








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

**April 1, 2013**  
7:00 p.m.  
(517)437-6441  
[www.cityofhillsdale.org](http://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 March 14, 2013: Claims of \$104,839.72 Payroll of \$92,353.24
    - Invoice Approval Summary By Fund of 3/14/13 
    - Invoice Approval Summary by Vendor of 3/14/13 
  - B. Committee Reports (Pending Approval):
    1. ZBA Minutes of February 21, 2013  
Minutes 2/21/13- Revised 
    2. Cemetery Minutes of March 4, 2013  
Minutes of 3/4/13 
    3. Finance Minutes of March 18, 2013  
Minutes of 3/18/13 
    4. Planning Commission Minutes of March 19, 2013  
Minutes of 3/19/13 
    5. Communications Committee Minutes of March 19, 2013

Minutes of 3/19/13 

C. Council Minutes of March 18, 2013

Minutes 3/18/13 

**6. Communications/Petitions**

Terry Vear - Perennial Park Senior Center

**7. Introduction and Adoption of Ordinance/Public Hearing**

**8. Unfinished Business**

A. Local Streets Maintenance

B. Code Enforcement

**9. Old Business**

A. Granicus Contract

CM Memo 

**10. New Business**

A. Set Public Hearing for Budget

CM Memo 

**11. Miscellaneous**

**12. General Public Comment**

**13. Adjournment**

INVOICE APPROVAL LIST BY FUND  
MARCH 14, 2013

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Hillsdale City Offices

Fund Department	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept:						
101-000.000-082.000	DUE FROM O	BLUE CROSS & BLUE SHIELD OF MI APR 2013 TEAMSTERS HEALTH INS	70406	7003454/006 4/2013	03/14/2013	408.36
101-000.000-082.000	DUE FROM O	BLUE CROSS & BLUE SHIELD OF MI APRIL 2013 POLICE HEALTH INS	70406	7003454/0000 4/2013	03/14/2013	997.97
101-000.000-082.000	DUE FROM O	BLUE CROSS & BLUE SHIELD OF MI APRIL 13 NON UNION HEALTH INS	70406	7003454/002 4/2013	03/14/2013	995.55
101-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT	372		03/14/2013	66,371.00
101-000.000-228.003	DUE TO MRE	M.E.R.S. FEBRUARY CONTRIBUTIONS	373	20702-11	03/14/2013	5,442.68
				Total		74,215.56
Dept: CITY MANAGER						
101-172.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI APRIL 13 NON UNION HEALTH INS	70406	7003454/002 4/2013	03/14/2013	995.55
101-172.000-716.000	RETIREMENT	M.E.R.S. FEBRUARY CONTRIBUTIONS	373	20702-11	03/14/2013	548.52
101-172.000-726.000	SUPPLIES	PRINTING SYSTEMS PAYROLL CHECKS	70442	79620	03/14/2013	257.50
101-172.000-801.000	CONTRACTUA	SPRINT CELL PHONE SERVICE	70448	548517219-065	03/14/2013	25.98
				Total CITY MANAGER		1,827.55
Dept: ADMINISTRATIVE SERVICES						
101-175.000-801.000	CONTRACTUA	HILLSDALE DAILY NEWS 3RD PARTY ADMIN RENTAL REHAB	70423	79885	03/14/2013	78.25
101-175.000-806.000	LEGAL SERV	LOREN & SHIRK LEGAL SERVICES FOR FEB 2013	70430		03/14/2013	1,946.34
101-175.000-807.000	ENGINEERIN	MT ENGINEERING, LLC ENGINEERING-MAPPING UPDATE	70435	1301-2	03/14/2013	41.00
101-175.000-807.000	ENGINEERIN	MT ENGINEERING, LLC ENGINEERING-STATE STREET	70435	1209-8	03/14/2013	1,528.00
				Total ADMINISTRATIVE SERVICES		3,593.59
Dept: ASSESSING DEPARTMENT						
101-209.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI APRIL 13 NON UNION HEALTH INS	70406	7003454/002 4/2013	03/14/2013	829.62
101-209.000-716.000	RETIREMENT	M.E.R.S. FEBRUARY CONTRIBUTIONS	373	20702-11	03/14/2013	123.70
101-209.000-734.000	POSTAGE	RAY PRINTING & MAINLING CO. ASSESSMENT NOTICE MAILING	70444	133127	03/14/2013	305.14
101-209.000-905.000	PUBLISHING	HILLSDALE DAILY NEWS MARCH BOR	70423	79915	03/14/2013	79.30
				Total ASSESSING DEPARTMENT		1,337.76
Dept: CITY CLERK DEPARTMENT						
101-215.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI APRIL 13 NON UNION HEALTH INS	70406	7003454/002 4/2013	03/14/2013	995.55
101-215.000-716.000	RETIREMENT	M.E.R.S. FEBRUARY CONTRIBUTIONS	373	20702-11	03/14/2013	129.02
101-215.000-734.000	POSTAGE	CITY OF HILLSDALE PETTY CASH SLIPS	70409		03/14/2013	18.42
101-215.000-801.000	CONTRACTUA	CURRENT OFFICE SOLUTIONS COPIER LEASES	70411	235652	03/14/2013	228.40
101-215.000-900.000	PRINTING	ARROW SWIFT PRINTING BICYCLE REGISTRATION COPIES	70402	127206	03/14/2013	109.75
101-215.000-905.000	PUBLISHING	HILLSDALE DAILY NEWS COUNCIL MINUTES 2/4/13	70423	79868	03/14/2013	75.25
101-215.000-905.000	PUBLISHING	HILLSDALE DAILY NEWS MINUTES JAN 21, 2013	70423	79792	03/14/2013	78.25
				Total CITY CLERK DEPARTMENT		1,634.64
Dept: FINANCE DEPARTMENT						
101-219.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI APRIL 13 NON UNION HEALTH INS	70406	7003454/002 4/2013	03/14/2013	995.55
101-219.000-716.000	RETIREMENT	M.E.R.S. FEBRUARY CONTRIBUTIONS	373	20702-11	03/14/2013	242.18
				Total FINANCE DEPARTMENT		1,237.73
Dept: CITY TREASURER						

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Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept: CITY TREASURER						
101-253.000-716.000	RETIREMENT	M.E.R.S. FEBRUARY CONTRIBUTIONS	373	20702-11	03/14/2013	36.70
						36.70
Total CITY TREASURER						
Dept: BUILDING AND GROUNDS						
101-265.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE WATER SERVICES	70422	50904	03/14/2013	24.50
101-265.000-726.000	SUPPLIES	BONNIE TEW TABLES / CUPS	70451		03/14/2013	9.68
101-265.000-726.000	SUPPLIES	GELZER & SON INC. PAINT FOR MAGIZINE RACK	70418	A24721	03/14/2013	36.99
101-265.000-726.000	SUPPLIES	HILLSDALE INTERIORS, INC. PAINT FOR DPS BREAKROOM & HALL	70424	6664	03/14/2013	177.15
101-265.000-726.000	SUPPLIES	HILLSDALE INTERIORS, INC. PAINT FOR DPS BREAKROOM & HALL	70424	6669	03/14/2013	39.99
101-265.000-801.000	CONTRACTUA	CINTAS CORPORATION RUG & MAT SERVICE -CONTRACT	70408	351632898	03/14/2013	20.00
101-265.000-801.000	CONTRACTUA	CINTAS CORPORATION RUG & MAT SERVICES	70408	351632264	03/14/2013	20.00
101-265.000-801.000	CONTRACTUA	EAST 2 WEST ENTERPRISES, INC. MOP/BUFF DISPATCH OFFICE	70414	4665	03/14/2013	40.00
101-265.000-801.000	CONTRACTUA	CAROL HAWKES MONTHLY CLEANING	70421	1208	03/14/2013	633.00
101-265.000-801.000	CONTRACTUA	CINTAS CORPORATION RUG & MAT SERVICES	70408	351633542	03/14/2013	20.00
101-265.000-930.000	REPAIRS &	G & G GLASS, INC. REPAIRED DISPATCH DOOR LOCKSET	70416	13-0142	03/14/2013	50.00
						1,071.31
Total BUILDING AND GROUNDS						
Dept: AIRPORT						
101-295.000-801.000	CONTRACTUA	REPUBLIC SERVICES OF KALAMAZOO TRASH SERVICES	70445	0249-003691977	03/14/2013	85.44
101-295.000-801.000	CONTRACTUA	JAMES SCHEIBNER AIRPORT MANAGER	70400		03/14/2013	2,916.67
101-295.000-920.000	UTILITIES	SPRATT'S PROPANE FOR AIRPORT FURNACE	70447	33673	03/14/2013	423.30
						3,425.41
Total AIRPORT						
Dept: POLICE DEPARTMENT						
101-301.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI APRIL 2013 POLICE HEALTH INS	70406	7003454/0000 4/2013	03/14/2013	12,973.52
101-301.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI APRIL 13 NON UNION HEALTH INS	70406	7003454/002 4/2013	03/14/2013	1,244.43
101-301.000-716.000	RETIREMENT	M.E.R.S. FEBRUARY CONTRIBUTIONS	373	20702-11	03/14/2013	8,110.00
101-301.000-726.000	SUPPLIES	CITY OF HILLSDALE PETTY CASH SLIPS	70409		03/14/2013	7.41
101-301.000-726.000	SUPPLIES	BATTERY ZONE AA BATTERIES	70405	5907	03/14/2013	60.91
101-301.000-742.000	CLOTHING /	NYE UNIFORM COMPANY RETIREMENT BADGE/WALLET	70438	407114	03/14/2013	98.93
101-301.000-742.000	CLOTHING /	POWERS CLOTHING, INC. ALTERATIONS	70441		03/14/2013	10.00
101-301.000-742.000	CLOTHING /	SUD-Z CLEANERS DRY CLEANING	70449	SU1747 -3/2013	03/14/2013	257.00
101-301.000-742.000	CLOTHING /	CITY OF HILLSDALE PETTY CASH SLIPS	70409		03/14/2013	50.00
101-301.000-801.000	CONTRACTUA	CURRENT OFFICE SOLUTIONS COPIER LEASES	70411	235652	03/14/2013	9.59
101-301.000-801.000	CONTRACTUA	AT & T MOBILITY NETWORK ACCESS FEE	70403	28724320254X02252013	03/14/2013	138.57
101-301.000-900.000	PRINTING	ARROW SWIFT PRINTING CASE SUPERVISION SHEETS	70402	127145	03/14/2013	223.40
101-301.000-925.000	TELEPHONE	SPRINT CELL PHONE SERVICE	70448	548517219-065	03/14/2013	62.18
101-301.000-930.000	REPAIRS &	HONIK TECHNOLOGIES, INC. KEYBOARD	70437	NT-5225	03/14/2013	8.00
101-301.000-930.000	REPAIRS &	ADRIAN COMMUNICATIONS ANTENNA	70401	116424	03/14/2013	227.00
						23,480.94
Total POLICE DEPARTMENT						

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Fund Department / Unit	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
<b>Fund: GENERAL FUND</b>						
Dept: FIRE DEPARTMENT						
101-336.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI	70406		03/14/2013	3,665.65
		APR 2013 FIRE HEALTH INS		7003454/001 4/2013		
101-336.000-716.000	RETIREMENT	M.E.R.S.	373		03/14/2013	2,258.88
		FEBRUARY CONTRIBUTIONS		20702-11		
101-336.000-726.000	SUPPLIES	MARKET HOUSE	70431		03/14/2013	22.72
		WATER/CLEANING SUPPLIES		84825		
101-336.000-726.000	SUPPLIES	ADRIAN COMMUNICATIONS	70401		03/14/2013	414.00
		BATTERIES		116417		
101-336.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	70411		03/14/2013	14.15
		POSTERBOARD/PENS		61805		
101-336.000-726.000	SUPPLIES	GELZER & SON INC.	70418		03/14/2013	16.45
		BULBS/MOP		A24926		
101-336.000-740.000	FUEL AND L	WATKINS OIL COMPANY	70458		03/14/2013	244.03
		2/2013 FLEET FUEL				
101-336.000-742.000	CLOTHING /	GALL'S, INC.	70417		03/14/2013	229.98
		DUTY BOOTS (HAWKINS/MCDOWELL)		426477		
101-336.000-801.000	CONTRACTUA	CINTAS CORPORATION	70408		03/14/2013	5.71
		CONTRACTUAL LINEN SERVICE		3516332263		
101-336.000-801.000	CONTRACTUA	CINTAS CORPORATION	70408		03/14/2013	13.40
		CONTRACTUAL LINEN SERVICE		351632897		
101-336.000-930.000	REPAIRS &	RYAN & BRADSHAW	70446		03/14/2013	577.00
		REPAIRS/MAINTENANCE ON HEATERS		45666		
101-336.000-930.000	REPAIRS &	BREATHING AIR SYSTEMS	70407		03/14/2013	15.00
		INTAKE FILTER		1030336		
101-336.000-930.000	REPAIRS &	CLARK ELECTRIC INC.	70410		03/14/2013	835.40
		REPLACED CEILING FANS/CONTROLS		12653		
101-336.000-930.000	REPAIRS &	CURRENT OFFICE SOLUTIONS	70411		03/14/2013	178.44
		PRINTER REPAIR@ FIRE STATION		235260		
101-336.000-955.221	MISC - PHY	WORK HEALTH	70460		03/14/2013	79.00
		PRE-EMPLOYMENT PHYSICAL-D/S		18190		
						8,569.81
Total FIRE DEPARTMENT						
Dept: PLANNING DEPARTMENT						
101-400.000-905.000	PUBLISHING	HILLSDALE DAILY NEWS	70423		03/14/2013	78.25
		ZBA FOR 3311 W CARLETON		79836		
						78.25
Total PLANNING DEPARTMENT						
Dept: PUBLIC SERVICES DEPARTMENT						
101-441.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI	70406		03/14/2013	2,239.98
		APRIL 13 NON UNION HEALTH INS		7003454/002 4/2013		
101-441.000-716.000	RETIREMENT	M.E.R.S.	373		03/14/2013	381.06
		FEBRUARY CONTRIBUTIONS		20702-11		
101-441.000-726.000	SUPPLIES	TSC STORES	70453		03/14/2013	97.98
		INSLTD CRHT, PINS		300160851		
101-441.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE	70422		03/14/2013	24.50
		WATER SERVICES		50904		
101-441.000-726.000	SUPPLIES	FASTENAL	70415		03/14/2013	8.16
		"D" BATTERIES		MIJON42207		
101-441.000-742.000	CLOTHING /	CINTAS CORPORATION	70408		03/14/2013	49.58
		RUGS/UNIFORMS - DPS		351632270		
101-441.000-742.000	CLOTHING /	CINTAS CORPORATION	70408		03/14/2013	49.58
		RUGS/UNIFORMS - DPS		351632903		
101-441.000-801.000	CONTRACTUA	REPUBLIC SERVICES OF KALAMAZOO	70445		03/14/2013	94.46
		4 YD DUMPSTER RENTAL - DPS		0249-003692034		
101-441.000-801.000	CONTRACTUA	USA MOBILITY WIRELESS, INC.	70454		03/14/2013	18.68
		DPS PAGER RENTAL		W7385433C		
101-441.000-801.000	CONTRACTUA	CURRENT OFFICE SOLUTIONS	70411		03/14/2013	125.02
		COPIER LEASES		235652		
101-441.000-801.000	CONTRACTUA	SPRINT	70448		03/14/2013	40.94
		CELL PHONE SERVICE		548517219-065		
101-441.000-801.000	CONTRACTUA	CINTAS CORPORATION	70408		03/14/2013	34.76
		RUGS/UNIFORMS - DPS		351632270		
101-441.000-801.000	CONTRACTUA	CINTAS CORPORATION	70408		03/14/2013	35.86
		RUGS/UNIFORMS - DPS		351632903		
101-441.000-955.517	MISC - SOL	HILLSDALE TRANSFER STATION	70425		03/14/2013	350.00
		COUPONS FOR FEB 2013		10001		
101-441.000-955.588	MISC-CDL	CITY OF HILLSDALE	70409		03/14/2013	77.27
		PETTY CASH SLIPS				
						3,627.83
Total PUBLIC SERVICES DEPARTMENT						
Dept: PARKS						

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Fund: GENERAL FUND						
Dept: PARKS						
101-756.000-726.000	SUPPLIES	GELZER & SON INC. PAD LOCKS FOR BIKE PATH GATE	70418	A23917	03/14/2013	24.98
				Total PARKS		24.98
					Fund Total	124,162.06
Fund: MAJOR ST./TRUNKLINE FUND						
Dept:						
202-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL & FICA 3-14-13	372		03/14/2013	6,651.95
				Total		6,651.95
					Fund Total	6,651.95
Fund: LOCAL ST. FUND						
Dept:						
203-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL & FICA 3-14-13	372		03/14/2013	2,739.56
				Total		2,739.56
					Fund Total	2,739.56
Fund: RECREATION FUND						
Dept:						
208-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL & FICA 3-14-13	372		03/14/2013	2,639.41
				Total		2,639.41
Dept: RECREATION DEPARTMENT						
208-751.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI APRIL 13 NON UNION HEALTH INS	70406	7003454/002 4/2013	03/14/2013	995.55
208-751.000-716.000	RETIREMENT	M.E.R.S. FEBRUARY CONTRIBUTIONS	373	20702-11	03/14/2013	191.73
208-751.000-726.000	SUPPLIES	BILL MULLALY BASEBALLS/SOFTBALLS 2013 SEASO	70436		03/14/2013	518.18
				Total RECREATION DEPARTMENT		1,705.46
					Fund Total	4,344.87
Fund: LIBRARY FUND						
Dept:						
271-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL & FICA 3-14-13	372		03/14/2013	4,483.22
				Total		4,483.22
Dept: LIBRARY						
271-790.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI APRIL 13 NON UNION HEALTH IHS	70406	7003454/002 4/2013	03/14/2013	995.55
271-790.000-716.000	RETIREMENT	M.E.R.S. FEBRUARY CONTRIBUTIONS	373	20702-11	03/14/2013	267.79
271-790.000-726.000	SUPPLIES	WALMART COMMUNITY LIBRARY SUPPLIES	70457	009789	03/14/2013	29.77
271-790.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE WATER SERVICES	70422	50904	03/14/2013	15.00
271-790.000-734.000	POSTAGE	CITY OF HILLSDALE PETTY CASH SLIPS	70409		03/14/2013	2.98
271-790.000-801.000	CONTRACTUA	CINTAS CORPORATION Library Floor Mats	70408	351632265	03/14/2013	28.66
271-790.000-801.000	CONTRACTUA	GREAT AMERICAN LEASING CORP. Konica Lease Payment	70419	13382299	03/14/2013	179.90
271-790.000-801.000	CONTRACTUA	WOODLANDS LIBRARY COOPERATI State Aid	70459	4164	03/14/2013	1,636.67
271-790.000-860.000	TRANSPORTA	CITY OF HILLSDALE PETTY CASH SLIPS	70409		03/14/2013	101.66
271-790.000-861.000	TRAINING &	WOODLANDS LIBRARY COOPERATI Book Repair Workshop	70459		03/14/2013	20.00

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Fund Department Unit	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
<b>Fund: LIBRARY FUND</b>						
Dept: LIBRARY						
271-790.000-905.000	PUBLISHING	W C S R	70456		03/14/2013	44.00
		WCSR Radio Spot 2/20/13		66879		
271-790.000-920.000	UTILITIES	MICHIGAN GAS UTILITIES	70432		03/14/2013	806.54
		Library Gas Bill		4614927-4/2013		
271-790.000-930.000	REPAIRS &	GREAT LAKES AUTOMATIC DOOR	70420		03/14/2013	130.98
		Front door repair		28138		
271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY	70404		03/14/2013	345.50
		March Books - Adult		2027654499		
271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY	70404		03/14/2013	147.63
		Adult Book Order Februrary		2027943693		
271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY	70404		03/14/2013	29.46
		Adult Book Order Februrary		2027954498		
271-790.000-982.000	BOOKS	RANDOM HOUSE, INC.	70443		03/14/2013	56.25
		Spring BOT Order		1086422321		
271-790.000-982.000	BOOKS	RANDOM HOUSE, INC.	70443		03/14/2013	33.75
		SPRING BOT ORDER		1086424038		
						4,872.09
Total LIBRARY						
Dept: LIBRARY - CHILDREN'S AREA						
271-792.000-726.000	SUPPLIES	VISA	70455		03/14/2013	14.90
		VISA PURCHASE CHILDREN SUPPLYS		#####5167		
271-792.000-982.000	BOOKS	BAKER & TAYLOR COMPANY	70404		03/14/2013	198.56
		March Books - Children		2027954500		
271-792.000-982.000	BOOKS	BAKER & TAYLOR COMPANY	70404		03/14/2013	73.98
		February Children's Books		2027954497		
271-792.000-982.000	BOOKS	BAKER & TAYLOR COMPANY	70404		03/14/2013	36.80
		February Children's Books		2027943692		
271-792.000-982.000	BOOKS	BAKER & TAYLOR COMPANY	70404		03/14/2013	4.68
		Kids book order - Jan		2027954496		
						328.92
Total LIBRARY - CHILDREN'S AREA						
						Fund Total 9,684.23
<b>Fund: POLICE PUBLIC RELATIONS FUND</b>						
Dept: POLICE DEPARTMENT						
274-301.000-726.000	SUPPLIES	HOSPICE OF HILLSALE COUNTY	70426		03/14/2013	100.00
		LANE SPONSORSHIP/BOWL-A-THON				
						Total POLICE DEPARTMENT 100.00
						Fund Total 100.00
<b>Fund: LIBRARY IMPROVEMENT FUND</b>						
Dept: LIBRARY						
471-790.000-970.000	CAPITAL OU	BONNIE TEW	70451		03/14/2013	499.90
		TABLES / CUPS				
						Total LIBRARY 499.90
						Fund Total 499.90
<b>Fund: AIRPORT IMPROVEMENT FUND</b>						
Dept: CAPITAL OUTLAY						
481-900.000-975.481	AIRPORT RU	MONAGHAN, P.C.	70434		03/14/2013	777.74
		PROFESSIONAL LEGAL SERVICES		25544		
						Total CAPITAL OUTLAY 777.74
						Fund Total 777.74
<b>Fund: DIAL-A-RIDE FUND</b>						
Dept:						
588-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT	372		03/14/2013	5,940.70
		PAYROLL & FICA 3-14-13				
						Total 5,940.70
Dept: DIAL-A-RIDE						
588-588.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI	70406		03/14/2013	2,368.46
		APR 2013 TEAMSTERS HEALTH INS		7003454/006 4/2013		

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MARCH 14, 2013

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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: DIAL-A-RIDE FUND								
Dept: DIAL-A-RIDE								
		588-588.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI APRIL 13 NON UNION HEALTH INS	70406	7003454/002 4/2013	03/14/2013	995.55
		588-588.000-716.000	RETIREMENT	M.E.R.S. FEBRUARY CONTRIBUTIONS	373	20702-11	03/14/2013	127.49
		588-588.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE WATER SERVICES	70422	50904	03/14/2013	0.75
		588-588.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE WATER SERVICES	70422	50844	03/14/2013	4.75
		588-588.000-726.000	SUPPLIES	GELZER & SON INC. FLAG POLE ROPE @ DART	70418	A23937	03/14/2013	14.49
		588-588.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE PULLEY FOR #65	70440	1055276	03/14/2013	22.67
		588-588.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE BELT	70440	1055374	03/14/2013	72.58
		588-588.000-740.000	FUEL AND L	WATKINS OIL COMPANY 2/2013 FLEET FUEL	70458		03/14/2013	2,222.53
		588-588.000-861.000	TRAINING &	DOHERTY HOTEL LODGING FOR MARCH 26-27, 2013	70413		03/14/2013	132.60
		588-588.000-861.000	TRAINING &	MICHIGAN PUBLIC TRANSIT ASSOC. REGISTRATION-JUDY BUZO	70433		03/14/2013	75.00
		588-588.000-920.000	UTILITIES	MICHIGAN GAS UTILITIES GAS UTILITIES SERVICE-DART	70432	4611064-9 3/2013	03/14/2013	160.17
Total DIAL-A-RIDE								6,197.04
Fund Total								12,137.74
Fund: PUBLIC SERVICES INV. FUND								
Dept:								
		633-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL & FICA 3-14-13	372		03/14/2013	37.76
Total								37.76
Dept: PUBLIC SERVICES INVENTORY								
		633-233.000-726.000	SUPPLIES	DETROIT SALT CO. ROAD ROCK SALT	70412	31554	03/14/2013	2,545.14
		633-233.000-726.000	SUPPLIES	DETROIT SALT CO. ROAD ROCK SALT	70412	31749	03/14/2013	2,594.81
		633-233.000-726.000	SUPPLIES	DETROIT SALT CO. ROAD ROCK SALT	70412	31649	03/14/2013	5,156.33
Total PUBLIC SERVICES INVENTORY								10,296.28
Fund Total								10,334.04
Fund: REVOLVING MOBILE EQUIP. FUND								
Dept:								
		640-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL & FICA 3-14-13	372		03/14/2013	2,706.59
Total								2,706.59
Dept: MOBILE EQUIPMENT MAINTENANCE								
		640-444.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI APR 2013 TEAMSTERS HEALTH INS	70406	7003454/006 4/2013	03/14/2013	1,225.07
		640-444.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI APRIL 13 NON UNION HEALTH INS	70406	7003454/002 4/2013	03/14/2013	995.55
		640-444.000-716.000	RETIREMENT	M.E.R.S. FEBRUARY CONTRIBUTIONS	373	20702-11	03/14/2013	144.80
		640-444.000-726.000	SUPPLIES	FASTENAL SAW BLADES/CUT OFF	70415	MIJON42272	03/14/2013	77.24
		640-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE BATTERY/CABLES FOR #54	70440	1054393	03/14/2013	93.06
		640-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE FILTER FOR #1	70440	1054521	03/12/2013	6.47
		640-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE BULBS	70440	1054980	03/14/2013	21.58
		640-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE PLOW GUIDE	70440	1055163	03/14/2013	13.59
		640-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE DRY GAS FOR #54	70440	1055410	03/14/2013	3.09



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Hillsdale City Offices

Fund Department	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
<b>Fund: REVOLVING MOBILE EQUIP. FUND</b>						
<b>Dept: MOBILE EQUIPMENT MAINTENANCE</b>						
640-444.000-730.000	VEH./EQUIP	TSC STORES	70453		03/14/2013	50.46
		CLEVIS, LINK, CHAIN		300161623		
640-444.000-730.000	VEH./EQUIP	TRUCK & TRAILER SPECIALTIES	70452		03/14/2013	86.40
		PLOW SHOES		C36170		
640-444.000-730.000	VEH./EQUIP	GELZER & SON INC.	70418		03/14/2013	15.78
		PAINT, PAD LOCKS, ROPE, BOLTS		C40865		
640-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC.	70427		03/14/2013	33.40
		PILLOW BLOCK BEARING		PC01233916:001		
640-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC.	70427		03/14/2013	191.31
		FILTERS/ALTERNATOR FOR #40		PC01233979:001		
640-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC.	70427		03/14/2013	2.00
		RIVITS		PC01234204:001		
640-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC.	70427		03/14/2013	21.19
		FUEL ELEMENT/FILTER/HEADLIT		PC01234245:001		
640-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC.	70427		03/14/2013	-9.89
		RETURNED HEADLIT		PC01234273:001		
640-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC.	70427		03/14/2013	57.58
		FILTER		PC01234398:001		
640-444.000-730.336	FIRE VEH/E	JACKSON TRUCK SERVICE INC.	70427		03/14/2013	56.14
		FILTERS		PC01234492:001		
640-444.000-740.000	FUEL AND L	WATKINS OIL COMPANY	70458		03/14/2013	6,606.95
		2/2013 FLEET FUEL				
640-444.000-740.301	FUEL AND L	WATKINS OIL COMPANY	70458		03/14/2013	4,022.16
		2/2013 FLEET FUEL				
640-444.000-742.000	CLOTHING /	CINTAS CORPORATION	70408		03/14/2013	14.89
		RUGS/UNIFORMS - DPS		351632270		
640-444.000-742.000	CLOTHING /	CINTAS CORPORATION	70408		03/14/2013	14.89
		RUGS/UNIFORMS - DPS		351632903		
640-444.000-801.000	CONTRACTUA	LEUTHEUSER	70429		03/14/2013	742.77
		RPL IDLER/PITTMAN ARM ON #1		71636		
640-444.000-801.000	CONTRACTUA	SUPERIOR WELDING SUPPLY INC	70450		03/14/2013	30.24
		CYLINDER RENTAL		93904		
640-444.000-801.000	CONTRACTUA	CINTAS CORPORATION	70408		03/14/2013	22.87
		RUGS/UNIFORMS - DPS		351632270		
640-444.000-801.000	CONTRACTUA	CINTAS CORPORATION	70408		03/14/2013	22.87
		RUGS/UNIFORMS - DPS		351632903		
640-444.000-801.301	POLICE VEH	JIM KNOX CHRYSLER DODGE JEEP	70428		03/14/2013	273.73
		SERVICE REPAIRS UNIT 2-2		8755		
640-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE	70439		03/14/2013	299.93
		SERVICE REPAIRS UNIT 2-7		53609		
640-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE	70439		03/14/2013	32.95
		SERVICE REPAIRS UNIT 2-1		53626		
640-444.000-801.301	POLICE VEH	JIM KNOX CHRYSLER DODGE JEEP	70428		03/14/2013	1,073.65
		SERVICE REPAIRS UNIT 2-2		8393		
						-----
						Total MOBILE EQUIPMENT MAINTENANCE 16,242.72
						-----
						Fund Total 18,949.31
						-----
<b>Fund: DPS LEAVE AND BENEFITS FUND</b>						
<b>Dept:</b>						
699-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT	372		03/14/2013	783.05
		PAYROLL & FICA 3-14-13				
						-----
						Total 783.05
						-----
<b>Dept: PUBLIC SERVICES DEPARTMENT</b>						
699-441.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI	70406		03/14/2013	5,471.98
		APR 2013 TEAMSTERS HEALTH INS		7003454/006 4/2013		
699-441.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI	70406		03/14/2013	414.81
		APRIL 13 NON UNION HEALTH INS		7003454/002 4/2013		
699-441.000-716.000	RETIREMENT	M.E.R.S.	373		03/14/2013	141.72
		FEBRUARY CONTRIBUTIONS		20702-11		
						-----
						Total PUBLIC SERVICES DEPARTMENT 6,028.51
						-----
						Fund Total 6,811.56
						-----
						Grand Total 197,192.96



VENDOR APPROVAL SUMMARY REPORT  
MARCH 14, 2013

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Hillsdale City Offices

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
ADRIAN COMMUNICATIONS	0406	ANTENNA	641.00	0.00
ARROW SWIFT PRINTING	0008	BICYCLE REGISTRATION COPIES	333.15	0.00
AT & T MOBILITY	1965	NETWORK ACCESS FEE	138.57	0.00
BAKER & TAYLOR COMPANY	0011	Kids book order - Jan	836.61	0.00
BATTERY ZONE	2654	AA BATTERIES	60.91	0.00
BLUE CROSS & BLUE SHIELD OF MI	2013	APRIL 13 NON UNION HEALTH INS	39,804.25	0.00
BREATHING AIR SYSTEMS	1750	INTAKE FILTER	15.00	0.00
CINTAS CORPORATION	0020	Library Floor Mats	353.07	0.00
CITY OF HILLSDALE	0015	PETTY CASH SLIPS	257.74	0.00
CLARK ELECTRIC INC.	3324	REPLACED CEILING FANS/CONTROLS	835.40	0.00
CURRENT OFFICE SOLUTIONS	0035	COPIER LEASES	555.60	0.00
DETROIT SALT CO.	4088	ROAD ROCK SALT	10,296.28	0.00
DOHERTY HOTEL	2086	LODGING FOR MARCH 26-27, 2013	132.60	0.00
EAST 2 WEST ENTERPRISES, INC.	1299	MOP/BUFF DISPATCH OFFICE	40.00	0.00
FASTENAL	0538	SAW BLADES/CUT OFF	85.40	0.00
G & G GLASS, INC.	0026	REPAIRED DISPATCH DOOR LOCKSET	50.00	0.00
GALL'S, INC.	2158	DUTY BOOTS (HAWKINS/MCDOWELL)	229.98	0.00
GELZER & SON INC.	0027	BULBS/MOP	108.69	0.00
GREAT AMERICAN LEASING CORP.	1678	Konica Lease Payment	179.90	0.00
GREAT LAKES AUTOMATIC DOOR	2084	Front door repair	130.98	0.00
CAROL HAWKES	1288	MONTHLY CLEANING	633.00	0.00
HEFFERNAN SOFT WATER SERVICE	3248	WATER SERVICES	69.50	0.00
HILLSDALE DAILY NEWS	0034	ZBA FOR 3311 W CARLETON	389.30	0.00
HILLSDALE INTERIORS, INC.	1296	PAINT FOR DPS BREAKROOM & HALL	217.14	0.00
HILLSDALE TRANSFER STATION	1768	COUPONS FOR FEB 2013	350.00	0.00
HOSPICE OF HILLSDALE COUNTY	1666	LANE SPONSORSHIP/BOWL-A-THON	100.00	0.00
JACKSON TRUCK SERVICE INC.	0086	FILTERS	351.73	0.00
JIM KNOX CHRYSLER DODGE JEEP	2085	SERVICE REPAIRS UNIT 2-2	1,347.38	0.00
LEUTHEUSER	0912	RPL IDLER/PITTMAN ARM ON #1	742.77	0.00
L & SHIRK	0043	LEGAL SERVICES FOR FEB 2013	1,946.34	0.00
M.S.	2359	FEBRUARY CONTRIBUTIONS	0.00	18,146.27
MARKET HOUSE	0164	WATER/CLEANING SUPPLIES	22.72	0.00
MICHIGAN GAS UTILITIES	0081	Library Gas Bill	966.71	0.00
MICHIGAN PUBLIC TRANSIT ASSOC.	1516	REGISTRATION-JUDY BUZO	75.00	0.00
MONAGHAN, P.C.	1789	PROFESSIONAL LEGAL SERVICES	777.74	0.00
MT ENGINEERING, LLC	1690	ENGINEERING-STATE STREET	1,569.00	0.00
BILL MULLALY	3565	BASEBALLS/SOFTBALLS 2013 SEASO	518.18	0.00
NONIK TECHNOLOGIES, INC.	1392	KEYBOARD	8.00	0.00
NYE UNIFORM COMPANY	0092	RETIREMENT BADGE/WALLET	98.93	0.00
PARNEY'S CAR CARE	2412	SERVICE REPAIRS UNIT 2-1	332.88	0.00
PAYROLL ACCOUNT	0242	PAYROLL & FICA 3-14-13	0.00	92,353.24
PERFORMANCE AUTOMOTIVE	0961	BELT	233.04	0.00
POWERS CLOTHING, INC.	2645	ALTERATIONS	10.00	0.00
PRINTING SYSTEMS	0100	PAYROLL CHECKS	257.50	0.00
RANDOM HOUSE, INC.	1388	SPRING BOT ORDER	90.00	0.00
RAY PRINTING & MAINLING CO.	1960	ASSESSMENT NOTICE MAILING	305.14	0.00
REPUBLIC SERVICES OF KALAMAZOO	1428	TRASH SERVICES	179.90	0.00
RYAN & BRADSHAW	0056	REPAIRS/MAINTENANCE ON HEATERS	577.00	0.00
JAMES SCHEIBNER	3302	AIRPORT MANAGER	0.00	2,916.67
SPRATT'S	0088	PROPANE FOR AIRPORT FURNACE	423.30	0.00
SPRINT	1137	CELL PHONE SERVICE	129.10	0.00
SUD-Z CLEANERS	1067	DRY CLEANING	257.00	0.00
SUPERIOR WELDING SUPPLY INC	1136	CYLINDER RENTAL	30.24	0.00
BONNIE TEW	2860	TABLES / CUPS	509.58	0.00
TRUCK & TRAILER SPECIALTIES	0442	PLOW SHOES	86.40	0.00
TSC STORES	0771	CLEVIS, LINK, CHAIN	148.44	0.00
USA MOBILITY WIRELESS, INC.	0845	DPS PAGER RENTAL	18.68	0.00
VISA	1154	VISA PURCHASE CHILDREN SUPPLYS	14.90	0.00
W C S R	0062	WCSR Radio Spot 2/20/13	44.00	0.00
WALMART COMMUNITY	3104	LIBRARY SUPPLIES	29.77	0.00
WINS OIL COMPANY	2278	2/2013 FLEET FUEL	13,095.67	0.00
LANDS LIBRARY COOPERATI	0064	State Aid	1,656.67	0.00
WORK HEALTH	1275	PRE-EMPLOYMENT PHYSICAL-D/S	79.00	0.00
Grand Total:			83,776.78	113,416.18



## MINUTES OF ZONING BOARD OF APPEALS

February 21, 2013

Members Present: Chairperson Darin Sheffer, John Debacker, Aimee England, Adam Stockford, Ruth Brown and Laura Smith

Members Absent: Tim Auseon

Others Present: Terry Dale representing Walters-Dimmick Petroleum; Andrew Rhodes representing AnD Signs; City Manager Linda Brown

The meeting was called to order by the Chair at 5:30 p.m.

Aimee England, seconded by Ruth Brown, moved to excuse Tim Auseon's absence. All in favor.

During public comment, Mr. Rhodes explained the project and changeover from Marathon to Shell and also explained the requirements of Shell for the sign in question. He advised the Board that the size, poles and structures would remain the same. Mr. Dale also advised that the new sign would have less lighting as compared to the existing sign. He also explained that the Taco Bell sign which is present on the existing sign may need to be smaller depending upon the discussions with Shell. He will be addressing that topic with the lessee and in the event it becomes necessary to make that portion of the sign smaller, Walters-Dimmick would bear the cost of that modification. He assured the Board that the adjustments to that portion of the sign would only make the sign smaller.

The Chairperson then opened the public hearing. No one appeared to speak regarding the request and the hearing was closed.

The Board then made the following findings on the record as to whether each of the following factors are or are not present based upon facts presented by the appellant seeking the variance:

- 1. Will the proposed variance impair an adequate supply of light and air to adjacent property?**

No, the proposed changes will not impair the supply of light and air to adjacent properties.

- 2. Will the proposed variance unreasonably increase congestion in public streets?**

No, the variance will not unreasonably increase congestion in public streets.

**3. Will the proposed variance request increase the danger of fire?**

No, there is no increased danger of fire.

**4. Will the proposed variance endanger public safety?**

No, it will not endanger public safety.

**5. Will the proposed variance unreasonably diminish or impair established property values within the surrounding area?**

No, the proposed variance will not have an adverse affect on surrounding property values.

**6. Will the proposed variance in any other respect impair the public health, safety, comfort, morals or welfare?**

No impairment of public health, safety, comfort, morals or welfare will result from the granting of the variance.

The Board then determined that each of the following facts and conditions exist beyond a reasonable doubt:

**1. That there are exceptional or extraordinary circumstances or conditions applicable to the property or to its intended use that do not apply generally to other properties or uses in the same district of zone.**

The current sign is legally non-conforming and the ability to use the sign and avoid economic loss does not apply to other properties or uses in the same district.

**2. That the variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same zone and vicinity.**

Yes, the right to advertise its business is a right possessed by other property in the same zone and vicinity.

**3. That the granting of the variance will not be materially detrimental to the public welfare.**

No, the Board sees no adverse affect passed on current and proposed uses.

4. **That the granting of the variance will not be materially injurious to the property or improvements in the zone or district in which the property is located.**

No, there is no adverse impact.

5. **That the granting of the variance will not adversely affect the purposes or objectives of the City's future land use plan.**

The Board finds no adverse affect on the purposes or objectives of the City's future land use plan by granting the requested variance.

Based on the facts presented on the record and on the foregoing determination and findings, the Board granted the variance as requested.

Aimee England moved to approve the requested variance to modify the structure of the sign inclusive of the modification to address the Taco Bell sign if required, as well as the alteration to the commercial message. Laura Smith seconded the motion. Roll call vote: John Debacker – yes; Aimee England – yes; Darin Sheffer – yes; Laura Smith – yes; Adam Stockford – yes; Ruth Brown – yes. Passed 6-0.

The meeting was adjourned at 5:50 p.m.







City of Hillsdale  
Cemetery Board Commission  
Minutes  
March 4, 2013

**I. Call to Order:**

Meeting was called to order by Chairman Keith Richard at 3:05 P.M.

**II. Board members present:**

Keith Richard, Sally Fallon, John Barrett, and new board member- Vicki Ladd

Absent: Carl "Bud" Heinowski

Also present: Linda Brown-City Manager, Kathy Flaughter-DPS Admin Assistant, Roger Payne-DPS Foreman, Eugene Goodlock- City Sexton, and Katy Price- City Admin Assistant.

**III. Approval of Minutes:**

Sally Fallon made the motion to accept the minutes of the November 7, 2012 meeting; seconded by John Barrett. All ayes, Motion Passed.

**IV. Public Comments: None**

**V. Old Business**

- A. New expansion at Oak Grove** – Richard discussed that the proposed layout and installation of stone subgrade for the new roads, section 22 - the east end of Oak Grove Cemetery - will need to be performed in-advance of the placement of top soil, seed, mulch. Hopefully this work will commence yet this spring. We may need to get the City engineer and/ or a surveyor involved to assist in the layout process.
- B. New Columbarium** – There is currently \$16,500 in this year's budget for a second Columbarium. Richard stated that although the original plans were to place this structure in the 'Columbarium Garden' in Sec. 22 of Oak Grove, as a result of several requests by Cemetery Board members and citizens alike, we will likely place this structure at Lakeview Cemetery near the flagpole on the area identified as "Crescent Street". Although the 1<sup>st</sup> and second structures will be alike in appearance, unlike the 1<sup>st</sup> Columbarium that consisted of a combination of both single and double 'niches', this granite structure will consist of all double niches. The third Columbarium will likely be placed back at Oak Grove Cemetery in the section 22 'Columbarium Garden' as future demands dictate the need.

- C. **Delinquent graves**— City Manager Brown had sent notification letters to the 5 people with delinquent graves, received 2 letters which came back with no current contact information, 1 man came in and signed a burial agreement and is paying installments, other 2 no contact with them directly and the letters didn't come back. Brown suggested she will speak with the City Attorney and get direction on what all to do with these outstanding delinquent graves.
- D. **Inter departmental Loan**— Richard updated the board on the payment progress of interdepartmental loan between the Hillsdale Community Library and the Cemetery Perpetual Care fund. Original amount of loan in 2011 was \$175,000.00 to be paid over a five (5) year period, payments of \$3200 monthly. As of February 28, 2013 the payoff amount was \$88,819.78 – on schedule. Based on the agreement, the final payment is due on July 30, 2015.

## VI. New Business

- A. **New Board Member**—Welcome Vicki Ladd
- B. **Discussion regarding notification of scheduling funerals**—Richard discussed the issues faced when someone leaves voicemail messages on Friday mornings and request burials on Monday mornings, he also stressed it's hard for his team at DPS to have such little time to get ready for the burial especially in the winter months due to weather. DPS could get it ready over the weekend and have overtime for the crew but Richard doesn't know if that is something they want to continue doing, a solution might be creating a special rate for weekend and or holiday burials. Barrett stated that other cemeteries would make arrangements and take care of the burial in this situation. Usually no problem with the 24 business hours notice, except on weekends. Richard suggests re-recording City Sexton's message to indicate people need to speak with a direct representative when making burial arrangements.

Motion by Barrett; any/ all funeral home personnel requesting the scheduling of burials at either Oak Grove or Lakeview Cemetery need to speak directly with a representative of the Department of Public Services before the scheduling is confirmed. No longer will leaving a voicemail message on the Cemetery Sexton's phone extension constitute a confirmed burial. Seconded by Fallon. All in Favor, **Motion Passed 4-0**.

Motion by Ladd; to make a change in the City of Hillsdale Cemetery Rules and Regulations, page 4, 'Internments', rule # 8 to read as follows; "Notice of Funerals- Notice of funerals with exact location of the grave must be given to the City of Hillsdale's Department of Public Services at least twenty-four (24) hours in advance of the burial, weekends and holidays exempted". Seconded by Barrett. All in Favor, **Motion Passed 4-0**.

C. **2013/2014 Proposed Budget requests:**

- Sealcoat roadways –both cemeteries, goal is to pave roads in the future
- Extend Wrought Iron Fence to east (expansion) and west - Oak Grove Cemetery
- Replace Wrought Iron Fencing/ Gates - Lakeview Cemetery
- Columbarium to expand 'Columbarium Garden' - Oak Grove Cemetery

City Manager Brown asked the Board members which would be their top priority of this list above. Barrett and Fallon both stated improving the roads.

**VI I. Adjournment**

Motion was made by Barrett to adjourn, Seconded by Fallon. All in Favor, **Motion passed 4-0.**

Meeting adjourned at 4:05 pm.

*Respectfully submitted by: Katy Price, revised by K. Richard*



City of Hillsdale  
Finance Committee Meeting Minutes  
Monday, March 18, 2013  
2nd Floor Conference Room  
Hillsdale City Hall  
6:30 PM

Call to Order: 6:37 p.m. by Chairperson Scott Sessions

Present:

Finance Committee Councilpersons: Mary Beth Bail, Sally Kinney, Scott Sessions, and City Manager Linda Brown

Absent: Director Bonnie Tew Finance

Public: Councilperson Ruth Brown

Public discussion: No public discussion.

Invoices and vendor approval for checks printed on March 14, 2013 were reviewed and discussed by the committee. Explanations provided by City Manager Linda Brown are:

\$333.15 To Arrow Swift Printing (Police Department, City Clerk Department). These costs were paid to Arrow Swift Printing for Bicycle Registration Copies and Case Supervision Sheets.

\$389.30 To Hillsdale Daily News (Administrative Services, Assessing Department, City Clerk Department, and Planning Department). These costs were paid to the Hillsdale Daily News for contractual services of March BOR, publishing notices of council minutes and ZBA for 3311 W. Carleton.

\$509.58 To Bonnie Tew (Building and Grounds, Library Improvement Fund). These costs were paid to Bonnie Tew for credit card purchases of supplies, tables and cups.

Motion made by Councilperson Kinney to recommend approval of bills to Council; 2nd by Councilperson Bail. Ayes:3 Nays: 0

Motion by Councilperson Kinney to adjourn the meeting, 2nd by Councilperson Bail.  
Meeting adjourned: 6:44 p.m.

Respectfully submitted by: Chairperson Sessions



Minutes from Planning Commission 19 March, 2013

Meeting Called to Order 5:33 pm

Members present: Chair David Williams, Amber Yoder, Linda Brown, Kerry Laycock, and non-members Kyle Smith and Mary Wolfram

Members Absent: James Pruitt and Laura Smith

Motion to excuse absences

Motion passed unan.

Pledge 5:40 pm

Motion made to add item (c) under new business; election of officers

Motion passed unan.

Motion made to approve agenda with amendment

Motion passed unan.

No public comments at the beginning of meeting

Item VIII: Old Business

1. Land use plan review

Discussion ensued of synchronizing land use plan with surrounding townships. The Chair described the possible plan changes as updates, not a comprehensive replacement plan.

Commission explored the possibility of multi-use zoning to allow land to transition from one use to another.

Commission discussed value of a prescriptive plan versus the openness of land use.

Chair moved to put Land use review on April agenda. Region II is completing the next phase of the plan update.

Motion carried unan.

2. Chair/Mrs. Brown announced the training meeting scheduled for April 24<sup>th</sup> at the public library.
3. Chair opened discussion on sign ordinance. It was said to be in the hands of the city attorney, but Dave Williams said the attorney claimed to never has seen it.

Mrs. Brown requested that Administrator schedule a meeting between Laura Smith, Mrs. Brown, and City Attorney to discuss proposed sign ordinance changes.

Item IX: New Business

1. Request to consider recommendation to rezone several properties.

Mrs. Brown proceeded to give a background of the issue and why the Commission was addressing it again. A public hearing would be necessary to rezone the properties, which the Commission agreed to host at the next meeting. Administrator was ordered to send notices regarding the hearing. A motion was made to reschedule the April 16, 2013 meeting to April 8, 2013 at 5:30 p.m. Motion passed unan.

Commission, based on motion of Laycock, seconded by Yoder, recommended subject properties be considered for rezoning. A public hearing will be noticed for the April 8 meeting to consider rezoning of aforementioned properties having street addresses of 42 Union Street,

Motion passed unan.

2. Discussion was held regarding election of officers. Laycock moved to table due to absences, Brown seconded. No one volunteered for the officer positions.

Laycock requested Administrator forward electronic copy of bylaws to Commission members.

Closing Public Comments

1. Mary Wolfram described the painful process experienced by Marty Hubbard in regard to her efforts to revitalize a blight property and suggested modifying the system for expediency.
2. Mary raised the concern of "Taking," or the possibility that some private land will be rezoned in such a manner that conflicts with the land's current use. This could impact the resale value of the land.

Motion to Adjourn 7:05 pm



Meeting called to order @ 8:10pm

Committee members present: Eric Macy, Michelle Loren, Brian Watkins

Absent: Sally Kinney

Other: City Manager Brown

Public: None

The topic of discussion was live streaming / archiving video of City Council Meetings using the Granicus service.

Eric reviewed the viewership numbers from Granicus.

The highest viewership was 51, which Brian pointed out was the equivalent of having every seat in the council chambers full and over 20 people standing. The number doesn't reflect live viewers, but live viewers combined with those who viewed the meeting after-the-fact. Brian stated that attendance at the meetings seems to have been in decline since the meetings began being available online.

CM Brown shared information from Finance Director Tew indicating that Granicus has the option of increasing the rates after our initial contract, which could then cost (in total) \$12,298.20 per year. Eric indicated that Granicus was unlikely exercise its rate increase option in the near future, but suggested the committee use the increased rate when calculating the cost of service. The committee agreed.

CM Brown continued that prior to Granicus being approved by Council, the FY13 Budget for council communication was \$500. The finance director indicated that if council wishes to continue with the service, it will need to be budgeted for in the upcoming FY14 budget process. The council budget, from which the funds for Granicus come, is handled by the O&G committee.

Eric discussed the cost of the service, and indicated that while it was the best solution available to us, he felt that spending money on the service might be a luxury while our streets are still underfunded. Brian indicated his understanding of Eric's position, but felt that the money spent on the service- if shifted to the streets- wouldn't have a noticeable impact. Brian continued that he was willing to find a less costly solution if one existed, but that he didn't like the idea of an all-or-nothing solution. Michelle agreed that the cost seemed to be a factor and that streets should be a focus, but was torn between continuing Granicus funding or being frugal and not spending the extra money.

The committee then discussed other options and reviewed the process that brought Granicus to the top of the list. Eric and Brian both commented that they had independently selected Granicus over their competition prior to the communications committee being formed based on the depth of their services and lower cost compared to the competition. Brian indicated that there are a few free services, such as U-stream, available, but that they require ads that the city has no control over and the service would require more work from staff and would offer a small percentage of services Granicus provides.

Eric, Michelle and Brian agreed that if streaming and archiving video of meetings were to continue, that Granicus was the best solution and should be used.

CM Brown indicated that there will be a budget amendment needed to cover the difference between the amounts budgeted for council communications and the actual cost of the service over FY13.

Brian and Michelle asked about the franchise fee, and if it could be used to cover the cost of the service. CM Brown indicated that the franchise fee goes into the general fund.

As discussion of the service continued, Brian mentioned that one way to lower the cost-per-viewer would be to increase viewership of council meetings, but also to increase the meetings that are covered and made available online by adding ZBA, TIFA and Planning Commission (PC) meetings. Eric indicated that PC meetings are generally held in the conference room, but that a webcam on a laptop could capture the meetings.

Eric indicated that the committee should develop a metric to determine affordability of the service, possibly a rolling average number of viewers. After some discussion, the committee decided to look at a cost-per-viewer number. Eric determined that the average cost of the service per viewer (monthly cost of service / average number of viewers) to be \$57. Brian suggested the committee use a cost-per-viewer threshold as a determinate of continuing the service. After much discussion, a specific number could not be identified and it was decided that the cost per viewer number would be provided to council to help them decide. It was also the committee's decision to not make a specific recommendation, but rather provide council with the information and let them discuss it and decide.

The committee decided that they would like to continue the service through the end of the fiscal year since the contract is now on a month-by-month basis. When budget meetings begin, the money for the service should be set aside in the budget and final determination by council needs to be made before the final budget is approved.

Linda and /or Bonnie will provide insight into the costs and budget at an upcoming council meeting, and Eric will provide the updated viewer numbers.

The topic of standardizing City letterhead was scheduled to be discussed at this meeting, but due to time, was tabled until a future meeting.

Meeting adjourned at 9:42pm

Respectfully submitted,



Brian Watkins  
Councilman, Ward 1

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

March 18, 2013  
7:00 p.m.  
(517)437-6441  
[www.cityofhillsdale.org](http://www.cityofhillsdale.org)

## CITY COUNCIL MINUTES

City of Hillsdale  
Regular Meeting

### Call to Order and Pledge of Allegiance

Mayor Pro Tem Brian Watkins opened the meeting with the pledge of allegiance.

### Roll Call

Motion by Councilperson Arnold, supported by Councilperson Sessions, to excuse the absence of Mayor Moon from the March 18, 2013 meeting.

All Ayes.

Motion carried.

Mayor Pro Tem Brian Watkins called the meeting to order with the following Council members present: Council members Casey Sullivan and Brian Watkins representing Ward One; Council members Ruth Brown and Sally Kinney representing Ward Two; Council members Scott Sessions and Mary Wolfram representing Ward Three; and Council members William Arnold and Mary Beth Bail representing Ward 4.

Also present were City Manager Linda Brown, Deputy City Clerk Michelle Loren, Rick Rose, Eric Macy, Matt Durr (Hillsdale Daily News), Jack Butler (Hillsdale Collegian).

### Approval of Agenda

City Manager Linda Brown asked that the ZBA Minutes of February 21, 2013 be removed from the Consent agenda for revision.

Motion by Councilperson Arnold, supported by Councilperson Sessions, to redesignate Resolution #3127 Meeting Dates for Board of Review, as Resolution #3129.

All ayes.

Motion carried.

Motion by Councilperson Sessions, supported by Councilperson Arnold, to amend the minutes of the February 18, 2013 meeting to reflect the redesignation of Resolution #3127 as #3129.

All Ayes.

Motion carried.

### Public Comment

None

### Consent Agenda

The items listed in the Consent Agenda are considered to be routine by the City Council and the City Manager and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Councilmember. In this event, the item will be removed from the Consent Agenda and Council action will be taken separately on said item.

- A. Approval of Bills from February 28, 2013: Claims of \$65,007.72; Payroll of \$89,125.69
- B. Committee Reports (Pending Approval):
  1. BPU of March 4, 2013
- C. Council Minutes of March 4, 2013

Roll call: Councilpersons Bail – yes; Brown – yes; Kinney – yes; Sessions – yes; Sullivan – yes; Watkins – yes; Wolfram – yes; Councilperson Arnold – yes.

Approved 8-0.

Motion carried.

**Communications**

None

**Introduction and Adoption of Ordinances/Public Hearings**

None

**Unfinished Business**

A. Local Streets Maintenance. None

B. Code Enforcement. Council reviewed the February, 2013 Code Enforcement Report. Mayor Pro Tem Watkins questioned the status of the former Buy Rite property. City Manager Brown responded that a permit had been taken out to begin work on the roof and south wall. City manager Brown further stated she had spoken with Marty Taylor of the County Inspectors regarding a State Street property as well as the Buy Rite property. City Manager Brown reported that Mr. Taylor indicated that under direction of the County Commissioners, there was no money to enforce code past giving the order to the property owners to fix the properties. Mayor Pro Tem Watkins questioned the City's power to enforce. City Manager Brown stated the City can enforce for the outside of the building under IPMC Code. City Manager Brown reported she had a discussion with Dave Turnbull regarding the State Street property and enforcement of IPMC code. City Manager Brown directed Mr. Turnbull to return to the property, take pictures and begin enforcing the cleanup of the outside of the property under the IPMC Code. Further discussion ensued regarding enforcement procedures under various circumstances.

**Old Business**

None

**New Business**

A. Hillsdale County Historical Society Loan Agreement – City Manager Linda Brown informed Council that the Hillsdale County Historical Society has in their possession several books containing historical newspapers. The Historical Society does not wish to relinquish ownership, but are concerned for the preservation of the items. The Historical Society has offered to move the items to the Mitchell Building on loan to the City in order to proper storage and enable the public and Friends to view and enjoy them.

Councilperson Ruth Brown asked for clarification regarding insuring the items. City Manager Brown explained that, as stated in the Agreement, the Historical Society would continue to insure the items naming the City as an additional insured.

Motion by Councilperson Sullivan, support by Councilperson Arnold, to approve the Hillsdale County Historical Society Loan Agreement and authorize signatures by the Mayor and Deputy Clerk.

All ayes.

Motion carried.

**Miscellaneous**

A. Appointments - None

**Proclamations**

None

**Department Reports**

None

**Public Comment**

None

**Council Comment**

Councilperson Wolfram shared dates for the City Wide Garage Sale, HBA Cruise in and the Chamber Car Show. Councilperson Wolfram also shared that she had been contacted by the Lady Elks regarding a craft fair they would like to “dove-tail” off of another community event.

City Manager Brown made mention that a law suit involving the City had been dismissed in large part to the detailed report and pictures submitted on behalf of the City by DPS Director Keith Richard.

**Adjournment**

Motion by Councilmember Arnold, seconded by Councilmember Sessions, to adjourn.

Motion carried.

7:26 p.m.

\_\_\_\_\_  
Brian Watkins, Mayor Pro Tem

\_\_\_\_\_  
Michelle Loren, Deputy Clerk



# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:** April 1, 2013

**Agenda Item #9:** Old Business A – Granicus Contract

### **BACKGROUND:**

The Communications Committee recently met to review the services provided by Granicus and to make a recommendation to Council as to whether or not to continue the contract. As you may recall, the contract was for a six-month term beginning September 10, 2012. It automatically renewed after that date on a month to month basis. The next automatic renewal will be on April 10, 2013.

Council had added improved communications as its third goal for this fiscal year. The communications overall included a type of “branding” for stationery, format, etc. for correspondence in and outside the City offices. The largest part of the committee’s work involved seeking and securing video services to provide “live stream” video of meetings held in Council chambers. As mentioned previously, this resulted in a request for proposals and Granicus was chosen as the provider of the services.

As mentioned above, a review of the services provided was made at the most recent meeting as well as a review of the statistics regarding how many and who is utilizing the video services. Please refer to the Communications Committee minutes for particulars. Based on the numbers, it appears that the current service is costing approximately \$55 per public viewer.

This year’s budget included \$500 for communications. As of June 30, 2013, that line item will be over budget by \$7,970.16 which will necessitate a budget amendment.

### **RECOMMENDATION:**

The Committee would like Council to consider continuing the contract with Granicus through June 30, 2013 to allow more time to track viewing. At this point I see no problem with that approach, however, after considering all aspects of the service and the costs, I cannot recommend to Council that the approximate \$12,000.00 be included in the next fiscal year’s budget. In the event Council decides not to continue with the contract, that decision and notice to terminate must be provided to Granicus not later than June 10, 2013.





# **City of Hillsdale Agenda Item Summary**

**Meeting Date:** April 1, 2013

**Agenda Item #10:** New Business A – Budget – Set Public Hearing

## **BACKGROUND:**

The City Charter establishes the timelines for adopting the budget each year. The process requires that a public hearing be held by Council to receive comments from the general public. The document will soon be available to Council to prepare for the upcoming committee meetings to review pertinent portions of the budget. The budget will also be placed on the City's website and a copy will be available at the library and the Clerk's Office for review by the general public. That will take place approximately April 24.

## **RECOMMENDATION:**

I recommend Council set May 6, 2013 at 7:00 p.m. as the date and time to conduct the public hearing on the budget. In addition, following tonight's meeting, please meeting with Bonnie Tew to establish the required committee meetings.

