



CITY COMMISSION  
MEETING  
February 2, 2015



# PRE-MEETING AGENDA

**ADRIAN CITY COMMISSION  
AGENDA  
PRE-MEETING STUDY SESSION  
MONDAY,  
FEBRUARY 2, 2015**

The City Commission will meet for a pre-meeting study session on Monday, February 2, 2015 at 6:00 p.m. at the City Chambers at 159 East Maumee Street, Adrian, Michigan.

1. Discussion regarding district library.
2. Discussion regarding proposed Brownfield plan for Adrian Mall property.
3. Other items as time permits.



# COMMISSION AGENDA

**AGENDA  
ADRIAN CITY COMMISSION  
FEBRUARY 2, 2015  
7:00PM**

- I. PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE JANUARY 20, 2015 REGULAR MEETING OF THE ADRIAN CITY COMMISSION.
- IV. PRESENTATION OF ACCOUNTS
- V. COMMUNICATIONS
  - 1. **C-1. Department of Information and Technology.** City of Adrian 2014 Data report from Oopgo.
- VI. REGULAR AGENDA
  - A. SPECIAL ORDER
    - 1. **SO-1.** Public Hearing to hear and consider comments regarding approval of a Brownfield plan for the Adrian Mall Sears Auto Site.
  - B. RESOLUTIONS
    - 1. **R15-012. Administration.** Resolution to approve a Brownfield Redevelopment Plan for property at the Adrian Mall.
    - 2. **R15-013. Administration.** Resolution to accept 120 East Maumee (Huntington Bank Parking Lot) from Huntington Bank.
    - 3. **R15-014. Finance.** Resolution to authorize the Department of Finance to amend the FY2014-15 budget.
    - 4. **R15-015. City Commission.** Resolution to approve a request for governmental approval for a micro brewer license for Cotton Brewing Company, Inc.
    - 5. **R15-016. Police.** Resolution to amend the permanent traffic control orders to move "No Parking Here to Corner" signs at Madison and Williams on the east side of the road 90 feet further south and 80 feet further south.
    - 6. **R15-017. Administration.** Resolution to approve the District Library Agreement.
    - 7. **R15-018. Administration.** Resolution to approve exhibits attached to District Library Agreement.

VII. PUBLIC COMMENT

VIII. COMMISSIONER COMMENTS



# MINUTES

**MINUTES  
ADRIAN CITY COMMISSION  
JANUARY 20, 2015  
7:00 P.M.**

Official proceedings of the January 20, 2015 regular meeting of the City Commission, Adrian, Michigan.

The regular meeting was opened with a moment of silence and the Pledge of Allegiance to the Flag.

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

ABSENT: Commissioner Gallatin

Mayor Berryman in the Chair.

Commissioner Faulhaber motioned to excuse Commissioner Gallatin; seconded by Commissioner Berryman Adams and adopted by a 6-0 vote.

Commissioner Dudas motioned to approve the minutes from the regular meeting on January 5, 2015, this was seconded by Commissioner Munson, and the minutes were adopted by a 6-0 vote.

**PRESENTATION OF ACCOUNTS**

Utility Department Receiving Fund Voucher #4067 through #4073	\$123,700.51
General Fund Vouchers #22217 through #22235	\$67,142.88
Clearing Account Vouchers amounting to	<u>\$489,012.15</u>
TOTAL EXPENDITURES	<u>\$679,855.54</u>

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

**COMMUNICATIONS**

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

Marc Boudreau was officially sworn in as our newest police officer.

A Community Service Award was given to Phi Kappa Alpha of Adrian College for their outstanding service to the City.

**REGULAR AGENDA**

**RESOLUTIONS**

**R15-006**

**RE: HUMAN RESOURCES DEPARTMENT – Police Officers Labor Council (POLC)  
Union Contract Settlement**

WHEREAS, the City of Adrian has recognized and engaged in collective bargaining with the Police Officers' Labor Council (POLC); and

WHEREAS, through good faith bargaining on the part of both parties, an agreement has been reached covering the period from July 1, 2014 and including June 30, 2018, and is recommended for approval by the City Administrator; and

WHEREAS, the terms of said agreement include the following:

1. The parties agree to the contract becoming effective upon ratification by both parties to and including June 30, 2018 (4 years).
2. The terms of the parties' Contract shall be the same as the parties' previous contract, as amended by this agreement.
3. In the first possible pay period following ratification of this agreement, employees shall receive a 1% cost-of-living pay increase, retroactive to October 15, 2014.
4. During fiscal years 2015-2016, and 2016-2017 (years 2 and 3 of the agreement), any cost-of-living increases or bonuses given to non-union employees, or agreed to between the City and another union, will also be awarded to POLC employees.
5. In the fiscal year 2017-2018 (year 4 of the agreement), employees shall receive a 2% cost-of-living pay increase. Any cost-of-living increases awarded to non-union employees; or agreed to between the City and another union (above 2%) will also be awarded to POLC employees.
6. In the fiscal year 2017-2018 (year 4 of the agreement), employees shall receive a one-time, off-schedule 1.5% lump sum bonus as awarded to other City employees in June of 2012. This bonus payment is not a cost-of-living increase.
7. Beginning July 1, 2017 (year 4 of the agreement), and on each July 1<sup>st</sup> thereafter, all POLC employees who maintain their MCOLES certification shall receive an annual \$1,000 education premium.
8. In the first possible pay period following the ratification of this agreement, POLC employees will move the President's Day holiday to Christmas Eve and the City shall add the day after Thanksgiving as a holiday under "regular" holiday. The "1/2 day Good Friday (non-uniformed)," "Christmas Eve (non-uniformed)" and "1/2 day New Year's Eve (non-uniformed)" language will be removed.
9. On the date of ratification, POLC employees shall be allowed to carry over unused uniform allowances into the next fiscal year.
10. As soon as practicable following ratification, the union agrees to accept the same healthcare plans and monthly employee contribution percentages in effect for non-union employees on June 30, 2014.  
During the life of the agreement, any additional healthcare changes and monthly employee contribution amounts imposed upon non-union employees shall be

accepted by POLC employees during open enrollment. The union may vote to keep their current plan and pay the difference between what the City contributes toward non-union healthcare and the monthly premium of the plan they voted to keep. (Open enrollment is considered to be in June of the fiscal year)

Notwithstanding the foregoing, no member of the bargaining unit shall contribute toward the cost of health insurance in an amount in excess of the greater of (a) the 20% set forth in Michigan Public Act 152 of 2011, or (b) the amount in excess of the hard cap set forth in Michigan Public Act 152 of 2011 (regardless of whether the City does or does not opt-out of the provisions of that statute).

11. Effective July 1, 2017 (year 4 of the agreement), and on each July 1<sup>st</sup> thereafter, all members of the bargaining unit who complete the MPEDS (Michigan Police Executive Development Seminar) shall receive an annual \$500 education premium.
12. On the date of ratification, POLC employees agree to the three previously signed tentative agreements (TA's).

NOW, THEREFORE, BE IT RESOLVED that the Collective Bargaining Agreement between the City of Adrian and the Police Officers' Labor Council (POLC) is hereby approved, and the Mayor and City Clerk are authorized to execute said agreement on behalf of the City of Adrian.

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

#### **R15-007**

**RE: COMMUNITY DEVELOPMENT – Approval of the City of Adrian and Tecumseh SmartZone Agreement**

WHEREAS, Resolution R14-114 adopted September 2, 2014 approved the bylaws of the joint Local Development Finance Authority with the cities of Adrian and Tecumseh;

WHEREAS, the Michigan Department of Economic Development has passed on a formal SmartZone Agreement for the City of Adrian and Tecumseh to execute; and

WHEREAS, the board of the LDFA of the Cities of Adrian and Tecumseh formally approved this agreement at their January 12, 2015 special meeting.

NOW, THEREFORE, IT IS RESOLVED that the Adrian City Commission does hereby approve the City of Adrian and Tecumseh SmartZone agreement and hereby authorizes the Mayor and City Clerk to execute said agreement on behalf of the City of Adrian.

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

#### **R15-008**

**RE: CITY ADMINISTRATION – FY2016-21 City of Adrian Capital Improvement Program and FY2015-16 Capital Budget Recommendation**

WHEREAS, consistent with Public Act 621 of 1978, the Uniform Budgeting Act for Local Government, the Adrian City Administration has developed a Multi-Year Capital Improvement Program (CIP), identifying specific capital projects, facilities and equipment, as well as their respective funding sources for the period FY2016-21; and

WHEREAS, on Saturday, December 13, 2014, the City Commission, Department Heads and members of the Planning Commission met to review the Capital Budget Requests submitted by Department Heads and provided input regarding priorities to the City Administration; and

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

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

Consistent with City's

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

Consistent with Comprehensive

Master Plan Document Projects which are consistent with the City's Comprehensive Master Planning Document will be given priority. (Available on City's Website under I:\Community Development\Comprehensive Plan)

Asset Replacement

Evaluation and replacement of current fixed assets for purposes of maintaining current service levels will be given priority.

Leverage Grants

Projects which are eligible for public or private grant funding, with or without a local matching requirement, will be given priority.

Adopted Plans

Projects which comply with the principles and concepts of an adopted City Plan (such as the Parks & Recreation 5-Year Master Plan or Parking Lot Improvement Program) will be given priority.

Phased Projects

Projects which implement an ongoing phased project will be given priority.

Health & Safety Hazards

Projects which correct a health and safety hazard or prevent a critical breakdown in a City facility will be given priority.

Operations & Maintenance

Projects which provide a significant decrease in City operating and/or maintenance expenses will be given priority; and

WHEREAS the City Administrator's FY2016-21 Capital Improvement Program Budget Recommendation is summarized as follows:

<u>FY2015-16</u>	<u>FY2016-17</u>	<u>FY2017-18</u>	<u>FY2018-19</u>	<u>FY2019-20</u>	<u>FY2020-21</u>
<b>General Fund (101):</b>					
\$ 277,880	\$ 621,500	\$ 349,500	\$ 236,000	\$ 197,000	\$ 188,000
<b>Major Street Fund (202):</b>					
\$ 375,000	\$ 170,000	\$ 400,000	\$ 0	\$ 0	\$ 0
<b>Local Street Fund (203):</b>					
\$ 338,000	\$ 400,000	\$ 238,500	\$ 405,000	\$ 310,500	\$ 0
<b>Fee Estate Fund (205):</b>					
\$ 158,000	\$ 303,000	\$ 267,000	\$ 395,000	\$ 185,000	\$ 0
<b>Library Fund (206):</b>					
\$ 37,600	\$ 14,900	\$ 18,000	\$ 12,000	\$ 87,000	\$ 45,000
<b>Water Fund Capital Projects (496):</b>					
\$ 619,000	\$ 569,000	\$ 619,000	\$ 394,000	\$ 417,000	\$ 333,000
<b>Wastewater Fund Capital Projects:</b>					
\$ 1,252,000	\$ 1,467,000	\$ 505,000	\$ 470,000	\$ 425,000	\$ 425,000
<b>Parking Fund (585):</b>					
\$ 450,000	\$ 268,000	\$ 172,000	\$ 0	\$ 0	\$ 0
<b>Transportation Fund (588)</b>					
\$ 0	\$ 75,000	\$ 280,000	\$ 0	\$ 0	\$ 0
<b>Information Technology Fund (661):</b>					
\$ 53,000	\$ 162,000	\$ 45,000	\$ 117,000	\$ 45,000	\$ 115,000
<b>Motor Vehicle Pool (662):</b>					
\$ 95,000	\$ 164,500	\$ 200,000	\$ 160,000	\$ 145,000	\$ 467,000
<b>Building Space Coat Allocation Fund (663)</b>					
\$ 94,600	\$ 153,000	\$ 35,000	\$ 37,000	\$ 77,000	\$ 42,000
<b>Total All Funds:</b>					
<b><u>\$3,750,080</u></b>	<b><u>\$4,367,900</u></b>	<b><u>\$3,129,000</u></b>	<b><u>\$2,226,000</u></b>	<b><u>\$1,888,500</u></b>	<b><u>\$1,615,000</u></b>

WHEREAS the City Administrator recommends approval of this resolution.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission, by this resolution, approves the City Administrator's Recommended FY2016-21 Capital Improvement Program (CIP) and FY2015-16 Capital Budget for incorporation into the FY2015-16 Operating Budget and General Appropriations Act.

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

**R15-009**

**RE: COMMUNITY DEVELOPMENT – Brownfield Redevelopment Plan for Adrian Mall – Notice of Public Hearing**

WHEREAS, the new owners of the Adrian Mall have requested the Brownfield Redevelopment Authority recommend a Brownfield Plan to the Adrian City Commission for the Adrian Mall to provide financial support for the demolition of the former Sears Auto Center; and

WHEREAS, demolition of the former Sears Auto Center would precede a project which would result in a new building, with a new business occupying that space, as well as an approximate 2.5 million dollar investment and new employment opportunities for the community; and

WHEREAS, the Brownfield Redevelopment Act, PA381 of 1986 requires a public hearing be held to consider the Brownfield Plan, and 10 days notice to the community and local taxing jurisdictions.

NOW THEREFORE BE IT RESOLVED that the Adrian City Commission shall meet in the Commission Chambers, 159 E. Maumee Street on Monday, February 2, 2015 at 7:00 p.m., for the purpose of hearing comments regarding approval of a Brownfield Plan for the Adrian Mall.

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

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

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

#### **MISCELLANEOUS**

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

#### **PUBLIC COMMENT**

1. Reverend Timothy Waters – Blissfield – was pleased to be a part of the Right to Life March in Adrian on Monday.

#### **COMMISSIONER COMMENTS**

1. Commissioner Rising congratulated Habitat for Humanity on the Addison J Comstock Award that will be presented to them through the Adrian Chamber.
2. Mayor Berryman reminded everyone of the town hall meeting at the City Chambers building on Monday evening, January 26<sup>th</sup> at 7:00pm regarding the Oil and Gas Royalties. This town hall meeting will give the public an opportunity share their views on how they feel regarding how the trust should be used.

The next regular meeting of the Adrian City Commission will be held on Monday, February 2, 2015 at 7:00 p.m. in the City Chambers Building, 159 E. Maumee St, Adrian, MI 49221.

Jim Berryman  
Mayor

Pat Baker  
City Clerk

**MINUTES  
SPECIAL MEETING  
ADRIAN CITY COMMISSION  
WEDNESDAY, JANUARY 28, 2015  
5:30PM**

Mayor Berryman called the special meeting of January 28, 2015 at 5:30pm with a moment of silence and a pledge of allegiance to the flag.

Those Commission members present were: Mayor Berryman and Commissioners Munson, Dudas and Rising.

Commissioner Rising motioned to excuse Commissioners Gallatin, Faulhaber and Berryman Adams; this was seconded by Commissioner Dudas and approved by a 4-0 vote.

**RESOLUTIONS**

**R15-010**

**RE: ADMINISTRATION – PROPOSED DISTRICT LIBRARY PLANNING COMMITTEE**

WHEREAS the City of Adrian has been heading in the direction of establishing a Single-Entity District Library; and

WHEREAS the City of Adrian, on December 31, 2014, petitioned the Michigan State Librarian to allow for the formation of a single-entity district library pursuant to Section 3(13) of the DLEA, MCL 397.173(13); and

WHEREAS the City of Adrian received notice in a correspondence dated January 16, 2015 that the State Librarian, Randy Riley, approved the pursuit of this endeavor; and

WHEREAS a Planning Committee is tasked with the effort to put a Plan of Service in place which will consider funding, board selection, services to be offered, etc; and

WHEREAS the following individuals either have been involved with District Library discussions from the beginning or have expressed an interest in this discussion or have been recognized as a community leader or friend of the library who could lend insight into these discussions in compiling a Plan of Service:

Shane Horn, Cindy Prue, Sarah Osborn, Shirley Ehnis, Ashley Gonzalez, Gerald Burg, Alden Smith and Susan Nichols

NOW, THEREFORE, BE IT RESOLVED that the Adrian City Commission hereby supports the formation of a Planning Committee to help in compiling the Plan of Service and recognizes Shane Horn, Cindy Prue, Sarah Osborn, Shirley Ehnis, Ashley Gonzalez, Gerald Burg, Alden Smith and Susan Nichols to the Planning Committee.

On motion by Commissioner Dudas, seconded by Commissioner Munson, this resolution was adopted by a 4-0 vote.

**R15-011**

**RE: ADMINISTRATION - PROPOSED DISTRICT LIBRARY PLAN OF SERVICE**

WHEREAS the City of Adrian has been heading in the direction of establishing a Single-Entity District Library; and

WHEREAS the City of Adrian, on December 31, 2014, petitioned the Michigan State Librarian to allow for the formation of a single-entity district library pursuant to Section 3(13) of the District Library Establishment Act, MCL 397.173(13); and

WHEREAS the City of Adrian received notice in a correspondence dated January 16, 2015 that the State Librarian, Randy Riley, approved the pursuit of this endeavor; and

WHEREAS a Plan of Service has been developed and is ready for submittal to the Library of Michigan; and

NOW, THEREFORE, BE IT RESOLVED that the City Commission hereby supports this Plan of Service and supports the formation of a Single-Entity District Library.

On motion by Commissioner Rising, seconded by Commissioner Dudas, this resolution was adopted by a 4-0 vote.

#### **PUBLIC COMMENT**

Dorothy Schmidt of Adrian was unclear as to the dimensions of the district or where the money would be going that would be brought in by the 2.5 mils. Shirley Ehnis, Library Director provided a copy of the Plan of Service to answer her questions. Mayor Berryman stated that the Library would be its own entity and would be the responsibility of the Library Board. He also clarified that the current 1 mil that the Commission approved for the Library would be part of the 2.5 mil so the increase would only be 1.5 mil. More information and discussion would be available at Monday night's regular City Commission meeting.

#### **COMMISSIONER COMMENTS**

There were no Commissioner comments.

Mayor Berryman adjourned the special meeting at 5:48pm.

Jim Berryman  
Mayor

Pat Baker  
City Clerk



# CHECK REGISTER

February 2, 2015

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 #4074 through #4081 .....	\$127,173.28
General Fund	
Vouchers #22236 through #22252 .....	\$463,112.59
Clearing Account Vouchers	
amounting to.....	<u>\$215,287.51</u>
TOTAL EXPENDITURES .....	<u>\$805,573.38</u>

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

February 02, 2015

UTILITIES FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
4074	\$ 63,919.06	City of Adrian - Payroll	Payroll w/e 1/16/15
4075	\$ 289,956.52	City of Adrian - Clearing	AP Check Register 1/20/15
4076	\$ 100.00	Lenawee Co. DHS	Refund water deposits
4077	\$ 219.32	The Estate of Richard Coy	Refund BCBS Dec 2014 BCBS Premium
4078	\$ 78.82	City of Adrian - Utilities	December 2014 Water
4079	\$ 55,735.94	Consumers Energy	January 2015 Electric
4080	\$ 82.74	Frontier Communications	January 2015 Telephone
4081	\$ 7,037.40	Citizens Gas	December 2014 Heating
	\$ 417,129.80		
	\$ (289,956.52)	Less: Check 4075	
	\$ 127,173.28	TOTAL	

February 02, 2015

February 02, 2015

GENERAL FUND  
CHECK REGISTER

CHECK#	AMOUNT	PAYEE	DESCRIPTION
22236	\$ 321,127.33	City of Adrian - Payroll	Payroll w/e 1/16/2015
22237	\$ 18,114.07	First Federal Bank	Social Security w/e 01/16/2015
22238	\$ 169,694.35	City of Adrian - Clearing	AP Check Register 1/20/15
22239		City of Adrian - Utilities	EFT State of Michigan January 2015
22240		City of Adrian - Parking Auto	EFT State of Michigan December 2014
22241	\$ 94.54	Mark Bishop	BSBC Dec 2014 Refund
22242	\$ 297.80	Michelle Gubbe	Reimbursement for case 14-3656-SCL
22243	\$ 7,835.55	Nola's Transportation	Payroll w/e 1/23/2015
22244	\$ 65.00	State of Michigan	Renewal of Plates
22245		City of Adrian - Utilities	EFT State of Michigan January 2015
22246	\$ 18,087.72	Avery Oil and Propane	Fuel Delivery 1/15/15
22247	\$ 88,638.87	Blue Cross Blue Shield of Mich	February 2015 BCBS Premiums
22248	\$ 100.00	Felicia Robinson	Refund 1/24/15 Rental
22249	\$ 565.52	Consumers Energy	January 2015 Electric
22250	\$ 444.44	Frontier Communications	February 2015 Telephone
22251	\$ 7,741.75	Citizens Gas	January 2015 Heating
22252		City of Adrian - Utilities	EFT State of Michigan January 2015

\$ 632,806.94

\$ (169,694.35) Less : Check 22238

\$ 463,112.59

February 02, 2015

User: SHOLTZ

EXP CHECK RUN DATES 01/01/2014 - 12/30/2015

DB: Adrian

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. ADRIAN AREA CHAMBER OF COMMERCE	25.00		
2. ADRIAN BLISSFIELD RAILROAD CO	10,272.00		
3. ADRIAN MECHANICAL SERVICES CO	8,116.52		
4. ADRIAN NAPA	27.53		
5. ADRIAN SYMPHONY ORCHESTRA	950.00		
6. ADVANCE AUTO PARTS COMMERCIAL CHR	74.96		
7. AIRGAS USA, LLC	217.72		
8. ALL AMERICAN SEWER & DRAIN	156.25		
9. ALL METALS INC.	27.70		
10. DENISE ALVERSON	20.00		
11. ANN ARBOR NEWS	140.40		
12. APPLE MAT RENTAL	345.90		
13. AUTO ZONE COMMERCIAL	13.18		
14. AUTOMOTIVE SERVICE CO. INC	137.04		
15. BAKER & TAYLOR BOOKS	1,059.17		
16. BATTERY WHOLESALE	186.30		
17. BEACON FORMS & LABELS INC.	1,526.84		
18. BEEBE, WELDON	14.82		
19. GREG BELL CHEVROLET CADILLAC INC	47.11		
20. CYNTHIA KAAY BENNETT	275.00		
21. MARK BISHOP	20.00		
22. ROBERT BISHOP	252.40		
23. BLOOM ROOFING	579.42		
24. TODD BROWN	20.00		
25. BRUBAKER, CASSIDY	25.00		
26. BUCK & KNOBBY EQUIP CO INC	275.00		
27. CANON SOLUTIONS AMERICA	185.04		
28. CARMEUSE LIME INC	6,959.25		
29. CENGAGE LEARNING	270.73		
30. CATHY CHESHER	9.95		
31. CITIZENS GAS FUEL CO	476.42		
32. CLIFT BUICK-GMC	15.02		
33. COMCAST	4.29		
34. COMPUTRAIN ENTERPRISES, INC	720.00		
35. CUTLER DICKERSON CO	207.45		
36. CUTTING EDGE ENGRAVING	45.00		
37. D PRINTER, INC.	168.50		
38. THE DAILY TELEGRAM	358.91		
39. JERRY DAVIS	20.00		
40. DEMCO INC	281.59		
41. MICHELLE DEWEY	20.00		
42. DOAN COMPANIES	84.00		
43. DUPERON CORPORATION	5,900.00		
44. E & B SALVAGE LLC	314.75		
45. STEVE EBERLE	20.00		
46. SHIRLEY EHNIS	50.85		
47. ENVIRONMENTAL RESOURCE ASSOCIATES	521.24		
48. FAMILY FARM AND HOME	57.95		
49. FASTENAL COMPANY	633.06		
50. FEDERAL EXPRESS	222.08		

User: SHOLTZ

EXP CHECK RUN DATES 01/01/2014 - 12/30/2015

DB: Adrian

BOTH JOURNALIZED AND UNJOURNALIZED

Claimant	OPEN Amount Claimed	Amount Owed	Amount Rejected
51. FEDEWA. INC.	400.00		
52. FIRSTLAB	17.95		
53. FOSTER SWIFT COLLINS & SMITH	1,121.00		
54. J.O. GALLOUP COMPANY	337.41		
55. MARK GIGAX	20.00		
56. HACH COMPANY	435.61		
57. HADDEN TIRE COMPANY	12.00		
58. WALTER HELSEL	20.00		
59. SHANE HORN	20.00		
60. HUBBARD'S AUTO CENTER INC	595.73		
61. I C M A VANTAGE POINT	4,867.38		
62. ICMA RETIREMENT CORPORATION	164.01		
63. JES KEY GRAPHICS	20.95		
64. JUNIOR LIBRARY GUILD	396.00		
65. JAMES KARLE	20.00		
66. KELLER THOMA, P.C.	2,155.10		
67. ERIC KELLY	20.00		
68. KIMBALL MIDWEST	71.06		
69. LANDRIE, KELSEY	23.44		
70. LANSING SANITARY SUPPLY INC	1,004.19		
71. LAW OFFICE OF FRED GORDON,PC	3,851.92		
72. LENAWEE COUNTY TREASURER	30.78		
73. LENAWEE TIRE & SUPPLY CO, INC.	21.00		
74. LITERARY GUILD	7.00		
75. LKQ	25.00		
76. MICHAEL MARVIN	20.00		
77. MASSON'S ELECTRIC, INC	340.00		
78. MCGOWAN ELECTRIC SUPPLY INC	77.49		
79. MCNAUGHTON-MCKAY ELECTRIC CO.	189.27		
80. METROCOM TECHNOLOGIES	2,744.00		
81. MICHIGAN FIRE INSPECTOR'S SOCIETY	75.00		
82. STATE OF MICHIGAN	89,222.12		
83. STATE OF MICHIGAN	75.00		
84. MICROMARKETING LLC	120.52		
85. MIRACLE RECREATION EQUIPMENT CO	2,251.00		
86. MORNING FRESH BAKERIES	35.00		
87. MORTON SALT INC	4,154.29		
88. OHIO CAT	170.10		
89. ONSTED PLUMBING, HEATING & COOLING	459.90		
90. MIKE OSBORN	20.00		
91. PARACLETE PRESS INC	49.95		
92. PEERLESS SUPPLY INC	192.33		
93. PITNEY BOWES INC	175.08		
94. PLATINUM PLUS	1,362.36		
95. GLENN PRESTON	20.00		
96. PROFESSIONAL PUMP INC	7,072.62		
97. PROMEDICA CORP OF MICHIGAN	363.00		
98. PROMEDICA WELLNESS	625.00		
99. QUILL CORPORATION	1,252.84		
100. RAY PRINTING CO. INC	1,448.82		

EXP CHECK RUN DATES 01/01/2014 - 12/30/2015  
 BOTH JOURNALIZED AND UNJOURNALIZED

Claimant	OPEN Amount Claimed	Amount Owed	Amount Rejected
101. RECORDED BOOKS LLC.	99.00		
102. RHINO	826.05		
103. TIM RITCHIE	20.00		
104. ROACH-REID BUSINESS SYSTEMS	550.00		
105. ROPES & RIGGING TREE SERVICE, LLC	7,584.18		
106. WILLIAM SADLER	20.00		
107. CHARLES SCHMENK	80.00		
108. SCHOOLCRAFT COLLEGE	325.00		
109. SLUSARSKI EXCAVATING & PAVING INC	4,200.00		
110. SPOK, INC.	34.70		
111. STAPLES CREDIT PLAN	203.38		
112. STEVENS DISPOSAL	617.82		
113. STEVENS, MATT	39.89		
114. STEVENSON LUMBER, INC.	449.45		
115. SUPERIOR INDUSTRIAL SALES	4,500.00		
116. TAYLOR, EDDIE	25.00		
117. THOMAS SCIENTIFIC, INC	3,329.35		
118. THOMSON WEST	375.95		
119. TIME EMERGENCY EQUIPMENT INC	2,529.24		
120. T-MOBILE	29.99		
121. TOKAY SOFTWARE	400.00		
122. TRI-STATE MEDICAL SUPPLY	50.00		
123. U S POSTMASTER	2,000.00		
124. U S POSTMASTER	220.00		
125. UIS PROGRAMMABLE	7,612.00		
126. UNUM LIFE INSURANCE COMPANY	2,102.16		
127. USA BLUEBOOK	82.30		
128. UTILITIES INSTRUMENTATION SERVICE I	4,354.00		
129. VERIZON WIRELESS	62.42		
130. VERN, THOMAS	173.82		
131. DENNIS VESCELIUS	20.00		
132. WATER ENVIRONMENT FED.	127.00		
133. WEISKOPF INDUSTRIES CORP	367.85		
134. RYAN WHITE	20.00		
135. WINTER EQUIPMENT CO INC.	1,332.40		
***TOTAL ALL CLAIMS***	215,287.51		



# COMMUNICATIONS

Phone: 858.333.8667  
Fax: 858.997.2881  
Email: [contact@oopgo.com](mailto:contact@oopgo.com)  
[www.oopgo.com](http://www.oopgo.com)

Digital Marketing Intelligence™

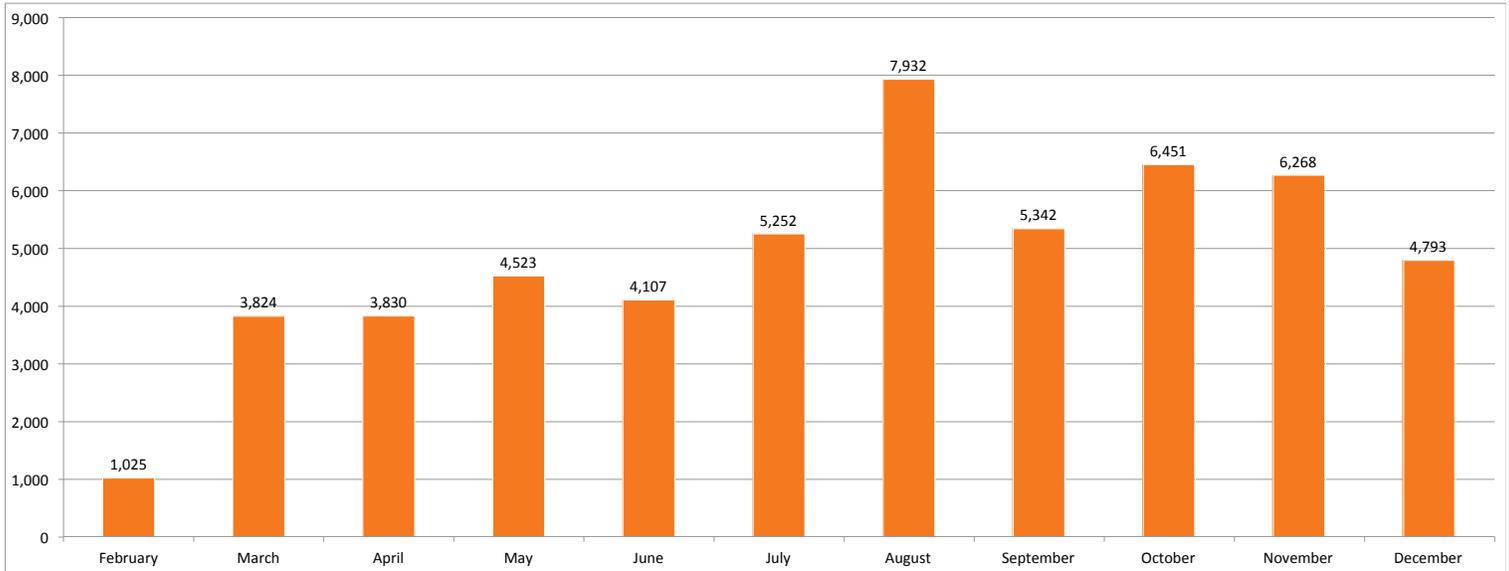
# AdrianCity.com 2014 Data Report

# AdrianCity.com 2014 Yearly Report

## Executive Summary

This yearly report outlines key points of data that we found to be beneficial to be the city of Adrian. Overall, the year was a significant success, with over **770%** peak gains in monthly visits, and over **6500%** gains in social media engagement. The City of Adrian's website performed at the top of their industry, and captured top Google and other search engine positions for every variation of Adrian, MI and City of Adrian, after a starting position of **5.5** at the beginning of the year.

## AdrianCity.com Monthly Visitors



**53,347**

Visitors Came To AdrianCity.com  
In 2014

AdrianCity.com Was Visited

**96,165**

In 2014

**155,484**

Pages On AdrianCity.com  
Were Viewed In 2014

**3908**

Most Traffic To The Website In A Single Day.  
On August 2 Almost 4k People Went To The Water  
Supply Page

**43%**

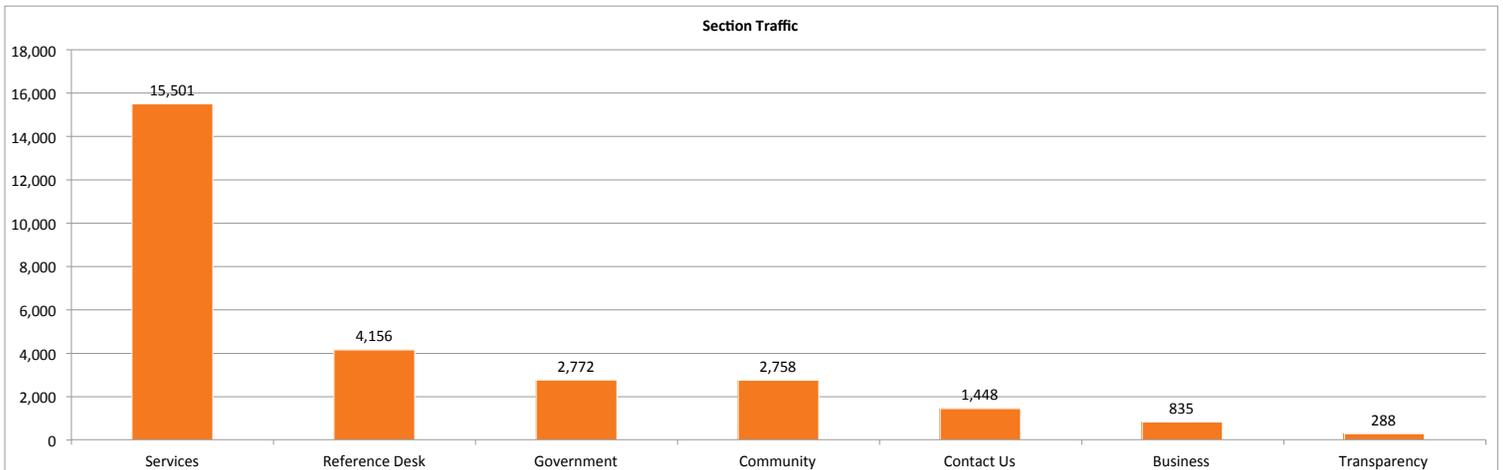
Of Visitors Came From  
Mobile Devices  
In 2014

The Avg Person Over  
The Year Spent

**2:35**min

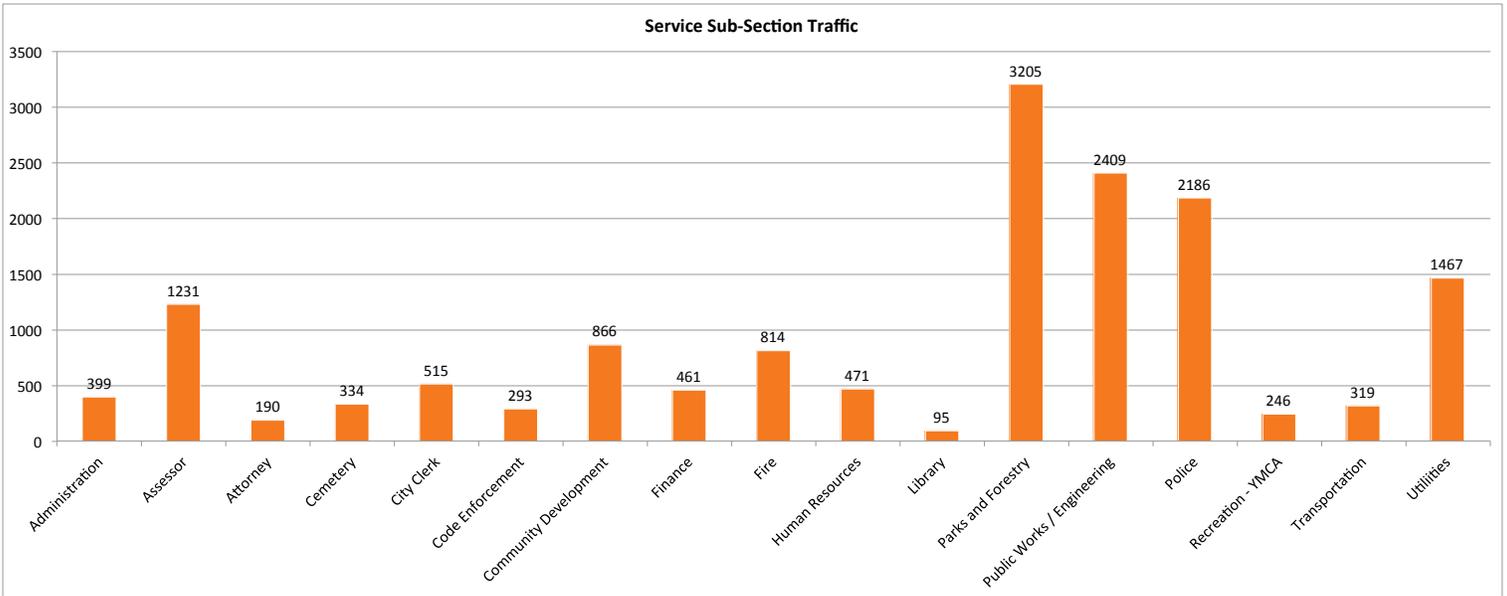
On AdrianCity.com

## Section Traffic



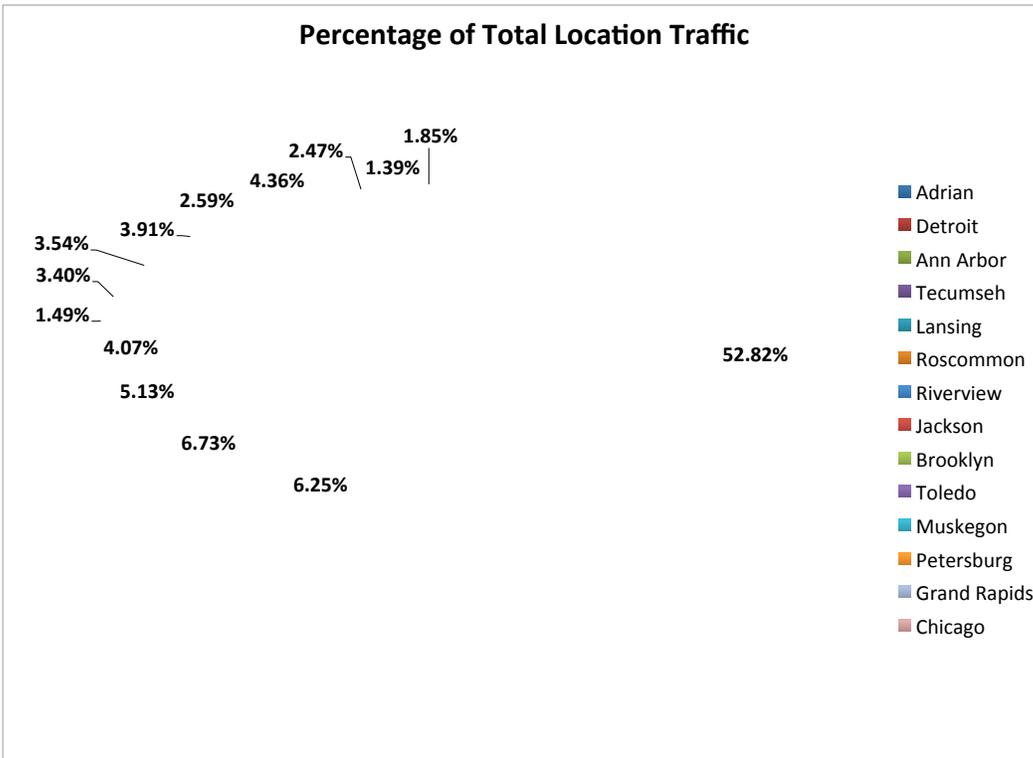
Services were responsible for over **50%** of all visits to a particular section of AdrianCity.com, followed by Reference Desk, Government, and Community.

## Service Sub-Section Traffic



Given Services high marketshare of overall traffic, we broke down each sub-section within Services individually. Parks and Forestry, Public Works, Police and Utilities look to be visitors' primary point of interest.

## Location Traffic



Location Traffic	
Location	Total
Adrian	7006
Detroit	829
Ann Arbor	893
Tecumseh	680
Lansing	540
Roscommon	197
Riverview	451
Jackson	470
Brooklyn	518
Toledo	343
Muskegon	578
Petersburg	328
Grand Rapids	184
Chicago	246

Not surprisingly, the majority of visits to adriancity.com were from Adrian.

Notably, the % visits from both Detroit and Ann Arbor increased by over **85%** from the previous year, showing a higher level of interest from major cities in the area.

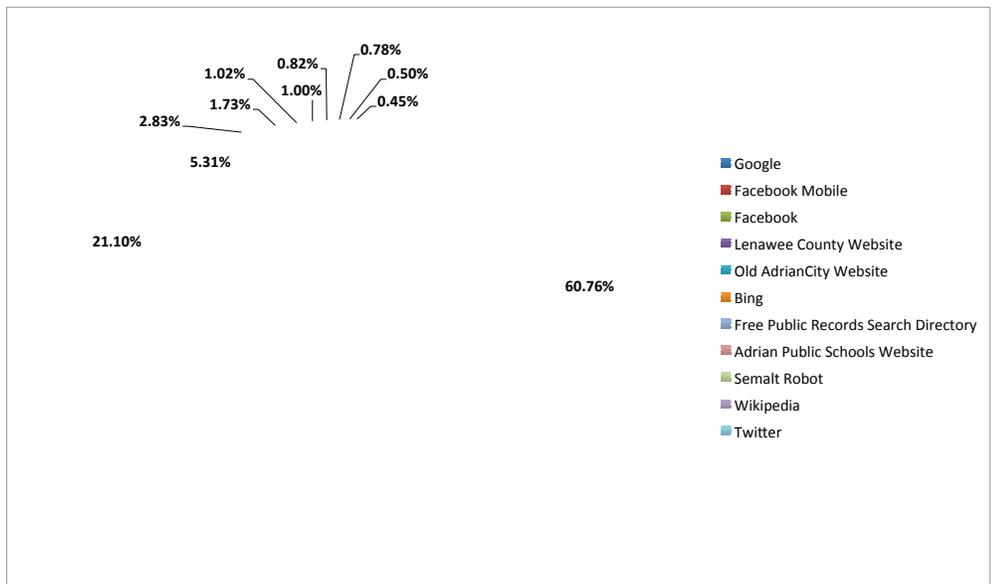
## 25 Most Popular Webpages on AdrianCity.com

Pages	Visits
<a href="http://adriancity.com/">http://adriancity.com/</a>	22,214
<a href="http://adriancity.com/adrians-water-supply/">http://adriancity.com/adrians-water-supply/</a>	3,845
<a href="http://adriancity.com/reference-desk/employment-opportunitie">http://adriancity.com/reference-desk/employment-opportunitie</a>	2,262
<a href="http://adriancity.com/services/parks-and-forestry/parks-info">http://adriancity.com/services/parks-and-forestry/parks-info</a>	1,903
<a href="http://adriancity.com/services/police/">http://adriancity.com/services/police/</a>	1,449
<a href="http://adriancity.com/contact/">http://adriancity.com/contact/</a>	1,448
<a href="http://adriancity.com/event/city-adrian-trick-or-treating/">http://adriancity.com/event/city-adrian-trick-or-treating/</a>	1,288
<a href="http://adriancity.com/services/">http://adriancity.com/services/</a>	1,233
<a href="http://adriancity.com/reference-desk/city-adrian-auction/">http://adriancity.com/reference-desk/city-adrian-auction/</a>	1,178
<a href="http://adriancity.com/government/city-government/">http://adriancity.com/government/city-government/</a>	1,083
<a href="http://adriancity.com/services/assessor/">http://adriancity.com/services/assessor/</a>	992
<a href="http://adriancity.com/services/public-worksengineering/compo">http://adriancity.com/services/public-worksengineering/compo</a>	944
<a href="http://adriancity.com/services/utilities/">http://adriancity.com/services/utilities/</a>	927
<a href="http://adriancity.com/government/">http://adriancity.com/government/</a>	815
<a href="http://adriancity.com/government/city-government/current-age">http://adriancity.com/government/city-government/current-age</a>	762
<a href="http://adriancity.com/services/public-worksengineering/trash">http://adriancity.com/services/public-worksengineering/trash</a>	734
<a href="http://adriancity.com/services/parks-and-forestry/bohn-pool/">http://adriancity.com/services/parks-and-forestry/bohn-pool/</a>	661
<a href="http://adriancity.com/reference-desk/online-payments/">http://adriancity.com/reference-desk/online-payments/</a>	616
<a href="http://adriancity.com/snow-emergency-effective-wednesday-mar">http://adriancity.com/snow-emergency-effective-wednesday-mar</a>	595
<a href="http://www.ci.adrian.mi.us/Services/Assessor.aspx">http://www.ci.adrian.mi.us/Services/Assessor.aspx</a>	582
<a href="http://adriancity.com/chemical-leak-w2-fuels/">http://adriancity.com/chemical-leak-w2-fuels/</a>	575
<a href="http://adriancity.com/heritage-park-holiday-light-display/">http://adriancity.com/heritage-park-holiday-light-display/</a>	543
<a href="http://adriancity.com/events/">http://adriancity.com/events/</a>	537
<a href="http://adriancity.com/government/city-government/city-commis">http://adriancity.com/government/city-government/city-commis</a>	494
<a href="http://adriancity.com/services/human-resources/">http://adriancity.com/services/human-resources/</a>	471
<a href="http://adriancity.com/community/living-in-adrian/">http://adriancity.com/community/living-in-adrian/</a>	438

The individual pages visited by the most people were the Homepage, followed by Water Supply, Employment Opportunities, and Police.

## Where Visitors Came From

Where Visitors Came From	
Google	12,988
Facebook Mobile	4,510
Facebook	1,135
Lenawee County Website	605
Old AdrianCity Website	369
Bing	219
Free Public Records Search Directory	214
Adrian Public Schools Website	175
Semalt Robot	167
Wikipedia	106
Twitter	96
AdrianBusiness.com	75
Huffington Post	63
AdrianToday.com	62
Yahoo	56
Michigan.gov	53
Monster.com	44
eJobs.com	43
Comcast Email	42
MMI.org	41
Buttons-For-Website.com	39
DownTownAdrian.org	39
VisitLenawee.com	35
PlanningMI.org/jobs/	31
MMBA.org/trail-guide/	29
BidOcean.com/bedrock/wds_interface.php	22
DeMorgen.be	19
LenaweeGreatStart.org	15
DuckDuckGo.com	15
Detroit.Jalopnik.com	15
StateLocalGov.net	15
HLN.be	14
InfoMI.com	13
CityTown.info	12
<b>Total Visits From Referring Websites</b>	<b>21,376</b>



Here is the breakdown of websites that referred visitors to AdrianCity.com. Nearly **62%** of visitors referred to AdrianCity.com came from search engines the largest being Google. Additionally, Facebook referred the second largest amount of visitors with **26%**.

## Top Terms Searched On AdrianCity.com

Top Terms Searched on AdrianCity.com	
Search Term	# Of Times Searched
Employment	110
Jobs	96
Police	44
Map	26
Parks	22
Compost	21
Hotels	20
Hours	20
Careers	20
Taxes	20

Here is the breakdown of search terms searched within AdrianCity.com's internal search bar.

Overall, close to **900** different terms were searched, and all individually identified on the "Search Terms" sheet in the attached excel file.

Overall, visitors spent less than **8%** as much time from the time they began their search to arrive at their intended link, than was measured at Adrian's previous website.

## Feedback Results

Question 1	Answers	Results Percentage
What was your primary reason for visiting the City of Adrian site today?	Bill Pay	4%
	Service Information	18%
	Commission Meeting Docs	12%
	Contact Information	6%
	City Ordinances	47%
	Other	14%

Adrian's total satisfaction increased over the course of our measurement from less than **70%**, to the current number of **83%**. There were 20 complaints about online payment system, 5 as recently as January 2015. Citizens also requested a better and more clear way for "public discussion" through the site.

Question 2	Answers	Results Percentage
How do you rate your overall experience with the City of Adrian?	1. Poor	4%
	2. Average	13%
	3. Good	54%
	4. Very Good	21%
	5. Excellent	8%

Question 3	Answers	Results Percentage
Are you satisfied with the City of Adrian online services?	1. Yes	83%
	2. No	17%



# REGULAR AGENDA

SO-1

February 2, 2015

**SPECIAL ORDER**

The Mayor called for the hearing and consideration of comments regarding approval of a Brownfield plan for the Adrian Mall Sears Auto Site.

Discussion

When the Mayor call for final objections\_\_\_\_\_

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and he declared the hearing closed.

**MEMO**

135 E. Maumee, Adrian, MI 49221-2703

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DATE: February 2, 2015

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

FROM: Chris Miller  
DDA & Economic Development Coordinator

SUBJECT: Brownfield Plan for Adrian Mall former Sears Auto Center demo

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Mr. Mayor & Commissioners,

As you are aware, the new owners of the Adrian Mall have requested that the Brownfield Redevelopment Authority recommend a Brownfield Plan for the Adrian Mall, and at today's meeting the commission will conduct the required public hearing regarding the Plan. The Plan provides financial support for the demolition of the former Sears Auto Center at the south end of the mall. This activity would precede a project which would result in a new business occupying a new building in that space. The investment in this project including the demolition, site preparation, and new construction will total approximately 2.5 million dollars, and will bring new employment opportunities to the community.

The Brownfield Redevelopment Authority Board has met and discussed this issue on three occasions, and reviewed relevant documents generated by the city's assessor, and the city finance department. In the Brownfield Plan before you, the Board has recommended a TIF tax capture program which will repay the mall owners/developers \$150,000 or a specified portion of the capture over 10 years, whichever comes first. No state or local school taxes will be captured, the city will receive administrative funds, and the local Brownfield fund will also receive a portion of the captured taxes, enabling the Brownfield board to consider future projects.

Please favorably consider the resolution before you today that approves the Brownfield Plan for the Adrian Mall project.

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

*Chris*

Chris Miller  
DDA & Economic Development Coordinator