CITY COMMISSION MEETING
September 15, 2014

PRE-MEETING AGENDA

ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
MONDAY,
SEPTEMBER 15, 2014

The City Commission will meet for a pre-meeting study session on Monday, September 15, 2014 at 6:30 p.m. at the City Chambers at 159 East Maumee Street, Adrian, Michigan.

1. Policy for AdrianBusiness.com.

2. Other items as time permits.

COMMISSION AGENDA

AGENDA
ADRIAN CITY COMMISSION
SEPTEMBER 15, 2014
7:00PM

I. PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

II. ROLL CALL

III. APPROVAL OF THE MINUTES OF THE SEPTEMBER 2, 2014 REGULAR MEETING OF THE ADRIAN CITY COMMISSION.

IV. PRESENTATION OF ACCOUNTS

V. CONSENT AGENDA

1. **CR14-077. Assessor.** Resolution to approve the FY2014-15 Auto Parking Fund Financial Plan, and to set a public hearing date to hear and consider comments regarding the proposed Special Assessment District in the Downtown Development District.

2. **CR14-078. Community Development.** Resolution to set a public hearing for the MEDC Blight Elimination Grant.

3. **CR14-079. Police Department.** Resolution to amend the permanent traffic control order to post "Caution, Children Playing" signs in front of 817 Erie Street and 622 Erie Street.

4. **CR14-080. Police Department.** Resolution to amend the permanent traffic control order to post "Caution, Children Playing" signs in front of 310 S. Tecumseh St. and 401 S. Tecumseh St.

5. **CR14-081. City Commission.** Resolution to approve an application from Adrian Hotel Business Inc. to reclassify their liquor license from a Class C & SDM License to a B-Hotel License.

VI. REGULAR AGENDA

1. **R14-120. Engineering.** Resolution to approve a contract modification in the amount of $42,000.00 for the purpose of completing work on the miscellaneous curb and gutter for milling and resurfacing streets.

2. **R14-121. Engineering.** Resolution to approve a five (5) year renewal of the State Trunkline Maintenance Contract with MDOT for a period covering October 1, 2014 through September 30, 2019.

3. **R14-122. City Commission.** Resolution requesting a parking lot and street closure for the annual Blues & Brews Event.

4. **R14-123. Fire Department.** Resolution to accept the United States Federal Emergency Management Agency (SAFER) Grant Extension for the

purpose of funding three (3) full time firefighters for a period of nine (9) months.

5. **R14-124. Administration.** Resolution to approve a street/parking area closure policy.

6. **R14-125. Administration.** Resolution to approve a fee schedule for street/parking area closures.

VII. MISCELLANEOUS

1. Adrian Fire Department Report.

2. Departmental Report.

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

VIII. PUBLIC COMMENT

IX. COMMISSIONER COMMENTS

M I N U T E S

MINUTES
ADRIAN CITY COMMISSION
SEPTEMBER 2, 2014
7:00 P.M.

Official proceedings of the September 2, 2014 regular meeting of the City Commission, Adrian, Michigan.

The regular meeting was opened with a prayer by Pastor Waters of Blissfield and the Pledge of Allegiance to the Flag.

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

Mayor Berryman in the Chair.

Commissioner Faulhaber motioned to approve the minutes from the regular meeting on August 18, 2014, this was seconded by Commissioner Berryman Adams, and the minutes were adopted by a unanimous vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher #4000 through #4006	$107,935.10
General Fund Vouchers #22056 through #22072	$232,131.88
Clearing Account Vouchers amounting to	$417,999.79
TOTAL EXPENDITURES	$758,066.77

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

COMMUNICATIONS

C.1 Finance. July 2014 Revenue and Expenditure Report.

REGULAR AGENDA

RESOLUTIONS

R14-113

RE: FINANCE – Resolution for Designation of Street Administrator

Commissioner Dudas offered the following resolution and moved its adoption:

WHEREAS, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this

section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

THEREFORE, BE IT RESOLVED, that this Honorable Body designate Todd Brown, Parks and Engineering Services Director as the single Street Administrator for the City or Village of Adrian in all transactions with the State Transportation Department as provided in Section 13 of the Act.

Supported by Commissioner Munson.

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

Nays: None

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting of the governing body of this municipality on the 2nd day of September 2014.

R14-114

RE: COMMUNITY DEVELOPMENT – Resolution of approval of bylaws for joint Local Development Finance Authority with the City of Tecumseh MI, for the City of Adrian pursuant to and in accordance with the provisions of Act 281 of the Public Acts of the State of Michigan of 1986, as amended

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 a specific action step identified in the 2013-2015 Strategic Plan is to consider use of a Tax Increment Capture mechanism to "strengthen and diversify" the local economy; and

WHEREAS, the City Commission of the City of Adrian is strongly committed to the revitalization and development of local properties to prevent conditions of unemployment and promote economic growth; and

WHEREAS, the City Commission has concluded these objectives are furthered by the creation of a Local Development Finance Authority and the exercise of powers granted to a board authority pursuant to the Local Development Financing Act, Act 281 of 1986, as amended; and

WHEREAS, together with the City of Tecumseh, the City of Adrian has created a joint Local Development Finance Authority; and

WHEREAS, that Local Development Finance Authority board has met and adopted bylaws to govern the structure and actions of the Authority; and

WHEREAS, the Local Development Finance Authority bylaws are required to be approved by the City of Adrian Commission

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby approves the bylaws of the Local Development Finance Authority of the Cities of Adrian and Tecumseh as presented.

Chris Miller stated that this is the next step in the process and urged the Commission's support.

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

R14-115

RE: COMMUNITY DEVELOPMENT – Acceptance of Michigan Economic Development Corporation Grant Award (213007-ESB) from Michigan Economic Development Corporation for Blight Elimination at 109 E. Maumee

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 eliminating blighted buildings and conditions in downtown and throughout the community; and

WHEREAS, on December 2, 2013 the City of Adrian Commission authorized application to the Michigan Economic Development Corporation for their Blight Elimination program for a two-story addition at the north side of 109 E. Maumee; and

WHEREAS, the application has been approved by the Michigan State Historic Office; and

WHEREAS, the required environmental evaluations have taken place and bids to remediate the site have been received, and

WHEREAS, the City of Adrian's grant application has been approved for $112,905, and

WHEREAS, the City of Adrian Downtown Development Authority will provide a match of $37,635 out of its fund balance to secure the grant.

NOW THEREFORE BE IT RESOLVED that the City of Adrian Commission accepts the Michigan Economic Development Grant # 2130007-ESB in the amount of $112,905, and authorizes the Mayor of the City of Adrian to sign the grant agreements on behalf of the City of Adrian.

BE IT FURTHER RESOLVED that the MEDC Grant #213007-ESB be approved with the following budget amendment being made to the FY 2014-15 budget:

Revenue:

280-000.00-541.000	Blight Grant-109 E Maumee	$112,905
280-000.00-697.000	Prior Years Revenue	$ 37,635

Expenditure:

280-836.00-801.009	Blight Grant-109 E Maumee	$150,540

Chris Miller stated that this project has been 4 years in the making; this is another step in the process; urged Commission approval.

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

R14-116

RE: CITY ATTORNEY – RESOLUTION TO AUTHORIZE THE MAYOR AND CITY CLERK TO SIGN AN AGREEMENT WITH LISD AMENDING THE CURRENT AGREEMENT TO PROVIDE LEGAL SERVICES TO EXTEND THE TERMINATION DATE TO JUNE 30, 2015

WHEREAS, The City of Adrian and LISD entered into a Cooperative Services Agreement dated July 24, 2012, through which Adrian agreed to provide to LISD certain legal services upon LISD's request; and

WHEREAS, the Agreement was for a one year term and was extended by resolution for one additional year; and

WHEREAS, the Agreement, in paragraph eight provided that the parties may elect to extend this Agreement for subsequent annual terms through a properly executed written amendment to the Agreement; and

WHEREAS, the parties now wish to extend the Agreement for an additional annual term;

NOW THEREFORE, IT IS HEREBY RESOLVED that the Mayor and City Clerk are authorized to execute a written amendment to the Agreement extending the term of the Agreement for an additional year.

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

R14-117

RE: UTILITIES DEPARTMENT –Water Treatment Plant – Authorization for Lake Adrian Dam Improvements and Maintenance Construction Administration

WHEREAS the Lake Adrian Dam was constructed in 1941 to provide a surface water source of water for the City of Adrian; and

WHEREAS the dam was constructed with two floodgates on the bottom of the structure to help control the lake level in Lake Adrian. During a storm event in June 2013 we discovered our North floodgate was lodged open approximately one foot and was left inoperable; and

WHEREAS the Adrian City Commission, by Resolution #R13-191 dated September 3, 2013, authorized Spicer Group of St. Johns, MI to provide services associated with preliminary engineering, MDEQ permitting, final design and bidding for the Lake Adrian Dam repair project for a total fee of $34,000.00; and

WHEREAS the Adrian City Commission, by Resolution #R14-051 dated May 19, 2014, authorized Hydro Gate of Denver, CO to provide (2) new gate valves at a total price of $35,956.00; and

WHEREAS the Adrian City Commission, by Resolution #R14-064 dated June 16, 2014, authorized Gerace Construction of Midland, MI to provide and install (2) bulkheads to seal the upstream side of the spillway to prevent continued drawdown of the lake at a total cost of $27,500.00; and

WHEREAS the Adrian City Commission, by Resolution #R14-085 dated July 21, 2014, authorized Schaedler Enterprises, Inc. of Toledo, OH to perform the Lake Adrian Dam Improvements and Maintenance at a cost not to exceed $319,900.00; and

WHEREAS we solicited a proposal from Spicer Group of St. Johns, MI who we have used for many years for services relating to the dam and spillway. Spicer Group will provide construction administration and will prepare as-built drawings; and

WHEREAS Spicer Group's proposal to provide construction administration and prepare as-built drawings totals $12,700.00; and

WHEREAS Spicer Group has performed all the preliminary engineering, MDEQ permitting, and final design work for the Lake Adrian Dam Improvements and Maintenance Project; and

WHEREAS the Utilities Director and City Administrator recommend approval of this resolution for authorization to engage Spicer Group of St. Johns, MI in the City's Standard Professional Services Contract for purposes of providing construction administration and preparation of as-built drawings for the Lake Adrian Dam Improvements and Maintenance project and waiver of the competitive bid process recognizing Spicer's previous work on this project.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Spicer Group of St. Johns, MI for purposes of providing construction administration and preparation of as-built drawings of the Lake Adrian Dam Improvement and Maintenance project for a cost not to exceed $12,700.00.

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

BE IT FURTHER RESOLVED that the FY2014-2015 Budget be amended as follows:

Water Capital Projects Fund:

496-000.00-676.591	Transfer In-Water	$12,700.00
496-549.00-975.139	Lake Adrian Dam Improvements	$12,700.00

Water Fund:

591-000.00-697.000	Prior Years Revenue	$12,700.00
591-965.00-969.496	Transfer Out-Capital Projects	$12,700.00

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

R14-118

RE: COMMUNITY DEVELOPMENT – Approval of business directory and digital intelligence services for City of Adrian website

WHEREAS, the City of Adrian has a compelling interest in supporting a vital local economy; and

WHEREAS, providing services to its citizens and partners is a core mission action of the City of Adrian; and

WHEREAS, development of partnerships and collaborations that leverage resources is a key component in successful communities; and

WHEREAS, the City of Adrian is actively utilizing its website and social media to provide services, engage citizens, and support the business community; and

WHEREAS, Oopgo, Inc. re-designed and now maintains the City of Adrian website; and

WHEREAS, Oopgo has proposed developing a business directory that will appear on the City of Adrian website; and

WHEREAS, Oopgo has further proposed providing the City of Adrian with digital intelligence services; and

WHEREAS, the cost for providing these services will be paid for from the subscription fees charged to participating businesses;

NOW THEREFORE BE IF RESOLVED, that the Mayor and City Clerk are authorized to execute an agreement with Oopgo Inc., to provide the City with a business directory and with digital intelligence services as described in the agreement.

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

R14-119

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

WHEREAS, the Adrian College has applied for the closure of Michigan Ave. from Madison to Charles, and Charles St. from Michigan to Williams on Saturday October 4th from 7:00am to 7:00pm for homecoming festivities; 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 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 **$150.00** for this event.

Frank Hribar of Adrian College thanked the Commission for consideration; this would be a one-time request due to the Merillat construction work being done. Also supplied the certificate for Liability insurance. Barricade fees would be per intersection.

On motion by Commissioner Faulhaber, seconded by Commissioner Gallatin, this resolution **to approve the street closure** was adopted by a unanimous vote.

PUBLIC COMMENT

1. Dr. Haddad – Adrian – thanked the Commission for their confidence in Oopgo, Inc and in the benefit that they can be to the City and also gave a brief history of the company whose founders are all from Adrian.

COMMISSIONER COMMENTS

1. Commissioner Berryman Adams welcomed back students, from our K-12 programs and the Colleges as well.

2. Commissioners Dudas and Berryman Adams mentioned how much they enjoyed meeting the Japanese delegation that arrived last week from Moriyama, Japan, our Sister City. Felt that this was a very beneficial program and would like it to continue. Mayor Berryman echoed the sentiments and gave a brief history of the program. Also mentioned the four businesses that sponsored the Farewell Dinner this year. Mayor Berryman went on to explain the concept of the Adopt a Bench program. The first bench was to be dedicated to Tom and Christine MacNaughton.

The next regular meeting of the Adrian City Commission will be held on Monday, September 15, 2014 at 7:00pm the City Chambers Building, 159 E. Maumee St, Adrian, MI 49221.

Jim Berryman	Pat Baker
Mayor	City Clerk

CHECK REGISTER

September 15, 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 #4007 through 4015.....	$63,131.67
General Fund	
Vouchers #22073 through #22083	$334,585.46
Clearing Account Vouchers	
amounting to.....	$462,644.04
TOTAL EXPENDITURES	$860,361.17

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

September 15, 2014

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
22073	$ 183,696.60	City of Adrian - Payroll	Payroll w/e 8/29/14
22074	$ 13,279.08	First Federal Bank	Social Security 8/29/14
22075	$ 206,014.40	City of Adrian Clearing	9/2/14 AP Check Register
22076	$ -	VOID	
22077		City of Adrian Utilities	EFT State of Michigan August 2014
22078	$ 7,538.78	Nola's Transportation	Payroll w/e 9/5/14
22079	$ 93,584.49	BCBS of Michigan	September 2014 BCBS Premiums
22080	$ 11,386.68	Consumers Energy	August 2014 Electric
22081	$ 236.78	Frontier Communication	September 2014 Telephone
22082	$ 4,814.95	Citizens Gas	August 2014 Heating
22083	$ 20,048.10	Consumers Energy	September 2014 Electirc
	$ 540,599.86		
	$ (206,014.40)	Less : Check 22075	
	$ 334,585.46		

September 15, 2014

September 15, 2014

UTILITIES FUND
CHECK REGISTER

CHECK#		AMOUNT	PAYEE	DESCRIPTION
4007	$	56,745.89	City of Adrian Payroll	Payroll w/e 8/29/14
4008	$	1,355.18	Consumers Energy	August 2014 Electric
4009	$	180,184.35	City of Adrian Clearing	9/2/14 AP Check Register
4010	$	210.00	State of Michigan	Operator Cert. Exam Application
4011	$	219.89	Consumers Energy	August 2014 Electric
4012	$	38.45	Frontier Communications	September 2014 Telephone
4013	$	46.56	Citizens Gas	August 2014 Heating
4014	$	70.00	State of Michigan	Water Distribution Exam
4015	$	4,445.70	Consumers Energy	September 2014 Electric
	$	243,316.02		
	$	(180,184.35)	**Less: Check 4009**	
	$	**63,131.67**	**TOTAL**	

September 15, 2014

EXP CHECK RUN DATES 01/01/2014 - 09/16/2014
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
1.	ACCUMEDWEB LLC	524.14		
2.	ERIC ADAMS	30.00		
3.	ADDISON VETERINARY CLINIC, P.C.	15.00		
4.	ADRIAN FABRICARE CENTER INC.	698.00		
5.	ADRIAN INSURANCE	417.75		
6.	ADRIAN LOCKSMITH & CYCLERY	20.50		
7.	ADRIAN MALL LENDERS	38,165.94		
8.	ADRIAN MECHANICAL SERVICES CO	221.56		
9.	ADRIAN NAPA	160.44		
10.	ADRIAN OVERHEAD DOORS	1,062.84		
11.	ADRIAN PAINTERS SUPPLY & EQUIPMENT	84.19		
12.	ADRIAN WATER CONDITIONING INC	20.95		
13.	ADVANCE AUTO PARTS COMMERCIAL CHRG	60.94		
14.	AIRGAS CARBONIC	647.66		
15.	ALL METALS INC.	173.00		
16.	AMERICAN LIBRARY ASSOC	70.00		
17.	AMERICAN OFFICE SOLUTIONS, INC.	64.45		
18.	AMERICAN TEST CENTER	899.80		
19.	ANNA JAMESON	100.00		
20.	ANTIBUS SCALES & SYSTEMS, INC	365.00		
21.	APPLE MAT RENTAL	134.30		
22.	ARCHBOLD EQUIPMENT CO	9,325.00		
23.	BADER & SONS CO	38.92		
24.	BAKER & TAYLOR BOOKS	608.66		
25.	PATRICIA BAKER	290.08		
26.	BATTERY WHOLESALE	132.14		
27.	GREG BELL CHEVROLET CADILLAC INC	1,007.70		
28.	BELL EQUIPMENT CO	1,509.80		
29.	PAUL E BENGEL COMPANY	20.00		
30.	BEST AIRE COMPRESSOR SERVICES, INC.	3,939.43		
31.	BEST HOMES TITLE AGENCY	55.20		
32.	MARK BISHOP	60.00		
33.	BLACK SWAMP EQUIPMENT	635.80		
34.	BOOK OF THE MONTH CLUB	92.52		
35.	BRAKES-N-MORE	1,802.54		
36.	JOSH BURDINE	50.00		
37.	CANON SOLUTIONS AMERICA	129.81		
38.	CAPTIAL REAL ESTATE TAX SERVICE	148.20		
39.	CAPTIAL REAL ESTATE TAX SERVICE	856.97		
40.	CDW-G COMPUTER SUPPLIES	251.54		
41.	CENGAGE LEARNING	185.17		
42.	CHIEF SUPPLY	262.97		
43.	CITY OF ADRIAN	36.60		
44.	COMCAST	4.29		
45.	CORELOGIC REALESTATE TAX SERVICE	3,710.48		
46.	CORELOGIC REALESTATE TAX SERVICE	2,366.59		
47.	CORELOGIC REALESTATE TAX SERVICE	157.00		
48.	CORELOGIC REALESTATE TAX SERVICE	817.42		
49.	CORELOGIC REALESTATE TAX SERVICE	1,187.64		
50.	CORELOGIC REALESTATE TAX SERVICE	105.60		

EXP CHECK RUN DATES 01/01/2014 - 09/16/2014
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
51.	CORELOGIC REALESTATE TAX SERVICE	1,122.75		
52.	CUTLER DICKERSON CO	27.78		
53.	D PRINTER, INC.	132.50		
54.	D&P COMMUNICATIONS, INC.	1,740.71		
55.	DEXTER'S INC.	10.43		
56.	DUNBAR CONSTRUCTION	20.00		
57.	EBB TIDE	75.00		
58.	ELLA BARNHART	20.00		
59.	ENGLEWOOD ELECTRICAL SUPPLY	5.72		
60.	FASTENAL COMPANY	657.28		
61.	FIREHOUSE SOFTWARE	1,385.00		
62.	FISHER SCIENTIFIC COMPANY LLC	1,095.91		
63.	FRONTIER COMMUNICATION	200.21		
64.	GALLANT & SON	18.99		
65.	GALL'S INC	426.94		
66.	GERACE CONSTRUCTION	13,279.92		
67.	GM & SONS INC	25,074.00		
68.	GOVERNMENTAL BUSINESS SYSTEMS INC	1,890.00		
69.	GRAINGER INC.	265.75		
70.	HADDEN TIRE COMPANY	420.00		
71.	DANIEL HALL	10.47		
72.	HANSON/RENAISSANCE COURT REPORTERS	262.50		
73.	HEWLETT PACKARD	7,763.25		
74.	HISTORICAL SOCIETY OF MICHIGAN	12.00		
75.	HOLBEN PROFESSIONAL EH SERVICES	150.00		
76.	HUBBARD'S AUTO CENTER INC	48.31		
77.	HURON VALLEY RADIOLOGY PC	32.00		
78.	HYDRO GATE	18,360.00		
79.	I.T. RIGHT	499.00		
80.	IDEXX LABORATORIES, INC.	3,682.46		
81.	JACKSON TRUCK SERVICE INC.	94.69		
82.	JOHN DEERE LANDSCAPES	72.91		
83.	JOHNSON'S SPORTING GOODS	66.00		
84.	KAR LABORATORIES INC	145.00		
85.	KIRK J. STUBBS MD PLLP	422.60		
86.	KONICA MINOLTA BUSINESS SOLUTIONS	153.37		
87.	KRUPA'S BOAT MART	25.97		
88.	WALTER GREG LANFORD	20.12		
89.	LANSING SANITARY SUPPLY INC	240.40		
90.	LENAWEE COUNTRY CLUB	1,573.02		
91.	LENAWEE COUNTY PRINTER	551.05		
92.	LENAWEE COUNTY TREASURER	23,677.29		
93.	LENAWEE TIRE & SUPPLY CO, INC.	37.00		
94.	LERETA, LLC	1,861.90		
95.	LONG'S OUTDOOR POWER	53.90		
96.	LOWE'S CREDIT SERVICES	1,441.44		
97.	MARCELLA S. GRAY	4.20		
98.	MASSON'S ELECTRIC, INC	2,934.37		
99.	MCGOWAN ELECTRIC SUPPLY INC	1,521.16		
100.	MERIT NETWORK, INC.	6,450.00		

EXP CHECK RUN DATES 01/01/2014 - 09/16/2014
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
101.	MGFOA	230.00		
102.	MICHIGAN ASSOCIATION CHIEFS	115.00		
103.	MICHIGAN DEPARTMENT OF	113.10		
104.	MICHIGAN PIPE & VALVE INC	51.00		
105.	STATE OF MICHIGAN	105.00		
106.	MICHIGAN WATER ENVIROMENT ASSOC.	186.00		
107.	MICROMARKETING LLC	12.99		
108.	MIDWEST TAPE	254.90		
109.	MIRACLE RECREATION EQUIPMENT CO	1,343.00		
110.	MITCHELL WELDING	1,684.65		
111.	MT BUSINESS TECHNOLOGIES, INC	44.26		
112.	MUNICIPAL CODE CORPORATION	1,598.17		
113.	MUNICIPAL EMPLOYEES' RETIRE	129,916.36		
114.	NEWSBANK INC	1,695.20		
115.	NOLA'S TRANSPORTATION	7,228.00		
116.	NORTH EASTERN UNIFORMS & EQUIPMENT	5,019.62		
117.	O.P. AQUATICS	598.86		
118.	OMNISOURCE - MICH DIVISION	959.79		
119.	OVERDRIVE, INC	5,000.00		
120.	JOHN PAINE	12.21		
121.	PARAGON LABORATORIES INC	79.00		
122.	PEERLESS SUPPLY INC	304.10		
123.	PERFECTION BAKERIES	218.09		
124.	JOSH PERRY	48.27		
125.	PEST PATROL	47.00		
126.	PETE'S RADIATOR SERVICE INC	40.00		
127.	PITNEY BOWES PURCHASE POWER	3,000.00		
128.	PLUNKETT COONEY	132.26		
129.	PROAIR	410.33		
130.	PROMEDICA CORP OF MICHIGAN	120.00		
131.	PVS TECHNOLOGIES INC	4,969.14		
132.	QUILL CORPORATION	507.02		
133.	REPUBLIC SERVICES, INC.	1,163.90		
134.	REPUBLIC SERVICES, INC.	63.00		
135.	ROPES & RIGGING TREE SERVICE, LLC	7,769.16		
136.	SCHUG CONCRETE CONSTRUCTION INC	68,843.45		
137.	SERVICE MASTER OF LENAWEE	1,054.00		
138.	SHINE'S AUTO CLEAN	60.00		
139.	SIENA HEIGHTS UNIVERSITY	269.88		
140.	SIRCHIE FINGER PRINT LABORATORIES	157.34		
141.	SPARTAN DISTRIBUTOR INC	145.48		
142.	SPENCER MANUFACTURING INC.	761.50		
143.	STEVENS DISPOSAL	2,052.52		
144.	STEVENSON LUMBER, INC.	106.84		
145.	TDS SECURITY, INC	861.00		
146.	TETRA TECH INC	2,615.80		
147.	THE VEST MAN	1,010.00		
148.	THOMPSON PLUMBING AND HEATING	20.00		
149.	TRACTOR SUPPLY COMPANY	193.88		
150.	TRACY TIME SYSTEMS	60.50		

EXP CHECK RUN DATES 01/01/2014 - 09/16/2014
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
151.	TTB CLEANING LLC	7,615.00		
152.	UNITED STATES PLASTIC CORP	30.95		
153.	UNUM LIFE INSURANCE COMPANY	2,468.79		
154.	VAN BRUNT TRANSPORT INC	4,676.15		
155.	VERIZON WIRELESS	841.78		
	TOTAL ALL CLAIMS	462,644.04		

CONSENT AGENDA

CR14-077 September 15, 2014

RE: ASSESSING OFFICE – Downtown Parking Special Assessment – Notice of Intent

RESOLUTION

WHEREAS, in accordance with the recommendations of the Blueprint for Downtown Adrian, short-term parking meters were removed from streets and parking lots in June, 2004; and

WHEREAS, after several meetings of the Ad-Hoc Downtown Parking Advisory Committee to review the Auto Fund Parking Budget and Parking Enforcement Operations, the following Financial Plan and Special Assessment proposal has been developed; and

WHEREAS, the cost to maintain parking lots in the Downtown Development District for FY2014-15 amount to $1,050,500, detailed as follows:

Operating Budget	$155,000
Capital Budget	895,500
Total Expenses	$1,050,500; and

WHEREAS, estimated Revenue for FY2014-15 is detailed as follows:

Fee Estate Contribution	25,000
Contribution-DDA TIFA	60,000
Contribution-General Fund	60,000
Contribution-Storm Water	345,500
Special Assessment	60,000
Loan Proceeds	500,000
Total Revenue	$1,050,500; and

WHEREAS, the City Administrator recommends that a $60,000 special assessment be levied upon the taxable value of real and personal property of downtown business owners who benefit from the removal of parking meters and maintenance of a viable downtown parking system for the purpose of revitalizing the central business district; and

WHEREAS, required plans, reports and recommendations have been filed pursuant to the provisions of Article I, Section 70-6 of the Adrian City Code of Ordinances; and

WHEREAS, such plans include the Auto Parking Fund Financial Plan, purpose of the Special Assessment, the Special Assessment District, and the methodology utilized by the City Assessor to apportion the Special Assessment to property owners within the District.

NOW, THERFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution:

1. APPROVES the FY2014-15 Auto Parking Fund Financial Plan, including:

AUTO PARKING FUND (585)

REVENUE:

698.000	LOAN PROCEEDS	500,000
699.101	TRANSFER IN-GENERAL FUND	60,000
699.281	TRANSFER IN-DDA/TIFA FUND	60,000
699.598	CONTRIB.-STORM WATER	345,500
699.599	CONTRIB.-SPECIAL ASSESSMENT	60,000
699.699	CONTRIB.-FEE ESTATE	25,000
TOTAL ESTIMATED REVENUE		$1,050,000

EXPENSES:

702.000	WAGES	$ 4,436
702.110	WAGES-PAVEMENT MARKING	2,500
702.111	WAGES-SNOW REMOVAL	3,000
702.291	WAGES-GENERAL LOT MAINTENANCE	500
704.111	OVERTIME-SNOW REMOVAL	5,000
708.110	OVERHEAD-PAVEMENT MARKING	1,200
708.111	OVERHEAD-SNOW REMOVAL	3,840
708.291	OVERHEAD-GEN LOT MAINT	240
715.000	SOCIAL SECURITY	339
716.000	HOSPITALIZATION	320
717.000	LIFE INSURANCE	13
718.000	RETIREMENT CONTRIBUTION	627
719.000	ENEMPLOYMENT COMPENSATION	13
741.000	OPERATING SUPPLIES	500
776.110	SUPPLIES-PAVEMENT MARKING	500
776.111	SUPPLIES-SNOW REMOVAL	5,600
776.291	SUPPLIES-GEN LOT MAINT.	5,000
801.000	CONTRACT SERVICES	15,000
801.291	CONTRACTED-GEN LOT MAINT.	3,000
802.000	AUDIT FEES	1,000
851.000	TELEPHONE	500
912.000	LIABILITY INSURANCE	300
914.000	WORKERS' COMPENSATION	66
921.000	ELECTRICAL	12,000
943.110	VEHICLE RENT-PAVEMENT MARKING	1,000
943.111	VEHICLE RENT-SNOW REMOVAL	7,500
943.291	VEH RENT-GEN LOT MAINT.	250
951.000	TAXES	2,470
969.133	CONTRIB.INDIRECT COST PLAN	10,282
967.000	DEPRECIATON EXPENSE	24,000
975.000	CAPITAL IMPROVEMENTS	895,500
990.000	CONTINGENCY	44,004
TOTAL EXPENSES		$ 1,050,500

2. As indicated in the aforementioned Financial Plan, the City intends to levy a Special Assessment in the amount of $60,000.

3. The Special Assessment proposed to partially defray the operating expenses detailed in the Auto Parking Fund Financial Plan and, in addition, provide an accumulated fund balance to draw upon for future capital improvements, shall be levied on the lands and premises within the proposed Special Assessment District according to the methodology employed by the City Assessor and on file with the City Clerk.

4. The Report, including the Proposed Special Assessment, shall be filed with the City Clerk forthwith to be available for public examination.

5. The City Commission will meet at a Public Hearing in the Adrian City Commission Chambers (159 E. Maumee Street) at 7:00 p.m. on Monday, October 6, 2014, for the purpose of hearing and considering comments regarding the Proposed Special Assessment District, or to the inclusion of any property within the proposed Special Assessment District.

6. The City Clerk shall mail notice of the intention to adopt said Special Assessment to all interested parties pursuant to the provisions of Article I, Section 70-6 of the Adrian City Code of Ordinances.

On motion by Commissioner _____, seconded by Commissioner

_____, this resolution was adopted by a

_____ vote.

MEMO

135 E. Maumee, Adrian, MI 49221-2703

DATE: September 15, 2014

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

FROM: Chris Miller
DDA & Economic Development Coordinator

SUBJECT: Blight Elimination project 109 E. Maumee – Public Hearing

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Ladies and Gentlemen,

As you are aware, we are near the end of a grant process that will result in a 75% match for the demolition of an addition on the north side of 109 E. Maumee. One of the final requirements we have yet to meet is a formal Public Hearing. Although the community has been invited to comment on the project on two occasions in front of the City Commission, we want to be sure we meet the spirit, intent, and letter of the law.

Please vote to establish a Public Hearing on this project for the October 6th, 2014 City Commission meeting. Should you have any questions regarding this, please contact me.

Best Regards,

_____

Chris Miller
DDA & Economic Development Coordinator

CR14-078 **September 15, 2014**

RE: COMMUNITY DEVELOPMENT – Establishment of Public Hearing for Michigan Economic Development Corporation Grant Award (213007-ESB) from Michigan Economic Development Corporation for Blight Elimination at 109 E. Maumee

RESOLUTION

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 eliminating blighted buildings and conditions in downtown and throughout the community; and

WHEREAS, on December 2, 2013 the City of Adrian Commission authorized application to the Michigan Economic Development Corporation for their Blight Elimination program for a two-story addition at the north side of 109 E. Maumee; and

WHEREAS, the application has been approved by the Michigan State Historic Office; and

WHEREAS, the required environmental evaluations have taken place and bids to remediate the site have been received.

NOW THEREFORE BE IT RESOLVED that the City of Adrian Commission hereby authorizes the scheduling of a public hearing for Monday, October 6th, 2014, 7:00 p.m. in the City Chambers Building to receive comments on this matter, and directs the City Clerk to provide notice as appropriate and required.

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

RESOLUTION
14-3

WHEREAS, the City Administrator has approved certain temporary control orders, and after review has now made recommendation that they be made permanent, therefore so be it,

RESOLVED, that the permanent traffic control orders, adopted October 6, 1958, be amended to include or change the following:

Post "Caution, Children Playing" signs in front of 817 Erie Street and 622 Erie Street.

Respectfully,

VINCENT P. EMRICK,
Chief of Police

VPE/skj

DATED: 9-5-14

RESOLUTION
14-4

WHEREAS, the City Administrator has approved certain temporary control orders, and after review has now made recommendation that they be made permanent, therefore so be it,

RESOLVED, that the permanent traffic control orders, adopted October 6, 1958, be amended to include or change the following:

Post "Caution, Children Playing" signs in front of 310 S. Tecumseh St. and 401 S. Tecumseh St.

Respectfully,

VINCENT P. EMRICK,
Chief of Police

VPE/skj

DATED: 9-5-14

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC use only)

Application for New Licenses, Permits, or Transfer of Ownership or Interest in License

(Retail License Applicants)

PLEASE READ! Complete this form in its entirety and return it, along with corresponding documents and fees, to the address listed at the top of this form. You may provide a copy of this application to your local municipal board for review, if applicable.

Part 1 - If you are requesting a license as a part of your application please answer the questions below:

Are you requesting a new license as a part of your application? ☐ Yes ☒ No

Are you buying an existing license as a part of your application? ☒ Yes ☐ No

Is this license being transferred as a result of a default or court action? ☐ Yes ☒ No

Do you intend to actively use this license or hold it in escrow? ☒ Active Operation ☐ Escrow

Part 2 - Transaction Information: Check boxes applicable to your application ☐ New license ☐ New permit

☒ Transfer ownership ☐ Add space ☐ Change status (self incorporation) ☐ Transfer stock/interest

☐ Transfer location ☐ Drop space ☒ Transfer classification type of license ☐ Transfer limited partnership interest

Name(s) of current licensee: Hostmark Carlton Lodge, LLC

Current licensed address: 1629 West Maumee Street, Adrian, Michigan 49221

Part 3 - Applicant Information

Name of entity/person that will hold the license: Adrian Hotel Business, Inc.

- Corporations/Limited Liability Company(s) - State the name as it is filed with the State of Michigan Corporation Division and provide a copy of your articles.
- Corporations/Limited Liability Company(s) must provide a list of stockholders/members in Part 8 of this form.
- If your company has not filed with the State of Michigan, you must submit a copy of a filed certificate of authority to transact business in Michigan along with your application.

What is the physical address of the premises where the license will be located? (Street address, city/village/township and zip code)

1629 West Maumee Street, Adrian, Michigan 49221

Part 4 - Definitions

Off-premise licenses - Licenses that are issued for the type of business where alcoholic beverages are sold for consumption elsewhere, and where consumption on the premises is not allowed. There are two main types; SDD (spirits and mixed drink spirits) and SDM (beer and wine). Please check the appropriate box for your request. Note: Any additional transfer or license fees may be calculated and collected at a later date.

On-premise licenses - Licenses that are issued to allow alcoholic beverages to be sold, served and consumed on the premises. Note: Any additional transfer or license fees may be calculated and collected at a later date.

Part 5 - Inspection Fees: Check box applicable to your application

☒ Inspection fee for one license type - Inspection fee is $70.00

☐ Inspection fee for two license types - Inspection fee is $140.00

☐ Inspection fee for three license types - inspection fee is $210.00

Michigan Department of Licensing and Regulatory Affairs
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Application for New Licenses, Permits, or Transfer of Ownership or Interest in License

(Retail License Applicants)

Part 6 - Licenses and Permits: Check the type of license and permits that you need to complete your request

MCL 436.1525(1) provides that license fees shall be paid at the time of filing applications. (All checks/money orders should be made payable to the State of Michigan)

Off Premise License Type:	Base Fee:
☐ SDM License	$100.00
☐ SDD License	$150.00
☐ Resort SDD License	Upon Licensure
☐ Transfer Resort SDD license	$150.00

On Premise License Type:	Base Fee:
☒ B-Hotel License	$600.00
☐ A-Hotel License	$250.00
☐ Brewpub license	$100.00
☐ Class C License	$600.00
☐ Club License	$300.00
☐ Resort License	Upon Licensure
☐ Redevelopment License	Upon Licensure
☐ Tavern License	$250.00
☐ G-1 License	$1,000.00
☐ G-2 License	$500.00
☐ Aircraft License	$600.00
☐ Watercraft License	$100.00
☐ Train	$100.00
☐ Continuing Care License	$600.00

On/Off Premise Permission Type:	Base Fee:
☐ Off-premise Storage	No charge
☐ Direct Connection(s)	No charge
☐ Gas Pumps	No charge

*Note: MCL 436.1529(5)(b) provides that an inspection fee shall not be required for the issuance of a new permit, or the transfer of an existing permit, if the permit is issued or transferred simultaneously with the issuance or transfer of a license or an interest in a license.

**Note: $350.00 is due for each additional bar requested. This fee must also be included when calculating the total amount due for Sunday Sales Permit (PM).

Off Premise Permits:	Base Fee:
☐ Sunday Sales Permit (AM)	$160.00
☐ Sunday Sales Permit (PM) (Held with SDD license)	$22.50
☐ Catering Permit	$100.00
☐ Beer and Wine Sampling	No charge *
☐ Living Quarters	No charge *

*Note: MCL 436.1529(5)(b) provides that an inspection fee shall not be required for the issuance of a new permit, or the transfer of an existing permit, if the permit is issued or transferred simultaneously with the issuance or transfer of a license or an interest in a license.

On Premise Permit Type:	Base Fee:
☐ Sunday Sales Permit (AM)	$160.00
☒ Sunday Sales Permit (PM)	15% of license fee
☐ Catering Permit	$100.00
☐ Outdoor Service	No charge *
☒ Entertainment Permit	No charge *
☒ Dance Permit	No charge *
☐ Topless Activity Permit	No charge *
☐ Living Quarters	No charge *

98 rooms

☒ Specific Purpose Permit (list activity below):

Hours requested: food week days: 6am-7am sun 7am-12am

☐ Extended Hours Permit (check type below): No charge *

○ Dance ◉ Entertainment

Hours requested: 4:00 a.m.

☐ New Additional Bar Permit (s)** Indicate #: _____ $350.00

☐ New Banquet Facility Permit $600.00

Address of proposed banquet facility:

_____

A Banquet facility permit is an extension of your license and is different from a banquet room in your facility.

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____

(For MLCC use only)

Application for New Licenses, Permits, or Transfer of Ownership or Interest in License

(Retail License Applicants)

Part 7a - Name and Address of stockholder/member/limited partner

- Each stockholder/member/partner must complete Part 7b of the application.
  (For companies with multiple stockholders/members/partners, please make copies of this section for each person/entity to complete)
- Administrative rule R 436.1115 provides that an applicant for a license shall submit fingerprints and undergo investigation by the Commission. Fingerprints are not required for an applicant previously fingerprinted for a license with the Commission. If your local police agency does not have paper fingerprint cards, please contact the MLCC today at (866) 813-0011 and we will send them to the police department right away.
- Please attach the the fingerprint card and $30.00 fee payable (for each card) to the State of Michigan and return them to the Lansing office of the Michigan Liquor Control Commission with your application.

Name: Ray Kouza

Home address: P.O Box 237, Belleville, Michigan 48112

Business Phone: (313)215-1400 Cell Phone: (313)215-1400 E-mail address: raykouza@yahoo.com

Part 7b - Personal Information (Individuals)

Date of Birth: May 29, 1965 Social Security Number: 372-92-4510 Drivers License Number: K 200 738 765 404

Are you a citizen of the United States of America? ☒ Yes ☐ No

Have you ever legally changed your name? ■ Yes ☐ No List maiden names, or name changes due to naturalization or court order

If you answered yes, please state your prior name(s) (including maiden): Riadh Kouza

Have you ever been arrested? ☐ Yes ☒ No If yes, list below (attach additional pages if necessary)

Date	City/State	Charge	Disposition

Have you ever been licensed by the Michigan Liquor Control Commission? ☒ Yes ☐ No

If you are currently married, what is your **spouse's** full name? Dalia Kouza
(first, middle, last)

Spouse's date of birth: March 6, 1976

Is your **spouse** a citizen of the United States of America? ◉ Yes ○ No (If you answered "no", you will be asked to provide documentation to verify your spouse's legal status)

Has your **spouse** ever been arrested? ○ Yes ◉ No If yes, list below (attach additional pages if necessary)

Date	City/State	Charge	Disposition

Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan (civil defense volunteer policeman, mayors, village presidents, and members of city councils are not considered to be law enforcement officers).

☐ Yes ☒ No

Do you or your spouse hold a manufacturer or wholesale license in Michigan?

☐ Yes ☒ No

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false or fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

7/1/2014 — Date

Ray Kouza, Vice-president — Individual, print name and title

Individual signature

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Michigan Department of Licensing and Regulatory Affairs
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Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Application for New Licenses, Permits, or Transfer of Ownership or Interest in License

(Retail License Applicants)

Part 8 - Report of Stockholders/Members/Limited Partners

Complete this section and attach more copies of this page if more room is needed.

Name and Address of stockholder/member:	Number of Shares/Percentage Held:
Haytham Beshi, 4098 Howe, Wayne, Michigan 48184	100 shares
Nashat Yaldo, 6119 Wynford Dr., West Bloomfield, Michigan 48322	100 shares
Ray Kouza, PO BOX 237, Belleville, Michigan 48112	100 shares

Name and address of Corporate Officers and Directors, pursuant to administrative rule R 436.1109

Haytham Beshi, same as above. President, Director

Nashat Yaldo, same as above. Treasurer, Director

Ray Kouza, same as above. Vice President, Secretary, Director

Name and address of Managers and Assignees, pursuant to administrative rule R 436.1110

N/A

What is the total number of shares that the corporation has issued to its stockholders? _____

Limited Partnerships

Name and address of General Partner(s) - Attach additional pages if necessary

N/A

Name and address of Limited Partner(s) - Attach additional pages if necessary

N/A

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Business ID: _____
Request ID: _____
(For MLCC use only)

Application for New Licenses, Permits, or Transfer of Ownership or Interest in License

(Retail License Applicants)

Part 9 - Contact Information

Once the Commission has rendered a decision on your request there will be additional information that you will be required to provide. Complete this section so we know where to send your Commission Order and any closing packages.

What is your preferred method of receipt? ○ Mail ◉ E-Mail ○ In office pick-up

(If you choose to pick this package up in the office our staff will contact you when it is ready)

Contact Name: Haytham Beshi

Mailing Address: 4098 Howe Road, Wayne, Michigan 48184

Business Phone: _____ Cell Phone: 313-801-2832 E-mail address: hbeshi@aol.com

Part 10 - Attorney Information

Do you have an attorney representing you in this matter? ◉ Yes ○ No

Attorney Name: Michael N. Kiryakoza, P.C. Member Number: P-45089

Street Address, City, State, Zip Code: 28411 Northwestern Highway, Suite 1150, Southfield, Michigan 48034

Business Phone: 248-356-0000 Cell Phone: _____ E-mail address: Michael@kiryakozapc.com

Would you prefer that we contact your attorney for all licensing matters related to your request? ◉ Yes ○ No

Would you prefer any closing packages or notices be sent directly to your attorney? ○ Yes ◉ No

Be advised that the information contained in this application will only be used for this request. This section will need to be completed for each subsequent request you make with this office.

Signature of Applicant:

Notice: When purchasing a license, a buyer can be held liable for tax debts incurred by the previous owner. Prior to committing to the purchase of any license or establishment, the buyer should request a tax clearance certificate from the seller that indicates that all taxes have been paid up to the date of issuance. Obtaining sound professional assistance from an attorney or accountant can be helpful to identify and avoid any pitfalls and hidden liabilities when buying even a portion of a business. Sellers can make a request for the tax clearance certificate through the Michigan Department of Treasury.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this permit by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

X _____ Date | Haytham Beshi, Organizer — Print name of applicant/licensee and title | X _____, Organizer — Signature of applicant/licensee

To check the status of your request, visit www.michigan.gov/lcc and click on "Online Services." Scroll down to Liquor Control Commission and click on "Online Status Check." Enter your request id number (RID) to check on your application 24 hours a day.

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505
Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Government Approval

(Authorized by MCL 436.1501)

Instructions for Applicants:

- Provide a copy of your Application for New Licenses, Permits, or Transfer of Ownership or Interest in License (form LCC-3011 for Retail or form LCC-3015 for Manufacturers and Wholesalers) to the local unit of government.

Instructions for Local Legislative Body:

- Complete this resolution, or provide a resolution, a letter of certification from the clerk, or minutes from the meeting at which this request was considered.

At a _____ (regular or special) meeting of the _____ (township, city, village) council/board

called to order by _____ on _____ (date) at _____ (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Adrian Hotel Business, Inc (name of applicant)

for the following license(s): Re-classification of Class C & SDM License to B-Hotel License (e.g. Class C, Tavern, B-Hotel, Micro Brewer)

and the following permits, if applied for: ☐ Dance Permit ☐ Entertainment Permit ☐ Topless Activity Permit

to be located at 1629 W Maumee St Adrian, MI 49221

be considered for _____ (approval or disapproval).

Approval	Disapproval
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

It is the consensus of this body that it _____ (recommends/does not recommend) this application be considered for

approval by the Michigan Liquor Control Commission.

I hereby certify that the foregoing is true and is a complete copy of th resolution offered and adopted by the _____ (township, city, village) council/board at a _____ (regular or special) meeting held on _____ (date).

Name and title of authorized officer (please print): _____

Signature and date of authorized clerk: _____

Phone number and e-mail of authorized officer: _____

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REGULAR AGENDA

September 10, 2014

MEMORANDUM

TO: Shane Horn, City Administrator

FROM: Todd Brown, Director of Parks & Engineering Services

SUBJECT: Curb & Gutter Contract C -1-2014 Contract Modification

---

In June 2014 the City Commission awarded Part B of Contract C-1-2014 (Misc. Curb and Gutter for Milling and Resurface Streets) to Schug Construction of Adrian, MI in the amount of $69,584.45.

It has come to my attention that the quantity of curb in the original bid was not correct. This contract was bid to complete approximately 925 LF of Misc Curb removal and replacement when in fact the quantity bid should have been 2,200 LF, resulting in a net change of approximately $42,000.00

It is requested that authorization of Part B of this contract be modified to allow for payment of the work that Schug Construction is in the process of completing in the amount of $42,000.00.

Total new contract cost will be $111,584.45

Funds for this are available in the fund balance of both Major and Local Street funds, as follows:

202-000.00-697.000 - $23,687.08	Major Street - Prior Period Revenue
203-000.00-697.000 - $18,312.92	Local Street – Prior Period Revenue

September 15, 2014

R14-120

RE: **ENGINEERING– CONTRACT C -1-2014 CONTRACT MODIFICATION**

RESOLUTION

WHEREAS the Adrian City Commission, by resolution authorized Part B of Contract C-1-2014 (Misc. Curb and Gutter for Milling and Resurface Streets) to Schug Construction of Adrian, MI in the amount of $69,584.45; and

WHEREAS, an error in the original bid quantity of 925 LF of miscellaneous curb removal and replacement in lieu of the correct amount of 2,200 LF of miscellaneous curb removal and replacement shall result in a net change to the contract amount of approximately $42,000; and

WHEREAS, it is requested that authorization of Part B of this contract be modified to allow for payment of the work that Schug Construction is in the process of completing in the amount of $42,000; and

WHEREAS, the Finance Director indicates that the following amendment be made for the FY2014-15 budget:

Revenue:

202-000.00-697.000	Prior Period Revenue	$23,687.08
203-000.00-697.000	Prior Period Revenue	$18,312.92

Expenditures:

202-451.10-801.000	Contract Serv.-Resurfacing	$23,687.08
203-451.10-801.000	Contract Serv.-Resurfacng	$18,312.92

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the contract modification in the amount of $42,000 for the purpose of completing the work.

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

September 10, 2014

MEMORANDUM

TO: Shane Horn, City Administrator

FROM: Todd Brown, Director of Parks & Engineering Services

SUBJECT: MDOT State Trunkline Contract #2014-0261 (Renewal)

The Michigan Department of Transportation (MDOT) and the City of Adrian have historically entered into a State Trunkline Maintenance Contract. Renewal of this contract shall begin October 1, 2014 and run through September 30, 2019 (a term of five (5) years).

MDOT has requested the following to fulfill the City of Adrian's obligation to enter into this contract:

- Certified resolution of the City Commission authorizing the City Administrator and Mayor to sign the subject contract
- Certificate of insurance (MDOT form 428)
- Signed contracts (not dated)

The attached resolution approving the contract has been prepared for City Commission consideration at the regularly scheduled meeting on September 15, 2014. I respectfully recommend approval of this resolution authorizing the City Administrator and Mayor to sign the Contract Agreement with the Michigan Department of Transportation (MDOT).

September 15, 2014

R14-121

RE: ENGINEERING – MDOT State Trunkline Maintenance Contract Renewal

RESOLUTION

WHEREAS, the Michigan Department of Transportation (MDOT) has submitted a renewal of their State Trunkline Maintenance Contract with the City of Adrian; and

WHEREAS, the Director of Parks & Engineering Services has reviewed said contract and has recommended its approval.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve a five (5) year renewal of the State Trunkline Maintenance Contract with MDOT for a period covering October 1, 2014 through September 30, 2019; and be it

FURTHER, RESOLVED that Todd Brown, Director of Parks & Engineering Services, be designated as Maintenance Superintendent on state trunkline highways, who will supervise all work covered by the contract; and be it

FURTHER, RESOLVED that the Mayor and City Administrator are hereby authorized to execute said contract on behalf of the City of Adrian.

On motion by Commissioner _____, seconded by Commissioner

_____, this resolution was adopted by a

_____ vote.

STREET/PARKING AREA CLOSURE APPLICATION

Applicant Information – please print

Name:	David Thomas		
Address:	1360 S. Main St		
Daytime Phone:	517-260-0934	Cell:	517-260-0934
Fax:	517-264-5093	Email:	dtcolvas@yahoo.com

1. Are you a non-profit organization? yes

2. State requested street or parking area to be closed:
   Toledo Street ~~between~~ from intersection at North Main St. to North Broad St, and the Pavilion.

3. Purpose for request:
   Safety Purposes for the 3rd Annual Blues & Brews Festival at The Pavilion.

4. Period of time for closing:
   ~~4pm~~ To 10pm on Oct. 18th 2014
   5:30 – Fri through – 10pm Sat – playlot street – 10am – 4pm Sat

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.
   None

STAFF USE ONLY

Number of intersections involved:	2
8 Number of barricades needed:	
Are City barricades available?	
Application & barricade fee due:	

HOLD HARMLESS/INDEMNIFICATION AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2013, between the CITY OF ADRIAN, a Michigan municipal corporation, of 135 East Church Street, Adrian, Michigan 49221, hereinafter referred to as the "City", and _____, of _____ 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

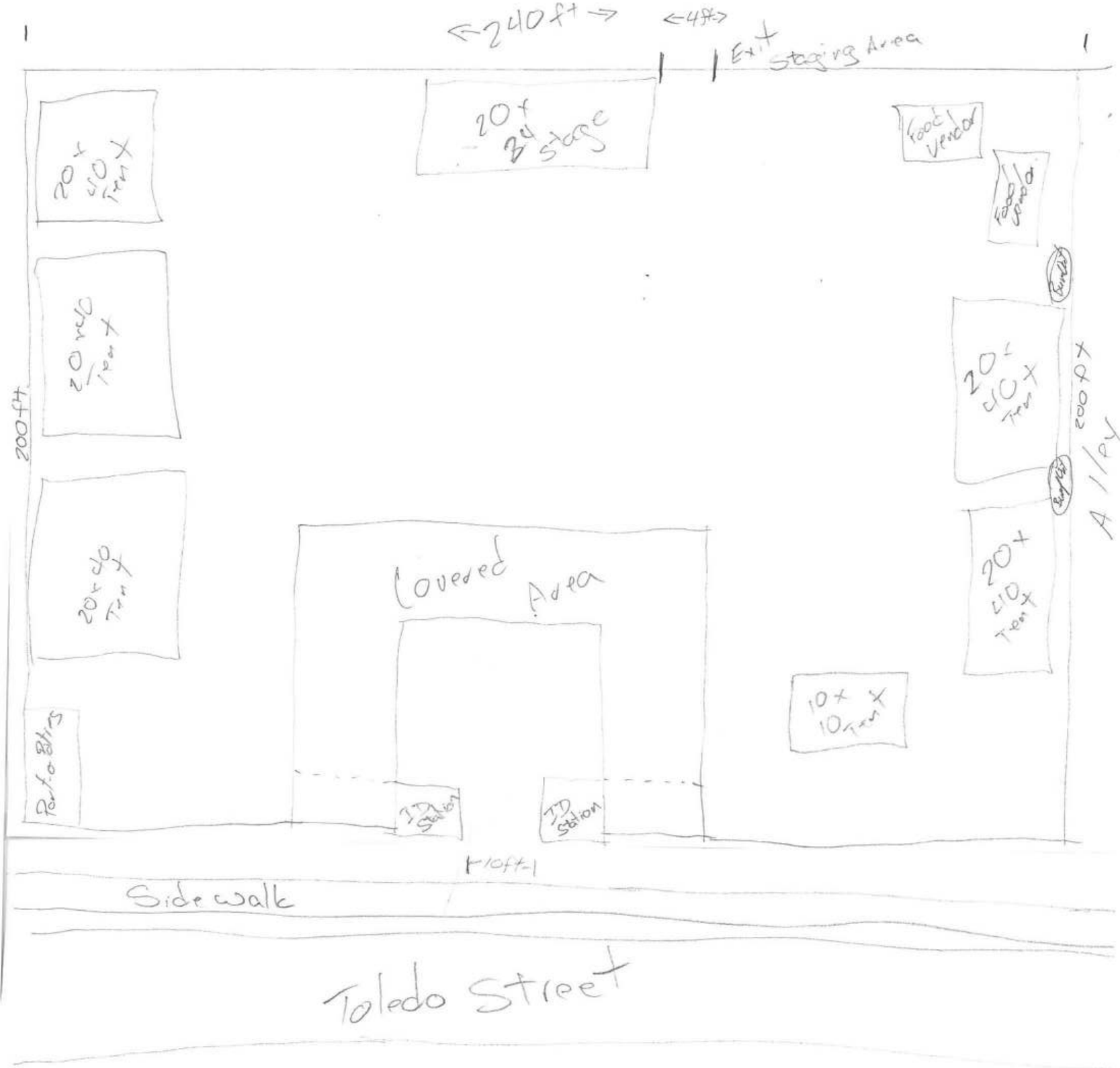
By:_____

Its:_____

APPLICANT:

D Thomas

David Thomas


←240ft→
←4ft→
Exit
Staging Area
20ft 2nd Stage
Food Vendor
Food Vendor
20ft x 40 Tent
20 x 40 Tent
20ft x 40 Tent
20ft x 40 Tent
20ft x 40 Tent
200ft
200ft
Covered Area
10 x 10 Tent
Port-o-Potts
TD Station
TD Station
←10ft→
Sidewalk
Toledo Street

CITY OF ADRIAN
PAVILION USAGE AGREEMENT

The City of Adrian agrees to allow the undersigned to use the Pavilion on the date of Oct. 17 & 18th from 5pm to 12am. The undersigned agrees that as a condition for using the above property, it shall pay a fee in the amount of $300.00.

FURTHER, the undersigned agrees as follows:

1. The undersigned agrees to provide a $1,000,000 liability insurance certificate naming the City of Adrian as additional insured.
2. The undersigned agrees to return the building in the condition that it was found prior to the event.
3. The undersigned agrees to remove all trash and dispose of it properly, replacing trash liners.
4. The undersigned agrees to secure all necessary permits required for food or beverages.
5. The undersigned agrees to provide contact information for individuals responsible for planning, security, and clean up for the event.
6. The undersigned agrees that the event shall comply with no smoking rules for each building.
7. The undersigned agrees to pay for any damages caused as a result of the event and further agrees to indemnify and hold harmless the City of Adrian for any and all costs, expenses, and/or legal fees incurred arising from this event.

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

ORGANIZATION:

By: The Blues + Brews Group / David Thomas

Its: Chairperson

Event Description: Fundraiser

Date of event: Oct. 18, 2014

Hours of event: 3pm to 10pm

Contact information for event planner: 517-260-0934

Contact information for clean up leader: 517-260-0934

Traffic Management Plan for Oct. 18th 2014

Blues & Brews Festival

To help with public safety for The Blues & Brews Festival, The Blues & Brews Group is proposing the partial closing of Toledo Street beginning at North Main extending to the east approximately 200 feet to the end of the private parking area owned by Dennis Swartzlander of Legacy Printing. Traffic would be rerouted for travelers heading North on Broad St. to E. Front and the same for people traveling on N. Main to E. Front St instead of being able to turn on to Toledo. The same option is available for travelers heading South on Main or Broad, Maumee St. will be an alternate route. Travelers may be able to turn onto Toledo St. from N. Broad but will not be able to access N. Main Street. They will be able to turn left into the Public Parking area to turn around and head back to N. Broad St. Anyone needing to access to these areas can use alternate streets such as Maumee St. and Broad St. to reach their specific destination.

Fencing for the festival will be provided by Adrian Tecumseh Fence. It will be chain link fencing that will be 10 feet tall and will surround the perimeter of the pavilion parking lot.

To prevent the sale of alcohol to minors we also have 1 officer from the Clinton Police Department that will be checking ID's as participants enter The Pavilion.

R14-122 September 15, 2014

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

RESOLUTION

WHEREAS, the Blues & Brews Group has applied for the closure of the Toledo Street parking lot from Friday, October 17, 2014 at 5:30pm through Saturday, October 18, 2014 at 10:00pm, and the closure of Toledo Street on Saturday, October 18, 2014 from 1:00pm until 10:00pm for the annual Blues & Brews Festival; 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 the Blues & Brews Group 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.

MEMO

Date: September 10, 2014

To: Shane Horn, City Administrator

From: Cindy L. Prue, Finance Director

Re: Firefighter SAFER Grant

In February 2012 the Fire Chief applied for a SAFER Grant to hire three additional firefighters for a period of two years. These firefighters were to replace three positions that were eliminated due to budget reductions. This grant award was for the period of July 2, 2012 through July 1, 2014.

Upon the expiration of the grant, we had not expended the entire amount of the original award. At that time the Fire Chief contacted the Department of Homeland Security/FEMA to ask if the grant could be extended until all the excess funds were used. Homeland Security did not agree to that stipulation, but did agree to extend the grant timeline until March 31, 2015 (an additional nine months).

Attached you will find the Amendment Package for the grant and a resolution approving the acceptance of this grant for an additional nine months, which equates to an additional $168,750 in funding.

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

Amendment Package

Federal Emergency Management Agency
Washington, D.C. 20472

Mr Paul Trinka
City of Adrian Fire Department
Adrian Fire Department
Adrian, Michigan 49221-2615

Re: Grant No. EMW-2011-FH-00376

Dear Mr Trinka:

This letter is written in response to your amendment request to extend your grant's period of performance. Your request was reviewed by the Program and Grants Office and is hereby approved. As a result of this approval, your Grant Period of Performance and Article III of your Grant Agreement Articles are amended to extend your grant from July 2, 2012, through March 31, 2015. All other terms and conditions of the grant remain unchanged. If you have questions about this amendment, please contact Tina Godfrey, SAFER Program Specialist, at Tina.Godfrey@fema.dhs.gov.

Please save copies of all bids, quotes, purchase receipts, vouchers, etc., along with a copy of this letter in your grant file. If you have other questions or concerns, please contact me by e-mail at Sharon.Cargo@fema.dhs.gov or by telephone at 202-786-9434, or contact the AFG Helpdesk toll-free at 1-866-274-0960, by e-mail at firegrants@fema.dhs.gov.

Sincerely,

Sharon Cargo
Grants Management Specialist
Department of Homeland Security/FEMA

Agreement Articles

FEMA

U.S. Department of Homeland Security
Washington, D.C. 20472

AGREEMENT ARTICLES

STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE - program

GRANTEE: City of Adrian Fire Department

PROGRAM: Staffing for Adequate Fire and Emergency Response (SAFER) -

AGREEMENT NUMBER: EMW-2011-FH-00376

AMENDMENT NUMBER: 2

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Article IV	Amount Awarded
Article V	Financial Guidelines
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Article IX	FEMA Officials
Article X	Central Contractor Registration (CCR)

Article I - Project Description

The purpose of the Staffing for Adequate Fire and Emergency Response program is to provide funding directly to fire departments and volunteer firefighter interest organizations in order to help them increase the number of trained, "front-line" firefighters or to rehire firefighters that have been laid-off.

After careful consideration, FEMA has determined that the grantee's project submitted as part of the grantee's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the program's purpose and worthy of award. The grantee shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application's narrative. These sections of the application are made a part of these grant agreement articles by reference. The grantee may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via an amendment request, from FEMA.

Article II - Grantee Concurrence

By receiving the award through the AFG online system, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. By receiving funds under this grant, grantees agree that they will use the funds provided through the Fiscal Year 2011 Staffing for Adequate Fire and Emergency Response grant in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2011 Staffing for Adequate Fire and Emergency Response program guidance. All documents submitted as part of the original grant application are made a part of this agreement by reference.

Article III - Period of Performance

The period of performance shall be from **02-JUL-12 to 31-MAR-15**.

Article IV - Amount Awarded

The amount of the award is detailed on the Obligating Document for Award attached to these articles. Following are the budgeted estimates for object classes for this grant (including Federal share plus applicable grantee match):

Personnel:	$0.00
Fringe Benefits	$0.00
Travel	$0.00
Equipment	$0.00
Supplies	$0.00
Contractual	$0.00
Other	$0.00
Indirect Charges	$0.00
Total	$688,982.00

NEGOTIATION COMMENTS IF APPLICABLE (max 4000 characters)

Article V - Financial Guidelines

The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to DHS grants are listed below:

A. Administrative Requirements

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (OMB Circular A-110)

B. Cost Principles

1. 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
3. 2 CFR Part 230, Cost Principles for Nonprofit Organizations (OMB Circular A-122)
4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

C. Audit Requirements

1. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations

Article VI - Prohibition on Using Federal Funds

The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.

Article VII - GPD Allocations

The recipient agrees that all allocations and use of funds under this grant will be in accordance with the FY 2011 Staffing for Adequate Fire and Emergency Response Program guidance and application kit.

Article VIII - Financial Reporting

Recipients of a SAFER grant will be required to submit a semi-annual Federal Financial Report (FFR) via the automated system on the Standard Form 425. The FFR is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements throughout the government. The FFR, to be submitted using the online e-grant system, will be due semi-annually based on the calendar year beginning with the period after the award is made. Grant recipients will be required to submit an FFR throughout the entire period of performance of the grant.

The reporting periods for the FFR are January 1 through June 30 (report due by July 31), and July 1 through December 31 (report due by January 30).

At the end of the grant's period of performance, all grantees are required to produce a final report on how the grant funding was used and the benefits realized from the award. Grantees must submit a final financial report and a final performance report within 90 days after the end of the period of performance.

Article IX - FEMA Officials

Program Officer: The Program Specialist is responsible for the technical and programmatic monitoring of the stages of work and performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant please call the AFG help desk at 866-274-0960 to be directed to a specialist.

Grants Assistance Officer: The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

Grants Management Division POC: The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

Article X - Central Contractor Registration (CCR)

Recipients of a SAFER grant are required to be registered in the Central Contractor Registration (CCR) system. Active registration in the CCR system ensures grantees are compliant with Federal regulations under Federal Financial Accountability and Transparency Act (FFATA). Registration in CCR system is free, and may take up to 5 to 10 business days to process. For help with registering in the CCR system, please contact the CCR help line at 866-606-8220 or visit ccr.gov for more information.

ADDITIONAL REQUIREMENTS (IF APPLICABLE) (max 4000 characters)

FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT

1. AGREEMENT NO.	2. AMENDMENT NO.	3. RECIPIENT NO.	4. TYPE OF ACTION	5. CONTROL NO.
EMW-2011-FH-00376	2	38-6004654	AWARD	W500659N

6. RECIPIENT NAME AND ADDRESS	7. ISSUING OFFICE AND ADDRESS	8. PAYMENT OFFICE AND ADDRESS
City of Adrian Fire Department Adrian Fire Department Adrian Michigan, 49221-2615	FEMA/Financial and Grants Management Division 500 C Street, S.W., Room 350 Washington DC, 20472 POC: Belinda Bedran 202-786-9540	FEMA/Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472

9. NAME OF RECIPIENT PROJECT OFFICER	PHONE NO.	10. NAME OF PROJECT COORDINATOR	PHONE NO.
Paul Trinka	5172644879	Catherine Patterson	1-866-274-0960

11. EFFECTIVE DATE OF THIS ACTION	12. METHOD OF PAYMENT	13. ASSISTANCE ARRANGEMENT	14. PERFORMANCE PERIOD
02-JUL-12	SF-270	Cost Sharing	From:02-JUL-12 To:31-MAR-15 Budget Period From:26-JAN-12 To:30-SEP-12

15. DESCRIPTION OF ACTION
a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON-FEDERAL COMMITMENT
SAFER	97.083	2012-M1-3007RG-10000000-4101-D	$688,982.00	$0.00	$688,982.00	$0.00
		TOTALS	$688,982.00	$0.00	$688,982.00	$0.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

SAFER recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)	DATE
N/A	N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)	DATE

Close Window

R14-123 September 15, 2014

RE: FIRE DEPARTMENT – Staffing for Adequate Fire and Emergency Response (SAFER) Grant Extension Acceptance

RESOLUTION

WHEREAS, in June of 2011, the Adrian Fire Department staff was reduced to 15 fulltime personnel because of reductions in General Fund monies, and;

WHEREAS the United States Federal Emergency Management Agency administers the Staffing for Adequate Fire and Emergency Response Grant program, referred to as the SAFER Grant for fire departments to hire emergency responding personnel to assist fire departments in complying with recognized standards and government safety requirements, and;

WHEREAS, in February, 2012, the Adrian Fire Department applied for a SAFER Grant to hire three (3) fulltime firefighters for two (2) years and was notified that the grant was awarded in the amount of $688,982;

WHEREAS, the grant expired on June 30, 2014 but the Federal Emergency Management Agency has notified us that the grant has been extended to March 31, 2015 to allow time to use the original grant allotment.

WHEREAS, the City Administrator recommends approval of this resolution, acceptance of the 2011 SAFER Grant Extension from the United States Federal Emergency Management Agency and approval of the following amendments to the FY 2014–15 budget as follows:

Revenue:

101-336.00-550.000 SAFER Grant	$168,750
101-990.00-697.000 Prior Years Revenue	($168,750)

; and

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution , accepts the United States Federal Emergency Management Agency (SAFER) Grant Extension for the purpose of funding three (3) fulltime firefighters for a period of nine (9) months.

On motion by Commissioner _____, seconded by

Commissioner _____, this resolution was

_____

by a _____vote.

STREET/PARKING AREA CLOSURE POLICY

The purpose of this policy is to ensure that the closure of City streets and public parking areas are administered fairly and are as safe and well organized as possible for the protection of all who attend. The following provisions shall be applied to all requests made to temporarily close a city street or parking area for non-emergency functions or events.

1. Time for Application

   Applications shall be on a form prepared by City staff, which shall include a diagram of the proposed site. Applications shall be submitted to the Adrian City Clerk no later than 21 days prior to the event.

   The application shall be transmitted from the Clerk to the review committee, consisting of the Parks and Engineering Services Director, Police Chief, and Fire Chief. By submitting an application, the applicant agrees to the terms of this policy and agrees to comply with all other City ordinances and regulations.

2. Parking

   Arrangements for parking areas not closed shall be secured in a manner to have no interference with the normal flow of traffic, nor any vision obstruction of intersections. Parking shall not hinder ingress or egress to any private drive. Parking will not hinder emergency vehicles' ability to access the event nor shall it block any fire hydrants. The City of Adrian will provide barricade structures in most situations. Provided, however, if the committee determines that the cost or setup is prohibitive, it may require the applicant to obtain barricades and traffic control structures from an independent provider at its cost.

3. Security

   Event coordinators shall have security personnel who are visible and recognizable to all attendees, public safety personnel, participants and city officials. Security personnel shall not consume any alcoholic beverages

before or during the event. Security personnel must comply with all directives of City public safety personnel and must have specific knowledge of all persons in charge of activities within the venue.

4. Alcohol

In the event alcohol is served or provided, it may not be dispensed or consumed on any city streets or parking areas unless specifically authorized and approved by the Michigan Liquor Control Commission. Security staff shall ensure that alcoholic beverages are neither served to nor consumed by any minor or a visibly intoxicated person. In the event alcohol is provided in any manner or admission is charged to the event, all requisite permits and insurance must be obtained prior to the event and must be submitted to the Adrian City Clerk for review and approval by city staff. Alcohol will only be dispensed or consumed in the area or areas specified in the permit. Any violation will cause the event to be closed immediately by city officials.

5. Certificate of Insurance and Hold Harmless/Indemnity Agreement Requirements

All permitted events will require:

1. A certificate of insurance naming the City of Adrian as an additional insured party with an insurance limit of one million dollars; and
2. A hold harmless/indemnification agreement, a copy of which is attached hereto. This agreement shall be printed on the event holder's official letterhead, must be signed by a duly authorized representative and shall contain the language as attached hereto.

6. Ingress and Egress

Security personnel shall ensure ingress and egress to the closed area by emergency personnel at all times. There shall be a minimum of 20 feet opening of roadway at all times to ensure the access for emergency vehicles. Alternate provisions, however, may be approved by the committee on a case by case basis. Security will immediately clear the street if an emergency vehicle enters the venue and will assist in keeping persons at a safe distance from the emergency vehicles.

7. Noise

Event coordinator will comply with the City of Adrian noise ordinance and any other applicable ordinances. No sound devices shall be placed

within 25 feet of a resident's property without the permission of the resident.

8. Clean-Up

Event coordinators shall ensure that the entire area, including adjacent property, is clean and free of debris and/or waste material generated by the event.

Any trash placed in City containers shall be disposed of by the applicant. At the conclusion of the event, the area will be forthwith cleaned and the area will reopen within a reasonable time after the conclusion of the event.

9. Alternate Site

When possible, event coordinators will attempt to use City of Adrian Parks and Recreation locations in lieu of blocking city streets, or parking area especially when the size or the extent of the event is too significant for the area to handle appropriately and safely.

10. Permit Revocations

In the event the requirements of the committee or City Commission are not fully met prior to or during any event, any member of the committee or the City Administrator shall have the authority to revoke the permit and reopen the areas for public traffic access. Effort shall be made to inform the applicant prior to such a determination, but it is not required.

11. Other Requirements

Event coordinators will comply with any other special requirements or directions identified and required by City of Adrian staff. No tent stakes or other items shall be driven into the street.

12. Denial of Application

In the event an application for closure is denied by the review committee, the applicant may appeal the decision to the City Administrator.

13. Fees

Fees shall be set by resolution of the Adrian City Commission.

R14-124 September 15, 2014

RE: ADMINISTRATION – STREET CLOSURE POLICY

RESOLUTION

WHEREAS, the City Commission has considered a policy for the requested closure of City streets and parking areas; and

WHEREAS, the City Commission has determined that a committee consisting of the Police Chief, Fire Chief, and Parks and Engineering Services Director shall review and approve/deny all applications for street/parking area closures, with appeals directed to the City Administrator; and

NOW, THEREFORE, BE IT RESOLVED that all former street closure policies are hereby rescinded, and the attached policy for the closures of public streets and parking areas is hereby approved.

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

September 15, 2014

R14-125

RE: Administration – Authorize Setting of Rates Related to Street/Parking Area Closures

RESOLUTION

WHEREAS, the City Commission has approved a street/parking area closure policy; and

WHEREAS, on occasion applicants for street/parking area closures may desire to use City barricades; and

WHEREAS, the City Administrator has recommended the following fee schedule

Application Fee	$35
Barricades	$50/intersection

; and

WHEREAS, pursuant to the street/parking area closure policy, the approval of applications will be completed by a review committee consisting of the Fire Chief, Police Chief, and the Parks & Engineering Services Director; and

WHEREAS; in the event an application is denied by the review committee, the applicant may appeal to the City Administrator; and

WHEREAS, there are some cases when barricade fees may be waived, with authorization of the City Administrator; and

WHEREAS, the City Administrator recommends adoption of this resolution.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the above fee schedule for the closure of streets and/or parking areas.

BE IT FURTHER RESOLVED that the Adrian City Commission authorizes the City Administrator to hear and decide appeals on applications denied by the review committee and also authorizes the City Administrator to waive barricade fees for street/parking area closures when it is in the public interest.

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.

MISCELLANEOUS

Adrian Fire Department
August 2014 Report

Fire		**Building Loss**	**Content Loss**
Fire, Other	2		$5,000
Building fire	1	$2,000	$500
Passenger vehicle fire	1	$500	
	4	$2,500	$5,500

Overpressure	
Overpressure rupture, explosion, overheat other	1
Excessive heat, scorch burns with no ignition	1
	2

Rescue	
Rescue, EMS incident, other	40
Medical assist, assist EMS crew	19
Emergency medical service, other	3
EMS call, excluding vehicle accident with injury	6
EMS call, PDA	3
Vehicle accident with injuries, refused treatment	1
Rescue or EMS standby	1
Abdominal Pain/Problems	4
Allergic Reaction	2
Altered Level of Consciousness	10
Asthma	1
Behavioral / Psychiatric Disorder	11
Bleeding Disorder	1
Bowel Obstruction	0
Cardiac Arrest	1
Cardiac Rhythm Disturbance	1
Chest Pain / Discomfort	9
CHF (Congestive Heart Failure)	1
Dehydration	1
Diabetic Hyperglycemia	0
Diabetic Hypoglycemia	3
Diabetic Symptoms	1
Dialysis Problem	1
Fever/Infection	2
Generalized Weakness	6
GI/GU	1
Headache	0
Hemorrhage	0
Hypertension	1
Hypovolemia / Shock	1
Obvious Death	2
Other	9
Other Abdominal	1
Other Cardiac	1
Other Metabolic (non-diabetic)	1

Other OB/GYN	1
Other Respiratory	1
Pain (Non-Traumatic)	9
Poisoning / Drug Ingestion	5
Pregnancy / OB Delivery	0
Respiratory Distress	8
Respiratory Failure	1
Seizure	6
Stroke / CVA	0
Substance/Drug Abuse	1
Syncope / Fainting	3
TIA	1
Traumatic injury	18
Undefined Musculoskeletal Pain	1
	200

Hazardous Condition

Hazardous condition, Other	3
Power line down	6
Arcing, shorted electrical equipment	1
	10

Service Call

Service Call, other	3
Person in distress, Other	1
Smoke Investigation, No action taken	2
Public service assistance, Other	2
Assist invalid	5
Unauthorized burning	10
	23

Good Intent

Good intent call, Other	4
Dispatched & cancelled en route	9
Steam, Other gas mistaken for smoke, Other	1
	14

False Alarm

False alarm or false call, Other	5
System malfunction, Other	5
Smoke detector activation due to malfunction	1
Alarm system sounded due to malfunction	1
Smoke detector activation, no fire - unintentional	1
Detector activation, no fire - unintentional	1
Alarm system activation, no fire - unintentional	1
	15

Severe Weather

Severe weather or natural disaster, Other	4		
	4		
Total July 2014	272	$2,500	$5,500
Year to date 2014	2017	$67,600	$153,795
Total Year to Date 2013	1996	$204,530	$70,400

DEPARTMENTAL REPORT

SEPTEMBER 15, 2014

	AUGUST 2014	JULY 2014	AUGUST 2013	YEAR-TO-DATE 2014	YEAR-TO-DATE 2013
POLICE DEPARTMENT					
Complaints Answered	1,496	1,457	1,194	11,306	8,374
VIOLATIONS					
Moving Citations	125	140	160	1,213	1,205
3-6 am Parking Tickets	0	0	159	0	1,553
Non-Moving Citations	108	73	4	959	114
Downtown Parking Tickets	0	0	0	0	3
TOTAL VIOLATIONS	233	213	323	2,172	2,875
ARRESTS	163	220	89	1,321	617
FIRE DEPARTMENT (See M-4)					
INSPECTION DEPARTMENT					
Building Permits	35	29	28	206	179
Electrical Permits	19	25	22	157	154
Mechanical Permits	24	8	28	142	176
Plumbing Permits	14	7	8	79	103
Sidewalk Permits	3	3	0	9	0
Sign Permits	3	7	4	46	49
TOTAL PERMITS	98	79	90	639	661
Estimated Bldg.Costs	$1,233,668	$325,430	$0	$3,089,938	$0
PARKING SYSTEM					
Parking Assessment	$0	$0	$0	$60,182	$11,753
Lot Revenue	$0	$0	$0	$0	$0
Street Revenue	$0	$0	$0	$0	$0
Misc. Revenue	$315	$16	$9	$919	$71
Permits	$0	$0	$0	$0	$0
Fines	$0	$0	$0	$0	$125
Collection Fees	$0	$0	$0	$0	$0
Token Sales	$0	$0	$0	$0	$0
Contribut-GenFund	$12,083	$12,083	$12,083	$96,664	$72,083
Farmers Market Grant	$0	$0	$0	$0	$900
TOTAL REVENUE	$12,398	$12,099	$12,092	$157,765	$84,932
WASTE WATER DEPARTMENT					
M. G. Pumped	137.028	147.943	153.292	1,371.749	1,383.567
Cost of Plant Operation	$116,297	$74,671	$121,851	$816,226	$852,193
WATER DEPARTMENT					
M. G. Pumped	77	78	81	585	639
Number of Customers	6,192	6,196	6,233		

	Industrial	Commercial	Residential	Other	TOTAL
M. G. Sold					70
Revenue	$54,081	$87,088	$136,609	$70,595	$348,373

TO: SHANE HORN, CITY ADMINISTRATOR
FROM: MARCIA M. BOHANNON, TRANSPORTATION COORDINATOR

ADRIAN D.A.R.T. PASSENGER RIDERSHIP REPORT FOR AUGUST 2014

WEEK END:	AUG 1	AUG 8	AUG 15	AUG 22	AUG 29	TOTAL
MONDAY	0	328	320	295	240	1183
TUESDAY	0	276	278	225	250	1029
WEDNESDAY	0	312	275	270	219	1076
THURSDAY	0	238	232	234	198	902
FRIDAY	339	273	265	250	303	1430
	339	1427	1370	1274	1210	5620

	AUG 2014	AUG 2013	+\-	JULY 2014
SERVICE DAYS	(21)	(22)		(22)
SENIORS	914	885	29	1040
HDCP SENIORS	694	785	-91	779
HANDICAPPED	2594	2865	-271	2848
WHEELCHAIRS **	286	242	44	234
GENERAL	1418	1444	-26	1544
	5620	5979	-359	6211

SEPTEMBER	2012	5642	2013	5939	5%
OCTOBER	2012	7035	2013	6842	-3%
NOVEMBER	2012	6367	2013	6516	2%
DECEMBER	2012	6142	2013	6455	5%
JANUARY	2013	7325	2014	6374	-13%
FEBRUARY	2013	6797	2014	6590	-3%
MARCH	2013	7194	2014	7078	-2%
APRIL	2013	6979	2014	6998	0%
MAY	2013	6569	2014	6676	2%
JUNE	2013	5588	2014	6054	8%
JULY	2013	5896	2014	6211	5%
AUGUST	2013	5979	2014	5620	-6%
		77513		77353	0%

** WHEELCHAIR TOTALS ARE INCLUDED IN HANDICAPPED PASSENGER TOTALS