



City Council Agenda

January 21, 2025
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 January 2, 2025: \$2,219,926.72
 - 2. Payroll of January 2, 2025: \$217,685.97
 - B. City Council Minutes of January 6, 2025
 - C. Finance Minutes of January 6, 2025
 - D. LAC Minutes and Accessibility Plan of January 7, 2025
 - E. BPU Bio-Solids Contract Extension
 - F. BPU Secondary Collection Agency Agreement
 - G. BPU Barber Lift Station Refurbishment
- VI. Communications/Petitions**
 - A. 2024 Code Enforcement Report
 - B. Press Release: Match on Main – Grant Funding Opportunity
 - C. Cemetery Spring Clean Up Flyer
 - D. Toys for Tots Letter
 - E. Sex Trafficking Report – Shelly Hebert
 - F. Hillsdale County Commissioner Update – Doug Ingles
- VII. Introduction and Adoption of Ordinances/Public Hearing**
- VIII. Old Business**
 - A. Mayor Vacancy Election
 - B. Airport Hangar Repair
- IX. New Business**
 - A. Vested Risk Strategies Insurance Services Agreement
 - B. Property and Casualty Insurance
 - C. Dial-A-Ride Annual Funding
- X. Miscellaneous Reports**
 - A. Proclamation – None
 - B. Appointments- Officer’s Compensation – CJ Toncray
Cemetery Board – Adam Bentley
Local Advisory Committee – Ryan Porter
Planning Commission – Jack Shelley

Reappointments- Airport Advisory Committee – Tom Siimes, Matthew Cheely, Kent Heise
Planning Commission – D. Kerry Laycock

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 101.000 CITY COUNCIL					
101-101.000-726.000	MAYOR PRO TEM STAMP PALADINO	CURRENT OFFICE SOLUTIONS	MAYOR PRO TEM STAMP PALADINO	31.99	109917
101-101.000-956.000	NEWLY ELECTED OFFICIAL TRAINING	MICHIGAN MUNICIPAL LEAGUE	NEWLY ELECTED OFFICIAL TRAINING FEB 8TH	95.00	109947
Total For Dept 101.000 CITY COUNCIL				126.99	
Dept 172.000 CITY MANAGER					
101-172.000-956.000	MME 2025 WINTER INSTITUTE	CARD SERVICES CENTER	D. MACKIE CREDIT CARD	455.00	1035
Total For Dept 172.000 CITY MANAGER				455.00	
Dept 175.000 ADMINISTRATIVE SERVICES					
101-175.000-806.000	LEGAL SERVICES - POAM ARBITRATIO	MIKA MEYERS BECKET & JONES	LEGAL SERVICES - POAM ARBITRATION	2,730.00	109948
Total For Dept 175.000 ADMINISTRATIVE SERVICES				2,730.00	
Dept 191.000 FINANCE DEPARTMENT					
101-191.000-801.000	ACCOUNTING SERVICES - NOV 2024	THE WOODHILL GROUP, LLC	ACCOUNTING SERVICES - NOV 2024	1,533.29	109968
Total For Dept 191.000 FINANCE DEPARTMENT				1,533.29	
Dept 215.000 CITY CLERK DEPARTMENT					
101-215.000-734.000	POSTAGE	CARD SERVICES CENTER	K. PRICE CREDIT CARD	301.96	1035
101-215.000-801.000	ONLINE CODE HOSTING	CIVICPLUS, LLC	ONLINE CODE HOSTING	1,197.00	109914
101-215.000-810.000	2025 MEMBERSHIP ADDITIONAL DUES	CARD SERVICES CENTER	K. PRICE CREDIT CARD	25.00	1035
Total For Dept 215.000 CITY CLERK DEPARTMENT				1,523.96	
Dept 253.000 CITY TREASURER					
101-253.000-801.000	ACCOUNTING SERVICES - NOV 2024	THE WOODHILL GROUP, LLC	ACCOUNTING SERVICES - NOV 2024	218.75	109968
101-253.000-964.000	BILL BACK FOR 30 006 426 303 13	HILLSDALE CO TREASURER	BILL BACK FOR 30 006 426 303 13	8.13	109933
Total For Dept 253.000 CITY TREASURER				226.88	
Dept 257.000 ASSESSING DEPARTMENT					
101-257.000-726.000	SUPPLIES	CARD SERVICES CENTER	K. THOMAS CREDIT CARD	16.43	1035
101-257.000-726.000	OFFICE SUPPLIES FOR ASSESSING	AMAZON CAPITAL SERVICES, I	OFFICE SUPPLIES FOR DPS AND ASSESSING I	253.21	109903
101-257.000-801.000	2024 GIS PARCEL MAPPING & ROLL M	HILLSDALE CO EQUALIZATION	2024 GIS PARCEL MAPPING & ROLL MAINTENF	3,343.20	109932
101-257.000-810.000	DUES & SUBSCRIPTIONS	CARD SERVICES CENTER	K. THOMAS CREDIT CARD	25.00	1035
101-257.000-956.200	LODGING & MEALS	CARD SERVICES CENTER	K. THOMAS CREDIT CARD	25.52	1035
Total For Dept 257.000 ASSESSING DEPARTMENT				3,663.36	
Dept 262.000 ELECTIONS					
101-262.000-801.000	REIMBURSEMENT FOR NOV. 2024 ELEC	HILLSDALE CO CLERK	REIMBURSEMENT FOR NOV. 2024 ELECTION	1,899.66	109931
Total For Dept 262.000 ELECTIONS				1,899.66	
Dept 265.000 BUILDING AND GROUNDS					
101-265.000-726.000	AIR FRESHENERS	CARD SERVICES CENTER	K. PRICE CREDIT CARD	20.67	1035
101-265.000-726.000	CLOG CLEANER FOR FIRE DEPT URINA	GELZER HJ & SON INC	CLOG CLEANER FOR FIRE DEPT URINAL	8.99	109925
101-265.000-726.000	CITY HALL TOILET SEAT AND LIGHT	GELZER HJ & SON INC	CITY HALL TOILET SEAT AND LIGHT FIXTURE	26.08	109925
101-265.000-726.000	WATER - CITY HALL	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	35.70	109930
101-265.000-801.000	MATS AT CITY HALL	CINTAS CORPORATION	MATS AT CITY HALL	29.67	109913
101-265.000-801.000	MATS FOR CITY HALL	CINTAS CORPORATION	MATS FOR CITY HALL	29.67	109913
101-265.000-920.000	505431439 - 22 N MANNING - MITCH	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 22 N MANNING	410.44	1030
101-265.000-920.000	505119616 - 97 N BROAD - CITY HA	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 97 N BROAD	707.03	1032
101-265.000-930.000	FURNACE REPAIRS - MITCHELL RESEA	GRIFFITHS MECHANICAL CONF	FURNACE REPAIRS - MITCHELL RESEARCH	232.04	109929
Total For Dept 265.000 BUILDING AND GROUNDS				1,500.29	
Dept 301.000 POLICE DEPARTMENT					
101-301.000-726.000	COMPOSITE DOUBLE SOCKET ARM	CARD SERVICES CENTER	S. HEPHNER CREDIT CARD	418.06	1035
101-301.000-726.000	DESKTOP SCANNERS FOR LISA AND JA	AMAZON CAPITAL SERVICES, I	DESKTOP SCANNERS FOR LISA AND JAMIE	455.82	109903

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 01/02/2025 - 01/02/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 301.000 POLICE DEPARTMENT					
101-301.000-726.000	WHITE PAINT PEN	GELZER HJ & SON INC	WHITE PAINT PEN	9.89	109925
101-301.000-726.000	EQUIPMENT ALLOWANCE - JP BUFFER	LEVI STOLL	EQUIPMENT & GYM ALLOWANCE REIMBURSEMENT	200.00	109943
101-301.000-726.000	3 SPEAKER MICS, 2 MOBILE MICS	RAYLECOM COMMUNICATIONS, I	3 SPEAKER MICS, 2 MOBILE MICS	678.60	109959
101-301.000-801.000	2025-2026 ANNUAL SUPPLEMENTAL MA	LEXIPOL, LLC	2025-2026 ANNUAL SUPPLEMENTAL MANUALS,	9,751.38	109944
101-301.000-900.000	CASE SUPERVISION SHEETS	ARROW SWIFT PRINTING	CASE SUPERVISION SHEETS	195.70	109905
101-301.000-900.000	CORRECT CASE SUPERVISION SHEETS	ARROW SWIFT PRINTING	CORRECT CASE SUPERVISION SHEETS	361.90	109905
101-301.000-930.000	OIL CHANGE UNIT 2-7	PARNEY'S CAR CARE, LLC	OIL CHANGE UNIT 2-7	37.00	109950
101-301.000-930.000	REPLACED HEATER HOSES, FILLED CO	STILLWELL FORD MERCURY, IN	REPLACED HEATER HOSES, FILLED COOLANT.	1,020.04	109964
101-301.000-956.000	ONLINE DE-ESCALATION TRAINING FO	LEGAL & LIAB RISK MGMT INS	ONLINE DE-ESCALATION TRAINING FOR OFF.	150.00	109942
101-301.000-956.000	GYM MEMBERSHIP	LEVI STOLL	EQUIPMENT & GYM ALLOWANCE REIMBURSEMENT	100.00	109943
Total For Dept 301.000 POLICE DEPARTMENT				13,378.39	
Dept 336.000 FIRE DEPARTMENT					
101-336.000-726.000	SUPPLIES FOR LIGHT INSTALLATION	AMAZON CAPITAL SERVICES, I	SUPPLIES FOR LIGHT INSTALLATION AT FD	46.80	109903
101-336.000-726.000	COB LED 150 LUMENS, FIRE BLANKET	GOLDEN WEST INDUSTRIAL SUP	COB LED 150 LUMENS, FIRE BLANKET	183.46	109927
101-336.000-920.000	502806085 - 77 E CARLETON - FIRE	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 77 E CARLETON RD	427.78	1033
101-336.000-930.000	LADDER ANNUAL +NDT	EMERGENCY VEHICLE PRODUCTS	LADDER ANNUAL +NDT	2,100.00	109921
101-336.000-930.000	SAW REPAIR - FIX COVER, REPLACE	POINT RENTAL & SALES	SAW REPAIR - FIX COVER, REPLACE CHAIN	254.00	109955
Total For Dept 336.000 FIRE DEPARTMENT				3,012.04	
Dept 441.000 PUBLIC SERVICES DEPARTMENT					
101-441.000-726.000	BINDERS AND PRINTER PAPER FOR DP	AMAZON CAPITAL SERVICES, I	BINDERS AND PRINTER PAPER FOR DPS	61.05	109903
101-441.000-726.000	OFFICE SUPPLIES FOR DPS	AMAZON CAPITAL SERVICES, I	OFFICE SUPPLIES FOR DPS AND ASSESSING I	225.45	109903
101-441.000-726.000	WATER - 149 WATERWORKS	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE	11.90	109930
101-441.000-801.000	MATS FOR DPS	CINTAS CORPORATION	MATS AND SHOP RAGS FOR DPS	35.99	109913
101-441.000-801.000	MATS FOR DPS	CINTAS CORPORATION	MATS AND SHOP RAGS FOR DPS	35.99	109913
101-441.000-810.000	IMSA MEMBERSHIP	CARD SERVICES CENTER	J. BLAKE CREDIT CARD	100.00	1035
101-441.000-810.000	MIDEAL INVOICE	STATE OF MICHIGAN	MIDEAL INVOICE	180.00	109961
101-441.000-955.441	SAFETY GEAR FOR HARLIE BUMP	POWERS CLOTHING, INC.	SAFETY GEAR FOR HARLIE BUMP	97.99	109957
101-441.000-955.588	MDOT PHYSICAL - JASON BLAKE	JASON BLAKE	MDOT PHYSICAL - JASON BLAKE	110.00	109908
101-441.000-955.588	PREEMPLOYMENT SCREENING - O. RYA	CE & A PROFESSIONAL SERVIC	PREEMPLOYMENT SCREENING - O. RYAN	56.50	109912
101-441.000-955.588	PREEMPLOYMENT SCREENING - D. HOW	CE & A PROFESSIONAL SERVIC	PREEMPLOYMENT SCREENING - D. HOWARD	56.50	109912
101-441.000-955.588	PREEMPLOYMENT SCREENING - H. BUM	CE & A PROFESSIONAL SERVIC	PREEMPLOYMENT SCREENING - H. BUMP	56.50	109912
Total For Dept 441.000 PUBLIC SERVICES DEPARTMENT				1,027.87	
Dept 567.000 CEMETERIES					
101-567.000-801.000	HUTCHINS + CARVER NICHE ENGRAVIN	JARSA & COMPANY	HUTCHINS + CARVER NICHE ENGRAVING	650.00	109938
Total For Dept 567.000 CEMETERIES				650.00	
Dept 595.000 AIRPORT					
101-595.000-726.000	HAND HELD RADIOS	CARD SERVICES CENTER	G. MOORE CREDIT CARD	399.50	1035
101-595.000-726.000	RUNWAY LIGHTS	AMERICAN COPPER AND BRASS,	RUNWAY LIGHTS	350.00	109904
101-595.000-726.000	PLANNER	CURRENT OFFICE SOLUTIONS	PLANNER	38.69	109917
101-595.000-726.000	KLEENEX, CUPS, PAPER TOWELS, SOA	HILLSDALE MARKET HOUSE, IN	KLEENEX, CUPS, PAPER TOWELS, SOAP, POSI	107.90	109934
101-595.000-930.000	LARGE WINDSOCK REPAIR	CARD SERVICES CENTER	G. MOORE CREDIT CARD	237.61	1035
Total For Dept 595.000 AIRPORT				1,133.70	
Dept 701.000 PLANNING DEPARTMENT					
101-701.000-801.372	CONTRACTUAL SERVICES - CODE ENFO	CARD SERVICES CENTER	K. THOMAS CREDIT CARD	19.36	1035
101-701.000-860.000	TRANSPORTATION & MILEAGE	CARD SERVICES CENTER	K. THOMAS CREDIT CARD	12.00	1035
Total For Dept 701.000 PLANNING DEPARTMENT				31.36	
Dept 756.000 PARKS					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 756.000 PARKS					
101-756.000-801.000	POSTAGE	CARD SERVICES CENTER	J. BLAKE CREDIT CARD	9.68	1035
101-756.000-801.000	TREE TRIMMING AND REMOVALS PARKS	LONSBERRY, JEFFREY	TREE REMOVALS AND TRIMMING	2,375.00	109915
Total For Dept 756.000 PARKS				2,384.68	
Total For Fund 101 GENERAL FUND				35,277.47	
Fund 202 MAJOR ST./TRUNKLINE FUND					
Dept 490.000 TRAFFIC					
202-490.000-801.000	RAILROAD SIGNAL MAINTENANCE FOR	INDIANA NORTHEASTERN RAILROAD SIGNAL MAINTENANCE FOR 2025		8,763.00	109935
Total For Dept 490.000 TRAFFIC				8,763.00	
Total For Fund 202 MAJOR ST./TRUNKLINE FUND				8,763.00	
Fund 203 LOCAL STREET FUND					
Dept 470.000 TREES					
203-470.000-801.000	TREE TRIMMING/REMOVALS LOCALS	LONSBERRY, JEFFREY	TREE REMOVALS AND TRIMMING	4,675.00	109915
Total For Dept 470.000 TREES				4,675.00	
Dept 900.000 CAPITAL OUTLAY					
203-900.000-970.000-215005	WESTWOOD PROJECT - ROAD/STORM	PARRISH EXCAVATING, INC.	WESTWOOD UTILITY AND ROAD RECONSTRUCTIC	220,036.76	109951
Total For Dept 900.000 CAPITAL OUTLAY				220,036.76	
Total For Fund 203 LOCAL STREET FUND				224,711.76	
Fund 204 MUNICIPAL STREET FUND					
Dept 572.000 LEAF COLLECTION					
204-572.000-801.000	LEAF COLLECTION WARD 2 ROUND 2 F	DRY MAR TRUCKING & DIRTWO	LEAF COLLECTION WARD 2 ROUND 2 FALL 202	385.00	109919
Total For Dept 572.000 LEAF COLLECTION				385.00	
Total For Fund 204 MUNICIPAL STREET FUND				385.00	
Fund 208 RECREATION FUND					
Dept 000.000					
208-000.000-653.001	YOUTH PROGRAM FEES	BOSTATER, BRITTANY	YOUTH BASKETBALL REFUND	70.00	109909
208-000.000-653.001	YOUTH PROGRAM FEES	GILLESPIE, JEN	YOUTH BASKETBALL REFUND	70.00	109926
Total For Dept 000.000				140.00	
Dept 751.000 RECREATION DEPARTMENT					
208-751.000-801.000	YOUTH BASKETBALL OFFICIATING	DANIEL TRUDELL	YOUTH BASKETBALL OFFICIATING	75.00	109918
208-751.000-801.000	OFFICIATING - YOUTH BASKETBALL A	WILLIAM J. MULLALY	OFFICIATING - YOUTH BASKETBALL AND WOM	125.00	109972
208-751.000-801.008	YOUTH BASKETBALL OFFICIATING	BRUCE ALAN BRITTON	YOUTH BASKETBALL OFFICIATING	150.00	109910
208-751.000-801.008	YOUTH BASKETBALL OFFICIATING	JACE LENNOX	YOUTH BASKETBALL OFFICIATING	200.00	109937
208-751.000-801.008	YOUTH BASKETBALL OFFICIATING	SHAUN STUKEY	YOUTH BASKETBALL OFFICIATING	200.00	109960
208-751.000-801.008	YOUTH BASKETBALL OFFICIATING	TRAVIS LEE STUKEY	YOUTH BASKETBALL OFFICIATING	125.00	109969
208-751.000-801.008	OFFICIATING - YOUTH BASKETBALL	KEVEN WOLCOTT	OFFICIATING - YOUTH BASKETBALL AND WOM	150.00	109973
Total For Dept 751.000 RECREATION DEPARTMENT				1,025.00	
Total For Fund 208 RECREATION FUND				1,165.00	
Fund 247 TAX INCREMENT FINANCE ATH.					
Dept 900.000 CAPITAL OUTLAY					
247-900.000-930.000	DAWN THEATER HVAC MAINTENANCE	GRIFFITHS MECHANICAL CONF	DAWN THEATER HVAC MAINTENANCE	129.00	109929
Total For Dept 900.000 CAPITAL OUTLAY				129.00	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 247 TAX INCREMENT FINANCE ATH.					
Total For Fund 247 TAX INCREMENT FINANCE ATH.				129.00	
Fund 271 LIBRARY FUND					
Dept 790.000 LIBRARY					
271-790.000-726.000	COPY PAPER	CARD SERVICES CENTER	R. DOBSKI CREDIT CARD	98.29	1035
271-790.000-801.000	YEARLY SWANK MOVIE LICENSING FY2	WOODLANDS LIBRARY COOPERAT	YEARLY SWANK MOVIE LICENSING FY2025	381.00	109974
271-790.000-920.000	503691550 - 12 N MANNING - LIBRA	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 12 N MANNING	494.76	1034
271-790.000-930.000	CHAIR	CARD SERVICES CENTER	R. DOBSKI CREDIT CARD	467.45	1035
271-790.000-982.000	BOOKS - DEC24 ADULT	INGRAM LIBRARY SERVICES	BOOKS - DEC24 ADULT	93.45	109936
271-790.000-982.000	BOOKS - DEC24 ADULT	INGRAM LIBRARY SERVICES	BOOKS - DEC24 ADULT	556.25	109936
271-790.000-982.000	BOOKS - NOV24 ADULT	INGRAM LIBRARY SERVICES	BOOKS - NOV24 ADULT	20.28	109936
271-790.000-982.000	BOOKS - ADULT	INGRAM LIBRARY SERVICES	BOOKS - NOV24 ADULT	17.58	109936
271-790.000-982.000	BOOKS - DEC24 ADULT	INGRAM LIBRARY SERVICES	BOOKS - DEC24 ADULT	13.82	109936
271-790.000-982.000	BOOKS -DEC24 ADULT	INGRAM LIBRARY SERVICES	BOOKS -DEC24 ADULT	22.60	109936
Total For Dept 790.000 LIBRARY				2,165.48	
Dept 792.000 LIBRARY - CHILDREN'S AREA					
271-792.000-726.000	CRAFT KIT, KEYCHAINS, BOOKMARKS,	CARD SERVICES CENTER	R. DOBSKI CREDIT CARD	67.09	1035
271-792.000-982.000	BOOKS - DEC24 CHILD	INGRAM LIBRARY SERVICES	BOOKS - DEC24 CHILD	46.53	109936
271-792.000-982.000	BOOKS - CREDIT MEMO FOR MISPRINT	INGRAM LIBRARY SERVICES	CREDIT MEMO FOR MISPRINTED MINECRAFT BF	(12.18)	109936
271-792.000-982.000	BOOKS - DEC24 CHILD	INGRAM LIBRARY SERVICES	BOOKS - DEC24 CHILD	485.39	109936
Total For Dept 792.000 LIBRARY - CHILDREN'S AREA				586.83	
Total For Fund 271 LIBRARY FUND				2,752.31	
Fund 481 AIRPORT IMPROVEMENT FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
481-175.000-930.000	NUTS & BOLTS - HANGAR DOORS	GELZER HJ & SON INC	NUTS & BOLTS - HANGAR DOORS	14.94	109925
481-175.000-930.000	MATERIALS - HANGAR DOORS	JONESVILLE LUMBER	MATERIALS - HANGAR DOORS	2.99	109940
481-175.000-930.000	MATERIALS - HANGAR DOORS	JONESVILLE LUMBER	MATERIALS - HANGAR DOORS	1,187.80	109940
Total For Dept 175.000 ADMINISTRATIVE SERVICES				1,205.73	
Dept 900.000 CAPITAL OUTLAY					
481-900.000-970.000-215041	MATERIALS - HANGAR RENOVATIONS	CARD SERVICES CENTER	G. MOORE CREDIT CARD	827.56	1035
481-900.000-970.000-215056	AIRPORT TERMINAL PARKING LOT	STATE OF MICHIGAN	AIRPORT TERMINAL PARKING LOT	42,565.00	109962
481-900.000-970.000-215057	AIRPORT TERMINAL	STATE OF MICHIGAN	AIRPORT TERMINAL	506,566.53	109962
Total For Dept 900.000 CAPITAL OUTLAY				549,959.09	
Total For Fund 481 AIRPORT IMPROVEMENT FUND				551,164.82	
Fund 582 ELECTRIC FUND					
Dept 000.000					
582-000.000-110.000	UPSET BOLT - 5/8 X 10"	POWER LINE SUPPLY	INVENTORY	245.04	109956
582-000.000-110.000	IN LINE FUSE HOLDERS	POWER LINE SUPPLY	INVENTORY	279.90	109956
582-000.000-110.000	CURRENT TRANSFORMER - 600 V	POWER LINE SUPPLY	CTS METERING	1,242.00	109956
582-000.000-110.000	ELBOW - 2" PVC SCHEDULE 40	POWER LINE SUPPLY	INVENTORY	274.20	109956
582-000.000-110.000	ARM PIN	POWER LINE SUPPLY	INVENTORY	2,319.05	109956
582-000.000-202.100	ROUND	MCLAIN, MATHEW J	UB refund for account: 018925	428.00	109945
582-000.000-202.100	4ENBK1	THE SALVATION ARMY	UB refund for account: 013097	48.77	109967
582-000.000-264.000	CITY SHARE OF AMP ASSETS	MICHIGAN SOUTH CENTRAL POW	MSCPA MEMBER POWER BILLING - NOV 2024	10,000.00	1036
Total For Dept 000.000				14,836.96	
Dept 175.000 ADMINISTRATIVE SERVICES					
582-175.000-726.000	SUPPLIES - 45 MONROE STREET	AMAZON CAPITAL SERVICES, I	SUPPLIES - 45 MONROE STREET	123.20	109903

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
 EXP CHECK RUN DATES 01/02/2025 - 01/02/2025
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Fund 582 ELECTRIC FUND					
Dept 175.000 ADMINISTRATIVE SERVICES					
582-175.000-726.000	POSTAGE SUPPLIES	QUADIENT FINANCE USA, INC.	POSTAGE SUPPLIES	1,250.00	109958
582-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	2.50	109913
582-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	2.50	109913
582-175.000-801.000	BPU BOARD MEETING PER DIEM - DEC	ERIC POTES	BPU BOARD MEETING PER DIEM - DECEMBER 2	12.50	109922
582-175.000-801.000	LAB TEST - BREWER	JONESVILLE HEALTH CARE PLI	LAB TEST - BREWER, MARVICSIN	100.00	109939
582-175.000-801.000	BPU BOARD MEETING PER DIEM - DEC	PETER MICHAEL BECKER	BPU BOARD MEETING PER DIEM - DECEMBER 2	12.50	109953
582-175.000-801.000	BPU BOARD MEETING PER DIEM - DEC	PHILIP DAVID MCDOWELL	BPU BOARD MEETING PER DIEM - DECEMBER 2	12.50	109954
582-175.000-801.000	BPU BOARD MEETING PER DIEM - DEC	STEVEN WELLS	BPU BOARD MEETING PER DIEM - DECEMBER 2	12.50	109963
582-175.000-801.000	ACCOUNTING SERVICES - NOV 2024	THE WOODHILL GROUP, LLC	ACCOUNTING SERVICES - NOV 2024	766.65	109968
582-175.000-802.000	AMAZON WEB SERVICES	CARD SERVICES CENTER	B. JANES CREDIT CARD	0.16	1035
582-175.000-810.000	MEMBERSHIP FEE/ANNUAL MAINTENANC	MISS DIG SYSTEM, INC.	MEMBERSHIP FEE/ANNUAL MAINTENANCE FEE	1,189.83	109949
582-175.000-906.000	2025 ECONOMIC DEVELOPMENT SPONSO	EDP OF HILLSDALE COUNTY	2025 ECONOMIC DEVELOPMENT SPONSORSHIP	7,500.00	109920
582-175.000-930.000	REPAIRS & MAINTENANCE	CARD SERVICES CENTER	K.KEASAL CREDIT CARD	400.02	1035
582-175.000-930.000	WIRE WAREHOUSE LIGHTING	AMERICAN COPPER AND BRASS,	WIRE WAREHOUSE LIGHTING	329.00	109904
582-175.000-956.200	MSCPA LUNCH	CARD SERVICES CENTER	J. HAMMEL CREDIT CARD	40.86	1035
Total For Dept 175.000 ADMINISTRATIVE SERVICES				11,754.72	
Dept 543.000 PRODUCTION					
582-543.000-726.000	REFILL BOTTLES	HEFFERNAN SOFT WATER SERV	REFILL BOTTLES	7.69	109930
582-543.000-739.000	MSCPA MEMBER POWER BILLING - NOV	MICHIGAN SOUTH CENTRAL POW	MSCPA MEMBER POWER BILLING - NOV 2024	760,611.53	1036
582-543.000-740.000	TRUFUEL	PERFORMANCE AUTOMOTIVE	TRUFUEL	8.99	109952
582-543.000-742.000	SAFTEY GLASSES	CARD SERVICES CENTER	K.KEASAL CREDIT CARD	232.68	1035
Total For Dept 543.000 PRODUCTION				760,860.89	
Dept 544.000 DISTRIBUTION					
582-544.000-726.800	GLOVES	CARD SERVICES CENTER	K.KEASAL CREDIT CARD	166.10	1035
582-544.000-726.800	KLEIN SCREWDRIVER SETS	AMAZON CAPITAL SERVICES, I	KLEIN SCREWDRIVER SETS	177.85	109903
582-544.000-726.800	M18 TRANSFER PUMP & HOSE	GELZER HJ & SON INC	M18 TRANSFER PUMP & HOSE	272.97	109925
582-544.000-726.800	LIQUIDTITE PLUG BUSHING PRIMARY	HEFFERNAN SOFT WATER SERV	REFILL JUGS	8.16	109930
582-544.000-730.000	JUMP BOX AND SEAT BASE	AMAZON CAPITAL SERVICES, I	JUMP BOX AND SEAT BASE	392.94	109903
582-544.000-730.000	BLOWER MOTOR & FILTER 2013 F150	PERFORMANCE AUTOMOTIVE	BLOWER MOTOR & FILTER 2013 F150	125.18	109952
582-544.000-730.000	REPAIR BUCKET CRADLE AND TTC BOX	WHITE'S WELDING SERVICE	REPAIR BUCKET CRADLE AND TTC BOX 39-09	575.00	109971
582-544.000-740.000	DEF FLUID	FAMILY FARM & HOME	DEF FLUID	637.44	109923
582-544.000-930.000	COUPLINGS METERING	AMERICAN COPPER AND BRASS,	COUPLINGS METERING	12.74	109904
582-544.000-930.000	BOX, COVER, BUSHING, HANGER FOR	AMERICAN COPPER AND BRASS,	BOX, COVER, BUSHING, HANGER FOR METERIN	190.33	109904
582-544.000-930.000	LOCKNUT, RING, SEAL PRIMARY METE	AMERICAN COPPER AND BRASS,	LOCKNUT, RING, SEAL PRIMARY METERING	121.68	109904
582-544.000-930.000	PRIMARY METERING	AMERICAN COPPER AND BRASS,	PRIMARY METERING	138.60	109904
582-544.000-930.000	COUPLING PRIMARY METERING	AMERICAN COPPER AND BRASS,	COUPLING PRIMARY METERING	5.56	109904
582-544.000-930.000	EYE BOLTS	FAMILY FARM & HOME	EYE BOLTS	54.78	109923
582-544.000-930.000	NUTS BOLTS	FAMILY FARM & HOME	NUTS BOLTS	42.01	109923
582-544.000-930.000	CORNER BRACE AND ANCHORS	GELZER HJ & SON INC	CORNER BRACE AND ANCHORS	22.53	109925
582-544.000-930.000	LIQUIDTITE PLUG BUSHING PRIMARY	KENDALL ELECTRIC	LIQUIDTITE PLUG BUSHING PRIMARY METERIN	189.32	109941
582-544.000-930.000	RAPID FIX .5OZ	PERFORMANCE AUTOMOTIVE	RAPID FIX .5OZ	22.69	109952
Total For Dept 544.000 DISTRIBUTION				3,155.88	
Total For Fund 582 ELECTRIC FUND				790,608.45	
Fund 588 DIAL A RIDE					
Dept 596.000 DIAL-A-RIDE					
588-596.000-726.000	WATER - DIAL-A-RIDE	HEFFERNAN SOFT WATER SERV	WATER DELIVERY SERVICE FOR DART	16.90	109930
588-596.000-801.000	MATS FOR DART	CINTAS CORPORATION	MATS AT DART	16.88	109913
588-596.000-801.000	SERVICE CALL - DART	THE DOOR MAN	SERVICE CALL - DART	175.00	109966
588-596.000-955.588	RANDOM DRUG TEST - SALLY MARVIES	CE & A PROFESSIONAL SERVI	RANDOM DRUG TEST - SALLY MARVIESIN DARI	56.50	109912

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 588 DIAL A RIDE					
Dept 596.000 DIAL-A-RIDE					
588-596.000-955.588	PREEMPLOYMENT SCREENING - S. LAD	CE & A PROFESSIONAL SERVIC	PREEMPLOYMENT SCREENING - S. LADD	56.50	109912
588-596.000-955.588	LAB TEST - MARVIC SIN	JONESVILLE HEALTH CARE PLI	LAB TEST - BREWER, MARVIC SIN	15.00	109939
Total For Dept 596.000 DIAL-A-RIDE				336.78	
Total For Fund 588 DIAL A RIDE				336.78	
Fund 590 SEWER FUND					
Dept 000.000					
590-000.000-158.000-215005	WESTWOOD PROJECT - SANITARY	PARRISH EXCAVATING, INC.	WESTWOOD UTILITY AND ROAD RECONSTRUCTIC	75,961.19	109951
590-000.000-158.000-215006	CDBG - SANITARY SEWER PROJECT	CONCORD EXCAVATING & GRADJ	CDBG - SANITARY PROJECT	329,566.60	109916
Total For Dept 000.000				405,527.79	
Dept 175.000 ADMINISTRATIVE SERVICES					
590-175.000-726.000	SUPPLIES - 45 MONROE STREET	AMAZON CAPITAL SERVICES, I	SUPPLIES - 45 MONROE STREET	61.59	109903
590-175.000-726.000	POSTAGE SUPPLIES	QUADIENT FINANCE USA, INC.	POSTAGE SUPPLIES	625.00	109958
590-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	1.25	109913
590-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	1.25	109913
590-175.000-801.000	BPU BOARD MEETING PER DIEM - DEC	ERIC POTES	BPU BOARD MEETING PER DIEM - DECEMBER 2	6.25	109922
590-175.000-801.000	BPU BOARD MEETING PER DIEM - DEC	PETER MICHAEL BECKER	BPU BOARD MEETING PER DIEM - DECEMBER 2	6.25	109953
590-175.000-801.000	BPU BOARD MEETING PER DIEM - DEC	PHILIP DAVID MCDOWELL	BPU BOARD MEETING PER DIEM - DECEMBER 2	6.25	109954
590-175.000-801.000	BPU BOARD MEETING PER DIEM - DEC	STEVEN WELLS	BPU BOARD MEETING PER DIEM - DECEMBER 2	6.25	109963
590-175.000-801.000	ACCOUNTING SERVICES - NOV 2024	THE WOODHILL GROUP, LLC	ACCOUNTING SERVICES - NOV 2024	383.32	109968
590-175.000-801.000-215006	ADMIN SERVICES FOR CDBG GRANT	CARTER CONSULTING LLC	ADMIN SERVICES FOR CDBG GRANT	900.00	109911
590-175.000-802.000	KEYS FOR SCE L-HANDLE	CARD SERVICES CENTER	B. JANES CREDIT CARD	56.72	1035
590-175.000-810.000	MEMBERSHIP FEE/ANNUAL MAINTENANC	MISS DIG SYSTEM, INC.	MEMBERSHIP FEE/ANNUAL MAINTENANCE FEE	594.90	109949
590-175.000-906.000	2025 ECONOMIC DEVELOPMENT SPONSO	EDP OF HILLSDALE COUNTY	2025 ECONOMIC DEVELOPMENT SPONSORSHIP	3,750.00	109920
590-175.000-955.588	PREEMPLOYMENT SCREENING - E. BRI	CE & A PROFESSIONAL SERVIC	PREEMPLOYMENT SCREENING - E. BRITTON	28.25	109912
Total For Dept 175.000 ADMINISTRATIVE SERVICES				6,427.28	
Dept 546.000 OPERATIONS					
590-546.000-726.800	HARDWARE	FAMILY FARM & HOME	HARDWARE	2.16	109923
590-546.000-726.800	LIFTING STRAPS	PERFORMANCE AUTOMOTIVE	LIFTING STRAPS	59.80	109952
590-546.000-920.400	505161747 - 91 MARION	MICHIGAN GAS UTILITIES	NATURAL GAS UTILITY - 91 MARION	55.60	1029
590-546.000-930.000	PUNCH PLATE	WHITE'S WELDING SERVICE	PUNCH PLATE	40.00	109971
590-546.000-930.950	POSTAGE FOR SEALS	HILLSDALE MARKET HOUSE, I	POSTAGE FOR SEALS	26.55	109934
Total For Dept 546.000 OPERATIONS				184.11	
Dept 547.000 TREATMENT					
590-547.000-801.000	LOAD, TRANSPORT, LAND APPLY	BIOTECH AGRONOMICS, INC.	BIOSOLIDS APPLICATION 2024	39,787.77	109907
590-547.000-801.000	FIRST AID KIT SERVICE	CINTAS CORPORATION	FIRST AID KIT SERVICE	227.39	109913
590-547.000-801.000	MERCURY TESTING	MERIT LABORATORIES	MERCURY TESTING	345.00	109946
590-547.000-801.000	TOC SAMPLING	MERIT LABORATORIES	TOC SAMPLING	70.00	109946
590-547.000-801.000	MERCURY TESTING	MERIT LABORATORIES	MERCURY TESTING	345.00	109946
590-547.000-930.000	OIL SIGHT GLASSES	AMAZON CAPITAL SERVICES, I	OIL SIGHT GLASSES	46.72	109903
590-547.000-930.000	TOOL BAGS	AMAZON CAPITAL SERVICES, I	TOOL BAGS	26.72	109903
590-547.000-930.000	220 TRAPS	GELZER HJ & SON INC	220 TRAPS	56.27	109925
590-547.000-930.000	HARDWARE	GELZER HJ & SON INC	HARDWARE	87.72	109925
590-547.000-930.000	HARDWARE	GELZER HJ & SON INC	HARDWARE	5.56	109925
590-547.000-970.000-215049	GRIT SCREW WEAR SHOE REPLACEMENT	WSG & SOLUTIONS, INC.	GRIT SCREW WEAR SHOE - APPROVED BY BOAF	11,975.00	109975
Total For Dept 547.000 TREATMENT				52,973.15	
Total For Fund 590 SEWER FUND				465,112.33	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 000.000					
591-000.000-158.000-215005	WESTWOOD PROJECT - WATER	PARRISH EXCAVATING, INC.	WESTWOOD UTILITY AND ROAD RECONSTRUCTIC	127,679.28	109951
Total For Dept 000.000				127,679.28	
Dept 175.000 ADMINISTRATIVE SERVICES					
591-175.000-726.000	SUPPLIES - 45 MONROE STREET	AMAZON CAPITAL SERVICES, I	SUPPLIES - 45 MONROE STREET	61.59	109903
591-175.000-726.000	POSTAGE SUPPLIES	QUADIENT FINANCE USA, INC.	POSTAGE SUPPLIES	625.00	109958
591-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	1.25	109913
591-175.000-801.000	MATS - 45 MONROE ST	CINTAS CORPORATION	MATS - 45 MONROE ST	1.25	109913
591-175.000-801.000	BPU BOARD MEETING PER DIEM - DEC	ERIC POTES	BPU BOARD MEETING PER DIEM - DECEMBER 2	6.25	109922
591-175.000-801.000	BPU BOARD MEETING PER DIEM - DEC	PETER MICHAEL BECKER	BPU BOARD MEETING PER DIEM - DECEMBER 2	6.25	109953
591-175.000-801.000	BPU BOARD MEETING PER DIEM - DEC	PHILIP DAVID MCDOWELL	BPU BOARD MEETING PER DIEM - DECEMBER 2	6.25	109954
591-175.000-801.000	BPU BOARD MEETING PER DIEM - DEC	STEVEN WELLS	BPU BOARD MEETING PER DIEM - DECEMBER 2	6.25	109963
591-175.000-801.000	ACCOUNTING SERVICES - NOV 2024	THE WOODHILL GROUP, LLC	ACCOUNTING SERVICES - NOV 2024	383.32	109968
591-175.000-801.000-215006	ADMIN SERVICES FOR CDBG GRANT	CARTER CONSULTING LLC	ADMIN SERVICES FOR CDBG GRANT	900.00	109911
591-175.000-810.000	MEMBERSHIP FEE/ANNUAL MAINTENANC	MISS DIG SYSTEM, INC.	MEMBERSHIP FEE/ANNUAL MAINTENANCE FEE	594.90	109949
591-175.000-906.000	2025 ECONOMIC DEVELOPMENT SPONSO	EDP OF HILLSDALE COUNTY	2025 ECONOMIC DEVELOPMENT SPONSORSHIP	3,750.00	109920
591-175.000-955.588	PREEMPLOYMENT SCREENING - E. BRI	CE & A PROFESSIONAL SERVIC	PREEMPLOYMENT SCREENING - E. BRITTON	28.25	109912
Total For Dept 175.000 ADMINISTRATIVE SERVICES				6,370.56	
Dept 543.000 PRODUCTION					
591-543.000-930.000	CASING GASKET	CARD SERVICES CENTER	J. GIER CREDIT CARD	30.69	1035
Total For Dept 543.000 PRODUCTION				30.69	
Dept 544.000 DISTRIBUTION					
591-544.000-930.990	TRACER WIRE	AMERICAN COPPER AND BRASS,	TRACER WIRE	130.00	109904
591-544.000-930.990	REPAIRS & MAINT. - LEAD SERVICES	DRY MAR TRUCKING & DIRTWOF	18 Y 22A FOR DPS AND PEASTONE FOR BPU	635.75	109919
Total For Dept 544.000 DISTRIBUTION				765.75	
Dept 545.000 PURIFICATION					
591-545.000-727.200	EMD CHLORINE ADDITIVE	WATER SOLUTIONS UNLIMITED	EMD CHLORINE ADDITIVE	203.20	109970
591-545.000-930.000	PHONE CORD	GELZER HJ & SON INC	PHONE CORD	6.29	109925
Total For Dept 545.000 PURIFICATION				209.49	
Total For Fund 591 WATER FUND				135,055.77	
Fund 633 PUBLIC SERVICES INV. FUND					
Dept 000.000					
633-000.000-101.000	18 YARD 22A GRAVEL	DRY MAR TRUCKING & DIRTWOF	18 Y 22A FOR DPS AND PEASTONE FOR BPU	522.00	109919
Total For Dept 000.000				522.00	
Total For Fund 633 PUBLIC SERVICES INV. FUND				522.00	
Fund 640 REVOLVING MOBILE EQUIP. FUND					
Dept 443.000 MOBILE EQUIPMENT MAINTENANCE					
640-443.000-726.000	SHOP SUPPLIES - NUTS AND BOLTS	AUTOMOTIVE SERVICE CO.	SHOP SUPPLIES - NUTS AND BOLTS	90.30	109906
640-443.000-726.000	RAGS FOR DPS SHOP	CINTAS CORPORATION	MATS AND SHOP RAGS FOR DPS	7.35	109913
640-443.000-730.000	POLE PRUNER AND ULTRA STIHL FOR	GREENMARK EQUIPMENT	POLE PRUNER AND ULTRA STIHL FOR DPS	440.33	109928
640-443.000-730.000	INSULATOR FOR TRUCK #7	PERFORMANCE AUTOMOTIVE	INSULATOR FOR TRUCK #7	19.38	109952
640-443.000-730.000	8G-8MP FOR #43	PERFORMANCE AUTOMOTIVE	8G-8MP FOR #43	14.09	109952
640-443.000-740.000	FUEL AND LUBE FOR DPS SHOP	PERFORMANCE AUTOMOTIVE	FUEL AND LUBE FOR DPS SHOP	50.18	109952
640-443.000-801.000	SHOP RAGS FOR DPS	CINTAS CORPORATION	MATS AND SHOP RAGS FOR DPS	7.35	109913
640-443.000-801.000	CHIP REPAIR ON #11 WINDSHIELD	G&G GLASS, INC	CHIP REPAIR ON #11 WINDSHIELD	40.00	109924
640-443.000-801.000	DIAGNOSTIC AND REPAIRS FOR #42	STOOPS FREIGHTLINER-QUALIT	DIAGNOSTIC AND REPAIRS FOR #42	2,947.45	109965

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF HILLSDALE
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BOTH JOURNALIZED AND UNJOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund 640	REVOLVING MOBILE EQUIP. FUND				
Dept 443.000	MOBILE EQUIPMENT MAINTENANCE				
640-443.000-920.000	505153845 - 149 WATERWORKS - RME MICHIGAN GAS UTILITIES		NATURAL GAS UTILITY - 149 WATERWORKS	326.60	1031
			Total For Dept 443.000 MOBILE EQUIPMENT MAINTENANCE	<u>3,943.03</u>	
			Total For Fund 640 REVOLVING MOBILE EQUIP. FUND	<u>3,943.03</u>	

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PAID

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

Fund 101 GENERAL FUND	35,277.47
Fund 202 MAJOR ST./TRUNK	8,763.00
Fund 203 LOCAL STREET F	224,711.76
Fund 204 MUNICIPAL STREI	385.00
Fund 208 RECREATION FUNI	1,165.00
Fund 247 TAX INCREMENT I	129.00
Fund 271 LIBRARY FUND	2,752.31
Fund 481 AIRPORT IMPROVI	551,164.82
Fund 582 ELECTRIC FUND	790,608.45
Fund 588 DIAL A RIDE	336.78
Fund 590 SEWER FUND	465,112.33
Fund 591 WATER FUND	135,055.77
Fund 633 PUBLIC SERVICE	522.00
Fund 640 REVOLVING MOBII	3,943.03

Total For All Funds:	<u>2,219,926.72</u>
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CITY COUNCIL MINUTES

City of Hillsdale
January 6, 2025
7:00 P.M.

Regular Meeting

Call to Order and Pledge of Allegiance

Mayor Pro tem Joshua Paladino opened the meeting with the Pledge of Allegiance.

Roll Call

Mayor Pro tem Josh Paladino called the meeting to order. Clerk Price took roll call.

Council Members present: Joshua Paladino, Mayor Pro tem
Jacob Bruns, Ward 1
William Morrissey, Ward 2
Matthew Bentley, Ward 2
Gary Wolfram, Ward 3
Robert Socha, Ward 4

Council Members absent: R Greg Stuchell, Ward 1
Bob Flynn, Ward 3

Also Present: David Mackie (City Manager), Attorney Tom Thompson, Katy Price (City Clerk), Jason Blake (DPS Director), Kristen Bauer (City Engineer), Brandon Janes (IT), Steve Boyd (Airport), Jack McLain, Sheri Ingles, Doug Ingles, Mark Nichols, CJ Toncray, Dan Poole (HCFD), Abe Dane, Shannon Gainer, Adam Bentley, Zach Steiger and Scott Sessions.

Approval of Agenda

City Manager Mackie requested adding Communication items; Kristen Townsend Memorial Grant from Hillsdale Co. Community Foundation, Shannon Gainer Letter, and Economic Development Partnership of Hillsdale County in support of the Airport.

Motion by Councilman Morrissey, support by Councilman Socha, to add Communication item F. Townsend Grant Award, Item G. Shannon Gainer and Item H. EDP support letter.

All ayes. Motion carried.

Motion by Councilman Morrissey, support by Councilman Socha, to approve the agenda as amended.

All ayes. Motion carried.

Public Comment

Jack McLain, Hillsdale Twp., spoke on Road Diet meeting.

Shannon Gainer, Ward four, spoke on airport hangar doors and capital improvement plan.

Scott Sessions, 102 Coldsprings Cir., spoke on filling vacancy for Mayor in favor of an election.

Consent Agenda

- A. Approval of Bills
 - 1. City and BPU Claims of December 12, 2024: \$1,292,947.49
 - 2. Payroll of December 19, 2024: \$205,680.93
- B. City Council Minutes of December 16, 2024
- C. Finance Minutes of December 16, 2024
- D. Operations & Governance Minutes of December 12, 2024
- E. Board of Review December 2024 Minutes
- F. Airport Land Lease

Motion by Councilman Morrissey, support by Councilman Socha, to approve the consent agenda as

presented.

All ayes. Motion carried.

Communication/Petitions

- A. Natural Christmas Tree Collection
- B. Help Shape Your City- Road Diet Flyer
- C. Press Release: Hillsdale Hospital Community Needs Assessment
- D. Comcast Programming Letter
- E. Hillsdale County Commissioner Update – Doug Ingles

Doug Ingles, Hillsdale County Commissioner reported Courthouse restoration project is ending scaffolding is down and project is wrapping up. Ingles spoke briefly on the Hillsdale County Jail and stated there was an organizational meeting for Material Management Planning Committee.

Introduction and Adoption of Ordinances/Public Hearings

Old Business

New Business

- A. Mayoral Vacancy Election

City Charter Section 5.4(b) states, “Mid-term vacancies in the offices of mayor and council member shall continue to be filled for the unexpired portion of the term by election at the next regular state election.” Additionally, Section 641(1) of the Michigan Election Law [MCL 168.641(1)] provides that: “(1) Except as otherwise provided in this section, an election held under this act shall be held on 1 of the following regular election date: (a) The May regular election date, which is the first Tuesday after the first Monday in May. (b) The August regular election date, which is the first Tuesday after the first Monday in August. (c) The November regular election date, which is the first Tuesday after the first Monday in November.”

Upon legal review the City Attorney’s opinion is that the next regular state election is May 2025. Subsequently, the second state election would be August 2025. This opinion was followed up with a question of what happens if there are more than two candidates running for office. The City Attorney’s opinion on that question is that a primary election would be required if more than two candidates are running in order to get the candidate count down to two, based upon review of Section 3.12 of the City Charter and Section 321(1) of the General Election Law [MCL 168.321].

Council discussion with the City attorney ensued on election dates and waiting for full council to review at the next meeting.

No action taken.

- B. Proposed 2025 Special Assessment District Construction Plans

City Engineer Bauer gave a brief presentation on road funding, street reconstruction and Special Assessment Districts.

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 respectfully present the construction drawings and engineer estimates for the following proposed Special Assessment Districts (SAD) for the 2025 calendar year.

Proposed SAD 2025-9 – Arch Avenue – from Carleton Road (M-99) to Mechanic Road
0.34 miles (Estimated 15 parcels in the SAD) – Engineering Est.: \$369,000

Proposed SAD 2025-10 – Monroe Street – from West Street to Hillsdale Street
0.22 miles (Estimated 13 parcels in the SAD) – Engineering Est.: \$738,000

Proposed SAD 2025-11 – Barry Street – from Broad Street (M-99) to West Street
0.30 miles (Estimated 30 parcels in SAD)
Engineering Est. (Street): \$382,000
Engineering Est. (Water/Sanitary): \$226,000, not included in possible SAD

Council will set the public hearing in a few weeks.

No action taken.

C. Airport Hangar Repairs

City Manager Mackie reported many county businesses use the airport and the airport is an economic driver for our area.

In an effort to move the Airport towards self-sufficiency, at the encouragement of City Council, the Airport's staff prepared a detailed budget to repair all the remaining hangars and existing terminal at the Airport. Like the successful renovation of Corp. Hangar #2, previously approved by the City Council, the work would be handled by Airport staff for a not-to-exceed amount of \$105,000 from the Capital Improvement Fund - Facilities Improvement. The repairs will allow the Airport to increase rents and provide for a 2-4 year payback period per Option #1. Upon completion of the repairs and increasing of the rents it's believed the Airport can gradually reduce its' dependence on the General Fund to achieve total self-sufficiency over the next 3 years.

Steve Boyd, Airport Services, reviewed the condition of the current hangars. He stated that he would be able to fix them personally, with cost saving measurements for the City. The hangars are old and need fixed to get better rent from pilots and renters, etc. This is a much needed purchase.

Council member Bruns wants to see a plan of self-sufficiency, revenues and expenditures.

Public Services Committee to meet and review the best option to return to Council for approval.

Miscellaneous Reports

A. Proclamations – None

B. Reappointments- Airport Advisory Committee – David Hambleton

Motion by Council Member Socha, seconded by Council Member Morrissey to approve David Hambleton to the Airport Advisory Committee.

By a voice vote, the motion passed unanimously.

General Public Comment

Jack McLain, Hillsdale Twp., commented on airport being self-sufficient and also the Comcast franchise fee.

Shannon Gainer, ward four, commented on the airport, street funds, special assessments and airport hangars.

City Manager Report

Manager Mackie clarified the \$2 million dollars for the airport in the capital improvement plan are provided by the federal government in grants and funding, and a small portion of that is funded by the City and state.

Council Comment

Councilman Socha stated Happy New Year.

Councilman Bentley asked about the Road Diet Meeting, January 16 2025 at 6:00 p.m. at the Hillsdale Community Library.

Adjournment

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

The meeting Adjourned at 8:48 p.m.

Josh Paladino, Mayor Pro-Tem

Katy Price, City Clerk

CITY OF HILLSDALE FINANCE COMMITTEE

Place: City Hall Second Floor Conference Room

Date: January 6, 2025

Time: 6:15 PM

PRESENT:

COMMITTEE: Gary Wolfram, Will Morrissey, Matt Bentley, Jacob Bruns

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

PUBLIC: None

Peter Merritt gave a presentation regarding the taxes collected by the City of Hillsdale and the amount of these taxes retained by the City. The discussion included the difficulty of obtaining data by zip code for certain taxes such as sales tax. Information on the balance sheets for the City, County, Hillsdale Community Schools, TIFA, and Hillsdale ISD was presented.

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 172: Conference by City Manager

Department 175: Legal services used in arbitration with the Police Officers Association of
Michigan

Department 215: Hosting City meetings on-line

Department 262: County clerk reimbursement for Nov 2024 election

Department 301: Policy manuals for on-line police officer review

Department 441: State of Michigan program to get materials, vehicles, etc. at reduced pricing

Fund 202

Department 490: Pay for ½ of traffic signal maintenance

Fund 481

Department 900: City share of airport terminal construction

Fund 582

Department 175: BPU is sponsor of EDP. 50% charged to electric fund, 25% to water fund and
25% to sewer fund

Fund 590

Department 000: City's portion of sanitary sewer project. Federal government pays portion

Department 175: Assistance in administrating grant

Department 547: Equipment for sewer treatment

Fund 640

Department 443: Repair to City truck

Motioned by Morrissey and seconded by Bruns to approve.

Motioned passed 4-0

Motioned by Morrissey and seconded by Bruns to adjourn

Motion passed 4-0

Adjournment 6:42 PM

Minutes prepared by Gary Wolfram

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

Local Advisory Council for Dial-A-Ride
Minutes

Conference Room
City Hall
1:30 p.m.

January 7, 2025

Call to Order

The meeting was called to order by Jason Blake at 1:38 p.m.

Board members present: Edward Swanson
Shirley Lopez
Kara Lorenz-Goings electronic via Zoom

Board Members Absent: Steven Hammett, Barbara Hamdan

Also present were Jason Blake- Director of Public Services, Katy Price- City Clerk, Ryan Porter, Well Wise Area on Aging.

Approval of Minutes: January 3, 2024 minutes were presented to the committee,

Motion by Lopez to approve minutes as presented, Lorenz-Goings seconded. Voice vote, all in favor, motion approved.

Review Accessibility Plan: Blake reviewed the plan with the committee. Vehicles include access for handicap riders which include but not limited to wheelchair/walker lifts. LAC meets annually. Blake mentioned that the City has four (4) buses for on demand pick. City adopted the age to be 60 years for seniors and not standard 65. Blake reviewed the service areas on a map. He reported there were only two (2) request for a Walmart trip so none were issued. Meijer trips have occurred as they are in the service area. The committee looked over hours of operation; Monday- Friday, 7:15a.m. – 4:15

p.m. excluding 11:45 a.m. – 12:45 p.m. for lunches. Discussion ensued on board members, resignations and potential new member and Fare Structure, with state revenue decreased the past year approximately \$30,000.00 the need to increase fares was presented and discussed.

Motioned by Swanson to approve increase to \$5.00 Adult fares and \$2.50 for Seniors & Handicap as well as Children (4-11) all for one way fares.

Voice vote, all in favor, the motion passed unanimously.

Discussion ensued on the possibility of Meijer purchasing fares to their store for residents.

Motioned by Swanson to approve the accessibility plan seconded by Lopez. Voice vote, all in favor, motioned passed.

Operating Budget: Jason Blake reviewed the operating budget. There was a brief discussion about general fund transfers, labor costs and ridership increases along cost savings. Blake reported that the City has discussed an advertising plan for businesses to advertise on buses. Businesses and organizations could advertise with one (1) window slot or up to four (4) window slots. This would help with the deficit of state revenue lost.

Capital Request: One (1) Bus replacement

Other Business: Discussion on ridership and when bus lifts are used ensued as well as vacant board position, resignations from Barbara Hamden, Kara Lorenz-Goings.

Mr. Swanson announced he needed to resign due to medical reasons, he resigned upon signature of minutes.

Motion by Swanson to adjourn the meeting, seconded by Lopez. Voice vote, all in favor, the motion passed unanimously.

Meeting adjourned at 2:35 p.m.



Edward Swanson- LAC Chairperson

Salina Brosamer

From: Barbara Hamden <barbarahamden2021@gmail.com>
Sent: Thursday, January 9, 2025 5:23 PM
To: Salina Brosamer
Cc: Jason Blake
Subject: Re: LAC

No comments about the packet you sent.would still like to step down off the board for dial a ride.

On Tue, Jan 7, 2025, 1:32 PM Salina Brosamer <sbrosamer@cityofhillsdale.org> wrote:

Barb,

Let's try this again!

Per our phone conversation. If you would like to send any comments you have about the recent packet, please include them in an email. Also, if you still choose to step down from the LAC board you can formally resign via email as well. If you have any question just let me know. Have a great day!

Salina Brosamer

Administration Assistant

Department of Public Services

517-437-6490

publicservices@cityofhillsdale.org



CONFIDENTIALITY NOTICE: This communication and any attachments may contain confidential and privileged information for the use of the designated recipient named above. If you are not the designated

Ryan Porter and Kara Lorenz-Goings comments from City of Hillsdale LAC meeting 1/3/24

We attended via Go To team and said hello to everyone.

We shared that Kara will be resigning from LAC group and that Ryan Porter from WellWise Services Area Agency on Aging has applied to become a member.

We agreed with group consensus on rate change. Ryan inquired if rate was round trip or one way. Group clarified.

We had no comments about the vehicle accessibility plan.

We had no other comments related to the content of the agenda.

Kara Lorenz-Goings

**Accessibility Plan
City of Hillsdale Dial-A-Ride (DART)
981 Development Dr.
Hillsdale, MI 49242**

1. Purpose

This accessibility plan is submitted in compliance with Section 10e(18) of the Michigan Transportation Fund Act (MCL 247.660e) (hereinafter "the Act") and the official administrative rules for administration of Michigan's Comprehensive Transportation Fund. The purpose of this Accessibility Plan is to describe the demand-response service provided by City of Hillsdale DART (Dial-A-Ride Transportation to senior persons and individuals with disabilities. This Accessibility Plan demonstrates it is the policy of City of Hillsdale's DART to comply with the following requirements of Section 10e(18):

- A. That demand-response service is provided to persons 65 years of age, or older, and individuals with disabilities residing in City of Hillsdale's DART entire service area. (See attached map defining the service area.)
- B. That as a minimum, demand-response service is provided to persons 60 years, of age, or older and individuals with disabilities during the same hours as service is provided to all other persons in City of Hillsdale's DART service area.
- C. That the average time required for demand-response service to persons 60 years and older and individuals with disabilities, from the initiation of a service request to arrival at the destination, is equal to the average time period required for demand-response service provided to all other persons in City of Hillsdale's DART service area.
- D. That City of Hillsdale's DART has established a Local Advisory Council with not less than 50 percent of its membership representing persons 65 years of age or older and individuals with disabilities in City of Hillsdale's DART service area. At least one member (or 12 percent of membership has been appointed jointly with the Area Agency on Aging. The Local Advisory Council has had an opportunity to review and comment on this plan before its submission to the Michigan Department of Transportation. (See attached City of Hillsdale's DART Local Advisory Council minutes)

All rules cited below refer to the official administrative rules for the administration of the Comprehensive Transportation Fund. These rules are found in the Michigan Administrative Code, beginning at Rule 241.4101, et seq.

2. Definition of Senior and Individual with a Disability - Rule 201 (2) (c)

As used in this Accessibility Plan

(a) "individual with a disability" means an individual who has a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such an impairment. See Michigan Administrative Code Rule 247.4101(1)(m).

(b) "senior" means an individual 60 years of age or older.

3. Number of Senior and Individuals with Disabilities in Service Area - Rule 201 (2) (c)

City of Hillsdale's DART estimates that a total of 2786 persons fitting the above definitions reside in the agency's defined service area.

4. Description of Plan Development Process and Local Advisory Council Involvement - Rule 201(2) (e)

City of Hillsdale's DART developed this plan using the following process.

a. Agency staff drafted a plan, incorporating all information required by R 247.4201 and R247.4202 of the Michigan Administrative Code

b. The draft plan content was reviewed at a meeting of the City of Hillsdale (DART) Local Advisory Council, held on January 7, 2025 @ 1:30pm, wherein the Local Advisory Council was given the opportunity to review and comment on the content of the plan. In accordance with Sec.10e(18)(d) of the Act, all comments on the plan received at this meeting by City of Hillsdale's DART Local Advisory Council members are contained in a separate section of this plan, below.

c. A final draft plan was submitted to and approved by City of Hillsdale's DART governing body (City Council).

5. Local Advisory Council Composition - Rule 202

City of Hillsdale's DART Local Advisory Council is currently comprised of 5 members, which meets or exceeds the required minimum of three members. In accordance with Rule 202, no member of the Local Advisory Council is an employee, executive committee member, or governing board member of City of Hillsdale's DART. City of Hillsdale's DART ensures that at least 50 percent of its Local Advisory Council membership represents persons who are 65 years of age, or older, and persons who have disabilities within the agency's defined service area. City of Hillsdale's DART further ensures that at least one member of its Local Advisory Council (or one of every eight members, whichever is larger) is approved jointly with the Area Agency on Aging.

City of Hillsdale's DART further ensures that its Local Advisory Council membership will include people who have diverse disabilities and the senior who are users of public transportation.

City of Hillsdale's DART Local Advisory Council is, at the time of adoption and submission of this plan, composed of the following members:

1. LAC Chairperson Name: Edward Swanson

This Member is a:

Person with Disabilities

Person 65 years and older

Neither of the above groups

Represents one of the above

Retired
AFFILIATION

(name of organization if any)

This member is:

Jointly appointed by the area agency on aging

A user of public transportation

Neither of the above

2. Shirley Lopez

NAME

This Member is a:

Person with Disabilities

Person 65 years and older

Neither of the above groups

Represents one of the above

Retired
AFFILIATION

(name of organization if any)

This member is:

Jointly appointed by the area agency on aging

A user of public transportation

Neither of the above

3. Vacant

NAME

This Member is a:

Person with Disabilities

Person 65 years and older

Neither of above groups

Represents one of the above

AFFILIATION

(name of organization if any)

This member is:

Jointly appointed by the area agency on aging

A user of public transportation

Neither of the above

4. Kara Lorenz-Goings

NAME

This Member is a:

Person with Disabilities

Person 65 years and older

Neither of above groups

Represents one of the above

Well Wise Area Agency on Aging

AFFILIATION

(name of organization if any)

This member is:

Jointly appointed by the area agency on aging

A user of public transportation

Neither of the above

5. Barbara Hamden
NAME

This Member is a:
 Person with Disabilities

Person 65 years and older
 Neither of above groups
 Represents one of the above

Hilltop Apartments Board
AFFILIATION

(name of organization if any)
This member is:

Jointly appointed by the area
agency on aging
 A user of public transportation
 Neither of the above

6. Steven Hammett
NAME

This Member is a:
 Person with Disabilities

Person 65 years and older
 Neither of above groups
 Represents one of the above

Disabled
AFFILIATION

(name of organization if any)
This member is:

Jointly appointed by the area
agency on aging
 A user of public transportation
 Neither of the above

6. Present Vehicle Inventory – Rule 201 (2) (a)

City of Hillsdale's DART demand response vehicle inventory presently in service is as follows:

- a. Number of demand response vehicles presently in service purchased using Comprehensive Transportation Fund monies = 4
- b. Number of accessible demand-response vehicles presently in service purchased using Comprehensive Transportation Fund monies = 4

7. Anticipated Vehicle Inventory – Rule 201 (2) (b)

City of Hillsdale's DART anticipated demand-response vehicle inventory is as follows:

- a. Number of demand-response vehicles in agency's anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = 0
- b. Number of accessible demand-response vehicles in agency's anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = 1

8. Narrative Summary of Vehicles Requested – Rule 201 (2) (l)

As indicated above, the agency currently operates or plans to operate a total of 4 demand response vehicles. Of these vehicles, the total number that will be fully accessible to seniors and individuals with disabilities is 4 vehicles. The reason for operating or planning to operate this number of accessible vehicles is that DART staff utilizes all accessible vehicles to accommodate all ridership demand.

9. Fare Structure - Rule 201 (2) (d)

City of Hillsdale's DART fare structure that is in use for seniors, individuals with disabilities, and the general public for demand response is as follows:

Service	General Public	Seniors/Disabled
Demand Response Regular Rates.	Age - 0-4 - Free Age - 5-11 - \$2.00 Age -12-59 - \$3.50	\$2.00
Out of Town Rates.	Age – 0-4 – Free Age – 5-11 - \$2.75 Age – 12-59 - \$5.00	\$2.75
Walmart 2x per year, upon request.	\$5.00 Round Trip Flat Rate (per single round trip)	\$5.00 Round Trip Flat Rate (per single round trip)

10. Map and Narrative Description of Service Area – Rule 201 (2) (f)

City of Hillsdale DART provides on demand service within the City limits in addition to various doctor offices, businesses, etc. that is just outside of the city limits daily. Two times per year (November and December) DART provides on-demand service to Walmart, which is located outside of the City of Hillsdale Limits. On-demand service to Walmart is demand based. Hillsdale Municipal Airport is added to the Out of Town Service Area

Refer to the attached map for the City of Hillsdale's DART Service area.

11. Service Schedule – Rule 201 (2) (g)

City of Hillsdale's DART service schedule, including hours of day and days per week for on-demand response service is as follow:

Monday thru Friday, 7:15am – 4:15pm, excluding 11:45am-12:45pm daily.
Walmart trip is the 4th and 15th of November and/or December, if trip day falls on a weekend, trip is scheduled for following business day.

12. Schedules in Alternative Formats – Rule 201 (2) (h)

City of Hillsdale's DART has made arrangements to produce copies of its current service schedule in an alternative format that can be utilized by persons who are blind or have other disabilities.

13. Vehicle Availability On Other Than Regular Service Hours and Days – Rule 201 (2) (i)

City of Hillsdale DART does not make demand-response service vehicles available for use during hours or days other than regular service hours and days. City of Hillsdale DART, confirms that accessible transit vehicles are available for use by the senior and individuals with disabilities to the same extent as the general public.

14. Advance Requests for Demand Actuated Service – Rule 201 (2) (j)

City of Hillsdale DART does not require that the senior, people with disabilities, and the general public to make an advance request to obtain on-demand response service.

15. Constraints on Capacity and Restrictions on Trip Purpose – Rule 201 (2) (k)

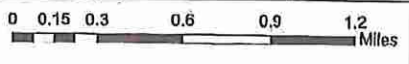
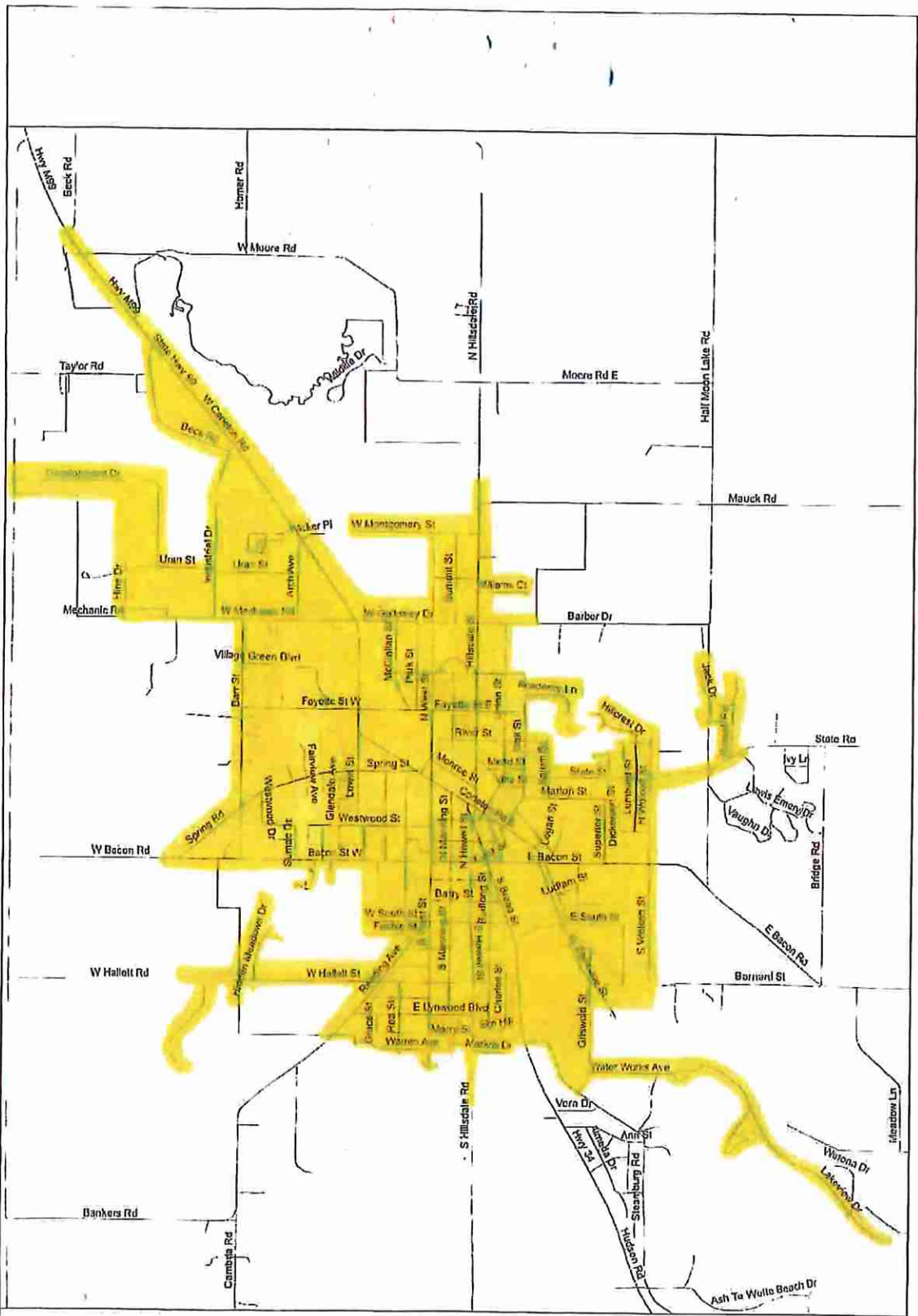
City of Hillsdale's DART provides service to all customers within the following constraints on capacity and restrictions on trip purpose: No constraints or restrictions of any kind.

16. Local Advisory Council Comments on this Plan – Rule 201(2) (m)

City of Hillsdale's DART- Local Advisory Council members made the following comments about this plan:

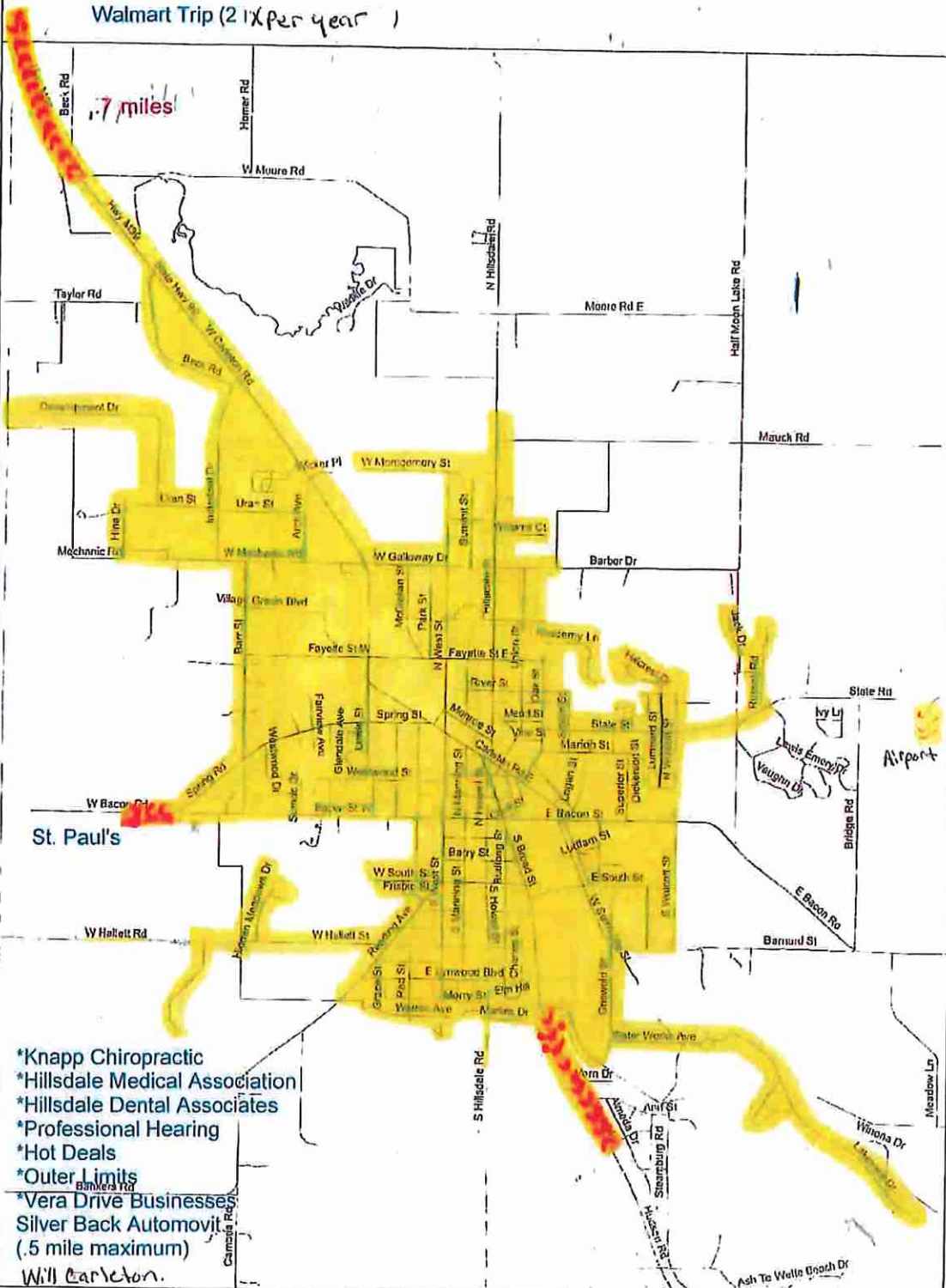
Review Accessibility Plan:

17. Agency Response to Local Advisory Council Comments on the Plan – Rule 201 (2) (n)

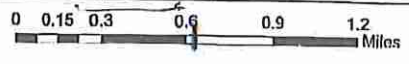


Dial-A-Ride Transportation (DART)
Service area with out-of-town

Walmart Trip (21X per year)



- *Knapp Chiropractic
- *Hillsdale Medical Association
- *Hillsdale Dental Associates
- *Professional Hearing
- *Hot Deals
- *Outer Limits
- *Vera Drive Businesses
- Silver Back Automovit
- (.5 mile maximum)
- Will Carlton.



City of Hillsdale

Agenda Item Summary

MEETING DATE: January 21, 2025
AGENDA ITEM #: Consent Agenda
SUBJECT: Bio-solids Contract Extension

BACKGROUND PROVIDED BY STAFF: Jeff Gier, Director of Water and Wastewater

Project Background:

Biotech Agronomics, Inc has been our residual bio solids management company since around 2010. They handle all aspects from testing to handling the application sites and preparing reports for EGLE. Biotech has historically provided these services at the lowest rate and was the only bidder we received bids from three years ago. We paid \$0.0460 per gallon this year, the proposed contract is at \$0.0535 per gallon for next year. That equates to an increase of about \$6,300.00 per year.

RECOMMENDATION:

Hillsdale BPU Board supports award of the three year contract extension from Biotech Agronomics, Inc.

BioTech Agronomics, Inc.



Residual Management Company

1651 Beulah Highway • Beulah • Michigan • 49617

December 10, 2024

CONTRACT FOR TESTING, REMOVAL AND LAND APPLICATION OF BIOSOLIDS FROM THE CITY OF HILLSDALE WASTEWATER TREATMENT PLANT

Mr. Jeff Gier

City of Hillsdale Board of Public Works

97 N. Broad Street

Hillsdale, Michigan 49242

Proposal

BIOTECH AGRONOMICS, INC. is pleased to present this proposal to define proposed work associated with the removal and land application of Biosolids generated by the Hillsdale WWTP physically located in Hillsdale, MI.

Biosolids Loading and Transport

BIOTECH AGRONOMICS, INC. will furnish the necessary labor and equipment to efficiently and safely provide Biosolids Management services for the Hillsdale WWTP. BIOTECH AGRONOMICS, INC. will pump and load Biosolids into transport vehicles, transport the Biosolids to EGLE and federally approved application sites, and finally to land apply the Biosolids to suitable local farmland sites. All work performed will be under Michigan Part 24, Federal 503 and local regulations.

Land Application of Biosolids

BIOTECH AGRONOMICS, INC. will provide the labor and equipment to properly apply the Biosolids to suitable local application sites at agronomic rates in accordance with Michigan State University recommendations and applicable federal, state and local regulations. The Biosolids will be subsurface injected or surface applied according to a EGLE approved Residuals Management Plan using sewage sludge applicators equipped with a pressure/vacuum application system.

Determination of Quantity Removed

BIOTECH AGRONOMICS, INC. shall provide the Plant Superintendent a duplicate copy of load sheets, which detail the following items:

- Date of removal
- Time the applicator loaded in the field
- Applicator identification number
- Operator name
- Gallons of Biosolids on the applicator
- Farmer name and approved field identification number and the number of acres acceptable for use in the field
- Number of acres accepting Biosolids

One copy of the load sheet(s) will stay with the plant superintendent and the other will remain with BIOTECH AGRONOMICS, INC. The quantity of Biosolids loaded on and transported by the vehicle will be recorded as the certified capacity of the vehicle. All billed quantities will be invoiced by the gallon capacity of each vehicle transporting the material.

Agronomic Services

BIOTECH AGRONOMICS, INC. will provide agronomic management services that include the location of suitable local farmland application sites. Application sites will meet the requirements for land application in accordance with applicable federal, state and local regulations for the use and disposal of Biosolids. Proposed farmland application sites shall be properly documented in accordance with Michigan Part 24 requirements. Records at a minimum shall include the following:

- Landowner agreement and permission form
- Soil analyses
- EGLE site I.D. information
- Plat maps indicating location and ownership of property
- SCS or equivalent soil survey map indicating soil types, slope and drainage class
- Relative sludge analyses, soil analyses or cropping information
- Proof of notification to local governing bodies as per EGLE requirements

Regulatory Reports

BIOTECH AGRONOMICS, INC. shall complete all required federal or state reports applicable to the Biosolids land application program including yearend requirements. These records shall be maintained by BIOTECH AGRONOMICS, INC. as required by federal, state and local regulations and shall be provided to the Owner.

Laboratory Analyses and Permits

BIOTECH AGRONOMICS, INC. will be provided a MDEQ approved Residuals Management Plan (RMP) by the facility. BIOTECH AGRONOMICS, INC. will provide laboratory analyses for total metals and nutrients and fecal coliform testing as needed on the Biosolids prior to removal from the facility. BIOTECH AGRONOMICS, INC. will be responsible for all routine soil fertility analyses associated with land application of the Owner's Biosolids during the term of this Agreement. BIOTECH AGRONOMICS, INC. shall not be responsible for any additional analytical testing that federal, state or local regulatory agencies may require.

Health and Safety

BIOTECH AGRONOMICS, INC. shall comply with the federal, state and local laws and regulations and take any needed actions to protect the life and health of employees on the job and the safety of the public and to protect property during the performance of the Agreement.

Insurance

BIOTECH AGRONOMICS, INC. shall provide and maintain at all times during the term of this Agreement the following minimum insurance coverage:

- a) Workers Compensation Insurance in compliance with the statutes of the State of Michigan which has jurisdiction of BIOTECH AGRONOMICS, INC. employees engaged in the performance of services hereunder with a limit of FIVE HUNDRED THOUSAND DOLLARS (\$500,000)
- b) General Liability Insurance with a minimum combined single limit of THREE MILLION DOLLARS (\$3,000,000), including the broad form property damage endorsement

- c) Automobile Liability Insurance (owned, non-owned or hired units) with a minimum combined single coverage limit of ONE MILLION DOLLARS (\$1,000,000)
- d) Pollution Liability Insurance with a minimum combined single limit of FIVE MILLION DOLLARS (\$5,000,000), including the broad form property endorsement

A certificate of insurance will be presented if requested, upon award of contract.

Digester or Tank Cleaning

If requested, BIOTECH AGRONOMICS, INC. will provide confined space Digester or Tank cleaning services to remove accumulated Biosolids and or related mater for subsequent land application. Under these conditions, the WWTP shall provide for all required cleaning water at no cost to BIOTECH AGRONOMICS, INC. Any material removed under this confined space option shall be billed at the appropriate hourly rate plus the unit rate per gallon for land application of the Biosolids.

Biosolids Tender

The City shall tender all biosolids generated to BIOTECH AGRONOMICS, INC. that are suitable for land application on agricultural land as specified in the scope of this Agreement.

Notification

BIOTECH AGRONOMICS, INC. will be provided with adequate advance notice of when the WWTP desires for BIOTECH AGRONOMICS, INC. to remove biosolids from the WWTP. Depending on weather, seasonal weight restrictions, and farm land cropping cycles, additional notification may be required.

Cost of Services -

April 2, 2025 – April 1, 2026:

- \$0.0535 per gallon for Biosolids hauling and land application.
- Standard metals & nutrients testing - \$440.00 per sample.
- Fecal coliform testing - \$430.00 per set of seven.
- Optional Tank cleaning services - \$499.00 per hour.

April 2, 2026 – April 1, 2027:

- \$0.0550 per gallon for Biosolids hauling and land application.
- Standard metals & nutrients testing - \$445.00 per sample.
- Fecal coliform testing - \$435.00 per set of seven.
- Optional Tank cleaning services - \$510.00 per hour.

April 2, 2027 – April 1, 2028:

- \$0.0567 per gallon for Biosolids hauling and land application.
- Standard metals & nutrients testing - \$450.00 per sample.
- Fecal coliform testing - \$440.00 per set of seven.
- Optional Tank cleaning services - \$515.00 per hour.

Good Faith

In the event BIOTECH AGRONOMICS, INC. is unable to remove and land apply the biosolids because (i) changes in the biosolids make it unfit for utilization on agricultural land as defined or interpreted by federal, state or local regulatory agencies, or (ii) changes in law prohibit providing the services or increase the cost of providing the services, or (iii) if unfavorable climatic or agronomic conditions have impeded efforts by BIOTECH AGRONOMICS, INC. to faithfully dispose of the biosolids as contemplated by this proposal, or (iv) as the result of flood, fire, strikes, acts of God, act of war or terrorism, civil disturbance, force majeure, or other occurrences not reasonable within the province and control of BIOTECH AGRONOMICS, INC. performance is hindered or halted, BIOTECH AGRONOMICS, INC. shall not be liable for any additional costs incurred by the City, and BIOTECH AGRONOMICS, INC. will not be deemed in default under this proposal unless thirty (30) days after the impediment has been resolved or eliminated BIOTECH AGRONOMICS, INC. fails or refuses to remove biosolids tendered to it.

BIOTECH AGRONOMICS INC work schedule is highly controlled by weather, soil conditions, permits and the availability of suitable farmland due to cropping cycles. As such we cannot liable for any losses either directly or indirectly associated with any weather-related delays. BIOTECH AGRONOMICS, INC will not accept responsibility for any assessment of liquidated damages.

Spill Plan and Protocol

BIOTECH AGRONOMICS, INC. has a strict protocol to be followed in the untimely event of a spill. If such an event occurs the person in charge of the load, the operator of the application equipment, load stand operator or truck driver, must contact their immediate supervisor after making a visual assessment of the action and if possible taking action to contain or correct the problem. The supervisor is to contact the BIOTECH AGRONOMICS, INC. Operations Manager and the chain of contacts begins. The plant personnel are informed and an assessment will be done by personnel from both entities. At this time the decisions will be made to contact local authorities, EGLE representative, additional emergency services and so on depending upon severity. All the above continues while the containment efforts are addressed. All assets and efforts of BIOTECH AGRONOMICS, INC. will be focused on cleanup and rectifying the problem to protect the health and safety of the public.

Fuel Cost and Adjustment

BIOTECH AGRONOMICS, INC. shall adjust the cost of services for each hauling event should fuel costs exceed \$3.40 per gallon. The fuel adjustment schedule will be the fixed document used for such purpose throughout the duration of this contract.

The unit price for biosolids management beneficial use services for any given removal operation will be subject to the adjustment below depending on the weekly fuel price (based on the week biosolids removal commences) determined by the United States Department of Energy’s Energy Information Administration publication of Retail Prices for the Midwest United States in the On-Highway Diesel Fuel Price Table.

Diesel Price \$/Gallon	% Increase to Contract Price
Below \$3.40	None
\$3.40 - \$3.499	1.0%
\$3.50 - \$3.599	2.0%
\$3.60 and above = 1% increase per each \$0.10 increase in price/gallon.	

(This information is available at the website <http://www.eia.doe.gov>).

(On-Highway Diesel Prices Table – Midwest Column)

Terms

Payment terms shall be net 30 days from the date of invoice. Overdue payments will be assessed a finance charge of 1.5% per month on the unpaid balance.

Contract Duration

This Agreement shall remain in full force and effect from 4/2/2025 through 4/1/2028.

Extensions

The term of this Agreement may be extended at any time upon written mutual agreement of both parties.

BIOTECH AGRONOMICS, INC.

Submitted by: *Don Popma*

Printed Name: Don Popma

Its: General Manager

Date: 12/10/2024

CITY OF HILLSDALE, MICHIGAN

Accepted By: _____

Printed Name: _____

Its: _____

Date: _____

This document is representative of a complete contract. Upon award the document can be signed by both parties to become binding.

City of Hillsdale

Agenda Item Summary

MEETING DATE: January 21, 2025

AGENDA ITEM #: Consent Agenda

SUBJECT: Secondary Collection Agency

BACKGROUND PROVIDED BY STAFF: Kelly LoPresto, BPU Office Manager

Project Background:

Hillsdale Board of Public Utilities works diligently at collecting past due invoices. Currently, Online Information Services, Inc. is Hillsdale BPU's primary collection agency and receives 35% for all claims collected.

All accounts over six months with no collection activity with Online Information Services, Inc. will be moved over to LJ Ross Associates.

We are proposing to add LJ Ross Associates as Hillsdale BPU's secondary collection agency at a commission rate of 30% with potential in the future to move all collections with LJ Ross Associates.

RECOMMENDATION:

Hillsdale BPU Board supports signing the agreement with LJ Ross Associates for a secondary collection agency and 30% commission of all claims collected.

Performance Report

Performance Report for Client 1738 

Prepared 1/14/2025 9:08:03 AM

	MTD	YTD	Total
# of Accounts:	0	0	812
Dollars Listed:	\$0.00	\$0.00	\$201,345.36
Average Listed:	\$0.00	\$0.00	\$247.96
# Collected:	0	0	112
Dollars Collected:	\$0.00	\$0.00	\$22,222.75
Trust Remittance:	\$0.00	\$0.00	\$7,777.63
# Cancelled:	0	0	228
Dollars Cancelled:	\$0.00	\$0.00	\$61,705.29
Performance %:	0.00	0.00	15.91



COLLECTION AGREEMENT

L J Ross Associates (L J Ross or Agency), 4 Universal Way, Jackson, MI 49202, and Hillsdale Board of Public Utilities (Client), located at 45 Monroe St, Hillsdale, MI 49242 in consideration of mutual covenants to be bound by the terms of this Agreement, agree as of the date set forth in on the signature page hereto, as follows:

1. Collection Service. L J Ross will provide collection service on Client's debts and accounts referred to L J Ross by the Client, in a manner which L J Ross in its sole opinion deems the most appropriate, taking into consideration the client's opinion, strategy, and written business guidelines. All collection services performed by L J Ross hereunder will comply with applicable federal, state and local laws. With Client approval, L J Ross will forward accounts to a licensed collection attorney for resolution, only after L J Ross has exhausted traditional collection efforts.

2. Payment Terms. In exchange for L J Ross's services, Client agrees to pay L J Ross commission on a contingency basis at a commission rate of **30%** of dollars collected. L J Ross' commission fee applies to all payments received by L J Ross, as well as any payments received by the Client, relating to debts or accounts referred to L J Ross by Client, excluding such accounts that have been recalled, canceled, or closed.

L J Ross will remit to the Client monthly net collections. Payment is due upon issuance of L J Ross' invoices. L J Ross shall be entitled to 8% annual interest on any invoiced amounts that remain unpaid after thirty (30) days of issuance.

3. Notice of Claim(s). Both Agency and Client shall have an affirmative duty to report to each other, in writing, any known: (a) account dispute; (b) legal representation; and/or (c) bankruptcy filing of the consumer ("Claim" or "Claims"). Such report(s) shall be promptly provided, and in any event, no more than three (3) business days after notice of such Claim(s).

4. Indemnification of Client by Agency; Limitations thereof. Agency agrees to indemnify and hold Client, its directors, officers, shareholders, owners, employees, attorneys and agents harmless from and against all damages, costs, losses and expenses, including attorney's fees, directly resulting from: (a) Agency's collection activities under this Agreement; (b) Agency's failure to provide Client with notice of Claim(s), and/or (c) the independent, grossly negligent actions of Agency, its directors, officers, shareholders, owners, employees, attorneys and agents; provided, however, that Client warrants and guarantees that the information furnished to Agency, including but not limited to, the identity of the consumer, the balance of the account and the application of payments, if any, shall be accurate ("Account Data").

"Resolving Your Money Matters!"

4 Universal Way ■ Jackson, MI 49204
Phone (800) 446-9206 ■ Fax (517) 544-9101



Agency shall have no obligation to indemnify or hold Client harmless for any damages, costs, losses and expenses, including attorney's fees, resulting from errors or omissions in information furnished by Client to Agency and/or Client's failure to provide Agency with notice of Claim(s), including Account Data.

5. Indemnification of Agency by Client; Limitations thereof. Client agrees to indemnify and hold Agency, its directors, officers, shareholders, owners, employees, attorneys and agents harmless from and against all damages, costs, losses and expenses, including attorney's fees, resulting from errors or omissions in information, including Account Data, furnished by Client to Agency, Client's failure to provide Agency with Notice of Claim(s), and/or the independent, grossly negligent actions of Client, its directors, officers, shareholders, owners, employees and agents; provided, however, that Agency warrants and guarantees that all collection activities undertaken on behalf of the Client shall be performed in accordance with the Fair Debt Collection Practices Act, Fair Credit Reporting Act, Telephone Consumer Protection Act, Health Insurance Portability and Accountability Act and any other applicable federal, state or local laws.

Client shall have no obligation to indemnify or hold Agency harmless for any damages, costs, losses and expenses, including attorney's fees, resulting from Agency's violations of the aforementioned laws and/or Agency's failure to provide Client with notice of Claim(s).

6. Reporting and Status of Account and Remittance. Status reports on any Client account will be furnished by L J Ross to the Client upon request. The account may be withdrawn from L J Ross or returned to the Client upon either party's request. Disputed accounts will be returned to the Client for review. Collection activity may be renewed at the request of the Client. Further, Client will cooperate with L J Ross, upon L J Ross' request, in Client providing information to L J Ross, such as itemized account statements, pertaining to a consumer's account on which L J Ross is attempting to collect on behalf of Client.

7. Independent Contractor. It is agreed and understood that L J Ross is an independent contractor of Client and acts only as an independent contractor, Client being interested only in the results of the collection service. The parties acknowledge and agree that they are separate, independent businesses, and that this Agreement does not constitute a partnership, joint venture, or any other kind of business enterprise to share profits or losses.

8. Termination. This Agreement shall remain in effect until one (1) year, unless terminated earlier as expressly permitted herein, and shall automatically renew for one (1) year thereafter unless either party terminates the Agreement beforehand. Either party may terminate this Agreement, or renewal thereof, at any time and for any reason upon 30 days prior written notice.

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9. Governing Law and Jurisdiction. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan. Any lawsuit regarding this Agreement shall be exclusively litigated within the State or federal courts sitting in Michigan, and the parties' consent to those courts' exclusive jurisdiction for purposes of lawsuits involving this Agreement. Client shall be entitled to reasonable attorney's fees and costs to collect on any amount owing under this Agreement.

10. Severability. If any provision in this agreement is held to be invalid or unenforceable, it shall be ineffective only to the extent of the invalidity, without affecting or impairing the validity and enforceability of the remainder of the provision or the remaining provisions of this Agreement.

11. Entire Agreement and Modifications. This Agreement represents the entire understanding of the parties with respect to the subject matter hereof and may not be altered, modified or amended unless in writing signed by both parties.

Hillsdale Board of Public Utilities

Sign: _____

Print: _____

Title: _____

Date: _____

L J Ross Associates

Sign: _____

Print: _____

Title: _____

Date: _____

"Resolving Your Money Matters!"

4 Universal Way ■ Jackson, MI 49204
Phone (800) 446-9206 ■ Fax (517) 544-9101

City of Hillsdale

Agenda Item Summary

MEETING DATE: January 21, 2025
AGENDA ITEM #: Consent Agenda
SUBJECT: Barber Lift Station Refurbishment

BACKGROUND PROVIDED BY STAFF: Jeff Gier, Director of Water and Wastewater

Project Background:

Barber lift station was installed in the early 80's and is at the end of its useful life. This is a Smith and Loveless station, and thus, the only vendor to quote it. Currently, each pump is rated at 300 gpm. With this upgrade, we were able to add 25 gpm for each pump without changing motors. Funds are in the capital improvement plan under South Street lift station at \$175,000.00. South St will be pushed off until next year as staff has determined priority goes to Barber lift.

RECOMMENDATION:

Hillsdale BPU Board supports award of the quote from Smith & Loveless, Inc. at a cost of \$127,411.00.



Smith & Loveless, Inc.

14040 Santa Fe Trail Drive
Lenexa, Kansas 66215
913/888-5201

Name and Address:

Quotation Date: December 4, 2024
Inquiry Number: 36486
Engineer:
Job Location: Hillsdale, MI
Project: Replace 16-2261

Smith & Loveless, Inc., having an office at 14040 Santa Fe Trail Drive, Lenexa, Kansas 66215 (hereinafter referred to as "Seller"), hereby agrees to sell to the buyer designated below (hereinafter referred to as "Buyer"), the following equipment subject to all of the provisions set forth in this Sales Agreement. **The Sales Representative is not an agent or employee of Seller and is not authorized to enter into any agreement on Seller's behalf or bind Seller in any way.**

ONE **SMITH & LOVELESS®** Factory-Built **EVERLAST™** Series 3000 pumping station complete with fiberglass housing and structural steel base suitable for installation on top of a 5'-0" inside diameter wet well opening. The principal items of equipment include two vertical, close-coupled, vacuum-primed, 4", 4B2D*1 Smith & Loveless non-clog pumps, each capable of delivering 325 GPM at 69' TDH with a maximum static suction lift of 20', and each driven by 10 HP, 1800 RPM, 3 phase, 60 cycle, 230 volt motor; valves, 6" internal piping; central control panel with circuit breakers; motor starters and **QUICKSMART™** PLC automatic pumping level controls; priming pumps; ventilator, and all internal wiring.

Station provided with 6" flanged suction connections and 6" plain-end discharge connection with compression coupling.

NOTE: Station requires 1/60/120v power. If not available, a 3 phase to single phase transformer can be included at extra cost.

Standard Equipment Included:

QUICKSMART™ PLC digital control package with color touch-screen with following display functions:

- High water alarm
- Field selectable pump alternation sequence (timed or sequential)
- Individual and totalizing running time meters
- Alarm silence switch with automatic reset
- Prime mode selector – Constant or On-Demand

U.L. NEMA 4 Station Control Panel

SHADE AIDE™ aluminum hood to shield the HMI display from direct sunlight

Float switch back-up level controls

Surge protection device

Hand-off-automatic selector switches

Vacuum priming system

Pump failure/prime failure via common alarm contact

Duplex GFI convenience receptacle

Spare S&L mechanical seal and volute gasket

Spare 24V power supply transformer

10 year enhanced warranty on pump volute and impeller and fiberglass enclosure

5-Year enhanced warranty on **QUICKSMART™** PLC control system

Optional Equipment Items Included:

DURO-LAST® Stainless Steel Base Plate with 25-Year enhanced warranty on base plate

RAPIDJACK® Check Valves

Low Water Alarm

High Level Alarm Back-up Float Switch

Low Level Alarm Back-up Float Switch

Alarm Light (120 V)

Intrinsically Safe Float Relays

Intrinsically Safe Transducer Barrier

NEMA Rated Starters

Cold Climate Package:

- Insulated Hood
- Auxiliary Heater
- Vacuum Release System

Specifically Excluded Items:

Unloading, hauling from nearest unloading area and storage

Excavation, backfilling, grading and all field labor

Concrete, concrete work, grout or grouting

Concrete embedded items

Piping connections or any piping outside the pump station

Electrical wiring and conduit outside the pump station

Unpacking and installation of accessory items, including touch-up painting

Videotaping of startup or training sessions

Any items not specifically included in this Sales Agreement are specifically excluded from Smith & Loveless scope of supply

Field Vibration Testing

PLC Program Copy (if applicable)

Smith & Loveless, Inc. will provide one electronic copy of the O&M on CD in PDF format and four hard copies of the O&M. Additional copies can be provided for \$50 per copy.

PRICE, SUBMITTAL DATA & DELIVERY:

\$127,411.00

F.O.B. factory plus any taxes, which may apply. Truck/Rail freight allowed to the job site, rail siding or nearest unloading area-unloading to be by Buyer. Due to the spike in gas prices, which is beyond the control of Smith & Loveless at the time of our quotation/bid, a fuel surcharge may need to be assessed at time of shipment.

We are currently experiencing large increases in the price of materials and components with very little advance notice. Therefore, the sales price of the equipment quoted herein is subject to an escalation in price. Escalation shall be based upon the increase incurred by Smith & Loveless for the material or components in excess of 5% from the time of quote. The escalation shall be calculated as the % increase over 5% of the material/component item and shall include material handling factor and overhead. Such escalation shall be verified through quotes, invoices or receipts from suppliers to Smith & Loveless.

One day supervision of initial operation over one trip is included. If additional days are required, Seller will furnish a **factory-trained supervisor** for \$950 per day including travel time plus actual travel expenses.

With continuing approval of the Smith & Loveless Credit Department, payments terms are 100% Net 30 days from date of shipment, or at time of start-up, whichever occurs first.

Price is firm for 30 days from the date of proposal.

Seller to send Submittal Data for approval 4-6 weeks after receipt of complete details at Seller's factory.

Manufacturing completion is estimated 28-34 weeks after receipt in Seller's office of approved Submittal Data and/or after all notations or comments have been clarified, approved and inserted into the manufacturing documents by the Seller. Variations in the time Submittal Data is returned to Seller and/or Submittal Data marked approved but which contain contingencies or variations may impact the completion time of the equipment.

Please be advised, delivery quotes are estimates and subject to change based on the current, unpredictable supply chain. Smith and Loveless Inc. cannot guarantee delivery dates, nor accept responsibility for liquidated damages incurred from a late shipment.

ADDITIONAL TERMS AND CONDITIONS

1. GENERAL A. Buyer's execution of this Agreement constitutes Buyer's offer to purchase, on the terms and conditions set forth herein, the equipment described in this agreement, and such offer is irrevocable for thirty (30) days after Buyer executes and delivers to Seller this Agreement together with all necessary engineering data and information. Prices are firm for thirty (30) days after the bid date provided a firm order is received at the factory within that time period and provided approved Submittal Data is received at the factory within forty-five (45) days from the date submittals are forwarded from the factory. In the event firm orders and Submittal Data are not received by Seller within the times set forth above, then price and delivery estimates may change due to changes in the costs of material and labor and/or factory capacity at the time when the firm orders or approved Submittal Data is received by Seller. Seller reserves the right to amend this Sales Agreement if not signed and returned within thirty (30) days from the quotation date. In the event we are unable to ship within estimated period for reasons beyond our control, including a request by the Buyer to defer shipment, the prices are subject to adjustment to those prevailing at the time of shipment.

B. THIS AGREEMENT IS NOT BINDING ON SELLER UNLESS SIGNED ON SELLER'S BEHALF BY AN OFFICER OR MANAGER OF SELLER.

C. This Agreement constitutes the entire contract between the parties with respect to said equipment (any prior agreement, representation, covenant or warranty, written or oral, being superseded hereby) and may not be amended or modified except by a written instrument duly executed by both parties, the provisions of any purchase order or other document submitted by or on behalf of Buyer to the contrary notwithstanding.

D. All notices hereunder are to be in writing and mailed postage prepaid to the party being notified at the address indicated in this agreement or at such other address as may be designated in writing.

E. Remedies provided for herein are cumulative and are in addition to all other remedies as may be available at law or in equity.

F. This Agreement is governed by and subject to the laws of the State of Kansas and the Buyer by executing this agreement agrees to submit to the Jurisdiction of the State of Kansas and the venue for any disputes between the parties will be in the District Court of Johnson County, Kansas, or the Federal District Court of Kansas.

2. NOTICE TO PROCEED- Return to Seller of approved Submittal Data or notification to Seller that the submission of submittals will be waived, constitutes notice to Seller to proceed with manufacture. In the event Seller does not receive approved Submittal Data within forty-five (45) days after Seller's submission of submittal data for approval, then Seller reserves the right to amend price and delivery of the equipment being sold. Final approved Submittal Data means approval by Buyer (or Buyer's representative) of Seller's Submittal Data and/or after all notations or comments have been clarified, approved and inserted into Seller's manufacturing documents at which point Seller's estimated completion schedule commences. Variations in the time Submittal Data is returned to Seller and/or Submittal Data marked approved but which contain contingencies or variations may impact the completion time of the equipment. Seller agrees to furnish only the equipment included in Seller's quotation and/or as described and modified in the Submittal Data. Approval of the Submittal Data constitutes acceptance of the equipment in the configuration described therein. If Seller is directed to change the scope of the equipment after notice to proceed to manufacture, then Seller reserves the right to amend the price and delivery of the equipment.

3. EXCUSED PERFORMANCE- Seller is not liable for any failure or delay in performance hereof, with respect to delivery or otherwise, if such failure or delay is due to any cause beyond Seller's control including, but not limited to, any Act of God, war, civil disturbance, riot, labor difficulty, factory capacity, fire, other casualty, accident or supplier's failure or inability to perform.

4. CREDIT APPROVAL- The credit terms specified herein are subject to Seller's continuing approval of Buyer's credit and if, in Seller's sole judgment, Buyer's credit or financial standing is impaired as to cause Seller to deem itself insecure, Seller may withdraw the extension of credit and require other payment terms.

5. PAYMENT- Subject only to any credit terms, which Seller may extend, the total purchase price hereunder is due at such time, within or after the estimated shipment period specified herein, as said equipment is ready to be shipped. Buyer shall pay in full all invoices within the time for payment specified therein and Buyer's payment obligation is in no way dependent or contingent upon Buyer's receipt of payment from any other party. Any balance owed by Buyer for thirty (30) days or more after the same becomes due is subject to a 2% per month delinquency charge until paid. In addition to all other amounts due hereunder, Buyer shall reimburse Seller in full for all damages, costs and expenses, including reasonable attorneys' fees, which Seller may incur with respect to Buyer's breach of this Sales Agreement or the collection of past due amounts from Buyer. If Buyer is in default under this or any other agreement with Seller, Seller may, at its option, defer performance hereunder until such default is cured.

6. SECURITY INTEREST- Until all amounts due hereunder have been paid in full, Seller has a security interest in said equipment and has all rights of a secured party under the Uniform Commercial Code including, without limitation, the right to take possession of said equipment without legal process and the right to require Buyer to assemble said equipment and make it available to Seller at a place reasonably convenient to both parties. At Seller's request, Buyer shall execute any financing statement or statements submitted by Seller in order that Seller's security interest in said equipment may be perfected.

7. WARRANTY & LIABILITY- Seller warrants only that said equipment is free from defects in materials and workmanship as set forth in Seller's standard Certificate of Warranty furnished to Buyer at the time of final shipment. THIS WARRANTY IS EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE OR DESIGN AND WHICH ARE EXPRESSLY DISCLAIMED BY SELLER. Seller's sole responsibility with respect to any equipment which proves to be defective as to materials or workmanship is either to replace or to repair the same as is set forth in said Certificate of Warranty. Unless authorized in writing by Seller, Seller is not responsible for any charge or expense incurred for the modification, servicing or adjusting of said equipment after the same has been delivered to Buyer. Seller is not liable in association with its warranty or in any other capacity for any consequential, incidental or liquidated damages, late fees/damages or penalties.

8. CLAIM PERIOD- Buyer shall immediately inspect said equipment upon receipt thereof and immediately notify the carrier of any damage, shortage or other nonconformance. Seller is not obligated to consider any claim for damages, shortages or non-conformance unless notified by Buyer within ten (10) days after Buyer's receipt of said equipment.

9. CANCELLATION- Should Buyer cancel this agreement without Seller's prior written consent, Seller may, at its option, recover from Buyer a cancellation charge of not less than 20% of the purchase price hereunder. This cancellation charge is intended to compensate Seller for difficult-to-calculate economic losses, including but not limited to, material and labor costs, as well as loss of anticipated profits suffered due to cancellation.

10. SEVERABILITY – If any provision or provisions of this Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

11. STORAGE- If at such time, within or after the estimated shipment period specified herein, as Seller notifies Buyer that said equipment is ready to be shipped Buyer requests a delay in shipment, Seller may, at its option, agree to store said equipment for a period of time determined by Seller, provided that such agreement will not affect Buyer's obligation to pay in full all invoices as they become due, and provided further that for each month, or portion thereof, said equipment is so stored by Seller, Buyer shall pay to Seller as a storage fee an amount equal to 2% of the purchase price.

12. DRAWINGS, ILLUSTRATIONS AND MANUALS- Catalog and proposal drawings, bulletins, and other accompanying literature are solely for purpose of general style, arrangement and approximate dimensions. Seller may make any changes Seller deems necessary or desirable. Submittal for approval, if required, will be made after receipt of complete information from Buyer. Unless otherwise specified at the time of quotation, six sets will be furnished. Additional sets are at \$25.00 per set. Installation, maintenance and operation manuals will be furnished in the number of copies specified at the time of quotation. If none specified, four will be provided at no added cost, with additional copies at \$50.00 each.

13. PERMITS, LICENSES- Buyer at its sole cost and expense shall obtain all building or other permits or licenses with respect to the installation and operation of said equipment required by any federal, state or local governmental body.

14. PATENT INDEMNIFICATION- Seller shall, at its own expense, defend any suit instituted against Buyer, based on any claim that equipment furnished hereunder infringes any Letters Patent of the United States, and Seller shall pay any damages assessed against Buyer in any such suit, provided that Buyer, upon service of process upon Buyer, gives to Seller notice in writing of the institution of such suit, and permits Seller, through counsel chosen by Seller, to defend the same, and gives Seller all information in Buyer's possession and reasonable assistance and authority to enable Seller so to do. Seller shall have no liability or obligation to Buyer for patent infringement resulting from compliance by Seller with written instructions or specifications of Buyer concerning the structure, operation, material, or method of making equipment furnished hereunder.

Agreed to this _____ day of _____, _____

Buyer

By _____
Print Name

By _____
Authorized Signature

Physical Address

Email Address

Is this purchase tax exempt? Yes ___ No ___
If YES, attach Sales Tax Exemption Certificate. Failure to provide tax exempt certificate prior to shipment will result in Buyer being responsible for all applicable taxes.

Agreed to this _____ day of _____, _____
at Lenexa, KS.

SMITH & LOVELESS, INC

By _____
Authorized Signature

Prepared by _____
Sales Representative

NOTE: The Sales Representative is not an agent or employee of Seller and is not authorized to enter into any agreement on Seller's behalf or to bind Seller in any way.



2024 Year-end Code Enforcement Report

Prepared by: **Kimberly Thomas, Assessor/Code Official**

- Code Enforcements – 518 open as of 1/13/2025
 - Closed 2024 (cited violations resolved) – 456
 - Opened 2024 (broken down by category) – 429 total
 - Abandoned Property – 4
 - Construction without permits – 2
 - Exterior Maintenance – 13
 - Exterior Property Area – 18
 - Fire Damage or Unsafe Structure – 1
 - Garbage/Solid Waste – 36
 - Interior Maintenance – 2
 - Multiple Violations – 1
 - Occupied, unsafe – 8
 - Right of Way Violations – 72
 - Sign Violations – 23
 - Snow Removal – 1
 - Tall grass & weeds – 18
 - Use & Occupancy Expired – 210
 - Vacant Structures – 2
 - Yard Parking or Inoperable Vehicles – 6
 - Zoning Violations - 12
- Inspections completed 2024 with results logged into BS&A (including review of permit applications and compliance/progress inspections) – 2296 total
 - Code Enforcement (Assessing/Planning) Staff – 1830 total
 - Alan Beeker – 900
 - Kimberly Thomas – 925
 - Olivia Smith - 5
 - Department Heads and Planning Commission (site plan review) – 7
 - Fire Department – 352 total
 - Dan Poole – 239
 - Matt Halleck - 113
 - Department of Public Services – 94 total
 - Staff – 80
 - Jason Blake – 10
 - Kristin Bauer (engineer) – 1
 - Lewis Dingess - 3
 - Police Department – 4 (referred by or to code enforcement)
 - County Building Official – 1 (structural code issue referred by code enforcement)

- Third Party Inspection Service – 1 (referred safety violation to code enforcement)
- Violations 2024
 - Cited – 1,196
 - Corrected – 1,406
- Correspondence 2024
 - Letters Generated – 1,300
 - Emails Generated (including reminders/notices to inspectors) – 5,453
- Variance Requests considered by Zoning Board of Appeals 2024 – 2 (1 denied)
- Number of Permits issued 2024:
 - Animal keeping (by Police Chief, with zoning review) – 0
 - Fence (by Zoning Administrator) – 34
 - Right of Way (by Department of Public Services) – 121
 - Sign (by Zoning Administrator) – 14
 - Use & Occupancy (by Zoning Administrator, with inspection by Fire Department) – 230
 - Zoning Compliance (by Zoning Administrator, with review by other departments and Planning Commission for non-residential projects) – 40
- Revenue by Category (2024 report attached). This report is based on the amounts invoiced – for code enforcement costs these are the amounts that would have been added to the tax roll if not paid within 30 days.

Revenue by Category

01/13/2025

ANIMAL KEEPING	1	30.00
COSTS - WORK BY CITY	8	59,080.00
FENCE PERMIT	36	1,725.00
INSPECTION	96	3,450.00
ROW ANNUAL BLANKET PERMIT	1	500.00
ROW APPLICATION FEE	108	8,370.00
ROW CURB CUT/REPAIR/EXT>20LF	11	1,045.00
ROW DRIVEWAY APPROACH	17	1,275.00
ROW SIDEWALK OVER 25 SF	8	600.00
ROW SIDEWALK UNDER 25 SF	7	375.00
ROW STREET OPENING	7	1,050.00
ROW TERRACE	13	375.00
ROW TRAFFIC CONTROL	13	545.00
SIGN PERMIT	18	1,000.00
SITE PLAN REVIEW	61	5,000.00
USE & OCCUPANCY PERMIT	234	19,000.00
ZBA APPEAL FEE	2	600.00
ZONING COMPLIANCE PERMIT	38	850.00
Grand Totals	679	104,870.00

Report Filter Query:

Transaction.DateToPostOn in <Previous year> [01/01/24 - 12/31/24]

Population: All Records

Transaction.DateToPostOn in <Previous year> [01/01/24 - 12/31/24]



FOR IMMEDIATE RELEASE
Wednesday, January 16, 2025

Media Contact: Sam Fry, Marketing & Development Coordinator
(517) 437-6431 (office), sfry@cityofhillsdale.org

Match on Main – Potential Grant Funding Opportunity

HILLSDALE, Mich.—The Michigan Economic Development Corporation has announced another round of [Match on Main](#) funding. The City of Hillsdale intends to apply for funding to assist a small business looking to launch or grow in downtown Hillsdale.

Match on Main is a reimbursement grant program that serves as a tool to support new or expanding place-based businesses by providing up to \$25,000 in funding to eligible small businesses through an application submitted, administered, and managed by the local unit of government, or other downtown management or community development organization where the business is located. Grant awardees are required to provide a 10% cash match.

Eligible Businesses:

- The business is located within a traditional downtown, historic neighborhood commercial corridor, or area planned and zoned for concentrated commercial development that contributes to a dense, mixed-use area with multi-story elements
- The business is a for-profit or non-profit headquartered in Michigan
- The business sells products or services face-to-face and has a physical location in a traditional downtown
- The business will have, or intends to have, control over the site for which they are applying prior to Match on Main application (proof of lease may be required)
- The business must be able to meet the ten percent (10%) cash match required as part of this program

Ineligible Businesses:

- Franchises
- Businesses located in strip malls
- “Big box” retailers
- Marijuana, CBD, or tobacco-related business

Eligible Uses of Grant Funds:

Grant funds may be used by the business for expenses related to technical assistance, interior building renovation, permanent or semi-permanent activation of an outdoor space, or for general marketing, technology, operational changes, or inventory expenses related to retail goods. Additional needs identified by the business and supported by the local community will also be considered. Expenses incurred must be paid by the business to an independent third party.

Key Dates:

- Application window will open Monday, Jan. 20, 2025, to submit your application to the City of Hillsdale's Economic Development Office.
- All applications must be submitted to the City of Hillsdale's Economic Development Office by 5 p.m. on Friday, March 7, 2025. Any application submitted after that time will not be accepted.
- The City of Hillsdale Economic Development Corporation will review and select the recommended application(s), which city staff must submit to the MEDC no later than Monday, April 7, 2025.
- The MEDC will notify applicants of the status of their grant applications on Thursday, June 26, 2025.
- Grant Agreements will be executed September 2025.

Application Process:

Step 1: Interested businesses should first review the [Match on Main Program User Guide](#), and then complete a [Local Business Worksheet](#), and submit the worksheet to the City of Hillsdale's Economic Development Office (may be sent by email to econdev@cityofhillsdale.org or delivered in person), no later than 5 p.m. Friday, March 7, 2025.

Step 2: The City of Hillsdale Economic Development Corporation, either by committee of the whole, or its Business Review Committee, will evaluate the worksheets to determine which business(es) will be included in the overall application to the MEDC. *Please note: Submitting a business application does not guarantee inclusion in the City of Hillsdale's grant application. The City can select up to two eligible local businesses to put forward for consideration for this grant award.*

Step 3: The City of Hillsdale will submit grant application(s) for review and consideration by the MEDC by Monday, April 7, 2025. Awardees will be announced by the MEDC on Thursday, June 26, 2025.

Learn more about the Match on Main program here: <https://www.miplace.org/small-business/match-on-main/>

This is a valuable opportunity to apply for financial assistance for your local business, so interested parties should act quickly to apply before the deadline. Feel free to contact me at sfry@cityofhillsdale.org or 517-437-6426 if you have any questions. Let's do something great together!

Sincerely,

Sam Fry
Marketing and Economic Development Coordinator
City of Hillsdale
(517) 437-6426



CITY OF HILLSDALE
DEPARTMENT OF PUBLIC SERVICES
149 WATERWORKS AVENUE
HILLSDALE, MI 49242

(517) 437-6490 – Fax (517) 437-6496

Announcement

Spring 2025, Cemetery Clean-up Oak Grove & Lakeview Cemeteries

The annual spring cleanup of Lakeview and Oak Grove Cemeteries within the City of Hillsdale is scheduled to begin on Monday, March 17, 2025.

Seasonal and/or temporary decorations, grave blankets, loose items or any item determined by the City to be in poor condition will be discarded.

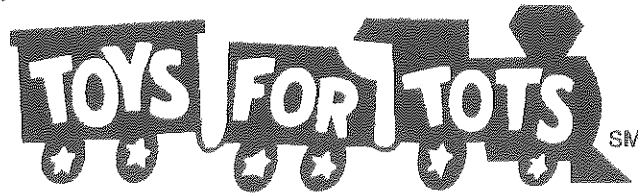
As a precaution, please remove items for safekeeping on or before Sunday, March 16, 2025.

New or returning items can be placed in either Lakeview or Oak Grove cemetery on or after Saturday, March 29, 2025.

For more information, please contact the Department of Public Services @ 517-437-6490



MARINE CORPS RESERVE



January 6, 2025

Hillsdale City Hall
97 North Broad Street
Hillsdale, Michigan 49242

Dear Toys for Tots Partner,

I would like to take this opportunity to thank you for your support of the 2024 Hillsdale County Toys for Tots Campaign. Your support, and willingness to partner with us, is deeply appreciated and made a big impact on our community. It is because of partners like you that every child in our community has a gift to open on Christmas morning. For the 2024 campaign we distributed over 7,000 toys, books, puzzles, games, and stocking stuffers to 751 children!

To view photos from the 2024 campaign, and to stay informed about the upcoming 2025 campaign, please like and follow us on Facebook at *Toys for Tots Hillsdale County, Michigan*. Thank you again and I look forward to the opportunity to partner together in 2025. I wish you a happy, healthy, and blessed New Year!

With sincere appreciation,

Pamela E. Bognar, Coordinator
Marine Corps Toys for Tots - Hillsdale County
7231 S. Tripp Road
Osseo, MI 49266
517-398-3851
toysfortots.hillsdale@gmail.com
Facebook: *Toys for Tots Hillsdale County, Michigan*

<https://www.dhs.gov/blue-campaign/what-human-trafficking>

please use the reference links provided to continue your own research

What Is Human Trafficking?

Human trafficking involves the use of force, fraud, or coercion to obtain some type of labor or commercial sex act. Every year, millions of men, women, and children are trafficked worldwide – including right here in the United States. It can happen in any community and victims can be any age, race, gender, or nationality. Traffickers might use the following methods to lure victims into trafficking situations:

- Violence
- Manipulation
- False promises of well-paying jobs
- Romantic relationships

Language barriers, fear of their traffickers, and/or fear of law enforcement frequently keep victims from seeking help, making human trafficking a hidden crime.

Traffickers look for people who are easy targets for a variety of reasons, including:

- Psychological or emotional vulnerability
- Economic hardship
- Lack of a social safety net
- Natural disasters
- Political instability

The trauma caused by the traffickers can be so great that many may not identify themselves as victims or ask for help, even in highly public settings.

Many [myths and misconceptions](#) exist. Recognizing key [indicators](#) of human trafficking is the first step in identifying victims and can help [save a life](#). Not all indicators listed are present in every human trafficking situation, and the presence or absence of any of the indicators is not necessarily proof of human trafficking.

The safety of the public as well as the victim is important. Do not attempt to confront a suspected trafficker directly or alert a victim to any suspicions. It is up to law enforcement to investigate suspected cases of human trafficking.

<https://www.dhs.gov/blue-campaign/indicators-human-trafficking>

please use the reference links provided to continue your own research

Indicators of Human Trafficking

Recognizing key indicators of human trafficking is the first step in identifying victims and can help save a life. Here are some common indicators to help recognize human trafficking. You can also download or order the Blue Campaign [indicator card](#), which is a small plastic card that lists common signs of trafficking and how to report the crime.

- Does the person appear disconnected from family, friends, community organizations, or houses of worship?
- Has a child stopped attending school?
- Has the person had a sudden or dramatic change in behavior?
- Is a juvenile engaged in commercial sex acts?
- Is the person disoriented or confused, or showing signs of mental or physical abuse?
- Does the person have bruises in various stages of healing?
- Is the person fearful, timid, or submissive?
- Does the person show signs of having been denied food, water, sleep, or medical care?
- Is the person often in the company of someone to whom he or she defers? Or someone who seems to be in control of the situation, e.g., where they go or who they talk to?
- Does the person appear to be coached on what to say?
- Is the person living in unsuitable conditions?
- Does the person lack personal possessions and appear not to have a stable living situation?
- Does the person have freedom of movement? Can the person freely leave where they live? Are there unreasonable security measures?

Not all indicators listed above are present in every human trafficking situation, and the presence or absence of any of the indicators is not necessarily proof of human trafficking.

<https://www.dhs.gov/blue-campaign/myths-and-misconceptions>

please use the reference links provided to continue your own research

Myth: Human Trafficking does not occur in the United State, it only happens in other countries.

Fact: Human trafficking exists in every country, including the United States. It exists nationwide—in cities, suburbs, and rural towns—and possibly in your own community.

Myth: Human trafficking victims are only foreign-born individuals and those who are poor.

Fact: Human trafficking victims can be any age, race, gender, or nationality. They may come from any socioeconomic group. A socioeconomic group is the social standing or class of an individual or group. It is often measured as a combination of education, income and occupation.

Myth: Human trafficking is only sex trafficking.

Fact: Sex trafficking exists, but it is not the only type of human trafficking. Forced labor is another type of human trafficking; both involve exploitation of people. Victims are found in legitimate and illegitimate labor industries, including sweatshops, massage parlors, agriculture, restaurants, hotels, and domestic service.

Myth: individuals must be forced or coerced into commercial sex acts to be victims of human trafficking.

Fact: Under U.S. federal law, any minor under the age of 18 who is induced to perform commercial sex acts is a victim of human trafficking, regardless of whether he or she is forced or coerced.

Myth: Human trafficking victims will attempt to seek help when in public.

Fact: Human trafficking is often a hidden crime. Victims may be afraid to come forward and get help; they may be forced or coerced through threats or violence; they may fear retribution from traffickers, including danger to their families; and they may not be in possession of or have control of their identification documents.

Why should this matter to Hillsdale, MI.

According to the State of Michigan Attorney General Dana Nessel,

“Human trafficking continues to plague the most vulnerable among us. Using control and submission, traffickers exploit their victims, subjecting them to sexual, physical and emotional abuse. To prevent these crimes, it remains incumbent on all of us to know the signs, review the resources and report trafficking when we suspect it.”

A vulnerable population is a group of people who face more challenges in life and may need extra support to stay safe, healthy and secure. This could be because of things like poverty, age, disability, health struggles, or not having access to basic needs.

<https://humantraffickingfront.org/human-trafficking-in-michigan/>

Human trafficking is the second largest and fastest growing criminal industry in the world today -- Second only to drug trafficking. Human trafficking worth an estimated \$150 billion.

One of the fastest-growing criminal activities across the globe, human trafficking generates revenue through the trade and selling of human victims.

This pervasive criminal activity has become an issue in Michigan, as well.

Some have noted that it is an especially big crisis in Western Michigan.

In response, the state has implemented a number of measures to eliminate this heinous practice.

Human trafficking in Michigan involves both sex and labor trafficking of both US and foreign nationals.

There are several reasons that Michigan may be attractive to human traffickers.

Agricultural Industry: Michigan’s large agricultural industry attracts many immigrant laborers.

Perpetrators take advantage of this to exploit laborers and subject them to labor trafficking.

A Significant Percentage of the Population Has High-Risk Vulnerabilities: It is estimated that 25% of children experience homelessness every year in Michigan, according to 2014 data from the National Center on Family Homelessness.

Homelessness and poverty are pathways for entering kids into trafficking.

In some cases, these minors will engage in what is known as “survival sex” to get basic necessities such as food and shelter, as also discussed by the Michigan Department of Health & Human Services’ website.

In addition, from the 129,000 unauthorized immigrants in Michigan, 61,000 (47%) are at or above 200% of the poverty level, as indicated by data from the Migration Policy Institute.

Proximity to Borders: The closeness to Canada might facilitate trafficking as victims can be easily transported from there to the United States.

In fact, Detroit (via Toronto) was identified as an arrival gateway to the United States of Korean sexually exploited minors (Richard J. Estes & Neil Alan Weiner, University of Pennsylvania).

Similarly, Canada has been identified as a transit destination country, particularly of South Korean females, en route to the United States, as mentioned in the 2009 U.S. Department of State Trafficking in Persons Report.

Moreover, Michigan's proximity to surrounding states, for example, [Ohio to the East](#), that ranks sixth in the nation, according to 2020 data from the National Human Trafficking Hotline (310 human trafficking cases have been reported), place it in a strategic position to transport victims across state lines.

Statistics

The National Human Trafficking Hotline tracks important data regarding the state of human trafficking across the country, including Michigan.

Michigan ranks seventh in the nation in the number of cases reported by state to the hotline.

Overall, since 2007, the total number of calls has reached 7,439, with a total of 2,165 cases reported.

During this time, 2,923 moderate-risk victims were found, with 2,013 of them being high-risk.

2020 data shows 295 cases reported and also revealed the following information:

- High indicator victims: 156
- Moderate indicator victims: 331
- Victims exclusively in sex trafficking: 238
- Victims exclusively in labor trafficking: 16
- Victims involved in both sex and labor trafficking: 8
- Female victims: 264
- Male victims: 28
- Adult victims: 215
- Minor victims: 67
- Most common venue for sex trafficking: residence-based commercial sex (30)
- Top venue for labor trafficking: restaurants/food service (3)

These statistics should be a major incentive to establish a fully functional shelter. Offering a safe place for vulnerable people to get help and resources they so desperately need.

City of Hillsdale

Agenda Item Summary

Meeting Date: January 21, 2025

Agenda Item: Old Business

SUBJECT: Mayoral Vacancy Election

BACKGROUND PROVIDED BY: David Mackie, City Manager

City Charter Section 5.4(b) states, “Mid-term vacancies in the offices of mayor and council member shall continue to be filled for the unexpired portion of the term by election at the next regular state election.” Additionally, Section 641(1) of the Michigan Election Law [MCL 168.641(1)] provides that: “(1) Except as otherwise provided in this section, an election held under this act shall be held on 1 of the following regular election dates: (a) The May regular election date, which is the first Tuesday after the first Monday in May. (b) The August regular election date, which is the first Tuesday after the first Monday in August. (c) The November regular election date, which is the first Tuesday after the first Monday in November.”

The next regular state election is on May 6, 2025, as confirmed by correspondence between the County Clerk and Secretary of State’s office. This would have required the Council to approve an election at their January 6th meeting, which did not occur. The next regular state election is August 5, 2025. Candidates running for mayor will need to have nominating petitions turned into the City Clerk no later than April 22, 2025, at 4:00 pm. The cost to the city for each election is approximately \$6,000, unless another jurisdiction has an item to be placed on the ballot, in which case there would be a cost split. After discussing the matter with the City Attorney and City Clerk it’s believed that the following meets the intent of Charter Section 5.4(b):

Set the general election for August 5th and if a primary election is needed, that election would be held on August 5th and the general election would be held on November 4th.

RECOMMENDATION:

City Council discuss the subject and approve the City Clerk and City Attorney to prepare for an August mayoral election and possible November election if more than two candidates qualify for the August ballot.

City of Hillsdale

Agenda Item Summary

Meeting Date: **January 21, 2025**

Agenda Item: **Old Business**

SUBJECT: **Airport Hangar Repair**

BACKGROUND PROVIDED BY: David Mackie, City Manager

In an effort to move the Airport towards self-sufficiency, at the encouragement of City Council, the Airport's staff prepared a detailed budget to repair all the remaining hangars and existing terminal at the Airport. Like the successful renovation of Corp. Hangar #2, previously approved by the City Council, the work would be handled by Airport staff for a not-to-exceed amount of \$105,000 from the Capital Improvement Fund - Facilities Improvement (401-900-000-975.044). The repairs will allow the Airport to increase rents and provide for an 8 year payback period per Option #2 in the attached spreadsheets. Upon completion of the repairs and increasing of the rents the Airport will continue to reduce its' dependence on the General Fund.

Additionally attached are Airport Revenue Projections, the Airport's General Fund Revenue and Expenditure Report from 2016 to 2025, the Airport Improvement Fund Revenue and Expenditure Report for 2016 to 2025 and the Airport's Capital Improvement Plan as on file with MDOT Aero. The reports demonstrate that we can reduce the Airport's reliance on the General Fund by \$50,000 starting with the 2025/26 budget. Further reductions will be dependent on additional revenue streams.

The Public Services Committee met on January 14th and recommended the full Council consider the project.

RECOMMENDATION:

City Council approve the remaining repairs to the Airport's hangars and existing terminal from the Capital Improvement Fund - Facilities Improvement (401-900-000-975.044) for an amount not to exceed \$105,000.

Tee Hangars 4-18 (3 Buildings) doors/headers/bottom boards/vents/paint/track/dollies

Hangar Doors

Description	Qty	Price Each	Total
2 x 6 x 12	360	\$16.58	\$5,968.80
Tin	15	\$600.00	\$9,000.00
Tin Shipping	5	\$300.00	\$1,500.00
Screws	1	\$400.00	\$400.00
nails	1	\$200.00	\$200.00
Plates	360	\$2.50	\$900.00
Door Latches	30	\$21.47	\$644.10
Door Hooks	30	\$2.18	\$65.40
Door Handles	30	\$5.92	\$177.60
Misc,	1	\$2,000.00	\$2,000.00
		Total	\$20,855.90

Headers

Description	Qty	Price Each	Total
2 x 12 x 26	62	\$25.00	\$1,550.00
Fasteners	1	\$200.00	\$200.00
Double Railing	139	\$150.00	\$20,850.00
Track cover	114	\$25.00	\$2,850.00
Dollies Track	120	\$60.00	\$7,200.00
Misc.	1	\$1,000.00	\$1,000.00
		Total	\$33,650.00

Bottom Boards

Description	Qty	Price Each	Total
2 x 8 x 12	60	\$20.00	\$1,200.00
4 x 4 x 8	30	\$20.18	\$605.40
fasteners/concrete	1	\$200.00	\$200.00
Brackets/4 x 4 x 8	30	\$20.18	\$605.40
		Total	\$2,610.80

End Vents

Description	Qty	Price Each	Total
14 x 24	6	\$15.98	\$95.88
Misc			\$200.00
		Total	\$295.88

Paint

Description	Qty	Price Each	Total
5 gallons	3	\$125.00	\$375.00
		Total	\$375.00

Grand Total for T-Hanagars 4-18 \$57,787.58

Tee Hangars 1-3/Maint/Old Terminal doors/headers/bottom boards/vents/paint/track/dollies

Description	Qty	Price Each	Total
2 x 6 x 12	72	\$16.58	\$1,193.76
Tin	4	\$650.00	\$2,600.00
Tin Shipping	4	\$350.00	\$1,400.00
Screws	1	\$400.00	\$400.00
nails	1	\$150.00	\$150.00
Plates	72	\$2.50	\$180.00
Door Latches	12	\$30.00	\$360.00
Door Hooks	12	\$2.18	\$26.16
Door Handles	12	\$5.92	\$71.04
Misc,	1	\$2,500.00	\$2,500.00
Replace Face Plate Board	30	\$22.58	\$677.40
Paint out Side	5	\$25.00	\$125.00
		Total	\$9,683.36

Headers

Description	Qty	Price Each	Total
2 x 12 x 26	64	\$25.00	\$1,600.00
Fasteners	1	\$300.00	\$300.00
Double Railing	27	\$150.00	\$4,050.00
Track cover	21	\$25.00	\$525.00
Dollies Track	24	\$60.00	\$1,440.00
Misc.	1	\$3,000.00	\$3,000.00
		Total	\$10,915.00

Bottom Boards

Description	Qty	Price Each	Total
2 x 8 x 12	24	\$16.58	\$397.92
4 x 4 x 8	6	\$20.18	\$121.08
fasteners/concrete	1	\$100.00	\$100.00
Brackets/4 x 4 x 8	6	\$20.18	\$121.08
		Total	\$740.08

Misc.

Gutters	26	\$28.99	\$753.74
Down spouts	12	\$16.48	\$197.76
straps	24	\$1.00	\$24.00
Gutter fasteners	42	\$1.44	\$60.48
Elbows	36	\$5.23	\$188.28
End caps	10	\$3.49	\$34.90
Gutter downs	10	\$9.43	\$94.30
		Total	\$1,353.46

Paint

Description	Qty	Price Each	Total
5 gallons	5	\$125.00	\$625.00
		Total	\$625.00

Grand Total For 1-3 T -Hangars and Maint Hangar \$23,316.90

Grand Total for all T Hangar/ Maint. and Terminal \$81,104.48

Corp. #1 Hangar doors/headers/bottom boards/vents/paint/track/dollies

Hangar Doors

Description	Cost
6" x 6" x 24' Treated /Ground Contact/Menards/\$143.79 ea	\$287.58
2x8x24' treated 4 @ 24' @ \$106.89/Menards	\$427.56
1/2" x 3" galv. Hex head 1 pgk is 7 pcs at \$4.08/ 4 pgks/menards	\$16.32
1/2" x 4" galv. Hex Head 1pgk is 5 at 4.08/ 5 pgk/menards	\$22.90
1/2 washers zinc 1 pgk is 18 pcs/ \$1.68 ea/menards	\$5.67
Door Sweep 5 " brush Online NSCD North Door/ 28 @ \$22.28	\$623.84
bpu Install Post	
Lifts 2@4day	\$2,000.00
Hanger w/ bolts 8@ \$167.62/McMasters	\$1,340.96
1/2" -13 x 10" galv. Bolt 2@ \$4.08/ 2 pack	\$9.16
1/2"- 13 nut 2@ \$1.38	\$6.20
Install Gutters	\$1,144.28
Paint OutSide	405
Total	\$6,289.47

Grand Total Materials for Corp.#1/T-Hangar 1-18/Old Terminal/Maint. Hangar	\$87,393.95
Laborer Wages 7 months x \$15.	\$16,800.00
Grand Total Cost for Hangars doing work inhouse	\$104,193.95

Corp. #1 Hangar Door Replacement/Paint/Gutters

Purchase/Install Powerlift Hydraulic Door	\$42,377.74
Siccor Lift 2 x 2 days	\$1,000.00
oil	\$250.00
220v Provide at Door	\$2,000.00
Removal of Old Door and prep opening	\$1,500.00
Prep Door Opening for Door/Frame	\$5,000.00
Trim off Door after installed	\$2,000.00
Install LED Lighting	\$2,837.00
Paint OutSide (inhouse Price)	\$405.00
Paint Inside (Inhouse Price)	\$405.00
Gutters (inhouse Price)	\$1,144.28
Total	\$58,919.02

Payback Calculations

Description	Total Cost	# of Years Payback Corp. Option (only)	# of Years Payback Corp. Option Revenue Only (only)	# of Years Payback Option #1 Revenue Increase only	# of Years Payback Option #2 Revenue Increase only	# of Years Payback Option #2 Revenue Increase only
Cost of All Repairing 18 T Hangars Building/Maint Hangar/Old Terminal Building- Done In-House	\$104,193.95			1.70	4.13	2.12
Replace All Door						
Replace All Door Tracks						
Replace All Latches, Hooks and Handles on Doors						
Replace all Door Dollies						
Replace All Bottom Boards and Support Post in Ground						
Replace End Vents						
Extra Labor of Person to Help w/Work						
Cost of Installing a Power Lift Door w/ Contractor	\$58,919.02	6.14	24.55			
Siccor Lift Rental						
Hyd. Oil						
Electric Work						
Removal of Old Door						
Prep Door Opening for New Door						
Trim Work after Door Installed						
LED Lights						
Paint Outside (Inhouse Labor)						
Paint Inside (Inhouse Labor)						
Install Gutters (Inhouse) Labor						

Corp. Option

Monthly Revenue Increase on Corp. # 1 Hangar	\$200.00
Monthly Revenue Total on Hangar	\$800.00
Total Revenue for Year	\$9,600.00

Option #1

Monthly Revenue Increased on T Hangars	\$100.00
Monthly Total Revenue Per T Hangars	\$200.00
Monthly Revenue on All T Hangars	\$3,600.00
Monthly Revenue Increase on Corp. # 1 Hangar	\$300.00
Monthly Revenue Total on Hangar	\$900.00
Monthly Increase in Revenue from All Air Craft Hangars minus Maint. Hangar	\$2,100.00
Monthly Total Revenue from All Air Craft Hangars minus Maint. Hangar	\$4,500.00
Monthly Revenue for Maint. Hangar	\$600.00
Monthly Revenue Total For All Hangar Rentals	\$5,100.00
Yearly Revenue Increase for all Hangars	\$25,200.00
Yearly Revenue For All Hangars and Maint.	\$61,200.00

Option #2

Monthly Revenue Increased on T Hangars	\$50.00
Monthly Total Revenue Per T Hangars	\$150.00
Monthly Revenue on All T Hangars	\$2,700.00
Monthly Revenue Increase on Corp. # 1 Hangar	\$200.00
Monthly Revenue Total on Hangar	\$800.00
Monthly Increase in Revenue from All Air Craft Hangars minus Maint. Hangar	\$1,100.00
Monthly Total Revenue from All Air Craft Hangars minus Maint. Hangar	\$3,500.00
Monthly Revenue for Maint. Hangar	\$600.00
Monthly Revenue Total For All Hangar Rentals and Maint	\$4,100.00
Yearly Revenue Increase for all Hangars	\$13,200.00
Yearly Total Revenue For All Hangars and Maint.	\$49,200.00

Airport Revenue Projections

	Balance		Balance
Airport Improvement (Fund 481)	\$ 291,646	Airport Annual Operations (25-26)	\$ (160,000)
Terminal Furnishing (donation)	\$ (20,000)	NET REVENUE (Fund 481)	\$ 170,136
Terminal & Parking Lot Completion	\$ (115,000)	Operating Surplus	\$ 10,136
Balance	<u>\$ 156,646</u>	General Fund Contribution	<u>\$100,000</u>
ANNUAL REVENUE (Fund 481)		Total Net Revenue	\$ 110,136
Interest	\$ 6,500	Airport Improvement Balance (Fund 481)	\$ 266,782
Fuel Sales	\$ 200,713	Airport Annual Operations (26-27)	\$ (164,800) *3% increase
Contract Fuel	\$ 71,599	NET REVENUE (Fund 481)	\$ 175,240 *3% increase
Facility Usage	\$ 12,228	Operating Surplus	\$ 10,440.08
Rent Farm Ground	\$ 28,686		
Rent Hangars (w/ increase)	<u>\$ 52,425</u>	General Fund Contribution	<u>\$ 100,000</u>
Revenue Total	\$ 372,151	Total Net Revenue	\$ 110,440.08
ANNUAL EXPENSES (Fund 481)		Airport Improvement Balance (Fund 481)	\$ 377,222
Repairs & Maintenance	\$ (5,000)	ACIP Projects to 2029	<u>\$ (204,910)</u>
Bank Fees	\$ (200)	Airport Improvement Balance (Fund 481)	\$ 172,312
Fuel - Aviation	\$ (180,000)		
Contractual Services	\$ (13,515)		
Administration	<u>\$ (3,300)</u>		
Expense Total	\$ (202,015)		
NET REVENUE (Fund 481)	\$ 170,136		

*If the Airport finds additional revenue streams the General Fund contribution can continue to be reduced.

Hillsdale Municipal Airport
 AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) FY2024 to 2032
 September 19, 2024

Avail AIP Avail AIG
 Entitlements Entitlements

Dev. Year	Project Description	State Apportionment	Entitlements	BIL AIG	BIL ATP	State	Local	Total	Comments
2025	Cosntruct Non-Revenue Generating Parking Lot - Phase 1 (West)			\$ 336,000		\$ 18,666	\$ 48,234	\$ 402,900	BIL AIG Funded
	Cosntruct Non-Revenue Generating Parking Lot - Phase 2 (East)		\$ 348,390			\$ 19,355	\$ 19,355	\$ 387,100	NPE Funded
	Total	\$ -	\$ 348,390	\$ 336,000	\$ -	\$ 38,021	\$ 67,589	\$ 790,000	
2026	Extend Taxiway C - Phase 3 (ADG-II; TDG-2A; 1,330'x35') - Design		\$ 121,500			\$ 6,750	\$ 6,750	\$ 135,000	
	Total	\$ -	\$ 121,500	\$ -	\$ -	\$ 6,750	\$ 6,750	\$ 135,000	
2027	Extend Taxiway C - Phase 3 West (ADG-II; TDG-2A; 665'x35') - Construction	\$ 1,114,440	\$ 205,500			\$ 73,330	\$ 73,330	\$ 1,466,600	Funded using BIL AIG
	Extend Taxiway C - Phase 3 East (ADG-II; TDG-2A; 665'x35') - Construction	\$ 1,060,207		\$ 259,733		\$ 73,330	\$ 73,330	\$ 1,466,600	Funded using AIP NPE
	Total	\$ 2,174,647	\$ 205,500	\$ 259,733		\$ 146,660	\$ 146,660	\$ 2,933,200	
2028									
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2029	Update Airport Layout Plan		\$ 300,000			\$ 18,500	\$ 51,500	\$ 370,000	ALP last updated in 2002
	Total	\$ -	\$ 300,000	\$ -	\$ -	\$ 18,500	\$ 51,500	\$ 370,000	
2030									
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2031									
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2032									
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2033									
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Aero PM Concept #	Avail AIP Entitlements	Avail AIG Entitlements	Comments
			AIP starting balance \$354,733 (FY22-24) AIG starting balance \$336,000 (FY22-24)
219031	\$ 354,733	\$ -	Concept submitted to MDOT
217686	\$ 6,343	\$ -	
	\$ 156,343	\$ 113,000	2025 AIP and 2025 AIG
217696	\$ 34,843	\$ 113,000	
	\$ 34,843	\$ 113,000	
	\$ 184,843	\$ 226,000	2026 AIP and 2026 AIG
217697	\$ (20,657)	\$ 226,000	
217695	\$ (20,657)	\$ (33,733)	
	\$ 129,343		2027 AIP
	\$ 129,343		
	\$ 129,343		
	\$ 279,343		2028 AIP
132906	\$ (20,657)		
	\$ (20,657)		
	\$ 129,343		
	\$ 129,343		
	\$ 129,343		
	\$ 279,343		
	\$ 279,343		
	\$ 279,343		
	\$ 429,343		
	\$ 429,343		
	\$ 579,343		
	\$ 579,343		
	\$ 579,343		

01/08/2025

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

Month Ended: June

GL NUMBER	DESCRIPTION	BALANCE AS OF 06/30/2016	BALANCE AS OF 06/30/2017	BALANCE AS OF 06/30/2018	BALANCE AS OF 06/30/2019	BALANCE AS OF 06/30/2020	BALANCE AS OF 06/30/2021	BALANCE AS OF 06/30/2022	BALANCE AS OF 06/30/2023	BALANCE AS OF 06/30/2024	BALANCE AS OF 06/30/2025
Fund 101 - GENERAL FUND											
Expenditures											
Dept 595.000 - AIRPORT											
101-595.000-702.000	WAGES	2,453.95	220.20	42,213.33	57,696.92	59,453.44	56,363.02	64,905.66	79,814.35	89,093.75	21,814.64
101-595.000-702.100	WAGES - PART TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,468.91
101-595.000-703.000	OVERTIME PAY	260.28	0.00	3,524.01	5,033.71	3,956.96	4,672.17	5,159.93	1,737.60	78.75	5,771.25
101-595.000-704.000	SICK TIME PAY	0.00	0.00	298.22	411.25	1,082.24	2,229.38	124.40	206.00	0.00	0.00
101-595.000-705.000	VACATION TIME PAY	0.00	0.00	0.00	263.20	676.40	1,114.68	808.54	306.40	400.00	0.00
101-595.000-706.000	PERSONAL TIME PAY	0.00	0.00	241.80	131.60	676.40	527.16	0.00	0.00	0.00	0.00
101-595.000-710.000	HOLIDAY & OTHER PAY	0.00	0.00	967.20	1,708.20	1,856.08	2,234.69	4,622.93	1,219.66	916.87	583.31
101-595.000-715.000	HEALTH INSURANCE	0.00	0.00	8,750.67	13,559.29	14,336.58	15,829.71	5,574.33	194.88	198.43	112.27
101-595.000-716.000	RETIREMENT	0.00	0.00	1,951.35	3,005.15	2,732.59	2,939.68	3,082.90	3,630.64	4,201.32	2,199.36
101-595.000-717.000	WORKERS' COMPENSATION	6.00	72.00	64.00	1,790.00	469.00	644.00	641.00	530.66	332.04	631.87
101-595.000-720.000	EMPLOYER'S FICA	202.77	16.31	3,523.68	4,857.07	4,979.48	4,886.46	5,712.32	6,363.90	6,911.48	4,251.09
101-595.000-721.000	LIFE & DISABILITY INSURANCE	0.00	0.00	0.00	47.60	192.23	197.88	189.07	223.14	237.00	137.25
101-595.000-725.000	FRINGE BENEFITS - ALLOCATED	608.43	121.99	0.00	127.99	58.56	9.93	110.79	61.13	89.72	6.73
101-595.000-726.000	SUPPLIES	6,703.04	1,990.15	1,309.63	2,280.24	2,653.69	1,785.69	4,297.43	4,623.02	6,385.72	4,883.95
101-595.000-726.050	SUPPLIES - T-SHIRTS	0.00	0.00	0.00	0.00	0.00	0.00	317.50	117.25	0.00	0.00
101-595.000-730.000	VEH./EQUIP. MAINT. SUPPLIES	0.00	0.00	0.00	0.00	0.00	902.94	291.36	0.00	0.00	0.00
101-595.000-740.000	FUEL & LUBRICANTS	36.25	3,113.33	12,984.27	7,214.65	2,741.64	2,752.79	3,184.54	4,914.69	6,094.11	3,252.29
101-595.000-801.000	CONTRACTUAL SERVICES	74,454.77	132,361.81	44,377.80	10,561.65	16,273.63	15,670.18	18,267.83	15,506.55	13,867.05	5,439.73
101-595.000-810.000	DUES & SUBSCRIPTIONS	70.00	200.00	305.00	583.88	105.00	307.00	107.00	(80.00)	360.00	50.00
101-595.000-818.000	INSURANCE	5,564.00	5,626.00	6,271.00	4,416.00	4,849.00	5,444.00	5,604.00	5,663.00	3,956.50	5,390.25
101-595.000-850.000	TELEPHONE	1,831.38	1,810.58	2,021.14	1,819.29	2,365.60	2,603.87	2,424.57	1,140.82	1,161.54	299.44
101-595.000-860.000	TRANSPORTATION & MILEAGE	0.00	0.00	121.28	87.40	82.36	36.62	70.00	0.00	0.00	0.00
101-595.000-920.000	UTILITIES	13,943.87	12,735.06	13,154.35	10,662.66	12,554.44	9,556.48	15,540.25	13,356.37	13,118.99	4,362.41
101-595.000-930.000	REPAIRS & MAINTENANCE	23,746.62	7,843.97	8,048.19	5,285.44	5,091.93	11,400.30	20,495.32	8,360.69	22,330.46	21,695.75
101-595.000-940.000	EQUIPMENT RENTAL	445.53	170.67	0.00	917.82	802.70	10.23	1,528.17	1,517.56	740.45	500.00
101-595.000-955.588	MISC. - CDL LICENSING/TESTING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103.00	0.00	0.00
101-595.000-956.000	TRAINING & SEMINARS	150.00	0.00	0.00	422.09	260.80	0.00	1,278.66	430.62	490.00	504.22
101-595.000-956.200	LODGING & MEALS	0.00	0.00	275.72	31.07	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 595.000 - AIRPORT		130,476.89	166,282.07	150,402.64	132,914.17	138,250.75	142,118.86	164,338.50	149,941.93	170,964.18	109,354.72
TOTAL EXPENDITURES		130,476.89	166,282.07	150,402.64	132,914.17	138,250.75	142,118.86	164,338.50	149,941.93	170,964.18	109,354.72
Fund 101 - GENERAL FUND:											
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		130,476.89	166,282.07	150,402.64	132,914.17	138,250.75	142,118.86	164,338.50	149,941.93	170,964.18	109,354.72
NET OF REVENUES & EXPENDITURES		(130,476.89)	(166,282.07)	(150,402.64)	(132,914.17)	(138,250.75)	(142,118.86)	(164,338.50)	(149,941.93)	(170,964.18)	(109,354.72)

01/08/2025

REVENUE AND EXPENDITURE REPORT FOR CITY OF HILLSDALE

Month Ended: June

GL NUMBER	DESCRIPTION	BALANCE AS OF 06/30/2016	BALANCE AS OF 06/30/2017	BALANCE AS OF 06/30/2018	BALANCE AS OF 06/30/2019	BALANCE AS OF 06/30/2020	BALANCE AS OF 06/30/2021	BALANCE AS OF 06/30/2022	BALANCE AS OF 06/30/2023	BALANCE AS OF 06/30/2024	BALANCE AS OF 06/30/2025
Fund 481 - AIRPORT IMPROVEMENT FUND											
Revenues											
Dept 000.000											
481-000.000-515.000	FEDERAL GRANT - AIRPORT	1,120,924.71	0.00	0.00	0.00	0.00	20,000.00	0.00	250,016.76	77,370.73	0.00
481-000.000-569.000	STATE GRANT	119,277.10	69,406.49	0.00	0.00	0.00	0.00	0.00	5,952.78	2,009.39	0.00
481-000.000-665.000	INTEREST	62.62	8.25	0.00	(2.04)	1,416.32	1,552.36	2,490.51	10,317.30	25,028.98	15,488.09
481-000.000-665.100	INTEREST INCOME-LEASES (GASB 87)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,552.32	799.72	0.00
481-000.000-667.000	RENTS	21,782.00	22,052.00	21,332.00	21,332.00	21,332.00	15,632.00	31,428.00	31,428.00	31,426.00	30,820.98
481-000.000-667.481	RENTS - AIRPORT HANGARS	8,980.56	5,527.50	11,844.18	16,149.61	22,675.00	21,255.00	21,525.00	29,450.00	39,225.00	18,775.00
481-000.000-667.482	RENTS - GROUND LEASE	1,140.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
481-000.000-669.000	CHANGE IN INVESTMENTS	0.00	0.00	0.00	357.72	480.74	(311.44)	(7,540.12)	(1,544.38)	4,045.39	2,986.04
481-000.000-675.000	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	180.00	0.00	0.00
481-000.000-675.006	CONTRIBUTED CAPITAL	0.00	0.00	0.00	0.00	0.00	680,933.00	0.00	0.00	0.00	0.00
481-000.000-687.300	OTHER REFUNDS	0.00	0.00	0.00	0.00	22,963.60	89.03	53.23	293.61	35.90	0.00
481-000.000-687.481	OTHER REFUNDS - USER FEES	0.00	0.00	0.00	1,165.00	1,785.00	3,785.00	7,902.35	7,367.00	0.00	0.00
481-000.000-692.000	OTHER REVENUE	89.14	525.70	0.00	115.00	578.62	60.74	51.26	285.98	167.90	103.35
481-000.000-692.295	OTHER REVENUE - FUEL SALES	37,952.06	15,631.74	96,219.99	133,839.00	60,789.07	60,072.52	128,661.63	180,979.79	200,713.25	134,863.55
481-000.000-692.296	OTHER REVENUE - TAX EXEMPT SALES	0.00	0.00	0.00	49,480.61	71,462.37	72,256.94	59,251.44	79,209.47	71,599.51	34,576.68
481-000.000-692.297	OTHER REVENUE - FACILITY USAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,228.00	13,153.00
481-000.000-699.101	TRANSFER IN - GENERAL FUND	0.00	0.00	160,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		1,310,208.19	113,751.68	289,396.17	222,436.90	180,519.12	898,199.72	263,859.10	595,248.25	464,907.48	250,802.59
TOTAL REVENUES		1,310,208.19	113,751.68	289,396.17	222,436.90	180,519.12	898,199.72	263,859.10	595,248.25	464,907.48	250,802.59
Expenditures											
Dept 175.000 - ADMINISTRATIVE SERVICES											
481-175.000-801.000	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,071.82	217.92	284.10
481-175.000-818.000	INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,741.30	1,940.16
481-175.000-930.000	REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,635.85	1,340.44	8,006.54
481-175.000-960.000	BANK FEES	0.00	0.00	0.00	0.00	0.00	0.00	157.60	187.34	192.12	77.77
Total Dept 175.000 - ADMINISTRATIVE SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	157.60	7,895.01	3,491.78	10,308.57
Dept 900.000 - CAPITAL OUTLAY											
481-900.000-726.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	577.50	0.00	0.00
481-900.000-740.295	FUEL & LUBRICANTS - AVIATION	36,238.97	0.00	82,339.57	140,531.93	78,548.84	111,286.74	148,968.23	197,994.73	186,254.73	99,981.30
481-900.000-801.000	CONTRACTUAL SERVICES	3,139.53	513.73	9,796.62	6,731.33	10,841.86	2,669.10	7,179.19	8,909.81	13,514.55	5,545.49
481-900.000-801.481	CONTRACTUAL SERVICES- AIRPORT AV	2,095.36	3,595.23	2,436.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00
481-900.000-957.000	PROPERTY TAXES	0.00	0.00	0.00	2,704.85	0.00	0.00	0.00	0.00	0.00	0.00
481-900.000-970.000	CAPITAL OUTLAY	0.00	7,000.00	127,000.00	0.00	1,075,372.00	708,000.00	0.00	306,234.48	106,815.29	609,017.90
481-900.000-975.481	AIRPORT RUNWAY PROJECT	1,481,844.90	74,581.94	43,337.32	0.00	(1,162,848.93)	0.00	0.00	0.00	0.00	0.00
481-900.000-991.000	DEBT SERVICE - PRINCIPAL	0.00	8,035.41	91,964.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00
481-900.000-993.000	INTEREST EXPENSE	0.00	3,629.59	4,961.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 900.000 - CAPITAL OUTLAY		1,523,318.76	97,355.90	361,836.22	149,968.11	1,913.77	821,955.84	156,147.42	513,716.52	306,584.57	714,544.69
TOTAL EXPENDITURES		1,523,318.76	97,355.90	361,836.22	149,968.11	1,913.77	821,955.84	156,305.02	521,611.53	310,076.35	724,853.26
Fund 481 - AIRPORT IMPROVEMENT FUND:											
TOTAL REVENUES		1,310,208.19	113,751.68	289,396.17	222,436.90	180,519.12	898,199.72	263,859.10	595,248.25	464,907.48	250,802.59
TOTAL EXPENDITURES		1,523,318.76	97,355.90	361,836.22	149,968.11	1,913.77	821,955.84	156,305.02	521,611.53	310,076.35	724,853.26
NET OF REVENUES & EXPENDITURES		(213,110.57)	16,395.78	(72,440.05)	72,468.79	178,605.35	76,243.88	107,554.08	73,636.72	154,831.13	(474,050.67)

City of Hillsdale

Agenda Item Summary

Meeting Date: January 21, 2024

Agenda Item #: New Business

SUBJECT: Vested Risk Strategies Insurance Services Agreement

BACKGROUND PROVIDED BY STAFF: David Mackie, City Manager

PROJECT BACKGROUND:

The City separated the payment of Vested Risk Strategies' services from that of the actual insurance premiums. The agreement is for one year. Attached is their agreement for 2025, which needs to be approved by City Council. The amount, \$50,000, is the same as the last three years.

RECOMMENDATION:

City Council approve the Insurance Services Agreement with Vested Risk Strategies in the amount of \$50,000 for the 2025 calendar year.

INSURANCE SERVICES AGREEMENT

THIS AGREEMENT is made as February 1st, 2025 by and between VESTED RISK STRATEGIES, INC. ("Consultant") and City of Hillsdale &/or Board of Public Utilities ("Client").

WHEREAS, Consultant has certain skills and abilities that may be useful to Client from time to time in the insurance and risk management industry;

WHEREAS, Consultant is an independent contractor willing to provide services to Client for the period contemplated in this Agreement;

WHEREAS, Consultant has advised Client of its willingness, ability and desire to provide advisory services to Client on a regular, but non-exclusive basis;

WHEREAS, Client is desirous of engaging Consultant to provide advisory services to Client on the terms set forth herein.

NOW THEREFORE, in consideration of the foregoing recitals and the terms, conditions and covenants contained herein, it is hereby agreed as follows:

I. APPOINTMENT

- a. Client hereby engages Consultant as an independent contractor for the sole purpose of performing the Services as described in Article III of this Agreement and Consultant accepts such appointment and agrees to perform the Services.
- b. Consultant is and shall remain an independent contractor with respect to its performance and obligations hereunder and shall have no power to act on behalf of or bind Client.

II. TERM OF AGREEMENT

- a. Subject to the terms of this section, this Agreement shall have a term of one (1) year starting as of the date first written above.
- b. This Agreement shall terminate automatically if Client becomes subject to mandatory ineligibility to contract with Consultant under applicable laws and regulations.

III. CONSULTANT DUTIES

- a. Consultant's duties under this Agreement are to provide, at the request of Client, non-exclusive, independent advisory and consulting services to Client for the purposes of assistance in the procurement and placement of Client's property & casualty insurance needs with appropriate insurers and/or performance based insurance options as outlined in Exhibit A.
- b. Consultant shall serve with objectivity and complete loyalty solely the insurance interests of Client and shall render to Client such information, counsel, and service as within the

BE CERTAIN.



- knowledge, understanding, and opinion, in good faith of the Consultant, best serves the Client's insurance needs and interests.
- c. Services are limited to an advisory capacity only and represent the opinion(s) and suggestion(s) of Consultant. Notwithstanding the Services being provided by Consultant, Services shall not be construed, in any way, shape or form, as decisions on the part, or in behalf, of Client.
 - d. Client hereby specifically states and agrees that all decisions related to Client's business, operations, personal affairs, and any and all other matters discussed between Client and Consultant, are deemed to have been made and shall be made by Client in its sole and absolute discretion.
 - e. Client hereby specifically states and understands that Consultant is not an attorney, a certified public accountant or a certified financial planner, and that no representations or warranties to that effect have been made by Consultant. Client hereby assumes the sole responsibility for the legality of any and all decisions made, whether or not at the suggestion of Consultant.
 - f. Notwithstanding the above, failure to Consultant with and/or implement the suggestion(s) of Consultant shall not be deemed cause for non-payment of Services.
 - g. A consulting agreement must be retained by the agent for not less than two (2) years after completion of the services.
- IV. **CONSULTANT'S COMPENSATION.** For all services rendered by the Consultant under this Agreement, Client shall pay the Consultant the fees identified on Exhibit A attached hereto and made a part hereof.
- V. **INDEMNIFICATION.** Client agrees to indemnify and hold harmless Consultant and all of its officer, directors and employees ("Indemnities") against any and all costs, losses, liabilities, expenses (including reasonable attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred in connection with third party claims against any Indemnity, which result (i) from any act or omission constituting negligence, willful misconduct or breach of fiduciary duty by an officer, director or employee of Client in connection with this Agreement, or (ii) in connection with the Services rendered by the Consultant hereunder.
- VI. **CONFIDENTIALITY.** Consultant shall receive and have access to information that is considered proprietary and confidential to Customer. Both during and after the term of this Agreement, Consultant agrees to preserve and protect the confidential nature of this information without Customer's written consent. Confidential and proprietary information shall include, but not be limited to, any information pertaining to materials, contributors, practices, processes, systems, products, projects, financial condition or business of Customer, but does not include any information that has become publicly available other than by reason of Consultant's failure to comply with this Agreement.
- VII. **REPRESENTATIONS, WARRANTIES AND COVENANTS**

BE CERTAIN.



- a. Each of the parties hereto warrants and represents that it has the authority, corporate and otherwise, to enter into this Agreement and perform in accordance with the terms thereof.
- b. Client acknowledges and agrees that Consultant shall be providing Services hereunder based upon information provided to Consultant by Client. Client warrants and represents said information is true and correct. Client agrees to indemnify Consultant for any breach of the foregoing warranty or representation.

VIII. MISCELLANEOUS PROVISIONS

- a. Neither Client nor Consultant may assign or transfer this Agreement or any rights or benefits under this Agreement to any person or entity without the prior written approval of the other party.
- b. The rights and remedies provided in this Agreement are cumulative and not exclusive and are in addition to any other rights and remedies the parties may have at law or otherwise.
- c. Neither party's waiver of the other's breach of any term, covenant or condition contained in this Agreement shall be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition in this Agreement.
- d. The headings appearing in this Agreement are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of any article or section of this Agreement. The covenants contained in or liabilities accrued under this Agreement which, by their terms, require their performance after the expiration or termination of this Agreement shall be enforceable notwithstanding the expiration or other termination of this Agreement.
- e. This Agreement shall be governed by and construed in accordance with the laws of the state of Michigan.
- f. If any provision of this Agreement shall be determined to be invalid or unenforceable, the remaining provisions of this Agreement shall not be affected thereby, and every provision of this Agreement shall remain in full force and effect and enforceable to the fullest extent permitted by law.
- g. Time is of the essence in the performance of the duties under this Agreement.
- h. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- i. This Agreement, and the materials incorporated herein by reference, constitute the entire agreement between the parties. There are not promises or other agreements, oral or written, express or implied, between the parties other than as set forth in this Agreement. No change or modification of, or waiver under this Agreement shall be valid unless it is in writing and signed by duly authorized representatives of Client and Consultant.

BE CERTAIN.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date first written above.

Vested Risk Strategies, Inc.

City of Hillsdale &/or Board of Public Utilities

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

MI LIC # _____

BE CERTAIN.

EXHIBIT A – SCOPE OF WORK

Fee for Services: \$50,000

Scope of Services

1. Review and assist City in the update of all property values using fixed asset lists and other sources of information as requested by insurance carrier for purposes of renewal.
2. Review and assist City in the update of underwriting information for use by insurance carrier for purposes of quotation.
3. Review quotations submitted for accuracy, quality of coverage and premium competitiveness.
4. Prepare summary of quotations and make recommendations on placement.
5. Place coverage with selected carriers and negotiate any desired changes in premiums, rates, forms, terms and conditions of such coverage.
6. Check invoices, binders, policies, endorsements, etc. for accuracy and order changes and/or corrections as needed.
7. Coordinate, analyze and review loss prevention activity of the insurance carriers.
8. Coordinate, analyze and review appraisals of insurable values by insurance carriers and/or updates of values from department heads and other sources.
9. Meet and discuss insurance policies, loss prevention recommendations, appraisal updates of insurable values and client's needs with insurance carriers.
10. Review leases, contracts, construction documents, etc. as requested by the client as they relate to property and/or boiler machinery insurance needs.
11. Provide annual written survey/summary of all insurance policies, including listing of carriers, dates, premiums and coverages.
12. Provide premium breakdowns as needed of annual premium costs and interact with department heads and other city personnel to determine proper values by department.
13. Attend meetings with client and/or insurance carriers as may be necessary to perform the above services.
14. Provide ongoing advice, assistance and recommendations with respect to client's insurance needs.

BE CERTAIN.

City of Hillsdale

Agenda Item Summary

Meeting Date: January 21, 2025

Agenda Item #: New Business Agenda

SUBJECT: Property and Casualty Insurance

BACKGROUND PROVIDED BY STAFF: David Mackie, City Manager

PROJECT BACKGROUND:

Attached is a summary from Vested Risk Strategies for the renewal of our property and casualty insurance from Travelers for February 1, 2025 to February 1, 2026. Travelers is our current insurance carrier and their proposal is for a 4.44% premium increase, which totals \$358,299 vs our current year's premiums of \$340,934. The proposed increase is positive given commercial insurance rates raised over 6% in the third quarter of 2024 (see attachment). Together with our Advisor Compensation the total for our 2025-26 insurance would be \$408,299.

RECOMMENDATION:

City Council approve Travelers' Option 1 proposal for property and casualty insurance from February 1, 2025 to February 1, 2026 in the amount of \$358,299.

INSURANCE SUMMARY

Prepared For



PRESENTED BY:

VESTED RISK STRATEGIES

Christopher Sumnar

Date: January 15, 2025

This presentation is designed to give you an overview of the insurance coverages carried by your company. It is meant only as a general understanding of your insurance program and should not be construed as a legal interpretation of the insurance policies. Please refer to your specific insurance contracts for details on coverages, conditions, and exclusions.

EXECUTIVE SUMMARY

A summary of the current insurance marketplace is attached. Property coverage continues to be the most challenging line of coverage. Vested Risk negotiated a rate adjustment not to exceed five percent which is considered a flat renewal in the current environment. Overall, renewal premiums are up under four and half percent.

Property

Insurable values are up approximately three percent. In conjunction with the rate change, the result is a seven percent increase on this coverage line.

General Liability, Public Officials Liability, Employment Practices Liability & Law Enforcement Liability

The liability coverage is rated based on a net expenditures calculation. Given the reduced budget this fiscal year, the City/BPU is seeing premium reductions in this area.

Cyber Liability

City and BPU's Cyber liability renewal decreased 22 percent.

Commercial Auto

City and BPU's year-over-year premium change is driven by the addition of ten vehicles/trailers that increased overall vehicle values by \$754,999.

Information Needed

- Updated driver list
- Please confirm the value for the 2017 Norton Cement Saw (we have \$0 listed on our schedule, but Travelers listed a value of \$500 for it)
- Signed Statement of Values
- Satisfactory confirmation that you have downloaded & registered for CFC's incident response cyber mobile app, details of which can be found with your policy documents (30 days post binding).
- Signed version of the cyber application form submitted, dated within 30 days of the required inception date (prior to binding).
- If the increased Social Engineering and Funds Transfer Fraud coverage is desired, your Cyber Liability carrier needs a satisfactory version of a fully completed crime application form, signed and dated within 30 days of the

PREMIUM SUMMARY

Named Insured: City of Hillsdale &/or Board of Public Utilities
 Policy Term: 2/1/2025 to 2/1/2026

Policy Type	2024-2025 Premium	2025-2026 Premium - Option 1	2025-2026 Premium - Option 2
Property			
Inland Marine	\$ 85,980.00	\$ 92,140.00	\$ 92,140.00
Crime			
General Liability			
Employee Benefits Liability			
Law Enforcement Liability	\$ 74,469.00	\$ 69,775.00	\$ 69,775.00
Management Liability			
Employment Practices Liability			
Commercial Auto	\$ 71,425.00	\$ 84,801.00	\$ 84,801.00
Commercial Umbrella	\$ 25,218.00	\$ 27,688.00	\$ 27,688.00
Boilers & Machinery	\$ 61,592.00	\$ 66,544.00	\$ 66,544.00
Cyber Liability	\$ 22,250.63	\$ 17,351.13	\$ 18,919.38
<i>Subtotal</i>	\$ 340,934.63	\$ 358,299.13	\$ 359,867.38
Advisor Compensation	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
TOTAL	\$ 390,934.63	\$ 408,299.13	\$ 409,867.38
Premium Increase		\$ 17,364.50	\$ 18,932.75
% Increase		4.44%	4.84%

**Option 2 includes increasing the City/BPU's Social Engineering and Funds Transfer Fraud coverage limits from \$250,000 to \$500,000 under their Cyber Liability coverage.

RECOMMENDATIONS

Coverage Recommendations

- Active Shooter Liability – Declined in December 2019
- Environmental Impairment Liability – Declined in December 2019

Risk Management / Loss Control Recommendations

- Implement Driver Screening and Acceptability Program

PROPERTY COVERAGE

Named Insured: City of Hillsdale &/or Board of Public Utilities
 Policy Term: 2/1/2025 to 2/1/2026

Limit	Property Description	Causes of Loss	Deductible	Value	Blkt
\$112,653,042	Buildings & Personal Property	Special	\$10,000	RC	Yes
\$500,000	Business Income & Extra Expense	Special	72 hrs.		

Coverage Notes:

- Agreed Value Coverage Applies
- Utility Services:
 - Direct Damage – in any one occurrence: \$100,000
 - Time Element – in any one occurrence: \$100,000 (72-hour deductible)
 - Coverage is provided for Water Supply, Communication Supply & Power Supply
 - Coverage for Overhead Transmission Lines is excluded
- Sewer or Drain Backup: \$100,000
- Flood Coverage: \$1,000,000 (A \$50,000 Deductible Applies)
 - Not included for the below locations:
 - 77 E Carleton Road, Hillsdale MI 49242
 - 3070 Hillsdale Road, Hillsdale MI 49242
 - City Parks, Hillsdale MI 49242
 - 45 Monroe Street, Hillsdale MI 49242
 - 401 N Hillsdale, Hillsdale MI 49242
 - 411 N Hillsdale, Hillsdale MI 49242
 - 101 Galloway, Hillsdale MI 49242
 - 139 E South, Hillsdale MI 49242
 - 135 Barber, Hillsdale MI 49242
 - 7 Montgomery, Hillsdale MI 49242
 - 200 Waterworks Avenue, Hillsdale MI 49242
 - 71 Hillsdale (Union), Hillsdale MI 49242
 - N. Manning (Hillsdale Place), Hillsdale MI 49242
 - 120 E Bacon, Hillsdale MI 49242
 - 280 Waterworks Avenue, Hillsdale MI 49242
 - 300 Waterworks Avenue, Hillsdale MI 49242
 - Hillsdale & Morry St (Retention Basin Fence), Hillsdale MI 49242
- Earthquake Coverage: \$1,000,000 (A \$50,000 Deductible Applies)

INLAND MARINE COVERAGE

Named Insured: City of Hillsdale &/or Board of Public Utilities
 Policy Term: 2/1/2025 to 2/1/2026

Limit	Property Description	Deductible
\$754,000	Miscellaneous Property Coverage <ul style="list-style-type: none"> • Computer Equipment (\$750,000) • Broadcast Tower (\$2,000) • 11ft Zodiac Dinghy Inflatable Red Boat (\$2,000) 	\$1,000
\$1,527,900	Contractor's Equipment – Scheduled	\$1,000
\$55,000	Contractor's Equipment – Unscheduled	\$1,000
\$250,000	Fine Arts	
\$37,000	- Winona Statue	\$1,000
\$56,000	- Bear Sculpture	
\$4,160	- Memorial Stone Block Structure	
\$130,000	Leased/Rented Equipment	\$1,000

Coverage Notes:

- Actual Cash Value Coverage Applies

ADDITIONAL PROPERTY COVERAGES

COVERAGE	LIMIT
Accounts Receivable:	
At all describe premises	\$250,000
In transit or at undescribed premises	\$25,000
Appurtenant Buildings and Structures	\$100,000
Claim Data Expense	\$25,000
Covered Leasehold Interest – Undamaged Improvements & Betterments	
Lessor of Your BPP limit or:	\$100,000
Debris Removal (Additional Limit)	\$250,000
Deferred Payments	\$25,000
Duplicate Electronic Data Processing Data & Media	\$50,000
Electronic Data Processing Data & Media	
At all described premises	\$100,000
Employee Tools	
In any one occurrence	\$25,000
Any one item	\$2,500
Expediting Expense	\$25,000
Extra Expense	\$25,000
Fine Arts	
At described premises	\$250,000
In transit	\$25,000
Fire Department Service Charge	Included*
Fire Protective Equipment Discharge	Included*
Green Building Alternatives – Increase Cost	
Percentage 1%	
Maximum amount – each building	\$100,000
Green Building Reengineering & Recertification Expense	\$25,000
Limited Coverage for Fungus, Wet Rot, or Dry Rot	
Annual Aggregate	\$25,000
Loss of Master Key	\$25,000
Newly Constructed or Acquired Property:	
Buildings – each	\$2,000,000
Personal Property at each premise	\$1,000,000
Non-Owned Detached Trailers	\$25,000
Ordinance or Law	\$500,000
Outdoor Property	\$100,000
Any one tree, shrub or plant	\$2,500
Outside Signs	
At all described premises	\$100,000
At all undescribed premises	\$5,000
Personal Effects	\$25,000

Personal Property at Premises Outside Coverage Territory	\$50,000
Personal Property in Transit Outside Coverage Territory	\$25,000
Pollutant Clean-Up and Removal – Aggregate	\$100,000
Preservation of Property	
Expenses to move and temporarily store property	\$250,000
Direct loss or damage to moved property	Included*
Reward Coverage	
25% of covered loss up to a maximum of:	\$25,000
Stored Water	\$25,000
Theft Damage to Rented Property	Included*
Undamaged Parts of Stock in Process	\$50,000
Valuable Papers and Records – Cost of Research	
At all described premises	\$250,000
In transit or at undescribed premises	\$25,000
Water or Other Substance Loss – Tear Out and Replacement Expense	Included*

*Included means included in applicable Covered Property Limit of Insurance

Business Income Additional Coverages

Business Income from Dependent Property	
At Premises Within the Coverage Territory	\$100,000
At Premises Outside the Coverage Territory	\$100,000
Civil Authority	
Coverage Period	30 days
Coverage Radius	100 miles
Claim Data Expense	\$25,000
Contract Penalties	\$25,000
Extended Business Income	
Coverage Period	180 days
Fungus, Wet Rot or Dry Rot – Amended Period of Restoration	
Coverage Period	30 days
Green Building Alternatives – Increased Period of Restoration	
Coverage Period	30 days
Ingress or Egress	\$25,000
Coverage Radius	1 mile
Newly Acquired Locations	\$500,000
Ordinance or Law – Increased Period of Restoration	\$250,000
Pollutant Cleanup and Removal – Annual Aggregate	\$25,000
Transit Business Income	\$25,000
Undescribed Premises	\$25,000

GOVERNMENTAL CRIME COVERAGE

Named Insured: City of Hillsdale &/or Board of Public Utilities
Policy Term: 2/1/2025 to 2/1/2026

<i>Limits</i>	<i>Deductible</i>	<i>Coverage Description</i>
\$500,000	\$1,000	Employee Theft – Per Loss Coverage
\$500,000	\$1,000	Forgery or Alteration
\$500,000	\$1,000	Inside the Premises – Theft of Money & Securities
\$500,000	\$1,000	Inside the Premises – Robbery or Safe Burglary of Other Property
\$500,000	\$1,000	Outside Premises
Not Covered	N/A	Computer Fraud
\$500,000	\$1,000	Funds Transfer Fraud
\$500,000	\$1,000	Money Order and Counterfeit Paper Currency

COMMERCIAL GENERAL LIABILITY COVERAGE

Named Insured: City of Hillsdale &/or Board of Public Utilities
 Policy Term: 2/1/2025 to 2/1/2026

Coverage Written On: Occurrence Form Claims Made Form
 Retro: 2/1/2024

Limits	Coverage Description
\$1,000,000	Each Occurrence Limit
\$3,000,000	General Aggregate Limit
\$3,000,000	Products and Completed Operations Aggregate
\$1,000,000	Personal and Advertising Injury
\$100,000	Damage to Rented Premises (each occurrence)
Excluded	Medical Expense Limit (any one person)
\$1,000,000	Sewer Back-up Limit
\$1,000,000	Failure to Supply Limit
\$1,000,000	Each Abuse or Molestation Offense Limit
\$1,000,000	Abuse or Molestation Aggregate Limit
\$1,000,000	Employee Benefits Liability – Each Employee
\$3,000,000	Employee Benefits Liability – Aggregate

Deductibles

Bodily Injury/Property Damage	\$25,000	<input checked="" type="checkbox"/>	Each Occurrence
Sewer Back-Up	\$25,000	<input checked="" type="checkbox"/>	Each Occurrence
Failure to Supply	\$25,000	<input checked="" type="checkbox"/>	Each Occurrence
Employee Benefits	\$1,000	<input checked="" type="checkbox"/>	Per Claim

Includes:

- Cemetery Professional Services Liability
- Hillsdale Millpond Dam Liability
- EMT Liability

Who is an Insured:

- Public Entity
- Elected or Appointed Officials
- Board Members
- Employees and Volunteer Workers
- Airport Operations Insured Separately

PUBLIC ENTITY MANAGEMENT LIABILITY

Named Insured: City of Hillsdale &/or Board of Public Utilities
Policy Term: 2/1/2025 to 2/1/2026

Coverage Written On: Occurrence Form Claims-Made Form
Retro: 1/1/2000

Limits	Coverage Description
\$3,000,000	Aggregate Limit
\$1,000,000	Each Wrongful Act Limit
\$25,000	Retention

- Airport Board Insured Separately

PUBLIC ENTITY EMPLOYMENT-RELATED PRACTICES LIABILITY

Named Insured: City of Hillsdale &/or Board of Public Utilities
Policy Term: 2/1/2025 to 2/1/2026

Coverage Written On: Occurrence Form Claims-Made Form
Retro: 1/1/2000

Limits	Coverage Description
\$3,000,000	Aggregate Limit
\$1,000,000	Each Wrongful Act Limit
\$25,000	Retention

Who is an Insured:

- Public Entity
- Elected or Appointed Officials
- Executive Officers & Directors
- Boards & Board Members
- Employees (Including Employees of the Entity's Boards)
- Legal Representatives
- Volunteer Workers

LAW ENFORCEMENT LIABILITY

Named Insured: City of Hillsdale &/or Board of Public Utilities
Policy Term: 2/1/2025 to 2/1/2026

Coverage Written On: Occurrence Form Claims-Made Form
Retro: N/A

<i>Limits</i>	<i>Coverage Description</i>
\$3,000,000	Aggregate Limit
\$1,000,000	Each Wrongful Act Limit
\$25,000	Deductible

Coverage Notes

- Deductible Applies to Damages & Defense Expenses
- Pay on Behalf of Basis
- Defense Outside the Limit

Who is an Insured:

- Public Entity
- Elected or Appointed Officials
- Executive Officers & Directors
- Employees
- Legal Representatives
- Volunteer Workers

COMMERCIAL AUTOMOBILE COVERAGE

Named Insured: City of Hillsdale &/or Board of Public Utilities
 Policy Term: 2/1/2025 to 2/1/2026

Limits	Coverage Description
\$1,000,000	Combined Single Limit - Bodily Injury & Property Damage
\$1,000,000	Uninsured / Underinsured Motorists
\$3,000	Special Tort Liability
\$1,000,000	Property Protection
Included	Personal Injury Protection

Includes:

- Liability for All Owned, Hired, And Non-Owned Autos Other Than Those That Are Maintained or Used For The Operations, Activities, Services or Work Of The City of Hillsdale Dial-A-Ride
- Hired Auto Physical Damage: 1,000 Deductible
- Waiver of Deductible: Repaired Glass Only
- Hired Auto Loss of Use: \$65 A Day / \$700 Maximum

Coverage Notes:

- Travelers Insurance Company will be increasing the comprehensive and collision deductibles for any vehicles with an original cost new of \$100,000 or greater from \$2,500 to \$5,000.

Physical Damage Coverage

Vehicle Make Vehicle Model Serial Number	Liab	PIP	UM	UIM	Comprehensive	Collision Deductible
All Scheduled Auto	X	X	X	X	See Schedule	See Schedule
All Scheduled Trailers	X				See Schedule	See Schedule

- Dial-a-Ride Insured Separately

UMBRELLA POLICY

Named Insured: City of Hillsdale &/or Board of Public Utilities
Policy Term: 2/1/2025 to 2/1/2026

<i>Limits</i>	<i>Coverage Description</i>
\$4,000,000	General Aggregate Limit
\$4,000,000	Products / Completed Operations Aggregate
\$4,000,000	Each Occurrence Limit
\$50,000	Crisis Management Service Expenses Limit

<i>Retention</i>	<i>Self Insured Retention per Occurrence</i>
\$10,000	Each Occurrence

Coverage is provided over the following:

- General Liability
- Employee Benefits Liability
- Public Entity Management Liability
- Employment-Related Practices Liability
- Automobile Liability
- Law Enforcement Liability
- Hillsdale Millpond Dam Liability

BOILER & MACHINERY POLICY

Named Insured: City of Hillsdale &/or Board of Public Utilities
 Policy Term: 2/1/2025 to 2/1/2026

Limit	Coverage
\$25,000,000	Total Limit per Breakdown
Included in Total Limit per Breakdown	Property Damage (includes micro-circuitry electronics)

Property Not Covered:

- All decommissioned equipment; ICE's & generator sets #2, 3 & 4; Power Plant 1968 Allis Chalmers 5000kva transformer. Power Generating Equipment including Electric Substations – Time Element Excluded.

Limitations:

- Hazardous Substance Limitation: \$100,000
- Refrigerant Contamination Limitation: \$100,000
- Water Damage Limitation: \$100,000
- Drying Out Limit of Insurance: \$100,000

Deductibles:

Deductible	Coverage
\$10,000	Property Damage
\$250,000	Property Damage: All Electric Generating and Electric Substation Locations; Internal Combustion Engines, Generators & Transformers
\$100,000	Property Damage: All Over "Covered Equipment" at Generating & Substation Locations
48 Hours	Business Income (non-generating locations only)
\$25,000	Extra Expense
24 Hours	Utility Interruption – Time Element
Included in PD Deductible	Spoilage Damage & Refrigerant Contamination

CYBER LIABILITY

Named Insured: City of Hillsdale &/or Board of Public Utilities
 Policy Term: 1/18/2025 to 2/1/2026

INSURER: CFC Underwriting Ltd (Underwriters at Lloyd's)

Limits of Liability

Coverage Description

Cyber Incident

\$2,000,000	Cyber Incident Response Costs
\$2,000,000	Legal and Regulatory Costs
\$2,000,000	IT Security and Forensic Costs
\$2,000,000	Crisis Communication Costs
\$2,000,000	Privacy Breach Management Costs
\$2,000,000	Third Party Privacy Breach Management Costs

Cyber Crime

\$250,000	Funds Transfer Fraud
\$250,000	Theft of Funds Held in Escrow
\$250,000	Theft of Personal Funds
\$2,000,000	Extortion
\$250,000	Corporate Identity Theft
\$250,000	Telephone Hacking
\$50,000	Push Payment Fraud
\$250,000	Unauthorized Use of Computer Resources

\$2,000,000	System Damage and Business Interruption
\$2,000,000	Network Security & Privacy Liability
\$2,000,000	Media Liability
\$100,000	Court Attendance Costs

Retention:

Each Claim	\$15,000
Incident Response Costs & Court Attendance Costs	\$0

Coverage Notes:

- CFC added \$250,000 of Invoice Manipulation coverage at renewal.
- CFC is offering increased Social Engineering and Funds Transfer Fraud coverage (increasing the limits from \$250,000 to \$500,000) for an additional premium of \$1,568.25. A completed Crime application is needed prior to binding if desired.



US commercial rates rise 6.1% in Q3, reflecting a 'market in transition': WTW

By Erin Ayers, Front Page News

Commercial insurance rates in the U.S. rose by an average of 6.1% in the third quarter of 2024, up slightly from the 5.9% in Q2, according to WTW's latest Commercial Lines Insurance Pricing Survey (CLIPS).

"Results for this quarter reflect continued shifts in the commercial insurance landscape," said Yi Jing, senior director of insurance consulting and technology at WTW, in a statement. "Sectors like Commercial Auto and Excess/Umbrella liability continue to face pricing pressures, while others, such as Commercial Property, are stabilizing. These developments highlight a market in transition, as insurers adapt to evolving risks and economic conditions."

Q3 price changes include moderate to significant increases in most lines, other than workers compensation, directors and officers (D&O) liability, cyber, and surety, according to the CLIPS report.

Commercial auto liability and excess/umbrella posted double-digit increases, WTW found. The broker also noted that package commercial multi-peril (CMP) and businessowners policies (BOP) hit the highest levels in over a decade.

Rate increases in commercial property have largely stabilized, with buyers still seeing increases but at much lower levels than in 2023.

While workers compensation pricing trends stayed level with previous quarters with a slight reduction, D&O price decreases picked up pace compared to the first and second quarter, WTW said. Additionally, the "significant" rate decreases seen in cyber for Q1 and Q2 continued in Q3.

Mid-sized accounts tended to see more rate moderation this quarter, according to the report. By comparison, prices for small and large accounts rose in Q3. However, the Q3 trends showed a "market with varying dynamics across lines and account sizes."

Managing Editor Erin Ayers can be reached at erin.ayers@zywave.com

City of Hillsdale Agenda Item Summary

Meeting Date: January 21, 2025

Agenda Item: New Business

SUBJECT: Dial –A-Ride Annual Funding

BACKGROUND PROVIDED: Jason Blake, DPS Director

Each February the City of Hillsdale submits an application to the State of Michigan Department of Transportation (MDOT) to apply for financial assistance under Act 51 for public transportation known as Dial-A-Ride Transit (DART). Attached is the Resolution of Intent required by MDOT as part of the application process. The resolution outlines the anticipated balanced budget for the 2025-2026 fiscal year of \$401,907.00 and projected funding sources. This budget is similar but not necessarily identical to the budget Council will approve in June as it covers a different fiscal year (October 1, 2025-September 30, 2026). It is anticipated that we will receive 18.0% of operational costs from federal sources and 30.5895% from the state. The remaining 51.4105% will come from local sources (ticket fares, advertisement and general fund). This resolution also appoints Jason Blake, Public Services Director, as the Transportation Coordinator.

RECOMMENDATION:

Staff recommends that Council approve this resolution as presented.

Michigan Department
Of Transportation
3078

FY 2026 RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for fiscal year 2026 under Act 51 of the Public Acts of 1951, as amended.

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Hillsdale, City of (hereby known as **THE APPLICANT**) established under Act 279 to provide a local transportation program for the state fiscal year of 2026 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the governing body, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators have been reviewed and approved by the governing body.

WHEREAS, **THE APPLICANT** , has reviewed and approved the proposed balance (surplus) budget, and funding sources of estimated federal funds \$ 72,343 estimated state funds \$ 122,941 estimated local funds \$ 206,623 with total estimated expenses of \$ 401,907

(Note: Local funds include fare box and any other local revenue)

NOW THEREFORE, be it resolved that **THE APPLICANT** hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints Jason Blake as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2026

I, Katy Price (Name) City Clerk

(Secretary/Clerk) of **THE Applicant** , having custody of the records and proceedings of **THE APPLICANT**, does hereby certify that I have compared this resolution adopted by **THE APPLICANT** at the meeting of January 21 , 2025 with the original minutes now on file and of record in the office and that this resolution is true and correct.

Joshua Paladino, Mayor Pro-Tem Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed seal of said , this day of A.D 20

SIGNATURE

Katy Price, City Clerk Date



CITY OF HILLSDALE

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

What Board/Commission would you like to serve? where needed

Name: C.J. TONCRAY

Address: [redacted] Hillsdale 49242
Street City Zip

Phone: Home [redacted] Cell Work

E-Mail [redacted]

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

Occupation: (if retired, former occupation) PROPERTY MGT

Please check the expertise and skills you can contribute:

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

Brief Educational Background: some College / TRADE SCHOOL

What charitable or community activities have you actively participated in? Please describe any leadership role(s) you have (had) in the organization(s): NONE

On what other volunteer boards/committees have you served? NONE

Describe any previous activities related to government: NONE

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

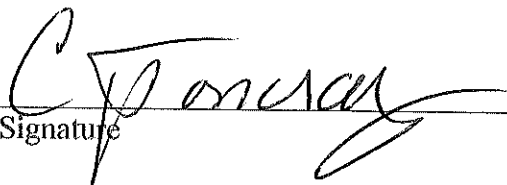
I AM INVESTED IN THIS COMMUNITY AND ITS SUCCESS - I WOULD LIKE TO BE MORE INVOLVED

Please explain your understanding of the City of Hillsdale:

IT IS A SMALL COMMUNITY THAT WANTS TO GROW BUT KEEPING THE SMALL TOWN VALUES

Additional comments: _____

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


Applicant Signature

11/26/24
Date

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

I care strongly about cemetery operations in my local community. I serve on the cemetery board for Holy Ascension Church in Albion, Michigan, and have worked in cemeteries in Istanbul, Turkey, and Ann Arbor, Michigan as a groundskeeper and records keeper.

Please explain your understanding of the City of Hillsdale:

Hillsdale is the largest city and county seat of Hillsdale County in the state of Michigan. The population was 8,036 at the 2020 census. The city is the home of Hillsdale College, a private liberal arts college.

Additional comments: _____

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

_____ Electronically Signed: Adam Bentley, 12/10/2024 _____



**CITY OF
HILLSDALE**

Airport Advisory Committee
The Committee was established for the purpose of



CITY OF HILLSDALE

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

What Board/Commission would you like to serve?

Name:

Address:

Street City Zip

Phone: Office: Home Work Cell:

E-Mail

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

Occupation: (if retired, former occupation)

Please check the expertise and skills you can contribute:

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

Brief Educational Background:

I hold a Master of Social Work degree and a full Michigan clinical license.

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

I serve on Local Transportation Advisory Councils in Jackson and Lenawee Counties as well as the committee chaired by Key Opportunities in Hillsdale County.

On what other volunteer boards/committees have you served?

On a personal basis, I am active in my local church and have served in the past as Parish Council President.

Describe any previous activities related to government:

N/A

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


I am interested in serving on the Local Advisory Council for the City of Hillsdale because I have extensive professional experience working with older adults and people with disabilities. I am also knowledgeable concerning transportation infrastructure and accessibility issues.

Please explain your understanding of the City of Hillsdale:

The City of Hillsdale is the county seat and an integral part of southern Michigan.

Additional comments:

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



Applicant Signature

01/07/2025
Date



CITY OF HILLSDALE

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

What Board/Commission would you like to serve? Library Board or BPU board

Name: Jack Shelley

Address: [Redacted], Hillsdale 49242
Street City Zip

Phone: Home [Redacted] Work

E-Mail [Redacted]

Residency is required for most Boards & Commissions.
Are you a resident of City of Hillsdale? Yes [checked] No If so, for how long? 3 yrs

Occupation: (if retired, former occupation) Plumber

Please check the expertise and skills you can contribute:

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

Brief Educational Background:
Graduated from Dexter High School and recieved a BA in economics from Hillsdale College.

What charitable or community activities have you actively participated in? Please describe any leadership role(s) you have (had) in the organization(s):
Worked briefly with Care inc. to help a family in need of maintenance labor.

On what other volunteer boards/committees have you served? None

Describe any previous activities related to government: None

Please explain why you would be interested in serving on the council or committee: To give back to the community and properly meet the expectations of our residents as to how the library should operate. In the case of BPU, interested in contributing the opinions of an average resident with some technical knowledge regarding utilities.

Please explain your understanding of the City of Hillsdale: Historical town with an interesting divide between college affiliated residents and native Hillsdadians. Home of the most popular fair on earth.

Additional comments: _____

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

Jack Shelby
Applicant Signature

10/15/2024
Date