



**CITY COMMISSION  
MEETING  
November 7, 2016**



# PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION  
AGENDA  
PRE-MEETING STUDY SESSION  
Monday,  
NOVEMBER 7, 2016**

The City Commission will meet for a pre-meeting study session on Monday, November 7, 2016 at 5:30 p.m. at the City Chambers Building at 159 East Maumee Street, Adrian, Michigan to discuss the following items:

1. Municipal Fleet Management Proposal discussion.
2. Smoke-free Outdoor Public Places Ordinance discussion.
3. Right-of-Way Landscape Ordinance discussion.
4. Other items as time permits.



# COMMISSION AGENDA

**AGENDA  
ADRIAN CITY COMMISSION  
NOVEMBER 7, 2016  
7:00PM**

- I. PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE OCTOBER 17, 2016 REGULAR MEETING OF THE ADRIAN CITY COMMISSION.
- IV. PRESENTATION OF ACCOUNTS
- V. REGULAR AGENDA
- VI. A. ORDINANCES

- 1. **Ord. 16-012.** First reading and introduction of an ordinance to create Section 90-98 of Chapter 90, of the Adrian Code, entitled "Downtown Street Parking".

B. RESOLUTIONS

- 1. **R16-132. Finance.** Resolution to authorize the Department of Finance to amend the FY2016-17 Budget in accordance with the attached schedule entitled City of Adrian FY201617 First Quarter Recommended Budget Amendments.
  - 2. **R16-133. Police & Engineering.** Resolution to authorize the acceptance of a bid for the up-fitting of three (3) Ford Interceptor Police vehicles and to authorize a budget amendment for the expenditure.
  - 3. **R16-134. Administration.** Resolution to waive the bid process and authorize proceeding with concrete work upgrades in the Crowell Alley.
  - 4. **R16-135. City Commission.** Resolution to approve the closure of City facilities on Wednesday, November 23, 2016 at 12:00pm and give all full-time and regular part-time employees a paid half day off.
  - 5. **R16-136. City Commission.** Resolution to authorize the City Administrator to cast the vote for the election of members to the Board of Directors of the Michigan Municipal League Liability and Property Pool.
  - 6. **R16-137. Administration.** Resolution to authorize a change order from Resources Unlimited of Ann Arbor, MI to continue to perform emergency repairs to 116 S. Main Street with the final total transferred to the owner and remaining with the property until paid.

7. **R16-138. Administration.** Resolution approving an RFP for the Adrian Armory site from Mark and Mary Murray of Adrian, MI and authorizing the City Administrator to compile an option to purchase agreement for this site with Mark and Mary Murray.

VII. PUBLIC COMMENT

VIII. COMMISSIONER COMMENTS



# MINUTES

**\*A special meeting of the City Commission was held at 5:30pm. At 5:30, the following Commission members were present: Mayor Berryman and Commissioners Heldt, Munson, Dudas, Rising and Strayer. Commissioner Dudas motioned to excuse Commissioner Faulhaber; seconded by Commissioner Heldt and adopted by a 6-0 vote. At 5:31pm, Commissioner Munson motioned to go into closed session to discuss labor negotiations. This was seconded by Commissioner Heldt and approved by a 6-0 vote. Commissioner Faulhaber arrived at 6:03pm. The Commission came out of closed session at 6:28pm and proceeded with their pre-meeting study session.**

**MINUTES  
ADRIAN CITY COMMISSION  
MONDAY, OCTOBER 17, 2016  
7:00 P.M.**

Official proceedings of the October 17, 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, Heldt, Strayer, Rising, Munson and Faulhaber.

Mayor Berryman in the Chair.

On motion by Commissioner Faulhaber, seconded by Commissioner Munson, the minutes from the October 3, 2016 regular Commission meeting were adopted by a 7-0 vote.

**PRESENTATION OF ACCOUNTS**

Utility Department Receiving Fund Voucher #4350 through #4352	\$64,999.24
General Fund Vouchers #23003 through #23012	\$201,222.22
Clearing Account Vouchers amounting to	<u>\$795,804.18</u>
<b>TOTAL EXPENDITURES</b>	<u><b>\$1,062,025.64</b></u>

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

Several Adrian College students from the Student Athlete Advisory Committee updated the Commission on some of their volunteer activities, including their Trick or Treat Patrol on October 31<sup>st</sup> and the downtown cleanup on November 12<sup>th</sup>.

Mayor Berryman read a proclamation expressing the City's appreciation for the AmeriCorp team that has been cleaning up the River Raisin for the past month.

## COMMUNICATIONS

**C-1. Finance.** Revenue and Expenditure Report for September 2016.

**C-2. Community Development.** Debbie Neumann, RRC Planner from the MEDC presenting the Adrian Report of Findings from the City's Redevelopment Ready Communities Application.

## REGULAR AGENDA

### RESOLUTIONS

#### R16-128

**RE: COMMUNITY DEVELOPMENT – Authorization of a Memorandum of Understanding (MOU) between the Michigan Economic Development Corporation (MEDC) and the City of Adrian in support of the City of Adrian's engagement in the Redevelopment Ready Communities program**

WHEREAS, the City of Adrian has participated in the MEDC Redevelopment Ready Communities program, including attending staff training provided by the MEDC, completing a self-evaluation, and receiving a Report of findings completed by MEDC staff dated October, 2016; and

WHEREAS, the City of Adrian, through its commission, has approved engagement with the MEDC Redevelopment Ready Communities program; and

WHEREAS, city staff have worked with MEDC staff and recommend proceeding with the MEDC Redevelopment Ready Communities program; and

WHEREAS, relevant City Boards and Commissions have been apprised of the Redevelopment Ready Communities program.

NOW, THEREFORE, BE IT RESOLVED, that the City of Adrian, through its City Commission, hereby authorizes the Memorandum of Understanding with the MEDC to engage in the Redevelopment Ready Communities program and authorizes the Mayor to sign the agreement on behalf of the City of Adrian.

**Commissioner Dudas asked who will actually be doing the work? Chris Miller stated that he would lead, working closely with David Rohr. Shane Horn stated that this would need a lot of staff time but that those needed would rally around this.**

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

#### R16-129

**RE: COMMUNITY DEVELOPMENT – Authorization of the implementation of recommendations necessary to receive Redevelopment Ready Communities certification from the Michigan Economic Development Corporation (MEDC)**

WHEREAS, the City of Adrian has engaged the MEDC Redevelopment Ready Communities program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the City's redevelopment practices as reported in the Redevelopment Ready Communities Report of Findings dated October, 2016; and

WHEREAS, the MEDC has developed a program for certifying Redevelopment Ready Communities and the City of Adrian desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and

WHEREAS, after review of the Redevelopment Ready Communities Report of Findings, the City of Adrian is willing to complete the tasks outlined, which will include interaction with the relevant City of Adrian boards and commissions; and

WHEREAS, certain recommendations have and will be made by the MEDC that are required in order for the City to attain Redevelopment Ready Communities Certification.

NOW, THEREFORE, BE IT RESOLVED, that the City of Adrian, through its City Commission, hereby authorizes the implementation of recommendations made by the MEDC and that are necessary to receive Redevelopment Ready Communities Certification from the MEDC.

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

#### **R16-130**

RE: **ENGINEERING– Consumers Energy Company Standard Lighting Contract Revisions**

WHEREAS, in 2013 the Adrian City Commission authorized the City of Adrian to enter into a Standard Lighting Contract with the Consumers Energy Company; and

WHEREAS, the Standard Lighting Contract allows Consumers Energy Company to provide and maintain 872 unmetered streetlights within the City limits and along its boundaries; and

WHEREAS, the 2005 Energy Policy Act and the 2007 Energy Independence and Security Act are Federal Laws to encourage a shift from Mercury Vapor (MV) to more energy-efficient lighting, such as High Pressure Sodium (HPS); and

WHEREAS, the removal of MV lights and the installation of HPS lights requires that the original Standard Lighting Contract be revised and accepted by the Adrian City Commission and signed by the City Clerk; and

WHEREAS, the Director of Parks and Engineering Services and the City Administrator, recommend that the City Commission grant authorization to the Mayor and City Clerk to sign the attached revisions to the contract; and

NOW THEREFORE, BE IT RESOLVED, that the Adrian City Commission, by this resolution, hereby approves the contract revisions and grants authorization to the Mayor and City Clerk to sign the attached revised contract between the City of Adrian and the Consumers Energy Company.

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

#### **R16-131**

RE: **ENGINEERING DEPARTMENT – Approval of Metro Act Application from ExteNet Systems, Inc.**

WHEREAS, ExteNet Systems, Inc. has requested approval of their application per the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act (METRO Act) Right-of-Way Permit to allow them to work within the City of Adrian rights-of-way; and

WHEREAS, the Director of Parks & Engineering Services and the City Attorney have reviewed the application and recommends the ExteNet Systems, Inc. application be approved.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, does hereby approve ExteNet Systems, Inc. METRO Act application to allow them to work within the City of Adrian rights-of-way under the terms and conditions as outlined in the standard Unilateral METRO Act Permit; and

BE IT FURTHER RESOLVED that the City Administrator is authorized to execute said permit with ExteNet Systems, Inc.

**There was Commission discussion whether this would be competing with D&P or Comcast and the concern that we already have so many underground lines.**

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

#### **R16-132**

RE: **ADMINISTRATION – ProMedica Water Line Extension Fire Hydrant Cost Sharing Proposal**

WHEREAS, ProMedica has proposed a new facility North of town in Adrian Township; and

WHEREAS, the City of Adrian has been asked to provide water service to support this new investment; and

WHEREAS, the cost allocation to supply up to 60 fire hydrants along this extension remain undetermined at this time; and

WHEREAS, the City Administrator and Adrian Township Supervisor, in an effort to move this community project forward recommend the following proposal:

- ProMedica would pay the cost to run a 12-inch water main along M-52, including the cost for hydrants that would be attributed with this water transmission main
- The City of Adrian would continue to be responsible for the upsizing of the water main from a 12-inch to a 16-inch line and be allowed to sell water to Adrian Township residents and businesses along this route
- Adrian Township and ProMedica would agree to pay for additional hydrants as required by MDEQ for this extension to function as a water distribution main
- The water rate for the new ProMedica facility and all medical-related facilities on this campus will be billed 1.25 times the prevailing City rate
- All non-profit entities along the route of the new water main extension that desire City water would receive the 1.25 times the prevailing City rate
- All other residential and commercial properties along the new route would receive a rate of 1.3 times the prevailing City rate
- This agreement would be contingent upon approval by ProMedica.

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission by this resolution hereby approves the cost sharing proposal outlined above to provide water service and hydrants along the M-52 corridor to the new ProMedica development.

**Shane Horn explained that he met with Supervisor Koehn last Friday and came up with this proposal that they could both agree on. This will also be presented to the Adrian Township Board and if both agree, it will go on to Promedica for their approval. Commissioners Dudas and Heldt struggled with the loss to the City, even though .5% is minimum. Commissioners Rising, Strayer and Faulhaber were comfortable with the minimal difference.**

On motion by Commissioner Rising, seconded by Commissioner Munson, this resolution was adopted by a 5-2-0 vote.

Ayes: Mayor Berryman and Commissioners Faulhaber, Munson, Strayer and Rising

Nays: Commissioners Dudas and Heldt

Abstained: None

#### **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. ZBA Meeting Minutes.
7. DDA Meeting Minutes.

#### **PUBLIC COMMENT**

1. JennyEscott – candidate for Lenawee County Drain Commissioner – introduced herself and gave some history of her involvement with the Drain Commission.
2. Don Taylor – Adrian – challenged the Commission to think outside the box regarding the Armory Building and recognized John Knauss for his work with Bohn Pool.

#### **COMMISSIONER COMMENTS**

1. Commissioner Strayer encouraged the Commission to keep up to date on the SPERO project as this is a controversial issue.
2. Commissioner Dudas thanked the Americore workers for all that they have done in our community.
3. Commissioner Faulhaber reminded the Commission that he is still working on the boulevard ordinance and hasn't forgotten about it.

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

Jim Berryman  
Mayor

Pat Baker  
City Clerk



# CHECK REGISTER

November 7, 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 #4353 through #4360.....	\$223,430.79
General Fund	
Vouchers #23013 through #23038.....	\$498,480.47
Clearing Account Vouchers	
amounting to.....	<u>\$1,130,263.02</u>
TOTAL EXPENDITURES .....	<u>\$1,062,025.64</u>

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

November 7, 2016

UTILITIES FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
4353	\$ 108,252.05	City of Adrian	September Expenses
4354	\$ 38,609.96	Consumers Energy	Electric Bills
4355	\$ 1,707.56	City of Adrian Water Dept	Water Bills
4356	\$ 105,690.24	City of Adrian Clearing Acct	Check Register 10-17-16
4357	\$ 96.49	Frontier Communications	Phone Bills
4358	\$ 284.02	Citizens Gas	Gas Bills
4359	\$ 6,090.88	Consumers Energy	Electric Bills
4360	\$ 68,389.83	City of Adrian Payroll	Payroll 10-21-16
	\$ 329,121.03		
	\$ (105,690.24)	<b>Less: Check 4356</b>	
	<b>\$ 223,430.79</b>	<b>TOTAL</b>	

November 7, 2016

November 7, 2016

GENERAL FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
23013	\$ 18,505.00	Avery Oil & Propane, Inc.	DPW Fuel Tanks
23014	\$ 206.69	Lenawee Fuels	Oakwood Fuel
23015	\$ 37,746.13	City of Adrian	September Expenses
23016	\$ 3,051.70	City of Adrian Water Dept.	Water Bills
23017	\$ 404,943.49	City of Adrian Clearing Account	Check Register 10-17-16
23018	\$ -	City of Adrian Utilities	EFT Payment
23019	\$ 600.00	William Moore	Buy Back 2 Grave Spaces
23020	\$ -	VOID	Voided Check
23021	\$ 496.25	Frontier Communications	Phone Bills
23022	\$ 162.60	Citizens Gas	Gas Bills
23023	\$ 28,166.98	Consumers Energy	Electric Bills
23024	\$ 92,662.07	Priority Health	October Health Insurance
23025	\$ -	City of Adrian Utilities	EFT Payment
23026	\$ 183,402.72	City of Adrian Payroll	Payroll 10-21-16
23027	\$ 14,455.10	First Federal Bank	Soc Sec 10-21-16
23028	\$ 6,067.72	Delta Dental	November Dental Insurance
23029	\$ 90,221.68	Priority Health	November Health Insurance
23030	\$ -	City of Adrian Utilities	EFT Payment
23031	\$ 20.00	Lenawee County Circuit Court	Motion Fee
23032	\$ 7,190.63	Nola's Transportation	Dart Payroll 10-21-16
23033	\$ 200.00	Robert Hilton	Trestle Park Deposit Refund
23034	\$ 286.47	Frontier Communications	Phone Bills
23035	\$ 100.00	Nancy or Dale Smith	Refund of rental property overpayment
23036	\$ -	City of Adrian Utilities	EFT Payment
23037	\$ 14,888.73	Avery Oil & Propane, Inc.	DPW Fuel Tanks
23038	\$ 50.00	Kimberly Davis	Refund of rental property overpayment
	\$ 903,423.96		
	\$ (404,943.49)	Less : Check 23017	
	\$ 498,480.47		

November 7, 2016

11/01/2016

INVOICE APPROVAL BY VENDOR REPORT FOR CITY OF ADRIAN, MICHIGAN  
EXP CHECK RUN DATES 11/07/2016 - 11/07/2016  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. 3M	275.85		
2. ADRIAN COMMUNICATIONS	140.26		
3. ADRIAN ELECTRIC & GENERATOR	4,961.65		
4. ADRIAN FABRICARE CENTER INC.	698.00		
5. ADRIAN LOCKSMITH & CYCLERY	192.95		
6. ADRIAN MECHANICAL SERVICES CO	4,832.64		
7. ADRIAN NAPA	388.22		
8. ADRIAN PAINTERS SUPPLY & EQUIPMENT	32.91		
9. ADRIAN SIGN SHOP	455.95		
10. ADVANCE AUTO PARTS COMMERCIAL CHR	152.33		
11. AFFORDABLE TOWING & AUTO REPAIR	1,600.00		
12. AIR PRODUCTS & CHEMICALS	1,480.50		
13. AIRGAS USA, LLC	183.68		
14. ALL AMERICAN SEWER & DRAIN	375.00		
15. ALL METALS INC.	115.40		
16. AMAZON CREDIT PLAN	446.92		
17. AMERICAN OFFICE SOLUTIONS, INC.	185.84		
18. APPLE MAT RENTAL	158.60		
19. APPLIED SPECIALTIES INC	4,059.00		
20. BAKER & TAYLOR BOOKS	2,861.78		
21. BANDIT INDUSTRIES, INC.	215.11		
22. BARRETT'S GARDEN CENTER, INC	50.82		
23. BATTERY WHOLESALE	387.15		
24. BEECHER ST CAR WASH & DETAILING	140.00		
25. BIG C LUMBER	13.86		
26. BILL'S SERVICE, INC.	65.90		
27. BLACK SWAMP EQUIPMENT	571.00		
28. BLACKSTONE AUDIOBOOKS	399.34		
29. BRAKES-N-MORE	1,694.17		
30. BRAMAN ROOFING	26,226.00		
31. BRINT ELECTRIC	4,556.00		
32. BROWNFIELD, LAURA	25.00		
33. BROWN'S TRAILERS INC.	4,450.00		
34. BRYAN MULLEN	148.40		
35. BUCK & KNOBBY EQUIP CO INC	673.17		
36. CATHY CHESHER	20.96		
37. CENGAGE LEARNING	484.52		
38. CFS INSPECTIONS	923.00		
39. CHARLES SCHMENK	80.00		
40. CHIEF SUPPLY	300.09		
41. CITIZENS GAS FUEL CO	1,331.52		
42. COMCAST	85.33		
43. CONTINENTAL SERVICE	250.97		
44. COOK, TREVOR	10.07		
45. CORRPRO COMPANIES, INC	2,050.00		

46.	COURINGTON, LAURIE	92.48
47.	D HILL ENVIRONMENTAL	950.00
48.	D PRINTER, INC.	369.60
49.	DAILEY ENGINEERING, INC.	1,425.00
50.	DARBY READY-MIX	99.00
51.	DELEON, IRMA	14.54
52.	DEMCO INC	661.73
53.	DENISE ALVERSON	20.00
54.	DENNIS VESCELIUS	20.00
55.	DOAN COMPANIES	160.00
56.	DRYPRO STEAM SERVICES	120.00
57.	E & B SALVAGE LLC	573.85
58.	EMERGENCY MEDICAL PRODUCTS INC	331.28
59.	EMERSON, ANNE	41.03
60.	ERIC KELLY	20.00
61.	ERIC MELCHERT	277.50
62.	FAMILY SERVICE & CHILDREN'S AID	690.30
63.	FASTENAL COMPANY	1,571.27
64.	FEDERAL EXPRESS	44.16
65.	FIRSTDUE	9.50
66.	FORD ELECTRIC, LLC	310.00
67.	FOSTER, GEORGE	29.09
68.	FRANK'S AMERICAN CONCRETE, INC	6,167.00
69.	FRITZ, SUE	162.44
70.	GALL'S LLC	162.94
71.	GARCIA, MICHAEL	8.53
72.	GARRY CLEVELAND	20.00
73.	GENPOWER PRODUCTS INC.	6,110.98
74.	GERHART, SANDRA	161.35
75.	GILLIN, DANA	59.30
76.	GLEN HAWKINS	217.25
77.	GLENN PRESTON	20.00
78.	GOODWILL INDUSTRIES	167.20
79.	GORNY, SHALON	22.32
80.	GOVERNMENTAL BUSINESS SYSTEMS INC	395.69
81.	GRAINGER INC.	293.75
82.	GREAT LAKES ACE	300.73
83.	GREAT LAKES ELEVATOR	1,489.00
84.	GREG BELL CHEVROLET CADILLAC INC	371.70
85.	H T MORIARTY CO INC	2,230.86
86.	HADDEN TIRE COMPANY	50.00
87.	HALL SIGNS, INC.	257.79
88.	HAROLD BECK & SONS INC.	6,689.41
89.	HEATH, BRANDON	22.00
90.	HINES, ROBERT	27.66
91.	HISTORICAL SOCIETY OF MICHIGAN	65.00
92.	HOLMAN, ANTHONY & BARRERA, PATRICIA	25.00
93.	I C M A VANTAGE POINT	4,702.44
94.	I.T. RIGHT	1,023.76
95.	ICMA RETIREMENT CORPORATION	140.50
96.	IDEXX LABORATORIES, INC.	270.62
97.	INTECTURAL, INC.	5,135.00

98.	J. R.'S HOMETOWN GRILL AND	2,295.61
99.	JACK DOHENY SUPPLIES INC	4,489.37
100.	JACKSON TRUCK SERVICE INC.	549.51
101.	JAIMES, CARA	28.07
102.	JAMES DAVID RAPER	72.23
103.	JASON LAWRENCE	20.00
104.	JASON VANZANDT	165.31
105.	JERRY DAVIS	20.00
106.	JODIS, MELISSA	17.12
107.	JOE COOPER JR	500.00
108.	JONES & HENRY ENGINEERS, LTD.	9,169.01
109.	JOSH PERRY	71.51
110.	K & B ASPHALT SEALCOATING, INC	12,729.65
111.	KARLE NURSERY & LANDSCAPING LLC	2,630.00
112.	KIMBALL MIDWEST	672.97
113.	LANSING SANITARY SUPPLY INC	885.53
114.	LENAWEE COUNTY IT	11,600.00
115.	LENAWEE COUNTY NAACP	320.00
116.	LENAWEE COUNTY PRINTER	527.95
117.	LENAWEE COUNTY TREASURER	470.77
118.	LENAWEE ECONOMIC DEVELOPMENT CORP.	3,750.00
119.	LENAWEE TIRE & SUPPLY CO, INC.	2,350.30
120.	LEXIS NEXIS RM INC	150.50
121.	LIBRARY SUPPLY SOLUTIONS	624.00
122.	LONG'S OUTDOOR POWER	153.66
123.	LYDEN OIL COMPANY	425.35
124.	MAPLE CITY GLASS INC.	462.58
125.	MARK ANDERSON	20.00
126.	MARK GIGAX	20.00
127.	MATT TOMASZEWSKI	20.00
128.	MCADAM, JOHN	238.24
129.	MCGOWAN ELECTRIC SUPPLY INC	62.97
130.	MCMASTER- CARR SUPPLY CO.	1,112.41
131.	MICHELLE DEWEY	20.00
132.	MICHIGAN ASSOCIATION CHIEFS	215.00
133.	MICHIGAN METER TECHNOLOGY GROUP INC	4,703.38
134.	MICHIGAN MUNICIPAL WORKER'S	2,656.00
135.	MICHIGAN SECTION-AWWA	400.00
136.	MICHIGAN WATER ENVIROMENT ASSOC.	70.00
137.	MICROMARKETING LLC	132.33
138.	MIDWEST COLLABORATIVE FOR	1,583.75
139.	MIKE OSBORN	20.00
140.	MINE SAFETY APPLIANCE CO	1,000.00
141.	MORGRET, JAMIE	33.80
142.	MOTA, VALERIE	23.42
143.	MT BUSINESS TECHNOLOGIES, INC	214.65
144.	MUNICIPAL EMPLOYEES' RETIRE	700,000.00
145.	MUNICIPAL WEB SERVICES	200.00
146.	NICK DUSHANE	120.00
147.	NORTH EASTERN UNIFORMS & EQUIPMENT	1,562.88
148.	OMNIGRAPHICS INC.	327.40
149.	ONLINE STORES, LLC	83.69

150.	OSBURN ASSOCIATES INC	369.00
151.	PARACLETE PRESS INC	141.53
152.	PARAGON LABORATORIES INC	1,043.00
153.	PEARSON, JAMIE	33.86
154.	PEERLESS SUPPLY INC	2,167.38
155.	PETE'S RADIATOR SERVICE INC	72.45
156.	PHYSICIANS DESK REFERENCE	59.95
157.	PICKLE, RYAN	125.00
158.	PLATINUM PLUS	4,591.46
159.	PREIN & NEWHOF ENGINEERS	272.00
160.	PROFESSIONAL PUMP INC	4,014.13
161.	PVS TECHNOLOGIES INC	5,215.16
162.	QUALITY BOOKS INC	211.84
163.	QUILL CORPORATION	1,418.22
164.	R&R FIRE TRUCK REPAIR, INC.	620.00
165.	RAINEY, CRAIG	16.28
166.	RAMOS JR, LUIS	52.42
167.	RECORDED BOOKS LLC.	235.40
168.	RED CEDAR CONSULTING	500.00
169.	REMAX CENTRAL GROUP	29.19
170.	REPUBLIC SERVICES, INC.	96.17
171.	RESOURCES UNLIMITED	22,938.00
172.	RHINO	515.00
173.	RJ SPANGLER	200.00
174.	ROBERT BISHOP	256.44
175.	ROBERT CHRISTIAN	50.00
176.	ROPES & RIGGING TREE SERVICE, LLC	4,901.97
177.	ROWMAN & LITTLEFIELD PUBLISHING	247.93
178.	RYAN WHITE	20.00
179.	RYAN, RIAL	93.51
180.	SAFETY SYSTEMS INC.	120.00
181.	SCHUG CONCRETE CONSTRUCTION INC	13,990.31
182.	SCIENTIFIC METHODS INC	800.00
183.	SERGIO DE GIUSTI	7,000.00
184.	SHANE HORN	20.00
185.	SHERWIN-WILLIAMS CO	279.90
186.	SIEMENS PUBLIC INC	45,942.01
187.	SIGNAL 88 SECURITY, INC	1,929.60
188.	SLUSARSKI EXCAVATING & PAVING INC	22,150.74
189.	SMITHS NURSERY & LANDSCAPING	1,613.65
190.	SOURCE ONE ENVIRONMENTAL	5,880.00
191.	SOUTHFIELD PUBLIC LIBRARY	13.00
192.	SPOK, INC.	34.73
193.	STATE INDUSTRIAL PRODUCTS	794.56
194.	STATE OF MICHIGAN	2,748.68
195.	STEVE EBERLE	20.00
196.	STEVEN CHESHER	211.95
197.	STEVENS DISPOSAL	3,104.28
198.	T R ASSOCIATES	34.20
199.	TASER TRAINING ACADEMY	390.00
200.	TETRA TECH INC	45,868.90
201.	THE LIBRARY NETWORK	242.70

202.	THE TRUCK SHOP INC	325.00	_____
203.	THE VEST MAN	260.00	_____
204.	THOMAS SCIENTIFIC, INC	3,426.68	_____
205.	THOMSON WEST	682.70	_____
206.	TIM RITCHIE	20.00	_____
207.	TIM ROBERTS	158.95	_____
208.	T-MOBILE	29.99	_____
209.	TRACTOR SUPPLY COMPANY	217.10	_____
210.	TREAT PROPERTIES	32.66	_____
211.	TREAT PROPERTIES	116.84	_____
212.	TREAT ST PROPERTIES	161.11	_____
213.	TREAT ST. PROPERTIES	223.26	_____
214.	TREAT STREET PROPERTIES	182.25	_____
215.	TRI-STATE MEDICAL SUPPLY	40.00	_____
216.	TTB CLEANING LLC	8,100.00	_____
217.	TUCKER, PAMELA	12.48	_____
218.	UNIQUE MANAGEMENT SERVICES INC	232.70	_____
219.	UNIQUE PAVING MATERIALS CORP	2,797.60	_____
220.	UNITED PARCEL SERVICE	26.60	_____
221.	UNUM LIFE INSURANCE COMPANY	2,322.74	_____
222.	UTILITIES INSTRUMENTATION SERVICE I	10,815.28	_____
223.	VALLIE, JERYL	63.42	_____
224.	VERIZON WIRELESS	690.11	_____
225.	WALTER HELSEL	20.00	_____
226.	WARNER-SHAGENA, KYLE	17.00	_____
227.	WEISKOPF INDUSTRIES CORP	349.86	_____
228.	WESCO DISTRIBUTION, INC.	307.20	_____
229.	WESTERN LIME CORPORATION	10,550.25	_____
230.	WHITCHER PLUMBING & HEATING	526.52	_____
231.	WILLIAM SADLER	20.00	_____
232.	WORLD BOOK SCHOOL & LIBRARY	415.00	_____
233.	XYLEM WATER SOLUTIONS INC	81.89	_____
	***TOTAL ALL CLAIMS***	1,130,263.02	



# REGULAR AGENDA

**ORDINANCE NO. 16-012**

**AN ORDINANCE TO CREATE SECTION 90-98 OF CHAPTER 90, OF THE ADRIAN CODE, ENTITLED "DOWNTOWN STREET PARKING"**

Sec. 90-98. DOWNTOWN STREET PARKING

a). Parking on the street in the downtown district is limited to a three hour period of time from 8:00 a.m. to 6:00 p.m. Monday through Friday.

b). The downtown district includes, for the purposes of this ordinance only, Main Street from Church Street to Front Street; Maumee Street from Winter Street to Broad Street; Toledo Street from N. Main to Broad Street; and Washburn Street from Winter Street to N. Main Street.

c). This parking limit includes vehicles moved from one parking space to another to avoid the three hour limitation.

d). Downtown businesses may validate parking for their customers by stamping any parking ticket the customer receives and returning the ticket to the police department.

1). Businesses may only validate tickets written under section 90-98.

2). Businesses may not validate tickets for their owners, employees, agents or other representatives.

INTRODUCTION.....

SUMMARY PUBLISHED.....

ADOPTION.....

COMPLETE PUBLICATION.....

EFFECTIVE DATE.....

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

# MEMO

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DATE: October 25, 2016

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

FROM: Cindy L. Prue, Finance Director

**Re: FY2016-17 First Quarter Recommended Budget Amendments**

Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Units of Government, provides for adjustments to the Adopted Budget. The Financial Forecast has identified several variances between current projections and estimated Revenues and Appropriations included in the Adopted and Amended FY2016-17 Budget and recommend the attached adjustments.

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

The summary is as follows:

**General Fund (101):**

**Revenues** – It is early in the fiscal year so only a few of the line items have been adjusted. The City Clerks budget was adjusted to reflect additional revenue from the school election, the Police budget was adjusted to reflect the increase in Liquor License revenue received and the Parks revenue was adjusted to show the restitution being received from the vandalism that occurred at Island Park. The biggest change was in the Public Works department to show the revenue from the joint project with One Lenawee and the City to produce way-finding signs. These signs are being funded by a grant received by One Lenawee.

**Expenditures** – Changes were made in most departments to reflect the actual cost of the liability insurance policy for FY2016-17. The large change in the Police department for Livescan Fingerprinting resulted from received a backlog of invoices from the State of Michigan. Some of these invoices were upwards of eighteen months old. The change to the Other Projects department is to reflect the repairs being done to the unsafe building located 116 S. Main Street. The intent is to place a lien on that property for the cost of the repairs.

**Major & Local Street Fund (202 & 203):**

The changes made to these funds are to record additional road dollars received from the State of Michigan.

**District Library (206):**

The adjustment here is to reflect the actual amount of Penal Fine funds received from the State of Michigan and to adjust to the actual cost of Property and Liability insurance premium.

**Downtown Development Authority (280):**

This change reflects the revenues raised and expended for the special projects in the downtown area (Historical Markers, Wabash Memorial, etc.)

**Information Technology Fund (661):**

This changes reflects the change from an IT Director to the use of consultant services.

**Motor Vehicle Pool:**

This reflects the use of fuel product by the Fee Estate.

**State Revenue Sharing Update:**

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

<b>Payment Date</b>	<b>FY2015-16 Estimated</b>	<b>FY2015-16 Actual</b>	<b>FY2016-17 Estimated</b>	<b>FY2016-17 Actual</b>
August	\$284,936	\$264,715	\$269,050	\$277,993
October	\$289,823	\$279,316	\$284,580	
December	\$294,628	\$280,615	\$276,276	
February	\$283,526	\$265,722	\$272,330	
April	\$250,832	\$243,461	\$249,121	
June	\$257,235	\$253,620	\$258,132	
<b>TOTAL</b>	<b>\$1,660,980</b>	<b>\$1,587,449</b>	<b>\$1,609,489</b>	

**CVTRS Program:**

<b>Payment Date</b>	<b>FY2015-16 Estimated</b>	<b>FY2015-16 Actual</b>	<b>FY2016-17 Estimated</b>	<b>FY2016-17 Actual</b>
August	\$78,662	\$78,662	\$78,662	\$78,662
October	\$78,662	\$78,662	\$78,662	
December	\$78,662	\$78,662	\$78,662	
February	\$78,662	\$78,662	\$78,662	
April	\$78,662	\$78,662	\$78,662	
June	\$78,662	\$78,662	\$78,662	
<b>TOTAL</b>	<b>\$471,972</b>	<b>\$471,972</b>	<b>\$471,972</b>	

**Local Stabilization Share Appropriation Update:**

In December of 2012, legislation was passed that significantly changes the taxes levied on personal property. The legislation created the Small Business Taxpayer Exemption and the Eligible Manufacturing Personal Property Exemption. Included in the legislation was a replacement mechanism to reimburse local units of government for this loss. In fiscal year 2015-16, the city received \$232,329 to offset this loss. With the assistance of the State of Michigan and Plante Moran, a calculator was developed to help estimate the FY2016-17 reimbursement. There is currently \$420,000 budgeted for the reimbursement. Funds are due to be sent out in November of this year, it remains to be seen what our actual reimbursement will be. I will share that information with you as soon as it is received.

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

**CITY OF ADRIAN  
FY 2016-17 BUDGET  
FIRST QUARTER FINANCIAL FORECAST  
RECOMMENDED BUDGET AMENDMENTS**

<b>GENERAL FUND (101)</b>	<b>FY2016-17 ADOPTED BUDGET</b>	<b>FY2016-17 AMENDED BUDGET as of 09/30/2016</b>	<b>FY2016-17 FIRST QUARTER FINANCIAL FORECAST</b>	<b>BUDGET AMENDMENT</b>	<b>REASON</b>
<b>REVENUE:</b>					
<b>Dept. 215: CLERK</b>					
101-215.00-608.000 SCHOOL ELECTION FEES	\$200	\$200	\$4,000	\$3,800	Record fees from school election
<b>Dept. 301: POLICE</b>					
101-301.00-576.000 LIQUOR LICENSES	\$14,000	\$14,000	\$15,885	\$1,885	Revenue higher than anticipated
<b>Dept 336: FIRE</b>					
101-336.00-695.000 OTHER	\$1,000	\$1,000	\$2,000	\$1,000	Adj for Fireworks Inspections
<b>Dept 441: PUBLIC WORKS</b>					
101-441.00-695.000 OTHER	\$0	\$0	\$26,385	\$26,385	Adj for Lightning insurance claim
101-441.00-695.004 SALE OF SIGNS	\$150	\$150	\$22,150	\$22,000	Adj for One Lenawee signs
<b>Dept 697: PARKS</b>					
101-697.00-695.000 OTHER	\$0	\$0	\$2,945	\$2,945	Adj for park vandalism restitution
<b>Dept. 990: NON-DEPARTMENTAL</b>					
101-990.00-404.000 CURRENT REAL PROP TAX	\$4,097,046	\$4,097,046	\$4,099,627	\$2,581	To reflect actual collections
<b>TOTAL GENERAL FUND REVENUE</b>	<b><u>\$4,112,396</u></b>	<b><u>\$4,112,396</u></b>	<b><u>\$4,172,992</u></b>	<b><u>\$60,596</u></b>	
<b>EXPENDITURES:</b>					
<b>Dept. 101: CITY COMMISSION</b>					
101-101.00-880.001 SISTER CITY PROGRAM	\$0	\$0	\$473	\$473	Sister City visit expenses
101-101.00-912.000 LIABILITY INSURANCE	\$38,700	\$38,700	\$37,878	(\$822)	Adjust to actual expense
<b>Dept. 201: FINANCE</b>					
101-201.00-912.000 LIABILITY INSURANCE	\$2,140	\$2,140	\$2,210	\$70	Adjust to actual expense
<b>Dept. 210: ATTORNEY</b>					
101-210.00-912.000 LIABILITY INSURANCE	\$4,865	\$4,865	\$4,765	(\$100)	To adjust to actual
101-210.00-731.000 SHIPPING	\$0	\$0	\$100	\$100	To adjust to actual
<b>Dept. 301: POLICE</b>					
101-301.00-747.000 LIVESCAN FINGERPRINTING	\$10,000	\$10,000	\$22,885	\$12,885	To adj for late State billings
101-301.00-843.000 SEX OFFENDER REG FEE	\$300	\$300	\$600	\$300	To adj to actual
101-301.00-911.000 PROPERTY INSURANCE	\$405	\$405	\$813	\$408	To adj premium on police dogs
101-301.00-912.000 LIABILITY INSURANCE	\$23,300	\$23,300	\$22,231	(\$1,069)	To adj to actual
<b>Dept. 336: FIRE</b>					
101-336.00-912.000 LIABILITY INSURANCE	\$3,090	\$3,090	\$3,216	\$126	To adj to actual
<b>Dept. 371: INSPECTION</b>					
101-371.00-805.000 MEMBERSHIPS	\$600	\$600	\$300	(\$300)	To adj to actual
101-371.00-957.000 TRAINING	\$300	\$300	\$600	\$300	To adj for new employee
<b>Dept. 441: PUBLIC WORKS</b>					
101-441.00-704.000 OVERTIME	\$0	\$0	\$2,500	\$2,500	To adj to actual
101-441.00-776.124 SUPPLIES-BLDG MAINT	\$0	\$0	\$2,621	\$2,621	To record ins claim-lightning strike
101-441.00-912.000 LIABILITY INSURANCE	\$4,380	\$4,380	\$4,490	\$110	To adj to actual
<b>Dept. 697: PARKS &amp; FORESTRY</b>					
101-697.00-911.000 PROPERTY INSURANCE	\$1,115	\$1,115	\$2,850	\$1,735	To adj to actual
101-697.00-912.000 LIABILITY INSURANCE	\$3,210	\$3,210	\$1,133	(\$2,077)	To adj to actual
<b>Dept. 836: OTHER PROJECTS</b>					
101-836.00-801.000 CONTRACT SERVICES	\$8,000	\$8,000	\$51,500	\$43,500	Costs for 116 S Main Street
<b>Dept. 895 - ECONOMIC DEVELOPMENT</b>					
101-895.00-912.000 LIABILITY INSURANCE	\$385	\$385	\$221	(\$164)	To adj to actual
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b><u>\$100,790</u></b>	<b><u>\$59,950</u></b>	<b><u>\$120,825</u></b>	<b><u>\$60,596</u></b>	

**CITY OF ADRIAN  
FY 2016-17 BUDGET  
FIRST QUARTER FINANCIAL FORECAST  
RECOMMENDED BUDGET AMENDMENTS**

	FY2016-17 ADOPTED BUDGET	FY2016-17 AMENDED BUDGET as of 09/30/2016	FY2016-17 FIRST QUARTER FINANCIAL FORECAST	BUDGET AMENDMENT	REASON
<b><u>MAJOR STREET FUND (202)</u></b>					
<b>REVENUES:</b>					
202-000.00-546.001 GAS & WEIGHT TAX-LOCAL DIST	\$0	\$0	\$40,325	\$40,325	To record add'l state road dollars
202-000.00-695.000 OTHER	\$0	\$0	\$1,873	\$1,873	To record repairs - D&P
202-000.00-697.000 PRIOR YEAR REVENUE	\$0	\$334,039	\$291,841	(\$42,198)	
<b>TOTAL MAJOR STREET REVENUES:</b>	<b>\$0</b>	<b>\$334,039</b>	<b>\$334,039</b>	<b>(\$0)</b>	
<b><u>LOCAL STREET FUND (203):</u></b>					
<b>REVENUES:</b>					
203-000.00-546.001 GAS & WEIGHT TAX-LOCAL DIST	\$0	\$0	\$13,041	\$13,041	
203-000.00-697.000 PRIOR YEAR REVENUE	\$0	\$85,515	\$72,474	(\$13,041)	
<b>TOTAL LOCAL STREET REVENUES:</b>	<b>\$0</b>	<b>\$85,515</b>	<b>\$85,515</b>	<b>\$0</b>	
<b><u>DISTRICT LIBRARY FUND (206)</u></b>					
<b>REVENUES</b>					
206-000.00-658.000 PENAL FINES	\$68,186	\$68,186	\$62,049	(\$6,137)	To adj to actual rec'd
<b>TOTAL DISTRICT LIBRARY FUND</b>	<b>\$68,186</b>	<b>\$68,186</b>	<b>\$62,049</b>	<b>(\$6,137)</b>	
<b>EXPENDITURES:</b>					
206-738.00-911.000 PROPERTY INSURANCE	\$8,020	\$8,020	\$7,626	(\$394)	To adj budget to actual
206-738.00-912.000 LIAB INSURANCE	\$1,500	\$1,500	\$1,260	(\$240)	To adj budget to actual
206-738.00-990.000 CONTINGENCY	\$91,283	\$91,283	\$85,780	(\$5,503)	
<b>TOTAL DISTRICT LIBRARY EXPENDITURES</b>	<b>\$100,803</b>	<b>\$100,803</b>	<b>\$94,666</b>	<b>(\$6,137)</b>	
<b><u>DOWNTOWN DEVELOP AUTHORITY</u></b>					
<b>REVENUES:</b>					
280-000.00-675.004 DOWNTOWN RENOVATION PROJ	\$0	\$0	\$22,000	\$22,000	To record special projects
<b>TOTAL DOWNTOWN DEVELOP AUTHORITY REV</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,000</b>	<b>\$22,000</b>	
<b>EXPENDITURES:</b>					
280-290.00-977.004 CAPITAL-DOWNTOWN REN	\$0	\$0	\$22,000	\$22,000	To record special projects
<b>TOTAL DOWNTOWN DEV AUTHORITYEXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,000</b>	<b>\$22,000</b>	
<b><u>INFORMATION TECHNOLOGY</u></b>					
<b>REVENUES:</b>					
<b>EXPENDITURES:</b>					
661-290.00-702.000 WAGES	\$95,020	\$95,020	\$91,020	(\$4,000)	To record staffing change
661-290.00-812.000 CONSULTANT FEES	\$6,000	\$6,000	\$10,000	\$4,000	To record staffing change
<b>TOTAL INFORMATION TECHNOLOGY EXPENDITURES:</b>	<b>\$101,020</b>	<b>\$101,020</b>	<b>\$101,020</b>	<b>\$0</b>	
<b><u>MOTOR VEHICLE POOL</u></b>					
<b>REVENUES:</b>					
662-000.00-676.205 CONTRIB - FEE ESTATE	\$0	\$0	\$15,000	\$15,000	
662-000.00-695.000 OTHER	\$0	\$0	\$3,240	\$3,240	
662-000.00-697.000 PRIOR YEARS REVENUE	\$46,985	\$91,985	\$73,745	(\$18,240)	
<b>TOTAL MOTOR VEHICLE POOL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$91,985</b>	<b>\$0</b>	

November 7, 2016

**R16-132**

**RE: DEPARTMENT OF FINANCE – FY2016-17 FIRST 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 FY2016-17 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 FY2016-17 Budget in accordance with the attached schedule entitled City of Adrian FY2016-17 First 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.



November 3, 2016

**MEMORANDUM**

TO: Shane Horn, City Administrator

FROM: Vincent Emrick, Police Chief  
Todd Brown, Director of Engineering

SUBJECT: Up-Fitting, Equipment and Installation for Three (3) Ford Interceptors

---

The City received 2 bids on Tuesday, October 18, 2016 for up-fitting, equipment and installation, on three (3) police Ford Interceptor vehicles.

Attached are the tabulations for the bids received for this contract.

It is recommended that this contract be awarded to the second lowest bidder, **Adrian Sign Shop of Adrian, MI**, in the amount of \$39,000.00 because the turn-around time for work completion is 1-3 weeks versus 3-4 months by the lowest bidder, Priority One Emergency of Canton, Michigan.

Funds are available as follows: \$30, 911.84 from account 662-301.62-977.000 and remaining balance of \$8,088.16 to be transferred from the motor vehicle pool fund.

**R16-133**

RE: **POLICE DEPARTMENT and ENGINEERING DEPARTMENT – Vehicle Up-Fitting, Equipment and Installation**

**RESOLUTION**

WHEREAS, the Adrian City Commission, by resolution #R16-117, dated September 19, 2016, authorized the purchase and up-fitting of three patrol vehicles; and

WHEREAS, these funds have been budgeted to outfit said vehicles, installing standard police equipment; and

WHEREAS, the City of Adrian Purchasing Office, in conjunction with the Police Department, solicited bids from two (2) police vehicle outfitters and received sealed bids on October 18, 2016, for the vehicle out fitting; and

WHEREAS, the bid tabulation follows:

ITEM	Adrian Sign Shop Adrian, MI	Priority One Emergency Canton, MI
Federal signal 48" light bar dual color with full frontal Takedowns or equiv	\$4,350.00	\$5,175.00
Federal signal smart siren w/ priority switch or equiv	2,667.00	1,875.00
Front corner Marker Light-blue	300.00	300.00
Front corner Marker Light-red	300.00	300.00
Push bumper and mounting bracket (Sentina or equiv)	837.00	1,275.00
Pair of LED strobes - front headlights	354.00	195.00
Pair of LED strobes – rear taillights	480.00	225.00
Pair of Federal L.E.D. R/B push bumper lights and mounting or equivalent	660.00	300.00
Pair of Federal R/B rear hatch lights (inside) or equiv	660.00	300.00
Pair of Federal R/B license plate lights or equiv	537.00	300.00
Pair of Federal L.E.D. R/B side lights (rear windows)or equiv	1,320.00	300.00
Pair of Federal L.E.D. R/B lights (B pillar lights)	948.00	300.00
Pair of Federal L.E.D. R/B side lights (rear windows-side)	Included	Duplicate Line Item
100+ Watt Speaker System and Mounting Bracket With Microphone and Mounting	585.00	300.00
Jotto prisoner Screen 475-0303	2,358.00	1,875.00
Jotto prisoner Screen Ext Panels 475-0789	480.00	450.00
Cargo Screen and plastic Bio Seat	3,810.00	3,150.00
Seat belt extenders for prisoners seat belts	Included	300.00

ITEM	Adrian Sign Shop Adrian, MI	Priority One Emergency Canton, MI
Pair of Steel Rear Window bars	675.00	495.00
Gamber Johnson low profile Console w/ faceplates 7170-0166	1,095.00	1,155.00
Laptop Docking Tray for Panasonic Cf-53	300.00	975.00
Laptop Mount-console attached by Gamber Johnson	645.00	1,350.00
Dual Cupholder-console access	72.00	87.00
Dual Partition Mounted (vertical) gun lock-Pro- gard gun lock(s) for shot gun (Mossberg 500 & GoJotto.com patrol rifle with time unit (or equivalent)	1,320.00	750.00
Trunk Storage Unit (Single Drawer Style), Made by Pro-Gard or equivalent	3,900.00	3,150.00
Universal ignition relays, air bag control switches, wiring harness system, brake kill switch, "horn ring" for hands free siren use	1,080.00	375.00
Interior dome light Red/White "Sound off signal"	150.00	195.00
Radar, Kustom Signal, Golden Eagle II, dual, Mich State contract listed on MI DEAL	4,617.00	4,917.00
Installation and Supplies	4,500.00	6,300.00
<b>TOTAL</b>	<b>\$39,000.00</b>	<b>\$36,669.00</b>

WHEREAS, the City Administrator, Director of Parks & Engineering, and Police Chief recommend that the bid be awarded to the second lowest bidder, Adrian Sign Shop of Adrian, Michigan, in the amount of \$39,000.00. Adrian Sign Shop does not meet the bid amount criteria for local preference vendor. However, the turn-around time frame for installation completion is significant enough to recommend their bid acceptance. Adrian Sign Shop will complete the work in 1-3 weeks; Priority One Emergency will complete the work in 3-4 months; and

WHEREAS, the Finance Director indicates that there are funds in the FY2016-2017 budget to cover \$30,911.84 (662-301.62-977.000) of this expense, and the remaining \$8,088.16 be transferred from fund balance in the Motor Vehicle Pool Fund; and

NOW, THEREFORE BE IT RESOLVED, that the Adrian City Commission, by this resolution, hereby authorizes the acceptance for the second lowest bid and engagement of Adrian Sign Shop, of Adrian, Michigan, for the up-fitting of three (3) Ford Interceptor Police vehicles.

BE IT FURTHER RESOLVED that the FY2016-17 budget be amended as follows to properly fund this expenditure:

Revenue:		
662-000.00-697.000	Prior Years Revenue	\$8,088.16
Expenditure:		
662-301.62-977.000	Capital – Equipment	\$8,088.16

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

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

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

# MEMO

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DATE: November 2, 2016

TO: Honorable Mayor and City Commission

FROM: Shane A. Horn, City Administrator

SUBJECT: Croswell Alley

As you know the Croswell Opera House is currently in the midst of significant construction activity as they look to enhance opportunities and protect this historic jewel for the next 150 years. An aspect of this project involves the replacement of the alley concrete walkway that was impacted by the construction activities. In an effort to keep a clean, consistent look we asked Krieghoff Lenawee for a quote to replace 1,070 square feet of reinforced concrete on the rest of the City-owned alley. We have received a quote of \$12,285 for this additional concrete work in the alley and respectfully recommend that we proceed with this work to create a consistent look to the alley. There will also be some storm sewer separation work being completed ahead of the concrete work in the alley. Funds for this project are available in the Non-Motorized Transportation budget.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Shane A. Horn', is written over the typed name.

Shane A. Horn  
City Administrator



2039 JAMES STREET  
P.O. BOX 100  
ADRIAN, MICHIGAN 49221  
PHONE (517) 265-5121  
FAX (517) 263-8387

## PROPOSAL

DATE: October 20, 2016  
SUBMITTED TO: City of Adrian  
135 E. Maumee St  
Adrian, MI 49221  
ATTENTION: Mr. Todd Brown  
PROJECT NAME: Croswell Court

### Sidewalk Replacement

We propose to furnish labor, material, and equipment to replace 1,070SF of 4" reinforced concrete sidewalk in the Croswell Court according to the following scope of work:

- Furnish and install two ACO trench drains.
- Furnish and install Urban Accessories ductile iron covers.
- Install owner furnish storm sewer piping and one structure to connect the drains.
- Install expansion joints against both buildings.
- Fine grade and compact the existing sand sub base.
- Form and pour the 4" concrete sidewalks.
- Hand tool all expansion joints according to the Croswell Opera House construction plans.
- Install joint sealant on the expansion joints at the building.
- Clean-up

Total Cost \$12,285

Note: Building permit cost if required is not included in the above proposal.

ACCEPTANCE OF PROPOSAL:

NAME:

Todd Brown

DATE:

NAME:

*Jason R. Hess*

Jason R. Hess, Sr. Vice President

November 7, 2016

**R16-134**

**RE: ADMINISTRATION – AUTHORIZATION TO PROCEED WITH CONCRETE WORK UPGRADES IN THE CROSWELL ALLEY**

**RESOLUTION**

WHEREAS, the Croswell Opera House is currently in the midst of significant construction activity as they look to enhance opportunities and protect this historical jewel for the next 150 years; and

WHEREAS, the alley between the Croswell and City Hall will be upgraded with new concrete and related storm sewer improvements for the portion that is impacted by the construction activities; and

WHEREAS, in an effort to have a clean, consistent look we have asked the Croswell's general contractor, Krieghoff Lenawee, for a quote to replace 1,070 square feet of reinforced concrete which will address the rest of the alley going North; and

WHEREAS, the total price quoted for this concrete replacement including additional storm sewer improvements is \$12,285 with the City doing the removal and providing piping.

NOW THEREFORE, BE IT RESOLVED by the Adrian City Commission by this resolution authorizes that the additional concrete work in the alley between the Croswell and City Hall be completed by Krieghoff Lenawee for a total price of \$12,285 with funds coming from the Non-Motorized Transportation budget (202-480.00-801.000).

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

# MEMO

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DATE: November 1, 2016

TO: Honorable Mayor Berryman and City Commission

FROM: Shane A. Horn, City Administrator

SUBJECT: Paid Half Day Off for November 23, 2016

Over the past three years the City Commission has approved additional paid leave time either over the Thanksgiving or Christmas Holidays as a small measure to give back to city staff and allow them additional time to prepare and enjoy the Holiday. This has been an outstanding gesture and very much appreciated by all city staff.

It has been proposed to close all City facilities at 12:00pm on Wednesday November 23, 2016. All full-time and regular part-time employees would be eligible for this paid half day off. Employees required to work on November 23 shall receive a paid half day off to be taken at the discretion of their Department Head in accordance with scheduling needs. Likewise employees not scheduled to work on November 23 shall also receive a paid half day off to be taken at the discretion of their Department Head, in accordance with scheduling needs. I respectfully recommend your approval of this resolution; I know city staff will appreciate the extra time to spend with family and friends over the Thanksgiving Holiday.

Respectfully submitted,



Shane A. Horn  
City Administrator

**RE: CITY COMMISSION – Approve the Closure of City Facilities on Wednesday, November 23, 2016 at 12:00pm and Give all Full-Time and Regular Part-Time City Employees a Paid Half Day Off.**

**RESOLUTION**

WHEREAS, the City Commission has provided for additional paid leave time to all full-time and regular part-time employees over the past three years either over the Thanksgiving or Christmas Holidays; and

WHEREAS, the City Commission would like to provide all full-time and regular part-time city employees with a paid half day off regardless of whether they are scheduled to work on Wednesday November 23, 2016; and

NOW THEREFORE, IT IS HEREBY RESOLVED that the City shall close for regular business at 12:00pm on Wednesday November 23, 2016. All full-time and regular part-time city employees who are required to work after 12:00pm on Wednesday November 23, 2016 shall receive a paid half day off to be taken at the discretion of their Department Head, in accordance with scheduling needs.

NOW THEREFORE, IT IS FURTHER RESOLVED that all full-time and regular part-time city employees not scheduled to work on Wednesday November 23, 2016 shall also receive a paid half day off to be taken at the discretion of their Department Head, in accordance with scheduling needs.

On motion of Commissioner \_\_\_\_\_, supported by

Commissioner \_\_\_\_\_, the above Resolution was

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

# MEMO

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DATE: November 1, 2016

TO: Hon. Mayor Berryman and City Commission

FROM: Shane A. Horn, City Administrator

SUBJECT: Michigan Municipal League Liability and Property Pool Board of Directors

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The City is a member of the Michigan Municipal League Liability and Property Pool, which has a board of directors. Two incumbent directors, Penny Hill, Assistant City Manager with Traverse City, and Jean Stegeman, Mayor of the City of Menominee, have agreed to seek re-election to the board for three year terms commencing January 1, 2017. The Pool has requested that these two candidates be re-elected at a vote to be held later this fall. I have prepared a proposed resolution to authorize the City's vote on behalf of these two individuals.

THE CANDIDATES  
Three-year terms beginning January 1, 2017



*Penny Hill, Assistant City Manager, Traverse City*

Penny has been a municipal government official since 1988, serving at various times as Clerk, Treasurer, and Manager. She currently serves as Traverse City's Assistant Manager. Penny is an active member of the Michigan Municipal League, having served on its Board of Directors, and as Vice-Chairperson of Region 6. Penny is also an active member of the Michigan Municipal Executives (formerly Michigan Local Government Manager's Association), serving as its President in 2013. She is a member of the Board of Directors for the Grand Traverse Regional Community Foundation. Penny is seeking re-election to her fourth term as director.



*Jean Stegeman, Mayor, City of Menominee*

Jean has more than six years of experience as a municipal official, currently serving as Mayor in the City of Menominee. She was a member of and served as chair of the Menominee planning commission for several years prior to becoming mayor. She is also active in several local civic organizations. Jean is seeking re-election to her second term as director.

**RE: CITY COMMISSION – Authorize City Administrator to cast the vote for the election of members to the Board of Directors of the Michigan Municipal League Liability and Property Pool**

**RESOLUTION**

WHEREAS, the City of Adrian is a member of the Michigan Municipal League Liability and Property Pool; and

WHEREAS, an election will be held this fall to select two directors for three year terms commencing January 1, 2017; and

WHEREAS, the nominating committee for the organization has recommended Penny Hill, Assistant City Manager for Traverse City, and Jean Stegeman, Mayor of the City of Menominee, to be re-elected to said terms.

NOW, THEREFORE, BE IT RESOLVED that the City Administrator is hereby authorized to cast the vote for the City of Adrian for the election of Penny Hill, Assistant City Manager for Traverse City, and Jean Stegeman, Mayor of the City of Menominee for the Board of Directors for the Michigan Municipal League Liability and Property Pool for three year terms commencing January 1, 2017.

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

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

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

# MEMO

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DATE: November 3, 2016  
TO: Honorable Mayor and City Commission  
FROM: Shane A. Horn, City Administrator  
SUBJECT: 116 S. Main Change Order

On August 15, 2016 Resolution R16-107 was passed which authorized emergency repairs to 116 S. Main. Resources Unlimited of Ann Arbor, MI was engaged to secure the building and rebuild the walls for a total price of \$50,586. To date, the West wall and North wall have been selectively removed and associated bracing and supports have been placed. This has allowed us to complete the Winter Street parking lot reconstruction. The original scope was to stair-step the Maiden Lane wall following the significant crack in the wall and do minimal removal, once the contractor began this work it was determined that the wall would need to be completely removed due to significant deterioration that was not evident until further exploration. We have found significant savings by taking advantage of an existing interior wall on the back (West) side of the building. This will reduce the footprint of the building by about 8 feet but will save the cost to rebuild this wall. Our inspectors have inspected this interior wall and found appropriate foundations in place. We have met with the owner on this issue and he is supportive of moving ahead with this scenario. The following will summarize our expenses and payments to date to Resources Unlimited:

8-9-16	\$14,663	50% payment to begin demo of North wall and provide shoring
9-27-16	\$21,994.50	demo and shoring of alley wall
9-27-16	\$6,400	50% payment of 3 <sup>rd</sup> wall demo and shore
11-7-16	\$14,663	remaining 50% of 8-9-16 payment
11-7-16	\$8,275	cost to rebuild all 3 walls up to the 3 <sup>rd</sup> floor. Security wall on 3 <sup>rd</sup> floor to roof with plywood on exterior
Total	\$65,995.50	new total to complete project
	<u>\$50,686.00</u>	authorized by Resolution R16-107
	\$15,309.50	requested change order

Due to unforeseen conditions a change order in the amount of \$15,309.50 to Resources Unlimited is needed to rebuild all of the walls up to the 3<sup>rd</sup> floor. At the 3<sup>rd</sup> floor, a security wall will be built up to the roof with exterior plywood placed. The owner has been consulted and is supportive of this scenario. Again, the final costs for this project will be transferred to the owner and will remain with the property until paid.

**Resources Unlimited Masonry LLC**

PO Box 3976  
Ann Arbor, MI 48106  
(734) 846-4096  
RUMPropertiesLLC@gmail.com  
http://rumasonry.com

# INVOICE

**BILL TO**

City of Adrian  
ATT:Chris Miller, DDA  
Job: 116 S Main St  
Adrian, MI

**INVOICE #** 1359

**DATE** 10/06/2016

**DUE DATE** 10/06/2016

**TERMS** as below

*Wall # A*

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/06/2016	Secure building by using cross bracing on the third floor, using 3 cross braces to lock in side walls			
10/06/2016	Shore all floors starting at basement			
10/06/2016	Shore roof			
10/06/2016	Remove brick on alley side of building following the step crack in wall			
10/06/2016	Remove back wall brick to grade			
10/06/2016	Removing brick from site, Not included			
10/06/2016	Can start job 3-5 days after deposit is received			
10/06/2016	Job will take approx. 7 days, will work the weekend(s) if needed		29,326.00	29,326.00
10/06/2016	<b>Services</b> ADDENDUM: Teardown of perpendicular wall (Additional \$21,994.50)		0.00	0.00

*Wall # B*

\$14,663.00 is PAID  
Full Balance Now due of \$14,663.00

TOTAL 29,326.00  
DEPOSIT 14,663.00  
BALANCE DUE **\$14,663.00**

*Rear wall*

**Resources Unlimited Masonry LLC**

PO Box 3976  
Ann Arbor, MI 48106  
(734) 846-4096  
RUMPropertiesLLC@gmail.com  
http://rumasonry.com

# ESTIMATE

**ADDRESS**

City of Adrian  
Att: Chris Miller, DDA  
Job: 116 S. Main St  
Adrian, MI

**ESTIMATE # 1216**  
**DATE 10/12/2016**

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/12/2016	Buidling side wall:			
10/12/2016	Re-brick and block area left on building to top of parapet			
10/12/2016	Tooth in perpendicular wall to side building wall			
10/12/2016	Build security wall on 3rd floor to roof with plywood on exterior			
10/12/2016	Reset doors and windows		14,675.00	14,675.00

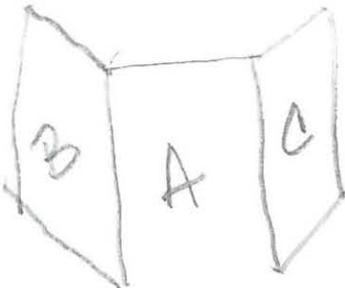
50% Down  
Balance upon completion  
Thank You!

**TOTAL**

**\$14,675.00**

Accepted By

Accepted Date



*Handwritten notes:*  
Newer 1100  
Ride 1000 for

**R16-137**

**RE: ADMINISTRATION – CHANGE ORDER FOR EMERGENCY REPAIRS TO 116 S. MAIN**

**RESOLUTION**

WHEREAS, the City Commission at the August 15, 2016 meeting approved Resolution R16-107 with Resources Unlimited of Ann Arbor, MI for contract services associated with emergency repairs to 116 S. Main; and

WHEREAS, once the work began it was determined that the original concept of stair-stepping removal of the Maiden Lane facing wall was not sufficient based upon significant deterioration found during demo activities; and

WHEREAS, the back end of the Maiden Lane facing wall was removed which resulted in additional costs for both removal and restoration; and

WHEREAS, due to this additional effort, Resources Unlimited of Ann Arbor has passed along additional costs totaling \$15,309.50 to rebuild all walls to the 3<sup>rd</sup> floor with brick and installing a security wall on the 3<sup>rd</sup> floor to the roof; and

WHEREAS, the Finance Director indicates that funds for this Change Order (\$15,309.50) are available in the FY 2016-17 General Fund budget Contract Services and the budget be amended as follows:

Revenue:		
101-990.00-697.000	Prior Years Revenue	\$15,309.50
Expenditures:		
101-836.00-801.000	Contract Services	\$15,309.50

NOW THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby approves the Change Order from Resources Unlimited of Ann Arbor, MI for \$15,309.50 to continue to perform emergency repairs to 116 S. Main with the final total transferred to the owner and remaining with the property until paid.

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

# MEMO

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DATE: November 2, 2016  
TO: Honorable Mayor and City Commission  
FROM: Shane A. Horn, City Administrator  
SUBJECT: RFP - Adrian Armory

The City accepted Request for Proposals (RFP) for the Adrian Armory site on Tuesday November 1, 2016. We had three additional investors tour the facility with one submitting a proposal for this site. Mark & Mary Murray of Adrian has submitted a proposal that would maintain the interior and exterior integrity of the original design while providing updates to accommodate future office/retail space. This plan would be consistent to the remodel of the Lansing Armory on Marshall Street in Lansing.

I respectfully recommend that we proceed with the acceptance of this proposal and start compiling a purchase agreement with Mark & Mary Murray for the acquisition of this property.

Respectfully submitted,



Shane A. Horn  
City Administrator

Proposal for purchase of the Adrian Armory,  
230 W. Maumee St, Adrian Michigan  
Submitted by Mark & Mary Murray  
October 22, 2016

We wish to submit a full price cash offer of \$130,000 with no restrictions. We are prepared to place a 10% percent earnest deposit pending final details. We will be represented by Mike Olsaver.

The proposed anticipated use of the property is to remodel the property in a manner similar to the Lansing (Marshall Street) Armory.\* This project maintained the exterior and interior integrity of the original design and added necessary updates to accommodate an office / retail use. Any exterior changes would involve handicap access and lighting upgrades. The interior would require current mechanical and interior decoration consistent with modern office and retail use.

The initial plan is to purchase the property and develop a plan for future office and retail use. Development of the interior remodeling plan will take approximately 6 months and the buildout an additional one year. Again the plan is to essentially duplicate the remodeling done at the Lansing Armory.

The storage building would remain at this time and the parking lot would be upgraded. Additional parking in adjacent lots would be anticipated.

Funding for the remodeling would be primarily through equity investment on the part of the principals. The first \$120,000 of the remodeling is currently secured and the balance would be secured either by bank loan or through vehicle such as the Adrian Area Investment Accelerator.

The principals are local business owners and real estate developers with decades of experience building and renovating properties in Lenawee County and Hawaii. The community minded investors are members of the AA Chamber, Lenawee Now, Town and Gown, Rotary Club, Connecting Lenawee and are area residents and business owners and a founding member of the Adrian Area Investment Accelerator project. The principals are primarily interested in utilizing the property to the highest and best use of the property for the benefit of the community, connecting the Armory to the current revitalization of the downtown and maintaining the historical context of the Armory building.

[\\*http://restorelansing.com/Commercial-Projects/Renovations/Marshall-Street-Armory](http://restorelansing.com/Commercial-Projects/Renovations/Marshall-Street-Armory)

Mission: Highest and best use of the facility for the greater good of the Adrian area, with a focus on integration with the downtown, preservation of the historical nature of the building and a priority on "local-vesting" (AAIA).

The timeline / process:

RFP accepted by City commission.

\$150,000 transferred to Adrian Armory, LLC checking\

Close on real estate, with letter from State Mi. (late winter)

If offer is accepted, meeting with Chris Miller / local team to develop plan

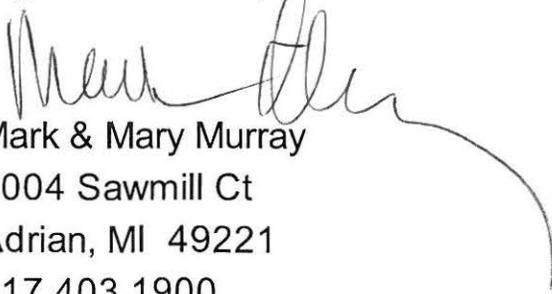
A tenant is a mandatory early step prior to signing a development agreement

Begin to develop the team to move the project ahead - confirm capital (AAIA)

Begin to assess the incentive opportunities available

Develop the team members (architect, project leader, subs).

Sign a lease / implement remodeling construction process.



Mark & Mary Murray  
1004 Sawmill Ct  
Adrian, MI 49221  
517.403.1900  
markcmurray4@gmail.com

**RE: ADMINISTRATION – AUTHORIZATION TO ACCEPT PROPOSAL FOR THE ACQUISITION OF THE ADRIAN ARMORY AND TO COMPILE AN OPTION TO PURCHASE AGREEMENT**

**RESOLUTION**

WHEREAS, a Request for Proposal (RFP) was compiled for the Adrian Armory with the hope of facilitating the transfer of this critical property to a responsible owner; and

WHEREAS, the property was shown to three additional potential investors with one investor submitting a formal response to the RFP; and

WHEREAS, Mark and Mary Murray of Adrian, MI provided a proposal for the property which would include a remodel of the exterior and interior to accommodate future office/retail opportunities; and

WHEREAS, Mark and Mary Murray have operated successful businesses in Adrian for many years and both have been involved in many community based activities and organizations throughout Adrian and Lenawee County.

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission by this resolution approves the RFP for the Adrian Armory site from Mark and Mary Murray of Adrian, MI and authorizes the City Administrator to compile an option to purchase agreement for this site with Mark and Mary Murray.

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