CITY COMMISSION MEETING

April 7, 2014

COMMISSION AGENDA

AGENDA
ADRIAN CITY COMMISSION
APRIL 7, 2014
7:00PM

I. PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

II. ROLL CALL

III. APPROVAL OF THE MINUTES OF THE MARCH 17, 2014 REGULAR MEETING OF THE ADRIAN CITY COMMISSION.

IV. APPROVAL OF THE MINUTES OF THE MARCH 31, 2014 SPECIAL MEETING OF THE ADRIAN CITY COMMISSION.

V. PRESENTATION OF ACCOUNTS

VI. PROCLAMATIONS

1. Proclamation for National Volunteer Week.

2. Proclamation for Global Youth Services Weekend.

VII. COMMUNICATIONS

1. **C-1. Administration.** Anti-Discrimination Policy.

VIII. CONSENT AGENDA

1. **CR14-010. Finance.** Resolution to set a public hearing date for April 21, 2014 to hear and consider comments to a Special Assessment Roll for delinquent invoices, including a ten (10%) percent penalty for late payment.

2. **CR14-011. Finance.** Resolution to set a public hearing date for April 21, 2014 to hear and consider comments to a Special Assessment Roll for delinquent water and sewer charges, including a ten (10%) percent penalty for late payment.

3. **CR14-012. Finance.** Resolution to set a public hearing for April 21, 2014 to hear and consider comments to the proposed FY2014-15 Budget and General Appropriations Act.

4. **CR14-013. City Commission.** Resolution to approve the request of the Hope Community Center to be recognized as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming license.

IX. REGULAR AGENDA

A. ORDINANCES

1. **Ord. 14-004.** First reading and introduction of a Discrimination Prohibited ordinance.

2. **Ord. 14-005.** First reading and introduction of an ordinance establishing a City Library.

B. RESOLUTIONS

1. **R14-031. Transportation.** Resolution of intent for the Michigan Department of Transportation, to provide public transportation and to apply for state financial assistance in accordance with Act 51, and to appoint Marcia Bohannon as the Transportation Coordinator for all public transportation matters.

2. **R14-032. City Commission.** Resolution to approve/deny the street closure permit application of Adrian College for the closure of Madison Street from Williams to Michigan Ave. on Sunday May 14, 2014 for the 2014 Spring Commencement Ceremony.

3. **R14-033. Utilities.** Resolution to authorize the Mayor and City Clerk to execute an agreement to extend water to the Witt Farm property for a proposed development.

X. PUBLIC COMMENTS

XI. COMMISSIONER COMMENTS

M I N U T E S

MINUTES
ADRIAN CITY COMMISSION
MARCH 17, 2014
7:00 P.M.

Official proceedings of the March 17, 2014 regular meeting of the City Commission, Adrian, Michigan.

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

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

Mayor Berryman in the Chair.

Commissioner Rising motioned to excuse Commissioner Berryman Adams; seconded by Commissioner Dudas and adopted by unanimous vote.

Commissioner Faulhaber, motioned to approve the minutes from the March 3, 2014 Commission meeting; seconded by Commissioner Rising, and the minutes, **the below mentioned correction,** were adopted by a unanimous vote. **Commissioner Faulhaber noted that in Resolution 14-022, the Marvin Farm property is adjacent to Beecher Street, not Beecher Road.**

Commissioner Rising, motioned to approve the minutes from the March 6, 2014 special meeting; seconded by Commissioner Faulhaber, and the minutes were approved by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher #3921 through #3927	$139,634.38
General Fund Vouchers #21885 through #21900	$352,003.17
Clearing Account Vouchers amounting to	$320,606.04
TOTAL EXPENDITURES	$812,243.59

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

PROCLAMATION

Proclamation for Athletic Training Month.

COMMUNICATIONS

C-1. Finance. February Revenue and Expenditure Report.

REGULAR AGENDA

ORDINANCES

ORD. 14-003. – Second reading and adoption of a "Discrimination Prohibited" ordinance.
No motion or second was made on this ordinance and it died for lack of action by the Commission.
Mayor Berryman stated that this ordinance would be amended and would then be presented for its first reading and introduction at the April 7, 2014 Commission meeting.

RESOLUTIONS

R14-027

RE: ADMINISTRATION – Farm Lease Agreement with Fred Feight – Former Witt Farm

WHEREAS, the City of Adrian is the owner of approximately fifty-two (52) acres of land adjacent to M-52, formerly known as the Witt Farm; and

WHEREAS, a portion of the real estate is tillable; and

WHEREAS, the City Administrator has negotiated a proposed Lease Agreement with the previous farmer of said property, which terms have been reviewed by the City Commission and found to be in the best interest of the City to approve.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Mayor is hereby authorized to enter into a Farm Lease Agreement with Fred Feight to rent approximately fifty-two (52) acres of tillable ground on the above-mentioned parcel of real estate for One Hundred ($100.00) Dollars per acre for a period ending December 31, 2014, and subject to other terms acceptable to the City Administrator.

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

R14-028

RE: COMMUNITY DEVELOPMENT – Authorize preparation of an application for funding through the Michigan State Housing Development Authority Housing Resource Fund

WHEREAS, in the City of Adrian's 2013-15 Strategic Plan, a high priority goal is to "create and nurture a vibrant place to attract residents and jobs"; and

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

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

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

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

WHEREAS, the City of Adrian Commission is requesting that the application not exceed $850,000.

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

Don Taylor and Chris Miller spoke in favor of this resolution.

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

R14-029

RE: CITY COMMISSION – RESOLUTION TO APPROVE OR DENY AN APPLICATION FOR THE CLOSURE OF A STREET OR PUBLIC PARKING AREA.

WHEREAS, Justin Combs on behalf of the City of Adrian and the YMCA for the Art & Sole 5k has applied for the closure of Maumee Street between Broad and Winter, Main Street between Church and Toledo, Toledo from Broad to Main, and Washburn from Main to Winter from Friday, April 4, 2014 at 4:30pm until Friday, April 4, 2014 at 6:30pm, except Toledo Street which will need to be closed until 8:00pm; and

WHEREAS, the City Commission has considered said request including all requested waivers from standard requirements.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the application of Justin Combs on behalf of the City of Adrian and the YMCA for the Art & Sole 5k is hereby (approved/denied).

IT IS FURTHER RESOLVED that requested waivers of standard conditions are (approved/denied).

IT IS FURTHER RESOLVED that the fee for use of City barricades shall be waived as the City shall be putting up barricades for this event.

Chris Miller explained that this would be a part of the 1st Friday in April.

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

R14-030

RE: **ENGINEERING DEPARTMENT– Design Services – Division Street**

WHEREAS, the City of Adrian Engineering Department solicited a sole source price for engineering services to complete design of Division Street from Beecher Street to US-223 from Tetra Tech; and

WHEREAS, although much of the front end design work has already been completed by others, professional engineering standards and requirements of the Michigan Department of Transportation (MDOT) do dictate that a licensed professional engineer certify the project is suitable to be constructed; and

WHEREAS, Tetra Tech is capable and has completed similar projects of this nature for the City of Adrian in the past it is recommended that we enter into a Professional Services contract with Tetra Tech to complete said services; and

WHEREAS, the City Engineer requested 2014 funds through the Michigan Department of Transportation's (MDOT) Small Urban grant funds. This grant will provide $363,000 with a minimum city match of $76,500; and

WHEREAS, the Project Manager and City Administrator recommend acceptance of the sole source price of $12,000 from Tetra Tech, Ann Arbor, MI to review and make corrections and update design work completed to this point, and complete all other outstanding items required in order to submit final documents in compliance with Michigan Department of Transportation (MDOT) requirements and engagement in the City's Standard Professional services Contract; and

WHEREAS, the Finance Director indicates that the following budget amendment be made for this service:

REVENUE:
202-000.00-697.000 Prior Years Revenue $12,000

EXPENDITURE:
202-451.09-801.203 Division Street Project $12,000

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby waives the bid process and authorizes the acceptance of the sole source price from Tetra Tech, Ann Arbor, MI for engagement in the City's Standard Professional services Contract at a cost not to exceed $12,000.00 to complete design and cost estimates and submittal of final documents in compliance with Michigan Department of Transportation (MDOT) requirements.

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

MISCELLANEOUS

1. Adrian Fire Department Report.

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

3. Departmental Report.

4. Planning Commission Meeting Minutes.

PUBLIC COMMENT

1. Jeanette Henagan – spoke in support of Ordinance 14-003 and had a couple of suggestions for the amended ordinance; thinks that the 30 day time frame for action against a complaint is too long and that it should be a criminal charge and not a civil infraction.

2. Kathleen Erard – 707 E Siena Heights Dr – asked if the City has any protocol or plan in case of water shortage and also if we are in line to sell water to the Hospital when they move north of town. Shane stated that we do have a plan in place and that we have not been approached regarding the Hospital move.

3. Ken Staup – 10721 Treat Hwy – stated that Ordinance 14-003 was against his religious beliefs.

4. Chris Miller – invited the Commission to the Family Centre on Thursday afternoon at 4:00pm for the announcement of the 1st Crowdfunding project.

5. Harold Frederick – 1340 Oregon Rd – was against the 25% increase in the garbage collection.

6. Jim Green – 836 Hoch Ave – who gave the Commission the right to raise the trash rate? Mayor Berryman explained that this was presented, voted on and adopted by the Commission in open session.

COMMISSIONER COMMENTS

1. Commissioner Faulhaber – sited difficult choices faced by the Commission; feels that we do an incredible job considering how little money and few employees we have.

2. Kathleen Erard asked if the oil profits have been released and can be used to balance the budget. Mayor Berryman explained where we were in regards to the declaratory judgement.

The next regular meeting of the Adrian City Commission will be held on Monday, April 7, 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

ADRIAN CITY COMMISSION
SPECIAL BUDGET WORK SESSION
MONDAY, MARCH 31, 2014
6:00PM

Mayor Berryman called the special Budget work session to order at 6:02pm and asked for Roll Call; 6 Commissioners present, 1 absent.

Commissioner Faulhaber motioned to excuse Commissioner Munson; seconded by Commissioner Berryman Adams and adopted by a unanimous vote.

City Administrator Shane Horn gave a brief summary of the proposed budget and the changes that have been made. There will be a meeting with Rich Donner from Kapnick's to look into other health care options due to the almost 19% increase in health care costs this year. There were also options mentioned to assist with the 12% increase in pension costs. A part-time clerical position at the Cemetery was reduced from 20 hours a week to 10 hours a week; a position at the Police Dept. was reduced from full-time to part-time and a Utilities/Finance position will now be funded 100% by Utilities Dept. There will be no sewer or water rate increases. All capital projects have been removed except 2 safety related issues (about $14,000). Understanding that we need to solve our own issues, the following option was presented; to levy 1 mil for operating expenses of the Library and take the remainder of the deficit from general fund balance.

Commissioner Munson arrived at 6:15pm.

Commissioner Rising was in favor of the option; the average homeowner would see a $36 increase in taxes. Commissioner Berryman Adams was also in favor; feeling that the Library is an essential part of our community. Commissioner Munson was also in favor; feeling that the Library is more of a community center. Commissioner Dudas feels that we need to educate the public if we are going to levy the 1 mil without a public vote.

PUBLIC COMMENT

Don Taylor commended the City Commission and Department Heads on this discussion; the Adrian Public Library is a treasure and a key hub downtown. It makes no sense to strip away valuable services.

Rex Lewis – recommended a Lenawee County Fire and EMS District as a way to save money.

Jack Georgal – supported the 1 mil for the Library.

Susan Nichols – also supported the 1 mil for the Library; is glad that we appreciate the economic importance of the Library.

Diane Meyers – supported the 1 mil for the Library; we need to decide what kind of community we want to live in. She is here to support the Commission.

Administrator Horn will proceed with preparing the budget with the idea of levying the 1 mil for the Library and taking the balance of the deficit from the general fund balance. The budget will introduced at the April 7th meeting and will be on for adoption at the April 21st meeting.

The meeting was adjourned at 7:15pm.

Pat Baker

CHECK REGISTER

April 7, 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 #3928 through #3935	$183,819.63
General Fund	
Vouchers #21901 through #21919	$541,685.74
Clearing Account Vouchers	
amounting to.....	$714,026.96
TOTAL EXPENDITURES	$1,439,532.33

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

April 7, 2014

UTILITIES FUND
CHECK REGISTER

CHECK#		AMOUNT	PAYEE	DESCRIPTION
3928	$	60,927.86	City of Adrian Payroll	Payroll w/e 3/14/14
3929	$	69,905.84	City of Adrian Clearing	AP Check Register 3/17/14
3930	$	76.61	Frontier Communication	March 2014 Telephone
3931	$	14,778.69	Citizens Gas	February 2014 Heating
3932	$	46,643.63	Consumers Energy	March 2014 Electric
3933	$	104.10	City of Adrian Utilities	February 2014 Water
3934	$	59,288.74	City of Adrian Payroll	Payroll w/e 3/28/14
3935	$	2,000.00	US Postmaster	Postage for Water Bills
	$	253,725.47		
	$	(69,905.84)	**Less: Check 3929**	
	$	**183,819.63**	**TOTAL**	

April 7, 2014

April 7, 2014

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
21901	$ 187,921.39	City of Adrian Payroll	Payroll w/e 3/14/14
21902	$ 14,141.43	First Federal Bank	Soc. Sec. w/e 3/14/14
21903	$ 2,023.28	Presort Services	Postage for April - June Refuse Bills
21904	$ 243,999.09	City of Adrian Clearing	3/17/14 AP Check Register
21905	$ 283.74	City of Adrian Utilities	EFT State of Michigan March 2014
21906	$ 7,533.04	Nola's Transportation	3/21/14 w/e Payroll
21907	$ 462.27	Lenawee Fuels	Fuel for Cemetery 3/18/14
21908	$ 556.53	Frontier Communications	March 2014 Telephone
21909	$ 7,255.05	Citizens Gas	February 2014 Heating
21910	$ 28,763.74	Consumers Energy	March 2014 Electric
21911	$ 425.96	US Postmaster	Postage for Election Materials
21912	$ 978.66	City of Adrian Utilities	EFT State of Michigan March 2014
21913	$ 181,397.13	City of Adrian Payroll	Payroll w/e 3/28/14
21914	$ 14,018.80	First Federal Bank	Soc. Sec. w/e 3/28/14
21915	$ 87,709.01	Blue Cross Blue Shield	April 2014 BCBS Premium
21916	$ 99.20	City of Adrian Utilities	EFT State of Michigan March 2014
21917	$ 7,703.55	Nola's Transportation	4/4/14 w/e Payroll\
21918	$ 30.00	Cary Carrico	Refund on Apr-Jun 2014 Trash
21919	$ 382.96	Citizens Gas	February 2014 Heating

$ 785,684.83

$ (243,999.09) Less : Check 21904

$ 541,685.74

April 7, 2014

ALL DATES, JOURNALIZED AND UNJOURNALIZED
OPEN

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
1.	ACP OF LENAWEE, INC.	22,000.00		
2.	CITY OF ADRIAN	295.55		
3.	ADRIAN COMMUNICATIONS	445.60		
4.	ADRIAN HARDWARE & SUPPLY CO	139.90		
5.	ADRIAN MECHANICAL SERVICES CO	878.40		
6.	ADRIAN NAPA	90.26		
7.	ADRIAN WATER CONDITIONING INC	20.95		
8.	ADVANCE AUTO PARTS COMMERCIAL CHRG	29.99		
9.	AIR COMPRESSOR ENERGY SYSTEMS, INC	105.86		
10.	AIRGAS USA, LLC	47.40		
11.	ALL AREA MECHANICAL, LLC	400.00		
12.	ALLIED WASTE SERVICES #259	1,333.92		
13.	ALLIED WASTE SERVICES #259	92.83		
14.	AMERICAN OFFICE SOLUTIONS, INC.	58.59		
15.	ANGLE, ROBYN	54.35		
16.	ANN ARBOR HANDS ON MUSEUM	88.30		
17.	ANN ARBOR WELDING SUPPLY	10.00		
18.	APPLE MAT RENTAL	462.65		
19.	ARCH WIRELESS	34.70		
20.	ARCHBOLD EQUIPMENT CO	380.79		
21.	ARGUS-HAZCO	148.20		
22.	ASSOCIATED ENGINEERS & SURVEYORS	8,050.00		
23.	CHRIS ATKIN	1,525.00		
24.	AUTO ZONE COMMERCIAL	35.02		
25.	AUTOMATED BUSINESS MACHINES, INC	125.00		
26.	BADER & SONS CO	19.74		
27.	BAKER & TAYLOR BOOKS	1,732.53		
28.	BANK OF NEW YORK MELLON	405,953.14		
29.	BATTERY WHOLESALE	424.89		
30.	BEACON FORMS & LABELS INC.	305.76		
31.	GREG BELL CHEVROLET CADILLAC INC	828.85		
32.	BILL'S SERVICE, INC.	23.99		
33.	MARK BISHOP	20.00		
34.	ROBERT BISHOP	248.43		
35.	BLACK SWAMP EQUIPMENT	76.50		
36.	BOOK OF THE MONTH CLUB	44.46		
37.	TODD BROWN	20.00		
38.	BUCK & KNOBBY EQUIP CO INC	1,886.25		
39.	CASCADE SPRINKLER INSPECTION	715.00		
40.	CENGAGE LEARNING	113.70		
41.	CENTURY EQUIPMENT	239.28		
42.	CHIEF SUPPLY	253.23		
43.	CITY OF NOVI	225.00		
44.	CLEAN CARE INC	4,429.00		
45.	JUSTIN COMBS	20.00		
46.	COMCAST	4.32		
47.	COMPUTER CARE COMPANY, INC.	36.46		
48.	CONTINENTAL CARBONIC PRODUCTS INC	804.00		
49.	CUTLER DICKERSON CO	797.88		
50.	CUTTING EDGE ENGRAVING	295.80		
51.	JERRY DAVIS	20.00		

ALL DATES, JOURNALIZED AND UNJOURNALIZED
OPEN

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
52.	DEMCO INC	154.26		
53.	DENUYL, SCOTT T	19.20		
54.	MICHELLE DEWEY	83.14		
55.	JACK DOHENY SUPPLIES INC	693.35		
56.	DRAKE LOLLEY	50.00		
57.	E & B SALVAGE LLC	89.25		
58.	STEVE EBERLE	20.00		
59.	ENVIRONMENTAL RESOURCE ASSOCIATES	1,181.88		
60.	ETNA SUPPLY COMPANY	1,914.75		
61.	FASTENAL COMPANY	1,810.11		
62.	FEDERAL EXPRESS	143.49		
63.	FIRSTLAB	17.95		
64.	GALLANT & SON	68.82		
65.	MARK GIGAX	20.00		
66.	GOVERNMENTAL BUSINESS SYSTEMS INC	484.15		
67.	GRAINGER INC.	37.84		
68.	DENISE GRITZMAKER	20.00		
69.	HACH COMPANY	115.17		
70.	HILLS AUTO & TRUCK REPAIR INC	1,736.15		
71.	HOBBY LOBBY	0.00		
72.	SHANE HORN	20.00		
73.	DAVID HUBBARD	135.68		
74.	HUBBARD'S AUTO CENTER INC	1,018.55		
75.	I.T. RIGHT	948.75		
76.	ICMA RETIREMENT CORPORATION	158.68		
77.	IDEXX LABORATORIES, INC.	2,239.12		
78.	JACKSON TRUCK SERVICE INC.	15.62		
79.	JONES & BARTLETT LEARNING LLC	183.81		
80.	JAMES KARLE	20.00		
81.	KELLER THOMA, P.C.	1,415.77		
82.	ERIC KELLY	20.00		
83.	KEMIRA WATER SOLUTIONS INC	9,132.55		
84.	KIMBALL MIDWEST	39.90		
85.	WALTER GREG LANFORD	53.90		
86.	LANSING SANITARY SUPPLY INC	100.16		
87.	LARRY'S MUFFLER	40.00		
88.	LEGACY PRINTING	256.04		
89.	LENAWEE COUNTY ADMIN OFFICE	5,726.94		
90.	LENAWEE COUNTY FIRE CHIEFS ASSOC	200.00		
91.	LENAWEE COUNTY IT	4,768.00		
92.	LENAWEE DISTRICT LIBRARY	12.00		
93.	LENAWEE INTERMEDIATE SCHOOL	477.40		
94.	LENAWEE TIRE & SUPPLY CO, INC.	2,230.63		
95.	LONG'S OUTDOOR POWER	274.68		
96.	LOWE'S CREDIT SERVICES	1,244.24		
97.	LYDEN OIL COMPANY	701.45		
98.	MAPLE CITY GLASS INC.	220.00		
99.	MICHAEL MARVIN	20.00		
100.	MCGOWAN ELECTRIC SUPPLY INC	214.12		
101.	MCMASTER- CARR SUPPLY CO.	738.54		
102.	MERGENT INC.	786.00		

ALL DATES, JOURNALIZED AND UNJOURNALIZED
OPEN

Claimant	Amount Claimed	Amount Owed	Amount Rejected
103. MICHIGAN ARSON PREVENTION COMMITTEE	145.00		
104. MICHIGAN MUNICIPAL LEAGUE	32,290.01		
105. MICHIGAN OFFICE SOLUTIONS	884.00		
106. STATE OF MICHIGAN	1,479.34		
107. MICHIGAN WATER ENVIROMENT ASSOC.	375.00		
108. MIDWEST COLLABORATIVE FOR	125.00		
109. MIDWEST SCULPTURE INITIATIVE	7,912.00		
110. MIDWEST TAPE	321.42		
111. MITCHELL WELDING	9,786.09		
112. MOTION INDUSTRIES, INC.	307.31		
113. MT BUSINESS TECHNOLOGIES, INC	96.69		
114. MUGS N' MORE IMAGING	51.80		
115. MUNICIPAL EMPLOYEES' RETIRE	97,442.73		
116. MUNICIPAL WEB SERVICES	495.00		
117. NOLA'S TRANSPORTATION	792.64		
118. NORTH EASTERN UNIFORMS & EQUIPMENT	3,640.67		
119. OMNIGRAPHICS INC.	578.30		
120. MIKE OSBORN	20.00		
121. OSBURN ASSOCIATES INC	1,233.00		
122. OTIS ELEVATOR COMPANY	1,008.00		
123. PARAGON LABORATORIES INC	223.00		
124. DAVID PATE	205.00		
125. PEERLESS SUPPLY INC	251.35		
126. PET'S SUPPLIES PLUS	137.22		
127. PLATINUM PLUS	1,488.58		
128. GLENN PRESTON	20.00		
129. PROFESSIONAL PUMP INC	2,032.98		
130. QUILL CORPORATION	1,160.45		
131. RAY PRINTING CO. INC	1,388.24		
132. RECORDED BOOKS LLC.	287.61		
133. RHINO	2,409.11		
134. TIM RITCHIE	20.00		
135. ROBERTSON, EATON & OWEN, PC	860.00		
136. ROPES & RIGGING TREE SERVICE, LLC	7,676.67		
137. WILLIAM SADLER	20.00		
138. SAFETY SYSTEMS INC.	120.00		
139. SCHUG CONCRETE CONSTRUCTION INC	210.00		
140. SHINE'S AUTO CLEAN	70.00		
141. SLUSARSKI EXCAVATING & PAVING INC	5,176.10		
142. SPENCER MANUFACTURING INC.	60.00		
143. STAPLES CREDIT PLAN	606.21		
144. STATE INDUSTRIAL PRODUCTS	448.00		
145. STEVENS DISPOSAL	340.00		
146. T & L RENTALS	17.00		
147. TDS SECURITY, INC	430.50		
148. T-MOBILE	29.99		
149. TRACTOR SUPPLY COMPANY	342.93		
150. TRACY TIME SYSTEMS	49.26		
151. TTB CLEANING LLC	3,275.00		
152. U S POSTMASTER	2,000.00		
153. U.S. TOY CO, INC	1,095.90		

ALL DATES, JOURNALIZED AND UNJOURNALIZED
OPEN

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
154.	UNIQUE PAVING MATERIALS CORP	5,122.00		
155.	UNUM LIFE INSURANCE COMPANY	2,054.15		
156.	UTILITIES INSTRUMENTATION SERVICE I	5,348.97		
157.	THE VAC SHOPPE	599.95		
158.	VAN BRUNT TRANSPORT INC	4,057.60		
159.	DENNIS VESCELIUS	20.00		
160.	WESTERN LIME CORPORATION	5,480.00		
161.	RYAN WHITE	20.00		
162.	DANIEL WRIGHT	72.08		
163.	ZONES, INC.	1,353.60		
	TOTAL ALL CLAIMS	714,026.96		

PROCLAMATIONS

COMMUNICATIONS

MEMO

DATE: **4/4/14**

TO: **MAYOR, CITY COMMISSION**

FROM: **SARAH OSBURN, CITY ATTORNEY**

Re: **Anti-discrimination policy**

Attached please find a draft of an anti-discrimination policy. If the City Commission adopts the Discrimination Prohibited ordinance, an anti-discrimination policy will also be needed. Please review the attached draft and advise as to whether any revisions are necessary.

CITY OF ADRIAN
Anti-Discrimination POLICY
Dated:_____

A. OVERVIEW:

The City of Adrian City Commission adopted an ordinance entitled "Discrimination Prohibited" on _____. (City Code of Ordinances Sec. 38-81 et seq). This ordinance prohibits discrimination in the City of Adrian on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, gender identity, or AIDS/HIV status. Discrimination is defined as making a decision, offering to make a decision, or refraining from making a decision based in whole or in part on race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, gender identity, or AIDS/HIV status.

B. APPLICATION OF ANTI-DISCRIMINATION ORDINANCE TO CITY CONTRACTORS

Contractor is defined by the ordinance as a person who by contract furnishes services, materials and supplies and has entered into the City of Adrian Professional Services Contract. The ordinance requires that all contractors that have executed the City of Adrian Professional Services Contract must adhere to the requirements of the ordinance.

C. CITY ANTI-DISCRIMINATION ADMINISTRATIVE POLICY

1. The following language shall be included in the City of Adrian Professional Services Contract and shall be posted on the City of Adrian website.

"Anti-discrimination policy: By the delivering of goods or services in response to this purchase order, the contractor agrees that the purchase order forms a contract with the City of Adrian and the contractor is certifying compliance with the City of Adrian Ordinance Chapter 38 Article III, Discrimination Prohibited. Contractor also acknowledges and agrees that the violation of Chapter 38 Article III shall be a material breach of this contract. In addition, contractor acknowledges and agrees that it shall be liable for any costs or expenses incurred by the City in obtaining from other sources, the work and services to be rendered or performed, or the goods or properties to be purchased or delivered to the City under the contract as a result of a material breach of the contract for violations of Chapter 38 Article III."

2. The following language shall be included on all bid specifications and in all city contracts for the goods or services:

"The contractor agrees that it will comply with the City of Adrian Ordinance Chapter 38 Article III, Discrimination Prohibited. Contractor also acknowledges and agrees that the violation of Chapter 38 Article III shall be a material breach of this contract. In addition, contractor acknowledges and agrees that it shall be liable for any costs or expenses incurred by the City in obtaining from other sources, the work and services to be rendered or performed, or the goods or properties to be purchased or delivered to the City under the contract as a result of a material breach of the contract for violations of Chapter 38 Article III."

CONSENT AGENDA

CR14-010 April 7, 2014

RE: **FINANCE DEPARTMENT – Special Assessment Roll – Delinquent Invoices**

RESOLUTION

WHEREAS, the City Administrator has directed the City Treasurer, pursuant to Sections 70-12 and 74-169 of the Adrian City Code, to prepare a Special Assessment Roll to cover all delinquent charges for rental registration and inspection fees, parking assessments, improvements or abatements of public hazards on single lots in the City of Adrian, and other miscellaneous invoices; and

WHEREAS, such assessment roll shall be reported to the City Commission in the same manner as other rolls and, likewise, includes a ten (10%) percent penalty for late payment; and

WHEREAS, the City Administrator and City Treasurer have forwarded said roll to the City Commission with recommendation that it be approved; and

WHEREAS Notice of Hearing on the confirmation of the roll shall be given not less than ten (10) days before the hearing by first class mail, addressed to the owner or party in interest of the land to be assessed as shown by the last local tax assessment records in the office of the City Assessor; and

WHEREAS, upon confirmation of the aforementioned Special Assessment Roll, the special assessments shall constitute a lien upon the premises and a charge against the owner thereof until paid.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the Special Assessment Roll for delinquent rental registration and inspection fees, parking assessments, improvements or abatements of public hazards on single lots in the City of Adrian, and other miscellaneous invoices, including a ten (10%) percent penalty for late payment, and that said Special Assessment Roll be filed forthwith in the office of the City Clerk for public examination.

BE IT, FURTHER, RESOLVED that the City Commission shall meet in the Commission Chambers, 159 E. Maumee Street, Adrian, MI, at 7:00 p.m. on Monday, April 21, 2014, for the purpose of reviewing said roll and hearing and considering any objections thereto.

BE IT, FURTHER, RESOLVED that the City Clerk is hereby directed to give notice that the said Special Assessment Roll is on file for public examination and to give notice of said meeting and hearing set forth above pursuant to the provisions of Title I, Chapter 8, Section 70-13 of the Adrian City Code.

On motion by Commissioner _____,

seconded by Commissioner _____,

this resolution was adopted by a_____ vote.

CR14-011 April 7, 2014

RE: **FINANCE DEPARTMENT – Special Assessment Roll – Delinquent Water and Sewer Charges**

RESOLUTION

WHEREAS, Section 94-247 of the Adrian City Code specifies that charges for water service and sanitary sewer service under the provisions of Public Act No. 94 of 1933 (MCL 141,101 et seq.), are made a lien on the premises to which furnished; and

WHEREAS, the aforementioned Section further requires the City Administrator to annually present, at the first Commission meeting in April a report of all delinquent charges that have remained unpaid for a period of six months; and

WHEREAS, the City Administrator and Utilities Director have forwarded said report to the City Commission for unpaid amounts totaling $21,772.14 dating to November 1, 2013, with recommendation that it be approved; and

WHEREAS, Section 70-12 of the Adrian City Code, Single Lot Assessment requires that Notice of Hearing on the confirmation of the roll shall be given not less than ten (10) days before the hearing by first class mail, addressed to the owner or party in interest of the land to be assessed as shown by the last local tax assessment records in the office of the City Assessor; and

WHEREAS, upon confirmation of the aforementioned Special Assessment Roll of delinquent water and sewer charges, the special assessments shall constitute a lien upon the premises and a charge against the owner thereof until paid.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the Special Assessment Roll for delinquent water and sewer charges in the amount of $21,772.14 including a ten (10%) percent penalty for late payment, and that said Special Assessment Roll be filed forthwith in the office of the City Clerk for public examination.

BE IT, FURTHER RESOLVED that the City Commission shall meet in the Commission Chambers 159 E. Maumee Street, Adrian MI, at 7:00 p.m. on Monday April 21, 2014, for the purpose of reviewing said roll and hearing and considering any objections thereto.

BE IT FURTHER, RESOLVED that the City Clerk is hereby directed to give notice that the said Special Assessment Roll is on file for public examination and to give notice of said meeting and hearing set forth above pursuant to the provisions of Title I, Chapter 8, Section 70-13 of the Adrian City Code.

On motion by Commissioner _____,

seconded by Commissioner _____,

this resolution was adopted by a_____ vote.

MEMO

Date: April 1, 2014

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

From: Cindy L. Prue, Director of Finance

Re: FY2014-15 BUDGET AND GENERAL APPROPRIATIONS ACT – NOTICE OF PUBLIC HEARING

The Adrian City Charter, as well as Michigan Public Act 5 of 1982, requires that a Public Hearing be held prior to the adoption of the proposed Budget and General Appropriations Act and that a notice of such hearing be published in a newspaper of general circulation at least one (1) week in advance of said hearing. The Adrian City Charter provides that a budget be adopted no later than the second week of May for the ensuing fiscal year, accompanied by action authorizing a millage rate to fund said budget.

The Notice of Public Hearing shall include the date, time and place of said hearing, a summary of the entire budget, the citizen's right to present oral and written comments, and statements of where and when the proposed budget may be examined. The attached resolution has been prepared for consideration by the City Commission at their meeting of April 7, 2014.

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

CR14-012 April 7, 2014

RE: DEPARTMENT OF FINANCE – FY2014-15 BUDGET AND GENERAL APPROPRIATIONS ACT – NOTICE OF PUBLIC HEARING

RESOLUTION

WHEREAS, the Adrian City Charter, as well as Michigan Public Act 5 of 1982, requires that a Public Hearing be held prior to the adoption of the proposed Budget and General Appropriations Act and that a notice of such hearing be published in a newspaper of general circulation at least one (1) week in advance of said hearing; and

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

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission shall meet in the Commission Chambers, 159 E. Maumee Street on Monday, April 21, 2014 at 7:00 p.m., for the purpose of hearing comments regarding the adoption of the proposed FY2014-15 Budget and General Appropriations Act.

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

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

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.

M E M O

DATE: April 4, 2014

TO: City Administrator Shane Horn
Honorable Mayor and City Commissioners

FROM: Michelle L. Dewey, Executive/Legal Assistant

SUBJECT: Hope Community Center

The attached form resolution is a standard resolution that the Hope Community Center has requested the Commission consider. They plan on holding a raffle with a drawing on August 9th of this year. In order to hold their raffle they need a resolution from the City Commission that recognizes them as a non-profit organization active in our community. I recommend approval of this resolution as this is a standard charitable gaming license that allows for activities such as a fundraising raffle.

Respectfully submitted,

Michelle L. Dewey

MICHIGAN LOTTERY
Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-5780
www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103(K)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL — TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Hope Community Center of Adrian,
NAME OF ORGANIZATION — CITY

county of Lenawee, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____. August 9, 2014 Raffle
APPROVAL/DISAPPROVAL

APPROVAL		DISAPPROVAL	
Yeas:	_____	Yeas:	_____
Nays:	_____	Nays:	_____
Absent:	_____	Absent:	_____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD — REGULAR OR SPECIAL

meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

_____
PRINTED NAME AND TITLE

_____
ADDRESS

COMPLETION: Required
PENALTY: Possible denial of application

BSL-CG-1153(R6/09)

REGULAR AGENDA

ORDINANCE 14-004

AN ORDINANCE TO AMEND ARTICLE III OF CHAPTER 38 OF THE ADRIAN CODE, ENTITLED "HOUSING DISCRIMINATION"

The City of Adrian Ordains:

1. That Article III of Chapter 38 "Housing Discrimination" be amended in its entirety, retitled "Discrimination Prohibited", and read as follows:

Sec. 38-81. Intent, Purpose and Construction.

(a) It is the intent of the City of Adrian that no person be denied the equal protection of the laws; nor shall any person be denied the enjoyment of his or her civil rights or be discriminated against because of his or her actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity or AIDS/HIV status.
(b) The prohibitions against discrimination as provided for in this chapter shall not be deemed preempted by federal or state law, but are intended to supplement state and federal civil rights law prohibiting discrimination in the areas of employment, public accommodations, and housing. Provided, however, this chapter shall be construed and applied in a manner consistent with First Amendment jurisprudence regarding the freedom of speech and exercise of religion.
(c) Nothing in this chapter shall require preferential treatment of any person or group on the basis of sexual orientation or gender identity.

Sec. 38-82. Definitions.

(a) "Affected Person" means a person who has filed a complaint pursuant to below section 38-89 AND who the City Administrator, or his or her designee, has entered into a Conciliation Agreement pursuant to below section 38-90 as a result of the affected person's complaint.
(b) "Age" means chronological age.
(c) "City Administrator" means the City Administrator of the City of Adrian.
(d) "Contractor" means a person who by contract furnishes services, materials or supplies and has entered into the City of Adrian Professional Services Contract. "Contractor" does not include persons who are merely creditors or debtors of the City, such as those holding the City's notes or bonds or persons whose notes, bonds or stock is held by the City.
(e) "Discriminate" means to make a decision, offer to make a decision or refrain from making a decision based in whole or in part on the actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity, or AIDS/HIV status of another person.

(1) Discrimination based on sex includes sexual harassment, which means unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

i. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment, public accommodations, or housing.

ii. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or housing.

iii. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, or housing environment.

(2) Discrimination based on actual or perceived physical or mental limitation includes discrimination because of the use by an individual of adaptive devices or aids.

(f) "Employer" means any person employing one or more persons.

(g) "Employment Agency" means a person who undertakes to procure employees for an employer or procures opportunities for individuals to be employed by an employer.

(h) "Family Status" means the state of being in a family.

(i) "Family" includes either of the following:

(1) An individual who is pregnant" or

(2) Two or more individuals related by blood within three degrees of consanguinity, marriage, adoption, in a foster care relationship or legal custody relationship.

(j) "Gender Identity" means a person's actual or perceived gender, including a person's self-image, appearance, expression, or behavior, whether or not that self-image, appearance, expression, or behavior is different from that traditionally associated with the person's biological sex as assigned at birth as being either female or male.

(k) "Housing Facility" means any dwelling unit or facility used or intended or designed to be used as the home, domicile or residence of one or more persons, including, but not limited to, a house, apartment, rooming house, housing cooperative, hotel, motel, tourist home, retirement home or nursing home.

(l) "Marital Status" means the state of being married, never married, divorced, or widowed.

(m) "Perceived" refers to the perception of the person who acts, and not to the perception of the person for or against whom the action is taken.

(n) "Person" includes an individual, association, partnership, agency, organization, or corporation, public or private, including all employees thereof as well as any natural person. The term, when applied to partnerships, associations, and corporations, includes members and officers.

(o) "Physical or Mental Disability" means a determinable physical or mental characteristic resulting from disease, injury, congenital condition of birth, or functional disorder and is unrelated to one's ability to safely perform the work involved in jobs or positions available to such person for hire or promotion; or unrelated to one's ability to acquire, rent and maintain property; or unrelated to one's ability to utilize and benefit from the goods, services, activities, privileges and accommodations of a place of public accommodation. "Physical or mental disability" does not include any condition caused by the current illegal use of a controlled substance or the use of alcoholic liquor by an individual.

(p) “Place of Public Accommodation” means an educational, governmental, health, entertainment, cultural, recreational, refreshment, transportation, financial institution, business or facility of any kind, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
(q) “Religious Organization” means an organization, church, group, or body of communicants that is organized not for pecuniary profit that regularly gathers for worship and religious purposes, and includes a religious-based private school that is not organized for pecuniary profit.
(r) “Sexual Orientation” means male or female homosexuality, heterosexuality or bisexuality, whether by orientation or practice. Sexual orientation does not include the physical or sexual attraction to a minor by an adult.

Sec. 38-83. Discriminatory Housing Practices.

Except as otherwise provided in this chapter:

(a) No person shall discriminate in leasing, selling or otherwise making available any housing facilities.
(b) No person shall discriminate in the terms, conditions, maintenance or repair in providing any housing facility.
(c) No person shall refuse to lend money for the purchase or repair of any real property or insure any real property solely because of the location in the City of such real property.
(d) No person shall promote real estate transactions by representing that changes are occurring or will occur in an area with respect to race, religion or national origin.
(e) No person shall place a sign or other display on any real property which indicates that the property is for sale or has been sold when it is not for sale or has not recently been sold.

Sec. 38-84. Discriminatory Public Accommodation Practices.

(a) Except as otherwise provided in this chapter, no person shall discriminate in making available full and equal access to all goods, services, activities, privileges, and accommodations of any place of public accommodation.
(b) Nothing in this chapter permits or requires access to any place of public accommodation for the purpose or intent of engaging in criminal conduct.
(c) Nothing in this chapter shall require the construction or provision of unisex, single-user restrooms, changing rooms, locker rooms, or shower facilities.

Sec. 38-85. Discriminatory Employment Practices.

Except as otherwise provided in this chapter:

(a) No employer shall discriminate in the employment, compensation, work classifications conditions or terms, promotion or demotion, or termination of employment of any person.
(b) No employment agency shall discriminate in the procurement or recruitment of any person for possible employment with an employer.

Sec. 38-86. Other Prohibited Practices.

(a) No person shall adopt, enforce or employ any policy or requirement, or publish, post or broadcast any advertisement, sign, or notice which discriminates or indicates discrimination in providing housing, employment or public accommodations.
(b) No person shall discriminate in the publication or distribution of advertising material, information or solicitation regarding housing, employment or public accommodations.
(c) No agent, broker, employment agency or any other intermediary shall discriminate in making referrals, listings or providing information with regard to housing, employment or public accommodations. A report of the conviction of any such person for a violation of this chapter shall be made to the applicable licensing or regulatory agency for such person or business.
(d) No person shall coerce, threaten or retaliate against a person for making a complaint or assisting in the investigation regarding a violation or alleged violation of this chapter, nor require, request, conspire with, assist or coerce another person to retaliate against a person for making a complaint or assisting in an investigation.
(e) No person shall conspire with, assist, coerce or request another person to discriminate in any manner prohibited by this chapter.

Sec. 38-87. Nondiscrimination by City Contractors

(a) Contractors entering into the City of Adrian Professional Services Contract shall satisfy the nondiscrimination administrative policy adopted by the City Commission in accordance with the guidelines of this section.
(b) All city contracts shall provide further that breach of the obligations not to discriminate shall be a material breach of the contract.
(c) In addition, the contractor shall be liable for any costs or expenses incurred by the City in obtaining from other sources the work and services to be rendered or performed or the goods or properties to be furnished or delivered to the City under contract.

Sec. 38-88. Exceptions.

Notwithstanding anything contained in this chapter, the following practices shall not be violations of this chapter:

(a) For a religious organization to restrict the occupancy of any of its housing facilities or accommodations which are operated as a direct part of religious activities to persons of the denomination involved or to restrict employment opportunities for officers, religious instructors and clergy to persons of that denomination. It is also permissible for a religious organization to restrict employment opportunities, educational facilities, housing facilities, and homeless shelters or dormitories that are operated as a direct part of its religious activities to persons who are members of or who conform to the moral tenets of that religious organization.
(b) For the owner of an owner-occupied, one-family or two-family dwelling, or a housing facility or public accommodation facility, respectively, devoted entirely to the housing and accommodation of individuals of one sex, to restrict occupancy and use on the basis of sex.

(c) To limit occupancy in a housing project or to provide public accommodations or employment privileges or assistance to persons of low income, persons over fifty-five years of age or disabled persons.
(d) To engage in a bona fide effort to establish an affirmative action program to improve opportunities in employment for minorities and women consistent with applicable state and federal law.
(e) To discriminate based on a person's age when such discrimination is required by state, federal, or local law.
(f) To refuse to enter into a contract with an unemancipated minor.
(g) To refuse to admit to a place of public accommodation serving alcoholic beverages a person under the legal age for purchasing alcoholic beverages.
(h) To refuse to admit to a place persons under eighteen years of age to a business providing entertainment or selling literature which the operator of said business deems unsuitable for minors.
(i) To provide discounts on products or service to students, or on the basis of age.
(j) To discriminate in any arrangement for the shared ownership, lease or residency of a dwelling unit.
(k) For a governmental institution to restrict any of its facilities or to restrict employment opportunities based on duly adopted institutional policies that conform to federal and state laws and regulations.
(l) To restrict membership in a private club that is not open to the public except to the extent that private clubs which permit members to invite guests on the premises are not exempted as it concerns a member's guest.
(m) To the employment of an individual by one's family.
(n) To the use of marital status or family status limitations in a health or pension plan if such limitations conform to the federal and state laws and regulations.
(o) To the rental of housing facilities in a building which contains dwelling units for not more than two families living independently of each other if the owner of the building or a member of the owner's family resides in one of the dwelling units, or to the rental of a room or rooms in a single-family dwelling by an individual if the lessor or a member of the lessor's family resides in the dwelling.

Sec. 38-89. Information and investigation.

(a) Any person claiming a violation of this chapter shall file a signed, written complaint with the City Administrator, or his or her designee, setting forth the details, including names, dates, witnesses and other factual matters relevant to the claim, within one hundred eighty days of the incident forming the basis of the complaint.
(b) No person shall provide false information to any authorized employee investigating a complaint regarding a violation of this chapter.
(c) In the course of investigation, the City Administrator, or his or her designee, may request a person to produce books, papers, records or other documents which may be relevant to an alleged violation of this chapter. If said person does not comply with such request, the City Attorney may apply to the Lenawee County Circuit Court for an order requiring production of said materials.
(d) Within thirty days of a written complaint being filed, the City Administrator, or his or her designee, shall undertake an investigation of any complaint filed in accordance with this

section alleging a violation of this chapter not currently recognized or proscribed by Michigan or federal anti-discrimination statutes, and cause all other complaints to be referred to an appropriate state or federal agency for review. After the completion of an investigation, the City Administrator, or his or her designee, shall give written notice of the results of the investigation to the person who filed the complaint and the person accused of the violation. If the investigation establishes that a violation of this chapter occurred, the City Administrator, or his or her designee, shall attempt to resolve the matter by conciliation and persuasion or refer the complaint to the City Attorney for prosecution in a court of competent jurisdiction.

Sec. 38-90. Conciliation Agreements.

In cases involving alleged violations of this chapter, the City Administrator, or his or her designee, may enter into agreements whereby persons agree to methods of terminating discrimination or to reverse the effects of past discrimination.

Sec. 38-91. Injunctions.

The City Attorney may commence a civil action to obtain injunctive relief to prevent discrimination prohibited by this chapter, to reverse the effects of such discrimination, or to enforce a conciliation agreement.

Sec. 38-92. Prosecution.

(a) Prosecution for violation of this chapter may only be initiated by complaint of the affected person due to the alleged violation of a conciliation agreement made pursuant to above Section 38-90, or by the City Administrator, or his or her designee, on the basis of an investigation undertaken by the City Administrator, or his or her designee.
(b) Violation of this chapter shall be prosecuted by the City Attorney as a municipal civil infraction pursuant to the provisions of the Revised Judicature Act of 1961, M.C.L.A. 600.101 et seq.

Sec. 38-93. Penalties.

(a) A violation of any provision of this chapter is a municipal civil infraction punishable by a fine of not more than $500, plus all costs of the action. The court may issue and enforce any judgment, writ, or order necessary to enforce this chapter. This may include reinstatement, payment of lost wages, hiring and promotion, sale, exchange, lease or sublease of real property, admission to a place of public accommodation, and other relief deemed appropriate.
(b) Each day upon which a violation occurs shall constitute a separate and new violation.
(c) A violation proved to exist on a particular day shall be presumed to exist on each subsequent day unless it is proved that the violation no longer exists.

(d) Nothing contained in this chapter shall be construed to limit in any way the remedies, legal or equitable, which are available to the City or any person for the prevention or

correction of discrimination.

INTRODUCTION.....

SUMMARY PUBLISHED.....

ADOPTION.....

COMPLETE PUBLICATION.....

EFFECTIVE DATE.....

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

ORDINANCE 14-005

AN ORDINANCE TO CREATE ARTICLE VIII, OF CHAPTER 2, OF THE ADRIAN CODE, ENTITLED "PUBLIC LIBRARY"

Article VIII of Chapter 2 of the Adrian Code is hereby created to read as follows:

Section 2-500. Purpose.

The purpose of this Ordinance is to add a new article to the City of Adrian's Code of Ordinances, which new article shall be designated as Article VIII, to establish a public library pursuant to the authority granted by the City, Village and Township Libraries Act, 1877 PA 164 ("PA 164").

Section 2-501. Establishment.

The City establishes and shall maintain a public library for the use and benefit of the inhabitants of the City of Adrian pursuant to Section 1 of PA 164. The Library shall be known as the "Adrian Public Library."

Section 2-502. Library Board.

a. Appointment; Number. The Mayor shall, with the approval of the City Commission, appoint a Library Board consisting of five (5) Members chosen from the citizens at large, with reference to their fitness for that office.

b. Terms.

(1) *Initial Terms*. With terms starting on the effective date of this Ordinance, the Mayor shall appoint the initial Library Board as follows: one (1) Library Board Member shall be appointed for a term of five (5) years; one (1) Library Board Member shall be appointed for a term of four (4) years; one (1) Library Board Member shall be appointed for a term of three (3) years; one (1) Library Board Member shall be appointed for a term of two (2) years; one (1) Library Board Member shall be appointed for a term of one (1) year.

(2) *Terms after Initial Terms.* After the Initial Terms in Section 3.b(1) expire and after the expiration of each term thereafter, the Mayor shall appoint 1 Library Board Member, with approval of the City Commission, for a term of five (5) years.

c. Removal. The Mayor may, by and with the consent of the City Commission, remove any Library Board Member for misconduct or neglect of duty.

d. Vacancy. Vacancies in the office of Library Board Member as a result of removal from office, resignation or otherwise, shall be reported to the City Commission. Vacancies shall be filled by the Mayor with the approval of City Commission.

e. No Compensation. Library Board Members shall serve without compensation.

Section 2-503. Funding.

a. Annual Tax Levy. As specifically authorized by Section 1 of PA 164, the City Commission may levy a tax of not to exceed one (1) mill on the dollar annually on all the taxable property in the City.

b. Additional Voted Tax Levy. If approved by a majority of the voters voting on the proposal at the regular annual election, the City Commission may increase the tax levied under Section 4.a by an amount not to exceed one (1) additional mill on the dollar annually on all the taxable property in the City.

c. Tax Collection. The tax shall be levied and collected in the same manner as other general taxes of the City.

d. Library Fund. All taxes collected by the City shall be deposited into a fund known as the "Library Fund." All moneys received for such Library, including but not limited to taxes, State Aid payments and penal fines, shall be deposited in the treasury of the City of Adrian to the credit of the Library Fund. The Library Fund shall be kept separate and apart from other moneys of the City.

e. Addition to Tax Limitation. The tax levied shall be in addition to any tax limitation imposed by a city charter, as permitted by Section 1 of PA 164.

Section 2-504. Library Board Authority; Powers and Duties.

a. Election of Officers. The Library Board shall elect one of their members as President and may elect other officers as they may deem necessary.

b. Adoption of Bylaws and Rules. The Library Board shall make and adopt such by-laws, rules, and regulations for their own guidance and for the government of the library, as may be expedient, not inconsistent with PA 164.

c. Control over Expenditures. As required by PA 164, the Library Board shall have the exclusive control of the expenditure of all moneys collected to the credit of the Library Fund. The Library Fund shall be drawn upon by the proper officers of the City, upon the properly authenticated vouchers of the Library Board.

d. Control over Library Buildings. The Library Board shall have exclusive control of the construction of any library building, and of the supervision, care, and custody of

the grounds, rooms, or buildings constructed, leased, or set apart for that purpose. The Library Board shall have power to purchase or lease grounds, to occupy, lease, or erect an appropriate building or buildings for the use of the Library.

e. Authority to Appoint Staff. The Library Board shall have the authority to appoint a suitable librarian and necessary assistants, and fix their compensation; and shall also have power to remove such appointees.

f. Budget Authority. The Library Board shall have the authority to establish and approve a budget.

g. Authority to Receive Donations. Any person desiring to make donations of money, personal property, or real estate for the benefit of the Library, shall have the right to vest the title to money or real estate so donated in the Library Board, to be held and controlled by the Library Board, when accepted, according to the terms of the deed, gift, devise, or bequest of such property; and as to such property, the Library Board shall be held and considered to be special trustees.

h. General Authority. The Library Board shall have authority, in general, to carry out the spirit and intent of this act in establishing and maintaining a public library. This shall include any authority specifically granted by PA 164 and Michigan law. If any authority provided by this ordinance is in conflict with PA 164, the provisions of PA 164 shall govern.

Section 2-505. Annual Report.

The Library Board Members shall make, at the end of each and every year from and after the organization of such library, a report to the City Commission, stating the condition of their trust at the date of such report the various sums of money received from the Library Fund and from other sources, and how such moneys have been expended, and for what purposes; the number of books and periodicals on hand; the number added by purchase, gift, or otherwise during the year; the number lost or missing; the number of visitors attending; the number of books loaned out, and the general character and kind of such books, with such other statistics, information, and suggestions as they may deem of general interest. All such portions of said report as relate to the receipt and expenditure of money, as well as the number of books on hand, books lost or missing, and books purchased, shall be verified by affidavit.

Section 2-506. City Ordinances.

City Commission shall have the authority to adopt ordinances imposing suitable penalties for the punishment of persons committing injury upon the Library, Library Grounds or other Library property, or for wilful injury to or failure to return any book belonging to the Library.

Section 2-507. Severability.

Should any provision or part of the within Ordinance be declared by any court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the validity or enforceability of the balance of the Ordinance, which shall remain in full force and effect.

Section 2-508. Repealer Provision.

This Ordinance repeals all ordinances or parts of ordinances, as well as resolutions or parts of resolutions, in conflict herewith, including but not limited to Part II, Chapter 2, Article III, Division 6, entitled *Department of Library*.

Section 2-509. Effective Date.

This Ordinance shall take effect 15 days after enactment.

INTRODUCTION.....

SUMMARY PUBLISHED.....

ADOPTION.....

COMPLETE PUBLICATION.....

EFFECTIVE DATE.....

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

City of Adrian
DIAL-A-RIDE
135 E Maumee Street
Adrian, MI 49221
517 264 4849 Fax 517 264 8016

April 2, 2014

To: Shane Horn, City Administrator
Honorable Mayor, Jim Berryman
City Commissioners

From: Marcia Bohannon, Transportation Coordinator

Attached is the Annual Application, pursuant to Act 51, for State and Federal funding for fiscal year 2015. This application is applicable to the Adrian Dial-A-Ride public transportation system. Requests for funding are based on the projected levels advised by the Michigan Department of Transportation.
Included in the application, are capital requests for FY 2015, 2016, and 2017 which are funded through other State and Federal funding sources.
We have supplied the necessary forms and verification of our State and Federal certifications and assurances.

Michigan Department
Of Transportation
3078 (10/13)

FY 2015 RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for fiscal year 2015 under Act 51 of the Public Acts of 1951, as amended.

INSTRUCTIONS: Complete and save the form in PTMS, and attach a signed copy in PTMS

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Adrian, City of _____, (hereby known as THE APPLICANT) established under
Name of Applicant (legal organization name)

Act 94 _____ to provide a local transportation program for the state fiscal year of 2015 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the governing body, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators have been reviewed and approved by the governing body.

WHEREAS, THE APPLICATION, has reviewed and approved the proposed balance (surplus) budget, and funding sources of estimated federal funds $ 66,214 _____, estimated state funds $ 150,057 _____, estimated local funds $ 91,899 _____, estimated fare box $ 102,066 _____, estimated other funds $3,600 _____, with total estimated expenses of $ 413,836 _____

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints Marcia Bohannon _____ as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2015.

I, _____, _____, of
(Name) (Secretary/Clerk)

THE APPLICANT, having custody of the records and proceedings of THE APPLICANT, does hereby certify that I have compared this resolution adopted by THE APPLICANT at the meeting of _____, 20_____, with the original minutes now on file and of record in the office and that this resolution is true and correct.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed seal of said _____, this _____ day of _____ A.D. 20____
SIGNATURE

Michigan Department
Of Transportation
3093 (10/13)

FY 2015 5333(b) LABOR WARRANTY

INSTRUCTIONS: Complete and save this form in PTMS

Adrian, City of _____ is applying for Section 5311, 5311(f),
NAME OF APPLICANT (Legal organization name)
and/or 5339 funding under Federal Transit Law, as amended, for fiscal year 2015. We will be bound by the provisions of this special 5333(b) [former 13(c)] labor warranty for the period of the grant.

(Note: Do not include school bus transportation providers and their unions.)

Does a union represent the applicants employees? ☐ **Yes** ☒ **No**
If yes, list union representation below. (Only staff that has duties connected to the transit operation)

Union: _____

Does agency use a third party transportation provider? ☒ **Yes** ☐ **No**
If Yes, indicate third party transportation provider and their union representation provider or none. (Agency hired by the applicant to perform public transportation services)

Third Party:	Union:		
Nola's Transportation, Inc.	None	None	☒
		None	☐
		None	☐
		None	☐
		None	☐
		None	☐
		None	☐

Are there other surface transportation providers in your area? ☒ **Yes** ☐ **No**
If yes, indicate other surface transportation providers and their union representation or none. (Providers serving the general public, including public agencies, private providers, and/or nonprofit providers and their unions in your jurisdictional area)

Provider:	Union:		
Lenawee Transportation	None	None	☒
Adrian TAXI Service	None	None	☒
Tecumseh Trolley & Limousine	None	None	☒
		None	☐
		None	☐
		None	☐
		None	☐

TYPED/PRINTED NAME AND TITLE	SIGNATURE OF APPLICANT	DATE
Marcia Bohannon, Transportation Coordinator	Marcia Bohannon	2-12-2014

Michigan Department
of Transportation
3076 (10/13)

FY 2015 CONTRACT CLAUSES CERTIFICATION

INSTRUCTIONS: Complete and save this form in PTMS, and attach a signed copy in PTMS

I acknowledge that I have reviewed a copy of the Contract Clauses dated October 1, 2013. I understand that the nature of the project will determine which requirements of the contract clauses apply and I will comply with all applicable clauses for all FTA-funded contracts for FY 2015.

NAME OF PERSON AUTHORIZED TO SIGN A CONTRACT OR PROJECT AUTHORIZATION

Jim Berryman

LEGAL ORGANIZATION NAME *

Adrian, City of

TITLE OF AUTHORIZED SIGNER	SIGNATURE OF AUTHORIZED SIGNER **	DATE
Mayor		03/04/14

* If the organization has a master agreement with MDOT, **the organization name must match the name as it appears on the master agreement.** Organizations with multiple contracts must submit multiple contract clauses certifications.

** If the organization has a master agreement with MDOT, the signature must be the same as the authorized signer of the master agreement or an individual with legal authority to sign a project authorization for the organization. Your agency can change, add or remove an authorized signer at any time by completing a signature resolution.

FY 2015 COORDINATION PLAN FOR LOCAL BUS OPERATING ASSISTANCE

INSTRUCTIONS: Complete and save this form in PTMS

All agencies applying for Local Bus Operating Assistance must submit a coordination plan. (If an agency also is applying for Specialized Services Operating Assistance, only the Specialized Services coordination plan is required.)

Organizations must ensure that the level and quality of service will be provided without regard to race, color or national origin and that there is no disparate impact on groups protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations.

NAME OF APPLICANT (legal organization name)

Adrian, City of

TRANSIT PROVIDER/PURCHASER AND COORDINATION EFFORTS

List all transit providers/purchasers in your area. Describe efforts for coordinating transit services with each of these agencies, including any purchase of service arrangements, training, maintenance, and dispatching services, etc. Also include a description of the process used to ensure coordination efforts are being pursued (i.e., LAC meetings, public hearings, etc.).

Lenawee Transportation, Adrian TAXI Services, Tecumseh Trolley

Adrian Dial-Ride provides local demand-response service within the city limits of Adrian, and Lenawee Transportation is the rural county transit system. Both of the systems are operated by the same private transportation provider, Nola's Transportation, Inc. As co-owners of this company, they both serve in an administrative capacity. One of them serves as an Office Manager, our DER, a full-time dispatcher for Adrian, and over sees the office detail of the business. The other co-owner serves as our Facility and Maintenance Manager, drives for Lenawee, and over sees the operational detail of the business. They employ a dispatcher for Lenawee Transportation and a pool of drivers who work for only one system, however; when needed, a few of the drivers can and will drive for either system. One of the drivers has been cross trained to serve as a back-up dispatcher for Adrian or Lenawee. There is also one driver who can serve as a back-up dispatcher for Lenawee and there are two drivers who can serve as a back-up dispatcher for Adrian.
Both systems are operated out of the same facility and all vehicles are parked inside. (Both Adrian and Lenawee). The dispatchers for each system share the same office which allows for coordination of service and elimination of duplicated service. All drivers share the same "driver's room" that also doubles as a training room.
All employees of both systems are included when training classes are provided. We have used our local resources from the Human Service Agencies to provide training. However; this year we paid an outside public transit employee to provide training. All drivers received their required Drug & Alcohol training and were re-certified in wheelchair loading, securement, and unloading. Proper pre-trip inspection's training was also a part of this program.
Our preventive maintenance program is implemented following the guidelines of our approved maintenance plan. It is monitored by one of the co-owners as well as the dispatchers. The majority of the PM work is outsourced. All other smaller mechanical service is farmed out to the private sector. We continue to receive mechanical services from the Lenawee Intermediate School District for the larger jobs requiring specific training/education to complete the repair. Their fleet of buses and lifts are similar to our equipment. The LISD and one other vendor provide our DOT safety inspections, utilizing the form provided by MDOT.
The Adrian City Commission meetings are held twice a month and are open to the public. Notice of the meetings are posted in the lobby of City Hall, printed in the local paper, announced on the local radio station, and available on the City's web site.
The Lenawee Transportation Corporation board meetings are held once a month and the public is welcome to attend. The agenda is submitted to the local paper.
The LAC meets as needed and serves for both the LTC and Dial-A-Ride. The core of the LAC serves on other transit related committees where local issues are discussed. Our goal is to reduce or eliminate transportation barriers. We have been working with the Lenawee Collaborative as one of the "basic needs" focus groups.
The Adrian TAXI representative has attended our transportation meetings in an effort to coordinate transit services and provide seamless/round-the-clock service. Most generally, for reasons of economy, we are not competing for the same ridership. The Trolly business serves as a provider for specialty events - not the daily essential transportation services. We would be happy to help out for the specialty events - if, by chance, they were not able to perform the service, or needed special equipment, but they have not requested our assistance.

FUTURE TRANSIT OBJECTIVES

Describe your future objectives regarding coordination/consolidation of transit services:

At this time, there are not future plans being considered for the consolidation of our two public transit services. Although, we do continue to coordinate our services whenever possible. The manner in which our systems provide services differ, somewhat, from one another. However, the development of the two systems was designed to allow for a smooth coordination and the ability to operate in an efficient manner, providing timely service. They key to this is good communication skills between the two dispatchers who are housed in the same office space.

The Adrian Dial-A-Ride provides service within the limits of the city of Adrian. It is primarily demand-response, however; we do offer standing time calls that allows the rider to set up his multiple transportation requests with only one phone call. The system is funded, primarily, by the City of Adrian's general fund with the revenue coming from the tax payers of the City.

Lenawee Transportation also provides transit services to the general public but their largest source of local revenue is generated by the contract service they provide to the Human Service Agencies. LTC operates on a semi-flexible route and also offers demand-response service for a limited time each day. A portion of their funding does come from the county.

Michigan Department
Of Transportation
3079 (02/14)

FY 2015 FTA CERTIFICATIONS AND ASSURANCES

INSTRUCTIONS: Complete and save this form in PTMS

This form is required for all agencies applying for FTA funds, except for urban agencies that receive all of their FTA funds directly from FTA. For details, review the current Certification and Assurances for FTA Assistance.

NAME OF APPLICANT (Legal organization name)
City of Adrian Dial-A-Ride

The Applicant agrees to comply with the applicable requirements of Groups 1-14 ☑
Those requirements that do not apply to you or your project will not be enforced.

Group	Description
01.	Required Certifications and Assurance for Each Applicant.
02.	Lobbying.
03.	Procurement and Procurement System.
04.	Pivate Sector Protection.
05.	Rolling Stock Reviews and Bus Testing.
06.	Demand Responsive Service.
07.	Intelligent Transportation Systems.
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.
09.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.
10.	Alcohol and Controlled Substances Testing.
11.	Bus and Bus Facilities Formula Grants Program and Bus and Bus Related Equipment and Facilities Grant Program (Discretionary).
12.	Seniors/Elderly/Individuals with Disabilities and New Freedom Programs.
13.	Rural/Other than Urbanized Areas Programs.
14.	Public Transportation on Indian Reservations Programs (also known as the Tribal Transit Programs).

FTA and MDOT intend that the certifications and assurances the Applicant has selected on this form should apply, as required, to each project for which the Applicant seeks FTA assistance during fiscal year 2015.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document, and acknowledges that the provisions of the program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. 3801 et.seq., and implemented by DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance, or submission made to FTA. The criminal fraud provisions of 18 U.S. C. 1001 may apply to any certification, assurance, or submission made in connect with any program administered by FTA.

NAME AND TITLE OF AUTHORIZED OFFICIAL	SIGNATURE OF AUTHORIZED OFFICIAL	DATE
Marcia Bohannon, Transportation Coordinator	Marcia Bohannon	March 4, 2014

Michigan Department
of Transportation
3084 (10/13)

FY 2015 STATE CERTIFICATIONS AND ASSURANCES

INSTRUCTION: Complete and save this form in PTMS

This form is required for all agencies applying for Regular Services, Section 5311 JARC, Section 5310, and/or Section 5317 funds.

NAME OF APPLICANT (legal organization name)
City of Adrian Dial-A-Ride

THE APPLICANT AGREES TO COMPLY WITH THE APPLICABLE REQUIREMENTS SELECTED BELOW:

A. This organization has the necessary operational lifts on its vehicles as required by Act 51, [Section 10e(17) and 10e(18)] of the Public Acts of 1951, as amended, and the Americans with Disabilities Act of 1990. The organization also certifies that the lifts are maintained and cycled on a regularly scheduled basis. ☒

B. This organization has proof of vehicle insurance on file. ☒

The applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in statements submitted herein with this document. The truthfulness and accuracy of this document will enable the applicant to receive state funding.

NAME AND TITLE OF AUTHORIZED OFFICIAL	SIGNATURE OF AUTHORIZED OFFICIAL	DATE
Marcia Bohannon, Transportation Coordinator	Marcia Bohannon	02/12/14

FY 2015 TITLE VI INFORMATION

INSTRUCTIONS: Complete and save this form in PTIAS

NAME OF APPLICANT (legal organization name)

City of Adrian Dial-A-Ride

All FTA funds recipients, except for urban agencies that receive all of their FTA funds directly from FTA, must submit the following information that covers the period since your last MDOT application. First-time applicants should submit information for the previous fiscal year.

1. List any active lawsuits or complaints naming the applicant that allege discrimination based on race, color or national origin **with respect to service or other transit benefits.** The list should include: the date lawsuit or complaint was filed; a summary of the allegation, and the status of the lawsuit or complaint, including whether the parties to the lawsuit have entered into a consent decree.
   If none, so state.
   RESPONSE:

   None: We do not have any active lawsuits or complaints that allege discrimination based on race, color or national origin with respect to service or any other transit benefit.

2. Summarize all civil rights compliance review activities conducted **with regard to your transportation program.** The summary should include: the purpose or reason for the review; the name of the agency or organization that performed the review; the findings and recommendations of the review; and a report on the status and/or disposition of such findings and recommendations.
   If none, so state.
   RESPONSE:

   As requested, we have updated our Title VI program with regard to our transportation program. It is currently being reviewed by the passenger transportation division of the Michigan Department of Transportation.

3. Has your Title VI Coordinator/EEO Officer changed during the reporting period or since your last Title VI Plan was approved?

☒ NO ☐ YES If yes, please provide the name and contact information for the new coordinator/EEO Officer.

4. Has your organization had any projects and/or service change that have Title VI, Limited English Proficiency (LEP), or Environmental Justice (EJ) impacts? Service change includes service expansion/ reduction, route and/or hour changes, etc. If yes, please complete the following items: ☒ NO ☐ YES

a. Provide a brief description of thse projects/service changes.

b. What did you do to ensure that populations affected by the project and/or service change had meaningful access to and involvement in the development process?

c. What is the number or percentage of LEP or EJ populations affected by the project and/or service change?

5. During this reporting period, how were your employees educated about Title VI and their responsibility to ensure non-discrimination in any of your programs, services, or activities?

During our new-hire orientation process, our new employees are educated about our Title VI program and their responsibility to ensure non-discrimination in the service we provide. A copy of our Title VI program is provided to all new hires.

Michigan Department of Transportation 3059 (10/13)

FY 2015 VEHICLE ACCESSIBILITY PLAN UPDATE

INSTRUCTIONS: Complete and save the form in PTMS

NOTE: To be completed only by agencies providing demand-response (D-R) service with a vehicle(s) obtained with state or federal funds. Report total D-R vehicles used for all programs.

NAME OF APPLICANT (legal organization name)
City of Adrian Dial-A-Ride

1. TOTAL D-R FLEET ANTICIPATED FOR APPLICATION YEAR (including locally funded vehicles) 7

2. TOTAL ANTICIPATED D-R FLEET ACCESSIBLE OR LIFT-EQUIPPED (including locally funded vehicles) 7

3. HAS THE AGENCY MADE ANY CHANGES IN VEHICLE INVENTORY DESCRIBED IN NO. 1 AND NO. 2 ABOVE SINCE THE LAST ACCESSIBILITY PLAN UPDATE WAS SUBMITTED? ☐ YES ☒ NO
(If "yes", explain changes and reasons for those changes below.)

4. HAS THE AGENCY MADE ANY CHANGES IN THE FOLLOWING SINCE THE LAST ACCESSIBILITY PLAN UPDATE WAS SUBMITTED? (If "yes", please explain changes below.)

A. FARE STRUCTURE ☐ YES ☒ NO

B. SERVICE AREA INFORMATION ☐ YES ☒ NO

C. SERVICE AVAILABILITY INFORMATION ☐ YES ☒ NO

D. SERVICE HOURS/DAYS OF OPERATION ☐ YES ☒ NO

E. LOCAL ADVISORY COUNCIL COMPOSITION ☐ YES ☒ NO

5. HAS THE AGENCY MADE ANY OTHER CHANGES IN ITS VEHICLE ACCESSIBILITY PLAN SINCE THE LAST SUBMISSION OF AN ACCESSIBILITY PLAN OR ANNUAL UPDATE? ☐ YES ☒ NO
(If "yes" please explain changes and reasons for changes below.)

NOTE: The Local Advisory Council (LAC) established by the agency must review and be given opportunity to comment on this Accessibility Plan Update prior to submission with the annual application. Please attach minutes of the LAC, signed by the LAC chairperson or an authorized substitute, indicating LAC review of this form. Also attach a copy of the agency's response to the LAC comments.

6. PLEASE INDICATE THE NUMBER OF TIMES PER YEAR THE AGENCY'S LAC MEETS:

☐ ANNUALLY ☐ QUARTERLY ☐ MONTHLY ☒ OTHER As needed.

7. LAC MEMBER LIST (List below the members of your agency LAC. Mail a separate page of additional names if necessary.) The list should reflect the membership in the minutes; if not, explain any discrepancies.

NOTE: MDOT Administrative Rule 202 requires that the applicant agency shall establish an LAC composed of a minimum of three members. No LAC member shall be a staff or board member of the applicant agency. The applicant agency shall ensure all of the following: 1) 50% of the LAC membership represents persons who are 65 years of age or older and persons who have disabilities within the service area; 2) the LAC membership includes people who have diverse disabilities and the elderly who are users of public transportation; and 3) the applicant agency has approved at least one member, or 12% of the membership, jointly with the area agency on aging.

1. CHAIRPERSON'S NAME
Tim Guest - Retired/MRS

AFFILIATION (Name of organization, if any)
Volunteer drvr for seniors. Guardian for persons w/disability

THIS MEMBER REPRESENTS:
- [X] Persons with Disabilities
- [X] Persons 65 years and older
- [ ] Neither of these groups

THIS MEMBER IS:
- [ ] Jointly appointed by an area agency on aging
- [ ] A user of public transportation
- [X] Neither of these groups

2. NAME
Deb Campbell

AFFILIATION (Name of organization, if any)

THIS MEMBER REPRESENTS:
- [ ] Persons with Disabilities
- [X] Persons 65 years and older
- [ ] Neither of these groups

THIS MEMBER IS:
- [ ] Jointly appointed by an area agency on aging
- [X] A user of public transportation
- [ ] Neither of these groups

3. NAME
Bobby Oliver

AFFILIATION (Name of organization, if any)
Volunteer driver for seniors

THIS MEMBER REPRESENTS:
- [ ] Persons with Disabilities
- [X] Persons 65 years and older
- [ ] Neither of these groups

THIS MEMBER IS;
- [ ] Jointly appointed by an area agency on aging
- [ ] A user of public transportation
- [X] Neither of these groups

4. NAME
John Meeker

AFFILIATION (Name of organization, if any)

THIS MEMBER REPRESENTS:
- [X] Persons with Disabilities
- [ ] Persons 65 years and older
- [ ] Neither of these groups

THIS MEMBER IS
- [ ] Jointly appointed by an area agency on aging
- [ ] A user of public transportation
- [X] Neither of these groups

5. NAME
Libby Zilke

AFFILIATION (Name of organization, if any)

THIS MEMBER REPRESENTS:
- [ ] Persons with Disabilities
- [X] Persons 65 years and older
- [ ] Neither of these groups

THIS MEMBER IS
- [X] Jointly appointed by an area agency on aging
- [ ] A user of public transportation
- [ ] Neither of these groups

6. NAME
Scott Watson

AFFILIATION (Name of organization, if any)

THIS MEMBER REPRESENTS:
- [X] Persons with Disabilities
- [ ] Persons 65 years and older
- [ ] Neither of these groups

THIS MEMBER IS:
- [ ] Jointly appointed by an area agency on aging
- [ ] A user of public transportation
- [X] Neither of these groups

7. NAME

AFFILIATION (Name of organization, if any)

THIS MEMBER REPRESENTS;
- [ ] Persons with Disabilities
- [ ] Persons 65 years and older
- [ ] Neither of these groups

THIS MEMBER IS:
- [ ] Jointly appointed by an area agency on aging
- [ ] A user of public transportation
- [ ] Neither of these groups

8. NAME

AFFILIATION (Name of organization, if any)

THIS MEMBER REPRESENTS:
- [ ] Persons with Disabilities
- [ ] Persons 65 years and older
- [ ] Neither of these groups

THIS MEMBER IS:
- [ ] Jointly appointed by an area agency on aging
- [ ] A user of public transportation
- [ ] Neither of these groups

9. NAME

AFFILIATION (Name of organization, if any)

THIS MEMBER REPRESENTS:
- [ ] Persons with Disabilities
- [ ] Persons 65 years and older
- [ ] Neither of these groups

THIS MEMBER IS:
- [ ] Jointly appointed by an area agency on aging
- [ ] A user of public transportation
- [ ] Neither of these groups

PUBLIC NOTICE

City of Adrian
Dial-A-Ride
PROPOSED STATE AND FEDERAL APPLICATION FOR OPERATING AND CAPITAL ASSISTANCE

All citizens are advised that the City of Adrian/public transportation has prepared an application for State of Michigan financial assistance for fiscal year 2015, as required under Act 51 of the Public Acts of 1951, as amended, and for federal assistance as required under the federal transit laws, as amended.

The City of Adrian/transportation is requesting $150,592 in state operating assistance for general public transit services; $66,450 for Federal Section 5311 operating assistance and $8,750 in STP and State funding for bus tires.

The City of Adrian/transportation ensures that the level and quality of transportation service is provided without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. For more information regarding our Title VI obligations or to file a complaint, please contact us at the address given below.

The proposed application is on file at Adrian Dial-A-Ride, 135 E Maumee Street, Adrian, Michigan, and may be reviewed during a 30-day period ending April 12, 2014 between the hours of 8:00am - 4:30pm and by appointment only.

Written comments regarding the application and/or written requests for a public hearing to review the application must be received by April 12, 2014. If a hearing is requested, notice of the scheduled date, time, and location will be provided at least 10 days in advance.

Submittals should be mailed to Adrian Dial-A-Ride, 135 East Maumee St., Adrian, Michigan 49221 or via e-mail to mbohannon@adrianmi.gov.

Michigan Public Transit Facts
Vehicle Listing Report

Adrian Dial-A-Ride

Vehicle Identification Number (VIN)	State ID	Local ID	Status	Type	Seat Qty.	Lift Qty.	Year	Mileage	Repl Req.	Repl. Fund	
1FD4E45S18DA70384	71-4924	23 √	ASSIGNED	LghtDty-Cutaway	11	1	2008	126,983	2013	2013	
1FD4E45S38DA70385	71-4925	27 √	ASSIGNED	LghtDty-Cutaway	11	1	2008	111,605	2013	2013	
1FDFE4FS7ADA78969	71-5314	28	ASSIGNED	LghtDty-Cutaway	11	1	2010 ✓	77,087	_	_	2017
1FDXE45S77DB08115	71-4818	29 √	ASSIGNED	LghtDty-Cutaway	11	1	2008	113,186	2013	2013	
1GBE5V12X6F415423	71-4559	21 √	ASSIGNED	MedDty	14	2	2006	128,703	2013	2013	
5WEASSKM3BH360147	71-5379	25-1	ASSIGNED	MedDty	14	2	2011	65,920	_	_	2015
5WEASSKM5BH360148	-	26-1	ASSIGNED	MedDty	14	2	2011	65,646	_	_	2015

Michigan Public Transit Facts
Equipment Listing Report

Adrian Dial-A-Ride					
Serial No.	**Model No.**	**Type**	**Description**	**Purch. Date**	**RSL**
4241	20	COMPUTER EQUIP	reqweq	BORROWED	20
B2800252	TKR-810/KSGA310R	OFFICE EQUIP	Analog/digital repeater - 100 watts continuous duty including duplexers	OWNED	–
KEN-4012	KDGPS-20400	OFFICE EQUIP	BASE CONSOLE - CONTROL STATION CABINET ENCLOSURE/INSTALL REMOTE DESK SET/GOOSENECK STYLE FOOT SWITCH	OWNED	–
LT225/75R16	TIRES	OPER SUPPORT	(14) TIRES PURCHASED AS NEEDED. MASTERCRAFT. DISMOUNTED/MOUNTED/BALANCED.	OWNED	–
LT225\75R16	TIRES	OPER SUPPORT	(68) TIRES PURCH AS NEEDED. JETZON REVENGERS, RADIAL STEERING, RADIAL TRACTION. DISMOUNT/MOUNT/BALANCE.	OWNED	–
SBX IP 320	VERTICAL	OFFICE EQUIP	PHONE SYSTEM W/ WIRELESS HEAD SET	OWNED	–
TK 8180HK	TK 8180HK	COMMUNICATION	(7) radios w/ GPS tracking & server	OWNED	–

Adrian Dial-A-Ride

135 East Maumee Street
Adrian, MI 49221

(517) 264-4849

Nonurban City

Regular Service

Annual Budgeted

2015

Operating Revenue:	$102,066
Total Eligible Expenses:	$413,836
Local Share:	$197,565

Comments: -

Adrian Dial-A-Ride
Nonurban City
Regular Service
Annual Budgeted
2015

Revenue Schedule Report

Code	Description	Amount
401 :	**Farebox Revenue**	
40100	Passenger Fares (-)	$102,066
406 :	**Auxiliary Trans Revenues**	
40615	Advertising (-)	$3,600
409 :	**Local Revenue**	
40910	Local Operating Assistance (-)	$91,899
411 :	**State Formula and Contracts**	
41101	State Operating Assistance (-)	$150,057
413 :	**Federal Contracts**	
41301	Section 5311 Operating (-)	$66,214

Total Revenues: $413,836

Adrian Dial-A-Ride
Nonurban City
Regular Service
Annual Budgeted
2015

Expense Schedule Report

Code	Description	Amount
501 :	**Labor**	
50101	Operators Salaries & Wages (-)	$178,000
50102	Other Salaries & Wages (-)	$33,626
502 :	**Fringe Benefits**	
50200	Fringe Benefits (-)	$95,360
503 :	**Services**	
50302	Advertising Fees (-)	$200
50305	Audit Costs (-)	$3,000
50399	Other Services (Explain in comment field) (-)	$29,200
504 :	**Materials and Supplies**	
50401	Fuel & Lubricants (-)	$60,000
50499	Other Materials & Supplies (-)	$2,900
505 :	**Utilities**	
50500	Utilities (-)	$6,550
506 :	**Insurance**	
50603	Liability Insurance (-)	$4,000
50699	Other Insurance (-)	$800
509 :	**Misc Expenses**	
50999	Other Misc Expenses (Explain in comment field) (-)	$200

Total Expenses: $413,836

Total Ineligible Expenses: $0

Adrian Dial-A-Ride
Nonurban City
Regular Service
Annual Budgeted
2015

Total Eligible Expenses: $413,836

Adrian Dial-A-Ride
Nonurban City
Regular Service
Annual Budgeted
2015

Non Financial Schedule Report

Public Service

Code	Description	Weekday DR	Saturday DR	Sunday DR	Total
610	Vehicle Hours	12,450	0	0	12,450
611	Vehicle Miles	133,350	0	0	133,350
615	Unlinked Passenger Trips - Regular	21,230	0	0	21,230
616	Unlinked Passenger Trips - Elderly	11,250	0	0	11,250
617	Unlinked Passenger Trips - Persons w/Disabiliities	35,150	0	0	35,150
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	10,200	0	0	10,200
622	Total Demand-Response Unlinked Passenger Trips	77,830	0	0	77,830
625	Days Operated	260	0	0	260

Total Passengers: 77,830

Vehicle Information

Code	Description	Quantity
655	Total Demand-Response Vehicles	7
656	Demand-Response Vehicle w/ Lifts	7
658	Total Transit Vehicles	7

Total Vehicles: 7

Miscellaneous Information

Code	Description	Quantity DR
660	Diesel/Gasoline Gallons Consumed	21,350
661	Total Transit Agency Employees (Full-Time Equivalents)	8
662	Total Revenue Vehicle Operators (Full-Time Equivalents)	6
801	Property Damage Only (PDO) Accidents w/damage equal to or greater than $1,000 but less than $25,000	4

LENAWEE TRANSPORTATION CORPORATION
and
ADRIAN DIAL-A-RIDE
135 East Maumee Street
Adrian, MI 49221
517 264 4849 Fax 517 264 8016

February 11, 2014

Lenawee Transportation/Dial-A-Ride Advisory Committee:

Greetings:

It's that time of the year again....Hope you are able to meet for our annual transportation committee meeting on Thursday, February 27, 2014 at 11:00 am. The meeting will be held at the Adrian City Hall, second floor, at the address listed above.

We are planning to discuss the annual applications for both Adrian Dial-A-Ride and Lenawee Transportation and review our Vehicle Accessability Plans. The L.T.C. board will provide lunch immediately following the meeting. Please plan to join us!

Our Chairman, Mr Tim Guest, will not be joining us this time. He is out of the state avoiding the winter weather of Michigan. Burrrr! This winter has been a bit challenging!!

Please call me at 517 264 4849 to confirm your intent to meet with us. Thank you and I'm looking forward to seeing you all!

Sincerely,

Marcia Bohannon

Marcia Bohannon
Transportation Coordinator

AGENDA

LOCAL ADVISORY COMMITTEE
February 28, 2014
11:00am

ADRIAN CITY HALL

I. Welcome

II. Introductions

III. Discuss FY 2015 Application - LTC

IV. Review Accessibility Plan - LTC

V. Discuss FY 2015 Application - DART

VI. Review Vehicle Accessibility Plan - DART

VII. Old Business

VIII. New Business

IX. Adjourn

MINUTES

LOCAL ADVISORY COMMITTEE
for
CITY OF ADRIAN DIAL-A-RIDE
and
LENAWEE TRANSPORTATION CORPORATION
February 27, 2014

PRESENT: Bob Oliver, John Meeker, Libby Zilke, Scott Watson, Marcia Bohannon
ABSENT: Deb Campbell

ITEM: Discuss FY 2015 Application - LTC / Review Accessibility Plan

We discussed the LTC and JARC application and the programs. They were advised of the change in our application due dates for all program funding. We also discussed the change in funding level percentages for State and Federal monies. We discussed the local (County) appropriation, projected farebox recovery and the changes in our ridership, specifically noting the increase in the average number of mobility devices we transport. We discussed our new transportation service providers. Comments were that no one noticed a change in the service, however; there were positive comments on the appearance of the buses and people seem to notice our more colorful buses. There has not been any change in our vehicle accessibility plan.

ITEM: Review of vehicle accessibility plan for LTC

The current fleet consists of eleven (11) vehicles. Ten (10) of them are handicap accessible. One of our newer vehicles has the capacity for three (3) wheel chair spots. We are waiting for delivery of (2) vehicles and one of them will have the ability to transport (3) mobility devices. These (2) new buses will also have cameras and the seats will be vinyl, instead of the cloth. Everyone likes the idea of cloth seats, however; they have a tendency to show stains and are difficult to keep clean.

Motion made by Zilke and supported by Oliver to accept the Lenawee Transportation Accessibility Plan. Motion carried.

ITEM: Discuss FY 2015 Application - DART / Review Accessibility Plan

We discussed the DART application. The City's appropriation makes up the shortfall in funding for our operation. We depend on State dollars, federal monies and our farebox to operate the Dial-A-Ride system. The City has not rebounded from the housing market crash in 2008 and it was strongly advised to keep our funding request to match that of the last fiscal year. There was also a 2% reduction in State funding percentages from last

year. We will be monitoring our operating expenses and may have to make service adjustments during the year. At this time, we are not considering an increase in our fare structure; however, that may have to be a consideration in future years.

ITEM: Review of the vehicles accessibility plan for DART

We have a fleet of seven (7) vehicles and all are handicap accessible. Our intentions are to keep all vehicles accessible. Adrian has received a contract for four (4) buses to be replaced and we have ordered one 26-foot medium duty bus. There are three (3) small duty cut-aways on this contract, however; they have not been ordered yet. The State has not secured a contract with a company for the production of our small buses. In the past year, there has not been a change in the accessibility plan.

Motion made by Meeker and supported by Zilke to accept the DART Accessibility plan. Motion carried.

With no other comments, this meeting was adjourned.

In absence of our Chairman, Tim Guest ~
Submitted by:

Libby Zilke

Libby Zilke

April 1, 2014

MEMORANDUM

TO: Shane Horn, City Administrator

FROM: Todd Brown, Project Manager
Paul Trinka, Fire Chief
Vince Emrick, Police Chief

SUBJECT: Street Closure request for Madison St.

The City has received a request for a street closure from Adrian College for Sunday, May 4th from 2:00 PM through 5:30 PM for Spring Commencement. This request was reviewed by the Chief Emrick, Chief Trinka, and by me. It was determined that the request does meet the requirements of the Street Closure Policy pending the College's cooperation to adhere to the stipulations set forth as safety requirements for this closure. It is our recommendation that the closure be granted accepting all safety requirements as recommended by the City for said closure.

We have worked through this application process very closely with Mr. Wade Beitelschies, Adrian College Director of Public Safety, and feel that he understands and accepts the terms and conditions set forth in order for us to feel comfortable to recommend approval of this closure.

Should this street closure be approved, it is understood by all parties involved, that the **City of Adrian** shall:

- Deliver barricades, at the expense of Adrian College, to four (4) intersections as displayed on the enclosed map (delivery of barricades shall be on Friday, May 2, 2014 during normal working hours)

- Remove barricades from four (4) intersections as displayed on the enclosed map (removal of barricades shall be on Monday, May 5, 2014 during normal working hours)

Should this street closure be approved, it is understood by all parties involved, that **Adrian College** shall:

- Erect barricades at intersections as displayed on the enclosed map

- Man barricades throughout the duration of the closures by individuals capable of moving the barricade in the event that emergency vehicles are required to enter the closure

- Maintain a 20’ driving lane for emergency vehicles for the length of the closure

- Allow residents who reside within this closure area to come to and from their homes freely throughout the permitted closure duration

- Ensure that parked vehicles will not obstruct access to any building within the closure limits

- Maintain access to the parking lot circled in red on the attached aerial photo

- Remove barricades from street at the time specified on the Street Closure Application

STREET/PARKING AREA CLOSURE APPLICATION

Applicant Information – please print

Name:	ADRIAN COLLEGE		
Address:	110S. MADISON ST. ADRIAN, MI. 49221 DATE: 3/28/2014		
Daytime Phone:	517-264-3137	Cell:	517-499-4076
Fax:	517-264-3834	Email:	wbeitelschies@adrian.edu

---

1. Are you a non-profit organization? YES

2. State requested street or parking area to be closed:

   MADISON ST. FROM WILLIAMS TO MICHIGAN AVE.

3. Purpose for request:

   2014 SPRING COMMENCEMENT CEROMONY

4. Period of time for closing:

   SUNDAY MAY 4, 2014 1230 pm TO SUNDAY MAY 4, 2014 530 pm

5. Provide a diagram (including dimensions) for area to be enclosed to show placement of tents, carts, or other items (attach to this application).

6. Set forth any requests for a waiver of any standard conditions set forth in the instructions.

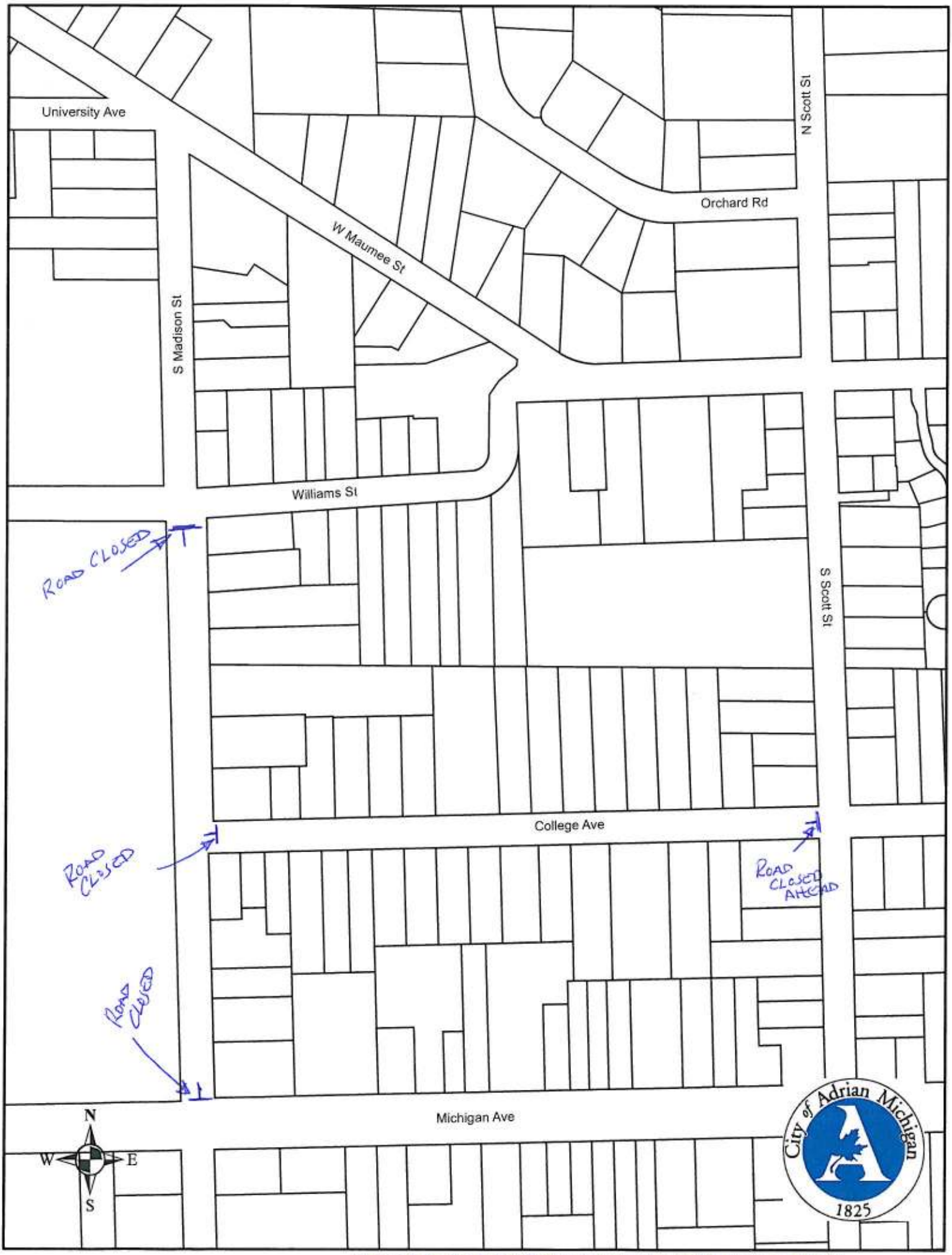
STAFF USE ONLY

Number of intersections involved: _____

Number of barricades needed: _____

Are City barricades available? _____

Application & barricade fee due: _____



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

© 2000-2014

OP ID: LP

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/01/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Kapnick Insurance Group
333 Industrial Drive
P O Box 1801
Adrian, MI 49221-7801

CONTACT NAME: Laura Scheich
PHONE (A/C, No, Ext): 517-263-4600 FAX (A/C, No): 517-263-6658
E-MAIL ADDRESS: lscheich@kapnick.com
PRODUCER CUSTOMER ID #: ADRIC-1

INSURED
Adrian College
110 S. Madison Street
Adrian, MI 49221

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Citizens Ins Co of America	
INSURER B : Massachusetts Bay Insurance Co	
INSURER C : Accident Fund InsCo of America	10166
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC	X		Z7H049288805	07/01/2013	07/01/2014	EACH OCCURRENCE	$	1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$	500,000
							MED EXP (Any one person)	$	15,000
							PERSONAL & ADV INJURY	$	1,000,000
							GENERAL AGGREGATE	$	2,000,000
							PRODUCTS - COMP/OP AGG	$	2,000,000
								$	
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS			ADH038472306	07/01/2013	07/01/2014	COMBINED SINGLE LIMIT (Ea accident)	$	1,000,000
							BODILY INJURY (Per person)	$	
							BODILY INJURY (Per accident)	$	
							PROPERTY DAMAGE (PER ACCIDENT)	$	
								$	
								$	
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE X RETENTION $ 0			U7H048869106	07/01/2013	07/01/2014	EACH OCCURRENCE	$	5,000,000
							AGGREGATE	$	5,000,000
								$	
								$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WCV0373998	07/01/2013	07/01/2014	X WC STATU-TORY LIMITS OTH-ER		
							E.L. EACH ACCIDENT	$	500,000
							E.L. DISEASE - EA EMPLOYEE	$	500,000
							E.L. DISEASE - POLICY LIMIT	$	500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
City of Adrian is named as Additional Insured on General Liability per form 421-1885 in regards to the Named Insured's commencement ceremony held on May 4, 2014.

CERTIFICATE HOLDER

ADRIC-1

City of Adrian
135 E. Maumee St.
Adrian, MI 49221

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

James A. Kapnick

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Adrian College

HOLD HARMLESS/INDEMNIFICATION AGREEMENT

THIS AGREEMENT, made this 2nd day of April, 2014, between the CITY OF ADRIAN, a Michigan municipal corporation, of 135 East Church Street, Adrian, Michigan 49221, hereinafter referred to as the "City", and Adrian College, of Adrian, Michigan hereinafter referred to as the "Applicant".

RECITALS

1 The Applicant has requested the use of a City street or public parking area, that is owned by the City.

2 The fees involved are for the purpose of covering direct costs and are not designed for any profit to the City.

3 As the City will receive little or no financial benefit for this usage, it is necessary to have the City indemnified and held harmless from any liability or damage claims associated with the use of such area by the Applicant, which is agreeable to the Applicant.

NOW, THEREFORE, inconsideration of the foregoing Recitals and the use of said street or public parking area by the Applicant, it is agreed as follows:

1 The Applicant will have the City named as an additional insured on its liability policy for all activities or events for which it will utilize the street or parking area. Minimum coverage will be One Million ($1,000,000) Dollars. The City shall be provided a copy of the insurance declaration sheet which shall evidence such coverage.

2 The Applicant shall indemnify and hold the City harmless from any and all liability, claims, damages, costs, and any other expenses, including actual attorney fees incurred, that may be associated or incurred by the City as a result of the Applicant's use of the street or public parking area.

IN WITNESS WHEREOF, the parties have set their hands the day and year first above written.

THE CITY OF ADRIAN

By:_____

Its:_____

APPLICANT:

Adrian College

By:_____

Title: VP Business Affairs/CFO

R14-032 April 7, 2014

RE: CITY COMMISSION – RESOLUTION TO APPROVE OR DENY AN APPLICATION FOR THE CLOSURE OF A STREET OR PUBLIC PARKING AREA.

RESOLUTION

WHEREAS, Adrian College has applied for the closure of Madison Street between Williams Street to Michigan Ave. from Sunday, May 4, 2014 at 12:30pm until Sunday, May 4, 2014 at 5:30pm; and

WHEREAS, the City Commission has considered said request including all requested waivers from standard requirements.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the application Adrian College is hereby (approved/denied).

IT IS FURTHER RESOLVED that requested waivers of standard conditions are (approved/denied).

IT IS FURTHER RESOLVED that the fee for use of City barricades shall be _____ for this event.

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

M E M O_____

DATE: April 4, 2014

TO: Honorable Mayor and City Commissioners

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

SUBJECT: Water Main Extension – Witt Farm Property

I have been in discussions and negotiations with J.E. Johnson, Inc. of Midland, MI on the proposed development of 8 acres on the city-owned Witt Farm property. We have reached a cost-sharing arrangement to extend water approximately 1,390 feet to serve this property. The city would upfront the cost of this construction with final construction costs being split with the owner of the development. The Utilities Department would pay the additional cost to upsize the water main from an 8” to 12” size for future development. All design surveying and engineering costs would be borne by the owner, the city would retain ownership of the water main extension once this project is completed. The owner has requested their final construction costs be rolled into a Special Assessment to be assessed over 10 years at 4.750% interest. We are still working on the boundary survey and property split and will hopefully have an option agreement for your consideration at the April 21, 2014 meeting. We look forward to working together with J.E. Johnson, Inc. and their contractors as development progresses on this site.

WATER LINE EXTENSION AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 2014, by and between GASLIGHT VILLAGE ASSISTED LIVING LLC, party of the first part, and the CITY OF ADRIAN, party of the second part, to provide for the assessment for the extension of a City of Adrian owned public water main across lands within the Michigan Department of Transportation right-of-way along North Adrian Highway.

WHEREAS, the party of the first part is constructing an assisted living facility on 8 acres of land within the Witt Farm parcel on North Adrian Highway and desires city water, and;

WHEREAS, the property in question currently resides within the City of Adrian , and;

WHEREAS, the City of Adrian Utilities Department currently does not have water available to serve this development, and;

WHEREAS, a water line extension of approximately 1,390 feet would need to be completed to serve this development, and;

WHEREAS, the party of the second part desires for proper payment for the water line extension under these conditions;

NOW, THEREFORE, IN CONSIDERATION of the foregoing, the party of the first part agrees to:

1) Final water main construction cost would be split 50% Gaslight Village Assisted Living LLC and 50% City of Adrian (cost to be based upon 8" water main)
2) City of Adrian would pay added cost to extend this water main to the North property line boundary
3) Gaslight Village Assisted Living LLC would pay for the surveying and design engineering of water main extension which would include a bid-ready package for the City of Adrian to bid
4) City of Adrian Utilities Department would waive all tap fees associated with this project

5) City of Adrian would cover inspection and construction oversight of the water main installation
6) City of Adrian will submit for permit from MDEQ for the water main extension
7) City of Adrian will retain ownership of the water main extension upon completion
8) City of Adrian will upfront entire construction cost of the water main extension and create a Special Assessment for project costs
9) Special Assessment will be a 10-year payback at 4.750% interest

IT IS FURTHER AGREED that this covenant shall be binding upon heirs, administrators, successors and assigns of the party of the first part.

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year first above written.

City of Adrian

_____
Jim Berryman, Mayor

_____
Pat Baker, City Clerk

Witness

_____

_____

Gaslight Village Assisted Living LLC

_____
James E. Johnson, Member

_____
Cornelius W. Kraay, Member

_____
Thomas J. Nobel, Member

Subscribed and sworn before me this _____ day of _____, 2014

_____
Notary Public, Lenawee County, MI
My Commission Expires:_____

April 7, 2014

R14-033

RE: ADMINISTRATION – Authorization for Mayor and City Clerk to Execute an Agreement to Extend Water to Witt Farm Property for Proposed Development

RESOLUTION

WHEREAS the City of Adrian and J.E. Johnson Development Group of Midland, MI have entered into an option agreement to purchase property located at the city-owned Witt Farm property on North Adrian Highway; and

WHEREAS the Utilities Department currently does not have water to this parcel; and

WHEREAS the Adrian Charter Township Board unanimously approved our request to extend water into their township to serve this development as required by our current Water Franchise Agreement with Adrian Township; and

WHEREAS the City Administrator has negotiated an agreement to extend water approximately 1,390 feet to serve this development; and

WHEREAS the Mayor and City Clerk are designated to execute said agreement.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the Mayor and City Clerk to execute the Water Line Extension Agreement with Gaslight Village Assisted Living, LLC for property located at the Witt Farm on North Adrian Highway.

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.