








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

**August 19, 2013**  
7:00 p.m.  
(517)437-6441  
[www.cityofhillsdale.org](http://www.cityofhillsdale.org)

## CITY COUNCIL AGENDA

CITY OF HILLSDALE  
REGULAR MEETING

1. **Call to Order and Pledge of Allegiance**
2. **Roll Call**
3. **Approval of Agenda**
4. **Public Comments on Agenda Items**
5. **Consent Agenda**
  - A. Approval of Bills from August 1, 2013 Claims of \$100,405.89 & Payroll of \$100,787.05
    - Invoice Approval Summary by Fund of 8.1.13 
    - Invoice Approval Summary by Vendor of 8.1.13 
  - B. Committee Reports (Pending Approval):
    1. Finance Committee Minutes of August 5, 2013  
Minutes 8.5.13 
    2. BPU Minutes of August 13, 2013  
Minutes 8.13.13 
  - C. Council Minutes of August 5, 2013  
Minutes 8.5.13 
  - D. Bow Hunting
    - CM Memo 
    - Chief Memo 


**6. Communications/Petitions**


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


A. 2013 Sidewalk Special Assessment (Public Hearing)


CM Memo 


Assessor Memo 

Special Assessment Rolls 

Resolution Sp Assess Dist 2013-01 

Resolution Sp Assess Dist 2013-02 

Resolution Sp Assess Dist 2013-03 

Resolution Sp Assess Dist 2013-03 

**8. Unfinished Business**

A. Local Streets Maintenance

B. Code Enforcement

PD JULY REPORT 

CE JULY REPORT 


**9. Old Business**

**10. New Business**

A. Financial Software Upgrade

CM Memo 

Finance Director Memo 

BS&A Liscensing Agreement 

BS&A Support Agreement 

**11. Miscellaneous**

**12. General Public Comment**

**13. Adjournment**

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Fund Department	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
<b>Fund: GENERAL FUND</b>						
<b>Dept:</b>						
101-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT	388		08/01/2013	73,952.18
		PAYROLL/FCA FOR 8/1/13				
101-000.000-228.003	DUE TO MME	MUNICIPAL EMPLOYEE'S RETIRE- JULY 2013 MERS CONTRIBUTIONS	389	24827-11	08/01/2013	5,842.97
				Total		79,795.15
<b>Dept: CITY MANAGER</b>						
101-172.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- JULY 2013 MERS CONTRIBUTIONS	389	24827-11	08/01/2013	581.16
101-172.000-801.000	CONTRACTUA	INFINISOURCE	71114		08/01/2013	635.00
		COBRA 9/1/2013-8/31/20/14		CI00347347		
101-172.000-860.000	TRANSPORTA	CITY OF HILLSDALE PETTY CASH	71100		08/01/2013	41.38
				Total CITY MANAGER		1,257.54
<b>Dept: ADMINISTRATIVE SERVICES</b>						
101-175.000-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC ordered lawn care	71096	15801	08/01/2013	170.00
101-175.000-801.000	CONTRACTUA	NONIK TECHNOLOGIES, INC. AUGUST 2013 MONTHLY BILLING	71131	5348	08/01/2013	1,540.00
101-175.000-806.000	LEGAL SERV	CLARK HILL BANKRUPTCY LEGAL FEES	71101	498845	08/01/2013	200.00
101-175.000-806.000	LEGAL SERV	MIKA MEYERS BECKET & JONES PLC LABOR NEGOTIATIONS	71130	572081	08/01/2013	1,723.03
				Total ADMINISTRATIVE SERVICES		3,633.03
<b>Dept: ASSESSING DEPARTMENT</b>						
101-209.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- JULY 2013 MERS CONTRIBUTIONS	389	24827-11	08/01/2013	438.43
101-209.000-801.000	CONTRACTUA	B. S. & A. SOFTWARE INTERNET SERVICES -ANNUAL FEE	71091	92304	08/01/2013	1,095.00
101-209.000-860.000	TRANSPORTA	CITY OF HILLSDALE PETTY CASH	71100		08/01/2013	40.68
101-209.000-861.000	TRAINING &	HILLSDALE CO. EQUALIZATION Training Class	71112		08/01/2013	35.00
				Total ASSESSING DEPARTMENT		1,609.11
<b>Dept: CITY CLERK DEPARTMENT</b>						
101-215.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- JULY 2013 MERS CONTRIBUTIONS	389	24827-11	08/01/2013	108.33
101-215.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS COPY PAPER/SUPPLIES	71103	419136-01	08/01/2013	200.96
101-215.000-734.000	POSTAGE	CITY OF HILLSDALE PETTY CASH	71100		08/01/2013	104.56
101-215.000-734.000	POSTAGE	HILLSDALE POSTMASTER POSTAGE STAMPS	71138		08/01/2013	460.00
				Total CITY CLERK DEPARTMENT		873.85
<b>Dept: FINANCE DEPARTMENT</b>						
101-219.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- JULY 2013 MERS CONTRIBUTIONS	389	24827-11	08/01/2013	201.51
				Total FINANCE DEPARTMENT		201.51
<b>Dept: CITY TREASURER</b>						
101-253.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- JULY 2013 MERS CONTRIBUTIONS	389	24827-11	08/01/2013	30.64
101-253.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS BSN 42051 ST BOX	71103	196404	08/01/2013	26.29
101-253.000-801.000	CONTRACTUA	B. S. & A. SOFTWARE INTERNET SERVICES -ANNUAL FEE	71091	92304	08/01/2013	1,095.00
				Total CITY TREASURER		1,151.93
<b>Dept: BUILDING AND GROUNDS</b>						
101-265.000-726.000	SUPPLIES	LOWE'S A/C UNIT/TOOLS/CREDIT	387	XXXX XX4207 1	08/01/2013	571.30
101-265.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS COPY PAPER/SUPPLIES	71103	419136-01	08/01/2013	24.48
101-265.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE WATER	71111	53659	08/01/2013	5.50
101-265.000-726.000	SUPPLIES	GELZER & SON INC. HINGE	71110	C59916	08/01/2013	16.58

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Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept: BUILDING AND GROUNDS						
101-265.000-726.000	SUPPLIES	GELZER & SON INC. COUPLINGS	71110	C60995	08/01/2013	9.57
101-265.000-726.000	SUPPLIES	GELZER & SON INC. DUCT TAPE, PAINT SUPPLIES	71110	A34438	08/01/2013	13.72
101-265.000-726.000	SUPPLIES	JONESVILLE LUMBER PWR BIT, TREATED POST, LUMBER	71118	659089	08/01/2013	257.02
101-265.000-726.000	SUPPLIES	POINT RENTAL & SALES SCISSOR LIFT	71137	42384	08/01/2013	75.00
101-265.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS FOR CITY HALL	71099	351645412	08/01/2013	20.00
101-265.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS FOR DART	71099	351646038	08/01/2013	55.35
101-265.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS FOR CITY HALL	71099	351646057	08/01/2013	20.00
101-265.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/14/13	71124	25845091	08/01/2013	268.38
101-265.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/21/13	71124	25873068	08/01/2013	237.30
101-265.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES UTILITIES	71097		08/01/2013	2,554.95
101-265.000-925.000	TELEPHONE	AT&T TELEPHONE SERVICES	71090	517437098307 7/2013	08/01/2013	341.05
101-265.000-930.000	REPAIRS &	AMERICAN COPPER AND BRASS, LLC BALLAST/CUTTING TOOL	71088	1330253	08/01/2013	34.04
101-265.000-930.000	REPAIRS &	AMERICAN COPPER AND BRASS, LLC FLAME TIP	71088	1330254	08/01/2013	9.36
				Total BUILDING AND GROUNDS		4,513.60
Dept: PARKING LOTS						
101-266.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/14/13	71124	25845091	08/01/2013	11.30
101-266.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES UTILITIES	71097		08/01/2013	271.22
				Total PARKING LOTS		282.52
Dept: CEMETERIES						
101-276.000-726.000	SUPPLIES	SMITH'S FLOWERS URN REPLACEMENT - OAK GROVE	71139	2002	08/01/2013	80.00
101-276.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/14/13	71124	25845091	08/01/2013	5.65
101-276.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/21/13	71124	25873068	08/01/2013	67.80
101-276.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES UTILITIES	71097		08/01/2013	109.75
				Total CEMETERIES		263.20
Dept: AIRPORT						
101-295.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE WATER	71111	53659	08/01/2013	5.50
101-295.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES UTILITIES	71097		08/01/2013	476.18
101-295.000-925.000	TELEPHONE	AT&T TELEPHONE SERVICES	71090	517437098307 7/2013	08/01/2013	150.03
101-295.000-925.000	TELEPHONE	AT&T TELEPHONE SERVICES	71090	517439429107 7/2013	08/01/2013	56.00
				Total AIRPORT		687.71
Dept: POLICE DEPARTMENT						
101-301.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- JULY 2013 MERS CONTRIBUTIONS	389	24827-11	08/01/2013	9,527.93
101-301.000-726.000	SUPPLIES	CITY OF HILLSDALE PETTY CASH	71100		08/01/2013	6.96
101-301.000-726.000	SUPPLIES	CDW-G COMPUTER CENTERS TONER CARTRIDGES	71098	DK88578	08/01/2013	234.00
101-301.000-742.000	CLOTHING /	MICHIGAN TASER DISTRIBING TASER HOLSTER	71129	9791	08/01/2013	57.45
101-301.000-742.000	CLOTHING /	NYE UNIFORM COMPANY UNIFORMS - DUFF	71132	427271	08/01/2013	209.85
101-301.000-742.000	CLOTHING /	SUD-Z DRY CLEANERS DRY CLEANING	71141	SU1747 8/1	08/01/2013	268.97

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Fund: GENERAL FUND						
Dept: POLICE DEPARTMENT						
101-301.000-801.000	CONTRACTUA	AT & T MOBILITY NETWORK ACCESS FEE	71089	287243202540X7252013	08/01/2013	96.87
101-301.000-861.000	TRAINING &	KELLOGG COMMUNITY COLLEGE CONSORTIUM MEMBERSHIP FEES	71119	215654B	08/01/2013	140.00
101-301.000-930.000	REPAIRS &	ADRIAN COMMUNICATIONS RADIO CHECK/BATTERIES	71087	116819	08/01/2013	86.00
101-301.000-970.000	CAPITAL OU	DECATUR ELECTRONICS, INC. RADAR UNIT	71104	7393	08/01/2013	2,010.00
Total POLICE DEPARTMENT						12,638.03
Dept: FIRE DEPARTMENT						
101-336.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- JULY 2013 MERS CONTRIBUTIONS	389	24827-11	08/01/2013	1,909.26
101-336.000-726.000	SUPPLIES	ADRIAN COMMUNICATIONS BATTERIES	71087	116953	08/01/2013	483.00
101-336.000-726.000	SUPPLIES	MARKET HOUSE WATER	71125	86253	08/01/2013	14.90
101-336.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIVE PLIERS/HAMMER/WRENCH	71135	1069319	08/01/2013	30.46
101-336.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE FILTER	71135	1070098	08/01/2013	2.79
101-336.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE LIFT SUPPORT - LADDLER DOOR	71135	1070397	08/01/2013	33.92
101-336.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE WIPER BLADES	71135	1070677	08/01/2013	29.98
101-336.000-742.000	CLOTHING /	NYE UNIFORM COMPANY UNIFORMS - PAUKEN	71132	427270	08/01/2013	81.35
101-336.000-801.000	CONTRACTUA	CINTAS CORPORATION CONTRACTUAL LINEN SERVICE	71099	351644805	08/01/2013	5.71
101-336.000-801.000	CONTRACTUA	CINTAS CORPORATION CONTRACTUAL LINEN SERVICE	71099	351645411	08/01/2013	13.40
101-336.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES UTILITIES	71097		08/01/2013	1,023.43
Total FIRE DEPARTMENT						3,628.20
Dept: PUBLIC SERVICES DEPARTMENT						
101-441.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- JULY 2013 MERS CONTRIBUTIONS	389	24827-11	08/01/2013	316.83
101-441.000-726.000	SUPPLIES	HOME DEPOT RAKES/POST HOLE DIGGERS/LOPPER	71113	XXXXXXXXXXXX 2132	08/01/2013	741.84
101-441.000-726.000	SUPPLIES	LOWE'S A/C UNIT/TOOLS/CREDIT	387	XXXX XX4207 1	08/01/2013	289.11
101-441.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE WATER	71111	53659	08/01/2013	38.75
101-441.000-726.000	SUPPLIES	GELZER & SON INC. PAINTING SCREENS	71110	A34440	08/01/2013	23.88
101-441.000-726.000	SUPPLIES	KSS ENTERPRISES SOAP DISP. (EXTRA)	71120	830113	08/01/2013	49.28
101-441.000-726.000	SUPPLIES	WHITES WELDING SERVICE PLATE STEEL	71146	79721	08/01/2013	64.35
101-441.000-742.000	CLOTHING /	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71099	351644812	08/01/2013	49.58
101-441.000-742.000	CLOTHING /	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71099	351645417	08/01/2013	49.54
101-441.000-801.000	CONTRACTUA	RODNEY BEUMEL CONCRETE @ DPS - DR #5 & Q.H.	71095		08/01/2013	548.00
101-441.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71099	351644812	08/01/2013	41.33
101-441.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71099	351645417	08/01/2013	35.86
101-441.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/14/13	71124	25845091	08/01/2013	581.95
101-441.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/21/13	71124	25873068	08/01/2013	463.30
101-441.000-810.000	DUES AND S	MICHIGAN HISTORY MAGAZINE 1-YEAR SUBSCRIPTION RENEWAL	71128		08/01/2013	19.95
101-441.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES UTILITIES	71097		08/01/2013	333.96
Total PUBLIC SERVICES DEPARTMENT						3,647.51
Dept: STREET LIGHTING						

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Fund: GENERAL FUND						
Dept: STREET LIGHTING						
101-448.000-920.202	UTILITIES	BOARD OF PUBLIC UTILITIES UTILITIES	71097		08/01/2013	5,181.38
101-448.000-920.203	UTILITIES	BOARD OF PUBLIC UTILITIES UTILITIES	71097		08/01/2013	211.14
						5,392.52
Total STREET LIGHTING						
Dept: PARKS						
101-756.000-726.000	SUPPLIES	GELZER & SON INC. CLIPS	71110	C59612	08/01/2013	10.43
101-756.000-726.000	SUPPLIES	GELZER & SON INC. TURNBUCKLE/CLIPS	71110	C59760	08/01/2013	15.39
101-756.000-726.000	SUPPLIES	GELZER & SON INC. FASTENERS/BITS	71110	C59516	08/01/2013	54.43
101-756.000-726.000	SUPPLIES	JONESVILLE LUMBER PWR BIT, TREATED POST, LUMBER	71118	658597	08/01/2013	68.29
101-756.000-726.000	SUPPLIES	JONESVILLE HARDWARE HARDWARE FOR AQUILA BRIDGE RPR	71117	01-41	08/01/2013	3.16
101-756.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/14/13	71124	25845091	08/01/2013	158.20
101-756.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/21/13	71124	25873068	08/01/2013	186.45
101-756.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES UTILITY SERVICES	71097	3-13531-2 6/13	08/01/2013	9.42
101-756.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES UTILITIES	71097		08/01/2013	1,056.66
						1,562.43
Total PARKS						
						121,137.84
Fund Total						
Fund: MAJOR ST./TRUNKLINE FUND						
Dept:						
202-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FCA FOR 8/1/13	388		08/01/2013	3,410.79
						3,410.79
Total						
Dept: STREET SURFACE						
202-450.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/14/13	71124	25845091	08/01/2013	11.30
						11.30
Total STREET SURFACE						
Dept: R.O.W. MAINTENANCE						
202-460.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/14/13	71124	25845091	08/01/2013	364.42
202-460.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/21/13	71124	25873068	08/01/2013	11.30
						375.72
Total R.O.W. MAINTENANCE						
Dept: TREES						
202-470.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/14/13	71124	25845091	08/01/2013	45.20
202-470.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/21/13	71124	25873068	08/01/2013	22.60
202-470.000-801.000	CONTRACTUA	CRAIG WICKHAM TREE TRIMMING & REMOVALS	71102		08/01/2013	450.00
						517.80
Total TREES						
Dept: TRAFFIC						
202-490.000-726.000	SUPPLIES	DORNBOS SIGN & SAFETY INC CUSTOM SIGNS & BREAKAWAY NUT	71106	12148	08/01/2013	130.00
202-490.000-726.000	SUPPLIES	PHILLIPS STEEL CORPORATION SQUARE TUBE	71136	215973	08/01/2013	142.30
202-490.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/21/13	71124	25873068	08/01/2013	22.60
202-490.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES UTILITIES	71097		08/01/2013	377.12
						672.02
Total TRAFFIC						
Dept: TRUNKLINE TRAFFIC						
202-490.500-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES UTILITIES	71097		08/01/2013	374.23

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Fund: MAJOR ST./TRUNKLINE FUND						
Dept: TRUNKLINE TRAFFIC						
Total TRUNKLINE TRAFFIC						374.23
Fund Total						5,361.86
Fund: LOCAL ST. FUND						
Dept:						
203-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FCA FOR 8/1/13	388		08/01/2013	1,459.50
Total						1,459.50
Dept: STREET SURFACE						
203-450.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/14/13	71124	25845091	08/01/2013	90.40
203-450.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/21/13	71124	25873068	08/01/2013	73.45
Total STREET SURFACE						163.85
Dept: R.O.W. MAINTENANCE						
203-460.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/14/13	71124	25845091	08/01/2013	587.60
Total R.O.W. MAINTENANCE						587.60
Dept: TREES						
203-470.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/14/13	71124	25845091	08/01/2013	45.20
203-470.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/21/13	71124	25873068	08/01/2013	56.50
203-470.000-801.000	CONTRACTUA	CRAIG WICKHAM TREE TRIMMING & REMOVALS	71102		08/01/2013	2,150.00
Total TREES						2,251.70
Dept: TRAFFIC						
203-490.000-726.000	SUPPLIES	DORNBOS SIGN & SAFETY INC CUSTOM SIGNS & BREAKAWAY NUT	71106	12148	08/01/2013	130.00
203-490.000-726.000	SUPPLIES	PHILLIPS STEEL CORPORATION SQUARE TUBE	71136	215973	08/01/2013	142.30
203-490.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/21/13	71124	25873068	08/01/2013	11.30
Total TRAFFIC						283.60
Fund Total						4,746.25
Fund: RECREATION FUND						
Dept:						
208-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FCA FOR 8/1/13	388		08/01/2013	5,527.79
Total						5,527.79
Dept: RECREATION DEPARTMENT						
208-751.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- JULY 2013 MERS CONTRIBUTIONS	389	24827-11	08/01/2013	171.07
208-751.000-726.006	CONCESSION	WALMART COMMUNITY WALMART PURCHASES	71145	xxxx xxxx xxxx 4475	08/01/2013	261.31
208-751.000-726.006	CONCESSION	MICHELLE LOREN REIMBURSEMENT HOTDOGS, BUNS,	71122		08/01/2013	152.46
208-751.000-726.006	CONCESSION	KUSTER'S DAIRY PRODUCTS BEACH CONCESSIONS DAIRY PRODUC	71121	802 072413	08/01/2013	205.77
208-751.000-726.006	CONCESSION	MARKET HOUSE HOTDOG BUNS	71125	86854	08/01/2013	12.36
Total RECREATION DEPARTMENT						802.97
Fund Total						6,330.76
Fund: LIBRARY FUND						
Dept:						
271-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FCA FOR 8/1/13	388		08/01/2013	4,653.74



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Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: LIBRARY FUND						
Dept:						
				Total		4,653.74
Dept: LIBRARY						
271-790.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- JULY 2013 MERS CONTRIBUTIONS	389	24827-11	08/01/2013	221.51
271-790.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS Library Supplies	71103	419297	08/01/2013	115.99
271-790.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS TISSUE	71103	419297-01	08/01/2013	23.49
271-790.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE WATER	71111	53659	08/01/2013	15.00
271-790.000-726.000	SUPPLIES	WALMART COMMUNITY WALMART PURCHASES	71145	xxxx xxxx xxxx 4475	08/01/2013	27.58
271-790.000-801.000	CONTRACTUA	CINTAS CORPORATION Library Floor Mats	71099	351644807	08/01/2013	28.66
271-790.000-801.000	CONTRACTUA	CURRENT OFFICE SOLUTIONS Qrtly Copy Payment	71103	239849	08/01/2013	698.20
271-790.000-801.000	CONTRACTUA	MAID FOR YOUR Custodial Services	71123	886	08/01/2013	520.00
271-790.000-801.000	CONTRACTUA	NONIK TECHNOLOGIES, INC. Avalon Monitoring	71131	5346	08/01/2013	100.00
271-790.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES UTILITIES	71097		08/01/2013	1,314.31
271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY July Adult Book Order	71092	2028365199	08/01/2013	193.75
				Total LIBRARY		3,258.49
Dept: LIBRARY - CHILDREN'S AREA						
271-792.000-726.792	SUPPLIES-S	UPSTART Summer Reading T-shirts	71144	5025490	08/01/2013	42.50
271-792.000-726.792	SUPPLIES-S	UPSTART Summer Reading T-shirts	71144	5025816	08/01/2013	27.25
271-792.000-726.792	SUPPLIES-S	WALMART COMMUNITY WALMART PURCHASES	71145	xxxx xxxx xxxx 4475	08/01/2013	6.94
271-792.000-982.000	BOOKS	BAKER & TAYLOR COMPANY July Children's Book Order	71092	2028365200	08/01/2013	95.54
				Total LIBRARY - CHILDREN'S AREA		172.23
Fund Total						8,084.46
Fund: CAPITAL IMPROVEMENT FUND						
Dept:						
401-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FCA FOR 8/1/13	388		08/01/2013	343.77
				Total		343.77
Dept: LOCAL STREET RECONSTRUCTION						
401-453.000-801.000	CONTRACTUA	FLEIS & VANDENBRINK ENGINEERING - CHARLES ST	71108	814910	08/01/2013	10,400.00
				Total LOCAL STREET RECONSTRUCTION		10,400.00
Dept: CAPITAL OUTLAY						
401-900.000-975.021	COMPREHENS	FLEIS & VANDENBRINK CIP PLAN	71108	35957	08/01/2013	4,100.00
				Total CAPITAL OUTLAY		4,100.00
Fund Total						14,843.77
Fund: DIAL-A-RIDE FUND						
Dept:						
588-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FCA FOR 8/1/13	388		08/01/2013	5,878.95
				Total		5,878.95
Dept: DIAL-A-RIDE						
588-588.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- JULY 2013 MERS CONTRIBUTIONS	389	24827-11	08/01/2013	127.34
588-588.000-726.000	SUPPLIES	BEAVER RESEARCH COMPANY KLEEN & GLOW	71093	198154	08/01/2013	89.75

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Fund: DIAL-A-RIDE FUND						
Dept: DIAL-A-RIDE						
588-588.000-730.000	VEH./EQUIP	GELZER & SON INC. CORNER IRON	71110	C61359	08/01/2013	4.98
588-588.000-730.000	VEH./EQUIP	GELZER & SON INC. BLK TAPE	71110	C61372	08/01/2013	9.58
588-588.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC. SEALS	71115	PC01240617:001	08/01/2013	47.86
588-588.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE BRAKE PADS FOR #63	71135	1070385	08/01/2013	163.99
588-588.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE W/SEALER	71135	1069452	08/01/2013	37.17
588-588.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES UTILITIES	71097		08/01/2013	339.61
588-588.000-920.000	UTILITIES	MICHIGAN GAS UTILITIES UTILITY SERVICE	71127	4611064-9 7/2013	08/01/2013	37.73
588-588.000-925.000	TELEPHONE	AT&T TELEPHONE SERVICE	71090	517427338507 7/2013	08/01/2013	80.44
588-588.000-930.000	REPAIRS &	THE DOOR MAN SERVICE CALL	71105		08/01/2013	60.00
Total DIAL-A-RIDE						998.45
Fund Total						6,877.40
Fund: PUBLIC SERVICES INV. FUND						
Dept: 633-000.000-214.750						
633-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FCA FOR 8/1/13	388		08/01/2013	287.72
Total						287.72
Dept: PUBLIC SERVICES INVENTORY						
633-233.000-801.000						
633-233.000-801.000	SUPPLIES	DORNBOS SIGN & SAFETY INC CUSTOM SIGNS & BREAKAWAY NUT	71106	12148	08/01/2013	153.90
633-233.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/14/13	71124	25845091	08/01/2013	90.40
633-233.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 7/21/13	71124	25873068	08/01/2013	22.60
Total PUBLIC SERVICES INVENTORY						266.90
Fund Total						554.62
Fund: REVOLVING MOBILE EQUIP. FUND						
Dept: 640-000.000-214.750						
640-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FCA FOR 8/1/13	388		08/01/2013	2,866.04
Total						2,866.04
Dept: MOBILE EQUIPMENT MAINTENANCE						
640-444.000-716.000						
640-444.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- JULY 2013 MERS CONTRIBUTIONS	389	24827-11	08/01/2013	121.74
640-444.000-726.000	SUPPLIES	BEAVER RESEARCH COMPANY SLICK TEFLON LUBE	71093	198156	08/01/2013	135.00
640-444.000-726.000	SUPPLIES	BECKER & SCRIVENS SAW & DIAMOND BLADES	71094	61591	08/01/2013	175.00
640-444.000-726.000	SUPPLIES	FASTENAL CUT OFF WHEELS	71107	MIJON44226	08/01/2013	30.49
640-444.000-726.000	SUPPLIES	JACKSON TRUCK SERVICE INC. FILTERS/CLAMP/FLASH TUB/LAMP	71115	PC01240560:001	08/01/2013	66.00
640-444.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIVE PAINT	71135	1069662	08/01/2013	6.69
640-444.000-730.000	VEH./EQUIP	GELZER & SON INC. BOLTS/NUTS/WASHERS	71110	C59459	08/01/2013	11.24
640-444.000-730.000	VEH./EQUIP	GELZER & SON INC. BOLTS	71110	A34557	08/01/2013	11.34
44.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC. FLASH TUBE/DOME	71115	PC01240449:001	08/01/2013	51.32
640-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC. U BOLTS	71115	PC01240430:001	08/01/2013	50.20
640-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC. SEAL CLAMP	71115	PC01240442:001	08/01/2013	17.26

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Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: REVOLVING MOBILE EQUIP. FUND						
Dept: MOBILE EQUIPMENT MAINTENANCE						
640-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC. FILTERS	71115	PC012403621:001	08/01/2013	39.36
640-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC. FILTERS	71115	PC012140306:001	08/01/2013	50.32
640-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC. FILTERS/CLAMP/FLASH TUB/LAMP	71115	PC01240560:001	08/01/2013	72.08
640-444.000-730.000	VEH./EQUIP	MICHIGAN CAT OIL COOLER #18	71126	PD3251382	08/01/2013	1,031.92
640-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE DOOR HNDL	71135	1069142	08/01/2013	9.59
640-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE DOOR HNDL FOR #8	71135	1069226	08/01/2013	9.70
640-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE PAINT FOR #40	71135	1069826	08/01/2013	13.38
640-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE FUEL LINE FOR #42	71135	1070549	08/01/2013	2.18
640-444.000-730.000	VEH./EQUIP	SPRATT'S LP GAS	71140	151181	08/01/2013	20.00
640-444.000-730.000	VEH./EQUIP	SPRATT'S NUT	71140	151188	08/01/2013	14.30
640-444.000-730.000	VEH./EQUIP	SPRATT'S PULLEYS	71140	151189	08/01/2013	36.00
640-444.000-730.000	VEH./EQUIP	SPRATT'S PULLEYS, CARB, SHIPPING	71140	151191	08/01/2013	126.70
640-444.000-730.000	VEH./EQUIP	TRUCK & TRAILER SPECIALTIES AUGER	71143	C37166	08/01/2013	387.29
640-444.000-730.000	VEH./EQUIP	WHITES WELDING SERVICE FLAT STEEL	71146	79743	08/01/2013	26.00
640-444.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71099	351644812	08/01/2013	22.87
640-444.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71099	351644812	08/01/2013	14.89
640-444.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71099	351645417	08/01/2013	22.87
640-444.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71099	351645417	08/01/2013	14.89
640-444.000-801.000	CONTRACTUA	MICHIGAN CAT REPAIRS TO LOADER #21	71126	sd3282037	08/01/2013	23,277.24
640-444.000-801.301	POLICE VEH	JIM KNOX CHRYSLER DODGE JEEP SERVICE REPAIRS - UNIT 2-2	71116	11195	08/01/2013	170.31
640-444.000-801.301	POLICE VEH	JIM KNOX CHRYSLER DODGE JEEP SERVICE REPAIRS - UNIT 2-2	71116	10796	08/01/2013	440.62
640-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE SERVICE REPAIRS UNIT 2-1	71133	54329	08/01/2013	196.85
640-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE SERVICE REPAIRS UNIT 2-1	71133	54349	08/01/2013	32.95
640-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE SERVICE REPAIRS UNIT 2-9	71133	54352	08/01/2013	486.97
640-444.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES UTILITIES	71097		08/01/2013	314.62
Total MOBILE EQUIPMENT MAINTENANCE						27,510.18
Fund Total						30,376.22
Fund: DPS LEAVE AND BENEFITS FUND						
Dept:						
699-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FCA FOR 8/1/13	388		08/01/2013	2,406.57
Total						2,406.57
Dept: PUBLIC SERVICES DEPARTMENT						
699-441.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- JULY 2013 MERS CONTRIBUTIONS	389	24827-11	08/01/2013	123.19
Total PUBLIC SERVICES DEPARTMENT						123.19
Fund Total						2,529.76
Fund: CEMETERY PERPETUAL CARE FUND						
Dept: CEMETERIES						

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Fund	Department	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: CEMETERY PERPETUAL CARE FUND							
Dept: CEMETERIES							
711-276.000-761.000		ITEMS FOR	KAREN TIBBENHAM PURCHASE GRAVES BACK	71142	350	08/01/2013	350.00
					Total CEMETERIES		350.00
						Fund Total	350.00
						Grand Total	201,192.94

VENDOR APPROVAL SUMMARY REPORT  
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V	r Name	Vendor Number	Description	Check Amount	Hand Check Amount
	ADRIAN COMMUNICATIONS	0406	BATTERIES	569.00	0.00
	AMERICAN COPPER AND BRASS, LLC	2432	FLAME TIP	43.40	0.00
	AT & T MOBILITY	1965	NETWORK ACCESS FEE	96.87	0.00
	AT&T	0048	TELEPHONE SERVICES	627.52	0.00
	B. S. & A. SOFTWARE	3076	INTERNET SERVICES -ANNUAL FEE	2,190.00	0.00
	BAKER & TAYLOR COMPANY	0011	July Adult Book Order	289.29	0.00
	BEAVER RESEARCH COMPANY	2491	SLICK TEFLON LUBE	224.75	0.00
	BECKER & SCRIVENS	0378	SAW & DIAMOND BLADES	175.00	0.00
	RODNEY BEUMEL	0570	CONCRETE @ DPS - DR #5 & Q.H.	548.00	0.00
	BILL'S LAWN CARE, LLC	0387	ordered lawn care	170.00	0.00
	BOARD OF PUBLIC UTILITIES	0013	UTILITIES	13,947.98	0.00
	CDW-G COMPUTER CENTERS	2817	TONER CARTRIDGES	234.00	0.00
	CINTAS CORPORATION	0020	RUGS/UNIFORMS - DPS	394.95	0.00
	CITY OF HILLSDALE	0015	PETTY CASH	193.58	0.00
	CLARK HILL	2029	BANKRUPTCY LEGAL FEES	200.00	0.00
	CRAIG WICKHAM	2218	TREE TRIMMING & REMOVALS	2,600.00	0.00
	CURRENT OFFICE SOLUTIONS	0035	Qrtly Copy Payment	1,089.41	0.00
	DECATUR ELECTRONICS, INC.	1222	RADAR UNIT	2,010.00	0.00
	THE DOOR MAN	1216	SERVICE CALL	60.00	0.00
	DORNBOSS SIGN & SAFETY INC	2170	CUSTOM SIGNS & BREAKAWAY NUT	413.90	0.00
	FASTENAL	0538	CUT OFF WHEELS	30.49	0.00
	FLEIS & VANDENBRINK	1737	CIP PLAN	14,500.00	0.00
	GELZER & SON INC.	0027	BOLTS/NUTS/WASHERS	181.14	0.00
	HEFFERNAN SOFT WATER SERVICE	3248	WATER	64.75	0.00
	HILLSDALE CO. EQUALIZATION	1873	Training Class	35.00	0.00
	HOME DEPOT	2786	RAKES/POST HOLE DIGGERS/LOPPER	741.84	0.00
	INFINISOURCE	3629	COBRA 9/1/2013-8/31/20/14	635.00	0.00
	JACKSON TRUCK SERVICE INC.	0086	SEALS	394.40	0.00
	JIM KNOX CHRYSLER DODGE JEEP	2085	SERVICE REPAIRS - UNIT 2-2	610.93	0.00
	JACKSONVILLE HARDWARE	0625	HARDWARE FOR AQUILA BRIDGE RFR	3.16	0.00
	JACKSONVILLE LUMBER	2326	PWR BIT, TREATED POST, LUMBER	325.31	0.00
	KELLOGG COMMUNITY COLLEGE	2758	CONSORTIUM MEMBERSHIP FEES	140.00	0.00
	KSS ENTERPRISES	0255	SOAP DISP. (EXTRA)	49.28	0.00
	KUSTER'S DAIRY PRODUCTS	0623	BEACH CONCESSIONS DAIRY PRODUC	205.77	0.00
	MICHELLE LOREN	1423	REIMBURSEMENT HOTDOGS, BUNS,	152.46	0.00
	LOWE'S	0323	A/C UNIT/TOOLS/CREDIT	0.00	860.41
	MAID FOR YOUR	2046	Custodial Services	520.00	0.00
	MANPOWER OF LANSING	3088	TEMP EMPLOYEES W/E 7/21/13	3,435.20	0.00
	MARKET HOUSE	0164	WATER	27.26	0.00
	MICHIGAN CAT	0051	REPAIRS TO LOADER #21	24,309.16	0.00
	MICHIGAN GAS UTILITIES	0081	UTILITY SERVICE	37.73	0.00
	MICHIGAN HISTORY MAGAZINE	0314	1-YEAR SUBSCRIPTION RENEWAL	19.95	0.00
	MICHIGAN TASER DISTRIBUTING	1421	TASER HOLSTER	57.45	0.00
	MIKA MEYERS BECKET & JONES PLC	1889	LABOR NEGOTIATIONS	1,723.03	0.00
	MUNICIPAL EMPLOYEE'S RETIRE-	3717	JULY 2013 MERS CONTRIBUTIONS	0.00	19,721.91
	NONIK TECHNOLOGIES, INC.	1392	Avalon Monitoring	1,640.00	0.00
	NYE UNIFORM COMPANY	0092	UNIFORMS - DUFF	291.20	0.00
	PARNEY'S CAR CARE	2412	SERVICE REPAIRS UNIT 2-1	716.77	0.00
	PAYROLL ACCOUNT	0242	PAYROLL/FCA FOR 8/1/13	0.00	100,787.05
	PERFORMANCE AUTOMOTIVE	0961	SUPPLIES	339.85	0.00
	PHILLIPS STEEL CORPORATION	2861	SQUARE TUBE	284.60	0.00
	POINT RENTAL & SALES	0338	SCISSOR LIFT	75.00	0.00
	HILLSDALE POSTMASTER	0055	POSTAGE STAMPS	460.00	0.00
	SMITH'S FLOWERS	0433	URN REPLACEMENT - OAK GROVE	80.00	0.00
	SPRATT'S	0088	PULLEYS, CARB, SHIPPING	197.00	0.00
	SUD-Z DRY CLEANERS	1067	DRY CLEANING	268.97	0.00
	KAREN TIBBENHAM	0626	PURCHASE GRAVES BACK	350.00	0.00
	TRUCK & TRAILER SPECIALTIES	0442	AUGER	387.29	0.00
	UPSTART	2761	Summer Reading T-shirts	69.75	0.00
	WALMART COMMUNITY	3104	WALMART PURCHASES	295.83	0.00
	WATKINS WELDING SERVICE	2174	FLAT STEEL	90.35	0.00

Grand Total: 79,823.57 121,369.37



City of Hillsdale  
Finance Committee Meeting Minutes  
Monday, August 5, 2013  
2nd Floor Conference Room  
Hillsdale City Hall  
6:30 PM

Call to Order: 6:34 p.m. by Chairperson Scott Sessions

Present:

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

Absent: None

Public: Councilperson Ruth Brown

Public discussion: No public discussion.

Invoices and vendor approval for checks printed on August 1, 2013 were reviewed and discussed by the committee. Explanations provided by Director Bonnie Tew Finance are:

\$2,010.00 To Decatur Electronics, Inc. (Police Department). These costs were paid to Decatur Electronics, Inc. for the replacement of a radar unit in a patrol car.

\$24,309.16 To Michigan Cat (Revolving Mobile Equip. Fund). These costs were paid to Michigan Cat to repairs to loader #21, and the oil cooler on #18.

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

Motion by Councilperson Kinney to adjourn the meeting, 2nd by Councilperson Bail.  
Meeting adjourned: 6:41 p.m.

Respectfully submitted by: Chairperson Sessions





August 13, 2013  
45 Monroe Street  
Hillsdale MI 49242

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

Board Members Present: Mr. Duke Anderson, Mr. Bill Smith, Mr. Dan Moore & Mr. Bierl.

Board Members Absent: Mr. John Waldvogel

Others Present Were: Nate Rusk, Operations Manager; Kevin Lawrence, Water & Wastewater Superintendent; Eric Macy, Nonik Technologies; Don Reid, Hillsdale Daily News; Rick Rose, Director; and Annette Kinney, Secretary to the Board.

Moved by Mr. Anderson, seconded by Mr. Moore, to approve the minutes of the July 19, 2013 regular meeting and record in the official minute book.

Motion carried by unanimous voice vote.

**Claims Drawn on the Operations & Maintenance Fund:**

A CLEAN START	600.00
AFLAC	685.16
ALEXANDER CHEMICAL	2,358.50
ALLIED LOCKE IND	1,037.98
ALLIED WASTE SERVICE	2,239.39
ALPHA ENGINEERING	2,815.00
AMERICAN COPPER &	1,733.35
AMERICAN ELEC POWER	13,274.39
AQUA - LINE INC	550.80
AT&T	3,286.51
BATTERY SOLUTIONS, LLC	371.40
BCBS	42,594.17
BENJAMIN ERIN P	13.00
BRADLEY J MARTIN	126.10
CHAMPION INC	153.50

CHEMICAL SERVICES, INC	5,685.93
CHESTNEY PUBLISHING	175.00
CINTAS LOCATION	2,882.97
CITY OF HILLSDALE	51,655.77
CITY OF MARSHALL	1,769.98
COMMUNITY ACTION AGENCY	2,656.64
COUNTY NATIONAL BANK	38.00
CURRENT OFFICE	383.82
DISTRICT COURT	738.00
DUBOIS TRUCKING	739.00
ELWOOD STAFFING	3,036.80
ENVIRONMENTAL RESOU	79.00
ETNA SUPPLY COMPANY	820.64
EVERS JOAN M	5.06
FASTENAL COMPANY	228.95
FITZGIBBONS FLEET	2,010.00
FLEIS & VANDENBRINK	1,362.72
GLEIS, INC	99.98
GLOBAL ENVIRONMENTAL	600.00
GRAINGER INDUSTRIAL SUPPLY	414.55
GRIFFITHS	195.00
HD SUPPLY	54.00
HEFFERNAN SOFT WATER	126.25
HILLSDALE DAILY NEWS	291.25
HILLSDALE FILLING	184.95
HILLSDALE HARDWARE	1,197.72
HUBBARD PLUMBING	940.00
HYDRO DESIGNS	1,333.00
IBEW	597.75
INFOSEND, INC	3,702.39
JACK DOHENY SUPPLIES	3,830.29
JONESVILLE LUMBER CO	136.59
K & B ASPHALT	8,320.00
KENDALL ELECTRIC	79.72
KOONTZ - WAGNER	2,075.00
KUBRA	2,940.06
LOREN & SHIRK	90.00
MARKET HOUSE	110.66
MICHIGAN GAS	1,040.02
MIKE TODD	137.76
MODERN WASTE SYSTEMS	230.00
MRWA	320.00
MUNICIPAL SUPPLY CO	3,429.11

NONIK TECHNOLOGIES	7,235.10
NORRIS, PERNE'	1,885.47
ONLINE UTILITY EXCHANGE	176.90
PARNEYS CAR CARE INC	546.82
PERFORMANCE AUTO	141.59
PHRUKSUKARN PAIROTE	21.00
PITNEY BOWES	4,856.00
POINT RENTAL & SALES	23.18
POWER LINE SUPPLY	3,260.83
PVS TECHNOLOGIES	3,443.06
RESCO ELECTRIC	3,486.28
RICK PHILIP	261.50
ROBINSON SHARON L	32.00
RUPERT'S CULLIGAN	33.50
RYAN & BRADSHAW	131.50
SHOLLER JOSHUA D	21.00
SIR JAMES OUTERWEAR	1,209.65
SMITH & LOVELESS	714.39
SPIETH EMILY S	2.74
SPRATT'S TRADING	23.79
STOCKHOUSE COMPUTER	610.00
SUN LIFE FINANCIAL	741.70
THE MANOR	227.77
THE WATER STORE	11.00
TIP-OFF SHOPPING	438.90
TRACE ANALYTICAL	295.50
TYCO INTEGRATED	593.72
USABLUBOOK	3,013.04
UTILITIES INSTRUMENT	5,107.00
WALKER CHARLES	110.75
WATKINS OIL COMPANY	3,908.71
WCSR	288.00
WHITE'S WELDING	533.00
WOOD JIMMY P	33.00

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**Total** **222,001.97**

Moved by Mr. Smith, supported by Mr. Moore, to approve the above bills for July in the amount of \$222,001.97.

Roll Call: Unanimous. Motion Carried.

Moved by: Mr. Anderson, supported by Mr. Moore, to approve the MSCPA bill for June usage in the amount of \$939,182.88.

Roll Call: Unanimous. Motion Carried.

**Items:**

**1. WWTP Influent Pump Recommendation**

Last year we replaced the east influent Archimedes screw pump that lifts our incoming flow at the WWTP with a Fairbanks Morse submersible influent pump. The pump was sized to manage the current flow but does not meet plant capacity.

To comply with the NPDES permit and design limits of our plant, it is necessary to add another pump. Our engineers have provided us with the requirements for this installation and we have solicited quotes. Kerr Pump & Supply for \$31,485 and the second from Kennedy Industries for \$34,335.

Our engineers, Fleis Vanderbrink, recommend that we purchase and install the Flygt pump based on the style of pump quoted.

Moved by: Mr. Smith, supported by Mr Anderson, to approve the purchase of the Flygt pump to Kennedy Industries at a cost of \$34,335.00 and waive the formal bidding process due to the emergency nature.

Roll Call: Unanimous. Motion Carried.

**2. SBA Antenna Tower**

Correspondence from Doug Sanford of Hillsdale County Central Dispatch was received requesting that the Board open up discussions again regarding the tower.

The Board suggested that we inform Hillsdale County Central Dispatch they have our permission to contact SBA directly to inquire as to any additional agreements or changes.

**3. Director's Contract**

The Personnel Committee has met to discuss the Director's contract and come to the Board with a recommendation. The original three year contract was up April 1, 2013 and

renews automatically annually on April 1 for one additional year with Board approval. The performance evaluation will be completed within the next month and will be completed in March of each year going forward before the contract anniversary. Salary remains frozen for an additional 5 years with a onetime payment of \$15,000.00 paid out as \$7,500 on July 1, 2013 and \$7,500 on January 1, 2014.

Moved by: Mr. Smith, supported by Mr. Anderson, to approve the Director's contract extension as recommended by the personnel committee.

Roll Call: Unanimous. Motion Carried.

**Information:**

Norris, Perne' & French LLP – Quarterly Appraisal & Reports

**Miscellaneous:**

The Board received various Department reports.

**Board Member Roundtable:**

Mr. Rose distributed the latest pay scale study completed by the American Public Power Association.

**Opportunity for General Public to Address the Board:**

There being no further business to come before the Board, President Bierl declared the meeting adjourned at 7:50 p.m.

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Annette Kinney  
Secretary to the Board



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

August 5, 2013  
7:00 p.m.  
(517)437-6441  
[www.cityofhillsdale.org](http://www.cityofhillsdale.org)

## CITY COUNCIL MINUTES

City of Hillsdale  
Regular Meeting

### Call to Order and Pledge of Allegiance

Mayor Douglas Moon opened the meeting with the pledge of allegiance.

### Roll Call

Motion by Councilperson Arnold, supported by Councilperson Sessions, to excuse the absence of Ward I Councilperson Casey Sullivan from the August 5, 2013 meeting.

All ayes.

Motion carried

Mayor Douglas Moon called the meeting to order with the following Council members present: Councilmember Brian Watkins representing Ward One; Council members Ruth Brown and Sally Kinney representing Ward Two; Council members Mary Wolfram and Scott Sessions representing Ward Three; and Council members William Arnold and Mary Beth Bail representing Ward Four.

Also present were City Manager Linda Brown, Deputy City Clerk Michelle Loren, City Attorney Lew Loren, Bonnie Tew, Keith Richard, Rick Rose, Nate Rusk, Judy Buzo, Eric Macy, Alexis Kozub, Holly Carpenter, Brian and Angie Kratzer, Aimee England, Don Fowler, Bill Barron, Darrell Derr, Roger Richardson.

### Approval of Agenda

City Manager Linda Brown requested New Business Item D. Heinowski Appraisal and Consulting Contract be added to the August 5, 2013 Council Meeting Agenda.

Motion by Councilperson Watkins, supported by Councilperson Sessions, to approve the August 5, 2013 Agenda as amended.

All ayes.

Motion carried.

### Public Comment

None

### Consent Agenda

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

- A. Approval of Bills from July 18, 2013: Claims of \$213,182.97 & Payroll of \$98,806.41.
- B. Committee Reports (Pending Approval):
  1. TIFA Façade Grant Committee Minutes of July 15, 2013
  2. BPU Minutes of July 19, 2013
  3. TIFA Board Minutes of May 21, 2013
  4. Board of Special Assessors Minutes of July 22, 2013
  5. Finance Minutes of July 22, 2013
  6. Election Commission Minutes of July 15, 2013
- C. Council Minutes of July 15, 2013
- D. Quarterly Finance Investment Report

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

Approved 8-0.

Motion carried.

**Communications and Petitions**

None

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

- A. 2013 Sidewalk Special Assessment (Public Hearing). City Manager Brown stated that, at the July 15, 2013 Council meeting, Council directed the Board of Special Assessors to cause the special assessments to be made and established August 5, 2013 at 7:00 p.m. as the time for Council to review said assessments and hold a public hearing. The Board of Special Assessors met on July 22, 2013 and certified the proposed special assessment rolls. City Manager Brown recommended Council receive the Certifications of the Rolls and following the Public Hearing, set another public hearing for August 19, 2013 after which they might confirm the rolls.

Mayor Moon opened the Public Hearing.

Bill Barron, 125 Indiana Court, addressed Council on behalf of the First Presbyterian Church of Hillisdale. Mr. Barron asked for clarification regarding bids and start date of the sidewalk project. Mr. Barron also stated the Church is very excited to take part in the program and jokingly asked to be first on the list.

Don Fowler, 30 Charles Street, stated that the sidewalks and approach at his residence had been replaced years back and remain in good condition. Mr. Fowler questioned why he would have to pay to replace the sidewalks again. Keith Richard, Director of Public Services responded that, while Mr. Fowlers sidewalks and approach are in good repair, they will be replaced at no cost to Mr. Fowler during the sidewalk and street projects in order to maintain continuity in the overall replacement of sidewalks as well as to ensure proper grade which will be affected by street replacement.

Motion by Councilperson Sessions, supported by Councilperson Arnold, to receive the Certifications of the Special Assessment Rolls.

All ayes.

Motion carried.

Motion by Councilperson Watkins, supported by Councilperson Sessions, to set a Public Hearing date for August 19, 2013 at 7:00 p.m. prior to Council's confirmation of the rolls.

Approved 7-2.

Motion carried.

**Unfinished Business**

None

**Old Business**

None

**New Business**

- A. BPU Meter Infrastructure Upgrade. City Manager Brown reported the BPU had been considering the purchase of equipment for a meter infrastructure upgrade for over a year and researching the various ways to finance the purchase. The purchase will help to reduce outage numbers and duration, line losses, improve storm restoration provide automation functions and address customer issues over the phone. City Manager Brown



state the BPU Board has approved the purchase and recommended Council approve it as well.

Motion by Councilperson Watkins, supported by Councilperson Sessions, to approve the purchase of the meter infrastructure upgrade equipment and authorize the Mayor and Clerk to sign on behalf of the City. Roll call: Councilpersons Brown – yes; Kinney – yes; Sessions – yes; Watkins – yes; Wolfram – yes; Mayor Moon – yes; Councilpersons Arnold – yes; Bail – yes.

Approved 8-0.

Motion carried.

- B. BPU Public Act 9. City Manager Linda Brown reported that, as explained in a memo from BPU Director Rick Rose, the Governor recently signed Senate Bill 284 (Public Act 9 of 2013) replacing the home heating assistance funding by way of creating a means for collecting and distributing low income assistance to help people keep their heat and lights on between November 15 and April 15. This requires a \$1.00 surcharge on all electric bills issued in the state. If a municipality chooses to opt out, they must agree not to implement a shut off during the aforementioned months.

The BPU Board has recommended the utility impose the \$1.00 per month surcharge and request Council's authorization.

Motion by Councilperson Watkins, supported by Councilperson Brown, to authorize the implementation of a \$1.00 per month surcharge on electric bills pursuant to Public Act 9 of 2013. Roll call: Councilpersons Kinney – yes; Sessions – yes; Watkins – yes; Wolfram – yes; Mayor Moon – yes; Councilpersons Arnold – yes; Bail – yes; Brown – yes.

Approved 8-0.

Motion carried.

- C. Johnston Worker's Compensation Redemption. City Manager Linda Brown reported that one of the City's Department of Public Services employees had previously suffered an injury while on the job. He has been receiving workers' compensation benefits since that time. Meadowbrook/Michigan Municipal League Workers' Compensation Fund, the City's comp carrier recently reached an agreement with Mr. Johnson to settle his case, for \$25,000.00. City Manager Brown recommended authorize the Mayor and Deputy Clerk's signatures on the Consent to Proposed Redemption. City Manager Brown also state the settlement amount will be paid directly from the workers' comp fund with no additional contribution from the City.

Motion by Councilperson Arnold, supported by Councilperson Sessions, to authorize the Mayor and Deputy Clerk's signatures on the Consent to Proposed Redemption. Roll call: Councilpersons Sessions – yes; Watkins – yes; Wolfram – yes; Mayor Moon – yes; Councilpersons Arnold – yes; Bail – yes; Brown – yes; Kinney – yes.

Approved 8-0.

Motion carried.

- D. Heinowski Appraisal and Consulting Contract. City Manager Linda Brown stated she had recently been approached by City Assessor Kim Thomas requesting consideration from Council for approval of a proposal from Heinowski Appraisal and Consulting to perform appraisals for tribunal cases for special purpose or unique properties. The contract will be used on an as needed basis at a rate of \$200 per hour up to \$3,000 total.

Motion by Councilperson Watkins, supported by Councilperson Kinney, to approve the Heinowski Appraisal and Consulting Contract and authorize the Mayor and Clerk's signatures on behalf of the City. Roll call: Councilpersons Sessions – yes; Watkins – yes; Wolfram – yes; Mayor Moon – yes; Councilpersons Arnold – yes; Bail – yes; Brown – yes.

Approved 8-0.

Motion carried.

**Miscellaneous**

**General Public Comment**

Holly Carpenter, 48 W. Fayette Street, addressed Council regarding an abandoned house at 42 W. Fayette Street. Ms. Carpenter also expressed her discontent and concerns in regard to the library.

Angie and Brian Kratzer, 11 Ellen Street, addressed Council regarding an ongoing flooding problem they have been experiencing since the reconstruction of State Street. A lengthy discussion ensued with the Kratzers, Mayor Moon, City Manager Brown and DPS Director Keith Richard. Mr. Richard will meet with the necessary parties involved to make a plan in order to resolve the matter and report to City Manager Brown.

**Council Comment**

Councilperson Arnold commented briefly on the library.

**Adjournment**

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

Motion carried.

8:30 p.m.

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Douglas Moon, Mayor

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Michelle Loren, Deputy Clerk

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** August 19, 2013

**Agenda Item #5:** Consent Agenda

### **D. Bow Hunting**

I have attached a memo from Public Safety Director Gutowski regarding bow hunting in the City. As you can see, in prior years the hunt has been authorized with oversight by the police department regarding the number of hunters and locations utilizing maps and a permit process to control the hunt. 9-1-1 operators would be provided by a list of participating permitted hunters and the approved locations to respond to any inquiries from citizens.

Director Gutowski is requesting Council grant permission to continue with the annual bow hunting program within the city pursuant to the policy established for the program. Costs of preparing the maps and permit forms would be recovered from the \$25 permit fee to be paid by each participating hunter.



# Interoffice Memorandum

**To:** Linda Brown, City Manager  
**From:** Christopher G. Gutowski, Director of Public Safety  
**Date:** August 7, 2013  
**Re:** Bowhunting – City Limits

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The City of Hillsdale has been involved in the deer culling program for over four years and allowed bowhunting in designated areas within the city limits since October of 2010. These areas are on the outskirts of the city on city property and/or private property with permission from the homeowner.

The bowhunting season begins on October 1 and a number of calls have been received from last year's participants, inquiring as to whether the city will be continuing with the bowhunting program in 2013. In 2012 bow hunters in designated areas by permit totaled forty (40) plus deer. I am recommending that we hold this program again this year and allow twenty (20) hunters.

The hunters receiving a permit to hunt within the city limits will pay a \$25 annual fee, to offset the cost of paperwork and printing of maps. Each hunter is allowed to keep all meat as they will be paying for their permits and are not part of the deer culling program in receiving special permits from the Department of Natural Resources.

In closing, I am respectfully recommending that we continue our annual bowhunting program within the city limits; pending proper approval and follow the city policy established for this program. I will gladly oversee this program and report back to you and the honorable city council.

From The Desk Of...

CHRISTOPHER G. GUTOWSKI  
DIRECTOR OF PUBLIC SAFETY  
Hillsdale City Police Department  
97 N. Broad St.  
Hillsdale, MI 49242  
(517) 437-6460



# **City of Hillsdale Agenda Item Summary**

**Meeting Date:** August 19, 2013

**Agenda Item #7:** Introduction of Ordinance/Public Hearing

**SUBJECT:** 2013 Sidewalk Special Assessment

**BACKGROUND:**

Council will address the fourth and final step in the 2013 sidewalk special assessment process. On July 22, 2013 the Board of Special Assessors met, reviewed the rolls and certified them as being accurate. Minutes of that meeting were included in the Consent Agenda for the August 5, 2013 meeting and approved at that time.

It will be necessary for Council to conduct a public hearing at tonight's meeting to provide opportunity to the public for input regarding the assessments.

A public hearing was conducted on August 5, 2013 during which Donald Fowler owner of property located at 30 Charles Street presented pictures of recent improvements to the sidewalk at that location which were made at his expense. DPS Director Richard confirmed that, in his opinion, the sidewalk project at that location would be for the purpose of consistency with the adjacent sidewalks and would not be out of necessity. Accordingly, I am requesting that Council consider the revised special assessment roll attached hereto for Special Assessment District 2013-03 and determine whether it wishes to amend the roll to remove the assessment at 30 Charles Street and thereby agree that the City will assume the costs of that portion of the assessment at 100%. If so, it will be necessary to make the amendment by motion.

I have included a memo from Kim Thomas, Assessor, regarding this matter.

**RECOMMENDATION:**

I recommend Council pass the attached Resolutions confirming the rolls for special assessment district 2013-01 and for special assessment district 2013-02. There are two (2) resolutions attached for use in confirming the roll for special assessment district 2013-03, depending upon whether Council revises the roll.





**REPORT TO:** Honorable Mayor & City Council  
**FROM:** Kimberly Thomas, City Assessor  
**SUBJECT:** Special Assessment Districts,  
2013-01 Lynwood Boulevard  
2013-02 North Manning Street  
2013-03 Charles Street

**MEETING DATE:** August 19, 2013

**Background:** The Board of Special Assessors presented the special assessment rolls listed above to Council at a meeting held August 5, 2013. An opportunity for all interested persons to be heard was given. At that time, Mr. Donald Fowler, owner of the property at 30 Charles St, presented pictures of recent improvements to the sidewalk at that location made at his expense. Keith Richard, Director of Public Services for the City of Hillsdale, confirmed that, in his opinion, the sidewalk project at that location would be for the purpose of consistency with the adjacent sidewalks and would not be out of necessity.

Council reviewed the roll as to correctness for each account. Council may confirm the roll as presented and certified by the Board of Special Assessors, may make motions to correct or amend the rolls as presented, may refer the rolls back to the Board of Special Assessors for revision, or may annul a roll and direct a new assessment. Council has not referred any of the rolls as presented back to the Board of Special Assessors for revision. Confirmation by Council Resolution of a special assessment (either as presented by the Board of Special Assessors or as amended by Council Motion) is the final step in this process.

**Recommendation:** Council Motion to amend the roll for Special Assessment District 2013-03, Charles Street, to exempt the property at 30 Charles Street, parcel #006-426-355-22, from the share initially assessed to the property owner and for that share to be borne by the City, with the revised total property owner share for the district to be shown as \$25,705.87 (see attached revised assessment roll). Approve the attached resolutions to confirm the Special Assessment rolls for all three projects, Special Assessment Districts 2013-01, Lynwood Boulevard (as presented), 2013-02; North Manning Street (as presented) & 2013-03, Charles Street (as amended).

**Fiscal Effects:** Initial estimated cost of \$77,314.33, with \$56,994.79 of that amount to be reimbursed to the City by the property owners by way of 10 annual installments to be placed on the winter tax bill, interest to be added at a rate of 6% on the unpaid balance.

Respectfully submitted,

  
Kimberly Thomas, City Assessor

Attachments



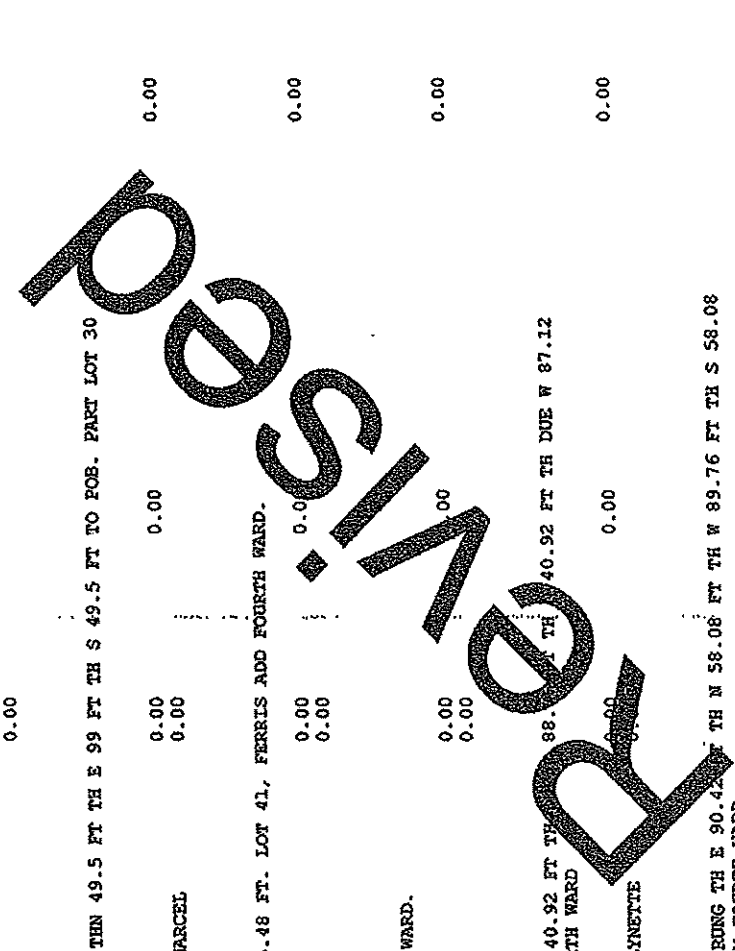
Special Assessment Roll for CITY OF HILLSDALE  
Roll for Year 2013  
Population: Special Assessment District (2013-03)

Sp. District	Parcel #	Owner	Principal Adm'n Fee	Interest Penalty	Add'l Penlty Cert Fee	Installment	Total	Prin Bal Payoff Int	Total Payoff
2013-03	006-426-355-16	FULTON, KIRK A. 412 S BEARL TECONSEH MI 49286	0.00	0.00		0.00	0.00	3,302.40 0.00	3,302.40
W4 LOTS 38-39, FERRIS ADD FOURTH WARD.									
2013-03	006-426-355-17	RISEBORGH CARRIE 12 CHARLES ST HILLSDALE MI 49242	0.00	0.00		0.00	0.00	1,320.96 0.00	1,320.96
W4 LOT 36 FERRIS ADD FOURTH WARD.									
2013-03	006-426-355-18	MUNGER, ROBERT L & CANDICE D 16 CHARLES ST HILLSDALE MI 49242	0.00	0.00		0.00	0.00	1,320.96 0.00	1,320.96
W4 LOT 35, FERRIS ADD FOURTH WARD.									
2013-03	006-426-355-19	LOCKWOOD QUINTON & HOLLY 2737 SPRITE RD HILLSDALE MI 49242	0.00	0.00		0.00	0.00	1,320.96 0.00	1,320.96
W4 LOT 34, FERRIS ADD FOURTH WARD.									
2013-03	006-426-355-20	POWERS, ETHEL 24 CHARLES ST HILLSDALE MI 49242	0.00	0.00		0.00	0.00	990.72 0.00	990.72
W4 N 49.5 FT OF LOT 33 FERRIS ADDN FOURTH WARD									
2013-03	006-426-355-21	BENZING, ARON 26 CHARLES ST HILLSDALE MI 49242	0.00	0.00		0.00	0.00	990.72 0.00	990.72
W4 L.266 S40 N 33 FT OF LOT 32 ALSO S 16.5 FT LOT 33. FT LOTS 32 & 33. FERRIS ADDN FOURTH WARD.									
2013-03	006-426-355-22	FOWLER, DONALD G. & GEORGETTA M. 4896 MECHANIC ST HILLSDALE MI 49242	0.00	0.00		0.00	0.00	0.00 0.00	0.00
W4 N 16.5 FT OF LOT 31 & S 33 FT OF LOT 32 FERRIS ADDN FOURTH WARD									
2013-03	006-426-355-23	KAST TASON 32 CHARLES HILLSDALE MI 49242	0.00	0.00		0.00	0.00	990.72 0.00	990.72
W4 S 49.5 FT OF LOT 31 FERRIS ADDN FOURTH WARD									

Revised

Special Assessment Roll for CITY OF HILLSDALE  
Roll for Year 2013  
Population: Special Assessment District (2013-03)

Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Addtl Penalty Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
2013-03 CHARLES ST	006-426-355-25 DOROTHY MILLS TRUST 2360 CRAIG ST MOUNTAIN VIEW CA 94043	0.00 0.00	0.00		0.00	1,129.42 0.00	1,129.42
W4 N 56.43 FT OF E 99 FT OF LOT 30 FERRIS ADDN FOURTH WARD							
2013-03 CHARLES ST	006-426-355-26 LADD ADMN & RMY 3481 W BACON RD HILLSDALE MI 49242	0.00 0.00	0.00		0.00	990.72 0.00	990.72
W4 COM AT SE COR LOT 30, RUNG TH W 99 FT THN 49.5 FT TH E 99 FT TH S 49.5 FT TO POB. PART LOT 30 FERRIS ADDN FOURTH WARD							
2013-03 CHARLES ST	006-426-356-01 RADER CHARLES/JOUGHIN MARCEL 106 E SHARP ST HILLSDALE MI 49242	0.00 0.00	0.00		0.00	3,302.40 0.00	3,302.40
W4 L434-434 L461-275 L461-978 LOT 40 & W5.48 FT. LOT 41, FERRIS ADD FOURTH WARD.							
2013-03 CHARLES ST	006-426-356-05 MOORE, DAVID F 15 CHARLES ST HILLSDALE MI 49242	0.00 0.00	0.00		0.00	1,320.96 0.00	1,320.96
W4 W 82.5 FT OF LOT 44 FERRIS ADD FOURTH WARD.							
2013-03 CHARLES ST	006-426-356-06 LADD ADMN & RMY 3481 BACON RD HILLSDALE MI 49242	0.00 0.00	0.00		0.00	818.99 0.00	818.99
W4 COM AT THE NW COR OF LOT 45, RNG TH S 40.92 FT TH FT TO THE POB. PART LOT 45 FERRIS ADDN FOURTH WARD							
2013-03 CHARLES ST	006-426-356-07 WALCHER WILLIAM/YOUNG LYNETTE 21 CHARLES ST HILLSDALE MI 49242	0.00 0.00	0.00		0.00	1,162.44 0.00	1,162.44
W-4 COM 33 FT N OF THE SW COR OF LOT 46, RUNG TH E 90.42 FT TH N 58.08 FT TH W 89.76 FT TH S 58.08 FT TO THE POB. PART LOTS 45 & 46 FERRIS ADDN FOURTH WARD							
2013-03 CHARLES ST	006-426-356-08 MILLS, GARY & GREGORY 6771 WILWOOD LANE CEDAR SPRINGS MI 49319	0.00 0.00	0.00		0.00	898.25 0.00	898.25
W-4 COM 54.12 FT N OF THE SW COR OF LOT 47, RUNG TH DUE E TO THE CTR OF LOT 47 TH N TO THE CTR OF LOT 46 TH W ON THE C/L OF LOT 46 TO THE E LN OF CHARLES ST, TH S TO THE POB. PART LOTS 46 & 47 FERRIS ADDN FOURTH WARD							



08/07/2013  
10:12 AM

Special Assessment Roll for CITY OF HILLSDALE  
Roll for Year 2013  
Population: Special Assessment District (2013-03)

Sp. District	Parcel #	Owner	Principal Adm'n Fee	Interest Penalty	Add'l Penlty Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff	
2013-03	006-426-356-09	JOHNSON CHRISTINA 1336 CALDWELL RD, PO BOX 543 MIO MI 48647	0.00	0.00	0.00	0.00	1,083.19 0.00	1,083.19	
. W4 S 54.12 FT OF W 1/2 LOT 47 FERRIS ADD FOURTH WARD.									
2013-03	006-426-356-10	SALYER MARVIN & MELISSA 3051 HERLOCK RD READING MI 49274	0.00	0.00	0.00	0.00	1,100.80 0.00	1,100.80	
. W4 COM AT THE NW COR OF LOT 48, TH S 55 FT TH E 103 FT TH N TO A POINT ON THE N LN LOT 48 100.98 FT E OF THE POB TH W 100.98 FT TO THE POB PART OF LOT 48 FERRIS ADDN FOURTH WARD									
2013-03	006-426-356-11	HALI JACOB 35 CHARLES ST HILLSDALE MI 49242	0.00	0.00	0.00	0.00	1,100.80 0.00	1,100.80	
. W4 L.397 426 COM 55 FT S OF NW COR LOT 48 TH S 55 FT TH E 103 FT MOL TH N 55 FT TH E 103 FT TH N TO A POINT ON THE S LN OF LOT 48, TH 103.13 FT TH N TO A POINT 103 FT E OF THE POB. TH W 103 FT TO THE POB. PART OF LOT 48 FERRIS ADDN FOURTH WARD									
2013-03	006-426-356-12	RUDNICK DAVID & RENEE 37 CHARLES ST HILLSDALE MI 49242	0.00	0.00	0.00	0.00	1,239.50 0.00	1,239.50	
. W4 COM 110 FT S OF THE NW COR LOT 48, HONG TH S 61.93 FT TO THE S LN OF LOT 48, TH 103.13 FT TH N TO A POINT 103 FT E OF THE POB. PART OF LOT 48 FERRIS ADDN FOURTH WARD									
2013-03	006-426-356-23	FOXBENDER, JERILYN K. 334 N MAIN ST CONCORD MI 49237	0.00	0.00	0.00	0.00	1,320.96 0.00	1,320.96	
. W4 W 66 FT OF LOT 43 FERRIS ADD FOURTH WARD.									
Total Parcels: 20			0.00	0.00	0.00	0.00	25,705.87 0.00	25,705.87	

Reviews

08/07/2013 10:12 AM



**City of Hillsdale**  
**Resolution # \_\_\_\_\_**

**Whereas**, the City Council of the City of Hillsdale created special assessment district 2013-01, Lynwood Boulevard by resolution (3140) at a meeting held July 1, 2013; and

**Whereas**, the Council determined improvements within the City of Hillsdale to be necessary, said improvements to include sidewalk repair or construction, by resolution (3144) at a meeting held July 15, 2013; and

**Whereas**, the Board of Special Assessors met on July 22, 2013 and certified the special assessment roll; and

**Whereas**, the City Council of the City of Hillsdale received the roll and met to review said assessments, giving opportunity to be heard by all interested persons on August 5, 2013; and

**Whereas**, Council, approving the total amount to be defrayed as \$9,229.44, or 75% of the total cost of the sidewalk;

**Now therefore be it resolved**, that the City Council of the City of Hillsdale does hereby confirm the Special Assessment Roll for Special Assessment District 2013-01, Lynwood Boulevard, as certified and presented by the Board of Special Assessors.

Passed this 19<sup>th</sup> day of August, 2013.

\_\_\_\_\_  
Douglas G. Moon, Mayor

Attest: \_\_\_\_\_  
Michelle Loren, Deputy City Clerk





**City of Hillsdale**  
**Resolution # \_\_\_\_\_**

**Whereas**, the City Council of the City of Hillsdale created special assessment district 2013-02, North Manning Street, by resolution (3141) at a meeting held July 1, 2013; and

**Whereas**, the Council determined improvements within the City of Hillsdale to be necessary, said improvements to include sidewalk repair or construction, by resolution (3144) at a meeting held July 15, 2013; and

**Whereas**, the Board of Special Assessors met on July 22, 2013 and certified the special assessment roll; and

**Whereas**, the City Council of the City of Hillsdale received the roll and met to review said assessments, giving opportunity to be heard by all interested persons on August 5, 2013; and

**Whereas**, Council, approving the total amount to be defrayed as \$22,059.48, or 75% of the total cost of the sidewalk;

**Now therefore be it resolved**, that the City Council of the City of Hillsdale does hereby confirm the Special Assessment Roll for Special Assessment District 2013-02, North Manning Street, as certified and presented by the Board of Special Assessors.

Passed in open Council this 19<sup>th</sup> day of August, 2013.

\_\_\_\_\_  
Douglas G. Moon, Mayor

Attest: \_\_\_\_\_  
Michelle Loren, Deputy City Clerk



**City of Hillsdale**  
**Resolution # \_\_\_\_\_**

**Whereas**, the City Council of the City of Hillsdale created special assessment district 2013-03, Charles Street, by resolution (3142) at a meeting held July 1, 2013; and

**Whereas**, the Council determined improvements within the City of Hillsdale to be necessary, said improvements to include sidewalk repair or construction, by resolution (3144) at a meeting held July 15, 2013; and

**Whereas**, the Board of Special Assessors met on July 22, 2013 and certified the special assessment roll; and

**Whereas**, the City Council of the City of Hillsdale received the roll and met to review said assessments, giving opportunity to be heard by all interested persons on August 5, 2013; and

**Whereas**, Council, having made a motion to amend the roll as certified by the Board of Special Assessors, and approving the total amount to be defrayed as \$25,705.87, or 75% of the total cost of the sidewalk except for that portion exempted by Council motion;

**Now therefore be it resolved**, that the City Council of the City of Hillsdale does hereby confirm the Special Assessment Roll for Special Assessment District 2013-03, Charles Street, as amended.

Passed in open Council this 19<sup>th</sup> day of August, 2013.

\_\_\_\_\_  
Douglas G. Moon, Mayor

Attest: \_\_\_\_\_  
Michelle Loren, Deputy City Clerk



**City of Hillsdale**  
**Resolution # \_\_\_\_\_**

**Whereas**, the City Council of the City of Hillsdale created special assessment district 2013-03, Charles Street, by resolution (3142) at a meeting held July 1, 2013; and

**Whereas**, the Council determined improvements within the City of Hillsdale to be necessary, said improvements to include sidewalk repair or construction, by resolution (3144) at a meeting held July 15, 2013; and

**Whereas**, the Board of Special Assessors met on July 22, 2013 and certified the special assessment roll; and

**Whereas**, the City Council of the City of Hillsdale received the roll and met to review said assessments, giving opportunity to be heard by all interested persons on August 5, 2013; and

**Whereas**, Council, approving the total amount to be defrayed as \$26,696.59, or 75% of the total cost of the sidewalk;

**Now therefore be it resolved**, that the City Council of the City of Hillsdale does hereby confirm the Special Assessment Roll for Special Assessment District 2013-03, Charles Street, as certified and presented by the Board of Special Assessors.

Passed in open Council this 19<sup>th</sup> day of August, 2013.

\_\_\_\_\_  
Douglas G. Moon, Mayor

Attest: \_\_\_\_\_  
Michelle Loren, Deputy City Clerk



## JULY 2013 POLICE REPORT

green-blue-					not corrected, further action in progress
7/8/2013	88 N. West St.	tall grass/ weeds		7/12/13	violation corrected
7/10/2013	86 Budlong St.	tall grass/ weeds		7/10/13	violation corrected
7/11/2013	4 S. Wolcott St.	tall grass/ weeds		7/16/13	unfounded, was mowed upon arrival
					letter to property owner, advised city has right to mow w/in 7 days if not done,
					7/22/13, call from property owner, will mow this week, 8/1/13 not mowed
7/11/2013	10 S. Wolcott St.	tall grass/weeds, D.H.		7/16/13	violation corrected
7/11/2013	80 S. Wolcott St.	tall grass/ weeds, D.H.		8/1/13	violation corrected
7/16/2013	52 Spring St.	tall grass/ weeds		7/16/13	unfounded, was mowed upon arrival
7/16/2013	38 Highland Ave.	tall grass/ weeds, D.H.		7/19/13	violation corrected
7/18/2013	352 Hilldale St.	tall grass/ weeds, D.H.		7/20/13	not corrected, assessing attempting to locate valid address for owner
					AS OF 8/5/13 still no valid address for property owner, no further action
7/30/2013	235 E. Bacon St.	tall grass/ weeds, phone call		8/5/13	violation corrected
7/30/2013	22 W. St. Joe St.	tall grass/ weeds, D.H.		8/5/13	violation corrected
7/30/2013	81 River St.	brush at curb, D.H.		8/2/13	violation corrected
7/31/2013	2 E. Sharp St.	brush at curb, D.H.		7/30/13	violation corrected
7/31/2013	70 Goodrich Ave.	brush at curb, D.H.		8/2/13	violation corrected
7/31/2013	178 S. West St.	brush at curb, D.H.		8/1/13	violation corrected
7/31/2013	174 S. West St.	brush at curb, D.H.		8/1/13	violation corrected
7/31/2013	2 Reading Ave.	brush at curb, D.H.		7/31/13	violation corrected
7/31/2013	115 Reading Ave.	brush at curb, D.H.		8/5/13	violation corrected
7/31/2013	53 E. Hallett st.	brush at curb, D.H.		8/5/13	violation corrected





# JULY 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
12 Waldron	7/30/2009	Structurally damage house	Public Nuisance Posting 6/27/2012	Estate executor in process of selling property	Prosepective owner will demolish structure: possible garage to be built on lot.
78 N Nonwood	6/13/2012	Garage structure deteriorated	Granted time extension 41487		
14 Rippon	6/27/2012	Peeling paint	Time Extension/ 8/1/13 41487		
14 W Bacon	2/5/2013	Peeling paint	Granted time extension September 2013		
76 S Howell	2/28/2013	damaged siding	Granted time extension September 2013		
44 Park St	2/26/2013	Fire damage to structure	No change: new owner given follow up deadline Review late August		
178 N Manning	3/6/2013	Building not secure: Structure dilapidated	March 28, 2013 Notice returned Unable to forward		Difficulties exist notifying owner.
10 S Wolcott	3/28/2013	exterior debris, excessive material on exterior; structure in disrepair, unsecure	Owner address change, new notice sent Mid August, 2013		
80 S Wolcott	3/28/2013	deteriorated structure, tall grass, weeds, excessive solid waste, trash debris in exterior	Time extension requested, work in progress	Time extension deadline Late August 2013	

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

Address of Violation	Report Filed	Violation Information	Action Taken/Date	Next Action/Date	Notes
4 S Wolcott	4/3/2013	deteriorated structure, tall grass, weeds, excessive solid waste, trash debris in exterior	Time extension requested, work in progress	Time extension deadline Late August 2013	
30 N Norwood	4/18/2013	Exterior debris, outdoor furniture, roof damage	Owner of record notified	Mid August, 2013	Citation to be issued mid August 2013 if not completed
22 Budlong	4/19/2013	Roofing damage, Overhang deterioration	Time extension granted due to weather issues	Time extension deadline Late August 2013	
17 Willow	4/24/2013	Exterior debris in rear yard	Resolved	Resolved No action necessary	
65 State	4/30/2013	Odor complaint in rear yard	Inspected 5/9/13, 5/21/13, 6/11/13, 6/20/13, 6/26/13	Unable to verify	Inspection mid August
88 N West	4/30/2013	Debris on front porch and in rear yard. Inside furniture on front porch. Deteriorated rear roof	Time extension requested, work in progress	Time Extension deadline date Mid August	
60 N West	4/30/2013	Debris in rear yard. Fence deteriorated.	Inspected 6/28/2013	Time extension requested work in progress	Inspection Mid July 2013
29 N Broad	5/6/2013	Deck without permit	HCID permit issued. Resolved		
94 W Bacon	5/6/2013	Debris in yard	Ownership address change; new notice sent	Second violation notice sent	Inspection Mid July 2013
24 Norwood	5/7/2013	Debris in yard ; roof in disrepair	Owner of record notified	Mid August, 2013	Citation to be issued mid August 2013 if not completed



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

Address of Violation	Report Filed	Violation Information	Action Taken/Date	Next Action/Date	Notes
118 Marion	5/20/2013	Peeling Paint	Granted time extension October 2013	October 2013	
55 Oak	5/20/2013	Peeling Paint	Granted time extension October 2013	October 2013	
106 Hillisdale	5/20/2013	Peeling Paint	Granted time extension October 2013	October 2013	
110 Hillisdale	5/20/2013	Peeling Paint	Granted time extension October 2013	October 2013	
23 Howder	5/20/2013	Peeling Paint	Granted time extension October 2013	October 2013	
16 Garden	5/20/2013	Peeling Paint	Granted time extension September 2013	September 2013	
66 68 Union	5/20/2013	Peeling Paint	Granted time extension August 2013	August 2013	
8 W Bacon	5/20/2013	Peeling Paint	Granted time extension October 2013	October 2013	
54 W Bacon	5/20/2013	Peeling Paint	Granted time extension August 2013	August 2013	
107 W Bacon	5/20/2013	Peeling Paint	Granted time extension September 2013	September 2013	
53 S West	5/20/2013	Peeling Paint	Granted time extension September 2013	September 2013	
43 S West	5/20/2013	Peeling Paint	Granted time extension October 2013	October 2013	
8 S West	5/20/2013	Peeling Paint	Granted time extension September 2013	September 2013	
78 Westwood	5/20/2013	Peeling Paint	Follow up notice sent August 2013	August 2013	

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Address of Violation	Report Filed	Violation Information	Action Taken/Date	Next Action/Date	Notes
28 Westwood	5/20/2013	Peeling Paint	Granted time extension	October 2013	
42 Barry	5/20/2013	Peeling Paint	Granted time extension	October 2013	
77 S Broad	5/20/2013	Peeling Paint	Granted time extension	September 2013	
100 S Manning	5/20/2013	Peeling Paint	Granted time extension	August 2013	
104 S Manning	5/20/2013	Peeling Paint	Granted time extension	September 2013	
28 E Sharp	5/20/2013	Peeling Paint	Granted time extension	September 2013	
98 E Sharp	5/20/2013	Peeling Paint	6/10/13	Second notice sent	Review Early July 2013
12 Charles	5/20/2013	Peeling Paint	Granted time extension	September 2013	
11 Charles	5/20/2013	Peeling Paint	Granted time extension	September 2013	
16 Charles	5/20/2013	Peeling Paint	Granted time extension	September 2013	
29 Charles	5/20/2013	Peeling Paint	Resolved	Second notice sent	Review Early July 2013
20 Budlong	5/20/2013	Peeling Paint	Resolved	No action necessary	
57 S Broad	5/20/2013	Peeling Paint	Granted time extension	October 2013	
18 Willow	5/20/2013	Peeling Paint	Granted time extension	August 2013	
17 Westwood	5/20/2013	Peeling Paint	Granted time extension	September 2013	



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Address of Violation	Report Filed	Violation Information	Action Taken/Date	Next Action/Date	Notes
36 N Manning	5/20/2013	Peeling Paint	Granted time extension	September 2013	
74 E South	5/20/2013	Peeling Paint	Granted time extension	September 2013	
53 Budlong	5/20/2013	Peeling Paint	Granted time extension	October 2013	
39 Willow	5/20/2013	Peeling Paint	Granted time extension	August 2013	
192 E Bacon	5/20/2013	Peeling Paint	Granted time extension	September 2013	
310 E Bacon	5/20/2013	Peeling Paint	Granted time extension	September 2013	
235 E Bacon	5/20/2013	Peeling Paint	Granted time extension	September 2013	
7 Garden	5/20/2013	Peeling Paint	Owner address change, new notice sent	Notice Sent	Review August 2013
91 Hillsdale	5/20/2013	Peeling Paint	Granted time extension	September 2013	
9 Mead	5/20/2013	Peeling Paint	Granted time extension	September 2013	
32 Marion	5/20/2013	Peeling Paint	Granted time extension	September 2013	
35 Budlong	5/20/2013	Peeling Paint	Granted time extension	September 2013	
55 S Broad	5/20/2013	Peeling Paint	Granted time extension	September 2013	
92 E Sharp	5/20/2013	Peeling Paint	Granted time extension	October 2013	

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

Address of Violation	Report Filed	Violation Information	Action Taken/Date	Next Action/Date	Notes
36 E Sharp	5/20/2013	Peeling Paint	Granted time extension	August 2013	
267 E Bacon	5/20/2013	Peeling Paint	Granted time extension	August 2013	
120 Budlong	5/21/2013	Peeling Paint	Citation issued 7/25/13	Court appearance mid August	
122 Budlong	5/21/2013	Peeling Paint	Resolved	Resolved No action necessary	
99 Budlong	5/21/2013	Peeling Paint	Granted time extension	August 2013	
76 Budlong	5/21/2013	Peeling Paint	Granted time extension	September 2013	
71 Budlong	5/21/2013	Peeling Paint	Granted time extension	Second notice sent	Review Early July 2013
82 N West	5/22/2013	Peeling Paint	Granted time extension	September 2013	
88 N West	5/22/2013	Peeling Paint	Granted time extension	September 2013	
26 Glendale	5/22/2013	Peeling Paint	Granted time extension	September 2013	
32 Glendale	5/22/2013	Peeling Paint	Granted time extension	September 2013	
3 Monroe	5/22/2013	Peeling Paint	Citation issued 7/25/13	Court appearance mid August	
29 Westwood	5/22/2013	Peeling Paint	Granted time extension	September 2013	
50 Spring	5/22/2013	Peeling Paint	Granted time extension	August 2013	
54 Spring	5/22/2013	Peeling Paint	Granted time extension	August 2013	ONE OF THE PLUS NEW INSPECTIONS JUNE 2013



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

Address of Violation	Report Filed	Violation Information	Action Taken/Date	Next Action/Date	Notes
66 N West	5/22/2013	Peeling Paint	Citation issued 7/25/13	court appearance mid August	
106 N Norwood	5/22/2013	Peeling Paint	Citation issued 7/25/13	Court appearance mid August	
112 N Norwood	5/22/2013	Peeling Paint	Granted time extension	September 2013	
171 N West	5/22/2013	Peeling Paint	Granted time extension	October 2013	
201 N Manning	5/22/2013	Peeling Paint	Granted time extension	September 2013	
223 N Manning	5/22/2013	Peeling Paint	Granted time extension	September 2013	
224 N Manning	5/22/2013	Peeling Paint	No change: new owner given follow deadline	Review late August	
227 N Manning	5/22/2013	Peeling Paint	Granted time extension	September 2013	
228 N Manning	5/22/2013	Peeling Paint	Granted time extension	September 2013	
67 Budlong	5/22/2013	Garage in Disrepair	6/12/13	New Owner address, new notice sent	Inspection Late July 2013
8 S West	6/19/2013	Appliances in Yard	6/20/13	Notice Sent	Deadline 7/17/13
202 204 E Bacon	6/19/2013	Trash and Debris in Yard	Citation issued 7/25/13	court appearance mid August	
27 Howder	6/20/2013	Trash and Debris in Yard	foreclosure owner ship change notice sent 8/2013	deadline late August 2013	

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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
36 Waldron	6/26/2013	Couch at Curb	Resolved	Resolved No action necessary	
4 6 S West	6/26/2013	Furniture on Porch	Resolved	Resolved No action necessary	
202 204 E Bacon	6/19/2013	Peeling Paint	Granted time extension 7/17/2013 notice sent	September 2013 August 2013	
80 Budlong	7/9/2013	Garage peeling paint	7/11/13 No violation found	Resolved No action necessary	
27 Highland	7/9/2013	Trash and Debris in Yard	7/12 notice, Corrected 7/15/2013	Resolved No action necessary	
48 S Manning	7/10/2013	Furniture at curb	7/17/13 Notice	Early August 2013 deadline	
50 Park	7/10/2013	Mattress at curb	7/17/13 Notice	Early August 2013 deadline	
28 N Norwood	7/10/2013	Debris pile in rear yard	7/17/13 Notice	Early August 2013 deadline	
93 S Howell	7/11/2013	Furniture on Porch	7/12/13 Notice, Corrected 7/15/13	Resolved No action necessary	
99 S Howell	7/11/2013	Furniture on Porch	7/12/13 Notice, Corrected 7/15/13	Resolved No action necessary	
22 Mory	7/8/2013	Trash and Debris in Yard	Notice sent 7/12/13	Early August 2013 deadline	
6 River St	7/10/2013	Rear yard tents in use, occupancy without permit	Notice sent 7/10/13 re: occupancy permit. Tent use not a violation	Early August 2013 deadline	



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Address of Violation	Report Filed	Violation Information	Action Taken/Date	Next Action/Date	Notes
310 Barber	7/10/2013	Trash and Debris in Yard	Notice hung 7/15/13. 7/24/13 Work in progress, Notice sent	Mid August 2013 Deadline	
91 S Howell	7/17/2013	Peeling Paint	7/17/13 Notice	Early August 2013 deadline	
93 S Howell	7/17/2013	Peeling paint	7/17/13 Notice	Early August 2013 deadline	
95 S Howell	7/17/2013	Peeling Paint	7/17/13 Notice	Early August 2013 deadline	
99 S Howell	7/17/2013	Peeling Paint	7/17/13 Notice	Early August 2013 deadline	
32 McClellan	7/31/2013	Materials in yard	Early August Notice	Mid August 2013 Deadline	
82 N Norwood	7/31/2013	Garage in Disrepair	Early August Notice	Mid August 2013 Deadline	
318 E Bacon	7/31/2013	Materials in yard	Mid August Notice	Late August 2013 Deadline	Early August inspection found work in progress toward clean up.
104 Hillisdale	7/31/2013	Materials in yard	Early August Notice	Mid August 2013 Deadline	



# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** August 19, 2013

**Agenda Item #10:** New Business – A – Financial Software Upgrade

### **BACKGROUND:**

I have included a memo from Finance Director Bonnie Tew which provides the history of the City's financial software inclusive of the issues which make the current software cumbersome to use and impossible to produce certain needed information. She then provides an overview of the capabilities of the upgrade to the BS&A software and explains the advantages of expanding the current software by adding the upgrades and eliminating the Fund Balance programs which have been used by the City.

She has also included a breakdown of the cost for the upgrades which total \$53,325 plus an annual support cost which would begin in 2015 in the amount of \$4,380. As you can see, by eliminating Fund Balance, the City would save \$6000 in the first year and approximately \$2,000 annually thereafter. She estimates that the change would enhance the effectiveness of current employees by making them more productive and suggests that if you translate that into dollars saved, the cost of the new system would pay for itself in less than four years.

Ms. Tew recommends that this purchase would upgrade and enhance existing BS&A software applications and provide a tightly integrated system of financial software products specially designed for municipal government operations.

### **RECOMMENDATION:**

This upgrade has been considered for quite some time. Bonnie has spent a lot of time researching the advantages and cost-savings attributed to making the upgrade. The money has been included in the budget since 2010 and the current fiscal year's budget includes \$55,000 for this purchase in the Capital Improvement Fund.

I recommend that Council waive the bid process inasmuch as there is no economic benefit to the City to go out to bid for the service and in light of BS&A's familiarity with the existing system as well as the need for the same type of equipment in order for it to be integrated with the existing software BS&A is the only vendor available.

I have enclosed the Licensing Agreement and the Support Agreement and request that the Council authorize the Mayor and Deputy Clerk's signatures on the documents which have been reviewed by the City Attorney.



# MEMO

**TO:** Linda Brown, City Manager  
City Council

**FROM:** Bonnie Tew, Finance Director

**DATE:** July 22, 2013

**SUBJECT:** Financial Software Upgrade

## Background

Currently we are running seven (7) BS&A software applications. We are utilizing their Assessing, Taxation, Special Assessments, Delinquent Personal Property Taxes, Internet Services, Building/Code Enforcement/Permitting, and Cemetery Management applications. These modules all communicate with each other and interact relatively seamlessly. However, we are unable to take advantage of that integration because they cannot communicate with our current financial applications.

The City of Hillsdale has been using a financial software package originally purchased back in the 1980's called Fund Balance. This was the leading municipal government software at that time. It has been upgraded several times over the years. The last major upgrade I believe was in 2004. Several modifications have been made to the system since then, but the basic operations of the modules has remained relatively unchanged since that time. The last upgrade of this system was 2011. There are several updates that now need to be done and additional operating software that needs to be purchased in order to continue using these Fund Balance programs. While the needed improvements are welcomed, they still cannot make up for the system's inability to integrate with existing BS&A applications nor eliminate double data entry tasks.

## System Issues

The Fund Balance system is cumbersome at best for our users. The information is in the system but getting it out in a usable format is sometimes next to impossible. It usually requires a great deal of manual work to get the data and then put it in a useable format. It makes analysis of that data difficult and very time consuming. Some examples of this are:

- We are unable to track the equipment, materials and labor costs for the Department of Public Services as required by MDOT. So we are using an old *dos* based program that has not been supported for years. This is a stand-alone program only loaded on the DPS Secretary's computer. Doing things this way means that she is the only one with access to the data and that same data must be reentered into Payroll and GL because that system are not integrated with the financials.
- We have similar duplication of work done by the Clerk's Office because we currently do not have on-site cash receipting capabilities for the Library, Dial-a-Ride, and Recreation departments. These departments prepare their daily receipts and then bring them to the Clerk's Office. Those deposits are then recounted and entered into the cash receipts program.

- We are currently tracking job/work orders manually. While all the data is in the FB system, the separate accounting modules do not have the ability to communicate directly with each other. While they do all come together in General Ledger, there is no tracking mechanism for all the various jobs/work orders.
- In the budgeting process, I am using Excel to prepare and publish the document submitted to council. However, I must manually reenter all those numbers into the General Ledger because there is no other way to get them there. While I can prepare a 5 year forecast in the financial module, I can only load one year's budget at a time into the financial system. There are no chart/graphing capabilities with the current system.
- Financial reports are preset by the software. I am limited to what is in the system. To create customized reports would require a lot of manual work in Excel or more data reentry.
- The current software does not allow the General Ledger to communicate with the tax receipting, special assessing and delinquent tax programs. Consequently there is no reporting or internal control capabilities over any of the tax collection operations. This has been an ongoing issue with the auditors.
- Code Enforcement permitting and invoicing created in BS&A is received in Fund Balance. This requires manual cross checking to verify payments.

#### Solution

- BS&A is the only provider that would completely integrate with the seven BS&A applications we are currently running
- BS&A is a Michigan based company specializing in software for governments, with 1800 municipal customers, with over 7,000 applications installed.
- Current customers report that the system is easy to use, has lots of features and the company provides outstanding customer support
- All their applications are highly integrated with each other
- Interfaces with Microsoft Office, GIS, and other City systems
- Microsoft .Net standards provide flexibility for enhancements and protects against future obsolescence
- Will vastly improve/enhance speed, navigation, monitoring, reporting and analysis, and staff efficiency
- Reduce paper and streamline processes which will aid with operations and customer services functions, eliminate double entries into multiple systems, and provide real-time to most current data through daily postings.
- If we choose to, web services enhancements are available for the public and employees for:
  - Employees to access earnings history
  - To provide residents the ability to log on to view their permitting process
  - To provide the ability to accept credit card payments for city services

Cost

Software	\$ 21,845
Data Conversion	\$ 11,300
Implementation and Project Management	\$ 4,250
Setup/On-Site Implementation	\$ 1,700
Travel	\$ 630
Training	<u>\$ 13,600</u>
<b>Total</b>	<b>\$ 53,325</b>

Annual Support       \$ 4,380  
(Beginning 2015)

This purchase would upgrade and enhance existing BS&A software applications and provide a tightly integrated system of financial software products specially designed for municipal government operations.

Budgetary Impact

The money for this project has been included in the budget since 2010. There is \$55,000 appropriated in the 2013-14 for this purchase in the Capital Improvement Fund (401). The city would save \$ 6,000 the first year in support costs, with an annual savings of approximately \$2,000 thereafter. It is estimated that this change would enhance the effectiveness of current employees by making them more productive. If you translate that into dollars saved, the cost of the new system would pay for itself in less than four years.





# Licensing Agreement for BS&A Software .NET Program(s)

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GL/BUDGETING  
ACCOUNTS PAYABLE  
CASH RECEIPTING  
PAYROLL  
TIMESHEETS  
MISCELLANEOUS RECEIVABLES  
PURCHASE ORDER

A PRODUCT OF BELLEFEUL, SZUR, & ASSOCIATES, INC.

This agreement (the "Agreement") is made and entered into between Bellefeul, Szur, & Associates, Inc., hereinafter referred to as the "Licensor" and City of Hillsdale, Hillsdale County, State of Michigan, hereinafter referred to as the "Licensee".

The "Effective Date" shall be the date stated at the end of this Agreement.

WITNESSETH:

WHEREAS the Licensor is the owner of the copyrighted Software Program(s), as defined above;

WHEREAS the Licensee desires to obtain a license from the Licensor for use of the Program(s) (also sometimes referred to as the "Software") and agrees to operate the Program(s) pursuant to the guidelines, terms and conditions set forth herein and in the accompanying User's Manual(s); and

WHEREAS the Licensor desires to license the Program(s) pursuant to the guidelines, terms, and conditions as set forth herein.

NOW, THEREFORE, in consideration of the covenants contained herein, the parties hereto agree as follows:

1. Upon the payment of the License Fees (listed below) by the Licensee...

GL/Budgeting	\$3,515
Accounts Payable	\$2,985
Cash Receipting	\$2,985
Payroll	\$3,995
Miscellaneous Receivables	\$2,985
Purchase Order	\$2,985
Timesheets	\$2,395

...for a total of \$21,845, the Licensor grants perpetual, non-exclusive, non-transferrable license for the use of the Program(s) to the Licensee, subject to Licensee's compliance with the terms set forth in this Agreement. The Licensee is entitled to one copy of the Program(s).

2. The Licensee may make copies and install the Program(s) on as many computers of the Licensee as the Licensee wishes, provided the Program(s) is only used within the Licensee's organization to assist with the needs of the Licensee and otherwise in accordance with this Agreement.

C O N F I D E N T I A L

3. Neither the Program(s) (or any portion thereof) nor this Agreement is transferable or assignable by the Licensee without prior written consent of the Licensor. The Licensee will not sublicense, modify, adapt, translate, or otherwise transfer, reverse compile, disassemble or otherwise reverse engineer the Program(s) or any portion thereof without prior written consent of the Licensor.
4. Neither party shall have authority to vary, alter, amend, or change the terms of this Agreement without the written consent of both parties.
5. The terms contained herein represent the entirety of this Agreement. No other agreement shall be binding unless in writing and signed by the parties hereto, and no other agreements or understandings implied or otherwise have been made other than those contained herein.
6. It is understood and agreed that if the Licensee defaults in the performance of any of the terms and fails to correct such default within 30 days after receipt of written notice from the Licensor, the Licensor shall have the right to terminate this Agreement and demand return of the Program(s) and all copies thereof. Upon such demand, the Licensee shall immediately stop using the Program(s) and return it to the Licensor together with all copies thereof and all other materials provided to the Licensee by the Licensor.
7. It is understood and agreed by both parties that the Program(s) is the property of the Licensor and the Licensor retains all rights therein.
8. This License is issued exclusively to **City of Hillsdale, Hillsdale County** to be used only by the Licensee in support of the needs of **City of Hillsdale, Hillsdale County** of the State of Michigan for which the Program(s) encompassed by this agreement have been licensed. For avoidance of doubt, any expanded use of the Program(s), for example, in the event of annexation or desired shared services with other Municipalities, shall require consent of Licensor and an amended agreement with additional licensing fees.
9. This Agreement shall be binding upon the successors, permitted assigns, representatives, and heirs of the parties hereto.
10. The Licensor represents and covenants that it shall not discriminate against any employee or applicant for employment with respect to hiring, tenure, term, conditions, or privileges for 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.
11. The Licensor warrants and represents that: (i) the Program(s) is substantially the same as and performs substantially in the same manner as demonstration versions, manuals, and Licensor's authorized online tutorials and videos that may have been made available as part of the sales and negotiation process leading up to this Agreement; and (ii) the Program(s) shall be free of material defects in workmanship and materials. Any claim under this warranty must be made within one year from the Effective Date. LICENSEE'S EXCLUSIVE REMEDY IN THE EVENT OF A BREACH OF THIS WARRANTY SHALL BE, AT LICENSEE'S OPTION, TO HAVE LICENSOR USE REASONABLE EFFORTS TO REPAIR OR REPLACE THE NON-CONFORMING PROGRAM(S) SO AS TO RENDER IT CONFORMING TO THE WARRANTY OR, IN THE EVENT THAT IS NOT POSSIBLE TO RENDER IT CONFORMING WITH REASONABLE EFFORTS, TO RECEIVE A REFUND OF THE AMOUNT PAID FOR THE PROGRAM(S).

THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, MERCHANTABILITY QUALITY AND FITNESS FOR A PARTICULAR PURPOSE AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW OR FROM THE COURSE OF DEALING OR USAGE OF TRADE. THE LICENSOR DOES NOT REPRESENT OR WARRANT THAT THE PROGRAM(S) WILL MEET ANY OR ALL OF THE LICENSEE'S PARTICULAR REQUIREMENTS, THAT THE OPERATION OF THE PROGRAM(S) WILL OPERATE ERROR-FREE OR UNINTERRUPTED AND THAT ALL PROGRAMMING ERRORS IN THE PROGRAM(S) CAN BE FOUND IN ORDER TO BE CORRECTED.

NOT A PART

THE LICENSOR'S ENTIRE LIABILITY AND RESPONSIBILITY FOR ANY AND ALL CLAIMS, DAMAGES OR LOSSES ARISING FROM USE OF THE PROGRAM(S) BY THE LICENSEE, ANY THIRD PARTY PERFORMANCE OR LACK THEREOF, OR OTHERWISE ARISING OUT OF OR RELATING TO THIS AGREEMENT SHALL BE ABSOLUTELY LIMITED TO THE PURCHASE PRICE FOR THE PROGRAM(S). NOTWITHSTANDING ANY PROVISION CONTAINED HEREIN, THE LICENSOR SHALL NOT BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL OR CONTINGENT DAMAGES OR EXPENSES, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, ARISING IN ANY WAY OUT OF THIS AGREEMENT, THE PROGRAM(S), ANY THIRD PARTY PERFORMANCE OR LACK THEREOF OR LICENSOR'S PERFORMANCE OR LACK THEREOF UNDER THIS AGREEMENT, INCLUDING WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, LOSS OF REVENUE, PROFIT OR USE.

12. The Licensee acknowledges that the Program(s) and other information relating thereto (including all customizations and modifications developed for the Licensee) disclosed to the Licensee pursuant to this Agreement (the "Proprietary Information") are owned by the Licensor and include trade secrets and other confidential and proprietary information of the Licensor, and the Licensee shall maintain in confidence and not disclose the same, directly or indirectly, to any third party without the Licensor's prior written consent. Licensee shall safeguard the Proprietary Information to the same extent that it safeguards its own confidential materials or data, but in no event shall the standard implemented be less than industry standard Proprietary Information shall be used by Licensee solely as necessary in connection with the License and otherwise to fulfill its obligations under this Agreement. Licensee shall limit its dissemination of such Proprietary Information to persons within the Licensee's business organization who are directly involved with the performance of this Agreement and have a need to use such Proprietary Information. The obligation with regard to confidentiality hereunder shall not extend to any Proprietary Information which: (i) at the time of disclosure is in the public domain by publication or otherwise, through no fault of the Licensee; (ii) the Licensee can conclusively establish was properly in its possession prior to the time of disclosure to it; or (iii) is independently made available to the Licensee by a third party who has not violated a confidential relationship with the Licensor. Licensee may disclose Proprietary Information to the extent it is required to be disclosed by legal process or under applicable law; provided that the Licensee uses reasonable efforts to timely inform the Licensor and permit the Licensor to attempt by appropriate legal means to limit such disclosure. The obligations set forth in this paragraph shall survive termination of the license granted herein.
13. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to its choice of law rules. The Licensor and the Licensee agree that the exclusive venue for any legal or equitable action shall be the Courts of the County of Ingham, State of Michigan, or in any Court of the United States of America sitting in the Western District of Michigan.
14. U.S. Regulation and Government Rights.
  - a. The Program(s) is subject to export control laws applicable to Licensor's or Licensee's respective jurisdictions, including without limitation, the United States. Licensee acknowledges that the Program(s) is subject to all United States laws and regulations as shall from time to time govern the license and delivery of technology and products abroad by persons subject to the jurisdiction of the United States and which prohibit export or diversion of certain products and technology to certain countries or individuals, including the Export Administration Act of 1979, as amended and/or any successor legislation, and the Export Administration Regulations ("EAR") issued by the Department of Commerce, Bureau of Industry and Security. Licensee further acknowledges that the release of the Software to foreign nationals in the United States is a "deemed export" as that term is defined in the EAR and that such release may be a violation of the EAR. Licensee represents and warrants that Licensee will comply in all respects with the export and re-export restrictions applicable to the Software and will otherwise comply with the EAR or other United States laws and regulations in effect from time to time. Furthermore, Licensee represents and warrants that Licensee will not export (directly or indirectly), re-export, divert or transfer any software, or documentation, materials, items, technology, or technical data related to the Program(s) to any destination, company, or person restricted or prohibited by foregoing

S O F T W A R E

export laws and regulations. Licensee undertakes, among other obligations, to determine any export licensing requirements, to obtain any export license or other official authorization, and to carry out any Customs or other governmental formalities for the export of the Software.

- b. The Program(s) is deemed to be commercial computer software as defined in FAR 12.212 and subject to restricted rights as defined in FAR Section 52.227-19 "Commercial Computer Software-Restricted Rights" and DFARS 227.7202, "Rights in Commercial Computer Software or Commercial Computer Software Documentation", as applicable, and any successor regulations. Any use, modification, reproduction release, performance, display or disclosure of the Program(s) by the U.S. Government shall be solely in accordance with the terms of this Agreement.

Representing Licensor:

Representing Licensee:

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\_\_\_\_\_

Date: July 9, 2013

Date: \_\_\_\_\_

Tax ID #: \_\_\_\_\_



S O F T W A R E

# Support Agreement for BS&A Software .NET Programs

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GL/BUDGETING  
ACCOUNTS PAYABLE  
CASH RECEIPTING  
PAYROLL  
TIMESHEETS  
MISCELLANEOUS RECEIVABLES  
PURCHASE ORDER

A PRODUCT OF BELLEFEUIL, SZUR, & ASSOCIATES, INC.

This agreement (the "Agreement") is made and entered into between Bellefeuil, Szur, & Associates, Inc., hereinafter referred to as the "Corporation" and City of Hillsdale, Hillsdale County, State of Michigan, hereinafter referred to as the "City".

**WITNESSETH:**

WHEREAS the Licensor is the owner of the copyrighted Software Program(s) as defined below, which have been licensed to the City under a Licensing Agreement; and

WHEREAS the City and the Corporation desire to enter into this support agreement in connection with the Programs on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the covenants contained herein, the parties hereto agree as follows:

1. For a one year period, commencing on the "Effective Date" as specified at the end of this document, the Corporation will provide at no charge to the City unlimited Program updates and technical support during the Corporation's normal business hours.
2. Commencing one year from the date of this agreement, Program updates and technical support during the Corporation's normal business hours shall be available to the City for a total fee of **\$4,380**, comprised of the following programs and related fees:

GL/Budgeting	\$700
Accounts Payable	\$600
Cash Receipting	\$600
Payroll	\$800
Miscellaneous Receivables	\$600
Purchase Order	\$600
Timesheets	\$480

The Corporation guarantees that the annual fee will not change for 2 years from the date of this agreement. After that date, the Corporation reserves the right to increase the fee by no more than the cumulative yearly CPI. This agreement shall automatically renew for additional one year terms unless either party provides the other with

**BS&A**

**SOFTWARE**

thirty days prior written notice of termination. The City agrees that it is not entitled to any refund of fees paid under this agreement upon termination.

3. This Agreement is not transferable or assignable by the City without prior written consent of the Corporation.
4. Neither party shall have authority to vary, alter, amend, or change the terms of this Agreement without the written consent of both parties.
5. The terms contained herein represent the entirety of this Agreement. No other agreement shall be binding unless in writing and signed by the parties hereto, and no other agreements or understandings implied or otherwise have been made other than those contained herein.
6. This Agreement shall be binding upon the successors, permitted assigns, representatives, and heirs of the parties hereto.
7. The Corporation represents and covenants that it shall not discriminate against any employee or applicant for employment with respect to hiring, tenure, term, conditions, or privileges for 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.
8. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to its choice of law rules. The Corporation and the City agree that the exclusive venue for any legal or equitable action shall be the Courts of the County of Ingham, State of Michigan, or in any Court of the United States of America sitting in the Western District of Michigan.
9. The terms and conditions in the Licensing Agreement are incorporated into this Agreement by reference.
10. The Corporation will not be responsible for, and its performance under this Agreement will be automatically postponed as a result of, delays beyond the control of the Corporation.

Representing Licensor:

Representing City:

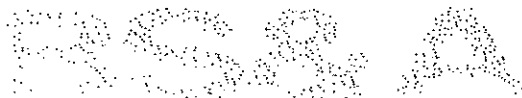
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Date: July 9, 2013

Date: \_\_\_\_\_

Tax ID #: \_\_\_\_\_



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