



**CITY COMMISSION  
MEETING  
May 5, 2014**



# COMMISSION AGENDA

**AGENDA  
ADRIAN CITY COMMISSION  
MAY 5, 2014  
7:00PM**

- I. PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE APRIL 21, 2014 REGULAR MEETING OF THE ADRIAN CITY COMMISSION.
- IV. PRESENTATION OF ACCOUNTS
- V. PROCLAMATIONS
- VI. CONSENT AGENDA
  1. **CR14-014. City Commission.** Resolution to appoint Robert Behnke to the Library Board.
  2. **CR14-015. City Commission.** Resolution to appoint Marcia Lengnick to the Library Board.
  3. **CR14-016. City Commission.** Resolution to appoint Megan Mills to the Library Board.
  4. **CR14-017. City Commission.** Resolution to appoint Susan Clift to the Library Board.
  5. **CR14-018. City Commission.** Resolution to appoint Ashley Gonzalez to the Library Board.
  6. **CR14-019. Finance.** Resolution to award a bid for the annual purchase of work uniforms for members of the TPOAM union to the low bidder, Libra Industries of Jackson, Michigan.
- VII. REGULAR AGENDA
  - A. ORDINANCES
    1. **Ord. 14-006.** First reading and introduction of an ordinance to amend Section 58-112, Fireworks Ordinance.
  - B. RESOLUTIONS
    1. **R14-043. Finance.** Resolution to authorize the Finance Department to amend the FY2013-14 Budget in accordance with the FY2013-14 Third Quarter Recommended Budget Amendments.
    2. **R14-044. Finance.** Resolution to confirm the special assessment roll for delinquent invoices, including two invoices that were tabled at the last regular meeting of the City Commission.

VIII. PUBLIC COMMENTS

IX. COMMISSIONER COMMENTS



# MINUTES

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

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

The regular meeting was opened with prayer led by Chris Brundage, Associate Pastor of the United Methodist Church and the Pledge of Allegiance to the Flag.

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

Mayor Berryman in the Chair.

Commissioner Berryman Adams, motioned to approve the minutes from the special meeting held before the Commission meeting on April 7, 2014; seconded by Commissioner Munson, and the minutes were adopted by a unanimous vote.

Commissioner Dudas, motioned to approve the minutes from the regular meeting on April 7, 2014; seconded by Commissioner Berryman Adams, and the minutes were adopted by a unanimous vote.

**PRESENTATION OF ACCOUNTS**

Utility Department Receiving Fund Voucher # 3936 through # 3942	\$128,156.18
General Fund Vouchers # 21920 through # 21931	\$253,055.83
Clearing Account Vouchers amounting to	<u>\$230,753.97</u>
TOTAL EXPENDITURES	<u>\$611,965.98</u>

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

**PROCLAMATION**

Proclamation for Tree City USA will be read on Friday, April 25, 2014 at 1:00pm.

**COMMUNICATIONS**

**C-1. Administration. March 2014 Revenue and Expenditure Report.**

**REGULAR AGENDA**

**\*\* Due to the large number of citizens attending the meeting who wished to address the ordinance, Commissioner Rising motioned to move Ordinance 14-004 up to the beginning of the Regular Agenda, this was seconded by Commissioner Munson and approved by a 6-1-0 vote.**

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

**ORD. 14-004.** – Second reading and adoption of a Discrimination Prohibited ordinance.

**The following people spoke out against the ordinance:** Ken & Katherine Staub – Jasper, Rick Strawcutter – Adrian Township, Sally Krichbaum – Adrian, Nancy O'Connor – Adrian, Jim Anderson – Tecumseh, Bob Wilbar – Raisin Township, Dick Hall – Adrian, Steve Shawver – Adrian, Rhonda Keck – Sand Creek.

**The following people spoke out in favor of the ordinance:** Dr. Jeff Englehart – Adrian, Barb Charleton – Raisin Center, Garry Clift – Adrian, Amanda Carpenter, Patch Harrison – Adrian, Nicole Gestwite – Adrian, Susan Nichols – Adrian, Emily Giselle – Adrian, Rachel Loftis – Adrian, Renee Murray – Adrian College, John Kotke – Raisin Township, Linda Farley – Adrian, Lisa Eddy – Madison Township

Commissioner Faulhaber was not supportive of the ordinance; everyone should be treated equal; Commissioner Berryman Adams supported the ordinance; Commissioner Dudas thanked the audience for their input, Commission will make the best decision they can; Commissioner Gallatin feels the ordinance will not make a lot of difference; Commissioner Munson supported the ordinance, the Constitution protects the freedom of religion but does not allow anyone to force their beliefs on anyone else; Mayor Berryman stated that the Commission respects both sides of the issue but discrimination is wrong and cannot be tolerated.

On motion by Commissioner Rising; seconded by Commissioner Berryman Adams, this ordinance, **with the amendment to Section 38.88 (o), changing from two family to four family**, was adopted by a 5-2-0 vote.

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

#### **SPECIAL ORDERS**

**SO-1. Public hearing to hear and consider comments to the approval of a Special Assessment Roll for delinquent charges for parking assessments, improvements or abatements of public hazards on single lots and other miscellaneous invoices, including a 10% penalty for late payment.**

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

Ms. Navarro – 502 Riverside Ave disputed this being a rental property.

Mr. & Mrs. Thoms – 444 S Main St – also disputed that this property is rental property. A letter of dispute was received from 451 Stockford and 617 E Front St.

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

**SO-2. Public hearing to hear and consider comments to the approval of a Special Assessment Roll for delinquent water and sewer charges, including a 10% penalty for late payment.**

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

A letter of dispute was received regarding 720 Oakwood Rd.

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

**SO-3. Public hearing to hear and consider comments to the approval of the proposed FY2014-15 Budget and General Appropriations Act.**

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

Greg DuMars – Adrian – pointed out that the City did not get the SAFER grant so the \$225,000 for the 3 firefighters will be coming out of fund balance; was against the Commission levying the 1 mil for the Library without a vote of the people.

Harold Frederick – Adrian – was also against the Commission approving the 1 mil increase for the Library without the vote of the people.

Susan Nichols – Adrian – spoke in support of the Library and the 1 mil being levied to support it.

Diane Meyers – Adrian – also spoke in support of the 1 mil for the Library

Don Taylor – Adrian – supported the 1 mil for the Library.

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

**RESOLUTIONS**

**R14-034**

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

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

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

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

**The Commission will table 502 Riverside Ave, 444 S Main St, and 617 E Front St for further investigation and will remove 451 Stockford Dr from the special assessment roll.**

On motion by Commissioner Berryman Adams, seconded by Commissioner Dudas, this resolution **with the above mentioned amendments** was adopted by a unanimous vote.

**R14-035**

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

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

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

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

**The Commission will remove 720 Oakwood Rd from the special assessment roll.**

On motion by Commissioner Dudas, seconded by Commissioner Berryman Adams, this resolution **with the removal of 720 Oakwood Rd** was adopted by a unanimous vote.

**R14-036**

**RE: FINANCE DEPARTMENT FY-2014-15 BUDGET RESOLUTION**

WHEREAS, in accordance with the provisions of the Adrian City Charter and Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Units of Government, it is the responsibility of the Adrian City Commission to establish and adopt the annual City Budget and work program by resolution not later than the second week of May, as well as provide for a levy of an amount necessary to be raised by taxes upon real and personal property for municipal purposes subject to the limitations contained in Section 9.1 of said Charter and the 1978 Tax Limitation Amendment contained in Article IX Section 31 of the Michigan Constitution; and

WHEREAS, the City Commission received budget requests from all City Departments, and has reviewed in detail the City Administrator's Fiscal Year 2014-2015 Budget Recommendation; and

WHEREAS, the City Commission, after due deliberation, has formulated a Proposed General Appropriations Act balancing General Fund/General Purpose appropriations at \$9,660,204 with available resources for Fiscal Year 2014-15 and balancing total operations, including Special Revenue Funds (e.g., Major and Local Streets) and Enterprise Funds (e.g., Water and Wastewater Funds) at \$28,370,544, a summary of which is included in the Notice of Public Hearing published in a newspaper of general circulation; and

WHEREAS, a copy of the proposed Budget and General Appropriations Act was published April 7, 2014 and a Public Hearing was held on April 21, 2014 in accordance with the provisions of Section 8.3 of the Adrian City Charter, Public Act 5 of 1982, and the federal, state and local Fiscal Assistance Act of 1972 (P.L. 92-512), as amended; and

WHEREAS, included in the General Appropriations Act are the service charge rates for Dial-A-Ride transportation and Water and Sewer Utilities; all of which remain unchanged from FY2013-14; and

WHEREAS, Public Act 368 of 1978 (the Public Health Code) specifies that all Drug Forfeiture monies distributed by the Court to the seizing agency "shall be used to enhance law enforcement activities"; and

WHEREAS, Public Act 368 further specifies that the Forfeiture Funds shall be "appropriated by the entity (City Commission) having budgetary authority over the seizing agency (Police Department); and

WHEREAS, the further intent of this resolution is to maintain a budgetary system for the City of Adrian on the same basis of accounting (generally accepted accounting principles) as the actual financial information is maintained; to define the powers and duties of the City's officers in relation to that system; to designate the Chief Administrative Officer and Fiscal Officer; and to provide that the City Commission and the Fiscal Officer shall be furnished with information by the departments, boards, agencies and offices relating to their financial needs, revenues and expenditures/expenses, and general affairs; to prescribe a disbursement procedure, to provide for an allotment system; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby adopt and amend the Fiscal Year 2014-2015 Budget and General Appropriations Act as advertised and placed in the Clerk's Office for public inspection, balancing General Fund/General Purpose appropriations at \$9,660,204 with available resources for Fiscal Year 2014-15 and balancing total operations, including Special Revenue Funds (e.g., Major and Local Streets) and Enterprise Funds (e.g., Water and Wastewater Funds) at \$28,370,544, a summary of which is included in the Notice of Public Hearing published in a newspaper of general circulation.

BE IT FURTHER RESOLVED that the Adrian City Commission authorizes to levy a millage rate of 15.6039 (Operating-13.6293; Local Streets-0.9746; and Library-1.0000) mills upon the total Taxable Value of Real and Personal Property (\$364,145,816) so as to generate \$5,400,000, including additions for Industrial Facilities Tax (IFT) Revenue and excluding captured tax revenue for various economic development authorities, to support the FY2014-2015 City of Adrian General Fund Operating, Local Street and Library Millage Budgets.

BE IT FURTHER RESOLVED that the Adrian City Commission authorizes the imposition of a one (1%) percent property tax administration fee as required by the General Property Tax Act (MCL211.44) and continuation of the Dial-A-Ride fares of \$2.00 for regular passengers and \$1.00 for senior citizens and handicapped riders, instituted July 1, 2005.

BE IT FURTHER RESOLVED that the following Water and Sewer Rate Charges shall be in effect on July 1, 2014:

Water Rates. The service charges shall be as follows each month:

<u>Size</u>	<b>Current</b>		<b>Proposed</b>	<u>Meter</u>
	<u>Service Charge Per Month</u>		<u>Service Charge Per Month</u>	
5/8"	\$	9.32	\$ 9.32	
3/4"	\$	11.13	\$ 11.13	
1"	\$	14.10	\$ 14.10	
1 1/2"	\$	21.17	\$ 21.17	
2"	\$	30.14	\$ 30.14	
3"	\$	48.65	\$ 48.65	
4"	\$	78.82	\$ 78.82	
6"	\$	148.18	\$148.18	
8"	\$	305.17	\$305.17	
10"	\$	460.21	\$460.21	

The commodity charge shall be equally applied on each unit of 100 cubic feet used by premises.

Current commodity charge: \$2.50 per unit  
 Proposed commodity charge: \$2.50 per unit

Automatic Fire Sprinkler Connection charge per month shall be proportioned to open line capacity. This charge shall apply to each unmetered fire line to any premises.

<u>Connection Size (Inches)</u>	<u>Current Monthly Charge</u>	<u>Proposed Monthly Charge</u>
2 ½ and under	\$ 9.32	\$ 9.32
3	\$12.98	\$ 12.98
4	\$17.40	\$ 17.40
6	\$34.57	\$ 34.57
8	\$61.76	\$ 61.76
10	\$104.76	\$ 104.76

Private fire hydrants (fire use only) on unmetered fire lines or from public lines:

Current rate per month \$32.61  
 Proposed rate per month \$32.61

Bulk water at water treatment plant per 100 gallons \$ 0.88

Sewer Rates.

(2) Commodity Charge.

Current commodity charge: \$3.25 per 100 cubic feet  
 Proposed commodity charge: \$3.25 per 100 cubic feet

(3) Service Charge. A monthly service charge shall be applied to each bill for administrative costs and the cost of treating wastewater and infiltration as follows:

<u>Size</u>	<u>Current Service Charge Per Month</u>	<u>Proposed Service Charge Per Month</u>	<u>Meter</u>
5/8"	\$ 13.00	\$ 13.00	
3/4"	\$ 17.60	\$ 17.60	
1"	\$ 21.79	\$ 21.79	
1 1/2"	\$ 30.07	\$ 30.07	
2"	\$ 49.78	\$ 49.78	
3"	\$ 66.38	\$ 66.38	
4"	\$ 99.57	\$ 99.57	
6"	\$188.73	\$188.73	
8"	\$311.10	\$311.10	
10"	\$466.65	\$466.65	

(4) Flat Rate. The charge for flat rate customers in the City of Adrian:

Current flat rate: \$45.00  
 Proposed flat rate: \$45.00

(5) Outside City (Unmetered Flat Rate) per month:

Adrian Township Current \$46.20  
 Madison Township Proposed \$46.20

Outside City (master meter rate per unit)

Adrian Township      Current      \$2.50  
                                  Proposed      \$2.50

Madison Township      Current      \$2.55  
                                  Proposed      \$2.55

- (6) Industrial Pretreatment Fee: A fee of \$75.00 per month shall be charged to all customers who have an Industrial Pretreatment Program Permit.

Service charge for new accounts

Current:      \$25.00  
 Proposed:      \$25.00

Septage Receiving Waste Fees:

Current:      \$55.00 per 1000 gallons  
 Proposed      \$55.00 per 1000 gallons

Current and Proposed Water and Sewer Connection Fees:

Water and sewer connection fees shall be paid by the owner for all new and renewed connections to the water and sewer system. These fees shall be paid prior to the issuance of a building permit. The Water Capacity Charge and the Sewer Impact Fee are established to recover the capital investment made to provide service. The Water Tap Installation charge recovers the cost of tapping a water main and installing a service line to the property. The fees result from an analysis of the water and sewer capital assets and capacity. The fees are based on the size of the tap and meter reflecting the potential water and sewer demand.

Water Tap Unit	Water Meter Charge	Residential Equivalent Charge	Water Tap Installation	Water Capacity Size	Sewer Impact Size
¾"	5/8"	1	\$1,325.00	\$950.00	\$1,150.00
¾"	¾"	1.5	\$1,145.00	\$1,250.00	\$1,700.00
1"	1"	2.5	\$1,975.00	\$2,350.00	\$2,850.00
1.5"	1.5"	5	\$2,650.00	\$4,675.00	\$5,675.00
2"	2"	8		\$7,480.00	\$9,075.00
3"	3"	16		\$15,000.00	\$18,000.00
4"	4"	25		\$23,375.00	\$28,325.00
6"	6"	50		\$42,500.00	\$51,500.00
8"	8"	140		\$119,000.00	\$144,200.00
10"	10"	220		\$187,000.00	\$226,600.00

BE IT FURTHER RESOLVED that the City's financial Fund structure be revised as follows to better position the City to sustain public services into the future, specifically:

- 1) This budget changes the Office Assistant in the Cemetery Department from a twenty (20) hour position to a ten (10) hour position. This should provide some assistant to the Cemetery Sexton, but will be a cost savings to the General Fund.
- 2) This budget also changes one of the Secretary positions in the Police Department from a full time employee, with benefits, to a twenty (20) hour per week position. Again, this is a cost savings measure for the General Fund.

BE IT FURTHER RESOLVED that \$10,000 be appropriated from the Drug Forfeiture Trust Fund (701-000.00-280.000) to be transferred to the General Fund-Police Department Revenue Budget (101-301.00-676.701) for the beginning of the CALEA Certification process.

BE IT FURTHER RESOLVED that:

1. The City Administrator is hereby designated the Chief Administrative Officer (CAO) of the City of Adrian and, further, that the Finance Director shall perform the duties of the Chief Fiscal Officer (CFO) as specified in this resolution.
2. The CFO shall provide an orientation session and written instructions for preparing departmental budget requests. These instructions shall include information that the CFO determines to be useful and necessary to assure that the budgetary estimates of the agencies are prepared in a consistent manner and the needs of the CAO and the City Commission are met.
3. Any offices, departments, commissions and boards of the City of Adrian financed in whole or in part by the City of Adrian shall transmit to the CFO their estimates of the amounts of money required for each activity in their respective agencies, as well as their estimate of revenues that will be generated from charges for services. They shall also submit any other information deemed relevant by the CAO, CFO and/or City Commission.
4. The CFO shall prescribe forms to be used by the offices, departments, commissions and boards of the City of Adrian in submitting their budget estimates and shall prescribe the rules and regulations the CFO deems necessary for the guidance of officials in preparing such budget estimates. The CFO may require that the estimates be calculated on the basis of various assumptions regarding level of

service. The CFO may also require a statement for any proposed expenditure and a justification of the services financed.

5. The CFO shall prepare estimates of revenue for each budgeted fund, classified to show in detail the amount expected to be received from each source. Estimates of expenditures and revenues shall also be classified by character, object, function and activity consistent with the State Chart of Accounts and Michigan Department of Treasury accounting system classification.
6. The CFO shall review the agency estimates with a representative from each agency of the City of Adrian that has submitted such estimates. The purpose of the review shall be to clarify the estimates, ensure the accuracy, and to determine their adherence to the policies previously enumerated by the CAO, CFO and City Commission as herein required.
7. The CFO shall consolidate the estimates received from the various departments and agencies, together with the amounts of expected revenues, and shall make recommendations relating to those estimates, which shall assure that the total of estimated expenditures, including an accrued deficit, does not exceed the total of expected revenues, including an unappropriated surplus.
8. The recommended budget shall include at least the following:
  - (a) Expenditure data for the most recently completed fiscal year and actual eight-month expenditures for the current fiscal year;
  - (b) An estimate of the expenditure amounts required to conduct the government of the City of Adrian, including its budgetary centers;
  - (c) Revenue data for the most recently completed fiscal year and actual eight-month revenues for the current fiscal year;
  - (d) An estimate of revenues, by source, to be raised or received by the City of Adrian in the ensuing fiscal year;
  - (e) An estimate of the amount needed for deficiency, contingent or emergency purposes and the amounts needed to pay and discharge the principal and interest of the debt of the City of Adrian due in ensuing fiscal years;
  - (f) The amount of proposed capital outlay expenditures, except those financed by enterprise, capital projects or internal service funds;
  - (g) A comparison of the revenue and expenditure amounts in the recommended budget to the budget previously adopted, and amended, by the City Commission;

- (h) Any other data relating to fiscal conditions that the CAO, CFO and/or City Commission considers to be useful in evaluating the financial needs of the City of Adrian.
- 9. Not less than ninety (90) days before the next succeeding fiscal year, the CAO shall transmit the recommended budget to the City Commission. The recommended budget shall be accompanied by:
  - (a) A proposed general appropriation measure, consistent with the budget, which shall set forth the anticipated revenue and requested expenditure/expense authority, in such form and in such detail deemed appropriate by the City Commission;
- 10. The City Commission may direct the CAO and/or other appointed officials to submit any additional information it deems relevant in its consideration of the budget and proposed appropriations measure. The City Commission may conduct budgetary reviews with the CFO and/or City Departments or agencies for the purpose of clarification or justification of proposed budgetary items.
- 11. The City Commission may revise, alter or substitute for the proposed general appropriations measure in any way, except that it may not change it in a way that would cause total appropriations, including an accrued deficit, to exceed total estimated revenues, including an unappropriated surplus. An accrued deficit shall be the first item to be resolved in the general appropriations measure.
- 12. The City Commission shall fix the time and place of a public hearing to be held on the budget and proposed appropriations measure. The City Clerk shall then have published, in a newspaper of general circulation within the City of Adrian, notice of the hearing and an indication of the place at which the budget and proposed appropriations measure may be inspected by the public. This notice must be published at least six days before the date of the public hearing.
- 13. No later than June 30, the City Commission shall pass a general appropriations measure providing the authority to make expenditures and incur obligations on behalf of the City of Adrian. The supporting budgetary data to the general appropriations measure shall include at least the following:
  - (a) Expenditure data for the most recently completed fiscal year;
  - (b) The expenditure budget as originally adopted by the City Commission for the current fiscal year;
  - (c) The amended current year appropriations;

- (d) Actual eight-month history of the expenditure amounts incurred by the government of the City of Adrian, including its budgetary centers;
  - (e) Revenue data for the most recently completed fiscal year and estimated revenues for the current fiscal year;
  - (f) Budgeted Revenue Estimates as originally adopted by the City Commission for the current fiscal year;
  - (g) The amended current year Budgeted Revenues;
  - (h) Actual eight-month history of revenues, by source, raised or received by the City of Adrian in the ensuing fiscal year;
  - (i) The amount of surplus or deficit from prior fiscal years, together with an estimate of the amount of surplus or deficit expected in the current fiscal year;
  - (j) An estimate of the amount needed for deficiency, contingent or emergency purposes, and the amounts needed to pay and to discharge the principal and interest of the debt of the City of Adrian due in the ensuing fiscal year;
  - (k) The amount of proposed capital expenditures, except those financed by enterprise, capital project or internal service funds;
  - (l) An informational summary of projected revenues and expenditures/expenses of capital projects, internal service and enterprise funds;
  - (m) Any other data relating to fiscal conditions that the City Commission considers to be useful in considering the financial needs of the City;
  - (n) Printed copies of the City Commission's Adopted Budget, Financial Plan or any facsimile thereof shall contain all the above data unless otherwise approved by the City Commission.
14. The City Commission may authorize transfers between appropriation items by the CAO or CFO within limits stated in the appropriations measure. In no case, however, may such limits exceed those provided for in paragraph # 21 of this resolution.
15. Appropriations accumulated at the Department level will be deemed maximum authorization to incur expenditures. The CAO or the CFO shall exercise supervision and control of all budgeted expenditures within these limits, holding expenditures below individual line-item appropriations or allowing overruns in individual line-items, providing that at no time shall the net expenditures exceed the total appropriation for each department as originally authorized or amended by the City Commission. Line-item detail by cost center and allotments, which provide a monthly calendarization of annual appropriations, as deemed necessary by the CFO,

shall be maintained and utilized as an administrative tool for management information and cost control. The CFO shall not approve any expenditure beyond that necessary to accomplish stated program or work objectives authorized in the general appropriations measure as originally approved unless amended, in which case the amendment takes precedence.

16. The CFO shall maintain, for all budgeted funds, appropriation ledger accounts in which are to be recorded such expenditures, encumbrances and obligations for the future payment of appropriated funds as the CFO may approve.
17. Each Purchase Order, Voucher, or Contract of the City of Adrian shall specify the funds and appropriation designated by number assigned in the accounting system classification from which it is payable and shall be paid from no other fund or appropriation. The necessary amount of the appropriation from such account shall be transferred pursuant to the provisions of this resolution to the appropriate general appropriation account and the expenditure then charged thereto.
18. No obligation shall be incurred against, and no payment shall be made from, any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation. Any obligation incurred or payment authorized in violation of this resolution shall be void and any payment so made illegal, except those otherwise ordered by court judgment or decree.
19. The CFO, after the end of each fiscal quarter, shall transmit to the City Commission a report depicting the financial condition of budgeted operations, including, but not limited to:
  - (a) A forecast of actual revenues by major source compared with budgeted revenues accompanied by an explanation of any significant variances; and
  - (b) A forecast of actual expenditures and encumbrances by department compared with authorized appropriations accompanied by an explanation of any significant variances.
20. Direct expenditure and/or transfers of any unencumbered balance or any portion thereof in any appropriation for transfer account to any other appropriations account may not be made without amendment of the general appropriations measure as provided for in this resolution, except that transfers within and between budgeted funds and departments may be made by the CFO in the following instances:
  - (a) Transfers may be made between accounts as authorized by the CAO up to a maximum of \$10,000;

21. The Chief Administrative Officer (City Administrator) is granted expenditure authority up to a maximum of \$10,000 per transaction and, in compliance with Section 12.1 of the City Charter, sealed bids shall be obtained for all materials, supplies and public improvements in amounts equal to or greater than the aforementioned spending limit.
22. The City Commission may make supplemental appropriations by amending this general appropriations measure as provided by this resolution, provided that revenues in excess of those anticipated in the original appropriations measure become available due to:
  - (a) An unobligated surplus from prior years becoming available;
  - (b) Current year revenue exceeding original estimates in amounts sufficient enough to finance increased appropriations. The City Commission may make a supplemental appropriation by increasing the dollar amount of an appropriation item in the original general appropriations measure or by adding additional items. At the same time the estimated amount from the source of revenue to which the increase in revenue may be attributed shall be increased, or other source an amount shall be added to the appropriation account in a sum sufficient to equal the supplemental expenditure amount. In no case may such appropriation cause total estimated expenditures, including an accrued deficit, to exceed total estimated revenues, including an unappropriated surplus.
23. Whenever it appears to the CAO, CFO or City Commission that actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such funds were based, the CAO shall present to the City Commission recommendations which, if adopted, will prevent expenditures from exceeding available resources for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both. After receiving the recommendations of the CAO for bringing appropriations into balance with estimated revenues, the City Commission shall amend the general appropriations measure to reduce appropriations or shall approve such measures necessary to provide revenues sufficient to equal appropriations, or both.
24. All appropriations are annual and the unexpended portion shall lapse at year-end. Encumbrances and Appropriations Carried Forward will be recorded as a reservation of fund balance and the subsequent year's budget amended to provide authority to complete these transactions. Appropriations shall not be carried forward for more

than six (6) months into the budget year following the year in which they were originally appropriated.

25. A member of the City Commission, the CAO, CFO, appointed official, administrative officer or employee of the City of Adrian shall not: (1) create a debt, incur a financial obligation on behalf of the City against an appropriation account in excess of the amount authorized, (2) apply or divert money of the City for purposes inconsistent with those specified in this general appropriations measure as approved and amended by the City Commission, not (3) forgive a debt or write off legitimate account receivable without appropriate authorization of the City Commission.
26. All Internal Service Fund budgets that have depreciable assets shall have a capital budget with detail supporting the amount of annual depreciation therein included, as well as a fiscal plan for replacing, upgrading or disposing of those assets.
27. The budgetary system shall be maintained on the same basis of accounting (generally accepted accounting principals) as the actual financial information is maintained.
28. Any violation of the general appropriations measure by the CAO, CFO, any administrative officer, employee or member of the City Commission detected through application of generally accepted accounting procedures utilized by the City of Adrian, or disclosed in an audit of the financial records and accounts of the City, shall be filed with the State Treasurer and reported by the State Treasurer to the Attorney General. Pursuant to Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Government, the Attorney General shall review the report and initiate appropriate action against the person or persons in violation. For use and benefit of the City of Adrian, the Attorney General or Prosecuting Attorney may institute a civil and/or criminal action in a court of competent jurisdiction for the recovery of City funds disclosed by an examination to have been illegally expended or collected as a result of malfeasance, and for the recovery of public property disclosed to have been converted or misappropriated.

The provisions of this resolution shall be applied to the General Fund and all Special Revenue and Proprietary Funds of the City of Adrian, including Enterprise and Internal Service Funds.

On motion by Commissioner Rising, seconded by Commissioner Berryman Adams, this resolution was adopted by a 6-1-0 vote.

Ayes: Mayor Berryman and Commissioners Faulhaber, Munson, Dudas, Berryman Adams and Rising

Nays: Commissioner Gallatin

Abstained: None

**R14-037**

**RE: ENGINEERING – 2017 Local Bridge Program Funding**

WHEREAS, the Project Manager of the Engineering Department has secured a proposal from Tetra Tech, Ann Arbor, MI to complete the MDOT 2017 Local Bridge funding application in attempt to secure grant funds for bridge rehabilitation; and

WHEREAS, May 1, 2014 is the deadline for submitting the application; and

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

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

WHEREAS, if successful, the City would receive state or federal funding to finance 95% of construction cost, and the City would fund 5% of the construction and 100% of the engineering costs for any bridge selected; and

WHEREAS, the estimated total maintenance costs for both listed projects is approximately \$163,000 (\$92,000 and \$71,000, respectfully) in 2017 dollars and estimated costs for the City's share of construction would be approximately \$8,150 (\$4,600 and \$3,550, respectfully); and

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

NOW, THEREFORE BE IT RESOLVED, that the Adrian City Commission, by this resolution, hereby approves the submittal of the FY2017 funding application for the MDOT 2017 Local Bridge Program as listed by priority above; and

BE IT FURTHER RESOLVED that upon grant award, the City Administrator through the City will adjust the FY 2016-17 Capital Improvement Budget to include the necessary matching construction and engineering funds for the 2017 Local Bridge Program for any selected bridge project.

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

**R14-038**

**RE: COMMUNITY DEVELOPMENT – Hire Gibbs Planning Group to conduct Downtown Retail Study**

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

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

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

WHEREAS, the Gibbs Planning Group of Birmingham, Michigan, is one of the foremost urban retail planning consultant organizations in N. America; and

WHEREAS, the Gibbs Planning Group is a Michigan State Housing Development Authority (MSHDA) approved service provider; and

WHEREAS, the Gibbs Planning Group has prepared a proposal in the amount of \$25,000 to conduct a Downtown Retail Study and attendant report and recommendations, and as they have a unique skill set and successful history in working with communities like ours, the City Administrator and DDA & Economic Development Coordinator recommend waiving the bid process; and

WHEREAS at its April 9, 2014 meeting the City of Adrian DDA Board authorized hiring the Gibbs Planning Group to conduct a Downtown Retail Study utilizing private funds raised by a special ad hoc DDA committee tasked with raising matching funds for downtown projects.

BE IT FURTHER RESOLVED that the FY2013-14 Budget be amended as follows:

Revenues:

280-000.00-675.000 Donations	\$25,000
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Expenditures:

280-290.00-812.000 Consultant	\$25,000
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NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby waives the bid process and authorizes the hiring of the Gibbs Planning Group, 240 Martin Street, Birmingham, MI 48009, with private funds raised by the Downtown Development Authority Board and staff, and enter into a Professional Service Contract with Gibbs Planning Group for a Downtown Retail Study in the amount of \$25,000 as described in their proposal dated March 31, 2014.

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

**R14-039**

**RE: ENGINEERING – UTILITY EASEMENT AGREEMENT AUTHORIZATION**

WHEREAS, the Utilities and Engineering Department in cooperation are completing Phase III of an ongoing sewer separation project that requires the City to obtain utility easements for access to three separate properties to install and maintain a storm sewer main at each location; and

WHEREAS, Easement Agreements have been drafted and negotiated for a sum of \$1 each, and are ready to be signed and notarized by the property owners; and

WHEREAS, The City, through its Mayor and City Clerk shall also sign the Easement Agreements in order to have the documents recorded through the Lenawee County Register of Deeds; and

NOW, THEREFORE BE IT RESOLVED, that the Adrian City Commission, by this resolution, hereby grants authorization to the Mayor and City Clerk for signature to enter into Easement Agreements with the following properties for this project;

- 120 Maumee Street (Currently owned by Huntington Bank)
- 155 Winter Street (Currently owned by Gate House Media)
- 205 Winter Street (Currently owned by River Raisin Development, LLC)

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

#### **R14-040**

**RE: ADMINISTRATION – APPROVAL OF AN ANTI-DISCRIMINATION POLICY**

WHEREAS, on April 21, 2014 the City Commission adopted Ordinance # 14-004, Discrimination Prohibited; and

WHEREAS, the Discrimination Prohibited ordinance requires the City to have an anti-discrimination policy; and

WHEREAS, the City Attorney and City Administrator recommend the attached Anti-Discrimination Policy for approval.

NOW, THEREFORE, BE IT RESOLVED that the proposed Anti-Discrimination Policy is hereby approved.

On motion by Commissioner Berryman Adams, seconded by Commissioner Munson, this resolution was adopted by a 6-1-0 vote.

Ayes: Mayor Berryman and Commissioners Gallatin, Munson, Dudas, Berryman Adams and Rising

Nays: Commissioner Faulhaber

Abstained: None

#### **R14-041**

**RE: ADMINISTRATION – Sale of Property adjacent to 149 N. Main Street**

WHEREAS, the owners of Sauce Italian Grill (Delega Investments, LLC) of 149 N. Main Street, Adrian, Michigan has offered to purchase City owned property adjacent to 149 N. Main Street, for the sum of \$500; and

WHEREAS, the proposed area is currently part of a city-owned parking lot, and would involve the loss of four parking spaces; and

WHEREAS, the owners of Sauce Italian Grill have proposed a project that would add an outdoor patio and seating area behind the restaurant in this location; and

WHEREAS, City staff have reviewed the proposed project and do not feel the loss of the four parking spaces will be an issue, and further feel that the resulting project would be a great addition to our downtown; and

WHEREAS, the City Commission has considered the proposal of Delega Investments, LLC.

NOW, THEREFORE, BE IT RESOLVED that the proposal of Delega Investments, LLC to acquire city-owned property adjacent to 149 N. Main Street, Adrian, Michigan 49221 for the price of \$500.00 has hereby been accepted/rejected.

IT IS FURTHER RESOLVED that the Mayor and City Clerk are authorized to execute a quit claim deed to convey said property to Delega Investments, LLC.

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

#### **R14-042**

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

WHEREAS, Mandy's Uptown Bar & Grill has applied for the closure of the sidewalk alleyway behind Mandy's from May 17, 2014 at 9:00am through May 18, 2014 at 4:00am; 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 Mandy's Uptown Bar & Grill is hereby (**approved**/denied).

IT IS FURTHER RESOLVED that requested waivers of standard conditions are (approved/denied). No conditions

IT IS FURTHER RESOLVED that the fee for use of City barricades shall be \$ .00 for this event.

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

## **ORDINANCE**

**Ord. 14-005.** Second reading and adoption of an ordinance establishing a City Library.

On motion by Commissioner Rising, seconded by Commissioner Munson, this ordinance was adopted by a 6-1-0 vote.

Ayes: Mayor Berryman and Commissioners Faulhaber, Munson, Dudas, Berryman Adams and Rising

Nays: Commissioner Gallatin

Abstained: None

## **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. Greg DuMars – Adrian – questioned why the street closure for Adrian College listed in the minutes did not have an amount for barricades. Also is for the Library but not for a tax being implemented without the public's input.
2. Harold Frederick – Adrian – was also not opposed to the Library but was against the 1 mil being levied without a vote of the people.
3. Mike Berthold – Adrian – questioned why the special meeting from April 7<sup>th</sup> included a closed session and whether or not the reason was an acceptable one. Sarah Osburn explained that it was.

## **COMMISSIONER COMMENTS**

1. Mayor Berryman congratulated Shane Horn, Cindy Prue and the Commission on preparing and passing the budget; also stated that the 1 mil levy for the Library was well publicized and not slipped in.

The next regular meeting of the Adrian City Commission will be held on Monday, May 5, 2014 at 7:00 p.m. in the City Chambers Building, 159 E. Maumee St, Adrian, MI 49221.

Jim Berryman  
Mayor

Pat Baker  
City Clerk



# CHECK REGISTER

May 5, 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 # 3943 through # 3949 .....	\$116,414.62
General Fund	
Vouchers # 21932 through # 21945 .....	\$307,272.63
Clearing Account Vouchers	
amounting to.....	<u>\$191,652.07</u>
TOTAL EXPENDITURES .....	<u>\$615,339.32</u>

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

May 5, 2014

UTILITIES FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
3943	\$ 50.00	State of Michigan DEQ	Filing fee for permit
3944	\$ 86,222.77	City of Adrian Clearing	AP Check Register 4/17/14
3945	\$ 41.28	Frontier Communications	April 2014 Telephone
3946	\$ 14.10	City of Adrian Utilities	March 2014 Water
3947	\$ 49,651.40	Consumers Energy	April 2014 Electric
3948	\$ 6,200.73	Citizens Gas	March 2014 Heating
3949	\$ 60,457.11	City of Adrian Payroll	Payroll w/e 4/25/14
	\$ 202,637.39		
	\$ (86,222.77)	Less: Check 3944	
	\$ 116,414.62	TOTAL	

May 5, 2014

May 5, 2014

GENERAL FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
21932	\$ -	City of Adrian Utilities	EFT State of Michigan April 2014
21933	\$ 101,177.85	City of Adrian Clearing	AP Check Register 4/17/14
21934	\$ 5.00	Blissfield Heating and Plumb	Refund on Contractor's Permit
21935	\$ 45.00	Anayeli Hernandez	Refund on cancellation of shelter rental
21936	\$ 526.66	City of Adrian Utilities	March 2014 Water
21937	\$ 548.22	Frontier Communications	April 2014 Telephone
21938	\$ 15,289.40	Consumers Energy	April 2014 Electric
21939	\$ 8,087.80	Citizens Gas	March 2014 Heating
21940	\$ 111.60	City of Adrian Utilities	Moving Trash to Water
21941	\$ 173,661.71	City of Adrian Payroll	Payroll w/e 4/25/14
21942	\$ 13,210.63	First Federal	Soc Sec. w/e 4/25/14
21943	\$ -	City of Adrian Utilities	EFT State of Michigan April 2014
21944	\$ 88,016.91	Blue Cross Blue Shield	May 2014 Health Care Premiums
21945	\$ 7,769.70	Nola's Transportation	Payroll w/e 5/2/14

\$ 408,450.48

\$ (101,177.85) Less : Check 21933

\$ 307,272.63

May 5, 2014

Claimant	PAID Amount Claimed	Amount Owed	Amount Rejected
1. ADRIAN CHARTER TOWNSHIP	11,836.52		
2. ADRIAN LOCKSMITH & CYCLERY	144.66		
3. ADRIAN MECHANICAL SERVICES CO	3,659.86		
4. ADRIAN NAPA	60.84		
5. ADRIAN OVERHEAD DOORS	277.62		
6. ADRIAN SIGN SHOP	122.31		
7. AMVETS	82.40		
8. ANN ARBOR WELDING SUPPLY	23.50		
9. APPLE MAT RENTAL	293.50		
10. ARCH WIRELESS	34.70		
11. ARCHBOLD EQUIPMENT CO	39.88		
12. AUTO ZONE COMMERCIAL	629.53		
13. BADER & SONS CO	225.55		
14. BAKER & TAYLOR BOOKS	604.19		
15. BATTERY WHOLESALE	83.94		
16. GREG BELL CHEVROLET CADILLAC INC	257.20		
17. MARK BISHOP	20.00		
18. ROBERT BISHOP	248.43		
19. BLACK SWAMP EQUIPMENT	131.13		
20. BOOK OF THE MONTH CLUB	44.46		
21. TODD BROWN	20.00		
22. BS&A SOFTWARE	12,176.00		
23. BUCK & KNOBBY EQUIP CO INC	252.90		
24. CALIFORNIA CONTRACTORS SUPPLIES INC	606.94		
25. CENGAGE LEARNING	115.30		
26. CHAMBERS CONTROL COMPANY	1,731.00		
27. JUSTIN COMBS	20.00		
28. COMCAST	4.32		
29. CONTINENTAL CARBONIC PRODUCTS INC	670.00		
30. CUTLER DICKERSON CO	175.36		
31. DARBY READY-MIX	192.38		
32. JERRY DAVIS	20.00		
33. DELUXE FOR BUSINESS	235.11		
34. DETROIT FREE PRESS	240.02		
35. MICHELLE DEWEY	20.00		
36. DIAS & DIAS ELECTRONICS	329.98		
37. DOAN COMPANIES	191.00		
38. E & B SALVAGE LLC	72.95		
39. STEVE EBERLE	20.00		
40. FASTENAL COMPANY	788.73		
41. FEDERAL EXPRESS	115.53		
42. GALLANT & SON	50.98		
43. GEMPLER'S INC.	54.85		
44. MARK GIGAX	20.00		
45. MARK J GLAZER	1,787.50		
46. DENISE GRITZMAKER	20.00		
47. HACH COMPANY	283.32		
48. D HILL ENVIRONMENTAL	300.00		
49. SHANE HORN	20.00		
50. HUBBARD'S AUTO CENTER INC	480.27		

Claimant	PAID		
	Amount Claimed	Amount Owed	Amount Rejected
51. HYDRODYNAMICS, INC.	6,105.00		
52. ICMA RETIREMENT CORPORATION	158.68		
53. JOHN DEERE LANDSCAPES	272.00		
54. JAMES KARLE	20.00		
55. KELLER THOMA, P.C.	2,623.50		
56. ERIC KELLY	20.00		
57. BRENT KUBALEK	662.88		
58. WALTER GREG LANFORD	13.31		
59. LANSING SANITARY SUPPLY INC	284.16		
60. LEGACY PRINTING	91.64		
61. LENAWEE COMMUNITY FOUNDATION	381.25		
62. LENAWEE COUNTY TREASURER	1,706.05		
63. LENAWEE COUNTY TREASURER	1,931.53		
64. LENAWEE COUNTY TREASURER	538.48		
65. LENAWEE TIRE & SUPPLY CO, INC.	184.74		
66. LOWE'S CREDIT SERVICES	1,519.05		
67. LYDEN OIL COMPANY	550.65		
68. CHARTER TOWNSHIP OF MADISON	41,615.68		
69. MICHAEL MARVIN	20.00		
70. MASSON'S ELECTRIC, INC	2,580.61		
71. MC CLELLAN, JEANIENE	63.93		
72. MCGOWAN ELECTRIC SUPPLY INC	65.68		
73. MICHIGAN ASSOCIATION	110.00		
74. MICHIGAN ECONOMIC DEVELOPERS ASSOC	270.00		
75. MICHIGAN METER TECHNOLOGY GROUP INC	3,465.00		
76. MICHIGAN SECTION-AWWA	380.00		
77. STATE OF MICHIGAN	175.00		
78. MICROMARKETING LLC	512.10		
79. MIDWEST GAS INSTRUMENT SERVICE	201.97		
80. MIDWEST TAPE	190.10		
81. MTS SAFETY PRODUCTS, INC	321.98		
82. MUNICIPAL CODE CORPORATION	1,468.31		
83. MUNICIPAL WEB SERVICES	200.00		
84. NOLA'S TRANSPORTATION	280.08		
85. NORON INC	388.38		
86. NORTH EASTERN UNIFORMS & EQUIPMENT	765.44		
87. OCCUHEALTH - ADRIAN	37.00		
88. MIKE OSBORN	20.00		
89. OSBURN ASSOCIATES INC	1,570.50		
90. DAVID PATE	20.00		
91. PEERLESS SUPPLY INC	743.74		
92. PET'S SUPPLIES PLUS	44.98		
93. PIONEER MANUFACTURING CO.	1,699.90		
94. PITNEY BOWES INC	303.60		
95. PITNEY BOWES PURCHASE POWER	3,000.00		
96. PLATINUM PLUS	428.91		
97. GLENN PRESTON	20.00		
98. PRIORITY ONE EMERGENCY	294.86		
99. QUILL CORPORATION	207.85		
100. RANGER JOE'S INTERNATIONAL	84.99		

EXP CHECK RUN DATES 05/05/2014 - 05/05/2014  
 BOTH JOURNALIZED AND UNJOURNALIZED

Claimant	PAID Amount Claimed	Amount Owed	Amount Rejected
101. RHINO	1,398.55		
102. TIM RITCHIE	20.00		
103. ROPES & RIGGING TREE SERVICE, LLC	7,911.65		
104. WILLIAM SADLER	20.00		
105. SHERWIN-WILLIAMS CO	400.68		
106. SIEMENS PUBLIC INC	45,942.01		
107. SIEMIK, KALLEA	14.85		
108. SMITHS NURSERY & LANDSCAPING	805.00		
109. STAPLES CREDIT PLAN	119.72		
110. STATE INDUSTRIAL PRODUCTS	274.00		
111. STEVENS DISPOSAL	945.23		
112. STEVENSON LUMBER, INC.	3.98		
113. THOMSON WEST	558.00		
114. T-MOBILE	29.99		
115. TRACTOR SUPPLY COMPANY	585.98		
116. PAUL TRINKA	154.70		
117. TRUCK & TRAILER SPECIALITIES, INC	443.11		
118. UNUM LIFE INSURANCE COMPANY	2,569.97		
119. USA BLUEBOOK	159.56		
120. VALDES, FELIPE	59.24		
121. VERIZON WIRELESS	81.08		
122. DENNIS VESCELIUS	20.00		
123. WASHOVIA SERVICES INC	4,271.25		
124. WESTERN LIME CORPORATION	6,377.35		
125. RYAN WHITE	20.00		
126. W.W. WILLIAMS	18.00		
***TOTAL ALL CLAIMS***	191,652.07		



# PROCLAMATIONS



# CONSENT AGENDA

# MEMO

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DATE: May 2, 2014  
TO: Hon. Mayor Berryman and City Commission  
FROM: Shane A. Horn, City Administrator  
SUBJECT: Library Board Candidates

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Ordinance 14-005 adds a new article (Article VIII) to establish a public library pursuant to the authority granted by the City, Village and Township Libraries Act, 1877 PA 164. A requirement of PA 164 is the creation of a Library Board. This board is appointed by the Mayor with approval of the city commission. The following City of Adrian residents are presented for consideration for the Library Board:

Robert Behnke	5 year term
Marcia Lengnick	4 year term
Megan Mills	3 year term
Susan Clift	2 year term
Ashley Gonzalez	1 year term

Respectfully Submitted,

Shane A. Horn

**CR14-014**

May 5, 2014

**RE: CITY COMMISSION– Resolution to appoint Robert Behnke to the Library Board**

**RESOLUTION**

WHEREAS, at the April 21, 2014 regular meeting of the City Commission, Ordinance # 14-005, "Public Library" was adopted; and

WHEREAS, the Public Library ordinance requires the creating of a Library Board, consisting of five (5) members appointed by the Mayor and approved by the City Commission; and

WHEREAS, the Mayor, City Administrator, and Library Director have met and chosen five individuals they feel confident will serve in the best interest of the City; and

WHEREAS, it is the recommendation of the Mayor that Robert Behnke be appointed to serve on the Library Board for a five (5) year term.

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of the above-named individual.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does, hereby, approve the appointment of Robert Behnke to the Library Board for a five (5) year term.

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

**CR14-015**

May 5, 2014

**RE: CITY COMMISSION– Resolution to appoint Marcia Lengnick to the Library Board**

**RESOLUTION**

WHEREAS, at the April 21, 2014 regular meeting of the City Commission, Ordinance # 14-005, "Public Library" was adopted; and

WHEREAS, the Public Library ordinance requires the creating of a Library Board, consisting of five (5) members appointed by the Mayor and approved by the City Commission; and

WHEREAS, the Mayor, City Administrator, and Library Director have met and chosen five individuals they feel confident will serve in the best interest of the City; and

WHEREAS, it is the recommendation of the Mayor that Marcia Lengnick be appointed to serve on the Library Board for a four (4) year term.

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of the above-named individual.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does, hereby, approve the appointment of Marcia Lengnick to the Library Board for a four (4) year term.

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

**CR14-016**

May 5, 2014

**RE: CITY COMMISSION– Resolution to appoint Megan Mills to the Library Board**

**RESOLUTION**

WHEREAS, at the April 21, 2014 regular meeting of the City Commission, Ordinance # 14-005, "Public Library" was adopted; and

WHEREAS, the Public Library ordinance requires the creating of a Library Board, consisting of five (5) members appointed by the Mayor and approved by the City Commission; and

WHEREAS, the Mayor, City Administrator, and Library Director have met and chosen five individuals they feel confident will serve in the best interest of the City; and

WHEREAS, it is the recommendation of the Mayor that Megan Mills be appointed to serve on the Library Board for a three (3) year term.

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of the above-named individual.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does, hereby, approve the appointment of Megan Mills to the Library Board for a three (3) year term.

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

**CR14-017**

May 5, 2014

**RE: CITY COMMISSION– Resolution to appoint Susan Clift to the Library Board**

**RESOLUTION**

WHEREAS, at the April 21, 2014 regular meeting of the City Commission, Ordinance # 14-005, "Public Library" was adopted; and

WHEREAS, the Public Library ordinance requires the creating of a Library Board, consisting of five (5) members appointed by the Mayor and approved by the City Commission; and

WHEREAS, the Mayor, City Administrator, and Library Director have met and chosen five individuals they feel confident will serve in the best interest of the City; and

WHEREAS, it is the recommendation of the Mayor that Susan Clift be appointed to serve on the Library Board for a two (2) year term.

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of the above-named individual.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does, hereby, approve the appointment of Susan Clift to the Library Board for a two (2) year term.

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

**CR14-018**

May 5, 2014

**RE: CITY COMMISSION– Resolution to appoint Ashley Gonzalez to the Library Board**

**RESOLUTION**

WHEREAS, at the April 21, 2014 regular meeting of the City Commission, Ordinance # 14-005, "Public Library" was adopted; and

WHEREAS, the Public Library ordinance requires the creating of a Library Board, consisting of five (5) members appointed by the Mayor and approved by the City Commission; and

WHEREAS, the Mayor, City Administrator, and Library Director have met and chosen five individuals they feel confident will serve in the best interest of the City; and

WHEREAS, it is the recommendation of the Mayor that Ashley Gonzalez be appointed to serve on the Library Board for a one (1) year term.

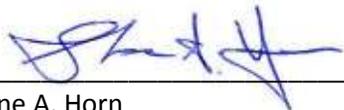
WHEREAS, the Adrian City Commission has given careful consideration to the appointment of the above-named individual.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does, hereby, approve the appointment of Ashley Gonzalez to the Library Board for a one (1) year term.

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

SUBJECT: Purchase of Work Uniforms April 25, 2014  
 TO: Shane A. Horn City Administrator  
 FROM: Scott Holtz Asst. Finance Director

I concur with the recommendation of Assistant Finance Director to award the annual bid for the purchase of work uniforms for the TPOAM union members to Libra Industries of Jackson, Michigan. Libra Industries was the low bidder.

  
 \_\_\_\_\_  
 Shane A. Horn  
 City Administrator

SAH:mld

Sealed bids were received until 2:00 p.m. EDT on Thursday, April 24, 2014 for the purchase of Work Uniforms for the TPOAM union members. Following is a tabulation of the bids received.

ITEM	Libra Industries Jackson, MI	Cintas Perrysburg, OH	Superior Uniform Toledo, OH
Polo Shirts – SS, 50/50 Blend	12.25	14.99	
Sizes above 2X, Talls	15.93	16.99	
Polo Shirts – SS, 100% Poly	11.05	19.99	
Sizes above 2X, Talls	14.37	21.99	
Shirts – Long Sleeve	16.95	18.99	
Sizes above 2X, Talls	22.04	20.99	
Shirts – Short Sleeve	14.95	17.99	
Sizes above 2X, Talls	19.44	20.99	
T-Shirts	SS 7.05, LS 6.85	8.25	
Sizes above 2X, Talls	SS 9.17, LS 8.91	9.99	
Reflective T-Shirts	SS 10.35, LS 14.20	19.99	
Sizes above 2X, Talls	SS 13.46, LS 18.46	21.99	
Trousers	14.80	17.99	16.50
Sizes above 44	19.24	19.99	19.80
Cargo Style Trousers	21.70	20.00	53.00
Sizes above 44	28.21	> 48, 22.00	>44, 58.30, >52, 63.60
Sweatshirt w/ Hood	15.80 (Jerzees)	20.99	
Sizes above 2X, Talls	20.54 (Jerzees)	22.99	

Coveralls	25.95	33.99	24.75
Sizes above 52	33.74		29.70
Delivery	30 calendar	Not noted	14 calendar days
NOTES	Upcharge for larger sizes is 30%	Provided Lease options, but not interested	Alt to Cargo – RK – PT88NV 19.75 >44, 23.70

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

Respectfully submitted,

Scott Holtz  
Asst. Finance Director

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

**Resolution**

WHEREAS the City of Adrian Purchasing Office has solicited and received bids on Thursday, April 24, 2014 for purchase of Work Uniforms for the TPOAM Union Members, with the following results:

ITEM	<b>Libra Industries Jackson, MI</b>	<b>Cintas Perrysburg, OH</b>	<b>Superior Uniform Toledo, OH</b>
Polo Shirts – SS, 50/50 Blend	12.25	14.99	
Sizes above 2X, Talls	15.93	16.99	
Polo Shirts – SS, 100% Poly	11.05	19.99	
Sizes above 2X, Talls	14.37	21.99	
Shirts – Long Sleeve	16.95	18.99	
Sizes above 2X, Talls	22.04	20.99	
Shirts – Short Sleeve	14.95	17.99	
Sizes above 2X, Talls	19.44	20.99	
T-Shirts	SS 7.05, LS 6.85	8.25	
Sizes above 2X, Talls	SS 9.17,LS 8.91	9.99	
Reflective T-Shirts	SS 10.35, LS 14.20	19.99	
Sizes above 2X, Talls	SS 13.46, LS 18.46	21.99	
Trousers	14.80	17.99	16.50
Sizes above 44	19.24	19.99	19.80
Cargo Style Trousers	21.70	20.00	53.00
Sizes above 44	28.21	> 48, 22.00	> 44, 58.30, > 52,

			63.60
Sweatshirt w/ Hood	15.80 (Jerzees)	20.99	
Sizes above 2X, Talls	20.54 (Jerzees)	22.99	
Coveralls	25.95	33.99	24.75
Sizes above 52	33.74		29.70
Delivery	30 calendar	Not noted	14 calendar days
NOTES	Upcharge for larger sizes is 30%	Provided Lease options, but not interested	Alt to Cargo – RK – PT88NV  19.75  > 44, 23.70

; and

WHEREAS, the Assistant Finance Director and City Administrator recommend the selection of the low overall bidder Libra Industries for the purchase of Work Uniforms for the TPOAM Union Members; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2014-15 Annual Operating Budget.

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

On motion by Commission\_\_\_\_\_. Seconded by  
Commission\_\_\_\_\_, this resolution was adopted by a  
\_\_\_\_\_ vote.



# REGULAR AGENDA

***MEMO***

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**DATE:** 5/2/2014

**TO:** MAYOR, CITY COMMISSION

**FROM:** SARAH OSBURN, CITY ATTORNEY

**Re:** **Amendments to Fireworks Ordinance.**

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Recent amendments to state law now allow local units of government to set additional limits on the use of consumer grade fireworks on the day preceding, the day of and the day after a national holiday (as defined by the statute). Pursuant to these amendments, local units of government may prohibit the use of consumer grade fireworks between the hours of 12 midnight and 8 a.m. and on New Year's Day between the hours of 1 a.m. and 8 a.m. For the past three years we have received many complaints regarding the use of fireworks into the early morning hours. Restricting the hours for permissible use may address those complaints. Attached please find proposed amendments to the City of Adrian Ordinance consistent with state law.

## ORDINANCE 14-006

### AN ORDINANCE TO AMEND THE CODE OF THE CITY OF ADRIAN, SECTION 58-112, OF CHAPTER 58, FIREWORKS.

Section 58-112 of Chapter 58 of the Adrian Code is hereby amended to read as follows:

#### 58-112 Fireworks:

##### A. Definitions.

*Consumer fireworks* means fireworks devices that are designed to produce visible effects by combustion, that are required to comply with the construction, chemical composition, and labeling regulations promulgated by the United States consumer product safety commission under 16 CFR parts 1500 and 1507, and that are listed in APA standard 87-1, 3.1.2, 3.1.3, or 3.5. Consumer fireworks do not include low-impact fireworks.

*Display fireworks* means large fireworks devices that are explosive materials intended for use in fireworks displays and designed to produce visible or audible effects by combustion, deflagration, or detonation, as provided in 27 CFR 555.11, 49 CFR 172, and APA standard 87-1, 4.1.

*Firework or fireworks* means any composition or device, except for a starting pistol, a flare gun, or a flare, designated for the purpose of producing a visible or audible effect by combustion, deflagration, or detonation. Fireworks consist of consumer fireworks, low-impact fireworks, articles pyrotechnic, display fireworks, and special effects.

*Low-impact fireworks* means ground and handheld sparking devices as that phrase is defined under APA standard 87-1, 3.1, 3.1.1.1 to 3.1.18, and 3.5.

*Novelties* means that term as defined under APA standard 87-1, 3.2, 3.2.1, 3.2.2, 3.2.3, 3.2.4, and 3.2.5 and all of the following:

- (i) Toy plastic or paper caps for toy pistols in sheets, strips, rolls, or individual caps containing not more than .25 of a grain of explosive content per cap, in packages labeled to indicate the maximum explosive content per cup.
- (ii) Toy pistols, toy cannons, toy canes, toy trick noisemakers, and toy guns in which toy caps as described in subparagraph (i) are used, that are constructed so that the hand cannot come in contact with the cap when in place for the explosion, and that are not designed to break apart or be separated so as to form a missile by the explosion.
- (iii) Flitter sparklers in paper tubes not exceeding 1/8 inch in diameter.

##### B. Prohibition on use of consumer fireworks.

1. No person shall ignite, discharge or use consumer fireworks within the city, except this prohibition shall not preclude any person from the ignition, discharge and use of consumer fireworks on the day preceding, the day of, or the day after a national holiday consistent with Sec. 7(2) of Public Act 256 of 2011.

2. **No person shall ignite, discharge or use consumer fireworks between the hours of 12:00am and 8:00am of the day preceding, the day of, or the day after a national holiday consistent with Sec. 7(2) of Public Act 256 of 2011, except that on New Year’s Day no person shall ignite, discharge or use consumer fireworks between the hours of 1:00am and 8:00am.**
3. No Person shall ignite, discharge or use consumer fireworks within the city while under the influence of alcohol, a controlled substance, or a combination of alcohol and a controlled substance at any time.
4. No person under the age of 18 shall ignite, discharge or use consumer fireworks within the city at any time.

C. Enforcement.

The Fire Chief, his designees and sworn law enforcement officers are authorized to enforce the provisions of this ordinance.

INTRODUCTION.....

SUMMARY PUBLISHED.....

ADOPTION.....

COMPLETE PUBLICATION.....

EFFECTIVE DATE.....

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

# MEMO

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DATE: April 29, 2014

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

FROM: Cindy L. Prue, Finance Director

**Re: FY2013-14 Third Quarter Recommended Budget Amendments**

Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Units of Government, provides for adjustments to the Adopted Budget. The Finance Forecast has identified several variances between current projections and estimated Revenues and Appropriations included in the Adopted and Amended FY2013-14 Budget and recommends the attached adjustments.

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

The summary is as follows:

**General Fund (101):**

Revenues – Most of the revenues were adjusted to reflect the actual monies being collected. The main changes were to the inspection permit fees coming in higher than anticipated; and Ordinance Fines and Tow & Impound Fees coming in higher than expected. The biggest change is in the Current Real and Personal Tax revenue. Numbers were budgeted conservatively because of the tax tribunal cases pending; however, revenue is coming in higher than anticipated.

Expenditures – The adjustments made in the Recreation Department are to adjust budget to the final actual expenses. The changes in the Public Works Department are to adjust budget to accounting practices.

**Major Street Fund (202):**

Revenues – The change to the Gas & Weight Tax budget is to reflect the additional funds the State of Michigan made available to assist with the extra winter maintenance cost incurred because of the harsh winter.

Expenditures – These adjustments were made to cover the expenses for the unusually large amount of snow and ice we experienced this past winter.

**Local Street Fund (203):**

Revenues – The same additional funding for winter maintenance from the State of Michigan was also received by the Local Street Fund.

Expenditures – Again, the vast majority of adjustments was to account for the unusual winter.

**Brownfield Redevelopment Fund (279):**

Revenues – The increase in revenue was attributed to the final receipt of Buckeye Cleanup Funds and to reflect the actual capture of tax dollars.

**DDA – TIFA Fund (281):**

Revenue – The revenue increase is to reflect the increased use of the downtown dumpster program.

Expenditures – To appropriate funds to help pay for the downtown Christmas light purchase.

**Motor Vehicle Pool (662):**

Revenue – To adjust the budget to reflect the actual rental charges

Expenditures – Budgets were adjusted here to reflect the change in accounting for DPW’s fuel usage, for the purchase of the Tahoe from the police department and to account for unexpected repairs to the tractor in the parks department.

**State Revenue Sharing Update:**

<u>Payment Date</u>	<b>FY2013-14</b>		<b>Variance</b>
	<u>Estimated</u>	<u>Actual</u>	<u>Amount</u>
August 2013	\$250,290	\$260,678	\$ 10,388
October 2013	\$270,135	\$279,326	\$ 9,191
December 2013	\$275,219	\$275,955	\$ 736
February 2014	\$272,253	\$263,323	\$ (8,930)
April 2014	\$243,165		
June 2014	\$255,804		

**EVIP Program:**

The city has received funds for the Accountability and Transparency and Consolidation of Services segments, for a total of \$301,817.

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

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

	<b>FY2013-14 ADOPTED BUDGET</b>	<b>FY2013-14 AMENDED BUDGET as of 03/31/2014</b>	<b>FY2013-14 THIRD QUARTER FINANCIAL FORECAST</b>	<b>BUDGET AMENDMENT</b>	<b>REASON</b>
<b>GENERAL FUND (101)</b>					
<b>REVENUE:</b>					
<b>Dept. 172: ADMINISTRATOR DEPARTMENT</b>					
101-172.00-673.000 RENT-ADRIAN TRAIN SCHOOL	\$16,000	\$16,000	\$35,000	\$17,000	Record RHINO rent
<b>Dept 201: FINANCE DEPARTMENT</b>					
101-201.00-445.000 PENALTIES & INTEREST ON TAXES	\$65,000	\$65,000	\$50,000	(\$15,000)	Adjust to actual
101-201.00-607.000 TAX COLLECTION FEES	\$200,000	\$200,000	\$175,000	(\$25,000)	Adjust to actual
<b>Dept 209: ASSESSOR</b>					
101-209.00-444.000 PRINCIPLE RESIDENCE DENIAL	\$2,000	\$2,000	\$500	(\$1,500)	Reflect acutal
<b>Dept 301: POLICE DEPARTMENT</b>					
101-301.00-659.000 ORDINANCE FINES	\$50,000	\$50,000	\$60,000	\$10,000	To reflect increase
101-301.00-660.000 TOW & IMPOUND FEES	\$13,000	\$13,000	\$22,000	\$9,000	To reflect increase
101-301.00-695.000 OTHER	\$5,000	\$5,000	\$1,000	(\$4,000)	To adj to actual
<b>Dept 336: FIRE DEPARTMENT</b>					
101-336.00-639.000 TRANSPORT SERVICES	\$0	\$6,000	\$13,000	\$7,000	to record add'l revenue
101-336.00-695.000 OTHER	\$1,000	\$1,000	\$2,600	\$1,600	To record Fire Grant
<b>Dept 371: INSPECTION</b>					
101-371.00-475.000 VACANT BLDG REGIST	\$0	\$1,500	\$2,380	\$880	To adjust to actual
101-371.00-478.000 ELECTRICAL PERMITS	\$25,000	\$35,000	\$45,000	\$10,000	
101-371.00-479.000 HEATING PERMITS	\$30,000	\$30,000	\$40,000	\$10,000	
101-371.00-487.000 RENTAL REGISTRATION	\$65,000	\$73,500	\$80,000	\$6,500	
<b>Dept. 691: RECREATION</b>					
101-691.00-651.056 USE/ADM FEES-YOUTH PROGRAMS	\$2,000	\$2,000	\$1,100	(\$900)	
101-691.00-651.061 USE/ADM FEES-AQUATICS	\$30,000	\$18,000	\$22,220	\$4,220	
101-691.00-651.073 USE/ADM FEES-YMCA RENTALS	\$0	\$0	\$3,000	\$3,000	
<b>Dept. 697: PARKS &amp; FORESTRY</b>					
101-697.00-651.072 USE/ADM FEES-SHELTER USE	\$12,800	\$12,800	\$5,000	(\$7,800)	
<b>Dept 990: Non-Department</b>					
101-990.00-404.000 CURRENT REAL TAX	\$4,211,000	\$4,211,000	\$4,300,000	\$89,000	
101-990.00-405.000 CURRENT PERS PROP TAX	\$939,000	\$939,000	\$973,000	\$34,000	
101-990.00-661.000 CIVIL INFRACTIONS	\$500	\$500	\$2,000	\$1,500	
101-990.00-676.281 CONTRIB-TIFA	\$0	\$0	\$2,000	\$2,000	
101-990.00-697.000 PRIOR YEARS REVENUE	\$247,963	\$314,532	\$163,032	(\$151,500)	
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$5,915,263</b>	<b>\$5,995,832</b>	<b>\$5,997,832</b>	<b>\$0</b>	
<b>EXPENDITURES:</b>					
<b>Dept. 172: ADMINISTRATION</b>					
101-172.00-702.000 WAGES	\$141,305	\$161,928	\$169,000	\$7,072	Reflect dept changes
101-172.00-970.000 DISTRIB-COPIES	(\$6,000)	(\$6,000)	(\$4,000)	\$2,000	To adj to previous year
<b>Dept. 191: ELECTIONS</b>					
101-191.00-741.000 OPER SUPPLIES	\$14,000	\$14,000	\$15,317	\$1,317	To reflect school election
<b>Dept. 201: FINANCE</b>					
101-201.00-703.000 WAGES-PART TIME	\$0	\$0	\$10,510	\$10,510	To reflect use of temp help
101-201.00-710.000 SICK WAGES	\$3,920	\$3,920	\$4,920	\$1,000	To adj to actual
<b>Dept. 210: ATTORNEY</b>					
101-210.00-803.000 LEGAL FEES	\$3,000	\$3,000	\$6,000	\$3,000	
<b>Dept. 371: INSPECTION DEPARTMENT</b>					
101-371.00-730.000 POSTAGE	\$100	\$1,500	\$1,800	\$300	Increase mailing fees
<b>Dept. 441.00: PUBLIC WORKS</b>					
101-441.00-702.000 WAGES	\$344,638	\$275,000	\$85,000	(\$190,000)	Adj to actual payroll
101-441.00-801.000 CONTRACT SERVICES	\$1,500	\$1,500	\$3,800	\$2,300	Adj for Scale Test
101-441.00-965.000 DISTRIB - WAGES	(\$253,981)	(\$253,981)	(\$120,000)	\$133,981	Adj to actual payroll

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

	FY2013-14 ADOPTED BUDGET	FY2013-14 AMENDED BUDGET as of 03/31/2014	FY2013-14 THIRD QUARTER FINANCIAL FORECAST	BUDGET AMENDMENT	REASON
<b>Dept. 691: RECREATION</b>					
101-691.00-702.000 WAGES	\$64,050	\$64,050	\$69,000	\$4,950	To adj for Kubalek salary
101-691.00-703.061 WAGES - AQUATICS	\$45,500	\$42,240	\$40,000	(\$2,240)	To adj to actual
101-691.00-715.000 SOCIAL SECURITY	\$10,450	\$8,550	\$9,600	\$1,050	To adj to actual
101-691.00-716.000 HOSPITALIZATION	\$8,965	\$8,965	\$6,850	(\$2,115)	To adj to actual
101-691.00-718.000 RETIREMENT CONTRIB	\$4,700	\$700	\$1,015	\$315	To adj to actual
101-691.00-741.058 SUPPLIES-SPECIAL EVENTS	\$2,500	\$2,400	\$6,950	\$4,550	To adj for Heritage lights
101-691.00-801.056 CONTRACT SERV-YOUTH	\$760	\$760	\$2,950	\$2,190	To adj for Drama class
101-691.00-914000 WORK COMP	\$4,515	\$1,800	\$5,360	\$3,560	To adj to actual
<b>Dept. 697: PARKS &amp; FORESTRY</b>					
101-697.00-741.000 OPER SUPPLIES	\$300	\$300	\$900	\$600	To adj for printing supplies
101-697.00-851.000 TELEPHONE	\$240	\$240	\$700	\$460	
101-697.00-912.000 LIABILITY INSURANCE	\$5,000	\$5,000	\$3,300	(\$1,700)	To adj to actual
<b>Dept. 698: HERITAGE PARK</b>					
101-698.00-943.662 VEHICLE RENTAL	\$5,650	\$7,000	\$23,500	\$16,500	To adj to actual
<b>Dept. 895: ECONOMIC DEVELOPMENT</b>					
101-895.00-912.000 LIABILITY INSURANCE	\$0	\$0	\$400	\$400	
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$401,112</b>	<b>\$342,872</b>	<b>\$342,872</b>	<b>\$0</b>	
<b>MAJOR STREET FUND (202)</b>					
<b>REVENUES:</b>					
202-000.00-546.000 GAS & WEIGHT TAX	\$925,000	\$925,000	\$989,000	\$64,000	To record state funds for winter
202-000.00-697.000 PRIOR YEARS REVENUE	\$22,754	\$228,816	\$252,728	\$23,912	
<b>TOTAL MAJOR STREET REVENUES:</b>	<b>\$947,754</b>	<b>\$1,153,816</b>	<b>\$1,241,728</b>	<b>\$87,912</b>	
<b>EXPENDITURES:</b>					
202-478.00-702.111 WAGES-SNOW REMOVAL	\$10,000	\$10,000	\$14,800	\$4,800	To adj for harsh winter
202-478.00-704.111 OVERTIME-SNOW REMOVAL	\$9,000	\$9,000	\$11,700	\$2,700	To adj for harsh winter
202-478.00-708.111 OVERHEAD-SNOW REMOVAL	\$9,120	\$9,120	\$12,900	\$3,780	To adj for harsh winter
202-478.00-776.111 SUPPLIES-SNOW REMOVAL	\$29,000	\$29,000	\$39,200	\$10,200	To adj for harsh winter
202-478.00-801.111 CONTRACTED-SNOW REMOVAL	\$1,500	\$1,500	\$4,400	\$2,900	To adj for harsh winter
202-478.00-943.111 VEH RENT-SNOW REMOVAL	\$16,000	\$16,000	\$49,400	\$33,400	To adj for harsh winter
202-480.00-801.000 CONTRACTED-NON MOTORIZED	\$50,000	\$50,000	\$70,000	\$20,000	To record actual sidewalk replace
202-487.00-943.111 M-52 OVERTIME-SNOW REMOVAL	\$1,500	\$1,500	\$3,000	\$1,500	To adj for harsh winter
202-487.00-776.111 M-52 SUPPLIES-SNOW REMOVAL	\$6,608	\$6,608	\$6,820	\$212	To adj for harsh winter
202-487.00-943.111 M-52 VEH RENT-SNOW REMOVAL	\$2,500	\$2,500	\$6,610	\$4,110	To adj for harsh winter
202-488.00-704.111 M34-OVERTIME-SNOW REMOVAL	\$400	\$400	\$1,360	\$960	To adj for harsh winter
202-488.00-776.111 M34-SUPPLIES-SNOW REMOVAL	\$2,600	\$2,600	\$2,800	\$200	To adj for harsh winter
202-488.00-943.111 M34-VEH RENT-SNOW REMOVAL	\$1,500	\$1,500	\$4,650	\$3,150	To adj for harsh winter
<b>TOTAL EXPENDITURES</b>	<b>\$139,728</b>	<b>\$139,728</b>	<b>\$227,640</b>	<b>\$87,912</b>	
<b>LOCAL STREET FUND (203)</b>					
203-000.00-546.000 GAS & WEIGHT TAX	\$285,000	\$285,000	\$302,208	\$17,208	
203-000.00-641.000 SIDEWALK	\$16,000	\$16,000	\$21,000	\$5,000	
203-000.00-676.599 TRANSFER-CAPITAL PROJECTS	\$15,000	\$15,000	\$38,500	\$23,500	
203-000.00-695.000 OTHER	\$1,000	\$1,000	\$4,800	\$3,800	
203-000.00-697.000 PRIOR YEARS REVENUE	\$12,468	\$271,783	\$274,601	\$2,818	
<b>TOTAL REVENUES</b>	<b>\$329,468</b>	<b>\$588,783</b>	<b>\$641,109</b>	<b>\$52,326</b>	
<b>EXPENDITURES:</b>					
203-444.00-801.000 CONTRACT SERV-SIDEWALKS	\$30,000	\$17,805	\$25,000	\$7,195	
203-451.80-801.203 CONTRACT SERV-ALLEYS	\$10,000	\$10,000	\$11,000	\$1,000	
203-478.00-702.111 WAGES-SNOW REMOVAL	\$12,000	\$12,000	\$20,100	\$8,100	
203-478.00-704.111 OVERTIME-SNOW REMOVAL	\$2,800	\$2,800	\$4,600	\$1,800	
203-478.00-708.111 OVERHEAD-SNOW REMOVAL	\$7,104	\$7,104	\$11,985	\$4,881	
203-478.00-776.111 SUPPLIES-SNOW REMOVAL	\$25,000	\$25,000	\$28,250	\$3,250	
203-478.00-943.111 VEH RENT-SNOW REMOVAL	\$0	\$17,000	\$43,100	\$26,100	
<b>TOTAL EXPENDITURES</b>	<b>\$86,904</b>	<b>\$91,709</b>	<b>\$144,035</b>	<b>\$52,326</b>	

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

	<b>FY2013-14 ADOPTED BUDGET</b>	<b>FY2013-14 AMENDED BUDGET as of 03/31/2014</b>	<b>FY2013-14 THIRD QUARTER FINANCIAL FORECAST</b>	<b>BUDGET AMENDMENT</b>	<b>REASON</b>
<b>COMMUNITY DEVELOPMENT FUND (275)</b>					
<b>REVENUES:</b>					
275-000.00-664.000 INTEREST	\$0	\$0	\$1,875	\$1,875	
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,875</b>	<b>\$1,875</b>	
<b>EXPENDITURES:</b>					
275-826.00-728.000 OFFICE SUPPLIES	\$0	\$0	\$100	\$100	
275-990.00-990.000 CONTINGENCY	\$0	\$0	\$1,775	\$1,775	
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,875</b>	<b>\$1,875</b>	
<b>BROWNFIELD REDEVELOPMENT (279):</b>					
<b>REVENUES:</b>					
279-000.00-404.000 CURRENT REAL PROP TAX	\$33,600	\$33,600	\$38,965	\$5,365	
279-000.00-533.000 USEPA ASSESSMENT GRANT	\$0	\$0	\$4,650	\$4,650	
<b>TOTAL REVENUES</b>	<b>\$33,600</b>	<b>\$33,600</b>	<b>\$43,615</b>	<b>\$10,015</b>	
<b>EXPENDITURES:</b>					
279-290.00-990.000 CONTINGENCY	\$10,636	\$10,636	\$20,651	\$10,015	
<b>TOTAL EXPENDITURES</b>	<b>\$10,636</b>	<b>\$10,636</b>	<b>\$20,651</b>	<b>\$10,015</b>	
<b>DDA-TIFA FUND (281)</b>					
<b>REVENUES:</b>					
281-000.00-631.000 REFUSE COLLECTION	\$17,000	\$17,000	\$20,000	\$3,000	
281-000.00-697.000 PRIOR PERIOD REVENUE	\$28,824	\$48,824	\$58,824	\$10,000	
<b>TOTAL REVENUES</b>	<b>\$45,824</b>	<b>\$65,824</b>	<b>\$78,824</b>	<b>\$13,000</b>	
<b>EXPENDITURES:</b>					
281-290.00-741.000 OPERATING SUPPLIES	\$3,000	\$2,000	\$15,000	\$13,000	Purchase of Xmas lights
<b>TOTAL EXPENDITURES</b>	<b>\$3,000</b>	<b>\$2,000</b>	<b>\$15,000</b>	<b>\$13,000</b>	
<b>MOTOR VEHICLE POOL (662):</b>					
<b>REVENUES:</b>					
662-000.00-635.202 VEH RENT-MAJOR STREET	\$114,582	\$54,000	\$116,000	\$62,000	
662-000.00-635.203 VEH RENT-LOCAL STREET	\$98,562	\$53,000	\$120,000	\$67,000	
662-000.00-635.598 VEH RENT-STORM WATER UTILITY	\$18,000	\$0	\$3,200	\$3,200	
662-000.00-635.698 VEH RENT-HERITAGE PARK	\$5,650	\$7,000	\$18,000	\$11,000	
662-000.00-676.205 CONTRIB-FEE ESTATE	\$0	\$0	\$16,000	\$16,000	
<b>TOTAL REVENUES</b>	<b>\$236,794</b>	<b>\$114,000</b>	<b>\$273,200</b>	<b>\$159,200</b>	
<b>EXPENDITURES:</b>					
662-336.62-934.000 FIRE-VEH MAINT	\$10,000	\$8,000	\$12,000	\$4,000	
662-441.62-745.000 GAS-LUBE-ANTIFREEZE	\$45,000	\$30,000	\$50,000	\$20,000	
662-441.62-977.000 DPW-CAPITAL EQUIP	\$130,000	\$115,185	\$124,100	\$8,915	Sale of Tahoe to DPW
662-691.62-745.000 GAS-LUBE-ANTIFREEZE	\$0	\$0	\$310	\$310	
662-691.62-934.000 VEH MAINT	\$0	\$0	\$400	\$400	
662-697.62-967.000 OUTSIDE MAINT	\$1,500	\$500	\$6,000	\$5,500	Repairs to tractor
662-965.00-990.000 CONTINGENCY	\$8,636	\$2,087	\$122,162	\$120,075	
<b>TOTAL EXPENDITURES</b>	<b>\$195,136</b>	<b>\$155,772</b>	<b>\$314,972</b>	<b>\$159,200</b>	

**RESOLUTION**

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

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

WHEREAS the Financial Forecast, prepared by the City of Adrian's Finance Department, has identified several variances between current projections and Estimated Revenues and Appropriations included in the Adopted and Amended FY2013-14 Budget, and recommends appropriate budget amendments; and

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

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

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission authorizes the Department of Finance to amend the FY2013-14 Budget in accordance with the attached schedule entitled City of Adrian FY2013-14 Third Quarter Recommended Budget Amendments.

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

On motion by Commissioner \_\_\_\_\_,

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

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

# MEMO

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DATE: May 2, 2014  
TO: Hon. Mayor Berryman and City Commission  
FROM: Shane A. Horn, City Administrator  
SUBJECT: Special Assessment Roll

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A public hearing was held on April 21, 2014 to hear comments for the special assessment roll for delinquent invoices for single lot, water and sewer and parking assessments. During this hearing the city commission tabled assessments for 502 Riverside Avenue and 444 S. Main Street.

#### 502 Riverside Avenue

This house is owned by David Navarro and currently has a \$110.00 fee associated with rental registration and inspection. In looking into this further, after 2010 this was classified as 0% homestead and qualifies to be included in our rental inspection program.

#### 444 S. Main Street

This property is owned by Douglas and Karen Thoms and currently has \$349.80 in unpaid trash invoices. This home had been a 3 unit that is being converted to single family. The Michigan Tax Tribunal has granted a 100% homestead for this parcel. We have made the correction in our system based upon the ruling of the tax tribunal and will be billing for the single rate effective the first quarter of 2014.

Respectfully Submitted,

Shane A. Horn

**R14-044**

May 5, 2014

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

**RESOLUTION**

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

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

WHEREAS, at the regular meeting of the Adrian City Commission held on April 21, 2014, the delinquencies for 502 Riverside Ave., and 444 S. Main St. were tabled for further investigation; and

WHEREAS, the above referenced delinquencies have been investigated by City staff and have been determined to be accurate.

NOW, THEREFORE, BE IT RESOLVED that the said Special Assessment Roll for the delinquencies for 502 Riverside Ave., and 444 S. Main St. be, and the same is hereby confirmed.

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