



**CITY COMMISSION
MEETING
May 2, 2016**



PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
Monday,
MAY 2, 2016**

The City Commission will meet for a pre-meeting study session on Monday, May 2, 2016 at 6:00 p.m. at the City Chambers Building at 159 East Maumee Street, Adrian, Michigan to discuss the following items:

1. Discuss Draft Strategic Plan.
2. Declaration of Public Nuisance.
3. Other items as time permits.



COMMISSION AGENDA

AGENDA
ADRIAN CITY COMMISSION
MAY 2, 2016
7:00PM

- I. PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE APRIL 18, 2016 REGULAR MEETING OF THE ADRIAN CITY COMMISSION.
- IV. APPROVAL OF THE MINUTES OF THE APRIL 22, 2016 SPECIAL MEETING OF THE ADRIAN CITY COMMISSION.
- V. PRESENTATION OF ACCOUNTS
- VI. REGULAR AGENDA
 - A. SPECIAL ORDER
 1. **SO-1.** Public Hearing to hear and consider comments to the approval of the proposed FY2016-17 Budget.
 - B. RESOLUTIONS
 1. **R16-050. Finance.** Resolution to approve the proposed FY2016-17 Budget and General Appropriations Act.
 2. **R16-051. Finance.** Resolution to approve the FY2015-16 Third Quarter Budget amendments.
 3. **R16-052. Community Development.** Resolution to approve a Brownfield Plan for the Strongback Project 101-109 East Maumee Street.
 4. **R16-053. Community Development.** Resolution to approve a Brownfield Reimbursement Agreement with Strongback Properties, LLC for Michigan Economic Development Corporation Redevelopment Project at 101-109 East Maumee Street.
 5. **R16-054. Finance Department.** Resolution to approve an amended Special Assessment Roll for Delinquent Invoices.
 6. **R16-055. Administration.** Resolution to discontinue the Employee Service Credit Purchase Option.
 7. **R16-056. Transportation.** Resolution to approve the American Disability Act Complaint Policy for the City of Adrian, developed for Dial-A-Ride and to authorize the Mayor to sign the Acknowledgement of the aforementioned policy.

8. **R16-057. Transportation.** Resolution approving a revised project authorization for Federal Operating Assistance for the Adrian Dial-A-Ride and to authorize the Mayor and City Clerk to execute said project authorization.

VII. MISCELLANEOUS

1. Adrian Fire Department Report.
2. D.A.R.T. Passenger Ridership Report.
3. Departmental Report.
4. Planning Commission Meeting Minutes.
5. See Click Fix Report for March.

VIII. PUBLIC COMMENT

IX. COMMISSIONER COMMENTS



MINUTES

**MINUTES
ADRIAN CITY COMMISSION
MONDAY, APRIL 18, 2016
7:00 P.M.**

Official proceedings of the April 18, 2016 regular meeting of the City Commission, Adrian, Michigan.

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

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

Mayor Berryman in the Chair.

Commissioner Faulhaber motioned to approve the minutes from the regular meeting on April 4, 2016, this was seconded by Commissioner Munson, and the minutes were adopted by a 7-0 vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher #4269 through #4277	\$151,573.72
General Fund Vouchers #22766 through #22779	\$210,612.26
Clearing Account Vouchers amounting to	<u>\$674,738.94</u>
TOTAL EXPENDITURES	<u>\$1,036,924.92</u>

On motion by Commissioner Dudas, seconded by Commissioner Munson, this resolution was adopted by a 7-0 vote.

COMMUNICATIONS

C-1. Finance – Revenue and Expenditure Report for March.

REGULAR AGENDA

SPECIAL ORDERS

SO-1. Public hearing to hear and consider comments regarding a Special Assessment Roll for delinquent invoices, including a ten (10%) percent penalty for late payment.

Mayor Berryman opened the public hearing and the following objections to the Special Assessment Roll were made:

1. Joshua Prater – 706 St Joseph St – objected to the false alarm charges he received; he had a faulty motion sensor.
2. Clifford Pate – 930 E Michigan St – objected to a vacant property registration – he uses this building for storage.

3. Akitoshi Yamamoto – 310 Riverside Ave – objected to mowing charges for this empty lot.
4. Eric Stinson – 622 Tabor St and 631 French St – objected to refuse charges and mowing charges for these two properties.

There were no further objections and the Mayor declared the public hearing closed.

SO-2. Public hearing to hear and consider comments regarding a Special Assessment Roll for delinquent water and sewer charges, including a ten (10%) percent penalty for late payment.

Mayor Berryman opened the public hearing and the following objections to the Special Assessment Roll were made:

1. Michael Kvam – 1004 Treat St – just bought the house, objected to a water bill and rental housing inspection fee from the previous owner.

There were no further objections and the Mayor declared the public hearing closed.

RESOLUTIONS

R16-040

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

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

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

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

On motion by Commissioner Dudas, seconded by Commissioner Munson, this resolution, **with the removal of 706 St Joseph St, 930 E Michigan St, 310 Riverside Ave, 622 Tabor St and 631 French St for further investigation**, was adopted by a 7-0 vote.

R16-041

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

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

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

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

On motion by Commissioner Munson, seconded by Commissioner Heldt, this resolution, **with the removal of 1004 Treat St for further investigation**, was adopted by a 7-0 vote.

R16-042

RE: DEPARTMENT OF FINANCE – FY2016-17 Budget and General Appropriations Act – Notice of Public Hearing.

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

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

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission shall meet in the Commission Chambers, 159 E. Maumee Street on Monday, May 2, 2016 at 7:00 p.m., for the purpose of hearing comments regarding the adoption of the proposed FY2016-17 Budget and General Appropriations Act.

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

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

City Administrator Shane Horn gave a presentation on the Fy2016-17 budget, stating that we have to solve our issues locally and not depend on the state for help. He also mentioned that it would not be a good time to use oil revenue funds as the price of oil has dropped so much.

On motion by Commissioner Faulhaber, seconded by Commissioner Strayer, this resolution was adopted by a 7-0 vote.

R16-043

RE: PARKS & ENGINEERING– Lawn Fertilization and Weed Control Contract

WHEREAS, sealed bids were received Thursday, March 31, 2016 for lawn care services at various locations throughout the City of Adrian; and

WHEREAS, four (4) vendors responded, all of whom met the specifications, the bid tabulation is listed in the recommendation memo; and

WHEREAS, the Parks & Engineering Services Director and City Administrator recommend the bid be awarded to Karle Nursery, of Tipton, MI for the unit prices listed below for the periods 2016 and 2017:

Service	2016	2017	Unit
Crabgrass Control	\$65	\$65	acre
Fertilization	\$78	\$78	acre
Broadleaf Weed Control	\$80	\$80	acre
Spring Grub Control	\$85	\$85	acre
Summer Grub Control	\$75	\$75	acre
Fungus Control	\$60	\$60	acre

and;

WHEREAS, Karle Nursery was the low bidder on all unit prices with the exception of Spring Grub Control and Broadleaf Weed Control, which will be applied to the fewest number of acres, which makes them the low overall bidder based on an estimated number of acres to receive treatment; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose, \$12,000 from the Fee Estate and \$1,500 from Parks General, which will cover the Fee Parks, the in-town baseball fields and broadleaf and grub control for Oakwood Cemetery.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby selects the recommended bid and authorizes engagement of Karle Nursery, of Tipton, MI for the per acre unit prices listed above for the period 2016 and, based on acceptable performance, for 2017 for lawn care services at various locations throughout the City of Adrian.

On motion by Commissioner Dudas, seconded by Commissioner Munson, this resolution was adopted by a 7-0 vote.

R16-044

RE: ADMINISTRATION – Employee Purchase of years of Service Credit from MERS

WHEREAS, the City of Adrian is a Charter Member of the Municipal Employees Retirement System (MERS) of Michigan, having joined in 1946; and

WHEREAS, the Service Credit section of the MERS Plan Document provides member employees with an option to purchase not more than five (5) years of credited service, with the following prerequisites:

- 1) The governing body of the participating municipality that employs the member adopts a resolution requesting the Retirement Board to credit the member with a specific amount of credited service and files a certified copy of the resolution with the retirement system after adoption,

- 2) The employee member pays to the retirement system the amount the participating municipality may require of the member in consideration for the crediting of service; and

WHEREAS, Timothy Bartenslager is an employed member of the City of Adrian, meets the aforementioned prerequisites and, therefore, is eligible to purchase up to five (5) years of additional service credit with MERS; and

WHEREAS, said employees have agreed to pay the entire cost for the additional service credit, as determined by MERS actuarial computations; 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 submission of a formal request to the MERS of Michigan Retirement Board to credit the aforementioned employee with two (2) years of additional service, with the cost of purchase of said service, as determined by MERS actuarial computations, to be borne totally by the employee member.

On motion by Commissioner Dudas, seconded by Commissioner Faulhaber, this resolution was adopted by a 7-0 vote.

R16-045

RE: ADMINISTRATION – Authorization for a Curbside Spring Pickup

WHEREAS, Stevens Disposal & Recycling Service of Temperance, MI has been our solid waste and recycling service provider since 2011; and

WHEREAS, Stevens Disposal partnered with the City last year and collected 470 tons of material during our curbside Spring-Pickup at a cost of \$225.00 per ton

WHEREAS, Stevens Disposal has offered to again partner with the City of Adrian to provide a curbside Spring-Pickup for City residents scheduled for June 11 and June 18, 2016; and

WHEREAS, the City would use this collection as an opportunity to partner with the Lenawee County Solid Waste Department, Habitat of Lenawee, Goodwill Industries, Wacker Chemical and Anderson Development during their annual household collection day on May 7, 2016 at the Lenawee County Fair and Event Grounds. We would jointly market both events to encourage residents to recycle as much material as possible; and

WHEREAS, the cost to provide this curbside pickup would be \$225.00 per ton, with a projection of approximately 400 tons of material collected city-wide for a total estimated cost of \$90,000; and

WHEREAS, Stevens Disposal has agreed to donate up to a maximum of \$25,000 for this curbside Spring-Pickup in an effort to support the City's "City Pride City Wide" initiative; and

NOW THEREFORE, BE IT RESOLVED by the Adrian City Commission that a curbside Spring-Pickup be authorized with Stevens Disposal utilizing their not to exceed donation amount of \$25,000 with the City's portion coming from fund balance within the Solid Waste Fund.

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

Revenue:		
595-000.00-697.000	Prior Years Revenue	\$65,000
Expenditure:		
595-528.00-801.000	Contract Services	\$65,000

On motion by Commissioner Rising, seconded by Commissioner Faulhaber, this resolution was adopted by a 7-0 vote.

R16-046

RE: ADMINISTRATION – Approve Operating Agreement for Bohn Pool with the YMCA of Lenawee County

WHEREAS, the YMCA of Lenawee County has provided recreational programming in a cooperative venture with the City of Adrian since September 2013; and

WHEREAS, Bohn Pool is a great community asset that is used by many members of our community throughout the pool season; and

WHEREAS, the YMCA of Lenawee County and the City of Adrian executed an Operating Agreement in May 2015 for continuing financial support and operating assistance to the YMCA for Bohn Pool; and

WHEREAS, the City desires to be a good partner with the YMCA and has added the expense of operating Bohn Pool in the FY 2016-17 budget.

NOW, THEREFORE, BE IT RESOLVED that the attached Bohn Pool Operating Agreement between the YMCA of Lenawee County and City of Adrian is hereby approved and both the Mayor and City Clerk are hereby authorized to execute said agreement on behalf of the City.

On motion by Commissioner Dudas, seconded by Commissioner Munson, this resolution was adopted by a 7-0 vote.

R16-047

RE: COMMUNITY DEVELOPMENT – Approval of Development Agreement with Croswell Opera House and Fine Arts Association for Michigan Economic Development Corporation Façade Project at 129 East 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 that the project is consistent with the City of Adrian’s plan; 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 the preservation of the historic nature of its downtown and in the maintenance and restoration of its historic building stock; and

WHEREAS, the Michigan Economic Development Corporation has provided a Letter of Interest that would support six façade projects in downtown Adrian including at the Croswell Opera House at 129 E. Maumee; and

WHEREAS, the City of Adrian requires a Development Agreement demonstrating that the Croswell Opera House and Fine Arts Association bears all financial responsibility for the pending grant funds and other incentives; and

WHEREAS, the Croswell Opera House and Fine Arts Association also must comply with all federal laws and compliance issues as a recipient of Community Development Block Grant funds.

NOW THEREFORE BE IT RESOLVED that the City of Adrian Commission hereby approves the Development Agreement with the Croswell Opera House and Fine Arts Association and authorizes the Mayor to sign the agreement on behalf of the City of Adrian.

On motion by Commissioner Dudas, seconded by Commissioner Heldt, this resolution was adopted by a 7-0 vote.

Jim Berryman, Mayor

Pat Baker, City Clerk

PUBLIC COMMENT

1. Shane Mackey – 114 W Albert Street – challenged that the trash disposal fee that the City charges is unlawful as it does not allow a resident to reject the service. The fee must be paid by each property eligible for the service. This would make it a tax not a fee. Sarah Osburn stated that this was researched when the system was originally put in place 6 or 7 years ago and she will present this information to the Commission.

COMMISSIONER COMMENTS

No Commissioner comments

The next regular meeting of the Adrian City Commission will be held on May 2, 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

**MINUTES
SPECIAL MEETING
ADRIAN CITY COMMISSION
FRIDAY, APRIL 22, 2016
8:00 A.M.**

Official proceedings of the April 22, 2016 special meeting of the City Commission, Adrian, Michigan.

The special 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, Faulhaber and Rising. ABSENT: Commissioner Strayer

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

Mayor Berryman in the Chair.

REGULAR AGENDA

R16-048

RE: COMMUNITY DEVELOPMENT – Establishment of Public Hearing to afford citizens an opportunity to examine and comment on the proposed application for a Community Development Block Grant to complete façade renovations on six downtown Adrian projects.

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 renovating historical buildings, in particular in the downtown area; and

WHEREAS, the City of Adrian has specific tools available to use to incentivize investors who renovate historic downtown buildings; and

WHEREAS, the owners of six downtown façade projects have committed funds to renovate facades at 127 and 129 E. Maumee; 124 and 128 East Maumee; 110 East Church; 113 West Maumee; 118 West Maumee; and 150 North Main; and

WHEREAS, the Michigan Economic Development Corporation has indicated, through a Letter of Interest, potential support in excess of \$1.4 million dollars for the project.

NOW THEREFORE BE IT RESOLVED that the City of Adrian Commission hereby authorizes the scheduling of a public hearing for Thursday, April 28, 2016, 5:00 p.m. in the City

Chambers Building at 159 East Maumee, to receive comments on this matter, and directs the City Clerk to provide notice as appropriate and required.

Jim Berryman, Mayor

Pat Baker, City Clerk

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

PUBLIC COMMENTS

There were not public comments

COMMISSIONER COMMENTS

Commissioner Faulhaber mentioned this as a source of pride; there is a lot of great work being done in our downtown area. He appreciated all of those involved with this project and all of the time and effort it has taken.

The next regular meeting of the Adrian City Commission will be held on May 2, 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

May 2, 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 #4278 through #4284.....	\$67,290.46
General Fund	
Vouchers #22780 through #22781.....	\$249,419.49
Clearing Account Vouchers	
amounting to	<u>\$183,840.21</u>
TOTAL EXPENDITURES	<u>\$500,550.16</u>

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

May 2, 2016

UTILITIES FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
4278	\$ 105.74	Jon Harris	Refund - Hospitaliza
4279	\$ 2,502.55	Citizens Gas	April Gas Bills
4280	\$ 125.15	Frontier Communications	April Phone Bill
4281	\$ 102,491.59	City of Adrian Clearing	Check Register 04-11
4282	\$ 1,300.27	Consumers Energy	April Electric Bills
4283	\$ 63,217.93	City of Adrian Payroll	Payroll 04-22-16
4284	\$ 38.82	City of Adrian Utilities	Water Bill
	\$ 169,782.05		
	\$ (102,491.59)	Less: Check 4281	
	\$ 67,290.46	TOTAL	

May 2, 2016

May 2, 2016

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
22780	\$ 175.00	Lenawee County Circuit Court	Filing Fee - Nuisance abatement
22781	\$ 103.76	Scott Holtz	Refund -March insurance contr
22782	\$ 1,730.79	Citizens Gas	Gas Bills
22783	\$ 349.73	Frontier communications	Phone Bills
22784	\$ 545,761.53	City of Adrian Clearing Account	Check Reg. 04-18-16
22785	\$ 25,801.86	Consumers Energy	Electric Bills
22786		City of Adrian Utilities	EFT Payment
22787		City of Adrian Utilities	EFT Payment
22788		City of Adrian Utilities	EFT Payment
22789	\$ 14,604.55	Lenawee Fuels Inc	Fuel 04-12-16
22790	\$ 184,105.02	City of Adrian Payroll	Payroll 04-22-16
22791	\$ 14,534.45	First Federal Bank	Soc Sec 04-22-16
22792	\$ 7,103.95	Nola's Transportation	Payroll 04-29-16
22793	\$ 910.38	City of Adrian Utilities	Water/Sewer Bills

\$ 795,181.02

\$ (545,761.53) Less : Check 22784

\$ 249,419.49

May 2, 2016

INVOICE APPROVAL BY VENDOR REPORT FOR CITY OF ADRIAN, MICHIGAN
 EXP CHECK RUN DATES 05/02/2016 - 05/02/2016
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. A.D.A. SECURITY, INC.	432.00		
2. ADRIAN LOCKSMITH & CYCLERY	370.00		
3. ADRIAN MECHANICAL SERVICES CO	433.60		
4. ADRIAN NAPA	403.38		
5. ADVANCE AUTO PARTS COMMERCIAL CHR	136.39		
6. AFFINITY VALUATION GROUP, LLC	2,000.00		
7. AIRGAS USA, LLC	54.68		
8. ALL METALS INC.	88.11		
9. ALL SPRAY LTD	4,745.00		
10. APPLE MAT RENTAL	158.60		
11. ARIC MASSINGILL	400.00		
12. BADER & SONS CO	108.46		
13. BAKER & TAYLOR BOOKS	795.15		
14. BATTERY WHOLESALE	27.83		
15. BELL EQUIPMENT CO	525.10		
16. BIOLOGICAL RESEARCH	325.00		
17. BLACK ROCK TECHNOLOGY GROUP	550.00		
18. BLACK SWAMP EQUIPMENT	76.50		
19. BRANCH DISTRICT LIBRARY	10.00		
20. BRODBECKS LLC	1,670.25		
21. CDW-G COMPUTER SUPPLIES	116.39		
22. CENGAGE LEARNING	130.91		
23. CHARLES SCHMENK	80.00		
24. CITIZENS GAS FUEL CO	154.90		
25. CITY OF ADRIAN	75.17		
26. COMFORT ENTERPRISES INC.	269.36		
27. CREATIVE PRODUCTS SOURCE	216.67		
28. CUTTING EDGE ENGRAVING	50.00		
29. D HILL ENVIRONMENTAL	450.00		
30. D PRINTER, INC.	595.00		
31. D&P COMMUNICATIONS, INC.	869.92		
32. DAVID HUBBARD	69.99		
33. DEMCO INC	428.27		
34. DENISE ALVERSON	20.00		
35. DENNIS VESCELIUS	20.00		
36. DETROIT FREE PRESS	255.70		
37. DIRECT TECHNOLOGY GROUP, INC	99.00		
38. DISPLAYS2GO	356.66		
39. DIVERS MAST	140.00		
40. DUKE'S ROOT CONTROL INC	3,986.08		
41. EMERGENCY MEDICAL PRODUCTS INC	429.39		
42. ERIC KELLY	20.00		
43. ETNA SUPPLY COMPANY	17,473.80		
44. FASTENAL COMPANY	202.98		
45. FEDERAL EXPRESS	15.37		
46. FOSTER SWIFT COLLINS & SMITH	190.00		
47. GALLANT & SON	103.48		
48. GENPOWER PRODUCTS INC.	171.09		
49. GLEN HAWKINS	52.47		

INVOICE APPROVAL BY VENDOR REPORT FOR CITY OF ADRIAN, MICHIGAN
 EXP CHECK RUN DATES 05/02/2016 - 05/02/2016
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
50.	GLENN PRESTON	20.00		
51.	GRAINGER INC.	625.50		
52.	GREAT LAKES ACE	353.79		
53.	GREG BELL CHEVROLET CADILLAC INC	360.43		
54.	GREY HOUSE PUBLISHING, INC.	147.50		
55.	H T MORIARTY CO INC	1,308.10		
56.	HAROLD BECK & SONS INC.	6,682.91		
57.	HOLBEN PROFESSIONAL EH SERVICES	150.00		
58.	I.T. RIGHT	876.25		
59.	ICMA RETIREMENT CORPORATION	328.02		
60.	IDEXX LABORATORIES, INC.	2,544.15		
61.	INFOGROUP	630.00		
62.	JACK DOHENY SUPPLIES INC	1,950.00		
63.	JACKSON TRUCK SERVICE INC.	56.97		
64.	JAMES PERRY	20.00		
65.	JAMIE SCHMITZ	41.17		
66.	JASON LAWRENCE	20.00		
67.	JERRY DAVIS	167.00		
68.	JONES & HENRY ENGINEERS, LTD.	4,656.22		
69.	LARRY'S MUFFLER	174.00		
70.	LENAWEE COUNTY PROSECUTORS	361.50		
71.	LENAWEE TIRE & SUPPLY CO, INC.	330.76		
72.	LEXIS NEXIS RM INC	307.00		
73.	LEXIS-NEXIS MATTHEW BENDER	714.18		
74.	LIBRARY HOTLINE	119.99		
75.	LOWE'S CREDIT SERVICES	124.41		
76.	MAG INSTRUMENT INC	19.00		
77.	MAPLE CITY GLASS INC.	328.14		
78.	MARK BISHOP	20.00		
79.	MARK GIGAX	20.00		
80.	MASSON'S ELECTRIC, INC	89.79		
81.	MATRIX CONSULTING GROUP	14,748.00		
82.	MCGOWAN ELECTRIC SUPPLY INC	60.95		
83.	MEYER, CHERIE	131.27		
84.	MICHELLE DEWEY	20.00		
85.	MICHIGAN ECONOMIC DEVELOPERS ASSOC	270.00		
86.	MICHIGAN METER TECHNOLOGY GROUP INC	16,743.20		
87.	MICHIGAN PIPE & VALVE INC	317.60		
88.	MICHIGAN WATER ENVIROMENT ASSOC.	130.00		
89.	MICROMARKETING LLC	14.96		
90.	MIKE OSBORN	20.00		
91.	MT BUSINESS TECHNOLOGIES, INC	114.83		
92.	MUNICIPAL WEB SERVICES	225.00		
93.	NOLA'S TRANSPORTATION	7,846.05		
94.	NORTH EASTERN UNIFORMS & EQUIPMENT	184.49		
95.	OMNIGRAPHICS INC.	163.70		
96.	PAINTERS SUPPLY & EQUIP. CO	787.74		
97.	PEERLESS SUPPLY INC	36.78		
98.	PLATINUM PLUS	2,050.64		
99.	POLK CITY DIRECTORIES	1,578.00		

INVOICE APPROVAL BY VENDOR REPORT FOR CITY OF ADRIAN, MICHIGAN
 EXP CHECK RUN DATES 05/02/2016 - 05/02/2016
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
100.	PROMEDICA CORP OF MICHIGAN	1,200.00		
101.	QUILL CORPORATION	497.91		
102.	RECORDED BOOKS LLC.	297.00		
103.	RHINO	832.39		
104.	RICHARD KNORR	5.30		
105.	ROBERT BISHOP	256.44		
106.	RYAN WHITE	20.00		
107.	SAFETY & COMPLIANCE TRAINING	900.00		
108.	SAFETY SYSTEMS INC.	592.40		
109.	SEBCO BOOKS	36.91		
110.	SHANE HORN	20.00		
111.	SHERWIN-WILLIAMS CO	601.24		
112.	SIRCHIE FINGER PRINT LABORATORIES	173.25		
113.	SPENCER MANUFACTURING INC.	698.08		
114.	SPOK, INC.	34.74		
115.	SPRING VALLEY TRUCKING	1,487.29		
116.	STAPLES CREDIT PLAN	165.73		
117.	STATE INDUSTRIAL PRODUCTS	538.12		
118.	STEVE EBERLE	20.00		
119.	STEVENS DISPOSAL	1,491.80		
120.	STITCH WIZARD EMBROIDERY INC	51.00		
121.	TETRA TECH INC	47,997.33		
122.	THOMSON WEST	1,343.75		
123.	TIM BARTENSLAGER	19.25		
124.	TIM RITCHIE	20.00		
125.	TIME EMERGENCY EQUIPMENT INC	299.87		
126.	T-MOBILE	29.99		
127.	TOBY'S INSTRUMENT SHOP INC	264.00		
128.	TRACTOR SUPPLY COMPANY	79.96		
129.	TRI-STATE MEDICAL SUPPLY	10.00		
130.	UNUM LIFE INSURANCE COMPANY	2,205.50		
131.	USA BLUEBOOK	698.74		
132.	VERIZON WIRELESS	102.00		
133.	WALTER HELSEL	20.00		
134.	WASHOVIA SERVICES INC	1,942.75		
135.	WEISKOPF INDUSTRIES CORP	221.14		
136.	WESTERN LIME CORPORATION	5,261.32		
137.	WILLIAM SADLER	20.00		
138.	WILLIAMS & WORKS	3,867.42		
139.	WITMER PUBLIC SAFETY GROUP, INC.	174.95		

TOTAL ALL CLAIMS

183,840.21



REGULAR AGENDA

SO-1

May 2, 2016

SPECIAL ORDER

The Mayor called for the hearing and consideration of comments to the approval of the proposed FY2016-17 Budget.

Discussion

When the Mayor call for final objections_____

and he declared the hearing closed.

RE: FINANCE – FY2016-17 BUDGET RESOLUTION

**CITY OF ADRIAN, MICHIGAN
FISCAL YEAR 2016-2017 BUDGET
AND
GENERAL APPROPRIATIONS ACT**

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

WHEREAS the City Commission received budget requests from all City Departments, and has reviewed in detail the City Administrator's Fiscal Year 2016-2017 Budget Recommendation; and

WHEREAS the City Commission, after due deliberation, has formulated a Proposed General Appropriations Act balancing General Fund/General Purpose appropriations at \$9,090,196 with available resources for Fiscal Year 2016-17 and balancing total operations, including Special Revenue Funds (e.g., Major and Local Streets) and Enterprise Funds (e.g., Water and Wastewater Funds) at \$29,433,130, a summary of which is included in the Notice of Public Hearing published in a newspaper of general circulation; and

WHEREAS a copy of the proposed Budget and General Appropriations Act was published April 21, 2016 and a Public Hearing was held on May 2, 2016 in accordance with the provisions of Section 8.3 of the Adrian City Charter, Public Act 5 of 1982, and the federal, state and local Fiscal Assistance Act of 1972 (P.L. 92-512), as amended; and

WHEREAS included in the General Appropriations Act are the service charge rates for Dial-A-Ride transportation , which remains unchanged, and Water and Sewer Utilities that have increased 2% over the FY2015-16 rates; and

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

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

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

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission does hereby adopt and amend the Fiscal Year 2016-2017 Budget and General Appropriations Act as advertised and placed in the Clerk's Office for public inspection, balancing General Fund/General Purpose appropriations at \$9,090,196 with available resources for Fiscal Year 2016-17 and balancing total operations, including Special Revenue Funds (e.g., Major and Local Streets) and Enterprise Funds (e.g., Water and Wastewater Funds) at \$29,433,130, a summary of which is included in the Notice of Public Hearing published in a newspaper of general circulation.

BE IT FURTHER RESOLVED that the Adrian City Commission authorizes to levy a millage rate of 14.6039 (Operating-13.6293; Local Streets-0.9746; upon the total Taxable Value of Real and Personal Property (\$342,630,420).

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

BE IT FURTHER RESOLVED that the following Water and Sewer Rate Charges shall be in effect on July 1, 2016:

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

METER SIZE	CURRENT SERVICE CHARGE PER MONTH	PROPOSED SERVICE CHARGE PER MONTH
5/8 "	\$ 9.32	\$ 9.51
3/4 "	\$ 11.13	\$ 11.35
1 "	\$ 14.10	\$ 14.38
1-1/2"	\$ 21.17	\$ 21.59
2"	\$ 30.14	\$ 30.74
3"	\$ 48.65	\$ 49.62
4"	\$ 78.82	\$ 80.40
6"	\$ 148.18	\$ 151.14
8"	\$ 305.17	\$ 311.27
10"	\$460.21	\$ 469.41

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

Current commodity charge: \$2.55 per unit
 Proposed commodity charge: \$2.60 per unit

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

CONNECTION SIZE (INCHES.)	CURRENT MONTHLY CHARGE	PROPOSED MONTHLY CHARGE
2-1/2 and under	\$ 9.32	\$ 9.52
3	\$12.98	\$ 13.24
4	\$17.40	\$ 17.75
6	\$34.57	\$ 35.26
8	\$61.76	\$ 63.00
10	\$104.76	\$106.86

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

Current rate per month	\$32.61
Proposed rate per month	\$33.26
Bulk water at water treatment plant per 100 gallons	\$ 0.90

Sewer Rates.

(2) Commodity Charge.

Current commodity charge:	\$3.25 per 100 cubic feet
Proposed commodity charge:	\$3.32 per 100 cubic feet

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

METER SIZE	CURRENT SERVICE CHARGE PER MONTH	PROPOSED SERVICE CHARGE PER MONTH
5/8 "	\$ 13.00	\$ 13.26
3/4 "	\$ 17.60	\$ 17.95
1 "	\$ 21.79	\$ 22.23
1-1/2"	\$ 30.07	\$ 30.67
2 "	\$ 49.78	\$ 50.78
3 "	\$ 66.38	\$ 67.71
4 "	\$ 99.57	\$ 101.56
6 "	\$ 188.73	\$ 192.50
8 "	\$ 311.10	\$ 317.32
10 "	\$ 466.65	\$ 475.98

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

Current flat rate:	\$45.00
Proposed flat rate:	\$45.90

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

Adrian Township	Current	\$46.20
	Proposed	\$47.12
Madison Township	Current	\$46.20
	Proposed	\$47.12

Outside City (master meter rate per unit)

Adrian Township	Current	\$2.50
	Proposed	\$2.55

Madison Township	Current	\$2.55
	Proposed	\$2.60

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

Service charge for new accounts

Current: \$25.00

Proposed: \$25.00

Septage Receiving Waste Fees:

Current: \$55.00 per 1000 gallons

Proposed \$60.00 per 1000 gallons

Current and Proposed Water and Sewer Connection Fees:

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

WATER TAP UNIT	WATER METER CHARGE	RESIDENTIAL EQUIVALENT CHARGE	WATER TAP INSTALLATION	WATER CAPACITY SIZE	SEWER IMPACT SIZE
5/8 "	5/8 "	1	\$1,325.00	\$950.00	\$1,150.00
3/4 "	3/4 "	1.5	\$1,450.00	\$1,250.00	\$1,700.00
1 "	1 "	2.5	\$1,975.00	\$2,350.00	\$2,850.00
1-1/2 "	1-1/2"	5	\$2,650.00	\$4,675.00	\$5,675.00
2 "	2 "	8		\$7,480.00	\$9,075.00
3 "	3 "	16		\$15,000.00	\$18,000.00
4 "	4 "	25		\$23,375.00	\$28,325.00
6 "	6 "	50		\$42,500.00	\$51,500.00
8 "	8 "	140		\$119,000.00	\$144,200.00
10 "	10 "	220		\$187,000.00	\$226,600.00

BE IT FURTHER RESOLVED that:

1. The City Administrator is hereby designated the Chief Administrative Officer (CAO) of the City of Adrian and, further, that the Finance Director shall perform the duties of the Chief Fiscal Officer (CFO) as specified in this resolution.
2. The CFO shall provide an orientation session and written instructions for preparing departmental budget requests. These instructions shall include information that the CFO determines to be useful and necessary to assure that the budgetary estimates of the agencies are prepared in a consistent manner and the needs of the CAO and the City Commission are met.

3. Any offices, departments, commissions and boards of the City of Adrian financed in whole or in part by the City of Adrian shall transmit to the CFO their estimates of the amounts of money required for each activity in their respective agencies, as well as their estimate of revenues that will be generated from charges for services. They shall also submit any other information deemed relevant by the CAO, CFO and/or City Commission.
4. The CFO shall prescribe forms to be used by the offices, departments, commissions and boards of the City of Adrian in submitting their budget estimates and shall prescribe the rules and regulations the CFO deems necessary for the guidance of officials in preparing such budget estimates. The CFO may require that the estimates be calculated on the basis of various assumptions regarding level of service. The CFO may also require a statement for any proposed expenditure and a justification of the services financed.
5. The CFO shall prepare estimates of revenue for each budgeted fund, classified to show in detail the amount expected to be received from each source. Estimates of expenditures and revenues shall also be classified by character, object, function and activity consistent with the State Chart of Accounts and Michigan Department of Treasury accounting system classification.
6. The CFO shall review the agency estimates with a representative from each agency of the City of Adrian that has submitted such estimates. The purpose of the review shall be to clarify the estimates, ensure the accuracy, and to determine their adherence to the policies previously enumerated by the CAO, CFO and City Commission as herein required.
7. The CFO shall consolidate the estimates received from the various departments and agencies, together with the amounts of expected revenues, and shall make recommendations relating to those estimates, which shall assure that the total of estimated expenditures, including an accrued deficit, does not exceed the total of expected revenues, including an unappropriated surplus.
8. The recommended budget shall include at least the following:
 - (a) Expenditure data for the most recently completed fiscal year and actual eight-month expenditures for the current fiscal year;
 - (b) An estimate of the expenditure amounts required to conduct the government of the City of Adrian, including its budgetary centers;

- (c) Revenue data for the most recently completed fiscal year and actual eight-month revenues for the current fiscal year;
 - (d) An estimate of revenues, by source, to be raised or received by the City of Adrian in the ensuing fiscal year;
 - (e) An estimate of the amount needed for deficiency, contingent or emergency purposes and the amounts needed to pay and discharge the principal and interest of the debt of the City of Adrian due in ensuing fiscal years;
 - (f) The amount of proposed capital outlay expenditures, except those financed by enterprise, capital projects or internal service funds;
 - (g) A comparison of the revenue and expenditure amounts in the recommended budget to the budget previously adopted, and amended, by the City Commission;
 - (h) Any other data relating to fiscal conditions that the CAO, CFO and/or City Commission considers to be useful in evaluating the financial needs of the City of Adrian.
9. The CAO shall transmit the recommended budget to the City Commission. The recommended budget shall be accompanied by:
- (a) A proposed general appropriation measure, consistent with the budget, which shall set forth the anticipated revenue and requested expenditure/expense authority, in such form and in such detail deemed appropriate by the City Commission;
10. The City Commission may direct the CAO and/or other appointed officials to submit any additional information it deems relevant in its consideration of the budget and proposed appropriations measure. The City Commission may conduct budgetary reviews with the CFO and/or City Departments or agencies for the purpose of clarification or justification of proposed budgetary items.
11. The City Commission may revise, alter or substitute for the proposed general appropriations measure in any way, except that it may not change it in a way that would cause total appropriations, including an accrued deficit, to exceed total estimated revenues, including an unappropriated surplus. An accrued deficit shall be the first item to be resolved in the general appropriations measure.
12. The City Commission shall fix the time and place of a public hearing to be held on the budget and proposed appropriations measure. The City Clerk

shall then have published, in a newspaper of general circulation within the City of Adrian, notice of the hearing and an indication of the place at which the budget and proposed appropriations measure may be inspected by the public. This notice must be published at least six days before the date of the public hearing.

13. No later than June 30, the City Commission shall pass a general appropriations measure providing the authority to make expenditures and incur obligations on behalf of the City of Adrian. The supporting budgetary data to the general appropriations measure shall include at least the following:
 - (a) Expenditure data for the most recently completed fiscal year;
 - (b) The expenditure budget as originally adopted by the City Commission for the current fiscal year;
 - (c) The amended current year appropriations;
 - (d) Actual eight-month history of the expenditure amounts incurred by the government of the City of Adrian, including its budgetary centers;
 - (e) Revenue data for the most recently completed fiscal year and estimated revenues for the current fiscal year;
 - (f) Budgeted Revenue Estimates as originally adopted by the City Commission for the current fiscal year;
 - (g) The amended current year Budgeted Revenues;
 - (h) Actual eight-month history of revenues, by source, raised or received by the City of Adrian in the ensuing fiscal year;
 - (i) The amount of surplus or deficit from prior fiscal years, together with an estimate of the amount of surplus or deficit expected in the current fiscal year;
 - (j) An estimate of the amount needed for deficiency, contingent or emergency purposes, and the amounts needed to pay and to discharge the principal and interest of the debt of the City of Adrian due in the ensuing fiscal year;
 - (k) The amount of proposed capital expenditures, except those financed by enterprise, capital project or internal service funds;
 - (l) An informational summary of projected revenues and expenditures/expenses of capital projects, internal service and enterprise funds;

- (m) Any other data relating to fiscal conditions that the City Commission considers to be useful in considering the financial needs of the City;
 - (n) Printed copies of the City Commission's Adopted Budget, Financial Plan or any facsimile thereof shall contain all the above data unless otherwise approved by the City Commission.
14. The City Commission may authorize transfers between appropriation items by the CAO or CFO within limits stated in the appropriations measure. In no case, however, may such limits exceed those provided for in paragraph #21 of this resolution.
 15. Appropriations accumulated at the Department level will be deemed maximum authorization to incur expenditures. The CAO or the CFO shall exercise supervision and control of all budgeted expenditures within these limits, holding expenditures below individual line-item appropriations or allowing overruns in individual line-items, providing that at no time shall the net expenditures exceed the total appropriation for each department as originally authorized or amended by the City Commission. Line-item detail by cost center and allotments, which provide a monthly calendarization of annual appropriations, as deemed necessary by the CFO, shall be maintained and utilized as an administrative tool for management information and cost control. The CFO shall not approve any expenditure beyond that necessary to accomplish stated program or work objectives authorized in the general appropriations measure as originally approved unless amended, in which case the amendment takes precedence.
 16. The CFO shall maintain, for all budgeted funds, appropriation ledger accounts in which are to be recorded such expenditures, encumbrances and obligations for the future payment of appropriated funds as the CFO may approve.
 17. Each Purchase Order, Voucher, or Contract of the City of Adrian shall specify the funds and appropriation designated by number assigned in the accounting system classification from which it is payable and shall be paid from no other fund or appropriation. The necessary amount of the appropriation from such account shall be transferred pursuant to the provisions of this resolution to the appropriate general appropriation account and the expenditure then charged thereto.
 18. No obligation shall be incurred against, and no payment shall be made from, any appropriation account unless there is sufficient unencumbered balance in

the appropriation and sufficient funds are or will be available to meet the obligation. Any obligation incurred or payment authorized in violation of this resolution shall be void and any payment so made illegal, except those otherwise ordered by court judgment or decree.

19. The CFO, after the end of each fiscal quarter, shall transmit to the City Commission a report depicting the financial condition of budgeted operations, including, but not limited to:
 - (a) A forecast of actual revenues by major source compared with budgeted revenues accompanied by an explanation of any significant variances; and
 - (b) A forecast of actual expenditures and encumbrances by department compared with authorized appropriations accompanied by an explanation of any significant variances.
20. Direct expenditure and/or transfers of any unencumbered balance or any portion thereof in any appropriation for transfer account to any other appropriations account may not be made without amendment of the general appropriations measure as provided for in this resolution, except that transfers within and between budgeted funds and departments may be made by the CFO in the following instances:
 - (a) Transfers may be made between accounts as authorized by the CAO up to a maximum of \$10,000;
21. The Chief Administrative Officer (City Administrator) is granted expenditure authority up to a maximum of \$10,000 per transaction and, in compliance with Section 12.1 of the City Charter, sealed bids shall be obtained for all materials, supplies and public improvements in amounts equal to or greater than the aforementioned spending limit.
22. The City Commission may make supplemental appropriations by amending this general appropriations measure as provided by this resolution, provided that revenues in excess of those anticipated in the original appropriations measure become available due to:
 - (a) An unobligated surplus from prior years becoming available;
 - (b) Current year revenue exceeding original estimates in amounts sufficient enough to finance increased appropriations. The City Commission may make a supplemental appropriation by increasing the dollar amount of an appropriation item in the original general

appropriations measure or by adding additional items. At the same time the estimated amount from the source of revenue to which the increase in revenue may be attributed shall be increased, or other source an amount shall be added to the appropriation account in a sum sufficient to equal the supplemental expenditure amount. In no case may such appropriation cause total estimated expenditures, including an accrued deficit, to exceed total estimated revenues, including an unappropriated surplus.

23. Whenever it appears to the CAO, CFO or City Commission that actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such funds were based, the CAO shall present to the City Commission recommendations which, if adopted, will prevent expenditures from exceeding available resources for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both. After receiving the recommendations of the CAO for bringing appropriations into balance with estimated revenues, the City Commission shall amend the general appropriations measure to reduce appropriations or shall approve such measures necessary to provide revenues sufficient to equal appropriations, or both.
24. All appropriations are annual and the unexpended portion shall lapse at year-end. Encumbrances and Appropriations Carried Forward will be recorded as a reservation of fund balance and the subsequent year's budget amended to provide authority to complete these transactions. Appropriations shall not be carried forward for more than six (6) months into the budget year following the year in which they were originally appropriated.
25. A member of the City Commission, the CAO, CFO, appointed official, administrative officer or employee of the City of Adrian shall not: (1) create a debt, incur a financial obligation on behalf of the City against an appropriation account in excess of the amount authorized, (2) apply or divert money of the City for purposes inconsistent with those specified in this general appropriations measure as approved and amended by the City Commission, not (3) forgive a debt or write off legitimate account receivable without appropriate authorization of the City Commission.
26. All Internal Service Fund budgets that have depreciable assets shall have a capital budget with detail supporting the amount of annual depreciation

therein included, as well as a fiscal plan for replacing, upgrading or disposing of those assets.

27. The budgetary system shall be maintained on the same basis of accounting (generally accepted accounting principals) as the actual financial information is maintained.
28. Any violation of the general appropriations measure by the CAO, CFO, any administrative officer, employee or member of the City Commission detected through application of generally accepted accounting procedures utilized by the City of Adrian, or disclosed in an audit of the financial records and accounts of the City, shall be filed with the State Treasurer and reported by the State Treasurer to the Attorney General. Pursuant to Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Government, the Attorney General shall review the report and initiate appropriate action against the person or persons in violation. For use and benefit of the City of Adrian, the Attorney General or Prosecuting Attorney may institute a civil and/or criminal action in a court of competent jurisdiction for the recovery of City funds disclosed by an examination to have been illegally expended or collected as a result of malfeasance, and for the recovery of public property disclosed to have been converted or misappropriated.
29. The provisions of this resolution shall be applied to the General Fund and all Special Revenue and Proprietary Funds of the City of Adrian, including Enterprise and Internal Service Funds.

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

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

	FY2015-16 ADOPTED BUDGET	FY2015-16 AMENDED BUDGET as of 03/31/2016	FY2015-16 THIRD QUARTER FINANCIAL FORECAST	BUDGET AMENDMENT	REASON
AUTO PARKING FUND (585):					
REVENUE:					
585-000.00-697.000 PRIOR PERIOD REVENUE	\$311,677	\$311,677	\$304,707	(\$6,970)	To reflect actual
TOTAL AUTO PARKING REVENUES:	\$311,677	\$311,677	\$304,707	(\$6,970)	
EXPENDITURES:					
585-546.00-702.111 WAGES-SNOW REMOVAL	\$3,000	\$3,000	\$100	(\$2,900)	To reflect actual
585-546.00-708.111 OVERHEAD-SNOW REMOVAL	\$3,840	\$3,840	\$250	(\$3,590)	To reflect actual
585-546.00-741.000 OPERATING SUPPLIES	\$500	\$500	\$1,200	\$700	To reflect actual
585-546.00-776.111 SUPPLIES-SNOW REMOVAL	\$5,480	\$5,480	\$0	(\$5,480)	To reflect actual
585-546.00-951.000 TAXES	\$0	\$0	\$4,300	\$4,300	To reflect actual
TOTAL AUTO PARKING EXPENDITURES	\$12,820	\$12,820	\$5,850	(\$6,970)	
MOTOR VEHICLE POOL FUND (662):					
REVENUES:					
662-000.00-635.371 VEH RENT-INSPECTION	\$11,808	\$11,808	\$25,500	\$13,692	To adjust to actual
662-000.00-635.441 VEH RENT-PUBLIC WORKS	\$15,000	\$15,000	\$19,000	\$4,000	To adjust to actual
662-000.00-635.449 VEH RENT-ENGINEERING	\$10,133	\$10,133	\$19,000	\$8,867	To adjust to actual
662-000.00-635.585 VEH RENT-AUTO PARKING FUND	\$8,750	\$8,750	\$24,000	\$15,250	To adjust to actual
662-000.00-635.595 VEH RENT-SOLID WASTE	\$87,609	\$87,609	\$53,000	(\$34,609)	To adjust to actual
662-000.00-676.001 CONTRIB - APS	\$125,000	\$125,000	\$51,000	(\$74,000)	To reflect lower fuel pr
662-000.00-676.002 CONTRIB - LISD	\$5,000	\$5,000	\$1,850	(\$3,150)	To reflect lower fuel pr
662-000.00-676.003 CONTRIB - LENAWEE TRANS	\$70,000	\$70,000	\$45,500	(\$24,500)	To reflect lower fuel pr
662-000.00-676.588 CONTRIB - DART	\$55,000	\$55,000	\$30,000	(\$25,000)	To reflect lower fuel pr
662-000.00-676.590 CONTRIB - WASTEWATER	\$16,000	\$16,000	\$11,500	(\$4,500)	To reflect lower fuel pr
662-000.00-676.591 CONTRIB - WATER	\$19,000	\$19,000	\$10,500	(\$8,500)	To reflect lower fuel pr
662-000.00-676.697 CONTRIB - PARKS	\$0	\$0	\$7,500	\$7,500	To adjust to actual
662-000.00-697.000 PRIOR YRS REVENUE	\$40,302	\$40,302	\$0	(\$40,302)	
TOTAL MOTOR VEHICLE POOL REVENUES	\$463,602	\$463,602	\$298,350	(\$165,252)	
EXPENDITURES:					
662-290.00-745.000 GAS-LUBE-ANTIFREEZE	\$435,000	\$435,000	\$230,000	(\$205,000)	To reflect lower fuel pr
662-290.00-960.000 DISTIB - GASOLINE	(\$150,000)	(\$150,000)	(\$60,000)	\$90,000	To reflect lower fuel pr
662-290.00-913.000 FLEET INSURANCE	\$38,635	\$38,635	\$35,300	(\$3,335)	To reflect actual
662-290.00-977.000 CAPITAL	\$25,000	\$33,000	\$35,050	\$2,050	To reflect actual
662-301.62-745.000 GAS-LUBE-ANTIFREEZE	\$50,000	\$50,000	\$28,205	(\$21,795)	To reflect lower fuel pr
662-301.62-934.000 VEH MAINTENANCE	\$10,500	\$10,500	\$12,500	\$2,000	To reflect actual
662-336.62-745.000 GAS-LUBE-ANTIFREEZE	\$12,000	\$12,000	\$7,500	(\$4,500)	To reflect lower fuel pr
662-371.62-745.000 GAS-LUBE-ANTIFREEZE	\$1,500	\$1,500	\$900	(\$600)	To reflect lower fuel pr
662-441.62-745.000 GAS-LUBE-ANTIFREEZE	\$50,000	\$50,000	\$20,000	(\$30,000)	To reflect lower fuel pr
662-441.62-801.000 CONTRACT SERVICES	\$0	\$0	\$1,100	\$1,100	To reflect actual
662-441.62-934.000 VEH MAINTENANCE	\$10,722	\$10,722	\$18,000	\$7,278	To reflect actual
662-441.62-937.000 OUTSIDE VEH MAINTENANCE	\$5,000	\$5,000	\$8,000	\$3,000	To reflect actual
662-449.62-745.000 GAS-LUBE-ANTIFREEZE	\$2,000	\$2,000	\$1,200	(\$800)	To reflect lower fuel pr
662-697.62-745.000 GAS-LUBE-ANTIFREEZE	\$7,000	\$7,000	\$5,500	(\$1,500)	To reflect lower fuel pr
662-697.62-934.000 VEH MAINTENANCE	\$2,000	\$2,000	\$4,000	\$2,000	To reflect actual
662-697.62-934.000 OUTSIDE VEH MAINTENANCE	\$2,000	\$2,000	\$2,800	\$800	To reflect actual
662-698.62-745.000 GAS-LUBE-ANTIFREEZE	\$5,000	\$5,000	\$2,500	(\$2,500)	To reflect lower fuel pr
662-698.62-934.000 VEH MAINTENANCE	\$1,000	\$1,000	\$1,800	\$800	To reflect actual
662-698.62-937.000 OUTSIDE VEH MAINTENANCE	\$0	\$0	\$250	\$250	To reflect actual
662-699.62-745.000 GAS-LUBE-ANTIFREEZE	\$10,000	\$10,000	\$5,000	(\$5,000)	To reflect lower fuel pr
662-699.62-934.000 VEH MAINTENANCE	\$1,000	\$1,000	\$1,500	\$500	To reflect actual
TOTAL MOTOR VEHICLE POOL EXPENDITURES	\$518,357	\$526,357	\$361,105	(\$165,252)	

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

	<u>FY2015-16 ADOPTED BUDGET</u>	<u>FY2015-16 AMENDED BUDGET as of 03/31/2016</u>	<u>FY2015-16 THIRD QUARTER FINANCIAL FORECAST</u>	<u>BUDGET AMENDMENT</u>	<u>REASON</u>
OIL & GAS ROYALTY TRUST (703):					
REVENUES:					
703-000.00-664.000 INVESTMENT EARNINGS	\$5,000	\$5,000	\$110,000	\$105,000	To reflect actual
703-000.00-665.000 CHG IN FAIR MRK VALUE	\$0	\$0	(\$100,000)	(\$100,000)	To reflect actual
703-000.00-672.001 OIL ROYALTIES	\$200,000	\$200,000	\$95,000	(\$105,000)	To reflect actual
TOTAL GAS & OIL ROYALTY REVENUES	\$200,000	\$200,000	\$95,000	(\$105,000)	
EXPENDITURES:					
703-990.00-990.000 CONTINGENCY	\$205,000	\$205,000	\$100,000	(\$105,000)	To reflect actual
TOTAL GAS & OIL ROYALTY EXPENDITURES	\$205,000	\$205,000	\$100,000	(\$105,000)	

R16-051

May 2, 2016

RE: DEPARTMENT OF FINANCE – FY2015-16 THIRD 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 Third Quarter Recommended Budget Amendments.

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

On motion by Commissioner _____,

Seconded by Commissioner _____, this

Resolution was adopted by a _____ vote.

**MEMO**

135 E. Maumee, Adrian, MI 49221-2703

DATE: May 2, 2016

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

FROM: Chris Miller
DDA & Economic Development Coordinator

SUBJECT: Brownfield Plan approval for Strongback Project

Mr. Mayor and Commissioners,
As you are aware, the City Commission recently approved the Brownfield Plan for the Strongback project. That approval occurred after notifying the other taxing jurisdictions of our public hearing and opportunity for comments.

Regrettably, in that notice, we did not include the Adrian District Library. Since the library has only recently become an independent taxing entity, it did not appear on the list of taxing jurisdictions that needed to receive notice.

We have corrected that on our list, and provided the ADL the required notice and opportunity to make comments.

Please favorably consider the resolution before you today that will be the final approval of the Brownfield Plan for the Strongback project.

Let me know if there are any questions.
Best Regards,

Chris

Chris Miller
DDA & Economic Development Coordinator

**CITY OF ADRIAN
BROWNFIELD REDEVELOPMENT AUTHORITY**

BROWNFIELD PLAN

Strongback Four Corners
101 and 109 East Maumee Street
Adrian, Michigan

Prepared By:

Adrian Brownfield Redevelopment Authority
135 E. Maumee Street
Adrian, Michigan 49221
Contact Person: Chris Miller
cmiller@adrianmi.gov
Phone: 517-264-4804

Triterra
1210 N. Cedar Street, Suite A
Lansing, Michigan 48906
Contact Person: Dave Van Haaren
dave.vanhaaren@triterra.us
Phone: 517-702-0470

November 12, 2015

Approved by the City of Adrian BRA on March 3, 2016

Adopted by the City of Adrian City Council on _____, 2016

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FIGURES

Figure 1: Property Location Map

Figure 2: Property Boundary Diagram

Figure 3: Soil Sample Analytical Results in Exceedance of MDEQ GRCC

TABLES

Table 1: Brownfield Eligible Activities

Table 2: Schedule of Estimated Tax Increment Revenue

ATTACHMENTS

Attachment A: Legal Descriptions of the Property

Attachment B: Blight Determination Letter

Attachment C: Summary of Known Environmental Conditions

1.0 PROJECT SUMMARY

Project Name:	Strongback Four Corners Redevelopment Project
Developer:	Strongback Properties, LLC
Property Location:	101 and 109 E. Maumee Street, Adrian, Michigan
Parcel Information:	The property consists of three adjoining parcels; Parcel IDs XA0-100-0169-00, XA0-100-0168-01 and XA0-100-0168-02.
Type of Eligible Property:	“Blighted” and tax reverted property owned and under control of the Lenawee County Land Bank Fast Tract Authority
Project Description:	A complete rehabilitation of the vacant, 3-story “Underwood Block” building located at 101 E. Maumee Street and adjoining vacant 4-story building and courtyard located at 109 E. Maumee Street in heart of Downtown Adrian. The Mixed-use Development includes rehabilitation of the building including office/retail on the first floor and approximately 17 residential units on floors two through four. Brownfield Eligible activities include asbestos surveys and abatement, limited exterior demolition, extensive interior demolition, Baseline Environmental Assessment, due care and site preparation activities.
Total Capital Investment:	Property and Building Improvements: Estimated at \$4,757,165 of which \$498,478 is estimated as eligible for Brownfield Reimbursement.
Estimated Job Creation/Retention:	The redevelopment is anticipated to generate 8 to 10 new full-time equivalent jobs in the commercial office/retail components of the project. In addition, this redevelopment will result in the creation/retention of 15 to 25 temporary construction related jobs.
Duration of Plan:	21 years (starting in 2017). The duration of the Plan includes a 10 year Obsolete Property Rehabilitation Act (OPRA) abatement and 5 years of Tax Increment Revenue (TIR) capture for deposit into the City of Adrian Brownfield Local Site Remediation Revolving Loan Fund.

**Uses of New Taxes and Tax
Increment Revenue (TIR):**

Revenue	Uses	
TIR	To Reimburse Developer for Eligible Activity Costs	\$ 498,478
TIR	To ABRA Plan Administration	\$ 19,374
TIR	To ABRA Local Site Remediation Revolving Fund (LSRRF)	\$ 284,876
	Total TIR Captured	\$ 802,728
New Taxes	New Taxes to School Debt	\$ 165,206

2.0 INTRODUCTION AND PURPOSE

The City of Adrian Brownfield Redevelopment Authority (Authority or “ABRA”), duly established by resolution of the City Commission of the City of Adrian, pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, MCLA 125.2651 et. seq., as amended (Act 381), is authorized to exercise its powers within the City of Adrian, Michigan. The purpose of this Brownfield Plan (the “Plan”), to be implemented by the ABRA, is to satisfy the requirements for a Brownfield Plan as specified in Act 381

The Plan will allow the ABRA to use tax increment financing to reimburse Strongback Properties, LLC (the “Developer”) for the costs of eligible activities required to redevelop the eligible property located at 101 and 109 E. Maumee Street, City of Adrian, Michigan, (the “Property”). Any proposed redevelopment of the Property will only be economically viable with the support and approval of the brownfield redevelopment incentives described herein.

3.0 ELIGIBLE PROPERTY INFORMATION

This Brownfield Plan is presented to support Strongback Properties, LLC in the redevelopment of the vacant 3-story “Underwood Block” building and associated parcel located at 101 E. Maumee Street and adjoining vacant 4-story building and courtyard area and associated parcels located at 109 E. Maumee Street in the City of Adrian, Lenawee County, Michigan. The location of the Property is depicted on Figure 1.

A summary of the Property is presented in the table below:

Eligible Property			
Address	Associated Addresses	Tax ID	Basis of Eligibility
101 E. Maumee St.	101, 103, 105, and 107 E. Maumee St.	XA0-100-0169-00	Blighted and Owned by the Lenawee County Land Bank Fast Tract Authority
109 E. Maumee St.	109, 109 ½ and 111 E. Maumee St.	XA0-100-0168-01	Blighted and Owned by the Lenawee County Land Bank Fast Tract Authority
109 E. Maumee St.	109 E. Maumee St. "Rear Parcel"	XA0-100-0168-02	Facility

The Property consists of approximately 0.19 acres of land. The Underwood Block building (101,103, 105 E. Maumee Street) contains three floors and a basement. The building at 109 and 111 E. Maumee Street contains four floors, basements, and an adjoining first floor. Currently the Property is vacant and surrounded by downtown commercial and residential buildings. The Property is located within the boundaries of the City of Adrian, Michigan. Property layout and boundaries are depicted on Figure 2. The legal description of the Property is included in Attachment A.

The Property is considered an “eligible property” as defined by Act 381, Section 2 because: (a) the Property was previously utilized as a commercial property; (b) it is located within the City of Adrian, a qualified local governmental unit under MCL 125.2782(k); (c) parcels 0169-00 and 0168-01 of the Property were tax reverted parcels and are currently owned and under control of the Lenawee County Land Bank Fast Tract Authority; (d) parcels 0169-00 and 0168-01 of the Property have been determined to be blighted by the City of Adrian as defined in Section 2(s), of Act 381, and (e) parcel 0168-02 of the Property has been determined to be a “facility” as the term is defined by Part 201 of Michigan’s Natural Resources and Environmental Protection Act, P.A. 451, as amended. A copy of the City of Adrian Blight Determination Letter is included in Attachment B.

4.0 PROPOSED REDEVELOPMENT

The Project is located on the same block as Adrian City Hall and the historic Croswell Opera House in the heart of downtown Adrian. The project is a mixed-use development that includes a complete rehabilitation of the 13,000 square foot Underwood Block building and the adjoining 9,200 square foot building and courtyard. The development will include 5,800 square feet of commercial office/retail space on the first floor and a total of 12,130 square feet of residential space in 17 residential units on floors two through four. Redevelopment totals do not include the square footage of respective basements.

The total anticipated investment into the redevelopment project is approximately \$4,757,165. The development will result in the rehabilitation and reuse of a vacant, tax foreclosed, deteriorating, blighted and contaminated property in the city of Adrian. This development will improve the appearance of the area and put the property back to use and back on the tax roll. This redevelopment will also result in the creation of 8 to 10 new, full time equivalent jobs and leverage 15 to 25 temporary construction related jobs.

5.0 BROWNFIELD CONDITIONS

The buildings were constructed in the 1840's with several renovations throughout the years. The buildings contain lead-based paint and asbestos containing building materials (e.g. pipe wrap insulation, floor tile, transite panels, mastic, window caulking and glazing) that will require abatement prior to interior demolition and renovation.

The presence of contaminants at levels greater than generic residential use criteria is demonstrated by the results of a site assessment presented in a Baseline Environmental Assessment (BEA) dated October 1, 2015, Strongback Properties, LLC, prepared by Triterra. A summary of known environmental conditions is included in Attachment C. A map depicting environmental impact at the Property is provided as Figure 3.

6.0 BROWNFIELD PLAN

6.1 Description of Costs to Be Paid With Tax Increment Revenues and Summary of Eligible Activities

The Developer will be reimbursed for the costs of eligible activities necessary to prepare the Property for redevelopment. The activities that are intended to be carried out at the Property are considered "eligible activities" as defined by Sec 2 of Act 381 and include BEA Activities, due care, lead and asbestos surveys and abatement, demolition, site preparation and preparation of the Brownfield Plan and Act 381 Work Plan.

The costs of eligible activities included in, and authorized by, this Plan will be reimbursed with incremental local and state tax revenues generated by the Property redevelopment and captured by the ABRA, subject to any limitations and conditions described in this Plan and the terms of a Reimbursement Agreement between the Developer and the Authority (the “Reimbursement Agreement”).

The total cost of activities eligible for reimbursement from tax increment revenues is projected to be \$498,478.

The eligible activities are summarized below:

ENVIRONMENTAL ACTIVITIES	
Baseline Environmental Assessment	\$9,600
Due Care Activities.....	\$70,000
Total Environmental Costs	\$79,600
NON-ENVIRONMENTAL ACTIVITIES	
Lead and Asbestos Survey and Abatement Activities	\$83,750
Demolition	\$250,000
Site Preparation Activities	\$7,500
Total Non-Environmental Costs.....	\$341,250
Total Environmental and Non-Environmental Eligible Activities.....	\$420,850
Contingency (15%).....	\$63,128
Brownfield Plan & Act 381 Work Plan Preparation.....	\$14,500
Total Anticipate TIR Available for Reimbursement.....	\$498,478
ABRA Plan Administration	\$19,374
ABRA Local Site Remediation Revolving Fund.....	\$284,876
Total Local TIR Capture	\$802,728

The costs listed above are estimated and may increase or decrease depending on the nature and extent of unknown conditions encountered on the Property. The actual cost of those eligible activities encompassed by this Plan that will qualify for reimbursement from tax increment revenues captured by the ABRA shall be governed by the terms of a Reimbursement Agreement. No costs of eligible activities will be qualified for reimbursement except to the extent permitted in accordance with the terms and conditions of the Reimbursement Agreement and Section 2 of Act 381 of 1996, as amended (MCL 125.2652). The Reimbursement Agreement and this Plan will dictate the total cost of eligible activities subject to payment. As long as the total cost limit described in this Plan is not exceeded, line item costs of eligible activities may be adjusted after the date this Plan is approved by the City of Adrian City Council.

6.2 Estimate of Captured Taxable Value, Tax Increment Revenues and Impact of Tax Increment Financing on Taxing Jurisdictions

The costs of eligible activities included in, and authorized by, this Plan will be reimbursed with incremental local and school tax revenues generated by the Property redevelopment and captured by the ABRA. This Plan does include the capture of the School Operating or State Education Tax.

The 2015 taxable value of the Property was \$0, which is the initial taxable value for this Plan. The anticipated taxable value in 2016 will be \$12,500 upon acquisition by the Developer in 2015. The anticipated taxable value in 2019, after completion of the development is \$1,475,000. These estimated taxable values are based on estimates developed by the Developer’s project team. A 10 year tax abatement to local taxes only is planned under the Obsolete Property Rehabilitation Act (“OPRA”). The actual taxable value will be determined by the City’s Assessor after the development is completed.

It is estimated that the ABRA will capture tax increment revenues from 2017 through 2033 to reimburse the cost of the eligible activities and capture for ABRA administration of the Plan. It is also estimated the ABRA will capture tax increment revenues from 2033 through 2037 to deposit into the ABRA’s Local Site Remediation Revolving Fund (LSRRF).

The impact of the ABRA incremental tax capture on taxing jurisdictions is presented in the table on the following page and in Table 2 (attached).

The captured incremental taxable value and associated tax increment revenue will be based on the actual increased taxable value from all taxable improvements on the Property and the actual millage rates levied by the various taxing jurisdictions during each year of the plan. The actual tax increment captured will be based on taxable value set through the property assessment process by the local unit of government and the millage rates set each year by the taxing jurisdictions.

Incremental Taxable Values		
Tax Year	Incremental Taxable Value	Projected Tax Increment Revenues
2016	\$0	\$0
2017	\$12,750	\$637
2018	\$13,005	\$642
2019	\$1,475,000	\$34,344
2020	\$1,504,500	\$31,963
2021	\$1,534,590	\$32,595
2022	\$1,565,282	\$33,240
2023	\$1,596,587	\$33,897
2024	\$1,628,519	\$369
2025	\$1,661,090	\$369
2026	\$1,694,311	\$369

2027	\$1,728,198	\$50,002
2028	\$1,762,762	\$50,735
2029	\$1,798,017	\$51,750
2030	\$1,833,977	\$52,785
2031	\$1,870,657	\$53,840
2032	\$1,908,070	\$54,917
2033*	\$1,946,231	\$19,024

*Full available increment unnecessary in last year.
Unused portion is returned to taxing jurisdictions and is
not shown here.

The captured incremental taxable value and associated tax increment revenue will be determined by the City Assessor. The actual increased taxable value of the land and all future taxable improvements on the Property may vary. Furthermore, the amount of tax increment revenue available under this Plan will be based on the actual millage levied annually by each local taxing jurisdiction on the increase in tax value resulting from the redevelopment project that is eligible and approved for capture.

6.3 Method of Financing Plan Costs and Description of Advances by the Municipality

The Developer is ultimately responsible for financing the costs of eligible activities included in this Plan. Neither the ABRA nor the County of Lenawee will advance any funds to finance the eligible activities described in this Plan. All Plan financing commitments and activities and cost reimbursements authorized under this Plan shall be governed by the Reimbursement Agreement. The inclusion of eligible activities and estimates of costs to be reimbursed in this Plan is intended to authorize the ABRA to fund such reimbursements. The amount and source of any tax increment revenues that will be used for purposes authorized by this Plan, and the terms and conditions for such use and upon any reimbursement of the expenses permitted by the Plan, will be provided solely under the Reimbursement Agreement contemplated by this Plan.

Reimbursements under the Reimbursement Agreement shall not exceed the cost of eligible activities and reimbursement limits described in this Plan.

6.4 Maximum Amount of Note or Bonded Indebtedness

Not applicable.

6.5 Duration of Brownfield Plan

The duration of this Brownfield Plan for the Property is anticipated to be 24 years total tax capture after the first year of tax capture anticipated as 2017 under this Plan. The duration of the Plan includes a 10 year Obsolete Property Rehabilitation Act (OPRA) abatement and 5 years of Tax Increment Revenue (TIR) capture for deposit into the City of Adrian Brownfield Local Site Remediation Revolving Loan Fund.

In no event shall the duration of the Plan exceed 35 years following the date of the resolution approving the Plan, nor shall the duration of the tax capture exceed the lesser of the period authorized under subsection (4) and (5) of Section 13 of Act 381 or 30 years. Further, in no event shall the beginning date of the capture of tax increment revenues be later than five years after the date of the resolution approving the Plan.

6.6 Legal Description, Property Map, Property Characteristics and Personal Property

The Property subject to this Brownfield Plan consists of three parcels of land located in the City of Adrian. A summary of the parcels are presented in the table below:

Eligible Property			
Address	Associated Addresses	Tax ID	Basis of Eligibility
101 E. Maumee St.	101, 103, 105, and 107 E. Maumee St.	XA0-100-0169-00	Functionally Obsolete and Owned by the Lenawee County Land Bank Fast Tract Authority
109 E. Maumee St.	109, 109 ½ and 111 E. Maumee St.	XA0-100-0168-01	Functionally Obsolete and Owned by the Lenawee County Land Bank Fast Tract Authority
109 E. Maumee St.	109 E. Maumee St. "Rear Parcel"	XA0-100-0168-02	Facility

The general Property location and boundaries are shown on Figures 1 and 2. The legal descriptions of the parcels are included in Attachment A. The subject property includes all tangible personal property that now or in the future comes to be owned or installed on the Property by the Developer.

6.7 Estimates of Residents and Displacement of Families

No occupied residences are involved in the redevelopment, no persons reside at the Property, and no families or individuals will be displaced as a result of this development.

6.8 Plan for Relocation of Displaced Persons

No persons will be displaced as a result of this development. Therefore, a Plan for relocation of displaced persons is not applicable and is not needed for this Plan.

6.9 Provisions for Relocation Costs

No persons will be displaced as result of this development and no relocation costs will be incurred. Therefore, provision for relocation costs is not applicable and is not needed for this Plan.

6.10 Strategy for Compliance with Michigan's Relocation Assistance Law

No persons will be displaced as result of this development. Therefore, no relocation assistance strategy is needed for this Plan.

6.11 Description of the Proposed Use of Local Site Remediation Revolving Fund (LSRRF)

The ABRA has established a Local Site Remediation Revolving Fund (LSRRF). The ABRA will capture incremental local taxes to fund the LSRRF, to the extent allowed by law. The rate and schedule of incremental tax capture for the LSRRF will be determined on a case-by-case basis. Considerations may include, but not be limited to the following: total capture duration, total annual capture, project economic factors, level of existing LSRRF funding, projected need for LSRRF funds, and amount of school tax capture available in accordance with Act 381.

No funds from the ABRA LSRRF will be used to finance or reimburse eligible activities described in this Brownfield Plan. Excess tax increment revenues generated by this redevelopment will be captured by the ABRA for funding of its LSRRF in accordance to Public Act 381 of 1996.

6.12 Other Material that the Authority or Governing Body Considers Pertinent

There is no other material that the ABRA or governing body considers pertinent.

FIGURES

Figure 1: Property Location Map

Figure 2: Property Boundary Map

Figure 3: Soil Sample Analytical Results in Exceedance of MDEQ GRCC

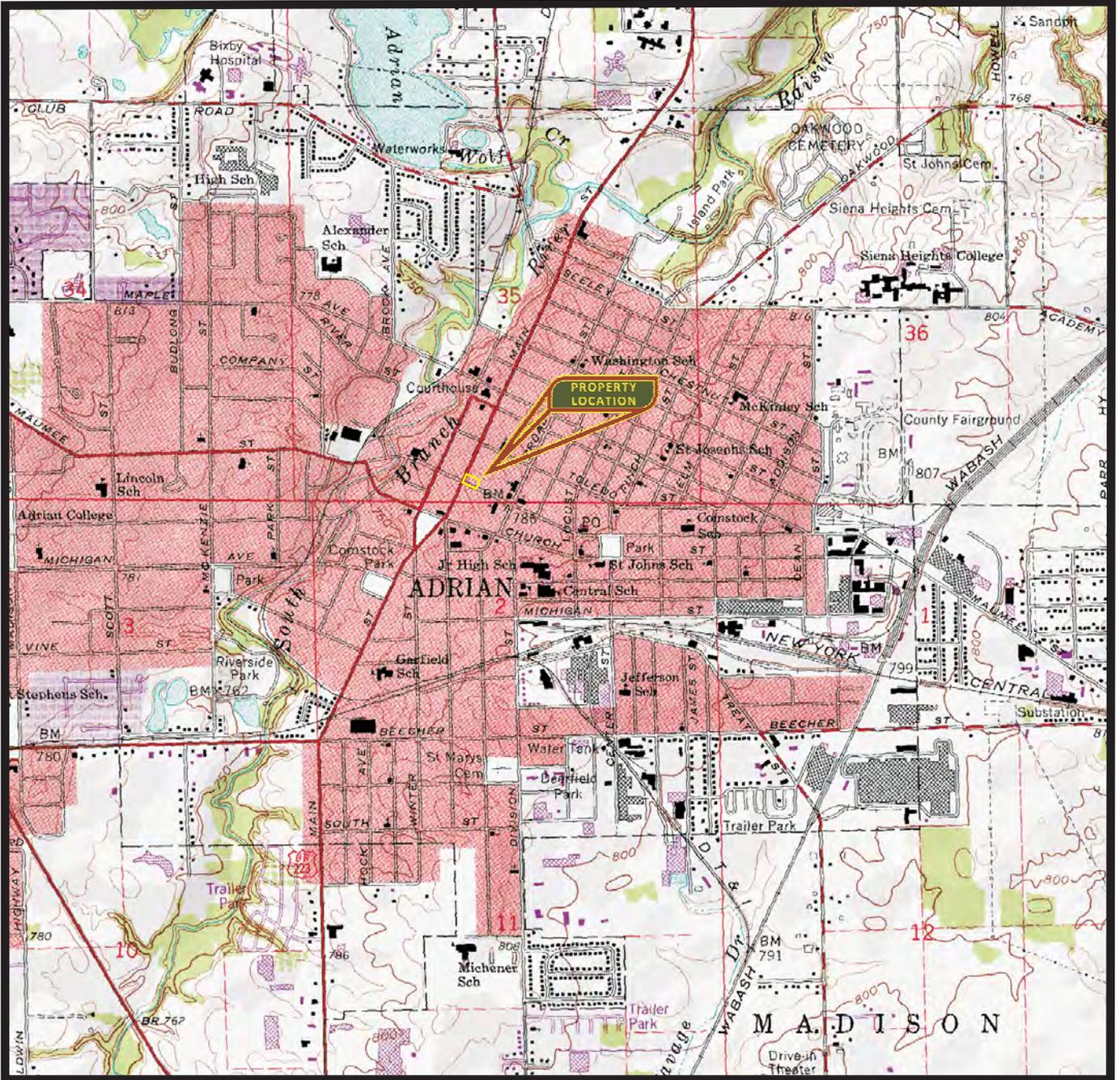


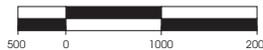
FIGURE 1
PROPERTY LOCATION

**101 AND 109 E. MAUMEE STREET
 ADRIAN, MICHIGAN 49221**

**LENAWEE COUNTY
 T. 6 S. R. 3 E., Section 35**

PROJECT NUMBER: 15-1405

ADAPTED FROM DELORME 3-D TOPOQUADS

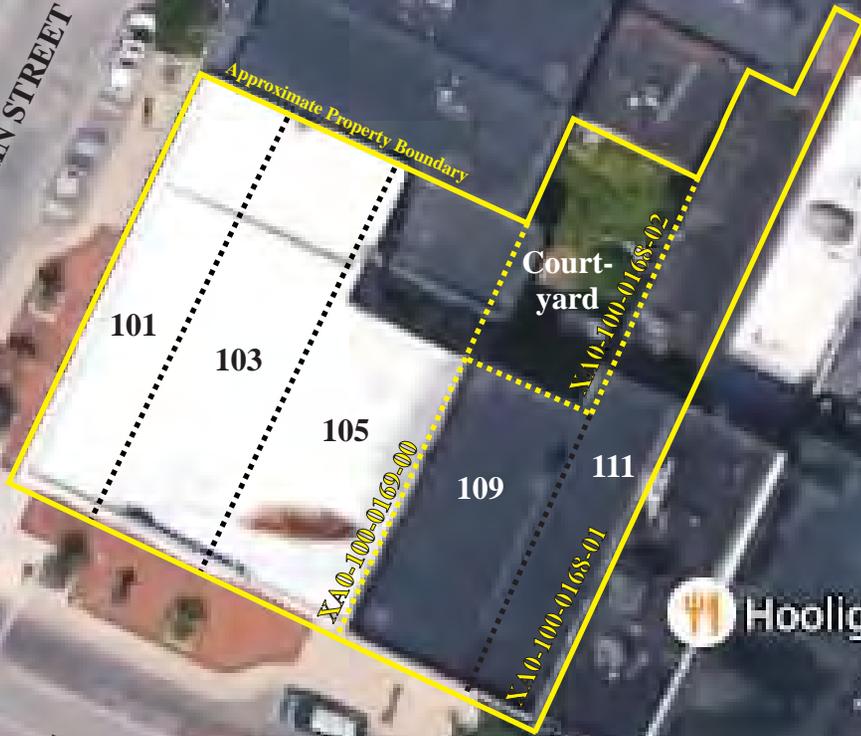


1" = ~ 2,000'



Edward Jones - Financial
Advisor: Todd C Wilson

NORTH MAIN STREET



Hooligan's Grill

EAST MAUMEE STREET

Quality Driver Training



TRIO TERRA

FIGURE 3

PROPERTY BOUNDARY MAP

PROJECT NUMBER: 15-1405

101 & 109 E. MAUMEE STREET
ADRIAN, MICHIGAN 49221

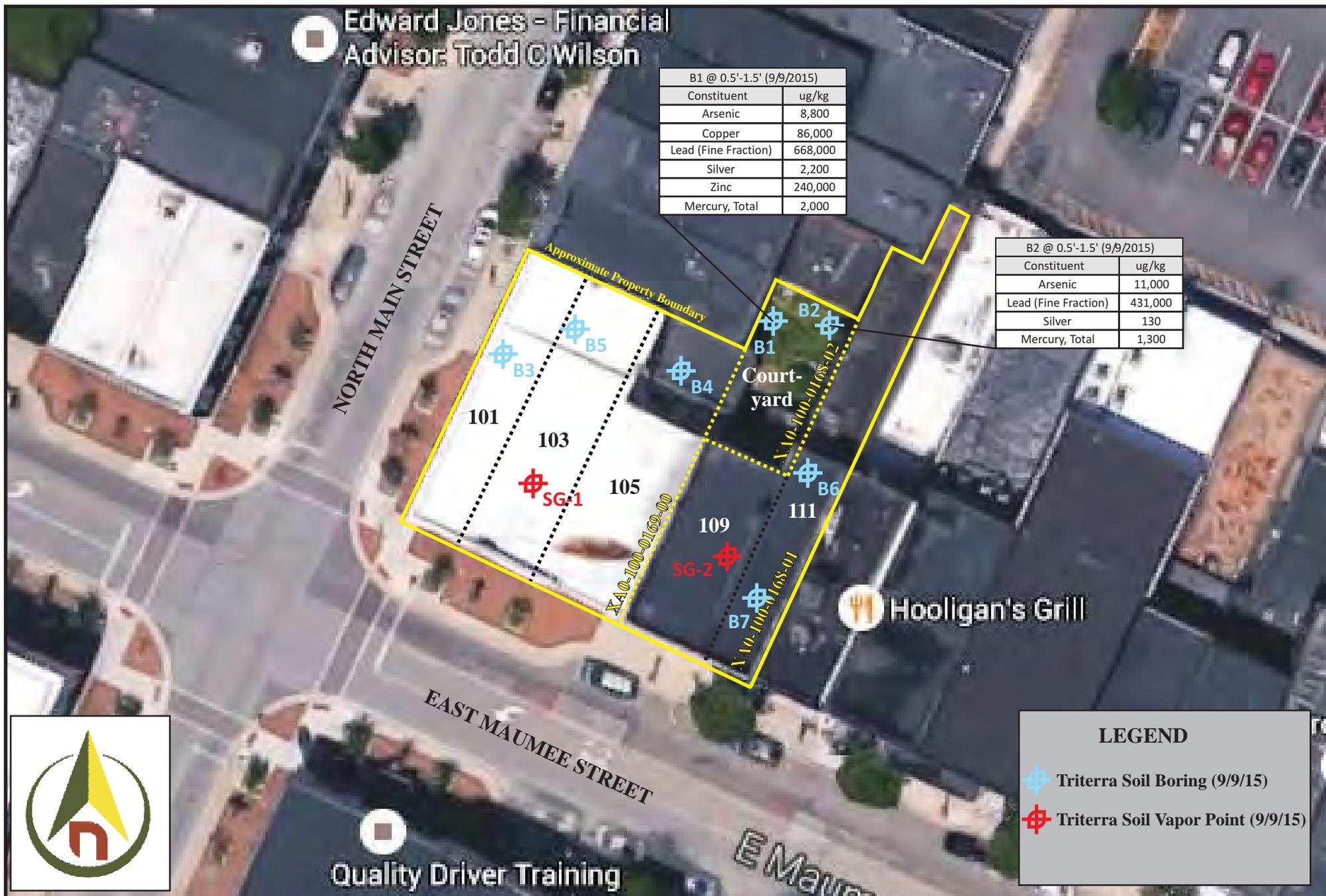
DIAGRAM CREATED BY: IOS

DATE: 10/27/2015

Edward Jones - Financial
Advisor Todd C Wilson

B1 @ 0.5'-1.5' (9/9/2015)	
Constituent	ug/kg
Arsenic	8,800
Copper	86,000
Lead (Fine Fraction)	668,000
Silver	2,200
Zinc	240,000
Mercury, Total	2,000

B2 @ 0.5'-1.5' (9/9/2015)	
Constituent	ug/kg
Arsenic	11,000
Lead (Fine Fraction)	431,000
Silver	130
Mercury, Total	1,300



LEGEND

- Triterra Soil Boring (9/9/15)
- Triterra Soil Vapor Point (9/9/15)



FIGURE 3
SOIL SAMPLE ANALYTICAL RESULTS IN
EXCEEDANCE OF MDEQ GRCC
PROJECT NUMBER: 15-1405

101 & 109 E. MAUMEE STREET
ADRIAN, MICHIGAN 49221
DIAGRAM CREATED BY: IOS DATE: 10/27/2015

TABLES

Table 1: Brownfield Eligible Activities

Table 2: Schedule Tax Increment Revenue

Table 1
Brownfield Eligible Activities
101 - 109 E. Maumee
Adrian, MI
As of November 12, 2015

ELIGIBLE ACTIVITY	COST	INCREMENTAL TAX CAPTURE			
		SCHOOL		LOCAL	
ENVIRONMENTAL					
Baseline Environmental Assessment Activities (Local-Only)	\$ 9,600	0.0%	\$ -	100.0%	\$ 9,600
Due Care Activities (Local-Only)	\$ 70,000	0.0%	\$ -	100.0%	\$ 70,000
Environmental Subtotal:	\$ 79,600		\$ -		\$ 79,600
NON-ENVIRONMENTAL					
Lead and Asbestos Survey Activities (Local-Only)	\$ 8,750	0.0%	\$ -	100.0%	\$ 8,750
Lead and Asbestos Abatement, Sampling and Monitoring	\$ 75,000	44.0%	\$ 33,000	56.0%	\$ 42,000
Demolition	\$ 250,000	44.0%	\$ 110,000	56.0%	\$ 140,000
Site Preparation - Temporary Fencing/Erosion Control/Traffic Control	\$ 7,500	44.0%	\$ 3,300	56.0%	\$ 4,200
Non-Environmental Subtotal:	\$ 341,250				
Contingency (15%)	\$ 63,128	44.0%	\$ 27,776	56.0%	\$ 35,351
Brownfield Plan & Act 381 Work Plan Preparation	\$ 14,500	44.0%	\$ 6,380	56.0%	\$ 8,120
TOTAL:	\$ 498,478		\$ 180,456		\$ 318,021

NOTE: These costs and revenue projections should be considered approximate estimates based on expected conditions and available information. We cannot guarantee that the costs and revenue projections will not vary from these estimates

Table 2
Schedule of Tax Increment Revenue
101 - 109 E. Maumee
Adrian, MI
As of November 12, 2015

		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Initial Taxable Value (TV)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Projected Annual Increase in TV		0%	0%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
Projected TV		\$ -	\$ 12,500	\$ 12,750	\$ 13,005	\$ 1,475,000	\$ 1,504,500	\$ 1,534,590	\$ 1,565,282	\$ 1,596,587	\$ 1,628,519	\$ 1,661,090	\$ 1,694,311
Total Captured TV		\$ -	\$ -	\$ 12,750	\$ 13,005	\$ 1,475,000	\$ 1,504,500	\$ 1,534,590	\$ 1,565,282	\$ 1,596,587	\$ 1,628,519	\$ 1,661,090	\$ 1,694,311
Annual TIF Revenue by Taxing Jurisdiction													
City Operating	13.6293	\$ -	\$ -	\$ 174	\$ 174	\$ 174	\$ 174	\$ 174	\$ 174	\$ 174	\$ 174	\$ 174	\$ 174
Local Streets	0.9746	\$ -	\$ -	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12	\$ 12
County Operating	4.9412	\$ -	\$ -	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63
Lenawee ISD	7.2796	\$ -	\$ -	\$ 93	\$ 93	\$ 93	\$ 93	\$ 93	\$ 93	\$ 93	\$ 93	\$ 93	\$ 93
Library	2.5	\$ -	\$ -	\$ 32	\$ 32	\$ 32	\$ 32	\$ 32	\$ 32	\$ 32	\$ 32	\$ 32	\$ 32
County - Dept of Aging	0.732	\$ -	\$ -	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9
County - Medical Care	0.1896	\$ -	\$ -	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2
County - Veteran's Relief	0.05	\$ -	\$ -	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1
School Operating	18	\$ -	\$ -	\$ 230	\$ 234	\$ 26,550	\$ 27,081	\$ 27,623	\$ 28,175	\$ 28,739	\$ -	\$ -	\$ -
State Education Tax (SET)	6	\$ -	\$ -	\$ 77	\$ 78	\$ 8,850	\$ 9,027	\$ 9,208	\$ 9,392	\$ 9,580	\$ -	\$ -	\$ -
Total Millage	54.2963												
Total Capture Available													
Local Tax Capture Available		\$ -	\$ -	\$ 386	\$ 386	\$ 386	\$ 386	\$ 386	\$ 386	\$ 386	\$ 386	\$ 386	\$ 386
Sub-total State Tax Capture Available		\$ -	\$ -	\$ 306	\$ 312	\$ 35,400	\$ 36,108	\$ 36,830	\$ 37,567	\$ 38,318	\$ -	\$ -	\$ -
Capture for State Brownfield Revolving Fund (3 mills of SET)		\$ -	\$ -	\$ 38	\$ 39	\$ 4,425	\$ 4,514	\$ 4,604	\$ 4,696	\$ 4,790	\$ -	\$ -	\$ -
State Tax Capture Available		\$ -	\$ -	\$ 268	\$ 273	\$ 30,975	\$ 31,595	\$ 32,226	\$ 32,871	\$ 33,528	\$ -	\$ -	\$ -
Total Local & State Tax Capture Available		\$ -	\$ -	\$ 654	\$ 659	\$ 31,361	\$ 31,981	\$ 32,613	\$ 33,257	\$ 33,915	\$ 386	\$ 386	\$ 386
Cumulative Captured Taxes		\$ -	\$ -	\$ 654	\$ 1,313	\$ 32,675	\$ 64,655	\$ 97,268	\$ 130,525	\$ 164,440	\$ 164,826	\$ 165,212	\$ 165,599
Reimbursement of BRA Administration Costs													
Capture for BRA Administrative Costs (5%)		\$ -	\$ -	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17	\$ 17
Capture for Local Site Remediation Revolving Loan Fund (LSRRF)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative BRA Administrative and LSRRF Capture		\$ -	\$ -	\$ 17	\$ 35	\$ 52	\$ 70	\$ 87	\$ 104	\$ 122	\$ 139	\$ 156	\$ 174
Reimbursement of Remaining Eligible Activities to Developer (\$498,478)													
Annual Total Tax Capture		\$ -	\$ -	\$ 637	\$ 642	\$ 31,344	\$ 31,963	\$ 32,595	\$ 33,240	\$ 33,897	\$ 369	\$ 369	\$ 369
Remaining Tax Increment Reimbursement		\$ 498,478	\$ 498,478	\$ 497,841	\$ 497,199	\$ 465,855	\$ 433,892	\$ 401,297	\$ 368,057	\$ 334,160	\$ 333,791	\$ 333,422	\$ 333,053

 = 10 Year OPRA on local taxes only

State School Tax Capture (\$180,456) Fullfilled, See Table 1

Debt Millage - Not Captured - New Tax Revenue													
School Debt	4.9	\$ -	\$ -	\$ 62	\$ 64	\$ 7,228	\$ 7,372	\$ 7,519	\$ 7,670	\$ 7,823	\$ 7,980	\$ 8,139	\$ 8,302
Cumulative Debt Millage Capture		\$ -	\$ -	\$ 62	\$ 126	\$ 7,354	\$ 14,726	\$ 22,245	\$ 29,915	\$ 37,738	\$ 45,718	\$ 53,857	\$ 62,160

Table 2
Schedule of Tax Incremental Revenue
101 - 109 E. Maumee
Adrian, MI
As of November 12, 2015

2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
\$ 1,728,198	\$ 1,762,762	\$ 1,798,017	\$ 1,833,977	\$ 1,870,657	\$ 1,908,070	\$ 1,946,231	\$ 1,985,156	\$ 2,024,859	\$ 2,065,356	\$ 2,106,663
\$ 1,728,198	\$ 1,762,762	\$ 1,798,017	\$ 1,833,977	\$ 1,870,657	\$ 1,908,070	\$ 1,946,231	\$ 1,985,156	\$ 2,024,859	\$ 2,065,356	\$ 2,106,663
\$ 23,554	\$ 24,025	\$ 24,506	\$ 24,996	\$ 25,496	\$ 26,006	\$ 26,526	\$ 27,056	\$ 27,597	\$ 28,149	\$ 28,712
\$ 1,684	\$ 1,718	\$ 1,752	\$ 1,787	\$ 1,823	\$ 1,860	\$ 1,897	\$ 1,935	\$ 1,973	\$ 2,013	\$ 2,053
\$ 8,539	\$ 8,710	\$ 8,884	\$ 9,062	\$ 9,243	\$ 9,428	\$ 9,617	\$ 9,809	\$ 10,005	\$ 10,205	\$ 10,409
\$ 12,581	\$ 12,832	\$ 13,089	\$ 13,351	\$ 13,618	\$ 13,890	\$ 14,168	\$ 14,451	\$ 14,740	\$ 15,035	\$ 15,336
\$ 4,320	\$ 4,407	\$ 4,495	\$ 4,585	\$ 4,677	\$ 4,770	\$ 4,866	\$ 4,963	\$ 5,062	\$ 5,163	\$ 5,267
\$ 1,265	\$ 1,290	\$ 1,316	\$ 1,342	\$ 1,369	\$ 1,397	\$ 1,425	\$ 1,453	\$ 1,482	\$ 1,512	\$ 1,542
\$ 328	\$ 334	\$ 341	\$ 348	\$ 355	\$ 362	\$ 369	\$ 376	\$ 384	\$ 392	\$ 399
\$ 86	\$ 88	\$ 90	\$ 92	\$ 94	\$ 95	\$ 97	\$ 99	\$ 101	\$ 103	\$ 105
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 52,358	\$ 53,405	\$ 54,473	\$ 55,563	\$ 56,674	\$ 57,807	\$ 58,964	\$ 60,143	\$ 61,346	\$ 62,573	\$ 63,824
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 52,358	\$ 53,405	\$ 54,473	\$ 55,563	\$ 56,674	\$ 57,807	\$ 58,964	\$ 60,143	\$ 61,346	\$ 62,573	\$ 63,824
\$ 217,957	\$ 271,362	\$ 325,835	\$ 381,398	\$ 438,072	\$ 495,879	\$ 554,843	\$ 614,986	\$ 676,332	\$ 738,904	\$ 802,728
\$ 2,356	\$ 2,670	\$ 2,724	\$ 2,778	\$ 2,834	\$ 2,890	\$ 2,948	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,991	\$ 60,143	\$ 61,346	\$ 62,573	\$ 63,824
\$ 2,530	\$ 5,200	\$ 7,924	\$ 10,702	\$ 13,536	\$ 16,426	\$ 56,365	\$ 116,508	\$ 177,854	\$ 240,426	\$ 304,251
\$ 50,002	\$ 50,735	\$ 51,750	\$ 52,785	\$ 53,840	\$ 54,917	\$ 19,024	\$ -	\$ -	\$ -	\$ -
\$ 283,051	\$ 232,316	\$ 180,567	\$ 127,782	\$ 73,942	\$ 19,025	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Reimbursement To Developer Complete

\$ 8,468	\$ 8,638	\$ 8,810	\$ 8,986	\$ 9,166	\$ 9,350	\$ 9,537	\$ 9,727	\$ 9,922	\$ 10,120	\$ 10,323
\$ 70,628	\$ 79,265	\$ 88,076	\$ 97,062	\$ 106,228	\$ 115,578	\$ 125,114	\$ 134,842	\$ 144,763	\$ 154,884	\$ 165,206

ATTACHMENT A

Legal Descriptions of the Property

ATTACHMENT A

**Legal Description of the Property
101 and 109 East Maumee Street
Adrian, MI**

<u>Tax ID</u>	<u>Property Address</u>	<u>Legal Descriptions</u>
XA0-100-0169-00	101 E. Maumee Street	BEG SW COR LOT 28 ORIGINAL PLAT TH ELY 65.32 FT TH NLY 84.35 FT TH WLY 65.03 FT TH SLY 84.35 FT TO POB EX THE SLY 6 FT.
XA0-100-0168-01	109 E. Maumee Street	E 9.62 FT OF S 63 FT LOT 28 & W 11.6 FT OF S 73 FT LOT 29 ALSO BEG 11.63 FT E OF SW COR SD LOT TH N 127.33 FT TH E 7.35 FT TH N 20.17 FT TH E .5 FT TH N 1 FT TH E 7.27 FT TH S 148.6 FT TH W 15.12 FT TO POB ORIGINAL PLAT SPLIT/COMBINED ON 02/27/2014 FROM XA0-100-0168-00
XA0-100-0168-02	109 E. Maumee Street "Rear Parcel"	ALL THAT PART OF LOT 29 OF THE PLAT OF THE VILLAGE (NOW CITY) OF ADRIAN, LENAWEE COUNTY, MICHIGAN DESCRIBED AS BEGINNING AT THE SOUTHWEST CORNER OF LOT 29 AFORESAID; THENCE SOUTH 65°07'09" EAST 27.37 FEET ALONG THE NORTHERLY LINE OF EAST MAUMEE STREET ACCORDING TO THE ORIGINAL PLAT; THENCE NORTH 25°15'02" EAST 66.38 FEET ALONG THE EASTERLY LINE OF AN EXISTING PARTY WALL ACCORDING TO A COVENANT DEED AS RECORDED IN LIBER 2441 ON PAGE 80 OF LENAWEE COUNTY RECORDS TO A FURTHER POINT OF BEGINNING; THENCE NORTH 65°17'54" WEST 16.40 FEET; THENCE NORTH 25°02'36" EAST 7.50 FEET TO AN EXISTING BUILDING CORNER; THENCE NORTH 25°07'19" EAST 53.40 FEET; THENCE SOUTH 65°07'09" EAST 8.52 FEET; THENCE NORTH 25°29'38" EAST 20.17 FEET ALONG THE CENTERLINE OF AN EXISTING BRICK WALL; THENCE SOUTH 65°13'34" EAST 0.50 FEET; THENCE NORTH 25°29'38" EAST 1.00 FEET; THENCE SOUTH 65°13'34" EAST 7.44 FEET; THENCE SOUTH 25°15'02" WEST 82.05 FEET ALONG THE SAID EASTERLY LINE OF THE PARTY WALL TO THE FURTHER POINT OF BEGINNING. SPLIT/COMBINED ON 02/27/2014 FROM XA0-100-0168-00

ATTACHMENT B

Blight Determination Letter



January 2016

To Whom It May Concern;

This memo summarizes an evaluation of 101-109 E. Maumee and supports the conclusion that this property is blighted, as defined by the Brownfield Redevelopment Financing Act 381 of 1996, MCL 125.2652 (e) (i-iv) and (vii).

The property is currently vacant and is the property of the Lenawee County Land Bank, being foreclosed due to non-payment of property taxes. The property has been vacant in excess of 5 years and during that time has received no maintenance.

The subject property includes a three-story and two four-story buildings. They sit over small, low ceilinged basements, and share common walls. All properties are experiencing damage, in particular water damage, due to the blighted nature of the properties.

Utility connections have been removed, destroyed, or rendered ineffective so that the property is now unfit for its intended use.

The property also meets the definition of blight because it is an attractive nuisance to children, and has an access point off a public parking area.

The property is a fire hazard to itself and to contiguous properties, including businesses and residential units in contiguous buildings.

In conclusion, these buildings clearly meet the Brownfield Redevelopment Financing Act 381 of 1996 definitions of blight in at least three distinct elements.


Dick Garno

Building Inspector

517-264-4869

dgarno@adrianmi.gov

ATTACHMENT C

Summary of Environmental Conditions

ATTACHMENT C

Summary of Known Environmental Conditions 101 and 109 East Maumee Street Adrian, Michigan

According to historical documents, the 101 E. Maumee Street parcel and building includes addresses 103 and 105 E. Maumee Street. The 105 E. Maumee address was historically divided by a partition and also listed as 107 E. Maumee Street. The three story building is sometimes referred to as the Underwood Block building and was built in 1840 for residential purposes and the following commercial uses: office space, drugstore, barber shop, clothing store, confectionary, millinery, roofing and siding company, shoe store, dentist, doctors, attorney, and a photography and picture frame store. The exterior building character displayed a Greek Revival style of brick, stone sills, and wooden store fronts. In 1870, the building expanded and was built to include the still existing “Underwood Block” concrete/brick cornice. Since then, the building storefronts have been modernized, covered with brick, and painted. The small courtyard that existed behind 105 and 109 E. Maumee Street buildings was at some point blocked off and only extended north behind 109 E. Maumee after a wall/building was demolished behind 110 N. Main Street. Based on the time the building was built and historically utilized, the building may have been heated with coal, heating oil, and/or wood. The building is currently vacant.

The 109 E. Maumee Street parcel adjoins the Underwood Block building to the east and includes 111 E. Maumee Street address. The two addresses are for two separate yet adjoining four-story buildings that currently share an open first floor. Both buildings were built in the 1940s and used for residential purposes and commercial space consisting of the following uses: office space, cigar shop, photography and picture framing, drugstore, furniture store, artist materials store, jewelry, music store, job printing, paint store, and dry cleaners. Currently the buildings are vacant. According to historical resources, the 109 E. Maumee Street building was utilized for job printing in 1916 and the dry cleaner from approximately 1940 until at least 1955. From approximately 1956 until at least 1973, the building was occupied by a paint company.

In September of 2015, six soil borings were advanced on the Property. The borings were advanced to assess the historical operations on the Property. A total of 6 soil samples were collected from the Property and submitted for laboratory analysis of one or more of the following: volatile organic compounds (VOCs), polynuclear aromatic hydrocarbons (PAHs), and 10 Michigan Metals (arsenic, barium, cadmium, chromium, copper, lead, mercury, selenium, silver, and zinc). The following table summarizes the constituents that exceeded the Part 201 Generic Residential Cleanup Criteria (GRCC) identified during the 2015 subsurface investigation.

Soil Analytical Results that Exceed GRCC

CONSTITUENT/ CAS NUMBER	MAXIMUM CONCENTRATION (µg/kg)	RESIDENTIAL CRITERIA EXCEEDED
Arsenic 7440382	11,000	DW/GSI/DCC

CONSTITUENT/ CAS NUMBER	MAXIMUM CONCENTRATION (µg/kg)	RESIDENTIAL CRITERIA EXCEEDED
Copper 7440508	86,000	GSI
Lead 7439921	668,000	DCC
Mercury Varies	2,000	DW/GSI
Silver 7440224	2,200	GSI
Zinc 7440666	240,000	GSI

Note: DW = Drinking Water Protection Criteria; GSI = Groundwater-Surface Water Interface Protection Criteria; DCC=Direct Contact Criteria; Concentrations reported in ppb (parts per billion or µg/kg).

As a result of the 2015 subsurface investigation, the Property is a “facility” as defined by Part 201 of Michigan’s Natural Resources and Environmental Protection Act (P.A. 451, as amended). The soil boring locations and soil exceedances are discussed further in the Baseline Environmental Assessment (BEA), dated October 1, 2015.

Based on the history of the Property, unknown environmental conditions (i.e., impacted soil) may be encountered during construction activities.

RE: COMMUNITY DEVELOPMENT – Final Approval of a Brownfield Plan for the Strongback Project 101-109 E. Maumee

RESOLUTION

CITY OF ADRIAN

**RESOLUTION APPROVING A BROWNFIELD PLAN
FOR THE CITY OF ADRIAN PURSUANT TO AND
IN ACCORDANCE WITH THE PROVISIONS OF ACT 381 OF THE
PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED**

At a regular meeting of the City Commission of the City of Adrian, Lenawee County, Michigan, held in the City Chambers Building of said City on the 2nd day of May, 2016, at 7:00 p.m.

WHEREAS, the Brownfield Redevelopment Authority (the "Authority") of the City of Adrian, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the "Act"), has prepared and recommended for approval by the City Commission, a Brownfield Plan (the "Plan") pursuant to and in accordance with Section 13 of the Act; and

WHEREAS, the Authority has, at least ten (10) days before the meeting of the City Commission at which this resolution has been considered, provided notice to and fully informed all taxing jurisdictions (the "Taxing Jurisdictions") which are affected by the Financing Plan about the fiscal and economic implications of the proposed Financing Plan, and the Commission has previously provided to the Taxing Jurisdictions a reasonable opportunity to express their views and recommendations regarding the Financing Plan and in accordance with Sections 13(13) and 14(1) of the Act; and

WHEREAS, the Commission has made the following determinations and findings:

- A. The Plan constitutes a public purpose under the Act;
- B. The Plan meets all of the requirements for a Brownfield Plan set forth in Section 13 of the Act;
- C. The proposed method of financing the costs of the eligible activities, as described in the Plan, is feasible and the Authority has the ability to arrange the financing;
- D. The costs of the eligible activities proposed in the Plan are reasonable and necessary to carry out the purposes of the Act;
- E. The amount of captured taxable value estimated to result from the adoption of the Plan is reasonable; and

WHEREAS, as a result of its review of the Plan and upon consideration of the views and recommendations of the Taxing Jurisdictions including specific to this resolution, the Adrian District Library, the Commission desires to proceed with approval of the Plan.

NOW, THEREFORE, BE IT RESOLVED that pursuant to the authority vested in the Commission by the Act, and pursuant to and in accordance with the provisions of Section 14 of the Act, the Plan is hereby approved in the form attached as Exhibit "A" to this Resolution.

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



MEMO

135 E. Maumee, Adrian, MI 49221-2703

DATE: May 2, 2016

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

FROM: Chris Miller
DDA & Economic Development Coordinator

SUBJECT: Strongback Four-Corners Brownfield Reimbursement Agreement

Mayor Berryman and Commissioners;

As you are aware, the City of Adrian Brownfield Redevelopment Authority Board and the Commission have previously approved the Brownfield Plan for the Strongback Project at 101-109 E. Maumee.

The Brownfield Plan referenced a reimbursement agreement that would specify how funds are to be reimbursed to the developer; that reimbursement plan is before you now.

The Brownfield Redevelopment Authority Board approved the reimbursement agreement at their April 21st meeting, and we are now asking for your approval of this agreement.

I appreciate your support of the resolution and of this project. Please contact me with questions.

Best Regards,
Chris Miller
DDA & Economic Development Coordinator

ADRIAN BROWNFIELD REDEVELOPMENT AUTHORITY

April 21, 2016

SPECIAL MEETING MINUTES

The meeting was called to order by Chair Eriksen at 9:32 a.m. in the CommonPoint Conference Room at 247 S. Main.

1. Roll Call Kathleen Eriksen
Cindy Prue
Jeff Rising
David Munson
Chris Miller
2. Public Comment: none
3. New Business: Evaluation and discussion of the completed Brownfield Reimbursement agreement for the Strongback 4-corners project. Board Member Miller noted the reimbursement agreement is referenced in the previously approved Brownfield Plan, and noted protections in the agreement that ensure reimbursement only occurs from captured taxes from the project. Board Member Munson moved to approve the Reimbursement Agreement; Board Member Rising supported; carried unanimously.
4. Next Agenda: Board Member Prue noted the Baumgarten Brownfield developer expenses have been paid off and requested this be addressed at the next meeting. Board Member Munson asked about DURA status.

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7. Next meeting date: At call of chair
8. Adjournment at 9:22a.m.

REIMBURSEMENT AGREEMENT

This Brownfield Reimbursement Agreement (the “**Agreement**”) is made as of _____, 2016, among the City of Adrian Brownfield Redevelopment Authority (the “**Authority**”), a public body corporate with offices at 159 East Maumee Street, Adrian, Michigan 49221; and Strongback Properties, LLC, a Michigan Limited Liability Corporation, with a business address of 2711 East Maumee Street, Adrian, Michigan 49221 (the “**Developer**”). The Authority and the Developer, collectively, shall be referred to as the “**Parties**” throughout the Agreement.

RECITALS

A. The Authority was created by the City of Adrian (the “**City**”) pursuant to the Brownfield Redevelopment Financing Act, 1996 P.A. 381, as amended (the “**Act**”), and, pursuant to the Act, the Authority has prepared a Brownfield Plan to include the Property (as defined below) which was duly approved by the City Council on March 21, 2016 following a public hearing on March 21, 2016, a copy of which is attached as **Exhibit A** (the “**Brownfield Plan**”).

B. The Developer owns the property in the City of Adrian which is described on the attached Exhibit B (the “**Property**”) and which, due to its status as being a “facility”, “blighted property” and “tax reverted property owner and under the control of the Lenawee County Land Bank Fast Tract Authority” as described in the Brownfield Plan is “eligible property” and is therefore commonly referred to as a “brownfield.”

C. Provided it obtains any needed zoning and building approvals from the City and others, the Developer plans to develop on the Property (the “**Improvements**”) as described in the Brownfield Plan. The Improvements will increase the tax base for taxing jurisdictions and support the employment base in Adrian. The Improvements include eligible activities as defined by the Act (the “**Eligible Activities**”).

D. In order to make the Improvements on the Property, the Developer will incur costs to complete the Eligible Activities. These costs are more fully described in the Brownfield Plan (“**Eligible Costs**”). It is recognized that the Brownfield Plan is based upon estimated costs and may increase or decrease depending on the nature and extent of the Brownfield conditions and other unknown conditions encountered on the Property. The actual cost of those eligible activities encompassed by this Plan that will qualify for reimbursement from tax increment revenues of the Authority from the Property shall be governed by the terms of this Agreement. No costs of eligible activities will be qualified for reimbursement except to the extent permitted in accordance with the terms and conditions of this Agreement. The amount reimbursed for eligible activities may be adjusted up or down between the various categories of Eligible Activities, up to the maximum total reimbursement of \$ 498,478.

E. In accordance with Act 381 and the Brownfield Plan, the Parties desire to use the property tax revenues that are generated from an increase in the Property’s taxable value due to the Improvements (“**Tax Increment Revenues**”) to reimburse the Developer for Eligible Costs it incurs in improving the Property.

F. The Parties are entering into this Agreement to establish the terms and conditions and the procedures for such reimbursement with Tax Increment Revenues as they are generated.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the Parties agree as follows:

1. Brownfield Plan. To the extent provisions of the Brownfield Plan conflict with this Agreement, the terms and conditions of the Brownfield Plan control. To the extent provisions of the Brownfield Plan or this Agreement conflict with the Act, then the Act controls.
2. Construction of Development. The Developer shall proceed with due care and diligence to complete the Improvements and undertake and complete the Eligible Activities resulting in the Eligible Costs, all in accordance with this Agreement, the Brownfield Plan, and all applicable laws, rules, regulations, permits, orders, and directives of any official or agency of competent jurisdiction.
3. Capture of Taxes. The parties agree that this Agreement and the Tax Increment Revenues collected and distributed pursuant to the Brownfield Plan are intended to fund the Eligible Costs and the Authority's cost as described in the Brownfield Plan.
4. Submission of Costs. For those Eligible Costs for which the Developer seeks reimbursement from the Authority, the Developer shall submit to the Authority such of the following as may be required by Authority representatives:
 - (a) a written statement detailing the costs,
 - (b) a written explanation as to why reimbursement is appropriate under the Plan and this Agreement,
 - (c) copies of invoices from the consultants, contractors, engineers, attorneys or others who provided such services,
 - (d) copies of waivers of liens by the contractors, subcontractors and material suppliers;
 - (e) if not already submitted, copies of the contract with the contractor or supplier providing the services or supplies for which reimbursement is sought;
 - (f) a statement from the engineer and project manager overseeing the work recommending payment; and
 - (g) any other information which may be reasonably required by state authorities or reasonably required by the Authority.

The Developer may submit a reimbursement request including such information whenever it is available even though Tax Increment Revenues for the reimbursement may not be available at the time of submittal. The Developer and Authority agree that the Authority may do so but is not obligated to reimburse Eligible Activities conducted after December 31, 2018.

5. Payments. Payments to the Developer shall be made as follows:
 - (a) Within 45 days of its receipt of the materials identified in paragraph 4 above, the Authority shall decide whether the payment request is for Eligible Costs and whether such costs are accurate. If the Authority determines all or a portion of the requested payment is for Eligible Costs and is accurate, it shall see that the portion of the payment request that is for Eligible Costs and is accurate is processed as provided in subparagraph (b) below. If the Authority disputes the accuracy of any portion of any payment request or that any portion of any payment is for Eligible Costs, it shall notify the Developer in writing of its determination and the reasons for its determination. The Developer shall have ninety (90) days to address the reasons given by the Authority and shall have an opportunity to meet with the Authority's representatives or, if the Authority Board consents, to meet with the Authority's Board to discuss and resolve any remaining dispute. In doing so, the Developer shall provide the Authority a written response to the Authority's decision and the reasons given by the Authority. Within thirty (30) days of receiving the written response from the Developer, except as otherwise agreed to in writing by the Developer and Authority, the Authority shall make a final determination on the eligibility of the

disputed cost(s) and inform the Developer in writing of its determination. The final determination shall be binding upon the Developer.

(b) Once it approves any request for payment as Eligible Costs and approves the accuracy of such costs, the Authority shall pay to the Developer the amounts for which submissions have been made pursuant to paragraph 4 of this Agreement as the Authority receives Tax Increment Revenues as directed by the Brownfield Plan, until all of the Authority approved amounts for which submissions have been made have been fully paid to the Developer or the Brownfield Plan obligation to the Developer expires, whichever occurs first.

(c) The repayment obligation under this Agreement shall expire upon the payment by the Authority to the Developer of all amounts due the Developer under this Agreement or on December 31, 2037 whichever occurs first.

(d) The sole source for any reimbursement shall be such Tax Increment Revenues as directed in the Plan. To the extent permitted by law, such reimbursements, once approved by the Authority under subparagraph (b) above shall be and remain valid and binding obligations of the Authority until paid or until expiration of the time for payment as provided in subparagraph (c).

(1) **Payment for Administrative Fees.** The Authority will collect a payment for administrative fees annually from Tax Increment Revenues. This payment will equal five percent of the amount of tax increment revenue collected each year that is derived from "Local Taxes", as defined by the Act. The purpose of this payment is to cover administrative costs and fees, as defined in section 7(h) of Act 381, that are part of the approval of the Brownfield Plan, an Act 381 Work Plan and any Eligible Activity on an eligible property. The payment is a reimbursable administrative cost subject to Tax Increment Revenues under Section 13(16) and Section 13(19) of the Act, and the satisfaction and performance of the terms of this Agreement. The Developer acknowledges that payment of the administrative fees will be made from Tax Increment Revenues first; with the balance of available annual tax increments being repaid to the Developer pursuant to this Agreement and the Brownfield Plan.

(2) **Payment for Local Site Remediation Revolving Fund (LSRRF).** Upon the payment by the Authority to the Developer of all amounts due the Developer under this Agreement, the Authority will collect a payment each year for a period of five years for deposit into the LSRRF. The payment will equal of the amount of tax increment revenue collected each year that is derived from "Local Taxes", as defined by the Act. Collection and use of the payments deposited into the LSRRF will be in accordance with Section 8 and Section 13(5) of the Act.

6. Assignment of Future Reimbursement Revenue. The Developer may assign at its sole and absolute discretion all or part of its rights and obligations under this Agreement to any affiliate or successor in interest. Developer shall, no later than sixty (60) days prior to such assignment, notify the Authority as specified under Subparagraph 10(e).

7. Adjustments. If, due to an appeal of any tax assessment or reassessment or any other reason, the Authority is required to reimburse any Tax Increment Revenues, the Authority may deduct the amount of any such reimbursement from any amounts due and owing the Developer or, if all amounts due the Developer under this Agreement have been fully paid, the Authority may invoice the Developer for the amount of such reimbursement and the Developer shall pay the Authority such invoiced amount within sixty (60) days of the Developer's receipt of the invoice from the Authority. Nothing in this agreement shall limit the right of the Developer to appeal any tax assessment.

8. Obligation to Fund Eligible Activities. The Developer shall pay for the Eligible Costs with its own funds and receive reimbursement from the Authority by available Tax Increment Revenues as

described in the Brownfield Plan. It is anticipated that there will be sufficient available Tax Increment Revenues to pay for all Eligible Costs under this Agreement. However, if for any reason increased Tax Increment Revenues from the Development do not result in sufficient revenues to satisfy such obligations, the Developer agrees and understands that it will have no claim or further recourse of any kind or nature against the City or the Authority and the Developer shall assume full responsibility for any such loss or costs.

9. Indemnification. The Developer shall defend, indemnify, and hold the City and the Authority, and their agents, representatives, and employees (hereinafter "Indemnified Persons") harmless from any loss, expense (including reasonable legal counsel fees) or liability of any nature due to any and all suits, actions, legal or administrative proceedings, or claims arising or resulting from injuries to persons or property as a result of the ownership, operation, use or maintenance of the Improvements.

10. Miscellaneous.

(a) This is the entire agreement between the parties as to its subject matter. All previous negotiations, statements and preliminary instruments of the parties or their representatives are merged in this Agreement. The Agreement shall not be amended or modified except in writing signed by all the parties. It shall not be affected by any course of dealing and the waiver of any breach shall not constitute a waiver of any subsequent breach of the same or any other provision.

(b) This Agreement and the rights and obligations under this Agreement except as previously noted, are un-assignable and non-transferable without the consent of the other parties. It shall, however, be binding upon any successors or permitted assigns of the parties.

(c) This Agreement shall terminate when all reimbursements required under this Agreement have been made or the Brownfield Plan obligation to the Developer expires, whichever occurs first.

(d) All parties had input into the drafting of this Agreement and all had the advice of legal counsel before entering into this Agreement. In the event any ambiguity of any language in this Agreement arises, such ambiguity shall not be construed against any party.

(e) Notices shall be complete when delivered by personal delivery, by courier or delivery service (such as UPS, FedEx or other service) or by certified mail, return receipt requested to the addresses first written above. If any party refuses to accept delivery when presented, delivery shall be deemed to have occurred at the time of such refusal. Any such notice and communication shall be addressed as follows:

If to Authority: City of Adrian Brownfield Redevelopment Authority
159 East Maumee Street
Adrian, Michigan 49221
Attn: Christopher D. Miller

If to Developer: Strongback Properties, LLC
2711 East Maumee Street
Adrian, Michigan 49221
Attn: Mr. Douglas Kapnick

(f) This Agreement shall be governed by the laws of the state of Michigan.

(g) This Agreement may be signed in multiple identical copies, each of which shall be deemed to be an original copy, and each facsimile or electronic copy shall constitute a legally binding, enforceable document.

(h) Property taxes must be paid in full each tax year. Reimbursement for eligible expenses will only be made if taxes are paid and Tax Increment Revenues are available.

(i) If property taxes are delinquent as of March 1st of any year of this agreement, this agreement is null and void.

By signing below, all parties represent and warrant their authority to enter into this agreement on behalf of their respective organizations. The parties have signed this Agreement as of the date first written above.

STRONGBACK PROPERTIES, LLC

**CITY OF ADRIAN BROWNFIELD
REDEVELOPMENT AUTHORITY**

By: _____
Douglas Kapnick, Member

By: _____
Christopher D. Miller, Authority Representative

EXHIBIT A
BROWNFIELD PLAN

See Attached

EXHIBIT B
LEGAL DESCRIPTION OF PROPERTY

The location of the Project is commonly known as 101-109 E. Maumee Street (“Project Area”) and legally described as follows:

<u>Tax ID</u>	<u>Property Address</u>	<u>Legal Descriptions</u>
<p>XA0-100-0169-00, XA0-100-0168-01, XA0-100-0168-02</p>	<p>101-109 E. Maumee</p>	<p>BEG SW COR LOT 28 ORIGINAL PLAT TH ELY 65.32 FT TH NLY 84.35 FT TH WLY 65.03 FT TH SLY 84.35 FT TO POB EX THE SLY 6 FT. XA0-100-0168-01 109 E. Maumee Street E 9.62 FT OF S 63 FT LOT 28 & W 11.6 FT OF S 73 FT LOT 29 ALSO BEG 11.63 FT E OF SW COR SD LOT TH N 127.33 FT TH E 7.35 FT TH N 20.17 FT TH E .5 FT TH N 1 FT TH E 7.27 FT TH S 148.6 FT TH W 15.12 FT TO POB ORIGINAL PLAT SPLIT/COMBINED ON 02/27/2014 FROM XA0-100-0168-00 XA0-100-0168-02 109 E. Maumee Street “Rear Parcel” ALL THAT PART OF LOT 29 OF THE PLAT OF THE VILLAGE (NOW CITY) OF ADRIAN, LENAWEE COUNTY, MICHIGAN DESCRIBED AS BEGINNING AT THE SOUTHWEST CORNER OF LOT 29 AFORESAID; THENCE SOUTH 65°07’09” EAST 27.37 FEET ALONG THE NORTHERLY LINE OF EAST MAUMEE STREET ACCORDING TO THE ORIGINAL PLAT; THENCE NORTH 25°15’02” EAST 66.38 FEET ALONG THE EASTERLY LINE OF AN EXISTING PARTY WALL ACCORDING TO A COVENANT DEED AS RECORDED IN LIBER 2441 ON PAGE 80 OF LENAWEE COUNTY RECORDS TO A FURTHER POINT OF BEGINNING; THENCE NORTH 65°17’54” WEST 16.40 FEET; THENCE NORTH</p>

		<p>25°02'36" EAST 7.50 FEET TO AN EXISTING BUILDING CORNER; THENCE NORTH 25°07'19" EAST 53.40 FEET; THENCE SOUTH 65°07'09" EAST 8.52 FEET; THENCE NORTH 25°29'38" EAST 20.17 FEET ALONG THE CENTERLINE OF AN EXISTING BRICK WALL; THENCE SOUTH 65°13'34" EAST 0.50 FEET; THENCE NORTH 25°29'38" EAST 1.00 FEET; THENCE SOUTH 65°13'34" EAST 7.44 FEET; THENCE SOUTH 25°15'02" WEST 82.05 FEET ALONG THE SAID EASTERLY LINE OF THE PARTY WALL TO THE FURTHER POINT OF BEGINNING. SPLIT/COMBINED ON 02/27/2014 FROM XA0-100-0168-00</p>
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RE: COMMUNITY DEVELOPMENT – Approval of Brownfield Reimbursement Agreement with Strongback Properties, LLC for Michigan Economic Development Corporation Redevelopment Project at 101-109 East Maumee.

RESOLUTION

WHEREAS, the Michigan Economic Development Corporation has provided a Letter of Interest for the Strongback Four-Corners Redevelopment Project at 101-109 E. Maumee; and

WHEREAS, the City of Adrian City Commission and Brownfield Redevelopment Authority Board have both approved a Brownfield Plan for the Strongback Project; and

WHEREAS, the Strongback Brownfield Plan references a Reimbursement Plan which requires subsequent approval; and

WHEREAS, the City of Adrian Brownfield Redevelopment Authority Board approved a Reimbursement Agreement at their April 21, 2016 Board meeting.

NOW THEREFORE BE IT RESOLVED that the City of Adrian Commission hereby approves the Brownfield Reimbursement Agreement portion of the Brownfield Plan for the Strongback Properties, LLC Project at 101-109 E. Maumee.

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

Jim Berryman, Mayor

Pat Baker, City Clerk

MEMO



DATE: April 27, 2016
TO: Hon. Mayor Berryman and City Commission
FROM: Shane A. Horn, City Administrator
SUBJECT: Delinquent Invoices Removed from Special Assessment Roll

At the April 18, 2016 commission meeting we had a few parcels that were removed from the Special Assessment Roll for further evaluation. Based upon further staff analysis and follow-up discussions, I am presenting this memo for your consideration:

1004 Treat Street XA0-610-0182-01

This parcel was purchased in a cash sale in January 2016 and had \$254.92 in unpaid water and sewer bills and also \$110.00 from a rental registration and inspection from October 2015. These fees remain with the property, due diligence should have been done before the transaction was finalized to determine any outstanding billings associated with this property.

930 E. Michigan Street XA0-100-0146-00

This parcel had a \$500.00 charge as part of our Vacant Building Ordinance. This parcel is a good example of why this ordinance was created and meets many of the conditions under Section 10-402 of the Vacant Building Ordinance that discusses the evidence of Vacant Property. This billing should remain on the Special Assessment Roll.

631 French Street XA0-615-7009-00

The water has been off to this location since January 2013. Based upon discussions with our Code Enforcement Officer this property has been deemed uninhabitable. The trash billings for 2015 have been voided and future billings will cease while the property remains in this state.

622 Tabor Street XA0-615-7040-01

This parcel has four (4) trash billings for a total of \$132.00 and two (2) weed/grass billings at \$160.00 each for a total of \$320.00. After further review, all items should remain with the property and on the Special Assessment Roll.

706 St. Joseph Street

XA0-665-0007-00

This parcel has received seven (7) false alarm billings from January-November 2015. This is a residential property where the owner claimed his pet was causing the false alarms and he has since removed the security system. It has been the practice of the Police Chief to waive 50% of the total false alarm charges if the owner has addressed the cause of the alarms. In this case the false alarm billings would be reduced down to \$467.50 and would remain on the Special Assessment Roll.

310 Riverside Avenue

XA0-100-0087-00

This parcel was billed for violation weed/grass mowing on September 21, 2015. We have pictures to confirm that the grass exceeded our ordinance requirement and the billing for \$160.00 should remain on the Special Assessment Roll.

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

RESOLUTION

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

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

WHEREAS, at the regular meeting of the Adrian City Commission held on April 18, 2016, the delinquencies for 1004 Treat Street, 930 E. Michigan Street, 631 French Street, 622 Tabor Street, 706 St. Joseph Street and 310 Riverside Avenue were tabled for further investigation; and

WHEREAS, the above referenced delinquencies have been further investigated by City staff.

NOW, THEREFORE, BE IT RESOLVED that the said Special Assessment Roll be amended as follows:

- 1004 Treat Street: A water/sewer bill for \$254.92 as well as a rental registration and inspection invoice for \$110.00 would remain with this property and on the Special Assessment Roll
- 930 E. Michigan St: A \$500.00 billing for vacant property registration would remain on the Special Assessment Roll
- 631 French Street: All trash bills from 2015 would be removed from the roll and future billings would cease
- 622 Tabor Street: This parcel has four (4) trash billings and two (2) weed/grass billings that would remain with the property and on the Special Assessment Roll
- 706 St. Joseph: The Special Assessment Roll would be amended to show a 50% reduction in the false alarms fees. The remaining amount of \$467.50 would remain with the property and on the Special Assessment Roll
- 310 Riverside Ave. A violation weed/grass mowing in the amount of \$160.00 would remain with the property and on the Special Assessment Roll

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

MEMO



DATE: April 26, 2016

TO: Hon. Mayor Berryman and City Commission

FROM: Shane A. Horn, City Administrator

SUBJECT: Purchase of Service Credit

The Municipal Employee's Retirement System of Michigan (MERS) allows members to purchase up to five (5) years of service credit with approval from the City Commission. Service credit can be purchased with the actual cost being paid entirely or shared by the member and/or the City.

In the past MERS has indicated that risk assumptions used in the formula for service credit purchases are designed to make the cost neutral to the City. However, as we know, the calculated assumptions are not being met currently. The City of Adrian has seen pension costs and unfunded liability rise due to the inability to meet MERS risk assumptions, as a result the cost to purchase service credit is no longer cost-neutral to the City.

It is my recommendation to discontinue the policy of allowing employees to purchase additional service credit effective May 3, 2016.

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

May 2, 2016

R16-055

RE: ADMINISTRATION – AUTHORIZATION TO DISCONTINUE EMPLOYEE SERVICE CREDIT PURCHASE OPTION

RESOLUTION

WHEREAS, the City of Adrian is a Charter Member of the Municipal Employees Retirement System (MERS) of Michigan, having joined in 1946; and

WHEREAS, The Municipal Employee’s Retirement System of Michigan (MERS) allows members to purchase up to five (5) years of service credit with approval from the City Commission. Service credit can currently be purchased with the actual cost being paid entirely or shared by the member and/or the City; and

WHEREAS, MERS has indicated that there are risk assumptions used in the formula for service credit purchases which, if met, are designed to make the cost neutral to the City. Despite efforts to make these expectations more conservative in the past few years, the calculated assumptions are not being met; and

WHEREAS, pension costs and unfunded liability are rapidly rising due to an inability to meet MERS risk assumptions, the cost for purchase of service credit is no longer cost-neutral to the City.

WHEREAS, the City Administrator recommends adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby agrees to discontinue the Employee Service Credit Purchase Option.

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

City of Adrian
DIAL-A-RIDE

TO: Shane Horn, City Administrator
Honorable Mayor Berryman
Adrian City Commissioners

FROM: Marcia Bohannon, Transportation Coordinator

Re: American Disability Act complaint policy

As a recipient of federal funds, this policy is required by Title II and III of the American Disability Act of 1990 which provides that no entity shall discriminate against an individual with a disability in connection with the provision of transportation services.

The policy was developed specifically for the Dial-A-Ride and has been reviewed and approved by the Michigan Department of Transportation. It includes the required elements but needs to be approved by the Adrian City Commission.

City of Adrian Dial-A-Ride

Date Board Adopted: _____

Acknowledgement: _____ **Mayor, City of Adrian**

ADA Complaint Policy

Title II and III of the American Disability Act of 1990 (ADA) provides that no entity shall discriminate against an individual with a disability in connection with the provision of transportation services. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including access to fixed route bus and complementary paratransit service. Adrian Dial-A-Ride is committed to providing safe and reliable transportation to all people without discrimination based on disabilities.

City of Adrian Dial-A-Ride's Responsibility

If Dial-A-Ride receives a complaint regarding discrimination against an individual under the ADA, we will respond within 30-days of receiving the complaint and will work to resolve the issue with the complainant as quickly as possible. This may involve legal assistance and/or mediation. We will document all of the process including the resolution and will notify our MDOT project manager of the complaint and the resolution. We will keep the complaint and all related documents on file for at least one year. We will keep a summary of all complaints filed for at least five years. Records will be made available to MDOT upon request.

The attached flyer will be posted in all public buses and facilities.

If additional information is requested, the following will be provided.

What information should my ADA complaint include?

Provide the following information:

- A. Your full name, address, the telephone numbers where we can reach you during the day and evening, and the name of the party discriminated against (if known);
- B. If known, the name of the person you believe has committed the discrimination;
- C. A brief description of the acts of discrimination, the dates they occurred;
- D. Other information you believe necessary to support your complaint, including copies (not originals) of relevant documents; and
- E. Information about how to communicate with you effectively. Please let us know if you want written communications in a specific format (e.g., large print, Braille, electronic documents).

To guide you in providing the requested information, you may use the attached complaint form. (Attachment A)

How do I file an ADA complaint by email?

Include all of the information listed above, either in the body of the email or in an attachment. Attach relevant documents to your email. Send your complaint to mbohannon@adrianmi.gov. You will receive a reply email confirming that your complaint has been received within 48 business hours. Please keep a copy of your complaint and the reply email for your records. If you do not receive a reply email, please contact the ADA Coordinator at Adrian Dial-A-Ride at 517 265 6611.

What happens after my complaint is received?

After the complaint is received, we will inform you of our action, which may include:

- A. Contacting you for additional information or copies of relevant documents;
- B. Working with you to resolve the issue;
- C. Referring your complaint for possible resolution through the ADA Mediation Program; or
- D. Referring your complaint to another federal agency with responsibility for the types of issues you have raised.

How can I find out the status of my complaint?

We will review each complaint carefully. If you have not heard from us within three weeks, please contact us at Adrian Dial-A-Ride at 517 265 6611.

Attachment A

**Title II of the Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
Discrimination Complaint Form**

Instructions: Please fill out this form completely, sign and mail, fax, or email to:

Adrian Dial-A-Ride, ADA Coordinator, Jim Ruff

jwruff@gmail.com

377 Logan Street, Adrian, MI 49221

FAX: 517 263 3914

Complainant: _____

Address: _____

City, State and Zip Code: _____

Telephone: Home: _____

Business: _____

Person Discriminated Against: _____
(if other than the complainant)

Address: _____

City, State and Zip Code: _____

Telephone: Home: _____

Business: _____

Flyer to be posted in all public buses and facilities

Adrian Dial-A-Ride

**Procedure to File a Complaint Under the
Americans with Disabilities Act (ADA)**

If you believe you, or another person has been discriminated against under Title II and III of the American Disability Act of 1990 by Adrian Dial-A-Ride or one of our employees, you can file a complaint by mail, fax, or email at:

Adrian Dial-A-Ride, ADA Coordinator, Jim Ruff

jwruff@gmail.com

377 Logan Street, Adrian, MI 49221

FAX: 517 263 3914

Take the first step: Before filing your complaint, you may contact the Adrian Dial-A-Ride, ADA Coordinator to discuss your concerns. The ADA Coordinator can look into the issue and try to come up with an acceptable resolution to the situation. If you would like additional information you may contact Jim Ruff, ADA Coordinator.

You can file a complaint against Adrian Dial-A-Ride using the following procedures:

1. File a written complaint with the Adrian Dial-A-Ride ADA Coordinator as soon as possible, but no later than 60 calendar days after the alleged violation.
 - The written complaint should be submitted by the grievant and/or designee.
 - Alternative means of filing complaints – such as a personal interview or a tape recording – will be made available on request by people with disabilities.
 - The written complaint should contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem.
 - Within 15 calendar days after receiving the complaint, an Adrian Dial-A-Ride official will meet with the complainant to discuss the complaint and possible resolutions.
 - Within 15 calendar days of the meeting, the Adrian Dial-A-Ride ADA Coordinator will respond in writing or by other appropriate accessible format. The response will explain the position of the Adrian Dial-A-Ride and offer options for substantive resolution of the complaint.
 - If the response by the Adrian Dial-A-Ride ADA Coordinator does not resolve the issue, the complainant and/or designee may appeal the decision within 15 calendar days after receiving the response to the Federal Transit Administration Office for Civil Rights.
 - All written documents in the process will be retained by the Adrian Dial-A-Ride for at least 1 year

Alternative formats and language translations for this document are available on request

R16-056

May 2, 2016

RE: TRANSPORTATION – Resolution to approve the American Disability Act complaint policy for the City of Adrian developed for Dial-A-Ride and to authorize the Mayor to sign the Acknowledgement of the aforementioned policy.

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

WHEREAS, An American Disability Act complaint policy has been developed for Dial-A-Ride in its administration and management of the transit system; and

WHEREAS, the Michigan Department of Transportation has received and reviewed our policy; and

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission approves the American Disability Act (ADA) complaint policy.

FURTHER, BE IT RESOLVED that the Adrian City Commission authorizes the Mayor to sign the Acknowledgement of the aforementioned policy.

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

**City of Adrian
DIAL-A-RIDE**

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

From: Marcia Bohannon, Transportation Coordinator

Re: Agreement 2012-0027
Authorization No. P8/R1

This REVISED project authorization provides FY 2016 Section 5311 Operating Formula funds for rural areas. The purpose of the revision is to increase our operating assistance funds by \$45,671. It is a federal funding source which provides reimbursement monies at 18.5% of eligible audited costs. This revised agreement will complete our full annual agreement. If the federal operating assistance funds are insufficient to reimburse at 18.5% of audited costs, a new reimbursement percentage will be calculated for all participating agencies.

R16-057

May 2, 2016

RE: TRANSPORTATION – Resolution approving a revised project authorization for Federal Operating Assistance for the Adrian Dial-A-Ride and to authorize the Mayor and City Clerk to execute said project authorization.

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

WHEREAS, a Project Authorization had been proposed which provided FY 2016 Section 5311 Operating assistance for such service, effective October 1, 2015 and expiring September 30, 2015, based on 18.5% of the estimated eligible costs; and

WHEREAS, this project authorization included partial funding for the year, approximately 46% of the 18.5% of the estimated eligible costs which is \$29,694, and was approved at the December 7, 2015 Commission meeting, reference R15-132; and

WHEREAS, the maximum amount to be paid will not exceed 18.5% of the audited costs and if funds are insufficient to reimburse at 18.5% of the audited costs, a new reimbursement percentage will be calculated for all agencies; and

WHEREAS, a Revised Project Authorization has been proposed to increase the operating assistance funds by \$45,671; and

NOW THEREFORE BE IT RESOLVED, that the City Commission of the City of Adrian does hereby approve the Revised Agreement No. 2012-0027, Authorization No. P8/R1 for FY 2016 Section 5311 Operating Assistance.

BE IT FURTHER RESOLVED, that the monies from the grant be given to Adrian Dial-A-Ride in accordance with the terms of the Authorization #P8/R1.

BE IT FURTHER RESOLVED that the Adrian City Commission authorizes the Mayor and City Clerk to execute Authorization #P8/R1 for and on behalf of the City of Adrian.

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



MISCELLANEOUS

Adrian Fire Department
March 2016 Monthly Report

Fire	Incidents	Building Loss	Content Loss
Fuel burner/boiler malfunction, fire confined	1	\$3,000	\$500
Outside rubbish, trash or waste fire	1		
	2	\$3,000	\$500
Rescue/EMS			
Rescue, EMS incident, other	1		
Medical assist, assist EMS crew	3		
EMS call, PDA	1		
Traumatic injury	36		
Respiratory Distress	21		
Other	20		
Chest Pain / Discomfort	18		
Behavioral / Psychiatric Disorder	17		
Abdominal Pain/Problems	12		
Altered Level of Consciousness	11		
Generalized Weakness	10		
Pain (Non-Traumatic)	7		
Syncope / Fainting	7		
No Complaints or Injury/Illness Noted	6		
Diabetic Symptoms	5		
Headache	5		
Poisoning / Drug Ingestion	5		
Chest Pain (Non-Cardiac)	4		
Diabetic Hypoglycemia	4		
Hemorrhage	4		
Substance/Drug Abuse	4		
Cardiac Arrest	3		
No Complaints of Injury Noted	3		
Seizure	3		
CHF (Congestive Heart Failure)	2		
Epistaxis	2		
GI/GU	2		
Other Cardiac	2		
Asthma	1		
Bleeding Disorder	1		
Cardiac Rhythm Disturbance	1		
Dialysis Problem	1		
Fever/Infection	1		
Hypertension	1		
Neuromuscular Symptoms	1		
No Complaints of Illness Noted	1		
Other Neurologic	1		
Other OB/GYN	1		
Other Respiratory	1		
Stroke / CVA	1		
Undefined Musculoskeletal Pain	1		

Adrian Fire Department
March 2016 Monthly Report

Hazardous Condition

Hazardous condition, Other	4
Toxic condition, Other	1
Power line down	3
Arcing, shorted electrical equipment	1

9

Service Call

Service Call, other	3
Smoke or odor removal	1
Smoke Investigation, No action taken	2
Unauthorized burning	4
Cover assignment, standby, moveup	1

11

Good Intent

Dispatched & cancelled en route	10
No Incident found on arrival at dispatch address	1
Steam, vapor, fog or dust thought to be smoke	1

12

False Alarm

False alarm or false call, Other	4
System malfunction, Other	1
Unintentional transmission of alarm, Other	2
Alarm system activation, no fire - unintentional	2

9

Total	274	\$3,000	\$500
2016 Year to Date	768	\$56,200	\$34,700
2015 Year to Date	759	\$141,300	\$57,550

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

ADRIAN D.A.R.T. PASSENGER RIDERSHIP REPORT FOR MARCH 2016

WEEK END:	MAR 4	MAR 11	MAR 18	MAR 25	MAR 31	TOTAL
MONDAY	0	304	309	277	229	1119
TUESDAY	305	296	275	269	219	1364
WEDNESDAY	277	280	263	247	233	1300
THURSDAY	320	297	269	224	227	1337
FRIDAY	283	294	229	103	0	909
	1185	1471	1345	1120	908	6029

SERVICE DAYS	MAR 2016 (23)	MAR 2015 (22)	+/-	FEB 2016 (21)
SENIORS	1098	1062	36	1095
HDCP SENIORS	781	816	-35	774
HANDICAPPED	2531	3097	-566	2532
WHEELCHAIRS **	262	277	-15	280
GENERAL	1619	1835	-216	1564
	6029	6810	-781	5965

APRIL	2014	6998	2015	5942	-15%
MAY	2014	6676	2015	5510	-17%
JUNE	2014	6054	2015	5974	-1%
JULY	2014	6211	2015	5533	-11%
AUGUST	2014	5620	2015	5328	-5%
SEPTEMBER	2014	5947	2015	5650	-5%
OCTOBER	2014	6986	2015	5461	-22%
NOVEMBER	2014	5757	2015	5128	-11%
DECEMBER	2014	6501	2015	5871	-10%
JANUARY	2015	6360	2016	5471	-14%
FEBRUARY	2015	5906	2016	5965	1%
MARCH	2015	6810	2016	6029	-11%
		75826		67862	-11%

** WHEELCHAIR TOTALS ARE INCLUDED IN HANDICAPPED PASSENGER TOTALS

DEPARTMENTAL REPORT

MAY 2, 2016

	MARCH 2016	FEBRUARY 2016	MARCH 2015	YEAR-TO-DATE 2016	YEAR-TO-DATE 2015
POLICE DEPARTMENT					
Complaints Answered	1,357	1,472	1,581	4,301	4,162
VIOLATIONS					
Moving Citations	84	116	139	349	386
3-6 am Parking Tickets	93	114	72	321	259
Non-Moving Citations	0	0	0	0	0
Downtown Parking Tickets	0	0	0	0	0
TOTAL VIOLATIONS	177	230	211	670	645
ARRESTS	132	102	125	422	388
FIRE DEPARTMENT (See M-3)					
INSPECTION DEPARTMENT					
Building Permits	22	21	19	59	31
Electrical Permits	24	16	14	50	40
Mechanical Permits	20	12	27	52	70
Plumbing Permits	13	14	9	31	27
Sidewalk Permits	0	0	0	0	0
Sign Permits	2	9	5	16	12
TOTAL PERMITS	81	72	74	208	180
Estimated Bldg.Costs	\$1,815	\$99,263	\$927,844	\$4,262,711	\$927,844
PARKING SYSTEM					
Parking Assessment	\$0	\$110	\$1,148	\$3,401	\$5,555
Lot Revenue	\$0	\$0	\$0	\$0	\$0
Street Revenue	\$0	\$0	\$0	\$0	\$0
Misc. Revenue	\$17	\$16	\$17	\$50	\$30
Grant	\$0	\$0	\$0	\$0	\$0
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>\$36,249</u>	<u>\$306,249</u>
Farmers Market Grant	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL REVENUE	\$12,100	\$12,209	\$13,248	\$39,700	\$298,586
WASTE WATER DEPARTMENT					
M. G. Pumped	188.996	141.806	160.402	480.501	431.763
Cost of Plant Operation	\$102,504	\$95,709	\$101,809	\$303,083	\$308,446
WATER DEPARTMENT					
M. G. Pumped	69	62	74	199	211
Number of Customers	6,192	6,209	6,149		
	Industrial	Commercial	Residential	Other	TOTAL
M. G. Sold Revenue	\$44,063	\$77,394	\$120,414	\$62,924	\$304,795

ADRIAN CITY PLANNING COMMISSION

APRIL 5, 2016

REGULAR MEETING

MINUTES

The regular meeting of the Adrian City Planning Commission was called to order by Chair Jacobitz at 7:00 p.m. in the City Chambers at 159 East Maumee Street.

Present:	Mike Jacobitz	Chair
	Brian Watson	Vice Chair
	Mel Dye	
	Don Taylor	
	Kara Lennard	
	Nancy Weatherby	
	Tom Blanton	
	Marilyn Schebil	
	Jeff Rising	

APPROVAL OF MINUTES OF THE
MARCH 15, 2016 SPECIAL MEETING

There were no corrections to the minutes. Commissioner Blanton moved that the Minutes of the March 15, 2016 special meeting be approved. Commissioner Taylor supported. Motion carried unanimously.

CASE NO. 16-005
SITE PLAN REVIEW AUBREE'S
RESTAURANT 1329 S. MAIN ST.

Present was Allison Bishop, representing the A.R. Brouwer Co., the engineer on record. Miss. Bishop explained the proposed project will include an approximately 6,650 SF building to be used as a full-service restaurant. The existing internal drives and parking areas will be replaced by new asphalt drives and parking areas. Miss. Bishop talked about providing more green space on the parcel and some additional environmental testing needed. Miss. Bishop also explained that this Aubree's was to be corporate owned, not a franchise.

There being no further discussion by the Commission or public comments, Commissioner Schebil moved the Planning Commission approve the site plan for 1329 S. Main St. Commissioner Taylor supported. A roll call vote was made.

In Favor of Motion: Dye, Lennard, Jacobitz, Taylor, Weatherby, Blanton, Schebil, Rising and Watson

Against Motion: none

Motion carried unanimously.

APPROVAL OF THE 2015 ADDENDUM
TO THE CITY OF ADRIAN COMPREHENSIVE PLAN.

There being no discussion by the Commission or public comments, Commissioner Taylor moved the Planning Commission adopt the 2015 Addendum to the City of Adrian Comprehensive Plan. Commissioner Blanton supported. A roll call vote was made.

In Favor of Motion: Dye, Lennard, Jacobitz, Taylor, Weatherby, Blanton, Schebil, Rising and Watson

Against Motion: none

Motion carried unanimously.

NEW PLANNING & ZONING FEE SCHEDULE DISCUSSION

David Rohr, Planning & Zoning Administrator, discussed the reasons for raising the current fees charged for site plan reviews. Mr. Rohr stated fees have not been increased since 1999. The time and cost to each City department to review plans multiple times is far greater than the current fees. Mr. Rohr stressed the increase in fees is only to cover costs.

The planning commission agreed, stating that increasing fees would not deter business or developers from investing in the City. The Planning Commission asked Mr. Rohr to draft a resolution for the next meeting.

DISCUSSION OF POSSIBLE
SIGN ORDINANCE AMENDMENT
TO SECTION 30.40.

Kevin Chase of Berean Baptist Church spoke about his church's desire to have electronic reader board similar to the First United Methodist church on Maple Ave. Berean Baptist Church is zoned R-4.

Commissioner Jacobitz explained that the current sign ordinance does not allow electronic signs in residential districts. An ordinance amendment from 2014 did allow electronic reader boards in R-1 districts, but was not included in the 2015 sign ordinance update.

Commissioner Jacobitz stated that the only real question before the Planning Commission, is whether electronic reader boards, similar to the First United Methodist church, should be allowed for other churches in residential districts?

Commissioner Taylor stated that allowing electronic signs for churches on larger parcels would be different than churches on smaller parcels. On smaller parcels, electronic signs would be visible to all nearby parcels.

A general discussion about possible ordinance language ensued. Language about distances from residents & sign brightness. Commissioner Jacobitz stated he does not like electronic signs anywhere in the City. In particular in residential districts because it commercializes these districts.

Commissioner Watson expressed concern about multiple electronic signs in the same area, making a residential area feel more commercial. Commissioner Taylor stated he did not want electronic signs that flashed or had any motion because that would be inappropriate for residential districts.

The commission agreed that precise language was needed to further discuss this item. Commissioner Jacobitz stated he would draft language that would address all the issues raised at the meeting and submit a document for the next meeting.

There being no further business the meeting adjourned at 7:30 p.m.

Respectfully submitted,

David Rohr, Planning & Zoning Administrator



Adrian, MI

Between Mar 01, 2016 and Mar 31, 2016

48 issues were opened

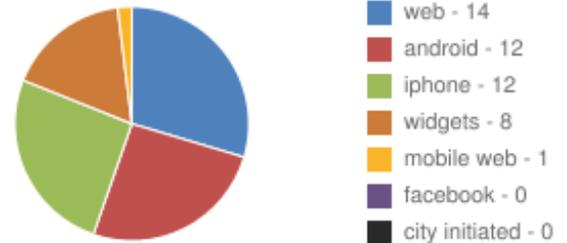
54 issues were acknowledged

24 issues were closed

The average time to acknowledge was 12.5 days.

The average time to close was 80.6 days.

Issues by Source



SERVICE REQUEST TYPE	OPENED	ACKNOWLEDGED	CLOSED	DAYS TO ACK.	DAYS TO CLOSE
Junk and Rubbish	16	19	4	12.3	21.5
Other	5	5	5	17.7	40.6
Blight	6	6	0	7.1	0.0
Trash Pickup Issue	5	4	1	1.9	7.3
Property Maintenance Issue	4	4	0	6.8	0.0
Front Yard Parking	2	4	1	8.9	32.4
Pothole	1	2	4	46.9	114.3
Sidewalk Issue	3	2	2	0.5	70.6
Indoor Items Stored Outside	2	4	0	6.2	0.0
Streetlight Repair	2	2	2	0.4	7.4
Curb Issues	0	1	2	119.0	254.3
Abandoned or Unregistered Vehicle	1	1	0	0.1	0.0
Sign Repair	0	0	2	0.0	183.4
Park Maintenance	1	0	0	0.0	0.0
Street Tree Trimming or Stump Removal	0	0	1	0.0	117.0
Abandoned Bicycle	0	0	0	0.0	0.0

Catch Basin	0	0	0	0.0	0.0
Graffiti on Public Property	0	0	0	0.0	0.0
Grass or Vegetation Too Long	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
Problem with Manhole	0	0	0	0.0	0.0
Recycle Pickup Issue	0	0	0	0.0	0.0
Sidewalk Snow/Ice 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	48	54	24	12.5	80.6
Downtown	3	1	3	2.0	123.9