



**CITY COMMISSION
MEETING
August 1, 2016**



PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION
AGENDA
PRE-MEETING STUDY SESSION
Monday,
AUGUST 1, 2016**

The City Commission will meet for a pre-meeting study session on Monday, August 1, 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. Strategic Plan.
3. Other items as time permits.



COMMISSION AGENDA

**AGENDA
ADRIAN CITY COMMISSION
AUGUST 1, 2016
7:00PM**

- I. PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE JULY 18, 2016 REGULAR MEETING OF THE ADRIAN CITY COMMISSION.
- IV. PRESENTATION OF ACCOUNTS
- V. REGULAR AGENDA
 - A. ORDINANCES
 - 1. **Ord. 16-007.** Second reading and adoption of an ordinance for Collection of Fees for Fire Services (Section 26-12).
 - 2. **Ord. 16-008.** Second reading and adoption of an amended Fire Prevention Code Ordinance (Section 26-71).
 - B. RESOLUTIONS
 - 1. **R16-100. Engineering.** Resolution to award a bid to complete work for the Cold Storage and Cold Patch Building at the DPW facility located at 231 Race Street.
 - 2. **R16-101. Engineering.** Resolution to award a bid to complete concrete flatwork Trestle Park.
 - 3. **R16-102. Administration.** Resolution to approve items associated with the ProMedica water main extension.
- VI. PUBLIC COMMENT
- VII. COMMISSIONER COMMENTS



MINUTES

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

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

The regular meeting was opened with a moment of silent prayer for our law enforcement officers, 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, this was seconded by Commissioner Heldt. Clerk Baker stated that an error was made in the voting of resolution R16-089, which was the resolution regarding the adoption of the City's Strategic Plan. Commissioner Rising was shown as voting both yes and no for this resolution. Commissioner Rising did vote yes on the resolution and the no vote should have been Commissioner Dudas.

Commissioner Faulhaber amended his motion of approval to include the corrected voting on Resolution R16-089 and Commissioner Heldt amended his second. This resolution was adopted with a 7-0 vote.

PRESENTATION OF ACCOUNTS

Utility Department Receiving Fund Voucher # 4310 through # 4314	\$78,785.30
General Fund Vouchers # 22865 through # 22891	\$203,372.20
Clearing Account Vouchers amounting to	<u>\$255,044.29</u>
TOTAL EXPENDITURES	<u>\$537,201.79</u>

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

ORDINANCES

Ord. 16-007. First reading and introduction of an ordinance for Collection of Fees for Fire Services (Section 26-12).

Ord. 16-008. First reading and introduction of an amended Fire Prevention code Ordinance (Section 26-71).

RESOLUTIONS

R16-091

July 18, 2016

RE: POLICE DEPARTMENT – Traffic Control Order

**RESOLUTION
16-5**

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

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

For the first parking spot on W. Maumee Street west of Main Street on the south side of Maumee Street, post "For Handicap Parking Only." (101 W. Maumee Street.)

For the second parking spot on same side of street on West Maumee Street, post "10 minute loading and unloading zone." (105 W. Maumee Street.)

Respectfully,

VINCENT P. EMRICK,
Chief of Police

VPE/skj

DATED: 6-21-16

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

R16-092

July 18, 2016

RE: POLICE DEPARTMENT – Traffic Control Order

**RESOLUTION
16-6**

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

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

Post "Handicap Parking Sign" 30 feet west of Locust on E. Butler Street on the south side of the street.

Respectfully,

VINCENT P. EMRICK,
Chief of Police

VPE/skj

DATED: 6-21-16

Chief Emrick explained the location and the need for these traffic orders.

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

R16-093

RE: CLERKS OFFICE – Reappointment to Election Commission

WHEREAS, the term of office of Judge Margaret M. S. Noe on the Election Commission have expired, which has created a vacancy on this board; and

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

WHEREAS, Judge Margaret M. S. Noe has expressed a willingness to continue serving on the Election Commission, if reappointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the reappointment of the above-named individual to the Election Commission.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the reappointment of Judge Margaret M. S. Noe to the Election Commission for one year terms that will expire in July of 2017.

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

R16-094

RE: CLERKS OFFICE – Appointment to Election Commission

WHEREAS, the term of office of Gwen Donahue on the Election Commission have expired, which has created a vacancy on this board; and

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

WHEREAS, Gwen Donahue has expressed a willingness to continue serving on the Election Commission, if reappointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the reappointment of the above-named individual to the Election Commission.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the reappointment of Gwen Donahue to the Election Commission for one year terms that will expire in July of 2017.

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

R16-095

RE: CLERKS OFFICE – Reappointment to Election Commission

WHEREAS, the term of office of Jane Castle on the Election Commission have expired, which has created a vacancy on this board; and

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

WHEREAS, Jane Castle has expressed a willingness to continue serving on the Election Commission, if reappointed; and

WHEREAS, the Adrian City Commission has given careful consideration to the reappointment of the above-named individual to the Election Commission.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission does hereby approve the reappointment of Jane Castle to the Election Commission for one year terms that will expire in July of 2017.

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

R16-096

RE: ADMINISTRATION – Appointment of Delegates to the Annual Municipal Employees Retirement System (MERS) Meeting

WHEREAS, the Michigan Employees Retirement System (MERS) is having its annual meeting of participating municipalities; and

WHEREAS, it is necessary that one officer and one employee of the City of Adrian be designated by each municipality, with respective alternates; and

WHEREAS, there has been an election held by employees of the City of Adrian.

NOW, THEREFORE, BE IT RESOLVED, that Joshua Perry be designated as the employee representative and Nathan Owen will be the alternate employee delegate; and be it

FURTHER, RESOLVED that Cindy Prue be designated as the City Officer delegate and that an alternate officer delegate will be determined by the City Administrator if needed, to attend the meeting at the Grand Traverse Resort in Acme, Michigan on September 28 and 29, 2016 in accordance with the provisions of the Municipal Employees Retirement Act No. 135, Public Act of 1945, as amended.

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

R16-097

RE: TRANSPORTATION – Sale of Dial-A-Ride Bus

WHEREAS, sealed bids were received on Tuesday, July 12, 2016 for the sale of (1) one 2006 El Dorado Dial-A-Ride bus with the following results; and

CITY OF ADRIAN, MICHIGAN
DIAL-A-RIDE
DUE DATE: JULY 12, 2016

BIDDERS	2006 ELDORADO INTERNATIONAL PASSENGER BUS
Al Kasten	\$4,628.00
Christ Temple Ministries Adrian, MI	\$5,718.00
Sujit Anand Royal Oak, MI	\$5,170.00

WHEREAS, said bids have been tabulated and a recommendation made by the Transportation Coordinator, Finance Director and the City Administrator; and

WHEREAS, said bids have been considered by the Adrian City Commission.

NOW, THEREFORE, BE IT RESOLVED that the sale of one 2006 El Dorado Dial-A-Ride bus be awarded to the high bidder Christ Temple Ministries of Adrian, MI in the amount of \$5,718.00.

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

R16-098

RE: UTILITIES DEPARTMENT – Wastewater Treatment Plant – Authorization for Dystor Membrane Replacement

WHEREAS, the Dystor membrane gas storage system was put in service for addition

WHEREAS, recently discovered damage to the outer membrane has necessitated replacement of both inner and outer membranes ahead of schedule; and

WHEREAS, the Utilities Director has requested and received a proposal from Evoqua Water Technologies in the amount of \$352,000 to remove the existing membranes and install new membranes; and

WHEREAS, the Utilities Director and City Administrator recommend engagement of Evoqua Water Technologies of Waukesha, WI., in the City's Standard Professional Services Contract for the purpose of replacing both the inner and outer Dystor membranes at a cost not to exceed \$352,000.00, and that, because Evoqua is the sole source provider of the membranes compatible with the additional existing equipment, the competitive bid process be waived.

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission, by this resolution, hereby authorizes the engagement of Evoqua Water Technologies of Waukesha, WI. in the City's Standard Professional Services Contract for the purpose of replacing both the inner and outer Dystor membranes at a cost not to exceed \$352,000.00.

BE IT FURTHER RESOLVED that the FY2016-2017 Budget be amended as follows:

Sewer Capital Projects Fund:		
497-000.00-676.590	Transfer In-Wastewater	\$352,000.00
497-553.00-975.111	Digester Lid Replacement	\$352,000.00

Sewer Fund:		
590-000.00-697.000	Prior Years Revenue	\$352,000.00
590-965.00-969.497	Transfer Out-Capital Projects	\$352,000.00

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

R16-099

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

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

WHEREAS the Financial Forecast, prepared by the City of Adrian's Finance Department, has identified several variances between current projections and Estimated Revenues and Appropriations included in the Adopted and Amended FY2015-16 Budget, and recommends appropriate budget amendments; and

WHEREAS the recommended budget amendments comply with the Uniform Budgeting and Accounting Act requirement that no appropriations measure may be submitted to the City Commission that would allow total expenditures/expenses, including an accrued deficit, to exceed total estimated revenues, including an available surplus; and

WHEREAS the City Administrator has reviewed the Financial Forecast and proposed budget amendments and recommends their adoption.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission authorizes the Department of Finance to amend the FY2015-16 Budget in accordance with the attached schedule entitled City of Adrian FY2015-16 Fourth 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 Dudas, seconded by Commissioner Faulhaber, this resolution was adopted by a 7-0 vote.

MISCELLANEOUS

1. Adrian Fire Department Report.
2. D.A.R.T. Passenger Ridership Report.
3. Departmental Report.

4. See Click Fix Report.
5. DDA Meeting Minutes.
6. Planning Commission Meeting Minutes.

PUBLIC COMMENT

1. Dave Habecker – non-resident owner of rental properties – requested the Commission to intervene between himself and the City regarding a sewer problem that he has had for one of his properties (305 E Maumee Street) since 2014. Mr. Habecker presented this as a transfer of information and did not request an answer from the Commission at this meeting but hoped that after hearing his report and reading an e-mail that he sent to the Commission, they might intervene on his behalf.
2. Judge Anna Marie Anzalone –Appointed Circuit Court Judge – introduced herself to the Commission and audience and presented her credentials for election to this position on August 2nd.

COMMISSIONER COMMENTS

1. Commissioner Faulhaber – thanked Mayor Berryman for responding to his concern regarding putting concrete or stone down on the boulevards and what a bad practice that is. The Mayor rode with him to look at a number of properties and Commissioner Faulhaber would like this to be brought up at a pre-meeting in the near future.
2. Commissioner Rising – was also very concerned about the how Consumers is trimming trees in Adrian. Many of the trees have so much cut away that it would almost be better if they just cut the tree down. Wondered if there was anything that the City could do in this situation.

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

Jim Berryman
Mayor

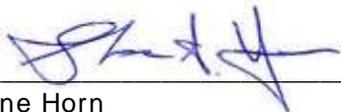
Pat Baker
City Clerk



CHECK REGISTER

August 1, 2016

I have examined the attached vouchers and recommend approval of them for payment.



Shane Horn
City Administrator

SAH:mld

RESOLVED, that disbursements be and they are hereby authorized for warrants directed to be drawn on the City Treasurer for the following:

Utility Department Vouchers	
Vouchers # 4315 through # 4323	\$137,603.63
General Fund	
Vouchers # 22892 through # 22911	\$287,174.27
Clearing Account Vouchers	
amounting to.....	<u>\$192,697.24</u>
TOTAL EXPENDITURES	<u>\$617,475.14</u>

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

August 1, 2016

UTILITIES FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
4315	\$ 64,472.83	City of Adrian Payroll	Payroll 07-15-16
4316	\$ 72,564.39	City of Adrian Clearing Acct	Ck Register 07-18-16
4317	\$ 1,755.05	City of Adrian - Water Dept.	Water Bills
4318	\$ -	VOID	Voided Check
4319	\$ 131.88	Frontier	Phone Bills
4320	\$ -	VOID	Voided Check
4321	\$ 276.91	Citizens Gas	Gas Bills
4322	\$ 67,474.61	City of Adrian	June Expenses
4323	\$ 3,492.35	Consumers Energy	Electric Bills
	\$ 210,168.02		
	\$ (72,564.39)	Less: Check 4316	
	\$ 137,603.63	TOTAL	

August 1, 2016

August 1, 2016

GENERAL FUND
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
22892	\$ 170,884.05	City of Adrian Payroll	Payroll 07-15-16
22893	\$ 14,299.78	First Federal Bank	Soc Sec 07-15-16
22894	\$ -	VOID	Voided Check
22895	\$ 82,566.92	City of Adrian Clearing Account	Check Register July 18
22896	\$ 2,610.42	City of Adrian - Water Dept.	Water Bills
22897	\$ 7,206.31	Nola's Transportation	DART Payroll 7-15-16
22898	\$ -	City of Adrian Utilities	EFT Payment
22899	\$ -	City of Adrian Utilities	EFT Payment
22900	\$ -	City of Adrian Utilities	EFT Payment
22901	\$ -	City of Adrian Utilities	EFT Payment
22902	\$ -	VOID	Voided Check
22903	\$ 75.19	Frontier Communications	Phone Bills
22904	\$ 48.77	Consumers Energy	Electric Bills
22905	\$ 17,448.80	Briner Oil Co, Inc.	Fuel
22906	\$ 650.37	Frontier Communications	Phone Bills
22907	\$ 3,472.06	Citizens Gas	July Gas Bills
22908	\$ 43,880.10	City of Adrian	June Expenses
22909	\$ 26,528.03	Consumers Energy	Electric Bills
22910	\$ -	City of Adrian Utilities	EFT Payment
22911	\$ 70.39	City of Adrian Utilities	Correction of cash over

\$ 369,741.19

\$ (82,566.92) Less : Check 22895

\$ **287,174.27**

August 1, 2016

07/26/2016

INVOICE APPROVAL BY VENDOR REPORT FOR CITY OF ADRIAN, MICHIGAN
EXP CHECK RUN DATES 08/01/2016 - 08/01/2016
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed
1. ACCUMED GROUP	3,754.32	
2. ADRIAN COMMUNICATIONS	1,071.43	
3. ADRIAN LOCKSMITH & CYCLERY	31.08	
4. ADRIAN MECHANICAL SERVICES CO	445.06	
5. ADRIAN NAPA	553.45	
6. ADRIAN-TECUMSEH FENCE CO	4,348.50	
7. ADVANCE AUTO PARTS COMMERCIAL CHR	348.27	
8. ADVANCED ANALYTICAL SOLUTIONS	182.15	
9. AIRGAS USA, LLC	439.33	
10. ALL METALS INC.	233.02	
11. APPLE MAT RENTAL	158.60	
12. AUTO ZONE COMMERCIAL	23.64	
13. BADER & SONS CO	72.00	
14. BAKER & TAYLOR BOOKS	700.56	
15. BENNETT, KERRY	117.40	
16. BILL'S SERVICE, INC.	271.96	
17. BLACK SWAMP EQUIPMENT	76.50	
18. BLISSFIELD HEATING AND PLUMBING INC	428.00	
19. BRAKES-N-MORE	270.51	
20. BRINT ELECTRIC	296.50	
21. BRODBECKS LLC	1,662.75	
22. BROOKS, WALTER L	66.00	
23. BUCK & KNOBBY EQUIP CO INC	13,449.28	
24. CALIFORNIA CONTRACTORS SUPPLIES INC	508.30	
25. CANON SOLUTIONS AMERICA	8.05	
26. CENGAGE LEARNING	162.84	
27. CHARLES SCHMENK	80.00	
28. CITY OF ADRIAN	3.82	
29. CORE TECHNOLOGY CORP.	1,100.00	
30. CUTTING EDGE ENGRAVING	50.00	
31. DARBY READY-MIX	594.00	
32. DEMCO INC	495.19	
33. DENISE ALVERSON	20.00	
34. DENNIS VESCELIUS	20.00	
35. DETROIT ELEVATOR COMPANY	168.00	
36. DEX MEDIA LLC	6.39	
37. ERIC KELLY	20.00	
38. FASTENAL COMPANY	1,753.73	
39. FEDERAL EXPRESS	595.82	
40. FIRSTLAB	17.95	

41.	FREDERICK BEEKEL	27.10	<hr/>
42.	GARY RIVERA	111.28	<hr/>
43.	GLENN PRESTON	20.00	<hr/>
44.	GOODWILL INDUSTRIES	177.60	<hr/>
45.	GRACE A. DOW MEMORIAL LIBRARY	25.95	<hr/>
46.	GREAT LAKES ACE	39.96	<hr/>
47.	GREG BELL CHEVROLET CADILLAC INC	246.19	<hr/>
48.	HABITEC SECURITY INC	382.20	<hr/>
49.	HALL INDUSTRIAL CO	7,340.00	<hr/>
50.	HASSELBRING CLARK CO.	19.86	<hr/>
51.	HOEKSTRA TRANSPORTATION, INC.	149.00	<hr/>
52.	HYDRODYNAMICS, INC.	2,971.70	<hr/>
53.	I C M A VANTAGE POINT	4,783.86	<hr/>
54.	I.T. RIGHT	424.15	<hr/>
55.	JACKSON TRUCK SERVICE INC.	142.84	<hr/>
56.	JASON LAWRENCE	20.00	<hr/>
57.	JERRY DAVIS	20.00	<hr/>
58.	JOHN KNAUSS	74.20	<hr/>
59.	JOHNSON'S SPORTING GOODS	2,550.00	<hr/>
60.	JONES & HENRY ENGINEERS, LTD.	6,139.14	<hr/>
61.	KIMBALL MIDWEST	96.59	<hr/>
62.	LANSING SANITARY SUPPLY INC	1,398.81	<hr/>
63.	LENAWEE COUNTY PRINTER	588.69	<hr/>
64.	LENAWEE COUNTY SHERIFF'S OFFICE	20.00	<hr/>
65.	LENAWEE TIRE & SUPPLY CO, INC.	6,477.26	<hr/>
66.	LILLIE RAMOS	30.00	<hr/>
67.	LLOYD'S REPAIR SERVICE	15.00	<hr/>
68.	LOWE'S CREDIT SERVICES	924.61	<hr/>
69.	LUBRICATION ENGINEERS, INC	170.76	<hr/>
70.	MARK BISHOP	20.00	<hr/>
71.	MARK GIGAX	20.00	<hr/>
72.	MCGOWAN ELECTRIC SUPPLY INC	303.85	<hr/>
73.	MCMASTER- CARR SUPPLY CO.	2,660.85	<hr/>
74.	MERIT NETWORK, INC.	4,420.00	<hr/>
75.	MICHELLE DEWEY	20.00	<hr/>
76.	MIKE OSBORN	20.00	<hr/>
77.	MT BUSINESS TECHNOLOGIES, INC	55.34	<hr/>
78.	MUNICIPAL WEB SERVICES	200.00	<hr/>
79.	OMNIGRAPHICS INC.	163.70	<hr/>
80.	OSBURN ASSOCIATES INC	736.50	<hr/>
81.	PEERLESS SUPPLY INC	317.93	<hr/>
82.	PHOENIX SAFETY OUTFITTERS	763.00	<hr/>
83.	PLATINUM PLUS	3,332.29	<hr/>
84.	PROMEDICA CORP OF MICHIGAN	240.00	<hr/>
85.	QUILL CORPORATION	1,258.73	<hr/>
86.	RECORDED BOOKS LLC.	198.00	<hr/>
87.	ROBERT BISHOP	256.44	<hr/>

88.	RYAN WHITE	50.00	_____
89.	SAFETY SYSTEMS INC.	101.62	_____
90.	SALINE DISTRICT LIBRARY	15.95	_____
91.	SCHUG CONCRETE CONSTRUCTION INC	1,617.00	_____
92.	SHANE HORN	20.00	_____
93.	SHANNON CHEMICAL CORP.	6,147.44	_____
94.	SHERWIN-WILLIAMS CO	300.50	_____
95.	SIGNAL 88 SECURITY, INC	1,929.60	_____
96.	SKIMMER INC	151.10	_____
97.	SMITHS NURSERY & LANDSCAPING	1,389.25	_____
98.	SPOK, INC.	34.74	_____
99.	SPRING VALLEY TRUCKING	5,340.55	_____
100.	STANDARD ELECTRIC COMPANY	2,679.02	_____
101.	STATE INDUSTRIAL PRODUCTS	189.00	_____
102.	STATE OF MICHIGAN	300.00	_____
103.	STEVE EBERLE	20.00	_____
104.	STEVENS DISPOSAL	1,767.93	_____
105.	STITCH WIZARD EMBROIDERY INC	1,823.50	_____
106.	TECHNICAL ALTERNATIVES	880.00	_____
107.	TETRA TECH INC	39,035.54	_____
108.	THOMAS SCIENTIFIC, INC	76.86	_____
109.	THOMSON WEST	176.00	_____
110.	TIM RITCHIE	20.00	_____
111.	TIME EMERGENCY EQUIPMENT INC	1,015.26	_____
112.	T-MOBILE	29.99	_____
113.	TRACY TIME SYSTEMS	113.75	_____
114.	TRI-COUNTY INTERNATIONAL TRUCKS INC	49.59	_____
115.	U S POSTMASTER	2,200.00	_____
116.	UNUM LIFE INSURANCE COMPANY	2,085.16	_____
117.	USA BLUEBOOK	96.17	_____
118.	VERIZON WIRELESS	117.17	_____
119.	VIEVU	318.00	_____
120.	WALTER HELSEL	20.00	_____
121.	WATSON-MARLOW INC	2,039.92	_____
122.	WESCO DISTRIBUTION, INC.	345.80	_____
123.	WESTERN LIME CORPORATION	5,260.00	_____
124.	WILLIAM SADLER	20.00	_____
125.	WILLIAMS & WORKS	5,798.76	_____
126.	Y M C A OF LENAWEE COUNTY	20,000.00	_____
127.	ZONES, INC.	4,144.29	_____
	TOTAL ALL CLAIMS	192,697.24	



REGULAR AGENDA



Memorandum

To: Shane Horn, City Administrator
Mayor Berryman
City Commissioners

From: Tim Bartenslager, Acting Fire Chief

Date: 14-July-16

Re: International Fire Code (IFC) Summary

Scope:

The 2015 International Fire Code (IFC) applies to all structures and premises, both new and existing, in all matters related to occupancy and maintenance for the protection of lives and property from fire.

Overview of the IFC

Internationally, code officials recognize the need for a modern, up-to-date fire code addressing conditions hazardous to life and property from fire, explosion, handling or use of hazardous materials and the use and occupancy of buildings and premises. The 2015 International Fire Code, is designed to meet these needs through model code regulations that safeguard the public health and safety in all communities, large and small.

The international fire code establishes minimum regulations for fire prevention and fire protection systems using prescriptive and performance-related provisions. The 2015 edition is fully compatible with the Family of International Codes.

Benefits of the IFC:

- The provisions of the IFC provide protection for public health, safety and welfare from the hazards of fire, explosion or dangerous conditions in buildings, structures and premises.
- The IFC is flexible in that it allows for the use of alternative and innovative materials and performance-based methods in achieving code compliance.

- The IFC does not give undue preferential treatment to particular types or classes of materials, products or construction methods.
- The IFC references nationally developed consensus standards.
- The IFC addresses extraordinary fire risks in existing buildings with retrospective requirements, but only in this limited area is there a need for alterations, as long as the building and its occupancies comply with reasonable fire prevention provisions.
- The IFC includes reasonable yet comprehensive regulations for hazardous materials.
- The IFC includes requirements or expanded requirements for: vacant premises, indoor displays, fire protection water supply, fire apparatus access roads, key boxes, high-piled storage, tire rebuilding and tire storage, mechanical refrigeration systems, explosion control, smoke and heat vents, lead acid battery systems.

ORDINANCE 16-007

AN ORDINANCE TO CREATE SECTION 12, OF CHAPTER 26, OF THE ADRIAN CODE

Section 26-12 of Chapter 26 of the Adrian Code is hereby created to read as follows:

ARTICLE I. – IN GENERAL

Sec. 26-12 – Collection of fees for fire services.

- (a) Statement of purpose This is an ordinance to provide for the collection of fees for fire services pursuant to the Police and Fire Protection Act, MCL 41.801 et seq
- (b) Definitions
 - a. “Emergency response” shall mean any response by the fire department to any call for assistance from any person, property owner, governmental agency, emergency service provider, or other entity.
 - b. “Expense of the emergency response” shall mean the actual costs incurred by the fire department.
 - c. “Illegal burn” shall mean any fire set without the permission of the fire chief or his designee.
- (c) Any owner, lessor, lessee, or operator of any property to which there is an emergency response shall be liable for the expense of the emergency response.
- (d) Any registered owner, lessor, lessee, or operator of any motor vehicle, the operation of which results in an emergency response, shall be liable for the expense of the emergency response.
- (e) Any person who is the subject of an emergency response shall be liable for the expense of the emergency response.
- (f) Regardless of any other provision of this Section, any person causing a fire, or accident giving rise to an emergency response shall be liable for the expense of the emergency response.
- (g) Any public or private utility whose activities or facilities necessitated an emergency response shall be liable for the expense of the emergency response.
- (h) Cost recovery schedule of charges
 - a. The Adrian City Commission, by resolution shall adopt and periodically amend a schedule of fees and costs included with the expenses of an emergency response.
 - b. The schedule shall include consideration of the actual cost of fire department equipment as well as consideration of the hourly wage schedule for the fire department.
- (i) Recovery of expenses for emergency response
 - a. The City shall be entitled to recover any and all of the expense of an emergency response
 - b. The City shall be entitled to recover any and all expenses related to an illegal burn at the same address after the first during a calendar year.

- c. The Finance Director, or his designee, may within forty-five (45) days of receiving an itemized statement of the expenses of an emergency response submit a statement of those charges to any person liable for the expenses of the emergency response, or if known, the person's insurance company. Said statement shall request payment within forty-five (45) days.
- d. A person receiving a statement of expenses, or that person's insurance company, may appeal any or all of the amount shown on the statement by filling a written appeal with the City Administrator within thirty (30) days of the date of the statement. The appeal must be accompanied by a written explanation as to why the full amount of the statement should not be charged to the person. If the City Administrator or his designee determines that the person is not liable for any or all of the expenses of the emergency or that payment of the expense of the emergency response will impose an undue hardship, the City Administrator or his designee may waive any or all of the expense. The findings and decision of the City Administrator or his designee shall be in writing and filed with the Finance Department, with a copy to the person appealing the charge.
- e. If a statement of expenses is not paid in full or appealed within thirty (30) days of the date of the statement, or paid in full within forty-five (45) days of the denial of an appeal, the City may exercise any remedy available by law, including the filing of an action in a court of competent jurisdiction, if one can be found or adding the fee to a special assessment role as prescribed by local ordinance and state law.

Each fire apparatus required	\$250 per hour
Each fire pump used	\$150 per hour
Use of rescue and extrication equipment	\$500 per incident
Wages, salaries and fringe benefits	Actual cost
Illegal Burn	\$100 per incident
Hazardous conditions involving a public utility	Equipment and personnel costs when the response time exceeds one (1) hour from the time of notification.

ORDINANCE 16-008

AN ORDINANCE TO AMEND SECTION 71, OF CHAPTER 26, OF THE ADRIAN CODE

Section 26-71 of Chapter 26 of the Adrian Code is hereby amended to read as follows:

Sec. 26-71. - Adopted.

The International Fire Code, ~~2012~~ **2015** Edition, as published by the International Code Council, Inc., is hereby adopted as the fire prevention code of the city.

(Ord. No. 01-14, § 9.103, 1-7-2002; Ord. No. 13-019, 9-3-2013)

State Law reference— Adoption by reference, MCL 117.3(k).

Sec. 26-72. - Availability for public use and inspection.

Each and all of the regulations, provisions, conditions and terms of the International Fire Code, ~~2012~~ **2015** Edition, published by the International Code Council, Inc., are on file and available for public use and inspection in the office of the city clerk, city inspection office, city library and city fire department.

(Ord. No. 01-14, § 9.104, 1-7-2002; Ord. No. 13-019, 9-3-2013)

Sec. 26-73. - References.

References in the International Fire Code, ~~2012~~ **2015** Edition, to the "name of the state" shall remain in the State of Michigan; references to the "name of the jurisdiction," as set forth in section 101.1 of such code, shall be the City of Adrian.

(Ord. No. 01-14, § 9.105, 1-7-2002; Ord. No. 13-019, 9-3-2013)

Sec. 26-74. - Amendments.

The following sections are subsections of the International Fire Code, ~~2012~~ **2015** Edition, and are hereby amended or deleted as set forth and indicated, and sections are added as indicated. Subsequent section numbers used in this section shall refer to the like numbered sections of the International Fire Code, 2000 Edition.

INTERNATIONAL FIRE CODE—CHAPTER 1

Section 101.1. Insert: City of Adrian

Section F-109.3.4. Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$500 or by imprisonment not exceeding ninety (90), or both such fine and

imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 111.4. Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform, to remove a violation or unsafe condition, shall be guilty of a **civil infraction, and subject to a fine of not less than \$500 or more than \$1000.**

INTERNATIONAL FIRE CODE—CHAPTER 3

Section 302.1. Insert: Bonfire. An outdoor fire used for ceremonial purposes or for the burning of brush or seasoned firewood and not for the burning of leaves, building materials, rubbish, trash, household trash or rubbish, or other such waste materials.

Section 307.~~32~~.1. Add: Permits are required for bonfires. All permits or other proper authorizations shall be requested by and issued to the owner or occupant of the land upon which the bonfire is to be kindled. The permit or authorization must be approved by the fire official prior to the lighting or ignition of the bonfire.

INTERNATIONAL FIRE CODE—CHAPTER 5

Section 506.3. Required location. If required by the fire official, key boxes shall be installed in or on the following new and existing structures:

1. In all residential occupancies that are locked for security reasons and that have common corridors to living units.
2. In all residential occupancies with six or more units without common corridors and in which a key is not readily available for rescue purposes.
3. In any occupancy required to be equipped with fire detection, fire suppression or automatic fire alarms.
4. In any commercial or industrial occupancy of 20,000 square feet or larger.
5. In any covered mall for entry into individual spaces.
6. In any commercial or industrial structure without windows and over 40 feet in depth. Windows that are covered to the extent that quick access and visibility to the inside of the structure are blocked will not be considered as windows.

506.4. Type, contents, installation. The key box shall be of a type approved by the fire official and shall contain keys to gain necessary access as required by the fire official. Commercial and industrial structures that contain hazardous materials shall place material safety data sheets and maps showing the location of same in the key box and key boxes shall be installed in a manner and location approved by the fire official.

506.5. Alarms. At the request of the owner or the lessee, the fire official shall permit him to install a key box tamper switch connected to the building's fire alarm system.

506.6. Security. To maintain security, keys will be controlled by the fire department. The fire department shall be notified any time the contents of the lock box are to be changed.

INTERNATIONAL FIRE CODE—CHAPTER 33

Section 3301.2.3. Insert: Permit restrictions. No person, business or organization shall possess explosive material in a quantity sufficient to require a permit under the code.

(Ord. No. 01-14, § 9.106, 1-7-2002; Ord. No. 13-019, 9-3-2013)

July 26, 2016

MEMORANDUM

TO: Shane Horn, City Administrator

FROM: Todd Brown, Director of Parks & Engineering Services

SUBJECT: DPW Roof Repairs-Revision



The Adrian City Commission adopted Resolution R16-084 on July 18, 2016 for roof repairs on three buildings at the DPW facility located at 231 Race Street. The contract was split between two low bidders, TJ Roofing and Commercial & Industrial Building Maintenance, LLC.

Commercial & Industrial Building Maintenance, LLC, was awarded the portion of the contract for the Cold Storage and Cold Patch Building. They have contacted me to let me know that they are withdrawing their bid because they overlooked language in the contract requiring the successful bidder to furnish bonds for the project. The representative for Commercial & Industrial Building Maintenance, LLC, stated that they did not have a profit margin enough on this project to cover the cost of bonds, thus would actually lose money if they were to complete it. Because of this, I am recommending that the second low bidder of this portion of the contract now be awarded to Braman Roofing, Hillsdale, MI.

The price difference between the low bid and second low is \$647.00. Braman is a reputable roofing contractor and

Funds are available in the FY2016-17 budget for this purpose in the following Fund:

663-441.00-975.000 Building Maintenance Fund \$25,548.00

I have attached the bid tabulation that were received from the following vendors in response to 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

R16-100

RE: ENGINEERING DEPARTMENT – DPW ROOF REPAIRS

RESOLUTION

WHEREAS, on July 18, 2016 the Adrian City Commission adopted Resolution R16-084, for roof repairs on three buildings at the DPW facility located at 231 Race Street; and

WHEREAS, Commercial & Industrial Building Maintenance, LLC, Comstock Park, MI were awarded the portion of the contract for the Cold Storage and Cold Patch Building; and

WHEREAS, Commercial & Industrial Building Maintenance, LLC have withdrawn their bid to complete this work; and

WHEREAS, the second low bid for this portion of the contract was submitted by Braman Roofing, Hillsdale, MI; and

WHEREAS, the Director of Parks & Engineering and City Administrator recommend that this portion of the work be awarded to Braman Roofing, Hillsdale, MI; and

WHEREAS, the contractor has been notified and are they 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	\$25,548.00
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; and

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission, by this resolution, hereby authorizes the acceptance for the second low bid to Braman Roofing, Hillsdale, MI in the amount of \$25,548.00 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 building.

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

July 26, 2016

MEMORANDUM

TO: Shane Horn, City Administrator

FROM: Todd Brown, Director of Parks & Engineering Services

SUBJECT: Trestle Park Stamped Concrete- C-2-2016



The City of Adrian Purchasing Office has solicited and received bids on July 21, 2016 for concrete flatwork within Trestle Park. A total of two (2) bids were received from the following vendors.

CITY OF ADRIAN, MICHIGAN
CONCRETE FLATWORK AT TRESTLE PARK – C-2-2016
DUE DATE: JULY 21, 2016

	Total Part A
Schug Construction/dba Rock Hard Concrete Adrian, MI	\$14,850.00
GM & Sons Whitmore Lake, MI	\$22,275.00

This project includes the City of Adrian Parks & Forestry Department to remove all brick work in the large pavilion (south pavilion), and Rock Hard Concrete to replace it with khaki colored concrete stamped with a 12-inch wood plank stamp similar to the stamp and color used under the north shelter.

This project is being completed due to vandalism and removal of some of the bricks that are currently in this location. Parks crews constantly find the bricks in the river or thrown over the side of the trestle. Removing them and replacing with concrete will cure this issue, while maintaining an attractive appearance.

I recommend awarding this work to Rock Hard Concrete, Adrian, MI, for a price not to exceed \$14,850.00. We have worked with Rock Hard Concrete for many years on past projects and are satisfied with their workmanship.

Funds are available for this work in the Fee Estate Fund (Account# 205-699.00-975.000).

R16-101

**RE: PARKS & ENGINEERING DEPARTMENT – TRESTLE PARK STAMPED
CONCRETE- C-2-2016**

RESOLUTION

WHEREAS, on behalf of the Parks & Engineering Department, the City of Adrian Purchasing Office has solicited and received bids on July 21, 2016 for concrete flatwork within Trestle Park; and

WHEREAS, Rock Hard Concrete, Adrian, MI, submitted the low bid price not to exceed \$14,850.00; and

WHEREAS, Rock Hard Concrete have successfully completed many projects with the City of Adrian over the past few decades; and

WHEREAS, the Director of Parks & Engineering and City Administrator recommend that this work be awarded to Rock Hard Concrete, Adrian, MI; and

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

205-699.00-975.000	Fee Estate Capital Projects	\$14,850.00
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; and

NOW, THEREFORE, BE IT RESOLVED, that the Adrian City Commission, by this resolution, hereby authorizes the acceptance for the low bid to Rock Hard Concrete, Adrian, MI in the amount of \$14,850.00 to complete concrete flatwork at Trestle Park, and to enter into the City's Standard Professional Services Contract.

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

MEMO



DATE: July 27, 2016

TO: Honorable Mayor and City Commission

FROM: Shane A. Horn, City Administrator

SUBJECT: ProMedica Water Line Extension

The City of Adrian has been asked to provide water to the proposed ProMedica development. In our discussions with ProMedica and Adrian Township we have discussed the conceptual concept of extending water as well as providing the ability for residents, businesses and organizations along the route to connect to City water. We are at a point in our discussions that rates for water service along this corridor need to be finalized. The water line extension breaks down as follows:

- ProMedica needs a 12 inch water main for their domestic and fire suppression needs
- We would propose installing a 16 inch water main for current and future development
- Hydrants would be spaced approximately every 300 feet along this corridor

The cost to upsize the water main from a 12 inch to a 16 inch main is approximately \$500,000. All new and future connections to this water main would become customers of the City of Adrian Utilities Department. The water main would be owned and maintained by the City. There would be approximately 60 hydrants along this route at a total approximate cost of \$225,000. This cost would be shared by ProMedica and Adrian Township.

Our consultant, Tetra Tech of Ann Arbor, MI has completed an Outside-City Rate Multiplier Study which examines revenue requirements and operation and expense components. Based upon the results of this study a water rate multiplier of 1.3 was recommended.

Based upon the results of this study, it is my recommendation to provide a water rate multiplier of 1.3 for any new customers along this corridor. A Development Agreement is being compiled that will function as a guide for this water line extension project.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'S. A. Horn'.

Shane A. Horn
City Administrator

RE: ADMINISTRATION – PROMEDICA WATER LINE EXTENSION RATE APPROVAL

RESOLUTION

WHEREAS, the City of Adrian has an existing water main at the Northern property line of Gaslight Assisted Living Facility on North Adrian Highway (M-52); and

WHEREAS, the City has had ongoing discussions with ProMedica and Adrian Township to provide water service to the proposed ProMedica North development; and

WHEREAS, historically outside-city water customers were charged twice the rate of City customers with no basis for this multiplier; and

WHEREAS, the Utilities Department commissioned Tetra Tech of Ann Arbor, MI to complete an Outside-City Rate Multiplier Study which details revenue requirements and provides a basis for allocating costs between Inside-City and Outside-City users.

NOW, THEREFORE, BE IT RESOLVED that the following items associated with the ProMedica water main extension are approved:

- Outside-City Rate Multiplier will be set at 1.3 times the City rate for customers that may connect to this water main
- ProMedica and Adrian Township will assume the cost of fire hydrants associated with this water main
- City of Adrian will be responsible for the additional cost to upsize this main from 12 inch to 16 inch

On motion by Commissioner _____, seconded by Commissioner

_____, this resolution was adopted by a _____ vote.