

**CITY COUNCIL MINUTES**

City of Hillsdale  
 Council Chambers  
 April 25, 2018  
 6:00 P.M.

Special Meeting

**Call to Order and Pledge of Allegiance**

Mayor Adam Stockford opened the meeting with the Pledge of Allegiance.

**Roll Call**

Mayor Adam Stockford called the meeting to order.

Council Members present:	**Adam Stockford, Mayor R. Gregory Stuchell, Ward 1 William Morrissey, Ward 2 *Bruce Sharp, Ward 3 William Zeiser, Ward 3 Matthew Bell, Ward 4 Raymond Briner, Ward 4
--------------------------	---

Council Members absent:	Timothy Dixon, Ward 2
-------------------------	-----------------------

Also present were: City Manager David Mackie, City Clerk Stephen M. French, Scott Hephner (HCPD & HCFD), Bonnie Tew (Finance), Kay Freese (HR), Mary Hill (Library), Alan Becker (Zoning), Kim Thomas (Assessing), Dennis Wainscott, Penny Swan, Ted Jansen, and Jack McLain.

**Public Comment**

No public comments were offered.

**Department Budget Presentations****A. Human Resources**

Director Freese presented the Human Resources (HR) budget and noted that the first time in many years, the HR department's budget was being presented separate from the City Manager's budget. Ms. Freese indicated the budget was comprised of personnel costs and nominal office and supply expenses. Ms. Freese reported the personnel costs of the HR budget were shared equally between the city's General Fund and the Board of Public Utility (BPU) budget.

No comments or questions were raised by Council.

**B. Library**

Director Hill presented the Hillsdale Community Library budget and discussed the funding sources that supported the library. Ms. Hill stated the library would receive federal assistance of approximately \$8,000 to help offset the costs of Internet service, software, and firewall installation.

Council Member Bell commended Ms. Hill on the library operations and stated the facility was always clean and orderly.

City Manager Mackie reported city staff had met with Mitchell Research Center (MRC) representatives to discuss the sale of the MRC building to the research center at a nominal cost. City Manager Mackie stated the sale would allow the MRC to look for historical grants to fund renovation and maintenance of the building, and would allow the city to allocate funding to other city projects. City Manager Mackie reported updates on these discussions would be provided to the Council in the upcoming months.

City Manager Mackie reported \$60,000 had been included in the Capital Improvements Fund for exterior painting, soffit repairs, and drywall repairs at the MRC.

\*Council Member Sharp arrived at 6:15 p.m.

### C. Airport

City Manager Mackie presented the Hillsdale Municipal Airport budget and discussed the revenue and expenditure changes that were the result of the organizational changes at the site. City Manager Mackie stated the changes would increase the airport's personnel costs, but the city would increase the revenue at the airport by capturing all of the hangar lease payments and profits from fuel sales. City Manager Mackie stated the only capital improvement expenditures in FY2019 would be for the Michigan Department of Transportation (MDOT) debt payments and for bulk fuel purchases.

Finance Director Tew stated the city was very fortunate to have Mr. Scott Curry as an employee at the airport, as he has been very proficient at repairing and maintaining the equipment, which had saved the airport a considerable amount of money.

\*\*Mayor Stockford left the meeting at 6:25 p.m.

### D. Assessing/Code Enforcement/Planning/TIFA

Assessor Thomas presented the office budget and highlighted:

1. The personnel costs of Ms. Katy Price were shared equally with the City Clerk's Office
2. The expenses for Contractual Services were increased to provide the office with assistance with field appraisals.
3. Health insurance expenses had increased with the addition of Ms. Price in the Assessing Office. Ms. Thomas also reported funding for health insurance for her family had been included in the budget, although she was unsure if the insurance would be necessary and if the actual costs would be incurred during the year.
4. Demolition costs were included in the Code Enforcement budget; however, those costs could be recovered from the property owners.
5. Staff anticipated to increase the number of on-site visits throughout the year to ensure the sites were consistent with the city records and assessments.

Zoning Inspector Beeker presented the TIFA budget, which had been reduced by \$50,000 from FY2018 due to state tax capture changes. Mr. Beeker stated the TIFA budget included expenses for a six-month contract with the Hillsdale Policy Group and \$15,000 for snow removal costs, if needed.

### E. Police & Fire Departments

Chief Hephner presented the Police Department budget, which increased \$32,000 due to wages and benefit costs increases. Chief Hephner reported Police Officer Ted Brendel had announced his intention to retire in the fall of 2018 after 32 years of service to the city.

Chief Hephner also reviewed the Drug Forfeiture Fund, which had a balance of \$5,700 and the OWI Fund, which had a balance of \$11,000. Chief Hephner noted each of the funds had specific restrictions on the expenditures that could be paid with these monies.

Chief Hephner reported the department would utilize the Virtual Academy for Law Enforcement for certain training opportunities in the fiscal year, which would provide web-based training for the police officers at a lower cost than site-specific training classes.

Chief Hephner noted the department would once again apply to the United States Department of Agriculture (USDA) for a grant to fund the purchase of a replacement police vehicle in 2018-2019. Chief Hephner also discussed the need to purchase a new radio system throughout Hillsdale County within the next couple of years. Chief Hephner stated the new radio system was being mandated by the Federal Communication Commission's (FCC) restrictions on radio banding levels.

Chief Hephner presented the Fire Department budget for FY2019, which nearly identical to the previous year. Chief Hephner reported the recently-purchased ladder truck would be delivered to the city by the end of May 2018. Chief Hephner reported the department had been notified that the department was not awarded a Federal Emergency Management Agency (FEMA) grant in the amount of \$75,000 for equipment purchases.

**F. Finance/Treasurer/Administration**

Finance Director Tew presented the departmental budgets for each of the offices and reported the wage and benefit expenses for herself and the Deputy Finance Director were being shared equally with the BPU. Ms. Tew reported the departmental budgets were comprised primarily of personnel costs, with some expenses for supplies, training, and contractual services.

**G. City Manager/Economic Development/EDC**

City Manager Mackie reviewed the budgets for the City Manager and Economic Development offices. City Manager Mackie reported the expenses for Ms. Kelly LoPresto were divided equally between the City Manager's Office and the Assessing Department. City Manager Mackie noted the BPU would provide \$20,000 in FY2019 for economic development programs.

City Manager Mackie also provided information on the Three Meadows development and the development of high-speed Internet services to city residents. City Manager Mackie stated the Economic Development Corporation (EDC) had taken a leadership role at looking at the alternatives for extending high-speed Internet fiber to more areas of the city. City Manager Mackie stated the city had met with representatives from the City of Marshall and who had initiated a program to extend high-speed Internet access to their residents.

Responding to a question from Council Member Briner, City Manager Mackie stated it was unlikely the building requirements and deed restrictions in the Three Meadows subdivision would be reduced to spur additional building in the plat.

**Public Comment**

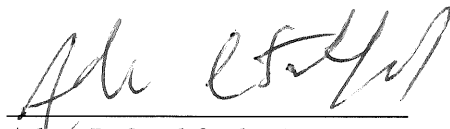
Mr. Dennis Wainscott, 34 Garden Street, objected to the recent change which required residents to pay for access to the city's on-line assessment information. Mr. Wainscott also commended Chief Hephner for his leadership of the city's police and fire departments.

Mr. Jack McLain, 1445 South Bunn Road, encouraged the city to use high school students or college interns to perform on-site reviews for the Assessing Office. Mr. McLain also encouraged the city to review its assessment information to maximize the taxable value of properties in the area.

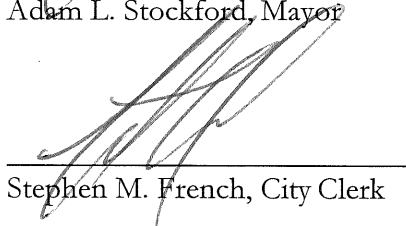
**Adjournment**

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

The meeting adjourned at 7:55 p.m.



Adam L. Stockford, Mayor



Stephen M. French, City Clerk