what kind of search will take place or if there will even be one. Shane recommended getting through the budget season first and then pursue filling the position permanently.**

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

#### PUBLIC COMMENT

1. Jack Georgal – 450 Meadowbrook – thanked the Commission for their dedication. He also asked if we had a Strategic Plan for the City, which we do, and hoped that there had been input from a professional outside of the City. He recommended that the Commission vote on each item objectively.

2. Terry Collins – 112 S McKenzie St – addressing an issue that came up during the pre-meeting, he recommended that the Commission send a resolution to the Governor's office regarding the use of the state's surplus money. Also offered his services as a County Commissioner to the Commission and the City.

#### **COMMISSIONER COMMENTS**

1. Commissioner Faulhaber thanked the City staff for all of the work that they did on trying to bring the Chinese Glass company/project. There was much competition for this project and it ended up going to a suburb of Dayton, Ohio but as a city, we proved we can compete with anyone.
2. Shane Horn also acknowledged the many hours that staff had put into this project and hoped that in the future we could also invest in a local company in this same way.
3. Commissioner Rising thanked Krieghoff/Lenawee for the work that they did on the Jean Christopher building. It is now safer and looks so much better.
4. Mayor Berryman echoed this statement and also mentioned that Krieghoff did this work at their own expense and did a wonderful job fixing this blighted area. The Mayor also reminded us that we need to support what we do have here in Adrian; that in order to keep the businesses and restaurants that we have, we need to support them.

The next regular meeting of the Adrian City Commission will be held on Monday, February 3, 2014 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

February 3, 2014

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 # 3900 through # 3907 .....	\$188,653.79
General Fund	
Vouchers # 21822 through # 21841 .....	\$458,982.70
Clearing Account Vouchers	
amounting to.....	<u>\$139,028.06</u>
TOTAL EXPENDITURES .....	<u>\$786,664.55</u>

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

February 3, 2014

UTILITIES FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
3900	\$ 75,048.15	City of Adrian Payroll	Payroll w/e 1/17/14
3901	\$ 102,110.91	City of Adrian Clearing	AP Check Register 1/21/14
3902	\$ 63,279.15	City of Adrian	Due To/From Dec 2013 Month End
3903	\$ 160.00	City of Adrian Rec Trust	Check Fees
3904	\$ 47,006.17	Consumers Energy	January 2014 Electric
3905	\$ 254.65	City of Adrian Utilities	December 2013 Water
3906	\$ 68.01	Frontier	January 2014 Telephone
3907	\$ 2,837.66	Citizens Gas	December 2013 Heating
	\$ 290,764.70		
	\$ (102,110.91)	Less: Check 3901	
	\$ 188,653.79	TOTAL	

February 3, 2014

February 3, 2014

GENERAL FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
21822	\$ 275,948.26	City of Adrian Payroll	Payroll w/e 1/17/14
21823	\$ 16,668.82	First Federal Bank	Soc Sec w/e 1/17/14
21824	\$ 345.28	City of Adrian Utilities	EFT State of Michigan Jan 2014
21825	\$ 4,655.82	City of Adrian Brownfield	EFT State of Michigan Jan 2014
21826	\$ 124,080.66	City of Adrian Clearing	AP Check Register 1/21/14
21827	\$ 11,537.20	City of Adrian	Due To/From Dec 2013 Month End
21828	\$ 506.61	City of Adrian Utilities	EFT State of Michigan Jan 2014
21829	\$ 6,855.49	Nola's Transportation	Payroll w/e 1/24/13
21830	\$ 95,069.03	Blue Cross Blue Shield	Feb 2014 Health Care
21831	\$ 20.00	City of Adrian Rec Trust	Check Fees
21832	\$ 319.14	Julie Hill	Refund of BCBS Premiums
21833	\$ 2,335.72	Consumers Energy	January 2014 Electric
21834	\$ -	VOID	
21835	\$ 540.30	Frontier	January 2014 Telephone
21836	\$ 5,784.23	Citizens Gas	December 2013 Heating
21837	\$ 3,679.13	City of Adrian Utilities	December 2013 Water
21838	\$ 108.74	City of Adrian Utilities	EFT State of Michigan Jan 2014
21839	\$ 43.67	City of Adrian Utilities	EFT State of Michigan Jan 2014
21840	\$ 21.32	City of Adrian Utilities	To correct payment posting
21841	\$ 34,543.94	Avery Oil and Propane	Fuel Delivery 1/23/14
	\$ 583,063.36		
	\$ (124,080.66)	Less : Check 21826	
	\$ 458,982.70		

February 3, 2014

Claimant	OPEN Amount Claimed	Amount Owed	Amount Rejected
1. ADRIAN BLISSFIELD RAILROAD CO	10,272.00		
2. ADRIAN LOCKSMITH & CYCLERY	79.98		
3. ADRIAN MECHANICAL SERVICES CO	1,454.40		
4. ADRIAN NAPA	80.31		
5. ADRIAN OVERHEAD DOORS	44.08		
6. ADVANCE AUTO PARTS COMMERCIAL CHR	38.48		
7. AIRGAS USA, LLC	72.99		
8. AMERICAN OFFICE SOLUTIONS, INC.	58.59		
9. AMERICAN TITLE CO. OF LENAWEE	200.00		
10. AMVETS	56.70		
11. ANN ARBOR WELDING SUPPLY	33.50		
12. APOLLO FIRE EQUIPMENT CO.	164.15		
13. APPLE MAT RENTAL	419.80		
14. APPLIED BUSINESS SOFTWARE	4,372.50		
15. APPLIED INDUSTRIAL TECHNOLOGIES	435.57		
16. ARCH WIRELESS	34.70		
17. AUTO ZONE COMMERCIAL	292.31		
18. BAKER & TAYLOR BOOKS	952.04		
19. CYNTHIA KAAY BENNETT	250.00		
20. BOOK OF THE MONTH CLUB	45.46		
21. BREAKIN' AWAY CAFE	20.00		
22. BUCKEYE HYDRAULICS INC.	220.13		
23. CARRIER & GABLE INC	478.00		
24. CENGAGE LEARNING	318.91		
25. CHEMICAL SERVICES, INC.	875.50		
26. CATHY CHESHER	8.15		
27. GARRY CLEVELAND	254.39		
28. CLIFT BUICK-GMC	153.68		
29. C-N CONSTRUCTION SUPPLIES INC	476.02		
30. COMCAST	4.31		
31. COMPUTER CARE COMPANY, INC.	49.95		
32. CONSUMERS ENERGY	886.60		
33. CONTINENTAL CARBONIC PRODUCTS INC	737.00		
34. CUTLER DICKERSON CO	875.70		
35. THE DAILY TELEGRAM	1,171.73		
36. DETROIT SALT	13,387.30		
37. DEZURIK	2,056.00		
38. ENGLEWOOD ELECTRICAL SUPPLY	245.24		
39. ENVIRONMENTAL RESOURCE ASSOCIATES	516.98		
40. FASTENAL COMPANY	779.32		
41. FBI-LEEDA	50.00		
42. FISHER SCIENTIFIC COMPANY LLC	389.36		
43. FRANKE FAMILY REV. LIVING TRUST	311.91		
44. GALLANT & SON	8.99		
45. J.O. GALLOUP COMPANY	631.95		
46. GEMPLER'S INC.	94.60		
47. GEN POWER PRODUCTS INC.	3,205.00		
48. GENERAL TRUCK SALES	397.02		
49. GRAINGER PARTS OPERATIONS	269.85		
50. HACH COMPANY	315.27		

Claimant	OPEN Amount Claimed	Amount Owed	Amount Rejected
51. HILLS AUTO & TRUCK REPAIR INC	250.00		
52. HOBBY LOBBY	0.00		
53. HUBBARD'S AUTO CENTER INC	480.88		
54. HYDRODYNAMICS, INC.	2,932.00		
55. I C M A VANTAGE POINT	14,883.06		
56. I.T. RIGHT	405.00		
57. INTERNATIONAL ASSOC OF CHIEFS	240.00		
58. JONES & HENRY ENGINEERS, LTD.	18,678.87		
59. TIM JUDKINS	40.24		
60. KIMBALL MIDWEST	234.58		
61. K-MART CORPORATION #3959	551.99		
62. KUSTOM SIGNALS, INC.	178.00		
63. LANSING SANITARY SUPPLY INC	1,089.30		
64. LEGACY PRINTING	301.92		
65. LENAWEE TIRE & SUPPLY CO, INC.	768.76		
66. LEXIS-NEXIS MATTHEW BENDER	11.17		
67. LISCOMB DISTRIBUTING	520.08		
68. CLAY LOXTON	71.54		
69. MANPOWER OF LANSING MI INC.	1,077.03		
70. METROCOM TECHNOLOGIES	4,049.00		
71. MICHIGAN METER TECHNOLOGY GROUP INC	3,224.80		
72. MICHIGAN PIPE & VALVE INC	1,117.02		
73. STATE OF MICHIGAN	2,120.41		
74. MICROMARKETING LLC	735.42		
75. MIDWEST TAPE	551.29		
76. MT BUSINESS TECHNOLOGIES, INC	37.76		
77. NADA GUIDES	75.00		
78. NADA USED CAR GUIDE	105.00		
79. NEOPOST USA INC.	118.79		
80. NOLA'S TRANSPORTATION	969.95		
81. NORTH EASTERN UNIFORMS & EQUIPMENT	457.95		
82. OCCUHEALTH - ADRIAN	37.00		
83. OLIVER OF ADRIAN, INC.	150.00		
84. PEERLESS SUPPLY INC	181.53		
85. PITNEY BOWES PURCHASE POWER	3,000.00		
86. PLATINUM PLUS	1,485.42		
87. PRINTING SYSTEMS INC	310.92		
88. PRO-MED UNIFORM	109.99		
89. QUILL CORPORATION	512.05		
90. R & W NURSERY, LLC	700.00		
91. RECORDED BOOKS LLC.	99.00		
92. RHINO	1,750.00		
93. GARY RIVERA	63.07		
94. ROPES & RIGGING TREE SERVICE, LLC	7,399.20		
95. LAMAR W. RUFNER III	55.90		
96. SAFARILAND LLC	100.00		
97. SAFETY KLEEN SYSTEMS, INC	226.12		
98. SAFEWAY MOVING & STORAGE	381.30		
99. CHARLES SCHMENK	80.00		
100. SHINE'S AUTO CLEAN	70.00		

Claimant	OPEN		
	Amount Claimed	Amount Owed	Amount Rejected
101. SLUSARSKI EXCAVATING & PAVING INC	850.00		
102. STAPLES CREDIT PLAN	110.36		
103. STATE INDUSTRIAL PRODUCTS	200.00		
104. STEVENS DISPOSAL	505.23		
105. STEVENSON LUMBER, INC.	(65.00)		
106. STROUSS, JEREMIAH C	265.43		
107. SUNSHINE MEDICAL SUPPLY, INC	791.00		
108. SUPERIOR UNIFORM SALES INC.	253.99		
109. TDS SECURITY, INC	551.25		
110. TEREX SERVICES	135.07		
111. T-MOBILE	29.99		
112. U S POSTMASTER	200.00		
113. U S POSTMASTER	1,800.00		
114. UNITED PARCEL SERVICE	12.67		
115. UNUM LIFE INSURANCE COMPANY	2,184.07		
116. VERIZON WIRELESS	42.49		
117. VWR INTERNATIONAL INC	116.53		
118. WEISKOPF INDUSTRIES CORP	77.62		
119. WEST SHORE FIRE REPAIR INC	2,401.00		
120. WESTERN LIME CORPORATION	5,396.43		
121. WINTER EQUIPMENT CO INC.	1,635.20		
***TOTAL ALL CLAIMS***	139,028.06		



# REGULAR AGENDA

## **ORDINANCE 14-001**

### **AN ORDINANCE TO AMEND THE CODE OF THE CITY OF ADRIAN, CHAPTER 66, ARTICLE II COLLECTION AND DISPOSAL.**

Chapter 66, Article II. – Collection and Disposal, of the Adrian Code is hereby amended to read as follows:

Sec. 66-11. - Refuse collection service.

The refuse collection service of the city shall be under the supervision and direction of the city engineer who, along with the city administrator, shall be responsible for enforcement of all ordinances pertaining to the collection of all refuse in the city.

Sec. 66-12. - Residential collection.

- (a) The city will provide once a week curbside refuse collection to the residential property owners or occupants. The weekly schedule shall be determined by the city engineer. The regular pickup schedule shall be kept on file with the engineering department for review.
- (b) (1) Refuse shall be set out for pickup on the city right-of-way on city streets only. No refuse shall be set out for pickup prior to 6:00 p.m. the evening before the scheduled day of pickup.
- (2) In the event the residential property does not abut or is not on a city right-of-way or a city street, refuse collection may be provided by the city, subject to the following conditions:
  - a. The use of the property must meet the definition of "residential" as set forth in this chapter.
  - b. The city engineer must determine, at the sole discretion of the engineer, that there is suitable and safe access to the property for vehicles being utilized for the collection by the city provider.
  - c. The owner of any private street or drive which is approved for such pickup must execute a waiver and release of liability to the city and its contracted provider for collection services for any damage that may result to any such private street or drives caused by the vehicles utilized for collection.
  - d. If the city engineer determines that access is not suitable or safe, a suitable collection point on an adjacent city right-of-way may be considered for curbside collection, with such arrangement to be approved at the sole discretion of the city engineer.
- (c) While on private property, any refuse stored outside shall be placed in a container constructed of rodent-proof material. Any refuse stored in such containers shall be in an airtight container or bag that shall be tied.

- (d) No refuse, baled papers or baled cardboard containers shall be placed on the sidewalk or street in a manner to congest either pedestrian or vehicular traffic.
- (e) All refuse shall be set out for collection in bags as defined in this article.
- (f) There shall be no more than six bags placed for collection for each dwelling unit each week, with no single bag set out for collection to weigh more than 50 pounds.
- (g) There shall be no collection at any time by the city of hazardous waste (as defined by the Natural Resources Act and Environmental Protection Act), industrial waste, liquids, tires, batteries, barrels, motor oil, pesticides, insecticides, auto parts, yard clippings or other items that are not accepted at the landfill or landfills used by the city or its contractor.
- (h) The city shall not collect or pay for any pickup of refuse placed in dumpsters; however, if a dumpster is used for collection by a private service, grease, garbage and other such types of material shall be placed in another airtight case, tied plastic bag or carton before being placed in the dumpster. Dumpsters must be placed on private property or on a location approved by the engineer.
- (i) Each year, the city engineer shall designate two dates for collection of Christmas trees from residential properties.
- (j) Companies providing services for commercial, industrial or other properties not receiving residential curbside collection of refuse shall follow all city regulations and shall not pick up or collect refuse of other solid waste before 7:00 a.m. or later than 7:00 p.m. Monday through Friday.
- (k) City contractors must report all weights and/or volumes of materials collected to the city engineer on a yearly basis.

Sec. 66-13. - Recycling.

- (a) Recycling of materials commonly accepted and marketable is strongly encouraged. Those eligible for residential refuse collection may participate in recycling programs offered by the city or by a city contractor. Companies providing services for commercial and industrial entities shall follow all city regulations and shall not pick up or collect such items before 7:00 a.m. or later than 7:00 p.m., and shall only be collected Monday through Friday.
- (b) Collection of recyclables by persons other than contractors approved by the city commission is prohibited (anti-scavenging).
- (c) Bins shall be placed at the curb for pickup no earlier than 6:00 p.m. of the day preceding service and shall be removed from the curb no later than 8:00 p.m. on the day of service.
- (d) Contractors collecting recyclables must report all weights and/or volumes of materials that

have been recycled to the city engineer on a yearly basis.

Sec. 66-14. - Anti-scavenging.

No person shall take, collect, scavenge, rifle or transport refuse or recyclable materials from any street right-of-way, alley, refuse or garbage dumpster or refuse bags without city authorization for such activity.

Sec. 66-15. - Curbside collection of yard clippings.

~~(a) From the first Monday in April of each year through the last Friday of April, residents in areas approved for residential refuse collection may place yard clippings generated from their residence on their curb for collection. All yard clippings must be placed in clear or translucent plastic bags and not weight over 50 pounds.~~

(a) From the first Monday in October of each year through November 15, or as extended **For 4 weeks in the fall (between October 1<sup>st</sup> and December 15<sup>th</sup>), dates to be determined** by the city administrator, residents in areas approved for residential refuse collection may place yard clippings generated from their residence on their curb for collection. All yard clippings must be placed in clear or translucent plastic bags and must not weigh more than 50 pounds.

(b) No resident may place yard clippings on the curb for collection in an unapproved container other than a clear or translucent plastic bag nor place them on a curb for collection on a date other than during the periods set forth above. Any such yard clippings may be picked up or collected by city personnel or by a city contractor and the owner will be charged for all labor, material, equipment and a reasonable administrative cost. If not paid, the charge shall constitute a lien against the property and may be collected as a single lot assessment as set forth in section 70-12 of this Code. A late charge of ten percent of said bill shall be added to all bills not paid within 30 days.

Sec. 66-16. - Compost site operation.

~~(a) From the first Saturday in May of each year through November 15 of that year, or as extended by the city administrator, the Adrian compost site, located on Oakwood Road, shall be open for use on Saturdays at times set by the city administrator. **Saturday operation of the Oakwood compost site shall run from mid April of each year through the second Saturday of December of each year. The City Administrator shall set the hours of operation.**~~

(b) **Weekday operation of the Oakwood Road compost site.**

**(1) For a minimum of 4 weeks from mid April until mid May the compost site shall be open a minimum of 16 hours between Monday and Friday.**

**(2) From the first full week of October until closure of the site in December the compost site will be open a minimum of 20 hours between Monday and Friday.**

**(3) The City Administrator shall set the hours of operation.**

- (c) Use of the compost site shall be limited to residents of the City of Adrian eligible for residential refuse collection.
- (d) Eligible residents may deposit yard clippings and brush as defined in this article at the compost site during scheduled times.
- (e) All yard clippings and brush deposited at the compost site must be loose, with no bags or containers being deposited with the yard clippings or brush and shall be deposited where directed by city personnel.
- (f) City employees shall have the right to verify the eligibility to use the compost site and shall have the authority to refuse access to the site if eligibility is not able to be confirmed.
- (g) If, in the opinion of the city engineer, there is excess compost, compost may be made available to residents eligible to use the compost site. Excess compost may also be sold under terms and conditions approved by the city engineer, finance director and city administrator.

Sec. 66-17. - Bulk items.

- (a) Bulk items, as defined in this article, shall not be placed on the curb for collection unless its collection has been scheduled and for which payment has been made in advance to the city contractor. Any appliances containing Freon shall not be placed for bulk collection unless the Freon has been removed by a certified Freon removal facility. Proof of Freon removal shall be affixed to the item by the removal facility.
- (b) No person shall transport bulk items or household appliances to public property for the purpose or depositing the bulk items in trash receptacles or dumpsters located within public property.

INTRODUCTION.....

SUMMARY PUBLISHED.....

ADOPTION.....

COMPLETE PUBLICATION.....

EFFECTIVE DATE.....

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

**ORDINANCE 14-002**

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF ADRIAN, SECTION 66-25, CHANGES.**

Section 66-25, of the Adrian Code is hereby amended to read as follows:

Sec. 66-25. Billing procedures for residential refuse collection.

The following billing procedures shall be controlling as to city refuse collection service:

- (1) Statements shall be rendered ~~quarterly~~ **annually by April** and in advance of service.
- (2) The billing statement shall be payable on or before the due date shown on the statement. The payment date shall constitute the date upon which payment is received at the appropriate office. Late charges shall be assessed on all payments received after the due date in the amount of ten percent of the payment that is due.

INTRODUCTION.....

SUMMARY PUBLISHED.....

ADOPTION.....

COMPLETE PUBLICATION.....

EFFECTIVE DATE.....

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



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## MEMO

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Date: January 21, 2014

To: Shane Horn, Acting City Administrator  
Jim Berryman, Mayor  
City Commission

From: Cindy L Prue, Finance Director

**Re: FY2013-14 Second 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 Finance Forecast has identified several variances between current projections and estimated Revenues and Appropriations included in the Adopted and Amended FY2013-14 Budget, and recommends appropriate budget amendments.

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, including an accrued deficit, to exceed total estimated revenues, including an available surplus.

The summary explanation follows:

**General Fund:**

The General Fund budget is running very close to anticipated revenues and expenditures. A few adjustments were made to revenue to reflect the new Vacant Building registration program in the Inspection Department and to adjust for some higher than expected revenues for electrical permits and rental housing registrations. Due to the weather this past summer, the Parks & Forestry department did more private weed mowing's than usual and that revenue is reflected in the adjustment. Another source of revenue that was recognized was the sale of some of the acreage on the Witt Farm.

Most of the increase in expenditures was due to the retirement or leaving of several employees. These leave time buyouts were not anticipated at the time the budget was prepared.

**Major and Local Street Funds:**

The changes in these two funds were to more accurately reflect where actual expenses are being incurred.

**DDA-TIF Fund:**

The major change in this fund is the significant change in the funding that is actually received. The DDA-TIF fund was used to capture property taxes to pay the debt on the Downtown Streetscape project in 1994. Now that the debt has been paid the State of Michigan limits the millage that taxes can be captured upon. In evaluating this reduced funding, the fund will capture approximately \$80,000 this fiscal year. This information has been conveyed to the DDA Board by Chris Miller and their budget has been adjusted accordingly.

**Motor Vehicle Pool Fund:**

The change in the Motor Vehicle Fund was to allocate fleet insurance to the proper departments.

**Building Maintenance Fund:**

This budget adjustment is to reflect the change in the funding source for the new lighting at the Adrian Public Library. Originally the plan was to finance this project; however, due to excellent pricing from the contractor, Brint Electric, and rebates from Consumers Energy, we were able to finance this project through the use of fund balance.

**Oil & Gas Royalty Trust:**

The Oil & Gas Royalty Trust is a new fund and the amendments are to establish an approximate budget.

**State Revenue Sharing Update:**

<u>Payment Date</u>	<b>FY2013-14</b>		<u>Variance Amount</u>
	<u>Estimated</u>	<u>Actual</u>	
August	\$250,290	\$260,678	\$ 10,388
October	\$270,135	\$279,326	\$ 9,191
December	\$275,219	\$275,955	\$ 736
February	\$272,253		
April	\$243,165		
June	\$255,804		

**EVIP Program:**

The city has received both installments for the Accountability and Transparency portion of the program, totaling \$149,154. We have also received the first installment on the Consolidation of Services segment. That installment totaled \$76,332.

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

CITY OF ADRIAN  
 FY 2013-14 BUDGET  
 SECOND QUARTER FINANCIAL FORECAST  
 RECOMMENDED BUDGET AMENDMENTS

	FY2013-14 ADOPTED BUDGET	FY2013-14 AMENDED BUDGET as of 12/31/2013	FY2013-14 SECOND QUARTER FINANCIAL FORECAST	BUDGET AMENDMENT	REASON
<b>GENERAL FUND (101)</b>					
<b>REVENUE:</b>					
<b>Dept. 172: ADMINISTRATOR DEPARTMENT</b>					
101-172.00-672.000 OIL LEASE PROCEEDS	\$18,000	\$18,000	\$0	(\$18,000)	Funds received FY12-13
<b>Dept 371: INSPECTION DEPARTMENT</b>					
101-371.00-475.000 VACANT BLDG REGIST	\$0	\$0	\$1,500	\$1,500	New registrations
101-371.00-478.000 ELECTRICAL PERMITS	\$25,000	\$25,000	\$35,000	\$10,000	Increase in activity
101-371.00-487.000 RENTAL HOUSING REGISTRATION	\$65,000	\$65,000	\$73,500	\$8,500	Increase in activity
<b>Dept 336: FIRE DEPARTMENT</b>					
101-336.00-639.000 TRANSPORT SERVICES	\$0	\$3,000	\$6,000	\$3,000	New Transport Serv
<b>Dept 697: PARKS &amp; FORESTRY</b>					
101-697.00-673.106 WEED MOWING	\$35,000	\$35,000	\$53,000	\$18,000	To adjust to actual
<b>Dept 687: HERITAGE PARK</b>					
101-698.00-695.000 OTHER	\$0	\$0	\$4,598	\$4,598	Christmas Light Donations
<b>Dept 738: LIBRARY</b>					
101-738.00-658.000 PENAL FINES	\$95,000	\$95,000	\$81,691	(\$13,309)	To adjust to actual
<b>Dept 990: Non-Department</b>					
101-990.00-683.000 SALE OF PROPERTY	\$1,000	\$57,002	\$88,125	\$31,123	Sale of Witt Property
101-990.00-697.000 PRIOR YEARS REVENUE	\$247,963	\$353,161	\$291,519	(\$61,642)	
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$486,963</b>	<b>\$651,163</b>	<b>\$634,933</b>	<b>(\$16,230)</b>	

**EXPENDITURES:**

<b>Dept. 172: ADMINISTRATION</b>					
101-172.00-702.000 WAGES	\$141,305	\$141,305	\$149,510	\$8,205	Retirement of Admin
101-172.00-710.000 SICK WAGES	\$0	\$0	\$31,072	\$31,072	Retirement of Admin
101-172.00-715.000 SOCIAL SECURITY	\$10,340	\$10,340	\$12,715	\$2,375	Retirement of Admin
<b>Dept. 301: POLICE DEPARTMENT</b>					
101-301.00-702.000 WAGES	\$1,489,008	\$1,489,008	\$1,479,018	(\$9,990)	To adj to actual
101-301.00-710.000 SICK WAGES	\$0	\$0	\$9,990	\$9,990	To adj to actual
101-301.00-741.000 OPERATING SUPPLIES	\$7,000	\$7,000	\$5,365	(\$1,635)	To adj for Taser purchase
101-301.00-744.000 TASER REPLACEMENT	\$4,000	\$4,000	\$5,635	\$1,635	To adj for Taser purchase
101-301.00-807.000 MEDICAL SERVICES	\$0	\$0	\$1,885	\$1,885	Unplanned replacement-patrol
<b>Dept. 371: INSPECTION DEPARTMENT</b>					
101-371.00-730.000 POSTAGE	\$100	\$100	\$1,500	\$1,400	Increase mailing fees
<b>Dept. 441.00: PUBLIC WORKS</b>					
101-441.00-702.000 WAGES	\$344,638	\$344,638	\$275,000	(\$69,638)	Adj to actual payroll
<b>Dept. 449: ENGINEERING DEPARTMENT</b>					
101-449.00-718.000 RETIREMENT CONTRIB	\$3,495	\$3,495	\$6,165	\$2,670	To correct budget to actual
<b>Dept. 697: PARKS &amp; FORESTRY</b>					
101-697.00-721.000 SICK PAY	\$0	\$0	\$926	\$926	Metternick retirement
101-697.00-722.000 VACATION PAY	\$0	\$0	\$4,875	\$4,875	Metternick retirement
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$1,999,886</b>	<b>\$1,999,886</b>	<b>\$1,983,656</b>	<b>(\$16,230)</b>	

**MAJOR STREET FUND (202)**

**EXPENDITURES:**

202-463.00-702.121 WAGES-LEAF CONTROL	\$10,000	\$10,000	\$8,363	(\$1,637)	
202-463.00-801.091 CONT SERV-C&G REPAIR	\$200	\$200	\$13,580	\$13,380	Repair-Michigan/Gulf
202-463.00-801.100 CONT SERV-HOT PATCHING	\$20,000	\$20,000	\$23,257	\$3,257	
202-463.00-943.121 VEH RENT-LEAF CONTROL	\$20,000	\$20,000	\$10,000	(\$10,000)	
202-473.00-801.000 CONTRACT SERVICES	\$10,000	\$10,000	\$5,000	(\$5,000)	
<b>TOTAL EXPENDITURES</b>	<b>\$60,200</b>	<b>\$60,200</b>	<b>\$60,200</b>	<b>\$0</b>	

CITY OF ADRIAN  
 FY 2013-14 BUDGET  
 SECOND QUARTER FINANCIAL FORECAST  
 RECOMMENDED BUDGET AMENDMENTS

	FY2013-14 ADOPTED BUDGET	FY2013-14 AMENDED BUDGET as of 12/31/2013	FY2013-14 SECOND QUARTER FINANCIAL FORECAST	BUDGET AMENDMENT	REASON
<b>LOCAL STREET FUND (203)</b>					
<b>EXPENDITURES:</b>					
203-444.00-801.000 CONTRACT SERV-SIDEWALKS	\$30,000	\$30,000	\$17,805	(\$12,195)	
203-451.04-801.203 CONTRACT SERV-CROSWELL	\$0	\$46,060	\$66,963	\$20,903	
203-451.13-801.203 CONTRACT SERV-BRISTOL	\$0	\$20,776	\$30,526	\$9,750	
203-463.00-702.121 WAGES-LEAF CONTROL	\$16,000	\$16,000	\$8,000	(\$8,000)	
203-463.00-943.121 VEH RENT-LEAF CONTROL	\$20,000	\$20,000	\$9,542	(\$10,458)	
<b>TOTAL EXPENDITURES</b>	<b>\$66,000</b>	<b>\$132,836</b>	<b>\$132,836</b>	<b>\$0</b>	
<b>DDA-TIFA FUND (281)</b>					
<b>REVENUES:</b>					
281-000.00-404.000 CURRENT REAL PROPERTY TAX	\$175,000.00	\$175,000.00	\$80,000.00	(\$95,000.00)	Adj to actual capture
281-000.00-697.000 PRIOR YEARS REVENUE	\$28,824.00	\$28,824.00	\$48,824.00	\$20,000.00	
<b>TOTAL REVENUES</b>	<b>\$203,824.00</b>	<b>\$203,824.00</b>	<b>\$128,824.00</b>	<b>(\$75,000.00)</b>	
<b>EXPENDITURES:</b>					
281-290.00-741.000 OPERATING SUPPLIES	\$3,000.00	\$3,000.00	\$2,000.00	(\$1,000.00)	
281-290.00-801.000 CONTRACT SERVICES	\$39,000.00	\$39,000.00	\$15,000.00	(\$24,000.00)	
281-290.00-901.000 ADVERTISING	\$12,000.00	\$12,000.00	\$10,000.00	(\$2,000.00)	
281-290.00-972.000 FAÇADE LOAN PROGRAM	\$3,000.00	\$3,000.00	\$0.00	(\$3,000.00)	
281-290.00-976.000 FAÇADE PROGRAM	\$45,000.00	\$45,000.00	\$5,000.00	(\$40,000.00)	
281-290.00-980.000 OTHER	\$5,000.00	\$5,000.00	\$0.00	(\$5,000.00)	
<b>TOTAL EXPENDITURES</b>	<b>\$107,000.00</b>	<b>\$107,000.00</b>	<b>\$32,000.00</b>	<b>(\$75,000.00)</b>	
<b>MOTOR VEHICLE POOL (662):</b>					
<b>EXPENDITURES:</b>					
662-290.00-913.000 FLEET INSURANCE	\$34,067	\$34,847	\$0	(\$34,847)	
662-290.00-742.000 TOOLS	\$3,000	\$3,000	\$2,529	(\$471)	
662-301.62-913.000 POLICE-FLEET INSURANCE	\$0	\$0	\$5,651	\$5,651	
662-336.62-913.000 FIRE-FLEET INSURANCE	\$0	\$0	\$3,767	\$3,767	
662-441.62-913.000 DPW-FLEET INSURANCE	\$0	\$0	\$20,720	\$20,720	
662-691.62-913.000 REC-FLEET INSURANCE	\$0	\$0	\$1,413	\$1,413	
662-697.62-913.000 PARKS-FLEET INSURANCE	\$0	\$0	\$3,767	\$3,767	
<b>TOTAL EXPENDITURES</b>	<b>\$37,067</b>	<b>\$37,847</b>	<b>\$37,847</b>	<b>\$0</b>	
<b>BUILDING MAINTENANCE FUND (663)</b>					
<b>REVENUES:</b>					
663-000.00-695.008 ALTERNATE FUNDING SOURCE	\$335,000	\$335,000	\$177,000	(\$158,000)	
<b>TOTAL REVENUES</b>	<b>\$335,000</b>	<b>\$335,000</b>	<b>\$177,000</b>	<b>(\$158,000)</b>	
<b>EXPENDITURES:</b>					
663-738.00-975.000 CAPITAL IMPROVEMENTS	\$275,000	\$275,000	\$117,000	(\$158,000)	
<b>TOTAL EXPENDITURES</b>	<b>\$275,000</b>	<b>\$275,000</b>	<b>\$117,000</b>	<b>(\$158,000)</b>	
<b>OIL &amp; GAS ROYALTY TRUST (703)</b>					
<b>REVENUES:</b>					
703-000.00-664.000 INVESTMENT EARNINGS	\$0	\$0	\$6,000	\$6,000	
703-000.00-665.000 CHG IN MARKET VALUE	\$0	\$0	\$16,000	\$16,000	
703-000.00-672.001 OIL ROYALTIES	\$0	\$0	\$700,000	\$700,000	
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$722,000</b>	<b>\$722,000</b>	

**R14-012**

February 3, 2014

**RE: DEPARTMENT OF FINANCE – FY2013-14 SECOND QUARTER BUDGET AMENDMENTS**

**RESOLUTION**

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 FY2013-14 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 FY2013-14 Budget in accordance with the attached schedule entitled City of Adrian FY2013-14 Second 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 \_\_\_\_\_,

Seconded by Commissioner \_\_\_\_\_, this

Resolution was adopted by a \_\_\_\_\_ vote.



## Adrian Fire Department

# Memorandum

**To:** Mayor Jim Berryman, Adrian City Commission  
**From:** Paul G. Trinka  
**CC:** City Administrator Shane Horn  
**Date:** January 27, 2014  
**Re:** Ambulance License

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In the process of researching our ordinances I was reminded last week that to operate an ambulance service within the City of Adrian:

*“No person shall, as owner, agent or otherwise, furnish, operate, conduct, advertise or otherwise be engaged in the operation of an ambulance or ambulance operation upon any street, highway, alley, public way or public place in the city without having obtained a license as issued by the city.” (City of Adrian Code of Ordinances, Chapter 30, Article II, Section 30-34 a)*

The standards for ambulance operations are outline in Article II, Section 30-35:

*Each ambulance operation shall:*

- (1) Comply with all standards, requirements, statutes and rules promulgated and established by the state for ambulance operations.*
- (2) Provide, at a minimum, advanced mobile emergency care service 24 hours a day, seven days a week, with vehicles staffed and equipped in compliance with this article.*
- (3) Use only department licensed personnel to staff ambulances.*
- (4) Equip and operate ambulances with lights and audible signals in compliance with the provisions of the Michigan Vehicle Code (MCL 257.1 et seq.), as adopted by the city for authorized emergency vehicles.*
- (5) Provide advanced mobile emergency care service at all times with any vehicle providing patient transportation and care.*

The fire department has been operating Advanced Life Support transport service since July 2, 2013, meeting all of the above requirements. To comply with our own local ordinances I would request the City Commission grant a license to the Adrian Fire Department to provide transport advanced mobile emergency care service in Adrian.

**R14-013**

February 3, 2014

**RE: FIRE DEPARTMENT – Ambulance License**

**RESOLUTION**

WHEREAS, ten members of the Adrian Fire Department are licensed as paramedics by the State of Michigan, and;

WHEREAS, on July 2, 2013 the State of Michigan during an onsite inspection acknowledged the Adrian Fire Department had met the requirements of an agency providing Advanced Life Support ambulance services with its personnel, equipment and vehicle and authorized a license from State of Michigan Department of Community Health, and;

WHEREAS, the Adrian, Michigan, Code of Ordinances, Part II, Chapter 30, Article II – Ambulances require that the Adrian City Commission license all agencies providing transport emergency medical service within the city, and;

WHEREAS, to comply with all federal, state, county and local requirements the departments desires the aforementioned local license from the Adrian City Commission.

NOW, THEREFORE, BE IT RESOLVED, the Adrian City Commission licenses the Adrian Fire Department to provide transport Advanced Life Support ambulance services in the City of Adrian to those sick, injured or in need of said service.

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



**MEMO**

135 E. Maumee, Adrian, MI 49221-2703

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DATE: February 3, 2014

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

FROM: Chris Miller  
DDA & Economic Development Coordinator

SUBJECT: Resolution re: Redevelopment Ready Community program

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Ladies and Gentlemen,

I am sending you this memo to express support for the city's application to the Redevelopment Ready Communities (RRC) program.

The RRC was introduced to the entire state a year ago, but has been used in the state for about the last eight years. The program uses proven best-practices to help communities prepare for growth and renovation, and to have the processes and tools in place that encourage developers and investors to favorably consider investment.

It is particularly useful to note that Adrian has been strongly encouraged by staff from the Michigan Economic Development Corporation (MEDC) and the Michigan State Housing Development Authority (MSHDA) to apply for this program. It is these staff members who best understand where Adrian is and what it's potential is with respect to growth, and this encouragement indicates they have a high level of confidence this program will strongly benefit the city. Further, since all grants coming through these agencies now use RRC as part of the measurement of grant applications, this puts the city in a stronger position with respect to access to these funds.

Please let me know if you have questions.

Best Regards,

A handwritten signature in blue ink, appearing to read 'Chris Miller', is written over a horizontal line.

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Chris Miller  
DDA & Economic Development Coordinator



## **January 2014      Redevelopment Ready Communities – Executive Summary**

About one year ago, the State of Michigan, through the Michigan Economic Development Corporation (MEDC), began formally offering a certification known as Redevelopment Ready Communities (RRC). We began looking seriously at the program this past fall, when several grant applications (from the MEDC & the Michigan State Housing Development Authority - MSHDA) asked whether the city was a RRC certified community. If we had been able to answer in the affirmative, we would have scored higher on our applications, and we have been informed that all future grants available to us through the MEDC & MSHDA – a significant number of the grants available to the city - will have this component.

The City of Adrian has now been formally ‘interviewed’ by the Community Assistance Team at the MEDC about RRC, and a week ago received a formal invitation and a strong recommendation to apply because of the work the city has accomplished over the past several years. Last year 36 communities applied, and 8 were chosen to move forward in the process, including Boyne City, Ann Arbor, Allegan, Muskegon, Lansing and East Lansing, Novi and Lathrup Village.

The program is essentially a compilation of best practices, and adherence results in increased property taxes, decreased vacancies, blight prevention, improved perception from developers and better planning and execution of economic and community development. Included in the process is review and potential improvements in the following six areas:

- Community planning & public outreach
- Zoning regulations
- Development/site plan review process
- Elected official and staff education
- Redevelopment ready sites
- Economic development strategy

The process begins with an application which includes submission of the City’s master plan and all other development plans, zoning ordinance, budget, information on staff training, economic development strategy, and other information. The application is then reviewed by MEDC staff who also contact stakeholders involved in recent developments, and a report is provided to the city. The report is in the form of a scorecard, with ratings for each best practice. The city is informed about next steps, adopts a resolution to move

forward with the recommendations, implements them, and will then be certified. From MEDC documents:

*“The program measures and then certifies communities that actively tap the vision of local residents and business owners to shape a plan for their future while also having the fundamental practices in place to be able to achieve that vision.”*

In looking at each of the six areas that will be reviewed, the following are likely areas where the city will need to amend practices, policies, and/or ordinances:

### Community Plans & Public Outreach

- Master plan identifies a specific redevelopment strategy
- Master plan prioritizes projects
- 2-5 year timeline identifies leadership & outreach, economic development, planning and zoning benchmarks
- Minimum 6 year capital improvement plan
- Specific downtown development plan part of master plan
- Downtown development plan considers pedestrian and/or transit development
- Plan identifies key stakeholders and describes public participation methods
- Community demonstrates that public participation efforts include proactive practices including individual mailings, charrettes, community workshops, focus groups, crowdsourcing

### Zoning

- Zoning ordinance reflects goals of current master plan
- Zoning ordinance is easy to understand and articulates clear definitions
- Zoning ordinance contains priority districts where zoning encourages the type and form of development desired
- Form-based codes are considered
- Industrial districts permit more flexible uses that reflect *new economy* businesses
- Community encourages mixed-use redevelopment
- Zoning includes improved non-motorized safety and access

### Site Plan

- Zoning ordinance articulates a thorough site plan review process that is updated by staff and approved by the governing body
- Community has a method to track development projects
- Community annually reviews fee schedule
- A ***Guide to Development*** is maintained online that explains policies, procedures, and steps to obtain approvals

- Community defines and offers conceptual site plan review meetings for applicants
- Community encourages developers to seek input from neighboring residents and businesses at the onset of the application process
- Joint site plan team review consists of reps from Planning Dept, Economic Development, DPW, Building Dept, Transportation Dept, Fire, Police, Community Manager
- Community annually reviews successes and challenges with site plan review procedures

### Training

- Community has dedicated source of funds for training
- Community identifies training needs based on stated goals in redevelopment strategy
- Planning commission, ZBA & governing body conduct collaborative study sessions
- Community provides orientation packet to newly appointed and elected members which includes planning, zoning, and redevelopment information

### Sites

- Community identifies and prioritizes individual redevelopment sites
- Community utilizes internal checklist to evaluate sites
- Prioritized list is available online
- Community forms Steering Committee for prioritized redevelopment projects consisting of community leaders, property owners, planning and economic development staff, other key stakeholders
- Public visioning sessions are held for prioritized redevelopment sites
- ***Property Information Package*** is prepared for prioritized redevelopment sites
- Prioritized redevelopment sites are actively marketed

### Economic Development

- Governing body has approved an economic development strategy
- Economic development strategy is either part of master plan or separate document
- Economic development strategy identifies 2-5 year timeline
- Economic development strategy coordinates with regional economic development strategy
- Economic development strategy is online
- Annual budget coordinates with the economic development strategy
- Governing body annually reviews economic development strategy
- Community has developed a marketing strategy
- Marketing strategy strives to create or strengthen image of the community

- Marketing strategy strives to attract and retain businesses
- Community has an updated, user friendly municipal website

The RRC process results in a comprehensive and cohesive review of many of the city's practices, policies and ordinances that address the ultimate success and growth of the city. It requires evolution by the city to include best practices demonstrated by real-life communities who have been most successful in growing and stabilizing resources.

*“RRC certification formally recognizes communities for being proactive and business friendly.”*

Michigan Economic Development Corporation

RRC documents detail all of the best practices and identify them as the ***Evaluation Criteria***, coupled with ***Expectations*** that are the action steps the MEDC expects. Once approved, Adrian will gain an edge over competing communities on grants, will have access to state-wide marketing of our key sites, and will be seen by the business and development communities as being pro-business and pro-community.

I am happy to provide responses to any questions, and can provide links to the documents used by the MEDC to drive this process. Given the attention given to Adrian and the specific invitation to submit an application, it's my recommendation the city undertake the process.

Best Regards,

Chris Miller  
DDA & Economic Development  
[cmiller@adrianmi.gov](mailto:cmiller@adrianmi.gov)  
517.274.4804 office  
517.902.6100 cell

**RE: COMMUNITY DEVELOPMENT – Approval to apply for Redevelopment Ready Communities program**

**RESOLUTION**

WHEREAS, in the City of Adrian’s 2013-2015 Strategic Plan, high priority goals are coupled with “action strategies” to address the goals; and

WHEREAS, action strategies in the Strategic Plan call for “seeking public opinion”, “explore collaboration”, “partner” and “engage” various individuals, community members, and other local jurisdictions; and

WHEREAS, a key component in the Redevelopment Ready Communities program is the systematic engagement of the community in city decision making processes; and

WHEREAS, development of partnerships and collaborations that leverage resources is also a key component in the Redevelopment Ready Communities program; and

WHEREAS, the Redevelopment Ready Communities program helps communities to prepare for growth by utilizing ‘best practices’ used in communities that have enjoyed effective growth; and

WHEREAS, the Redevelopment Ready Communities program is now a component of all grants available through the Michigan Economic Development Corporation and the Michigan State Housing Development Authority; and

WHEREAS, the City of Adrian desires to optimize grant opportunities; and

WHEREAS, the City of Adrian has been extended a formal and specific invitation to apply for the Redevelopment Ready Communities program.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby approves the application of the City of Adrian to the Redevelopment Ready Communities program, and anticipates the process that follows.

On motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, this resolution was

\_\_\_\_\_ by a \_\_\_\_\_ vote.