



**CITY COMMISSION  
MEETING  
July 5, 2016**



# PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION  
AGENDA  
PRE-MEETING STUDY SESSION  
TUESDAY,  
JULY 5, 2016**

The City Commission will meet for a pre-meeting study session on Tuesday, July 5, 2016 at 6:00 p.m. at the City Chambers Building at 159 East Maumee Street, Adrian, Michigan to discuss the following items:

1. ProMedica North water main extension.
2. Other items as time permits.



# COMMISSION AGENDA

**AGENDA**  
**ADRIAN CITY COMMISSION**  
**JULY 5, 2016**  
**7:00PM**

- I. PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE JUNE 20, 2016 REGULAR MEETING OF THE ADRIAN CITY COMMISSION.
- IV. PRESENTATION OF ACCOUNTS
- V. REGULAR AGENDA
  - 1. **R16-082. Engineering.** Resolution to award a bid for the Curb and Gutter 2016 Contract C-1-2016 for concrete curb and gutter replacement along Division Street between Church Street and Dawes Avenue.
  - 2. **R16-083. Engineering.** Resolution to award a bid for design/survey engineering services for the Springtime Acres subdivision Local Street Project.
  - 3. **R16-084. Engineering.** Resolution to award a bid for roof repairs on three buildings at the Department of Public Works facility located at 231 Race Street.
  - 4. **R16-085. Parks & Forestry.** Resolution to award a bid for the purchase of a front-mount riding mower with hydraulic deck lift.
  - 5. **R16-086. Police.** Resolution approve the purchase various equipment for the police department.
  - 6. **R16-087. Adrian District Library.** Resolution to award a contract for the purchase of website redesign services for the Adrian District Library website.
  - 7. **R16-088. Community Development.** Resolution to approve the extension of the contract with Smith Housing Consultants as the MSHDA Rental Rehabilitation Third Party Administrator, and directs staff to prepare and execute a contract to engage Smith Housing Consultants as per the MSHDA Third Party Administrator Management Plan.
  - 8. **R16-089. Administration.** Resolution to approve a strategic plan for 2016-2018.
- VI. PUBLIC COMMENT
- VII. COMMISSIONER COMMENTS



# MINUTES

**MINUTES  
ADRIAN CITY COMMISSION  
MONDAY, JUNE 20, 2016  
7:00 P.M.**

Official proceedings of the June 20, 2016 regular meeting of the City Commission, Adrian, Michigan.

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

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

Mayor Berryman in the Chair.

Commissioner Faulhaber motioned to approve the minutes from the regular meeting on June 6, 2016, this was seconded by Commissioner Dudas, and the minutes were adopted by a 7-0 vote.

**PRESENTATION OF ACCOUNTS**

Utility Department Receiving Fund Voucher #4297 through #4302	\$73,467.68
General Fund Vouchers #22831 through #22847	\$221,347.07
Clearing Account Vouchers amounting to	<u>\$297,205.13</u>
TOTAL EXPENDITURES	<u>\$592,019.88</u>

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

**COMMUNICATIONS**

**C.1 – Finance.** May Revenue and Expenditure Report.

**Mayor Berryman had a Proclamation to declare June as Alzheimer’s Awareness Month.**

**Mayor Berryman presented Kris Schmidt and Julie Brittian with the Mayor’s Community Service Award for their continuing work and support of the Croswell.**

**RESOLUTIONS**

**R16-072**

**RE: CITY COMMISSION – Change in Commission Meeting Date**

WHEREAS, the Charter of the City of Adrian requires that regular meeting times be established by City Commission resolution; and

WHEREAS, the regular meeting scheduled for Monday July 4, 2016 occurs on a day City Hall observes Independence Day; and

NOW, THEREFORE, BE IT RESOLVED that said regular meeting will be held on Tuesday, July 5, 2016 at 7:00 p.m. in the City Chambers Building located at 159 E. Maumee St., Adrian, MI.

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

### R16-073

#### RE: UTILITIES DEPARTMENT – Water Treatment Plant Lime Residual Removal

WHEREAS the Adrian City Commission, by Resolution #R16-050 dated May 2, 2016, approved the FY2016-17 Budget and General Appropriations Act, which includes \$250,000 in the Water Treatment Plant Contract Services- Sludge Lagoon account (591-536.00-801.503) for the removal of lime residuals at the Water Treatment Plant; and

WHEREAS sealed bids were solicited and three (3) bids were received on Thursday, June 2, 2016 by the City of Adrian Purchasing Office for the removal of lime residuals at the Water Treatment Plant, with the following results:

#### PART 1 Front Lagoon Lump Sum Removal 15,000 cy<sup>3</sup>

<u>Vendor</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Prolime Washington, MI	\$258,000	\$265,740	\$273,120
BioTech Agronomics Beulah, MI	\$149,700	\$149,700	\$153,000
Synagro Baltimore, MD	\$405,000	\$411,075	\$417,240

#### PART 2 Back Lagoon per cy<sup>3</sup>

<u>Vendor</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Prolime Washington, MI	\$17.90/cy <sup>3</sup>	\$18.43/cy <sup>3</sup>	\$18.99/cy <sup>3</sup>
BioTech Agronomics Beulah, MI	\$13.50/cy <sup>3</sup>	\$14.18/cy <sup>3</sup>	\$14.75/cy <sup>3</sup>
Synagro Baltimore, MD	\$27.00/cy <sup>3</sup>	\$27.41/cy <sup>3</sup>	\$27.82/cy <sup>3</sup>

WHEREAS the Finance Director indicates that sufficient funds for this purpose are available in the 2016-17 FY Water Treatment Plant Contract Services – Sludge Lagoon account (591-536.00-801.503); and

WHEREAS the Utilities Director and City Administrator recommend that the low bidder for Part 1 and Part 2, BioTech Agronomics, Inc. of Beulah, MI be engaged in the City's Standard Professional Services Contract for the removal of lime residuals at the Water Treatment Plant at a cost not to exceed aforementioned bid prices.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of BioTech Agronomics, Inc., of Beulah, MI in the City's Standard Professional Services Contract for the removal of lime residuals at the Water Treatment Plant at a cost not to exceed aforementioned bid prices.

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

### R16-074

**RE: UTILITIES DEPARTMENT – Authorization to Contract with Utilities Instrumentation Services for Water Treatment Plant SCADA Upgrades**

WHEREAS, the Utilities Director has solicited and received a quote from Utilities Instrumentation Services of Dexter, MI to perform SCADA upgrades at the Water Treatment Plant; and

WHEREAS, Utilities Instrumentation submitted said quote at a price not to exceed \$58,390.00; and

WHEREAS, the Utilities Director and Finance Director indicate that sufficient funds for this purpose are available in the 2016-2017 FY Capital Project Water Fund (496-549.00-977.528); and

WHEREAS, the Utilities Director and City Administrator recommend engagement of Utilities Instrumentation Services of Dexter, MI in the City's Standard Professional Services Contract for the purpose of Water Treatment Plant SCADA upgrades at a cost not to exceed \$58,390.00, and that, because of the firm's familiarity with the City's Water Treatment Plant and past involvement with the SCADA system, the competitive bid process be waived.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Utilities Instrumentation Services of Dexter, MI, in the City's Standard Professional Services Contract for the purpose of Water Treatment Plant SCADA upgrades at a cost not to exceed \$58,390.00

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

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

**R16-075**

**RE: ENGINEERING– Asphalt Paving Program for 2016 – Contract P-1-2016**

WHEREAS, on behalf of the Engineering Department, the City of Adrian Purchasing Office has solicited and received bids on Tuesday, June 7, 2016 for the 2016 construction season for (Part A) Milling and Resurfacing of Division St. from Church St. to Dawes St., and (Part B) Paving the parking lot adjacent to Maiden Lane and Winter St.; and

WHEREAS, in response to a Request-for-Proposal, a total of five (5) bids were received from the following vendors on Tuesday, June 7, 2016 (specific details are provided in the attached cover memo):

<u>Vendor</u>	<u>Location</u>
Slusarski Excavating & Paving	Adrian, MI
Gerken Paving	Napoleon, OH
American Asphalt	Lansing, MI
Quality Paving	Homer, MI
Michigan Paving	Jackson, MI

; and



WHEREAS Chic Design Studio made a good faith payment of \$3,000 on May 23, 2016 and offered to pay the outstanding tax bill of \$6,649.26, but requests relief from the imposition of the balance of the interest and penalties of \$7,719.10; and

WHEREAS the Treasurer's Office responded by indicating that only the City Commission, in accordance with the General Property Tax Act (PA 206 of 1893, as amended) has the authority to waive all or part of any late interest and penalties on the outstanding tax years 2003 through 2015; and

WHEREAS due to the good faith effort exhibited by the taxpayer in signing the agreement and the unlikely prospect of recovering the full amount of the outstanding liability, staff recommendation is to accept the offer to pay in the amount of \$6,649.26 in full settlement of the outstanding personal property tax liability for tax years 2003 through 2015; and

WHEREAS the City Administrator recommends the adoption of this resolution.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, and under the authority of the General Property Tax Act (PA 206 of 1892, as amended), hereby accepts the offer to pay \$6,649.26 in full settlement of the outstanding personal property tax liability for tax years 2003 through 2015, respectfully submitted by Chic Design Studio.

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

#### **R16-077**

**RE: COMMUNITY DEVELOPMENT – Approval of Tax Increment Financing and Development Plan for the Joint LDFA – SmartZone between the City of Adrian and the City of Tecumseh**

**WHEREAS**, the Board of the AUTHORITY (the "Authority") has caused to be prepared, approved and recommended the Authority's Tax Increment Financing and Development Plan (the "Plan") in accordance with the Local Development Financing Act, Act 281 of the Public Acts of Michigan of 1986, as amended specifically by Act 248 of the Public Acts of Michigan of 2000, MCL 125.2151 et seq. (collectively, the "Act"); and

**WHEREAS**, as required by the Act, the City Council held a Public Hearing on May 18, 2015 to consider approval of the Plan. Notice of the Public Hearing was given as required by the Act; and

**WHEREAS**, before the Public Hearing, in accordance with the Act, a copy of the Plan was mailed to each of the taxing jurisdictions levying taxes within the district inviting them to express their views and recommendations regarding the Plan; and

**WHEREAS**, at the Public Hearing, all aspects of the Plan were open for discussion and the fullest opportunity was given for the expression of opinion, argument on the merits and the introduction of documentary evidence pertinent to the Plan.

#### **NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The Plan meets the requirements of the Act including specifically section 12(1), (2), (3), and section 15(2);

2. The development described in the Plan is reasonable and necessary to carry out the purpose of the Act;
3. The amount of captured assessed value, as defined in the Act, estimated to result from adoption of the Plan is reasonable;
4. The plan is in accord with the City's master plan;
5. No changes in zoning are required at this time to implement the Plan;
6. All resolutions and parts of resolution in conflict with the provisions of this resolution are hereby repealed or amended to the extent of such conflict.

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

**R16-078**

**RE: IT DEPARTMENT – IT Consulting Services**

WHEREAS, the City of Adrian Purchasing Office, in collaboration with the IT Department, has solicited and received bids on Thursday, May 26, 2016 for IT Consulting Services, with the following results:

	<b>Prodigy Networks Adrian, MI</b>	<b>Selective Data Adrian, MI</b>	<b>Pinnacle Consulting Toledo, OH</b>	<b>I.T. Right Bath, MI</b>
Repair & Maint. of computer equipment & network	\$75.00/hr remote \$75.00/hr on-site	\$85.00/hr remote \$85.00/hr on-site (\$25.00 site charge)	\$120.00/hr remote \$120.00/hr on-site \$1,350 monthly	\$2,934 monthly \$32,000 annual Block Time: 40hr blocks-\$120/hr
Block Time	\$65.00/hr work days, \$75.00/hr after hours & weekends		0-99-\$120.00/hr 100-200=\$100/hr Expires after 2yrs	40hr blocks-\$120.00/hr Blocks never expire
Design & implement new equip & technology	\$75.00/hr remote \$75.00/hr on-site	\$85.00/hr remote \$85.00/hr on-site	\$120.00/hr remote \$120.00/hr on-site	\$100.00/hr remote \$100.00/hr on-site
Price increase: July17-June 18 July18-June 19	0% 0%	0% 0%	0% 0%	0% Less than 5%

WHEREAS, the IT Coordinator, Finance Director and City Administrator recommend the acceptance of the bid received by I.T. Right of Bath, Michigan for their Block Time product and for Design and implementation of New Equipment and Technology; and

WHEREAS, I.T. Right has provided the City of Adrian with IT consulting services for the past thirteen (13) years and are not only familiar with our system but have also set up most of our IT system; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the FY2016-17 Annual Operating Budget; and

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution, hereby authorizes the acceptance of the bid proposed by I.T. Right, Bath, Michigan, under the terms and conditions as submitted and as proposed in their sealed bids dated May 26, 2016.

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

**R16-079**

**RE: ENGINEERING DEPARTMENT – Authorization of Municipal Purchase Agreement for 128 S Broad Street.**

WHEREAS, by resolution #R14-139, the Adrian City Commission authorized the Director of Parks & Engineering and City Administrator to move forward in seeking an agreement in purchasing property located 128 S. Broad St. and to obligate monies for purchase of said property for the construction of a roundabout at the Church (M-52)/Broad(M-52)/State Street intersection; and

WHEREAS, the Director of Parks & Engineering and City Administrator have reached an agreement with the First Presbyterian Church of Adrian, owner of 128 S. Broad St., in the amount of \$62,500.00; and

WHEREAS, a Municipal Purchase Agreement has been drafted by the City Attorney and the Owner has accepted the terms set forth; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose in the following Funds:

202-451.06-801.000	Major Street	\$62,500
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WHEREAS, the Director of Parks & Engineering and City Administrator recommend approval of this resolution authorizing the execution of the Municipal Purchase Agreement between the City of Adrian and the First Presbyterian Church of Adrian.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the execution of the Municipal Purchase Agreement between the City of Adrian and the First Presbyterian Church of Adrian.

Todd brown explained that this was needed for the round-a-bout that MDOT will be putting in by July/August of 2017. Commissioner Heldt asked if this was the only cost to the City; Todd stated that the City would handle acquisition and demolition and then also some round-a-bout lighting. Commissioner Faulhaber wondered about offering this house to Habitat to be moved elsewhere; Todd stated that they had looked into it but that it would be cost prohibitive.

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

**R16-080**

RE: **ADMINISTRATION – Authorization to Sell City-Owned Land on Oakwood Avenue to Siena Heights University**

WHEREAS, the City of Adrian is the owner of a property on Oakwood Avenue in the City of Adrian (XA0-850-0225-02); and

WHEREAS, the City has a pole barn structure for storage of equipment for Oakwood Cemetery on this parcel; and

WHEREAS, the proceeds from the sale of this property would be used to build a new facility adjacent to the office building at Oakwood Cemetery; and

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Option Agreement for the sale of City-owned property on Oakwood Avenue to Siena Heights University for \$32,500 is approved.

IT IS FURTHER RESOLVED that the Mayor and City Clerk for the City of Adrian are authorized to execute the Option Agreement and associated closing documents with Siena Heights University to close the transaction on the terms approved by the City Administrator.

Shane Horn stated that this property housed a 30' x 40' pole barn that stores equipment for the Cemetery; the pole barn will be relocated.

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

#### **R16-081**

RE: **ADMINISTRATION – Authorization to Exempt the City of Adrian from PA 152 of 2011 for 2016**

WHEREAS, Public Act 152 of 2011 was passed by the State legislature and signed by the Governor on September 24, 2011; and

WHEREAS, the PA 152 contains three options for complying with the requirements of the Act; and

WHEREAS, the three options are as follows:

1. Section 3 – “Hard Caps” Option – limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;
2. Section 4 – “80%/20% Option – limits a public employer’s share of the total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
3. Section 8 – “Exemption” Option – A local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body; and

WHEREAS, the Adrian City Commission has decided to adopt the annual Exemption option as its choice of compliance under the Act.

NOW, THEREFORE, IT IS HEREBY RESOLVED City Commission of the City of Adrian elects to comply with the requirements of PA 152 of 2011, by adopting the annual Exemption option, for the medical benefit plan for the 2016-17 fiscal year.

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

#### MISCELLANEOUS

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

#### PUBLIC COMMENT

1. Jere Righter – City Resident – Thanked the City of Adrian for their support regarding the Croswell.
2. Julie Brittain – Wished to thank her good friend Julia Argyros for the 2.5 million dollar contribution to the Croswell and her belief in the community and in the Croswell. We wish to carry that tradition on.
3. Scott Smith – City Resident – On behalf of Adrian United he would like to thank the City for their participation and for getting the mulch and top soil for the community garden located on the Fairgrounds property. Held a block party last year on Frank St., this year they would like to hold three the first three weekends in August using Merrick St., State St. and Frank St. Shane Horn had suggested possibly utilizing the parks in the City.
4. Devin Stevens – City Resident – Commented about how the community came together to honor the victims of the tragedy in Orlando and work together to figure out how to prevent future events like this from happening.
5. Stanley Sala – Introduced himself as a candidate running for 39<sup>th</sup> Circuit Court Judge.

#### COMMISSIONER COMMENTS

1. Mayor Berryman commented about how well the spring cleanup went this year. Picked up less than last year.
2. Update on the Armory – The State gave a 90 day extension due to Environmental Studies that still need to be done.

The next regular meeting of the Adrian City Commission will be held on **Tuesday, July 5, 2016 at 7:00 p.m.** in the City Chambers Building, 159 E. Maumee St, Adrian, MI 49221.

Jim Berryman  
Mayor

Robin Connor  
Deputy City Clerk



# CHECK REGISTER

July 5, 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 #4303 through #4309.....	\$163,540.18
General Fund	
Vouchers #22848 through #22864.....	\$308,094.58
Clearing Account Vouchers	
amounting to.....	<u>\$334,173.87</u>
amounting to .....	<u>\$7,360.44</u>
TOTAL EXPENDITURES .....	<u>\$813,169.07</u>

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

**June 30, 2016**

**UTILITIES FUND  
CHECK REGISTER**

<b>CHECK#</b>	<b>AMOUNT</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>
4303	\$ 63,699.49	City of Adrian Payroll	Payroll 06-17-16
4304	\$ 123.61	Frontier	June Bills
4305	\$ 59,875.63	City of Adrian	May Expenses
4306	\$ 75,165.73	City of Adrian Clearing Acct	Ck Register 6-17-16
4307	\$ 39,558.65	Consumers Energy	June electric bills
4308	\$ 203.98	Citizens Gas Fuel Co	June gas bills
4309	\$ 78.82	City of Adrian Utilities	June water bills
	\$ 238,705.91		
	\$ (75,165.73)	<b>Less: Check 4306</b>	
	<b>\$ 163,540.18</b>	<b>TOTAL</b>	

June 30, 2016

**June 30, 2016**

**GENERAL FUND  
CHECK REGISTER**

<b>CHECK#</b>	<b>AMOUNT</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>
22848	\$ 209,028.38	City of Adrian Payroll	Payroll 06-17-16
22849	\$ 14,718.09	First Federal Bank	Soc Sec 06-17-16
22850	\$ 281.08	Frontier	June Bill
22851	\$ 26,424.55	City of Adrian	May Expenses
22852	\$ 50.00	Rowley Inc	Permit Refund
22853	\$ 315.11	Lenawee Fuels, Inc.	Fuel-Cemetery
22854	\$ -	City of Adrian Utilities	EFT Payment
22855	\$ 124,971.77	City of Adrian Clearing Account	Check Register June 20
22856	\$ 6,886.35	Nola's Transportation	DART Payroll 6-17-16
22857	\$ 27,915.20	Consumers Energy	Electric Bills
22858	\$ 912.76	Citizens Gas Fuel Co	June gas bills
22859	\$ 2,351.23	US Postmaster	Postage-Garbage Invoices
22860	\$ 1,034.81	City of Adrian Utilities	June Water bill
22861	\$ 45.00	Michelle Gallippo	Rental Refund
22862	\$ 435.00	Adrian Dirtbags	Rental Refund
22863	\$ 185.02	City of Adrian Petty Cash	Replenish Petty Cash
22864	\$ 17,512.00	Briner Oil Co	Fuel

\$ 433,066.35

\$ (124,971.77) Less : Check 22855

**\$ 308,094.58**

**June 30, 2016**

**INVOICE APPROVAL BY VENDOR REPORT FOR CITY OF ADRIAN, MICHIGAN**  
**EXP CHECK RUN DATES 06/30/2016 - 06/30/2016**  
**BOTH JOURNALIZED AND UNJOURNALIZED**  
**BOTH OPEN AND PAID**

Claimant	Amount Claimed	Amount Owed
1. ABBEY CARPET OF ADRIAN INC	\$ 176.47	
2. ADRIAN COMMUNICATIONS	\$ 1,288.00	
3. ADRIAN LOCKSMITH & CYCLERY	\$ 51.00	
4. ADRIAN MECHANICAL SERVICES CO	\$ 1,284.75	
5. ADRIAN NAPA	\$ 453.22	
6. ADRIAN OVERHEAD DOORS	\$ 33.34	
7. ADVANCE AUTO PARTS COMMERCIAL CHR	\$ 95.78	
8. AIRGAS CARBONIC	\$ 524.92	
9. AIRGAS USA, LLC	\$ 61.36	
10. ALL METALS INC.	\$ 216.01	
11. AMERICAN OFFICE SOLUTIONS, INC.	\$ 95.78	
12. AMERICAN TITLE CO. OF LENAWEE	\$ 100.00	
13. APPLE MAT RENTAL	\$ 79.30	
14. APPLIED SPECIALTIES INC	\$ 4,059.00	
15. ARCHBOLD EQUIPMENT CO	\$ 36.46	
16. AUTO ZONE COMMERCIAL	\$ 29.68	
17. AUTOS UNLIMITED LLC	\$ 3,455.00	
18. BAKER & TAYLOR BOOKS	\$ 2,119.75	
19. BARBOUR PUBLISHING	\$ 11.77	
20. BATTERY WHOLESALE	\$ 260.63	
21. BIG C LUMBER	\$ 20.86	
22. BILL'S SERVICE, INC.	\$ 637.38	
23. BLACK SWAMP EQUIPMENT	\$ 567.61	
24. BLACKSTONE AUDIOBOOKS	\$ 146.97	
25. BLISSFIELD HEATING AND PLUMBING INC	\$ 120.00	
26. BRO DART	\$ 54.21	
27. BUCK & KNOBBY EQUIP CO INC	\$ 121.52	
28. CALIFORNIA CONTRACTORS SUPPLIES INC	\$ 609.80	
29. CAPITAL AREA DISTRICT LIBRARY	\$ 23.99	
30. CARPENTER FARMS	\$ 4,656.17	
31. CARPET ONE OF LENAWEE	\$ 1,647.30	
32. CATRON, HEATHER	\$ 23.64	
33. CENGAGE LEARNING	\$ 82.26	
34. CITIZENS GAS FUEL CO	\$ 94.00	
35. CITY OF JACKSON	\$ 1,358.51	
36. GARRY CLEVELAND	\$ 117.69	
37. CUTTING EDGE ENGRAVING	\$ 100.00	
38. E & B SALVAGE LLC	\$ 20.00	
39. EJ USA, INC.	\$ 3,536.50	
40. EMERGENCY MEDICAL PRODUCTS INC	\$ 175.00	

41.	FASTENAL COMPANY	\$	1,864.68	<hr/> <hr/>
42.	FEDERAL EXPRESS	\$	70.19	<hr/> <hr/>
43.	FRONTIER COMMUNICATION	\$	49.88	<hr/> <hr/>
44.	GALLANT & SON	\$	78.86	<hr/> <hr/>
45.	J.O. GALLOUP COMPANY	\$	841.32	<hr/> <hr/>
46.	GALL'S LLC	\$	911.40	<hr/> <hr/>
47.	GRAINGER INC.	\$	5,127.70	<hr/> <hr/>
48.	H & H REPAIR	\$	551.73	<hr/> <hr/>
49.	HAROLD BECK & SONS INC.	\$	6,684.58	<hr/> <hr/>
50.	JON HARRIS	\$	113.92	<hr/> <hr/>
51.	HILTI INC.	\$	164.00	<hr/> <hr/>
52.	IMAGE GALLERY	\$	146.46	<hr/> <hr/>
53.	INDIANA BRICK PANEL MFG, INC.	\$	2,239.91	<hr/> <hr/>
54.	INTERSTATE ALL BATTERY CENTER	\$	136.80	<hr/> <hr/>
55.	KAPNICK INSURANCE GROUP	\$	250.00	<hr/> <hr/>
56.	PATRICIA KEMPH	\$	50.00	<hr/> <hr/>
57.	KIMBALL MIDWEST	\$	110.94	<hr/> <hr/>
58.	KISER, RICHARD A	\$	30.00	<hr/> <hr/>
59.	KNAPHEIDE TRUCK EQUIPMENT	\$	52.54	<hr/> <hr/>
60.	DAVE KNAPP FORD LINCOLN	\$	79.07	<hr/> <hr/>
61.	LENAWEE COUNTY SHERIFF'S OFFICE	\$	130.00	<hr/> <hr/>
62.	LENAWEE TIRE & SUPPLY CO, INC.	\$	130.78	<hr/> <hr/>
63.	LIBRARY SUPPLY SOLUTIONS	\$	516.00	<hr/> <hr/>
64.	LOWE'S CREDIT SERVICES	\$	2,419.64	<hr/> <hr/>
65.	LUBRICATION ENGINEERS, INC	\$	392.70	<hr/> <hr/>
66.	MCGOWAN ELECTRIC SUPPLY INC	\$	31.27	<hr/> <hr/>
67.	TROY MCGOWAN	\$	63.60	<hr/> <hr/>
68.	MEILKE, THOMAS	\$	58.22	<hr/> <hr/>
69.	MICHIGAN AMMO CO INC	\$	3,785.00	<hr/> <hr/>
70.	MICHIGAN MUNICIPAL LEAGUE	\$	73.48	<hr/> <hr/>
71.	STATE OF MICHIGAN	\$	422.00	<hr/> <hr/>
72.	MICHIGAN WATER ENVIROMENT ASSOC.	\$	280.00	<hr/> <hr/>
73.	MICROMARKETING LLC	\$	718.84	<hr/> <hr/>
74.	MIDWEST COLLABORATIVE FOR	\$	2,064.00	<hr/> <hr/>
75.	MIDWEST SCULPTURE INITIATIVE	\$	3,525.00	<hr/> <hr/>
76.	MT BUSINESS TECHNOLOGIES, INC	\$	151.30	<hr/> <hr/>
77.	MUNICIPAL EMPLOYEES' RETIRE	\$	119,181.31	<hr/> <hr/>
78.	JORDAN NELSON	\$	11.26	<hr/> <hr/>
79.	NEW DIMENSIONS	\$	5,210.00	<hr/> <hr/>
80.	NORTH EASTERN UNIFORMS & EQUIPMENT	\$	239.24	<hr/> <hr/>
81.	NORTHWEST POOLS, INC.	\$	114.50	<hr/> <hr/>
82.	O.P. AQUATICS	\$	374.64	<hr/> <hr/>
83.	OMNIGRAPHICS INC.	\$	245.55	<hr/> <hr/>
84.	PEERLESS SUPPLY INC	\$	1,752.19	<hr/> <hr/>
85.	PITNEY BOWES PURCHASE POWER	\$	6,000.00	<hr/> <hr/>
86.	PLATINUM PLUS	\$	2,136.57	<hr/> <hr/>
87.	PRECAST CONCRETE PRODUCTS INC	\$	165.00	<hr/> <hr/>

88.	PVS TECHNOLOGIES INC	\$	5,220.73	<hr/>
89.	QUILL CORPORATION	\$	854.34	<hr/>
90.	SERVICE MASTER OF LENAWEE	\$	1,054.00	<hr/>
91.	SHERWIN-WILLIAMS CO	\$	383.46	<hr/>
92.	SHI INTERNATIONAL CORP.	\$	1,280.00	<hr/>
93.	SHINE'S AUTO CLEAN	\$	70.00	<hr/>
94.	SMITHS NURSERY & LANDSCAPING	\$	2,658.64	<hr/>
95.	SPENCER MANUFACTURING INC.	\$	760.92	<hr/>
96.	SPOK, INC.	\$	34.74	<hr/>
97.	STEVENS DISPOSAL	\$	91,567.45	<hr/>
98.	SUNSHINE MEDICAL SUPPLY, INC	\$	343.95	<hr/>
99.	TASER TRAINING ACADEMY	\$	400.00	<hr/>
100.	THOMAS SCIENTIFIC, INC	\$	1,269.61	<hr/>
101.	T-MOBILE	\$	29.99	<hr/>
102.	TONKS, LISA	\$	16.80	<hr/>
103.	TRACTOR SUPPLY COMPANY	\$	49.98	<hr/>
104.	TRI-STATE MEDICAL SUPPLY	\$	70.00	<hr/>
105.	USA BLUEBOOK	\$	611.22	<hr/>
106.	VALUE LINE PUBLISHING, INC.	\$	950.00	<hr/>
107.	VAN BRUNT TRANSPORT INC	\$	2,150.00	<hr/>
108.	VERIZON WIRELESS	\$	129.32	<hr/>
109.	WENN SEAL COATING	\$	12,200.00	<hr/>
110.	WESCO DISTRIBUTION, INC.	\$	599.41	<hr/>
111.	WESTERN LIME CORPORATION	\$	5,260.00	<hr/>
112.	WILLIAMS & WORKS	\$	3,780.00	<hr/>
113.	WOODLANDS LIBRARY COOPERATIVE	\$	3,431.91	<hr/>
114.	WORLD TRADE PRESS	\$	400.00	<hr/>
115.	ZEP MANUFACTURING CO	\$	305.70	<hr/>
	***TOTAL ALL CLAIMS***	\$	334,173.87	

**INVOICE APPROVAL BY VENDOR REPORT FOR CITY OF ADRIAN, MICHIGAN**  
**EXP CHECK RUN DATES 07/05/2016 - 07/05/2016**  
**BOTH JOURNALIZED AND UNJOURNALIZED**  
**BOTH OPEN AND PAID**

Claimant	Amount Claimed	Amount Owed
1. DENISE ALVERSON	\$ 20.00	_____
2. MARK BISHOP	\$ 20.00	_____
3. ROBERT BISHOP	\$ 256.44	_____
4. JERRY DAVIS	\$ 20.00	_____
5. MICHELLE DEWEY	\$ 20.00	_____
6. STEVE EBERLE	\$ 20.00	_____
7. MARK GIGAX	\$ 20.00	_____
8. WALTER HELSEL	\$ 20.00	_____
9. SHANE HORN	\$ 20.00	_____
10. I C M A VANTAGE POINT	\$ 4,783.86	_____
11. ERIC KELLY	\$ 20.00	_____
12. JASON LAWRENCE	\$ 20.00	_____
13. MIKE OSBORN	\$ 20.00	_____
14. GLENN PRESTON	\$ 20.00	_____
15. TIM RITCHIE	\$ 20.00	_____
16. WILLIAM SADLER	\$ 20.00	_____
17. UNUM LIFE INSURANCE COMPANY	\$ 2,000.14	_____
18. DENNIS VESCELIUS	\$ 20.00	_____
19. RYAN WHITE	\$ 20.00	_____
<b>***TOTAL ALL CLAIMS***</b>	<b>\$ 7,360.44</b>	



# REGULAR AGENDA

June 29, 2016

**MEMORANDUM**

TO: Shane Horn, City Administrator

FROM: Todd Brown, Director of Parks & Engineering Services

SUBJECT: Concrete Curb and Gutter Contract C-1-2016

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The City of Adrian Purchasing Office has solicited and received bids on Thursday, June 23, 2016 for miscellaneous concrete curb and gutter replacement along Division Street between Church Street and Dawes Avenue. A total of two (2) bids were received from the following vendors.

CITY OF ADRIAN, MICHIGAN  
CURB AND GUTTER – C-1-2016  
DUE DATE: JUNE 23, 2016

	Curb and Gutter, Conc, Misc.	Curb and Gutter, Rem	Total Part A
Doan Construction Ypsilanti, MI	\$65,700.00	\$1,800.00	\$67,500.00
GM & Sons Whitmore Lake, MI	\$43,200.00	\$16,200.00	\$59,400.00

I recommend awarding this work to GM & Sons of Whitmore Lake, MI, for a price not to exceed 59,400.00. We have worked with GM & Sons on past projects and are satisfied with their workmanship.

Funds are available for this work in the Major Street Fund (Account#202-451.09-801.000).

**RESOLUTION**

**RE: ENGINEERING– CURB AND GUTTER FOR 2016 CONTRACT C-1-2016**

WHEREAS, on behalf of the Engineering Department, the City of Adrian Purchasing Office has solicited and received bids on Thursday, June 23, 2016 for the 2016 construction season for miscellaneous concrete curb and gutter replacement along Division Street between Church Street and Dawes Avenue; and

WHEREAS, in response to a Request-for-Proposal, a total of two (2) bids were received from the following vendors on Thursday, June 23, 2016:

CITY OF ADRIAN, MICHIGAN  
 CURB AND GUTTER – C-1-2016  
 DUE DATE: JUNE 23, 2016

	Curb and Gutter, Conc, Misc.	Curb and Gutter, Rem	Total Part A
Doan Construction Ypsilanti, MI	\$65,700.00	\$1,800.00	\$67,500.00
GM & Sons Whitmore Lake, MI	\$43,200.00	\$16,200.00	\$59,400.00

; and

WHEREAS, the Director of Parks & Engineering Services and City Administrator recommend awarding this work to GM & Sons of Whitmore Lake, MI, the low bidder; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose for a total cost estimated at \$59,400.00, as detailed below.

FY2016-17

Part A – GM & Sons  
 Cost: \$ 59,400.00

Whitmore Lake, MI Low Bid  
 (Account 202-451.09-801.000) Major St. Fund

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the acceptance for the low bid and engagement of GM & Sons, Whitmore Lake, MI (Part A - \$59,400.00), to enter into the City’s Standard Professional Services Contract to provide concrete curb and gutter along for the aforementioned street.

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

June 29, 2016

**MEMORANDUM**

TO: Shane Horn, City Administrator

FROM: Todd Brown, Director of Parks & Engineering Services

SUBJECT: Engineering Services – Springtime Acres



The City of Adrian Purchasing Office, in conjunction with the Director of Parks & Engineering Services and the Director of Utilities solicited and received proposals for Design/Survey/Staking Engineering Services for the Springtime Acres subdivision. Six (6) proposals were submitted on June 23, 2016, which are summarized as follows:

CITY OF ADRIAN, MICHIGAN  
SPRINGTIME ACRES DESIGN SERVICES  
DUE DATE: JUNE 23, 2016

	Engineering and Design	Construction Engineering	Bid Assistance	Post Construction Engineering	Total
Associated Engineers and Surveyors Adrian, MI	\$19,500.00	\$12,000.00	\$6,500.00		\$38,000.00
Jones & Henry Engineers Toledo, OH	\$80,754.00	\$85,840.00	\$4,060.00	\$6,300.00	\$176,954.00
Rowe Professional Services Co. Farmington Hills, MI	\$39,700.00	\$73,400.00			\$113,100.00
Tetra Tech Brighton, MI	\$179,500.00				\$179,500.00
Midwestern Consulting Ann Arbor, MI	\$49,430.00	\$99,980.00			\$149,410.00
Mannik Smith Group Monroe, MI	\$34,780.00	\$71,100.00			\$105,880.00

The Director of Utilities and I recommend acceptance of low bidder, Associated Engineers, Adrian, MI for engagement in the City's Standard Professional services Contract at a cost not to exceed \$38,000.00 to perform design/survey engineering services for the Springtime Acres subdivision.

Cost for this design shall be split equally between the Utilities and Engineering Departments.

**R16-083**

**RE: ENGINEERING/UTILITIES DEPARTMENTS– Design Services – Springtime Acres**

**RESOLUTION**

WHEREAS, the City of Adrian Purchasing Office, in conjunction with the Director of Parks & Engineering Services and the Director of Utilities solicited and received proposals for Design/Survey Engineering Services for the Springtime Acres subdivision; and

WHEREAS, six (6) bids were submitted on June 23, 2016, which are summarized as follows:

**CITY OF ADRIAN, MICHIGAN  
SPRINGTIME ACRES DESIGN SERVICES  
DUE DATE: JUNE 23, 2016**

	Engineering and Design	Construction Engineering	Bid Assistance	Post Construction Engineering	Total
Associated Engineers and Surveyors Adrian, MI	\$19,500.00	\$12,000.00	\$6,500.00		\$38,000.00
Jones & Henry Engineers Toledo, OH	\$80,754.00	\$85,840.00	\$4,060.00	\$6,300.00	\$176,954.00
Rowe Professional Services Co. Farmington Hills, MI	\$39,700.00	\$73,400.00			\$113,100.00
Tetra Tech Brighton, MI	\$179,500.00				\$179,500.00
Midwestern Consulting Ann Arbor, MI	\$49,430.00	\$99,980.00			\$149,410.00
Mannik Smith Group Monroe, MI	\$34,780.00	\$71,100.00			\$105,880.00

WHEREAS, the Director of Parks & Engineering Services, Director of Utilities, and City Administrator recommend acceptance of low bidder, Associated Engineers, Adrian, MI for engagement in the City’s Standard Professional services Contract at a cost not to exceed \$38,000.00 to perform design/survey engineering services for the Springtime Acres subdivision Local Street Project; and

WHEREAS, the Finance Director indicates that sufficient funds are available for this purpose to split the price between the following funds; FY2016-17 Local Street Fund (Account #203-451.22-801.203) and Utilities Fund (Account #496-552.00-975.150).

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission, by this resolution, hereby authorizes the acceptance low bidder, Associated Engineers, Adrian, MI for engagement in the City’s Standard Professional services Contract at a

cost not to exceed \$38,000.00 to perform design/survey engineering services for the Springtime Acres subdivision.

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

June 29, 2016

**MEMORANDUM**

TO: Shane Horn, City Administrator

FROM: Todd Brown, Director of Parks & Engineering Services

SUBJECT: DPW Roof Repairs



The City of Adrian Purchasing Office has solicited and received bids on Tuesday, June 21, 2016 for roof repairs on all three buildings at the DPW facility located at 231 Race Street. A total of five (5) bids were received from the following vendors in response to this advertisement.

CITY OF ADRIAN, MICHIGAN  
DPW ROOF WORK  
DUE DATE: JUNE 21, 2016

	Main Building	Engineering Garage	Cold Storage and Cold Patch Building	Deliver within receipt of order
Advanced Roofing Services Maumee, Ohio	\$55,000.00	\$10,000.00	\$44,500.00	15 days
Commercial & Industrial Building Maintenance, LLC Comstock Park, Michigan	\$37,585.00	\$4,125.00	\$23,901.00	21 days
Temp Guard Construction, Inc. Brooklyn, Michigan		\$4,100.00		45 days
Braman Roofing Hillsdale, Michigan	\$48,065.00	\$3,100.00	\$24,548.00	10 days
T-J Roofing and Sheet Metal Temperance, Michigan	\$36,261.00	\$2,800.00	\$33,400.00	30 days

T-J Roofing and Sheet Metal, Temperance, MI submitted low bids to complete work on the Main Building as well as the Engineering Garage, and Commercial & Industrial Building Maintenance, LLC, Comstock Park, MI submitted the low bid for the Cold Storage and Cold Patch Building.

We have contacted both contractors and they are willing to complete work as indicated above. I recommend that the work be split between two low bid vendors.

Sufficient funds are available for this purpose in the following Funds:

663-441.00-975.000

Building Maintenance Fund

\$62,962.00

**R16-084**

**RE: ENGINEERING DEPARTMENT – DPW ROOF REPAIRS**

**RESOLUTION**

WHEREAS, on behalf of the Engineering Department, the City of Adrian Purchasing Office has solicited and received bids on Tuesday, June 21, 2016 for roof repairs on all three buildings at the DPW facility located at 231 Race Street; and

WHEREAS, in response to a Request-for-Proposal, a total of five (5) bids were received from the following vendors on Tuesday, June 21, 2016:

CITY OF ADRIAN, MICHIGAN  
 DPW ROOF WORK  
 DUE DATE: JUNE 21, 2016

	Main Building	Engineering Garage	Cold Storage and Cold Patch Building	Deliver within receipt of order
Advanced Roofing Services Maumee, Ohio	\$55,000.00	\$10,000.00	\$44,500.00	15 days
Commercial & Industrial Building Maintenance, LLC Comstock Park, Michigan	\$37,585.00	\$4,125.00	\$23,901.00	21 days
Temp Guard Construction, Inc. Brooklyn, Michigan		\$4,100.00		45 days
Braman Roofing Hillsdale, Michigan	\$48,065.00	\$3,100.00	\$24,548.00	10 days
T-J Roofing and Sheet Metal Temperance, Michigan	\$36,261.00	\$2,800.00	\$33,400.00	30 days

WHEREAS, T-J Roofing and Sheet Metal, Temperance, MI submitted low bids to complete work on the Main Building as well as the Engineering Garage, and Commercial & Industrial Building Maintenance, LLC, Comstock Park, MI submitted the low bid for the Cold Storage and Cold Patch Building; and

WHEREAS, the Director of Parks & Engineering and City Administrator recommend that the work be split between two low bid vendors; and

WHEREAS, both contractors have been notified and are willing to complete work as indicated above; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the FY2016-17 budget for this purpose in the following Fund:

663-441.00-975.000                      Building Maintenance Fund                      \$62,962.00

; and

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission, by this resolution, hereby authorizes the acceptance for the low bid and engagement of T-J Roofing and Sheet Metal, Temperance, MI in the amount of \$39,061.00 to complete work on the Main Building as well as the Engineering Garage; and Commercial & Industrial Building Maintenance, LLC, Comstock Park, MI, in the amount of \$4,125.00, to complete work on the Cold Storage and Cold Patch Building; and to enter into the City's Standard Professional Services Contract to provide roof repairs on the aforementioned buildings.

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

June 29, 2016

**MEMORANDUM**

TO: Shane Horn, City Administrator

FROM: Todd Brown, Director of Parks & Engineering Services

SUBJECT: Front-Mount Riding Mower



The City received Seven (7) bids from three (3) vendors on June 21, 2016 for one (1) front-mount riding mower with a hydraulic deck lift, the bids submitted are as follows:

CITY OF ADRIAN, MICHIGAN  
PARKS & FORESTRY LAWN MOWER  
DUE DATE: JUNE 21, 2016

BIDDERS	GRASSHOPPER LAWN MOWER 721DT
Buck & Knobby Equipment Ottawa Lake, MI	\$ 12,440.00 Hydraulic Deck Lift \$850.00
Archbold Equipment - Woods FZ25DT Adrian, MI	\$ 13,482.00
Diuble Equipment - Woods FZ25D Ann Arbor, MI	\$14,050.00
Archbold Equipment - Grasshopper 725dt Adrian, MI 52" manual fold	\$14,309.00
Archbold Equipment - Grasshopper 725dt Adrian, MI 52" power fold	\$14,652.00
Archbold Equipment - 52" manual fold Adrian, MI	\$13,793.00
Archbold Equipment - 52" power fold Adrian, MI	\$14,136.00

I recommend acceptance of the low bid and purchase of one (1) front-mount riding mower with hydraulic deck lift from Buck & Knobby Equipment, Ottawa Lake, MI at cost not to exceed \$13,290.00.

Funds for these projects are available in the Fee Estate Capital Equipment.

Capital Outlay Budgets for FY2016-2017: 205-699.00-977.000

R16-085

RE: **DEPARTMENT OF PARKS & FORESTRY – Request to Purchase one (1) Front-Mount Riding Mower**

**RESOLUTION**

WHEREAS, the Department of Parks & Forestry, in conjunction with the City of Adrian Purchasing Office, solicited and received bids on Tuesday, June 21, 2016 for one (1) front-mount riding mower with a hydraulic deck lift ; and

WHEREAS, three (3) vendors responded with the following results:

CITY OF ADRIAN, MICHIGAN  
 PARKS & FORESTRY LAWN MOWER  
 DUE DATE: JUNE 21, 2016

BIDDERS	GRASSHOPPER LAWN MOWER 721DT
Buck & Knobby Equipment Ottawa Lake, MI	\$ 12,440.00 Hydraulic Deck Lift \$850.00
Archbold Equipment – Woods FZ25DT Adrian, MI	\$ 13,482.00
Diuble Equipment – Woods FZ25D Ann Arbor, MI	\$14,050.00
Archbold Equipment – Grasshopper 725dt Adrian, MI 52" manual fold	\$14,309.00
Archbold Equipment – Grasshopper 725dt Adrian, MI 52" power fold	\$14,652.00
Archbold Equipment - 52" manual fold Adrian, MI	\$13,793.00
Archbold Equipment - 52" power fold Adrian, MI	\$14,136.00

; and

WHEREAS, the Director Parks & Engineering Services and City Administrator recommend acceptance of the low bid and purchase of one (1) front-mount riding mower with hydraulic deck lift from Buck & Knobby Equipment, Ottawa Lake, MI at cost not to exceed \$13,290.00; and

WHEREAS, the Finance Director indicates that sufficient funds are available in the FY2016-17 Fee Estate Operating Budget for this purpose in the following accounts:

(205-699.00-977.000) Fee Estate Capital Equipment \$13,290.00

NOW, THEREFORE BE IT RESOLVED, that the Adrian City Commission by this resolution hereby accepts the low bid and authorizes the Parks & Forestry Department to purchase one (1) front-mount riding mower with hydraulic deck lift from Buck & Knobby Equipment, Ottawa Lake, MI at cost not to exceed \$13,290.00

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



## Memo

Date: June 28, 2016  
To: Shane Horn, City Administrator  
From: Vincent Emrick, Chief of Police  
RE: Forfeiture Utilization

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Because of our recent capital budget issues I have held back several small purchases that I would now like to make in order to enhance police operations. My intent is to use a portion of our forfeiture assets to obtain these items at no cost to the general fund. None of the items I will describe are new projects, rather supplements to our already existing training and operational programs.

I know you are familiar with our body-worn cameras and we have discussed the role they have played in limiting our liability as well as officer accountability. I have been very happy with our supplier and the durability of the Viewu product. That being said the nature of our work is challenging and they are not indestructible. We have had 8 out of 27 that have been damaged and sent back for service. Viewu is quick to respond and have sent us new units as replacements rather than making us wait on a repair of the original unit. The turnaround time is quick, but we only have one spare camera on hand. I also did not purchase a camera for my own use in the field during the original resolution. I would like to order an additional 3 cameras, 2 to have in reserve and 1 to assign to myself.

It bears mentioning that while the technology for the cameras has improved, the factory warranty has changed also. The cameras come with a 90 day warranty or a 3 year extension can be purchased for \$149. Considering we have had warranty work done on 8 cameras in the last 2 years I recommend we purchase the additional coverage.

Another operational consideration involves our level of service to the community. We have gotten away from unlocking vehicles in non-emergency situations and have gone down to a single lockout kit. I intend to turn back the clock and again offer unlocking vehicles as a courtesy. A recent study presented to me by DC VanAlstine held a very valid point. While not doing as many lock outs has saved us a few responses a month, they are 100% positive contacts with the community that we have been missing out on. We currently have one kit and I would like to order one for each marked patrol vehicle. This purchase would include 7 lockout kits and 8 fabric carrying cases to contain them (we do not have a case for the kit we currently use). The kits are easy to use and have advanced well beyond the days of the



Police Department

517.264.4808 Fax 517.264.1927

“slim jim.” I have discussed the associated liability with Sarah and we will be working on a waiver form for anyone who wishes to use the service.

With regard to training we have been slowly updating our Taser model to the X2 and I have budgeted for additional replacements in the operational 16/17 fiscal year. In switching models, I would like to save on cartridge costs during training by ordering the X2 inert laser model to be used with our simulator. This would enable us to train without having to fire live cartridges at a cost of around \$60 per officer. I would also like to purchase 4 blue rubber inert X2 models. We maintain complete duty belt sets for training with inert rubber weapons. Rubber weapons allow us to practice use of force and disarming drills without risk to trainees or damage to expensive gear.

I have obtained the following estimates:

<b>Project</b>	<b>Company</b>	<b>Estimate</b>
MILO range Taser simulator	MILO Range	\$1,995.00
Blue rubber Tasers	Galls	\$205.16
Lock out kits w/ cases	Galls	\$760.25
Viewu LE3 cameras w/warranty	Viewu	\$3,173.85

**Total: \$6,134.26**

Funding for these projects is available in our drug forfeiture account (#701-000.00-280.000) at no cost to the City’s general fund.

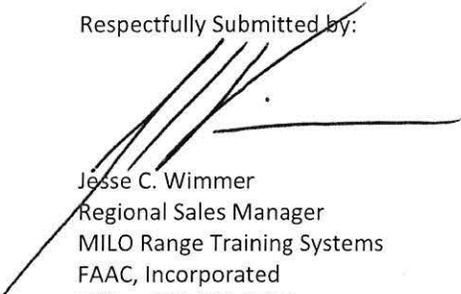
January 21, 2016

MILO Range Interactive Training Simulator

Thank you for your interest in the interactive MILO Range Firearms Training Simulators from FAAC, Incorporated. This proposal will provide you with requested system information, specifications, pricing and details for the system and equipment you've inquired about.

FAAC and I both sincerely appreciate the consideration of our proposal and also to have the opportunity to be of service to the men and women of your agency.

Respectfully Submitted by:



Jesse C. Wimmer  
Regional Sales Manager  
MILO Range Training Systems  
FAAC, Incorporated  
Office: 800.344.1707  
Cell: 303.378.5283  
Fax: 734.531.4002  
Email: [jesse@milorange.com](mailto:jesse@milorange.com)



[www.milorange.com](http://www.milorange.com)

**Optional Training Items Requested by:  
City of Adrian Police Department**

Item	Description	Qty.	Unit Price	Total Price
1	<b>X2 Taser Weapon with Cartridges</b> Includes: Taser weapon modified for use on the MILO Range and two (2) dual-laser cartridges.	1	\$1,995.00	\$1,995.00
<b>(A) Requested Optional Training Items Total:</b>				<b>\$1,995.00</b>

<b>MILO Range Requested Options Sub-Total (A):</b>	<b>\$1,995.00</b>
<b>Total System Cost for Adrian Police Department.:</b>	<b>\$1,995.00</b>

**-See Important Terms and Conditions Below-**

FAAC (Seller) STANDARD TERMS AND CONDITIONS

1. Orders should be issued to "FAAC Incorporated"
2. Payment Terms: NET 30 from date of invoice
3. Delivery: 45 Days ARO
4. Partial Shipment and/or Partial Invoice are: Permitted.
5. Warranty: 90 Days from date of shipment unless otherwise covered by existing system warranty.
6. If this sale is subject to Use Tax, then you are liable for the tax and should make payment direct to your taxing authority. However, we may collect Sales Tax for the following States: AK, CA, CO, FL, HI, IA, KS, MA, ME, MI, MO, MS, NC, NE, NJ, NV, NY, SC, TN, TX, UT, WA, WI and WV
7. Quote Valid 90 days.
8. All prices quoted in US Dollars (\$USD)

PURCHASING/CONTRACTING INFORMATION

1. Cage Code – 3J401
2. Tax ID – 38-2690218
3. DUNS – 175204163
4. Vendor POC – Kassandra Harrington ([kassandra.harrington@milorange.com](mailto:kassandra.harrington@milorange.com))
5. Phone – 800-344-1707 x363
6. Email – [Contracts@faac.com](mailto:Contracts@faac.com)
7. Estimated Delivery Date – 45 Days ARO
8. Order Fax to 734.531.4002

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866.673.7643

Enter item # or keyword



0



CATEGORIES	BRANDS	PROFESSION	CLOTHING	FOOTWEAR	EQUIPMENT	MEDICAL
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[WEB SPECIALS](#)

[Equipment](#) > [Personal Equipment](#) > [Knives | Tools](#) > [Vehicle Opening Tools](#) > BigEasy GLO Lockout Tool Kit

### BigEasy GLO Lockout Tool Kit

Item# KN202

BigEasy Mfg# 32955

★★★★☆ (4.1/5) [Read all 9 reviews](#) | [Write a review](#) +

- BigEasy GLO tool glows yellow in the dark to help you to see the tool at night or through tinted windows
- Easy Wedge offers controlled, adjustable opening for the BigEasy tool
- Non-Marring Wedge for basic opening for with the BigEasy tool

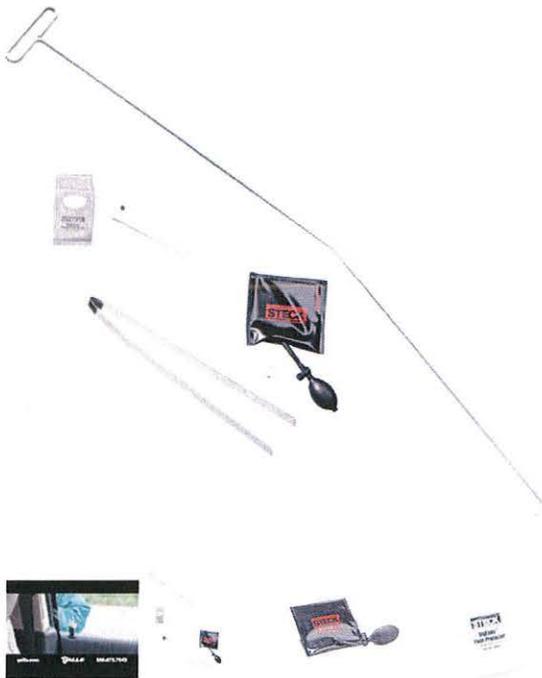
\$69.99

QTY

**In stock - usually ships same day**

[Add to Cart](#) +

[Add to My List](#) +



BigEasy GLO Kit at Galls - LT057



## BigEasy GLO Lockout Tool Kit

[Sign Up for Email](#) | [Sign In](#) | [Create Account](#)

866.673.7643

Enter item # or keyword



0



CATEGORIES	BRANDS	PROFESSION	CLOTHING	FOOTWEAR	EQUIPMENT	MEDICAL
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[WEB SPECIALS](#)

[Equipment](#) > [Personal Equipment](#) > [Knives | Tools](#) > [Vehicle Opening Tools](#) > BigEasy Carrying Case



### BigEasy Carrying Case

Item# KN305

BigEasy Mfg# 32935

★★★★★ No reviews | [Be the first to review](#)

\$33.79

QTY

**In stock - usually ships same day**

[Add to Cart +](#)

[Add to My List +](#)

## BigEasy Carrying Case

Nylon bag conveniently carries your Big Easy™ kit.

*Contents not included.*

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866.673.7643

Enter item # or keyword



0



CATEGORIES	BRANDS	PROFESSION	CLOTHING	FOOTWEAR	EQUIPMENT	MEDICAL
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[WEB SPECIALS](#)

[Equipment](#) > [Training](#) > [Training Weapons](#) | [Accessories](#) > BLUEGUNS Taser X2 Training Gun

### BLUEGUNS Taser X2 Training Gun

Item# TN376

BLUEGUNS Mfg# FSX2

★★★★★ No reviews | [Be the first to review](#)

- Serves as a realistic alternative to using live firearms in training situations
- Made of impact-resistant polyurethane with steel reinforcement to prevent bending and flexing
- Sized to fit into the appropriate holster



\$51.29

QTY

**Item ships direct from our supplier; estimated ship date 07/16/2016**

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## BLUEGUNS Taser X2 Training Gun

Train safely by using a BlueGun simulator instead of a real weapon. Inert, detailed replica gives trainees the confidence to handle, balance and use a variety of firearms.

BlueGun Taser X2 Simulator features:

- Serves as a realistic alternative to using live firearms in training situations
- Made of impact-resistant polyurethane with steel reinforcement to prevent bending and flexing
- Sized to fit into the appropriate holster
- Each training aid is fabricated in Law Enforcement Blue

### You May Also Like...

# Estimate

**Date** 6/10/2016  
**Estimate #** 10084  
**PO #**



## Bill To

Accounts Payable  
Adrian Police Department (MI)  
155 E. Maumee  
Adrian MI 49221

**Expires** 7/25/2016  
**Exp. Close** 6/10/2016  
**Sales Rep** Kendi Kiogora  
**Shipping Method** FedEx Ground

## Ship To

Chief Emrick  
Adrian Police Dept (MI)  
155 E. Maumee  
Adrian MI 49221

Item	Quantity	Serial/Lot Numbers	Description	Units	Rate	Amount
LE4	3		LE4 Body Worn Video Camera		899.95	2,699.85

Thank you for your belief in our products.

We have several options if you like to process this estimate.

1. Forward a purchase order via email to [info@viewu.com](mailto:info@viewu.com), or
2. Fax a purchase order to 206-299-3380 or,
3. Contact VIEVU directly at 1-888-285-4548, or
4. Return this estimate signed and approved with a Lieutenant or above signature.

If you are tax exempt, please fax your certificate to 206.299.3380 or email to [info@viewu.com](mailto:info@viewu.com).

If you need any additional information or assistance, please let us know.

Thank you.

**Subtotal** 2,699.85  
**Shipping Cost (FedEx Ground)** 27.00  
**Total** \$2,726.85



10084

RE: POLICE DEPARTMENT- Purchase of equipment

RESOLUTION

WHEREAS the Adrian Police Department trains several times a year using scenario based training for Taser deployment. Taser cartridges are costly and training can be supplemented with an electronic MILO Taser simulator combined with inert rubber Tasers for retention training; and

WHEREAS the Chief of Police has obtained a price quote of \$1,995.00 from MILO Range Inc. for the simulator and \$205.16 for the inert rubber Tasers from Galls Inc; and

WHEREAS the Adrian Police Department seeks to upgrade the level of service provided to citizens by again offering a lockout service for vehicles. The department currently only has a lockout kit inside of one marked unit and seeks to add them to all marked units. Additional kits and carrying cases are available through Galls Inc. at a cost of \$760.25; and

WHEREAS the police department has effectively employed a body worn camera system that was approved for purchase as part of R14-019. At that time enough cameras were purchased for the patrol division and later the detective bureau. The department seeks to make the cameras available to administrators as well as purchase two units to be held as replacements should any existing models be sent in for warranty work. The approved manufacturer, Viewu Inc., has provided a quote of \$3,173.85 for 3 additional units; and

WHEREAS the Police Chief and City Administrator recommend that the above items be purchased at a cost not to exceed \$6,134.26; and

WHEREAS sufficient funds for this equipment is available in the drug forfeiture account (#701-000-00-280-000) at no cost to the general fund.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission by this resolution hereby authorizes the recommended purchase of the above listed equipment at a cost not to exceed \$6,134.26.

BE IT FURTHER RESOLVED that the FY2016-17 budget be amended as follows to property fund these purchases:

Revenue:		
101-301.00-676.701	Transfer In – Trust Fund	\$6,134.26
Expenditure:		
101-301.00-741.000	Operating Supplies	\$6,134.26

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



143 E. Maumee Street  
Adrian, Michigan 49221-2773  
(517) 265-2265 • Fax (517)265-8847  
[www.adrian.lib.mi.us](http://www.adrian.lib.mi.us)

**DATE:** July 5, 2016

**TO:** Mayor Jim Berryman, Adrian City Commission

**FROM:** Shirley Ehnis, Library Director

**CC:** Ashley Gonzalez, President, Adrian District Library Board

**SUBJECT:** Adrian District Library Website Redesign Project

---

In April of this year the IT department of the City solicited proposals for Website Redesign Project for the Adrian District Library. Funding for the project is being supported by the IT Fund that the Library has been contributing to each year. Seven firms offered services for redesigning the library's website.

Based on a review of the proposals by Library staff, two companies were selected for a telephone interview and online demonstration: CivicPlus and Ebsco/Stacks.

The library staff focus during interview/demo was:

1. Proven record of design, development and support for public library websites
2. A clean, modern, comprehensive website with intuitive navigation
3. Meets accessibility standards
4. Unique and engaging portal experience for visitors
5. Easy to use interface (CMS) for nontechnical user to input and update information
6. Make online library services, especially the library catalog, easily available to remote and mobile users
7. Affordability

Library staff determined that CivicPlus would be the best vendor to design and develop the Library website. CivicPlus has worked with many public libraries of

varying sizes across the country and with the Waterford Township Public Library here in Michigan.

Total cost of service from CivicPlus:

First Year Investment including hosting	\$14,000
Annual service beginning Year 2	\$ 3,500

The Library entered the online world in 2003 with their first website developed by Adrian High School students under the guidance of Cathy Chesher, Youth Services Librarian. It was very functional and was the first website of any City department. In 2009 the Library was included with the City of Adrian website redesign project and joined them when Municipal Web Services was selected as the vendor.

If approved as the website redesign vendor, CivicPlus will begin the project in seven days, provide 3-4 weeks of customized training for library staff and launch the new website in about 20 weeks (average).

CITY OF ADRIAN, MICHIGAN

TABULATION-ADRIAN DISTRICT LIBRARY WEBSITE REDESIGN

DUE DATE: MAY 31, 2016

BIDDER	TOTAL COST OF SERVICE
Viaan Electronics, LLC Wichita, KS	\$ 19,888.00 Begin within 7 days
USR Systems Gainesville, FL	\$ 35,170.00
Icon Enterprises dba CivicPlus Manhattan, KS	\$ 14,000.00 \$3,500 annual beg. Year 2 Begin within 7 days
Gravity Works Lansing, MI	\$15,720.00 - \$23,880.00 Begin within 5 days
Amrex Technologies Corp. Schaumburg, IL	\$65,0580.00 Begin within 5-15 days
Flight Path Creative Traverse City, MI	\$31,750.00 - \$36,125.00
EBSCO Information Services Ipswich, MA	\$5,000.00 (optional \$1,250.00 to add ILS Integration) Begin within 5 days

**RE: INFORMATION TECHNOLOGY DEPARTMENT – Professional Services  
Contract for Adrian District Library Website Redesign Project**

**RESOLUTION**

WHEREAS, in April 2016, the City of Adrian Purchasing Office solicited proposals for the Adrian District Library Website Redesign project; and

WHEREAS, seven firms offered services to the City for updating the Library’s website; and

WHEREAS, based on a review of the proposals, a committee composed of library staff selected two companies for a telephone interview and online demonstration with follow-up calls to references and current clients; and

WHEREAS, the criteria for selection and recommendation were as follows:

1. Proven record of design, development and support for public library websites;
2. A clean, modern, comprehensive website with intuitive navigation;
3. Meets accessibility standards;
4. Unique and engaging portal experience for visitors
5. Easy to use interface (CMS) for nontechnical user to input and update information;
6. Make online library services, especially the library catalog, easily available to remote and mobile users;
7. Affordability; and

WHEREAS, based on the proposals and presentations, as well as reference checks, the committee recommends selection and engagement of CivicPlus for the City's Standard Professional Services Contract to perform the requested services at the following costs:

Website Redesign; First Year investment	
including hosting	\$14,000
Annual service beginning Year 2	\$ 3,500

WHEREAS, the Finance Director indicates that in the FY2016-17 fiscal year there is budgeted \$ 18,000 in 661-290.00-977.000 for this purpose; and

WHEREAS, the City Administrator recommends approval of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the selection and engagement of the City's Standard Professional Services Contract to perform the aforementioned services at the following costs:

Website Redesign, including first year hosting	<u>\$14,000</u>
Total Onetime Fee	\$14,000
Annual service beginning second year	<u>\$ 3,500</u>
Total Annual Fee	\$ 3,500

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

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

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



**MEMO**

135 E. Maumee, Adrian, MI 49221-2703

---

DATE: July 5, 2016

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

FROM: Chris Miller  
DDA & Economic Development Coordinator

SUBJECT: Resolution re: extension of Third Party Administrator, MSHDA  
Grant Funds – Rental Rehab program

---

Ladies and Gentlemen,

I am sending you this memo to express support for the extension of the contract with Smith Housing Consulting, now our Third Party Administrator for the Michigan State Housing Development Authority (MSHDA) Rental Rehabilitation program.

The Rental Rehabilitation program provides a grant match to private dollars used to add apartments to the upper floors of downtown buildings. We have three buildings presently in the program and Smith Housing Consulting has managed the process from the beginning, You extended their contract at this time last year.

Smith Housing Consulting was one of about 10 consultants on an approved list provided to us by MSHDA. We sent an RFP to all the consultants, and received responses from two. Smith Housing has satisfactorily managed the program to date and the extension will provide continuity for the city and the affected building owners. As a reminder, the hiring of a third part administrator is required by the program and entails no cost to the city.

Please let me know if you have questions.

Best Regards,

*Chris*

---

Chris Miller

DDA & Economic Development Coordinator

**i. business organization:**

Marilyn Smith, Founder  
Smith Housing Consulting  
412 West Center Street  
Hastings, MI 49058

p: 734.341.1866  
e: ms.smithhousing@gmail.com

**ii. project team:**



**Marilyn Smith, Owner  
Smith Housing Consulting**

Accomplished housing specialist with a bachelors degree in Behavioral and Environmental Design from Michigan State University. Over 10 years experience working as third party administrator for MSHDA programs. Completed over 50 MSHDA Rental Rehab projects in various downtown communities. Has experience administering NSP1, HOME, and CDBG projects in several southwest Michigan communities. Currently, a Technical Assistant for MSHDA in Housing and Program Development.



**Kathleen Eriksen, Owner  
Eriksen Development Company, LLC**

Award winning Downtown Development expert with over 14 years experience serving as Downtown Development Director in various communities in Michigan and California. Experience administering MSHDA Rental Rehab Program in Jackson and Battle Creek, MI. Currently studying to become a Licensed Builder. Graduate of Spring Arbor University with a bachelors degree in Management and Organizational Development.

Resumes Located at the End of Proposal—Attachment A  
Press Excerpts—Attachment B

**iii. capacity to perform work:**

The project team consists of experienced professionals who are highly qualified in a number of areas, ranging from property rehab, historic preservation, architectural design, MSHDA grant administration, marketing, fund development, code compliance, and downtown development. The team is fully capable of handling all aspects of grant administration.

iv. statement of project:



The Downtown Rental Rehabilitation Program (DRR) provided through the Michigan State Housing Development Authority (MSHDA) is an immensely rewarding program for businesses, residents, and cities, and is the cornerstone for "Place Making" goals for Michigan communities advocated by Governor Synder. Since Place Making locations are both vital links and end destinations for large numbers of people, the ability to create living space in a downtown encourages and promotes the living-working environments that are essential for downtown district survival. Adrian's extraordinary downtown will benefit immensely from the foot traffic that will naturally evolve when people reside above the stores.

Certainly, our first obligation as third-party administrators will be to engage the City and property owners in informational meetings about the grant process. Secondly, our tasks will be to follow all the preliminary guidelines for evaluation of individual projects and resources prior to grant

submission. Finally, and most importantly, we will manage the complete grant operation within the guidelines of MSHDA/HUD for the entire funding term (and beyond with tenant recertification) – from the application, through the Environmental Review, to project development, and finally to the close-out monitoring and audit.

v: management summary and work plan:

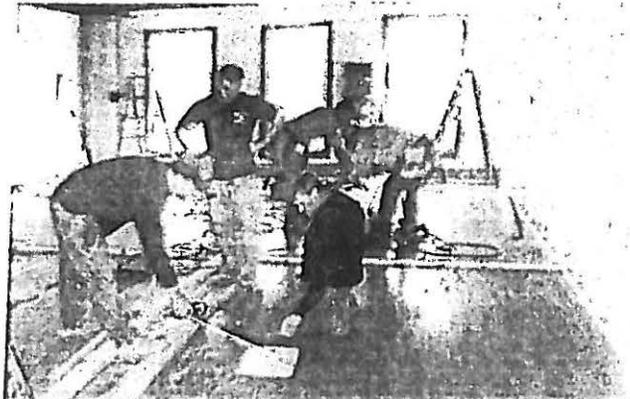
The team is prepared to provide professional assistance and guidance to the City of Adrian as a Third Party Grant Administrator for the MSHDA Rental Rehab program. The following narrative is a broad overview of the proposed effort taken from a marketing perspective. Following the narrative, is the technical plan outlining the specific services to be delivered.

Our initial step will be to meet with City officials to establish the boundaries of the target development area.

The next meeting will be with the downtown community. We will provide a PowerPoint presentation outlining the program, and distribute attractive, informative promotional materials about the Rental Rehab program. We will write, design and print two separate brochures: one for general program guidelines; and the other for tenant eligibility requirements. Additional print material may be created to promote the program, thereby encouraging participation.

v: management summary and work plan (cont.):

To engage the downtown property owners, we will have "Work Boot—Flash Light Tours." At these tours, the Residential Shepherding Crew consisting of a designer, downtown development specialist, and local building inspector will tour potential project sites with property owners. We will view their upper stories, and make preliminary evaluations of their space — including egress, number of units, and square footage.



Rental Rehab project underway.  
121 South Jefferson, Hastings, MI



Riverfront Condo Open House  
Battle Creek, MI

Our design team will work closely with the local building official, the property owners and their architect to review designs and ensure they are in line with State Historic Preservation Office guidelines.

Finally, we will work with the City and property owners to coordinate "Loft Bloom" events to unveil the completed units in celebratory style. If desired, the media will be invited.

With enthusiasm for downtown Adrian's potential, our team will attract, engage, and assist qualified Adrian property owners as they develop their property using the support of the MSHDA'S Rental Rehab program.



134 S. Front Street, Dowagiac, MI

## v: management summary and work plan (cont.):

- A. Provide assistance in the preparation of an application for Downtown Rental Rehabilitation for the City of Adrian (including a modified Phase I assessment of each building). Assist City to define boundaries of target area (time frame to be determined by the City). Work within MSHDA's expected timeframe of expenditures and project development for the grant.
- B. Provide all administrative services as may be required for the administration of a Community Development Block Grant Program (or other funding source as determined by the grant award), including but not restricted to:
  1. Pre-Grant Disbursement Conditions as written in the Grant Agreement, and subsequent correspondence regarding disbursement, including the Environmental Review, with City approval.
  2. General Rental Rehabilitation Preparation:
    - a. Review and modify established, approved, local guidelines for administration of funds as required to meet needs of City/program requirements (or create new, if none exists).
    - b. Advertise activities/projects availability. Market the program with downtown property owners. Educate, encourage participation, streamline processes, and work to remove barriers.
    - c. Solicit initial pre-applications from building owners.
    - d. Solicit applications from building owners, as determined from pre-application.
    - e. Be the main point of contact for downtown property owners. Provide forms, information and general assistance. Host informational meetings.
    - f. Review all applications and verify eligibility of applicants.
    - g. Obtain and oversee all pre-work assessments for buildings (i.e. lead/asbestos).
    - h. Specify and estimate cost of work to be completed on rental units/buildings based upon required architectural drawings (drawings at owners' expense).
    - i. Assemble and submit environmental and historical review documentation.
    - j. Maintain financial records, performance and compliance reports, and all other documentation and files required by State and Federal funding sources. Submit timely reports.
    - k. Responsible for all online OPAL administration of the MSHDA grant.
    - l. Submit progress reports.
    - m. Maintain communication with property owners, contractors, MSHDA, and City officials to ensure projects are completed in a timely manner and comply with MSHDA requirements.
    - n. Provide before and after photo documentation for all projects.
    - o. Be the point of contact for MSHDA monitoring and audits of Rehab projects.

## v. management summary and work plan (cont.):

3. Contractor Selection:
    - a. Advertise for and develop a list of qualified contractors.
    - b. Screen contractors to ensure proper licensing, insurance, and qualification.
    - c. Oversee bidding process, bid specifications, and documentation.
    - d. Send/distribute specifications to contractors for bids with owner's approval.
    - e. Open sealed bids at time/date specific per guidelines (at City).
    - f. Assist owners with contractor selection/bid review.
    - g. Prepare contracts, and assist contractors and owners with contracts.
    - h. Monitor labor standards, if applicable.
  4. Deferred Loans:
    - a. Prepare all paperwork associated with loan closing (Notices of Commencement and Furnishings; agreements; mortgages; and notes). File Notices of Commencement and Mortgages with Register of Deeds.
  5. Inspection of Work (ongoing and at completion):
    - a. Assure that all rehabilitation work is satisfactorily completed as designed with appropriate permits requested/filed and inspected, and all subcontractor and suppliers paid.
    - b. Work with property owner, architect, contractors and building code officials to ensure work complies with MSHDA standards and Michigan Rehabilitation Code for Existing Buildings.
    - c. All waivers must be signed, prior to final payment to contractor per contract.
  6. Tenant Application and Verification:
    - a. Assist tenants with rental application and verify all income requirements.
    - b. Assist landlord in calculating rent limits and utility schedules.
  7. Project and Grant Closeout:
    - a. Inspect all projects at completion prior to occupancy.
    - b. File project documents and retain for required time period.
    - c. Prepare program reports and account for all expenditures after City approval.
    - d. Work with City Clerk and/or Treasurer to coordinate bookkeeping.
    - e. Work with City Community Development Coordinator and other officials, as required, to meet project goals.
    - f. Work with Michigan State Housing Development Authority with monitoring.
    - g. Assist with audit of program, if required.
    - h. Monitor rental units/tenants for a period of five years, and inspect units every three years while under compliance period. (May vary pending funding source.)
  8. Hours of Availability:
    - a. Regular office hours and on-call (as needed) for administration of the program.
    - b. On-site as required by the City.
- C. Administer the Community Development Block Grant Program in accordance with rules and regulations of the U.S. Department of Housing and Urban Development, as set forth in 24 CFR 570 et seq., and the Guidebook for Administration of Community Development Block Grant Program (or other funds in accordance with their regulations).
- D. Be considered an independent contractor by all terms. Acceptance as payment-in-full maximum payment allowable by grant requirements.

**RE: COMMUNITY DEVELOPMENT – Extend contract with Michigan State Housing Development Authority (MSHDA) Rental Rehabilitation program third party administrator**

**RESOLUTION**

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

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

WHEREAS, attractive 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 Michigan State Housing Development Authority (MSHDA) has a rental rehabilitation program that provides a public match to private investment; and

WHEREAS, MSHDA requires that all local units contract with a consultant to manage the rental rehabilitation program on behalf of those local units and building owners; and

WHEREAS, the City of Adrian issued a Request for Proposal to an approved list of third party administrators approved by MSHDA; and

WHEREAS, city staff reviewed the responses to the RFP and evaluated them utilizing the Criteria for Selection that is part of the Finance Department’s RFP process; and

WHEREAS, Smith Housing Consulting had the highest rating and was the staff recommended choice for third party administrator; and

WHEREAS, Smith Housing Consulting has executed the responsibilities of third party administrator and continues to manage the projects started in 2015.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby approves the extension of the contract with Smith Housing Consultants as the MSHDA Rental Rehabilitation Third Party Administrator, and directs staff to prepare and execute a contract to engage Smith Housing Consultants as per the MSHDA Third Party Administrator Management Plan.

On motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, this resolution was

\_\_\_\_\_ by a \_\_\_\_\_ vote.

**CITY OF ADRIAN  
STRATEGIC PLAN  
2016-2018**

**Goal One                    Increase Revenues to Address Critical Service and Cost Issues**

*Action Strategies*

**Highest Priority**

1. Explore any and all means of new additional revenue opportunities
2. Explore implementing service fees, special assessments or a payment in lieu of taxes program for exempt properties (help those organizations understand the severity of the city's fiscal problems and the necessity for extraordinary efforts)
3. Prepare an analysis indicating the tax burdens and service levels of comparable communities and neighboring entities
4. Work more closely with area state legislatures and the several statewide associations of local government to secure needed changes in the state's broken local government financing system; for example, to allow faster growth in property tax revenues or local option sales taxes and to increase state shared revenues
5. Explore further efforts at sharing services with neighboring jurisdictions
6. Study similar communities for "best practices" that we might employ
7. Adjust user fees to insure that costs of services are fully covered, and determine whether other services might become fee-based
8. Streamline and simplify our bid-letting process in order to attract more bidders, thus likely lowering the prices our bidders would offer

**Priority When Resources Permit**

9. Continue to work with statewide organizations such as the MML and the MTA to secure legislative action on the local government financing system
10. Seek assistance from local nonprofits to increase revenues or reduce costs
11. Consider employing a special assessment strategy to cover some infrastructure costs
12. Explore combining positions within the city as a cost-cutting move

**CITY OF ADRIAN  
STRATEGIC PLAN  
2016-2018**

**Goal Two                      Address the Pension Liability Issue**

*Action Strategies*

**Highest Priority**

1. Seek agreement with unions to increase both city and employee contributions to the pension fund
2. Seek changes in the existing pension plan to reduce the multiplier and eliminate the RS50 rider (spouse)
3. Explore opportunities for bridging benefits, moving from a defined benefit to a defined contribution plan for employees
4. Establish a policy that one-time revenues, to the extent advisable, will be devoted to the pension fund
5. Discontinue the current defined benefit pension plan and initiate a new defined contribution plan after the pension fund is fully funded
6. Establish a goal of zero liability after pension fund is fully funded
7. Seek assistance from MERS, the MML, and other resources
8. Determine what other similar cities are doing to address unfunded pension liabilities

**Priority When Resources Permit**

9. Eliminate pension benefits for all new hires to the city
10. Explore employee support for a cash-out option for current employees that would provide a payment now for existing pension liabilities
11. Examine alternative means for producing city services that would involve eliminating departments and thus ending continuing increases in pension liabilities

**CITY OF ADRIAN  
STRATEGIC PLAN  
2016-2018**

**Goal Three                    Enhance Citizen Engagement Initiatives and Continue to Strengthen  
Communication Efforts**

*Action Strategies*

**Highest Priority**

1. Develop a clear and coherent marketing and communication plan, either by filling the currently vacant marketing position or through a contract with an outside firm
2. To implement the marketing plan secure marketing services by filling the vacant position or outsourcing the marketing/communication tasks
3. Create simple and easy to understand graphics presenting the city's fiscal information to share with voters (this obviously could include information on a whole range of city services)
4. Include in the plan the use of a variety of approaches to communicating with residents; social media, radio ads, website, and cooperation with neighborhood organizations and service clubs
5. Continue to work on the requirements of becoming a Redevelopment Ready Community
6. Proactively market the city while continuing to collaborate and partner with Lenawee Now
7. Establish what might be termed a "city ambassador" plan to enlist help from elected or appointed officials, employees or citizen volunteers who can attend community or neighborhood meetings and share information and engage residents on behalf of the city
8. Engage students from local colleges/university as interns and volunteers with an eye toward keeping them in the city or region once they graduate

**Priority When Resources Permit**

9. Consider implementing a program of incentives for city employees to live in the city
10. Examine value of holding commission meetings in alternative locations outside of city hall
11. Seek cooperation with local corporations/nonprofit organizations who might develop similar incentive programs for their employees to live in the city
12. Improve the diversity of appointments to city boards and commissions

**CITY OF ADRIAN  
STRATEGIC PLAN  
2016-2018**

**Goal Four                    Enhance community prosperity and address blight problems in the city**

*Action Strategies*

**Highest Priority**

1. Amend the current code enforcement ordinance to increase fines on a sliding scale if compliance is not forthcoming and ultimately to impose misdemeanor tickets
2. Consider an ordinance establishing a code inspection program at the time a property is posted for sale as a means for securing more effective code compliance (it was noted that the inspections could be fee-based, with limited financial impact on the general fund budget)
3. Determine whether there are means, through changes in policy or procedure, to speed up the code enforcement process
4. Continue to aggressively pursue external funding to support community prosperity initiatives
5. Continue the façade improvement and rental property rehabilitation initiatives as effective means for property improvement and code compliance
6. Continue and expand on the Placemaking efforts that have emerged, especially as it related to continuing downtown revitalization efforts, with an eye toward attracting young professionals
7. Continue exploration of the use of Neighborhood TIF as a for making repair and rehabilitation funds available
8. Explore opportunities for funding to provide incentives related to sale of Land Bank properties
9. Continue the DDA's efforts to implement the retail improvement initiative
10. Continue to pursue the Target Market Analysis to identify types of housing needed in the city and where that housing should be located
11. Continue to support, in conjunction with the local colleges/university/LISD/ High Schools or other organizations or individuals, the development of an entrepreneurship infrastructure as a foundation for local economic development efforts, including training, technical assistance, access to venture capital, crowdfunding, co-working spaces, and assistance with development of business plans, among other things
12. Foster programs and organizations that work to aggregate and invest local capital
13. Support on-going efforts to expand transportation options and the utilization of the trails system and the River Raisin

**CITY OF ADRIAN  
STRATEGIC PLAN  
2016-2018**

**Goal Four                    Enhance community prosperity and address blight problems in the city**

**Priority When Resources Permit**

14. Amend ordinance if necessary to require performance bonds for demolition permits
15. Explore implementation of a program to spotlight rehabilitation success stories, showing before and after pictures (the opposite was also suggested, posting pictures of dilapidated properties whose owners have not responded to nuisance efforts)
16. Consider reestablishing the City Pride program on a citywide basis
17. Expand the existing practice of enlisting the support of neighborhood groups to care for parks and other areas, with the city providing the materials

**RE: ADMINISTRATION – RESOLUTION TO APPROVE A STRATEGIC PLAN FOR 2016-2018.**

**RESOLUTION**

WHEREAS, in January and February of 2016, the City Commission and department heads met with the City facilitator, Dr. Joe Ohren, to develop an updated strategic plan for the City of Adrian; and

WHEREAS, Dr. Ohren has developed a draft strategic plan for 2016-2018, which has been considered by the City Commission; and

WHEREAS, certain changes to the draft have been considered by the City Commission, which have been incorporated in the original draft submitted by Dr. Ohren.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the attached strategic plan for the Adrian City Commission is hereby approved for the years 2016-2018.

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

\_\_\_\_\_, this resolution was adopted by a \_\_\_\_\_ vote.