



City Council Agenda

October 7, 2024
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 September 12, 2024: \$1,063,781.93
 - 2. Payroll of September 6, 2024: \$200,256.25
September 12, 2024: \$205,357.03
 - B. City Council Minutes of September 16, 2024
 - C. Finance Minutes of September 16, 2024
 - D. 2024 Winter Tax Special Assessment Roll
 - E. TCO 2024-56 Street Closure- Hillsdale College Homecoming
 - F. Best Source Justification- Game Time Equipment Purchase
- VI. Communications/Petitions**
 - A. 17th Annual Walk of Remembrance Event
 - B. BPU Hydrant Flushing
 - C. Appliance Recycling Rewards Event
 - D. Hillsdale County Materials Management Plan Intent Notice
 - E. Hillsdale County Commissioner Update – Doug Ingles
- VII. Introduction and Adoption of Ordinances/Public Hearing**
- VIII. Old Business**
 - A. IBEW Union Contract
 - B. 2025 Special Assessment Districts for Street Projects
- IX. New Business**
 - A. Airport Sale of Corporate Hangar #1
 - B. Michigan Employee’s Retirement System (MERS) Changes
 - C. Bid Award- City Hall Carpet Replacement
- X. Miscellaneous Reports**
 - A. Proclamation – Pregnancy & Infant Loss Awareness Day – October 15, 2024
 - B. Appointments - None
 - C. Other- None
- XI. General Public Comment**

XII. City Manager's Report

XIII. Council Comment

XIV. Adjournment

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--|----------------------------------|----------------------------|---|-----------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 000.000 | | | | | |
| 101-000.000-231.105 | DUE TO MMERS-RETIREMENT CONT. | MERS | RETIREMENT CONTRIBUTIONS - 300101 | 22,661.03 | 959 |
| 101-000.000-263.000 | SALES TAX - AUGUST 2024 | STATE OF MICHIGAN | SALES TAX - AUGUST 2024 | 1.13 | 654 |
| 101-000.000-692.000 | SALES TAX - AUGUST 2024 | STATE OF MICHIGAN | SALES TAX - AUGUST 2024 | (0.01) | 654 |
| Total For Dept 000.000 | | | | 22,662.15 | |
| Dept 101.000 CITY COUNCIL | | | | | |
| 101-101.000-726.000 | TIMER FOR CITY HALL | AMAZON CAPITAL SERVICES, I | RAIN JACKETS, BIBS AND GLOVES FOR DPS F | 14.99 | 109273 |
| Total For Dept 101.000 CITY COUNCIL | | | | 14.99 | |
| Dept 172.000 CITY MANAGER | | | | | |
| 101-172.000-716.000 | RETIREMENT | MERS | RETIREMENT CONTRIBUTIONS - 300101 | 1,986.46 | 959 |
| Total For Dept 172.000 CITY MANAGER | | | | 1,986.46 | |
| Dept 175.000 ADMINISTRATIVE SERVICES | | | | | |
| 101-175.000-802.000 | APC UPS BATTERY BACKUP (CH BASEM | AMAZON CAPITAL SERVICES, I | APC UPS BATTERY BACKUP (CH BASEMENT) | 184.00 | 109273 |
| 101-175.000-802.000 | SMA MALE CRIMP CONNECTOR 10PC (C | AMAZON CAPITAL SERVICES, I | SMA MALE CRIMP CONNECTOR 10PC (CAD) | 8.89 | 109273 |
| 101-175.000-802.000 | SONIT NET ADMIN AUGUST 2024 | SONIT SYSTEMS, LLC | SONIT NET ADMIN AUGUST 2024 | 517.50 | 109330 |
| 101-175.000-806.000 | LEGAL SERVICES | LOVINGER & THOMPSON, PC | LEGAL FEES | 2,317.50 | 109308 |
| Total For Dept 175.000 ADMINISTRATIVE SERVICES | | | | 3,027.89 | |
| Dept 191.000 FINANCE DEPARTMENT | | | | | |
| 101-191.000-801.000 | AUDIT SERVICES FOR FYE 2024 | YEO & YEO PC | AUDIT SERVICES FOR FYE 2024 | 16,500.00 | 109349 |
| Total For Dept 191.000 FINANCE DEPARTMENT | | | | 16,500.00 | |
| Dept 215.000 CITY CLERK DEPARTMENT | | | | | |
| 101-215.000-716.000 | RETIREMENT | MERS | RETIREMENT CONTRIBUTIONS - 300101 | 1,309.33 | 959 |
| 101-215.000-726.000 | PENS, INK, BINDERS | CURRENT OFFICE SOLUTIONS | TRASH BAGS, BATHROOM SUPPLIES, PENS, BI | 39.06 | 109289 |
| 101-215.000-801.000 | PAPER SHREDDING SERVICE | ACCUSHRED, LLC | PAPER SHREDDING SERVICE | 70.95 | 109271 |
| 101-215.000-801.000 | COPIER LEASES - CITY | CURRENT OFFICE SOLUTIONS | COPIER LEASES - CITY | 343.48 | 109289 |
| 101-215.000-801.000 | ADDING MACHINE TAPE | CURRENT OFFICE SOLUTIONS | COPY PAPER, DELIVERY SURCHARGE - CITY F | 13.70 | 109289 |
| Total For Dept 215.000 CITY CLERK DEPARTMENT | | | | 1,776.52 | |
| Dept 253.000 CITY TREASURER | | | | | |
| 101-253.000-716.000 | RETIREMENT | MERS | RETIREMENT CONTRIBUTIONS - 300101 | 171.00 | 959 |
| Total For Dept 253.000 CITY TREASURER | | | | 171.00 | |
| Dept 257.000 ASSESSING DEPARTMENT | | | | | |
| 101-257.000-716.000 | RETIREMENT | MERS | RETIREMENT CONTRIBUTIONS - 300101 | 2,011.14 | 959 |
| 101-257.000-726.000 | SUPPLIES | CURRENT OFFICE SOLUTIONS | OFFICE SUPPLIES - CITY HALL 2ND FLOOR | 171.23 | 109289 |
| 101-257.000-801.000 | CONTRACTUAL SERVICES | APEX SOFTWARE | ASSESSING SKETCH PORTAL SITE FEE | 1,260.00 | 109274 |
| 101-257.000-801.000 | COPIER LEASES - CITY | CURRENT OFFICE SOLUTIONS | COPIER LEASES - CITY | 70.37 | 109289 |
| 101-257.000-850.000 | MONTHLY VERIZON BILL - SEP 24 | VERIZON WIRELESS | MONTHLY VERIZON BILL - SEP 24 | 40.00 | 109342 |
| Total For Dept 257.000 ASSESSING DEPARTMENT | | | | 3,552.74 | |
| Dept 262.000 ELECTIONS | | | | | |
| 101-262.000-801.000 | REIMBURSEMENT FOR AUG 6, 2024 EL | HILLSDALE CO CLERK | REIMBURSEMENT FOR AUG 6, 2024 PRIMARY F | 1,813.99 | 109298 |
| Total For Dept 262.000 ELECTIONS | | | | 1,813.99 | |
| Dept 265.000 BUILDING AND GROUNDS | | | | | |
| 101-265.000-726.000 | SUPPLIES | CURRENT OFFICE SOLUTIONS | TRASH BAGS, BATHROOM SUPPLIES, PENS, BI | 262.59 | 109289 |
| 101-265.000-726.000 | COPY PAPER, DELIVERY SURCHARGE | CURRENT OFFICE SOLUTIONS | COPY PAPER, DELIVERY SURCHARGE - CITY F | 242.00 | 109289 |
| 101-265.000-726.000 | GRAY CONCRETE SEALANT FOR MRC | GELZER HJ & SON INC | GRAY CONCRETE SEALANT FOR MRC | 15.87 | 109294 |
| 101-265.000-726.000 | GRAY CONCRETE SEALANT RETURN AND | GELZER HJ & SON INC | GRAY CONCRETE SEALANT RETURN AND CONCRE | 24.12 | 109294 |
| 101-265.000-726.000 | WATER - CITY HALL | HEFFERNAN SOFT WATER SERV | WATER DELIVERY SERVICE | 11.20 | 109297 |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 09/12/2024 - 09/12/2024
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|----------------------------------|----------------------------|---|-----------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 265.000 BUILDING AND GROUNDS | | | | | |
| 101-265.000-726.000 | WATER - CITY HALL | HEFFERNAN SOFT WATER SERV | WATER DELIVERY SERVICE | 15.00 | 109297 |
| 101-265.000-726.000 | WATER - CITY HALL | HEFFERNAN SOFT WATER SERV | WATER DELIVERY SERVICE | 15.00 | 109297 |
| 101-265.000-801.000 | BUILDINGS AND GROUNDS | BILL'S LAWN CARE, LLC | CITY WIDE MOWING CONTRACT 2024-2025 | 488.00 | 109279 |
| 101-265.000-801.000 | MATS FOR CITY HALL | CINTAS CORPORATION | MATS FOR CITY HALL | 15.74 | 109283 |
| 101-265.000-801.000 | CITY HALL CLEANING - AUGUST 2024 | EAST 2 WEST ENTERPRISES, I | CITY HALL CLEANING - AUGUST 2024 | 675.00 | 109291 |
| 101-265.000-850.000 | TELEPHONE - CITY HALL | ACD.NET | TELEPHONE - CITY HALL | 193.88 | 109272 |
| Total For Dept 265.000 BUILDING AND GROUNDS | | | | 1,958.40 | |
| Dept 301.000 POLICE DEPARTMENT | | | | | |
| 101-301.000-716.000 | RETIREMENT | MERS | RETIREMENT CONTRIBUTIONS - 300101 | 27,516.26 | 959 |
| 101-301.000-726.000 | TAPE ROLLS | CURRENT OFFICE SOLUTIONS | TAPE ROLLS | 20.09 | 109289 |
| 101-301.000-726.000 | DUSTER | WALMART COMMUNITY | VACUUM, DUSTER | 20.80 | 109343 |
| 101-301.000-742.000 | REIMBURSEMENT FOR EQUIPMENT ALLO | MARTIN BRAD | REIMBURSEMENT FOR EQUIPMENT ALLOWANCE F | 137.80 | 109310 |
| 101-301.000-801.000 | COPIER LEASES - CITY | CURRENT OFFICE SOLUTIONS | COPIER LEASES - CITY | 25.30 | 109289 |
| 101-301.000-801.000 | TOKEN FEE 07/01/24-09/30/24 | MICH STATE POLICE | TOKEN FEE 07/01/24-09/30/24 | 99.00 | 109313 |
| 101-301.000-801.000 | TRU LOOKUP PERSON SEARCH FOR 08/ | TRANSUNION RISK AND ALTERN | TRU LOOKUP PERSON SEARCH FOR 08/01/24-C | 75.00 | 109335 |
| 101-301.000-930.000 | OIL CHANGE AND TIRE ROTATION FOR | PARNEY'S CAR CARE, LLC | OIL CHANGE AND TIRE ROTATION FOR UNIT 2 | 61.00 | 109318 |
| Total For Dept 301.000 POLICE DEPARTMENT | | | | 27,955.25 | |
| Dept 336.000 FIRE DEPARTMENT | | | | | |
| 101-336.000-716.000 | RETIREMENT | MERS | RETIREMENT CONTRIBUTIONS - 300101 | 7,694.27 | 959 |
| 101-336.000-726.000 | VACUUM | WALMART COMMUNITY | VACUUM, DUSTER | 179.00 | 109343 |
| 101-336.000-801.000 | CAD IMPORT, DATA REPORTING, UPDA | ESO SOLUTIONS | CAD IMPORT, DATA REPORTING, UPDATES, AN | 1,467.24 | 109292 |
| 101-336.000-930.000 | ENGINE 332 CHECK ENGINE LIGHT RE | WATSON DIESEL SERVICE COM | ENGINE 332 CHECK ENGINE LIGHT REPAIR - | 212.00 | 109346 |
| Total For Dept 336.000 FIRE DEPARTMENT | | | | 9,552.51 | |
| Dept 441.000 PUBLIC SERVICES DEPARTMENT | | | | | |
| 101-441.000-716.000 | RETIREMENT | MERS | RETIREMENT CONTRIBUTIONS - 300101 | 1,936.58 | 959 |
| 101-441.000-726.000 | RAIN BIBS, JACKETS AND GLOVES FO | AMAZON CAPITAL SERVICES, I | RAIN JACKETS, BIBS AND GLOVES FOR DPS F | 133.09 | 109273 |
| 101-441.000-726.000 | PUSH ADAPTER FOR SHOP | GELZER HJ & SON INC | PUSH ADAPTER FOR SHOP | 17.58 | 109294 |
| 101-441.000-726.000 | SUPPLIES | GELZER HJ & SON INC | STRETCH FILM FOR BOAT RACE | 29.99 | 109294 |
| 101-441.000-726.000 | HT 135 TELESCOP STIHL POLESAW FO | GREENMARK EQUIPMENT | HT 135 TELESCOP STIHL POLESAW FOR DPS | 713.33 | 109296 |
| 101-441.000-726.000 | WATER - 149 WATERWORKS | HEFFERNAN SOFT WATER SERV | WATER DELIVERY SERVICE | 20.00 | 109297 |
| 101-441.000-726.000 | WATER - 149 WATERWORKS | HEFFERNAN SOFT WATER SERV | WATER DELIVERY SERVICE | 15.00 | 109297 |
| 101-441.000-742.000 | UNIFORMS FOR DPS | CINTAS CORPORATION | MATS, UNIFORMS AND SHOP RAGS FOR DPS | 1.03 | 109283 |
| 101-441.000-801.000 | PUBLIC SERVICES | BILL'S LAWN CARE, LLC | CITY WIDE MOWING CONTRACT 2024-2025 | 140.00 | 109279 |
| 101-441.000-801.000 | MATS FOR DPS | CINTAS CORPORATION | MATS, UNIFORMS AND SHOP RAGS FOR DPS | 37.26 | 109283 |
| 101-441.000-801.000 | COPIER LEASES - CITY | CURRENT OFFICE SOLUTIONS | COPIER LEASES - CITY | 148.13 | 109289 |
| 101-441.000-810.000 | MEMBERSHIP RENEWAL FOR FORESTER | URBAN & COMMUNITY FORESTRY | MEMBERSHIP RENEWAL FOR FORESTER | 95.00 | 109338 |
| 101-441.000-850.000 | MONTHLY VERIZON BILL - SEP 24 | VERIZON WIRELESS | MONTHLY VERIZON BILL - SEP 24 | 45.88 | 109342 |
| 101-441.000-955.441 | ARIAT BOOTS FROM UNION ALLOWANCE | BROCK LADD | ARIAT BOOTS FROM UNION ALLOWANCE | 150.00 | 109281 |
| 101-441.000-956.200 | HOTEL FOR LEWIS - MPSI FALL 2024 | COMFORT INN & CONFERENCE C | HOTEL FOR LEWIS - MPSI FALL 2024 | 504.00 | 109285 |
| 101-441.000-956.200 | HOTEL FOR FRANK - CPSI TRAINING | COUNTRY INN AND SUITES | HOTEL FOR FRANK - CPSI TRAINING | 488.22 | 109288 |
| Total For Dept 441.000 PUBLIC SERVICES DEPARTMENT | | | | 4,475.09 | |
| Dept 447.000 ENGINEERING SERVICES | | | | | |
| 101-447.000-801.000 | COPIER LEASES - CITY | CURRENT OFFICE SOLUTIONS | COPIER LEASES - CITY | 70.35 | 109289 |
| 101-447.000-801.000 | INFRARED THERM FOR ENG | PERFORMANCE AUTOMOTIVE | INFRARED THERM FOR ENG | 25.09 | 109320 |
| Total For Dept 447.000 ENGINEERING SERVICES | | | | 95.44 | |
| Dept 567.000 CEMETERIES | | | | | |
| 101-567.000-726.000 | CEMETARY BASE FOR OAKGROVE | BECKER & SCRIVENS CONCRET | CEMETARY BASE FOR OAKGROVE | 96.74 | 109278 |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|----------------------------------|----------------------------|---|------------|---------|
| Fund 101 GENERAL FUND | | | | | |
| Dept 567.000 CEMETERIES | | | | | |
| Total For Dept 567.000 CEMETERIES | | | | 96.74 | |
| Dept 571.000 PARKING LOTS | | | | | |
| 101-571.000-801.000 | PARKING LOTS | BILL'S LAWN CARE, LLC | CITY WIDE MOWING CONTRACT 2024-2025 | 1,092.00 | 109279 |
| Total For Dept 571.000 PARKING LOTS | | | | 1,092.00 | |
| Dept 595.000 AIRPORT | | | | | |
| 101-595.000-726.000 | AIR CONDITIONER HOSE | AMAZON CAPITAL SERVICES, I | AIR CONDITIONER HOSE | 17.99 | 109273 |
| 101-595.000-726.000 | CAUTION TAPE - FLY-IN | GELZER HJ & SON INC | CAUTION TAPE - FLY-IN | 11.29 | 109294 |
| 101-595.000-726.000 | TIE-DOWN STRAP | GREENMARK EQUIPMENT | TIE-DOWN STRAP | 17.56 | 109296 |
| 101-595.000-726.000 | WATER - AIRPORT | HEFFERNAN SOFT WATER SERVI | WATER DELIVERY SERVICE | 5.00 | 109297 |
| 101-595.000-726.000 | WATER - AIRPORT | HEFFERNAN SOFT WATER SERVI | WATER DELIVERY SERVICE | 5.00 | 109297 |
| 101-595.000-726.000 | CUPS, SODA, ICE | HILLSDALE MARKET HOUSE, I | CUPS, SODA, ICE | 79.66 | 109299 |
| 101-595.000-850.000 | TELEPHONE - AIRPORT | ACD.NET | TELEPHONE - AIRPORT | (5.12) | 109272 |
| 101-595.000-930.000 | PARTS FOR JOHN DEERE MAINTENANCE | GREENMARK EQUIPMENT | PARTS FOR JOHN DEERE MAINTENANCE | 286.74 | 109296 |
| 101-595.000-930.000 | REPAIRS - CUB CADET MOWER | SPRATT'S TRADING POST INC | REPAIRS - CUB CADET MOWER | 384.00 | 109331 |
| Total For Dept 595.000 AIRPORT | | | | 802.12 | |
| Dept 701.000 PLANNING DEPARTMENT | | | | | |
| 101-701.000-716.000 | RETIREMENT | MERS | RETIREMENT CONTRIBUTIONS - 300101 | 1,398.59 | 959 |
| 101-701.000-801.000 | COPIER LEASES - CITY | CURRENT OFFICE SOLUTIONS | COPIER LEASES - CITY | 70.35 | 109289 |
| Total For Dept 701.000 PLANNING DEPARTMENT | | | | 1,468.94 | |
| Dept 756.000 PARKS | | | | | |
| 101-756.000-801.000 | PARKS | BILL'S LAWN CARE, LLC | CITY WIDE MOWING CONTRACT 2024-2025 | 8,775.00 | 109279 |
| 101-756.000-801.000 | COLD SPRINGS ASPHALT TOP COAT | RANDY RUBIN | COLD SPRINGS ASPHALT TOP COAT | 1,100.00 | 109326 |
| Total For Dept 756.000 PARKS | | | | 9,875.00 | |
| Total For Fund 101 GENERAL FUND | | | | 108,877.23 | |
| Fund 202 MAJOR ST./TRUNKLINE FUND | | | | | |
| Dept 460.000 R.O.W. MAINTENANCE | | | | | |
| 202-460.000-801.000 | MAJOR STREETS | BILL'S LAWN CARE, LLC | CITY WIDE MOWING CONTRACT 2024-2025 | 824.00 | 109279 |
| Total For Dept 460.000 R.O.W. MAINTENANCE | | | | 824.00 | |
| Dept 460.500 TRUNKLINE R.O.W. MAINTENANCE | | | | | |
| 202-460.500-801.000 | HIGHWAY | BILL'S LAWN CARE, LLC | CITY WIDE MOWING CONTRACT 2024-2025 | 348.00 | 109279 |
| Total For Dept 460.500 TRUNKLINE R.O.W. MAINTENANCE | | | | 348.00 | |
| Total For Fund 202 MAJOR ST./TRUNKLINE FUND | | | | 1,172.00 | |
| Fund 203 LOCAL STREET FUND | | | | | |
| Dept 460.000 R.O.W. MAINTENANCE | | | | | |
| 203-460.000-801.000 | LOCAL STREETS | BILL'S LAWN CARE, LLC | CITY WIDE MOWING CONTRACT 2024-2025 | 712.00 | 109279 |
| Total For Dept 460.000 R.O.W. MAINTENANCE | | | | 712.00 | |
| Dept 900.000 CAPITAL OUTLAY | | | | | |
| 203-900.000-970.000-215005 | WESTWOOD PROJECT - ROAD/STORM | PARRISH EXCAVATING, INC. | WESTWOOD UTILITY AND ROAD RECONSTRUCTIC | 277,030.37 | 109319 |
| Total For Dept 900.000 CAPITAL OUTLAY | | | | 277,030.37 | |
| Total For Fund 203 LOCAL STREET FUND | | | | 277,742.37 | |
| Fund 204 MUNICIPAL STREET FUND | | | | | |
| Dept 905.000 DEBT SERVICE | | | | | |
| 204-905.000-993.000 | CAPITAL IMPROV BOND INTEREST | HUNTINGTON NATIONAL BANK | CAPITAL IMPROV BOND INTEREST | 51,500.00 | 958 |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
EXP CHECK RUN DATES 09/12/2024 - 09/12/2024
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--|----------------------------------|----------------------------|---|-----------|---------|
| Fund 204 MUNICIPAL STREET FUND | | | | | |
| Dept 905.000 DEBT SERVICE | | | | | |
| Total For Dept 905.000 DEBT SERVICE | | | | 51,500.00 | |
| Total For Fund 204 MUNICIPAL STREET FUND | | | | 51,500.00 | |
| Fund 208 RECREATION FUND | | | | | |
| Dept 000.000 | | | | | |
| 208-000.000-263.000 | SALES TAX - AUGUST 2024 | STATE OF MICHIGAN | SALES TAX - AUGUST 2024 | 34.59 | 654 |
| 208-000.000-692.000 | SALES TAX - AUGUST 2024 | STATE OF MICHIGAN | SALES TAX - AUGUST 2024 | (0.17) | 654 |
| Total For Dept 000.000 | | | | 34.42 | |
| Dept 751.000 RECREATION DEPARTMENT | | | | | |
| 208-751.000-716.000 | RETIREMENT | MERS | RETIREMENT CONTRIBUTIONS - 300101 | 1,542.82 | 959 |
| 208-751.000-726.000 | T-BALL SHIRTS | URBAN GRAFFITI | T-BALL SHIRTS | 16.20 | 109339 |
| 208-751.000-801.000 | PRESSURE TANK REPLACEMENT - SAND | AQUA FLOW TREATMENTS & PUM | PRESSURE TANK REPLACEMENT - SANDY BEACH | 660.78 | 109275 |
| Total For Dept 751.000 RECREATION DEPARTMENT | | | | 2,219.80 | |
| Total For Fund 208 RECREATION FUND | | | | 2,254.22 | |
| Fund 271 LIBRARY FUND | | | | | |
| Dept 790.000 LIBRARY | | | | | |
| 271-790.000-726.000 | LIBRARY CARD SIGN UP MONTH SUPPL | AMAZON CAPITAL SERVICES, I | LIBRARY CARD SIGN UP MONTH SUPPLIES | 18.77 | 109273 |
| 271-790.000-726.000 | PRINTER PAPER | AMAZON CAPITAL SERVICES, I | PRINTER PAPER | 78.24 | 109273 |
| 271-790.000-726.000 | TRASH BAGS | AMAZON CAPITAL SERVICES, I | TRASH BAGS | 15.99 | 109273 |
| 271-790.000-726.000 | WATER - LIBRARY | HEFFERNAN SOFT WATER SERV | WATER DELIVERY SERVICE | 10.00 | 109297 |
| 271-790.000-801.000 | COPIER LEASE & PRINTS | CURRENT OFFICE SOLUTIONS | COPIER LEASE & PRINTS | 234.23 | 109289 |
| 271-790.000-801.000 | MONTHLY FOYER & BATHROOM CLEANIN | EAST 2 WEST ENTERPRISES, I | MONTHLY FOYER & BATHROOM CLEANING | 400.00 | 109291 |
| 271-790.000-801.000 | MONTHLY COOLER RENTAL | TRI-COUNTY WATER CONDITION | MONTHLY COOLER RENTAL | 12.00 | 109336 |
| 271-790.000-801.000 | 3RD QUARTER OVERDRIVE | WOODLANDS LIBRARY COOPERA | 3RD QUARTER OVERDRIVE | 237.00 | 109347 |
| 271-790.000-802.000 | HEADPHONES FOR PUBLIC USE | AMAZON CAPITAL SERVICES, I | HEADPHONES FOR PUBLIC USE | 26.88 | 109273 |
| 271-790.000-802.000 | SONIT NET ADMIN AUGUST 2024 | SONIT SYSTEMS, LLC | SONIT NET ADMIN AUGUST 2024 | 115.00 | 109330 |
| 271-790.000-850.000 | TELEPHONE - LIBRARY | ACD.NET | TELEPHONE - LIBRARY | 48.47 | 109272 |
| 271-790.000-982.000 | BOOKS - SEPT24 ADULT | INGRAM LIBRARY SERVICES | BOOKS - SEPT24 ADULT | 29.40 | 109303 |
| 271-790.000-982.000 | BOOKS - SEPT24 ADULT | INGRAM LIBRARY SERVICES | BOOKS - SEPT24 ADULT | 98.27 | 109303 |
| 271-790.000-982.000 | BOOKS - SEPT24 ADULT | INGRAM LIBRARY SERVICES | BOOKS - SEPT24 ADULT | 72.26 | 109303 |
| 271-790.000-982.000 | BOOKS - SEPT24 ADULT | INGRAM LIBRARY SERVICES | BOOKS - SEPT24 ADULT | 18.65 | 109303 |
| 271-790.000-982.000 | BOOKS - SEPT24 ADULT | INGRAM LIBRARY SERVICES | BOOKS - SEPT24 ADULT | 419.22 | 109303 |
| 271-790.000-982.000 | BOOKS -SEPT24 ADULT | INGRAM LIBRARY SERVICES | BOOKS -SEPT24 ADULT | 35.31 | 109303 |
| 271-790.000-982.000 | BOOKS - AUG24 ADULT | INGRAM LIBRARY SERVICES | BOOKS - AUG24 ADULT | 23.00 | 109303 |
| 271-790.000-982.000 | BOOKS - AUG24 ADULT | INGRAM LIBRARY SERVICES | BOOKS - AUG24 ADULT | 17.90 | 109303 |
| 271-790.000-982.001 | BOOKS - LADD DONATION BOOKS | INGRAM LIBRARY SERVICES | BOOKS - LADD DONATION BOOKS | 57.51 | 109303 |
| Total For Dept 790.000 LIBRARY | | | | 1,968.10 | |
| Dept 792.000 LIBRARY - CHILDREN'S AREA | | | | | |
| 271-792.000-726.000 | LBW SUPPLIES | AMAZON CAPITAL SERVICES, I | LBW SUPPLIES | 5.99 | 109273 |
| 271-792.000-982.000 | BOOKS - SEPT 24 YOUTH | INGRAM LIBRARY SERVICES | BOOKS - SEPT 24 YOUTH | 5.63 | 109303 |
| 271-792.000-982.000 | BOOKS - SEPT24 YOUTH | INGRAM LIBRARY SERVICES | BOOKS - SEPT24 YOUTH | 22.43 | 109303 |
| 271-792.000-982.000 | BOOKS - SEPT24 YOUTH | INGRAM LIBRARY SERVICES | BOOKS - SEPT24 YOUTH | 453.87 | 109303 |
| 271-792.000-982.001 | BOOKS - LADD DONATION BOOKS | INGRAM LIBRARY SERVICES | BOOKS - LADD DONATION BOOKS | 23.68 | 109303 |
| Total For Dept 792.000 LIBRARY - CHILDREN'S AREA | | | | 511.60 | |
| Total For Fund 271 LIBRARY FUND | | | | 2,479.70 | |
| Fund 401 CAPITAL IMPROVEMENT FUND | | | | | |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|----------------------------------|----------------------------|---|-----------|---------|
| Fund 401 CAPITAL IMPROVEMENT FUND | | | | | |
| Dept 756.000 PARKS | | | | | |
| 401-756.000-970.000 | CAPITAL OUTLAY | WATKINS FENCE | INSTALLATION OF 350' FEET OF FENCE AT E | 6,750.00 | 109344 |
| Total For Dept 756.000 PARKS | | | | 6,750.00 | |
| Total For Fund 401 CAPITAL IMPROVEMENT FUND | | | | 6,750.00 | |
| Fund 481 AIRPORT IMPROVEMENT FUND | | | | | |
| Dept 000.000 | | | | | |
| 481-000.000-263.000 | SALES TAX - AUGUST 2024 | STATE OF MICHIGAN | SALES TAX - AUGUST 2024 | 1,667.00 | 654 |
| 481-000.000-687.300 | SALES TAX - AUGUST 2024 | STATE OF MICHIGAN | SALES TAX - AUGUST 2024 | (8.34) | 654 |
| Total For Dept 000.000 | | | | 1,658.66 | |
| Dept 900.000 CAPITAL OUTLAY | | | | | |
| 481-900.000-740.295 | AVIATION GASOLINE | AVFUEL CORP | AVIATION GASOLINE | 16,185.10 | 957 |
| 481-900.000-740.295 | JET A FUEL | AVFUEL CORP | JET A FUEL | 19,819.17 | 957 |
| Total For Dept 900.000 CAPITAL OUTLAY | | | | 36,004.27 | |
| Total For Fund 481 AIRPORT IMPROVEMENT FUND | | | | 37,662.93 | |
| Fund 582 ELECTRIC FUND | | | | | |
| Dept 000.000 | | | | | |
| 582-000.000-110.000 | SECONDARY PEDESTAL | POWER LINE SUPPLY | INVENTORY | 534.68 | 109323 |
| 582-000.000-110.000 | BULB - 70 WATT HPS MOGUL BA | POWER LINE SUPPLY | INVENTORY | 158.35 | 109323 |
| 582-000.000-110.000 | CONNECTOR WR-159 | POWER LINE SUPPLY | INVENTORY | 164.83 | 109323 |
| 582-000.000-158.000-201009 | TRANSFORMER EV CHARGER GMC | JERRY'S ELECTRIC INC. | EV CHARGER TRANSFORMER GMC DEALER | 9,925.00 | 109305 |
| 582-000.000-202.100 | ROUND | BEACH, TORY C | UB refund for account: 013395 | 118.66 | 109264 |
| 582-000.000-202.100 | 4CCH | HICKEY, JACOB T | UB refund for account: 021193 | 71.00 | 109265 |
| 582-000.000-202.100 | 4ENBK1 | HILL, AMBER G | UB refund for account: 012776 | 142.87 | 109266 |
| 582-000.000-202.100 | 4ENBK1 | LITTLE, RYAN J | UB refund for account: 021204 | 57.00 | 109268 |
| 582-000.000-202.100 | 4CCH | MALONEY, MARY | UB refund for account: 011296 | 173.17 | 109269 |
| 582-000.000-202.100 | 4ENBK1 | SHIMP, AMBER L | UB refund for account: 026071 | 8.32 | 109270 |
| 582-000.000-249.100 | OPERATION ROUND-UP - AUGUST 2024 | COMMUNITY ACTION AGENCY | OPERATION ROUND-UP - AUGUST 2024 | 2,695.73 | 109287 |
| 582-000.000-249.100 | LIEAF-6099 AUGUST 2024 P.A. 95 | LARA - MI PUBLIC SERVICE (| LIEAF-6099 AUGUST 2024 P.A. 95 | 5,355.45 | 109307 |
| 582-000.000-263.000 | SALES TAX - AUGUST 2024 | STATE OF MICHIGAN | SALES TAX - AUGUST 2024 | 38,915.78 | 654 |
| 582-000.000-692.200 | SALES TAX - AUGUST 2024 | STATE OF MICHIGAN | SALES TAX - AUGUST 2024 | (247.33) | 654 |
| Total For Dept 000.000 | | | | 58,073.51 | |
| Dept 175.000 ADMINISTRATIVE SERVICES | | | | | |
| 582-175.000-716.000 | RETIREMENT | MERS | RETIREMENT CONTRIBUTIONS - 300101 | 20,202.77 | 959 |
| 582-175.000-726.000 | TOWEL HOLDER | AMAZON CAPITAL SERVICES, I | TOWEL HOLDER | 5.04 | 109273 |
| 582-175.000-726.000 | COPIES/CONTRACT BILLING - AUGUS | CURRENT OFFICE SOLUTIONS | COPIES/CONTRACT BILLING - AUGUST 2024 | 141.86 | 109289 |
| 582-175.000-801.000 | TELEPHONE/FIBER - 45 MONROE STRE | ACD.NET | TELEPHONE/FIBER - 45 MONROE STREET | 24.23 | 109272 |
| 582-175.000-801.000 | MOWING AUGUST | BAXTER LAWN AND SNOW SERV | MOWING AUGUST | 830.00 | 109277 |
| 582-175.000-801.000 | MATS - 45 MONROE ST | CINTAS CORPORATION | MATS - 45 MONROE ST | 2.50 | 109283 |
| 582-175.000-801.000 | COPIES/CONTRACT BILLING - AUGUS | CURRENT OFFICE SOLUTIONS | COPIES/CONTRACT BILLING - AUGUST 2024 | 138.13 | 109289 |
| 582-175.000-801.000 | PRINTING/POSTAGE AND HANDLING - | DELAWARE SYSTEMS | PRINTING/POSTAGE AND HANDLING - AUGUST | 1,438.94 | 109290 |
| 582-175.000-801.000 | BPU CLEANING - AUGUST 2024 | EAST 2 WEST ENTERPRISES, I | BPU CLEANING - AUGUST 2024 | 210.00 | 109291 |
| 582-175.000-801.000 | INSTALL NEW EDGING AND STONE, IN | HOOP LAWN & SNOW, LLC | INSTALL NEW EDGING AND STONE, INSTALL 4 | 300.00 | 109301 |
| 582-175.000-801.000 | BPU BOARD MEETING PER DIEM - J. | JEREMIAH JASON HODSHIRE | BPU BOARD MEETING PER DIEM - J. HODSHIF | 12.50 | 109304 |
| 582-175.000-801.000 | COMMISSION PAID FOR COLLECTIONS | ONLINE INFORMATION SERVICE | COMMISSION PAID FOR COLLECTIONS AUGUST | 42.98 | 109317 |
| 582-175.000-801.000 | WEB ACCESS/UTILITY EXCHANGE - AU | ONLINE INFORMATION SERVICE | WEB ACCESS/UTILITY EXCHANGE - AUGUST 2C | 63.84 | 109317 |
| 582-175.000-801.000 | BPU BOARD MEETING PER DIEM - P. | PETER MICHAEL BECKER | BPU BOARD MEETING PER DIEM - P. BECKER | 12.50 | 109321 |
| 582-175.000-801.000 | BPU BOARD MEETING PER DIEM- P. M | PHILIP DAVID MCDOWELL | BPU BOARD MEETING PER DIEM- P. MCDOWELI | 12.50 | 109322 |
| 582-175.000-801.000 | BPU BOARD MEETING PER DIEM - S. | STEVEN WELLS | BPU BOARD MEETING PER DIEM - S. WELLS | 12.50 | 109332 |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 09/12/2024 - 09/12/2024
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--|-----------------------------------|----------------------------|--|------------|---------|
| Fund 582 ELECTRIC FUND | | | | | |
| Dept 175.000 ADMINISTRATIVE SERVICES | | | | | |
| 582-175.000-801.000 | PEST SERVICE RENEWAL | DEAN A MORT | PEST SERVICE RENEWAL | 503.00 | 109334 |
| 582-175.000-801.000 | AUDIT SERVICES FOR FYE 2024 | YEO & YEO PC | AUDIT SERVICES FOR FYE 2024 | 8,250.00 | 109349 |
| 582-175.000-801.000 | CREDIT CARD PROCESSING FEES | INVOICE CLOUD, INC. | CREDIT CARD PROCESSING FEES - AUG 2024 | 195.10 | 653 |
| 582-175.000-802.000 | AVEVA (WONDERWARE) STANDARD SUPP | Q-MATION, INC. | AVEVA STANDARD SUPPORT (WONDERWARE) | 5,418.00 | 109325 |
| 582-175.000-802.000 | SONIT NET ADMIN AUGUST 2024 | SONIT SYSTEMS, LLC | SONIT NET ADMIN AUGUST 2024 | 546.26 | 109330 |
| 582-175.000-802.000 | IVR POOLED MONTHLY OUTAGE SUB 9- | MILSOFT | IVR POOLED MONTHLY OUTAGE SUB 9-24 | 256.41 | 109341 |
| 582-175.000-802.000 | MILSOFT DISSPATCH LICENSE UNPLUG | MILSOFT | MILSOFT DISSPATCH LICENSE UNPLUGGED 9-2 | 350.00 | 109341 |
| 582-175.000-806.000 | LEGAL FEES - REVISE AGREEMENT RE | LOVINGER & THOMPSON, PC | LEGAL FEES - REVISE AGREEMENT REGARDING | 375.00 | 109308 |
| 582-175.000-806.000 | LEGAL SERVICES - UNION NEGOTIATI | MIKA MEYERS BECKET & JONES | LEGAL SERVICES - UNION NEGOTIATIONS | 140.00 | 109315 |
| 582-175.000-850.000 | TELEPHONE/FIBER - 45 MONROE STRE | ACD.NET | TELEPHONE/FIBER - 45 MONROE STREET | 100.00 | 109272 |
| 582-175.000-850.000 | TELEPHONE - POWER PLANT | ACD.NET | TELEPHONE - POWER PLANT | 145.41 | 109272 |
| 582-175.000-850.000 | MONTHLY VERIZON BILL - SEP 24 | VERIZON WIRELESS | MONTHLY VERIZON BILL - SEP 24 | 551.88 | 109342 |
| 582-175.000-880.000 | GONOTIFY APP - 9-1-2024-8-31-202 | GOGOVAPPS | GONOTIFY APP - 9-1-2024-8-31-2025 | 2,130.00 | 109295 |
| 582-175.000-880.000 | COMMUNITY PROMOTION - AUGUST 202 | MCKIBBIN MEDIA GROUP, INC. | COMMUNITY PROMOTION - AUGUST 2024 | 125.00 | 109311 |
| 582-175.000-920.400 | 503214966 - 45 MONROE | MICHIGAN GAS UTILITIES | NATURAL GAS UTILITY - 45 MONROE | 20.73 | 948 |
| 582-175.000-920.400 | 504504154 - 37 MONROE | MICHIGAN GAS UTILITIES | NATURAL GAS UTILITY - 37 MONROE | 22.42 | 949 |
| 582-175.000-920.400 | 504504154 - 37 MONROE | MICHIGAN GAS UTILITIES | NATURAL GAS UTILITY - 37 MONROE | 21.83 | 955 |
| Total For Dept 175.000 ADMINISTRATIVE SERVICES | | | | 42,601.33 | |
| Dept 543.000 PRODUCTION | | | | | |
| 582-543.000-726.000 | FIRST AID SUPPLIES | CINTAS CORPORATION | FIRST AID SUPPLIES | 223.56 | 109283 |
| 582-543.000-930.000 | REPAIRS & MAINTENANCE - BLDG | MIDWEST ALARM SERVICES | POWER PLANT ALARM HEAT SENSOR REPAIR | 317.00 | 109314 |
| Total For Dept 543.000 PRODUCTION | | | | 540.56 | |
| Dept 544.000 DISTRIBUTION | | | | | |
| 582-544.000-726.800 | HEX KEY TOOL | AMAZON CAPITAL SERVICES, I | HEX KEY TOOL | 33.01 | 109273 |
| 582-544.000-730.000 | BELT | PERFORMANCE AUTOMOTIVE | BELT | 60.19 | 109320 |
| 582-544.000-740.000 | FUEL - BPU - AUGUST 2024 | WATKINS TRANSPORT INC | FUEL - BPU - AUGUST 2024 | 2,031.35 | 109345 |
| 582-544.000-801.000 | POLE DUMPSTER RENTAL | LRS, LLC | POLE DUMPSTER RENTAL | 107.00 | 109309 |
| 582-544.000-801.300 | TRIM HOSPITAL LINE | WRIGHT TREE SERVICE, INC. | TRIM HOSPITAL LINE | 19,786.47 | 109348 |
| 582-544.000-930.000 | HYDARAULIC FITTING | FAMILY FARM & HOME | HYDARAULIC FITTING | 8.99 | 109293 |
| 582-544.000-930.000 | PLASTIC NUT | GELZER HJ & SON INC | PLASTIC NUT | 4.19 | 109294 |
| 582-544.000-930.000 | PHILIPS BITS | GELZER HJ & SON INC | PHILIPS BITS | 1.19 | 109294 |
| 582-544.000-930.000 | DRILL BIT AND ANCHORS | GELZER HJ & SON INC | DRILL BIT AND ANCHORS | 13.18 | 109294 |
| 582-544.000-930.000 | SYPHON PUMP | GELZER HJ & SON INC | SYPHON PUMP | 17.99 | 109294 |
| 582-544.000-930.000 | BOLTS | GELZER HJ & SON INC | BOLTS | 15.70 | 109294 |
| 582-544.000-956.000 | TRAINING & SEMINARS | COMFORT INN | HOTEL FOR JOSH REICHHART DURING TRAININ | 472.50 | 109286 |
| 582-544.000-956.000 | TRAINING & SEMINARS | COMFORT INN | HOTEL FOR JOSH REICHHART DURING TRAININ | 477.00 | 109286 |
| Total For Dept 544.000 DISTRIBUTION | | | | 23,028.76 | |
| Total For Fund 582 ELECTRIC FUND | | | | 124,244.16 | |
| Fund 588 DIAL A RIDE | | | | | |
| Dept 596.000 DIAL-A-RIDE | | | | | |
| 588-596.000-726.000 | 1000-\$3.50 TICKETS & 50-2 PART C | ARROW SWIFT PRINTING | 1000-\$3.50 TICKETS & 50-2 PART CHARGE S | 117.20 | 109276 |
| 588-596.000-730.000 | SHEET METAL SCREWS FOR DART #59 | GELZER HJ & SON INC | SHEET METAL SCREWS FOR DART #59 | 7.99 | 109294 |
| 588-596.000-730.000 | SHEET METAL HEX AND SLIT INSULAT | GELZER HJ & SON INC | SHEET METAL HEX AND SLIT INSULATION FOF | 11.38 | 109294 |
| 588-596.000-730.000 | UPPER AND LOWER T-LATCH FOR DART | HOEKSTRA TRANSPORTATION, I | UPPER AND LOWER T-LATCH FOR DART #60 | 174.22 | 109300 |
| 588-596.000-801.000 | DART | BILL'S LAWN CARE, LLC | CITY WIDE MOWING CONTRACT 2024-2025 | 420.00 | 109279 |
| 588-596.000-801.000 | SEPTEMBER MOP & RUG RENTALS | CINTAS CORPORATION | SEPTEMBER MOP & RUG RENTALS | 16.47 | 109283 |
| 588-596.000-955.588 | PREVENTIVE ESTAB FOR SALLY M. AN | JONESVILLE HEALTH CARE PLI | PREVENTIVE ESTAB FOR SALLY M. AND STEVE | 215.00 | 109306 |
| Total For Dept 596.000 DIAL-A-RIDE | | | | 962.26 | |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--|----------------------------------|----------------------------|---|------------|---------|
| Fund 588 DIAL A RIDE | | | | | |
| Total For Fund 588 DIAL A RIDE | | | | 962.26 | |
| Fund 590 SEWER FUND | | | | | |
| Dept 000.000 | | | | | |
| 590-000.000-158.000-215005 | WESTWOOD PROJECT - SANITARY | PARRISH EXCAVATING, INC. | WESTWOOD UTILITY AND ROAD RECONSTRUCTIO | 50,636.27 | 109319 |
| 590-000.000-158.000-215006 | AS-NEEDED CONSTRUCTION SERVICES | TETRA TECH, INC | MARION LIFT STATION CONSTRUCTION SERVIC | 95.00 | 109333 |
| 590-000.000-202.100 | SCCH | LINDA WATSON | UB refund for account: 012519 | 893.37 | 109267 |
| 590-000.000-202.100 | SBK1 | SHIMP, AMBER L | UB refund for account: 026071 | 7.57 | 109270 |
| Total For Dept 000.000 | | | | 51,632.21 | |
| Dept 175.000 ADMINISTRATIVE SERVICES | | | | | |
| 590-175.000-716.000 | RETIREMENT | MERS | RETIREMENT CONTRIBUTIONS - 300101 | 4,124.29 | 959 |
| 590-175.000-726.000 | TOWEL HOLDER | AMAZON CAPITAL SERVICES, I | TOWEL HOLDER | 2.52 | 109273 |
| 590-175.000-726.000 | COPIES/CONTRACT BILLING - AUGUS | CURRENT OFFICE SOLUTIONS | COPIES/CONTRACT BILLING - AUGUST 2024 | 70.92 | 109289 |
| 590-175.000-801.000 | TELEPHONE/FIBER - 45 MONROE STRE | ACD.NET | TELEPHONE/FIBER - 45 MONROE STREET | 12.12 | 109272 |
| 590-175.000-801.000 | MOWING AUGUST | BAXTER LAWN AND SNOW SERVI | MOWING AUGUST | 415.00 | 109277 |
| 590-175.000-801.000 | MATS - 45 MONROE ST | CINTAS CORPORATION | MATS - 45 MONROE ST | 1.25 | 109283 |
| 590-175.000-801.000 | COPIES/CONTRACT BILLING - AUGUS | CURRENT OFFICE SOLUTIONS | COPIES/CONTRACT BILLING - AUGUST 2024 | 69.06 | 109289 |
| 590-175.000-801.000 | PRINTING/POSTAGE AND HANDLING - | DELAWARE SYSTEMS | PRINTING/POSTAGE AND HANDLING - AUGUST | 719.47 | 109290 |
| 590-175.000-801.000 | BPU CLEANING - AUGUST 2024 | EAST 2 WEST ENTERPRISES, I | BPU CLEANING - AUGUST 2024 | 105.00 | 109291 |
| 590-175.000-801.000 | INSTALL NEW EDGING AND STONE, IN | HOOP LAWN & SNOW, LLC | INSTALL NEW EDGING AND STONE, INSTALL 4 | 150.00 | 109301 |
| 590-175.000-801.000 | BPU BOARD MEETING PER DIEM - J. | JEREMIAH JASON HODSHIRE | BPU BOARD MEETING PER DIEM - J. HODSHIF | 6.25 | 109304 |
| 590-175.000-801.000 | COMMISSION PAID FOR COLLECTIONS | ONLINE INFORMATION SERVICE | COMMISSION PAID FOR COLLECTIONS AUGUST | 21.49 | 109317 |
| 590-175.000-801.000 | WEB ACCESS/UTILITY EXCHANGE - AU | ONLINE INFORMATION SERVICE | WEB ACCESS/UTILITY EXCHANGE - AUGUST 2C | 31.92 | 109317 |
| 590-175.000-801.000 | BPU BOARD MEETING PER DIEM - P. | PETER MICHAEL BECKER | BPU BOARD MEETING PER DIEM - P. BECKER | 6.25 | 109321 |
| 590-175.000-801.000 | BPU BOARD MEETING PER DIEM- P. M | PHILIP DAVID MCDOWELL | BPU BOARD MEETING PER DIEM- P. MCDOWELI | 6.25 | 109322 |
| 590-175.000-801.000 | BPU BOARD MEETING PER DIEM - S. | STEVEN WELLS | BPU BOARD MEETING PER DIEM - S. WELLS | 6.25 | 109332 |
| 590-175.000-801.000 | PEST SERVICE RENEWAL | DEAN A MORT | PEST SERVICE RENEWAL | 251.50 | 109334 |
| 590-175.000-801.000 | AUDIT SERVICES FOR FYE 2024 | YEO & YEO PC | AUDIT SERVICES FOR FYE 2024 | 4,125.00 | 109349 |
| 590-175.000-801.000 | CREDIT CARD PROCESSING FEES | INVOICE CLOUD, INC. | CREDIT CARD PROCESSING FEES - AUG 2024 | 97.55 | 653 |
| 590-175.000-801.000-215006 | ADMIN SERVICES FOR CDBG GRANT | CARTER CONSULTING LLC | ADMIN SERVICES FOR CDBG GRANT | 1,770.00 | 109282 |
| 590-175.000-802.000 | AVEVA (WONDERWARE) STANDARD SUPP | Q-MATION, INC. | AVEVA STANDARD SUPPORT (WONDERWARE) | 2,709.00 | 109325 |
| 590-175.000-802.000 | SONIT NET ADMIN AUGUST 2024 | SONIT SYSTEMS, LLC | SONIT NET ADMIN AUGUST 2024 | 273.12 | 109330 |
| 590-175.000-802.000 | IVR POOLED MONTHLY OUTAGE SUB 9- | MILSOFT | IVR POOLED MONTHLY OUTAGE SUB 9-24 | 128.25 | 109341 |
| 590-175.000-802.000 | MILSOFT DISSPATCH LICENSE UNPLUG | MILSOFT | MILSOFT DISSPATCH LICENSE UNPLUGGED 9-2 | 175.00 | 109341 |
| 590-175.000-850.000 | TELEPHONE/FIBER - 45 MONROE STRE | ACD.NET | TELEPHONE/FIBER - 45 MONROE STREET | 50.00 | 109272 |
| 590-175.000-850.000 | TELEPHONE - WWTP 101 W GALLOWAY | ACD.NET | TELEPHONE - WWTP 101 W GALLOWAY | 67.75 | 109272 |
| 590-175.000-850.000 | MONTHLY VERIZON BILL - SEP 24 | VERIZON WIRELESS | MONTHLY VERIZON BILL - SEP 24 | 137.74 | 109342 |
| 590-175.000-880.000 | GONOTIFY APP - 9-1-2024-8-31-202 | GOGOVAPPS | GONOTIFY APP - 9-1-2024-8-31-2025 | 1,065.00 | 109295 |
| 590-175.000-880.000 | COMMUNITY PROMOTION - AUGUST 202 | MCKIBBIN MEDIA GROUP, INC. | COMMUNITY PROMOTION - AUGUST 2024 | 62.50 | 109311 |
| 590-175.000-920.400 | 503214966 - 45 MONROE | MICHIGAN GAS UTILITIES | NATURAL GAS UTILITY - 45 MONROE | 10.37 | 948 |
| 590-175.000-920.400 | 504504154 - 37 MONROE | MICHIGAN GAS UTILITIES | NATURAL GAS UTILITY - 37 MONROE | 11.20 | 949 |
| 590-175.000-920.400 | 504504154 - 37 MONROE | MICHIGAN GAS UTILITIES | NATURAL GAS UTILITY - 37 MONROE | 10.92 | 955 |
| 590-175.000-993.000 | CAPITAL IMPROV BOND INTEREST | HUNTINGTON NATIONAL BANK | CAPITAL IMPROV BOND INTEREST | 47,183.04 | 958 |
| 590-175.000-993.000 | INTEREST - SEWER BONDS | U.S. BANK BOND CONTROL | INTEREST - SEWER BONDS | 73,437.50 | 960 |
| Total For Dept 175.000 ADMINISTRATIVE SERVICES | | | | 137,313.48 | |
| Dept 546.000 OPERATIONS | | | | | |
| 590-546.000-920.400 | 504504154 - 135 BARBER ST | MICHIGAN GAS UTILITIES | NATURAL GAS UTILITY - 135 BARBER ST | 37.44 | 953 |
| 590-546.000-930.950 | CONNECT KEY LIFT TO BACK UP GENE | CLARK ELECTRIC INC. | CONNECT KEY LIFT TO BACK UP GENERATOR | 4,084.97 | 109284 |
| 590-546.000-930.950 | REPAIRS & MAINT. - LIFT STATIONS | USABLUEBOOK | LIFT STATION FLOAT | 193.90 | 109340 |
| Total For Dept 546.000 OPERATIONS | | | | 4,316.31 | |
| Dept 547.000 TREATMENT | | | | | |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|--------------------------------------|----------------------------------|--------------------------------|---|------------|---------|
| Fund 590 SEWER FUND | | | | | |
| Dept 547.000 TREATMENT | | | | | |
| 590-547.000-726.900 | SUPPLIES - LABORATORY | NORTH CENTRAL LABORATORIES | LAB SUPPLIES | 5,547.47 | 109316 |
| 590-547.000-726.900 | SUPPLIES - LABORATORY | RUPERT'S CULLIGAN | DISTILLED LAB WATER | 21.00 | 109329 |
| 590-547.000-726.900 | SUPPLIES - LABORATORY | USABLUEBOOK | LAB SUPPLIES | 346.01 | 109340 |
| 590-547.000-726.900 | SUPPLIES - LABORATORY | USABLUEBOOK | LAB SUPPLIES | 201.90 | 109340 |
| 590-547.000-726.900 | SUPPLIES - LABORATORY | USABLUEBOOK | LAB SUPPLIES | 285.90 | 109340 |
| 590-547.000-740.000 | FUEL - BPU - AUGUST 2024 | WATKINS TRANSPORT INC | FUEL - BPU - AUGUST 2024 | 605.94 | 109345 |
| 590-547.000-801.000 | CONTRACTUAL SERVICES | BIOLOGICAL RESEARCH SOLUTIONS | BACTI QUALITY ASSURANCE | 347.00 | 109280 |
| 590-547.000-801.000 | TROUBLESHOOT PUMP | CLARK ELECTRIC INC. | TROUBLESHOOT PUMP | 200.00 | 109284 |
| 590-547.000-801.000 | CROSS CONNECTION CONTROL PROGRAM | HYDROCORP, LLC | CROSS CONNECTION CONTROL PROGRAM | 1,564.50 | 109302 |
| 590-547.000-801.000 | BEF SAMPLING | MERIT LABORATORIES | BEF SAMPLING | 5,255.00 | 109312 |
| 590-547.000-801.000 | MERCURY TESTING | MERIT LABORATORIES | MERCURY TESTING | 345.00 | 109312 |
| 590-547.000-801.000 | LEAD AND COPPER SAMPLE | MERIT LABORATORIES | LEAD AND COPPER SAMPLE | 76.00 | 109312 |
| 590-547.000-801.000 | GRIT DUMPSTER PICKUP | REPUBLIC SERVICES OF KALAMAZOO | GRIT DUMPSTER PICKUP | 1,317.63 | 109327 |
| 590-547.000-920.400 | 505161747 - 101 W GALLOWAY MN | MICHIGAN GAS UTILITIES | NATURAL GAS UTILITY - 101 W GALLOWAY MN | 51.75 | 950 |
| 590-547.000-920.400 | 504904602 - 101 W GALLOWAY | MICHIGAN GAS UTILITIES | NATURAL GAS UTILITY - 101 W GALLOWAY | 882.56 | 952 |
| 590-547.000-920.400 | 504756735 - W GALLOWAY GR | MICHIGAN GAS UTILITIES | NATURAL GAS UTILITY - W GALLOWAY GR | 36.85 | 954 |
| 590-547.000-920.400 | 504904602 - 101 W GALLOWAY | MICHIGAN GAS UTILITIES | NATURAL GAS UTILITY - 101 W GALLOWAY DE | 70.58 | 956 |
| 590-547.000-930.000 | HARDWARE | FAMILY FARM & HOME | HARDWARE | 20.13 | 109293 |
| 590-547.000-930.000 | HARDWARE | GELZER HJ & SON INC | HARDWARE | 10.47 | 109294 |
| 590-547.000-930.000 | GRINDER WHEELS | GELZER HJ & SON INC | GRINDER WHEELS | 21.54 | 109294 |
| 590-547.000-930.000 | SPRAYER | GELZER HJ & SON INC | SPRAYER | 43.99 | 109294 |
| 590-547.000-930.000 | AIR FILTER | PERFORMANCE AUTOMOTIVE | AIR FILTER | 8.58 | 109320 |
| 590-547.000-930.000 | AIR FILTER | PERFORMANCE AUTOMOTIVE | AIR FILTER | 8.58 | 109320 |
| 590-547.000-930.000 | KWIK CONNECT BLADE | PERFORMANCE AUTOMOTIVE | KWIK CONNECT BLADE | 13.78 | 109320 |
| Total For Dept 547.000 TREATMENT | | | | 17,282.16 | |
| Total For Fund 590 SEWER FUND | | | | 210,544.16 | |
| Fund 591 WATER FUND | | | | | |
| Dept 000.000 | | | | | |
| 591-000.000-158.000-215005 | WESTWOOD PROJECT - WATER | PARRISH EXCAVATING, INC. | WESTWOOD UTILITY AND ROAD RECONSTRUCTIO | 122,067.40 | 109319 |
| 591-000.000-158.000-215012 | ATS INSTALLATION AT WTP | CLARK ELECTRIC INC. | ATS INSTALLATION AT WTP - APPROVED BY E | 20,600.00 | 109284 |
| 591-000.000-202.100 | WBK1 | SHIMP, AMBER L | UB refund for account: 026071 | 3.90 | 109270 |
| Total For Dept 000.000 | | | | 142,671.30 | |
| Dept 175.000 ADMINISTRATIVE SERVICES | | | | | |
| 591-175.000-716.000 | RETIREMENT | MERS | RETIREMENT CONTRIBUTIONS - 300101 | 4,239.63 | 959 |
| 591-175.000-726.000 | TOWEL HOLDER | AMAZON CAPITAL SERVICES, I | TOWEL HOLDER | 2.52 | 109273 |
| 591-175.000-726.000 | COPIES/CONTRACT BILLING - AUGUS | CURRENT OFFICE SOLUTIONS | COPIES/CONTRACT BILLING - AUGUST 2024 | 70.93 | 109289 |
| 591-175.000-801.000 | TELEPHONE/FIBER - 45 MONROE STRE | ACD.NET | TELEPHONE/FIBER - 45 MONROE STREET | 12.12 | 109272 |
| 591-175.000-801.000 | MOWING AUGUST | BAXTER LAWN AND SNOW SERV | MOWING AUGUST | 415.00 | 109277 |
| 591-175.000-801.000 | MATS - 45 MONROE ST | CINTAS CORPORATION | MATS - 45 MONROE ST | 1.25 | 109283 |
| 591-175.000-801.000 | COPIES/CONTRACT BILLING - AUGUS | CURRENT OFFICE SOLUTIONS | COPIES/CONTRACT BILLING - AUGUST 2024 | 69.06 | 109289 |
| 591-175.000-801.000 | PRINTING/POSTAGE AND HANDLING - | DELAWARE SYSTEMS | PRINTING/POSTAGE AND HANDLING - AUGUST | 719.48 | 109290 |
| 591-175.000-801.000 | BPU CLEANING - AUGUST 2024 | EAST 2 WEST ENTERPRISES, I | BPU CLEANING - AUGUST 2024 | 105.00 | 109291 |
| 591-175.000-801.000 | INSTALL NEW EDGING AND STONE, IN | HOOP LAWN & SNOW, LLC | INSTALL NEW EDGING AND STONE, INSTALL 4 | 150.00 | 109301 |
| 591-175.000-801.000 | BPU BOARD MEETING PER DIEM - J. | JEREMIAH JASON HODSHIRE | BPU BOARD MEETING PER DIEM - J. HODSHIF | 6.25 | 109304 |
| 591-175.000-801.000 | COMMISSION PAID FOR COLLECTIONS | ONLINE INFORMATION SERVICE | COMMISSION PAID FOR COLLECTIONS AUGUST | 21.49 | 109317 |
| 591-175.000-801.000 | WEB ACCESS/UTILITY EXCHANGE - AU | ONLINE INFORMATION SERVICE | WEB ACCESS/UTILITY EXCHANGE - AUGUST 20 | 31.92 | 109317 |
| 591-175.000-801.000 | BPU BOARD MEETING PER DIEM - P. | PETER MICHAEL BECKER | BPU BOARD MEETING PER DIEM - P. BECKER | 6.25 | 109321 |
| 591-175.000-801.000 | BPU BOARD MEETING PER DIEM- P. M | PHILIP DAVID MCDOWELL | BPU BOARD MEETING PER DIEM- P. MCDOWELI | 6.25 | 109322 |
| 591-175.000-801.000 | BPU BOARD MEETING PER DIEM - S. | STEVEN WELLS | BPU BOARD MEETING PER DIEM - S. WELLS | 6.25 | 109332 |
| 591-175.000-801.000 | PEST SERVICE RENEWAL | DEAN A MORT | PEST SERVICE RENEWAL | 251.50 | 109334 |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
EXP CHECK RUN DATES 09/12/2024 - 09/12/2024
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|----------------------------------|----------------------------|---|------------|---------|
| Fund 591 WATER FUND | | | | | |
| Dept 175.000 ADMINISTRATIVE SERVICES | | | | | |
| 591-175.000-801.000 | AUDIT SERVICES FOR FYE 2024 | YEO & YEO PC | AUDIT SERVICES FOR FYE 2024 | 4,125.00 | 109349 |
| 591-175.000-801.000 | CREDIT CARD PROCESSING FEES | INVOICE CLOUD, INC. | CREDIT CARD PROCESSING FEES - AUG 2024 | 97.55 | 653 |
| 591-175.000-801.000-215006 | ADMIN SERVICES FOR CDBG GRANT | CARTER CONSULTING LLC | ADMIN SERVICES FOR CDBG GRANT | 1,770.00 | 109282 |
| 591-175.000-802.000 | AVEVA (WONDERWARE) STANDARD SUPP | Q-MATION, INC. | AVEVA STANDARD SUPPORT (WONDERWARE) | 2,709.00 | 109325 |
| 591-175.000-802.000 | SONIT NET ADMIN AUGUST 2024 | SONIT SYSTEMS, LLC | SONIT NET ADMIN AUGUST 2024 | 273.12 | 109330 |
| 591-175.000-802.000 | IVR POOLED MONTHLY OUTAGE SUB 9- | MILSOFT | IVR POOLED MONTHLY OUTAGE SUB 9-24 | 128.25 | 109341 |
| 591-175.000-802.000 | MILSOFT DISSPATCH LICENSE UNPLUG | MILSOFT | MILSOFT DISSPATCH LICENSE UNPLUGGED 9-2 | 175.00 | 109341 |
| 591-175.000-806.000 | LEGAL SERVICES - UNION NEGOTIATI | MIKA MEYERS BECKET & JONES | LEGAL SERVICES - UNION NEGOTIATIONS | 140.00 | 109315 |
| 591-175.000-850.000 | TELEPHONE/FIBER - 45 MONROE STRE | ACD.NET | TELEPHONE/FIBER - 45 MONROE STREET | 50.00 | 109272 |
| 591-175.000-850.000 | TELEPHONE - WTP 401 HILLSDALE ST | ACD.NET | TELEPHONE - WTP 401 HILLSDALE STREET | 96.94 | 109272 |
| 591-175.000-850.000 | MONTHLY VERIZON BILL - SEP 24 | VERIZON WIRELESS | MONTHLY VERIZON BILL - SEP 24 | 137.74 | 109342 |
| 591-175.000-880.000 | GONOTIFY APP - 9-1-2024-8-31-202 | GOGOVAPPS | GONOTIFY APP - 9-1-2024-8-31-2025 | 1,065.00 | 109295 |
| 591-175.000-880.000 | COMMUNITY PROMOTION - AUGUST 202 | MCKIBBIN MEDIA GROUP, INC. | COMMUNITY PROMOTION - AUGUST 2024 | 62.50 | 109311 |
| 591-175.000-920.400 | 503214966 - 45 MONROE | MICHIGAN GAS UTILITIES | NATURAL GAS UTILITY - 45 MONROE | 10.37 | 948 |
| 591-175.000-920.400 | 504504154 - 37 MONROE | MICHIGAN GAS UTILITIES | NATURAL GAS UTILITY - 37 MONROE | 11.20 | 949 |
| 591-175.000-920.400 | 504504154 - 37 MONROE | MICHIGAN GAS UTILITIES | NATURAL GAS UTILITY - 37 MONROE | 10.92 | 955 |
| 591-175.000-993.000 | CAPITAL IMPROV BOND INTEREST | HUNTINGTON NATIONAL BANK | CAPITAL IMPROV BOND INTEREST | 54,441.96 | 958 |
| Total For Dept 175.000 ADMINISTRATIVE SERVICES | | | | 71,419.45 | |
| Dept 544.000 DISTRIBUTION | | | | | |
| 591-544.000-740.000 | FUEL - BPU - AUGUST 2024 | WATKINS TRANSPORT INC | FUEL - BPU - AUGUST 2024 | 605.93 | 109345 |
| 591-544.000-930.990 | CONCRETE TO REPLACE SIDEWALKS WI | BECKER & SCRIVENS CONCRETE | CONCRETE TO REPLACE SIDEWALKS WITH LSL | 399.13 | 109278 |
| 591-544.000-930.990 | CONTRACTED LSL REPLACEMENTS | RJT CONSTRUCTION CO. | FYE 2025 LEAD SERVICE LINE REPLACEMENTS | 8,460.00 | 109328 |
| 591-544.000-930.990 | CONTRACTED LSL REPLACEMENTS | RJT CONSTRUCTION CO. | FYE 2025 LEAD SERVICE LINE REPLACEMENTS | 10,752.50 | 109328 |
| Total For Dept 544.000 DISTRIBUTION | | | | 20,217.56 | |
| Dept 545.000 PURIFICATION | | | | | |
| 591-545.000-727.200 | SUPPLIES - SODIUM HYPOCHLORITE | UNIVAR SOLUTIONS USA INC | SODIUM HYPOCHLORITE | 3,827.98 | 109337 |
| 591-545.000-920.400 | 504558065 - 401 HILLSDALE | MICHIGAN GAS UTILITIES | NATURAL GAS UTILITY - 401 HILLSDALE | 42.52 | 951 |
| 591-545.000-930.000 | STANDBY GENERATOR BATTERIES WTP | PERFORMANCE AUTOMOTIVE | STANDBY GENERATOR BATTERIES WTP | 827.70 | 109320 |
| Total For Dept 545.000 PURIFICATION | | | | 4,698.20 | |
| Total For Fund 591 WATER FUND | | | | 239,006.51 | |
| Fund 640 REVOLVING MOBILE EQUIP. FUND | | | | | |
| Dept 443.000 MOBILE EQUIPMENT MAINTENANCE | | | | | |
| 640-443.000-726.000 | RAGS FOR SHOP | CINTAS CORPORATION | MATS, UNIFORMS AND SHOP RAGS FOR DPS | 5.00 | 109283 |
| 640-443.000-726.000 | FCT CONNECTOR FOR SHOP | GELZER HJ & SON INC | FCT CONNECTOR FOR SHOP | 15.58 | 109294 |
| 640-443.000-726.000 | ACETYLENE SMALL, IND GAS MEDIUM | PURITY CYLINDER GASES, INC | ACETYLENE SMALL, IND GAS MEDIUM FOR DPS | 80.28 | 109324 |
| 640-443.000-730.000 | REPAIRS MADE ON TRUCK #7 - PART | PARNEY'S CAR CARE, LLC | REPAIRS MADE ON TRUCK #7 - PART 2 | 485.53 | 109318 |
| Total For Dept 443.000 MOBILE EQUIPMENT MAINTENANCE | | | | 586.39 | |
| Total For Fund 640 REVOLVING MOBILE EQUIP. FUND | | | | 586.39 | |

09/12/2024 01:15 PM
User: klopresto
DB: Hillsdale

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
EXP CHECK RUN DATES 09/12/2024 - 09/12/2024
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|-----------|-------------------|--------|---------------------|--------|---------|
|-----------|-------------------|--------|---------------------|--------|---------|

Fund Totals:

| | |
|------------------------------|------------|
| Fund 101 GENERAL FUND | 108,877.23 |
| Fund 202 MAJOR ST./TRUNK | 1,172.00 |
| Fund 203 LOCAL STREET FUND | 277,742.37 |
| Fund 204 MUNICIPAL STREET | 51,500.00 |
| Fund 208 RECREATION FUND | 2,254.22 |
| Fund 271 LIBRARY FUND | 2,479.70 |
| Fund 401 CAPITAL IMPROVEMENT | 6,750.00 |
| Fund 481 AIRPORT IMPROVEMENT | 37,662.93 |
| Fund 582 ELECTRIC FUND | 124,244.16 |
| Fund 588 DIAL A RIDE | 962.26 |
| Fund 590 SEWER FUND | 210,544.16 |
| Fund 591 WATER FUND | 239,006.51 |
| Fund 640 REVOLVING MOBILITY | 586.39 |

| | |
|----------------------|--------------|
| Total For All Funds: | 1,063,781.93 |
|----------------------|--------------|

CITY COUNCIL MINUTES

City of Hillsdale
September 16, 2024
7:00 P.M.

Regular Meeting

Call to Order and Pledge of Allegiance

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

Roll Call

Mayor Adam Stockford called the meeting to order. Clerk Price took roll call.

Council Members present: Adam Stockford, Mayor

Anthony Vear, Ward 1
Cynthia Pratt, Ward 2
William Morrissey, Ward 2
Bruce Sharp, Ward 3
Gary Wolfram, Ward 3
Joshua Paladino, Ward 4
Robert Socha, Ward 4

Council Members absent: R Greg Stuchell, Ward 1

Also Present: David Mackie (City Manager), Attorney Tom Thompson, Katy Price (City Clerk), Jason Blake (DPS Director), Jake Hammel (BPU Electric Superintendent), Brandon Janes (IT), Ginger Moore (Airport Manager), Doug Ingles, Ray Briner, Hilary Hoose, Kelly Badra, Mark Nichols, Shannon Gainer, Scott Playford.

Approval of Agenda

Motion by Councilman Morrissey, support by Councilman Vear, to approve the agenda as presented.

All ayes. Motion carried.

Public Comment

Ray Briner, 73 E Sharp St., commented on Fair parade and costs associated with it.

Shannon Gainer, Ward 4, commented on the Airport and Special Assessment Districts.

Consent Agenda

- A. Approval of Bills
 - 1. City and BPU Claims of August 29, 2024: \$1,582,288.22
 - 2. Payroll of August 29, 2024: \$194,293.06
- B. City Council Minutes of September 3, 2024
- C. ZBA Minutes of August 14, 2024
- D. Finance Minutes of September 2, 2024
- E. Investment Report as of June 30, 2024
- F. Fair Parade and Parking Restrictions
- G. Traffic Control Order – Train Events
- H. Leaking Load Tap Changer Repair
- I. Failed Reclosers Replacement
- J. Union St. Substation Transformer Bushing Replacement
- K. Hillsdale County Fairgrounds Parade/Fair Agreement

Council discussion on the investment ensued.

Council and Attorney discussion on the fair parade (fees) along with special events ordinance and resolution followed.

Motion by Councilman Socha, support by Councilman Wolfram, to move Consent Agenda item K. Hillsdale County Fairgrounds Parade/Fair Agreement to New Business D.

All ayes. Motion carried.

Motion by Councilman Morrissey, supported by Councilman Vear to approve the Consent Agenda as amended.

Roll Call:

| | |
|----------------------|-----|
| Councilman Paladino | Aye |
| Councilman Sharp | Aye |
| Councilman Socha | Aye |
| Councilman Vear | Aye |
| Councilman Wolfram | Aye |
| Mayor Stockford | Aye |
| Councilman Morrissey | Aye |
| Councilwoman Pratt | Aye |

Motion passed 8-0

Communications/Petitions

- A. Airport Community Benefits Assessment Report
- B. 2024 City Bow Hunting Program
- C. Leaf & Brush Collection Schedule
- D. Newsletter
- E. Hillsdale County Commissioner Update – Doug Ingles

Hilary Hoose, MDOT Aero, reviewed the Airport Community Benefits Report.

Doug Ingles, County Commissioner reported he attended the House Tour of new homes in the Three Meadows area. Courthouse reconstruction is wrapping up targeted completion is November 15th. Budget season for the County has started. Lifeways announce new building at the corner of Industrial Drive and Beck Road.

Introduction and Adoption of Ordinances/Public Hearings

- A. Street Plan Amended Ordinance – Ordinance to Vacate Streets

Following a public hearing at its regular meeting held on Tuesday, Sept. 3, 2024, pursuant to Section 7.6 of the City Charter of the City of Hillsdale and Section 256 of the Michigan Land Division Act (MCL 560.256), the Hillsdale City Council adopted a resolution to vacate part of E. Galloway Street between Hillsdale Street and West Street, and to vacate the south 203 feet of Summit Street. Section 30-121 of the Hillsdale Municipal Code requires that the vacated portions of streets and alleys shall be eliminated from the City’s street plan map by ordinance, which shall amend the map.

Motion by Council Member Socha, seconded by Council Member Vear to adopt the ordinance to Vacate E. Galloway Drive and vacate the south 203 feet of Summit Street. **Ordinance 2024-09.**

Roll Call:

| | |
|----------------------|---------|
| Councilman Paladino | Aye |
| Councilman Sharp | Aye |
| Councilman Socha | Aye |
| Councilman Vear | Aye |
| Councilman Wolfram | Abstain |
| Mayor Stockford | Aye |
| Councilman Morrissey | Abstain |
| Councilwoman Pratt | Aye |

Motion passed 6-0, 2 abstained

Old Business

New Business

A. Certification of Abandoned Property for Accelerated Forfeiture Act – Resolution

The schedule for foreclosure of tax delinquent real property under the provisions of the General Property Tax Act is as follows:

- March 1, 2025- Unpaid 2024 Summer & Winter taxes returned to county treasurer as delinquent
- March 1, 2026- Properties with 2024 or prior taxes remaining unpaid are forfeited to the county treasurer (subject to redemption by payment of taxes & fees)
- March 1, 2027- Properties with 2024 or prior taxes remaining unpaid are subject to foreclosure proceedings.

Public Act 132 of 1999, the Certification of Abandoned Property for Accelerated Forfeiture Act (Michigan Compiled Law Sections 211.961-211.966) allows for cities, villages and townships to certify property as abandoned for the purpose of accelerating the property tax forfeiture and foreclosure process under the provisions of the General Property Tax Act.

Motion by Councilman Socha, support by Councilman Morrisey, to approve the Certification of Abandoned Property for Accelerated Forfeiture Act resolution as presented. **Resolution 3616.**

Roll Call:

| | |
|---------------------|-----|
| Councilman Sharp | Aye |
| Councilman Socha | Aye |
| Councilman Vear | Aye |
| Councilman Wolfram | Aye |
| Mayor Stockford | Nay |
| Councilman Morrisey | Aye |
| Councilman Paladino | Nay |
| Councilwoman Pratt | Nay |

Motion passed 5-3

B. Proposed 2025 Special Assessment District- Arch Ave., Monroe St., Barry St.

Motion by Council Member Morrisey, seconded by Council Member Vear to direct the City Engineer to develop plans, specifications and cost estimates for submittal to City Council on or before December 9, 2024 for consideration of establishment of SAD’s for Arch Ave., Monroe and Barry Streets.

Roll Call:

| | |
|---------------------|-----|
| Councilman Socha | Nay |
| Councilman Vear | Aye |
| Councilman Wolfram | Aye |
| Mayor Stockford | Nay |
| Councilman Morrisey | Aye |
| Councilman Paladino | Nay |
| Councilwoman Pratt | Nay |
| Councilman Sharp | Aye |

Motion failed 4-4

C Chipper Replacement – BPU/DPS

The DPS Department’s current chipper, 2006 Vermeer Brush Chipper, purchased new in 2006 is scheduled to be replaced in the 24/25 fiscal year. Over the last ten year both Dept’s. (BPU and DPS) has utilized the DPS chipper due to the BPU’s chipper needing replacement. Staff has determined that the cost of purchasing a new chipper could be split with the Board of Public Utilities.

Due to trade in value, condition, increase cost of maintenance the DPS chipper would be utilized as a backup machine if needed during storms, tree projects etc. and would allow BPU to remove their current chipper from their fleet, if they chose to do so. Both units would be stored at DPS but be available for BPU as needed.

Both departments were able to demo all three quoted units, with staff finding the Vermeer chipper to be the most operator friendly as it is not a big change from DPS’s current unit. Many wear items on the new Vermeer are interchangeable with our current Vermeer chipper. Due ease and cost of maintenance, safety and durability were considered in staff’s recommendation. Quotes obtained were obtain with state contact pricing from MiDeal and Sourcewell:

- Vermeer - \$85,988.17
- Mobark - \$77,045.00
- Bandit - \$69,100

This expenditure was budgeted at \$93,000

Council discussion ensued on price and warranty.

Motion by Councilman Sharp, support by Councilman Vear, to approve the purchase of \$85,988.17 from Vermeer.

Roll Call:

| | |
|----------------------|-----|
| Councilman Sharp | Aye |
| Councilman Socha | Aye |
| Councilman Vear | Aye |
| Councilman Wolfram | Aye |
| Mayor Stockford | Aye |
| Councilman Morrissey | Aye |
| Councilman Paladino | Aye |
| Councilwoman Pratt | Aye |

Motion passed 8-0

D. Hillsdale County Fairgrounds Parade/Fair Agreement

The Hillsdale County Fairgrounds has requested use of Howell St., E. Bacon St., McCollum St., Midtown Alley, E South St., and Midtown Lot (Lot C) in order to hold its annual Fair Parade, and the closure of Sharp Street and no parking designation of various streets during the fair. Council approved TCO Numbers 2024-51 and 2024-52 at the September 16, 2024 Council Meeting as it pertained to the necessary street/parking lot closures and “no parking” designations.

Council discussion ensued on fees for the Fair parade.

Jason Blake, DPS Director reviewed the fees associated with the Fair parade and Fee for DPS labor and services for the Fair as a whole. Blake mentioned the Fairgrounds was given a 50% reduction which would be \$2,161.18 fair parade and addition \$664.14 for fair DPS labor, services and permitting.

Attorney Thompson stated that the resolution 3585 noted the Fair parade would be given a 50% reduction in fees that Council adopted on January 16, 2024.

Councilman Socha is concerned that events are moving to fairgrounds because of costs he would be in favor of the fair parade to be exempt from fees for the year as it is listed as a Veteran’s Day Parade.

Motion by Councilman Socha, seconded by Councilman Wolfram to accept the Fair parade as the

City Veteran’s Day Parade and waive fees.

Roll Call:

| | |
|----------------------|-----|
| Councilman Wolfram | Aye |
| Mayor Stockford | Aye |
| Councilman Morrissey | Aye |
| Councilman Paladino | Aye |
| Councilwoman Pratt | Aye |
| Councilman Sharp | Nay |
| Councilman Socha | Aye |
| Councilman Vear | Aye |

Motion failed 7-1

Miscellaneous Reports

A. Proclamations – 2024 Public Power Week , Constitution Week 2024

Mayor Stockford read proclamations aloud.

B. Appointment- None

C. Other- None

General Public Comment

Shannon Gainer, 134 S. Howell St., commented on vacation of street and special assessments, fair parade and veteran’s celebration at the fairgrounds.

Ray Briner, 73 E. Sharp St., commented on the Airport Fly-in event.

James Thomas, 2200 Barr St., commented on reassessing the Miller driveway situation on Lake St.

City Manager Report

Keefer House Hotel construction and column structure issues.

87% summer taxes collected.

Public Power week coming up. Breast Cancer Awareness competition.

Audit work is done and presentation will be December 2, 2024.

Define Benefit Plans closed out from MERS plans. (Treasurer and City Manager)

CDBG Project one component needed to be finished waiting on control panel for station. Finally received and will be completed shortly.

Earth work has started on the ALDI Store property.

Three Meadows home property tour was successful.

DART advertising package has gone out to business.

Council Comment

Councilman Socha, stated he would like to have discussion on no votes from Council. Special Assessment District item didn’t have council discussion before it went to a vote. Socha had abstaining questions for Attorney.

Mayor Stockford mentioned discussion of fees and costs have been difficult.

Councilman Sharp stated he attended the Home Property tour at Three Meadows and stated the City needs more housing. Sharp also spoke on the special assessment process.

Adjournment

Motion by Councilmember Socha, seconded by Councilmember Pratt to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:56p.m.

Adam Stockford, Mayor

Katy Price, City Clerk

CITY OF HILLSDALE FINANCE COMMITTEE

Place: City Hall Second Floor Conference Room

Date: September 16, 2024

Time: 6:30 PM

PRESENT:

COMMITTEE: Gary Wolfram, Bruce Sharp, Will Morrisey

STAFF: Jason Blake (Director of Public Services), David Mackie (City Manager)

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 301: Access code to the computer

Fund 203

Department 460: Act 51 will pay

Fund 401

Department 756: Field of Dreams

Fund 582

Department 175: Install edging and stone on BPU building on Monroe Street
: GoNotify is App to notify residents of utility issues

Motioned by Sharp seconded by Morrisey to approve.

Motion passed 3-0.

Motioned by Sharp and seconded by Wolfram to adjourn.

Motion passed 3-0.

Adjournment 6:45 PM

Minutes prepared by Gary Wolfram

City of Hillsdale Agenda Item Summary

Meeting Date: **October 7, 2024**

Agenda Item : **Consent**

SUBJECT: 2024 Winter Tax Special Assessment Roll

BACKGROUND: **Peter Merritt, City Treasurer**

Required annual report to Council for the Special Assessment Winter Tax Roll.

RECOMMENDATION:

No action required by Council



CITY OF HILLSDALE

97 NORTH BROAD STREET
HILLSDALE, MICHIGAN 49242-1695

(517) 437-6441 • FAX: (517) 437-6448

I certify that the enclosed Special Assessment Roll for the 2024 Winter Tax Bills is correct.

City of Hillsdale Treasurer:

A handwritten signature in black ink that reads "Peter K. Merritt". The signature is written in a cursive style.

Peter K. Merritt

Special Assessment Roll
Roll for Year 2024
Population: All Records
Special Population Parcels with Installments still Owed

| Sp. District Heading | Parcel # Owner | Principal Admin Fee | Interest Penalty | Addtl Cert Fee | Total Installment | Prin Bal Payoff Int | Total Payoff |
|-------------------------|---|------------------------|---------------------|-------------------|----------------------|------------------------|-----------------|
| 2021-4 | 30006-123-151-08 WILLIAMS CT STREE TUCKER, TERRI | 394.03 0.00 | 189.13 | | 583.16 | 3,152.20 204.89 | 3,357.09 |
| 2021-4 | 30006-123-151-17 WILLIAMS CT STREE ANDERSON, RAY V | 394.03 0.00 | 165.49 | | 559.52 | 2,758.17 179.28 | 2,937.45 |
| 2021-4 | 30006-123-152-05 WILLIAMS CT STREE AMISEGGER, MISTY | 394.03 0.00 | 189.13 | | 583.16 | 3,152.20 204.89 | 3,357.09 |
| 2021-4 | 30006-123-152-10 WILLIAMS CT STREE MARCH, HAROLD & PATRICIA | 394.03 0.00 | 189.13 | | 583.16 | 3,152.20 204.89 | 3,357.09 |
| 2021-1 | 30006-123-453-09 HILLCREST AREA ST DOW, RACHAEL ANNE | 315.92 0.00 | 151.64 | | 467.56 | 2,527.32 164.28 | 2,691.60 |
| 2021-1 | 30006-123-455-03 HILLCREST AREA ST ANDALORO, LORI LYNN | 315.92 0.00 | 151.64 | | 467.56 | 2,527.32 164.28 | 2,691.60 |
| 2021-1 | 30006-123-455-06 HILLCREST AREA ST KEAR, ADAM JARRET & KIMBERLY NICOLE | 315.92 0.00 | 151.64 | | 467.56 | 2,527.32 164.28 | 2,691.60 |
| 2021-1 | 30006-123-455-16 HILLCREST AREA ST MORNEN, KYLE J & COURTNEY E | 315.92 0.00 | 151.64 | | 467.56 | 2,527.32 164.28 | 2,691.60 |
| 2021-1 | 30006-123-457-04 HILLCREST AREA ST BENZING, JOHN H | 315.92 0.00 | 150.50 | | 466.42 | 2,508.37 163.04 | 2,671.41 |
| 2021-1 | 30006-123-476-04 HILLCREST AREA ST WILLOUGHBY, CHRISTIAN | 315.92 0.00 | 151.64 | | 467.56 | 2,527.32 164.28 | 2,691.60 |
| 2021-1 | 30006-126-204-05 HILLCREST AREA ST BRUNS, JACOB A & CHRISTINA L | 315.92 0.00 | 151.64 | | 467.56 | 2,527.32 164.28 | 2,691.60 |
| 2021-1 | 30006-126-204-16 HILLCREST AREA ST MARTIN, MARK STEVEN | 315.92 0.00 | 151.64 | | 467.56 | 2,527.32 164.28 | 2,691.60 |
| 2021-1 | 30006-126-205-02 HILLCREST AREA ST MORIARTY, JOHN E & SOPHIA | 315.92 0.00 | 151.64 | | 467.56 | 2,527.32 164.28 | 2,691.60 |
| 2021-1 | 30006-126-205-03 HILLCREST AREA ST STEVENS, HEATHER | 315.92 0.00 | 151.64 | | 467.56 | 2,527.32 164.28 | 2,691.60 |
| 2021-1 | 30006-126-205-05 HILLCREST AREA ST MILLER, WARREN & DAWN | 315.92 0.00 | 151.64 | | 467.56 | 2,527.32 164.28 | 2,691.60 |
| 2021-1 | 30006-126-205-07 HILLCREST AREA ST KINGSLEY, BRADLEY G | 315.92 0.00 | 151.64 | | 467.56 | 2,527.32 164.28 | 2,691.60 |
| 2021-1 | 30006-126-206-02 HILLCREST AREA ST MORRISON, MATTHEW | 315.92 0.00 | 151.64 | | 467.56 | 2,527.32 164.28 | 2,691.60 |
| 2021-1 | 30006-126-206-03 HILLCREST AREA ST VANDYKE, LINSEY | 315.92 0.00 | 131.55 | | 447.47 | 2,192.44 142.51 | 2,334.95 |
| 2021-1 | 30006-126-206-04 HILLCREST AREA ST SLOANE, CHARLES L JR | 315.92 0.00 | 151.64 | | 467.56 | 2,527.32 164.28 | 2,691.60 |

Special Assessment Roll
Roll For Year 2024
Population: All Records
Special Population Parcels with Installments still Owed

| Sp. District Heading | Parcel # Owner | Principal Admin Fee | Interest Penalty | Addtl Cert Fee | Total Installment | Prin Bal Payoff Int | Total Payoff |
|-------------------------|--|------------------------|---------------------|-------------------|----------------------|------------------------|-----------------|
| 2021-1 | 30006-126-226-02 HILLCREST AREA ST PAWLOSKI, TAYLOR | 315.92 0.00 | 151.64 | | 467.56 | 2,527.32 164.28 | 2,691.60 |
| 2021-2 | 30006-126-201-04 RIVERDALE AREA ST LAYCOCK, DOUGLAS KERRY | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 2021-2 | 30006-126-202-06 RIVERDALE AREA ST HOCKENSMITH, ASHLEY N | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-334-204-15 MORRY/LYNWOOD/S H MURRAY, JAMES D & PATSY MARGARET | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-334-204-16 MORRY/LYNWOOD/S H MURRAY, JAMES D & PATSY MARGARET | 390.00 0.00 | 187.20 | | 577.20 | 3,120.00 202.80 | 3,322.80 |
| 22-06 | 30006-334-204-19 MORRY/LYNWOOD/S H HART, BERNIECE | 450.00 0.00 | 216.00 | | 666.00 | 3,600.00 234.00 | 3,834.00 |
| 22-06 | 30006-334-204-20 MORRY/LYNWOOD/S H SANBORN, JOSHUA L | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-334-205-10 MORRY/LYNWOOD/S H GRANT, MARGARET L | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-334-205-12 MORRY/LYNWOOD/S H PACHOUD, JEROME E & LYNNE M | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-334-206-04 MORRY/LYNWOOD/S H REYNOLDS, AMBER | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-334-207-04 MORRY/LYNWOOD/S H ELLIOTT, FRANCIS B | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-334-207-05 MORRY/LYNWOOD/S H KEIL, KATHRYN E | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-334-210-05 MORRY/LYNWOOD/S H PALACIOS, TIMOTHY R SR & JUDIE K | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-334-210-34 MORRY/LYNWOOD/S H ROTH, ISAAC R | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-334-210-35 MORRY/LYNWOOD/S H MOREHEAD, BARBARA J | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-334-210-36 MORRY/LYNWOOD/S H HILTON, DONALD D | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-334-228-02 MORRY/LYNWOOD/S H WOOD, DEBORAH J ETAL | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-334-229-01 MORRY/LYNWOOD/S H DERR, DARRELL | 180.00 0.00 | 0.00 | | 180.00 | 3,180.00 206.70 | 3,386.70 |
| 22-06 | 30006-334-229-02 MORRY/LYNWOOD/S H BROOKS, JOHN F & VERONICA M | 500.00 0.00 | 238.20 | | 738.20 | 3,970.00 258.05 | 4,228.05 |

Special Assessment Roll
Roll for Year 2024
Population: All Records
Special Population Parcels with Installments still Owed

| Sp. District Heading | Parcel # Owner | Principal Admin Fee | Interest Penalty | Addtl Cert Fee | Total Installment | Prin Bal Payoff Int | Total Payoff |
|-------------------------|---|------------------------|---------------------|-------------------|----------------------|------------------------|-----------------|
| 22-06 | 30006-334-229-03 MORRY/LYNWOOD/S H GOCHANOUR, HEIDI | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-334-230-11 MORRY/LYNWOOD/S H NEUKOM, ALBERT JR./HERBENER, LYNN | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-334-230-12 MORRY/LYNWOOD/S H NEUKOM, ALBERT JR./HERBENER, LYNN | 195.00 0.00 | 93.60 | | 288.60 | 1,560.00 101.40 | 1,661.40 |
| 22-06 | 30006-334-231-07 MORRY/LYNWOOD/S H B & B INVESTMENTS LLC | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-334-231-17 MORRY/LYNWOOD/S H BADE, ROBERT | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-435-101-02 MORRY/LYNWOOD/S H FRISTIK, DAVID R JR | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-435-101-06 MORRY/LYNWOOD/S H TAPPEN, DAVID D | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-435-101-12 MORRY/LYNWOOD/S H LOREN, MATTHEW L | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-435-101-13 MORRY/LYNWOOD/S H CARPENTIER, JEREMY K | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-435-101-14 MORRY/LYNWOOD/S H TODD, GREGORY | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-06 | 30006-435-101-16 MORRY/LYNWOOD/S H PRESTON, DOUGLAS G II & NANCY AC | 500.00 0.00 | 240.00 | | 740.00 | 4,000.00 260.00 | 4,260.00 |
| 22-07 | 30006-227-151-16 WESTWOOD AREA DENSMORE, CATHY M IRA #711710 | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 | 30006-227-151-19 WESTWOOD AREA BLACKHAM, BRADLEY W | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 | 30006-227-151-25 WESTWOOD AREA BAYS, BRITTANY T | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 | 30006-227-151-26 WESTWOOD AREA BUT, HIEN & THANH TRAN | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 | 30006-227-151-30 WESTWOOD AREA SWICK, ROBERT S JR & DEBRA S | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 | 30006-227-151-38 WESTWOOD AREA BREWER, JONATHAN C | 250.00 0.00 | 0.00 | | 250.00 | 2,500.00 12.50 | 2,512.50 |
| 22-07 | 30006-227-151-43 WESTWOOD AREA RICKETTS, MARTIN W | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 | 30006-227-151-44 WESTWOOD AREA GEHRKE, JASON MATTHEW & ERIKA | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |

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Special Population Parcels with Installments still Owed

| Sp. District Heading | Parcel # Owner | Principal Admin Fee | Interest Penalty | Addtl Cert Fee | Total Installment | Prin Bal Payoff Int | Total Payoff |
|--|--|------------------------|---------------------|-------------------|----------------------|------------------------|-----------------|
| 22-07 WESTWOOD AREA | 30006-227-152-04 DE LEON, JASON L & ERIN L | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 WESTWOOD AREA | 30006-227-152-06 MORE, KIMBERLY ANN | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 WESTWOOD AREA | 30006-227-152-14 MILLER, MATTHEW D | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 WESTWOOD AREA | 30006-227-152-15 MALONE, TYRONE & TYUS, EVA | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 WESTWOOD AREA | 30006-227-152-25 SORRELL, STEPHANIE | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 WESTWOOD AREA | 30006-227-152-26 DUBOIS, DAVID & MARCIA | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 WESTWOOD AREA | 30006-227-152-45 FOUST, JONATHAN & AUDREY | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 WESTWOOD AREA | 30006-227-153-08 HINGA, MATTHEW & CARRIE | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 WESTWOOD AREA | 30006-227-176-02 LIFEWAYS | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 WESTWOOD AREA | 30006-227-177-01 STEWART, JEFFREY D & DEANN M | 200.00 0.00 | 0.00 | | 200.00 | 4,700.00 23.50 | 4,723.50 |
| 22-07 WESTWOOD AREA | 30006-227-177-08 CASPAR, TIMOTHY W & KATY M | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 WESTWOOD AREA | 30006-227-178-01 WISELEY, SCOTT A & JOANNA J | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 WESTWOOD AREA | 30006-227-178-05 ORTIZ, ZENON & ANDREA | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 WESTWOOD AREA | 30006-227-178-19 ZEISER, WILLIAM G | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 WESTWOOD AREA | 30006-227-178-20 BILLFUSS, DARLENE J | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 WESTWOOD AREA | 30006-227-179-04 BARBER, DAWN | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 22-07 WESTWOOD AREA | 30006-227-179-11 SCHIMAN, DAVID A & TRACY A | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 2024-8 ST JOE & GRISWOLD SALVATION ARMY | 30006-426-326-03 | 300.00 0.00 | 0.00 | | 300.00 | 3,000.00 15.00 | 3,015.00 |
| 2024-8 ST JOE & GRISWOLD JOHNSON, SCOTT D & KATHY A | 30006-426-326-07 | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |

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Roll for Year 2024
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Special Population Parcels with Installments still Owed

| Sp. District Heading | Parcel # Owner | Principal Admin Fee | Interest Penalty | Addtl Penlty Cert Fee | Total Installment | Prin Bal Payoff Int | Total Payoff |
|-------------------------|--|------------------------|---------------------|--------------------------|----------------------|-------------------------|-----------------|
| 2024-8 | 30006-426-326-08 ST JOE & GRISWOLD DAVIS, CHRISTOPHER SCOTT | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 2024-8 | 30006-426-326-13 ST JOE & GRISWOLD BEACH, RODNEY S & BARBARA B | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 2024-8 | 30006-426-326-15 ST JOE & GRISWOLD STATEN, CHRISTOPHER A & MICHELLE L | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 2024-8 | 30006-426-326-16 ST JOE & GRISWOLD CLARK, IAN M & SARA | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 2024-8 | 30006-426-326-18 ST JOE & GRISWOLD YAP, ZACHARY & JACQUELINE | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 2024-8 | 30006-426-326-29 ST JOE & GRISWOLD HOFFMAN, KLARISSA | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 2024-8 | 30006-426-377-08 ST JOE & GRISWOLD MILLER, JAMES G ETAL | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 2024-8 | 30006-426-377-09 ST JOE & GRISWOLD MCGEE, TERRA L | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 2024-8 | 30006-426-377-10 ST JOE & GRISWOLD SAXTON, SAMUEL L & GRACE I ESTATE | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 2024-8 | 30006-426-377-11 ST JOE & GRISWOLD PHIPPS, PAMELA | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 2024-8 | 30006-435-127-02 ST JOE & GRISWOLD RUTLEDGE, DERRICK & CRISSI | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 2024-8 | 30006-435-127-03 ST JOE & GRISWOLD RUTLEDGE, DERRICK | 210.00 0.00 | 0.00 | | 210.00 | 2,100.00 10.50 | 2,110.50 |
| 2024-8 | 30006-435-127-15 ST JOE & GRISWOLD SAGER, AMANDA | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 2024-8 | 30006-435-202-01 ST JOE & GRISWOLD COLLAR, BRYCE WELLS | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 2024-8 | 30006-435-202-10 ST JOE & GRISWOLD D&B OIL CO | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| 2024-8 | 30006-435-202-11 ST JOE & GRISWOLD DRAPER, SCOTT L | 470.00 0.00 | 0.00 | | 470.00 | 4,700.00 23.50 | 4,723.50 |
| 2024-8 | 30006-435-202-13 ST JOE & GRISWOLD WATKINS OIL CO INC | 500.00 0.00 | 0.00 | | 500.00 | 5,000.00 25.00 | 5,025.00 |
| Total Parcels: 93 | | 41,275.84 0.00 | 9,632.89 | | 50,908.73 | 375,728.06 11,702.37 | 387,430.43 |

City of Hillsdale

Agenda Item Summary

Meeting Date: October 7, 2024
Agenda Item: Consent Agenda
Subject: Street Closure, Hillsdale College Homecoming

Background:

Hillsdale College has requested the closure of E. College Street between Union Street and Oak Street to include pedestrian access for their annual Homecoming Tailgate. Closure is on October 12, 2024 from 9:00 a.m. till 10:00 p.m.

Recommendation:

Approval is recommended as this is an annual event.

Scott A. Hephner



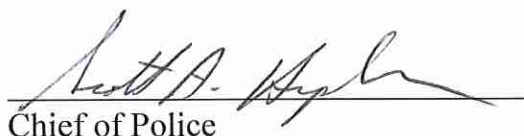
Chief of Police / Fire Chief

TRAFFIC CONTROL ORDER
2024-56

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.

Temporary closure of the Right of Way and Pedestrian Access on E. College Street, between Union Street and Oak St. on Saturday, October 12, 2024 from 9:00 a.m. – 10:00 p.m. for Hillsdale College Homecoming Tailgate.

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

09/16/2024
Date

Received for filing in the office of the City Clerk at _____ p.m. on the _____ day of _____, 2024.

City Clerk

Date

RESOLUTION # _____

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

Passed in open Council this _____ day of _____, 2024.

Adam L. Stockford, Mayor

Attest:

Katy B. Price, City Clerk



September 13, 2024

Chief Scott A. Hephner
Hillsdale Police Department
Hillsdale City Hall
Hillsdale, MI 49242

Dear Chief Hephner,

Hillsdale College would like to close the Right of Way and Pedestrian Access on College Street, between Union Street and Oak Street on Saturday, October 12 from 9 am until 10 pm for Homecoming Tailgate and a soft closure for the parade, with police assistance at the intersection of E. College Street and Hillsdale Street. Traffic will be routed South along Union Street, then East along Fayette Street, and North on Oak Street. Proper signage and barricades will be used.

If you have any questions, please call me at 517-607-2597. Thank you for your assistance.

Thank you for your assistance.

Respectfully submitted,

John T. Wilmer
Director of Security

JTW/ajs

Received by _____
 Date _____
 Amount Rec' _____
 Check # _____
 Permit # _____



CITY OF HILLSDALE

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

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

TYPE:

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

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

Hillsdale College Security 9/13/2024 Student Activities 9/13/2024

| | | | |
|---|------|---|------|
| Applicant's Name 33 E. College St | Date | Contractor's Name | Date |
| Mailing Address Hillsdale, MI 49242 | | Mailing Address Hillsdale, MI 49242 | |
| City State Zip Code 517-607-2597 | | City State Zip Code 517-607-2597 | |
| Telephone Number | | Telephone Number | |

DESCRIPTION OF WORK OR USE:

Assisted temporary closure to hold a homecoming parade starting at intersection N West St and College St to the football stadium. Hard road closure from the intersection of Union St and College St to Oak St. and Academy Ln

LOCATION: (Drawing to be provided)

Traffic assistance from the police at E College St and Hillsdale St

FACILITIES, STRUCTURES, OR EQUIPMENT TO BE INSTALLED:

Stadium III Barricades and Pedestrian Barricades are to be used along with advanced warning signs

TIME PERIOD:

COMMENCING DATE: **10/12/24** TIME: **9:00 AM** ENDING DATE: **10/12/24** TIME: **10:00 PM**

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

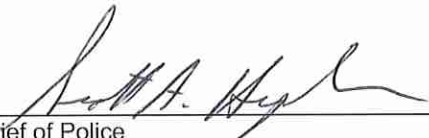
Director Comments:

Director, Department of Public Services

Recommendation for Issuance

Approved Denied

Chief of Police Comments:



Chief of Police

Bond Received \$ _____

Fee Received \$ _____

City Clerk

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

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

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



hard closure for the game

Detour

Police assistance

Parade route



HILLCOL-02

JDUFF

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/13/2023

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 have **ADDITIONAL INSURED** provisions or 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 Vested Risk Strategies, Inc. 83 N. Broad Street Hillsdale, MI 49242 | CONTACT NAME: PHONE (A/C, No, Ext): (517) 439-1501 | | FAX (A/C, No): |
| | E-MAIL ADDRESS: contact@vestedrisk.com | | |
| INSURED Hillsdale College 33 E College Street Hillsdale, MI 49242-1205 | INSURER(S) AFFORDING COVERAGE | | NAIC # |
| | INSURER A : United Educators Insurance, A Reciprocal Risk Retention Group | | 10020 |
| | INSURER B : Greenwich Insurance Co | | 22322 |
| | INSURER C : XL Specialty Insurance Company | | 37885 |
| | 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 | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: | | | U75-85D | 11/1/2023 | 11/1/2024 | EACH OCCURRENCE | \$ 1,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 1,000,000 |
| | | | | | | | MED EXP (Any one person) | \$ 5,000 |
| | | | | | | | PERSONAL & ADV INJURY | \$ Included |
| | | | | | | | GENERAL AGGREGATE | \$ 3,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG | \$ Included |
| | | | | | | | | \$ |
| B | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | CA RAC9438218 | 10/16/2023 | 10/15/2024 | COMBINED SINGLE LIMIT (Ea accident) | \$ 1,000,000 |
| | | | | | | | BODILY INJURY (Per person) | \$ |
| | | | | | | | BODILY INJURY (Per accident) | \$ |
| | | | | | | | PROPERTY DAMAGE (Per accident) | \$ |
| | | | | | | | | \$ |
| A | <input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 1,000,000 | | | U75-85D | 11/1/2023 | 11/1/2024 | EACH OCCURRENCE | \$ 20,000,000 |
| | | | | | | | AGGREGATE | \$ 20,000,000 |
| | | | | | | | | \$ |
| C | <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below | | N/A | WC RWC3001827 | 10/16/2023 | 10/15/2024 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER | |
| | | | | | | | E.L. EACH ACCIDENT | \$ 1,000,000 |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ 1,000,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | \$ 1,000,000 |
| | | | | | | | | \$ |

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

CERTIFICATE HOLDER**CANCELLATION**

Hillsdale College
33 E. College Street
Hillsdale, MI 49242

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

Chris Sumner

City of Hillsdale

Agenda Item Summary

Meeting Date: October 7, 2024

Agenda Item: Consent

SUBJECT: Best Source Justification - GameTime Equipment Purchase

BACKGROUND: Michelle Loren, Recreation Director

The Hillsdale Exchange Club is preparing for Phase II of the Waterworks Renovation Project. As they did for Phase I, they have elected to use GameTime as the play equipment vendor. The piece of equipment they have chosen is \$20,260.88 which would, under normal circumstances, require the City to go out for bid. However, because the equipment is being provided by Exchange Club as a donation, the bid process is not required and the equipment can be purchased through the donor's vendor of choice. This requires the City to complete a Best Choice Justification form with City Manager and Council approval.

RECOMMENDATION:

I recommend Council approve the Best Source Justification and allow the Recreation Director to order the proposed play equipment from GameTime on behalf of Exchange Club for Phase II of the Waterworks Renovation Project.



SOLE SOURCE / BEST SOURCE JUSTIFICATION

To be completed by the Department and forwarded to City Manager for Approval

Vendor: *GameTime*

Amount: *\$20,260.88*

Department: *Recreation*

Date: *October 7, 2024*

Sole Source – A single vendor is uniquely qualified to meet the City's procurement objective.

Provide an explanation of the need that has to be fulfilled, focusing on the requirements (not a description of the product or service, which satisfies that need). Why is this vendor the only one that can fulfill the need identified? Describe the unique aspects of their product or service or attach letter from vendor:

Check appropriate reason below:

- This is a product manufactured by a single vendor.
- This product or service is sold only through this single distributor.
- This service is unique to a single organization.
- An unusual or compelling urgency exists (explain below).

What activities have already occurred prior to submitting this request? Discuss what other products and services in the market were reviewed and why they didn't fulfill the need. Have you already evaluated products or services available on the market and then made a determination that this product or service is the only one that meets your need? Has the vendor already done any work related to this project or purchase?

Best Source – Does the need meet one of the following “best source” definitions instead of the sole source definition referenced above (explain below):

- The product or service must match or be compatible with current equipment or services; or
- It would not be economically feasible for another vendor to provide the product or service needed; or

GameTime offers a 50% matching grant.

- A single vendor is uniquely qualified to fulfill the City’s need; or

This project is being led by Hillsdale Exchange Club as Phase II of a 3-phase renovation of Waterworks Park as a donation to the City of Hillsdale. Exchange opted to work with GameTime for Phase I of the renovation and chooses to use them as they continue the project.

- An unusual or compelling urgency exists.

REQUESTED BY:

Signature

Michelle Loren

Date

10/01/2024

Michelle Loren

APPROVAL:

City Manager

David Mackie

Date

10-3-2024

David Mackie

"Snow Globe"
Playground Equipment Install Project

| Item | Description | Cost | |
|------|---------------------------------------|------------|-------------------|
| 1 | Unload Delivery | \$100 | DPS |
| 2 | Excavate, grade and prep site | \$3,202.20 | DPS |
| 3 | Concrete boarder install | \$2,500 | Exchange |
| 4 | Concrete boarder material | \$1,000 | Exchange |
| 5 | Certified rubber mulch | \$4,000 | Exchange |
| 6 | Rubber mulch delivery fee | \$0.00 | Exchange |
| 7 | Rubber mulch installation | \$750.00 | DPS |
| 8 | Geotextile Fabric | \$165 | Exchange |
| 9 | Peastone/gravel | \$625 | Exchange |
| 10 | Peastone/gravel delivery and install | \$550 | DPS |
| 11 | Site restoration, labor and equipment | \$1,500 | DPS |
| 12 | Site restoration, materials | \$600 | DPS |
| 13 | Installation of playground supports | \$1,000 | DPS |
| 14 | Playground support materials | \$1,200 | Exchange |
| 15 | Playground equipment assembly | \$1,200 | Exchange |
| 16 | Impact Mats | \$500 | Exchange |
| 17 | Purchase of playground equipment | 18,001.68 | Exchange |
| 18 | Material Surcharge | | |
| 19 | Freight | \$2,259.20 | Exchange |
| | | Total | \$39,153 Total |
| | | | (\$8,902) DPS |
| | | | \$30,251 Exchange |



GameTime c/o Sinclair Recreation
 176 E Lakewood Blvd
 Holland, MI 49424
 Ph: 800-444-4954
 Fax: 616-392-8634

09/18/2024
 Quote #
 106775-01-01

GameTime Equipment - Grant Check with Order

CITY OF HILLSDALE
 Attn: Michelle Loren
 97 N. BROAD ST.
 HILLSDALE, MI 49242
 United States
 Phone: 517-437-6457
 Fax: 517-437-2944
 mloren@ci.hillsdale.mi.us

Ship to Zip 49242

| Quantity | Part # | Description | Unit Price | Amount |
|----------|--------|--|------------------|--------------------|
| 1 | RDU | GameTime - PT23018 - Snow Globe | \$32,403.00 | \$32,403.00 |
| | | (2) 12023 -- 3 1/2" Uprt Ass'Y Alum 8' | | |
| | | (4) 12025 -- 3 1/2" Uprt Ass'Y Alum 10' | | |
| | | (4) 12026 -- 3 1/2" Uprt Ass'Y Alum 11' | | |
| | | (2) 18200 -- 36" Sq Punched Deck P/T 1.3125 | | |
| | | (1) 18679 -- Bongos | | |
| | | (1) 19002 -- Single Gizmo Panel | | |
| | | (1) 19215 -- Rung Enclosure W/ Steering Wheel | | |
| | | (2) 19367 -- Talk Tube Ground Level | | |
| | | (1) 19755 -- Wiggle Climber Attachment | | |
| | | (1) 19790 -- Dbl Swerve Zip 4'-6"/5' | | |
| | | (1) 19882 -- Hi Line Climb Link 1 Deck 1' Rise | | |
| | | (1) 19891 -- Trillium Climber 5'-0" & 5'-6" | | |
| | | (1) 19919 -- Modern Transfer w/Guardrail 3' Rise | | |
| | | | Sub Total | \$32,403.00 |
| | | | Grant | (\$14,401.32) |
| | | | Freight | \$2,259.20 |
| | | | Total | \$20,260.88 |

Comments
 SUPPLY ONLY

Matching Grant Funds are available until October 25th, 2024 at 12PM EST **or** until Grant funds are no longer available. Approved grant application is required. To receive full grant funding, a check of \$20,260.88 **must be received at the time of order.**

This quotation is subject to policies in the current GameTime Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases to be supported by your written purchase order made out to GAMETIME C/O SINCLAIR RECREATION. **A 2.5% PROCESSING FEE WILL BE ADDED TO ALL ORDERS PAID VIA CREDIT CARD.**

Pricing: f.o.b. factory, firm for 30 days from date of quotation unless otherwise noted on quotation. Sales tax will be added at time of invoicing unless a tax exemption certificate is provided at time of order entry.

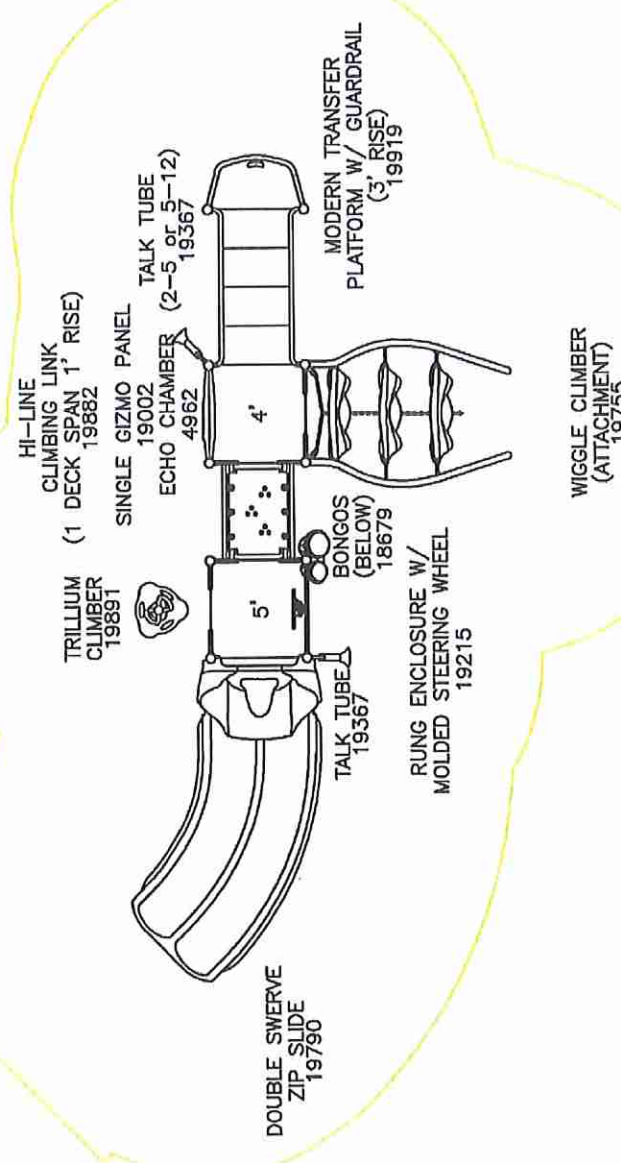


Snow Globe

Snow Globe is an exciting PrimeTime play system designed for children ages 5-12. This unit features our Gizmo Panel and Talk Tubes to encourage sensory play. The structure also incorporates two fast slides for additional play value.

37'-4"

23'-11"



| | | |
|---|---|----------|
| Total Elevated Play Components | 6 | 0 |
| Total Elevated Play Components Accessible By Ramp | 0 | Required |
| Total Elevated Components Accessible By Transfer | 6 | Required |
| Total Accessible Ground Level Components Shown | 2 | Required |
| Total Different Types Of Ground Level Components | 2 | Required |

This Unit includes play events and routes or travel specifically designed for special needs users. It is the opinion of the manufacturer that these play events and routes of travel conform to the accessibility requirements of the ADA (Americans with Disabilities Act)

Minimum Area Required:
Scale: 1" = 5'-0"
This drawing can be scaled only when in an 8 1/2" x 11" format

This play equipment is recommended for children ages 5-12

PT23018
SNOW GLOBE
Representative

ISO 9001 CERTIFIED
AS A QUALITY SYSTEM

GameTime
4FA Zone
150 PlayCore Drive SE
Fort Payne, AL 35967
www.gametime.com

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. Consumer Product Safety Commission, ASTM standard F 1487, and Canadian Standard CAN/CSA-Z-614

Drawn By: SR
Date: 10.26.22
Drawing Name:

Walk of Remembrance



*Remembering
Lives Gone
Too Soon*

Sunday, October 20, 1 pm

Owens Park Pavilion, Baw Beese Lake

If you would like to participate in this years ceremony, please RSVP to Hillary Zimmerman, clinical nurse manager, at (517) 437-5280 by October 17 at noon. Each participant will have their loved one's name listed in the program and receive a red rose in their honor.



Dr. Alfred K. Bediako
Birthing Center

(517) 437-5280
hillsdalehospital.com



Citywide Hydrant Flushing to Begin October 6, 2024

HILLSDALE, Mich. — The Hillsdale Board of Public Utilities will begin its fall hydrant flushing program on Sunday, Oct. 6, 2024.

Crews will flush hydrants daily from 8 a.m. to 2 a.m. the next day, until the flushing program has been completed. Flushing the entire system is expected to take about a week.

What does “hydrant flushing” mean?

The hydrant network provides fire protection to homes and businesses. Keeping each hydrant in proper working order calls for regular maintenance. Each spring and fall, BPU performs a preventative action known as hydrant flushing, which verifies the system has adequate water flow. It also serves a secondary purpose in removing sediment that naturally accumulates in water mains. Flushing it out of the system helps uphold the high water standards the city strives to maintain.

Will I see a drop in water pressure due to the flushing?

Most customers will not see a drop in water pressure. If a change in water pressure occurs, it usually lasts for only a short time.

Will hydrant flushing in my area cause cloudiness or sediment in my water?

The flushing process can stir up sediments and minerals in the water mains, which could occasionally result in some short-term cloudy water conditions. The temporary discoloration only affects the appearance of the water and does not pose any health risk. If you experience discolored water, flushing cold water from the tap for a few minutes until the water is clear again should alleviate this condition.

When will you flush the hydrant near my home or business?

Due to crews working in multiple areas, it is not possible to provide a detailed schedule of when each hydrant will be flushed.

Any questions or concerns regarding hydrant flushing can be directed to the Hillsdale Board of Public Utilities by calling (517) 437-3387.

OUT WITH YOUR OLD APPLIANCE, IN WITH SAVINGS

Retiring an aging, power-hungry appliance can save you money over the long haul. Efficiency Smart will pay you **\$100** for responsibly recycling it.

Hillsdale Drop-off Event

Saturday, October 12

10 a.m. to noon

149 Waterworks Ave. in Hillsdale

Bring a working dehumidifier, window air conditioner, or mini fridge to Hillsdale's drop-off event and get **\$100** per unit. Bring a copy of a recent electric bill to the drop-off event to confirm eligibility.

Learn More

Visit www.energysmart.org/HillsdalePromo or call Efficiency Smart at **877-889-3777**.

Must be a Hillsdale Board of Public Utilities electric customer to be eligible. Certain conditions apply. Maximum four working appliances per household. Contact Efficiency Smart for more information.



“

This program is wonderful! It saved me time, energy, and money. I feel better knowing my old appliances have been properly recycled.

”

— Jacqueline,
Appliance Recycling
Rewards participant

One of the energy efficiency initiatives offered in partnership between:



HILLSDALE COUNTY NOTICE

On 7/6/2024 HILLSDALE COUNTY HAS FILED ITS
NOTICE OF INTENT TO PREPARE THE MATERIALS MANAGEMENT
PLAN

AND HAS BECOME THE COUNTY APPROVAL AGENCY
as required per Part 115, Solid Waste Management, of the
Natural Resources and Environmental Protection Act, 1994 PA
451, as amended.

Hillsdale County intends to complete the MMP development as
a SINGLE County. Please note that all materials management
planning committee meetings are open to the public and
notices of these meetings shall be found at the following:

co.hillsdale.mi.us AND

29 N Howell Street, Hillsdale, MI 49242

in addition each municipality will receive notice and will have
the meeting notices available as well.

Direct questions to

Commissioner Ingles

d.ingles@co.hillsdale.mi.us

517-437-7758 x 861

City of Hillsdale

Agenda Item Summary

MEETING DATE: October 7, 2024

AGENDA ITEM #: Old Business

SUBJECT: International Brotherhood of Electrical Workers (IBEW Local 876)

BACKGROUND PROVIDED BY: David Mackie, BPU Director/City Manager

Attached is the newly negotiated contract between the City of Hillsdale and the International Brotherhood of Electrical Workers Local 876 for the BPU Board's consideration. The contract is for three-years with a wage reopener in March of 2025 for the three lineman classifications. Changes are tracked in red. Items to note in the contract include:

- Increase wages in Year 1 - 5%, Year 2 - 5% and year 3 - 4%
- Signing bonus \$1,000, Year 2 - \$750 retention and Year 3 - \$500 retention
- On-call pay increased from 10 hours to 16 hours per week
- Annual sick leave payout percentage increased from 75% to 100%
- Increase employee contribution from 9.16% to 10.16% into the MERS pension plan
- Addition of Good Friday and Juneteenth as holidays
- Wage reopener March 2025 for Class A Lineman, Line Leader and Line Foreman classifications

RECOMMENDATION:

City Manager recommends the City Council approve the updated IBEW contract.

AGREEMENT BETWEEN
THE CITY OF HILLSDALE, MICHIGAN
AND
LOCAL UNION #876
INTERNATIONAL BROTHERHOOD OF ELECTRICAL
WORKERS (IBEW)

(EFFECTIVE DATE: ~~October 7th, 2024~~ ~~October 7, 2021~~)

(EXPIRATION DATE: ~~June 30, 2027~~ ~~JUNE 30, 2024~~)

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AGREEMENT

THIS AGREEMENT, made and entered into as of the ~~7th day of October, 2024~~ ~~7th day of October, 2021~~ by and between the CITY OF HILLSDALE, MICHIGAN, BOARD OF PUBLIC UTILITIES, hereinafter referred to as the "City" and LOCAL UNION #876, OF THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, A.F.L.-CIO, hereinafter referred to as the "Union."

ARTICLE I PURPOSE AND INTENT

The general purpose of this Agreement is to set forth the wages, benefits, hours, and working conditions which shall prevail for the duration of this Agreement; and to promote orderly and peaceful labor relations for the mutual interest of the City, its employees, the Union, and the citizens of Hillsdale, Michigan. Wherein this Agreement, it refers to masculine or feminine gender, it means both.

For the purpose of facilitating the peaceful adjustment of differences that may arise from time to time, to promote harmony, efficiency and the continuance of a proper level of services to the community, to the end that the City, the Union and the general public mutually benefit, the parties do hereby agree with each other as follows, to wit:

ARTICLE II RECOGNITION

Section 1. Recognition. The City hereby recognizes the Union as the exclusive representative in collective bargaining with the City for the employees in the following unit (Case R90-D127 7/9/90, MLRD); all full-time and regular part-time employees employed by the City of Hillsdale, Michigan with the Board of Public Utilities in the Distribution Department. Excluded: the Deputy Directors, Office Clericals, Guards, and other Supervisors as defined by the act and all other employees.

The employer agrees to respect the jurisdictional rules of the Union and shall not direct or require their employees other than the employees in the bargaining units here involved, to perform work which is recognized as the work of the employees in said units unless the performance of such work during regular working hours by non-bargaining unit employees would not displace members of the bargaining unit from their regular work or overtime pay, except in emergencies, provided that any non-bargaining unit employee so utilized shall be qualified to perform the necessary work.

Section 2. City's Rights. Nothing in this Agreement shall be deemed to limit or curtail the City in any way in the exercise of its rights, powers and authority, which the City had prior to the date hereof, except as otherwise provided in this agreement.

Section 3. Rules and Regulations. The City shall have the right to make such reasonable rules and regulations not in conflict with the express terms of this Agreement as it may from time to time deem best for the purpose of maintaining order, safety and effective operation of the Department and to require compliance therewith after notice to the Union and affected employees.

A Special Conference may be requested in writing by the Union, in the event of objection, within ten (10) working days of the date upon which such rule or regulation is promulgated. The City also agrees that it will not act in an arbitrary or capricious manner in exercising its rights, and bargaining unit employees shall be treated fairly and equally.

Section 4. Use of Contractors. The Union recognizes the right of the City to have work covered by this Agreement performed by contractors. The City will notify the Union when it decides to subcontract work covered by this agreement, provided that such notice need not be given in emergency situations. The work they do shall in no way cause an employee(s) covered by this agreement to be laid off, part-timed or demoted to a lower classification.

Section 5. Temporary and Seasonal Employees. The Union recognizes the right of the City to hire temporary or seasonal employees. It shall notify the Union prior to such hiring as to their purpose and length of time expected to be used. From time to time federally funded programs, college intern programs and the like are available, and since it is to the best interest of the City and Union to train such employees, such temporary employees will not be in the bargaining unit. However, at no time will this type of employment be used over ninety (90) days duration.

Section 6. Nondiscrimination. The parties of this Agreement will not discriminate against any individual because of his race, color, religion, sex, national origin or on any other basis as prohibited by law.

Section 7. Union Activity During Working Hours. The Union agrees that, except as specifically provided by the terms and provisions of this Agreement, employees shall not be permitted to engage in Union activity during working hours. However, the duly authorized representative of the Union shall have access to the employees covered by this Agreement for business meetings during normal working hours, so long as no disruption of the work schedule occurs.

Section 8. Union Representation. The Union may appoint two Stewards, as it deems advisable. It shall designate one Chief Steward and one Alternate Chief Steward, of which the Union shall notify the City in writing.

Section 9. Bargaining Committee. The Bargaining Committee of the Union will include no more than two (2) employees, when negotiation meetings are held on work time; such employees will be paid by the City. It may also include non-employee representatives of Local Union 876 of the International Brotherhood of Electrical Workers.

Section 10. Union Dues and Indemnity Provision. During the term of this Agreement, the City agrees to assist the Union to collect union dues in accordance with the following:

- A. The City will provide the Union with the names of all new employees upon their initial hire with the City in a position covered by this Agreement. The Union will provide the City with signed dues deduction authorizations from its members and the City will deduct Union membership dues from the paycheck of employees covered by those Union dues deduction authorizations.

- B. All Union dues deduction authorizations filed with the City shall become effective the first (1st) full payroll period after receipt by the City. All dues so deducted shall be remitted to the Union at an address authorized for this purpose.
- C. The Union agrees to indemnify and hold the City harmless against any and all claims, suits, or other forms of liability including but not limited to wages, damages, awards, fines, court costs, and attorney's fees that arise out of or by reason of action taken by the City on account of the application of this Section 10.

Section 11. Loyal and Efficient Service. The Union agrees that its members who are employees of the City will individually and collectively perform loyal and efficient service, will protect the interests and property of the City, and cooperate with the City and its employees to this end. All employees and management representatives shall maintain an attitude conducive to good work in their relationships to each other and showing loyalty to the City.

ARTICLE III STRIKES AND LOCKOUTS

Section 1. Union Supported Strikes. The Union agrees that, during the life of this agreement, neither the Union nor its agents will authorize, instigate, aid, or engage in work stoppage, slowdown, strike or other concerted activity which interferes with the operations of the Employer. The Employer agrees that during the same periods there will be no lockouts.

Section 2. Unsanctioned Strikes. Individual employees or groups of employees who instigate, aid, or engage in a work stoppage, slowdown, strike or other concerted activity shall be terminated.

Section 3. Picket Line. It is understood that the employer shall not order a bargaining unit employee to cross a picket line where physical violence is present or imminent.

ARTICLE IV GRIEVANCE PROCEDURE

Section 1. Grievance. Any dispute or grievance that may arise between the City and the Union or its members shall be taken up for settlement in the simplest and most direct manner. Except where by mutual consent another procedure is agreed upon in writing, such dispute and grievance matters shall be handled as follows:

First Step: It shall be the responsibility of the aggrieved employee to reduce any grievance to writing on the regular grievance form provided by the local Union. Such grievance shall be presented to the employee's department head promptly but in no case later than ten (10) working days of knowledge of the occurrence giving rise to the grievance. Within five (5) working days after receiving the written grievance, the department head shall meet with the employee, the steward, or both for the purpose of discussing and attempting to resolve the grievance. Within three

(3) working days after the aforementioned meeting, the department head shall deliver a written response to the grievance to the employee and the steward.

Second Step: If the grievance is not resolved in Step 1, the aggrieved employee, the steward, or both, may present the written grievance, along with the department head's written response, to the Director, and shall notify the Director of their desire to proceed with the grievance. Such notification shall take place within five (5) working days following the receipt of the department head's written response in Step 1. Within five (5) working days after receiving such notification, the Director shall arrange to meet with the Union's representatives. Such meeting shall be held within fifteen (15) working days following the aforementioned meeting. The Director and City Manager shall deliver to the Union representative a written response to the grievance within five (5) working days thereafter.

Third Step: If the grievance is not resolved in Step 2, it shall be referred to arbitration upon the request of either the Union or the employer. Either party may demand arbitration by the Federal Mediation and Conciliation Service. The party first demanding arbitration shall give notice in writing to the other party of its desire to arbitration within ten (10) days of the Step 2 written decision. There shall be no strikes, lockouts, cessations of employment or change in employment status during the progress of arbitration. Failure to submit to arbitration upon request made as provided in this Article shall result in forfeiture and abandonment of said grievance.

The arbitrator shall have no power to add to, subtract from or modify this Agreement, or to declare any provisions of this Agreement illegal.

Section 2. Time Limits. The time limits established in the grievance procedure shall be followed by the parties hereto. If the time procedure is not followed by the Union or the employees represented by the Union, the grievance shall be considered settled on the basis of the City's last disposition. If the time procedure is not followed by the City, the grievance shall automatically advance to the next step within the Grievance Procedure excluding Step 3 arbitration. The time limits established in the grievance procedure may be extended by the mutual agreement of the parties provided the extension is reduced to writing and the period of extension is specified.

Section 3. Special Conferences. Upon the request of the Union or City, the City Manager, Director and Union Business Agent or their designees may meet to discuss matters of mutual concern which are not grievances as defined in this agreement. If these differences of mutual concern cannot be settled in a special conference, then they may be submitted to the grievance procedures.

Section 4. Definition of "Day(s)". For purposes of this Article, "day(s)" shall not include Saturday, Sunday, or holidays recognized under this Agreement. Unless mutually agreed in writing, the time limits herein are of the essence and the parties must process the grievance within the time limits provided.

Section 5. Grievance Settlement. An agreement made between a supervisor and an employee in settlement of a grievance without the presence of a Union Steward shall not serve as precedent

for future grievances for or against either party. Settlements made at any other level may be only upon mutual agreement of the parties. A copy of any agreed upon settlement shall be furnished to the appropriate Union Steward, Business Manager, City Manager and Director.

Section 6. Arbitrator Expenses. Arbitrator's fees, costs and expenses shall be shared equally by the parties.

Section 7. Arbitrator Selection. The arbitrator shall be selected by each party alternatively striking one name from the list furnished by the Federal Mediation and Conciliation Service. The remaining name shall be the selected arbitrator. Either party may reject one list submitted by the Federal Mediation and Conciliation Service.

Section 8. Arbitrator Decision. The decision of the arbitrator final and binding on both parties, provided the arbitrator exceed his authority.

ARTICLE V **DISCHARGE AND SUSPENSION**

Section 1. Disciplinary Action.

VERBAL REPRIMAND:

A verbal statement by the supervisor to an employee, usually pointing out an unsatisfactory element of job performance, is intended to be corrective or cautionary. A verbal reprimand informally defines the area of needed improvement, sets up goals for the achievement of improvement, and informs the employee that failure to improve may result in more serious actions. This verbal statement will be documented in writing by the supervisor and sent to the Personnel Department for placement in the employees personnel file.

WRITTEN REPRIMAND:

A verbal reprimand is not a prerequisite to a written reprimand. This is the first level of formal discipline. The written reprimand is issued by the supervisor to the employee and a copy is sent to the Personnel Department for placement in employee's personnel file. The objective of the written reprimand is to:

- A. Apply constructive criticism.
- B. Record conduct for supervisory reference.
- C. Provide the employee with a record of failure in conducting himself in a satisfactory manner.
- D. Impose appropriate discipline.

No disciplinary action resulting in a written reprimand shall be considered in subsequent disciplinary action if, within the twenty-four (24) month period following the date of the written reprimand, the employee is not subject to any further disciplinary action involving the same or similar offense.

SUSPENSION:

- A. Disciplinary suspension without pay and without prior warning will be imposed when the seriousness of any individual offense indicates that such action is required.
- B. An employee's accumulated record may be cause for suspension.
- C. Generally, suspension will be of not less than three (3) working days. In instances where the severity of the offense appears to warrant discharge, the employee will be suspended pending a complete review of the facts and will be notified as soon as a decision is reached.

DISCHARGE:

- A. Discharge without prior disciplinary action of any kind will be imposed when the seriousness of any individual offense indicates that such action is required.
- B. Discharge may be imposed after repeated warning slips and one or more suspensions, and may also be imposed when the employee's total work record warrants such action.

Section 2. Orientation, Temporary, Part-time. The City reserves the right to suspend, discharge or otherwise discipline orientation, temporary and part-time employees without regard to any other terms of this agreement. Such actions shall not be subject to the grievance procedure contained in this Agreement.

Section 3. Disciplinary Action/Procedure. In any case where disciplinary action is taken by the employer, the following procedure shall generally be followed:

- A. Verbal Reprimand
- B. Written Reprimand
- C. Suspension, transfer or demotion not to exceed ninety (90) days
- D. Discharge

Section 4. Immediate Suspension. Notwithstanding the progressive disciplinary steps provided for in Section 2 of this Article the employer may proceed to impose immediate suspension or discharge, without regard for an employee's past work record in any case involving recklessness, willful and wanton misconduct, dishonesty, violence and/or moral turpitude.

Section 5. Release of Information. It is understood and agreed that, when an employee files a grievance with respect to disciplinary action, including suspension or discharge, the act of filing such grievance shall constitute his authorization to the City and Union to reveal to the decision making participants in the Grievance Procedure, relevant information available to the City concerning the alleged offense, and such filing shall further constitute a release of the City and Union from any and all claims or liability by reason of such disclosure.

Section 6. Reinstatement. In the event that it is decided under the Grievance Procedure that an employee was suspended or discharged in violation of this Agreement, the City shall reinstate

such employee with full compensation, partial compensation or no compensation, as may be decided under the Grievance Procedure. Compensation, if any, shall be at the employee's regular rate of pay at the time of such discharge or the start of such suspension, less any compensation received by the employee during the period he or she was off work due to the suspension or discharge. If an employee is found to have been unjustly suspended or discharged his seniority right shall not be affected.

Section 7. Employee's Time Sheets and Records. The Union shall have the right to examine time sheets and other records pertaining to the computation of compensation of any employee whose pay is in dispute or any other identified records of the employee relevant to a specific grievance, at reasonable times.

ARTICLE VI **SENIORITY**

Section 1. Bargaining Unit Seniority. City wide seniority is hereby defined as the total length of service with the employer from the original date of hire without a break in service, and is used in determining retirement benefits, longevity and vacation. Bargaining unit seniority is hereby defined as the total length of service in a department represented by the Union and is used as a factor in connection with job bidding, promotion, transfer, layoff, recall and shift preference, as determined under this agreement's other provisions.

Section 2. Orientation Period. A new employee shall work under the provisions of this Agreement, but shall be employed on a one (1) year orientation period. The purpose of the orientation period is to provide an opportunity for the City to determine whether the employee has the ability and other attributes which will qualify him for regular employee status. Orientation employees will receive all City provided fringe benefits within 90 days, providing management has determined the employee meets the criteria as outlined above. During the orientation period, the new employee may be terminated without recourse and shall be considered an at-will employee. Upon completion of the orientation period, the name of the new employee will be added to the seniority list as of his official hire date.

Section 3. Seniority List. The City shall keep a list of the names of employees who have completed their orientation period in order of their seniority, both City wide and by department. The list shall be posted on the bulletin board and available for review by the employees in the bargaining unit. Seniority shall continue to accumulate during all approved leaves of absence, vacations, sick leaves and layoffs, except as hereinafter provided. Employees who are employed on the same date shall be placed on the seniority list in alphabetical order of surnames.

Section 4. Seniority Broken. Seniority shall be broken only by discharge, not reversed by the grievance procedure, voluntary quit, retirement or failure to return to work after a leave of absence. Any employee on layoff will lose his seniority when the length of the layoff exceeds their length of service, or two years, whichever is less.

Section 5. Termination of Seniority and Employment. An employee's seniority and employment shall ~~tem-linate~~ terminate for the following reasons:

- A. The employee resigns or quits.
- B. The employee is discharged or terminated.
- C. The employee retires.
- D. The employee is on a lay-off for a period of time equal to his length of continuous service with the Department, or for a period of two years whichever is shorter.
- E. The employee is absent from work for two (2) consecutive working days without prior notification to the City and without justification acceptable to the City Manager or Director.
- F. The employee fails to report for work when due, following any approved leave, absence or disciplinary suspension.
- G. The employee is on disability leave due to illness or injury and remains unable to perform his or her essential job functions for a period of one year, and said disability cannot be met with a reasonable accommodation which enables the employee to return to work and perform the essential functions of his or her job.

ARTICLE VII LAY OFF AND RECALL

Section 1. Reduction in Work Force. When there is a reduction in the work force, the following procedure shall be followed; college intern, temporary, seasonal, part-time and orientation employees shall be laid off first in that order, then regular full-time employees based upon least seniority within the department, provided that management feels that the retained employees with seniority can perform the available work.

An employee shall be able to exercise his seniority throughout the department bargaining unit, regardless of pay scale; provided, however, management feels the employee has the reasonable ability and experience to perform the duties of any position into which he may "BUMP" without any break in or training period.

When the work force is to be increased after a layoff, employees shall be recalled by seniority within the department classification required; provided, however, management feels that such recalled employee(s) have reasonable ability and experience to perform the duties of the available position(s) without any break in or training period.

In the event of a layoff, an employee so laid off shall be given ten (10) working days' notice of layoff and ten (10) days' notice of recall to work. Such notice of recall shall be mailed to his last known address on record with the City by registered mail. In the event that the employee fails to make himself available for recall to work at the end of the ten (10) day period, he shall lose all rights under this Agreement.

Section 2. Temporary Layoff. It is agreed by the parties that if there is a temporary layoff of ninety (90) working days or less of bargaining unit employees, supervisory employees shall not be demoted into bargaining unit positions covered by this agreement.

Section 3. Super Seniority. The Chief Steward shall be granted super seniority for the purposes of layoff and rehire, provided he has the ability and qualifications.

ARTICLE VIII
CREATION OR ELIMINATION OF JOB CLASSIFICATIONS

Section 1. Creation or Elimination of Job Classifications. When and if the City determines that it is necessary to create or eliminate a job classification, or effect a substantial change in an existing job classification, it shall set the rate of pay therefore and so advise the Union.

Section 2. Disagreement with Rate of Pay. If the Union believes that the proposed rate is inappropriate, the Union shall, within seven (7) calendar days after notification of the proposed wage rate, advise the City in writing of its intention to request bargaining over this wage rate, and the parties shall thereafter meet to discuss the wage rate to be paid for that classification. In the event that the Union does not request bargaining within the seven (7) calendar day limit, the proposed wage rate shall be considered to be the agreed upon wage rate for that classification.

ARTICLE IX
PROMOTIONS

Section 1. Job Postings. When it is necessary to fill a new job classification or a vacancy in an existing job classification in the bargaining unit, the City shall post such opening on the bulletin board for a period of ten (10) working days. During such ten (10) day period, employees who have completed their orientation period may bid for such job or vacancy by presenting to the Director or his designated representative, a written and signed notification of their desire to be considered for the vacancy. The employer reserves the right to hire from outside, provided, however, that no bids from qualified employees in the bargaining unit are received. The determination of qualifications shall be established by the Director and the filling of any vacancy in the bargaining unit shall be by the Director.

Section 2. Bidding Seniority. If two (2) or more bidding employees who meet the requirements have the required abilities to relatively the same extent, the employee with the most seniority within the department will be awarded the job.

Section 3. Orientation Period. When such vacancy has been filled, the employee new to that position shall be on an orientation period in the new job for a period of ninety (90) days. During such period, an employee may be removed from the classification, if the Director feels such action is warranted, or upon the employee's request, he will be returned to his former job classification. No employee shall be required to take a promotion.

ARTICLE X
TEMPORARY TRANSFERS

Section 1. Temporary Transfers. The City shall have the right to temporarily transfer bargaining unit employees for periods of absences within the bargaining unit, irrespective of their seniority status, from one job classification to another to cover for employees who are absent from work for periods not exceeding ninety (90) working days. The City shall also have the right to

temporarily transfer employees within the bargaining unit, irrespective of their seniority status, to fill jobs or temporary vacancies and to take care of unusual conditions or situations which may arise in any calendar year. It is understood and agreed that any employee within the bargaining unit temporarily transferred in accordance with the provisions of this section, shall not acquire any title or right to the job to which he is temporarily transferred, but shall retain his seniority in the classification from which he was transferred. The City shall determine which employees within the job classification may be transferred from one position to another, taking into consideration the seniority and ability of the individuals available for temporary transfer as they relate to the needs of the department and efficient operation of the City.

Section 2. Temporary Higher Classification. When an employee is assigned by management to a higher classification on a temporary basis for more than eight (8) consecutive hours, excluding lunch and break periods, he shall receive the higher rate of pay for the hours worked in the higher classification. When an employee is assigned work in a lower classification than his normal classification during the workday, he shall not suffer a reduction in pay.

ARTICLE XI **BARGAINING UNIT POSITION**

Section 1. Promotions/Demotions Outside Bargaining Unit. An employee in a classification subject to the terms of this agreement, who is promoted or demoted to a position outside the bargaining unit and is thereafter transferred or demoted to a classification subject to the jurisdiction of the Union, shall not maintain previously accumulated seniority within the bargaining unit beyond twelve (12) months from the date of promotion or demotion. An employee who is transferred within the twelve months shall be permitted to use the bump procedure in reentering a job and wage generally similar to the one held prior to transfer.

Section 2. Involuntary Transfer. If an employee voluntarily transfers to a position not included in the bargaining unit and is thereafter involuntarily transferred again to a position within the bargaining unit, or voluntarily returns within twelve (12) months, he shall continue to accumulate seniority while working in the position to which he was transferred for a period of up to twelve (12) months. Thereafter, the employee shall lose all accumulated seniority.

ARTICLE XII **EMPLOYEE PERFORMANCE EVALUATIONS**

Section 1. New Hire Performance Evaluation. All newly hired employees shall be given a performance evaluation prior to the completion of their orientation period.

Section 2. Annual Evaluation. Each regular full-time employee shall receive a written evaluation annually. When an employee is reclassified there shall be an evaluation after three months on the new job and annually thereafter.

ARTICLE XIII
HOURS OF WORK, OVERTIME, TENURE PAY

Section 1. Regular Work Week. The regular workweek for bargaining unit employees shall consist of Monday through Friday, totaling five (5) consecutive eight-hour days, forty (40) hours per workweek.

Section 2. Second Shift. Management reserves the right to establish a second shift and to establish hours therefore; provided that upon request; Management will meet with the Union in special conference to consider an adjustment to the hours selected by Management.

Section 3. Regular Day Shift. The regular day shift shall commence at ~~7:30 A.M. and end at 4:00 P.M. with one-half hour unpaid lunch. From the first Monday in April through the last Friday in October the regular day shift normally commences at~~ 7:00 A.M. and end at 3:30 P.M. with one-half hour unpaid lunch. Management may adjust the starting and ending times for the shift by not to exceed one-half hour upon five working days' notice; provided, that the adjusted shift hours will remain in effect for not less than five (5) working days or overtime provision shall apply.

Section 4. Regular Shift Hours Adjusted. Management and the bargaining unit employees may mutually agree to adjust regular shift hours at any time and for any duration notwithstanding any other provision of this article.

Section 5. Split Shift. There shall be no split shift. Lunch period shall be no longer than one-half hour duration on any shift.

Section 6. Breaks. Each bargaining unit employee shall be granted a ten-minute, on-site break during the first half of the shift and a ten-minute, on-site break during the second half of the shift.

Section 7. Wash-up Period. There shall be a ten-minute wash-up period, if necessary, prior to the end of each shift.

Section 8. Locker/Facilities. The City shall furnish employees with disinfectant soap, washroom, shower and lockers within such buildings as Management designates for use by the bargaining unit employees.

Section 9. Hours Worked.

A. An employee who has actually worked sixteen (16) hours or more within a twenty-four (24) period whenever possible shall be released for eight (8) hours or more before reporting for his regular scheduled duty.

A.B. ~~Power Plant Operations shall be staffed at the Superintendents' discretion during and after hours, employees on call may be required to staff power plant during their rotation where normal overtime rates still apply.~~

B.C. All employees shall receive overtime compensation at the rate of one and one-half (1 1/2) times the regular hourly rate for all hours worked in excess of eight (8) hours in any one day; in excess of forty (40) hours in any one week; and during any call-in hours that are outside of regular shift hours ~~(7:30 a.m. to 4:00 p.m.)~~ (7:00am-3:30pm) on any day other than Sunday or on a scheduled holiday without regard to the number of hours worked on

that day or during that week.

C.D. Double time shall be paid for:

- (1) All hours worked on Sunday;
- (2) All hours worked on a scheduled holiday;
- (3) All hours worked in excess of sixteen (16) consecutive hours provided an employee obtains authorization to do so during the fifteenth (15th) hour worked. In the absence of such authorization, compensation shall be at one and one-half (1 1/2) times the regular hourly rate; provided, further, that if the employee is scheduled to work within eight (8) hours after being released, he shall receive straight time for any portion of his regularly scheduled hours which are within the eight (8) hour period referred to herein.
- (4) All hours when working on another utilities project. In addition, Employees working on another utilities system shall receive the higher of their current Hillsdale classification wage rate or the other utilities equivalent classification wage rates for all hours worked on the system.

For scheduled work, in addition to the higher pay scale, employees shall receive straight time, overtime, or double time in accordance with what the other utility would charge Hillsdale for similar scheduled work. Mutual aid, emergency, or unscheduled work remains double time. Subject to the Director's discretion, when mutual aid or contractors are used in a declared storm emergency, members working on the electric system will be paid two (2) times their regular rate of pay. Scheduled work is intended to mean projects and manpower sharing planned in advance with a limited duration and specific project goal.

Section 10. Scheduled Overtime. When scheduled overtime is to be worked, the Employer will make every effort to give the employees involved at least twenty-four (24) hours advance notice. The Employer shall have the right to require employees to work reasonable amounts of overtime.

Section 11. On-call Rotation. The Employer shall maintain an on-call rotational list as presently provided and administered. On-call duty will be for periods of seven (7) consecutive calendar days.

Section 12. On-call/Overtime. The personnel on-call in each department shall have the first opportunity at all overtime in said department, whether scheduled or unscheduled. The City shall furnish employees on-call with a beeper or other paging device. In a situation where additional assistance is required from another department, the on-call employee from the other department shall be the first contacted for call-in. Water personnel on call, and electric personnel on call, will take care of their designated departments' locates after hours.

Section 13. Call Back Time. Employees called back to work after completing a regularly scheduled day or shift shall be compensated for such additional work at the applicable overtime rate. Employees called back to work as specified above shall receive a minimum of two (2) hours at time and one-half, or higher rate if applicable, except that the two (2) hours minimum shall not apply to less than one (1) hour overtime work immediately preceding a regular shift.

Section 14. Reporting for Call-in. An employee reporting for call-in assignments shall be guaranteed two (2) hours pay at the applicable overtime rate of pay and shall be assigned by the classifications needed. An employee whose call-in assignment exceeds two and one-half (2 1/2) hours in duration shall be granted four (4) hours pay at the applicable overtime rate of pay.

Section 15. On-call Pay. Employees who are on-call shall receive ~~ten (10)~~ sixteen (16) hours pay at the employee's regular rate of pay for each one-week period of on-call duty. Employees who are on-call who are not available for work when called shall forfeit four (4) hours of the on-call pay for each time the employee is unavailable for call out. Notification of on-call employees of a call out shall be attempted by telephone and beeper. Acknowledgment of notification must be made by the on-call employee within 20 minutes of the time it is given. If no acknowledgment is received from the on-call employee within said time limit, it shall be deemed that said on-call employee is unavailable. Documentation of such notification attempts shall be a prerequisite to the imposition of the forfeiture penalty provided for herein. In the event notification of a call-in is not received by the on-call employee as a result of a verified failure of the notification system or any of its components, the forfeiture penalty shall not be imposed. An on-call employee who will be unavailable for call out may, without penalty, make arrangements with another employee to be on-call in his place.

Section 16. Paid Biweekly. Employees shall be paid biweekly (every other Thursday) by 3:00 p.m., unless Thursday is a holiday or the first day of vacation, in which case they shall be paid on Wednesday for the preceding period ending the previous Saturday at midnight.

Section 17. Tenure Program. Each employee shall receive payments of money by December 15th of each year under the tenure program in the amount of \$120.00 per year for each year of the first five (5) years of employment with the employer, and thereafter an amount of \$100.00 per year for each of the second five (5) years of employment with the City. Payments under this article shall be made in accordance with the formula presently used for such payments. The maximum total amount to be paid after ten (10) years of employment to any one person eligible hereunder to be \$1,100.00. The tenure program shall not be available to employees hired on or after July 1, 2016.

Section 18. Meal Allowance. An eight-dollar (\$8.00) meal allowance shall be paid to an employee who is:

- A. Called out and required to work the two (2) hours prior to the start of his regular shift and continues to work his regular shift thereafter; or is
- B. Required to work for at least three (3) hours beyond his normal quitting time; or is
- C. Called out and required to work for at least five (5) hours on Saturday, Sunday or on a holiday specified in this Agreement. An employee shall be paid an additional six dollars (\$6.00) meal allowance for each five (5) hour period worked beyond the periods provided for in subparagraphs B or C above.
- D. Non-Scheduled Mutual Aid work will include 3 meals at fifteen (\$15) per meal for a total of Forty-Five (\$45) per day, with receipts, unless food is provided by the mutual aid requesting party.

An adequate time, not exceeding one-half hour, without pay, shall be allowed as a meal break.

With the approval of the supervisor or foreman, a member of the crew shall be allowed to pick up food and non-alcoholic beverages provided that an adequate staffing level can be maintained to insure job continuation and public safety during his absence.

Employees shall submit a form provided by the Employer for the allowance in this article.

Section 19. Storm Work. Water and Sewer Department employees who assist Electrical Department employees during declared emergencies will receive two times their regular rate of pay for that work, if approved by the Director or Superintendents.

Section 20. Sleep Time. Any employee called into work during the hours of 11pm to 4am, and works at least 3 actual hours, shall be granted the amount of time worked off their normal 8-hour shift at straight time rate of pay. Normal overtime rates apply during the time worked. The policy will not apply to weekends or holidays. Employee may choose to stay on for the duration of their regular shift. Management, at their discretion, may send the employee(s) home at straight time for the remainder of their shift.

ARTICLE XIV **SICK LEAVE AND GROUP INSURANCE**

Section 1. Sick Leave Defined. Each regular employee hired on or before September 30, 2021, after the first ninety (90) days of employment shall earn sick leave with full pay at the rate of sixty-four (64) hours per twelve-month period on a prorated monthly basis. "Sick leave" is defined as the earned absence from work with pay, which is necessitated by:

- A. A non-work related disabling or contagious illness or disabling injury.
- B. A non-work related and documented exposure to a contagious disease, which is medically certified by the employee's treating physician, or by a physician selected by the City, as posing a threat to the health of the affected employee or others.
- C. Disabling illness or disabling injury to a member of an employee's immediate family which is not of a life threatening variety where attention by the employee is necessary to maintain and protect the health, safety or welfare of the affected family member. Sick leave granted pursuant to this subsection shall be limited to twenty-four (24) hours duration unless extended by the sole discretion of the City. Proof of such disabling illness or disabling injury may be required by the City as a prerequisite to the granting of sick leave hereunder.
- D. Life threatening illness or life threatening injury to a member of an employee's immediate family. Proof of such life threatening condition may be required by the City as a prerequisite to the granting and/or the continuation of sick leave hereunder.

"Immediate family" as used in this Article shall mean and include any of the following dependent persons who are and have been permanent members of the affected employee's household: the employee's spouse, the employee's or employee's spouse's parents, step-parents and children and the employee's step-children.

Section 2. Notification of Sick Leave. When an employee is desirous of utilizing his earned sick leave benefits, such employee shall, if not otherwise prevented by emergency or other bona fide extenuating circumstances, immediately notify or cause the notification of such employee's immediate supervisor or other designated person of the need for sick leave, the reason therefore and the anticipated duration thereof and in no case later than the start of such employee's next scheduled shift. Should emergency or other bona fide extenuating circumstances prevent such notification, the employee shall be obligated to make or cause such notification to be made as soon as possible thereafter. Absence from the job without notification being made for two workdays shall constitute just cause for immediate discharge as an unexcused absence.

Section 3. Returning from Sick Leave. An employee returning from sick leave may submit a written and signed statement to the City verifying the existence of and identifying the reason for the request, the identity of the person whose illness or injury requires that sick leave be taken and the anticipated duration thereof. The City may require the employee to furnish a doctor's certification as to the nature of the illness or injury and the need for attendant care. Falsification of either the written statement or a physician's certificate may be subject to progressive disciplinary action.

Section 4. Abuse of Sick Leave. An employee who requests or receives sick leave benefits without having actual basis in fact therefore, who establishes a pattern of sick leave use, or who otherwise fails to comply with the provisions of this Article, may be subject to progressive disciplinary action.

Section 5. Sick Leave Segments. Sick leave shall be requested and used in segments of not less than one (1) hour.

Section 6. Physician's Certificate. As a prerequisite to an employee's return to work from sick leave occasioned by such employee's disabling illness or disabling injury, the City may require an employee to furnish a certificate from the employee's treating physician at employee's sole expense indicating such employee's fitness and ability to return to work and perform his regular duties or, if subject to restrictions, establishing the restrictions and reasonable accommodations required for such employee.

Section 7. City's Physician. As a prerequisite to an employee's return to work from sick leave occasioned by such employee's disabling illness or disabling injury, the City may require an employee to be examined by a physician of the City's own choosing and the City's sole expense for the purpose of determining the employee's physical and/or mental condition and such employee's capability to return to work and the validity of any work related restrictions or reasonable accommodations that might be necessary.

Section 8. Accumulated Sick Leave. Sick leave may be accumulated up to two hundred forty (240) hours. The City will pay employees no portion of accumulated sick leave days on retirement of leaving employment for reasons other than illness where the employee has less than five (5) years' service at the time of such retirement or leaving employment. The City will pay the employee twenty-five (25%) percent of accumulated sick leave days on retirement or leaving employment for reasons other than sickness where the employee has between five (5) and ten (10) years' service inclusive at the date of such retirement or leaving employment for reasons other than sickness and the employee is otherwise in good standing. Employer will pay employee seventy-five (75%) percent of accumulated sick leave days on retirement or leaving employment for reasons other than sickness where the employee has more than ten (10) years of service at the

date of such retirement or leaving employment for reasons other than sickness and the employee is otherwise in good standing.

Section 9. Annual Bank of Sick Leave. Each employee may maintain an annual bank of up to two hundred forty (240) sick leave hours. If any employee has a two hundred forty (240) hour bank, the City will pay each employee ~~seventy five (75%)~~ one hundred percent (100%) of each hour's pay at the employee's regular rate of pay for each hour of sick leave earned in excess of the accumulation of two hundred forty (240) hours. The maximum amount the City will pay is based on the maximum amount of time the employee can accrue in one year over the two hundred forty (240) hour bank. Payments pursuant to this section will be made within thirty (30) days following the end of the calendar year and the payments shall be on hours earned as of the end of the calendar year.

Section 10. Approved Use of Sick Leave. Sick leave may be used for doctor and or/dental appointments, which cannot be scheduled during non-working hours with management authorization, which authorization may not be unreasonably denied, or for illness of his immediate family.

Section 11. Disability/Social Security. Each employee who receives disability benefits pursuant to Section 11 shall, as soon as is practicable, make application for any Social Security disability benefits which he might be eligible to receive.

Section 12. Sick Leave Supplement to Workers' Compensation. Accumulated sick leave may at an employee's request be used to supplement Workers' Compensation up to 100% of employee's regular paycheck to the nearest hour.

Section 13A. Group Health Insurance. The Employer will provide current full-time employees health insurance with The Western Michigan Health Insurance Pool (Pool). The employer will cover 80% of the premium and the employee will cover 20% of the premium. Each year the City will work with the Pool to provide employees with the most competitive coverage available. Employees will be provided information during the medical opener each year.

~~**Section 13.A. Health Insurance.** The Employer will provide current employees with the Priority Health POS HSA — Option 1 Plan medical coverage. The details of the Plan are set forth on Appendix B, but the Plan has a \$1,300/\$2,600 deductible and a 20% co-pay in network and a \$2600/\$5200 deductible and a 40% co-pay out of network, and the \$10/\$40/\$80/\$40/\$80 drug card, with a renewal date of January 1st. A twenty (20%) percent co-pay of the applicable premium will be withheld on a per pay period basis from each employee and applied toward the cost of said insurance. A retiring employee may participate in a hospitalization plan as part of an Employer's group existing at the time of said retirement, subject to eligibility and the rules and regulations of the insurance carrier; provided, however, that the cost of said insurance coverage shall be paid by and be the sole obligation of said employee.~~

~~**Section 13.B. Vision and Dental Insurance.** The City shall provide the Vision A-80 Program and Dental Insurance program of CR-50-50-50 MBL-1000, CR-OS-50 MBL-1000 for all employees and eligible family members; provided, however, a twenty (20%) percent co-pay of the applicable premium.~~

~~will be withheld on a per pay period basis from each employee and applied towards the cost of said insurance coverage.~~ Vision: The Employer will provide current full-time employees vision insurance. The employer will cover 80% of the premium and the employee will cover 20% of the premium. The current contract is through Delta Dental who subcontracts a VSP plan. Each year the City will work with our broker at Gallagher to provide employees with the most competitive coverage available. Employees will be provided information during the insurance opener each year.
Dental: The Employer will provide current full-time employees dental insurance. The employer will cover 80% of the premium and the employee will cover 20% of the premium. Delta Dental is our current dental insurance carrier. Each year the City will work with our broker at Gallagher to provide employees with the most competitive coverage available. Employees will be provided information during the insurance opener each year.

Section 144. Dual Health Insurance Coverage. The Employer will pay an amount not to exceed \$1,000.00 per calendar year, in monthly installments of \$83.33 to any employee who can qualify, as determined by the insurance carrier and in accordance with any applicable laws, rules, regulations, policy provisions and other requirements, and who does opt to discontinue coverage under the Employer's group insurance coverage by reason of having coverage under a policy of health insurance provided to and covering said employee's spouse by said spouse's employer. Employees receiving health care coverage through a spouse who is also covered by a City health insurance plan are not eligible for this payment.

Section 155. Insurance Coverage. The City shall provide the insurance coverage for an employee covered by this Agreement at the beginning of the first billing month following the date of eligibility for such employee. Except for retirees and disabled employees, if an employee's employment is terminated, the City may terminate the employee's insurance coverage as of the date of termination subject to applicable law. As to retirees and disabled employees, the City may terminate the employee's insurance coverage as of the date of termination, subject to applicable law and:

- A. The right of a retiree to continue coverage in City's retiree group, at his sole expense, on a prepaid basis; and
- B. The right of a disabled employee to continue coverage, at his sole expense, on a prepaid basis if and for so long as permitted under the City's contract with the health insurance carrier or any replacement thereof.

Section 166. Term Life Insurance. The City agrees to pay the entire premium cost for \$40,000.00 face value life insurance with double indemnity for accidental death and dismemberment on all employees who have completed their orientation.

ARTICLE XV **PAID TIME OFF**

Section 1. Full-time employees hired after September 30, 2021 are eligible for paid time away from work. Employees are required to use available paid time (PTO) when time away from work is needed. PTO starts accruing on the employee's service date with the City on a bi-weekly basis. PTO is a bank of personal, sick, and vacation hours that the employee accrues through the year.

Section 2. PTO can be taken in as low as half hour increments when needed. Whenever possible the employee is encouraged to give advance notice when taking time off.

Section 3. Regular full-time employees that hired after September 30, 2021 are eligible for the following paid time off (PTO):

- First year to five years of service ~ 120 Hours
- Five years to fifteen of service ~ 160 Hours
- Fifteen or more years of service~ 200 Hours

Section 4. In the event that available PTO is not used by the employee's anniversary date, the employee may carry over 50% of the PTO time that is earned in that benefit year. Any unused accrued PTO will be paid out upon separation of employment with the City.

Section 5. PTO Scheduling for Vacation. All PTO must be scheduled to the extent reasonably feasible. Requests for PTO are subject to approval with the employee's immediate supervisor and/or department head. PTO shall be requested in writing, when reasonably feasible, shall specify the dates requested for PTO and shall be delivered to the requesting employees' immediate supervisor or department head, not later than March 1. Such requests shall be granted, in the City's sole discretion, based on the requesting employee's seniority, the number of employees who will be available for duty during the requested time, and the City's assessment of the projected work load for the affected department. Any request for PTO under this section which is not received by the requesting employee's immediate supervisor or department head until after March 1 shall be granted by the City based on the same factors as apply to requests received by said date with the exception that no consideration will be given to seniority. The times determined by the City as being available for PTO to be granted on a first come, first served basis.

ARTICLE XVI **SHORT TERM DISABILITY**

Section 1. The City shall establish short-term and long-term disability benefits for the employees covered by this Agreement. The short-term disability benefit shall provide income equal to seventy (70%) percent of the employee's regular rate of pay for an employee who, due to verified illness or injury not compensable under Workers' Compensation is unable to work.

Section 2. For employees hired on or before September 30, 2021, payments made under the provisions of the short-term disability program shall commence after the employee has missed thirty (30) consecutive days of work due to the injury or illness and shall continue for a maximum of ninety (90) consecutive calendar days or until the employee returns to work, whichever comes first.

Section 3. Employees hired after September 30, 2021, who are covered by the PTO plan, are eligible for short-term disability that begins after seven (7) consecutive days off work.

Section 4. "Disability" or "disabled" for purposes of eligibility for short-term disability benefits means that in a particular month, you must satisfy the following test: during the first ninety (90) days (including the thirty (30) day or seven (7) day qualifying period) of a verified disability, you must be suffering from an injury, or sickness, or pregnancy as a result of which you are required

to be under the regular care and attendance of a doctor and you must be prevented by such injury, sickness or pregnancy from performing at least one of the material duties of your regular employment with the City and are unable to perform any other gainful employment for which your education, training, and/or experience qualifies you.

Section 5. The employee's eligibility for benefits under the short-term disability program shall be subject to the specific conditions, restrictions and qualifications imposed in the administration of said program by the City or any disability insurance company with which the City places such short-term disability coverage.

Section 6. The long-term disability benefit shall provide income equal to sixty (60%) percent of the employee's regular rate of pay; provided, however, that the employer shall supplement the long-term benefit by self-funding an additional ten (10) percent of the employee's regular rate of pay during the first ninety (90) days when employee is eligible for long-term disability.

Section 7. The payments under the provision of the long-term disability program shall commence after the employee has exhausted the benefits to which he/she is entitled under the provisions of the short-term disability program and shall continue until the employee returns to work or retires, whichever comes first.

Section 8. The employee's eligibility for benefits under the long-term disability program shall be subject to the specific conditions, restrictions and qualifications imposed in the administration of said programs by any succeeding disability insurance company with which the City places such long-term disability coverage.

ARTICLE XVII **LIGHT DUTY**

Section 1. Light Duty. An employee who is on sick leave or PTO for health-related reasons, including an employee whose leave has continued on and is being covered as a short or long term disability, who desires to return to work on a light duty basis may request a return to work on light duty and such a request will be granted if and only if the employee complies with all of the following:

- A. The affected employee submits a written request for return to work on light duty status.
- B. The written request of the employee is accompanied by a written authorization from the employee's primary treating physician releasing such employee for a return to work on light duty and specifying any reasonable work restrictions and accommodations that apply to and are reasonably necessary for such employee's return as well as the duration thereof.
- C. The written request of the employee is accompanied by a signed consent and authorization on a form supplied by the City authorizing the City to request and obtains all access to and copies of the employee's medical records and such supplemental medical reports as the City might deem necessary.
- D. The City, in City's sole discretion, determines the existence of light duty which can

be performed by such employee within the employee's restrictions and/or for which reasonable accommodations for such employee can be made, together with the estimated duration of such available light duty work.

- E. The City shall have the right, in the City's sole discretion, to terminate such light duty work at any time the City determines it is no longer available or, if available, that it is no longer economically justified or feasible.

ARTICLE XVIII
PENSIONS

Section 1. Retirement Program.

A. Retirement Plan for Employees hired before July 1, 2017. The employer is a subscribing member to the Michigan Municipal Employees Retirement System (MMERS) and shall provide its employees with participation in the F55/25 plan. The added cost of this benefit shall be solely borne by the employee, said cost currently being equal to ~~ten and sixteen one hundredths (9.16%) nine and sixteen one hundredths (9.16%)~~ percent of gross pay for as long as the division is less than 100% funded and/or renegotiated. The specific benefit levels of the F55/25 plan, as presently in effect, are described in the employee benefit booklets, which may be obtained at the Personnel Department.

The MMERS defined benefit plan for employee hired before July 1, 2017 will be modified to set the FAC to cap compensation at \$80,000, provided that any individual with a current FAC of more than \$80,000 will have their individual FAC capped at their FAC calculated as of June 30, 2017. The FAC cap will be increased to \$85,000 on July 1, 2022. The definition of compensation will be modified effective 7-1-2017 to not include overtime that is reimbursed by another entity.

B. Retirement Plan for Employees hired on or after July 1, 2017. The MMERS defined benefit plan was closed to new participants on June 30, 2017, and employees hired on or after July 1, 2017 will participate in Plan DC with the following provisions:

- (1) **Mandatory Employer contributions.** The City will contribute an amount equal to 7.00% of the employee's compensation. Employees will be vested in the City's contribution in accordance with the following:

- 20% after one year of service
- 40% after two years of service
- 60% after three years of service
- 80% after four years of service
- 100% after five years of service

- (2) **Mandatory Employee Contributions.** Employees will contribute an amount equal to 5.00% of their compensation. Employees are immediately vested in their contributions.

- (3) **Loans.** Employees will not be able to apply for loans from the defined contribution plan.

C. City 457 Plan. In addition to participation in the MMERS plan, an employee shall have the

right to participate in the ~~Ameritas ICMA R/C~~ 457 pension plan, subject to all terms, conditions, restrictions and legal availability thereof.

Section 2. Retirement. Employer requires employees to retire at age seventy (70) years of age, if they have not already done so, unless an extension of time is specifically authorized by the employer. Eligible employees who have selected a retirement date are requested to notify Personnel Department six (6) months in advance to allow for the completion of necessary retirement processing.

ARTICLE XVIX
VACATION

Section 1. Vacation Accrual. All regular full-time employees hired on or before September 30, 2021 shall be entitled to vacation time with pay under the following schedule:

- A. Employees will be granted forty (40) hours of vacation upon hire;
- B. Employees who have completed one (1) year of service shall be granted eighty (80) hours vacation without loss of pay for each twelve (12) month period following the anniversary date of employment.
- C. Employees who have completed five (5) years of service shall be granted one hundred twenty (120) hours vacation without loss of pay for each twelve (12) month period following the anniversary date of employment.
- D. Employees who have completed ten (10) years of service shall be granted one hundred sixty (160) hours vacation without loss of pay for each twelve (12) month period following the anniversary date of employment.
- E. Employees who have completed fifteen (15) years of service shall be granted two hundred (200) hours vacation without loss of pay for each twelve (12) month period following the anniversary date of employment.

Section 2. Military Leave. Employees who have been on military leave of absence shall be given seniority credit for vacation purposes for the full calendar year in which they returned to active employment.

Section 3. Maximum Vacation Accrual. Vacation days can only be accumulated in the amount not to exceed one and one-half (1 1/2) times the rate at which vacation is earned. If the amount of accrued vacation exceeds one and one-half (1 1/2) times the amount of annual vacation to which the employee is entitled at the end of the calendar year, the employee shall be paid for all unused vacation in excess of the maximum accrual allowed, provided he has utilized at least eighty (80) vacation hours in the calendar year just ended.

Section 4. Minimum Vacation Credit Taken. Employees shall be permitted a minimum of four (4) hours vacation credit at a time, provided the Director or Supervisor has given approval prior to such vacation day and the use thereof shall not result in overtime pay to any other bargaining unit employee or otherwise disrupt normal work.

Section 5. Paid Accumulation. In case of retirement, resignation, discharge or death of an employee, he or his estate will be paid for all vacation hours, which have accumulated to his credit.

Section 6. Vacation Scheduling. All vacation time must be scheduled and shall be subject to approval with the employee's immediate supervisor and/or department head. Vacation time shall be requested in writing, shall specify the dates requested for vacation and shall be delivered to the requesting employee's immediate supervisor or department head not later than March 1 of each year. Such vacation time requests shall be granted, in City's sole discretion, based on the requesting employee's seniority, the number of employees who will be available for duty during the requested vacation time, and the City's assessment of the projected work load for the affected department. Any request for vacation time which is not received by the requesting employee's immediate

supervisor or department head until after March 1 shall be granted by the City based on the same factors as apply to requests received by said date with the exception that no consideration will be given to seniority, the times determined by the City as being available for vacation to be granted on a first come, first served basis.

Section 7. Vacation Earned on Approved Leave. Employees absent on approved leave for more than one (1) month for other than on the job disability will earn vacation time on a pro-rated basis only during the first month of such approved leave and no further vacation time shall be earned until such time as such employee returns to work when it will be again computed and earned on a pro-rated basis for the remainder of the period in question.

Section 8. Lost Time. Employees who lose time due to on the job disability, up to a maximum of one (1) year, shall receive their vacation as though the time was worked.

Section 9. Holidays/-Vacation Time. Holidays that are recognized under this contract shall not be charged against an employee's vacation time.

Section 10. Personal. The City agrees to provide not to exceed twenty-four (24) personal hours per year. Each employee shall be entitled to twenty-four (24) personal hours per year to be used at his discretion with the approval of the department head. These hours are to be earned from calendar year to calendar year and are not bankable. If they are not taken, the employee will be paid a regular rate of hours pay after the end of the calendar year, "... but in no case later than the second pay period."

Section 11. Call-in from Vacation. Employees on vacation may be called-in to work for extraordinary situations as determined by the City if reasonably available.

ARTICLE XX LEAVE OF ABSENCE

Employees in the Bargaining Unit are hereby authorized to apply for any of the following identified leaves of absence, subject to compliance with the terms, limitations and conditions applicable thereto as set forth in the applicable sections of this Article XX. Unless specifically provided for in this or another Article of this Agreement to the contrary, no other leaves shall be recognized or allowed as authorized leaves of absence. All requests for a leave of absence hereunder must be in writing and approved by the department head and the Director.

Section 1. Personal Leave. An employee who has completed his orientation period may be granted a leave of absence for personal reasons without receiving pay, but without loss of seniority for a period of not to exceed thirty (30) days in any calendar year, provided he obtains advance written permission from the Director, or his designated representative and can be spared from work for the purpose. Applications for such leave must be in writing to the Director. Any employee who obtains a leave of absence by misrepresenting the purpose thereof shall be subject to discharge.

Section 2. Military Leave. The reinstatement rights of any employee who enters the military service of the United States by reason of an act or law enacted by the Congress of the United States, or who may voluntarily enlist during the effective period of such law shall be determined in accordance with the provisions of the law granting such rights.

Section 3. National Guard Leave. Employees who apply in writing for and who are given written permission to join the National Guard or Armed Forces Reserves, will be given a leave of absence without pay for the purpose of fulfilling their annual field training obligations and/or when called out due to temporary civil disorders or emergencies, provided however, fringe benefits shall not be continued for more than the first thirty (30) days of such leave. Such employees shall make written requests for such leaves of absence immediately upon receiving their orders to report for such duty.

Section 4. Leave for Work Related Disability. An employee, who because of work related illness or injury which is compensable under the Workers' Compensation Law is physically unable to work shall be given a leave of absence without pay and without benefits other than the benefits provided for in Article XIV, Section 9 and Article XIV, Section 12 for a period not to exceed one (1) year unless extended by the City provided:

- A. He promptly applies for such leave of absence.
- B. He provides the City with medical proof and support of such leave of absence and/or its continuance as the City requires including, a medical report and certification from his treating physician, as to said employee's medical history, diagnosis, treatment, prognosis, the need for the leave and access to all pertinent medical records. Unless the employee is able to and does return to work at the end of his approved leave of absence, his employment with the City shall be terminated and at an end. Any accrued and vested benefits shall be paid or provided to said employee pursuant to the provisions of this agreement.

Section 5. Leave for Non-Work-Related Disability. An employee, who because of non-work related illness or injury which is not compensable under the Workers' Compensation Law is physically unable to work shall be given a leave of absence without pay for a period not to exceed one (1) year unless extended by the City, and without benefits other than the benefits provided for in Article XIV, Sections 9, 12 and 15 for a period not to exceed three (3) months, provided:

- A. He promptly applies for such leave of absence.
- B. He provides the employer with medical proof and support for such leave of absence and/or its continuance as the employer requires including, a medical report and certification from his treating physician, as to said employees medical history, diagnosis, treatment, prognosis, the need for the leave and access to all pertinent medical records. Unless the employee is able to and does return to work at the end of his approved leave of absence, his employment with the City shall be terminated and at an end. Any accrued and vested benefits shall be paid or provided to said employee pursuant to the provisions of this agreement.

Section 6. Fringe Benefits Earned on Non-Paid Absence. Employees, who desire to take a leave of absence, which at the time or later is without pay, must prepay all insurance and pension premiums and/or any other recurring monthly payments prior to having said leave approved or continued. No sick leave credits or vacation benefits will be accumulated during leaves of absence periods.

Section 7. Court Leaves.

- A. The City shall grant court leave with full pay to any employee who is:
 - 1. Summoned for jury duty by a court of competent jurisdiction of jury duty; provided, however, that the employee shall immediately provide City with the official summons to jury duty requiring the employee's attendance and, as soon as available, with proof of the amount of compensation received or to be received for jury duty. The City shall be liable to such employee only for the difference between any such compensation received or to be received for jury duty at such employee's regular rate of pay. Proof of attendance may be required by the City; or
 - 2. Subpoenaed to appear before any court, commission, board or other legally constituted authorized by law to compel attendance of witnesses, in connection with matters related to or arising from such employee's employment with the City, but wherein the employee is not a party plaintiff, provided, however, that the employee shall immediately provide City with the official subpoena requiring the employee's attendance together with proof of the amount of compensation received. The City shall be liable to such employee only for the difference between any such compensation received for jury duty and such employee's regular rate of pay. Proof of attendance may be required by the City.
- B. The City may, in its discretion, grant court leave without pay to any employee who is to appear before a court, commission, board or other legally constituted body in connection with a matter which is unrelated to and does not arise out of the employee's employment with City or wherein the employee is a party plaintiff in any action against the City. The employee requesting a leave of absence under this subsection shall provide City with proof of such employee's required attendance immediately upon receiving notice of the date and time for his appearance. Notwithstanding anything contained in this subparagraph to the contrary, an employee requesting a leave of absence hereunder shall first be required to exhaust all accrued vacation and personal leave days before consideration will be given to granting of a leave of absence without pay.
- C. Any employee who is granted a court leave of absence with pay pursuant to the provisions of subparagraph A of this Section 7 shall not have such leave time charged against his vacation days.
- D. If any employee who is granted a court leave of absence under any subparagraph of this Section 7 is released from jury duty or from his court required appearance prior to 12:00 noon, he shall forthwith return to work for the remaining hours of his shift.
- E. Failure of an employee to comply with the terms of this Section 7, with respect to a court leave sought or granted pursuant to it, shall result in the waiver and forfeiture of any claim or eligibility for such leave and to any compensation that might otherwise be payable hereunder and shall be subject to discipline as though an unauthorized leave, which if continued

for two or more days, shall constitute just cause for immediate discharge from employment without regard to the existence of any other infractions or violations of this Agreement by such employee.

Section 8. Leave-Union Business. The City agrees to grant time off without loss of seniority and without pay to any employee designated by the Union to attend the National Convention, if elected as a Delegate, provided:

- A. Thirty (30) days written notice is given to the City by the Union, specifying the length of time off requested and,
- B. Provided the combined total time off does not exceed ten (10) calendar days per calendar year
- C. Provided no more than one (1) employee shall be granted such time off for such purpose at any one time.

Section 9. Family and Medical Leave. The City shall establish a written policy which provides for unpaid family and medical leaves for eligible bargaining unit employees and which is consistent with the provisions of the Family and Medical Leave Act. Eligible bargaining unit employees for family and medical leave are those who have been employed by the City for at least twelve consecutive months and have worked at least 1250 hours for the City within the twelve month period immediately before the leave is to begin; provided, however, that any eligible bargaining unit employee who takes family or medical leave pursuant to this provision and the provisions of the written policy shall be required to use their accumulated vacation and sick leave before going on unpaid leave, anything herein before provided to the contrary notwithstanding.

ARTICLE XXI **ATTENDANCE**

Section 1. Starting Time. Employees are expected and required to be at their workstations and commence working at their designated starting time. Tardiness, unexcused absence, failure to report as required or failure to be at one's workstation and commence work at the required time may result in disciplinary action, unless the employee has an excuse acceptable to management.

Section 2. Notification of Absence. In the event an employee cannot report to work as scheduled, the employee must so notify supervisory personnel as soon as possible. In all cases of an employee's absence or tardiness, the employee shall provide supervisory personnel with a truthful reason for the absence and if possible, the probable duration of absence. If circumstances render the absence duration speculative or unknown, the absent employee will be required to call Personnel daily to report the status of the absence. Asking another employee, friend, or relative to give notification or report absence status is not considered proper, except under emergency conditions.

Section 3. Excessive Absenteeism. Excessive absenteeism, which renders an employee insufficiently available for work, will be evaluated on a case-by-case basis to determine the merits of correctional retention or termination.

Section 4. Average Attendance. The average attendance of all employees will be determined by dividing the total hours worked by all employees each month by the total hours available to work each month. Vacation and other approved leave will be counted as hours worked. If an employee exceeds the established average non-attendance for the previous twelve (12) months, he shall be contacted. Attendance must improve to the established average within the following month and thereafter be maintained at said level.

ARTICLE XXII BEREAVEMENT LEAVE

Section 1. Immediate Family. Upon the death of an employee's current spouse or a member of the employee's or his current spouse's immediate family, which is deemed to include father/father-in-law, mother/mother-in-law, sister, brother, step-parents, children, step-children, grandchildren and grandparents, the employee will be allowed leave without loss of pay for all working days occurring within five (5) calendar days after the date of death, provided the time is required to attend such person's funeral, and provided further that the employee would have otherwise been scheduled to work on such days.

Section 2. Extended Family. Upon death of aunts or uncles of the employee or his current spouse, the employee will be allowed one (1) working day off on the same basis and subject to the same restrictions as is set forth in Section 1 of this Article. Additional days may be granted by the Director on the same basis for unusual circumstances.

ARTICLE XXIII EQUIPMENT, ACCIDENTS AND REPORTS

Section 1. On-the-Job Injury. An employee, who is injured while on the job and is required to leave the job because of such injury and is required to remain off the job by medical authority, will be paid for the whole day upon which such injury occurs.

Section 2. Safe Operating Vehicles. The employer shall not require employees to take out on the streets or highways any vehicle that is not in safe operating condition or equipped with the safety appliances prescribed by law. It shall not be a violation of this agreement for employees to refuse to operate such equipment unless such equipment has been determined to be in safe operating condition. The determination of safe operating condition shall be made by the superintendent who shall advise the department director in writing of his findings.

Section 3. Unnecessarily Dangerous Work Conditions. No employee will be required or assigned to engage in any activity involving unnecessarily dangerous work conditions, or unnecessarily endanger the safety of persons or property.

Section 4. Accident Reports. Any employee in any accident shall immediately report said accident and any physical injuries sustained. An employee shall make out a written accident report on forms furnished by the City and shall turn in all available names and addresses of witnesses to any accident. Failure to report an accident as required by this provision shall subject such employee to disciplinary action by the employer.

Section 5. Defective Vehicles. It is the duty of the employee and he should immediately, or at the end of his shift, report all defects of vehicular equipment. Such reports shall be made on a suitable form and shall be made in multiple copies, one copy to be retained in the defective vehicle.

Section 6. Defective Equipment. It is the duty of the employee to immediately report all known defects of power, water and sewage collection equipment. Such reports shall be made on a suitable form to the superintendent and shall be made in multiple copies, one copy to be retained by the employee.

Section 7. Violation of Safety Rules. When an employee is required by a supervisor to work under a condition, which the employee regards as a violation of safety rules, the employee shall have the right to protest. If ordered by the supervisor to perform the work involved, the employee shall perform the work, but shall be considered as performing under protest. However, no employee shall be required to work with any unsafe equipment, or perform any practice that has been deemed unsafe, until released by the superintendent.

Section 8. Loss or Damage. Employees shall not be monetarily charged for loss or damage of the employer's property, tools, equipment, mobile or otherwise, or articles rented or leased by the employer unless negligence or reckless use is shown.

ARTICLE XXIV TRAINING, CONFERENCES, SEMINARS AND WORKSHOPS

Section 1. On-site Training. It shall be a condition of employment that each employee participates actively in the safety, first aid and job training programs which the City may periodically provide. The City may develop and administer a variety of courses ranging from general fundamentals to utility-specific detailed study. It is intended that participation in certain courses will be mandatory while others will be offered on a voluntary basis. Depending on the time required for a specific program, the schedule may include classroom time either during normal working hours and/or outside of normal working hours. Where a course is considered mandatory and class time is held outside of normal working hours, the employee will be compensated for the time spent in such classroom sessions and all reasonable expenses. Where a course is offered on a voluntary basis, the employee will not be compensated for attendance outside of normal working hours.

Section 2. Off-site Training. To supplement City administered courses of study, employees may be requested to participate in conferences, seminars and workshops relevant to their specific work activity, subject to the approval of the Director. The City will establish reasonable budgetary constraints concerning this area and each request will be considered on a case-by-case basis in advance of the employee's registration, the determination of which will be at the approval of the Director and in the best interest of the City. Should off-site training be approved, the City will reimburse the IRS per diem rate for meal and incidental expenses while on off-site assignments or training. The City will not reimburse for any alcoholic beverages. Per diem allowances are reimbursable for in-state overnight travel that is 45 miles or more from the traveler's home or primary worksite. Per diem allowances are applicable for all out-of-state travel that is 45 miles or more from the traveler's home or primary worksite. The City per diem rates are based on the U.S. General Services Administration Guidelines (IRS), which vary by city location. Per diem

reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly. If a free meal is served on the plane, included in a conference registration fee, built into the standard, single hotel room rate or replaced by a legitimate business meal, the per diem allowance for the meal may not be claimed. Tips for meals will be reimbursed up to 20% of the bill total. Any additional tip amounts must be covered by the employee.

In addition, the employee will suffer no loss of pay for the attendance at this training for the period in which he was scheduled to work.

Section 3. Educational Assistance.e:

- A. To supplement City administered courses of study, employees may participate in courses offered elsewhere. The City will reimburse the employee for such documented costs associated with such studies, as are approved by the City.
- B. To qualify for reimbursement upon completion of a course, the course material must be relevant to the employee's specific work and approved by the Director prior to enrollment. Additionally, the course must be administered by a recognized institution and the employee will have received a final documented grade of "C" or greater (or its numerical equivalent)
- C. The employee must submit, within thirty (30) days after successful completion of the course(s), documentation with respect to final grade as a prerequisite to reimbursement.

Section 4. Educational Assistance Repayment. Employees who separate employment with the City within twelve (12) months from the date the course(s) was completed shall have all amount(s) of educational assistance deducted from their final check, or otherwise be obliged to repay the City for that amount in one lump sum.

ARTICLE XXV
HOLIDAY PAY

Section 1. Holidays. The City will pay for scheduled holidays as established in this section:

| | |
|------------------------|------------------------|
| New Year's Day | Thanksgiving Day |
| <u>Good Friday</u> | Day after Thanksgiving |
| Memorial Day | Christmas Eve Day |
| <u>Juneteenth</u> | Christmas Day |
| Fourth of July | New Year's Eve Day |
| Labor Day | |
| Veterans' Day | |
| Martin Luther King Day | |

When a scheduled holiday falls on Saturday, the preceding Friday will be observed as the scheduled holiday in its place and stead. When a scheduled holiday falls on a Sunday, the succeeding Monday will be observed as the scheduled holiday in its place and stead.

To qualify for holiday pay, the employee must have worked a full assigned shift on his/her last scheduled work day preceding the scheduled holiday, on the scheduled holiday if scheduled to work, and his/her first scheduled work day following the scheduled holiday; provided, however, that an employee on approved paid leave (other than for sick or injury) or who is unable to work due to sickness or injury shall not be deemed absent under this provision if he/she supplies management with written medical certification from his/her treating physician of his/her inability to work and access to his/her medical records.

Holiday pay is calculated at the employee's regular rate of pay times eight (8) hours. In addition to holiday pay, an employee working on a scheduled holiday shall be paid double time in accordance with Article XIII, Section 9.C. (3) for all hours worked on said scheduled holiday.

ARTICLE XX.VI **MISCELLANEOUS**

Section 1. Protective Equipment. The City shall furnish and the employee shall wear and use hot boots, hook guards and other safety equipment as presently furnished for the protection of employees.

Section 2. Compliance with Laws. Nothing in this Agreement shall be construed to require either party hereto to act in violation of any state or federal law; and in the event any such condition arises, it is agreed that this Agreement shall be modified by both parties to the extent necessary to comply with the law.

Section 3. Collective Bargaining Agreement. No agreement or understanding contrary to this Collective Bargaining Agreement, nor any alteration, variation, waiver or modification of any of the terms or conditions contained herein shall be binding upon the parties hereto unless such agreement, understanding, alteration, variation, waiver or modification is executed in writing between the parties. It is further understood and agreed that this contract constitutes the sole, only and entire agreement between the parties hereto, and cancels and supersedes any other agreement, understanding, past practices and arrangements heretofore existing, and all such understandings, past practices and arrangements are null and void.

Section 4. Negotiations. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the City and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subjects or matters may

not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

Section 5. Workers' Compensation. The City shall provide Workers' Compensation protection for all employees.

Section 6. Work Shoes, Prescription Safety Glasses & Safety Equipment. The City will follow the established procedures in this regard. The City will provide hard hats, eye protection and certain other safety equipment, all of which will be utilized by the employee. The City will reimburse Employees for the cost of prescription safety glasses during the 24-month period provided for by the vision insurance program up to \$100. The City will pay the employee ~~up to~~ One Hundred and Fifty Dollars (\$150) in September per calendar year toward the reimbursement of City ~~approved~~ approved work boots, shoes. In order to be eligible for the work shoe reimbursement allowance, the employee must work in the Electric or Water & Sewer Departments, or in an area eligible for said reimbursement as determined by management, ~~and must present proof of purchase to the Personnel Department for approval. The annual allowance can be carried over from year to year for a total of \$450 for the life of the current contract.~~

Section 7. Mileage. Employees shall not be required to use their personal cars for the City's business, but in the event they consent to such use, the City shall allow the employee an amount per mile as established by the IRS Standard Mileage Reimbursement.

Section 8. Vacancies. The City will fill vacancies when need for such action is deemed necessary by the City.

Section 9. Safety Committee A Safety Committee shall be composed of a minimum of one ~~(1) two (2)~~ bargaining unit representatives and such employer representatives as the City selects, who will meet at least quarterly, for the purpose of discussing safety and promulgating regulations, with the understanding that the employer has the ultimate responsibility and shall make the final determination on all matters of safety and safety rules. In the course of making such determinations, any and all federal and state laws that are applicable to employer and employee covered by this Agreement shall be observed. The employer will post in a conspicuous place, the results of any safety inspections relating to bargaining unit work or work area conducted by agencies other than City agencies. The bargaining unit shall be kept informed in writing of all safety rules, regulations, programs and procedures to be promulgated by the employer.

Section 10. Bulletin Board. The various departments of the City maintain certain bulletin boards on the premises. These boards are generally used to post City & Union business notices. Employees are not to post or remove any matter from the board without the permission of a supervisor.

Section 11. Return to Work. Prior to returning to work, an employee who has been injured or otherwise disabled from work must provide the employer with a written medical report and certification from his treating physician as to said employee's medical history, diagnosis, treatment, prognosis and his ability to return to and perform his former job classification, restrictions, if any, and access to all pertinent medical records. In the event he is unable to perform

all of his job responsibilities due to his injury, he shall be reclassified to a classification, if available, which he is able to perform all of the job responsibilities. If there is no classification available in which the employee can perform all job responsibilities, he shall not be permitted to return to work.

Section 12. Commercial Driver's License (CDL).

- A. Any employee may be required by the City to obtain and maintain a valid Commercial Driver's License (CDL) as a condition of employment.
- B. As to all current employees who are required to and do maintain a CDL and endorsements, the following provisions shall apply and conditions of continued employment with the City:
 - 1. Each employee shall submit to and cooperate in providing any physical examination required by the Department of Transportation or other governmental authority in connection with the maintenance and renewal of a CDL and/or endorsements, said examination may be conducted by a medical doctor of employee's own choice and shall be paid for by the City for the cost thereof up to, but not exceeding, the sum of \$135.00;
 - 2. City shall also pay for the first renewal of any required endorsement up to a maximum of \$45.00 with all subsequent renewals and associated costs to be the sole responsibility of employee.
- C. As a prerequisite and condition to employment in this bargaining unit, all new bargaining unit employees shall be required to hold a valid CDL with such endorsements as are necessary to qualify such employee to operate any of the City's equipment which is assigned to and utilized for bargaining unit work. Said new employees must obtain permit within thirty (30) days of the start of employment and must obtain CDL within six (6) months, which dates may be extended upon the City's discretion. The City agrees to pay for the first two attempts at CDL licensure. If the employee is unable to obtain a CDL after two attempts, any future attempts shall be paid by the employee. As a condition of continued employment with the City, said new employees shall be required to maintain said CDL and its endorsements in valid, unrestricted status.
- ~~C.D.~~ The employer may pay up to 100% of all training cost associated with a new employee to obtain a CDL, providing that the employee agrees to sign a "Payback Agreement" upon hire. Upon signature of the "Payback Agreement" employees that leave employment will be required to reimburse the employer for 100% of all training cost, for less than one (1) year of employment, and 50% of all training cost for one (1) year of to two (2) years of employment.

Section 13. Uniforms. Each employee shall have provided to him/her seven (7) uniforms annually during the first quarter of each calendar year. Electric Department Employees will be given the option to select any management approved FR clothing in place of the (7) uniforms. The total Cost of all selected clothing with embroidery shall not exceed the cost of the (7) uniforms. Bulwark Shirt (SLW2LB) and Bulwark Pant (PEWSNV) will be used to determine total allowance. New employees will be supplied FR rated jacket and one set of FR rated coverall bibs for the Electric Department, and appropriate jacket and bibs for the Water

Department. If Employees uniforms become damaged or not suitable for the work they are doing, they may be replaced during the year. Further, employer will provide adequate rain weather clothing on an unassigned basis to bargaining unit employees when they are required to work out-of-doors in inclement weather. This will include the following: raincoat, rain pants, and rubber boots. An employee may substitute one set of uniforms for one jacket of comparable cost once per year. Employees may choose to substitute one set of uniforms annually for an FR rated jacket or one set of FR rated coverall bibs for the Electric Department, and appropriate jacket and bibs for the Water Department.

Section 14. Statement of Accrued Leave. Employer shall provide each bargaining unit employee with a statement and accounting as to accrued and utilized vacation and sick leave days at least once each quarter.

Section 15. Replacement of Tools. Any tools, which are provided by the City and which management determines to be excessively worn, broken or unsafe, shall be replaced by the City. The employee shall turn in the worn, broken or unsafe tool before it will be replaced.

Section 16. Live Line Work. Two journeymen working together shall be employed on all live lines or live high tension equipment transmitting in excess of 600 volts. However, in the alternative, an apprentice with eighteen (18) months experience may assist a journeyman in performing such work if deemed qualified by management. Apprentices shall not be permitted to work on any live lines or high tension equipment transmitting in excess of 600 volts without appropriate supervision. Only qualified personnel shall be used for tree trimming work around energized power lines of over 600 volts. At the Line workers discretion 2400/4160 voltage shall not be worked live from climbing hooks on the Hillsdale BPU system. If a truck or backyard machine cannot be positioned to work this voltage, the lines(s) must be de-energized. Line should be reenergized as soon as possible to avoid unnecessary or prolonged customer outages.

Section 17. Inclement Weather. Management agrees to continue the inclement weather policy as is presently in effect, namely, that except in cases involving power outages or other emergencies determined by management, no employees shall be required to work outside in unsafe weather conditions on energized lines and equipment.

Section 18. Reporting Location. Unless otherwise advised by management, the normal reporting location for commencing and ending shifts shall be 45 Monroe Street.

Section 19. Personal Cell Phone Use. Employees shall refrain from using a personal cell phone during work hours except during designated break times and such other times as may be authorized by a supervisor.

Section 20. Licensing Requirement. As a condition of continued employment, employees in the classification of Operator and Leadman are required to possess and maintain a ~~D-4~~ and S-4 license. Newly hired employees will be provided a period of twenty-four months to secure the required licenses.

Section 21. Electrical Lineman Apprenticeship Reimbursement and Rates. The

Employer and the IBEW recognize that training of apprentices is a necessary and highly important part of the Electrical Power Line Industry for Employees, Employers, and the Public. The parties recognize that this requires a commitment from the Employee as well as the Employer to ensure high quality training. The Employer is committed to utilizing only those programs approved and registered as bona fide apprenticeship programs with the Federal Department of Labor.

As part of this commitment, the parties agree, and the apprentice shall be required to sign an agreement to this effect with the Employer as part of the enrollment, that tuition and book costs may be recovered from the apprentice upon completion under the following circumstances:

Any Journeyman having completed the program and leaving employment within 12 months of completion shall repay 100% of the cost of tuition and books paid for by the Employer.

If leaving employment between 12 and 24 months, the Journeyman shall repay 75% of the cost of tuition and books paid for by the Employer.

If leaving employment between 24 and 36 months, the Journeyman shall repay 50% of the cost of tuition and books paid for by the Employer.

Finally, if leaving employment between 36 and 48 months, the Journeyman shall repay 25% of the cost of tuition and books paid for by the Employer.

These provisions apply to apprentices hired and indentured into the training program after July 1, 2018.

These requirements will not apply to any Journeyman leaving employment due to injury, illness, sickness, retirement, discharge, layoff, or leaving the trade for a different industry.

ARTICLE XXVII **SEPARABILITY AND SAVINGS CLAUSE**

In the event that any provision of this Agreement shall be at any time declared invalid by any court of competent jurisdiction, the decision shall not invalidate the entire agreement, it being the express intention of the parties that all other provisions shall remain in full force and effect.

ARTICLE XXVIII **PERIOD OF AGREEMENT-APPROVAL**

This Agreement, when signed by the proper officers of the City and Local Union No. 876, after or with the approval of the legislative body of the City and the President of the International Brotherhood of Electrical Workers, shall become effective as of ~~October 7th, 2024~~ ~~October 7, 2021~~ and shall remain in full force and effect through June 30, 2024, at which time the Agreement may be opened for re-- negotiation upon written notice given by either party to the other at least sixty (60) days prior to the expiration of the Agreement. Failure by either party to give such written notice within the time specified shall serve to automatically extend the Agreement on a year-to-year basis until such time as either party gives written notice to the other not less than sixty (60) days prior to the expiration of the then current contract year. Once the contract is open for negotiation the

provisions of this contract will remain in effect until negotiations are resolved.

ARTICLE XXIX
EMERGENCY MANAGER

Rejection, Modification, or Termination of Agreement After Appointment of Financial Manager.
The terms of this Agreement are subject to rejection, modification, or termination pursuant to the provisions of the Local Financial Stability and Choice Act, PA 436 of 2012. A financial manager appointed pursuant to that Act may reject, modify, or terminate one or more terms of this Agreement.

City of Hillsdale

**International Brotherhood
Electrical Workers Local 876**

Adam Stockford, Mayor

~~Chad Clark, Business Agent~~
Mel Crawford, Business Manager

Katy Price, City Clerk

Appendix A
WAGES

The following tables reflect the wage rates negotiated based on the following:

Electric Department

Electric Department Employees will receive the following:

July 1st, 2024 – 5%

July 1st, 2025 – 5%

July 1st, 2026 – 4%

~~Groundman will receive the following:-~~

~~October 7, 2021 – 4% wage increase~~

~~July 1, 2022 – 3% wage increase~~

~~July 1, 2023 – 3% wage increase~~

~~Service Technician~~

~~will receive the following:~~

~~October 7, 2021 – 2% wage increase~~

~~July 1, 2022 – 2.5% wage increase~~

~~July 1, 2023 – 2.5% wage increase~~

Class A Lineman, Line Leader, and Line Foreman will receive: ~~the following:-~~

Wage reopener no later than the first Monday of March of 2025.

~~October 7, 2021 – 5% wage increase~~

~~July 1, 2022 – 4.5% wage increase~~

~~July 1, 2023 – 4.5% wage increase~~

Apprentice wage steps will be calculated as a percentage of the Journeyman Lineman wage rate.

- Step 1: 65% of Lineman Wages
- Step 2: 70% of Lineman Wages
- Step 3: 75% of Lineman Wages
- Step 4: 80% of Lineman Wages
- Step 5: 85% of Lineman Wages
- Step 6: 90% of Lineman Wages

Step 7: 95% of Lineman Wages

Any employee currently entering the apprenticeship program with a wage rate higher will remain at the higher rate until they catch up to the appropriate step.

Water Department

Water Department employees will receive the following:

July 1st, 2024 – 5%

July 1st, 2025 – 5%

July 1st, 2026 – 4%

Union Wage Scale

***Brian Bennet shall be paid 2nd step apprentice wages as long as he remains a service technician and works at the Power Plant.**

October 7, 2021 until June 30, 2022

July 19th, 2024, until June 30th, 2025

Electric

| Classification | Start | 6Months | 12 Months | 18 Months | 24 MonthsMax |
|--------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Groundman | \$ 21.61 <u>24.08</u> | \$ 21.99 <u>24.50</u> | \$ 22.33 <u>24.87</u> | \$ 22.66 <u>25.24</u> | \$ 23.00 <u>25.62</u> |
| Class A Lineman | \$ 38.58 <u>44.24</u> | | \$ 39.86 <u>45.70</u> | | \$ 41.14 <u>47.21</u> |
| Line Leader | | | \$ 41.76 <u>47.88</u> | | \$ 43.33 <u>48.53</u> |
| Line Foreman | | | \$ 42.90 <u>49.19</u> | | \$ 44.06 <u>50.52</u> |
| Service Technician | \$ 4.85 <u>27.42</u> | \$ 24.99 <u>27.56</u> | \$ 27.95 <u>25.34</u> | \$ 25.68 <u>28.33</u> | \$ 26.00 <u>28.69</u> |
| Apprentice | 0-1000 hours | 1000-2000 | 2000-3000 | 3000-4000 | 4000-5000 |
| | \$25.08 <u>\$28.76</u> | \$27.01 <u>\$30.97</u> | \$33.18 <u>\$28.94</u> | \$30.86 <u>\$35.39</u> | \$32.79 <u>\$37.60</u> |
| | 5000-6000 | 6000-7000 | | | |
| | \$34.72 <u>\$39.82</u> | \$36.65 <u>\$42.02</u> | | | |

Water

Additional Pay:

| Classification | Start | 6 Months | 12 Months | 18Months | 24 Months |
|----------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Operator | \$ 23.53 <u>23.53</u> | \$ 24.17 <u>24.17</u> | \$ 24.79 <u>24.79</u> | \$ 25.44 <u>25.44</u> | \$ 26.05 <u>26.05</u> |
| Foreman | \$ 26.65 <u>26.65</u> | \$ 28.01 <u>28.01</u> | \$ 28.01 <u>28.01</u> | \$ 28.01 <u>28.01</u> | \$ 29.38 <u>29.38</u> |

| | | | | |
|----|---------|--|----|--------|
| S3 | \$ 0.50 | | S2 | \$0.50 |
| D3 | \$0.50 | | D2 | \$0.50 |

July 1, 2022 to June 30, 2023
 July 1st, 2025, to June 30th, 2026

Electric

| Classification | Start | 6Months | 12 Months | 18 Months | 24 MonthsMax |
|--------------------|--|---|----------------------------------|----------------------------------|----------------------------------|
| Groundman | \$ 22.26 <u>25.28</u> | \$ 22.65 <u>25.73</u> | \$ 23.00 <u>26.11</u> | \$ 23.34 <u>26.50</u> | \$ 23.69 <u>26.90</u> |
| Class A Lineman | \$ 40.32 <u>46.45</u> | | \$ 41.65 <u>47.99</u> | | \$ 43.02 <u>49.57</u> |
| Line Leader | | | \$ 43.64 <u>50.27</u> | | \$ 50.96 <u>44.23</u> |
| Line Foreman | | | \$ 51.65 <u>44.83</u> | | \$ 53.05 <u>46.04</u> |
| Service Technician | \$ 28.79 <u>25.47</u> | \$ 28.94 <u>25.64</u> | \$ 29.35 <u>25.97</u> | \$ 29.75 <u>26.32</u> | \$ 30.12 <u>26.65</u> |
| Apprentice | 0-1000 hours | 1000-2000 | 2000-3000 | 3000-4000 | 4000-5000 |
| | \$ 26.21 <u>30.20</u> 19 | \$ 28.22 <u>32.52</u> | \$ 30.24 <u>34.84</u> | \$ 32.26 <u>37.16</u> | \$ 34.27 <u>39.48</u> |
| | 5000-6000 | 6000-7000 | | | |
| | \$ 36.29 <u>41.81</u> | \$ 38.30 <u>44.12</u> 3 | | | |

Water

| Classification | Start | 6 Months | 12 Months | 18Months | 24 MonthsMax |
|----------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Operator | \$ 24.71 <u>21.76</u> | \$ 22.35 <u>25.38</u> | \$ 22.92 <u>26.03</u> | \$ 23.52 <u>26.71</u> | \$ 24.09 <u>27.35</u> |
| Foreman | \$ 27.98 <u>24.64</u> | | \$ 29.41 <u>25.90</u> | | \$ 30.85 <u>27.16</u> |

Additional Pay:

| | | | | |
|----|---------|--|----|--------|
| S3 | \$ 0.50 | | S2 | \$0.50 |
| D3 | \$0.50 | | D2 | \$0.50 |

July 1, 20223 to June 30, 2024 July 1, 2026, to June 30, 2027

Electric

| Classification | Start | 6Months | 12 Months | 18 Months | 24 MonthsMax |
|-----------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Groundman | \$ 22.93 <u>26.29</u> | \$ 26.76 <u>23.33</u> | \$ 23.69 <u>27.15</u> | \$ 24.04 <u>27.56</u> | \$ 27.98 <u>24.40</u> |
| Class A Lineman | \$ 48.31 <u>40.32</u> | | \$ 49.90 <u>41.65</u> | | \$ 51.55 <u>44.96</u> |
| Line Leader | | | \$ 52.28 <u>43.64</u> | | \$ 53.00 <u>46.22</u> |

| | | | | | |
|--------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Line Foreman | | | \$53.72 44.83 | | \$55.17 48.11 |
| Service Technician | \$29.94 25.47 | \$30.10 25.64 | \$30.52 25.97 | \$30.94 26.32 | \$31.32 27.32 |
| Apprentice | 0-1000 hours | 1000-2000 | 2000-3000 | 3000-4000 | 4000-5000 |
| | \$27.39 31.41 | \$29.49 33.82 | \$31.60 36.23 | \$33.70 38.65 | \$35.81 41.06 |
| | 5000-6000 | 6000-7000 | | | |
| | \$37.92 43.48 | \$40.02 45.89 | | | |

Water

| Classification | Start | 6 Months | 12 Months | 18Months | 24 MonthsMax |
|----------------|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Operator | \$ 25.70 22.44 | \$26.40 23.02 | \$27.07 23.64 | \$27.78 24.23 | \$28.44 24.84 |
| Foreman | \$ 29.10 25.38 | | \$30.59 26.68 | | \$32.08 27.98 |

Additional Pay:

| | | | | |
|----|---------|--|----|--------|
| S3 | \$ 0.50 | | S2 | \$0.50 |
| D3 | \$0.50 | | D2 | \$0.50 |

All Raises will be on July 1 each consecutive year.

Water Operator classification ~~is will be~~ required to obtain S4, ~~D4~~ licenses within 24 months of employment.

APPENDIX B: HEALTH INSURANCE

The hospitalization insurance plan is Priority Health POS—Option 1. A summary of the coverage is set forth in the attached Benefits Summary.

LETTER OF UNDERSTANDING

1. **Emergency Manager.** This collective bargaining agreement contains language that is required under Section 15(7) of the Public Employment Relations Act. Inclusion of the language does not constitute a waiver of the Union's right to raise the Constitutional and/or other legal challenges to the validity of: (a) appointment of Emergency Financial Manager; (b) PA 426 of 2012 (Local Financial Stability and Choice Act); or (c) any action of an Emergency Financial Manager which acts to reject, modify, or terminate the collective bargaining agreement.

2. **Apprentice Wage Rate Realignment.** Effective October 7, 2021, Apprentice wage steps will be calculated as a percentage of the Lineman wage rate. Any employee currently entering the apprenticeship program with a wage rate higher will remain at the higher rate until they catch up to the appropriate step.

~~4. **Operator Classification.** Employees in the Operator classification as of July 1, 2017 without the required licenses will be provided with a period of 24 months to secure these required licenses.~~

~~5.3. **Tenure Program.** The Provisions of Article XIII, Section 17 notwithstanding, the longevity payments for employees hired before 7-1-2016 will be frozen at the amounts they will receive on 1-1-2017 if higher than the 5 year step, but employees will be allowed to advance to the five year step before freezing the accrual.~~

~~6.4. **20252 Medical Insurance Reopener.** The provisions of Article XXV notwithstanding, it is agreed that this Agreement may be opened during its term at the option of either party on January 1, 20252, upon written notice to the other party served not later than October 1, 20241, provided that the insurance rates for 20252 are projected to increase by more than 10% over the cost for 20241. If this Agreement is reopened pursuant to this paragraph, the reopener negotiations shall be limited to medical insurance provisions (including the coverage to be provided and that amount that employees are to pay for this coverage).~~

~~7.5. **20263 Medical Insurance Reopener.** The provisions of Article XXV notwithstanding, it is agreed that this Agreement may be opened during its term at the option of either party on January 1, 20263, upon written notice to the other party served not later than October 1, 20253, provided that the insurance rates for 20263 are projected to increase by more than 10% over the cost for 20521. If this Agreement is reopened pursuant to this paragraph, the reopener negotiations shall be limited to medical insurance provisions (including the coverage to be provided and that amount that employees are to pay for this coverage).~~

~~8.6. **20274 Medical Insurance Reopener.** The provisions of Article XXV notwithstanding, it is agreed that this Agreement may be opened during its term at the option of either party on January 1, 20274, upon written notice to the other party served not later than October 1, 20263, provided that the insurance rates for 20273 are projected to increase by more than 10% over the cost for 20263. If this Agreement is reopened pursuant to this paragraph, the reopener negotiations shall be limited~~

to medical insurance provisions (including the coverage to be provided and that amount that employees are to pay for this coverage).

9.7. In the absence of a Superintendent, all duties per contract will revert to the Director of Utilities or City Manager.

10.8. Each union employee will receive a ~~\$1000.00~~750 signing bonus the next pay after ratification of the 2024-2027 contract. Year 2 of the contract each Union employee will receive a \$750.00 retention bonus, and year 3 of the contract each Union employee will receive a \$500.00 retention bonus.

10. Apprentice's will move up step raises according to their hours worked. If an apprentice has 7000+ hours but has not completed lineman school then they will stay at the 6000-7000 hour step until completion.

City of Hillsdale

**International Brotherhood
Electrical Workers Local 876**

Adam Stockford Mayor

Mel Crawford Business Manager

Katy Price City Clerk

City of Hillsdale

SUBJECT: Proposed 2025 Special Assessment District for Street Projects
AGENDA ITEM: Old Business
PREPARED BY: Kristin Bauer, City Engineer and David Mackie, City Manager
MEETING DATE: October 7, 2024

One of City Council's primary goals is to address the declining quality of the city's street and infrastructure systems. City staff has utilized the Special Assessment process as delineated in the City of Hillsdale's Code of Ordinances, Article V.-Finances, Division 3.-Special Assessments and any other applicable sections of the City Charter and/or Code of Ordinances to facilitate these projects.

The Department of Public Services (DPS) Director, City Engineer and City Manager recommend the following streets for inclusion in proposed Special Assessment Districts (SAD) for street rehabilitation projects and potential associated utility work during the 2025 calendar year.

**Proposed SAD 2025-9 – Arch Avenue – from Carleton Road (M-99) to Mechanic Road
0.34 miles (Estimated 12 parcels in the SAD)**

**Proposed SAD 2025-10 – Monroe Street – from West Street to Hillsdale Street
0.22 miles (Estimated 13 parcels in the SAD)**

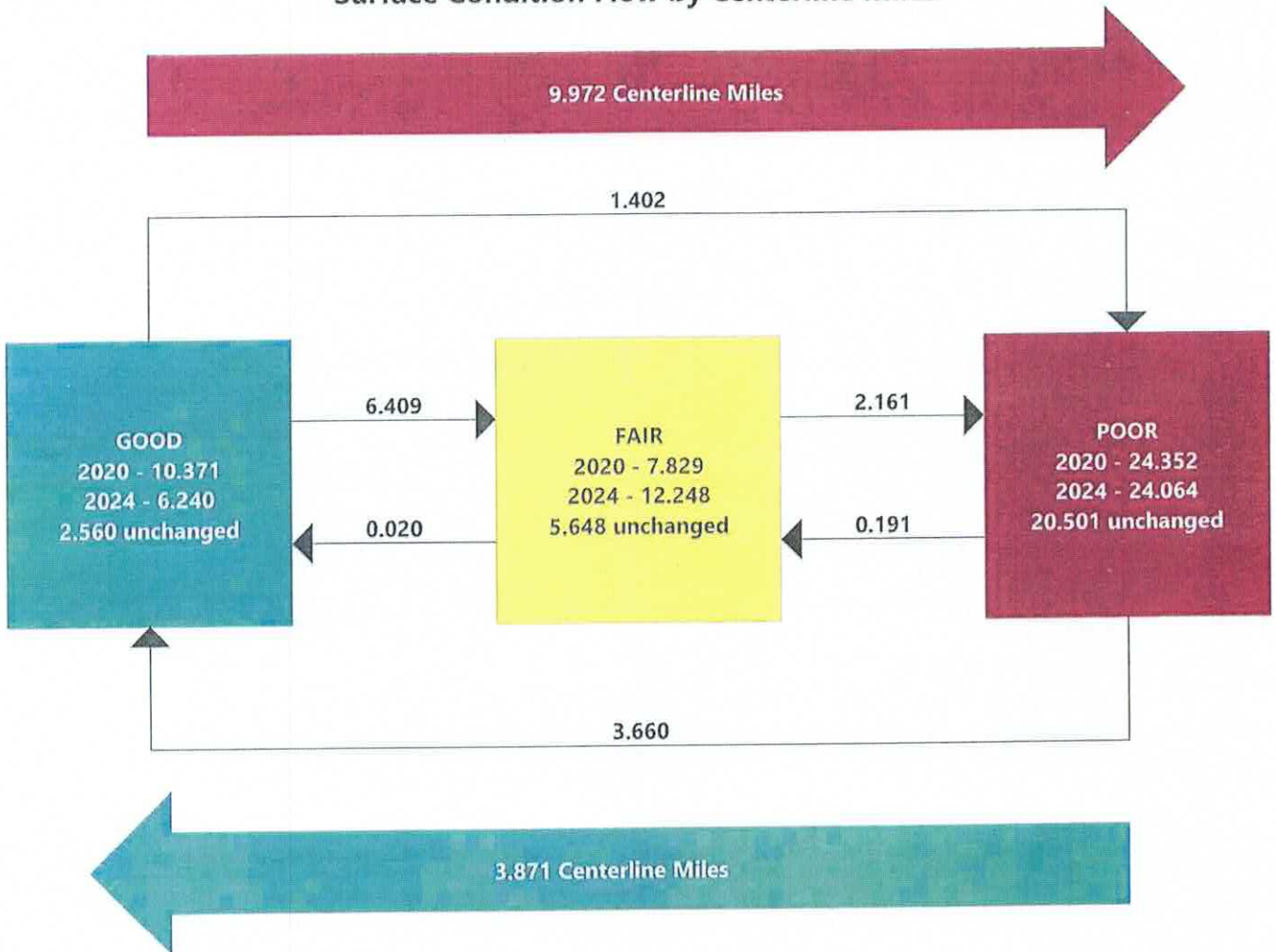
**Proposed SAD 2025-11 – Barry Street – from Broad Street (M-99) to West Street
0.30 miles (Estimated 29 parcels in SAD)**

Additionally, attached are three charts from the City's website. The first is the Surface Condition by Centerline Miles, the second is the City's Road Ratings and the third is the past and proposed Road Projects through 2025. The City Manager and City Engineer will explain the charts and answer any Council questions at the meeting.

Recommendation:

Per City Ordinance Article V, Division 3, Sec. 2-333 City Council directs the City Engineer to develop plans, specifications and cost estimates for submittal to City Council on or before December 9, 2024 for consideration of establishment of SAD's for the above listed street project areas.

Surface Condition Flow by Centerline Miles



Filter: Hillsdale - Major & Local
Note: Ratings are calculated if no rating exist

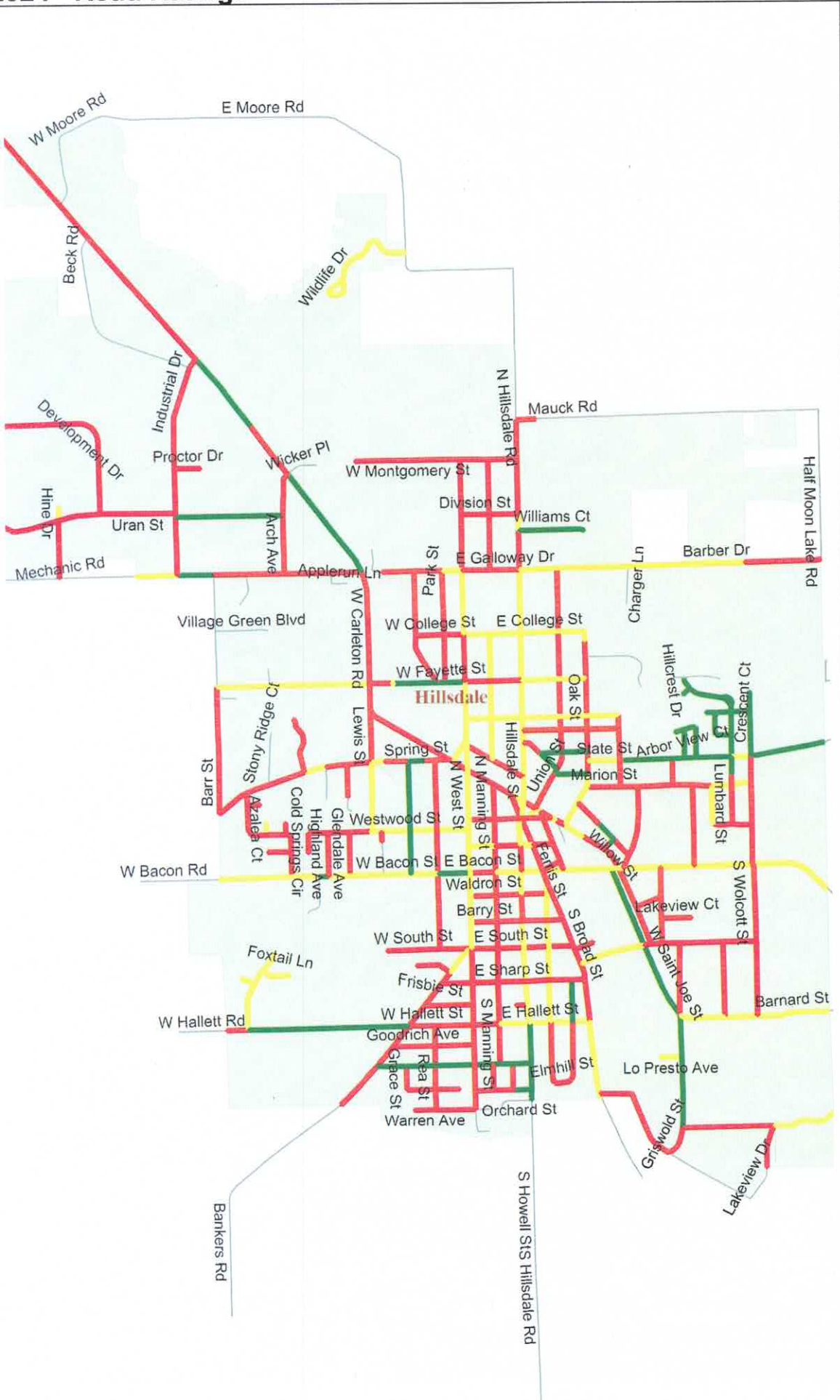
Hillsdale (CityVillage)

2000 ft

2024 - Road Ratings

Road

- Good (8-10)
- Fair (5-7)
- Poor (1-4)
- Unrated
- default



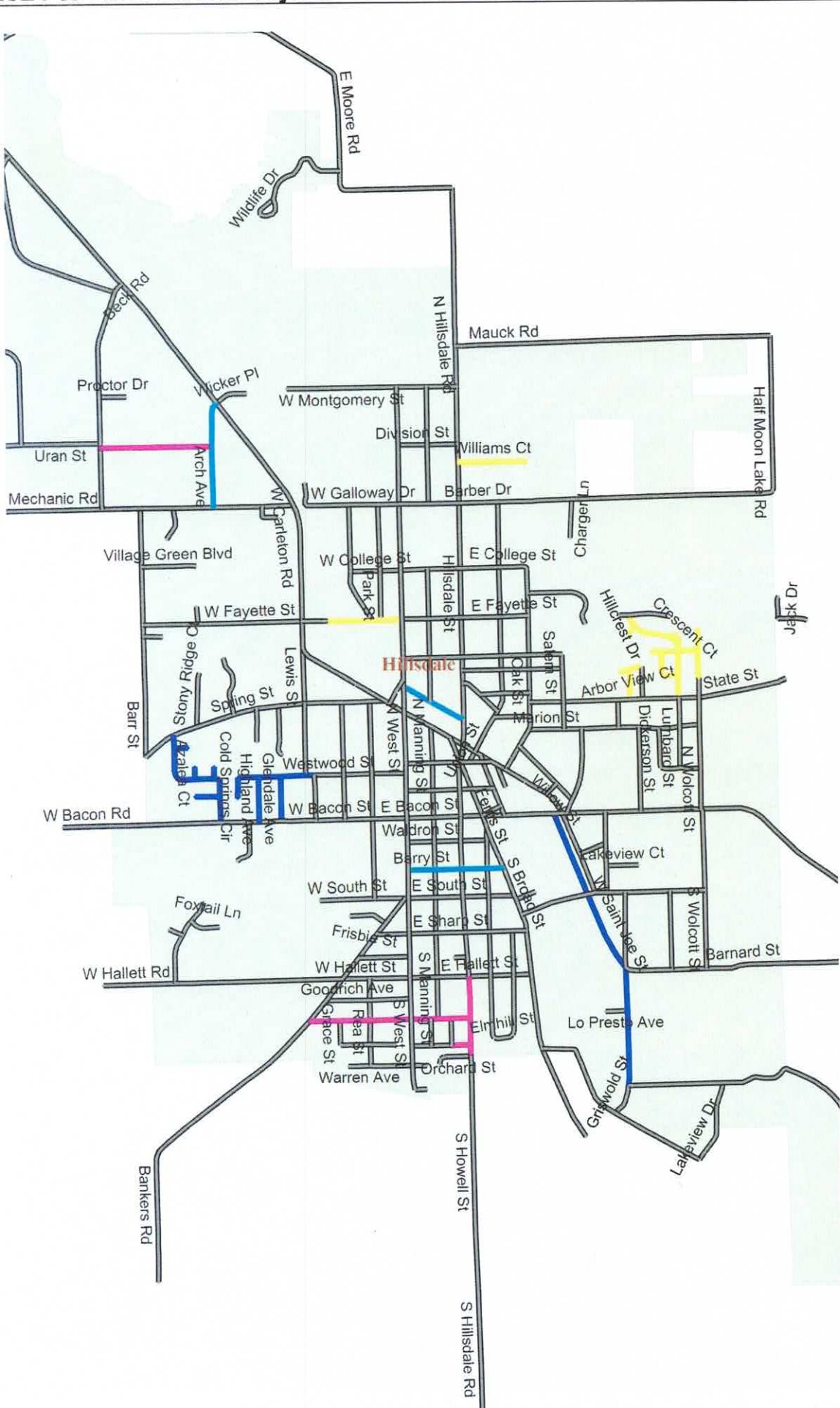
Hillsdale (CityVillage)

2000 ft

2021 to 2025 Road Projects

Road

- 2021 Completed Projects
- 2022 Completed Projects
- 2024 - Under Construction
- 2025 - Proposed Projects
- default



City of Hillsdale Agenda Item Summary

Meeting Date: **October 7, 2024**

Agenda Item: **New Business**

SUBJECT: **Airport – Sale of Corporate Hangar #1**

BACKGROUND PROVIDED BY: **Airport Manager Moore and City Manager Mackie**

Attached is an item summary prepared by the Airport Manager and a draft purchase agreement prepared by the City Attorney.

RECOMMENDATION:

City Council discuss the sale of Corporate Hangar #1 and decide how to proceed.

Summary

Mr. Tom Siimes, TENANT in Airport Hangar Corporate #1 has offered to purchase the hangar he has been renting since January 2019. He would like to purchase the hangar for \$75,000.00 The hangar is 2,700 sq.ft. He intends to put multiple upgrades into the hangar once he has purchased it.

The City of Hillsdale purchased the hangar from Tim Raker December of 2017 for \$37,000.00. The Airport currently rents the hangar to Tom Siimes for \$400.00/month. The hangar needs a new hangar door and also needs insulation upgrades.

If the hangar were to be purchased by Tom Siimes, he would also need to sign our ground lease. The ground lease is for a period of 35 years with three 5 year extensions. During each of the first five years of the ground lease, a sum that is equal to the product of the number of square feet leased by TENANT multiplied by \$0.30. At this time that would be \$810.00/yearly.

The Airport Advisory Committee met on September 21, 2024 and unanimously agreed to put this offer forward with the idea that the \$75,000 should be used to fix up the existing T-hangars. With the added repairs to our T-hangars we could charge more for the monthly rent. We currently charge \$100/month. We have 18 T-hangars.

PURCHASE AGREEMENT FOR AIRPLANE HANGAR

This Purchase Agreement (“Agreement”) is entered into on this _____ day of _____, 2024, (“the Effective Date”), between Tom Siimes, (“Buyer”), of _____, and the City of Hillsdale, a Michigan municipal corporation, (“Seller”), of 97 N. Broad Street, Hillsdale, Michigan, 49242, for the transfer to the Buyer of all of the Seller’s rights, title, and interest in and to the 2,700 square foot airplane hangar commonly identified as Tax Parcel 30 08 830 100 005 30 6 2, located at the Hillsdale Municipal Airport (“the Hangar”). The parties enter into this Agreement subject to the terms and conditions set forth below.

1. **Consideration.** Buyer shall pay Seller for the Hangar a total Purchase Price of Seventy-Five Thousand and no/100 U.S. dollars (\$75,000.00), with the purchase amount to be paid in full by Buyer to Seller in cash or certified funds at the Closing.

2. **Conveyance.** At the Closing, Seller shall grant and convey legal title to the Hangar to Buyer by way of the execution of a Bill of Sale in a form satisfactory to Buyer.

3. **Delivery Free of Encumbrances.** Seller shall deliver at Closing good title to the Hangar free from all mortgages, liens, claims, demands, charges, options, equity interests, leases, tenancies, easements, pledges, security interests, and other encumbrances, (collectively, “Encumbrances”).

4. **Due Diligence Period.** Buyer has the right to conduct, at Buyer’s sole cost and expense, a due diligence inspection of the Hangar during a Due Diligence Period encompassing the 60-day period beginning with the Effective Date of this Agreement. If, on or before the expiration of the Due Diligence Period, Buyer elects to terminate this Agreement for any reason as determined in Buyer’s sole discretion, Buyer shall deliver a written notice of its election to terminate to Seller, and this Agreement shall automatically terminate, and neither Seller nor Buyer shall have any further rights or obligations under this Agreement. If Buyer fails to deliver a written notice of termination of this Agreement during the Due Diligence Period, Buyer shall proceed to Closing on the terms stated in this Agreement.

5. **Buyer’s access to information and the Premises.** During the Due Diligence Period, Buyer and its officers, employees, contractors, and other representatives will have reasonable access to the Hangar for the purpose of inspecting and evaluating the Hangar.

6. **Closing date and possession.** Buyer and Seller shall complete the sale and transfer possession of the Hangar from Seller to Buyer (the “Closing”) within ninety (90) days of the Effective Date, or at such other earlier or later date as the parties may mutually agree. The Closing shall take place at the offices of Lovinger & Thompson, P.C., 91 S. Broad Street, Hillsdale, Michigan, 49242, or at another location agreeable to Seller and Buyer. Buyer shall receive possession of the Hangar upon the completion of the Closing. The Hangar shall be transferred to Buyer in the same condition as it is in on the Effective Date of this Agreement, ordinary wear and tear excepted.

7. **Taxes.** Seller shall pay any personal property taxes that are due and payable with respect to the Hangar both as of the date of Closing and that may become due and payable after the date of Closing and that are associated with the period of time during which Seller owned the Hangar.

8. **Proration of expenses.** The outstanding expenses associated with the Hangar shall be prorated to the date of Closing with the date of Closing attributed to Buyer. All invoices that have been received by Seller shall be paid before the date of Closing. Invoices for all services and contracts for the Hangar covering the time period before Closing and the date of Closing that have not been received by Seller before Closing shall be prorated based on good-faith estimates using the invoices for those services and contracts for the immediately prior invoicing period and the prior year's invoicing period for the period of time including the date of Closing. For invoices paid before Closing that cover a period of time after Closing, Seller shall receive a credit at Closing for the amount paid for the period of time after Closing. For invoices that will be received after Closing to cover a period of time before Closing, Buyer shall receive a credit at Closing for the amount that will be paid after Closing for the period of time before Closing.

9. **Warranties by Seller.** Seller warrants to Buyer and shall certify to Buyer at the Closing as follows:

- a. Seller is an individual.
- b. Seller has full authority to enter into and perform this Agreement in accordance with its conditions, without breaching or defaulting on any obligation or commitment.
- c. Except as disclosed in this Agreement, Seller is not a party to any agreement or otherwise bound under any obligation with any other party who has any interest in the Hangar or the right to purchase or lease the Hangar.
- d. Except as otherwise stated in this Agreement, Seller's interest in the Hangar will be transferred to Buyer at the Closing, free and clear of all liens, encumbrances, charges, contracts, and adverse claims, contractual or other.
- e. There are no suits, actions, or proceedings pending or, to the best of Seller's knowledge, threatened by any party, including governmental authorities or agencies, against or involving the Hangar or to which Seller is or may become a party in connection with the Hangar.
- f. Seller has no notice or knowledge of:
 - i. any government agency or court order requiring repairs, alterations, or corrections of any existing conditions of the Hangar;
 - iii. any request by an insurer or a mortgagee requiring repairs, alterations, or corrections of any existing conditions; or
 - iv. any structural or mechanical defects in the Hangar.

g. During the interim between the Effective Date of this Agreement and the Closing, Seller will continue to maintain the Hangar in the same manner as Seller has previously maintained the Hangar.

h. Seller will not assign or grant a security interest or other lien that will encumber the Hangar.

10. **Survival of warranties.** The representations and warranties contained in this Agreement shall survive the Closing for one year and shall not merge in any of the documents executed in connection with the Closing.

11. **Indemnification and the right to set off.** Seller agrees to indemnify, defend, and hold harmless Buyer for any and all damages, actions, suits, judgments, costs, charges, expenses, fines, penalties, attorney fees, and the consequences of any liabilities, that are asserted against or affect the Hangar because of Seller's actions or failure to act before the Closing (collectively, "Damages"). Buyer may set off the amount of any such Damages against any amounts Buyer owes Seller pursuant to this Agreement.

12. **Changes in the condition of the Hangar.** In the event of loss of or damage to the Hangar because of fire or some other casualty between the Effective Date of this Agreement and the Closing, Seller shall immediately give Buyer notice of the loss or damage. Buyer shall have the right to terminate this Agreement within ten (10) days after receiving notice from Seller if the damage exceeds \$5,000.00. If Buyer does not terminate this Agreement or the damage is less than \$5,000.00, Buyer may elect, (by giving written notice of such election to Seller), to either: (1) have Seller repair the damage before the Closing, at Seller's sole cost and expense; or (2) accept at the Closing an assignment from Seller of any insurance proceeds relating to the damage. If Buyer elects to accept an assignment of the insurance proceeds, Seller shall also pay to Buyer at the Closing an amount equal to Seller's deductible for the loss.

13. **Conditions precedent for performance by Buyer.** The obligation of Buyer to consummate the sale contemplated by this Agreement is subject to the fulfillment of the following conditions before the Closing. Buyer may waive these conditions in writing.

a. Each of Seller's warranties shall be true as though made again at the Closing, and no warranty shall be breached before the Closing.

b. Seller shall perform and comply with all its obligations under this Agreement before the Closing.

c. There shall be no material adverse change in the condition of the Hangar and no encumbrance on the title to the Hangar from the Effective Date of this Agreement to the time of the Closing.

d. No action or proceeding to restrain, prohibit, or declare illegal the transaction contemplated by this Agreement shall be pending or threatened. No order restraining or prohibiting the transaction contemplated by this Agreement shall be issued by any public

authority, governmental agency, or court. No attachments, garnishments, levies, or liens shall be filed or in effect regarding the transaction contemplated by this Agreement or the Premises.

e. Buyer shall have accepted the results of all inspections, inventories, appraisals, and audits commissioned by Buyer or otherwise required by this Agreement. However, if Buyer does not provide written notice to Seller before the conclusion of the Due Diligence Period or within such other time as is provided for in this Agreement of Buyer's termination or cancelation of this Agreement or of Buyer's dissatisfaction with or objection to the results of any inspection, study, appraisal, audit or other investigation commissioned by or otherwise provided to Buyer, Buyer shall be deemed to have accepted such results.

14. **No broker.** Seller and Buyer represent and warrant to each other that no broker or any other person or entity has been involved in or is entitled to a commission as a result of the sale and purchase of the Hangar as contemplated by this Agreement. To the extent a commission or fee is claimed by any person or entity as a result of its contacts with either Seller or Buyer, the party against and through whom the commission or fee is claimed shall indemnify, defend, and hold harmless the other party with respect to such claim and, to the extent the claim is to be paid, the indemnifying party shall bear the liability for the payment of the commission or fee.

15. **Seller's default.** Except as is otherwise expressly provided in this Agreement, in the event of any default by Seller that continues without cure for ten (10) days after delivery by Buyer of written notice to Seller, Buyer shall have the right (but not the obligation) to terminate this Agreement by notice to Seller within fifteen (15) days after the end of the cure period, and Buyer shall have any and all rights and remedies available to Buyer in law and at equity arising out of the default, including, without limitation, specific performance.

16. **Termination.** If either Buyer or Seller is not obligated to complete this Agreement because a condition precedent is not met, that party may terminate this Agreement by notifying the other party in writing of the terminating party's intention to terminate this Agreement, stating the reason for such termination.

17. **Ground Lease.** Upon the Closing of the transaction contemplated herein, the Airport Ground Lease between Buyer and Seller with respect to the real estate upon which the Hangar is presently located, said Ground Lease is signed and activated. See attached ground lease.

18. **Entire agreement.** This Agreement constitutes the entire agreement between the parties with regard to its subject matter and supersedes any and all other negotiations or agreements between the parties relating to the transaction contemplated by this Agreement. None of the prior or contemporaneous negotiations, preliminary drafts, or prior versions of this Agreement or any other document shall be used by any of the parties to construe or affect the validity of this Agreement or any of its terms. Each party acknowledges that it has not made or relied on any representations, inducements, or conditions not set forth in this Agreement.

19. **Amendments.** This Agreement may be amended only by a written document signed by all of the parties to this Agreement.

20. **Successors and assigns.** This Agreement shall be binding on and inure to the benefit of the parties and their respective successors and permitted assigns.

21. **Governing law and venue.** This Agreement shall be construed in accordance with and governed by the laws of the State of Michigan, without regard to any principles of conflicts of laws. Any actions concerning this Agreement must be brought in a court of competent jurisdiction located in Hillsdale County, Michigan.

22. **Severability.** If any term, covenant, or condition of this Agreement or its application is, to any extent, held to be invalid or unenforceable, the remainder of this Agreement or the application of the term, covenant, or condition to persons or circumstances other than those to which it is held invalid or unenforceable shall remain effective; and each term, covenant, or condition of this Agreement shall be valid and enforced to the fullest extent permitted by law.

23. **Time of the essence.** Time is of the essence in the performance of this Agreement.

24. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which will be an original, and all of which together shall constitute one and the same document.

25. **Notices.** Except as otherwise expressly provided in this Agreement, all notices required under this Agreement shall be effective only if in writing and either personally served or sent via certified mail, return receipt requested, with postage prepaid to the appropriate party at its address as set forth in the introductory paragraph of this Agreement. Either party may change its address for notice purposes by giving written notice of the change to the other party as provided in this section.

IN WITNESS WHEREOF, the parties agree to the foregoing by their execution this _____ day of _____

CITY OF HILLSDALE

Adam Stockford, Its Mayor

, Owner

, Its Clerk

City of Hillsdale
Agenda Item Summary

MEETING DATE: **October 7, 2024**

AGENDA ITEM #: **New Business**

SUBJECT: **Michigan Employee’s Retirement System (MERS) Changes**

BACKGROUND PROVIDED BY STAFF: **City Manager, David Mackie**

Project Background:

Document #1 – Close City Treasurer Defined Benefit (DB) Division (18)

Document #2 - Request DB to Defined Contribution (DC) projection for City Manager Division (15)

Document #3 – Increase BPU Union, Division (12), employee contribution rate from 9.16% to 10.16% upon approval of the new IBEW union contract

RECOMMENDATION:

City Council approve the above three requests to the City’s DB plans with MERS.

Addendum for Plan Closures, Freezes and Conversions



1134 Municipal Way Lansing, MI 48917 | 800.767.6377 | Fax 517.703.9711

www.mersofmich.com

This form is to be used for a participating municipality or court to request to close one or more of its divisions of Defined Benefit, Defined Contribution or Hybrid (each “Plan” or collectively, “the Plans”), and advise MERS what action will be taken for existing plan participants and new enrollments. The associated Plan Closures, Freezes and Conversions Policy and Procedure, which provides administrative procedures to implement the terms of the MERS Plan Document, is incorporated by reference into this Addendum, which is used to collect the municipality or court’s request. All requirements in the Policy are at all times subject to the requirements of the MERS Actuarial Policy. Nothing in this form or the Policy is intended to conflict with the requirements of the Plans or MERS Actuarial Policy or any more restrictive requirement imposed by law, any of which may be amended by the MERS Retirement Board at any time.

IMPORTANT INFORMATION:

Closing MERS Defined Benefit plan(s) requires an actuarial projection study under the MERS Actuarial Policy. The MERS Actuarial Policy provides for different amortization periods for closed or frozen divisions. Upon closing or freezing the division(s), the required employer contribution will change to a monthly flat dollar amount instead of a percentage of payroll. Any existing employer caps will no longer be administered.

MERS service may not be combined with non-MERS service under the new plan to meet vesting and eligibility requirements.

I. Closing one or more divisions and impacts on existing employees

Name: _____, # _____
(Municipality name) (Municipality number)

hereby elects to close the following division(s): _____
(Division number)

currently under the following plan type:

Defined Benefit Defined Contribution Hybrid Effective date: _____
(DD/MM/YYYY)

Please use a separate form for each Division or Product Type.

Addendum for Plan Closures, Freezes and Conversions

In doing so, the following action will be taken with impact to existing covered employees as outlined (select one per form):

| Action taken on the division | Impact to existing employees | Check |
|---|--|--------------------------|
| Close only | No impact to covered employees, benefit continues to accrue. Plan is closed to new hires, rehires and transfers. | <input type="checkbox"/> |
| Close division with option to Convert** | Covered employees may <ul style="list-style-type: none"> Remain in the existing plan where the benefit continues to accrue, OR Elect to Convert** their accrued benefit to the newly selected plan and commence coverage under the Plan. | <input type="checkbox"/> |
| Close division with option to Freeze*** | Covered employees may <ul style="list-style-type: none"> Remain in the existing plan where benefit continues to accrue, OR Elect to Freeze existing benefit (no future accrual) and commence coverage under new Plan. | <input type="checkbox"/> |
| Close division, with options to Convert** or Freeze*** | Covered employees may <ul style="list-style-type: none"> Remain in the existing plan where the benefit continues to accrue, OR Elect to Convert** their accrued benefit and commence coverage under the newly selected Plan, OR Elect to Freeze existing benefit (no future accrual) and commence coverage under the newly selected Plan. | <input type="checkbox"/> |
| Close division, Freeze*** is mandatory, with or without option to Convert** | Covered employees will cease to accrue service under the prior Plan and will commence coverage under the new Plan, and may convert their service under the prior Plan to one under the new Plan. | <input type="checkbox"/> |
| Close division with mandatory Freeze*** division, no future Plan | Covered employees will cease to accrue future benefit and will not be enrolled in any Plan. | <input type="checkbox"/> |

**If the option above includes *Conversion* option, make sure to also complete Section III.

***If the option above includes *Freeze* option, make sure to also complete Section IV.

Addendum for Plan Closures, Freezes and Conversions

II. Impacts to future participants

New hires, rehires and transfers of the division identified above will be enrolled in (check one):

the following MERS plan (a corresponding Adoption Agreement for the new plan is required):

Defined Benefit Defined Contribution Hybrid 457

the following non-MERS plan:

Plan provider name: _____

Plan type: _____

If offering conversion to the new non-MERS plan, check this box to confirm the new plan is a defined contribution money purchase plan.

No retirement plan.

Not applicable – division position(s) discontinued, no future hires are eligible

III. Conversion for Active Employees, where applicable (available in limited transactions, see [here](#) for an outline)

This employee option is only available where any employee contribution rate in the current plan is identical to the employee contribution rate in the plan to which the current plan is closing/freezing.

Will current division members be offered the option to convert their accrued benefit to the new plan and commence coverage under that plan?

Yes No Not applicable to this transaction

Conversion Option – additional required information if Employer elected to offer Conversion Option

If the employer has elected to offer current members of the closing or freezing division a one-time irrevocable option to convert, this will result in 1) conversion of their existing accrued benefit into a lump sum into the new Plan, and 2) future coverage under the new Plan.

The election to convert shall be effective at least three, and no more than six months following the effective date of the new plan as listed on page 1 or MERS' receipt of the addendum (whichever is latest), which shall be the first day of _____, 20____ (Conversion Date). If either the new Plan or the closing plan has mandatory employee contributions, they must be identical in both plans in order to offer employees a conversion or freeze option.

Addendum for Plan Closures, Freezes and Conversions

A. Conversions from the Defined Benefit Plan to MERS Defined Contribution Plan, MERS Hybrid Plan or Non-MERS Qualified Defined Contribution Money Purchase Plan

For each current member of a Defined Benefit closing or freezing division who irrevocably elects to convert to one under the new plan and commence coverage under that new plan, MERS shall transfer to the member's credit the greater of the following to the Defined Contribution Plan, the Hybrid Plan defined contribution component or a non-MERS qualified defined contribution money purchase plan:

- (1) The member's accumulated contributions; OR
- (2) The actuarial present value of the accrued benefit associated with the members' coverage under the closed / frozen Defined Benefit Plan, after the conversion level percentage selected by the participating municipality below has been applied.

Conversion Percentage Selection

The conversion calculation shall be performed as provided in the MERS Actuarial Policy. Under that Policy, the employer shall select the Conversion Percentage (which may not be less than the division's actual funded level as determined in the actuarial study nor greater than 100%). If a Conversion Percentage is selected that is greater than the Division's actuarial funded percentage, as set out below, the employer is required to remit to MERS full payment for the additional liability for all converting members within 90 days of the Conversion Date.

The Conversion Percentage shall be (select one):

- Equal to the division's actuarially determined termination liability funded percentage (not more than 100%)
- ____% greater than the actuarially determined termination liability funded percentage (not more than 100%)

If the employer offers current employees the option to convert their closed or frozen benefit to a non-MERS Qualified defined contribution money purchase plan, the member will become immediately vested in any non-vested employer contributions.

B. Conversions from the Defined Contribution Plan to the MERS Hybrid Plan (Defined Contribution component) or a Non-MERS Qualified Defined Contribution Money Purchase Plan

For each current participant of a Defined Contribution Plan who irrevocably elects to convert where the plan is closing to new hires, or where a current participant's service is frozen, and coverage will commence under the MERS Hybrid Plan, MERS shall transfer the full value of the participant's Defined Contribution Plan account (employer contributions, employee contributions and accumulated service) to the MERS Hybrid Plan (defined contribution component) and used toward vesting under the plan. Service will be recognized in the MERS Hybrid (defined benefit component) for vesting and eligibility only, with benefited service in the defined benefit component of MERS Hybrid plan beginning with the new plan effective date.

If the employer offers current employees the option to convert their closed or frozen benefit to a non-MERS Qualified defined contribution money purchase plan, the member will become immediately vested in any non-vested employer contributions.

Addendum for Plan Closures, Freezes and Conversions

C. Conversions from the MERS Defined Contribution to the MERS Defined Benefit

For each current participant of the **MERS Defined Contribution** plan who irrevocably elects to convert (where the plan is closing to new hires, or where a current participant's service is frozen, and coverage will commence under the Defined Benefit plan), MERS shall transfer the participant's employer and employee Defined Contribution account balance (except rollovers from other plans) to the **MERS Defined Benefit** plan.

Service accrued under the Defined Contribution plan will be fully recognized in the Defined Benefit plan for vesting and eligibility purposes. Assets transferred to the Defined Benefit plan (including all assets transferred from the Defined Contribution plan for those electing conversion, plus any additional contributions made or required by the participating employer) must equal a minimum of 80% of the Defined Benefit's additional accrued actuarial liability, based on the results of an actuarial valuation.

Participants who elect to convert their accrued Defined Contribution benefit to the new Defined Benefit plan shall be credited toward Defined Benefit plan benefit service at _____% (5%-100%, in increments of 5%) of the participant's total Defined Contribution benefit service.

For participants currently enrolled in the Defined Contribution plan who have a previously frozen Defined Benefit plan with this employer (as a result of a mandatory freeze or election to freeze by the participant) and elect to convert their Defined Contribution benefit to the Defined Benefit plan, the previously frozen Defined Benefit plan account will remain frozen (including the frozen Final Average Compensation).

IV. Closing with Mandatory or Optional Freeze for Current Active Employees, where applicable (available in limited transactions)

If either the new Plan or the closing plan has mandatory employee contributions, they must be identical in both plans in order to offer employees a conversion or freeze option. Alternatively, the employer may mandate that the benefit accrual be frozen instead of making it optional for active employees. For an optional freeze, employees must be given a minimum of three months, and no longer than six months to make their election (3 to 6 months after Effective Date list on page 1).

Freeze effective the first day of: _____, 20____

With respect to the **Defined Benefit** or **Hybrid** (defined benefit portion) Plans that are closing and will freeze (either as a result of the plan freezing, or an individual option to freeze), the members' Final Average Compensation and Service Credit will be frozen and unchanged as of the effective date of the freeze. If the new plan is the MERS Defined Benefit, Defined Contribution or Hybrid Plan, service for vesting and eligibility purposes will continue to accrue on the frozen plan. If the new plan is the MERS 457 Plan, a non-MERS plan or no retirement plan, **all benefits shall be 100% vested.**

With respect to the **Defined Contribution** or **Hybrid** (defined contribution portion) Plans that are closing to new hires as mandatory or optional freeze for current members, their Defined Contribution account will no longer receive any further employer or employee contributions. If the new plan is the MERS Defined Benefit, Defined Contribution or Hybrid Plan **only**, vesting service will continue to accrue. If the new plan is the MERS 457 Plan, a non-MERS plan or no retirement plan, **all benefits shall be 100% vested.**

Addendum for Plan Closures, Freezes and Conversions

V. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by _____ on
the ____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)



Request for Ballpark Estimate

Please print clearly • Retain a copy for your records

Please note: This is not a request for a final actuarial report. By submitting this form, the employer is requesting an estimate for illustrative purposes only. Neither the employer, nor any other party receiving a copy of the estimate may rely on the estimate as indicative of actual future contribution amounts or rates.

1. Municipality contact information

| | | |
|---|----------------|--|
| Municipality name* | | Municipality number (6 digits including reporting unit)* |
| Division(s) in estimate (provide Division Numbers)* | | |
| Contact name* | Contact email* | Contact phone number |

2. Background information

Is the purpose of this request for a Corrective Action Plan under Section 10 of the Public Act 202?

YES, and the requestor acknowledges that this ballpark estimate does not serve as a statement of actuarial opinion and that only a final certified report may be used as supporting documentation submitted to Treasury.

NO

Any other information relevant to the purpose or timeline of this request (or related requests) that MERS should be aware of:

3. Recent plan change(s) details

If the estimate should consider any plan changes that have been implemented (or are pending) since the most recent Annual Actuarial Valuation, please indicate for which divisions and describe the change using the following table. Any applicable actuarial reports may be submitted along with this request. Unless otherwise specified, it will be assumed the employer adjusts their upcoming contribution requirement based on the changes listed.

| | |
|--|--|
| Merges, carve-outs, or other pending benefit changes | |
| New hire benefit changes | |
| Amortization period/policy (Accelerated to 15-yr amortization, etc.) | |
| Large additional contributions (Include dates/amounts) | |

No Changes

4. Proposed plan change details

If the request is for a single division, use the Single Division table on the next page and update the heading for the applicable division code. Otherwise use the Multiple Divisions table on the following page. Include additional copies (one per page) of the table with additional division numbers and/or updated Scenario # as needed.

By default, results will be totaled for division(s) listed within a proposed scenario unless otherwise noted:

Default Muni total By Division/link-set

* Required field

Request for Ballpark Estimate

5. Certification

The requestor understands:

1. This is not a request for a final actuarial report. This is a request for an estimate for the convenience of the employer submitting this request, and for illustrative purposes only. Neither the employer, nor any other party receiving a copy of the requested estimate may rely on the estimate as in any way predictive or indicative of actual future contribution amounts, rates, or for any other purpose whatsoever. The employer agrees that MERS shall have no liability arising out of the estimate or the information provided and agrees, as a condition of its receiving the estimate, that the employer will fully indemnify MERS for any expenses or liability MERS may incur arising from or related to the estimate. Pursuant to MCL 38.1140h and Section 45 of the MERS Plan Document, the System's Actuary shall complete a supplemental actuarial report before the employer implements any benefit change for existing plan participants.
2. The estimate will be based upon data underlying the most recent Annual Actuarial Valuation except where otherwise noted.
3. Provisions and modeling parameters of all retirement plans herein are dictated by the [MERS Plan Document](#) and [Actuarial Policy](#).
4. MERS staff reserves the right to adjust the request details if deemed appropriate or necessary to meet the scope and purpose of the request.
5. The scope of the requested estimate is limited and may provide, at a high-level, short-term accrued liability and normal cost or a graphical illustration of projected employer contributions and plan funding.

Signature of authorized representative*

Printed name of authorized representative*

Title of authorized representative*

Date (mm/dd/yyyy)*

* Required field

Submit this form to:

**Municipal Employees'
Retirement System of Michigan**
1134 Municipal Way
Lansing, MI 48917
Fax: 517.703.9707

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name _____ **Municipality #:** _____

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

- All prior service from date of hire
- Prior service proportional to assets transferred; all service used for vesting
- Prior service and vesting service proportional to assets transferred
- No prior service but grant vesting credit
- No prior service or vesting credit

Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number _____), the effective date shall be the first day of ___/20__ (mm/yy). *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is a **temporary benefit** (Defined Benefit division number(s) _____), select one of the following:

This is a **temporary Benefit Window** with a duration of 2-6 months. Effective dates are from ___/01/___ through the last day of ___/20__ (mm/yy). Complete provisions as applicable under Section IV of this form.

This is a **temporary Lump Sum Buyout Program** for terminated vested participants with a duration of 6-24 months. Effective dates are from ___/01/___ through the last day of ___/20__ (mm/yy). Payout will reflect ___% (1-100%) of the participant's present value of accrued benefit. For example, if 40% is used, the payout will be 40% of the present value of the benefit. This percentage cannot be changed once adopted.

Defined Benefit Plan Adoption Agreement

- D. If this is to **separate employees from an existing Defined Benefit division** (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.
- E. If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20____.
- F. If this is an amendment to close Defined Benefit division(s) # _____, with new hires, rehires, and transfers going into an **existing** Defined Benefit division # _____, the effective date shall be _____ (month/year).

Note: Closing this Defined Benefit division(s) will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation.

(The amount may be adjusted for any benefit modifications that may have taken place since then).

- G. If this is to close Defined Contribution or Hybrid division # _____ with its current and/or future active participants enrolling in existing DB division # _____ (previously closed, now re-opened), the effective date shall be the first of _____, 20____.

Please complete all subsequent sections of this Defined Benefit Adoption Agreement (including all provisions in effect) and the [Addendum for Plan Freeze, Closure and Conversions](#).

- H. If this is to close Defined Contribution or Hybrid division # _____ with its current and/or future active participants enrolling in a new Defined Benefit division, the effective date shall be the first of _____, 20____.

Please complete all subsequent sections of this Defined Benefit Adoption Agreement (including all provisions in effect) and the [Addendum for Plan Freeze, Closure and Conversions](#).

Defined Benefit Plan Adoption Agreement

III. Plan Eligibility

Division Title: _____

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS. Please describe the specific classifications that are eligible for MERS within this division:

(For example: e.g., Full-time employees, Clerical staff, Union Employees participating in XXXX union)

This Division includes **public safety employees** (this information is used for actuarial purposes only. It does not relate to the additional tax for early distribution): Yes No

To further define eligibility (select all that apply):

| Employee Classification | Included | Excluded | Not Employed |
|---|--------------------------|--------------------------|--------------------------|
| Temporary Employees: Those who will work for the municipality fewer than _____ months in total | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Part-Time Employees: Those who regularly work fewer than _____ per _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seasonal Employees: Those who are employed for tasks that occur at specific times of the year | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Voter-Elected Officials | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Appointed Officials: An official appointed to a voter-elected office | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Contract Employees | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other: _____ | <input type="checkbox"/> | <input type="checkbox"/> | |
| Other 2: _____ | <input type="checkbox"/> | <input type="checkbox"/> | |

Probationary Periods (select one):

- Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service. Service will begin to accrue and contributions must be reported when the Probationary Period ends.

The probationary period will be _____ month(s).

Comments:

- Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an *hours and days* has been previously defined (like 10 seven-hour days), stating “70 hours” will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) _____ hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer.
- For **contributory divisions**, employee contributions are required where service credit is granted and due at the time of monthly wage and contribution reporting. Employers may use the following formula to calculate employee contributions: the employee’s current hourly rate (prior to leave), multiplied by service credit qualification (hours) multiplied by employee contribution. For example, if employees’ hourly rate is \$20, the division requires 120 hours to obtain service credit, and employee contributions are 5%, the calculation will look like: \$20/hour X 120 X .05 = \$120 in employee contribution for that leave month. Employers may use another internal formula, if they choose and MERS will make note of it.

If an alternative formula is going to be used, please describe that here:

| Type of Leave | Service Credit Granted | Service Credit Excluded |
|--|--------------------------|--------------------------|
| Short-Term Disability | <input type="checkbox"/> | <input type="checkbox"/> |
| Long-Term Disability | <input type="checkbox"/> | <input type="checkbox"/> |
| Workers’ Compensation | <input type="checkbox"/> | <input type="checkbox"/> |
| Unpaid Family Medical Leave Act (FMLA) | <input type="checkbox"/> | <input type="checkbox"/> |
| Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| Other 2: _____ Additional leave types as above | <input type="checkbox"/> | <input type="checkbox"/> |

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)*, IRC 414(u), effective January 1, 2007, IRC 401(a)(37). Military reporting requires historical wage and contribution reporting for Defined Benefit as applicable.

Defined Benefit Plan Adoption Agreement

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation:

- Base Wages Box 1 Wages of W-2 Gross Wages
 Custom Definition

Click here to view details of Base, Box 1, and Gross Wages

(To customize your definition, please complete the [Custom Definition of Compensation Addendum](#).)

V. Valuation-Required Provisions

Valuation Date: _____, 20____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

- Our MERS representative presented and explained the valuation results to the _____ on _____.
(Board, Finance Cmte, etc.) (mm/dd/yyyy)
- As an authorized representative of this municipality, I _____ (Name)
_____ (Title) waive the right for a presentation of the results.

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

Defined Benefit Plan Adoption Agreement

2. **Benefit Multiplier** (1%-2.5%, increments of 0.05%) _____ % (max 80% for multipliers over 2.25%)

Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

- Termination Final Average Compensation (calculated over the members entire wage history)
- Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. **Final Average Compensation** (Min 3 yr, increments of 1 yr) _____ years

4. **Vesting** (5 -10 yrs, increments of 1 yr) _____ years

5. **Normal Retirement Age** will be the later of: _____ (any age from 60-70), or the vesting provision selected above (#4).

6. **Required employee contribution** (Increments of 0.01%) _____ %

7. **Unreduced Early Retirement/Service Requirements:**

Age 50 – 54 _____ Service between 25 and 30 years _____

Age 55 – 65 _____ Service between 15 and 30 years _____

Service only (must be any number from 20 – 30 years accrued service): _____

Age + Service Points (total must be from 70 – 90): _____ points

8. **Other**

Surviving Spouse will receive 50% of Straight Life benefit without a reduction to the employees' benefit (also known as an RS50)

Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)

Deferred Retirement Option Program (DROP) – If selected, complete the following:

- Credited interest rate: _____ % (please select either 0 or 3%)
- The employer, if selected, will delay a Cost of Living Adjustment (COLA) during the DROP period (skip if not applicable): Yes No
- Credited payment percentage will be: _____ % (enter a number from 1-100% in increments of 1%) throughout the duration of the DROP period.

Defined Benefit Plan Adoption Agreement

Annuity Withdrawal Program (AWP)

Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:

- Interest rate for employee contributions as determined by the Retirement Board, or
- MERS' assumed rate of return as of the date of the distribution.

9. Cost-of-Living Adjustment

| | |
|--|---|
| <input type="checkbox"/> All current retirees as of effective date <input type="checkbox"/> Retirees who retire between ___/01/___ and ___/01/___ | <input type="checkbox"/> Future retirees who retire after effective date |
| Increase of ___% or \$___ per month | Increase of ___% or \$___ per month |
| Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase | <input type="checkbox"/> Annual automatic increase |
| Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding | Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding |
| Employees must be retired ___ months (6-12 months, increments of 1 month) | Employees must be retired ___ months (6-12 months, increments of 1 month) |

- Check here if the existing COLA will be bridged for active participants as of the effective date selected on this form. Benefits accrued for service after the effective date will have no COLA increase applied.

10. Service Credit Purchase Estimates are:

- Not permitted
- Permitted

VI. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

VII. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

Defined Benefit Plan Adoption Agreement

VIII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

IX. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by _____ on
the ____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

City of Hillsdale Agenda Item Summary

Meeting Date: October 7, 2024

Agenda Item: New Business

SUBJECT: Bid Award – City Hall Carpet Replacement

BACKGROUND PROVIDED BY: DPS Dir. Jason Blake / City Eng. Kristin Bauer

City staff developed and requested bids for carpet replacement within the 3rd floor City Managers Suite in addition to 2nd floor Assessing Suite. Carpet in both areas currently has extensive delamination, wrinkling, and seam raveling due to age, rolling chairs and pedestrian traffic.

We received a single bid from Willowbrook Interiors from Coldwater Michigan. \$16,000 was budgeted in the 24/25 fiscal year for this project.

| <u>Contractor</u> | <u>Base Bid</u> |
|-----------------------|-----------------|
| Willowbrook Interiors | \$12,089.00 |

Due to Willowbrook interiors bid coming in under the \$16,000 budgeted amount, City Staff obtained an additional quote from Willowbrook Interiors for new carpet, with installation, within the City Clerk's Suite.

Additional Quote
City Clerks Suite - \$3,890.00

RECOMMENDATION:

City Staff recommends for City Council to award the City Hall Carpet Bid and additional quoted work located within the City Clerk's Suite to Willowbrook Interiors in the total amount of \$15,979.00


PROPOSAL:

All bids will be paid utilizing Lump Sum Prices in accordance with the submitted proposal.

BASE BID TABLE

| ITEM DESCRIPTION | QUANT | UNIT | TOTAL COST |
|--|-------|------|--------------|
| Mobilization, Max, 5% Max | 1 | LS | \$ 575.00 |
| City Hall Assessing Suite (2 nd Floor) | 1 | LS | \$ 8749.00 |
| City Hall City Managers Suite (3 rd Floor) | 1 | LS | \$ 2765.00 |
| TOTAL BID AMOUNT: | | | \$ 12,089.00 |

TOTAL BID AMOUNT: twelve thousand eighty nine
Use words _____ Dollars

Contractor Signature: 

Printed Name and Title: Wendy Gimenez Manager

ESTIMATE

September 18, 2024

City Hall- Hillsdale

1. City Clerk Office:

Shaw Hook Up Carpet tile color Charged. Full spread installation using recommended adhesive Shaw D5000. Johnsonite 4" covebase color TBD installed using Henry H440 covebase adhesive. Quote includes the removal and disposal of the existing carpet and covebase. Our quote includes minor floor prep. Any unforeseen floor prep will be billed as T&M. All furniture must be moved prior to to installation date.

*** Moving is not included

Freight included

Total \$3890.00

Respectfully,

Wendy Gimenez

Willowbrook Interiors
483 N Willowbrook Rd
Coldwater, MI 49036
517-278-9889
willowbrookinteriors.com



Official Proclamation

WHEREAS In 1988, US President Ronald Reagan declared October as a month to recognize the unique grief of bereaved parents in an effort to demonstrate support to the many families who have suffered such a tragic loss;

WHEREAS Pregnancy and Infant Loss is such a common occurrence, one that is usually not recognized and rarely acknowledged;

WHEREAS 1 in 4 women will lose a baby during pregnancy, delivery or infancy;

WHEREAS this devastating tragedy often occurs suddenly, without warning, as a result of miscarriage, stillbirth, preterm birth, Sudden Infant Death Syndrome (SIDS), accident, or other causes or complications;

AND WHEREAS increased awareness of the causes and impacts surrounding pregnancy and infant loss may lead to greater understanding, support and resources in communities across the United States;

AND WHEREAS in 2002, the 15th day of October Pregnancy and Infant Loss Remembrance Day Campaign began and is recognized in parts of the United States and in many other jurisdictions around the world, as a day of remembrance and awareness of pregnancy and infant loss where many participate in the **International Wave of Light** by lighting a candle at 7:00 p.m. local time to honor all babies gone too soon;

AND WHEREAS on October 20, 2024 the Hillsdale Hospital will hold their **17th Annual Remembrance Walk** at Owen Memorial Park, Baw Beese Lake at 1:00 p.m. for parents and families to remember the lives gone too soon;

AND WHEREAS we recognize and acknowledge the unique grief of bereaved parents of pregnancy and infant loss;

AND WHEREAS we demonstrate our support for the many families affected by such loss;

NOW, THEREFORE, I, Adam L. Stockford, Mayor of the City of Hillsdale, Michigan, do hereby proclaim October 15th 2024 as Pregnancy and Infant Loss Remembrance Day in the City of Hillsdale and encourage parents, caregivers and all residents to become educated in opportunities to prevent pregnancy and infant loss and support bereaved families when prevention is not possible.



Pregnancy & Infant Loss Remembrance Day October 15, 2024

IN WHITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Hillsdale to be affixed this 7th day of October 2024

Adam L. Stockford, Mayor