



**CITY COMMISSION
MEETING
February 17, 2014**



PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
MONDAY,
FEBRUARY 17, 2014**

The City Commission will meet for a pre-meeting study session on Monday, February 17, 2014 at 6:15 p.m. at the City Chambers at 159 East Maumee Street, Adrian, Michigan.

1. Discussion regarding a discrimination ordinance.
2. Other items as time permits.



COMMISSION AGENDA

AGENDA
ADRIAN CITY COMMISSION
FEBRUARY 17, 2014
7:00PM

- I. PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE FEBRUARY 3, 2014 REGULAR MEETING OF THE ADRIAN CITY COMMISSION.
- IV. PRESENTATION OF ACCOUNTS
- V. REGULAR AGENDA
 - A. ORDINANCES
 - 1. **14-001.** Second reading and adoption of an ordinance to amend Chapter 66, Article II, Collection and Disposal.
 - 2. **14-002.** Second reading and adoption of an ordinance to amend Chapter 66, Section 66-25, Billing Procedures for Residential Refuse Collection.
 - B. RESOLUTIONS
 - 1. **R14-017. Transportation.** Resolution to authorize the Mayor and City Clerk to execute an agreement for operating assistance for Dial-A-Ride services.
 - 2. **R14-018. Parks & Forestry.** Resolution to authorize the engagement of Rowe Professional Services Farmington Hills, Michigan in the City's standard professional services contract for an amount not to exceed \$23,000 to complete the aquatic park feasibility study.
 - 3. **R14-019. Police. Body cams.** Resolution to authorize the City Administrator and Chief of Police to purchase body cameras from Viewu, of Seattle Washington, at a cost not to exceed \$15,399.78.
- VI. MISCELLANEOUS
 - 1. Adrian Fire Department Report.
 - 2. D.A.R.T. Passenger Ridership Report.
 - 3. Departmental Report.
- VII. PUBLIC COMMENTS
- VIII. COMMISSIONER COMMENTS



MINUTES

**MINUTES
ADRIAN CITY COMMISSION
FEBRUARY 3, 2014
7:00 P.M.**

Official proceedings of the February 3, 2014 regular meeting of the City Commission, Adrian, Michigan.

The regular meeting was opened with prayer by Reverend Rick Strawcutter and the Pledge of Allegiance to the Flag.

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 January 21, 2014 Commission meeting; seconded by Commissioner Faulhaber, and the minutes were adopted by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher # 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 Faulhaber, seconded by Commissioner Gallatin, this resolution was adopted by a unanimous vote.

REGULAR AGENDA

ORDINANCES

ORD. 14-001. – First reading and introduction of an ordinance to amend Chapter 66, Article II, Collection and Disposal.

ORD. 14-002. – First reading and introduction of an ordinance to amend Chapter 66, Section 66-25, Billing Procedures for Residential Refuse Collection.

RESOLUTIONS

R14-012

RE: DEPARTMENT OF FINANCE – FY2013-14 Second 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 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 Dudas, seconded by Commissioner Berryman Adams, this resolution was adopted by a unanimous vote.

R14-013

RE: FIRE DEPARTMENT – Ambulance License

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

R14-014

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

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

R14-015

RE: UTILITIES DEPARTMENT – Sanitary Sewer Lining Project

WHEREAS, during routine cleaning and inspection of sewer mains approximately 3,200 feet of sewer main was discovered to be in need of repair; and

WHEREAS, a quote was solicited and obtained from Insituform Technologies USA, Inc. Howell, MI amounting to \$89,350.00; and

WHEREAS, Insituform was a subcontractor on the River Interceptor Sewer Project and also lined about 2,000 feet of sewer in 2011 on Maple and Maumee Streets; and

WHEREAS, the lining process will restore deteriorated areas of the sewer main by using a cured-in-place (CIPP) treatment process; the CIPP system is a seamless pipe within a pipe that maintains structural stability, with a 100-year design life; and

WHEREAS, the Finance Director indicates that there are sufficient funds available for this purpose in the Sewer Fund Capital Budget (497-555.00-075.515); and

WHEREAS, the Acting City Administrator recommends approval of this resolution for authorization to engage Insituform Technologies USA, Inc. Howell, MI in the City's Standard Professional Services Contract for purposes of installing CIPP seamless pipe in approximately 3,200 feet of sewer mains on sections of E. Maumee St., Harkness Drive, 500 block of State St., Southfield Subdivision, and Canturbury St. at a cost nor to exceed \$89,350.00.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Insituform Technologies USA, Inc. Howell, MI in the City's Standard Professional Services Contract for purposes of installing CIPP seamless pipe in approximately 3,200 feet of sewer mains on sections of E. Maumee St., Harkness Drive, 500 block of State St., Southfield Subdivision, and Canturbury St. at a cost nor to exceed \$89,350.00..

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

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

R14-016

RE: ADMINISTRATION – Resolution Urging the State Legislature to Use the State Budget Surplus to Restore Funds to Local Governments and to Fix Michigan's Broken Municipal Finance System

WHEREAS, as a result of the recession that occurred beginning in 2007-2008 the City of Adrian has experienced continued decline in property tax values and a continued reduction in state revenue sharing which has caused unprecedented fiscal constraints; and

WHEREAS, the combined impact of the Headlee Amendment and Proposal A make it impossible for municipal revenues to recover even as property values begin to rise; and

WHEREAS, due to several years of continued fiscal distress, the City of Adrian has been compelled to reduce the level of municipal services historically provided to residents, businesses and schools in our community; and

WHEREAS, these services serve to protect the health, safety and welfare of our citizens and also provide vital quality of life opportunities that are essential components of building a strong local economy while maintaining a sense of place within the community; and

WHEREAS, on January 10, 2014 a state budget surplus was announced which in part is a result of the Governor and Legislature taking approximately \$6 billion over the past decade that by law was supposed to go to local communities to fund police and fire services, road maintenance, library services, parks, and more.

NOW THEREFORE BE IT RESOLVED, that the City of Adrian asks the Michigan Legislature to fulfill its obligation to local communities to enable us to continue to provide essential services, such as police and fire, invest in critical infrastructure improvements, and create the environment where we can again become a vibrant community that can attract and retain a talented professional workforce.

BE IT FURTHER RESOLVED, the City of Adrian asks the Michigan Legislature to take ownership of the fact that by taking revenues from local governments to help solve the state budget issues, they have aided in creating the fiscal crisis many local communities have felt across Michigan, even as spending on the state budget has increased 26 percent in the past decade. This is a critical time to reinvest in local communities.

BE IT FINALLY RESOLVED, that the City of Adrian strongly urges the Michigan Legislature to fix Michigan's broken municipal finance system and restore funds to local governments.

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

PUBLIC COMMENT

1. John Kuschell – 632 State St – recommended that the City Commission do a proclamation honoring Kellen Davis; a former Adrian student that plays for the Seattle Seahawks and was at the Super Bowl.
2. Paul Meyers – 1235 Berkshire – commented that according to the City Charter, Dr. Docking should not be on the DDA board because he is not a resident of the City.
3. Gaylord Hill – 1345 University Ave – was upset about the refuse fee increase and the idea of a Library millage and felt that our DPW crew and staff are incompetent regarding snow removal in the City. Will make an appt. to come in to City Hall to talk to the City Engineer.

4. Nancy O' Connor – Harrison Place – commented that the Mayor was against the Headlee Override but he clarified that he had been for it but felt it would fail because of how the Oil and Gas Trust played out.
5. Tim Allshouse – 175 Canterbury – raised concerns about the Library tax and why it was presented when the Headlee Override did not pass. Was also concerned about the speed with which the water franchise was passed and asked how it benefits us as citizens of the city of Adrian.
6. Rick Strawcutter – lack of cohesion between the City and Adrian College in the past; hopes that the City will work to improve the relationship between themselves and the College.

COMMISSIONER COMMENTS

1. Commissioner Berryman Adams feels that we should do what we can to improve our relationships with the Colleges here in town; wants the students to be involved. Also stated that the Library millage is not new; it has been in our budget discussions in the past few years.
2. Commissioner Faulhaber does not want to increase taxes because things are tough for everyone but also knows that something else will need to be cut if we do not get any additional revenue.
3. Commissioner Rising reminded everyone that Commissioners are members of the community and are not exempt because they are elected. They are doing the best they can and thanked those that came in to voice concerns.
4. Mayor Berryman clarified that the Library tax is a millage that the Commission can levy by state law without a vote of the people. He also stated that changes were made to the original franchise agreement with Madison Township and that adding more customers to the system will benefit the City of Adrian rate payers as well as improve our relationship with Madison Township. Also feels blessed to have the college presidents on the DDA Board.

The next regular meeting of the Adrian City Commission will be held on Monday, February 17, 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 17, 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 #3908 through #3913	\$81,140.45
General Fund	
Vouchers #21842 through #21867	\$195,424.51
Clearing Account Vouchers	
amounting to.....	<u>\$295,157.42</u>
TOTAL EXPENDITURES	<u>\$571,722.38</u>

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

February 17, 2014

UTILITIES FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
3908	\$ 67,616.10	City of Adrian Payroll	Payroll w/e 1/31/14
3909	\$ 50,033.65	City of Adrian Clearing	AP Check Register 2/3/14
3910	\$ 1,800.00	U S Postmaster	Bulk Mailing Postage
3911	\$ 39.47	Frontier Communications	February 2014 Telephone
3912	\$ 11,516.68	Consumers Energy	January 2014 Electric
3913	\$ 168.20	City of Adrian Utilities	January Water 2013 Water
	\$ 131,174.10		
	\$ (50,033.65)	Less: Check 3909	
	\$ 81,140.45	TOTAL	

February 17, 2014

February 17, 2014

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
21842	\$ 20.00	Foundation Realty	Refund Temp. Sign Permit
21843	\$ 20.00	Dale Smith	Refund Temp. Sign Permit
21844	\$ 20.00	The Land Office	Refund Temp. Sign Permit
21845	\$ 20.00	The Wagley Group	Refund Temp. Sign Permit
21846	\$ 20.00	Faust Real Estate, LLC	Refund Temp. Sign Permit
21847	\$ 20.00	Linda Rudd & Assoc.	Refund Temp. Sign Permit
21848	\$ 60.00	Mechanical Extremes	Refund on Permit
21849	\$ 115.00	Safety Systems, Inc.	Refund on Permit
21850	\$ 85.00	Clegg Electric	Refund on Permit
21851	\$ 15.00	His Servant Heating	Refund on Permit
21852	\$ 163,939.76	City of Adrian Payroll	Payroll w/e 1/31/14
21853	\$ 13,918.66	First Federal Bank	Soc. Sec. w/e 1/31/14
21854	\$ 31.20	Patricia Spreeman	Refund duplicate recycling permit
21855	\$ 70,601.94	City of Adrian Clearing	2/3/14 AP Check Register
21856	\$ 836.93	City of Adrian Utilities	EFT State of Michigan Jan 2014
21857	\$ 7,613.56	Nola's Transportation	Payroll w/e 2/7/14
21858	\$ 344.04	Frontier Communications	February 2014 Telephone
21859	\$ 1,215.50	Consumers Energy	January 2014 Electric
21860	\$ 2,619.38	Citizens Gas	December 2013 Heating
21861	\$ 2,173.95	City of Adrian Utilities	January 2014 Water
21862	\$ 1,333.92	Allied Waste Services	February 2014 Trash
21863	\$ 362.87	Verizon Wireless	January 2014 Telephone
21864	\$ 63.00	Allied Waste Services	February 2014 Trash (RHINO)
21865	\$ 576.74	City of Adrian Utilities	EFT State of Michigan Feb 2014
21866		VOID	
21867	\$ 15.00	Kourtney Price	Refund of Snow Emergency Ticket
	\$ 266,026.45		
	\$ (70,601.94)	Less : Check 21855	
	\$ 195,424.51		

February 17, 2014

User: SHOLTZ

EXP CHECK RUN DATES 10/01/2012 - 02/17/2014

DB: Adrian

BOTH JOURNALIZED AND UNJOURNALIZED

Claimant	OPEN Amount Claimed	Amount Owed	Amount Rejected
1. ACCUMEDWEB LLC	121.20		
2. ADRIAN LOCKSMITH & CYCLERY	445.98		
3. ADRIAN MECHANICAL SERVICES CO	272.02		
4. ADRIAN NAPA	122.08		
5. ADRIAN PAINTERS SUPPLY & EQUIPMENT	178.20		
6. ADRIAN SYMPHONY ORCHESTRA	950.00		
7. ADRIAN WATER CONDITIONING INC	20.95		
8. ADVANCE AUTO PARTS COMMERCIAL CHRG	52.97		
9. AIRGAS USA, LLC	214.91		
10. ALL METALS INC.	43.98		
11. AMAZON CREDIT PLAN	406.55		
12. AMERICAN SOCIETY OF COMPOSERS	330.00		
13. APPLE MAT RENTAL	346.90		
14. ARCHBOLD EQUIPMENT CO	103.90		
15. AUTO ZONE COMMERCIAL	44.88		
16. BADER & SONS CO	12.89		
17. BADER & SONS CO	11,666.56		
18. BAKER & TAYLOR BOOKS	574.95		
19. BATTERY WHOLESALE	40.11		
20. KRISTIN BAUER	20.00		
21. BEACON FORMS & LABELS INC.	288.28		
22. GREG BELL CHEVROLET CADILLAC INC	23.11		
23. MARK BISHOP	20.00		
24. ROBERT BISHOP	248.43		
25. BLACK SWAMP EQUIPMENT	76.50		
26. BOWSER-MORNER, INC.	3,975.00		
27. BRAKES-N-MORE	1,630.50		
28. TODD BROWN	20.00		
29. BUCK & KNOBBY EQUIP CO INC	525.10		
30. CENGAGE LEARNING	246.90		
31. CLEAN CARE INC	4,429.00		
32. JUSTIN COMBS	20.00		
33. CUTLER DICKERSON CO	44.96		
34. CVS 8013 MI, LLC	3,861.99		
35. CVS 8013 MI, LLC	1,526.49		
36. D&P COMMUNICATIONS, INC.	1,667.72		
37. JERRY DAVIS	20.00		
38. DETROIT ELEVATOR COMPANY	156.00		
39. DETROIT SALT	11,310.38		
40. MICHELLE DEWEY	20.00		
41. DIRECT TECHNOLOGY GROUP, INC	869.00		
42. JACK DOHENY SUPPLIES INC	491.76		
43. E & B SALVAGE LLC	69.18		
44. STEVE EBERLE	20.00		
45. ETNA SUPPLY COMPANY	658.80		
46. FASTENAL COMPANY	710.77		
47. FEDERAL SAFETY COMPLIANCE INC.	289.50		
48. FISHER SCIENTIFIC COMPANY LLC	135.38		
49. FRONTIER COMMUNICATION	211.78		
50. J.O. GALLOUP COMPANY	623.90		

User: SHOLTZ

EXP CHECK RUN DATES 10/01/2012 - 02/17/2014

DB: Adrian

BOTH JOURNALIZED AND UNJOURNALIZED

Claimant	OPEN		
	Amount Claimed	Amount Owed	Amount Rejected
51. GALL'S INC	25.64		
52. GEN POWER PRODUCTS INC.	929.23		
53. MARK GIGAX	20.00		
54. GREY HOUSE PUBLISHING, INC.	578.50		
55. DENISE GRITZMAKER	20.00		
56. H & H REPAIR	6,265.74		
57. HALLAHAN & ASSOC, PC	3,942.81		
58. HOBBY LOBBY	0.00		
59. SHANE HORN	20.00		
60. HUBBARD'S AUTO CENTER INC	916.84		
61. I.T. RIGHT	6,894.30		
62. ICMA RETIREMENT CORPORATION	79.34		
63. IDEXX LABORATORIES, INC.	2,146.44		
64. INGRAM LIBRARY SERVICES	91.67		
65. INTERNATIONAL CODE COUNCIL INC	283.00		
66. JACKSON TRUCK SERVICE INC.	96.50		
67. JOHN DEERE LANDSCAPES	295.96		
68. JULIO VALDEZ	2,000.00		
69. KAPNICK INSURANCE GROUP	1,028.43		
70. JAMES KARLE	20.00		
71. KELLER THOMA, P.C.	786.90		
72. ERIC KELLY	20.00		
73. KEMIRA WATER SOLUTIONS INC	3,868.10		
74. DAVE KNAPP FORD LINCOLN	20.95		
75. KONICA MINOLTA BUSINESS SOLUTIONS	185.33		
76. BRENT KUBALEK	2,083.33		
77. WALTER GREG LANFORD	12.00		
78. LANSING SANITARY SUPPLY INC	561.78		
79. LEGACY PRINTING	38.86		
80. LENAWEE COUNTY CLERK	886.41		
81. LENAWEE COUNTY PRINTER	471.74		
82. LENAWEE COUNTY TREASURER	634.07		
83. LENAWEE TIRE & SUPPLY CO, INC.	2,478.38		
84. LONG'S OUTDOOR POWER	35.64		
85. LOWE'S CREDIT SERVICES	721.72		
86. LYDEN OIL COMPANY	1,999.25		
87. MACOMB COMMUNITY COLLEGE	750.00		
88. MANAGER PLUS	1,875.25		
89. MICHAEL MARVIN	20.00		
90. MCGOWAN ELECTRIC SUPPLY INC	(42.72)		
91. MICHIGAN CAT CORP	580.86		
92. MICHIGAN METER TECHNOLOGY GROUP INC	18,161.28		
93. MICHIGAN SECTION-AWWA	475.00		
94. STATE OF MICHIGAN	2,506.74		
95. MICHIGAN STATE POLICE	49.95		
96. MICHIGAN TECH UNIVERSITY	40.00		
97. MICROMARKETING LLC	252.93		
98. MIDWEST TAPE	95.36		
99. MT BUSINESS TECHNOLOGIES, INC	58.09		
100. MUNICIPAL EMPLOYEES' RETIRE	139,823.18		

User: SHOLTZ

EXP CHECK RUN DATES 10/01/2012 - 02/17/2014

DB: Adrian

BOTH JOURNALIZED AND UNJOURNALIZED

Claimant	Amount Claimed	Amount Owed	Amount Rejected
101. NOLA'S TRANSPORTATION	9,823.29		
102. MIKE OSBORN	20.00		
103. PARAGON LABORATORIES INC	130.00		
104. DAVID PATE	20.00		
105. PEERLESS SUPPLY INC	63.41		
106. PITNEY BOWES INC	736.28		
107. PREIN & NEWHOF ENGINEERS	272.00		
108. GLENN PRESTON	20.00		
109. QUILL CORPORATION	392.81		
110. RECORDED BOOKS LLC.	327.50		
111. TIM RITCHIE	20.00		
112. WILLIAM SADLER	20.00		
113. CHARLES SCHMENK	80.00		
114. SHERWIN-WILLIAMS CO	747.12		
115. SLUSARSKI EXCAVATING & PAVING INC	5,737.30		
116. STAPLES CREDIT PLAN	324.08		
117. STEVENSON LUMBER, INC.	173.82		
118. SUPERMEDIA LLC	33.25		
119. TDS SECURITY, INC	420.00		
120. TETRA TECH INC	6,700.00		
121. THOMAS SCIENTIFIC, INC	391.50		
122. TOBY'S INSTRUMENT SHOP INC	258.00		
123. TRACTOR SUPPLY COMPANY	181.82		
124. PAUL TRINKA	20.00		
125. TTB CLEANING LLC	3,240.00		
126. U S POSTMASTER	220.00		
127. UTILITIES INSTRUMENTATION SERVICE I	3,050.00		
128. WADE VANDENBUSCHE	148.39		
129. VERIZON WIRELESS	371.23		
130. DENNIS VESCELIUS	20.00		
131. WATER ENVIRONMENT FED.	116.00		
132. WEISKOPF INDUSTRIES CORP	305.79		
133. WESTERN LIME CORPORATION	5,489.59		
134. RYAN WHITE	20.00		
TOTAL ALL CLAIMS	295,157.42		



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 1st and December 15th), 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..... February 3, 2014

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..... February 3, 2014

SUMMARY PUBLISHED.....

ADOPTION.....

COMPLETE PUBLICATION.....

EFFECTIVE DATE.....

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

Date: December 6, 2013
Agreement No.: 2012-0027
Authorization No.: P5
Project No.: 122432
Agenda: MA

**PROJECT AUTHORIZATION
CITY OF ADRIAN
FY 2014 SECTION 5311 OPERATING
FORMULA GRANTS FOR
RURAL AREAS PROGRAM**

This information is required by the Michigan Department of Transportation (DEPARTMENT) in order to record agreement of utilization of funds provided by the Federal Transit Administration, United States Department of Transportation and the DEPARTMENT. The funds shall be used by the AGENCY in accordance with the above referenced Master Agreement.

Authorization Effective Date: October 1, 2013
Authorization Expiration Date: September 30, 2014
Fiscal Year Effective Contract Clauses: 2014

The Federal grant associated with the PROJECT AUTHORIZATION is MI-18-X055-02.
Award Year: 2014 Federal Item Number: WK0055

The Catalog of Federal Domestic Assistance Number for the Federal Transit Administration Formula Grants for Rural Areas Program is 20.509.

Funding reflects the amount of funds currently available under the Federal appropriation. This PROJECT AUTHORIZATION includes partial funding for the year, approximately 43% of the 16% of the estimated eligible costs which is \$28,990. Once additional funds become available, a grant amendment and revised PROJECT AUTHORIZATION will be prepared.

Payments to the AGENCY under this PROJECT AUTHORIZATION will be based on the 16% of the estimated eligible costs. The maximum amount to be paid will not exceed 16% of the AGENCY's audited costs. If Section 5311 operating assistance funds are insufficient to reimburse at 16% of the audited costs, a new reimbursement percentage will be calculated for all participating agencies.

In accordance with Section 7 of the Master Agreement, the dollar amount for third party contracts as identified in COMMISSION policy is \$25,000. All agencies who are not self-certified must submit third party contracts over \$25,000 to the DEPARTMENT for approval. Please refer to Section 7 of the Master Agreement for competitive bidding requirements.

The AGENCY will be financially and legally responsible for the terms and conditions of the Special Section 5333(b) labor warranty as agreed to in your annual application. The Special Section 5333(b) Warranty for Section 5311 can be found at: www.dol.gov/dol/esa/public/regs/compliance/olms/13factsheet.htm.

The AGENCY agrees to prepare and submit to the DEPARTMENT quarterly operating assistance reports via the Public Transportation Management System (PTMS). Instructions on preparing the report are available in the "Local Public Transit Revenue and Expense Manual" (October 1, 2013, through September 30, 2014). The manual is available on the web at www.michigan.gov/mdotptd by locating the resources box on the home page and opening the item listed "Audit/Accounting Information."

Funding source:
2014/7509 \$28,990 (F)

PRF No.: 2014-20

CITY OF ADRIAN

Reviewed
W
Contract Adm

Signature

Print Name and Title

Signature

Print Name and Title

MICHIGAN DEPARTMENT OF TRANSPORTATION

Title: Department Director

R14-017

February 17, 2014

RE: TRANSPORTATION – Authorize Mayor and City Clerk to Execute Authorization # P5

RESOLUTION

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

WHEREAS, a Project Authorization has been proposed which provides FY 2014 Section 5311 Operating assistance for such service, effective October 1, 2013 and expires September 30, 2014, based on 16% of the estimated eligible costs, and,

WHEREAS, this project authorization includes partial funding for the year, approximately 43% of the 16% of the estimated eligible costs which is \$28,990, and

WHEREAS, the maximum amount to be paid will not exceed 16% of the audited costs and if funds are insufficient to reimburse at 16% of the audited costs, a new reimbursement percentage will be calculated for all agencies, and,

RESOLVED, that the City Commission of the City of Adrian does hereby approve the proposed Agreement No. 2012-0027, Authorization No: P5 for FY 2014 Section 5311 Operating Assistance, and be it,

FURTHER RESOLVED, that the monies from this grant be given to Adrian Dial-A-Ride in accordance with the terms of the Contract, and,

HEREBY, authorize the Mayor, Jim Berryman and City Clerk, Pat Baker to execute Authorization #P5 for and on behalf of the City of Adrian.

On motion by Commissioner _____,

Seconded by Commissioner _____,

this Resolution was adopted by a _____ vote.

MEMO



DATE: February 11, 2014

TO: Honorable Mayor and City Commissioners

FROM: Shane A. Horn, Acting City Administrator/Utilities Director

SUBJECT: Bohn Pool Feasibility Study

I concur with the recommendation from Justin Combs, Parks and Forestry Director, to proceed with Rowe Professional Services of Farmington Hills, MI to complete an Aquatic Park Feasibility Study for Bohn Pool. I was part of a panel that interviewed consultants for this project and was impressed by the team of professionals that Rowe has put together for this project. This is a project that has been on the books to complete for several years and has continued to be pushed. With Bohn Pool being over 40 years old, components and equipment has surpassed its useful life in many cases. This study will help us put together some options to consider in how to address this community resource going forward. Getting input from stakeholders through the use of workshops and surveys is a key component of this study and will help provide clarification in how to focus our energy in completing this study. We will provide time during our pre-meeting for further discussion on this project and to answer questions or concerns.

Memorandum

To: Shane Horn, Acting City Administrator/Utilities Director
From: Justin Combs Parks and Forestry Director
Date: February 11, 2014
Re: Professional Services Recommendation – Aquatic Park Feasibility Study

Bohn Pool first opened in 1972 and with over 40 years of use the pool is showing its age. The pool has developed significant deterioration in the mechanical systems and in the pool basin. With only a few years remaining on the functional life of the current pool decisions must be made to either to invest in renovations, build a new pool or continue to operate an aging facility. In order to gain a better understanding of the condition of the current pool and what options exists to renovate or build new the Parks and Forestry Department sent out a request for proposal to conduct an aquatic park feasibility study.

On December 3, 2013 proposals were received for consulting services to investigate the current and future outdoor aquatic needs and to make recommendations as to either renovate our current pool or build new. We sent requests for proposals to selected firms that have the qualifications necessary and experience with similar projects. We received proposals from four firms; they are listed in the table below.

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

Based on the proposals we selected two of the firms to interview as finalists; Brandstetter Carroll Inc. and ROWE Professional Services Co. The Selection committee was composed of the following staff members; Shane Horn, Acting City Administrator/Utilities Director; Brent Kubalek, representing the YMCA of Lenawee and Justin Combs, Director of Parks and Forestry. We considered each firm's staff qualifications, related project experience, scope of services, and professional fees for this project. We feel both of the firms that were interviewed are qualified to perform the work on this project. However we felt that ROWE Professional Services provided the best combination of qualifications, related experience, scope of work, project approach, and professional fees; therefore the selection committee recommends that ROWE Professional Services of Flint, MI be hired for this project in the amount of \$23,000.

The reasons for recommending ROWE over Brandstetter Carroll is that ROWE's approach is more sensitive to the needs of citizens, staff and our elected officials. Prior to the survey ROWE will conduct planning workshops to allow input from all stakeholders. This approach will better prepare ROWE's team to develop survey questions that accurately measure the aquatic needs of the community. ROWE will then use the survey results as a guide for the final recommendations. In Brandstetter Carroll's approach public meetings, demographics and case studies will be the primary guides for their recommendations. Survey results will be used as support their recommendations but will not be the

“driving force” behind them. The selection committee felt that the survey results should carry the most weight when developing the final recommendations because the survey provides a voice to all city residents not just those who choose to participate in public meetings.

ROWE also has established a good working relationship with our staff through their previous work on the Island Park Bridge project, the Kiwanis Trail bridge project in Riverside Park and the Comstock Park retaining wall project. I have a strong level of confidence and comfort level working with ROWE staff; they will have the same staff members working on this project as they had on the previous three projects. ROWE staff also has a comfort level of working with our staff and working knowledge of our capabilities. For all of the above reasons, as well as the confidence that our staff felt discussing the project with ROWE staff during the interview, we are recommending that they be hired for this project even though they are not the lowest fee.

Funding for this project will come from the General Fund, fund balance.

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

RESOLUTION

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

Firm	Brandstetter Carroll Cleveland OH	ROWE Professional Services Farmington Hills, MI	Martin Riley Ft. Wayne, IN	Williams Architects, Itasca, IL
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 ROWE Professional Services Farmington 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; and

On motion by Commissioner _____,
 seconded by Commissioner _____,
 this resolution passed/failed on a _____ vote.

MEMO



DATE: February 13, 2014

TO: Honorable Mayor and City Commissioners

FROM: Shane A. Horn, Acting City Administrator/Utilities Director

SUBJECT: Body Worn Camera Purchase for APD

I concur with the recommendation from Vince Emrick, Chief of Police, to proceed with the purchase of body worn cameras for our police officers. This will allow for efficient evidence processing and protect officers from false allegations. The staff at the APD has done an exhaustive review of different devices and manufacturers with the Viewu units having one of the longest battery lives and the simplest operation. The representatives from Viewu have been very responsive to requests and even came in for an on-site demonstration of their products. I respectfully recommend that we proceed with the purchase of body worn cameras from Viewu of Seattle, WA for a total purchase price of \$15,399.78 with funds coming from our non-drug forfeiture account.