

Council Chambers  
Hillsdale City Hall  
97 N. Broad St.  
Hillsdale, MI 49242  
[www.cityofhillsdale.org](http://www.cityofhillsdale.org)

February 1, 2016  
7:00 p.m.  
(517)437-6441

## CITY COUNCIL MINUTES

City of Hillsdale  
Regular Meeting

### Call to Order and Pledge of Allegiance

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

### Roll Call

Mayor Scott Sessions called the meeting to order.

Councilmembers present:	Scott M. Sessions, Mayor Brian Watkins, Ward 1 Adam Stockford, Ward 1 Timothy Dixon, Ward 2 Bruce Sharp, Ward 3 Emily Stack-Davis, Ward 3 Patrick Flannery, Ward 4
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Councilmembers absent:	Matthew Bell, Ward 4
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, Kay Freese (HR), Police Chief Scott Hephner (HCPD), Mary Wolfram (HPG), Mike Barber (BPU), Jake Hammel (BPU), Alan Beeker (Planning), Julie Beeker (Treasurer), Dennis Wainscott, Richard Wunsch, Penny Swan, Jason Walters (Patriot Aviation), Jake Hammel (DPS), Jeff King (Aero Data), Tim Novelty (Hillsdale Collegian), Andy Barrand (HDN), Michelle Butters, Christopher Butters, Cory Champion (Fortress Productions), Martha Smith, Dawn Towkey (BPU), Karrie Morts (CNB), and Brian Ricketts.

### Excused Absence

Motion by Council Member Watkins, supported by Council Member Stack-Davis, to approve the absence of Council Member Bell. Motion carried unanimously.

### Approval of Agenda

Motion by Council Member Watkins, supported by Council Member Stack-Davis, to approve the February 1, 2016 meeting agenda as presented. Motion carried unanimously.

### Public Comment

No comments were offered.

### Consent Agenda

- A. Approval of Bills from Claims of January 14, 2016: Payroll \$108,286.42; Claims \$150,152.01
- B. Committee Reports
  - 1. Finance Committee Minutes of December 21, 2015, January 4, 2016, and January 18, 2016
- C. Council Minutes of January 18, 2016
- D. Signature Authorization on Financial Account: CNB (Resolution)
- E. Signature Authorization on Financial Account: SMB&T (Resolution)

Motion by Council Member Watkins, supported by Council Member Bell, to approve the Consent Agenda as presented.

Roll call:	Stack-Davis	Yes
	Dixon	Yes
	Flannery	Yes
	Sharp	Yes
	Stockford	Yes
	Watkins	Yes
	Mayor Sessions	Yes

Motion passed 7-0.

**Communications/Petitions**

Students from the Hillsdale High School "Envirothon" Team and Advanced Placement (AP) Environmental Science Students provided demonstrations of groundwater geological features and the effects of drought and contamination in groundwater. Students discussed the need for proper groundwater protection and highlighted various methods of groundwater conservation. Students utilized groundwater models that had been provided to the local schools using grant funds in cooperation with the Michigan Wellhead Protection Program and the Michigan Department of Environmental Quality (MDEQ).

Zoning Administrator Beeker reported the City's Master Plan had been updated to define and establish the boundaries of the city's Wellhead Protection Areas (WHPA). Mr. Beeker stated a proposed zoning ordinance would be presented to the Council in the near future, which would limit development and impose certain land use restrictions in an effort to protect the city's wellhead protection areas.

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

There were no ordinances or public hearings for consideration.

**Old Business****A. Airport Manager Services Contract**

City Manager Mackie presented a staff recommendation to approve an Airport Manager Agreement with JW Enterprises, Inc., doing business under the assumed name Patriot Aviation of Hillsdale and its President, Jason Walters. City Manager Mackie reminded Council Members the Airport Advisory Committee (AAC) had reviewed the three responses to the city's Request for Proposals (RFP's) at their January 16, 2016 meeting, and the AAC had also recommended the contract be awarded to Patriot Aviation.

Responding to a question from Council Member Watkins, City Manager Mackie stated an additional agreement was anticipated between the city and Patriot Aviation in the near future to address the city's responsibility to provide snow removal and grass mowing to the airport facility.

Council Member Sharp voiced support for the recommendation and stated tremendous improvements and progress that had been made to the facility during the past four months that Patriot Aviation had managed the airport. Council Member Sharp commended the vision of Mr. Walters from Patriot Aviation for the airport.

Council Member Stockford also supported the recommendation to approve the contract with Patriot Aviation and stated the tangible improvements made to the facility were highlights for the entire city.

Motion by Council Member Watkins, supported by Council Member Sharp, to approve the Airport Manager Agreement with JW Enterprises, Inc., doing business under the assumed name Patriot Aviation of Hillsdale and its President, Jason Walters

Roll call:	Stack-Davis	Yes
	Dixon	Yes
	Flannery	Yes
	Sharp	Yes
	Stockford	Yes
	Watkins	Yes
	Mayor Sessions	Yes

Motion passed 7-0.

**New Business****A. Revocation of Hartzell Veneer IFT Certification No. 2013-460**

Economic Development Coordinator Mary Wolfram reported the Hillsdale City Council had approved an Industrial Facilities Tax (IFT) certificate to Hartzell Veneer in 2013 for personal property at their 282 Industrial Drive facility. Ms. Wolfram noted, however, the company had ceased all operations as of October 31, 2015, which allowed the city to request revocation of the tax abatement from the Michigan Tax Tribunal, in hopes of recouping nearly \$31,000 in abated taxes.

Motion by Council Member Sharp, supported by Council Member Stack-Davis, to adopt Resolution No. 3264: "Resolution Revoking An Industrial Facilities Exemption Certificate",

revoking Industrial Facilities Exemption Certificate Number 2013-460 and further recommend that the Council direct the City Manager, upon receipt of an order from the State Tax Commission revoking the certificate, to invoke the clawback provision contained within Item Number 6 of the agreement between the City of Hillsdale and Hartzell Veneer Products.

Roll call:	Stack-Davis	Yes
	Dixon	Yes
	Flannery	Yes
	Sharp	Yes
	Stockford	Yes
	Watkins	Yes
	Mayor Sessions	Yes

Motion passed 7-0.

#### B. ADA Complaint Policy

City Manager Mackie stated the State of Michigan had requested all jurisdictions receiving Federal Transportation Administration (FTA) funds adopt an American Disability Act (ADA) Complaint Policy to allow for the processing and tracking of ADA complaints. City Manager Mackie stated the State of Michigan had reviewed the city's draft policy and reported the policy included all of the required elements that was necessary for final adoption by the City Council.

Motion by Council Member Watkins, supported by Council Member Flannery, to adopt Resolution No. 3265 to adopt a plan in accordance with Title II and III of the American Disability Act of 1990 (ADA).

Roll call:	Stack-Davis	Yes
	Dixon	Yes
	Flannery	Yes
	Sharp	Yes
	Stockford	Yes
	Watkins	Yes
	Mayor Sessions	Yes

Motion passed 7-0.

#### C. Strategic Planning Facilitation Proposal

City Manager Mackie provided a strategic planning facilitation proposal from Dr. Lewis Bender to provide professional services to assist the establishment of strategic directions and goals for the City of Hillsdale. City Manager Mackie stated the strategic planning process was recommended in part, due to a large number of new city employees and Council Members. City Manager Mackie stated the process would be held over a two-day period and would review the state of the city, create a shared vision for the city, identify and help develop strategic goal areas and ultimately, culminate with the City staff creating an action plan to be approved by the City Council. City Manager Mackie recommended the proposal from Dr. Bender, as well as March 11-12, 2016 as the session dates.

Responding to a question from Council Member Sharp, City Manager Mackie stated the cost for Dr. Bender's services was \$4,300.

City Manager Mackie stated the various boards and committees, such as the Tax Increment Financing Authority (TIFA) and the Planning Commission, would be represented at the planning session by the chairperson associated with the board.

Council Member Stockford objected to the costs of the proposal and stated a strategic plan and action plan could be developed using the knowledge and abilities of Council Members and staff.

Council Member Dixon voiced support for the proposal and stressed the importance of boards, commissions, and staff to work together and towards a common purpose.

Council Member Stack-Davis stated she had spoken with a colleague who highly recommended Dr. Bender as a professional facilitator. Council Member Stack-Davis stated that with all of the recent changes that the city had in recent times, it would be beneficial for the city's stakeholders to meet to discuss common goals and strategies for the future.

Mayor Sessions also voiced support for the proposal and stated the planning session could be used to drive the city forward and form common goals.

Council Member Sharp stated a similar planning session had been held years ago in the City of Hillsdale and the implementation of the plan had quickly disappeared following an enthusiastic

start. Council Member Sharp hoped the utilization of the action plan would be fully implemented and the cost of the facilitator would not be money wasted for the city.

Council Member Flannery moved, seconded by Council Member Watkins, to approve a proposal from Dr. Lewis Bender in the amount of \$4,300 to provide professional facilitation services to assist the establishment of a strategic direction and goal for the City of Hillsdale, and to select March 11-12, 2016 as the session dates.

Roll call:	Stack-Davis	Yes
	Dixon	Yes
	Flannery	Yes
	Sharp	Yes
	Stockford	No
	Watkins	Yes
	Mayor Sessions	Yes

Motion passed 6-1.

D. TCO 2016-3: No Parking on the west side of Union Street between Mead St. and Garden St.

Chief of Police Scott Hephner presented a recommendation to limit parking on Union Street between Mead St. and Garden St., due to traffic hazards. Chief Hephner stated traffic traveling southbound cannot see if there are any northbound vehicles traveling towards them and must travel across the double yellow center line when vehicles are parked on the west side of the street. Chief Hephner stated he had made contact with the home owners in the area and none had objected to the proposed change order.

Responding to a question from Council Member Stack-Davis, Chief Hephner stated there had been no accidents in that area to his recollection. Chief Hephner stated City Council had discussed this traffic control order in 2007, but the minutes of those meetings were not clear as to why Council failed to take action on the traffic order.

Chief Hephner also stated the residents had indicated it was difficult to exit their driveways if a vehicle was parked on that particular area of Union Street.

Council Member Dixon stated he had driven that area in the past and it was indeed difficult to see on-coming traffic around the curve if any vehicles were parked on the west side of the roadway.

Council Member Watkins moved, supported by Council Member Stockford, to adopt Resolution No. 3266: "Traffic Control Order 2016-03", prohibiting parking on the west side of Union Street between Mead Street and Garden Street.

Roll call:	Stack-Davis	No
	Dixon	Yes
	Flannery	Yes
	Sharp	Yes
	Stockford	Yes
	Watkins	Yes
	Mayor Sessions	Yes

Motion passed 6-1.

E. TIFA Downtown Traffic Study

City Manager Mackie stated the TIFA Board had met on January 19, 2016 and approved funding for a traffic study to review the flow of traffic on Broad Street throughout the downtown area. City Manager Mackie stated the TIFA had discussed the traffic changes authorized by MDOT in 2006 that had improved the speed and efficiency of traffic through the downtown area, but created a number of pedestrian issues in the area. City Manager Mackie stated the proposal received by Wade-Trim would be an initial step in having a comprehensive review of the traffic flow that could result in vehicular and pedestrian improvements. City Manager Mackie stressed the funding for the traffic study had been approved by TIFA, and the traffic study proposal was being provided to Council for informational purposes only.

Economic Development Coordinator Wolfram discussed the access of the downtown from Hillsdale College and the problems associated with the present traffic patterns. Ms. Wolfram also noted the disadvantages of the current traffic problem associated with pedestrian safety and "walkability" in the downtown area.

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Zoning Administrator Beeker discussed the traffic changes made in the City of Jackson, which has altered the traffic loop around the Jackson to reduce the number of driving lanes, added on-street parking, lowered traffic speeds, and provided economic incentives to the downtown area.

Council Member Sharp noted the importance of attracting businesses to the downtown area, especially those businesses that would attract the college students.

City Manager Mackie discussed the many incentives and programs offered by TIFA to the downtown businesses including façade grants, traffic studies, and other business retention programs.

Council Member Stack-Davis noted the economic development seen in the City of Ferndale, when city leaders there reduced Woodward Drive to two-lanes, in an attempt to promote “walkability”, green space, and outdoor dining & shopping.

### **Miscellaneous**

#### **Appointments:**

Council Member Watkins moved, supported by Council Member Flannery, to approve:

1. The appointment of Ms. Beverly Fall to the Elections Commission for a 1 year term ending January 2017.
2. The re-appointment of Ms. Rosemary Schneider to the Elections Commission for a 1 year term ending January 2017.
3. The re-appointment of Ms. Julie Beeker to the Elections Commission for a 1 year term ending January 2017.
4. The appointment of Mr. Jacob Hammel to the Shade Tree Commission and the Cemetery Board to fill vacancies on an interim basis.

Roll was called. Motion passed unanimously.

#### **Information Only:**

City Manager Mackie noted free tax had been offered by the Community Action Agency.

BPU Director Barber discussed a recent sewer overflow that occurred on Monday, January 25, 2016 near the intersection of Willow and Oak Street. Mr. Barber reported the BPU responded to an odor investigation at approximately 9:00 a.m. and found that a manhole was backing up into the St. Joseph River. Mr. Barber stated city staff notified the DEQ within minutes, and were instructed by their officials to clear the manhole and begin clean-up of the affected area. Mr. Barber stated the manhole was cleared by 10:40 a.m. and normal flow in the area was resumed. Mr. Barber stated the clean-up of the area was completed by 2:00 p.m. when the Health Department and the media was notified.

DPU Director Barber stated the blockage was most likely caused by sticks that were purposely dropped into the manhole, which caused a blockage of the line. Mr. Barber reported the city did not expect to be fined by the DEQ for this overflow, or for the overflow that had occurred in July 2015 at a different location. Mr. Barber stressed that there was no overflow at the plant, but only near the manhole.

DPU Director Barber then provided information on the water quality offered by the BPU and their commitment to quality drinking water. Mr. Barber reported the water exceeded all state and federal standards for appearance and safety, and that the annual customer confidence report included the results of the laboratory tests conducted on the water.

### **City Manager's Report**

City Manager Mackie stated the Operations and Government Committee would hold a meeting on February 16, 2016 and the agenda would include discussion of the City Manager review form as well as continued review of the Council's Rules of Procedure.

City Manager Mackie also reported he would be out of the office on Wednesday and Thursday, February 3-4, 2016 attending a professional development conference.

### **General Public Comment**

Mr. Richard Wunsch, 98 ½ North Broad Street, encouraged the Council Members not to adopt zoning ordinances which placed additional zoning restrictions and burdens on property owners. Mr. Wunsch also encouraged the Council to maintain the existing rules for public comment during the Council meetings and not to adopt proposed changes that had been posted on social media during the past week.

Mr. Dennis Wainscott, 34 Garden St., also encouraged the Council not to change the rules for public comment section of the Council meetings.

Mr. Joseph Hendee, 181 Rea Street, stated that he felt the citizens were being left behind by public services offered by the city, including brush pickup and street maintenance.

Mr. Jeff King, Aerodata, voiced support for the upcoming strategic planning session scheduled for March 2016. Mr. King also encouraged the city to support the existing businesses that are in the City of Hillsdale, not just those businesses that are receiving tax abatements or employ large numbers of employees. Mr. King stated the most important issues facing the downtown included a walkable downtown, a business incubator, and more restaurants.

Ms. Penny Swan, 205 North Manning, voiced concern regarding the delay in providing the public and media with information following the recent sewer overflow. Ms. Swan also questioned how long the overflow had lasted prior to being found by the DPU employees.

### Council Comments

Council Member Sharp discussed the quick response of city departments to odor investigations, especially those associated with a sewer overflow or blockage.

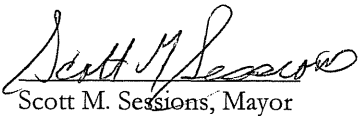
Council Member Stack-Davis questioned what changes had been proposed in regards to the public comment sections of the Council rules. Council Member Watkins stated that he had recently posted proposed changes to the public comment rules on social media for community discussion. Council Member Watkins stated there seemed to be an overwhelming negative response to the proposed changes, and he would not be presenting those proposals to Council for consideration.

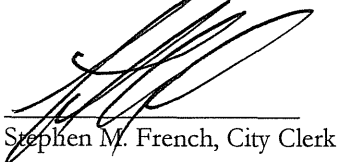
Council Member Stack-Davis also encouraged Council to amend the public comment rules for Council meetings, to allow citizens to speak on non-agenda items at the opening of the meeting, instead of forcing residents to wait until the end of the meeting. Council Member Flannery stated the Operations and Government Committee would discuss this issue at their upcoming meeting.

### Adjournment

Motion by Council Member Watkins, supported by Council Member Stockford, to adjourn the meeting. Motion passed unanimously.

The meeting adjourned at 8:40 p.m.

  
Scott M. Sessions, Mayor

  
Stephen M. French, City Clerk

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February 15, 2016  
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 (517)437-6441

## CITY COUNCIL MINUTES

City of Hillsdale  
 Regular Meeting

### **Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

### **Roll Call**

Mayor Scott Sessions called the meeting to order.

Councilmembers present:	Scott M. Sessions, Mayor Brian Watkins, Ward 1 Timothy Dixon, Ward 2 Bruce Sharp, Ward 3 *Emily Stack-Davis, Ward 3 Patrick Flannery, Ward 4
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Councilmembers absent:	Adam Stockford, Ward 1 Matthew Bell, Ward 4
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, City Attorney Tom Thompson, Kay Freese (HR), Police Chief Scott Hephner (HCPD), Fire Chief Kevin Pauken (HCFD), Mary Wolfram (HPG), Mike Barber (BPU), Glen White (MSCPA), Jake Hammel (BPU), Penny Swan, Jason Walters (Patriot Aviation), Jeff King (Aero Data), Andy Barrand (HDN), Greg Bailey, Joe Posten, Jon Paul Rutan, and Shirley VanArsdale.

### **Excused Absences**

Council Member Watkins moved, seconded by Council Member Flannery, to approve the absence of Council Member Bell and Council Member Stockford. Motion carried unanimously.

### **Approval of Agenda**

Council Member Watkins moved, seconded by Council Member Flannery, to approve the February 15, 2016 meeting agenda as presented. Motion carried unanimously.

### **Public Comment**

Jon Paul Rutan, 2228 Pond Brook Drive, objected to the proposed changes to Sections 5 and 7 of the city's social media policy. Mr. Rutan stated it was his understanding that people had no expectation of privacy while attending a public event and a photograph of a person at a city event could be shared on social media without prior authorization from that individual. Mr. Rutan also questioned the language in Section 7 which stated "employees and other individuals should have no expectation of privacy while using any City communication equipment or facilities for any purpose."

Penny Swan, 205 North Manning, objected to the proposed changes to the city's Social Media Policy and questioned if the policy would even allow citizens to repost newspaper articles that referenced the City of Hillsdale. Ms. Swan questioned the term "individuals" that was in the policy and noted the policy could affect her Constitutional rights. Ms. Swan noted the importance of open communication and transparency in local government.

\*Council Member Stack-Davis arrived at 7:07 p.m.

Jeff King, AeroData, discussed the BPU Review Committee Report and stated his public comments on July 14, 2015 were not accurately portrayed in the report. Mr. King stated that he, nor anyone else at the meetings, had never said the utility rates of a private provider would be less expensive than rates offered by a publically owned and operated provider. Mr. King stated comments offered by the public need to be accurately portrayed in the permanent records of the city, especially when important actions are taken based on those comments. Mr. King stated

important questions remained after the report was finalized including the city's position with the utility, the liquidity of the asset, and the city's investment into the Endicott Generating Station.

### **Consent Agenda**

- A. Approval of Bills from Claims of January 28, 2016: Payroll \$129,824.07; Claims \$77,379.60
- B. Committee Reports
  - 1. Cemetery Board Minutes of February 3, 2016
- C. Council Minutes of February 1, 2016
- D. January 2016 Code Enforcement Report

Council Member Watkins moved, seconded by Council Member Flannery, to approve the Consent Agenda as presented.

Roll call:	Stack-Davis	Yes
	Dixon	Yes
	Flannery	Yes
	Sharp	Yes
	Watkins	Yes
	Mayor Sessions	Yes

Motion passed 6-0.

### **Communications/Petitions**

There were no communications or petitions.

### **Introduction and Adoption of Ordinance/Public Hearing**

There were no ordinances or public hearings for consideration.

### **Old Business**

#### A. BPU Review Committee Report

City Manager Mackie presented the committee report which included Dr. Gary Wolfram's paper entitled "Improving Michigan's Electric Utility Industry" and other exhibits. City Manager Mackie objected to the statements made by Mr. King earlier in the meeting regarding this subject.

Council Member Sharp noted the BPU rate per kilowatt was \$0.11, while the corresponding rate from Consumers Energy was \$0.16. Council Member Sharp stated the BPU was staffed with local employees which allowed a faster response to outages and other emergencies. Council Member Sharp stated he was not in favor of selling the BPU in an effort to raise revenue for other city initiatives.

Council Member Stack-Davis stated the report lacked any analysis of the current leadership and employee structure that had recently been streamlined. Council Member Stack-Davis encouraged further review and research of the issue from persons or organizations outside of the committee, who may be able to provide an unbiased point of view on the subject. Council Member Stack-Davis stated the report was not fully conclusive, but was helpful to initiate future discussions.

Council Member Flannery indicated the report was helpful, but also stated the report should have included discussion regarding the change in management and the recent efficiencies that had been implemented. Council Member Flannery encouraged future Councils review this issue at regular intervals, as the BPU was the largest investment of the city.

Council Member Stack-Davis stated critical decisions regarding the future of the BPU should also include the expected impact of the Endicott Generating Station closure.

Dr. Gary Wolfram noted discussions regarding the change in the organizational structure and the Endicott plant closure were not included in the report, as the report had been completed prior to those announcements. Dr. Wolfram discussed the differences of selling an asset into a competitive market versus selling into a regulated monopoly. Dr. Wolfram stated proposed changes to the utility industry at the state level could impact future recommendations on the BPU sale.

Mayor Sessions thanked all of the committee members for their time and efforts involved in the development of the report.



## B. Council Vacancy/Special Election

City Manager Mackie reviewed the upcoming election dates and the corresponding filing deadlines for those elections that could be utilized to fill the existing Council vacancy. Responding to a question from Council Member Dixon, City Manager Mackie stated there had been interest by some residents in running for the vacant Ward 2 seat.

Council Member Sharp stated that any further changes to the City Council membership should be finalized or announced in a timely manner to minimize the time a Council seat remained vacant.

Council Member Watkins encouraged the Council to develop rules that could automatically implement an election sequence in the case of a Council vacancy. Council Member Watkins stated the rules for procedure would eliminate the ambiguity and uncertainty to determine an appropriate election date to fill a Council vacancy.

City Clerk French stated the filing deadline for the August 2016 election was April 19, 2016.

City Manager Mackie stated city staff could develop a timeline for the 2016 election dates to conduct a special election for any Council vacancies, and provide that information to Council at the March 7<sup>th</sup> meeting.

## New Business

### A. Resolution to Declare a Public Nuisance: 48 Greenwood St.

Council Member Watkins moved, seconded by Council Member Flannery, to adopt a resolution declaring the property at 48 Greenwood Street to be a public nuisance and ordering the violation thereon abated within 60 days.

Roll call:	Stack-Davis	Yes
	Dixon	Yes
	Flannery	Yes
	Sharp	Yes
	Watkins	Yes
	Mayor Sessions	Yes

Motion passed 6-0.

### B. BPU: Purchasing Power Agreement and Resolution

Mr. Glen White, General Manager of the Michigan South Central Power Agency, (MSCPA) reviewed the staff recommendation to authorize American Municipal Power (AMP) to acquire bids and execute contracts to purchase 25 megawatts in three, distinct purchase power agreements (PPA's). Mr. White noted the ever-changing price of power on the open market required AMP to negotiate on behalf of the City of Hillsdale, as the actual purchase contract required a prompt response once the price was offered. Mr. White stated each of the three contracts would begin in January 2018 and individually conclude in 2020, 2025, and 2030 and would involve all of the members of the MSCPA, with the City of Hillsdale utilizing approximately three megawatts per hour. Mr. White noted the purchases were for on-peak purchase periods from 7:00 a.m. through 11:00 p.m. Monday-Friday.

Mr. White referenced the MSCPA Capacity Portfolio and noted the City of Hillsdale's capacity would soon increase by approximately 11 megawatts when the city's power plant generators were finished being refurbished. Mr. White also detailed the Hillsdale Hydro Resources capacity and the increase of power that the city had realized due to the new investments in hydro power generation.

Responding to a question from Council Member Watkins, Mr. White stated the Endicott Power Plant had produced only at minimum levels (20-25 megawatts per hour) throughout the past couple of years due to market conditions. Mr. White noted the generation from the new hydro investments would negate the power lost when the Endicott plant was completely shuttered. Mr. White stated due to new loads being anticipated in the Coldwater area, the PPAs were recommended to limit MSCPA's exposure to the hourly markets.

Mr. White stated the power purchase with the PPAs would not originate from dedicated sources, such as coal plants, natural gas, or nuclear plants. Mr. White indicated the contracts were for the purchase of specific amounts of power, not contracts for the purchase of power from specific locations. Mr. White stated the contract was an energy-only deals, and did not contract the city to a specific capacity or energy producing machine.

Council Member Flannery moved, seconded by Council Member Watkins, to adopt a resolution authorizing the execution of the 2018-2030 Fixed Volume Energy Supply schedule with American Municipal Power (AMP).

Roll call:	Stack-Davis	Yes
	Dixon	Yes
	Flannery	Yes
	Sharp	Yes
	Watkins	Yes
	Mayor Sessions	Yes

Motion passed 6-0.

#### C. Records Retention Schedule

City Clerk French recommended the City Council adopt the following General Record Retention and Disposal schedules that had been approved for use by the State of Michigan:

1. #11 (Local Law Enforcement Agencies, updated 08-02-2005)
2. #17 (Michigan Public Libraries, updated 01-18-2005)
3. #18 (Local Fire and Ambulance Departments, updated 03-06-2007)
4. #24 (City and Village Clerks, updated 11-05-2008)
5. #26 (Local Government Human Resources, updated 10-07-2008)

Council Member Stack-Davis moved, seconded by Council Member Flannery to adopt a resolution adopting the listed General Record Retention and Disposal schedules.

Roll call:	Stack-Davis	Yes
	Dixon	Yes
	Flannery	Yes
	Sharp	Yes
	Watkins	Yes
	Mayor Sessions	Yes

Motion passed 6-0.

#### D. MDOT

Airport Manager Walters presented a recommended contract with the Michigan Department of Transportation (MDOT) for the purchase of new weather reporting equipment at the Hillsdale Airport. Mr. Walters stated the existing equipment is over thirty years old and replacement parts have become very hard to locate as the system has become obsolete. Mr. Walters stated the total cost of the equipment would be \$70,000, of which the City of Hillsdale would be responsible for 10% of the costs.

Council Member Sharp moved, seconded by Council Member Stack-Davis, to adopt a resolution approving a contract between the Michigan Department of Transportation (MDOT) and the City of Hillsdale for the State and Local Airport project to install weather reporting equipment replacing AWOS components be approved by the City Council and authorize the Mayor and City Clerk signatures.

Roll call:	Stack-Davis	Yes
	Dixon	Yes
	Flannery	Yes
	Sharp	Yes
	Watkins	Yes
	Mayor Sessions	Yes

Motion passed 6-0.

#### E. Social Media Policy

Human Resources Director Freese reported city staff had reviewed the existing 2012 social media policy and had recommended changes to that policy to update the terms and conditions of usage. Ms. Freese stated the policy had been reviewed both by the City Manager and by City Attorney Thompson.

Attorney Thompson stated the policy was primarily directed to employees of the City of Hillsdale, while a separate section of the policy was devoted to elected officials, volunteers, and appointees to various boards & commissions. Attorney Thompson noted recent United States Supreme Court rulings recognized a public employee's First Amendment rights to free speech to engage in communication as a citizen in regards to matters of public concern. However, Attorney Thompson noted the employee's speech "could not interfere with the efficient and effective

provision of public service by that governmental entity.” Attorney Thompson stressed that city employees should not infer that their social media communication is being done on behalf of, or representing, the city. Attorney Thompson also stated employees are prohibited from posting any information that is illegal, harassing, or any other information that could place the City in a legally compromising position.

Attorney Thompson reported the draft social media policy included elected officials, appointed officials, and those who are otherwise affiliated with the city in some capacity. Attorney Thompson stated those groups of people were included in the policy because people might think those individuals may speak on behalf of the city, and the items placed on-line are representative of the city’s position. Attorney Thompson stated the social media policy would be seen as a guideline for users to make a distinction between an individual’s views or opinions, and not necessarily what the city’s views are.

Attorney Thompson reiterated that the requirement to include a distinction between one’s individual views and those “official” view of the city would not be required for posts or attachments which are clearly not affecting the city. Attorney Thompson used an example that a family photograph or video posted on a social media site would clearly not have to include such a distinction because the post does not have any reference to the city.

Attorney Thompson then discussed that city employees could be disciplined for violation of the social policy; however, discipline or other mechanisms for elected officials, appointed officials, and those who are otherwise affiliated with the city in some capacity were not included in the policy. Attorney Thompson stated the policy relied on other measures, such as the election process, to address elected officials who may violate the policy. Attorney Thompson noted violations of the policy by members of the city’s boards and commissions could result in the member being removed by the City Council.

Attorney Thompson also presented information on the need for a barrier for use of the city logo or direct links to the city’s website, to help distinguish between the official position of the city, and the information or opinions posted by individual citizens.

Council Member Stack-Davis questioned if a city employee would violate the proposed social media policy if they posted on their personal Facebook page that “the City Council made a lot of bad decisions tonight.” Attorney Thompson stated the post would generally not violate the proposed social media policy, if the language was clearly posted as an expression of a personal opinion of the employee as a private citizen, and not made in their capacity as an employee of the city, and their comments was made about an issue of public concern, not one that addressed a personal concern. Attorney Thompson stated the statement could violate the policy depending on the nature of the matter and if the comment interfered with the efficient and effective provision of public service.

Council Member Stack-Davis also questioned the assertion that the Mayor was the spokesperson for the City of Hillsdale. Attorney Thompson stated the Mayor, by default, was the person able to speak on behalf of the city. However, Council had the authority to appoint any Council Member or staff representative to speak as a representative of the city on any number of issues. Attorney Thompson noted the importance of having a single voice to represent the city so that the public understood the differences between the view of the city and the personal views of individuals who may have an opposing view of that issue.

Council Member Sharp noted that he did not believe in the use of social media and encouraged any citizen to contact him using other means to discuss matters pertaining to the city.

Council Member Stack-Davis noted the distinct differences in the policy between city employees and “elected officials, appointed officials, and those who are otherwise affiliated with the city in some capacity.” Council Member Stack-Davis noted the policy could be improved by separating the policy in two, distinct sections between employees and elected/appointed board members.

Council Member Watkins commented the policy seemed confusing and encouraged city staff to clarify certain language in the policy to simply its message. Council Member Watkins stated the city’s policy was very similar his employer’s policy, but Toyota’s policy language was much easier to understand and the policy included examples for employee reference and clarity. Council Member Watkins also discussed the importance of having city employees and board members share certain social media posts about the city to increase participation and transparency about the community.

Attorney Thompson reviewed Section 5 of the draft policy which discussed the restricted use of photographs taken of city employees and other individuals without the prior consent of those individuals. Attorney Thompson noted individuals “own” their right to their image and unauthorized photographs cannot be generally posted on social media sites without permission. Attorney Thompson noted other restrictions involving posting photographs, including those pictures that include children, for example.

Council Member Stack-Davis recommended the adoption of the policy be delayed until the next March 7, 2016 meeting so that the policy could be separated into one policy for employees and one policy for elected/appointed board members.

Council Member Watkins voiced support for the delay and stated the split should be fairly easy to accomplish. Council Member Watkins stated the policy could also be separated and clarification language could be added after Council adopted the policy.

Council Member Stack-Davis moved, seconded by Council Member Flannery, that the adoption of the social media policy be delayed until the March 7, 2016 meeting so that the policy could be separated into one policy for employees and one policy for elected/appointed board members.

Roll call:	Stack-Davis	Yes
	Dixon	No
	Flannery	No
	Sharp	No
	Watkins	No
	Mayor Sessions	No

Motion failed by a vote of 5-1.

Prior to a vote on the motion, Council Member Dixon discussed the differences between the two groups that had been described in the policy and noted his opinion that the appointed board members should be deemed more as employees in the policy, than grouped with the city's elected officials.

Council Member Watkins voiced support for the split of the policy into two, separated groups, but stated the split could be completed following the adoption of the staff recommendation at the current meeting. Council Member Watkins stated the presentation or layout of the policy would not change the impact or meaning of the policy.

City Manager Mackie read a statement received from Council Member Stockford regarding the proposed policy. Council Member Stockford objected to the policy in general, but voiced support that any social media policy to be applicable to everyone, whether they are employees, elected, or appointed. Council Member Stockford voiced support for the draft policy as submitted and encouraged Council to approve the policy at the current meeting.

Council Member Stack-Davis stated that if there were issues with an appointed board member violating social media policy, it should be the responsibility of the mayor to address the concern and intervene on behalf of the city.

Council Member Watkins voiced support to adopt the social media policy as presented, but to then clarify language in the policy using examples or different wording.

Mayor Sessions stated his support for the comments offered by Council Member Watkins and encouraged immediate approval of the policy as submitted, with clarifying language to follow at a later date.

*\*Following Mayor Sessions comments, the roll call was read on Council Member Stack-Davis' motion.*

Council Member Watkins moved, seconded by Council Member Sharp, to adopt the revised Social Media Policy as submitted, with authorization of the Mayor and City Clerk signatures.

Roll call:	Stack-Davis	No
	Dixon	Yes
	Flannery	Yes
	Sharp	Yes
	Watkins	Yes
	Mayor Sessions	Yes

Motion passed 5-1.

#### F. Dial-a-Ride (DART) Funding

Finance Director Tew provided information on a proposed resolution to seek financial assistance from MDOT under Act 51 for public transportation and the DART program. Ms. Tew detailed the funding sources for DART for the 2016-17 fiscal year that included federal funding of 18.5%, state funding of 35.76%, and local funds of 45.74%. Ms. Tew also noted the resolution would designate herself as the city's Transportation Coordinator.

Responding to a question from Council Member Stack-Davis, Finance Director Tew stated the revenues from riders were fairly consistent from year-to-year, although ridership tended to increase during the winter months and decrease during the summer months. Ms. Tew also reported the General Fund transfer funding to DART was lower than in previous years.

Council Member Stack-Davis voiced her objection to the resolution and stated the use of General Fund dollars could be allocated to more pressing needs in the city.

Council Member Watkins moved, seconded by Council Member Flannery, to adopt a resolution of intent to apply for state formula operating assistance for fiscal year 2016-2017 under Act No. 51 of the Public Acts of 1951, as amended

Roll call:	Stack-Davis	No
	Dixon	Yes
	Flannery	Yes
	Sharp	Yes
	Watkins	Yes
	Mayor Sessions	Yes

Motion passed 5-1.

Prior to voting on the motion Council Member Sharp noted the importance of DART, and noted some in the community relied on the program for their only means of transportation.

Council Member Stack-Davis noted the importance of the DART program, but also discussed more fiscally responsible options including volunteer groups, neighbors, churches, and other organizations that could be available to provide this service.

#### G. Land Division Application – Gows Comm 4 Hill LLC

Mayor Sessions introduced the staff report as presented and noted the application had been recommended for approval by the City Assessor and Zoning Administrator.

Council Member Watkins moved, seconded by Council Member Flannery, to adopt a lot division application from Gos Comm 4 Hill, LLC to divide part of lot 132 and part of lot 131 Block 31 of the South Addition to the City of Hillsdale (currently all assessed as parcel #006-426-328-20).

Roll call:	Stack-Davis	Yes
	Dixon	Yes
	Flannery	Yes
	Sharp	Yes
	Watkins	Yes
	Mayor Sessions	Yes

Motion passed 6-0.

#### City Manager's Report

City Manager Mackie thanked everyone for their comments and discussions on very important issues that had been presented at the meeting.

City Manager Mackie reported the March 7, 2016 Council Meeting agenda will include a report on the actual costs associated with brush and leaf pickup throughout the city.

City Manager Mackie requested Council Members provide feedback to his office regarding the Landscaping Ordinance that had been referred back to the Planning Commission at the January 18, 2016 Council Meeting.

#### General Public Comment

Mr. Joe Posten, 49 Carriage Park, publically commended the police and fire personnel who responded to his home on February 4, 2016 for a medical emergency. Mr. Posten stated the care provided by the personnel was shown with exceptional dignity and respect toward his family. Mr. Posten also discussed on-going issues with the Dial-A-Ride program and his inability to receive prompt transportation services from the program when requested.

Mr. Jeff King, Aerodata, objected to the social media policy that had been adopted earlier in the meeting. Mr. King stated the policy seemed to be over-reaching and too restrictive on city employees and appointed board members. Mr. King stated that he didn't disagree with the policy,

but felt further discussion and thought was needed by Council prior to its approval. Mr. King also stated he felt it was illegal for the policy to be applicable to elected Council Members.

Ms. Penny Swan, 205 North Manning, objected to the adopted Social Media Policy and stated any changes made to the policy should be done prior to final adoption by the Council.

#### **Council Comments**

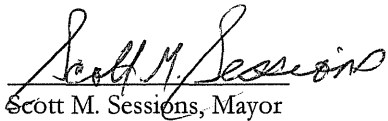
Council Member Sharp encouraged the City Manager Mackie to investigate the issues raised by Mr. Posten and the Dial-A-Ride program.

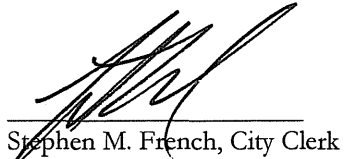
Council Member Watkins noted employment with the city was "at-will" and the intent of the social media policy was not to terminate someone's employment, but to establish guidelines for an employee's posts on social media relating to the City of Hillsdale.

#### **Adjournment**

Motion by Council Member Watkins, seconded by Council Member Sharp, to adjourn the meeting. Motion passed unanimously.

The meeting adjourned at 8:50 p.m.

  
Scott M. Sessions, Mayor

  
Stephen M. French, City Clerk

## CITY COUNCIL MINUTES

City of Hillsdale  
March 7, 2016  
7:00 P.M.

Regular Meeting

### **Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

### **Roll Call**

Mayor Scott Sessions called the meeting to order.

Councilmembers present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 *Brian Watkins, Ward 1 Timothy Dixon, Ward 2 Bruce Sharp, Ward 3 **Matthew Bell, Ward 4 Patrick Flannery, Ward 4
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Councilmembers absent:	Emily Stack-Davis, Ward 3
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, Police Chief Scott Hephner (HCPD), Fire Chief Kevin Pauken (HCFD), Alan Beeker (Planning), Amy Sobieralski (Domestic Harmony), Mike Barber (BPU), Thomas Novelty (Hillsdale Collegian), Chris Sumnar (Sumnar-Scholl), Julia Denig (Domestic Harmony), Nichole Dunlop (Domestic Harmony), Linda Gravel (Domestic Harmony), Kristin Lucas (Domestic Harmony), Jake Hammel (DPS), Mary Wolfram (Economic Development), Martha Smith, Penny Swan, Laura Smith (Planning Commission), Alexis Kozut, Kristen Lucas, Eric Coykendall, Kelly Robinson, and Michael Mitchell.

### **Excused Absence**

Council Member Watkins moved, seconded by Council Member Flannery, to approve the absence of Council Member Stack-Davis. Motion carried unanimously.

### **Approval of Agenda**

Council Member Bell moved, seconded by Council Member Watkins, to approve the March 7, 2016 meeting agenda as presented. Motion carried unanimously.

### **Public Comment**

Ms. Laura Smith, 136 Hillcrest Drive, Chairperson of the City Planning Commission, encouraged the City Council to adopt the three zoning ordinances as presented and noted how the draft ordinances reflected the city's Master Plan that had been previously adopted by Council. Ms. Smith discussed the continuing education that was received by all members of the Planning Commission and the appropriate legal review that had been performed on the recommendations. Ms. Smith stated the ordinance allowed the city to remain friendly to businesses, employers, and families.

Mr. Eric Coykendall, 74 South Broad Street, voiced support for the tree ordinance, but recommended the city consult with the nearby property owners when removing or planting a tree in the nearby rights-of-way. Mr. Coykendall voiced concern regarding various sections of Section 36-149 of Ordinance 2016-003 and questioned if adoption of the ordinance would impose sanctions on home owners who violated even the most mundane interpretations of the new rules.

Mr. Kelly Robinson, 21 North Norwood, disputed the need for the new ordinances and questioned if the new requirements would have a positive impact on the City of Hillsdale. Mr. Robinson noted that when a disease or parasite is found in a tree, the most effective remedy required a wide application to surrounding trees, which would require many property owners to become involved. Mr. Robinson argued the existing zoning ordinances were adequate for the City of Hillsdale.

Ms. Amy Sobieralski, 108 East Sharp Street, encouraged the Council Members to support the funding request from Domestic Harmony and noted the negative effects the issues of domestic violence had on the city's children.

Ms. Penny Swan, 205 ½ North Manning, objected to the three, proposed Zoning Ordinances and encouraged the city to enforce the current ordinances that are in effect.

Ms. Mary Wolfram, noted the proposed zoning ordinance amendments would only apply to new commercial and residential construction that required site plan approval. Ms. Wolfram also indicated the zoning amendments had been recommended within the State of Michigan's "Redevelopment Ready Communities Program" that had been awarded to the city.

Mr. Kelly Robinson questioned if the new zoning ordinance was good policy for the city and stated many unanswered questions remained regarding the legislation.

### **Consent Agenda**

- A. Approval of Bills from claims of February 25, 2016
  - 1. Payroll: \$94,310.41
  - 2. Claims: \$198,563.54
- B. Committee Reports (Pending Approval):
  - 1. Planning Commission Minutes of January 19, 2016
  - 2. Shade Tree Minutes of February 3, 2016
  - 3. Local Advisory Committee Minutes of February 9, 2016
  - 4. Operations & Governance Minutes of February 16, 2016
  - 5. Finance Committee Minutes of February 1 & 15, 2016
- C. Council Minutes of February 15, 2016
- D. February 2016 Financial Report

Council Member Watkins moved, seconded by Council Member Flannery, to approve the Consent Agenda as presented.

Roll call:	Council Member Stockford	Yes
	Council Member Watkin	Yes
	Council Member Dixon	Yes
	Council Member Sharp	Yes
	Council Member Bell	Yes
	Council Member Flannery	Yes
	Mayor Sessions	Yes

Motion passed 7-0.

### **Communications/Petitions**

There were no communications or petitions.

### **Introduction and Adoption of Ordinance/Public Hearing**

Council Member Bell objected to the proposed ordinances and questioned the impact of the new regulations on existing businesses and homeowners within the city. Council Member Bell stated the ordinances were very voluminous and were not written as "business friendly".

\*Council Member Bell left the meeting at 7:32 p.m.

Law Director Lovinger reported state regulations prohibited the imposition of new, zoning regulations on existing properties. Mr. Lovinger noted this issue was termed "non-conforming use" and did not have to be explicitly included within specific ordinances to be effective in zoning ordinances.

Council Member Watkins voiced support for the ordinance and stated the proposed ordinances provided guidance on what the City of Hillsdale should strive to be. Council Member Watkins described a new development near Ann Arbor that, due to zoning restrictions, included green spaces and more pleasant appearances, than what similar shopping centers would normally provide.

Council Member Watkins moved, seconded by Council Member Flannery, to adopt Ordinance 2016-001, "An ordinance to amend Sections 14-101 through and including 14-119 of Article IV of Chapter 14 of the Code of the City of Hillsdale."

Roll call:	Council Member Stockford	No
	Council Member Watkin	Yes
	Council Member Dixon	Yes
	Council Member Sharp	Yes
	Council Member Flannery	Yes
	Mayor Sessions	Yes



March 7, 2016

Regular Meeting

Motion passed 5-1.

Council Member Flannery moved, seconded by Council Member Watkins, to adopt Ordinance 2016-002, "An ordinance to amend Sections 36-711 through and including 36-715 of Article X of Chapter 36 of the code of the City of Hillsdale."

Roll call:	Council Member Stockford	No
	Council Member Watkin	Yes
	Council Member Dixon	Yes
	Council Member Sharp	Yes
	Council Member Flannery	Yes
	Mayor Sessions	Yes

Motion passed 5-1.

Council Member Watkins moved, seconded by Council Member Flannery, to adopt Ordinance 2016-003, "An ordinance to amend Sections 36-148 through and including 36-152 of Division 1 of Article III of Chapter 36 of the code of the City of Hillsdale."

Roll call:	Council Member Stockford	No
	Council Member Watkin	Yes
	Council Member Dixon	Yes
	Council Member Sharp	Yes
	Council Member Flannery	Yes
	Mayor Sessions	Yes

Motion passed 5-1.

\*\*Council Member Watkins left the meeting at 7:50 p.m.

- D. Establish a Public Hearing on March 21, 2016 for a USDA-Rural Development Community Facilities Grant request

City Manager Mackie stated the grant request would fund the purchase of a new police cruiser and related equipment.

Council Member Stockford moved, seconded by Council Member Flannery, to establish a Public Hearing on March 21, 2016 for a USDA-Rural Development Community Facilities Grant request. By a voice vote, the motion passed unanimously.

### **Unfinished Business**

- A. Resolution to call a Special Election for Ward 2

City Manager Mackie presented a draft resolution that would call a special election for Tuesday, August 2, 2016 to fill the vacant Council seat in Ward 2. City Manager Mackie stated the deadline to submit nominating petitions to the City Clerk's Office would be April 19, 2016 at 4:00 p.m.

City Clerk French noted the cost of the election would be minimal as the state-wide primary election was already scheduled for that day.

Council Member Watkins moved, seconded by Council Member Flannery, to adopt Resolution 3272 – "A resolution to call a special election to fill a vacancy on the Hillsdale City Council for Ward 2"

Roll call:	Council Member Stockford	Yes
	Council Member Dixon	Yes
	Council Member Sharp	Yes
	Council Member Flannery	Yes
	Mayor Sessions	Yes

Motion passed 5-0.

### **Old Business**

There was no Old Business on the agenda

**New Business**

## A. Resolution to approve changes to Record and Disposal Schedule #23 (Election Records)

City Clerk French presented a draft resolution which would amend the city's Record and Disposal Schedule #23 for Election Records. City Clerk French stated the changes were necessary to comply with the new retention guidelines that had recently been imposed by the federal government.

Council Member Watkins moved, seconded by Council Member Flannery, to adopt Resolution 3273 – "A resolution to adopt General Record Retention and Disposal Schedule #34 (Election Records)"

Roll call:	Council Member Stockford	Yes
	Council Member Dixon	Yes
	Council Member Sharp	Yes
	Council Member Flannery	Yes
	Mayor Sessions	Yes

Motion passed 5-0.

## B. Contract with Domestic Harmony

Ms. Julia Denig, Executive Director of Domestic Harmony, requested Council Members support a \$5,000 request to help in funding the operations of Hillsdale County's only domestic violence shelter. Ms. Denig provided some fiscal year statistics of their operations that included 291 total clients, 162 hotline calls, and 1,020 shelter nights. Ms. Denig stated that although Domestic Harmony served the entire county, 46% of the shelter's services went to serving clients who were residents of the City of Hillsdale. Ms. Denig stated the \$5,000 contract would represent 1.8% of the organization's total budget for the fiscal year.

Council Member Flannery acknowledged the important services provided by Domestic Harmony, but objected to the use of public funds given to private non-profit organizations.

Council Member Stockford voiced support for the contract and noted the shelter was a resource for the Police Department, and the services provided were vital to citizen's safety.

Council Member Dixon recommended the approval of the contract and stated the State of Michigan had recently allowed municipalities to legally fund domestic violence shelters that were operated by private, non-profit organizations.

Kristin Lucas, founder and board chair of Domestic Harmony, noted the life-saving services offered by the service and encouraged Council support of the contract.

Council Member Sharp moved, seconded by Council Member Dixon, to approve a one-year contract with Domestic Harmony in the amount of \$5,000 for domestic violence services including shelter, counseling, prevention, and legal advocacy.

Roll call:	Council Member Stockford	Yes
	Council Member Dixon	Yes
	Council Member Sharp	Yes
	Council Member Flannery	No
	Mayor Sessions	Yes

Motion passed 4-1.

## C. Staff Report- Annual Cost for Residential Brush, Leaf, and Compost Site

Interim DPS Director Hammel presented a staff report that detailed the costs associated with residential brush collection, parks & cemetery brush collection, and compost site operations. Mr. Hammel stated the annual costs for this service exceeded \$137,000 per year and could be dramatically increased due to a proposed MDEQ registration increase for compost sites. Mr. Hammel noted the city's cost to provide one, city-wide brush collection was approximately \$5,500; and, the city provided four such collections each year. Mr. Hammel recommended the City of Hillsdale look to an alternative program for operating the compost site, due to the high costs and due to the requests of residents to continue the annual brush, leaf, and Christmas Tree collections.

## D. Memo from Council Member Flannery – Infrastructure Funding

Council Member Flannery provided a detailed memo dated March 1, 2016 which outlined a number of private, local organizations which assisted the city in providing resources for community-wide initiatives. Council Member Flannery stated residents could donate to the following organizations which provided support to various community programs:

1. **Hillsdale County Community Foundation** (provides funding for Fields of Dreams Endowment, the Hillsdale Community Library Endowment Fund, the Hillsdale Rotary Bike Path Maintenance Fund, and the Hillsdale Rotary Club Project Fund)
2. **Mrs. Stock's Park Committee** (at City Hall, which provides for upkeep and improvements to the park)
3. **Hillsdale Kiwanis Club** (Provides funding for renovation and expansion of Cold Springs Park)

Council Member Flannery noted the funds provide for infrastructure that were normally supported by the General Fund or Library Fund of the city. Council Member Flannery encouraged the list be disseminated to individuals and businesses in the city for their review and consideration.

#### Miscellaneous

##### A. Appointments

Council Member Stockford moved, seconded by Council Member Flannery, to reappoint Mr. John Debacker to the Zoning Board of Appeals for a three-year term ending November 2018. By a voice vote, the motion passed unanimously.

##### B. Information Only

Police Chief Hepner reported the "Call and Go Now" taxicab service had recently received a permit to operate within the City of Hillsdale. Chief Hepner stated the business had provided all necessary paperwork including proof of insurance, payment of the permit fee, and proper installation of a taxi-cab meter in the vehicle.

#### City Manager's Report

City Manager Mackie:

1. Reported the Dial-A-Ride Manager would be in attendance at the March 21, 2016 Council Meeting
2. Reminded Council of the Planning Session scheduled for Friday, March 11, 2016 and Saturday, March 12, 2016 at the library.
3. Reported sign-ups continued for various summer programs and sports through the city's Park and Recreation Department
4. Indicated staff continued to partner with other community organization to promote economic development initiatives in the city.

#### Council Comments

No Council comments were offered.

#### General Public Comment

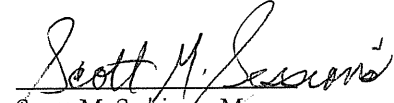
Mr. Kelly Robinson, 21 North Norwood, objected to the use of public funds to support a private non-profit organization, such as Domestic Harmony. Mr. Robinson also questioned if Council Member Dixon had a conflict of interest in the matter by serving on the organization's Board of Directors.

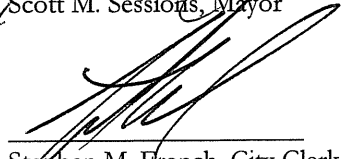
Ms. Penny Swan thanked Council for providing financial support for Domestic Harmony.

#### Adjournment

Motion by Council Member Stockford, seconded by Council Member Flannery, to adjourn the meeting. Motion passed unanimously.

The meeting adjourned at 8:38 p.m.

  
\_\_\_\_\_  
Scott M. Sessions, Mayor

  
\_\_\_\_\_  
Stephen M. French, City Clerk

## CITY COUNCIL MINUTES

City of Hillsdale

March 11, 2016

5:00 p.m.

### Special Meeting

Hillsdale Community Library

11 E. Bacon Street

### Roll Call

Mayor Scott Sessions called the meeting to order.

Councilmembers present:	Scott M. Sessions, Mayor Brian Watkins, Ward 1 Timothy Dixon, Ward 2 Bruce Sharp, Ward 3 Emily Stack-Davis, Ward 3 Matthew Bell, Ward 4 Patrick Flannery, Ward 4
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Councilmembers absent:	Adam Stockford, Ward 1
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, Kay Freese (HR), Jake Hammel (DPU), Bonnie Tew (Finance Director), Michelle Loren (Recreation Dept.), Amber Yoder (Planning Commission), Alan Beeker (Zoning Administrator), Sue Kehn (Dial-A-Ride Director), Police Chief Scott Hephner (HCPD), Richard Smith (Zoning Board of Appeals), Mary Wolfram (HPG), Matt Granata, (Economic Development Council), Dawn Townley, (BPU), Mike Barber (BPU), Fire Chief Kevin Pauken (HCFD), LeAnn Beckwith (Library Director), and Chris Sumnar (TIFA).

Facilitator, Dr. Lewis Bender, introduced himself and detailed the schedule and goals for the meeting. Dr. Bender questioned each person in attendance for their departmental strengths, weaknesses, opportunities, and threats (SWOT).

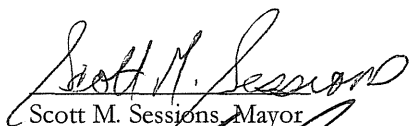
The meeting recessed at 6:30 p.m.

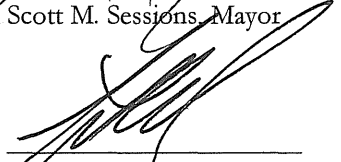
The meeting reconvened at 6:50 p.m.

Smaller focus groups then discussed five year goals for the City of Hillsdale what a tour of the city may look like in the year 2021. Ideas and visions for the five-year plan were then shared with the entire group.

Dr. Bender encouraged discussion of one of visions on a monthly basis and suggested another joint meeting between staff and Council in six months to discuss the progress of the group's visions.

The meeting adjourned at 8:47 p.m.

  
Scott M. Sessions, Mayor

  
Stephen M. French, City Clerk

## CITY COUNCIL MINUTES

City of Hillsdale

March 12, 2016

8:00 a.m.

### Special Meeting

Hillsdale Community Library

11 E. Bacon Street

### Roll Call

Mayor Scott Sessions called the meeting to order.

Councilmembers present:            Scott M. Sessions, Mayor  
    Brian Watkins, Ward 1  
    Timothy Dixon, Ward 2  
    Emily Stack-Davis, Ward 3  
    Matthew Bell, Ward 4  
    Patrick Flannery, Ward 4

Councilmembers absent:            Adam Stockford, Ward 1  
    Bruce Sharp, Ward 3


Also present were: City Manager David Mackie, City Clerk Stephen M. French, John Waldvogel, (BPU), Kay Freese (HR), Jake Hammel (DPU), Michelle Loren (Recreation Dept.), Bonnie Tew (Finance Director), Mary Wolfram (HPG), Kim Thomas (Assessor), LeAnn Beckwith (Library Director), Sue Kehn (Dial-A-Ride Director), Police Chief Scott Hephner (HCPD), Alan Beeker (Zoning Administrator), Richard Smith (Zoning Board of Appeals), Chris Sumnar (TIFA), Dawn Townley (BPU), Mike Barber (BPU), and Fire Chief Kevin Pauken (HCFD).


The meeting's facilitator, Dr. Lewis Bender, reviewed the four, central goal areas that had been identified from the previous evening's meeting. The four areas were:

1. Infrastructure Improvements
  - A. Parks
  - B. Airport
  - C. Streets
  - D. Stable Government
2. Strengthening Sense of Community
  - A. Improved Community Interaction and Involvement
  - B. Neighborhoods w/ Identity and Claimed Ownership
  - C. Festivals
  - D. Safe neighborhoods that are visibly attractive, clean & well maintained
3. Destination & Vibrant Downtown
  - A. Variety of restaurants/breweries
  - B. Activities and "go-to" places
  - C. Keefer House Developed
4. Economic Development
  - A. Fully developed Industrial Park
  - B. Well educated workforce
  - C. Business-Friendly City
  - D. Three Meadows sold
  - E. Fiber-Centered with Business Incubator

Discussions were held in break-out groups related to each of these goal areas and specific actions were targeted for attainment within one year. The individual groups then presented their findings and discussion points to all those in attendance.

The meeting adjourned at 11:00 a.m.

  
 \_\_\_\_\_  
 Scott M. Sessions, Mayor

  
 \_\_\_\_\_  
 Stephen M. French, City Clerk

## CITY COUNCIL MINUTES

City of Hillsdale  
March 21, 2016  
7:00 P.M.

Regular Meeting

### **Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

### **Roll Call**

Mayor Scott Sessions called the meeting to order.

Councilmembers present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 Timothy Dixon, Ward 2 Bruce Sharp, Ward 3 Emily Stack-Davis, Ward 3 Matthew Bell, Ward 4 Patrick Flannery, Ward 4
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Councilmembers absent:	Brian Watkins, Ward 1
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, City Attorney Tom Thompson, Kay Freese (HR), Police Chief Scott Hephner (HCPD), Mike Barber (BPU), Dawn Townley (BPU), Jason Walters (Patriot Aviation), Jake Hammel (DPS), Bonnie Tew (Finance), Andy Barrand (HDN), Maria Servold (Hillsdale Collegian), Penny Swan, and Dennis Wainscott.

### **Council Member Excused**

Mayor Sessions stated he had received correspondence from Council Member Watkins that he would not be able to attend the meeting due to a work obligation.

Council Member Stack-Davis moved, seconded by Council Member Stockford, to excuse the absence of Council Member Watkins from the meeting. By a voice vote, the motion passed unanimously.

### **Approval of Agenda**

Council Member Flannery moved, seconded by Council Member Stack-Davis, to approve the March 21, 2016 meeting agenda as presented. Motion carried unanimously.

### **Public Comment**

No public comments were received.

### **Consent Agenda**

- A. Approval of Bills from claims of March 10, 2016
  - 1. Payroll: \$94,672.08
  - 2. Claims: \$143,384.26
- B. Committee Reports (Pending Approval):
  - 1. Finance Minutes of February 29, 2016 and March 14, 2016
  - 2. TIFA Minutes of January 19, 2016
  - 3. Planning Commission Minutes of February 16, 2016
  - 4. TIFA Target Development Minutes of February 22, 2016
  - 5. TIFA Façade Grant Minutes of March 1, 2016
  - 6. Special Council Meeting Minutes of March 11 & 12, 2016
- C. Council Minutes of March 7, 2016
- D. February 2016 Code Enforcement Report

Council Member Bell moved, seconded by Council Member Flannery, to approve the Consent Agenda as presented.

Roll call:	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Stack-Davis	Aye
	Council Member Bell	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

### Communications/Petitions

There were no communications or petitions.

### Introduction and Adoption of Ordinance/Public Hearing

#### A. Public Hearing: USDA-Rural Development Community Facilities Grant Request

Mayor Session opened a public hearing in regards to a USDA-Rural Development Community Facilities Grant Request.

Police Chief Hephner reported the City of Hillsdale had submitted a grant request in the amount of \$51,900 for the purchase of a new police vehicle, associated equipment & markings for the vehicle, and body cameras for the officers. Chief Hephner noted the grant would provide 40% of the total application request, up to a maximum of \$20,000. Chief Hephner reported the amount requested for the body cameras was removed from the grant request, as the grant parameters did not seem to allow purchases for non-vehicle related equipment.

Responding to a question from Council Member Stack-Davis, Chief Hephner reported the city expended approximately \$33,500 per year for police vehicles. Chief Hephner stated the equipment included with the vehicle quote would include four cameras mounted within the cruiser.

Council Member Bell questioned if there had been a directive from the city to outfit the police officers with body cameras. Chief Hephner stated that there was no directive, although 11 states had already mandated body cameras for all police officers and the State of Michigan was actively studying the issue.

Chief Hephner reviewed the costs associated with a body camera system for the Police Department, including data storage and personnel costs associated with Freedom of Information Act (FOIA) requests. Chief Hephner also discussed the benefits of the camera system and the reduction of lawsuits and citizen complaints that were associated with the cameras. Chief Hephner added the cameras could also help rebuild the confidence between the public and the police that had been damaged on a national scale in recent history.

Chief Hephner discussed the sustainability costs associated with body cameras and in-car cameras for the Police Department. Chief Hephner stated adequate funding in future years was necessary to provide on-going maintenance and upgrades to the cameras and software.

Council Member Sharp questioned the probability of the city receiving grant funding from the initial application. Chief Hephner reported the pre-application score received from the USDA was 60, although it was unclear if that particular score was favorable or not. Chief Hephner noted there was some confusion on the allocation of funds from the USDA, which would be addressed by city staff later in the application process.

Council Member Stack-Davis questioned if the police officers would have the ability to activate or deactivate their body cameras, or if the cameras would be activated without interruption. Chief Hephner commented that future policies would have to be approved to determine when the cameras would be activated or deactivated.

Responding to a question from Council Member Stack-Davis, Chief Hephner stated no city police vehicles had in-car camera capabilities at the present time. Chief Hephner noted, however, the court system had stressed the importance of in-car camera systems during the judicial process.

Chief Hephner reported the City of Hillsdale had realized a reduction in the number of citizen complaints against city officers, and Chief Hephner anticipated this decline to continue, for a variety of reasons.

Council Member Bell warned against having the same technological outcome of body cameras that had previously occurred with the in-vehicle camera systems.



Mayor Session closed the public hearing.

Council Member Stockford moved, seconded by Council Member Sharp to support the grant application from the City of Hillsdale for a USDA-Rural Development Community Facilities Grant Request for the purchase of a new police vehicle and related equipment, and authorize the staff to complete the grant application requirements.

Roll call:	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Stack-Davis	Aye
	Council Member Bell	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

**Unfinished Business**

There was no Unfinished Business on the agenda

**Old Business**

There was no Old Business on the agenda

**New Business**

A. Abstention of Voting

City Manager Mackie reviewed a staff report that detailed the Council Rules of Procedure that required Council Member to abstain on voting on certain questions before Council. City Manager Mackie stated some issues had been raised following the last Council Meeting when Council Member Dixon voted to approve a contract with Domestic Harmony, even though he served as a board member of the non-profit organization. City Manager Mackie concluded that Council Member Dixon was permitted to vote on the motion, as Council Member Dixon did not a direct, financial interest in the service contract.

City Attorney Lovinger reviewed Council Rules of Procedure, the City Charter, and Michigan Compiled Laws (MCL) that discussed conflicts of interest and abstention of voting by council members. City Attorney Lovinger noted recent Attorney General opinions that had expanded the obligations to abstain from voting to include matters that were quasi-judicial, such as rezoning requests.

Council Member Sharp noted a part-time firefighter could serve as a Council Member in the City of Hillsdale.

Council Member Stack-Davis questioned if a council member had an option to abstain on a matter, or if members were required to vote on all matters brought before the body. City Attorney Lovinger stated that if a council member felt morally or ethically unable to vote on an issue before Council, that member could request to abstain from that action.

Council Member Stockford noted each member had an obligation to vote on all matters that did not include a legally established conflict of interest.

B. BPU: Plante Moran Professional Services

BPU Director Barber presented a recommendation for the approval of a Professional Services Agreement with Plante Moran for the following scope of services:

1. Water and Sewer Utility Rate Model
2. FY2017 Budget Amendments
3. Accounting Records – Year-end close and audit work paper preparation
4. Deficit Elimination Plan
5. Chart of Accounts Design
6. Other Accounting and Finance consulting

BPU Director Barber noted the contract would be for an amount not-to-exceed \$40,000.

Council Member Sharp noted that due to errors that had been done in previous years, many items needed to be addressed and corrected with new policies and oversight. Council Member Sharp stated that he was encouraged with the improvements and new direction set by the new administrator and support staff.

Council Member Bell questioned if the contract would be a continuous request, or would be a one-time occurrence that would ultimately left in the control of city staff. BPU Director Barber stated the intention of city administration was to have this as a one-time contract that would be completed by Plante Moran and then left in the hands of city staff. Mr. Barber noted the rate study could be reviewed on an annual basis, instead of locking the rates for a four or five-year period.

Council Member Dixon questioned if the city could utilize a local auditing firm to complete the contract. BPU Director Barber stated a separate, independent firm was necessary to perform the various reviews, rather than the local firm that had performed the utility's annual audits in previous years.

City Manager Mackie stated the contract would allow the utility to get to "ground zero", when the existing city employees could take over and maintain the finance operations from that point. City Manager Mackie discussed the importance of the rate studies to ensure the rates are accurate during the extensive improvements planned at the wastewater facility. City Manager Mackie also reported the contract would allow the city and BPU to concentrate on finding efficiencies between the two entities.

Council Member Bell noted the contract had also been endorsed and approved by the BPU board.

Council Member Bell moved, seconded by Council Member Stack-Davis, to approve a Professional Services Agreement with Plante Moran in an amount not-to-exceed \$40,000.

Roll call:	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Stack-Davis	Aye
	Council Member Bell	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

### **Miscellaneous**

#### A. Information Only

##### 1. 2016 Spring Time Brush/Leaf Collection

The report was provided by the City Manager for public information.

### **City Manager's Report**

City Manager Mackie noted the City Hall would be closed at noon on Friday, March 25, 2016 in observance of the Easter holiday. City Manager Mackie stated the Public Services Department and Dial-a-Ride would be closed throughout the entire day on March 25<sup>th</sup>.

City Manager Mackie also stated new audio equipment had recently been installed in the Council Chambers and replacement parts for the damaged Livestream equipment had been ordered.

### **General Public Comment**

Mr. Dennis Wainscott, 34 Garden Street, encouraged the City Council to fund the purchase of body cameras for the Police Department. Mr. Wainscott stated he was a retired police officer and current Chairman of the Hillsdale Justice Project, and noted there were many times during his career that he wished a body camera would have been available to him. Mr. Wainscott stated a private fund-raising effort could be started to help purchase the necessary equipment.

Ms. Penny Swan, 205½ North Manning, thanked city staff for the report and discussion on the voting abstention matter.

### **Council Comments**

Council Member Sharp congratulated the Pittsford High School girls basketball team on their recent state championship.

Council Member Bell congratulated Council Member Stack-Davis on the birth of a new baby daughter.

March 21, 2016

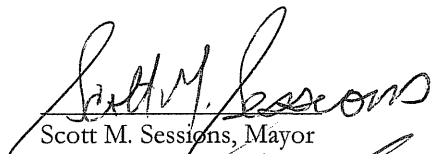
Regular Meeting

Council Member Stockford requested information from Police Chief Hephner on the heroin epidemic in the area. Chief Hephner reported there had been no recent deaths in the City of Hillsdale from heroin overdoses, although two victims had been revived by paramedics using specific drugs that reversed the deadly effects of a heroin overdose. Council Member Stockford stated the Police Department needed additional resources to fight illegal drug activity, and that additional treatment options were sorely needed in Hillsdale County.

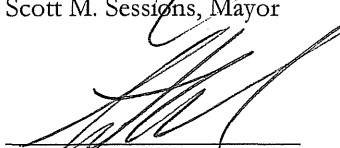
**Adjournment**

Motion by Council Member Stockford, seconded by Council Member Flannery, to adjourn the meeting. Motion passed unanimously.

The meeting adjourned at 8:09 p.m.



Scott M. Sessions, Mayor



Stephen M. French, City Clerk

## CITY COUNCIL MINUTES

City of Hillsdale

April 4, 2016

7:00 P.M.

Regular Meeting

### Call to Order and Pledge of Allegiance

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

### Roll Call

Mayor Scott Sessions called the meeting to order.

Councilmembers present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 Timothy Dixon, Ward 2 Bruce Sharp, Ward 3 Matthew Bell, Ward 4 Patrick Flannery, Ward 4
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Councilmembers absent:	Brian Watkins, Ward 1
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, City Attorney Tom Thompson, Kay Freese (HR), Police Chief Scott Hephner (HCPD), Mike Barber (BPU), Julie Beeker (Treasurer), Alan Beeker (Zoning), Jason Walters (Patriot Aviation), Jake Hammel (DPS), Bonnie Tew (Finance), Julian Kast, Tom Novelly (Hillsdale Collegian), Nick Treloar, Dawn Treloar, Richard Wunsch, Rich Pewe, Michelle Loren (Recreation), Alexis Kozub, and Dennis Wainscott.

### Council Member Excused

Mayor Sessions stated he had received correspondence from Council Member Watkins that he would not be able to attend the meeting due to a family health matter.

Council Member Bell moved, seconded by Council Member Flannery, to excuse the absence of Council Member Watkins from the meeting. By a voice vote, the motion passed unanimously.

### Approval of Agenda

City Manager Mackie noted that Council Member Stockford had requested the appointment of Mr. Curtis Sarles to the Airport Advisory Committee, be added to the meeting agenda

Council Member Dixon moved, seconded by Council Member Flannery, to approve the April 4, 2016 meeting agenda with the appointment of Mr. Sarles added to the agenda. Motion carried unanimously.

### Public Comment

No public comments were received.

### Consent Agenda

- A. Approval of Bills from claims of March 24, 2016
  - 1. Payroll: \$95,240.66
  - 2. Claims: \$149,426.40

- B. Council Minutes of March 21, 2016
- C. 2015 Airport Advisory Committee Report

Council Member Flannery moved, seconded by Council Member Bell, to approve the Consent Agenda as presented.

Roll call:	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Bell	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 6-0.

### Communications/Petitions

There were no communications or petitions.

### Introduction and Adoption of Ordinance/Public Hearing

- A. Section 6-61 Property Maintenance Code Ordinance

Council Member Sharp requested clarification on the enclosure requirements of Section 303.2 "Swimming Pools, Spas, and Hot Tubs." Zoning Administrator Beeker stated the requirements to construct a fence around these enclosures were only applicable to those pools that exceeded a certain size.

Responding to a question from Council Member Bell, Zoning Administrator Beeker stated the recommended ordinance would allow the City to utilize the most recent update to the International Property Maintenance Code (IPMC). Mr. Beeker stated the most recent update had previously been adopted by Hillsdale County and the State of Michigan, so the approval on the city level would allow each entity to have uniform enforcement mechanisms. Mr. Beeker noted the 2012 update was the most up-to-date version of the IMPC.

Zoning Administrator Beeker stated the most noticeable change within the code for city residents would be the renaming of the "Use and Occupancy *Certificate*" to a "Use and Occupancy *Permit*", as the actual certificate was now issued by Hillsdale County and not the city.

Council Member Sharp noted the ordinance amendment was similar to other construction codes that are periodically updated by monitoring organizations or trade-specific entities. Council Member Sharp stated the updates are usually mundane and address new trends or safety issues in the trade.

Council Member Ball requested clarification on the approval of the IPMC by the state, county, and city. Zoning Administrator Beeker stated the three approvals would not unnecessarily duplicate property owner's requirements, but instead would provide a uniform standard for property maintenance. Mr. Beeker stated that although all three entities adopted the same enforcement code, the potential enforcement of a violation would only be handled by a single entity, most likely the City of Hillsdale. Mr. Beeker noted a single violation of the proposed code could not be enforced individually by three different entities, resulting in multiple violations for one offense.

Council Member Bell stated the city should adopt a new paradigm that stressed liberty and self-government, instead of imposing additional requirements that are written by public leaders or bureaucrats.

Council Member Stockford voiced support for the comments offered by Council Member Bell.

Council Member Flannery moved, seconded by Council Member Dixon, to adopt Ordinance 2006-4: An Ordinance to Amend Section 6-61 through and including 6-69 and Section 6-122 of Article II of the Code of the City of Hillsdale.

Roll call:	Council Member Stockford	No
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Bell	No
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 4-2.

**B. Set Public Hearing for 2016-17 City Budget**

City Manager Mackie recommended a minimum of two, Council work sessions to review the 2016-2017 proposed budget, with the public hearing and final adoption scheduled for May 16, 2016 at 7:00 p.m. City Manager Mackie stated the budget review would be presented to Council as a whole, and not limited to the Council's Budget Committee.

Council Member Flannery moved, seconded by Council Member Bell, to schedule a public hearing for May 16, 2016 at 7:00 p.m. for final adoption of the 2016-2017 municipal budget. By a voice vote, the motion passed unanimously.

**Unfinished Business**

There was no Unfinished Business on the agenda

**Old Business**

There was no Old Business on the agenda

**New Business**

**A. Hillsdale College Noise Variance Request**

Mayor Sessions reviewed a request from Hillsdale College for a noise variance on April 30, 2016 from 7:00 p.m. to 12:00 midnight for their Centralhallapalooza Party. Mayor Sessions stated a temporary traffic order and right-of-way permit had already been approved by city staff for the event.

Council Member Bell and Council Member Flannery both announced they would abstain from discussion and voting on the request, as both were employees of Hillsdale College.

Council Member Dixon moved, seconded by Council Member Stockford, at approve a noise variance on April 30, 2016 from 7:00 p.m. to 12:00 midnight for the Hillsdale College Centralhallapalooza Party.

Roll call:	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	No
	Mayor Sessions	Aye

Motion passed 3-1.

B. Recreation Department: Concussion Policy

City Recreation Director Loren reviewed a recommended Concussion Management Policy, which was intended to make coaches, parents, and athletes aware and informed of signs of concussions and how to act accordingly should an occurrence arise. Ms. Loren added the concussion policy would be utilized with new equipment that had been purchased to reduce the likelihood of injury to the athletes. Ms. Loren noted the training was free of charge and could be completed in approximately 45 minutes.

Law Director Lovinger noted a concussion policy was required by the State of Michigan.

Council Member Sharp noted his son had received five concussions throughout his life, and he strongly supported the policy and noted the importance of properly treating concussions.

Council Member Sharp moved, seconded by Council Member Stockford, to approve the City of Hillsdale Recreation Concussion Management Policy as presented.

Roll call:	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Bell	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 6-0.

C. Fixed Base Operator Agreement

Responding to a question from Council Member Flannery, City Manager Mackie reported the per-gallon cost for Avgas was \$1.9827 and the cost per gallon for jet fuel was \$3.14861. City Manager Mackie also stated the Fixed Base Operator (FBO) agreement would require Patriot Aviation and Jason Walters to be responsible for all snow removal operations, maintenance/repair of the city's on-site equipment, and the mowing & trimming of grass. City Manager Mackie stated the FBO would permit Patriot Aviation to be responsible for airplane hangar rentals, the aircraft repair and maintenance shop, the sale of aviation fuel, the sale of airplanes, parts, & accessories, pilot training, and conference rooms.

City Manager Mackie stated the agreement would require Patriot Aviation to purchase aviation fuel and provide the City of Hillsdale with a flowage fee of \$0.10 per gallon of fuel sold.

Council Member Sharp commended Jason Walters and Patriot Aviation on the excellent improvements that had been made at the airport in recent months.

Council Member Flannery moved, seconded by Council Member Sharp, to approve the Fixed Base Operator (FBO) agreement with the Hillsdale Airport and Jason Walter's Patriot Aviation.

Roll call:	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Bell	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 6-0.

D. Resolution #3274: Resolution to call a Special Election to fill a Vacancy on Council for Ward III

Mayor Sessions reported Council Member Emily Stack-Davis had resigned from Council, as she had moved to a new home outside of the City of Hillsdale.

Council Member Flannery moved, seconded by Council Member Stockford, to accept the resignation of Ward III Council Member Stack-Davis. By a voice vote, the motion passed unanimously.

Law Director Lovinger discussed a 2006 legal opinion from then-City Law Director Lewis Loren that stated the City Charter three-year and six-month residency requirements could be deemed unconstitutional and invalid if challenged in court. Mr. Lovinger stated recent legal decisions had upheld multi-year residency requirements for eligible voters who wished to run for municipal offices.

Council Member Flannery moved, seconded by Council Member Stockford, to adopt a "Resolution to call a Special Election to fill a Vacancy on Council for Ward III."

Roll call:	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Bell	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 6-0.

### **Miscellaneous**

#### A. Appointments

Mayor Sessions reported Council Member Stockford had submitted his resignation from the Airport Advisory Committee.

Council Member Flannery moved, seconded by Council Member Bell, to accept the resignation of Council Member Stockford from the Airport Advisory Committee. By a voice vote, the motion passed unanimously.

Council Member Flannery moved, seconded by Council Member Stockford to appoint:

- Ms. Cynthia Netcher to the Headwaters Recreation Authority for a partial term ending April 2017
- Mr. Curtis Sarles to the Airport Advisory Committee for a partial term ending November 2016

By a voice vote, the motion passed unanimously.

#### B. Information Only

1. Traffic Control Order 2016-05 for HC Centralhallapalooza

### **City Manager's Report**

City Manager Mackie stated a city staff group, led by Police Chief Hephner, had begun to develop an action plan following the Council work session that was held April 11-12, 2016.

City Manager Mackie reported negotiations would soon begin with all of the employee unions, as those agreements were set to expire in the upcoming months.

City Manager Mackie stated there would be a ground breaking ceremony on April 5, 2016 at 4:30 p.m. for the new Hillsdale County Dispatch Center.

City Manager Mackie stated he would be out of the office on Monday-Wednesday, April 10-12, 2016, attending a professional conference.



**General Public Comment**

Ms. Mary Wolfram encouraged everyone to participate in the upcoming "Art Around Town" on Thursday, April 28, 2016 from 5-7 p.m. Ms. Wolfram stated businesses would be open during this time in the downtown area and would feature local artists and their work.

**Council Comments**

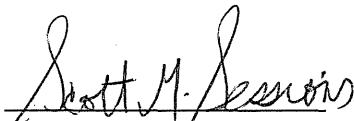

Council Member Sharp discussed the ground breaking for the Hillsdale County Dispatch Center. Council Member Sharp also acknowledged the excellent leadership of Jake Hammel and the hard work being performed by the Public Services Department.

Council Member Stockford requested business cards be printed for each Council Member and be made available to the public at City Hall.

**Adjournment**

Council Member Bell moved, seconded by Council Member Stockford, to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:05 p.m.

  
\_\_\_\_\_  
Scott M. Sessions, Mayor  
\_\_\_\_\_  
Stephen M. French, City Clerk

## CITY COUNCIL MINUTES

City of Hillsdale

April 18, 2016

7:00 P.M.

Regular Meeting

### Call to Order and Pledge of Allegiance

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

### Roll Call

Mayor Scott Sessions called the meeting to order.

Councilmembers present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 Brian Watkins, Ward 1 Timothy Dixon, Ward 2 Bruce Sharp, Ward 3 Patrick Flannery, Ward 4
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Councilmembers absent:	Matthew Bell, Ward 4
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, City Attorney Tom Thompson, Kay Freese (HR), Police Chief Scott Hephner (HCPD), Mike Barber (BPU), Ray Taylor (Hillsdale County Inspection), Jake Hammel (DPS), Ray Warren, Mary Smith, Bill Zeiser, Julian Kast, Andy Barrand (Hillsdale Daily News), Mary Wolfram (Economic Development), Dr. Gary Wolfram, Cindy Bieszk, Richard Wunsch, Penny Swan, Pamela Beck, Nic Ronan (Hillsdale Collegian).

### Council Member Excused

Council Member Watkins, seconded by Council Member Flannery, moved to excuse the absence of Council Member Bell from the meeting. By a voice vote, the motion passed unanimously.

### Approval of Agenda

City Manager Mackie requested agenda item X-(B) "Resolution to Declare a Public Nuisance – 240 E South Street" be removed from the meeting agenda. City Manager Mackie stated the property owner had agreed to sign the demolition agreement and waiver, which would allow the city to move forward with the demolition at 128 South Manning.

Council Member Flannery, seconded by Council Member Watkins, moved to approve the April 18, 2016 meeting agenda with the above item removed from the agenda. By a voice vote, the motion carried unanimously.

### Public Comment

No public comments were received.

### Consent Agenda

- A. Approval of Bills from claims of April 7, 2016
  - 1. Payroll: \$90,335.90
  - 2. Claims: \$127,341.71

- B. Council Minutes of April 4, 2016
- C. 2016 Assessor's Report
- D. Quarterly Investment Report March 31, 2016
- E. March 2016 Financial Report
- F. Code Enforcement Report: March 2016
- G. Hillsdale Policy Group Update Report: March 2016

Council Member Watkins, seconded by Council Member Flannery, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 6-0.

### **Communications/Petitions**

There were no communications or petitions.

### **Introduction and Adoption of Ordinance/Public Hearing**

- A. Public Hearing: Demolition Residential Structure(s): 48 Greenwood St.

Mayor Session opened a public hearing to receive public comments in regards to a staff recommendation to have structures situated on 48 Greenwood Street demolished by the Department of Public Services, as those structures have been condemned as a public nuisance and ordered abated in Resolution No. 3267.

Ms. Mary Smith, property owner of 48 Greenwood Street, spoke at length about the history of the property and her financial constraints following the death of her husband in 2014. Ms. Smith stated clean-up had continued throughout the past two or three weeks and requested additional time for this clean-up to be completed. Ms. Smith also discussed her desire to keep the existing foundation and garage structure that remained on the site.

Responding to a question from Council Member Stockford, Ms. Smith stated that she was currently living at 141 Griswold, which was adjacent to the Greenwood Street site.

City Attorney Tom Thompson addressed Council on the history of the property and the violations that had been levied against the property owners. Attorney Thompson stated the property was in violation of the city's maintenance code for at least fifteen (15) years and had been posted as unsafe in May 2012 following a large fire. Attorney Thompson reported the owners were ordered to demolish the remainder of the structure and clean-up the property following the fire, but had failed to comply with the order. Attorney Thompson added legal proceedings continued through July 2015 when District Court Judge Sara Lisznyai found the owner to be in violation of the International Property Maintenance Code (IPMC). Attorney Thompson reported Council passed Resolution 3267 on February 15, 2016 giving the property owner 60 days to abate the hazardous and nuisance conditions on the site after months of little or no activity on the clean-up.

Attorney Thompson stated the city had obtained a grant from the Michigan Blight Elimination Program to pay 75% of the estimated cost of the demolition, but required permission from the owner to have access to the property during the clean-up and demolition. Attorney Thompson stated the property owner had refused the city's request to have access to the property, so the proposed resolution was necessary to impose city control of the property during the clean-up period.

Responding to a question from Council Member Stockford, City Assessor Thomas stated it was her professional opinion that the remaining garage-type structure was not salvageable due to damaged incurred during the fire.

Mr. Robert Bolenbaugh, son of the property owner, stated a lot of clean-up had been completed in the past couple of weeks and requested more time for additional clean-up to continue. Mr. Bolenbaugh stated the remaining garage structure was stable and the family was planning to construct a new roof on the garage.

Responding to a question from Council Member Stockford, City Attorney Lovinger stated the city would not receive the grant funding from the Blight Elimination Fund if the recommended resolution was not adopted by Council.

Council Member Flannery, seconded by Council Member Watkins, moved to adopt a resolution pursuant to Section 11.4 of the Hillsdale City Charter determining that the residential structures situated on the lot located at 48 Greenwood within the City of Hillsdale, Michigan, having been condemned as a public nuisance and ordered abated in Resolution No. 3267 of the City Council adopted on February 15, 2016, have not been brought into compliance with City Ordinance as required by the Resolution, and ordering that the structures situated on the property be demolished by the Department of Public Services and/or by a contractor as determined by the City's Code Official, consistent with Sections 14.31 through 14.36 of the Hillsdale Municipal Code and consistent with the terms of any grant received for such purpose through the Michigan Land Bank Fast Track Authority.

Roll call:	Council Member Stockford	No
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Watkins	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 5-1.

### **Unfinished Business**

There was no Unfinished Business on the agenda

### **Old Business**

There was no Old Business on the agenda

### **New Business**

#### A. 2016 Blight Elimination Program: Michigan Land Bank Fast Track Authority

Council Member Sharp questioned why a fence had not been constructed around the open basement at 128 South Manning Street. City Assessor Thomas stated the city had requested the property owner install a fence around the basement for safety reasons, but the owner had not complied with this request.

Council Member Watkins, seconded by Council Member Flannery, moved to approve a "Demolition Agreement, Waiver, and Grant of Lien" for properties located at 128 South Manning Street and 240 East South Street.

Roll call:	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Watkins	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 6-0.

B. Appointment of Mr. Jacob Hammel as Department of Public Services Director

City Manager Mackie recommended the appointment of Mr. Jacob Hammel as the Director of the Department of Public Services. City Manager Mackie stated Mr. Hammel had been working as the Interim Director for a number of months, and had served with excellence during that time.

Council Member Sharp and Council Member Watkins both expressed support for the appointment of Mr. Hammel.

Council Member Watkins, seconded by Council Member Sharp, moved to appoint Mr. Jacob Hammel as the Director of the Department of Public Services effective April 18, 2016.

**Miscellaneous**

A. Appointments

Council Member Stockford expressed concern at the apparent conflict of interest between Dr. Wolfram and the Board of Public Utilities (BPU), due to Dr. Wolfram's financial interest in an on-going contract between the BPU and the Hillsdale Policy Group. Council Member Stockford noted Dr. Wolfram's extensive knowledge and commitment to the City of Hillsdale, but opposed the recommended appointment due to this conflict of interest.

City Attorney Lovinger stated there would not be a conflict of interest between Dr. Wolfram and the BPU, if Dr. Wolfram simply recused himself from being a part of any discussions or voting on matters involving the Hillsdale Policy Group.

Council Member Flannery moved, seconded by Council Member Dixon to appoint Dr. Gary Wolfram to Board of Public Utilities for a term ending May 2018.

Roll call:	Council Member Stockford	No
	Council Member Dixon	Aye
	Council Member Sharp	No
	Council Member Watkins	No
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion failed by a vote of 3-3.

**City Manager's Report**

City Manager Mackie noted:

- Department head evaluations would begin in the near future and requested Council provide any feedback regarding this matter to his office.
- Union negotiations would begin the week of April 25, 2016
- Budget meetings had been scheduled for April 25, 2016 and May 9, 2016 and both meetings were open to the general public.

April 18, 2016

Regular Meeting

- The city continued to work with the Michigan Economic Development Corporation (MEDC) regarding an infrastructure grant for road and utility improvements.
- The public was invited to participate in the “Art Around Town” event scheduled for Thursday, April 28, 2016 from 5-7 p.m.

### General Public Comment

Ms. Pamela Beck, candidate for Hillsdale County Treasurer, introduced herself to the audience and requested support in the August primary.

Mr. Joe Poston, 49 Carriage Park, discussed on-going problems with Dial-A-Ride availability during the lunch hour and during the times the buses were transporting students to/from school.

Ms. Cindy Bieszk, owner of The Filling Station in Hillsdale, applauded the appointment of Mr. Hammel as Director of the Public Services Department and commended Mr. Hammel for his interaction with the city’s business owners.

Mr. Richard Wunsch, 98 ½ North Broad Street, noted the importance of an effective public transportation system in the City of Hillsdale.

### Council Comments

Council Member Sharp requested additional information from City Manager Mackie regarding the Dial-A-Ride issues raised by Mr. Poston. City Manager Mackie stated Dial-A-Ride received 40-50% of their ridership revenues from the transportation of children to-and-from school, which required substantial resources during those times in the day. City Manager Mackie stated other resident’s transportation needs may have to be delayed during the times Dial-A-Ride were transporting students. City Manager Mackie reported he would review staggering lunch breaks for staff, which may allow Dial-A-Ride to provide service during these times.

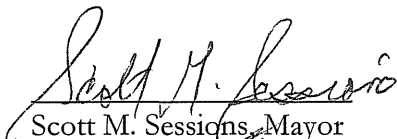
Council Member Watkins discussed his vote against the appointment of Dr. Wolfram to the BPU board. Council Member Watkins expressed his utmost respect for Dr. Wolfram and his abilities, but noted the historical conflicts between City Council and the general public regarding conflicts of interest.


Council Member Sharp also discussed the recommendation to appoint Dr. Wolfram to the BPU board and the questions raised about conflicts of interest. Council Member Sharp noted the excellent qualifications of Dr. Wolfram and his dedication to the City of Hillsdale.

### Adjournment

Council Member Watkins moved, seconded by Council Member Stockford, to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:18 p.m.

  
Scott M. Sessions, Mayor

  
Stephen M. French, City Clerk

## CITY COUNCIL MINUTES

City of Hillsdale  
City Council Chambers  
April 25, 2016  
6:00 P.M.

Special Meeting

### **Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

### **Roll Call**

Mayor Scott Sessions called the meeting to order.

Councilmembers present:	Scott M. Sessions, Mayor *Adam Stockford, Ward 1 Timothy Dixon, Ward 2 Bruce Sharp, Ward 3 Matthew Bell, Ward 4 Patrick Flannery, Ward 4
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Councilmembers absent:	Brian Watkins, Ward 1
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, Kay Freese (HR), Police Chief Scott Hephner (HCPD), Mary Wolfram (Economic Development), Fire Chief Kevin Pauken (HCFD), Bonnie Tew (Finance Director), Susan Kehn (Dial-A-Ride), Lee Ann Beckwith (Library), Kim Thomas (Assessing), and Jason Walters (Patriot Aviation),

### **Council Member Excused**

Mayor Sessions reported Council Member Watkins wrote he would not be in attendance at the meeting due to a work obligation.

Council Member Bell, seconded by Council Member Flannery, moved to excuse the absence of Council Member Watkins from the meeting. By a voice vote, the motion passed unanimously.

### **Approval of Agenda**

Council Member Bell, seconded by Council Member Flannery, moved to include an opportunity for public comment on the meeting agenda. By a voice vote, the motion carried unanimously.

Council Member Flannery, seconded by Council Member Bell, moved to approve the April 25, 2016 special meeting agenda, as amended. By a voice vote, the motion carried unanimously.

### **Public Comment**

No public comments were received.

**Budget Presentations**

## 1. City Clerk's Office

City Clerk French presented the City Clerk's Office budget for FY2016-2017 to the City Council. Mr. French discussed the goals and priorities for the office including the August and November 2016 elections, the development of a new web-site and social media presence, and a continued review of the city's records. Finance Director Tew then reviewed the budgetary increases that resulted from the City Clerk's position becoming a full-time position in January 2016. Discussion was also held regarding the expected high participation in the August and November elections and the plans for efficiently processing voters within the polling location.

## 2. Dial-A-Ride (DART)

An amended DART budget was provided to Council Members at the meeting.

Susan Kehn, Dispatcher and Manager of DART, presented the department's budget for FY2017 to the City Council. Ms. Kehn reviewed ridership numbers about the program, which was staffed with three, full-time drivers and one manager/dispatcher. Ms. Kehn reported the program had projected to increase revenue by 5% and reduce expenses by 5% in the upcoming fiscal year. Ms. Kehn indicated the proposed budget included the purchase of two, new buses that would be funded with state and federal grant dollars.

Ms. Kehn noted DART averaged 40-75 calls for service and collected approximately \$150.00 in fares each day. Ms. Kehn stated average ridership included 75 school students, 15 senior citizens, 35 handicapped, 18 senior handicapped (those with wheelchairs & walkers), and 17 adult riders. Ms. Kehn stated the adult ridership had increased as residents were using DART for transportation to-and-from work.

City Manager Mackie stated a county-wide committee had been established to discuss solutions that could assist county residents with reliable transportation to-and-from their jobs.

Council Member Bell noted his preference to have DART become a financially, self-sufficient program within the City of Hillsdale.

Council Member Dixon questioned why the state and federal funding levels fluctuated drastically from year to year. Finance Director Tew stated those subsidies were percentages established at the state and federal level, and were based on specific, DART expenditures for the year.

Responding to a question from Council Member Sharp, Ms. Kehn reviewed the scheduling of the drivers and staff and discussed the constraints if a rotating lunch schedule was implemented.

Finance Director Tew discussed the restrictions that were associated with the DART building, as the facility was funded with federal transportation dollars. Ms. Tew noted the building could only be used for transportation purposes and not for unrelated, city needs.

Ms. Kehn also indicated the bus drivers were responsible for cleaning their buses and the DART building.

## 3. Hillsdale Community Library

A revised spreadsheet of the projected revenue for the library was distributed to Council at the meeting.

Library Director Beckwith provided a general review of the library's budget for FY2017, which included the funding for one (1) full-time and nine (9) part-time employees.



Responding to a question from Council Member Bell, Ms. Beckwith stated the library chose books to purchase by reviewing popular authors, book reviews, and customer requests.

Ms. Beckwith stated library had recently repaid all of the original construction costs of the building, which would allow staff to concentrate on some maintenance projects that had become necessary.

Finance Director Tew reviewed the library's funding that included a 1-mil property tax levy, receipt of penal fines, inter-governmental service contracts, and state revenue sharing. Ms. Tew noted the library did not utilize any General Fund dollars.

Council Member Flannery noted the increase of grant and contribution receipts from previous years. Ms. Beckwith reviewed the grant writing efforts of the staff, as well as the limited use of the library's endowment fund.

Council Member Dixon questioned the increase funding for wages within the library's budget. Director Beckwith noted the reliance on part-time employees increased the overall wages; however, savings were realized in the reduction of health and life insurance costs.

#### 4. Assessing, Code Enforcement & Planning

City Assessor Thomas provided a review of the Assessing Office responsibilities and budget summary for FY2017. Ms. Thomas noted the Consumer Price Index (CPI) had a negligible increase for the upcoming year, which would severely limit the increase of taxable value of properties within the City of Hillsdale. Ms. Thomas stated some new, residential construction had started, which helped increase the residential values in the city.

Responding to a question from Council Member Dixon, Ms. Thomas discussed the internal changes to the department in FY2012 that separated the personnel costs of the assessing, code enforcement, and planning offices.

#### 5. Airport

Airport Manager Walters summarized the many improvements that had been completed at the airport in recent months and the cost savings implemented by staff in areas, such as the crack-sealing of the runway. Mr. Walters indicated the most costly maintenance issues had been completed and changes to the management agreement would not require the City of Hillsdale to purchase aviation fuel for the facility in FY2017. Mr. Walters noted the expansion of the airport would require additional costs for mowing and grounds maintenance during the non-winter months of the year.

#### 6. Fire Department

City Manager Mackie noted the Capital Fund purchases of hand tools, firefighting foam, and the like, requested by Chief Pauken, had been removed from the Capital budget and included in the Operational budget of the department.

Chief Pauken presented the FY2017 budget and noted the department had four, full-time employees and approximately 23 part-time employees. Chief Pauken discussed the costs associated with each departmental employee including protective fire-fighting gear, immunizations, and training. Chief Pauken reported the department continued to apply for grants to aid in the purchase of equipment, including turn-out gear and new apparatus.

Council Member Sharp noted the department's responses to emergency medical calls had drastically increased in recent years, which put a financial strain on the budget. Council Member Sharp discussed the pressing needs of the department for new apparatus, including a new fire engine and ladder truck.

Chief Pauken noted the responses by the department to emergency medical service calls were saving lives, as recent calls for service included many, critical injuries.

Finance Director Tew discussed the city's practice of setting aside a certain amount of General Fund dollars each year for the planned purchase of fire apparatus. Ms. Tew noted, however, this practice stopped when the recession began and expenses were directed to more immediate needs of the city.

#### 7. Police Department

Council Member Stockford recommended the City of Hillsdale review the possibilities of implementing a K-9 program within the Police Department, due to trained personnel and the increase of narcotic investigations by the department.

\*Council Member Stockford left the meeting at 7:25 p.m. due to a family obligation.

Police Chief Hephner presented the FY2017 Police Department budget to City Council. Chief Hephner stated the number of complaints received by the department had increased from 8,029 in 2014 to 9,178 in 2015. Chief Hephner also reported there was a 22% increase in narcotic-involved cases and investigations during the same time period.

Chief Hephner presented the department's goals and objectives for FY2017 which included the continuation of narcotic enforcement, an increased presence in the city's school buildings, new fitness-for-duty incentives, and training for an officer to be a certified TASER instructor. Chief Hephner noted new mobile computers and wireless modems had been installed in two of the police cruisers and the department continued to review grant & funding opportunities for technological advances including in-car cameras, body cameras, and electronically-generated citations.

Chief Hephner stated many of the city's officers served on various boards and committees for such issues as elderly abuse and child death review boards. Chief Hephner also reported the city did not provide certain equipment for the officers that were provided to other officers in most municipalities. Chief Hephner stated each officer received \$50.00 per year that could be used towards the purchase of firearms, boots, and flashlights that were not provided by the city. Chief Hephner stated each officer expended approximately \$1,500 for service weapons and \$150.00 for boots when needed.

Chief Hephner then provided an update on the on-going grant application with the United States Department of Agriculture (USDA) for a new patrol vehicle, as well as funding for replacement ammunition in FY2017.

Responding to a question from Council Member Bell, Chief Hephner discussed the importance of communication between Council Members and the city's department heads, which had improved in recent months. Council Member Sharp also noted the importance of a police officer presence in the school buildings.

#### 8. City Manager's Office

City Manager Mackie presented the City Manager's Office budget and noted the many, personnel changes to the city's team, including new leadership at the BPU, DPS, DART, City Clerk's Office, and the Recreational Department. City Manager Mackie stated the FY2017 goals included on-going team development, the Strategic Plan/Action Plans, review of the city's personnel policies & procedures, economic development, PILOT changes, improvements to the city's web-site, MEDC marketing, and efficiencies between the BPU and the city's General Fund.

Council Member Sharp commended the City Manager for his efforts during the past year and direction for the future.

Council Member Bell discussed the percentage of General Fund expenses that were utilized for payroll, and its comparison from previous years. City Manager Mackie stated he would review this information.

City Manager Mackie discussed the fund balance of the General Fund and the need to carefully monitor this amount, especially in light of unfunded liabilities, such as pension obligations.

#### 9. City Council

Mayor Sessions reviewed the FY2017 City Council budget and the Council goals of:

1. Infrastructure improvements
2. Strengthen sense of community
3. Destination – Vibrant downtown
4. Economic Development

Mayor Sessions commended the Council Members and city staff for their dedication and support of the City Council throughout the past fiscal year.

#### 10. Finance & Treasurer's Office

Finance Director Tew presented the FY2017 budget for both offices. Ms. Tew noted the "Contractual Services" line-item in the amount of \$4,500 was designated for software support of the city's financial software package. Ms. Tew also provided detail for the "Refunds and Rebates" line-item in the General Fund, which was used for PILOT (payment in-lieu of taxes) and PA-425 agreements with neighboring townships.

#### 11. Transfer Budgets

Finance Director Tew reviewed the Transfer budget, which detailed the General Fund allocations to the Local Streets Fund, the Recreation Department, the Capital Improvement Fund, and to Dial-A-Ride (DART).

Council Member Flannery noted the city's Recreation Department and Dial-A-Ride service each received approximately \$50,000 per year from the city's General Fund.

#### 12. Miscellaneous Funds

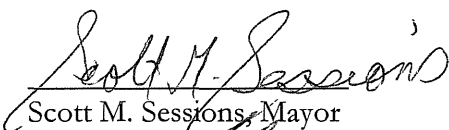
Finance Director Tew reviewed the Special Revenue Funds (Police OWI Enforcement & Drug Forfeiture Funds) Internal Service Funds (Public Service Inventory, DPS Leave & Benefits, Unemployment Insurance), and Fiduciary Funds (Cemetery Care, RL Owen Park Memorial, and Stock's Park Perpetual Maintenance).

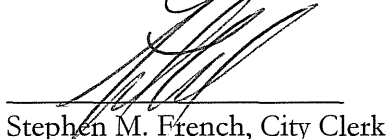
Responding to a question from Council Member Flannery, Ms. Tew noted city staff continued to review each of the Fiduciary Funds to determine if another entity would be better suited for administration of those investments.

#### Adjournment

Council Member Bell moved, seconded by Council Member Flannery, to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:45 p.m.

  
Scott M. Sessions, Mayor

  
Stephen M. French, City Clerk

**CITY COUNCIL MINUTES**

City of Hillsdale

May 2, 2016

7:00 P.M.

Regular Meeting

**Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

**Roll Call**

Mayor Scott Sessions called the meeting to order.

Councilmembers present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 Brian Watkins, Ward 1 Timothy Dixon, Ward 2 Bruce Sharp, Ward 3 Matthew Bell, Ward 4 Patrick Flannery, Ward 4
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Councilmembers absent:	None
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, City Attorney Tom Thompson, Kay Freese (HR), Police Chief Scott Hephner (HCPD), Mike Barber (BPU), Jake Hammel (DPS), Mary Wolfram (Economic Development), Michelle Loren (Recreation), Alan Beeker (Zoning), Julie Beeker (Treasurer), Stephanie Kyser, Martha Smith, Dennis Wainwright, Travis Pina, Grace Gambino, Richard Wunsch, Penny Swan, and Joe Poston.

**Approval of Agenda**

City Manager Mackie requested the agenda be amended to include the appointment of Mr. Chris Sumnar to the Board of Public Utilities.

Council Member Bell, seconded by Council Member Watkins, moved to amend the meeting agenda to include the appointment of Mr. Chris Sumnar to the Board of Public Utilities. By a voice vote, the motion carried unanimously.

Council Member Watkins, seconded by Council Member Bell, moved to approve the May 2, 2016 agenda as amended. By a voice vote, the motion carried unanimously.

**Public Comment**

No public comments were received.

**Consent Agenda**

- A. Approval of Bills from claims of April 21, 2016
  - 1. Payroll: \$ 88,477.48
  - 2. Claims: \$ 215,915.21
- B. City Council Meeting Minutes
  - 1. April 18, 2016 Regular Meeting
  - 2. April 25, 2016 Special Meeting
- C. Finance Committee Meeting Minutes
  - 1. March 28, 2016
  - 2. April 11, 2016
  - 3. April 25, 2016
- D. Use of Owens Memorial Park – MSU Wake Boarding Club – May 14, 2016
- E. Superstar Dash – aHUS Awareness 5K Walk/Run – May 14, 2016

Council Member Watkins, seconded by Council Member Stockford, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Bell	Aye
	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Watkins	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

### **Communications/Petitions**

#### A. Arbor Day 2016 Proclamation

Mayor Session offered a proclamation honoring Arbor Day 2016 throughout the City of Hillsdale.

### **Introduction and Adoption of Ordinance/Public Hearing**

No ordinances or Public Hearings were introduced.

### **Unfinished Business**

There was no Unfinished Business on the agenda

### **Old Business**

There was no Old Business on the agenda

### **New Business**

#### A. Resolution 3276: A resolution to approve Contract No. 16-5073 with the Michigan Department of Transportation

Department of Public Services (DPS) Director Hammel provided a brief review of the project, which would include pavement, sidewalk, and storm water control improvements to Wolcott Street near State Street. Mr. Hammel stated the project was funded using federal and state grants, as well as City of Hillsdale and Hillsdale County Road Commission dollars.

Responding to a question from Council Member Bell, Finance Director Tew stated the \$90,000 in city funds had already been designated for the project and were not included within the FY2017 budget.

Responding to a question from Council Member Watkins, DPS Director Hammel stated it had not yet been determined which entity would be responsible for snow removal of the sidewalks near the rearing ponds.

Council Member Watkins, seconded by Council Member Dixon, moved to approve Resolution 3276: A resolution to approve Contract No. 16-5073 with the Michigan Department of Transportation

Roll call:	Council Member Bell	Aye
	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Watkins	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

May 2, 2016

Regular Meeting

B. Resolution 3277: A resolution to amend the City of Hillsdale's Capital Improvement Plan

City Zoning Administrator Beeker presented a recommendation from city staff and the Planning Commission to amend the City of Hillsdale's Capital Improvement Plan (CIP). Mr. Beeker stated the plan was required as part of Michigan Public Act 33 of 2008, and was a coordinated spending plan that helped the City implement the previously adopted Master Plan.

Council Member Bell inquired if the CIP was duplicating the staff efforts of developing the annual city-wide budget, as both documents seemed to have many similarities. Zoning Administrator Beeker stated that while there was some overlap in the two documents, the CIP was vital to have in place to effectively implement the city's Master Plan. Mr. Beeker also noted the projects within the CIP were not binding and could be removed or amended, if necessary.

Council Member Watkins stated the document was an excellent tool for the public to see which capital projects were prioritized by Council and the anticipated timeline of those improvements.

Responding to a question from Council Member Stockford, Zoning Administrator Beeker stated there was no plans to implement an Administrative Committee that was mentioned within the CIP. Council Member Stockford noted the advantages that could be realized with a committee that would bring together many different administrative staff, Council representation, and members of the Planning Commission.

Council Member Sharp voiced support for the inclusion of funding for sidewalk repairs in future plans.

Council Member Bell discussed the number of different plans presented to Council in recent months and questioned if there were too many competing documents which may devalue the importance of the City Charter. City Manager Mackie responded that the plans that had recently been developed were meant to be used in unison and provide staff with invaluable direction for planning purposes. City Manager Mackie noted the continued development of the city's Strategic Plan included many intangible pieces, including goals of community involvement and government transparency.

Mayor Sessions noted the efforts of many people involved with this plan and thanked everyone for their participation to develop the document.

Council Member Watkins, seconded by Council Member Dixon, moved to approve Resolution 3277: A resolution to amend the City of Hillsdale's Capital Improvement Plan.

Roll call:	Council Member Bell	Aye
	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Watkins	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

**Miscellaneous**

A. Appointments

Council Member Flannery moved, seconded by Council Member Stockford, to appoint:

1. Council Member Watkins to the Community Development Committee
2. Council Member Dixson to the Public Service Committee
3. Mr. Chris Sumnar to the Board of Public Utilities (BPU)

By a voice vote, the motion passed unanimously.

**City Manager's Report**

City Manager Mackie had no report for the meeting.

**General Public Comment**

Mr. Joe Poston, 49 Carriage Park, voiced continued frustration at not being able to obtain transportation via Dial-A-Ride (DART) at certain times during the day. Mr. Poston encouraged DART to reschedule employee schedules to allow constant, transportation availability throughout the day.

Ms. Stephanie Kyser, Osseo, Michigan, candidate for Hillsdale County Treasurer, introduced herself to the audience and requested support in the August primary.

Mr. Dennis Wainscott, 34 Garden Street, stated DART should be made available to all residents in the city, in addition to the school children that utilize the service on a daily basis. Mr. Wainscott also noted the many sidewalks that required maintenance, and stated he had personally paid for sidewalk improvements that had been done in front of his home on Garden Street.

**Council Comments**

Council Member Sharp congratulated the owners of the Finish Line Restaurant on their 40<sup>th</sup> anniversary of their business. Council Member Sharp noted he was unable to attend the "Art Around Town" event, although he attempted to attend as many activities as possible representing the City Council.

Council Member Stockford stated conversations continued regarding the DART service and the interruptions of service that caused concern with Mr. Poston and other residents. Council Member Stockford encouraged residents to have patience while city staff investigated various options to enhance service provision.

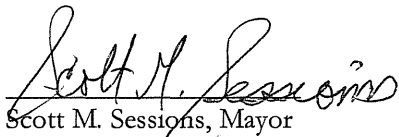
Council Member Flannery thanked all of the department heads and staff that attended the first of two budget work sessions on May 25, 2016. Council Member Flannery stated the meeting was very informative and he looked forward to the final work session scheduled for May 9<sup>th</sup>.

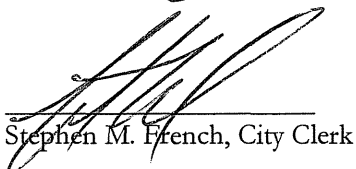
Mayor Sessions echoed Council Member Flannery's approval of the work sessions and thanked staff for their efforts in developing the draft budget. Mayor Sessions stated he had attended "Art Around Town" and commended Mary Wolfram for her leadership of the event.

**Adjournment**

Council Member Bell moved, seconded by Council Member Watkins, to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 7:43 p.m.

  
Scott M. Sessions, Mayor

  
Stephen M. French, City Clerk

**CITY COUNCIL MINUTES**

City of Hillsdale  
 City Council Chambers  
 May 9, 2016  
 6:00 P.M.

## Special Meeting

**Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

**Roll Call**

Mayor Scott Sessions called the meeting to order.

Councilmembers present:	Scott M. Sessions, Mayor *Adam Stockford, Ward 1 Brian Watkins, Ward 1 Timothy Dixon, Ward 2 Bruce Sharp, Ward 3 Patrick Flannery, Ward 4
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Councilmembers absent:	Matthew Bell, Ward 4
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, Finance Director Bonnie Tew, Recreation Director Michelle Loren, BPU Director Mike Barber, Mary Wolfram (EDC), BPU Finance Controller Dawn Townley, Scott Hephner (HCPD), and Jake Hammel (DPS).

**Council Member Excused**

Council Member Watkins, seconded by Council Member Flannery, moved to excuse the absence of Council Member Bell from the meeting. By a voice vote, the motion passed unanimously.

**Public Comment**

No public comments were received.

**Budget Presentations**

## 1. Board of Public Utilities

BPU Director Barber reviewed the proposed FY2017 budget, which was slightly lower than previous years due to the department's reduction in personnel costs. Mr. Barber stated the budget had been developed by reviewing the previous four years of budgets, the FY2016 year-to-date figures, in addition to meeting with departmental supervisors.

Council Member Flannery questioned if the FY2017 wastewater budget would include the July rate increase that had been previously scheduled for implementation. Mr. Barber stated the auditors were reviewing the need for a rate increase and would present their recommendation to Council in the upcoming months. Council Member Flannery voiced support for the budget as the expected revenues exceeded planned expenditures.

Responding to a question from Council Member Flannery, Finance Controller Townley reported staff had reallocated certain expenditures in the FY2017 budget from previous years to more accurately reflect the budget to the duties assigned.



Council Member Sharp voiced support for the exemplary work that had been done by the new BPU staff members.

City Manager Mackie reported a recommendation to purchase a new, accounting software package for the BPU would be presented to Council at the May 16, 2016 meeting. City Manager Mackie stated the new software was from the same vendor utilized by other city departments and would allow the city and BPU to further streamline their operations.

## 2. Recreation/Field of Dreams

Recreation Director Loren reviewed the programs being offered by the department including those involving the Field of Dreams, the Hillsdale Soccer Club, Hillsdale High School events, and travel baseball teams. Ms. Loren noted there had been a greater number of activities at Mrs. Stock's Park such as weddings and outdoor concerts from previous years.

Ms. Loren discussed the growing amount of support from community organizations that had allowed the Recreation Department to concentrate funding on other programs. Ms. Loren stated the Kiwanis Club, Rotary Club, and Exchange Club had all contributed to specific improvement projects within the parks systems. Ms. Loren also noted the increase of revenues received from Sandy Beach had helped reduced the transfers necessary from the General Fund into the Recreation Department.

Ms. Loren reviewed the planned improvements and expansions that could be added to the Recreation Department in upcoming years that included tennis, sand volleyball, basketball, and swimming programs. Ms. Loren stated the five-year Recreation Plan for the department would also be reviewed during the fiscal year.

Council Member Sharp discussed the sea-wall improvements that were included within the budget document. DPS Director Hammel stated the project would be done with certain oversight and assistance from the Michigan Department of Environmental Quality (MDEQ). Council Member Sharp also questioned the use of the house at Owen Memorial Park. Ms. Loren noted staff continued to look at the most efficient uses for the house, including improvements or rebuilding of the structure. Ms. Loren, responding to a question from Council Member Sharp, then discussed the improvements that were needed to the various bicycle/walking paths throughout the city.

Council Member Stockford voiced encouragement for the expansion and progression of the department in recent months and noted recreation programs were vital for economic development of a successful city.

Council Member Flannery inquired on the use of Keekoos Park. Ms. Loren stated the park was primarily used by the neighborhood in that direct area, but the park's use was limited due to consistent flooding in the area.

Council Member Watkins questioned if changes would be made at the Sandy Beach area to reduce the visitors in vehicles who do not stop when they enter the park to pay admission. Ms. Loren stated staff would look to be more visible in the area to reduce that specific problem. Ms. Loren also discussed the expansion of concession sales throughout the parks and the resulting increase of revenue from those sales.

## 3. Economic Development

Mary Wolfram reviewed the Economic Development expenditure budget that included contractual services for the Hillsdale Policy Group contract, rental rehabilitation costs, and the Community Development Block Grant (CDBG) in the amount of \$350,000 for the project at 42 Union Street.

City Manager Mackie noted the payment of the Hillsdale Policy Group contract would be made through the General Fund in FY2017, while in previous years, the contract was paid using a BPU budget transfer.

Council Member Sharp questioned Ms. Wolfram regarding the progress at 221 Industrial Drive. Ms. Wolfram discussed the environmental contamination issues at the site and the MDEQ consent judgement that placed additional remediation responsibilities on future ownership. Ms. Wolfram stated there was a prospective buyer of the property; however, the issues surrounding the environmental contamination was a hindrance to the sale.

#### 4. TIFA/EDC

Ms. Wolfram reviewed the Tax Increment Financing Authority (TIFA) budget that included flowers for downtown, legal services, facade grants, the historical building program, a business attraction/retention program, and a restaurant attraction program. Ms. Wolfram also noted the \$10,000 transfer from the General Fund was used to offset the costs of watering the flowers in the downtown area during the spring and summer months.

Ms. Wolfram then discussed at length the Capital Improvement expenditure requested by TIFA to assist in the purchase of a building in the TIFA district, which could be rehabilitated and later sold. Ms. Wolfram stated the infusion of the public dollars was necessary, as neither the Keifer Building nor the Courthouse Annex was being actively marketed for lease or sale.

Responding to a question from Council Member Dixon, Ms. Wolfram explained the new Historical Building Program, which was a 1:1 match program with a \$10,000 maximum allotment.

Ms. Wolfram then presented the Economic Development Corporation (EDC) budget that included contractual services for site-selection expertise, in addition to funds to assist with the development of an advertising brochure for the city's industrial park. Ms. Wolfram noted the Capital Outlay included funding for a new sign at the industrial park, as well as continued planning for an improved transportation corridor between downtown and Hillsdale College.

\*Council Member Stockford left the meeting at 6:50 p.m.

#### 5. Department of Public Services (DPS)

DPS Director Hammel presented the proposed DPS budget that included major and local streets, parks maintenance, parking lots, cemeteries, building & grounds, and the Revolving Mobile Equipment Fund.

Responding to a question from Council Member Dixon, Mr. Hammel discussed the new, road maintenance process using spray patching, rather than cold patching that had been done in the past. Mr. Hammel stated the new spray patching was utilized in Jonesville, and had worked well there in the past.

Director Hammel noted the leaf and brush collection remained on the same schedule from previous years; however, the department would bring the collected brush to a field, instead of having staff turn and sift the materials into the compost. Mr. Hammel stated this change would save the department approximately \$10,000 per year.

Director Hammel stated the department did not plan any major improvements or expenses to the city parking lots in FY2017, as a great deal of work had been done to the municipal lots in recent history.

Director Hammel reviewed the goal to have one road construction project ready for bid in each of the Major Street and Local Street categories, so that when grant opportunities arose, a project could be quickly identified for funding assistance. Mr. Hammel stated the rating of the individual city streets continued, which was helpful in planning future improvements.

City Manager Mackie stated a committee would be assembled in the upcoming months to study funding alternatives for city street improvements.

6. Capital Improvements

DPS Director Hammel presented the Capital Improvement budget that included sidewalk repairs, major road reconstruction, local street reconstruction, street sealing, park enhancements, and repairs to the Mill Pond Dam.

City Manager Mackie stated the results from the traffic study in the downtown area had not yet been received, although staff expected the report in the near future. City Manager Mackie also reported the State Street project would be pushed back from June 2016 to late summer due to higher-than-estimated construction costs. City Manager Mackie stated the city hoped to save approximately \$75,000 in delaying the project to an August 2016 start date.

Finance Director Tew provided a brief review of the city's Special Assessment Policy, in which the homeowners provided 75% of the project, with the city funding the remaining 25%.

7. Revolving Mobile Equipment Fund (RMEF)

DPS Director Hammel reviewed the RMEF budget which included the capital purchase of a new front-end loader, as well as a turbine leaf/material blower. Mr. Hammel stated the loader purchase was necessary as the city's ageing equipment required costly, on-going maintenance.

Finance Director Tew noted a new, police vehicle had also been included in the RMEF and city staff continued to search for grant funds to help offset the cost of the vehicle and associated equipment.

8. Miscellaneous

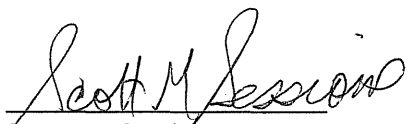
Finance Director Tew reported a Public Hearing regarding the proposed FY2017 budget would be held at the May 16, 2016 Council Meeting, with final adoption of the budget scheduled for the June 6, 2016 meeting.

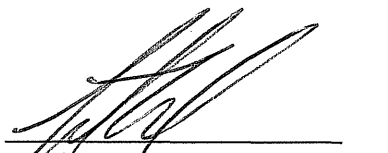
Council Member Sharp, Council Member Watkins, and Mayor Sessions each voiced support for the new, budget meeting format that was implemented by City Manager Mackie.

**Adjournment**

Council Member Watkins moved, seconded by Council Member Sharp, to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 7:35 p.m.

  
Scott M. Sessions, Mayor

  
Stephen M. French, City Clerk

## CITY COUNCIL MINUTES

City of Hillsdale

May 16, 2016

7:00 P.M.

Regular Meeting

### **Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

### **Roll Call**

Mayor Scott Sessions called the meeting to order.

Council Members present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 Brian Watkins, Ward 1 Bruce Sharp, Ward 3 Matthew Bell, Ward 4 Patrick Flannery, Ward 4
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Council Members absent:	Timothy Dixon, Ward 2
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, City Attorney Tom Thompson, Kay Freese (HR), Police Chief Scott Hephner (HCPD), Mike Barber (BPU), Kim Thomas (Assessing), Jake Hammel (DPS), Andy Barrant (Hillsdale Daily News), Mary Wolfram (Economic Development), Joe Poston, Mary Smith, Ray Warren, Julian Kast, Richard Wunsch, Dennis Wainscott, Bill Zeiser, and Penny Swan.

### **Council Member Excused**

Council Member Flannery, seconded by Council Member Watkins, moved to excuse the absence of Council Member Dixon from the meeting. By a voice vote, the motion passed unanimously.

### **Approval of Agenda**

City Manager Mackie requested the agenda be amended to include a request from Council Member Sharp to hold a Safety Committee meeting.

Council Member Watkins, seconded by Council Member Stockford, moved to amend the meeting agenda to include the request for a Safety Committee meeting. By a voice vote, the motion carried unanimously.

Council Member Watkins, seconded by Council Member Stockford, moved to approve the May 16, 2016 agenda as amended. By a voice vote, the motion carried unanimously.

### **Public Comment**

No public comments were received.

### **Consent Agenda**

- A. Approval of Bills from claims of May 5, 2016
  1. Payroll: \$ 90,366.21
  2. Claims: \$ 227,374.30

- B. City Council Meeting Minutes
  - 1. May 2, 2016 Regular Meeting
  - 2. May 9, 2016 Special Meeting
- C. EDC - Architectural Control Committee Minutes - March 9, 2016
- D. April 2016 Code Enforcement Report
- E. Hillsdale Policy Group – April 2016 Progress Report

Council Member Watkins, seconded by Council Member Flannery, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Bell	Aye
	Council Member Stockford	Aye
	Council Member Sharp	Aye
	Council Member Watkins	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 6-0.

### **Communications/Petitions**

There were no communications or petitions received by Council.

### **Introduction and Adoption of Ordinance/Public Hearing**

- A. Public Hearing: 2016-2017 City Budget

City Manager Mackie provided a brief review of the FY2017 budget, which totaled \$9,328,870 in expenditures included in 22 different funds. City Manager Mackie stated the 2016-2017 was approximately 11% less than the previous year, primarily due to the airport expansion project that had been completed in FY2016. City Manager Mackie stated the staffing levels remained consistent from previous years, while an additional \$300,000 had been earmarked for road improvements projects within the city. City Manager Mackie reported two areas of most concern for the city administration in upcoming budget cycles were funding necessary road reconstruction projects, as well as the city's growing, unfunded pension liabilities.

Council Member Stockford commended the City Manager and city staff for their development of the budget and lauded the inclusion of road reconstruction funding in the FY2017 budget.

Council Member Sharp thanked City Manager Mackie for reformatting the budget work sessions, which allowed Council Members to have open dialogue with the city's department heads and staff members.

Council Member Bell echoed the sentiments of Council Members Stockford and Sharp.

Mayor Sessions thanked City Manager Mackie for the development of the budget.

No public comments were received during the public hearing.

### **Unfinished Business**

- A. City Action Plan – Police Chief Hephner

Police Chief Hephner provided the Strategic Plan – One Year Task Force Action Plan that had been developed by city staff representatives following the City Council's planning sessions held in March 2016. Chief Hephner noted the action plan closely followed the four, central components of the Strategic Plan that included: (1) Infrastructure Improvements; (2) Strengthen Sense of Community; (3) Destination – Vibrant Downtown; and (4) Economic Development.

City Manager Mackie stated staff would receive Council comments throughout the next two weeks, while formal adoption of the plan was planned for the June 20, 2016 Council meeting.

**B. Authorization for Hazardous Materials Assessment Contracts**

City Assessor Kim Thomas reported the city had solicited bids for licensed firms that could provide hazardous material assessments for three, on-going demolition locations, as well as to have a qualified contractor under contract on an as-needed basis. Ms. Thomas stated a second bid request had been solicited for emergency asbestos assessment and abatement services that would be utilized if the first assessment had missed a hazardous material assessment and asbestos was located during the actual demolition of a structure.

City Assessor Thomas stated that due to staff's confusion on the bid response documents, only the first contract was being recommended for approval at the current meeting. Ms. Thomas stated the second contract for emergency asbestos assessment and abatement services would be presented to Council at a future meeting.

City Assessor Thomas recommended Council approve a contract with Triterra of Lansing hazardous material assessments in the amount of \$405-525 per inspection.

Council Member Stockford noted the potential need for the contractual services, but objected to the use of these services for the demolition scheduled for 48 Greenwood.

Council Member Bell asked if the contract could be approved without the inclusion of 48 Greenwood. City Assessor Thomas stated it had been the decision of Council to continue demolition plans for the property, and to remove the order for 48 Greenwood Street would require a vote to reconsider by Council.

Council Member Watkins, seconded by Council Member Flannery, moved to approve a contract with Triterra of Lansing for hazardous material assessments in the amount of \$405-525 per inspection.

Roll call:	Council Member Bell	Aye	
	Council Member Stockford	No	
	Council Member Sharp		Aye
	Council Member Watkins	Aye	
	Council Member Flannery	Aye	
	Mayor Sessions	Aye	

Motion passed 5-1.

**Old Business**

City Assessor Thomas reported three properties within the city had received Obsolete Property Rehabilitation Act (OPRA) Exemption Certificates, but had not been completed within the allotted time period. Ms. Thomas reported the Nonik Holdings and Thorny Ash Development projects had not yet commenced, while the project for Alan K. Williams continued with an estimated completion date in 2016.

Council Member Watkins, seconded by Council Member Flannery, to adopt Resolution 3278: "A resolution revoking Obsolete Property Rehabilitation Act (OPRA) Exemption Certificate 3-14-0016 for Nonik Holdings, LLC."

Roll call:	Council Member Bell	Aye	
	Council Member Stockford	Aye	
	Council Member Sharp		Aye
	Council Member Watkins	Aye	
	Council Member Flannery	Aye	
	Mayor Sessions	Aye	

Motion passed 6-0.

Council Member Bell, seconded by Council Member Flannery, to adopt Resolution 3279: "A resolution revoking Obsolete Property Rehabilitation Act (OPRA) Exemption Certificate 3-15-0005 for Thorny Ash Development LLC."

Roll call:	Council Member Bell	Aye	
	Council Member Stockford	Aye	
	Council Member Sharp		Aye
	Council Member Watkins	Aye	
	Council Member Flannery	Aye	
	Mayor Sessions	Aye	

Motion passed 6-0.

Council Member Bell, seconded by Council Member Flannery, to adopt Resolution 3280: "A resolution extending construction period allowed for Obsolete Property Rehabilitation Act (OPRA) exemption Certificate 3-14-0017 for Alan K. Williams."

Roll call:	Council Member Bell	Aye	
	Council Member Stockford	Aye	
	Council Member Sharp		Aye
	Council Member Watkins	Aye	
	Council Member Flannery	Aye	
	Mayor Sessions	Aye	

Motion passed 6-0.

### **New Business**

#### A. BS&A software system purchase – BPU

City Manager Mackie reviewed the staff recommendation to approve a contract with BS&A Software in the amount of \$103,825 for the purchase, installation, and training of a new accounting software for the BPU department. City Manager Mackie stated the new software package was from the same vendor that was used by other city departments and would allow administrative efficiencies to continue between the two entities.

BPU Director Barber stated the new modules being purchased with this contract could be utilized by the City of Hillsdale, while the BPU could then utilize the modules that had already been implemented by the City. BPU Director Barber stated the software support costs for the entire package would be split evenly between the City of Hillsdale and the BPU in future years.

City Manager Mackie noted the accounting software currently used by the BPU included annual maintenance fees of nearly \$90,000, while the new software contract would reduce this cost to less than \$20,000 for the entire package.

Council Member Stockford, seconded by Council Member Flannery, moved to approve a contract with BS&A Software in the amount of \$103,825 for the purchase, installation, and training of a new accounting software for the BPU department.

Roll call:	Council Member Bell	Aye	
	Council Member Stockford	Aye	
	Council Member Sharp		Aye
	Council Member Watkins	Aye	
	Council Member Flannery	Aye	
	Mayor Sessions	Aye	

Motion passed 6-0.

B. Contract Renewal with HydroCorp – BPU

BPU Director Barber presented a staff recommendation to renew a contract with HydroCorp for a four-year period in the total amount of \$63,984.00. Mr. Barber stated the company provided the BPU with necessary data and information to maintain compliance with the Michigan Department of Environmental Quality (MDEQ) Water Bureau Cross Contamination Control (CCC) Regulations.

Council Member Bell questioned if the BPU staff looked at other vendors to competitively bid this contract. BPU Director Bell stated the contract was not released for bid, as HydroCorp had provided excellent service during the previous contract and had maintained their existing pricing for the new renewal period.

Council Member Bell, seconded by Council Member Watkins, moved to approve a four-year contract with HydroCorp in the amount of \$63,984.00 to maintain compliance with the Michigan Department of Environmental Quality (MDEQ) Water Bureau Cross Contamination Control (CCC) Regulations.

Roll call:	Council Member Bell	Aye	
	Council Member Stockford	Aye	
	Council Member Sharp		Aye
	Council Member Watkins	Aye	
	Council Member Flannery	Aye	
	Mayor Sessions	Aye	

Motion passed 6-0.

C. Resolution 3281: A resolution to recognize Hospice of Hillsdale County as a non-profit agency and approve their fund raising raffle

City Manager Mackie stated Hospice of Hillsdale County had requested the City Council adopt a state resolution, which would allow them to hold a fund-raising raffle during the annual Hillsdale County Fair. City Manager Mackie stated the resolution would affirm Hospice of Hillsdale County was a non-profit organization operating within the City of Hillsdale.

Council Member Bell, seconded by Council Member Stockford, moved to approve Resolution 3281: “A resolution to recognize Hospice of Hillsdale County as a non-profit agency and approve their fund raising raffle.”

Roll call:	Council Member Bell	Aye	
	Council Member Stockford	Aye	
	Council Member Sharp		Aye
	Council Member Watkins	Aye	
	Council Member Flannery	Aye	
	Mayor Sessions	Aye	

Motion passed 6-0.

D. Resolution 3282: A resolution to authorize the mayor to submit an application to the Michigan Economic Development Corporation (MEDC) for an Infrastructure Capacity Enhancement Grant

City Manager Mackie presented a recommended resolution to permit the Mayor to submit an application to the MEDC for an Infrastructure Capacity Enhancement Grant. City Manager Mackie stated the grant would be directed towards the Garden Street-Vine Street-Mead Street reconstruction project which was anticipated to total approximately \$1,000,000. City Manager Mackie indicated the city and BPU contributions to the project would be 10-20% of the total contract costs.



Council Member Bell noted the resolution was added to the agenda late Friday afternoon, following the release of the first version of the Council meeting packet on Wednesday. Council Member Bell recommended no changes be made to the meeting agenda following its Wednesday afternoon release, unless that change was made at the following Monday evening Council Meeting.

Council Member Sharp noted the Council had very rarely amended the original agenda in recent months, and noted the timely adoption of the resolution was necessary for an important grant application.

City Manager Mackie noted one provision of the grant application was the requirement to be a member of the Redevelopment Ready Committee process, which greatly improved the city's chances at receiving this grant.

Economic Development Director Wolfram requested the resolution be amended to include the following wording to comply with the grant requirements:

***WHEREAS, the funding shall be available and committed to the Garden, Mead, and Vine Street Projects.***

Responding to a question from Council Member Stockford, City Manager Mackie stated the city's chances of receiving the grant funding was fairly good, as the city was a member of the Redevelopment Ready Committee process and was included in the "low-to-moderate income" community classification.

Council Member Bell, seconded by Council Member Watkins, moved to amend the proposed resolution to include the following wording:

***WHEREAS, the funding shall be available and committed to the Garden, Mead, and Vine Street Projects.***

Roll call:	Council Member Bell	Aye	
	Council Member Stockford	Aye	
	Council Member Sharp		Aye
	Council Member Watkins	Aye	
	Council Member Flannery	Aye	
	Mayor Sessions	Aye	

Motion passed 6-0.

Council Member Bell, seconded by Council Member Sharp, moved to approve Resolution 3282: "A resolution to authorize the mayor to submit an application to the Michigan Economic Development Corporation (MEDC) for an Infrastructure Capacity Enhancement Grant."

Roll call:	Council Member Bell	Aye	
	Council Member Stockford	Aye	
	Council Member Sharp		Aye
	Council Member Watkins	Aye	
	Council Member Flannery	Aye	
	Mayor Sessions	Aye	

Motion passed 6-0.

E. Safety Committee Meeting

Council Member Watkins, seconded by Council Member Stockford, moved to have a Safety Committee meeting scheduled. By a voice vote, the motion passed unanimously.

**Miscellaneous**

## A. Appointments

Council Member Watkins, seconded by Council Member Sharp, moved to appoint Mr. Eric Swisher to the Zoning Board of Appeals (ZBA) for a three-year term expiring November 2018.

Council Member Flannery objected to the appointment, in part due to comments made by Mr. Swisher at previous Council Meetings. Council Member Flannery stated Mr. Swisher was not the best candidate for this committee.

Roll call:	Council Member Bell	Aye	
	Council Member Stockford	Aye	
	Council Member Sharp		Aye
	Council Member Watkins	Aye	
	Council Member Flannery	No	
	Mayor Sessions	Aye	

Motion passed 5-1.

## B. Information Only

Mayor Sessions presented the “First Quarter 2016 Police Department Report” and the “City Wide Garage Sales – June 16-18, 2016” for informational purposes.

**City Manager’s Report**

City Manager Mackie reported:

1. A special, road funding committee would be assembled to discuss funding options for road improvements. City Manager Mackie encouraged Council Members to forward recommendations to his office for committee members.
2. The Litchfield Power Plant would discontinue operations on May 31, 2016.
3. He would be out of office Wednesday & Thursday, May 18-19, 2016 at a “Redevelopment Ready” training session.

**General Public Comment**

Ms. Mary Smith, 48 Greenwood, requested Council Members reconsider their decision to authorize demolition and clean-up of her property on Greenwood Street.

Mr. Richard Wunsch, 98 ½ North Broad, voiced support for Ms. Smith and her desire to maintain control of her property. Mr. Wunsch also discussed his concern regarding a lawsuit that had been recently received by city staff and the potential, financial impact of the lawsuit on the city. Mr. Wunsch indicated city staff should have alerted Council Members and city residents of the lawsuit when it was received, instead of having the public informed of the suit through a newspaper article or by social media.

Mr. Joe Poston, 49 Carriage Park, discussed his continuing problems obtaining transportation via the Dial-A-Ride service during certain times of the day. Mr. Poston stated the alternatives offered by City Manager Mackie via the Hillsdale Senior Center were not acceptable.

Mr. Dennis Wainscott, 34 Garden Street, voiced support for the planned road improvements in the Vine-Garden-Mead Street area. Mr. Wainscott also indicated the need for Council to be more forthcoming with the information related to the Hart v Hillsdale County, et al lawsuit.

Mr. Richard Wunsch stated a city-operated transportation service should have operating hours throughout the entire day, and should not stop service during the lunch hour.

### **Council Comments**

Council Member Bell discussed the closing of the Litchfield Power Plant and the negative impact EPA regulations had on the decision to close the plant. Council Member Bell voiced support for the Road Funding Committee, but objected to any new taxes to support additional road improvements. Council Member Bell also requested the Council Rules be amended to restrict the changes that could be allowed to the Council agendas prior to the meeting. Council Member Bell then discussed the Hart v Hillsdale County, et al lawsuit and noted the Council Members should have been briefed on the lawsuit in a timely manner.

City Clerk French noted he, and other city staff members, had been served in regards to Hart v Hillsdale County, et al on April 14, 2016 and not in January, which had been alleged by a number of speakers at the meeting.

Council Member Flannery noted May 2016 was "Foster Care Month" in the State of Michigan and discussed the need for foster care support in Hillsdale County.

Council Member Bell discussed the concerns raised by Mr. Poston and the Dial-A-Ride service. City Manager Mackie stated city staff had reviewed various options related to Mr. Poston's concerns, but noted the Dial-A-Ride service could not meet everyone's needs all of the time. Council Member Bell also discussed the issue regarding 48 Greenwood Street and the difficult situation that was created.


Mayor Sessions requested Council Members return their completed City Manager evaluations to him by Thursday, May 19, 2016 at 4:00 p.m.

### **Adjournment**

Council Member Bell, seconded by Council Member Watkins, moved to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:26 p.m.

  
Scott M. Sessions, Mayor

  
Stephen M. French, City Clerk

## CITY COUNCIL MINUTES

City of Hillsdale

June 6, 2016

7:00 P.M.

Regular Meeting

### **Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

### **Roll Call**

Mayor Scott Sessions called the meeting to order.

Council Members present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 Timothy Dixon, Ward 2 Bruce Sharp, Ward 3 Matthew Bell, Ward 4 Patrick Flannery, Ward 4
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Council Members absent:	Brian Watkins, Ward 1
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, Kay Freese (HR), Police Chief Scott Hephner (HCPD), Jake Hammel (DPS), Alan Beeker (Zoning), Julie Beeker (Treasurer), Julie J. Games, Jason Walters (Patriot Aviation), Nicholas Patterson (NS&H Consulting), Tim Parker, William Bishop, Joe Poston, Mary Smith, Julian Kast, Dennis Wainscott, and Penny Swan.

### **Council Member Excused**

Council Member Bell, seconded by Council Member Flannery, moved to excuse the absence of Council Member Watkins from the meeting. By a voice vote, the motion passed unanimously.

### **Approval of Agenda**

Council Member Bell, seconded by Council Member Flannery, moved to approve the June 6, 2016 agenda as presented. By a voice vote, the motion carried unanimously.

### **Public Comment**

Ms. Julie J. Games, Committee Chairperson of the All-American Celebration Committee, requested Council approval of the request to hold a parade and fireworks display on Sunday, July 3, 2016. Ms. Games also announced she was a candidate for the Hillsdale County Board of Commissioners.

Ms. Penny Swan, 192 South West Street, questioned if the continued expenses of the airport improvements were necessary and if the airport had a positive, economic impact for the City of Hillsdale.

Mr. William Bishop, a Reading Township resident, encouraged the use of split sampling during blighted property inspections.

Mr. Jeff King, a Cambria Township resident and Airport Advisory Committee (AAC) member, voiced support for the MDOT resolution on the agenda for the improvements to the Hillsdale airport's apron. Mr. King also discussed the importance of transparency in local government and the need to inform the city's various advisory committees on pertinent

issues that are brought to the attention of city staff and Council. Mr. King requested more specific information related to Element 1.16 (“Users Conference”) in the Contract for Professional Service, including with the MDOT resolution.

### **Consent Agenda**

- A. Approval of Bills from claims of May 19, 2016
  - 1. Payroll: \$ 89,450.91
  - 2. Claims: \$ 133,691.34
- B. City Council Meeting Minutes of May 16, 2016
- C. April 2016 Financial Reports
- D. Planning Commission Minutes of April 19, 2016
- E. TIFA Meeting Minutes of March 15, 2016
- F. TIFA Targeted Development Meeting Minutes
  - 1. March 22, 2016
  - 2. April 26, 2016
- G. TIFA Façade Grant Committee Meeting Minutes of April 27, 2016
- H. Approval of Hillsdale County’s “Great American Parade” – July 3, 2016
- I. May 2016 Code Enforcement Report

Council Member Flannery, seconded by Council Member Bell, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Bell	Aye
	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 6-0.

### **Communications/Petitions**

There were no communications or petitions received by Council.

### **Introduction and Adoption of Ordinance/Public Hearing**

- A. Ordinance 2016-005: An ordinance to amend Sections 36-411 through and including 36-414 of Article III, Division 16 of Chapter 36 of the code of the City of Hillsdale

Council Member Bell voiced support for the proposed changes to the various set-backs and construction height that were outlined in the first portion of the ordinance. Council Member Bell objected, however, to the additional, zoning restrictions placed on prospective business owners that were outlined in the table that was included in the later pages of the document.

City Zoning Administrator Beeker noted the table included within the proposed ordinance did not add additional zoning restrictions on property owners, but was created to more easily identify what permitted and conditional uses were required within each zoning district. Mr. Beeker stressed no changes were made to these permitted and conditional uses, only that a table had been created for easier reference.

Responding to a question from Council Member Flannery, Zoning Administrator Beeker stated the changes to the setbacks and construction heights were recommended to reduce the number of zoning appeals that had been filed in recent years.

City Attorney Lovinger noted the inclusion of a reference chart within the city’s Zoning Ordinance required City Council approval, even if no zoning changes were made to the code and the table was used only to simplify the existing provisions of the code.

Council Member Bell voiced opposition to the ordinance, which seemed to discourage business instead of encouraging new business in the city. Council Member Bell did voice support for the portion of the ordinance which amended the various set-backs and construction height requirements.

Council Member Flannery, seconded by Council Member Dixon, moved to approve Ordinance 2016-005: An ordinance to amend Sections 36-411 through and including 36-414 of Article III, Division 16 of Chapter 36 of the code of the City of Hillsdale

Roll call:	Council Member Bell	No
	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 5-1.

### **Unfinished Business**

#### A. Resolution 3283: Establishing Millage Rate for FY2017

Council Member Flannery noted the millage rates were the same from previous fiscal years.

Council Member Flannery, seconded by Council Member Dixon, moved to approve Resolution 3283: Establishing Millage Rate for FY2017.

Roll call:	Council Member Bell	Aye
	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 6-0.

#### B. Resolution 3284: Approval of City Budget for FY2017

City Manager Mackie stated an updated City Manager's memorandum had been distributed to Council prior to the meeting, which included changes requested by Council Member Bell, as well as an updated pension liability estimate that had been received. City Manager Mackie stated the increase in unfunded pension liabilities would require the city to appropriate an additional \$297,000 beginning in July 2017.

Council Member Bell discussed the need for major changes in the next budget to address the pension shortfall, as well as the need for on-going, road improvement funding.

Council Member Flannery echoed Council Member Bell's comments on the budget and voiced support for the inclusion of road and sidewalk repair funding in the upcoming year.

Council Member Flannery, seconded by Council Member Dixon, moved to approve Resolution 3284: Approval of City Budget for FY2017.

Roll call:	Council Member Bell	Aye
	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 6-0.

**New Business**

## A. Set Public Hearing for Qualite Sports Lighting, LLC IFT Transfer Application

Council Member Bell, seconded by Council Member Flannery, moved to set a public hearing for June 20, 2016 at 7:00 p.m. in regards to an Industrial Facilities Tax Exemption (IFT) transfer request from Qualite Sports Lighting, LLC. By a voice vote, the motion carried unanimously.

## B. Discussion on forming FAIR panel (Funding Alternatives - Identification and Recommendation)

City Manager Mackie reviewed a staff recommendation to form a committee to research, study, and explore revenue options that would help address Hillsdale's road repair and improvement needs. City Manager Mackie indicated the committee would be comprised of twelve members from the community and five support staff from the city. The membership would include the City Manager, City Clerk, BPU Director, DPS Director, Finance Director, three members of the general public, three Public Service Committee members, three members representing non-profit organizations, and three members representing for-profit businesses.

Council Member Bell voiced concerns that the panel would be used to diffuse blame and, further, that the work of the panel would be used to force Council to vote for the proposed course of action, as had been done in the past with committees, boards, and other groups. Council Member Bell noted this issue was the responsibility of Council and the city manager, and they should fulfill this responsibility by working together to solve the problem.

Council Member Sharp voiced support for the inclusion of business and non-profit representatives on the committee.

City Manager Mackie noted the committee meetings would be public meetings, held in the Council Chambers, and broadcasted on-line. City Manager Mackie also stated information received and created by the committee would be added to the city's website.

Council Member Dixon stated that with a committee made up of a cross-section of the community, additional ideas and points of view could be raised and discussed. Council Member Dixon stated that limiting this discussion to only Council Members or staff could reduce creative ideas or open discussions that are needed for this topic.

Council Member Flannery questioned the voting structure of the committee. City Manager Mackie stated the voting members would only be the 12 members of the community and the city staff would not have voting privileges. City Manager Mackie stated the committee would work towards consensus on issues, but members would also be encouraged to provide individual responses, both for and against, any recommendations of the full committee.

Council Member Flannery, seconded by Council Member Dixon, moved to approve the creation of a FAIR (Funding Alternatives – Identification and Recommendation) to research, study, and explore revenue options that, when considered together, would help address the City of Hillsdale's road improvement needs.

Roll call:	Council Member Bell	No
	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 5-1.

- C. Resolution 3285: A resolution to approve a professional services agreement with the Michigan Department of Transportation – Office of Aeronautics

Airport Manager Jason Walters reported the State of Michigan had recently awarded the City of Hillsdale a \$55,800 grant to be used for the bidding and design phase services for the replacement of the apron at the airport. Mr. Walters stated the city's match to the grant would be 10% of the project. Mr. Walters noted the existing apron had many limitations, in that it could not accommodate executive airplane parking, the construction of executive aircraft hangers, and parking of multiple planes during special events.

Mr. Patterson, representing NS&H Consulting, discussed the importance of receiving discretionary, and not entitlement funding, for this project. Mr. Patterson reported the 2014 report of the airport noted the apron was rated in "poor" condition and the recommended remediation was a complete removal and installation of a new apron. Mr. Patterson stated the user meeting for the project would be scheduled after the design phase of the project was completed.

Council Member Sharp discussed the increase in activity at the Hillsdale airport and stressed the importance of the airport to the City of Hillsdale. Council Member Sharp commended Airport Manager Walters for his leadership and for the improvements he had made to the airport.

Council Member Flannery requested information on the planned construction timeline for the project. Mr. Patterson stated the project planning would begin immediately and finish by late-July 2016. Mr. Patterson stated the construction phase of the project would take approximately 60 days.

Responding to a question from Council Member Dixon, Mr. Patterson noted the design was required if state or federal funds were utilized for the project. Mr. Patterson also indicated the design could be used in future years if construction funding was not initially approved. Mr. Patterson stated the new apron would be constructed in a different location than the existing apron, which would allow the existing apron to be utilized by smaller aircraft.

Responding to a question from Council Member Bell, Mr. Patterson stated the determination of wetlands and any presence of hazardous materials would be coordinated through the State of Michigan.

Council Member Bell noted the importance of keeping open and timely communication with the Airport Advisory Committee regarding planned improvements to the airport.

Council Member Flannery, seconded by Council Member Dixon, moved to adopt Resolution 3285: A resolution to approve a professional services agreement with the Michigan Department of Transportation – Office of Aeronautics.

Roll call:	Council Member Bell	Aye
	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Flannery	Aye
	Mayor Sessions	Aye

Motion passed 6-0.

- D. Cancellation of July 5, 2016 City Council meeting

Council Member Flannery, seconded by Council Member Bell, moved to cancel the Tuesday, July 5, 2016 Council Meeting.

Roll call:	Council Member Bell	Aye
	Council Member Stockford	Aye
	Council Member Dixon	Aye
	Council Member Sharp	Aye
	Council Member Flannery	Aye



## Mayor Sessions

Aye

Motion passed 6-0.

## E. Setting of Committee Meetings

Council Member Stockford reported the Public Services Committee would meet on Wednesday, June 29, 2016 at 5:30 p.m. in the 2<sup>nd</sup> Floor Conference Room at City Hall. Council Member Stockford stated the purpose of the meeting would be to discuss Dial-A-Ride operations.

City Manager Mackie questioned if City Council approval was necessary to schedule a committee meeting.

By consensus, Council determined that committee meetings can be scheduled without the prior approval of the entire Council.

**Miscellaneous**

## A. State of Michigan Senate Resolution No. 146: STEAM Professionals

Mayor Sessions noted the Senate Resolution had been sent to urge Michigan communities to pursue innovative policies that promote economic development by attracting young STEAM (Science, Technology, Engineering, Arts and Math) professionals to work in financially distressed areas.

## B. City Manager's Report

City Manager Mackie reported on the following:

1. The BPU continued to replace the decorative street lights in the downtown corridor with new lens and energy efficient LED bulbs. The grant program started last year and a total of 152 lights were scheduled to be replaced through the program.
2. The Endicott Power Plant had ceased operations in late May 2016, as planned.
3. Sandy Beach had recently opened for the season and the Hillsdale Rotary Club had donated funds to permit the beach and sand volleyball courts to be reconditioned with new sand.
4. Two youth baseball tournaments were held at the Fields of Dreams in recent weeks, which generated over \$5,000 in revenue.
5. June 8, 2016 was the last day to register for the city's T-Ball and Coach Pitch baseball leagues.
6. Tuesday Concerts in the Park would begin June 28, 2016 at Mrs. Stock's Park
7. The bike path from Oak Street to Sandy Beach was scheduled to be reconstructed, beginning Monday, June 13. City Manager Mackie noted the path would be closed for one week during the construction period, weather permitting.
8. DPS continued to apply dust control measures on various gravel roads in the city
9. A thank you letter had been sent to Jeff King for his efforts at troubleshooting and repairing an electrical issue with the lights at the airport, saving the city approximately \$5,000.
10. City staff continued to work with Mrs. Smith, owner of 48 Greenwood Street, on the blighted conditions and her desire to maintain the concrete foundation and garage on the site.

Council Member Flannery reported he had received a compliment on the new, brighter lights in the downtown area. Council Member Flannery also inquired about on-going parking concerns at Fields of Dream and requested city staff address those issues.

June 6, 2016

Regular Meeting

Council Member Stockford thanked City Manager Mackie and city staff for their efforts in assisting Mrs. Smith with her issues at 48 Greenwood Street.

Council Member Bell requested city staff investigate complaints of smoking at Sandy Beach.

### **General Public Comment**

Mr. Tim Parker, candidate for Hillsdale County Sheriff, introduced himself to the audience and requested support in the August primary.

Mr. Jeff King discussed the importance of transparency in local government and noted the city's common goals can be attained while still having an open and transparent government. Mr. King also noted the Airport Advisory Committee should establish its own agenda for their meetings and be independent of city staff.

Ms. Mary Smith thanked city staff and City Manager Mackie for assisting with her efforts at maintaining her garage and foundation that remained at 48 Greenwood.

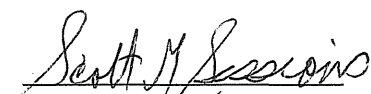
### **Council Comments**


Council Member Sharp thanked Ms. Gains for her leadership with the Hillsdale parade and thanked everyone associated with the event.

### **Adjournment**

Council Member Bell, seconded by Council Member Stockford, moved to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:40 p.m.

  
Scott M. Sessions, Mayor

  
Stephen M. French, City Clerk

**CITY COUNCIL MINUTES**

City of Hillsdale  
 June 20, 2016  
 7:00 P.M.

Regular Meeting

**Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

**Roll Call**

Mayor Scott Sessions called the meeting to order.

Council Members present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 Brian Watkins, Ward 1 Timothy Dixon, Ward 2 Bruce Sharp, Ward 3 Matthew Bell, Ward 4 Patrick Flannery, Ward 4
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Council Members absent:	None
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, City Attorney Tom Thompson, Finance Director Bonnie Tew, Kay Freese (HR), Police Chief Scott Hephner (HCPD), Jake Hammel (DPS), Mike Barber (BPU), Michelle Loren (Recreation Dept.), John Spiteri, Mary Smith, Martha Smith, Ray Warren, and Penny Swan.

**Approval of Agenda**

Council Member Bell, seconded by Council Member Flannery, moved to approve the June 20, 2016 agenda as presented. By a voice vote, the motion carried unanimously.

**Public Comment**

No comments were offered.

**Consent Agenda**

- A. Approval of Bills from claims of June 2, 2016
  - 1. Payroll: \$ 93,015.42
  - 2. Claims: \$ 134,458.03
- B. May 2016 Financial Reports
- C. City Council Meeting Minutes of June 6, 2016
- D. Hillsdale Policy Group Progress Report – May 2016
- E. Checker Records Annual Street Dance – August 6, 2016
- F. Downtown Hillsdale Sidewalk Sales – July 16, 2016
- G. Risner Family Park Use Agreement – Mrs. Stock's Park
- H. 2016 Magic Ride/Walk – 5K Run

Council Member Watkins, seconded by Council Member Bell, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye

Council Member Watkins	Aye
Mayor Sessions	Aye

Motion passed 7-0.

### **Communications/Petitions**

There were no communications or petitions received by Council.

### **Introduction and Adoption of Ordinance/Public Hearing**

#### A. Public Hearing for Qualite Sports Lighting, LLC IFT Transfer Application

Mayor Sessions opened a public hearing to receive comments regarding a request from Qualite Sports Lighting, LLC to transfer two Industrial Facilities Tax (IFT) Exemption Certificates that had been previously granted to Recreation Creations, Inc.

No public comments were offered.

Mayor Sessions closed the public hearing.

Council Member Watkins, seconded by Council Member Bell, moved to adopt Resolution 3286 "A Resolution Authorizing a Transfer of Two Industrial Facilities Exemption Certificates for Qualite Sports Lighting, LLC."

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

### **Unfinished Business**

There was no Unfinished Business.

### **Old Business**

#### A. Change Order with BS&A Software

City Manager Mackie reviewed a staff recommendation to approve a change order with BS&A Software in the amount of \$9,215 for continued integration between the BPU and City of Hillsdale financial software packages. City Manager Mackie noted the change ordered included data conversion that was necessary between the old software system and the new BS&A system. City Manager Mackie stated that if the training was not utilized, the Change Order costs would be reduced accordingly.

Council Member Flannery, seconded by Council Member Watkins, moved to approve a change order with BS&A Software in the amount of \$9,215 for continued integration between the BPU and City of Hillsdale financial software packages.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye

Council Member Watkins	Aye
Mayor Sessions	Aye

Motion passed 7-0.

B. BPU - Repairs to Generators #5 & #6

BPU Director Barber reviewed a recommendation from the BPU Board to continue the repairs to Generators #5 & #6 and authorize the expenditure of up-to \$400,000 for the second year of the three-year project. Director Barber stated the allocation would allow the project to continue through the new budget cycle without an interruption in repairs. Director Barber indicated the scope of services included the installation of a cooling tower application, electrical testing of Generator #5 and controls, continued repairs to Generators #5 & #6, completion of the installation of emission monitoring equipment, and EPA emission tests and MISO capacity testing.

Responding to a question from Council Member Bell, BPU Director Barber stated the entire project was on-target to be approximately \$200,000 under budget.

Council Member Watkins, seconded by Council Member Flannery, moved to approve a recommendation from the Hillsdale Board of Public Utilities to authorize the budgeted amount of \$400,000 to continue with the repairs to Generators #5 & #6.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

C. One-year Task/Action Plan

Police Chief Hephner presented the final draft of the "One Year Task/Action Plan" that had been initially presented to Council at the May 16, 2016 meeting. Chief Hephner noted the plan centered on four, major goal areas that included:

1. Infrastructure Improvements
2. Strengthen Sense of Community
3. Destination – Vibrant Downtown
4. Economic Development

Council Member Watkins stated the March meetings were very beneficial, at which the Strategic Plan was developed following discussions with staff and City Council. Council Member Watkins voiced support for the action plan as presented.

City Manager Mackie noted monthly discussions would be held to review the implementation objectives that were included within the Action Plan.

Council Member Bell thanked City Manager Mackie for implementing the changes that had been requested. Council Member Bell voiced support for the Action Plan.

Council Member Stockford advocated for the approval of the Action Plan and commented the document was presented in a very professional manner.

Mayor Sessions also voiced support for the document and thanked everyone who was involved with the development of the Strategic Plan.

Council Member Flannery, seconded by Council Member Sharp, moved to approve the one-year Task/Action Plan as the next step for implementation of the City of Hillsdale 2016-2021 Strategic Plan.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

### **New Business**

A. Resolution 3287: A Resolution for Designation of Street Administrator - Michigan Department of Transportation

City Manager Mackie stated a resolution was necessary to appoint Department of Public Services Director Jake Hammel as the Street Administrator of the City of Hillsdale. City Manager Mackie stated the designation would allow Mr. Hammel to represent the city in all transactions with the Michigan Department of Transportation (MDOT) in accordance with Section 13 of Public Act 51.

Council Member Bell, seconded by Council Member Dixon, moved to adopt Resolution 3287 "A Resolution for Designation of Street Administrator - Michigan Department of Transportation."

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

B. Resolution 3288: A Resolution to amend the MERS Defined Benefit Plan Adoption Agreement

City Manager Mackie reported that in the 1990's, the city's pension system had realized a surplus during a period of economic growth, which allowed the city to reduce the employee's contribution to the system from 5% to 3%. City Manager Mackie reported that due to the market downturn during the Great Recession, the pension system had experienced a large unfunded mandate, while the employee contributions had remained at 3%.

City Manager Mackie continued that to help address the pension liability, staff had recommended that the employee contribution be increased from 3% to 4% in FY2017 and from 4% to 5% in FY2018. City Manager Mackie indicated this increase would not affect the police union, as this contribution was included was a negotiated benefit.

Council Member Watkins, seconded by Council Member Flannery, moved to adopt Resolution 3287: "A Resolution to amend the MERS Defined Benefit Plan Adoption Agreement."

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye

Council Member Watkins	Aye
Mayor Sessions	Aye

Motion passed 7-0.

C. Resolution 3289: A Resolution to approve the use of the City of Hillsdale volunteer services agreement and to allow the City Manager to sign the individual agreements on behalf of the City

Council Member Dixon questioned what individuals or service groups would be affected by this policy change.

City Attorney Thompson responded that the use of the proposed volunteer service agreement would be used at the discretion of the City Manager. Attorney Thompson stated the agreement was drafted to outline the city's expectations of the volunteer and details of personal conduct, safety precautions, and other stipulations between the city and the volunteer. Attorney Thompson stated Council Members were being asked to approve the proposed volunteer agreement and also authorize the use of the agreement at the discretion of the City Manager.

Responding to a question from Council Member Dixon, Attorney Thompson stated the agreement would provide additional protections to the city that may not be provided under governmental immunity, including such issues as worker's compensation claims.

Council Member Bell indicated the proposed agreement may deter citizens from volunteering for the City of Hillsdale. Council Member Bell noted the city had never been sued by a volunteer, and questioned the need for the agreement.

Council Member Sharp noted that society had become very litigious and the city needed to protect itself from injuries or damages done by volunteers. Council Member Sharp noted similar warnings were printed on the ticket stubs to baseball games to protect the teams from suits resulting from foul balls, etc.

Council Member Stockford questioned the need for a criminal background check for each volunteer. Attorney Thompson stated the city's current policy allowed some discretion on the use of a background check for some volunteers and not for others. Attorney Thompson stated background checks were required for volunteer baseball coaches, while other volunteers were not subject to those reviews.

Council Member Watkins argued the effort to complete the "Volunteer Services Agreement" form was fairly simple and straight-forward and should not deter a person from volunteering their time to the city.

Attorney Thompson noted the agreement would require a volunteer's actual signature and the placement of the volunteer provisions as a notice on the city's web-site or other public posting, would not suffice as ample notice.

Council Member Stockford questioned if citizens serving on advisory boards or commissions would be required to sign the volunteer agreement. Attorney Thompson stated the policy, as drafted, would allow the City Manager the discretion to require this agreement or not.

City Attorney Thompson stated the proposed agreement provided the best protection of the city from liability when accepting services provided by volunteers.

Council Member Flannery voiced support for the recommendation and stated his employer, Hillsdale College, required similar agreements with their volunteers.

City Attorney Thompson stated the City Charter and the form of the city government, authorized the City Manager to administer the city administrative staff, including the implementation of this agreement. Attorney Thompson stated Council did not have to adopt specific guidelines to direct the City Manager when to, or when not to, utilize the volunteer agreement.

Council Member Dixon recommended the resolution be tabled for one month until further clarification could be obtained regarding the discretionary use of the agreement form.

Council Member Bell, seconded by Council Member Flannery, moved to refer this item to the Operations and Governance Committee for further review and discussion. By a voice vote, the motion carried unanimously.

D. FY2016 Budget Amendments

Council Member Watkins, seconded by Council Member Flannery, moved to approve the staff recommended FY2016 budget amendments, as presented.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

E. Roofing Materials Installation and Removal of Warning Siren

Department of Public Services Director Hammel reviewed a staff recommendation to approve a contract in the amount of \$15,640 with Braman Roofing Company for the installation of new roofing materials on City Hall, as well as the removal of the warning siren that was inoperative.

Council Member Watkins questioned if the city could donate the warning siren to the Hillsdale Historical Society or similar organization, considering the age of the equipment. Director Hammel stated the intention was to remove the siren in one piece and transport it to the Public Services yard for the immediate future. Director Hammel stated he would discuss the donation of the siren with various groups.

Council Member Watkins, seconded by Council Member Stockford, moved to approve a contract in the amount of \$15,640 with Braman Roofing Company for the installation of new roofing materials on City Hall, as well as the removal of the warning siren that was inoperative.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

**Miscellaneous**

- A. Appointments  
1. Election Commission

Mayor Sessions requested the appointments to the commission be tabled until the July 18, 2016 Council Meeting due to the absence of completed application forms in the Council packet.



City Clerk French voiced concern at Council's decision to require completed applications for board and commission volunteers following Council's discussions of the volunteer service agreement form. Clerk French noted that if Council felt the service agreement form would deter citizens from volunteering, an application form may result in similar reactions from citizens seeking to serve on boards and commissions.

Council Member Flannery voiced concern at the appointment of two, immediate family members to the three-member board.

It was the consensus of Council to continue the practice of obtaining completed application forms for all boards & commission candidates.

Council Member Bell, seconded by Council Member Stockford, moved to table until the July 18, 2016 meeting, appointments to the Election Commission. By a voice vote, the motion passed unanimously.

## B. City Manager's Report

City Manager Mackie reported on the following:

1. Hillsdale College had recently donated a mini-van to the Hillsdale Municipal Airport to be used as a courtesy vehicle for the airport's visitors. City Manager Mackie stated a thank you letter would be sent to the College in the upcoming days.
2. Sandy Beach continued to be very busy during the early summer weeks, taking in over \$3,000 during each weekend.
3. The city continued to receive nominations for the FAIR (Funding Alternatives – Identification and Recommendation) committee membership. City Manager Mackie requested citizens who wished to serve on this committee contact either his office or the City Clerk's Office.
4. The Teamsters union contract had recently been ratified by their membership.
5. City Manager Mackie stated when additional information was received by the city regarding the unfunded pension liabilities, he would meet with city employees to discuss options to address this funding shortfall.

Council Member Flannery questioned if the structure on East Sharp Street, which had been damaged by a recent fire, would be demolished. Police Chief Hephner stated the property owner's insurance carrier is obligated to send a payment to the City of Hillsdale to ensure demolition or renovation occurs following a fire.

Council Member Bell also encouraged the installation of "No Smoking" signs at the Sandy Beach area. Chief Hephner stated five, new signs had been installed and staff has discussed proper enforcement of the ordinance. Chief Hephner stressed all city parks were tobacco-free areas.

### **General Public Comment**

Ms. Mary Smith, 48 Greenwood Street, stated she was disappointed that the city continued with plans to demolish the remaining structures on her Greenwood Street property. Ms. Smith stated her intention was to keep the foundation of her former home on the property and construct a new roof on the foundation.

Chief Hephner stated the "No Parking" signs had been removed from the Fields of Dreams Park on the south side of the entrance drive. Chief Hephner stated city staff would continue to monitor the parking situation at that location.

**Council Comments**

Council Member Sharp thanked DPS Director Hammel for improvements to the bicycle paths and to Sandy Beach. Council Member Sharp noted the Public Safety Committee had met and discussed a variety of topics, including the dramatic increase in Fire Department calls for service, many of which were for medical emergencies.

Council Member Watkins also commended Department of Public Services Director Hammel for the many improvements to the department.


Council Member Bell thanked Chief Hephner for the response to the parking concerns at Fields of Dreams. Council Member Bell also requested if any progress had been made regarding the situation at 48 Greenwood Avenue.

City Manager Mackie reported city staff had met with Ms. Smith regarding 48 Greenwood Street; however, no resolution had been made regarding the blighted conditions or planned improvements to the site. City Manager Mackie noted complaints about the property had been received by the city beginning in 1997.

**Adjournment**

Council Member Bell, seconded by Council Member Watkins, moved to adjourn the meeting. By a voice vote, the motion passed.

The meeting adjourned at 8:47 p.m.

  
\_\_\_\_\_  
Scott M. Sessions, Mayor  
\_\_\_\_\_  
Stephen M. French, City Clerk

**CITY COUNCIL MINUTES**

City of Hillsdale

July 18, 2016

7:00 P.M.

Regular Meeting

**Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

**Roll Call**

Mayor Scott Sessions called the meeting to order.

Council Members present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 Timothy Dixon, Ward 2 Bruce Sharp, Ward 3 Patrick Flannery, Ward 4
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Council Members absent:	Brian Watkins, Ward 1 Matthew Bell, Ward 4
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, City Attorney Tom Thompson, Finance Director Bonnie Tew, Kay Freese (HR), Jason Walters (Patriot Aviation), Jake Hammel (DPS), Mike Barber (BPU), Dawn Townley (BPU), Bob Batt (BPU), Duke Anderson (BPU), Jeff Pugh & Josh Redner (Fleis & VanderBrink), Jim White (Mika Meyers), Brian Camiller (Plante Moran), Derek Spiteri, Julian Kast, David Griglio, Dennis Wainscott, Bill Zeiser, and Penny Swan.

**Council Members Excused**

Council Member Flannery moved, seconded by Council Member Dixon, to excuse the absence of Council Member Bell and Council Member Watkins from the meeting. By a voice vote, the motion passed unanimously.

**Moment of Silence**

At the request of Council Member Stockford, a moment of silence was held to remember the police officers recently murdered in Dallas, TX and New Orleans, LA.

**Approval of Agenda**

Council Member Flannery, seconded by Council Member Stockford, moved to approve the July 18, 2016 agenda as presented. By a voice vote, the motion carried unanimously.

**Public Comment**

Mr. Dave Griglio, 363 North West Street, discussed a recent code violation he had recently received and the district court fees that were assessed with the fine. Mr. Griglio felt he had not been properly noticed of the court date since he had vacationed in Florida during the winter months. Mr. Griglio requested the City of Hillsdale expunge the fines, as the code violations were minor in nature.

Ms. Penny Swan, 192 South West Street, reiterated the problems with hearing the discussions of the Council Members, due to the on-going microphone and speaker issues. Ms. Swan also objected to having a background check required for all city volunteers. Ms. Swan finalized her comments by voicing support for the liquor license request from Mr. Derek Spiteri.

### **Consent Agenda**

- A. Approval of Bills
  - 1. Payroll:
    - a. June 16, 2016: \$94,067.96
    - b. June 30, 2016: \$95,701.09
    - c. July 14, 2016: \$104,405.29
  - 2. Claims:
    - a. June 20, 2016: \$237,676.34
    - b. June 30, 2016: \$178,159.04
- B. Economic Development Corporation Minutes of April 28, 2016
- C. City Council Meeting Minutes of June 20, 2016
- D. The "Molly McNew Memorial Group/Molly's Glitter Run" Use Agreement
- E. June 2016 Code Enforcement Report
- F. June 2016 Hillsdale Policy Group Report
- G. Operations & Governance Committee Meeting Minutes of June 21, 2016
- H. City Manager's Evaluation

Council Member Flannery, seconded by Council Member Dixon, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Mayor Sessions	Aye

Motion passed 5-0.

### **Communications/Petitions**

- A. Communication from Ms. Martha Smith

A communication was received from Ms. Martha Smith requesting Council speak directly into the microphones, so the audience at the meeting, and those listening on-line, could more easily hear their discussions.

- B. 2016 Infrastructure Capacity Enhancement (ICE) Program

A communication was received from the Michigan Economic Development Corporation (MEDC) indicating the City of Hillsdale was not selected for a Michigan Strategic Fund (MSF) Community Development Block Grant (CDBG).

### **Introduction and Adoption of Ordinance/Public Hearing**

No public hearings were included on the agenda.

### **Unfinished Business**

There was no Unfinished Business on the agenda.

**Old Business**

## A. New City Entrance Marker Signs

City Manager Mackie reported two, new entrance signs to the City would be installed on M-99 at the northern and southern city limits, after the City Council had approved the concept in January 2014. City Manager Mackie noted Hillsdale College had offered to purchase and install the new signs, in addition to new landscaping around the signs. City Manager Mackie referenced the artist renderings of the signs were provided in the Council papers for the meeting and thanked Hillsdale College for their generosity.

## B. Resolution 3289: A Resolution to approve the use of the City of Hillsdale volunteer services agreement and to allow the City Manager to sign the individual agreements on behalf of the City

City Manager Mackie reviewed the changes recommended by the Operations and Governance Committee to the volunteer service agreement concept. City Manager Mackie reported the committee had recommended Council approve the agreement, with the changed that the use of the form & agreement, as well as the background check, would be used at the discretion of the City Manager.

Council Member Dixon noted the adoption resolution would need to be updated to mirror the changes recommended by the Operations and Governance Committee.

Council Member Stockford voiced opposition to the recommendation, and discussed his concern with the discretionary use of the criminal background checks.

Council Member Flannary moved, seconded by Council Member Sharp, to adopt Resolution 3289: "A Resolution to approve the use of the City of Hillsdale volunteer services agreement and to allow the City Manager to sign the individual agreements on behalf of the City", with necessary amendments to the resolution to reflect the recommendations of the Operations and Governance Committee.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	No
	Mayor Sessions	Aye

Motion passed 4-1.

**New Business**

## A. Water and Sewer Utility Rate Model

Mr. Brian Camiller, representing Plante Moran, provided a Water & Sewer Rate Model for years ending June 30, 2017-2021. Mr. Camiller stated the model calculated, based on BPU management's assumptions, what the utility rates should be in order to achieve, and then maintain, a targeted level of modified working capital over an extended period of time. Mr. Camiller highlighted the on-going capital improvements to the wastewater system, the absence of budgeted, working capital for the utility, and the capital improvements needed in the upcoming five years. Mr. Camiller also indicated the Readiness To Service (RTS) charge would remain the same over the five-year period of the model.

Mr. Camiller detailed the recommended rate increases, which would include a 9% rate increase for water for all five years; and, a wastewater rate increase of 75% in the first year, and 3.88% increases in years 2-5. Mr. Camiller discussed the advantages of having a large increase in the first year, followed by nominal increases in future years versus a consistent rate increase of 23.5% over all five years of the rate model.

Mr. Camiller noted that if the assumptions in the rate model held true, and with the suggested rate increases, both the water and wastewater operations would achieve the targeted level of modified working capital after the forecasted five years.

Council Member Sharp discussed the dire need for improvements at the wastewater facility and noted the rate increases were necessary to fund these necessary repairs. Council Member Sharp commended the BPU Board for their thorough review and recommendation.

Council Member Flannery also discussed the need to address the solvency of the wastewater fund and voiced support for the rate model recommendation.

Mayor Sessions also thanked the BPU Board for their involvement in the review process.

Council Member Flannery, seconded by Council Member Stockford, moved to approve the BPU Rate Model as presented and authorized the first year rate increases as detailed in the model.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Mayor Sessions	Aye

Motion passed 5-0.

B. Resolution 3290: A Resolution to Purchase, Acquire, and Construct Improvements to the City of Hillsdale Sanitary Sewer System, To Authorize Publication of Notice of Intent to Issue Revenue Bonds and to Declare Intent to Reimburse Expenditures for Project From Bond Proceeds

Mr. Jeff Pugh, representing Fleis & VanderBrink, provided a brief review of the improvements being performed at the city's wastewater facility that had been funded with \$7.2 million revenue bonding in 2014. Mr. Pugh noted Segment 2 funding was necessary to provide stand-by generator power to the plant in case of power failure, as well as contingency funding for soil contamination that had been found in recent weeks. Mr. Pugh stated the additional \$2.0 million revenue bonds would be used to fund improvements that had been removed from the original project scope, as well as a \$300,000 contingency for the soil contamination issue.

City Manager Mackie noted the recommended improvements were necessary based on current requirements of the State of Michigan and environmental oversight agencies.

Mr. Jim White of Mika Meyers, provided financial information on revenue bonds and discussed the investment-grade rating of the bond sale.

Council Member Flannery, seconded by Council Member Stockford, moved to adopt "Resolution 3290: A Resolution to Purchase, Acquire, and Construct Improvements to the City of Hillsdale Sanitary Sewer System, To Authorize Publication of Notice of Intent to Issue Revenue Bonds and to Declare Intent to Reimburse Expenditures for Project From Bond Proceeds."

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Mayor Sessions	Aye

Motion passed 5-0.

C. Teamsters Local 214 Bargaining Agreement

Council Member Flannery, seconded by Council Member Dixon, moved approve the Teamsters Local 214 Bargaining Unit agreement as ratified.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Mayor Sessions	Aye

Motion passed 5-0.

D. Resolution 3291: A resolution to recommend the issuance of a LCC-150 Manufacturer & Wholesale Liquor License to Mr. Derek Spiteri

Mr. Spiteri provided a brief review of the license request, which would allow the production of up to 60,000 barrels of liquor per year. Mr. Spiteri indicated the specific project would produce much less than this quantity, and would concentrate on the production of a unique, coffee-inspired beer menu. Mr. Spiteri stated the establishment would be open from 10:00 a.m. until 10:00 p.m. and had a targeted, opening date of late August 2016.

Council Member Stockford and Council Member Sharp both commended Mr. Spiteri for his business endeavor and noted the business was a welcome addition to the city.

Council Member Flannery moved, seconded by Council Member Dixon, to adopt Resolution 3291: "A resolution to recommend the issuance of a LCC-150 Manufacturer & Wholesale Liquor License to Mr. Derek Spiteri."

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Mayor Sessions	Aye

Motion passed 5-0.

E. Established a Public Hearing for August 1, 2016 for an Application for Obsolete Property Rehabilitation Exemption Certificate (OPRA) for property located at 25 Hillsdale Street, owned by Happy Pants, LLC

Council Member Flannery moved, seconded by Council Member Dixon, to establish a Public Hearing for August 1, 2016 regarding an Application for Obsolete Property Rehabilitation Exemption Certificate (OPRA) for property located at 25 Hillsdale Street, owned by Happy Pants, LLC.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Mayor Sessions	Aye

Motion passed 5-0.

**Miscellaneous**

## A. Appointments

Council Member Flannery moved, supported by Council Member Stockford, to approve the following appointments to the Election Commission:

1. Ms. Darnella LoPresto
2. Ms. Jean Porter
3. Ms. Julie Yoder

By a voice vote, the motion passed unanimously.

Council Member Flannery moved, supported by Council Member Sharp, to approve the following appointments to the Tax Increment Financing Authority (TIFA):

1. Chris Sumnar
2. Mike Harner
3. Saul Giminez

By a voice vote, the motion passed unanimously.

## B. City Manager's Report

City Manager Mackie reported on the following:

1. The August 1, 2016 Council meeting will include discussion on the use of fireworks within the city limits, due to numerous complaints from city residents.
2. Additional volunteers were still needed for the FAIR (Funding Alternatives – Identification and Recommendation) Committee, including representatives from the general public, non-profit organizations, and business representatives.
3. Updates on the city's Action Plan would be presented at the August 1<sup>st</sup> Council Meeting.
4. City staff planned to provide a report at the August 1<sup>st</sup> Council meeting on the Recreation Department and the use of the city parks during the first half of the summer.
5. The grant for the Gordon/Mead/Vine Street project was denied, in part, due to the fact that engineered drawings for the project were not available. City Manager Mackie stated engineering had begun on multiple projects throughout the city to improve opportunities in future grant applications.
6. The construction project for the new apron at the airport had been appropriated at the state level, and contracts for the project were anticipated to be provided for review to Council within the next month.

**General Public Comment**

Ms. Penny Swan discussed the on-going problem with fireworks in her neighborhood and stated the fireworks continued well-past the July 4<sup>th</sup> holiday and lasted until 2:00 a.m. on some nights. Ms. Swan encouraged the Council to hold discussions regarding the restricted use of fireworks in the city.

Ms. Dennis Wainscott, 34 Garden Street, welcomed Mr. Spiteri and his new business venture to the city.

**Council Comments**

Council Member Sharp noted the excellent performance review of City Manager Mackie and commended the City Manager's efforts during his first year at the City of Hillsdale. Council Member Sharp also commended the work performed by BPU Director Barber and DPS Director Hammel. Council Member Sharp noted the excellent appearance of Sandy Beach, the great July 4<sup>th</sup> celebration, the progress made at the airport, and the new businesses that had been established in the city.



July 18, 2016

Regular Meeting

Council Member Flannery praised the increase in traffic throughout the downtown area due to the sidewalk sales and Farmer's Market in recent weekends. Council Member Flannery also commended City Manager Mackie for his job performance in his first year in Hillsdale.


Council Member Stockford supported the excellent job performance reviews of City Manager Mackie, as well as the administrative staff of the city. Council Member Stockford also discussed the need for a new hotel in the City of Hillsdale and questioned if the MEDC could assist the city with this endeavor. Council Member Stockford noted the problem with goose droppings at Sandy Beach and questioned if there was a remedy to control the goose population in the area.

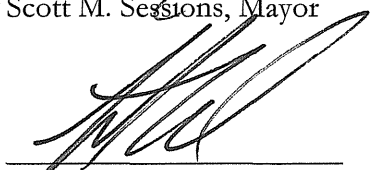
Mayor Sessions commended the work of City Manager Mackie during his first year at the City of Hillsdale.

### Adjournment

Council Member Flannery, seconded by Council Member Sharp, moved to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:15 p.m.

  
\_\_\_\_\_  
Scott M. Sessions, Mayor

  
\_\_\_\_\_  
Stephen M. French, City Clerk

**CITY COUNCIL MINUTES**

City of Hillsdale  
 August 1, 2016  
 7:00 P.M.

Regular Meeting

**Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

**Roll Call**

Mayor Scott Sessions called the meeting to order.

Council Members present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 Brian Watkins, Ward 1 Timothy Dixon, Ward 2 Bruce Sharp, Ward 3 Matthew Bell, Ward 4 Patrick Flannery, Ward 4
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Council Members absent:	None
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, City Attorney Tom Thompson, Finance Director Bonnie Tew, Kay Freese (HR), Scott Hephner (HCPD), Jake Hammel (DPS), Mike Barber (BPU), Recreation Director Michelle Loren, Julian Kast, Dennis Wainscott, Bill Zeiser, and Penny Swan.

**Approval of Agenda**

Council Member Flannery, seconded by Council Member Stockford, moved to approve the August 1, 2016 agenda as presented. By a voice vote, the motion carried unanimously.

**Public Comment**

No public comments were offered.

**Consent Agenda**

- A. Approval of Bills
  - 1. Payroll: \$95,976.35 (July 28, 2016)
  - 2. Claims: \$122,845.03 (July 15, 2016) & \$71,726.12 (July 28, 2016)
- B. Quarterly Investment Report
- C. City Council Minutes from July 18, 2016
- D. Shade Tree Committee Minutes from May 4, 2016
- F. TIFA Targeted Development Committee Minutes from June 28, 2016
- G. TIFA Targeted Development & Façade Grant Committee Minutes from May 24, 2016
- H. TIFA Façade Grant Committee Meeting Minutes of June 28, 2016
- I. Planning Commission Meeting Minutes of June 21, 2016
- J. Board of Review – Condensed Minutes of July 2016
- K. Finance Committee Meeting Minutes
  - 1. May 9, 2016
  - 2. May 23, 2016
  - 3. June 6, 2016
  - 4. June 20, 2016
  - 5. July 11, 2016

Council Member Flannery, seconded by Council Member Stockford, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

### **Communications/Petitions**

#### A. CDBG Grant MSC-2013-5994-HO Monitoring Follow-up

A communication was received from the Michigan Economic Development Corporation (MEDC) regarding an on-site monitoring meeting that was held on June 30, 2016 to discuss the Rental Rehabilitation program.

### **Introduction and Adoption of Ordinance/Public Hearing**

#### A. Public Hearing regarding Resolution No. 3292: "A Resolution to approve an Obsolete Property Rehabilitation Exemption Certificate Application PA 146 of 2000 As Amended, for property located at 25 Hillsdale Street, owned by Happy Pants, LLC."

Mayor Sessions opened a Public Hearing to received comments regarding an application from Happy Pants, LLC for an Obsolete Property Rehabilitation Exemption Certificate for a project at 25 Hillsdale Street.

No public comments were offered.

Mayor Sessions closed the public hearing.

Council Member Flannery moved, seconded by County Member Dixon, to adopt Resolution No. 3292 "A Resolution to approve an Obsolete Property Rehabilitation Exemption Certificate Application PA 146 of 2000 As Amended, for property located at 25 Hillsdale Street, owned by Happy Pants, LLC."

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

### **Unfinished Business**

There was no Unfinished Business on the agenda.

### **Old Business**

There was no Old Business on the meeting agenda

### **New Business**

#### A. Establish a Public Hearing for August 15, 2016 for the CDBG grant close-out for the Stock's Mill Project

Council Member Watkins moved, seconded by Council Member Flannery, to establish a Public Hearing for August 15, 2016 for the CDBG grant close-out for the Stock's Mill Project. By a voice vote, the motion passed unanimously.

August 1, 2016

Regular Meeting

## B. Establish a Public Hearing regarding Clover Hill Addition Alley Right-of-Way Vacation

Council Member Bell moved, seconded by Council Member Watkins, to establish a Public Hearing for September 6, 2016 regarding Clover Hill Addition Alley Right-of-Way Vacation. By a voice vote, the motion passed unanimously.

## C. Approval of the 2016 Archery Deer Hunt within the City of Hillsdale

Police Chief Hephner provided a recommendation to continue the annual archery deer hunt within the City of Hillsdale during the 2016 archery season. Chief Hephner stated the hunters would be required to purchase their hunting licenses, comply with all State of Michigan regulations, and be responsible for the processing any deer. Chief Hephner reported that in 2015, a total of 22 hunters were issued permits to hunt in designated zones and on private property with permission, which resulted in 24 deer being harvested.

Chief Hephner indicated the Police Department would administer the deer hunt program, including the selection and approval of the hunters. Chief Hephner also discussed the differences between the Archery Deer Hunt and a deer cull, and noted the expenses to the city of a deer cull was approximately \$3,000-\$4,000.

Council Member Bell, seconded by Council Member Sharp, moved to approve the 2016 Archery Deer Hunt as presented.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

## D. Municipal Employee Retirement System (MERS) Officer and Employee Delegate

Council Member Bell, seconded by Council Member Flannery, moved to approve the appointment of City Manager Mackie as the officer delegate and city employee Kathy Flaughter as the employee delegate for the MERS annual conference.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

## E. Purchase of 2017 Ford Explorer Police Interceptor SUV

Police Chief Hephner stated city staff had received the following three, sealed bids for the purchase of a new police 2017 Ford Explorer Police Interceptor SUV:

1.	Cole Story Ford Lincoln	\$25,840.72
2.	Signature Ford	\$25,881.00
3.	Ken Stillwell Ford	\$26,533.72

Chief Hephner noted the bid from Cole Story Ford Lincoln included a higher-priced spotlight package than what was included in the other two bids. Chief Hephner stated that if the spotlight package was removed, it would reduce the cost from Cole Story to \$25,443.72. Chief Hephner recommended the purchase of the vehicle from Cole Story, as the local bid from Stillwell Ford was approximately 4.5% higher than the bid from Cole.

Responding to a question from Council Member Dixon, Chief Hephner indicated the department utilized Stillwell Ford for maintenance on existing patrol cars that was covered under warranties. Chief Hephner stated Parneys Car Care in Hillsdale performed general and routine maintenance, such as oil changes, on the vehicles.

City Manager Mackie reviewed the local purchasing policy that was adopted by the Council on May 17, 2010, which allowed a purchase from a vendor within Hillsdale County, if the purchased item was within 3% of the bid price from an out-of-county vendor.

Council Member Flannery, seconded by Council Member Watkins, moved to approve the purchase of a new police 2017 Ford Explorer Police Interceptor SUV from Cole Story Ford Lincoln in the amount of \$25,443.72.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

F. Hillsdale College Noise Variance Request – August 29, 2016

Chief Hephner reported Hillsdale College had requested a noise variance for a Welcome Party to be held on the Quad on Monday, August 29, 2016 from 9:00 p.m. to 12:00 midnight. Chief Hephner stated the department had received complaints from the neighbors about the noise during last year's event. Chief Hephner did note the college had requested two noise variances since the 2015 Welcome Party, and those variances had not generated any complaints.

Council Member Dixon moved, seconded by Council Member Stockford, moved to approve a noise variance request from Hillsdale College for a Welcome Party to be held in the Quad on Monday, August 29, 2016 from 9:00 p.m. to 12:00 midnight.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

G. Fireworks Discussion – Council Member Brian Watkins

Council Member Watkins stated he had received numerous comments and complaints from residents regarding fireworks during the Fourth of July holiday. Council Member Watkins requested if other council members felt local restrictions were necessary to limit the use of fireworks beyond what the state regulated.

Chief Hephner detailed the laws of the state related to fireworks, which allowed cities the size of Hillsdale to limit the use of fireworks, EXCEPT the day prior, the day of, and the day after national holidays. Chief Hephner did note the City of Hillsdale could prohibit the use of fireworks during the three days centered on the Fourth of July during the hours of 1:00 a.m. until 8:00 a.m. Chief Hephner stated the existing fireworks ordinance in the City's Code of Ordinances had been repealed by a new State of Michigan law.

Council Member Bell noted the fireworks were limited to only a few days during the year, and voiced support for citizens to be able to enjoy fireworks during these limited dates.

Council Member Sharp noted future discussions could be held by the Public Safety Committee, if problems continued with noise complaints.

Council Member Stockford voiced support for allowing fireworks during the holiday, but also encouraged civil conversations between neighbors if issues arose about the noise.

City Manager Mackie stated the city could provide additional information prior to next year's holiday about the applicable laws and regulations of fireworks within the city.

**Miscellaneous**

## A. Closure of Hillsdale Street between College &amp; Barber Drive on August 28, 2016

Chief Hephner reported Hillsdale College had requested a street closure of Hillsdale Street between College & Barber Drive on August 28, 2016 for their Freshman Convocation.

The item was provide to Council for informational purposes only.

## B. Recreation Department Report

Recreation Director Loren provided a review of the department's activities within the City of Hillsdale that included:

- 305 children participated in the coach-pitch, tee-ball, and softball programs in 2016, which was an 8% decrease from 2015. Ms. Loren stated the decrease was due to increased interest in travel-league baseball teams, which included players who were of a higher talent level. Ms. Loren stated she was working with area baseball coaches to organize a travel-league baseball program within the City of Hillsdale in 2017 to increase the participation rates.
- Tackle football registrations were currently being accepted and Hillsdale College continued to help with the administration of the program.
- Fields of Dreams had four, very successful tournaments during the summer months, which generated nearly \$8,000 of revenue for the facility. Ms. Loren stated the 2016 revenue was nearly double from similar tournaments held in 2015.
- Planned improvements at Fields of Dreams in the upcoming months included the installation of a new drinking fountain, field improvements, and updates to the concession stand. Ms. Loren noted a new hot water heater had recently been installed at the concession stand by city staff.
- Sandy Beach was having a very successful year including a 15% increase in concession sales and a 43% increase in admission revenue. Ms. Loren stated herself and city staff continued to look at solutions to the goose droppings that have littered the park. Ms. Loren stated a total of 308 season passes had been purchased for the park.
- The sand volleyball courts had been renovated and a tournament was scheduled for the Labor Day weekend.
- The Hillsdale Rotary continued to plan for the installation of new basketball courts in the fall months, which would allow for additional programming and revenue options for 2017.
- 92 or 113 docks were rented, although erosion issues resulted in approximately 40 docks being un-usable during the year. City staff continued to looks at solutions and funding opportunities to alleviate the erosion effects.
- Owen Parks pavilion rentals had increased 120% from the previous year, although the weekend weather in 2016 had been much better than 2015.
- Mrs. Stock's Park had been used for numerous weddings, receptions, concerts, and reunions throughout the summer.

Council Member Sharp encouraged the continued improvement to Fields of Dreams, which would allow travel baseball leagues to utilize the park.

Council Member Bell noted that his wife had witnessed Ms. Loren personally picking up loose trash at the parks to help keep the areas clean. Council Member Bell thanked Ms. Loren for her excellent work.

## B. City Manager's Report

City Manager Mackie reported:

1. The State Street road and drain improvement project would begin in the upcoming weeks.
2. The bid packet for the new apron installation at the airport had been released.

3. The first FAIR (Funding Alternatives – Identification and Recommendation) Committee was scheduled to meet during the week of August 22, 2016.
4. City Manager Mackie encouraged everyone to vote in the Primary Election scheduled for August 2<sup>nd</sup>.

Chief Hephner thanked the many individuals and departments that responded to the tragic drowning at Baw Beese Lake on July 28<sup>th</sup>. Chief Hephner listed over 15 departments or agencies that responded to the scene and thanked everyone who aided the department and the family during this tragedy.

Council Member Sharp encouraged all Council Members to attend an open house at Heritage Lane in Jonesville on August 11, 2016

#### **General Public Comment**

Ms. Dennis Wainscott, 34 Garden Street, announced the Hillsdale Justice Project would provide free transportation to the polling locations on August 2, 2016 for the Primary Election.

Ms. Penny Swan noted that the fireworks had become very disruptive, especially when the fireworks were fired off nearly a week after the holiday. Ms. Swan encouraged the city to require permits to individuals who had fireworks, so they could be monitored more closely.

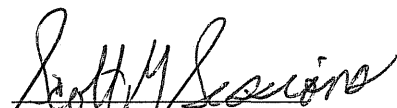
#### **Council Comments**


No Council comments were offered.

#### **Adjournment**

Council Member Bell, seconded by Council Member Watkins, moved to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:22 p.m.

  
\_\_\_\_\_  
Scott M. Sessions, Mayor

  
\_\_\_\_\_  
Stephen M. French, City Clerk

**CITY COUNCIL MINUTES**

City of Hillsdale  
 August 15, 2016  
 7:00 P.M.

Regular Meeting

**Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

**Roll Call**

Mayor Scott Sessions called the meeting to order.

Council Members present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 Brian Watkins, Ward 1 Timothy Dixon, Ward 2 William Morrissey, Ward 2 Bruce Sharp, Ward 3 William Zeiser, Ward 3 Matthew Bell, Ward 4 Patrick Flannery, Ward 4
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Council Members absent:	None
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, City Attorney Tom Thompson, Finance Director Bonnie Tew, Kay Freese (HR), Scott Hephner (HCPD), Kevin Pauken (HCFD), Jake Hammel (DPS), Mike Barber (BPU), Chris McArthur (BPU), Mary Wolfram (Hillsdale Policy Group), Jason Walters (Patriot Aviation), Dave Wheeler (Marvco), Rhonda Crall, Chris Sumnar, Richard Wunsch, Dennis Wainscott, Amber Zeiser, and Penny Swan.

**Administration of Oath of Office**

City Clerk French administered the oath of office to Mr. William Morrissey, Council Member for Ward 2 and Mr. William Zeiser, Council Member for Ward 3.

**Approval of Agenda**

Council Member Bell, seconded by Council Member Flannery, moved to approve the August 15, 2016 agenda as presented. By a voice vote, the motion carried unanimously.

**Public Comment**

Chris Sumnar, Board Member of the BPU, spoke in support of the appointment of Dr. Gary Wolfram to the BPU Board. Mr. Sumnar stated he had worked with Dr. Wolfram on other committees related to the BPU and spoke of Dr. Wolfram's extensive experience on utility finance in the State of Michigan.

Peggy Swan, 192 South West Street, discussed troubles she had encountered while voting in the August primary election, which included privacy issues while tabulating her ballot. Ms. Swan also voiced opposition to the appointment of Dr. Wolfram to the BPU Board and noted the apparent conflict-of-interest with Dr. Wolfram serving on the BPU Board and being affiliated with Hillsdale Policy Group.



**Consent Agenda**

- A. Approval of Bills
  - 1. Payroll: \$110,563.26
  - 2. Claims of August 11, 2016: \$128,968.01
- B. City Council Minutes from August 1, 2016
- C. July 2016 Code Enforcement Report

Council Member Watkins, seconded by Council Member Flannery, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrisey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 9-0.

**Communications/Petitions**

- A. Community Improvement

City Manager Mackie stated an agenda item entitled "Community Improvement" would be included on future agendas following the development of the city's Action Plan.

City Manager Mackie reported the city's Tax Increment Financing Authority (TIFA) had recently agreed to a purchase agreement for the Dawn Theater and the Keefer House to help promote the redevelopment of the two buildings in the downtown area. City Manager Mackie stated the TIFA representatives were speaking with redevelopers regarding potential re-uses for the sites.

Police Chief Hephner provided an update on the one-year implementation plan of the Action Plan. Chief Hephner stated the Child Abuse Prevention and Awareness (CAPA) had sponsored a movie night on June 17, 2016 and the BPU had scheduled two, additional movie nights in August at Mrs. Stock's Park.

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

- A. Public Hearing regarding the CDBG grant close-out for the Stock's Mill Project

Mayor Sessions opened a Public Hearing to receive public comments regarding the Community Development Block Grant (CDBG) grant close-out for the Stock's Mill Project

Mary Wolfram discussed the private investments that had been utilized with the CDBG public grant funds for the project and reported the \$82,000 grant had spurred private investments totaling over \$159,000 for the project. Ms. Wolfram stated the project had also resulted in the creation of five, new jobs at the site.

Mr. Wheeler of Mar-Vo Mineral Company, thanked City Council for the assistance provided for the project, including many hours provided by Ms. Wolfram. Mr. Wheeler noted there was great potential for the facility and work had progressed far ahead of schedule at the site. Mr. Wheeler stated that additional work would be completed surrounding the exterior of the site later in the calendar year. Mr. Wheeler invited members of the City Council to visit the site for a tour.

Responding to a question from Council Member Stockford, Mr. Wheeler stated four, manufacturing jobs and one sales position had been created at the site. Mr. Wheeler stated these jobs were new additions to the company and not job transfers from their facility in Osseo.

Council Member Bell thanked Mr. Wheeler for sharing information about his new business location. Mayor Sessions closed the public hearing.

Ms. Wolfram noted the only remaining item to complete in regards to this grant was a federally mandated audit, which would be performed in the upcoming months.

### **Unfinished Business**

There was no Unfinished Business on the agenda.

### **Old Business**

#### A. Action Plan Update

Chief Hephner provided an update on the city's Action Plan and the one-year Task Completion Schedule. Chief Hephner reported all items on the report for June 2016 had been completed except for the installation of the drinking fountain at Fields of Dreams. Chief Hephner indicated there was an issue regarding funding from a local service club for the project that had delayed this installation. Chief Hephner noted the city had identified funds within the Fields of Dreams account that would be used for the project if the issue with the service club was not resolved.

Chief Hephner reported all items on the report for July 2016 had been completed, although the item to invite organizations to speak on workforce development issues had been moved to September 2016.

Chief Hephner reported the completion of the August 2016 items continued, which included the volleyball court improvements at Sandy Beach, the survey of prioritizing community needs, and the on-going discussions of fiber-optic improvements in the city.

Chief Hephner reported two items (airport apron bid advertisement and walking path improvements) on the September 2016 schedule had already been completed.

Chief Hephner reminded Council that the quarterly "Coffee with Council" invitations were to be sent in the upcoming weeks and specifics for the program needed to be finalized so appropriate arrangements could be made.

### **New Business**

#### A. Lot Division – Economic Development Corporation – division of Lot 16 of the Three Meadows Subdivision (Parcel #006-327-340-16)

Responding to a question from Council Member Zeiser, Ms. Wolfram briefly reviewed the Economic Development Corporation's (EDC's) involvement and ownership of the Three Meadows sub-division.

Council Member Sharp voiced support for the recommendation and noted the lots within the Three Meadows plat were generally too small as engineered.

Council Member Flannery, seconded by Council Member Sharp, moved to approve the Lot Division request of the Economic Development Corporation regarding the division of Lot 16 of the Three Meadows Subdivision (Parcel #006-327-340-16).

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 9-0.

B. Resolution 3293: Identification change from the Michigan Local Government Management Association (MLGMA) to the Michigan Municipal Executive

City Manager Mackie indicated the recommendation was to publically acknowledge the name change of the MLGMA, which was an affiliated agency with the MML. City Manager Mackie stated the organization provided training and support to municipal, management leaders in Michigan's cities.

Council Member Bell voiced opposition to the resolution and described the request as presented.

Council Member Flannery agreed with the comments made by Council Member Bell and indicated the requested resolution was overly bureaucratic.

Council Member Watkins, seconded by Council Member Sharp, moved to approve Resolution 3293: "Identification change from the Michigan Local Government Management Association (MLGMA) to the Michigan Municipal Executive."

Roll call:	Council Member Bell	No
	Council Member Dixon	Aye
	Council Member Flannery	No
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	No
	Council Member Watkins	Aye
	Council Member Zeiser	No
	Mayor Sessions	Aye

Motion passed 5-4.

**Miscellaneous**

A. Appointments of Dr. Gary Wolfram to the Board of Public Utilities (BPU)

City Manager Mackie reported the recommendation from the BPU Board was based on the connection of Dr. Wolfram to Hillsdale College and to his extensive experience and research involving municipal finance and public utilities in the State of Michigan.

Mr. Sumnar stated the BPU Board had multiple vacancies and Dr. Wolfram was an excellent candidate, based on his experience and knowledge.

City Attorney Lovinger reported there was no conflict of interest with this appointment, as any contractual payments made to the Hillsdale Policy Group were being paid by the City of Hillsdale directly, and not by the BPU. City Attorney Lovinger also noted Dr. Wolfram was not an employee of the City of Hillsdale, but rather an independent contractor.

Council Member Stockford noted Dr. Wolfram would be an excellent candidate for the BPU Board based on his qualifications, but voiced objection to the appointment based on the appearance of a conflict of interest between Dr. Wolfram, the Hillsdale Policy Group (HPG), and the BPU

Board. Council Member Stockford stated that over the past year, the City of Hillsdale and the Hillsdale BPU had worked to unify its organization under one umbrella, so any change of contractual payments between HPG and the BPU were immaterial and did not resolve the appearance of the conflict of interest.

Council Member Bell also spoke highly of Dr. Wolfram's credentials, but encouraged the BPU to utilize Dr. Wolfram's talents through the avenue of the Hillsdale Policy Group and not as a member of the BPU Board. Council Member Bell noted the public perception of the appointment was very poor, even though the City Attorney had opined there was no actual conflict.

Council Member Sharp stated the city maintained ownership of the BPU and the City Council had the final say on most BPU Board actions. Council Member Sharp also confirmed the BPU members were paid for their attendance at board meetings and questioned if the BPU board had researched other city residents for inclusion on their board.

Mr. Sumnar stated Mr. Duke Anderson of Hillsdale Hospital was leading the search for new BPU candidates. Mr. Sumnar also noted the interests of Dr. Wolfram's were very much in-line with the BPU Board's, as the growth of economic development in the city was directly related to the growth of the BPU.

Council Member Morrissey noted he had experience with this situation in the past in New York when he was offered the position as secretary for the planning board. Council Member Morrissey noted the need for clear demarcations between the people who make the decisions, and those who advise, or those who are responsible for implementing those decisions.

BPU Director Barber reported the appointment was to fill the vacant position that would expire at the end of 2018.

Council Member Stockford noted Jason Walters, President of Patriot Aviation, was also asked to resign from the Airport Advisory Committee, when the City Council approved an airport management contract with his company. Council Member Stockford argued this resignation by Mr. Walters set precedent for how Council should address this appointment.

Council Member Zeiser voiced support for the comments made by Council Member Bell and noted the outstanding qualifications and contributions made by Dr. Wolfram to the BPU. Council Member Zeiser discussed the value of precedent that was established when other citizens were asked to recuse themselves from boards and commissions when conflicts arose.

Council Member Flannery noted the BPU was part of the city's governance, but questioned why Council had recently approved the appointment of Mr. Sumnar to the BPU Board, considering the city's business relationship with Mr. Sumnar's insurance agency.

Council Member Watkins stated the best interest of the city at this point would be to appoint Dr. Wolfram to the BPU and noted any opposition to the appointment was being overly cautious.

Mayor Sessions stated Dr. Wolfram was very qualified and noted most of the decisions made by the BPU Board required final authorization by the City Council.

Council Member Stockford stated the relationship between the City of Hillsdale and Mr. Sumnar was not comparable to the contractual relationship between Dr. Wolfram and the city.

City Manager Mackie stated the contract with the Hillsdale Policy Group ended in December 2016 and city staff expected changes to be made with the 2017 contract. Council Member Sharp stated the City Council should have the opportunity to vote on the proposed contract with the Hillsdale Policy Group. City Manager Mackie agreed with this statement and stated it would be presented to Council for consideration.

Responding to a question from Council Member Dixon, BPU Director Barber stated the BPU Board provided advice to Council on utility matters, recommended the use of outside contractors when necessary, received project updates from BPU staff, and recommended utility rate changes.

Council Member Bell encouraged the BPU Board to utilize the expertise of Dr. Wolfram and the Hillsdale Policy Group when necessary.

Council Member Watkins, seconded by Council Member Dixon, moved to appoint Dr. Gary Wolfram to the BPU Board.

Roll call:	Council Member Bell	No
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	No
	Council Member Sharp	No
	Council Member Stockford	No
	Council Member Watkins	Aye
	Council Member Zeiser	No
	Mayor Sessions	Aye

Motion failed by a vote of 4-5.

B. August 2, 2016 Primary Election Report – City Clerk French

City Clerk French provided a brief report on the August Primary Election, which saw a turnout of 21.89%, as 1,066 voters cast ballots either through absentee ballots or by personally visiting the polls. Clerk French discussed a variety of hardware issues that occurred during Election Day and explained the re-tabulation of the Ward 2 ballots that was performed by the County Board of Canvassers on August 3<sup>rd</sup>. Clerk French noted new signs were placed around the polling location denoting limits for campaigning, as well as new signs that were placed by the sidewalks outside the library.

B. City Manager's Report City Manager Mackie reported:

1. The first FAIR (Funding Alternatives – Identification and Recommendation) Committee was scheduled to meet on August 23, 2016 at 6:00 p.m.
2. Negotiations with the city employee unions continued, with most discussions centering on the large health insurance premium increases received by the city in recent weeks.
3. The State Street road and drain improvement project would begin on Tuesday, September 6.
4. Hartzell Veneer Products had repaid the city in claw-back provisions from the P.A. 198 tax abatement that was revoked by Council in January 2016.
5. Additional "Community Improvement" items would be included in future Council meetings to discuss positive issues and events occurring in the Hillsdale community.

Responding to a question from Council Member Flannery, DPS Director Hammel stated the road striping would be completed in the coming weeks.

**General Public Comment**

Mr. Dennis Wainscott, 34 Garden Street, noted the AutoMark voting machines did not operate at the August Primary Election and encouraged city staff to have these issues fixed prior to the November election. Mr. Wainscott also questioned if the intended uses of the Keefer Building and Dawn Theater would be presented to the public for discussion and if the liquor license for the Dawn Theater could be sold for needed revenue to the city.

Mr. Richard Wunsch, 98 ½ North Broad Street, noted the microphone at the public speaking podium was not working properly.

August 15, 2016

Regular Meeting

Ms. Penny Swan thanked Council Members for speaking directly into their microphones.

BPU Director Barber introduced the new BPU Assistance Director, Chris McArthur, to the City Council.

### Council Comments

Council Member Flannery thanked Council Member Sharp and Council Member Bell for the involvement with the Finance Committee. Council Member Flannery also welcomed Council Member Morrisey and Council Member Zeiser to the City Council.

Council Member Bell requested the city obtain an update regarding the installation of new fiber-optic lines in the city and the schedule associated with that project. Council Member Bell also requested regular communications or updates from TIFA regarding their on-going projects. Council Member Bell welcomed Council Member Morrisey and Council Member Zeiser to the City Council.

Council Member Morrisey thanked everyone for their kind words of welcome to the Council.

Council Member Zeiser also thanked everyone and stated he was honored to be a member of the City Council.

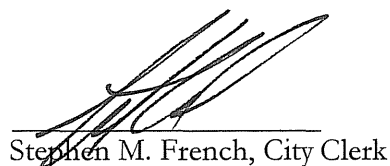
Mayor Sessions congratulated Council Member Morrisey and Council Member Zeiser on their election to City Council.

### Adjournment

Council Member Zeiser, seconded by Council Member Bell, moved to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:32 p.m.

  
Scott M. Sessions, Mayor

  
Stephen M. French, City Clerk

**CITY COUNCIL MINUTES**

City of Hillsdale  
September 6, 2016  
7:00 P.M.

Regular Meeting

**Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

**Roll Call**

Mayor Scott Sessions called the meeting to order.

Council Members present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 Brian Watkins, Ward 1 Timothy Dixon, Ward 2 Bruce Sharp, Ward 3 William Zeiser, Ward 3 Matthew Bell, Ward 4 Patrick Flannery, Ward 4
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Council Members absent:	William Morrisey, Ward 2
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, City Attorney Tom Thompson, Finance Director Bonnie Tew, Kay Freese (HR), Scott Hephner (HCPD), Jake Hammel (DPS), Mike Barber (BPU), Alan Beeker (Zoning), Michelle Loren (Recreation) Mary Wolfram (Hillsdale Policy Group), Jason Walters (Patriot Aviation), Andy Barrand (Hillsdale Daily News), Tom Novelly (Hillsdale Collegian), Nic Rowan (Hillsdale Collegian), Josephine Von Dohlen (Hillsdale Collegian), Don Scoville (Kiwans Club), Julie Games, Dennis Wainscott, David Prater, Dennis & Brenda Reed, Sandra Vallance, Aaron Schriverers, and Penny Swan.

**Council Member Excused**

Council Member Watkins, seconded by Council Member Flannery, moved to excuse the absence of Council Member Morrisey from the meeting. By a voice vote, the motion passed unanimously.

**Approval of Agenda**

Mayor Sessions requested agenda item "Miscellaneous Reports – Approval of Standing Committees" be removed from the agenda. Mayor Sessions also requested a discussion regarding the appointment of a fourth Council Member to Standing Committees be added to the meeting agenda.

Council Member Watkins, seconded by Council Member Bell, moved to approve the September 6, 2016 agenda with the requested changes. By a voice vote, the motion carried unanimously.

**Public Comment**

Police Chief Hephner noted two corrections to the Consent Agenda:

1. The noise variance for Hillsdale College scheduled for Arboretum on September 17, 2016 was incorrectly listed as occurring on a Friday. Chief Hephner reported the event was confirmed for Saturday, the 17<sup>th</sup>.

2. The noise variance for Hillsdale College for the Homecoming “Un-Tent” party would be held on Saturday, September 24<sup>th</sup> and not the 17<sup>th</sup> as listed on the agenda.

### Consent Agenda

- A. Approval of Bills
  1. Payroll: \$95,509.97
  2. City Claims of August 25, 2016: \$67,902.04
  3. BPU Claims of August 26, 2016: \$371,163.11
- B. City Council Minutes – August 15, 2016
- C. EDC - Architectural Control Committee Minutes – July 20, 2016
- D. EDC - Business Review Committee Minutes – July 21, 2016
- E. EDC Minutes – June 16, 2016
- F. Planning Commission Minutes - July 19, 2016
- G. Finance Committee Meeting Minutes
  1. August 1, 2016
  2. August 15, 2016
  3. August 29, 2016
- H. Shade Tree Committee Meeting Minutes - August 3, 2016
- I. Public Safety Committee Meeting Minutes – August 31, 2016
- J. Hillsdale Policy Group Monthly Report – August 2016
- K. Park Use Agreement – St. Anthony Catholic Church
- L. Park Use Agreement – Indiana Outboard Races
- M. Progress Report – Code Enforcement on 48 Greenwood Street
- N. Code Enforcement Report – August 2016
- O. Hillsdale College noise variance - Arboretum - September 17, 2016
- P. Hillsdale College noise variance - Biermann Athletic Center - September 24, 2016

Council Member Watkins, seconded by Council Member Flannery, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

### Communications/Petitions

#### A. Airport Update

Mr. Jason Walters of Patriot Aviation provided a brief review of the improvements and on-going events at the Hillsdale Municipal Airport. Mr. Walters reported:

1. Gift bags were distributed to various NASCAR executives and teams at the Michigan International Speedway (MIS) to promote the airport and to encourage the use of Hillsdale Airport during race weekends.
2. The sealed bids for the new apron project at the airport were opened and reviewed by city staff and engineers. Mr. Walters reported the bids were not competitive and the project would be rebid in the future in hopes of obtaining better construction pricing.
3. The “Fly-In” at the airport was scheduled for September 11, 2016 and multiple aircraft would be on display. Mr. Walters also invited the public to participate in the “fun-run” scheduled for Saturday morning, September 10<sup>th</sup>.
4. The airport was the site of a mock disaster drill organized by Hillsdale County Emergency Management on August 25, 2016



5. The crack-sealing project of the runway was completed by in-house employees at a savings of over \$10,000 from the budgeted amount.

Council Member Stockford reported that the paratroopers who landed at the racetrack prior to the NASCAR race departed from the Hillsdale Airport. Council Member Stockford commended Mr. Walters for the improvements being done at the airport.

B. Hillsdale County Emergency Management Communication re: Patriot Aviation

Mayor Sessions reported a thank-you letter had been received from Hillsdale County Emergency Management in regards to the county disaster exercise drill that occurred at the airport on August 25<sup>th</sup>.

C. City Clerk's Report on Election Costs for August 2, 2016 Election

Mayor Sessions provided a report that City Clerk French had submitted in response to the Finance Committee's request to provide costs of city elections.

Council Member Bell requested Clerk French create a cost comparison of election costs of previous elections for City Council review at a future meeting.

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

A. Public Hearing: Resolution 3294 "Discontinuance and Vacation of Alleys and Partial Street Clover Hill Addition to the City Of Hillsdale"

Mayor Sessions opened a Public Hearing to receive public comments regarding a staff recommendation to vacate the Fairfield Street right-of-way between Dickerson and the westerly line of the Clover Hill Addition.

Ms. Sandy Vallance, 113 Lumbard Street, requested general information on the staff recommendation.

Zoning Inspector Beeker provided a review of the staff recommendation to vacate the alley right-of-ways and Fairfield Street right-of-way in the Clover Hill Addition plat. Mr. Beeker stated two property owners had recently approached the city and requested to purchase the alleyways that bisected their lots. Mr. Beeker stated while reviewing their requests, city staff discovered a number of alleyways in the area had not been officially vacated by previous Councils.

Zoning Inspector Beeker noted the city had never made attempts to utilize or improve the alleyways for public use. Mr. Beeker also noted most homeowners in the area had maintained the public right-of-ways, as many of the alleyways had bisected properties owned by a single owner. Mr. Beeker stated the staff recommendation was to split the rights-of-way evenly between the property owners.

Zoning Inspector Beeker also reviewed a "Property Tax Estimate" spreadsheet which detailed the impact of the property transfer to the taxpayer. Mr. Beeker stated the financial impact to the homeowner would increase their property taxes approximately \$5-10 per year.

Mr. John Webb, 112 Marion, asked if others could build on the lots if the alleys were vacated. Council Member Bell stated this was correct and no construction could occur on the vacated property.

Council Member Sharp discussed the importance of having a land survey completed prior to any construction project.

Mr. Zach Finch, 205 N. Wolcott, asked if the vacated property could be used to determine zoning regulations, such as setup calculations. Zoning Inspector Beeker stated this was correct and the vacated alley-way could be used to determine these zoning requirements.

Council Member Stockford indicated that he had discussed this issue with a couple of people from the area who were in agreement with the city staff recommendation. Council Member Stockford also asked for an informal polling of the audience on their response to the issue. It was noted a large majority of the public raised their hands in support of the request.

A resident noted the alleyway adjacent to his property contained many trees that had not been maintained over the years by the city. The property owner questioned if trees would be trimmed or removed by the city prior to the property transfer.

Mr. Finch questioned if the city would pay for the properties to be re-surveyed once the transfer was complete. Zoning Administrator Beeker stated the properties would not be re-surveyed; however, the legal descriptions would be amended to include the private easements that were created with the alleyway vacation.

Ms. Ivadell Webb, 112 Marion Street, questioned the impact of the alleyway vacation if the attached lots were sold by the homeowners. Zoning Inspector Beeker stated the private easement would follow any property title transfer that may occur in the future.

Mayor Sessions closed the Public Hearing.

Council Member Watkins recommended Council delay action on the item until further information could be obtained regarding the legal questions of land-use that had been raised at the public hearing. Council Member Watkins also discussed the possibility of the city providing financial support for the re-surveying of the private easements that were created.

City Attorney Lovinger briefly reviewed the process to amend a plat, which would allow full property ownership to previously vacated public rights-of-way.

Council Member Stockford also voiced support for postponing action on this issue so further answers could be obtained to the questions raised at the public hearing.

Responding to a question from Council Member Dixon, City Attorney Lovinger indicated the ownership of the rights-of-way would change from the city to the adjacent property owners, subject to the private easement provisions. City Attorney Lovinger noted the city could not simply release ownership of the property to the adjacent homeowners without the authorization of Circuit Court and re-platting the area. City Attorney Lovinger noted re-platting actions are initiated by the property owners and the municipality is a defendant to the request.

Council Member Bell voiced support for the staff recommendation and indicated private ownership of property was of benefit if the property was not needed for public purposes.

Ms. Webb asked why this issue was being raised when the property had been left unattended or left without public improvements for decades. Council Member Bell responded the action was being completed after neighboring properties owners had requested the action. Council Member Bell noted the impact on Ms. Webb's property would not significantly change from her historical use of the property.

Council Member Flannery questioned what would be found following a title search on a property, if Council approved the staff recommendation as submitted. City Attorney Lovinger responded the title description would include the platted lots, as well as a description of the portioned vacated alley. City Attorney Lovinger, responding to a question from Council Member Flannery, stated there would be no requirement for the individual property to have a survey completed on their property, or to petition Circuit Court for any further actions.

Council Member Bell, seconded by Council Member Flannery, moved to adopt Resolution No. 3294 "Discontinuance and Vacation of Alleys and Partial Street Clover Hill Addition to the City Of Hillsdale"

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye

Council Member Watkins	No
Council Member Zeiser	Aye
Mayor Sessions	Aye

Motion passed 7-1.

### **Unfinished Business**

There was no Unfinished Business on the agenda.

### **Old Business**

There was no Old Business on the agenda.

### **New Business**

- A. Approval of a contract with Smalley Construction, Inc. for the demolition of structures located at 128 Manning Street and 240 E. South Street.

Council Member Zeiser questioned if the property owners of these two properties were in support of the demolition orders. City Attorney Lovinger confirmed the owners were in support of the grant program and had signed the applicable agreements to allow the demolition to commence.

Council Member Watkins, seconded by Council Member Stockford, moved to approve a contract with Smalley Construction, Inc. for the demolition of structures located at 128 Manning Street and 240 E. South Street.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

- B. Sale of 2006 International Dump Truck to the Hillsdale County Road Commission

Council Member Bell asked if city staff had obtained a fair market value of the truck. Public Services Director Hammel stated three vendors had estimated the truck's value at approximately \$16,000 - \$20,000.

Council Member Flannery, seconded by Council Member Zeiser, moved to approve the sale of a 2006 International Dump Truck to the Hillsdale County Road Commission at a price of \$30,000.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

- C. Resolution No. 3295: "Approval of Master Agreement Number 2017-0063 with the Michigan Department of Transportation (MDOT)"

Finance Director Tew provided a review of the resolution, which centered on the federal grant program for the Dial-A-Ride program. Ms. Tew indicated the city received 16-19% of the DART funding from the federal government grant receipts. Ms. Tew stated the resolution would allow the assigned persons to sign individual grant agreements, which would alleviate the process of having to obtain Council approval for each agreement.

Council Member Bell questioned if the Master Agreement would obligate the City Council to maintain existing level of services for the entire five year period. Finance Director Tew stated Council would be permitted to change operations or funding services for Dial-A-Ride services, even if the Master Agreement was approved.

Council Member Flannery, seconded by Council Member Dixon, moved to adopt Resolution No. 3295: "Approval of Master Agreement Number 2017-0063 with the Michigan Department of Transportation (MDOT)"

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

- D. Approval of the Generator Replacement Project with Clark Electric in the amount of \$17,500.00

BPU Director Barber provided additional information on the staff recommendation to replace a 30 KW generator at the BPU offices. Mr. Barber stated the current generator was purchased in 2005 and needed to be upgraded to a unit with much higher capacity.

Council Member Watkins, seconded by Council Member Flannery, moved to approve the Generator Replacement Project with Clark Electric in the amount of \$17,500.00

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

- E. Recommendation to re-establish the Deputy Fire Chief position, to assign Kevin Pauken as Deputy Fire Chief, and to appoint Scott Hephner as the Interim Fire Chief

City Manager Mackie stated the Public Safety Committee had discussed the change and provided their unanimous support for the change at their last meeting. City Manager Mackie noted the recommendation would require the reinstatement of the Deputy Chief position, as it had been removed during the union negotiation period in 2015.

Council Member Zeiser questioned the budget implications of the recommendation. City Manager Mackie stated there would be no long term budget impact, as the department utilized four full-time employees, two of whom were able to retire in the near future.

Council Member Watkins, seconded by Council Member Flannery, moved to re-establish the Deputy Fire Chief position, to assign Kevin Pauken as Deputy Fire Chief, and to appoint Scott Hephner as the Interim Fire Chief.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

### Miscellaneous

A. Appointments of Mr. Ed Sumnar to the Economic Development Corporation (EDC).

Council Member Zeiser, seconded by Council Member Flannery, moved to approve the appointment of Mr. Ed Sumnar to the Economic Development Corporation (EDC). By a voice vote, the motion passed unanimously.

B. Discussion of adding a fourth Council Member to Standing Committees

Mayor Sessions reported Council Rules precluded the removal of a Council Member to Standing Committees during their two year appointment. Mayor Sessions requested Council discussion of the addition of a fourth member of Council to a Standing Committee, which would allow a newly elected Council Member to participate in the committee structure. Mayor Sessions stated the Council Rules could be amended to permit the appointment of a maximum of four Council Members to each Standing Committee until the next regular, Council election. Mayor Sessions indicated the membership of the Standing Committees would be reduced to three members if a vacancy occurred on City Council.

Council engaged in general discussion regarding the ideal number of Council Members on Standing Committees. Council also requested city staff to review the motions that were made at previous Council meetings regarding the size of the Standing Committees.

### City Manager's Report

City Manager Mackie stated:

1. The State Street reconstruction project had begun
2. Additional union contract recommendations would be presented for consideration at the next regularly scheduled Council Meeting.
3. The engineering agreement for the Garden-Mead-Vine project would also be included for approval at the next regularly scheduled Council Meeting.
4. The next F.A.I.R. (Funding Alternatives Identification & Recommendation) meeting was scheduled for Thursday, September 8, 2016 at 6:00 p.m.
5. Voiced commendation to Finance Director Tew for supporting the BPU during employment changes that were made in recent weeks.

**General Public Comment**

Mr. Dennis Wainscott, 34 Garden Street, voiced support for the replacement and/or maintenance of sidewalks on Garden Street.

Economic Development Director Wolfram invited the public to attend the "Art Around Town" event scheduled for September 17, 2016 from 9:00 a.m. until 12:00 noon.

Mr. Don Scoville representing the Kiwanis Club, requested a meeting with city staff to discuss the planned improvements and long-term plans of Cold Springs Park.

Ms. Penny Swan encouraged the City of Hillsdale to include the slogan "It's the People" on the new welcome signs that were planned.

Ms. Julie Games also encouraged the slogan "It's the People" to remain on any new welcome signs.

**Council Comments**

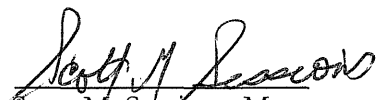
Council Member Bell requested if an additional sign or placard could be added to the new welcome signs to include the phrase "It's the People." City Manager Mackie stated the welcome signs had been completed and installation would be completed during the week of September 19, 2016.


Council Member Zeiser supported the comments made by Council Member Bell and encouraged the slogan "It's the People" be added to the new welcome signs. Responding to a question from Council Member Zeiser, City Manager Mackie stated the service club emblems would be refurbished and replaced when the new welcome signs were installed.

**Adjournment**

Council Member Bell, seconded by Council Member Watkins, moved to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:50 p.m.

  
Scott M. Sessions, Mayor

  
Stephen M. French, City Clerk

## CITY COUNCIL MINUTES

City of Hillsdale  
September 19, 2016  
7:00 P.M.

Regular Meeting

### Call to Order and Pledge of Allegiance

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

### Roll Call

Mayor Scott Sessions called the meeting to order.

Council Members present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 Brian Watkins, Ward 1 Timothy Dixon, Ward 2 William Morrissey, Ward 2 Bruce Sharp, Ward 3 William Zeiser, Ward 3 Matthew Bell, Ward 4 Patrick Flannery, Ward 4
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Council Members absent:	None
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney Tom Thompson, Kay Freese (HR), Scott Hephner (HCPD/HCFD), Mark Hawkins (HCFD), Jake Hammel (DPS), Mike Barber (BPU), Chris McArthur (BPU), Nic Rowan (Hillsdale Collegian), Andy Barrand (Hillsdale Daily News), Gary Wolfram (Hillsdale Policy Group), Peter & Cindy Merritt, Kimm Burger, Nancy Taylor, Fran Tipton, Dennis Wainscott, and Penny Swan.

### Approval of Agenda

City Manager Mackie stated Council Member Zeiser had earlier requested the meeting agenda include a discussion of the installation of the city's new welcome sign and the request from citizens to include the slogan "It's the People" within the new sign array. City Manager Mackie stated this item was not included on the meeting agenda, as Council had provided clear direction to city staff at previous meetings to delay discussion of this item until the new signs had been installed. City Manager Mackie stated that following the installation of the new signs, renderings could be presented to the Council for review.

Council Member Bell, seconded by Council Member Flannery, moved to approve the September 19, 2016 agenda as presented. By a voice vote, the motion carried unanimously.

### Public Comment

No public comments were offered.

### Consent Agenda

- A. Approval of Bills
  - 1. Payroll of September 8, 2016: \$95,454.34
  - 2. City Claims of September 9, 2016: \$99,432.35
  - 3. BPU Claims of September 9, 2016: \$167,466.99
- B. City Council Minutes – September 6, 2016

- C. Approval of Hillsdale College Homecoming Parade
- D. Hillsdale Police Department's 2nd Quarter Report & Stats
- E. Mrs. Stock's Park Use Agreement – Ms. April Beavers

Council Member Morrisey, seconded by Council Member Bell, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrisey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 9-0.

### **Communications/Petitions**

There were no communications or petitions.

### **Introduction and Adoption of Ordinance/Public Hearing**

There were no ordinances or public hearings.

### **Unfinished Business**

There was no Unfinished Business on the agenda.

### **Old Business**

There was no Old Business on the agenda.

### **New Business**

- A. Engineering for Garden, Mead, and Vine Streets Reconstruction

City Manager Mackie reported it would be in the City's best interest to have a capital improvement project fully engineered ("shovel ready") to maximize competitiveness for grant opportunities. City Manager Mackie noted the city applied for a grant for the same project earlier in 2016, but was not awarded funding from the State of Michigan.

Responding to a question from Council Member Flannery, City Manager Mackie stated city staff may recommend to have additional engineering plans completed for other projects to promote future grant applications. City Manager Mackie stated safety improvements at Hallett Road near the railroad trestle and the area near Cold Springs Park, were two projects that were being reviewed.

Council Member Bell asked if the expense was included in the FY2017 budget. City Manager Mackie indicated the funding would be taken from additional Act 51 revenues that would be received in 2016-2017.

Council Member Bell, seconded by Council Member Flannery, moved to authorize the City Manager to proceed with the engineering of the Garden, Mead, and Vine Streets Reconstruction project under the Professional Services Agreement with Fleis & Vandenbrink Engineering Inc.



Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 9-0.

#### B. Local Union #876 (IBEW) Contract Ratification

City Manager Mackie presented a two-year union contract with the IBEW for the employees within the BPU. City Manager Mackie reviewed the key components of the agreement that included a change in the health care plan from BCBS to Priority Health, a pension reopener, the elimination of 457 Plan matches, reductions on longevity pay, and 2%-5% wage increases. City Manager Mackie stated the Terms of Agreement were from July 1, 2016 through June 30, 2018.

Council Member Bell voiced support for the pension re-opener clause and noted the city's unfunded pension liabilities that had been discussed at previous meetings.

Responding to a question from Council Member Zeiser, City Manager Mackie stated eight (8) city employees were members of the IBEW.

Council Member Watkins, seconded by Council Member Flannery, moved to approve the ratified Collective Bargaining Agreement with the Local Union #876 (IBEW) effective July 1, 2016 through June 30, 2018.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 9-0.

### Miscellaneous

#### A. Approval of Standing Committee Appointments

Mayor Sessions recommended changes to the current standing committees, which would allow up to four (4) Council Members, or the Mayor and three (3) Council Members, to a standing committee.

Mayor Sessions recommended the following appointments:

- Council Member Morrissey to the Finance Committee
- Council Member Zeiser to the Community Development Committee
- Mayor Sessions to the Public Services and Organizational & Governance Committees

Mayor Sessions also noted the appointments would end following the November 2017 city election, or if a vacancy occurred on Council prior to that time.

Council Member Sharp noted the increase in committee members could cause issue with the quorum requirements and would increase the costs of committee meetings. Council Member Sharp stated the increase to four members would require at least three Council Members to attend a meeting to qualify as a quorum.

Council Member Stockford noted the Airport had been changed from the Community Development to the Public Services Committee in 2014 when the Airport Advisory Committee was created.

Council Member Bell voiced support for the additional members to the Standing Committees and encouraged Council not to limit the number of members to the committees.

Mayor Sessions amended his recommendation to remove the provision that established a maximum number of Council Members to the Standing Committees.

Council Member Stockford asked if the city's mayor had ever been a member of a Standing Committee. Mayor Sessions stated the mayor had not historically been a member of any Standing Committee, but a complete Council of nine members would allow him to participate in the committee structure. City Attorney Thompson reported there were no legal implications of the appointment of the Mayor to a Standing Committee.

Council Member Watkins, seconded by Council Member Flannery to approve the appointment of:

- Council Member Morrissey to the Finance Committee
- Council Member Zeiser to the Community Development Committee
- Mayor Sessions to the Public Services and Organizational and Governance Committees

The motion also included the stipulation that the appointments would end following the November 2017 city election, or if a vacancy occurred on Council prior to that time.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Nay
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-1.

- B. DPS Update – Director Jake Hammel
- C. 2016 Final Brush Collection Dates

DPS Director Hammel provided a brief update on the DPS activities.

1. Road salt contracts had been received and the price was lower by approximately \$10.00 per ton from 2015.
2. The report for asbestos abatement at the Owens Park house had been received, with the expected cost of abatement near \$5,800.
3. City crews had cleaned the area near the Wolf Creek Waterway to alleviate issues during rain events
4. Winterization of the city's parks and cemeteries would finish during the week of September 26, 2016
5. The repairs to the City Hall roof had been completed. The old warning siren had been removed and was stored at the DPS facility. City staff had offered the siren to historical groups for preservation.
6. Repairs to 39 of 43 damaged storm catch basins had been completed.
7. The street stripping project was 50% completed with the remaining half to be completed in October. Director Hammel stated a cooperative agreement with the Hillsdale County Road Commission for this service had saved the city nearly \$5,500.

8. Brush grinding at the DPS site was completed at a savings of \$4,000 from budgeted estimates
9. The State Street Project continued and was on-schedule
10. Unfinished material at the compost site had been removed by a private contractor at no cost to the city saving over \$16,500. Director Hammel reported finished compost remained at the site for use by citizens.
11. The annual brush collection program would begin on October 3<sup>rd</sup> for brush only; and, November 7, 2016 for brush and leaves.

Council Member Bell commended DPS Director Hammel on the report and on the budget savings realized during the year. Council Member Bell asked if the compost program would be phased out in the future. Director Hammel stated the licensing costs and new environmental regulations imposed by the State would force the city to reevaluate the compost program.

#### D. Hillsdale College request for Recreational Fire Authorization, September 23, 2016

City Manager Mackie presented a staff recommendation to approve a request by Hillsdale College to hold a recreational fire on Friday, September 23, 2016 from 8:00 p.m. until 10:00 p.m. City Manager Mackie stated the city has been asked to provide a fire engine and six firefighters for safety purposes.

Responding to a question from Council Member Bell, City Manager Mackie stated the city would be reimbursed for costs associated with the fire engine and firefighter crew.

Council Member Sharp stated the Public Safety Committee had met and begun discussions about recouping various costs incurred by the Fire and Police Departments.

Council Member Watkins, seconded by Council Member Zeiser, moved to approve a request by Hillsdale College to hold a recreational fire on Friday, September 23, 2016 from 8:00 p.m. until 10:00 p.m.; and, approve the provision of a fire engine and six firefighters for safety purposes.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrisey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 9-0.

## XII. City Manager's Report

City Manager Mackie reported:

1. A Community Development Committee meeting would be held to discuss the improvements to Cold Springs Park and the contract renewal for the Hillsdale Policy Group.
2. The Airport Fly-In was a great success with approximately 2,000 visitors
3. The second F.A.I.R. Committee meeting was held on September 8, 2016 and a third meeting had been scheduled for October 10<sup>th</sup>. All information presented and discussed by the committee had been uploaded to the city's website.
4. Plans for the bow hunt on city property continued, as 15 names had been selected by the Police Department to hunt on city-owned properties.
5. The union contracts for the Police and Fire unions would be presented to Council for ratification at the next regularly scheduled meeting.

6. A \$28,500 grant had been received to partially fund the purchase of a new police vehicle. City Manager Mackie stated the department's replacement schedule may have be amended to take advantage of the grant.
7. A program between the Police Department and Wal-Mart provided back-to-school backpacks for 15 children at Geiger Elementary.
8. The city had received a grant from the Michigan Department of Transportation (MDOT) in the amount of \$35,000 to study a collaborative partnership between Dial-a-Ride and Key Opportunities to provide public transportation services in Hillsdale.
9. Progress was being made at 48 Greenwood Street to bring the property in compliance with the city's property maintenance code.
10. The County's new emergency dispatch building was nearly completion on Industrial Drive.
11. The 166<sup>th</sup> Annual Hillsdale County Fair would begin on Sunday, September 25, 2016

Council Member Morrisey noted the discussions at the last F.A.I.R. Meeting was very difficult to hear on the Internet streaming site. City Manager Mackie stated he would review this issue.

### **General Public Comment**

Ms. Penny Swan thanked Council Members for responding to her communication encouraging the new welcoming signs to include the phrase "It's the People."

Ms. Fran Tipton, 122 Stony Ridge Court, requested the return of two service club medallions that were removed from the old city welcome signs, as the medallions had been purchased by her family. Ms. Tipton stated if the city was welcome to keep and display the medallions, if they were going to be incorporated into the new sign display.

Ms. Kimm Burger discussed a new program to protect newborn, surrendered babies that would be discussed in-depth at the next regular Council Meeting.

Mr. Gary Wolfram, 3 Corona Court, spoke in favor of the new welcome sign designs and the benefits the new signs would have for economic development in the City of Hillsdale.

Ms. Nancy Taylor discussed a need for sidewalk repairs in the area of 41 Salem Street.

### **Council Comments**

Council Member Sharp discussed the great success of the Fly-In at the airport and commended Jason Walters for his leadership of that event. Council Member Sharp also indicated he had attended the grand re-opening of the Market House and praised the dedication of Mr. Bret Boyd to the City of Hillsdale. Council Member Sharp also assured residents that the old welcome signs had been removed and saved for historical purposes, and not destroyed as had been alleged by various residents and media sites.

Council Member Flannery stated he had looked at the sidewalk near 41 Salem Street and confirmed the poor condition of the walk. Council Member Flannery also commended the Public Services Department for their continued maintenance of Mrs. Stock's Park.

Council Member Stockford also congratulated Bret Boyd, owner of the Market House, on the grand re-opening. Council Member Stockford invited everyone to the next "Coffee with Council" scheduled for October 11, 2016 at 11:00 a.m. at the new Biggby Coffee adjacent to the Market House. Council Member Stockford finalized his comments by offering copies of the latest, multi-county wage survey, which had recently been completed.

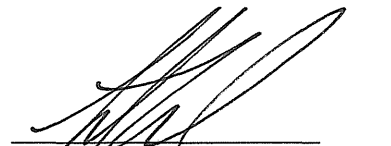
Council Member Morrisey encouraged the continued discussion of a new sign incorporating the slogan "It's the People." Council Member Morrisey stated there could be a community contest or funding campaign, to draw support for the issue.

Mayor Sessions also commented on the successful Fly-In at the airport, as well as the open house for the Market Place grand re-opening.

**Adjournment**

Council Member Bell, seconded by Council Member Watkins, moved to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:05 p.m.

  
Scott M. Sessions, Mayor  
Stephen M. French, City Clerk

**CITY COUNCIL MINUTES**

City of Hillsdale  
 October 3, 2016  
 7:00 P.M.

Regular Meeting

**Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

**Roll Call**

Mayor Scott Sessions called the meeting to order.

Council Members present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 Brian Watkins, Ward 1 Timothy Dixon, Ward 2 William Morrissey, Ward 2 Bruce Sharp, Ward 3 William Zeiser, Ward 3 Patrick Flannery, Ward 4
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Council Members absent:	Matthew Bell, Ward 4
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney Tom Thompson, Kay Freese (HR), Scott Hephner (HCPD/HCFD), Kevin Pauken (HCFD), Mark Hawkins (HCFD), Jake Hammel (DPS), Mike Barber (BPU), Chris McArthur (BPU), Sue Kehn (DART), Nic Rowan (Hillsdale Collegian), and Kimm Burger.

**Council Member Excused**

Mayor Sessions stated he had received correspondence from Council Member Bell that he would not be able to attend the meeting due to a work obligation.

Council Member Watkins moved, seconded by Council Member Flannery, to excuse the absence of Council Member Bell from the meeting. By a voice vote, the motion passed unanimously.

**Approval of Agenda**

Council Member Watkins, seconded by Council Member Flannery, moved to approve the October 3, 2016 agenda as presented. By a voice vote, the motion carried unanimously.

**Public Comment**

No public comments were offered.

**Consent Agenda**

- A. Approval of Bills
  - 1. Payroll of September 22, 2016: \$93,397.78
  - 2. City Claims of September 22, 2016: \$162,130.37
  - 3. BPU Claims of September 23, 2016: \$248,300.58
- B. City Council Minutes – September 19, 2016

- C. TIFA Targeted Development Committee Minutes - July 26, 2016
- D. Tax Increment Finance Authority (TIFA) Minutes - July 19, 2016
- E. Hillsdale Hospital's "Run for Health" – October 8, 2016

Council Member Flannery, seconded by Council Member Zeiser, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrisey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

### **Communications/Petitions**

There were no communications or petitions.

### **Introduction and Adoption of Ordinance/Public Hearing**

There were no ordinances or public hearings.

### **Unfinished Business**

There was no Unfinished Business on the agenda.

### **Old Business**

There was no Old Business on the agenda.

### **New Business**

- A. Resolution No. 3296: Traffic Control Order 2016-43 (68 Waldron Street)

City Manager Mackie noted Chief Hephner had discussed the staff recommendation with the businesses in the immediate area, and had received no opposition to the parking change.

Council Member Dixon, seconded by Council Member Watkins, moved to adopt Resolution No. 3296: Traffic Control Order 2016-43 (68 Waldron Street)

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrisey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

B. Settlement Agreement for International Association of Fire Fighters (IAFF)

City Manager Mackie reviewed the key components of the agreement that included a change in the health care plan from BCBS to Priority Health, a pension reopener clause, reductions on longevity pay, and 2% wage increases. City Manager Mackie stated the Terms of Agreement would be effective from July 1, 2016 through June 30, 2018.

Council Member Sharp questioned why the firefighters a ratification incentive was not included in the agreement that had been provided to other bargaining units. City Manager Mackie stated the bonus was not included in the agreement, as the union had negotiated other benefits, such as 457 Plan matches, in place of the incentive bonus.

Council Member Watkins, seconded by Council Member Flannery, moved to approve the ratified Collective Bargaining Agreement with the International Association of Fire Fighters (IAFF) effective July 1, 2016 through June 30, 2018.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

C. Settlement Agreement for Police Officers Association of Michigan (POAM)

City Manager Mackie reviewed the key components of the agreement that included a change in the health care plan from BCBS to Priority Health, a pension reopener clause, reductions on longevity pay, 2% wage increases, and a ratification bonus. City Manager Mackie stated the Terms of Agreement would be effective from July 1, 2016 through June 30, 2018.

Council Member Morrissey, seconded by Council Member Flannery, moved to approve the ratified Collective Bargaining Agreement with the Police Officers Association of Michigan (POAM) effective July 1, 2016 through June 30, 2018.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

D. BPU Contract with Plante Moran – BS&A Implementation

BPU Director Mike Barber reviewed a recommendation to approve a contract with Plante Moran for project management assistance with the new BS&A software implementation. Director Barber stated Plante Moran would provide direction to help setup and implement the new software at the BPU offices and assist with the integration of that software with other city offices.

Council Member Sharp questioned when the new software would be operational. BPU Director Barber stated the goal was to have the new software in use by January 1, 2017.



Council Member Watkins, seconded by Council Member Flannery, moved to approve a contract with Plante Moran for Implementation Management Assistance of the BS&A financial software at a rate not to exceed \$29,240.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

E. 2016 Street Preservation Contract

DPS Director Hammel provided a brief staff recommendation to approve a contract with Quality Asphalt for pavement removal, placement of hot mix asphalt, and crack cleaning & sealing along portions of South West Street, North West Street, North Manning Street, and River Street. Director Hammel stated the autumn season was the best time of the year to perform this maintenance.

Council Member Sharp noted most of the work would be centered in the northern section of the city. Director Hammel stated the roads listed were used by residents who lived throughout the city, while additional areas would be addressed in upcoming years. Council Member Sharp commended the leadership of Director Hammel and the efforts of the DPS employees.

Responding to a question from Council Member Dixon, DPS Director Hammel reported staff hoped to have repairs completed to Hillsdale Street in 2017.

Council Member Flannery, seconded by Council Member Morrissey, moved to approve a contract with Quality Asphalt in the amount of \$96,718.00 for the 2016 Street Preservation project.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Abstain
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

Miscellaneous

A. Sue Kehn – Dial-A-Ride (DART) Update

Director Kehn updated on the activities of DART including:

1. The system provided two, round-trip opportunities to Wal-Mart in Jonesville each month
2. DART operated with three full-time drivers and one part-time driver
3. Staff is anticipating the purchase of one or two new buses in the coming year
4. Approximately 40% of the total ridership during the year was school children
5. Kroger continued to provide free tickets to their customers who used DART. Staff was in discussion with Market House to provide the same incentive.

Responding to a question from Council Member Dixon, Director Kehn stated the system had more ridership during the first couple weeks of each month.

Director Kehn provided additional information on the service schedule and the necessity to discontinue services during the lunch hour. Director Kehn stated there were standing orders for rides at 11:00 a.m. and 1:00 p.m. each day that precluded the opportunities for a rotating lunch schedule.

Council Member Morrisey commended Director Kehn for the excellent service he had received using the DART transportation.

Council Member Dixon requested Council receive copies of the monthly reports created by Director Kehn.

Responding to a question from Council Member Zeiser, Director Kehn stated that during the winter months, the school students comprised approximately 50% of the total ridership of DART.

Responding to a question from Council Member Sharp, Director Kehn stated each Wal-Mart trip averaged between 5-9 riders.

## XII. City Manager's Report

City Manager Mackie reported:

1. TIFA anticipated completing the purchase of the Keefer House and the Dawn Theater in the coming week. City staff was working on a grant with the State of Michigan to assist with the redevelopment of those two properties.
2. A notice for the hiring of a new full-time firefighter would be posted on Wednesday, October 5<sup>th</sup>.
3. The city had received service on a small claims suit from a resident seeking reimbursement of veterinary bills for their pet.
4. The pension re-opener notices had been mailed to the city's bargaining units.
5. The new city signs were in the process of being installed on M-99

Council Member Zeiser stated he had attend the TIFA Targeted Development Committee where discussions were held regarding various issues regarding the redevelopment at the Dawn Theater. City Manager Mackie stated the grant application with the State of Michigan would concentrate on improving the heating and cooling systems at the theater, as well as roof repairs to the building.

Council Member Flannery requested the Finance Committee receive copies of the pension report that had been received by the city.

Council Member Sharp stated the Finance Committee had requested a report detailing the revenues received by the Recreation Department from the summer events and programs.

### **General Public Comment**

No public comments were received.

### **Council Comments**

Council Member Sharp commented the new city signs were very different and much smaller than the old signs. Council Member Sharp voiced concern at the purchase of the Dawn Theater and the Keefer House, and the risk incurred by the city with this project.

Council Member Zeiser also voiced trepidation at the city's involvement with the Dawn Theater and the Keefer House redevelopment. Council Member Zeiser encouraged the city to re-sell the properties to private owners as soon as possible.

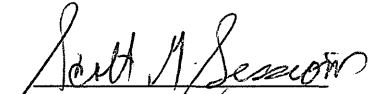
Council Member Flannery thanked the Police Department for their assistance with a procession recently held at St. Anthony's.


Council Member Stockford thanked Chief Hephner for arranging the demonstration of a new fire truck for the Public Safety Committee. Council Member Stockford stated he liked the appearance of the new signs and noted the new signs were better than any other welcome signs he had seen during his travels around the region. Council Member Stockford also invited everyone to attend "Coffee with Council" on Tuesday, October 11, 2016 at 10:00 a.m. at Biggby Coffee.

**Adjournment**

Council Member Zeiser, seconded by Council Member Stockford, moved to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 7:43 p.m.

  
Scott M. Sessions, Mayor

  
Stephen M. French, City Clerk

**CITY COUNCIL MINUTES**

City of Hillsdale  
 October 17, 2016  
 7:00 P.M.

Regular Meeting

**Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

**Roll Call**

Mayor Scott Sessions called the meeting to order.

Council Members present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 Timothy Dixon, Ward 2 William Morrissey, Ward 2 Bruce Sharp, Ward 3 William Zeiser, Ward 3 Patrick Flannery, Ward 4
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Council Members absent:	Brian Watkins, Ward 1 Matthew Bell, Ward 4
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, City Attorney Tom Thompson, Kay Freese (HR), Scott Hephner (HCPD/HCFD), Jake Hammel (DPS), Mike Barber (BPU), Chris McArthur (BPU), Michelle Loren (Recreation), Bonnie Tew (Finance), Morgan Channels (Hillsdale College), Nic Rowan (Hillsdale Collegian), Richard Wunsch, Dennis Wainscott, and Penny Swan.

**Council Member Excused**

Mayor Sessions stated he had received notice from Council Member Bell and Council Member Watkins indicating they would not be able to attend the meeting due to work obligations.

Council Member Flannery, seconded by Council Member Dixon, moved to excuse the absence of Council Member Bell and Council Member Watkins from the meeting. By a voice vote, the motion passed unanimously.

**Approval of Agenda**

Council Member Stockford, seconded by Council Member Flannery, moved to approve the October 17, 2016 agenda as presented. By a voice vote, the motion carried unanimously.

**Public Comment**

No public comments were offered.

**Consent Agenda**

- A. Approval of Bills
  - 1. City Claims of October 6, 2016: \$476,125.90
  - 2. BPU Claims of October 7, 2016: \$61,314.09
  - 3. Payroll of October 6, 2016: \$94,048.37

- B. City Council Minutes – October 3, 2016
- C. Community Development Committee Minutes – September 26, 2016
- D. F.A.I.R. Committee Minutes – August 23, 2016 & September 8, 2016
- E. Quarterly Investment Report – October 2016
- F. Code Enforcement Report – September 2016
- G. Hillsdale Policy Group Monthly Report – September 2016

Council Member Flannery, seconded by Council Member Morrissey, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

### **Communications/Petitions**

- A. Action Plan Update – Neighborhood Identity Survey

Chief Hephner reported the items included within the city's Action Plan were on-schedule through October 2016. Chief Hephner noted the quarterly meeting between Council, city staff, and board members needed to be scheduled as outlined in the Plan.

Recreation Director Loren presented a draft "Neighborhood Identity Survey" which was identified as a priority in the city's Action Plan. Ms. Loren stated the survey would be sent to city residents to determine how residents perceived their neighborhood and to determine changes or improvements that residents would like to have completed in their areas.

Council Member Flannery discussed the importance of having the survey reach city residents, not only those who are property owners or those who pay property taxes.

Recreation Director Loren then reviewed the staff recommendation to distribute the survey using Kubra, the company utilized by the BPU for utility billing services. Ms. Loren reported the cost would be approximately \$548.55 and responses could be returned with the BPU payments, or delivered directly to city offices.

Council Member Flannery, seconded by Council Member Sharp, moved to approve the neighborhood survey as submitted, and to distribute the survey utilizing the Kubra Company at an approximate cost of \$548.55.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

### **Introduction and Adoption of Ordinance/Public Hearing**

- A. Ordinance No. 2016-06: An Ordinance to Authorize and Provide for the Construction of Improvements to the City Sewage Disposal System, to Provide for the Issuance of Sewage Disposal System Revenue Bonds of Equal Standing with the Sewage Disposal System Revenue Bonds Now Outstanding to Pay the Cost Thereof, to Provide for the Security of

the Bonds Herein Authorized, and to Provide for Other Matters Relative to Said Bonds

City Manager Mackie provided a brief review of the proposed ordinance, which would fund the second segment of capital improvements to the BPU’s wastewater facility.

BPU Director Barber stated the funding would allow for the replacement of the tertiary filters, upgrades to the grid system, an emergency generator back-up system, miscellaneous pumps, and funding for the environmental cleanup at the site that was discovered in July 2016.

Responding to a question from Council Member Zeiser, BPU Director Barber stated the engineers would provide a 25-year certification of the improvements to the city upon the project’s completion.

Council Member Morrisey, seconded by Council Member Flannery, moved to adopt Ordinance No. 2016-06.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrisey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

**Unfinished Business**

There was no Unfinished Business on the agenda.

**Old Business**

There was no Old Business on the agenda.

**New Business**

- A. Resolution 3297: Resolution to Make Conditional Award of Contract to Consumers Energy Company for Wastewater System Improvements

BPU Director Barber stated the sewer overflow in July 2015 resulted in close monitoring by the Michigan Department of Environmental Quality (DEQ) in regards to emergency power back-up to the wastewater facility during an electrical outage. Mr. Barber stated the proposed contract with Consumers Energy would allow the purchase and installation of a redundant, back-up power supply to the wastewater facility.

BPU Director Barber reported the utility had met with Consumers Energy in prior years to discuss the installation of a single generator that would provide emergency power to the entire facility. Mr. Barber stated the contract required Consumers Energy involvement due to the high-voltage switches, lines, and installation procedures that were necessary. Mr. Barber noted the project had recently been scaled-back and redesigned, which allowed for a significant savings in the project’s cost.

Council Member Flannery, seconded by Council Member Dixon, moved to adopt Resolution No. 3297.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrisey	Aye
	Council Member Sharp	Aye

Council Member Stockford	Aye
Council Member Zeiser	Aye
Mayor Sessions	Aye

Motion passed 7-0.

- B. Resolution 3298: Resolution to Approve State Revolving Fund Agreements and Documents in Connection With Proposed Issuance of City Sewage Disposal System Revenue Bonds, Series 2016 to Evidence a State Revolving Fund Loan

Responding to a question from Council Member Morrissey, City Manager Mackie stated the city did not have a bond rating due to the city's size.

Council Member Flannery, seconded by Council Member Sharp, moved to adopt Resolution No. 3298.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

- C. Resolution 3299: Resolution to Make Conditional Approval of Change Order No. 2 and Change Order No. 3 to Contract with L.D. Docsa Associates, Inc. for Wastewater System Improvements

BPU Director Barber reported L.D. Docsa had agreed to maintain their 2015 bid pricing for the change orders that were authorized for the project. Mr. Barber stated it would be more cost effective for the city to approve the project add-ons using change orders, rather than rebidding the project additions.

Council Member Flannery, seconded by Council Member Sharp, moved to adopt Resolution No. 3299.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

- D. Approval of Equalization & Land Information Service Agreement with Hillsdale County

City Manager Mackie provided a brief review of the service contract offered by Hillsdale County regarding the assessment administration process. City Manager Mackie stated the renewal of the three-year contract would maintain the existing per-parcel cost to the City of Hillsdale.

Council Member Stockford asked if city staff could perform the duties that were listed within the contract.

City Clerk French stated the majority of the contract provisions involved updates to the GIS system, which could not currently be done by city staff. City Clerk French also reported city staff recommended Option 1 of the contract, as the city utilized a third-party vendor for the printing and distribution of the property tax bills.

Council Member Dixon, seconded by Council Member Flannery, moved to approve the Equalization & Land Information Service Agreement with Hillsdale County.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

#### E. Purchase of BPU Vector Pump Truck

BPU Director Barber stated a new Vector Pump Truck had been budgeted in FY2017 to replace a similar model that was originally purchased in 1999. Mr. Barber stated one bid had been received from Jack Doheny Supplies in the amount of \$383,282.00. Mr. Barber added the budget allotted \$285,000 for FYE 2017 in Capital Projects.

BPU Director Barber stated that with the bids coming in higher than anticipated, the current status of our water/sewer fund and the deteriorating operating condition of the existing equipment, he recommended Council approve the purchase of the equipment utilizing a five-year payment plan. Mr. Barber stated the annual cost would be \$80,855.63 at an interest rate of 2.74%.

BPU Director Barber stated the 1999 Vector truck would be transferred to the Public Services Department for their use.

Council Member Flannery, seconded by Council Member Dixon, moved to approve the purchase of a Vector Pump Truck from Jack Doheny Supplies utilizing a five-year payment plan at an annual cost of \$80,855.63 at an interest rate of 2.74%.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

#### F. Sale of Used 2010 Field Gymmy – BPU

BPU Director Barber stated the utility had agreed to sell all of the field equipment utilized for putting sludge into the ground at certain fields in the area. Mr. Barber stated the sales had been accomplished with the exception of the 2010 Field Gymmy. Mr. Barber reported the utility had received little or no interest for this equipment, except for a bid from Terry Wickenhiser in the amount of \$60,000. Mr. Barber stated the specificity of the equipment and the new regulations regarding the use of the gymmy, have reduced the demand and resale value of the equipment.

Responding to a question from Council Member Zeiser, BPU Director Barber stated BPU had initially paid \$185,000 for the piece of equipment.



Council Member Flannery, seconded by Council Member Stockford, moved to approve the sale of the 2010 Field Gymmy to Terry Wickenhiser in the amount of \$60,000.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

#### G. Sale of Used Police Patrol Vehicle

Chief Hephner reported the city had received five sealed bids for sale of the 2012 Dodge Charger patrol vehicle with the largest bid being from Bay Ridge Motors, Inc. in the amount of \$4,608.00. Chief Hephner noted, however, that a second bid had also been received from Bay Ridge Motors, Inc. in the amount of \$2,777.00, although the bids were submitted by two different people. Chief Hephner recommended Council approve the sale of the 2012 Dodge Charger to Bay Ridge Motors, Inc. in the amount of \$4,608.00, but also allow for the sale to the second highest bidder, Chicago Motors Inc., in the amount of \$4,207.00, in case the bid from Bay Ridge Motors was not honored.

Responding to a question from Council Member Zeiser, Chief Hephner stated any delivery costs would be incurred by the buyer.

Council Member Zeiser, seconded by Council Member Flannery, moved to approve the sale of the Police Patrol Vehicle to Bay Ridge Motors, Inc. in the amount of \$4,608.00, but also allow for the sale to the second highest bidder, Chicago Motors Inc., in the amount of \$4,207.00, in case the bid from Bay Ridge Motors was not honored.

Roll call:	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 7-0.

#### Miscellaneous

##### A. 2016 Leaf Collection Schedule

Mayor Sessions referenced the 2016 Leaf Collection Schedule that was included in the City Council packet for the meeting.

#### City Manager's Report

City Manager Mackie reported:

1. Michigan Governor Rick Snyder would be visiting the City of Hillsdale on Monday, October 24, 2016 to discuss the "Rising Tides Initiative."
2. A tour of the new BPU wastewater treatment plant would be held on Tuesday, November 8, 2016 at 6:00 p.m.
3. An employee meeting would be held on November 2, 2016 to present options and answer questions regarding the new health care coverage offered by Priority Health.

October 17, 2016

City Council Minutes

Responding to a question from Council Member Sharp, Public Services Director Hammel stated the State Street project remained on schedule and should be completed by mid-November 2016.

**General Public Comment**

Mr. Wainscott commended the efforts of DPS Director Hammel and his staff for the many road improvements that had been completed in recent weeks. Mr. Wainscott also reported the Hillsdale Justice Project would provide free transportation to the polls on Election Day.

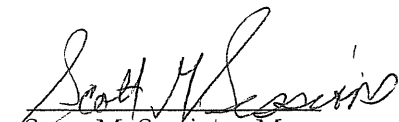
**Council Comments**

Mayor Sessions encouraged everyone to participate in the "Awesome Autumn" events scheduled for Tuesday, October 18, 2016 from 5-8 p.m.

**Adjournment**

Council Member Morrisey, seconded by Council Member Flannery, moved to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 7:52 p.m.

  
Scott M. Sessions, Mayor

  
Stephen M. French, City Clerk

**CITY COUNCIL MINUTES**

City of Hillsdale  
 November 7, 2016  
 7:00 P.M.

Regular Meeting

**Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

**Roll Call**

Mayor Scott Sessions called the meeting to order.

Council Members present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 Timothy Dixon, Ward 2 William Morrissey, Ward 2 Bruce Sharp, Ward 3 William Zeiser, Ward 3 Matthew Bell, Ward 4 Patrick Flannery, Ward 4
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Council Members absent:	Brian Watkins, Ward 1
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, Kay Freese (HR), Scott Hephner (HCPD/HCFD), Jake Hammel (DPS), Mike Barber (BPU), Chris McArthur (BPU), Bonnie Tew (Finance), Jason Walters (Patriot Aviation), Doug Baker (Patriot Aviation), Jociel Prendergast (Hillsdale Housing Commission), Andy Barrand (Hillsdale Daily News), Brandon Thomas, Martha Smith, Ashley Signor, Mark Bogteki, Ray Briner, David Sliff, Nic Rowan (Hillsdale Collegian), Kimm Burger, Richard Wunsch, Dennis Wainscott, Jeff King, and Penny Swan.

**Council Member Excused**

Mayor Sessions stated he had received notice from Council Member Watkins indicating he would not be able to attend the meeting due to a work obligation.

Council Member Bell, seconded by Council Member Flannery, moved to excuse the absence of Council Member Watkins from the meeting. By a voice vote, the motion passed unanimously.

**Approval of Agenda**

Council Member Bell, seconded by Council Member Flannery, moved to approve the November 7, 2016 agenda as presented. By a voice vote, the motion carried unanimously.

**Public Comment**

Mr. Jeff King voiced objection to the appointments of Ms. Ginger Moore and Mr. Brad Lowry to the Airport Advisory Board (AAB). Mr. King stated the appointment of Ms. Moore would establish a conflict of interest, as Ms. Moore is an employee of Patriot Aviation, the company that manages the airport. Mr. King stated Mr. Lowry was not a tenant of the airport, a city resident, and not an active pilot. Mr. King also argued the biography of Mr. Lowry was not included in the City Council agenda packet and not available for public review.

Ms. Penny Swan, argued the biographies of recommended board & commission members should be included with the City Council agenda packets. Ms. Swan also voiced support for the “Baby Box” and the “No Shave November” agenda items. Ms. Swan finalized her comments by encouraging the inclusion of the phrase “It’s the People” on the city’s new entrance sign.

Mr. Dennis Wainscott noted the new city entrance signs were too small and needed better lighting for passing motorists to see.

Ms. Ashley Signor, 414 Village Green Boulevard, objected to the new entrance signs that reflected only Hillsdale College. Ms. Signor stated the City of Hillsdale encompassed much more than just the college.

### Consent Agenda

- A. Approval of Bills
  - 1. City Claims of October 21, 2016: \$150,934.60
  - 2. BPU Claims of October 21, 2016: \$217,453.73
  - 3. Payroll of October 21, 2016: \$101,500.86
  - 4. Payroll of November 3, 2016: \$95,645.32
- B. City Council Minutes of October 17, 2016
- C. EDC Minutes of August 18, 2016
- D. EDC – Architectural Control Committee of September 12, 2016
- E. Shade Tree Committee Minutes of October 12, 2016
- F. Election Commission Minutes of July 20, 2016
- G. Cemetery Board Minutes of May 4, 2016
- H. Code Enforcement Report – October 2016
- I. Monthly Financial Report – September 30, 2016
- J. Hillsdale Policy Group Monthly Report – October 2016
- K. Unpaid Code Enforcement Fees Report

Council Member Bell, seconded by Council Member Flannery, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrisey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

### Communications/Petitions

- A. Hillsdale Housing Commission Report

Director Jociel Prendergast provided a brief review of the Hillsdale Housing Commission, a Public Housing Authority which managed the Hilltop Apartment complex. Ms. Prendergast stated the apartment complex was 100% occupied and was comprised of 60 units, 58 of which were 1 bedroom units and 2 which were 2-bedroom units. Ms. Prendergast noted the complex had recently received numerous renovations including step-in showers, new flooring, a new exercise room, entryway décor, and a recent energy update. Ms. Prendergast stated upgrades and enhancements to the Community Room were currently being constructed.

Responding to a question from Council Member Sharp, Ms. Prendergast stated the highest preference of residents was for senior citizens, followed by the disabled, homeless referrals from Domestic Harmony homeless, and then near-senior citizen age applicants.

Council Member Stockford commended the leadership of Ms. Prendergast and encouraged any resident to meet and speak to the staff at the Hillsdale Housing Commission.

### **Introduction and Adoption of Ordinance/Public Hearing**

There were no Ordinances or Public Hearings on the agenda.

### **Unfinished Business**

There was no Unfinished Business on the agenda.

### **Old Business**

#### A. State Land Bank Grant Update

Mayor Sessions noted the demolitions at 240 East South Street and 128 South Manning Streets had been recently completed. Mayor Sessions stated the final processing for the grant had been submitted to the State of Michigan and reimbursement for the demolition expenses was expected within two or three weeks.

City Manager Mackie stated the city anticipated applying for additional grants in the future for other blighted properties.

#### B. City Entrance Sign: Update and Discussion

City Manager Mackie stated the new entrance signs on M-99 would be relocated to other areas of the city and new, larger signs would be installed in their place. City Manager Mackie stated the new medallion signs would remain at their current location and lighting upgrades would be considered for better visibility.

Council Member Stockford reviewed a proposal to solicit public input on the development of a new city slogan. Council Member Stockford indicated the contest could be used as a non-binding recommendation to the City Council and could be added onto the new, city welcome signs.

Council Member Bell noted the design and approval of the new entrance signs had been included in at least two Council packets prior to their installation and the issue had been completed in a transparent manner.

### **New Business**

#### A. Purchase of a 2017 Ford SUV Police Interceptor vehicle from Ken Stillwell Ford Mercury at a cost of \$25,881.00

Chief Hephner reported the city had received a grant from the United States Department of Agriculture (USDA) for the purchase of a new police vehicle, body cameras, and in-car camera systems. Chief Hephner reported the city had received sealed bids for the vehicle with the lowest bid received from Ken Stillwell Ford Mercury at a cost of \$25,881.00.

Responding to a question from Council Member Sharp, Chief Hephner stated the recommended purchase would be the fifth SUV patrol vehicle for the department. Council Member Sharp voiced support for the vehicle purchase from a local vendor.

Council Member Morrissey, seconded by Council Member Dixon, moved to approve the purchase of a 2017 Ford SUV Police Interceptor vehicle from Ken Stillwell Ford Mercury at a cost of \$25,881.00

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

B. Placement of a “Baby Box” at the Hillsdale Fire Department

Chief Hephner provided a brief review of the recommended “Baby Box” program, which would be used in conjunction with the State of Michigan’s “Safe Haven” law. Chief Hephner stated a specialized box would be placed at the Hillsdale Fire Department, which would be used for a mother who wished to safely surrender a newborn baby. Chief Hephner stated the funding for the system would be raised from community donations.

Council Member Flannery, seconded by Council Member Dixon, moved to move forward with the “Baby Box” program as a viable resource that may save the life of a child.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

**Miscellaneous**

- A. Board of Public Utilities Appointment
1. Ms. Lois Howard (New Appointment)
- B. Airport Advisory Board Appointments
1. Ms. Ginger Moore (Re-appointment)
  2. Mr. Curt Sarles (Re-appointment)
  3. Mr. Michael Nye (Re-appointment)
  4. Mr. Brad Lowrey (New appointment)

Council Member Stockford objected to the appointment of Ms. Ginger Moore to the Airport Advisory Board due to her employment with Patriot Aviation. Council Member Stockford voiced support for the appointment of Mr. Lowrey, due to his expertise in marketing and his on-going efforts to obtain his piloting license.

Council Member Morrissey noted the importance of being consistent with the board & commission appointments and objected to the appointment of Ms. Moore, due to her conflict of interest.

City Manager Mackie stated Mr. Lowrey had experience in aviation as a co-pilot with his father. City Manager Mackie stated it was Mr. Lowrey’s goal to build an airplane and then obtain his pilot’s license. City Manager Mackie stated Mr. Lowrey had recently aided in the development of the airport’s drone policy and was employed at Hillsdale College.

At this point in the meeting, Mayor Sessions warned Mr. King for his outbursts that disrupted the meeting. Mayor Sessions warned Mr. King that continued outbursts would result in his removal from the meeting.

Council Member Stockford objected to the appointment of Ms. Moore to the Airport Advisory Committee, as a previous employee of Patriot Aviation (Jason Walters) was asked to resign his seat on the AAC prior to being approved as the Airport Manager.

Council Member Sharp asked if Mr. Nye was a resident of the city and a pilot. City Manager Mackie stated Mr. Nye was neither a resident nor an active pilot.

Following an additional verbal outburst, Mr. King was given a final warning to remain silent during Council discussions or face removal from the meeting.

Mayor Sessions removed the appointment of Ms. Ginger Moore from the agenda's recommendation.

Council Member Flannery, seconded by Council Member Sharp, moved to approve the following appointments:

- A. Board of Public Utilities Appointment
  - 1. Ms. Lois Howard (New Appointment)
- B. Airport Advisory Board Appointments
  - 1. Mr. Curt Sarles (Re-appointment)
  - 2. Mr. Michael Nye (Re-appointment)
  - 3. Mr. Brad Lowrey (New appointment)

By a voice vote, the motion carried unanimously.

C. Police Department Memo – “No Shave November”

Mayor Sessions referenced a memorandum from Chief Hephner regarding “No Shave November”. Mayor Sessions noted the event generated cash donations to community organizations.

**City Manager's Report**

City Manager Mackie reported:

1. The City of Hillsdale was recognized as one out of six communities in the State of Michigan that received an award for best practices from University of Michigan-Dearborn iLabs eCities. The award followed an annual research study that examined community-level factors that influenced entrepreneurship, economic development, and job growth. Local communities who participated in the project received benchmarking reports that showed their performance at creating inviting business environments and encouraging entrepreneurial growth.
2. A note had been received from Governor Rick Snyder thanking the City of Hillsdale for hosting his recent visit.
3. The next Funding Alternatives Identification & Recommendation (F.A.I.R.) Committee meeting would be held on Monday, November 14, 2016 at 6:00 p.m.
4. A tour of the Wastewater Treatment Plant would be held on Tuesday, November 8, 2016 at 6:00 p.m.
5. The State Street project remained on-schedule for completion. DPS Director Hammel stated the street should be open for travel by Wednesday, November 16.
6. City staff would begin a thorough review of the Personnel Manual and update the document as necessary.

7. City Manager Mackie asked that voter's exhibit patience during the upcoming election, as turn-out was expected to be at an all-time high. City Clerk French noted the poll workers and city staff were ready for extremely large crowds and encouraged voters to attend the polls during mid-morning and mid-afternoon hours, when the waiting time was expected to be shorter.

Council Member Stockford congratulated City Manager Mackie and city staff on receiving the award from the University of Michigan-Dearborn.

### **General Public Comment**

Ms. Kimm Burger provided additional information on the "Baby Box" program and stressed no city funding would be utilized for the program. Ms. Burger thanked Chief Hephner and city staff for the assistance with the planning for the program.

Mr. Jack McClain asked if the new city entrance signs were in compliance with the city's zoning ordinances. Mr. McClain also stressed the importance of all citizens, educational institutions, and businesses in the City of Hillsdale and objected to the entrance signs highlighting only the Hillsdale College.

Mr. Joseph Hendee objected to the free advertising for Hillsdale College on the city's new entrance signs and discussed the city's cost for the airport operations.

Ms. Penny Swan objected to the board and commission member applications not being made public to all residents prior to the Council meetings. Ms. Swan also encouraged the motto "It's the People" to be included on the new entrance signs.

Mr. Dennis Wainscott discussed the importance of citizen involvement in government by using a personal example of how the requirement of flood insurance had affected his property. Mr. Wainscott also announced the Hillsdale Justice Project would provide free transportation to the polling location for city residents on Election Day.

Mr. Jeff King objected to the board and commission member applications not being made public to all residents prior to the Council meetings. Mr. King stressed the importance of transparency in local government. Mr. King objected to the appointment of Mr. Lowrey to the Airport Advisory Board and felt the Council had violated its own resolution by that appointment. Mr. King also encouraged the City Council to solicit recommendations from the Airport Advisory Board and to receive timely updates from airport management at a Council meeting.

### **Council Comments**

Council Member Zeiser supported the appointment of Mr. Lowrey to the Airport Advisory Board and requested the next appointment to the board be a tenant of the airport or active pilot in the community.

Council Member Sharp stated he was not aware that the biographies of the board & commission appointees were not shared with the general public. Council Member Sharp also thanked Jason Walters for arranging a flight over the City of Hillsdale from a tenant at the airport. Council Member Sharp also volunteered to serve as a member of the Airport Advisory Board, if needed.

Council Member Flannery thanked everyone for attending the meeting and offering their opinion on a variety of subject. Council Member Flannery encouraged everyone to vote on November 8<sup>th</sup>.

Council Member Stockford also thanked everyone for attending the Council meeting.

Mayor Sessions encouraged everyone to vote on November 8<sup>th</sup>.



November 7, 2016

City Council Minutes

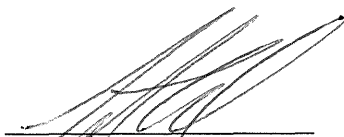
**Adjournment**

Council Member Bell, seconded by Council Member Flannery, moved to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:30 p.m.



\_\_\_\_\_  
Scott M. Sessions, Mayor



\_\_\_\_\_  
Stephen M. French, City Clerk

**CITY COUNCIL MINUTES**

City of Hillsdale  
November 21, 2016  
7:00 P.M.

Regular Meeting

**Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

**Roll Call**

Mayor Scott Sessions called the meeting to order.

Council Members present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 Timothy Dixon, Ward 2 William Morrissey, Ward 2 Bruce Sharp, Ward 3 William Zeiser, Ward 3 Matthew Bell, Ward 4 Patrick Flannery, Ward 4
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Council Members absent:	Brian Watkins, Ward 1
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, City Attorney Tom Thompson, Kay Freese (HR), Scott Hephner (HCPD/HCFD), Jake Hammel (DPS), Mike Barber (BPU), Chris McArthur (BPU), Mark Hawkins (HCFD), Russ Picek (HCFD), Andy Barrand (Hillsdale Daily News), Dr. Gary Wolfram (Hillsdale Policy Group), Penny Swan, Ray Briner, and Jack McLain.

**Council Member Excused**

Mayor Sessions stated he had received notice from Council Member Watkins indicating he would not be able to attend the meeting due to a work obligation.

Council Member Bell, seconded by Council Member Flannery, moved to excuse the absence of Council Member Watkins from the meeting. By a voice vote, the motion passed unanimously.

**Approval of Agenda**

City Manager Mackie noted that City Assessor Kim Thomas had requested city staff had requested the agenda be amended to include a recommendation to approve a Land Division Act application from the David W. Hanakeff Trust for property located at 25 Fayette Street and 19 McClellan Street.

Council Member Bell recommended the item be included on the December 5, 2016 Council meeting agenda to ensure all applicable parties had been formally noticed and made aware of the request.

Council Member Bell, seconded by Council Member Flannery, moved to approve the November 21, 2016 agenda as presented. By a voice vote, the motion carried unanimously.

**Public Comment**

No public comments were offered.

**Consent Agenda**

- A. Approval of Bills
  - 1. City Claims of November 3, 2016: \$656,478.86
  - 2. City Claims of November 17, 2016: \$119,295.50
  - 3. BPU Claims of November 3, 2016: \$45,729.53
  - 4. BPU Claims of November 17, 2016: \$158,671.75
  - 5. Payroll of November 17, 2016: \$95,650.22
- B. City Council Minutes of November 7, 2016
- C. Finance Committee Meeting Minutes
  - 1. September 26, 2016
  - 2. October 10, 2016
  - 3. October 24, 2016
  - 4. November 7, 2016
- D. TIFA Targeted Development Committee Meeting Minutes
  - 1. September 26, 2016
  - 2. October 25, 2016
  - 3. November 1, 2016
- E. Tax Increment Finance Authority (TIFA) Meeting Minutes – September 20, 2016
- F. TIFA Façade Grant Committee Meeting Minutes – September 27, 2016
- G. Planning Commission Meeting Minutes – October 18, 2016
- H. F.A.I.R. Committee Meeting Minutes – October 10, 2016
- I. Right of Way Permit – Hillsdale Business Assoc. Christmas Parade – Dec. 3, 2016

Council Member Flannery, seconded by Council Member Morrissey, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

**Communications/Petitions**

There were no Communications/Petitions on the agenda.

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

There were no Ordinances or Public Hearings on the agenda.

**Unfinished Business**

There was no Unfinished Business on the agenda.

**Old Business**

- A. Leaf Collection Discussion

DPS Director Hammel reported the department had completed two rounds of leaf collection in Wards 2, 3, and 4 while the final collection for Ward 1 was expected to begin on Tuesday,

November 22, 2016. Mr. Hammel stated there had been a tremendous amount of interest in adding a third leaf collection program due to the large amount of leaves that remained following the second collection.

DPS Director Hammel recommended the City Council not approve a third leaf collection program, as the costs had not been included in the FY2017 budget and the need to be transition the equipment with plows and salt spreaders in case of a snowfall.

Council Member Bell questioned the associated costs of clearing drains and storm grates with leaves that had not been collected by city staff. DPS Director Hammel stated the Vactor truck recently received by the department from BPU would be used in the upcoming weeks to clear the storm drains of debris, including leaves. Mr. Hammel also reported the city's compost site would remain open for an additional week from 7:00 a.m. until 3:00 p.m. to allow residents to dump their leaves without cost.

Responding to a question from Council Member Bell, DPS Director Hammel stated a total review of the leaf collection program would be completed during the off-season and any recommendations for program changes would be presented to Council at the appropriate time.

Council Member Zeiser recommended the leaf collection program be delayed until later in the months of October and November. DPS Director Hammel warned pushing the program back in the season could interfere with the department's ability to clear streets if an early snowfall occurred during the scheduled leaf collection.

Council Member Sharp also encouraged the leaf collection program be delayed until later in year. Council Member Sharp questioned the effect of leaves being left in the roadway and clogging the storm sewer drains or impacting the snow removal efforts of staff.

Council Member Dixon asked if certain sections of the city that had an especially large amount of leaves remaining could have a third leaf collection. Council Member Dixon stated the entire city may not have to be canvassed, but only those areas especially impacted by the unseasonably warm fall. City Manager Mackie and DPS Director Hammel both warned again only offering service to certain sections of the city and not to other areas.

DPS Director Hammel noted that following the final leaf collection, residents were required by City Code to clear the curb area from any remaining brush and leaves. Mr. Hammel stated that leaves left on the curb would pose a hazard during snow plowing.

DPS Director Hammel finalized his comments by indicating a third leaf collection would have a negative effect on the city's cemeteries and parks, as those areas were cleared by city staff following the city's leaf pickup program. Mr. Hammel stated the failure to complete the leaf pickup in the parks and cemeteries would create additional work for city staff in the spring.

### **New Business**

#### **A. Proposal for BPU Electric Cost of Service and Rate Design Study**

BPU Director Barber recommended the approval of a contract with SSOE Group in the amount of \$18,500 to perform a five-year rate study for electrical costs. Mr. Barber stated the previous five-year study was set to expire in January 2017, and SSOE had been selected as the low bidder for the project.

City Manager Mackie noted the SSOE Group had also contracted with Union City to complete a similar rate study, which reduced the estimated costs of the contract.

Council Member Flannery, seconded by Council Member Bell, moved to approve a proposal from SSOE Group to provide an Electric Cost of Service and Rate Design Study for a not-to-exceed cost of \$18,500.00.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

#### B. BPU Pole Attachment Licensing Agreement

BPU Director Barber presented a draft agreement which would mandate the requirements expected of providers who utilized the utility poles owned by the BPU. Mr. Barber stated the utility had several, informal agreements with Internet providers, cable television companies, and telephone services that would be formalized with the agreement. Mr. Barber indicated the last licensing agreement was approved between the BPU and Michigan Bell Telephone in 1954.

Council Member Zeiser, seconded by Council Member Bell, moved to approve the Pole Attachment Licensing Agreement.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

#### C. Proposal for BPU Distribution System Improvements

BPU Director Barber stated the FY2017 budget included \$350,000 to complete the construction and energizing of the High Rise Substation and reconfigure feeders 13 and 14. Mr. Barber stated SSOE Group was active in the engineering and initial construction of the substation, and had submitted a subsequent contract proposal to finalize engineering, design, bidding and construction administration of the improvements.

Council Member Flannery, seconded by Council Member Dixon, moved to approve a contract with SSOE Group at a cost of \$48,900.00 to engineer, design, solicit bids and administrate the construction to reconfigure feeders 13 and 14, complete the design of the High Rise Substation, and replace the dead-end riser structure at the High Rise Substation.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

D. Temporary suspension of BPU Power Cost Adjustment

BPU Director Barber reviewed a staff recommendation to temporarily suspend the utility's Power Cost Adjustment program until a new electric rate study could be completed. Mr. Barber reviewed how the adjustment was calculated and how the program had resulted in the utility incurring an October deficit of \$84,472.

Council Member Flannery, seconded by Council Member Dixon, moved to temporarily suspend the utility's Power Cost Adjustment program, pending the approval of the new electric rates.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

E. Amendment and Renewal of Hillsdale Policy Group Contract

City Manager Mackie reviewed the renewal contract with the Hillsdale Policy Group (HPG) for 2017 economic development services at a total cost of \$48,500. City Manager Mackie stated the contract was a 25% reduction from 2016 and that current city staff would assume some of the responsibilities that were previously handled by Mary Wolfram. City Manager Mackie commended Mary Wolfram for her dedicated leadership of the city's economic development programs.

Dr. Gary Wolfram noted many of the responsibilities assumed by the Hillsdale Policy Group had previously been assigned to the Assistant City Manager, a position that had been eliminated.

Council Member Bell questioned what type of businesses or industries were being targeted by the Hillsdale Policy Group for development within the City of Hillsdale. Dr. Wolfram discussed how the city should not target a specific type of industry, but rely on the unique attributes that Hillsdale could offer that were not available in other areas. Dr. Wolfram discussed how the installation of the high-speed fiber system could be used to attract employees who had the ability to telecommute for their jobs.

Council Member Stockford questioned how potential employees without a college degree could succeed in Hillsdale's economic growth plans. Dr. Wolfram discussed the lack of employees with a skilled trade and the importance of a successful K-12 educational system in Hillsdale to combat this issue. Dr. Wolfram highlighted the positive impact of the Hillsdale ISD building trades program partnering in the Three Meadows subdivision development.

Council Member Sharp noted the need for skilled trade employees in the area and the importance of an available workforce. Council Member Sharp questioned if the Hillsdale Policy Group could have impacted the decision of Hartzell Veneer and American Copper & Brass to leave the city for other sites. City Manager Mackie stated the city and HPG representatives actively communicate with businesses to discuss any site retention issues. City Manager Mackie stated the relocation of Hartzell Veneer and American Copper & Brass could not have been averted by HPG or city staff.

City Manager Mackie anticipated that within 30-60 days, plans would be announced regarding new businesses that would fill the vacant sites at the city's Industrial Park.

Dr. Wolfram noted HPG staff spends many hours to ensure state and federally funded projects are progressing in compliance with the many rules & regulations imposed by the grant agreements.

Council Member Morrissey noted the importance of approving the contract with HPG when an alternative had not been previously discussed. Council Member Morrissey recommended the

contract approval and the continuity that would be realized in the Economic Development office.

Council Member Morrissey, seconded by Council Member Flannery, moved to approve the amendment and renewal of the Hillsdale Policy Group (HPG) consulting contract with a 25% reduction in cost, the modification of Section 8 of the contract to read Professional Liability insurance in place of Commercial General Liability insurance, and authorizing the Mayor and City Clerk to execute the contract amendment.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	No
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 7-1.

### Miscellaneous

#### A. November 2016 Election Report

Council Member Bell noted the memo should indicate the write-in votes were for Evan *McMullen* and not Evan *McWilliams*. City Clerk French noted this would be corrected.

#### B. 1<sup>st</sup> through 3<sup>rd</sup> Quarter Reports – Hillsdale Fire Department

The report was received by Council for informational purposes.

#### C. Planning Commission Appointments

Council Member Bell encouraged the Planning Commission to favor a less-restrictive, business-friendly zoning approach.

Council Member Flannery, seconded by Council Member Sharp, moved to approve the following appointments:

1. Dr. Robert Schall (New Appointment)
2. Eric Moore (Re-Appointment)
3. Samuel Nutter (Re-Appointment)
4. Amber Yoder (Re-Appointment)
5. Kerry Laycock (Re-Appointment)

By a voice vote, the motion carried unanimously.

### Amendment of Agenda

Council Member Bell, seconded by Council Member Zeiser, moved to amend the agenda to move the Closed Session item to follow the City Manager's Report, General Public Comment, and Council Comment sections. By a voice vote, the motion carried unanimously.

**City Manager's Report**

City Manager Mackie reported the "Small Business Saturday" event was scheduled for November 26, 2016, which was a nation-wide promotional campaign to encourage consumers to shop at locally owned stores in their community. City Manager Mackie stated that Mary Wolfram had distributed promotional tote bags and fliers to city businesses to help promote the event.

**General Public Comment**

Ms. Penny Swan, 192 South West Street, thanked the BPU for quickly restoring the power throughout the city following the storm on Friday evening, November 18.

Mr. Jack McLain stated the City Council and staff placed too much emphasis towards Hillsdale College and argued there was more to the City of Hillsdale than just Hillsdale College. Mr. McLain also encouraged the inclusion of Hillsdale Beauty College on city brochures and advertisements.

**Council Comments**

Council Member Stockford responded to Mr. McLain and stated his concerns about Hillsdale Beauty College had been forwarded to Mary Wolfram following the last Council meeting. Council Member Stockford also commended the BPU for quickly restoring electricity to the city following the recent storm. Council Member Stockford then echoed Dr. Wolfram's comments about the need for skilled trade employees within the region and the issues surrounding employee absenteeism in today's workforce.

Council Member Sharp thanked the BPU for quickly restoring power following the recent storm.

Council Member Bell thanked the BPU for quickly restoring power following the recent storm.

Mayor Sessions thanked the BPU for quickly restoring power following the recent storm.

**D. Closed Session – Litigation**

Council Member Bell, seconded by Council Member Stockford, moved to enter into Closed Session under Section 8(e) of the Michigan Open Meetings Act, to consult with City Attorney regarding trial strategy in connection with Dawn Townley v City Council for the City of Hillsdale, Hillsdale Board of Public Utilities et. al.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrisey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 8-0.

The Hillsdale City Council went into Closed Session at 8:40 p.m.

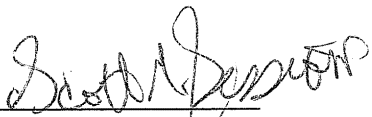
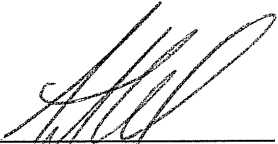
The Hillsdale City Council reconvened into Open Session at 9:18 p.m.



**Adjournment**

Council Member Bell, seconded by Council Member Stockford, moved to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 9:20 p.m.

  
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Scott M. Sessions, Mayor  
\_\_\_\_\_  
Stephen M. French, City Clerk

**CITY COUNCIL MINUTES**

City of Hillsdale  
 December 5, 2016  
 7:00 P.M.

Regular Meeting

**Call to Order and Pledge of Allegiance**

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

**Roll Call**

Mayor Scott Sessions called the meeting to order.

Council Members present:	Scott M. Sessions, Mayor Adam Stockford, Ward 1 Brian Watkins, Ward 1 Timothy Dixon, Ward 2 William Morrissey, Ward 2 Bruce Sharp, Ward 3 William Zeiser, Ward 3 *Matthew Bell, Ward 4 Patrick Flannery, Ward 4
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Council Members absent:	None
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Also present were: City Clerk Stephen M. French, City Attorney John Lovinger, City Attorney Tom Thompson, Kay Freese (HR), Scott Hephner (HCPD/HCFD), Jake Hammel (DPS), Mike Barber (BPU), Chris McArthur (BPU), Kim Thomas (Assessor), Corey Murray (Hillsdale Daily News), Greg Kurtz, Joseph Hendee, Penny Swan, Jerry Wertz, Ray Briner, and Dennis Wainscott.

**Council Member Excused**

Mayor Sessions stated he had received notice from Council Member Bell indicating he would not be able to attend the meeting due to a work obligation.

Council Member Zeiser, seconded by Council Member Watkins, moved to excuse the absence of Council Member Bell from the meeting. By a voice vote, the motion passed unanimously.

\*Council Member Bell arrived at 7:03 p.m.

**Approval of Agenda**

Council Member Watkins, seconded by Council Member Flannery, moved to approve the December 5, 2016 agenda as presented. By a voice vote, the motion carried unanimously.

**Public Comment**

No public comments were offered.

**Consent Agenda**

- A. Approval of Bills
  - 1. City Claims of December 2, 2016: \$144,994.97
  - 2. Payroll of December 1, 2016: \$137,985.96
- B. City Council Minutes of November 21, 2016
- C. Hillsdale Policy Group – November 2016 Monthly Report

Council Member Flannery, seconded by Council Member Morrissey, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 9-0.

**Communications/Petitions**

There were no Communications/Petitions on the agenda.

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

There were no Ordinances or Public Hearings on the agenda.

**Unfinished Business**

There was no Unfinished Business on the agenda.

**Old Business**

- A. Action Plan: Seven Month Review

Chief Hephner reviewed the most recent update to the City's Action Plan that included:

1. The funding for the purchase of a new drinking fountain at Fields of Dreams had been secured and the installation of the fountain would be completed during the spring of 2017
2. Discussions with Council about workforce development issues had been moved to March 2017 to determine more specific parameters for the discussion
3. The contract for the installation of a new apron at the airport would be re-bid in January 2017, while the city maintained funding for the project through the State of Michigan.
4. Plans to hold quarterly meetings with Council, staff, and board/commission members were continuing
5. A needs assessment for a Structural Engineer were being reviewed by city staff.
6. The City Manager continued to communicate with existing business groups in the downtown area to promote special events and activities.

**New Business**

## A. Land Division Application – 25 Fayette Street and 19 McClellan Street

City Assessor Thomas presented a Land Division Application from The David W. Yanakeff Trust No. 1 to divide city lot 30-006-222-453-12 into two, separate lots. Ms. Thomas explained the existing parcel had two homes on a single lot, and the owner was attempting to sell one of the homes; however, the prospective buyer was unable to secure funding for the purchase without first having the lot split.

Council Member Bell questioned if city staff had received any communications from adjacent property owners. Assessor Thomas stated the city had not received any objections from residents in regards to this request. Assessor Thomas further noted the newly created lot line had been placed at an equal distance from both homes, which created a 22 foot setback for both homes from the new property boundary.

Council Member Morrissey, seconded by Council Member Watkins, moved to approve the Land Division Application from The David W. Yanakeff Trust No. 1 dated November 10, 2016 as submitted.

Roll call:	Council Member Bell	Aye
	Council Member Dixon	Aye
	Council Member Flannery	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stockford	Aye
	Council Member Watkins	Aye
	Council Member Zeiser	Aye
	Mayor Sessions	Aye

Motion passed 9-0.

**Miscellaneous**

## A. Board &amp; Committee Appointments

Council Member Stockford requested future appointment recommendations utilize the city's committee application form, and not submitted via resume or letter of interest.

Council Member Flannery, seconded by Council Member Bell, moved to approve the following appointments:

1. Re-appointment of Mr. Steve Stoll to the IPMC Boards of Appeals
2. Re-appointment of Mr. David Foulke to the IPMC Boards of Appeals
3. Appointment of Mr. Quinton Lockwood to the Airport Advisory Committee

By a voice vote, the motion carried unanimously.

## C. Hillsdale Police Department's 3rd Quarter Report &amp; Stats for 2016

The report was received by Council for informational purposes.

**General Public Comment**

Mr. Greg Kurtz, 151 Westwood Drive, discussed on-going issues with water main breaks in his neighborhood and the poor condition of city streets. Mr. Kurtz encouraged the City Council to approve a third, leaf pick-up due to the large amount of leaves that were left uncollected after an unseasonably warm fall.

Mr. Joseph Hendee, 181 Rea, discussed the lawsuit of Dawn Townley v City Council for the City of Hillsdale, Hillsdale Board of Public Utilities et. al. and the embezzlement allegations that were made in the plaintiff's complaint. Mr. Hendee encouraged the city to hire a public relations firm to protect the city's image during this process.

Ms. Penny Swan, 192 South West Street, argued it was unacceptable for the Council to remain quiet on the allegations of the Townley lawsuit. Ms. Swan stated the Council needed to publically address the embezzlement allegations that had been asserted in the lawsuit.

Mr. Jerry Wentz, 22 Westwood Street, discussed the desperate need for an additional leaf pick-up throughout the city. Mr. Wentz noted there was a burned out home on Westwood Drive that needed to be razed, while the city seemed to concentrate their attention on other, minor zoning violations on the neighboring homes. Mr. Wentz also discussed the need for road repairs and traffic enforcement throughout his neighborhood.

Attorney Lovinger discussed the absolute need for City Council and staff to not publically comment or debate the claims of the lawsuit that had been discussed. Attorney Lovinger noted the city would vigorously defend itself from the allegations made in the lawsuit, beginning with a legal response of the complaint that would be filed with the court in the near future.

### **Council Comments**

Council Member Sharp noted the poor conditions of the city streets and the on-going discussions of the Funding Alternatives Identification & Recommendation (F.A.I.R.) Committee to determine the best funding methods for these improvements. Council Member Sharp also discussed the large amounts of leaves that remained uncollected by city staff and the staff report that had been presented at the November 21, 2016 Council Meeting on the subject.

Council Member Bell voiced support for the comments offered by Council Member Sharp on the leaf collection issues and the status of the city's roads. Council Member Bell discussed the need for the city to prepare the equipment for snow removal that was utilized during the past weekend and voiced support for the leadership of DPS Director Jake Hammel.

Council Member Zeiser agreed with all of the comments made by Council Members Sharp and Bell and discussed the need to delay leaf pick-up in 2017 to mid-November and December. Council Member Zeiser also noted engineered drawings for the reconstruction of Westwood Drive were being developed by city staff for future grant opportunities. Council Member Zeiser thanked all of the residents who attended the meeting and brought forward their concerns about the city.

Council Member Stockford also thanked the many residents who attended and spoke at the Council meeting. Council Member Stockford discussed the need to protect the city during an on-going civil litigation and the perquisite for Council to follow the attorney's directives during the process.


Council Member Watkins discussed the large amount of leaves that had been left in the public rights-of-way and informed residents the leaves could not be left on the terrace or on the curb. Council Member Watkins reported property owners who left leaf piles at the curb or on the terrace after the final pick up of the season, would be asked to move them or be cited. Council Member Watkins noted the importance of removing the leaves from the right of way to keep the storm sewers from becoming clogged and flooding the streets.

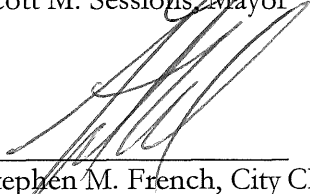
Mayor Sessions thanked Council for the proactive discussions that were held during the meeting and for the informative public comments that were offered. Mayor Sessions discussed the upcoming Mayor's Reception scheduled for December 19, 2016 from 5:30 p.m. – 7:00 p.m. in the Council Chambers. Mayor Sessions also commended those involved with the Parade of Lights event that was held on December 3, 2016 in Downtown Hillsdale. Mayor Sessions reiterated the extended hours of the city's compost site where residents could dispose of remaining leaves and brush at no charge. Mayor Sessions finalized his comments by encouraging public participation with the Rising Tides Initiative that included a public meeting for all residents on Monday, December 12, 2016 at 5:30 p.m. in the City Council Chambers.

**Adjournment**

Council Member Bell, seconded by Council Member Watkins, moved to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 7:43 p.m.

  
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Scott M. Sessions, Mayor

  
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Stephen M. French, City Clerk