



**CITY COMMISSION
MEETING
February 1, 2016**



PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
A CB85M
FEBRUARY 1, 2016**

The City Commission will meet for a pre-meeting study session on A cbXUy, February 1, 2016 at 5:30 p.m. at the City Chambers Building at 159 East Maumee Street, Adrian, Michigan to discuss the following items:

1. Cooperative Service Study for Adrian and Madison Township Fire Departments discussion.
2. Presentation by First Federal Bank regarding the Oil Trust.
3. Other items as time permits.



COMMISSION AGENDA

AGENDA
ADRIAN CITY COMMISSION
FEBRUARY 1, 2016
7:00PM

- I. PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE JANUARY 19, 2016 REGULAR MEETING OF THE ADRIAN CITY COMMISSION.
- IV. PRESENTATION OF ACCOUNTS
- V. REGULAR AGENDA
 - 1. **R16-012. Finance.** Resolution to authorize the Department of Finance to amend the FY2015-16 Budget in accordance with the City of Adrian FY2015-16 Second Quarter Recommended Budget Amendments.
 - 2. **R16-013. Fire Department.** Resolution to approve the Matrix Consulting Group of Edwardsville, Illinois as the vendor to complete a Cooperative Service Study for the fire departments of the City of Adrian and the Charter Township of Madison.
 - 3. **R16-014. Administration.** Resolution to approve a two-year rental agreement between the City of Adrian and LCVA for the use of the Porter Administration building on the Adrian Training School campus for their Studio 1 Program and to authorize the Mayor and City Clerk to execute this agreement on behalf of the City.
- VI. MISCELLANEOUS
 - 1. Departmental Report.
 - 2. Adrian See-Click-Fix December Report.
- VII. PUBLIC COMMENT
- VIII. COMMISSIONER COMMENTS



MINUTES

**MINUTES
ADRIAN CITY COMMISSION
TUESDAY, JANUARY 19, 2016
7:00 P.M.**

Official proceedings of the January 19, 2016 regular meeting of the City Commission, Adrian, Michigan.

The regular meeting was opened with a moment of silent prayer, followed by the Pledge of Allegiance to the Flag.

PRESENT: Mayor Berryman and Commissioners Dudas, Munson, Heldt, Strayer, and Rising. ABSENT: Commissioner Faulhaber

Mayor Berryman in the Chair.

Commissioner Dudas motioned to excuse Commissioner Faulhaber, seconded by Commissioner Rising, and this was adopted by a 6-0 vote.

Commissioner Dudas motioned to approve the minutes from the regular meeting on January 4, 2016, this was seconded by Commissioner Heldt, and the minutes were adopted by a 6-0 vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher #4231 through #4233	\$1,705.71
General Fund Vouchers #22654 through #22665	\$15,364.85
Clearing Account Vouchers amounting to	<u>\$532,186.04</u>
TOTAL EXPENDITURES	<u>\$549,256.60</u>

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

COMMUNICATION

C-1. FINANCE – December Revenue and Expenditure Report.

CONSENT AGENDA

CR16-001

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

WHEREAS, the term of office of Gerald Burg on the Board of Review is due to expire December 31, 2016, which will create a vacancy; and

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

WHEREAS, Mr. Gerald Burg, 435 Meadowbrook Dr, has expressed a willingness to serve for a 2-year term if reappointed; and

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

NOW THEREFORE BE IT RESOLVED, that the Adrian City Commission does hereby approve the reappointment of Gerald Burg to the Board of Review for a 2-year term to expire in 2017.

CR16-002

RE: CITY COMMISSION – Appoint Member to the Downtown Development Authority

WHEREAS, Jeff Willet has resigned from the DDA Board, which will create a vacancy; and

WHEREAS, Mr. Bradley Maggard, has expressed a willingness to serve for a 4-year term if appointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the appointment of Mr. Maggard to the Downtown Development Authority.

NOW THEREFORE BE IT RESOLVED, that the Adrian City Commission does hereby approve the appointment of Bradley Maggard to the Downtown Development Authority for a 4-year term to expire in 2019.

CR16-003

RE: DEPARTMENT OF FINANCE – Annual Contract - Road Salt

WHEREAS, the City of Adrian Purchasing Office, recommends the use of the State of Michigan MiDeal program for the purchase of Road Salt; and

WHEREAS, the State of Michigan MiDeal program has awarded the Seasonal Road Salt contract to Detroit Salt, 12841 Sanders Street, Detroit, Michigan 48217; and

WHEREAS, the City of Adrian has requested 1,500 ton at a rate of \$59.90 per ton; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2015-16 Annual Operating Budget 101-442.00-741.000

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the MiDeal Contract for Road Salt with Detroit Salt, Detroit, Michigan, under the terms and conditions as submitted and as proposed in their contract dated August 1, 2015.

CR16-004

RE: TRANSPORTATION – Resolution to approve the Title VI Program for the City of Adrian developed for Dial-A-Ride and to authorize the Mayor and City Clerk to sign the Acknowledgement of the aforementioned program.

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

WHEREAS, A Title VI Plan had been developed and adopted for Dial-A-Ride in its administration and management of the transit system on October 19, 2009; and

WHEREAS, an updated Title VI Program has been revised for the Dial-A-Ride; and

NOW, THEREFORE, BE IT RESOLVED that the City Commission approves the updated and revised Title VI Program.

BE IT FURTHER RESOLVED, the City Commission authorizes the Mayor and the City Clerk to sign the Acknowledgement of the aforementioned program.

On motion by Commissioner Rising, seconded by Commissioner Dudas, Consent Agenda items CR16-001 thru CR16-004 are adopted by a 6-0 vote.

RESOLUTIONS

R16-007

RE: CITY ADMINISTRATION – FY2017-22 City of Adrian Capital Improvement Program and FY2016-17 Capital Budget Recommendation

WHEREAS, consistent with Public Act 621 of 1978, the Uniform Budgeting Act for Local Government, the Adrian City Administration has developed a Multi-Year Capital Improvement Program (CIP), identifying specific capital projects, facilities and equipment, as well as their respective funding sources for the period FY2017-22; and

WHEREAS, on Thursday, December 10, 2015, the City Commission, Department Heads and members of the Planning Commission met to review the Capital Budget Requests submitted by Department Heads and provided input regarding priorities to the City Administration; and

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

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

Consistent with City's

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

Consistent with Comprehensive

Master Plan Document Projects which are consistent with the City's Comprehensive Master Planning Document will be given priority. (Available on

City's Website under I:\Community Development\Comprehensive Plan)

- Asset Replacement Evaluation and replacement of current fixed assets for purposes of maintaining current service levels will be given priority.
- Leverage Grants Projects which are eligible for public or private grant funding, with or without a local matching requirement, will be given priority.
- Adopted Plans Projects which comply with the principles and concepts of an adopted City Plan (such as the Parks & Recreation 5-Year Master Plan or Parking Lot Improvement Program) will be given priority.
- Phased Projects Projects which implement an ongoing phased project will be given priority.
- Health & Safety Hazards Projects which correct a health and safety hazard or prevent a critical breakdown in a City facility will be given priority.
- Operations and Maintenance Projects which provide a significant decrease in City operating and/or maintenance expenses will be given priority; and

WHEREAS the City Administrator's FY2017-22 Capital Improvement Program Budget Recommendation is summarized as follows:

<u>FY2016-17</u>	<u>FY2017-18</u>	<u>FY2018-19</u>	<u>FY2019-20</u>	<u>FY2020-21</u>	<u>FY2021-22</u>
General Fund (101):					
\$ 403,700	\$ 480,500	\$ 263,500	\$ 207,000	\$ 248,000	\$ 123,000
Major Street Fund (202):					
\$ 325,000	\$ 320,000	\$ 325,000	\$ 300,000	\$ 320,000	\$ 315,000
Local Street Fund (203):					
\$ 450,000	\$ 450,000	\$ 350,000	\$ 257,500	\$ 280,000	\$ 275,000
Fee Estate Fund (205):					
\$ 231,000	\$ 252,000	\$ 245,000	\$ 185,000	\$ 150,000	\$ 243,000
Library Fund (206):					
\$ 69,350	\$ 68,400	\$ 49,000	\$ 33,000	\$ 127,000	\$ 30,000
Water Fund Capital Projects (496):					
\$ 663,400	\$ 704,000	\$ 529,000	\$ 374,000	\$ 344,000	\$ 359,000
Wastewater Fund Capital Projects:					
\$ 1,302,000	\$ 480,000	\$ 505,000	\$ 580,000	\$ 480,000	\$ 395,000
Parking Fund (585):					
\$ 300,000	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Transportation Fund (588)					
\$ 75,000	\$ 280,000	\$ 0	\$ 0	\$ 150,000	\$ 240,000
Information Technology Fund (661):					
\$ 47,000	\$ 120,000	\$ 57,000	\$ 45,000	\$ 57,000	\$ 45,000
Motor Vehicle Pool (662):					
\$ 160,000	\$ 165,000	\$ 160,000	\$ 275,000	\$ 292,000	\$ 0
Building Space Coat Allocation Fund (663)					
\$ 117,500	\$ 30,500	\$ 0	\$ 0	\$ 0	\$ 25,000
Total All Funds:					
<u>\$4,143,950</u>	<u>\$3,550,400</u>	<u>\$2,583,500</u>	<u>\$2,356,500</u>	<u>\$2,548,000</u>	<u>\$2,150,000</u>

WHEREAS the City Administrator recommends approval of this resolution.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, approves the City Administrator's Recommended FY2017-22 Capital Improvement Program (CIP) and FY2016-17 Capital Budget for incorporation into the FY2016-17 Operating Budget and General Appropriations Act.

On motion by Commissioner Dudas, seconded by Commissioner Heldt, this resolution is adopted by a 6-0 vote.

R16-008

RE: CITY OF ADRIAN PLANNING COMMISSION – 2015 Comprehensive Plan Amendments and Approval of Disseminating Amendments for Review

WHEREAS, the State of Michigan has adopted the Michigan Planning Enabling Act (Act 33 of 2008) which replaced the Municipal Planning Act (Act 285 of 1931), which provides, in part, for preparation, dissemination, review and adoption of municipal Land Use Master Plans and subsequent amendments; and

WHEREAS, the City of Adrian 2006 Comprehensive Plan, with the 2008 Addendum, was prepared, reviewed and adopted following requirements of Act 285; and

WHEREAS, the City of Adrian Planning Commission took action on July 13, 2015 to initiate review of the 2006 Comprehensive Plan and the 2008 Addendum and to prepare amendments for review and dissemination; and

WHEREAS, the Michigan Planning Enabling Act requires approval of a municipalities governing body in order to disseminate proposed amendments to adjacent jurisdictions for review.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby approves distribution of the 2015 Comprehensive Plan Addendum proposed by the City of Adrian Planning Commission for review in accordance with the Michigan Planning Enabling Act.

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

R16-009

REVISED

RE: FINANCE DEPARTMENT – Certifying Costs and Preparing Special Assessment Roll for Improvements on Ballenberger Road-Riverside to Sawmill Court – SAD #388

WHEREAS, the City Clerk has certified to the City Administrator the total cost of improvements on Ballenberger Road - Riverside to Sawmill Court, said projects being known and designated as Special Assessment District #388; and

WHEREAS, the City Administrator has forwarded said report to the City Commission and recommends that it be approved.

NOW, THEREFORE, BE IT RESOLVED:

1. That the total cost of said improvements mentioned above in the amount of Two Hundred Seventy Thousand Seventy Two Dollars and Fifty Four Cents (\$270,072.54) is hereby approved.
2. That the Finance Department is directed to apportion the said total cost as follows:
 - a. Twenty Seven Thousand Five Hundred Eighteen Dollars and Fifty Cents (\$27,518.50) shall be spread upon the Special Assessment Roll according to the frontage against the portion of land especially benefitted, which lies within the corporate limits of the City of Adrian, which shall be known and designated as Special Assessment District #388, and which is described as follows:

Ballenberger Road – Riverside to Sawmill Court
 - b. Two Hundred Forty Two Thousand, Five Hundred Fifty Four Dollars and Four Cents (\$242,554.04) shall be the City's portion of said project.

Administrator Horn explained the reason for needing to revisit this resolution; an additional invoice was received from a contractor for about \$17,000.00. The amount was not part of the assessment but is the responsibility of the City. This would change the total cost that initially approved so we thought it best to bring it back before the Commission for approval.

On motion by Commissioner Dudas, seconded by Commissioner Heldt, this resolution was adopted by a 6-0 vote.

R16-010

RE: UTILITIES DEPARTMENT – Change Order for Water Treatment Plant Lime Residual Removal

WHEREAS, the City Commission at the July 6, 2015 meeting approved Resolution R15-070 which authorized the engagement of Biotech Agronomics of Beulah, MI for removal of lime residual solids at a cost of \$0.05/gallon; and

WHEREAS, the warm weather and availability of suitable farmland allowed for the removal of additional lime residual at an additional cost of \$24,325.00; and

WHEREAS, funds for the additional \$24,325.00 would be allocated from water fund reserves; and

WHEREAS, the Utilities Director and City Administrator recommend approval of this resolution; and

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the change order from Biotech Agronomics of Beulah, MI for \$24,325.00 for lime residual removal.

BE IT FURTHER RESOLVED that the FY2015-16 budget be amended as follows to properly fund this project:

1. Don Taylor, who has been involved with One Lenawee, mentioned a study that was commissioned of the River Raisin. The hope is to make this a viable waterway. Will look forward to sharing the report when it comes in.

COMMISSIONER COMMENTS

At 7:30 pm, Commissioner Rising motioned to go into closed session to discuss pending litigation, this was seconded by Commissioner Heldt and approved 6-0. The closed session took place in the back study room of the City Chambers Building. At 7:55 pm, the Commission came out of closed session and re-entered the Commission Chambers. The Mayor closed the meeting at 7:56 pm.

The next regular meeting of the Adrian City Commission will be held on February 1, 2016 at 7:00 p.m. in the City Chambers Building, 159 E. Maumee St, Adrian, MI 49221.

Jim Berryman
Mayor

Pat Baker
City Clerk



CHECK REGISTER

February 1, 2016

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
22666	\$ 183,894.10	City of Adrian - Payroll	Payroll w/e 01/15/2016
22667	\$ 13,691.81	First Federal Bank	Social Security w/e 01/15/2016
22668		City of Adrian - Utilities	EFT - State of Michigan - January 2016
22669		City of Adrian - Utilities	EFT - State of Michigan - January 2016
22670	\$ 178,895.03	City of Adrian - Clearing	AP Cehck Register 01/19/2016
22671	\$ 6,907.19	Nola's Transportation	Payroll w/e 01/22/2016
22672	\$ 30.00	Sandra Gerhart	Refund Refuse 210 Chestnut St.
22673	\$ 11,373.97	City of Adrian	December 2015 Due To
22674	\$ 63.00	Linda Campbell	Refund Refuse 1339 University
22675		City of Adrian - Utilities	EFT - State of Michigan - January 2016
22676	\$ 10,650.71	Avery Oil and Propane	Fuel delivery 01/14/2016
22677	\$ 150.00	Elia Buehrer	Refund variance request
22678	\$ 329.20	Glass City Volleyball	Refund Piotter Center
22679	\$ 1,995.25	Citizens Gas	December 2015 Natural Gas
22680	\$ 19,781.00	Consumers Energy	January 2016 Electric
22681	\$ 470.24	Frontier Communications	January 2016 Telephone
22682		City of Adrian - Utilities	EFT - State of Michigan - January 2016
	\$ 428,231.50		
	\$ (178,895.03)	Less : Check 22670	
	\$ 249,336.47		

February 1, 2016

February 1, 2016

UTILITIES FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
4234	\$ 70,965.12	City of Adrian - Payroll	Payroll w/e 01/15/2016
4235	\$ 203,104.58	City of Adrian - Clearing	AP Check Register 01/19/2016
4236	\$ 65,895.55	City of Adrian	December 2015 Due To
4237	\$ 97.13	Frontier Communications	January 2016 Telephone
4238	\$ 4,702.49	Citizens Gas	December 2015 Natural Gas
4239	\$ 57,487.22	Consumers Energy	January 2016 Electric
	\$ 402,252.09		
	\$ (203,104.58)	Less: Check 4235	
	\$ 199,147.51	TOTAL	

February 1, 2016

BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. A.D.A. SECURITY, INC.	450.00		
2. ADRIAN BLISSFIELD RAILROAD CO	10,272.00		
3. ADRIAN COMMUNICATIONS	65.00		
4. ADRIAN LOCKSMITH & CYCLERY	36.08		
5. ADRIAN MECHANICAL SERVICES CO	1,541.71		
6. ADRIAN NAPA	410.44		
7. ADRIAN OVERHEAD DOORS	88.00		
8. ADVANCED ANALYTICAL SOLUTIONS	362.05		
9. AIRGAS USA, LLC	54.68		
10. ALL METALS INC.	129.41		
11. DENISE ALVERSON	20.00		
12. ANALYTICAL TEST & CONSULT SRVS, INC	500.00		
13. APPLE MAT RENTAL	322.10		
14. APPLIED SPECIALTIES INC	4,059.00		
15. BADER & SONS CO	319.36		
16. BAKER & TAYLOR BOOKS	1,270.63		
17. BARBOUR PUBLISHING	40.04		
18. BATTERY WHOLESALE	38.38		
19. GREG BELL CHEVROLET CADILLAC INC	415.84		
20. RUPLEY BETTY	975.00		
21. BIOTECH AGRONOMICS	24,325.00		
22. MARK BISHOP	20.00		
23. ROBERT BISHOP	256.44		
24. BLACK SWAMP EQUIPMENT	42.06		
25. BUCK & KNOBBY EQUIP CO INC	401.36		
26. CATHY CHESHER	77.95		
27. CLIFT BUICK-GMC	10.00		
28. COMMSPEC, INC.	79.58		
29. CUTLER DICKERSON CO	1,115.44		
30. JERRY DAVIS	20.00		
31. DETROIT SALT	14,664.71		
32. MICHELLE DEWEY	20.00		
33. DOAN COMPANIES	668.25		
34. DUSSEAU AUTO PARTS	40.00		
35. STEVE EBERLE	20.00		
36. ENVIRONMENTAL SALES	9,746.65		
37. FASTENAL COMPANY	495.19		
38. FEDERAL EXPRESS	56.30		
39. FLATLANDERS SCULPTURE SUPPLY	500.00		
40. GENPOWER PRODUCTS INC.	47.70		
41. MARK GIGAX	20.00		
42. GOLDEN RAILINGS INC	1,196.00		
43. GOLDEN RAILINGS INC	4,243.00		
44. GOVERNMENTAL BUSINESS SYSTEMS INC	334.53		
45. GRAINGER INC.	46.88		
46. GREAT LAKES ACE	268.89		
47. GREAT LAKES IRRIGATION SERVICE	408.50		
48. GREY HOUSE PUBLISHING, INC.	316.50		
49. HABITEC SECURITY INC	120.00		
50. WALTER HELSEL	20.00		

		BOTH OPEN AND PAID	
Claimant	Amount Claimed	Amount Owed	Amount Rejected
51. SHANE HORN	20.00		
52. I C M A VANTAGE POINT	4,783.86		
53. ICMA RETIREMENT CORPORATION	164.01		
54. INTERNATIONAL ASSOC OF CHIEFS	150.00		
55. IP TELECOM SOLUTIONS LLC	209.00		
56. JONES & HENRY ENGINEERS, LTD.	6,602.31		
57. JAMES KARLE	20.00		
58. ERIC KELLY	20.00		
59. DAVE KNAPP FORD LINCOLN	40.80		
60. LANSING SANITARY SUPPLY INC	218.09		
61. LENAWEЕ COUNTY TREASURER	169.50		
62. LENAWEЕ TIRE & SUPPLY CO, INC.	3,052.06		
63. THE LIBRARY NETWORK	28.40		
64. LIBRARY OF MICHIGAN	250.00		
65. MANPOWER OF LANSING MI INC.	2,349.38		
66. MASSON'S ELECTRIC, INC	75.00		
67. MCGOWAN ELECTRIC SUPPLY INC	5.54		
68. MCMASTER- CARR SUPPLY CO.	113.00		
69. MCNAUGHTON-MCKAY ELECTRIC CO.	152.90		
70. MD SOLUTIONS, INC	2,394.00		
71. MICHIGAN METER TECHNOLOGY GROUP INC	237.17		
72. MICHIGAN MUNICIPAL LEAGUE	43,675.00		
73. MICHIGAN PAVING & MATERIALS	41,326.49		
74. MICHIGAN PIPE & VALVE INC	774.51		
75. STATE OF MICHIGAN	3,619.42		
76. MICROMARKETING LLC	103.47		
77. MIDWEST COLLABORATIVE FOR	1,199.50		
78. MITCHELL'S CONSTRUCTION	5,944.48		
79. MT BUSINESS TECHNOLOGIES, INC	161.29		
80. MUNICIPAL WEB SERVICES	200.00		
81. NADA GUIDES	105.00		
82. NETECH	588.99		
83. NOLA'S TRANSPORTATION	992.91		
84. NORTH EASTERN UNIFORMS & EQUIPMENT	767.00		
85. OMNIGRAPHICS INC.	81.85		
86. MIKE OSBORN	20.00		
87. PEERLESS SUPPLY INC	467.19		
88. JAMES PERRY	420.00		
89. PLATINUM PLUS	1,722.15		
90. PREMIER AERIAL & FLEET INSPECTIONS	453.76		
91. PRESTIGE TITLE INSURANCE AGENCY LLC	35,832.00		
92. GLENN PRESTON	20.00		
93. PRINTING SYSTEMS INC	312.28		
94. PROFESSIONAL PUMP INC	97.47		
95. PVS TECHNOLOGIES INC	5,291.12		
96. QUALITY BOOKS INC	13.19		
97. QUILL CORPORATION	570.71		
98. RHINO	424.36		
99. TIM RITCHIE	20.00		
100. GARY RIVERA	129.30		

BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
101. WILLIAM SADLER	20.00		
102. SAFETY KLEEN SYSTEMS, INC	79.66		
103. SALDANA, LETICIA	74.60		
104. SARMIENTO, EVANGELINE	50.00		
105. CHARLES SCHMENK	80.00		
106. SCHULZ, BOB	100.00		
107. SHANNON CHEMICAL CORP.	472.88		
108. SIMPKINS MAINTENANCE AND MORE LLC	83.00		
109. SLUSARSKI EXCAVATING & PAVING INC	23,156.58		
110. SPHERE PROJECT MANAGEMENT	6,845.00		
111. SPOK, INC.	34.74		
112. SPRING VALLEY TRUCKING	5,466.88		
113. STAPLES CREDIT PLAN	96.97		
114. STEVENS DISPOSAL	1,155.64		
115. STITCH WIZARD EMBROIDERY INC	15.00		
116. THOMSON WEST	394.75		
117. TIME EMERGENCY EQUIPMENT INC	1,963.62		
118. T-MOBILE	29.99		
119. TRI-STATE MEDICAL SUPPLY	20.00		
120. U S POSTMASTER	225.00		
121. UTILITIES INSTRUMENTATION SERVICE I	7,747.00		
122. VERIZON WIRELESS	87.77		
123. DENNIS VESCELIUS	20.00		
124. WATER ENVIRONMENT FEDERATION	141.00		
125. WEISKOPF INDUSTRIES CORP	72.89		
126. WESTERN LIME CORPORATION	5,266.58		
127. RYAN WHITE	20.00		
TOTAL ALL CLAIMS	301,058.66		

February 1, 2016

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 #4234 through #4239	\$199,147.51
General Fund	
Vouchers #22666 through #22682	\$249,336.47
Clearing Account Vouchers	
amounting to	<u>\$301,058.66</u>
TOTAL EXPENDITURES	<u>\$749,542.64</u>

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



REGULAR AGENDA

MEMO



DATE: January 26, 2016

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

FROM: Cindy L. Prue, Finance Director

Re: FY2015-16 Second Quarter Recommended Budget Amendments

Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Units of Government, provides for adjustments to the Adopted Budget. The Financial Forecast has identified several variances between current projections and estimated Revenues and Appropriations included in the Adopted and Amended FY2015-16 Budget and recommend 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 – The change made to the Oil Lease Proceeds account is to reflect that due to the low price of oil, we do not anticipate any new oil lease money. The other changes are to align the original budget projects to more accurately reflect current collections.

Expenditures – An adjustment has been made to the City Commission budget to fund the Strategic Planning process we are currently participating in. The adjustment in the City Administrator budget is to reflect the cost reduction in an employee dropping city health insurance coverage. The change in the Other Projects department is to fund the city sponsored expenses in the Strongback project and to fund the purchase of some of the Library Café equipment when the most recent vendor left.

Major Street Fund (202):

The revenue adjustment is to account for the one-time funding from the State of Michigan's General Fund to be distributed to Counties, and Cities/Villages to assist in additional road

improvements. The increase in expenditures is to reflect the actual cost of construction this past summer.

Local Street Fund (203):

The increase in revenues is again the additional funds allocated from the State of Michigan. The change in expenditures reflects the change in streets that were funded this past construction season.

RHINO Fund (267):

The budget amendments in this fund are to reflect the increase received in forfeiture funds and the required distribution to other departments.

Community Development Fund (275):

These changes are to reflect the on-going Downtown Rental Rehab grant project.

Wastewater Fund (590):

The change here reflects the SAW grant dollars that were received.

State Revenue Sharing Update:

In replacement of the old EVIP program, the State of Michigan established a simplified version called the City, Village and Township Revenue Sharing (CVTRS) program. Under this new program the city is still required to meet the Accountability and Transparency requirements, but the Consolidation of Service Plan and the Unfunded Accrued Liability Plan requirements have been eliminated. Below are the anticipated payments for this fiscal year compared with what has actually been received.

<u>Payment Date</u>	FY2015-16		Variance
	<u>Estimated</u>	<u>Actual</u>	<u>Amount</u>
August 2015	\$284,936	\$264,715	\$(20,221)
October 2015	\$289,823	\$279,316	\$(10,507)
December 2015	\$294,628	\$280,615	\$(14,013)
February 2016	\$283,526		
April 2016	\$250,832		
June 2016	\$257,235		

CVTRS Program:

<u>Payment Date</u>	<u>Estimated</u>	<u>Actual</u>	Variance
			<u>Amount</u>
August 2015	\$ 78,662	\$ 78,662	\$ 0
October 2015	\$ 78,662	\$ 78,662	\$ 0

December 2015	\$ 78,662	\$ 78,662	\$ 0
February 2016	\$ 78,662		
April 2016	\$ 78,662		
June 2016	\$ 78,662		

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

**CITY OF ADRIAN
FY 2015-16 BUDGET
SECOND QUARTER FINANCIAL FORECAST
RECOMMENDED BUDGET AMENDMENTS**

	<u>FY2015-16 ADOPTED BUDGET</u>	<u>FY2015-16 AMENDED BUDGET as of 12/30/2015</u>	<u>FY2015-16 FIRST QUARTER FINANCIAL FORECAST</u>	<u>BUDGET AMENDMENT</u>	<u>REASON</u>
GENERAL FUND (101)					
REVENUE:					
Dept. 172: ADMINISTRATION					
101-172.00-672.000 OIL LEASE PROCEEDS	\$18,000	\$18,000	\$0	(\$18,000)	To reflect no more anticipated leases
Dept. 209: ASSESSOR					
101-209.00-444.000 PRINCIPLE RESIDENCE DENIAL	\$1,000	\$1,000	\$500	(\$500)	To adjust to actual
Dept. 215: CITY CLERK					
101-215.00-608.000 SCHOOL ELECTION FEES	\$100	\$100	\$7,000	\$6,900	To reflect add'l election
Dept. 301: POLICE					
101-301.00-650.000 FALSE ALARM VIOLATION	\$1,500	\$8,000	\$12,000	\$4,000	To adjust to actual
101-301.00-675.001 DONATIONS	\$0	\$0	\$1,200	\$1,200	To adjust to actual
Dept. 336: FIRE					
101-336.00-695.000 OTHER	\$1,000	\$1,000	\$2,575	\$1,575	To adjust to actual
Dept. 371: INSPECTION					
101-371.00-463.000 PERMITS-SIGNS	\$1,000	\$1,000	\$2,800	\$1,800	To adjust to anticipated year end
101-371.00-475.000 VACANT BLDG REGIST	\$3,000	\$3,000	\$5,000	\$2,000	To adjust to anticipated year end
101-371.00-477.000 BUILDING	\$101,000	\$101,000	\$105,500	\$4,500	To adjust to anticipated year end
101-371.00-486.000 MISCELLANEOUS	\$1,500	\$1,500	\$2,400	\$900	To adjust to anticipated year end
Dept. 697: PARKS					
101-697.00-651.072 USE/ADM FEE-SHELTER USE	\$6,000	\$6,000	\$8,000	\$2,000	To reflect increased use
Dept. 990: NON-DEPARTMENTAL					
101-990.00-683.000 SALE OF PROPERTY	\$1,000	\$19,740	\$25,000	\$5,260	To reflect sale to Taco Bell
TOTAL GENERAL FUND REVENUE	\$135,100	\$160,340	\$171,975	\$11,635	
EXPENDITURES:					
Dept. 101: COMMISSION					
101-101.00-812.000 CONSULTANT FEE	\$0	\$0	\$4,000	\$4,000	To reflect cost of Strategic Planning
101-101.00-880.005 MISC CITY PROMOTION	\$1,000	\$1,000	\$0	(\$1,000)	To offset cost of Strategic Planning
101-101.00-881.000 PUBLIC COMMUNICATIONS	\$3,000	\$3,000	\$0	(\$3,000)	To offset cost of Strategic Planning
Dept. 172: ADMINISTRATOR					
101-172.00-716.000 HOSPITALIZATION INSURANCE	\$22,955	\$22,955	\$6,500	(\$16,455)	Change to number of persons covered

**CITY OF ADRIAN
FY 2015-16 BUDGET
SECOND QUARTER FINANCIAL FORECAST
RECOMMENDED BUDGET AMENDMENTS**

	<u>FY2015-16 ADOPTED BUDGET</u>	<u>FY2015-16 AMENDED BUDGET as of 12/30/2015</u>	<u>FY2015-16 FIRST QUARTER FINANCIAL FORECAST</u>	<u>BUDGET AMENDMENT</u>	<u>REASON</u>
Dept. 301: POLICE					
101-301.00-710.000 SICK WAGES	\$25,000	\$25,000	\$41,550	\$16,550	To acct for D Hall retirement
Dept. 371: INSPECTION					
101-371.00-943.662 VEH RENT - MOTOR POOL	\$11,808	\$11,808	\$18,000	\$6,192	To reflect actual use
101-371.00-957.000 TRAINING	\$200	\$200	\$280	\$80	To reflect actual use
Dept. 441: PUBLIC WORKS					
101-441.00-704.000 OVERTIME	\$0	\$0	\$2,000	\$2,000	To adjust to actual
101-441.00-710.000 SICK TIME	\$0	\$0	\$1,200	\$1,200	To adjust to actual
Dept. 698: HERITAGE PARK					
101-698.00-716.000 HOSPITALIZATION	\$13,525	\$13,525	\$5,000	(\$8,525)	Change to amount of coverage
101-698.00-718.000 RETIREMENT	\$1,980	\$1,980	\$5,800	\$3,820	To adjust to actual
Dept. 836: OTHER PROJECTS					
101-836.00-801.000 CONTRACT SERVICES	\$8,000	\$30,000	\$40,000	\$10,000	To adjust for Strongback project
101-836.00-951.000 TAXES	\$21,000	\$21,000	\$22,650	\$1,650	To adjust to actual
101-836.00-977.000 EQUIPMENT	\$0	\$0	\$1,000	\$1,000	To reflect café equipment
Dept. 895: ECONOMIC DEVELOPMENT					
101-895.00-702.000 WAGES	\$122,715	\$122,715	\$116,838	(\$5,877)	To adjust to actual
TOTAL GENERAL FUND EXPENDITURES	\$227,183	\$189,420	\$194,768	\$11,635	
MAJOR STREE FUND (202)					
REVENUE:					
202-000.00-541.001 GAS & WEIGHT TAX-LOCAL DIST	\$0	\$0	\$38,000	\$38,000	To acct for add'l funds
202-000.00-697.000 PRIOR PERIOD REVENUE	\$0	\$194,803	\$188,771	(\$6,032)	
TOTAL MAJOR STREET REVENUES	\$0	\$194,803	\$226,771	\$31,968	
EXPENDITURES:					
202-451.10-801.000 STREET CONST - RESURFACING	\$175,000	\$175,000	\$206,500	\$31,500	To adjust to actual expense
202-463.00-801.099 CONT SERV-SWEEP & CLEAN	\$0	\$0	\$6,500	\$6,500	To reflect dumpster cost
202-990.00-990.000 CONTINGENCY	\$6,032	\$6,032	\$0	(\$6,032)	
TOTAL MAJOR STREET EXPENDITURES	\$181,032	\$181,032	\$213,000	\$31,968	
LOCAL STREET FUND (203)					
REVENUES:					
203-000.00-546.01 GAS & WEIGHT TAX-LOCAL DIST	\$0	\$0	\$15,000	\$15,000	To acct for add'l funds
203-000.00-641.000 SIDEWALK	\$20,000	\$20,000	\$21,425	\$1,425	To reflect actual repairs

**CITY OF ADRIAN
FY 2015-16 BUDGET
SECOND QUARTER FINANCIAL FORECAST
RECOMMENDED BUDGET AMENDMENTS**

	FY2015-16 ADOPTED BUDGET	FY2015-16 AMENDED BUDGET as of 12/30/2015	FY2015-16 FIRST QUARTER FINANCIAL FORECAST	BUDGET AMENDMENT	REASON
203-000.00-697.000 PRIOR YR REVENUE	\$32,453	\$99,910	\$173,848	\$73,938	
TOTAL LOCAL STREET REVENUES	\$52,453	\$119,910	\$210,273	\$90,363	
EXPENDITURES:					
203-444.00-801.000 CONTRACT SERVICE-SIDEWALKS	\$30,000	\$30,000	\$39,000	\$9,000	To reflect actual work done
203-451.14-801.203 STREET CONSTRUCT-STOCKFORD	\$68,000	\$68,000	\$87,300	\$19,300	To adjust to actual
203-451.17-801.203 STREET CONSTRUCT-BALLENBERGER	\$195,000	\$195,000	\$270,400	\$75,400	To adjust to actual
203-451.18-801.203 STREET CONSTRUCT-BRADISH	\$75,000	\$75,000	\$0	(\$75,000)	To adjust to actual
203-451.20-801.203 STREET CONSTRUCT-MCVICAR	\$0	\$0	\$99,300	\$99,300	To adjust to actual
203-463.00-801.100 CONT SERV - HOT PATCHING	\$15,000	\$28,000	\$15,000	(\$13,000)	To adjust to actual
203-465.00-702.097 WAGES-CHECKING	\$7,500	\$7,500	\$3,500	(\$4,000)	To adjust to actual
203-474.00-702.109 WAGES-SIGN & MARKERS	\$15,000	\$15,000	\$5,000	(\$10,000)	To adjust to actual
203-474.00-702.111 WAGES-BARRICADES	\$5,000	\$5,000	\$2,500	(\$2,500)	To adjust to actual
203-474.00-708.109 OVERHEAD-SIGN & MARKERS	\$7,440	\$7,440	\$3,240	(\$4,200)	To adjust to actual
203-482.00-956.000 ADMIN & ACCT	\$30,937	\$30,937	\$27,000	(\$3,937)	To adjust to actual
TOTAL LOCAL STREET EXPENDITURES	\$448,877	\$461,877	\$552,240	\$90,363	
RHINO FUND (267)					
REVENUES:					
267-000.00-663.000 FORFEITURES	\$109,600	\$109,600	\$135,000	\$25,400	To adjust for actual forfeitures
TOTAL RHINO REVENUES	\$109,600	\$109,600	\$135,000	\$25,400	
EXPENDITURES:					
267-290.00-936.000 FORFEITURE SHARING	\$0	\$0	\$15,150	\$15,150	To reflect paymt to other agencies
267-290.00-741.000 OPERATING SUPPLIES	\$22,450	\$22,450	\$32,700	\$10,250	To adjust to actual
TOTAL RHINO EXPENDITURES	\$22,450	\$22,450	\$47,850	\$25,400	
COMMUNITY DEVELOPMENT FUND:					
REVENUES					
275-000.00-530.000 DOWNTOWN RENTAL REHAB	\$0	\$0	\$220,000	\$220,000	To fund Rental Rehab Grant
275-000.00-530.001 DOWNTOWN RENTAL ESCROW	\$0	\$0	\$22,000	\$22,000	To fund Rental Rehab Grant
275-000.00-664.000 INTEREST INCOME	\$0	\$0	\$900	\$900	
TOTAL COMM DEVELOPMENT REVENUES	\$0	\$0	\$242,900	\$242,900	
EXPENDITURES:					
275-827.00-823.000 HOUSING REHAB	\$0	\$0	\$242,900	\$242,900	To fund Rental Rehab Grant

CITY OF ADRIAN
 FY 2015-16 BUDGET
 SECOND QUARTER FINANCIAL FORECAST
 RECOMMENDED BUDGET AMENDMENTS

	FY2015-16 ADOPTED BUDGET	FY2015-16 AMENDED BUDGET as of 12/30/2015	FY2015-16 FIRST QUARTER FINANCIAL FORECAST	BUDGET AMENDMENT	<u>REASON</u>
TOTAL COMM DEVELOPMENT EXPENDITURES	\$0	\$0	\$242,900	\$242,900	
<u>BROWNFIELD REDEVELOP AUTHORITY (279)</u>					
REVENUES:					
276-000.00-697.000 PRIOR PERIOD REVENUE	\$0	\$119,825	\$121,100	\$1,275	To fund project
TOTAL BROWNFIELD REVENUES	\$0	\$119,825	\$121,100	\$1,275	
EXPENDITURES:					
279-836-00-975.200 CAPITAL-109 E MAUMEE	\$0	\$119,825	\$121,100	\$1,275	To fund project
TOTAL BROWNFIELD EXPENDITURES	\$0	\$119,825	\$121,100	\$1,275	
WASTEWATER FUND (590)					
REVENUES:					
590-000.00-580.000 STORM WATER ASSET MGMT GRANT	\$0	\$0	\$82,100	\$82,100	To reflect grant funds
590-000.00-697.000 PRIOR YEARS REVENUE	\$474,206	\$1,262,405	\$1,180,305	(\$82,100)	
TOTAL WASTEWATER REVENUES	\$474,206	\$1,262,405	\$1,262,405	\$0	

RE: DEPARTMENT OF FINANCE – FY2015-16 SECOND QUARTER BUDGET AMENDMENTS

RESOLUTION

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

WHEREAS the Financial Forecast, prepared by the City of Adrian’s Finance Department, has identified several variances between current projections and Estimated Revenues and Appropriations included in the Adopted and Amended FY2015-16 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 FY2015-16 Budget in accordance with the attached schedule entitled City of Adrian FY2015-16 Second Quarter Recommended Budget Amendments.

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

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.

MEMO



DATE: January 29, 2016

TO: Hon. Mayor Berryman and City Commission

FROM: Shane A. Horn, City Administrator

SUBJECT: Cooperative Efforts Study

Last Fall Chief Trinka and I met with Madison Charter Township Fire Chief Ryan Rank and Madison Charter Township Supervisor Larry Richardson to begin discussing ways in which the two departments may come together and partner in an effort to optimize services provided to our residents and potentially avoid duplication of services. The City of Adrian Fire Department has enjoyed a great working relationship with the Madison Charter Township Fire Department, there is a common desire to partner in this effort to explore any and all opportunities.

After an extensive review of the eight (8) proposals that were received for this Cooperative Efforts Study, including checking on references from other communities, a unanimous recommendation was concluded to present Matrix Consulting Group of Edwardsville, IL for consideration by both the Adrian City Commission and Madison Charter Township Board. I respectfully recommend your approval of proceeding with this Cooperative Efforts Study utilizing the services of Matrix Consulting Group of Edwardsville, IL for the fee of \$40,000. The City of Adrian would be responsible for \$20,000 of this fee and should Madison Charter Township decide not to participate, the proposal would not move forward.



Adrian Fire Department

Memorandum

To: Mayor Jim Berryman, Adrian City Commission and City Administrator Shane Horn
From: Paul G. Trinka
CC: Chief Ryan Rank
Date: January 19, 2016
Re: Cooperative Service Study

Throughout the country and within the state of Michigan, local units of government have looked at ways to cooperate with a variety of services. Libraries, police, parks & recreation, water & sewer services, ambulance services and fire services are just a few. A 2006 study commissioned by the Land Information Access Association found that:

- Over 36% of the townships, cities and villages do not cooperate with neighboring jurisdictions at all.
- Nearly 60% of local officials believe that many important barriers to inter-jurisdictional cooperation remain, including the time and expense of getting the process started.

Of the important barriers to cooperation that exist according to the Institute for Sustainable Communities the most common seem to be:

- Lack of Trust
- Fear of failure or political loss
- Unequal partners in participants (fulltime staff vs. part-time/part paid)
- Turf protection
- Lack of leadership
- Insufficient Incentives
- Lack of capacity (staff hasn't done it before, no staff to do it)

Partial consolidations or shared services, mergers and consolidations are community's opportunities to strengthen local services, redistribute a variety of resources in the form of personnel and equipment, address modern and logical response models, eliminate redundant administrative functions and overall increase efficiencies. Citizens, governing boards, government administrators, fire department staff and administration all have the ability to have input into a fire department "what if" scenario, shaping and developing the fire and emergency medical service side of emergency response.

Grand Traverse County communities formed a fire department in the 1940's, South Haven city and surrounding townships joined forces as well as Plymouth and Plymouth Township in the 1990's, to cooperatively offer public safety services. As Michigan's economy worsened in 2008, local property tax revenues dropped and state shared revenues were reduced cities and townships in Michigan set aside some of the barriers. Metro communities took advantage in the fire and emergency medical service arena. Wayne and Westland are protected by a joint fire department, Melvindale and Dearborn joined forces, Eastpointe and Hazel Park became a joint fire taxing authority and the cities of Lansing and East Lansing share a chief all as a result of cooperative agreements. One of the best examples I know of within the state has been combining the township fire departments surrounding South Haven with the City of South Haven.

That is not to say that all of the cooperative efforts are without problems. The City of Plymouth and Plymouth Charter Township dissolved a long-standing joint agreement with Plymouth subsequently signing a new agreement with the City of Northville.

Last fall Chief Ryan Rank from Madison Township Fire and I had some informal discussions regarding shared services. We were both of the opinion that while each department does things well at the present time, what could we do better if we were to share resources? Those discussions led to a meeting with Township Supervisor Larry Richardson, City Administrator Shane Horn, Chief Rank and myself. We discussed possibilities and potentials between the two departments and if we felt that decision makers within each unit of government may be willing to consider exploration of some cooperative services between Madison Charter Township and the City of Adrian's fire departments. City Administrator Shane Horn made some phone calls and arranged conference calls between the four of us and two consultant who would study and make recommendations for fire department cooperative services. Both gave us more ideas as far as shared service potential. A decision was made to publish a Request for Proposal requesting the successful bidder include the following in their findings:

1. Areas of duplication that can be reduced through consolidation efforts
2. Potential service improvements
3. General Partnering Strategies
 - a. Maintain status quo
 - b. Share services as stand-alone agencies
 - c. Contracted services

- d. Legal integration or consolidation
- 4. Taking into account typical issues in sharing services, how can a regional effort be established
- 5. Fiscal Analysis
 - a. Analysis of the Madison Charter Township Fire Department
 - b. Analysis of the Adrian Fire Department
 - c. Budget modeling to show the effect of any proposed changes
 - d. Funding mechanisms including but not limited to
 - i. General Tax Revenue
 - ii. Fees for Service
 - iii. Special Assessments
 - iv. Other methods allowed by Michigan law
- 6. Review of Emergency Medical Service Support and System Oversight
 - a. Partnering Strategies
 - b. Shared Service options
 - c. Full integration of Emergency Medical Services

Through a series of stakeholders meetings, collection of data from fire department responses, review of department policy, procedure and overview of the organizations culture and community meetings, the bidders were asked to prepare a final written report as well as present the results formally to a joint meeting of community leaders and organizations included in the study.

I have used the scoring rubric attached to the RFP to assess the proposals that were submitted. Based on the information provided by the bidders Matrix Consulting Group from Edwardsville, Illinois meets or exceeds the expectation of both Madison Charter Township Fire Department and the Adrian Fire Department. Through their proposal and in speaking with prior clients, Matrix has extensive experience in conducting cooperative service studies for fire departments not only in the Midwest, but across the country.

CITY OF ADRIAN, MICHIGAN
RFP COOPERATIVE EFFORTS FEASIBILITY STUDY
DUE DATE: NOVEMBER 30, 2015

	CONTRACT AMT	ADDITIONAL
Matrix Consulting Group Edwardsville, Illinois	\$40,000.00	Services = \$35,500.00 Expenses = \$4,500.00
Resource Management Associates Tinley Park, Illinois	\$30,540.00	Fixed Fee
McGrath Consulting Group Wonder Lake, Illinois	\$35,125.00	Includes Labor and Travel
Fitch & Associates Platte City, Missouri	\$44,500.00	Services = \$39,500.00 Travel/Other Expenses = \$5,000.00
CGR Rochester, New York	\$58,500.00	Fixed Price Fee, not to exceed
Emergency Services Consulting Int'l Wilsonville, Oregon	\$48,885.00	Includes Expenses
Manitou, Inc. Peekskill, New York	\$28,000.00	Includes 200 Hours Labor and \$2,500.00 travel (6-person team)
TriData, LLC Arlington, Virginia	\$97,000.00	Includes Labor and Travel

RE: FIRE DEPARTMENT –Authorization to enter into a contract with Matrix Consulting Group, Edwardsville, IL for a Fire Department Cooperative Service Study with Madison Charter Township.

RESOLUTION

WHEREAS, the Adrian Fire Chief and the Madison Charter Township Fire Department strive to provide the best service for their respective communities for all hazard responses; and

WHEREAS, the Adrian City Administrator, Madison Township Supervisor and the Fire Chiefs of the respective departments are desirous in finding efficiencies that that the two communities and their respective fire departments may benefit from through cooperative services; and

WHEREAS, the Fire Chiefs of the Madison Charter Township Fire Department and the Adrian Fire Department have evaluated eight proposals from consulting firms to research, study and report to the Charter Township of Madison and the City of Adrian areas where cooperative services will enhance safety from combining resources in areas such as but not limited to; administration, training, fire prevention, fire response, purchasing, equipment, facilities and emergency medical response.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, approves the Matrix Consulting Group of Edwardsville, Illinois as the vendor to complete a Cooperative Service Study as prescribed in their Proposal to Conduct a Cooperative Efforts Feasibility Study for the Fire Departments of the City of Adrian and the Charter Township of Madison.

BE IT FURTHER RESOLVED THAT said study be completed for a total project cost of \$40,000 with the City of Adrian being responsible for ½ the cost or \$20,000 with the source of said funds being account number 101-836.00-812.000.

BE IT FURTHER RESOLVED THAT the FY2015-16 budget be amended as follows to property fund this project:

Revenue:		
101-990.00-697.000	Prior Years Revenue	\$20,000
Expenditure:		
101-836.00-812.000	Consultant Fee	\$20,000

BE IT FURTHER RESOLVED THAT should the Charter Township of Madison choose not to participate in said study that no agreement shall exist between the City of Adrian and Matrix Consulting Group and no funds be expended.

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

MEMO



DATE: January 28, 2016

TO: Hon. Mayor Berryman and City Commission

FROM: Shane A. Horn, City Administrator

SUBJECT: Rental Agreement with Lenawee Council of Visual Arts

The Lenawee Council of Visual Arts (LCVA) desires to utilize the Porter Administration Building on the Adrian Training School campus for the Studio 1 Program. This would encompass the two dimensional arts (2D), including painting, drawing, photography and printmaking. I have formulated a rental agreement for your review that captures the discussion that has taken place to this point. This is an opportunity to re-purpose this building while enhancing the opportunities to promote the arts in our community. The City will not be spending any funds now or in the future on these buildings as a result of this agreement.

Proposal for the Studio 1 Program
Supported by the
Lenawee Council for the Visual Arts

The Lenawee Council for the Visual Arts (LCVA), a group of dedicated professional artists have come together to propose the development of the Studio 1 Program. This would encompass the two dimensional arts (2D), including painting, drawing, photography and printmaking. Our intention is to revitalize a portion of the old Adrian Training School by repurposing the Porter administration building. In the past, the Adrian Training School served an important role in Lenawee County. The artists of LCVA will form a team that result in the reestablishment of the relationship between this property and the community as a place of continued learning and growth.

The Porter administration building #1 is the perfect location for the Studio 1 program. This endeavor, especially with its highly visible location on M52, will offer an outstanding facility designed to reach and serve all of Michigan, Ohio and Indiana. Hundreds, maybe thousands of people drive by this building every day of the year. Envision lights shining in the windows, artists at their easels painting and drawing, and the parking lot filled with cars. Perhaps visitors are carrying out brightly colored artwork treasures purchased in the gallery. Students are in classrooms learning new skills and techniques. It has become a vibrant building bustling with activity.

This building features over thirty rooms which can easily accommodate classrooms, studio space and a gallery. Studio 1 at the Adrian Center for the Arts will create an environment that nurtures all levels of education in many different disciplines of the two-dimensional arts. We will support many types of artists – students, hobbyists and professionals. It will be a vehicle to share our understanding of the artistic processes with the public, and to grow and expand our own expertise.

With this venue we will be able to not only teach classes, but also offer experiences for schools, colleges and vocational, and after-school activities. We will be able to offer our community a facility that the average person will not normally have the opportunity to experience. It allows access to studio space, tools, and equipment that can take an individual artist sometimes years and thousands of dollars to amass. It will make painting, drawing, photography and printmaking accessible to artists who would otherwise be shut out from pursuing what is, for most people, a prohibitively expensive pursuit.

The long term goal of this project is to reach an upscale level of recognition and success for Studio 1. Providing high quality arts programs to our own community, but also attracting tourists, students and artists from all over the country to come learn, and develop on a world class level.

In addition, there will be direct local economic benefits. Art and culture are important to any vibrant society, and by supporting the arts we are investing in an industry that is based on discovery and innovation. Art organizations like the LCVA and Studio1 are part of our business community, and become directly involved in the City of Adrian. An active art facility like this one at the Adrian Center for the Arts, makes the City of Adrian an attractive location to live and work, and showcases that we are committed to establishing culture and the arts in our community.

The Studio 1 program will pull membership from all of Lenawee County and the region, making the City of Adrian the foremost location for the visual arts in the state. The LCVA will partner with other local arts organizations and become the primary hub for artistic resources in Lenawee County. It will create a stronger focus on the arts, and in turn make our city a hotspot for county-wide involvement.

Year-round continuing painting, drawing, photography and printmaking art education, will be available to all age ranges, from children to seniors. A variety of options and amenities, in addition to classes and workshops will be accessible to the general public. In addition to classes and workshops, a variety of community outreach programs will be accessible to the general public. These outreach programs will include after-school activities for students, guest artist lectures and community exhibitions. Community outreach programs will be provided at little or no cost. The Studio 1 program at the Adrian Center for the Arts will not just be a place for art students or the experienced artist - it will be easily accessible for everyone, a place of learning, growing and new experiences.

The heart of the Studio 1 program will be a director and a committee of artists. We are currently establishing a solid core of committee members who live and work in Lenawee County, and come from all walks of life, and specialize in many different aspects of two dimensional art. They have raised families here, established careers, made friendships and formed community ties. They are the backbone of this Studio 1 program, and will work tirelessly to see that it continues to grow and create positive change in our community.

Endorsement of this proposal will authorize the creation of an arts community that will reach and serve all residents of Lenawee County and beyond. The LCVA through the Adrian Center for the Arts will continue to grow and function as a hub for artistic resources regionally. Revitalization will be spurred at the former Adrian Training School, and it will once again operate as a transformative facility. It will be not only a place of continuing arts education, but also as a marketing tool to promote the City of Adrian, spotlighting our commitment to establishing culture and the arts in our community.

The City of Adrian will be relieved of its financial obligations to these buildings, with the LCVA and Studio 1 taking immediate responsibility for maintenance and utilities. The LCVA and Studio 1 will also be financially responsible for any upgrades necessary for

the building to facilitate our needs. No funds will be needed from the City to implement these changes now or in the future.

The Studio 1 program will be self-supported. Monthly studio fees, one and multiple day workshops, one to multiple week classes, grants, donations, fundraisers, and eventually gallery sales will fund all operating costs. Classes and workshops will be taught by advanced resident members and invited artists. Maintenance, studio upkeep and day-to-day technical operations will also be handled by the residents as part of their studio membership requirements. This ensures that the core functional roles within the Studio 1 program will be filled by the experienced members of the community group, and further encourages continual interaction between advanced students and beginners.

The Community Clay Program at the Adrian Center for the Arts has already established that there is a very strong demand for arts classes in Adrian, by filling classes offered thus far.

The LCVA is a non-profit organization dedicated to promoting and supporting the visual arts in Lenawee County. Established in 1999, the LCVA maintains a gallery in downtown Adrian. The LCVA Millennium Project was installed in Comstock Park, Adrian, MI in 2000. The organization was also the initial impetus behind Art-A-Licious, and for many years administrated the Lenawee County High School and K-8 exhibitions. It continues to organize programming to help area artists such as the Professional Artist Series co-sponsored by Lenawee Now.

The projected budget for Studio One: total monthly income of \$3,000; total monthly expenses of \$880.00; and a balance of \$2,120.

Respectfully submitted by

Shirley Van Benschoten
LCVA President
lcvaartists@gmail.com
517-442-5398

Projected Studio One Budget

Monthly Income

Resident Studio Rent \$2000.00

Class Revenue \$1000.00

TOTAL \$3000.00

Monthly Expenses

Rent \$100.00

Electric \$75.00

Heating/Cooling \$500.00

Insurance \$80.00

Snow Removal \$50.00

Building Maintenance \$200.00

Building Repair \$1500.00

TOTAL \$2505.00

RENTAL AGREEMENT

This agreement is entered into on the ____ day of _____, 2016 between the City of Adrian, a Michigan Municipal Corporation, of 135 East Maumee Street, Adrian, Michigan, hereinafter referred to as the "City", and Lenawee Council of Visual Arts, of Adrian, MI, hereinafter referred to as "LCVA".

RECITALS

1. LCVA desires to lease the Porter Administration building owned by the City, which is commonly known as building #1 on the former Adrian Training School campus.
2. The parties have agreed to the following terms and conditions.

IN CONSIDERATION of the foregoing recitals, the parties have agreed as follows:

1. LCVA shall rent the Porter Administration building on the former Adrian Training School campus from the City and shall pay monthly rent in the amount of \$100.00.
2. LCVA shall arrange to have Citizen's Gas Company connect the above buildings for natural gas service and shall pay all bills for usage and connection fees.
3. LCVA shall also be responsible for all electrical usage for said buildings. LCVA will pay a flat rate of \$125.00 per month for electric usage.
4. The City shall reconnect the water lines in the leased building and shall provide water as needed along with sanitary sewer service. Each month, LCVA will pay the sum of \$50.00 as a flat rate for water and sanitary sewer usage.
5. LCVA will pay for any telephone, cable television or computer connection fees that may be associated with the usage for the rented building.
6. The term of this lease shall commence February 2, 2016 and shall continue until June 30, 2018. Either party may terminate the lease prior to that time by giving the other party a 6 month written notice.
7. LCVA shall not make permanent additions to any structure with the exception of any improvements associated with compliance with ADA standards. Any temporary additions shall be removed by LCVA when the lease terminates, if so requested by the City.
8. LCVA shall be responsible for maintenance and repair of all mechanical and electrical systems on the property.
9. The City shall maintain the grass area surrounding the buildings. LCVA will be responsible for snow removal of the parking area and sidewalks around the building.
10. Access to the leased building shall be permitted from the drive off of North Adrian Highway.

11. LCVA shall hold the City and its officers harmless from any and all liability incurred as a result of its occupancy and operations on the leased premises. This shall include any costs incurred in defense of any claims, including attorney fees.
12. LCVA shall provide an insurance policy naming the City as additional insured.
13. This lease agreement may be renewed at any time with the agreement of both parties.

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

CITY OF ADRIAN

LCVA

By: Jim Berryman
Its: Mayor

By:
Its:

By: Pat Baker
Its: Clerk

RE: ADMINISTRATION – Rental Agreement with LCVA on Use of Porter Administration Building at Adrian Training School

RESOLUTION

WHEREAS, the Lenawee Council of Visual Art (LCVA) desires to locate space for the development of their Studio 1 Program; and

WHEREAS, members of LCVA have toured the campus of ATS and have selected the Porter Administration building for their Studio 1 Program that would include two dimensional printing (2D), including painting, drawing, photography and printmaking opportunities for our community; and

WHEREAS, a rental agreement has been drafted that provides space for the LCVA to utilize the Porter Administration building on the campus of the Adrian Training School.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves a two-year rental agreement between the City and LCVA for the use of the Porter Administration building on the ATS campus for their Studio 1 Program and authorizes the Mayor and City Clerk to execute this agreement on behalf of the City.

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



MISCELLANEOUS

DEPARTMENTAL REPORT

JANUARY 19, 2016

	DECEMBER 2015	NOVEMBER 2015	DECEMBER 2014	YEAR-TO-DATE 2015	YEAR-TO-DATE 2014
POLICE DEPARTMENT					
Complaints Answered	1,451	1,461	1,463	16,073	17,049
VIOLATIONS					
Moving Citations	127	103	166	1,745	1,850
3-6 am Parking Tickets	58	59	158	1,194	1,475
Non-Moving Citations	0	0	0	0	0
Downtown Parking Tickets	0	0	0	0	0
TOTAL VIOLATIONS	185	162	324	2,939	3,325
ARRESTS	123	155	144	1,858	1,977
FIRE DEPARTMENT (See M-3)					
INSPECTION DEPARTMENT					
Building Permits	39	24	18	341	337
Electrical Permits	16	19	16	186	238
Mechanical Permits	27	22	13	231	208
Plumbing Permits	14	13	10	133	125
Sidewalk Permits	0	1	0	14	21
Sign Permits	4	9	3	56	59
TOTAL PERMITS	100	88	60	961	988
Estimated Bldg. Costs	\$144,036	\$1,461,913	\$1,710,861	\$7,672,107	\$6,215,839
PARKING SYSTEM					
Parking Assessment	\$11,324	\$17,625	\$11,933	\$63,258	\$82,533
Lot Revenue	\$0	\$0	\$0	\$0	\$0
Street Revenue	\$0	\$0	\$0	\$0	\$0
Misc. Revenue	\$17	\$15	\$4	\$493	\$1,254
Grant	\$0	\$0	\$99,915	\$25,494	\$99,915
Permits	\$0	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0	\$0
Collection Fees	\$0	\$0	\$0	\$0	\$0
Token Sales	\$0	\$0	\$0	\$0	\$0
Contribut-GenFund	<u>\$12,083</u>	<u>\$12,083</u>	<u>\$12,083</u>	<u>\$414,996</u>	<u>\$144,996</u>
Farmers Market Grant	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL REVENUE	\$23,424	\$29,723	\$123,935	\$504,241	\$328,698
WASTE WATER DEPARTMENT					
M. G. Pumped	150.368	134.448	150.801	1,856.525	1,667.994
Cost of Plant Operation	\$192,719	\$84,716	\$127,623	\$1,383,674	\$1,138,537
WATER DEPARTMENT					
M. G. Pumped	67	67	68	783	860
Number of Customers	6,184	6,186	6,174		
	Industrial	Commercial	Residential	Other	TOTAL
M. G. Sold Revenue	\$50,337	\$76,736	\$119,812	\$64,772	\$311,657



Adrian, MI

Between Dec 01, 2015 and Dec 31, 2015

29 issues were opened

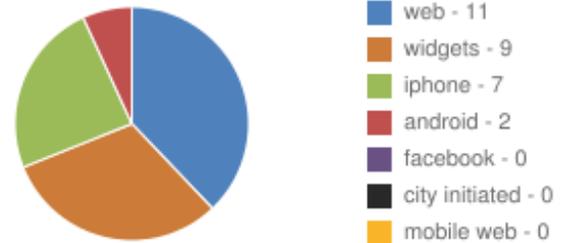
24 issues were acknowledged

16 issues were closed

The average time to acknowledge was 20.8 days.

The average time to close was 44.6 days.

Issues by Source



SERVICE REQUEST TYPE	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
Junk and Rubbish	7	8	0	29.3	0.0
Trash Pickup Issue	3	2	5	2.2	29.0
Front Yard Parking	3	2	1	1.7	90.9
Other	3	0	3	0.0	14.4
Indoor Items Stored Outside	2	2	1	5.7	9.6
Pothole	3	2	0	1.8	0.0
Property Maintenance Issue	2	2	1	6.2	4.6
Abandoned or Unregistered Vehicle	2	2	0	1.7	0.0
Blight	1	1	1	2.8	30.8
Graffiti on Public Property	0	1	2	222.1	100.0
Problem with Manhole	1	1	0	1.6	0.0
Streetlight Repair	1	1	0	0.0	0.0
Abandoned Bicycle	1	0	0	0.0	0.0
Grass or Vegetation Too Long	0	0	1	0.0	122.5
Park Maintenance	0	0	1	0.0	68.0

Catch Basin	0	0	0	0.0	0.0
Curb Issues	0	0	0	0.0	0.0
Hydrant Issue	0	0	0	0.0	0.0
Pet Waste on Private Property	0	0	0	0.0	0.0
Recycle Pickup Issue	0	0	0	0.0	0.0
Sidewalk Issue	0	0	0	0.0	0.0
Sidewalk Snow/Ice Removal	0	0	0	0.0	0.0
Sign Repair	0	0	0	0.0	0.0
Street Tree Trimming or Stump Removal	0	0	0	0.0	0.0
Tree on Private Property	0	0	0	0.0	0.0
Utility Pole	0	0	0	0.0	0.0
Water Main Break	0	0	0	0.0	0.0

GEOGRAPHY	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
City of Adrian	29	24	16	20.8	44.6
Downtown	4	4	0	2.8	0.0