



City Council Agenda

March 6, 2023
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 16, 2023: \$1,399,306.77
 - 2. Payroll of February 16, 2023: \$176,603.49
 - B. City Council Minutes of February 20, 2023
 - C. Finance Committee Meeting Minutes of February 20, 2023
 - D. Pub and Grub Street Closure and Noise Variance Request
 - E. HBA Open Air Market Use of Parking Lot Agreement
- VI. Communications/Petitions**
 - A. Hillsdale Municipal Airport Awarded \$2.5 Million FFA Grant
 - B. Project Connect Event
 - C. BPU Ice Storm Outage Restoration
 - D. Comcast letter
- VII. Introduction and Adoption of Ordinances/Public Hearing**
- VIII. Old Business**
 - A. Westwood Project Update
- IX. New Business**
 - A. Set Public Hearing for CRE Application : 3980 Property LLC
 - B. Amend Capital Improvement Plan (Resolution)
- X. Miscellaneous Reports**
 - A. Proclamation- None
 - B. Appointments – Airport Advisory Committee – Matt Cheely
Planning Commission – Roma Rogers, Library Board - Daniel LaRue
 - C. Other- None
- XI. General Public Comment**
- XII. City Manager’s Report**
- XIII. Council Comment**

XIV. Adjournment

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 02/16/2023 - 02/16/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000					
101-000.000-263.000	SALES TAX - JAN 2023	STATE OF MICHIGAN	SALES TAX - JAN 2023	2.26	611
101-000.000-692.000	SALES TAX - JAN 2023	STATE OF MICHIGAN	SALES TAX - JAN 2023	(0.01)	611
Total For Dept 000.000				2.25	
Dept 175.000 ADMINISTRATIVE SERVICES					
101-175.000-802.000	USB WEBCAMS	AMAZON CAPITAL SERVICES, I	USB WEBCAMS	29.99	105729
101-175.000-806.000	LEGAL SERVICES	LOVINGER & THOMPSON, PC	LEGAL FEES	1,080.00	105775
101-175.000-955.025	MISC, - HOLIDAY RECEPTION	SMITHS FLORAL BOUTIQUE	FLOWERS FOR MAYORS RECEPTION	100.00	105799
101-175.000-955.106	MISC. - NEW YEAR'S EVE EVENT	A&S PARTY RENTAL, LLC	REST OF PAYMENT FOR SLIDE/RINK	6,025.00	105726
101-175.000-956.000	AP, PO, IM TRAINING	BS&A SOFTWARE	AP, PO, IM TRAINING	1,000.00	105736
Total For Dept 175.000 ADMINISTRATIVE SERVICES				8,234.99	
Dept 215.000 CITY CLERK DEPARTMENT					
101-215.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	SIGNATURE STAMP MAYOR	21.99	105746
101-215.000-801.000	COPIER LEASE - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASE - CITY	204.38	105746
101-215.000-801.000	CONTRACTUAL SERVICES-	INSURANC VESTED RISK STRATEGIES INC	NOTARY PUBLIC BOND PRICE - 66-175002	266.00	105811
Total For Dept 215.000 CITY CLERK DEPARTMENT				492.37	
Dept 253.000 CITY TREASURER					
101-253.000-964.000	BILLBACK FOR PARCEL# 30 006 327	HILLSDALE CO TREASURER	BILLBACK FOR PARCEL# 30 006 327 478 09	9.38	105765
101-253.000-964.000	BILBACK FOR PARCEL# 30 006 426 3	HILLSDALE CO TREASURER	BILBACK FOR PARCEL# 30 006 426 328 02	1,877.03	105765
Total For Dept 253.000 CITY TREASURER				1,886.41	
Dept 257.000 ASSESSING DEPARTMENT					
101-257.000-801.000	COPIER LEASE - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASE - CITY	77.67	105746
Total For Dept 257.000 ASSESSING DEPARTMENT				77.67	
Dept 265.000 BUILDING AND GROUNDS					
101-265.000-726.000	FASTENERS AND ANCHORS	GELZER HJ & SON INC	FASTENERS AND ANCHORS	2.35	105762
101-265.000-801.000	CITY HALL CLEANING	EAST 2 WEST ENTERPRISES, I	CLEANING	650.00	105755
101-265.000-801.000	MOP & BUFF DISPATCH OFFICE	EAST 2 WEST ENTERPRISES, I	MOP & BUFF DISPATCH OFFICE	40.00	105755
101-265.000-801.000	MATS - CITY HALL	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE CH	28.25	105808
101-265.000-801.000	MATS - CITY HALL	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE CH	23.61	105808
101-265.000-850.000	TELEPHONE - CITY HALL	ACD	TELEPHONE - CITY HALL	192.00	105727
101-265.000-920.000	505119616 - 97 N BROAD - CITY HA	MICH GAS UTILITIES	NATURAL GAS UTILITY - 97 N BROAD	1,503.00	492
101-265.000-920.000	505431439 - 22 N MANNING - MITCH	MICH GAS UTILITIES	NATURAL GAS UTILITY - 22 N MANNING	578.40	494
101-265.000-930.000	ERIE POWER HEAD	AMERICAN COPPER AND BRASS,	ERIE POWER HEAD	166.00	105730
101-265.000-930.000	CITY HALL HEATER	JC MECHANICAL SERVICES, I	CITY HALL HEATER	425.00	105770
Total For Dept 265.000 BUILDING AND GROUNDS				3,608.61	
Dept 301.000 POLICE DEPARTMENT					
101-301.000-726.000	TISSUE, CLOROX WIPES, TRASH BAGS	WALMART COMMUNITY	TIDE PODS, TISSUE, CLOROX WIPES, TRASH	134.07	105812
101-301.000-740.301	FUEL AND LUBRICANTS-POLICE	WATKINS OIL COMPANY	POLICE	2,370.19	105813
101-301.000-742.000	2023 EQUIPMENT ALLOWANCE/GUN OIL	AVERY NEWELL	2023 EQUIPMENT ALLOWANCE/GUN OIL & FLAS	85.37	105733
101-301.000-742.000	RAIN CAP/A. GIBBONS	GALL'S, INC	RAIN CAP/A. GIBBONS	10.79	105761
101-301.000-801.000	COPIER LEASE - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASE - CITY	22.00	105746
101-301.000-801.000	ONLINE INVESTIGATION SERVICE	TRANSUNION RISK AND ALTER	ONLINE INVESTIGATIVE SYSTEM BILLING 01/	79.20	105806
101-301.000-801.000	NETWORK ACCESS FEE	VERIZON WIRELESS	NETWORK ACCESS FEE FOR IN-CAR MOBILE D	160.08	105810
101-301.000-930.000	BODY WORN VIDEO REPAIR/REPLACED	KUSTOM SIGNALS, INC	BODY WORN VIDEO REPAIR/REPLACED UNIT	521.00	105773
101-301.000-930.000	(3) TIRES INSTALL & BALANCE UNIT	NORM'S TIRE & SERVICE	(3) NEW TIRES BOTH REAR & RF INSTALL &	541.86	105785
101-301.000-930.000	OIL CHANGE/UNIT 2-4 (21 EXPLORER	PARNEY'S CAR CARE, LLC	OIL CHANGE - UNIT 2-8 (22 EXPLORER)	42.52	105788
101-301.000-930.000	LBR CLEANED INSPECTORS & THROTTL	STILLWELL FORD MERCURY, I	FUEL INJECTOR & INDUCTION CLEANING - (E	159.95	105801
Total For Dept 301.000 POLICE DEPARTMENT				4,127.03	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 336.000 FIRE DEPARTMENT					
101-336.000-726.000	SHIPPING & HANDLING	DINGES FIRE COMPANY	(2) VIPER HEAVY-DUTY CONSTANT GALLONAGE	18.74	105752
101-336.000-726.000	MEDICAL SUPPLIES	EMERGENCY MEDICAL PRODUCTS	MEDICAL SUPPLIES	865.04	105756
101-336.000-726.000	TIDE PODS	WALMART COMMUNITY	TIDE PODS, TISSUE, CLOROX WIPES, TRASH	54.48	105812
101-336.000-740.000	FUEL AND LUBRICANTS	WATKINS OIL COMPANY	FIRE	668.90	105813
101-336.000-920.000	502806085 - 77 E CARLETON - FIRE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 77 E CARLETON	684.38	493
101-336.000-930.000	LBR RESEAL CYLINDER	BLACK FORKLIFT SALES & SER	RESEAL HYDRAULIC RAM CYLINDER RE ENGINE	191.46	105734
101-336.000-930.000	LBR REAR DOOR OPENER/FRONT DOOR	THE DOOR MAN	SERVICE CALL - REAR DOOR OPENER REPAIR/	115.00	105753
101-336.000-930.000	LBR 4.5 HRS REMOVED HYDRAULIC RA	RILEY'S APPARTATUS SERVICE	REMOVED/INSTALLED HYDRAULIC RAM CYLINDE	1,207.50	105794
101-336.000-956.000	CONFINED SPACE RESCUE EMERG RESP	MICH STATE POLICE	CONFINED SPACE RESCUE - EMERGENCY RESP	3,571.20	105780
Total For Dept 336.000 FIRE DEPARTMENT				7,376.70	
Dept 441.000 PUBLIC SERVICES DEPARTMENT					
101-441.000-726.000	FOLDERS, MARKERS, HEADSET, ETC	AMAZON CAPITAL SERVICES, I	FOLDERS, MARKERS, HEADSET, ETC	67.43	105729
101-441.000-726.000	WHITE OUT TAPE	AMAZON CAPITAL SERVICES, I	WHITE OUT TAPE	9.99	105729
101-441.000-726.000	SCREW BITS FOR FOD SIGN	GELZER HJ & SON INC	PHILLIPS POWER BIT	9.99	105762
101-441.000-726.000	ROLL TOWEL AND MILD BOWL CLEANER	KSS ENTERPRISES	ROLL TOWEL AND MILD BOWL CLEANER	327.67	105772
101-441.000-742.000	LOGO SHIRTS	INTEGRITY APPAREL, LLC	LOGO SHIRTS	252.62	105769
101-441.000-742.000	CLOTHING / UNIFORMS	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE DPS	34.96	105808
101-441.000-742.000	CLOTHING / UNIFORMS	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE DPS	34.96	105808
101-441.000-801.000	COPIER LEASE - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASE - CITY	197.12	105746
101-441.000-801.000	CONTRACTUAL SERVICES	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE DPS	32.76	105808
101-441.000-801.000	CONTRACTUAL SERVICES	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE DPS	32.76	105808
101-441.000-810.000	APWA MEMBERSHIP RENEWAL	APWA MICHIGAN CHAPTER - MI	APWA MEMBERSHIP RENEWAL	432.00	105731
101-441.000-850.000	MONTHLY VERIZON BILL - FEB 23	VERIZON WIRELESS	MONTHLY VERIZON BILL - FEB 23	53.27	105810
101-441.000-955.441	MISCELLANEOUS - SHOE ALLOWANC	POWERS CLOTHING, INC.	RON SHAW AND AARON COLE CLOTHING ALLOW	271.00	105791
Total For Dept 441.000 PUBLIC SERVICES DEPARTMENT				1,756.53	
Dept 595.000 AIRPORT					
101-595.000-726.000	PAINT, STARTING FLUID, BATTERIES	GELZER HJ & SON INC	PAINT, STARTING FLUID, BATTERIES, ICE M	109.23	105762
101-595.000-726.000	CHIPS, CREAMER, CUPS, COFFEE, TO	MARKET HOUSE	CHIPS, CREAMER, CUPS, COFFEE, TOILET P	59.32	105777
101-595.000-850.000	TELEPHONE - AIRPORT	ACD	TELEPHONE - AIRPORT	96.00	105727
101-595.000-930.000	PARTS FOR BATWING MOWER	GREENMARK EQUIPMENT	PARTS FOR BATWING MOWER	535.45	105763
Total For Dept 595.000 AIRPORT				800.00	
Dept 701.000 PLANNING DEPARTMENT					
101-701.000-801.000	COPIER LEASE - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASE - CITY	77.67	105746
Total For Dept 701.000 PLANNING DEPARTMENT				77.67	
Dept 756.000 PARKS					
101-756.000-726.000	DOCK	ALUMI-SPAN DOCKS	DOCK	3,566.54	105728
101-756.000-726.000	BIKE TRAIL STOP SIGN ON LOGAN ST	GELZER HJ & SON INC	FAST CONCRETE	12.99	105762
101-756.000-801.000	KEKOOSE PARK GRIND STUMP CLEAN A	LONSBERY, JEFFREY	KEKOOSE PARK GRIND STUMP CLEAN AND HAU	50.00	105745
101-756.000-801.000	OWEN OPARK SYCMORE TREE CHIP BRU	LONSBERY, JEFFREY	OWEN OPARK SYCMORE TREE CHIP BRUSH HAU	850.00	105745
Total For Dept 756.000 PARKS				4,479.53	
Total For Fund 101 GENERAL FUND				32,919.76	
Fund 202 MAJOR ST./TRUNKLINE FUND					
Dept 490.000 TRAFFIC					
202-490.000-726.000	TRAFFIC SIGNAL EQUIPMENT AND MAT	CARRIER & GABLE, INC.	TRAFFIC SIGNAL EQUIPMENT AND MATERIALS	47,900.22	105738
Total For Dept 490.000 TRAFFIC				47,900.22	
Total For Fund 202 MAJOR ST./TRUNKLINE FUND				47,900.22	

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Fund 203 LOCAL ST. FUND					
Dept 460.000 R.O.W. MAINTENANCE					
203-460.000-801.000	REMOVE RETAINING WALL ADD 21AA T DRY MAR TRUCKING & DIRTWO	FREMOVE	RETAINING WALL ADD 21AA TO DRIVE	2,000.00	105754
Total For Dept 460.000 R.O.W. MAINTENANCE				2,000.00	
Dept 470.000 TREES					
203-470.000-801.000	385 N WEST STREET SUGAR MAPLE CH	LONSBERY, JEFFREY	385 N WEST STREET SUGAR MAPLE CHIP BRU	3,000.00	105745
203-470.000-801.000	108 S MANNING 2 SUGAR MAPLES CHI	LONSBERY, JEFFREY	108 S MANNING 2 SUGAR MAPLES CHIP HAUL	4,800.00	105745
203-470.000-801.000	10 ELM ST 2 TREES CHIP BRUSH HAU	LONSBERY, JEFFREY	10 ELM ST 2 TREES CHIP BRUSH HAUL WOOD	2,950.00	105745
Total For Dept 470.000 TREES				10,750.00	
Dept 490.000 TRAFFIC					
203-490.000-726.000	STOP SIGN ON GRISWALD	GELZER HJ & SON INC	FAST CONCRETE MIX	12.99	105762
203-490.000-726.000	ARMSTRONG/WEST YIELD SIGN	GELZER HJ & SON INC	FAST CONCRETE	12.99	105762
Total For Dept 490.000 TRAFFIC				25.98	
Total For Fund 203 LOCAL ST. FUND				12,775.98	
Fund 208 RECREATION FUND					
Dept 000.000					
208-000.000-653.001	YOUTH PROGRAM FEES	BONITA LOUMP	YOUTH VOLLEYBALL REFUND	50.00	105735
Total For Dept 000.000				50.00	
Dept 751.000 RECREATION DEPARTMENT					
208-751.000-726.000	SUPPLIES	GELZER HJ & SON INC	AIR PUMP	11.99	105762
208-751.000-801.000	COPIER LEASE - CITY	CURRENT OFFICE SOLUTIONS	COPIER LEASE - CITY	77.66	105746
208-751.000-801.008	CONTRACTUAL SERVICES - OFFICIATI	DANIEL C. LAWS	VOLLEYBALL OFFICIATING AND SET UP 1/16/	260.00	105748
Total For Dept 751.000 RECREATION DEPARTMENT				349.65	
Total For Fund 208 RECREATION FUND				399.65	
Fund 244 ECONOMIC DEVELOPMENT CORP FUND					
Dept 728.000 ECONOMIC DEVELOPMENT					
244-728.000-806.000	LEGAL SERVICES	LOVINGER & THOMPSON, PC	LEGAL FEES	112.50	105775
Total For Dept 728.000 ECONOMIC DEVELOPMENT				112.50	
Total For Fund 244 ECONOMIC DEVELOPMENT CORP FUND				112.50	
Fund 271 LIBRARY FUND					
Dept 790.000 LIBRARY					
271-790.000-801.000	LIBRARY EQUIP LEASE & PRINTS - J	CURRENT OFFICE SOLUTIONS	LIBRARY EQUIP LEASE & PRINTS - JAN 23	167.45	105746
271-790.000-801.000	WATER DELIVERY SERVICE - LIBRARY	HEFFERNAN SOFT	WATER DELIVERY SERVICE - LIBRARY JAN 23	12.00	105764
271-790.000-802.000	ASUS MONITORS	AMAZON CAPITAL SERVICES,	ASUS MONITORS AND CAT6 CABLE	436.00	105729
271-790.000-810.000	MLA MEMBERSHIP FOR HEIDI	MICHIGAN LIBRARY ASSOCIATI	MLA MEMBERSHIP FOR HEIDI & SPRING INSTI	85.00	105781
271-790.000-850.000	TELEPHONE - LIBRARY	ACD	TELEPHONE - LIBRARY	48.00	105727
271-790.000-920.000	503691550 - 12 N MANNING - LIBRA	MICH GAS UTILITIES	NATURAL GAS UTILITY - 12 N MANNING	1,433.56	491
271-790.000-956.000	SPRING INSTITUTE FOR HEIDI (3/30	MICHIGAN LIBRARY ASSOCIATI	MLA MEMBERSHIP FOR HEIDI & SPRING INSTI	250.00	105781
271-790.000-982.000	BOOKS - ADULT	INGRAM INDUSTRIES INC.	BOOKS - ADULT	47.82	105768
271-790.000-982.000	BOOKS - ADULT	INGRAM INDUSTRIES INC.	BOOKS - ADULT	96.23	105768
271-790.000-982.000	BOOKS - ADULT	INGRAM INDUSTRIES INC.	BOOKS - ADULT	48.94	105768
271-790.000-982.000	BOOKS - ADULT	INGRAM INDUSTRIES INC.	BOOKS - ADULT	123.48	105768
Total For Dept 790.000 LIBRARY				2,748.48	
Dept 792.000 LIBRARY - CHILDREN'S AREA					
271-792.000-982.000	BOOKS - CHILDREN	INGRAM INDUSTRIES INC.	BOOKS - CHILDREN	24.73	105768
271-792.000-982.000	BOOKS - CHILDREN	INGRAM INDUSTRIES INC.	BOOKS - CHILDREN	10.99	105768

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Fund 271 LIBRARY FUND					
Dept 792.000 LIBRARY - CHILDREN'S AREA					
271-792.000-982.000	BOOKS - CHILDREN	INGRAM INDUSTRIES INC.	BOOKS - CHILDREN	7.69	105768
271-792.000-982.000	BOOKS - CHILDREN	INGRAM INDUSTRIES INC.	BOOKS - CHILDREN	9.89	105768
271-792.000-982.000	BOOKS - CHILDREN	INGRAM INDUSTRIES INC.	BOOKS - CHILDREN	315.44	105768
271-792.000-982.000	BOOKS - CHILDREN	INGRAM INDUSTRIES INC.	BOOKS - CHILDREN	12.64	105768
271-792.000-982.000	BOOKS - CHILDREN	INGRAM INDUSTRIES INC.	BOOKS - CHILDREN	6.04	105768
271-792.000-982.000	BOOKS - CHILDREN	INGRAM INDUSTRIES INC.	BOOKS - CHILDREN	57.15	105768
271-792.000-982.000	BOOKS - CHILDREN	INGRAM INDUSTRIES INC.	BOOKS - CHILDREN	3.84	105768
Total For Dept 792.000 LIBRARY - CHILDREN'S AREA				448.41	
Total For Fund 271 LIBRARY FUND				3,196.89	
Fund 287 ARPA GRANT FUND					
Dept 447.000 ENGINEERING SERVICES					
287-447.000-801.000	WESTWOOD AREA ENGINEERING	THE MANNIK & SMITH GROUP,	ENGINEERING SERVICES WESTWOOD AREA PROC	6,466.00	105804
Total For Dept 447.000 ENGINEERING SERVICES				6,466.00	
Total For Fund 287 ARPA GRANT FUND				6,466.00	
Fund 481 AIRPORT IMPROVEMENT FUND					
Dept 000.000					
481-000.000-263.000	SALES TAX - JAN 2023	STATE OF MICHIGAN	SALES TAX - JAN 2023	819.38	611
481-000.000-687.300	SALES TAX - JAN 2023	STATE OF MICHIGAN	SALES TAX - JAN 2023	(4.10)	611
Total For Dept 000.000				815.28	
Total For Fund 481 AIRPORT IMPROVEMENT FUND				815.28	
Fund 582 ELECTRIC FUND					
Dept 000.000					
582-000.000-110.000	URD MARKING TAPE	POWERLINE SUPPLY	INVENTORY	162.66	105790
582-000.000-110.000	INSULATOR DEADEND POLYMER - 25KV	POWERLINE SUPPLY	INVENTORY	1,019.50	105790
582-000.000-110.000	CLAMP DE LARGE ALUMINUM	POWERLINE SUPPLY	CLAMP DE BLTD AL STRAIGHT	640.70	105790
582-000.000-110.000	BRACKET - LARGE T	POWERLINE SUPPLY	INVENTORY	424.40	105790
582-000.000-110.000	CONNECTOR WR-159	POWERLINE SUPPLY	INVENTORY	102.50	105790
582-000.000-110.000	FUSE LINK - 10 AMP T	POWERLINE SUPPLY	INVENTORY	79.60	105790
582-000.000-110.000	POLE - 35 FOOT CLASS 4	THOMASSON COMPANY	POLES	11,094.00	105805
582-000.000-158.000-201009	500KVA 132/7620 120/208 SHOOTING T	& R ELECTRIC SUPPLY COM	COLLEGE SHOOTING RANGE 500 KVA	14,763.30	105802
582-000.000-158.000-215007	BUILD NEW POLE LINE REMOVE OLD P	THE HYDAKER-WHEATLAKE COM	MEIJER POLE LINE RELOCATION PROJECT TAY	324,856.00	105803
582-000.000-202.100	4CCH	CARRIAGE PARK APARTMENTS	UB refund for account: 023091	117.00	105737
582-000.000-202.100	4CCH	CHASE RESIDENCE LLC	UB refund for account: 304539	126.00	105739
582-000.000-202.100	4CCH	CHASE RESIDENCE LLC	UB refund for account: 025324	1,431.00	105740
582-000.000-202.100	4CCH	CHASE RESIDENCE LLC	UB refund for account: 010139	357.00	105741
582-000.000-202.100	4ENBK1	ESTATE OF JOSEPHINE AVERY	UB refund for account: 014989	58.77	105759
582-000.000-202.100	4CCH	MACEY, KIMBERLY S	UB refund for account: 024394	42.00	105776
582-000.000-202.100	6CCH	NATIONAL PROPANE CORP	UB refund for account: 012206	46.82	105784
582-000.000-202.100	4CCH	NORTON, KATHY M	UB refund for account: 010242	877.00	105786
582-000.000-202.100	4CCH	SABO EDGE LLC	UB refund for account: 019493	103.00	105795
582-000.000-202.100	4CCH	SABO EDGE LLC	UB refund for account: 025578	32.00	105796
582-000.000-249.100	OPERATION ROUND-UP-JANUARY 2023	COMMUNITY ACTION AGENCY	OPERATION ROUND-UP-JANUARY 2023	2,679.99	105744
582-000.000-249.100	LIEAF-6099 JANUARY 2023 P.A. 95	LARA - MI PUBLIC SERVICE (LIEAF-6099 JANUARY 2023 P.A. 95	5,448.95	105774
582-000.000-263.000	SALES TAX - JAN 2023	STATE OF MICHIGAN	SALES TAX - JAN 2023	32,765.59	611
582-000.000-692.200	SALES TAX - JAN 2023	STATE OF MICHIGAN	SALES TAX - JAN 2023	(210.08)	611
Total For Dept 000.000				397,017.70	

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Fund 582 ELECTRIC FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
582-175.000-726.000	CUPS, STICKY NOTES, SPOONS, TISS	AMAZON CAPITAL SERVICES, I	CUPS, STICKY NOTES, SPOONS, TISSUE, CLC	74.19	105729
582-175.000-726.000	SUPPLIES	ARROW SWIFT PRINTING	4 CASES OF BLANK PAPER	101.01	105732
582-175.000-726.000	SUPPLIES	ARROW SWIFT PRINTING	ENVELOPES	651.54	105732
582-175.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	EQUIPMENT LEASE	75.92	105746
582-175.000-801.000	CONTRACTUAL SERVICES	CURRENT OFFICE SOLUTIONS	EQUIPMENT LEASE	89.32	105746
582-175.000-801.000	CONTRACTUAL SERVICES	DELAWARE SYSTEMS	PRINTING/INSTERTS/POSTAGE AND HANDLING	1,404.22	105749
582-175.000-801.000	BPU CLEANING - ELECTRIC	EAST 2 WEST ENTERPRISES, I	BPU BUILDING CLEANING	130.00	105755
582-175.000-801.000	MONTHLY PROCESSING	ONLINE INFORMATION SERVICE	WEB ACCESS/UTILITY EXCHANGE REPORT	53.48	105787
582-175.000-801.000	MONTHLY PROCESSING	ONLINE INFORMATION SERVICE	COLLECTIONS TRANSACTIONS RECEIVED	78.00	105787
582-175.000-801.000	POSTAGE MACHINE LEASE 03/05/23-0	QUADIENT LEASING USA, INC	POSTAGE MACHINE LEASE 03/05/23-06/04/23	266.99	105793
582-175.000-801.000	QUARTERLY SECURITY ALARM SYSTEM	SAFETY SYSTEMS, INC	QUARTERLY SECURITY ALARM SYSTEM POWER E	150.00	105797
582-175.000-801.000	QUARTERLY SECURITY ALARM BPU OFF	SAFETY SYSTEMS, INC	QUARTERLY SECURITY ALARM BPU OFFICE	90.00	105797
582-175.000-801.000	CONTRACTUAL SERVICES	MICHIGAN PUBLIC POWER AGEN	UTILITY SHARED STAFFING SERVICE COMMITI	62.26	495
582-175.000-801.000	CREDIT CARD PROCESSING FEES	INVOICE CLOUD	CREDIT CARD PROCESSING FEES	180.03	610
582-175.000-802.000	USB WEBCAMS	AMAZON CAPITAL SERVICES, I	USB WEBCAMS	14.99	105729
582-175.000-802.000	ADMIN BATHROOM SINK FAUCETS	AMAZON CAPITAL SERVICES, I	ADMIN BATHROOM SINK FAUCETS	60.00	105729
582-175.000-802.000	ASUS MONITORS AND CAT6 CABLE	AMAZON CAPITAL SERVICES, I	ASUS MONITORS AND CAT6 CABLE	199.00	105729
582-175.000-802.000	FENCE STAPLES AND SCREWS	AMAZON CAPITAL SERVICES, I	FENCE STAPLES AND SCREWS	52.66	105729
582-175.000-802.000	MILSOFT DISSPATCH LICENSE AND UN	MILSOFT	MILSOFT DISSPATCH LICENSE AND UNPLUGGEI	350.00	105809
582-175.000-802.000	IVR POOLED MONTHLY OUTAGE SUBSCR	MILSOFT	IVR POOLED MONTHLY OUTAGE SUBSCRIPTION	252.80	105809
582-175.000-850.000	TELEPHONE - POWERPLANT ALARM	ACD	TELEPHONE - POWERPLANT ALARM	144.00	105727
582-175.000-850.000	MONTHLY VERIZON BILL - FEB 23	VERIZON WIRELESS	MONTHLY VERIZON BILL - FEB 23	586.90	105810
582-175.000-880.000	ADVERTISING	MCKIBBIN MEDIA GROUP, INC.	SPORTS TEAM ADVERTISING	83.34	105778
582-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	107.57	483
582-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY-37 MONROE GEN	19.96	484
582-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	24.41	490
582-175.000-956.000	AP, PO, IM TRAINING	BS&A SOFTWARE	AP, PO, IM TRAINING	500.00	105736
Total For Dept 175.000 ADMINISTRATIVE SERVICES				5,802.59	
Dept 543.000 PRODUCTION					
582-543.000-726.000	SUPPLIES	CINTAS CORPORATION	SUPPLIES	72.73	105743
582-543.000-726.000	SUPPLIES	FAMILY FARM & HOME	TOMCAT RODENT/INSECT TRAP 4PK	20.00	105760
582-543.000-726.000	SUPPLIES	GELZER HJ & SON INC	WHT W/D SILICONE SEALANT	21.98	105762
582-543.000-726.000	SUPPLIES	GELZER HJ & SON INC	FASTENERS/ANCHORS/37PC SCREWDRIVER BIT	34.18	105762
582-543.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVI	WATER DELIVERY SERVICE	15.10	105764
582-543.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVI	WATER DELIVERY SERVICE	6.90	105764
582-543.000-726.000	SUPPLIES	HEFFERNAN SOFT WATER SERVI	WATER DELIVERY SERVICE	15.00	105764
582-543.000-726.000	SUPPLIES	JONESVILLE LUMBER	PASSAGE LEVER GRADE 2 S/S ZINC-WHT ACRY	71.78	105771
582-543.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIVE	F X3/4 M ADPT	31.89	105789
582-543.000-726.000	SUPPLIES	POWERLINE SUPPLY	WRENCH/DRILL HAMMER/GRINDER/KIT COMBO	2,455.24	105790
582-543.000-739.000	MSCPA MEMBER POWER BILLING - JAN	MICHIGAN SOUTH CENTRAL POW	MSCPA MEMBER POWER BILLING - JAN 2023	815,386.95	496
582-543.000-740.300	504504154 - 201 WATERWORKS XX -	MICH GAS UTILITIES	NATURAL GAS UTILITY - 201 WATERWORKS X	17.79	489
582-543.000-740.400	504504154 - 201 WATERWORKS XX -	MICH GAS UTILITIES	NATURAL GAS UTILITY - 201 WATERWORKS X	17.79	489
582-543.000-801.000	POWER PAC 1	SD MEYERS LLC	ANNUAL OIL TESTING QT. # 10247167	3,167.00	105798
582-543.000-930.000	REPAIRS & MAINTENANCE	AMAZON CAPITAL SERVICES, I	MASSTERS 15 GAL PORTABLE EYE WASH STATI	199.95	105729
Total For Dept 543.000 PRODUCTION				821,534.28	
Dept 544.000 DISTRIBUTION					
582-544.000-726.800	SUPPLIES - OPERATIONS	AMERICAN COPPER AND BRASS,	20W T12 24 FLUOR, LAMP	5.32	105730
582-544.000-726.800	SUPPLIES - OPERATIONS	GELZER HJ & SON INC	GELZER - REFILL BUTANE/ LIGHTER	15.47	105762
582-544.000-726.800	SUPPLIES - OPERATIONS	GELZER HJ & SON INC	24" SPRING STEEL BRACED YO-HOS	332.93	105762
582-544.000-726.800	SUPPLIES - OPERATIONS	HEFFERNAN SOFT WATER SERVI	WATER DELIVERY SERVICE	9.20	105764
582-544.000-730.000	TRUCK REPAIR 3904	CUSTOM TRUCK ONE SOURCE, I	TRUCK REPAIR 3904	1,508.50	105747

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Fund 582 ELECTRIC FUND					
Dept 544.000 DISTRIBUTION					
582-544.000-730.000	REPAIR TO TRUCK # 3902	CUSTOM TRUCK ONE SOURCE, I	TRUCK REPAIR	764.92	105747
582-544.000-730.000	VEH./EQUIP. MAINT. SUPPLIES	FAMILY FARM & HOME	GRADE 2 NUTS/BOLTS/WASHERS	1.45	105760
582-544.000-730.000	VEH./EQUIP. MAINT. SUPPLIES	PERFORMANCE AUTOMOTIVE	ROTELLA T 4 15W4/FUNNEL 1 QT	27.77	105789
582-544.000-730.000	VEH./EQUIP. MAINT. SUPPLIES	PERFORMANCE AUTOMOTIVE	NLG12 RED GREASE	19.50	105789
582-544.000-730.000	REPAIR GREENLEE EK 425LX	POWERLINE SUPPLY	CRIMPER REPAIR	917.92	105790
582-544.000-740.000	FUEL AND LUBRICANTS	WATKINS OIL COMPANY	FUEL	1,743.54	105813
582-544.000-742.000	LOGO SHIRTS	INTEGRITY APPAREL, LLC	LOGO SHIRTS	171.81	105769
582-544.000-801.000	CONTRACTUAL SERVICES	SSEE, INC.	PROJECT MANAGER/SECTION MGR-FOGARTY WAF	486.50	105800
582-544.000-801.300	TREE TRIMMING	WRIGHT TREE SERVICE, INC.	TREE REMOVAL	2,885.60	105815
582-544.000-930.000	REPAIRS & MAINTENANCE	AMAZON CAPITAL SERVICES, I	WELLVEUS RECHARGEABLE BATTERY	169.99	105729
582-544.000-930.000	REPAIRS & MAINTENANCE	MODERN WASTE SYSTEMS	POLE DISPOSAL RENTAL	100.00	105783
582-544.000-930.000	LOCK ONE TIME USE	POWERLINE SUPPLY	TRANSFORMER LOCKS	155.00	105790
582-544.000-956.000	TRAINING & SEMINARS	JOINT APPRENTICESHIP & TR	TEXTBOOK/Y3W1 & Y3W2/Y2W1 & Y2W2	18,318.00	105807
Total For Dept 544.000 DISTRIBUTION				27,633.42	
Total For Fund 582 ELECTRIC FUND				1,251,987.99	
Fund 588 DIAL A RIDE					
Dept 596.000 DIAL-A-RIDE					
588-596.000-726.000	PEN REFILLS AND BATTERIES	AMAZON CAPITAL SERVICES, I	FOLDERS, MARKERS, HEADSET, ETC	19.35	105729
588-596.000-726.000	WHITE OUT TAPE	AMAZON CAPITAL SERVICES, I	WHITE OUT TAPE	9.99	105729
588-596.000-726.000	SUPPLIES	PERFORMANCE AUTOMOTIVE	10 GRV LOCK PLR	25.99	105789
588-596.000-730.000	DIESEL FUEL SUPPLEMENT	PERFORMANCE AUTOMOTIVE	DIESEL FUEL SUPPLEMENT	8.79	105789
588-596.000-730.000	VEH./EQUIP. MAINT. SUPPLIES	PERFORMANCE AUTOMOTIVE	ROLL HEAT/HOSE	3.49	105789
588-596.000-740.000	FUEL AND LUBRICANTS	WATKINS OIL COMPANY	DART	2,373.43	105813
588-596.000-905.000	PUBLIC NOTICE AND RETRACTION	HILLSDALE MEDIA GROUP	PUBLIC NOTICE AND RETRACTION	232.98	105767
Total For Dept 596.000 DIAL-A-RIDE				2,674.02	
Total For Fund 588 DIAL A RIDE				2,674.02	
Fund 590 SEWER FUND					
Dept 000.000					
590-000.000-158.000-215006	CIP-CDBG PROJECT	ENVIROLOGIC TECHNOLOGIES,	ENVIRONMENTAL ASSESSMENT FOR CDBG GRANT	3,250.00	105757
Total For Dept 000.000				3,250.00	
Dept 175.000 ADMINISTRATIVE SERVICES					
590-175.000-726.000	CUPS, STICKY NOTES, SPOONS, TISS	AMAZON CAPITAL SERVICES, I	CUPS, STICKY NOTES, SPOONS, TISSUE, CLC	37.10	105729
590-175.000-726.000	SUPPLIES	ARROW SWIFT PRINTING	4 CASES OF BLANK PAPER	101.02	105732
590-175.000-726.000	SUPPLIES	ARROW SWIFT PRINTING	ENVELOPES	651.54	105732
590-175.000-726.000	SUPPLIES	CINTAS CORPORATION	SUPPLIES	36.36	105743
590-175.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	EQUIPMENT LEASE	75.92	105746
590-175.000-801.000	CONTRACTUAL SERVICES	CURRENT OFFICE SOLUTIONS	EQUIPMENT LEASE	89.32	105746
590-175.000-801.000	CONTRACTUAL SERVICES	DELAWARE SYSTEMS	PRINTING/INSTERTS/POSTAGE AND HANDLING	702.11	105749
590-175.000-801.000	BPU CLEANING - SEWER	EAST 2 WEST ENTERPRISES, I	BPU BUILDING CLEANING	130.00	105755
590-175.000-801.000	CONTRACTUAL SERVICES	HILLSDALE HOSPITAL	PHYSICAL	51.50	105766
590-175.000-801.000	MONTHLY PROCESSING	ONLINE INFORMATION SERVICE	WEB ACCESS/UTILITY EXCHANGE REPORT	26.74	105787
590-175.000-801.000	MONTHLY PROCESSING	ONLINE INFORMATION SERVICE	COLLECTIONS TRANSACTIONS RECEIVED	39.00	105787
590-175.000-801.000	POSTAGE MACHINE LEASE 03/05/23-0	QUADIENT LEASING USA, INC	POSTAGE MACHINE LEASE 03/05/23-06/04/23	133.49	105793
590-175.000-801.000	QUARTERLY SECURITY ALARM BPU OFF	SAFETY SYSTEMS, INC	QUARTERLY SECURITY ALARM BPU OFFICE	45.00	105797
590-175.000-801.000	QUARTERLY SECURITY ALARM WWTP	SAFETY SYSTEMS, INC	QUARTERLY SECURITY ALARM WWTP	180.00	105797
590-175.000-801.000	CREDIT CARD PROCESSING FEES	INVOICE CLOUD	CREDIT CARD PROCESSING FEES	90.01	610
590-175.000-802.000	USB WEBCAMS	AMAZON CAPITAL SERVICES, I	USB WEBCAMS	7.50	105729
590-175.000-802.000	ADMIN BATHROOM SINK FAUCETS	AMAZON CAPITAL SERVICES, I	ADMIN BATHROOM SINK FAUCETS	29.99	105729

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Fund 590 SEWER FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
590-175.000-802.000	ASUS MONITORS AND CAT6 CABLE	AMAZON CAPITAL SERVICES, I	ASUS MONITORS AND CAT6 CABLE	99.49	105729
590-175.000-802.000	MILSOFT DISSPATCH LICENSE AND UN	MILSOFT	MILSOFT DISSPATCH LICENSE AND UNPLUGGEI	175.00	105809
590-175.000-802.000	IVR POOLED MONTHLY OUTAGE SUBSCR	MILSOFT	IVR POOLED MONTHLY OUTAGE SUBSCRIPTION	126.40	105809
590-175.000-850.000	TELEPHONE - WWTP	ACD	TELEPHONE - WWTP	96.00	105727
590-175.000-850.000	MONTHLY VERIZON BILL - FEB 23	VERIZON WIRELESS	MONTHLY VERIZON BILL - FEB 23	139.92	105810
590-175.000-880.000	ADVERTISING	MCKIBBIN MEDIA GROUP, INC.	SPORTS TEAM ADVERTISING	83.33	105778
590-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	53.78	483
590-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY-37 MONROE GEN	9.98	484
590-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	12.21	490
590-175.000-956.000	AP, PO, IM TRAINING	BS&A SOFTWARE	AP, PO, IM TRAINING	250.00	105736
Total For Dept 175.000 ADMINISTRATIVE SERVICES				3,472.71	
Dept 546.000 OPERATIONS					
590-546.000-742.000	LOGO SHIRTS	INTEGRITY APPAREL, LLC	LOGO SHIRTS	85.90	105769
Total For Dept 546.000 OPERATIONS				85.90	
Dept 547.000 TREATMENT					
590-547.000-726.900	SUPPLIES - LABORATORY	ENVIRONMENTAL RESOURCES A	POTABLEWATER COLIFORM MICROBE	425.10	105758
590-547.000-726.900	SUPPLIES - LABORATORY	FAMILY FARM & HOME	HOT SHOT FOGGER/SUNBRITE ULTRA BLEACH/E	76.91	105760
590-547.000-730.039	BPU VEHICLE MAINT/SUPPLIES	PERFORMANCE AUTOMOTIVE	STOP/TAIL/TURN	11.34	105789
590-547.000-740.000	FUEL AND LUBRICANTS	WATKINS OIL COMPANY	FUEL	735.08	105813
590-547.000-801.000	CONTRACTUAL SERVICES	MERIT LABORATORIES	QUARTERLY WATER SAMPLE TESTING	478.00	105779
590-547.000-801.000	CONTRACTUAL SERVICES	MERIT LABORATORIES	WATER TESTING	2,480.00	105779
590-547.000-801.000	CONTRACTUAL SERVICES	MERIT LABORATORIES	BOB EVANS QUARTERLY SAMPLE WATER TESTIN	204.00	105779
590-547.000-920.400	504904602 - 101 W GALLOWAY	MICH GAS UTILITIES	NATURAL GAS UTILITY-101 W GALLOWAY	3,232.60	485
590-547.000-920.400	505161747 - 101 W GALLOWAY MN	MICH GAS UTILITIES	NATURAL GAS UTILITY-101 W GALLOWAY MN	2,854.08	487
590-547.000-920.400	504756735 - W GALLOWAY GR	MICH GAS UTILITIES	NATURAL GAS UTILITY- W GALLOWAY GR	257.88	488
590-547.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND BRASS,1	NO HD CONTACT TATED A600/NEMA 4X SELE	70.08	105730
590-547.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND BRASS,	ADAPTER/BLK TIE	14.20	105730
590-547.000-930.000	REPAIRS & MAINTENANCE	GELZER HJ & SON INC	TAPE	7.89	105762
590-547.000-930.000	REPAIRS & MAINTENANCE	WHITE'S WELDING SERVICE	DITCH COVERS	40.00	105814
Total For Dept 547.000 TREATMENT				10,887.16	
Total For Fund 590 SEWER FUND				17,695.77	
Fund 591 WATER FUND					
Dept 000.000					
591-000.000-158.000-215006	CIP - CDBG PROJECT	ENVIROLOGIC TECHNOLOGIES,	ENVIRONMENTAL ASSESSMENT FOR CDBG GRANT	3,250.00	105757
591-000.000-202.100	WCCH	CHASE RESIDENCE LLC	UB refund for account: 305615	15.00	105742
Total For Dept 000.000				3,265.00	
Dept 175.000 ADMINISTRATIVE SERVICES					
591-175.000-726.000	CUPS, STICKY NOTES, SPOONS, TISS	AMAZON CAPITAL SERVICES, I	CUPS, STICKY NOTES, SPOONS, TISSUE, CLC	37.10	105729
591-175.000-726.000	SUPPLIES	ARROW SWIFT PRINTING	4 CASES OF BLANK PAPER	101.02	105732
591-175.000-726.000	SUPPLIES	ARROW SWIFT PRINTING	ENVELOPES	651.54	105732
591-175.000-726.000	SUPPLIES	CINTAS CORPORATION	SUPPLIES	36.36	105743
591-175.000-726.000	SUPPLIES	CURRENT OFFICE SOLUTIONS	EQUIPMENT LEASE	75.93	105746
591-175.000-801.000	CONTRACTUAL SERVICES	CURRENT OFFICE SOLUTIONS	EQUIPMENT LEASE	89.31	105746
591-175.000-801.000	CONTRACTUAL SERVICES	DELAWARE SYSTEMS	PRINTING/INSTERTS/POSTAGE AND HANDLING	702.12	105749
591-175.000-801.000	BPU CLEANING - WATER	EAST 2 WEST ENTERPRISES, I	BPU BUILDING CLEANING	130.00	105755
591-175.000-801.000	CONTRACTUAL SERVICES	HILLSDALE HOSPITAL	PHYSICAL	51.50	105766
591-175.000-801.000	MONTHLY PROCESSING	ONLINE INFORMATION SERVICE	WEB ACCESS/UTILITY EXCHANGE REPORT	26.74	105787
591-175.000-801.000	MONTHLY PROCESSING	ONLINE INFORMATION SERVICE	COLLECTIONS TRANSACTIONS RECEIVED	39.01	105787

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Fund 591 WATER FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
591-175.000-801.000	POSTAGE MACHINE LEASE 03/05/23-0	QUADIENT LEASING USA, INC	POSTAGE MACHINE LEASE 03/05/23-06/04/23	133.49	105793
591-175.000-801.000	QUARTERLY SECURITY ALARM SYSTEM	SAFETY SYSTEMS, INC	QUARTERLY SECURITY ALARM SYSTEM WATER E	180.00	105797
591-175.000-801.000	QUARTERLY SECURITY ALARM BPU OFF	SAFETY SYSTEMS, INC	QUARTERLY SECURITY ALARM BPU OFFICE	45.00	105797
591-175.000-801.000	CREDIT CARD PROCESSIING FEES	INVOICE CLOUD	CREDIT CARD PROCESSING FEES	90.01	610
591-175.000-802.000	USB WEBCAMS	AMAZON CAPITAL SERVICES, I	USB WEBCAMS	7.50	105729
591-175.000-802.000	ADMIN BATHROOM SINK FAUCETS	AMAZON CAPITAL SERVICES, I	ADMIN BATHROOM SINK FAUCETS	29.99	105729
591-175.000-802.000	ASUS MONITORS AND CAT6 CABLE	AMAZON CAPITAL SERVICES, I	ASUS MONITORS AND CAT6 CABLE	99.49	105729
591-175.000-802.000	MILSOFT DISSPATCH LICENSE AND UN	MILSOFT	MILSOFT DISSPATCH LICENSE AND UNPLUGGEI	175.00	105809
591-175.000-802.000	IVR POOLED MONTHLY OUTAGE SUBSCR	MILSOFT	IVR POOLED MONTHLY OUTAGE SUBSCRIPTION	126.40	105809
591-175.000-850.000	TELEPHONE - WTP	ACD	TELEPHONE - WTP	96.00	105727
591-175.000-850.000	MONTHLY VERIZON BILL - FEB 23	VERIZON WIRELESS	MONTHLY VERIZON BILL - FEB 23	139.92	105810
591-175.000-880.000	ADVERTISING	MCKIBBIN MEDIA GROUP, INC.	SPORTS TEAM ADVERTISING	83.33	105778
591-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	53.78	483
591-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY-37 MONROE GEN	9.98	484
591-175.000-920.400	504504154 - 37 MONROE	MICH GAS UTILITIES	NATURAL GAS UTILITY - 37 MONROE	12.21	490
591-175.000-956.000	AP, PO, IM TRAINING	BS&A SOFTWARE	AP, PO, IM TRAINING	250.00	105736
591-175.000-956.000	TRAINING & SEMINARS	MICHIGAN RURAL WATER ASSOC	2023 MRWA ANNUAL CONFERENCE REGISTRATIC	360.00	105782
591-175.000-956.000	TRAINING & SEMINARS	MICHIGAN RURAL WATER ASSOC	MRWA MEMBER REGISTRATION FOR APR 25-26	340.00	105782
Total For Dept 175.000 ADMINISTRATIVE SERVICES				4,172.73	
Dept 544.000 DISTRIBUTION					
591-544.000-726.800	SUPPLIES - OPERATIONS	DRY MAR TRUCKING & DIRTWOF	PEASTONE	450.75	105754
591-544.000-740.000	FUEL AND LUBRICANTS	WATKINS OIL COMPANY	FUEL	735.06	105813
591-544.000-742.000	LOGO SHIRTS	INTEGRITY APPAREL, LLC	LOGO SHIRTS	85.90	105769
591-544.000-801.000-213011	CONTRACTUAL SERVICES	DRY MAR TRUCKING & DIRTWOF	PEASTONE	449.50	105754
591-544.000-930.000	REPAIRS & MAINTENANCE	DRY MAR TRUCKING & DIRTWOF	PROUSS 22	174.00	105754
Total For Dept 544.000 DISTRIBUTION				1,895.21	
Dept 545.000 PURIFICATION					
591-545.000-920.400	504558065 - 401 HILLSDALE	MICH GAS UTILITIES	NATURAL GAS UTILITY-401 HILLSDALE	601.80	486
591-545.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND BRASS,	TEE PVC/BUSHING/FULL PORT VALVE/IPS	58.47	105730
591-545.000-930.000	REPAIRS & MAINTENANCE	AMERICAN COPPER AND BRASS,	WEATHERPROOF 1G SWITCH	5.78	105730
591-545.000-930.000	REPAIRS & MAINTENANCE	PERFORMANCE AUTOMOTIVE	MOLDING TAPE 1/2	10.06	105789
Total For Dept 545.000 PURIFICATION				676.11	
Total For Fund 591 WATER FUND				10,009.05	
Fund 633 PUBLIC SERVICES INV. FUND					
Dept 000.000					
633-000.000-101.000	SALT (TONS)	DETROIT SALT COMPANY, LLC	46.82 TONS SALT	2,815.29	105750
633-000.000-101.000	SALT (TONS)	DETROIT SALT COMPANY, LLC	97.03 TONS SALT	5,834.41	105751
Total For Dept 000.000				8,649.70	
Total For Fund 633 PUBLIC SERVICES INV. FUND				8,649.70	
Fund 640 REVOLVING MOBILE EQUIP. FUND					
Dept 443.000 MOBILE EQUIPMENT MAINTENANCE					
640-443.000-726.000	FLEX HANDLE AND IMPACT SKT	PERFORMANCE AUTOMOTIVE	FLEX HANDLE AND IMPACT SKT	28.58	105789
640-443.000-726.000	IND GAS, SMALL	PURITY CYLINDER GASES, INC	IND GAS, SMALL	78.38	105792
640-443.000-730.000	PROTECTIVE SCRE	GREENMARK EQUIPMENT	PROTECTIVE SCRE	13.49	105763
640-443.000-730.000	INT DOOR HANDLE	PERFORMANCE AUTOMOTIVE	INT DOOR HANDLE	19.09	105789
640-443.000-740.000	FUEL AND LUBRICANTS	WATKINS OIL COMPANY	DPS	2,674.98	105813
640-443.000-742.000	CLOTHING / UNIFORMS	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE DPS	7.38	105808

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 02/16/2023 - 02/16/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 640 REVOLVING MOBILE EQUIP. FUND					
Dept 443.000 MOBILE EQUIPMENT MAINTENANCE					
640-443.000-801.000	CONTRACTUAL SERVICES	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE DPS	24.77	105808
640-443.000-801.000	CONTRACTUAL SERVICES	UNIFIRST CORP	CONTRACTUAL MAT & UNIFORM SERVICE DPS	11.39	105808
Total For Dept 443.000 MOBILE EQUIPMENT MAINTENANCE				2,858.06	
Total For Fund 640 REVOLVING MOBILE EQUIP. FUND				2,858.06	
Fund 663 FIRE VEHICLE & EQUIPMENT FUND					
Dept 336.000 FIRE DEPARTMENT					
663-336.000-970.000	(2) VIPER HD CG FIRE NOZZLES	DINGES FIRE COMPANY	(2) VIPER HEAVY-DUTY CONSTANT GALLONAGE	845.90	105752
Total For Dept 336.000 FIRE DEPARTMENT				845.90	
Total For Fund 663 FIRE VEHICLE & EQUIPMENT FUND				845.90	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 GENERAL FUND	32,919.76
Fund 202 MAJOR ST./TRUNK	47,900.22
Fund 203 LOCAL ST. FUND	12,775.98
Fund 208 RECREATION FUNI	399.65
Fund 244 ECONOMIC DEVELC	112.50
Fund 271 LIBRARY FUND	3,196.89
Fund 287 ARPA GRANT FUNI	6,466.00
Fund 481 AIRPORT IMPROVI	815.28
Fund 582 ELECTRIC FUND	1,251,987.99
Fund 588 DIAL A RIDE	2,674.02
Fund 590 SEWER FUND	17,695.77
Fund 591 WATER FUND	10,009.05
Fund 633 PUBLIC SERVICE	8,649.70
Fund 640 REVOLVING MOBII	2,858.06
Fund 663 FIRE VEHICLE &	845.90

Total For All Funds:	<u>1,399,306.77</u>
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CITY COUNCIL MINUTES

City of Hillsdale
February 20, 2023
7:00 P.M.

Regular Meeting

Call to Order and Pledge of Allegiance

Mayor 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
Greg Stuchell, Ward 1
Anthony Vear, Ward 1
William Morrissey, Ward 2
Cynthia Pratt, Ward 2
Bruce Sharp, Ward 3
Gary Wolfram, Ward 3
Josh Paladino, Ward 4

Council Members absent: Robert Socha, Ward 4

Also Present: Attorney Tom Thompson, Katy Price (City Clerk), Scott Hephner (HPD/HFD), Kimberly Thomas (Assessor), Kristin Bauer (Engineer), Jake Hammel (BPU Electric), Keith O'Neil, Mike Maier, Cheryl Maier, Doug Covert, Tom Thompson, Mary Thompson, Karla Schaerer, Sheri Ingles, Doug Ingles, Allison Grimm, Ezra Bertakis, Casey Sullivan, Paul Rogers, CJ Toncray, Joan Harvey and Sarah Gillcrist.

Approval of Agenda

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

By a voice vote, the motion passed unanimously.

Public Comment

Tom Thompson, Barry St., commented on the public nuisance request for 61 S. Howell St., as he was in favor of it.

Consent Agenda

- A. Approval of Bills
 - 1. City and BPU Claims of February 2, 2023: \$2,345,218.46
 - 2. Payroll of February 2, 2023: \$190,402.32
- B. City Council Minutes of February 6, 2023
- C. Finance Committee Meeting Minutes of January 17, 2023
- D. BPU Minutes of January 10, 2023
- E. BPU Special Meeting Minutes of February 1, 2023
- F. Community Development Minutes of December 8, 2022 & February 13, 2023
- G. Homeless Task Force Minutes of February 14, 2023
- H. Hillsdale College Alley Closure for Centralhallapalooza Event
- I. Hillsdale College Use of Street Agreement for Taste of Manning Event
- J. HBA Right of Way & TCO request for Open Air Market

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

By a voice vote, the motion passed unanimously.

Communications/Petitions

- A. REU Update – Keith O’Neil
- B. 2023 Spring Newsletter
- C. Winterfest Event
- D. Cemetery Cleanup
- E. Ridenour Letter

Mr. O’Neil gave a brief update on REU and stats from the previous year.

All items presented for the purpose of information only.

Introduction and Adoption of Ordinances/Public Hearings

- A. Public Hearing: Declare 61 S. Howell St. a Public Nuisance

Hillsdale Municipal code Section [14-33](#) provides that the code official shall present a recommendation to council for removal of a hazard or nuisance as defined by the code. Upon recommendation, council shall accept or reject such recommendation and, if council determines that a public hazard or nuisance exists, shall issue an order to the owner of the property requiring the owner to abate the hazard or nuisance within a time commensurate with the nature of the hazard or nuisance. If, at the expiration of the deadline set by council, the owner fails to correct the violations, council may order the violations corrected by city staff or by contract. The costs for such removal shall be born against the property as a special assessment, pursuant to Hillsdale City Charter, Section [11.4](#).

The property located at 61 S. Howell St. experienced a catastrophic structure fire on November 21, 2022. The property has been declared a hazard due to fire under the International Property Maintenance Code (IPMC). The owner has been notified of the requirement to make the property safe and abate all violations created by the fire. At this time the owner does not have a plan or the finances to do so. Code Enforcement staff is pursuing means to board and secure the property against rodent harborage.

Due to the hazards the property poses to the neighborhood, Code Enforcement staff is requesting Council to declare the structure located at 61 S. Howell St. a public nuisance and order the property owner to abate the public hazard, demolish the building or allow the City to complete the work at the owner’s expense.

Mayor Stockford opened podium at 7:34 p.m.

Mary Thompson, resident behind structure, mentioned she had her home effected by this fire, she has damage to her siding, an out building and other damage. She is out money as 61 S Howell Street didn’t have insurance on the home. She mentioned the driveway they have is a shared driveway between a few neighbors.

Tom Thompson, mentioned he had to pay out of pocket and through his insurance company for the damage done to his home from the neighbor’s fire.

Casey Sullivan, 60 S. Howell St., mentioned the structure is on the main street in the City. It’s an eye sore and encouraged Council to declare it a public nuisance.

No other public comment, Mayor Stockford closed Podium at 7:38 p.m.

Council comment ensued.

Motion by Council Member Sharp, seconded by Council Member Pratt to declare 61 S. Howell St., a public nuisance. **Resolution # 3536.**

By a voice vote, the motion passed unanimously.

- B. Public Hearing: Final Confirmation of Special Assessment District Rolls SAD 22-05 Uran St., SAD 22-06 Howell St., Lynwood Blvd., Morry St.

Council received plans for proposed street improvements at a meeting held February 21, 2022. The costs for these improvements were to be partially offset by special assessment to the specially benefitting property owners. An opportunity for all interested persons to be heard was given at a public meeting.

Council adopted resolutions 3489 (SAD 22-05) and 3490 (SAD 22-06) establishing the special assessment districts and directing the work to be completed. City policy for street improvement special assessments adopted February 15, 2021 splits the total cost of the project 50/50 between the City and the adjacent property owners, and limits the per parcel special assessment to no more than \$5,000. Hillsdale Municipal Code Section 2-335 further limits the per parcel special assessment amount to no more than 25% of the value of the parcel. The first installments for these special assessments were billed in 2022 without interest. Some property owners chose to pay their assessments in full prior to September 1, 2022. Unpaid installments as of September 1 were added to the 2022 winter tax bills.

The City Engineer has now tallied the final costs of the projects and forwarded them to the Assessor for certification of the final assessments to be confirmed by Council. The breakdown for each district based on the final total costs are as follows:

District	Total Cost	50% of Total	# of Parcels in district	Per Parcel Share @ 50% of total	Actual District Share after applying per parcel maximum assessments	Actual % of Total Cost
22-05	\$241,535.19	\$120,767.60	8	\$15,095.95	\$35,700	15%
22-06	\$726,818.08	\$363,409.04	58	\$ 6,265.67	\$277,300	38%

Council discussion ensued on the cost of materials used and on the interest rate amount.

Mayor Stockford opened podium at 7:43 p.m.

No public comment.

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

Council member Paladino inquired about the six percent interest rate.

Further discussion ensued on the interest rate and Special Assessment District policy.

Motion by Council Member Vear, seconded by Council Member Stuchell to approve the final confirmation of the special assessment rolls for SAD 22-05. **Resolution # 3537.**

By a voice vote, the motion passed unanimously.

Motion by Council Member Morrissey, seconded by Council Member Vear to approve the final confirmation of the special assessment rolls for SAD 22-06. **Resolution # 3538.**

By a voice vote, the motion passed unanimously.

Old Business

None

New Business

A. MDOT HIP- COVID Funds Contract

City Engineer Bauer stated the city has received \$40,602.00 in funds through the State of Michigan’s Small Urban Program designated as HIP-COVID Relief funds. Working with the State regarding eligible projects it was determined that the city would utilize these funds to upgrade traffic/pedestrian signals including all the electronics at the intersections of Bacon & Howell and McCollum & Howell. Parts for the current systems are quickly becoming obsolete and this will bring the traffic signal control systems up-to-date. The new signals will be upgraded from 8” diameter incandescent signals to 12” LED signal heads thus reducing our electric usage at each location. In July 2022 City Council approved the purchase of above traffic signal equipment.

Motion by Council Member Wolfram, seconded by Council Member Pratt to approve the resolution directing City Manager Mackie to execute the contract. **Resolution # 3539.**

By a voice vote, the motion passed 7 ayes 1 nay, (Stockford).

B. Hillsdale Farmer's Market Right of Way Request

The Hillsdale County Farmer's Market has requested the closure of North Howell Street between East Bacon Street and McCollum Street for the purpose of "Market Activities". The closure would be each Saturday from 6:00 a.m. until 2:00 p.m. beginning May 13, 2023 through October 28, 2023.

Discussion ensued on the location, parking spots and storefront business owners effected.

Motion by Council Member Sharp, seconded by Council Member Vear to approve the Hillsdale County Farmer's Market Right of Way Request and TCO 2023-05.

By a voice vote, the motion passed unanimously.

C. On Premises Tasting Room Permit for 89 McCollum St.

Smoke In Pines LLC, doing business under the assumed name Big Pines Brewing, is requesting local government approval to submit an application to the Michigan Liquor Control Commission for a new On-Premises Tasting Room Permit for 89 McCollum Street. The former storefront is being renovated and will reopen as a small micro-brewery with an on-premises tasting room. Once open, the anticipated hours of operation will be 2-10 p.m. Thursday and Friday, 12-10 p.m. Saturday, 12-8 p.m. Sunday, and 2-10 p.m. Monday.

Motion by Council Member Sharp, seconded by Council Member Wolfram to approve the resolution for an On Premise Tasting Room from Smoke In Pines LLC. **Resolution #3540.**

By a voice vote, the motion passed unanimously.

D Settlement Agreement Hillsdale Mobile Home Park

City Manager Mackie reviewed Hillsdale Mobile Home Park, LLC (HMP) owns and operates a mobile home park within the City of Hillsdale, Michigan (the "Park"). The City, through its Board of Public Utilities (the "BPU"), provides electric, water, and sewer services to the residents in the Park. The BPU previously individually read all of the tenant water meters located within the Park and billed the tenants directly for their use of water based on those meter readings, billing HMP directly for the remaining difference between the total amount invoiced directly to the tenants of the Park and the total amount of water usage shown on the master meter installed at the Park. Earlier in 2022 the BPU informed HMP that it would no longer continue reading the individual tenant meters and billing the Park's tenants directly but would instead send a single bill for water usage to HMP based on the Park's total water usage as shown on the master meter. HMP filed suit against the City in the Hillsdale County Circuit Court in the matter of *Hillsdale Mobile Home Park, LLC v City of Hillsdale, et al*, file number 22-328-CB, (the "Lawsuit"), seeking an order requiring the BPU to continue reading the individual tenant water meters and billing the tenants directly for their water usage. The City filed an answer and affirmative defenses to the suit denying liability. Subsequently, the parties, through their counsel, negotiated a resolution of the issues raised in the Lawsuit and enter into an agreement to effectuate that resolution.

Motion by Council Member Sharp, seconded by Council Member Vear to approve the settlement agreement and mutual release and authorized the Mayor and Clerk to sign on behalf of the City.

By a voice vote, the motion passed unanimously.

E AMP Michigan Behind the Meter Project

City Manager Mackie, reviewed the intention of the Project that the City of Hillsdale agrees to the construction and purchase of 15 MW of BTM power/capacity generation with Power Secure units

at two City locations. One location is in the Industrial Park and the other is east of Public Services Building. The agreements have been approved by the AMP and MSCPA attorneys and are currently being reviewed by the City Attorney. On February 1st the BPU Board held a special meeting to review the Project. Present at the meeting included: MSCPA's General Manager Pam Sullivan, MSCPA's Finance Director Tom Sillasen and the BTM Project Manager William Sandell. At the end of the meeting the BPU Board approved moving forward with the Project. At their February 14th meeting the BPU Board approved recommending the Documents to the City Council pending legal review.

Motion by Council Member Morrisey, seconded by Council Member Stuchell to approve the Power Sales Contract Supplemental agreement and **Resolution# 3541**.

By a voice vote, the motion passed unanimously.

Miscellaneous Reports

- A. Proclamation – None
- B. Appointments- None
- C. Other- None

General Public Comment

CJ Toncray, asked about the cost of the AMP Project and inquired about the Special Assessment Districts, the interest rate and how the districts are established.

City Manager's Report

AMP Project costs are equated by capacity costs. Dollar per kilowatt per month.

Winterfest event on February 25, 2023 from 1-5p.m. at the Hillsdale High School.

Council Comments

Council member Paladino inquired about the bags on the walking trail and asked about the five to 10 year road reconstruction plan and asked if there was a maintenance plan attached to that as well.

Adjournment

Motion by Council Member Sharp, seconded by Council Member Morrisey moved to adjourn the meeting.

By a voice vote, the motion passed unanimously. The meeting adjourned at 8:53 p.m.

Adam Stockford, Mayor

Katy Price, City Clerk

CITY OF HILLSDALE FINANCE COMMITTEE

Place: City Hall Second Floor Conference Room

Date: February 20, 2023

Time: 6:30 PM

PRESENT:

COMMITTEE: Will Morrissey, Bruce Sharp, Gary Wolfram

STAFF: Scott Hephner (Police and Fire Chief), Jason Blake (Director of Public Services), David Mackie (City Manager), Kimberly Thomas (City Assessor)

PUBLIC: None

BOARD OF PUBLIC UTILITIES AND CITY OF HILLSDALE ACCOUNTS PAYABLE

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE

Questions asked on Invoice Distribution Report by Finance Committee:

Fund 101

Department 175 Payment for Ice Rink for City Event is Donated Money

Department 253 Billback for Parcel is Refund for Property Tax Appeal

Department 756 City purchase dock but then receiving donation

Fund 582

Department 000 582-158—215007 Transformer for College Shooting Range

Department 543 MSCPA wholesale purchase for retail sale

Fund 591

Department 000 Environmental Assessment for CBDG Grant is needed to obtain the grant for sewer main and water valve work.

Motioned by Morrissey and seconded by Wolfram to approve.

Motion passed 3-0.

Public Comment: None

Motioned by Morrissey and seconded by Wolfram to adjourn.

Motion passed 3-0.

ADJOURNMENT: 6:43 PM

Minutes prepared by Gary Wolfram

City of Hillsdale

Agenda Item Summary

Meeting Date: March 6, 2023

Agenda Item: Consent Agenda

Subject: Street Closure and Noise Variance Request, Pub and Grub

Background:

Here's to You Pub and Grub has requested the closure of North Street between Howell Street and the Alley behind the Keefer House for their annual St. Patrick's Day Street Party. Requested closure is from 7:00 a.m. Friday March 17, 2023 till noon on Saturday March 18, 2023.

A Noise Variance is also requested from 6:00 p.m. till 11:00 p.m. on Friday March 17, 2023 for an outside Acoustic Guitarist and D.J.

Recommendation:

Approval is recommended as this is an annual event.

Scott A. Hephner



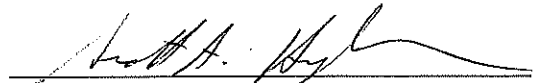
Chief of Police / Fire Chief

TRAFFIC CONTROL ORDER
2023-06

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.

North St. between Howell St. and just east of Alleyway will be closed to all traffic and there shall be no parking on either side from 7:00 am on Friday, March 17, 2023 to 12:00 noon on Saturday, March 18, 2023 for a St. Patrick's Day Street Party at the Here's To You Pub & Grub restaurant.

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.



Chief of Police

02/27/23

Date

Received for filing in the office of the City Clerk at 3:00 p.m. on the 27 day of February, 2023.

City Clerk

02/27/23

Date

RESOLUTION # _____

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

Passed in open Council this _____ day of _____, 2023.

Adam L. Stockford, Mayor

Attest:

Katy B. Price, City Clerk

Received by _____
Date 2/22/23
Amount Rec' _____
Check # _____

Permit # _____



RECEIVED

FEB 22 2023

CITY OF HILLSDALE
CITY CLERK'S OFFICE

[Handwritten initials]

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**

*(Here's to You Pub and Grub)
Skin of My Teeth LLC*

Applicant's Name	Date	Contractor's Name	Date
<i>NS North St.</i>		<i>N/A</i>	
Mailing Address		Mailing Address	
<i>Hillsdale MI</i>	<i>49242</i>	<i>N/A</i>	
City	State	City	State
<i>517-610-2368</i>		<i>N/A</i>	
Telephone Number		Telephone Number	

DESCRIPTION OF WORK OR USE: *St. Patrick's Day Street Party.*

LOCATION: (Drawing to be provided) *would like to close from the Alley on North St. Behind Keeler House to the intersection where North St, Howell, and Broad St come together.*

FACILITIES, STRUCTURES, OR EQUIPMENT TO BE INSTALLED:
Barricades & Street closure Signs

TIME PERIOD:

COMMENCING DATE: *3/17/23* TIME: *7am* ENDING DATE: *3/18/23* TIME: *NOON*

THE FOLLOWING MUST BE SUBMITTED PRIOR TO PERMIT ISSUANCE:

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

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

Director Comments:

Director, Department of Public Services

Recommendation for Issuance

Approved Denied

Chief of Police Comments:



Chief of Police

Refer to ST. Dept regarding barricades

Bond Received \$ _____

Fee Received \$ _____

City Clerk

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

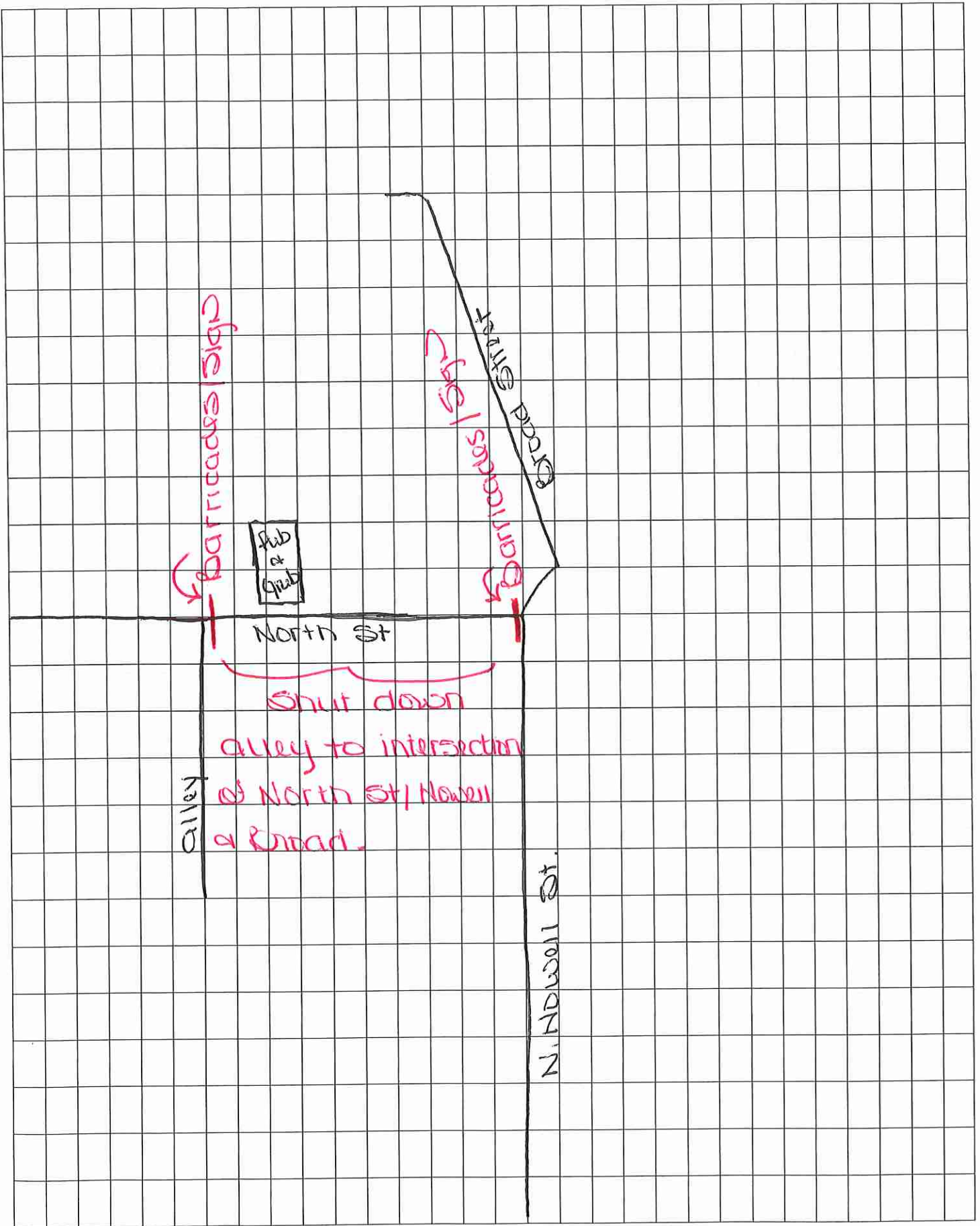
Return Application to:
Department of Public Services
149 Waterworks Drive
Hillsdale, MI 49242

or
City of Hillsdale Clerk
97 N. Broad St.
Hillsdale, MI 49242

or email to: publicservices@cityofhillsdale.org

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

PROJECT PLAN (Attach additional sheets, as necessary)





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/22/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER GILPIN AGENCY. INC. PO Box 366 Hanover, MI 49241	CONTACT NAME: PHONE (A/C, No, Ext): (517) 563-8312	FAX (A/C, No): (517) 563-2537
	E-MAIL ADDRESS: kelly@gilpinagencyinc.com	
INSURER(S) AFFORDING COVERAGE		NAIC#
INSURED	INSURER A:	
Skin of My Teeth, LLC DBA Here's To You Pub & Grub 45 North St. Hillsdale, MI 49242	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

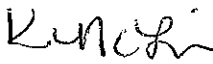
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY	X		094601-06243168	11/25/22	11/25/23	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 1,000,000
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO						BODILY INJURY (Per person) \$
	ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$
		<input type="checkbox"/> CLAIMS-MADE					\$
	DED	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Bar/Restaurant

CERTIFICATE HOLDER City of Hillsdale 97 N. Broad St. Hillsdale, MI 49242	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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City of Hillsdale Agenda Item Summary

MEETING DATE: March 6, 2023

AGENDA ITEM: Consent

SUBJECT: Use of Parking Lot – Open Air Market, HBA

BACKGROUND: Michelle Loren, Recreation Director

The Hillsdale Business Association has submitted a request to utilize the south Library parking lot for its annual Open Air Market pursuant to ROW Permit No. 4134 and TCO No. 2022-13 approved by Council February 20, 2023. This will begin Saturday, June 3, 2023 from 8:00 a.m. – 1:00 p.m. and continue every Saturday at the same time commencing Saturday October 28, 2023.

RECOMMENDATION:

I recommend Council approve the agreement and authorize signatures by the Mayor and Clerk.

PARKING LOT CLOSURE AGREEMENT
Hillsdale Business Association Open Air Market
June - October 2023

This Agreement is made and entered between the City of Hillsdale, a Michigan municipal corporation, of Hillsdale, Michigan (Hillsdale) and Hillsdale Business Association, (Ken Joswiak, President), 99 W. Carleton Rd., Hillsdale, Michigan 49242.

Preamble

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

At various times, functions are proposed that involve the use of a portion of a public street/parking lot to which Hillsdale's citizens, as well as the public at large, are invited and encouraged to attend. In such instances, when Hillsdale determines that the proposed activity will inure to the economic, cultural and 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, Hillsdale is concerned with regulating the use of its streets and parking lots 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 its public streets/parking lots to unreasonable risks of harm, as well as to assure that no damage is done to its street facilities.

Hillsdale Business Association desires to sponsor and promote an Open Air Market to which the general public is invited for the sale of goods by private vendors. The market is proposed to open in the Hillsdale Community Library Lower Parking Lot (Lot H) on the northwest corner of the intersection of Manning and Bacon Streets. Hillsdale Business Association has represented that it is a responsible organization and that it has created appropriate regulations and policies by which it will regulate participants in the event it proposes to promote and sponsor. Hillsdale Business Association also represents that participation in its event is and will be open to all on a nondiscriminatory basis.

Hillsdale has determined that it is in its best interests and the interests of the general public to allow Hillsdale Business Association to use Lot H as the site from which it may conduct its proposed event, and Hillsdale Business Association has agreed to do so, all in accordance with the following terms and conditions.

Agreement

1. In consideration of and reliance on Hillsdale Business Association's promises and its full compliance with all of the terms and conditions contained in this agreement, Hillsdale agrees to allow Hillsdale Business Association to use the following portion of its parking lot during specified periods beginning June 3, 2023, and continuing each Saturday thereafter through October 28, 2023, for the purpose of preparing for and conducting its proposed event and related activities for the use, benefit, and enjoyment of the general public during the stated hours and to thereafter to restore said parking lot to a condition fit for public travel that is at least as good as when taken, all as hereinafter provided:

- a) Lot H on the northwest corner of the intersection of Manning and Bacon Street beginning June 3, 2023, and continuing each Saturday thereafter through October 28, 2023, commencing at 8:00 a.m. and ending at 1:00 p.m. as a place to do business and other facilities as are reasonably required to conduct the proposed event and related activities in the Library Lower Lot.

2. Hillsdale further agrees that it shall temporarily close Lot H to vehicular traffic beginning June 3, 2023, and continuing each Saturday thereafter through October 28, 2023, pursuant to R.O.W. Permit No. 4134 and TCO No. 2023-04 approved by Hillsdale City Council on February 20, 2023, between the hours set forth for each area in subparagraphs a of paragraph 1 of this agreement.

3. Hillsdale Business Association 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, barricades, the posting of signs, as well as any rule, regulations, and requirements others that might be required by any state, county, or local statute, ordinance, rule, or regulation.

4. Hillsdale Business Association further agrees that it shall be solely responsible for obtaining, arranging for, and providing all staff, equipment, tents, signs, tables, chairs, port-a-johns, food, beverages, provisions, supplies, goods, and other facilities as it or an applicable governmental agency determines necessary to provide for and to the general public in connection with its proposed event, all at its sole expense.

5. Hillsdale Business Association agrees that immediately following the end of the event and at its sole expense, it shall promptly remove or cause the removal all equipment, tents, signs, tables, chairs, trash, litter, and other items from Parking Lot H. Hillsdale Business Association shall notify the Hillsdale City Police and secure its permission to open the parking lot to vehicular traffic before removing its barricades.

6. Hillsdale Business Association further agrees that the removal of all equipment, signs, tables, chairs, trashcans, trash, litter, and other items from Parking Lot H and the restoration of the entire area occupied or used by it to be swept and in tidy condition and shall be completed not later than 1:30: p.m. every Saturday from June 3, 2023, through October 28, 2023.

7. Hillsdale Business Association agrees to abide by all applicable statutes, ordinances, rules, and regulations pertaining to it and to all provisions of this agreement during its occupancy and use of the described portion of Lot H.

8. Hillsdale Business Association acknowledges that there are no public restroom facilities at the site during the time of the scheduled event. Accordingly, Hillsdale Business Association represents and agrees that, at its sole expense and discretion, may provide and have in place portable restroom facilities that comply with all applicable health and sanitation codes for its scheduled event in full working order and sufficient quantity to accommodate the needs of its participants and the general public.

9. Hillsdale Business Association agrees that no attachments for tents or any other facilities will be made to any paved surfaces within any portion of the Library Lower Lot or rights of way that would cause holes or other damage to the pavement without the prior written consent of the Director of Hillsdale's Department of Public Streets.

10. Hillsdale Business Association agrees that it shall not permit any street, alley, or adjacent lots, other than the described portion of Parking Lot H, to be blocked or obstructed. Further, Hillsdale Business Association agrees to and shall confine its proposed event activities solely to the Library Lower Lot.

11. Hillsdale Business Association agrees and understands that it, at its sole expense, is and shall be solely responsible for the repair and restoration of all damage to private or public property that results from or because of Hillsdale Business Association's proposed event, whether real or personal, and to leave the premises in a condition equal to or better than existed prior to its use, free from all garbage, trash, or other items.

12. Hillsdale Business Association represents that it is a valid Michigan organization and further represents that it possesses or will obtain and provide persons with the skill, experience, competence, and financial ability to carry out and fulfill all of its duties and obligations under this contract in a timely and professional manner.

13. Hillsdale Business Association further represents and covenants that it does not discriminate against any employee, applicant for employment, and shall not discriminate against any general public that will participate in the event it is staging under this agreement or any other member of the public because of race, color, religion, national origin, age, height, weight, 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.

14. Hillsdale Business Association shall provide City with proof of public liability and property damage insurance with coverage that is satisfactory to Hillsdale and limits of liability of not less than a single limit of Five Hundred Thousand and 00/100 (\$500,000.00) Dollars, with City designated therein as a named insured to be and remain in force for the duration of Hillsdale Business Association's presence on and use of Hillsdale's street such proof to be provided at the time of execution of this Agreement.

15. Hillsdale Business Association shall carry and provide all workers' compensation insurance coverage at its sole expense for its employees as is required by the laws of the State of Michigan and provide proof thereof to Hillsdale prior to the commencement of any work under this contract.

16. Hillsdale Business Association represents to Hillsdale that it intends to use the described area for the purpose of providing food, non-alcoholic beverages, entertainment, and other similar activities, and that the consumption or possession of alcoholic beverages within the described area will not be permitted. In reliance on Hillsdale Business Association's representations and its other promises, as contained in this agreement, Hillsdale hereby grants and Hillsdale Business Association hereby accepts the exclusive control over the described portion of Lot H and the activities therein, it being the intention of the parties that Hillsdale Business Association is and shall be solely responsible for maintaining the described areas and regulating all activities therein so as to keep them in reasonably safe condition, free of unreasonable risk of harm, for the use and benefit of the general public and others using or within said area or any of its facilities, products or activities.

17. Hillsdale Business Association further agrees to and shall defend, indemnify, and hold Hillsdale harmless from any and all damages, claims, demands, causes of action, lawsuits, attorney fees, and related expenses, as a result 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 negligence, gross negligence or intentional acts or omissions of Hillsdale Business Association, its agents, servants, employees, guests, vendors, invitees, event participants, or event attendees which arise or are claimed to have arisen as a result

or because of Hillsdale Business Association proposed event, its associated activities and events; or

b. The negligence, gross negligence or intentional acts or omissions of Hillsdale Business Association, its agents, servants, employees, guests, vendors, invitees, event participants or event attendees in the use of or defects in the areas described in the attached Exhibit A, or the equipment, tents, signs, tables, chairs, or other facilities placed or used by Hillsdale Business Association or any of agents, servants, employees, guests, vendors, invitees, event participants, or event attendees;

c. All such damages or injuries, including death, are whether caused in part by the negligence of Hillsdale, its employees, agents, servants, or representatives; provided, however, that Hillsdale Business Association shall not be obligated to indemnify Hillsdale for any damages or injuries, including death, caused by or resulting from the sole negligence of Hillsdale.

18. Hillsdale Business Association agrees that any and all documents provided to Hillsdale under this agreement are subject to disclosure and hereby expressly consents to Hillsdale's reproduction and release of such documents in response to a request under the Freedom of Information Act.

19. Hillsdale Business Association agrees that Hillsdale may immediately terminate this contract without further obligation or liability to Hillsdale Business Association at its option and without prejudice to any other remedies to which it might be entitled, whether in law, in equity or under this contract, by giving written notice of termination to Hillsdale Business Association if the latter should:

- (a) be adjudged bankrupt;
 - (b) become insolvent or have a receiver of its assets appointed;
 - (c) make a general assignment for the benefit of creditors;
 - (d) default in the performance of any obligation under this contract;
 - (e) breach any covenant under this contract;
 - (f) institute or suffer to be instituted any procedures for reorganization of its affairs;
- or
- (g) fail to perform any of its obligations to Hillsdale under this contract to Hillsdale's satisfaction.

Provided, however, that Hillsdale Business Association' indemnification, defense, hold harmless, and insurance coverage agreements shall survive any such termination.

Notice of termination pursuant to the forgoing provisions shall be provided to Hillsdale Business Association in writing and shall be delivered by ordinary first class mail or personal service to the following person at the following address: Hillsdale Business Association, 99 W. Carleton Rd., Hillsdale, Michigan 49242

20. All notices from Hillsdale Business Association to Hillsdale shall be in writing and shall be delivered by ordinary first class mail or personal service to the following person at

the following address: David Mackie, Hillsdale City Manager, 97 N. Howell Street, Hillsdale, Michigan 49242.

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

22. This Agreement shall be governed and construed in accordance with the laws of the State of Michigan. Hillsdale and Hillsdale Business Association further agree that in the event of legal action 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 BUSINESS ASSOCIATION

David Mackie, City Manager
March ____, 2023

Ken Joswiak, HBA
March ____, 2023

Katy Price, Clerk
March ____, 2023



FOR IMMEDIATE RELEASE
Tuesday, February 28, 2023

Contact: Sam Fry, Marketing and Development Coordinator
(517) 437-6426 (office), sfry@cityofhillsdale.org

Hillsdale Municipal Airport Awarded \$2.5 Million FAA Grant for New Terminal Building

HILLSDALE, Mich. — The [Hillsdale Municipal Airport \(JYM\)](#) will receive \$2.5 million from the U.S. Federal Aviation Administration (FAA) to replace its existing terminal facility with a new terminal that will meet current building codes and be located in a more accessible area.

Hillsdale Municipal Airport is one of only three Michigan airports awarded funding through the FAA's FY2023 Airport Terminal Program. The others, Wayne County's Detroit Metropolitan Airport and Traverse City's Cherry Capital Airport, will each receive grant funds to replace passenger loading bridges.

Final selections for the FY23 grant program [were released Monday, Feb. 27.](#)

"I am so excited and honored for the Hillsdale Municipal Airport to be the recipient of this terminal grant," said Hillsdale Municipal Airport Manager Ginger Moore. "There has been a team of people helping to make this happen and we've been working for years towards this goal. Hillsdale Municipal Airport is the front door to our wonderful community and the new terminal will be a huge welcome sign."

The grant funds are critical for the third phase of a parallel taxiway extension project at the municipally-operated airport. In recent years, it has seen a steady increase in both fuel sales and usage by business jet aircraft.

"This grant will allow the City of Hillsdale to move forward with the next phase of our airport improvement plan," Hillsdale City Manager David Mackie said. "As our airport continues to see more use, it's important to make sure we're continuing to prioritize operational safety and accessibility for our community and visitors."

In 2015, the Airport broke ground on a parallel taxiway system to augment its 5,000-foot asphalt runway, designed to improve safety and accommodate an increasing volume of air traffic. The first two phases, completed in 2015 and 2021, respectively, saw partial construction of Taxiway C beginning at each end of Runway 10-28.

The third phase of the project will require the existing terminal building be demolished, and aircraft parking areas and T-hangars relocated in order to clear space for the two existing sections of Taxiway C to be connected in the middle, which will complete the entire full-length parallel taxiway.

The new terminal building will be ADA compliant and energy efficient. As of now, no start date has been set for the new terminal's construction.

###

PROJECT CONNECT



March 9, 2023

10:00 am - 1:00 pm

Hillsdale Free Methodist Church Gym

150 Union Street, parking lot off Hillsdale Street, Hillsdale, MI

Doors will not open until 10:00 a.m.

FREE items (while supplies last!)

children's pajamas • winter hats & mittens •

hot meal • laundry soap • haircuts • various hygiene items

(first come/first served)

RESOURCES & INFORMATION AVAILABLE

- Housing/Shelter
- Employment and Job Training
- Veterans Services
- Health Information and Screenings
- Food and Utility Assistance
- Mental Health Services
- Legal Services
- Education
- Youth Services
- Senior Services

**Dial-a-Ride Transportation available to and from the event.
To schedule a ride call Hillsdale Thrift Store at 517-513-1729
and ask for Missy Desjardin.**

Hillsdale Board of Public Utilities – February 22, 2023 Ice Storm Outage Response

HILLSDALE, Mich. (3/1/23) — More than 90% of Hillsdale County residents lost power due to the ice storm last Wednesday, which prompted Hillsdale County Emergency Management to declare a State of Local Emergency for our area. The ice storm caused extensive damage to the BPU's distribution system.

Heavy rain Wednesday morning began freezing and turned to ice as temperatures dropped as the day wore on. There were some scattered outages Wednesday afternoon, however, by late evening outages became more widespread as the BPU began losing transmission lines due to falling trees and tree limbs covered in ice.

Crews worked late into the night Wednesday to bring back online the transmission lines, however each attempt to reenergize the lines they tripped back off again due to more falling debris shorting out the lines. Late Wednesday night, crews were removed from the field due to the level of danger posed by falling trees and tree limbs covered in ice.

By Thursday morning, the BPU had lost 100% of its transmission lines. Both engines 5&6 at the Baw Beese Lake Power Plant were brought online to provide local generation, however, due to the level of damage sustained the distribution system could not effectively deliver this power to customers, since lines were down all over the system.

Early Thursday morning, when it became clear that the damage our system sustained was going to exceed our ability to quickly repair it without additional manpower and equipment, BPU requested mutual aid assistance from fellow public power communities in Michigan and Ohio.

Due to the storm knocking out power to many communities across southern Michigan, some public power utilities could not send line crews right away as they were still working to resolve their own outages. Other communities which were not affected, however, notified us that help was on the way, and dispatched crews to Hillsdale.

The following communities sent crews to assist us:

- Bryan (Ohio)
- Bowling Green (Ohio)
- Coldwater Board of Public Utilities
- Grand Haven
- Lowell
- Napoleon (Ohio)
- Sturgis
- Zeeland

Crews worked 16+ hours every day, often beginning before sunrise and only ending after it became too dark to operate efficiently, from Thursday until the entire system had been restored Monday.

During this time, the BPU shared 14 separate outage updates with the public. Outage updates were posted to the City's website, social media pages, and shared via radio, however, WCSR was initially off-air due to the power outage and later experienced issues with their generator which made it more difficult to reach the public at times.

The BPU managed to restore power to approximately 50% of customers by Friday morning. Once crews had restored power to more than 70% of customers by Friday evening, BPU staff begin having trouble pinging some AMI meters due to fiber optic and cellular networks that were still offline.

In order to expedite reconnecting the remaining customers, BPU set up a special outage line and directed customers who were still without power to call the number and provide their name and address only.

This allowed BPU staff to better dispatch crews to the remaining outages. In any large-scale weather-related outage, reconnecting the final 20% of customers takes the longest, usually due to more time-consuming repairs being required, such as setting new utility poles.

As of Monday morning, BPU crews had reconnected all but a handful of services on South Dunes Drive and Cleveland Drive, due to the challenging terrain and length of the lines in those areas. As of Monday evening, all BPU customers had been reconnected, except for those who needed an electrician to repair damage to their homes before BPU could reconnect them.

Number of BPU Employees & Mutual Aid Crews Involved

- BPU was assisted by 9 crews from 8 cities. Mutual aid crews consisted of 24 linemen and 16 trucks.
- BPU's internal electric distribution staff consists of 12 members (one electric superintendent, 8 linemen, one safety coordinator, one service technician, and one power plant operator).
- Jeff Gier, Water/Wastewater Superintendent and his 4 water/wastewater distribution operators also assisted.
- Between the BPU's internal electric distribution staff and mutual aid crews, more than 3,000 field hours were expended on restoration efforts. This does not include hours worked by BPU's administrative or office staff, Department of Public Services crews, or the Hillsdale City Police and Fire Departments.



February 15, 2023

Mr. Dave Mackie, Manager
City of Hillsdale
97 North Broad Street
Hillsdale, MI 49242

Dear Mr. Mackie:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note the changes below. Impacted customers are being notified through bill message.

On March 28, 2023, NewsNation HD will move from channel 1420 to channel 1116 on Popular TV/Digital Starter, no longer will be available on Entertainment and will be added to Sports & News on channel 1116. NewsNation will no longer be available on Entertainment and will be added to Sports & News; GriotV HD will move from channel 1116 to channel 1636 on Popular TV/Digital Starter, no longer available on Sports & News and will be added to Entertainment. Requires X1 TV Box or compatible customer owned device. HD Technology Fee required.

Also, on or around April 5, 2023, WLAJ (CW) channel 298 will no longer be available. WLAJ HD (CW) will move from channel 1054 to channel 1172. WLAJ HD (CW) will remain on channel 236. Any scheduled DVR recordings for programming on WLAJ (CW) after April 5th will automatically be deleted, and future CW recordings will need to be reset to record on WLAJ HD (CW) channels 236/1172.

Additionally, on April 11, 2023, INSP and INSP HD will move from Limited Basic/Choice TV to Entertainment and Digital Starter; INSP HD will move from channel 1655 to channel 1431; Great American Family will move from channel 1620 to channel 1461 remaining on Entertainment and Digital Starter; Requires X1 TV Box or compatible customer owned device. HD Technology Fee required to receive HD channels. WTOL (CBS) will only be available on channel 1195. Channels 11/1011 will no longer be available. CBS programming is also available on WLNS channels 6; HD 233/1006.

Please feel free to contact me at 248-924-4917 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Eric M. Woody".

Eric Woody
Manager, Government & Regulatory Affairs
Comcast, Heartland Region
41112 Concept Drive
Plymouth, MI 48170

City of Hillsdale

Agenda Item Summary

Meeting Date: March 6, 2023

Agenda Item: Old Business

SUBJECT: Westwood Project Update

BACKGROUND PROVIDED BY: City Manager Dave Mackie

Attached is an update on the Westwood infrastructure project (Project). The Project was put out to bid in late January for a February 28th bid opening with construction starting this spring. The City received no bids for the project under the original specifications. The update details the City's plans to rebid the project with modifications, which should attract bids from capable general contractors.

RECOMMENDATION:

No action required.



March 2, 2023

«OWNER»

«OWNER_2»

«OWNER_ADDRESS»

«OWNER_CITY» «STATE» «ZIP»

RE: Informational Meeting **CANCELLED** and Project Update #2

Bids for this project were due to the city on February 28, 2023, unfortunately no bids were received. We spoke with multiple contractors to determine why they didn't provide bids for our project. The contractors stated that their 2023 schedules were full due to delayed projects from 2022. These delays stemmed from material and labor shortages that remain today. They also noted that the construction market has been flooded with extra work from the introduction of infrastructure funds being utilized on state highways. There has also been an increase in private project work due to the fear of a potential recession and uncertain interest rates.

After further discussions with these bidders we will be placing this project out for re-bid in the near future with some schedule modifications. We intend to allow contractors, should their schedules allow, to complete some specific items of work in 2023 and change the overall project completion date to November 1, 2024.

Be assured that any work items completed in 2023 will not be left incomplete. For example if the sanitary sewer is reconstructed the road area over the work would be patched with temporary asphalt for the winter. If a section of roadway were to be reconstructed during 2023 it would have to be fully completed, paved and "open to traffic" before winter.

The informational meeting that was planned for March 30, 2023 at 6:00 p.m. at the Davis Middle School Auditorium has been **CANCELLED**. We will re-schedule this meeting for a future date once we have a contractor on board and an idea of their intended schedule for 2023 and 2024.

Per our previous letter we are still requiring residents to deal with any sprinkler systems, fences, landscaping materials and other items that are encroaching in the public rights-of-way (ROW) by May 1, 2023. The information below applies to this public ROW area:

Lawn Sprinkler Systems: Lawn sprinkler systems are not permitted in public rights-of-way (ROW). If you have a sprinkler system in this area it should be relocated prior to the work beginning. The city and contractor will not be responsible for damage or repair costs to sprinkler systems in the public ROW and the contractor will be directed to cap any damaged lines and leave any salvaged sprinkler heads on the owner's property.

Fencing and landscaping: All fencing and landscaping in the public ROW must be relocated prior to commencement of our work. Any fencing and landscaping remaining in the public ROW when our work starts will be removed and discarded. The city and contractor will not be responsible for salvaging or replacing any of these materials. Should you relocate these items please make sure they are on your private property side of the ROW line and they **shall not** be moved back into the public ROW at the conclusion of the project.

Trees, Bushes and Brush: Some trees, bushes, and brush may be trimmed or removed from the public ROW and easement areas, as needed to complete our work. We will make every effort to minimize the extent of these removals. If you have any special plantings in the public ROW space and wish to preserve them please remove them from the public ROW prior to start of the project as they will be removed and discarded with our demolition.

Water Service Line work: The following addresses have water service lines that will require relocation as the curb stop (shut-off) is located in the driveway, 4 Picardy, 8 Picardy, 148 Westwood Dr., 149 Westwood Dr., 159 Westwood Dr., 161 Westwood Dr., 20 Glendale and 41 Glendale. When we know the schedule for this work we will be sending you further information and Consent Agreements, keep in mind this could be in 2024 when the new water main is constructed. Other properties may be found later to require this relocation work.

If you wish to be included in an email list for this project feel free to send me an email address for a contact list. We may use throughout the project for information items. We will update our social media and Facebook page with project information periodically, as well as, notifying the local radio station with pertinent information.

Our team looks forward to working with you during this project, should you have any questions regarding this project please feel free to contact me at 517-437-6479 or by email at kbauer@cityofhillsdale.org.

Sincerely,



Kristin L. Bauer, P.E.
City Engineer

On Behalf of:

Mr. David Mackie – City Manager and Board of Public Utility Director

Mr. Jason Blake – Director of Public Services

Mr. Jeff Gier – Water and Wastewater Superintendent

City of Hillsdale Agenda Item Summary

Meeting Date: **March 6, 2023**

Agenda Item: **New Business**

SUBJECT: **Set Public Hearing — Application for Commercial Rehabilitation
Exemption Application — 3980 West Carleton Road — 3980 Property
LLC**

BACKGROUND PROVIDED BY: Sam Fry, Marketing and Development Coordinator

The Clerk’s Office is in receipt of an “Application for Commercial Rehabilitation Exemption Certificate” for property located at 3980 West Carleton Road, Hillsdale, Michigan, owned by 3980 Property LLC. The application is for tax abatement on the rehabilitation of the property. The project has an estimated cost of \$805,000 to rehab the building to lease for commercial space.

The Economic Development Corporation will meet on Tuesday, March 21, 2023 to review the application and make a recommendation to Council.

RECOMMENDATION:

Staff recommends Council do all the following:

1. Set the date and time for the public hearing mentioned above to April 3, 2023 at 7:00 p.m.;
2. Direct the clerk to notify the applicant, assessor and representatives of the affected taxing units as required under the Act;
3. Following the public hearing, within 60 days of receipt by the clerk (no later than April 25, 2023), adopt a resolution either approving or disapproving the application (reasons for disapproval must be set forth in writing in the resolution);
4. If approved, direct the clerk to forward the application to the State Tax Commission before October 31, 2023.

Application for Commercial Rehabilitation Exemption Certificate

Issued under authority of Public Act 210 of 2005, as amended.

LOCAL GOVERNMENT UNIT USE ONLY	
Application No.	Date Received
STATE USE ONLY	
Application No.	Date Received

Read the instructions page before completing the form. **This application should be filed after the commercial rehabilitation district is established.** The applicant must complete Parts 1, 2 and 3 and file the application form (with required attachments) with the clerk of the local governmental unit (LGU). Attach the legal description of property on a separate sheet. This project will not receive tax benefits until approved by the State Tax Commission (STC). Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the STC.

FEB 22 2023

CITY OF HILLSDALE
CITY CLERK'S OFFICE

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)			
Applicant (Company) Name (applicant must be the owner of the facility) 3980 Property LLC		NAICS or SIC Code	
Facility's Street Address 3980 West Carleton Rd	City Hillsdale	State MI	ZIP Code 49242
Name of City, Township or Village (taxing authority) Hillsdale	County Hillsdale	School District Where Facility is Located Hillsdale	
<input checked="" type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village			
Date of Rehabilitation Commencement (mm/dd/yyyy) 10-1-2022	Planned Date of Rehabilitation Completion (mm/dd/yyyy) 2-28-2024		
Estimated Cost of Rehabilitation \$805,000.00	Number of Years Exemption Requested (1-10) 10		
Expected Project Outcomes (check all that apply)			
<input checked="" type="checkbox"/> Increase Commercial Activity		<input checked="" type="checkbox"/> Retain Employment	
<input checked="" type="checkbox"/> Create Employment		<input checked="" type="checkbox"/> Revitalize Urban Areas	
<input checked="" type="checkbox"/> Prevent Loss of Employment		<input checked="" type="checkbox"/> Increase Number of Residents in Facility's Community	
No. of jobs to be created due to facility's rehabilitation 10	No. of jobs to be retained due to facility's rehabilitation 0	No. of construction jobs to be created during rehabilitation 10	

PART 2: APPLICATION DOCUMENTS	
Prepare and attach the following items:	
<input checked="" type="checkbox"/> General description of the facility (year built, original use, most recent use, number of stories, square footage)	<input checked="" type="checkbox"/> Statement of the economic advantages expected from the exemption
<input checked="" type="checkbox"/> Description of the qualified facility's proposed use	<input checked="" type="checkbox"/> Legal description
<input checked="" type="checkbox"/> Description of the general nature and extent of the rehabilitation to be undertaken	<input type="checkbox"/> Description of the "underserved area" (Qualified Retail Food Establishments only)
<input checked="" type="checkbox"/> Descriptive list of the fixed building equipment that will be a part of the qualified facility	<input type="checkbox"/> Commercial Rehabilitation Exemption Certificate for Qualified Retail Food Establishments (Form 4753) (Qualified Retail Food Establishments only)
<input checked="" type="checkbox"/> Time schedule for undertaking and completing the facility's rehabilitation	

PART 3: APPLICANT CERTIFICATION			
Name of Authorized Company Officer (no authorized agents) Josh Bishop		Telephone Number 517-320-0952	
Fax Number		E-mail Address jb@positiveelectricllc.com	
Street Address 13895 Saunders Rd	City Hudson	State MI	ZIP Code 49247
I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 210 of 2005, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Rehabilitation Exemption Certificate by the State Tax Commission.			
I further certify that this rehabilitation program, when completed, will constitute a rehabilitated facility, as defined by Public Act 210 of 2005, as amended, and that the rehabilitation of this facility would not have been undertaken without my receipt of the exemption certificate.			
Signature of Authorized Company Officer (no authorized agents) 		Title owner	Date 2-18-2023

PART 4: ASSESSOR RECOMMENDATIONS (assessor of LGU must complete Part 4)			
Provide the Taxable Value and State Equalized Value of Commercial Property, as provided in Public Act 210 of 2005, as amended, for the tax year immediately preceding the effective date of the certificate (December 31 of the year approved by the STC).			
	Taxable Value	State Equalized Value (SEV)	
Land			
Building(s)			
The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Commercial Rehabilitation Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Commercial Rehabilitation Exemption that would also put the same property on the Commercial Rehabilitation specific tax roll.			
<input type="checkbox"/> By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Commercial Rehabilitation Exemption specific tax roll and not on any other specific tax roll.			
Name of Local Government Body			
Name of Assessor (first and last name)		Telephone Number	
Fax Number		E-mail Address	
<i>I certify that, to the best of my knowledge, the information contained in Part 4 of this application is complete and accurate.</i>			
Assessor's Signature			Date
PART 5: LOCAL GOVERNMENT ACTION (clerk of LGU must complete Part 5)			
Action Taken By LGU (attach a certified copy of the resolution):			
<input type="checkbox"/> Exemption approved for _____ years, ending December 30, _____ (not to exceed 10 years)			
<input type="checkbox"/> Exemption Denied			
Date District Established (attach resolution for district)	Local Unit Classification Identification (LUCI) Code	School Code	
PART 6: LOCAL GOVERNMENT CLERK CERTIFICATION (clerk of LGU must complete Part 6)			
Clerk's Name (first and last)		Telephone Number	
Fax Number		E-mail Address	
Mailing Address	City	State	ZIP Code
LGU Contact Person for Additional Information	LGU Contact Person Telephone Number	Fax Number	
<i>I certify that, to the best of my knowledge, the information contained in this application and attachments is complete and accurate and hereby request the State Tax Commission issue a Commercial Rehabilitation Exemption Certificate, as provided by Public Act 210 of 2005, as amended.</i>			
Clerk's Signature			Date

For faster service, the LGU should email the completed application and required documents to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury, State Tax Commission
 P.O. Box 30471
 Lansing, MI 48909

3980 PROPERTY LLC

3980 W Carleton Rd

Hillsdale MI 49242

517-320-0952

Date 2.17.2023

Break down of work to be completed:

- General demolition of front office interiors, front office roof, back room interiors, back restrooms, and removal of trash left throughout property.
\$50,000.00
- Drawings and plans
\$10,000.00
- Replace flat roofing and insulation on areas in need of replacement
\$140,000.00
- Reconstruction of front office area with masonry block, new gable roof structure, new metal roof, new siding, new windows and doors, new interior perimeter walls (insulation and drywall), new ceiling insulation and drywall, new supporting mechanicals, and remodeled restroom.
\$175,000.00
- Remodeled areas of remaining building to include new mechanicals (Heating, electrical, and plumbing) Creating new tenant spaces ready for Retail tenant spaces.
\$300,000.00
- Asphalt overlay, with some existing green areas becoming new asphalt parking. New Concrete approaches.
\$80,000.00
- Site restoration
\$20,000.00

Total estimated cost \$775,000.00

List of fixed building equipment not included in estimate

Signage \$30,000.00

Total not included in estimate \$30,000.00

Total \$805,000.00

Work to be completed by end of year 2.28.2024



General Property Information

This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map and report is a compilation of records, information and data provided by various township, city, village, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The user of this map and report acknowledges that the Township/City/County shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the Township/City/County from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of the data provided.

Report and Property Data compiled as of April 30, 2022



Parcel ID: 30 006-016-100-04
 Property Address: 3980 W CARLETON RD
 City/Twp/Village: CITY OF HILLSDALE

Assessor Acreage: 1.33
 Property Class: 301
 School District: HILLSDALE COMM PUBLIC SCHS

Tax Description

BEG NE COR NW¼ NW¼ SEC 16 TH W ALG N SEC LN 155.73 FT TH S03 DEG 35 MIN 49 SEC W 99.49 FT TH S53 DEG 56 MIN 20 SEC W 20.06 FT TH S31 DEG 43 MIN 40 SEC E 104.40 FT TH E 335.60 FT TO W ROW LN M-99 TH NWLY ALG SD ROW ON A CURVE CH BRG N38 DEG 20 MIN W 254.97 FT TO SD N SEC LN TH W 54.35 FT TO POB 1.3A+/- UNPLATTED SEC 16 T6S R3W SECOND WARD PA 425 COND TRANSFER FROM FAYETTE TWP 1988/89 L593 P529 and L590 P86 SPLIT 07/28/2004 (PARENT PARCEL NUMBER RETAINED) NEW CHILD PARCEL 006-016-100-05; AS OF 12/31/2018 - WARD 2

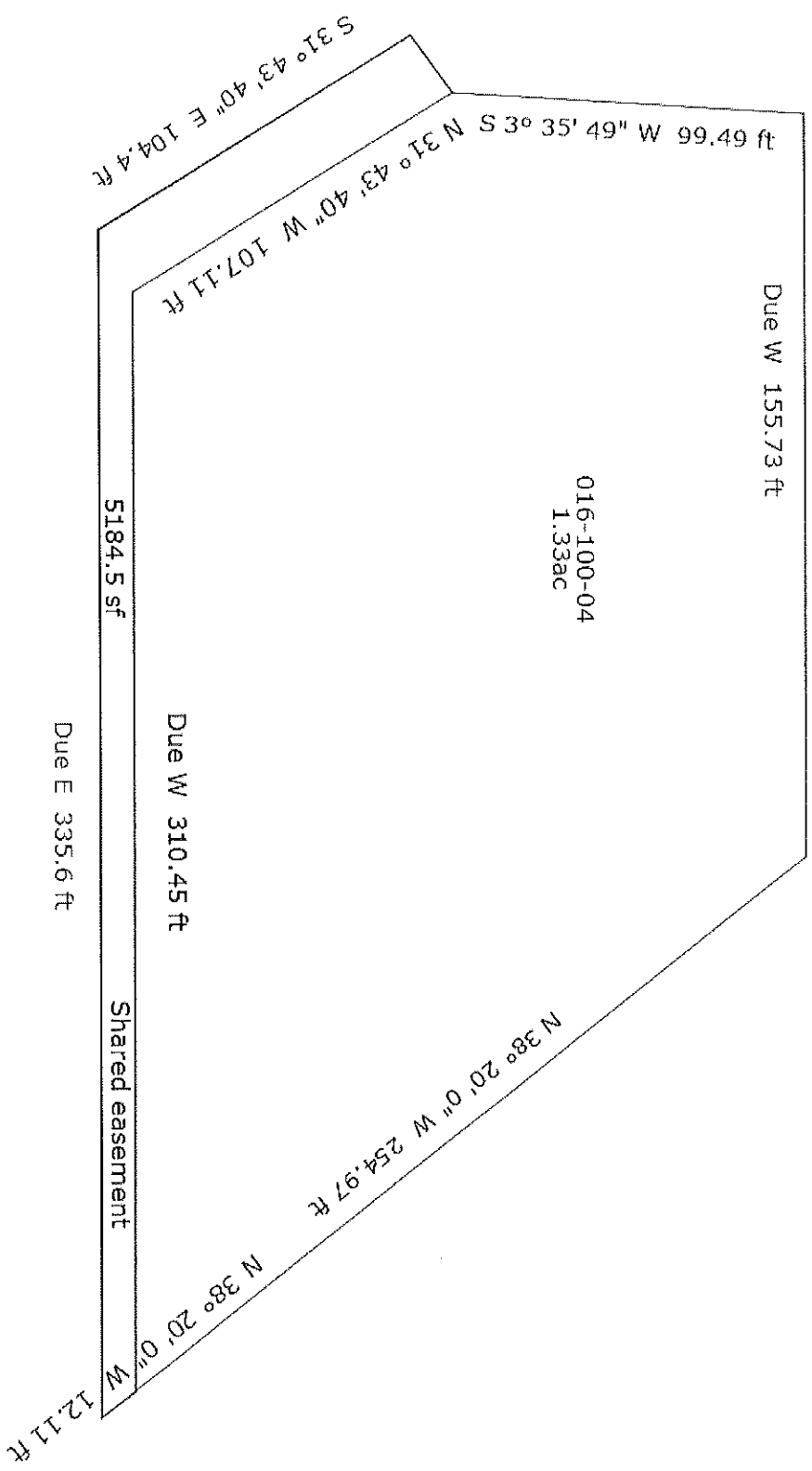
Tax Information

PRE/Qual Ag %: 0	2022 SEV: 157,900	2021 SEV: 76,000
Land Value: 215,232	2022 Taxable Value: 157,900	2021 Taxable Value: 76,000
Land Imp Value: 0	Liber/Page(1-2-3): 1816/529 - 1671/958 - 1657/204	
Building Value: 100,597	ECF Table: 99.M-99 FRONTAGE	
True Cash Value: 315,829	Land Table: 99.M-99 FRONTAGE	

	Summer Taxes 2021	Winter Taxes 2021	Village Taxes 2021
Base Tax:	\$ 3,345.32	\$ 1,197.12	0
Special Asmt:	0	0	0
Admin Fee:	\$ 33.45	\$ 11.97	0
Total Tax:	\$ 3,378.77	\$ 1,209.09	0
Amount Paid:	\$ 3,598.39	\$ 1,209.09	0
Interest:	\$ 219.62	0	0
Paid Date:	01/03/2022	01/03/2022	*
Balance Due:	0	0	0

Total Delinquent Tax: \$0.00

* Tax Payment data is provided by some, but not all local Treasurers and is current with data provided as of Report Date above
 * Please contact the appropriate City/Village/Township Treasurer for up to date information.
 * For payoff amounts or a breakdown of delinquent taxes contact the County Treasurer's office at (517) 437-4700



Sketch by Aperi Sketch

*** Information herein deemed reliable but not guaranteed***

Desc. of Bldg/Section: NORTH BLDG - OFFICE/STORAGE
 Calculator Occupancy: Industrial - Light Manufacturing
 Class: C
 Floor Area: 24,219
 Gross Bldg Area: 24,219
 Stories Above Grd: 1
 Average Sty Hght: 14
 Bsmnt Wall Hght

Calculator Cost Computations
 Class: C Quality: Low Cost
 Stories: 1 Story Height: 14 Perimeter: 852

Construction Cost
 High Above Ave. X Ave. Low
 Base Rate for Upper Floors = 44.29

Quality: Low Cost
 Heat#1: No Heating or Cooling Cost/SqFt: 0.00 100%
 Heat#2: Package Heating & Cooling 100
 Ave. SqFt/Story: 24219
 Total Floor Area: 24,219

Adjusted Square Foot Cost for Upper Floors = 44.29
 Base Cost New of Upper Floors = 1,072,660

Eff. Age: 56 Phy. %Good/Abnr. Phy./Func./Econ./Overall %Good: 35 /100/50 /100/17.5
 Total Depreciated Cost = 187,716

Reproduction/Replacement Cost = 1,072,660
 Total Depreciated Cost = 187,716

ECF (99.M-99 FRONTAGE)
 Replacement Cost/Floor Area = 44.29
 0.973 => TCV of Bldg: 1 = 182,647
 Est. TCV/Floor Area = 7.54

Area: Perimeter: 852
 Type: Heat: No Heating or Cooling

Area #1: Type #1: Area #2: Type #2:
 * Mezzanine Info *
 * Sprinkler Info *

Area: Type:
 * Basement Info ***

Year Built Remodeled
 Overall Bldg Height

Comments:
 Area #1: Type #1: Area #2: Type #2:
 * Sprinkler Info *
 Area: Type:

(1) Excavation/Site Prep:
 Footings
 X Poured Conc Brick/Stone Block

(2) Foundation:
 (8) Plumbing:
 Many Above Ave. Average Typical Few None
 Total Fixtures
 3-Piece Baths Urinals Wash Bowls
 2-Piece Baths Water Heaters
 Shower Stalls Wash Fountains
 Toilets Water Softeners

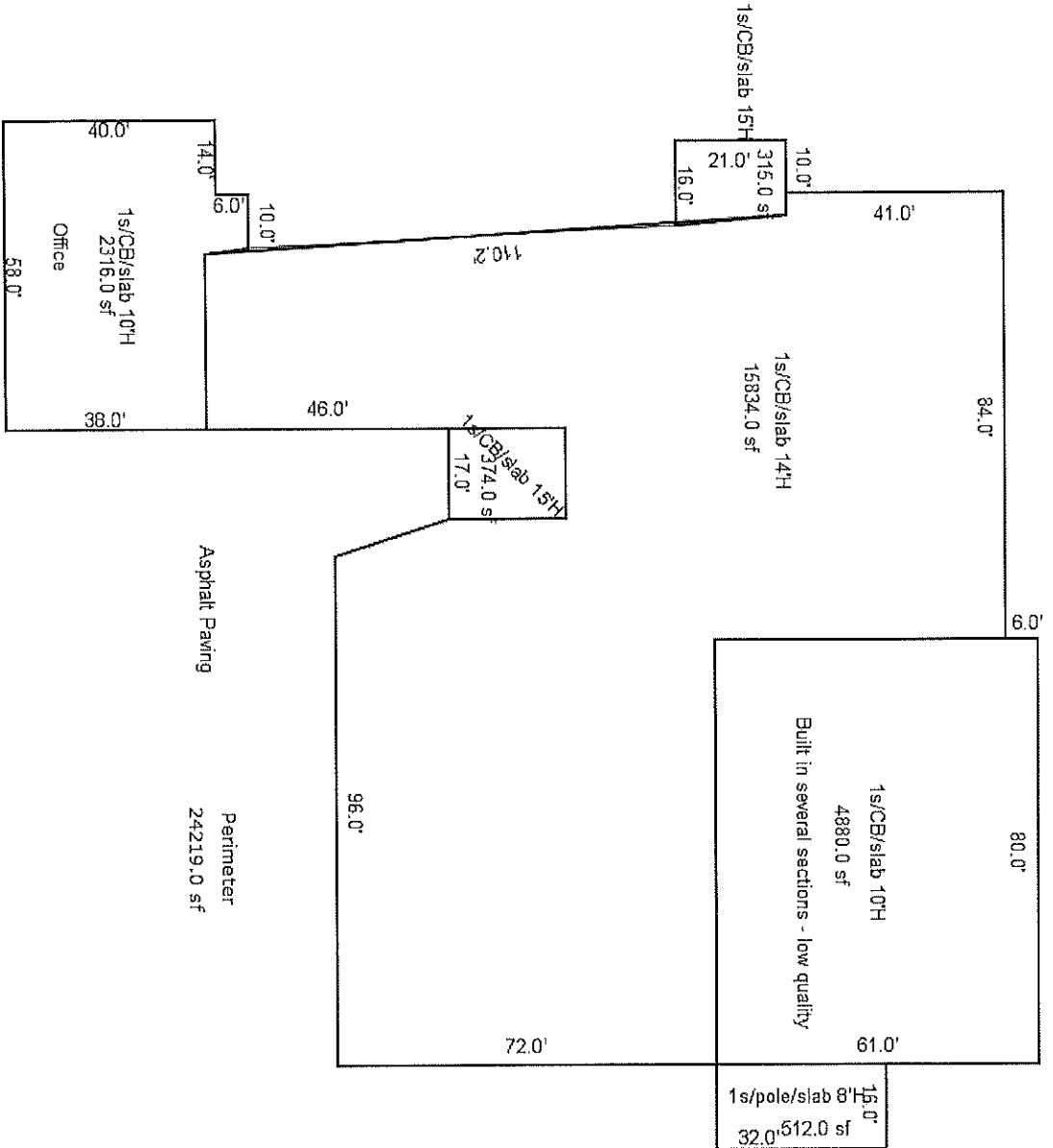
(3) Frame:
 (7) Interior:
 (11) Electric and Lighting:
 Outlets: Fixtures:
 X Few Average X Few
 Many Unfinished Many Unfinished
 Typical Typical
 Flex Conduit Incandescent
 Rigid Conduit Fluorescent
 Armored Cable Mercury
 Non-Metallic Sodium Vapor
 Bus Duct Transformer

(4) Floor Structure:
 (9) Sprinklers:
 (13) Roof Structure: Slope=0

(5) Floor Cover:
 (10) Heating and Cooling:
 X Gas Oil Coal Stoker Hand Fired Boiler

(6) Ceiling:
 (14) Roof Cover:
 (40) Exterior Wall:
 Thickness Bsmnt Insul.

*** Information herein deemed reliable but not guaranteed***



Sketch by Apen Sketch

*** Information herein deemed reliable but not guaranteed***

Hillsdale County

Building

Permit No: PB22-0699

Building Department
 Phone: (517) 437-4130

33 McCollum St.
 Fax: (517) 437-3233

Hillsdale, MI 49242

3980 BECK RD Location
 006-320-001-01 Parcel Number

Issued: 09/30/22 Expire Date: 09/30/23
PLEASE CALL (517) 437-4130
FOR AN INSPECTION 24 HOURS IN ADVANCE

Occupant

JOSH BISHOP Owner
 3731 MERIDIAN RD
 ADDISON MI 49220

Contractor

Work Description: NEW ROOF

Item		No. of Items	Item Total
REMODEL	Miscellaneous	1.00	\$435.00

Fee Total: \$435.00

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that this permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code.

I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on the permit application is accurate to the best of my knowledge.

Payment of permit fee constitutes acceptance of the above terms.

Inspection Record

1. _____
 2. _____
 3. _____

4. _____
 5. _____
 6. _____

This permit has been reviewed and issued for compliance with State, County, and local jurisdiction laws, codes, rules and standards. If your property is within an area bound by recorded deed restrictions, be aware that failure to comply with deeded restrictions may subject you to private legal action. CONTACT YOUR LOCAL ASSOCIATION OR DEVELOPMENT AUTHORITY PRIOR TO CONSTRUCTION.

3980 Property LLC – 3980 W. Carleton Road, Hillsdale. Michigan CRE Application and Attachments

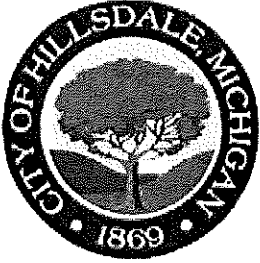
- Year Built: [1957 or Prior](#)
- Original Use: Industrial – light manufacturing
- Most Recent Use: Vacant for several years
- Number of stories and square footage: [1 story, 22,000 Sq Ft](#)
- Time schedule for project: [Completed By 2-28-2024](#)
- Statement of economic advantages expected from the exemption:

Employment opportunities, business increase in the City, improve a vacant building.

- Description of the qualified facility's proposed use: [Commercial or Retail Rental Spaces](#)
- Description of the general nature and extent of the rehabilitation to be undertaken: [New Roofing, Mechanicals, Asphalt Overly, New Windows and Doors, New Insulation, New Basic Interior Finish](#)
- Legal Description

BEG NE COR NW¼ NW¼ SEC 16 TH W ALG N SEC LN 155.73 FT TH S03 DEG 35 MIN 49 SEC W 99.49 FT TH S53 DEG 56 MIN 20 SEC W 20.06 FT TH S31 DEG 43 MIN 40 SEC E 104.40 FT TH E 335.60 FT TO W ROW LN M-99 TH NWLY ALG SD ROW ON A CURVE CH BRG N38 DEG 20 MIN W 254.97 FT TO SD N SEC LN TH W 54.35 FT TO POB 1.3A+/- UNPLATTED SEC 16 T6S R3W SECOND WARD PA 425 COND TRANSFER FROM FAYETTE TWP 1988/89 L593 P529 and L590 P86 SPLIT 07/28/2004 (PARENT PARCEL NUMBER RETAINED) NEW CHILD PARCEL 006-016-100-05;

- Description list of fixed building equipment that will be part of the qualified facility: [Road Sign](#)



CITY OF HILLSDALE

97 N. BROAD ST

HILLSDALE, MI 49242

(517) 437-6441

WWW.CITYOFHILLSDALE.ORG

Receipt: 59918 02/22/23

Cashier: KATY

The sum of: 300.00

Received Of: 3980 PROPERTY LLC

3731 MERIDIAN RD
ADDISON MI 49220

COMMERICAL REHAB EXEMPTION
APPLICATION

Receipt Code:

Description:

Distribution:

XX

CRE APPLICATION

101-000.000-633.000

300.00

Total 300.00

TENDERED:

CHECK

504

Signed: _____

City of Hillsdale Agenda Item Summary

Meeting Date: **March 6, 2023**

Agenda Item: **New Business**

SUBJECT **Capital Improvement Plan**

BACKGROUND PROVIDED BY STAFF (Alan Beeker, Zoning Administrator)

As part of Michigan Public Act 33 of 2008, the City is required to have a Capital Improvement Plan (CIP) that is updated annually. In addition to the City Master Plan, the CIP is a coordinated spending plan that helps the City implement the adopted Master Plan along with other long-range physical goals. After meeting with City Department Heads and consolidating information. The plan must be reviewed by the City Planning Commission and the public must have an opportunity to review the plan at a public hearing.

The City Planning Commission held a public hearing during their regular meeting on February 15, 2023. Following the public hearing, the Commission moved to send the 2023 Capital Improvement Plan to City Council with a recommendation to adopt.

It is the recommendation of the Zoning Administrator and the City Planning Commission that the Council adopt the resolution to amend the Capital Improvement Plan for 2023.



City of Hillsdale
Capital Improvement Plan
FY 2023-2027

RESOLUTION # _____

A RESOLUTION TO AMEND THE CITY OF HILLSDALE CAPITAL IMPROVEMENT PLAN

THE CITY OF HILLSDALE ORDAINS THAT:

WHEREAS, Michigan Public Act 33 of 2008, as amended, provides for a Municipal Planning Commission to prepare and adopt a Capital Improvement Plan for the physical development of the City; and,

WHEREAS, the City of Hillsdale Planning Commission has prepared a physical development plan for the City of Hillsdale in compliance with said P.A. 33 of 2008; including relevant charts, maps, and text; and,

WHEREAS, the City of Hillsdale Planning Commission has provided opportunity for public input into the Capital Improvement Planning Process; and,

WHEREAS, the City of Hillsdale Planning Commission held a Public Hearing on the draft Capital Improvement Plan on _____ in accordance with the notice requirements of said P.A. 33 of 2008 and other applicable State statutes; and,

WHEREAS, at the above referenced public hearing, the citizens of the City of Hillsdale were afforded the opportunity to provide oral and written comments on the draft plan, which comments have been carefully considered by the Planning Commission; and,

WHEREAS, the City of Hillsdale Planning Commission is now satisfied that the Capital Improvement Plan is ready for adoption:

NOW, THEREFORE, BE IT RESOLVED, that the City of Hillsdale Planning Commission does hereby recommend for adoption to the Council of the City of Hillsdale the City of Hillsdale Capital Improvement FY 2023-2027, said plan to be dated as adopted this day of _____; and,

BE IT FURTHER RESOLVED, that the Council of the City of Hillsdale does hereby direct the Mayor and City Clerk to sign this Resolution signifying adoption of the City of Hillsdale Capital Improvement Plan FY 2023-2027, to file attested copies of the Plan with the Hillsdale City Clerk and the Hillsdale County Planning Commission.

Passed at a regular meeting of the Council of the City of Hillsdale held on the _____

CITY OF HILLSDALE

By _____
Adam Stockford – Mayor

By: _____
Katy Price – City Clerk

Date Proposed: 1/18/2023
Date Published as Proposed: 2/1/2023
Date Passed: _____
Date Published as Passed: _____
Effective Date: _____

Acknowledgements

CITY COUNCIL

Adam Stockford, Mayor
Greg Stuchell
Tony Vear
Will Morrissey, Mayor Pro Tem
Cindy Pratt
Bruce Sharp
Gary Wolfram
Robert Socha
Jeff Paladino

PLANNING COMMISSION

Eric Moore, Chair
Ron Scholl
Elias McConnell, Secretary
Penny Swan
William Morrissey, Mayor Pro Tem
Kerry Laycock, Vice Chair

DEPARTMENT LEAD

Alan Beeker, Zoning Administrator

DEPARTMENT REPRESENTATIVES

Katy Price, City Clerk
Karen Lancaster, Finance
Kimberly Thomas, City Assessor
Jason Blake, Public Services
Chief Scott Hephner, Fire Department
Chief Scott Hephner, Police Department
Michelle Loren, Parks & Recreation
Jessica Spangler, Library Director
Virginia Blake, Dial-a-Ride
David Mackie, Board of Public Utilities
Ginger Moore, Hillsdale Municipal Airport
Kristin Bauer, City Engineer

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**Introduction to
Capital Improvements Planning**

Executive Summary

Every municipality has a portfolio of capital assets that it owns, maintains, and employs to help deliver quality services to its residents. These assets include equipment and vehicles, such as fire engines, snow plows, and tools, but also more permanent assets such as roads, bridges, buildings, underground utilities, storm water systems, parklands, parking facilities, and natural areas. With ownership comes an obligation to maintain and continually improve that asset. The process used to determine how to invest City resources to maintain and improve these assets is known as the Capital Improvement Planning.

A Capital Improvement Plan (CIP) is a multi-year planning instrument used to identify needs and funding sources for public infrastructure improvements. A CIP facilitates coordinated infrastructure improvements; maintains, preserves, and protects the City's existing infrastructure system; and provides for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP plans for large, physical improvements or purchases that are permanent in nature. These include municipal facilities, information technology systems, transportation systems, utilities, and other miscellaneous projects.

The CIP plays an important role by providing the link between planning and budgeting for capital expenditures to ensure that capital improvements are fiscally sound and consistent with City long-range goals and objectives. The CIP process occurs prior to the budget process and should be used to develop the capital portion of the municipal budget. The projects contained in the first year of the CIP will be requested in next year's department requested municipal budget. The Capital Improvement Plan (CIP) outlines a schedule of public service expenditures.

Introduction and Purpose

A Capital Improvement Plan is a blueprint for planning a community's capital expenditures. It coordinates planning, financial capacity, and physical development, and will be used as a management tool for the budget and planning processes. Upon adoption by the City Council, the CIP becomes a statement of city policy regarding the timing, location, character, and funding of future capital projects. The CIP represents City Council's best judgment at that time; future needs, financial constraints, and grant opportunities may result in programmatic changes over the timeline.

A CIP offers a number of advantages such as:

- Facilitate coordination between capital needs and operational budgets;
- Support projects with high return on investment;
- Allow for better scheduling of public improvements and coordination of construction; and
- Enhance the community's credit rating, control of its tax rate, and avoid sudden changes in its debt service requirements.

RELATIONSHIP BETWEEN CIP AND MASTER PLAN

The Master Plan, as a whole, serves as a policy manual for the city. In turn, the CIP is used as a framework for the community to implement the Master Plan. According to the Michigan Planning Enabling Act (Public Act 33 of 2008), “to further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise.”

RELATIONSHIP BETWEEN CIP AND BUDGET

The CIP makes capital spending more predictable and transparent. The CIP does not address all of the capital expenditures for the City, but provides for large, physical improvements that are permanent in nature or major equipment purchases that have high cost and a longer useful life. Capital planning identifies purchases of physical assets or construction, major repair, reconstruction, or replacement of capital items, such as buildings, utility systems, roadways, bridges, parks, heavy equipment, motor vehicles, and extensive internal office and technology hardware or systems. The intent is to have the first year of the CIP represent the proposed capital budget for the current fiscal year. The remaining years of the CIP serve as a financial plan for capital investments.

DEFINITION OF CAPITAL

Capital projects and improvements are major non-recurring tangible assets and projects including:

- Replacements and improvements greater than or equal to \$5,000;
- “Program” of projects whose total is greater than or equal to \$5,000; and
- Equipment purchases greater than or equal to \$5,000, with a service life of at least 5 years.

Examples include construction, expansion, or renovation of a public building, water line upgrades and extensions, major equipment, the acquisition of land for public use, or new storm and sanitary sewers. The adoption of a common definition assists in determining what projects are part of the capital improvement program versus those that are part of the general budget.

Only the projects that meet the capital project or improvement definition are included in the capital improvement program. A capital improvement project can include one or more of the following:

- **Building Maintenance:** is the repair, replacement, or upgrades of exterior and interior walls, roofs, furnishings and similar non-mechanical features that extend a building’s life. Examples include new roofs, windows and doors, tuck pointing and masonry repair, interior and exterior painting, carpeting and furniture.
- **Building Equipment:** is the repair or replacement of heating, ventilation, and air conditioning (HVAC) systems.
- **Building Construction:** includes the erecting of new buildings and additions that add usable floor space for staff and patrons.

- **Computer and Specialized Equipment:** includes all equipment critical to the functioning of the city such as computers, telephones, cameras and voting machines.
- **Equipment:** includes heavy apparatus used by the fire department and department of public services. Examples are lifesaving equipment, vehicle hoists, and similar specialized mechanisms that last for several years.
- **Vehicles:** encompass cars, trucks, buses and grounds maintenance equipment. Vehicles are considered part of the motor pool that is maintained by the Department of Public Services. For the purpose of the capital improvements plan, vehicles are attached to their respective departments.
- **Infrastructure:** includes below grade, at grade and above grade (non-building) improvements. Examples include new water and sewer lines, park improvements, storm water, streets and sidewalks, bike lanes, landscape, and fences.

CIP Adoption and Annual Update

The quality of the infrastructure and community facilities in the City directly influences the quality of life that the City can provide. As community infrastructure and facilities age, continual improvements and updates are required to stay current with changing demands and needs.

The Capital Improvement Plan (CIP) provides a blueprint for planning the City of Hillsdale's capital expenditures. It coordinates planning, financial capacity, and physical development, and is used as a management tool for the budgeting and planning processes.

ADOPTION PROCESS

- **Identification**
 - Department heads complete CIP project requests
- **Adoption**
 - Planning Commission reviews CIP plan, holds public hearing, makes recommendations, and adopts CIP
 - City Council approves CIP as basis for Capital Budget
 - City Manager establishes target budget
- **Budget Preparation**
 - Department heads prepare proposed capital project budget
 - City Manager and Finance Director review requests and prepare budget document
 - City Council reviews budget, holds public hearing, and adopts budget

CAPITAL INVESTMENT POLICIES

An essential component of the Capital Improvement Program is to establish a policy framework for capital project selection. The policy framework establishes prioritization of projects to most efficiently determine whether or not to allocate *X dollars* to *activity A* as opposed to *activity B*. In order to establish a policy framework to properly evaluate capital project and prioritization a set of long-range investment policies

was established. These policies provide the framework for making capital project decisions in order to ensure the City's financial viability, improve and maintain levels of service standards, provide responsive community development, and meet other strategic goals.

The Capital Investment Policy is based on priorities identified in community strategic plans and master planning documents. The capital improvement plan prioritizes projects based on the following investment policy statements. CIP projects should:

1. Maintain or improve standards of service
2. Protect public health, safety, or welfare
3. Result in economic development (capital investment, increased tax base, or increased valuation)
4. Reduce energy consumption and/or improve environmental sustainability
5. Have an identified source of funding
6. Be ready to proceed
7. Be coordinated with other capital improvements

The Capital Improvement Plan

The Capital Improvement Plan provides a schedule of improvements for each department. Each section begins with a description of the department's primary function and location of its facility. A summary of key improvements, major expenditures and funding sources follows. Finally, a detailed schedule of improvements and cost estimates is captured on pages immediately following the written description. For Administration, Streets and Utilities, Parks and Recreation and Department of Public Works, the descriptions are subdivided by department or project type due to multiple functions located within one facility.

Administration



The City Manager, Zoning and Code Enforcement staff, Assessor, Police Department, Recreation Department, Clerk, and Treasurer operate within City Hall. In addition, the building contains the City Council chambers.

City Hall is located at 97 North Broad Street on a triangle parcel formed by E. Carleton, N. Broad, and Hillsdale Streets. The building was constructed in 1911. It is a three story, five-sided, classical revival-style building and it is listed as a contributing structure on the National Register of Historic Places. The building was entirely rehabilitated in 1998. A total of \$1.755 million was expended to update and restore the building. The two adjacent parking areas were constructed in 2006 and in 2007 M-99 was re-routed to the west side of City Hall.

Overall, these administrative departments require internal office equipment to keep up with technology advancement and meet the needs of the community efficiently.

- **Computer Equipment** - The finance department works with other department heads to identify hardware upgrade and purchases. The City plans to update the system of computers in the next 3-6 years.
- **Computer Software** – The finance department works with other department heads to identify software upgrade and purchases. The assessing and zoning department rely on BS&A software for property data management including taxes, permits, and zoning. The City relies on the Hillsdale County Equalization Department and the Board of Public Utilities (BPU) for assistance with mapping.
- **Building (City Hall)** – The Department of Public Services is responsible for maintaining public buildings throughout the city. For the purposes of the CIP, building improvements are described within respective departments. The administrative departments identify the following improvements to the City Hall: roof repairs, masonry tuck-pointing, repairing interior water damage, refinishing walls, and replacing carpet. The projects shall prioritize the building envelope first in order to protect the building interior and any future improvements.

Technology Improvements

Budget Year					
CIP Item	2023	2024	2025	2026	2027
City	77,500	28,000		209,500	26,000
BPU		70,300	220,000	222,500	39,000
Total (\$)	77,500	98,300	220,000	432,000	65,000

Board of Public Utilities



Since 1892, the Hillsdale Board of Public Utilities has been the municipally owned and operated provider of electric, water and wastewater services to the City of Hillsdale and the outlying areas. Presently, the Hillsdale BPU serves over 6,300 residents in central Hillsdale County with reliable electric power and nearly 4,000 homes and businesses receive quality water and wastewater services within the city limits. Its offices are located at 45 Monroe Street.

FYE 2023 Water Capital Projects

Production-\$45,000

- Well & HS pump Maintenance

Distribution -\$475,000

- System Improvements
- Mains, valves, hydrants, valves
- Morry water main
- Replacement water meters/nodes
- 5 yd dump truck
- Service truck ¾ ton

Purification-\$199,000

- Clean/line backwash ponds
- Automatic Transfer Switch WTP Generator
- Stantec Engineering for WTP Back Wash and Lift Station

Total Capital Project Costs - \$719,000

FYE 2024 Water Capital Projects

Production-\$47,500

- Well & HS pump Maintenance

Distribution -\$546,500

- System Improvements
- Mains, valves, hydrants, valves
- 20' Trailer
- Replacement water meters/nodes
- ½ ton dump truck
- Service truck ¾ ton

Purification-\$81,000

- New valve and check valve on HS pump
- New valve and drainage piping on filter

Total Capital Project Costs - \$675,000

FYE 2025 Water Capital Projects

Production-\$55,000

- Well & HS pump Maintenance

Distribution -\$813,000

- System Improvements
- Mains, valves, hydrants, valves
- Replacement water meters/nodes
- Westwood Bond payment
- Service truck

Purification-\$250,000

- New valve and check valve on HS pump
- New valve and drainage piping on filter
- New aerator at WTP

Total Capital Project Costs - \$1,113,000

FYE 2026 Water Capital Projects

Production-\$58,000

- Well & HS pump Maintenance

Distribution -\$833,000

- System Improvements
- Mains, valves, hydrants, valves
- Replacement water meters/nodes
- Westwood Bond payment

Purification-\$165,000

- New valve and check valve on HS pump
- Replace discharge line
- New aerator at WTP

Total Capital Project Costs - \$1,056,000

FYE 2027 Water Capital Projects

Production-\$62,000

- Well & HS pump Maintenance

Distribution -\$1,300,000

- System Improvements
- Mains, valves, hydrants, valves
- Replacement water meters/nodes
- Westwood Bond payment
- Replace Vactor
- Replace well watch valves (5)

City of Hillsdale Capital Improvement Plan

Purification-\$324,000

- New valve and check valve on HS pump
- Detention tank concrete repair
- Scada upgrade

Total Capital Project Costs - \$1,686,000

FYE 2023 Proposed Electric Capital Projects

Pole Condition Survey / Testing and Replacement - \$70,000

- Replacement of poles that are found to be in poor condition.

Distribution Automation and Monitoring - \$50,000

- These dollars work to improve the distribution systems technical components.
- The AMI(automated metering infrastructure), OMS(outage management system), fiber loop and SCADA(supervisory control and data acquisition) systems provide a multitude of readings and data points that are used for many daily tasks.
- The more integration of these systems and shared data between programs, the more efficient and accurate the electrical system can become.

Industrial Substation Construction - \$1,500,000

- This project will install the needed equipment for the Industrial Substation Upgrade which will provide 4 new feeders from the Industrial Substation to join up with feeders from the power plant for redundancy.

Power Plant Engine Hydronic System Replacement - \$30,000

- The hydronic system at the power plant that keeps the engines warm and ready to run is at the end of its useful life.

Distribution expansion and upgrade - \$50,000

- This category is the result of combining three past categories into a single fund.
- Underground Lines, Line Extensions, and Replacement of Trans-closures were all ongoing projects that we used to capitalize smaller projects. Upgrading or expanding the distribution system will encompass any new underground or replacement of existing overhead with underground along with any new extension of our lines to serve new customers. As we continue to replace the trans-closures they will be funded here as well.

Total Capital Project Costs - \$1,700,000

FYE 2024 Proposed Electric Capital Projects

Distribution Automation and Monitoring - \$50,000

- These dollars work to improve the distribution systems technical components.
- The AMI(automated metering infrastructure), OMS(outage management system), fiber loop and SCADA(supervisory control and data acquisition) systems provide a multitude of readings and data points that are used for many daily tasks.

City of Hillsdale Capital Improvement Plan

- The more integration of these systems and shared data between programs, the more efficient and accurate the electrical system can become.

Voltage Upgrade -\$725,000

- The Hillsdale BPU voltage upgrade plan is in motion and will continue through at least 2026. We have engineering underway and plan to spend considerable time on this section of the plan with our crews and personnel.

Distribution expansion and upgrade -\$50,000

- This category is the result of combining three past categories into a single fund.
- Underground Lines, Line Extensions, and Replacement of Trans-closures were all ongoing projects that we used to capitalize smaller projects. Upgrading or expanding the distribution system will encompass any new underground or replacement of existing overhead with underground along with any new extension of our lines to serve new customers. As we continue to replace the trans-closures they will be funded here as well.

Electric Meter Updates-\$100,000

- Commercial and Industrial electric meters will need to be updated.

Total Capital Project Costs-\$925,000

FYE 2025 Proposed Electric Capital Projects

Distribution Automation and Monitoring-\$50,000

- These dollars work to improve the distribution systems technical components.
- The AMI (automated metering infrastructure), OMS (outage management system), fiber loop and SCADA (supervisory control and data acquisition) systems provide a multitude of readings and data points that are used for many daily tasks.
- The more integration of these systems and shared data between programs, the more efficient and accurate the electrical system can become.

Voltage Upgrade-\$700,000

- The Hillsdale BPU voltage upgrade plan is in motion and will continue through at least 2026. We have engineering underway and plan to spend considerable time on this section of the plan with our crews and personnel.
- This funding includes \$525,000 from the Electric system voltage upgrade plan.

Replacement of truck 39-02-\$200,000

- Replacement of truck 39-02 a 2012 Ram 4x4 40ft bucket truck. This truck was rebuilt in 2012 and placed on this chassis. The boom will definitely be at its end of life point and the truck will be due for replacement in our rotation.

Distribution expansion and upgrade-\$50,000

- This category is the result of combining three past categories into a single fund.
- Underground Lines, Line Extensions, and Replacement of Trans-closures were all ongoing projects that we used to capitalize smaller projects. Upgrading or expanding the distribution system will encompass any new underground or replacement of existing overhead with

City of Hillsdale Capital Improvement Plan

underground along with any new extension of our lines to serve new customers. As we continue to replace the trans-closures they will be funded here as well.

Power Plant Breaker/Relay Upgrade-\$350,000

- The upgrade of breakers and relay equipment at the power plant is recommended. Replacement and retrofitting these items as funds are available we feel is a key component to the continued effectiveness of our protection scheme.
- This upgrade will involve engineering and field services as well as new mechanical equipment.

Total Capital Project Costs-\$1,350,000

FYE 2027 Proposed Electric Capital Projects

Voltage Upgrade -\$500,000

- The Hillsdale BPU voltage upgrade plan is in motion and will continue through at least 2026. We have engineering underway and plan to spend considerable time on this section of the plan with our crews and personnel.
- This funding includes \$200,000 from the Electric system voltage upgrade plan.

Distribution expansion and upgrade-\$100,000

- This category is the result of combining three past categories into a single fund.
- Underground Lines, Line Extensions, and Replacement of Trans-closures were all ongoing projects that we used to capitalize smaller projects. Upgrading or expanding the distribution system will encompass any new underground or replacement of existing overhead with underground along with any new extension of our lines to serve new customers. As we continue to replace the trans-closures they will be funded here as well.

Substation and Recloser Upgrades-\$60,000

- Replacing aging reclosers and regulators as well as keeping their controls updated has been a major task.
- As we progress with system improvements we want to keep our substations up-to-date and controls working correctly

Power Plant Breaker/Relay Upgrade-\$750,000

- The upgrade of breakers and relay equipment at the power plant is recommended. Replacement and retrofitting these items as funds are available we feel is a key component to the continued effectiveness of our protection scheme.
- This upgrade will involve engineering and field services as well as new mechanical equipment.

Total Capital Project Costs-\$1,410,000

Department of Public Services



The Department of Public Services (DPS) is responsible for maintaining streets, city buildings, sidewalks, public rights-of-way, city trees (urban forest), city vehicles, storm water collection, cemeteries, parks and trail connections, and brush and leaf pick-up. The parks and recreation and urban forestry departments are integrated into DPS. The Department is responsible for maintaining public buildings throughout the city. For the purposes of the CIP, building improvements are described within respective departments.

The department office, garage, and yard are located at 149 Waterworks Avenue, northwest of Baw Beese Lake. The Main DPS Building was constructed in 1960, the Garage Building was built in 1945, and the Salt Storage Building was built in 1998.

- **Streets** – The City of Hillsdale has one state trunk line, M-99, which is the primary north-south entrance into Hillsdale. Major streets include Carleton, Bacon, Hillsdale, Mechanic, Howell, State, Spring, Fayette, Wolcott, and Reading. The City also has a system of local streets that follows a general grid pattern. The City has received grant funds in recent years for street projects including the MDOT Small Urban Grant, Rural Block grants from the USDA and assorted grants through the MDOT Economic Development Office and many of these grants require some monetary match. Available grants are generally only applicable to streets that are designated as “Federal Aid Eligible” and “City Major” streets. Grants are not available for the local street system, with exception of one through the MDOT Economic Development Office. Since its inception in 2018, the city has received funding through this grant once and continues to apply for the grant annually. In 2021, the city voters passed a 3.5 mil street millage and implements special assessment districts to increase funding for street projects. The DPS and City Engineer are developing a new Asset Management Plan to replace the **June 2013 City of Hillsdale Streets and Storm Sewer Capital Improvement Plan** as a guide to street repair. Public Services has planned for annual maintenance and reconstruction of streets including but not limited to crack fill, patching and chip sealing. Annual reconstruction/rehabilitation of street utilizing the available funding from the millage. Sidewalks are typically rehabilitated/replaced in conjunction with road improvements.
- **Motor Equipment** – The Public Services 10-Year Equipment Replacement Schedule has identified motor equipment for replacement for each fiscal year.
- **Building (Public Services)** – Public Services has identified the need for a new 2000 s.f. building to house offices and employee break and locker facilities. The existing office building would be converted into a garage and service facility for equipment. The current garage and service building would be demolished.
- **Buildings (Other)** - Public Services is planning continued maintenance for the Mitchell Building. Other building improvements for the Mitchell also include returning the façade to its original historic appearance.

City of Hillsdale Capital Improvement Plan

- **Cemeteries** – Hillsdale has two (2) cemeteries: Oak Grove on Montgomery Street and Lake View Cemetery on Barnard Street. Public Services will continue annual chip-seal roadway improvements for both cemeteries. Phase I of Lakeview Cemetery expansion is nearing completion in Fall 2022. Phase II restoration efforts will continue in Spring 2023.
- **Parks and Recreation** - Hillsdale has nine (9) city parks. They provide 375.13 acres of recreation and open space. The parks include Wildlife Sanctuary, Cold Springs, Kekoose, Fields of Dreams, Lo Presto Field, Stock’s Park, Waterworks, Owens, and Sandy Beach. Also, there is the Baw Beese Trail, Meyer Parkway, Jim Inman Park, and Slayton Arboretum. There is also a nine-hole disc golf course open for public use at Owens Memorial.
- HILL-JO TRAIL - The Michigan Department of Transportation (MDOT) maintains the “Hill-Jo” Trail, which connects the Village of Jonesville to the City of Hillsdale along the M-99 corridor, including a roadside park in Jonesville.
- BAW BEESE TRAIL - The Baw Beese Trail connects Downtown Hillsdale with City parks along Baw Beese Lake. Those trails are part of the greater North County Scenic Trail – a multi-state facility that traverses New York, Pennsylvania, Ohio, Michigan, Wisconsin, Minnesota, and North Dakota. The trails should be better signed and advertised to make it accessible to outsiders. Wayfinding Signs should clearly mark the Trail head and access points along with delineating a clear route to the downtown and other shopping and eating areas in the City. Wayfinding signage design and installation should be included as a future capital project.
- MRS. STOCKS’S PARK - In 2003, the Hillsdale City Council unanimously approved the formation of a committee to look at restoring Mrs. Stock’s Park. The committee has yielded the following ideas for the restoration project’s overall objectives: creating a cultural center for the community; restoring the unique and attractive garden setting; recreating bridges, ponds and other structures.
- FIELD OF DREAMS - The last of six (6) dugouts were installed in the summer of 2014. Other improvements have included resurfacing of three baseball diamonds, purchase of new bleachers and refurbishment of existing structures, pouring of cement slabs under bleachers and a community paint mural provided for by the Ladies Beautification League and other concession stand improvements. Custom seating fabricated by a local tradesman, cement walkway, two shade trees, lighted flagpole, epoxy coating on the plumbed restroom floors were complete in 2015. Projects were funded by memorials left by two local families, concessions revenues and tournament revenues and a grant from the Hillsdale County Community Foundation. Improvements are always under consideration for the Field of Dreams.
- NEW PARK FACILITIES – Per Master Plan recommendations, the City should take advantage of its location on the headwaters of the St. Joseph River. As property becomes available, the City should attempt to gain possession to incorporate into its park system and/or encourage private development of river front property into recreational uses such as canoe/kayak liveries or fishing docks.

City of Hillsdale Capital Improvement Plan

- ADA-COMPLIANT PLAYGROUND STRUCTURES – Public Services will begin planning that will supply ADA-Compliant playground equipment in all City parks that currently have such structures. Improved Fall Zones around new and existing structures to meet current requirements.
- MILL POND DAM STAGED REMOVAL – Public Services will continue to work closely with MDEQ and MDNR to safely remove the existing mill pond dam and drain the pond in way that will have as little impact on the environment as possible.
- **Urban Forest** - The City of Hillsdale has been a Tree City USA community since 1977. The City maintains nearly 5,000 trees along its streets and within its parks. In 2010, the City of Hillsdale adopted the Public Tree Planting Program that allows interested individuals and/or businesses to purchase trees for the city to be planted in the city right-of-ways or city parks. The City’s Forestry department is committed to planting a minimum of twenty (20) to thirty (30) trees annually, based on available funding. Street trees are funded through the City’s general fund and Act 51 Street Revenue.

Public Services Improvements

	Budget Year				
	2023	2024	2025	2026	2027
Streets	600,000	600,000	600,000	600,000	600,000
Sidewalks	50,000	50,000	50,000	50,000	50,000
Revolving Motor Equipment Fund	220,000	220,000			
Building (Public Services)	500,000				
Cemeteries	15,000	15,000			
Total (\$)	1,385,000	885,000	650,000	650,000	650,000

Summary of Improvements

- Annual Pavement Improvement and Reconstruction Program (2023-27)
- Revolving motor equipment fund for new and replacement equipment (2019-25)
- Playground Structure improvements (2023-27)
- Annual Sidewalk Replacement (2023-27)
- Building and site improvements for DPS facility (2023-27)

Dial-a-ride



Hillsdale Area Dial-A-Ride, operated by the City of Hillsdale, is the only public bus service in the City. It has been in operation since 1975. The administrative offices and garage are located at the west end of the Manufacturing and Technology Park at 981 Development Drive.

There are four (4) lift equipped buses. Ridership in the 2014 fiscal year was 31,355, with winter months showing the highest use. School age children make up 45% of the riders; 35% are senior citizens and 20% are residents with disabilities. This service runs within the Hillsdale City limits and is a demand response system with curb to curb service, 7:15 - 4:15 Monday through Friday. Dial-a-Ride provides valuable service for the City of Hillsdale residents.

- **Equipment** – Dial-A-Ride has identified a future need for base unit radio equipment, antenna, and dispatch software. These systems were purchased new in 2012. Funding for radio equipment upgrades may be available through grant programs.
- **Motor Equipment** – Dial-A-Ride maintains three (3) active buses and one back up bus. Buses are funded through State and Federal grants and replaced on a 7-10 year cycle based on request and availability. In 2015, the program received a new bus. This bus will be eligible for replacement in 2023.

Dial A Ride Improvements

	Budget Year				
	2023	2024	2025	2026	2027
Bus Replacement		183,000	183,000		183,000
Generator				15,000	50,000
Total (\$)		183,000	183,000	15,000	183,000

Fire Department



The Hillsdale City Fire Department (HCFD) is located at 77 E. Carleton Road less than one block from City Hall. Built in 1966, the fire station is a one story building with office space, living quarters, kitchen, and a dormitory for fire personnel. In addition, the station has five truck bays, two of which can be accessed from the rear of the facility.

The Fire Department is staffed 24 hours a day, 365 days a year. The HCFD is a combination department consisting of a shared Chief with the Police Department, four (4) full time fire officers that includes a Deputy Fire Chief, a Lieutenant, and two Engineers. The full time staff is complemented by four (4) part time fire officers and nine (9) part paid firefighters. The HCFD responds to over a thousand (1,000) calls per year for fire related, rescue, and emergency medical calls for service.

The HCFD maintains four (4) trucks with firefighting capabilities. A 2017 Rosenbauer engine/pumper with a 1,000 gallon water tank and a 1,500 gallon per minute pumping capacity. A 2000 Pierce engine/pumper with a 750 gallon water tank and a 2,000 gallon per minute pumping capacity. A 2003 E-One Aerial with a 100 foot ladder, a 500 gallon water tank and 2,000 gallon per minute pumping capacity. A 2016 Ford 350 pickup with a 250 gallon water tank and a 150 gallon per minute pumping capacity utilized for brush and grass fires.

- **Equipment** - The Fire Department is requesting the replacement of turnout gear as it expires. NFPA 1851 specifies the fire helmets, hoods, boots, coats, pants, and gloves must be retired 10 years after date of manufacture. The HCFD will need to replace four (4) sets in the 2022-23 budget, four (4) sets in 2023-24, and four (sets) in 2024-25. Approximate cost is \$2,565 per set.
- **Motor Equipment** - The 2000 Pierce engine/pumper should be replaced in the 2024-25 budget to avoid catastrophic failure of equipment older than 25 years. The cost will be approximately \$600,000. If approved for a mini pumper, cost will be 3000,000 and purchased in the 2023-24 budget year.
- **Building** - Renovations that include overhead door heights moved to fourteen (14) feet with new doors, cement threshold improvements, new garage skylights, new garage LED lighting, replace three (3) steel entry doors, flat roof over office area removed and addition of second floor for training room and storage, ADA compliant restroom, appropriate HVAC system and automatic generator. The cost will be approximately \$500,000 and will be completed in phases over three budget years beginning in the 2024-2025 budget year.

City of Hillsdale Capital Improvement Plan

Fire Department Improvements

Budget Year	2023	2024	2025	2026	2027
Equipment	10,260	10,260	10,260		
Motor Equipment	-	300,000	-	-	
Building		-	166,666	166,666	166,666
Total (\$)	10,260	310,260	176,926	166,666	166,666

Summary of Improvements

- Replace turnout gear, 4 sets a year beginning 2022-23
- Replace engine/pumper 2023-24
- Building renovations, begin 2024 through 2027

Hillsdale Municipal Airport



The Hillsdale Municipal Airport is a State of Michigan licensed "Public Use-General Utility Airport". The runway was recently reconstructed and expanded to 5000 feet by 100 feet. The crowned and grooved construction offers superior drainage for excellent braking/steering characteristics and the weight bearing capacity rating has been increased up to the "Gulfstream" category of business aircraft. Future development includes a new terminal building/parking area, hangars, fuel farm and full length taxiway.

Over the past 10 years, we have been improving our Airport project-by-project. We are at an important stage in the development of our Airport, as the remaining few projects on our CIP are all related to each other. The New Terminal (to be located adjacent to the new apron), final phase of the parallel taxiway, and relocated T-hangars are the final piece of the puzzle for our development program. The full parallel taxiway cannot be constructed until the new terminal is constructed and existing T-hangars are demolished. We feel that this final development package is an excellent candidate for supplemental funding. We are working closely with FAA and MDOT for grant opportunities.

Airport Improvements

Budget Year	2023	2024	2025	2026	2027
Terminal Facility	2,815,500				
SRE Design	20,000				
SRE Procure		400,000			
Taxi Lane & T Hanger Complex Design		110,000			
Taxi Lane & T Hanger Complex Construction			1,500,000		
Demolish Exist. Terminal & Hanger Facilities				662,000	
Connect Taxiway C & Electrical Vault Design				200,000	
Connect Taxiway C & Electrical Vault Construction					2,184,000
Total (\$)	2,835,500	510,000	1,500,000	862,000	2,184,000

Library



Library services have been offered for nearly 125 years in the City of Hillsdale. The Mitchell Public Library served Hillsdale for 95 years until the construction of the Hillsdale Community Library in 2003, a two million dollar state-of-the-art library building located at 11 E. Bacon Street. The new library also includes dedicated space for children's programming, a young adults' area and expanded technology. The new facility also includes a spacious community meeting room that not only

provides programming space for the library, but also for local civic and other organizations, to use for presentations and meetings. The library is currently paying on a loan for the construction of the new facility.

Library Improvements

Budget Year	2023	2024	2025	2026	2027	TOTAL (\$)
Replace Fire System	\$4,400	\$4,400	\$4,400	\$4,400	\$4,400	\$22,000
Replace Mtg. Rm. Carpets	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$5,500
Toilet Rm. Repairs	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$7,000
Children's Section Remodel	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	\$24,000
Teen Zone	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$6,000
Young Adult Study Nook	\$5,400	\$5,400	\$5,400	\$5,400	\$5,400	\$27,000
Total (\$)	\$18,300	\$18,300	\$18,300	\$18,300	\$18,300	\$91,500

Police Department



The Police Department is currently housed within City Hall which is located on a triangle parcel formed by E. Carleton, N. Broad, and N. Hillsdale Streets. City Hall is isolated on an “island” surrounded on all sides by converging streets, making parking and accessibility a challenge. Currently this building provides insufficient space for evidence storage (mandated) an isolated interview room, and equipment storage. A new building or renovations to City Hall is required to meet these needs.

The Police Department provides 24 hour service which includes primary road patrol, criminal investigations, civil dispute mediation, crowd control, and event security. Phone calls are answered by the Police Department and Hillsdale County Central Dispatch. Hillsdale County provides an emergency 911 phone system.

The Police Department consists of fourteen (14) full time state certified Police Officers, one (1) part time state certified Police Officers, two (2) full time non certified administrative personnel, and six (6) non certified volunteer Reserve Officers. The full time staff consists of a Chief of Police, a Lieutenant, three (3) Sergeants, one (1) Detective, eight (8) Patrol Officers, one (1) Administrative Professional, and one (1) Records Manager.

The Department maintains six (6) vehicles; five (5) are fully marked for use by Patrol, Sergeants, Lieutenant, and the Chief. One (1) is unmarked and is utilized by the Detective.

The Hillsdale County Sheriff’s Department operates the county jail with a capacity of 67 inmates. This is located within the City of Hillsdale. The Hillsdale County Courts are also located within the City of Hillsdale.

- **Equipment** – The Police Department requires Officers to purchase their own firearms for duty which includes a handgun and a patrol rifle. The Department currently owns two (2) handguns and three (3) patrol rifles for Officers to use until they purchase their own or to replace when firearms require repairs and service. The Department plans on purchasing fifteen (15) handguns with night sights for issuance to full time and part time Police Officers. Project is for the 2023-24 budget for \$6,135. The Police Department is required to replace their Conducted Electrical Weapons every five years. In June of 2018 Axon issued a bulletin stating that since their Conducted Electrical Weapons are composed of hundreds of individual electronic components and several printed circuit boards “Axon will not service or repair weapons older than five years and does not provide its product liability insurance certificate to agencies fielding weapons of this age.” This replacement is for the 2024-25 budget at an approximate cost of \$8,000 for six (6) Axon Tasers.
- **Motor Equipment** - Marked Police vehicles are on a four (4) year rotation with unmarked vehicles being replaced at approximately ten (10) years or as needed. The Police Department has planned for the replacement of one (1) marked vehicle per year beginning in the 2023-24 budget year for \$45,000 per year.

City of Hillsdale Capital Improvement Plan

Police Department Improvements

	Budget Year				
	2023	2024	2025	2026	2027
Equipment	6,135	8,000	-		-
Police Vehicle	45,000	45,000	45,000	45,000	45,000
Total (\$)	51,135	53,000	45,000	45,000	45,000

Tax Increment Authority (TIFA)

The City of Hillsdale Tax Increment Finance Authority (TIFA) was established in 1986 under the Tax Increment Finance Authority act, Act 450 of 1980, to “prevent urban deterioration and encourage economic development and activity and to encourage neighborhood revitalization and historic preservation.” The purpose of the TIFA is to promote economic development through programs and public improvement projects that create opportunity, provide entrepreneurial support, and preserve property values while maintaining the historic nature of Downtown Hillsdale.

The TIFA derives its funds from a geographically defined district. The assessed value of properties located in the district at the time it was created established the baseline value. Any incremental increase in property taxes above this baseline are captured by TIFA to be reinvested into the district. Incremental taxes captured by TIFA may *only* be spent within that district.

As an organization, TIFA functions as an independent authority under a Board of Directors with its own budget and Rules of Procedure. (Please see attached.) The TIFA Board is made up of a group of local volunteers as defined by the Act. TIFA meets bi-monthly and is subject to the Open Meetings Act so notice of the meetings are posted, minutes are published and there is public attendance and public comment.

The TIFA must periodically amend its Development Plan which dictates the projects and goals that the TIFA wishes to pursue in the coming years. Since the boundaries of the TIFA district coincide almost perfectly with Hillsdale’s National Register of Historic Places commercial district, the preservation of historic buildings is a priority. Over the years, TIFA funds have typically been spent on infrastructure improvements and a successful Façade Grant program which has provided funds to restore and maintain the facades of Hillsdale’s historic commercial buildings. The 2015 TIFA Development Plan set as a priority the redevelopment and reuse of vacant and underutilized downtown buildings. TIFA funds will continue to be invested in the preservation of Hillsdale’s historic buildings and in programs that promote economic activity and increase property values in downtown Hillsdale.

TIFA Improvements

	Budget Year				
	2023	2024	2025	2026	2027
Debt Repayment	80,000	80,000	80,000	80,000	40,000
Total (\$)	80,000	80,000	80,000	80,000	40,000

Coordination with Other Capital Improvements

The City of Hillsdale is not the sole owner and operator of capital assets and community amenities in the City and surrounding area. Project coordination and cost-sharing with other local entities will help ensure greater efficiency and maintain the level of service within the community. Other local entities include:

- Hillsdale Hospital
- Hillsdale College
- Hillsdale Housing Commission

HILLSDALE HOSPITAL

Hillsdale Hospital continually strives to provide quality services in order to meet the needs of Hillsdale County in a challenging medical era of increased state and federal regulations and high customer expectations. Hillsdale Hospital is a nationally recognized high reliability organization recently awarded four star ratings, an A safety grade by Leapfrog, and sixth consecutive year for best Nursing Home in America by US News & World Report. Through the years, Hillsdale County has grown in population and healthcare has advanced. Hillsdale Hospital has continued to expand their physical plant, services, and expertise to meet the needs of the community. With a philosophy to continually strive for excellence, Hillsdale Hospital has grown into a facility that serves Hillsdale County residents and attracts patients from many surrounding areas.

Hillsdale Hospital manages the health needs of their local community through compassionate and highly skilled care in a clean, safe, and healing environment.

Workforce Development Remains Top Priority:

Since 2001, Hillsdale Hospital has awarded academic assistance to students in tuition assistance for community and staff members. Their commitment to higher education and support of our community through tuition assistance assists us in fulfilling our mission to provide quality, compassionate healthcare throughout the communities we serve.

Hillsdale Hospital continues to build strategic partnerships with their communities to ensure that quality, affordable, and compassionate health services are available. Visit their many services at: <http://www.hillsdalehospital.com>

HILLSDALE COLLEGE

Founded in 1844, Hillsdale College is an independent, coeducational, residential, liberal arts college with a student body of about 1,468. The nearly 400-acre Hillsdale campus includes both modern and historic buildings. Facilities include comfortable residence halls, subject-specific computer labs, a state-of-the-art health education and sports complex, Michael Alex Mossey Library with its Leighton-Taylor Wing, a Fine Arts building, the Herbert Henry Dow Science Building, Howard Music Hall, Plaster Auditorium, Christ Chapel, and two classroom buildings—Kendall Hall and Lane Hall. Adjacent to the campus is the model primary and secondary school, Hillsdale Academy. The John A. Halter Shooting Sports Education Center is located six miles from main campus, is open to the public and is the Eastern Regional Training and Competition Center for USA Shooting.

Opportunities for Coordination

- Street light upgrades
- Right-of-way improvements

City of Hillsdale Capital Improvement Plan

- College expansion and student housing development
- Alley improvements

Website: www.hillsdale.edu/about/facilities

HILLSDALE HOUSING COMMISSION

The Housing Commission of Hillsdale is available to assist low-income families with safe, decent, and affordable housing opportunities. The Housing Commission is committed to operating in an efficient, ethical, and professional manner. Hillsdale Housing Commission operates 60 affordable units across its public housing portfolio. Hilltop Apartments located at 45 N. West Street.

Opportunities for Coordination

- Sidewalk projects
- Lighting projects

Website: www.hillsdalehousing.org

RESOLUTION # _____

A RESOLUTION TO AMEND THE CITY OF HILLSDALE CAPITAL IMPROVEMENT PLAN

THE CITY OF HILLSDALE ORDAINS THAT:

WHEREAS, Michigan Public Act 33 of 2008, as amended, provides for a Municipal Planning Commission to prepare and adopt a Capital Improvement Plan for the physical development of the City; and,

WHEREAS, the City of Hillsdale Planning Commission has prepared a physical development plan for the City of Hillsdale in compliance with said P.A. 33 of 2008; including relevant charts, maps, and text; and,

WHEREAS, the City of Hillsdale Planning Commission has provided opportunity for public input into the Capital Improvement Planning Process; and,

WHEREAS, the City of Hillsdale Planning Commission held a Public Hearing on the draft Capital Improvement Plan on FEBRUARY 15, 2023 in accordance with the notice requirements of said P.A. 33 of 2008 and other applicable State statutes; and,

WHEREAS, at the above referenced public hearing, the citizens of the City of Hillsdale were afforded the opportunity to provide oral and written comments on the draft plan, which comments have been carefully considered by the Planning Commission; and,

WHEREAS, the City of Hillsdale Planning Commission is now satisfied that the Capital Improvement Plan is ready for adoption:

NOW, THEREFORE, BE IT RESOLVED, that the City of Hillsdale Planning Commission does hereby recommend for adoption to the Council of the City of Hillsdale the City of Hillsdale Capital Improvement FY 2023-2027, said plan to be dated as adopted this day of MARCH 6, 2023; and,

BE IT FURTHER RESOLVED, that the Council of the City of Hillsdale does hereby direct the Mayor and City Clerk to sign this Resolution signifying adoption of the City of Hillsdale Capital Improvement Plan FY 2023-2027, to file attested copies of the Plan with the Hillsdale City Clerk and the Hillsdale County Planning Commission.

Passed at a regular meeting of the Council of the City of Hillsdale held on the MARCH 6, 2023

CITY OF HILLSDALE

By _____
Adam Stockford – Mayor

By: _____
Katy Price – City Clerk

Date Proposed: 1/18/2023
Date Published as Proposed: 2/1/2023
Date Passed: 3/6/2023
Date Published as Passed: _____
Effective Date: _____

RECEIVED

FEB 27, 2023



CITY OF HILLSDALE

CITY OF HILLSDALE CITY CLERK'S OFFICE

97 NORTH BROAD STREET HILLSDALE, MICHIGAN 49242-1695 (517) 437-6442 FAX: (517) 437-6448 cityofhillsdale.org

Board: AIRPORT ADVISORY COMMITTEE

Name: Matthew Cheely

Address: [Redacted] Hillsdale 49242
Street City Zip

Phone: Home [Redacted] Work

E-Mail [Redacted]

Are you a resident of City of Hillsdale? Yes No [X]

Occupation: (if retired, former occupation) Entrepreneur / Small Business Owner

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

Brief Educational Background: Bachelors Degree in Product Design from Eastern Michigan University

What charitable or community activities have you actively participated in? Please describe any leadership role(s) you have (had) in the organization(s) if any: Boy Scouts

What other volunteer boards/committees have you served? None

Describe any previous activities related to government: None

Please explain why you would be interested in serving on the committee:

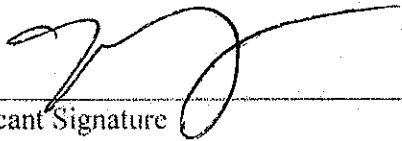
I am a pilot currently hangared + based at the airport. Want to help the airport grow + attract more aviation activity at the airport.

Please explain your understanding of the City of Hillsdale:

It's a city in Hillsdale County Michigan. The airport is run by the city.

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

Applicant Signature



2-27-23

Date



CITY OF HILLSDALE

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? Planning Commission _____

Name: Roma Tarquenia Rogers _____

Address: ~~XXXXXXXXXXXX~~ Hillsdale, MI 49242
~~XXXXXXXXXXXX~~ Street City Zip

Phone: Home ~~XXXXXXXXXXXX~~ Work ~~XXXXXXXXXXXX~~

E-Mail ~~XXXXXXXXXXXX~~ _____

Residency is required for most Boards & Commissions.
Are you a resident of City of Hillsdale? Yes No If so, for how long? 9 years

Occupation: (if retired, former occupation) Hillsdale College Career Services Program Manager & Internship Coordinator _____

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 _____

Brief Educational Background:
Associates of Science General Sciences, Bachelors of Arts Sociology and Education,
Masters of Science Human Resources and Management

What charitable or community activities have you actively participated in? Please describe any leadership role(s) you have (had) in the organization(s):
Charter School Board- VP and President
Homeowners Association Board Member Architecture Committee
Biblical advisor and mentor for College and Career aged females

Describe any previous activities related to government:

Women's Republican group, responsible election US voter, State Policy Network, Educational state policy

Please explain why you would be interested in serving on the council or committee:

I enjoy giving back to the community and taking part in maintaining the value and history of the community.

Please explain your understanding of the City of Hillsdale:

Hillsdale as a city was charter in 1869 with a strong industrial and agricultural beginnings. Once had a Freewill Baptist Influence. "It's the people" Hillsdale is popular for Baw Beese lake and Birdwatching

Additional comments:

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

Applicant Signature

Date

2/22/23

Describe any previous activities related to government: N/A

Please explain why you would be interested in serving on the council or committee:
I am a Hillsdale native and want to give
Back.

Please explain your understanding of the City of Hillsdale:
We have a Mayor, & City Council that manage
the city

Additional comments: _____

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

DJZ
Applicant Signature

12-20-22
Date