



City Council Agenda

March 7, 2022
7:00 p.m.

City Council Chambers
97 N. Broad Street
Hillsdale, MI 49242

- I. Call to Order and Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Public Comments on Agenda Items**
- V. Consent Agenda**
 - A. Approval of Bills
 - 1. City and BPU Claims of February 17, 2022: \$1,196,917.41
 - 2. Payroll of February 17, 2022: \$174,966.70
 - B. City Council Minutes of February 21, 2022
 - C. Finance Minutes of December 27, 2021, January 24, 2022, February 7, 2022 & February 21, 2022
 - D. Cemetery Minutes of February 2, 2022
 - E. Hillsdale Airport Terminal Study- RS&H Engineering
 - F. Hillsdale College Manning St. Closure (Taste of Manning)
- VI. Communications/Petitions**
 - A. Hillsdale County ISD: Millage Flyers – Shawn Vondra
 - B. Code Enforcement - Council Member Socha
- VII. Introduction and Adoption of Ordinances/Public Hearing**
- VIII. Old Business**
 - A. Airport Parallel Taxiway C Additional Services
- IX. New Business**
 - A. Bridge Rebuild and Trail Maintenance Agreement
 - B. Council Chambers Sound Equipment – Council Member Sharp
 - C. 4th of July Parade & Celebration –Discussion
- X. Miscellaneous Reports**
 - A. Proclamations- None
 - B. Appointment- Becki Jaeger - Board of Review
 - C. Other- None
- XI. General Public Comment**
- XII. City Manager’s Report**

XIII. Council Comment

XIV. Adjournment

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000					
101-000.000-249.999	REFUND AFLAC PREMIUM	YVONNE STRAUSS	REFUND AFLAC PREMIUM	259.36	103319
Total For Dept 000.000				259.36	
Dept 172.000 CITY MANAGER					
101-172.000-810.000	DUES AND SUBSCRIPTIONS	MICH ECONOMIC DEVELOPERS	2022 MEDA MEMBERSHIP - DAVID MACKIE	315.00	103295
Total For Dept 172.000 CITY MANAGER				315.00	
Dept 175.000 ADMINISTRATIVE SERVICES					
101-175.000-801.000	CONTRACTUAL SERVICES	LODZINSKI & ASSOCIATES,	LI SURVEY FOR 901 DEVELOPMENT DRIVE	2,400.00	103287
101-175.000-801.000	CONTRACTUAL SERVICES	SONIT SYSTEMS, LLC	SONIT NETADMIN 1-31-2022	962.50	103314
101-175.000-806.000	LEGAL SERVICES	LOVINGER & THOMPSON, PC	LEGAL FEES	1,365.00	103288
101-175.000-810.000	MIDEAL SERVICE 1/1/2022 - 12/31/	STATE OF MICHIGAN	MIDEAL SERVICE 1/1/2022 - 12/31/2022	180.00	103316
Total For Dept 175.000 ADMINISTRATIVE SERVICES				4,907.50	
Dept 209.000 ASSESSING DEPARTMENT					
101-209.000-734.000	POSTAGE	CARD SERVICES CENTER	FEBRUARY CREDIT CARD PURCHASES	59.56	165
101-209.000-801.000	COPIER LEASE - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASE - CITY	94.39	103258
101-209.000-810.000	DUES AND SUBSCRIPTIONS	CARD SERVICES CENTER	FEBRUARY CREDIT CARD PURCHASES	23.99	165
101-209.000-861.000	TRAINING & SEMINARS	CARD SERVICES CENTER	FEBRUARY CREDIT CARD PURCHASES	64.00	165
Total For Dept 209.000 ASSESSING DEPARTMENT				241.94	
Dept 215.000 CITY CLERK DEPARTMENT					
101-215.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	PAPER PRODUCTS, TAPE, CLOROX WIPES	53.23	103258
101-215.000-726.000	SUPPLIES PENS	NATIONAL PEN CO, LLC	PENS COLORED STYLUS GEL W/LOGO	179.50	103296
101-215.000-801.000	COPIER LEASE - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASE - CITY	172.80	103258
Total For Dept 215.000 CITY CLERK DEPARTMENT				405.53	
Dept 219.000 FINANCE DEPARTMENT					
101-219.000-726.000	TAPE, HIGHLIGHTERS	CURRENT OFFICE SOLUTIONS	TAPE, HIGHLIGHTERS	16.39	103258
101-219.000-801.000	ACCOUNTING SERVICES	THE WOODHILL GROUP	ACCOUNT SERVICES	9,012.50	103320
Total For Dept 219.000 FINANCE DEPARTMENT				9,028.89	
Dept 253.000 CITY TREASURER					
101-253.000-726.000	GREEN PERFORATED PAPER FOR TREAS	ARROW SWIFT PRINTING	GREEN PERFORATED PAPER FOR TREASURER	38.10	103243
Total For Dept 253.000 CITY TREASURER				38.10	
Dept 265.000 BUILDING AND GROUNDS					
101-265.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	PAPER PRODUCTS, TAPE, CLOROX WIPES	183.15	103258
101-265.000-726.000	WATER - CITY HALL	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	12.75	103273
101-265.000-801.000	SERVICE & INSPECTION - FIRE EXTI	ANYTIME FIRE PROTECTION	SERVICE & INSPECTION - FIRE EXTINGUISH	87.75	103241
101-265.000-801.000	MOP & BUFF DISPATCH OFFICE	EAST 2 WEST ENTERPRISES,	MOP & BUFF DISPATCH OFFICE	40.00	103265
101-265.000-801.000	MATS - CITY HALL	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE	31.02	103322
101-265.000-925.000	TELEPHONE - CITY HALL	ACD	POTS DIGITAL LINE - CITY HALL	165.80	103236
101-265.000-925.000	TELEPHONE	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY FAX SERVICE	144.79	103250
Total For Dept 265.000 BUILDING AND GROUNDS				665.26	
Dept 276.000 CEMETERIES					
101-276.000-801.000	TREES REMOVED - LAKEVIEW CEMETER	LONSBERY, JEFFREY	TREES REMOVED - LAKEVIEW CEMETERY EXPAN	4,500.00	103257
Total For Dept 276.000 CEMETERIES				4,500.00	
Dept 295.000 AIRPORT					
101-295.000-726.000	OUTDOOR RAINBOW WIND MEASUREMENT	AMAZON CAPITAL SERVICES,	OUTDOOR RAINBOW WIND MEASUREMENT	16.99	103237
101-295.000-726.000	WATER - AIRPORT	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	4.75	103273
101-295.000-726.000	CLEANER, CUPS	MARKET HOUSE	CLEANER, CUPS	15.66	103290

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 295.000 AIRPORT					
101-295.000-740.000	FUEL AND LUBRICANTS	BRINER OIL CO, INC	DIESEL FUEL DELIVERY	341.55	103249
101-295.000-801.000	SERVICE & INSPECTION - FIRE EXTI	ANYTIME FIRE PROTECTION	SERVICE & INSPECTION - FIRE EXTINGUISHE	90.00	103241
101-295.000-925.000	TELEPHONE - AIRPORT	ACD	POTS DIGITAL LINE - AIRPORT	82.90	103236
101-295.000-930.000	LIGHT BULBS FOR ROTATING BEACON	AMERICAN COPPER AND BRASS,	LIGHT BULBS FOR ROTATING BEACON	225.58	103238
Total For Dept 295.000 AIRPORT				777.43	
Dept 301.000 POLICE DEPARTMENT					
101-301.000-726.000	AA/AAA BATTERIES	BATTERY JUNCTION	AA/AAA BATTERIES	105.12	103245
101-301.000-726.000	(4) TONER CARTRIDGES (1) BOX ENV	CURRENT OFFICE SOLUTIONS	TONER CARTRIDGES FOR ADMIN PRINTER/10X1	750.36	103258
101-301.000-726.000	(6) CASES 40S&W 180 GRAIN PRACTI	KIESLER'S POLICE SUPPLY, I	FEDERAL AMERICAN EAGLE 40S&W 180 GRAIN/	5,961.81	103284
101-301.000-801.000	SERVICE & INSPECTION - FIRE EXTI	ANYTIME FIRE PROTECTION	SERVICE & INSPECTION - FIRE EXTINGUISHE	19.50	103241
101-301.000-801.000	COPIER LEASE - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASE - CITY	20.00	103258
101-301.000-801.000	HD CTY RANGE USE 2022	HILLSDALE CO SHERIFF'S OFF	ANNUAL HILLSDALE COUNTY RANGE USE 2022	200.00	103276
101-301.000-801.000	OIL CHANGE UNIT 2-1	PARNEY'S CAR CARE	OIL CHANGE - UNIT 2-1 (19 EXPLORER)	152.87	103299
101-301.000-801.000	ONLINE INVESTIGATIVE SERVICE	TRANSUNION RISK AND ALTERM	ONLINE INVESTIGATIVE SYSTEM BILLING 01/	75.00	103321
101-301.000-801.000	NETWORK ACCESS FEE	VERIZON WIRELESS	NETWORK ACCESS FEE FOR IN-CAR MOBILE D	160.04	103326
101-301.000-900.000	BUSINESS CARDS/D. SIMS	ARROW SWIFT PRINTING	BUSINESS CARDS/OFFICER D. SIMS	30.50	103243
101-301.000-930.000	REPAIRED BODY WORN CAMERA	KUSTOM SIGNALS, INC	BODY WORN CAMERA REPAIR/REPLACED LENS P	189.50	103285
Total For Dept 301.000 POLICE DEPARTMENT				7,664.70	
Dept 336.000 FIRE DEPARTMENT					
101-336.000-726.000	MEDICAL SUPPLIES	EMERGENCY MEDICAL PRODUCTS	HEARTSTART SMART PADS ADULT/CHILD/ELECT	182.50	103266
101-336.000-726.000	2PK 60W LED BULBS/STATION	GELZER & SON INC	60W LED BULBS	20.47	103270
101-336.000-730.000	11OZ SILICONE SPRAY LUBE/ENG 333	GELZER & SON INC	11OZ SILICONE SPRAY LUBE/ENGINE 333	6.99	103270
101-336.000-930.000	MINITOR VI PAGER REPAIR/LBR & PA	ROE-COMM., INC.	MINITOR VI PAGER REPAIR/REPLACED KNOB,	99.05	103308
101-336.000-930.000	OIL CHANGE/UNIT 371 (16 F350)	STILLWELL FORD MERCURY, I	OIL CHANGE UNIT 371 (16 FORD F350)	37.50	103317
Total For Dept 336.000 FIRE DEPARTMENT				346.51	
Dept 400.000 PLANNING DEPARTMENT					
101-400.000-726.000	SUPPLIES	GELZER & SON INC	OFFICE SUPPLIES	8.58	103270
101-400.000-801.000	COPIER LEASE - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASE - CITY	94.39	103258
Total For Dept 400.000 PLANNING DEPARTMENT				102.97	
Dept 441.000 PUBLIC SERVICES DEPARTMENT					
101-441.000-726.000	BRACKETS, KEYSTONE JACK INSERTS	AMAZON CAPITAL SERVICES, I	BRACKET, KEYSTONE JACK INSERTS - DPS EM	45.77	103237
101-441.000-726.000	SUPPLIES	CINTAS	FIRST AID SUPPLIES	45.17	103253
101-441.000-726.000	COPY/PRINTER PAPER	CURRENT OFFICE SOLUTIONS	COPY/PRINTER PAPER	54.49	103258
101-441.000-726.000	WATER - 149 WATERWORKS	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	9.50	103273
101-441.000-742.000	RUGS & UNIFORMS -DPS	UNIFIRST CORP	RUGS & UNIFORMS - DPS	56.94	103322
101-441.000-801.000	SERVICE & INSPECTION - FIRE EXTI	ANYTIME FIRE PROTECTION	SERVICE & INSPECTION - FIRE EXTINGUISHE	226.25	103241
101-441.000-801.000	CLEANING SUPPLIES	CINTAS CORPORATION	CLEANING SUPPLIES	40.76	103252
101-441.000-801.000	COPIER LEASE - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASE - CITY	155.92	103258
101-441.000-801.000	RUGS & UNIFORMS -DPS	UNIFIRST CORP	RUGS & UNIFORMS - DPS	56.68	103322
101-441.000-801.000	CONTRACTUAL SERVICES	VERIZON WIRELESS	2-14-2022 VERIZON BIL BPU/DPS	50.05	103326
101-441.000-810.000	DUES AND SUBSCRIPTIONS	AMERICAN PUBLIC WORKS ASSC	ANNUAL MEMEBERSHIP DUES - HAMMEL & BLAF	420.00	103239
101-441.000-955.441	BOOT REIMBURSEMENT	COLE, AARON	BOOT REIMBURSEMENT	105.99	103255
101-441.000-955.441	EMBROIDERY - DAVID WHALEY	POWERS CLOTHING, INC.	EMBROIDERY - DAVID WHALEY	51.00	103304
101-441.000-955.588	CDL ROAD TESTING (B)	WESSEL, AARON	CDL ROAD TESTING (B)	125.00	103330
Total For Dept 441.000 PUBLIC SERVICES DEPARTMENT				1,443.52	
Dept 756.000 PARKS					
101-756.000-801.000	TREE & STUMP REMOVAL - STORM DAM	LONSBERY, JEFFREY	TREE & STUMP REMOVAL - PARKS - STORM D	1,500.00	103257

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 756.000 PARKS					
		Total For Dept 756.000 PARKS		1,500.00	
		Total For Fund 101 GENERAL FUND		<u>32,196.71</u>	
Fund 202 MAJOR ST./TRUNKLINE FUND					
Dept 470.000 TREES					
202-470.000-801.000	TREE & STUMP REMOVED-133 OAK ST	LONSBERRY, JEFFREY	TREE & STUMP REMOVAL - 133 OAK ST - STC	1,400.00	103257
		Total For Dept 470.000 TREES		<u>1,400.00</u>	
Dept 490.000 TRAFFIC					
202-490.000-801.000	SIGNAL MAINTENANCE REIMBURSEMENT	INDIANA NORTHEASTERN RAILF	SIGNAL MAINTENANCE REIMBURSEMENT 1/1/2C	6,066.00	103278
		Total For Dept 490.000 TRAFFIC		<u>6,066.00</u>	
Dept 490.500 TRUNKLINE TRAFFIC					
202-490.500-726.000	FASTENERS & ANCHORS EXCHANGED	GELZER & SON INC	FASTENERS & ANCHORS EXCHANGED - HIGHWAY	13.98	103270
		Total For Dept 490.500 TRUNKLINE TRAFFIC		<u>13.98</u>	
		Total For Fund 202 MAJOR ST./TRUNKLINE FUND		<u>7,479.98</u>	
Fund 208 RECREATION FUND					
Dept 751.000 RECREATION DEPARTMENT					
208-751.000-801.000	COPIER LEASE - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASE - CITY	94.39	103258
		Total For Dept 751.000 RECREATION DEPARTMENT		<u>94.39</u>	
		Total For Fund 208 RECREATION FUND		<u>94.39</u>	
Fund 244 ECONOMIC DEVELOPMENT CORP FUND					
Dept 174.000 ECONOMIC DEVELOPMENT					
244-174.000-801.000	CONTRACTUAL SERVICES	HERE'S TO YOU PUB & GRUB	EDC GC PAYMENT	500.00	103274
244-174.000-801.000	CONTRACTUAL SERVICES	HILLSDALE BREWING COMPANY	EDC GC PAYMENT	350.00	103275
244-174.000-801.000	CONTRACTUAL SERVICES	MCKIBBIN MEDIA GROUP	MONTHLY NEWS & VIEWS ON WCSR	50.00	103291
		Total For Dept 174.000 ECONOMIC DEVELOPMENT		<u>900.00</u>	
		Total For Fund 244 ECONOMIC DEVELOPMENT CORP FUND		<u>900.00</u>	
Fund 247 TAX INCREMENT FINANCE ATH.					
Dept 900.000 CAPITAL OUTLAY					
247-900.000-801.006	CONTRACTUAL SERVICES - MEDC GRAN	ALAN BEEKER	DAWN THEATER REHABILITATION	3.18	103246
247-900.000-801.006	CONTRACTUAL SERVICES - MEDC GRAN	FOULKE CONSTRUCTION	DAWN THEATER REHABILITATION	209,484.60	103269
247-900.000-806.000	LEGAL SERVICES	LOVINGER & THOMPSON, PC	LEGAL FEES	412.50	103288
247-900.000-850.000	COMMERICAL INSURANCE - DAWN THEA	VESTED RISK STRATEGIES INC	COMMERICAL INSURANCE - DAWN THEATER	1,711.00	103327
		Total For Dept 900.000 CAPITAL OUTLAY		<u>211,611.28</u>	
		Total For Fund 247 TAX INCREMENT FINANCE ATH.		<u>211,611.28</u>	
Fund 271 LIBRARY FUND					
Dept 790.000 LIBRARY					
271-790.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	BOOKS SUPPLIES	35.42	103258
271-790.000-726.000	BOOK PROCESSING SUPPLIES	DEMCO, INC	BOOK PROCESSING SUPPLIES	126.91	103260
271-790.000-726.000	WATER - LIBRARY	HEFFERNAN SOFT WATER SERV	RENTAL COOLER	12.00	103273
271-790.000-726.000	SUPPLIES	WOODLANDS LIBRARY COOPERAT	LABOR LAW POSTER	17.00	103333
271-790.000-801.000	SERVICE & INSPECTION - FIRE EXTI	ANYTIME FIRE PROTECTION	SERVICE & INSPECTION - FIRE EXTINGUISHE	68.25	103241
271-790.000-925.000	TELEPHONE - LIBRARY	ACD	POTS DIGITAL LINE - LIBRARY	46.46	103236
271-790.000-925.000	TELEPHONE	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY FAX SERVICE	72.40	103250
271-790.000-930.000	TAPCONS EXCHANGED	GELZER & SON INC	TAPCONS EXCHANGED - LIBRARY	35.99	103270

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 271 LIBRARY FUND					
Dept 790.000 LIBRARY					
271-790.000-930.000	CHECK/REPAIR CONTROL VALVE LEAK	REEVES, INC	CHECK/REPAIR CONTROL VALVE LEAK - LIBR	275.00	103305
271-790.000-982.000	BOOKS	BAKER & TAYLOR COMPANY	BOOKS -ADULT	236.30	103244
Total For Dept 790.000 LIBRARY				925.73	
Dept 792.000 LIBRARY - CHILDREN'S AREA					
271-792.000-982.000	BOOKS - YOUTH	BAKER & TAYLOR COMPANY	BOOKS - YOUTH	141.87	103244
Total For Dept 792.000 LIBRARY - CHILDREN'S AREA				141.87	
Total For Fund 271 LIBRARY FUND				1,067.60	
Fund 401 CAPITAL IMPROVEMENT FUND					
Dept 900.000 CAPITAL OUTLAY					
401-900.000-975.040	COMPREHENSIVE COMPUTER UPDATE	DELL INC.	CITY ANNUAL COMPUTER REPLACEMENT 5 PC'S	3,338.60	103259
Total For Dept 900.000 CAPITAL OUTLAY				3,338.60	
Total For Fund 401 CAPITAL IMPROVEMENT FUND				3,338.60	
Fund 481 AIRPORT IMPROVEMENT FUND					
Dept 000.000					
481-000.000-265.000	ACCRUED SALES TAX	STATE OF MICHIGAN	DEC 2021 SALES TAX	1,015.27	588
Total For Dept 000.000				1,015.27	
Dept 900.000 CAPITAL OUTLAY					
481-900.000-740.295	FUEL AND LUBRICANTS - AVIATIO	AVFUEL CORP	JET A FUEL	26,931.37	164
Total For Dept 900.000 CAPITAL OUTLAY				26,931.37	
Total For Fund 481 AIRPORT IMPROVEMENT FUND				27,946.64	
Fund 582 ELECTRIC FUND					
Dept 000.000					
582-000.000-110.000	WIRE - #6 SOLID HD BARE COP	POWERLINE SUPPLY	WIRE INVENTORY	15,485.28	103303
582-000.000-123.000	PREPAID EXPENSES	SONIT SYSTEMS, LLC	SONIT NETADMIN 1-31-2022	481.25	103314
582-000.000-158.000-191006	PHASE 1 UPGRADE & DESIGN SERVICE	SSEO	PHASE 1 UPGRADE & DESIGN SERVICES 1/9/2	7,213.00	103315
582-000.000-202.100	4ENBK1	ANTHONY, DAVID A	UB refund for account: 025685	112.00	103240
582-000.000-202.100	4ENBK1	BLATCHLEY II, TERRY	UB refund for account: 020244	147.49	103248
582-000.000-202.100	4ENBK1	EADOR, BRANDON C	UB refund for account: 023372	226.53	103264
582-000.000-202.100	4ENBK1	GRATZ, JANET D	UB refund for account: 015917	31.00	103271
582-000.000-202.100	4CCH	HARPER, NIKKI M	UB refund for account: 011592	12.50	103272
582-000.000-202.100	4CCH	KENDELL, LARRY	UB refund for account: 021687	181.00	103282
582-000.000-202.100	4CCH	KIBBEY, RHONDA S	UB refund for account: 012951	205.16	103283
582-000.000-202.100	4CCH	RIMER, CHASE C	UB refund for account: 025276	45.98	103306
582-000.000-202.100	4CCH	WHITNEY ESTATES	UB refund for account: 018633	16.00	103332
582-000.000-249.100	OPERATION ROUND-UP JAN 2022	COMMUNITY ACTION AGENCY	OPERATION ROUND-UP JAN 2022	2,506.70	103256
582-000.000-249.100	LIEAF-6099 JANUARY 2022 P.A. 95	LARA - MI PUBLIC SERVICE (LIEAF-6099 JANUARY 2022 P.A. 95	5,147.56	103286
582-000.000-265.000	ACCRUED SALES TAX	STATE OF MICHIGAN	DEC 2021 SALES TAX	62,285.17	588
582-000.000-693.000	MISC NON-OPERATING INCOME	STATE OF MICHIGAN	SALES TAX DUE	(160.19)	588
Total For Dept 000.000				93,936.43	
Dept 175.000 ADMINISTRATIVE SERVICES					
582-175.000-726.000	SUPPLIES	CINTAS	FIRST AID SUPPLIES	203.29	103253
582-175.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	OFFICE SUPPLIES	919.35	103258
582-175.000-726.000	SUPPLIES	PITNEY BOWES GLOBAL FIANAM	POSTAGE METER REFILL/TRANSACTION FEE	1,367.69	103302
582-175.000-726.000	2000 DOORHANGER - YOU WERE NOT A	STOCKHOUSE CORPORATION	2000 DOORHANGER - YOU WERE NOT AT HOME	577.23	103318
582-175.000-801.000	CONTRACT	ACD	CONTRACT/TELEPHONE	100.00	103236

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Fund 582 ELECTRIC FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
582-175.000-801.000	CONTRACTUAL SERVICES	HILLSDALE HOSPITAL	DOT PHYSICAL	70.00	103277
582-175.000-801.000	MONTHLY PROCESSING	ONLINE INFORMATION SERVICE	UTILITY EXCHANGE REPORT/WEB ACCESS FEE	259.47	103298
582-175.000-801.000	CONTRACTUAL SERVICES	SAFETY SYSTEMS, INC	FEB MAR APR ALARM BPU OFFICE	90.00	103311
582-175.000-801.000	CREDIT CARD PROCESSING FEE	INVOICE CLOUD	CREDIT CARD PROCESSING FEES	266.23	587
582-175.000-801.200	COMPUTER	AMAZON CAPITAL SERVICES, I	FIBER PATCH CALES LC TO SC	27.10	103237
582-175.000-880.000	ADVERTISING	MCKIBBIN MEDIA GROUP	ADVERTISING	125.00	103291
582-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	138.88	157
582-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE GEN SET	21.59	158
582-175.000-920.400	503214966 - 45 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 45 MONROE	697.75	160
582-175.000-925.000	TELEPHONE	ACD	CONTRACT/TELEPHONE	20.73	103236
582-175.000-925.000	TELEPHONE	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY FAX SERVICE	36.19	103250
582-175.000-925.000	TELEPHONE	VERIZON WIRELESS	2-14-2022 VERIZON BIL BPU/DPS	600.17	103326
582-175.000-930.000	KEYS - CITY HALL SERVER ROOM	GELZER & SON INC	KEYS - CITY HALL SERVER ROOM	5.58	103270
582-175.000-930.000	SERV MAINT AGREEMENT RENEWAL ON	MAIL MANAGEMENT, INC	SERV MAINT AGREEMENT RENEWAL ON LETTER	229.88	103289
Total For Dept 175.000 ADMINISTRATIVE SERVICES				5,756.13	
Dept 543.000 PRODUCTION					
582-543.000-726.000	10PK 10W DAY A19 BULB	FAMILY FARM & HOME	10PK 10W DAY A19 BULB	19.99	103268
582-543.000-726.000	WATER DELIVERY SERVICE	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	12.00	103273
582-543.000-739.000	PURCHASED POWER	MICHIGAN SOUTH CENTRAL POW	MSCPA MEMBER POWER BILLING - JAN 2022	731,548.88	166
582-543.000-740.300	504504154 - 201 WATERWORKS XX -	MICH GAS UTILITIES	NATURAL GAS UTILITY - 201 WATERWORKS XX	670.76	156
582-543.000-740.400	504504154 - 201 WATERWORKS XX -	MICH GAS UTILITIES	NATURAL GAS UTILITY - 201 WATERWORKS XX	670.77	156
582-543.000-801.000	CONTRACTUAL SERVICES	SAFETY SYSTEMS, INC	FEB MAR APR ALARM POWER PLANT	150.00	103311
582-543.000-925.000	TELEPHONE	ACD	BPU POWER PLANT ACD NET COPPER LINE BII	124.35	103236
582-543.000-930.050	ENGINE CONTROLS FUEL - CHANGEOVE	WHEELER WORLD INC	ENGINE CONTROLS FUEL - CHANGEOVER & REC	6,252.67	103331
Total For Dept 543.000 PRODUCTION				739,449.42	
Dept 544.000 DISTRIBUTION					
582-544.000-726.800	1 PVC LL/1 PVC TERM ADPTER/1 K.O	AMERICAN COPPER AND BRASS,	1 PVC LL/1 PVC TERM ADPTER/1 K.O. CLOSU	156.80	103238
582-544.000-726.800	ICE MELT ROCK SALT 50LB X 50 BAG	FAMILY FARM & HOME	ICE MELT ROCK SALT 50LB X 50 BAGS	189.75	103268
582-544.000-726.800	FASTENERS & ANCHORS	GELZER & SON INC	FASTENERS & ANCHORS	11.96	103270
582-544.000-726.800	CUT 2/4 SOOW BLACK 600V WIRE	KENDALL ELECTRIC	CUT 2/4 SOOW BLACK 600V WIRE	241.00	103281
582-544.000-726.800	TESTING PR GLOVES	POWERLINE SUPPLY	TESTING PR GLOVES	490.00	103303
582-544.000-740.000	FUEL AND LUBRICANTS	WATKINS OIL COMPANY	FUEL & LUBRICANTS	1,667.04	103329
582-544.000-801.300	W/E 10/23/21 TREE TRIMMING	WRIGHT TREE SERVICE	W/E 10/23/21 TREE TRIMMING	8,118.10	103334
582-544.000-930.546	REPAIRS & MAINANCE - SUBSTATIONS	POWERLINE SUPPLY	FT1 TEST SWITCHES	232.00	103303
582-544.000-930.546	SERVICES THROUGH 2/2/22 - MTG W/	UTILITIES INSTRUMENTATION	SERVICES THROUGH 2/2/22 - MTG W/ CONSUM	1,798.43	103325
Total For Dept 544.000 DISTRIBUTION				12,905.08	
Total For Fund 582 ELECTRIC FUND				852,047.06	
Fund 588 DIAL A RIDE					
Dept 588.000 DIAL-A-RIDE					
588-588.000-726.000	DESK CALENDAR, TISSUE, LEAD	CURRENT OFFICE SOLUTIONS	DESK CALENDAR, TISSUE, SANTIZER, LEAD	24.20	103258
588-588.000-726.000	WATER - DIAL-A-RIDE	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	4.75	103273
588-588.000-726.007	SANITIZER	CURRENT OFFICE SOLUTIONS	DESK CALENDAR, TISSUE, SANTIZER, LEAD	26.89	103258
588-588.000-801.000	SERVICE & INSPECTION - FIRE EXTI	ANYTIME FIRE PROTECTION	SERVICE & INSPECTION - FIRE EXTINGUISHE	68.25	103241
588-588.000-930.000	NEW REMOTE FOR OVERHEAD DOOR	THE DOOR MAN	NEW REMOTE FOR OVERHEAD DOOR	60.00	103262
588-588.000-955.588	RANDOM FTA DRUG TESTING	CE & A PROFESSIONAL SERVIC	2022 1ST QTR - RANDOM FTA DRUG TEST - M	55.00	103251
588-588.000-955.588	MILEAGE - TO/FROM QUINCY	SALLY MARVIC SIN	MILEAGE - RANDOM DRUG TESTING	14.97	103312
Total For Dept 588.000 DIAL-A-RIDE				254.06	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 588 DIAL A RIDE					
Total For Fund 588 DIAL A RIDE				254.06	
Fund 590 SEWER FUND					
Dept 000.000					
590-000.000-123.000	PREPAID EXPENSES	SONIT SYSTEMS, LLC	SONIT NETADMIN 1-31-2022	240.63	103314
Total For Dept 000.000				240.63	
Dept 175.000 ADMINISTRATIVE SERVICES					
590-175.000-726.000	SUPPLIES	CINTAS	FIRST AID SUPPLIES	101.64	103253
590-175.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	OFFICE SUPPLIES	459.68	103258
590-175.000-726.000	SUPPLIES	PITNEY BOWES GLOBAL FIANAM	POSTAGE METER REFILL/TRANSACTION FEE	683.84	103302
590-175.000-726.000	SUPPLIES	STOCKHOUSE CORPORATION	PROMOTIONAL PENCILS	148.61	103318
590-175.000-801.000	CONTRACT	ACD	CONTRACT/TELEPHONE	50.00	103236
590-175.000-801.000	MONTHLY PROCESSING	ONLINE INFORMATION SERVICE	UTILITY EXCHANGE REPORT/WEB ACCESS FEE	129.73	103298
590-175.000-801.000	CONTRACTUAL SERVICES	SAFETY SYSTEMS, INC	FEB MAR APR ALARM BPU OFFICE	225.00	103311
590-175.000-801.000	CREDIT CARD PROCESSING FEES	INVOICE CLOUD	CREDIT CARD PROCESSING FEES	133.11	587
590-175.000-801.200	COMPUTER	AMAZON CAPITAL SERVICES, I	FIBER PATCH CALES LC TO SC	13.49	103237
590-175.000-861.000	DOT PHY/DRIVING TEST	ETHAN WHITE	DOT PHY/DRIVING TEST	225.00	103267
590-175.000-880.000	ADVERTISING	MCKIBBIN MEDIA GROUP	ADVERTISING	62.50	103291
590-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	69.44	157
590-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE GEN SEI	10.80	158
590-175.000-920.400	503214966 - 45 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 45 MONROE	348.88	160
590-175.000-925.000	TELEPHONE	ACD	CONTRACT/TELEPHONE	10.36	103236
590-175.000-925.000	TELEPHONE	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY FAX SERVICE	18.10	103250
590-175.000-925.000	TELEPHONE	VERIZON WIRELESS	2-14-2022 VERIZON BIL BPU/DPS	164.75	103326
590-175.000-930.000	SERV MAINT AGREEMENT RENEWAL ON	MAIL MANAGEMENT, INC	SERV MAINT AGREEMENT RENEWAL ON LETTER	114.94	103289
Total For Dept 175.000 ADMINISTRATIVE SERVICES				2,969.87	
Dept 546.000 OPERATIONS					
590-546.000-726.800	ICE MELT ROCK SALT 50LB X 50 BAG	FAMILY FARM & HOME	ICE MELT ROCK SALT 50LB X 50 BAGS	94.88	103268
590-546.000-930.000	STARTER/PLUGS/IGNITION COIL ON 2	PHAT JAXX AUTOMOTIVE	STARTER/PLUGS/IGNITION COIL ON 2014 FOF	564.46	103301
590-546.000-930.950	REPAIRS & MAINT. - LIFT STATIONS	SMITH & LOVELESS	GASKET SEAL/BOLT IMPELLER SET	261.78	103313
Total For Dept 546.000 OPERATIONS				921.12	
Dept 547.000 TREATMENT					
590-547.000-726.900	3/4 SWT UN THER MIX VLVE	AMERICAN COPPER AND BRASS,	3/4 SWT UN THER MIX VLVE	167.19	103238
590-547.000-726.900	SOFTENER SALT	FAMILY FARM & HOME	SOFTENER SALT	29.94	103268
590-547.000-726.900	METAL SHELVING	GELZER & SON INC	METAL SHELVING - WWTP	99.99	103270
590-547.000-726.900	DISTILLED WATER - WWTP	RUPERT'S CULLIGAN	DISTILLED WATER - WWTP	26.00	103309
590-547.000-726.900	CHLORINE STD SOIN 25-30 MG	USABLUBOOK	CHLORINE STD SOIN 25-30 MG	78.28	103324
590-547.000-727.500	SUPPLIES - CHLORINE	WATER SOLUTIONS UNLIMITED,	CHLORINE, BULK CYLINDER/SULFUR DIOXIDE	1,492.50	103328
590-547.000-727.700	SUPPLIES - DIOXIDE	WATER SOLUTIONS UNLIMITED,	CHLORINE, BULK CYLINDER/SULFUR DIOXIDE	542.50	103328
590-547.000-740.000	FUEL AND LUBRICANTS	WATKINS OIL COMPANY	FUEL & LUBRICANTS	503.16	103329
590-547.000-801.000	TRANSPORTATION OF BIOSOLIDS TO C	BIOTECH AGRONOMICS	TRANSPORTATION OF BIOSOLIDS TO CHELSEA	13,343.75	103247
590-547.000-801.000	BEF COMPLIANCE	MERIT LABORATORIES	BEF COMPLIANCE	3,374.50	103293
590-547.000-801.000	BEF QUARTERLY	MERIT NETWORK INC	BEF QUARTERLY	539.00	103294
590-547.000-801.000	CSD - 1 INSPECTION	RYAN & BRADSHAW	CSD - 1 INSPECTION	200.00	103310
590-547.000-920.400	505161747 - 101 W GALLOWAY MN	MICH GAS UTILITIES	NATURAL GAS UTILITY - 101 W GALLOWAY MN	1,927.41	159
590-547.000-920.400	504904602 - 101 W GALLOWAY	MICH GAS UTILITIES	NATURAL GAS UTILITY - 101 W GALLOWAY	2,870.74	162
590-547.000-920.400	504756735 - W GALLOWAY GR	MICH GAS UTILITIES	NATURAL GAS UTILITY - W GALLOWAY GR	301.49	163
590-547.000-930.000	QUOTE FOR LIGHTING PANEL REPLACE	CLARK ELECTRIC INC.	QUOTE FOR LIGHTING PANEL REPLACEMENT @	1,890.00	103254
Total For Dept 547.000 TREATMENT				27,386.45	
Total For Fund 590 SEWER FUND				31,518.07	

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Fund 591 WATER FUND					
Dept 000.000					
591-000.000-123.000	PREPAID EXPENSES	SONIT SYSTEMS, LLC	SONIT NETADMIN 1-31-2022	240.62	103314
Total For Dept 000.000				240.62	
Dept 175.000 ADMINISTRATIVE SERVICES					
591-175.000-726.000	SUPPLIES	CINTAS	FIRST AID SUPPLIES	101.64	103253
591-175.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	OFFICE SUPPLIES	459.67	103258
591-175.000-726.000	SUPPLIES	PITNEY BOWES GLOBAL FIANAM	POSTAGE METER REFILL/TRANSACTION FEE	683.85	103302
591-175.000-726.000	SUPPLIES	STOCKHOUSE CORPORATION	PROMOTIONAL PENCILS	148.61	103318
591-175.000-801.000	CONTRACT	ACD	CONTRACT/TELEPHONE	50.00	103236
591-175.000-801.000	MONTHLY PROCESSING	ONLINE INFORMATION SERVICE	UTILITY EXCHANGE REPORT/WEB ACCESS FEE	129.74	103298
591-175.000-801.000	CONTRACTUAL SERVICES	SAFETY SYSTEMS, INC	FEB MAR APR ALARM BPU OFFICE	45.00	103311
591-175.000-801.000	CREDIT CARD PROCESSING FEES	INVOICE CLOUD	CREDIT CARD PROCESSING FEES	133.11	587
591-175.000-801.200	COMPUTER	AMAZON CAPITAL SERVICES, I	FIBER PATCH CALES LC TO SC	13.52	103237
591-175.000-880.000	ADVERTISING	MCKIBBIN MEDIA GROUP	ADVERTISING	62.50	103291
591-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	69.44	157
591-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE GEN SET	10.80	158
591-175.000-920.400	503214966 - 45 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 45 MONROE	348.87	160
591-175.000-925.000	CHARGES FOR FEBRUARY 2022 - WWTP	ACD	CHARGES FOR FEBRUARY 2022 - WWTP	176.16	103236
591-175.000-925.000	TELEPHONE	BSB COMMUNICATIONS INC	ETHERFAX MONTHLY FAX SERVICE	18.10	103250
591-175.000-925.000	TELEPHONE	VERIZON WIRELESS	2-14-2022 VERIZON BIL BPU/DPS	165.01	103326
591-175.000-930.000	SERV MAINT AGREEMENT RENEWAL ON	MAIL MANAGEMENT, INC	SERV MAINT AGREEMENT RENEWAL ON LETTER	114.93	103289
Total For Dept 175.000 ADMINISTRATIVE SERVICES				2,730.95	
Dept 544.000 DISTRIBUTION					
591-544.000-726.800	ICE MELT ROCK SALT 50LB X 50 BAG	FAMILY FARM & HOME	ICE MELT ROCK SALT 50LB X 50 BAGS	94.87	103268
591-544.000-730.039	24X36 1/4 VALUE	PERFORMANCE AUTOMOTIVE	24X36 1/4 VALUE	21.12	103300
591-544.000-740.000	DIESEL ADD QT	PERFORMANCE AUTOMOTIVE	DIESEL ADD QT	10.19	103300
591-544.000-740.000	FUEL AND LUBRICANTS	WATKINS OIL COMPANY	FUEL & LUBRICANTS	503.17	103329
591-544.000-801.000	10" GSS - 4" ASPHALT/6" BRICK/4"	K & H CONCRETE CUTTING	10" GSS - 4" ASPHALT/6" BRICK/4" GSS W/	742.70	103280
591-544.000-861.000	DOT PHY/DRIVING TEST	ETHAN WHITE	DOT PHY/DRIVING TEST	225.00	103267
591-544.000-930.000	CLASS 2 SAND/TRUCKING	DRY MAR TRUCKING & DIRTWOF	CLASS 2 SAND/TRUCKING	133.94	103263
591-544.000-930.000	BUILDING MATERIALS	GELZER & SON INC	BUILDING MATERIALS	7.79	103270
591-544.000-930.990	4 E HALLETT STREET - REPLACED WA	RJT CONSTRUCTION	4 E HALLETT STREET - REPLACED WATER LIN	1,925.00	103307
Total For Dept 544.000 DISTRIBUTION				3,663.78	
Dept 545.000 PURIFICATION					
591-545.000-727.200	SUPPLIES - SODIUM HYPOCHLORITE	UNIVAR SOLUTIONS USA INC	SOD HYPO 12.5% LIQUICHLOR	1,852.79	103323
591-545.000-801.000	CONTRACTUAL SERVICES	SAFETY SYSTEMS, INC	FEB MAR APR ALARM WATER PLANT	180.00	103311
591-545.000-920.400	504558065 - 401 HILLSDALE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 401 HILLSDALE	706.71	161
591-545.000-930.000	1 5/8 STRUT POST BASE	AMERICAN COPPER AND BRASS,	1 5/8 STRUT POST BASE	125.46	103238
591-545.000-930.000	PVC PLASTIC HEX HEAD SCREW/HEX N	MCMASTER - CARR	PVC PLASTIC HEX HEAD SCREW/HEX NUT/WASH	144.63	103292
591-545.000-930.000	T-BOLT CLAMP	PERFORMANCE AUTOMOTIVE	T-BOLT CLAMP	39.92	103300
591-545.000-930.000	REPAIRS & MAINTENANCE	USABLUBOOK	CPVC/PVC/HOSE BARB/SOCKET TEE/COUPLING	2,000.25	103324
Total For Dept 545.000 PURIFICATION				5,049.76	
Total For Fund 591 WATER FUND				11,685.11	
Fund 633 PUBLIC SERVICES INV. FUND					
Dept 000.000					
633-000.000-111.000	SALT (TONS) #S122-12969	DETROIT SALT CO	ROAD ROCK SALT	11,023.50	103261
633-000.000-265.000	ACCRUED SALES TAX	STATE OF MICHIGAN	DEC 2021 SALES TAX	12.66	588
Total For Dept 000.000				11,036.16	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 633 PUBLIC SERVICES INV. FUND					
Total For Fund 633 PUBLIC SERVICES INV. FUND				11,036.16	
Fund 640 REVOLVING MOBILE EQUIP. FUND					
Dept 444.000 MOBILE EQUIPMENT MAINTENANCE					
640-444.000-726.000	DRY GAS	PERFORMANCE AUTOMOTIVE	DRY GAS & BATTERY - TRUCK #11	11.67	103300
640-444.000-730.000	CONNECTORS, HOSE, COUPLING - TRU	JACKSON TRUCK SERVICE INC	CONNECTORS, HOSE, COUPLING - TRUCK #17	106.51	103279
640-444.000-730.000	TIRES FOR BPU TRUCK #39-02	NORM'S TIRE & SERVICE	TIRES FOR BPU TRUCK #39-02	1,302.00	103297
640-444.000-730.000	BALL JOINTS - TRUCK #9	PERFORMANCE AUTOMOTIVE	BALL JOINTS - TRUCK #9	591.38	103300
640-444.000-742.000	RUGS & UNIFORMS -DPS	UNIFIRST CORP	RUGS & UNIFORMS - DPS	13.00	103322
640-444.000-801.000	ALIGNMENT - TRUCK #9	PHAT JAXX AUTOMOTIVE	ALIGNMENT - TRUCK #9	93.55	103301
640-444.000-801.000	RUGS & UNIFORMS -DPS	UNIFIRST CORP	RUGS & UNIFORMS - DPS	39.64	103322
Total For Dept 444.000 MOBILE EQUIPMENT MAINTENANCE				2,157.75	
Total For Fund 640 REVOLVING MOBILE EQUIP. FUND				2,157.75	
Fund 663 FIRE VEHICLE & EQUIPMENT FUND					
Dept 336.000 FIRE DEPARTMENT					
663-336.000-970.000	8 PR SUPREME BOOTS W/ARCTIC GRIP	APOLLO FIRE EQUIPMENT COMI	GLOBE SUPREME BOOT W/ARCTIC GRIP CAPITF	3,584.00	103242
Total For Dept 336.000 FIRE DEPARTMENT				3,584.00	
Total For Fund 663 FIRE VEHICLE & EQUIPMENT FUND				3,584.00	
Total For All Funds:				1,196,917.41	

--- FUND TOTALS BY VENDOR ---

Fund 101 GENERAL FUND			
0002	- UNIFIRST CORP		144.64
0008	- ARROW SWIFT PRINTING		68.60
0020	- CINTAS CORPORATION		40.76
0027	- GELZER & SON INC		36.04
0030	- ANYTIME FIRE PROTECTION		423.50
0035	- CURRENT OFFICE SOLUTIONS		1,595.12
0164	- MARKET HOUSE		15.66
0385	- LODZINSKI & ASSOCIATES, LLC		2,400.00
0621	- HILLSDALE CO SHERIFF'S OFFICE		200.00
1065	- STATE OF MICHIGAN		180.00
1110	- BRINER OIL CO, INC		341.55
1164	- EMERGENCY MEDICAL PRODUCTS INC		182.50
1299	- EAST 2 WEST ENTERPRISES, INC		40.00
1783	- ROE-COMM., INC.		99.05
1808	- LOVINGER & THOMPSON, PC		1,365.00
1902	- YVONNE STRAUSS		259.36
2065	- STILLWELL FORD MERCURY, INC		37.50
2072	- AMERICAN PUBLIC WORKS ASSOC		420.00
2225	- KUSTOM SIGNALS, INC		189.50
2232	- KIESLER'S POLICE SUPPLY, INC.		5,961.81
2412	- PARNEY'S CAR CARE		152.87
2432	- AMERICAN COPPER AND BRASS, LLC		225.58
2645	- POWERS CLOTHING, INC.		51.00
2831	- VERIZON WIRELESS		210.09
3248	- HEFFERNAN SOFT WATER SERVICE		27.00
3436	- MICH ECONOMIC DEVELOPERS ASSOC		315.00
5503	- AMAZON CAPITAL SERVICES, INC		62.76
5531	- SONIT SYSTEMS, LLC		962.50
6472	- THE WOODHILL GROUP		9,012.50
ACD	- ACD		248.70

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
		BATTERY JU - BATTERY JUNCTION		105.12	
		BSB - BSB COMMUNICATIONS INC		144.79	
		CINTAS - CINTAS		45.17	
		COLE, AARO - COLE, AARON		105.99	
		COMPLETE T - LONSBERRY, JEFFREY		6,000.00	
		MASTERCARD - CARD SERVICES CENTER		147.55	
		NAT PEN - NATIONAL PEN CO, LLC		179.50	
		TRANSUNION - TRANSUNION RISK AND ALTERNATIVE		75.00	
		WESSEL, AA - WESSEL, AARON		125.00	
		TOTAL FUND 101 GENERAL FUND		<u>32,196.71</u>	
		Fund 202 MAJOR ST./TRUNKLINE FUND			
		0027 - GELZER & SON INC		13.98	
		3813 - INDIANA NORTHEASTERN RAILROAD		6,066.00	
		COMPLETE T - LONSBERRY, JEFFREY		1,400.00	
		TOTAL FUND 202 MAJOR ST./TRUNKLINE FUND		<u>7,479.98</u>	
		Fund 208 RECREATION FUND			
		0035 - CURRENT OFFICE SOLUTIONS		94.39	
		TOTAL FUND 208 RECREATION FUND		<u>94.39</u>	
		Fund 244 ECONOMIC DEVELOPMENT CORP FUND			
		BREWING - HILLSDALE BREWING COMPANY		350.00	
		HERE'S - HERE'S TO YOU PUB & GRUB		500.00	
		MMG - MCKIBBIN MEDIA GROUP		50.00	
		TOTAL FUND 244 ECONOMIC DEVELOPMENT CORP		<u>900.00</u>	
		Fund 247 TAX INCREMENT FINANCE ATH.			
		1808 - LOVINGER & THOMPSON, PC		412.50	
		2075 - VESTED RISK STRATEGIES INC		1,711.00	
		6085 - ALAN BEEKER		3.18	
		FOULKE CON - FOULKE CONSTRUCTION		209,484.60	
		TOTAL FUND 247 TAX INCREMENT FINANCE ATH.		<u>211,611.28</u>	
		Fund 271 LIBRARY FUND			
		0011 - BAKER & TAYLOR COMPANY		378.17	
		0027 - GELZER & SON INC		35.99	
		0030 - ANYTIME FIRE PROTECTION		68.25	
		0035 - CURRENT OFFICE SOLUTIONS		35.42	
		0064 - WOODLANDS LIBRARY COOPERATION		17.00	
		3248 - HEFFERNAN SOFT WATER SERVICE		12.00	
		3327 - DEMCO, INC		126.91	
		ACD - ACD		46.46	
		BSB - BSB COMMUNICATIONS INC		72.40	
		REEVES, IN - REEVES, INC		275.00	
		TOTAL FUND 271 LIBRARY FUND		<u>1,067.60</u>	
		Fund 401 CAPITAL IMPROVEMENT FUND			
		1247 - DELL INC.		3,338.60	
		TOTAL FUND 401 CAPITAL IMPROVEMENT FUND		<u>3,338.60</u>	
		Fund 481 AIRPORT IMPROVEMENT FUND			
		2840 - STATE OF MICHIGAN		1,015.27	
		5518 - AVFUEL CORP		26,931.37	
		TOTAL FUND 481 AIRPORT IMPROVEMENT FUND		<u>27,946.64</u>	
		Fund 582 ELECTRIC FUND			
		0027 - GELZER & SON INC		17.54	
		0033 - HILLSDALE HOSPITAL		70.00	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
		0035	- CURRENT OFFICE SOLUTIONS	919.35	
		0081	- MICH GAS UTILITIES	2,199.75	
		0111	- STOCKHOUSE CORPORATION	577.23	
		2278	- WATKINS OIL COMPANY	1,667.04	
		2432	- AMERICAN COPPER AND BRASS, LLC	156.80	
		2745	- KENDALL ELECTRIC	241.00	
		2831	- VERIZON WIRELESS	600.17	
		2840	- STATE OF MICHIGAN	62,124.98	
		3248	- HEFFERNAN SOFT WATER SERVICE	12.00	
		5503	- AMAZON CAPITAL SERVICES, INC	27.10	
		5531	- SONIT SYSTEMS, LLC	481.25	
		6479	- INVOICE CLOUD	266.23	
		ACD	- ACD	245.08	
		BSB	- BSB COMMUNICATIONS INC	36.19	
		CAA	- COMMUNITY ACTION AGENCY	2,506.70	
		CINTAS	- CINTAS	203.29	
		FAMILY	- FAMILY FARM & HOME	209.74	
		LARA	- LARA - MI PUBLIC SERVICE COMMISSION	5,147.56	
		MAIL	- MAIL MANAGEMENT, INC	229.88	
		MISC	- MISC VENDOR	977.66	
		MMG	- MCKIBBIN MEDIA GROUP	125.00	
		MSCPA	- MICHIGAN SOUTH CENTRAL POWER AGENCY	731,548.88	
		ONLINE	- ONLINE INFORMATION SERVICES	259.47	
		PITNEY	- PITNEY BOWES GLOBAL FIANANCIAL SERV	1,367.69	
		POWER	- POWERLINE SUPPLY	16,207.28	
		SAFETY	- SAFETY SYSTEMS, INC	240.00	
		SSEO	- SSEO	7,213.00	
		UIS	- UTILITIES INSTRUMENTATION SERVICE	1,798.43	
		WHEELER	- WHEELER WORLD INC	6,252.67	
		WRIGHT	- WRIGHT TREE SERVICE	8,118.10	
		TOTAL FUND 582	ELECTRIC FUND	852,047.06	
		Fund 588	DIAL A RIDE		
		0030	- ANYTIME FIRE PROTECTION	68.25	
		0035	- CURRENT OFFICE SOLUTIONS	51.09	
		1216	- THE DOOR MAN	60.00	
		3248	- HEFFERNAN SOFT WATER SERVICE	4.75	
		6501	- SALLY MARVICSIN	14.97	
		CE & A	- CE & A PROFESSIONAL SERVICES, INC	55.00	
		TOTAL FUND 588	DIAL A RIDE	254.06	
		Fund 590	SEWER FUND		
		0027	- GELZER & SON INC	99.99	
		0035	- CURRENT OFFICE SOLUTIONS	459.68	
		0056	- RYAN & BRADSHAW	200.00	
		0081	- MICH GAS UTILITIES	5,528.76	
		0111	- STOCKHOUSE CORPORATION	148.61	
		2278	- WATKINS OIL COMPANY	503.16	
		2432	- AMERICAN COPPER AND BRASS, LLC	167.19	
		2831	- VERIZON WIRELESS	164.75	
		3324	- CLARK ELECTRIC INC.	1,890.00	
		5503	- AMAZON CAPITAL SERVICES, INC	13.49	
		5531	- SONIT SYSTEMS, LLC	240.63	
		6479	- INVOICE CLOUD	133.11	
		6484	- WATER SOLUTIONS UNLIMITED, IN	2,035.00	
		6502	- ETHAN WHITE	225.00	
		ACD	- ACD	60.36	
		BIOTECH	- BIOTECH AGRONOMICS	13,343.75	
		BSB	- BSB COMMUNICATIONS INC	18.10	

JOURNALIZED
 PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
		CINTAS	- CINTAS	101.64	
		FAMILY	- FAMILY FARM & HOME	124.82	
		MAIL	- MAIL MANAGEMENT, INC	114.94	
		MERIT	- MERIT NETWORK INC	539.00	
		MERIT LAB	- MERIT LABORATORIES	3,374.50	
		MMG	- MCKIBBIN MEDIA GROUP	62.50	
		ONLINE	- ONLINE INFORMATION SERVICES	129.73	
		PHAT JAXX	- PHAT JAXX AUTOMOTIVE	564.46	
		PITNEY	- PITNEY BOWES GLOBAL FIANANCIAL SERV	683.84	
		RUPERT'S	- RUPERT'S CULLIGAN	26.00	
		SAFETY	- SAFETY SYSTEMS, INC	225.00	
		SMITH	- SMITH & LOVELESS	261.78	
		USABLUEBOO	- USABLUEBOOK	78.28	
		TOTAL FUND 590	SEWER FUND	<u>31,518.07</u>	
		Fund 591	WATER FUND		
		0027	- GELZER & SON INC	7.79	
		0035	- CURRENT OFFICE SOLUTIONS	459.67	
		0081	- MICH GAS UTILITIES	1,135.82	
		0111	- STOCKHOUSE CORPORATION	148.61	
		0517	- K & H CONCRETE CUTTING	742.70	
		0961	- PERFORMANCE AUTOMOTIVE	71.23	
		2278	- WATKINS OIL COMPANY	503.17	
		2432	- AMERICAN COPPER AND BRASS, LLC	125.46	
		2831	- VERIZON WIRELESS	165.01	
		5503	- AMAZON CAPITAL SERVICES, INC	13.52	
		5531	- SONIT SYSTEMS, LLC	240.62	
		6479	- INVOICE CLOUD	133.11	
		6502	- ETHAN WHITE	225.00	
		ACD	- ACD	226.16	
		BSB	- BSB COMMUNICATIONS INC	18.10	
		CINTAS	- CINTAS	101.64	
		DRY MAR TR	- DRY MAR TRUCKING & DIRTWORKS	133.94	
		FAMILY	- FAMILY FARM & HOME	94.87	
		MAIL	- MAIL MANAGEMENT, INC	114.93	
		MCMASTER	- MCMASTER - CARR	144.63	
		MMG	- MCKIBBIN MEDIA GROUP	62.50	
		ONLINE	- ONLINE INFORMATION SERVICES	129.74	
		PITNEY	- PITNEY BOWES GLOBAL FIANANCIAL SERV	683.85	
		RJT	- RJT CONSTRUCTION	1,925.00	
		SAFETY	- SAFETY SYSTEMS, INC	225.00	
		UNIVAR	- UNIVAR SOLUTIONS USA INC	1,852.79	
		USABLUEBOO	- USABLUEBOOK	2,000.25	
		TOTAL FUND 591	WATER FUND	<u>11,685.11</u>	
		Fund 633	PUBLIC SERVICES INV. FUND		
		2840	- STATE OF MICHIGAN	12.66	
		4088	- DETROIT SALT CO	11,023.50	
		TOTAL FUND 633	PUBLIC SERVICES INV. FUND	<u>11,036.16</u>	
		Fund 640	REVOLVING MOBILE EQUIP. FUND		
		0002	- UNIFIRST CORP	52.64	
		0086	- JACKSON TRUCK SERVICE INC	106.51	
		0277	- NORM'S TIRE & SERVICE	1,302.00	
		0961	- PERFORMANCE AUTOMOTIVE	603.05	
		PHAT JAXX	- PHAT JAXX AUTOMOTIVE	93.55	
		TOTAL FUND 640	REVOLVING MOBILE EQUIP. FU	<u>2,157.75</u>	
		Fund 663	FIRE VEHICLE & EQUIPMENT FUND		

02/17/2022 09:22 AM
User: klancaster
DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
EXP CHECK RUN DATES 02/17/2022 - 02/17/2022

JOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
		3830	- APOLLO FIRE EQUIPMENT COMPANY	3,584.00	
		TOTAL FUND 663	FIRE VEHICLE & EQUIPMENT F	<u>3,584.00</u>	

CITY COUNCIL MINUTES

City of Hillsdale
February 21, 2022
7:00 P.M.

Regular 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. Clerk Price took roll call.

Council Members present: Adam Stockford, Mayor
R Greg Stuchell, Ward 1
Anthony Vear, Ward 1
William Morrissey, Ward 2
Cynthia Pratt, Ward 2
Bill Zeiser, Ward 3
Raymond Briner, Ward 4
Robert Socha, Ward 4

Council Members absent: Bruce Sharp, Ward 3

Also Present: David Mackie (City Manager), Attorney Tom Thompson, Katy Price (City Clerk), Scott Hephner (HCPD/HCFD), Jake Hammel (DPS Director), Kristin Bauer (City Engineer), Kim Thomas (City Assessor), Penny Swan, Lance Lashaway, Dennis Wainscott, Cindy Eckhardt, Martha Smith, Judie Palacios, Matt Loren, Victoria Ladd, Lee Webber, Sheri Ingles, Doug Ingles, Diane Staelens, Norman Bearman, Darrell Derr, Heidi Gochanour, Ken Cole, Michelle Rogers, Steph Myers, Diane Bowditch, Dewey Rogers, Emily Gilchrist.

Approval of Agenda

Motion by Council Member Morrissey, seconded by Council Member Socha to approve the agenda as presented.

By a voice vote, the motion passed unanimously.

Public Comment

Jack McLain, commented on the library board minutes of December 9, 2021 about grant money used for staff bonuses, etc.

Consent Agenda

- A. Approval of Bills
 - 1. City and BPU Claims of January 20, 2022: \$1,187,204.34
February 3, 2022: \$317,618.17
 - 2. Payroll of January 20, 2022: \$170,615.16
February 3, 2022: \$174,212.32
- B. City Council Minutes of February 7, 2022
- C. Library Minutes of January 13, 2022
- D. Operations & Governance Committee Minutes of January 26, 2022
- E. EDC Minutes of December 21, 2021
- F. EDC Special Meeting Minutes of January 28, 2022
- G. Shade Tree Commission Minutes of February 9, 2022
- H. BPU: WTP Backwash Piping Replacement
- I. 2022 Board of Review Schedule
- J. Hillsdale College Right of Way, Use and Noise Variance (Taste of Manning)

Motion by Council Member Morrissey, seconded by Council Member Socha to approve the Consent agenda as presented.

Roll call:

Council Member Stuchell	Aye
Council Member Morrissey	Aye
Mayor Stockford	Aye
Council Member Vear	Aye
Council Member Socha	Aye
Council Member Briner	Aye
Council Member Pratt	Aye
Council Member Zeiser	Aye

Motion passed 8-0

Communications/Petitions

- A. County Commissioner Update: Doug Ingles
- B. Comcast Programming Advisory Email
- C. Assessing/Code Enforcement Questions

Hillsdale County Commissioner Ingles reviewed plow truck/snow removal jurisdictional state regulations and how funding works for the County. In Michigan, County Road Commission is in charge of public streets and roads that are not in a city or village. County has 608 miles of primary roads and 600 of local roads. The City is responsible for maintaining streets inside of city limits.

Council Member Socha asked if the City could contract with the County to help each other.

Act 51 monies and funding could possibly be an issue if the City would contract with the County on this item.

Hammel stated that he has a great relationship with the County Road Commission. As many City departments have a good relationship with County departments.

City Assessor Thomas and Police Chief Hephner addressed the Assessing and Code Enforcement questions that was presented by Council Member Socha. Thomas reviewed the assessing and code information the department follow set by the State and Council.

All items presented for the purpose of information only.

Introduction and Adoption of Ordinances/Public Hearings

A. Public Hearing: Special Assessment District SAD 22-05 (Uran St)

The total estimated cost for the project is \$320,000 with \$284,300 being paid by the City and \$35,700 being assessed to property owners. The project cost split is in accordance with the City’s Policy on Special Assessment Districts for Street Projects presented to the City Council at their February 1, 2021 meeting. It is important to note that the total assessed cost to the affected property owners will not go above the policy maximum assessment limit of \$5,000 per parcel or 25% of the property value per Hillsdale Ordinance Chapter 2, Article V, Section 2-335, whichever is the lesser amount.

Mayor Stockford opened podium to public 7:39 p.m.

Dewey Rogers, 187 Uran St. asked a questions on how the assessment was made.

City Engineer Bauer stated it’s based on per parcel, each parcel is based off of a max of \$5000 and vacant lots are assessed less.

Jack McLain stated he didn’t see how it was fair with businesses that have lots of road frontage and pay the same as a smaller business with less road frontage.

Mayor Stockford closed podium at 7:44 p.m.

Council Member Socha asked if the Special Assessment doesn’t pass will the area be fix.

Manager Mackie stated no to Council Member Socha’s questions.

Mayor Stockford added that Hillsdale Terminal and Core Coyle submitted letters of opposition of the special assessment.

Manager Mackie reviewed the ways that were looked at for funding and assessments prior to the conclusion of how the special assessments were assessed.

Mayor Stockford asked Mr. Rogers if he is in favor, Rogers stated the roads need fixed but the \$5000 for him is a little excessive.

Council Member Vear stated that when Council looked at residential areas in special assessment districts and mentioned that Council decided on all properties being treated fair if they had more linear frontage or not.

Motion by Council Member Vear, seconded by Council Member Morrisey to establish the Special Assessment District 2022-05, Uran Street area. **Resolution #3489.**

Roll call:

Council Member Stuchell	Aye
Council Member Morrisey	Aye
Mayor Stockford	Aye
Council Member Vear	Aye
Council Member Socha	No
Council Member Briner	Aye
Council Member Pratt	Aye
Council Member Zeiser	Aye

Motion passed 7-1

B. Public Hearing: Special Assessment District SAD 22-06 (Morry St, Lynwood Blvd, Howell St)

The total estimated cost for this project, as broken out below, is \$1,080,000 with \$802,700 being paid by the City and \$277,300 being assessed to property owners. The project cost split is in accordance with the City’s Policy on Special Assessment Districts for Street Projects presented to the City Council at their February 1, 2021 meeting. It is important to note that the total assessed cost to the affected property owners will not go above the policy maximum assessment limit of \$5,000 per parcel or 25% of the property value per Hillsdale Ordinance Chapter 2, Article V, Section 2-335, whichever is the lesser amount.

STREET	PROJECT LIMITS	TOTAL ESTIMATE	CITY COST SHARE	ASSESSED SHARE
Morry St.	S. Howell to Walnut	\$ 230,000	\$ 212,800	\$ 17,200
E&W Lynwood Blvd	S. Howell to Reading	\$ 390,000	\$ 226,850	\$ 163,150
S. Howell St.	Hallett to south city limits	\$ 460,000	\$ 363,050	\$ 96,950
TOTALS		\$ 1,080,000	\$ 802,700	\$ 277,300

Mayor Stockford opened podium to public 8:01 p.m.

Ken Cole, Howell St resident is in opposition of the special assessment district. He has lived at his residents for 40 years and didn’t have to come talk to council before on funding issues. There is a lot of traffic on Howell St and believes it is unfair to assess just the residents on the street. He added that the HARPA funds may be an option to help fund street reconstruction and repair. He asked Council if special assessments are going to be the ongoing way of getting the roads fixed. Cole inquired about the 6% interest rate and how that was brought about.

Mayor Stockford stated that special assessments were going to be utilized as a mechanism for street reconstruction as well as grants and other means of funding.

Manager Mackie stated that the 6% interest rate is from the City Charter.

Brian Clark, Lynwood Blvd resident stated that he doesn't believe other areas such as Lynwood and Morry should help fund Howell Street as it is a major street and everyone uses that street.

City Engineer Bauer gave a brief overview of property tax disbursement and road funding. A very small portion of property tax is put towards the streets. The state gas tax is what helps street funding which the state determines the amount the City receives for roads.

Michelle Rogers Howell St resident across from hospital, sent a letter of opposition to the City. Street was damaged by large semi-trucks parking on the street when the McRitchie Unit was built. She had inquired about if the hospital is paying for their part and asked how long the road will last when redone. She understands special assessments on cul-de-sacs and small neighborhoods are needed but Howell Street is heavily traveled and is against the special assessment for this area.

City Engineer Bauer stated the hospital is assessed the same as all residents per parcel so a total of \$13,000. She mentioned that streets last for 18-20 years with proper maintenance.

William Mullaly, Howell St resident doesn't understand the special assessment. He is in favor of fixing the streets but not sure this is a good option and submitted a letter of opposition. He asked Council to find ways to fund the street fund. He inquired about the possibility of a sales tax option for the city. Attorney Thompson said it was illegal for sales tax as Michigan isn't a state that allows that. He stated he loves that the roads are getting fixed and is willing to pay for it but asked Council to continue to find other ways of funding.

Jack McLain spoke on the 6% interest amount and asked about Manager Mackie's bonus incentive for roads.

Heidi Gochanour, Lynwood Blvd resident stated she is not in favor of the special assessment, reported that the hospital has heavy traffic at all times of the day, and employees constantly park on Lynwood. She doesn't feel the hospital assessed amount is high enough for the traffic they create. She mentioned the special assessment is not feasible for her budget. She also submitted an opposition letter at the meeting.

Mayor Stockford closed podium at 8:30 p.m.

Council Member Socha asked City Manager if this assessment didn't pass what would be the next course of action with the flooding issues the areas have.

Manager Mackie stated the City could split off Lynwood and do that area but Howell and Morry would not be done.

Council Member Vear, commented that if Council votes the project down, it will be many years until the street will be brought back up for discussion again.

Council Member Briner asked if Council had looked at an income tax possibility. As it is a funding option for the streets.

Mayor Stockford stated Council did look at the income tax option but was voted down by the residents years ago.

Council Member Socha stated he is generally against taxes and special assessments but the need for this area is great as Howell Street is the main entrance into the City. He and his wife made a donation to help reconstruct the road system in the City, previously.

Further Council discussion ensued.

Motion by Council Member Vear, seconded by Council Member Morrissey to establish the Special Assessment District 2022-06, Morry St, Lynwood Blvd, Howell St). **Resolution #3490.**

Roll call:

Council Member Stuchell	Aye
Council Member Morrissey	Aye
Mayor Stockford	No
Council Member Vear	Aye
Council Member Socha	Aye
Council Member Briner	No
Council Member Pratt	No
Council Member Zeiser	Aye

Motion passed 5-3

Old Business

New Business

Miscellaneous Reports

- A. Proclamation – None
- B. Reappointments—Chris Bahash – TIFA Board

Motion by Council Member Socha, seconded by Council Member Stuchell to reappointment Chris Bahash to the TIFA board.

By a voice vote, the motion passed unanimously.

- C. Other – None

General Public Comment

Jack McLain, commented that he believes he is one of the top donors to the TIFA Dawn Theater. He appreciates ArtWorks and The Friends of the Dawn Theater as they put on a good show. His family wasn't allowed to attend the Open House fundraiser as his tickets didn't have names on them specifically. McLain inquired about the occupancy and permitting processes as the numbers on the building do not meet code. He also stated that City is losing a great Council Member as Briner will not be running again for ward four.

Police/Fire Chief Hephner stated that the fire department does not issues the occupancy permits.

Dennis Wainscott, commented on Comcast raising fees. He asked Council why the City can't open up their own cable as a revenue source.

Penny Swan, thanked all the council member that voted no on Special Assessment District #2022-06.

City Manager's Report

Manager Mackie stated the fundraising event at The Dawn Theater was a very tremendous event. It is a great venue for weddings, graduations, dances and other events.

Flooding issues were caused during the last storm, there were some calls from county residents around the airport that put claim that the airport may have caused it.

Mackie addressed Wainscott's question on the city having a cable system. He mentioned it is very costly to start up and the focus has been on the roads and other higher priorities.

Council Comments

Council Member Pratt asked how long ago did the City put together an income tax proposal.

Mayor Stockford stated that he believes it was around 2011 – 2012.

Council Member Stuchell mentioned that The Dawn Theater event was great and thanked all involved.

Mayor Stockford agreed with Stuchell on the Dawn Theater event. He enjoyed seeing the transformation.

Adjournment

Motion by Council Member Briner, seconded by Council Member Socha moved to adjourn the meeting.

By a voice vote, the motion passed unanimously.

The meeting adjourned at 9:10 p.m.

Adam L. Stockford, Mayor

Katy Price, City Clerk

CITY OF HILLSDALE FINANCE COMMITTEE

PLACE: CITY HALL CONFERENCE ROOM

DATE: December 27, 2021

TIME: 5:15 PM

PRESENT:

COUNCIL: Bruce Sharp, Ray Briner and Tony Vear

STAFF: Scott Hepner, Police and Fire Chief and Chris MacArthur, Electrical Supervisor.

PUBLIC: No Public

BOARD OF PUBLIC UTILITIES AND THE CITY OF HILLSDALE ACCOUNTS PAYABLES

Department 173 Laura Sargent and Frank Engle attending a conference in Grand Rapids.

Department 175 Legal fees for Ultimate Holdings Litigation.

Department 265 Chimney Cap at City Hall blown off from a recent storm.

Fund 101 Auto damage from car/deer accident on State Street.

Fund 244 EDC gift card promoting Local Businesses.

Fund 287 ARPA stands for American Rescue Plan Assistance.

Fund 401 Repairs at Gelzers and Masonic from storm damage.

Department 544 Tree trimming done at Bridge, State and States Streets.

Fund 590 Work done at the Treatment Plant.

Motioned by Vear and seconded by Briner. Passed 3-0

Public Comment: None

Motion by Vear and seconded by Briner to adjourn. Passed 3-0

ADJOURNMENT: 5:32PM

Next Meeting

January 10, 2021

5:15PM

City Hall Conference Room

Minutes prepared by Tony Vear acting secretary.

CITY OF HILLSDALE FINANCE COMMITTEE

PLACE: CITY HALL CONFERENCE ROOM

DATE: January 24, 2022

TIME: 5:15 PM

PRESENT:

COUNCIL: Bruce Sharp, Ray Briner and Tony Vear

STAFF: Scott Hepner, Police and Fire Chief.

PUBLIC: No Public

BOARD OF PUBLIC UTILITIES AND THE CITY OF HILLSDALE ACCOUNTS PAYABLES

Fund 101 Yearly Insurance Services Agreement with Vested Risk Strategies.
Fund 101 Front Tires for the Fire Department Ladder Truck.
Department 400 House Renovation Grant Money.
Fund 247 Mural on the inside walls of the Dawn.
Fund 287 ARPA stands for America Rescue Plan Act.
Fund 401 Transfer Station that is now operational.
Fund 582 MMEA stands for Michigan Municipal Electrical Association, which is a Lobbying Group.
Department 544 Tree trimming done in Osseo and Pittsford and on Day Road.
Department 175 Prime Membership divided between the BPU.
Fund 591 12 Foot Commercial Door and not a 12 inch.
Department 544 This will be the New Company going forward.

Motioned by Vear and seconded by Briner. Passed 3-0

Public Comment: None

Motion by Vear and seconded by Bruce to adjourn. Passed 3-0

ADJOURNMENT: 5:39PM

Next Meeting

February 7, 2021

6:30PM

City Hall Conference Room

Minutes prepared by Tony Vear acting secretary.

CITY OF HILLSDALE FINANCE COMMITTEE

PLACE: CITY HALL CONFERENCE ROOM

DATE: February 7, 2022

TIME: 6:30 PM

PRESENT:

COUNCIL: Bruce Sharp, Ray Briner and Tony Vear

STAFF: David Mackie, City Manager and BPU Director, Scott Hepner, Police and Fire Chief and Karen Lancaster, Woodhill Group Representative.

PUBLIC: No Public

BOARD OF PUBLIC UTILITIES AND THE CITY OF HILLSDALE ACCOUNTS PAYABLES

Department 295 Over payment of a premium. Hopkins used to work as a part time employee.

Department 336 For the 2000 Pierce Fire Engine.

Department 756 Storm damage repairs from the recent Storms.

Fund 247 Annual Insurance Premium for the Dawn Theater.

Fund 401 41 and 47 Salem Street.

Department 175 The work lunch also included fees for attending a Linesman Electrical Conference.

Department 543 Repairs done at the Generating Engines at Baw Beese Lake.

Fund 663 Represents a partial payment of \$750 donation from the Grumhouse Family. The Family donates \$1500 per year.

Motioned by Vear and seconded by Sharp. Passed 3-0

Public Comment: None

Motion by Vear and seconded by Sharp to adjourn. Passed 3-0

ADJOURNMENT: 6:48PM

Next Meeting

February 21, 2021

6:30PM

City Hall Conference Room

Minutes prepared by Tony Vear acting secretary.

CITY OF HILLSDALE FINANCE COMMITTEE

PLACE: CITY HALL CONFERENCE ROOM

DATE: February 21, 2022

TIME: 6:30 PM

PRESENT:

COUNCIL: Bruce Sharp, Ray Briner and Tony Vear

STAFF: David Mackie, City Manager and BPU Director, Scott Hepner, Police and Fire Chief.

PUBLIC: Penny Swan

BOARD OF PUBLIC UTILITIES AND THE CITY OF HILLSDALE ACCOUNTS PAYABLES

Department 175 Preparing a Legal Description for the Development in the Industrial Park by Dial A Ride Building.

Department 276 Trees removed for the planned expansion at Lakeview Cemetery.

Department 301 Represents a 2 year supply of ammo purchased as part of the order from a back order from prior year. Some ammo used for target practice.

Department 756 Trees removed from Baw Beese Area and Cold Springs.

Fund 202 Storm damage on Oak Street.

Department 490 Signal Maintenance on Spring, West, Hillsdale and Fayette Streets.

Fund 247 Final Payment for the Dawn Theater Rehabilitation.

Fund 401 Computers are replaced at about 5 per year on a rotating basis.

Department 900 Paid about \$3.03 per gallon for a total of 8123 gallons.

Department 544 Tree trimming done in the Pittsford area.

Department 547 Unable to spread locally so had to transport to a certified Bio Processing Plant.

Department 544 Replace Water Line that entailed cutting across the street at 4 East Hallett.

Fund 633 Salt usage so far this year is in the normal range.

Motioned by Vear and seconded by Briner. Passed 3-0

Public Comment: None

Motion by Vear and seconded by Briner to adjourn. Passed 3-0

ADJOURNMENT: 6:48PM

Next Meeting

March 7, 2021

6:30PM

City Hall Conference Room

Minutes prepared by Tony Vear acting secretary.



**Cemetery Board
Minutes**

**2nd Floor Conference Room
City Hall**

February 2, 2022
4:15p.m.

Call to Order:

The meeting was called to order by Mr. Hammel at 4:18 p.m.

Board members present:

DPS Director Jake Hammel, Carol Lackey, Richard Smith, Vicky Ladd,
John Barrett

Board members absent:

None

Also present were:

Cemetery Sexton Frank Engle and Deputy Clerk Michelle Loren

APPROVAL OF MINUTES

Motion by Smith, seconded by Lackey, to approve the October 6, 2021 Cemetery Board Minutes

All Ayes, motion passed.

PUBLIC COMMENT

None

OLD BUSINESS

Lakeview Expansion

DPS Director Jake Hammel reported all the fill had been leveled and topsoil dumped. Hammel also reported money for engineering services for the installation of ribbons would be worked into the new budget.

Cemetery Sexton, Frank Engle reported that there are 18 graves for multiples/singles and 5 single graves available throughout Lakeview left for purchase.

NEW BUSINESS

A. Cemetery Fee Schedule

Jake Hammel suggested that with the expansion being so close, this would be the time to review the cemetery fee schedule. John Barrett then reviewed comparison pricing on opening and closing charges, throughout the county. Discussion regarding weekend burials then took place as it was apparent that the City’s fees were considerably less than neighboring communities. In turn, the City’s lot sales pricing was considerably higher than the surrounding areas. After discussing expenses involved in a weekday burial and those of a weekend burial, and considering charges by other cemeteries the following changes were proposed:

	<u>Opening & Closing Charges Current</u>	<u>Proposed</u>
Adult (65” or greater)	\$400.00	\$500.00
Child (36” to 64”)	\$325.00	\$350.00
Infant	\$200.00	\$225.00
Cremations	\$225.00	\$275.00
All Saturday Burials	\$450.00	\$650.00
All Saturday Cremations	\$300.00	\$350.00
All Sunday Burials	\$500.00	\$750.00

After short discussion, it was agreed that changes need not be made to lot sales, disinterment charges, foundation charges, or shutter lettering charges.

Trustee Smith asked if the changes could be made by April 1, 2022 to remain in keeping with the last increase. Jake Hammel stated he would write up a recommendation including justification of charges and present it to Council during one of the 2 regular council meetings held in March.

Motion by Smith, support by Lackey, to make fee cemetery fee schedules changes and recommend to Council for approval.

All Ayes. Motion carried.

B. Domestic Animal Ban

Jake Hammel reported that at the October meeting, the Board had agreed that concerns with dogs running at large in the cemeteries needed to be addressed. Discussions with Chief Hephner regarding enforcement of the rules indicated there is a lack of clarity in the language making the rules difficult to enforce. It has been suggested that all domestic and exotic animals, with the exception of service animals, should be banned from all city cemeteries. Hammel stated he would work on new ordinance language to present to Council. A public hearing will be scheduled. The new ordinance will take effect 15 days after Council approval.

Motion by Barrette, support by Ladd, to amend language of City Ordinance Sec. 10-10(7) Conduct on Cemetery Grounds banning all animals from city cemeteries.

All ayes. Motion carried.

INFORMATION ONLY

A. 2021 Grave Sales Report

Sexton Frank Engle presented a 2021 Grave Sales Report. Please see attached report.

B. Recreate Information on Single Grave Areas at Lakeview

Sexton Frank Engle reported that the current card catalog at Lakeview Cemetery for single grave occupants previously cataloged alphabetically by name of occupant with no reference to location of burial. Mr. Engle has cross referenced the card catalog to location and is currently in the process of creating a reference map of location of single grave burials.

ADJOURNMENT

Motion by Lackey, seconded by Smith, to adjourn.

By a voice vote, the motion passed unanimously.

The meeting adjourned at 4:55 p.m.

Respectfully submitted,

Michelle Loren, Deputy City Clerk

Cemetery Tracker

2021 Purchases for LAKEVIEW & OAKGROVE

Cert #	Date	Cemetery	Customer Name	Amount Paid	Section	Lot / Column	Block / Row	Grave(s)	Niche(s)
2021-1	2/18/2021	Oak Grove		\$ 1,000.00	17	261	6		3,4
2021-2	2/18/2021	Oak Grove		\$ 500.00	17	271	6		1
2021-03	2/26/2021	Oak Grove		\$ 750.00	17	157	4		3
2021-4	3/4/2021	Oak Grove		\$ 500.00	17	75	2		4
2021-5	3/11/2021	Lakeview		\$ 1,500.00	10	1029	1		2,3,4
2021-6	4/13/2021	Lakeview		\$ 500.00	10	1041	1		4
2021-7	5/24/2021	Lakeview		\$ 3,000.00	10	1030	1		3,4,5,6
2021-8	5/26/2021	Oak Grove		\$ 1,000.00	17	325	7		3,4
2021-8	7/2/2021	Lakeview		\$ 1,500.00	10	1031	1		3,4,5
2021-9	6/30/2021	Oak Grove		\$ 750.00	17	161	4		4
2021-10	6/30/2021	Oak Grove		\$ 750.00	17	169	4		1
2021-11	7/8/2021	Oak Grove		\$ 500.00	17	321	7		4
2021-12 TRANSFER	7/13/2021	Oak Grove		TRANSFER	17	2	1		3
2021-13	7/14/2021	Oak Grove		1,000.00	17	259	6		3,4
2021-14	7/27/2021	Oak Grove		750.00	17	176	4		1
2021-15	8/3/2021	Oak Grove		\$ 500.00	17	94	2		2
2021-16 TRANSFER	8/16/2021	Oak Grove		TRANSFER	17	2	1		4
2021-17	8/23/2021	Oak Grove		500.00	17	171	4		4
2021-18 TRANSFER	9/10/2021	Lakeview		TRANSFER	8	773	3		1,2
2021-19 TRANSFER	9/10/2021	Oak Grove		TRANSFER	17	169	4		1
2021-20 TRANSFER	10/6/2021	Lakeview		TRANSFER	11	909	4		1,2,3,4
2021-21 TRANSFER	10/7/2021	Oak Grove		TRANSFER	13	1718	3		4,5,6
2021-22	10/20/2021	Lakeview		750.00	12	956	2		3
2021-23	11/3/2021	Lakeview		750.00	12	923	2		5
2021-24	11/16/2021	Oak Grove		500.00	17	113	3		2
RESERVED	11/16/2021	Oak Grove		(150) 0	17	113	3		1,3
2021-25	12/27/2021	Oak Grove		1,500.00	17	177	4		3,4

\$ 18,500.00

City of Hillsdale

Agenda Item Summary

Meeting Date: March 7, 2022

Agenda Item #: Consent Agenda

SUBJECT: Hillsdale Airport Terminal Study

BACKGROUND PROVIDED BY STAFF: David Mackie, City Manager

PROJECT BACKGROUND:

Attached is a Terminal Study Scope of Work and Contract for Professional Engineering Service for the Hillsdale Municipal Airport. The Study is the first step in acquiring funding for the construction of a new terminal building on the newly constructed airport apron. Through the Bipartisan Infrastructure Law (BIL) the Federal Aviation Administration (FAA) will be awarding funding for terminal construction projects. Hillsdale has had on its' 10-year Airport Improvement Plan (AIP) the construction of a new terminal and this funding is an opportunity to accomplish this goal. If approved, the terminal's construction could start in the spring of 2023. The Terminal Study will be paid for by federal entitlements with no cost to Hillsdale.

Given the competitive nature of the BIL funding, the contract needed to be approved and sent to MDOT Aero by February 25th. The Mayor, Mayor Pro Tem and Finance Committee were in agreement to move forward with the contract and subsequently bring it to full Council for approval.

RECOMMENDATION:

City Council approve the Terminal Study contract with RS&H in the amount of \$30,273.

CONTRACT FOR PROFESSIONAL ENGINEERING SERVICE

This Contract is made and entered into this date of 2/24/2022 by and between the Airport Owner, hereinafter referred to as SPONSOR,

CITY OF HILLSDALE
97 Broad Street
Hillsdale, Michigan 49242

and the Engineer, hereinafter referred to as the CONSULTANT,

RS&H MICHIGAN, INC.
436 S Main Street
Plymouth, MI 48170

for the following PROJECT:

Location: Hillsdale Municipal Airport

Description: Terminal Study for the new terminal facility.

(See Attachment D - Sketch for Location of Work Areas.)

WHEREAS, the SPONSOR desires to engage the CONSULTANT to perform professional engineering services for the described project;

WHEREAS, the SPONSOR has caused a review to be made of the qualifications of the CONSULTANT and is satisfied the CONSULTANT is competent and qualified;

WHEREAS, the CONSULTANT is willing and able to accomplish the services provided and set forth hereinafter in this Contract;

WHEREAS, the SPONSOR will compensate the CONSULTANT, in accordance with the terms and conditions set forth in this Contract.

NOW, THEREFORE, the parties agree to the following:

ARTICLE 1 – DESCRIPTION OF WORK TO BE DONE

The services to be furnished by the CONSULTANT to the SPONSOR, as set forth in Attachment E, Scope of Work/Services, together with obligations of the SPONSOR or the SPONSOR's Agent (Michigan Department of Transportation (MDOT), Office of Aeronautics), hereinafter referred to as AERO, will contain certain information and data which will consist of the following described elements. Additional explanations are included in Attachment E.

DESIGN PHASE (1)

Element 1.11 - Pre-Design Conference

A pre-design conference called by the SPONSOR will be held between the SPONSOR, the CONSULTANT, and any other participating or regulatory governmental agency. This pre-design conference will be held for the express purpose of having the CONSULTANT ascertain from responsible representatives of each group, the SPONSOR and all participating governmental agencies, their individual project requirements affecting the scope of work, budget, design standards, presentation of final plans, and documents. The requirements set forth in this pre-design conference will be confirmed in writing by the CONSULTANT to the SPONSOR, with copies to each participating unit of government.

Element 1.12 - Engineering Survey

The CONSULTANT will determine the areas to be covered and make the necessary engineering field surveys to determine existing and topographical conditions, earth work, drainage, pavement conditions, structural elevations, and field testing as may be required to complete plans and specifications.

Element 1.13 - Detailed Construction Plans and Specifications

Plans and specifications will be certified by the CONSULTANT for compliance with current Federal Aviation Administration (FAA) and AERO requirements in effect at the time the plans and specifications are prepared. The CONSULTANT will prepare and furnish to the SPONSOR and AERO, in paper format, one copy of the final detailed construction plans and specifications for the work described above, presented on drawings (22" x 34") and other necessary documentation (8-1/2" x 11"). This will include but is not limited to; grading, drainage, paving, lighting, turf establishment, structures, construction safety phasing, etc. The documents will set forth, in detail, requirements for prospective bidders to submit proposals and the successful bidder to construct the project. Plans and specifications will comply with the requirements established in the pre-design conference, if applicable, together with the common practice of design and ethical practices of professional engineers. The CONSULTANT will also furnish one set of review plans if requested.

All projects bid through the MDOT letting will also include two electronic files in portable document format (pdf) along with a signed and sealed paper title sheet. The electronic files will be set up to print clearly in scalable 11" x 17" and 22" x 34" plan sheets.

Element 1.14 - Estimate of Probable Construction Cost

The CONSULTANT will prepare and submit to both the SPONSOR and AERO one copy of a detailed estimate of construction costs based upon the detailed plans and specifications prepared under Element 1.13. This statement of probable construction cost prepared by the CONSULTANT represents the CONSULTANT's best judgment as a design professional at the

time the estimate is finalized. This estimate will include the estimated amount for CONSULTANT services during construction. It is recognized, however, that neither the CONSULTANT nor the SPONSOR has any control over the cost of labor, materials, or equipment; over the contractor's method of determining bid prices; or over competitive bidding or market conditions. Accordingly, the CONSULTANT cannot and does not guarantee that bids will not vary from any statement of Probable Construction Cost or other cost estimates prepared by the CONSULTANT.

Element 1.15 - Engineering Report

The CONSULTANT will prepare and furnish to both the SPONSOR and AERO one copy of an engineering report which relates to the SPONSOR and participating governmental agencies the fundamental considerations and concepts used in design of the project. This report will include the basic design factors for drainage, pavement design, and scheduling of the various phases of the project during construction as may be required to maintain both ground and air traffic. Deviation in design and construction standards will be included in the engineering report.

Element 1.16 - Users Conference (if required)

The CONSULTANT will prepare for the SPONSOR an estimated time schedule to be followed during the construction period. This estimated time schedule of construction will be presented by the SPONSOR and the CONSULTANT in a meeting with airport users. The CONSULTANT will furnish one copy of the estimated time schedule to the SPONSOR for printing and disbursement to the users by the SPONSOR. However, it is recognized that neither the CONSULTANT nor the SPONSOR has absolute control over the estimated time schedule presented to any person, group, or organization.

Element 1.17 - Obligations of SPONSOR or AERO to CONSULTANT

When requested by the CONSULTANT, one copy of all existing data applicable to this project and in the possession of the SPONSOR or AERO or any other agency of government will be furnished at no cost to the CONSULTANT. Existing data will include but not be restricted to the following:

- 1) As-constructed plans.
- 2) Pavement design data/pavement condition index.
- 3) Soil borings, analysis, and classification.
- 4) Drainage design data.
- 5) Topographic notes and maps.
- 6) Approach data and zoning maps.
- 7) Property maps, including fee ownership and easements, and land descriptions.
- 8) All local, state, federal ordinances, regulations, or laws affecting the project.
- 9) Aerial photography, prints, topographic maps, etc.

The SPONSOR or AERO will furnish for projects bid by MDOT, at no cost to the CONSULTANT, standard contract documents for bidders, including but not restricted to the following:

- 1) Notice to contractors (including advertising charges).
- 2) Instructions to bidders.
- 3) All federal, state, or local wage rates as applicable to this project.

- 4) General provisions of the contract.
- 5) Supplemental provisions of the contract.
- 6) Special provisions of the contract (except as may be supplemented by the CONSULTANT).
- 7) Standard construction specifications (except as may be supplemented by the CONSULTANT).
- 8) Standard supplemental specifications (except as may be supplemented by the CONSULTANT).
- 9) Standard testing requirements (except as provided by the CONSULTANT).
- 10) Proposal.
- 11) Construction contract.
- 12) Form of performance and lien bond.
- 13) Reproducible copies of all standard plans to be incorporated in the contract plans and documents.

The SPONSOR or AERO, at no cost to the CONSULTANT, will furnish the location for the receipt of bids, the tabulation and recording of bids, the disbursement of information before and after the bid process, and the award of construction contracts.

All such services, data, information, and documents furnished by the SPONSOR or AERO will be furnished at the SPONSOR's expense.

Element 1.18 - Conferences and Meetings

The following conferences and meetings will be attended by the CONSULTANT and the SPONSOR at the location indicated for the purpose of coordination, information, and understanding.

- 1) Pre-Design Conference as provided under Element 1.11 to be called by the SPONSOR and to be held at the project site.
- 2) Progress meetings to be determined by the SPONSOR will be held at the office of the SPONSOR and attended by the CONSULTANT to apprise the SPONSOR of progress, to resolve any problems, to answer questions, and for general coordination.
- 3) Upon completion by the CONSULTANT of final plans, specifications, cost estimates, and engineering report, the CONSULTANT will submit copies to the participating governmental agencies for approvals as required. After reasonable time for review by the SPONSOR and participating governmental agencies, a meeting called by the SPONSOR may be held to review final plans with the SPONSOR and participating governmental agencies at the project site.
- 4) Upon determination of the estimated construction time schedule, a users conference as provided under Element 1.16 is to be called by the SPONSOR, to be held at a location designated by the SPONSOR.
- 5) Upon advertising the project for bids, the CONSULTANT and the SPONSOR or AERO will hold a pre-bid meeting or briefing with the prospective bidders at the project site to explain the project to the bidders and answer questions from prospective bidders. Any addendum information necessary will be submitted in a timely manner to the bidding agency by the CONSULTANT. In addition, any bids over the engineers' construction estimate by ten (10) percent or more will be sufficiently justified before proceeding with award or recommended rejected by the CONSULTANT.

CONSTRUCTION PHASE (2)

Element 1.20 - Sufficient Personnel

The CONSULTANT will provide sufficient personnel and services necessary to comply with AERO Project Engineers Manual, the latest revision at the time this Contract is awarded.

Element 1.21 - Pre-Construction Conference

A pre-construction conference called by the SPONSOR or AERO will be held between the SPONSOR, the FAA (if applicable), AERO, any other participating or regulatory governmental agencies, the Contractor(s) and the CONSULTANT. This pre-construction conference will be held for the Contractor and CONSULTANT to receive instructions from the SPONSOR and participating/regulatory governmental units, to develop construction schedules, and to coordinate construction.

Element 1.22 - General Information and Coordination

The CONSULTANT will provide information and coordination to the SPONSOR and Contractor as to the understanding of the plans and specifications. The CONSULTANT will not guarantee the performance of the Contractor but will report to the SPONSOR any work and materials which, in the opinion of the CONSULTANT, do not meet the requirements of the plans and specifications. The CONSULTANT will not be responsible for any acts of the Contractor whatsoever but will only pay the contractor for work performed that meets the requirements of the plans and specifications.

Element 1.23 - Engineering Survey and Layout as May be Applicable

The CONSULTANT will take original ground elevations in areas of excavation for the purpose of determining pay quantities for excavation. The CONSULTANT will stake out the work for line and grade. The stake out will consist of one set of earth grade stakes spaced not more than one hundred feet apart, with cut or fill from top of stake to the earth grade marked on the stake; slope stakes around the perimeter of grade; one set of offset stakes for drainage spaced not more than twenty-five (25) feet apart with offset distance to center of pipe and flowline of pipe marked on the stake; one set of blue top stakes driven to grade spaced not more than fifty (50) feet apart for finish base course or pavement grade; and one offset line along the edge of pavement denoting location of each light fixture. All bench marks and alignment P.O.T.'s will be available to the Contractor for his reference and checking of the CONSULTANT's stakes. The CONSULTANT will not be responsible for setting stakes other than described above, for any stakes disturbed, and any stakes set by others including bench marks and P.O.T.'s.

Element 1.24 - Materials Testing and Shop Drawings

The CONSULTANT will review and approve material testing reports submitted by the Contractor to determine if test reports meet the requirements of the specifications and will submit two copies of material testing reports to the SPONSOR or AERO. The CONSULTANT will review and approve shop drawings to determine compliance with plans and specifications and will submit two copies of all shop drawings to the SPONSOR or AERO.

Element 1.25 - Field Tests and Grade Inspection as May be Applicable

The CONSULTANT will make periodic field tests and grade inspection at the project site to determine, in the opinion of the CONSULTANT, if materials and workmanship conform to the plans and specifications. Field tests will include compaction tests for soils in place; gradation tests for aggregates; extraction tests for bituminous mixtures and compaction tests for in-place bituminous pavements; and slump, entrained air, and yield tests for concrete pavement.

Element 1.26 - Cost Estimate and Change Orders/Contract Modifications

The CONSULTANT will prepare periodic cost estimates, change orders/contract modifications, and stop and start orders as may be applicable during the construction period and present three copies of the same to the SPONSOR or AERO for approval and processing. All projects bid through MDOT lettings will have all estimates and contract modifications processed using the FieldManager computer program.

Element 1.27 - Weekly Reports

The CONSULTANT will prepare FAA Form 5370-1, Construction Progress and Inspection Report or FieldManager inspector daily reports, and submit copies to the SPONSOR or AERO weekly during the construction period.

Element 1.28 - Final Inspection

The CONSULTANT will be present at final inspection, together with the SPONSOR, AERO, participating governmental units, and the Contractor.

Element 1.29 - Final Quantities - As-Constructed Plans

The CONSULTANT will compute final pay quantities, prepare as-constructed plans, and update all plan sheets of the current Airport Layout Plan (ALP) that shows work constructed under the project. The As-Constructed Plans will be submitted to the SPONSOR and AERO for approval in an electronic pdf file. The updated ALP will be submitted in paper (22"x 34") and in an electronic pdf file to the SPONSOR and AERO.

Element 1.30 - Equipment

The CONSULTANT will furnish all necessary surveying and field testing equipment to accomplish the above named work.

SUBCONSULTANT SERVICES (3)

Element 1.31 - Subconsultant Service

Any services to be provided by subconsultants will be provided for in a subconsultant agreement, which will meet the written approval of the SPONSOR. Costs of subconsultant services will be included in Element 3.1 – Fee. The CONSULTANT will not apply a fixed fee on any of the costs for subconsultant services.

ARTICLE 2 – TIME OF BEGINNING AND COMPLETION

DESIGN PHASE (1)

Element 2.11 - Time of Beginning

Upon acceptance of this Contract by both the SPONSOR and the CONSULTANT, the

CONSULTANT will have seven (7) days from the date of notification to proceed in which to organize and actually commence work.

Element 2.12 - Time for Completion

The estimated time for the CONSULTANT to complete the work named in Element 1.11 through Element 1.18 of this Contract, and to submit final plans to the SPONSOR for the SPONSOR's approval is 180 calendar days from the date the CONSULTANT actually starts work. The CONSULTANT will report his progress to the SPONSOR at the monthly progress meetings, as required under Element 1.18, to keep the SPONSOR informed of progress and any adjustments to the estimated time schedule which may be necessary because of information supplied to the CONSULTANT by the SPONSOR or AERO, as provided under Element 1.17, or any other reasons beyond the control of either the SPONSOR or the CONSULTANT. Changes in time for completion will be in accordance with Element 4.4.

CONSTRUCTION PHASE (2)

Element 2.21 - Time of Beginning

Provided the Notice to Proceed is issued sufficiently in advance of the start of construction, the CONSULTANT will begin work seven (7) days prior to the effective date of the Notice to Proceed to the Contractor. If not, the CONSULTANT will coordinate the beginning of work with the work of the construction contractor.

Element 2.22 - Time for Completion

The CONSULTANT will finish all work under this Contract within thirty (30) days after final acceptance of the construction work by the SPONSOR.

ARTICLE 3 – PAYMENT

Element 3.1 - Fee

The SPONSOR agrees to pay the CONSULTANT as full compensation for services rendered as set forth in this Contract as follows:

Phase 1 Design

Element 1.15 a firm fixed fee of \$30,273. A breakdown of the cost is included as Attachment C.

The SPONSOR will compensate the CONSULTANT for requested printed materials in excess of those identified, in accordance with the following:

Black Print Plan sheets (22" x 34")	<u>\$1.60</u> /sheet
Black Print on White Paper (11" x 17")	<u>\$0.50</u> /sheet
Black Print on White Paper (8.5" x 11")	<u>\$0.10</u> /sheet

Phase (2) Construction

Elements 1.20, 1.21, 1.22, 1.23, 1.24, 1.25, 1.26, 1.27, 1.28, 1.29, 1.30, and 1.31 a firm fixed fee of (to be negotiated as an Amendment to the Contract, upon completion of design and advertising for bids).

The fee described above will be considered payment in full by the SPONSOR to the CONSULTANT for all services rendered except as hereinafter provided under Article 4 - Element 4.3 - Changes in Work and Element 4.4 - Delays and Extensions. Phase (2) Construction may not be needed if it is determined by the SPONSOR to terminate this Contract at the completion of Phase (1) Design.

Element 3.2 - Progress Payments

Phase (1) Design/Phase (2) Construction

Progress payments for completed work will be based on the following schedule of payments:

All charges for service will be due and payable upon receipt of invoice by SPONSOR. In the event Phase (1) Design is completed but bids are not received, final payment will be due and payable sixty (60) days after completion of Phase (1) Design.

The CONSULTANT will submit periodic invoices for services rendered. Each invoice will be based upon the proportion of the total service actually completed at the time of billing. The final invoice will be a minimum of 10% of the total contract amount. Payment on this invoice will be retained by AERO until all Contract requirements have been completed. The SPONSOR will make prompt payments in response to the CONSULTANT's periodic statements.

The CONSULTANT agrees to pay each subconsultant for the satisfactory completion of work associated with the subcontract no later than ten (10) calendar days from the receipt of each payment the CONSULTANT receives from the State of Michigan or SPONSOR. The CONSULTANT agrees further to return retainage payments to each subconsultant within ten (10) calendar days after the subconsultant's work is satisfactorily completed. Any delay or postponement of payment from these time frames may occur only upon receipt of written approval from the SPONSOR or AERO. These requirements are also applicable to all sub-tier subconsultants and will be made a part of all subconsultant agreements.

This prompt payment provision is a requirement of 49 CFR, Part 26, as amended, and does not confer third-party beneficiary right or other direct right to a subconsultant against the SPONSOR or the State of Michigan. This provision applies to both Disadvantaged Business Enterprise (DBE) and non-DBE subconsultants.

The CONSULTANT further agrees that it will comply with 49 CFR, Part 26, as amended, and will report any and all DBE subconsultant payments to AERO semi-annually in the format set forth in AttachmentG, dated June 1, 2001, attached hereto and made a part hereof, or any other format acceptable to the SPONSOR or AERO.

At the end of the State of Michigan fiscal year, the CONSULTANT will submit estimated payment amounts for both the CONSULTANT and contractors working on projects the CONSULTANT is supervising. These amounts will be submitted to the State of Michigan to establish a payable account.

ARTICLE 4 – MISCELLANEOUS PROVISIONS

Element 4.1 - Miscellaneous Provisions

The CONSULTANT will follow, insofar as applicable and reasonable and as approved by the SPONSOR, current design standards set forth by the SPONSOR, AERO and other participating governmental agencies in effect at the time the work herein provided is started. In the event design standards change after the CONSULTANT has completed that portion of the work to which a particular standard may apply, and in the event the CONSULTANT is required by the SPONSOR to make revisions to completed work to meet revised standards and certification requirements, the CONSULTANT will be entitled to additional compensation as provided under Element 4.3 - Changes in Work.

Design standards, standard plans, specifications, special conditions, contract documents, and requirements developed by the SPONSOR, AERO, or other participating governmental agency and required to be incorporated in the final plans and documents will not be the responsibility of the CONSULTANT. All liability to third parties, for loss or damage as a result of claims, demands, costs, or judgments arising out of activities, to be carried out by the SPONSOR in the performance of this contract will be the responsibility of the SPONSOR, and not the responsibility of the CONSULTANT, if the liability, loss, or damage is caused by or arises out of, the action or failure to act on the part of the SPONSOR, or any elected or appointed officer, employee or agent of the SPONSOR, provided that nothing herein will be construed as a waiver of any governmental immunity that has been provided to the SPONSOR, or any elected or appointed officer, employee or agent of the SPONSOR by statute or court decision.

Element 4.2 - Ownership of Documents

Completed original documents, such as final contract plans, maps and specifications prepared or obtained by the CONSULTANT as provided under the terms of this Contract will be submitted in final form. The final form of the originals will be delivered to and become the property of the SPONSOR. Original basic survey notes, sketches, charts, drawings, partially completed drawings, computations, quantities and other data will remain in the possession of the CONSULTANT as instruments of service but will be made available, upon request, to the SPONSOR without restriction or limitation on their use.

In the event any of the above documents are revised by the SPONSOR, the nameplates of the CONSULTANT will be removed and the SPONSOR will assume full responsibility for the reuse of these documents.

The original signed and sealed title sheet for projects bid through MDOT will be retained in AERO files. The CONSULTANT will be provided a scanned .tif electronic file for use in completing the as-constructed plan sheets.

Element 4.3 - Changes in Work

By mutual acceptance of both the SPONSOR and the CONSULTANT, changes in work from that work described in this Contract, including changes in original design standards and changes in previously completed final plans may be accomplished by amendment to this Contract. Each amendment will describe the revision or addition of work in detail. The associated cost of the revised or additional work will be defined in a fixed dollar amount, and an adjustment to the payment schedule (if applicable) contained in this Contract will be provided. Any change to the

contract time will also be defined in each amendment. Each amendment must be signed and dated by both the SPONSOR and the CONSULTANT.

Element 4.4 - Delays and Extensions

Changes in the estimated time schedule as may be required by the SPONSOR or the CONSULTANT will be in writing, setting forth the reason for delay or extension, and the estimated time adjustment necessary or as provided in Element 4.3 - Changes in Work.

Element 4.5 - Insurance and Liability

The CONSULTANT will maintain worker's compensation and public liability insurance as required by law and will, upon request, show proof of compliance with this requirement.

Element 4.6 - General Compliance with Laws

Unless otherwise specified, this Contract will be governed by the laws of the principal address of the SPONSOR. The CONSULTANT agrees to comply with all federal, state and local laws applicable to the work.

Element 4.7 - Subletting, Assignment and Transfer

The SPONSOR and the CONSULTANT each binds themselves, their partners, successors, assignees and legal representatives to the other party to this Contract and to the partners, successors, assignees, and legal representatives of such other party with respect to all covenants of this Contract. Neither the SPONSOR nor the CONSULTANT will assign, sublet, or transfer their interest in this Contract without the written consent of the other.

Element 4.8 - CONSULTANT's Endorsement

The CONSULTANT will seal and sign all final plans and specifications furnished to the SPONSOR.

Element 4.9 - Disputes

All disputes concerning a question of fact in connection with work not disposed of by agreement between the SPONSOR and the CONSULTANT will be settled through standard court actions.

Element 4.10 - Responsibility for Claims and Liability

The CONSULTANT will save harmless the SPONSOR, AERO, FAA, or other governmental agencies from all claims and liability due to negligence of the CONSULTANT or its subcontractors, except as provided in Element 4.1.

Element 4.11 - Assignment of Antitrust Rights

With regard to claims based on goods or services that were used to meet the CONSULTANT's obligation to the SPONSOR or AERO under this Contract, the CONSULTANT hereby irrevocably assigns its right to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or the MDOT due to any violation of 15 USC, Sections 1 - 15, and/or 1984 PA 274, MCL 445.771 - .788, excluding Section 4a, to the State of Michigan or MDOT.

The CONSULTANT will require any subcontractors to irrevocably assign their rights to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or the MDOT with regard to claims based on goods or services that were used to meet the

CONSULTANT's obligation to the MDOT under this Contract due to any violation of 15 USC, Sections 1 - 15 and/or 1984 PA 274, MCL 445.771 - .788, excluding Section 4a, to the State of Michigan or MDOT as a third-party beneficiary.

The CONSULTANT will notify the SPONSOR if it becomes aware that an antitrust violation with regard to claims based on goods or services that were used to meet the CONSULTANT's obligation to the SPONSOR or AERO under this Contract may have occurred or is threatened to occur. The CONSULTANT will also notify the SPONSOR or AERO if it becomes aware of any persons intent to commence, or of commencement of, an antitrust action with regard to claims based on goods or services that were used to meet the CONSULTANT's obligation to the SPONSOR or AERO under this Contract.

Element 4.12 - Prohibition of Discrimination in State Contracts

The CONSULTANT hereby agrees to comply with the requirements of Appendix A, attached hereto and made a part hereof.

Element 4.13 – Additional Provisions

Additional provisions of this Contract are included as Attachment B.

Element 4.14 – Non-Construction Requirements

The CONSULTANT hereby agrees to comply with the requirements of the Non-construction requirements of Attachment F, attached hereto and made a part hereof.

IN WITNESS WHEREOF the parties hereto have fixed their hand this day and date first written above.

ACCEPTED BY THE SPONSOR

Kelly Shash
Witness:

City of Hillsdale
SPONSOR
97 Broad Street
Street Address
Hillsdale, Michigan 49242
City, State & Zip Code

BY: Dawn Mochiz (2-24-22)
Authorized Representative of SPONSOR

.....
ACCEPTED BY THE CONSULTANT

Alexander Denny
Witness:

RS&H Michigan, Inc.
CONSULTANT
436 S Main Street
Street Address
Plymouth, MI 48170
City, State & Zip Code

BY: Patrick Grand
Authorized Representative

INCLUDE THIS PAGE IN ALL CONTRACTS!!

Consultants are advised to use the following attachment schedule. Any additional clauses or requirements should be included in Attachment B. The preceding is the base contract; no changes may be made to the wordage or numbering without the written approval of the Airports Division, Bureau of Aeronautics and Freight Services.

SCHEDULE OF ATTACHMENTS

Attachment A	Prohibition of Discrimination in State Contracts
Attachment B	Additional Provisions
Attachment C	Cost Breakdown
Attachment D	Sketches
Attachment E	Scope of Work/Services
Attachment F	Non-construction contract requirements
Attachment G	Prime CONSULTANT Statement of DBE Subconsultant Payments

APPENDIX A
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the Contractor agrees as follows:

1. In accordance with Act No. 453, Public Acts of 1976, the Contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Further, in accordance with Act No. 220, Public Acts of 1976 as amended by Act No. 478, Public Acts of 1980, the Contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of a handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The Contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, will contain a covenant the same as hereinbefore set forth in Section 1 of this Appendix.
3. The Contractor will take affirmative action to insure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action will include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The Contractor or his collective bargaining representative will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the Contractor's commitments under this appendix.
6. The Contractor will comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission which may be in effect prior to the taking of bids for any individual state project.
7. The Contractor will furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission, said forms may also elicit information as to the practices, policies, program, and employment statistics of each

subcontractor as well as the Contractor himself, and said Contractor will permit access to his books, records, and accounts by the Michigan Civil Rights Commission, and/or its agent, for purposes of investigation to ascertain compliance with this contract and relevant with rules, regulations, and orders of the Michigan Civil Rights Commission.

8. In the event that the Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this Contract, the Civil Rights Commission may, as part of its order based upon such findings, certify said findings to the Administrative Board of the State of Michigan, which Administrative Board may order the cancellation of the contract found to have been violated, and/or declare the Contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, and including the governing boards of institutions of higher education, until the contractor complies with said order of the Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the Contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency will be notified of such possible remedy and will be given the option by the Civil Rights Commission to participate in such proceedings.
9. The Contractor will include, or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission, and will provide in every subcontract or purchase order that said provisions will be binding upon each subcontractor or seller.

March 1998

ATTACHMENT B

Additional Provisions

NONE

ATTACHMENT C

Cost Breakdown



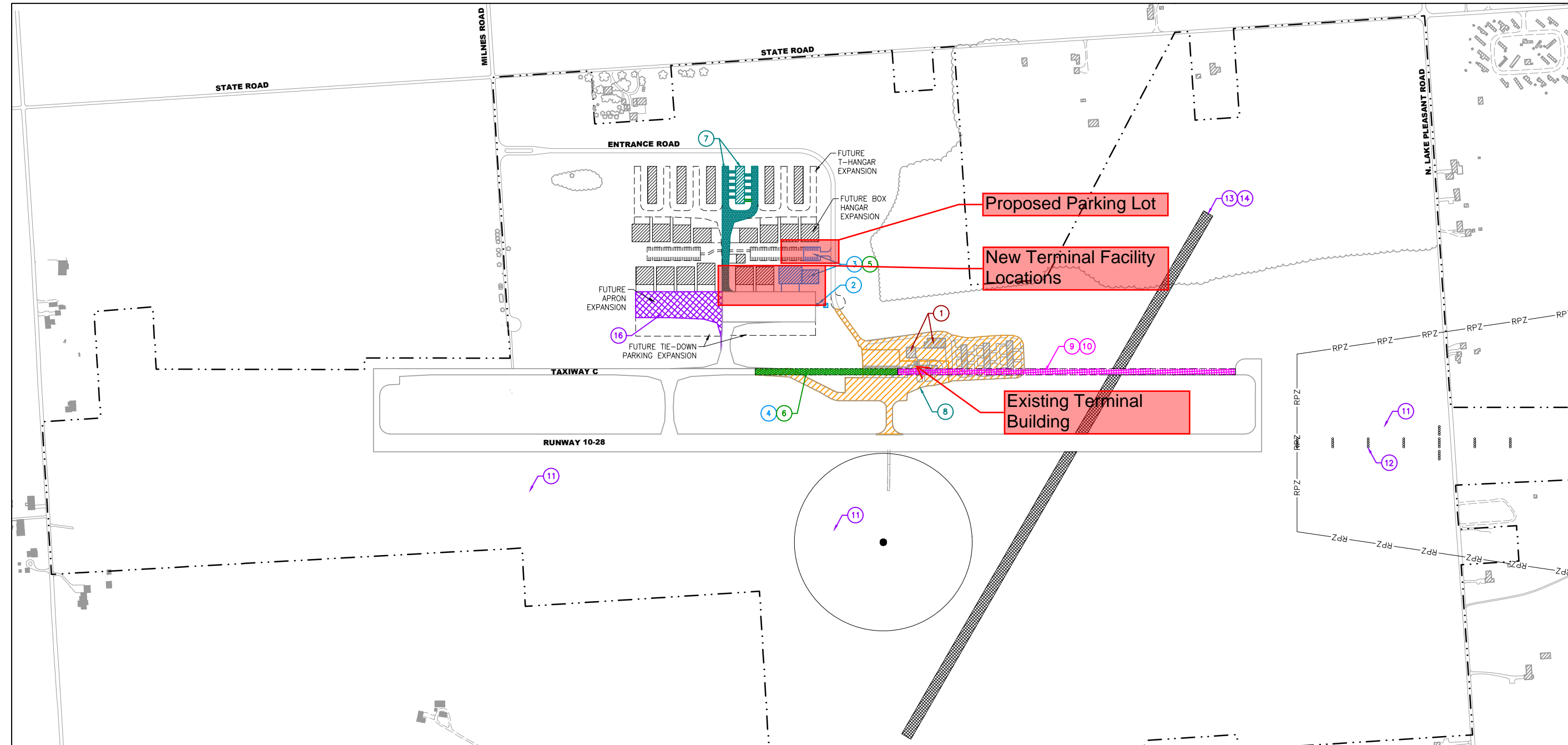
**Hillsdale Municipal Airport
Terminal Study
Fee Proposal**

TERMINAL STUDY

SCOPE / TASK TITLE	PROJECT OFFICER	PROJECT MANAGER	STAFF A/E	A/E	SENIOR TECHN	TECHN	ADMIN ASSIST	TOTAL
FEE TYPE (LUMP SUM)								
Task 1: Terminal Study								
Task 1.1 Kickoff Meeting/Call		4	8				1	13
Task 1.2 Data Collection & Records Review		2	2	4				8
Task 1.3 Terminal Siting		1	8	16				25
Task 1.4 Program Determination								
Facility Requirements		1	4	8				13
Space Allocations			8	16				24
Regulatory Code Review		1	4	2				7
Eligibility Determination		1	12	4				17
Preliminary Floor Plans			8	32				40
Opinion of Probable Construction Cost		2	8	12				22
Task 1.5 Program/Stakeholder Meeting		4	8					12
Task 1.6 Quality Control Review		1	2	2			1	6
Task 1.7 Report Development			8	20				28
Task 1.8 Project Management	2	8					2	12
TOTAL HOURS	2	25	80	116	0	0	4	227
RATE	\$102.00	\$71.00	\$48.00	\$36.00	\$37.00	\$30.00	\$28.00	\$44.52
TOTAL DIRECT LABOR \$	\$204	\$1,775	\$3,840	\$4,176	\$0	\$0	\$112	\$10,107
OVERHEAD @	166.92%							\$16,871
PROFIT @	11%							\$2,968
TOTAL BURDENED LABOR @	2.96							\$29,945
OTHER DIRECT NON-SALARY COSTS								
REPRODUCTION	# DWGS	# PAGES						
	@	@						
	\$1.60	\$0.10	#SETS					
Drawings	0		1					\$0
Reports/Specifications		25	5					\$13
TOTAL REPRODUCTION								\$13
POSTAGE/DELIVERY	# PCKGS	# PCKGS						
	@	@						
	\$15.00	\$3.00						
Reports/Specifications	1							\$15
TOTAL POSTAGE/DELIVERY								\$15
SPECIALTY VENDOR								
TOTAL SPECIALTY VENDOR								\$0
TRAVEL	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @	No. of	
			\$500	\$100	\$125	\$25	Times	
Kickoff Meeting	2	1	\$0	\$100	\$0	\$50	1	\$150
Review Meeting	2	1	\$0	\$100	\$0	\$50	1	\$150
TOTAL ODC's								\$300
TOTAL ODC's								\$328
Total Proposed Fee for:	Task 1: Terminal Study							\$30,273

ATTACHMENT D

**Sketch Showing Location of Work to be
Performed as Part of this Contract**



RS&H Michigan, Inc.
 827 WILLOW RUN AIRPORT
 2ND FLOOR
 Ypsilanti, Michigan 48198
 734-484-0962 FAX 800-898-4387
 www.rsandh.com



**HILLSDALE
 MUNICIPAL
 AIRPORT**

CONSULTANTS



SCALE: 1" = 300'
 300' 150' 0 300'

REVISIONS

NO.	DESCRIPTION	DATE

DATE ISSUED: DECEMBER 2017
 REVIEWED BY: NJP
 DRAWN BY: RE
 DESIGNED BY: RE

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Terminal
 Study
 Exhibit

2018

- 1. ACQUIRE EXISTING PRIVATE HANGARS

2019

- 2. CONSTRUCT NEW FUEL FARM
- 3. NEW TERMINAL FACILITY - TERMINAL STUDY
- 4. EAST PARALLEL TAXIWAY FOR RUNWAY 10-28 - PHASE 2 DESIGN

2020

- 5. CONSTRUCT ADMIN. BUILDING, FBO - TERMINAL FACILITY (DESIGN & CONSTRUCTION)
- 6. EAST PARALLEL TAXIWAY FOR RUNWAY 10-28 - PHASE 2 CONSTRUCTION

2021

- 7. CONSTRUCT TAXILANE AND T-HANGAR TERMINAL FACILITY PHASE 3
- 8. DEMOLISH EXISTING TERMINAL FACILITY - TERMINAL FACILITY PHASE 4

2025

- 9. EAST PARALLEL TAXIWAY FOR RUNWAY 10-28 - PHASE 3 DESIGN
- 10. EAST PARALLEL TAXIWAY FOR RUNWAY 10-28 - PHASE 3 CONSTRUCTION

FUTURE PROJECTS

- 11. GRADING FOR GROUP "C" RSA, REPLACE AWOS
- 12. MEDIUM INTENSITY APPROACH LIGHTING SYSTEM (MALS/R)
- 13. DESIGN CROSSWIND RUNWAY 4-22
- 14. GRADING FOR RUNWAY 4-22
- 15. SNOW REMOVAL EQUIPMENT
- 16. APRON EXPANSION

T:\HILLSDALE\ACIP\MAP 2018\CAD\C\PM 10-YEAR ACIP.DWG 10/15/2018 9:28 AM

ATTACHMENT E
Scope of Work/Services



Terminal Study Scope of Work

February 22, 2022
Hillsdale Municipal Airport
Hillsdale, Michigan

Prepared by RS&H Michigan, Inc. at
the direction of City of Hillsdale

I PROJECT DESCRIPTION

This project consists of a study for the New Terminal Facility at Hillsdale Municipal Airport (HMA). The terminal study will investigate the useful life of the existing facility, needs of the proposed facility, and provide general concepts of the proposed facility.

The existing terminal building is shown to be removed on the current Airport Layout Plan (ALP). The ALP shows the new building adjacent to the recently constructed aircraft parking apron. While it is not anticipated that the existing building will remain, the study will evaluate multiple alternatives, including renovating or expanding the existing building.

The study will include preliminary floor plans and an associated summary of funding eligibility.

The proposed terminal building is not anticipated to exceed 2,000 square foot and will require proposed vehicular parking.

II PROJECT TASKS

TASK 1 TERMINAL STUDY

Task 1.1 **Kickoff Meeting / Call**

The Consultant will coordinate and attend a study kick-off meeting with the Airport staff and other appropriate agencies and stakeholders to establish the preliminary design goals and methods. The kickoff meeting will be held at the Airport or conducted via virtual meeting.

Task 1.2 **Data Collection & Records Review**

The Consultant shall review, compile, and summarize available data related to the project. The Consultant shall review the Airport files including, but not limited to airport layout plan, airport administration space requirements, airspace constraints, and as-built documentation and reports.

Task 1.3 **Terminal Siting**

The Consultant shall evaluate three site alternatives, including the existing building location, for the new terminal building. The task will include an assessment of the existing taxiways and apron, ground traffic circulation and use, building orientation, future expansion, and security.

Task 1.4 Program Determination

The Consultant shall evaluate the needs and goals of the proposed terminal facility and determine the proposed building elements and functions. This task shall include the evaluation of the facilities requirements, space allocations, critical relationship reviews, and applicable regulatory code review. Funding eligibility will be evaluated and a budgetary opinion of probable construction cost will be prepared. Preliminary floor plans based on the proposed program shall be provided as part of this task. A maximum of three (3) conceptual layout alternatives will be developed that best align with the existing ALP and needs and goals identified during the program determination.

Task 1.5 Program / Stakeholder Review Meeting

The Consultant shall coordinate and attend one (1) meeting at HMA to review the program elements and discuss with stakeholders. A preferred alternative will be determined at this meeting. The Consultant will provide written minutes of the meeting and distribute to all attendees within five (5) working days of the meeting. HMA authorized representative(s) will provide any additional written comments to the Consultant within two weeks of receipt of the review meeting minutes.

Task 1.6 Quality Control Review

The Consultant shall conduct in-house quality control review of the terminal study documentation prior to submittal to HMA authorized representative(s).

Task 1.7 Report Development

The Consultant shall prepare a Terminal Study Report to document the program recommendations and findings.

Task 1.8 Project Management

Project Management - The Consultant will administer the project in coordination with Airport staff and AERO. The Consultant will assign qualified individuals or subconsultants to the project, and complete the efforts within a reasonable and agreeable timeframe.

III MEETINGS AND PRESENTATIONS

Meetings and presentations that are associated with each Project Task are identified in the descriptions of the respective task.

A summary of the number of meetings associated with each task is below:

- » Project Kickoff Meeting
- » Program / Stakeholder Meeting

IV DELIVERABLES

Deliverables for each task are identified in the descriptions of the respective task. Deliverables will consist of a Terminal Study Report to document the program recommendations and findings.

V PROJECT SCHEDULE

The study will be executed in accordance with the general schedule indicated. Specific dates for deliverables and meetings will be determined with the City of Hillsdale.

	Date
NTP / Kickoff Meeting	April 1, 2022
Program/Stakeholder Mtg	June 1, 2022
Terminal Study Report	July 1, 2022

VI ASSUMPTIONS AND EXCLUSIONS

The following items are excluded from this Scope of Work:

- » Design, Bidding, and Construction Phase Services
- » NEPA Documentation and permit preparation
- » Preparation and submission of FAA Aeronautical Survey and FAA Form 7460-1
- » Airport Economic Impact Assessment Study and Report
- » Topographic Survey or Geotechnical Investigation
- » Renderings

VII PROFESSIONAL SERVICES FEE AND FEE TYPE

RS&H will provide the above referenced services for a Fixed Lump Sum Fee of \$30,273. See Attachment C for a breakdown of costs.

Attachment F

Prime CONSULTANT Statement of DBE Sub-CONSULTANT Payments

Information required in accordance with 49 CFR §26.37 to monitor progress of the prime CONSULTANT in meeting contractual obligations to DBEs.

PRIME CONSULTANT:	<input type="checkbox"/> CHECK IF PRIME IS MDOT-DBE CERTIFIED	AUTHORIZATION NO.	CONTRACT NO.
-------------------	---	-------------------	--------------

BILLING PERIOD:	Check if Final Payment <input type="checkbox"/>	JOB NO.
-----------------	---	---------

CERTIFIED DBE SUBCONSULTANT	SERVICES WORK PERFORMED	TOTAL CONTRACT AMOUNT	CUMULATIVE DOLLAR VALUE OF SERVICES COMPLETED	DEDUCTIONS	ACTUAL AMOUNT PAID TO DATE	ACTUAL AMOUNT PAID DURING THIS REPORTING PERIOD	DBE AUTHORIZED SIGNATURE (Final Payment Report Only)	DATE

As the authorized representative of the above prime CONSULTANT, I state that, to the best of my knowledge, this information is true and accurate.

PRIME CONSULTANT'S AUTHORIZED REPRESENTATIVE (SIGNATURE)	TITLE	DATE
--	-------	------

FOR MDOT USE ONLY

COMMENTS:

CONTRACT ADMINISTRATOR (SIGNATURE)	DATE
------------------------------------	------

INSTRUCTIONS

PRIME CONSULTANT OR AUTHORIZED REPRESENTATIVE:

This statement reports the actual dollar amounts of the project cost earned by and paid to DBE subCONSULTANTS. Complete and submit to the Contract Administrator with each billing and within 20 days of receipt of final payment. Some forms may be blank if no payment was made since the previous billing.

For "Contract No., Authorization No.," and "Job No." as appropriate, use the numbers assigned by MDOT.

For "Period Covered," report the calendar days covered by the billing.

For "Services Work Performed" report the main service performed by the subCONSULTANT during the reporting period.

For "Total Contract Amount" report the total amount of the contract between the prime CONSULTANT and the subCONSULTANT.

For "Cumulative Dollar Value of Services Completed" report the total amount the subCONSULTANT has earned since beginning this project.

For "Deductions," report deductions made by the prime CONSULTANT to the subCONSULTANT's "Cumulative Dollar Value of Services Completed" for retainage, bond or other fees, materials, services or equipment provided to the subCONSULTANT according to mutual, prior agreement (documentation of such agreement may be required by MDOT).

For "Actual Amount Paid to Date," report cumulative actual payments made to the subCONSULTANT for services completed.

For "Actual Amount Paid During this Reporting Period" report actual payments made to the subcontractor for services during this reporting period.

Provide "DBE Authorized Signature" for final payment only.

Be sure to sign, title and date this statement.

MDOT CONTRACT ADMINISTRATOR:

Complete "Comments" if necessary, sign, date and forward to the Office of Business Development within seven (7) days of receipt.

MDOT Office of Business Development
P.O. Box 30050
Lansing, Michigan 48909
Questions about this form? call Toll-free, 1-866-DBE-1264

City of Hillsdale

Agenda Item Summary

Meeting Date: March 7, 2022

Agenda Item: Consent Agenda

SUBJECT: Hillsdale College Manning St. Closure (Taste of Manning)

BACKGROUND PROVIDED Michelle Loren, Recreation Director

In February, 2022, the Hillsdale City Police Dept. received correspondence from Hillsdale College Security and Emergency Management requesting the closure of N. Manning Street between E. Fayette and College St. from 9:30 a.m. to 2:00 p.m. on Saturday, March 26, 2022 for the Taste of Manning block party.

ROW Permit #3988 was approved by DPS and TCO #2022-01 closing the above section of Manning St. from 9:30 a.m. to 2:00 p.m. on March 26, 2022 was approved by Council at the February 21, 2022 Council Meeting,

An Agreement for Use of Street has been drafted and approved by the City Attorney's office for signature by the Mayor and Clerk and the Chief Administrative Officer of Hillsdale College.

RECOMMENDATION:

Staff recommends Council approve the Use of Street Agreement as presented and authorize signatures by the Mayor and Clerk.

Respectfully,
Michelle Loren, Recreation Director

AGREEMENT FOR USE OF STREET
Hillsdale College “Taste of Manning” Event
March 26, 2022

This Agreement is made and entered between the City of Hillsdale, of 97 N. Broad Street, Hillsdale, Michigan and Hillsdale College, of 33 E. College Street, Hillsdale Michigan.

Preamble

The City controls the usage of local streets within its jurisdiction. Among other governmental functions, the City seeks to promote the use of its streets for the use and benefit of its citizens and the general public.

At various times, functions are proposed that are open to the public that involve the use of a portion of a public street, street, or right of way. In such instances, when the City determines that the proposed activity will insure to the economic, cultural or general benefit of its citizens and of the community at large, it has endeavored to cooperate with the activity’s sponsor/promoter. In doing so, the City is concerned with regulating the use of its streets, streets, and rights of way so as to reasonably assure that they are not used in a manner that exposes persons attending activities as are allowed to take place in or on any portion of such public areas to unreasonable risks of harm, as well as to assure that no damage is done to the City’s facilities.

The College desires to sponsor and promote an event for its students, staff, and guests at which event food and non-alcoholic drink concessions, music and other activities will be provided. The event will require the closing of N. Manning St. between E. Fayette and River St. for “Taste of Manning”, a neighborhood “block party” and bizarre on Saturday, March 26, 2022, between the hours of 9:30 a.m. and 2:00 p.m. Cleanup activities and the return of City barricades will be conducted and finalized within a specified period following the end of the event.

The College represents that it is and will be responsible for the oversight of the event and all expenses associated with it. The College further represents that it has created appropriate regulations and policies by which it will regulate the activities of participants and attendees and their safety, and that participation in its event is and will be open to the general public on a nondiscriminatory basis.

The City has determined that it is in its best interests and the interests of the general public to allow the College to hold its planned activity as above described, and to close and allow the College’s use of the referenced street in connection with the event. The College has agreed to do so in accordance with and subject to the following terms and conditions.

Agreement

1. In consideration of and reliance on the College’s promises and its full compliance with all of the terms and conditions contained in this agreement, the City agrees to allow the College to hold its planned activity as described in the foregoing Preamble, and to close N. Manning St., between Fayette Street to River Street to vehicular traffic so that the street that may be used for the proposed event. Among other things, it is agreed that:

- A. The above described portion of street shall be closed to motor vehicle traffic between 9:30 a.m. and 2:00 p.m. on Saturday, March 26, 2022, pursuant to ROW No. 3988, TCO No.2022-02 and a noise variance request approved by the City Council in a public meeting held on February 21, 2022.
- B. The College shall be solely responsible for providing, erecting, maintaining, and tear down of all temporary traffic control devices (TTC) at the ends of the described portion of the street as shown on the attached Exhibit A, in order to close off the street to motor vehicle traffic between 9:30 a.m. and 2:00 p.m. on Saturday, March 26, 2022.
- C. Between the hours of 9:30 a.m. and 2:00 p.m. on March 26, 2022, the College may use the described street for the purpose of transporting, erecting, installing and removing equipment, signs, tables, chairs, port-a-johns, roll-offs, food, beverages, provisions, supplies, goods, concessions and other facilities as are reasonably required to conduct the proposed event and related activities.
- D. Between the hours of 9:30 a.m. and 2:00 p.m. on March 26, 2022 the College may use the described street in connection with its above described planned activities.
- E. The College shall cause all music, concession, other entertainment and all activities of any kind related to its planned activities on the referenced street to cease on or before 2:00 p.m. on March 26, 2022.
- F. Subject to and in accordance with the following provisions of this agreement, the College shall remove all barricades from the ends of the described portion of the street, open the street to public vehicular travel, and completely restore the street to a condition that is at least as good as when taken.
- G. The College acknowledges that the portion of the public street that shall be utilized for the event shall not be closed to pedestrian traffic and that the event shall not interfere with members of the general public or persons who reside within the area of the street that is to be temporarily closed from accessing the street or adjacent sidewalks on foot or the residences located therein. The College further acknowledges that temporarily closed portion of the street shall at all times be accessible by any necessary public safety or fire department vehicles.
2. The College agrees to and shall be solely responsible for obtaining, posting and paying the fees for all applicable and necessary permits, including but not limited to those that might be required by the health department, as well as to comply with any applicable state, county or local statutes, ordinances, rules, or regulations, all at its sole expense.
3. The College agrees to and shall be solely responsible for obtaining, arranging for and providing all staff, equipment, tents, signs, tables, chairs, port-a-johns, roll-offs, food, beverages, provisions, supplies, goods, entertainment, concessions and other facilities as are necessary or otherwise required in connection with its proposed event; all at its sole expense.
4. Following the conclusion of the event, the College agrees to and shall be solely responsible for and at its sole expense shall comply with the following:

- A. Immediately after 2:00 p.m. on March 26, 2022, the College shall contact the Hillsdale City Police and request permission to remove the barricades from the ends of the described street and open the street to vehicular traffic.
- B. Upon receiving such permission, but not before, the College shall remove the barricades and open the street to public travel and vehicular traffic.
- C. Between the hours of 8:00 a.m. and noon on March 28, 2022, the College shall at its sole expense remove or cause the removal and proper disposal of all equipment, tents, signs, tables chairs, port-a-johns, roll-offs, trash, garbage, litter and other items from the street and surrounding environs, restore the street to at least as good condition as when taken.
5. The College acknowledges that there are no public restroom facilities at the site. Accordingly, the College represents and agrees that, at its sole expense and as a condition precedent to the commencement of its event, it will provide and have in place portable restroom facilities that comply with all applicable health and sanitation codes for its scheduled event that are in full working order and in sufficient quantity to accommodate the needs of its participants and attendees.
6. The College agrees that no attachments for tents or any other facilities will be made to any paved surfaces within any portion of the above-described street.
7. The College agrees that it shall not permit any public way other than the described street to be blocked or obstructed. Further, the College agrees to and shall confine its proposed event activities and the activities of the participants and attendees solely to the above-described street.
8. The College agrees and understands that it is and shall be solely responsible for the repair and restoration of all damage to real and personal private and public property that results from or because of its proposed event, however and by whom caused.
9. The College represents that it is a valid Michigan corporation, and that it possesses or will obtain and provide persons with the skill, experience, competence and ability to carry out and fulfill all of its duties and obligations under this agreement in a timely and professional manner.
10. The College further represents and covenants that it does not discriminate against any employee or applicant for employment, and that it will not discriminate against any member of the public that will participate in or attend the event the College is staging under this agreement because of race, color, religion, national origin, age, height, marital status or other legally protected class. It is understood and agreed by and between the parties that breach of this covenant may be regarded as a material breach of this agreement.
11. The College shall provide City with proof of public liability and property damage insurance with coverage that is satisfactory to the City and limits of liability of not less than a single limit of Five Hundred Thousand and 11/100 (\$500,000.00) Dollars, with City designated therein as a named insured to be and remain in force for the duration of the College's presence on and use of the above-described street through and until its clean up and final restoration, such proof to be provided at the time of execution of this Agreement.
12. The College shall carry and provide all workers' compensation insurance coverage at its sole expense for its staff, employees, and agents as is required by the laws of the State of

Michigan, and provide proof thereof to Hillsdale prior to the commencement of activity under this agreement.

13. The College hereby accepts the exclusive control over the above-described street and the activities to be conducted thereon, it being the intention of the parties that the College is and shall be solely responsible for maintaining and regulating the described areas and all associated facilities and activities in reasonably safe condition, free of unreasonable risk of harm, for the use and benefit of all those who will be using them, or who will otherwise be attending or participating in or otherwise present within the area of the College's event.

14. The College further agrees to and shall defend, indemnify and hold the City harmless from any and all damages, claims, demands, causes of action, lawsuits, attorney fees and related expenses, that result from or because of actual or claimed personal injury, including death, property damage or other damage or loss of any kind or nature which are or are claimed to be a proximate result of:

A. The sole or concurrent negligence, gross negligence or intentional acts or omissions of the College, its agents, servants, employees, guests, vendors, invitees, event participants, event attendees, or others on or within the street or event area;

B. Defects of any kind or nature in the City's street right of way, its surface or subsurface;

C. All other damages, claims, demands, causes of action, lawsuits, attorney fees and related expenses or injuries, including death, that result from or because of actual or claimed personal injury, including death, property damage or other damage or loss of any kind or nature, however caused.

Provided, however the College shall not be obligated to defend, indemnify and hold the City harmless from for any damages, claims, demands, causes of action, lawsuits, attorney fees and related expenses caused by or resulting from the City's sole negligence.

15. The College agrees that any and all documents provided to the City under this agreement are subject to disclosure and hereby expressly consents to the City's reproduction and release of such documents in response to a request under the Freedom of Information Act, a court order, or under such other circumstances as the City might, in its sole discretion, decide.

16. The College agrees that City may immediately terminate this agreement without further obligation or liability to the College at its option and with out prejudice to any other remedies to which it might be entitled, whether in law, in equity or under this agreement, by giving written notice of termination to the College if the latter should default in the performance of any obligation or breach any covenant under this agreement.

Provided, however, that the College's indemnification, defense, hold harmless and insurance coverage agreements shall survive any such termination.

Notice of termination pursuant to the forgoing provisions shall be delivered to the following named representative of the College by ordinary first class mail or personal service at the following address:

17. All notices from the College to Hillsdale shall be in writing and shall be delivered by ordinary first class mail or personal service to David Mackie, Hillsdale City Manager, at 97 N. Howell Street, Hillsdale, Michigan 49242.

18. The parties agree that there are no other representations, inducements, promises or agreements between them, whether oral or written.

19. This agreement shall be governed and construed in accordance with the laws of the State of Michigan. The City and the College further agree that in the event of legal action between the parties arising from or as a result of this agreement or its breach, venue and jurisdiction for such action shall be in the Hillsdale County Circuit Court or in the District Court located within the County of Hillsdale, Michigan, whichever has subject matter jurisdiction over any such dispute.

CITY OF HILLSDALE

HILLSDALE COLLEGE

Adam Stockford, Mayor
City of Hillsdale

Richard Péwé
Chief Administrative Officer
Hillsdale College

Katy Price, Clerk
City of Hillsdale

Dated: March ____, 2022

Dated: March ____, 2022

Received by
Date
Amount Rec'
Check #

Cheryl Hepburn
02/10/22



Permit #

3988

CITY OF HILLSDALE

City Hall
97 N. Broad St.
Hillsdale, Michigan 49242
(517) 437-6490
www.cityofhillsdale.org

**APPLICATION FOR PERMIT
OCCUPANCY OF OR WORK WITHIN STREET RIGHT-OF-WAYS**

TYPE:

- APPLICATION FOR PERMIT
- APPLICATION FOR BLANKET ANNUAL PERMIT
- REQUEST TO COMMENCE WORK

**Post a copy of the
Permit on-site**

Hillsdale College

Applicant's Name 33 E College Street		Date	Contractor's Name		Date
Mailing Address Hillsdale MI 49242			Mailing Address		
City 517-607-2714	State (Zane Mabry - Contact)	Zip Code	City	State	Zip Code
Telephone Number			Telephone Number		

DESCRIPTION OF WORK OR USE:

Close Manning Street and adjacent sidewalks from Fayette Street to River Street using Type III Stadium Barricades and Pedestrian Barricades with traffic signs, to include the entire right of way. Clearly marked detour routes for both pedestrians and vehicles will be routed Manning Street to River Street, River to Hillsdale Street, Hillsdale Street to Fayette Street.

LOCATION: (Drawing to be provided)

See attached form

FACILITIES, STRUCTURES, OR EQUIPMENT TO BE INSTALLED:

Type III Stadium Barricades, Pedestrian Barricades, Detour Signage

TIME PERIOD:

COMMENCING DATE: **March 26, 2022** TIME: **9:30 am** ENDING DATE: **March 26, 2022** TIME: **2:00 pm**

THE FOLLOWING MUST BE SUBMITTED PRIOR TO PERMIT ISSUANCE:

- Certificate of Insurance
- Performance Bond \$ _____
- Construction Plan
- Subcontractor's Names
- Other user agreement*

NOTE: THIS APPLICATION BECOMES A VALID PERMIT ONLY UPON APPROVAL BY THE DIRECTOR, DEPARTMENT OF PUBLIC SERVICES AND/OR CHIEF OF CITY POLICE.

Staff Use Only

Recommendation for Issuance

Approved Denied

Jason Blake 3-2-22
Director, Department of Public Services

Director Comments:

Permit is valid for street closure only, sidewalks shall remain open for pedestrian travel. Applicant shall be responsible for providing, erecting, maintaining and tear down of all temporary traffic control devices (TTC). Please review included map for TTC locations. All TTC devices shall comply with Michigan Manual of Uniform Traffic Control (MMUTCD) during full duration of project. Placement of TTC devices shall not interfere with pedestrian travel though crosswalks etc.

Recommendation for Issuance

Approved Denied

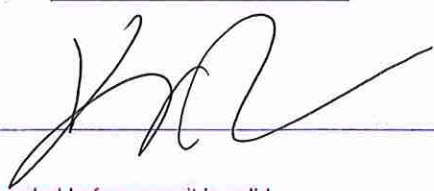
Chief of Police Comments:

Chief of Police

Bond Received \$ _____

Fee Received \$ 10

City Clerk



Note: All payments must be received and recorded before permit is valid.

Return Application to:
Department of Public Services
149 Waterworks Drive
Hillsdale, MI 49242
or
City of Hillsdale Clerk
97 N. Broad St.
Hillsdale, MI 49242
Or email to: jhammel@cityofhillsdale.org

**INSPECTIONS MUST BE SCHEDULED
MINIMUM 2 HOURS PRIOR TO
COMMENCEMENT OF WORK.**

Staff Use Only

Recommendation for Issuance

Approved Denied

Director Comments:

Director, Department of Public Services

Recommendation for Issuance

Approved Denied

Chief of Police Comments:



Chief of Police

Bond Received \$ _____

Fee Received \$ _____

City Clerk

Note: All payments must be received and recorded before permit is valid.

Return Application to:
Department of Public Services
149 Waterworks Drive
Hillsdale, MI 49242
or
City of Hillsdale Clerk
97 N. Broad St.
Hillsdale, MI 49242
Or email to: jhammel@cityofhillsdale.org


**INSPECTIONS MUST BE SCHEDULED
MINIMUM 2 HOURS PRIOR TO
COMMENCEMENT OF WORK.**

TRAFFIC CONTROL ORDER
2022-01

Pursuant to the applicable provisions of the Uniform Traffic Code for Cities, Townships, and Villages this traffic control order is hereby issued. All traffic control devices shall comply with mandates set forth according to the Michigan Manual of Uniform Traffic Control Devices as issued by the Michigan Department of Transportation.

N. Manning St. and the adjacent sidewalks ^{DEM} ~~between E. Fayette and River St. will be closed~~ to all traffic from **9:30 am to 2:00 pm** on **Saturday, March 26, 2022** for the annual (socially distanced) "Taste of Manning" (neighborhood block party).

This Traffic Control Order shall have immediate effect as a temporary Traffic Control Order and shall become a permanent Traffic Control Order upon approval by the Hillsdale City Council.



Thad P. Doty, Lieutenant
for Scott A. Hephner, Chief of Police

02/16/22
Date

Received for filing in the office of the City Clerk at 10:00 a.m. on the 16 day of February, 2022.

City Clerk

02/16/22
Date

RESOLUTION # _____

IT IS HEREBY RESOLVED that effective immediately the above Traffic Control Order is made permanent.

Passed in open Council this _____ day of _____, 2022.

Adam L. Stockford, Mayor

Attest:

Katy B. Price, City Clerk

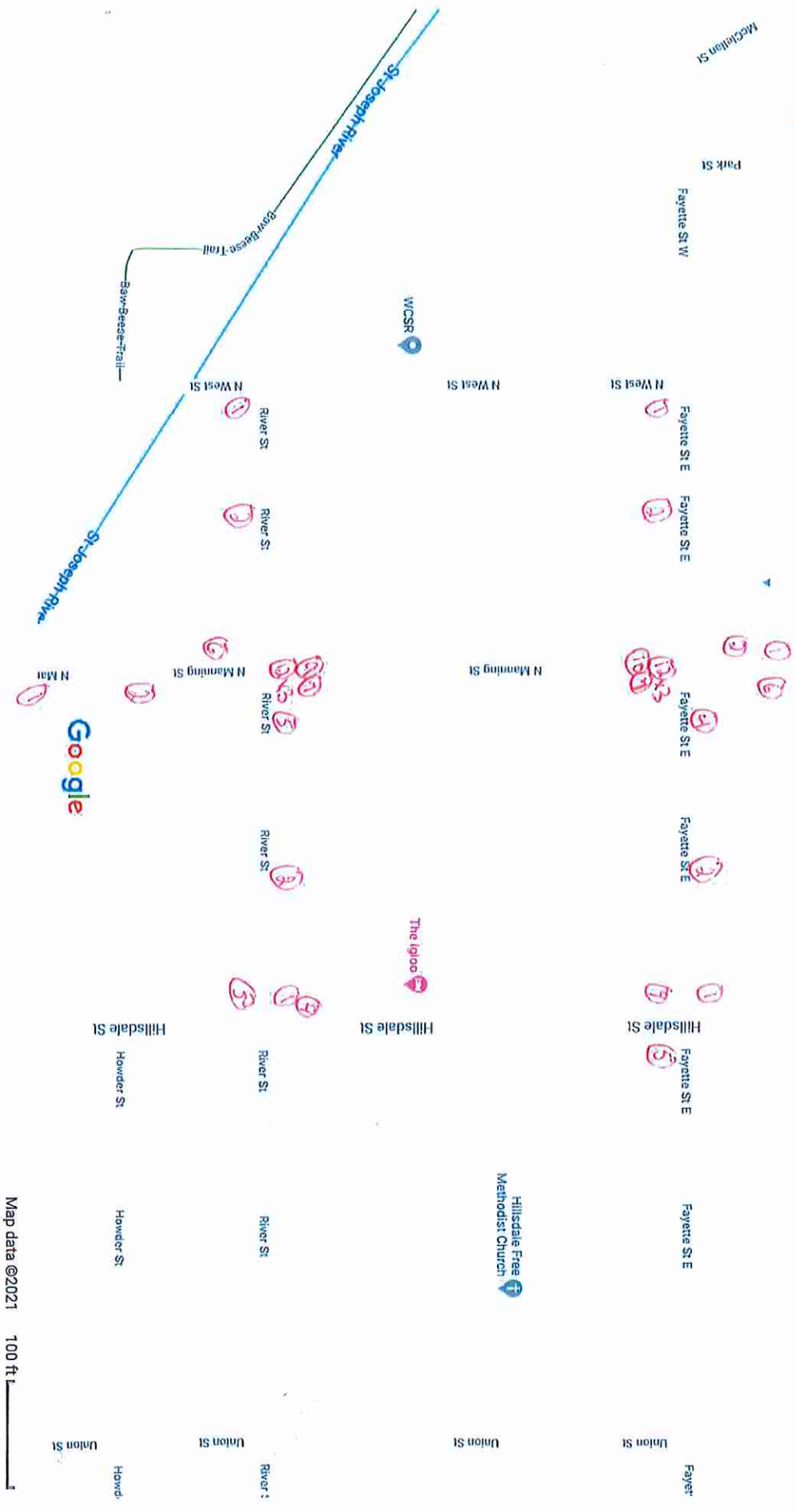


Traffic TTC		
Key	Code	Sign
1	W20-3	Road Closed Ahead
2	W20-2	Detour Ahead
3	M4-9 St	Detour Arrow
4	M4-9 Rt	Detour Arrow
5	M4-9 Lt	Detour Arrow
6	M4-8a	Detour Ends
7	R11-2	Road Closed
8	R11-4	Road Closed to Thru Traffic
9	M4-10 Rt	Detour (large)
10	M4-10 Lt	Detour (large)
11	D3-1	Street Name Plaque
12		High Intensity Type III Barricade
13		HIP Sawhorse Type I Barricade
14		Road Work Ahead
15		Right Lane Closed
16		Left Lane Closed
17		One Lane Road
18		Flagger Symbol
19		Be Prepared to Stop

Pedestrian TTC		
Key	Code	Sign
1	R9-11L	Sidewalk Closed Ahead - Cross Here Left
2	R9-11R	Sidewalk Closed Ahead - Cross Here Right
3		Sidewalk Closed Ahead
4	R9-9	Sidewalk Closed
5	M4-9bR	Detour Right Arrow
6	M4-9bL	Detour Left Arrow

Process the

Google Maps



MAP is for reference purposes only. Applicant shall maintain MURTD compliance during full duration of project.
 Additional traffic devices may need to be added.



February 7, 2022

Scott A. Hephner
Chief of Police
97 Broad Street
Hillsdale, MI 49242

Dear Chief Hephner:

Hillsdale College would like to request a noise variance for Saturday, March 26, 2022 starting at 11:00 a.m. and ending at 2:00 p.m. for Taste of Manning. This event will be located on Manning Street between Fayette Street and River Street for a door to door food experience.

If you have any questions, please call me at 517-607-2454, or Zane Mabry at 607-2714.
Thank you for your assistance.

Respectfully submitted,

William K. Whorley
Director of Security and Emergency Management

WKW/lmm



February 7, 2022

Scott A. Hephner
Chief of Police
97 Broad Street
Hillsdale, MI 49242

Dear Chief Hephner:

In accordance with our past policies and procedures, Hillsdale College is requesting to close the right of way, including both the street and sidewalk, along Manning Street between Fayette Street and River Street from 9:30 am until 2:00 pm for a socially distant Taste of Manning on Saturday, March 26, 2022. Closing Manning Street will serve to protect the public by providing a detour away from Taste of Manning activities and to protect the students, during the closure, from wandering into a busy street and possibly being injured.

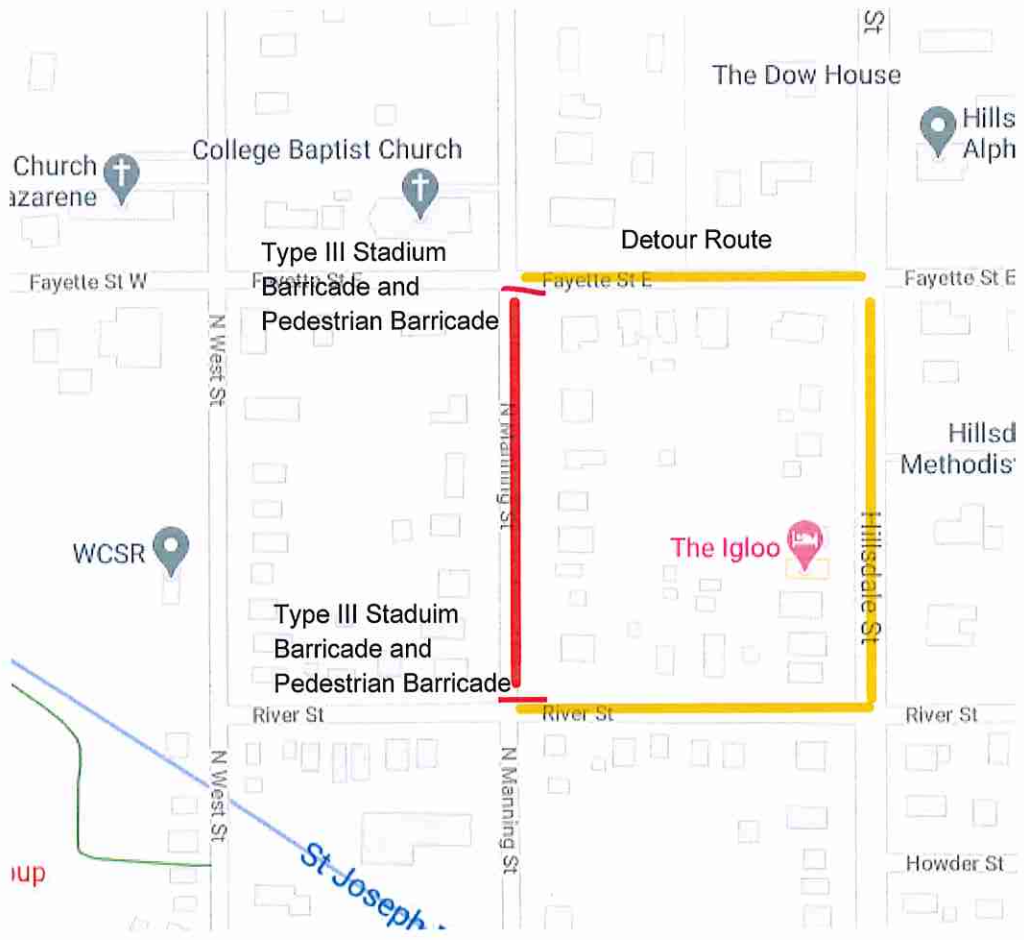
We would reroute foot and vehicular traffic from Manning Street onto Fayette Street, then north/south on Hillsdale Street, and then back along River Street. Hillsdale College Security personnel will place, remove, and attend to all necessary barricades and traffic control signs.

If you have any questions, please call me at 517-607-2454, or Zane Mabry at 607-2714. Thank you for your assistance.

Respectfully submitted,

William K. Whorley
Director of Security and Emergency Management

WKW/lmm



CITY OF HILLSDALE

RULES AND REGULATIONS PERMITS FOR OCCUPANCY OF AND WORK WITHIN STREET RIGHT-OF-WAYS

SECTION 1 – AUTHORITY

- A. These rules and regulations are promulgated pursuant to the provisions of Section 30-55 of Chapter 30 of the Hillsdale Municipal Code.

SECTION 2 – APPLICATION PROCEDURES

- A. Applicants for permits shall complete the permit form provided by the Department of Public Services and shall return the completed form to the **Public Services Building, 149 Waterworks Drive** or the **Clerk's Office, City Hall, 97 N. Broad Street**, together with such additional information which is required pursuant to Chapter 30 of the Hillsdale Municipal Code and these rules and regulations.
- B. Each application shall be reviewed by the Director of Public Services, or his designee, for compliance with the provisions of Chapter 30 and these rules and regulations. In addition, the following persons shall receive written notification that an application has been received and they shall be provided an opportunity to review the application prior to its approval: Director of Utilities, Police Chief, Fire Chief, and City Forester.
- C. If, in the opinion of the Director of Public Services, the application complies with the applicable provisions of Chapter 30 and these rules and regulations, then he shall notify the applicant that the application has been approved. If the application fails to comply with Chapter 30 and these rules and regulations, then the Director shall notify the applicant that the application has been denied. The Director may permit the applicant to submit additional information or to revise information previously submitted so as to cause the application to comply with Chapter 30 and these rules and regulations.
- D. If an application is approved, the Director shall prepare the necessary permit and shall determine the amount of any fees which the applicant must pay. The permit and the statement of fees shall be delivered to the City Clerk.
- E. Upon payment of the fees as determined by the Director of Public Services, the City Clerk shall deliver the permit to the applicant and shall notify the Director of Public Services that the permit has been issued.

SECTION 3 – REQUEST TO COMMENCE WORK

- A. Any person, firm, or corporation to whom an annual blanket permit has been issued shall apply to the Director of Public Services for permission to commence work pursuant to the annual blanket permit by submitting a request to commence work on the forms provided by this purpose. Such request to commence work shall be submitted in accordance with applicable provisions of Chapter 30.
- B. Each request to commence work shall be reviewed by the Director of Public Services to determine its compliance with the provisions of Chapter 30, these rules and regulations, and the annual blanket permit. The Director shall notify the following persons and shall provide them an opportunity to comment upon the request to commence work: Director of Utilities, Police Chief, Fire Chief, and City Forester.
- C. If, in the opinion of the Director, the request to commence work is in compliance with the applicable provisions of Chapter 30, these rules and regulations, and the annual blanket permit, then he shall approve the request and notify the applicant of such approval. If the request is not in compliance, then the request shall be denied and the applicant shall have the opportunity to submit a request to commence work which is in compliance. The Director may permit the applicant to submit additional information or to revise information previously submitted so as to cause the application to comply with Chapter 30 and these rules and regulations.

SECTION 4 – STREET CLOSINGS AND STREET OCCUPANCIES

- A. If an application or request to commence work approved pursuant to these rules and regulations requires the closing of a street to vehicular traffic, then the applicant shall notify the Chief of Police not less than twenty-four (24) hours prior to commencing the work which will necessitate the closing of the street of the dates and times when such street is required to be closed.
- B. Streets shall be closed only pursuant to directives issued by the Chief of Police in accordance with the provisions of the Uniform Traffic Code and shall be evidenced by temporary traffic control orders and/or by the Police Chief's endorsement on the permit, or, in the case of an annual blanket permit, on the request to commence work form.
- C. The Director may issue permits for the temporary occupancy or use of portions of the street right-of-way when such occupancy or use does not significantly impair the utilization of such right-of-way for vehicular or pedestrian traffic or when such occupancy or use is for a short duration. In reviewing applications for such permits, the Director shall consider the public safety and aesthetic considerations associated with such occupancy or use as well as the public benefit which such occupancy or use provides. If such occupancy or use involves a significant restriction on vehicular traffic, other than closing, the permit, or, in the case of an annual blanket permit, the request to commence work form, shall be endorsed by the Police Chief prior to issuance.

SECTION 5 – STREET OPENINGS AND RIGHT-OF-WAY CONSTRUCTION

- A. It shall be the responsibility of the applicant to contact "Miss Dig" prior to commencing any construction activities within the right-of-way so that all public utilities and other facilities can be located.
- B. It shall be the responsibility of the applicant to provide all necessary warning signs, barricades, flagmen and the like in accordance with the current Manual on Uniform Traffic Control Devices (MUTCD) Part 6 to insure that the public is safe from injury or damage to vehicles as a result of the construction activities.
- C. The applicant, upon completion of any construction, shall restore the right-of-way areas to a condition which is as good as or better than the condition which existed prior to the commencement of construction activities.
- D. The applicant shall provide and place the necessary sheeting, shoring and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other street installation such as sewers, culverts, etc. the applicant shall assume the full responsibility for this protection and shall not proceed with construction or excavation activities prior to receiving the approval of the Department of Public Services for the methods to be used. The applicant shall dispose of all surplus or unsuitable material outside of the limits of the streets.
- E. All trenches, holes and pits shall be filled with gravel, placed in successive layers not more than nine inches in depth, loose measure, and each layer shall be thoroughly compacted by mechanical tamping. Restoration shall be such that it will provide a condition equal to or better than the original condition.
- F. Street openings will be properly maintained by the applicant until the street surface is replaced.
- G. Bituminous surfaces must be replaced with bituminous materials compacted at a minimum of two lifts. Concrete surfaces must be replaced with concrete materials flush with the existing surface and properly finished.
- H. Materials used in construction, backfilling and repair operations shall comply with the State of Michigan, Department of Transportation specifications. These include the following:
 - 1. Aggregate types for backfilling.....22A and 23
 - 2. Asphalt type for replacement of street surface.....20AA
 - 3. Concrete type for replacement of concrete surface....Type 35P
- I. All vegetative areas shall be restored using top soil which is free of weeds and shall be seeded and protected from erosion.
- J. Street openings shall be made in such manner and with such tools as to produce straight edges. All such openings shall be rectangular in shape unless conditions warrant an irregular shape.

SECTION 6 – SIDEWALK CONSTRUCTION, REPAIR, AND REPLACEMENT

- A. All sidewalk work shall consist of constructing the sidewalk in a single course on a prepared subgrade.
- B. All sidewalks shall project one inch above finished grade and shall slope one quarter inch per foot toward the drainage side. Sidewalks shall be four inches thick except at driveway crossings which shall be six inches thick. Sidewalks shall be a minimum of five feet wide and a maximum of six feet wide. All walks shall meet the requirements of the Americans with Disabilities Act (ADA).
- C. All unstable subgrade material shall be removed and replaced with a minimum of four inches granular material or sand, compacted.
- D. Forms shall be clean and straight, composed of wood or metal. The forms shall be staked to line and grade in a manner that will prevent deflection or settlement. Forms shall be oiled before placing concrete. If the line of the sidewalk conflicts with trees adjacent to the sidewalk, the applicant shall notify the City Forester and Director prior to proceeding with the installation of forms.
- E. The base shall be thoroughly wetted and the concrete deposited thereon to the proper depth. It shall be spaded along the forms compressed and struck-off flush with the top of the forms. The surface shall be floated, edges and joints properly tooled, and finished with a brush to provide a non-slip surface.
- F. The applicant shall insure the use of appropriate materials which shall comply with the following specification:
- G. Expansion joints shall be placed every fifty feet or more often if required to prevent cracking of the sidewalk. Grooved joints a minim of on-half inch in depth shall be placed every five feet.
- H. Sidewalks and sidewalk ramps shall be constructed in accordance with the standard specifications of the Michigan Department of Transportation (MDOT).
- I. Driveway approaches shall be a minimum of ten feet in width and shall be constructed of concrete a minimum of six inches thick. Expansion joints shall be placed where the approach meets a sidewalk or street. Approaches shall be constructed in accordance with standards provided in Section 6E.

SECTION 7 – INSPECTIONS

- A. It shall be the responsibility of the applicant to contact the Department of Public Services at such times as inspections are required pursuant to these rules and regulations and in accordance with sound construction practices.
- B. At a minimum inspections shall be required at the following times"
 - 1. Sidewalks
 - a) After installing forms and prior to pouring concrete.
 - b) Upon completion of work and restoration of the area.
 - 2. Street Openings
 - a) Prior to commencing backfilling.

- b) Prior to commencing restoration of the street surfaces.
- c) Upon completion of work and restoration of the area.
- 3. Other Construction
 - a) Upon completion of work and restoration of the area.
 - b) At such other times as determined by the Director of Public Services.

SECTION 8 – TREES

- A. The applicant shall not remove, trim, cut roots from, or otherwise damage any tree growing within the street right-of-way without first having obtained the endorsement of the City Forester on the permit or, in the case of an annual blanket permit, on the request to commence work form.
- B. If during the course of any activities conducted pursuant to a permit granted in accordance with these rules and regulations the applicant finds that there is the possibility of interference with trees growing in the street right-of-way, the applicant shall immediately contact the Director of Public Services and the City Forester.

SECTION 9 – INSURANCE AND BONDS

- A. Any applicant proposing to conduct any activities involving construction within the right-of-way of streets in the City of Hillsdale shall provide evidence of liability insurance covering personal injury and property damage in the amount of not less than \$1,000,000 combined single limit. The applicant shall provide an endorsement naming the City of Hillsdale as an additional insured.
- B. The applicant shall keep such insurance in effect during all times that the applicant is conducting activities within the street right-of-ways.
- C. If the applicant is self-insured for personal injury and/or property damage risks, the applicant shall provide documentation of such self-insurance program and shall further agree to indemnify and hold the City harmless from any and all liability arising out of any activities conducted pursuant to the permit.
- D. If an applicant utilizes subcontractors in performing some or all of the work which is covered by a permit, each such subcontractor shall be required to comply with the provisions of this Section.
- E. Pursuant to the provisions of Section 30-37 of the Hillsdale Municipal Code, the Director shall determine the amount of the performance bond or cash deposit which shall be provided by the applicant prior to the issuance of the permit. In no case shall the amount of such performance bond or cash deposit required for a permit for construction activities within the traveled portion of any street be less than \$10,000.
- F. If an applicant provides a blanket bond to cover all bond requirements during a specified period of time, the amount of such bond shall be maintained at least equal to the amount required to satisfy the terms of all permits issued during that period of time.

SECTION 10 – FEES

- A. The following schedule shall be the fees as established for permits issued pursuant to these rules and regulations:

Application fee.....	\$10.00
Annual Blanket Permit.....	\$150.00
Sidewalk under 25 square feet.....	\$25.00
Sidewalk over 25 square feet (includes Terrace Preparation).....	\$75.00
Driveway Approach Permit.....	\$50.00
Street Opening.....	\$100.00
Terrace Preparation.....	\$25.00
Storm Sewer Connection fee.....	\$150.00
Curb Cut/Repair/Extension.....	\$50.00

- B. In addition to the fees indicated above, all work requiring inspections after 3:00 p.m. or on Weekends shall be subject to an additional fee of \$75.00 per hour (Minimum 2 hour charge) or portion thereof with personnel availability.
- C. Traffic control measures may incur additional fees.

countywide millage for SPECIAL EDUCATION



Hillsdale County's local school districts currently serve nearly 900 students with mild to severe needs in special education

Millage funds will flow-through the ISD to the local districts to increase funding for special education

In collaboration with the local districts, the county has submitted a new special education plan to address individual needs of students in a tiered model

Where are Hillsdale County's millage rates compared to other counties?

Current Millage

Jackson County ISD
Branch County ISD
Lenawee County ISD
Calhoun County ISD
Hillsdale County ISD

Special Ed	Vocational Ed	General Ed	Total
6.2	2.1	0.3	8.7
3.8	4.2	0.2	8.2
4.1	2.9	0.3	7.3
4.5	1.5	0.3	6.2
3.0	1.5	0.3	4.7

With Increase

Jackson County ISD
Branch County ISD
Lenawee County ISD
Hillsdale County ISD
Calhoun County ISD

Special Ed	Vocational Ed	General Ed	Total
6.2	2.1	0.3	8.7
3.8	4.2	0.2	8.2
4.1	2.9	0.3	7.3
5.0	1.5	0.3	6.7
4.5	1.5	0.3	6.2

How much will the millage increase cost the average homeowner?

Homeowner Tax Impact

Special Education	Current 2.9656 Mills	Mills Increase Request of 2.0 Mills
Home Value	\$155,087	\$155,087
Taxable Value	\$77,543.50	\$77,543.50
Mills	2.9656	2.0
Taxes on Mills	\$229.96	\$155.09



SPECIAL EDUCATION HILLSDALE COUNTY ISD & MILLAGE Q & A Your Local School

What is flow-through funding?

Flow-through means that the funding from the millage will come to the HCISD but then it "flows" out to the public schools in Hillsdale County.

The State of Michigan dictates that a local school cannot go out for a millage - it has to be from the county's ISD. The HCISD supports the millage. The ISD will not receive funds from this millage increase.

Why is the HCISD involved in this millage?

Which schools would receive funds from this millage?

The public schools in Hillsdale County will receive funding from a millage increase. That includes Camden Frontier, Hillsdale Community, Hillsdale Preparatory, Jonesville Community, Litchfield Community, North Adams-Jerome Public, Pittsford Area, Reading Community, Waldron Area, and Will Carleton.

There is a countywide special education plan created by the ISD and the local districts. Some services are paid by the ISD and some by the local school districts. For example, a learning resource room is paid for by the local district whereas speech services may be paid for by the ISD.

I thought the ISD handled and paid for all special education in the county.

How does the special education millage increase benefit all kids?

When schools don't have enough funding to pay for special education services, they have to use general education funds. General education funds are for all students. A millage would relieve the use of general education funds for other programming.

Additional special education funding could help in areas of recruitment. For example, because of the current teacher shortages caseloads are inflated and very taxing. When teachers are applying for positions, they frequently ask about caseloads. Standard caseloads can attract teachers. Additional funding allows for the recruitment of more special education teachers to right-size caseloads.

Will the funding help with teacher critical shortages in special education?

How much will a millage increase cost a homeowner?

For a home valued at \$150,000, the increased cost would be about \$13 per month or \$150.00 per year.

VOTE MAY 3

This publication paid for by the Hillsdale County ISD.



City of Hillsdale

Agenda Item Summary

Meeting Date: March 7, 2022

Agenda Item #: Old Business

SUBJECT: Parallel Taxiway C Additional Services

BACKGROUND PROVIDED BY STAFF: David Mackie, City Manager

PROJECT BACKGROUND:

Last spring the City Council approved a contract with RS&H for the Parallel Taxiway C Extension and Taxiway Connector at the Hillsdale Municipal Airport. The project received 100% funding through the Federal Aviation Administration (FAA). Construction is nearly complete but some additional engineering services are needed by RS&H to complete the project. The attached Amendment No. 2 provides for those services. MDOT Aero is in agreement with the additional work, which will be at no cost to Hillsdale.

RECOMMENDATION:

City Council approve the Parallel Taxiway C Additional Services with RS&H in the amount of \$10,718.

**AMENDMENT NO. 2 TO THE
AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES**

This Amendment made this ____ day of _____, in the year of 2022, to the Agreement made on the 20th day of April, in the year of 2020.

BETWEEN THE Owner (hereinafter referred to as Sponsor),

City of Hillsdale
97 Broad Street
Hillsdale, Michigan 49242

and the Engineer (hereinafter referred to as the Consultant),

RS&H Michigan, Inc.
436 S Main Street
Plymouth, Michigan 48170

for the following project:

Location: Hillsdale Municipal Airport
Hillsdale, Michigan

Description: Parallel Taxiway Extension and Taxiway Connector (Phase 2)

Change: Article 3 - Payment, Element 3.1 – Fee to read as follows:

Phase (2) Construction

Elements 1.20, 1.21, 1.22, 1.24, 1.25, 1.26, 1.27, 1.28, 1.29, 1.30 and 1.31, a firm fixed fee not to exceed Ten Thousand Seven-hundred Eighteen Dollars (\$10,718.00) for Phase (2) Construction. A breakdown of the additional costs for this amendment are included as Attachment C.

The fee described above shall be considered payment in full by the Sponsor to the Consultant for all services rendered except as hereinafter provided under Article 4 - Element 4.3 - Changes in Work and Element 4.4 - Delays and Extensions, for Phase (2) Construction.

IN WITNESS WHEREOF the parties hereto have fixed their hand this date first written above.

ACCEPTED BY THE SPONSOR

SIGNED IN THE PRESENCE OF

CITY OF HILLSDALE

By:


ACCEPTED BY THE CONSULTANT

SIGNED IN THE PRESENCE OF:

RS&H MICHIGAN, INC.

By:

Patrick T. Frame
President




***Parallel Taxiway C Extension
and Taxiway Connector
Scope of Work
Construction Phase –
Additional Services***

February 10, 2022

Hillsdale Municipal Airport

Hillsdale, Michigan



Prepared by RS&H Michigan, Inc. at
the direction of City of Hillsdale

I PROJECT DESCRIPTION

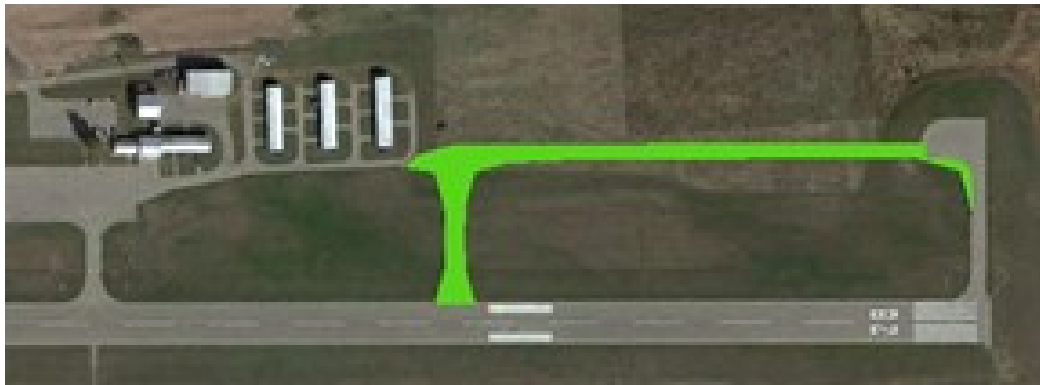
This Scope of Services shall be in accordance with all the requirements of the Professional Services Agreement, dated April 20, 2020 and all subsequent amendments.

The City of Hillsdale owns and operates Hillsdale Municipal Airport. The City has previously selected and contracted with RS&H, Inc. to provide construction phase services for the Parallel Taxiway C Extension and Taxiway Connector project. The parallel taxiway extension limits are from the existing hold pad near the Runway 28 end to the existing T-hangar taxilanes. The length of parallel taxiway extension is approximately 1,200-feet. The taxiway connector is proposed at the western limits of this project, near the existing T-hangar taxilanes. The overall project limits are shown in Figure 1 below.

Specific work elements include the following:

- » Site Preparation and grading;
- » Asphalt pavement parallel taxiway extension and taxiway connector;
- » Drainage improvements;
- » Proposed taxiway lighting and signage;
- » Proposed vault modifications;
- » Site Restoration

FIGURE 1:
OVERALL PROJECT LIMITS



As of the date of this scope of work, construction is substantially complete. The Contractor exceeded the contract time by 18 calendar days. Due to this overrun in contract time, the Contractor was assessed liquidated damages associated with the additional resident project representative and project management services needed to complete the project. 90.75 hours of RPR effort with associated project management effort was expended during this overrun in contract time. All effort associated with these additional services are associated with Task 1 and 2 in previous Amendment No. 1 for Construction Phase Services.

II PROJECT TASKS

TASK 1 CONSTRUCTION ADMINISTRATION & RPR SERVICES

Task 1.1 Project Management

This task includes project management effort during the overrun in Contractor contract time. These services provided in these additional services reflect the Task 1 services provided in Amendment No. 1 for Construction Phase Services.

Task 1.2 Resident Project Representative Services

RS&H provided resident project representative services for the project. This task represents effort during the overrun in Contractor contract time. The services provided in this scope of work reflects the Task 2 services provided in Amendment No. 1 for Construction Phase Services.

III MEETINGS AND PRESENTATIONS

RS&H will prepare for and attend the following meetings:

- » Construction Progress Meetings (2 additional meetings)

IV SCHEDULE

The additional services associated with this scope of work is from October 31, 2021 through November 17, 2021.

V DELIVERABLES

No additional deliverables are included with these additional services.

VI PROFESSIONAL SERVICES FEE AND FEE TYPE

See Attachment C for the fixed lump sum fee and breakdown of costs.

HILLSDALE MUNICIPAL AIRPORT

Attachment C - Project Costs

**PARALLEL TAXIWAY EXTENSION AND
TAXIWAY CONNECTOR - PHASE 2 (CONSTRUCTION PHASE SERVICES)
Amendment 2**

SCOPE / TASK TITLE	PROJ OFCR/ DIRECTORS	PROJ MGR/ A/E	STAFF A/E	A/E	SENIOR TECHN	TECHN	ADMIN ASSIST	TOTAL
Task 1: Construction Administration & Resident Project Representation (RPR)								
Task 1.1 Project Management		4.75						4.75
Task 1.2 Resident Project Representative				90.75				90.75
								0
TOTAL HOURS	0	5	0	91	0	0	0	96
RATE	\$95.00	\$71.00	\$42.00	\$36.00	\$37.00	\$30.00	\$28.00	\$37.74
TOTAL DIRECT LABOR \$	\$0	\$337	\$0	\$3,267	\$0	\$0	\$0	\$3,604
OVERHEAD @	167.89%							\$6,051
PROFIT @	11%							\$1,062
TOTAL BURDENED LABOR @	2.97							\$10,718
OTHER DIRECT NON-SALARY COSTS								
TOTAL ODC's								\$0
Total Proposed Fee for:								Construction Phase Services \$10,718

City of Hillsdale

Agenda Item Summary

Meeting Date: March 7, 2022

Agenda Item: New Business

SUBJECT: Bridge Rebuild and Trail Maintenance Agreement

BACKGROUND PROVIDED BY STAFF

The North Country Trail Association (NCTA) has approached the city with a desire to rebuild/repair and maintain the old rail bridge located on city owned property in Osseo. It is just east of Blackbridge Rd, between Beecher Rd and Monroe St. The current bridge in is very poor condition and is closed to pedestrians. Replacement of the bridge will allow trail users to stay on the trail all the way into Osseo. Currently pedestrians need to go around the bridge and walk down Beecher Rd. Additionally, the agreement allows the NCTA to help maintain the trail from Osseo to Sandy Beach. This will include minor grooming, trash pickup, removal of fallen limbs, etc to keep the trail safer and cleaner for all users.

RECOMMENDATION:

Staff recommends that Council approve this agreement as presented.

USE AND MAINTAINANCE AGREEMENT NORTH COUNTRY TRAIL

This Agreement dated this ____ day of November, 2021, between the City Of Hillsdale, Michigan, a Michigan Municipality, of 97 N. Broad Street, Hillsdale, Michigan 49242, ("CITY") and The North Country Trail Association acting through it local Trail Chapter, the Chief Baw Beese Chapter in Hillsdale County, Michigan ("NCTA"), is based upon the following:

WHEREAS NCTA has expressed a willingness to repair, replace, and reconstruct a certain bridge located on an abandoned railroad right of way that is owned by the CITY and is part of the North Country Trail, which bridge has fallen into a state of disrepair, and further has expressed a willingness to devote its resources to the maintenance of the trail; and

WHEREAS the location of the Bridge that is to be repaired and replaced is depicted in the attached Exhibit "A" which is attached hereto and incorporated herein by reference; and

WHEREAS a complete depiction of the segment of the CITY owned abandoned railroad right-of way that is the considered a part of The North Country Trail and which is the subject of this Use and Maintenance Agreement is depicted in the attached Exhibit "B" which is attached hereto and incorporated herein by reference; and

WHEREAS the CITY has determined that the proposed repair, replacement, and reconstruction of the bridge depicted in Exhibit "A" and of the entire segment of the trail is in the best interest of the CITY for the reason that such repair and maintenance will improve the safety of the abandoned railroad right-of-way which is a recreational area open to the use of the general public for purpose of walking, hiking, running, bicycling, cross country skiing, and other non-motorized recreation; and

WHEREAS NCTA has expressed a willingness to repair and maintain the entire segment of the abandoned railroad right of way that is owned by the CITY and is part of the North Country Trail,.

NOW THEREFORE, in consideration of the above premises as well as the rights , duties, and obligations set forth below:

IT IS HEREBY AGREED that in consideration of City's willingness to allow NCTA to continue the use of the segment of the abandoned railroad right of way that is owned by the CITY and is depicted in the attached Exhibit "B" and the repair, replacement, and reconstruction of the bridge depicted in Exhibit "A", NCTA agrees to install repair, replace, and reconstruct the bridge depicted in Exhibit "A" and henceforth to continuously maintain the entire segment of the abandoned railroad right of way that is owned by the CITY and is part of the North Country Trail as depicted in the attached Exhibit "B" .

IT IS FURTHER AGREED that the segment of the abandoned railroad right of way that is owned by the CITY and is depicted in the attached Exhibit "B" shall be used only for recreational purposes including walking, hiking, jogging or running, bicycling, cross country skiing, and other non-motorized recreation.

IT IS FURTHER AGREED that the segment of the abandoned railroad right of way that is owned by the CITY and is depicted in the attached Exhibit "B" shall not be used for purposed of overnight camping nor shall any fee be assessed by any person or entity utilizing the segment with the exception of a non-profit entity that seeks use of the segment for purposes of conducting an organized walk, running race, or bicycling tour or event, in which case a separate permit for use must be sought from the CITY by the entity or organization seeking to utilize the segment for such purpose.

IT IS FURTHER AGREED that the CITY retains the right to close or limit the use of the segment of the abandoned railroad right of way that is owned by the CITY and is depicted in the attached Exhibit "B" on a temporary basis at the CITY's sole discretion for purposes of allowing an organized walk, running race, or bicycling tour or event to be conducted pursuant to a Use Permit described in the immediately preceding paragraph.

IT IS FURTHER AGREED that the CITY retains the right to terminate the permitted use of a portion of the segment of the abandoned railroad right of way that is owned by the CITY and is depicted in the attached Exhibit "B" if such portion is deemed necessary by the CITY in its sole discretion for purposes of public utility or public works infrastructure.

IT IS FURTHER AGREED that the NCTA through its local chapter shall keep the path clear, marked, and clean by engaging the services of its volunteers and CITY in its discretion may engage in snow removal from the paved portions of the segment of the abandoned railroad right of way that is owned by the CITY and is depicted in the attached Exhibit "B".

IT IS FURTHER AGREED that the construction of any bridges, boardwalks, or other necessary improvements will be made only after consultation with and agreement of the CITY and its engineers or other advisors and only pursuant to approved plans and specifications.

CITY OF HILLSDALE, MICHIGAN

By: Adam Stockford, Mayor

By: Katy Price, City Clerk

STATE OF MICHIGAN)
)SS:
COUNTY OF HILLSDALE)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Adam Stockford, Mayor and Katy Price, City Clerk, City of Hillsdale, Michigan

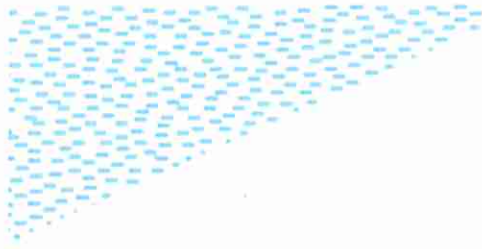
John P. Lovinger, Notary Public
Hillsdale County, Michigan
My Commission Expires: 03-11-2024
Acting in Hillsdale County, Michigan

Prepared by/Return To:
John P. Lovinger
Lovinger & Thompson, P.C.
91 S. Broad St./PO Box 358
Hillsdale, MI 49242

USE AND MAINTAINANCE AGREEMENT
NORTH COUNTRY TRAIL

EXHIBIT "A"

Bridge Location



Buckbridge Road

Measure		
Degrees		
Measurement Route		
	Latitude	Longitude
	41.806615	-84.55391
	41.806612	-84.55391

Beecher Road



Barry Beese Trail

Monroe Street



Buckbridge Road

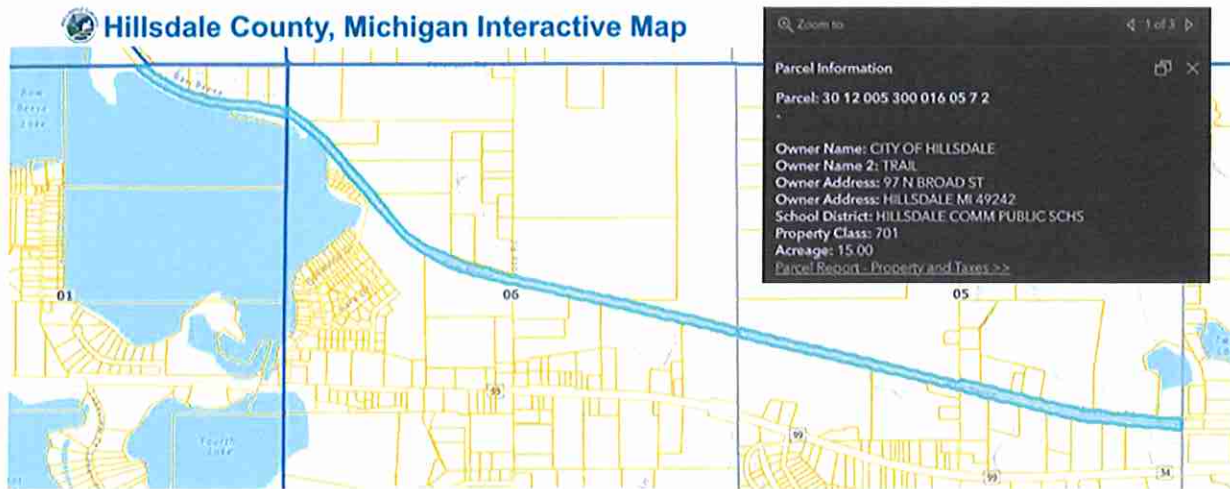
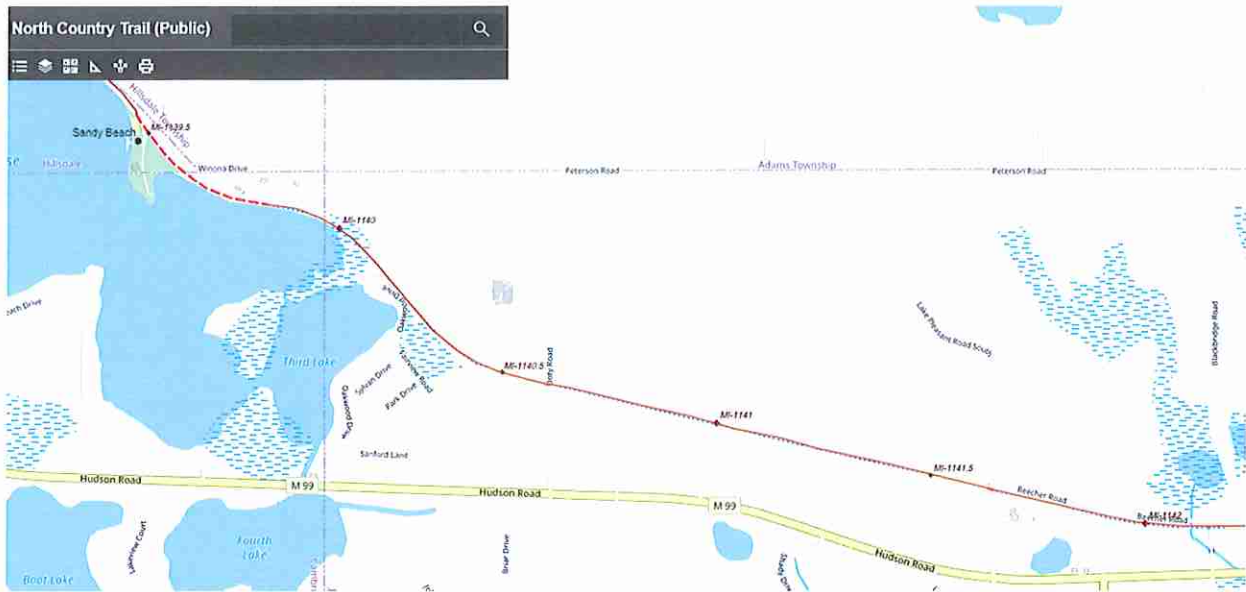
Buckbridge Road

Hudson Road

M 34

USE AND MAINTAINANCE AGREEMENT NORTH COUNTRY TRAIL

EXHIBIT "B"



North Country National Scenic Trail

Trail History

- National Trails System Act signed in 1968
- NCNST designated a National Scenic Trail by Congress in 1980
- One of 11 National Scenic Trails in America, the longest
 - North Country, Appalachian, Pacific Crest, Continental Divide, Ice Age, Arizona, Pacific Northwest, New England, Natchez Trace, Potomac Heritage, Florida
- Legislation in 2019 added Vermont as eighth state
- Highlights scenic, historic and cultural resources
- Highlights northern communities
- Built and maintained by volunteers
- Traverses 160 units of public land
 - National Forests, National Parks, state parks and forests, local parks and trails
- Marked by blue blazes and official NCNST emblem (NPS)



North Country National Scenic Trail

Partnership

National Park Service

- Official administrator
- Plans the route, develops and protects the corridor
- Technical assistance and certification
- Tools, safety equipment, signage, VIP

North Country Trail Association

- Nonprofit partner, 12 staff
- Regional Chapters, organized locally, build and maintain Trail
- Build partnerships, mapping, promotion, advocacy
- Chief Baw Beese Chapter manages Trail in Hillsdale County



Hillsdale City Council March 7, 2022

North Country National Scenic Trail

Blackbridge Rd Bridge Rehabilitation Project

North Country Trail Association Responsibilities and Details

- Rebuild bridge to improve safety
- Planning, design, EGLE permit, material, cost, labor and cleanup
- Any other permits and approvals required
- NPS compliance process
- Maintain visual appearance of original bridge per NPS Rehabilitation Standards
- Maintain current steel beams and abutments
- Replace all railroad ties and side planking
- Build new railing
- Future maintenance & repair per Trail Agreement

Description of Blackbridge Road bridge's railroad history
To the State Historic Preservation Office

Following the opening of the Old Northwest Territory to settlement in the late 18th century, the most expeditious means of shipping goods and supporting migration to and from the territory of Michigan (established in 1805) was via waterways. This accelerated following the establishment of the Erie Canal in 1825, which connected the Great Lakes with the Hudson River and New York. While maritime travel facilitated development of communities along the Great Lakes coasts, inland connections and travel were much more difficult. Railroads overcame that difficulty, and ultimately supplanted canals.

With the arrival of railroads during the late 1830s and the early 1840s, the popularity of canals began to decline. Between 1830-1837, the territorial government of Michigan approved charters for over 20 private railroad companies. In 1837, the State of Michigan built three lines with the purpose of connecting the east side of the State to Lake Michigan: Northern, Central, and Southern lines. The Southern line ran between Monroe on the western shore of Lake Erie, to New Buffalo near the southern end of Lake Michigan. Though the Southern line was constructed in 1837, it took three years for any portion to open for business, and the first train from Hudson to Hillsdale, passing through Osseo, did not run until September 25, 1843. In October 1843, a railroad station was established in Osseo.

In 1846, the State sold the Southern line to Michigan Southern (MS) Railroad Company. The highest point reached by the MS Railroad was in Osseo.

Construction of this modest bridge probably dates to the late 19th century. In 1869, the Lake Shore & Michigan Southern (LS& MS) Railroad Company was formed from the consolidation of several smaller railroad companies, one of which was the MS Railroad Company. The purpose of the LS & MS Railway was to create one line between Chicago and Buffalo, New York. In 1870, the LS & MS Railroad Company built a 50-foot long 1-span wooden bridge in Osseo. Sometime after 1872 this was presumably improved with stone and steel, though the exact date of improvement is unknown. The [Commission of Railroads Annual Reports](#) indicate that the LS & MS Railroad Company was conducting substantial improvements and replacements to bridges and culverts during the late 1880s and early 1890s. (The Commission of Railroads Annual Reports are contradictory and do not provide details on which specific bridges and culverts were improved and/or replaced.) A photo of the resource provided by the Hillsdale County Historical Society is dated from late-1800s (see Photo Log).

In 1914, the LS&MS Railroad Company consolidated with the New York Central & Hudson River Railroad Company to become part of the New York Central Railroad Company. The former LS & MS route between Toledo-Elkhart became colloquially known as the "Old Road" as it was bypassed by a newer and more straightforward route that went from northern Ohio to Indiana. In 1910s-20s, approximately 34 trains a day went through Osseo. However, Osseo was not identified as a primary station on New York Central maps from the 1940s. In November 1956, the last regularly scheduled passenger train traveled on the Old Road. In 1975, the line between Osseo and the city of Hillsdale was abandoned by New York Central and rail service to Osseo was discontinued. This was the second section of the "Old Road" to be abandoned.

Currently, the resource is under the ownership of the City of Hillsdale. Blackbridge Road (a local vehicular road) previously ran under the resource, but that section of the road has since been abandoned and Blackbridge Road now only runs adjacent to the resource. Today, the North Country National Scenic Trail/Baw Beese Trail are associated with the resource, with foot-trails over the top of the otherwise unused bridge.

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MAR 07 2022



CITY OF HILLSDALE

CITY OF HILLSDALE CITY CLERK'S OFFICE

97 NORTH BROAD STREET HILLSDALE, MICHIGAN 49242-1695 (517) 437-6441 FAX: (517) 437-6448 cityofhillsdale.org

What Board/Commission would you like to serve? Board of Review

Name: Becki Jaeger
Address: [Redacted] Hillsdale MI 49242
Street City Zip

Phone: Home [Redacted] Work

E-Mail [Redacted]

Residency is required for most Boards & Commissions. Are you a resident of City of Hillsdale? Yes [checked] No If so, for how long?

Occupation: (if retired, former occupation) Realtor / RN

Please check the expertise and skills you can contribute:

- Accounting, Fund Raising, Marketing, Advocacy, Human Resources, Planning, Computers, Knowledge of the Cause, Public Relations, Legal, Community Relations, Public Speaking, Finance, Management, Other Realtor

Brief Educational Background: ADN, currently Realtor since 2015

What charitable or community activities have you actively participated in? Please describe any leadership role(s) you have (had) in the organization(s): Life Challenge Secretary 2017, Hedity Connection 2015, Hillsdale Thrift Store Board member 2022, Goodwill Banker (BIX) Proves Real Estate 2015, President Stony Ridge Association 2021, Past grounds chair for 9 yrs

On what other volunteer boards/committees have you served? see above still on was Jefferson Deputy Clerk & election Board Was BSA Medical Office 13 years

Describe any previous activities related to government: Jefferson Twp
Deputy Clerk, Election Inspector & Election
Board

Please explain why you would be interested in serving on the council or committee:
Believe my knowledge would be useful

Please explain your understanding of the City of Hillsdale:
I have lived here since 2006 to
present.

Additional comments: _____

Please send your completed application to City of Hillsdale, City Manager at 97 North Broad Street, Hillsdale, MI 49242.

Becki Jaeger
Applicant Signature

3-4-22
Date