

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

May 20, 2013
7:00 p.m.
(517)437-6441
www.cityofhillsdale.org

CITY COUNCIL AGENDA

To Roger's

• Clock in Council Chamber still in progress.
• City Center bricks + parking bumpers need relocating/re-inst.

CITY OF HILLSDALE
REGULAR MEETING

7pm

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Approval of Agenda

4. Public Comments on Agenda Items *Mr. Smith -- S. Broad St.*

7:20
Appr. 8-0

5. Consent Agenda

A. Approval of Bills from May 9, 2013: Claims of \$69,358.44 Payroll of \$90,063.17
Invoice Approval Summary By Fund of 5/9/13

Invoice Approval Summary by Vendor of 5/9/13

B. Committee Reports (Pending Approval):

1. Shade Tree Minutes of May 1, 2013
Minutes of 5/1/13

2. Cemetery Minutes of May 1, 2013
Minutes of 5/1/13

3. Finance Minutes of May 13, 2013
Minutes of 5/13/13

4. O&G Minutes of 5/14/13
Minutes of 5/14/13

C. Council Minutes of May 6, 2013
Minutes of 5/6/13

D. April 2013 Financial Reports

April Report

7:25p 6. **Communications/Petitions**

* *Checker Records - Street Dance - John Spiteri - Sat Aug 24th 7:30-11:30p*
DPS - Barricade, Snow Fence + TRASH BARRELS.

7:30p 7. **Introduction and Adoption of Ordinance/Public Hearing**

A. Ordinance to Amend Sections 28-32, 28-34, 28-42 and 28-44 of Article II of Chapter 28 Regarding Collection and Disposal of Solid Waste and Yard Rubbish (Public Hearing)

Appr. 8:0

CM MEMO

Ordinance

B. Ordinance to Amend Section 20-31, Division 1, Article II, Chapter 28 Regarding Municipal Civil Infractions (Public Hearing)

Appr. 8:0

CM MEMO

275 W. BACON - STEVE VEAR HAS Q.S. OK

Ordinance

8. **Unfinished Business**

A. Local Streets Maintenance

B. Code Enforcement

April PD Report

Code Enforcement April Report

Report Photos

7:35p 9. **Old Business**

→ A. GRANICUS CONTRACT - CONTINUE or DISCONTINUE - 5-3

10. **New Business**

A. Cobra Moto, LLC Industrial Facilities Tax Exemptions - Set Public Hearings

CM MEMO

Public Hearing JUNE 17,
" " " "

B. Award of Contract for Roofing DPS Building

CM MEMO

Approval 8:0
Approval 8:0

Bid Recommendation-Keith DPS

Bid Information

McDonald Roofing Contract

C. City Manager Evaluation
CM MEMO

Appr. 8-0
D. AMENDMENT TO AIRPORT FARM LAND LEASE

11. Miscellaneous

8:05p
A. New Industry Coming to Hillsdale

A. Hartzell Veneer Products LLC. - Old Southern Michigan Tool Bldg.

8:15pm
B. Appointments Appr. 8-0

12. General Public Comment

→ C. C. Mgr. Evaluation - Closed Session

13. Adjournment

INVOICE APPROVAL LIST BY FUND
MAY 9, 2013

Date: 05/09/2013
Time: 2:24pm
Page: 1

Hillsdale City Offices

Fund Department	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept:						
101-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL & FICA FOR 5/9/13	379		05/09/2013	70,009.37

Total						70,009.37
Dept: CITY MANAGER						
101-172.000-801.000	CONTRACTUA	HILLSDALE DAILY NEWS AD FOR ASSESSOR'S POSITION	70667	81257	05/09/2013	83.40
101-172.000-861.000	TRAINING &	VISA MHL CONF REG-CM	70699	#####**2651	05/09/2013	100.00
101-172.000-862.000	LODGING AN	VISA LUNCHEN - CH	70699	#####4004	05/09/2013	38.34

Total CITY MANAGER						221.74
Dept: ECONOMIC DEVELOPMENT						
101-174.000-801.000	CONTRACTUA	HILLSDALE POLICY GROUP, LTD. ED FOR FEB 2013	70668		05/09/2013	5,034.00
101-174.000-801.000	CONTRACTUA	HILLSDALE POLICY GROUP, LTD. ED FOR APRIL 2013	70668		05/09/2013	5,779.11

Total ECONOMIC DEVELOPMENT						10,813.11
Dept: ADMINISTRATIVE SERVICES						
101-175.000-806.000	LEGAL SERV	MIKA MEYERS BECKET & JONES PLC LABOR ATTORNEY FOR MARCH 2013	70678	569879	05/09/2013	2,075.00

Total ADMINISTRATIVE SERVICES						2,075.00
Dept: CITY CLERK DEPARTMENT						
101-215.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS DEPOSIT BAGS 100PK	70653	189531	05/09/2013	26.86
101-215.000-801.000	CONTRACTUA	CURRENT OFFICE SOLUTIONS COPIER LEASE	70653	237014	05/09/2013	162.47
101-215.000-905.000	PUBLISHING	HILLSDALE DAILY NEWS PUBLISHING ORDINANCE	70667	81132	05/09/2013	143.50
101-215.000-905.000	PUBLISHING	HILLSDALE DAILY NEWS PUBLIC NOTICE-BUDGET HEARING	70667	81202	05/09/2013	171.25

Total CITY CLERK DEPARTMENT						504.08
Dept: CITY TREASURER						
101-253.000-964.000	REFUNDS AN	HILLSDALE CO. TREASURER STATE OF MI DENIED HOMESTEAD	70665	311	05/09/2013	502.62

Total CITY TREASURER						502.62
Dept: BUILDING AND GROUNDS						
101-265.000-726.000	SUPPLIES	TSC STORES ROUND UP USED CITY WIDE	70697	200177651	05/09/2013	49.99
101-265.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE WATER SERVICE	70663	51976	05/09/2013	10.25
101-265.000-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC LAWN CARE 4/24-26/13	70645	15554	05/09/2013	50.00
101-265.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E4/21/13	70674	25503609	05/09/2013	44.60
101-265.000-801.000	CONTRACTUA	SCHINDLER ELEVATOR CORPORATION ELEVATOR MAINT	70691	8103466610	05/09/2013	512.01
101-265.000-801.000	CONTRACTUA	NONIK TECHNOLOGIES, INC. TECH SUPPORT	70680	5266	05/09/2013	1,540.00
101-265.000-801.000	CONTRACTUA	CAROL HAWKES CLEANING CITY HALL	70662	1210	05/09/2013	633.00
101-265.000-801.000	CONTRACTUA	CINTAS CORPORATION MAT & RUGS FOR CITY HALL	70651	351637.14	05/09/2013	20.00
101-265.000-801.000	CONTRACTUA	CINTAS CORPORATION MAT & RUGS FOR CITY HALL	70651	351637935	05/09/2013	20.00
101-265.000-801.000	CONTRACTUA	CINTAS CORPORATION MAT & RUGS FOR CITY HALL	70651	351638573	05/09/2013	20.00
101-265.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS FOR DART BLDG	70651	351638555	05/09/2013	55.35
101-265.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES BPU SERVICE	70646		05/09/2013	1,312.33
101-265.000-925.000	TELEPHONE	BOARD OF PUBLIC UTILITIES FEB/MARCH 2013 PHONE SERVICES	70646		05/09/2013	3,425.58

Total BUILDING AND GROUNDS						7,693.11
Dept: PARKING LOTS						

INVOICE APPROVAL LIST BY FUND
MAY 9, 2013

Date: 05/09/2013
Time: 2:24pm
Page: 2

Hillsdale City Offices

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept: PARKING LOTS						
101-266.000-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC LAWN CARE 4/24-26/13	70645	15554	05/09/2013	45.00
101-266.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES BPU SERVICE	70646		05/09/2013	240.14
Total PARKING LOTS						285.14
Dept: CEMETERIES						
101-276.000-726.000	SUPPLIES	BECKER & SCRIVENS CONCRETE FOR FOUNDATIONS	70644	150696	05/09/2013	270.25
101-276.000-801.000	CONTRACTUA	ABS RENTAL SERVICES, LLC. PORTABLE RESTROOM RENTALS	70636	5510	05/09/2013	160.00
101-276.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 4/28/13	70674	25534472	05/09/2013	100.35
101-276.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES BPU SERVICE	70646		05/09/2013	25.23
101-276.000-930.000	REPAIRS &	GELZER & SON INC. BUSHINGS-LAKEVIEW	70658	A28418	05/09/2013	8.37
Total CEMETERIES						564.20
Dept: AIRPORT						
101-295.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE WATER SERVICE	70663	51976	05/09/2013	5.50
101-295.000-801.000	CONTRACTUA	REPUBLIC SERVICES OF KALAMAZOO REPUBLIC SERVICES	70687	0249-003763187	05/09/2013	85.44
101-295.000-801.000	CONTRACTUA	HILLSDALE AERO, INC. GROUNDS MAINT	70664		05/09/2013	2,056.50
101-295.000-850.000	INSURANCE	AEROSPACE RISK MANAGEMENT AIRPORT LIABILITY INS. MAY-JUN	70638		05/09/2013	729.16
101-295.000-920.000	UTILITIES	BRINER OIL CO., INC. FUEL FOR AIRPORT TRACTOR	70647	69131	05/09/2013	672.75
101-295.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES BPU SERVICE	70646		05/09/2013	663.31
101-295.000-930.000	REPAIRS &	GODFREY BROTHERS, INC. TRACTOR REPAIR INV.# S61661	70659	S61661	05/09/2013	346.42
101-295.000-930.000	REPAIRS &	SPRATT'S OIL, FILTER - FOR MOWER	70693	150656	05/09/2013	24.80
101-295.000-930.000	REPAIRS &	SPRATT'S FUE & AIR FILTERS/BLADES	70693	150661	05/09/2013	98.77
Total AIRPORT						4,682.65
Dept: POLICE DEPARTMENT						
101-301.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS SUPPLIES	70653	187410	05/09/2013	24.68
101-301.000-726.000	SUPPLIES	GELZER & SON INC. SPRAY PAINT	70658	A28404	05/09/2013	5.29
101-301.000-726.000	SUPPLIES	MICHIGAN POLICE EQUIPMENT C PRACTICE AMMO	70677	157944	05/09/2013	590.00
101-301.000-742.000	CLOTHING /	C H P DISTRIBUTOR, INC. MAGAZINE POUCH	70650	36613	05/09/2013	48.95
101-301.000-742.000	CLOTHING /	GALL'S, INC. CLOTHING - DUFF	70656	568885	05/09/2013	41.74
101-301.000-742.000	CLOTHING /	NYE UNIFORM COMPANY CLOTHING - DECK	70681	417416	05/09/2013	125.00
101-301.000-742.000	CLOTHING /	NYE UNIFORM COMPANY CLOTHING - HOLTZ	70681	417810	05/09/2013	260.00
101-301.000-742.000	CLOTHING /	NYE UNIFORM COMPANY CLOTHING - DUFF	70681	418094	05/09/2013	60.72
101-301.000-801.000	CONTRACTUA	AT & T MOBILITY NETWORK ACCESS FEE	70642	287243202540x04252013	05/09/2013	134.83
101-301.000-801.000	CONTRACTUA	CURRENT OFFICE SOLUTIONS COPIER LEASE	70653	237014	05/09/2013	7.79
101-301.000-900.000	PRINTING	ARROW SWIFT PRINTING NOTICE OF CORRECTION	70641	127780	05/09/2013	160.00
101-301.000-930.000	REPAIRS &	ADRIAN COMMUNICATIONS REPAIRS - SIREN UNIT 2-7	70637	116669	05/09/2013	172.00
Total POLICE DEPARTMENT						1,631.00
Dept: FIRE DEPARTMENT						
101-336.000-726.000	SUPPLIES	GELZER & SON INC. HOSE	70658	C46730	05/09/2013	6.29

INVOICE APPROVAL LIST BY FUND
MAY 9, 2013

Date: 05/09/2013
Time: 2:24pm
Page: 3

Hillsdale City Offices

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept: FIRE DEPARTMENT						
101-336.000-726.000	SUPPLIES	GELZER & SON INC. PLUMBING SUPPLIES	70658	C47340	05/09/2013	8.87
101-336.000-726.000	SUPPLIES	GELZER & SON INC. WEED KILLER/WEED & FEED	70658	C48326	05/09/2013	22.98
101-336.000-726.000	SUPPLIES	MARKET HOUSE WATER/CLEANING SUPPLIES	70675	83480	05/09/2013	37.73
101-336.000-726.000	SUPPLIES	NASH DRUGS MEDICAL SUPPLIES	70679	525203	05/09/2013	49.99
101-336.000-726.000	SUPPLIES	RDJ SPECIALTIES, INC. PENCIL TOP ERASERS	70686	56086	05/09/2013	143.88
101-336.000-726.000	SUPPLIES	TROUP ELECTRONICS MINITOR V BATTERIES/CHARGERS	70696	78909	05/09/2013	260.00
101-336.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE OIL DRY	70684	1060724	05/09/2013	71.92
101-336.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE BLECHE WHITE/ICE SPRAY	70684	1060840	05/09/2013	14.18
101-336.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE TIEREFOAM	70684	1060852	05/09/2013	5.19
101-336.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE CAMPER MIT TAPE	70684	1061678	05/09/2013	17.99
101-336.000-740.000	FUEL AND L	WATKINS OIL COMPANY APRIL 2013 FLEET FUEL USAGE	70702		05/09/2013	582.84
101-336.000-742.000	CLOTHING /	APOLLO FIRE EQUIPMENT COMPANY BOOTS	70640	84063	05/09/2013	152.50
101-336.000-742.000	CLOTHING /	APOLLO FIRE EQUIPMENT COMPANY LETTER PATCH	70640	84093	05/09/2013	56.43
101-336.000-742.000	CLOTHING /	GALL'S, INC. CLOTHING - MCDOWELL	70656	539496	05/09/2013	105.47
101-336.000-742.000	CLOTHING /	ROBERTS COMPANY, INC FIRE DEPT SERVICE PINS	70689	268256	05/09/2013	40.90
101-336.000-801.000	CONTRACTUA	CINTAS CORPORATION CONTRACTUAL LINEN SERVICE	70651	351637313	05/09/2013	5.71
101-336.000-801.000	CONTRACTUA	CINTAS CORPORATION CONTRACTUAL LINEN SERVICE	70651	351637934	05/09/2013	13.40
101-336.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES BPU SERVICE	70646		05/09/2013	503.80
101-336.000-930.000	REPAIRS &	E & M LAUNDRY REPAIR SERVICE CALL	70654	8795	05/09/2013	66.76
				Total FIRE DEPARTMENT		2,166.83
Dept: PLANNING DEPARTMENT						
101-400.000-905.000	PUBLISHING	HILLSDALE DAILY NEWS PUBLIC HEARING-JIM KNOX	70667	81051	05/09/2013	78.25
101-400.000-905.000	PUBLISHING	HILLSDALE DAILY NEWS PUBLIC HEARING - COBRA MOTO	70667	81133	05/09/2013	78.25
101-400.000-905.000	PUBLISHING	HILLSDALE DAILY NEWS ZBA VARIANCE	70667	81041	05/09/2013	79.25
				Total PLANNING DEPARTMENT		235.75
Dept: PUBLIC SERVICES DEPARTMENT						
101-441.000-726.000	SUPPLIES	GELZER & SON INC. SPRAYER	70658	C48117	05/09/2013	14.99
101-441.000-726.000	SUPPLIES	HONIK TECHNOLOGIES, INC. MONITORS & ADAPTER - DPS DIR	70680	5276	05/09/2013	347.97
101-441.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE WATER SERVICE	70663	51976	05/09/2013	10.25
101-441.000-742.000	CLOTHING /	CINTAS CORPORATION RUGS/UNIFORMS - DPS	70651	351637320	05/09/2013	49.54
101-441.000-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC LAWN CARE 4/24-26/13	70645	15554	05/09/2013	25.00
101-441.000-801.000	CONTRACTUA	BRODBECKS, LLC APRIL 2013 WINDROW TURNING	70648	2376	05/09/2013	1,907.20
101-441.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	70651	351637320	05/09/2013	41.37
101-441.000-801.000	CONTRACTUA	CURRENT OFFICE SOLUTIONS COPIER LEASE	70653	237014	05/09/2013	103.25
101-441.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E4/21/13	70674	25503609	05/09/2013	312.20
101-441.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 4/28/13	70674	25534472	05/09/2013	451.58

INVOICE APPROVAL LIST BY FUND
MAY 9, 2013

Date: 05/09/2013
Time: 2:24pm
Page: 4

Hillsdale City Offices

Fund	Department	Account	GL Number	Vendor Name	Check	Invoice	Due	Amount
			Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND								
Dept: PUBLIC SERVICES DEPARTMENT								
		101-441.000-801.000	CONTRACTUA	REPUBLIC SERVICES OF KALAMAZOO 4 YARD DUMPSTER - DPS	70687	0249-003763243	05/09/2013	106.22
		101-441.000-801.000	CONTRACTUA	USA MOBILITY WIRELESS, INC. PAGER RENTAL - DPS	70698	W7385433E	05/09/2013	18.67
		101-441.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS DPS	70651	351637940-1	05/09/2013	18.31
		101-441.000-905.000	PUBLISHING	HILLSDALE DAILY NEWS EMPLOYMENT AD-SEASONAL'S	70667	81130	05/09/2013	220.95
		101-441.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES BPU SERVICE	70646		05/09/2013	20.62
		101-441.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES BPU SERVICE	70646		05/09/2013	436.37
		101-441.000-955.517	MISC - SOL	HILLSDALE TRANSFER STATION COUPONS-TAXES	70669	2671	05/09/2013	1,000.00
Total PUBLIC SERVICES DEPARTMENT								5,084.49
Dept: STREET LIGHTING								
		101-448.000-920.202	UTILITIES	BOARD OF PUBLIC UTILITIES BPU SERVICE	70646		05/09/2013	5,145.28
		101-448.000-920.203	UTILITIES	BOARD OF PUBLIC UTILITIES BPU SERVICE	70646		05/09/2013	212.89
Total STREET LIGHTING								5,358.17
Dept: PARKS								
		101-756.000-726.000	SUPPLIES	GELZER & SON INC. SCREWS	70658	A28621	05/09/2013	5.19
		101-756.000-726.000	SUPPLIES	INTELLIGENT PRODUCTS INCORP MUTT MITT HANGABLE BAGS	70671	158645A	05/09/2013	163.24
		101-756.000-801.000	CONTRACTUA	ABS RENTAL SERVICES, LLC. PORTABLE RESTROOM RENTALS	70636	5510	05/09/2013	480.00
		101-756.000-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC LAWN CARE 4/24-26/13	70645	15554	05/09/2013	1,180.00
		101-756.000-801.000	CONTRACTUA	LAPEW SANITATION SERVICE SEPTIC TANK CLEANING @ FOD	70673	1589	05/09/2013	230.00
		101-756.000-801.000	CONTRACTUA	LAPEW SANITATION SERVICE SEPTIC TANK CLEANING @ WTRWRKS	70673	1598	05/09/2013	825.00
		101-756.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E4/21/13	70674	25503609	05/09/2013	167.25
		101-756.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 4/28/13	70674	25534472	05/09/2013	66.90
		101-756.000-801.000	CONTRACTUA	RYAN & BRADSHAW TEST/CLERTIFY BKFLW @ FOD	70690	46127	05/09/2013	120.00
		101-756.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES BPU SERVICE	70646		05/09/2013	291.47
		101-756.000-930.000	REPAIRS &	AMERICAN COPPER AND BRASS, LLC BOX COVER, SLIM WEATHER	70639	1316742	05/09/2013	39.82
		101-756.000-930.000	REPAIRS &	GELZER & SON INC. CLEAHING SUPPLIES-FOD	70658	A27972	05/09/2013	25.91
		101-756.000-930.000	REPAIRS &	GELZER & SON INC. VALVES - FOD	70658	C46988	05/09/2013	18.48
		101-756.000-930.000	REPAIRS &	GELZER & SON INC. BOLTS/GASKET FOR TOILET	70658	A27913	05/09/2013	10.47
		101-756.000-930.000	REPAIRS &	GELZER & SON INC. WASHERS/J-BEND	70658	A27743	05/09/2013	6.97
		101-756.000-930.000	REPAIRS &	RYAN & BRADSHAW RPL URINAL @ FOD	70690	46085	05/09/2013	47.64
Total PARKS								3,678.34
Fund Total								115,505.60
Fund: MAJOR ST./TRUNKLINE FUND								
Dept:								
		202-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL & FICA FOR 5/9/13	379		05/09/2013	1,943.49
Total								1,943.49
Dept: STREET SURFACE								
		202-450.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 4/28/13	70674	25534472	05/09/2013	105.92

INVOICE APPROVAL LIST BY FUND
MAY 9, 2013

Date: 05/09/2013
Time: 2:24pm
Page: 5

Hillsdale City Offices

Fund Department	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: MAJOR ST./TRUNKLINE FUND						
Dept: STREET SURFACE						
Total STREET SURFACE						105.92
Dept: TRUNKLINE SURFACE						
202-450.500-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E4/21/13	70674	25503609	05/09/2013	22.30
Total TRUNKLINE SURFACE						22.30
Dept: R.O.W. MAINTENANCE						
202-460.000-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC LAWN CARE 4/24-26/13	70645	15554	05/09/2013	131.96
202-460.000-801.000	CONTRACTUA	BOARD OF PUBLIC UTILITIES STREET LIGHT MAINTENANCE	70646	10385	05/09/2013	542.60
Total R.O.W. MAINTENANCE						674.56
Dept: TRUNKLINE R.O.W. MAINTENANCE						
202-460.500-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC LAWN CARE 4/24-26/13	70645	15554	05/09/2013	37.68
202-460.500-801.000	CONTRACTUA	BOARD OF PUBLIC UTILITIES STREET LIGHT MAINTENANCE	70646	10385	05/09/2013	257.01
Total TRUNKLINE R.O.W. MAINTENANCE						294.69
Dept: DRAINAGE						
202-480.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E4/21/13	70674	25503609	05/09/2013	78.05
202-480.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 4/28/13	70674	25534472	05/09/2013	11.15
Total DRAINAGE						89.20
Dept: TRUNKLINE R.O.W. DRAINAGE						
202-480.500-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E4/21/13	70674	25503609	05/09/2013	5.58
Total TRUNKLINE R.O.W. DRAINAGE						5.58
Dept: TRAFFIC						
202-490.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES BPU SERVICE	70646		05/09/2013	373.93
Total TRAFFIC						373.93
Dept: TRUNKLINE TRAFFIC						
202-490.500-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES BPU SERVICE	70646		05/09/2013	374.76
Total TRUNKLINE TRAFFIC						374.76
Fund Total						3,884.43
Fund: LOCAL ST. FUND						
Dept:						
203-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL & FICA FOR 5/9/13	379		05/09/2013	2,512.54
Total						2,512.54
Dept: STREET SURFACE						
203-450.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E4/21/13	70674	25503609	05/09/2013	44.60
203-450.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 4/28/13	70674	25534472	05/09/2013	100.35
Total STREET SURFACE						144.95
Dept: R.O.W. MAINTENANCE						
203-460.000-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC LAWN CARE 4/24-26/13	70645	15554	05/09/2013	75.36
203-460.000-801.000	CONTRACTUA	BOARD OF PUBLIC UTILITIES STREET LIGHT MAINTENANCE	70646	10385	05/09/2013	475.80
203-460.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E4/21/13	70674	25503609	05/09/2013	66.90
203-460.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 4/28/13	70674	25534472	05/09/2013	22.30
Total R.O.W. MAINTENANCE						640.36
Dept: DRAINAGE						

INVOICE APPROVAL LIST BY FUND
MAY 9, 2013

Date: 05/09/2013
Time: 2:24pm
Page: 6

Hillsdale City Offices

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: LOCAL ST. FUND						
Dept: DRAINAGE						
203-480.000-801.000	CONTRACTUA	MANPOWER OF LANSING	70674		05/09/2013	50.17
		TEMP EMPLOYEES W/E4/21/13		25503609		
203-480.000-801.000	CONTRACTUA	MANPOWER OF LANSING	70674		05/09/2013	33.45
		TEMP EMPLOYEES W/E 4/28/13		25534472		
				Total DRAINAGE		83.62
Dept: TRAFFIC						
203-490.000-801.000	CONTRACTUA	MANPOWER OF LANSING	70674		05/09/2013	11.15
		TEMP EMPLOYEES W/E4/21/13		25503609		
				Total TRAFFIC		11.15
				Fund Total		3,392.62
Fund: RECREATION FUND						
Dept:						
208-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT	379		05/09/2013	2,092.10
		PAYROLL & FICA FOR 5/9/13				
208-000.000-653.001	YOUTH PROG	JANET COOLEY	70652		05/09/2013	45.00
		BASEBALL REFUND				
208-000.000-653.001	YOUTH PROG	DIONE RHOADES	70688		05/09/2013	45.00
		BASEBALL REFUND				
208-000.000-667.000	RENTS	BILL WALTERS	70701		05/09/2013	800.00
		DOCK SLIP REFUND				
				Total		2,982.10
Dept: RECREATION DEPARTMENT						
208-751.000-726.000	SUPPLIES	BSN SPORTS	70649		05/09/2013	357.00
		BASEBALLS/SOFTBALLS 2013 SEASO		95290285		
208-751.000-812.000	OUTSIDE PR	VISA	70699		05/09/2013	398.26
		TOURNAMENT FEES-BK/VLY BALL		#####3956		
208-751.000-925.000	TELEPHONE	BOARD OF PUBLIC UTILITIES	70646		05/09/2013	163.39
		FEB/MARCH 2013 PHONE SERVICES				
				Total RECREATION DEPARTMENT		918.65
				Fund Total		3,900.75
Fund: TAX INCREMENT FINANCE ATH.						
Dept: CAPITAL OUTLAY						
247-900.000-801.000	CONTRACTUA	HILLSDALE COLLEGE	70666		05/09/2013	504.46
		TIFA MARKETING STUDY #1		MARKETING RESEARCH		
247-900.000-801.000	CONTRACTUA	HILLSDALE COLLEGE	70666		05/09/2013	589.27
		TIFA MARKETING STUDY #2		MARKETING STUDY FOR TIFA		
247-900.000-801.000	CONTRACTUA	GROVER, LAUREN	70661		05/09/2013	27.51
		TIFA MARKETING STUDY SUPPLIES				
				Total CAPITAL OUTLAY		1,121.24
				Fund Total		1,121.24
Fund: LIBRARY FUND						
Dept:						
271-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT	379		05/09/2013	4,667.78
		PAYROLL & FICA FOR 5/9/13				
				Total		4,667.78
Dept: LIBRARY						
271-790.000-726.000	SUPPLIES	GELZER & SON INC.	70658		05/09/2013	6.78
		Key Tags & Key		A27742		
271-790.000-726.000	SUPPLIES	WALMART COMMUNITY	70700		05/09/2013	58.26
		PURCHASES SUPPLIES		#####4475		
271-790.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE	70663		05/09/2013	10.25
		WATER SERVICE		51976		
271-790.000-726.004	SUUPPLIES	VISA	70699		05/09/2013	19.30
		SUPPLIES/BOOKS @ LIBRARY		#####*5167		
271-790.000-726.004	SUUPPLIES	WALMART COMMUNITY	70700		05/09/2013	13.58
		PURCHASES SUPPLIES		#####4475		
271-790.000-801.000	CONTRACTUA	CINTAS CORPORATION	70651		05/09/2013	28.66
		Library floor mats		78656		

INVOICE APPROVAL LIST BY FUND
MAY 9, 2013

Date: 05/09/2013
Time: 2:24pm
Page: 7

Hillsdale City Offices

Fund Department	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: LIBRARY FUND						
Dept: LIBRARY						
271-790.000-801.000	CONTRACTUA	GREAT AMERICAN LEASING CORP. Konica Minolta Copier Lease	70660	13627138	05/09/2013	179.90
271-790.000-801.000	CONTRACTUA	NONIK TECHNOLOGIES, INC. Avalon Monitor	70680	5264	05/09/2013	100.00
271-790.000-862.000	LODGING AN	VISA	70699	#####5167	05/09/2013	30.98
271-790.000-920.000	UTILITIES	SUPPLIES/BOOKS @ LIBRARY MICHIGAN GAS UTILITIES	70676		05/09/2013	541.37
271-790.000-920.000	UTILITIES	GAS UTILITY FOR APRIL 2013 BOARD OF PUBLIC UTILITIES	70646	4614927-4 4/13	05/09/2013	1,032.03
271-790.000-925.000	TELEPHONE	BPU SERVICE BOARD OF PUBLIC UTILITIES	70646		05/09/2013	729.11
271-790.000-930.000	REPAIRS &	FEB/MARCH 2013 PHONE SERVICES AMERICAN COPPER AND BRASS, LLC	70639		05/09/2013	110.21
271-790.000-930.000	REPAIRS &	BALLAST LIBRARY SIMPLEXGRINNELL	70692	1316539	05/09/2013	295.59
271-790.000-930.000	REPAIRS &	RPLC SENSOR BOARD SIMPLEXGRINNELL	70692	68883434	05/09/2013	790.82
271-790.000-982.000	BOOKS	REPLACE DETECTOR BAKER & TAYLOR COMPANY	70643	68858401	05/09/2013	150.56
271-790.000-982.000	BOOKS	April Adult Book Order RANDOM HOUSE, INC.	70685	2028120167	05/09/2013	30.00
271-790.000-982.000	BOOKS	Spring Audio Book Order RANDOM HOUSE, INC.	70685	1086851103	05/09/2013	30.00
271-790.000-982.001	BOOKS - FR	Spring Audio Book Order BAKER & TAYLOR COMPANY	70643	1086909275	05/09/2013	73.45
		Book Donation Order		2028120157		
		Total LIBRARY				4,230.85
Dept: LIBRARY - CHILDREN'S AREA						
271-792.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS Children's Supplies - labels	70653	62166	05/09/2013	28.56
271-792.000-726.000	SUPPLIES	VISA	70699	#####5167	05/09/2013	17.26
271-792.000-982.000	BOOKS	SUPPLIES/BOOKS @ LIBRARY BAKER & TAYLOR COMPANY	70643	2028120168	05/09/2013	31.59
271-792.000-982.000	BOOKS	Children's Book Order - April BAKER & TAYLOR COMPANY	70643	2028120166	05/09/2013	15.99
		March Books - Children				
		Total LIBRARY - CHILDREN'S AREA				93.40
		Fund Total				8,992.03
Fund: CAPITAL IMPROVEMENT FUND						
Dept: CEMETERIES						
401-276.000-801.000	CONTRACTUA	HILLSDALE DAILY NEWS REQ FOR BIDS - COLUMBARIUM	70667	81305	05/09/2013	121.75
		Total CEMETERIES				121.75
Dept: CAPITAL OUTLAY						
401-900.000-975.034	DPS BLD	HILLSDALE DAILY NEWS REQ FOR BIDS- DPS BLDG ROOF	70667	81306	05/09/2013	121.75
		Total CAPITAL OUTLAY				121.75
		Fund Total				243.50
Fund: AIRPORT IMPROVEMENT FUND						
Dept: CAPITAL OUTLAY						
481-900.000-801.000	CONTRACTUA	HILLSDALE AERO, INC. AVIATION FUEL SALES COMMISSION	70664		05/09/2013	188.73
481-900.000-801.481	CONTR-AWOS	STATE OF MICHIGAN>>> AWOS MAINT	70694	352044	05/09/2013	560.68
		Total CAPITAL OUTLAY				749.41
		Fund Total				749.41
Fund: DIAL-A-RIDE FUND						
Dept:						
588-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL & FICA FOR 5/9/13	379		05/09/2013	5,878.14

INVOICE APPROVAL LIST BY FUND
MAY 9, 2013

Date: 05/09/2013
Time: 2:24pm
Page: 8

Hillsdale City Offices

Fund	Department	Account	GL Number	Vendor Name	Check	Invoice	Due	Amount
			Abbrev	Invoice Description	Number	Number	Date	
Fund: DIAL-A-RIDE FUND								
Dept:								
						Total		5,878.14
Dept: DIAL-A-RIDE								
588-588.000-730.000			VEH./EQUIP	GELZER & SON INC. ALUM FLAT	70658	A28297	05/09/2013	9.99
588-588.000-730.000			VEH./EQUIP	HOEKSTRA TRANSPORTATION, INC. FLUID HYD. CYL	70670	0110047	05/09/2013	81.00
588-588.000-740.000			FUEL AND L	WATKINS OIL COMPANY APRIL 2013 FLEET FUEL USAGE	70702		05/09/2013	2,231.49
588-588.000-801.000			CONTRACTUA	BILL'S LAWN CARE, LLC LAWN CARE 4/24-26/13	70645	15554	05/09/2013	45.00
588-588.000-920.000			UTILITIES	MICHIGAN GAS UTILITIES MI GAS SERVICES - DART	70676	4611064-9 4/13	05/09/2013	107.18
588-588.000-920.000			UTILITIES	BOARD OF PUBLIC UTILITIES BPU SERVICE	70646		05/09/2013	355.25
						Total DIAL-A-RIDE		2,829.91
						Fund Total		8,708.05
Fund: REVOLVING MOBILE EQUIP. FUND								
Dept:								
640-000.000-214.750			DUE TO IMP	PAYROLL ACCOUNT PAYROLL & FICA FOR 5/9/13	379		05/09/2013	2,665.20
						Total		2,665.20
Dept: MOBILE EQUIPMENT MAINTENANCE								
640-444.000-726.000			SUPPLIES	ELECTRICAL TERMINAL INC. BOLTS, WASHERS, CONNECTORS	70655	127307	05/09/2013	72.55
640-444.000-726.000			SUPPLIES	GELZER & SON INC. GALV STRAP	70658	A28403	05/09/2013	4.58
640-444.000-730.000			VEH./EQUIP	JACKSON TRUCK SERVICE INC. THRD ROD, UBOLTS, WASHERS	70672	PC01236768:001	05/09/2013	35.88
640-444.000-730.000			VEH./EQUIP	PERFORMANCE AUTOMOTIVE EGR VALVE	70684	1058268	05/09/2013	91.79
640-444.000-730.000			VEH./EQUIP	PERFORMANCE AUTOMOTIVE SWITCH FOR #24	70684	1060236	05/09/2013	13.19
640-444.000-730.000			VEH./EQUIP	PERFORMANCE AUTOMOTIVE OIL SWITCH FOR #34.4	70684	1060593	05/09/2013	26.39
640-444.000-730.000			VEH./EQUIP	PERFORMANCE AUTOMOTIVE TIE ROD FOR #8	70684	1060977	05/09/2013	110.68
640-444.000-730.000			VEH./EQUIP	PERFORMANCE AUTOMOTIVE TIE ROD	70684	1060965	05/09/2013	68.09
640-444.000-730.000			VEH./EQUIP	PERFORMANCE AUTOMOTIVE RETURNED TIE ROD	70684	1061037	05/09/2013	-68.09
640-444.000-730.000			VEH./EQUIP	PERFORMANCE AUTOMOTIVE SPRK PLUGS,	70684	1061038	05/09/2013	63.80
640-444.000-730.000			VEH./EQUIP	PERFORMANCE AUTOMOTIVE SPRK PLUGS,	70684	1060282	05/09/2013	39.90
640-444.000-730.000			VEH./EQUIP	SPRATT'S BELTS FOR #54	70693	150478	05/09/2013	60.00
640-444.000-730.000			VEH./EQUIP	SPRATT'S BAR FOR CHAIN SAWS	70693	150491	05/09/2013	73.90
640-444.000-730.000			VEH./EQUIP	WHITES WELDING SERVICE FLAT STEEL 3/16 X 1	70703	79513	05/09/2013	2.00
640-444.000-740.000			FUEL AND L	WATKINS OIL COMPANY APRIL 2013 FLEET FUEL USAGE	70702		05/09/2013	4,426.06
640-444.000-740.301			FUEL AND L	WATKINS OIL COMPANY APRIL 2013 FLEET FUEL USAGE	70702		05/09/2013	3,405.17
640-444.000-742.000			CLOTHING /	CINTAS CORPORATION RUGS/UNIFORMS - DPS	70651	351637320	05/09/2013	14.89
640-444.000-742.000			CLOTHING /	CINTAS CORPORATION RUGS/UNIFORMS DPS	70651	351637940-1	05/09/2013	60.82
640-444.000-801.000			CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	70651	351637320	05/09/2013	22.87
640-444.000-801.000			CONTRACTUA	SUPERIOR WELDING SUPPLY INC CYLINDER RENTAL	70695	94500	05/09/2013	32.40
640-444.000-801.000			CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS DPS	70651	351637940-1	05/09/2013	44.03
640-444.000-801.301			POLICE VEH	PARNEY'S CAR CARE OIL CHANGE - 2-1	70682	53851	05/09/2013	31.70

INVOICE APPROVAL LIST BY FUND
MAY 9, 2013

Date: 05/09/2013
Time: 2:24pm
Page: 9

Hillsdale City Offices

Fund Department nt	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: REVOLVING MOBILE EQUIP. FUND						
Dept: MOBILE EQUIPMENT MAINTENANCE						
640-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE REPAIRS 2-5	70682	53857	05/09/2013	313.74
640-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE OIL CHANGE 2-7	70682	53880	05/09/2013	30.45
640-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE BRAKE REPAIRS 2-5	70682	53891	05/09/2013	159.02
640-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE REPAIR VAC ELBOW 2-5	70682	53904	05/09/2013	93.13
640-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE BRAKE REPAIRS 2-1	70682	53922	05/09/2013	298.93
640-444.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES BPU SERVICE	70646		05/09/2013	436.36
Total MOBILE EQUIPMENT MAINTENANCE						9,964.23
Fund Total						12,629.43
Fund: DPS LEAVE AND BENEFITS FUND						
Dept:						
699-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL & FICA FOR 5/9/13	379		05/09/2013	294.55
Total						294.55
Fund Total						294.55
Grand Total						159,421.61

VENDOR APPROVAL SUMMARY REPORT
MAY 9, 2013

Date: 05/09/2013
Time: 2:16pm
Page: 1

Hillsdale City Offices

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
ABS RENTAL SERVICES, LLC.	2866	PORTABLE RESTROOM RENTALS	640.00	0.00
ADRIAN COMMUNICATIONS	0406	REPAIRS - SIREN UNIT 2-7	172.00	0.00
AEROSPACE RISK MANAGEMENT	1535	AIRPORT LIABILITY INS. MAY-JUN	729.16	0.00
AMERICAN COPPER AND BRASS, LLC	2432	BOX COVER, SLIM WEATHER	150.03	0.00
APOLLO FIRE EQUIPMENT COMPANY	3830	LETTER PATCH	208.93	0.00
ARROW SWIFT PRINTING	0008	NOTICE OF CORRECTION	160.00	0.00
AT & T MOBILITY	1965	NETWORK ACCESS FEE	134.83	0.00
BAKER & TAYLOR COMPANY	0011	March Books - Children	271.59	0.00
BECKER & SCRIVENS	0378	CONCRETE FOR FOUNDATIONS	270.25	0.00
BILL'S LAWN CARE, LLC	0387	LAWN CARE 4/24-26/13	1,590.00	0.00
BOARD OF PUBLIC UTILITIES	0013	STREET LIGHT MAINTENANCE	17,017.26	0.00
BRINER OIL CO., INC.	1110	FUEL FOR AIRPORT TRACTOR	672.75	0.00
BRODBECKS, LLC	0464	APRIL 2013 WINDROW TURNING	1,907.20	0.00
BSN SPORTS	3155	BASEBALLS/SOFTBALLS 2013 SEASO	357.00	0.00
C M P DISTRIBUTOR, INC.	1300	MAGAZINE POUCH	48.95	0.00
CINTAS CORPORATION	0020	RUGS/UNIFORMS - DPS	414.95	0.00
JANET COOLEY	2101	BASEBALL REFUND	45.00	0.00
CURRENT OFFICE SOLUTIONS	0035	COPIER LEASE	353.61	0.00
E & M LAUNDRY REPAIR	3321	SERVICE CALL	66.76	0.00
ELECTRICAL TERMINAL INC.	3097	BOLTS, WASHERS, CONNECTORS	72.55	0.00
GALL'S, INC.	2158	CLOTHING - DUFF	147.21	0.00
GELZER & SON INC.	0027	CLEANING SUPPLIES-FOD	155.16	0.00
GODFREY BROTHERS, INC.	2132	TRACTOR REPAIR INV.# 861661	346.42	0.00
GREAT AMERICAN LEASING CORP.	1678	Konica Minolta Copier Lease	179.90	0.00
GROVER, LAUREN	5458	TIFA MARKETING STUDY SUPPLIES	27.51	0.00
CAROL HAWKES	1288	CLEANING CITY HALL	633.00	0.00
HEFFERNAN SOFT WATER SERVICE	3248	WATER SERVICE	36.25	0.00
HILLSDALE AERO, INC.	0236	AVIATION FUEL SALES COMMISSION	2,245.23	0.00
HILLSDALE CO. TREASURER	1643	STATE OF MI DENIED HOMESTEAD	502.62	0.00
HILLSDALE COLLEGE	3602	TIFA MARKETING STUDY #2	1,093.73	0.00
HILLSDALE DAILY NEWS	0034	REQ FOR BIDS- DPS BLDG ROOF	1,098.35	0.00
HILLSDALE POLICY GROUP, LTD.	1968	ED FOR APRIL 2013	10,813.11	0.00
HILLSDALE TRANSFER STATION	1768	COUPONS-TAXES	1,000.00	0.00
HOEKSTRA TRANSPORTATION, INC.	3955	FLUID HYD. CYL	81.00	0.00
INTELLIGENT PRODUCTS INCORP	0589	MUTT MITT HANGABLE BAGS	163.24	0.00
JACKSON TRUCK SERVICE INC.	0086	THRD ROD, UBOLTS,WASHERS	35.88	0.00
LAPEW SANITATION SERVICE	2863	SEPTIC TANK CLEANING @ WTRWRKS	1,055.00	0.00
MANPOWER OF LANSING	3088	TEMP EMPLOYEES W/E 4/28/13	1,694.80	0.00
MARKET HOUSE	0164	WATER/CLEANING SUPPLIES	37.73	0.00
MICHIGAN GAS UTILITIES	0081	GAS UTILITY FOR APRIL 2013	648.55	0.00
MICHIGAN POLICE EQUIPMENT C	0189	PRACTICE AMMO	590.00	0.00
MIKA MEYERS BECKET & JONES PLC	1889	LABOR ATTORNEY FOR MARCH 2013	2,075.00	0.00
NASH DRUGS	3323	MEDICAL SUPPLIES	49.99	0.00
NONIK TECHNOLOGIES, INC.	1392	TECH SUPPORT	1,987.97	0.00
NYE UNIFORM COMPANY	0092	CLOTHING - DUFF	445.72	0.00
PARNEY'S CAR CARE	2412	BRAKE REPAIRS 2-1	926.97	0.00
PAYROLL ACCOUNT	0242	PAYROLL & FICA FOR 5/9/13	0.00	90,063.17
PERFORMANCE AUTOMOTIVE	0961	SPRK PLUGS,	455.03	0.00
RANDOM HOUSE, INC.	1388	Spring Audio Book Order	60.00	0.00
RDJ SPECIALTIES, INC.	1530	PENCIL TOP ERASERS	143.88	0.00
REPUBLIC SERVICES OF KALAMAZOO	1428	REPUBLIC SERVICES	191.66	0.00
DIONE RHOADES	2102	BASEBALL REFUND	45.00	0.00
ROBERTS COMPANY, INC	0022	FIRE DEPT SERVICE PINS	40.90	0.00
RYAN & BRADSHAW	0056	TEST/CLERTIFY BKFLW @ FOD	167.64	0.00
SCHINDLER ELEVATOR CORPORATION	0061	ELEVATOR MAINT	512.01	0.00
SIMPLEXGRINNELL	2810	REPLACE DETECTOR	1,086.41	0.00
SPRATT'S	0088	BAR FOR CHAIN SAWS	257.47	0.00
STATE OF MICHIGAN>>>	3571	AWOS MAINT	560.68	0.00
SUPERIOR WELDING SUPPLY INC	1136	CYLINDER RENTAL	32.40	0.00
TROUP ELECTRONICS	0060	MINITOR V BATTERIES/CHARGERS	260.00	0.00
TROTTERS	0771	ROUND UP USED CITY WIDE	49.99	0.00
U.S. MOBILITY WIRELESS, INC.	0845	PAGER RENTAL - DPS	18.67	0.00
VISA	1154	SUPPLIES/BOOKS @ LIBRARY	604.14	0.00
WALMART COMMUNITY	3104	PURCHASES SUPPLIES	71.84	0.00
BILL WALTERS	2100	DOCK SLIP REFUND	800.00	0.00
WATKINS OIL COMPANY	2278	APRIL 2013 FLEET FUEL USAGE	10,645.56	0.00

VENDOR APPROVAL SUMMARY REPORT
MAY 9, 2013

Date: 05/09/2013
Time: 2:16pm
Page: 2

Hillsdale City Offices

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
WHITES WELDING SERVICE	2174	FLAT STEEL 3/16 X 1	2.00	0.00
Grand Total:			69,358.44	90,063.17

SHADE TREE COMMITTEE

Meeting Minutes

May 1st, 2013

Gary Stachowicz, Hillsdale City Forester, called the Shade Tree meeting to order at 3:06 P.M.

Board members present:

Keith Richard, Carl Heinowski, Angie Girdham, Dr. Maria Bidny, and Barb Vallieu. Also present was City Forester, Gary Stachowicz.

Approval of minutes:

Before the minutes of the February 6th 2013 meeting were approved, Dr. Bidny raised a question relating to comments made at the last meeting of who would pay the tree value from an illegally cut city tree, the resident who asked a contractor to cut the tree, or the contractor that performed the cutting of the tree. Gary stated that the person who cut and removed the tree was liable. The ordinance states that the person responsible shall pay the value as determined by the City Forester. A motion was made by Keith to have Gary review the wordage of this with the city attorney to see if there needs to be any adjustment in the language as stated. Motion seconded by Dr. Bidny.

Motion was then made by Angie to approve the minutes of the February 6th, 2013 meeting. Motion seconded by Bud Heinowski.

Public comments:

None

Old business:

None

New business:

- A. **Welcome new member to the committee:** Gary formally welcomed Barb Vallieu to the Shade Tree Committee. Barb replaces B.J. Holton who recently resigned from the committee. Dr. Bidny mentioned sending B.J. a letter of appreciation thanking her for her time spent on the Shade Tree Committee.

- B. **Planting locations for 2013:** Gary said that on Thursday May 2nd, Lodi Farms out of Ann Arbor will be here to plant 41 trees throughout the city. Half the trees will be planted on major streets and the other half on local streets. One tree is a replacement from last years planting.
- C. **Tree City USA Awards Seminar:** On April 16th 2013, Gary attended the Tree City USA awards seminar in Okemos Michigan. The seminar recognizes those communities in Michigan that demonstrate proper care and maintenance of its urban forest resource. This is the 35th year in a row that Hillsdale has received this honor. The awards are presented in conjunction with the National Arbor Foundation.
- D. **Arbor Day:** This year, Arbor Day was observed on April 15th. Gary reported that he assisted the Hillsdale Garden Club in giving a tree planting demonstration at Gier Elementary School. The presentation was given to 1st grade students. After the presentation, each student was given a silky dogwood seedling to take home and plant.
- E. On Tuesday April 30th, Gary gave a presentation to a group of local Girl scouts on the benefits trees can have on their community. He also showed the girl scouts how to properly plant and care for a tree.
- F. **Tree Canopy analysis:** Gary said that the City of Hillsdale received a "free" tree canopy analysis from Davey Tree Co. The analysis shows that the City of Hillsdale has a total land cover area of approximately six square miles and of that, 1.83 miles is covered in tree canopy or 29%.

Adjournment: Motion was made by Barb Vallieu to adjourn the Shade Tree meeting at 3:55 P.M. The motion was seconded by Keith Richard.

The next meeting is tentatively scheduled for Wednesday August 7th, 2013 at 3:00 P.M. in the conference room on the second floor of City Hall.

Respectfully submitted by Gary Stachowicz, City Forester and Keith Richard, Director of Public Services



**City of Hillsdale
Cemetery Board Commission
Minutes
May 1, 2013**

I. Call to Order:

Meeting was called to order by Chairman Keith Richard at 4:10 P.M.

II. Board members present:

Keith Richard, Sally Fallon, John Barrett, Vicki Ladd and Carl "Bud" Heinowski
Also present: Katy Price- City Admin Assistant.

III. Approval of Minutes:

Barrett made the motion to accept the minutes of the March 4, 2013 meeting; seconded by Fallon. All Ayes, Motion Passed.

IV. Public Comments: None

V. Old Business

- A. **Expansion at Oak Grove** – Richard discussed the need for proposed layout of the graves and roads within this new section. With the approval of seal-coating of all roads planned for both Oak Grove and Lakeview Cemeteries as part of the upcoming fiscal year, this will accelerate the need to complete the placement of the road within the new section. The layout procedure for both the graves and roads, as well as the grading and installation of larger stone as a base and topping it off with crushed concrete, would need to be done in advance of the seal-coating. Richard also stated that topsoil will need to be placed and seeded in conjunction with the road construction. Fallon asked about the wrought fencing discussed at last meeting, and if anyone had a chance to contact the company out of Allen yet. Richard stated he has not contacted them yet, as this item was not approved for the upcoming fiscal year.
- B. **New Columbarium** – Bids have been advertised for the proposed 84 Niche Columbarium to be placed at the Lakeview Cemetery. These bids were advertised in the Hillsdale Daily Newspaper and posted on the City website. They are due back in the Clerk's office Monday, May 13, 2013 at 10:00 AM. Richard proposed that the columbarium be placed on the north portion of the oval shaped 'rotunda' of the street named "Crescent" in the 1937 Plat of Lakeview Cemetery. \$16,250.00 has been budgeted for the unit in the current fiscal year. Lakeview's Columbarium will be very similar to the one at Oak Grove cemetery, but a bit shorter.

- C. **Delinquent graves**— Katy Price discussed that City Manager Brown is working with the City Attorney on what to do with the 2 people with outstanding delinquent graves that have no current addresses.
- D. **Update Regarding Notification Process for Scheduling Funerals**— Richard updated the board stating there have been no more scheduling conflicts with phone calls or other items. Richard stated that Sexton, Eugene Goodlock revised his voice message so that callers will know they must speak with the main office at DPS to schedule a funeral.
- E. **Updates on 2013-14 Budget Requests/ Approvals-** The overall opinion of the Cemetery Board at the last meeting was that their top priority for capital improvement needs were the roads at both cemeteries. Richard reported this request was in-fact approved by City Council for the upcoming fiscal year. Richard discussed the chip seal process and the need for DPS crews to perform some work to delineate and 'crisp up' the edge of the streets prior to the chip seal installation. There is \$45,000 designated in the budget for the chip-seal project.

VI. New Business

- A. **Appointment for the Cemetery Board**— Richard is the board member with term expiring this year. Richard has been a part of the board since 2001, but wasn't appointed until May 2012. Richard inquired as to if the board would like to appoint a new chair. Discussion ensued, but all agreed Richard should continue to chair. The Mayor has been notified and will discuss whether Richard is to be reappointed at the next O&G and Council meeting.
- B. **Enforcement of Rule regarding pets on Cemetery Property**— Richard discussed the fact that many persons who visit both cemeteries allow their dogs to run loose. The cemetery rules are posted on a sign at the entrance to both cemeteries which clearly state the dogs need to be on a six foot leash, and owners need to pick up after them. Richard suggested that the board could purchase a 'Mutt & Mitt' station and post it at the entrance to the cemeteries for use. It was suggested that persons observing this violation can call the police for enforcement. Fallon asked if one cemetery was worse than the other. It was unclear to say which cemetery was worse.

Fallon stated the Eugene has been extremely good in making the cemeteries look beautiful. She appreciates the hard work he does on the clock and off. Richard stated that Eugene takes ownership of the cemeteries and does a great job, as do other city employees.

Barrett thanked Richard for the Cemetery Bylaws and Rules & Regulations that were included in the agenda and packet.

VII. Adjournment

Motion was made by Fallon to adjourn, Seconded by Heinowski. All in Favor, **Motion passed** 5-0.

Meeting adjourned at 4:40 pm.

Respectfully submitted by: Katy Price and Keith Richard

City of Hillsdale
Finance Committee Meeting Minutes
Monday, May 13, 2013
2nd Floor Conference Room
Hillsdale City Hall
5:45 PM

Call to Order: 5:50 p.m. by Chairperson Scott Sessions

Present:

Finance Committee Councilpersons: Sally Kinney, Scott Sessions, City Manager Linda Brown and Director Bonnie Tew Finance

Absent: Councilperson Mary Beth Bail

Public: No public present

Public discussion: No public discussion.

Invoices and vendor approval for checks printed on May 9, 2013 were reviewed and discussed by the committee. Explanations provided by Director Bonnie Tew Finance are:

\$1086.41 To SimplexGrinnell, (Library Fund). These costs were paid to SimplexGrinnell for a RPLC Sensor Board , and to replace a fire detector.

\$1907.20 To Brodbecks LLC (Public Services Department). These costs were paid to Brodbecks LLC. for the April 2013 compost turning.

\$2075.00 To Mika Meyers Becket & Jones PLC (Administrative Services). These costs were paid to Mika Meyers Becket & Jones PLC for labor negotiations

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

Motion by Councilperson Kinney to adjourn the meeting, 2nd by Councilperson Sessions.
Meeting adjourned: 5:58 p.m.

Respectfully submitted by: Chairperson Sessions

Minutes of Operations and Governance Committee
May 14, 2013

The O & G (Operations and Governance) Committee met on Tuesday May 14, 2013 in the 2nd Floor Conference Room, City Hall. Present were: Mayor Doug Moon, Committee Members Brian Watkins, Mary Wolfram, and Ruth Brown; and City Manager Linda Brown.

The main purpose of this meeting was for committee members to bring sample copies of city manager performance evaluation forms to review in an effort to improve the form the City of Hillsdale is currently using to make the questions on our form more specific to the City Manager's position. The committee spent approximately 35 minutes reviewing and discussing the various forms that committee members had collected.

Brian presented a copy of the City of Georgetown, Texas City Manager Performance Evaluation (September 2011) and stated that one of the reasons that he liked this form was that it included a section for the City Manager to fill out as self-evaluation.

Previously, Brian had found the ICMA (International City Manager's Association) City Manager Evaluation on the Internet, however, upon further review, stated that he really didn't like that form because the questions were too vague, too shallow, and didn't dig deep enough. Brian also had one "Leadership."

Ruth presented the Village Manager Evaluation form from the Village of Jonesville. She stated that Dave Steele had written the form based on information he gleaned from an MML seminar he attended about City Manager performance review/evaluation forms.

Mary presented a Sample Village Manager Evaluation from Cassopolis, a City Manager Evaluation from Sault Ste. Marie, and a City Manager Evaluation from Lapeer.

Discussion ensued. In referencing the Georgetown form, Mayor Moon asked how you would compile the key (1-Always, 2-Almost Always, etc.) into a grade. Brian suggested kicking out the highest and the lowest scores and averaging the rest. Mayor Moon stated that he did not use that method on Linda's current evaluation, however, the committee agreed that was OK. Mayor Moon stated that the only thing he didn't like about the Georgetown form was that the key on the form was inverted.

Mary asked about an opportunity for employees to offer their input. Mayor Moon pointed out that on the Georgetown form there is a section for "City Staff Form" where city staff fill out an evaluation section.

Ruth asked for a copy of the form that the City of Hillsdale is currently using, however, one was not available. Brian said that it is similar to the ICMA form. Ruth said that on the Lapeer form, she liked the section at the top that stated the purpose of the performance evaluation and she liked at the end where it said, "New performance goals and objectives" which would be something definitive going forward that would come out of the evaluation.

On the "Leadership" form, Brian stated that he liked the questions because they were deeper. Mary said that the ratings should be numbers, instead of letters, and that it should be an odd number of categories. She liked the sections for comments.

The issue of confidentiality was discussed. Brian suggested sending the form on e-mail because this would eliminate handwriting in the comments section, where, if the form was written, the tabulator might be able to tell by the handwriting who wrote the comments. Brian suggested the forms be anonymous.

Mary emphasized confidentiality and comments and also suggested that the comments and ratings sections be separated when compiling results. Mary said that we would lose a lot by not actually reading the comments. Brian asked for constructive comments.

The length of time given to complete the form and the place where the form would be filled out was also discussed. Mary and Ruth agreed that they would like some time to think about the questions and answers before completing the form. Mayor Moon did a demonstration on the white board.

The committee concluded this discussion deciding to work on the forms individually by indicating things you like, don't like, things you would add, etc., and to have your results ready for further discussion at a future O & G meeting date TBA.

Linda stated she had looked into the issue of when we could put the appointed clerk question back on the ballot again and found out that it is February 2014, not November 2013.

Mayor Moon discussed Linda's current evaluation for fiscal year ending June 30, 2012. He suggested the results be discussed in a closed session at the next Council meeting.

Mayor Moon had the following recommendations for appointments:

BPU (Board of Public Utilities) Board:
William Smith to a 5 year term ending May 2018

Cemetery Board:
Keith Richard to a 5 year term ending May 2018

Mary moved acceptance of the Mayor's recommendations as stated above, and send to Council for approval. Brian 2nd. Motion passed.

The next O & G meeting will be called as needed.

Meeting adjourned at 6:47pm.

Respectfully submitted by Ruth Brown, Chair, O & G

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

May 6, 2013
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 Douglas Moon opened the meeting with the pledge of allegiance.

Roll Call

Motion by Councilperson Kinney, supported by Councilperson Sullivan, to excuse the absence of Councilperson Watkins from the May 6, 2013 meeting.

All ayes.

Motion carried.

Mayor Moon called the meeting to order with the following Council members present: Council member Casey Sullivan 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, Keith Richard, Rick Rose, Matt Durr (Hillsdale Daily News), Alexis Kozub, Eldonna Bernath, Aimee England, Jacob Nieuwsma, Richard Smith, James Knox (Knox Ventures).

Approval of Agenda

Motion by Councilperson Sessions, supported by Councilperson Sullivan, to approve the May 6, 2013 Agenda as presented.

All ayes.

Motion carried.

Public Comment

Aimee England, 100 S. West St., commented that with all of the problems with blight perhaps the City could consider a city-wide clean up.

Richard Smith, 63 S. Broad St., addressed Council with code enforcement issues regarding properties at 55 and 72 S. Broad St. Mr. Smith questioned how long the code enforcement process takes before a property owner is made to do something with the property. City Manager Brown stated she will look into the matter and will make contact with him regarding the matter.

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 April 25, 2013: Claims of \$15,551; Payroll of \$84,762.07.
- B. Committee Reports (Pending Approval):
 1. O&G Minutes of February 8, 2013 & April 23, 2013
 2. Community Development Committee Minutes of April 25, 2013
 3. Finance Minutes of April 15, 2013 & April 29, 2013
 4. ZBA Minutes of April 23, 2013
- C. Council Minutes of April 15, 2013
- D. Quarterly Investments of April 15, 2013

Motion by Councilperson Brown, supported by Councilperson Sessions, to approve the Consent agenda as presented. Roll call: Councilpersons Bail – yes; Brown – yes; Kinney – yes; Sessions – yes; Sullivan – yes; Wolfram – yes; Mayor Moon – yes; Arnold – yes.

Approved 8-0.

Motion carried.

Communications

None

Introduction and Adoption of Ordinances/Public Hearings

- A. Knox Ventures Commercial Rehabilitation Exemption (Public Hearing) (Resolution). City Manager Brown stated that on March 14, 2013 the City Clerk received an application from Knox Ventures for a Commercial Rehab Exemption. At the last regular meeting, Council set a public hearing to be held at the May 6, 2013 meeting. City Manager Brown reported notice and publication requirements had been met and the EDC also met and recommended the exemption be granted for a term of ten years. City Manager Brown recommended that, following the public hearing, Council adopt the resolution granting the exemption for a period of ten years.

Mayor Moon opened the public hearing. After no comment was made by the public, Mayor Moon offered Council to comment. No public or council comment was made.

Motion by Councilperson Sessions, supported by Councilperson Brown, to adopt Resolution #3131, Knox Ventures Commercial Rehabilitation Exemption for a period of 10 years. Roll call: Councilpersons Brown – yes; Kinney – yes; Sessions – yes; Sullivan – yes; Wolfram – yes; Mayor Moon – yes; Councilpersons Arnold – yes; Bail – yes.

Approved 8-0

Motion carried.

- B. Cobra Moto, LLC Industrial Facilities Tax Exemption (Resolution). City Manager Linda Brown stated that on March 28, 2013, the City Clerk received an application from Cobra Moto, LLC for an Industrial Facilities Tax Exemption. At the April 15, 2013 council meeting May 6, 2013 was established as the date to hold a public hearing regarding the exemption. City Manager Brown recommended Council adopt Resolution #3132 and grant Cobra Moto, LLC a 12 year Industrial Facilities Tax Exemption.

Mayor Moon opened the public hearing for public comment as well as council comment. No comment was made.

Motion by Councilperson Sullivan, supported by Councilperson Kinney, to adopt Resolution #3132, Cobra Moto, LLC Industrial Tax Exemption. Roll call: Councilpersons Kinney – yes; Sessions – yes; Sullivan – yes; Wolfram – yes; Mayor Moon – yes; Councilpersons Arnold – yes; Bail – yes; Brown – yes.

Approved 8-0.

Motion carried.

- C. Ordinance to Rezone Properties from I-1 Light Industrial to RM – 1 Multiple Family Residential. City Manager Brown stated that, on April 15, 2013 Council received a proposed ordinance to rezone properties from I-1 to RM-1. On April 8, 2013, the Planning Commission acting upon its own recommendation, voted to approve the rezoning of properties located at 42 Union Street, 52 Union Street and 71 Hillsdale Street. A public hearing was held to receive input. Following the closing of the public hearing, the Planning Commission voted to approve the rezoning. City Manager Brown recommended Council pass the ordinance at the May 15, 2013 meeting.

Motion by Councilperson Sullivan, supported by Councilperson Brown, to pass Ordinance #2013-1, Rezone I-1 Light Industrial to RM-1 Multiple Family, and authorize the mayor and Clerk's signatures on the Ordinance and send for publication. Roll call:

Councilpersons Sessions – yes; Sullivan – yes; Wolfram – yes; Mayor Moon – yes; Councilpersons Arnold – yes;

Approved 8-0.

Motion carried.

- D. Ordinance to Amend Section 20-31, Division 1, Article II, Chapter 28 Regarding Municipal Civil Infractions. City Manager Brown presented Council with a proposed ordinance which contains a definition clearly identifying individuals authorized to issue civil infractions.

Motion by Councilperson Sullivan, supported by Councilperson Wolfram, to receive the proposed Ordinance #2013-2, set a public hearing for May 20, 2013 and order its publication. Roll call: Councilpersons Sullivan – yes; Wolfram – yes; Mayor Moon – yes; Arnold – no; Bail – yes; Brown – yes; Kinney – yes; Sessions – yes.

Approved 7-1.

Motion carried.

- E. Ordinance to Amend Sections 28-32, 28-34, 28-42, and 28-44 of Article II of Chapter 28 Regarding Collection and Disposal of Solid Waste and yard Rubbish. City Manager Brown explained that as the process for dealing with accumulation of solid waste and yard rubbish has been scrutinized, the need for some revisions to the ordinance became apparent. City Manager Brown presented Council with amendments to four Sections of Article II of Chapter 28 Regarding Collection and Disposal of Solid Waste and Yard Rubbish. City Manager Brown recommended Council receive the ordinance as a proposed ordinance, set public hearing for May 20, 2013 and order its publication as such.

Motion by Councilperson Bail, supported by Councilperson Sullivan, to receive proposed Ordinance #2013-3, set a public hearing for May 02, 2013 and order its publication. Roll call: Councilpersons Wolfram – yes; Mayor Moon – yes; Councilpersons Arnold – no; Bail – yes; Brown – yes; Kinney – yes; Sessions – yes; Sullivan – yes.

Approved 7-1.

Motion carried.

- F. Budget for fiscal year 2013-2014 (Public Hearing) (Resolutions) City manager Brown stated Council was presented with the proposed 2013-2014 budget document at its April 1, 2013 meeting. The public hearing was set by Council for May 6, 2013 at 7:00 p.m. The document was posted for public review and posted on the City website.

Mayor Moon opened the public hearing for comment. No public comment was received. Councilperson Sullivan made comment that, after all of the community discussion about the trimming of the budget, he did not see anyone from the public attend the budget meetings in order to find solution. Councilperson Wolfram fully agreed with Councilperson Sullivan and stated Council should consider holding off the adoption of the budget until the next meeting giving the community another chance to come forward to review the budget and offer any suggestions they might have to trim it. Mayor Moon stated the community has had ample time to participate in the budget process and that time has gone.

Motion by Councilperson Wolfram, supported by Councilperson Sessions, to table the adoption of the 2013-2014 budget until the May 20, 2013 meeting. Roll call: Mayor Moon – no; Councilpersons Arnold – no; Bail – yes; Brown – yes; Kinney – no; Sessions – no; Sullivan – yes; Wolfram – yes.

Motion Failed 4-4.

Motion by Councilperson Wolfram, supported by Councilperson Sessions, to adopt Resolution #3133, Adopt the 2013-2014 Budget and Resolution #3134, Levy Taxes.

Motion by Councilperson Brown, supported by Councilperson Arnold, to adopt Resolution #3133, 2013-2014 Budget. Roll call: Councilpersons Arnold – yes; Bail – yes; Brown – yes; Kinney – yes; Sessions – yes; Sullivan – yes; Wolfram – no.

Approved 7-1.

Motion carried.

Motion by Councilperson Brown, supported by Councilperson Arnold, to adopt Resolution #3134, Levy Taxes. Roll call: Councilpersons Bail – yes; Brown – yes; Kinney – yes; Sessions – yes; Sullivan – yes; Wolfram – no.

Approved 8-0.

Motion carried.

Unfinished Business

- A. Local Streets Maintenance. None
- B. Code Enforcement.

Old Business

- A. CGI Proposal for Video Services. City Manager Linda Brown stated that, at the April 15, 2013 meeting she presented Council with an offer made to the City by CGI Communications, Inc for the purpose of entering into a collaborative agreement with the National League of Cities and the US Conference of Mayors to provide video services. After a video presentation regarding the services and viewing websites, Mayor Moon requested that Council be given time to review the agreement and submit all questions to the City Manager not later than Friday, April 19, 2013. City Manager Brown reported she heard only from Councilperson Watkins.

Motion by Councilperson Sullivan, supported by Councilperson Kinney, to approve the CGI Communications agreement as presented and authorize signatures on the necessary documents. Roll call: Councilperson Brown – no; Kinney – yes; Sessions – yes; Sullivan – yes; Wolfram – yes; Mayor Moon – yes; Councilpersons Arnold – no; Bail – yes.

Approved 6-2.

Motion carried.

New Business

- A. Closed Session Pursuant to P.A. 267 of 1976, Section 15.268, Sec 8(d)

Motion by Councilperson Kinney, supported by Councilperson Brown, to go into Closed Session Pursuant to P.A. 267 of 1976, Section 15.268, Sec 8(d).

All ayes.

Motion carried.

Motion by Councilperson Arnold, supported by Councilperson Sullivan, to adopt Resolution #3135.

- B. Hillsdale County Parks Commission Request for Donation. City Manager Brown stated that Councilperson Watkins requested Council give thought to the Adopt a Pier at Lewis Emery Park consideration. County Parks Commissioner dropped off a flyer regarding the project. City Manager Brown forwarded the information to Michigan Municipal League Sue Jeffers regarding the expenditure. It was determined this would be an unlawful expenditure.

Motion by Councilperson Wolfram, supported by Councilperson Sullivan, to right a letter of explanation to Parks Commissioner Ted Jansen.

All ayes.

Motion carried.

- C. Park usage Agreement – Indiana Outboard Races. City Manager Brown reported that, as in the past, Indiana Outboard Races has again requested use of Owen Memorial Park as their launch site for racing events July 19-21 and Sept. 6-8.

Motion by Councilperson Sullivan, supported by Councilperson Arnold, to approve the Indiana Outboard Races Use Agreement as presented and authorize the Mayor and Clerk's signatures. Roll call: Councilpersons Sullivan – yes; Wolfram – yes; Mayor Moon – yes; Councilpersons Arnold – yes; Bail – yes; Brown – yes; Kinney – yes; Sessions – yes.

Approved 8-0.

Motion carried.

- D. Contract for Jenkins Engineering, LLC for Millpond Dam Inspection and DEQ Permitting. City Manager Brown stated the dam located on South Street at the millpond is required to be inspected every four years. A proposal was presented to prepare report for inspection of the dam and to necessitate the acquisition of a permit from DEQ.

Motion by Councilperson Brown, supported by Councilperson Sullivan, to approve the agreement as presented and authorize the Mayor and Clerk's signatures on agreement. Roll call: Councilpersons Sullivan – yes; Wolfram – yes; Mayor Moon – yes; Arnold – yes; Bail – yes; Brown – yes; Kinney – yes; Sessions – yes.

Approved 8-0.

Motion carried.

- E. Proposed Ordinance Amendments for Beach. City Manager Brown suggested amendment changes be made in order to insure the investment in the improvements made at Sandy Beach by the Rotary and the City be safeguarded. City Manager Brown list examples of the amendments and asked that permission be given to forward the suggested changes to the City Attorney for preparation and presentation to Council.

Motion by Councilperson Kinney, supported by Councilperson Sullivan, to refer the amendment changes to the City Attorney for preparation.

All ayes.

Motion carried.

Miscellaneous

- A. Appointments - None

Department Reports

None

Public Comment

None

Council Comment

Councilperson Mary Wolfram reported a May 22nd I Geek Entrepreneur event at the Hillsdale Community Library.

Adjournment

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

Motion carried.

9:47 p.m.

Douglas Moon, Mayor

Michelle Loren, Deputy Clerk

REVENUE/EXPENDITURE REPORT
APRIL 2013

Hillsdale City Offices

For the Period: 7/1/2012 to 4/30/2013

Fund: 101 - GENERAL FUND

Revenues

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 000.000	4,036,670.00	4,151,420.00	3,555,049.02	274,390.00	0.00	596,370.98	85.6
Revenues	4,036,670.00	4,151,420.00	3,555,049.02	274,390.00	0.00	596,370.98	85.6

Expenditures

CITY COUNCIL	29,945.00	29,945.00	24,850.30	1,577.81	0.00	5,094.70	83.0
CITY MANAGER	202,835.00	202,835.00	165,326.84	15,020.80	0.00	37,508.16	81.5
ECONOMIC DEVELOPMENT	60,520.00	60,520.00	44,043.51	4,291.00	0.00	16,476.49	72.8
ADMINISTRATIVE SERVICES	228,500.00	228,500.00	126,184.92	3,953.02	0.00	102,315.08	55.2
ELECTIONS	16,765.00	16,765.00	9,626.72	82.04	0.00	7,138.28	57.4
ASSESSING DEPARTMENT	145,920.00	145,920.00	112,495.76	14,718.59	-427.70	33,851.94	76.8
CITY CLERK DEPARTMENT	76,765.00	76,765.00	64,998.50	5,418.11	0.00	11,766.50	84.7
FINANCE DEPARTMENT	100,605.00	100,605.00	80,346.00	6,508.79	0.00	20,259.00	79.9
CITY TREASURER	120,965.00	120,965.00	61,496.98	6,690.65	89.47	59,378.55	50.9
BUILDING AND GROUNDS	111,305.00	111,305.00	87,014.96	1,465.98	42.52	24,247.52	78.2
PARKING LOTS	30,505.00	30,505.00	13,178.59	-1,242.77	0.00	17,326.41	43.2
CEMETERIES	108,535.00	108,535.00	89,783.86	4,281.40	0.00	18,751.14	82.7
AIRPORT	91,010.00	91,010.00	76,552.96	9,256.76	197.79	14,259.25	84.3
POLICE DEPARTMENT	1,307,930.00	1,307,930.00	1,094,463.94	86,296.19	201.20	213,264.86	83.7
FIRE DEPARTMENT	471,210.00	585,960.00	479,731.56	34,616.12	230.00	105,998.44	81.9
CODE ENFORCEMENT	8,465.00	8,465.00	1,715.63	0.00	0.00	6,749.37	20.3
PLANNING DEPARTMENT	8,150.00	8,150.00	3,427.04	156.50	0.00	4,722.96	42.0
PUBLIC SERVICES DEPARTMENT	290,395.00	290,395.00	209,266.14	17,400.36	0.00	81,128.86	72.1
STREET LIGHTING	65,500.00	65,500.00	47,007.48	0.00	0.00	18,492.52	71.8
PARKS	149,155.00	149,155.00	110,526.94	16,641.37	0.00	38,628.06	74.1
TRANSFERS TO OTHER FUNDS	575,355.00	575,355.00	199,994.47	0.00	0.00	375,360.53	34.8
Expenditures	4,200,335.00	4,315,085.00	3,102,033.10	227,132.72	333.28	1,212,718.62	71.9

Net Effect for GENERAL FUND	-163,665.00	-163,665.00	453,015.92	47,257.28	333.28	-616,347.64	-276.6
Change in Fund Balance:			453,015.92				

Fund: 202 - MAJOR ST./TRUNKLINE FUND

Revenues

REVENUE/EXPENDITURE REPORT
APRIL 2013

Hillsdale City Offices

For the Period: 7/1/2012 to 4/30/2013

Fund: 202 - MAJOR ST./TRUNKLINE FUND

Revenues

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 000.000	460,300.00	460,300.00	324,103.59	65,062.42	0.00	136,196.41	70.4
Revenues	460,300.00	460,300.00	324,103.59	65,062.42	0.00	136,196.41	70.4

Expenditures

ADMINISTRATIVE SERVICES	91,500.00	91,500.00	29,213.64	4,543.87	0.00	62,286.36	31.9
ADMIN. SERVICES - TRUNKLINE	3,000.00	3,000.00	2,993.09	1,956.19	0.00	6.91	99.8
STREET SURFACE	77,170.00	77,170.00	29,957.90	2,784.26	0.00	47,212.10	38.8
TRUNKLINE SURFACE	11,775.00	11,775.00	3,546.79	1,320.33	0.00	8,228.21	30.1
R.O.W. MAINTENANCE	69,655.00	69,655.00	106,618.07	23,333.59	0.00	-36,963.07	153.1
TRUNKLINE R.O.W. MAINTENANCE	9,130.00	9,130.00	3,663.32	175.89	0.00	5,466.68	40.1
TREES	45,080.00	45,080.00	29,196.11	1,484.53	0.00	15,883.89	64.8
TRUNKLINE TREES	745.00	745.00	185.76	-4.14	0.00	559.24	24.9
DRAINAGE	35,830.00	35,830.00	22,394.94	10,316.90	0.00	13,435.06	62.5
TRUNKLINE R.O.W. DRAINAGE	5,100.00	5,100.00	90.00	36.13	0.00	5,010.00	1.8
TRAFFIC	49,655.00	49,655.00	29,504.43	-4,253.11	0.00	20,150.57	59.4
TRUNKLINE TRAFFIC	6,550.00	6,550.00	3,550.93	-38.12	0.00	2,999.07	54.2
WINTER MAINTENANCE	83,000.00	83,000.00	58,946.95	-6,754.26	0.00	24,053.05	71.0
TRUNKLINE WINTER MAINTENANCE	22,625.00	22,625.00	18,659.89	-1,183.28	0.00	3,965.11	82.5
Expenditures	510,815.00	510,815.00	338,521.82	33,718.78	0.00	172,293.18	66.3
Net Effect for MAJOR ST./TRUNKLINE FUND	-50,515.00	-50,515.00	-14,418.23	31,343.64	0.00	-36,096.77	28.5
Change in Fund Balance:			-14,418.23				

Fund: 203 - LOCAL ST. FUND

Revenues

Dept: 000.000	298,730.00	298,730.00	164,990.01	14,947.98	0.00	133,739.99	55.2
Revenues	298,730.00	298,730.00	164,990.01	14,947.98	0.00	133,739.99	55.2

Expenditures

ADMINISTRATIVE SERVICES	13,500.00	13,500.00	9,584.48	1,494.80	0.00	3,915.52	71.0
STREET SURFACE	70,340.00	70,340.00	52,980.01	254.07	0.00	17,359.99	75.3
R.O.W. MAINTENANCE	69,635.00	69,635.00	52,144.24	13,628.80	0.00	17,490.76	74.9
TREES	57,320.00	57,320.00	29,850.49	3,651.84	0.00	27,469.51	52.1

REVENUE/EXPENDITURE REPORT
APRIL 2013

Hillsdale City Offices

For the Period: 7/1/2012 to 4/30/2013

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 203 - LOCAL ST. FUND							
Expenditures							
DRAINAGE	22,385.00	22,385.00	16,590.10	6,974.44	0.00	5,794.90	74.1
TRAFFIC	18,105.00	18,105.00	8,911.97	-1,717.72	0.00	9,193.03	49.2
WINTER MAINTENANCE	47,445.00	47,445.00	38,008.22	-3,971.57	0.00	9,436.78	80.1
Expenditures	298,730.00	298,730.00	208,069.51	20,314.66	0.00	90,660.49	69.7
Net Effect for LOCAL ST. FUND	0.00	0.00	-43,079.50	-5,366.68	0.00	43,079.50	0.0
Change in Fund Balance:			-43,079.50				
Fund: 208 - RECREATION FUND							
Revenues							
Dept: 000.000	124,165.00	124,165.00	83,149.00	11,480.00	0.00	41,016.00	67.0
Revenues	124,165.00	124,165.00	83,149.00	11,480.00	0.00	41,016.00	67.0
Expenditures							
RECREATION DEPARTMENT	124,165.00	124,165.00	86,121.72	5,270.52	0.00	38,043.28	69.4
Expenditures	124,165.00	124,165.00	86,121.72	5,270.52	0.00	38,043.28	69.4
Net Effect for RECREATION FUND	0.00	0.00	-2,972.72	6,209.48	0.00	2,972.72	0.0
Change in Fund Balance:			-2,972.72				
Fund: 244 - ECONOMIC DEVELOPMENT CORP FUND							
Revenues							
Dept: 000.000	20,150.00	20,150.00	135.28	7.66	0.00	20,014.72	0.7
Revenues	20,150.00	20,150.00	135.28	7.66	0.00	20,014.72	0.7
Expenditures							
ECONOMIC DEVELOPMENT	51,000.00	51,000.00	531.50	0.00	0.00	50,468.50	1.0
Expenditures	51,000.00	51,000.00	531.50	0.00	0.00	50,468.50	1.0
Net Effect for ECONOMIC DEVELOPMENT CORP FUND	-30,850.00	-30,850.00	-396.22	7.66	0.00	-30,453.78	1.3
Change in Fund Balance:			-396.22				
Fund: 247 - TAX INCREMENT FINANCE ATH.							
Revenues							
Dept: 000.000	124,500.00	124,500.00	138,575.90	31.43	0.00	-14,075.90	111.3
Revenues	124,500.00	124,500.00	138,575.90	31.43	0.00	-14,075.90	111.3
Expenditures							
CAPITAL OUTLAY	100,000.00	100,000.00	22,280.02	0.00	0.00	77,719.98	22.3
Expenditures	100,000.00	100,000.00	22,280.02	0.00	0.00	77,719.98	22.3
Net Effect for TAX INCREMENT FINANCE ATH.	24,500.00	24,500.00	116,295.88	31.43	0.00	-91,795.88	474.7
Change in Fund Balance:			116,295.88				

REVENUE/EXPENDITURE REPORT
APRIL 2013

Hillsdale City Offices

For the Period: 7/1/2012 to 4/30/2013

Fund: 265 - DRUG FORFEITURE/GRANT FUND

Revenues

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

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	0.00	0.00	0.00	0.00	0.0
Change in Fund Balance:			116,295.88				

Fund: 271 - LIBRARY FUND

Revenues

Dept: 000.000	272,955.00	272,955.00	197,910.40	7,809.87	0.00	75,044.60	72.5
---------------	------------	------------	------------	----------	------	-----------	------

Revenues	272,955.00	272,955.00	197,910.40	7,809.87	0.00	75,044.60	72.5
----------	------------	------------	------------	----------	------	-----------	------

Expenditures

LIBRARY	221,185.00	221,185.00	179,441.56	15,751.68	1,438.80	40,304.64	81.8
---------	------------	------------	------------	-----------	----------	-----------	------

LIBRARY - CHILDREN'S AREA	12,000.00	12,000.00	10,978.96	643.31	258.46	762.58	93.6
---------------------------	-----------	-----------	-----------	--------	--------	--------	------

Expenditures	233,185.00	233,185.00	190,420.52	16,394.99	1,697.26	41,067.22	82.4
--------------	------------	------------	------------	-----------	----------	-----------	------

Net Effect for LIBRARY FUND	39,770.00	39,770.00	7,489.88	-8,585.12	1,697.26	33,977.38	14.6
Change in Fund Balance:			7,489.88				

Fund: 274 - POLICE PUBLIC RELATIONS FUND

Revenues

Dept: 000.000	7,000.00	7,000.00	4,143.66	0.00	0.00	2,856.34	59.2
---------------	----------	----------	----------	------	------	----------	------

Revenues	7,000.00	7,000.00	4,143.66	0.00	0.00	2,856.34	59.2
----------	----------	----------	----------	------	------	----------	------

Expenditures

POLICE DEPARTMENT	7,000.00	7,000.00	4,293.51	280.00	0.00	2,706.49	61.3
-------------------	----------	----------	----------	--------	------	----------	------

Expenditures	7,000.00	7,000.00	4,293.51	280.00	0.00	2,706.49	61.3
--------------	----------	----------	----------	--------	------	----------	------

Net Effect for POLICE PUBLIC RELATIONS FUND	0.00	0.00	-149.85	-280.00	0.00	149.85	0.0
Change in Fund Balance:			-149.85				

Fund: 362 - BOND AND INTEREST REDEM. FUND

Revenues

Dept: 000.000	28,000.00	28,000.00	24,994.47	0.00	0.00	3,005.53	89.3
---------------	-----------	-----------	-----------	------	------	----------	------

Revenues	28,000.00	28,000.00	24,994.47	0.00	0.00	3,005.53	89.3
----------	-----------	-----------	-----------	------	------	----------	------

Expenditures

DEBT SERVICE-INDUSTRIAL PARK #	28,000.00	28,000.00	28,000.00	0.00	0.00	0.00	100.0
--------------------------------	-----------	-----------	-----------	------	------	------	-------

REVENUE/EXPENDITURE REPORT
APRIL 2013

Hillsdale City Offices

For the Period: 7/1/2012 to 4/30/2013

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 362 - BOND AND INTEREST REDEM. FUND							
Expenditures	28,000.00	28,000.00	28,000.00	0.00	0.00	0.00	100.0
Net Effect for BOND AND INTEREST REDEM. FUND	0.00	0.00	-3,005.53	0.00	0.00	3,005.53	0.0
Change in Fund Balance:			-3,005.53				
Fund: 401 - CAPITAL IMPROVEMENT FUND							
Revenues							
Dept: 000.000	237,750.00	237,750.00	60,515.26	1,000.00	0.00	177,234.74	25.5
Revenues	237,750.00	237,750.00	60,515.26	1,000.00	0.00	177,234.74	25.5
Expenditures							
CEMETERIES	16,500.00	16,500.00	0.00	0.00	0.00	16,500.00	0.0
SIDEWALKS	110,000.00	110,000.00	118,079.12	-2,439.08	0.00	-8,079.12	107.3
MAJOR STREET RECONSTRUCTION	410,000.00	410,000.00	319,501.23	0.00	0.00	90,498.77	77.9
DRAINAGE	100,000.00	100,000.00	70,071.37	0.00	0.00	29,928.63	70.1
PARKS	6,250.00	6,250.00	3,675.00	0.00	0.00	2,575.00	58.8
CAPITAL OUTLAY	165,000.00	165,000.00	78,430.09	8,778.59	6,080.00	80,489.91	51.2
Expenditures	807,750.00	807,750.00	589,756.81	6,339.51	6,080.00	211,913.19	73.8
Net Effect for CAPITAL IMPROVEMENT FUND	-570,000.00	-570,000.00	-529,241.55	-5,339.51	6,080.00	-34,678.45	93.9
Change in Fund Balance:			-529,241.55				
Fund: 408 - FIELDS OF DREAMS							
Revenues							
Dept: 000.000	20,500.00	20,500.00	1,538.34	0.60	0.00	18,961.66	7.5
Revenues	20,500.00	20,500.00	1,538.34	0.60	0.00	18,961.66	7.5
Expenditures							
RECREATION DEPARTMENT	20,500.00	20,500.00	609.00	0.00	0.00	19,891.00	3.0
Expenditures	20,500.00	20,500.00	609.00	0.00	0.00	19,891.00	3.0
Net Effect for FIELDS OF DREAMS	0.00	0.00	929.34	0.60	0.00	-929.34	0.0
Change in Fund Balance:			929.34				
Fund: 409 - STOCK'S PARK							
Revenues							
Dept: 000.000	20,050.00	20,050.00	27,086.70	5,055.22	0.00	-7,036.70	135.1
Revenues	20,050.00	20,050.00	27,086.70	5,055.22	0.00	-7,036.70	135.1
Expenditures							
PARKS	20,050.00	20,050.00	11,562.40	507.35	0.00	8,487.60	57.7
Expenditures	20,050.00	20,050.00	11,562.40	507.35	0.00	8,487.60	57.7

REVENUE/EXPENDITURE REPORT
APRIL 2013

Hillsdale City Offices

For the Period: 7/1/2012 to 4/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Net Effect for STOCK'S PARK Change in Fund Balance:	0.00	0.00	15,524.30	4,547.87	0.00	-15,524.30	0.0
Fund: 471 - LIBRARY IMPROVEMENT FUND			15,524.30				
Revenues							
Dept: 000.000	1,000.00	1,000.00	1,352.00	0.00	0.00	-352.00	135.2
Revenues	1,000.00	1,000.00	1,352.00	0.00	0.00	-352.00	135.2
Expenditures							
LIBRARY	1,000.00	1,000.00	1,568.71	0.00	0.00	-568.71	156.9
Expenditures	1,000.00	1,000.00	1,568.71	0.00	0.00	-568.71	156.9
Net Effect for LIBRARY IMPROVEMENT FUND Change in Fund Balance:	0.00	0.00	-216.71	0.00	0.00	216.71	0.0
Fund: 481 - AIRPORT IMPROVEMENT FUND			-216.71				
Revenues							
Dept: 000.000	146,995.00	146,995.00	132,214.65	2,974.96	0.00	14,780.35	89.9
Revenues	146,995.00	146,995.00	132,214.65	2,974.96	0.00	14,780.35	89.9
Expenditures							
CAPITAL OUTLAY	139,940.00	139,940.00	63,298.51	4,009.00	0.00	76,641.49	45.2
Expenditures	139,940.00	139,940.00	63,298.51	4,009.00	0.00	76,641.49	45.2
Net Effect for AIRPORT IMPROVEMENT FUND Change in Fund Balance:	7,055.00	7,055.00	68,916.14	-1,034.04	0.00	-61,861.14	976.8
Fund: 496 - THREE MEADOWS DEVELOPMENT			68,916.14				
Expenditures							
CAPITAL OUTLAY	0.00	0.00	422.81	0.00	0.00	-422.81	0.0
Expenditures	0.00	0.00	422.81	0.00	0.00	-422.81	0.0
Net Effect for THREE MEADOWS DEVELOPMENT Change in Fund Balance:	0.00	0.00	-422.81	0.00	0.00	422.81	0.0
Fund: 588 - DIAL-A-RIDE FUND			-422.81				
Revenues							
Dept: 000.000	320,690.00	320,690.00	294,295.19	15,256.65	0.00	26,394.81	91.8
Revenues	320,690.00	320,690.00	294,295.19	15,256.65	0.00	26,394.81	91.8
Expenditures							
ADMINISTRATIVE SERVICES	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.0
DIAL-A-RIDE	270,690.00	270,690.00	334,588.42	19,044.71	0.00	-63,898.42	123.6
Expenditures	320,690.00	320,690.00	334,588.42	19,044.71	0.00	-13,898.42	104.3
Net Effect for DIAL-A-RIDE FUND Change in Fund Balance:	0.00	0.00	-40,293.23	-3,788.06	0.00	40,293.23	0.0
			-40,293.23				

REVENUE/EXPENDITURE REPORT
APRIL 2013

Hillsdale City Offices

For the Period: 7/1/2012 to 4/30/2013

Fund: 633 - PUBLIC SERVICES INV. FUND

Revenues

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 000.000	207,755.00	207,755.00	102,358.91	2,918.41	0.00	105,396.09	49.3

Revenues

	207,755.00	207,755.00	102,358.91	2,918.41	0.00	105,396.09	49.3
--	------------	------------	------------	----------	------	------------	------

Expenditures

PUBLIC SERVICES INVENTORY	207,755.00	207,755.00	90,405.65	4,951.78	0.00	117,349.35	43.5
---------------------------	------------	------------	-----------	----------	------	------------	------

Expenditures

	207,755.00	207,755.00	90,405.65	4,951.78	0.00	117,349.35	43.5
--	------------	------------	-----------	----------	------	------------	------

Net Effect for PUBLIC SERVICES INV. FUND

0.00	0.00	11,953.26	-2,033.37	0.00	-11,953.26	0.0
------	------	-----------	-----------	------	------------	-----

Change in Fund Balance:

11,953.26

Fund: 640 - REVOLVING MOBILE EQUIP. FUND

Revenues

Dept: 000.000	403,700.00	403,700.00	294,397.04	29,611.80	0.00	109,302.96	72.9
---------------	------------	------------	------------	-----------	------	------------	------

Revenues

	403,700.00	403,700.00	294,397.04	29,611.80	0.00	109,302.96	72.9
--	------------	------------	------------	-----------	------	------------	------

Expenditures

MOBILE EQUIPMENT MAINTENANCE	476,285.00	476,285.00	261,423.17	20,812.05	116,768.00	98,093.83	79.4
------------------------------	------------	------------	------------	-----------	------------	-----------	------

Expenditures

	476,285.00	476,285.00	261,423.17	20,812.05	116,768.00	98,093.83	79.4
--	------------	------------	------------	-----------	------------	-----------	------

Net Effect for REVOLVING MOBILE EQUIP. FUND

-72,585.00	-72,585.00	32,973.87	8,799.75	116,768.00	11,209.13	115.4
------------	------------	-----------	----------	------------	-----------	-------

Change in Fund Balance:

32,973.87

Fund: 663 - FIRE VEHICLE & EQUIPMENT FUND

Revenues

Dept: 000.000	26,050.00	26,050.00	25,689.09	3.99	0.00	360.91	98.6
---------------	-----------	-----------	-----------	------	------	--------	------

Revenues

	26,050.00	26,050.00	25,689.09	3.99	0.00	360.91	98.6
--	-----------	-----------	-----------	------	------	--------	------

Net Effect for FIRE VEHICLE & EQUIPMENT FUND

26,050.00	26,050.00	25,689.09	3.99	0.00	360.91	98.6
-----------	-----------	-----------	------	------	--------	------

Change in Fund Balance:

25,689.09

Fund: 677 - UNEMPLOYMENT INSURANCE FUND

Revenues

Dept: 000.000	9,300.00	9,300.00	9,255.99	3.55	0.00	44.01	99.5
---------------	----------	----------	----------	------	------	-------	------

Revenues

	9,300.00	9,300.00	9,255.99	3.55	0.00	44.01	99.5
--	----------	----------	----------	------	------	-------	------

Expenditures

ADMINISTRATIVE SERVICES	10,000.00	10,000.00	1,053.13	0.00	0.00	8,946.87	10.5
-------------------------	-----------	-----------	----------	------	------	----------	------

Expenditures

	10,000.00	10,000.00	1,053.13	0.00	0.00	8,946.87	10.5
--	-----------	-----------	----------	------	------	----------	------

Net Effect for UNEMPLOYMENT INSURANCE FUND

-700.00	-700.00	8,202.86	3.55	0.00	-8,902.86	-1,171.8
---------	---------	----------	------	------	-----------	----------

Change in Fund Balance:

8,202.86

Fund: 699 - DPS LEAVE AND BENEFITS FUND

Revenues

Dept: 000.000	152,415.00	152,415.00	113,284.85	7,647.93	0.00	39,130.15	74.3
---------------	------------	------------	------------	----------	------	-----------	------

REVENUE/EXPENDITURE REPORT
APRIL 2013

Hillsdale City Offices

For the Period: 7/1/2012 to 4/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 699 - DPS LEAVE AND BENEFITS FUND							
Revenues	152,415.00	152,415.00	113,284.85	7,647.93	0.00	39,130.15	74.3
Expenditures							
PUBLIC SERVICES DEPARTMENT	152,415.00	152,415.00	113,284.91	7,647.94	0.00	39,130.09	74.3
Expenditures	152,415.00	152,415.00	113,284.91	7,647.94	0.00	39,130.09	74.3
Net Effect for DPS LEAVE AND BENEFITS FUND	0.00	0.00	-0.06	-0.01	0.00	0.06	0.0
Change in Fund Balance:			-0.06				
Fund: 711 - CEMETERY PERPETUAL CARE FUND							
Revenues							
Dept: 000.000	35,000.00	35,000.00	20,844.69	4,200.43	0.00	14,155.31	59.6
Revenues	35,000.00	35,000.00	20,844.69	4,200.43	0.00	14,155.31	59.6
Expenditures							
CEMETERIES	0.00	0.00	500.00	500.00	0.00	-500.00	0.0
TRANSFERS TO OTHER FUNDS	36,500.00	36,500.00	20,000.00	0.00	0.00	16,500.00	54.8
Expenditures	36,500.00	36,500.00	20,500.00	500.00	0.00	16,000.00	56.2
Net Effect for CEMETERY PERPETUAL CARE FUND	-1,500.00	-1,500.00	344.69	3,700.43	0.00	-1,844.69	-23.0
Change in Fund Balance:			344.69				
Fund: 712 - STOCK'S PARK PERPETUAL MAINT.							
Revenues							
Dept: 000.000	5,100.00	5,100.00	140.77	0.31	0.00	4,959.23	2.8
Revenues	5,100.00	5,100.00	140.77	0.31	0.00	4,959.23	2.8
Net Effect for STOCK'S PARK PERPETUAL MAINT.	5,100.00	5,100.00	140.77	0.31	0.00	4,959.23	2.8
Change in Fund Balance:			140.77				
Fund: 715 - R. L. OWEN MEMORIAL FUND							
Revenues							
Dept: 000.000	5,000.00	5,000.00	5,870.00	0.00	0.00	-870.00	117.4
Revenues	5,000.00	5,000.00	5,870.00	0.00	0.00	-870.00	117.4
Expenditures							
BUILDING AND GROUNDS	6,250.00	6,250.00	3,675.00	0.00	0.00	2,575.00	58.8
Expenditures	6,250.00	6,250.00	3,675.00	0.00	0.00	2,575.00	58.8
Net Effect for R. L. OWEN MEMORIAL FUND	-1,250.00	-1,250.00	2,195.00	0.00	0.00	-3,445.00	-175.6
Change in Fund Balance:			2,195.00				
Grand Total Net Effect:	-788,590.00	-788,590.00	109,474.59	75,479.20	124,878.54	-773,186.05	

City of Hillsdale Agenda Item Summary

Meeting Date: May 20, 2013

Agenda Item #7: Introduction of Ordinances/Public Hearings

A. Ordinance to Amend Sections 28-32, 28-34, 28-42 and 28-44 of Article II of Chapter 28 Regarding Collection and Disposal of Solid Waste and Yard Rubbish

BACKGROUND:

At the May 6, 2013 meeting Council received the above ordinance as a proposed ordinance, ordered its publication as such and set May 20, 2013 as the date to conduct a public hearing on the proposed ordinance. The ordinance has now been published.

RECOMMENDATION:

I recommend that Council conduct the public hearing on this matter and following the conclusion of that public hearing, pass the ordinance and order its publication as passed. The ordinance will then become effective fifteen (15) days following its passage provided the required publication has taken place.

ORDINANCE # 2013-_____

AN ORDINANCE TO AMEND SECTIONS 28-32, 28-34, 28-42, AND 28-44
OF ARTICLE II OF CHAPTER 28 OF THE CODE OF THE CITY OF HILLSDALE
REGARDING COLLECTION AND DISPOSAL OF
SOLID WASTE AND YARD RUBBISH

THE CITY OF HILLSDALE ORDAINS THAT:

Sections 28-32, 28-34, 28-42, and 28-44, of Article II of Chapter 28 of the Code of the City of Hillsdale are hereby amended to read as follows:

Sec. 28-32. Accumulation of solid waste prohibited.

All exterior property and premises, and the interior of every structure, shall be free from any accumulation of solid waste and yard rubbish.

Sec. 28-34. Rules and regulations by city manager.

The solid waste and yard rubbish collection service of the city shall be under the supervision and direction of the director. The city manager shall make such reasonable rules and regulations concerning the collection of solid waste and yard rubbish as the city manager shall deem proper, subject to approval of the council. No person shall fail to observe any such rule or regulation so adopted and approved. Upon order of the city manager, the solid waste or yard rubbish collection service may be discontinued to any premises where the occupant fails or refuses to comply with the provisions of this chapter or any rule or regulation adopted pursuant hereto, and such service need not thereafter be reinstated until such violation is remedied to the satisfaction of the director.

Sec. 28-42. Littering; maintenance of property by owner or occupant.

A. No owner or occupant of any property shall deposit, place, allow, suffer, or otherwise permit the deposit or placement of any solid waste or yard rubbish upon or into any adjacent part of any street, alley, or other property, public or private, except in accordance with the collection of solid waste and yard rubbish throughout the city pursuant to the city's collection system and the provisions of this ordinance.

B. No owner or occupant of any property shall deposit, place, allow, suffer, or otherwise permit the storage or accumulation of solid waste or yard rubbish upon such premises, unless stored or accumulated in as permitted by this article.

Sec. 28-44 Penalties.

Any person who shall violate any provision of this ordinance shall, upon a finding of responsibility, be chargeable with and responsible for a municipal civil infraction.

Except as specifically amended herein, all remaining provisions of Chapter 28 of the Code of the City of Hillsdale shall remain in full force and effect.

This ordinance and/or a summary of its regulatory effect and its effective date shall be published within fifteen (15) days from the date of its passage as required by law.

Subject to said publication having occurred as above provided, this ordinance shall become effective fifteen (15) days from the date of its passage.

Passed at a regular City Council meeting held on the _____ day of _____ 2013.

CITY OF HILLSDALE

Douglas Moon, Mayor

Michelle Loren, Deputy Clerk

Date Proposed: May 6, 2013
Date Published as Proposed: MAY 15, 2013
Date Passed: _____
Date Published as Passed: _____
Effective Date: _____

City of Hillsdale Agenda Item Summary

Meeting Date: May 20, 2013

Agenda Item #7: Introduction of Ordinances/Public Hearings

**B. Ordinance to Amend Section 20-31 of Division 1
of Article II of Chapter 28 Regarding Municipal Civil Infractions**

BACKGROUND:

At the May 6, 2013 meeting Council received the above ordinance as a proposed ordinance, ordered its publication as such and set May 20, 2013 as the date to conduct a public hearing on the proposed ordinance. The ordinance has now been published.

RECOMMENDATION:

I recommend that Council conduct the public hearing on this matter and following the conclusion of that public hearing, pass the ordinance and order its publication as passed. The ordinance will then become effective fifteen (15) days following its passage provided the required publication has taken place.

ORDINANCE # 2013-_____

AN ORDINANCE TO AMEND SECTION 20-31 OF DIVISION 1
OF ARTICLE II OF CHAPTER 28 OF THE CODE OF THE CITY OF HILLSDALE
REGARDING MUNICIPAL CIVIL INFRACTIONS

THE CITY OF HILLSDALE ORDAINS THAT:

Section 20-31 of Division 1 of Article II of Chapter 28 of the Code of the City of Hillsdale is hereby amended to read as follows:

Sec. 20-31. Definitions.

Authorized city official means a city police officer, the city zoning administrator, a city building inspector, a city building code enforcement official, and any other city personnel now or hereafter authorized by this Code of Ordinances to issue municipal civil infractions or municipal civil infraction violation notices.

Except as specifically amended herein, all remaining provisions of Section 20-31, of Division 1 of Chapter 20 of the Code of Ordinances of the City of Hillsdale shall remain in full force and effect.

This ordinance and/or a summary of its regulatory effect and its effective date shall be published within fifteen (15) days from the date of its passage as required by law.

Subject to said publication having occurred as above provided, this ordinance shall become effective fifteen (15) days from the date of its passage.

Passed at a regular City Council meeting held on the _____ day of _____ 2013.

CITY OF HILLSDALE

Douglas Moon, Mayor

Michelle Loren, Deputy Clerk

Date Proposed: May 6, 2013
Date Published as Proposed: MAY 15, 2013
Date Passed: _____
Date Published as Passed: _____
Effective Date: _____

		D.H.= door hanger		
4/11/2013	104 Union St.	vehicle parked on sidewalk/terrace		owner advised, was moved
4/12/2013	55 State st.	vehicle parked on lawn, D.H.		violation corrected
4/12/2013	77 S. Broad St.	brush on terrace, D.H.	4/14/13	violation corrected
4/12/2013	96 S. Howell St.	leaves on terrace, D.H.	4/14/13	violation corrected
4/12/2013	167 S. West St.	brush on terrace, D.H.	4/14/13	violation corrected
4/12/2013	26 S. West St.	leaves on terrace, D.H.	4/14/13	not corrected, contact attempted, TOT Dave Turnbull for further action 4/16/13
4/12/2013	6 S. West St.	leaves on terrace, D.H.	4/14/13	not corrected, contact attempted, TOT Dave Turnbull for further action 4/16/13
4/12/2013	147 S. Manning St.	brush/leaves, D.H.	4/14/13	violation corrected, address on DPS list was 145 S. Manning, incorrect
4/12/2013	62 Barry St.	leaves on terrace, D.H.	4/14/13	violation corrected
4/12/2013	4 E. South St.	brush/leaves, D.H.	4/14/13	not corrected, contact attempted, TOT Dave Turnbull for further action 4/16/13
4/12/2013	56 W. South St.	brush/leaves in street, D.H.	4/14/13	not corrected, contact attempted, TOT Dave Turnbull for further action 4/16/13
4/12/2013	50 W. South St.	leaves in street, D.H.	4/14/13	not corrected, contact attempted, TOT Dave Turnbull for further action 4/16/13
4/12/2013	28 E. Sharp St.	leaves in street, D.H.	4/14/13	not corrected, contact attempted, TOT Dave Turnbull for further action 4/16/13
4/12/2013	38 E. Sharp St.	leaves on terrace, D.H.	4/14/13	not corrected, contact attempted, TOT Dave Turnbull for further action 4/16/13
4/12/2013	74 E. Sharp St.	brush/leaves on terrace, D.H.	4/14/13	violation corrected
4/12/2013	108 E. Hallett St.	leaves on terrace, D.H.	4/14/13	violation corrected
4/12/2013	71 W. Hallett St.	leaves on terrace, D.H.	4/14/13	not corrected, contact attempted, TOT Dave Turnbull for further action 4/16/13
4/12/2013	111 W. Hallett St.	leaves on terrace, D.H.	4/14/13	violation corrected
4/12/2013	41 Goodrich St.	brush on terrace, D.H.	4/14/13	violation corrected
4/12/2013	1 E. Warren St.	leaves, D.H.	4/14/13	violation corrected
4/12/2013	55 S. Norwood Ave.	leaves on terrace, D.H.	4/14/13	not corrected, contact attempted, TOT Dave Turnbull for further action 4/16/13
4/12/2013	39 S. Norwood Ave.	leaves on terrace, D.H.	4/14/13	violation corrected
4/12/2013	2 N. Norwood Ave.	leaves on terrace, D.H.	4/14/13	violation corrected
4/12/2013	2 N. Norwood Ave.	leaves on terrace, Bacon St. side	4/14/13	violation corrected
4/12/2013	65 N. Norwood Ave.	leaves on terrace, D.H.	4/14/13	not corrected, contact attempted, TOT Dave Turnbull for further action 4/16/13
4/12/2013	88 Rippon Ave.	brush on terrace, D.H.	4/14/13	violation corrected

4/12/2013	42 W. Bacon St.	leaves on terrace, D.H.	4/14/13	violation corrected
4/12/2013	113 Westwood St.	leaves in street, D.H.	4/15/13	violation corrected
4/12/2013	115 Cold Spring Circle	brush, D.H.	4/15/13	violation corrected
4/12/2013	36 Highland Dr.	brush/leaves, D.H.	4/15/13	not corrected, address on DPS list was 36 Cold Springs Cir. incorrect, contact att., TOT Dave Turnbull for further action, 4/16/13
4/12/2013	151 Westwood Dr.	brush in street, D.H.	4/15/13	violation corrected
4/12/2013	152 Westwood Dr.	leaves in street, D.H.	4/14/13	violation corrected
4/12/2013	172 Westwood Dr.	leaves on terrace, D.H.	4/14/13	violation corrected
4/12/2013	81 N. Norwood Ave.	leaves on terrace, D.H.	4/14/13	not corrected, contact attempted, TOT Dave Turnbull for further action 4/16/13
4/12/2013	37 S. Norwood Ave.	tote violation, D.H.	4/14/13	violation corrected
4/12/2013	31 S. Norwood Ave.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	205 Barr St.	brush, D.H.	4/15/13	violation corrected, address on DPS list was 205 W. Fayette, incorrect
4/13/2013	123 E. South St.	brush/leaves on terrace, D.H.	4/15/13	violation corrected
4/13/2013	3 Greenwood St.	leaves on terrace, D.H.	4/16/13	violation corrected
4/13/2013	97 Griswold St.	leaves on terrace, D.H.	4/15/13	violation corrected
4/13/2013	93 Griswold St.	brush on terrace, D.H.	4/15/13	violation corrected
4/13/2013	69 Griswold st.	brush on terrace, D.H.	4/15/13	not corrected, contact attempted, TOT Dave Turnbull for further action 4/16/13
4/13/2013	47 E. St. Joe St.	brush on terrace		brush was on city property across from this residence
4/13/2013	240 E. Bacon St.	brush/leaves on terrace, D.H.	4/15/13	violation corrected
4/13/2013	280 E. Bacon St.	brush on terrace, D.H.	4/15/13	violation corrected
4/13/2013	36 Howder St.	leaves on terrace, D.H.	4/15/13	violation corrected
4/13/2013	43 W. Fayette St.	brush/leaves on terrace, D.H.	4/15/13	violation corrected
4/13/2013	139 Griswold St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	15 Griswold St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	68 Buddlong St.	tote violation, D.H.	4/17/13	violation corrected
4/13/2013	84 S. Howell St.	tote violation, D.H.	4/17/13	violation corrected
4/13/2013	18 Walnut St.	tote violation, D.H.	4/17/13	violation corrected
4/13/2013	29 Charles St.	tote violation, D.H.	4/17/13	violation corrected
4/13/2013	41 S. Howell St.	tote violation, D.H.	4/14/13	violation corrected

4/13/2013	100 S. Howell St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	42 Morry St.	parked on front lawn, D.H.	4/14/13	violation corrected
4/13/2013	200 S. West St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	36 Goodrich Ave.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	67 Goodrich Ave.	tote violation, D.H.	4/13/13	violation corrected
4/13/2013	53 Goodrich Ave.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	4 E. Hallett St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	83 S. West St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	33 Reading Ave.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	44 Reading Ave.	tote violation, D.H.	4/13/13	violation corrected
4/13/2013	52 Reading Ave.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	78 Reading Ave.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	86 Reading Ave.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	30 Charles St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	53 Charles St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	121 Budlong St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	71 Budlong st.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	67 Budlong St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	28 Barry St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	39 Barry St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	47 S. Manning St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	48 S. Manning St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	15 1/2 Barry St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	9 Barry St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	60 S. Manning St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	54 W. South St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	74 E. South St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	41 S. Manning St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	96 S. Manning St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	59 S. West St.	tote violation, D.H.	4/14/13	violation corrected

4/13/2013	84 N. West St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	88 N. West St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	96 N. West St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	29 Westwood st.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	21 N. Norwood Ave.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	24 N. Norwood Ave.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	62 W. Bacon St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	13 Rippon Ave.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	17 Rippon Ave.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	115 Westwood st.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	143 W. Bacon St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	141 W. Bacon St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	201 W. Bacon St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	171 Westwood Dr.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	37 Highland Dr.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	267 Spring st.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	146 River St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	146 River St.	vehicle parked on lawn, D.H.	4/14/13	not corrected, improper issued
4/13/2013	81 Hillsdale St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	35 Howder St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	34 Mead St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	75 Union St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	143 Oak St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	191 Union St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	17 Howder St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	126 Hillsdale St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	118 Hillsdale St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	45 River St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	15 Monroe St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	29 Monroe St.	tote violation, D.H.	4/14/13	violation corrected

4/13/2013	160 N. Manning St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	2 River St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	354 N. West St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	312 Summit St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	187 Union St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	114 E. Fayette St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	94 E. Fayette St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	29 Vine St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	31 Mead St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	11 Mead St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	9 Mead St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	107 Union St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	72 Oak St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	102 Oak St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	156 Oak St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	58 Howder St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	153 River St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	61 State St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	53 State St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	129 Marion St.	tote violation, D.H.	4/14/13	violation corrected
4/13/2013	16 E. Montgomery St.	tote violation, parked on lawn, D.H. 4/14/13		violation corrected
4/16/2013	312 E. Bacon St.	vehicle parked on lawn	4/16/13	home owner advised and will comply
4/20/2013	36 Howder St.	tote violation, D.H.	4/21/13	violation corrected
4/20/2013	55 Union St.	tote violation, D.H.	4/21/13	violation corrected
4/20/2013	80 Hillsdale St.	tote violation, D.H.	4/21/13	violation corrected
4/20/2013	74 N. Norwood Ave.	tote violation, D.H.	4/21/13	violation corrected
4/20/2013	12 N. Norwood Ave.	tote violation, D.H.	4/21/13	violation corrected
4/20/2013	32 Glendale Ave.	tote violation, D.H.	4/21/13	violation corrected
4/20/2013	27 Highland Dr.	tote violation, D.H.	4/21/13	violation corrected

4/20/2013	28 Highland Dr.	tote violation, D.H.	4/21/13	violation corrected
4/20/2013	2 S. West St.	tote violation, D.H.	4/21/13	violation corrected
4/20/2013	74 S. Manning St.	tote violation, D.H.	4/21/13	violation corrected
4/20/2013	132 S. Manning St.	tote violation, D.H.	4/21/13	violation corrected
4/20/2013	8 E. South St.	tote violation, D.H.	4/21/13	violation corrected
4/20/2013	183 N. West St.	tote violation, D.H.	4/21/13	violation corrected
4/20/2013	364 N. West St.	tote violation, D.H.	4/21/13	violation corrected
4/28/2013	25 W. Fayette St.	garbage/rubbish accumulation		

APRIL 2013 CODE ENFORCEMENT REPORT

LEGEND:

Purple: Enforcement Action Resolved

Green: Violation Notice Sent

Orange: Complaint not found to be valid

Blue: Citation Issued, matter in Attorney's office

Rose: Work in progress, not completed, no citation issued

Address of Violation	Report Filed	Violation Information	Action Taken/Date	Next Action/Date	Notes
353 N West	6/15/2012	unlicensed boat and trailer, inside furniture outside, trash	Inspected 4/8/13	Resolved, no action	Resolved
12 Waldron	7/30/2009	Structurally damage house	Public Nuisance Posting 6/27/2012	Estate executor in process of selling property by 7/2013	Prosepective owner will demolish structure: possible garage to be built on lot.
78 N Norwood	6/13/2012	Garage structure deteriorated	Owners notified 12/10/12 by letter	Citation issued	Matter is in court process
14 Rippon	6/27/2012	peeling paint on trim, and walls	Time Extension/ 8/1/13		Deadline August 1, 2013
23 College	9/18/2012	Garage siding and roofing deteriorated	Inspected 4/30/13	Resolved, no action	Resolved
28 McClellan	10/4/2012	unlicensed boat and trailer, peeling paint	Inspected 4/30/13	Resolved, no action	Resolved
125 N Manning	10/4/2012	Front wall missing siding, porch deck in disrepair	Work nearing completion	Building permit issued, work is under way	Work in progress under building permit
180 E Bacon	2/20/2013	inside furniture on porch	Inspected 2/20/13	Owner/tenant issue for issuance of CIC	Information regarding tenants from owner is required
14 W Bacon	2/5/2013	peeling paint on trim,walls	Inspected 2/06/13	Violation notice sent	Correction deadline June 25, 2013
76 S Howell	2/28/2013	damaged siding	March 13, 2013	Next Inspection scheduled 7/16/13	Time extension granted
118 Marion	2/20/2013	inside furniture on porch	Inspected 2/20/13	Citation issued 4/18/13	In court process

APRIL 2013 CODE ENFORCEMENT REPORT

Address	Date	Description	Action	Next Inspection scheduled	Time extension granted
76 S West	2/28/2013	garage leaning	March 13, 2013	Next Inspection scheduled 7/16/13	Time extension granted
4 Spring St	2/26/2013	damaged siding	March 13, 2013	Next Inspection scheduled 5/15/13	Time extension granted
44 Park St	2/26/2013	Fire damage to structure	Inspected 2/26/13	Time extension requested 6/15/13	Next inspection scheduled 6/15/13
115 E Carleton	2/5/2013	Roofing damage	March 13, 2013	Time extension requested 6/04/13	Next inspection scheduled 6/04/13
53 Howder	3/28/2013	Chair at curb on River St	Inspected 4/30/13	Resolved, no action	Resolved
178 N Manning	3/6/2013	Building not secure: Structure dilapidated	March 28, 2013 Notice returned Unable to forward		Difficulties exist notifying owner.
34 Oak St	3/1/2013	Building not secure: Painting required on boarding	Inspected 4/15/13	Resolved, no action	Resolved
120 Oak St	3/20/2013	Appliance on Porch	Inspected 4/30/13	Resolved, no action	Resolved
148 Oak St	3/1/2013	inside furniture on porch	March 26, 2013		Resolved March 26, 2013
108 State	3/18/2013	solid waste, debris in yard	Inspected 4/15/13	Resolved, no action	Resolved
33 N West	3/28/2013	inside furniture on porch	Inspected 4/15/13	Resolved, no action	Resolved
10 S Wolcott	3/28/2013	exterior debris, excessive material on exterior; structure in disrepair, unsecure	Inspected 4/30/13	No work evident. Civil Infraction Citation to be issued May 2013	Citation to be issued by 5/10/2013
80 S Wolcott	3/28/2013	deteriorated structure, tall grass, weeds, excessive solid waste, trash debris in exterior	Inspected 4/25/13	Work in Progress: Time extension requested	Next inspection scheduled 7/23/13
4 S Wolcott	4/3/2013	deteriorated structure, tall grass, weeds, excessive solid waste, trash debris in exterior	Inspected 4/30/13	Work in Progress: Time extension requested	Property not notified when 10 S Wolcott was cited in March, 2013. Found after research of aerial maps. Next inspection scheduled 7/23/13

APRIL 2013 CODE ENFORCEMENT REPORT

130 Dickerson	4/3/2013	Accumulation of material in side yard	Inspected 4/11/2013	Violation notice sent	Inspection early to mid May
28 State	4/15/2013	Accumulation of material in side yard	Inspected 4/11/2013	Violation notice sent	Inspection early to mid May
98 Marion	4/15/2013	Appliance in yard	Inspected 4/11/2013	Violation notice sent	Inspection early to mid May
77 - 79 Marion	4/18/2013	Tires, etc in yard	Inspected 4/11/2013	Violation notice sent	Inspection early to mid May
64 Marion	4/18/2013	Fence not maintained	Inspected 4/11/2013	Violation notice sent	Inspection early to mid May
70 Marion	4/18/2013	exterior debris rear yard	Inspected 4/11/2013	Violation notice sent	Inspection early to mid May
48 Marion	4/18/2013	inside furniture on porch	Inspected 4/11/2013	Resolved	Verification by owner of outdoor furniture
30 N Norwood	4/18/2013	Exterior debris, outdoor furniture, roof damage	Inspected 4/11/2013	Violation notice sent	Inspection early to mid May
28 N Norwood	4/18/2013	inside furniture on porch	Inspected 4/11/2013	Resolved Inspection 4/30/11	Resolved
22 Budlong	4/19/2013	Roofing damage, Overhang deterioration	Inspected 4/22/2013	Violation notice sent	Inspection mid May
83 E Hallett	4/19/2013	Debris on front porch and in rear yard. Deteriorated material on front porch	Inspected 4/22/2013	Violation notice sent	Inspection mid May
92 E Sharp	4/19/2013	Building Materials/debris in rear yard. Appliance on porch. Unlicensed motor boat	Inspected 4/22/2013	Violation notice sent	Inspection Mid May
38 Waldron	4/19/2013	Shattered, but in place, glass in front door. Tire, mattress, etc in loading area	Inspected 4/22/2013	Violation notice sent	Inspection Mid May

APRIL 2013 CODE ENFORCEMENT REPORT

Address	Date	Description	Inspected	Violation notice sent	Inspection
16 Hillsdale	4/19/2013	tire at side of building, Carleton St side	4/22/2013		Inspection Mid May
110 N Broad	4/19/2013	Sump Pump installed on extension cord	4/19/2013	Resolved Inspection 4/23/11	Resolved
17 Willow	4/24/2013	Exterior debris in rear yard	4/30/2013	Violation notice sent	Inspection Late May
10 W Carleton	4/26/2013	Fence not maintained	4/30/2013	Violation notice sent	Inspection Late May
65 State	4/30/2013	Odor complaint in rear yard	4/30/2013	Unable to verify	Inspection early to mid May
88 N West	4/30/2013	Debris on front porch and in rear yard. Inside furniture on front porch. Deteriorated rear roof	4/30/2013	Violation notice sent	Inspection Late May
202 - 204 E Bacon	4/30/2013	Debris in front yard and side yard	4/30/2013	Violation notice sent	Inspection Late May
19 Willow	4/30/2013	Debris in rear yard	4/30/2013	Violation notice sent	Inspection late May
16 Willow	4/30/2013	Debris on front porch and side yard	4/30/2013	Violation notice sent	Inspection late May
12 Willow	4/30/2013	Missing window sash	4/30/2013	Violation notice sent	Inspection late May
39 Budlong	4/30/2013	inside furniture on porch	4/30/2013	Violation notice sent	Inspection late May
51 Howder	4/30/2013	Building materials/debris in rear yard. Unlicensed motor boat	4/30/2013	Violation notice sent	Inspection late May
58 N West	4/30/2013	Debris in rear yard	4/30/2013	Violation notice sent	Inspection late May
60 N West	4/30/2013	Debris in rear yard. Fence deteriorated.	4/30/2013	Violation notice sent	Inspection late May
11 Westwood	4/30/2013	Fence not maintained	4/30/2013	Violation notice sent	Inspection late May



10 S Wolcott

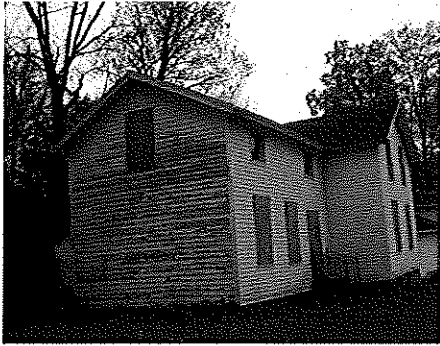


Photo: 12 Waldron

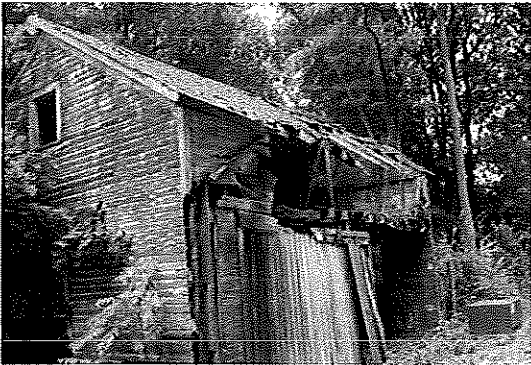


Photo: 78 N Norwood



Photo: 14 Rippon



Photo: 23 College



Photo: 28 McClellan



Photo: 125 N Manning



Photo: 180 E Bacon



Photo: 76 S Howell



Photo: 14 W Bacon



Photo: 118 Marion

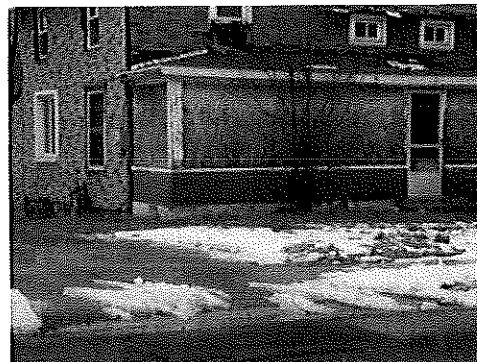


Photo: 4 Spring St



Photo: 76 S West

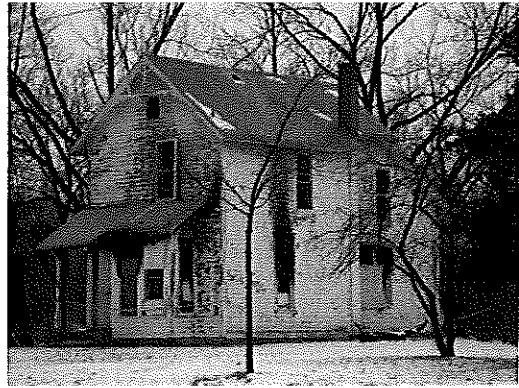


Photo: 44 Park

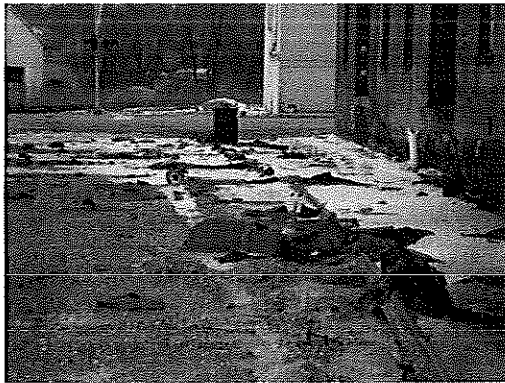
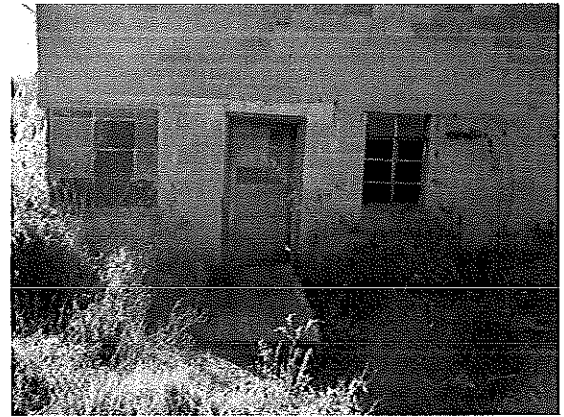


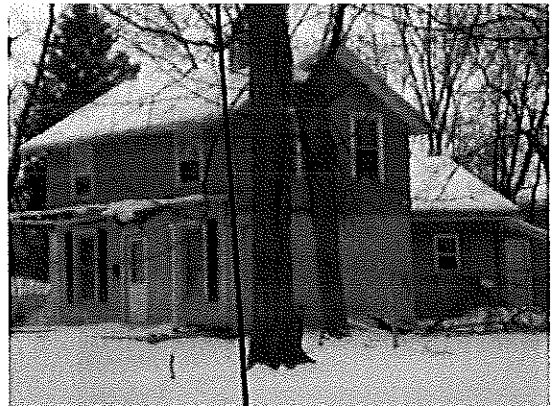
Photo: 115 E Carleton



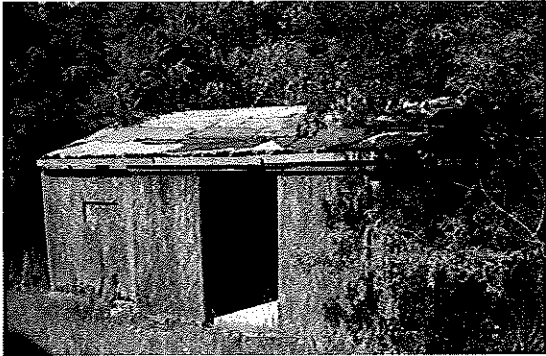
80 S Wolcott



108 State



178 N Manning



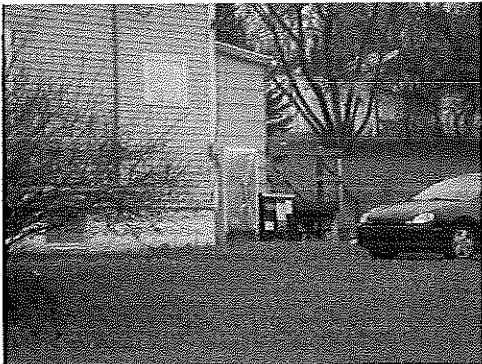
4 S. Wolcott



130 Dickerson



28 State



98 Marion



77 - 79 Marion



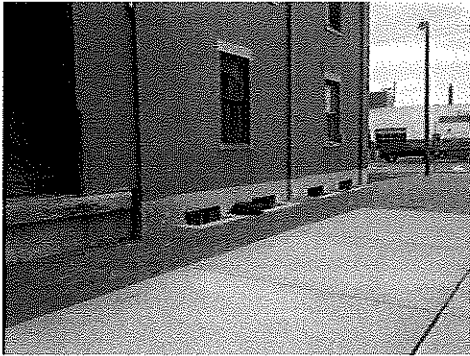
64 Marion



70 Marion



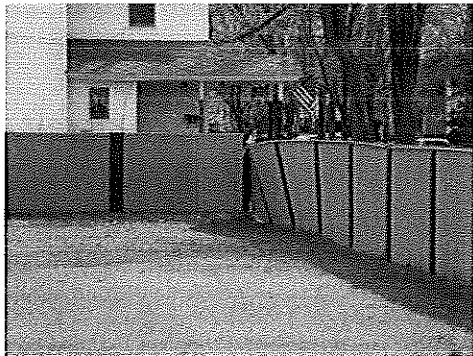
30 N Norwood



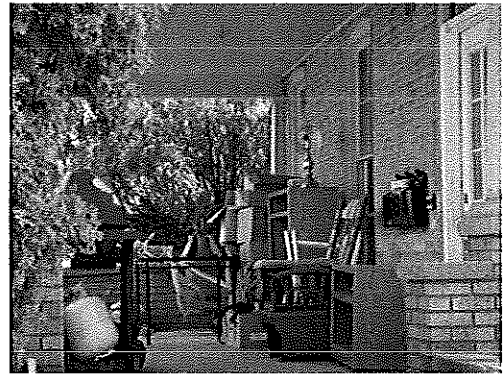
16 Hillsdale



17 Willow



10 W Carleton



88 N West



38 Waldron



19 Willow



202 204 E Bacon



16 Willow



12 Willow



39 Budlong



51 Howder



58 N West



60 N West



11 Westwood

City of Hillsdale Agenda Item Summary

Meeting Date: May 20, 2013

Agenda Item #10: New Business A – Cobra Moto, LLC Industrial
Facilities Tax Exemptions – Set Public Hearings

BACKGROUND:

On May 3, 2013 the City Clerk received two (2) applications from Cobra Moto, LLC for Industrial Facilities Tax Exemptions. Public hearings must be held by Council regarding the granting of the exemptions with notice being given to the applicant, the Assessor and various taxing jurisdictions. The legislative body of the municipality is required to act on the application within sixty (60) days.

RECOMMENDATION:

I recommend Council set June 17, 2013 at 7:00 p.m. as the date and time to conduct the public hearings on Cobra Moto, LLC's applications for Industrial Facilities Tax Exemptions. In the meantime, information will be provided by the Assessor and a recommendation from the EDC review committee will be made.

City of Hillsdale Agenda Item Summary

Meeting Date: **May 20, 2013**

Agenda Item #10: **New Business B – Award of Contract for Roofing DPS Building**

BACKGROUND:

Bids were recently solicited to install new roofing at the Department of Public Services building on Waterworks Drive. I have enclosed the completed Standard Bid Information Form which has been completed by DPS staff. As you can see, three (3) bids were submitted with the low bidder being McDonald Roofing from Jackson, Michigan at a cost of \$54,622.00.

As you know, Council's policy with regard to local bidders allows the bid to be three (3%) per cent higher than the low bid. The policy also allows for a variance for sealed bids to be determined on a case-by-case basis for all bids over \$30,000.00. In this case, three (3%) per cent more would be \$1,860.00, however, the local bid was \$7,378.00 higher than the lowest bid which is thirteen and one-half (13.5%) per cent.

I have also included a memo from DPS Director Keith Richard for your review.

RECOMMENDATION:

I recommend Council accept the low bid of \$54,622.00 from McDonald Roofing and authorize the Mayor and Clerk's signatures on the enclosed contract.

Katy Price

From: Keith Richard
Sent: Wednesday, May 15, 2013 12:02 PM
To: Linda Brown
Cc: Katy Price; Kathy Flaughner
Subject: Bid recommendation for roofing installation @ DPS
Attachments: bid recommendation - DPS Building Re-roof - KR revisions.doc; DPS roofing installation tabulation sheet 5.13.13.pdf

Importance: High

Linda,

Please find attached my recommendation for award of the bid to install new roofing at the DPS Building for inclusion in next Mondays City Council meeting agenda. I have also attached the bid tabulation sheet as well for your review. You will note the bid results indicate that of the three bidders the only local bidder, Bramman Roofing, submitted the highest bid coming in \$7378 higher than the low bidder, McDonald Roofing of Jackson. This was a surprise, as I understand that McDonald uses union labor, which we all have seen typically pays at a higher wage scale. The second lowest bidder, Sherriff- Goslin Co., of Battle Creek submitted a bid that was \$7278 higher than the low bid. I have consulted with the manufactures supplier of the roofing materials specified for this project, Firestone Roofing, and they have confirmed that all three firms that bid this job are certified installers of their product and are capable of supplying a finish product that is warrantable.

Therefore, my recommendation. There is \$60,000 budgeted in the current fiscal year for this project.

If you have any questions, please contact me. Thanks,

Keith C. Richard

Director of Public Services

City of Hillsdale

149 Waterworks Ave

Hillsdale, MI 49242

517-437-6490

517-437-6496 - Fax

krichard@cityofhillsdale.org

CITY OF HILLSDALE

STANDARD BID INFORMATION FORM

DEPARTMENT: Department of Public Services

PROJECT: Roofing Materials Installation

DESCRIPTION: Roof Replacement @ Department of Public Services Facility

DATE OF BID OPENING: 5/13/2013

BID EXPIRATION DATE: 6/13/2013

NUMBER OF BIDDERS: 3

LOW BID AMOUNT: \$54,622.00

LIST OF BIDDERS

BID AMOUNT

ALTERNATE #1

Braman Roofing Company

\$62,000.00

\$70,500.00

McDonald Roofing

\$54,622.00

\$61,560.00

Sherriff-Goslin Company

\$61,900.00

\$68,800.00

HOW AND WHERE ADVERTISED: Hillsdale Daily News & City Web Site

LIST OF BIDDERS CONTACTED DIRECTLY:

Braman Roofing Company

McDonald Roofing

The Garland Company, Inc.

DEPARTMENT RECOMMENDATION:

I recommend the bid for installation of roofing at the DPS Building be awarded to the low bidder, McDonald Roofing of Jackson MI in the amount of \$ 54,622.00. This improvement will not only eliminate the leaking and condensation issues we have experienced with water, it will also provide added insulation to the structure to help reduce heating costs.

BUDGETED AMOUNT: \$60,000

BID VARIANCE:

ROOFING CONTRACT

Preamble

The City of Hillsdale, Michigan, a Michigan municipal corporation, (Hillsdale), is the owner of real property located at 149 Waterworks Ave in the City of Hillsdale which is commonly known as the "Department of Public Services". Hillsdale has solicited and received sealed, competitive bids from licensed contractors who provide roof repair and replacement (Roofing) services on a commercial basis, which services include, but are not limited to the removal and proper disposal of existing roofing materials, the performance of needed repairs, and the provision and installation of new roofing materials. As a result of said solicitation McDonald Roofing of 3960 Ann Arbor Rd Jackson, MI 49202 (the Contractor) has submitted and been awarded a contract to perform such services in accordance with the terms and provisions of the bid specifications contained therein and this agreement.

A. General Terms

(1) In consideration of the payments to be made to the Contractor pursuant to this contract, Contractor agrees to and shall provide Roofing services to Hillsdale, as hereinafter identified and provided.

(2) Contractor shall provide to Hillsdale, in addition to actual removal and installation services, all labor, new roofing materials, supplies and services as are necessary to provide and complete the services described in the attached Advertisement for Bids and Description of Project and Project Specifications, and as contemplated by this agreement, all of which shall be provided and maintained at Contractor's sole expense.

(3) All work that Contractor performs under this contract shall be performed in a timely and workmanlike manner with minimal disturbance to persons or property.

(4) Contractor shall be solely responsible for the repair and restoration of any damage caused by it and/or its employees, servants or agents to private or public property, whether real or personal, at its sole expense. In the event the Contractor fails to make such repair and/or restoration, Hillsdale may perform such repair and/or restoration and the cost thereof shall be invoiced to the Contractor or deducted from the payment due under this contract to the Contractor.

(5) Contractor shall be responsible for obtaining all necessary permits and licenses at the Contractor's sole expense, and to fully comply with all applicable statutes, ordinance, rule and regulations.

(6) Work shall commence not later than fourteen (14) calendar days from the date of execution of this contract and shall be completed within ten (10) days after starting unless Hillsdale grants an extension of time to complete the work in writing.

B. Qualifications

(1) Contractor represents that it is a valid Michigan corporation that is and has consistently been licensed and actively engaged in the business of providing Roofing services

including but not limited to the removal and proper disposal of existing roofing material, the performance of needed roof repairs, and the provision and installation of new roofing materials through the present time. Contractor further represents that it possesses the skill, experience, competence and financial ability to carry out and fulfill all of its duties and obligations under this contract in a timely and workmanlike manner.

(2) Contractor further represents and covenants that it shall not discriminate against any employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, age, height, weight, marital status or other legally protected status. It is understood and agreed by and between the parties that breach of this covenant may be regarded as a material breach of this contract.

(3) All persons that the Contractor employs during the term of this contract who are assigned to perform any of the services to Hillsdale as are contemplated herein shall be properly trained in Roofing services and shall be properly supervised by the Contractor to assure that their work is performed in a professional and workmanlike manner.

C. Insurance and Indemnity

(1) Contractor shall carry public liability and property damage insurance with coverage and limits of liability that are satisfactory to Hillsdale; provided that the limits of liability shall not be not less than Five Hundred Thousand and 00/100 (\$500,000.00) Dollars, with Hillsdale designated therein as a named insured. Contractor shall provide proof thereof to Hillsdale prior to the commencement of any work under this contract.

(2) Contractor shall carry and provide all workers compensation insurance coverage for its employees as is required by the laws of the State of Michigan and provide proof thereof to Hillsdale prior to the commencement of any work under this contract.

(3) Contractor further agrees to and shall defend, indemnify and hold Hillsdale harmless from any and all damages, claims, demands, causes of action, lawsuits, attorney fees and related expenses, as a result of actual or claimed personal injury, including death, property damage or other damage or loss of any kind or nature which are or are claimed to be a proximate result of the negligence, gross negligence or intentional acts or omissions of the Contractor, its agents, servants and/or employees, or any other person, or which otherwise arise or are claimed to have arisen out of the use of any equipment or the performance of any work under this contract by or at the direction of the Contractor, its agents, servants and/or employees, or any other person, whether or not such damages or injuries, including death, are caused in part by the negligence of Hillsdale, its employees, agents, servants, or representatives; provided, however, that the Contractor shall not be obligated to indemnify Hillsdale for any damages or injuries, including death, caused by or resulting from the sole negligence of Hillsdale.

D. Payment

(1) Hillsdale agrees to and shall pay Contractor for its services under this contract, subject to and dependent on the Contractor's compliance with and fulfillment of all of its covenants and promises to Hillsdale hereunder, the total contract price of Fifty-four Thousand Six Hundred Twenty-two (\$54,622.00) Dollars, which the parties agree includes all Michigan sales and use taxes currently imposed by legislative enactment and as

administered by the Michigan Department of Revenue.

E. Independent Contractor

(1) It is further agreed and acknowledged by the parties that Contractor is an independent contractor and that neither it nor any of its employees, agents, servants or representatives are employees of Hillsdale.

(2) It is further agreed that Contractor is solely responsible for the management, direction, scheduling, oversight, discipline, training and compensation of its employees and the work they perform, as well as for the provision of all tools, equipment and supplies required to fulfill Contractor's obligations under this contract.

F. Entire Agreement

(1) This contract, together with the bid specifications and bidding instructions, and bid submitted by Contractor, constitutes the entire agreement between the parties and supersedes and merges all prior representations into its terms.

(2) The parties acknowledge that there are no other representations, inducements, promises or agreements between them, whether oral or written.

(3) In case of conflict between this contract and the bid specifications, bidding instructions and/or the Roofing services bid submitted by the Contractor or any other claimed agreement, representation, inducement, promise or agreement, the terms and provisions of this contract shall control and be binding upon the parties.

(4) Contractor acknowledges and agrees that all documents that it has provided or hereafter provides to Hillsdale in connection with or regarding its bid, this contract, its performance and compensation are subject to disclosure under the Freedom of Information Act and Contractor hereby expressly consents to the City's reproduction and release of such documents, in whole or in part, in response to a Freedom of Information Act request.

G. Termination

(1) Hillsdale may terminate this contract without further obligation or liability to Contractor at its option and without prejudice to any other remedies to which it might be entitled, whether in law, in equity, under this contract, or otherwise, by giving written notice of termination to Contractor if the latter should:

- (a) be adjudged bankrupt;
- (b) become insolvent or have a receiver of its assets appointed;
- (c) make a general assignment for the benefit of creditors;
- (d) default in the performance of any obligation under this contract;
- (e) breach any covenant under this contract;
- (f) institute or suffer to be instituted any procedures for reorganization of its affairs;
- (g) fail to perform any of its obligations to Hillsdale under this contract to Hillsdale's satisfaction.

Notice of termination pursuant to the forgoing provisions shall be provided to Contractor in writing and shall be delivered by ordinary first class mail or personal service.

If Contractor fails to complete this contract within the specified time or due to any of the reasons listed above and Hillsdale terminates the contract and retains a new contractor to complete the work that this contract contemplates, Contractor shall be liable to and shall reimburse Hillsdale for the difference in the price between the newly acquired contractor's bid price and the Contractor bid price.

IN WITNESS WHEREOF the parties have set their hands and seals this ____ day of May, 2013.

Signed in the presence of:

CONTRACTOR

By _____

Signed in the presence of:

CITY OF HILLSDALE

By _____
Douglas G. Moon, Mayor

By _____
Michelle Loren, Deputy Clerk

City of Hillsdale Agenda Item Summary

Meeting Date: May 20, 2013

Agenda Item #10: New Business C – City Manager Performance Evaluation

BACKGROUND:

Mayor Moon has requested that the performance evaluation of the City Manager be placed on the agenda for Council discussion.

RECOMMENDATION:

No recommendation is made.

City of Hillsdale Agenda Item Summary

Meeting Date: May 20, 2013

Agenda Item #11: Miscellaneous

A. New Industry Coming to Hillsdale

BACKGROUND:

I am pleased to tell you that a new industry will be locating in Hillsdale in the very near future. While discussions have been ongoing, however, they requested confidentiality until they were ready to make the announcement. That time is now! I have attached a press release provided by Hartzell.

Mary and I have met with various members of the organization over the last several weeks including the individual who is the site manager of the local facility, the CEO of the company and the VP of Human Resources as well as others. They have been impressed with what Hillsdale has to offer and look forward to their location here.

An open house will be planned for the future.



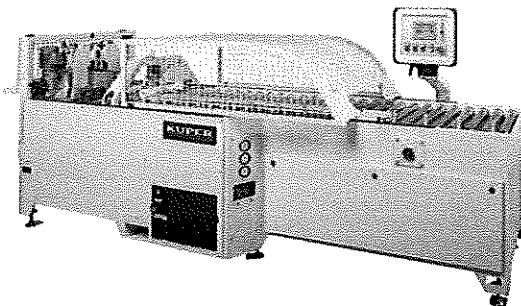
May 13, 2013

Hartzell is excited to formally announce that we are relocating and reinvesting in both our face veneer and lamination business. This will ultimately improve our products and services to our valued customers. We are moving our production facility from Benton, Arkansas to Hillsdale, Michigan. The new Hillsdale location will embrace a new company name – **Hartzell Veneer Products LLC**.

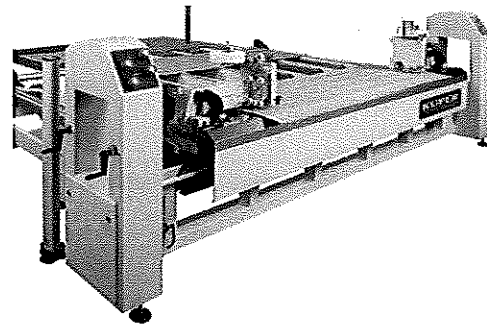
We will begin limited production at our Hillsdale location in June, 2013. The address for **Hartzell Veneer Products LLC** will be **282 Industrial Drive, Hillsdale, MI, 49242**. Moving our Arkansas operation to Hillsdale, Michigan, will allow us to improve order delivery time by 50%, as this new location allow us to be in closer proximity to our customers and suppliers. We will be able to reach all our Midwest customers within a ten hour drive of our facility. **Hartzell Veneer Products LLC**. will be strategically located between Chicago and Detroit – just minutes from the I-80 corridor.

Production ramp down at the Benton, AR, facility will coincide with the production ramp up at our Hillsdale, MI, facility. Production capacity at the Benton facility will remain intact throughout the process to mitigate any production capacity issues through the transition. All production will ship from Hillsdale, MI, by September, 2013. We are committed to continuing to provide the high level quality and service you have enjoyed over the years.

Hartzell Veneer Products LLC. is making significant investments to position our company for future growth. We also invested in state of the art glue and EMZ machines from Kuper to provide our face customers with **best in class** joint and face construction capabilities.

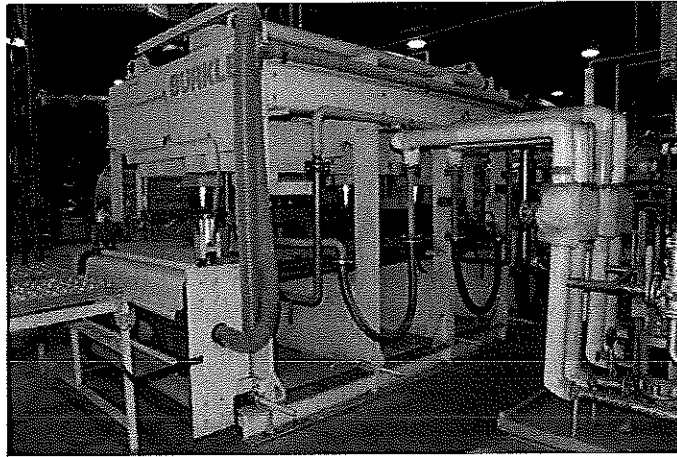


Glue Machine



EMZ Machine

The revamping of our lamination line is highlighted by investing in a 5x10 Burkle Hot Press line which will be operational in July 2013.



We are pleased to announce that Mr. Hussein Hammoud will be the Operations Manager for **Hartzell Veneer Products LLC** in Hillsdale, MI. He comes to us with over 30 years of experience. He will be a valuable asset to Hartzell Veneer Products. Hussein can be reached at 606-202-1884 or via email hhammoud@hartzell.com.

We understand communication is very important. Our Strategic Alliance Manager, Stacy Wickstrom or I will be contacting you to answer any questions you may have along with keeping you updated as we progress. We are very excited about this opportunity and greatly appreciate and value your continued support and partnership!

Regards,

Ward Harris
General Manager
Arkansas Face Veneer/
Hartzell Veneer Products LLC

City of Hillsdale

Agenda Item Summary

Meeting Date: May 20, 2013

Agenda Item #11: Miscellaneous

B. Appointments

BACKGROUND:

The Operations & Governance Committee met on May 14, 2013 to consider appointments to the Board of Public Utilities (based on the Board's recommendation) and the Cemetery Board.

That Committee made the following recommendation:

Appoint William Smith to the Board of Public Utilities for a five-year term ending May, 2018.

Appoint Keith Richard to the Cemetery Board for a five-year term ending May, 2018.

RECOMMENDATION:

I recommend the appointments noted be made by the Mayor and approved by Council.

As you know, Kyle Smith has now assumed duties in the Zoning and Planning Department. Prior to that time, after Ms. Sikorski's departure, Council had designated Kay Freese as the Zoning Administrator. I am now requesting that Council rescind that designation and, pursuant to Chapter 36, Article II, Division 1, Sec. 36-31 designate Kyle Smith as the Zoning Administrator for the purpose of enforcing the provisions of the zoning ordinance. In addition, I am also requesting that Mr. Smith be named as the City's representative to the Region II Planning Commission.

