

Council Chamber
Hillsdale City Hall
97 N. Broad Street
Hillsdale, MI 49242

January 20, 2014
7:00 p.m.
(517)437-6441
www.cityofhillsdale.org

CITY COUNCIL AGENDA

CITY OF HILLSDALE REGULAR MEETING

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Public Comments on Agenda Items**
- 5. Consent Agenda**
 - A. Approval of Bills from claims of January 2, 2014 \$79,031.13 Payroll of \$98,688.70
 - B. Committee Reports (Pending Approval):
 1. Community Development Minutes of December 9, 2013
 2. Public Safety Minutes of December 11, 2013
 3. BPU Minutes of December 14, 2013
 - C. Council Minutes of January 2, 2014
 - D. December 2013 financial reports
- 6. Communications/Petitions**
 - A.
- 7. Introduction and Adoption of Ordinance/Public Hearing**
 - A.
- 8. Unfinished Business**
 - A. Local Streets Maintenance
 - B. Code Enforcement – December 2013
- 9. Old Business**
 - A.
- 10. New Business**
 - A. Energy Optimization Program (Resolution)
 - B. Sewer Fund Transfer
 - C. Property Tax Exemption for Persons in Poverty (Resolution)
 - D. Domestic Harmony Contract
 - E. Entrance Signs
- 11. Miscellaneous**
 - Information Only- Police Dept 4th Quarter Report
- 12. General Public Comment**
- 13. Adjournment**

INVOICE APPROVAL LIST BY FUND
 JANUARY 2, 2014

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Hillsdale City Offices

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept:							
101-000.000-214.750	DUE TO IMP		PAYROLL ACCOUNT PAYROLL FOR 1-02-14	405		01/02/2014	73,302.37
					Total		73,302.37
Dept: CITY COUNCIL							
101-101.000-955.200	MISC. - CO		GRANICUS INC. COUNCIL MEETING - INTERNET	71835	51201	01/02/2014	2,985.00
					Total CITY COUNCIL		2,985.00
Dept: CITY MANAGER							
101-172.000-715.000	HEALTH AND		SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857		01/02/2014	14.20
101-172.000-721.000	DISABILITY		SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857	020894 1/14	01/02/2014	55.00
					020894 1/14		
					Total CITY MANAGER		69.20
Dept: ADMINISTRATIVE SERVICES							
101-175.000-801.000	CONTRACTUA		AMERICAN SOCIETY OF COMPOSERS, ANNUAL LICENSE FEE	71820	500691088/2013	01/02/2014	330.00
101-175.000-801.000	CONTRACTUA		MUNICIPAL ADVISORY COUNCIL OVERLAPPING DEBT INFO	71844	1-0	01/02/2014	100.00
101-175.000-801.000	CONTRACTUA		NONIK TECHNOLOGIES, INC. TECHNOLOGY SUPPORT	71847	5511	01/02/2014	1,540.00
101-175.000-806.000	LEGAL SERV		VARNUM, RIDDERING, SCHMIDT, & METRO ACT APPLICATION	71860	914173	01/02/2014	2,079.00
101-175.000-808.000	AUDITING S		WILLIS & JURASEK, P.C. AUDIT SERVICES	71864	39552	01/02/2014	13,700.00
101-175.000-955.125	MISC-FLOWR		MARKET HOUSE	71842	83591	01/02/2014	621.14
101-175.000-955.125	MISC-FLOWR		Mayor's Reception 12/16/13 WALMART COMMUNITY SUPPLIES FOR MAYOR'S RECEPTION	71862	8807	01/02/2014	50.87
					Total ADMINISTRATIVE SERVICES		18,421.01
Dept: ASSESSING DEPARTMENT							
101-209.000-715.000	HEALTH AND		SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857	020894 1/14	01/02/2014	21.30
101-209.000-721.000	DISABILITY		SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857	020894 1/14	01/02/2014	63.95
101-209.000-726.000	SUPPLIES		VISA ID BADGES	71861	@@@@@@@@@5613	01/02/2014	48.90
101-209.000-861.000	TRAINING &		MICHIGAN STATE UNIVERSITY TRAINING-ZONING ADMIN.	71843		01/02/2014	800.00
					Total ASSESSING DEPARTMENT		934.15
Dept: CITY CLERK DEPARTMENT							
101-215.000-715.000	HEALTH AND		SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857	020894 1/14	01/02/2014	7.10
101-215.000-721.000	DISABILITY		SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857	020894 1/14	01/02/2014	14.91
101-215.000-734.000	POSTAGE		HILLSDALE POSTMASTER Postage stamps 17 roll of 100	71851		01/02/2014	690.00
101-215.000-900.000	PRINTING		MUNICIPAL CODE CORPORATION PDF OF SUPPLEMENT #15 - ORD	71845	00237230	01/02/2014	850.00
					Total CITY CLERK DEPARTMENT		1,562.01
Dept: FINANCE DEPARTMENT							
101-219.000-715.000	HEALTH AND		SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857	020894 1/14	01/02/2014	7.10
101-219.000-721.000	DISABILITY		SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857	020894 1/14	01/02/2014	22.84
					Total FINANCE DEPARTMENT		29.94
Dept: CITY TREASURER							
101-253.000-715.000	HEALTH AND		SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857	020894 1/14	01/02/2014	7.10
101-253.000-721.000	DISABILITY		SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857	020894 1/14	01/02/2014	7.28
101-253.000-964.000	REFUNDS AN		HILLSDALE COUNTY TREASURER* BILLBACKS 2012-2013	71837	30-006-227-179-13	01/02/2014	10.24
101-253.000-964.000	REFUNDS AN		HILLSDALE COUNTY TREASURER* BILLBACKS 2011-2013	71837	006-426-302-16	01/02/2014	17.72

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Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: CITY TREASURER							
101-253.000-964.000	REFUNDS AN		HILLSDALE COUNTY TREASURER* BILLBACKS 2010-2013	71837		01/02/2014	15.50
					006-227-255-31		

					Total CITY TREASURER		57.84
Dept: BUILDING AND GROUNDS							
101-265.000-801.000	CONTRACTUA		CINTAS CORPORATION RUGS FOR CITY HALL	71828		01/02/2014	20.00
					351658996		
101-265.000-801.000	CONTRACTUA		CINTAS CORPORATION RUGS FOR CITY HALL	71828		01/02/2014	20.00
					351659610		
101-265.000-801.000	CONTRACTUA		MANPOWER OF LANSING TEMP EMPLOYEES W/E 12/15	71841		01/02/2014	576.30
					26497902		
101-265.000-920.000	UTILITIES		BOARD OF PUBLIC UTILITIES UTILITIES FOR DEC 2013	71825		01/02/2014	1,603.13
101-265.000-925.000	TELEPHONE		AT&T TELEPHONE SERVICE JAN 2014	71823		01/02/2014	391.13
					517437098312		

					Total BUILDING AND GROUNDS		2,610.56
Dept: PARKING LOTS							
101-266.000-920.000	UTILITIES		BOARD OF PUBLIC UTILITIES UTILITIES FOR DEC 2013	71825		01/02/2014	320.01

					Total PARKING LOTS		320.01
Dept: CEMETERIES							
101-276.000-920.000	UTILITIES		BOARD OF PUBLIC UTILITIES UTILITIES FOR DEC 2013	71825		01/02/2014	29.96

					Total CEMETERIES		29.96
Dept: AIRPORT							
101-295.000-801.000	CONTRACTUA		REPUBLIC SERVICES OF KALAMAZOO DUMPSTER	71854		01/02/2014	101.10
					0249-004054746		
101-295.000-920.000	UTILITIES		BOARD OF PUBLIC UTILITIES UTILITIES FOR DEC 2013	71825		01/02/2014	926.74
101-295.000-925.000	TELEPHONE		AT&T TELEPHONE SERVICE JAN 2014	71823		01/02/2014	171.40
					517437098312		
101-295.000-925.000	TELEPHONE		AT&T TELEPHONE SERVICE JAN 2014	71823		01/02/2014	44.84
					517439429112		

					Total AIRPORT		1,244.08
Dept: POLICE DEPARTMENT							
101-301.000-715.000	HEALTH AND		SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857		01/02/2014	113.60
					020894 1/14		
101-301.000-721.000	DISABILITY		SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857		01/02/2014	294.82
					020894 1/14		
101-301.000-726.000	SUPPLIES		CURRENT OFFICE SOLUTIONS INK PENS	71829		01/02/2014	35.82
					508287		
101-301.000-726.000	SUPPLIES		GELZER & SON INC. VELCRO	71834		01/02/2014	7.78
					C79627		
101-301.000-742.000	CLOTHING /		C M P DISTRIBUTOR, INC. DUTY BELT	71826		01/02/2014	56.50
					39256		
101-301.000-801.000	CONTRACTUA		AT & T MOBILITY NETWORK ACCESS FEE	71822		01/02/2014	119.97
					287243202540x12252013		
101-301.000-850.301	INSURANCE		SCHOLL AGENCY POLICE PROFESSIONAL INS	71855		01/02/2014	18,419.75
					11889		
101-301.000-900.000	PRINTING		ARROW SWIFT PRINTING SNOW REMOVAL ASSIST LABELS	71821		01/02/2014	159.30
					130330		

					Total POLICE DEPARTMENT		19,207.54
Dept: FIRE DEPARTMENT							
101-336.000-715.000	HEALTH AND		SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857		01/02/2014	35.52
					020894 1/14		
101-336.000-721.000	DISABILITY		SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857		01/02/2014	62.85
					020894 1/14		
101-336.000-801.000	CONTRACTUA		CINTAS CORPORATION CONTRACTUAL LINEN SERVICE	71828		01/02/2014	5.71
					351658383		
101-336.000-801.000	CONTRACTUA		CINTAS CORPORATION CONTRACTUAL LINEN SERVICE	71828		01/02/2014	13.40
					351658995		
101-336.000-920.000	UTILITIES		BOARD OF PUBLIC UTILITIES UTILITIES FOR DEC 2013	71825		01/02/2014	548.20

					Total FIRE DEPARTMENT		665.68
Dept: PUBLIC SERVICES DEPARTMENT							

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Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: PUBLIC SERVICES DEPARTMENT							
101-441.000-715.000	HEALTH AND		SUN LIFE ASSURANCE COMPANY	71857		01/02/2014	14.20
			LIFE/DISABILITY INS JAN 2014		020894 1/14		
101-441.000-721.000	DISABILITY		SUN LIFE ASSURANCE COMPANY	71857		01/02/2014	38.18
			LIFE/DISABILITY INS JAN 2014		020894 1/14		
101-441.000-726.000	SUPPLIES		HOME DEPOT	71838		01/02/2014	221.48
			TORCH KITS & 48" LEVEL		9135782		
101-441.000-726.000	SUPPLIES		VISA	71861		01/02/2014	62.91
			FRNAKLIN PLANNER-KEITH		@@@@@@@@@@@3055		
101-441.000-742.000	CLOTHING /		CINTAS CORPORATION	71828		01/02/2014	50.68
			RUGS/UNIFORMS - DPS		351658391		
101-441.000-742.000	CLOTHING /		CINTAS CORPORATION	71828		01/02/2014	43.24
			RUGS/UNIFORMS - DPS		351659002		
101-441.000-801.000	CONTRACTUA		CINTAS CORPORATION	71828		01/02/2014	38.86
			RUGS/UNIFORMS - DPS		351658391		
101-441.000-801.000	CONTRACTUA		CINTAS CORPORATION	71828		01/02/2014	38.86
			RUGS/UNIFORMS - DPS		351659002		
101-441.000-801.000	CONTRACTUA		MANPOWER OF LANSING	71841		01/02/2014	11.30
			TEMP EMPLOYEES W/E 12/15		26497902		
101-441.000-801.000	CONTRACTUA		MANPOWER OF LANSING	71841		01/02/2014	558.80
			TEMP EMPLOYEE - SPIETH		26521730		
101-441.000-801.000	CONTRACTUA		MANPOWER OF LANSING	71841		01/02/2014	335.28
			TEMP EMPLOYEE - SPIETH		26546596		
101-441.000-920.000	UTILITIES		BOARD OF PUBLIC UTILITIES	71825		01/02/2014	544.36
			UTILITIES FOR DEC 2013				

Total PUBLIC SERVICES DEPARTMENT							1,958.15
Dept: STREET LIGHTING							
101-448.000-920.202	UTILITIES		BOARD OF PUBLIC UTILITIES	71825		01/02/2014	5,807.74
			UTILITIES FOR DEC 2013				
101-448.000-920.203	UTILITIES		BOARD OF PUBLIC UTILITIES	71825		01/02/2014	347.63
			UTILITIES FOR DEC 2013				

Total STREET LIGHTING							6,155.37
Dept: PARKS							
101-756.000-801.000	CONTRACTUA		MANPOWER OF LANSING	71841		01/02/2014	22.60
			TEMP EMPLOYEES W/E 12/15		26497902		
101-756.000-920.000	UTILITIES		BOARD OF PUBLIC UTILITIES	71825		01/02/2014	8.49
			BPU SERVICES		3-0013531-02 12/13		
101-756.000-920.000	UTILITIES		BOARD OF PUBLIC UTILITIES	71825		01/02/2014	307.06
			UTILITIES FOR DEC 2013				

Total PARKS							338.15

Fund Total							129,891.02
Fund: MAJOR ST./TRUNKLINE FUND							
Dept:							
202-000.000-214.750	DUE TO IMP		PAYROLL ACCOUNT	405		01/02/2014	4,791.26
			PAYROLL FOR 1-02-14				

Total							4,791.26
Dept: R.O.W. MAINTENANCE							
202-460.000-801.000	CONTRACTUA		MANPOWER OF LANSING	71841		01/02/2014	11.30
			TEMP EMPLOYEES W/E 12/15		26497902		

Total R.O.W. MAINTENANCE							11.30
Dept: TREES							
202-470.000-801.000	CONTRACTUA		MANPOWER OF LANSING	71841		01/02/2014	16.95
			TEMP EMPLOYEES W/E 12/15		26497902		

Total TREES							16.95
Dept: TRAFFIC							
202-490.000-801.000	CONTRACTUA		MANPOWER OF LANSING	71841		01/02/2014	79.10
			TEMP EMPLOYEES W/E 12/15		26497902		
202-490.000-920.000	UTILITIES		BOARD OF PUBLIC UTILITIES	71825		01/02/2014	399.10
			UTILITIES FOR DEC 2013				

Total TRAFFIC							478.20
Dept: TRUNKLINE TRAFFIC							
202-490.500-920.000	UTILITIES		BOARD OF PUBLIC UTILITIES	71825		01/02/2014	416.29
			UTILITIES FOR DEC 2013				

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Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: MAJOR ST./TRUNKLINE FUND							
Dept: TRUNKLINE TRAFFIC							
						Total TRUNKLINE TRAFFIC	416.29
						Fund Total	5,714.00
Fund: LOCAL ST. FUND							
Dept:							
203-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT		405		01/02/2014	1,971.69
		PAYROLL FOR 1-02-14					
						Total	1,971.69
Dept: TREES							
203-470.000-801.000	CONTRACTUA	MANPOWER OF LANSING		71841		01/02/2014	73.45
		TEMP EMPLOYEES W/E 12/15			26497902		
						Total TREES	73.45
Dept: TRAFFIC							
203-490.000-801.000	CONTRACTUA	MANPOWER OF LANSING		71841		01/02/2014	22.60
		TEMP EMPLOYEES W/E 12/15			26497902		
						Total TRAFFIC	22.60
						Fund Total	2,067.74
Fund: RECREATION FUND							
Dept:							
208-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT		405		01/02/2014	2,294.70
		PAYROLL FOR 1-02-14					
						Total	2,294.70
Dept: RECREATION DEPARTMENT							
208-751.000-715.000	HEALTH AND	SUN LIFE ASSURANCE COMPANY		71857		01/02/2014	7.10
		LIFE/DISABILITY INS JAN 2014			020894 1/14		
208-751.000-721.000	DISABILITY	SUN LIFE ASSURANCE COMPANY		71857		01/02/2014	9.69
		LIFE/DISABILITY INS JAN 2014			020894 1/14		
						Total RECREATION DEPARTMENT	16.79
						Fund Total	2,311.49
Fund: LIBRARY FUND							
Dept:							
271-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT		405		01/02/2014	4,479.93
		PAYROLL FOR 1-02-14					
						Total	4,479.93
Dept: LIBRARY							
271-790.000-715.000	HEALTH AND	SUN LIFE ASSURANCE COMPANY		71857		01/02/2014	14.20
		LIFE/DISABILITY INS JAN 2014			020894 1/14		
271-790.000-721.000	DISABILITY	SUN LIFE ASSURANCE COMPANY		71857		01/02/2014	28.18
		LIFE/DISABILITY INS JAN 2014			020894 1/14		
271-790.000-726.000	SUPPLIES	FOLLETT SOFTWARE COMPANY		71833		01/02/2014	83.49
		Barcode Labels			1107354		
271-790.000-726.000	SUPPLIES	GRIFFIN PEST SOLUTIONS		71836		01/02/2014	41.00
		Pest Control - January			80148		
271-790.000-726.000	SUPPLIES	VISA		71861		01/02/2014	32.08
		SUPPLIES /TRAINING @ LIBRARY			@@@@@@@@@@@@5167		
271-790.000-726.000	SUPPLIES	WALMART COMMUNITY		71862		01/02/2014	1.00
		SUPPLIES FOR LIBRARY			1328		
271-790.000-726.000	SUPPLIES	WALMART COMMUNITY		71862		01/02/2014	15.29
		SUPPLIES FOR LIBRARY			7408		
271-790.000-726.003	SUPPLIES -	VISA		71861		01/02/2014	144.00
		SUPPLIES /TRAINING @ LIBRARY			@@@@@@@@@@@@5167		
271-790.000-734.000	POSTAGE	HILLSDALE POSTMASTER		71851		01/02/2014	92.00
		Postage stamps 17 roll of 100					
271-790.000-801.000	CONTRACTUA	CINTAS CORPORATION		71828		01/02/2014	28.66
		Library Floor Mats			351658385		
271-790.000-801.000	CONTRACTUA	MAID FOR YOUR		71840		01/02/2014	520.00
		Cleaning Services			1026		
271-790.000-801.000	CONTRACTUA	NONIK TECHNOLOGIES, INC.		71847		01/02/2014	100.00
		Monthly Avalon Monitor			5510		

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Fund: LIBRARY FUND							
Dept: LIBRARY							
271-790.000-801.000		CONTRACTUA	WOODLANDS LIBRARY COOPERATI	71865		01/02/2014	208.63
			1st qtr Overdrive subscription		5407		
271-790.000-861.000		TRAINING &	VISA	71861		01/02/2014	140.00
			SUPPLIES /TRAINING @ LIBRARY		@@@@@@@@@@@@5167		
271-790.000-920.000		UTILITIES	BOARD OF PUBLIC UTILITIES	71825		01/02/2014	1,285.41
			UTILITIES FOR DEC 2013				
271-790.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	71824		01/02/2014	14.16
			December Adult Book Order		2028879916		
271-790.000-982.000		BOOKS	RANDOM HOUSE, INC.	71853		01/02/2014	10.00
			CD replacement		1088854729		

					Total LIBRARY		2,758.10
Dept: LIBRARY - CHILDREN'S AREA							
271-792.000-726.000		SUPPLIES	CURRENT OFFICE SOLUTIONS	71829		01/02/2014	7.30
			Children's Supplies		508011		
271-792.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	71824		01/02/2014	36.32
			kidst Book Order - November		2028879914		
271-792.000-982.000		BOOKS	BAKER & TAYLOR COMPANY	71824		01/02/2014	29.73
			December Children's Book Order		2028879915		

					Total LIBRARY - CHILDREN'S AREA		73.35

					Fund Total		7,311.38
Fund: CAPITAL IMPROVEMENT FUND							
Dept: LOCAL STREET RECONSTRUCTION							
401-453.000-801.000		CONTRACTUA	FLEIS & VANDENBRINK	71832		01/02/2014	7,140.00
			ENGINEERING-CHARLES ST		36840		

					Total LOCAL STREET RECONSTRUCTION		7,140.00
Dept: CAPITAL OUTLAY							
401-900.000-975.040		COMPREHENS	CDW-G COMPUTER CENTERS	71827		01/02/2014	872.50
			LAPTOP COMPUTER - PLANNING		HW02513		
401-900.000-975.040		COMPREHENS	CDW-G COMPUTER CENTERS	71827		01/02/2014	186.66
			REPAIR PLAN - 6 COMPUTERS		HQ96550		

					Total CAPITAL OUTLAY		1,059.16

					Fund Total		8,199.16
Fund: DIAL-A-RIDE FUND							
Dept:							
588-000.000-214.750		DUE TO IMP	PAYROLL ACCOUNT	405		01/02/2014	6,105.06
			PAYROLL FOR 1-02-14				

					Total		6,105.06
Dept: DIAL-A-RIDE							
588-588.000-715.000		HEALTH AND	SUN LIFE ASSURANCE COMPANY	71857		01/02/2014	25.92
			LIFE/DISABILITY INS JAN 2014		020894 1/14		
588-588.000-721.000		DISABILITY	SUN LIFE ASSURANCE COMPANY	71857		01/02/2014	49.13
			LIFE/DISABILITY INS JAN 2014		020894 1/14		
588-588.000-726.000		SUPPLIES	CURRENT OFFICE SOLUTIONS	71829		01/02/2014	9.37
			PENS		508529		
588-588.000-730.000		VEH./EQUIP	NORM'S TIRE SERVICE	71848		01/02/2014	232.50
			TIRES FOR DART BUSES		71888		
588-588.000-730.000		VEH./EQUIP	NORM'S TIRE SERVICE	71848		01/02/2014	606.28
			TIRES FOR DART BUSES		66097		
588-588.000-730.000		VEH./EQUIP	PERFORMANCE AUTOMOTIVE	71850		01/02/2014	96.69
			BRAKE PADS		1084904		
588-588.000-920.000		UTILITIES	BOARD OF PUBLIC UTILITIES	71825		01/02/2014	368.51
			UTILITIES FOR DEC 2013				
588-588.000-920.000		UTILITIES	MICHIGAN GAS UTILITIES	406		01/02/2014	107.68
			GAS UTILITY FOR DART		4611064-9 12/13		
588-588.000-925.000		TELEPHONE	AT&T	71823		01/02/2014	81.07
			TELEPHONE SERVICE JAN 2014		517437338512		

					Total DIAL-A-RIDE		1,577.15

					Fund Total		7,682.21
Fund: PUBLIC SERVICES INV. FUND							

INVOICE APPROVAL LIST BY FUND
 JANUARY 2, 2014

Date: 01/03/2014
 Time: 4:23pm
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Hillsdale City Offices

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: PUBLIC SERVICES INV. FUND							
Dept:							
633-000.000-214.750		DUE TO IMP	PAYROLL ACCOUNT PAYROLL FOR 1-02-14	405		01/02/2014	213.12

					Total		213.12
Dept: PUBLIC SERVICES INVENTORY							
633-233.000-726.000		SUPPLIES	DETROIT SALT CO. ROAD SALT	71830	36414	01/02/2014	4,020.12
633-233.000-726.000		SUPPLIES	SHANNON EXCAVATING AND ASPHALT 3M SAND TO MIX W/SALT	71856		01/02/2014	324.00
633-233.000-726.000		SUPPLIES	UNIQUE PAVING MATERIALS COLD PATCH	71859	231716	01/02/2014	2,629.87

					Total PUBLIC SERVICES INVENTORY		6,973.99
						Fund Total	7,187.11
Fund: REVOLVING MOBILE EQUIP. FUND							
Dept:							
640-000.000-214.750		DUE TO IMP	PAYROLL ACCOUNT PAYROLL FOR 1-02-14	405		01/02/2014	2,528.55

					Total		2,528.55
Dept: MOBILE EQUIPMENT MAINTENANCE							
640-444.000-715.000		HEALTH AND	SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857	020894 1/14	01/02/2014	14.20
640-444.000-721.000		DISABILITY	SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857	020894 1/14	01/02/2014	30.31
640-444.000-726.000		SUPPLIES	FASTENAL BATTERIES (C)	71831	MIJON46315	01/02/2014	12.21
640-444.000-726.000		SUPPLIES	PERFORMANCE AUTOMOTIVE BRUSHES	71850	1085127	01/02/2014	8.28
640-444.000-730.000		VEH./EQUIP	GELZER & SON INC. BOLTS FOR #15	71834	C80076	01/02/2014	8.78
640-444.000-730.000		VEH./EQUIP	GELZER & SON INC. BOLTS FOR #54	71834	A46758	01/03/2014	8.66
640-444.000-730.000		VEH./EQUIP	JACKSON TRUCK SERVICE INC. FILTERS	71839	PC01246445:001	01/02/2014	46.86
640-444.000-730.000		VEH./EQUIP	JACKSON TRUCK SERVICE INC. FILTERS	71839	PC01246643:001	01/02/2014	64.21
640-444.000-730.000		VEH./EQUIP	PERFORMANCE AUTOMOTIVE HYD HOSE & FITTINGS	71850	1084478	01/02/2014	24.75
640-444.000-730.000		VEH./EQUIP	PERFORMANCE AUTOMOTIVE SEMI MET PADS	71850	1084381	01/02/2014	94.39
640-444.000-730.000		VEH./EQUIP	PERFORMANCE AUTOMOTIVE RETURN	71850	1084456	01/02/2014	-94.39
640-444.000-730.000		VEH./EQUIP	PERFORMANCE AUTOMOTIVE HEADLIGHTS	71850	1054695	01/02/2014	20.38
640-444.000-730.000		VEH./EQUIP	PERFORMANCE AUTOMOTIVE HYD HOSE & FITTINGS FOR #15	71850	1084961	01/02/2014	83.28
640-444.000-730.000		VEH./EQUIP	PERFORMANCE AUTOMOTIVE O-RINGS FOR #16	71850	1085190	01/02/2014	4.45
640-444.000-730.000		VEH./EQUIP	PERFORMANCE AUTOMOTIVE TRIP SPRING FOR #9	71850	1085128	01/02/2014	17.59
640-444.000-730.000		VEH./EQUIP	TRUCK & TRAILER SPECIALTIES SPINNER DISC 18", PLOW BOLTS	71858	C38532	01/02/2014	245.64
640-444.000-730.000		VEH./EQUIP	WHITES WELDING SERVICE FLAT STEEL	71863	80095	01/02/2014	52.38
640-444.000-742.000		CLOTHING /	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71828	351658391	01/02/2014	14.85
640-444.000-742.000		CLOTHING /	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71828	351659002	01/02/2014	14.85
640-444.000-801.000		CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71828	351658391	01/02/2014	22.87
640-444.000-801.000		CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71828	351659002	01/02/2014	22.87
640-444.000-801.000		CONTRACTUA	NEAL'S TRUCK PARTS REPAIR UNDERBODY CYLINDER	71846	1167335	01/02/2014	345.00
640-444.000-801.000		CONTRACTUA	PURITY CYLINDER GASES, INC. CYLINDER RENTAL	71852	501458	01/02/2014	33.48
640-444.000-801.301		POLICE VEH	PARNEY'S CAR CARE SERVICE REPAIRS 2-2	71849	55106	01/02/2014	34.20

INVOICE APPROVAL LIST BY FUND
 JANUARY 2, 2014

Date: 01/03/2014
 Time: 4:23pm
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Hillsdale City Offices

Fund	Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: REVOLVING MOBILE EQUIP. FUND							
Dept: MOBILE EQUIPMENT MAINTENANCE							
	640-444.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES UTILITIES FOR DEC 2013	71825		01/02/2014	518.27

					Total MOBILE EQUIPMENT MAINTENANCE		1,648.37
						Fund Total	----- 4,176.92
Fund: DPS LEAVE AND BENEFITS FUND							
Dept:							
	699-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL FOR 1-02-14	405		01/02/2014	3,002.02

					Total		3,002.02
Dept: PUBLIC SERVICES DEPARTMENT							
	699-441.000-715.000	HEALTH AND	SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857	020894 1/14	01/02/2014	56.80
	699-441.000-721.000	DISABILITY	SUN LIFE ASSURANCE COMPANY LIFE/DISABILITY INS JAN 2014	71857	020894 1/14	01/02/2014	119.98

					Total PUBLIC SERVICES DEPARTMENT		176.78
						Fund Total	----- 3,178.80
						Grand Total	----- 177,719.83

VENDOR APPROVAL SUMMARY REPORT
 JANUARY 2, 2014

Date: 01/03/2014
 Time: 4:22pm
 Page: 1

Hillsdale City Offices

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
AMERICAN SOCIETY OF COMPOSERS,	1773	ANNUAL LICENSE FEE	330.00	0.00
ARROW SWIFT PRINTING	0008	SNOW REMOVAL ASSIST LABELS	159.30	0.00
AT & T MOBILITY	1965	NETWORK ACCESS FEE	119.97	0.00
AT&T	0048	TELEPHONE SERVICE JAN 2014	688.44	0.00
BAKER & TAYLOR COMPANY	0011	December Adult Book Order	80.21	0.00
BOARD OF PUBLIC UTILITIES	0013	UTILITIES FOR DEC 2013	13,430.90	0.00
C M P DISTRIBUTOR, INC.	1300	DUTY BELT	56.50	0.00
CDW-G COMPUTER CENTERS	2817	REPAIR PLAN - 6 COMPUTERS	1,059.16	0.00
CINTAS CORPORATION	0020	RUGS/UNIFORMS - DPS	334.85	0.00
CURRENT OFFICE SOLUTIONS	0035	PENS	52.49	0.00
DETROIT SALT CO.	4088	ROAD SALT	4,020.12	0.00
FASTENAL	0538	BATTERIES (C)	12.21	0.00
FLEIS & VANDENBRINK	1737	ENGINEERING-CHARLES ST	7,140.00	0.00
FOLLETT SOFTWARE COMPANY	2449	Barcode Labels	83.49	0.00
GELZER & SON INC.	0027	VELCRO	25.22	0.00
GRANICUS INC.	1999	COUNCIL MEETING - INTERNET	2,985.00	0.00
GRIFFIN PEST SOLUTIONS	2116	Pest Control - January	41.00	0.00
HILLSDALE COUNTY TREASURER*	0676	BILLBACKS 2010-2013	43.46	0.00
HOME DEPOT	2786	TORCH KITS & 48" LEVEL	221.48	0.00
JACKSON TRUCK SERVICE INC.	0086	FILTERS	111.07	0.00
MAID FOR YOUR	2046	Cleaning Services	520.00	0.00
MANPOWER OF LANSING	3088	TEMP EMPLOYEE - SPIETH	1,707.68	0.00
MARKET HOUSE	0164	Mayor's Reception 12/16/13	621.14	0.00
MICHIGAN GAS UTILITIES	0081	GAS UTILITY FOR DART	0.00	107.68
MICHIGAN STATE UNIVERSITY	1440	TRAINING-ZONING ADMIN.	800.00	0.00
MUNICIPAL ADVISORY COUNCIL	1859	OVERLAPPING DEBT INFO	100.00	0.00
MUNICIPAL CODE CORPORATION	1223	PDF OF SUPPLEMENT #15 - ORD	850.00	0.00
NEAL'S TRUCK PARTS	0370	REPAIR UNDERBODY CYLINDER	345.00	0.00
NONIK TECHNOLOGIES, INC.	1392	TECHNOLOGY SUPPORT	1,640.00	0.00
NORM'S TIRE SERVICE	0277	TIRES FOR DART BUSES	838.78	0.00
PARNEY'S CAR CARE	2412	SERVICE REPAIRS 2-2	34.20	0.00
PAYROLL ACCOUNT	0242	PAYROLL FOR 1-02-14	0.00	98,688.70
PERFORMANCE AUTOMOTIVE	0961	BRAKE PADS	255.42	0.00
HILLSDALE POSTMASTER	0055	Postage stamps 17 roll of 100	782.00	0.00
PURITY CYLINDER GASES, INC.	1136	CYLINDER RENTAL	33.48	0.00
RANDOM HOUSE, INC.	1388	CD replacement	10.00	0.00
REPUBLIC SERVICES OF KALAMAZOO	1428	DUMPSTER	101.10	0.00
SCHOLL AGENCY	0496	POLICE PROFESSIONAL INS	18,419.75	0.00
SHANNON EXCAVATING AND ASPHALT	4065	3M SAND TO MIX W/SALT	324.00	0.00
SUN LIFE ASSURANCE COMPANY	1239	LIFE/DISABILITY INS JAN 2014	1,135.46	0.00
TRUCK & TRAILER SPECIALTIES	0442	SPINNER DISC 18", PLOW BOLTS	245.64	0.00
UNIQUE PAVING MATERIALS	0318	COLD PATCH	2,629.87	0.00
VARNUM, RIDDERING, SCHMIDT, &	2551	METRO ACT APPLICATION	2,079.00	0.00
VISA	1154	ID BADGES	427.89	0.00
WALMART COMMUNITY	3104	SUPPLIES FOR MAYOR'S RECEPTION	67.16	0.00
WHITES WELDING SERVICE	2174	FLAT STEEL	52.38	0.00
WILLIS & JURASEK, P.C.	1317	AUDIT SERVICES	13,700.00	0.00
WOODLANDS LIBRARY COOPERATI	0064	1st qtr Overdrive subscription	208.63	0.00
Grand Total:			78,923.45	98,796.38

Minutes of the December 9, 2013 Community Development Committee

**6:30pm 2nd Floor Conference Room, Hillsdale City Hall
97 North Broad Street, Hillsdale, Michigan 49242**

The meeting was called to order at 6:30pm. Present were:

Mayor Scott Sessions, City Manager Linda Brown, Councilman Brian Watkins, Councilwoman Emily Stack-Davis, Councilman Adam Stockford, Recreation Director Michelle Loren, Library Director Leann Beckwith, Mary Wolfram (EDC) and Finance Director Bonnie Tew.

The purpose of the meeting was to establish a committee chairperson and general introductions between new committee members and staff.

Moved by Stockford, 2nd by Stack-Davis to elect Watkins as chair. All ayes.

Library Director Beckwith gave a brief overview of the library services, including meeting rooms and computers. Cost of meeting rooms was briefly discussed. Ms. Beckwith departed at 6:45pm.

Mary Wolfram, EDC director gave a brief history of the EDC, highlighting that it is funded by BPU . She then discussed new businesses and industry in the City and the challenges facing attracting new industry to buildings on contaminated sites. City Manager Brown expressed her experiences in dealing with contaminated sites. Mrs. Wolfram then gave an overview of TIFA and will provide a map of the TIFA district at a future meeting. Discussion regarding challenging vacant properties, specifically the former DCA / Stock's Mill site and the former Keefer House.

The EDC segment of the meeting concluded with an overview of the rental rehab program and the Three Meadows development.

A short discussion regarding banners and signs requested by the college followed.

Parks and recreation Director Loren gave an overview of the departments' activities and responsibilities. Finance Director Tew added that the monies generated in fees by the department activities make the department mostly self-funding.

Councilman Stockford departed at 7:40pm

Discussion on ways to improve the recreation Department and to streamline services followed. A major step toward improvement discussed was the ability for customers of the department to be able to register for sports, reserve facilities and make payments online. Finance Director Tew commented that

the new software recently purchased by her department may make a move to an online system more practical and cost effective.

Mary Wolfram departed at 7:48pm

The signs, to be placed at the City Limits, requested by Hillsdale College were briefly discussed again. It was agreed that any new "Welcome to Hillsdale" signage should be reviewed by both the Planning Commission and Council.

Meeting adjourned at 8:05pm

Submitted by Councilman Brian Watkins, CDC Chairman

Minutes of the December 11, 2013 Public Safety Committee

**6:00pm 2nd Floor Conference Room, Hillsdale City Hall
97 North Broad Street, Hillsdale, Michigan 49242**

The meeting was called to order at 6:02pm. Present were:

City Manager Linda Brown, Councilman Brian Watkins, Councilwoman Sally Kinney, Councilwoman Mary Beth Bail, Public Safety Director Chris Gutowski, Assessing and Planning Director Kim Thomas , and Finance Director Bonnie Tew.

The purpose of the meeting was to establish a committee chairperson and general introductions between new committee members and staff.

Moved by Bail, 2nd by Kinney to elect Watkins as chair. All ayes.

A/P Director Thomas gave an overview of the new code enforcement software and commented that it should help improve accuracy and follow-up. She also updated the committee on the reconciliation of unfiled reports, some from several years ago, and that progress was being made.

Discussion regarding use and occupancy permit requirements being enforced followed. Councilman Watkins expressed support of enforcing previously unenforced codes to help improve conditions in the City. He also suggested that Planning Commission consider amending the current ordinances to require a local agent for all commercial and residential rental properties within the City.

A short discussion regarding replacing the outdated City Seal decal on the A/P truck concluded the Assessing and Planning / Code Enforcement segment.

Public Safety Director Gutowski gave a brief overview of the Police and Fire Departments, including:

- Fire Department has had almost 700 calls for the year.
- Medical calls are about 70% of responses.
- Support for REU (Reading Emergency Unit) is higher than average for the year.
- Police code enforcement support has increased.
- Parking enforcement has increased.
- Accidents for the year are at about the average number.
- Expired plates, no insurance, no license is common issue.

Director Gutowski recommended that the committee and ultimately Council consider charging for fire calls. Jonesville currently charges \$500 as do other departments in the area. The idea was discussed and

it was agreed that Chief Gutowski would provide more information, including copies of the ordinances from other municipalities that charge on a per-call basis at a future meeting so that the committee may consider the matter further.

Mayor Sessions arrived at 6:20pm

The topic of the aging livery was discussed. The cost of replacement fire trucks is very high, nearly a million dollars in some cases, and those funds need to be considered during planning.

City Manager Brown provided information regarding the development of a Fire Authority, with the City's department leading the way. She will provide further details at a future meeting.

Chief Gutowski stated that the county holds back a portion of court fees generated by drunk driving arrests and distributes those to the arresting body. He will investigate to find out how much is currently being held by the County on behalf of the Hillsdale City Police. He also added that the HCP will now be serving Personal Protective Orders (PPO). This task was previously handled by the Hillsdale County Sheriff's Department. The HCP will be paid \$16 per service.

Meeting adjourned at 6:48pm

Submitted by Councilman Brian Watkins, CDC Chairman

January 14, 2014
45 Monroe Street
Hillsdale MI 49242

The regular Hillsdale Board of Public Utilities meeting was called to order at 7:00 pm by Mr. Jack Bierl, President of the Board.

Board Members Present: Mr. Duke Anderson, Mr. Bill Smith, Mr. John Waldvogel & Mr. Bierl.

Board Members Absent: Mr. Dan Moore

Others Present Were: Scott Sessions, Mayor; Nate Rusk, Operations Manager; Terry Year, HCSSC Executive Director; Don Reid, Hillsdale Daily News; Rick Rose, Director; and Annette Kinney, Secretary to the Board.

Moved by Mr. Anderson, seconded by Mr. Smith, to approve the minutes of the December 10, 2013 regular meeting and record in the official minute book.

Motion carried by unanimous voice vote.

Claims Drawn on the Operations & Maintenance Fund:

A CLEAN START	600.00
AFLAC	696.80
AMERICAN COPPER &	333.43
AMERICAN ELEC POWER	25,861.65
AT&T	797.37
BCBS	26,221.91
BECKER & SCRIVENS	360.00
BRADLEY J MARTIN	84.38
CADENCE INNOVATION LLC	1,521.00
CEM	281.08
CHAMPION INC	1,100.00
CHEMICAL SERVICES, INC	1,041.80
CHESTNEY PUBLISHING	180.00
CINTAS LOCATION	3,320.99

CITY OF HILLSDALE	98,398.17
COMCAST	120.15
COMMUNITY ACTION AGENCY	2,878.40
CURRENT OFFICE	374.24
DISTRICT COURT	510.00
DONELAN PATRICK T	83.00
DUBOIS COOPER ASSOC	5,360.00
DUBOIS TRUCKING	238.00
ELWOOD STAFFING	1,635.20
ENVIRONMENTAL MGMT	2,986.50
FULTON KIRK A	53.00
GLOBAL ENVIRONMENTAL	600.00
GODFREY BROTHERS, INC	274.05
GOOD LINDA L	32.00
GRAINGER INDUSTRIAL SUPPLY	1,993.25
HARRIS COMPUTER	52,586.81
HD SUPPLY	785.43
HEFFERNAN SOFT WATER	135.75
HILLSDALE CO ROAD	50.00
HILLSDALE DAILY NEWS	454.13
HILLSDALE ELKS #1575	1,066.74
HILLSDALE HARDWARE	225.95
HINKLE OLIN B	56.00
HYDRO DESIGNS	1,333.00
IBEW	593.87
INFOSEND, INC	2,193.73
ITRON	809.09
JOHNSON MONET B	145.00
KUBRA	2,581.08
LORIS TECHNOLOGIES, INC	21,355.19
LYDEN OIL COMPANY	6,203.45
MAIN STREET ORNAMENTAL LAMP POSTS	2,324.94
MI DEPT OF TREASURY	204.00
MICHIGAN GAS	2,875.33
MICHIGAN MUNICIPAL	4,317.00
MICHIGAN PIPE & VALVE	1,523.61
MISS DIG SYSTEM, INC	809.56
MODERN WASTE SYSTEMS	230.00
MOSS MICHAEL W	776.00
MSCPA	2,273.00
N E F CO	134.93
NASH CHRISTINA A	271.69
NONIK TECHNOLOGIES	6,100.00

NORMS TIRE SERVICE	856.50
NORTHERN SAFETY	174.60
ONLINE UTILITY EXCHANGE	164.85
PARNEYS CAR CARE INC	27.95
PERFORMANCE AUTO	51.05
PITTSFORD GAS & TIRE	868.00
POWER LINE SUPPLY	762.86
PVS TECHNOLOGIES	3,311.83
REPUBLIC WASTE	687.24
RUPERT'S CULLIGAN	31.50
RYAN DR TODD H	3.09
S.D. MYERS	1,518.17
SAGA INC	553.75
SCHMIDT HEATHER L	13.59
SIR JAMES OUTERWEAR	78.15
SPRATT'S TRADING	27.41
SPY GLASS	32,006.52
STATE OF MICHIGAN	4,936.21
STOCKHOUSE COMPUTER	887.98
SUN LIFE FINANCIAL	791.76
TELEDYNE ISCO, INC	568.19
THE WATER STORE	10.00
TRACE ANALYTICAL	209.25
TYCO INTEGRATED	611.54
UIS PROGRAMMABLE	5,758.08
USABLUEBOOK	1,441.21
UTILITY SCIENCES	7,000.00
WALSH MARY E	43.00
WATKINS OIL COMPANY	2,793.54
WCSR	920.00
WHITE'S WELDING	35.00
WIN PUBLISHING	200.00
WOLOSZYN MICHAEL T	18.83

TOTAL 357,713.30

Moved by Mr. Smith, supported by Mr. Waldvogel, to approve the above bills for December in the amount of \$357,713.30.

Roll Call: Unanimous. Motion Carried.

Moved by: Mr. Anderson, supported by Mr. Smith, to approve the MSCPA bill for November usage in the amount of 872,819.62.

Roll Call: Unanimous. Motion Carried.

Items:

1. Energy Optimization Surcharge

Back in 2009 the State Legislature mandated that all utilities in the state participate in an energy optimization program. At that time rates were set to fund the program as the mandate stated that the electric customers of each utility would fund their utility's program. We were able to operate the program within the rates approved in 2009 for 4.5 years, but with the mandate to continue the program, we see that the rates must be changed in order to fully fund the program as indicated by State law.

Residential	was \$0.00164 per kwh	will be \$0.00231 per kwh
Business & Commercial	was \$5.00 per month	will be \$8.21 per month
Industrial	was \$147.00 per month	will be \$166.25 per month

Moved by: Mr. Anderson, supported by Mr. Waldvogel, to approve the updated energy optimization program rates as presented and request City Council approve the same through Resolution with the added request that Mr. Rose write a letter of displeasure to Mr. Bruce Caswell and Mr. Ken Kurtz.

Roll Call: 3-1 (Smith). Motion Carried

2. Michigan Department of Treasury Concern with Sewer Deficit

We received a letter from the State of Michigan Department of Treasury following the submission of the FYE 6-30-13 audit. When we filed the Deficit Elimination Plan in April 2012, we projected that the deficit would be reduced to \$47,961 at the end of fiscal year 2013. That was not the case and we actually closed the audit with a deficit of \$440,785 in the sewer department.

The Department of Treasury is asking for an updated Deficit Elimination Plan. With the recent roll back of sewer rates to those in effect 7-1-12 we anticipate an increase in revenues of approximately \$10,000. With the water meter replacement and testing we anticipate an increase in commodity revenue of approximately \$5,000 - \$8,000.

Currently the sewer department has no debt and holding funds in the restricted accounts is no longer necessary. We propose that we settle the Due To Other Departments debt by moving the balance in the designated and restricted funds to pay that deficit down.

Moved by: Mr. Anderson, supported by Mr. Waldvogel, to approve the use of Sewer department restricted funds in the amount of \$334,396.01 and designated funds in the amount of \$169,315.41 to eliminate the Due To Other Departments balance and request that City Council approve the same.

Roll Call: 3-1 (Smith). Motion Carried

3. Recommendation to Mayor & Council for Board Replacement

Dan Moore's tenure on the Board will be done in May 2014. Mr. Moore has suggested that if his replacement could be found before that time, he would like to retire early.

The personnel committee is recommending Bob Batt as the replacement.

Moved by: Mr. Smith, supported by Mr. Waldvogel, to recommend Bob Batt to replace Dan Moore, should he resign before his term is up and then to begin his term on June 2014.

Roll Call: Unanimous. Motion Carried

4. Request from Perennial Park

Terry Vear, Executive Director, Hillsdale County Senior Services Center was present to request financial support of \$2,750 towards the completion of the installation of a generator.

Moved by Mr. Waldvogel, supported by Mr. Smith to approve the contribution of \$2,750 to the Hillsdale County Senior Service Center generator project.

Roll Call: 2-2 (Anderson, Bierl) Motion Failed.

Department/Incident Reports:

- Electric Superintendent report for December

- Power Plant/Substation report for November/December

Information:

Letter of Concern – Jim & Jan Price

Miscellaneous:

The Board received various reports.

Board Member Roundtable:

Mr. Rose shared a letter he had received from Brett Boyd, Hillsdale Market House. Mr. Boyd is asking for a review of the rates that the store is under.

Opportunity for General Public to Address the Board:

There being no further business to come before the Board, President Bierl declared the meeting adjourned at 8:40 p.m.

Annette Kinney
Secretary to the Board

Council Chambers
Hillsdale City Hall
97 N. Broad St.
Hillsdale, MI 49242

January 8, 2014
7:00 p.m.
(517)437-6441
www.cityofhillsdale.org

CITY COUNCIL MINUTES

City of Hillsdale
Regular Meeting

Call to Order and Pledge of Allegiance

Mayor Scott M. Sessions opened the meeting with the pledge of allegiance.

Roll Call

Mayor Scott Sessions called the meeting to order with the following Council members present: Council members Brian Watkins and Adam Stockford representing Ward One; Council member Sally Kinney representing Ward Two; Council member Emily Stack Davis Ward Three; and Council members Patrick Flannery and Mary Beth Bail representing Ward Four.

Also present were City Manager Linda Brown, City Clerk Robilyn Swisher, City Attorney Kevin Shirk, Matt Durr (Hillsdale Daily News), Eric Swisher, Doug Moon, Mary Wolfram, Keith Richard, Aimee England, Alan and Julie Beeker, Linc Miller, Codee Jimsy, Brad Benzing, James Scheibner, Nate Rusk, Casey Sullivan, Allison Hutchinson, Tim Groves, Sid Michaels, Jennifer Rodgers, and Jaminda Springer.

Approval of Agenda

With corrections: City Fee Schedule moved to New Business F, Appointments added to Miscellaneous, and Charles Street Final Payment added to the Consent Agenda.

Motion by Mayor Sessions to approve the January 8, 2014 Agenda.

All ayes.

Motion carried.

Public Comment

Mary Wolfram 3 Corona Circle commented of the councilperson's list for funding our roads. Mary suggests that council alerts our State Representatives to our need for street funding. Revenue sharing funds that have come from the state to our local government for street funding have went down in the past 10 years as much as 20% which is another source of revenue that has contributed to the situation we are in. They currently have more revenue coming in and Mary feels council needs to remind our State Representatives of our needs and that they are representing our local municipalities.

Tim Grove from Coldwell Banker addressed council on the fee for home inspection and who pays those fees.

Consent Agenda

- A. Approval of Bills from December 19, 2013: Claims of \$114,472.41 Payroll of \$93,373.02
- B. Committee Reports (Pending Approval):
 - Shade Tree 12/18/13
 - EDC 10/17/13
 - BPU 12/10/13
 - Board of Review 7/16/13
- C. Council Minutes 12-16-13
- D. Charles Street Final Payment

Motion by Councilperson Watkins, supported by Councilperson Flannery, to approve the Consent agenda as presented. Roll call: Mayor Sessions – yes; Councilpersons Flannery – yes; Bail – yes; Kinney – yes; Stockford – yes; Watkins – yes; Stack-Davis – yes.

Approved 7-0.

Motion carried.

Communications and Petitions

None

Introduction and Adoption of Ordinances/Public Hearings

None

Unfinished Business

- A. Local Streets Maintenance
- B. Code Enforcement.

Old Business

None

New Business

A. BPU Sewer Rate Schedule Amendment (Resolution)

City Manager Linda Brown suggested that council approve the Resolution for the BPU Sewer Rate change pursuant to the Boards request.

Councilperson Flannery informed council of the conversation he had with the city regarding the rate increase. Councilperson Flannery also stated that he felt the amount of the rate increase needed to be looked into further before council passes it.

Rick Rose, BPU Director, addressed councilperson Flannery's concerns with the Sewer Rate Schedule Amendment, and explained the reasons for the Amendment and the importance of council passing it, to not only help with the deficit but also to help make sure they are in compliance with federal and state regulations.

Motion by Councilperson Flannery to table the decision on the BPU Sewer Rate Resolution until the January 20, 2014 Council Meeting, no support.

Motion failed

Motion by Councilperson Watkins, supported by Councilperson Kinney, to approve the BPU Sewer Rate Resolution as presented. Roll call: Councilpersons Stack Davis – yes; Flannery – no; Bail – yes; Kinney – yes; Watkins – yes; Stockford – yes; Mayor Sessions – yes.

Approved 6-1.

Motion carried.

B. Assignment and Assumption of Land Lease – BPU

City Manager Linda Brown suggested that council approve the signatures of the Mayor and City Clerk on the Assignment and Assumption of Land Lease as presented.

Motion by Councilperson Watkins, supported by Councilperson Flannery, to approve the signatures of the Mayor and City Clerk on the Assignment and Assumption of Land Lease – BPU as presented. Roll call: Councilpersons Stockford – yes; Stack Davis – yes; Mayor Sessions – yes; Flannery – yes; Bail – yes; Kinney – yes; Watkins – yes.

Approved 7-0.

Motion carried.

C. Senior Center Purchase of Generator

City Manager Linda Brown suggested that council turn down the purchase of the generator of the Senior Center as presented. City Manager Brown goes on to explain that the Senior Center does not house anyone and during the 2011 ice storm when many people were without power the Senior Center was without power for only two hours.

Motion by Councilperson Stockford, supported by Councilperson Flannery, to turn down the Senior Center Purchase of a Generator. Roll call: Watkins – yes; Stockford– yes; Stack Davis – yes; Mayor Sessions – yes; Councilpersons Flannery – yes; Bail – yes; Kinney – yes;

Approved 7-0.

Motion carried.

D. Councilperson’s List for Funding of Streets

Councilperson Flannery went over the list he compiled for possibilities for funding our streets including ways to create revenue, a review of assets, and ideas for self funding. There was some council discussion and Council person Stack-Davis suggested the list be looked into further at a Work Session. Council Person Watkins suggested that more research be done on whether or not the items on the list are even legal options for the council to consider before scheduling a Work Session. City Manager Linda Brown agreed to work with the City Attorney’s office to determine which items on the list were viable options.

E. Extension of Airport Manager Contract

City Manager Linda Brown suggested that council approve the Extension of the Airport Manager Contract as presented.

Motion by Councilperson Flannery supported by Councilperson Watkins, to approve the Extension of the Airport Manager Contract as presented. Roll call: Kinney– yes; Watkins– yes; Stockford– yes; Stack Davis – yes; Mayor Sessions – yes; Councilpersons Flannery – yes; Bail – yes.

Approved 7-0.

Motion carried.

F. City Fee Schedule

City Manager Linda Brown suggested that council approve the City Fee Schedule as presented.

Motion by Councilperson Flannery supported by Councilperson Watkins, to approve the Extension of the Airport Manager Contract as presented. Roll call: Bail – yes; Kinney– yes; Watkins– yes; Stockford– yes; Stack Davis – yes; Mayor Sessions – yes; Councilpersons Flannery – yes;

Approved 7-0.

Motion carried.

Miscellaneous

Appointments:

IPMC Board: Steve Stoll and Board of Special Assessors: Molly Wentz.

Motion by Councilperson Watkins, supported by Councilperson Bail, to approve the Mayoral appointments as presented.

All Ayes

Motion carried.

General Public Comment

Doug Moon, 123 State Street, recommends to members of council to get on the website to research the issues that are coming before council this might save the council some time.

Brad Benzing, 9425 Steamburg Road, thanks council for the signing of the lease for the 911 tower. Mr. Benzing also states that he is running for the term limited State Representative Ken Kurtz's seat. Mr. Benzing goes on to state his qualifications for the position, and how he would represent local government.

Eric Swisher, 126 South Manning Street, addresses council to make sure they are representing their constituents not their own political agenda. Mr. Swisher also feels council needs to trust that the other boards have done their job and have properly researched everything and have provided the best recommendation to council. Mr. Swisher also encourages council to research items more thoroughly before bringing it to the council meeting to avoid wasting time. Mr. Swisher goes on to say that he is against the selling of BPU, and expresses the importance for BPU. He also stated how important it is for council to let BPU, the City Manager, and the other member of boards do their jobs.

Tim Grove, 268 Carleton Road, stated that he would like council to communicate with the local realtors when they change fees that pertain to them and their business. It is important for the realtors to be aware of these things before they happen.

Council Comment

Councilperson Watkins stated he was very impressed with the snow removal with the storm this week. City Manager Linda Brown agreed with Councilperson Watkins and went on to say that the police and fire departments also did a wonderful job during the storm. She said all the departments went above and beyond the call of duty.

Councilperson Stockford felt it was important to state that he had complete confidence in the boards and the work they do, but that questions are also important sometimes to get to the bottom of things.

Adjournment

Motion by Councilmember Kinney, seconded by Councilmember Watkins, to adjourn.

All ayes

Motion carried.

8:23 p.m.

Scott M. Sessions, Mayor

Robilyn Swisher, City Clerk

REVENUE/EXPENDITURE REPORT
DECEMBER 2013

Hillsdale City Offices

For the Period: 7/1/2013 to 12/31/2013

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 101 - GENERAL FUND

Revenues	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 000.000	5,391,910.00	5,391,910.00	2,699,738.49	212,688.89	0.00	2,692,171.51	50.1

Revenues	5,391,910.00	5,391,910.00	2,699,738.49	212,688.89	0.00	2,692,171.51	50.1
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Expenditures

CITY COUNCIL	39,795.00	39,795.00	16,046.42	1,707.92	0.00	23,748.58	40.3
CITY MANAGER	210,375.00	210,375.00	96,471.41	15,109.09	0.00	113,903.59	45.9
ECONOMIC DEVELOPMENT	1,365,000.00	1,365,000.00	27,148.02	7,995.74	0.00	1,337,851.98	2.0
ADMINISTRATIVE SERVICES	203,000.00	203,000.00	92,902.28	5,724.30	13,800.00	96,297.72	52.6
ELECTIONS	17,565.00	17,565.00	9,182.50	2,288.94	0.00	8,382.50	52.3
ASSESSING DEPARTMENT	193,475.00	193,475.00	77,370.27	13,470.15	0.00	116,104.73	40.0
CITY CLERK DEPARTMENT	82,890.00	82,890.00	35,855.17	5,996.82	0.00	47,034.83	43.3
FINANCE DEPARTMENT	101,295.00	101,295.00	48,933.25	12,215.54	0.00	52,361.75	48.3
CITY TREASURER	123,910.00	123,910.00	30,583.08	16,135.39	0.00	93,326.92	24.7
BUILDING AND GROUNDS	118,745.00	118,745.00	81,839.07	18,538.29	0.00	36,905.93	68.9
PARKING LOTS	30,710.00	30,710.00	8,637.05	3,957.81	0.00	22,072.95	28.1
CEMETERIES	114,255.00	114,255.00	69,168.52	5,194.75	0.00	45,086.48	60.5
AIRPORT	95,525.00	95,525.00	46,457.39	6,378.68	0.00	49,067.61	48.6
POLICE DEPARTMENT	1,352,635.00	1,352,635.00	650,264.91	104,791.18	-9,845.33	712,215.42	47.3
FIRE DEPARTMENT	467,920.00	467,920.00	217,281.66	32,009.21	19.11	250,619.23	46.4
CODE ENFORCEMENT	6,115.00	6,115.00	6,043.47	1,145.33	0.00	71.53	98.8
PLANNING DEPARTMENT	5,650.00	5,650.00	2,903.53	196.21	0.00	2,746.47	51.4
PUBLIC SERVICES DEPARTMENT	284,350.00	284,350.00	125,405.77	15,927.68	-41.56	158,985.79	44.1
STREET LIGHTING	63,500.00	63,500.00	28,564.46	6,248.92	0.00	34,935.54	45.0
PARKS	148,910.00	148,910.00	82,560.89	7,952.68	37.47	66,311.64	55.5
TRANSFERS TO OTHER FUNDS	558,855.00	558,855.00	340,905.00	56,750.00	0.00	217,950.00	61.0

Expenditures	5,584,475.00	5,584,475.00	2,094,524.12	339,734.63	3,969.69	3,485,981.19	37.6
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Net Effect for GENERAL FUND	-192,565.00	-192,565.00	605,214.37	-127,045.74	3,969.69	-793,809.68	-312.2
Change in Fund Balance:			605,214.37				

Fund: 202 - MAJOR ST./TRUNKLINE FUND

Revenues

REVENUE/EXPENDITURE REPORT
DECEMBER 2013

Hillsdale City Offices

For the Period: 7/1/2013 to 12/31/2013
Fund: 202 - MAJOR ST./TRUNKLINE FUND

Revenues

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 000.000	472,500.00	472,500.00	161,857.20	34,410.69	0.00	310,642.80	34.3

Revenues	472,500.00	472,500.00	161,857.20	34,410.69	0.00	310,642.80	34.3
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Expenditures

ADMINISTRATIVE SERVICES	192,750.00	192,750.00	15,116.56	3,435.18	0.00	177,633.44	7.8
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ADMIN. SERVICES - TRUNKLINE	3,000.00	3,000.00	563.40	0.00	0.00	2,436.60	18.8
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STREET SURFACE	103,070.00	103,070.00	49,254.90	3,885.55	0.00	53,815.10	47.8
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TRUNKLINE SURFACE	12,095.00	12,095.00	1,647.41	491.53	0.00	10,447.59	13.6
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R.O.W. MAINTENANCE	72,415.00	72,415.00	50,572.74	7,864.43	0.00	21,842.26	69.8
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TRUNKLINE R.O.W. MAINTENANCE	9,180.00	9,180.00	3,029.69	217.16	0.00	6,150.31	33.0
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TREES	44,390.00	44,390.00	21,591.71	1,562.90	0.00	22,798.29	48.6
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TRUNKLINE TREES	670.00	670.00	131.19	9.67	0.00	538.81	19.6
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DRAINAGE	39,345.00	39,345.00	23,287.79	471.14	-23.50	16,080.71	59.1
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TRUNKLINE R.O.W. DRAINAGE	5,215.00	5,215.00	586.05	-0.17	0.00	4,628.95	11.2
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TRAFFIC	52,145.00	52,145.00	18,795.85	2,050.93	0.00	33,349.15	36.0
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TRUNKLINE TRAFFIC	6,600.00	6,600.00	2,699.31	407.76	0.00	3,900.69	40.9
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WINTER MAINTENANCE	83,840.00	83,840.00	18,256.53	18,149.90	0.00	65,583.47	21.8
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TRUNKLINE WINTER MAINTENANCE	22,785.00	22,785.00	10,267.69	10,267.69	0.00	12,517.31	45.1
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Expenditures	647,500.00	647,500.00	215,800.82	48,813.67	-23.50	431,722.68	33.3
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Net Effect for MAJOR ST./TRUNKLINE FUND	-175,000.00	-175,000.00	-53,943.62	-14,402.98	-23.50	-121,079.88	30.8
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Change in Fund Balance: -53,943.62

Fund: 203 - LOCAL ST. FUND

Revenues

Dept: 000.000	310,850.00	310,850.00	106,480.78	58,051.06	0.00	204,369.22	34.3
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Revenues	310,850.00	310,850.00	106,480.78	58,051.06	0.00	204,369.22	34.3
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Expenditures

ADMINISTRATIVE SERVICES	14,060.00	14,060.00	4,973.08	1,130.11	0.00	9,086.92	35.4
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STREET SURFACE	81,290.00	81,290.00	35,141.43	3,480.44	0.00	46,148.57	43.2
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R.O.W. MAINTENANCE	68,965.00	68,965.00	45,988.28	7,960.82	0.00	22,976.72	66.7
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TREES	57,565.00	57,565.00	26,914.59	2,160.86	0.00	30,650.41	46.8
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REVENUE/EXPENDITURE REPORT
DECEMBER 2013

Hillsdale City Offices

For the Period: 7/1/2013 to 12/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 203 - LOCAL ST. FUND							
Expenditures							
DRAINAGE	22,810.00	22,810.00	12,857.19	297.64	0.00	9,952.81	56.4
TRAFFIC	18,320.00	18,320.00	3,154.68	552.17	0.00	15,165.32	17.2
WINTER MAINTENANCE	47,840.00	47,840.00	10,880.05	10,858.93	0.00	36,959.95	22.7
Expenditures	310,850.00	310,850.00	139,909.30	26,440.97	0.00	170,940.70	45.0
Net Effect for LOCAL ST. FUND	0.00	0.00	-33,428.52	31,610.09	0.00	33,428.52	0.0
Change in Fund Balance:			-33,428.52				
Fund: 208 - RECREATION FUND							
Revenues							
Dept: 000.000	128,155.00	128,155.00	65,647.12	11,846.62	0.00	62,507.88	51.2
Revenues	128,155.00	128,155.00	65,647.12	11,846.62	0.00	62,507.88	51.2
Expenditures							
RECREATION DEPARTMENT	128,155.00	128,155.00	61,385.20	6,899.05	286.58	66,483.22	48.1
Expenditures	128,155.00	128,155.00	61,385.20	6,899.05	286.58	66,483.22	48.1
Net Effect for RECREATION FUND	0.00	0.00	4,261.92	4,947.57	286.58	-3,975.34	0.0
Change in Fund Balance:			4,261.92				
Fund: 244 - ECONOMIC DEVELOPMENT CORP FUND							
Revenues							
Dept: 000.000	20,150.00	20,150.00	19.08	2.68	0.00	20,130.92	0.1
Revenues	20,150.00	20,150.00	19.08	2.68	0.00	20,130.92	0.1
Expenditures							
ECONOMIC DEVELOPMENT	51,000.00	51,000.00	399.47	119.47	0.00	50,600.53	0.8
Expenditures	51,000.00	51,000.00	399.47	119.47	0.00	50,600.53	0.8
Net Effect for ECONOMIC DEVELOPMENT CORP FUND	-30,850.00	-30,850.00	-380.39	-116.79	0.00	-30,469.61	1.2
Change in Fund Balance:			-380.39				
Fund: 247 - TAX INCREMENT FINANCE ATH.							
Revenues							
Dept: 000.000	125,500.00	125,500.00	113,570.69	12.80	0.00	11,929.31	90.5
Revenues	125,500.00	125,500.00	113,570.69	12.80	0.00	11,929.31	90.5
Expenditures							
CAPITAL OUTLAY	108,950.00	108,950.00	29,573.53	10,229.80	0.00	79,376.47	27.1
Expenditures	108,950.00	108,950.00	29,573.53	10,229.80	0.00	79,376.47	27.1
Net Effect for TAX INCREMENT FINANCE ATH.	16,550.00	16,550.00	83,997.16	-10,217.00	0.00	-67,447.16	507.5
Change in Fund Balance:			83,997.16				

REVENUE/EXPENDITURE REPORT
DECEMBER 2013

Hillsdale City Offices

For the Period: 7/1/2013 to 12/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 265 - DRUG FORFEITURE/GRANT FUND							
Revenues							
Dept: 000.000	1,000.00	1,000.00	372.00	0.00	0.00	628.00	37.2
Revenues	1,000.00	1,000.00	372.00	0.00	0.00	628.00	37.2
Expenditures							
POLICE DEPARTMENT	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Expenditures	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Net Effect for DRUG FORFEITURE/GRANT FUND	0.00	0.00	372.00	0.00	0.00	-372.00	0.0
Change in Fund Balance:			372.00				
Fund: 271 - LIBRARY FUND							
Revenues							
Dept: 000.000	245,355.00	245,355.00	141,579.83	4,676.81	0.00	103,775.17	57.7
Revenues	245,355.00	245,355.00	141,579.83	4,676.81	0.00	103,775.17	57.7
Expenditures							
LIBRARY	216,425.00	216,425.00	101,582.83	15,387.30	1,448.83	113,393.34	47.6
LIBRARY - CHILDREN'S AREA	12,000.00	12,000.00	6,056.39	763.23	224.91	5,718.70	52.3
Expenditures	228,425.00	228,425.00	107,639.22	16,150.53	1,673.74	119,112.04	47.9
Net Effect for LIBRARY FUND	16,930.00	16,930.00	33,940.61	-11,473.72	1,673.74	-15,336.87	190.6
Change in Fund Balance:			33,940.61				
Fund: 274 - POLICE PUBLIC RELATIONS FUND							
Revenues							
Dept: 000.000	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
Revenues	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
Expenditures							
POLICE DEPARTMENT	5,000.00	5,000.00	1,186.12	0.00	0.00	3,813.88	23.7
Expenditures	5,000.00	5,000.00	1,186.12	0.00	0.00	3,813.88	23.7
Net Effect for POLICE PUBLIC RELATIONS FUND	0.00	0.00	-1,186.12	0.00	0.00	1,186.12	0.0
Change in Fund Balance:			-1,186.12				
Fund: 401 - CAPITAL IMPROVEMENT FUND							
Revenues							
Dept: 000.000	383,950.00	383,950.00	210,551.48	39,851.48	0.00	173,398.52	54.8
Revenues	383,950.00	383,950.00	210,551.48	39,851.48	0.00	173,398.52	54.8
Expenditures							
CEMETERIES	45,000.00	45,000.00	15,601.00	0.00	0.00	29,399.00	34.7
SIDEWALKS	149,000.00	149,000.00	122,510.31	-23.94	0.00	26,489.69	82.2

REVENUE/EXPENDITURE REPORT
DECEMBER 2013

Hillsdale City Offices

For the Period: 7/1/2013 to 12/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 401 - CAPITAL IMPROVEMENT FUND							
Expenditures							
MAJOR STREET RECONSTRUCTION	100,000.00	100,000.00	328.00	0.00	0.00	99,672.00	0.3
LOCAL STREET RECONSTRUCTION	150,000.00	150,000.00	118,027.18	11,999.95	0.00	31,972.82	78.7
DRAINAGE	0.00	0.00	172.26	8.26	0.00	-172.26	0.0
PARKS	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0.0
CAPITAL OUTLAY	92,200.00	92,200.00	36,071.39	5,282.58	0.00	56,128.61	39.1
Expenditures	550,200.00	550,200.00	292,710.14	17,266.85	0.00	257,489.86	53.2
Net Effect for CAPITAL IMPROVEMENT FUND	-166,250.00	-166,250.00	-82,158.66	22,584.63	0.00	-84,091.34	49.4
Change in Fund Balance:			-82,158.66				
Fund: 408 - FIELDS OF DREAMS							
Revenues							
Dept: 000.000	20,525.00	20,525.00	3,948.51	450.31	0.00	16,576.49	19.2
Revenues	20,525.00	20,525.00	3,948.51	450.31	0.00	16,576.49	19.2
Expenditures							
RECREATION DEPARTMENT	20,525.00	20,525.00	0.00	0.00	0.00	20,525.00	0.0
Expenditures	20,525.00	20,525.00	0.00	0.00	0.00	20,525.00	0.0
Net Effect for FIELDS OF DREAMS	0.00	0.00	3,948.51	450.31	0.00	-3,948.51	0.0
Change in Fund Balance:			3,948.51				
Fund: 409 - STOCK'S PARK							
Revenues							
Dept: 000.000	20,050.00	20,050.00	18,741.35	1,795.86	0.00	1,308.65	93.5
Revenues	20,050.00	20,050.00	18,741.35	1,795.86	0.00	1,308.65	93.5
Expenditures							
PARKS	20,050.00	20,050.00	7,588.42	126.00	0.00	12,461.58	37.8
Expenditures	20,050.00	20,050.00	7,588.42	126.00	0.00	12,461.58	37.8
Net Effect for STOCK'S PARK	0.00	0.00	11,152.93	1,669.86	0.00	-11,152.93	0.0
Change in Fund Balance:			11,152.93				
Fund: 471 - LIBRARY IMPROVEMENT FUND							
Revenues							
Dept: 000.000	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Revenues	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Expenditures							
LIBRARY	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0

REVENUE/EXPENDITURE REPORT
DECEMBER 2013

Hillsdale City Offices

For the Period: 7/1/2013 to 12/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 471 - LIBRARY IMPROVEMENT FUND							
Expenditures	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Net Effect for LIBRARY IMPROVEMENT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Change in Fund Balance:			11,152.93				
Fund: 481 - AIRPORT IMPROVEMENT FUND							
Revenues							
Dept: 000.000	176,320.00	176,320.00	96,811.56	2,767.09	0.00	79,508.44	54.9
Revenues	176,320.00	176,320.00	96,811.56	2,767.09	0.00	79,508.44	54.9
Expenditures							
CAPITAL OUTLAY	148,190.00	148,190.00	26,348.01	278.40	0.00	121,841.99	17.8
Expenditures	148,190.00	148,190.00	26,348.01	278.40	0.00	121,841.99	17.8
Net Effect for AIRPORT IMPROVEMENT FUND	28,130.00	28,130.00	70,463.55	2,488.69	0.00	-42,333.55	250.5
Change in Fund Balance:			70,463.55				
Fund: 588 - DIAL-A-RIDE FUND							
Revenues							
Dept: 000.000	451,085.00	451,085.00	118,296.49	21,911.11	0.00	332,788.51	26.2
Revenues	451,085.00	451,085.00	118,296.49	21,911.11	0.00	332,788.51	26.2
Expenditures							
ADMINISTRATIVE SERVICES	52,000.00	52,000.00	0.00	0.00	0.00	52,000.00	0.0
DIAL-A-RIDE	399,085.00	399,085.00	145,613.52	21,263.81	2,257.61	251,213.87	37.1
Expenditures	451,085.00	451,085.00	145,613.52	21,263.81	2,257.61	303,213.87	32.8
Net Effect for DIAL-A-RIDE FUND	0.00	0.00	-27,317.03	647.30	2,257.61	29,574.64	0.0
Change in Fund Balance:			-27,317.03				
Fund: 633 - PUBLIC SERVICES INV. FUND							
Revenues							
Dept: 000.000	204,300.00	204,300.00	48,414.60	22,303.73	0.00	155,885.40	23.7
Revenues	204,300.00	204,300.00	48,414.60	22,303.73	0.00	155,885.40	23.7
Expenditures							
PUBLIC SERVICES INVENTORY	204,300.00	204,300.00	12,652.26	2,252.55	0.00	191,647.74	6.2
Expenditures	204,300.00	204,300.00	12,652.26	2,252.55	0.00	191,647.74	6.2
Net Effect for PUBLIC SERVICES INV. FUND	0.00	0.00	35,762.34	20,051.18	0.00	-35,762.34	0.0
Change in Fund Balance:			35,762.34				
Fund: 640 - REVOLVING MOBILE EQUIP. FUND							
Revenues							
Dept: 000.000	370,500.00	370,500.00	199,095.06	39,173.64	0.00	171,404.94	53.7

REVENUE/EXPENDITURE REPORT
DECEMBER 2013

Hillsdale City Offices

For the Period: 7/1/2013 to 12/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 640 - REVOLVING MOBILE EQUIP. FUND							
Revenues	370,500.00	370,500.00	199,095.06	39,173.64	0.00	171,404.94	53.7
Expenditures							
MOBILE EQUIPMENT MAINTENANCE	383,160.00	383,160.00	307,939.75	16,865.16	1,147.90	74,072.35	80.7
Expenditures	383,160.00	383,160.00	307,939.75	16,865.16	1,147.90	74,072.35	80.7
Net Effect for REVOLVING MOBILE EQUIP. FUND	-12,660.00	-12,660.00	-108,844.69	22,308.48	1,147.90	97,332.59	868.8
Change in Fund Balance:			-108,844.69				
Fund: 663 - FIRE VEHICLE & EQUIPMENT FUND							
Revenues							
Dept: 000.000	25,700.00	25,700.00	25,010.24	1.73	0.00	689.76	97.3
Revenues	25,700.00	25,700.00	25,010.24	1.73	0.00	689.76	97.3
Net Effect for FIRE VEHICLE & EQUIPMENT FUND	25,700.00	25,700.00	25,010.24	1.73	0.00	689.76	97.3
Change in Fund Balance:			25,010.24				
Fund: 677 - UNEMPLOYMENT INSURANCE FUND							
Revenues							
Dept: 000.000	9,250.00	9,250.00	9,408.94	1.37	0.00	-158.94	101.7
Revenues	9,250.00	9,250.00	9,408.94	1.37	0.00	-158.94	101.7
Expenditures							
ADMINISTRATIVE SERVICES	5,000.00	5,000.00	305.50	0.00	0.00	4,694.50	6.1
Expenditures	5,000.00	5,000.00	305.50	0.00	0.00	4,694.50	6.1
Net Effect for UNEMPLOYMENT INSURANCE FUND	4,250.00	4,250.00	9,103.44	1.37	0.00	-4,853.44	214.2
Change in Fund Balance:			9,103.44				
Fund: 699 - DPS LEAVE AND BENEFITS FUND							
Revenues							
Dept: 000.000	150,185.00	150,185.00	80,621.57	12,255.98	0.00	69,563.43	53.7
Revenues	150,185.00	150,185.00	80,621.57	12,255.98	0.00	69,563.43	53.7
Expenditures							
PUBLIC SERVICES DEPARTMENT	150,185.00	150,185.00	80,621.54	10,655.94	4,748.76	64,814.70	56.8
Expenditures	150,185.00	150,185.00	80,621.54	10,655.94	4,748.76	64,814.70	56.8
Net Effect for DPS LEAVE AND BENEFITS FUND	0.00	0.00	0.03	1,600.04	4,748.76	4,748.73	0.0
Change in Fund Balance:			0.03				
Fund: 711 - CEMETERY PERPETUAL CARE FUND							
Revenues							
Dept: 000.000	30,000.00	30,000.00	14,876.98	2,362.32	0.00	15,123.02	49.6
Revenues	30,000.00	30,000.00	14,876.98	2,362.32	0.00	15,123.02	49.6
Expenditures							

REVENUE/EXPENDITURE REPORT
DECEMBER 2013

Hillsdale City Offices

For the Period: 7/1/2013 to 12/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 711 - CEMETERY PERPETUAL CARE FUND							
Expenditures							
CEMETERIES	0.00	0.00	350.00	0.00	0.00	-350.00	0.0
TRANSFERS TO OTHER FUNDS	65,000.00	65,000.00	20,000.00	0.00	0.00	45,000.00	30.8
Expenditures	65,000.00	65,000.00	20,350.00	0.00	0.00	44,650.00	31.3
Net Effect for CEMETERY PERPETUAL CARE FUND	-35,000.00	-35,000.00	-5,473.02	2,362.32	0.00	-29,526.98	15.6
Change in Fund Balance:			-5,473.02				
Fund: 712 - STOCK'S PARK PERPETUAL MAINT.							
Revenues							
Dept: 000.000	2,650.00	2,650.00	5,431.27	200.31	0.00	-2,781.27	205.0
Revenues	2,650.00	2,650.00	5,431.27	200.31	0.00	-2,781.27	205.0
Net Effect for STOCK'S PARK PERPETUAL MAINT.	2,650.00	2,650.00	5,431.27	200.31	0.00	-2,781.27	205.0
Change in Fund Balance:			5,431.27				
Fund: 715 - R. L. OWEN MEMORIAL FUND							
Revenues							
Dept: 000.000	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
Revenues	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
Expenditures							
BUILDING AND GROUNDS	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
Expenditures	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
Net Effect for R. L. OWEN MEMORIAL FUND	-4,000.00	-4,000.00	0.00	0.00	0.00	-4,000.00	0.0
Change in Fund Balance:			5,431.27				
Grand Total Net Effect:	-522,115.00	-522,115.00	575,926.32	-52,332.35	14,060.78	-1,083,980.54	

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Hillsdale City Offices

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Balances

Fund: 101 - GENERAL FUND

Assets

001.000 CHECKING ACCOUNT - COMMON	644,817.78
004.000 CASH ON HAND	1,600.00
018.000 INVESTMENTS - OTHER CD'S	700,000.00
020.000 INVESTMENTS - MBIA/CLASS	256,970.54
049.000 SPECIAL ASSESSMENTS DEFERRED	137,426.96
082.000 DUE FROM OTHERS	891.36
084.000 DUE FROM OTHER FUNDS	48,292.87
084.582 DUE FROM UTILITIES DEPARTMENT	687.50

Total Assets 1,790,687.01

Liabilities

228.003 DUE TO MMERS-RETIREMENT CONT.	5,904.60
339.443 DEFERRED REV - SPECIAL ASSMNTS	137,426.96

Total Liabilities 143,331.56

Reserves/Balances

390.000 FUND BALANCE	1,042,141.08
398.000 CHANGE IN FUND BALANCE	605,214.37

Total Reserves/Balances 1,647,355.45

Total Liabilities & Balances 1,790,687.01

Fund: 202 - MAJOR ST./TRUNKLINE FUND

Assets

001.000 CHECKING ACCOUNT - COMMON	197,937.35
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Total Assets 197,937.35

Reserves/Balances

390.000 FUND BALANCE	251,880.97
398.000 CHANGE IN FUND BALANCE	-53,943.62

Total Reserves/Balances 197,937.35

Total Liabilities & Balances 197,937.35

Fund: 203 - LOCAL ST. FUND

Assets

001.000 CHECKING ACCOUNT - COMMON	37,660.95
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Total Assets 37,660.95

Reserves/Balances

390.000 FUND BALANCE	71,089.47
398.000 CHANGE IN FUND BALANCE	-33,428.52

Total Reserves/Balances 37,660.95

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Balances

<u>Total Liabilities & Balances</u>		<u>37,660.95</u>
Fund: 208 - RECREATION FUND		
Assets		
001.000	CHECKING ACCOUNT - COMMON	7,739.83
004.000	CASH ON HAND	100.00
<u>Total Assets</u>		<u>7,839.83</u>
Reserves/Balances		
390.000	FUND BALANCE	3,577.91
398.000	CHANGE IN FUND BALANCE	4,261.92
<u>Total Reserves/Balances</u>		<u>7,839.83</u>
<u>Total Liabilities & Balances</u>		<u>7,839.83</u>
Fund: 244 - ECONOMIC DEVELOPMENT CORP FUND		
Assets		
001.000	CHECKING ACCOUNT - COMMON	-119.47
020.000	INVESTMENTS - MBIA/CLASS	125,990.63
130.000	LAND	173,720.95
<u>Total Assets</u>		<u>299,592.11</u>
Reserves/Balances		
390.000	FUND BALANCE	299,972.50
398.000	CHANGE IN FUND BALANCE	-380.39
<u>Total Reserves/Balances</u>		<u>299,592.11</u>
<u>Total Liabilities & Balances</u>		<u>299,592.11</u>
Fund: 247 - TAX INCREMENT FINANCE ATH.		
Assets		
001.000	CHECKING ACCOUNT - COMMON	-10,229.80
020.000	INVESTMENTS - MBIA/CLASS	595,367.16
130.000	LAND	65,000.00
137.000	ACCUMULATED DEPRECIATION-EQUIP	-381,672.00
138.000	INFRASTRUCTURE	381,672.00
<u>Total Assets</u>		<u>650,137.36</u>
Reserves/Balances		
390.000	FUND BALANCE	566,140.20
398.000	CHANGE IN FUND BALANCE	83,997.16
<u>Total Reserves/Balances</u>		<u>650,137.36</u>
<u>Total Liabilities & Balances</u>		<u>650,137.36</u>

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Balances

Fund: 265 - DRUG FORFEITURE/GRANT FUND

Assets

001.000 CHECKING ACCOUNT - COMMON 1,082.74

Total Assets 1,082.74

Reserves/Balances

390.000 FUND BALANCE 710.74

398.000 CHANGE IN FUND BALANCE 372.00

Total Reserves/Balances 1,082.74

Total Liabilities & Balances 1,082.74

Fund: 271 - LIBRARY FUND

Assets

001.000 CHECKING ACCOUNT - COMMON -15,692.12

001.008 CHECKING ACCOUNT - LITERACY 1.88

004.000 CASH ON HAND 50.00

020.000 INVESTMENTS - MBIA/CLASS 214,669.11

Total Assets 199,028.87

Liabilities

214.711 DUE TO CEMETERY PERPET. CARE 59,151.61

Total Liabilities 59,151.61

Reserves/Balances

390.000 FUND BALANCE 105,936.65

398.000 CHANGE IN FUND BALANCE 33,940.61

Total Reserves/Balances 139,877.26

Total Liabilities & Balances 199,028.87

Fund: 274 - POLICE PUBLIC RELATIONS FUND

Assets

001.000 CHECKING ACCOUNT - COMMON -375.49

Total Assets -375.49

Reserves/Balances

390.000 FUND BALANCE 810.63

398.000 CHANGE IN FUND BALANCE -1,186.12

Total Reserves/Balances -375.49

Total Liabilities & Balances -375.49

Fund: 401 - CAPITAL IMPROVEMENT FUND

Assets

001.000 CHECKING ACCOUNT - COMMON 320,100.64

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Fund: 401 - CAPITAL IMPROVEMENT FUND

		<u>Total Assets</u>	<u>320,100.64</u>
Reserves/Balances			
390.000	FUND BALANCE		402,259.30
398.000	CHANGE IN FUND BALANCE		-82,158.66
		<u>Total Reserves/Balances</u>	<u>320,100.64</u>
		<u>Total Liabilities & Balances</u>	<u>320,100.64</u>

Fund: 408 - FIELDS OF DREAMS

Assets			
001.000	CHECKING ACCOUNT - COMMON		450.00
020.000	INVESTMENTS - MBIA/CLASS		15,623.54
		<u>Total Assets</u>	<u>16,073.54</u>
Reserves/Balances			
390.000	FUND BALANCE		12,125.03
398.000	CHANGE IN FUND BALANCE		3,948.51
		<u>Total Reserves/Balances</u>	<u>16,073.54</u>
		<u>Total Liabilities & Balances</u>	<u>16,073.54</u>

Fund: 409 - STOCK'S PARK

Assets			
001.000	CHECKING ACCOUNT - COMMON		1,669.00
020.000	INVESTMENTS - MBIA/CLASS		42,531.71
		<u>Total Assets</u>	<u>44,200.71</u>
Reserves/Balances			
390.000	FUND BALANCE		33,047.78
398.000	CHANGE IN FUND BALANCE		11,152.93
		<u>Total Reserves/Balances</u>	<u>44,200.71</u>
		<u>Total Liabilities & Balances</u>	<u>44,200.71</u>

Fund: 471 - LIBRARY IMPROVEMENT FUND

Assets			
001.000	CHECKING ACCOUNT - COMMON		13,144.36
		<u>Total Assets</u>	<u>13,144.36</u>
Reserves/Balances			
390.000	FUND BALANCE		13,144.36
		<u>Total Reserves/Balances</u>	<u>13,144.36</u>

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Balances

<hr/>		
Total Liabilities & Balances		<u>13,144.36</u>
Fund: 481 - AIRPORT IMPROVEMENT FUND		
Assets		
001.000	CHECKING ACCOUNT - COMMON	151,526.12
001.007	CHECKING ACCOUNT-AIRPORT FUEL	71,763.25
<hr/>		
Total Assets		<u>223,289.37</u>
Reserves/Balances		
390.000	FUND BALANCE	152,825.82
398.000	CHANGE IN FUND BALANCE	70,463.55
<hr/>		
Total Reserves/Balances		<u>223,289.37</u>
<hr/>		
Total Liabilities & Balances		<u>223,289.37</u>
Fund: 588 - DIAL-A-RIDE FUND		
Assets		
001.000	CHECKING ACCOUNT - COMMON	80,584.00
130.000	LAND	7,419.13
136.000	PLANT AND EQUIPMENT	685,612.37
137.000	ACCUMULATED DEPRECIATION-EQUIP	-159,321.92
137.136	ACCUM. DEPRECIATION - PLANT	-41,136.72
148.000	EQUIPMENT	361,184.93
<hr/>		
Total Assets		<u>934,341.79</u>
Liabilities		
214.101	DUE TO GENERAL FUND	46,730.71
230.000	DUE TO OTHER UNITS OF GOVT.	7,983.00
260.000	ACCRUED VACATION/SICK LEAVE	4,768.06
343.000	ACCRUED VAC/SICK - LONG TERM	10,348.87
<hr/>		
Total Liabilities		<u>69,830.64</u>
Reserves/Balances		
390.000	FUND BALANCE	891,828.18
398.000	CHANGE IN FUND BALANCE	-27,317.03
<hr/>		
Total Reserves/Balances		<u>864,511.15</u>
<hr/>		
Total Liabilities & Balances		<u>934,341.79</u>
Fund: 633 - PUBLIC SERVICES INV. FUND		
Assets		
001.000	CHECKING ACCOUNT - COMMON	69,168.81
111.000	INVENTORY - MAT. AND SUPPLIES	233,856.29
<hr/>		
Total Assets		<u>303,025.10</u>
Reserves/Balances		
390.000	FUND BALANCE	267,262.76

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Fund: 633 - PUBLIC SERVICES INV. FUND

Reserves/Balances

398.000 CHANGE IN FUND BALANCE 35,762.34

Total Reserves/Balances 303,025.10

Total Liabilities & Balances 303,025.10

Fund: 640 - REVOLVING MOBILE EQUIP. FUND

Assets

001.000 CHECKING ACCOUNT - COMMON 69,732.66

136.000 PLANT AND EQUIPMENT 1,809,679.43

137.000 ACCUMULATED DEPRECIATION-EQUIP -1,590,948.56

Total Assets 288,463.53

Liabilities

343.000 ACCRUED VAC/SICK - LONG TERM 2,748.93

Total Liabilities 2,748.93

Reserves/Balances

390.000 FUND BALANCE 394,559.29

398.000 CHANGE IN FUND BALANCE -108,844.69

Total Reserves/Balances 285,714.60

Total Liabilities & Balances 288,463.53

Fund: 663 - FIRE VEHICLE & EQUIPMENT FUND

Assets

020.000 INVESTMENTS - MBIA/CLASS 90,415.48

Total Assets 90,415.48

Reserves/Balances

390.000 FUND BALANCE 65,405.24

398.000 CHANGE IN FUND BALANCE 25,010.24

Total Reserves/Balances 90,415.48

Total Liabilities & Balances 90,415.48

Fund: 677 - UNEMPLOYMENT INSURANCE FUND

Assets

020.000 INVESTMENTS - MBIA/CLASS 67,579.00

Total Assets 67,579.00

Reserves/Balances

390.000 FUND BALANCE 58,475.56

398.000 CHANGE IN FUND BALANCE 9,103.44

Total Reserves/Balances 67,579.00

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Balances

<u>Total Liabilities & Balances</u>		<u>67,579.00</u>
Fund: 699 - DPS LEAVE AND BENEFITS FUND		
Assets		
001.000 CHECKING ACCOUNT - COMMON		35,179.43
<u>Total Assets</u>		<u>35,179.43</u>
Liabilities		
343.000 ACCRUED VAC/SICK - LONG TERM		27,284.08
<u>Total Liabilities</u>		<u>27,284.08</u>
Reserves/Balances		
390.000 FUND BALANCE		7,895.32
398.000 CHANGE IN FUND BALANCE		0.03
<u>Total Reserves/Balances</u>		<u>7,895.35</u>
<u>Total Liabilities & Balances</u>		<u>35,179.43</u>

Fund: 703 - TREASURER'S TAX COLLECTION FD.

Assets

001.001 CHECKING ACCOUNT - SEPERATE	11,464.09	
<u>Total Assets</u>		<u>11,464.09</u>

Liabilities

222.412 DUE TO COUNTY - DEL.TAXES	1,619.98	
222.692 DUE TO COUNTY - MISCELLANEOUS	304.01	
225.412 DUE TO SCHOOL - DEL. TAXES	3,144.48	
225.692 DUE TO SCHOOL - MISCELLANEOUS	238.54	
228.437 DUE TO STATE - IFT	5,396.48	
234.412 DUE TO ISD - DELINQUENT TAXES	659.03	
234.692 DUE TO ISD - MISCELLANEOUS	101.57	
<u>Total Liabilities</u>		<u>11,464.09</u>

Total Liabilities & Balances

11,464.09

Fund: 711 - CEMETERY PERPETUAL CARE FUND

Assets

001.000 CHECKING ACCOUNT - COMMON	31,533.54
001.100 LAKEVIEW - TO BE INVESTED	179,691.99
001.200 OAKGROVE - TO BE INVESTED	183,588.60
084.100 DUE FROM LIB IMP FOR LAKEVIEW	31,350.48
084.200 DUE FROM LIB IMP FOR OAK GROVE	27,801.13
120.100 INVESTMENTS - LAKEVIEW	69,070.09
120.200 INVESTMENTS - OAKGROVE	114,696.18
122.100 RETURNED INVEST PRIN-LAKEVIEW	-9,479.42
122.200 RETURNED INVEST PRIN-OAK GROVE	-10,446.70

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Balances

Fund: 711 - CEMETERY PERPETUAL CARE FUND

		Total Assets	617,805.89
Reserves/Balances			
390.000	FUND BALANCE		623,278.91
398.000	CHANGE IN FUND BALANCE		-5,473.02
		Total Reserves/Balances	617,805.89
		Total Liabilities & Balances	617,805.89

Fund: 712 - STOCK'S PARK PERPETUAL MAINT.

Assets			
001.000	CHECKING ACCOUNT - COMMON		200.00
018.000	INVESTMENTS - OTHER CD'S		12,002.80
020.000	INVESTMENTS - MBIA/CLASS		12,160.08
		Total Assets	24,362.88
Reserves/Balances			
390.000	FUND BALANCE		18,931.61
398.000	CHANGE IN FUND BALANCE		5,431.27
		Total Reserves/Balances	24,362.88
		Total Liabilities & Balances	24,362.88

Fund: 715 - R. L. OWEN MEMORIAL FUND

Assets			
001.000	CHECKING ACCOUNT - COMMON		31,427.77
		Total Assets	31,427.77
Reserves/Balances			
390.000	FUND BALANCE		31,427.77
		Total Reserves/Balances	31,427.77
		Total Liabilities & Balances	31,427.77

Fund: 750 - IMPREST PAYROLL FUND

Assets			
011.000	CASH IN BANK - PAYROLL		-665,632.85
084.000	DUE FROM OTHER FUNDS		667,202.84
		Total Assets	1,569.99
Liabilities			
214.101	DUE TO GENERAL FUND		1,569.99
		Total Liabilities	1,569.99

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Balances

Total Liabilities & Balances

1,569.99

01/02/2014

Enforcement List

Enforcement Number	Address	Date Filed	Status	Last Inspection	Next Date
E2013-0440	27 N BROAD ST	12/05/2013	OPEN NO PERMIT ON FILE	12/18/2013	
E2013-0452	39 N BROAD ST	12/23/2013	U & O issued NO U&O PERMIT ON FILE - NEW OCCUPANT	12/30/2013	
E2013-0453	41 N BROAD ST	12/23/2013	OPEN NO U&O PERMIT ON FILE - NEW OCCUPANT		
E2013-0454	75 N BROAD ST	12/23/2013	OPEN NO U&O PERMIT ON FILE - NEW OCCUPANT?		
E2013-0455	92 N BROAD ST	12/23/2013	OPEN NO U&O PERMIT ON FILE - NEW OCCUPANT		
E2013-0439	15 S BROAD ST	12/05/2013	OPEN TRELLIS OVER FRONT PORCH BROKEN, IN DANGER OF COLLAPSING	12/05/2013	
E2013-0436	214 S BROAD ST	12/04/2013	ERECTED CONCRETE BARRIER. BARRIER IS LOCATED IN R.O.W., VIOLATES NEIGHBOR EASEMENT AND STRUCTURE VIOLATES FENCE OR OBSCURING WALL REQUIREMENTS.		
E03-0074	52 CHARLES ST	12/05/2013	FINAL RE-OPENED FOR 2013	12/06/2013	
E2013-0441	15 DIVISION ST	12/05/2013	OPEN NO PERMIT ON FILE	12/17/2013	
E2013-0459	17 GREENWOOD ST	12/26/2013	OPEN NO U&O ON FILE, NOT OWNER OCCUPIED		
E2013-0445	100 HILLSDALE ST	12/13/2013	OPEN VACANT STRUCTURE NOT MAINTAINED	12/16/2013	
E2013-0442	362 HILLSDALE ST PORCH ROOF HAS COLLAPSED DUE TO ROT.	12/05/2013	30 day 304.10 - STRUCTUALLY SOUND: PORCHES: REPAIR/REPLACE 304.7 - ROOF: REPAIR/ REPLACE AS NEEDED.		01/06/2014
E2013-0456	30 N HOWELL ST STE 22	12/23/2013	OPEN NO U&O PERMIT ON FILE - NEW TENANT?		
E2013-0446	51 S HOWELL ST	12/13/2013	OPEN SIGN VIOLATION - PRIOR OCCUPANT INFO ON	12/13/2013	
E2013-0432	17 LUDLAM ST MAYBE DAUGHTER WORKS AT MONARCH BANK - HEATHER HENSLEY INSPECTION WAS STARTED BUT NOT ABLE TO FINISH INTERIOR.	12/02/2013	OPEN CATS NEGLECTED INSIDE AND FURNITURE AND STUFF OUTSIDE OF HOME WHICH HAS BEEN THERE FOR SOMETIME. NO ONE IS CURRENTLY LIVING THERE AS HOME OWNER HAS BEEN IN HOSPITAL.	12/03/2013	

Enforcement List

Enforcement Number	Address	Date Filed	Status	Last Inspection	Next Date
E2013-0434	135 N MANNING ST "OCCUPANT" MAIL RETURNED NOT DELIVERABLE	12/03/2013	On Hold - Vacant NO USE & OCCUPANCY PERMIT ON FILE (PROPERTY TRANSFERRED); PER SHEILA BUTLER, THIS PROPERTY IS IN THE PROCESS OF BEING ACQUIRED BY THE COLLEGE AND IS EXPECTED TO REMAIN VACANT.		
E2013-0451	20 S MANNING ST	12/20/2013	OPEN SIDEWALK NOT CLEARED - VACANT STRUCTURE	12/19/2013	
E2013-0444	39 S MANNING ST & 39½	12/12/2013	OPEN NO USE & OCCUPANCY PERMIT ON FILE		
E2013-0460	145 S MANNING ST	12/26/2013	OPEN NO U&O ON FILE		
E2013-0431	175 OAK ST	12/02/2013	PARKING IN FRONT YARD		
E2013-0433	6 W SHARP ST	12/02/2013	VACANT NO U&O PERMIT ON FILE DOUG STOPPED IN OFFICE ON 12/27/2013 AND STATED THE PROPERTY IS VACANT 22		
E2013-0443	175 E SOUTH ST	12/12/2013	Resolved NO U&O PERMIT ON FILE	12/27/2013	
E2013-0450	34 W SOUTH ST	12/18/2013	OPEN SIDEWALKS NOT CLEARED - VACANT STRUCTURE	12/18/2013	
E2013-0457	146 STATE ST	12/23/2013	OPEN NO U&O PERMIT ON FILE - NEW OWNER		
E2013-0448	158 UNION ST	12/20/2013	OPEN SIDEWALK NOT CLEARED - VACANT STRUCTURE	12/18/2013	
E2013-0438	36 WALDRON ST	12/05/2013	OPEN GRAFFITI ON NORTH SIDE OF COMMERCIAL BUILDING	12/05/2013	
E2013-0458	227 N WEST ST & 227½	12/23/2013	OPEN USE & OCCUPANCY PERMIT EXPIRED - RENTAL		
E2013-0449	338 N WEST ST	12/20/2013	OPEN SIDEWALKS NOT CLEARED OF SNOW	12/18/2013	
E2013-0447	156 WESTWOOD DR	12/17/2013	OPEN PROPERTY TRANSFER - NO U&O ON FILE		
E2013-0437	96 WESTWOOD ST	12/04/2013	Resolved-No Act CHANGE IN OCCUPANCY (OWNER MOVED OUT 2011, RETURNED 2013)	12/18/2013	

01/02/2014

Enforcement List

Enforcement Number	Address	Date Filed	Status	Last Inspection	Next Date
E2013-0427	21 W BACON ST	11/26/2013	U & O issued NO APPROVED U&O INSPECTION ON FILE	12/11/2013	
E2012-0137	14 W BACON ST	04/23/2012	CLOSED/ NEW dog feces on property, more than 3 dogs in residence. Odors from the house	02/06/2013	
E2013-0013	14 W BACON ST	02/06/2013	Resolved peeling paint	12/06/2013	
E2013-0452	39 N BROAD ST	12/23/2013	U & O issued NO U&O PERMIT ON FILE - NEW OCCUPANT	12/30/2013	
E2013-0405	138 S BROAD ST NO PERMITS ON FILE WITH COUNTY	10/18/2013	Resolved GARAGE IS COLLAPSING DEMOLISHED AS OF 12/5/2013 - NO PERMITS	12/05/2013	
E2011-0287	75 N BROAD ST	05/03/2011	CLOSED/ NEW	06/08/2012	11/02/2011
E2011-0427	120 N BROAD ST	06/17/2011	Closed-time elaps SEE PERMIT PU & O-11 0006	07/05/2011	
E2010-0513	55 S BROAD ST	07/13/2010	CLOSED/ NEW	07/25/2013	01/14/2011
E2011-0492	55 S BROAD ST	08/02/2011	Closed-time elaps	08/12/2011	
E2013-0345	168 S BROAD ST	09/16/2013	Resolved realtor request for inspection for residential transfer	12/27/2013	
E2011-0285	17 GREENWOOD ST 12/23/2013 NO GOOD ADDRESS ON FILE FOR OWNER, WHEREABOUTS UNKNOWN BY OCCUPANTS	05/03/2011	Closed-time elaps Rooster crowing all day long, ducks, chickens, 5-6 dogs?	12/23/2013	
E2013-0419	71 N HOWELL ST	11/22/2013	Resolved-No Act USE & OCCUPANCY PERMIT EXPIRED/NO PERMIT ON FILE	12/11/2013	
E2013-0414	75 N HOWELL ST ETAL	11/19/2013	Resolved USE & OCCUPANCY PERMIT EXPIRED - INSPECTION REQUIRED		
E2013-0392	107 S HOWELL ST PU & O-11 0064 EXPIRED 10-05-2013. PROPERTY TRANSFERRED 10-11-2013.	10/30/2013	Resolved-No Act EXPIRED USE & OCCUPANCY PERMIT	12/27/2013	
E2011-0101	77 N HOWELL ST	02/01/2011	Resolved		
E2013-0066	51 S HOWELL ST	03/28/2013	CLOSED/ NEW temporary signs in ROW	03/26/2013	

01/02/2014

Enforcement List

Enforcement Number	Address	Date Filed	Status	Last Inspection	Next Date
E2012-0412	17 LUDLAM ST	07/30/2012	CLOSED/ NEW (referred by HCPD		
E2013-0395	20 S MANNING ST	10/28/2013	Resolved-No Act PER KEVIN - IT IS LANDLORDS RESPONSIBILITY TO PROVIDE HEAT. UNLESS IT IS CREATING AN OBVIOUS SAFETY HAZARD, WE HAVE NO AUTHORITY TO PROHIBIT USE OF SPACE HEATERS BY THE TENANT. IT IS UP TO LANDLORD TO ENFORCE PROVISIONS OF THE LEASE. COMPLAINT FROM LANDLORD - DOWNSTAIRS TENANT HAS ALLOWED GAS TO BE TURNED OFF AND IS USING ELECTRIC SPACE HEATERS.		
			11/1 - SPOKE WITH MRS. TOLAN. SHE HAS STARTED EVICTION PROCESS. KAT		
E08-0025	39 S MANNING ST & 39½	02/12/2008	CLOSED/ NEW (INITIAL INSPECTION 1/18/2008**GRANTED 30 DAYS FOR SMOKE ALARMS REINSPECTION 04/11/08***GRANTED 90 DAYS FOR EXTERIOR WORK contact person Staci Klotz 251 Willowbrook Rd Coldwater, Mi 49036 REINSPECTION 04/11/08***GRANTED 90 DAYS FOR EXTERIOR WORK 12/18/08 exterior repairs remain 180 day extension	12/17/2008	06/18/2009
E2011-0582	135 N MANNING ST	09/08/2011	CLOSED/ NEW (09/20/2012	
E09-0108	7 S MANNING ST	03/24/2009	Closed-time elaps		
E08-0052	145 S MANNING ST	03/27/2008	CLOSED/ NEW (initial inspection 03/26/2008***granted 60 day ext 08/08/08 change in owner granted time extension to 10/04/08	09/30/2011	01/15/2010
E2011-0404	145 S MANNING ST	06/07/2011	City Mowed invo	06/22/2011	
E2011-0557	145 S MANNING ST	08/23/2011	City Mowed invo	08/29/2011	
E2012-0234	145 S MANNING ST	05/21/2012	Closed-time elaps	05/21/2012	
E2013-0172	28 E SHARP ST	05/20/2013	Resolved	12/11/2013	12/09/2013

01/02/2014

Enforcement List

Enforcement Number	Address	Date Filed	Status	Last Inspection	Next Date
ERES-07-0093	6 W SHARP ST	10/02/2007	Closed-time elaps	11/13/2008	06/10/2011
			INITIAL INSPECTION 09/25/2007***GRANTED 10 DAY EXT. REINSPECTION 10/30/07***GRANTED 150 DAY EXTENSION REINSPECTION 07/10/2008***GRANTED 15 DAY 09/15/08 granted 30 day time extension 11/14/08 Granted 15day extension, smoke detectors missing, electrical wiring issues		
E2012-0342	6 W SHARP ST	07/10/2012	Closed-time elaps	07/13/2012	
E2012-0385	135 E SOUTH ST	07/21/2012	Closed-time elaps		
E2013-0443	175 E SOUTH ST	12/12/2013	Resolved	12/27/2013	
			NO U&O PERMIT ON FILE		
E07-0218	69 E SOUTH ST	10/12/2007	Closed-time elaps	07/10/2009	11/04/2012
			INITIAL INSPECTION 10/11/07***GRANTED 180 DAY EXTENSION Owner requested reschedule due to conflict: Changed from 10/14 to 10/20 Smoke alarms not in place granted 30 day extension 10/20/08		
E2013-0421	254 UNION ST	11/25/2013	Resolved-No Act		
			PROPERTY TRANSFERRED - NO U&O PERMIT ON FILE VACANT PER SHEILA BUTLER, ADMINISTRATIVE AFFAIRS OFFICE		
E2013-0381	219 N WEST ST	10/23/2013	Resolved	12/13/2013	
			IT SHALL BE UNLAWFUL FOR ANY PERSON TO ENTER INTO THE USE OR OCCUPANCY OF ANY STRUCTURE OR PORTION THEREOF OR TO PERMIT OR SUFFER THE USE AND OCCUPANCY OF ANY STRUCTURE OR PORTION THEREOF LOCATED IN THE CITY WITHOUT HAVING FIRST OBTAINED A VALID USE AND OCCUPANCY PERMIT FROM THE CITY. THE USE AND OCCUPANCY PERMIT ISSUED SHALL BE VALID UNTIL THERE IS A CHANGE OF OCCUPANTS THAT OCCURS TWO YEARS OR MORE FOLLOWING THE ISSUANCE OF THE PERMIT. NO USE & OCCUPANCY PERMIT ON FILE.		
E2013-0411	219.5 N WEST ST	11/08/2013	Resolved	12/13/2013	
E2013-0396	85 S WEST ST	11/01/2013	Resolved	12/26/2013	
	SHIRLEY CALLED 11-6-13 AND ADVISED SHE REC'D LETTER AND WILL SCHEDULE INSPECTION ONCE TENANT IS OUT		TENANT COMPLAINT REGARDING MAINTENANCE ISSUES. USE & OCCUPANCY PERMIT EXPIRED.		
E2012-0391	338 N WEST ST	07/27/2012	Closed-time elaps		
E2011-0479	370 N WEST ST	07/15/2011	Resolved	12/17/2013	

Enforcement List

Enforcement Number	Address	Date Filed	Status	Last Inspection	Next Date
E2013-0437	96 WESTWOOD ST	12/04/2013	Resolved-No Act	12/18/2013	
CHANGE IN OCCUPANCY (OWNER MOVED OUT 2011, RETURNED 2013)					

Records: 38

Enforcement.DateClosed in <Previous month> [12/01/13 - 12/31/13]

Page: 4

Enforcement Totals By Category

01/03/14

2010 BRUSH	Total Entries:	23
2012 BRUSH	Total Entries:	24
CITIZEN COMPLAINT	Total Entries:	136
GARBAGE/SOLID WASTE	Total Entries:	10
JUNK/RUBBISH	Total Entries:	2
OBSERVED VIOLATION	Total Entries:	1
REAL ESTATE TRANSFER	Total Entries:	79
RESIDENTIAL INSP.	Total Entries:	12
SIGN VIOLATION	Total Entries:	21
SNOW REMOVAL	Total Entries:	21
TALL GRASS & WEEDS	Total Entries:	25
TENANCY TRANSFER	Total Entries:	18
TENANT REQUEST	Total Entries:	1
TRASH/GARBAGE	Total Entries:	1
USE AND OCCUPANCY	Total Entries:	32
USE AND OCCUPANCY EXPIREI	Total Entries:	11
VACANT STRUCTURE	Total Entries:	59

Enforcement Totals By Category

01/03/14

YARD PARKING

Total Entries: 1

ZONING VIOLATION

Total Entries: 5

Total Records: 482

Population: All Records

Enforcement.DateClosed in <Previous year> [01/01/13 - 12/31/13]



006-126-160-24 55 N BROAD ST 2013-12-11 OPRA 9



006-126-160-24 55 N BROAD ST 2013-12-11 OPRA 8



006-126-160-24 55 N BROAD ST 2013-12-11 OPRA_7



006-126-160-24 55 N BROAD ST 2013-12-11 OPRA_6



006-126-160-24 55 N BROAD ST 2013-12-11 OPRA 5



006-126-160-24 55 N BROAD ST 2013-12-11 OPRA 4



006-126-160-24 55 N BROAD ST 2013-12-11 OPRA_3



006-126-160-24 55 N BROAD ST 2013-12-11 OPRA_2



006-126-160-24

55 N BROAD ST

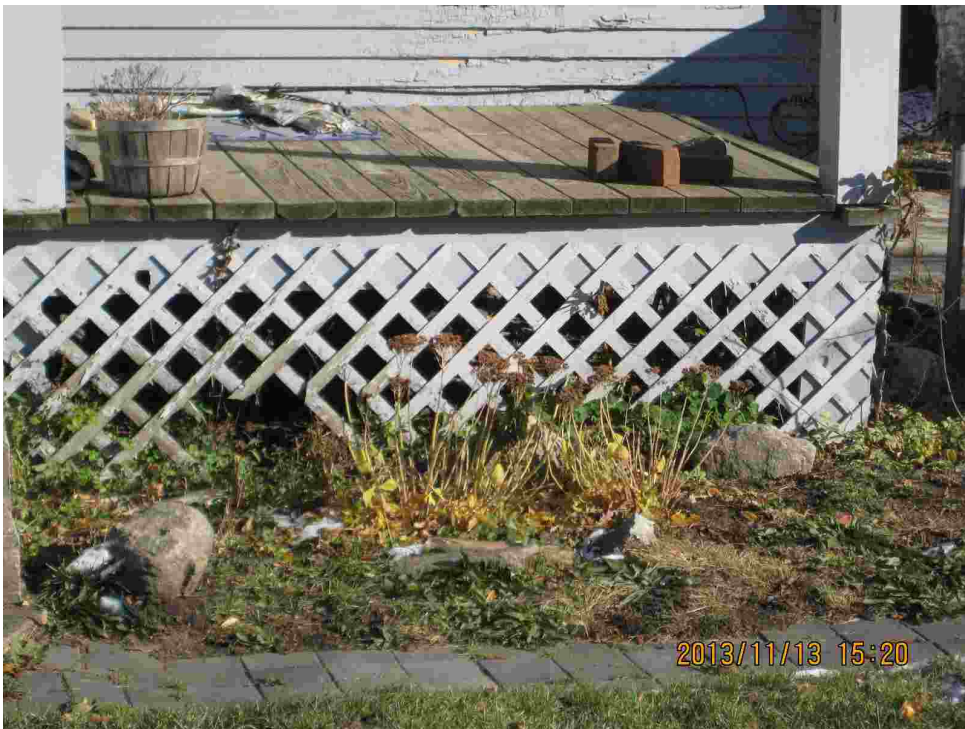
2013-12-11 OPRA 1



006-126-160-24

55 N BROAD ST

2013-12-11 OPRA



126-356-09 29 CHARLES ST

2013-11-14 CODE ENFORCEMI



126-356-09 29 CHARLES ST

2013-11-14 CODE ENFORCEMI



126-356-09 29 CHARLES ST

2013-11-14 CODE ENFORCEMI



29 CHARLES ST

2013-11-14 CODE ENFORCEMI



126-356-09 29 CHARLES ST

2013-11-14 CODE ENFORCEMI



126-356-09 29 CHARLES ST

2013-11-14 CODE ENFORCEMI



126-356-09 29 CHARLES ST

2013-11-14 CODE ENFORCEMI



126-356-09 29 CHARLES ST

2013-11-14 CODE ENFORCEMI



426-356-09

29 CHARLES ST

2013-11-14 CODE ENFORCEMENT



27-229-20 100 HILLSDALE ST 2013-12-16 CODE ENFORCEM



100 HILLSDALE ST 2013-12-16 CODE ENFORCEM



27-229-20 100 HILLSDALE ST 2013-12-16 CODE ENFORCEM



27-229-20 100 HILLSDALE ST 2013-12-16 CODE ENFORCEM



2013/12/16 15:18

27-229-20

100 HILLSDALE ST

2013-12-16 CODE ENFORCEM



2013/12/16 15:17

27-229-20

100 HILLSDALE ST

2013-12-16 CODE ENFORCEM



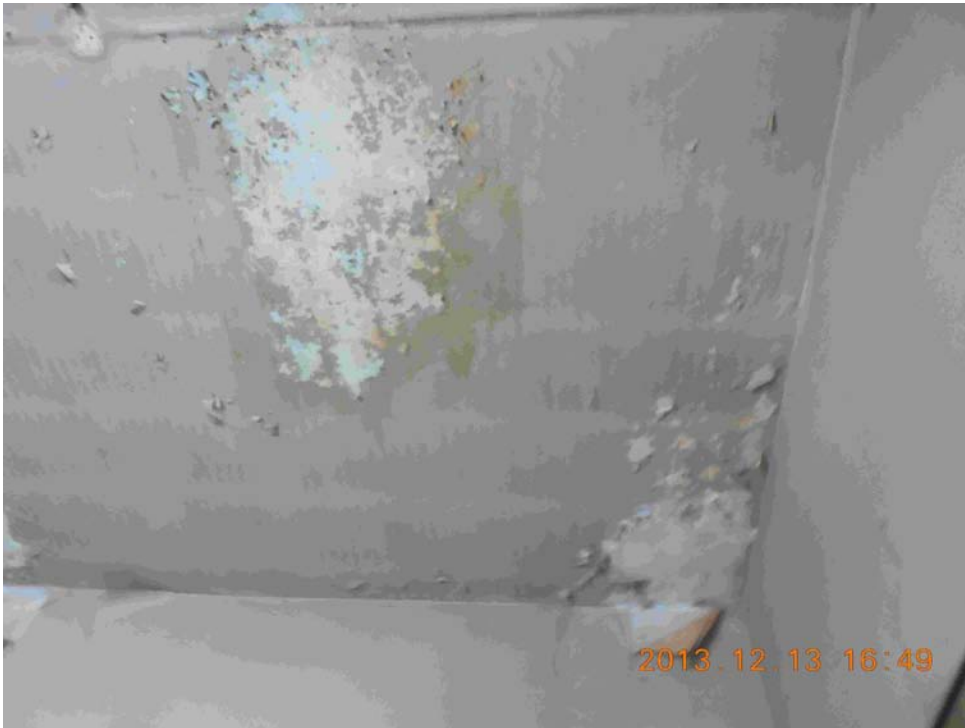
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2013.12.13 16:49

006-227-282-09 74 N HOWELL ST & 76 2013-12-13 OPRA_1



2013.12.13 16:49

006-227-282-09 74 N HOWELL ST & 76 2013-12-13 OPRA_3



2013.12.13 16:49

006-227-282-09 74 N HOWELL ST & 76 2013-12-13 OPRA_2



006-227-282-09

74 N HOWELL ST & 76

2013-12-13 OPRA 1

2013.12.13 16:48



006-227-282-09

74 N HOWELL ST & 76

2013-12-13 OPRA

2013.12.13 16:48



006-327-428-16

10 S HOWELL ST

2013-12-13 REAR



006-327-428-16

10 S HOWELL ST

2013-12-13



006-327-428-17

12 S HOWELL ST & 14

2013-12-13 REAR 1



006-327-428-17

12 S HOWELL ST & 14

2013-12-13 REAR



006-427-429-03

15 S HOWELL ST

2013-12-13



006-327-428-18

16 S HOWELL ST

2013-12-13 REAR 1



006-327-428-18

16 S HOWELL ST

2013-12-13 REAR



006-327-428-19

18 S HOWELL ST

2013-12-13 REAR



006-426-302-08

51 S HOWELL ST ETAL

2013-12-13 1



006-426-302-08

51 S HOWELL ST ETAL

2013-12-13



-327-434-10

76 S HOWELL ST

2013-12-13 CODE ENFORCEM



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006-327-478-06

82 S HOWELL ST

2013-12-13 1



2013.12.13 11:54

006-327-478-06

82 S HOWELL ST

2013-12-13



327-478-14

84 S HOWELL ST

2013-12-13 CODE ENFORCEM



327-478-14

84 S HOWELL ST

2013-12-13 CODE ENFORCEM



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006-426-351-10

101 S HOWELL ST

2013-12-13 2



2013.12.13 12:16

006-426-351-10

101 S HOWELL ST

2013-12-13 1



2013.12.13 12:16

006-426-351-10

101 S HOWELL ST

2013-12-13



006-334-227-02

168 S HOWELL ST

2013-12-13 1



006-334-227-02

168 S HOWELL ST

2013-12-13



006-334-227-03

170 S HOWELL ST

2013-12-13



006-334-230-11

202 S HOWELL ST

2013-12-13 2



006-334-230-11

202 S HOWELL ST

2013-12-13 1



006-334-230-11

202 S HOWELL ST

2013-12-13



126-327-21 17 LUDLAM ST

2013-12-20 CODE ENFORCEMENT



126-327-21 17 LUDLAM ST

2013-12-20 CODE ENFORCEMENT



126-327-21 17 LUDLAM ST

2013-12-20 CODE ENFORCEMENT



126-327-21 17 LUDLAM ST

2013-12-20 CODE ENFORCEMENT



127-480-02 32 E SHARP ST

2013-11-13 CODE ENFORCEM



127-480-02 32 E SHARP ST

2013-11-13 CODE ENFORCEM



127-480-02 32 E SHARP ST

2013-11-13 CODE ENFORCEM



27-251-30 65 WESTWOOD ST 2013-11-25 CODE ENFORCEME



27-251-30 65 WESTWOOD ST 2013-11-25 CODE ENFORCEME



27-251-30 65 WESTWOOD ST 2013-11-25 CODE ENFORCEME



27-251-30 65 WESTWOOD ST 2013-11-18 CODE ENFORCEME



27-251-30 65 WESTWOOD ST 2013-11-18 CODE ENFORCEMENT



27-251-30 65 WESTWOOD ST 2013-11-18 CODE ENFORCEMENT



27-251-30 65 WESTWOOD ST 2013-11-18 CODE ENFORCEMENT



2013/12/06 14:04

006-126-208-03 229 N WOLCOTT ST 2013-12-06 FENCE 4



2013/12/06 14:04

006-126-208-03 229 N WOLCOTT ST 2013-12-06 FENCE 3



2013/12/06 14:03

006-126-208-03 229 N WOLCOTT ST 2013-12-06 FENCE_2



2013/12/06 14:03

006-126-208-03 229 N WOLCOTT ST 2013-12-06 FENCE_1



006-126-208-03

229 N WOLCOTT ST

2013-12-06 FENCE



2013/12/20 15:53

126-401-21 4 S WOLCOTT ST 2013-12-20 CODE ENFORCEMENT



2013/12/20 15:53

126-401-21 4 S WOLCOTT ST 2013-12-20 CODE ENFORCEMENT



2013/12/20 15:53

126-401-21 4 S WOLCOTT ST 2013-12-20 CODE ENFORCEMENT



2013/12/20 15:52

126-401-21 4 S WOLCOTT ST 2013-12-20 CODE ENFORCEMENT

		December	2013	Code Violations
purple-	improper parking	citation issued		
pink-	improper parking	citation issued	citation paid	
green-	notice issued, 48	hours given, violation not	corrected, TOT	Assessing Department
blue-	violation corrected			
yellow-	snow emergency	sidewalk/parking violation		corrected
dk. green-	snow emergency	code violation		not moved, vehicle towed
dk. pink-	snow emergency	sidewalk clearing violation		vacant property, TOT Assessing Department
orange-	improper parking	citation issued	not paid	10 day letter mailed (10 days to pay before civil infraction issued)
12/2/2013	Broad St. / McCollum St.	improper parking citation	12/5/13	citation paid
12/2/2013	Broad St. / McCollum St.	improper parking citation	12/5/13	citation paid
12/2/2013	Howell St. / Bacon St.	improper parking citation	12/5/13	citation paid
12/2/2013	51 Oak St.	garbage tote	12/2/13	violation corrected
12/3/2013	245 E. Bacon St.	parked on lawn, improper	12/9/13	citation paid
12/3/2013	61 Oak St.	tote, door hanger	12/6/13	violation corrected
12/3/2013	44 Highland Ave.	tote, door hanger	12/6/13	violation corrected
12/3/2013	104 Union St.	tote	12/3/13	violation corrected
12/3/2013	24 Howder St.	tote	12/3/13	violation corrected
12/3/2013	152 Westwood Dr.	parked on lawn, D.H.	12/5/13	violation corrected
12/3/2013	91 Hillsdale St., #3	tote	12/3/13	violation corrected
12/3/2013	7 Corona Circle	parked on lawn, D.H.	12/11/13	violation corrected
12/3/2013	River St. / Union St.	parked on lawn, improper	1/2/14	not paid, 10 day letter
12/3/2013	99 Rippon Ave.	couch on lawn, D.H.	12/11/13	vacant, not corrected, turned over to assessing
12/3/2013	147 Union St.	parked on lawn, D.H.	12/5/13	violation corrected
12/3/2013	78 N. Norwood Ave.	tote, door hanger		
12/3/2013	28 W. South St.	improper parking citation	12/12/13	citation paid
12/3/2013	146 River St.	trash/rubbish, parked on lawn		progress being made, officer making frequent checks
12/3/2013	35 S. Manning St.	parked on lawn, D.H.	12/5/13	violation corrected
12/3/2013	71 State St.	tote, door hanger	12/6/13	violation corrected
12/3/2013	60 N. West, apt. 2	health hazard, door hanger		turned over immediately to assessing, already have case on this address
12/4/2013	74 N. Howell St.	improper parking citation	1/2/14	not paid, 10 day letter
12/4/2013	18 N. Howell St.	improper parking citation	12/12/13	citation paid
12/4/2013	162 N. Manning St.	improper parking citation	12/9/13	citation paid
12/5/2013	62 Park St.	parked on lawn, D.H.	12/6/13	violation corrected

12/5/2013	Howell St./ Waldron St.	improper parking citation	12/9/13	citation paid
12/5/2013	Bacon St. / Manning St.	improper parking citation	12/12/13	citation paid
12/5/2013	Howell St./ North St.	improper parking citation	1/2/14	not paid, 10 day letter
12/5/2013	353 N. West St.	parked across sidewalk, improper		violation corrected, fee waived by 2101
12/5/2013	354 N. West St.	parked across sidewalk, improper	12/12/13	citation paid
12/5/2013	361 N. West St.	parked across sidewalk, improper	12/10/13	citation paid
12/5/2013	75 Union St.	parked on lawn, D.H.	12/6/13	violation corrected
12/5/2013	3 Greenwood St.	trash/rubbish, D.H.	12/18/13	violation corrected
12/6/2013	68 Superior St.	parked on lawn, D.H.	12/10/13	violation corrected
12/6/2013	74 S. Manning St.	trash/rubbish in yard, D.H.	12/11/13	violation corrected
12/6/2013	25 McClellan St.	trash/rubbish in yard, D.H.	12/11/13	violation corrected
12/6/2013	16 Marion St.	parked on lawn, pontoon/trailer, D.H.	12/10/13	violation corrected
12/6/2013	9 Marion St.	trash/rubbish in yard, D.H.	12/11/13	violation corrected
12/6/2013	23 Monroe St.	trash/rubbish in yard, D.H.	12/10/13	violation corrected
12/6/2013	83 Howder St.	trash/rubbish in yard, D.H.	12/10/13	violation corrected
12/6/2013	27 Howder St.	trash/rubbish in yard, D.H.	12/10/13	violation corrected
12/7/2013	midtown lot	improper parking citation	12/10/13	citation paid
12/7/2013	85 S. Howell St.	improper parking citation	12/10/13	citation paid
12/7/2013	North St. / Manning St.	improper parking citation	1/2/14	not paid, 10 day letter
12/8/2013	18 Montgomery St.	couch on lawn, D.H.	12/10/13	violation corrected
12/8/2013	16 Montgomery St.	parked on lawn, improper	12/12/13	citation paid
12/10/2013	154 W. St. Joe St.	parked on lawn, improper	12/12/13	citation paid
12/10/2013	36 Charles St.	parked on lawn, D.H.	12/13/13	violation corrected
12/11/2013	Hillsdale St. / Barber Dr.	improper parking citation	12/17/13	citation paid
12/12/2013	Howell St./ Broad St.	improper parking citation	1/2/14	not paid, 10 day letter
12/12/2013	Howell St./ Broad St.	improper parking citation	1/2/14	not paid, 10 day letter
12/12/2013	42 Mead St.	parked on lawn, D.H.	12/13/13	violation corrected
12/12/2013	85 Union St.	parked on lawn	12/12/13	violation corrected
12/12/2013	75 Union St.	parked on lawn, D.H.	12/13/12	violation corrected
12/12/2013	36 Rippon Ave.	parked on lawn	12/12/13	violation corrected
12/12/2013	54 Westwood St.	parked on lawn	12/12/13	violation corrected
12/15/2013	80 Howder St.	sidewalk snow into road, D.H.	12/17/13	violation corrected
12/15/2013	129 E. South St.	snow emergency parking	12/15/13	violation corrected
12/15/2013	162 E. South St.	snow emergency parking	12/15/13	violation corrected
12/15/2013	156 Oak St.	snow emergency parking tag	12/17/13	not moved, vehicle towed

12/15/2013	Union St. / Garden	snow emergency parking tag	12/17/13	violation corrected
12/15/2013	29 Monroe St.	snow emergency parking tag	12/17/13	violation corrected
12/15/2013	161 N. Manning St.	snow emergency parking tag	12/17/13	violation corrected
12/15/2013	163 N. Manning St.	snow emergency parking tag	12/17/13	violation corrected
12/15/2013	171 N. Manning St.	snow emergency parking tag	12/17/13	violation corrected
12/15/2013	171 N. Manning St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	13 Elm St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	5 Reading Ave.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	2 Reading Ave.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	38 E. Sharp St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	Reading Ave./ Frisbie St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	20 Budlong St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	13 W. South St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	38 Budlong St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	21 W. South St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	52 1/2 Budlong St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	56 W. South St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	56 W. South St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	56 W. South St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	96 Budlong St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	96 Budlong St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	100 Budlong St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	99 Budlong St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	54 W. South St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	120 Budlong St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	37 Charles St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	33 Charles St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	29 Charles St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	9 Barry St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	25 Charles St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	Barry St. / West St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	15 Charles St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	33 S. Manning St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	96 S. Manning St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	152 S. Manning St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	Orchard Ridge/ Lombard	snow emergency parking tag	12/17/13	violation corrected

	St.			
12/16/2013	59 S. West St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	Riverdale/ State	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	16 1/2 Vine st.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	179 N. Manning St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	58 Howder St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	43 Howder St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	42 S. West St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	Manning St./ Fayette St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	35 S. West St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	18 River St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	18 River St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	134 Oak St.	snow emergency parking tag	12/17/13	not moved, vehicle towed
12/16/2013	12 N. Norwood Ave.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	37 Rippon Ave.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	29 Monroe St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	18 Rippon Ave.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	23 Monroe St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	7 Monroe St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	78 N. Norwood Ave.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	324 Summit St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	66 N. West St.	snow emergency parking tag	12/17/13	violation corrected
12/16/2013	84 N. West St.	snow emergency parking tag	12/17/13	violation corrected
12/17/2013	midtown lot	improper parking citation	12/23/13	citation paid
12/18/2013	187 Union St.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/18/2013	158 Union St.	clear snow from sidewalk, DH	12/18/13	vacant property, TOT assessing
12/18/2013	85 Union St.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/18/2013	62 Union St.	clear snow from sidewalk, DH	12/18/13	vacant property, TOT assessing
12/18/2013	64 Union St.	clear snow from sidewalk, DH	12/18/13	vacant property, TOT assessing
12/18/2013	81 State St.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/18/2013	87 State St.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/18/2013	7 Garden St.	clear snow from sidewalk, DH	12/18/13	vacant property, TOT assessing
12/18/2013	91 Hillsdale St.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/18/2013	28 N. Norwood Ave.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/18/2013	30 N. Norwood Ave.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/18/2013	55 N. Norwood Ave.	clear snow from sidewalk, DH	12/20/13	violation corrected

12/18/2013	29 Monroe St.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/18/2013	224 N. West St.	clear snow from sidewalk, DH	12/21/13	violation corrected
12/18/2013	338 N. West St.	clear snow from sidewalk, DH	12/18/13	vacant property, TOT assessing
12/18/2013	354 N. West St.	clear snow from sidewalk, DH	12/21/13	violation corrected
12/18/2013	187 N. West St.	clear snow from sidewalk, DH	12/21/13	violation corrected
12/18/2013	10 E. Fayette St.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/18/2013	135 E. South St.	clear snow from sidewalk, DH	12/18/13	vacant property, TOT assessing
12/18/2013	42 Union St.	clear snow from sidewalk, DH	12/18/13	vacant property, TOT assessing
12/18/2013	8 Reading Ave.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/18/2013	2 Reading Ave.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/18/2013	13 W. South St.	clear snow from sidewalk, DH	12/19/13	vacant property, TOT assessing
12/18/2013	34 W. South St.	clear snow from sidewalk, DH	12/19/13	vacant property, TOT assessing
12/18/2013	44 W. South St.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/18/2013	42 W. South St.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/18/2013	56 W. South St.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/18/2013	29 S. Norwood Ave.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/18/2013	110 N. Norwood Ave.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/18/2013	52 N. West St.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/18/2013	58 N. West St.	clear snow from sidewalk, DH	12/19/13	vacant property, TOT assessing
12/18/2013	60 N. West St.	clear snow from sidewalk, DH	12/20/13	violation corrected
12/19/2013	20 S. Manning St.	clear snow from sidewalk, DH	12/20/13	vacant property, TOT assessing
12/19/2013	100 Hillsdale St.	clear snow from sidewalk, DH	12/21/13	violation corrected
12/19/2013	96 Hillsdale St.	clear snow from sidewalk, DH	12/21/13	violation corrected
12/19/2013	179 N. Manning St.	clear snow from sidewalk, DH	12/21/13	violation corrected
12/19/2013	186 N. Manning St.	clear snow from sidewalk, DH	12/21/13	violation corrected
12/19/2013	174 N. Manning St.	clear snow from sidewalk, DH	12/21/13	violation corrected
12/19/2013	172 N. Manning st.	clear snow from sidewalk, DH	12/21/13	violation corrected
12/21/2013	midtown lot	improper parking citation	1/2/14	not paid, 10 day letter
12/22/2013	134 Hillsdale St.	improper parking citation	12/30/13	citation paid
12/22/2013	134 Hillsdale St.	improper parking citation	1/2/14	not paid, 10 day letter
12/30/2013	midtown lot	improper parking citation	1/2/14	not paid, 10 day letter

City of Hillsdale

Agenda Item Summary

Meeting Date: **January 20, 2014**

Agenda Item #10: **New Business A – Energy Optimization Program (Resolution)**

BACKGROUND:

As you can see from Rick Rose's attached memo, in 2009 the State Legislature mandated that all utilities participate in an energy optimization program and resulted in the Michigan Public Services Commission having oversight for the program. The legislation required BPU to collect monies for and to provide state approved energy efficient services and products. This is a pass through charge to collect the revenues required to fund the mandate. This year that mandate will require that BPU provide \$240,360 for the program and reduce energy sales by 1,205,000 kWhr.

In 2009 charges were set at a level that would generate the appropriate amount of funds to cover the anticipated costs for the first three years. This year those charges will only raise \$170,459 of the \$240,360 needed for this calendar year. The current charge and the proposed new charge necessary to meet the State's mandate are included in Mr. Rose's memo attached hereto.

RECOMMENDATION:

At its January 14 meeting the Board of Public Utilities, while they did not like it, recognized that there is really no choice inasmuch as these are State mandates. Accordingly, that Board approved the increase in charges and requests that Council do so as well. I have attached a Resolution for Council's use in approving the increased charges. I recommend Council pass the attached Resolution.

Memo

Date: 1/15/2014
To: Mayor and Council
Cc: City Manager
From: Rick J. Rose
RE: Resolution for Change to Energy Optimization Surcharge

Back in 2009 the State Legislature mandated that all utilities in the state participate in an energy optimization program, which brought us under the wing of the MPSC for this topic. Through PA 295 of 2008, we are required to collect moneys for and provide state approved energy efficiency services and products. At that time we enacted a new pass through charge to collect the revenues required to fund this mandate. The required levels of funding and energy savings started at 3/4% of revenue and reduction of 1/2% of annual retail sales and increased over a couple of years to its current maximum of 2% of revenue and 1% of annual energy sales. The impact for us in 2014 will require that we provide \$240,360 for the program and a reduction of 1,205,000 kWhr in energy sales.

Initially, we performed the things necessary in house over the first three years of the program, but due to all of the expertise and time required to meet the MPSC orders, we out sourced the program to the statewide organization doing this work, Efficiency United. This allows us to stay compliant with state law and avoids us having to add additional personnel. In our original plan the charges were set at a level that would generate the appropriate amount of funds to cover the anticipated costs over the first three years. Those rates were:

1. Residential \$0.00164 per kWhr
2. Business & Commercial \$5.00 per month
3. Industrial \$147.00 per month

These charges will only raise \$170,459 of the \$240,360 needed for this calendar year. As this is a State mandate and a complete pass through to the customer we need to revise this schedule of charges. To remain in compliance with State law I am suggesting these charges to the following:

1. Residential \$0.00231

Memo: Renewable Energy Study

- 2. Business & Commercial \$8.21
- 3. Industrial \$166.25

This will recover all costs for the program and will need to be recalculated annually from this point forward.

The Board approved the schedule change and is requesting Council to approve the attached Resolution for the Mayor and Clerks signature.

CITY OF HILLSDALE RESOLUTION

A RESOLUTION TO ESTABLISH RATES FOR THE ENERGY OPTIMIZATION PROGRAM MANDATED BY THE STATE OF MICHIGAN

WHEREAS, the State of Michigan has mandated the Hillsdale Board of Public Utilities to participate in an energy optimization program, and

WHEREAS, the program mandated by the State is to be funded by established customer classes, and

WHEREAS, the Hillsdale Board of Public Utilities has determined and recommended that the rate for the energy optimization program should be charged through the established rate customer classes as follows:

Residential Customers	\$0.00231 per kWh
Secondary Customers	\$8.21 per meter per month
Primary Customers	\$166.25 per meter per month

NOW, THEREFORE, BE IT RESOLVED, that the established schedule for electric rates for the Hillsdale Board of Public Utilities should be and the same hereby is amended so as to establish a rate which will be paid by Hillsdale Board of Public Utilities electric customers for the energy optimization program with those rates to be as follows:

Residential Customers	\$0.00231 per kWh
Secondary Customers	\$8.21 per meter per month
Primary Customers	\$166.25 per meter per month

BE IT FURTHER RESOLVED that except as otherwise amended herein the schedule of rates heretofore adopted shall continue in full force and effect until changed from time to time by resolution of the Hillsdale City Council upon recommendation by the Hillsdale Board of Public Utilities.

The foregoing Resolution was duly approved at a regular meeting of the Hillsdale City Council held on the 20th day of January, 2014.

CITY OF HILLSDALE

Scott Sessions, Mayor

Robilyn Swisher, Clerk

City of Hillsdale

Agenda Item Summary

Meeting Date: **January 20, 2014**

Agenda Item #10: **New Business B – Sewer Fund Transfer**

BACKGROUND:

You may recall that a deficit in the sewer fund has required BPU to submit an action plan to the Department of Treasury for eliminating the deficit. The proposed plan to eliminate the deficit is to use the restricted funds in the sewer fund as well as the designated funds to replay the other departments and almost completely eliminate the deficit.

At its meeting on January 14 the Board of Public Utilities moved to approve the use of \$334,396.01 of restricted funds and \$169,315.41 in designated fund as identified in the proposed plan.

RECOMMENDATION:

To meet the State's requirements Council must also approve by motion evidenced by the meeting minutes the use of the funds. I recommend that Council by motion also approve the use of funds as recommended by BPU.

Memo

Date: 1/15/2014
To: Mayor and Council
Cc: City Manager
From: Rick J. Rose
RE: Sewer Fund Transfer to Address Deficit for Michigan Treasury

A deficit in the sewer fund has required us to submit an action plan to the Michigan Department of Treasury outlining the City of Hillsdale's plan to eliminate this shortfall. Last Council meeting we took the first step in that process by reinstating the 2012 Rate structure. At its January 14, 2014 meeting the Hillsdale Board of Public Utilities made and passed the following motion.

Moved by: Mr. Anderson, supported by Mr. Waldvogel, to approve the use of Sewer department restricted funds in the amount of \$334,396.01 and designated funds in the amount of \$169,315.41 to eliminate the Due To Other Departments balance and request that City Council approve the same.

We propose to eliminate this unrestricted deficit by using all available reserve funds included in our designated capital fund and restricted fund, which will nearly eliminate this issue.

To meet State requirements we must provide proof of Council's approval through meeting minutes and the Board requests Council make the above motion and approve it so that we can put this matter to rest.

City of Hillsdale Agenda Item Summary

Meeting Date: **January 20, 2014**

Agenda Item #10: **New Business C – Property Tax Exemption for Persons in Poverty (Resolution)**

BACKGROUND:

I have attached a memo from the City’s Assessor, Kim Thomas, regarding the above matter. As you can see from the memo, State law allows exemptions from property taxes for persons in poverty based on certain criteria. The law has been amended a couple of times, most recently in 2012, however, since that time the Court of Appeals has changed what is to be considered as income and what documentation may be required.

The law requires that the local governing body adopt an income and asset level test for use by the Assessor and Board of Review when considering such requests. Accordingly, Ms. Thomas has prepared a resolution for Council’s consideration which adopts guidelines for the Assessor and Board of Review when considering a request for exemption.

RECOMMENDATION:

I recommend that Council pass the attached Resolution.



TO: City Manager, City Council

FROM: Kimberly Thomas, City Assessor

DATE: January 13, 2014

RE: Resolution to Set Guidelines for Exemptions from Property Taxes for Persons in Poverty

Background: Michigan Compiled Law (MCL) Section 211.7u provides for an exemption from property taxes for persons in poverty. Public Act (PA) 390 of 1994 amended this section of law to require that the local governing body adopt guidelines setting income and asset level tests for use in determining eligibility for this exemption. PA 135 of 2012 and recent Court of Appeals decisions have changed what is to be considered as income and what sort of documentation may be required. This is an annual exemption, meaning the taxpayer must reapply every year. If an exemption is granted, the taxable value is reduced for that year only, with the capped value being reinstated in the following year. The reduction may be based on either a percentage or with a specific tax dollar result in mind.

Requirements: The local governing body is to adopt an income and asset level test for use by the Assessor and Board of Review in reviewing requests for exemption. The income level test (maximum income for consideration) may not be set lower than the Federal Poverty Guidelines updated annually by the U.S. Department of Health and Human Services (See State Tax Commission Bulletin No. 14 of 2013 for 2014 Federal Poverty Guidelines). The asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use, in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. The local governing body may adopt additional tests to determine eligibility. The local assessing unit is also required to provide a form for use by taxpayers in requesting the exemption, and to make available to the public any policy and guidelines used in determining eligibility.

Informational Resources: [Michigan Legislature - Section 211.7u](#), [State Tax Commission Bulletin No. 14 of 2013](#), [State Tax Commission Bulletin No. 5 of 2012](#)

Fiscal Impact: The Board of Review considered poverty exemption requests from five taxpayers for the 2013 tax year. Of those five, three were granted either complete or partial exemptions, reducing their taxable values by \$36,562. This resulted in a net tax loss of \$1,293.39 for all entities, including a loss of \$581.89 for the city and library.

Assessor's Recommendation: Pass the attached resolution establishing guidelines to be followed by the Assessor and Board of Review in administering this exemption. The resolution puts the authority for developing an application and scoring sheet in the hands of the Assessor, and allows for deviation from the guidelines under extraordinary circumstances (such as an unexpected loss of income or illness).

City of Hillsdale Resolution # _____

**A RESOLUTION TO SET GUIDELINES FOR EXEMPTIONS FROM
PROPERTY TAXES FOR PERSONS IN POVERTY**

WHEREAS, Michigan Compiled Law (MCL) Section 211.7u provides for an exemption from property taxes for persons in poverty on their principal residence; and

WHEREAS, the adoption of guidelines for poverty exemptions is required by the City Council; and

WHEREAS, pursuant to Public Act (PA) 390 of 1994, as amended, the City of Hillsdale, Hillsdale County adopts the following guidelines for the Board of Review to implement:

1. The assessor shall act as the “supervisor” as referenced within this section.
2. All requirements of and all procedures outlined within MCL Section 211.7u must be met and followed.
3. The assessor shall develop an application to be utilized by all persons requesting exemption under this section, including a list of all necessary attachments required for determination of eligibility. The assessor shall also develop a scoring sheet for use in administering the guidelines as adopted by the City Council. Said application and scoring sheet shall be made available to the public along with these guidelines and any other policies established.
4. In determining eligibility, the Assessor and Board of Review shall consider the income and assets of the applicant, all other owners of record, and all other persons residing within the residence at the time of application.
5. The cumulative income of the above-listed persons for the tax year in which the exemption is claimed, or for the immediately preceding tax year, must fall below the limits set under the Federal Poverty Guidelines as established and updated annually by the U.S. Department of Health and Human Services.
6. The above-listed persons, at the time of application, may not possess assets with a total value (after deducting any secured debt on same) totaling more than the annual income limit established under the Federal Poverty Guidelines referenced above. Any assets above this amount, whether liquid or fixed, shall be considered as available for payment of taxes.
7. If an exemption is granted, the taxable value shall be reduced to an amount which will result in estimated annual taxes equal to 3.5% of the total household income plus any available assets as determined above. In the event of extraordinary circumstances, the Assessor and Board of Review may deviate from these guidelines. The reason for any deviation must be communicated in writing within the Board of Review decision.

This resolution passed this 20th day of January 2014.

Scott Sessions, Mayor

Robilyn Swisher, City Clerk

City of Hillsdale

Agenda Item Summary

Meeting Date: **January 20, 2014**

Agenda Item #10: **New Business D – Domestic Harmony Contract**

BACKGROUND:

The City of Hillsdale has contracted with Domestic Harmony since 1997. The contract amount at that time was \$4,000 for 1997, 1998 and 2000. There was no contract for 1999 or 2001. From 2002 through 2006 the contract was for \$5,000 until 2007 when it was increased to \$5,500 where it remained through 2009. Then in 2010 and 2011 the contract was decreased to \$5,225 but increased to \$5,500 for 2012 and 2013.

As you can see by the enclosed letter from Ms. Denig of Domestic Harmony, they are requesting \$5,500 or more for the upcoming year. Her letter also identifies the types of services provided and the number of individuals served last year. When I spoke with her about this matter, I inquired as to whether or not there was a way to identify how many of those individuals being served are residents of the City. Unfortunately, they can only identify zip codes and accordingly, the City's zip code extends out into various townships. She will be sending me that information and I will have it available for the meeting.

Their budget for this year is \$278,491.00 which means the City's contribution will provide approximately two (2%) per cent of their budget dollars. All other combined municipalities' contributions represent approximately one (1%) per cent.

I have spoken with a member of our police department regarding the frequency of them utilizing the services in connection with those individuals they encounter in the performance of their duties. I was advised that it is rare when they are requested to take individuals to the shelter.

RECOMMENDATION:

As I am well aware, Council is looking for a reduction in budget costs and accordingly, I am recommending that we do not enter into the contract for \$5,500.00. If Council chooses not to follow the recommendation I would recommend that the contract amount be reduced. As I spoke with Ms. Denig she confirmed that other municipalities who do support the services have done so at a decreased amount. If a contract is approved, it must be done subject to legal review.



Manager's Office
RECEIVED
Date 1/10/2014

DOMESTIC HARMONY
P.O. Box 231
Hillsdale, Michigan 49242
Telephone: (517) 439-1454
Fax: (517) 439-5144

January 8, 2014

Linda Brown
Hillsdale City Manager
97 N. Broad Street
Hillsdale, MI 49242

Dear Members of the Hillsdale City Council,

Thank you very much for supporting Domestic Harmony through the Purchase of a service contract in 2013. The support from our local governments helped us provide services to victims of domestic violence. Last year we provided shelter to 45 adults and 60 children, supportive counseling to 160 non-residential clients, helped with 64 personal protection orders, and answered 340 crisis hotline calls.

We are asking that all cities and townships in Hillsdale County contract with Domestic Harmony to provide residents of each municipality services for victims of domestic violence and their children. We continue to offer the following services:

- ❖ 24-hour crisis hotline
- ❖ temporary emergency shelter (including basic needs)
- ❖ safety planning
- ❖ group and individual counseling
- ❖ child counseling
- ❖ legal advocacy and court accompaniment
- ❖ permanent housing search assistance
- ❖ child-care during support groups
- ❖ prevention education to area schools

There is no charge for any of our victim or prevention services.

We ask that the City of Hillsdale contract with Domestic Harmony once again this year. Last year the amount of your contract was \$5,500.00. As you prepare your budget for this year, we ask that you contract with us at the same amount or more if you are able. Your contracting with us will ensure our ability to continue our critical services for victims of domestic violence and their families.

Enclosed are two copies of a Contract for Purchas of Services for your convenience. Please fill in the amount you are able to contract for, sign both copies and send one back to us.

Thank you very much for your consideration of this very important issue.

Sincerely,


Julia Denig
Executive Director

Contract

The City of Hillsdale, Hillsdale County, Michigan, agrees to purchase services for victims of domestic violence for residents of said city from the Hillsdale County Task Force on Family Violence doing business as Domestic Harmony (hereafter referred to as Domestic Harmony) for the fiscal year 2014. This period may include past services as well as future services.

“Domestic violence” means a violent physical attack or fear of a violent physical attack perpetrated by an assailant against a victim, in which the victim is a person assaulted or threatened by his or her spouse, former spouse, an adult person, or emancipated minor assaulted by an adult person of the opposite sex with whom the assaulted person cohabitated; and in which the victim and assailant are/were involved in a consenting sexual relationship.

Services to be provided under this contract to any number of eligible residents of the City of Hillsdale are:

1. Crisis intervention and supportive counseling on a 24-hour basis
2. Transportation from a safe place to shelter
3. Safe temporary shelter for up to 30 days
4. Assistance in finding permanent housing
5. Information and referral in legal and financial matters

These services are defined in Domestic Harmony’s grant from the Domestic Violence Prevention and Treatment Board of the State of Michigan.

To purchase said services the City of Hillsdale agrees to pay to Domestic Harmony the sum of _____ (\$ _____.00).

At the end of the contract period the City of Hillsdale and Domestic Harmony agree to review the contract and determine whether or not the contract should be renewed and what the particulars should be.

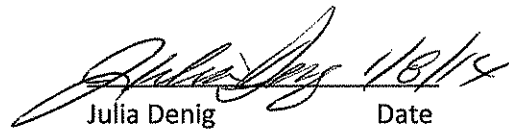
Witnesses:

Signed by:

Date

Date

Date


Julia Denig Date
Executive Director
Domestic Harmony

City of Hillsdale

Agenda Item Summary

Meeting Date: **January 20, 2014**

Agenda Item #10: **New Business E – Entrance Signs**

BACKGROUND:

At least as early as 2007 based on a way finding study completed, there have been recommendations to establish signage along the M-99 entrances as well as other key locations. This recommendation was directed toward the historic nature of our City. The recommended concept has been approved by both TIFA and EDC.

I have attached a picture of a proposed sign for your review. As you will note, the sign also includes mention that Hillsdale is the home of nationally known Hillsdale College. Historically, there has always been a connection between the city and the college and many visitors to the city are here as a direct result of their participation in college sponsored activities. The location of the college enhances the entire city's economic development and our two entities should be striving to work together not only on economic development but encouraging citizens to recognize the value of the close proximity for their own entertainment and education via CCA seminars, athletic events, musical presentations as well as art and theater.

There are several items which would need to be addressed in the event Council approves the placement of a sign at each entrance to the City. Those items include gaining authorization from MDOT once a location has been selected and conducting a legal review.

RECOMMENDATION:

I recommend Council approve placement of signs at sites yet to be determined but near the north and south entrances along M-99.

PROPOSED EXTERIOR SIGN FOR HILLSDALE COLLEGE

OVERALL DIMENSIONS :
HEIGHT - 81" WIDTH - 97.5"
PANEL - 59" HIGH X 78" WIDE



LETTERGRAPHICS
SIGN COMPANY

400 W. Market St. / Orrville, OH 44667 / 330.683.3903 / Fax 330.684.2704 / www.lettergraphicsinc.com / info@lettergraphicsinc.com

Hillsdale Police Department - 4th Quarter 2013
(October-November-December Data)

		2013	2012
Traffic	Accidents - Property Damage / PI	45	48
	Accidents - Fatalities	0	1
	Traffic Citations	124	99
Time Expenditure in Hours	Patrol	2,217	2,390
	Traffic Complaints	362	335
	Investigations	1,197	1,259
	Report Writing	848	741
Assistance	Reserve Hours Worked	68	36
	General & Other Agencies	282	349
	Property Inspections, Building Checks Civil/ Neighborhood Disputes	5,446 156	5,924 205
Group A Crimes	Murder/Manslaughter	0	0
	Kidnapping	0	0
	Sex Offenses (All)	2	0
	Robbery	0	2
	Assault/Stalking	32	33
	Arson	0	1
	Burglary	11	16
	Larceny/Retail Fraud	28	41
	Motor Vehicle Theft	0	2
	Fraud/Forgery	8	10
	Damage to Property	5	42
	Narcotics	26	17
	Weapons	1	4
Group B Crimes	Bad Checks	9	21
	Family	0	2
	Liquor Law Violations	2	3
	OUIL	21	9
	Public Peace/Disorderly	38	44
	Health & Safety/Code Enforcement	25	22
	Obstructing Police & Justice	38	41
Incidents	Total - Group A Crimes	113	168
	Total - Group B Crimes	133	142
	Total - All Calls for Service	2,177	2,414
Arrests	Felony - Adult	32	42
	Misdemeanor - Adult	92	110
	Juvenile Complaints	26	28
	Total Arrests	150	180
Collections	Parking Tickets (\$)	\$340	\$650
	Improper Parking Tickets Issued	40	56

Date _____

Director _____