








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


December 2, 2013  
7:00 p.m.  
(517)437-6441  
[www.cityofhillsdale.org](http://www.cityofhillsdale.org)

## CITY COUNCIL AGENDA


CITY OF HILLSDALE  
REGULAR MEETING

*7:03 pm*


1. Call to Order and Pledge of Allegiance
2. Roll Call *ALL PRESENT, (Less vacancy created by*
3. Approval of Agenda
4. Public Comments on Agenda Items
5. Consent Agenda
  - A. Approval of Bills from November 7, 2013: Claims of \$195,444.06 Payroll of \$93,068.23 & November 21, 2013 Claims of \$114,694.38 Payroll of \$95,982.06
    - 11.7.13 Invoice Approval list by Fund 
    - 11.7.13 Vendor Approval Summary 
    - 11.21.13 Invoice Approval list by Fund 
    - 11.21.13 Vendor Approval Summary 
  - B. Committee Reports (Pending Approval):
    1. TIFA Minutes of July 16, 2013  
Minutes 7.16.13 
    2. EDC Minutes of August 15, 2013  
Minutes 8.15.13 
    3. Cemetery Minutes of November 6, 2013  
Minutes 11.6.13 
    4. Finance Minutes of November 12, 2013

Minutes 11.12.13 

5. Planning Commission Minutes of November 19, 2013

Minutes 11.19.13 

C. Council Minutes of November 12, 2013

Minutes 11.12.13 

**6. Communications/Petitions**

A.

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

A.

**8. Unfinished Business**

A. Local Streets Maintenance

B. Code Enforcement

**9. Old Business**


A.


**10. New Business**

A. Contract for Equalization - Mapping Services (Resolution)

CM Memo 


Assessor Memo 

Agreement 

Resolution 

B. FEMA Floodplain

CM Memo 

Ordinance 

Resolution 

C. Sale of Patrol Car

CM Memo 

7:15p  
7:25p

7:25pm  
-7:30

Chief Memo

Bid

7:30 -  
7:40p

D. Presentation of Audit Report

CM Memo

Audit Report

2008 Fund Balance & End of Fiscal yr. 12/13  
2008 " " " " 11/12

7:40p

E. Garrett License Agreement

CM Memo

Agreement

7:45p

F. Designation of Zoning Administrator

CM Memo

7:45p - 8:15p

G. Council Goals

CM Memo

8:20p

H. SAW Grant - BPU (Resolution)

CM Memo

BPU Memo

Resolution 3139 S-2 Grant

SAW Grant Resolution

I. Call for Special Election

CM Memo

11. Miscellaneous

A. Police 3rd Quarter Report

Report

8:25p

B. Mayoral Appointments

Appointments

Information Only



Comcast Letter 

- 8:25p* 12. General Public Comment
- 8:40p* 13. Adjournment



INVOICE APPROVAL LIST BY FUND  
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Lsdale City Offices

Department	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
pt: GENERAL FUND						
1-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT	399		11/07/2013	70,452.47
1-000.000-228.003	DUE TO MME	PAYROLL/FICA FOR 11/7/13 MUNICIPAL EMPLOYEE'S RETIRE- OCTOBER 2013 CONTRIBUTIONS	398	27790-11	11/07/2013	5,600.81
				Total		76,053.28
pt: CITY COUNCIL						
1-101.000-726.000	SUPPLIES	VISA LODGING/MEALS/MIC COVERS	71611	0000 0000 0000 2651	11/07/2013	55.50
				Total CITY COUNCIL		55.50
pt: CITY MANAGER						
1-172.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- OCTOBER 2013 CONTRIBUTIONS	398	27790-11	11/07/2013	583.04
1-172.000-726.000	SUPPLIES	CDW-G COMPUTER CENTERS TONER CARTRIDGES	71566	GQ46498	11/07/2013	78.00
1-172.000-726.000	SUPPLIES	CDW-G COMPUTER CENTERS TONER CARTRIDGES	71566	GR13194	11/07/2013	156.00
1-172.000-726.000	SUPPLIES	CDW-G COMPUTER CENTERS TONER CARTRIDGE-YELLOW	71566	GN11219	11/07/2013	156.00
1-172.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS BINDER, PENS, TAPE, POST ITS,	71572	503681	11/07/2013	33.07
				Total CITY MANAGER		1,006.11
pt: ELECTIONS						
1-191.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS LABELS	71572	504528	11/07/2013	46.98
				Total ELECTIONS		46.98
pt: ASSESSING DEPARTMENT						
1-191.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- OCTOBER 2013 CONTRIBUTIONS	398	27790-11	11/07/2013	277.34
				Total ASSESSING DEPARTMENT		277.34
pt: CITY CLERK DEPARTMENT						
1-215.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- OCTOBER 2013 CONTRIBUTIONS	398	27790-11	11/07/2013	107.64
1-215.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS WALLET FOLDER FOR DOCUMENTS	71572	420966-01	11/07/2013	83.60
1-215.000-734.000	POSTAGE	CITY OF HILLSDALE PETTY CASH	71570		11/07/2013	29.43
				Total CITY CLERK DEPARTMENT		220.67
pt: FINANCE DEPARTMENT						
1-219.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- OCTOBER 2013 CONTRIBUTIONS	398	27790-11	11/07/2013	203.50
1-219.000-862.000	LODGING AN	VISA LODGING/MEALS/MIC COVERS	71611	0000 0000 0000 2651	11/07/2013	517.43
				Total FINANCE DEPARTMENT		720.93
pt: CITY TREASURER						
1-253.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- OCTOBER 2013 CONTRIBUTIONS	398	27790-11	11/07/2013	30.64
1-253.000-734.000	POSTAGE	KCI POSTAGE - WINTER TAX BILLS	71587	163603	11/07/2013	1,115.93
1-253.000-860.000	TRANSPORTA	SUSAN ARNOLD MMTA FALL CONFERANCE	71553		11/07/2013	173.13
1-253.000-862.000	LODGING AN	SUSAN ARNOLD MMTA FALL CONFERANCE	71553		11/07/2013	20.00
				Total CITY TREASURER		1,339.70
pt: BUILDING AND GROUNDS						
1-265.000-726.000	SUPPLIES	GERKEN MATERIAL, INC COMMERCIAL TOP - HOT MIX	71579	93340	11/07/2013	98.00
1-265.000-726.000	SUPPLIES	GERKEN MATERIAL, INC COMMERCIAL TOP - HOT MIX	71579	93331	11/07/2013	24.01
1-265.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE WATER	71582	55500	11/07/2013	10.10
1-265.000-801.000	CONTRACTUA	CINTAS CORPORATION RUG/MAT SERVICE PER AGREEMENT	71569	351654105	11/07/2013	20.00

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Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
d: GENERAL FUND						
pt: BUILDING AND GROUNDS						
1-265.000-801.000	CONTRACTUA	CINTAS CORPORATION RUG/MAT SERVICE PER AGREEMENT	71569	351654727	11/07/2013	20.00
1-265.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/23/13	71588	26263166	11/07/2013	242.95
1-265.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/30/13	71588	26297133	11/07/2013	56.50
1-265.000-801.000	CONTRACTUA	NONIK TECHNOLOGIES, INC. IT SUPPORT	71595	5431	11/07/2013	1,540.00
1-265.000-801.000	CONTRACTUA	SCHINDLER ELEVATOR CORPORATION ELEVATOR MAINTENANCE	71603	8103600312	11/07/2013	512.01
1-265.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES OCTOBER UTILITIES 2013	71562		11/07/2013	1,542.23
1-265.000-925.000	TELEPHONE	AT&T TELEPHONE SERVICE	71555	517437098310	11/07/2013	329.86
1-265.000-930.000	REPAIRS &	GELZER & SON INC. CAP/CNTR FOR CITY HALL IRRGTN	71578	A42968	11/07/2013	12.61
Total BUILDING AND GROUNDS						4,408.27
pt: PARKING LOTS						
1-266.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES OCTOBER UTILITIES 2013	71562		11/07/2013	314.46
Total PARKING LOTS						314.46
pt: CEMETERIES						
1-276.000-726.000	SUPPLIES	BECKER & SCRIVENS CONCRETE-FLAG POLE @ LAKEVIEW	71559	62900	11/07/2013	43.00
1-276.000-726.000	SUPPLIES	GELZER & SON INC. SNAP/ROPE/EDGING - FLAG POLE	71578	C73834	11/07/2013	31.46
1-276.000-726.000	SUPPLIES	GELZER & SON INC. EDGING FOR FLAG POLE-CEMETERY	71578	A43417	11/07/2013	8.99
1-276.000-801.000	CONTRACTUA	ABS RENTAL SERVICES, LLC. PORTABLE RESTROOM RENTAL-OG	71549	5943	11/07/2013	86.79
1-276.000-801.000	CONTRACTUA	B. S. & A. SOFTWARE CEMETERY MANAGEMENT SYSTEM	71557	93463	11/07/2013	455.00
1-276.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/23/13	71588	26263166	11/07/2013	531.10
1-276.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/30/13	71588	26297133	11/07/2013	706.25
1-276.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES OCTOBER UTILITIES 2013	71562		11/07/2013	93.91
1-276.000-930.000	REPAIRS &	AMERICAN COPPER AND BRASS, LLC PVC, PLUG, CAP @OAK GROVE	71551	1347969	11/07/2013	21.99
Total CEMETERIES						1,978.49
pt: AIRPORT						
1-295.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE WATER	71582	55500	11/07/2013	10.10
1-295.000-801.000	CONTRACTUA	HILLSDALE AERO, INC. GROUNDS/EQUIP MAINTENANCE	71583	47057	11/07/2013	2,562.00
1-295.000-801.000	CONTRACTUA	REPUBLIC SERVICES OF KALAMAZOO DUMPSTER @ AIRPORT	71602	0249-003982384	11/07/2013	101.10
1-295.000-920.000	UTILITIES	BRINER OIL CO., INC. FUEL FOR AIRPORT TRACTOR	71564	72611	11/07/2013	518.02
1-295.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES OCTOBER UTILITIES 2013	71562		11/07/2013	515.88
1-295.000-925.000	TELEPHONE	AT&T TELEPHONE SERVICE	71555	517439429110	11/07/2013	57.35
1-295.000-925.000	TELEPHONE	AT&T TELEPHONE SERVICE	71555	517437098310	11/07/2013	146.65
1-295.000-930.000	REPAIRS &	NORM'S TIRE SERVICE TIRE FOR AIRPORT TRACTOR	71596	64690	11/07/2013	25.59
Total AIRPORT						3,936.69
pt: POLICE DEPARTMENT						
1-301.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- OCTOBER 2013 CONTRIBUTIONS	398	27790-11	11/07/2013	9,536.11
1-301.000-726.000	SUPPLIES	C M P DISTRIBUTOR, INC. 3V BATTERIES	71565	38824	11/07/2013	78.20
1-301.000-726.000	SUPPLIES	CDW-G COMPUTER CENTERS TONER CARTRIDGES	71566	GQ46498	11/07/2013	78.00



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Department	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
d: GENERAL FUND pt: POLICE DEPARTMENT 1-301.000-726.000	SUPPLIES	CDW-G COMPUTER CENTERS TONER CARTRIDGES	71566	GR13194	11/07/2013	156.00
1-301.000-726.000	SUPPLIES	CITY OF HILLSDALE PETTY CASH	71570		11/07/2013	11.50
1-301.000-726.000	SUPPLIES	MICHIGAN TASER DISTRIBING TASER CARTRIDGES	71591	10147	11/07/2013	267.00
1-301.000-742.000	CLOTHING /	GALL'S, INC. L/S SHIRTS	71577	1173427	11/07/2013	99.98
1-301.000-742.000	CLOTHING /	NYE UNIFORM COMPANY SHIPPING	71597	437807	11/07/2013	5.18
1-301.000-742.000	CLOTHING /	NYE UNIFORM COMPANY WALLET BADGE	71597	437808	11/07/2013	70.00
1-301.000-801.000	CONTRACTUA	AT & T MOBILITY NETWORK ACCESS FEE	71554		11/07/2013	119.97
1-301.000-930.000	REPAIRS &	CENTRAL SERVICE CENTER RADARS REPAIRED	71567	2872432502540X10252013	11/07/2013	349.50
1-301.000-930.000	REPAIRS &	CENTRAL SERVICE CENTER RADARS REPAIRED	71567	21563	11/07/2013	30.00
				21564		
				Total POLICE DEPARTMENT		10,801.44
pt: FIRE DEPARTMENT 1-336.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- OCTOBER 2013 CONTRIBUTIONS	398		11/07/2013	1,897.32
1-336.000-726.000	SUPPLIES	CITY OF HILLSDALE PETTY CASH	71570	27790-11	11/07/2013	8.85
1-336.000-726.000	SUPPLIES	GELZER & SON INC. BATTERIES	71578	C73625	11/07/2013	34.98
1-336.000-740.000	FUEL AND L	WATKINS OIL COMPANY 10/2013 FLEET FUEL	71614		11/07/2013	378.66
1-336.000-742.000	CLOTHING /	APOLLO FIRE EQUIPMENT COMPANY SUSPENDERS	71552	85381	11/07/2013	32.00
1-336.000-742.000	CLOTHING /	SKIPPY'S STICKERS T-SHIRTS	71604	1043	11/07/2013	460.00
1-336.000-742.000	CLOTHING /	WITMER PUBLIC SAFETY GROUP GLOVES	71616	150790	11/07/2013	142.54
1-336.000-742.000	CLOTHING /	WITMER PUBLIC SAFETY GROUP GLOVES	71616	1507900.001	11/07/2013	669.36
1-336.000-801.000	CONTRACTUA	CINTAS CORPORATION CONTRACTUAL LINEN SERVICES	71569	351653503	11/07/2013	5.71
1-336.000-801.000	CONTRACTUA	CINTAS CORPORATION CONTRACTUAL LINEN SERVICES	71569	3515654104	11/07/2013	13.40
1-336.000-801.000	CONTRACTUA	HALT FIRE, INC. ENGINE PUMP TEST/REPAIR	71581	61617	11/07/2013	395.00
1-336.000-801.000	CONTRACTUA	HALT FIRE, INC. ENGINE PUMP TEST/REPAIR	71581	61618	11/07/2013	522.00
1-336.000-801.000	CONTRACTUA	HALT FIRE, INC. ENGINE PUMP TEST/REPAIR	71581	61619	11/07/2013	522.00
1-336.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES OCTOBER UTILITIES 2013	71562		11/07/2013	537.26
1-336.000-930.000	REPAIRS &	CURRENT OFFICE SOLUTIONS PRINTER REPAIR	71572	242693	11/07/2013	114.00
1-336.000-930.000	REPAIRS &	HALT FIRE, INC. BULBS	71581	435673	11/07/2013	83.18
				Total FIRE DEPARTMENT		5,816.26
pt: CODE ENFORCEMENT 1-372.000-970.000	CAPITAL OU	B. S. & A. SOFTWARE FIELD INSPECTION SYSTEM	71557	94026	11/07/2013	3,000.00
				Total CODE ENFORCEMENT		3,000.00
pt: PLANNING DEPARTMENT 1-400.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS LEATHER LIKE EXP/ EXPAND FILE:	71572	504051	11/07/2013	10.81
1-400.000-810.000	DUES AND S	MI ASSOCIATION OF PLANNING MEMBERSHIP-A BEEKER	71590	18183	11/07/2013	60.00
				Total PLANNING DEPARTMENT		70.81
pt: PUBLIC SERVICES DEPARTMENT 1-441.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- OCTOBER 2013 CONTRIBUTIONS	398		11/07/2013	317.00
				27790-11		

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pt: GENERAL FUND						
pt: PUBLIC SERVICES DEPARTMENT						
1-441.000-726.000	SUPPLIES	CINCINNATI TIME SYSTEMS TIME CARDS	71568	60568	11/07/2013	53.46
1-441.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS CALCULATOR INK, FOLDERS	71572	504613	11/07/2013	27.44
1-441.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE WATER	71582	55500	11/07/2013	10.10
1-441.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIVE DUST MASK	71599	1079985	11/07/2013	16.19
1-441.000-742.000	CLOTHING /	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71569	351653510	11/07/2013	49.54
1-441.000-742.000	CLOTHING /	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71569		11/07/2013	43.20
1-441.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71569		11/07/2013	38.86
1-441.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71569	351653510	11/07/2013	21.81
1-441.000-801.000	CONTRACTUA	D & L EQUIPMENT, INC SCREENER RENTAL	71573	1260	11/07/2013	4,000.00
1-441.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/23/13	71588	26263166	11/07/2013	242.95
1-441.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/30/13	71588	26297133	11/07/2013	175.16
1-441.000-801.000	CONTRACTUA	REPUBLIC SERVICES OF KALAMAZOO 4 YD DUMPSTER RENTAL - DPS	71602	0249-003982441	11/07/2013	106.22
1-441.000-810.000	DUES AND S	INTERNATIONAL MUNICIPAL SIGNAL ANNUAL DUES - K RICHARD	71584	24434 / 2013	11/07/2013	80.00
1-441.000-810.000	DUES AND S	INTERNATIONAL MUNICIPAL SIGNAL ANNUAL DUES-R PAYNE	71584	73037/2013	11/07/2013	80.00
1-441.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES OCTOBER UTILITIES 2013	71562		11/07/2013	368.52
Total PUBLIC SERVICES DEPARTMENT						5,630.45
pt: STREET LIGHTING						
1-448.000-920.202	UTILITIES	BOARD OF PUBLIC UTILITIES OCTOBER UTILITIES 2013	71562		11/07/2013	5,797.81
1-448.000-920.203	UTILITIES	BOARD OF PUBLIC UTILITIES OCTOBER UTILITIES 2013	71562		11/07/2013	215.43
Total STREET LIGHTING						6,013.24
pt: PARKS						
1-756.000-726.000	SUPPLIES	GELZER & SON INC. PDLOCKS FOR STOCKS PARK	71578	C74071	11/07/2013	24.98
1-756.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIVE SPK PLUGS/GRND COMP/ANTI FREZ	71599	1078964	11/07/2013	62.28
1-756.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/23/13	71588	26263166	11/07/2013	452.00
1-756.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/30/13	71588	26297133	11/07/2013	642.69
1-756.000-801.000	CONTRACTUA	DAVID STIDHAM TREE REMOVALS. TRIMMING, STUMP	71606		11/07/2013	55.00
1-756.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES OCTOBER UTILITIES 2013	71562		11/07/2013	726.31
1-756.000-930.000	REPAIRS &	GELZER & SON INC. END CAP	71578	C72923	11/07/2013	3.99
Total PARKS						1,967.25
Fund Total						123,657.87
pt: MAJOR ST./TRUNKLINE FUND						
1-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 11/7/13	399		11/07/2013	2,103.71
Total						2,103.71
pt: STREET SURFACE						
1-450.000-726.000	SUPPLIES	GERKEN MATERIAL, INC COMMERCIAL TOP - HOT MIX	71579	93608	11/07/2013	24.99
Total STREET SURFACE						24.99
pt: R.O.W. MAINTENANCE						

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d: MAJOR ST./TRUNKLINE FUND						
pt: R.O.W. MAINTENANCE 2-460.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/23/13	71588	26263166	11/07/2013	33.90
2-460.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/30/13	71588	26297133	11/07/2013	141.24
		Total R.O.W. MAINTENANCE				175.14
pt: TREES						
2-470.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/23/13	71588	26263166	11/07/2013	169.50
2-470.000-801.000	CONTRACTUA	DAVID STIDHAM TREE REMOVALS. TRIMMING, STUMP	71606		11/07/2013	1,838.00
		Total TREES				2,007.50
pt: DRAINAGE						
2-480.000-801.000	CONTRACTUA	EASTLUND CONCRETE CONSTR. INC. CURB/GUTTER, SIDEWALK/RAMP	71574		11/07/2013	3,649.20
		Total DRAINAGE				3,649.20
pt: TRAFFIC						
2-490.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/23/13	71588	26263166	11/07/2013	11.30
2-490.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES OCTOBER UTILITIES 2013	71562		11/07/2013	427.37
		Total TRAFFIC				438.67
pt: TRUNKLINE TRAFFIC						
2-490.500-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES OCTOBER UTILITIES 2013	71562		11/07/2013	408.45
		Total TRUNKLINE TRAFFIC				408.45
		Fund Total				8,807.66
d: LOCAL ST. FUND						
pt: 3-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 11/7/13	399		11/07/2013	3,167.60
		Total				3,167.60
pt: STREET SURFACE						
3-450.000-726.000	SUPPLIES	GERKEN MATERIAL, INC COMMERCIAL TOP - HOT MIX	71579	93340	11/07/2013	98.00
3-450.000-726.000	SUPPLIES	GERKEN MATERIAL, INC COMMERCIAL TOP - HOT MIX	71579	93331	11/07/2013	24.50
3-450.000-726.000	SUPPLIES	GERKEN MATERIAL, INC COMMERCIAL TOP - HOT MIX	71579	93608	11/07/2013	98.00
3-450.000-726.000	SUPPLIES	GERKEN MATERIAL, INC COMMERCIAL TOP - HOT MIX	71579	93600	11/07/2013	294.49
3-450.000-801.000	CONTRACTUA	BELSON ASPHALT PAVING RESURFACING 148-150 WESTWOOD	71560	79803	11/07/2013	4,319.00
3-450.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/23/13	71588	26263166	11/07/2013	135.60
		Total STREET SURFACE				4,969.59
pt: R.O.W. MAINTENANCE						
3-460.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/30/13	71588	26297133	11/07/2013	141.25
		Total R.O.W. MAINTENANCE				141.25
pt: TREES						
3-470.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/23/13	71588	26263166	11/07/2013	79.10
3-000-801.000	CONTRACTUA	DAVID STIDHAM TREE REMOVALS. TRIMMING, STUMP	71606		11/07/2013	2,033.00
		Total TREES				2,112.10
pt: DRAINAGE						
3-480.000-726.000	SUPPLIES	GERKEN MATERIAL, INC COMMERCIAL TOP - HOT MIX	71579	93331	11/07/2013	24.50
		Total DRAINAGE				24.50

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d: LOCAL ST. FUND						
pt: TRAFFIC						
3-490.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/23/13	71588	26263166	11/07/2013	22.60
				Total TRAFFIC		22.60
					Fund Total	10,437.64
d: RECREATION FUND						
pt:						
8-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 11/7/13	399		11/07/2013	2,480.19
				Total		2,480.19
pt: RECREATION DEPARTMENT						
8-751.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- OCTOBER 2013 CONTRIBUTIONS	398	27790-11	11/07/2013	172.54
				Total RECREATION DEPARTMENT		172.54
					Fund Total	2,652.73
d: LIBRARY FUND						
pt:						
1-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 11/7/13	399		11/07/2013	4,660.73
				Total		4,660.73
pt: LIBRARY						
1-790.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- OCTOBER 2013 CONTRIBUTIONS	398	27790-11	11/07/2013	222.39
1-790.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE WATER	71582	55500	11/07/2013	14.85
1-790.000-726.004	SUUPPLIES	WALMART COMMUNITY SUPPLIES-CHILDREN'S LIBRARY	71613	P9273008P014LYXQJ	11/07/2013	33.47
1-790.000-750.000	PERIODICAL	W.T. COX SUBSCRIPTIONS Yearly Magazine Subscriptions	71612	2966624	11/07/2013	1,430.98
1-790.000-801.000	CONTRACTUA	CINTAS CORPORATION Library Floor Mats	71569	351653505	11/07/2013	28.66
1-790.000-801.000	CONTRACTUA	GREAT AMERICAN LEASING CORP. Monthly Konica Lease Payment	71580	14390271	11/07/2013	179.90
1-790.000-801.000	CONTRACTUA	NONIK TECHNOLOGIES, INC. Monthly Avalon Monitor	71595	5436	11/07/2013	100.00
1-790.000-860.000	TRANSPORTA	CITY OF HILLSDALE PETTY CASH	71570		11/07/2013	68.86
1-790.000-861.000	TRAINING &	MIDWEST COLLSABORATIVE FOR MelCat Cataloging Workshop	71593	322333	11/07/2013	75.00
1-790.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES OCTOBER UTILITIES 2013	71562		11/07/2013	1,218.03
1-790.000-930.000	REPAIRS &	VISA LIBRARY BOOKS/SUPPLIES	71611	0000 #### ## 5167	11/07/2013	43.44
1-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY October Book Order Adult	71558	2028666623	11/07/2013	424.45
1-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY October Book Order Adult	71558	2028710471	11/07/2013	176.41
1-790.000-982.000	BOOKS	BOOKS ON TAPE, INC. Books on Tape Summer Standing	71563	1088341283	11/07/2013	33.75
1-790.000-982.001	BOOKS - FR	BAKER & TAYLOR COMPANY September Donations	71558	2028687182	11/07/2013	27.54
				Total LIBRARY		4,077.73
pt: LIBRARY - CHILDREN'S AREA						
1-792.000-726.000	SUPPLIES	VISA LIBRARY BOOKS/SUPPLIES	71611	0000 #### ## 5167	11/07/2013	106.10
1-792.000-726.792	SUPPLIES-S	PAUL MCCORMACK Preschool Animal Program	71589		11/07/2013	115.00
1-792.000-982.000	BOOKS	VISA LIBRARY BOOKS/SUPPLIES	71611	0000 #### ## 5167	11/07/2013	79.28
1-792.000-982.000	BOOKS	BAKER & TAYLOR COMPANY October Book Order Kids	71558	2028710470	11/07/2013	63.07
1-792.000-982.000	BOOKS	BAKER & TAYLOR COMPANY October Book Order Kids	71558	202866622	11/07/2013	23.90

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<b>d: LIBRARY FUND</b>						
<b>pt: LIBRARY - CHILDREN'S AREA</b>						
1-792.000-982.000	BOOKS	BAKER & TAYLOR COMPANY Kids book order for September	71558	2028666621	11/07/2013	23.99
1-792.000-982.000	BOOKS	BAKER & TAYLOR COMPANY Kids book order for September	71558	2028710469	11/07/2013	18.99
Total LIBRARY - CHILDREN'S AREA						430.33
Fund Total						9,168.79
<b>d: CAPITAL IMPROVEMENT FUND</b>						
<b>pt:</b>						
1-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 11/7/13	399		11/07/2013	13.09
Total						13.09
<b>pt: SIDEWALKS</b>						
1-443.000-726.000	SUPPLIES	GERKEN MATERIAL, INC COMMERCIAL TOP - HOT MIX	71579	93331	11/07/2013	122.50
1-443.000-726.000	SUPPLIES	GERKEN MATERIAL, INC COMMERCIAL TOP - HOT MIX	71579	93330	11/07/2013	147.49
1-443.000-801.000	CONTRACTUA	MT ENGINEERING, LLC ENGINEERING-SIDEWALKS	71594	1309-3	11/07/2013	205.00
Total SIDEWALKS						474.99
<b>pt: LOCAL STREET RECONSTRUCTION</b>						
1-453.000-801.000	CONTRACTUA	CONCORD EXCAVATING & GRADING, CHARLES STREET RECONSTRUCTION	71571	#1	11/07/2013	95,846.62
Total LOCAL STREET RECONSTRUCTION						95,846.62
Fund Total						96,334.70
<b>d: STOCK'S PARK</b>						
<b>pt: PARKS</b>						
9-756.000-801.000	CONTRACTUA	RODNEY BEUMEL LABOR-COMPLETION OF PONY WALL	71561		11/07/2013	900.00
Total PARKS						900.00
Fund Total						900.00
<b>d: DIAL-A-RIDE FUND</b>						
<b>pt:</b>						
8-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 11/7/13	399		11/07/2013	6,164.65
Total						6,164.65
<b>pt: DIAL-A-RIDE</b>						
8-588.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- OCTOBER 2013 CONTRIBUTIONS	398	27790-11	11/07/2013	127.83
8-588.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE WATER	71582	55505	11/07/2013	4.75
8-588.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVICE WATER	71582	55500	11/07/2013	0.60
8-588.000-740.000	FUEL AND L	WATKINS OIL COMPANY 10/2013 FLEET FUEL	71614		11/07/2013	2,713.13
8-588.000-801.000	CONTRACTUA	CINTAS CORPORATION RUG SERVICES	71569	351653486	11/07/2013	55.35
8-588.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/23/13	71588	26263166	11/07/2013	5.65
8-588.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/30/13	71588	26297133	11/07/2013	5.65
8-588.000-850.000	INSURANCE	MICHIGAN TRANSIT POOL TRANSIT INSURANCE	71592	20141027	11/07/2013	6,076.00
8-588.000-850.000	INSURANCE	MICHIGAN TRANSIT POOL TRANSIT INSURANCE	71592	20142044	11/07/2013	1,559.00
8-588.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES OCTOBER UTILITIES 2013	71562		11/07/2013	356.60
8-588.000-925.000	TELEPHONE	AT&T TELEPHONE SERVICE	71555	517437338510 10/13	11/07/2013	39.24

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d: DIAL-A-RIDE FUND						
pt: DIAL-A-RIDE						
Total DIAL-A-RIDE						10,943.80
Fund Total						17,108.45
d: REVOLVING MOBILE EQUIP. FUND						
pt:						
0-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 11/7/13	399		11/07/2013	2,925.29
Total						2,925.29
0-444.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- OCTOBER 2013 CONTRIBUTIONS	398	27790-11	11/07/2013	122.95
0-444.000-726.000	SUPPLIES	FASTENAL	71575		11/07/2013	44.52
0-444.000-726.000	SUPPLIES	ROLL SAND PAPER		MIJON45435	11/07/2013	8.94
0-444.000-726.000	SUPPLIES	GELZER & SON INC. SCREW BITS	71578	C73715	11/07/2013	3.39
0-444.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIVE SPK PLUGS/GRND COMP/ANTI FREZ	71599	1078964	11/07/2013	171.16
0-444.000-726.000	SUPPLIES	TERMINAL SUPPLY COMPANY DRILL BIT KIT	71608	65770	11/07/2013	171.16
0-444.000-730.000	VEH./EQUIP	GELZER & SON INC. BOLTS FOR #11	71578	C73964	11/07/2013	16.78
0-444.000-730.000	VEH./EQUIP	GELZER & SON INC. PIPE BUSHINGS	71578	A43259	11/07/2013	5.37
0-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC. LAMPS, FILTERS, PLUGS	71585	PC01244405:001	11/07/2013	51.04
0-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC. FILTERS	71585	PC01244463:001	11/07/2013	3.86
0-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC. LAMPS, FILTERS, U BOLTS	71585	PC01244282:001	11/07/2013	120.13
0-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC. HOSE/FILTERS	71585	PC1244354:001	11/07/2013	152.72
0-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE FILTERS	71599	1079147	11/07/2013	24.90
0-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE SEALER, PAINT	71599	1079216	11/07/2013	20.94
0-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE FUEL TANK/STRAPS FOR #2	71599	1079590	11/07/2013	162.28
0-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE FILTERS	71599	1079769	11/07/2013	11.69
0-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE BUSHING KIT FOR #11	71599	1079787	11/07/2013	18.19
0-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE WATER PUMP FOR #11	71599	1079847	11/07/2013	35.29
0-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE HOSE/FITTINGS FOR #34.4	71599	1079889	11/07/2013	65.85
0-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE SPK PLUGS/GRND COMP/ANTI FREZ	71599	1078964	11/07/2013	26.29
0-444.000-730.000	VEH./EQUIP	SPRATT'S GASKET KIT	71605	151281	11/07/2013	38.02
0-444.000-730.000	VEH./EQUIP	STILLWELL FORD MERCURY, INC BRACKET	71607	157942	11/07/2013	147.66
0-444.000-730.000	VEH./EQUIP	TSC STORES CLEVIS PINS & CLIPS	71610	300205159	11/07/2013	10.16
0-444.000-730.000	VEH./EQUIP	TRUCK & TRAILER SPECIALTIES CURB GUARD, WRAP AROUND	71609	c37833	11/07/2013	558.98
0-444.000-730.000	VEH./EQUIP	WELLS EQUIPMENT SALES, INC. WATER PUMP & CORE	71615	97708	11/07/2013	217.84
0-444.000-730.000	VEH./EQUIP	WELLS EQUIPMENT SALES, INC. THERMOSTAT/HOSE/CORE	71615	97760	11/07/2013	47.24
0-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC. AIR FILTER	71585	PC01244412:001	11/07/2013	21.80
0-444.000-730.301	POLICE VEH	AUTO ZONE HALOGEN BULB	71556	2123700598	11/07/2013	9.89
0-444.000-730.301	POLICE VEH	GELZER & SON INC. KEYS	71578	C73243	11/07/2013	47.76
0-444.000-730.301	POLICE VEH	PERFORMANCE AUTOMOTIVE WIPER BLADES	71599	1079210	11/07/2013	7.59

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d: REVOLVING MOBILE EQUIP. FUND						
pt: MOBILE EQUIPMENT MAINTENANCE						
0-444.000-740.000	FUEL AND L	WATKINS OIL COMPANY 10/2013 FLEET FUEL	71614		11/07/2013	5,624.34
0-444.000-740.301	FUEL AND L	WATKINS OIL COMPANY 10/2013 FLEET FUEL	71614		11/07/2013	2,698.43
0-444.000-742.000	CLOTHING /	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71569	351653510	11/07/2013	14.89
0-444.000-742.000	CLOTHING /	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71569		11/07/2013	14.89
0-444.000-801.000	CONTRACTUA	ALTEC, INC. ANNUAL INSPECTION TRUCK #22	71550	7002292	11/07/2013	876.30
0-444.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71569	351653510	11/07/2013	22.87
0-444.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71569		11/07/2013	22.87
0-444.000-801.000	CONTRACTUA	FLEET COMPUTING INT'L, INC ANNUAL SERVICE & MAINTENANCE	71576	4382	11/07/2013	400.00
0-444.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 10/23/13	71588	26263166	11/07/2013	28.25
0-444.000-801.000	CONTRACTUA	PURITY CYLINDER GASES, INC. CYLINDER RENTAL	71600	471181	11/07/2013	33.48
0-444.000-801.000	CONTRACTUA	RANDY'S AUTO BODY SERVICE DOOR RPR TRUCK #8	71601	1567434	11/07/2013	1,725.00
0-444.000-801.000	CONTRACTUA	RANDY'S AUTO BODY SERVICE DOOR RPR TRUCK #8	71601		11/07/2013	74.20
0-444.000-801.301	POLICE VEH	JIM KNOX CHRYSLER DODGE JEEP SERVICE REPAIRS UNIT 2-1	71586	13129	11/07/2013	413.45
0-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE SERVICE REPAIRS UNIT 2-9	71598	54785	11/07/2013	30.45
0-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE SERVICE REPAIRS UNIT 2-9/2-2	71598	54788	11/07/2013	795.09
0-444.000-920.000	UTILITIES	BOARD OF PUBLIC UTILITIES OCTOBER UTILITIES 2013	71562		11/07/2013	351.81
Total MOBILE EQUIPMENT MAINTENANCE						15,299.55
Fund Total						18,224.84
d: DPS LEAVE AND BENEFITS FUND						
pt:						
9-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 11/7/13	399		11/07/2013	1,100.50
Total						1,100.50
pt: PUBLIC SERVICES DEPARTMENT						
9-441.000-716.000	RETIREMENT	MUNICIPAL EMPLOYEE'S RETIRE- OCTOBER 2013 CONTRIBUTIONS	398	27790-11	11/07/2013	119.11
Total PUBLIC SERVICES DEPARTMENT						119.11
Fund Total						1,219.61
Grand Total						288,512.29





VENDOR APPROVAL SUMMARY REPORT  
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Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
RENTAL SERVICES, LLC.	2866	PORTABLE RESTROOM RENTAL-OG	86.79	0.00
REC, INC.	3524	ANNUAL INSPECTION TRUCK #22	876.30	0.00
AFRICAN COPPER AND BRASS, LLC	2432	PVC, PLUG, CAP @OAK GROVE	21.99	0.00
OLLO FIRE EQUIPMENT COMPANY	3830	SUSPENDERS	32.00	0.00
SAN ARNOLD	4071	MMTA FALL CONFERENCE	193.13	0.00
& T MOBILITY	1965	NETWORK ACCESS FEE	119.97	0.00
IT	0048	TELEPHONE SERVICE	573.10	0.00
OO ZONE	1849	HALOGEN BULB	9.89	0.00
S. & A. SOFTWARE	3076	FIELD INSPECTION SYSTEM	3,455.00	0.00
ER & TAYLOR COMPANY	0011	October Book Order Adult	758.35	0.00
CKER & SCRIVENS	0378	CONCRETE-FLAG POLE @ LAKEVIEW	43.00	0.00
SON ASPHALT PAVING	3288	RESURFACING 148-150 WESTWOOD	4,319.00	0.00
ONEY BEUMEL	0570	LABOR-COMPLETION OF PONY WALL	900.00	0.00
ARD OF PUBLIC UTILITIES	0013	OCTOBER UTILITIES 2013	12,874.07	0.00
KS ON TAPE, INC.	3712	Books on Tape Summer Standing	33.75	0.00
NER OIL CO., INC.	1110	FUEL FOR AIRPORT TRACTOR	518.02	0.00
IP DISTRIBUTOR, INC.	1300	3V BATTERIES	78.20	0.00
I-G COMPUTER CENTERS	2817	TONER CARTRIDGE-YELLOW	624.00	0.00
TRAL SERVICE CENTER	1962	RADARS REPAIRED	379.50	0.00
ICINNATI TIME SYSTEMS	1081	TIME CARDS	53.46	0.00
ITAS CORPORATION	0020	RUG SERVICES	372.05	0.00
Y OF HILLSDALE	0015	PETTY CASH	118.64	0.00
ICORD EXCAVATING & GRADING,	0419	CHARLES STREET RECONSTRUCTION	95,846.62	0.00
RENT OFFICE SOLUTIONS	0035	WALLET FOLDER FOR DOCUMENTS	315.90	0.00
L EQUIPMENT, INC	0410	SCREENER RENTAL	4,000.00	0.00
TLUND CONCRETE CONSTR. INC.	2422	CURB/GUTTER, SIDEWALK/RAMP	3,649.20	0.00
TENAL	0538	ROLL SAND PAPER	44.52	0.00
ET COMPUTING INT'L., INC	0759	ANNUAL SERVICE & MAINTENANCE	400.00	0.00
L INC.	2158	L/S SHIRTS	99.98	0.00
SON INC.	0027	PIPE BUSHINGS	195.86	0.00
KEN MATERIAL, INC	0384	COMMERCIAL TOP - HOT MIX	956.48	0.00
AT AMERICAN LEASING CORP.	1678	Monthly Konica Lease Payment	179.90	0.00
T FIRE, INC.	1524	ENGINE PUMP TEST/REPAIR	1,522.18	0.00
FERNAN SOFT WATER SERVICE	3248	WATER	50.50	0.00
LSDALE AERO, INC.	0236	GROUNDS/EQUIP MAINTENANCE	2,562.00	0.00
ERNATIONAL MUNICIPAL SIGNAL	0233	ANNUAL DUES-R PAYNE	160.00	0.00
KSON TRUCK SERVICE INC.	0086	AIR FILTER	349.55	0.00
1 KNOX CHRYSLER DODGE JEEP	2085	SERVICE REPAIRS UNIT 2-1	413.45	0.00
:	2121	POSTAGE - WINTER TAX BILLS	1,115.93	0.00
POWER OF LANSING	3088	TEMP EMPLOYEES W/E 10/30/13	3,823.64	0.00
IL MCCORMACK	1700	Preschool Animal Program	115.00	0.00
ASSOCIATION OF PLANNING	0300	MEMBERSHIP-A BEEKER	60.00	0.00
HIGAN TASER DISTRIBUTING	1421	TASER CARTRIDGES	267.00	0.00
HIGAN TRANSIT POOL	6079	TRANSIT INSURANCE	7,635.00	0.00
WEST COLLSABORATIVE FOR	2011	MelCat Cataloging Workshop	75.00	0.00
ENGINEERING, LLC	1690	ENGINEERING-SIDEWALKS	205.00	0.00
MICIPAL EMPLOYEE'S RETIRE-	3717	OCTOBER 2013 CONTRIBUTIONS	0.00	19,318.22
IK TECHNOLOGIES, INC.	1392	Monthly Avalon Monitor	1,640.00	0.00
M'S TIRE SERVICE	0277	TIRE FOR AIRPORT TRACTOR	25.59	0.00
UNIFORM COMPANY	0092	WALLET BADGE	75.18	0.00
NEY'S CAR CARE	2412	SERVICE REPAIRS UNIT 2-9/2-2	825.54	0.00
ROLL ACCOUNT	0242	PAYROLL/FICA FOR 11/7/13	0.00	93,068.23
PERFORMANCE AUTOMOTIVE	0961	SUPPLIES	454.88	0.00
CITY CYLINDER GASES, INC.	1136	CYLINDER RENTAL	33.48	0.00
IDY'S AUTO BODY SERVICE	0327	DOOR RPR TRUCK #8	1,799.20	0.00
PUBLIC SERVICES OF KALAMAZOO	1428	DUMPSTER @ AIRPORT	207.32	0.00
INDLER ELEVATOR CORPORATION	0061	ELEVATOR MAINTENANCE	512.01	0.00
PPY'S STICKERS	2179	T-SHIRTS	460.00	0.00
W'S	0088	GASKET KIT	38.02	0.00
WIDHAM	0629	TREE REMOVALS. TRIMMING, STUMP	3,926.00	0.00
LLWELL FORD MERCURY, INC	2065	BRACKET	147.66	0.00
MINAL SUPPLY COMPANY	2210	DRILL BIT KIT	171.16	0.00
CK & TRAILER SPECIALTIES	0442	CURB GUARD, WRAP AROUND	558.98	0.00
STORES	0771	CLEVIS PINS & CLIPS	10.16	0.00
MEER OF MICHIGAN, INC	2715		0.00	0.00
JA	1154	LOGGING/MEALS/MIC COVERS	801.75	0.00

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Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
COX SUBSCRIPTIONS	1655	Yearly Magazine Subscriptions	1,430.98	0.00
MART COMMUNITY	3104	SUPPLIES-CHILDREN'S LIBRARY	33.47	0.00
WIKINS OIL COMPANY	2278	10/2013 FLEET FUEL	11,414.56	0.00
ALS EQUIPMENT SALES, INC.	2372	THERMOSTAT/HOSE/CORE	265.08	0.00
MER PUBLIC SAFETY GROUP	1372	GLOVES	811.90	0.00
Grand Total:			176,125.84	112,386.45

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Department	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
pt: GENERAL FUND						
1-000.000-082.000	DUE FROM O	BLUE CROSS & BLUE SHIELD OF MI NON UNION HEALTH INS 12/2013	71629	7003454710/002	11/21/2013	1,058.95
1-000.000-082.000	DUE FROM O	BLUE CROSS & BLUE SHIELD OF MI POLICE HEALTH INS DEC 2013	71629	7003454710/000 12/13	11/21/2013	1,058.04
1-000.000-084.582	DUE FROM U	MIKA MEYERS BECKET & JONES PLC LEGAL FEES- POAM/IBEW/AUDIT LT	71666	575108	11/21/2013	250.00
1-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 11/21/13	400		11/21/2013	71,035.20
1-000.000-672.000	SPECIAL AS	FIRST PRESBYTERIAN CHURCH REFUND OF OVERPAYMENT FOR 2013	71639		11/21/2013	160.56
Total						73,562.75
pt: CITY COUNCIL						
1-101.000-726.000	SUPPLIES	ARROW SWIFT PRINTING BUSINESS CARDS-MAYOR	71622	130048	11/21/2013	32.00
Total CITY COUNCIL						32.00
pt: CITY MANAGER						
1-172.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI NON UNION HEALTH INS 12/2013	71629	7003454710/002	11/21/2013	1,058.95
1-172.000-715.000	HEALTH AND	SUN LIFE ASSURANCE COMPANY DEC 2013 LIFE/DISABILITY INS	71686	20894 12/13	11/21/2013	14.20
1-172.000-721.000	DISABILITY	SUN LIFE ASSURANCE COMPANY DEC 2013 LIFE/DISABILITY INS	71686	20894 12/13	11/21/2013	55.00
1-172.000-801.000	CONTRACTUA	SPRINT SPRINT PHONE SERVICE USAGE	71681	548517219-073	11/21/2013	31.55
1-172.000-801.000	CONTRACTUA	HILLSDALE DAILY NEWS PUBLICH -GEN SERV POSITION	71645	86394	11/21/2013	216.50
Total CITY MANAGER						1,376.20
pt: ECONOMIC DEVELOPMENT						
1-174.000-801.000	CONTRACTUA	HILLSDALE POLICY GROUP, LTD. HPG: EDC SERVICES OCTOBER 2013	71646		11/21/2013	5,983.00
Total ECONOMIC DEVELOPMENT						5,983.00
pt: ADMINISTRATIVE SERVICES						
1-175.000-806.000	LEGAL SERV	CLARK HILL LEGAL SERVICES - METAVATION	71633	517370	11/21/2013	1,430.00
1-175.000-806.000	LEGAL SERV	CLARK HILL LEGAL SERVICES - GATEHOUSE MED	71633	517119	11/21/2013	60.00
1-175.000-806.000	LEGAL SERV	LOREN & SHIRK LEGAL FEES FOR OCT 2013	71654		11/21/2013	2,463.74
1-175.000-806.000	LEGAL SERV	MIKA MEYERS BECKET & JONES PLC LEGAL FEES- POAM/IBEW/AUDIT LT	71666	575108	11/21/2013	194.00
1-175.000-806.000	LEGAL SERV	POTTER, PC LEGAL FEES-NERIO	71674	21292	11/21/2013	1,332.00
1-175.000-806.002	LEGAL -TAX	KREIS, ENDERLE HUDGINS & LEGAL FEES - MTT APPEALS	71652	226886	11/21/2013	360.00
1-175.000-806.002	LEGAL -TAX	KREIS, ENDERLE HUDGINS & LEGAL FEES MTT CASES	71652	226885	11/21/2013	300.00
1-175.000-806.002	LEGAL -TAX	KREIS, ENDERLE HUDGINS & LEGAL FEES MTT CASES	71652	226884	11/21/2013	660.00
1-175.000-806.002	LEGAL -TAX	KREIS, ENDERLE HUDGINS & LEGAL FEES MTT CASES	71652	226883	11/21/2013	330.00
1-175.000-806.002	LEGAL -TAX	KREIS, ENDERLE HUDGINS & LEGAL FEES MTT CASES	71652	26882	11/21/2013	360.00
1-175.000-850.000	INSURANCE	AUTO-OWNERS INSURANCE OWENS PK HOUSE PROP INS	71625	43-116-247-00 12/13	11/21/2013	655.79
Total ADMINISTRATIVE SERVICES						8,145.53
pt: ELECTIONS						
1-191.000-801.000	CONTRACTUA	DAWN JOHNSON ELECTION CERT/MILEAGE	71651		11/21/2013	502.50
1-191.000-860.000	TRANSPORTA	CITY OF HILLSDALE PETTY CASH	71632		11/21/2013	32.83
1-191.000-860.000	TRANSPORTA	DAWN JOHNSON ELECTION CERT/MILEAGE	71651		11/21/2013	126.56
Total ELECTIONS						661.89
pt: ASSESSING DEPARTMENT						

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Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
d: GENERAL FUND						
pt: ASSESSING DEPARTMENT						
1-209.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI NON UNION HEALTH INS 12/2013	71629	7003454710/002	11/21/2013	1,323.68
1-209.000-715.000	HEALTH AND	SUN LIFE ASSURANCE COMPANY	71686	20894 12/13	11/21/2013	7.10
1-209.000-721.000	DISABILITY	DEC 2013 LIFE/DISABILITY INS SUN LIFE ASSURANCE COMPANY	71686	20894 12/13	11/21/2013	30.06
1-209.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	71635	505287	11/21/2013	11.19
1-209.000-726.000	SUPPLIES	BINDER CLIPS, PENCILS, ERASERS NONIK TECHNOLOGIES, INC.	71667	5449	11/21/2013	8.00
1-209.000-810.000	DUES AND S	MI ASSESSOR ASSOCIATION	71661		11/21/2013	75.00
1-209.000-810.000	DUES AND S	MAA MEMBER DUES-K THOMAS	71682		11/21/2013	175.00
1-209.000-860.000	TRANSPORTA	RENEWAL OF ASSESSOR CERT CITY OF HILLSDALE PETTY CASH	71632	R-8206	11/21/2013	40.12
Total ASSESSING DEPARTMENT						1,670.15
pt: CITY CLERK DEPARTMENT						
1-215.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI NON UNION HEALTH INS 12/2013	71629	7003454710/002	11/21/2013	1,058.95
1-215.000-715.000	HEALTH AND	SUN LIFE ASSURANCE COMPANY	71686	20894 12/13	11/21/2013	7.10
1-215.000-721.000	DISABILITY	DEC 2013 LIFE/DISABILITY INS SUN LIFE ASSURANCE COMPANY	71686	20894 12/13	11/21/2013	14.91
1-215.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	71635	421283	11/21/2013	168.38
1-215.000-734.000	POSTAGE	COPIER PAPER/SUPPLIES CITY OF HILLSDALE PETTY CASH	71632		11/21/2013	21.42
1-215.000-734.000	POSTAGE	HILLSDALE POSTMASTER	71673		11/21/2013	460.00
1-215.000-905.000	PUBLISHING	POSTAGE STAMPS HILLSDALE DAILY NEWS	71645		11/21/2013	78.25
1-215.000-905.000	PUBLISHING	PUBLISH PUBLIC HEARING CRE HILLSDALE DAILY NEWS CAKE THYME PUB HEAR CRE	71645	86180 86218	11/21/2013 11/21/2013	75.25
Total CITY CLERK DEPARTMENT						1,884.26
pt: FINANCE DEPARTMENT						
1-219.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI NON UNION HEALTH INS 12/2013	71629	7003454710/002	11/21/2013	1,058.95
1-219.000-715.000	HEALTH AND	SUN LIFE ASSURANCE COMPANY	71686	20894 12/13	11/21/2013	7.10
1-219.000-721.000	DISABILITY	DEC 2013 LIFE/DISABILITY INS SUN LIFE ASSURANCE COMPANY	71686	20894 12/13	11/21/2013	22.84
Total FINANCE DEPARTMENT						1,088.89
pt: CITY TREASURER						
1-253.000-715.000	HEALTH AND	SUN LIFE ASSURANCE COMPANY	71686	20894 12/13	11/21/2013	7.10
1-253.000-721.000	DISABILITY	DEC 2013 LIFE/DISABILITY INS SUN LIFE ASSURANCE COMPANY	71686	20894 12/13	11/21/2013	7.28
1-253.000-964.000	REFUNDS AN	HILLSDALE COUNTY TREASURER* BILLBACKS-MIT #438338	71644	30-006-426-301-02	11/21/2013	1,230.58
Total CITY TREASURER						1,244.96
pt: BUILDING AND GROUNDS						
1-265.000-726.000	SUPPLIES	LOWE'S SAWHORCES,GUTTER, LUMBER	71655	924661	11/21/2013	337.53
1-265.000-726.000	SUPPLIES	LOWE'S	71655	938911	11/21/2013	-73.09
1-265.000-726.000	SUPPLIES	RETURN ELBOWS/DOWNSPOUT CITY OF HILLSDALE PETTY CASH	71632		11/21/2013	4.22
1-265.000-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC	71628	16215	11/21/2013	270.00
1-265.000-801.000	CONTRACTUA	10/2013 FINAL LAWN MAINTENANCE MANPOWER OF LANSING	71658	26323868	11/21/2013	22.60
1-265.000-801.000	CONTRACTUA	TEMP EMPLOYEES W/E 11/3/2013 MANPOWER OF LANSING	71658	26350748	11/21/2013	67.80
1-265.000-801.000	CONTRACTUA	TEMP EMPLOYEES W/E 11/10/2013 CINTAS CORPORATION MAT/RUG AGREEMENT	71631	351655324	11/21/2013	20.00

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pt: GENERAL FUND						
pt: BUILDING AND GROUNDS						
1-265.000-801.000	CONTRACTUA	CINTAS CORPORATION MAT/RUG AGREEMENT	71631	351655951	11/21/2013	20.00
1-265.000-801.000	CONTRACTUA	EAST 2 WEST ENTERPRISES, INC. MOP & BUFF DISPATCH OFFICE	71636	5230	11/21/2013	40.00
1-265.000-801.000	CONTRACTUA	CAROL HAWKES MONTHLY CLEANING PER AGREEMENT	71643	1216	11/21/2013	633.00
1-265.000-920.000	UTILITIES	MICHIGAN GAS UTILITIES GAS UTILITY-CITY HALL	71664	4609268-0	11/13	369.16
1-265.000-920.000	UTILITIES	MICHIGAN GAS UTILITIES GAS UTILITY-MITCHELL BLDG	71664	5176359-7	11/13	192.19
1-265.000-920.000	UTILITIES	MICHIGAN GAS UTILITIES GAS UTILITIES - DART	71664	4611064-9	11/13	57.88
1-265.000-925.000	TELEPHONE	AT&T TELEPHONE SERVICE	71623	517437098311	11/13	330.10
1-265.000-930.000	REPAIRS &	AMERICAN COPPER AND BRASS, LLC BALLAST FOR DPS OFFICE	71618	1391928	11/21/2013	16.97
Total BUILDING AND GROUNDS						2,308.36
pt: PARKING LOTS						
1-266.000-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC 10/2013 FINAL LAWN MAINTENANCE	71628	16215	11/21/2013	135.00
Total PARKING LOTS						135.00
pt: CEMETERIES						
1-276.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/3/2013	71658	26323868	11/21/2013	121.48
1-276.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/10/2013	71658	26350748	11/21/2013	412.45
Total CEMETERIES						533.93
pt: AIRPORT						
1-295.000-801.000	CONTRACTUA	JAMES SCHEIBNER AIRPORT MANAGER NOV. 2013	71617		11/21/2013	2,916.68
1-295.000-801.000	CONTRACTUA	JAMES SCHEIBNER AIRPORT MANAGER DEC 2013	71678		11/21/2013	2,916.68
1-295.000-925.000	TELEPHONE	AT&T TELEPHONE SERVICE	71623	517437098311	11/13	146.65
1-295.000-925.000	TELEPHONE	AT&T TELEPHONE SERVICE	71623	517439429111	11/13	40.66
Total AIRPORT						6,020.67
pt: POLICE DEPARTMENT						
1-301.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI NON UNION HEALTH INS 12/2013	71629	7003454710/002	11/21/2013	1,764.91
1-301.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI POLICE HEALTH INS DEC 2013	71629	7003454710/000	12/13	13,754.52
1-301.000-715.000	HEALTH AND	SUN LIFE ASSURANCE COMPANY DEC 2013 LIFE/DISABILITY INS	71686	20894	12/13	113.60
1-301.000-721.000	DISABILITY	SUN LIFE ASSURANCE COMPANY DEC 2013 LIFE/DISABILITY INS	71686	20894	12/13	294.82
1-301.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS OFFICE SUPPLIES	71635	504715	11/21/2013	14.01
1-301.000-726.000	SUPPLIES	GELZER & SON INC. ADHESIVE FASTENER	71640	C75778	11/21/2013	3.99
1-301.000-726.000	SUPPLIES	MICHIGAN DEPT OF STATE TAB RENEWAL	71663		11/21/2013	13.00
1-301.000-742.000	CLOTHING /	C M P DISTRIBUTOR, INC. HOLSTER/MAGAZINE POUCH	71630	38871	11/21/2013	130.75
1-301.000-742.000	CLOTHING /	BRAD MARTIN CLOTHING/EQUIPMENT ALLOWANCE	71659		11/21/2013	217.48
1-301.000-742.000	CLOTHING /	NYE UNIFORM COMPANY BADGES	71670	437809	11/21/2013	224.85
1-301.000-742.000	CLOTHING /	NYE UNIFORM COMPANY TURTLENECKS - DECK	71670	442135	11/21/2013	77.00
1-301.000-742.000	CLOTHING /	NYE UNIFORM COMPANY MOCK TURTLENECKS -PRATT	71670	442137	11/21/2013	125.85
1-301.000-742.000	CLOTHING /	SUD-Z DRY CLEANERS DRY CLEANING	71685	SU1747	11-13	237.68
1-301.000-861.005	STATE TRAI	MACNLOW ASSOCIATES REGISTRATION FEE	71656	2013-70	11/21/2013	550.00

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d: GENERAL FUND						
pt: POLICE DEPARTMENT						
1-301.000-900.000	PRINTING	ARROW SWIFT PRINTING	71622		11/21/2013	30.50
		DISPATCH BUSINESS CARDS		130003		
1-301.000-925.000	TELEPHONE	SPRINT	71681		11/21/2013	63.10
		SPRINT PHONE SERVICE USAGE		548517219-073		
1-301.000-955.221	MISC - PHY	WORKHEALTH	71693		11/21/2013	68.00
		PRE-EMPLOYMENT PHYSICAL/PARKS		21574		
1-301.000-955.221	MISC - PHY	WORKHEALTH	71693		11/21/2013	136.00
		PRE-EMPLOYMENT PHYSICAL/		21101		
Total POLICE DEPARTMENT						17,820.06
pt: FIRE DEPARTMENT						
1-336.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI	71629		11/21/2013	4,342.04
		FIREFIGHTER HEALTH INS 12/13		7003454/001 12/13		
1-336.000-715.000	HEALTH AND	SUN LIFE ASSURANCE COMPANY	71686		11/21/2013	35.52
		DEC 2013 LIFE/DISABILITY INS		20894 12/13		
1-336.000-721.000	DISABILITY	SUN LIFE ASSURANCE COMPANY	71686		11/21/2013	62.85
		DEC 2013 LIFE/DISABILITY INS		20894 12/13		
1-336.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	71635		11/21/2013	75.43
		TRASH CAN LINERS		420966		
1-336.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE	71672		11/21/2013	30.88
		SHOP TOWELS/ICE DETAILER		1080573		
1-336.000-742.000	CLOTHING /	CITY OF HILLSDALE	71632		11/21/2013	47.69
		PETTY CASH				
1-336.000-742.000	CLOTHING /	WITMER PUBLIC SAFETY GROUP	71692		11/21/2013	251.92
		ULTRA HOODS		1507900.002		
1-336.000-742.000	CLOTHING /	WITMER PUBLIC SAFETY GROUP	71692		11/21/2013	240.11
		GLOVES		1510644		
1-336.000-801.000	CONTRACTUA	CINTAS CORPORATION	71631		11/21/2013	5.71
		CONTRACTUAL LINEN SERVICE		351654726		
1-336.000-801.000	CONTRACTUA	CINTAS CORPORATION	71631		11/21/2013	13.40
		CONTRACTUAL LINEN SERVICE		351655323		
1-336.000-801.000	CONTRACTUA	TUV RHEINLAND INDUSTRIAL	71687		11/21/2013	440.00
		ANNUAL AERIAL INSPECTION		11543289		
1-336.000-861.000	TRAINING &	READING EMERGENCY UNIT, INC	71676		11/21/2013	20.00
		CONTINUING EDUCATION		20786		
1-336.000-920.000	UTILITIES	MICHIGAN GAS UTILITIES	71664		11/21/2013	273.78
		GAS UTILITIES - FIRE		4609908-1 11/13		
1-336.000-930.000	REPAIRS &	ANYTIME FIRE PROTECTION	71620		11/21/2013	143.25
		FIRE EXTINGUISHERS SERVICED		613380		
1-336.000-930.000	REPAIRS &	APOLLO FIRE EQUIPMENT COMPANY	71621		11/21/2013	162.17
		TURNOUT GEAR REPAIRED		85514		
Total FIRE DEPARTMENT						6,144.75
pt: PLANNING DEPARTMENT						
1-400.000-726.000	SUPPLIES	ARROW SWIFT PRINTING	71622		11/21/2013	27.50
		BUSINESS CARDS-A BEEKER		129915		
1-400.000-861.000	TRAINING &	REGION 2 PLANNING COMMISSIO	71677		11/21/2013	25.00
		ANNUAL DINNER				
1-400.000-905.000	PUBLISHING	HILLSDALE DAILY NEWS	71645		11/21/2013	78.25
		PUBLISH ORD CHANGE		86302		
Total PLANNING DEPARTMENT						130.75
pt: PUBLIC SERVICES DEPARTMENT						
1-441.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI	71629		11/21/2013	2,382.63
		NON UNION HEALTH INS 12/2013		7003454710/002		
1-441.000-715.000	HEALTH AND	SUN LIFE ASSURANCE COMPANY	71686		11/21/2013	14.20
		DEC 2013 LIFE/DISABILITY INS		20894 12/13		
1-441.000-721.000	DISABILITY	SUN LIFE ASSURANCE COMPANY	71686		11/21/2013	38.18
		DEC 2013 LIFE/DISABILITY INS		20894 12/13		
1-441.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	71635		11/21/2013	23.63
		WRISTWREST, GEL		504617		
1-441.000-742.000	CLOTHING /	CINTAS CORPORATION	71631		11/20/2013	43.20
		RUGS/UNIFORMS - DPS		351654733		
1-441.000-742.000	CLOTHING /	CINTAS CORPORATION	71631		11/20/2013	43.20
		RUGS/UNIFORMS - DPS		351655329		
1-441.000-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC	71628		11/21/2013	75.00
		10/2013 FINAL LAWN MAINTENANCE		16215		
1-441.000-801.000	CONTRACTUA	CINTAS CORPORATION	71631		11/20/2013	44.37
		RUGS/UNIFORMS - DPS		351654733		
1-441.000-801.000	CONTRACTUA	CINTAS CORPORATION	71631		11/20/2013	38.86
		RUGS/UNIFORMS - DPS		351655329		

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d: GENERAL FUND						
pt: PUBLIC SERVICES DEPARTMENT						
1-441.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/3/2013	71658	26323868	11/21/2013	197.75
1-441.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/10/2013	71658	26350748	11/21/2013	186.45
1-441.000-801.000	CONTRACTUA	SPRINT SPRINT PHONE SERVICE USAGE	71681	548517219-073	11/21/2013	31.55
1-441.000-801.000	CONTRACTUA	USA MOBILITY WIRELESS, INC. PAGER RENTAL -DPS	71689	W7385433K	11/21/2013	18.67
1-441.000-920.000	UTILITIES	MICHIGAN GAS UTILITIES 10/2013 GAS UTILITY - DPS	71664	4614348-3 11/13	11/21/2013	49.97
1-441.000-955.517	MISC - SOL	HILLSDALE TRANSFER STATION COUPONS FOR OCT 2013	71647	2988	11/21/2013	1,150.00
Total PUBLIC SERVICES DEPARTMENT						4,337.66
pt: PARKS						
1-756.000-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC 10/2013 FINAL LAWN MAINTENANCE	71628	16215	11/21/2013	3,540.00
1-756.000-801.000	CONTRACTUA	HOOP LAWN & SNOW, LLC FOD FERTILIZING	71648		11/21/2013	1,080.00
1-756.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/3/2013	71658	26323868	11/21/2013	624.31
1-756.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/10/2013	71658	26350748	11/21/2013	293.80
1-756.000-801.000	CONTRACTUA	STATE OF MICHIGAN@ PUBLIC WATER SUPPLY FEE-FOD	71683	831451	11/21/2013	130.14
1-756.000-801.000	CONTRACTUA	STATE OF MICHIGAN@ PUBLIC WATER SUPPLY FEE-BEACH	71683	831453	11/21/2013	130.14
Total PARKS						5,798.39
Fund Total						138,879.20
d: MAJOR ST./TRUNKLINE FUND						
pt:						
2-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 11/21/13	400		11/21/2013	3,172.75
Total						3,172.75
pt: STREET SURFACE						
2-450.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/3/2013	71658	26323868	11/21/2013	39.55
Total STREET SURFACE						39.55
pt: R.O.W. MAINTENANCE						
2-460.000-726.000	SUPPLIES	KSS ENTERPRISES TRASH LINERS	71653	849080	11/21/2013	95.89
2-460.000-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC 10/2013 FINAL LAWN MAINTENANCE	71628	16215	11/21/2013	670.88
2-460.000-801.000	CONTRACTUA	HILLSDALE DAILY NEWS DISPLAY ADS - BRUSH & LEAF P/U	71645		11/21/2013	499.70
2-460.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/3/2013	71658	26323868	11/21/2013	237.30
2-460.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/10/2013	71658	26350748	11/21/2013	242.95
Total R.O.W. MAINTENANCE						1,746.72
pt: TRUNKLINE R.O.W. MAINTENANCE						
2-460.500-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC 10/2013 FINAL LAWN MAINTENANCE	71628	16215	11/21/2013	183.04
2-460.500-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/3/2013	71658	26323868	11/21/2013	2.83
Total TRUNKLINE R.O.W. MAINTENANCE						185.87
pt: TREES						
2-470.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/3/2013	71658	26323868	11/21/2013	8.48
Total TREES						8.48
pt: DRAINAGE						
2-480.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/3/2013	71658	26323868	11/21/2013	180.80

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<b>d: MAJOR ST./TRUNKLINE FUND</b>						
<b>pt: DRAINAGE</b>						
2-480.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/10/2013	71658	26350748	11/21/2013	96.05
						-----
				Total DRAINAGE		276.85
<b>pt: TRAFFIC</b>						
2-490.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/3/2013	71658	26323868	11/21/2013	11.30
2-490.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/10/2013	71658	26350748	11/21/2013	45.20
						-----
				Total TRAFFIC		56.50
						-----
				Fund Total		5,486.72
<b>d: LOCAL ST. FUND</b>						
<b>pt:</b>						
3-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 11/21/13	400		11/21/2013	3,486.07
						-----
				Total		3,486.07
<b>pt: STREET SURFACE</b>						
3-450.000-726.000	SUPPLIES	GERKEN MATERIAL, INC HOT MIX	71641	94051	11/21/2013	146.51
3-450.000-726.000	SUPPLIES	GERKEN MATERIAL, INC HOT MIX	71641	94048	11/21/2013	97.51
3-450.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/3/2013	71658	26323868	11/21/2013	118.65
3-450.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/10/2013	71658	26350748	11/21/2013	22.60
						-----
				Total STREET SURFACE		385.27
<b>pt: R.O.W. MAINTENANCE</b>						
3-460.000-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC 10/2013 FINAL LAWN MAINTENANCE	71628	16215	11/21/2013	426.08
3-460.000-801.000	CONTRACTUA	HILLSDALE DAILY NEWS DISPLAY ADS - BRUSH & LEAF P/U	71645		11/21/2013	499.71
3-460.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/3/2013	71658	26323868	11/21/2013	265.55
3-460.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/10/2013	71658	26350748	11/21/2013	457.65
						-----
				Total R.O.W. MAINTENANCE		1,648.99
<b>pt: TREES</b>						
3-470.000-801.000	CONTRACTUA	CRAIG WICKHAM TREE/STUMP REMOVAL-CHARLES ST	71634		11/21/2013	4,550.00
						-----
				Total TREES		4,550.00
<b>pt: DRAINAGE</b>						
3-480.000-801.000	CONTRACTUA	MANPOWER OF LANSING TEMP EMPLOYEES W/E 11/3/2013	71658	26323868	11/21/2013	56.50
						-----
				Total DRAINAGE		56.50
						-----
				Fund Total		10,126.83
<b>d: RECREATION FUND</b>						
<b>pt:</b>						
8-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 11/21/13	400		11/21/2013	2,600.78
						-----
				Total		2,600.78
<b>pt: RECREATION DEPARTMENT</b>						
8-751.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI NON UNION HEALTH INS 12/2013	71629	7003454710/002	11/21/2013	1,058.95
8-751.000-715.000	HEALTH AND	SUN LIFE ASSURANCE COMPANY DEC 2013 LIFE/DISABILITY INS	71686	20894 12/13	11/21/2013	7.10
8-751.000-721.000	DISABILITY	SUN LIFE ASSURANCE COMPANY DEC 2013 LIFE/DISABILITY INS	71686	20894 12/13	11/21/2013	9.69
8-751.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS PAPER	71635	195822	11/21/2013	21.40



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d: RECREATION FUND						
pt: RECREATION DEPARTMENT						
8-751.000-726.000	SUPPLIES	SIR JAMES OUTERWARE, INC. 3-6 GRADE BASKETBALL UNIFORMS	71679	14821	11/21/2013	873.90
8-751.000-726.000	SUPPLIES	SIR JAMES OUTERWARE, INC. K-3 GRADE BASKETBALL UNIFORMS	71679	14820	11/21/2013	257.40
8-751.000-810.000	DUES AND S	MICHIGAN REC. & PARKS. ASSO MEMBERSHIP DUES	71665	5169	11/21/2013	288.00
Total RECREATION DEPARTMENT						2,516.44
Fund Total						5,117.22
d: ECONOMIC DEVELOPMENT CORP FUND						
pt: ECONOMIC DEVELOPMENT						
4-174.000-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC 10/2013 FINAL LAWN MAINTENANCE	71628	16215	11/21/2013	70.00
Total ECONOMIC DEVELOPMENT						70.00
Fund Total						70.00
d: TAX INCREMENT FINANCE ATH.						
pt: CAPITAL OUTLAY						
7-900.000-801.247	CONTRACTUA	VOLUME 1 BOOKS TIFA FACADE GRANT	71690		11/21/2013	10,000.00
Total CAPITAL OUTLAY						10,000.00
Fund Total						10,000.00
d: LIBRARY FUND						
pt: LIBRARY						
1-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 11/21/13	400		11/21/2013	4,550.27
Total						4,550.27
1-790.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI NON UNION HEALTH INS 12/2013	71629	7003454710/002	11/21/2013	1,058.95
1-790.000-715.000	HEALTH AND	SUN LIFE ASSURANCE COMPANY DEC 2013 LIFE/DISABILITY INS	71686	20894 12/13	11/21/2013	14.20
1-790.000-721.000	DISABILITY	SUN LIFE ASSURANCE COMPANY DEC 2013 LIFE/DISABILITY INS	71686	20894 12/13	11/21/2013	28.18
1-790.000-726.000	SUPPLIES	GRIFFIN PEST SOLUTIONS Pest control	71642	1103785	11/21/2013	41.00
1-790.000-726.003	SUPPLIES -	NONIK TECHNOLOGIES, INC. FILE SERVER/SOFTWARE	71667	1411	11/21/2013	1,515.57
1-790.000-726.004	SUUPPLIES	BAKER & TAYLOR COMPANY Geek the Library - CREDIT	71626	2497084	11/21/2013	-32.04
1-790.000-726.004	SUUPPLIES	BAKER & TAYLOR COMPANY Geek the Library Book Order	71626	2028734968	11/21/2013	13.60
1-790.000-801.000	CONTRACTUA	MAID FOR YOUR Custodial Services	71657	999	11/21/2013	520.00
1-790.000-801.000	CONTRACTUA	UNIQUE MANAGEMENT SRVS., INC. October Placements	71688	247289	11/21/2013	49.50
1-790.000-860.000	TRANSPORTA	CITY OF HILLSDALE PETTY CASH	71632		11/21/2013	201.71
1-790.000-905.000	PUBLISHING	STOCKHOUSE CORPORATION BPU Mailers	71684	50063	11/21/2013	291.45
1-790.000-982.000	BOOKS	AUDIO EDITIONS November AudioBook Order	71624	1477538	11/21/2013	253.78
1-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY Adult Book Order - November	71626	2028747028	11/21/2013	179.61
1-790.000-982.000	BOOKS	RANDOM HOUSE, INC. November AudioBook Order	71675	1088567194	11/21/2013	290.25
1-790.000-982.001	BOOKS - FR	ANN ARBOR DISTRICT LIBRARY Payment for damaged book	71619		11/21/2013	19.99
Total LIBRARY						4,445.75
pt: LIBRARY - CHILDREN'S AREA						
1-792.000-982.000	BOOKS	BAKER & TAYLOR COMPANY October Book Order Kids	71626	2028746062	11/21/2013	97.27

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<b>d: LIBRARY FUND</b>						
pt: LIBRARY - CHILDREN'S AREA						
1-792.000-982.000	BOOKS	BAKER & TAYLOR COMPANY	71626		11/21/2013	44.40
1-792.000-982.000	BOOKS	Kids book order for September BAKER & TAYLOR COMPANY	71626	2028746061	11/21/2013	284.77
		Kids Book Order - November		2028747027		
				Total LIBRARY - CHILDREN'S AREA		426.44
				Fund Total		9,422.46
<b>d: CAPITAL IMPROVEMENT FUND</b>						
pt: CAPITAL OUTLAY						
1-900.000-975.014	MITCHELL B	MCCORMICK MASONRY	71660		11/21/2013	3,300.00
1-900.000-975.040	COMPREHENS	SIGN @ MITCHELL BLDG NONIK TECHNOLOGIES, INC.	71667		11/21/2013	585.04
		MEMORY/HARD DRIVE-BS&A INSTALL		5447		
				Total CAPITAL OUTLAY		3,885.04
				Fund Total		3,885.04
<b>d: AIRPORT IMPROVEMENT FUND</b>						
pt: CAPITAL OUTLAY						
1-900.000-975.481	AIRPORT RU	HILLSDALE DAILY NEWS	71645		11/21/2013	182.00
		FRQ - AIRPORT CONSULTANT		86277		
				Total CAPITAL OUTLAY		182.00
				Fund Total		182.00
<b>d: DIAL-A-RIDE FUND</b>						
pt:						
8-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 11/21/13	400		11/21/2013	5,909.34
				Total		5,909.34
pt: DIAL-A-RIDE						
8-588.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI	71629		11/21/2013	2,257.61
8-588.000-715.000	HEALTH AND	TEAMSTERS HEALTH INS DEC 2013	71629	7003454/006 12/13	11/21/2013	1,058.95
8-588.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI	71686	7003454710/002	11/21/2013	25.92
8-588.000-721.000	HEALTH AND	NON UNION HEALTH INS 12/2013	71686	20894 12/13	11/21/2013	49.13
8-588.000-721.000	DISABILITY	SUN LIFE ASSURANCE COMPANY	71686	20894 12/13	11/21/2013	11.96
8-588.000-726.000	DISABILITY	SUN LIFE ASSURANCE COMPANY	71640		11/21/2013	33.55
8-588.000-726.000	SUPPLIES	DRIVEWAY MARKERS - DART	71622	C75670	11/21/2013	31.58
8-588.000-726.000	SUPPLIES	ARROW SWIFT PRINTING	71672	129935	11/21/2013	4.89
8-588.000-730.000	VEH./EQUIP	TO - FROM 2 PART FORM	71672	41.26	11/21/2013	135.00
8-588.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE	71672	1081083	11/21/2013	5.65
8-588.000-730.000	VEH./EQUIP	GASKETS/HEADLIT/ULTRA BLACK	71672	16215	11/21/2013	5.65
8-588.000-801.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE	71628	26323868	11/21/2013	80.07
8-588.000-801.000	CONTRACTUA	BELT DRESSING	71628	26350748	11/21/2013	
8-588.000-801.000	CONTRACTUA	BILL'S LAWN CARE, LLC	71658	517437338511 11/13	11/21/2013	
8-588.000-801.000	CONTRACTUA	10/2013 FINAL LAWN MAINTENANCE	71658		11/21/2013	
8-588.000-801.000	CONTRACTUA	MANPOWER OF LANSING	71658		11/21/2013	
8-588.000-801.000	CONTRACTUA	TEMP EMPLOYEES W/E 11/3/2013	71658		11/21/2013	
8-588.000-801.000	CONTRACTUA	MANPOWER OF LANSING	71658		11/21/2013	
8-588.000-801.000	CONTRACTUA	TEMP EMPLOYEES W/E 11/10/2013	71623		11/21/2013	
8-588.000-925.000	TELEPHONE	AT&T	71623		11/21/2013	
		TELEPHONE SERVICE				
				Total DIAL-A-RIDE		3,699.96
				Fund Total		9,609.30
<b>d: REVOLVING MOBILE EQUIP. FUND</b>						
pt:						
8-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 11/21/13	400		11/21/2013	1,921.84
				Total		1,921.84

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d: REVOLVING MOBILE EQUIP. FUND						
pt: MOBILE EQUIPMENT MAINTENANCE						
0-444.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI TEAMSTERS HEALTH INS DEC 2013	71629	7003454/006 12/13	11/21/2013	1,167.72
0-444.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI NON UNION HEALTH INS 12/2013	71629	7003454710/002	11/21/2013	1,058.95
0-444.000-715.000	HEALTH AND	SUN LIFE ASSURANCE COMPANY DEC 2013 LIFE/DISABILITY INS	71686	20894 12/13	11/21/2013	14.20
0-444.000-721.000	DISABILITY	SUN LIFE ASSURANCE COMPANY DEC 2013 LIFE/DISABILITY INS	71686	20894 12/13	11/21/2013	30.31
0-444.000-726.000	SUPPLIES	ELECTRICAL TERMINAL INC. BOLTS, WASHERS, NUTS	71637	130825	11/21/2013	115.40
0-444.000-726.000	SUPPLIES	FASTENAL CUT OFF DISC	71638	MIJON45792	11/21/2013	30.49
0-444.000-726.000	SUPPLIES	JACKSON TRUCK SERVICE INC. FILTERS, BRAKE CLEANER	71649	PCV01245248:001	11/21/2013	62.64
0-444.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIVE GASKETS/HEADLIT/ULTRA BLACK	71672	41.26	11/21/2013	6.99
0-444.000-730.000	VEH./EQUIP	BECK CHEVROLET LAMP S FOR #5	71627	129137	11/21/2013	156.75
0-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC. FILTERS, STROBE	71649	PC01244614:001	11/21/2013	96.07
0-444.000-730.000	VEH./EQUIP	JACKSON TRUCK SERVICE INC. FILTERS, BRAKE CLEANER	71649	PCV01245248:001	11/21/2013	63.69
0-444.000-730.000	VEH./EQUIP	MICHIGAN CAT BRAKE VALVE GP	71662	PD3558689	11/21/2013	787.53
0-444.000-730.000	VEH./EQUIP	NORM'S TIRE SERVICE TIRES FOR TRUCK #6	71668	64810	11/21/2013	807.96
0-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE BEARINGS FOR #11	71672	1080217	11/21/2013	19.16
0-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE HYD HOSE, FITTINGS FOR #8	71672	1080520	11/21/2013	38.56
0-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE UNDER COAT/CARB CLEANER #8	71672	1080638	11/21/2013	25.45
0-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE OIL CAP FOR #1	71672	1081157	11/21/2013	5.26
0-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE CIP STICK TUBE FOR #1	71672	1081216	11/21/2013	13.79
0-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE FILTERS	71672	1081512	11/21/2013	28.76
0-444.000-730.000	VEH./EQUIP	PERFORMANCE AUTOMOTIVE GASKETS/HEADLIT/ULTRA BLACK	71672	41.26	11/21/2013	2.69
0-444.000-730.000	VEH./EQUIP	SPRATT'S SWITCH/FILTER	71680	151291	11/21/2013	42.16
0-444.000-730.000	VEH./EQUIP	SPRATT'S BLOCK	71680	151337	11/21/2013	11.00
0-444.000-730.000	VEH./EQUIP	WELLS EQUIPMENT SALES, INC. SPRING, SCREW, LIGHT,	71691	98329	11/21/2013	90.14
0-444.000-730.000	VEH./EQUIP	WELLS EQUIPMENT SALES, INC. HEADLIGHT - BUCKET	71691	98343	11/21/2013	76.70
0-444.000-730.301	POLICE VEH	NONIK TECHNOLOGIES, INC. MODEM FOR UNIT 2-4	71667	5446	11/21/2013	799.00
0-444.000-730.301	POLICE VEH	NTZ MICRO FILTRATION, LLC FILTER ELEMENTS	71669	11875	11/21/2013	99.69
0-444.000-742.000	CLOTHING /	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71631	351654733	11/20/2013	14.89
0-444.000-742.000	CLOTHING /	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71631	351655329	11/20/2013	14.89
0-444.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71631	351654733	11/20/2013	22.87
0-444.000-801.000	CONTRACTUA	CINTAS CORPORATION RUGS/UNIFORMS - DPS	71631	351655329	11/20/2013	22.87
0-444.000-801.301	POLICE VEH	JIM KNOX CHRYSLER DODGE JEEP SERVICE REPAIRS UNIT 2-2	71650	13506	11/21/2013	897.52
0-444.000-801.301	POLICE VEH	HILLSDALE DAILY NEWS AD FOR SALE OF 2009 PATROL CAR	71645	86319	11/21/2013	136.95
0-444.000-801.301	POLICE VEH	NORM'S TIRE SERVICE TIRES/ALIGNMENT	71668	65048	11/21/2013	120.87
0-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE REPAIR- 2-6	71671	54859	11/21/2013	53.00
0-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE DIAGNOS BRAKES - 2-5	71671	54860	11/21/2013	53.00

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d: REVOLVING MOBILE EQUIP. FUND						
pt: MOBILE EQUIPMENT MAINTENANCE						
0-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE CK POWER STEERING - 2-2	71671	54861	11/21/2013	53.00
0-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE OIL CHANGE 2-2	71671	54877	11/21/2013	32.95
0-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE OIL CHANGE 2-1	71671	54878	11/21/2013	32.95
0-444.000-801.301	POLICE VEH	PARNEY'S CAR CARE OIL CHANGE/BATTERY/CK DOORS	71671	54879	11/21/2013	187.45
0-444.000-920.000	UTILITIES	MICHIGAN GAS UTILITIES 10/2013 GAS UTILITY - DPS	71664	4614348-3 11/13	11/21/2013	49.98
Total MOBILE EQUIPMENT MAINTENANCE						7,344.25
Fund Total						9,266.09
d: DPS LEAVE AND BENEFITS FUND						
pt:						
9-000.000-214.750	DUE TO IMP	PAYROLL ACCOUNT PAYROLL/FICA FOR 11/21/13	400		11/21/2013	3,305.81
Total						3,305.81
pt: PUBLIC SERVICES DEPARTMENT						
9-441.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI TEAMSTERS HEALTH INS DEC 2013	71629	7003454/006 12/13	11/21/2013	4,748.76
9-441.000-715.000	HEALTH AND	BLUE CROSS & BLUE SHIELD OF MI NON UNION HEALTH INS 12/2013	71629	7003454710/002	11/21/2013	441.23
9-441.000-715.000	HEALTH AND	SUN LIFE ASSURANCE COMPANY DEC 2013 LIFE/DISABILITY INS	71686	20894 12/13	11/21/2013	42.60
9-441.000-721.000	DISABILITY	SUN LIFE ASSURANCE COMPANY DEC 2013 LIFE/DISABILITY INS	71686	20894 12/13	11/21/2013	93.18
Total PUBLIC SERVICES DEPARTMENT						5,325.77
Fund Total						8,631.58
Grand Total						210,676.44

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AMERICAN COPPER AND BRASS, LLC	2432	BALLAST FOR DPS OFFICE	16.97	0.00
ARBOR DISTRICT LIBRARY	2097	Payment for damaged book	19.99	0.00
ARLTIME FIRE PROTECTION	0030	FIRE EXTINGUISHERS SERVICED	143.25	0.00
ARLHILL FIRE EQUIPMENT COMPANY	3830	TURNOUT GEAR REPAIRED	162.17	0.00
ARLHILL SWIFT PRINTING	0008	DISPATCH BUSINESS CARDS	123.55	0.00
ARLHILL	0048	TELEPHONE SERVICE	597.48	0.00
ARLHILL EDITIONS	2584	November AudioBook Order	253.78	0.00
ARLHILL OWNERS INSURANCE	3233	OWENS PK HOUSE PROP INS	655.79	0.00
ARLHILL & TAYLOR COMPANY	0011	Adult Book Order - November	587.61	0.00
ARLHILL CHEVROLET	0012	LAMP S FOR #5	156.75	0.00
ARLHILL'S LAWN CARE, LLC	0387	10/2013 FINAL LAWN MAINTENANCE	5,505.00	0.00
ARLHILL CROSS & BLUE SHIELD OF MI	2013	FIREFIGHTER HEALTH INS 12/13	41,712.74	0.00
ARLHILL P DISTRIBUTOR, INC.	1300	HOLSTER/MAGAZINE POUCH	130.75	0.00
ARLHILL AS CORPORATION	0020	CONTRACTUAL LINEN SERVICE	304.26	0.00
ARLHILL OF HILLSDALE	0015	PETTY CASH	347.99	0.00
ARLHILL HILL	2029	LEGAL SERVICES - GATEHOUSE MED	1,490.00	0.00
ARLHILL WICKHAM	2218	TREE/STUMP REMOVAL-CHARLES ST	4,550.00	0.00
ARLHILL OFFICE SOLUTIONS	0035	BINDER CLIPS, PENCILS, ERASERS	314.04	0.00
ARLHILL 2 WEST ENTERPRISES, INC.	1299	MOP & BUFF DISPATCH OFFICE	40.00	0.00
ARLHILL TRICAL TERMINAL INC.	3097	BOLTS,WASHERS, NUTS	115.40	0.00
ARLHILL TENAL	0538	CUT OFF DISC	30.49	0.00
ARLHILL ST PRESBYTERIAN CHURCH	6081	REFUND OF OVERPAYMENT FOR 2013	160.56	0.00
ARLHILL ZER & SON INC.	0027	ADHESIVE FASTENER	15.95	0.00
ARLHILL KEN MATERIAL, INC	0384	HOT MIX	244.02	0.00
ARLHILL FFIN PEST SOLUTIONS	2116	Pest control	41.00	0.00
ARLHILL COL HAWKES	1288	MONTHLY CLEANING PER AGREEMENT	633.00	0.00
ARLHILL LSDALE COUNTY TREASURER*	0676	BILBACKS-MTT #438338	1,230.58	0.00
ARLHILL LSDALE DAILY NEWS	0034	DISPLAY ADS - BRUSH & LEAF P/U	1,766.61	0.00
ARLHILL LSDALE POLICY GROUP, LTD.	1968	HPG: EDC SERVICES OCTOBER 2013	5,983.00	0.00
ARLHILL J E TRANSFER STATION	1768	COUPONS FOR OCT 2013	1,150.00	0.00
ARLHILL P LAWN & SNOW, LLC	0531	FOD FERTILIZING	1,080.00	0.00
ARLHILL KSON TRUCK SERVICE INC.	0086	FILTERS, BRAKE CLEANER	222.40	0.00
ARLHILL KNOX CHRYSLER DODGE JEEP	2085	SERVICE REPAIRS UNIT 2-2	897.52	0.00
ARLHILL N JOHNSON	1959	ELECTION CERT/MILEAGE	629.06	0.00
ARLHILL S, ENDERLE HUDGINS &	1077	LEGAL FEES MTT CASES	2,010.00	0.00
ARLHILL S ENTERPRISES	0255	TRASH LINERS	95.89	0.00
ARLHILL N & SHIRK	0043	LEGAL FEES FOR OCT 2013	2,463.74	0.00
ARLHILL E'S	0323	RETURN ELBOWS/DOWNSPOUT	264.44	0.00
ARLHILL NLOW ASSOCIATES	2486	REGISTRATION FEE	550.00	0.00
ARLHILL D FOR YOUR	2046	Custodial Services	520.00	0.00
ARLHILL POWER OF LANSING	3088	TEMP EMPLOYEES W/E 11/10/2013	3,723.35	0.00
ARLHILL D MARTIN	2937	CLOTHING/EQUIPMENT ALLOWANCE	217.48	0.00
ARLHILL MORMICK MASONRY	6080	SIGN @ MITCHELL BLDG	3,300.00	0.00
ARLHILL ASSESSOR ASSOCIATION	0138	MAA MEMBER DUES-K THOMAS	75.00	0.00
ARLHILL HIGAN CAT	0051	BRAKE VALVE GP	787.53	0.00
ARLHILL HIGAN DEPT OF STATE	0695	TAB RENEWAL	13.00	0.00
ARLHILL HIGAN GAS UTILITIES	0081	GAS UTILITIES - DART	992.96	0.00
ARLHILL HIGAN REC. & PARKS. ASSO	0116	MEMBERSHIP DUES	288.00	0.00
ARLHILL A MEYERS BECKET & JONES PLC	1889	LEGAL FEES- POAM/IBEW/AUDIT LT	444.00	0.00
ARLHILL IK TECHNOLOGIES, INC.	1392	MODEM FOR UNIT 2-4	2,907.61	0.00
ARLHILL M'S TIRE SERVICE	0277	TIRES/ALIGNMENT	928.83	0.00
ARLHILL MICRO FILTRATION, LLC	1738	FILTER ELEMENTS	99.69	0.00
ARLHILL UNIFORM COMPANY	0092	MOCK TURTLENECKS -PRATT	427.70	0.00
ARLHILL NEY'S CAR CARE	2412	OIL CHANGE/BATTERY/CK DOORS	412.35	0.00
ARLHILL ROLL ACCOUNT	0242	PAYROLL/FICA FOR 11/21/13	0.00	95,982.06
ARLHILL PERFORMANCE AUTOMOTIVE	0961	SUPPLIES	208.01	0.00
ARLHILL LSDALE POSTMASTER	0055	POSTAGE STAMPS	460.00	0.00
ARLHILL TER, PC	6069	LEGAL FEES-NERIO	1,332.00	0.00
ARLHILL ID HOUSE, INC.	1388	November AudioBook Order	290.25	0.00
ARLHILL EMERGENCY UNIT, INC	2076	CONTINUING EDUCATION	20.00	0.00
ARLHILL ION 2 PLANNING COMMISSIO	0195	ANNUAL DINNER	25.00	0.00
ARLHILL ES SCHEIBNER	3302	AIRPORT MANAGER DEC 2013	2,916.68	2,916.68
ARLHILL JAMES OUTERWARE, INC.	1098	K-3 GRADE BASKETBALL UNIFORMS	1,131.30	0.00
ARLHILL RATT'S	0088	BLOCK	53.16	0.00
ARLHILL INT	1137	SPRINT PHONE SERVICE USAGE	126.20	0.00
ARLHILL TE OF MICHIGAN	3876	RENEWAL OF ASSESSOR CERT	175.00	0.00

VENDOR APPROVAL SUMMARY REPORT  
 NOVEMBER 2212, 2013

Date: 11/21/2013  
 Time: 4:15pm  
 Page: 2

Lsdale City Offices

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
STATE OF MICHIGAN	2586	PUBLIC WATER SUPPLY FEE-BEACH	260.28	0.00
WAREHOUSE CORPORATION	0111	BPU Mailers	291.45	0.00
A-Z DRY CLEANERS	1067	DRY CLEANING	237.68	0.00
ALLIANCE LIFE ASSURANCE COMPANY	1239	DEC 2013 LIFE/DISABILITY INS	1,046.37	0.00
W. RHEINLAND INDUSTRIAL	1845	ANNUAL AERIAL INSPECTION	440.00	0.00
WASTE MANAGEMENT SRVS., INC.	2095	October Placements	49.50	0.00
WIRELESS MOBILITY WIRELESS, INC.	0845	PAGER RENTAL -DPS	18.67	0.00
WISCONSIN OF MICHIGAN, INC	2715		0.00	0.00
WORLDWIDE 1 BOOKS	1638	TIFA FACADE GRANT	10,000.00	0.00
WORLDWIDE EQUIPMENT SALES, INC.	2372	HEADLIGHT - BUCKET	166.84	0.00
WORLDWIDE PUBLIC SAFETY GROUP	1372	GLOVES	492.03	0.00
WORLDWIDE HEALTH	1275	PRE-EMPLOYMENT PHYSICAL/	204.00	0.00
Grand Total:			111,777.70	98,898.74

**TIFA  
FULL BOARD MEETING: 7.16.13  
Hillsdale City Hall  
MINUTES**

**Call to Order 7:30**

Members Present: Saul Giminez, Eric Moore, Chris Sumnar, Kathy Newell, Deb Kamen, John Spiteri, Mike Harner, Tim Dixon, Mike Parney arrived late

Absent: Chris Wingate

Also present: Mary Wolfram, Kyle Smith

**I. Consent Agenda**

Harner moved to approve consent agenda. Supported by Newell and passed unanimously.

**II. Public Comment: no public comment**

**III. Committee Reports**

**A. Façade Grant Committee**

Giminez discussed the issues brought up at the review by the committee. First, the committee discussed 32 E. Bacon, which applied for part of the façade grant retroactively.

Moved to support grant request made by Harner, supported by Newell

Passed unanimously.

**Appropriations summary 2012-2013**

Mary Wolfram expounded on the façade appropriations summary, which projects had been completed, which had been worked on but not completed, and which had not been started. Three of the grants require extensions because they have done work but are not complete. Chris Sumnar questioned whether the money comes out of the fiscal year the grant was approved or out of the fiscal year work is completed. Mary Wolfram elaborated that the money comes from the year it was granted and rolls over into the next fiscal year until the work has been paid out. Harner noted that there is no timeframe for the work to get done, but TIFA has the authority to establish one.

Parney moved to give an extension to Keefer House until the end of the year, and no more extensions thereafter. Supported by Eric Moore, passed 8-1 (nay Harner)

Parney moved to give one year from approval of grant to complete the work on the other extensions for 8 North, Volume One Books and Dr. Yarid's Hillsdale Health and Wellness. Supported by Harner, passed 8 to 1 (Nay Dixon).

#### **B. Targeted Development - Keefer House report**

Good news- Harner claims that Cobblestone Hotels, Inc. found Hillsdale a good place for a hotel. Bad News- They think the Keefer is a bad investment because it is too expensive to renovate. Harner wants to explore the possibility of buying the Keefer House and deliberately recruiting someone to develop it.

#### **C. Beautification Committee**

Kathy Newell described the difficulties of beautification projects and why it has occasionally overran the budget. Deb Kamen claims there is confusion between public improvement and beautification. The beautification money was being spent on painting trash cans and benches, which is typically a public improvement allocated to DPS. Deb Kamen argued that we need another committee to consider public improvements in TIFA. Harner argued that it is not the job of TIFA to care for public property supposedly maintained by the city. Parney suggested guidelines for a new committee on public improvements to determine on what that money is going to be spent, and to take each on a case by case basis. Sumnar suggested just contracting with DPS to maintain the beautification objects and have them report back to committee. Mary Wolfram stated that it is within their power under the TIFA Act to do public improvements.

#### **D. Development Plan Committee – no report**

#### **IV. New Business - Membership**

Kathy Newell and John Spiteri are willing to serve on TIFA again, Chris Wingate will not be serving again. Chris Sumnar asked for suggestions for people to serve on TIFA.

Saul Giminez offered to be chair of Façade Committee. Moore agreed to continue serving on Façade Committee.

Kathy Newell is willing to be chair of beautification.

Mike Harner offered to chair Targeted Development committee. Tim Dixon is willing to serve on Targeted development.

Tim Dixon moved to approve appointments, seconded by Harner, approved unanimously.

Adjourn 9:00 am

Next meeting: November 19, 2013



**Meeting Minutes**  
**Economic Development Corporation**  
**City of Hillsdale**  
8/15/13

Call to Order 7:35 AM

Members Present: David Foulke, David Loader, Anne Fike, Gary Wolfram Dean Affholter  
Members Absent: Ed Sumnar, Matt Granata, Barry Hill, Victoria Bergen  
Term expired: Marian Burlingham  
Others Present: Kyle Smith, Mary Wolfram

Minutes approved

No Public Comment

**Board Nominations**

The board is short one member. EDC discussed who the new member could be. Mary Wolfram suggested that the board nominate the JCC representative from Hillsdale. Terry Draper and Judy Gabriel were suggested as members from the hospital. The issue was tabled to find more nominees and wait until a fuller quorum is available.

**Chairman**

Barry Hill was brought up as a nominee for chair. No decision was made because there isn't a full quorum and the nominees were not here.

**Business Review Committee (BRC)**

The EDC needs someone to review IFT applications as the city receives them. Gary Wolfram suggested that the repeal of the personal property tax might move IFTs into obsolescence, but for now we need a committee to handle them. Gary volunteered to be on BRC and suggested to make sure there are enough people on BRC to handle any IFTs that come in before next meeting. It was moved and passed to extend the current committee until next meeting.

**Three Meadows Architectural Control Committee**

The EDC will surrender the control of Three Meadows subdivision architectural control when 50 percent of the lots are sold. Until then, the committee needs to meet on an ad hoc basis. No decision was made to defer to a larger quorum.

**The Industrial Park Sign**

Mary wanted to know what the EDC wants to put a sign for. The purpose the board chose is that the sign serves as an advertisement. The prospect of alternative advertising arose, including the idea of improving the website. Mary suggested that the sign could be a "point of pride" and give some directional layout to the town. The best advertising would be in the websites that industries use for real estate searches. Greg Meyer was brought up as someone who can establish a web presence. No action was taken.

**Tax abatements**

The board discussed the IFT scoring rubric; does the committee want to use a system to determine the length of the IFT, or do they want to give out IFTs to the maximum to create the largest incentive?

Mary Wolfram discussed the scoring system that the board is currently using and compared it to how Deb's old system would have worked. Deb's system would have given out mostly 11 and

12 year IFTs. The problem of enforcing and overseeing the requirements of the IFTs is insurmountable. There is no way to determine "how many" jobs were created or saved, and external factors could impact such things more than the IFT. The goal of the rubric, although somewhat subjective in appearance, is to show companies what the city would like to see from them and incentivize that behavior.

Moved to accept the rubric as submitted: Affholter

Seconded: Fike

Passed unanimously.

De Facto adjournment due to lack of quorum: 8:36 AM

Next meeting: October 17, 2013



**City of Hillsdale  
Cemetery Board Commission  
Minutes  
November 6, 2013**

**I. Call to Order:**

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

**II. Board members present:**

Keith Richard, Sally Fallon, Carl "Bud" Heinowski

Also present: Katy Price- City Admin Assistant.

Absent: John Barrett and Vicki Ladd

Motion to excuse Barrett and Ladd made by Fallon supported by Heinowski, All in favor.

Motion passed.

**III. Approval of Minutes:**

Heinowski made the motion to accept the minutes of the May 1, 2013 meeting; seconded by Fallon. All Ayes, Motion passed unanimously.

**IV. Public Comments: None**

**V. Old Business**

- A. **New Columbarium** – The Columbarium was placed at the Lakeview Cemetery. The budgeted amount was for \$16,250.00 the actual cost was \$15,441.00. There were enough funds left over for a finished cement footer. The Foundation was 42" deep 4 ft wide 8 ft long, was a little above the turf so water would not accumulate and drain away from the foundation. There was a bronze flag pole added that had been stored at the Dept of Public Services. It was placed where the old flag pole was and added an 8ft diameter circle with landscaping wood chips directly in front of the columbarium. Richard stated that the cemetery is looking to install a bench around the area at a later date so people can sit and visit their loved one. All double niches in the columbarium a total of 84 niches, 42 niches front and 42 niches back. Already had 3-4 sales. Heinowski added that the cemetery at St. Anthony's donates a few of their bottom niches of their columbarium to those that cannot afford them. He suggested that the cemeteries in Hillsdale look into doing something similar. Richard added that in the past, what they had done was bury remains in Potter's Field that couldn't afford a burial. Fallon stated she could not recall ever having a situation arise like this before with someone that couldn't afford a burial, since she has been on the cemetery board. Richard furthered that Eugene; City Sexton has placed full burials and cremains in Potter's Field before. Richard stated that Potter's Field was created because it is not a loss for the City; it's on the corner of the cemetery for the purpose of burial for those who can't afford one.

- B. **Expansion at Oak Grove** – Richard discussed there has been little movement on the expansion due to budgetary and time constraints. Layout of the roads and graves needs to be performed, either by Richard or engineering firm. Discussion about road placement and length took place. Richard discussed the layout of the roads will likely be performed during spring time and will be followed by bringing in a substantial amount (2000 Cu. Yds.) of top soil to cap-off the base fill material. Richard added it would be most cost effective to have the city compost hauled in from the city compost site by a contractor that has the ability to haul 40 yards at a time, versus the DPS trucks that can haul only 5 yards. Richard stated he plans on putting the stone down for the new roads as soon as the funds are budgeted to get the roads established. Chip-seal has been budgeted for the current fiscal year for all existing roads in both cemeteries.

A note added by Richard that the backup City Sexton Steven Ladd has resigned two weeks ago. Current Cemetery Sexton Eugene Goodlock has an injury to his leg that he has been dealing with for quite some time. He is currently on medical leave. Roger Payne has been filling-in, along with Kathy Flaughter covering records for the cemeteries. Jason Blake has worked closely with Eugene prior to the injury and is taking over the sexton duties at this time as Interim Sexton; currently training Frank Engle as the backup Sexton.

City Manager Brown joins meeting 4:30 p.m.

Fallon mentioned that Eugene is very careful and particular with his work and does a great job. Heinowski added that having phone consultations with Eugene would be a good thing on the more difficult burials. City Manager Brown added that she will explore that option.

Richard stated that he believes the current fee schedule needs to be reviewed, possibly at the next board meeting, as it has been a couple of years since the last revision to pricing.

## VI. New Business

- A. **Meeting dates for 2014**— Richard reviews the meeting dates for 2014; February 5, 2014, May 7, 2013, August 6, 2014, November 5, 2014. Fallon will not be present at the February 5, 2014 meeting as she will be in Florida.

Fallon inquired about her term; which is set to expire May 2014.

## VI I. Adjournment

Motion was made by Fallon to adjourn, Seconded by Heinowski. All in Favor, **Motion passed 3-0.**

Meeting adjourned at 4:45 pm.

*Respectfully submitted by: Katy Price and Keith Richard*

City of Hillsdale  
Finance Committee Meeting Minutes  
Tuesday, November 12, 2013  
2nd Floor Conference Room  
Hillsdale City Hall  
7:30 PM

Call to Order: 7:30 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: None

Public discussion: No public discussion.

Invoices and vendor approval for checks printed on November 7, 2013 were reviewed and discussed by the committee. Explanations provided by Finance Director Bonnie Tew are:

\$4,000.00 To D&L Equipment, Inc. (Public Services Department). These costs were paid to D&L Equipment, Inc. for screener rental for the compost.

\$3,455.00 To B.S. & A. Software (Cemeteries, Code Enforcement). These costs were paid to B.S. & A. Software for the Cemetery Management System and Field Inspection System.

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: 7:36 p.m.

Respectfully submitted by: Chairperson Sessions



# CITY OF HILLSDALE



Planning Commission  
97 NORTH BROAD STREET  
HILLSDALE, MICHIGAN 49242-1695  
(517) 437-6456 FAX: (517) 437-6450

## PLANNING COMMISSION MINUTES REGULAR MEETING CITY HALL, 97 N. BROAD ST. 2<sup>ND</sup> FLOOR November 19, 2013 at 5:30 PM

### I. Call to Order 5:30

- A. Pledge
- B. Members present: Dave Williams, Laura Smith, Amber Yoder, Scott Sessions, Linda Brown  
Ms. Brown's term as Ex Officio member, nominated by ex-Mayor Doug Moon, has expired with the election of new Mayor Scott Sessions.
- C. Others present: Mary Wolfram (EDC liaison), Alan Beeker (Staff)
- D. Members absent: Kerry Laycock

There was discussion regarding the need to fill vacant the vacant seats on the Commission. Mr. Beeker informed the commission that a letter requesting applications to the commission was posted in the Hillsdale Daily News. Mr. Beeker also submitted the resume of Mr. Steve Vear to Mayor Sessions for consideration at a later date.

### II. Consent Items/Communications

- A. Mr. Williams asked to revise the agenda. He asked that the presentation from Hillsdale College be moved before old business. Mr. Williams made the motion, Ms. Smith supported, the motion passed by unanimous vote.
- B. Mayor Sessions moved to accept the Agenda as amended, Ms. Smith seconded, passed by unanimous vote.
- C. Regular meeting minutes from October 15, 2013 meeting were reviewed. Kerry Laycock letter of absence was read and recorded. Amber Yoder moved to accept the minutes, Mayor Sessions supported, passed by unanimous vote.

### III. New Business

Prior to the Hillsdale College presentation, Mr. Beeker and Ms. Brown gave some background. In October 2013, Progressive Architects and Engineers approached the City to discuss the addition to Phillips Auditorium on the Hillsdale College Campus. The proposed addition includes a port cochere which would extend into the existing city right-of-way.

After discussion, it was proposed that the city would allow the construction of the port cochere support columns in the right-of-way if the College were willing to incur the cost of narrowing West Street between College Street and Galloway Street to a uniform 32'-0" outside curb to outside curb. The existing east curb line of West Street is not straight from College to Galloway streets allowing the street width to vary. The City also requested that a legal agreement be drawn up giving the College license to use the city right-of-way for the foundations and that the drive under the port cochere be used for drop off only, no parking would occur in that area.

The College will hire a professional surveyor to measure and draft the legal description to be used for the license agreement. Mr. Beeker, Planning and Zoning Administrator and Keith Richard, the Director of Public Services will assist the surveyor in determining the areas of impact.

Mr. Richard Pewe, representative of Hillsdale College and Mr. Jack DeBruins, representative from Progressive AE were in attendance to answer questions from the commission. Mr. DeBruins presented the project and described the impact to the College and to the City right-of-way. Linda Brown, Hillsdale City Manager and Alan Beeker, Planning and Zoning Administrator stressed that this presentation was for information to the Planning Commission only. No decisions would be made until a survey documenting the area that would be included in the easement and the legal documents outlining the licensure and indemnities were complete.

The architect was advised that all of that needed to be in place before submittal of final drawings for site plan review would be accepted. The deadline for submittal prior to the December 17, 2013 meeting would be December 6.

Reduced copies of the presentation are included.

#### **IV. Old Business**

##### **A. Planning Commission By-laws**

Mr. Williams gave background as to why the by-laws were on the agenda. Since Mayor Sessions had not had a chance to review the by-laws, there was a question whether he would choose to vote at this time. Discussion ensued whether the by-laws could be passed with the existing number of members present. It was determined that a unanimous vote of all members present, including Mayor Sessions, would be required to adopt the by-laws at this meeting. Amber Yoder moved to vote to adopt the presented Planning Commission By-laws, Laura Smith seconded the motion. Dave Williams requested a roll call vote:

Dave Williams – yes

Scott Sessions – yes

Amber Yoder – yes

Laura Smith – yes

The Planning Commission By-laws were adopted by unanimous vote. Mr. Williams asked Mr. Beeker to create bound copies of the by-laws for all of the commission members.



A copy of the adopted by-laws is included.

B. Storm water Utility Program

Mr. Beeker presented his findings into establishing a storm water utility program for the City of Hillsdale. In 1998 the City of Hillsdale approached Tetra Tech to perform a feasibility study with the goal of implementing a storm water utility program. In 1999 the city of Lansing was sued because it was viewed that the storm water utility fee was not a fee but a tax. The case went to the Michigan Supreme Court and the City of Hillsdale did not pursue the storm water program.

In 2011, the Planning Commission once again began pursuing the idea of implementing a storm water utility program. For various reasons, the implementation has not occurred.

At the October 2013 Planning Commission meeting, Mr. Beeker was asked to investigate the procedure necessary to implement a storm water program. Mr. Beeker reviewed programs from Adrian and Jackson and found that Tetra Tech had helped implement both programs. Mr. Beeker contacted Victor Cooperwasser from Tetra Tech.

Mr. Cooperwasser informed Mr. Beeker that Tetra Tech had implemented all of the storm water utility programs in the State of Michigan. He sent a proposal for a feasibility study as well as resumes for Tetra Tech and himself.

Mr. Beeker also informed the commission of the current state of storm water utility programs in Michigan. After much discussion, it was decided to consider implementing a policy of storm water control that would not include a fee schedule. The item will be revisited in the future.

C. City Master plan

Mr. Beeker contacted Grant Bauman, Region 2 Planner, to find out what exactly he had been asked to do for the City. Mr. Bauman is updating the master plan on a task by task basis. He has updated the demographic data but has not completed the economic data updates. Mr. Beeker will communicate the commission's desire for him to continue the economic updates. Mr. Williams had concerns that the master plan updates are meeting the state mandates. Mr. Beeker will pursue that with Mr. Bauman.

D. October Permit list

No permit list was presented at the meeting.

E. Priorities list

No priorities list was discussed. The commission requested that an actual list of past priorities be added to the agenda in the future.

F. Synced folder

Overall the new synced folder worked well. There were a few glitches during implementation but as a whole it is working relatively smoothly. Mr. Williams and Mayor Sessions are still

experiencing some difficulties. Mr. Beeker was asked to follow up with Nonik Technologies to work out the problems.

## **V. New Business**

### **A. Rental Registry**

Much discussion ensued on the topic. The commission considered the formation of a committee to investigate the implementation of a registry. The need for public education was also discussed. It was decided that Mr. Beeker would contact Port Huron and the housing commission to ask about a registry. Mr. Beeker also informed the commission that the City already has a Use and Occupancy permit requirement for all buildings within the city limits. He told the commission that Kim Thomas, City Assessor, is enforcing the need for such a permit. Previously, the Planning Department was not unilaterally enforcing the requirement of the Use and Occupancy permit.

### **B. R2PC November Update**

Mr. Beeker, along with Mary Wolfram, attended the annual dinner of the Region 2 Planning Commission. He gave a brief report on the meeting and the guest speaker.

## **VI. Public Comment**

A. Mr. Williams reminded the commission of the requirement to make an annual report to City Council. He is willing to present a dashboard report to the council. The report should include a budget. He will plan on presenting the report to council by March in order to meet the city budget deadline.

B. Mr. Beeker presented an announcement that he received from the Michigan Rural Council. In it, there was an offer to perform a community assessment for the fee of \$250.

## **VII. Adjournment 7:09pm**

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

November 12, 2013  
8:00 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 G. Moon opened the meeting with the pledge of allegiance.

### Roll Call

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

Also present were City Manager Linda Brown, City Clerk Robilyn Swisher, City Attorney Lewis Loren, Michelle Loren, Bonnie Tew, Keith Richard, Matt Durr (Hillsdale Daily News), Linc and JoAnne Miller, Rochelle Ray, Eric Swisher, Lorri Sessions, Dan Watkins, Emily Flannery, Sheri Engles, Tony Ginolfi, Amanda Tindall, Emily Stack-Davis, Adam Stockford, Joshua Mercer, Susan Stack, David Stack, Taylor Knopf, William Dobson, and Aimee England.

### Consent of November 4<sup>th</sup>, 2013 Resolution #3154

City Manager Brown stated at the November 4<sup>th</sup>, 2013 council meeting a roll call vote was taken approving the Consent Agenda, however; no motion or support was offered. City Manager Brown requested motion and support for the Resolution #3154. It was so moved by Council member William Arnold and supported by Council member Scott Sessions.

### Swearing in of new Council members

City Clerk Robilyn Swisher swore in newly elected officials: Mayor Scott Sessions; Ward I Councilperson Adam Stockford, Ward II Councilperson Ruth Brown, Ward III Councilperson Emily Stack-Davis, and Ward IV Councilperson Patrick Flannery.

### Election of Mayor Pro Tem

Mayor Scott Sessions called for an election of the Mayor Pro Tem. By a raise of hands Councilpersons Brian Watkins and Ruth Brown were the only two Councilpersons that chose to be considered for the position. It was voted on by ballot with Councilperson Ruth Brown receiving three votes and Councilperson Brian Watkins receiving five votes. Councilperson Brian Watkins is named as Mayor Pro Tem.

### Approval of Agenda

City Manager Linda Brown stated that item A of new business is being removed from the agenda. Mayor Scott Sessions called for motion to approve the agenda with the removal of item A.

Motion by Councilperson Watkins, supported by Councilperson Flannery, to approve the November 12, 2013 Agenda as amended.

All ayes.

Motion carried.

### Public Comment

Linc Miller addressed Council on the recent public pronouncements about street enhancements as an extensible top priority. He thanked previous council members; Wolfram, Sullivan, and Mayor Moon as well as Dr Wolfram for their work and commitment on this issue. Miller then states that Mayor Sessions needs to put his mantra about budget cuts being the solution to the street problem on hold and recognize that his mayoral obligation is to facilitate creative open minded thinking on council. Miller urged Councilpersons Flannery and Stockford to recognize the complexity of the challenge ahead of them in vast improvement of the underpinnings and repair of the streets and to put forth efforts as the previous councilpersons did.

### Consent Agenda

- A. Approval of Bills from : Claims of \$Payroll of \$
- B. Council Minutes of November 4, 2013

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

Approved 8-0.

Motion carried.

**Communications and Petitions**

None

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

None

**Unfinished Business**

A. Local Streets Maintenance. -None

B. Code Enforcement. -None

**Old Business**

None

**New Business**

None

**Miscellaneous**

None

**General Public Comment**

Ted Jansen stated the conflict of interest with Councilperson Ruth Brown being on Council and also being a member of the County Commission is not an issue. Jansen referred to the Attorney General opinion of May 17, 2000 states that there is no conflict of interest, according to the Public Servants Conflicts of Interest Act, when contracts are made between two public entities. Jansen states that according to the Attorney Generals there is no conflict of interest with Councilperson Ruth Brown also being on the County Commission with the contracts that are coming up and the issue should be put to rest.

**Council Comment**

Mayor Sessions requested that the Council members email him in regards to which out of the five committees they would like to serve on.

Flannery requested to schedule a work session to discuss the goals of the new Council. Mayor Sessions requested that Council members email him with their availability for this meeting. Flannery also thanked everyone who voted for him and encouraged communication from the public.

Councilperson Stockford stated that he appreciated Mr. Miller's comments and stated that he is willing to meet with him personally to discuss things.

**Adjournment**

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

Motion carried.

8:28 p.m.

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Scott M. Sessions, Mayor

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Robilyn Swisher, City Clerk

# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date:**           **December 2, 2013**

**Agenda Item #10:**   **New Business A – Contract for Equalization – Mapping Services  
(Resolution)**

### **BACKGROUND:**

The County of Hillsdale provides equalization and mapping services to various townships and other municipalities. The services include creating new parcel maps when parcels are either split or combined and various other services. Kim Thomas, City Assessor, advises that the services would be very useful to her department and would be a time-saving measure. A proposed contract for those services is attached. As you can see, the charge for the service is \$1.30 per parcel with the annual fee being based on the parcel count following the March Board of Review. The City of Hillsdale's parcel count for the first year would be 2,655 parcels and, accordingly the annual fee would be \$3,451.50.

I have also included a resolution for authorizing the signatures on the contract and selecting option 1 only. The City has its own treasurer and, accordingly, would not need to utilize the services included in option 2.

### **RECOMMENDATION:**

I recommend Council pass the resolution authorizing the Mayor and Clerk's signatures on the Service Agreement. The documents will then be presented to the County for approval of the agreement. The City Attorney has prepared the resolution and approved the service agreement.



**REPORT TO:** Honorable Mayor & City Council

**FROM:** Kimberly Thomas, City Assessor

**SUBJECT:** Contract for Mapping Services

**MEETING DATE:** November 12, 2013

**Background:** Michigan Compiled Law (MCL), Section 211.10e requires the maintenance of certain records relevant to the assessments of property in local jurisdiction, including tax maps and land value maps. The State Tax Commission is currently conducting county-wide Audit of Minimum Assessing Requirements (commonly known as the AMAR). MCL Section 211.10f allows the State Tax Commission to assume jurisdiction of the assessment roll and require a full or partial reappraisal of the local unit if the quality of the tax maps and appraisal records does not meet minimum standards.

Although the county is not required to maintain parcel maps, the Hillsdale County Equalization and Land Information Department currently has contracts with most of the townships and cities in the county to prepare and maintain the required maps. The City of Hillsdale paid to have digital maps prepared by a third party approximately 10 years ago, but no arrangements were made to update those maps to show land divisions, boundary adjustments and lot combinations, or to conduct quality control audits on those maps. It is my understanding that any updates were hand-written on paper maps in the assessor's office but may not have been forwarded to the county, and may not have been updated on the digital maps. As a result, the quality of our current parcel map layer is less than perfect. Hillsdale County also offers a subscription based Geographic Information System service online at <http://hillsdalecounty.geoquickserver.com>. The city maps used on this service are often not as accurate as would be desired due to the problems mentioned above.

**Recommendation:** Approve the attached agreement with Hillsdale County to provide mapping services. As specified, this agreement would cover parcel mapping and other support services to the assessor and other departments within the City as needed.

**Fiscal Effects:** The cost to the city under this contract is \$1.30/parcel based on the parcel count from the assessment roll as certified by the prior March Board of Review, excluding exempt parcels. The cost for 2014 is \$3,451.50.





## EQUALIZATION/MAPPING SERVICE AGREEMENT COUNTY OF HILLSDALE, MICHIGAN

This agreement dated November \_\_\_\_\_, 2013 between Hillsdale County (*hereinafter referred to as the County*) and The City of Hillsdale (*hereinafter referred to as the City*) is to provide various services for a period of three (3) years commencing January 1, 2014 through December 31, 2016.

The County will provide all services for the option chosen below in accordance with Michigan Property Tax Law and the Michigan State Tax Commission Assessor's Manual. The County shall incur all normal expenses necessary while performing the services provided to the City under this agreement.

Under this agreement the City shall select one (1) of the following two (2) options and shall be billed annually the associated fee for the option chosen:

**Note: Services offered in the option chosen by the City but not utilized by the City does not affect the fee for that option.**

### Fee Schedule for Services to Townships and Cities

Option 1		
- Parcel Mapping		
- Splits and new descriptions (GIS & Assessing Software)		
- Name & Address Changes (City Provided, Deeds and other sources)		
- Availability of a mapping/description analyst to City Officials, Tax Payers & General Public		
- Property tax description audits (generally from deeds)		
- Millage Request Forms (L-4029) Filled out with Truth in Taxation Hearing Information supplied		
- Personal Property Statements		
- Work Rolls (Pre March Board of Review Roll)		
- Assessment Rolls (Post March Board of Review Roll Kept in County Vault if Desired by City)		
- Various Reports (L-4022, L-4025, etc.) (County sends reports to State Tax Commission)	\$1.30	/ Parcel

Option 2		
- Includes all services in Option 1 plus	\$1.30	/ Parcel
- Winter Tax Bills & Tax Rolls (w/ alpha listings)*	\$0.25	/ Parcel
- Summer Tax Bills & Tax Rolls (w/ alpha listings)*	<u>\$0.25</u>	/ Parcel
	\$1.80	/ Parcel

\* Tax Bills are currently printed on 3 separate forms 1-Pink 1-Yellow 1-White any Units that do not have all three printed may deduct 5 cents a parcel for each form not used.

Parcel count is based on the post March Board of Review parcel count of the preceding year. Tax exempt parcels will not be charged a per parcel fee.

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

The County agrees and consents to the City's disclosure by reproduction or otherwise of this Agreement and any and all correspondence, forms, and documents provided by or exchanged between the parties to such persons, parties and entities as the Agency determines in its sole discretion, and/or in response to an order or subpoena from a court or tribunal, or in response to a request under the Freedom of Information Act or other applicable law.

Either party may cancel this agreement with a Ninety (90) day written notice should it be determined to not be in their best interest. The Ninety (90) day notice may be waived with the concurrence of both parties should the City elect to change options at anytime during the three (3) year period.

Under the agreement, The City of Hillsdale confirms by resolution its selection of Option 1 and agrees to pay the fees associated with this option within thirty (30) days of billing.

CITY OF HILLSDALE

\_\_\_\_\_  
Scott Sessions - Mayor

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Robilyn J. Swisher - Clerk

\_\_\_\_\_  
Dated

COUNTY OF HILLSDALE

\_\_\_\_\_  
Nicolas L. Wheeler, Director  
Hillsdale County Equalization

\_\_\_\_\_  
Dated

RESOLUTION # \_\_\_\_\_

WHEREAS, the County of Hillsdale provides certain equalization/mapping services in accordance with Michigan Property Tax Law and the Michigan State Tax Commission Assessor's Manual; and

WHEREAS, the County of Hillsdale is willing to provide such services to the City of Hillsdale for a consideration; and

WHEREAS, the City of Hillsdale is desirous of obtaining such services and to pay the County of Hillsdale a consideration for them; and

WHEREAS, the County of Hillsdale and the City of Hillsdale have agreed upon the terms under which the equalization/mapping services will be provided and received; and

WHEREAS, the County of Hillsdale and the City of Hillsdale have reduced their agreement to a written form entitled Equalization/Mapping Service Agreement, a copy of which is attached as Exhibit A; and

WHEREAS, the City of Hillsdale has determined that it is in the City's best interest to enter the Equalization/Mapping Service Agreement and that it may lawfully enter it; and

WHEREAS, the City of Hillsdale has determined that the services offered as Option 1 in the Equalization/Mapping Service Agreement are the services that best meets its needs;

NOW, THEREFORE, the City of Hillsdale hereby approves the Equalization/Mapping Service Agreement, as proposed, and selects the services offered as Option 1 as the services to be provided to the City by the County of Hillsdale under said agreement.

BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized to sign the Equalization/Mapping Service Agreement in their official capacities on the City's behalf.

Passed in open Council this \_\_\_\_\_ day of November 2013.

CITY OF HILLSDALE

\_\_\_\_\_  
Scott Sessions Mayor

\_\_\_\_\_  
Robilyn Swisher Clerk



# **City of Hillsdale**

## **Agenda Item Summary**

**Meeting Date: December 2, 2013**

**Agenda Item #10: New Business B – FEMA Floodplain**

### **BACKGROUND:**

In the Fall of 2011, FEMA began the process of re-evaluating flood hazards in the entire County inclusive of the City of Hillsdale for purposes of creating/updating the Flood Insurance Rate Map. That process continued through December, 2012 holding public hearings and providing opportunity for input. A ninety-day appeal period was needed with that time period expiring without any appeals being presented. Accordingly, the final map for the City has been completed and will become effective February 19, 2014.

Prior to that date certain conditions must be met under the National Flood Insurance Act. The City is required, to adopt or show evidence of adoption of floodplain management regulations that meet the standards of the National Flood Insurance Plan regulations. To facilitate compliance the DEQ has provided the model ordinance and resolution/interlocal agreement for use by the City. I have enclosed those documents. As you can see, the resolution/interlocal agreement will require participation by the County as well.

### **RECOMMENDATION:**

I recommend Council receive the ordinance as a proposed ordinance and order its publication as such. In addition, I recommend that Council pass the enclosed resolution/interlocal agreement and authorize signatures by the Mayor and Clerk. It will then be forwarded to the county for action as well.



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO ADDRESS FLOODPLAIN MANAGEMENT PROVISIONS  
OF THE STATE CONSTRUCTION CODE**

An ordinance to designate an enforcing agency to discharge the responsibility of the City of Hillsdale located in Hillsdale County, and to designate regulated flood hazard areas under the provisions of the State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended.

The City of Hillsdale ordains that:

**Section 1. AGENCY DESIGNATED.** Pursuant to the provisions of the State construction code, in accordance with Section 8b (6) of Act 230, of the Public Acts of 1972, as amended, the Building Official of the County of Hillsdale is hereby designated as the enforcing agency to discharge the responsibility of the City of Hillsdale under Act 230, of the Public Acts of 1972, as amended, State of Michigan; said County having agreed to assume and discharge the responsibility for the administration and enforcement of said Act throughout the City of Hillsdale's corporate limits.

**Section 2. CODE APPENDIX ENFORCED.** Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the County of Hillsdale, as the enforcing agency, shall enforce Appendix G of the Michigan Building Code within the City of Hillsdale.

**Section 3. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS.** The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) Entitled "Hillsdale County, Michigan (All Jurisdictions) and dated 2/19/2014 and the Flood Insurance Rate Map(s) (FIRMS) panel number(s) of 26059C; 0158D, 0159D, 0167D, 0178D 0186D, 0188D, and 0189D dated 2/19/2014 are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

**Section 4. REPEALS.** All ordinances inconsistent with the provisions of this ordinance are hereby repealed.

**Section 5. PUBLICATION.** This ordinance shall be effective following publication and in accordance with the provisions of the Act governing same.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

This ordinance duly adopted on \_\_\_\_\_ at a regular meeting of the City Council of the City of Hillsdale and will become effective \_\_\_\_\_, 2013.

CITY OF HILLSDALE

\_\_\_\_\_  
Scott Sessions - Mayor

\_\_\_\_\_  
Robilyn J. Swisher - Clerk

Date Proposed: \_\_\_\_\_  
Date Published as Proposed: \_\_\_\_\_  
Date Passed: \_\_\_\_\_  
Date Published as Passed: \_\_\_\_\_  
Effective Date: \_\_\_\_\_



**MICHIGAN COMMUNITY RESOLUTION AND INTERGOVERNMENTAL**  
**AGREEMENT TO MANAGE FLOODPLAIN DEVELOPMENT**  
**FOR THE NATIONAL FLOOD INSURANCE PROGRAM**

Community A: City of Hillsdale

Community/Entity B: County of Hillsdale

**WHEREAS**, the City of Hillsdale currently participates in the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP) by complying with the program's applicable statutory and regulatory requirements for the purposes of significantly reducing flood hazards to persons, reducing property damage, reducing public expenditures, and providing for the availability of flood insurance and federal funds or loans within its community; and

**WHEREAS**, the NFIP requires that floodplain management regulations must be present and enforced in participating communities, and utilize the following definitions which also apply for the purposes of this resolution:

1. Flood or Flooding means:
  - a. A general and temporary condition of partial or complete inundation of normally dry land areas from: 1) the overflow of inland or tidal waters, 2) the unusual and rapid accumulation or runoff of surface waters from any source, 3) mudflows, and
  - b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding, as defined in paragraph (a)(1) of this definition.
2. Flood Hazard Boundary Map (FHBM) means an official map of a community, as may have been issued by the FEMA, where the boundaries of the areas of flood, mudslide (i.e., mudflow) related erosion areas having special hazards have been designated as Zone A, M, and/or E.
3. Floodplain means any land area susceptible to being inundated by water from any source (see definition of flooding).
4. Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.
5. Floodplain management regulations means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance, and erosion control ordinance) and other applications of police power that provide standards for the purpose of flood damage prevention and reduction.
6. Structure means a walled and roofed building that is principally above ground, gas or liquid storage facility, as well as a mobile home or manufactured unit.

**WHEREAS**, the Stille-Derossett-Hale Single State Construction Code Act", Act No. 230 of the Public Acts of 1972, as amended, (construction code act), along with its authorization of the state construction code composed of the Michigan Residential Code and the Michigan Building Code [and its Appendices (specifically Appendix G)] contains floodplain development and management regulations that comply with the FEMA NFIP minimum floodplain management criteria for flood prone areas as detailed in Title 44 of the Code of Federal Regulations (44 CFR), Section 60.3, and

**WHEREAS**, by the action dates of this document or an existing historical agreement dated July 15, 2008 the County of Hillsdale affirms on behalf of the City of Hillsdale to function as the designated enforcing agency to discharge the responsibility of administering, applying, and enforcing the construction code act and the state construction code, specifically the Michigan Residential Code and the Michigan Building Code, to all development within the City of Hillsdale's political boundaries, and

**WHEREAS**, the City of Hillsdale and County of Hillsdale enforce floodplain regulations of the construction code act, and the City of Hillsdale wishes to ensure that the administration of that code complies with requirements of the NFIP, and

**NOW THEREFORE**, to maintain eligibility and continued participation in the NFIP,

1. The City of Hillsdale and County of Hillsdale agree that, officially designated enforcing agency for the construction code act, the Hillsdale County Building Official be directed to administer, apply, and enforce on the City of Hillsdale's behalf the floodplain management regulations as contained in the state construction code (including Appendix G) and to be consistent with those regulations, by:
  - a. Obtaining, reviewing, and reasonably utilizing flood elevation data available from federal, state, or other sources pending receipt of data from the FEMA to identify the flood hazard area, and areas with potential flooding, and
  - b. Ensuring that all permits necessary for development in floodplain areas have been issued, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Environmental Quality under the floodplain regulatory provisions of Part 31, "Water Resources Protection," of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and
  - c. Reviewing all permit applications to determine whether the proposed building sites will be reasonably safe from flooding. Where it is determined that a proposed building will be located in a flood hazard area or special flood hazard area, the County of Hillsdale shall implement the following applicable codes according to their terms:
    - i) Appropriate portions and referenced codes and standards of the current Michigan Residential Code.
    - ii) Appropriate portions and referenced codes and standards of the current Michigan Building Code.
    - iii) Appendix G of the current Michigan Building Code.
  - d. Reviewing all proposed subdivisions to determine whether such proposals are reasonably safe from flooding and to ensure compliance with all applicable floodplain management regulations.
  - e. Assisting in the delineation of flood hazard areas; provide information concerning uses and occupancy of the floodplain or flood-related erosion areas, maintain flood proofing and lowest floor construction records, and cooperate with other officials, agencies, and persons for floodplain management.
  - f. Advising FEMA of any changes in community boundaries, including appropriate maps, and
  - g. Maintaining records of new structures and substantially improved structures concerning any certificates of floodproofing, lowest floor elevation, basements, floodproofing, and elevation to which structures have been floodproofed.
2. The City of Hillsdale and County of Hillsdale assure the Federal Insurance Administrator (Administrator) that they intend to review, on an ongoing basis, all amended and revised FHBMs and Flood Insurance Rate Maps (FIRMs) and related supporting data and revisions thereof and revisions of 44 CFR, Part 60, Criteria for Land Management and Use, and to make

such revisions in its floodplain management regulations as may be necessary to assure the City of Hillsdale's compliant participation in the program.

3. The City of Hillsdale further assures the Administrator that it will adopt the current effective FEMA Flood Insurance Study (FIS), FHBMs, and/or the FIRMs by reference within its Floodplain Management Map Adoption Ordinance or similarly binding ordinance documentation.

**FURTHER BE IT RESOLVED**, both communities declare their understanding that, until this resolution is rescinded or the City of Hillsdale makes other provision to enforce the construction code act:

1. The County of Hillsdale must administer and enforce the construction code act in accordance with the terms and the conditions contained herein, and
2. For the City of Hillsdale to continue its participation in the NFIP, the construction code act must be administered and enforced according to the conditions contained herein.

**Community A:** CITY OF HILLSDALE

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

Name: Scott Sessions

Title: Mayor

Signature: \_\_\_\_\_

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

Name: Robilyn J. Swisher

Title: Clerk

Signature: \_\_\_\_\_

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

**Community/Entity B:** COUNTY OF HILLSDALE

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

Officer Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Witness Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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



# **City of Hillsdale Agenda Item Summary**

**Meeting Date:** December 2, 2013

**Agenda Item #10:** New Business C – Sale of Patrol Car

**BACKGROUND:**

The police department recently advertised for bids for the used patrol car which was replaced when the one budgeted vehicle was in service. I have enclosed a copy of a memo from Chief Gutowski as well as the completed Bid Information Sheet.

As you can see, three bidders responded with bids ranging from \$868.00 to \$2,407.00. Chicago Motors, Inc. submitted the high bid of \$2,407.00.

**RECOMMENDATION:**

I recommend Council reject the two lower bids and award the bid to Chicago Motors, Inc. for \$2,407.00. It will be necessary to authorize the Clerk's signature on the title transferring ownership.



# Interoffice Memorandum

---

**To:** Linda Brown, City Manager  
**From:** Christopher G. Gutowski, Director of Public Safety  
**Date:** November 8, 2013  
**Re:** Sale of Used Patrol Vehicle

---

The Hillsdale City Police Department conducted a formal bid process for the sale of one (1) 2009 Ford Crown Victoria, 4-door patrol vehicle. An advertisement was placed in the Hillsdale Daily News and bid notices were faxed to eight (8) potential bidders.

A formal bid opening was completed on Friday, November 8 and three (3) bids were received ranging from \$868.00 to \$2407.00. The highest bid came from Chicago Motors, of Chicago, Illinois for \$2,407.00.

I am respectfully recommending that we sell the 2009 Ford Crown Victoria, 4-door patrol vehicle to Chicago Motors for the quoted bid of \$2,407.00.

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  
Fax: (517) 437-6484





CITY OF HILLSDALE  
STANDARD BID INFORMATION FORM

DEPARTMENT – POLICE

PROJECT – SALE OF USED POLICE PATROL VEHICLE

DESCRIPTION – 2009 FORD CROWN VICTORIA 4 DOOR – VIN #2FAHP71V29X100901

DATE OF BID OPENING: 11/08/13

BID EXPIRATION DATE: 11/08/13 – 9:00 AM

NUMBER OF BIDDERS – THREE

HIGH BID AMOUNT            \$2407.00

LIST OF BIDDERS

\$ AMOUNT OF BIDS

1. CHICAGO MOTORS INC., CHICAGO, IL	\$2407.00
2. GRACE QUALITY USED CARS, INC., MORRISVILLE, PA	\$2141.00
3. YOUSEF DABBAGH, ISLAND LAKE, IL	\$868.00

ADVERTISED – HILLSDALE DAILY NEWS

LIST OF BIDDERS CONTACTED DIRECTLY:

1. ASIA MOTORS INC. – (312)733-1745
2. GRACE QUALITY USED CARS, INC. – (215)736-9693
3. BAY RIDGE MOTORS INC. – (718)720-1967
4. MEDINA AUTO SALES – (773)626-7380
5. CHICAGO MOTORS INC. – (773)235-9670
6. WELCOME MOTORS – (773)509-1183
7. INDIANA AUTO AUCTION, INC. – (260)489-5476
8. MUNICIPAL EXCHANGE – (815)578-8467

BID RECOMMENDATION – AWARD TO HIGHEST BIDDER AT A PRICE OF \$2,407.00 – CHICAGO MOTORS, CHICAGO, IL

BUDGETED AMOUNT – N/A

EXPLAIN VARIANCE FROM BUDGET – N/A



# **City of Hillsdale Agenda Item Summary**

**Meeting Date: December 2, 2013**

**Agenda Item #10: New Business D – Presentation of Audit Report**

## **BACKGROUND:**

The firm of Willis & Jurasek recently completed its audit of the City's financial information. You will find attached hereto the results of that audit. A representative from Willis & Jurasek will be present at the meeting to provide an overview of the findings and answer any questions. If you have questions prior to that time, please call Bonnie Tew at 437-6446.

## **RECOMMENDATION:**

I recommend Council accept the audit following the presentation.



**City of Hillsdale, Michigan**

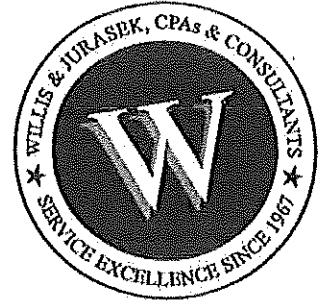
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And Independent Auditors' Report

Year Ended June 30, 2013

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## Independent Auditors' Report

The Honorable Mayor and  
Members of the City Council  
City of Hillsdale, Michigan

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Hillsdale, Michigan, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Hillsdale, Michigan, as of June 30, 2013, and the respective changes in financial position and,



where applicable, cash flows, thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages iii-xiv, as well as the budgetary comparison information and retirement system information on pages 31-35, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Hillsdale's basic financial statements. The combining and individual nonmajor fund financial statements, the Dial-A-Ride Enterprise Fund information, as well as the combining statements for the internal service and agency funds, are presented for purposes of additional analysis and are not a part of the required basic financial statements. This supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplemental information as described above and listed in the table of contents is fairly stated in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 18, 2013, on our consideration of the City of Hillsdale, Michigan's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Hillsdale's internal control over financial reporting and compliance.

Sincerely,

*Willis & Jurasek, P.C.*

Willis & Jurasek, P.C.

October 18, 2013

## Management's Discussion and Analysis

As management of the *City of Hillsdale, Michigan*, we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2013.

### Financial Highlights

- The position of the City exceeded its liabilities at the close of the most recent fiscal year by \$60,188,815 (*net position*). Of this amount, \$14,050,666 (*unrestricted net position*) may be used to meet the government's ongoing obligations to citizens and creditors.
- Governmental activities net change in position increased \$121,309, while business-type activities changes in net position decreased \$1,692,081. The combined net change in position decreased two and one-half percent (2.54%) or \$1,570,772.
- Total Government wide liabilities, long and short-term combined, decreased by more than six and one-half percent (6.61%) or \$247,462.
- As of the close of the current fiscal year, the City's Governmental funds reported combined ending fund balances of \$2,828,592. Of that amount, the government has \$951,205 unrestricted (*unassigned*) assets *available for spending* at its discretion.
- Council established the policy of maintaining a minimum General Fund fund balance reserve of fifteen percent (15%) back in 1992. At the end of the current fiscal year, total fund balance for the general fund was \$1,042,140. That represents eighteen percent (18%) of total general fund expenditures for fiscal year 2013-14.
- The City's total bonded debt decreased almost thirty-two percent (31.8%) or \$499,000 during the current fiscal year.

### Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the City's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City include general government, public safety, public services, parks and recreation, community development, long-term debt. The business-type activities are electric, sewer, water, and transportation.

The government-wide financial statements include not only the City itself (known as the *primary government*), but also two legally separate authorities – the Tax Increment Finance Authority and the Economic Development Corporation – for which the City is financially accountable. Financial information for these *component units* is reported separately from the financial information presented for the primary government itself.

The government-wide financial statements can be found on pages 1-3 of this report.

**Fund financial statements.** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental funds.** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City maintains eighteen individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general and capital improvement funds, each of which are considered to be major funds. Data from the other fourteen governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-

major governmental funds is provided in the form of *combining statements* elsewhere in this report.

The City adopts an annual appropriated budget for its general and special revenue funds. Budgetary comparison statements or schedules have been provided herein to demonstrate compliance with those budgets.

The basic governmental fund financial statements can be found on pages 4-7 of this report.

**Proprietary funds.** The City maintains two different types of proprietary funds. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City uses enterprise funds to account for its electric, sanitary sewer, water distribution, and public transportation operations. *Internal service funds* account for operations that provide services (such as leave and benefits, inventory purchasing, equipment rental and unemployment insurance) and accumulate and allocate costs internally among the City's various functions. Because this service predominantly benefits governmental rather than business-type functions, they have been included within *governmental activities* in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for three major enterprise funds; electric, water, and sewer, and one non-major fund, Dial-A-Ride.

The basic proprietary fund financial statements can be found on pages 8-11 of this report.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statements because the resources of those funds are *not* available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

The basic fiduciary fund financial statements can be found on pages 12-13 of this report.

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 14-30 of this report.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain other information. This includes combining and individual fund financial statements and schedules, which can be found on pages 31-60 of this report.

### **Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City of Hillsdale, assets exceeded liabilities by \$60,188,815 at the close of the 2013 fiscal year.

The total governmental and business-type activities *long-term liabilities outstanding* increased \$580,117, or more than forty percent (40.6%) from the prior year. Other Liabilities declined

\$827,579, which was about a thirty-six percent (35.79%) drop. Overall, total liabilities declined more than six and one-half percent (6.61%).

By far the largest portion of the City's assets, more than seventy percent (72.1%), reflects its investment in land, buildings, vehicles, equipment and infrastructure less any outstanding related debt used to acquire those assets. The City uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the City's investment in its capital assets is reported net of related debt, it is important to note that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

City's Net Position	Governmental		Business-type		Total		Total Percent Change
	Activities		Activities				
	2012	2013	2012	2013	2012	2013	
Current and Other Assets	\$4,045,437	\$3,805,830	\$17,050,423	\$15,390,450	\$21,095,860	\$19,196,280	9.04%
Capital Assets	\$22,318,016	\$22,609,466	\$22,088,169	\$21,878,065	\$44,406,185	\$44,487,531	-8.39%
<b>Total Assets</b>	<b>\$26,363,453</b>	<b>\$26,415,296</b>	<b>\$39,138,592</b>	<b>\$37,268,515</b>	<b>\$65,502,045</b>	<b>\$63,683,811</b>	<b>-2.78%</b>
Long-term Liabilities Outstanding	\$187,532	\$322,539	\$1,242,782	\$1,687,892	\$1,430,314	\$2,010,431	40.56%
Other Liabilities	\$423,406	\$218,933	\$1,888,738	\$1,265,632	\$2,312,144	\$1,484,565	-35.79%
<b>Total Liabilities</b>	<b>\$610,938</b>	<b>\$541,472</b>	<b>\$3,131,520</b>	<b>\$2,953,524</b>	<b>\$3,742,458</b>	<b>\$3,494,996</b>	<b>-6.61%</b>
Net Position:							
Invested In Capital Assets Net of Related Debt	\$22,290,016	\$22,609,466	\$20,523,169	\$20,812,065	\$42,813,185	\$43,421,531	1.42%
Restricted	\$1,405,974	\$1,781,846	\$1,046,487	\$934,772	\$2,452,461	\$2,716,618	10.77%
Unrestricted	\$2,056,525	\$1,482,512	\$14,437,416	\$12,568,154	\$16,493,941	\$14,050,666	-14.81%
<b>Net Position</b>	<b>\$25,752,515</b>	<b>\$25,873,824</b>	<b>\$36,007,072</b>	<b>\$34,314,991</b>	<b>\$61,759,587</b>	<b>\$60,188,815</b>	<b>-2.54%</b>

A portion of the City's assets (\$2,716,618) represents resources that are subject to external restrictions on how they may be used. The remaining balance is *unrestricted assets* that may be used to meet the government's ongoing obligations to citizens and creditors. That amount decreased \$2,443,275, or about fifteen percent (14.8%) from the prior year. More than seventy-six percent (76.5%) of that decline was in the business-type activities (Board of Public Utilities). This decrease is due to higher power cost, a reduction in the Investment in MSCPA at year end, and a decrease in restricted funds as the last payment was made on the sewer fund bonds.

#### City's Changes in Net Position

Revenues:	Governmental		Business-type		Total		Total Percentage Change
	Activities		Activities				
	2012	2013	2012	2013	2012	2013	
Program Revenues:							
Charges for Services	\$228,646	\$249,338	\$14,498,813	\$14,789,798	\$14,727,459	\$15,039,136	2.12%
Operating Grants & Contributions	1,195,082	1,817,655	186,998	293,908	\$1,382,080	\$2,111,563	43.77%

Capital Grants & Contributions	144,844	78,525	-	-	\$144,844	\$78,525	40.23%
Total Revenues	\$1,568,572	\$2,145,518	\$14,685,811	\$15,083,706	\$16,254,383	\$17,229,224	6.00%
Expenses:							
General Government	1,295,076	1,231,547			\$1,295,076	\$1,231,547	-4.91%
Public Safety	1,738,686	1,858,376			\$1,738,686	\$1,858,376	6.88%
Public Services	435,015	373,952			\$435,015	\$373,952	-14.04%
Highways & Streets	1,345,961	1,242,129			\$1,345,961	\$1,242,129	-7.71%
Community & economic development	35,349	69,668			\$35,349	\$69,668	97.09%
Recreation & Culture	449,772	604,738			\$449,772	\$604,738	34.45%
Other	78,579	84,097			\$78,579	\$84,097	7.02%
Unallocated Depreciation	36,368	36,368			\$36,368	\$36,368	0.00%
Electric			12,413,572	14,127,113	\$12,413,572	\$14,127,113	13.80%
Water			935,569	1,086,973	\$935,569	\$1,086,973	16.18%
Sewer			1,145,641	1,347,989	\$1,145,641	\$1,347,989	17.66%
Transportation			343,263	309,717	\$343,263	\$309,717	-9.77%
Total Expenses	\$5,414,806	\$5,500,875	\$14,838,045	\$16,871,792	\$20,252,851	\$22,372,667	10.47%
Increase (Decrease) in							
Net Position Before Transfers	(\$3,846,231)	(\$3,355,357)	(\$152,234)	(\$1,788,086)	(\$3,998,468)	(\$5,143,443)	28.64%
General Revenues:							
Taxes	2,541,243	2,266,635			\$2,541,243	\$2,266,635	-10.81%
Grants & Contributions Not Restricted							
To Specific Programs	778,694	782,235			\$778,694	\$782,235	0.45%
Unrestricted Investment Earnings	38,682	34,091	46,847	14,497	\$85,529	\$48,588	-43.19%
Other Revenues	735,392	424,359	(181,707)	28,239	\$553,685	\$452,598	-18.26%
Transfers - Internal Activity	12,410	-30,654	75,000	53,269	\$87,410	\$22,615	-74.13%
Total General Revenues	4,106,421	3,476,666	(59,860)	96,005	4,046,561	3,572,671	-11.71%
Changes in Net Position	\$260,187	\$121,309	(\$212,094)	(\$1,692,081)	\$48,093	(\$1,570,772)	-3366.11%
Net Position - Beginning of Year	\$25,492,328	\$25,752,515	\$36,219,166	\$36,007,072	\$61,711,494	\$61,759,587	0.08%
Net Position - End of Year	\$25,752,515	\$25,873,824	\$36,007,072	\$34,314,991	\$61,759,587	\$60,188,815	-2.54%

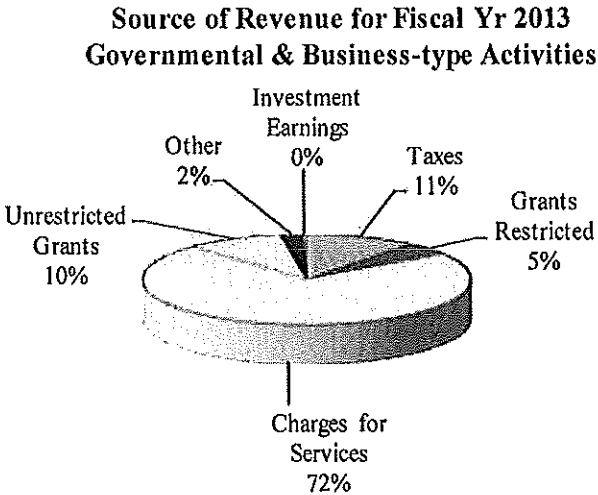
The City's total program revenue for 2013, (including restricted and operating grants and contributions) was \$17,229,224. This represents a six percent (6.0%) increase over the prior year. The largest increase was in operating grants and contributions. These revenues went up almost forty-four percent (43.8%) or \$604,889. Capital grants and contributions also increased over forty percent (40.2%). Both of these categories are volatile, unpredictable, and often project specific, one-time sources of revenue. Charges of services revenues went up slightly, just over two percent (2.1%), in both governmental and business-type activities combined.

More than ninety-eight percent (98.3%) of the total charges for services revenue comes from the business-type activities (electric, water, sewer and transportation funds). Of those activities, the electric fund generated about eighty-three percent (82.9%) of those charges. The chart above shows that the general revenues, for both the governmental and business-type activities, declined by about twelve percent (11.7%). These revenues consist of taxes, unrestricted grants and contributions, investment earnings, internal transfers between funds, and various other miscellaneous revenues. The tax revenue decline of \$274,608 from the prior year, represents about fifty-eight percent (57.9%) of the total amount of the reduction. The remaining forty-two percent (42.1%) consist of changes in grants & contributions not restricted to specific programs, unrestricted investment earnings, other revenues and transfers – internal activity between funds. Each of these declined with the exception of the grants and contributions not restricted to specific programs, which remained relatively unchanged from the prior year.

Total government wide expenses rose by more than ten percent (10.5%). The largest increases in expenditures were realized in the business-type activities. The electric fund increases account for eight-four percent (84.3%) of the business-type activities increase. Costs also increased in the water and sewer funds sixteen and seventeen percent respectively. The transportation fund realized approximately a ten percent (9.77%) decline in expenditures. For the governmental activities, expenditures increased less than two percent (1.6%) overall. Modest increases were realized in public safety (\$119,690), economic development (\$34,319), recreation and culture (\$154,966), and other miscellaneous expenditures (\$5,518). There were also reductions realized in three activities: general government (\$63,529), public services (\$61,063) and highways and streets (\$103,832). Of the over \$2 million increases in the business-type activities expenditures, eighty-eight percent (88%) is due to the \$1.8 million increase in the cost of purchasing power. The balance of the expenditures are the net result of cost fluctuations for production, purification, treatment, transmission and distribution, sewer collection, transportation, and administrative services. The general government activities two percent (2%) increases are linked to staffing shifts/changes, increased employee benefits costs (health insurance), and the completion of the State Street project.

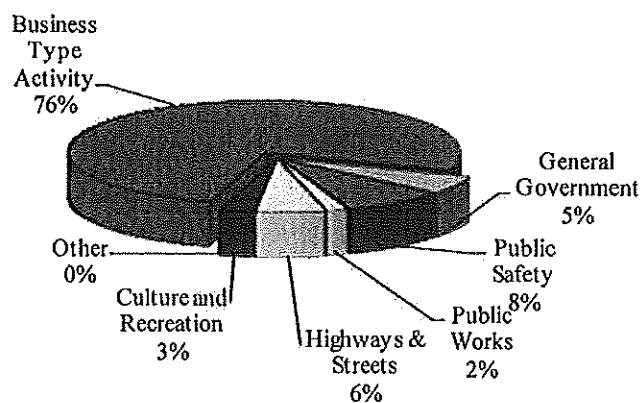
The pie graph below reveals the major sources of revenues collected by the municipality’s governmental and business-type activities combined. Charges for services are the largest single

portion of revenues received. Eighty-three percent of those monies come from the electric utility and are not used for general governmental operations. Taxes, used primarily to fund general governmental activities, constitute 11% of overall revenues. Grants, restricted and unrestricted, combined account for 15% of total revenues. Investment earnings and other miscellaneous revenue sources make up the remaining 2%.



As the functions graph on the left depicts, business type activities (electric, water, sewer, and transportation operations) make up seventy-six percent (76%) of all the municipality's expenditures. The largest portions of overall expenditures, sixty-three percent (63.14%), are incurred by the electric fund. General governmental activities account for only five percent (5%) of total expenditures; public safety makes up eight percent (8%), highways and streets amount to only six percent (6%), while recreation and culture accounts for three percent (3%) and public works the remaining two percent (2%).

**Functional Expenses for Fiscal Yr 2013  
Governmental & Business-type Activities**



**Governmental activities.** Governmental activities had a net income of \$121,309. Key elements from operations for the year are:

- Operating and capital grants and contributions increased more than thirty percent (30.3%) or \$556,254. This increase can be linked to the receipt of several new grants and onetime contributions: public safety (\$114,750 for firefighting equipment); library ( \$10,150 for technology updates); State Street reconstruction (\$377,474 from the Small Urban Program); continued airport expansion (\$10,933); Sandy Beach renovations (Rotary Club contributions of \$96,934); and Stocks Park renovations (\$27,431 public contributions).
- General Revenues for all governmental activities declined more than fifteen percent (15.4%) or \$629,755. Every category but grants & contributions experienced a decline. Tax revenue declined \$274,608, which amounts to more than forty-three percent (43.6%) of the total decline. The other biggest contributing factor is found in other revenues. That is due to the receipt of a one time, unexpected revenue in the prior year.
- General government expenditures are up one and one-half percent (1.6%). This increase is below the Consumer Price Index (CPI), for this fiscal year, of 1.8% before seasonal adjustments.
- The increase in recreation and culture expenditures is attributed to the allocation of depreciation expense.
- The seven percent (7.0%) increase in public safety expenditures is directly linked to the capital purchases for the Fire Department. More than ninety percent of this increase was paid for through a Federal Emergency Management Agency (FEMA) grant.
- The economic development expenditure increase of ninety-seven percent (97.0%) is connected to the switch from a fulltime economic development staff person to a contractual arrangement that started mid-year.
- The governmental activities made the final payment to Michigan Economic Development Corporation for Industrial Park infrastructure improvements.

**Business-type activities.** Business-type activities experienced a net loss for the year of \$1,692,081. Key elements of the business-type activities decrease are as follows:



- This year the electric fund had a \$1,793,764 decline in net position. This decline can be directly linked to higher power cost and a reduction in the investment in Michigan South Central Power Agency (MSCPA).
- The water fund realized a positive change in net position of \$139,453. This is the result of increase in sales.
- A negative net change in position of \$128,080 was experienced by the sewer fund. The decrease is due primarily to a decrease in restricted funds as the last payment was made on the bonds.
- Purchased power costs increased more than eighteen percent (18.6%) in the electric fund.
- Transportation activity experienced an eleven percent (11.3%) increase on its net position.
- Cost of operation for the transit system decreased \$33,546.

### **Financial Analysis of the Government's Funds**

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

*Governmental funds.* The focus of the City's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the City's financing requirements. As of June 30, 2013 the City's governmental funds reported combined ending fund balances of \$2,828,592. That is a \$199,248 decrease, which is a six and one-half percent (6.6%) decline from the prior year balances.

Governmental fund balance is broken into three categories: nonspendable, restricted, and unassigned. Nonspendable fund balance is that portion of fund balance reflecting assets not in spendable form. Prepaid expenditures are the most common type of these expenditures. These are expenses paid in advance for things like health and liability insurances paid in one fiscal year for coverage that extends into the next. The governmental funds prepaid expenditures totaled \$95,541. The restricted portion of fund balance refers to resources subject to externally imposed and legally enforceable constraints imposed either by external resource providers, e.g. grantors or creditors, or by law through constitutional provisions or enabling legislation. The governmental funds restricted fund balance is \$1,781,846. This constitutes an increase of approximately twenty-seven percent (26.7%) from the prior year. These funds are for the perpetual care of the two municipal cemeteries and future maintenance of Mrs. Stocks Park. It also includes the special revenue fund balances for the Library, Major and Local Street Funds, and the debt service fund. All the capital improvement funds (Airport, Fields of Dreams, Mrs. Stocks Park, and the general Capital Improvement Fund) are also included in the restricted use fund balances.

In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. That portion of the governmental funds fund balance is \$951,205 and available for spending at the government's discretion.

The general fund is the chief operating fund of the City. At the end of the current fiscal year, the total fund balance of the general fund was \$1,042,140. Of that balance, \$90,935 is classified as nonspendable for prepaid expenditures. The remaining \$951,205 is unassigned and therefore available for spending at the government's discretion. This balance represents a decrease from

the prior fiscal year of \$145,180. The reduction was planned to facilitate capital improvement projects in 2013-14 fiscal year.

Public Act 51 of 1951 channels state restricted transportation revenue into special revenue funds, and directs how those funds are spent. The resources that the City of Hillsdale receives from the State through this act are recorded in the Major and Local Street Funds. The fund balances in these two funds, \$251,881 in Major and \$71,089 in Local, are thus designated to be spent only on the streets. These fund balances are classified as restricted.

The Airport Improvement Fund had a June 30, 2013 fund balance of \$152,825. That constitutes a ninety-eight percent (97.9%) decrease from a year ago. The municipality is still working with the Bureau of Aeronautics on a multi-million dollar airport expansion project. The city has received grant funding from the Federal Aviation Administration and the State of Michigan to facilitate this project. Approximately 95% of this project will be paid for with federal and state grants. The fund balance in this fund is restricted for use only at the airport and will be used to fund the local 5% grant match.

*Other nonmajor governmental funds* collectively experienced a combined net decrease in fund balances for the year of \$206,731. None of these fund balances are considered unassigned. Of the \$1,310,657 balance, \$4,606 is classified as nonspendable. The remaining nonmajor governmental fund balances are considered restricted for various reasons. There are two permanent endowments (Cemetery Perpetual Care Fund, and Stocks Park Perpetual Maintenance Fund). Combined they have a total restricted fund balance of \$673,639. The restricted special revenue fund balances total \$171,836. These include the fund balances from the Library, Recreation, Drug Forfeitures, Police Public Relations and Fire Equipment Funds. It is also inclusive of \$460,576 from all the nonmajor capital project funds which are: Capital Improvement, Mrs. Stocks Park, Fields of Dreams, Three Meadows, and Library Improvement Funds.

*Proprietary funds.* The City's proprietary funds provide the same type of information found in the government wide financial statements, but in more detail. Unrestricted, undesignated net position of the water, sewer, electric, and transportation funds at the end of the year declined more than ten percent (10.7%). Unrestricted, designated net position for all City proprietary funds decreased \$650,391. Net assets restricted investments and the amount invested in capital assets, net of related debt remained relatively stable from last year, declining about one percent (0.8%).

Half of the proprietary funds realized an increase in net position for the year and half experienced a net loss. The sewer fund ended the year with a decrease in net position of \$128,080 and the water fund's net position increased \$139,453. As previously mentioned, the electric fund had a net decrease in assets of \$1,793,764. The transportation fund experienced an increase of \$90,310 in net position.

### **General Fund Budgetary Highlights**

The general fund revenue budget for fiscal year 2013 was originally \$3,896,670. The budget for federal revenues was amended by \$114,750 to reflect the receipt of the Federal Emergency Management Agency (FEMA) grant for capital purchases for the fire department.

Differences between the original and final amended General Fund expenditure budgets totaled \$272,750. The adjustments made were as follows: Council (101) increased communications \$8,000 for broadcasting of the council meetings on the internet; Fire (336) was increased \$114,750 for the fire equipment capital purchases paid for with the FEMA grant; and the transfer out of General Fund (965) to the Capital Improvement Fund (401) was increased by \$150,000 to fund future infrastructure improvements.

### **Capital Asset and Debt Administration**

**Capital assets.** The City's cash outlay for capital assets in both its governmental and business type activities as of June 30, 2013, amounted to more than \$2.2 million. This investment in capital assets includes land, buildings and system improvements, machinery and equipment, Library books, recreational land improvements, roads, and storm sewers. The City's combined total capital assets, net of depreciation, increased less than one percent (0.18%) in the current fiscal year.

Major capital asset events during the current fiscal year included the following:

- A variety of infrastructure projects (street resurfacings/reconstructions/storm sewer/sidewalks) were done throughout the year at a combined cost of approximately \$935,425.
- Beautification and improvements to Mrs. Stocks Park, building and site improvements at Sandy Beach, and picnic tables for Owens Park in the amount of \$151,785.
- The utility (electric, water, and sewer funds) did a variety of projects throughout the year totaling \$1,140,749. The electric fund capital projects included: backflow preventer at power plant; replacement poles; overhead and unground construction; line transformers, reclosers and meters; directional boring machine; GPS mapping and tracking; printer; radio system; computer upgrades; recorder; Christmas decorations. For the water and sewer funds: meters; clean well #1, #2, #5, & #8; pump and dehumidifier at water treatment plant; water service truck; replaced water main on State Street; and upgraded computers.
- The Fire Department purchased a thermal imaging camera and SCBA air packs for \$114,750 with the FEMA grant funds they received.
- The library purchased numerous books at a cost of \$20,271.
- There was \$12,613 used to purchase furnishings and to refinish a floor and the front doors at the Mitchell Research Center.
- The transit agency used federal and state grant funding to purchase a new bus for \$122,470.
- The airport spent \$23,179 to complete the stream relocation work and to facilitate property acquisition for the multi-year airport expansion project.
- The Department of Public Services added a remote operated gate at the compost site and put a new roof on the facility for a cost of \$61,725.

**City's Capital Assets**  
(Net of Depreciation)

	Governmental		Business-type		Total		Total Parent Change 2012- 13
	Activities		Activities				
	2012	2013	2012	2013	2012	2013	
Land	\$8,246,290	\$8,269,469	\$197,401	\$197,401	\$8,443,691	\$8,466,870	0.27%
Buildings and System Improvements	3,548,374	3,655,173	21,513,098	21,248,264	\$25,061,472	\$24,903,437	-0.63%
Library Books	215,596	214,163			\$215,596	\$214,163	-0.66%
Machinery and Equipment	470,071	347,191	118,819	201,862	\$588,890	\$549,053	-6.76%
Infrastructure	9,837,685	10,123,470			\$9,837,685	\$10,123,470	2.91%
Construction in Progress	0	0	258,851	230,538	258,851	230,538	10.94%
<b>Total</b>	<b>\$22,318,016</b>	<b>\$22,609,466</b>	<b>\$22,088,169</b>	<b>\$21,878,065</b>	<b>\$44,406,185</b>	<b>\$44,487,531</b>	<b>0.18%</b>

Additional information on the City's capital assets can be found in note No. 5 on pages 23 -24 of this report.

**Long-term debt.** At the end of the current fiscal year, the City had total bonded debt outstanding of \$1,066,000, which consisted of revenue bonds, where the City utility has pledged the income to be received from the constructed assets to pay the debt service of the related bond issues. The City has no general obligation bonds outstanding.

**City's Outstanding Debt**

Revenue Bonds

	Business-type		Total	
	Activities			
	2012	2013	2012	2013
Revenue Bonds	\$1,565,000	\$1,066,000	\$1,565,000	\$1,066,000
<b>Total</b>	<b>\$1,565,000</b>	<b>\$1,066,000</b>	<b>\$1,565,000</b>	<b>\$1,066,000</b>

The City of Hillsdale has a revenue bond rating with Standard & Poor's of "BBB" and is currently "non-rated" with Moody's.

The City's bonded debt decreased during the current fiscal year by \$499,000 or thirty-two percent (31.9%). The City paid off two outstanding debts in this fiscal year: 1.) Michigan Economic Development Corporation general obligation debt for industrial park infrastructure improvements; and 2.) revenue bonds for 1992 waste water treatment plant improvements. No new debt was issued during the year.

The City's total outstanding long-term debt obligation, as of June 30, 2013 was \$1,484,565, which includes compensated absence liabilities as well as other outstanding loan obligations and bonds. State statutes limit the amount of general obligation debt a governmental entity may issue to ten percent (10%) of its total State Equalized Value (SEV). The city's state equalized valuation as of December 31, 2012 was \$148,894,700. That translates into a debt limit of \$14,861,476. The City's revenue bond debt is exempt from that limit, so as of June 30, 2013 there is no debt applicable to that limit.

Additional information on the City's long-term debt can be found in note No. 8 on pages 27-28 of this report.

### **Economic Factors and Next Year's Budgets and Rates**

The following factors were considered in preparing the City's budget for the 2013-14 fiscal year:

- The unemployment rate for Hillsdale County (which includes the City) in March 2013 was 9.2%. That's down .4% from the 9.6% of one year ago. That rate was .4% higher than the State of Michigan's unemployment rate of 8.8% and 1.6% higher than the national unemployment rate of 7.6% for the same time period.
- The property tax inflationary rate for 2014 tax year of 2.4%.
- State shared revenues were projected at the constitutional level plus the Economic Vitality Incentive Program revenues as projected by the State of Michigan.
- The city projected to spend down \$192,565 of its General Fund fund balance in this budget to reconstruct a local street.
- The projection for gas and weight taxes, used to maintain the road systems throughout the state was projected to increase about 3 percent based on historical trends. These taxes are collected by the state and disbursed to the local governmental agencies (cities, townships, road commissions, and counties) based on population and miles of roads maintained in each classification (major or local).
- Health insurance costs projections of 35%.
- An increase of one staff position in the Assessing Office due to workload shifts. No wages increases for any staff except the Fire Department, whose union contract gave them a 2% increase.

### **Requests for Information**

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Finance Department, 97 N. Broad Street, Hillsdale, Michigan 49242.

**City of Hillsdale, Michigan**  
**Statement of Net Position**  
June 30, 2013

	Primary Government			Component Units	
	Governmental	Business-type	Total	Tax Increment	Economic
	Activities	Activities		Finance	Development
				Authority	Corporation
<b>Assets:</b>					
Cash and investments	\$ 3,039,316	\$ 3,699,296	\$ 6,738,612	\$ 508,429	\$ 126,322
Receivables	323,906	1,016,053	1,339,959	-	-
Internal balances	93,862	(89,711)	4,151	-	-
Prepaid items and other assets	137,113	173,960	311,073	-	-
Inventory	211,633	823,963	1,035,596	-	-
Inventory in M.S.C.P.A.	-	9,766,889	9,766,889	-	-
Capital assets, net:					
Assets not being depreciated	8,269,469	427,939	8,697,408	65,000	173,721
Assets being depreciated	14,339,997	21,450,126	35,790,123	-	-
Total assets	<u>26,415,296</u>	<u>37,268,515</u>	<u>63,683,811</u>	<u>573,429</u>	<u>300,043</u>
<b>Liabilities:</b>					
Note payable	-	250,000	250,000	-	-
Accounts payable	238,205	169,666	407,871	7,289	70
Accrued expenses	84,334	1,250,007	1,334,341	-	-
Accrued interest	-	10,236	10,236	-	-
Due to other governments	-	7,983	7,983	-	-
Unearned revenue	-	-	-	-	-
Non-current liabilities:					
Due within one year	28,000	347,000	375,000	-	-
Due in more than one year	190,933	918,632	1,109,565	-	-
Total liabilities	<u>541,472</u>	<u>2,953,524</u>	<u>3,494,996</u>	<u>7,289</u>	<u>70</u>
<b>Net Position:</b>					
Net investment in capital assets	22,609,466	20,812,065	43,421,531	65,000	173,721
Restricted for:					
Special revenues	494,806	-	494,806	-	-
Debt service	-	934,772	934,772	-	-
Capital projects	613,401	-	613,401	-	-
Endowment and trust principal	673,639	-	673,639	-	-
Unrestricted	1,482,512	12,568,154	14,050,666	501,140	126,252
Total net position	<u>\$ 25,873,824</u>	<u>\$ 34,314,991</u>	<u>60,188,815</u>	<u>\$ 566,140</u>	<u>\$ 299,973</u>

See Notes to Financial Statements.

**City of Hillsdale, Michigan**  
**Statement of Activities**  
**Year Ended June 30, 2013**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
<b>Primary Government</b>					
Governmental Activities:					
General government	\$ 1,231,547	\$ 117,214	\$ 505,315	\$ 67,592	\$ (541,426)
Public safety	1,858,376	-	121,883	-	(1,736,493)
Public works	373,952	22,006	-	-	(351,946)
Highways and streets	1,242,129	-	632,176	-	(609,953)
Community and economic development	69,668	-	-	-	(69,668)
Culture and recreation	604,738	110,118	54,690	-	(439,930)
Capital outlay	38,241	-	503,591	10,933	476,283
Other	45,856	-	-	-	(45,856)
Unallocated depreciation, excluding direct portion	36,368	-	-	-	(36,368)
<b>Total governmental activities</b>	<b>5,500,875</b>	<b>249,338</b>	<b>1,817,655</b>	<b>78,525</b>	<b>(3,355,357)</b>
Business-type Activities:					
Electric	14,127,113	12,270,800	-	-	(1,856,313)
Sewer	1,347,989	1,210,237	-	-	(137,752)
Water	1,086,973	1,259,068	-	-	172,095
Transportation	309,717	49,693	293,908	-	33,884
<b>Total business-type activities</b>	<b>16,871,792</b>	<b>14,789,798</b>	<b>293,908</b>	<b>-</b>	<b>(1,788,086)</b>
<b>Total primary government</b>	<b>\$ 22,372,667</b>	<b>\$ 15,039,136</b>	<b>\$ 2,111,563</b>	<b>\$ 78,525</b>	<b>\$ (5,143,443)</b>
<b>Component Units</b>					
Tax Increment Finance Authority	\$ 28,470	\$ -	\$ -	\$ -	\$ (28,470)
Economic Development Corporation	706	-	-	-	(706)
<b>Total component units</b>	<b>\$ 29,176</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (29,176)</b>

continued..

**City of Hillsdale, Michigan**  
**Statement of Activities (Continued)**  
**Year Ended June 30, 2013**

	<b>Primary Government</b>			<b>Component Units</b>	
	<b>Governmental</b>	<b>Business-type</b>	<b>Total</b>	<b>Tax Increment</b>	<b>Economic</b>
	<b>Activities</b>	<b>Activities</b>		<b>Finance</b>	<b>Development</b>
			<b>Authority</b>	<b>Corporation</b>	
<b>Changes in Net Position</b>					
Net (expense) revenue	\$ (3,355,357)	\$ (1,788,086)	\$ (5,143,443)	\$ (28,470)	(706)
<b>General Revenues:</b>					
Property taxes	2,266,635	-	2,266,635	138,075	-
Unrestricted grants and contributions	782,235	-	782,235	-	-
Interest and investment earnings	34,091	14,497	48,588	544	146
Other revenues (expenses)	424,359	28,239	452,598	-	-
Transfers - Internal activities	(30,654)	53,269	22,615	(22,615)	-
Total general revenues, contributions and transfers	3,476,666	96,005	3,572,671	116,004	146
<b>Changes in Net Position</b>	121,309	(1,692,081)	(1,570,772)	87,534	(560)
<b>Net Position - Beginning of Year</b>	25,752,515	36,007,072	61,759,587	478,606	300,533
<b>Net Position - End of Year</b>	\$ 25,873,824	\$ 34,314,991	\$ 60,188,815	\$ 566,140	\$ 299,973

See Notes to Financial Statements.



**City of Hillsdale, Michigan**  
 Balance Sheet  
 Governmental Funds  
 June 30, 2013

	<u>General</u>	<u>Major Street</u>	<u>Local Street</u>	<u>Airport Improvement</u>	<u>Other Nonmajor Governmental Funds</u>	<u>Total</u>
<b><u>Assets</u></b>						
Cash and investments	\$ 983,115	\$ 196,554	\$ 51,602	\$ 153,531	\$ 1,373,482	\$ 2,758,284
Receivables:						
Accounts receivable	33,813	71,631	24,673	450	55,812	186,379
Special assessments	137,427	-	-	-	-	137,427
Due from other funds	103,337	-	-	-	77,174	180,511
Prepaid expenditures	90,935	-	-	-	4,606	95,541
<b>Total assets</b>	<b>\$ 1,348,627</b>	<b>\$ 268,185</b>	<b>\$ 76,275</b>	<b>\$ 153,981</b>	<b>\$ 1,511,074</b>	<b>\$ 3,358,142</b>
<b><u>Liabilities and Fund Balances</u></b>						
<b>Liabilities:</b>						
Accounts payable	\$ 94,834	\$ 12,588	\$ 3,453	\$ 1,156	\$ 111,538	\$ 223,569
Due to other funds	8,622	-	-	-	78,027	86,649
Salaries payable	65,604	3,716	1,733	-	10,852	81,905
Unearned revenue	137,427	-	-	-	-	137,427
<b>Total liabilities</b>	<b>306,487</b>	<b>16,304</b>	<b>5,186</b>	<b>1,156</b>	<b>200,417</b>	<b>529,550</b>
<b>Fund Balances:</b>						
<b>Nonspendable:</b>						
Prepaid expenditures	90,935	-	-	-	4,606	95,541
<b>Restricted:</b>						
Special revenue funds	-	251,881	71,089	-	171,836	494,806
Capital project funds	-	-	-	152,825	460,576	613,401
Permanent funds	-	-	-	-	673,639	673,639
Unassigned	951,205	-	-	-	-	951,205
<b>Total fund balances</b>	<b>1,042,140</b>	<b>251,881</b>	<b>71,089</b>	<b>152,825</b>	<b>1,310,657</b>	<b>2,828,592</b>
<b>Total liabilities and fund balances</b>	<b>\$ 1,348,627</b>	<b>\$ 268,185</b>	<b>\$ 76,275</b>	<b>\$ 153,981</b>	<b>\$ 1,511,074</b>	<b>\$ 3,358,142</b>

**City of Hillsdale, Michigan**  
 Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds to Net Position  
 of Governmental Activities on the Statement of Net Position  
 June 30, 2013

<b>Total Fund Balances - Governmental Funds</b>	<b>\$</b>	<b>2,828,592</b>
<p>Amounts reported for governmental activities in the Statement of Net Position are different because:</p>		
<p>Capital assets used in governmental activities are not financial resources and are not reported in the funds.</p>		
The cost of the capital assets is	\$	43,054,123
Accumulated depreciation is		<u>(20,444,657)</u>
		22,609,466
<p>Because the focus of governmental funds is on short-term financing, some assets will not be available to pay for current-period expenditures. Those assets (such as certain receivables) are offset by deferred revenues in the governmental funds, and these are not included in fund balance.</p>		
Deferred special assessments revenue		137,427
<p>Internal service funds are used by management to charge the costs of certain equipment usage and administrative costs to individual governmental funds. The assets and liabilities of the internal service funds are included in governmental activities in the Statement of Net Position.</p>		
Net position of governmental activities accounted for in the internal service fund		705,969
Less portion included in capital assets		<u>(218,730)</u>
		487,239
<p>Long-term liabilities not due and payable in the current period and not reported in the funds:</p>		
Compensated absences		<u>(188,900)</u>
<b>Total Net Assets - Governmental Activities</b>	<b>\$</b>	<b><u>25,873,824</u></b>

**City of Hillsdale, Michigan**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**Year Ended June 30, 2013**

	General	Major Street	Local Street	Airport Improvement	Other Nonmajor Governmental Funds	Total
<b>Revenues:</b>						
Taxes	\$ 2,175,091	\$ -	\$ -	\$ -	\$ 137,842	\$ 2,312,933
Intergovernmental - federal and state	899,974	476,257	155,919	10,933	393,923	1,937,006
Licenses and permits	99,806	-	-	-	-	99,806
Charges for services	22,152	-	-	-	68,558	90,710
Fines and violations	7,137	-	-	-	51,685	58,822
Interest and rentals	90,568	977	-	31,173	51,116	173,834
Miscellaneous	733,253	1,907	5,371	72,691	225,673	1,038,895
<b>Total revenues</b>	<b>4,027,981</b>	<b>479,141</b>	<b>161,290</b>	<b>114,797</b>	<b>928,797</b>	<b>5,712,006</b>
<b>Expenditures:</b>						
General government	1,227,447	-	-	-	500	1,227,947
Public safety	1,852,575	-	-	-	4,680	1,857,255
Public works	322,130	-	-	-	-	322,130
Highways and streets	-	349,720	234,328	-	-	584,048
Community and economic development	69,668	-	-	-	-	69,668
Culture and recreation	146,429	-	-	-	347,560	493,989
<b>Debt service:</b>						
Principal payments	-	-	-	-	28,000	28,000
Capital outlay	-	-	-	89,201	1,195,492	1,284,693
<b>Total expenditures</b>	<b>3,618,249</b>	<b>349,720</b>	<b>234,328</b>	<b>89,201</b>	<b>1,576,232</b>	<b>5,867,730</b>
<b>Revenues Over (Under) Expenditures</b>	<b>409,732</b>	<b>129,421</b>	<b>(73,038)</b>	<b>25,596</b>	<b>(647,435)</b>	<b>(155,724)</b>
<b>Other Financing Sources (Uses):</b>						
Gain (loss) on sale of investment	-	-	-	-	(12,870)	(12,870)
Operating transfers in	139,162	-	115,000	50,000	479,249	783,411
Operating transfers out	(677,959)	(96,232)	(14,199)	-	(25,675)	(814,065)
<b>Total other financing sources (uses)</b>	<b>(538,797)</b>	<b>(96,232)</b>	<b>100,801</b>	<b>50,000</b>	<b>440,704</b>	<b>(43,524)</b>
<b>Net Changes in Fund Balances</b>	<b>(129,065)</b>	<b>33,189</b>	<b>27,763</b>	<b>75,596</b>	<b>(206,731)</b>	<b>(199,248)</b>
<b>Fund Balances - Beginning of Year</b>	<b>1,171,205</b>	<b>218,692</b>	<b>43,326</b>	<b>77,229</b>	<b>1,517,388</b>	<b>3,027,840</b>
<b>Fund Balances - End of Year</b>	<b>\$ 1,042,140</b>	<b>\$ 251,881</b>	<b>\$ 71,089</b>	<b>\$ 152,825</b>	<b>\$ 1,310,657</b>	<b>\$ 2,828,592</b>

See Notes to Financial Statements.

**City of Hillsdale, Michigan**  
 Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances  
 of Governmental Funds to the Statement of Activities  
 Year Ended June 30, 2013

<b>Net Change in Fund Balances - Total Governmental Funds</b>	<b>\$</b>	<b>(199,248)</b>
 Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlays as expenditures; in the Statement of Activities, these costs are allocated over their estimated useful lives as depreciation.		
Depreciation expense	\$ (885,162)	
Capital outlay	<u>1,277,473</u>	392,311
 Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds, but rather are deferred to the following fiscal year.		
Current year deferred special assessments		(46,298)
 Bond proceeds are reported as financing sources in governmental funds and thus contribute to the change in fund balance. In the Statement of Net Position, however, issuing debt increases long-term liabilities and does not affect the Statement of Activities. Similarly, repayment of principal is an expenditure in the governmental funds but reduces the liability in the Statement of Net Position.		
Repayments on loan contracts		28,000
 An internal service fund is used by management to charge the costs of certain equipment usage to individual governmental funds. The net revenue (expense) of the fund attributable to those funds is reported with governmental activities.		
Change in net position from governmental activities in the internal service fund		(45,856)
 Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in the funds.		
Increase in the accrual for compensated absences		<u>(7,600)</u>
<b>Change in Net Position of Governmental Activities</b>	<b>\$</b>	<b><u>121,309</u></b>

See Notes to Financial Statements.

**City of Hillsdale, Michigan**  
**Statement of Net Position**  
**Proprietary Funds**  
**June 30, 2013**

	Business-type Activities - Enterprise Funds					Governmental
	Electric	Water	Sewer	Nonmajor Fund Dial-A-Ride	Total	Internal Service Funds
<b>Assets:</b>						
Current assets:						
Cash and cash equivalents	\$ 304,834	\$ -	\$ -	\$ 108,394	\$ 411,228	\$ 222,556
Investments	-	-	-	-	-	58,476
Receivables:						
Accounts (net of allowance for bad debts of \$180,000)	879,690	59,469	61,873	536	1,001,568	100
Accrued interest	6,890	3,486	4,109	-	14,485	-
Due from other funds	423,994	321,882	400	-	746,276	-
Inventory, at cost	348,218	75,334	6,456	-	430,008	211,633
Prepaid expenses	89,042	31,969	45,385	7,564	173,960	41,572
Total current assets	<u>2,052,668</u>	<u>492,140</u>	<u>118,223</u>	<u>114,494</u>	<u>2,777,525</u>	<u>534,337</u>
Noncurrent assets:						
Restricted investments	-	504,739	430,033	-	934,772	-
Designated investments	1,859,542	228,505	267,249	-	2,353,296	-
Total noncurrent assets	<u>1,859,542</u>	<u>731,244</u>	<u>697,282</u>	<u>-</u>	<u>3,288,068</u>	<u>-</u>
Capital assets:						
Land	17,467	49,613	122,902	7,419	197,401	-
Plant and equipment	32,531,891	10,648,933	14,011,453	1,046,797	58,238,874	1,809,679
Construction in progress	230,538	-	-	-	230,538	-
	<u>32,779,696</u>	<u>10,698,546</u>	<u>14,134,355</u>	<u>1,054,216</u>	<u>58,666,813</u>	<u>1,809,679</u>
Less accumulated depreciation	<u>(21,069,062)</u>	<u>(5,660,600)</u>	<u>(9,858,627)</u>	<u>(200,459)</u>	<u>(36,788,748)</u>	<u>(1,590,949)</u>
Net capital assets	<u>11,710,634</u>	<u>5,037,946</u>	<u>4,275,728</u>	<u>853,757</u>	<u>21,878,065</u>	<u>218,730</u>
Other assets:						
Long-term inventories	393,955	-	-	-	393,955	-
Investment in M.S.C.P.A.	9,766,889	-	-	-	9,766,889	-
Total other assets	<u>10,160,844</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,160,844</u>	<u>-</u>
Total assets	<u>25,783,688</u>	<u>6,261,330</u>	<u>5,091,233</u>	<u>968,251</u>	<u>38,104,502</u>	<u>753,067</u>
<b>Liabilities:</b>						
Current liabilities (payable from current assets):						
Note payable	250,000	-	-	-	250,000	-
Accounts payable	114,948	22,742	29,444	2,532	169,666	14,636
Accrued purchased power	939,183	-	-	-	939,183	-
Accrued expenses	164,389	12,646	14,586	8,829	200,450	2,429
Customer deposits	94,709	9,250	6,415	-	110,374	-
Due to other funds	45,046	3,794	740,414	46,731	835,987	-
Due to other governments	-	-	-	7,983	7,983	-
Total current liabilities (payable from current assets)	<u>1,608,277</u>	<u>48,432</u>	<u>790,859</u>	<u>66,075</u>	<u>2,513,643</u>	<u>17,065</u>
Current liabilities (payable from restricted assets):						
Bonds payable	-	347,000	-	-	347,000	-
Accrued interest	-	10,236	-	-	10,236	-
Total current liabilities (payable from restricted assets)	<u>-</u>	<u>357,236</u>	<u>-</u>	<u>-</u>	<u>357,236</u>	<u>-</u>
Noncurrent liabilities:						
Accrued compensated absences	123,328	30,557	35,398	10,349	199,632	30,033
General obligation and revenue bonds payable	-	719,000	-	-	719,000	-
Total noncurrent liabilities	<u>123,328</u>	<u>749,557</u>	<u>35,398</u>	<u>10,349</u>	<u>918,632</u>	<u>30,033</u>
Total liabilities	<u>1,731,605</u>	<u>1,155,225</u>	<u>826,257</u>	<u>76,424</u>	<u>3,789,511</u>	<u>47,098</u>
<b>Net Position:</b>						
Net investment in capital assets	11,710,634	3,971,946	4,275,728	853,757	20,812,065	218,730
Restricted investments	-	504,739	430,033	-	934,772	-
Unrestricted:						
Designated	1,859,542	228,505	267,249	-	2,353,296	-
Undesignated	10,481,907	402,915	(708,034)	38,070	10,214,858	487,239
Total net position	<u>\$ 24,062,083</u>	<u>\$ 5,106,105</u>	<u>\$ 4,264,976</u>	<u>\$ 891,827</u>	<u>\$ 34,314,991</u>	<u>\$ 705,969</u>

See Notes to Financial Statements.

**City of Hillsdale, Michigan**  
**Statement of Revenues, Expenses**  
**and Changes in Net Position**  
**Proprietary Funds**  
**Year Ended June 30, 2013**

	<b>Business-type Activities - Enterprise Funds</b>					<b>Governmental</b>
	<b>Electric</b>	<b>Water</b>	<b>Sewer</b>	<b>Nonmajor</b>	<b>Total</b>	<b>Activities</b>
				<b>Fund</b>		<b>Internal</b>
			<b>Dial-A-Ride</b>		<b>Service</b>	<b>Funds</b>
<b>Operating Revenues:</b>						
Charges for services	\$ 12,270,800	\$ 1,259,068	\$ 1,210,237	\$ 49,693	\$ 14,789,798	\$ 456,593
Miscellaneous	39,895	4,918	9,158	-	53,971	140,822
Total operating revenues	<u>12,310,695</u>	<u>1,263,986</u>	<u>1,219,395</u>	<u>49,693</u>	<u>14,843,769</u>	<u>597,415</u>
<b>Operating Expenses:</b>						
Purchased power	11,407,347	-	-	-	11,407,347	-
Production expense	452,296	91,479	-	-	543,775	-
Purification expense	-	285,006	-	-	285,006	-
Treatment expense	-	-	809,514	-	809,514	-
Transmission and distribution	1,159,015	391,082	-	-	1,550,097	-
Administrative	1,108,455	319,406	324,336	-	1,752,197	649,423
Sewer collection	-	-	214,139	-	214,139	-
Transportation	-	-	-	309,717	309,717	-
Total operating expenses	<u>14,127,113</u>	<u>1,086,973</u>	<u>1,347,989</u>	<u>309,717</u>	<u>16,871,792</u>	<u>649,423</u>
<b>Operating Income (Loss)</b>	<u>(1,816,418)</u>	<u>177,013</u>	<u>(128,594)</u>	<u>(260,024)</u>	<u>(2,028,023)</u>	<u>(52,008)</u>
<b>Nonoperating Revenues (Expenses):</b>						
Interest income	5,464	4,160	4,873	-	14,497	894
Interest expense	(2,483)	(44,823)	(2,475)	-	(49,781)	-
Other income (expense)	19,673	3,103	(1,884)	294,304	315,196	-
Gain(loss) on disposal of assets	-	-	-	2,761	2,761	5,258
Transfers in from other funds	-	-	-	100,000	100,000	-
Transfers out to other funds	-	-	-	(46,731)	(46,731)	-
Total nonoperating revenues (expenses)	<u>22,654</u>	<u>(37,560)</u>	<u>514</u>	<u>350,334</u>	<u>335,942</u>	<u>6,152</u>
<b>Changes in Net Position</b>	<u>(1,793,764)</u>	<u>139,453</u>	<u>(128,080)</u>	<u>90,310</u>	<u>(1,692,081)</u>	<u>(45,856)</u>
<b>Net Position - Beginning of Year</b>	<u>25,845,847</u>	<u>4,966,652</u>	<u>4,393,056</u>	<u>801,517</u>	<u>36,007,072</u>	<u>751,825</u>
<b>Net Position - End of Year</b>	<u>\$ 24,052,083</u>	<u>\$ 5,106,105</u>	<u>\$ 4,264,976</u>	<u>\$ 891,827</u>	<u>\$ 34,314,991</u>	<u>\$ 705,969</u>

**City of Hillsdale, Michigan**  
**Statement of Cash Flows**  
**Proprietary Funds**  
**Year Ended June 30, 2013**

	<b>Business-type Activities - Enterprise Funds</b>					<b>Governmental</b>
	<b>Electric</b>	<b>Water</b>	<b>Sewer</b>	<b>Nonmajor</b>	<b>Total</b>	<b>Internal</b>
				<b>Fund</b>		<b>Service</b>
			<b>Dial-A-Ride</b>		<b>Funds</b>	
<b>Cash Flows From Operating Activities:</b>						
Cash received from customers, residents and users	\$ 12,139,271	\$ 1,350,574	\$ 1,224,951	\$ 49,671	\$ 14,764,467	\$ -
Other operating receipts	1,108,877	4,918	9,158	-	1,122,953	-
Receipts for interfund services provided	-	-	-	-	-	597,316
Cash paid to suppliers of goods and services	(12,664,658)	(596,576)	(706,748)	(254,710)	(14,222,692)	(444,853)
Cash paid to employees for services	(679,632)	(275,991)	(404,004)	-	(1,359,627)	(115,585)
Net cash provided by (used in) operating activities	<u>(96,142)</u>	<u>482,925</u>	<u>123,357</u>	<u>(205,039)</u>	<u>305,101</u>	<u>36,877</u>
<b>Cash Flows From Noncapital Financing Activities:</b>						
Net borrowings (repayments) on revolving loan	250,000	-	-	-	250,000	-
Interest payments on revolving loan	(2,483)	-	-	-	(2,483)	-
Intergovernmental nonoperating revenues	-	-	-	294,304	294,304	-
Transfers from/(to) other funds	-	-	-	53,269	53,269	-
Net cash provided by noncapital financing activities	<u>247,517</u>	<u>-</u>	<u>-</u>	<u>347,573</u>	<u>595,090</u>	<u>-</u>
<b>Cash Flows From Capital and Related Financing Activities:</b>						
Bond payments on capital debt	-	(334,000)	(165,000)	-	(499,000)	-
Interest on capital debt	-	(46,901)	(3,300)	-	(50,201)	-
Proceeds from the disposal of assets	-	-	-	2,761	2,761	5,259
Purchase of capital assets, net	(483,962)	(216,478)	(97,886)	(122,470)	(920,796)	-
Net cash used by capital and related financing activities	<u>(483,962)</u>	<u>(597,379)</u>	<u>(266,186)</u>	<u>(119,709)</u>	<u>(1,467,236)</u>	<u>5,259</u>
<b>Cash Flows from Investing Activities:</b>						
Purchase of investments	(1,025,858)	(248,715)	(195,778)	-	(1,470,351)	(8,208)
Proceeds from the sale of investments	1,634,450	263,000	335,000	-	2,232,450	-
Other nonoperating income received	19,673	3,103	-	-	22,776	-
Other nonoperating expenses	-	-	(1,884)	-	(1,884)	-
Interest income received	8,256	3,342	5,491	-	17,089	894
Net cash provided by (used in) investing activities	<u>636,521</u>	<u>20,730</u>	<u>142,829</u>	<u>-</u>	<u>800,080</u>	<u>(7,314)</u>
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	<u>303,934</u>	<u>(93,724)</u>	<u>-</u>	<u>22,825</u>	<u>233,035</u>	<u>34,822</u>
<b>Cash and Cash Equivalents - Beginning of Year</b>	<u>900</u>	<u>93,724</u>	<u>-</u>	<u>83,569</u>	<u>178,193</u>	<u>187,734</u>
<b>Cash and Cash Equivalents - End of Year</b>	<u>\$ 304,834</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 106,394</u>	<u>\$ 411,228</u>	<u>\$ 222,556</u>

Continued..

**City of Hillsdale, Michigan**  
**Statement of Cash Flows (Continued)**  
**Proprietary Funds**  
**Year Ended June 30, 2013**

	<b>Business-type Activities - Enterprise Funds</b>					<b>Governmental</b>
	<b>Electric</b>	<b>Water</b>	<b>Sewer</b>	<b>Nonmajor</b>	<b>Total</b>	<b>Internal</b>
				<b>Fund</b>		<b>Service</b>
			<b>Dial-A-Ride</b>			<b>Funds</b>
<b>Balance Sheet Classification of Cash</b>						
Current assets - cash and cash equivalents	\$ 304,834	\$ -	\$ -	\$ 106,394	\$ 411,228	\$ 222,556
<b>Reconciliation of Operating Income (Loss)</b>						
<b>to Net Cash Provided by Operating Activities:</b>						
Operating income (loss)	\$ (1,816,418)	\$ 177,013	\$ (128,594)	\$ (260,024)	\$ (2,028,023)	\$ (52,008)
Adjustments to reconcile operating income (loss)						
to net cash provided by (used in) operating activities:						
Depreciation	654,450	237,074	186,244	53,139	1,130,907	100,861
Changes in:						
Receivables	(15,782)	18,995	13,187	(22)	16,378	(100)
Due from other funds	(126,874)	70,889	(400)	-	(56,385)	-
Inventories	36,485	(483)	596	-	36,598	(4,322)
Prepaid expenses	(3,678)	(1,691)	(2,103)	(1,735)	(9,207)	(9,831)
Investments in M.S.C.P.A.	1,068,982	-	-	-	1,068,982	-
Accounts payable	68,909	(18,587)	5,691	(893)	55,120	(460)
Accrued expenses	13,547	(2,701)	(8,350)	1,615	4,111	2,737
Due to other funds	13,110	794	55,159	2,881	71,944	-
Customer deposits	11,127	1,622	1,927	-	14,676	-
<b>Net Cash Provided by (Used In) Operating Activities</b>	<b>\$ (96,142)</b>	<b>\$ 482,925</b>	<b>\$ 123,357</b>	<b>\$ (205,039)</b>	<b>\$ 305,101</b>	<b>\$ 36,877</b>



**City of Hillsdale, Michigan**  
**Statement of Fiduciary Net Position**  
**Fiduciary Funds**  
**June 30, 2013**

	<b>Hospital Private Purpose Trust Fund</b>	<b>Agency Funds</b>
<b>Assets:</b>		
Cash and investments	\$ 15,025	\$ 15,615
<b>Liabilities:</b>		
Due to other funds	-	4,151
Due to other agencies	-	11,464
Total liabilities	-	\$ 15,615
<b>Net Position:</b>		
Unrestricted	15,025	
Total net position	\$ 15,025	

See Notes to Financial Statements.

**City of Hillsdale, Michigan**  
**Statement of Changes in Fiduciary Net Position**  
**Fiduciary Funds**  
**Year Ended June 30, 2013**

	<u>Hospital Private Purpose Trust Fund</u>
<b>Additions:</b>	
Investment income	<u>\$ 287</u>
<b>Deductions:</b>	
Other	<u>548</u>
<b>Changes in Net Position</b>	(261)
<b>Net Position - Beginning of Year</b>	<u>15,286</u>
<b>Net Position - End of Year</b>	<u><u>\$ 15,025</u></u>

**City of Hillsdale, Michigan**  
**Notes to Financial Statements**

**Note 1 - Summary of Significant Accounting Policies**

The financial statements of the City of Hillsdale, Michigan have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP), as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the government's accounting policies are described below.

**Reporting Entity**

The City of Hillsdale, Michigan (the "City") was organized in 1847 and covers an area of approximately 5.5 square miles in Hillsdale County. In 1957, the City adopted the Home Rule Charter. The City operates under a Council-Manager form of government and provides the following services as authorized by its charter to its more than 8,305 residents (2010 census): public safety (police and fire), highways and streets, sanitation, health, housing, recreation, public improvements, planning and zoning, and general administrative services.

The accompanying financial statements of the City have been prepared in accordance with criteria established by the Governmental Accounting Standards Board (GASB) for determining the various governmental organizations to be included in the reporting entity. The criteria established by the GASB for determining which of the governmental organizations are a part of the City's reporting entity includes oversight responsibility, fiscal dependency, scope of public service, and whether the financial statements would be misleading if data were not included. The component units discussed below are included in the City's reporting entity because the City is considered to be financially accountable for them.

**Discretely Presented Component Units** – The City maintains three component units, one which is inactive and thus has no financial data to report. The other two component units are reported in the component unit columns in the combined financial statements. These units are reported in separate columns to emphasize that they are legally separate from the City. The City's component units are the following:

**Tax Increment Finance Authority** – Operated as a separate Board, this Authority is responsible for directing improvements to a District in the City of Hillsdale using funds derived from the capturing of real and personal property taxes within that District. The City has the ability to significantly influence operations and has accountability for fiscal matters.

**Economic Development Corporation** – This entity is governed by a separate Board appointed by the City Council to grant loans to businesses operating in the City.

**Brownfield Redevelopment Authority** - This entity was established in order to revitalize environmentally distressed areas within a Brownfield Redevelopment Area and is operated by a separate Board. To date, the Authority has had no activity.

**Related Organization** – The Hillsdale Housing Commission was established by the City of Hillsdale to provide qualifying senior and low income family housing. The financial statements of the Hillsdale Housing Commission are excluded from the accompanying financial statements since the Housing Commission's operating and capital expenditures, including debt service, are financed entirely from federal grants and rentals, the City has no involvement in the determination of the Housing Commission's budget and rental rates, and it has no obligation for the Housing Commission's outstanding debt. The Hillsdale Housing Commission financial statements can be obtained at 45 North West Avenue, Hillsdale, Michigan 49242.

**City of Hillsdale, Michigan**  
**Notes to Financial Statements**

**Note 1 - Summary of Significant Accounting Policies (Continued)**

**Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the non-fiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

**Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

**Government-Wide Statements** - The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the government's water and sewer funds and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

**City of Hillsdale, Michigan**  
**Notes to Financial Statements**

**Note 1 - Summary of Significant Accounting Policies (Continued)**

**Measurement Focus, Basis of Accounting, and Financial Statement Presentation  
(Continued)**

**Fund-Based Statements** - Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, claims, and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The government reports the following major governmental funds:

**General Fund** – This fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

**Major Street Fund** – This fund is a special revenue fund. It accounts for revenues received primarily from the State of Michigan Department of Transportation and accounts for street activity relating to the major street functions of the City.

**Local Street Fund** – This fund is a special revenue fund. It accounts for revenues received primarily from the State of Michigan Department of Transportation and accounts for street activity relating to the local street functions of the City.

**Airport Improvement Fund** - This fund is used to account for the financial resources to be used for the construction or acquisition of equipment and improvements of the airport.

The government reports the following major proprietary funds:

**Electric Fund** – The electric fund accounts for the activities of the government's electric generation and distribution system.

**Water Fund** – The water fund accounts for the activities of the government's water production, purification, and distribution systems.

**Sewer Fund** – The sewer fund accounts for the activities of the government's sewage collection and treatment systems.

Additionally, the government reports the following fund types:

**Special Revenue Funds** – These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

**City of Hillsdale, Michigan**  
Notes to Financial Statements

**Note 1 - Summary of Significant Accounting Policies (Continued)**

**Measurement Focus, Basis of Accounting, and Financial Statement Presentation  
(Continued)**

**Debt Service Fund** – The debt service fund is used to account for the accumulation of resources for and the payment of principal and interest on long-term general obligation debt of governmental funds not being financed by proprietary funds. This fund was closed out as of fiscal year end.

**Capital Project Funds** – These funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary and trust funds).

**Internal Service Funds** – The internal service funds account for operations that provide services (such as leave and benefits, inventory purchasing, equipment rental and unemployment insurance) to other departments of the City on a cost-reimbursement basis.

**Permanent Funds** – Permanent funds account for monies held in trust to be used for specified activities. The City maintains the R.L. Owen Memorial Fund to account for monies to be used for the activities specified in the related trust agreement. The City also maintains the Cemetery Perpetual Care Fund and the Stock Park Maintenance Fund as permanent funds.

**Proprietary Funds** – In addition to the major proprietary funds noted above, the City maintains the Dial-A-Ride Fund which accounts for the operations of the local transportation system in the City of Hillsdale.

**Trust and Agency Funds** – These funds are held to account for monies that are not owned by the City, but are administered by the City. The City maintains the Hospital Private Purpose Trust Fund to account for contributions earmarked for hospital care. The City also maintains agency funds to account for assets held for other governments in an agency capacity.

**Additional Financial Statement Presentation Information** - Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the electric, water and sewer enterprise funds and of the government's internal service fund are charges to customers for sales and services. The enterprise funds also recognize as operating revenues the portion of fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

Reclassifications of prior year's data, if any, have been made in the accompanying financial statements where appropriate to conform to the current presentation. These reclassifications, if any, have no effect on overall changes in fund balance/net position.

The process of preparing financial statements in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues, and expenditures. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

**City of Hillsdale, Michigan**  
**Notes to Financial Statements**

**Note 1 - Summary of Significant Accounting Policies (Continued)**

**Deposits and Investments** – The City's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

The City reports its investments (when applicable) in accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools* and GASB Statement No. 40, *Deposit and Investment Risk Disclosures*. Under these standards, certain investments are valued at fair value as determined by quoted market prices or by estimated fair values when quoted market prices are not available. The standards also provide that certain investments are valued at cost (or amortized cost) when they are of a short-term duration, the rate of return is fixed, and the City intends to hold the investment until maturity. Accordingly, investments in bankers' acceptances and commercial paper are recorded at amortized cost.

State statutes authorize the City to invest in bonds, and other direct and certain indirect obligations of the U.S. Treasury; certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank, savings and loan association, or credit union, which is a member of the Federal Deposit Insurance Corporation, Federal Savings and Loan Insurance Corporation, or National Credit Union Administration, respectively; in commercial paper rated at the time of purchase within the three highest classifications established by not less than two standard rating services and which matures not more than 270 days after the date of purchase. The City is also authorized to invest in U.S. Government or federal agency obligation repurchase agreements, bankers' acceptances of U.S. banks, and mutual funds composed of investments as outlined above.

**Receivables and Payables** – All receivables are reported at their net value. They are reduced, where appropriate, by the estimated portion that is expected to be uncollectible.

Activities between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the noncurrent portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

**Inventory** – Inventory is valued at cost (purchase price), which approximates market, using the first-in, first-out method. Inventory of the Hillsdale Board of Public Utilities (reported as business-type activities, major proprietary funds) is valued using the average cost method. Inventories of governmental funds are recorded as expenditures when purchased.

**Prepaid Items** – Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

**Restricted Assets** – Certain proceeds of the Enterprise Funds' revenue bonds, as well as certain resources set aside for their repayment, are classified as restricted assets on the balance sheet because their use is limited by applicable bond covenants. Also, certain resources have been set aside to fund capital asset replacements.

**City of Hillsdale, Michigan**  
**Notes to Financial Statements**

**Note 1 - Summary of Significant Accounting Policies (Continued)**

**Capital Assets** – Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities, if any, is included as part of the capitalized value of the assets constructed. No such interest expense was incurred during the current fiscal year.

Capital assets of the primary government are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Land improvements	20
Buildings and improvements	50
Vehicles	5 - 12
Books	7
Equipment and vehicles	5 - 20
Infrastructure	15 - 50
Plant and systems	10 - 65

**Compensated Absences** – It is the government's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. Vacation, sick and personal days are accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in governmental funds only if the obligation is expected to be liquidated from expendable available financial resources.

**Long-Term Obligations** – In the government-wide financial statements (Statement of Net Position) and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund types. Bond premiums and discounts are reported as a deferred inflow or outflow or resources, separate from assets or liabilities, over the life of the bonds using the effective interest method. Bond issuance costs are expensed as incurred.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.



**City of Hillsdale, Michigan**  
**Notes to Financial Statements**

**Note 1 - Summary of Significant Accounting Policies (Continued)**

**Fund Equity** – The City has implemented GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. In accordance with this guidance, fund balances of governmental funds are categorized according to five defined categories of fund balance. These categories consist of nonspendable amounts which are legally or contractually required to be maintained intact, restricted amounts that are constrained for specific purposes set by external parties or law, committed amounts that are constraints set by the highest decision making authority (City Council) and may only be removed by those individuals, assigned amounts that have an intended but no formal specific purpose, and unassigned amounts which are the residual of the other categories and have no specific purpose.

It is the City's policy to generally use fund balance in order according to the hierarchy of fund balance categories, from restricted down to unassigned.

**Property Taxes** - The government's property taxes are levied each July 1 on the taxable valuation of property located in the City as of the preceding December 31, the lien date. Property taxes are payable without penalty and interest through September 14; as of March 1 of the succeeding year, unpaid real property taxes are sold to and collected by Hillsdale County.

Assessed values as established annually by the government, and subject to acceptance by the County, are equalized by the State at an estimated 50% of current market value. Real and personal property in the City for 2012 had a taxable value of approximately \$143,000,000 (not including properties subject to Industrial Facilities Tax exemption), representing 50% of estimated current market value. The government's general operating tax rate for fiscal year 2012-13 was 14.9205 mills, with an additional .9947 mills levied for operations of the Mitchell Public Library.

Property taxes for the Tax Increment Finance Authority (TIFA) are derived from a tax increment financing agreement between the TIFA and other related taxing districts. Under this arrangement, the TIFA receives those property taxes levied on the increment of current taxable valuations (determined as of the preceding December 31, the lien date) over base year assessed valuations on certain property located in the City of Hillsdale, which are within the DDA district. Property taxes are recognized in the fiscal year in which they are levied.

**Adoption of New Accounting Standards** – The Governmental Accounting Standards Board issued Statements 63 and 65, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and *Items Previously Reported as Assets and Liabilities*, which the City complied with effective July 1, 2012. The new standards provide guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures.

**Subsequent Events** – Management has evaluated subsequent events through September 19, 2013, the date the financial statements were available to be issued.

**Note 2 - Stewardship, Compliance and Accountability**

**Budgetary Information** – Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for the General and Special Revenue Funds. All annual appropriations lapse at fiscal year end. The City Manager submits to the City Council a proposed operating budget for the fiscal year commencing July 1. The operating budget includes proposed expenditures and the means of financing them. The Council holds public hearings and a final budget must be prepared and adopted prior to July 1.

**City of Hillsdale, Michigan**  
Notes to Financial Statements

**Note 2 - Stewardship, Compliance and Accountability (Continued)**

**Budgetary Information (Continued)** – The City Manager is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by the City Council. The adopted budgets of the City for these budgetary funds were adopted on a functional basis for the General Fund and a fund basis for the Special Revenue Funds. Budgets for the General and Special Revenue Funds are adopted on a basis consistent with generally accepted accounting principles (GAAP).

**Excess of Expenditures over Appropriations** – For the year ended June 30, 2013, expenditures that exceeded appropriations in the General Fund or major special revenue funds, if any, are disclosed in the Required Supplemental Information on pages 31-34.

**Note 3 – Cash and Investments**

A reconciliation of cash and investments as shown on the Statement of Net Position and Statement of Fiduciary Net Position to deposits and investments as classified for note disclosure purposes is as follows:

	<b>Primary Government</b>	<b>Component Units</b>
Statement of Net Position:		
Cash and investments	\$6,738,612	\$ 634,751
Statement of Fiduciary Net Position:		
Hospital Private Purpose Trust Fund:		
Cash and investments	15,025	-
Agency Funds:		
Cash and investments	15,615	-
	<b>\$6,769,252</b>	<b>\$ 634,751</b>
	<b>Primary Government</b>	<b>Component Units</b>
Bank deposits (checking accounts, savings accounts and short-term CDs)	\$ 1,790,072	\$ (7,777)
Investments in securities, mutual funds and similar vehicles	4,977,430	642,528
Cash on hand	1,750	-
	<b>\$6,769,252</b>	<b>\$ 634,751</b>

**Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. State law limits the allowable investments and the maturities of some of the allowable investments as identified in Note 1. The City's investment policy does not have specific limits in excess of State law on investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. Information about the sensitivity of the fair values of the City's investments to market interest rate fluctuations is provided in the following table that shows the distribution of the City's investments by maturity.

**City of Hillsdale, Michigan**  
Notes to Financial Statements

**Note 3 – Cash and Investments (Continued)**

Rating S&P	Investment Type	Remaining Maturity		
		12 Months or Less	1 to 5 Years	Greater Than 5 Years
N/A	Certificates of Deposit	\$ 327,028	\$ 400,000	\$ -
AAAm	Michigan CLASS Investments Pool	1,421,092	-	-
AAA	U.S. Government Agency Bonds	156,228	2,911,370	-
N/A	Fidelity Government Money Market	403,087	-	-
N/A	Fidelity Investment Cash	1,153	-	-

**Credit Risk**

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented above is the actual rating as of year-end for each investment type. The City's investment policy does not have specific limits in excess of State law on investment credit risk.

The Michigan CLASS investment pool is a Michigan public sector investment program invested under an interlocal trust agreement according to provisions of the Urban Cooperation Act of 1967. This investment pool in the amount of \$1,421,092 is held by a bank serving as custodian for Michigan CLASS and the pool is regulated by the SEC. Financial statements may be obtained via the Michigan CLASS website, michiganclass.org, or through Michigan CLASS, 3135 South State Street, Ann Arbor, Michigan 48108.

**Custodial Credit Risk**

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. Deposits are exposed to custodial credit risk if they are not covered by depository insurance and are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the name of the local unit. The City has not adopted and State law does not require a policy for deposit custodial credit risk. As of year-end, \$1,743,996 of the City's bank balance of \$2,412,999 was exposed to custodial credit risk because it was uninsured and uncollateralized.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Michigan law and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. As of year-end, City investments in the following investment types were held by the same broker-dealer (counterparty) that was used by the City to buy the securities - Federal agency securities in the reported amount of \$3,067,598.

**City of Hillsdale, Michigan**  
Notes to Financial Statements

**Note 4 – Receivables**

Receivables of the governmental activities of the primary government at June 30, 2013, consist of the following:

Other governmental units (primarily the State of Michigan)	\$104,468
Accounts receivable	82,011
Special assessments - short-term	53,000
Special assessments – long-term	<u>84,427</u>
	<u>\$323,906</u>

**Note 5 - Capital Assets**

Capital assets activity for the year ended June 30, 2013 was as follows:

<b>Primary Government</b>	<b>Beginning Balance</b>	<b>Additions</b>	<b>Disposals and Adjustments</b>	<b>Ending Balance</b>
<b>Governmental Activities:</b>				
Capital assets not being depreciated:				
Land	\$ <u>8,246,290</u>	\$ <u>23,179</u>	\$ _____	\$ <u>8,269,469</u>
Capital assets being depreciated:				
Land improvements	470,348	151,785	-	622,133
Buildings and improvements	4,875,895	74,338	-	4,950,233
Books	294,504	20,271	34,670	280,105
Equipment and vehicles	2,853,154	10,750	46,446	2,817,458
Infrastructure	<u>25,117,575</u>	<u>997,150</u>	-	<u>26,114,725</u>
Total capital assets being depreciated	<u>33,611,476</u>	<u>1,254,294</u>	<u>81,116</u>	<u>34,784,654</u>
Accumulated depreciation:				
Land improvements	203,079	24,312	-	227,391
Buildings and improvements	1,594,790	95,012	-	1,689,802
Books	78,908	21,704	34,670	65,942
Equipment and vehicles	2,383,083	133,630	46,446	2,470,267
Infrastructure	<u>15,279,890</u>	<u>711,365</u>	-	<u>15,991,255</u>
Total accumulated depreciation	<u>19,539,750</u>	<u>986,023</u>	<u>81,116</u>	<u>20,444,657</u>
Total capital assets being depreciated - net	<u>14,071,726</u>	<u>268,271</u>	-	<u>14,339,997</u>
Governmental activities capital assets - net	<u>\$22,318,016</u>	<u>\$ 291,450</u>	\$ _____	<u>\$22,609,466</u>
<b>Business-Type Activities</b>	<b>Beginning Balance</b>	<b>Additions</b>	<b>Disposals and Adjustments</b>	<b>Ending Balance</b>
Capital assets not being depreciated:				
Land	\$ 197,401	\$ -	\$ -	\$ 197,401
Construction in progress	<u>258,851</u>	-	<u>(28,313)</u>	<u>230,538</u>
Total capital assets not being depreciated	<u>456,252</u>	-	<u>(28,313)</u>	<u>427,939</u>

**City of Hillsdale, Michigan**  
Notes to Financial Statements

**Note 5 - Capital Assets (Continued)**

<u>Business-Type Activities</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals and Adjustments</u>	<u>Ending Balance</u>
Capital assets being depreciated:				
Equipment	401,654	122,470	(162,940)	361,184
Plant and systems	<u>57,051,044</u>	<u>826,646</u>	-	<u>57,877,690</u>
Total capital assets being depreciated	<u>57,452,698</u>	<u>949,116</u>	<u>(162,940)</u>	<u>58,238,874</u>
Accumulated depreciation:				
Equipment	282,834	39,428	(162,940)	159,322
Plant and systems	<u>35,537,946</u>	<u>1,091,480</u>	-	<u>36,629,426</u>
Total accumulated depreciation	<u>35,820,780</u>	<u>1,130,908</u>	<u>(162,940)</u>	<u>36,788,748</u>
Total capital assets being depreciated - net	<u>21,631,918</u>	<u>(181,792)</u>	-	<u>21,450,126</u>
Business-type activities capital assets - net	<u>\$22,088,170</u>	<u>\$ (181,792)</u>	<u>\$(28,313)</u>	<u>\$21,878,065</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

<b>Governmental Activities:</b>		
Public safety		\$ 13,971
Highways and streets		658,081
Culture and recreation		129,020
Public works		47,722
Unallocated		36,368
Capital assets held by the City's internal service funds are charged to the various functions based on their usage of the assets		<u>100,861</u>
Total depreciation expense – governmental activities		<u>\$ 986,023</u>
<b>Business-Type Activities:</b>		
Electric		\$ 654,451
Water		237,074
Sewer		186,244
Transportation		<u>53,139</u>
Total depreciation expense – business-type activities		<u>\$ 1,130,908</u>

**Note 6 - Interfund Receivables, Payables and Transfers**

The City reports interfund balances between many of its funds. The sum of all balances presented in the tables below agrees with the sum of interfund balances presented in the statements of net position/balance sheet for governmental funds and proprietary funds. These interfund balances resulted primarily from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

**City of Hillsdale, Michigan**  
Notes to Financial Statements

**Note 6 - Interfund Receivables, Payables and Transfers (Continued)**

	<u>Receivable</u>	<u>Payable</u>
<b>Due from/to other funds:</b>		
General Fund	\$ 103,337	\$ 8,622
Nonmajor Governmental Funds	77,174	78,027
Water Fund	321,882	3,794
Sewer Fund	400	740,414
Electric Fund	423,994	45,048
Agency Funds	-	4,151
Nonmajor Enterprise Fund	-	46,731
	<u>\$ 926,787</u>	<u>\$ 926,787</u>
	<u>Transfers In</u>	<u>Transfers Out</u>
<b>Transfers:</b>		
General Fund	\$ 139,162	\$ 677,959
Major Street Fund	-	96,232
Local Street	115,000	14,199
Nonmajor Governmental Funds	529,249	25,675
Component Units	-	22,615
Nonmajor Enterprise Fund	100,000	46,731
	<u>\$ 883,411</u>	<u>\$ 883,411</u>

Transfers are used to: (1) move revenues from the fund that is required to collect them to the fund that is required or allowed to expend them; (2) move receipts restricted to or allowed for debt service from the funds collecting the receipts to the debt service fund as debt service payments become due; and (3) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

**Note 7 - Investment in Michigan South Central Power Agency**

The Michigan South Central Power Agency (M.S.C.P.A.) was organized in 1978 under the authority of Michigan Public Act 448 of 1976, to supply electricity to member municipalities in South Central Michigan. The Act provides that the agency will establish rates and charges to produce revenues sufficient to cover its costs, but may not operate for profit, except for the benefit of the public. The agency is governed by a Board of Commissioners which is comprised of one representative from each participating municipality and the general manager of the agency.

Participating municipalities and their respective shares of ownership are as follows:

	<u>Percent of Ownership</u>
City of Coldwater	40.0%
City of Hillsdale	25.5
City of Marshall	24.0
Village of Clinton	6.5
Village of Union City	4.0
	<u>100.0%</u>

**City of Hillsdale, Michigan**  
**Notes to Financial Statements**

**Note 7 - Investment in Michigan South Central Power Agency (Continued)**

The City of Hillsdale Board of Public Utilities (HBPU) is accounting for its investment in M.S.C.P.A. as a joint venture in accordance with GASB Statement No. 14. Information presented below is taken from financial statements of the M.S.C.P.A. for the year ended June 30, 2013, audited by other auditors whose report dated August 19, 2013, expressed an unmodified opinion for those statements.

The HBPU has entered into a Power Sales Contract with M.S.C.P.A. which requires the HBPU to purchase all of its bulk power supply from M.S.C.P.A. and to pay its share of the agency's operating and debt service costs. The HBPU has also entered into an agreement for services to be provided by the M.S.C.P.A. in respect to substation facilities and an agreement which requires the HBPU to sell to the agency power generated by its facilities.

Summary information of the Hillsdale Board of Public Utilities investment in the M.S.C.P.A. as of and for the year ended June 30, 2013, is as follows:

	<u>Total M.S.C.P.A.</u>	<u>Hillsdale Board of Public Utilities Portion 25.5%</u>
Total assets	\$53,766,826	\$13,710,541
Total liabilities	<u>15,465,301</u>	<u>3,943,652</u>
<b>Net Position</b>	<b><u>\$38,301,525</u></b>	<b><u>\$ 9,766,889</u></b>
Operating revenues	\$54,805,738	\$13,975,463
Operating expenses	<u>53,896,853</u>	<u>13,743,698</u>
<b>Operating Income</b>	908,885	231,765
Other income and expenses	<u>(5,100,969)</u>	<u>(1,300,747)</u>
<b>Changes in Net Position</b>	<b>(4,192,084)</b>	<b>(1,068,982)</b>
<b>Net Position, Beginning of Year</b>	<b><u>42,493,609</u></b>	<b><u>10,835,871</u></b>
<b>Net Position, End of Year</b>	<b><u>\$38,301,525</u></b>	<b><u>\$ 9,766,889</u></b>

**City of Hillsdale, Michigan**  
Notes to Financial Statements

**Note 8 – Debt**

The City of Hillsdale's Board of Public Utilities maintains a \$250,000 line of credit with County National Bank bearing a 4% interest rate and which expires November 30, 2014. The balance on the line of credit as of the end of the fiscal year was \$250,000.

Long-term liability activity for the year ended June 30, 2013, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
<b>Primary Government</b>					
<b>Governmental activities:</b>					
Contract and loans payable	\$ 28,000	\$ -	\$ 28,000	\$ -	\$ -
Compensated absences	<u>208,532</u>	<u>10,401</u>	<u>-</u>	<u>218,933</u>	<u>28,000</u>
	<u>\$ 236,532</u>	<u>\$ 10,401</u>	<u>\$ 28,000</u>	<u>\$ 218,933</u>	<u>\$ 28,000</u>
<b>Business-type activities:</b>					
Revenue bonds	\$1,565,000	\$ -	\$ 499,000	\$1,066,000	\$ 347,000
Compensated absences	<u>176,782</u>	<u>22,850</u>	<u>-</u>	<u>199,632</u>	<u>-</u>
	<u>\$1,741,782</u>	<u>\$ 22,850</u>	<u>\$ 499,000</u>	<u>\$1,265,632</u>	<u>\$ 347,000</u>

For the governmental activities, compensated absences are primarily paid out of the General Fund.

**General Obligation Bonds** - The government issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for governmental activities. No general obligation bonds were issued during the current year.

**Revenue Bonds** - The government also issues bonds where the government pledges income derived from the acquired or constructed assets to pay debt service. Revenue bonds outstanding at year-end are as follows:

<u>Business-Type Activities</u>	<u>Due in Fiscal Year End</u>	<u>Interest Rates</u>	<u>Amount</u>
2009 Water Refunding	2017	3.50% - 3.90%	\$ 691,000
2002 Water Refunding	2015	3.625% - 4.00%	<u>375,000</u>
			<u>\$1,066,000</u>



**City of Hillsdale, Michigan**  
**Notes to Financial Statements**

**Note 8 – Debt (Continued)**

Revenue bond debt service requirements to maturity are as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>
2014	\$ 347,000	\$ 34,330
2015	361,000	20,750
2016	175,000	10,461
2017	<u>183,000</u>	<u>3,568</u>
<b>Total</b>	<b><u>\$1,066,000</u></b>	<b><u>\$ 69,109</u></b>

**Note 9 - Segment Information -- Enterprise Funds**

The government issued revenue bonds to finance certain improvements to its water and sewer distribution and treatment systems. Because the Water and Sewer Funds, which are individual funds that account entirely for the government's water distribution and treatment and sewage disposal and treatment activities, are segments, and are reported as major funds in the fund financial statements, segment disclosures herein are not required.

**Note 10 - Risk Management**

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the year ended June 30, 2013, the City carried commercial insurance to cover all risks of losses. The City has had no settled claims resulting from these risks that exceeded their commercial coverage in any of the past three fiscal years.

**Note 11 - Pension Plan**

**Plan Description** - The City participates in the Municipal Employees' Retirement System of Michigan (MERS), an agent multiple-employer public employee pension plan administered by the Retirement Board of MERS in accordance with the MER Act of 1984, as amended by 1996 Public Act 220 (as amended), as embodied in the MERS Plan Document (as revised). Act No. 427 of the Public Acts of 1984, as amended, establishes and amends the benefit provisions of the participants in MERS. The City's defined benefit pension plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. The Municipal Employees' Retirement System of Michigan issues a publicly available financial report that includes financial statements and required supplementary information for MERS. That report may be obtained by writing to the Municipal Employees' Retirement System of Michigan, 447 N. Canal Road, Lansing, Michigan 48917, or by calling (800) 767-2308.

**Funding Policy** - The City is required to contribute at an actuarially determined rate designed to accumulate sufficient assets to pay benefits when due. Employees are currently required to contribute 3-5% of covered wages to the Plan. The contribution requirements of the City are established by Act No. 427 of the Public Acts of 1984, as amended, and may be amended by the Retirement Board of MERS. The contribution requirements of plan members, if any, are established and may be amended by the City.

**City of Hillsdale, Michigan**  
**Notes to Financial Statements**

**Note 11 - Pension Plan (Continued)**

**Annual Pension Cost** – Using MERS information based upon a calendar 2012 year, the City contributed \$207,834 for pension costs, which is equal to 66% of the annual required contribution of \$316,680. The required contribution was determined as part of the December 31, 2012 actuarial valuation using the entry age actuarial cost method. The actuarial assumptions included (a) a rate of return on the investment of present and future assets of 8.0%, and (b) projected salary increases of 4.5% per year compounded annually, attributable to inflation. The actuarial value of MERS assets was determined on the basis of a valuation method that assumes the fund earns the expected rate of return, and includes an adjustment to reflect fair value. The City's unfunded actuarial accrued liability at December 31, 2012, the date of the latest actuarial valuation, is being amortized as a level percentage of projected payroll on an open basis over 30 years.

**Three-Year Trend Information**

<u>Fiscal Year Ending</u>	<u>Annual Pension Cost (APC)</u>	<u>Percentage of APC Contributed</u>	<u>Net Pension Obligation</u>
6/30/10	\$229,262	100%	\$ -
6/30/11	205,119	100%	-
6/30/12	316,680	66%	108,846

**Schedule of Funding Progress**

<u>Actuarial Valuation Date</u>	<u>Actuarial Value of Assets</u>	<u>Actuarial Liability (AAL) – Entry Age</u>	<u>Assets in Excess of AAL</u>	<u>Funded Ratio</u>	<u>Covered Payroll</u>	<u>UAAL as a Percentage of Covered Payroll</u>
12/31/10	\$18,431,442	\$17,892,124	\$539,318	103%	\$3,632,843	0%
12/31/11	18,731,506	19,105,980	(374,474)	98%	3,508,427	11%
12/31/12	18,948,680	19,791,786	(843,106)	96%	3,238,980	26%

The required schedule of funding progress presented as required supplemental information presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

**Note 12 - Commitments and Contingencies**

The City participates in a number of federally-assisted grant programs. These programs are subject to program compliance audits. Accordingly, the City's compliance with applicable grant requirements will be established at some future date. The amount, if any, of expenditures which may be disallowed by granting agencies cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

**Note 13 – Dial-A-Ride Enterprise Fund**

**Cost Allocation Plans** - The Hillsdale Dial-A-Ride Enterprise Fund has three cost allocation plans where the methodology has been approved by the Bureau of Passenger Transportation (BPT). Currently, only the administrative cost allocation plan is needed and used. The cost allocation plan was adhered to in the preparation of the financial statements.

**City of Hillsdale, Michigan**  
**Notes to Financial Statements**

**Note 13 – Dial-A-Ride Enterprise Fund (Continued)**

**Nonfinancial Data** - The methodology used for compiling mileage on OAR Schedule 4N (Nonurban) is an adequate and reliable method for recording vehicle mileage.

**Other Revenue** – Other revenue, totaling \$396, consists of training cost reimbursements.

**Depreciation** – The depreciation charges do not include any eligible depreciation. Therefore all depreciation charges are ineligible for reimbursement and have been excluded from the computation of eligible costs to be reimbursed with State Formula Funds.

**Capital Money** – No capital money was used to pay for operating expenses and none are included in total expenses to be reimbursed with State Formula Funds.

**Ineligible Expenses** – Ineligible expenses are classified appropriately according to the definition in the Local Public Transit Revenue and Expense manual. Audit costs are the only cost in which eligibility differs from the State R&E Manual and the federal OMB Circular A-87. The Hillsdale Dial-A-Ride Enterprise Fund does not have any local revenues with associated expenses that would be required to be subtracted out as ineligible.

**Pension Plan** - During the fiscal year July 1, 2012 through June 30, 2013, Dial-A-Ride paid \$1,749 in 50201 Pension. Of this amount, \$1,749 paid the actuarial required minimum contribution and \$0 was paid in excess of the actuarial required minimum contribution. The entire amount of \$1,749 was expensed on the books and is included in Dial-A-Ride's total eligible expenses for the fiscal year ending September 30, 2013.

**Other Post-Employment Benefits** - The transit agency did not incur, nor pay, any 50202 Other Post-Employment Benefits (OPEB).

**Note 14 – Upcoming Accounting and Reporting Changes**

The Government Accounting Standards Board has issued Statement 67, *Financial Reporting for Pension Plans*, and Statement 68, *Accounting and Financial Reporting for Pensions*. Statement 67 changes how public employee pension plans calculate and report their total pension liability. Statement 68 requires governments participating in public employee pension plans to recognize their portion of the long-term obligation for the pension benefits as a liability and to measure the annual costs of the pension benefits. The effect of these changes has not been determined. Statement 67 is effective for the year ending June 30, 2015 and Statement 68 is effective for the year ending June 30, 2016.

## Required Supplemental Information

**City of Hillsdale, Michigan**  
 Budgetary Comparison Schedule  
 General Fund  
 Year Ended June 30, 2013

	<b>Budgeted Amounts</b>		<b>Actual</b>
	<b>Original</b>	<b>Final</b>	
<b>Revenues:</b>			
City Taxes:			
Property	\$ 2,109,000	\$ 2,109,000	\$ 2,041,444
Administrative fees	71,000	71,000	71,358
Interest and penalties	35,000	35,000	34,549
Industrial facilities tax	25,000	25,000	27,740
Total city taxes	<u>2,240,000</u>	<u>2,240,000</u>	<u>2,175,091</u>
State revenue	753,000	753,000	784,688
Federal revenue	-	114,750	115,286
Licenses and permits	90,400	90,400	99,806
Charges for services	18,450	18,450	22,152
Fines and violations	5,600	5,600	7,137
Interest and rentals	78,200	78,200	90,568
Miscellaneous	711,020	711,020	733,253
Total revenues	<u>3,896,670</u>	<u>4,011,420</u>	<u>4,027,981</u>
<b>Expenditures:</b>			
General government:			
Council	29,945	37,945	33,651
City manager	202,835	202,835	200,478
Administrative	228,500	228,500	161,306
Elections	16,765	16,765	9,627
Assessor	145,920	145,920	136,880
Clerk	76,765	76,765	78,632
Finance department	100,605	100,605	95,205
Treasurer	120,965	120,965	124,682
Building and grounds	111,305	111,305	142,063
Parking lots	30,505	30,505	17,381
Cemetery	108,535	108,535	131,927
Airport	91,010	91,010	95,615
Total general government	<u>1,263,655</u>	<u>1,271,655</u>	<u>1,227,447</u>
Public safety:			
Police	1,307,930	1,307,930	1,295,343
Fire	471,210	585,960	555,516
Building inspector	8,465	8,465	1,716
Total public safety	<u>1,787,605</u>	<u>1,902,355</u>	<u>1,852,575</u>
Public works:			
Public services	290,395	290,395	259,254
Street lights	65,500	65,500	62,876
Total public works	<u>355,895</u>	<u>355,895</u>	<u>322,130</u>

Continued...

**City of Hillsdale, Michigan**  
 Budgetary Comparison Schedule (Continued)  
 General Fund  
 Year Ended June 30, 2013

	<b>Budgeted Amounts</b>		<b>Actual</b>
	<b>Original</b>	<b>Final</b>	
<b>Expenditures (Continued):</b>			
Community and economic development:			
Planning	\$ 8,150	\$ 8,150	\$ 3,922
Economic development	60,520	60,520	65,746
Total community and economic development	<u>68,670</u>	<u>68,670</u>	<u>69,668</u>
Culture and recreation	<u>149,155</u>	<u>149,155</u>	<u>146,429</u>
Total expenditures	<u>3,624,980</u>	<u>3,747,730</u>	<u>3,618,249</u>
<b>Revenues Over (Under) Expenditures</b>	<u>271,690</u>	<u>263,690</u>	<u>409,732</u>
<b>Other Financing Sources (Uses):</b>			
Transfers in	140,000	140,000	139,162
Transfers out	(575,355)	(725,355)	(677,959)
Total other financing sources (uses)	<u>(435,355)</u>	<u>(585,355)</u>	<u>(538,797)</u>
<b>Net Changes in Fund Balances</b>	(163,665)	(321,665)	(129,065)
<b>Fund Balances - Beginning of Year</b>	<u>1,171,205</u>	<u>1,171,205</u>	<u>1,171,205</u>
<b>Fund Balances - End of Year</b>	<u>\$ 1,007,540</u>	<u>\$ 849,540</u>	<u>\$ 1,042,140</u>

**City of Hillsdale, Michigan**  
**Budgetary Comparison Schedule**  
**Major Street Fund**  
**Year Ended June 30, 2013**

	<b>Budgeted Amounts</b>		<b>Actual</b>
	<b>Original</b>	<b>Final</b>	
<b>Revenues:</b>			
State revenue	\$ 457,500	\$ 457,500	\$ 476,257
Interest and rentals	300	300	977
Miscellaneous	2,500	2,500	1,907
<b>Total revenues</b>	<b>460,300</b>	<b>460,300</b>	<b>479,141</b>
<b>Expenditures:</b>			
Highways and streets:			
Street surface	77,170	77,170	39,438
Trunkline street surface	11,775	11,775	3,281
R.O.W maintenance	69,655	69,655	106,830
Trunkline R.O.W. maintenance	9,130	9,130	5,815
Trees	45,080	45,080	44,485
Trunkline trees	745	745	593
Drainage	35,830	35,830	24,180
Trunkline R.O.W. drainage	5,100	5,100	126
Traffic	49,655	49,655	35,711
Trunkline traffic	6,550	6,550	4,766
Winter maintenance	83,000	83,000	64,820
Trunkline winter maintenance	22,625	22,625	19,675
<b>Total highways and streets</b>	<b>416,315</b>	<b>416,315</b>	<b>349,720</b>
<b>Total expenditures</b>	<b>416,315</b>	<b>416,315</b>	<b>349,720</b>
<b>Revenues Over (Under) Expenditures</b>	<b>43,985</b>	<b>43,985</b>	<b>129,421</b>
<b>Other Financing Sources (Uses):</b>			
Transfers out	(94,500)	(94,500)	(96,232)
<b>Total other financing sources (uses)</b>	<b>(94,500)</b>	<b>(94,500)</b>	<b>(96,232)</b>
<b>Net Changes in Fund Balances</b>	<b>(50,515)</b>	<b>(50,515)</b>	<b>33,189</b>
<b>Fund Balances - Beginning of Year</b>	<b>218,692</b>	<b>218,692</b>	<b>218,692</b>
<b>Fund Balances - End of Year</b>	<b>\$ 168,177</b>	<b>\$ 168,177</b>	<b>\$ 251,881</b>

**City of Hillsdale, Michigan**  
**Budgetary Comparison Schedule**  
**Local Street Fund**  
**Year Ended June 30, 2013**

	<b>Budgeted Amounts</b>		<b>Actual</b>
	<b>Original</b>	<b>Final</b>	
<b>Revenues:</b>			
State revenue	\$ 147,500	\$ 147,500	\$ 155,919
Miscellaneous	-	-	5,371
<b>Total revenues</b>	<u>147,500</u>	<u>147,500</u>	<u>161,290</u>
<b>Expenditures:</b>			
Highways and streets:			
Street surface	70,340	70,340	64,557
R.O.W maintenance	69,635	69,635	54,163
Trees	57,320	57,320	46,878
Drainage	22,385	22,385	16,650
Traffic	18,105	18,105	10,453
Winter maintenance	47,445	47,445	41,627
<b>Total highways and streets</b>	<u>285,230</u>	<u>285,230</u>	<u>234,328</u>
<b>Total expenditures</b>	<u>285,230</u>	<u>285,230</u>	<u>234,328</u>
<b>Revenues Over (Under) Expenditures</b>	<u>(137,730)</u>	<u>(137,730)</u>	<u>(73,038)</u>
<b>Other Financing Sources (Uses):</b>			
Transfers in	151,230	151,230	115,000
Transfers out	(13,500)	(13,500)	(14,199)
<b>Total other financing sources (uses)</b>	<u>137,730</u>	<u>137,730</u>	<u>100,801</u>
<b>Net Changes in Fund Balances</b>	-	-	27,763
<b>Fund Balances - Beginning of Year</b>	<u>43,326</u>	<u>43,326</u>	<u>43,326</u>
<b>Fund Balances - End of Year</b>	<u>\$ 43,326</u>	<u>\$ 43,326</u>	<u>\$ 71,089</u>



**City of Hillsdale, Michigan**  
Municipal Employees Retirement System of Michigan  
Year Ended June 30, 2013

**Schedule of Funding Progress**

	(1)	(2)	(3)	(4)	(5)	(6)
Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL) Entry Age	Unfunded AAL (Overfunded) (UAAL) (2-1)	Funded Ratio (1/2)	Covered Payroll	UAAL as a % of Covered Payroll (3/5)
December 31,						
2008	17,395,167	16,606,847	(788,320)	104.7%	3,893,506	0.0%
2009	17,887,885	17,082,988	(804,897)	104.7%	3,769,712	0.0%
2010	18,431,442	17,892,124	(539,318)	103.0%	3,632,843	0.0%
2011	18,731,506	19,105,980	374,474	98.0%	3,508,427	10.7%
2012	18,948,680	19,791,786	843,106	95.7%	3,238,980	26.0%

**Schedule of Employer Contributions**

Year Ended	Annual Required Contribution	Annual Actual Contribution	Percentage Contributed
June 30,			
2008	231,791	231,791	100%
2009	240,089	240,089	100%
2010	229,262	229,262	100%
2011	283,176	205,119	72%
2012	316,680	207,834	66%

## **Other Supplemental Information**

**City of Hillsdale, Michigan**  
**Combining Balance Sheet**  
**Nonmajor Governmental Funds**  
**June 30, 2013**

	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Project</u>	<u>Permanent Funds</u>	<u>Total</u>
<b><u>Assets</u></b>					
Cash and investments	\$ 215,758	\$ -	\$ 561,147	\$ 596,577	\$ 1,373,482
Accounts receivable	55,812	-	-	-	55,812
Due from other funds	112	-	-	77,062	77,174
Prepaid expenditures	4,606	-	-	-	4,606
<b>Total assets</b>	<b><u>\$ 276,288</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 561,147</u></b>	<b><u>\$ 673,639</u></b>	<b><u>\$ 1,511,074</u></b>
<b><u>Liabilities and Fund Balances</u></b>					
<b>Liabilities:</b>					
Accounts payable	\$ 11,507	\$ -	\$ 100,031	\$ -	\$ 111,538
Accrued payroll and related liabilities	10,312	-	540	-	10,852
Due to other funds	78,027	-	-	-	78,027
<b>Total liabilities</b>	<b><u>99,846</u></b>	<b><u>-</u></b>	<b><u>100,571</u></b>	<b><u>-</u></b>	<b><u>200,417</u></b>
<b>Fund Balances:</b>					
<b>Nonspendable:</b>					
Prepaid expenditures	4,606	-	-	-	4,606
<b>Restricted</b>	<b><u>171,836</u></b>	<b><u>-</u></b>	<b><u>460,576</u></b>	<b><u>673,639</u></b>	<b><u>1,306,051</u></b>
<b>Total fund balances</b>	<b><u>176,442</u></b>	<b><u>-</u></b>	<b><u>460,576</u></b>	<b><u>673,639</u></b>	<b><u>1,310,657</u></b>
<b>Total liabilities and fund balances</b>	<b><u>\$ 276,288</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 561,147</u></b>	<b><u>\$ 673,639</u></b>	<b><u>\$ 1,511,074</u></b>

**City of Hillsdale, Michigan**  
**Combining Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Nonmajor Governmental Funds**  
**Year Ended June 30, 2013**

	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Project</u>	<u>Permanent Funds</u>	<u>Total</u>
<b>Revenues:</b>					
Taxes	\$ 137,842	\$ -	\$ -	\$ -	\$ 137,842
Intergovernmental - federal and state	16,449	-	377,474	-	393,923
Charges for services	58,433	-	-	10,125	68,558
Fines and violations	51,685	-	-	-	51,685
Interest and rentals	27,214	-	95	23,807	51,116
Miscellaneous	54,680	-	170,668	325	225,673
<b>Total revenues</b>	<u>346,303</u>	<u>-</u>	<u>548,237</u>	<u>34,257</u>	<u>928,797</u>
<b>Expenditures:</b>					
General government	-	-	-	500	500
Public safety	4,680	-	-	-	4,680
Culture and recreation	347,560	-	-	-	347,560
Debt service:					
Principal payments	-	28,000	-	-	28,000
Capital outlay	-	-	1,195,492	-	1,195,492
<b>Total expenditures</b>	<u>352,240</u>	<u>28,000</u>	<u>1,195,492</u>	<u>500</u>	<u>1,576,232</u>
<b>Revenues Over (Under) Expenditures</b>	<u>(5,937)</u>	<u>(28,000)</u>	<u>(647,255)</u>	<u>33,757</u>	<u>(647,435)</u>
<b>Other Financing Sources (Uses):</b>					
Gain (loss) on sale of investment	-	-	-	(12,870)	(12,870)
Transfers in	72,965	24,995	381,289	-	479,249
Transfers out	(2,000)	-	-	(23,675)	(25,675)
<b>Total other financing sources (uses)</b>	<u>70,965</u>	<u>24,995</u>	<u>381,289</u>	<u>(36,545)</u>	<u>440,704</u>
<b>Changes in Fund Balances</b>	65,028	(3,005)	(265,966)	(2,788)	(206,731)
<b>Fund Balances - Beginning of Year</b>	<u>111,414</u>	<u>3,005</u>	<u>726,542</u>	<u>676,427</u>	<u>1,517,388</u>
<b>Fund Balances - End of Year</b>	<u>\$ 176,442</u>	<u>\$ -</u>	<u>\$ 460,576</u>	<u>\$ 673,639</u>	<u>\$ 1,310,657</u>

**City of Hillsdale, Michigan**  
 Combining Balance Sheet  
 Nonmajor Special Revenue Funds  
 June 30, 2013

<u>Assets</u>	<u>Library</u>	<u>Recreation Commission</u>	<u>Drug Forfeitures</u>	<u>Police Public Relations</u>	<u>Fire Equipment</u>	<u>Total</u>
Cash and cash equivalents	\$ 741	\$ 13,492	\$ 711	\$ 1,098	\$ -	\$ 16,042
Investments	134,311	-	-	-	65,405	199,716
Accounts receivable	55,329	483	-	-	-	55,812
Due from other funds	112	-	-	-	-	112
Prepaid expenditures	1,254	3,352	-	-	-	4,606
<b>Total assets</b>	<b>\$ 191,747</b>	<b>\$ 17,327</b>	<b>\$ 711</b>	<b>\$ 1,098</b>	<b>\$ 65,405</b>	<b>\$ 276,288</b>
<u>Liabilities and Fund Balances</u>						
<u>Liabilities:</u>						
Accounts payable	\$ 3,413	\$ 7,807	\$ -	\$ 287	\$ -	\$ 11,507
Accrued payroll and related liabilities	4,596	5,716	-	-	-	10,312
Due to other funds	77,801	226	-	-	-	78,027
<b>Total liabilities</b>	<b>\$ 85,810</b>	<b>\$ 13,749</b>	<b>\$ -</b>	<b>\$ 287</b>	<b>\$ -</b>	<b>\$ 99,846</b>
<u>Fund Balances:</u>						
<u>Nonspendable:</u>						
Prepaid expenditures	1,254	3,352	-	-	-	4,606
Restricted	104,683	226	711	811	65,405	171,836
<b>Total fund balances</b>	<b>\$ 105,937</b>	<b>\$ 3,578</b>	<b>\$ 711</b>	<b>\$ 811</b>	<b>\$ 65,405</b>	<b>\$ 176,442</b>
 <b>Total liabilities and fund balances</b>	 <b>\$ 191,747</b>	 <b>\$ 17,327</b>	 <b>\$ 711</b>	 <b>\$ 1,098</b>	 <b>\$ 65,405</b>	 <b>\$ 276,288</b>

**City of Hillsdale, Michigan**  
 Combining Statement of Revenues, Expenditures and Changes in Fund Balances  
 Nonmajor Special Revenue Funds  
 Year Ended June 30, 2013

	Library	Recreation Commission	Drug Forfeitures	Police Public Relations	Fire Equipment	Total
<b>Revenues:</b>						
Taxes	\$ 137,842	\$ -	\$ -	\$ -	\$ -	\$ 137,842
Intergovernmental - federal and state	16,449	-	-	-	-	16,449
Charges for services	20,702	37,731	-	-	-	58,433
Fines and violations	51,685	-	-	-	-	51,685
Interest and rentals	7,041	20,120	-	-	53	27,214
Miscellaneous	45,663	4,232	-	4,144	641	54,680
Total revenues	<u>279,382</u>	<u>62,083</u>	<u>-</u>	<u>4,144</u>	<u>694</u>	<u>346,303</u>
<b>Expenditures:</b>						
Public safety	-	-	-	4,680	-	4,680
Culture and recreation	231,228	116,332	-	-	-	347,560
Total expenditures	<u>231,228</u>	<u>116,332</u>	<u>-</u>	<u>4,680</u>	<u>-</u>	<u>352,240</u>
<b>Revenues Over (Under) Expenditures</b>	<u>48,154</u>	<u>(54,249)</u>	<u>-</u>	<u>(536)</u>	<u>694</u>	<u>(5,937)</u>
<b>Other Financing Sources (Uses):</b>						
Transfers in	-	47,965	-	-	25,000	72,965
Transfers out	(2,000)	-	-	-	-	(2,000)
Total other financing sources (uses)	<u>(2,000)</u>	<u>47,965</u>	<u>-</u>	<u>-</u>	<u>25,000</u>	<u>70,965</u>
<b>Changes in Fund Balances</b>	46,154	(6,284)	-	(536)	25,694	65,028
<b>Fund Balances - Beginning of Year</b>	59,783	9,862	711	1,347	39,711	111,414
<b>Fund Balances - End of Year</b>	<u>\$ 105,937</u>	<u>\$ 3,578</u>	<u>\$ 711</u>	<u>\$ 811</u>	<u>\$ 65,405</u>	<u>\$ 176,442</u>

**City of Hillsdale, Michigan**  
Combining Balance Sheet  
Nonmajor Debt Service Fund  
June 30, 2013

	<u>Assets</u>	<u>Bond and Interest</u>
Cash and cash equivalents		\$ -
		-----
		-----
	<u>Fund Balance</u>	
Restricted		-
Total fund balance		\$ -
		-----
		-----

**City of Hillsdale, Michigan**  
 Combining Statement of Revenues, Expenditures and  
 Changes in Fund Balances  
 Nonmajor Debt Service Fund  
 Year Ended June 30, 2013

	<b>Bond and Interest</b>
<b>Revenue:</b>	
Interest income	\$ -
<b>Expenditures:</b>	
Principal retirement	28,000
Interest and fiscal charges	-
Total expenditures	28,000
<b>Revenues Under Expenditures</b>	(28,000)
<b>Other Financing Sources:</b>	
Transfers in	24,995
<b>Changes in Fund Balance</b>	(3,005)
<b>Fund Balance - Beginning of Year</b>	3,005
<b>Fund Balance - End of Year</b>	\$ -



**City of Hillsdale, Michigan**  
 Combining Balance Sheet  
 Nonmajor Capital Project Funds  
 June 30, 2013

	Library Improvement	Three Meadows	Field of Dreams	Stock Park	Capital Improvement	Total
Cash and cash equivalents	\$ 13,144	\$ -	\$ 1,670	\$ (125)	\$ 502,758	\$ 517,447
Investments	-	-	10,455	33,245	-	43,700
Total assets	<u>\$ 13,144</u>	<u>\$ -</u>	<u>\$ 12,125</u>	<u>\$ 33,120</u>	<u>\$ 502,758</u>	<u>\$ 561,147</u>
<b><u>Liabilities and Fund Balances</u></b>						
<b>Liabilities:</b>						
Accounts payable	-	-	-	\$ 72	\$ 99,959	\$ 100,031
Accrued payroll and related liabilities	-	-	-	-	540	540
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>72</u>	<u>100,499</u>	<u>100,571</u>
<b>Fund Balances:</b>						
Restricted	13,144	-	12,125	33,048	402,259	460,576
Total fund balances	<u>13,144</u>	<u>-</u>	<u>12,125</u>	<u>33,048</u>	<u>402,259</u>	<u>460,576</u>
Total liabilities and fund balances	<u>\$ 13,144</u>	<u>\$ -</u>	<u>\$ 12,125</u>	<u>\$ 33,120</u>	<u>\$ 502,758</u>	<u>\$ 561,147</u>

**City of Hillsdale, Michigan**  
 Combining Statement of Revenues, Expenditures and  
 Changes in Fund Balances  
 Nonmajor Capital Project Funds  
 Year Ended June 30, 2013

	Library Improvement	Three Meadows	Field of Dreams	Stock Park	Capital Improvement	Total
<b>Revenues:</b>						
Intergovernmental - federal and state	\$ -	\$ -	\$ -	\$ -	\$ 377,474	\$ 377,474
Interest and rentals	-	-	11	84	-	95
Miscellaneous	1,352	-	3,198	27,431	138,687	170,668
Total revenues	<u>1,352</u>	<u>-</u>	<u>3,209</u>	<u>27,515</u>	<u>516,161</u>	<u>548,237</u>
<b>Expenditures:</b>						
Capital outlay	2,549	423	609	13,313	1,178,598	1,195,492
Total expenditures	<u>2,549</u>	<u>423</u>	<u>609</u>	<u>13,313</u>	<u>1,178,598</u>	<u>1,195,492</u>
<b>Revenues Over (Under) Expenditures</b>	<u>(1,197)</u>	<u>(423)</u>	<u>2,600</u>	<u>14,202</u>	<u>(662,437)</u>	<u>(647,255)</u>
<b>Other Financing Sources (Uses):</b>						
Transfers in	-	-	-	-	381,289	381,289
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>381,289</u>	<u>381,289</u>
<b>Changes in Fund Balances</b>	<u>(1,197)</u>	<u>(423)</u>	<u>2,600</u>	<u>14,202</u>	<u>(281,148)</u>	<u>(265,966)</u>
<b>Fund Balances - Beginning of Year</b>	<u>14,341</u>	<u>423</u>	<u>9,525</u>	<u>18,846</u>	<u>683,407</u>	<u>726,542</u>
<b>Fund Balances - End of Year</b>	<u>\$ 13,144</u>	<u>\$ -</u>	<u>\$ 12,125</u>	<u>\$ 33,048</u>	<u>\$ 402,259</u>	<u>\$ 460,576</u>

**City of Hillsdale, Michigan**  
 Combining Balance Sheet  
 Nonmajor Permanent Funds  
 June 30, 2013

	<u>R.L. Owen Memorial</u>	<u>Cemetery Perpetual Care</u>	<u>Stock Park Maintenance</u>	<u>Total</u>
<b><u>Assets</u></b>				
Cash and cash equivalents	\$ 31,428	\$ 362,451	\$ 300	\$ 394,179
Investments, at cost	-	183,766	18,632	202,398
Accounts receivable	-	-	-	-
Due from other funds	-	77,062	-	77,062
Total assets	<u>\$ 31,428</u>	<u>\$ 623,279</u>	<u>\$ 18,932</u>	<u>\$ 673,639</u>
<b><u>Liabilities and Fund Balances</u></b>				
Liabilities:				
Due to other agencies	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Balances:				
Restricted	<u>31,428</u>	<u>623,279</u>	<u>18,932</u>	<u>673,639</u>
Total fund balances	<u>31,428</u>	<u>623,279</u>	<u>18,932</u>	<u>673,639</u>
Total liabilities and fund balances	<u>\$ 31,428</u>	<u>\$ 623,279</u>	<u>\$ 18,932</u>	<u>\$ 673,639</u>

**City of Hillsdale, Michigan**  
Combining Statement of Revenues, Expenditures and  
Changes in Fund Balances  
Nonmajor Permanent Funds  
Year Ended June 30, 2013

	<b>R.L. Owen Memorial</b>	<b>Cemetery Perpetual Care</b>	<b>Stock Park Maintenance</b>	<b>Total</b>
<b>Revenues:</b>				
Charges for services	\$ -	\$ 10,125	\$ -	\$ 10,125
Interest and rentals	5,870	17,820	117	23,807
Miscellaneous	-	-	325	325
<b>Total revenues</b>	<b>5,870</b>	<b>27,945</b>	<b>442</b>	<b>34,257</b>
<b>Expenditures:</b>				
General government	-	500	-	500
<b>Total expenditures</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>500</b>
<b>Revenues Over (Under) Expenditures</b>	<b>5,870</b>	<b>27,445</b>	<b>442</b>	<b>33,757</b>
<b>Other Financing Sources (Uses):</b>				
Gain (loss) on sale of investment	-	(12,870)	-	(12,870)
Transfers out	(3,675)	(20,000)	-	(23,675)
<b>Total other financing sources (uses)</b>	<b>(3,675)</b>	<b>(32,870)</b>	<b>-</b>	<b>(36,545)</b>
<b>Changes in Fund Balances</b>	<b>2,195</b>	<b>(5,425)</b>	<b>442</b>	<b>(2,788)</b>
<b>Fund Balances - Beginning of Year</b>	<b>29,233</b>	<b>628,704</b>	<b>18,490</b>	<b>676,427</b>
<b>Fund Balances - End of Year</b>	<b>\$ 31,428</b>	<b>\$ 623,279</b>	<b>\$ 18,932</b>	<b>\$ 673,639</b>

**City of Hillsdale, Michigan**

Local Revenues

Dial-A-Ride Enterprise Fund

Year End June 30, 2013

	<u>7/1/2012 - 9/30/2012</u>	<u>10/1/2012 - 6/30/2013</u>	<u>7/1/2012 - 6/30/13</u>
<b>Operating Revenues and Transfers:</b>			
Demand response (farebox) - nonurban	\$ 9,850	\$ 39,843	\$ 49,693
Other	-	-	-
Transfer in from general fund	-	100,000	100,000
<b>Total local revenues</b>	<u>\$ 9,850</u>	<u>\$ 139,843</u>	<u>\$ 149,693</u>

**City of Hillsdale, Michigan**  
**Local Revenues**  
**Dial-A-Ride Enterprise Fund**  
**Based on a September 30, 2012 Year End**

	<u>10/1/2011 - 6/30/2012</u>	<u>7/1/2012 - 9/30/2012</u>	<u>10/1/2011 - 9/30/2012</u>
<b>Operating Revenues and Transfers:</b>			
Demand response (farebox) - nonurban	\$ 41,096	\$ 9,850	\$ 50,946
Other - sale of bus	-	1,160	1,160
Transfer in from general fund	75,000	-	75,000
Total local revenues	<u>\$ 116,096</u>	<u>\$ 11,010</u>	<u>\$ 127,106</u>

**City of Hillsdale, Michigan**  
**Federal and State Awards**  
**Dial-A-Ride Enterprise Fund**  
**Year End June 30, 2013**

	<u>7/1/2012 - 9/30/2012</u>	<u>10/1/2012 - 6/30/2013</u>	<u>7/1/2012 - 6/30/2013</u>
Michigan Department of Transportation			
Local bus operating	\$ 27,282	\$ 90,855	\$ 118,137
Federal Transit Administration			
Section 5311	15,517	35,660	51,177
Capital grant	-	124,594	124,594
RTAP	-	396	396
<b>Total federal and state awards</b>	<u>\$ 42,799</u>	<u>\$ 251,505</u>	<u>\$ 294,304</u>

**City of Hillsdale, Michigan**  
**Federal and State Awards**  
**Dial-A-Ride Enterprise Fund**  
Based on a September 30, 2012 Year End

	<u>10/1/2011 - 6/30/2012</u>	<u>7/1/2012 - 9/30/2012</u>	<u>Total</u>
Michigan Department of Transportation			
Local bus operating	\$ 104,084	\$ 27,282	\$ 131,366
Federal Transit Administration			
Section 5311	54,777	15,517	70,294
Capital grant	19,761	-	19,761
RTAP	514	-	514
Total federal and state awards	<u>\$ 179,136</u>	<u>\$ 42,799</u>	<u>\$ 221,935</u>





**City of Hillsdale, Michigan**  
**Operating and Contract Expenses**  
**Dial-A-Ride Enterprise Fund**  
**Year Ending June 30, 2013**

	<u>Nonurban</u>	<u>Total</u>
Labor	\$ 167,913	\$ 167,913
Fringe benefits	68,432	68,432
Services	8,464	8,464
Materials & supplies	31,364	31,364
Insurance	11,656	11,656
Utilities	11,043	11,043
Miscellaneous	2,929	2,929
Depreciation	53,139	53,139
Capital	1,505	1,505
	<hr/>	<hr/>
Total expenses	<u>\$ 356,446</u>	<u>\$ 356,446</u>

**City of Hillsdale, Michigan**  
**Operating and Contract Expenses**  
**Dial-A-Ride Enterprise Fund**  
**Year Ending June 30, 2013**

	<b>Nonurban</b>		<b>Total</b>
	<b>07/01/2012 - 09/30/2012</b>	<b>10/1/2012 - 6/30/2013</b>	
Labor	\$ 30,049	\$ 137,865	\$ 167,913
Fringe benefits	18,686	49,747	68,432
Materials & supplies	4,361	27,383	31,744
Services	735	9,434	10,169
Insurance	-	11,656	11,656
Utilities	1,566	9,478	11,043
Miscellaneous	95	749	844
Depreciation	-	53,139	53,139
Capital	1,505	-	1,505
<b>Total expenses</b>	<b>\$ 56,996</b>	<b>\$ 299,451</b>	<b>\$ 356,446</b>

**City of Hillsdale, Michigan**  
**Operating and Contract Expenses**  
**Dial-A-Ride Enterprise Fund**  
Based on a September 30, 2012 Year End

	<b>Nonurban</b>		<b>Total</b>
	<b>10/1/2011 - 6/30/2012</b>	<b>7/1/2012 - 9/30/2012</b>	
Labor	\$ 132,727	\$ 30,049	\$ 162,776
Fringe benefits	51,972	18,686	70,658
Services	8,302	4,361	12,663
Materials & supplies	24,611	735	25,346
Insurance	12,187	-	12,187
Utilities	8,390	1,566	9,956
Miscellaneous	1,083	95	1,178
Depreciation	35,643	-	35,643
Capital	8,745	1,505	10,250
<b>Total expenses</b>	<b>\$ 283,660</b>	<b>\$ 56,996</b>	<b>\$ 340,656</b>

**City of Hillsdale, Michigan**  
 Nonurban Regular Service Revenue Report  
 Dial-A-Ride Enterprise Fund  
 Based on a September 30, 2012 Year End

<u>Code</u>	<u>Description</u>	<u>Amount</u>
<b>401</b>	<b>Farebox Revenue</b>	
40100	Passenger Fares	\$ 50,946
<b>407</b>	<b>NonTrans Revenues</b>	
40760	Gains from the sale of capital assets	1,160
<b>409</b>	<b>Local Revenues</b>	
40910	Local operating assistance	75,000
<b>411</b>	<b>State Formula and Contracts</b>	
41101	State operating assistance	131,366
<b>413</b>	<b>Federal Contracts</b>	
41301	Federal Section 5311 (operating funds only)	70,294
41314	Capital contract reimbursement	21,936
41398	RTAP	514
	<b>Total revenues</b>	<b>\$ 351,216</b>

**City of Hillsdale, Michigan**  
 Nonurban Regular Service Expense Report  
 Dial-A-Ride Enterprise Fund  
 Based on a September 30, 2012 Year End

Code	Description	Operations	Maintenance	General Administration	Total
<b>501</b>	<b>Labor</b>				
50101	Operators' salaries and wages	\$ 100,830	\$ -	\$ -	\$ 100,830
50102	Other salaries and wages		5,072	22,248	27,320
50103	Dispatchers salaries and wages	34,625	-	-	34,625
<b>502</b>	<b>Fringe Benefits</b>				
50200	Other fringe benefits	59,792	2,172	8,695	70,659
<b>503</b>	<b>Services</b>				
50305	Audit costs	-	-	-	-
50399	Other	4,182	-	5,407	9,589
<b>504</b>	<b>Materials and Supplies</b>				
50401	Fuel and lubricants	24,024	-	-	24,024
50402	Tires and tubes	483	-	-	483
50499	Other materials and supplies	1,331	3,154	-	4,485
<b>505</b>	<b>Utilities</b>				
50500	Utilities	6,388	-	-	6,388
<b>506</b>	<b>Insurance</b>				
50603	Liability insurance	8,565	-	-	8,565
50699	Other insurance	-	-	3,622	3,622
<b>509</b>	<b>Miscellaneous Expenses</b>				
50902	Travel, meetings and training	-	-	-	-
50999	Miscellaneous	-	-	4,173	4,173
<b>512</b>	<b>Operating Leases and Rentals</b>				
51200	Operating leases and rentals	-	-	-	-
<b>513</b>	<b>Depreciation</b>				
51300	Depreciation	35,643	-	-	35,643
<b>550</b>	<b>Ineligible Expenses</b>				
55007	Ineligible depreciation	35,643	-	-	35,643
<b>574</b>	<b>Ineligible Expenses</b>				
57402	Ineligible RTAP	514	-	-	514
	<b>Total expenses</b>				<b>\$ 330,406</b>
	<b>Total ineligible expenses</b>				<b>\$ 36,157</b>
	<b>Total eligible expenses</b>				<b>\$ 294,249</b>

**City of Hillsdale, Michigan**  
 Nonurban Regular Service Non-Financial Information  
 Dial-A-Ride Enterprise Fund  
 Based on a September 30, 2012 Year End

	<u>Weekday</u>	<u>Saturday</u>	<u>Sunday</u>	<u>Total</u>
<b>Non-Financial Information</b>				
<b>Annual Reconciliation</b>				
<b>10/1/2011-9/30/2012</b>				
Vehicle Hours	5,224	-	-	5,224
Vehicle Miles	51,722	-	-	51,722
Passengers Reg.	15,606	-	-	15,606
Passengers - Sr	2,402	-	-	2,402
Passengers - Per. Disb.	7,052	-	-	7,052
Passengers - Sr. Disb.	3,902	-	-	3,902
<b>Total Demand - Response</b>	<u>28,962</u>	<u>-</u>	<u>-</u>	<u>28,962</u>
<b>Days Operated</b>	<u>250</u>	<u>-</u>	<u>-</u>	<u>250</u>
	<u>Quantity</u>			
Total Demand - Response Vehicles	4			
Demand-Response Vehicles w/Lifts	4			
Diesel/Gasoline Gallons Consumed	7,415			
Total Transit (full-time equivalent) Employees	5			
Total Revenue Vehicles (full-time equivalent) Operators	4			

**City of Hillsdale, Michigan**  
**Operating Assistance Calculation**  
**Dial-A-Ride Enterprise Fund**  
**Based on a September 30, 2012 Year End**

	<b>Nonurban</b>
Total expenses	\$ 330,406
Less ineligible expenses:	
Depreciation	35,643
RTAP	514
Capital expenditures	-
Total State eligible expenses	\$ 294,249
Eligible expenses for State reimbursement	\$ 294,249
Reimbursement percentage	0.3624
State operating assistance	\$ 106,636
Toal federal eligible expenses	294,249
Less additional federal ineligible expenses per A-87:	
Audit costs	1,698
Eligible expenses for federal reimbursement	292,551
Reimbursement percentage	0.1850
Section 5311 operating assistance	\$ 54,122



**City of Hillsdale, Michigan**  
Combining Statement of Net Position  
Internal Service Funds  
June 30, 2013

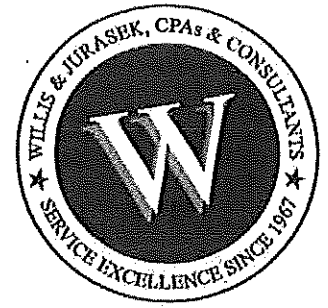
	Department of Public Service Leave & Benefits	Public Service Inventory	Revolving Mobile Equipment	Unemployment Insurance	Total
<b>Assets:</b>					
Current assets:					
Cash and cash equivalents	\$ 15,849	\$ 34,266	\$ 172,441	\$ -	\$ 222,556
Investments	-	-	-	58,476	58,476
Accounts receivable	-	100	-	-	100
Inventory	-	211,633	-	-	211,633
Prepaid expenses	19,647	-	21,925	-	41,572
Total current assets	<u>35,496</u>	<u>245,999</u>	<u>194,366</u>	<u>58,476</u>	<u>534,337</u>
Capital assets:					
Equipment	-	-	1,809,679	-	1,809,679
Less: accumulated depreciation	-	-	(1,590,949)	-	(1,590,949)
Total capital assets, net	<u>-</u>	<u>-</u>	<u>218,730</u>	<u>-</u>	<u>218,730</u>
Total assets	<u>35,496</u>	<u>245,999</u>	<u>413,096</u>	<u>58,476</u>	<u>753,067</u>
<b>Liabilities:</b>					
Current liabilities:					
Accounts payable	317	960	13,359	-	14,636
Accrued payroll and related liabilities	-	-	2,429	-	2,429
Total current liabilities	<u>317</u>	<u>960</u>	<u>15,788</u>	<u>-</u>	<u>17,065</u>
Other liabilities:					
Compensated absences	27,284	-	2,749	-	30,033
Total liabilities	<u>27,601</u>	<u>960</u>	<u>18,537</u>	<u>-</u>	<u>47,098</u>
<b>Net Position:</b>					
Net investment in capital assets	-	-	218,730	-	218,730
Unrestricted	7,895	245,039	175,829	58,476	487,239
Total net position	<u>\$ 7,895</u>	<u>\$ 245,039</u>	<u>\$ 394,559</u>	<u>\$ 58,476</u>	<u>\$ 705,969</u>

**City of Hillsdale, Michigan**  
**Combining Statement of Revenues, Expenses**  
**and Changes in Net Position**  
**Internal Service Funds**  
**Year Ended June 30, 2013**

	<b>Department of Public Service Leave &amp; Benefits</b>	<b>Public Service Inventory</b>	<b>Revolving Mobile Equipment</b>	<b>Unemployment Insurance</b>	<b>Total</b>
<b>Operating Revenues:</b>					
Charges for services	\$ -	\$ 110,209	\$ 346,384	\$ -	\$ 456,593
Miscellaneous	125,322	-	6,300	9,200	140,822
<b>Total operating revenues</b>	<b>125,322</b>	<b>110,209</b>	<b>352,684</b>	<b>9,200</b>	<b>597,415</b>
<b>Operating Expenses:</b>					
Salaries	44,563	3,942	69,817	-	118,322
Fringe benefits	80,759	415	34,567	-	115,741
Supplies	-	87,578	6,437	-	94,015
Contracted services	-	246	27,282	-	27,528
Maintenance	-	-	138,191	-	138,191
Insurance	-	-	32,801	-	32,801
Miscellaneous	-	7,613	9,553	1,053	18,219
Capital outlay	-	-	3,745	-	3,745
Depreciation	-	-	100,861	-	100,861
<b>Total operating expenses</b>	<b>125,322</b>	<b>99,794</b>	<b>423,254</b>	<b>1,053</b>	<b>649,423</b>
<b>Operating Income (Loss)</b>	<b>-</b>	<b>10,415</b>	<b>(70,570)</b>	<b>8,147</b>	<b>(52,008)</b>
<b>Nonoperating Revenues:</b>					
Gain (loss) on disposal of assets	-	-	5,258	-	5,258
Interest income	-	-	833	61	894
	-	-	6,091	61	6,152
<b>Changes in Net Position</b>	<b>-</b>	<b>10,415</b>	<b>(64,479)</b>	<b>8,208</b>	<b>(45,856)</b>
<b>Net Position - Beginning of Year</b>	<b>7,895</b>	<b>234,624</b>	<b>459,038</b>	<b>50,268</b>	<b>751,825</b>
<b>Net Position - End of Year</b>	<b>\$ 7,895</b>	<b>\$ 245,039</b>	<b>\$ 394,559</b>	<b>\$ 58,476</b>	<b>\$ 705,969</b>

**City of Hillsdale, Michigan**  
**Combining Statement of Cash Flows**  
**Internal Service Funds**  
**Year Ended June 30, 2013**

	Department of Public Service Leave & Benefits	Public Service Inventory	Revolving Mobile Equipment	Unemployment Insurance	Total
<b>Cash Flows From Operating Activities:</b>					
Cash paid to suppliers	\$ (86,264)	\$ (99,292)	\$ (258,244)	\$ (1,053)	\$ (444,853)
Cash paid to employees	(41,233)	(4,587)	(69,765)	-	(115,585)
Receipts for interfund services provided	125,322	110,109	352,684	9,200	597,315
Net cash provided by (used in) operating activities	<u>(2,175)</u>	<u>6,230</u>	<u>24,675</u>	<u>8,147</u>	<u>36,877</u>
<b>Cash Flows From Capital and Related Financing Activities:</b>					
Proceeds from the disposal of capital assets	-	-	5,259	-	5,259
Net cash provided by (used in) capital and related financing activities	<u>-</u>	<u>-</u>	<u>5,259</u>	<u>-</u>	<u>5,259</u>
<b>Cash Flows From Investing Activities:</b>					
Purchase of investments	-	-	-	(8,208)	(8,208)
Interest income	-	-	833	61	894
Net cash provided by (used in) investing activities	<u>-</u>	<u>-</u>	<u>833</u>	<u>(8,147)</u>	<u>(7,314)</u>
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	<b>(2,175)</b>	<b>6,230</b>	<b>30,767</b>	<b>-</b>	<b>34,822</b>
<b>Cash and Cash Equivalents - Beginning of Year</b>	<b>18,024</b>	<b>28,036</b>	<b>141,674</b>	<b>-</b>	<b>187,734</b>
<b>Cash and Cash Equivalents - End of Year</b>	<b><u>\$ 15,849</u></b>	<b><u>\$ 34,266</u></b>	<b><u>\$ 172,441</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 222,556</u></b>
<b>Reconciliation of Operating Income (Loss) to Net Cash Provided by Operating Activities:</b>					
Operating income (loss)	\$ -	\$ 10,415	\$ (70,570)	\$ 8,147	\$ (52,008)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:					
Depreciation	-	-	100,861	-	100,861
Changes in:					
Accounts receivable	-	(100)	-	-	(100)
Inventory	-	(4,322)	-	-	(4,322)
Prepaid expenses	(5,822)	-	(4,009)	-	(9,831)
Accounts payable	317	882	(1,659)	-	(460)
Accrued expenses	3,330	(645)	52	-	2,737
<b>Net Cash Provided by (Used In) Operating Activities</b>	<b><u>\$ (2,175)</u></b>	<b><u>\$ 6,230</u></b>	<b><u>\$ 24,675</u></b>	<b><u>\$ 8,147</u></b>	<b><u>\$ 36,877</u></b>



**Independent Auditors' Report on Internal Control over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards***

To the Honorable Mayor and  
Members of City Council  
City of Hillsdale, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Hillsdale, Michigan, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the City of Hillsdale, Michigan's basic financial statements and have issued our report thereon dated October 18, 2013.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City of Hillsdale, Michigan's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Hillsdale, Michigan's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Hillsdale, Michigan's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified a certain deficiency in internal control that we consider to be a material weakness and another deficiency that we consider to be a significant deficiency.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying schedule of findings and responses as 2013-2 to be a material weakness.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompany schedule of findings and responses as 2013-1 to be a significant deficiency.

The Honorable Mayor  
and Members of City Council  
City of Hillsdale, Michigan

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City of Hillsdale, Michigan's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **City of Hillsdale, Michigan's Response to Findings**

City of Hillsdale, Michigan's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. City of Hillsdale, Michigan's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Willis & Jurasek, P.C.*

Willis & Jurasek, P.C.

Jackson, Michigan  
October 18, 2013

## Schedule of Findings and Responses

### 2013-1 – Financial Statement Preparation

**Criteria or Specific Requirement:** It is management's responsibility to prepare the financial statements in accordance with generally accepted accounting principles (GAAP). The preparation of financial statements in accordance with GAAP requires internal controls over both (1) recording, processing, and summarizing accounting data, and (2) reporting government-wide and fund financial statements, including the related footnotes.

**Condition:** As is the case with many smaller and medium-sized entities, the City has relied on its independent external auditors to assist with the preparation of the financial statements and footnotes.

**Cause:** The City has determined that it is more cost effective to outsource the preparation of its annual financial statements to the auditors than to incur the time and expense of obtaining the necessary expertise required to perform this task internally.

**Effect:** The City lacks complete internal control over the preparation of financial statements in accordance with GAAP, and instead has relied on the external auditors for this expertise.

**Recommendation:** We do not recommend any changes to the situation at this time and communicate this as required by professional standards. We believe this meets the definition of a significant deficiency as defined in Statement on Auditing Standards #115.

**Views of Responsible Officials and Planned Corrective Action:** We are aware of this deficiency and believe it is not cost beneficial in our situation to develop the expertise to prepare the financial statements. We will continue to use our external auditors for technical assistance. We would expect this situation to be ongoing in future years.

### 2013-2 – Material Audit Adjustments

**Criteria or Specific Requirement:** It is management's responsibility to prepare the financial statements in accordance with generally accepted accounting principles (GAAP) to capture the complete activity of the municipality.

**Condition:** During the course of our audit, we proposed adjustments that had a material effect on the financial statements.

**Cause:** Various accounts were not reconciled and adjusted prior to audit fieldwork.

**Effect:** Certain funds, public service inventory fund, hospital trust fund and electric fund, were materially inaccurate.

**Recommendation:** We recommend the City seek technical advice regarding the recording of transactions when needed and review the financial records to ensure all activity has been recorded.

**Views of Responsible Officials and Planned Corrective Action:** We are aware of this deficiency and will seek technical assistance when needed to ensure all transactions have been properly recorded.

# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** December 2, 2013

**Agenda Item #10:** New Business E – Garrett License Agreement

### **BACKGROUND:**

Earlier this spring, the City Forester discovered that some small trees had been removed from the right-of-way by the citizen owning the adjacent land. I met with the owner on several occasions and worked out a compromise regarding the impacts to the right-of-way. However, during the process it was also discovered that the homeowner's fence was significantly encroaching into the street right-of-way. Accordingly, I addressed with the owner the possibility of entering into a licensing agreement. ≈ 5'

The City Attorney prepared a proposed agreement and forwarded it on to the homeowner's attorney. The agreement has now been signed and a copy is attached for your reference. As you can see, it provides, among other things, for the indemnification of the city in the event of loss or damage arising out of the use of the licensed area and the homeowners have agreed to hold the City harmless. The homeowner is also required to provide the City with a certificate of insurance naming the City as an additional insured.

### **RECOMMENDATION:**

I recommend Council authorize the signatures of the Mayor and Clerk on the Agreement.





## LICENSE AGREEMENT

This agreement (the "Agreement") is entered into effective as of ~~August~~ <sup>DECEMBER</sup> \_\_\_\_, 2013 between the City of Hillsdale, a Michigan municipal corporation, whose address is 97 N. Broad Street, Hillsdale, Michigan (the "Licensor") and Gary A. Franson, a single man, whose address is 229 Wolcott Street, Hillsdale, Michigan and Elaine K. Garrett, a woman, whose address is 229 Wolcott Street, Hillsdale Michigan (the "Licensees") on the following terms and conditions:

1. **Background.** The Licensor owns certain real property within the right-of-way of State Street and within the right-of-way of Wolcott Street, each of which are located within Licensor's corporate city limits in Hillsdale, Michigan. Gary A. Franson is the owner of legal title and Elaine K. Garrett is the owner of equitable title to Lots 1 and 2, Clover Hill Addition, according to the Plat thereof, as recorded in Liber 2 of Plats, Page 36, Hillsdale County Records (Tax Parcel No. 30-006-126-208-03), under that certain land contract dated November 26, 2012, a copy of which is attached and incorporated herein by reference as Exhibit A. (the "Licensees' Parcel"). Gary A. Franson and Elaine K. Garrett join in this agreement as Licensees for the purpose of subjecting their respective interests in the Licensees' Parcel to its terms and conditions.

State Street borders the Licensees' Parcel on the north and Wolcott borders the Licensees' Parcel on the east. The Licensees have undertaken, caused and/or consented to the removal of certain flowers, shrubs, grass, trees, or other vegetation within a portion of the Wolcott Street right-of-way without first securing a permit or otherwise obtaining the Licensor's consent. The Licensor is willing to grant Licensees a revocable license over that portion of the property that is located within Licensor's Wolcott Street right-of-way that is described and identified with particularity in the attached Exhibit B (the Licensed Area), subject to and in accordance with the following terms and conditions.

2. **Grant of License.** The Licensor hereby grants to the Licensees a nonexclusive license over the Licensed Area, which is described and identified with particularity in the attached Exhibit B. It is further agreed and understood that during the term of this License that Licensees agree to and do hereby assume sole and exclusive responsibility for the maintenance of the Licensed Area and the flowers, shrubs, grass, trees, or other vegetation located thereon in a clean, debris-free and safe condition, all at Licensees' sole expense.

The purpose of this license is to permit the Licensee to maintain the flowers, shrubs, grass, trees, or other vegetation in their current location, configuration and size during the term of this Agreement; provided that no solid structures of any kind with the exception of the currently existing chain link fence shall be permitted within the Licensed Area, which area shall not be expanded in any way or dimension.

3. **Duration of License.** This license shall automatically terminate upon any sale, conveyance, or transfer, forfeiture or foreclosure of the Licensees' property or any interest therein however accomplished with the exception of:

A. A conveyance by deed given by Gary A. Franson to Elaine K. Garrett in fulfillment of the land contract attached as Exhibit A, which deed will terminate this License as to Gary A. Franson and his status as Licensee.

B. Elaine K. Garrett's granting of a mortgage against the property described in the land contract attached as Exhibit A.

4. **Revocation of License.** The Licensor may revoke this Agreement at any time by providing Licensee with not less than thirty (30) days written notice at the address shown above; provided, that revocation of this License shall be based on a determination made and decided by Licensor in its sole discretion that the Licensed Area is required or needed for or in connection with the installation, maintenance or improvement of a city sidewalk, street, or other item of infrastructure, utility or public interest, or a determination that revocation is otherwise determined to be in the interest of public health, safety or welfare.

5. **Licensee's Obligation in the Event of Revocation.** In the event this License is revoked, Licensees agree to and shall remove the flowers, shrubs, trees, or other vegetation and the chain link fence currently located in the Licensed Area and restore the Licensed Area to a condition that is seeded with grass, graded to match surrounding area. The Licensed Area shall be restored to a condition that is satisfactory to the City Manager or his/her designee that is at least as good as exists in the immediately surrounding area within the Licensor's right-of-way outside of the paved, main traveled portion of Wolcott Street. Licensees shall complete restoration within the thirty (30) days next following the effective date of the revocation, all at Licensees' sole expense. In the event Licensees fail to remove restore the Licensed Area within 30 days next following the effective date of the revocation, it is agreed and understood that Licensor may undertake such restoration, and the costs incurred in connection therewith together with interest at the rate of six (6%) percent per annum shall constitute a lien in the nature of a mortgage upon Licensees' Parcel until paid.

6. **Indemnification, Waiver and Insurance.** The Licensees agree to and shall defend, indemnify and hold the Licensor harmless from all claims, demands, actions, damages, liability, occurring on or about Licensed Area. The Licensees also waive any right of recovery they have or might have in the future against the Licensor for any loss or damage arising out of the use of the Licensed Area. The Licensees shall obtain and maintain liability insurance insuring against injury, including death, to persons and damage to property resulting from conditions on or the use of the Licensed Area in an amount of not less than \$300,000.00, which insurance policy shall list the Licensor as a named insured. Licensees shall provide Licensor with proof satisfactory to Licensor of such insurance showing Licensor as an insured party.

7. **Assignment.** This Agreement is not assignable by Licensees without the Licensor's prior written consent.

8. **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties, their respective heirs, representatives, successors, or assigns.

9. **Entire Agreement.** This Agreement contains the entire agreement of the parties and the parties acknowledge that there have been no representations or understandings other than those expressly set forth in this Agreement.

10. **Jurisdiction and Venue.** This Agreement shall be governed by and construed according to the laws of the State of Michigan. Venue for any disputes under this Agreement shall lie in Hillsdale County, Michigan.

LICENSOR  
CITY OF HILLSDALE


~~Douglas Moon, Mayor~~  
Scott Sessions

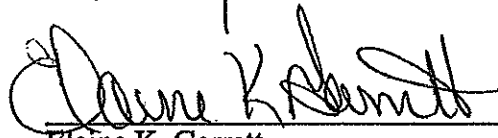
~~Michelle Loren, Deputy City Clerk~~  
Robilyn Swisher

Acknowledged before me in Hillsdale County, Michigan, on ~~August~~ <sup>DECEMBER</sup> 18, 2013 by ~~Douglas Moon, Mayor and Michelle Loren, Deputy City Clerk~~ <sup>SCOTT</sup> ~~of and for the City of Hillsdale, a Michigan municipal corporation.~~ <sup>ROBYLN SWISHER</sup>

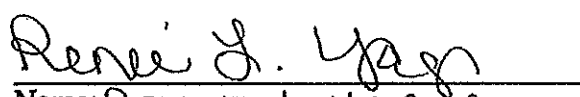
Name:  
Notary Public, Hillsdale County, Michigan  
My commission expires:

LICENSEES

  
\_\_\_\_\_  
Gary A. Franson

  
\_\_\_\_\_  
Elaine K. Garrett

Acknowledged before me in Hillsdale County, Michigan, on <sup>NOV</sup> ~~August~~ 18, 2013 by Gary A. Franson and Elaine K. Garrett.

  
\_\_\_\_\_  
Name: RENE L. YAGER  
Notary Public, Hillsdale County, Michigan  
My commission expires:

**EXHIBIT A**

1 Mich. Co. of Hillsdale S.S. No. 080 I herethat there are no tax liens, tax titles or unpaid against said lands for five years preceding the date of deed. This does not apply to taxes in process of payment by Twp., City or Village Officers.

LIBER 1517 PAGE 0068 1  
STATE OF MICHIGAN - HILLSDALE COUNTY  
Received 01/28/2013 11:49:44 AM 499787  
RECORDED 01/28/2013 11:58:30 AM 1 of 4  
BAMBI SOMERLOTT, REGISTER OF DEEDS

LAND CONTRACT - (Long Form)  
(Rev. 4/97)

5050'

THE "GOOD" LINE OF LEGAL BLANKS  
THE RIEGLER PRESS, INC., FOUNTAIN, MI

This Contract, made the 26<sup>th</sup> day of November, 2012  
BETWEEN Gary A. Franson, a single man of 40 River St.  
City of Hillsdale County of Hillsdale of the  
of Michigan, hereinafter referred to as the "Seller" and Elaine K Barnett, a single woman of  
229 N. Wolcott St. Hillsdale, MI 49242

hereinafter referred to as the "Purchaser,"  
WITNESSETH, That in consideration of the mutual covenants to be performed between the respective parties hereto as hereinafter expressed and the sum of ~~\$27,300.00~~ \$30,000.00 Dollars to be duly paid by the Purchaser to the Seller, as hereinafter specified, it is agreed between the parties hereto as follows:

1. The Seller hereby sells and agrees to convey unto the Purchaser all that certain piece or parcel of land situated in the City of Hillsdale County of Hillsdale and State of Michigan, and described as follows, to-wit:

Lots 1 and 2, Clover Hill Addition, According to the plot thereof, as recorded in Liber 2 of plots, Page 36, Hillsdale County records.

Tax parcel no: 30-006-126-208-03  
Commonly known as: 229 N. Wolcott St. Hillsdale, MI 49242

Together with all tenements, hereditaments, improvements and appurtenances, including all lighting fixtures, plumbing fixtures, shades, venetian blinds, curtain rods, storm windows, storm doors, screens, awnings, if any, and all appliances are to be included with purchase Stove, refrigerator, dishwasher, microwave range hood and (2) garage door openers. now on the premises, and subject to all recorded easements, conditions, encumbrances and limitations and to all applicable building and use restrictions, zoning laws and ordinances, if any, affecting the premises.

2. Said Purchaser hereby purchases said premises of the Seller and agrees to pay the Seller therefor the said sum of \$30,000.00 Dollars in the manner following: \$4000.00 Dollars on delivery of this contract, the receipt whereof is hereby confessed and acknowledged by said Seller, and the remaining \$26,000.00 Dollars the sum which is secured by this contract, together with interest on the whole sum that shall be from time to time unpaid at the rate of 5% per cent, ~~per annum~~, payable as follows:

\$500 or more to be paid on 1<sup>st</sup> of the month (with a 10-day grace period before being late). First deducting interest and the balance to be applied to Principal and \$500 or more on the 1<sup>st</sup> of each month until the remaining balance is paid in full before or by November, 2017. Totaling \$26,000.00 Purchase Price with interest on loan equaling \$130.00 total. Making final purchase price \$27,300.00

said Purchaser to have the right to pay larger installments than above provided for and to pay the whole or any part of the balance remaining unpaid on this contract at any time before the same, by the terms hereof, becomes due and payable.

3. Said Purchaser shall promptly pay, when due, all taxes and assessments of every nature, which shall become a lien on said premises after the date hereof, including Property taxes for 2/14/13 to be paid by Purchaser

and shall, during the continuance of this contract, keep insured the buildings now on said premises or which shall hereafter be placed thereon in the name of said Seller against loss by fire and windstorm, in such company or companies and for such amount as the Seller shall approve, and forthwith deposit all policies of insurance with the Seller, with loss, if any, payable to the Seller, as his interest may appear under this contract. Should the Purchaser fail to pay any tax or assessment when due or to keep said buildings insured, the Seller may pay the same and have the buildings insured and the amounts thus expended shall be a lien on said premises and may be added to the balance then unpaid hereon and be due at once and bear interest until paid at the rate of 5 1/2 percent, ~~per annum~~ per month

4. Should default be made by the Purchaser in any of the provisions hereof, the Seller may immediately thereafter declare this contract void and forfeited and the said buildings, improvements and all payments made on this contract shall be forfeited to the Seller as rental for the use of the premises and as stipulated damages for failure to perform this contract and the Seller shall be entitled to immediate peaceable possession of said premises without notice and remove the Purchaser and all persons claiming under him therefrom, and the Seller may, without notice to the Purchaser, declare all money remaining unpaid under this contract forthwith due and payable, notwithstanding that the period hereinbefore limited for the payment of the said balance may not then have expired, and the Seller may thereafter enforce his rights under this contract in law or in equity, or may take summary proceedings to forfeit the interests of Purchaser or may enforce said contract in any other manner now or hereafter provided. In addition to any other remedy, Seller, on default being made, may consider Purchaser as a tenant holding over without permission and remove Purchaser from said premises according to the law in such case made and provided.<sup>4</sup>

5. All buildings, trees or other improvements now on said premises, or hereafter made or placed thereon, shall be a part of the security for the performance of this contract and may not be removed therefrom. Purchaser shall not commit, or suffer any other person to commit, any waste or damage to said premises or the appurtenances and shall keep the said premises and all improvements in as good condition as they are now.

6. If the purchaser shall, in the time and manner above specified, make all the payments herein provided for, and shall observe and perform all the conditions and agreements herein made, the Seller shall thereupon, by good and sufficient warranty deed, convey the said premises to the Purchaser on the conditions herein agreed upon, and the Seller shall deliver with said deed a complete abstract of title and tax history of said premises certified to date of conveyance and showing a marketable title, subject to easements, conditions, encumbrances and limitations of record, in the Seller, or a fee simple title insurance policy guaranteeing title to the premises in the name of Purchaser; provided, however, that the warranty deed, the abstract and the tax history shall be limited so as to except acts or negligence of parties other than the Seller subsequent to the date of this contract. In the event an abstract is delivered, the Purchaser agrees to accept the abstract of title certified to date of conveyance, showing in the Seller a marketable title of record, subject to easements, conditions, encumbrances and limitations of record, as defined in Act 200 of the 1945 Public Acts of Michigan as amended. In the event that evidence of title in the Seller, by abstract of title or title insurance, has been furnished the Purchaser current with the date of this contract, Purchaser agrees that except for costs resulting from acts, negligence, or death of Seller, the cost of additional evidence of title shall be the obligation of the Purchaser.

7. Possession of said premises may be taken by said Purchaser on November 26<sup>th</sup>, 2012 and retained for so long as no default is made by said Purchaser in any of the terms or conditions hereof.

8. Purchaser may assign and convey his interest in this contract or any part thereof PROVIDED, however, that such assignment or conveyance shall not result in the probability of waste or other impairment of Seller's security in the subject premises or the probability of default on behalf of Purchaser as a result of any such assignment or conveyance. Any violation by the Purchaser of this condition shall be considered a default of one of the conditions of this contract. Under no circumstances shall any assignment or conveyance release Purchaser from his obligations under the provisions of this contract unless Seller so releases him in writing. No such Assignment, however, shall be valid until written notice thereof has been given to Seller.<sup>5</sup>

9. The Seller reserves the right to convey his interest in the above described land and his conveyance hereof shall not be a cause for rescission.<sup>5</sup>

The Seller may, during the lifetime of this contract, place a mortgage on the premises above described, which shall be a lien on the premises, superior to the rights of the Purchaser herein, or may continue and renew any existing mortgage thereon, provided that the aggregate amount due on all outstanding mortgages shall not at any time be greater than the unpaid balance of the contract, and provided that the aggregate payments of principal and interest, whether periodic or final, required in any one month in such new or renewal mortgage shall not exceed those named in this contract; nor shall said new or renewal mortgage restrict the time of payments thereon to a date later than is provided for similar payments in this contract. To secure the priority of lien granted to a new or renewal mortgage as provided for in this paragraph, written notice shall be given to the Purchaser within fifteen (15) days of the execution of all such new mortgages and renewals containing the name and address of the mortgagee, the rate of interest of such mortgage, the amount and due date of payments and maturity of principal.

10. If more than one joins in the execution hereof as Seller or Purchaser, or either be of the feminine sex, or a corporation, the pronouns and relative words herein used shall be read as if written in plural, feminine or neuter respectively.

11. It is expressly understood and agreed by the parties hereto that time shall be deemed as of the very essence of this contract and all stipulations and agreements therein contained shall apply to and bind the heirs, executors, administrators, successors and assigns of the parties hereto.



In Witness Whereof, the parties hereto have hereunto set their hands and seals the day and year first above written.

Signed in the presence of

Amanda Stewart

Witness

Joseph J. Jay

Witness

Signed in the presence of

Elizabeth Steppan

Witness

Deanna M. Purville

Witness

Seller

Mary Francon

GARY Francon

Purchaser

Elaine K. Garrett

Elaine K. Garrett

STATE OF MICHIGAN

COUNTY OF Hillsdale } ss.

The foregoing instrument was acknowledged before me this 25<sup>th</sup> day of January, 2013, by Ciarac McGowan Gary Francon and Elaine K Garrett

CIARA MCGOWAN  
Notary Public, State of Michigan  
County of Lenawee  
My Commission Expires Apr. 15, 2018  
Acting in the County of Hillsdale

Ciarac McGowan Notary Public  
Lenawee County, Michigan  
Acting in Hillsdale  
My commission expires: Apr. 15, 2018

Prepared by & return to:

Name: Elaine K. Garrett  
Address: 229 N. Wolcott St.  
Hillsdale, MI 49242

Send subsequent tax bills to:

Tax Parcel #

Property address is

NOTES

1. This form does not comply with the disclosure requirements of the Interstate Land Sales Act or the Michigan Land Sales Act regarding sales of unimproved lots or parcels. Use addendum for disclosures where required.
  2. If desirous, insert either of the following payments clauses: "\_\_\_\_\_ Dollars or more on the \_\_\_\_\_ day of each and every month from and after the date hereof until the said principal and interest shall be fully paid. Interest to be figured monthly and deducted from the payment and balance of payment to be applied on the principal," or "\_\_\_\_\_ Dollars or more on the \_\_\_\_\_ day of each and every month from and after this date to be applied on the principal and the interest to be paid monthly in addition thereto until the principal and interest shall be fully paid."
  3. The acceleration clause in paragraph 4 is approved in Brody vs. Crozier, 242 Michigan 660.
  4. For authority on restricting sale (Paragraph 8) see Lemon vs. Nicolai, 33 Michigan App. 646 and Nichols vs. Ann Arbor Savings and Loan Association, 73 Michigan App. 163.
  5. In re Reason's Estate 276 Michigan, 376.
- \* Type or print names under signatures.

## EXHIBIT B

### LICENSED AREA

Licensee is hereby granted a license for the purposes described in and subject to the terms and conditions set forth in the attached License Agreement, and for no other purpose:

All that land located between the East line of Lots 1 and 2, Clover Hill Addition, according to the Plat thereof, as recorded in Liber 2 of Plats, Page 36, Hillsdale County Records, and a parallel line located 22 feet west of the west line of the main traveled, paved portion of Wolcott Street that commences due east of the north line of said Lot 1 and runs south to the south line of said Lot 2.



# **City of Hillsdale Agenda Item Summary**

**Meeting Date: December 2, 2013**

**Agenda Item #10: New Business F – Designation of Zoning Administrator**

**BACKGROUND:**

As stated above. Pursuant to Chapter 3, Article II, Division I, Section 36.31 of the City of Hillsdale Zoning Ordinance, I am requesting that Council designate Alan Beeker as the Zoning Administrator for purposes of administering and enforcing the code. Alan is an employee of the City whose duties fall under the oversight of the Assessing Department.

**RECOMMENDATION:**

As stated above.



# City of Hillsdale Agenda Item Summary

**Meeting Date:** December 2, 2013

**Agenda Item #10:** New Business G – Council Goals

## **BACKGROUND:**

As you know, Council met on November 25, 2013 for the purpose of discussing possible goals for the 2014-2015 budget. While no official goals were established at that meeting, I was requested to place the matter on the agenda for additional discussion and/or action at this meeting.

## **RECOMMENDATION:**

I make no recommendation regarding this matter other than to recommend that you carefully evaluate the current budget with any new goals that may be established by Council for the next budget year. It is very early in the budget process which requires a significant amount of staff input and work prior to getting it in a format for review by Council.

\* Councilperson Flannery <sup>Again</sup> presents case to CUT approx 5% of overall City Budget to Repair City Streets by start of next fiscal yr.



# City of Hillsdale

## Agenda Item Summary

**Meeting Date:** December 2, 2013

**Agenda Item #10:** New Business H – SAW Grant – BPU (Resolution)

### **BACKGROUND:**

Council previously passed Resolution #3139 designating a representative for purposes of the S2 Grant Agreement and approving and directing that individual to executive the S2 Grant Agreement to provide funding for evaluation and planning on the wastewater plant and infrastructure. The application for funding was successful but funds were extremely limited and only would have provided approximately \$5,500 in funding dollars.

Accordingly, discussions were held with the Board's engineers and MDEQ to convert the application to a new program identified as the SAW program and thereby increasing the available funding to \$111,327. As you can see from his attached memo, Director Rose believes the BPU is in a good position on the application and that the full amount of available funds will be granted.

It is, however, necessary that Council again authorize an individual to act as representative for purpose of administering the grant and signing the SAW Grant Agreement. As you can see, Nate Rusk, Deputy Director of Operations is designated in the resolution to act in that capacity.

### **RECOMMENDATION:**

I recommend that Council pass the attached Resolution pursuant to the Board's request.



# Memo

**Date:** 9/10/13  
**To:** Mayor and Council  
**Cc:** City Manager  
**From:** Rick J. Rose  
**RE:** Resolution to Convert S-2 Grant to SAW Grant

---

On July 1 of this year Council approved Resolution 3139 for the Board of Public Utilities to pursue an S-2 Grant for evaluation and planning on the wastewater plant and infrastructure. The application was successful, but there was only about \$5,500 left in the program coffers and the grant application was for \$111,327. We were aware that the S-2 program was in its final round and was not going to be renewed. A new program was introduced and the initial round of grants will be determined shortly after the first of the year.

We therefore decided, in discussion with our engineers and MDEQ staff, to convert our application over to the new SAW program and forgo the award from the S-2. This gives us the opportunity to get our grant fully funded and only deal with one set of State requirements for compliance. Included with my memo are the S-2 City Resolution 3139 and a new Resolution for the SAW Grant.

The Hillsdale Board of Public Utilities is requesting Council's approval of the revised SAW Grant Resolution so that we can pursue the \$111,327 of funding to provide for engineering and planning funds that will go toward future improvements at our wastewater treatment plant. We are in very good position on this application and I believe that we will receive the full requested amount





Resolution No. 3139

City of Hillsdale

County of Hillsdale

Resolution Authorizing the S2 Grant Agreement

Minutes of the regular meeting of the Council of the City of Hillsdale  
County of Hillsdale, State of Michigan, (the "Municipality") held on  
July 1, 2013.

PRESENT: Members: Mayor Douglas Moon, Councilpersons Arnold,  
Bail, Brown, Kinney, Sessions, Sullivan, Watkins, Wolfgram

ABSENT: Members: None

Member Watkins offered and moved the adoption of the following resolution,  
seconded by Member Sullivan.

WHEREAS, Part 52 (strategic water quality initiatives) of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended ("Part 52"), provides at MCL 324.5204a that the Michigan Finance Authority (the "MFA") in consultation with the Michigan Department of Environmental Quality (the "DEQ") shall establish a strategic water quality initiatives grant program; and

WHEREAS, in accordance with the provisions of 2010 PA 231, which provides grants to assist municipalities in completing loan application requirements under MCL 324.5308 or completing loan application requirements for other sources of financing for sewage treatment works projects, storm water treatment projects or nonpoint source projects; and

WHEREAS, in accordance with the provisions of 1985 PA 227, as amended, Part 52, and other applicable provisions of law, the MFA, the DEQ, and the Municipality that is a grant recipient shall enter into a grant agreement (the "S2 Grant Agreement") that requires the Municipality to repay the grant under certain conditions as set forth in MCL 324.5204a, as amended; and

WHEREAS, the Municipality does hereby determine it necessary to undertake planning, revenue system development, and/or design activities related to a project for which it intends to seek financing for construction; and

WHEREAS, it is the determination of the Municipality that at this time, a grant in the aggregate principal amount not to exceed \$111,327 ("Grant") be requested from the MFA and the DEQ to pay for the planning and/or design activities; and

WHEREAS, the Municipality shall obtain this Grant by entering into the S2 Grant Agreement with the MFA and the DEQ.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. System Manager (title of the designee's position), a position currently held by Nate Rusk (name of the designee), is designated as the Authorized Representative for purposes of the S2 Grant Agreement.

2. The proposed form of the S2 Grant Agreement between the Municipality, the MFA and DEQ (attached hereto as Appendix I) is hereby approved and the Authorized Representative is authorized and directed to execute the S2 Grant Agreement with such revisions as are permitted by law and agreed to by the Authorized Representative.

3. The Municipality shall repay the Grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority if any of the following conditions occur:

(a) the Municipality fails to submit an administratively complete loan application for assistance from the SRF, the SWQIF or other source of financing for the project within 3 years of the Grant award;

(b) the project has been identified as being in the fundable range or is approved for funding from another source and the Municipality declines loan assistance for 2 consecutive fiscal years unless the Municipality proceeds with funding from another source; or

(c) the Municipality is unable to, or decides not to, proceed with constructing the project.

4. The Grant, if repayable, shall be a first budget obligation from the general funds of the Municipality, and the Municipality is required, if necessary, to levy ad valorem taxes on all taxable property in the Municipality for the payment thereof, subject to applicable constitutional, statutory and Municipality tax rate limitations.

5. The Municipality shall not invest, reinvest or accumulate any moneys deemed to be Grant funds, nor shall it use Grant funds for the general local government administration activities or activities performed by municipal employees.

6. The Authorized Representative is hereby jointly or severally authorized to take any actions necessary to comply with the requirements of the MFA and the DEQ in connection with the issuance of the Grant. The Authorized Representative is hereby jointly or severally authorized to execute and deliver such other contracts, certificates, documents, instruments, applications and other papers as may be required by the MFA or the DEQ or as may be otherwise necessary to effect the approval and delivery of the Grant.

7. The Municipality acknowledges that the S2 Grant Agreement is a contract between the Municipality, the MFA and the DEQ.

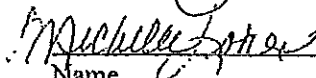
8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Members: Mayor Douglas Moon, Councilpersons Arnold, Bail, Brown, Kinney, Sessions, Sullivan, Watkins, Wolfram

NAYS: Members: None

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Council of the City of Hillsdale, County of Hillsdale, said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

 Michelle Loren  
Name  
City of Hillsdale, Deputy, Clerk  
City of Hillsdale County of Hillsdale



\_\_\_\_\_ of \_\_\_\_\_  
County of \_\_\_\_\_

Resolution Authorizing the SAW Grant Agreement

Minutes of the regular meeting of the \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
County of \_\_\_\_\_, State of Michigan, (the "Municipality") held on \_\_\_\_\_.

PRESENT: Members: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Members: \_\_\_\_\_  
\_\_\_\_\_

Member \_\_\_\_\_ offered and moved the adoption of the following resolution,  
seconded by Member \_\_\_\_\_.

WHEREAS, Part 52 (strategic water quality initiatives) of the Natural Resources and  
Environmental Protection Act, 1994 PA 451, as amended ("Part 52"), provides at MCL  
324.5204e that the Michigan Finance Authority (the "MFA") in consultation with the Michigan  
Department of Environmental Quality (the "DEQ") shall establish a strategic water quality  
initiatives grant program; and

WHEREAS, in accordance with the provisions of 2012 PA 511, which provides grants to  
municipalities for sewage collection and treatment systems or storm water or nonpoint source  
pollution control; and

WHEREAS, in accordance with the provisions of 1985 PA 227, as amended, Part 52, and other  
applicable provisions of law, the MFA, the DEQ, and the Municipality that is a grant recipient  
shall enter into a grant agreement (the "SAW Grant Agreement") that requires the Municipality  
to repay the grant under certain conditions as set forth in MCL 324.5204e, as amended; and

WHEREAS, the Municipality does hereby determine it necessary to (select one or more)  
 establish an asset management plan,  establish a stormwater management plan,  establish  
a plan for wastewater/stormwater,  establish a design of wastewater/stormwater,  pursue  
innovative technology, or  initiate construction activities (up to \$500,000 for disadvantaged  
community).

WHEREAS, it is the determination of the Municipality that at this time, a grant in the aggregate  
principal amount not to exceed \$111,327 ("Grant") be requested from the MFA and  
the DEQ to pay for the above-mentioned undertaking(s); and

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY  
OTHER FORMAT.

WHEREAS, the Municipality shall obtain this Grant by entering into the SAW Grant Agreement with the MFA and the DEQ.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Deputy Director of Operations (title of the designee's position), a position currently held by Nate Rusk (name of the designee), is designated as the Authorized Representative for purposes of the SAW Grant Agreement.
2. The proposed form of the SAW Grant Agreement between the Municipality, the MFA and DEQ (attached Sample Grant Agreement) is hereby approved and the Authorized Representative is authorized and directed to execute the SAW Grant Agreement with such revisions as are permitted by law and agreed to by the Authorized Representative.
3. The Municipality shall repay the Grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority if the Municipality is unable to, or decides not to, proceed with constructing the project or implementing the asset management program for which the funding is provided within 3 years of the Grant award.
4. The Grant, if repayable, shall be a first budget obligation of the Municipality, and the Municipality is required, if necessary, to levy ad valorem taxes on all taxable property in the Municipality for the payment thereof, subject to applicable constitutional, statutory and Municipality tax rate limitations.
5. The Municipality shall not invest, reinvest or accumulate any moneys deemed to be Grant funds, nor shall it use Grant funds for the general local government administration activities or activities performed by municipal employees that are unrelated to the project.
6. The Authorized Representative is hereby jointly or severally authorized to take any actions necessary to comply with the requirements of the MFA and the DEQ in connection with the issuance of the Grant. The Authorized Representative is hereby jointly or severally authorized to execute and deliver such other contracts, certificates, documents, instruments, applications and other papers as may be required by the MFA or the DEQ or as may be otherwise necessary to effect the approval and delivery of the Grant.
7. The Municipality acknowledges that the SAW Grant Agreement is a contract between the Municipality, the MFA and the DEQ.
8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Members:

NAYS: Members:

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_, County of \_\_\_\_\_, said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Name \_\_\_\_\_ of \_\_\_\_\_, Clerk  
\_\_\_\_\_ of \_\_\_\_\_ County of \_\_\_\_\_





# **City of Hillsdale Agenda Item Summary**

**Meeting Date:** December 2, 2013

**Agenda Item #10:** New Business I – Call for Special Election

**BACKGROUND:**

As a result of the recent election, there is now a Council vacancy in Ward 3. Accordingly, it will be necessary for Council to call, by resolution, a special election to fill that vacancy.

**RECOMMENDATION:**

I recommend that Council request that a resolution be prepared calling for a special election to be held on May 6, 2014 and that the resolution be considered for passage at the December 16, 2013 Council meeting.



# Hillsdale Police Department - 3rd Quarter 2013

(July-August-September Data)

		2013	2012
<b>Traffic</b>	Accidents - Property Damage / PI	42	48
	Accidents - Fatalities	0	0
	Traffic Citations	94	135
<b>Time Expenditure in Hours</b>	Patrol	2,088	2,389
	Traffic Complaints	368	314
	Investigations	1,350	1,546
	Report Writing	766	802
<b>Assistance</b>	Reserve Hours Worked	140	85
	General & Other Agencies	357	428
	Property Inspections, Building Checks	4,987	6,325
<b>Group A Crimes</b>	Civil/ Neighborhood Disputes	229	254
	Murder/Manslaughter	0	0
	Kidnapping	0	0
	Sex Offenses (All)	6	2
	Robbery	0	0
	Assault/Stalking	33	35
	Arson	0	0
	Burglary	11	8
	Larceny/Retail Fraud	50	55
	Motor Vehicle Theft	3	2
	Fraud/Forgery	3	7
	Damage to Property	15	42
	Narcotics	28	18
	Weapons	0	2
<b>Group B Crimes</b>	Bad Checks	10	4
	Family	2	0
	Liquor Law Violations	2	7
	OUIL	22	16
	Public Peace/Disorderly	58	37
	Health & Safety/Code Enforcement	33	39
	Obstructing Police & Justice	38	47
<b>Incidents</b>	Total - Group A Crimes	149	171
	Total - Group B Crimes	165	150
	Total - All Calls for Service	2,225	2,631
<b>Arrests</b>	Felony - Adult	38	37
	Misdemeanor - Adult	81	121
	Juvenile Complaints	44	43
	Total Arrests	163	201
<b>Collections</b>	Parking Tickets (\$)	\$375	\$280
	Improper Parking Tickets Issued	36	35

Date \_\_\_\_\_

Director \_\_\_\_\_



Mayoral Appointments:

**Standing Committees:**

Public Services: Emily Stack Davis, Patrick Flannery, Adam Stockford

Community Development: Emily Stack Davis, Adam Stockford, Brian Watkins

Finance: Mary Beth Bail, Emily Stack Davis, Sally Kinney

Operations & Governance: Ruth Brown, Patrick Flannery, Brian Watkins

Public Safety: Mary Beth Bail, Sally Kinney, Brian Watkins

**Boards and Commissions:**

Planning Commission: Amber Yoder – 3 year term expiring November, 2016

Steve Vear – to fill vacancy expiring November, 2014

Kerry Laycock – 3 year term expiring November, 2016

Economic Development Corporation: Jeremiah J. Hodshire – 6 year term expiring July, 2019; Amanda Janes – 6 year term expiring July, 2019

Library Board: Jean Nolan – (School Board Representative) – 5 year term expiring November, 2018

Shade Tree Commission – Keith Richards – 4 year term expiring November, 2017





November 15, 2013

Linda Brown, Manager  
City of Hillsdale  
97 North Broad Street  
Hillsdale, MI 49242

RE: Important Information—Price Changes

Dear Ms. Brown:

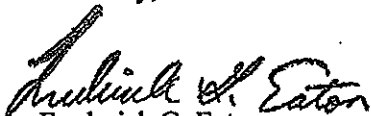
At Comcast, we are committed to constantly improving our customers' entertainment and communications experience in Hillsdale, and we continue to invest in making their services even better. As we make these and other investments, we periodically need to adjust prices due to increases we incur in programming and other business costs. Starting January 1, 2014, new prices will apply to select Video services and equipment as reflected in the enclosed notice.

Among these price changes, we have itemized a Broadcast TV Fee in order to defray the rising costs of retransmitting broadcast television signals. In the past, a portion of those costs were included within the basic service rate. In recent years, the cost of retransmitting broadcast television signals has increased significantly, and we want to address these increases through a separate itemized charge so they are clear to the customer. \*

We promise to continue to provide our customers with a consistently superior experience, including 24/7 customer service, two-hour appointment windows and on-time arrival—or we'll credit the customer \$20 or provide a free premium channel for three months. We back up our services with the Comcast Customer Guarantee (visit [www.comcast.com/guarantee](http://www.comcast.com/guarantee) for details).

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 734-254-1888.

Sincerely,

  
Frederick G. Eaton  
Senior Manager, Government Affairs  
Comcast, Heartland Region  
41112 Concept Drive  
Plymouth, MI 48170

Enclosure

*\*If a customer was receiving services on a promotional basis, or under a minimum term agreement associated with a specific rate, as December 1, 2013, the customer will not be affected by the Broadcast TV Fee during the applicable period.*

**Schedule of video-related price changes; effective January 1, 2014**

<b>VIDEO &amp; OTHER FEES (Monthly unless noted otherwise)</b>	<b><u>CURRENT PRICE</u></b>	<b><u>NEW PRICE</u></b>
Digital Starter Package (includes Limited Basic, additional digital channels, access to Pay-Per-View and On Demand programming and Music Choice.)	\$67.25	\$67.75
Digital Preferred Package (includes Digital Starter, additional digital channels, Encore, access to Pay-Per-View and On Demand programming and Music Choice)	\$85.20	\$85.70
Digital Preferred Package with 1 Premium** (includes Digital Preferred and choice of 1 premium: HBO, Showtime, Starz, Cinemax or The Movie Channel)	\$103.99	\$104.49
Digital Preferred Package with 2 Premiums** (includes Digital Preferred, HBO and choice of Showtime, Starz, Cinemax or The Movie Channel)	\$115.49	\$115.99
Digital Preferred Plus Package** (includes Digital Preferred, HBO, Showtime and Starz)	\$123.49	\$124.99
Digital Premier Package (includes Digital Preferred, HBO, Showtime, Starz and Cinemax)	\$130.49	\$131.99
Digital Premier Package with Sports Entertainment Package (includes Digital Preferred, HBO, Showtime, Starz, Cinemax and Sports Entertainment Package)	\$140.44	\$141.94
Digital Economy with Additional Product	\$34.95	\$39.95
Broadcast TV Fee	-	\$1.50
Video Reactivation Fee (no in-home visit required) per occurrence	\$5.00	\$6.00
Internet Reactivation Fee (no in-home visit required) per occurrence	\$5.00	\$6.00
Voice Reactivation Fee (no in-home visit required) per occurrence	\$5.00	\$6.00
Voice/Data Modem	\$7.00	\$8.00

<b><u>TRIPLE PLAY PACKAGES (Monthly)</u></b>	<b><u>CURRENT PRICE</u></b>	<b><u>NEW PRICE</u></b>
Economy Triple Play*	\$89.95	\$94.85
Economy Starter*	\$122.15	\$122.65
TP3.0 Value Plus*	\$137.15	\$137.65
TP3.0 HD Starter*	\$154.95	\$159.95
TP3.0 HD Plus*	\$184.95	\$189.95
TP3.0 Premier*	\$214.95	\$219.95
Starter XF Triple Play	\$144.95	\$149.95
Preferred XF Triple Play	\$154.95	\$159.95
HD Preferred XF Triple Play	\$164.95	\$169.95
HD Preferred Plus XF Triple Play with Blast!	\$184.95	\$189.95
HD Premier XF Triple Play with Blast!	\$214.95	\$219.95
HD Compete XF Triple Play with Blast!	\$244.95	\$249.95

\*No longer available for sale. \*\*Effective 1/1/2014 no longer available for new subscription.

Subscription to Limited Basic is required to receive any other level of service. Certain services are available separately or as a part of other levels of service. Unless otherwise specified, prices shown are the monthly charge for residential service only and do not include federal, state and local taxes, FCC user and franchise fees or Regulatory Recovery fees or other related costs. Prices, services and features are subject to change. Not all services are available in all areas.